



ORDINARY MEETING

AGENDA

12 APRIL 2016

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 12 April 2016 commencing at 9:00am for transaction of the enclosed business.

A handwritten signature in black ink, appearing to be "C. R.", is positioned above the printed name of the Chief Executive Officer.

CHIEF EXECUTIVE OFFICER
7 April 2016

Next Meeting Date: 26.04.16

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 Performance and Service Committee Meeting held 24 November 2015

Minutes of the Ordinary Meeting held 8 March 2016

Minutes of the Special Meeting held 8 April 2016

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

6.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

File No: 10097

Attachments: 1. **Business Outstanding Table for Ordinary Council Meeting**

Responsible 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 the Ordinary Council Meeting is presented for Councillors' information.

OFFICER'S RECOMMENDATION

THAT the Business Outstanding table for the Ordinary Council Meeting be received.

BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

Business Outstanding Table for Ordinary Council Meeting

Meeting Date: 12 April 2016

Attachment No: 1

Meeting Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
8 December 2015	Renewal of Trustee Lease to WIN Television Qld Pty Ltd - 67B Forbes Avenue, Frenchville	<p>THAT Council:</p> <ul style="list-style-type: none"> Authorises the Chief Executive Officer (Coordinator Property & Insurance) to renew the trustee lease to WIN Television Qld Pty Ltd over part of 294 on CP897750 (67B Forbes Avenue) for a period of 10 years, in accordance with the <i>Local Government Regulation 2012, Section 236(1)(c)(iii)</i>; and The renewed trustee lease fee be determined by an independent market valuation which is to be provided by the lessee at their cost, in accordance with <i>Local Government Regulation 2012, Section 236(3) and (5)</i>. 	Kellie Anderson	28/02/2016	WIN TV have been advised of Council's resolution. Awaiting documentation to be able to complete lease renewal.
8 March 2016	D/69-2015 - Application under the Development Incentives Policy for Development Permit for a Material Change of Use for Commercial Premise	As per resolution – 91 Denham Street, Rockhampton.	Corina Hibberd	22/03/2016	
8 March 2016	D/79-2015 - Application under the Development Incentives Policy for Development Permit for a Material Change of Use for Vehicle Depot	As per resolution – 44 Robison Street, Park Avenue.	Corina Hibberd	22/03/2016	

8 March 2016	Rockhampton Hockey Association's request for an extension to its leased area to permit a second artificial surface	<p>THAT Council request that further discussions occur with the Rockhampton Hockey Association, Rockhampton Cricket Incorporated and Council in regards to a proposed extension of the lease area to the south of the existing artificial surface to cater for a second artificial surface;</p> <p>THAT Council, on location being agreed and subject to Rockhampton Hockey Association applying for and successfully receiving the Get Playing Plus grant for which applications close on 1 April 2016 and successfully obtaining all relevant building and planning approvals:</p> <ol style="list-style-type: none"> a. Commit \$350,000 to the cost of constructing a second artificial hockey playing surface from the <i>Major Project Seed Funding for Improving Sporting Facilities through Sporting Clubs</i> for the 2016/17 Financial Year, b. Amend the current leased area held by Rockhampton Hockey Association at Water Street, Koongal to enable the construction of a second artificial hockey playing surface with the terms and conditions of such amended lease being as follows: <ol style="list-style-type: none"> i. The annual rental fee is to be charged in line with Council's Fees and Charges for Parks – Specialist Area ii. The initial Lease term be 10 years iii. The Lease is subject to the following special conditions: <ol style="list-style-type: none"> 1. The Trustee Lessee owns the infrastructure, and the Trustee Lessee is responsible for all maintenance of the infrastructure 2. Within two (2) years from the commencement date, the Trustee Lessee must complete the construction of the second artificial surface (to the satisfaction of the Trustee, as per Clause 5.4). Failure to fulfil this Special Condition may result in termination of the Trustee Lease iv. Rockhampton Hockey Association is responsible for all survey and registration costs, and Council's reasonable legal costs with regards to the Lease v. The Manager Parks be authorised to negotiate the final layout and plans with Rockhampton Hockey Association; c. Amend the current leased area held by Rockhampton Cricket Inc. to decrease the area held at Water Street, Koongal to facilitate the construction of a second artificial hockey playing surface and increase the area held at Reaney Street, Rockhampton to facilitate the construction of a turf wicket field with the terms and conditions of such amended lease remaining as per the current lease. 	Sophia Czarkowski	22/03/2016	
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8 March 2016	Council Delegations to Chief Executive Officer	<p>THAT:</p> <ol style="list-style-type: none">1. Council resolves as per section 257 of the <i>Local Government Act 2009</i> to delegate to the Chief Executive Officer, the exercise of powers contained in schedule 1 of the Instrument of Delegation – <i>Local Government Act 2009</i> attached to this report;2. All prior resolutions delegating the same power under the <i>Local Government Act 2009</i> to the Chief Executive Officer are repealed;3. The power must be exercised subject to any limitations contained in schedule 2 of the Instrument of Delegation attached to this report.	Travis Pegrem	22/03/2016	
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7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COMMITTEE REPORTS

Nil

10 COUNCILLOR/DELEGATE REPORTS

Nil

11 OFFICERS' REPORTS

11.1 CONSTITUTION OF COMMITTEES

File No: 10072

Attachments:

1. Draft Terms of Reference Airport, Waste and Water Committee
2. Draft Terms of Reference for Communities Committee
3. Draft Terms of Reference for Infrastructure Committee
4. Draft Terms of Reference for Parks, Recreation and Sport Committee
5. Draft Terms of Reference for Planning and Regulatory Committee

Authorising Officer: Evan Pardon - Chief Executive Officer

Author: Shane Turner - Manager Governance Support

SUMMARY

The Local Government Act 2009 allows Council to appoint Standing Committees. The Chief Executive Officer is seeking direction from Council on the following:

1. *Determination of Council Committee structure;*
2. *Appointment of members to the Committees;*
3. *Determination of the Committee Chairperson;*
4. *Spokesperson for the Economic Development Portfolio;*
5. *Spokesperson for the Environment Portfolio.*

OFFICER'S RECOMMENDATION

THAT:

1. Council adopt the following Standing Committee structure and the Terms of References as attached to the report for each of the Standing Committees pursuant to s264 of *the Local Government Regulation 2012*:

Committee	Members	Chairperson
Airport, Waste and Water Committee	1. 2. 3. 4.	
Communities Committee	1. 2. 3. 4.	
Infrastructure Committee	1. 2. 3. 4.	
Parks, Recreation and Sport Committee	1. 2. 3. 4.	

Planning and Regulatory Committee	1. 2. 3. 4.	
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2. In accordance with the s210 of the *Local Government Regulation 2012* appoint Councillor _____ and Councillor _____ to the Audit and Business Improvement Advisory Committee and that the Audit & Business Improvement Advisory Committee appoint a Chairperson at its first meeting.

BACKGROUND

Council have indicated that it wishes to have a number of Committees to deal with certain matters. It is proposed that the following Committees be constituted and the Terms of Reference for each of the Committees is contained in Attachment 1.

Committee	No of Members	Recommending or Delegated
Airport, Waste and Water	?	Recommending
Communities Committee	?	Recommending
Infrastructure Committee	?	Recommending
Parks, Recreation and Sport Committee	?	Recommending
Planning and Regulatory Committee	?	Recommending

The *Local Government Regulation 2012* requires Council have an Audit Committee. The Audit Committee must consist of at least 3 and no more than 6 members; and include 2, but no more than 2, Councillors appointed by Council; and at least 1 member who has significant experience and skills in financial matters. For information, the Consultancy Services Agreements for the current 3 external members of the Audit and Business Improvement Committee have been extended until October 2016.

CONSTITUTION OF COMMITTEES

Draft Terms of Reference Airport, Waste and Water Committee

Meeting Date: 12 April 2016

Attachment No: 1



Date: 12 April 2016
Subject: Terms of Reference – Airport, Water and Waste Committee
File Ref: 8237

1. PURPOSE

The Airport, Water and Waste Committee is a formal standing committee of Rockhampton Regional Council and provides direction and leadership on the functional responsibilities detailed in section 3 "Responsibilities".

2. SCOPE AND LIMITATIONS

This Committee comprises ??? (?) Councillors of Rockhampton Regional Council. The Mayor is an ex-officio member of the Committee.

This Standing Committee deals with policy issues associated with the Council's commercialised business units and functional issues include commercial projects, Rockhampton Airport management in as much as it relates to commercialisation activities, water management in as much as it relates to commercialisation activities, waste management in as much as it relates to commercialisation activities. The Airport, Water and Waste Committee make recommendations to the Ordinary Council meeting. The Airport, Water and Waste Committee has no delegated authority.

The main functions of the Committee are to:

1. Receive reports from the Chief Executive Officer and appropriately delegated officers.
2. Consider the material in the reports from officers and seek further information from relevant officers, if necessary.
3. Formulate recommendations to the Ordinary Council Meeting.
4. Create Sub-committees to examine specific issues and strategic policy projects which will then report back to the Committee prior to making recommendations on those issues to a Council meeting.

3. RESPONSIBILITIES

The following is a list of functions that can be considered by the Airport, Water and Waste Committee:

- Airport risk management;
- Airport operational policies;
- Annual review of Rockhampton Airport performance plan;
- Strategic planning for Rockhampton Airport
- Design, construction, operation and maintenance of water and sewerage systems and networks;
- Water risk management;

Airport, Water and Waste Committee Terms of Reference

- 2 -

- Water and sewerage operational policies;
- Annual review of Fitzroy River Water performance plan; and
- Strategic planning for regional water delivery and sewerage services.
- Waste and Recycling risk management;
- Waste and Recycling operational policies;
- Annual review of Water and Recycling performance plan; and
- Strategic planning for regional waste and recycling services.

4. MEMBERSHIP

Membership of the Airport, Water and Waste Committee is appointed as follows:-

Chairperson:	Councillor
Members:	Mayor, Councillor Margaret Strelow
	Councillor
	Councillor
	Councillor
	Councillor

In accordance with Section 12(4)(g) of the *Local Government Act 2009*, the Mayor is a member of each standing Committee.

Other elected members of Council may participate in Committee meetings, with approval from the Chairperson however, shall not be a member and shall not have voting rights.

5. ROLE OF THE CHAIR

The Committee Chair shall assume overall responsibility for the good governance and order of the Airport, Water and Waste Committee meeting.

6. QUORUM

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

7. FREQUENCY

The Airport, Water and Waste Committee will meet at least on a monthly basis.

A 'Schedule of Meetings' is to be forwarded to Council at least twice per annum, for adoption detailing dates and times for these meetings.

8. AGENDA DISTRIBUTION TIME

The agenda for this committee will be distributed in accordance with s258 (Notice of meetings) of the *Local Government Regulation 2012*.

Evan Pardon
Chief Executive Officer

Airport, Water and Waste Committee Terms of Reference

CONSTITUTION OF COMMITTEES

Draft Terms of Reference for Communities Committee

Meeting Date: 12 April 2016

Attachment No: 2



Date: 12 April 2016
Subject: Terms of Reference – Communities Committee
File Ref: 8237

1. PURPOSE

The Communities Committee provides direction and leadership on the functional responsibilities detailed in section 3 "Responsibilities".

2. SCOPE AND LIMITATIONS

This Committee comprises ??? (?) Councillors of Rockhampton Regional Council. The Mayor is an ex-officio member of the Committee.

This Standing Committee dealing with issues across the range of community services and activities including advocacy with other governmental agencies. The Communities Committee makes recommendations to the Ordinary Council meeting. The Communities Committee has no delegated authority.

The main functions of the Committee are to:

1. Receive reports from the Chief Executive Officer and appropriately delegated officers.
2. Consider the material in the reports from officers and seek further information from relevant officers, if necessary.
3. Formulate recommendations to the Ordinary Council Meeting.
4. Create sub-committees to examine specific issues and strategic policy projects which will then report back to the standing Committee prior to making recommendations on those issues to a Council meeting.

3. RESPONSIBILITIES

The following is a list of functions that can be considered by the Communities Committee:

- Libraries and community centres;
- Community development;
- Crime prevention & community safety;
- Cultural activities and festivals;
- Graffiti management;
- Public Art;
- Art Gallery;
- Regional Arts Development Fund (RADF);
- Social planning and community capacity building; and
- Child care, youth and aged services.

Communities Committee Terms of Reference

- 2 -

- Heritage Village
- Pilbeam Theatre
- Showgrounds
- Other similar community facilities

4. MEMBERSHIP

The Communities Committee shall be appointed as follows:-

Chairperson:	Councillor
Members:	Mayor, Councillor Margaret Strelow
	Councillor
	Councillor
	Councillor

In accordance with Section 12(4)(g) of the *Local Government Act 2009*, the Mayor is a member of each standing committee.

Other elected members of Council may participate in Committee meetings, with approval from the Chairperson however, shall not be a member and shall not have voting rights.

5. ROLE OF THE CHAIR

The Committee Chair shall assume overall responsibility for the good governance and order of the Committee meeting.

6. QUORUM

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

7. FREQUENCY

The Communities Committee will meet **at least on a monthly basis**.

A 'Schedule of Meetings' is to be forwarded to Council at least twice per annum, for adoption detailing dates and times for these meetings.

8. AGENDA DISTRIBUTION TIME

The agenda for this committee will be distributed in accordance with s258 (Notice of meetings) of the *Local Government Regulation 2012*.

Evan Pardon
Chief Executive Officer

Communities Committee Terms of Reference

CONSTITUTION OF COMMITTEES

Draft Terms of Reference for Infrastructure Committee

Meeting Date: 12 April 2016

Attachment No: 3



Date: 12 April 2016
Subject: Terms of Reference – Infrastructure Committee
File Ref: 8237

1. PURPOSE

The Infrastructure Committee provides direction and leadership on the functional responsibilities detailed in section 3 "Responsibilities".

2. SCOPE AND LIMITATIONS

This Committee comprises of ??? (?) Councillors of Rockhampton Regional Council. The Mayor is an ex-officio member of the Committee.

This Standing Committee deals with all policy issues associated with roads infrastructure, planning, design and construction & maintenance. The Infrastructure Committee makes recommendations to the Ordinary Council meeting. The Infrastructure Committee has no delegated authority.

The main functions of the Committee are to:

1. Receive reports from the Chief Executive Officer and appropriately delegated officers.
2. Consider the material in the reports from officers and seek further information from relevant officers, if necessary.
3. Formulate recommendations to the Ordinary Council Meeting.
4. Create Sub-committees to examine specific issues and strategic policy projects which will then report back to Committee prior to making recommendations on those issues to a Council meeting.

3. RESPONSIBILITIES

The following is a list of functions that can be considered by the Infrastructure Committee:

- Floodplain management;
- Footpaths and bikeways;
- Public lighting;
- Road Services;
- Road Landscape;
- Storm water drainage and flood mitigation;
- Traffic control;
- Transport planning; and
- Works programs (construction and maintenance); roads, streets and bridges.

Infrastructure Committee Terms of Reference

- 2 -

4. MEMBERSHIP

The membership of the Infrastructure Committee is appointed as follows:-

Chairperson:	Councillor
Members:	Mayor, Councillor Margaret Strelow
	Councillor
	Councillor
	Councillor
	Councillor

In accordance with Section 12(4)(g) of the *Local Government Act 2009*, the Mayor is a member of each Standing Committee.

Other elected members of Council may participate in Committee meetings, with approval from the Chairperson however, shall not be a member and shall not have voting rights.

5. ROLE OF THE CHAIR

The Committee Chair shall assume overall responsibility for the good governance and order of the Infrastructure Committee meeting.

6. QUORUM

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

7. FREQUENCY

The Infrastructure Committee will meet on at least a monthly basis.

A 'Schedule of Meetings' is to be forwarded to Council at least twice per annum, for adoption detailing dates and times for these meetings.

8. AGENDA DISTRIBUTION TIME

The agenda for this committee will be distributed in accordance with s258 (Notice of meetings) of the *Local Government Regulation 2012*.

Evan Pardon
Chief Executive Officer

Infrastructure Committee Terms of Reference

CONSTITUTION OF COMMITTEES

Draft Terms of Reference for Parks, Recreation and Sport Committee

Meeting Date: 12 April 2016

Attachment No: 4



Date: 12 April 2016
Subject: Terms of Reference – Parks, Recreation and Sport Committee
File Ref: 8237

1. PURPOSE

The Parks, Recreation and Sport Committee provides direction and leadership on the functional responsibilities detailed in section 3 "Responsibilities".

2. SCOPE AND LIMITATIONS

This Committee comprises of **??? (?) Councillors** of Rockhampton Regional Council. The Mayor is an ex-officio member of the Committee.

This Standing Committee deals with issues across the range of community services and activities. The Parks, Recreation and Sport Committee makes recommendations to the Ordinary Council meeting. The Parks, Recreation and Sport Committee has no delegated authority.

The main functions of the Committee are to:

1. Receive reports from the Chief Executive Officer and appropriately delegated officers.
2. Consider the material in the reports from officers and seek further information from relevant officers, if necessary.
3. Formulate recommendations to the Ordinary Council Meeting.
4. Create sub-committees to examine specific issues and strategic policy projects which will then report back to the Committee prior to making recommendations on those issues to a Council meeting.

3. RESPONSIBILITIES

The following is a list of functions that can be considered by the Parks, Recreation and Sport Committee:

- Sports & Recreation strategies;
- Sporting venues;
- Parks;
- Events;
- Leases of parkland to sporting clubs and other organisations; and
- Aquatic Centres and Swimming pools.
- Cemeteries

Parks, Recreation and Sport Committee Terms of
Reference

- 2 -

4. MEMBERSHIP

Membership of the Parks, Recreation and Sport Committee be appointed as follows:-

Chairperson:	Councillor
Members:	Mayor, Councillor Margaret Strelow
	Councillor
	Councillor
	Councillor
	Councillor

In accordance with Section 12(4)(g) of the *Local Government Act 2009*, the Mayor is a member of each Standing Committee.

Other elected members of Council may participate in Committee meetings, with approval from the Chairperson however, shall not be a member and shall not have voting rights.

5. ROLE OF THE CHAIR

The Committee Chair shall assume overall responsibility for the good governance and order of the Parks and Recreation Committee meeting.

6. QUORUM

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

7. FREQUENCY

The Parks, Recreation and Sport Committee will meet at least on a monthly basis.

A 'Schedule of Meetings' is to be forwarded to Council at least twice per annum, for adoption detailing dates and times for these meetings.

8. AGENDA DISTRIBUTION TIME

The agenda for this committee will be distributed in accordance with s258 (Notice of meetings) of the *Local Government Regulation 2012*.

Evan Pardon
Chief Executive Officer

Parks, Recreation and Sport Committee Terms of
Reference

CONSTITUTION OF COMMITTEES

Draft Terms of Reference for Planning and Regulatory Committee

Meeting Date: 12 April 2016

Attachment No: 5



Date: 12 April 2016
Subject: Terms of Reference – Planning and Regulatory Committee
File Ref: 8237

1. PURPOSE

The Planning and Regulatory Committee is a formal standing committee of Rockhampton Regional Council and provides direction and leadership on the functional responsibilities detailed in section 3 "Responsibilities".

2. SCOPE AND LIMITATIONS

This Committee comprises (?) Councillors of Rockhampton Regional Council.

This Standing Committee dealing with strategy and policy as it relates to strategic land use planning and development assessment from a planning and policy perspective. long-term strategy and policy as it relates to matters of environmental health, public health and regulatory responsibilities of the Council associated with those matters.

The Planning and Regulatory Committee make recommendations to the Ordinary Council meeting. The Planning and Regulatory Committee has no delegated authority.

The main functions of the Committee are to:

1. Receive reports from the Chief Executive Officer, General Managers and appropriately delegated officers.
2. Consider the material in the reports from officers and seek further information from relevant officers, if necessary.
3. Formulate recommendations to the Ordinary Council Meeting.
4. Create Sub-committees to examine specific issues and strategic policy projects which will then report back to the Committee prior to making recommendations on those issues to a Council meeting.

3. RESPONSIBILITIES

The following is a list of functions that can be considered by the Planning and Regulatory Committee:

- Building and plumbing legislation and policy;
 - Development assessment;
 - Development and land use related legislation and policy;
 - Infrastructure planning and charging;
 - Land Use Planning;
 - Building Compliance in terms of:
 - Building Act 1975 and respective Regulation/s; and
 - Integrated Planning Act 1997 and respective Regulation/s;
-

Planning & Regulatory Committee Terms of Reference

- 2 -

- Plumbing and Drainage policy matters as prescribed by the relevant Act and regulations; and
- Development Compliance.
- Local Laws Policy formation and review
- Animal management
- Compliance activity to the Local Laws
- Communicable Disease Management
- Health Compliance in terms of:
 - Public Health Act 2005 and respective Regulation/s;
- Food Act 2006 and respective Regulation/s;
- Dangerous Goods Safety Management Act and respective Regulation/s; and
- Public Health (Infection Control for Personal Appearance Services) Act 2003 and respective Regulation/s.
- Waste Reduction & Recycling Act;
- Legislation Review & Policy Development
- Pest Management
- Public health and safety
- Vector control

4. MEMBERSHIP

The membership of the Planning and Development Committee is appointed as follows:-

Chairperson:	Councillor
Members:	Mayor, Councillor Margaret Strelow
	Councillor
	Councillor
	Councillor
	Councillor

In accordance with Section 12(4)(g) of the *Local Government Act 2009*, the Mayor is a member of each standing Committee.

Other elected members of Council may participate in Committee meetings, with approval from the Chairperson however, shall not be a member and shall not have voting rights.

5. ROLE OF THE CHAIR

The Mayor shall be the Chair and shall assume overall responsibility for the good governance and order of the Planning and Development Committee meeting.

6. QUORUM

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

7. FREQUENCY

The Planning and Development Committee will meet at least on a monthly basis.

Planning & Regulatory Committee Terms of Reference

- 3 -

A 'Schedule of Meetings' is to be forwarded to Council at least twice per annum, for adoption detailing dates and times for these meetings.

8. AGENDA DISTRIBUTION TIME

The agenda for this committee will be distributed in accordance with s258 (Notice of meetings) of the *Local Government Regulation 2012*.

Evan Pardon
Chief Executive Officer

Planning & Regulatory Committee Terms of Reference

11.2 SCHEDULE OF COUNCIL AND COMMITTEE MEETINGS - APRIL TO DECEMBER 2016

File No: 1460
Attachments: 1. Draft Schedule of Meetings April to December 2016
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

SUMMARY

Schedule of Council and Committee meetings for the period April to December 2016 for adoption by Council.

OFFICER'S RECOMMENDATION

THAT the Schedule of Council and Committee meetings for the period April to December 2016, as attached to the report, be adopted.

BACKGROUND

A Schedule of Council and Committee meetings for the period April to December 2016 has been prepared and is presented for Councillors' information.

The schedule is based on a four weekly cycle and when there are five (5) Tuesdays in a month, no meetings have been scheduled on the Tuesday or Wednesday of that week. Meetings have been condensed in December, to allow for the Christmas recess.

Meetings of the Audit Committee will be arranged separately.

SCHEDULE OF COUNCIL AND COMMITTEE MEETINGS – APRIL TO DECEMBER 2016

Draft Schedule of Meetings April to December 2016

Meeting Date: 12 April 2016

Attachment No: 1

**SCHEDULE OF COUNCIL AND COMMITTEE MEETINGS
APRIL TO DECEMBER 2016**

APRIL 2016

MONDAY		TUESDAY				WEDNESDAY				THURSDAY		FRIDAY	
4 APRIL		5 APRIL				6 APRIL				7 APRIL		8 APRIL	
11 APRIL		12 APRIL	Council (9am)			13 APRIL				14 APRIL		15 APRIL	
18 APRIL		19 APRIL	Planning & Regulatory (9am)	Infrastructure (12.30pm)	Airport, Water & Waste (3pm)	20 APRIL	Communities (9am)	Parks, Recreation & Sport (12.30pm)		21 APRIL		22 APRIL	
25 APRIL	ANZAC DAY	26 APRIL	Council (9am)			27 APRIL				28 APRIL		29 APRIL	

MAY 2016

MONDAY		TUESDAY				WEDNESDAY				THURSDAY		FRIDAY	
2 MAY	LABOUR DAY	3 MAY	Planning & Regulatory (9am)	Councillor Forum		4 MAY				5 MAY		6 MAY	
9 MAY		10 MAY	Council (9am)			11 MAY				12 MAY		13 MAY	
16 MAY		17 MAY	Planning & Regulatory (9am)	Infrastructure (12.30pm)	Airport, Water & Waste (3pm)	18 MAY	Communities (9am)	Parks, Recreation & Sport (12.30pm)		19 MAY		20 MAY	
23 MAY		24 MAY	Council (9am)			25 MAY				26 MAY		27 MAY	

JUNE 2016

MONDAY		TUESDAY				WEDNESDAY				THURSDAY		FRIDAY	
6 JUNE		7 JUNE	Planning & Regulatory (9am)	Councillor Forum		8 JUNE				9 JUNE		10 JUNE	
13 JUNE		14 JUNE	Council (9am)			15 JUNE				16 JUNE	SHOW HOLIDAY	17 JUNE	
20 JUNE		21 JUNE	Planning & Regulatory (9am)	Infrastructure (12.30pm)	Airport, Water & Waste (3pm)	22 JUNE	Communities (9am)	Parks, Recreation & Sport (12.30pm)		23 JUNE		24 JUNE	
27 JUNE		28 JUNE	Council (9am)			29 JUNE				30 JUNE		1 JULY	

JULY 2016

MONDAY		TUESDAY				WEDNESDAY				THURSDAY		FRIDAY	
4 JULY		5 JULY	Planning & Regulatory (9am)	Councillor Forum		6 JULY				7 JULY		8 JULY	
11 JULY		12 JULY	Council (9am)			13 JULY				14 JULY		15 JULY	
18 JULY		19 JULY	Planning & Regulatory (9am)	Infrastructure (12.30pm)	Airport, Water & Waste (3pm)	20 JULY	Communities (9am)	Parks, Recreation & Sport (12.30pm)		21 JULY		22 JULY	
25 JULY		26 JULY	Council (9am)			27 JULY				28 JULY		29 JULY	

AUGUST 2016

MONDAY		TUESDAY				WEDNESDAY				THURSDAY		FRIDAY	
1 AUG		2 AUG	Planning & Regulatory (9am)	Councillor Forum		3 AUG				4 AUG		5 AUG	
8 AUG		9 AUG	Council (9am)			10 AUG				11 AUG		12 AUG	
15 AUG		16 AUG	Planning & Regulatory (9am)	Infrastructure (12.30pm)	Airport, Water & Waste (3pm)	17 AUG	Communities (9am)	Parks, Recreation & Sport (12.30pm)		18 AUG		19 AUG	
22 AUG		23 AUG	Council (9am)			24 AUG				25 AUG		26 AUG	

SEPTEMBER 2016

MONDAY		TUESDAY				WEDNESDAY				THURSDAY		FRIDAY	
5 SEPT		6 SEPT	Planning & Regulatory (9am)	Councillor Forum		7 SEPT				8 SEPT		9 SEPT	
12 SEPT		13 SEPT	Council (9am)			14 SEPT				15 SEPT		16 SEPT	
19 SEPT		20 SEPT	Planning & Regulatory (9am)	Infrastructure (12.30pm)	Airport, Water & Waste (3pm)	21 SEPT	Communities (9am)	Parks, Recreation & Sport (12.30pm)		22 SEPT		23 SEPT	
26 SEPT		27 SEPT	Council (9am)			28 SEPT				29 SEPT		30 SEPT	

OCTOBER 2016

MONDAY		TUESDAY				WEDNESDAY				THURSDAY		FRIDAY	
3 OCT	QUEEN'S BIRTHDAY	4 OCT	Planning & Regulatory (9am)	Councillor Forum		5 OCT				6 OCT		7 OCT	
10 OCT		11 OCT	Council (9am)			12 OCT				13 OCT		14 OCT	
17 OCT		18 OCT	Planning & Regulatory (9am)	Infrastructure (12.30pm)	Airport, Water & Waste (3pm)	19 OCT	Communities (9am)	Parks, Recreation & Sport (12.30pm)		20 OCT		21 OCT	
24 OCT		25 OCT	Council (9am)			26 OCT				27 OCT		28 OCT	

NOVEMBER 2016

MONDAY		TUESDAY				WEDNESDAY				THURSDAY		FRIDAY	
31 OCT		1 NOV	Planning & Regulatory (9am)	Councillor Forum		2 NOV				3 NOV		4 NOV	
7 NOV		8 NOV	Council (9am)			9 NOV				10 NOV		11 NOV	
14 NOV		15 NOV	Planning & Regulatory (9am)	Infrastructure (12.30pm)	Airport, Water & Waste (3pm)	16 NOV	Communities (9am)	Parks, Recreation & Sport (12.30pm)		17 NOV		18 NOV	
21 NOV		22 NOV	Council (9am)			23 NOV				24 NOV		25 NOV	

DECEMBER 2016

MONDAY		TUESDAY				WEDNESDAY				THURSDAY		FRIDAY	
5 DEC		6 DEC	Planning & Regulatory (9am)	Infrastructure (12.30pm)	Airport, Water & Waste (3pm)	7 DEC	Communities (9am)	Parks, Recreation & Sport (12.30pm)		8 DEC		9 DEC	
12 DEC		13 DEC	Council (9am)			14 DEC				15 DEC		16 DEC	
19 DEC		20 DEC				21 DEC				22 DEC		23 DEC	
26 DEC	BOXING DAY	27 DEC				28 DEC				29 DEC		30 DEC	

11.3 APPOINTMENT OF REPRESENTATIVES OF COUNCIL TO OTHER ORGANISATIONS

File No: 10072
Attachments: 1. List of Memberships
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

SUMMARY

Chief Executive Officer seeking nominations to represent Rockhampton Regional Council on other organisations.

OFFICER'S RECOMMENDATION

THAT Council appoint members to represent Rockhampton Regional Council on organisations, associations or bodies as listed in the report.

BACKGROUND

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

While the attached list of relevant organisations is not exhaustive, it is considered to encapsulate those organisations or bodies which currently have a high priority within the region.

APPOINTMENT OF REPRESENTATIVES OF COUNCIL TO OTHER ORGANISATIONS

List of Memberships

Meeting Date: 12 April 2016

Attachment No: 1



**Membership of Organisations
As at 5 April 2016**

Organisation	Current RRC Representative/s	RRC Representative 2016
Capricorn Pest Management Group	Cr Fisher & Cr Smith	
CQ-ROC	Mayor & Deputy Mayor	
Capricornia Domestic & Family Violence Steering Committee	Cr Williams	
Fitzroy Basin Association	To check	
Art Gallery Trust	Mayor & Cr Swadling	
RADF Committee	Cr Williams & Cr Swadling	
LDMG	Cr Williams (Chair), Mayor (Deputy Chair)	
Rockhampton Regional Roads and Transport Group	Mayor (Chair), Cr Williams	
Great Barrier Reef Marine Park Authority / Reef Guardian	Cr Williams	
Local Government Discussion Group	All Councillors	
Airport Group	Cr Fisher	
Safe Night Rockhampton CBD Precinct Inc	Cr Swadling	
Senior Citizens	Cr Swadling	
Floodplain Management Australia	Mayor	
Fitzroy Partnership for River Health	Cr Belz	
Leichhardt Way	Cr Williams	
Fitzroy River Restocking Group	Cr Williams	

11.4 COUNCILLOR SPECIFIC POLICIES TO BE ADOPTED FOLLOWING THE LOCAL GOVERNMENT ELECTIONS**File No: 10072**

Attachments:

1. Draft Expenses, Reimbursements and Provision of Facilities for Mayor and Councillors (marked up)
2. Draft Expenses, Reimbursement and Provision of Facilities for the Mayor and Councillors
3. Draft Councillor Code of Conduct Policy
4. Draft Meeting Procedures Policy
5. Draft Media Policy (marked up)
6. Draft Media Policy

Authorising Officer: Evan Pardon - Chief Executive Officer**Author: Shane Turner - Manager Governance Support**

SUMMARY

Chief Executive Officer seeking Council determination in relation to four draft policies: Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy, Councillor Code of Conduct Policy, Council Meeting Procedures Policy and the Media Policy, which are either required to be adopted by the new Council as soon as practicable after a Local Government Election or have been determined to be required to put before the new Council for a fresh adoption. As a result, these policies have been reviewed and amended as required and are presented to Council for consideration and adoption.

OFFICER'S RECOMMENDATION

1. THAT Council adopt the following policies:
 - Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy
 - Councillor Code of Conduct Policy
 - Council Meeting Procedures Policy
 - Media Policy
2. THAT Council rescind the Councillor Vehicle Use Policy.

COMMENTARY

Substantial changes have been made to the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy to capture all of the provisions and facilities provided to the Mayor and Councillors. Three Council policies and one related policy procedure were identified as having relativity to Councillors to the degree that they were blended into Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy. These policies and procedures were: Councillor Vehicle Use Policy; Travel and Conference Attendance Policy; Travel and Conference Attendance Procedure and Entertainment and Hospitality Policy.

As a result of moving the provisions of the Councillor Vehicle Use Policy into the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy the Councillor Vehicle Use Policy is able to be rescinded.

BACKGROUND

The Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy has been developed to ensure accountability and transparency in the reimbursement of expenses incurred, or to be incurred, by the Mayor, Deputy Mayor and Councillors.

This policy will also ensure that elected members are provided with reasonable facilities to assist them in carrying out their civic duties.

This policy does not provide for salaries or other forms of Councillor remuneration. Councillor remuneration is in accordance with the determination of the Local Government Remuneration Tribunal.

The Councillor Code of Conduct policy has been developed to specify the standards of behaviour expected of Councillors of the Rockhampton Regional Council.

The Code exemplifies Councillor's commitment to the highest ethical standards through their behaviour and conduct whilst performing their duties as elected officials. Councillors are committed to adhering to the following local government principles:

- Transparent and effective processes, and decision-making in the public interest;
- Sustainable development and management of assets and infrastructure, and delivery of effective services;
- Democratic representation, social inclusion and meaningful community engagement;
- Good governance of, and by, local government; and
- Ethical and legal behaviour of councillors and local government employees.

The Council Meeting Procedures policy has been reviewed and amended to provide direction for the orderly and proper conduct of Council and Committee meetings, including the post-election meeting.

The *Local Government Act 2009* and the *Local Government Regulation 2012* provide core requirements for the conduct of ordinary meetings and committees of the local government.

Council is committed to conducting its meetings in accordance with the principles of the *Local Government Act 2009*, ensuring an efficient, accountable, transparent and sustainable delivery of effective services within our local government area.

The Council's Media policy has had some minor amendments to clarify who is able to speak on various aspects of Council business

BUDGET IMPLICATIONS

Nil existing budget remains

LEGISLATIVE CONTEXT

Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy:

Section 250 of the Local Government Regulation requires that:

- (1) A local government must adopt an expenses reimbursement policy.
- (2) A local government may, by resolution, amend its expenses reimbursement policy at any time.

Entertainment and hospitality:

Section 196 of the Local Government Regulation 2012 requires that:

- (1) A local government must prepare and adopt a policy about the local government's spending on entertainment or hospitality (an **entertainment and hospitality policy**).
- (2) A local government may spend money on entertainment or hospitality only in a way that is consistent with its entertainment and hospitality policy.

There is no absolute legislative requirement for the Council to adopt a Councillor Code of Conduct policy or a Meeting Procedure policy, however both policies provide and promote the good governance for and of the Council and Councillors.

CONCLUSION

That Council consider the report and adopt the amended policies and rescind the Councillor Vehicle Use policy.

COUNCILLOR SPECIFIC POLICIES TO BE ADOPTED FOLLOWING THE LOCAL GOVERNMENT ELECTIONS

Draft Expenses, Reimbursements and Provision of Facilities for Mayor and Councillors (marked up)

Meeting Date: 12 April 2016

Attachment No: 1



EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS (STATUTORY POLICY)

1 Scope:

This policy applies to ~~the Mayor, Deputy Mayor and~~ Councillors of Rockhampton Regional Council.

2 Purpose:

~~This Policy will~~ To ensure accountability and transparency in the reimbursement of expenses and provision of facilities provided or incurred by the ~~or to be incurred, by the Mayor, Deputy Mayor and~~ Councillors.

~~This Policy will also ensure that elected members are provided with reasonable facilities to assist them in carrying out their civic duties. This policy is deemed to be a "procedure" for the purposes of section 176(4) of the Local Government Act 2009.~~

~~(This policy does not provide for salaries or other form of Councillor remuneration. Councillor remuneration is in accordance with the determination of the Local Government Remuneration Tribunal.)~~

3 Related Documents:

Primary

Local Government Regulation 2012

Secondary

Income Tax Assessment Act 1997

Local Government Act 2009

~~Local Government (Operations) Regulation 2010~~

~~Local Government (Finance, Plans and Reporting) Regulation 2010~~

~~RRC Travel and Conference Attendance Policy~~

~~RRC Travel and Conference Attendance Procedure~~

~~RRC Corporate Uniform Policy~~

~~Declaration of Travel Expenses Form~~

Entertainment and Hospitality General Ledger Expense Allocation Guideline

Fleet Vehicle Greenhouse Gas Emissions Reduction Policy

Incident Report Form

Insurance Claim Request Form

Insurance Form – Motor Vehicle

Procurement Policy and Purchasing Guidelines

Taxation Rulings issued by the Australian Taxation Office

Travel and Conference Proposal Form

~~Councillors Vehicle Use Policy~~

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4 Definitions:

To assist in interpretation, the following definitions apply:

<u>Activity</u>	<u>Meeting, event, function, conference, training, course or other activity a Councillor may be required to attend as part of their role in attending to Council business.</u>
<u>CEO</u>	<u>Chief Executive Officer</u> <u>A person who holds an appointment under section 194 of the Local Government Act 2009. This includes a person acting in this position.</u>
<u>Authorising person</u>	shall mean the person with delegated authority to approve expenditure or reimbursement for Councillor expenses and facilities.
<u>Council Business</u>	shall mean Official business conducted on behalf of Council that should result in a benefit being achieved for the local government and/or local government area (for example opening a school). where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council, for example official Council meetings, Councillor forums and workshops, Committees/Boards as Council's official representative, scheduled meetings relating to portfolios or Council appointments. <u>Council business should result in a benefit being achieved either for the local government and/or the local government area, for example Council may decide that Council business includes civic ceremony duties such as opening a school fete.</u> <u>Council business also includes where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council (for example official Council meetings, Councillor forums and workshops, committees/boards as Council's official representative, scheduled meetings relating to portfolios or Council appointments).</u> Participating in a community group event or being a representative on a board not associated with Council is not regarded as Council business.
<u>Council Table</u>	<u>The body of elected Councillors of Rockhampton Regional Council</u>
<u>Councillors</u>	<u>The Mayor and Councillors of Rockhampton Regional Council, within the meaning of the Local Government Act 2009, shall mean the Mayor, Deputy Mayor and Councillors</u>
<u>Expenses</u>	shall mean Costs reasonably incurred, or to be incurred, in connection with by a Councillors whilst fulfilling their civic discharging their duties. The expenses may be either reimbursed to Councillors or paid direct by Council for something that is deemed a necessary cost or charge. <u>Expenses are not included as remuneration.</u>
<u>Facilities</u>	shall mean the Facilities deemed necessary to assist Councillors in their role.
<u>Mayor</u>	<u>The Mayor is an elected member of Rockhampton Regional Council, also referred to as a Councillor, with additional responsibilities as outline in section 12(4) of the Local Government Act 2009.</u>
<u>Reasonable</u>	<u>Council must make sound judgements and consider what is prudent, responsible and acceptable to the community when</u>

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<u>Region</u>	<u>determining reasonable levels of facilities and expenditure.</u> <u>Area defined by the electoral boundaries of Rockhampton Regional Council.</u>
<u>Resolution</u>	<u>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.</u>
<u>Public record</u>	<u>shall mean any record created, received or kept in an official capacity</u>
<u>Reasonable</u>	<u>shall mean Council must make sound judgements and consider what is prudent, responsible and acceptable to the community when determining reasonable levels of facilities and expenditure.</u>

5 Policy Statement:

~~The payment and/or reimbursement of expenses and provision of facilities for Councillors must only be for the actual cost of legitimate business use and only in accordance with the Local Government Act 2009 and the Local Government (Operations) Regulations 2010.~~

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

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

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

~~Council's Annual Report must contain the information as stipulated in the Local Government Act and associated Regulations.~~

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

The following refer to expenses deemed necessary for Council business. -Councillors are only entitled to the expenses contained in the categories listed below.

6 Representing Council ~~at Events~~

Councillors may be required to attend a range of activities as part of their role in attending to Council business. Where Councillors are attending to Council business in an official capacity, Council will pay for the approved expenses associated with that activity.

The Committee Support unit must organise registration for activities that incur a cost to Council.

6.1 Attendance

For activities that incur a cost to Council, Councillors must complete the Travel and Conference Proposal Form, seek approval (refer to section 6.2) and submit to Committee Support for actioning.

For activities that do not incur a cost to Council, Councillors must liaise with their Executive Support Officer to process.

If travel is required to attend an activity refer to section 8.

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6.2 Approval

Approval is required when a Councillor wishes to attend an activity that will incur a cost to Council. The CEO may approve attendance for Councillors at these events.

If a Councillor has been appointed as a Council representative on a committee or association by Council resolution, expenses associated with the fulfilment of that role are deemed as approved.

6.3 Councillor's Leave

At the time of approving a Councillor to attend an activity, the CEO may approve for a leave of absence to also be granted for that period.

If there may be a lack of quorum at a committee or ordinary meeting due to the Councillor attending the requested activity, the CEO may refer the approval for a leave of absence to the Mayor or Council table.

A leave of absence is automatically granted where a Councillor is appointed as a Council representative on a committee or association by Council resolution.

7 Professional Development

Councillors may attend either mandatory or discretionary training.

5.3.17.1 –Mandatory training

Training that a Councillor is required to attend for skill development directly related to the Councillor's role is known as mandatory training. This may include activities that:

- Directly relate to the role of Councillor (such as Councillor induction, meeting procedures training or legislative obligations);
- May be relevant for a Chairperson of a Committee; or
- Where a Councillor has been appointed as an official Council representative.

If a chairperson or appointed Council representative is unable to attend an event and an alternative Councillor is appointed by Council, then this will be deemed as mandatory.

Council will meet all costs associated with mandatory training.

5.3.27.2 Discretionary training

Training that a Councillor wishes to attend, outside the provisions of mandatory training, is known as discretionary training.

In addition to any mandatory training required, the following limits apply to any discretionary training attendance:

Mayor	No limit
Deputy Mayor	5 events per year <u>\$10,000 per year</u>
Committee Chairs	4 events <u>\$7,500</u> per year
Councillors	3 events <u>\$5,000</u> per year

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

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8 Travel

Council endeavours to provide the best possible service to Councillors. ~~Council employees and non Council personnel~~ who are travelling for or on behalf of Council, while ensuring ~~at all times~~, accountability of public moneys is maintained and that travel and conference arrangements are administered in the most cost effective and efficient manner.

The Committee Support unit must organise arrangements for activities that involve travel, in liaison with the Councillors Executive Support Officer.

8.1 Attendance

The Travel and Conference Proposal Form with desired flights and accommodation, and activity registration must be approved (refer to section 8.2) and submitted to Committee Support for actioning.

8.2 Approval

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

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

If in line with budget allocation, Councillors may attend an activity if approved by Council resolution or CEO. If outside of current budget allocation, Council resolution to attend is required.

8.2.1 International Travel

All international travel and associated costs must be approved by Council resolution.

The Councillor's Executive Support Officer must prepare the report to be presented to the Council table with appropriate time for Committee Support to organise travel arrangements.

8.3 Flights

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

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

8.3.1 Cancellation of Flight by Airline

If a scheduled flight has been cancelled by an airline during work hours, the ~~traveller-Councillor~~ must seek approval from ~~an appropriate Approval Officer~~ the CEO for a suitable flight to be booked by Committee Support.

If a scheduled flight has been cancelled by an airline outside of standard work hours, the ~~traveller-Councillor~~ must receive approval from ~~their direct supervisor~~ the CEO or a General Manager to rebook on another flight. Failure to seek this approval may result in the additional cost not being covered by Council.

8.4 Accommodation

The accommodation will be booked taking into consideration availability, cost and proximity to business appointments.

Wherever practicable, accommodation will be arranged at the activity venue.

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Where accommodation is not included in a package, the standard of accommodation will be appropriately priced business class accommodation, i.e. 3 or 4 star accommodation or equivalent.

Should they wish, Councillors may consider share accommodation arrangements to further reduce costs where applicable.

8.5 Car Hire

Car hire for activities may be requested on the Travel and Conference Proposal Form.

8.6 Private Vehicle Use

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

It should be noted that Council insurance does not cover private vehicles used for Council business.

The CEO must approve the use of a private vehicle to attend a conference, course etc. in advance.

Where a Councillor utilises his or her own vehicle to attend an activity, the Councillor will be entitled to a travel allowance in accordance with the ~~employee's award~~ Australian Taxation Office vehicle mileage rates per kilometre schedule.

8.7 Travel Insurance

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

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

8.8 Local Government WorkCare

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

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

8.9 Changes to Travel

Requests for changes to travel received by Committee Support will be forwarded to the CEO for approval and actioned accordingly.

Fees incurred due to changes without a legitimate reason will be charged to the Councillor.

8.10 Extended Personal Travel

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~~If Should travel time be extended by the a Councillor, Council employee or non-Council personnel wish to extend their stay, they may do so with the approval of their direct Supervisor for personal reasons beyond what is necessary for the purposes of the authorised travel, they may do so with the approval of the CEO. All additional costs and arrangements will be the responsibility of the Councillor.~~

Committee Support can make the necessary arrangements, however the Councillor will be responsible for covering the cost of additional accommodation and related expenses.

8.11 Travel by Family Members

A Councillor may choose to have their partner and/or children travel with them to an activity.

Arrangements associated with the partner and/or children will be the responsibility of the Councillor.

The Councillor will be responsible for all charges over and above the standard Council rate for one adult travelling, i.e. standard room as opposed to larger room to accommodate a family or car hire to accommodate for a family.

8.12 Rewards Program

Councillors must not accumulate reward points for airlines or accommodation for personal gain as a result of travel in the course of ~~employment unless otherwise allowed in a contract of employment~~ their duties.

8.13 Non-Attendance

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

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

8.14 Purchase Cards

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

8.15 Travel Expenses

8.15.1 Declaration of Expenses

Expenses incurred during travel on Council business must be declared on the Declaration of Travel Expenses Form. This includes both expenses to be reimbursed and expenses incurred on corporate purchase cards.

All travel supporting documentation including unused cab charge vouchers and airtrain tickets must be returned with the Declaration of Travel Expenses Form to Committee support within 14 days of completion of travel.

Expenses to be Reimbursed

Claims for reimbursement of travel expenses must to be submitted to Committee Support for processing.

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The original itemised tax invoice/receipt must be submitted for reimbursement with the Declaration of Travel Expenses Form. If the original tax invoice cannot be produced a statutory declaration must be completed.

Claims will be approved by Committee Support if adhered to allowable expenditure within this policy.

Committee Support will complete the Payment Exception Authority Form (PEA) and submit to Accounts Payable for reimbursement to the Councillor by ~~cheque or~~ bank deposit, as requested by the employee.

Other Expenses

Additional costs not covered by this policy are to be fully substantiated and claimed upon return. Original itemized tax invoice/receipts or statutory declarations of all expenditure incurred must be provided on the Declaration of Travel Expenses Form.

8.15.2 Allowable Expenditure

Allowable expenses for activity attendance include the following:

Private Vehicle Use

Use of private motor vehicles is not encouraged and should only be utilised where no other means of transport is available, practical or economical. If approved to utilise a private motor vehicle, Councillors will be entitled to a travel allowance in accordance with the Australian Taxation Office vehicle mileage rates per kilometre schedule. Refer to section 8.6.

Parking and Associated Fees

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

Airport Parking

If the only expense to be claimed is parking at the Rockhampton Airport, this may be claimed through the Councillor's own department's petty cash. This must still be noted on the Declaration of Travel Expenses Form.

If parking is accompanied by other receipts for reimbursement then all receipts are able to be processed through Committee Support.

Public Transport/Taxi Fares

Councillor will cover the cost of travel of Council business, however not cover public transport/taxi fares for personal matters, i.e. shopping, visiting friends/relatives, etc.

Where possible, cabcharge vouchers and airtrain tickets should be obtained from Committee Support prior to travel.

Conference Proceedings

Purchase of conference proceedings, papers, audio or CD/DVD is allowable where the information is deemed valuable to convey information about the conference content that could not be conveyed as well by other means.

Laundry/Dry Cleaning

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Laundry/dry cleaning may be claimed for travel of four consecutive days.

Business Telephone Calls, Facsimiles and Postage

Official business telephone calls, modem and internet connections, facsimiles and correspondence, photocopying and postage may be claimed.

Personal Telephone Calls and Calls from Mobile Phones

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

Meals

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

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

- Breakfast \$2550.00
- Lunch \$2050.00
- Dinner \$50100.00

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

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

~~No alcohol or snacks will be reimbursed by Council.~~

Additional Expenses

~~It is recognised that on occasions Councillors may host people in the course of their travel. Any additional costs not covered by this policy must be fully substantiated and claimed upon return. Receipts or declarations of all expenditure incurred are to be provided on the Declaration of Travel Expenses Form and approved by the CEO.~~

8.15.3 Non Allowable Expenditure

As a guide, expenses not normally reimbursed at home, will not be reimbursed when travelling.

Expenses that will not be reimbursed by Council include:

- ~~Alcohol~~
- ~~Snacks~~
- Beverages not included within a meal allowance
- ~~Any costs associated with the mini bar~~
- Tips and gratuities ~~other than where travel is to a place where tips and gratuities are the custom~~
- Applying for or renewing passports
- Airline club fees (i.e. Qantas Frequent Flyer or Virgin Australia Velocity Club), other than approved by the CEO
- Excess baggage claims, ~~unless items are directly related to the approved activity~~

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- Toiletries
- Barber or hair stylist
- Babysitting fees
- Kennel fees
- Tourism related costs
- ~~Reading materials including newspapers and magazines~~
- Traffic parking fines
- Travel costs not applicable to the approved activity event
- In-flight and in-house movies
- In-house or external entertainment not directly related to the approved activity
- Personal gifts, goods or services purchased
- Costs incurred for family members (partners and children):
 - Meals
 - Travel
 - Incidentals, e.g. laundry, in-house video hire
 - Partner's programme

8.16 Discrepancies

The CEO will be notified of costs over and above those estimated on the original Travel and Conference Proposal Form at the completion of the travel.

Any claims for expenses deemed non-allowable by Committee Support will be declined.

Any costs charged to Council, including hotel room accounts that are deemed non-allowable, must be paid by the Councillor following the issue of a thirty day invoice.

For Councillors, the CEO or Mayor will be notified if a policy breach has occurred. For the Mayor, the CEO or Deputy Mayor will be notified if a policy breach has occurred.

8.17 Reporting

Quarterly reports are compiled for the CEO to review travel expenses incurred by Councillor against their allocated budget.

~~5.6.3 Annual Report Requirements~~

~~Quarterly reports are compiled for inclusion in Council's Annual Report therefore the following must be adhered to:~~

~~5.5.3.1 All arrangements for travel, accommodation and attendance registration have to be completed by Committee Support with the exception of the Pilbeam Theatre booking travel for performers.~~

~~5.5.3.2 Pilbeam Theatre must advise Committee Support of all travel costs booked via a standard template.~~

~~Travel Report~~

~~Committee Support must record all details of travel including the person who travelled, the place visited, length of stay, details of meetings or conference attended and details of all costs incurred for all Council Departments on a database system.~~

~~A Travel Report, with this information, is submitted to Council on a quarterly basis. The quarterly reports will then be compiled for inclusion in Council's Annual Report.~~

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5.6.1 Traveller's Report

Within fourteen (14) days of return, a verbal or written report should be prepared by the Councillor or Council employee.

The report should include:

- Period of travel
- Places visited
- Objectives of the visit
- Benefits gained from the travel, both for the individual and the organisation.

The reports should be presented to:

Traveller	Reports to
Councillor	The Mayor
Chief Executive Officer	The Mayor/Council
General Manager	Chief Executive Officer
Council Employee	Manager/Approval Officer

5.2 Travel as Required to Represent Council

All Councillor travel, excluding that undertaken in a Council provided vehicle as per this Policy, requires the approval of Council via a report to Council identifying the relevance of such event to the Council and as far as practicable indicate the cost of attendance. The Mayor will not be required to have the approval of Council if attending functions or meetings relevant to the role of Mayor.

Council may approve local, intrastate, interstate, and overseas travel for Councillors where Council considers it appropriate to promote or represent the Rockhampton Regional area for a local government purpose.

Where time does not permit the presentation of a report to Council:

- (a) The CEO may approve any requests for travel by the Mayor subject to a report being submitted to the next available Council Meeting; and
- (b) The Mayor may approve any Councillor's travel subject to a report being submitted to the next available Council Meeting.

All travel and conference arrangements must be made in accordance with Council's Travel and Conference Attendance Policy and associated Procedure. All expenses incurred in relation to travel and conference attendance will be reimbursed in accordance with Council's Travel and Conference Attendance Policy and associated Procedure.

All requests for travel (including associated registrations) should be made in sufficient time to take advantage of discounts and gain access to the widest range of accommodation and flights. Failure to do so will limit flight and accommodation options. All arrangements for intrastate, interstate and overseas travel, accommodation, conferences, promotional tours, seminars, events, meetings, workshops and training outside the region must be organised through Committee Support with the exception of:

- Travel organised by the Pilbeam Theatre for performers; and
- Local training courses (submit to Training, Workforce and Strategy).

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

~~A detailed description of the process for the booking of travel, accommodation and other requirements is identified in the Travel and Conference Attendance Procedure.~~

~~5.1 Authorisation~~

~~When authorising attendance at conferences/seminars etc. for Council employees, reference should be made to the following:~~

~~The Chief Executive Officer is entitled to use his own discretion in determining the merit of personally attending any conference, promotional tours, seminars, events, meetings, workshops and training providing that annual expenditure on conferences is within budget allocation.~~

~~Employees may attend conferences etc. in either the terms of appointment or in a structured training and development plan if authorised by the Chief Executive Officer or the Approval Officer providing that annual expenditure on conferences is within departmental budget allocations.~~

~~Councillors may attend conferences etc. as a Council representative or for professional development if authorised by Council Resolution or by the Chief Executive Officer providing it is line with the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy.~~

~~5.2.1 Meeting Attendance~~

~~Where Councillors are attending to Council business such as meetings, functions or other activities in an official capacity, Council will pay for the approved expenses associated with that activity.~~

~~The following restrictions apply in the following circumstances:~~

~~Mayor: No limit to travel to attend meetings to represent Council in undertaking his/her responsibilities.~~

~~Committee Chair: No limit to travel to attend meetings to represent the interest of the Committee in line with the Committee's Terms of Reference or when directed by Council to attend.~~

~~Councillors: No limit to travel to attend meetings to represent Council when nominated or requested by the Mayor, Committee Chair or CEO or when directed by Council to attend.~~

~~5.2.2 Council Delegates~~

~~Where Councillors are appointed by the Council as Council's representative on a Committee or Association, all travel and accommodation associated with the Councillor's fulfilment of that role is deemed as approved without the need for a further report to Council.~~

~~5.2.3 Conference Attendance~~

~~The CEO, where possible, will advise Councillors of upcoming conferences. Councillors shall give notice of their desire to attend a conference by giving notice to the CEO ten (10) days prior to the relevant Committee/Council Meeting.~~

9 Entertainment and Hospitality Expenses

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

Any expenditure incurred must:

- Be for official purposes;
- Be properly documented with the purpose identified;
- Be available for scrutiny by both internal and external audit;
- Appear appropriate and responsible and withstand the public defensibility test; and
- Be in accordance with the adopted budget.

9.1 Accepting Hospitality

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

Where practicable, expenditure must be approved by the CEO prior to spending funds.

Where Councillors incur hospitality expenses while conducting Council business, apart from official civic receptions organised by the Council, the maximum amount that may be reimbursed is:

- \$6,000 per annum for the Mayor; and
- \$1,250 per annum for each Councillor

Hospitality expenses related to official receptions and other functions organised by council officers are met from relevant approved budgets.

9.2 Approved Activities

Examples of expenditure considered to be appropriate entertainment and hospitality include:

9.2.1 Visiting Delegates

Council may host visiting delegates (including interstate and overseas dignitaries or representatives of other levels of government) for a number of purposes. Expenditure incurred for this type of visit could include morning tea/lunch or hosting an official dinner.

9.2.2 Meeting Refreshments

Light refreshments/lunches may be available for internal activities.

Meals and buffet snacks, including refreshments, may be provided during official Council and/or committee meetings.

9.2.3 Civic Receptions

Refreshments and catering may be provided during civic receptions or functions to recognise significant contributions from groups or individuals to the community.

9.2.4 Official Dining Functions

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Councillors may be required to participate in business meetings with representatives of business, industry, professional associations or community groups in a less formal environment. In these instances there is an obligation to ensure that expenditure is not excessive.

9.3 Accepting Hospitality

If Councillors accept hospitality from other organisations, officials or individuals, care should be taken to avoid any possible conflict of interest. It is important that situations are not perceived or construed as providing an incentive for any commercial transactions.

A Councillor may accept hospitality if it complies with all of the following principles:

- Refusal would offend the organisation, official or individual;
- It conforms to normal business practice or other cultural practices of the giver;
- It does not influence a Councillor in such a way as to compromise impartiality or create a conflict of interest; and
- It is received in the course of duty in respect of work area responsibilities, or prior approval has been received.

9.4 Claiming Personal Expenditure

There may be times when a Councillor is able to be reimbursed for spending funds on entertainment or hospitality. In order to claim for reimbursement, the Councillor should be comfortable in disclosing the expense (the public defensibility test).

The Councillor must seek approval from the CEO prior to seeking reimbursement. When approving the claim, the CEO will consider the following: Prior to the authorisation of any payment or reimbursement the CEO / General Manager should:

- The frequency of claims;
- Factors such as accepted community practice or standard;
- Be satisfied it is reasonable;
- Includes appropriate documentary evidence; and
- Whether the claim withstands the public defensibility test.

Where there is doubt about the validity of claiming particular expenditure (eg: whether an activity or function relates to the employee's official duties), the CEO or General Manager should make a determination in relation to the principles outlined in section 5.1. Decisions should be able to withstand the public defensibility test.

~~5.4 Expenditure Considered being Appropriate Hospitality~~

~~Entertainment and hospitality will be allowed where it is considered important for the conduct of public business and/or facilitating corporate and professional relationships. For employees this will be through appropriate senior Council Officers (after first receiving the approval of relevant General Manager and/or CEO). For Councillors this will be at their discretion in line with the principles of this policy and in line with the limitations of the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy.~~

~~Any expenditure incurred on behalf of Council should always be paid for by the most senior Council Officer in attendance and then approved by the next Line Manager.~~

~~Examples of expenditure considered to be appropriate hospitality include:~~

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- ~~Hosting interstate and overseas dignitaries;~~
- ~~Hosting representatives of business, industry, professional associations (relevant to local government) and recognised community and Council related organisations or groups (eg Art Gallery Trust), the media;~~
- ~~Hosting representatives of other levels of government;~~
- ~~Conducting special staff functions such as farewells and annual Christmas functions; and~~
- ~~Special functions to recognise particular events/achievements.~~

~~Other types of expenditure considered reasonable as official hospitality include:~~

- ~~Provisions of tea, coffee, morning or afternoon tea for official visitors;~~
- ~~Provision of light refreshments/lunches for internal meetings, conferences, seminars, workshops; and for Council volunteers at the conclusion of their shift;~~
- ~~Attendance at official functions for which charges are incurred; and~~
- ~~Provision of meals and buffet snacks including refreshments for Councillors, senior officers, media and visiting dignitaries during official Council and/or committee meetings.~~

9.5 Use of Corporate Purchase Card

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

9.6 Allocation of Funding

This policy is always subject to the allocation of funding in the annual budget.

Hospitality expenses related to official receptions and other functions organised by ~~council officers~~ Councillors ~~are must be~~ met from relevant approved budgets.

9.7 Reporting

Entertainment and hospitality expenditure will be charged to specified accounts as per the Entertainment and Hospitality General Ledger Expense Allocation Guideline to ensure compliance with tax obligations relating to Goods and Services Tax and Fringe Benefits Tax.

~~6.2 All entertainment and hospitality expenditure relating to official overseas travel (Councillors and employees) and Councillors expenses incurred under the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy are required to facilitate the extraction of information for the Annual Report, as required under Chapter 5 of the Local Government Regulation 2012.~~

10 Facilities

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

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

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

~~In accordance with statutory provisions,~~ Council ~~may will only~~ provide Councillors with the facilities.

10.1 Administrative Tools and Office Amenities

Office Space and Access to Meeting Rooms

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

Council will provide access to occasional office accommodation and meeting rooms for Councillors to meet with constituents and the public. Such accommodation should be booked through the Executive Support unit.

Secretarial support

The Mayor's office will be ~~staffed~~provided with a coordinator, administration officer and communications officer, personal assistant and an Administrative Assistant as a minimum. Additional staffing will be provided as deemed to be warranted from time to time by the CEO based on workloads.

The Deputy Mayor will be provided with an administration officer.

Two shared administrative support officers ~~Secretarial support will be provided to all Councillors as warranted by the CEO and based on demand.~~

Additional staffing will be provided as deemed to be warranted by the CEO.

Computer and Printer

Councillors will be provided with a laptop computer (similar standard to that available to Council managers) and printer for Council business use. An iPad or similar tablet type device will also be made available on request to the CEO

Photocopier and paper shredder

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

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

Stationery

Councillors are provided stationery for official purposes only, including, but not limited to:

- Pens and pen sets
- Paper
- Note paper
- Letterhead
- Business cards
- Envelopes
- Briefcase

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- 'With Compliments' slips

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

Stationery does not include any form of advertising by Council.

Telecommunication needs

Councillors will be provided with a mobile telephone/PDA or hand held device as designated by the CEO.

Council will pay for all costs associated with the business use, including the mobile phone/PDS as a personal hot spot device for Council laptop use at the Councillor's home office for business use.

~~Any~~ Personal calls made by the Councillor should be reimbursed to Council.

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

~~Individual or~~ Personal home or mobile phone plans will not be reimbursable ~~under this policy.~~

Publications

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

Other administrative necessities

Subject to Council approval, Councillors may be provided with any other administrative necessities to meet the business of Council.

Advertising

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

Community consultation

Councillors may use facilities provided to correspond with community representatives for the purpose of clarifying issues that are relevant to their division or the Region in general. Where a Councillor chooses to undertake further community consultation, in addition to that approved by the Council table, the Councillor is responsible for those costs.

10.2 Home office

Councillors may be provided with home office equipment (in addition to a laptop computer and printer as identified in section 10.1) comprising a:

- Laptop docking station;
- Computer screen,
- Lockable filing cabinet;
- Desk and chair; and
- Internet access for business use only.

Where Councillors elect to establish a home office, ~~Council will provide a land line connection to enable phone and internet access for business use only.~~ It is the responsibility of each Councillor to ensure that work health and safety legislative requirements are met (Council's Safety unit can provide assistance if required).

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10.3 Name badge and uniforms

Councillors will be provided with any safety equipment such as overalls, safety shoes, safety helmets or glasses, as required, ~~in their role.~~

Councillors ~~will may~~ be provided with uniforms ~~in accordance with the Corporate Uniform Policy and Procedure,~~ comprising five items, ~~and a blazer, and a name badge if required.~~

10.4 Maintenance costs of any Council owned equipment

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

11 Vehicles

Councillors, with the exception of the Mayor, ~~may will be provided either:~~

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

(b) ~~— Use their own private vehicle for business purposes and claim a mileage allowance for the business use of the vehicle, as per mileage allowances recommended by the Australian Tax Office (ATO). Such claims shall be supported by ATO compliant records.~~

~~The standard of Council vehicle provided to Councillors for business use shall be as per the Councillors Vehicle Use Policy.~~

~~A Council vehicle may also be made available for private use by the Councillor as per the Councillors Vehicle Use Policy.~~

~~It is recognised that community expectations and demands on the Mayor are such that generally all vehicle use is deemed to be Council business. Therefore, the Mayor will be provided with a Council owned vehicle for Council business, up to Council's fleet purchase price of \$65,000 (inclusive of any extras or accessories fitted to the vehicle). — The requirement to calculate private use under the provisions of this policy and the Councillors Vehicle Use Policy are not applicable to the Mayor.~~

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

~~in the case of (b) above, Councillors may utilise Council's Salary Packaging provider to facilitate the provision of a private vehicle.~~ **Vehicle Types:**

~~The following vehicles types may be provided by Council subject to availability.~~

Mayor

~~This category applies to the Mayor only.~~

~~The type of vehicle provided may be a prestige type sedan or as otherwise negotiated with the CEO — In recognising the community expectations and demands on the Mayor, all vehicle use is considered to be business. — A requirement to maintain a logbook is not applicable to the Mayor.~~

Councillors

~~This category applies to all Councillors other than the Mayor.~~

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The type of vehicle to be provided will be from Vehicle Class 1, 2 or 3 of Appendix 1: Schedule of Vehicles. The type of vehicle provided will be based on business use requirements and approved by the CEO.

11.1 Criteria

Council is committed to the reduction of greenhouse gas emissions from its vehicle fleet to lessen the project impact of climate change and global warming. The Department of Infrastructure and Regional Development maintains an interactive website called the Green Vehicle Guide (GVG) which provides GVG greenhouse ratings for all new vehicles (up to 3.5 tonnes gross vehicle mass) sold in Australia. The GVG greenhouse ratings provide a robust means of quantifying and comparing the environmental performance of vehicles. The higher the rating (on a scale from 1 to 10), the lower the CO₂ emissions of the vehicle.

Councillors may choose from the following vehicles:

- A minimum GVG greenhouse rating of 5.0 for passenger vehicles; or
- A minimum GVG greenhouse rating of 5.0 for light commercial vehicles.

Vehicles that do not comply with the minimum GVG greenhouse ratings will have their emissions offset under a carbon offset program. Council will use calculations guided by the National Carbon Accounting toolbox to direct costs from the Councillor's unit to be used to offset or further fund Council's tree planting program.

11.2. Private Use

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

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

Councillors who choose to elect to have limited private use will be required to reimburse Council an annual amount of \$3,700.

Reimbursement is not required for any business travel.

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

11.3 Conditions of Use

In addition to the business use of a Council vehicle, Councillors may elect to have private use of a Council vehicle under the following options, noting that associated Councillor contribution for private use recognise the operating and FBT costs of such use and can be contributed post tax or salary sacrificed pre tax pending any changes to applicable taxation laws:

5.1 — Option 1: Logbook Based Reimbursement for Full Private Use

Reimburse Council for the full private use of a Council vehicle based on an annual 12-week logbook assessment with mileage allowances as recommended by the Australian Tax Office (ATO). If no logbook assessment exists for a Councillor, another private use option must be utilised until the initial 12-week assessment period is completed. Corrections to amounts payable are undertaken post assessment. For clarity, no reimbursement is required for any business travel.

5.2 — Option 2: Limited Private Use

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Reimburse Council for the limited private use of a Council vehicle to the annual amount of \$3,700 indexed annually by the same budget allowance for internal plant hire. Private use under this option is limited to within the boundaries of Rockhampton Regional Council. As from the 1st January 2014 private use under this option is limited to within 100km of the boundaries of Rockhampton Regional Council. Any private use outside of these boundaries requires a record to be kept and advice provided to the CEO within 30 days of the use. The CEO will invoice the Councillor based on the mileage allowances recommended by the Australian Taxation Office.

5.3 Option 3: Full Private Use

Reimburse Council for the full private use of a Council vehicle by a salary sacrifice arrangement. No vehicle logbook would be required. The salary sacrifice amounts are detailed in Appendix 1 for the relative vehicle classes.

It is accepted that some Councillors, due to their divisional terrain, may require a Class 3 vehicle (AWD/4WD) for business use, but not such a vehicle for their private use, i.e. only need a Class 1 for private use. In such circumstances the minimum salary sacrifice amount will be as per Class 1.

7. Asset Management

7.1 Vehicles are listed on the basis of best value for Council and the most appropriate model for operating needs. The make and model of vehicles supplied will be subject to the terms and conditions of the motor vehicle procurement arrangements in force at the time.

7.2 Council shall replace vehicles as per Council's Asset Management Plans and Budget approvals.

7.3 Council will take into account environmental factors such as carbon emission reduction, Council's Cities for Climate Change and other initiatives in the "Whole of Life" cost modelling when selecting vehicles, maintenance regimes and vehicle provision.

8. Vehicle Accessories

The following accessories/options, in addition to standard equipment, will be supplied for Councillor vehicle use.

<ul style="list-style-type: none"> • Mudflaps • Rubber Floor Mats • Mobile phone car kit or Blue Tooth • Window tinting • Air conditioning • ABS Brakes 	<ul style="list-style-type: none"> • Driver & Passenger Air Bag (where available) • AM/FM Tuner • CD Player • Metallic Paint • Cruise control
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Other accessories/options may be fitted by approval of the CEO.

9. Conditions of use

The conditions by which vehicles are offered to Councillors are as follows:

9.1 Policies & Procedures

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~~The vehicle shall be inspected, maintained and operated as per Council's policies and procedures.~~

9.2 ——— Vehicle Availability

~~All vehicles will be made available for Council business.~~

Roadworthiness and Appearance

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

~~It is a Councillor's responsibility to ensure that:~~

- ~~▪ Servicing is carried out in accordance with manufacturer's guidelines and contractual obligations;~~
- ~~▪ The vehicle is clean and maintained at a high standard so as to promote a positive image of Council;~~
- ~~▪ Regular maintenance including fluid and tyre pressure checks are carried out; and~~
- ~~▪ Obvious tyre, windscreen or other wear or abnormal noises are report to Fleet Services.~~

~~Vehicles shall not be driven in areas where damage may be incurred due to unfavourable ground conditions. Drivers shall exercise particular care and judgement at all times when driving vehicles.~~

~~The Councillor shall reimburse the Council for any costs incurred by the Council in cleaning the vehicle or in repairing any damage to or deterioration in the condition of, the vehicle as a result of actions, in excess of the Council's reasonable assessment of normal wear and tear and deterioration that would be expected if the vehicle had been used and cared for in accordance with this Policy.~~

Authorised Drivers

~~Unless an emergency exists, authorised drivers include:~~

- ~~▪ The Councillor allocated to that vehicle;~~
- ~~▪ The Councillor's spouse or partner;~~
- ~~▪ Any other licensed driver, provided the Councillor is in the vehicle at the time; or~~
- ~~▪ Another licensed Council employee or Councillor for work related travel~~

Refuelling of Vehicles

~~Vehicles are to be refuelled at the current Council's preferred supplier's service station that accepts the Fuel Card issued using the supplied fuel card. The correct plant number and odometer reading shall be recorded at the time of re-fuelling.~~

Infringements

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

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

Insurance

Council vehicles are insured under a comprehensive policy.

This insurance policy will become null and void if the driver is:

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

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

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

9.8— Theft of Property from Vehicles

Personal property left in motor vehicles is not insured under any circumstances. Therefore, wherever practicable, valuable items such as laptop computers must not be left in vehicles.

If it is unavoidable, the items must be out of sight and the vehicle securely locked.

Theft of a Council Vehicle

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

Loss of Licence

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

Councillors must report this condition to the CEO immediately.

9.12— Vehicle Breakdown

In the event of a vehicle breakdown, the driver should contact the nominated Roadside Assistance Company for roadside assistance, details of which are provided in the owner's manual. All breakdowns must be reported to Councillor's Executive Support staff for actioning as required.

Accidents

In the event of an accident the following must be followed:

Obtain necessary details from the other driver:

- Name;
- Address;
- Telephone numbers;

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- Licence number;
- Names of witnesses, if any;
- Location details (street, suburb, town);
- Vehicle details, registration, make & model; and
- Insurance details (if available).

The driver of the vehicle must not admit responsibility for the accident or sign any acknowledgment in this regard.

Repairs to a vehicle must not be authorised by a Councillor.

Accidents must be reported to Executive Support unit and an Insurance Claim Form, Incident Report Form and Insurance Form and a, must be completed if damage quotes exceed \$500.

9.13.4 — Under no circumstances are repairs to be authorised by Councillors. Repairs are to be authorised by the Insurance Officer or directly by the Fleet Manager if the damage is under \$500.

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~~9.13.5 The Police must be called to the scene of the accident in the following circumstances:~~

- ~~• If any person is injured and an ambulance has been called;~~
- ~~• If any damage has been done to third party property, e.g. house, fence, awning, etc;~~
- ~~• If there is a conflict over which driver was at fault;~~
- ~~• If the combined accident damage is estimated to exceed \$2,500 or if either vehicle has to be towed away.~~

If an injury has been sustained by a Councillor it must be reported to the Insurance and Safety units within 24 hours.

If the accident is outside the Region, a towing contractor authorised by the nominated roadside assistance company should be used and the Insurance unit advised of the location to which the vehicle has been taken.

12 Legal costs and insurance cover

Councillors will be covered under Council insurance policies while discharging civic duties.

Insurance cover will be provided for:

- Public liability;
- Professional indemnity;
- Personal accident and/or workers compensation; and
- International and domestic travel insurance.

Any claims over and above that the stated will require the approval of a Council resolution.

Liability of legal costs incurred while discharging a Councillors civic duty will also transfer to Council upon approval via a Council resolution.

13 Vacation of Office

In cases resulting in the vacation of office, ~~any facilities and the allocated vehicle~~ ~~allocated to the Councillor (including keys, fleet cards, log books and any other documentation)~~ must be returned to Council on cessation date ~~in a clean condition along with all keys, fleet cards, log books and any other documentation relevant to the vehicle.~~

14 Payment of Expenses

Councillors who require reimbursement of personal expenses incurred whilst undertaking Council duties, must submit original receipts to their Executive Support Officer to be approved by the CEO. Receipts must be submitted no later than 14th June or 14th December of that year. Reimbursements must be made in the financial year they were incurred.

~~Travel expenses will be paid subject to the limits outlined in this Policy and Council's Travel and Conference Attendance Policy and associated Procedure subject to the following variation:~~

~~Expenses relating to the consumption of alcohol will be reimbursed only where such expenses is incurred with the provision of a meal and which on review would not be deemed as excessive.~~

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

15 Reporting

Council's Annual Report must contain information on Councillor expenses reimbursement and provision of facilities as stipulated in the *Local Government Act 2009* and *Local Government Regulation 2012*.

16 Review Timelines:

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

- 6.1. As required by legislation
- 6.2. The related information is amended or replaced; or
- 6.3. Other circumstances as determined from time to time by the Council.

17 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	Manager Governance Support
Policy Quality Control	Corporate Improvement and Strategy

EVAN PARDON
CHIEF EXECUTIVE OFFICER

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COUNCILLOR SPECIFIC POLICIES TO BE ADOPTED FOLLOWING THE LOCAL GOVERNMENT ELECTIONS

Draft Expenses, Reimbursement and Provision of Facilities for the Mayor and Councillors

Meeting Date: 12 April 2016

Attachment No: 2



EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS (STATUTORY POLICY)

1 Scope:

This policy applies to Councillors of Rockhampton Regional Council.

2 Purpose:

To ensure accountability and transparency in the reimbursement of expenses and the provision of facilities provided or incurred by the Councillors.

This policy is deemed to be a "procedure" for the purposes of section 176(4) of the *Local Government Act 2009*.

This policy does not provide for salaries or other form of Councillor remuneration. Councillor remuneration is in accordance with the determination of the Local Government Remuneration Tribunal.

3 Related Documents:

Primary

Local Government Regulation 2012

Secondary

Income Tax Assessment Act 1997

Local Government Act 2009

Declaration of Travel Expenses Form

Entertainment and Hospitality General Ledger Expense Allocation Guideline

Fleet Vehicle Greenhouse Gas Emissions Reduction Policy

Incident Report Form

Insurance Claim Request Form

Insurance Form – Motor Vehicle

Procurement Policy and Purchasing Guidelines

Purchasing Policy – Acquisition of Goods and Services

Taxation Rulings issued by the Australian Taxation Office

Travel and Conference Proposal Form

4 Definitions:

To assist in interpretation, the following definitions shall apply:

Activity	Meeting, event, function, conference, training, course or other activity a Councillor may be required to attend as part of their role in attending to Council business.
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CEO	<i>Chief Executive Officer</i> A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Committee	A group of Councillors created by a resolution of the Council to undertake functions as determined under the <i>Local Government Act 2009</i> or <i>Local Government Regulation 2012</i> decided by a Council resolution.
Council Business	Official business conducted on behalf of Council that should result in a benefit being achieved for the local government and/or local government area (for example opening a school fete). Council business also includes where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council (for example official Council meetings, Councillor forums and workshops, committees/boards as Council's official representative, scheduled meetings relating to portfolios or Council appointments). Participating in a community group event or being a representative on a board not associated with Council is not regarded as Council business.
Council Table	The body of elected Councillors of Rockhampton Regional Council
Councillors	The Mayor and Councillors of Rockhampton Regional Council, within the meaning of the <i>Local Government Act 2009</i> .
Expenses	Costs reasonably incurred, or to be incurred, by a Councillor whilst fulfilling their civic duties. The expenses may be either reimbursed to Councillors or paid direct by Council.
Facilities	Facilities deemed necessary to assist Councillors in their role.
Mayor	The Mayor is an elected member of Rockhampton Regional Council, also referred to as a Councillor, with additional responsibilities as outline in section 12(4) of the <i>Local Government Act 2009</i> .
Reasonable	Council must make sound judgements and consider what is prudent, responsible and acceptable to the community when determining reasonable levels of facilities and expenditure.
Region	Area defined by the electoral boundaries of Rockhampton Regional Council.
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.

5 Policy Statement:

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

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

- In accordance with statutory requirements;
- To be open and transparent, prudent, responsible;
- Acceptable to the community;
- Based on ensuring economy and efficiency; and

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- Subject to budget provisions.

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

The following refer to expenses deemed necessary for Council business. Councillors are only entitled to the expenses contained in the categories listed below.

6 Representing Council

Councillors may be required to attend a range of activities as part of their role in attending to Council business. Where Councillors are attending to Council business in an official capacity, Council will pay for the approved expenses associated with that activity.

The Committee Support unit must organise registration for activities that incur a cost to Council.

6.1 Attendance

For activities that incur a cost to Council, Councillors must complete the Travel and Conference Proposal Form, seek approval (refer to section 6.2) and submit to Committee Support for actioning.

For activities that do not incur a cost to Council, Councillors must liaise with their Executive Support Officer to process.

If travel is required to attend an activity refer to section 8.

6.2 Approval

Approval is required when a Councillor wishes to attend an activity that will incur a cost to Council. The CEO may approve attendance for Councillors at these events.

If a Councillor has been appointed as a Council representative on a committee or association by Council resolution, expenses associated with the fulfilment of that role are deemed as approved.

6.3 Councillor's Leave

At the time of approving a Councillor to attend an activity, the CEO may approve for a leave of absence to also be granted for that period.

If there may be a lack of quorum at a committee or ordinary meeting due to the Councillor attending the requested activity, the CEO may refer the approval for a leave of absence to the Mayor or Council table.

A leave of absence is automatically granted where a Councillor is appointed as a Council representative on a committee or association by Council resolution.

7 Professional Development

Councillors may attend either mandatory or discretionary training.

7.1 Mandatory Training

Training that a Councillor is required to attend for skill development directly related to the Councillor's role is known as mandatory training. This may include:

- Activities directly relating to the role of Councillor (such as Councillor induction, meeting procedure training or legislative obligations);
- Activities that may be relevant for a chairperson of a committee; or

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- Activities where a Councillor has been appointed as an official Council representative.

If a chairperson or appointed Council representative is unable to attend an event, and an alternative Councillor is appointed by Council, then this will be deemed as mandatory.

Council will meet all costs associated with mandatory training.

7.2 Discretionary training

Training that a Councillor wishes to attend, outside the provisions of mandatory training, is known as discretionary training.

In addition to mandatory training, the following limits apply to any discretionary training attendance:

Mayor	No limit
Deputy Mayor	\$10,000 per year
Committee Chairs	\$7,500 per year
Councillors	\$5,000 per year

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

8 Travel

Council endeavours to provide the best possible service to Councillors who are travelling for or on behalf of Council, while ensuring accountability of public moneys is maintained and that travel and conference arrangements are administered in the most cost effective and efficient manner.

The Committee Support unit must organise arrangements for activities that involve travel, in liaison with the Councillors Executive Support Officer.

8.1 Attendance

The Travel and Conference Proposal Form with desired flights and accommodation, and activity registration must be approved (refer to section 8.2) and submitted to Committee Support for actioning.

8.2 Approval

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

If in line with budget allocation, Councillors may attend an activity if approved by Council resolution or CEO. If outside of current budget allocation, Council resolution to attend is required.

8.2.1 International Travel

All international travel and associated costs must be approved by Council resolution.

The Councillor's Executive Support Officer must prepare the report to be presented to the Council table with appropriate time for Committee Support to organise travel arrangements.

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8.3 Flights

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

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

8.3.1 Cancellation of Flight by Airline:

If a scheduled flight has been cancelled by an airline during work hours, the Councillor must seek approval from the CEO for a suitable flight to be booked by Committee Support.

If a scheduled flight has been cancelled by an airline outside of standard work hours, the Councillor must receive approval from the CEO or a General Manager to rebook on another flight. Failure to seek this approval may result in the additional cost not being covered by Council.

8.4 Accommodation

Accommodation will be booked taking into consideration availability, cost and proximity to business activity.

Wherever practicable, accommodation will be arranged at the activity venue.

Where accommodation is not included in a package, the standard of accommodation will be appropriately priced business class accommodation, i.e. 3 or 4 star accommodation or equivalent.

Should they wish, Councillors may consider share accommodation arrangements to further reduce costs where applicable.

8.5 Car Hire

Car hire for activities may be requested on the Travel and Conference Proposal Form.

8.6 Private Vehicle Use

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

It should be noted that Council insurance does not cover private vehicles used for Council business.

The CEO must approve the use of a private vehicle to attend an activity in advance.

Where a Councillor utilises his or her own vehicle to attend an activity, the Councillor will be entitled to a travel allowance in accordance with the Australian Taxation Office vehicle mileage rates per kilometre schedule.

8.7 Travel Insurance

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

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

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8.8 Local Government Workcare

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

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

8.9 Changes to Travel

Requests for changes to travel received by Committee Support will be forwarded to the CEO for approval and actioned accordingly.

Fees incurred due to changes without a legitimate reason will be charged to the Councillor.

8.10 Extended Personal Travel

Should travel time be extended by the Councillor for personal reasons beyond what is necessary for the purposes of the authorised travel, they may do so with the approval of the CEO. All additional costs and arrangements will be the responsibility of the Councillor.

Committee Support can make the necessary arrangements if needed, however the Councillor will be responsible for covering the cost of additional accommodation and related expenses.

8.11 Travel by Family Members

A Councillor may choose to have their partner and/or children travel with them to an activity.

Arrangements associated with the partner and/or children are the responsibility of the Councillor.

The Councillor will be responsible for charges over and above the standard Council rate for one adult travelling, i.e. standard room as opposed to larger room to accommodate a family or car hire to accommodate for a family.

8.12 Rewards Programs

Councillors must not accumulate reward points for airlines or accommodation for personal gain as a result of travel in the course of their duties.

8.13 Non-Attendance

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

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

8.14 Purchase Cards

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

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8.15 Travel Expenses**8.15.1 Declaration of Expenses**

Expenses incurred during travel on Council business must be declared on the Declaration of Travel Expenses Form. This includes both expenses to be reimbursed and expenses incurred on corporate purchase cards.

All travel supporting documentation including unused cab charge vouchers and airtrain tickets must be returned with the Declaration of Travel Expenses Form to Committee Support within 14 days of completion of travel.

Expenses to be Reimbursed

Claims for reimbursement of travel expenses must be submitted to Committee Support for processing.

The original itemised tax invoice/receipt must be submitted for reimbursement with the Declaration of Travel Expenses Form. If the original tax invoice cannot be produced, a statutory declaration must be completed.

Claims will be approved by Committee Support if adhered to allowable expenditure within this procedure.

Committee Support will complete the Payment Exception Authority Form (PEA) and submit to Accounts Payable for reimbursement to the Councillor by bank deposit, as requested by the Councillor.

Other Expenses

Additional costs not covered by this policy are to be fully substantiated and may be claimed upon return. Original itemised tax invoice/receipts or statutory declarations of all expenditure incurred must be provided with the Declaration of Travel Expenses Form.

8.15.2 Allowable Expenditure

Allowable expenses for activity attendance include the following:

Private Vehicle Use

Use of private motor vehicles is not encouraged and should only be utilised where no other means of transport is available, practical or economical. If approved to utilise a private motor vehicle, Councillors will be entitled to a travel allowance in accordance with the Australian Taxation Office vehicle mileage rates per kilometre schedule. Refer to section 8.6.

Parking and Associated Fees

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

Airport Parking

If the only expense to be claimed is parking at the Rockhampton Airport, this may be claimed through the Councillor's own department's petty cash. This must still be noted on the submitted Declaration of Travel Expenses Form.

If parking is accompanied by other receipts for reimbursement then all receipts are able to be processed through Committee Support.

Public Transport/Taxi Fares

Council will cover the cost of travel of Council business, however will not cover public transport or taxi fares for personal matters ie shopping, visiting friends/relatives etc

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Where possible, cabcharge vouchers and airtrain tickets should be obtained from Committee Support prior to travel.

Conference Proceedings

Purchase of conference proceedings, papers, audio or CD/DVD is allowable where the information is deemed valuable to convey information about the conference content that could not be conveyed as well by other means.

Laundry/Dry Cleaning

Laundry/dry cleaning may be claimed for travel of four consecutive days.

Business Telephone Calls, Facsimiles and Postage

Official business telephone calls, modem and internet connections, facsimiles and correspondence, photocopying and postage may be claimed.

Personal Telephone Calls and Calls from Mobile Phones

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

Meals

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

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

- Breakfast \$50.00
- Lunch \$50.00
- Dinner \$100.00

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

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

Additional Expenses

It is recognised that on occasions Councillors may host people in the course of their travel. Any additional costs not covered by this policy must be fully substantiated and claimed upon return. Receipts or declarations of all expenditure incurred are to be provided on the Declaration of Travel Expenses Form and approved by the CEO.

8.15.3 Non Allowable Expenditure

As a guide, expenses not normally reimbursed at home, will not be reimbursed when travelling.

Expenses that will not be reimbursed by Council include:

- Beverages not included within a meal allowance
- Tips and gratuities other than where travel is to a place where tips and gratuities are the custom
- Applying for or renewing passports
- Airline club fees (i.e. Qantas Frequent Flyer or Virgin Australia Velocity Club), other than approved by the CEO

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- Excess baggage claims, unless items are directly related to the approved event
- Toiletries
- Barber or hair stylist
- Babysitting fees
- Kennel fees
- Tourism related costs
- Traffic parking fines
- Travel costs not applicable to the approved activity
- In-flight and in-house movies
- In-house or external entertainment not directly related to the approved activity
- Personal gifts, goods or services purchased
- Costs incurred for family members (partners and children):
 - Meals
 - Travel
 - Incidentals, e.g. laundry, in-house video hire
 - Partner's programme

8.16 Discrepancies

The CEO will be notified of costs over and above those estimated on the original Travel and Conference Proposal Form at the completion of travel.

Any claims for expenses deemed non-allowable by the CEO will be declined.

Any costs charged to Council, including hotel room accounts, that are deemed non-allowable, must be paid by the Councillor following the issue of a 30 day invoice.

For Councillors, the CEO or Mayor will be notified if a policy breach has occurred. For the Mayor, the CEO or Deputy Mayor will be notified if a policy breach has occurred.

8.17 Reporting

Quarterly reports are compiled for the CEO to review travel expenses incurred by Councillors against their allocated budget.

9 Entertainment and Hospitality Expenses

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

Any expenditure incurred must:

- Be for official purposes;
- Be properly documented with the purpose identified;
- Be available for scrutiny by both internal and external audit;
- Appear appropriate and responsible and withstand the public defensibility test; and
- Be in accordance with the adopted budget.

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9.1 Approved Expenditure

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

Where practicable, expenditure must be approved by the CEO prior to spending funds.

Where Councillors incur hospitality expenses while conducting Council business, apart from official civic receptions organised by the Council, the maximum amount that may be reimbursed is:

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

Hospitality expenses related to official receptions and other functions organised by Council will be met from relevant approved budgets.

9.2 Approved Activities

Examples of expenditure considered to be appropriate entertainment and hospitality include:

9.2.1 Visiting Delegates

Council may host visiting delegates (including interstate and overseas dignitaries or representatives of other levels of government) for a number of purposes. Expenditure incurred for this type of visit could include morning tea/lunch or hosting an official dinner.

9.2.2 Meeting Refreshments

Light refreshments/lunches may be available for internal activities.

Meals and buffet snacks, including refreshments, may be provided during official Council and/or committee meetings.

9.2.3 Civic Receptions

Refreshments and catering may be provided during civic receptions or functions to recognise significant contributions from groups or individuals to the community.

9.2.4 Official Dining Functions

Councillors may be required to participate in business meetings with representatives of business, industry, professional associations or community groups in a less formal environment. In these instances there is an obligation to ensure that expenditure is not excessive.

9.3 Accepting Hospitality

If Councillors accept hospitality from other organisations, officials or individuals, care should be taken to avoid any possible conflict of interest. It is important that situations are not perceived or construed as providing an incentive for any commercial transactions.

A Councillor may accept hospitality if it complies with all of the following principles:

- Refusal would offend the organisation, official or individual;
- It conforms to normal business practice or other cultural practices of the giver;

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- It does not influence a Councillor in such a way as to compromise impartiality or create a conflict of interest; and
- It is received in the course of duty in respect of work area responsibilities, or prior approval has been received.

9.4 Claiming Personal Expenditure

There may be times when a Councillor is able to be reimbursed for spending funds on entertainment or hospitality. In order to claim for reimbursement, the Councillor should be comfortable in disclosing the expense (the public defensibility test).

The Councillor must seek approval from the CEO prior to seeking reimbursement. When approving the claim, the CEO will consider the following:

- The frequency of claims;
- Factors such as accepted community practice or standard;
- Be satisfied it is reasonable;
- Includes appropriate documentary evidence; and
- Whether the claim withstands the public defensibility test.

9.5 Use of Corporate Purchase Card

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

9.6 Allocation of Funding

This policy is subject to the allocation of funding in the annual budget.

Hospitality expenses related to official receptions and other functions organised by Councillors must be met from relevant approved budgets.

9.7 Reporting

Entertainment and hospitality expenditure will be charged to specified accounts as per the Entertainment and Hospitality General Ledger Expense Allocation Guideline to ensure compliance with tax obligations relating to Goods and Services Tax and Fringe Benefits Tax.

10 Facilities

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

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

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

Council will provide Councillors with the following facilities:

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10.1 Administrative Tools and Office Amenities**Office Space and Access to Meeting Rooms**

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

Council will provide access to occasional office accommodation and meeting rooms for Councillors to meet with constituents and the public. Such accommodation should be booked through the Executive Support unit.

Support

The Mayor will be provided with a coordinator, administration officer and communications officer. .

The Deputy Mayor will be provided with an administration officer.

Two shared administrative support officers will be provided to Councillors.

Additional staffing will be provided as deemed to be warranted by the CEO.

Computer and Printer

Councillors will be provided with a laptop computer (similar standard that is available to Council managers) and printer for Council business use.

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

Photocopier and paper shredder

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

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

Stationery

Councillors will be provided stationery for official purposes only, including, but not limited to:

- Pens and pen sets
- Paper
- Note paper
- Letterhead
- Business cards
- Envelopes
- Briefcase
- 'With Compliments' slips

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

Stationery does not include any form of advertising by Council.

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Telecommunication needs

Councillors will be provided with a mobile telephone/PDA or hand held device as designated by the CEO.

Council will pay for costs associated with the business use, including using the mobile phone/PDA as a personal hot spot device for Council laptop use at the Councillor's home office for business use.

Personal calls made by the Councillor should be reimbursed to Council.

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

Personal home or mobile phone plans will not be reimbursable.

Publications

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

Other Administrative Necessities

Subject to Council resolution, Councillors may be provided with any other administrative necessities to meet the business needs of Council.

Advertising

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

Community Consultation

Councillors may use facilities provided to correspond with community representatives for the purpose of clarifying issues that are relevant to their division or the Region in general. Where a Councillor chooses to undertake further community consultation, in addition to that approved by the Council table, the Councillor is responsible for those costs.

10.2 Home Office

Councillors may be provided with home office equipment (in addition to a laptop computer and printer as identified in section 10.1) comprising a:

- Laptop docking station;
- Computer screen;
- Lockable filing cabinet;
- Desk and chair; and
- Internet access for business use only.

Where Councillors elect to establish a home office, it is the responsibility of each Councillor to ensure that work health and safety legislative requirements are met (Council's Safety unit can provide assistance if required).

10.3 Name Badge and Uniforms

Councillors will be provided with any safety equipment such as overalls, safety shoes, safety helmets or glasses, as required.

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

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10.4 Maintenance

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

11 Vehicles

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

It is recognised that community expectations and demands on the Mayor are such that generally all vehicle use is deemed to be Council business. Therefore, the Mayor will be provided with a Council vehicle for Council business use, up to Council's fleet purchase price of \$65,000 (inclusive of any extras or accessories fitted to the vehicle).

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

11.1 Criteria

Council is committed to the reduction of greenhouse gas emissions from its vehicle fleet to lessen the project impact of climate change and global warming. The Department of Infrastructure and Regional Development maintains an interactive website called the Green Vehicle Guide (GVG) which provides GVG greenhouse ratings for all new vehicles (up to 3.5 tonnes gross vehicle mass) sold in Australia. The GVG greenhouse ratings provide a robust means of quantifying and comparing the environmental performance of vehicles. The higher the rating (on a scale from 1 to 10), the lower the CO₂ emissions of the vehicle.

Councillors may choose from the following vehicles:

- A minimum GVG greenhouse rating of 6.0 for passenger vehicles; or
- A minimum GVG greenhouse rating of 5.0 for light commercial vehicles.

Vehicles that do not comply with the minimum GVG greenhouse ratings will have their emissions offset under a carbon offset program. Council will use calculations guided by the National Carbon Accounting toolbox to direct costs from the Councillor's unit to be used to offset or further fund Council's tree planting program.

11.2 Private Use

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

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

Councillors who choose to elect to have limited private use will be required to reimburse Council an annual amount of \$3,700.

Reimbursement is not required for any business travel.

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

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11.3 Conditions of Use**Roadworthiness and Appearance**

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

It is a Councillor's responsibility to ensure that:

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

Authorised Drivers

Unless an emergency exists, authorised drivers include:

- The Councillor allocated to that vehicle;
- The Councillor's spouse or partner;
- Any other licensed driver, provided the Councillor is in the vehicle at the time; or
- Another licensed Council employee or Councillor for work related travel

Refuelling of Vehicles

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

Infringements

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

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

Insurance

Council vehicles are insured under a comprehensive policy.

This insurance policy will become null and void if the driver is:

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

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

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

Theft of a Council Vehicle

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

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Loss of Licence

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

Councillors must report this condition to the CEO immediately.

11.4 Accidents

In the event of an accident the following must be followed:

Obtain necessary details from the other driver:

- Name;
- Address;
- Telephone numbers;
- Licence number;
- Names of witnesses, if any;
- Location details (street, suburb, town);
- Vehicle details, registration, make & model; and
- Insurance details (if available).

The driver of the vehicle must not admit responsibility for the accident or sign any acknowledgment in this regard.

Repairs to a vehicle must not be authorised by a Councillor.

Accidents must be reported to the Executive Support unit and an Insurance Claim Request Form, Incident Report Form and Insurance Form – Motor Vehicle must be completed.

If an injury has been sustained it must be reported to the Insurance and Safety units within 24 hours.

If the accident is outside the Region, a towing contractor authorised by the nominated roadside assistance company should be used and the Insurance unit advised of the location to which the vehicle has been taken.

12 Legal costs and insurance cover

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

- Public liability;
- Professional indemnity;
- Personal accident and/or workers compensation; and
- International and domestic travel insurance.

Any claims over and above the stated will require the approval of a Council resolution.

Liability of legal costs incurred while discharging a Councillors civic duty will also transfer to Council upon approval via a Council resolution.

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13 Vacation of Office

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

14 Payment of Expenses

Councillors who require reimbursement of personal expenses incurred whilst undertaking Council duties, must submit original receipts to their Executive Support Officer to be approved by the CEO. Receipts must be submitted no later than 14th June or 14th December of that year. Reimbursements must be made in the financial year they were incurred.

15 Reporting

Council's Annual Report must contain information on Councillor expenses reimbursement and provision of facilities as stipulated in the *Local Government Act 2009* and *Local Government Regulation 2012*.

16 Review Timelines:

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

16.1 As required by legislation;

16.2 The related information is amended or replaced; or

16.3 Other circumstances as determined from time to time by the Council.

17 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	Manager Governance Support
Policy Quality Control	Corporate Improvement and Strategy

EVAN PARDON
CHIEF EXECUTIVE OFFICER

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COUNCILLOR SPECIFIC POLICIES TO BE ADOPTED FOLLOWING THE LOCAL GOVERNMENT ELECTIONS

Draft Councillor Code of Conduct Policy

Meeting Date: 12 April 2016

Attachment No: 3



COUNCILLOR CODE OF CONDUCT POLICY (COMMUNITY POLICY)

1 Scope:

This policy applies to Councillors of the Rockhampton Regional Council.

2 Purpose:

To specify the standards of behaviour expected of Councillors of the Rockhampton Regional Council.

This Code is deemed to be a "procedure" for the purposes of section 176(4) of the *Local Government Act 2009*.

3 Related Documents:

Primary

Nil

Secondary

Anti-Discrimination Act 1991
Crime and Corruption Act 2001
Information Privacy Act 2009
Local Government Act 2009
Local Government Regulation 2012
Public Interest Disclosure Act 2010
Right to Information Act 2009
 Councillor Acceptable Request Guidelines Policy
 Register of Interest

4 Definitions:

To assist in interpretation, the following definitions apply:

CEO	<i>Chief Executive Officer</i> A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Community	Residents, ratepayers, businesses, organisations and groups who have an interest or involvement in the area served by Council.
Council	Rockhampton Regional Council
Councillor/s	The Mayor and Councillors of Rockhampton Regional Council, within the meaning of the <i>Local Government Act 2009</i> .
Department	The Queensland State Government Department that administers the local government portfolio.

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Employee	Local government employee— (a) the chief executive officer; or (b) a person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Inappropriate Conduct	As per section 176(4) of the <i>Local Government Act 2009</i> : Conduct that is not appropriate conduct for a representative of a local government, but is not misconduct including for example – <ul style="list-style-type: none"> ▪ A Councillor failing to comply with the local government's procedures; or ▪ A Councillor behaving in an offensive or disorderly way in a meeting of the local government or any of its committees.
Information	Information in any number of forms including letters, reports/documents, facsimiles, attachments, tapes, emails, electronic media, and/or other forms of information including discussions during meetings.
Misconduct	As per section 176(3) of the <i>Local Government Act 2009</i> : Conduct, or a conspiracy or attempt to engage in conduct, of or by a Councillor— (a) That adversely affects, or could adversely affect, (either directly or indirectly) the honest and impartial performance of the Councillor's responsibilities or exercise of the Councillor's powers; or (b) That is or involves— (i) The performance of the Councillor's responsibilities, or the exercise of the Councillor's powers, in a way that is not honest or is not impartial; or (ii) A breach of the trust placed in the Councillor; or (iii) A misuse of information or material acquired in or in connection with the performance of the Councillor's responsibilities, whether the misuse is for the benefit of the Councillor or someone else; or (iv) A failure by the Councillor to comply with a direction to leave a meeting of the local government or its committees by the chairperson presiding at the meeting; or (v) A refusal by the Councillor to comply with a direction or order of the regional conduct review panel or tribunal about the Councillor; or (c) That is a repeat of inappropriate conduct that the Mayor or the department's chief executive has ordered to be referred to the regional conduct review panel under section 181(2) of the Act; or (d) That contravenes section 171(3) or 173(4) of the Act.
Tribunal	Local Government Remuneration and Discipline Tribunal

5 Policy Statement:

This Code exemplifies Councillor's commitment to the highest ethical standards through their behaviour and conduct whilst performing their duties as elected officials. Councillors are committed to adhering to the following local government principles:

- Transparent and effective processes, and decision-making in the public interest;

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- Sustainable development and management of assets and infrastructure, and delivery of effective services;
- Democratic representation, social inclusion and meaningful community engagement;
- Good governance of, and by, local government; and
- Ethical and legal behaviour of councillors and local government employees.

5.1 Key Ethical and Behavioural Councillor Obligations

Councillors will:

- Conduct themselves in a way that promotes and maintains the public's trust and confidence and the good rule and government of Council;
- Ensure their personal conduct does not reflect adversely on the reputation of Council;
- Demonstrate respect for fellow Councillors, Council employees and members of the public;
- Refrain from harassing, bullying or intimidating fellow Councillors, Council employees and members of the public;
- When communicating with the public or the media, make it clear when expressing a personal opinion, and when speaking on behalf of Council; and
- When communicating with the public or the media to express a personal opinion about a Council resolution, respect the democratic process by first acknowledging that Council resolutions represent the majority view of Council.

5.2 Primacy of the Public Interest

Councillors accept that:

- They are elected to act in the public interest and to make decisions solely in terms of the public interest;
- They must take steps to avoid, resolve or disclose conflicts of interest;
- In the course of performing their duties, they will receive information that is not available to the general public and hence must not misuse this information in any way, including for personal gain; and
- To ensure transparency and public confidence in Council's decision making process, they must disclose their relevant financial interests.

5.3 Appropriate use of Entitlements

Councillors recognise and accept that they must comply with Council's policies pertaining to the utilisation of various entitlements.

6 Statutory Responsibilities

The following are key responsibilities of Councillors deriving from the *Local Government Act 2009*:

- To represent current and future interests of the residents of the area;
- To ensure performance of responsibilities under the *Local Government Act 2009*;
- To achieve Council's corporate plan;

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- To comply with laws that apply to local governments (this includes legislation; Council's laws, policies, procedures and resolutions);
- To provide high quality leadership to the Council and the community;
- To participate in Council meetings, policy development and decision making, for the benefit of the local government area;
- To be accountable to the community for Council's performance;
- When performing a responsibility, a Councillor must serve the overall public interest of the whole local government area;
- Not to use information acquired as a Councillor to directly or indirectly gain financial advantage for them or somebody else;
- Not to use information acquired as a Councillor to cause detriment to the local government; and
- Not to release information the Councillor knows, or should reasonably know, is confidential.

6.1 Other Statutory Obligations include:

- Ensuring to keep the Register of Interests up to date and advise the CEO within 30 days after an interest arises or a change occurs;
- Not to direct Council employees; the Mayor may however give direction to the CEO;
- Only contact Council employees in accordance with the Councillor Acceptable Request Guidelines Policy prepared by the CEO;
- Appropriately disclosing any material personal interest;
- Declaring any real or perceived conflicts of interest; and
- Not providing false or misleading information, verbally or in writing to designated persons or bodies.

7 Complaints about Councillor Conduct

Complaints about the conduct of a Councillor will be directed to the CEO who will assess and manage the issue in accordance with the provisions of sections 176-182 of the *Local Government Act 2009*.

Consequences of substantiated failure/s to comply with this Code may result in the following:

- A reprimand for inappropriate conduct.
- For repeat inappropriate breaches or misconduct, one or more orders or recommendations may include;
 - Counselling;
 - The Councillor required to make an admission of error or an apology;
 - Participation in mediation;
 - Monitoring a Councillor's compliance with the Act/s;
 - The Councillor reimburse the Council;
 - A recommendation to the Crime and Corruption Commission or the Police Commissioner that the Councillor's conduct be further investigated; or

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- The Councillor pay Council an amount of not more than the monetary value of 50 penalty units.
- For matters considered to require more serious disciplinary action the Tribunal, may make any order or recommendation that it considers appropriate in view of the circumstances. This may include actions indicated above, or:
 - Forfeiture of an allowance, benefit, payment or privilege;
 - Reimbursement of an expense to Council;
 - Suspension for a specified period of time, either wholly or partly from performing particular functions;
 - A recommendation to the Minister for dismissal; or
 - Referral of the matter to the Queensland Police Service or Crime and Corruption Commission.

9 Review Timelines:

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

- 9.1** The related information is amended or replaced; or
- 9.2** Other circumstances as determined from time to time by the Council.

10 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	Manager Governance Support
Policy Quality Control	Corporate Improvement and Strategy

EVAN PARDON
CHIEF EXECUTIVE OFFICER

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COUNCILLOR SPECIFIC POLICIES TO BE ADOPTED FOLLOWING THE LOCAL GOVERNMENT ELECTIONS

Draft Meeting Procedures Policy

Meeting Date: 12 April 2016

Attachment No: 4



COUNCIL MEETING PROCEDURES POLICY (ADMINISTRATIVE POLICY)

1 Scope:

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

2 Purpose:

To provide direction for the orderly and proper conduct of ordinary and committee meetings, including the post-election meeting.

3 Related Documents:

Primary

Nil

Secondary

Local Government Act 2009

Local Government Regulation 2012

Information Privacy Act 2009

Council Meeting Agenda Guideline

Deputation Factsheet

Deputation Guidelines

Petition Factsheet

4 Definitions:

To assist in interpretation, the following definitions apply:

Agenda	<p>Compilation of reports to be discussed at an ordinary –or committee meeting.</p> <p>The agenda for any meeting must indicate:</p> <ul style="list-style-type: none"> ▪ Business to be conducted at the meeting, ▪ Business arising from previous meetings, ▪ Any matter the Mayor intends to put to the meeting; and ▪ Any business for which due notice has been given (Notice of Motion, Questions on Notice). <p>An agenda will not include any matter that is unlawful.</p>
Alternative/ Foreshadowed Motion	<p>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.</p>
Amendment	<p>In relation to a motion, means a motion moving an amendment to that motion.</p> <p>An amendment to a motion must retain the identity of the original motion and does not directly negative the motion.</p>

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	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.
CEO	<i>Chief Executive Officer</i> A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
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 <i>Local Government Act 2009</i> or <i>Local Government Regulation 2012</i> 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 <i>Local Government Act 2009</i> .
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	<i>Local government employee:</i> (a) the chief executive officer; or (b) a person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
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 <i>Local Government Act 2009</i> .
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.
Non-Delegated Committee	A committee that does not have authorization 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.

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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.
Serialim	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.

5 Policy Statement:

The *Local Government Act 2009* and the *Local Government Regulation 2012* provide core requirements for the conduct of ordinary meetings and committees of the local government.

Council is committed to conducting its meetings in accordance with the principles of the *Local Government Act 2009*, ensuring an efficient, accountable, transparent and sustainable delivery of effective services within our local government area.

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:

- The responsibilities to be entrusted to the committee;
- Any delegations assigned to the committee; and
- The committee membership.

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.

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5.2 Special Meeting

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

- The special meeting is required by resolution; or
- 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; or
- A special meeting is required to comply with the *Local Government Act 2009* or some other legislation; or
- 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 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 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 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.

5.6 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.

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5.7 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:

- Opening of Meeting
- Attendance including Apologies and Leave of Absence
- Confirmation of Minutes of Previous Meetings
- Declaration of Interest on Matters on the Agenda
- Business Outstanding
 - Business Arising from Previous Meetings
 - Matters Lying on the Table and to be Dealt With
- Public Forums/Deputations
- Presentation of Petitions (for ordinary meetings only)
- Reports
 - Committee (for ordinary meetings only)
 - Councillor/Delegate (for ordinary meetings only)
 - Officers
 - Information
- Notice of Motions
- Questions on Notice (for ordinary meetings only)
- Urgent Business/Questions
- Closed Session
- Closure of Meeting

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

- Procedural directions given to the meeting by resolution; or
- Procedural directions specified in this policy; or
- 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.

5.8 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:

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- The chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors or members at the meeting; or
- The person uses insulting or offensive language; or
- 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 deputation are located on the Council website.

5.9 Petitions

A petition may be presented to an ordinary meeting by:

- A Councillor;
- CEO; or
- 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.

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:

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

Guidelines on submitting a petition is located on the Council website.

5.10 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:

- adopt;
- amend and adopt; or
- 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.

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5.11 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.

5.12 Notice of Motion

Submission of notice of motion must be given at least seven 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:

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

Notice of motions must:

- Be framed as succinctly as possible;
- Not include argument or discussion or excessive background material;
- Be relevant to the good order of the business of the local government;
- Not be an action that could be dealt within operational procedures.

5.13 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:

- Be framed as succinctly as possible;
- Not include argument or discussion or excessive background material;
- Be relevant to the good order of the business of the local government; and
- 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.

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5.1.4 Urgent Business/Questions

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.

5.15 Closed Session

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 and the CEO 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.

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.

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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:

- Before the motion is voted on; or
- 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.

The order of speakers will be:

- The Councillor moving the motion;
- Councillors alternatively against and for the motion;
- Once alternative speakers are exhausted, as determined by the chairperson;
- The mover of the motion has the final right of reply, provided there has been a speaker against the motion or amendment;
- 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.

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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 timeframes identified in section 5.12.

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.

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.

With the exception of a point of order, all procedural motions will be seconded.

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.

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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 further motion may be moved to specify such a time or date; or
- 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.

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

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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:

- The report/document be received and referred to a committee or an employee for consideration and report back to the meeting; or
- 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:

- Another Councillor has failed to comply with proper meeting procedures.
- A matter before the Council is in contravention of the *Local Government Act 2009* or the *Local Government Regulation 2012* or any other relevant State or Federal Legislation.
- 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 *Local Government Regulation 2012* 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 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.

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If the chairperson, Mayor and Deputy 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.

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 ~~table~~. 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 *Local Government Act 2009*.

In the event that a Councillor declares a conflict of interest in accordance with section 173 of the *Local Government Act 2009* and leaves the meeting place for the duration of the discussion of that item, the time of the absence will be recorded in

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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 representatives to correspondence and reports layed on the table or submitted to the meeting. However, access will be withheld where the Council by resolution so 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 *Local Government Regulation 2012*, 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:

- Moving any motion or amendment; or
- Seconding any motion or amendment; or
- Taking part in any discussion; or
- Replying to any question; or

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- Addressing the Council for any other purpose.

Councillors will, during a meeting, address:

- Other Councillors by their respective titles, "Mayor" or "Councillor"; and
- 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 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:

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

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

9.2 Inappropriate Conduct

Inappropriate conduct by a Councillor is committed at a meeting if:

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

On each occasion of inappropriate conduct, a warning and naming of the Councillor will be recorded in the minutes.

9.3 Disclosures of Interest

Councillors must disclose any material personal interest or conflict of interest arising from any matters to be considered at the meeting, and comply with the *Local Government Act 2009*.

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9.4 Acts of Disorder by a Person Other than a Member

A person who is not a member of the meeting will not interrupt or obstruct the proper conduct of a meeting.

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 Record of Meetings**10.1 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 that 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.

10.2 Audio and Video Recording of Meetings

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:

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

11 Exclusions

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

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12 Review Timelines:

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

- 12.1** The related information is amended or replaced; or
- 12.2** Other circumstances as determined from time to time by Council.

13 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	Manager Governance Support
Policy Quality Control	Corporate Improvement and Strategy

EVAN PARDON
CHIEF EXECUTIVE OFFICER

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COUNCILLOR SPECIFIC POLICIES TO BE ADOPTED FOLLOWING THE LOCAL GOVERNMENT ELECTIONS

Draft Media Policy (marked up)

Meeting Date: 12 April 2016

Attachment No: 5



MEDIA POLICY (ADMINISTRATIVE POLICY)

1 Scope:

This policy applies to media relation activities undertaken by Councillors and employees of Rockhampton Regional Council. outlines how media activity is to be managed by Rockhampton Regional Council (RRC) across all forms of media and applies to all Councillors and RRC employees.

The policy does not apply to media generated by or personally responded to by individual Councillors.

2 Purpose:

To ensure a consistent, streamlined approach to media relation activities managed by Rockhampton Regional Council.

The purpose of this Policy is:

- To provide a consistent, streamlined approach to managing media;
- To ensure appropriate authorisation of Council messages;
- To ensure accuracy of information provided;
- To deliver messages and information in a non-political format; and
- To ensure response is provided to media in a consistent, timely manner.

3 Related Documents:

Primary

Nil

Secondary

Code of Conduct (Employees)

Discipline Procedure

4 Definitions:

To assist in interpretation, the following definitions apply:

CEO	<i>Chief Executive Officer</i> A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Council	Rockhampton Regional Council
<u>Councillor/s</u>	<u>The Mayor and Councillors of Rockhampton Regional Council, within the meaning of the <i>Local Government Act 2009</i>.</u>
Employee	<i>Local government employee:</i>

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	(a) The chief executive officer; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
<u>Mayor</u>	<u>The Mayor is an elected member of Rockhampton Regional Council, also referred to as a Councillor, with additional responsibilities as outline in section 12(4) of the Local Government Act 2009.</u>
<u>Media</u>	<u>Media relation activities include media releases, community notices, media alerts, media responses, photo opportunities and unpaid editorials (which are linked to paid advertising).</u>

5 Policy Statement:

Media ~~relation activities is a communication tool used by help~~ Council deliver information to the public. Media activities may be generated proactively by Council or may be produced in response to an enquiry or request from a media organisation or stakeholder.

Council does not pay for media relations activities; they are cost-free unlike print or broadcast advertising or advertorials. Because of this, it is at the discretion of the media outlet as to whether they publish information or messages from the media relations activities.

~~Media should be used where the purposes of the Council or the benefit to the community is advanced.~~ Council resources should not be used to promote personal achievements or plans of individual Councillors or groups of Councillors, which does not directly relate to formal Council resolutions. In particular, media of a political nature must not be used to influence the voters in an election.

~~Media is a cost-free activity and should not entail a financial transaction. Subsequently, the placement and publishing of messages and information is subject to the prerogative and decisions of the media organisations themselves.~~

~~5.1 What this Policy applies to:~~

~~The type of media RRC engages in includes, but is not limited to: digital media, print media, broadcast media, news media, published media and electronic media. Media, for the purpose of this Policy, also includes public relations, publicity and social media forums.~~

~~This Policy applies to any form of media undertaken by Rockhampton Regional Council, Councillors and its staff.~~

~~5.2 What this Policy does not apply to:~~

~~The Policy does not apply to media generated by or personally responded to by individual Councillors.~~

5.1 Spokespersons

5.1.1 Councillors

The Mayor is the primary spokesperson for key Council messages and can speak on all Council matters.

Committee chairs will be expected to comment on committee meeting decisions.

Portfolio Councillors will be expected to comment on their portfolio area.

5.1.2 Employees

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The CEO will be the spokesperson for organisational and employee related matters, however will not provide comment on policy matters.

Media officers in the Communications unit have delegated authority, by the CEO, to provide responses and briefing notes on behalf of the as spokesperson to media organisations.

No employee (with the exception of the above spokespersons) will participate in media interviews or provide information to the media.

The CEO may approve an exception to this policy to provide the media with an alternative spokesperson. Council employees may, from time to time, be called upon by the Council's media officers to provide technical information to the media.

Employees may not discuss policy issues with the media as this will remain the responsibility of Councillors.

5.2 Guidelines:

Employees must refer media enquiries direct to the Communications unit for response. Employees are not to make any comments to the media and should they do so, may be subject to disciplinary action.

Requests from the CEO or Communication unit for employees to provide information for the collation of a media response, must be given a high priority. Ideally, these requests should be answered within four hours.

The Communications unit will provide same day responses to the media for requests received prior to 11.00am, subject to the response being suitable to meet Council's communications needs. If a response is not possible, the media will be advised, or an alternative timeframe will be negotiated for provision of the requested information.

In media generated by Council, in particular media releases, Councillors will be quoted where possible.

6 Review Timelines:

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

- 6.1. The related information is amended or replaced; or
- 6.2. Other circumstances as determined from time to time by the Council.

7 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	Manager Governance Support
Policy Quality Control	Corporate Improvement and Strategy

EVAN PARDON
CHIEF EXECUTIVE OFFICER

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COUNCILLOR SPECIFIC POLICIES TO BE ADOPTED FOLLOWING THE LOCAL GOVERNMENT ELECTIONS

Draft Media Policy

Meeting Date: 12 April 2016

Attachment No: 6



MEDIA POLICY (ADMINISTRATIVE POLICY))

1 Scope:

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

The policy does not apply to media generated by or personally responded to by individual Councillors.

2 Purpose:

To ensure a consistent, streamlined approach to media relation activities managed by Rockhampton Regional Council.

3 Related Documents:

Primary

Nil

Secondary

Code of Conduct (Employees)
Discipline Procedure

4 Definitions:

To assist in interpretation, the following definitions apply:

CEO	<i>Chief Executive Officer</i> A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Council	Rockhampton Regional Council
Councillor/s	The Mayor and Councillors of Rockhampton Regional Council, within the meaning of the <i>Local Government Act 2009</i> .
Employee	<i>Local government employee:</i> (a) The chief executive officer; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Mayor	The Mayor is an elected member of Rockhampton Regional Council, also referred to as a Councillor, with additional responsibilities as outline in section 12(4) of the <i>Local Government Act 2009</i> .
Media	Media relation activities include media releases, community notices, media alerts, media responses, photo opportunities and unpaid editorials (which are linked to paid advertising).

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5 Policy Statement:

Media relation activities help Council deliver information to the public. Media activities may be generated proactively by Council or may be produced in response to an enquiry or request from a media organisation or stakeholder.

Council does not pay for media relations activities; they are cost-free unlike print or broadcast advertising or advertorials. Because of this, it is at the discretion of the media outlet as to whether they publish information or messages from the media relations activities.

Council resources should not be used to promote personal achievements or plans of individual Councillors or groups of Councillors, which does not directly relate to formal Council resolutions. In particular, media of a political nature must not be used to influence the voters in an election.

5.1 Spokespersons**5.1.1 Councillors**

The Mayor is the primary spokesperson for key Council messages and can speak on all Council matters.

Committee chairs will be expected to comment on committee meeting decisions.

Portfolio Councillors will be expected to comment on their portfolio area.

5.1.2 Employees

The CEO will be the spokesperson for organisational and employee related matters, however will not provide comment on policy matters.

Media officers in the Communications unit have delegated authority, by the CEO, to provide responses and briefing notes on behalf of the as spokesperson to media organisations.

No employee (with the exception of the above spokespersons) will participate in media interviews or provide information to the media.

The CEO may approve an exception to this policy to provide the media with an alternative spokesperson. Council employees may, from time to time, be called upon by the Council's media officers to provide technical information to the media.

Employees may not discuss policy issues with the media as this will remain the responsibility of Councillors.

5.2 Guidelines:

Employees must refer media enquiries direct to the Communications unit for response. Employees are not to make any comments to the media and should they do so, may be subject to disciplinary action.

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In media generated by Council, in particular media releases, Councillors will be quoted where possible.

6 Review Timelines:

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

- 6.1.** The related information is amended or replaced; or
- 6.2.** Other circumstances as determined from time to time by the Council.

7 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	Manager Governance Support
Policy Quality Control	Corporate Improvement and Strategy

EVAN PARDON
CHIEF EXECUTIVE OFFICER

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11.5 LGAQ ELECTION OF EXECUTIVE DISTRICT REPRESENTATIVES 2016-2020

File No: 10072
Attachments: 1. Letter from LGAQ
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

SUMMARY

Local Government Association of Queensland Inc inviting nominations for election of a representative for District No 6 (Central Queensland) for 2016-2020.

OFFICER'S RECOMMENDATION

THAT Council authorises the Chief Executive Officer to nominate Councillor _____ for election as District No 6 Representative on the Local Government Association of Queensland Inc Executive for 2016-2020.

BACKGROUND

The Local Government Association of Queensland Inc (LGAQ) has written to the Chief Executive Officer (copy of letter attached) inviting nominations for District No 6 Representative on the Local Government Association of Queensland Inc Executive for 2016-2020 with nominations closing Friday 29 April 2016.

This position was previously held by former Councillor Greg Belz from Rockhampton Regional Council.

Should a Councillor be interested in the position, it is considered desirable to submit a nomination and campaign in support of the nomination.

LGAQ ELECTION OF EXECUTIVE DISTRICT REPRESENTATIVES 2016-2020

Letter from LGAQ

Meeting Date: 12 April 2016

Attachment No: 1

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21 March 2016

DISTRICT NO.6

THE CHIEF EXECUTIVE OFFICER
ALL MEMBER COUNCILS

**ELECTION OF THE LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND'S (LGAQ) POLICY
EXECUTIVE DISTRICT REPRESENTATIVES 2016-2020**

In accordance with Rule 5.4 of the Association's Constitution and Rules, nominations are hereby called for the election of District Representatives to the Association's Policy Executive for the period 2016-2020.

Please note well, this is not an election for Local Government District Associations. In many cases the District Local Government Association areas and the LGAQ Electoral Districts are not the same.

Councils within an Electoral District are entitled to nominate candidates for election from amongst elected members of the Councils within their District.

If there is more than one nomination per District, an election by postal ballot will apply. If an election is required, the "first past the post" voting system will apply.

- Attachment 1: The Councils within your District.
The votes exercised by each council.
- Attachment 2: Policy Executive Members Information Schedule
LGAQ Corporate Governance Charter
Fees, reimbursements and insurance.
- Attachment 3: Nomination Form for your District.

PLEASE NOTE:

- Nominations close at 5.00pm, **Friday 29 April 2016** and must be actually received by the Chief Executive Officer by that time.
- If you intend to nominate a person, you are encouraged to have the matter considered at your Statutory Meeting following the Quadrennial Elections held on Saturday, 19 March 2016.
- A Ballot Paper (if necessary) will be sent to you immediately upon the close of nominations.

If you have any queries, please do not hesitate to call me.

Yours sincerely


Greg Hallam PSM
CHIEF EXECUTIVE OFFICER

gh:bb
encl.

HOCKHAMPTON REGIONAL COUNCIL	
File: 11092	Duc.
Links:	
Action Officer: TAGEOSPA	
23 MAR 2016	
Task No:	
249v7	17.1 542.

P 1900 542 700
F 07 3252 4478
W www.lgaq.asn.au

Local Government House
25 Evelyn Street
Newstead Qld 4006

PO Box 2230
Fortitude Valley BC
Qld 4006

Local Government Association of Queensland Ltd
ABN 11 010 883 293 ACN 142 783 917

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ATTACHMENT 1

DISTRICT NO. 6 - (Central Queensland)

<u>COUNCIL</u>	<u>VOTES</u>
BANANA	2
CENTRAL HIGHLANDS	4
GLADSTONE	4
LIVINGSTONE	2
ROCKHAMPTON	4

16

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ATTACHMENT 2

POLICY EXECUTIVE MEMBERS INFORMATION SCHEDULE**MEETING OBLIGATIONS**

The Executive currently has six (6) regular meetings each year, however this frequency can be varied by the Policy Executive. With the exception of one regional meeting and the meeting which precedes the Annual Conference, the Policy Executive meets at Local Government House in Brisbane. The dates at present are generally as follows:

- 1) Early February (1 Day)
- 2) Early April (1 Day)
- 3) Late June/Early July – please note in 2016 this will be a two day event – 29 June Policy Executive Induction Day and 30 June Policy Executive meeting day
- 4) Late August (1 Day)
- 5) The day before Annual Conference (1 Day)
- 6) Early December (1 Day)

Special Meetings may be called as required. Meetings by way of telephone hook-up may also be held.

Policy Executive Members may also be appointed to represent the Association on statutory boards and committees as well as ad hoc bodies. These appointments are made by the Policy Executive following consultation with member councils.

Members elected at this time take up their positions on **30 June 2016**, and subject to the Rules, hold office until **mid-June 2020**.

21 March 2016

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ATTACHMENT 2

FEES, REIMBURSEMENTS AND INSURANCE

The current payments to Policy Executive Members attending Policy Executive and Committee Meetings and other approved meetings, for which payment is not made by the outside board, committee or body, are as follows:

Daily Allowance	\$443.00
Overnight Allowance	\$255.00

Travel Costs – Actual airfare (economy class), and/or motor vehicle expenses at current ATO rate ie 77c a kilometre, and/or actual taxi fares, and/or actual parking fees.

These rates are reviewed each year in the Budget in May. Payment of fees and reimbursements is usually made at the meeting attended upon completion of a claim form.

A personal accident insurance scheme operates for all Policy Executive Members whilst travelling or involved in Association activity.

21 March 2016

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ATTACHMENT 3

LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND POLICY EXECUTIVE 2016-2020

NOMINATION FORM

DISTRICT NO.8

The City/Shire/Regional Council of

Hereby nominates Cr.

To represent District Number 6 on the Association's Policy Executive in accordance with Rule 5.4 of
the Constitution and Rules of the Association for the period 2016 - 2020.

Date at this day of 2016

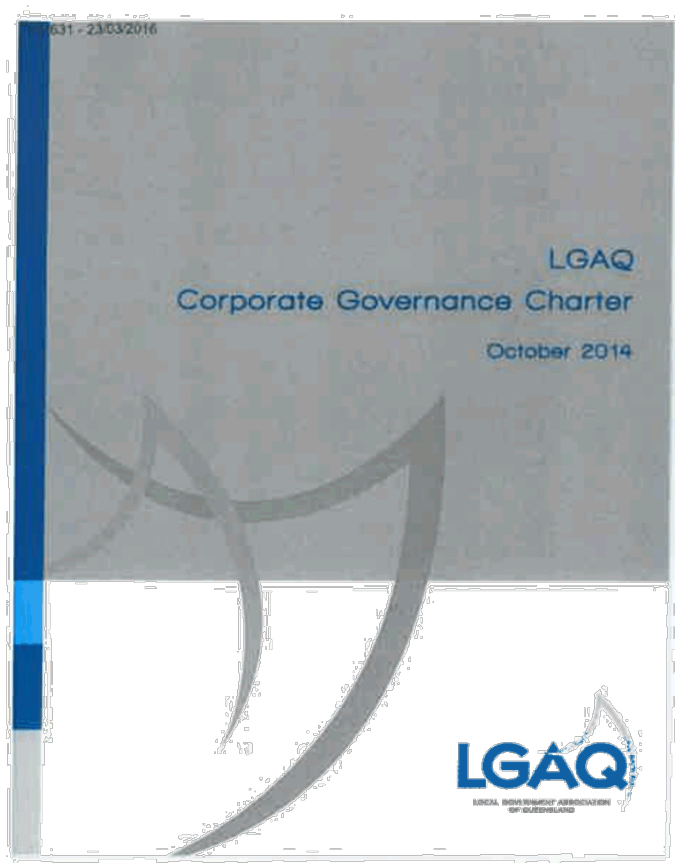
.....
CHIEF EXECUTIVE OFFICER

I hereby accept this nomination

PLEASE RETURN THIS FORM BY POST WITH THE ENCLOSED REGISTERED ENVELOPE TO
THE RETURNING OFFICER BY NO LATER THAN 5.00PM FRIDAY 29 APRIL 2016, IF COUNCIL
WISHES TO SUBMIT A NOMINATION.

RETURNING OFFICER: MR GJ HALLAM PSM
RETURNING OFFICER
LOCAL GOVERNMENT ASSOCIATION OF QLD LTD
PO BOX 2230
FORTITUDE VALLEY BC QLD 4006

N.B FAXED OR EMAILED NOMINATIONS **WILL NOT** BE ACCEPTED. **REGISTERED POST OR
BY HAND ONLY.**



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3. Director Role	6
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5. Review of Board's Effectiveness and Training Needs of Directors	8
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1. Background

The purpose of the Local Government Association of Queensland (LGAQ) is to be the peak body for local government in Queensland with a vision of strong and effective local government. Our mission is to strengthen the ability and performance of local government to better serve the community.

This *Corporate Governance Charter* defines the role, responsibilities and authorities of the Policy Executive and the Board of the LGAQ, along with the role and function of individual Executive Representatives and Directors.

LGAQ is committed to effective governance practices which reflect accountability, transparency, and professional integrity within an inclusive framework based on trust and intellectual honesty.

The LGAQ Board and Policy Executive have previously resolved to adopt a number of corporate objectives including:

- ✎ Establish a leadership reputation for advocacy & representation
 - ✎ Establish a leadership reputation for integrity (honest and authentic)
- Furthermore, the Board and Policy Executive have also resolved to adopt the corporate values of: Accountable; Trusted; Empowered.

Together these elements provide the foundation for the Association's policy initiatives and activities.

This Charter is intended to assist the Policy Executive and Board by:

- Providing clear guidelines on roles, responsibilities and relationships of the Policy Executive, Board, Directors and Executive Representatives;
- Identifying key principles for effective corporate governance to allow "best practice" performance;
- Ensuring appropriate accountability of the Policy Executive and Board to LGAQ members;
- Ensuring that the link between the Association's corporate objectives and values and the activities of members of the Board and Policy Executive is identified and understood.

The Charter also provides valuable information for new Directors and Executive Representatives, facilitating the induction process. As stipulated in the LGAQ Constitution (Rule 9.8(17)), Directors and Executive Representatives are required to comply with this Charter.

2. Corporate Governance Principles and Structure

Within the private sector, corporate governance is regarded as the system by which companies are directed and managed. It influences how the objectives of the company are set and achieved, how risk is monitored and assessed, and how performance is optimised. Good corporate governance structures encourage companies to create value (through entrepreneurship, innovation, development and exploration), provide accountability and control systems commensurate with the risks involved.

Corporate Governance for LGAQ is broadly defined as the processes used to represent member interests, including the way in which decisions are made on policies and strategies and how these are achieved to obtain an optimal return for members as the key stakeholders of the Organisation.

Corporate Governance arrangements for LGAQ include:

- ✎ The role of Annual Conference
- ✎ The election of Executive Representatives
- ✎ The role of the Policy Executive Committee appointed out of its number (Rule 5.13 of the Constitution)
- ✎ The role of the President of the Board ("President")
- ✎ The role of the Board
- ✎ The role of the CEO.

Whilst Directors and Executive Representatives are encouraged to refer to the Constitution of LGAQ for details of the role of Annual Conference, the composition and election of the Policy Executive and Board, the powers and duties of the Policy Executive and Board, and the powers and functions of the CEO and other officers, the following is a brief summary of the key points.

LGAQ's Annual General Meeting of member councils (Annual Conference) is the Association's supreme decision-making body responsible for setting the overall policy direction of LGAQ and electing the President (Rule 5.4 of the Constitution). In a separate process, LGAQ's member councils elect 15 District Representatives (Rule 5.1 of the Constitution) who, together with the President, form the Association's Policy Executive. The President is the only member of the Policy Executive who does not represent a district.

The Policy Executive is responsible for appointing three Directors to join the LGAQ President in forming the LGAQ Board; appointing the CEO; approving the annual budget of the Organisation; and determining the Association's policy on behalf of member councils (in line with the overall direction set at Annual Conference). The Policy Executive may delegate any of its powers to a Committee appointed out of its number (Rule 5.13 of the Constitution).

The LGAQ Board is responsible for the operation of the business of the company (Rule 6.8 of the Constitution). It is authorised to exercise all of the Organisation's powers that are not required to be exercised by Annual Conference. The Board is responsible for adopting a strategic plan before the end of each financial year. The Board may

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delegate any of its powers to a Committee appointed out of its number (Rule 6.16 of the Constitution).

The President is the highest elected official of LGAQ and chairs General Meetings, including the Annual General Meeting, and meetings of the Board and Policy Executive.

The CEO is responsible for day-to-day management of the Organisation, subject to the Board's instructions (Rule 6.8 of the Constitution). The CEO's powers may only be exercised after full consultation with the President, and the President must be kept fully informed on an ongoing basis of all action taken pursuant to the CEO's powers. Consistent with normal corporate practice, the President and CEO are the official spokespersons for the Board, Policy Executive and LGAQ.

3. Director Role

The general qualification for becoming and remaining a Director is outlined in Rule 6.1 of the Constitution.

The powers and duties of the Directors are set out in detail in Rule 6.9 of the Constitution. In summary, the Directors:

- Are responsible for setting the strategic direction and monitoring of the business
- Must adopt an annual strategic plan for the Association and ensure that LGAQ conducts its business in accordance with it
- Are not directly involved in the day-to-day management of the Organisation but issue the CEO with instructions for the day-to-day management
- Make decisions that are not plans of day-to-day management of the Organisation

Must ensure that LGAQ maintains its property in good working order and condition, complies with all agreements to which it is a party, pays its debts as and when they fall due, maintains relevant insurance, complies with the requirements of all relevant legislation, maintains books and records, etc.

Have oversight of the financial management of LGAQ and are responsible for major financial decisions (through the annual budget is approved by the Policy Executive)

May grant a power of attorney

As Directors are appointed out of the ranks of the Policy Executive, a Director must have the skills and the time to be able to perform both roles.

To effectively perform their role, a Director requires:

Competency in modern corporate and financial management standards and practices

An ability to provide a holistic focus on local government issues

An ability to act in the interests of their own council beyond the interests of the Association

Capacity to devote sufficient time to both Board and Policy Executive responsibilities

Legitimacy and confidence in the eyes of members and fellow Executive Representatives

Ability to exercise objective judgement on corporate affairs independent from management

Access to accurate, relevant and timely information

A Director has a duty to:

Act honestly in the best interests of LGAQ as a whole

Act honestly and in good faith

Not gain advantage by improper use of their position

Not misuse information

Act with due care and diligence

Disclose real or perceived conflicts between personal interests, or the interests of any associated person, and the interests of LGAQ to the other Directors

Not allow such interests to conflict with the interests of LGAQ

A Director has no control authority to participate in the day-to-day management of LGAQ, including making any representations or agreements with member councils, suppliers, contractors, employees or other parties or organisations

Directors are expected to regularly attend Board, Policy Executive, Committee and other meetings expected as part of the Director role. According to Rule 6.10 of the Constitution, a Director vacates that office at the conclusion of the third consecutive Board meeting that the Director has failed to attend without the Board's leave.

Directors are supported in their role by secretariat services provided by LGAQ.

4. Conduct of Board Meetings

A Board meeting is the main opportunity for a Director to:

Obtain and exchange information with the senior management team

Obtain and exchange information with each other

Make decisions.

A Director shall, in good faith, behave in a manner that is consistent with generally accepted principles for the conduct of meetings. This will include, but not be limited to:

- Behaving in a business-like manner
- Acting in accordance with policy resolutions of the Association

Addressing issues in a courteous manner

Using judgement, common sense and tact when discussing issues

Avoiding disruptive behaviour such as email, text, chatter and irrelevant remarks during meetings

Ensuring that others are afforded a reasonable opportunity to put forward their views.

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6. Review of Board's Effectiveness and Training Needs of Directors

The President shall conduct a biennial review of the Board's effectiveness, one year and three years into the Board's term. As part of the review, the President shall consult with each Director separately. The review thus provides an opportunity for each Director to discuss any concerns about the Board's operation with the President. A report on the review must be prepared and submitted to the Policy Executive for consideration.

Directors are encouraged to raise any request or need for independent expert advice, training or guidance with the President at any time. Furthermore, the President shall discuss Directors' training and professional development needs during the biennial review of the Board's effectiveness and pass any needs identified to the secretariat for action.

6. Executive Representative Role

The General Qualification for becoming and renouncing an Executive Representative is outlined in Rule 5.2 of the Constitution.

To be able to fulfil its role, it is important that the Policy Executive incorporates a breadth of experience. This requires capacity to present an appropriate balance of district, membership and external viewpoints.

The primary responsibility of an Executive Representative is to LGAQ members as a whole. In fulfilling this responsibility, an Executive Representative should, where appropriate, have regard to the interests of all stakeholders, both internal and external. Policy Executive decisions will be distributed in the public realm unless the Policy Executive makes an express decision to keep the matter confidential.

An Executive Representative therefore requires an extensive knowledge of and connection to local government related issues. It is expected that an Executive Representative will develop an appreciation of the scope, policy and activities of the Association.

The key roles of an Executive Representative can be broadly defined as:

- Representing the overall interests of local government within Queensland
- Representing each district's interests on the Policy Executive
- Contributing to Policy Executive decision-making
- Assisting in relationships between councils at a district and regional level.

In representing, liaising with and informing member councils at a district level, the reasonable expectation of an Executive Representative as the District Representative is that they will:

- Attend and represent LGAQ at meetings of regional groupings of councils, such as District LGAs and/or ROCs (and/or, where appropriate, other relevant bodies such as Regional Road Groups and RDA Committees)

- Undertake direct communication with member councils within their electoral district including on key issues and matters before the Policy Executive for consideration

- Develop a full understanding of the scope and scale of the activities of the Association to enable referral of member councils to relevant solutions and support services

- Familiarise themselves with and provide input into LGAQ segment plans and segment activities relevant to the councils within their district.

¹ LGAQ's internal structure is based on segments, in which Councils with a common interest (eg Rural/Remote Councils)

In order to be an effective District Representative, an Executive Representative is expected to engage in a process of two-way representation. I.e. reporting regional advocacy issues and council support needs and opportunities to the Policy Executive and reporting outcomes back to the district. Executive Representatives are instrumental in ensuring transparent and inclusive LGAQ decision-making on policy positions by feeding views from members in their district into the decision-making process and communicating the rationale behind the decision-making back to members.

It is up to each Executive Representative to identify and develop appropriate methods of engagement with the councils in their district. Where active District LGAs or ROCs exist, the meetings of these groupings provide an established platform for regional engagement in relation to LGAQ policy-making. Attending meetings of other regional groupings involving councils, such as Regional Road Groups or RDAs, may also be an option. Executive Representatives should also undertake regular one-on-one engagement with individual councils in their district.

In recognition of the workload involved, Executive Representatives receive appropriate support from LGAQ in the conduct of their duties as District Representatives. Executive Representatives are supported by senior LGAQ officers who, wherever possible, accompany Executive Representatives to ROC and other regional meetings. LGAQ also has a Policy Executive Support coordinator who acts as the central point of contact

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and clearing house for all communications material, information and enquiries related to Policy Executive activities and who coordinates and arranges attendance of Executive Representatives and senior LGAG staff at meetings of regional groupings of councils.

There will also be a CEO Reference Group comprising the CEOs of Executive Representatives. This group will both support Executive Representatives and provide strategic advice and input to LGAG. It is important that elected members who are considering nominating for the Policy Executive understand that their involvement by participation of their CEO in the CEO Reference Group.

To effectively perform their role, an Executive Representative requires:

- An ability to provide a holistic focus on local government issues
- An ability to put the interests of their own council board above those of their electoral district and those of the Association
- Capacity to devote sufficient time to Policy Executive responsibilities
- Legitimacy and confidence in the eyes of members

• Actively exercise objective judgement, an independent chair independent from consideration

• Access to accurate, relevant and timely information.

An Executive Representative has a duty to:

- Act consistently in the best interests of LGAG as a whole

- Act honestly and in good faith
- Not gain advantage by improper use of their position

• Act with due care and diligence

• Act with due care and diligence

• Disclose real or perceived conflicts between personal interests, or the interests of any associated person, and the interests of LGAG to the other Executive Representatives

• Not allow such interests to conflict with the interests of LGAG.

An Executive Representative has no individual authority to participate in the day-to-day management of LGAG, including making any representations or agreements with member councils, suppliers, customers, employees or other parties or organisations.

Executive Representatives are expected to regularly attend Policy Executives, Committees and other meetings organised as part of the Policy Executive role. According to Rule 5.2(2)(d) of the Constitution, an Executive Representative vacates that office immediately upon the conclusion of the final consecutive Policy Executive meeting that the Executive Representative has failed to attend, without the Policy Executive's leave.

7. Conduct of Policy Executive Meetings

A Policy Executive (or Committee) meeting is the main opportunity for an Executive Representative to:

- Report to the Policy Executive on engagement with their district on LGAG policy and advocacy issues

Obtain and exchange information with the senior management team

- Obtain and exchange information with each other
- Make decisions.

An Executive Representative shall, in good faith, behave in a manner that is consistent with generally accepted procedures for the conduct of meetings. This will include, but not be limited to:

- Behaving in a business-like manner
- Acting in accordance with Policy Resolutions of the Association

• Addressing issues in a courteous manner

• Using judgement, common sense and tact when discussing issues

• Minimising distractions (including such as: email, text, chatter and irrelevant remarks during meetings)

• Ensuring that others are afforded a reasonable opportunity to put forward their views.

Unless prevented by extenuating circumstances, Executive Representatives are expected to attend Policy Executive meetings for the full duration of the meeting.

Executive Representatives should be forthright in Policy Executive meetings and have a right to question, request information, raise an issue, canvass all aspects of any policy issue confronting LGAG and to cast their vote on any resolution according to their own judgment.

Outside Policy Executive meetings, an Executive Representative will support the spirit of all Policy Executive decisions in discussions with member councils, staff and other parties when acting in their capacity as an Executive Representative. Executive Representatives are expected to advocate the position of their district constituency at Policy Executive meetings and the position of LGAG back to their district constituency. However, as mentioned earlier, the President and CEO are the official public spokespersons for the Policy Executive and LGAG.

7724631 - 23/03/2016

8. Ethical Practices

Directors and Executive Representatives will, at all times in the discharge of their duties and responsibilities, exercise honesty, objectivity and probity and not engage knowingly in acts or activities that have the potential to bring discredit to the Organisation.

Directors and Executive Representatives must also refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and must at all times act in a proper and prudent manner in the use of information acquired in the course of their duties. Directors and Executive Representatives must not use Association information for any personal gain for themselves or their immediate families or in any manner that would be contrary to law or detrimental to the welfare and goodwill of the Association.

Further, Directors and Executive Representatives must not publicly comment on matters relative to activities of the Board or Policy Executive, other than as authorised by the Board or Policy Executive.

Finally, Directors and Executive Representatives must not engage in conduct, whether in the course of undertaking LGAQ business or otherwise, tending to bring the LGAQ or local government in the State of Queensland into disrepute or to cause damage to the public standing and reputation of either of them.

9. Code of Conduct

LGQA has adopted "The way we do business", a code of conduct and service standards for the Association's employees. Although not LGQA employees, Directors and Executive Representatives are encouraged to familiarise themselves with this document and, in light of the leadership role and responsibility of the Board, lead by example in following it.

10. Use of Social Media

What is social media?

Social media is the use of on-line or internet based technologies to communicate interactively with other people. There are several well-known internet sites which are used for social media, including but not limited to, Facebook, Twitter, Myspace and LinkedIn.

The LGQA and social media

The LGQA encourages the use of social media for the promotion, development and delivery of services and that of its members.

LGQA encourages all Directors and Executive Representatives to communicate online in many ways, such as through social media, professional networking sites, blogs and personal web sites. However, all Directors and Executive Representatives need to use good judgment about what material appears online and in what context.

Information published on social media sites by Directors and Executive Representatives

Directors and Executive Representatives must behave in a manner which promotes and protects the interests of LGQA. Directors and Executive Representatives must not publish information on social media which:

- ❌ In any way disparages or harms LGQA's business or reputation
- ❌ Disparages or personally criticises fellow Directors, Executive Representatives or LGQA employees
- ❌ Includes any information which may offend or embarrass fellow Directors, Executive Representatives or LGQA employees
- ❌ Contains defamatory statements in relation to fellow Directors, Executive Representatives, LGQA employees, elected representatives of members or employees of members
- ❌ Breaches a Directors' or Executive Representatives' obligations to keep information confidential
- ❌ Breaches a Directors' or Executive Representatives' obligations with respect to Anti-Discrimination, Sexual Harassment or Bullying
- ❌ Could be perceived as representing the viewpoint or official position of LGQA on any issue, in circumstances where the Director or Executive Representative has no LGQA authority to publish that information on the LGQA's behalf.

11. Review of Charter

This Corporate Governance Charter has been adopted by the LGQA Board and will be formally reviewed by the Board on an annual basis.

11.6 REVISED ECONOMIC DEVELOPMENT STRUCTURE

File No: 8022
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Russell Claus - Executive Manager Regional Development

SUMMARY

Executive Manager Regional Development proposing a revised economic development structure to achieve the economic development priorities of Council as articulated in the Economic Development Strategy approved in principle by Council in October 2015, further vetted and refined by PwC in their March 2016 report, and as otherwise expressed by the Mayor and Council.

OFFICER'S RECOMMENDATION

THAT Council endorse the increase in establishment FTE to accomplish priorities in the Economic Development Strategy.

COMMENTARY

Proposes additional staff in the Economic Development Unit to pursue Council economic development priorities.

BACKGROUND

On 27 October 2015 Council resolved to adopt the principles and framework of the Economic Development Strategy developed by RPS consultants. This report identified six program areas of economic development focus. Each program area was further divided into a collective total of 51 "Opportunity" initiatives.

Many of these initiatives are complex, long term, involve multiple implementation partners or otherwise require additional fleshing out and truth testing in order to deliver. Price Waterhouse Coopers (PwC) was subsequently engaged to assist in vetting and prioritizing these initiatives against implementation readiness, potential return on investment, and Council capacity for implementation. PwC was asked to then provide a prioritised action plan to pursue in the immediate term. PwC completed its review in late March 2016, recommending several areas of focus structured for two phase implementation over the next two years.

PwC has stressed action on agriculture, health and aged care, sport, and development of a lifestyle prospectus as priorities for this calendar year, to be followed by an emphasis on the CBD, development of a transport and logistics hub, and Defence from late 2016 through the first quarter of 2017.

Council has many of the skillsets required to progress these objectives but insufficient capacity, which would mean delivery would need to take place over a substantially longer timeframe than that proposed by PwC. Besides delaying identified economic returns, a stretched delivery also risks optimizing these returns since some of these initiatives require constant and deliberate attention. They cannot be piecemealed.

To avoid this scenario, it is proposed that two additional officers be appointed. These are:

1. Redevelopment Projects Officer, to facilitate project implementation (on ground project delivery); and
2. Agricultural Industry Development Officer, to take decisive action to deliver on emerging agricultural opportunities.

These positions are in addition to existing staff, Economic Development Manager (Rick Palmer) and the Regional Business Development Officer (Lee Sunderland). Both positions would sit in Regional Development.

PREVIOUS DECISIONS

27/10/15 - "THAT Council receive the Economic Development Strategy and adopt the principles and framework as attached to the report and as amended."

Staff committed to identifying priorities, strategic alliances and allocation of resources required to achieve the strategy for future Committee consideration.

BUDGET IMPLICATIONS

\$200,000+ and provision for these positions has been included in the proposed FY2016/17 budget.

STAFFING IMPLICATIONS

Adds two senior level positions.

CONCLUSION

Economic performance is optimised by understanding opportunities and challenges, remaining focused on the strategies developed to pursue identified opportunity areas, and adequately resourcing the associated economic development program. The RPS and PwC reports identify our opportunities and provide a recommended strategy to achieve these. The PwC report indicates the resources required to deliver recommended actions.

This request for resourcing is based on Council indications of economic development priorities, PwC's recommendations, and staff understanding of the skillsets and capacity required to deliver an effective economic development program.

11.7 TEMPORARY CLOSURE OF KERSHAW GARDENS

File No:	11716,11717,1464
Attachments:	Nil
Authorising Officer:	Margaret Barrett - Manager Parks Michael Rowe - General Manager Community Services
Author:	Vincent Morrice - Coordinator Parks and Visitor Services
Previous Items:	L.1 - Temporary Closure of Kershaw Gardens - Ordinary Council - 14 Apr 2015 9.00 am 11.2 - Temporary Closure of Kershaw Gardens - Ordinary Council - 13 Oct 2015 9.00 am

SUMMARY

Kershaw Gardens was heavily impacted by Tropical Cyclone Marcia in February 2015. In order to ensure public safety and enable the remediation and reconstruction of the Gardens, closure is required.

OFFICER'S RECOMMENDATION

THAT Council approve:

1. In accordance with Council Local Law No 4 (Local Government Controlled Areas, Facilities and Roads) 2011, section 8, the temporary closure of sections of Kershaw Gardens in order to carry out restoration and construction works arising from the impact of TC Marcia;
2. In accordance with Council Local Law No 4 (Local Government Controlled Areas, Facilities and Roads) 2011, section 8 (2) this partial closure to be for a further period of six months commencing 15 April, 2016; and
3. Area of closure and staged re-opening in accordance with the approved rehabilitation and restoration plan.

COMMENTARY

TC Marcia struck Rockhampton on 20 February 2015, with significant impacts across the region. Kershaw Gardens has been greatly impacted as the effect of the tree fall and erosive nature of the rainfall has impacted the land-fill capping across the Gardens, exposing waste of varying nature.

BACKGROUND

Kershaw Gardens was established in the late 1970's/ early 1980's on the banks of Moore's Creek with some areas of the Gardens established on closed land-fill. The Gardens have been closed to the public since the event, in line with the Local Disaster Coordinator advice that all Parks were closed.

The process of vegetation clearance and site sampling commenced on 21 April with the establishment of a compound at the Charles St entrance to control site access; appropriate site management equipment/ facilities and essential first aid are in place.

In April 2015 Council resolved to temporarily close the Park for six months under Local Law 4 in order to allow clean up, remediation and restoration to be effected safely. The closure was again approved in October 2015 for the period through until April 2016.

The vast majority of the fallen timber has been cleared and processed (with the exception of the Southern Rainforest) and a detailed site investigation has been carried out to determine the distribution and nature of waste.

Detailed remediation planning has commenced and an overall concept master plan prepared for the site. This has been further refined in the form of a Schematic Master Plan for the central activities and amenities area which is now progressing to detailed design.

BUDGET IMPLICATIONS

There are no budget implications arising from the closure. There is currently \$9,620,157 in approved funding for the 2015/16 financial year, of which approx. \$3.8m has been expended and/or committed to date.

LEGISLATIVE CONTEXT

Council Local Law No 4 (Local Government Controlled Areas, Facilities and Roads) 2011, section 8 provides the power for Council, by resolution, to temporarily or permanently close a local government controlled area to public access.

STAFFING IMPLICATIONS

Staff have been returned to Kershaw Gardens to meet usual maintenance requirements. Temporary augmentation of establishment numbers has been undertaken to progress remediation and restoration works.

RISK ASSESSMENT

Corporate Risk Register entry:

Integrity of land-fill caps, where Council is now using the space for public use (eg parks), is impacted through an event occurring causing exposure of toxins, hazards etc (eg TC Marcia causing tree fall and erosion) resulting in public health and safety; financial; and environmental repercussions.

CORPORATE/OPERATIONAL PLAN

Living, Learning & Leisure

Goal: A safe, caring and healthy community that we all belong to

Parks & Open Spaces:

- Ensure botanical collections are maintained and developed

- Maintain the Region's sports fields, parks, gardens, playgrounds and open spaces

CONCLUSION

The extension of the closure of sections of Kershaw Gardens will ensure public safety and enable the required remediation and restoration activities to be undertaken as required and funded.

11.8 BUILDING OUR REGIONS FUND (ROUND TWO)

File No: 1022
Attachments: Nil
Authorising Officer: Ross Cheesman - General Manager Corporate Services
Author: Penelope-Jane Fry - Grants Officer

SUMMARY

This report recommends projects to be submitted as Expressions of Interest to Round Two of the Queensland Government Building Our Regions 'Regional Capital Fund'.

OFFICER'S RECOMMENDATION

THAT Council endorse submitting the following projects as Expressions of Interest to Round Two of the Building Our Regions 'Regional Capital Fund' in the order of priority:

1. Rockhampton CBD Technologies & Smart Working Hub; and,
2. First Turkey Mountain Bike Trails

COMMENTARY

Applications for Round Two of the Queensland Government Building Our Regions 'Regional Capital Fund' will close on 29th April 2016, when Expressions of Interest are due.

Council officers have undertaken an evaluation of four potential projects against the funding criteria, and recommend the following two projects as Expressions of Interest in the order of priority:

1. Rockhampton CBD Technologies & Smart Working Hub
2. First Turkey Mountain Bike Trails

BACKGROUND**Fund Purpose**

The purpose of the Building Our Regions funding program is to address the following issues:

- Provision of critical infrastructure.
- Economic & jobs growth.
- Improved livability in the regions.

Projects & Application Eligibility

Rockhampton Regional Council will be eligible for the Regional Capital Fund grant monies within the Building our Regions funding program, subject to the following:

- Each project submitted requires between \$250,000 to \$5 million in funding.
- To be considered eligible and be assessed, applicants must commit to providing equal to, or more than, a 50% funding co-contribution (50:50).
- Projects are only eligible if a copy of Council's resolution in relation to project selection for EOI Submission is provided as evidence with the EOI application.
- To be eligible, projects must be 'shovel ready' and construction must start by June 2017 and projects can be within the following categories:
 - Critical community infrastructure (e.g. water, waste, and sewage)
 - Flood mitigation infrastructure (e.g. levees and drainage works)
 - Transport infrastructure (e.g. airports, transport projects & roads*).

*Note: Roads projects will be primarily funded by the Transport Infrastructure Development Scheme and, although eligible, will be deemed a lower priority within the Regional Capital Fund.

The criteria and weightings for the Expressions of Interest stage of the assessment are:

1. Project demand (40%)
2. Project solution (30%)
3. Project benefits (30%)

Projects Evaluated for Building Our Regions Submission

Four projects were evaluated for this round of the Building Our Regions Fund. A description of each project is provided below:

- **Rockhampton CBD Technologies & Smart Working Hub**

The funding application would aim to deliver of a \$500,000 'Smart Hub' business incubator and \$4.04million in 'Riverfront and Smart CBD Technologies' infrastructure. These are two key elements of the *Rockhampton Region: the smart way forward* strategy that will enable the region to become a Smart Regional Centre.

The project will deliver the following:

- a. a Smart Working Hub business incubator at 212 Quay St
- b. free public Wi-Fi throughout the CBD
- c. smart CCTV, lighting and digital signage; and
- d. parking sensors.

The estimated cost of the project is \$4.54 million, which would require a Rockhampton Regional Council contribution of at least \$2.27 million (50%).

Adequate financial provisions for Council's co-contribution to this project have already been committed for 2016/17 and 2017/18 within Council's 2015/16 Financial Year Budget. This project is considered 'shovel ready' and meets the criteria for a viable application.

- **Mount Morgan Mine Reactivation Catalyst**

The project and funding application would aim to deliver upgrades to Razorback Road.

This would serve as a catalyst to support the feasibility of the Mount Morgan Gold and Copper Project that would extract gold, copper and pyrite from Mt Morgan mine tailings.

While the costs for the project remain under development, a preliminary cost estimate is between \$3 to \$5 million. This would require a Rockhampton Regional Council contribution of at least \$1.5 to \$2.5 million (50%).

There are no funds currently budgeted for this project. Also, Carbine Resources Ltd is still finalising its Traffic Impact Study and so this significant proposed regional development project is not yet considered 'shovel ready' enough to lodge as a viable application.

- **First Turkey Mountain Bike Trails**

The funding application would aim to fund infrastructure that would serve as a catalyst for Rockhampton to be able to host new types of regional mountain bike events.

The project will deliver the following key elements of the Mount Archer Activation Master Plan:

- a. Develop the remaining planned mountain bike trails to support new events;
- b. Build a compost toilet in the First Turkey Mountain Bike Reserve;
- c. Build a causeway across Moores Creek for emergency services access; and
- d. Provide an outdoor learning centre area along the Zamia Tail and Moores Creek, which will also serve as a staging location for Mountain Bike events.

While the costs for the project elements are being revised through updated quotes, the current cost estimate for the project is \$500,000, which would require a Rockhampton Regional Council contribution of at least \$250,000 (50%).

It is considered that this project can be accommodated in the 2016/17 or 2017/18 budget, is 'shovel ready', and meets the criteria to lodge as a viable application.

- Sediment Detention Basins

The project will deliver the following key element to support ongoing maintenance of the outcomes of the Touch of Paradise Lagoons works in the Cedric Archer Park Master Plan:

- a. Establishment of sediment basins to reduce the silt build up in the Touch of Paradise Lagoons; and
- b. Landscaping around the sediment basins to establish native vegetation and improve amenity of the park.

The estimated cost for the project is \$891,891 which would require a Rockhampton Regional Council contribution of at least \$445,945 (50%).

There are no funds currently budgeted for this project. It was recently applied for as an element within a larger project under the National Stronger Regions Fund, for which the outcome has not yet been announced. It is 'shovel ready' but does not meet the Building Our Regions Fund specific criteria as well as other options.

BUDGET IMPLICATIONS

Council would be required to contribute, in cash, at least 50% of which ever two projects are submitted for the Building Our Regions Fund. The period of impact to the budget would span from the 2017/18 to the 2018/19 Financial Year.

Ongoing maintenance and operating costs for the infrastructure would be borne by Rockhampton Regional Council within routine budget mechanisms.

CORPORATE/OPERATIONAL PLAN

The projects both support Council's key Economic/Regional Development Outcome of the Corporate Plan, which is to "Grow a strong, resilient and diversified economy".

CONCLUSION

Applications for Round Two of the Queensland Government Building Our Regions 'Regional Capital Fund' will close on 29th April 2016, when Expressions of Interest are due.

Council officers have undertaken an evaluation of four potential projects against the funding criteria including the 'shovel ready' requirement, and recommend the following two prioritised projects as Expressions of Interest:

1. Rockhampton CBD Technologies & Smart Working Hub
2. First Turkey Mountain Bike Trails

11.9 SPONSORSHIP OPPORTUNITY - 2016 CQ UNIVERSITY AND REGIONAL UNIVERSITY NETWORK (RUN) FUTURES CONFERENCE**File No:** 8026**Attachments:**

1. 2016 RUN Conference Partnership Brochure
2. Letter of Intent - 2016 RUN Conference - Platinum Partner

Authorising Officer: Evan Pardon - Chief Executive Officer**Author:** Russell Claus - Executive Manager Regional Development

SUMMARY

Council has been advised by CQ University of an opportunity to partner with CQ University and the Regional Universities Network (RUN) as a sponsor for the 2016 RUN Regional Futures Conference, being held in Rockhampton 21-24 June 2016.

OFFICER'S RECOMMENDATION

THAT Council enter into a 'Platinum Partner' level agreement for \$15,000 inc GST with CQ University and the Regional Universities Network (RUN), as part of the 2016 Regional Futures Conference.

BACKGROUND

The 2016 Regional Universities Network (RUN) Conference provides opportunities for engagement and connection between Higher Education, Government and Industry delegates from across Australia.

The aim of the conference is to focus on creating vibrant and sustainable regional communities by focusing on five key themes:

- Economic Futures
- Sustainable Futures
- Healthy Futures
- Digital Futures; and
- Creative Futures

The strong alignment of these themes (see attached brochure) with Council priorities presents an opportunity to both benefit from discussions and networking at the conference and to develop longer term working relationships to the betterment of the Rockhampton Region.

The Regional Universities Network (RUN) has expressed their vision for a sustainable, liveable and prosperous future for regional Australia, created by collaboration, innovation and knowledge based partnerships between industry, government and regional universities.

Through this vision RUN aims to:

- Further its research capacity and collaboration opportunities in regional Australia
- Build collaborative links between key RUN stakeholders, government and industry
- Raise the profile, influence and interests of regional universities
- Provide a platform for engaging with key stakeholders

RUN has a strong, innovative research focus intended to maximise the contribution of regional universities to the communities they serve. While Council is already developing a strong relationship with CQ University, this forum offers an opportunity to tap into a wider network of knowledge and experience with direct relevance to the delivery of core Council priorities.

Following conversations regarding the possible benefits of sponsorship, CQ University has provided a 'Letter of Intent' offering Rockhampton Regional Council an exclusive 'Platinum Partner' level agreement with the 2016 RUN Regional Futures Conference.

This 'Platinum' partnership offers Council the best long term strategic benefits and the best return on its investment.

The following entitlements are offered exclusively to one 'Platinum Partner'. The 'Platinum' level provides a unique opportunity to engage and build long-term links after the Conference with a research or academic team of *our* choice. This exclusive 'Platinum' advantage will assist with research support required for future projects that support Council's strategic, long term goals.

Platinum Partner

- Exclusive Platinum Partner recognition in all conference promotional material in the lead-up to the conference and on all printed material including the conference program.
- First right of refusal for the Platinum partnership for subsequent RUN Regional Futures Conferences.
- The opportunity to engage and build long-term links after the Conference with the research or academic team of your choice.
- The opportunity to have one of your organisation's thought leaders run a conference workshop the day prior to the official commencement of the Conference.
- The opportunity for one of your organisation's representatives to speak at the official conference opening reception.
- Session stream sponsorship and the opportunity to have one of your organisation's thought leaders chair a conference stream of your choice.
- The opportunity to display up to three of your organisation's banners in the official plenary venue throughout the conference.
- The opportunity to include up to three promotional items in the conference satchel.
- The opportunity to including marketing collateral on all place settings at the official conference opening session.
- One full page advertisement in the official conference program.
- One full page advertisement in CQUniversity Be Magazine (30,000+ readers).
- Complimentary exhibitions stand within conference networking space (up to 6m x 3m).
- Accommodation for two representatives from your organisation in a fully self-contained unit at the CQUniversity student residences (including meals).
- Complimentary full conference registration for five representatives.
- One table of eight at the official conference dinner that can be used by representatives from your organisation, invited guests, or both.

BUDGET IMPLICATIONS

Funds for sponsorship requests can be accommodated for in the current budget. This request is for \$15,000 including GST.

**SPONSORSHIP OPPORTUNITY - 2016
CQ UNIVERSITY AND REGIONAL
UNIVERSITY NETWORK (RUN)
FUTURES CONFERENCE**

**2016 RUN Conference
Partnership Brochure**

Meeting Date: 12 April 2016

Attachment No: 1



WORKING TOGETHER
TO BUILD STRONG
REGIONAL FUTURES

Your Opportunity to Partner with Australia's Leading Regional Universities

2016 RUN Regional Futures Conference
21-24 June, 2016

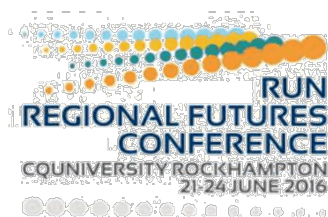
CQUniversity, Rockhampton



CONFERENCE.RUN.EDU.AU



- ECONOMIC FUTURES
- HEALTHY FUTURES
- DIGITAL FUTURES
- SUSTAINABLE FUTURES
- CREATIVE FUTURES



WORKING TOGETHER
TO BUILD STRONG
REGIONAL FUTURES

THE OPPORTUNITY

A unique opportunity is currently available for organisations involved in regional Australia, to partner with CQUniversity and the Regional Universities Network (RUN), as part of the 2016 Regional Futures Conference.

Conference partnership will provide opportunities to collaborate and network with academics, service providers, government representatives and businesses who have a particular interest in a strong future for regional Australia.

This is an opportunity to engage, collaborate, connect, innovate and plan with others who wish to bring about a strong vision and future for regional communities right across the Nation.

As such we would like to invite you to become a sponsor of the 2016 Regional Futures Conference. We believe this opportunity will open the door for your organisation to connect and develop key strategic relationships that may help influence the future of regional Australia.

Available sponsorship opportunities are outlined within this document.

RUN REGIONAL FUTURES

The Regional Universities Network (RUN) has a vision for a sustainable, liveable and prosperous future for regional Australia, created by collaboration, innovation and knowledge based partnerships between industry, government and regional universities.

Through this vision RUN aims to:

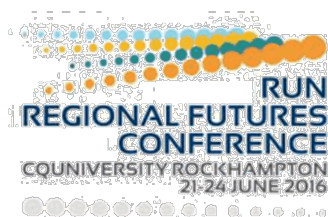
- Further its research capacity and collaboration opportunities with regards to regional Australia
- Build collaborative links between key RUN stakeholders, government and industry
- Raise the profile, influence and interests of regional universities
- Provide a platform for engaging with key stakeholders

RUN has a strong, vibrant, innovative, connected and growing, pure and applied research focus that must continue to be supported to maximise the contribution of regional universities to the communities they serve.

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- ECONOMIC FUTURES
- HEALTHY FUTURES
- DIGITAL FUTURES
- SUSTAINABLE FUTURES
- CREATIVE FUTURES



WORKING TOGETHER
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REGIONAL FUTURES

The group will pool their expertise and resources to collaborate across a number of research flagships including:

- Precision agriculture
- Regional and rural health and well-being
- Regional environmental security
- Regional infrastructure and logistics
- Regional workforces and regional development

RUN is a network of Australia's leading regional universities. Together, we have more than 110,000 enrolled students across Australia. RUN member universities include:

- CQUniversity Australia
- Federation University Australia
- Southern Cross University
- University of New England
- University of Southern Queensland
- University of the Sunshine Coast

THE CONFERENCE

The 2016 RUN Regional Futures Conference will bring together higher education, government and industry delegates from across Australia, with the aim of collaborating on issues and identifying the many ways in which they can work together to create sustainable and vibrant regional communities.

The conference program has been designed to focus on five key themes that are most relevant to creating strong and vibrant regional futures including:

- Economic Futures
- Sustainable Futures
- Healthy Futures
- Digital Futures
- Creative Futures

Through these themes the conference aims to inspire collaboration and the establishment of new connections among delegates, so that they can continue to work together in the long-term, to build strong foundations for successful regional futures and strong regional communities.

CONFERENCE.RUN.EDU.AU



- ECONOMIC FUTURES
- HEALTHY FUTURES
- DIGITAL FUTURES
- SUSTAINABLE FUTURES
- CREATIVE FUTURES



WORKING TOGETHER
TO BUILD STRONG
REGIONAL FUTURES

CONFERENCE THEMES

ECONOMIC FUTURES

This theme will explore the many ways to bring about regional prosperity including industry development, entrepreneurship, education and innovation.

SUSTAINABLE FUTURES

This theme will explore the importance of rural and regional sustainability related to the future of Australia and will focus on a range of areas including industry development, environmental issues and community development.

HEALTHY FUTURES

This theme will focus on the many health issues impacting regional Australia and how communities can overcome these through the implementation of innovative health solutions, education and preventative measures.

DIGITAL FUTURES

This theme will focus on the digital revolution, what this means for regional Australia and how regional communities can benefit from connectivity, technology industries and the use of digital platforms.

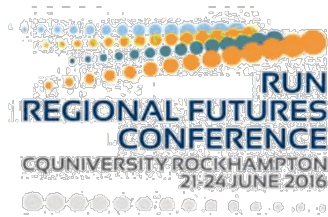
CREATIVE FUTURES

This topic will explore how social, cultural and creative activities can be established in regional Australia and the positive impacts these activities can have on regional communities.

CONFERENCE.RUN.EDU.AU



- ECONOMIC FUTURES
- HEALTHY FUTURES
- DIGITAL FUTURES
- SUSTAINABLE FUTURES
- CREATIVE FUTURES



WORKING TOGETHER
TO BUILD STRONG
REGIONAL FUTURES

WHO WILL ATTEND?

Anyone interested in the future of regional Australia will be invited to attend this conference. Whether you are an academic, senior manager, policy officer, community engagement expert, business owner, healthcare worker or local politician, the conference program has been specifically designed to focus on issues that are relevant to education, regional development and sustainable futures for regional communities.

In particular delegates from universities, training organisations, local councils, regional development organisations, government agencies and departments, mining, agricultural and technology industries will benefit from attending. Participants will be given the opportunity to learn from a number of regional experts and establish new networks with fellow attendees.

KEY DATES

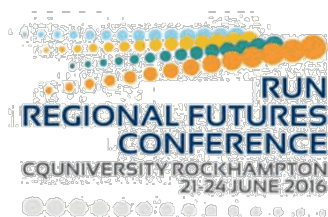
- 18 January, 2016 - Call for papers opens
- 22 February, 2016 - Early Bird Registrations Open
- 18 March, 2016 - Paper submissions close
- 11 April, 2016 - Speakers notified
- 22 April, 2016 - Early Bird Registrations Close
- 16 June, 2016 - Last day to register



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- ECONOMIC FUTURES
- HEALTHY FUTURES
- DIGITAL FUTURES
- SUSTAINABLE FUTURES
- CREATIVE FUTURES



WORKING TOGETHER
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REGIONAL FUTURES

SPONSORSHIP OPPORTUNITIES

CONFERENCE PARTNER – CQUniversity

CQUniversity will be the official conference partner of the 2016 RUN Regional Futures Conference. As conference partner CQUniversity will host the 2016 conference and all associated networking and add-on events.

PLATINUM PARTNER – ONE OPPORTUNITY AVAILABLE \$15,000 (+GST)

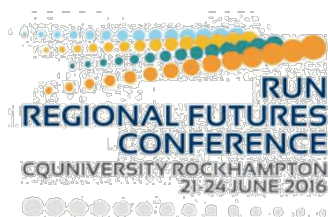
As the Platinum Partner, your organisation will receive exclusive exposure and recognition prior to, during and after the conference. You will receive the following entitlements:

- Exclusive Platinum Partner recognition in all conference promotional material in the lead-up to the conference and on all printed material including the conference program.
- First right of refusal for the Platinum partnership for subsequent RUN Regional Futures Conferences.
- The opportunity to engage and build long-term links after the Conference with the research or academic team of your choice.
- The opportunity to have one of your organisation's thought leaders run a conference workshop the day prior to the official commencement of the Conference.
- The opportunity for one of your organisation's representatives to speak at the official conference opening reception.
- Session stream sponsorship and the opportunity to have one of your organisation's thought leaders chair a conference stream of your choice.
- The opportunity to display up to three of your organisation's banners in the official plenary venue throughout the conference.
- The opportunity to include up to three promotional items in the conference satchel.
- The opportunity to including marketing collateral on all place settings at the official conference opening session.
- One full page advertisement in the official conference program.
- One full page advertisement in CQUniversity Be Magazine (30,000+ readers).
- A complimentary exhibition stand within the conference networking space (up to 6m x 3 m).
- Accommodation for two representatives from your organisation in a fully self-contained unit at the CQUniversity student residences (including meals).
- Complimentary full conference registration for five representatives.
- One table of eight at the official conference dinner that can be used by representatives from your organisation, invited guests, or both.

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- ECONOMIC FUTURES
- HEALTHY FUTURES
- DIGITAL FUTURES
- SUSTAINABLE FUTURES
- CREATIVE FUTURES



WORKING TOGETHER
TO BUILD STRONG
REGIONAL FUTURES

GOLD PARTNER – ONE OPPORTUNITY AVAILABLE \$10,000 (+GST)

As the Gold Partner you will receive the following entitlements:

- Exclusive Gold Partner recognition in all conference promotional material in the lead-up to the conference and on all printed material including the conference program.
- First right of refusal for the Gold partnership for subsequent RUN Regional Futures Conferences.
- The opportunity for one of your organisation's representatives to speak at the official conference opening reception.
- The opportunity to display a corporate banner in the official plenary venue throughout the conference.
- The opportunity to include two promotional items in the conference satchel.
- One full page advertisement in the official conference program.
- One half page advertisement in CQUniversity Be Magazine (30,000+ readers).
- The opportunity to host an exhibition stand within the official conference networking space (up to 3m x 3m).
- Accommodation for one representative from your organisation in a fully self-contained unit at the CQUniversity student residences (including meals).
- Complimentary conference registration for three representatives inclusive of all social functions.

SILVER PARTNER – ONE OPPORTUNITY AVAILABLE \$5,000 (+GST)

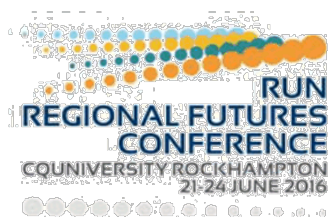
As the Silver Partner you will receive the following entitlements:

- Exclusive Silver Partner recognition in all conference promotional material in the lead-up to the conference and on all printed material including the conference program.
- First right of refusal for the Silver partnership for subsequent RUN Regional Futures Conferences.
- The opportunity for one of your organisation's representatives to speak at the official conference opening reception.
- The opportunity to display a corporate banner in the official plenary venue throughout the conference.
- The opportunity to include a promotional item in the conference satchel.
- One half page advertisement in the official conference program.

CONFERENCE.RUN.EDU.AU



- ECONOMIC FUTURES
- HEALTHY FUTURES
- DIGITAL FUTURES
- SUSTAINABLE FUTURES
- CREATIVE FUTURES



WORKING TOGETHER
TO BUILD STRONG
REGIONAL FUTURES

- One quarter page advertisement in CQUniversity Be Magazine (30,000+ readers).
- The opportunity to host an exhibition stand within the official conference networking space (up to 3m x 3m).
- Complimentary conference registration for two representatives inclusive of all social functions.

BRONZE PARTNER – ONE OPPORTUNITY \$2,500 (+GST)

As the Bronze Partner you will receive the following entitlements:

- Exclusive Bronze Partner recognition in all conference promotional material in the lead-up to the conference and on all printed material including the conference program.
- First right of refusal for the Bronze partnership for subsequent RUN Regional Futures Conferences.
- The opportunity to display a corporate banner in the official plenary venue throughout the conference.
- The opportunity to include a promotional item in the conference satchel.
- One quarter page advertisement in the official conference program.
- The opportunity to host an exhibition stand within the official conference networking space (up to 3m x 3m).
- Complimentary conference registration for one representative inclusive of all social functions.

CONFERENCE DINNER PARTNER – ONE OPPORTUNITY \$3,500 (+GST)

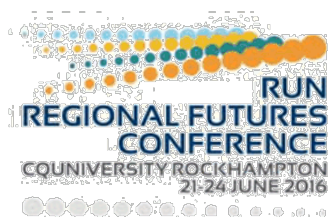
As the official Conference Dinner Partner you will be entitled to the following benefits:

- The opportunity to place marketing collateral or a promotional item at each dinner place setting.
- The opportunity to place up to five corporate banners in the dinner venue.
- One quarter page advertisement in the official conference program.
- The opportunity for a representative from your organisation to deliver a five minute speech to dinner guests.
- Two tables (for eight) at the official conference dinner.

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SESSION STREAM PARTNERS – FOUR OPPORTUNITIES \$1,200 (+GST)

Session Stream Partners will have the opportunity to sponsor a session stream of their choice (economic, healthy, digital, sustainable or creative) and will be recognised as the stream partner in the official conference program. Other entitlements as part of this include:

- The opportunity to display a corporate banner in the stream room.
- The opportunity to include a promotional item in the conference satchel.
- The opportunity to host an exhibition stand in the conference exhibition space (trestle table and display board).
- One quarter page advertisement in the official conference program.

CONFERENCE SACHEL AND LANYARD PARTNER – ONE OPPORTUNITY \$1,200 (+GST)

The official Conference Satchel and Lanyard Partner will receive exclusive branding rights over the conference satchel and lanyard with their logo appearing alongside that of the conference, Regional Universities Network (RUN) and CQUniversity. This opportunity also provides the following benefits:

- The opportunity to include one promotional item in the conference satchel.
- One quarter page advertisement in the official conference program.
- One quarter page advertisement in CQUniversity Be Magazine (30,000+ readers).
- Complimentary registration for one representative to attend the official conference welcome reception and conference dinner.

EXHIBITION PARTNER – MULTIPLE OPPORTUNITIES \$600 (+GST)

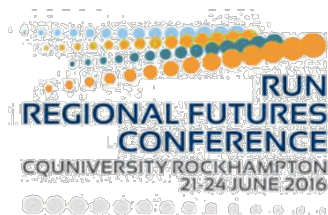
Multiple exhibition spaces are available for interested partners as part of the RUN Regional Futures Conference. As an Exhibition Partner you will be entitled to the following:

- A clothed trestle table, display board and power connection within the official conference exhibition and networking space. *Exhibitors will be required to supply their own signage, banners and AV equipment.*
- Acknowledgement in the official conference program.
- The opportunity to include one promotional item in the conference satchel.
- Complimentary exhibitor registration inclusive of meals throughout the conference and attendance as an exhibitor at the conference welcome reception.

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- CREATIVE FUTURES



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TO BUILD STRONG
REGIONAL FUTURES

IN CLOSING

Thank you for taking the time to consider this proposal. We look forward to discussing this exciting partnership opportunity with you in the near future.

To discuss any element of this sponsorship proposal please contact:

Mr Francois Gallais, CQUniversity Development Manager
P +61 07 4923 2822 | E advancement@cqu.edu.au



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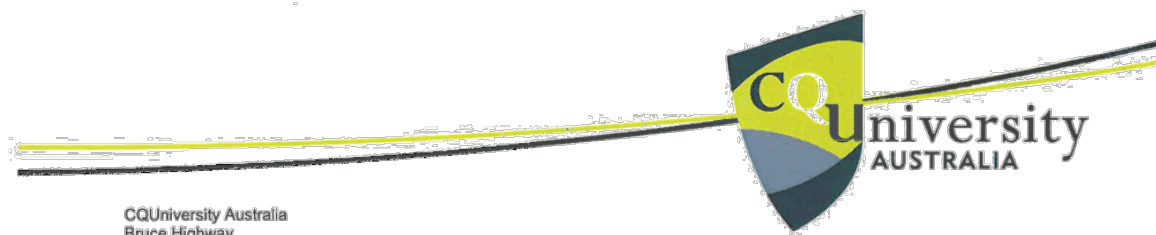
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- SUSTAINABLE FUTURES
- CREATIVE FUTURES

**SPONSORSHIP OPPORTUNITY –
2016 CQ UNIVERSITY AND REGIONAL
UNIVERSITY NETWORK (RUN)
FUTURES CONFERENCE**

**Letter of Intent - 2016 RUN Conference
- Platinum Partner**

Meeting Date: 12 April 2016

Attachment No: 2



CQUniversity Australia
Bruce Highway
ROCKHAMPTON QLD 4702
Ph: +61 7 4930 6638
Fax: +61 7 4923 2435
Email: advancement@cqu.edu.au

BE WHAT ~~YOU~~ WANT TO BE

22 March 2016

Rockhampton Regional Council
ATTN: Mr Russell Claus
City Hall - 232 Bolsover Street
ROCKHAMPTON QLD 4700

Dear Russell,

As recently discussed with your team, CQUniversity Australia and the Regional Universities Network (RUN) are honoured to accept Rockhampton Regional Council's intent to come on board as the **Platinum Partner** of the **2016 RUN Regional Futures Conference** held in Rockhampton this June.

This conference will be a platform to demonstrate regional Universities' research impact agenda and a vital engagement opportunity for education, community, industry, and government representatives to discuss, collaborate, share knowledge, and promote a vision for the future of regional Australia.

Having Rockhampton Regional Council come on board as our major partner demonstrates your commitment to a vision for a strong **Economy, Sustainable, Healthy, Digital** and **Creative** community - which are the five essential pillars RUN has identified will build strong and vibrant regional futures.

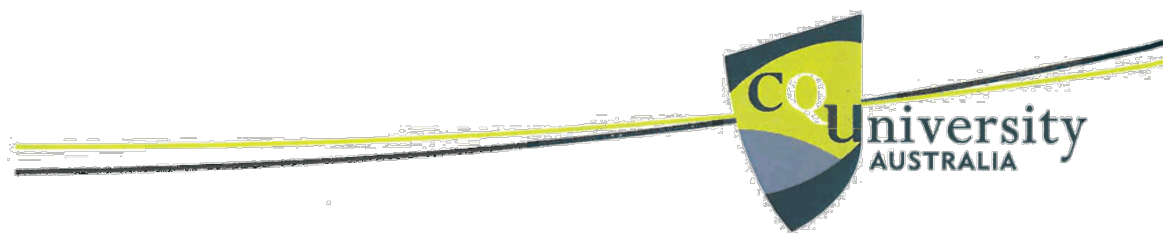
Being held in the Beef Capital, this conference is an opportunity to elevate our power of place in agriculture and water research and demonstrate to the nation how our region is positioned to lead the way in innovation in these fields amongst others.

By demonstrating and elevating our research impact agenda in collaboration with government, industry, education and community representatives, the hope is State and Federal governments will place a greater priority on investing in regional projects.

Please find an overview of the entitlements Council will receive in return for your generosity and support.

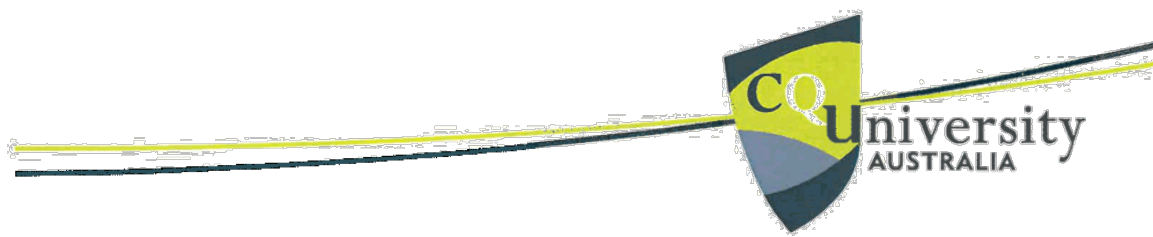
PLATINUM PARTNER – ONE OPPORTUNITY AVAILABLE \$15,000 (+GST)

As the Platinum Partner, your organisation will receive exclusive exposure and recognition prior to,

BE WHAT **YOU** WANT TO BE

during, and after the conference. You will receive the following entitlements:

- Exclusive Platinum Partner recognition in all conference promotional material in the lead-up to the conference and on all printed material including the conference program.
- First right of refusal for the Platinum partnership for subsequent RUN Regional Futures Conferences.
- The opportunity to engage and build long-term links after the Conference with the research or academic team of your choice.
- The opportunity for one of your organisation's representatives to speak at the official conference opening reception – details of presenter to be supplied to Conference Contact by **9 May 2016**
- Two Session Stream sponsorships and the opportunity to have two professional's in field speak at two sessions during the conference - details of presenter/s including photo and speaker profile form to be supplied to Conference Contact by **9 May 2016**
- The opportunity to display up to three of your organisation's banners in the official plenary venue throughout the conference – banners to be delivered to Conference Contact by **COB 16 June 2016**
- The opportunity to include up to three promotional items in the conference satchel – items to be supplied to conference organisers via Conference Contact by **COB 14 June 2016**.
- The opportunity to including marketing collateral on all place settings at the official conference opening session - items to be supplied to conference organisers via Conference Contact by **COB 14 June 2016**.
- One full page advertisement in the official conference program – fully designed advertisement to be supplied to regionalfutures@cqu.edu.au by **COB 6 May 2016**.
- One full page advertisement in CQUniversity Be Magazine (30,000+ readers) fully designed advertisement to be supplied to regionalfutures@cqu.edu.au by **COB 6 May 2016** (ad to appear in September 2016 issue)
- A complimentary exhibition stand within the conference networking space (up to 6m x 3 m) – confirmation of exhibition space required by **15 April 2016** to regionalfutures@cqu.edu.au. Organisers will supply trestle tables and display boards as well as a power connection. If anything in addition to this is required the exhibitor must arrange this through their own supplier and organise site access prior to the event.
- Complimentary full conference registration for five representatives – details of representatives required to regionalfutures@cqu.edu.au by **15 April 2016**.

BE WHAT **YOU** WANT TO BE

- One table of eight at the official conference dinner (on top of five registrations above) that can be used by representatives from your organisation, invited guests, or both – details of guests to be provided to regionalfutures@cqu.edu.au by **10 June 2016**.

Your Conference Contact:

Katrina Witham, Development Coordinator
CQUniversity Australia, Building 33, Room G.25, Bruce Highway, Rockhampton, QLD 4702
Ph: 07 4930 6638 Email: advancement@cqu.edu.au

The RUN team is delighted Council has shown leadership in coming on board as a major partner and looks forward to hearing if this partnership gains approval when it is tabled at the next meeting after the election.

If there is any further information your team or members require, please do not hesitate to contact our team.

We look forward to meeting in the very near future to finalise the details of this opportunity should this sponsorship be approved at the April 11 Council session.

Yours sincerely

Prof Dave Swain
RUN Regional Futures Conference Chair
Deputy Dean (Research), School of Medical and Applied Sciences
CQIRP Building 361/G.16, CQUniversity Australia
North Rockhampton QLD 4702
P +61 (0)7 4923 2564 (52564) | M +61 (0)4 4881 1936 | E d.swain@cqu.edu.au

11.10 FEASIBILITY STUDY FOR QUAY STREET BUILDINGS

File No: 10097
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Russell Claus - Executive Manager Regional Development

SUMMARY

Executive Manager Regional Development seeking authorisation to undertake a feasibility study to determine the best use of Council's three adjoining buildings in Quay Street: Customs House, 212 Quay Street (SGIO Building) and 214 Quay Street (Enterprise Centre).

OFFICER'S RECOMMENDATION

THAT Council authorise staff to seek appropriate consulting services to undertake the feasibility study.

COMMENTARY

Council has owned Customs House for some time. Last year, as a result of the Rockhampton Enterprise Centre ceasing operations, Council secured ownership of the RECI building (214 Quay Street), and early this year acquired 212 Quay Street (SGIO Building). The contiguity of these buildings presents opportunities to advance several Council priorities, including possible relocation and expansion of the Art Gallery, establishment of a CBD Visitor's Centre, establishment of a Smart Hub, and possible placement of Council staff. Each building has different advantages and challenges and a feasibility study is needed to determine how to respond to these, and to determine how to best take advantage of the different space options to meet Council needs and aspirations.

Showcasing "One Great Region"

Council has a vision to be "One Great Region" and a current mission to create a region the community values and others admire (Rockhampton Region: The Smart Way Forward). This includes building on existing key strengths:

- The economy: includes encouraging investment, innovation and research to create new industries and the jobs of tomorrow.
- City and regional livability: improving public safety, arts, culture, modern education, tourism and recreation to make the Rockhampton Region a destination of choice.
- The environment: promoting and protecting our natural and built environments including our heritage buildings.

The availability of the three Quay Street buildings provides Council with an opportunity to showcase the "One Great Region" vision and our strengths. This opportunity can be best realized through an assessment of the potential and limitations of each building against our needs.

Condition and Capacity of the buildings

The feasibility study will inform Council of immediate and future occupancy potential by assessing the physical condition of each building including any immediate repairs needed, and adaptation potential and refurbishment requirements to accommodate new uses and any limitations, including any uses that might extend between buildings. This scope will include usable floorspace, layout, ceiling height, access (including disability), safety concerns, asbestos removal, air conditioning, electrical and lighting, communications, elevators, stairwells, connectivity between buildings (e.g. walkways), maintenance of heritage values, etc.

Scope for Occupancy

The three buildings vary considerably in design, construction, current fit-out and heritage values. The feasibility study would:

- Evaluate relative merits of options, including singular or collective use of the buildings.
- Determine relative costs of options, including relocating / expanding the Art Gallery.
- Identify potential funding options for construction and ongoing operations, including capacity for enhanced revenues and potential heritage and arts grants.

Smart Hub

Council has committed to establishing a Smart Hub on Quay Street in one of these buildings. The hub is intended to provide an opportunity for tech start-ups to remain and grow in Rockhampton. The Hub will provide:

- Affordable workspace
- Collaboration and learning opportunities with others (co-working space)
- Internet connectivity
- Opportunities for mentoring
- Tele-working
- Guidance in developing capability statements and robust business cases
- Access to funding opportunities.

The feasibility study will examine the optimum location, size, and configuration of the Smart Hub in the broader context of accommodating other tenants and functions in the three-building Quay Street precinct.

Art Gallery

A proposal to undertake a feasibility study to assess the potential for relocating the Art Gallery to Customs House was considered by Council in 2015. Council elected not to proceed with this study at the time so there is an opportunity to now address this concept within the scope of this study. Space needs for a gallery are quite specific, so the 2015 feasibility gallery scope will be included in the scope of this three building evaluation.

The Gallery's current site is inadequate for the current collection, exhibitions and programming service levels, limiting the Gallery's potential to become the largest regional Gallery in Queensland, and thus a key regional attraction that provides significant enrichment for Rockhampton citizens.

The combination of Rockhampton Art Gallery at least partially with Customs House would create an iconic attraction for central Queensland, greatly aid efforts to revitalise the CBD, and leverage current riverfront improvements.

Museum

Council has indicated a desire to locate a display devoted to Rod Laver in one of the buildings as a nod to the opportunity to eventually create a more substantive museum devoted to the achievements and attractions of Central Queensland. This will be addressed in the scope of the study.

Staff Accommodation

Accommodation for RRC staff across several city locations is becoming problematic for grouping "like" functions in work groups that maximize communication, efficiency, team work and group creativity. The feasibility study will examine the scope for location / relocation of RRC staff groups to achieve these outcomes.

PREVIOUS DECISIONS

Decision to accept RECI building 2015. Decision to acquire 212 Quay Street 2016.

BUDGET IMPLICATIONS

Anticipated budget - \$100,000.

STAFFING IMPLICATIONS

Provides an option for Council staff to be accommodated in one or more of these buildings.

CONCLUSION

The three Quay Street buildings provide opportunities to address several Council priorities and needs. Determining highest and best use requires skillsets not possessed by Council so it is proposed to engage a qualified consultant to provide this service. It is important that the occupancy of these buildings be maximized as soon as practicable both to properly utilize these assets and to increase general activity on Quay Street.

11.11 DRAFT EMPLOYEE ENTERTAINMENT & HOSPITALITY POLICY

File No: 10072

Attachments: 1. Draft Entertainment and Hospitality policy (marked up)
2. Draft Entertainment and Hospitality policy

Authorising Officer: Evan Pardon - Chief Executive Officer

Author: Shane Turner - Manager Governance Support

SUMMARY

Expenses Reimbursement and Provision of Facilities for the Mayor and Councillors policy was amended to include most of the provisions contained in the current Entertainment and Hospitality policy. Subsequently the Entertainment and Hospitality policy was reviewed, the references and application to the Councillors was removed and an amended Draft Entertainment and Hospitality policy has been developed and is presented to Council for consideration and adoption.

OFFICER'S RECOMMENDATION

THAT Council adopt the amended *Draft Entertainment and Hospitality policy*.

COMMENTARY

During the review of policies required to be adopted by the new Council it was identified the existing policy scope included Councillors. It was determined that Councillors provisions and obligations within the existing policy would better fit in the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors policy.

The Expenses Reimbursement and Provision of Facilities for Mayor and Councillors policy was amended to include the provisions of the Entertainment and Hospitality policy and the Councillors were removed from the scope the existing Entertainment and Hospitality policy.

It is a legislative requirement that the Council's Entertainment and Hospitality policy be adopted by Council.

PREVIOUS DECISIONS

The existing policy was adopted by Council on 10 December 2013.

BUDGET IMPLICATIONS

Nil

LEGISLATIVE CONTEXT

Section 196 of the Local Government Regulation 2012 requires that a Local Government must prepare and adopt a policy about entertainment and hospitality spending.

S196 Entertainment and hospitality

- (1) A local government must prepare and adopt a policy about the local government's spending on entertainment or hospitality (an ***entertainment and hospitality policy***).
- (2) A local government may spend money on entertainment or hospitality only in a way that is consistent with its entertainment and hospitality policy.

CONCLUSION

The draft Entertainment & Hospitality policy has been prepared and is provided to Council for consideration and adoption. Application of this policy to the Councillors has been removed and relevant provisions included in the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors policy.

DRAFT EMPLOYEE ENTERTAINMENT & HOSPITALITY POLICY

Draft Entertainment and Hospitality Policy (marked up)

Meeting Date: 12 April 2016

Attachment No: 1



ENTERTAINMENT AND HOSPITALITY POLICY (STATUTORY POLICY)

1 Scope:

This policy applies to all Rockhampton Regional Council ~~(RRC) Councillors and~~ employees who may incur hospitality and/or entertainment expenses in performance of their work.

2 Purpose:

To ensure consistency with accepting and claiming hospitality and entertainment benefits at Rockhampton Regional Council.

3 Related Documents:

Primary

Local Government Act 2009

Secondary

A New Tax System (Goods and Services Tax Administration) Act 1999

Fringe Benefits Tax Assessment Act 1986

Local Government Regulation 2012

Code of Conduct (Employees)

Entertainment and Hospitality General Ledger Expense Allocation Guidelines

~~Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy~~

Purchasing Policy – Acquisition of Goods and Services

Service Recognition Policy

Travel and Conference Attendance Policy

Travel and Conference Attendance Procedure

4 Definitions:

To assist in interpretation, the following definitions apply:

CEO	<i>Chief Executive Officer</i> A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Council	Rockhampton Regional Council
<u>GM</u>	<u>General Manager</u>
<u>Councillor/s</u>	<u>The Mayor and Councillors of Rockhampton Regional Council, within the meaning of the Local Government Act 2009.</u>
Employees	<i>Local government employee—</i> (a) the Chief Executive Officer; or (b) a person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .

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Volunteer	Any person, who of their own free will, offers to undertake un-paid work for Council and is accepted as a volunteer by the Chief Executive Officer and/or his authorised delegates.
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5 Policy Statement:

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

Any expenditure incurred must:

- Be for official purposes;
- Be properly documented with the purpose identified;
- Be available for scrutiny by both internal and external audit;
- Appear appropriate and responsible and withstand the public defensibility test; and
- Be in accordance with the adopted budget.

5.1 Approved Expenditure

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

Expenditure must be approved by the CEO or relevant GM prior to spending funds. If not practicable, expenditure incurred on behalf of Council should be paid for by the most senior Council employee in attendance and then approved by the CEO or relevant GM.

~~For employees this will be through appropriate senior Council Officers (after first receiving the approval of relevant General Manager and/or CEO). For Councillors this will be at their discretion in line with the principles of this policy and in line with the limitations of the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy.~~

~~Any expenditure incurred on behalf of Council should always be paid for by the most senior Council Officer in attendance and then approved by the next Line Manager.~~

5.2 Approved Activities

Examples of expenditure considered to be appropriate entertainment and hospitality include:

5.2.1 Visiting Delegates

Council may host visiting delegates (including interstate and overseas dignitaries or representatives of other levels of government) for a number of purposes. Expenditure incurred for this type of visit could include morning tea/lunch or hosting an official dinner.

5.2.2 Meeting Refreshments

Light refreshments/lunches may be available for internal meetings or conferences, or for Council volunteers at the conclusion of their shift.

Meals and buffet snacks, including refreshments, may be provided during official Council and/or committee meetings.

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5.2.3 Civic Receptions

Refreshments and catering may be provided during civic receptions or functions to recognise significant contributions from groups or individuals to the community.

5.2.4 Official Dining Functions

Employees may be required to participate in business meetings with representatives of business, industry, professional associations or community groups in a less formal environment. In these instances there is an obligation to ensure that expenditure is not excessive.

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5.2.5 Employee Functions

Functions may be held to celebrate employee achievements, rewards and recognition and other minor in-house social events including farewells, annual Christmas functions or employee achievement awards.

5.3 Accepting Hospitality

If employees accept hospitality from other organisations, officials or individuals, care should be taken to avoid any possible conflict of interest. It is important that situations are not be perceived or construed as providing an incentive for any commercial transactions.

An employee may accept a hospitality or benefit if it complies with all of the following principles:

- Refusal would offend the organisation, official or individual; or
- It conforms to normal business practice or other cultural practices of the giver;
- It does not influence an employee in such a way as to compromise impartiality or create a conflict of interest;
- It is received in the course of duty in respect of work area responsibilities, or prior approval has been received; and
- It meets the requirements of Council's Code of Conduct for employees.

5.4 Claiming Personal Expenditure

There may be times when an employee is able to be reimbursed for spending funds on entertainment or hospitality. In order to claim for reimbursement, the employee should be comfortable in disclosing the expense (the public defensibility test).

The employee must seek authorization from the CEO or relevant GM prior to seeking reimbursement. When approving the claim, the CEO or relevant GM will consider the following:

- The frequency of claims;
- Factors such as accepted community practice or standard;
- Be satisfied it is reasonable;
- Includes appropriate documentary evidence; and
- Whether the claim withstands the public defensibility test.

5.4—Expenditure Considered being Appropriate Hospitality

Examples of expenditure considered to be appropriate hospitality include:

- Hosting interstate and overseas dignitaries;
- Hosting representatives of business, industry, professional associations (relevant to local government) and recognised community and Council-related organisations or groups (eg Art Gallery Trust), the media;
- Hosting representatives of other levels of government;
- Conducting special staff functions such as farewells and annual Christmas functions; and
- Special functions to recognise particular events/achievements.

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~~Other types of expenditure considered reasonable as official hospitality include:~~

- ~~• Provisions of tea, coffee, morning or afternoon tea for official visitors;~~
- ~~• Provision of light refreshments/lunches for internal meetings, conferences, seminars, workshops; and for Council volunteers at the conclusion of their shift;~~
- ~~• Attendance at official functions for which charges are incurred; and~~
- ~~• Provision of meals and buffet snacks including refreshments for Councillors, senior officers, media and visiting dignitaries during official Council and/or committee meetings.~~

5.5 Use of Corporate Purchase Card

An employee issued with a corporate purchase card in the name of Rockhampton Regional Council may use this card to pay for entertainment and hospitality expenditure subject to the terms and conditions of the card.

5.6 Allocation of Funding

This policy is subject to the allocation of funding in the annual budget.

- ~~• Councillors may incur hospitality expenses as per the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy.~~

Hospitality expenses related to official receptions and other functions organised by employees must be met from relevant approved budgets.

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6 Reporting

- 6.1** Entertainment and hospitality expenditure will be charged to specified accounts as per the Entertainment and Hospitality GL Expense Allocation Guideline to ensure compliance with tax obligations relating to Goods and Services Tax and Fringe Benefits Tax.
- 6.2** Entertainment and hospitality expenditure relating to official overseas travel ~~(Councillors and employees) and Councillors expenses incurred under the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy are required to facilitate the extraction of information formust be included in~~ the Annual Report, as required under the *Local Government Regulation 2012*.

7 Review Timelines:

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

- 7.1** As required by legislation;
- 7.2** The related information is amended or replaced; or
- 7.3** Other circumstances as determined from time to time by the Council.

8 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	Manager Governance Support
Policy Quality Control	Corporate Improvement and Strategy

EVAN PARDON
CHIEF EXECUTIVE OFFICER

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Adopted/Approved: Draft
Version:
Reviewed Date:

Department: Office of the CEO
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DRAFT EMPLOYEE ENTERTAINMENT & HOSPITALITY POLICY

Draft Entertainment and Hospitality Policy

Meeting Date: 12 April 2016

Attachment No: 2



ENTERTAINMENT AND HOSPITALITY POLICY (STATUTORY POLICY)

1 Scope:

This policy applies to all Rockhampton Regional Council employees who may incur hospitality and/or entertainment expenses in performance of their work.

2 Purpose:

To ensure consistency with accepting and claiming hospitality and entertainment benefits at Rockhampton Regional Council.

3 Related Documents:

Primary

Local Government Act 2009

Secondary

A New Tax System (Goods and Services Tax Administration) Act 1999

Fringe Benefits Tax Assessment Act 1986

Local Government Regulation 2012

Code of Conduct (Employees)

Entertainment and Hospitality General Ledger Expense Allocation Guidelines

Purchasing Policy – Acquisition of Goods and Services

Service Recognition Policy

Travel and Conference Attendance Policy

Travel and Conference Attendance Procedure

4 Definitions:

To assist in interpretation, the following definitions apply:

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Council	Rockhampton Regional Council
GM	General Manager
Employees	<i>Local government employee—</i> (a) the Chief Executive Officer; or (b) a person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Volunteer	Any person, who of their own free will, offers to undertake un-paid work for Council and is accepted as a volunteer by the Chief Executive Officer and/or his authorised delegates.

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5 Policy Statement:

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

Any expenditure incurred must:

- Be for official purposes;
- Be properly documented with the purpose identified;
- Be available for scrutiny by both internal and external audit;
- Appear appropriate and responsible and withstand the public defensibility test; and
- Be in accordance with the adopted budget.

5.1 Approved Expenditure

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

Expenditure must be approved by the CEO or relevant GM prior to spending funds. If not practicable, expenditure incurred on behalf of Council should be paid for by the most senior Council employee in attendance and then approved by the CEO or relevant GM.

5.2 Approved Activities

Examples of expenditure considered to be appropriate entertainment and hospitality include:

5.2.1 Visiting Delegates

Council may host visiting delegates (including interstate and overseas dignitaries or representatives of other levels of government) for a number of purposes. Expenditure incurred for this type of visit could include morning tea/lunch or hosting an official dinner.

5.2.2 Meeting Refreshments

Light refreshments/lunches may be available for internal meetings or conferences, or for Council volunteers at the conclusion of their shift.

Meals and buffet snacks, including refreshments, may be provided during official Council and/or committee meetings.

5.2.3 Civic Receptions

Refreshments and catering may be provided during civic receptions or functions to recognise significant contributions from groups or individuals to the community.

5.2.4 Official Dining Functions

Employees may be required to participate in business meetings with representatives of business, industry, professional associations or community groups in a less formal environment. In these instances there is an obligation to ensure that expenditure is not excessive.

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5.2.5 Employee Functions

Functions may be held to celebrate employee achievements, rewards and recognition and other minor in-house social events including farewells, annual Christmas functions or employee achievement awards.

5.3 Accepting Hospitality

If employees accept hospitality from other organisations, officials or individuals, care should be taken to avoid any possible conflict of interest. It is important that situations are not be perceived or construed as providing an incentive for any commercial transactions.

An employee may accept a hospitality or benefit if it complies with all of the following principles:

- Refusal would offend the organisation, official or individual; or
- It conforms to normal business practice or other cultural practices of the giver;
- It does not influence an employee in such a way as to compromise impartiality or create a conflict of interest;
- It is received in the course of duty in respect of work area responsibilities, or prior approval has been received; and
- It meets the requirements of Council's Code of Conduct for employees.

5.4 Claiming Personal Expenditure

There may be times when an employee is able to be reimbursed for spending funds on entertainment or hospitality. In order to claim for reimbursement, the employee should be comfortable in disclosing the expense (the public defensibility test).

The employee must seek authorization from the CEO or relevant GM prior to seeking reimbursement. When approving the claim, the CEO or relevant GM will consider the following:

- The frequency of claims;
- Factors such as accepted community practice or standard;
- Be satisfied it is reasonable;
- Includes appropriate documentary evidence; and
- Whether the claim withstands the public defensibility test.

5.5 Use of Corporate Purchase Card

An employee issued with a corporate purchase card in the name of Rockhampton Regional Council may use this card to pay for entertainment and hospitality expenditure subject to the terms and conditions of the card.

5.6 Allocation of Funding

This policy is subject to the allocation of funding in the annual budget.

Hospitality expenses related to official receptions and other functions organised by employees must be met from relevant approved budgets.

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6 Reporting

- 6.1** Entertainment and hospitality expenditure will be charged to specified accounts as per the Entertainment and Hospitality GL Expense Allocation Guideline to ensure compliance with tax obligations relating to Goods and Services Tax and Fringe Benefits Tax.
- 6.2** Entertainment and hospitality expenditure relating to official overseas travel must be included in the Annual Report, as required under the *Local Government Regulation 2012*.

7 Review Timelines:

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

- 7.1** As required by legislation;
- 7.2** The related information is amended or replaced; or
- 7.3** Other circumstances as determined from time to time by the Council.

8 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	Manager Governance Support
Policy Quality Control	Corporate Improvement and Strategy

EVAN PARDON
CHIEF EXECUTIVE OFFICER

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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 Proposed Rockhampton Airport Defence Precinct

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.

16.2 Central Queensland Rugby Union Tenure at Diggers Park, The Range

This report is considered confidential in accordance with section 275(1)(c) (e) (h), of the *Local Government Regulation 2012*, as it contains information relating to the local government's budget; AND contracts proposed to be made by it; AND 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 Rockhampton Hockey Association Proposal for a second artificial surface

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.

16.4 Tender acceptance for TEN11956 - Design and Construction for Wet Deck Conversion and new sanitation and reticulation plant at 42 Battalion Memorial Pool

This report is considered confidential in accordance with section 275(1)(c) (e) (h), of the *Local Government Regulation 2012*, as it contains information relating to the local government's budget; AND contracts proposed to be made by it; AND 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.

16.5 Rockhampton Regional Council Job Showcase

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.

16.6 Sporting Sponsorship Opportunity

This report is considered confidential in accordance with section 275(1)(e), of the *Local Government Regulation 2012*, as it contains information relating to contracts proposed to be made by it.

16 CONFIDENTIAL REPORTS

16.1 PROPOSED ROCKHAMPTON AIRPORT DEFENCE PRECINCT

File No: 10684

Attachments: 1. Report from Hydra Enterprises Pty Ltd

Authorising Officer: Russell Claus - Executive Manager Regional Development
Evan Pardon - Chief Executive Officer

Author: Rick Palmer - Manager Economic Development

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

Council has received a report from its defence advocate regarding the development of a defence precinct at the Rockhampton Airport.

16.2 CENTRAL QUEENSLAND RUGBY UNION TENURE AT DIGGERS PARK, THE RANGE**File No: 6348****Attachments: 1. Map indicating various land parcels and tenure****Authorising Officer: Michael Rowe - General Manager Community Services****Author: Margaret Barrett - Manager Parks**

This report is considered confidential in accordance with section 275(1)(c) (e) (h), of the *Local Government Regulation 2012*, as it contains information relating to the local government's budget; AND contracts proposed to be made by it; AND 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

A report on the current status of tenure over Diggers Park, The Range.

16.3 ROCKHAMPTON HOCKEY ASSOCIATION PROPOSAL FOR A SECOND ARTIFICIAL SURFACE

File No: 4199

Attachments: 1. Analysis of alternative sites for Rockhampton Hockey Association

Authorising Officer: Margaret Barrett - Manager Parks
Michael Rowe - General Manager Community Services

Author: Sophia Czarkowski - Sports and Education Supervisor

Previous Items: 9.2.3 - Rockhampton Hockey Association and Rockhampton Netball Association - Grant Applications under the next round of Get Playing Plus Funding - Ordinary Council - 08 Sep 2015 9:00am
11.4 - Rockhampton Hockey Association's request for an extension to its leased area to permit a second artificial surface - Ordinary Council - 08 Mar 2016 9.00 am

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

Rockhampton Hockey Association uses the hockey fields at Birdwood Park (commonly known as Kalka Shades), Water Street, Koongal (being Lot 1 LN2893) during the hockey season (March through September). The Club is seeking State Government funding for the construction of a second artificial surface.

16.4 TENDER ACCEPTANCE FOR TEN11956 - DESIGN AND CONSTRUCTION FOR WET DECK CONVERSION AND NEW SANITATION AND RETICULATION PLANT AT 42 BATTALION MEMORIAL POOL

File No: 11956
Attachments: Nil
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Margaret Barrett - Manager Parks
Previous Items: 13.3 - Redevelopment Priorities for 42nd Battalion Memorial Pool - Performance & Service Committee - 26 May 2015 9.00 am

This report is considered confidential in accordance with section 275(1)(c) (e) (h), of the *Local Government Regulation 2012*, as it contains information relating to the local government's budget; AND contracts proposed to be made by it; AND 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

This report sets out the process followed in adjudicating and recommending the awarding of Tender Number 11956 – Design and Construction of Wet Deck Conversion at 42nd Battalion Memorial Pool.

16.5 ROCKHAMPTON REGIONAL COUNCIL JOB SHOWCASE**File No:** 8026**Attachments:** Nil**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Russell Claus - Executive Manager Regional Development

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

Council has an opportunity to auspice a project aimed at building workforce capability and capacity within the health and community services industry in the Rockhampton Region.

16.6 SPORTING SPONSORSHIP OPPORTUNITY**File No:** 12117**Attachments:**
1. Draft proposal
2. Draft budget**Authorising Officer:** Russell Claus - Executive Manager Regional Development
Evan Pardon - Chief Executive Officer**Author:** Rick Palmer - Manager Economic Development

This report is considered confidential in accordance with section 275(1)(e), of the *Local Government Regulation 2012*, as it contains information relating to contracts proposed to be made by it.

SUMMARY

This report outlines a proposal for Council to participate in a sporting sponsorship opportunity.

17 CLOSURE OF MEETING