



ORDINARY MEETING

AGENDA

29 MAY 2018

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 29 May 2018 commencing at 9.00am for transaction of the enclosed business.

A handwritten signature in black ink, appearing to be the initials "CR" followed by a long horizontal stroke.

CHIEF EXECUTIVE OFFICER
24 May 2018

Next Meeting Date: 12.06.18

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.

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OPENING.....	1
2	PRESENT	1
3	APOLOGIES AND LEAVE OF ABSENCE	1
4	CONFIRMATION OF MINUTES.....	1
5	DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA	1
6	BUSINESS OUTSTANDING	2
	NIL	2
7	PUBLIC FORUMS/DEPUTATIONS	3
	NIL	3
8	PRESENTATION OF PETITIONS.....	4
	NIL	4
9	COMMITTEE REPORTS.....	5
9.1	PLANNING AND REGULATORY COMMITTEE MEETING - 22 MAY 2018	5
9.2	INFRASTRUCTURE COMMITTEE MEETING - 22 MAY 2018	15
9.3	AIRPORT, WATER AND WASTE COMMITTEE MEETING - 22 MAY 2018	22
9.4	COMMUNITY SERVICES COMMITTEE MEETING - 23 MAY 2018.....	30
9.5	PARKS, RECREATION AND SPORT COMMITTEE MEETING - 23 MAY 2018.....	39
10	COUNCILLOR/DELEGATE REPORTS	47
	NIL	47
11	OFFICERS' REPORTS	48
11.1	HEAVY VEHICLE NATIONAL LAW	48
11.2	SUBMISSION: PARLIAMENTARY INQUIRY INTO REGIONAL INEQUALITY IN AUSTRALIA	50
11.3	SENATE INQUIRY UPDATE: IMPACT OF DEFENCE TRAINING ACTIVITIES AND FACILITIES ON RURAL AND REGIONAL COMMUNITIES	67
11.4	ENDORSEMENT OF APPLICATION - THE GREAT BARRIER MARINE PARK AUTHORITY'S REEF GUARDIAN GRANT SCHEME	71
11.5	FINANCE POLICIES FOR REVIEW	72
11.6	SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 APRIL 2018.....	91
11.7	CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT APRIL 2018	98
11.8	PROPOSED ENVIRONMENTAL SUSTAINABILITY STRATEGY	145

12	NOTICES OF MOTION	172
	12.1 NOTICE OF MOTION - COUNCILLOR STEPHEN SCHWARTEN - EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS POLICY	172
13	QUESTIONS ON NOTICE	238
	NIL	238
14	URGENT BUSINESS/QUESTIONS	239
15	CLOSED SESSION	240
	16.1 CHIEF EXECUTIVE OFFICER MONTHLY REPORT	240
16	CONFIDENTIAL REPORTS.....	241
	16.1 CHIEF EXECUTIVE OFFICER MONTHLY REPORT	241
17	CLOSURE OF MEETING.....	242

1 OPENING

2 PRESENT

Members Present:

Acting Mayor, Councillor A P Williams (Chairperson)
Councillor R A Swadling
Councillor N K Fisher
Councillor C E Smith
Councillor M D Wickerson
Councillor S J Schwarten

In Attendance:

Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

Leave of absence previously granted to The Mayor, Councillor Margaret Strelow and Deputy Mayor, Councillor Cherie Rutherford

4 CONFIRMATION OF MINUTES

Minutes of the Ordinary Meeting held 15 May 2018
Minutes of the Special Meeting held 22 May 2018

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COMMITTEE REPORTS

9.1 PLANNING AND REGULATORY COMMITTEE MEETING - 22 MAY 2018

RECOMMENDATION

THAT the Minutes of the Planning and Regulatory Committee meeting, held on 22 May 2018 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Planning and Regulatory Committee, 22 May 2018
**9.1.1 D/17-2018 - DEVELOPMENT APPLICATION FOR RECONFIGURING A LOT
(ONE LOT INTO TWO LOTS)**

File No: D/17-2018

Attachments:

1. Locality Plan
2. Site Plan

Authorising Officer: Tarnya Fitzgibbon - Coordinator Development Assessment
Colleen Worthy - General Manager Community Services
Nishu Ellawala - Acting Manager Planning and Regulatory Services

Author: Brandon Diplock - Planning Officer

SUMMARY

Development Application Number: D/17-2018

Applicant: Timothy Roy Flynn and Prue Ellen Flynn

Real Property Address: Lot 3 on RP887484, Parish of Wiseman

Common Property Address: Lot 3 Alton Downs - Nine Mile Road, Alton Downs

Area of Site: 15.842 hectares

Planning Scheme: Rockhampton Region Planning Scheme 2015

Planning Scheme Zone: Rural Zone (Alton Downs Precinct)

Planning Scheme Overlays: Not Applicable

Existing Development: Rural Land

Existing Approvals: Not Applicable

Approval Sought: Development Permit for Reconfiguring a Lot (one lot into two lots)

Level of Assessment: Impact Assessable

Submissions: Nil

Infrastructure Charges Area: Charge Area 3

Application Progress:

<i>Application Lodged:</i>	14 February 2018
<i>Confirmation Notice issued:</i>	27 February 2018
<i>Submission period commenced:</i>	16 March 2018
<i>Submission period end:</i>	10 April 2018
<i>Last receipt of information from applicant:</i>	16 April 2018
<i>Statutory due determination date:</i>	6 June 2018

COMMITTEE RECOMMENDATION**RECOMMENDATION A**

THAT in relation to the application for a Development Permit for Reconfiguring a Lot (one lot into two lots), made by Timothy and Prue Flynn, on land located at Lot 3 Alton Downs - Nine Mile Road, Alton Downs, formally described as Lot 3 on RP887484, Parish of Wiseman, Council resolves to Approve the application subject to the following conditions:

1.0 ADMINISTRATION

- 1.1 The Developer and his employee, agent, contractor or invitee is responsible for ensuring compliance with the conditions of this development approval.
- 1.2 Where these Conditions refer to "Council" in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
- 1.3 All conditions, works, or requirements of this development approval must be undertaken, completed, and be accompanied by a Compliance Certificate for any operational works required by this development approval:
- 1.3.1 to Council's satisfaction;
- 1.3.2 at no cost to Council; and
- 1.3.3 prior to the issue of the Survey Plan Approval Certificate, unless otherwise stated.
- 1.4 Infrastructure requirements of this development approval must be contributed to the relevant authorities, where applicable, at no cost to Council, prior to the issue of the Survey Plan Approval Certificate, unless otherwise stated.
- 1.5 All works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards, unless otherwise stated.
- 1.6 All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant *Australian Standards* and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.

2.0 APPROVED PLANS AND DOCUMENTS

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

<u>Plan/Document Name</u>	<u>Plan/Document Reference</u>	<u>Dated</u>
Plan of Proposed Lots 83 and 84	180945-01 (Sheet 1 of 1)	4 February 2018

- 2.2 Where there is any conflict between the conditions of this development approval and the details shown on the approved plans and documents, the conditions of this development approval must prevail.
- 2.3 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for approval by Council prior to the submission of an application for a Development Permit for Operational Works.

3.0 PLUMBING WORKS

- 3.1 Internal Plumbing of existing building (shed) located within proposed Lot 84 must be contained within the lot it serves.

4.0 ALLOTMENT DRAINAGE WORKS

- 4.1 All allotment runoff from each proposed lot must be discharged such that it must not restrict, impair or change the natural flow of runoff water or cause a nuisance or worsening to surrounding land or infrastructure.

5.0 SITE WORKS

- 5.1 Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to surrounding land or infrastructure.

6.0 ELECTRICITY

- 6.1 Electricity services must be provided to each lot in accordance with the standards and requirements of the relevant service provider.
- 6.2 Evidence must be provided that electricity services are available to each lot in accordance with the standards and requirements of the relevant service provider, prior to the issue of the Survey Plan Approval Certificate.

7.0 TELECOMMUNICATIONS

- 7.1 Telecommunications services must be provided to each lot in accordance with the standards and requirements of the relevant service provider.
- 7.2 Evidence that each lot is provided with telecommunications services from the relevant service provider must be provided to Council, prior to the issue of the Survey Plan Approval Certificate.

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

Note: For telecommunications services, written evidence must be in the form of either a "Telecommunications Infrastructure Provisioning Confirmation" where such services are provided by Telstra or a "Notice of Practical Completion" where such services are provided by the NBN.

8.0 ASSET MANAGEMENT

- 8.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.
- 8.2 Any damage to existing stormwater, water supply and sewerage infrastructure, kerb and channel, pathway or roadway (including removal of concrete slurry from public land and Council infrastructure), that occurs while any works are being carried out in association with this development approval must be repaired at full cost to the developer. This includes the reinstatement of any existing traffic signs or pavement markings that may have been removed or damaged.

9.0 OPERATING PROCEDURES

- 9.1 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the development site. Storage of materials or parking of construction machinery or contractors' vehicles must not occur within Alton Downs – Nine Mile Road.

ADVISORY NOTES

NOTE 1. Aboriginal Cultural Heritage

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

Aboriginal cultural heritage is available on the Department of Aboriginal and Torres Strait Islander and Multicultural Affairs website www.datsima.qld.gov.au.

NOTE 2. General Environmental Duty

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

NOTE 3. General Safety Of Public During Construction

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

NOTE 4. Plumbing and Drainage Works

For any future development proposed on Lots 83 and 84, the construction of internal sanitary drainage works must be in accordance with regulated work under the *Plumbing and Drainage Act* and including the provision of On-site sewerage and disposal in accordance with the *Queensland Plumbing and Wastewater Code* and *Council's Plumbing & Drainage Policies*.

For any future development proposed on Lots 83 and 84, the construction of internal plumbing works must be in accordance with regulated work under the *Plumbing and Drainage Act* and *Council's Plumbing and Drainage Policies*. Including the provision of adequate on-site water storage for domestic and fire fighting purposes and may include bore, dams, water storage tanks or a combination of each. The water storage must be easily accessible having regard to pedestrian and vehicular access.

NOTE 5. Access Works

For any future development proposed on Lot 83, the construction of access works must be in accordance with *Capricorn Municipal Development Guidelines* and *Australian Standard AS2890 "Parking facilities"*.

For any future development proposed on Lot 84, the existing access must be upgraded to comply with the requirements of the *Capricorn Municipal Development Guidelines*.

Rural addressing must be provided to each lot in accordance with Council's Local Law for Roads.

A permit (Operation Works (access works) or else Works in Road Reserve) must be obtained for the works within road reserve.

RECOMMENDATION B

That in relation to the application for a Development Permit for Reconfiguring a Lot (one lot into two lots), made by Timothy and Prue Flynn, on land located at Lot 3 Alton Downs - Nine Mile Road, Alton Downs, formally described as Lot 3 on RP887484, Parish of Wiseman, Council resolves to issue an Infrastructure Charges Notice for the amount of \$7,000.00.

Recommendation of the Planning and Regulatory Committee, 22 May 2018**9.1.2 BUSINESS OUTSTANDING TABLE FOR PLANNING AND REGULATORY COMMITTEE**

File No: 10097
Attachments: 1. Business Outstanding Table
Authorising Officer: Colleen Worthy - General Manager Community Services
Author: Colleen Worthy - General Manager Community Services

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 Planning and Regulatory Committee is presented for Councillors' information.

COMMITTEE RECOMMENDATION

THAT the Business Outstanding Table for the Planning and Regulatory Committee be received.

Recommendation of the Planning and Regulatory Committee, 22 May 2018**9.1.3 D/77-2017/A - APPLICATION UNDER THE DEVELOPMENT INCENTIVES POLICY FOR DEVELOPMENT PERMIT D/77-2017 FOR A MATERIAL CHANGE OF USE FOR A FOOD AND DRINK OUTLET**

File No: D/77-2017/A

Attachments: 1. Locality Plan
2. Floor Plan

Authorising Officer: Tarnya Fitzgibbon - Coordinator Development Assessment
Nishu Ellawala - Acting Manager Planning and Regulatory Services
Colleen Worthy - General Manager Community Services

Author: Jonathon Trevett-Lyall - Planning Officer

SUMMARY

Development Application Number: D/77-2017/A

Applicant: The Little Olive Catering Group

Real Property Address: Lot 0 on GTP60042 and Lot 5 on GTP60042, Parish of Murchison

Common Property Address: 116 William Street and 124 William Street, Rockhampton

Planning Scheme Zone: Low-Medium Density Residential Zone

Type of Approval: Development Incentives Application for Development Permit D/77-2018 for a Material Change of Use for a Food and Drink Outlet

Date of Decision: 21 November 2017

Application Lodgement Fee: \$2,513.00

Infrastructure Charges: Nil

Infrastructure charges incentive: Precinct 2 unchanged GFA – 0%
Amount of discount: Nil

Incentives sought: Refund of Development Application Fees

COMMITTEE RECOMMENDATION

THAT in relation to the application under the Development Incentives Policy for a Development Permit for a Material Change of Use for a Food and Drink Outlet, on land located at 116 William Street and 124 William Street, Rockhampton, described as Lot 0 on GTP60042 and Lot 5 on GTP60042, Parish of Murchison, Council resolves to Approve the following incentives:

- a) A refund of development application fees to the amount of \$2,513.00.

Recommendation of the Planning and Regulatory Committee, 22 May 2018**9.1.4 DECISION UNDER DELEGATION - APRIL 2018**

File No: 7028
Attachments: Nil
Authorising Officer: Colleen Worthy - General Manager Community Services
Nishu Ellawala - Acting Manager Planning and Regulatory Services
Author: Tarnya Fitzgibbon - Coordinator Development Assessment

SUMMARY

This report outlines the properly made development applications received in April 2018 and whether they will be decided under delegation or decided by Council.

COMMITTEE RECOMMENDATION

THAT this report into the applications lodged in April 2018 be received.

Recommendation of the Planning and Regulatory Committee, 22 May 2018**9.1.5 MONTHLY OPERATIONS REPORT FOR PLANNING AND REGULATORY SERVICES - APRIL 2018****File No:** 1464**Attachments:**

1. Monthly Operations Report - April 2018
2. Traffic Light Report - April 2018

Authorising Officer: Colleen Worthy - General Manager Community Services**Author:** Nishu Ellawala - Acting Manager Planning and Regulatory Services

SUMMARY

The Monthly Operations Report for the Planning and Regulatory Services Section for April 2018 is presented for Councillors' information.

COMMITTEE RECOMMENDATION

THAT the Planning and Regulatory Services Monthly Operations Report for April 2018 be 'received'.

Recommendation of the Planning and Regulatory Committee, 22 May 2018**9.1.6 PARKING DURING MAJOR EVENTS****File No: 8041****Responsible Officer: Steven Gatt – Manager Planning and Regulatory Services**

SUMMARY

The Mayor, Councillor Strelow seeking a proactive approach by Council in relation to parking during major events.

COMMITTEE RECOMMENDATION

THAT Council officers prepare an overview report with recommendations which would reduce impacts of significant events at the Showgrounds on the Wandal community and retail precinct, which may involve temporary changes to the parking regime or other alternatives as suggested.

9.2 INFRASTRUCTURE COMMITTEE MEETING - 22 MAY 2018**RECOMMENDATION**

THAT the Minutes of the Infrastructure Committee meeting, held on 22 May 2018 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Infrastructure Committee, 22 May 2018**9.2.1 BUSINESS OUTSTANDING TABLE FOR INFRASTRUCTURE COMMITTEE**

File No: 10097
Attachments: 1. Business Outstanding Table
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Peter Kofod - General Manager Regional Services

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 Infrastructure Committee is presented for Councillors' information.

COMMITTEE RECOMMENDATION

THAT the Business Outstanding Table for the Infrastructure Committee be received.

Recommendation of the Infrastructure Committee, 22 May 2018**9.2.2 DEPUTATION - DEPARTMENT OF TRANSPORT AND MAIN ROADS**

File No: 3940
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

SUMMARY

Mr Peter Trim, District Director, Central Region, Department of Transport and Main Roads will attend the meeting at 12.30 pm to discuss the Operational Plan for Yeppen.

COMMITTEE RECOMMENDATION

THAT the deputation from Department of Transport and Main Roads be received and the Fitzroy River Flooding Traffic Operations Plan be received and submitted to the next Local Disaster Management Group (LDMG) meeting.

Recommendation of the Infrastructure Committee, 22 May 2018**9.2.3 BLACKSPOT FUNDING PROGRAMME**

File No: 5252
Attachments: Nil
Authorising Officer: Martin Crow - Manager Engineering Services
Peter Kofod - General Manager Regional Services
Author: Stuart Harvey - Coordinator Strategic Infrastructure

SUMMARY

This report highlights the process followed for improving high risk traffic locations in the region and provides an update on the outcome of the previously submitted Blackspot funding applications (2018/19). The report identifies potential projects currently being investigated for submission as part of the next round of Blackspot funding (2019/20).

COMMITTEE RECOMMENDATION

THAT Council receive this report as an update on the Blackspot funding applications for 2018/19 and endorse the proposed projects for submission in the 2019/20 Blackspot round.

Recommendation of the Infrastructure Committee, 22 May 2018**9.2.4 COMMUNITY ROAD SAFETY GRANT APPLICATION**

File No: 5252
Attachments: Nil
Authorising Officer: Martin Crow - Manager Engineering Services
Peter Kofod - General Manager Regional Services
Author: Stuart Harvey - Coordinator Strategic Infrastructure

SUMMARY

This report contains the proposed application for Round 7 of the Community Road Safety Grants Scheme for Council consideration and endorsement.

COMMITTEE RECOMMENDATION

THAT Council endorse the proposed project to submit under the Community Road Safety Grant program.

Recommendation of the Infrastructure Committee, 22 May 2018**9.2.5 MONTHLY OPERATIONS REPORT ENGINEERING SERVICES MAY 2018****File No: 7028****Attachments: 1. Engineering Services Monthly Operations Report****Authorising Officer: Peter Kofod - General Manager Regional Services****Author: Martin Crow - Manager Engineering Services**

SUMMARY

This report outlines Engineering Services Monthly Operations Report for the period to the end of April 2018.

COMMITTEE RECOMMENDATION

THAT the Engineering Services Monthly Operations Report for May 2018 report be received.

Recommendation of the Infrastructure Committee, 22 May 2018**9.2.6 CIVIL OPERATIONS MONTHLY OPERATIONS REPORT**

File No: 7028
Attachments: 1. Civil Operations Monthly Operations Report - April 2018
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: David Bremert - Manager Civil Operations

SUMMARY

This report outlines Civil Operations Monthly Operations Report April 2018.

COMMITTEE RECOMMENDATION

THAT the Civil Operations Monthly Operations Report for April 2018 be received.

9.3 AIRPORT, WATER AND WASTE COMMITTEE MEETING - 22 MAY 2018**RECOMMENDATION**

THAT the Minutes of the Airport, Water and Waste Committee meeting, held on 22 May 2018 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Airport, Water and Waste Committee, 22 May 2018**9.3.1 ROCKHAMPTON AIRPORT MONTHLY OPERATIONAL REPORT - APRIL 2018****File No:** 7927**Attachments:** 1. Rockhampton Airport Monthly Operational Report - April 2018**Authorising Officer:** Tony Cullen - General Manager Advance Rockhampton/
Acting General Manager Aviation Services**Author:** Tracey Baxter - Manager Airport

SUMMARY

The monthly operations and annual performance plan report for the Rockhampton Airport for April 2018 is presented for Councillors information.

COMMITTEE RECOMMENDATION

THAT the Rockhampton Airport Operations and Annual Performance Plan Report for April 2018 be 'received'.

Recommendation of the Airport, Water and Waste Committee, 22 May 2018**9.3.2 ROCKHAMPTON REGIONAL WASTE AND RECYCLING MONTHLY REPORT AS AT 30 APRIL 2018**

File No: 7927

Attachments: 1. RRWR Monthly Section Operations Report April 2018

Authorising Officer: Peter Kofod - General Manager Regional Services

Author: Michael O'Keeffe - Manager Rockhampton Region Waste and Recycling

SUMMARY

The purpose of this report is to provide Council with an overview of Rockhampton Regional Waste and Recycling (RRWR) for the month of April 2018.

COMMITTEE RECOMMENDATION

THAT the RRWR Monthly Operations Report for the period ended 30 April 2018 be received.

Recommendation of the Airport, Water and Waste Committee, 22 May 2018**9.3.3 EXPANSION OF THE WATER SUPPLY SCHEME IN SOUTHERN GRACEMERE**

File No: 1466
Attachments: 1. Southern Gracemere - Aerial Map
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Jason Plumb - Manager Fitzroy River Water

SUMMARY

Council has received strong interest from residents in southern Gracemere who wish gain access to the nearby drinking water supply scheme. The feasibility of extending the water reticulation system has been assessed and a capital project to commence extending the water reticulation in an initial stage included in the budget planning for commencement in 2018-19. If completed, this project will satisfy the need for a reliable water supply for these members of the community.

COMMITTEE RECOMMENDATION

THAT a report be presented to the table that looks holistically at the whole Rockhampton Regional Council area, and reviews Council's policy in relation to extensions to our water supply schemes.

Recommendation of the Airport, Water and Waste Committee, 22 May 2018**9.3.4 MOUNT MORGAN SEWERAGE SCHEME EXPANSION**

File No: 1466
Attachments: 1. Mount Morgan Sewerage Scheme Expansion
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Jason Plumb - Manager Fitzroy River Water

SUMMARY

The recent expansion of the Mount Morgan Sewerage Scheme on the northern side of the Dee River has addressed a number of non-compliant domestic septic systems and provided the opportunity for additional properties to connect to sewer. It is recommended that further expansion of the Mount Morgan Sewerage Scheme is deferred until an increase in demand or other trigger prompts further expansion of the sewerage scheme.

COMMITTEE RECOMMENDATION

THAT Council endorse the inclusion of a \$100,000 capital allocation in the 2018-19 Council Budget for completion of the minor additional works required in Stage 2 of the Mount Morgan Sewerage Scheme, and support the re-allocation of the remaining capital allocation to fund high priority water mains renewal projects in Mount Morgan.

Recommendation of the Airport, Water and Waste Committee, 22 May 2018**9.3.5 FRW MONTHLY OPERATIONS REPORT - APRIL 2018**

File No: 1466
Attachments: 1. FRW Monthly Operations Report - April 2018
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Jason Plumb - Manager Fitzroy River Water

SUMMARY

This report details Fitzroy River Water's financial position and other operational matters for the Council's information as at 30 April 2018.

COMMITTEE RECOMMENDATION

THAT the FRW Monthly Operations Report for April 2018 be received.

Recommendation of the Airport, Water and Waste Committee, 22 May 2018**9.3.6 MOUNT MORGAN PROPERTY MATTER**

File No: 1466

Attachments: 1. Streetview of Property
2. Inundation Maps

Authorising Officer: Peter Kofod - General Manager Regional Services

Author: Jason Plumb - Manager Fitzroy River Water

SUMMARY

Council has been contacted by a property owner in Mount Morgan in relation to a matter associated with Fitzroy River Water's operations. This report summarises the details of this matter for Council's consideration.

COMMITTEE RECOMMENDATION

THAT Council write a letter to the property owner to confirm that Council does not wish to acquire the property in Mount Morgan.

Recommendation of the Airport, Water and Waste Committee, 22 May 2018

9.3.7 VERBAL UPDATE ON WASTE MATTERS

File No: 7284

Responsible Officer: Peter Kofod – General Manager Regional Services

SUMMARY

General Manager Regional Services providing an update to Councillors on waste matters.

COMMITTEE RECOMMENDATION

THAT the verbal update on waste matters be received.

9.4 COMMUNITY SERVICES COMMITTEE MEETING - 23 MAY 2018**RECOMMENDATION**

THAT the Minutes of the Community Services Committee meeting, held on 23 May 2018 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Community Services Committee, 23 May 2018**9.4.1 BUSINESS OUTSTANDING TABLE FOR COMMUNITY SERVICES COMMITTEE**

File No: 10097
Attachments: 1. Business Outstanding Table
Authorising Officer: Colleen Worthy - General Manager Community Services
Author: Colleen Worthy - General Manager Community Services

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 Community Services Committee is presented for Councillors' information.

COMMITTEE RECOMMENDATION

THAT the Business Outstanding Table for the Community Services Committee be received.

Recommendation of the Community Services Committee, 23 May 2018**9.4.2 COUNCIL CONTRIBUTION AND SUPPORT TO RURAL COMMUNITY SHOWS WITHIN THE ROCKHAMPTON REGION**

File No: 7822
Attachments: Nil
Authorising Officer: Colleen Worthy - General Manager Community Services
Author: Kerri Dorman - Administration Supervisor

SUMMARY

Council endorsement is sought for the contribution and support for rural community shows within the Rockhampton Region.

COMMITTEE RECOMMENDATION

THAT Council approve financial assistance under its current multi-year funding for annual events (expires 30 June 2019) for the following Regional Agricultural Shows:

- Mount Morgan - \$5,000
- Ridgeland - \$3,000

Further, these funding allocations be included in the 2018/2019 Budget during the Revised Budget process.

Recommendation of the Community Services Committee, 23 May 2018**9.4.3 LASTING LEGACIES GRANT LODGEMENT REPORT**

File No: 7574
Attachments: Nil
Authorising Officer: Peter Owens - Manager Arts and Heritage
Colleen Worthy - General Manager Community Services
Author: Bianca Acimovic - Gallery Director

SUMMARY

Arts and Heritage Unit were directed to look at the feasibility of a project application to Queensland ANZAC Centenary Lasting Legacies Program. An application has been lodged for Rockhampton ANZAC Memorial Cairn restoration in relation to a memorial that brings together existing objects of significance to form a civic ceremony site. This report seeks endorsement of the application.

COMMITTEE RECOMMENDATION

THAT Council 'receive' the report and endorse the grant application lodgement to Queensland ANZAC Centenary Lasting Legacies Program for Rockhampton ANZAC Memorial Cairn.

THAT Council source the initial funding of \$27,500.00 from the existing Budget.

Recommendation of the Community Services Committee, 23 May 2018**9.4.4 THE GOLD AWARD 2018 ADOPT AN ARTIST PROGRAM FUNDING APPLICATION**

File No: 468
Attachments: Nil
Authorising Officer: Peter Owens - Manager Arts and Heritage
Colleen Worthy - General Manager Community Services
Author: Bianca Acimovic - Gallery Director

SUMMARY

Rockhampton Art Gallery seeks to apply for external funding to develop and deliver The Gold Award 2018 Adopt an Artist Program. This report seeks approval to lodge applications to external funding sources to develop and deliver The Gold Award 2018 Adopt an Artist Program

COMMITTEE RECOMMENDATION

THAT Council 'receives' the report and approve Rockhampton Art Gallery to apply for external funding to support the development and delivery of *The Gold Award 2018 Adopt an Artist Program*.

Recommendation of the Community Services Committee, 23 May 2018**9.4.5 COMMUNITIES AND FACILITIES MONTHLY OPERATIONAL REPORT**

File No:	1464
Attachments:	1. Communities and Facilities Monthly Operational Report
Authorising Officer:	Colleen Worthy - General Manager Community Services
Author:	Naomi Brownless - Acting Manager Communities

SUMMARY

This report provides information on the activities of the Communities and Facilities section for March 2018.

COMMITTEE RECOMMENDATION

THAT:

1. the Monthly Operational Report on the activities of the Communities and Facilities section for March 2018 be received;
2. Council approves the Library's application to apply for \$2,000 from the Department of Aboriginal and Torres Strait Islander Partnerships under Celebrating Reconciliation Small Grants Program for "Reconciliation Week @ the Library - Films, Yarning and Bush Tucker"; and
3. Council approves the Library's application to apply for \$2,500 from the Queensland Museum Network under National Science Week 2018 seed Grant Program for VR Fun @ the Rockhampton Cultural Festival.

Recommendation of the Community Services Committee, 23 May 2018**9.4.6 ROCKHAMPTON ART GALLERY PHILANTHROPY BOARD CAPITAL
CAMPAIGN TRAVEL REQUEST**

File No: 465
Attachments: Nil
Authorising Officer: Peter Owens - Manager Arts and Heritage
Colleen Worthy - General Manager Community Services
Author: Bianca Acimovic - Gallery Director

SUMMARY

Rockhampton Art Gallery seeks approval to support Rockhampton Art Gallery Philanthropy Board Members direct travel costs for the proposed new Rockhampton Art Gallery capital fundraising campaign.

COMMITTEE RECOMMENDATION

THAT Council 'receives' the report and approve Rockhampton Art Gallery Philanthropy Board Members direct travel costs to donors and supporters for the proposed new Rockhampton Art Gallery capital fundraising campaign from Rockhampton Art Gallery's operational budget, while following Rockhampton Regional Council's travel procedure.

Recommendation of the Community Services Committee, 23 May 2018**9.4.7 ARTS AND HERITAGE OPERATIONAL REPORT FOR MARCH 2018**

File No: 1464
Attachments: 1. Arts and Heritage Monthly Operations Report for March 2018
Authorising Officer: Colleen Worthy - General Manager Community Services
Author: Peter Owens - Manager Arts and Heritage

SUMMARY

The report provides information on the programs and activities of the Arts and Heritage section for March 2018.

COMMITTEE RECOMMENDATION

THAT the Arts and Heritage Operational Report for March 2018 be received.

Recommendation of the Community Services Committee, 23 May 2018**9.4.8 CONTRACT FOR THE OPERATION AND MANAGEMENT OF THE
ARCHER PARK AND MOUNT MORGAN RAIL MUSEUMS**

File No: 10889
Attachments: Nil
Authorising Officer: Colleen Worthy - General Manager Community Services
Author: Peter Owens - Manager Arts and Heritage

SUMMARY

In 2014 Rockhampton Regional Council contracted the Operation and Management of the Archer Park and Mount Morgan Rail Museums to two community based organisation. These contracts are now due for renewal.

COMMITTEE RECOMMENDATION

THAT Council resolve:

- i) that 'it is satisfied that there is only one supplier who is reasonably available' and that 'because of the specialised nature of the services that are sought, it would be impractical for Council to invite quotes for the management and operation of the respective sites' as detailed in the report.
- ii) to enter into a contract for the Operation and Management of the Archer Park Rail Museum with the Friends of Archer Park Station and Steam Tram Museum Inc. for a period of three years commencing on 1 July 2018 as detailed in the report.
- iii) to enter into a contract for the Operation and Management of the Mount Morgan Rail Museum with Mount Morgan Promotion and Development Incorporated for a period of three years commencing on 1 July 2018 as detailed in the report.

9.5 PARKS, RECREATION AND SPORT COMMITTEE MEETING - 23 MAY 2018**RECOMMENDATION**

THAT the Minutes of the Parks, Recreation and Sport Committee meeting, held on 23 May 2018 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Parks, Recreation and Sport Committee, 23 May 2018**9.5.1 REQUEST FROM FRENCHVILLE SPORTS CLUB LTD. TO RELINQUISH TENURE OVER MCLEOD PARK AND ENTER INTO A TENURE AGREEMENT OVER WOODS PARK**

File No: 4290
Attachments: Nil
Authorising Officer: Colleen Worthy - General Manager Community Services
Blake Hunton - Manager Parks
Author: Jacinta James - Acting Senior Sports and Education Advisor
Brett Nicholls - Coordinator Parks Planning and Projects

SUMMARY

On 19 January 2018 Council Officers received a request from Frenchville Sports Club Ltd to relinquish its current Licence Agreement over McLeod Park (North Rockhampton). In addition, the Club has requested a Licence over part of Woods Park (North Rockhampton).

COMMITTEE RECOMMENDATION

THAT:

1. Council approve the request from Frenchville Sports Club Ltd to relinquish the existing Licence over McLeod Park (being Lot 1 on RP602389) and that the Agreement be terminated; and
2. Council approve the request from Frenchville Sports Club Ltd. to enter into a Freehold Licence over part of Woods Park (being Lot 12 on RP605900 and Lot 27 on RP605728) for a period of six (6) years commencing on 1 July 2018.

Recommendation of the Parks, Recreation and Sport Committee, 23 May 2018**9.5.2 FREEHOLD BUILDING LEASE RENEWAL FOR THE ROCKHAMPTON RECREATION CLUB INC.**

File No: 6934
Attachments: Nil
Authorising Officer: Colleen Worthy - General Manager Community Services
Blake Hunton - Manager Parks
Author: Jacinta James - Acting Senior Sports and Education Advisor
Brett Nicholls - Coordinator Parks Planning and Projects

SUMMARY

In accordance with Section 236(1)(c)(iii) of the Local Government Regulation 2012 (Qld) a Council resolution is sought for the commencement of the renewal of Freehold Leases.

COMMITTEE RECOMMENDATION

THAT:

1. Pursuant to Section 236(1)(c)(iii) of the *Local Government Regulation 2012* (Qld) Council approve the renewal of the Freehold Lease as identified in the report; and
2. Council authorises the Chief Executive Officer (Senior Sports and Education Advisor) to negotiate the terms and conditions of the agreement with the Rockhampton Recreation Club Inc. in preparation for execution by the delegated officer, with the removal of Special Condition No.3 as identified in the report.

Recommendation of the Parks, Recreation and Sport Committee, 23 May 2018**9.5.3 MARCH MONTHLY OPERATIONAL REPORT**

File No: 1464
Attachments: 1. March Monthly Operational Report
Authorising Officer: Colleen Worthy - General Manager Community Services
Author: Blake Hunton - Manager Parks

SUMMARY

This report provides information on the activities and services of Parks section for March 2018.

COMMITTEE RECOMMENDATION

THAT the report on the activities and services of Parks Section for March 2018 be received.

Recommendation of the Parks, Recreation and Sport Committee, 23 May 2018**9.5.4 BUSINESS OUTSTANDING TABLE FOR PARKS, RECREATION AND SPORT COMMITTEE**

File No:	10097
Attachments:	1. Business Outstanding Table
Authorising Officer:	Colleen Worthy - General Manager Community Services
Author:	Colleen Worthy - General Manager Community Services

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 Parks, Recreation and Sport Committee is presented for Councillors' information.

COMMITTEE RECOMMENDATION

THAT the Business Outstanding Table for the Parks, Recreation and Sport Committee be received.

THAT the following matters be lifted from the table:

- 8.3 Request from Frenchville Sports Club Ltd. to relinquish tenure over McLeod Park and enter into a tenure agreement over Woods Park
- 8.4 Freehold Building Lease Renewal for the Rockhampton Recreation Club Inc.

Recommendation of the Parks, Recreation and Sport Committee, 23 May 2018**9.5.5 MOUNT ARCHER ACTIVATION MASTER PLAN TASKFORCE UPDATE**

File No:	5918
Attachments:	1. Mount Archer Activation Master Plan - Activation Implementation
Authorising Officer:	Colleen Worthy - General Manager Community Services Blake Hunton - Manager Parks
Author:	Brett Nicholls - Coordinator Parks Planning and Projects

SUMMARY

The Mount Archer Activation Master Plan continues to be implemented by the Mount Archer Activation Taskforce Group. A detailed update is provided to Council on the Master Plan's progression.

COMMITTEE RECOMMENDATION

THAT the Mount Archer Activation Master Plan Taskforce Update be received.

THAT the General Manager Community Services organise a meeting with all stakeholder groups involved with the Mount Archer Activation Master Plan.

COMMITTEE RECOMMENDATION

THAT a report be prepared for the next Parks Recreation and Sport Committee meeting on the naming of elements of the Mount Archer Activation Master Plan.

Recommendation of the Parks, Recreation and Sport Committee, 23 May 2018**9.5.6 NATURE STRIP (FOOTPATH) MOWING POLICY**

File No: 11979
Attachments: 1. Draft Nature Strip (Footpath) Mowing Policy
Authorising Officer: Blake Hunton - Manager Parks
Colleen Worthy - General Manager Community Services
Author: Alyce James - Planning Officer

SUMMARY

A draft policy that will underpin Council's responsibilities in relation to the mowing of nature strips (footpaths).

COMMITTEE RECOMMENDATION

THAT the matter lay on the table pending a Councillor Workshop.

Recommendation of the Parks, Recreation and Sport Committee, 23 May 2018**9.5.7 SPORT, PARKS, ACTIVE RECREATION AND COMMUNITY STRATEGY**

File No: 12379
Attachments: 1. Draft SPARC Strategy
Authorising Officer: Brett Nicholls - Coordinator Parks Planning and Projects
Blake Hunton - Manager Parks
Colleen Worthy - General Manager Community Services
Author: Alyce James - Acting Senior Parks Planning Advisor

SUMMARY

Council formally provided public notification of the draft Sport, Parks, Active Recreation and Community (SPARC) strategy to seek community feedback from 2 March 2018 to 3 April 2018. As a result, this report seeks Council adoption of the SPARC strategy.

COMMITTEE RECOMMENDATION

THAT Council receives the report and a Councillor Workshop be held to define elements of the Sport, Parks, Active Recreation and Community strategy.

10 COUNCILLOR/DELEGATE REPORTS

Nil

11 OFFICERS' REPORTS

11.1 HEAVY VEHICLE NATIONAL LAW

File No:	4864
Attachments:	Nil
Authorising Officer:	Tracy Sweeney - Manager Workforce and Strategy Ross Cheesman - Deputy Chief Executive Officer
Author:	Tony Hauenschild - Coordinator Safety and Training

SUMMARY

This report is to provide information regarding the Heavy Vehicle National Law (HVNL) and the impacts across all relevant Council workplaces.

OFFICER'S RECOMMENDATION

THAT the report on the Heavy Vehicle National Law be received.

BACKGROUND

The Heavy Vehicle National Law (HVNL) is introducing changes which will take effect from 1 July 2018. The changes aim to complement the heavy vehicle and national workplace safety laws and place a positive duty of care on all heavy vehicle supply chain parties. Changes will impact Chain of Responsibility and have a greater focus on:

- Fatigue
- Speed
- Maintenance
- Load
- Weight

Chain of Responsibility

Our road laws generally address the actions of drivers and operators, but breaches of these laws are often caused by other parties in the transport supply chain.

The aim of Chain of Responsibility (CoR) for a heavy vehicle is to make sure everyone in the supply chain actively prevents breaches of the HVNL. The CoR law also extends to preventing or reducing potential harm or loss (risks) to an individual or to others. Managing (controlling) these risks ensures that an individual will always recognise and carefully consider all potential dangers and satisfactorily reduce or avoid them before they occur.

Under CoR laws, if an individual undertakes specified functions that exercise, or have the capability of exercising, control or influence over *any* transport task, they are part of the chain of responsibility and have an obligation to ensure compliance with the HVNL.

Parties included in the chain of responsibility include any person or party who influences the transport task, such as:

- Consignors - those who commission the carriage of a load by road;
 - Packers - those who place goods in packages, containers or on pallets transported by road;
 - Loaders - those who place or restrain the load on a heavy vehicle;
 - Drivers - those who physically drive a heavy vehicle;
 - Operators and schedulers - those who operate the business that controls the use of a heavy vehicle;
 - Receivers - those who pay for the goods or take possession of the load; and
 - Employers or managers of a business may also be personally liable for breaches by an employee.
-

LEGISLATIVE CONTEXT

The *Heavy Vehicle National Law Act 2012* (Qld) prescribes certain requirements and obligations to ensure compliance and safety for all parties in the transport supply chain. The CoR laws within the HVNL also import a requirement to have safety systems and controls in Councils operations to identify, assess and manage risks as they relate to business and activities within the supply chain.

OBLIGATIONS AND ACTIONS FOR COUNCIL

Council has an obligation under this law to ensure that all parties in the CoR clearly understand their responsibilities and the implications for failing to adhere to the legislation and Council's policies and procedures.

The HVNL Regulator developed a CoR Gap Assessment Tool which was used to examine Council's business practices and system controls against known risks and recognised best practice.

Based on the responses, the Tool generated a Gap Assessment Summary report. This report provided a list of 60 recommendations to implement to strengthen Council's level of compliance. The assessment summary listed areas for possible improvement and review of specific policies, procedures & operational processes to focus on in managing particular obligations under the HVNL that are relevant to Council's specific transport activities.

The HVNL also applies to Contractors who are working for Council. To ensure Contractors were aware of Council's expectations to ensure compliance, a briefing session was held on the 27 March 2018. This briefing outlined what Council required in accordance with the HVNL.

Council's Conditions of Contract have been updated to include these legislative changes with the requirements further highlighted in specifications for contracts and tenders that specifically include heavy vehicles.

Further, to meet Council's obligations and as an additional control measure, it is intended to fit weighting scales onto 29 existing Council trucks. The operators will be provided with weight information guides, pre-start checklists have been updated to ensure all the required information is being captured and training specific to loading, speed, fatigue, weight and maintenance requirements. A recruitment process is in progress to appoint a Senior Trainer and Assessor who would develop and deliver the appropriate training to Council staff.

A policy and procedure is currently being developed which will outline how Council will comply with the legislation and how the operational areas will conduct their business to meet these new legislative requirements.

The Safety Audit Program is being expanded from a random inspection to a mandatory inspection program for all of Council's fleet to further ensure compliance and to identify any weaknesses or gaps in the organisation.

BUDGET IMPLICATIONS

The cost to fit weighting scales onto 29 Council trucks at a cost \$290,000 will be funded from the current 2017/18 budget.

Should a suitably qualified officer not be appointed, a Registered Training Organisation will need to be engaged to provide the necessary training to Council staff. A quote for this training indicates it would be in the vicinity of \$130,000 and this has not been included in the current or future budget.

CONCLUSION

New laws will take effect from 1 July 2018 that requires a higher level of compliance and duty of care on all heavy vehicle supply chain parties. A number of measures have implemented to manage these legislative requirements and further actions are programed to be implemented prior to the introduction of the law. There are significant penalties for Council and individuals for non-compliance.

11.2 SUBMISSION: PARLIAMENTARY INQUIRY INTO REGIONAL INEQUALITY IN AUSTRALIA

File No:	5165
Attachments:	1. Rockhampton Regional Council Regional Inequality Inquiry Submission ↓
Authorising Officer:	Tony Cullen - General Manager Advance Rockhampton/ Acting General Manager Aviation Services
Author:	Penelope-Jane Fry - Regional Development Advisor

SUMMARY

A submission is tabled for the Inquiry into Regional Inequality in Australia.

OFFICER'S RECOMMENDATION

THAT Council endorse the submission into the Inquiry into Regional Inequality in Australia.

COMMENTARY

On 14 February 2018, the Senate Standing Committees on Economics of the Parliament of Australia referred an inquiry into the indicators of, and impact of, regional inequality in Australia to the Senate Economics References Committee.

The Senate Economics References Committee invited submissions for the Inquiry, with submission closing 30 April 2018.

A submission was prepared to present relevant information about the Rockhampton Region and to communicate the content of previous decisions and submissions of Council in regards to the matter.

BACKGROUND

The Terms of Reference for the inquiry pertain to the indicators of, and impact of, regional inequality in Australia with particular reference to government policies and programs.

Rockhampton Regional Council's submission responded to the Terms of Inquiry, with an emphasis on one of the Committee's expressed interest areas. The interest area addressed by the submission was "policy settings which could help address inequality between regions" as per the decentralisation and fiscal policies aspects of the Terms of Reference.

The Senate Economics References Committee must complete the inquiry and report by the last day on sitting in June 2019.

PREVIOUS DECISIONS

The decentralisation policy commentary of the submission was consistent with a submission previously endorsed by Rockhampton Regional Council.

Specifically, the content was adapted from the submissions to:

1. The Regional Development and Decentralisation Inquiry endorsed by a Resolution of the Ordinary Council Meeting held on 12 September 2017.
2. The Inquiry into the operation, effectiveness and consequences of the Public Governance, Performance and Accountability (Location of Corporate Commonwealth Entities) Order 2016 endorsed by a Resolution of the Ordinary Council Meeting held on 21 March 2017.

CONCLUSION

This Inquiry submission has provided an opportunity to continue advocacy on behalf of the interests of local communities in regards to the need for Federal Government actions to support regional development and to deliver Commonwealth entity and corporate decentralisation results in the Rockhampton Region.

**SUBMISSION: PARLIAMENTARY
INQUIRY INTO REGIONAL INEQUALITY
IN AUSTRALIA**

**Rockhampton Regional Council
Regional Inequality Inquiry Submission**

Meeting Date: 29 May 2018

Attachment No: 1



Rockhampton Regional Council Submission

INQUIRY INTO THE INDICATORS OF, AND IMPACT OF, REGIONAL
INEQUALITY IN AUSTRALIA

APRIL 2018

This document provides a submission to the Senate Economics References
Committee.

Rockhampton Regional Council | PO Box 1860, Rockhampton Q 4700
Phone 07 4932 9000 or 1300 22 55 77 | Fax 07 4936 8862 or 1300 22 55 79

ADVANCEROCKHAMPTON.COM.AU



TABLE OF CONTENTS

INQUIRY SUBMISSION CONTEXT	2
ROCKHAMPTON REGION OVERVIEW	2
ECONOMIC SIGNIFICANCE OF ROCKHAMPTON	3
A. POLICY SETTINGS: EXAMPLES	4
B. POLICY SETTINGS: PUBLIC DECENTRALISATION	5
1. Support for policy of decentralisation	5
2. Support for direct action for regional growth	5
3. Decentralisation can improve collaboration	6
4. Decentralisation is an investment in the regions	7
5. Benefits of locating commonwealth entities in rockhampton	8
C. POLICY SETTINGS: PRIVATE DECENTRALISATION	12
1. Innovation is welcome here	12
2. Population growth is key	12
3. Giving accelerators and incubators 'legitimacy'	12
D. POLICY SETTINGS: TAX TREATMENTS	13

Rockhampton Regional Council | PO Box 1860, Rockhampton Q 4700
Phone 07 4932 9000 or 1300 22 55 77 | Fax 07 4936 8862 or 1300 22 55 79

ADVANCEROCKHAMPTON.COM.AU



1



ADVANCE *Rockhampton*
Region

INQUIRY SUBMISSION CONTEXT

Rockhampton Regional Council welcomes this opportunity to make a submission to the Senate Standing Committees on Economics inquiry into the indicators of, and impact of, regional inequality in Australia. We note the Terms of Reference for this inquiry and the core focus of this submission is on the Committee's request to hear about "policy settings which could help address inequality between regions".

ROCKHAMPTON REGION OVERVIEW

Rockhampton is centrally located in Queensland 40 kilometres inland of the Capricorn Coast, 620 kilometres North of Brisbane and 720 kilometres South of Townsville.

Rockhampton enjoys over 300 days of sunshine a year. The laid back lifestyle boasts top class sporting facilities, some of Australia's most prestigious education centres, exceptional hospital and health care facilities, award winning tourism and recreational facilities, gourmet restaurants and signature events. Our outstanding [liveability](#) is a key point of difference, and is featured on our advancerockhampton.com.au/live site that provides more information.

Rockhampton is strategically positioned within Northern Australia (as defined by the Office of Northern Australia). Our geographic positioning is particularly significant as Rockhampton is the gateway to the North and is the government and business hub of the broader Central Queensland region, including the Central Western Queensland. The Rockhampton Region services a population of 235,789 persons across Central Queensland (Source: ABS Regional Population growth, Australia 2014-15, as at 30 June 2015).

Rockhampton has a proud history of having an abundant and affordable water supply. Thanks to the region's existing and future strengths in water security "...the significant potential for further population growth as well as the growth and development of key industries including agriculture, can be realised" (Source: Rockhampton Regional Water Supply Security Assessment, Department of Energy and Water Supply, Queensland Government, February 2016). The region has significant capacity for growth and Council is working towards an aspirational and viable population growth target of doubling the population by 2050 (Source: Rockhampton Economic Development Strategy, 2015).

Hundreds of millions of dollars has recently been invested by all levels of government to fuel explosive growth and significant lifestyle improvements in the Rockhampton Region.

Rockhampton Regional Council | PO Box 1860, Rockhampton Q 4700
Phone 07 4932 9000 or 1300 22 55 77 | Fax 07 4936 8862 or 1300 22 55 79

ADVANCEROCKHAMPTON.COM.AU



2



ADVANCE *Rockhampton*
Region

ECONOMIC SIGNIFICANCE OF ROCKHAMPTON

As the regional capital for the greater Central Queensland region stretching from Gladstone in the south to Mackay in the north, the Rockhampton Region is a key engine room of Queensland. The city is traditionally the location of choice for many government and corporate entities that service this vast and hugely significant economic region for the national economy. Accordingly when data from the Mackay Region is taken into account an additional population base of 182,299 persons and GRP of \$14.930 billion can be factored in to the overall social and economic significance of this greater Central Queensland region that incorporates the Bowen Basin coal industry, vast agricultural interests, the industrial and energy powerhouse of Gladstone and some of Australia's busiest ports (Sources: ABS Population Growth, Australia 2014-15 for Mackay-Isaac-Whitsunday SA4 and REMPLAN data for Mackay SD SA4 respectively).

With a Gross Regional Product (GRP) of \$16.021 billion the area serviced by the Rockhampton Region is a strongly significant contributor to the national economy (source: REMPLAN data for Fitzroy SA4 incorporating ABS June 2016 Gross State Product).

This regional economic significance is reinforced by data on Resident Annual Personal Income Tax Paid per Year for relevant electorates with Capricornia at \$2.1 billion and Flynn at \$1.97 billion (Source: data from ATO fy2013/14 by postcode-Net Tax).



Rockhampton Regional Council | PO Box 1860, Rockhampton Q 4700
Phone 07 4932 9000 or 1300 22 55 77 | Fax 07 4936 8862 or 1300 22 55 79



ADVANCEROCKHAMPTON.COM.AU



3

ADVANCE *Rockhampton Region*

A. POLICY SETTINGS: EXAMPLES

The Inquiry calls for submissions regarding "... policy settings which could help address inequality between regions" and this section addresses this matter by providing comment in relation to best practice approaches to regional development that can address inequality.

Examples are as follows:

- 1. Relocate the Freight Task:** Decentralisation of the freight infrastructure and associated tasks can remove constraints in order to deliver step-change boosts in capacity for subsequent growth of national significance. The best example of an integrated and 'future proof' solution is the Tuas mega-port that is the high-tech centrepiece of Singapore's Next Generation Port vision. This port relocation project is enabling new innovations and capacity to be developed proactively for their future freight task, and stimulating new growth and development in the process. It will be transformational for productivity and supply chain efficiencies associated with the ships, land side operations and distribution opportunities of the future. Australia needs to be open to a 'step change' in our approach across all logistics infrastructure categories too, if our goods exporters are to be able to compete in the world. Relocating the freight task out of constrained and limiting capital city settings is possible in Australia if we learn from such examples of best practice.
- 2. City Deals:** The City Deals model of the UK is an international example of an approach to address regional inequality. The method of long term outcome-based agreements is also commendable, giving an opportunity to hone in on specific projects to achieve results together. It is significant that Australia has initiated a City Deal agenda, and the adoption of additional lessons learned from the UK experience could further enhance these deal making opportunities. Rockhampton Regional Council is willing to commit to a City Deal, has submitted a proposal to the Queensland Government, and has engaged with the Federal Government to offer to partner in order to help expand this best practice initiative.
- 3. Decentralisation:** The historic decentralisation of Commonwealth entities and facilities to Townsville and Darwin represent another example of highly successful approaches to regional development, which Council encourages the Inquiry to consider because of the resulting lasting reductions to inequality for these two cities.

Rockhampton Regional Council | PO Box 1860, Rockhampton Q 4700
Phone 07 4932 9000 or 1300 22 55 77 | Fax 07 4936 8862 or 1300 22 55 79

ADVANCEROCKHAMPTON.COM.AU



4



ADVANCE *Rockhampton*
Region

B. POLICY SETTINGS: PUBLIC DECENTRALISATION

1. SUPPORT FOR POLICY OF DECENTRALISATION

We welcome and are strongly supportive of the current Federal Government proposed policy of decentralisation of Commonwealth entities. The policy, as outlined in the joint letter from Deputy Prime Minister Barnaby Joyce and Senator Fiona Nash will certainly help reduce regional inequality if it achieves the aim of boosting jobs and genuinely investing in regional communities. Further to this, we strongly propose the policy will have a marked positive effect on the ability of Commonwealth entities to perform their functions and lead to improved economic, environmental and capability improvements of entities.

There is reportedly a growing sentiment that governments both within and outside of Australia are out of touch with their constituents. Rightly or wrongly there is a belief that there is a disconnect between centres of government and everyday people. Perceptions are offered that government is making policy and implementing services and programs in a “bubble” that is informed in the main by capital city, metropolitan, highly urbanised demographics that don’t adequately reflect the views, interests and true value of rural and regional communities. This exacerbates regional perceptions and impacts of inequality.

Relocating Commonwealth entities in regional centres such as Rockhampton would be an extremely positive and welcomed step towards ensuring that Commonwealth government presence is not only manifestly displayed by geographic positioning but is also genuinely engaging with regional Australia to reduce inequality.

2. SUPPORT FOR DIRECT ACTION FOR REGIONAL GROWTH

There is some concern for declining population levels in rural and regional areas. Regional Australia contributes great wealth to Australia’s economy but many regional communities struggle with viability and thus the sustainability of continued economic contribution with the drift of their population to urban areas. In a paper titled “Estimating society’s willingness to pay to maintain viable rural communities” (Authors: Jeff Bennett, Martin van Bueren and Stuart Whitten, published in The Australian Journal of Agricultural and Resources Economics, 2004) the authors examine the Australian public’s willingness to pay to avoid losses of people from rural and regional areas and conclude:

“The results of the two studies presented in the present paper demonstrate that both rural and urban Australians value the maintenance of rural population levels. This finding is robust in that it has been replicated for three diverse and geographically separated regions across a variety of rural, regional and urban populations, as well as in the national context”

Rockhampton Regional Council | PO Box 1860, Rockhampton Q 4700
Phone 07 4932 9000 or 1300 22 55 77 | Fax 07 4936 8862 or 1300 22 55 79

ADVANCEROCKHAMPTON.COM.AU



5



ADVANCE Rockhampton Region

This reinforces the view that Australians would be supportive of any endeavours to maintain viability of regional areas, including any initial costs associated with relocating Commonwealth entities to regional capitals such as Rockhampton. In any case, it is anticipated that any initial costs would be greatly offset over time by greatly reduced property and rental costs.

3. DECENTRALISATION CAN IMPROVE COLLABORATION

Regional Capitals Australia's report on Regional Capital's Contribution to Australia (Future role and contribution of regional capitals to Australia Submission 48, April 2015) includes the following:

"Current regional development funding does not recognise the role of regional capitals as providing services and infrastructure hubs and gateways to international markets. Moving to investing in regional capitals based on their strategic importance rather than simply funnelling funding to outer metropolitan areas choked with congestion would add billions of dollars to Australia's economic output."

International evidence from the OECD (2014) suggests that the following should be considered in Australia:

- A focus on local factors as a means of generating new competitive advantages, such as amenities (environmental or cultural) or local products (traditional or labelled);
- A shift from a sectoral to a territorial policy approach, including attempts to integrate the various sectoral policies at regional and local levels and improve co-ordination at the national government level;
- Decentralisation of policy administration and, within limits, policy design to those levels; and
- Increased use of partnerships between public, private and voluntary sectors in the development and implementation of local and regional policies.

Moreover, the effectiveness of public investment in regional capitals could be enhanced by recognising that: *"Effective public investment requires substantial co-ordination among all levels of government, particularly when there are overlaps in initiatives between governments"*

Relocating Commonwealth Departments and agencies would immeasurably increase the scope for collaborative partnerships, integrated policy development and coordination of all levels of government. It is our view that this will inevitably provide great benefits to policy

Rockhampton Regional Council | PO Box 1860, Rockhampton Q 4700
Phone 07 4932 9000 or 1300 22 55 77 | Fax 07 4936 8862 or 1300 22 55 79

ADVANCEROCKHAMPTON.COM.AU



6



ADVANCE Rockhampton Region

and service implementation. It will also maximise opportunities for program responses to issues and opportunities as they emerge but also to overall efficiencies and competitiveness in terms of government-enabling initiatives, industry engagement and overall economic output. Together, this will tackle both drivers and symptoms of regional inequality.

4. DECENTRALISATION IS AN INVESTMENT IN THE REGIONS

It is our strong belief that funding of important infrastructure aside: the best way for Commonwealth government to tackle regional inequality, develop effective partnerships and policies and directly contribute to sustained population levels is to locate Commonwealth entities in regional capitals such as Rockhampton. We propose this will have a strong positive effect on the economy and functional capability both at regional and national level as outlined below:

- The influx of Commonwealth officers and their families to regional centres will provide extra incomes, local spending, school and university enrolments;
- The increased presence of skilled workers, professional expertise and experience will improve the overall skill and education levels and diversity of regions;
- The placement of Commonwealth entities and their staff and families in regional areas will enrich the social capital, demographic diversity and exchange of ideas and perspectives;
- There will be increased engagement with industry, state and local government to better inform policy, program development and services;
- It will enable improved scope for synergies with state and local government program and policy development and implementation;
- Commonwealth entities have direct access to attract and recruit personnel from a diverse range of regionally skilled, industry-seasoned backgrounds;
- Property and rental costs are greatly reduced in regional areas in comparison to metropolitan cities thus greatly reducing operational costs;
- Indigenous people are strongly represented in regional areas such as Rockhampton and can directly contribute to workforce diversity, cultural competency and by offering perspectives that will enrich and strengthen policy and program delivery;

Rockhampton Regional Council | PO Box 1860, Rockhampton Q 4700
Phone 07 4932 9000 or 1300 22 55 77 | Fax 07 4936 8862 or 1300 22 55 79

ADVANCEROCKHAMPTON.COM.AU



7



ADVANCE *Rockhampton*
Region

- Industries such as agriculture, mining, manufacturing, health care and social assistance are more directly or uniquely represented in regional areas;
- Regional people are seasoned innovators: Commonwealth entities have direct access to people coming up with real world solutions to real world problems.

5. BENEFITS OF LOCATING COMMONWEALTH ENTITIES IN ROCKHAMPTON

Locating Commonwealth entities and functions in the Rockhampton Region will deliver significant benefits to the Commonwealth Government and wider community, while also reducing regional inequality for the residents of the Rockhampton Region its wider Central Queensland service area.

5.1 Overview of Benefits

Rockhampton is a strategically strong Region in which to relocate Commonwealth entities. As the regional capital of a vast industry-diverse and economically important area, growing this Region provides tangible benefits of national significance for jobs and growth. Rockhampton is the gateway from the South to Central and Western Queensland, Northern Australia and the service hub for a vast tract of Queensland. It is well connected through major highways, rail, airport and nearby sea ports. The Rockhampton Airport in particular offers great connectivity to Brisbane (a one hour flight) and on to Canberra and all capital cities and is consistently listed in the top 15 airports in Australia.

Rockhampton has great communications and digital connectivity including through the NBN which facilitates first class communications and governance arrangements including videoconferencing, teleconferencing etc. Rockhampton Regional Council has implemented a Smart Regional Centre strategy and the adoption of technologies unique in regional Australia. This innovative strategy was recognised with the Economic Development Australia National 2016 Award for Excellence in the Digital Entrepreneurs category in October 2016. This achievement followed on from Rockhampton's selection as the only regional centre in Australia to host the Department of Prime Minister and Cabinet Smart Cities and Suburbs Roundtable event in September 2016.

Our high-tech agenda reinforces our existing strengths in research and development. We offer a prime location for related government teams, agencies and cooperative research centre investments and relocations.

Rockhampton Regional Council | PO Box 1860, Rockhampton Q 4700
Phone 07 4932 9000 or 1300 22 55 77 | Fax 07 4936 8862 or 1300 22 55 79

ADVANCEROCKHAMPTON.COM.AU



8



ADVANCE *Rockhampton*
Region

Reflecting Rockhampton's regional capital status and representative reach, there has traditionally been several Commonwealth Departments or Agencies that have had a presence in Rockhampton. These include:

- Department of Employment
- Department of Education and Training
- Department of Defence
- Department of Human Services
- Department of Social Services
- CSIRO
- Department of Prime Minister and Cabinet
- Australian Broadcasting Corporation
- Aboriginal Hostels Limited
- Australia Post
- Australian Electoral Commission
- Australian Taxation Office
- Bureau of Meteorology
- Fair Work Ombudsman
- Family Court Australia
- Great Barrier Reef Marine Park Authority
- Regional Development Australia

Commonwealth centralisation in recent years has led to significant teams from within these agencies being withdrawn from this region. However, we urge the Committee to not only reconsider the re-establishment of such agencies but to take advantage of Rockhampton's strategic location and industry reach to address regional inequality while also improving the function and performance of these entities.

5.2 Opportunity for Agriculture, Agribusiness and Primary Production Benefits

Rockhampton has a particularly strong agricultural and primary industry history and links. For over 160 years Rockhampton has serviced the greater Central and Western Queensland area with its huge and vitally important primary production activities including beef production, broadacre farming and horticulture. As the Beef Capital of Australia, Rockhampton has two of the largest beef processing plants in Australia and hosts one of the world's great beef events: Beef Australia every three years. Beef Australia 2015 was attended by a record 90,000 people including 1,100 registered international guests from over 40 countries and contributed \$74 million to the local economy. At the time of publication, [Beef Australia 2018](#) (May 6 to 12 2018) is about to commence.

Rockhampton Regional Council | PO Box 1860, Rockhampton Q 4700
Phone 07 4932 9000 or 1300 22 55 77 | Fax 07 4936 8862 or 1300 22 55 79

ADVANCEROCKHAMPTON.COM.AU



9



ADVANCE *Rockhampton*
Region

More importantly, the event underpins the economic importance of the beef industry on the national and world stage and how intrinsically linked Rockhampton is to the industry. As well as beef producers, processing plants, service providers and industry leads, Rockhampton has also traditionally been the location for industry research activities. For instance the CSIRO's Belmont Tropical Cattle Research Centre and associated Rendel Laboratories were located in Rockhampton and contributed greatly to the beef industries efficiencies and competitiveness on the world stage.

CQUniversity, Australia's largest regional university has its main campus and administrative centre located in Rockhampton. CQUniversity has extensive research elements including those that are investigating how modern technologies and applications can assist in taking the beef and other agribusiness industries into the future. The [Lower Fitzroy River Water Infrastructure Development national priority project](#) with its associated Fitzroy Agricultural Corridor are exciting developments that will greatly increase agribusiness opportunities, production and export potential in this Region.

By relocating Commonwealth Departments or Agencies with an agricultural, agribusiness or primary production focus to Rockhampton, those agencies would have immediate access to industry leads and experts, CQUniversity, state and local government authorities with industry synergies and signature events on the world stage such as Beef Australia. There is also the opportunity for the Commonwealth to be in first-hand engagement with emerging challenges, issues, developments and opportunities. The Commonwealth and its agencies can more directly lead research and implement industry-enabling policy through being imbedded (both by locality and direct engagement) in the primary production industry. While some may regard agriculture as an "old" industry, everything points to it as the crucial industry of tomorrow to meet demand for food that meets quantity and quality and nutrition needs, is sustainable, ethically produced and environmentally sound. The Commonwealth has a unique opportunity to directly engage with and lead this industry development in Rockhampton for both the national and international interests.

Agricultural government agencies or entities identified as being a good fit in Rockhampton include the re-establishment of a **CSIRO** division (e.g. **Livestock Industries Division**, **Animal Food and Health Sciences**).

LIVEABILITY IN THE ROCKHAMPTON REGION

Gateway to the Southern Great Barrier Reef just 30 minutes away, Rockhampton offers the perfect balance between a cosmopolitan and regional lifestyle. The city is lined with heritage landmarks that give it heart, a thriving arts scene that give it soul and a culture that supports diversity. Combined with down to earth hospitality and family values that can only come from being regional, the bustling Queensland city of Rockhampton is on the move.

Not many cities can offer affordable living with river and mountain views. The laid back lifestyle boasts top class sporting facilities, some of Australia's most prestigious education centres, gourmet restaurants and signature events. With major developments about to reinvent city centre living, now is the time to move your team!

5.3 Scope for Relocation of Broad Range of Commonwealth entities to Rockhampton

As well as the agriculture industry, as previously outlined Rockhampton has a long standing history as a regional capital and a centre of government administration at all levels including Commonwealth. Its strategic location lends itself to establishing or re-establishing a wide range of Commonwealth Departments, Agencies or divisions thereof. Other major industries in the region include mining, health care and social assistance, education, public administration, manufacturing, construction, retail and others. Importantly, as a regional capital Rockhampton services many other Central Queensland centres, particularly in terms of government representation. As well, the intended enhancements to the Shoalwater Bay Training Area, the pre-eminent status of Rockhampton Airport as a defence airport (5th highest number of military movements in Australia) and the potential to further develop the region as a defence precinct all build a case for locating defence elements in Rockhampton.

An important consideration for Commonwealth entities is representation of and reach to Indigenous Australians. Rockhampton has an 8% Indigenous population base and the broader region has significant Indigenous representation, including the nearby Woorabinda community.

In considering the broader region's industry and demographic reach and demographic representation (including Indigenous Australians) we consider there would be advantages in relocating divisions or teams from agencies such as the following to Rockhampton:

- **Department of Prime Minister and Cabinet** (Indigenous Affairs Group)
- **Department of Human Services**
- **CSIRO** (Mining and Manufacturing, Renewables and Energy)
- **Department of Employment** (e.g. Employment Mobilisation and other branches)
- **Office of Northern Australia** (representative presence)
- **Department of Defence**

As well, we strongly urge the reconsideration of the closing or minimisation of the previously listed Commonwealth entities with a view to re-establishing a presence befitting Rockhampton's strategic reach. Such actions are key in order to ensure policy settings to address regional inequality genuinely result in more equitable growth outcomes in the short term, while paving the way for sustained improvements into the future.

Rockhampton Regional Council | PO Box 1860, Rockhampton Q 4700
Phone 07 4932 9000 or 1300 22 55 77 | Fax 07 4936 8862 or 1300 22 55 79

ADVANCEROCKHAMPTON.COM.AU



11



ADVANCE *Rockhampton*
Region

C. POLICY SETTINGS: PRIVATE DECENTRALISATION

Additional policy settings and actions available to the Commonwealth pertain to efforts to drive corporate decentralisation to help address inequality between regions. Rockhampton Regional Council has multiple points to offer in regards to actions of the Commonwealth that would encourage greater corporate decentralisation and what can be learned from corporate decentralisation approaches.

1. INNOVATION IS WELCOME HERE

Council is implementing its "Advance Rockhampton Economic Action Plan 2016-2020" and "Smart Way Forward Strategy" initiatives to roll out the red carpet for corporate decentralisation in the Region. Innovation and new economy opportunities are available in regions such as the Rockhampton Region, which can reduce inequality. For example:

- The Rockhampton Airport was chosen by the Australian Defence Force for its first Unmanned Aerial Vehicle flight in domestic airspace.
- Aurizon chose the region to first trial drone technology in the Central Queensland Coal Network.
- We are a site selected for electric vehicle 'fuel stations', open to drone delivery, and seeking to encourage 3D printing products.

It gives the private sector confidence and an incentive to develop a local presence when the Federal Government chooses regional locations, such as the Rockhampton Region, to develop or trial innovations. The use of regional facilities and infrastructure to develop and trial new innovations is highly recommended.

2. POPULATION GROWTH IS KEY

Population growth is key to reducing regional inequality by de-risking industrial and other investments in regional Australia. Be it a location choice decision where local labour market (or the ability to attract labour) is a consideration, or where institutional lending policies evaluate the upside and downside risks of proposals, a growing population is vital. The Federal Government can encourage corporate decentralisation by using its population and jobs forecasts as promotional materials to encourage corporate Australia to be aware of its 'good news' projections and avoid dominant messaging emphasising inequality.

3. GIVING ACCELERATORS AND INCUBATORS 'LEGITIMACY'

The Federal Government's ongoing recognition and partnership approach with business accelerators and incubators, such as the Smart Hub in Rockhampton, is vital to address inequality and improve corporate decentralisation in Australia.

Rockhampton Regional Council | PO Box 1860, Rockhampton Q 4700
Phone 07 4932 9000 or 1300 22 55 77 | Fax 07 4936 8862 or 1300 22 55 79

ADVANCEROCKHAMPTON.COM.AU



12



ADVANCE *Rockhampton*
Region

D. POLICY SETTINGS: TAX TREATMENTS

Additional policy settings and actions available to the Commonwealth pertain to regional taxation treatments of the Australian Tax Office. Significant inequality exists between regions in regards to the 'tax zone offset' and 'fringe benefit tax zone' treatments across Australia.

1. Fringe Benefit Tax Zone

Fringe Benefit Tax Zone treatments include a number of fringe benefits tax (FBT) concessions that can be used by an employer who provides benefits to an employee residing in a remote area, among other advantages. A remote area is "a location that is not in – or adjacent to – an eligible urban area". An eligible urban area is currently classed an urban centre which in the 1981 Census had a population of a size. A map of the ATO's original classifications is available [online](#) with the National Library of Australia. It excluded major centres such as Darwin, Cairns, Mackay, and Townsville that are now eligible for these benefits. In contrast, the Rockhampton Region remains classified as 'non-remote' and ineligible on the ATO website [https://www.ato.gov.au/general/fringe-benefits-tax-\(fbt\)/in-detail/exemptions-and-concessions/fbt---remote-areas/](https://www.ato.gov.au/general/fringe-benefits-tax-(fbt)/in-detail/exemptions-and-concessions/fbt---remote-areas/) and in the detailed [Australian Zones List](#) file published by the Australian Tax Office.

2. Australian Zone List A & B

Separate to the FBT housing exemption for remote areas is another tax benefit for residing in either Zone A or B. This is applicable to an individual's personal tax. As per the Fringe Benefits Tax Zone, the variance between regions across Australia is significant in regards to [the Australian Zone List](#). Tax zones A and B generally start from Mackay and go north covering Cairns and Darwin. The Tax Offset Amounts are:

Table 1: Tax offset amounts

Offset	Amount
Zone A	\$338
Zone B	\$57
Special Area	\$1,173

This classification of the regions of capital cities and some of the largest cities (by population) in Australia as "remote" when smaller cities and regions are "urban" is a significant inequality.

Rockhampton Regional Council | PO Box 1860, Rockhampton Q 4700
 Phone 07 4932 9000 or 1300 22 55 77 | Fax 07 4936 8862 or 1300 22 55 79





CONTACT

Rockhampton Regional Council
Phone: 1300 22 55 77
Email: enquiries@rrc.qld.gov.au



11.3 SENATE INQUIRY UPDATE: IMPACT OF DEFENCE TRAINING ACTIVITIES AND FACILITIES ON RURAL AND REGIONAL COMMUNITIES

File No: 5165
Attachments: Nil
Authorising Officer: Tony Cullen - General Manager Advance Rockhampton/
Acting General Manager Aviation Services
Author: Penelope-Jane Fry - Regional Development Advisor

SUMMARY

This report documents the Final Report and other outcomes of the Senate Inquiry into the Impact of Defence training activities and facilities on rural and regional communities, which held a Public Hearing in the Rockhampton Region on 12 July 2017.

OFFICER'S RECOMMENDATION

THAT Council note this update and a letter be sent from the Mayor on behalf of Council to the Senate Foreign Affairs, Defence and Trade References Committee (via the Chair) stating the following:

1. Rockhampton Regional Council thanks the Committee for the Recommendations arising from its Inquiry into the *Impact of Defence training activities and facilities on rural and regional communities*, especially the call for greater use of local business; and
2. Rockhampton Regional Council seeks to be confirmed as a stakeholder of the Committee to receive communication in regards to the ongoing monitoring and reports received by the Committee of the matters raised in the Rockhampton Region Public Hearing of the Inquiry. The letter will ask for updates to be provided when Committee business includes matters such as permanent staffing numbers and use of local contractors by the Department of Defence within the Rockhampton Region.

COMMENTARY

On 10 May 2018, the Senate Foreign Affairs, Defence and Trade References Committee (the Committee) released its [Final Report](#) for the "*Impact of Defence training activities and facilities on rural and regional communities*" Inquiry.

This follows the Public Hearing held by the Committee to receive evidence for the Inquiry in the Rockhampton Region on 12 July 2017. Rockhampton Regional Council tabled a submission to the Committee at the Hearing, with Mayor Strelow and Mr Ross Cheesman giving evidence at the Hearing during proceedings.

Council's submission and evidence called for actions to deliver greater spending with local suppliers and contractors within the Rockhampton Region plus improved community engagement from Defence. A [Hansard Transcript](#) of the Senate Hearing was recorded.

Rockhampton Regional Council Officers also assisted access to the Hearing by business and government stakeholders from the Region so that strong representation of local concerns. Local stakeholders gave evidence of their capability and concerns in regards to the matters within the scope of the Inquiry.

In summary, key outcomes achieved since the Inquiry was initiated so far include:

1. **Commitment to source 80% of construction work from local construction sub-contractors for \$135 million Defence Project in 2018:**

A Local Industry Capability Plan (LICP) pilot was announced after the Hearing by the Minister for Defence in August 2017. The Minister instructed that the Pilot facilitate more opportunities for local industry (small to medium enterprises) to participate in major Defence infrastructure.

The pilot specifically included the \$135 Million Shoalwater Bay Training Area Redevelopment Project tender to deliver substantial infrastructure upgrades to support a range of new land combat and amphibious warfare capabilities. The Pilot required Tenders to be evaluated "... with reference to whether value for money has been demonstrated by its commitment to local industry participation and will implement appropriate solutions and management strategies to ensure that local industry is given full, fair and reasonable opportunity to participate in the delivery of the Works if it is the successful Tenderer".

Then on [30th April 2018](#), the Minister for Defence (Senator the Hon Marise Payne) and Member for Capricornia Michelle Landry MP announced the managing contractor had been appointed to deliver the Shoalwater Bay Training Area (SWBTA) Remediation Project under Defence's Local Industry Capability Plan (LICP) Pilot. The managing contractor appointment (the F.K. Gardner and Downer EDI Works Pty Ltd Joint Venture) includes a commitment to sourcing 80% of its construction subcontractors from within the Rockhampton and Livingstone local government areas. The Inquiry Final Report published on 10 May then called on Defence to review the success of the Pilot and make the findings publically available to keep all parties accountable.

2. **Senate scrutiny and Department of Finance are changing Defence purchasing:**

The Commonwealth Department of Finance control the Commonwealth Procurement Rules that the Department of Defence must abide by. The Commonwealth Department of Finance have changed the Commonwealth Procurement Rules to require agencies (including Defence) to incorporate consideration of economic benefits for contracts over \$4 million for general procurement and \$7.5 million for construction procurement. The Department of Defence is currently embedding these requirements into their procurement and purchasing policies, procedures, and standard head contract clauses as an "assessment model". The Senate Committee for Foreign Affairs, Defence and Trade (the Committee) has documented that it is determined to monitor progress on the matter and is seeking an update with evidence of action on the assessment model from Defence by 31 August 2018. Scrutiny of how well sub-contractors have benefited under the Shoalwater Bay Training Area Redevelopment Project is likely to be a focus of the Committee.

3. **Visits to Rockhampton by key Defence Stakeholders**

The Commonwealth Government's 'Centre for Defence Industry Capability' (CDIC) sent Business Advisors to the Rockhampton Region on the 14th March 2018 to brief local businesses wishing to sub-contract to Defence. Local businesses are able to contact them directly for business advice, to find opportunities, and to source grants via the email address: cdic@business.gov.au.

4. **Study into the Economic Benefit of Defence.**

Prior to the Public Hearing, the Mayor of Rockhampton Regional Council (Cr Margaret Strelow) had requested that an analysis be undertaken by the Department of Defence into the social and economic benefits of the Defence presence in the Rockhampton Region. On 10 July 2017, Defence released a [Socio-Economic Impact Assessment developed by KPMG](#) regarding the Australia-Singapore Military Training Initiative.

The Department of Defence also published its spending in "Capricornia" over the decade between 2006/07 to 2015/16. It is documented in the "Responses to Questions on Notice" page of the Inquiry, as [document number 21](#). The document indicates that Supplier Expenses in 2015/16 totalled \$2,951,000. This is an indicator of the potential size of the opportunity for local sub-contractors in the market for goods and services for the Department of Defence.

In addition to the Rockhampton Region Economic Action Plan initiatives for this industry, advocacy opportunities identified as a result of this Inquiry include:

1. Defence to review staffing move to Townsville.

As documented in the Interim Report of the Inquiry, during the Public Hearing in Rockhampton, Mr Steve Grzeskowiak (Deputy Secretary Estate & Infrastructure, the Department of Defence): "... confirmed that two people used to be based locally for dealing issues around the Rockhampton estate, including land management, but were relocated to Townsville approximately two years ago. He confirmed that they were still available for that purpose, but said that they would review the current arrangements going forward particularly in light of the Talisman Sabre exercise and also the comprehensive strategic partnership."

Officers consider that strong advocacy by Rockhampton Regional Council and key local stakeholders is needed to call for this commitment to "review the arrangements" to result in these two positions being relocated back to the Rockhampton Region.

2. Spotless

Research and engagement undertaken by Rockhampton Regional Council for this Inquiry found that the Tier 1 Contractor that dominates Defence in Central Queensland is Spotless. This includes environmental management of the Shoal Water Bay Training Area plus grounds maintenance, waste collection, security access control for the Western Street Barracks. The extent of use by Spotless use of sub-contractors that are businesses located within the Rockhampton Region is an important matter given that the Supplier Expenses of the Department of Defence in Capricornia totalled \$2,951,000 in 2015/16.

BACKGROUND

Defence Industry

On 10 July 2017, Defence released a [Socio-Economic Impact Assessment developed by KPMG](#) regarding the Australia-Singapore Military Training Initiative. According to this study, a total new investment of around \$1 billion will be injected into the Fitzroy (Central Queensland) area during the development of the training facilities. That spending could lead to support for up to 219 new jobs during development and 68 new jobs when the new training facilities are fully operational. In addition, the visitor spending and procurement activities that occur during exercises deliver significant stimulus to the Rockhampton Region.

The Inquiry

On 8 February 2017 the Senate referred the following matter to the Senate Foreign Affairs, Defence and Trade References Committee (the Committee) for inquiry and report: "The impact of Defence training activities and facilities on rural and regional communities" across Australia.

The Inquiry was directed to have particular reference to:

- a. economic, social and environmental impacts;
- b. consultation and communication with local government and community organisations;
- c. investments in new facilities, infrastructure and operations;
- d. utilisation of local suppliers and service providers to achieve value for money;
- e. encouraging awareness of tendering opportunities for rural and regional businesses; and
- f. any other related matters.

After the Senate Inquiry sought written submissions, Rockhampton Regional Council contacted the Secretariat of the Inquiry to invite the Senate Inquiry members to travel to the Rockhampton Region and hold a Public Hearing to receive evidence from Central Queensland stakeholders in person.

The Senate Committee for Foreign Affairs, Defence and Trade subsequently announced that a Public Hearing would be held in the Rockhampton Region. On 27 June 2017, the Inquiry then issued a letter to the Mayor of Rockhampton Regional Council to invite representation from Council in the hearing. Rockhampton Regional Council accepted the invitation. At the same time, Officers also contacted local business and government stakeholders from the Rockhampton Region to assist them in obtaining opportunities to present at the Public Hearing to support strong and diverse representation of local interests.

A proposed submission to the Inquiry was tabled at the Ordinary Council Meeting of Rockhampton on 11 July 2017 and was endorsed by the Council.

The Rockhampton Region hosted the Public Hearing of the Senate Inquiry "*Impact of Defence training activities and facilities on rural and regional communities*" on 12 July 2017. Rockhampton Regional Council tabled its submission at the Hearing, with Mayor Strelow and Officers (Mr Ross Cheesman and Ms Penelope-Jane Fry) giving evidence at the Hearing.

Council's submission and evidence called for actions to deliver greater spending with local suppliers and contractors within the Rockhampton Region and improved community engagement.

The Inquiry published an [Interim Report](#) to document the findings of its Hearing in Rockhampton (published 11th of September 2017) and then a [Final Report](#) (published 10 May 2018).

The Inquiry has responded strongly to the submission and other evidence tabled at the Public Hearing by Rockhampton Regional Council and local stakeholders.

PREVIOUS DECISIONS

On 11 July 2017, Rockhampton Regional Council resolved to endorse the submission prepared to be tabled at the Rockhampton Public Hearing of the Senate Inquiry "*Impact of Defence training activities and facilities on rural and regional communities*" on 12 July 2017.

CONCLUSION

Advocacy by Rockhampton Regional Council through the Senate Inquiry "*Impact of Defence training activities and facilities on rural and regional communities*" has been a powerful opportunity to call for greater expenditure and engagement by the Department of Defence in the Rockhampton Region. Ongoing advocacy is needed to ensure spending with sub-contractor businesses located within the Region grows and engagement improves further.

11.4 ENDORSEMENT OF APPLICATION - THE GREAT BARRIER MARINE PARK AUTHORITY'S REEF GUARDIAN GRANT SCHEME

File No: 10928
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Ross Cheesman - Acting Chief Executive Officer

SUMMARY

The Great Barrier Marine Park Authority provides grants up to \$4,000 towards increasing awareness of the Great Barrier Reef and encourages environmental initiatives in this regard. Retrospective approval is sought from Council to endorse an application that has been made under this scheme.

OFFICER'S RECOMMENDATION

THAT Council endorse the grant application made under the Great Barrier Reef Marine Park Authority's Reef Guardian Grant scheme for \$4,000.

COMMENTARY

The Great Barrier Marine Park Authority provides grants up to \$4,000 towards increasing awareness of the Great Barrier Reef and encouraging environmental initiatives in this regard. Applications closed on the 1st May and no co-contribution is required. An oversight was made in obtaining Council approval prior to lodging this application hence approval is now sought retrospectively. Should Council not approve this recommendation the application will be withdrawn.

If approved and successful in obtaining the grant the Natural Resource Management (NRM) team will develop an education resource kit to provide action learning opportunities focused around waterway awareness which will be available for loans to schools in the Rockhampton Region.

CONCLUSION

It is recommended that Council endorse the application to obtain funding under the Great Barrier Reef Marine Park Authority's Reef Guardian Grant scheme.

11.5 FINANCE POLICIES FOR REVIEW

File No:	5237
Attachments:	1. Draft Investment Policy 2. Draft Debt Recovery Policy 3. Draft Debt Recovery Policy (Track Changes)
Authorising Officer:	Ross Cheesman - Deputy Chief Executive Officer
Author:	Alicia Cutler - Chief Financial Officer

SUMMARY

Chief Financial Officer presenting reviewed finance policies to Council for adoption.

OFFICER'S RECOMMENDATION

THAT the following policies as detailed in the report be adopted:

- Investment Policy
- Debt Recovery Policy

COMMENTARY

The following policies are presented to Council for adoption. A summary of these policies and the changes are provided below:

Investment Policy – this policy applies to the investment of surplus funds of Council.

Minor Amendment- Position Title change

This policy is Required under S. 191 of the Local Government Regulation 2012, and states that the policy must outline:

- *The objectives and overall risk philosophy and
- *Procedures for achieving the goals related to the policy.

Debt Recovery Policy – this policy applies to Rockhampton Regional Council ratepayers and other debtors with overdue rates and charges or other amounts owed to Council.

Major Amendment -

- Final notice list amounts outstanding changed from \$1000 to \$500.
- Waiving of bad debts updated in accordance with recent Council adopted change to CEO's financial delegation (from \$1000 to \$3000 and report required).

This policy is not required by legislation however provides authority for debt recovery.

FINANCE POLICIES FOR REVIEW

Draft Investment Policy

Meeting Date: 29 May 2018

Attachment No: 1

INVESTMENT POLICY

STATUTORY POLICY



1 Scope

This policy applies to the investment of surplus funds in accordance with category one investment power under Part 6 of the *Statutory Bodies Financial Arrangements Act 1982* and the *Statutory Bodies Financial Arrangements Regulation 2007*.

2 Purpose

The purpose of this policy is to provide Council with a contemporary Investment Policy based on an assessment of risk within the legislative framework of the *Statutory Bodies Financial Arrangements Act 1982*. This includes:

- (a) Investing Council funds not immediately required for financial commitments;
- (b) Maximising earnings from authorised investments after assessing counterparty, market and liquidity risks;
- (c) Actively managing the net debt position with core surplus funds; and
- (d) Ensuring appropriate records are kept and adequate internal controls are in place to safeguard public funds.

3 Related Documents

3.1 Primary

Local Government Act 2009

Local Government Regulation 2012

3.2 Secondary

Statutory Bodies Financial Arrangements Act 1982

Statutory Bodies Financial Arrangements Regulation 2007

Investment Register

4 Definitions

To assist in interpretation, the following definitions apply:

CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Council	Rockhampton Regional Council.
Employee	Local government employee: (a) the chief executive officer; or (b) a person holding an appointment under section 196 of the <i>Local Government</i>

CORPORATE IMPROVEMENT AND STRATEGY USE ONLY			
Adopted/Approved:	DRAFT	Department:	Corporate Services
Version:	13	Section:	Finance
Reviewed Date:		Page No:	Page 1 of 5

	<i>Act 2009.</i>
QTC	Queensland Treasury Corporation
SBFAA	<i>Statutory Bodies Financial Arrangements Act 1982</i>
SBFAR	<i>Statutory Bodies Financial Arrangements Regulation 2007</i>
Treasurer	State Government Treasurer

5 Policy Statement

5.1 Authority for Investment

Investment of Council funds is in accordance with the relevant power of investment under the SBFAA and SBFAR and their subsequent amendments and regulations.

Investment officers manage the investment portfolio not for speculation, but for investment and in accordance with this Investment Policy. Investment officers avoid transactions that might harm confidence in Council.

5.2 Ethics and Conflicts of Interest

Investment officers and employees shall refrain from personal activities that conflict with the proper execution and management of Council's investment portfolio. This includes activities that would impair the investment officers' ability to make impartial decisions.

This policy requires that investment officers and employees disclose to the CEO any conflict of interest that could be related to the investment portfolio.

5.3 Investment Objectives

Council's overall investment objective is to invest funds at the most advantageous rate of interest available at the time, for that investment type, and in a way that it considers the most appropriate given the circumstances.

In priority, the order of investment activities is preservation of capital, maintenance of liquidity and return on investments.

5.3.1 Preservation of Capital

Preservation of capital is the principal objective of the investment portfolio. Investments are performed in a manner to ensure security of principal of the overall portfolio. This includes managing credit and interest rate risk within given risk management parameters and avoiding transactions that would prejudice confidence in Council or its associated entities.

5.3.1.1 Credit Risk

Council evaluates and assesses credit risk prior to investment. Credit risk is the risk of loss due to the failure of an investment issuer or guarantor. The investment officer minimises credit risk in the investment portfolio by pre-qualifying all transactions including the brokers/securities dealers they do business with, diversify the investment portfolio and limit transactions to secure investments.

5.3.1.2 Interest Rate Risk

Investment officers seek to minimise the risk of a change in the market value of the investment portfolio because of a change in interest rates. This is achieved by considering the cash flow requirements of Council and structuring the investment portfolio accordingly. This avoids having to sell securities prior to maturity in the open market. Secondly, interest rate risk can be limited by investing in shorter term securities.

CORPORATE IMPROVEMENT & STRATEGY USE ONLY			
Adopted/Approved:	DRAFT	Department:	Corporate Services
Version:	13	Section:	Finance
Reviewed Date:		Page No:	Page 2 of 5

5.3.2 Maintenance of Liquidity

The investment portfolio maintains sufficient liquidity to meet all reasonably anticipated operating cash flow requirements of Council, as and when they fall due, without incurring significant transaction costs due to being required to sell an investment.

For these purposes, illiquid investments are defined as investments that are not publicly traded in sufficient volume to facilitate, under most market conditions, prompt sale without severe market price affect. Examples include:

- (a) Investment in private placements;
- (b) A security that is not supported or priced by at least two approved brokers/securities dealers;
- (c) Sub investment grade (that is, a lower than rating BBB- (standard and poors or equivalent), and in most cases, BBB rated investments; and
- (d) Unrated securities.

5.3.3 Return on Investments

The investment portfolio is expected to achieve a market average rate of return and take into account Council's risk tolerance and current interest rates, budget considerations and the economic cycle. Any additional return target set by Council will also consider the risk limitations, prudent investment principles and cash flow characteristics identified in this policy.

5.4 Authorised Investments (as per *SBFAA*)

Section 44(1) of the *SBFAA* provides Council with the power to invest in authorised investments which include:

- (a) Deposits with a financial institution;
- (b) Investment arrangements accepted, guaranteed or issued by or for the Commonwealth or a State or a financial institution;
- (c) Other investment arrangements secured by investment arrangements accepted, guaranteed or issued by or for the Commonwealth or a State or a financial institution;
- (d) Investment arrangements, managed or offered by Queensland Investment Corporation or QTC, prescribed under a regulation for this paragraph;
- (e) An investment arrangement with a rating prescribed under a regulation for this paragraph;
- (f) Other investment arrangements prescribed under a regulation for this paragraph.

5.5 Prohibited Investments

This policy prohibits any investment carried out for speculative purposes. The following investments are prohibited:

- (a) Derivative type investments (excluding floating rate notes);
- (b) Principal only investments or securities that provide potentially nil or negative cash flow;
- (c) Stand alone securities issued that have underlying futures, options, forward contracts and swaps of any kind; and
- (d) Securities issued in currencies other than Australian dollars.

CORPORATE IMPROVEMENT & STRATEGY USE ONLY			
Adopted/Approved:	DRAFT	Department:	Corporate Services
Version:	13	Section:	Finance
Reviewed Date:		Page No:	Page 3 of 5

5.6 Portfolio Investment Parameters

The amount invested with institutions or fund managers should not exceed the following percentage ranges of average annual funds invested. When placing investments, consideration is given to the relationship between credit rating and interest rate.

Long Term Rating (Standard and Poors)	Short Term Rating (Standard and Poors)	Individual Counterparty Limit	Total Limit
AAA to AA-	A1+	Maximum 30%	No Limit
A+ to A-	A1	Maximum 20%	Maximum 50%
BBB+ to BBB-	A2	Maximum 10%	Maximum 30%
QTC Cash Management Fund		No Limit	No Limit

5.6.1 Maturity

The maturity structure of the portfolio reflects the maximum term to maturity of one year.

5.6.2 Liquidity Requirement

Given the nature of the funds invested, no more than 20% of the investment portfolio is in illiquid securities and at least 10% of the portfolio can be called at no cost or will mature within a maximum of seven days.

5.7 Internal Controls

The Chief Financial Officer establishes internal controls and processes to ensure investment objectives are met and investment portfolios are protected from loss, theft or inappropriate use. The established processes include the regular update of the Investment Register, the preparation of a monthly reconciliation report and a quarterly compliance report. As a minimum the internal controls address the following:

- (a) Approved banks;
- (b) Portfolio performance;
- (c) Compliance and oversight of investment parameters;
- (d) Maintenance and safekeeping of investment records, and
- (e) Delegation of control.

5.8 Breaches

Any breach of this policy is reported to the Deputy Chief Executive Officer/General Manager Corporate Services and rectified within seven days of the breach occurring.

Where Council holds an investment that is downgraded below the minimum acceptable rating level, as prescribed under regulation for the investment arrangement, Council shall, within 28 days after the change becomes known to Council, either obtain Treasurer approval for continuing the investment arrangement or sell the investment arrangement.

5.9 Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the CEO in accordance with section 257 of the *Local Government Act 2009*.

Authority for the day to day management of Council's Investment Portfolio is sub-delegated in accordance with section 259 of the *Local Government Act 2009* by the CEO to the Deputy Chief Executive Officer/General Manager Corporate Services, the Chief Financial Officer and the Coordinator Accounting Services.

CORPORATE IMPROVEMENT & STRATEGY USE ONLY			
Adopted/Approved:	DRAFT	Department:	Corporate Services
Version:	13	Section:	Finance
Reviewed Date:		Page No:	Page 4 of 5

6 Review Timelines

This policy is reviewed when any of the following occur:

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

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Deputy Chief Executive Officer
Policy Owner	Chief Financial Officer
Policy Quality Control	Corporate Improvement and Strategy



CORPORATE IMPROVEMENT & STRATEGY USE ONLY			
Adopted/Approved:	DRAFT	Department:	Corporate Services
Version:	13	Section:	Finance
Reviewed Date:		Page No:	Page 5 of 5

FINANCE POLICIES FOR REVIEW

Draft Debt Recovery Policy

Meeting Date: 29 May 2018

Attachment No: 2

DEBT RECOVERY POLICY

COMMUNITY POLICY



1 Scope

This policy applies to Rockhampton Regional Council ratepayers and other debtors with overdue rates and charges or other amounts owed to Council.

2 Purpose

The purpose of this policy is to ensure debts are limited by providing a framework for payment arrangements and procedural direction for prompt follow-up.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Local Government Act 2009

Local Government Regulation 2012

Magistrates Courts Act 1921

Accounts Receivable (Sundry Debtors) Policy

Bad Debts Register

Rate Payment Policy

Revenue Policy

4 Definitions

To assist in interpretation, the following definitions apply:

Council	Rockhampton Regional Council
Ratepayer	As defined in the <i>Local Government Regulation 2012</i> , a person who is liable to pay rates or charges.
Rates and charges	As defined in the <i>Local Government Act 2009</i> , are levies that a local government imposes: (a) on land; and (b) for a service, facility or activity that is supplied or undertaken by: (i) the local government; or (ii) someone on behalf of the local government (including a garbage collection contractor, for example).

CORPORATE IMPROVEMENT AND STRATEGY USE ONLY			
Adopted/Approved:	DRAFT	Department:	Corporate Services
Version:	7	Section:	Finance
Reviewed Date:	4 July 2017	Page No:	Page 1 of 5

5 Policy Statement

This policy provides scope for recovery procedures to facilitate effective and flexible payment arrangements in order to achieve Council's budgetary objectives, whilst giving all due consideration and assistance to ratepayers and debtors who display genuine commitment to clearing their debt.

5.3 Overdue Rates and Charges

A period of approximately seven days after the close of the discount period is allocated to verify the accuracy of rate accounts and to identify those with overdue rates and charges.

The first reminder notice is sent to ratepayers whose accounts show outstanding amounts greater than \$10.00.

The first notice is a polite reminder with no threat of legal or other action. It encourages ratepayers to contact Council within 14 days if they are experiencing difficulties in paying their account to arrange a suitable payment arrangement to clear the outstanding debt. This notice states Council's proposed action for recovery, that state interest will accrue on the debt, commencing 30 days from the payment due date and details of payment options if they are encountering hardship.

Following the expiry of 14 days after the reminder notice, a final notice list is prepared on accounts that have an amount outstanding of \$500 or greater for rates and/or water charges, or a combined total of \$500 for rates and water. This list is referred to Council's external debt recovery agent for a reminder letter explaining the debt has been passed to them allowing 14 days before another letter of demand is sent as described in paragraph 5.7. This list will take into consideration paragraphs 5.4 and 5.5 respectively.

5.3.1 Pensioners

Pensioners who have an overdue rates and water charges balance of \$1,000 or greater are encouraged to contact Council to make a formal arrangement for payment by regular instalments. Such instalments are to be sufficient to ensure that the arrears situation does not worsen (that is, at least enough to clear current period's rates each year).

No interest is charged on overdue rates and water charges whilst the pensioner honours the arrangement.

Should the pensioner default under the arrangement, they are allowed 14 days to rectify the situation. If the situation is not rectified the arrangement is cancelled and they are subject to Council's normal recovery action for overdue rates and water charges in accordance with paragraph 5.7. Interest will be charged from the date of default in accordance with Council's policies (that is, Rate Payment Policy) that apply for overdue rates and charges.

5.3.2 Payment Arrangements (Rates Only)

In cases of genuine hardship arrangements for payment by regular instalments may be accepted.

Council will not pursue further recovery action against a ratepayer who has an agreed periodic payment arrangement, while the arrangement is current and the ratepayer adheres to the agreed repayment schedule. Council reserves the right to renegotiate or cancel a payment arrangement should circumstances change where the debt will not be paid within a reasonable time frame.

Should a ratepayer propose an arrangement to pay off the outstanding balance by periodic instalments, they are advised of Council's stance in the above paragraph and that whilst an acceptable level of regular payments is maintained, therefore demonstrating a genuine attempt to clear the debt, Council may defer recovery action.

CORPORATE IMPROVEMENT & STRATEGY USE ONLY			
Adopted/Approved:	DRAFT	Department:	Corporate Services
Version:	7	Section:	Finance
Reviewed Date:	4 July 2017	Page No:	Page 2 of 5

Where an agreed payment arrangement has lapsed, as it has not been honoured, the ratepayer is deemed to be in default and will become subject to Council's normal recovery action for overdue rates in accordance with paragraph 5.7. Council will not enter into any further arrangements or proposals if previous agreed arrangements have not been adhered to.

In cases where there is only the current rates outstanding or a lump sum payment is promised for amounts exceeding the current rates then a proposal may be accepted by Council providing all outstanding rates and charges are cleared by the end of the current half year. A report is completed prior to the next rates and any proposals where an outstanding balance over \$500 remains is forwarded to Councils debt recovery agent without further notice.

Ratepayers are advised that arrangements are not deemed to be an ongoing facility and all future rates must be paid when due. Repeated requests for arrangements are not accepted but in cases of genuine hardship arrangements may be accepted in accordance with the relevant provisions of this policy

As a general guide further recovery action is not taken where payments are being made as follows:

- (a) Debts less than \$2,500, payments should be of a sufficient amount and regularity to clear the outstanding debt over a period of no longer than six months; charges that fall within this period are to be included in the arrangement.
- (b) Debts greater than \$2,500, payments should be of a sufficient amount and regularity to clear the outstanding debt over a period of no longer than 12 months, charges that fall within this period are to be included in the arrangement.

Where these terms cannot be met the account will generally be referred for recovery action as detailed in paragraph 5.7. Also, payments should ensure current rates and charges are paid as issued to ensure the account does not fall further in arrears.

Arrangements with terms greater than those outlined above may be approved in cases of extenuating circumstances (for example long term illness or unemployment). Approval is to be given by the Rates and Revenue Supervisor or Chief Financial Officer.

5.3.3 Selling or Acquiring Land for Overdue Rates or Charges

In accordance with the *Local Government Regulation 2012* division, selling or acquiring land for overdue rates or charges, the Debt Recovery Officer/Rates and Revenue Supervisor and Chief Financial Officer periodically prepares a list of ratepayers with rates and charges outstanding in excess of the periods allowed. This list is tabled for Council's consideration at the earliest opportunity.

5.4 Other Debtors

For other debtors a period of approximately seven days after the end of the month and after issue of statements is allocated to verify the accuracy of accounts and to identify those with overdue amounts.

The first of two reminders notices is sent to debtors whose accounts show outstanding balances.

The first notice is a polite reminder with no threat of legal or other action. It encourages debtors to contact Council if they are experiencing difficulties in paying their account to arrange a suitable payment arrangement to clear the outstanding debt.

When the debt is 45 days overdue, a final demand notice is served giving the debtor seven days to complete payment or make appropriate arrangements, followed by a phone call where practical by the Debt Recovery Officer. The notice contains Council's proposed action for recovery and confirms that future services will be cancelled at the expiry of the notice period. The notice also advises that future dealings with Council will be on a cash basis and if unpaid the debt is referred to Council's debt recovery agent for further recovery action.

CORPORATE IMPROVEMENT & STRATEGY USE ONLY			
Adopted/Approved:	DRAFT	Department:	Corporate Services
Version:	7	Section:	Finance
Reviewed Date:	4 July 2017	Page No:	Page 3 of 5

5.5 Landfill Accounts

For landfill accounts a period of approximately seven days after the end of the month and after issue of statements is allocated to verify the accuracy of accounts and to identify those with overdue amounts.

The first of two reminders notices is sent to debtors whose accounts show outstanding balances:

- (a) The first notice is a polite suspension with no threat of legal or other action. This notice advises the debtor that due to the arrears, their account is now suspended and they are refused entry to the landfill. Access on a cash basis may be considered upon application. It encourages debtors to contact Council if they are experiencing difficulties in paying their account to arrange a suitable payment arrangement to clear the outstanding debt.
- (b) The final notice advises the debtor that the account is outstanding beyond the 30 days trading terms and that they are refused entry to the landfill until the account has been paid in full or satisfactory arrangements are made with Council to clear the debt. If the debt remains unpaid, it will be referred to Council's debt recovery agent for further action.

5.6 Unrecoverable – Bad Debts

After exercising all steps in this policy it may be considered impractical to pursue a particular debt any further. (that is, proceeding with legal action is unlikely to recover the debt.)

If a debt is considered unrecoverable (for example bankruptcy) and overdue 180 days or more it is necessary to obtain approval to waive the debt.

Approval must be obtained in one of the following ways:

- (a) The CEO, Deputy Chief Executive Officer and Chief Financial Officer are delegated with authority to waive debts which are seen to be unrecoverable up to and including a value of \$3,000.00.
- (b) Debts in excess of \$3,000.00 are referred to Council for approval to waive.

All waived debts are recorded in the Bad Debts Register which is regularly reviewed and updated by the Revenue Officer – Accounts Receivable.

The relevant officer(s) are responsible for advising other Council units of the debtors listed on this register to ensure no further credit is provided.

A report of debts that have been waived will be presented to Council at the next available meeting.

5.7 Legal Process

As soon as practicable following the expiration of the seven day final demand letter for debtors or 14 day reminder letter for rates and water, any ratepayer or debtor who:

- (a) has not responded by way of payment in full;
- (b) has not entered into an acceptable arrangement to pay off the overdue account;
- (c) does not have their account under investigation for accuracy or awaiting a Council decision; or
- (d) has defaulted on the agreed payment arrangements,

will have their debt referred to a debt recovery agent for recovery action. This will result in a polite demand letter detailing the debt and confirming they have been instructed to act on Council's behalf to recover the debt allowing 14 days to contact them. If after this period no communication, payment or payment arrangement has been received, then a final demand letter allowing 14 days will be sent on Council's behalf to recover the debt and advise that failure to attend to the request may result in further legal action and costs.

Agents acting for Council will be empowered to take steps necessary to recover outstanding amounts.

Unless an acceptable payment arrangement is made, payment in full including all legal outlays is required prior to the withdrawal of the current recovery action.

CORPORATE IMPROVEMENT & STRATEGY USE ONLY			
Adopted/Approved:	DRAFT	Department:	Corporate Services
Version:	7	Section:	Finance
Reviewed Date:	4 July 2017	Page No:	Page 4 of 5

Accounts referred to the debt recovery agent may be left under their control and updated from time to time with the balance of accruing rates, charges and interest until the debt is paid in full.

6 Review Timelines

This policy is reviewed when any of the following occur:

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

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Deputy Chief Executive Officer
Policy Owner	Chief Financial Officer
Policy Quality Control	Corporate Improvement and Strategy



CORPORATE IMPROVEMENT & STRATEGY USE ONLY			
Adopted/Approved:	DRAFT	Department:	Corporate Services
Version:	7	Section:	Finance
Reviewed Date:	4 July 2017	Page No:	Page 5 of 5

FINANCE POLICIES FOR REVIEW

Draft Debt Recovery Policy (Track Changes)

Meeting Date: 29 May 2018

Attachment No: 3

DEBT RECOVERY POLICY

COMMUNITY POLICY



1 Scope

This policy applies to Rockhampton Regional Council ratepayers and other debtors with overdue rates and charges or other amounts owed to Council.

2 Purpose

The purpose of this policy is to ensure debts are limited by to providing a framework for payment arrangements and procedural direction to ensure for prompt follow-up and timely collection of overdue rate levies and other amounts owed to Council.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Local Government Act 2009

Local Government Regulation 2012

Magistrates Courts Act 1921

Accounts Receivable (Sundry Debtors) [Guideline Policy](#)

Bad Debts Register

Rate Payment Policy

Revenue Policy

4 Definitions

To assist in interpretation, the following definitions apply:

Council	Rockhampton Regional Council
Ratepayer	<u>As defined in the <i>Local Government Regulation 2012</i>, a person who is liable to pay rates or charges.</u>
Rates and charges	<u>As defined in the <i>Local Government Act 2009</i>, are levies that a local government imposes:</u> <u>(a) on land; and</u> <u>(b) for a service, facility or activity that is supplied or undertaken by:</u> <u>(i) the local government; or</u> <u>(ii) someone on behalf of the local government (including a garbage collection contractor, for example).</u>

CORPORATE IMPROVEMENT AND STRATEGY USE ONLY

Adopted/Approved:	<u>Adopted, 23 August 2016 DRAFT</u>	Department:	Corporate Services
Version:	7	Section:	Finance
Reviewed Date:	4 July 2017	Page No:	Page 1 of 5

5 Policy Statement

This policy provides scope for recovery procedures to facilitate effective and flexible payment arrangements in order to achieve Council's budgetary objectives, whilst giving all due consideration and assistance to ratepayers and debtors who display genuine commitment to clearing their debt.

5.3 Overdue Rates and Charges

A period of approximately seven days after the close of the discount period is allocated to verify the accuracy of rate accounts and to identify those with overdue rates and charges.

The first reminder notice is sent to ratepayers whose accounts show outstanding amounts greater than \$10.00.

The first notice is a polite reminder with no threat of legal or other action. It encourages ratepayers to contact Council within 14 days if they are experiencing difficulties in paying their account to arrange a suitable payment arrangement to clear the outstanding debt. This notice states Council's proposed action for recovery, that state interest will accrue on the debt, commencing 30 days from the payment due date and details of payment options if they are encountering hardship.

Following the expiry of 14 days after the reminder notice, a final notice list is prepared on accounts that have an amount outstanding of \$1,050 or greater for rates and/or water charges, or a combined total of \$1,050 for rates and water. This list is referred to Council's external debt recovery agent for a reminder letter explaining the debt has been passed to them allowing 14 days before another letter of demand is sent as described in paragraph 5.7. This list will take into consideration paragraphs 5.4 and 5.5 respectively.

5.3.1 Pensioners

Pensioners who have an overdue rates and water charges balance of \$1,000 or greater are encouraged to contact Council to make a formal arrangement for payment by regular instalments. Such instalments are to be sufficient to ensure that the arrears situation does not worsen (that is, at least enough to clear current period's rates each year).

No interest is charged on overdue rates and water charges whilst the pensioner honours the arrangement.

Should the pensioner default under the arrangement, they are allowed 14 days to rectify the situation. If the situation is not rectified the arrangement is cancelled and they are subject to Council's normal recovery action for overdue rates and water charges in accordance with paragraph 5.7. Interest will be charged from the date of default in accordance with Council's policies (that is, Rate Payment Policy) that apply for overdue rates and charges.

5.3.2 Payment Arrangements (Rates Only)

In cases of genuine hardship arrangements for payment by regular instalments may be accepted.

Council will not pursue further recovery action against a ratepayer who has an agreed periodic payment arrangement, while the arrangement is current and the ratepayer adheres to the agreed repayment schedule. Council reserves the right to renegotiate or cancel a payment arrangement should circumstances change where the debt will not be paid within a reasonable time frame.

Should a ratepayer propose an arrangement to pay off the outstanding balance by periodic instalments, they are advised of Council's stance in the above paragraph and that whilst an acceptable level of regular payments is maintained, therefore demonstrating a genuine attempt to clear the debt, Council may defer recovery action.

CORPORATE IMPROVEMENT & STRATEGY USE ONLY			
Adopted/Approved:	<u>Adopted, 23 August 2016</u> DRAFT	Department:	Corporate Services
Version:	7	Section:	Finance
Reviewed Date:	4 July 2017	Page No:	Page 2 of 5

Where an agreed payment arrangement has lapsed, as it has not been honoured, the ratepayer is deemed to be in default and will become subject to Council's normal recovery action for overdue rates in accordance with paragraph 5.7. [Council will not enter into any further arrangements or proposals if previous agreed arrangements have not been adhered to.](#)

In cases where there is only the current rates outstanding or a lump sum payment is promised for amounts exceeding the current rates then a proposal may be accepted by Council providing all outstanding rates and charges are cleared by the end of the current half year. A report is completed prior to the next rates and any proposals where an outstanding balance over \$19500 remains is forwarded to Council's debt recovery agent without further notice.

Ratepayers are advised that arrangements are not deemed to be an ongoing facility and all future rates must be paid when due. Repeated requests for arrangements are not accepted but in cases of genuine hardship arrangements may be accepted in accordance with the relevant provisions of this policy

As a general guide further recovery action is not taken where payments are being made as follows:

- (a) debts less than \$2,500, payments should be of a sufficient amount and regularity to clear the outstanding debt over a period of no longer than six months; [charges that fall within this period are to be included in the arrangement.](#)
- (b) debts greater than \$2,500, payments should be of a sufficient amount and regularity to clear the outstanding debt over a period of no longer than 12 months; [charges that fall within this period are to be included in the arrangement.](#)

Where these terms cannot be met the account will generally be referred for recovery action as detailed in paragraph 5.7. Also, payments should ensure current rates and charges are paid as issued to ensure the account does not fall further in arrears.

Arrangements with terms greater than those outlined above may be approved in cases of extenuating circumstances (for example long term illness or unemployment). Approval is to be given by the Rates and Revenue Supervisor or [Chief Financial Manager/Officer.](#)

5.3.65.3.3 Selling or Acquiring Land for Overdue Rates or Charges

In accordance with the *Local Government Regulation 2012* division, selling or acquiring land for overdue rates or charges, the Debt Recovery Officer/Rates and Revenue Supervisor and Chief Financial Officer periodically prepares a list of ratepayers with rates [and charges](#) outstanding in excess of the periods allowed. This list is tabled for Council's consideration at the earliest opportunity.

5.4 Other Debtors

For other debtors a period of approximately seven days after the end of the month and after issue of statements is allocated to verify the accuracy of accounts and to identify those with overdue amounts.

The first of two reminders notices is sent to debtors whose accounts show outstanding balances.

The first notice is a polite reminder with no threat of legal or other action. It encourages debtors to contact Council if they are experiencing difficulties in paying their account to arrange a suitable payment arrangement to clear the outstanding debt.

When the debt is 45 days overdue, a final demand notice is served giving the debtor seven days to complete payment or make appropriate arrangements, followed by a phone call where practical by the Debt Recovery Officer. The notice contains Council's proposed action for recovery and confirms that future services will be cancelled at the expiry of the notice period. The notice also advises that future dealings with Council will be on a cash basis and if unpaid the debt is referred to Council's debt recovery agent for further recovery action.

CORPORATE IMPROVEMENT & STRATEGY USE ONLY			
Adopted/Approved:	Adopted, 23 August 2016 DRAFT	Department:	Corporate Services
Version:	7	Section:	Finance
Reviewed Date:	4 July 2017	Page No:	Page 3 of 5

5.5 Landfill Accounts

For landfill accounts a period of approximately seven days after the end of the month and after issue of statements is allocated to verify the accuracy of accounts and to identify those with overdue amounts.

The first of two reminders notices is sent to debtors whose accounts show outstanding balances:

- (a) The first notice is a polite suspension with no threat of legal or other action. This notice advises the debtor that due to the arrears, their account is now suspended and they are refused entry to the landfill. Access on a cash basis may be considered upon application. It encourages debtors to contact Council if they are experiencing difficulties in paying their account to arrange a suitable payment arrangement to clear the outstanding debt.
- (b) The final notice advises the debtor that the account is outstanding beyond the 30 days trading terms and that they are refused entry to the landfill until the account has been paid in full or satisfactory arrangements are made with Council to clear the debt. If the debt remains unpaid, it will be referred to Council's debt recovery agent for further action.

5.6 Unrecoverable – Bad Debts

After exercising all steps in this policy it may be considered impractical to pursue a particular debt any further. (that is, proceeding with legal action is unlikely to recover the debt.)

If a debt is considered unrecoverable (for example bankruptcy) and overdue 180 days or more it is necessary to obtain approval to waive the debt.

Approval must be obtained in one of the following ways:

- (a) The CEO, ~~General Manager Corporate Services~~ Deputy Chief Executive Officer and Chief Financial Manager are delegated with authority to waive debts which are seen to be unrecoverable up to and including a value of \$~~13~~13,000.00.
- (b) Debts in excess of \$~~13~~13,000.00 are referred to Council for approval to waive.

All waived debts are recorded in the Bad Debts Register which is regularly reviewed and updated by the Revenue Officer – Accounts Receivable.

The relevant officer(s) are responsible for advising other Council units of the debtors listed on this register to ensure no further credit is provided.

[A report of debts that have been waived will be presented to Council at the next available meeting.](#)

6.65.7 Legal Process

As soon as practicable following the expiration of the seven day final demand letter for debtors or 14 day reminder letter for rates and water, any ratepayer or debtor who:

- (a) has not responded by way of payment in full;
- (b) has not entered into an acceptable arrangement to pay off the overdue account;
- (c) does not have their account under investigation for accuracy or awaiting a Council decision; or
- (d) has defaulted on the agreed payment arrangements,

will have their debt referred to a debt recovery agent for recovery action. This will result in a polite demand letter detailing the debt and confirming they have been instructed to act on Council's behalf to recover the debt allowing 14 days to contact them. If after this period no communication, payment or payment arrangement has been received, then a final demand letter allowing 14 days will be sent on Council's behalf to recover the debt and advise that failure to attend to the request may result in further legal action and costs.

Agents acting for Council will be empowered to take steps necessary to recover outstanding amounts.

Unless an acceptable payment arrangement is made, payment in full including all legal outlays is required prior to the withdrawal of the current recovery action.

CORPORATE IMPROVEMENT & STRATEGY USE ONLY			
Adopted/Approved:	<u>Adopted, 23 August 2016</u> DRAFT	Department:	Corporate Services
Version:	7	Section:	Finance
Reviewed Date:	4 July 2017	Page No:	Page 4 of 5

Accounts referred to the debt recovery agent may be left under their control and updated from time to time with the balance of accruing rates, charges and interest until the debt is paid in full.

76_ Review Timelines

This policy is reviewed when any of the following occur:

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

87_ Document Management

Sponsor	Chief Executive Officer
Business Owner	General Manager Corporate Services Deputy Chief Executive Officer
Policy Owner	Chief Financial Officer Finance Manager
Policy Quality Control	Corporate Improvement and Strategy

OUR VALUES



CORPORATE IMPROVEMENT & STRATEGY USE ONLY			
Adopted/Approved:	Adopted, 23 August 2016 DRAFT	Department:	Corporate Services
Version:	7	Section:	Finance
Reviewed Date:	4 July 2017	Page No:	Page 5 of 5

11.6 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 APRIL 2018

File No: 8148
Attachments: 1. [Income Statement April 2018](#)
2. [Key Indicator Graphs April 2018](#)
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Alicia Cutler - Chief Financial Officer

SUMMARY

The Chief Financial Officer presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 30 April 2018.

OFFICER'S RECOMMENDATION

THAT the Rockhampton Regional Council Summary Budget Management Report for the period ended 30 April 2018 be 'received'.

COMMENTARY

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

1. Income Statement (Actuals and Budget for the period 1st July 2017 to 30 April 2018), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

The attached financial statement provides Council's position after ten months of the 2017/18 financial year where results should be 83.3% of the budget. All percentages for operational revenue and expenditure are measured against the September revised budget.

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

Total Operating Revenue is reported at 91% of the September revised budget. Key components of this result are:

- Net Rates and Utility Charges are at 96% of budget. Council's rates and utility charges for the second six months of the financial year ending 30 June 2018 have been raised and were due on 28 February 2018. All that is remaining for the year is now water consumption accounts as well as minimal supplementary billings on new properties.
- Fees and Charges slightly behind revised budget expectations at 78%. Currently Aviation Services is experiencing lower than expected Passenger Service charges which is impacting this area.
- Private and recoverable works is at 69% of revised budget. This is mostly due to the normal catch-up period between work completed and the billing cycle.
- Grants and Subsidies are at 78% of revised budget due to the fourth quarter grant payments for some operating programs yet to be received.
- Interest Revenue is ahead of budget at 91%. Interest revenue historically remains ahead of budget for the first six months of the financial year and then moves closer to budget during the second half of the financial year.
- Other Revenue is at 105% of revised budget after receipt of insurance proceeds in relation to Tropical Cyclone Debbie.

Total Operating Expenditure is at 83% of the September revised budget with committals, or 78% of budget without committals. Key components of this result are:

- Employee Costs are at 77% of revised budget which is partly due to transactions for employee benefits only being completed at end of financial year.

- Contractors & Consultants are ahead of revised budget at 93% due to committals as actual expenditure to date is 67% of revised budget when committals aren't included.
- Materials and Plant is at 96% of revised budget. Similar to Contractors and Consultants, this result is heavily influenced by committals as actual expenditure is at 76% of revised budget.
- Asset Operational is ahead of the revised budget at 89% including committals or 83% without committals as a number of annual insurance premiums have been paid.
- Other Expenses are at 108% revised budget. This area largely consists of contributions and sponsorship paid to community organisations and subsidies through FRW for water efficient products.
- All other expense items are in proximity to the adopted budget.

The following commentary is provided in relation to capital income and expenditure, as well as investments and loans. The percentages reported for capital revenue and expenditure are measured against the September revised budget.

Total Capital Income is at 77% of the revised budget after receiving \$38.5M during the year. As projects are completed and reporting obligations finalised, final payments for grants should be received in the coming months.

Total Capital Expenditure is at 59% of the revised budget without committals. This represents an actual spend of \$86.4M as at 30 April 2018. During April \$8.2M was spent on the capital program. In the 18/19 Budget preparations, the budgeted spend has been revised to \$106 million (from \$145 million). The lower for capital expenditure is more a more achievable level.

Total Investments are approximately \$105.4M as at 30 April 2018.

Total Loans are \$129.4M as at 30 April 2018.

CONCLUSION

Operationally, whilst there are small pockets of unfavourable variances against budget, the overall position is tracking well to achieve the break-even position or even a slight surplus.

Capital Expenditure and Capital Income have been updated to more realistic levels with the 18/19 budget preparations and are now at more realistic levels.

A Budget revision for the 17/18 year will be presented to Council for adoption (which includes the updated Capital positions) late June 2018.

**SUMMARY BUDGET MANAGEMENT
REPORT FOR THE PERIOD ENDED
30 APRIL 2018**

Income Statement April 2018

Meeting Date: 29 May 2018

Attachment No: 1



Income Statement
For Period July 2017 to April 2018
83.3% of Year Gone

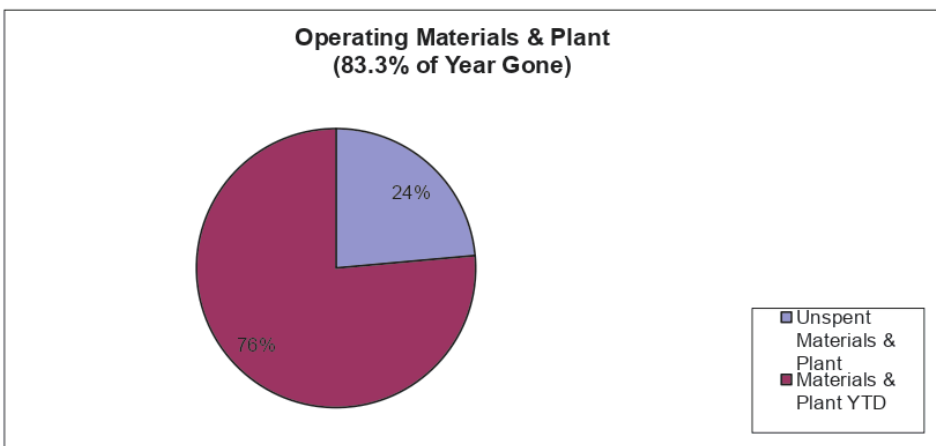
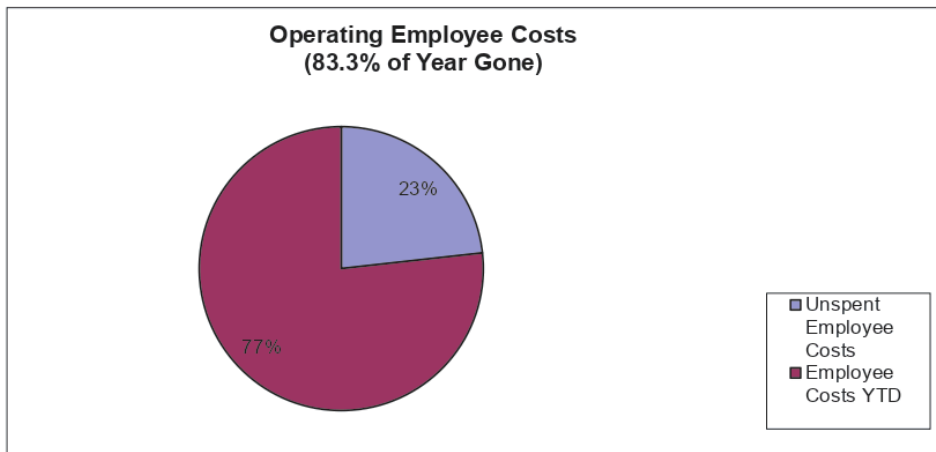
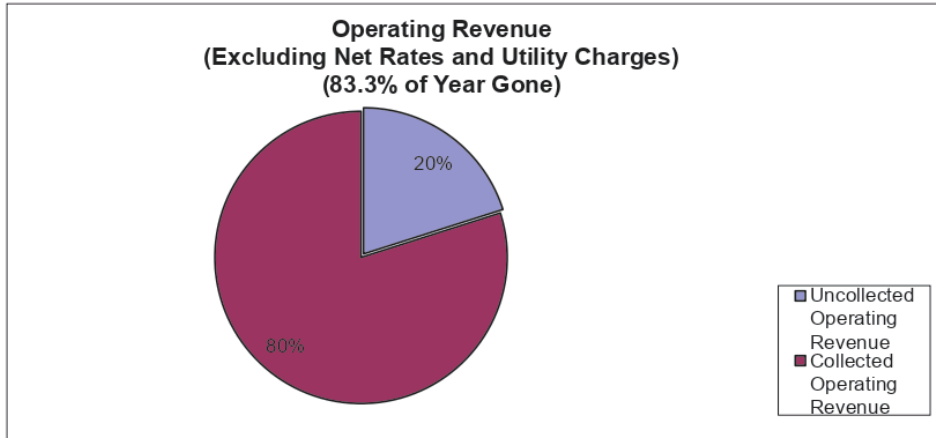
	Adopted Budget	Revised Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Revised Budget
	\$	\$	\$	\$	\$	
OPERATING						
Revenues						
Net rates and utility charges	(138,867,139)	(138,867,139)	(132,922,104)	0	(132,922,104)	96%
Fees and Charges	(24,433,952)	(24,297,630)	(18,830,777)	0	(18,830,777)	78%
Private and recoverable works	(8,859,879)	(8,859,879)	(4,707,078)	0	(4,707,078)	60%
Rent/Lease Revenue	(3,029,780)	(3,049,517)	(2,580,285)	0	(2,580,285)	85%
Grants Subsidies & Contributions	(11,345,807)	(10,216,439)	(7,945,124)	0	(7,945,124)	78%
Interest revenue	(2,290,920)	(2,290,920)	(2,087,088)	0	(2,087,088)	91%
Other Income	(4,084,728)	(4,753,157)	(4,983,748)	0	(4,983,748)	105%
Total Revenues	(190,912,185)	(190,334,682)	(174,056,198)	0	(174,056,198)	91%
Expenses						
Employee costs	75,800,127	76,850,277	58,090,872	221,133	59,212,005	77%
Contractors & Consultants	17,266,762	17,351,420	11,700,930	4,503,073	16,204,003	93%
Materials & Plant	11,369,796	11,443,186	8,745,554	2,201,470	10,947,025	96%
Asset Operational	19,083,885	19,413,621	16,116,220	1,211,591	17,327,811	89%
Administrative expenses	12,932,949	13,440,551	8,919,430	2,194,960	11,114,391	83%
Depreciation	52,868,882	50,789,908	42,324,923	0	42,324,923	83%
Finance costs	7,942,283	7,942,283	6,514,395	0	6,514,395	82%
Other Expenses	1,138,777	1,184,517	1,257,348	28,528	1,283,874	108%
Total Expenses	198,403,461	198,415,763	154,569,673	10,358,753	164,928,426	83%
Transfer / Overhead Allocation						
Transfer / Overhead Allocation	(8,004,600)	(8,081,081)	(7,326,638)	0	(7,326,638)	91%
Total Transfer / Overhead Allocation	(8,004,600)	(8,081,081)	(7,326,638)	0	(7,326,638)	91%
TOTAL OPERATING POSITION (SURPLUS)/DEFICIT	(513,324)	0	(26,813,163)	10,358,753	(16,454,410)	-10284006539%
CAPITAL						
Total Developers Contributions Received	(2,554,854)	(2,590,200)	(774,842)	0	(774,842)	30%
Total Capital Grants and Subsidies Received	(29,900,183)	(46,498,375)	(36,849,162)	0	(36,849,162)	79%
Total Proceeds from Sale of Assets	(1,000,000)	(1,000,000)	(900,056)	0	(900,056)	90%
Total Capital Income	(33,455,037)	(50,088,575)	(38,524,060)	0	(38,524,060)	77%
Total Capital Expenditure	118,039,150	145,336,300	86,429,209	42,815,025	129,244,234	89%
Net Capital Position	84,584,113	95,247,725	47,905,149	42,815,025	90,720,174	95%
TOTAL INVESTMENTS			105,406,593			
TOTAL BORROWINGS			129,467,525			

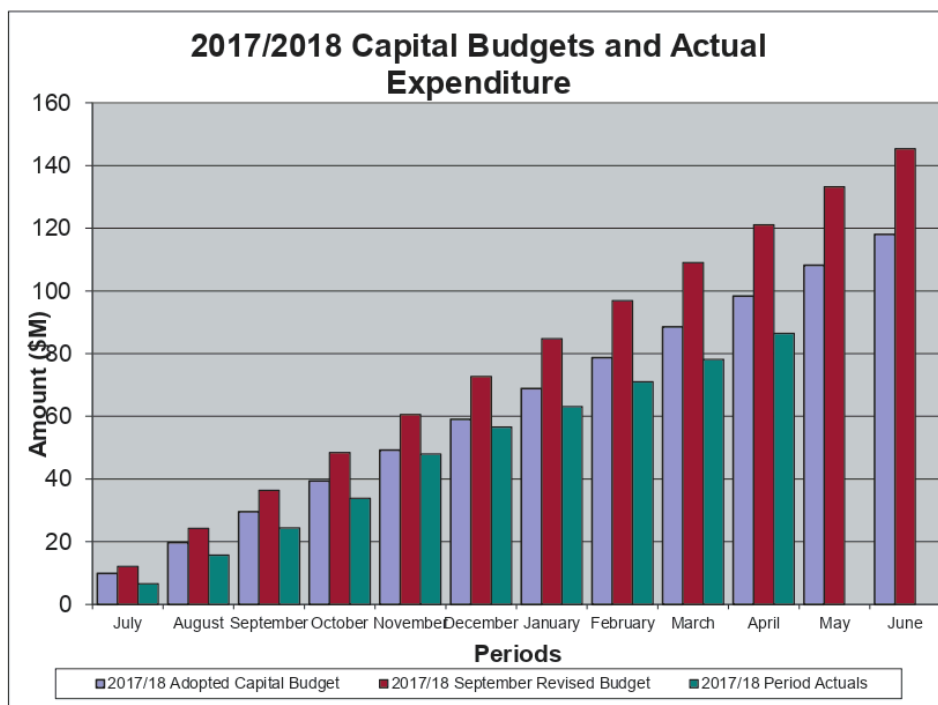
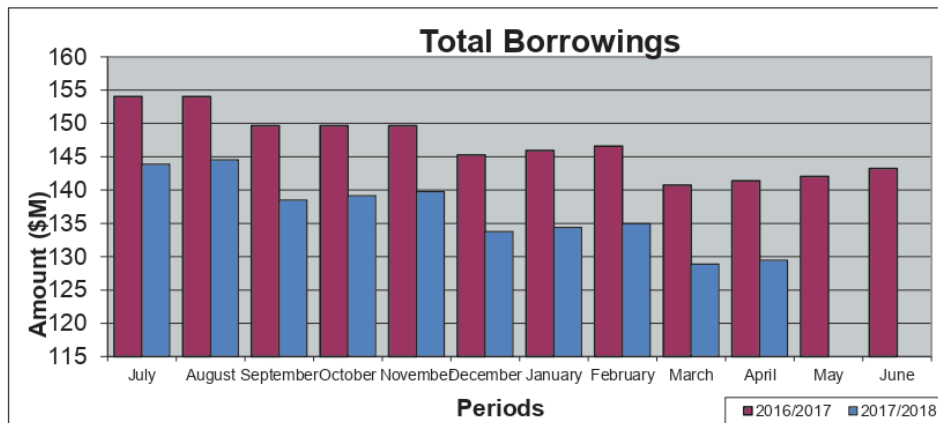
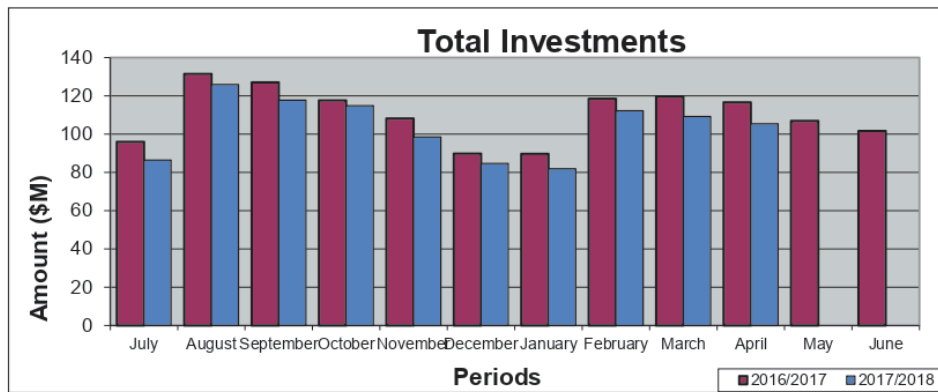
SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 APRIL 2018

Key Indicator Graphs April 2018

Meeting Date: 29 May 2018

Attachment No: 2





**11.7 CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT
APRIL 2018****File No:** 1392**Attachments:**

1. **Workforce & Strategy Monthly Report - April 2018**[↓](#)
2. **CTS Monthly Report - April 2018**[↓](#)
3. **Finance Monthly Report - April 2018**[↓](#)
4. **NRM Monthly Report - April 2018**[↓](#)

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

SUMMARY

The monthly operations report for the Corporate Services Department as at 30 April 2018 is presented for Councillors information.

OFFICER'S RECOMMENDATION

THAT the Corporate Services Departmental Operations Report as at 30 April 2018 be "received".

COMMENTARY

It is recommended that the monthly operations report for Corporate Services Department as at 30 April 2018 be received.

**CORPORATE SERVICES
DEPARTMENT - MONTHLY
OPERATIONAL REPORT APRIL 2018**

**Workforce & Strategy Monthly Report -
April 2018**

Meeting Date: 29 May 2018

Attachment No: 1



Monthly Operations Report

Workforce and Strategy Section

Period Ended April 2018

1. Highlights

Workforce & Strategy have successfully achieved 2 years lost time injury free.

2. Innovations, Improvements and Variations

(Operational Plan Ref:

5.3.2.1 Identify at least one operational saving per section of responsibility

5.4.26. Identify at least two improved processes per section of responsibility)

Operational Savings	Action
Workforce & Strategy Directorate	
Human Resources & Payroll	
YTD – Nil	
Safety & Training	
Industrial Relations & Investigations	
YTD - Nil	
Corporate Improvement & Strategy	
The cost of the documentation design being outsourced	Council's Corporate and Operational Plans were designed in-house.
Legal Costs	Council's cost of obtaining legal advice in relation to property and commercial matters has significantly reduced due to the use of in-house resources to provide robust advice in the first instance on a number of other matters which would have previously been outsourced.
Improved Process	
Action	
Workforce & Strategy Directorate	
Workforce and Strategy Administration	Improvements made to recordkeeping processes, reducing paperwork and filing requirements for W&S and Records.
Human Resources & Payroll	
Payroll and HR	Improvement in HR/Payroll process flow for: <ul style="list-style-type: none"> • Web Recruitment – Awareness Sessions

V1 | Approved 31 July 2017

	<ul style="list-style-type: none"> • Developing Electronic Pay Slip • Reference Check question updated to include past employers if needed • Pre-Employment Testing Processes
Safety & Training	
Hazard Inspection Process	Staff who have computer access and iPad availability now have the option to enter their hazard inspections electronically into the Riskware system, reducing the paperwork and filing requirements for the Safety Unit and saving processing time at month-end.
Industrial Relations & Investigations	
Complaint Management Framework	Council has adopted a suite of policy documents which have been developed to form the Complaints Management Framework in accordance with legislative requirements and to establish a consistent and transparent approach in assessing and dealing with a variety of complaint types. The new Framework has been streamlined and centralised that creates new administrative efficiencies and process improvements.
Operational Management Group	A cross departmental management group has been established, comprising in a mixture of Managers, Coordinators and the Leadership Team to discuss new initiatives, streamline processes and ensure consistency and fairness in decision making and the application of corporate processes. Primarily focussed on the external workforce.
Corporate Improvement & Strategy	
Corporate Delegations	Human Resource Delegations Policy replaced by Corporate Delegation Bands with delegation levels now included in relevant policy documents.
Corporate and Operational Plans	The completion of Operational Plan Progress reports are now facilitated using a shared network link instead of an email attachment. This will reduce the time spent reproducing the reporting data.
Reporting	The legal matters report is now presented to Council quarterly instead of monthly which has reduced the administrative tasks required to prepare the report. The policy section of departmental reports is now prepared using pivot tables linked to data contained in the policy register. This saves time preparing the report which is a cost saving.
Instruments of Delegation	Expiry dates on instruments of delegation have been removed. Previously every instruments of delegation had to be reissued every five years on their expiry date.

3. Customer Service Requests

(Operational Plan Ref: 4.1.1.1 Provide timely and accurate response to requests)

Response times for completing customer requests in this reporting period for April 2018 are within the set timeframes.

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed							
Administrative Action Complaints	0	0	0	0	0	0	36	● 0.00	● 0.00	● 0.00	0.00
W&S - Complaints Management Process (NOT CSO USE)	3	2	5	2	4	0	30	● 5.50	● 5.21	● 8.67	8.15

COMMENTS

Matters are being addressed within the set timeframes.

4. Service Delivery

(Operational Plan Ref: 4.1.1.2 Provide effective delivery of Council Services)

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
Corporate Improvement and Strategy			
Policies reviewed within 10 working days	100%	100%	Operational
Industrial Relations and Investigations			
Assess and initiate action of corrupt conduct matters, public interest disclosures and administrative action complaints within 3 business days upon receipt of a complaint.	100%	100%	Operational
Human Resources and Payroll			
Employee pays processed and paid within 3 working days after the period end date	100%	100%	Operational
Payroll accuracy	100%	99.88%	Operational
Acknowledge job applications within 2 working days of the advertising close date. (as per policy/procedure)	100%	100%	Operational
	Mar 2018	April	YTD
Number of job applications processed for current reporting period	207	301	1484
Number of positions advertised for current reporting period	22	18	88

5. Legislative Compliance and Standards (including Risk and Safety)

(Operational Plan Ref: 5.2.1.1 Comply with legislative requirements)

Legislative Compliance and Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
Corporate Reporting			
2017/18 Operational Plan quarterly status report	Quarterly	100%	The report for the 3 rd quarter is complete and has been presented to Council on 15 May 2018.
2018/19 Operational Plan	30 June 2018	75%	The draft 2018/19 Operational Plan is in the final stages of preparation. The proposed actions and targets were reviewed at a Council Workshop on 2 May 2018. The Plan is scheduled to be presented to Council for adoption on

V1 | Approved 31 July 2017

Legislative Compliance Matter	Due Date	% Completed	Comments
			22 June 2018.
Safety			
Update of Workplace Health & Safety documents to meet the new legislative requirements		Ongoing	Updates to documents are ongoing in accordance with legislative changes.
Report breaches of the Workplace Health & Safety Act and Regulation as necessary to the division within specified legislative timeframes	Immediately after becoming aware that a notifiable incident has occurred	100%	Nil
2017 Workplace Health and Safety Audit (WHSQ External Audit)	As per action plan	Ongoing	Audit Action Plan submitted to LGW containing 7 actions following approval by CEO. Plan details specific actions required, progress comments, progress score, responsible officer and due dates.
WHS Infringement Notices issued to Council are remedied within required timeframes	As per notice	100%	Nil

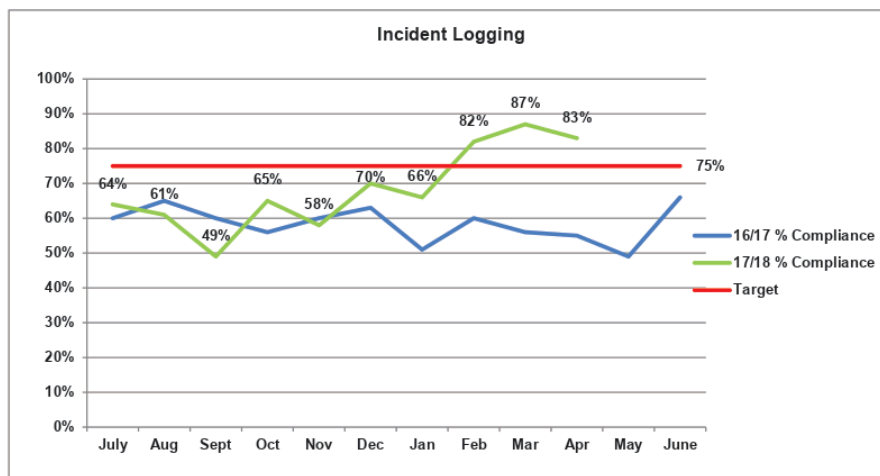
Risk Management Summary (excludes risks accepted/ALARP):

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Comp	Comments
Corporate Risks					
A legislatively compliant SafePlan is not implemented, monitored and reviewed effectively, for the whole of council, its workers and contractors, to achieve the acceptable compliance level with annual WH&S audits resulting in: increased worker injuries, legislative breaches/legal action, reputational damage, reduced service levels, increased costs and non-compliance with a key council objective.	Low	Work continues to rectify the actions from the 2016 Safety Audit. Rectifications resulting from the Workplace Health & Safety system audit will be addressed and assessed in the annual internal audit of the Workplace Health & Safety system.	July 2018	82%	53 recommendations from the 2016 LGW Audit. 37 are complete, 11 are in progress, 5 have not yet commenced.

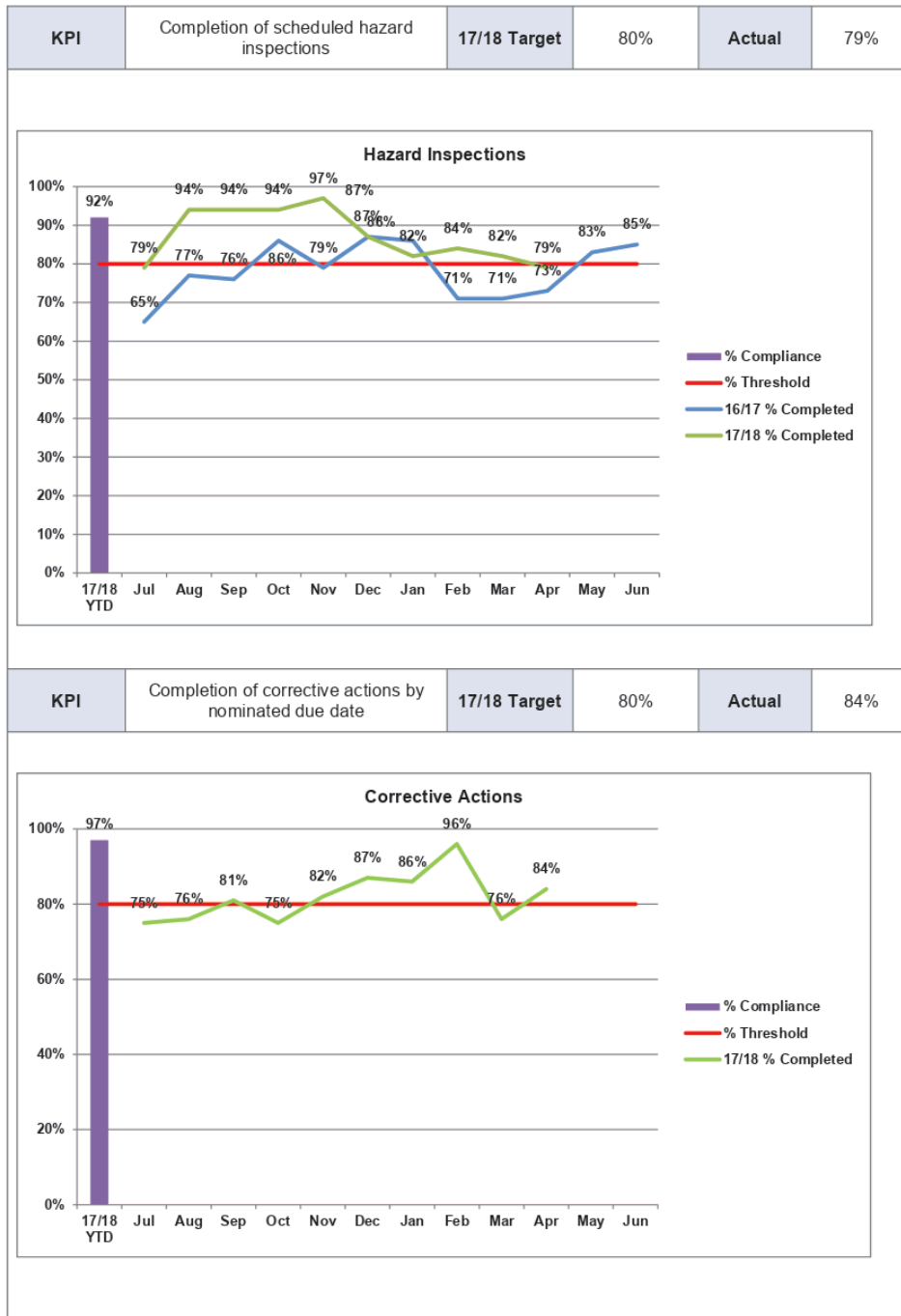
6. Operational Plan Targets by Section

The following Operational Plan actions and targets are required to be reported to Council on a monthly basis. This data will also form part of the Operational Plan quarterly report to Council:

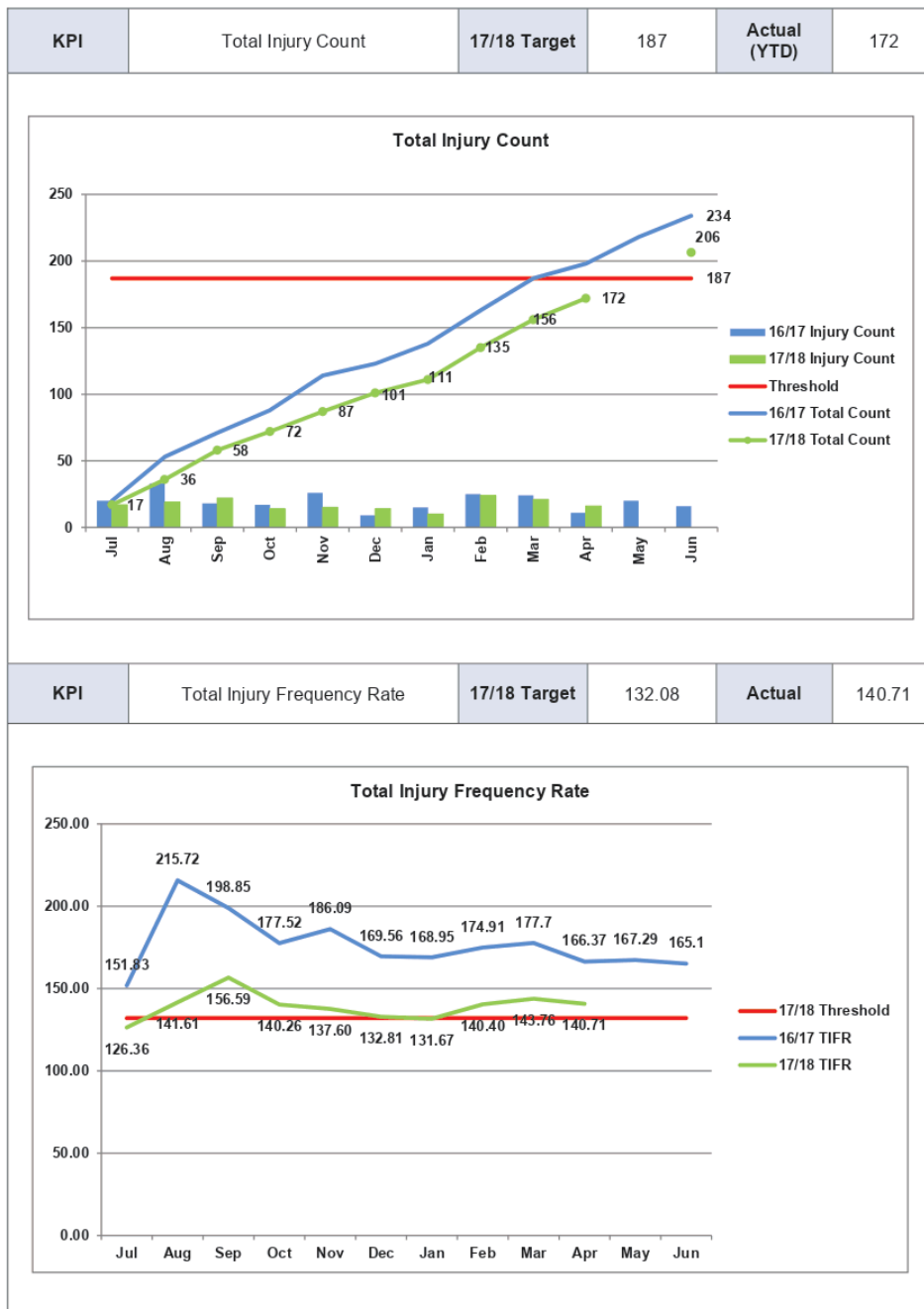
Operational Plan Ref	Action	Target	Status
1.3.4.1	Provide a safety management system that minimises the risk to all people and property	Achievement of KPIs in accordance with the Workplace Health & Safety Management System Plan	Specific KPI targets and actual performance detailed below and shown in graphical form
KPI	Incidents logged in Riskware by end of next business day	17/18 Target	75%
		Actual	83%



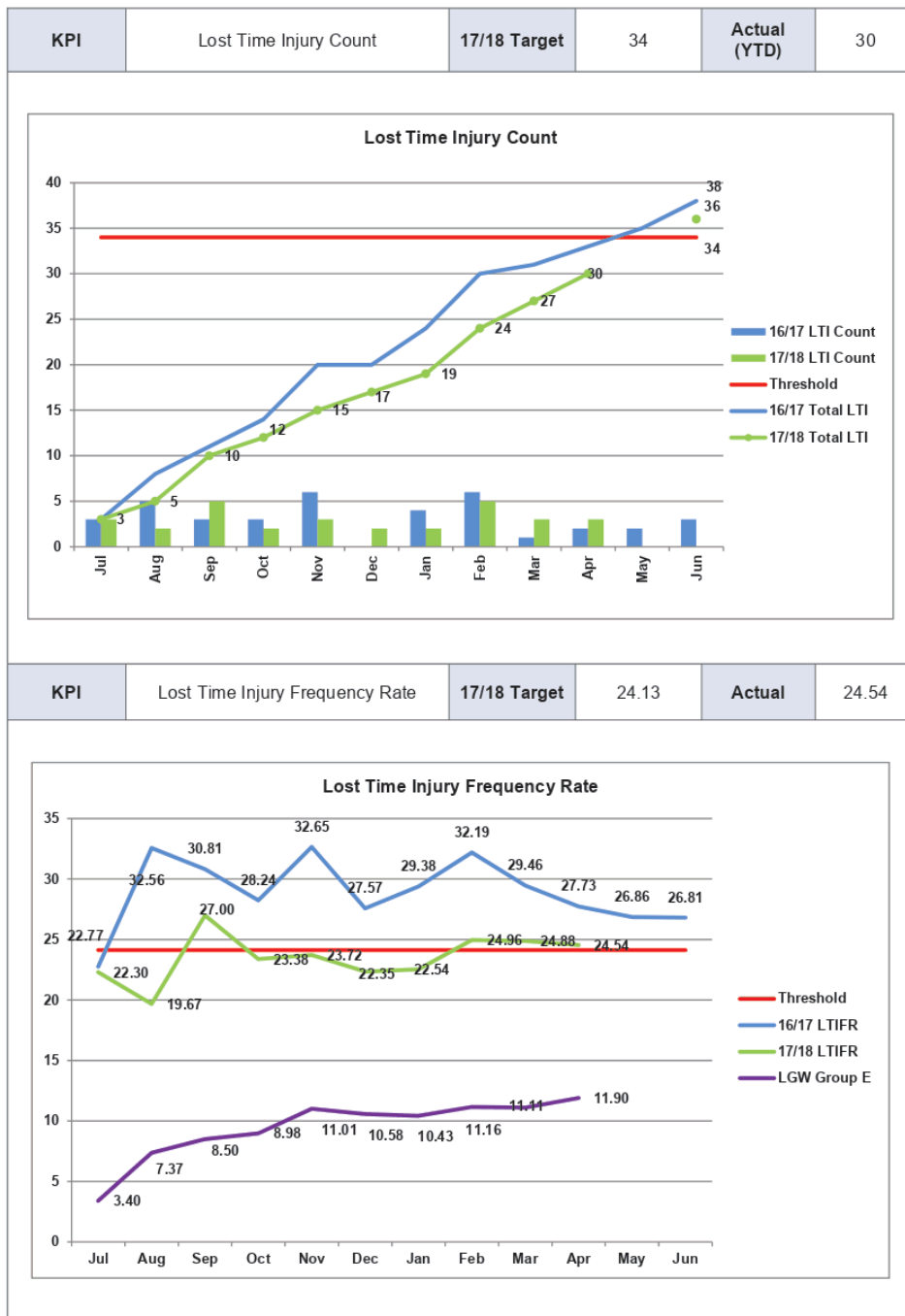
V1 | Approved 31 July 2017



V1 | Approved 31 July 2017

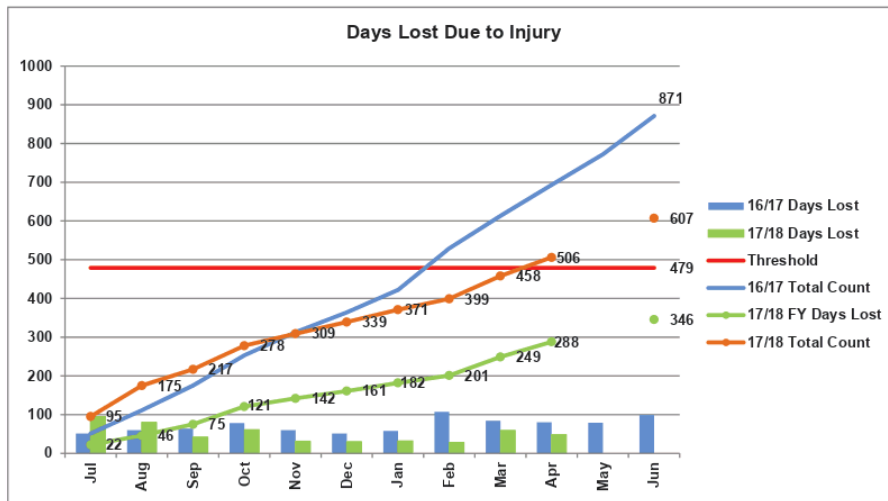


V1 | Approved 31 July 2017

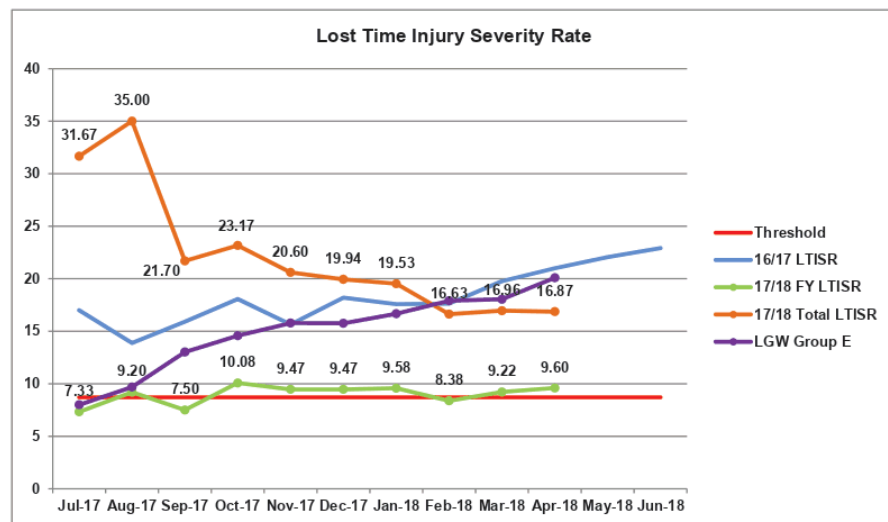


V1 | Approved 31 July 2017

KPI	Days Lost due to Injury	17/18 Target	479	Actual (YTD)	506
-----	-------------------------	--------------	-----	--------------	-----



KPI	Lost Time Injury Severity Rate	17/18 Target	8.71	Actual	9.60
-----	--------------------------------	--------------	------	--------	------



The total Lost Time Injury Severity Rate (17/18 Total LTISR) data includes lost days incurred from injuries sustained in the previous financial year whereby the FY (17/18 FY LTISR) and LGW Group E data only includes lost days from injuries sustained in the current financial year.

V1 | Approved 31 July 2017

Operational Plan Ref	Action	Target	Status
4.3.3.1	Implement a rehabilitation fitness for work program	90% of workers on fit for work programs are placed within their own department	Progressing at 100%
5.2.1.5	Manage employee complaints and grievances in accordance with legislation and policy requirements.	100% actioned in accordance with Council policy and procedure	All complaints received within the reporting period have been assessed and actioned pursuant to applicable statutory and policy obligations.
5.4.4.2	Implement improved internal communication strategies to ensure all staff are informed.	Staff newsletter is distributed to all staff on a monthly basis	Progressing at 100%

7. Capital Projects

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

8. Operational Projects section

As at period ended April – 83.3% of year elapsed

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (incl committals)
Corporate Improvement and Strategy					
Create a system to automate the delegation and authorisation process (5.4.2.3)	July 2017	30 June 2018	Data has been entered into a master spreadsheet and the automated process within external and internal registers has been created. The implementation of legislation into the new system is ongoing and will be done as delegations are reviewed by Council's solicitors.	Labour Only	Labour Only for W&S
Simplify and streamline the approval process - Develop a Delegations Policy, incorporating Corporate Delegation Bands. (5.4.2.4)	July 2017	30 December 2017	Delegation Policy has been finalised. Corporate Delegation Bands will continue being relocated from the Corporate Delegations Reference Table and incorporated into relevant policy document/s as they are reviewed.	Labour Only	Labour Only for W&S
Develop and Implement a Governance Framework (5.2.1.2)	July 2017	30 June 2018	Research has being undertaken in relation to the governance frameworks in place within the local government industry. A project concept is being prepared for presentation to the Leadership Team for review and direction.	Labour Only	Labour Only for W&S

V1 | Approved 31 July 2017

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (incl committals)
Ensure legislative updates are communicated and implemented in areas on responsibility - Undertake a legislative compliance review project (4.2.2.2)	July 2017	30 June 2018	A scope is being developed for endorsement. Participated in a demonstration of LGAQ's legislative compliance program and are in the process of consulting with other Councils who use the program.	Labour Only	
Industrial Relations and Investigations					
Undertake Certified Agreement negotiations that consider the application of the new Queensland Local Government Industry Award – State 2017 and the <i>Industrial Relations Act 2017</i> (5.4.2.2)		30 June 2018	Industrial Relations Project: The draft Terms of References have been developed along with the proposed meeting schedules for both negotiating committees. Council's proposed certified agreement positions are prepared, with negotiations commencing on 16 and 17 May.	Labour Only	Labour Only for W&S
Human Resources and Payroll					
Aurion Project (5.4.3.1)		30 June 2018	Web Recruitment: Final preparations underway for implementation of Online recruitment including update of website, final review of documents and program for education of employees and community education	Funded by IT	W&S Labour only when supporting testing processes & installation
Implement programs that support leadership development (4.3.2.1) - Development and implement mentoring program and performance review system by 30 June 2018		30 June 2018	Supervisors have been trained in the OURPlan performance management process. It is now available for implementation throughout Council for external employees. MYPlan for internal employees was implemented in July 2017 and will be reviewed at the end of the 12 month cycle.	Labour Only	Labour Only for W&S
Safety and Training					
WHS Data Management System (1.3.4.1)			Work continues on actioning 16 outstanding items and regular catch-up meetings conducted with vendor. Cloud version released late February – still awaiting a date to commence onsite testing.	Funded by IT	W&S Labour only when supporting testing processes & installation
Implement programs that support leadership development (4.3.2.1) - Deliver leadership program			This program is currently on hold due to resource issues.	Labour Only	Labour only for W&S

V1 | Approved 31 July 2017

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (incl committals)
every six months					

9. Budget

Financial performance as expected for the reporting period

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 85.3% of Year Goals
CORPORATE SERVICES							
WORKFORCE & STRATEGY							
<i>Human Resources and Payroll</i>							
Revenues	0	0	0	(4,595)	(4,595)	0%	✓
Expenses	1,431,756	1,411,756	34,023	1,049,064	1,083,087	77%	✓
Transfer / Overhead Allocation	11,126	11,126	0	7,211	7,211	65%	✓
Total Unit: Human Resources and Payroll	1,442,882	1,422,882	34,023	1,051,686	1,085,703	76%	✓
<i>Safety & Training</i>							
Revenues	(42,500)	(42,500)	0	(170,147)	(170,147)	40%	✓
Expenses	1,167,500	1,166,152	71,319	815,234	800,523	70%	✓
Transfer / Overhead Allocation	(20,410)	(20,410)	0	15,672	15,672	-77%	✗
Total Unit: Safety & Training	1,104,590	1,103,242	71,319	660,729	732,048	66%	✓
<i>Corporate Improvement & Strategy</i>							
Revenues	0	0	0	(231)	(231)	0%	✓
Expenses	376,640	376,640	5,000	256,213	261,213	69%	✓
Transfer / Overhead Allocation	0	0	0	11,493	11,493	0%	✗
Total Unit: Corporate Improvement & Strategy	376,640	376,640	5,000	267,474	272,474	72%	✓
<i>Workforce & Strategy Management</i>							
Revenues	0	0	0	(33)	(33)	0%	✓
Expenses	785,243	805,243	37,071	599,884	638,966	79%	✓
Transfer / Overhead Allocation	0	0	0	2,337	2,337	0%	✗
Total Unit: Workforce & Strategy Management	785,243	805,243	37,071	602,185	639,260	79%	✓
<i>Investigations and Industrial Relations</i>							
Expenses	304,945	304,945	910	190,852	191,762	63%	✓
Total Unit: Investigations and Industrial Relations	304,945	304,945	910	190,852	191,762	63%	✓
Total Section: WORKFORCE & STRATEGY	4,014,301	4,012,953	148,323	2,772,925	2,921,248	73%	✓
Total Department: CORPORATE SERVICES	4,014,301	4,012,953	148,323	2,772,925	2,921,248	73%	✓
Grand Total:	4,014,301	4,012,953	148,323	2,772,925	2,921,248	73%	✓

V1 | Approved 31 July 2017

10. Section Statistics

Establishment – Workforce and Strategy

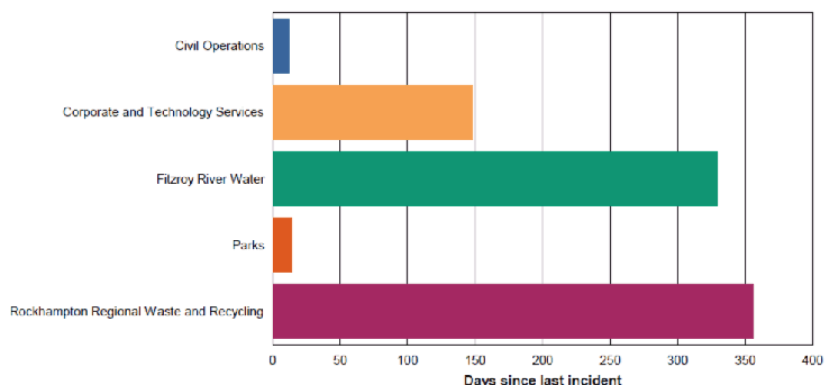
FTE Positions	Period	Workforce & Strategy
Starting Point	1 January 2014	30.05
Same Time Previous Year	30 April 2017	34
Previous Month	31 March 2018	35.39
Current Month	30 April 2018	35.39

11. Whole of Council Statistics

Safety Statistics

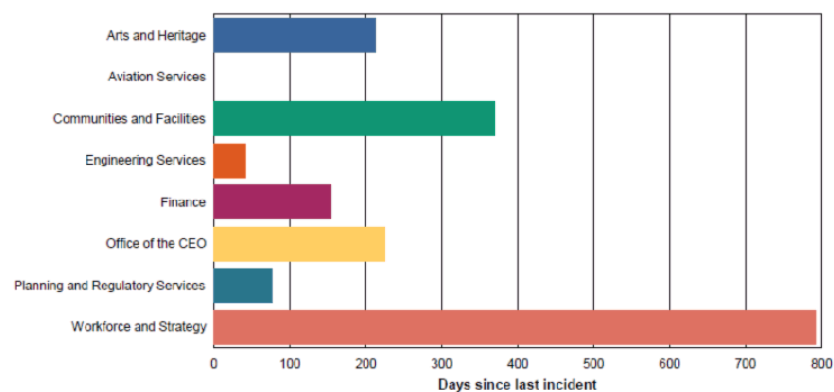
The following graphs show the number of lost time injury free days since the last workplace incident by section. These results reflect our employee’s commitment to safety and recognise the organisations effort in the implementation of safe work practices.

Lost time injury free days as at 30 April 2018 (sections identified as High Risk)



V1 | Approved 31 July 2017

Lost time injury free days as at 30 April 2018 (Sections identified as Low Risk)



Establishment

Establishment – Whole of Council

FTE Positions	Period	Council
Starting Point	1 January 2014	837.9
Same Time Previous Year	30 April 2017	899.12
Previous Month	31 March 2018	910.42
Current Month	30 April 2018	912.51

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

FTE positions include 26 supplementary positions (excluding trainees, apprentices and casuals) which have been created for a number of reasons including: short term projects, co-op students and funded positions. All of these positions have an end date and will reduce the FTE once the tenure has been completed. **Supplementary positions detailed below.**

Position No	Title	Department	Section	Unit	End Date
2234	Maintenance Safety/Security Officer	Aviation Services	Airport	Operations	10 Sept 2019
3453	Civil Engineering Co-Op Student	Regional Services	Engineering Services	Strategic Infrastructure	29 June 2018
3454	Civil Engineering Co-op Student	Regional Services	Engineering Services	Development Engineering	29 June 2018
3491	Project Manager Parks	Community Services	Parks	Parks Planning & Projects	31 Dec 2018
3497	Senior Project Manager	Regional Services	Program Delivery	Directorate	31 May 2018
3512	Landscape Architect	Community	Parks	Parks Planning	29 June 2018

V1 | Approved 31 July 2017

Position No	Title	Department	Section	Unit	End Date
		Services		& Projects	
3513	Early Literacy Project Officer	Community Services	Communities and Facilities	Client Services	21 Dec 2018
3599	Labourer	Regional Services	Civil Operations	Urban Operations	29 June 2018
3620	Project Manager Parks	Community Services	Parks	Parks Planning & Projects	30 June 2019
3621	Senior Executive Strategic Projects	Regional Services	Regional Services	Directorate	5 Dec 2019
3626	Project Officer	Community Services	Planning & Regulatory Services	Directorate	4 Oct 2019
3634	Project Manager	Regional Services	Program Delivery	Directorate	1 May 2020
3650	Metering Project Assistant	Regional Services	Fitzroy River Water	Business and Project Services	1 June 2019
3668	Mechanical Fitter	Regional Services	Fitzroy River Water	Mechanical Electrical General Maintenance	29 June 2018
3671	Assistant Pest Management Officer	Community Services	Planning & Regulatory Services	Health and Environment	27 Sept 2019
3681	Truck Driver/Labourer	Regional Services	RR Waste & Recycling	Waste Services	8 October 2018
3689	Administration Officer	Advance Rockhampton	Advance Rockhampton	Directorate	8 Nov 2018
3693	Curatorial Programs Officer	Community Services	Arts and Heritage	Art Gallery	30 June 2019
3698	Public Programs Officer	Community Services	Arts and Heritage	Art Gallery	28 June 2019
3700	Plant Operator / Labourer	Regional Services	Civil Operations	Rural Operations	28 Dec 2018
3701	Plant Operator / Labourer	Regional Services	Civil Operations	Rural Operations	28 Dec 2018
3702	Plant Operator / Labourer	Regional Services	Civil Operations	Rural Operations	28 Dec 2018
3703	Plant Operator / Labourer	Regional Services	Civil Operations	Rural Operations	28 Dec 2018
3705	Senior Asset Accountant	Corporate Services	Finance	Accounting Services	6 March 2019
3710	Administration Officer	Community Services	Communities and Facilities	Facilities	30 June 2018

V1 | Approved 31 July 2017

Position No	Title	Department	Section	Unit	End Date
3711	Carpenter	Community Services	Communities and Facilities	Facilities	30 June 2018

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

Apprentices	Trainees
13	16

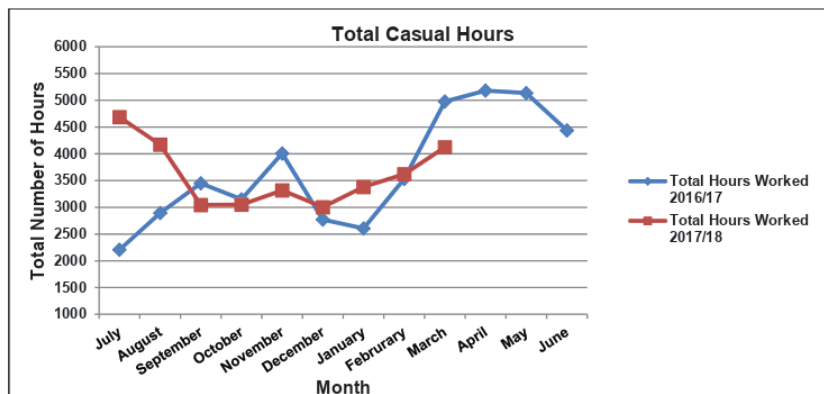
FTE by Section – Starting point and Current Month

Community Services		
Section	Start 1 Jan 2014	Current 30 April 2018
Community Services Directorate	4.89	4
Arts and Heritage	25.48	24.16
Communities and Facilities	77.13	79.64
Health and Environment / Local Laws (<i>now Planning and Reg</i>)	35	72
Parks	116	130.32
Community Services Total	258.50	310.12
Corporate Services		
Section	Start 1 Jan 2014	Current 30 April 2018
Corporate Services Directorate	2	4
Corporate and Technology	103.5	111.67
Finance	38.5	40.47
Workforce and Strategy	30.05	35.39
Airport	25.64	-
Corporate Services Total	199.69	191.53
Aviation Services		
Section	Start 1 Jan 2014	Current 30 April 2018
Aviation Services Directorate	-	1
Airport	-	21.97
Aviation Services Total	-	22.97
Office of the CEO		
Section	Start 1 Jan 2014	Current 30 April 2018
Office of the CEO Directorate	1	1
Governance Support (<i>Marketing – now in Advance R'ton</i>)	13	3
Internal Audit	1	2
Economic Development	2	-
Office of the Mayor (<i>previously in Governance Support</i>)	-	9.89
Office of the CEO Total	17	15.89
Advance Rockhampton		
Section	Start 1 Jan 2014	Current 30 April 2018
Advance Rockhampton Directorate	-	8
Regional Development and Promotions	-	15
Strategic Planning	-	5
Advance Rockhampton Total	-	28
Regional Services		
Section	Start 1 Jan 2014	Current 30 April 2018
Regional Services Directorate	4	4
Civil Operations	149	152
Fitzroy River Water	104.72	109
Engineering	38	38
Planning (<i>currently incl in Planning & Reg in Comm Services</i>)	34	-
Program Delivery	-	6
Rockhampton Regional Waste and Recycling	33	35
Regional Services Total	362.72	344

V1 | Approved 31 July 2017

Casual Hours – March 2018 (reported one month in arrears)

All casual hours worked will now be reported one month in arrears so that actual hours worked can be accurately reported. There are currently a total of 63 casuals actively employed by Council of which 56 were engaged during the reporting period. The engaged casual employees collectively have worked the total number of 4123.20 hours during the month of March 2018.



Work Experience Placements – April 2018

Work Experience Applications Received During the Month of April 2018		5
Placement Type	Section	Placed
Engineering	Engineering Services	Yes
Science/Chemistry	Fitzroy River Water	Yes
Administration	Parks	Yes
Administration	Not specified	Not yet
Administration	Not specified	Not yet
Work Experience Placements Occurring During the Month of April 2018		1
Placement Type	Section	Dates
Curatorial	Art Gallery	9 April – 13 April

**CORPORATE SERVICES
DEPARTMENT - MONTHLY
OPERATIONAL REPORT APRIL 2018**

CTS Monthly Report - April 2018

Meeting Date: 29 May 2018

Attachment No: 2



Monthly Operations Report

Corporate and Technology Services

April 2018

1. Highlights

CBD and Riverside Smart Technology and SmartHub Projects Update

Smart Technology

- The smart technology project is now roughly 90% completed with most of the installation work completed in William Street and the parking sensors to be installed in Bolsover Street in late May / early June.
- Stage 2 Smart Parking – This stage has a \$250K budget co-funded by the Federal Government Smart Cities and Suburbs program. The project scope includes installation of an additional 375 parking sensors, 3 x digital parking wayfinding banners and disability ePermit collaboration. The sensor technology has been ordered and the contractor has been approved to finalise development of the parking wayfinding integration and ePermit webpage.
- The YouTube link is to the updated 5 minute video showcasing the CBD and Riverside development and smart technology:

Smart Technology:- <https://youtu.be/4eoVpLj5f4Q>

SmartHub

- A submission (expression of interest stage) was made to round 4 of the Building our Regions grant program requesting \$250K towards the restoration and fit-out of the SmartHub Annex and facilities. At this stage the Annex has been repainted and the installation of new carpet is planned for mid-May.
- As part of our Customs House SmartHub promotional material, one of our SmartHub members was engaged to produce a video of our new SmartHub. The YouTube link is to the 5 minute SmartHub video:

Smart Hub:- <https://youtu.be/XkxnGIA2ewg>

2. Innovations, Improvements and Variations

Fleet Projects Update

- New 2-Way Radio Repeater Site Mt Morgan – Clearing works onsite were completed in December 2017 and final site geotechnical testing undertaken in January 2018. The Design & Construction contract for the 2-Way Radio Tower and Repeater is expected to be awarded in early May 2018.

3. Customer Service Requests

Response times for completing customer requests in this reporting period for *April*

	Balance B/F	Completed in Current Mth	Current Month NEW Request		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed							
Accounts Payable Enquiry	0	0	0	0	0	0	2	0.00	0.50	2.67	0.50
Bookings Enquiry	0	0	3	3	0	0	5	1.00	1.40	3.00	1.21
Insurance: Mower / Slasher / Whipper / Snipper	2	2	3	0	0	0	90	0.00	8.95	9.61	13.45
Insurance: Personal Accident / Injury	0	0	2	1	0	0	120	0.00	1.20	13.60	38.00
Insurance: Public Liability / Property Damage Public Property	3	1	2	1	2	0	90	6.00	4.52	12.49	20.39
Leased Premises - General Enquiry	0	0	0	0	0	0	5	0.00	1.00	1.00	1.17
Rates Searches	6	6	99	88	11	0	4	3.06	2.98	3.02	2.83

4. Service Delivery

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
IT support services provided within service levels outlined in the IT Service Catalogue.	95%	88%	Operational
Ensure availability of system up-time during core business hours (excluding planned outages).	99%	100%	Operational
Maintain the ratio of customer queries satisfied by Customer Service Officers, without referral to departments.	80%	91%	Operational
Customer Service Call Centre answering 75% of incoming calls within 45 seconds.	75%	73%	Adopted
Process records on the day of receipt as per Recordkeeping Charter.	95%	100%	Operational
Ensure supplier payments are made within stated trading terms.	90%	95%	Operational
Ensure top 100 suppliers by dollar value under formal purchasing agreements (contracts).	90%	95%	Operational
Maximise Council property occupancy rates.	98%	100%	Operational
Ensure tenanted properties in any month, have current lease agreements and public liability insurance.	80%	96%	Operational
Process insurance claims within procedural timeframes.	100%	100%	Operational

5. Compliance

Legislative Compliance	Legislative Reference	Compliance %
Process Right to Information/Information Privacy (RTI/IP) applications within legislative timeframes (Op Plan Ref - 5.2.1.7.)	RTI Act (2009) IP Act (2009)	100%
Manage centralised tendering and contracting functions in accordance with legislative requirements and Council policy.	LG Reg (2012) Pt 3 & 4	100%
Ensure staff purchasing activity is compliant with legislation and policy.	LG Reg (2012) Pt 3 & 4	100%

Safety Statistics

The safety statistics for the reporting period are:

	Second Quarter		
	April	May	June
Number of Lost Time Injuries	0		
Number of Days Lost Due to Injury	16		
Total Number of Incidents Reported	1		
Number of Incomplete Hazard Inspections	0		

Risk Management Summary

Section Risk Register (excludes risks accepted/ALARP)

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Operational degradation or failure of Council's Two-way radio communications system resulting in failed regional communications for daily operations and emergency disaster management.	High	Commence planning and implement a replacement RRC regional two-way radio communications system. Two stage plan- 1. Replace the Rockhampton City Two-way system. 2. Integrated regional solution taking in the Gracemere infrastructure.	(1) Jun 16	100%	Contract awarded to a local company – Beaney's Communications Stage 1 completed.
			(2) Jun 18	65%	Stage 2 - Mt Pinnacle communications tower. Tender for the design and construction of the tower closed 2 Mar 18, contract award expected early May..

6. Operational Plan Targets by Section

The following Operational Plan actions and targets are required to be reported to Council on a monthly basis. This data will also form part of the Operational Plan quarterly report to Council:

Operational Plan Ref	Action	Target	Status
2.2.4.1	Council purchases are in line with the Local Preference Policy guiding tender/quote evaluations.	Annual local goods/services spend analysis >=70% local.	Annual review completed November 2017 Review period 1 Nov 16 to 31 Oct 17 - 76% local spend on goods & services.

Operational Plan Ref	Action	Target	Status
2.4.1.1	Implement Council's Smart Way Forward Strategy Action Plan	Complete installation of smart technology (lighting, CCTV, parking, digital banners and free public Wi-Fi) by 30 June 2018	Stages 1 a, b, f & g completed Stages 1 c & d completed Stage 2 – Riverside completed. Stage 3a – East St (Fitzroy to William) completed. Stage 3b – William St (Quay to East St) - work commenced Feb 18. Stage 3c & d – detailed design completed.
2.5.5.1	Design and fitout the Customs House Smart Hub	Construction completed and Smart Hub opened by late Dec 17.	Practical completion and officially opened 9 Feb 18. Stage 2 Hub Annex – painting and carpet commenced Feb 18.
2.5.5.2	Implement the annual Smart Hub Operational Plan	Facilitate three smart hub programs: 1. Learn to Earn, Connect and Grow 2. Startup Club 3. Startup Stars	2017 Startup programs now complete. Startup Club # 1 – final pitch Completed mid-Aug 17. Startup Club # 2 – commenced Oct. Final pitch completed in Dec 17. Startup Stars – commenced Jul, completed – wrap-up session 16 Feb 18.
4.3.1.1	Implement ICT Strategic Plan 2015/20, including the eServices Strategy and IT Mobility	Achievement of 2017 - 18 targets as detailed in the ICT Strategic Plan	Strategy actions implementation progressing as scheduled. Asset Lifecycle Management project commenced Jan 18, scheduled completion early 2019. Key User awareness meetings planned for May. This process will inform final design. Aurion Web Recruitment – user training Mar to June 2018. Project on schedule for planned 'Go-Live' late June 2018

7. Capital Projects

As at period ended April - 83% of year elapsed

Project	Planned Start Date	Planned End Date	Status	Adopted Budget	YTD actual (incl committals)
CORPORATE & TECHNOLOGY CAPITAL WORKS PROGRAM					
Fleet Asset Renewal Program (CP440)	1 Jul 17	30 Jun 18	Asset renewal program progressing on schedule	\$7,250,240	\$10,133,854*
* Year to date amount currently doesn't account for plant/vehicles disposal sales. With the inclusion of sales revenue, budget is on track.					
IT Asset Renewal & Upgrade Program (CP230)	1 Jul 17	30 Jun 18	IT Asset capital program progressing as directed by ISSG	\$2,763,758	\$1,852,223
Smart Hub – Customs House – Fitout (CP235)	Jan 17	Dec 17	Project complete	\$690,205	\$735,430
Project completed, officially opened 09 Feb 2018. BOR funding grant = \$250K. Additional expenditure for Smart Hub Annex (Stage 2) to be revised from Operational budget.					
CBD & Riverfront Smart Technology (CP235)	Dec 16	Jun 18	Stage 1B completed Stage 1 C&D – completed Stage 2 (Riverside) – completed Stage 3A (East St – Fitzroy to William St) – completed. Stage 3 B (William St – Quay to East St) – work commencing Feb 18. Stages 3C & D – detailed design completed.	\$4,040,000	\$3,506,922
BOR funding grant = \$2.02M					

8. Operational Projects

As at period ended April – 83% of year elapsed

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (incl committals)
Startup Club programs (1 and 2)	Jun 17	Dec 17	First Startup Club program No. 2 commenced Oct to Dec 17 (\$15,325 Federal grant funding). Programs completed no further expenditure expected.	\$30,650	\$28,458
Startup Stars	Jul 17	Jan 18	Program commenced in July, with Seven startup teams (\$17,237 Advance QLD grant funding). Program completed no further expenditure expected.	\$34,474	\$33,987

9. Budget

Financial performance as expected for the reporting period

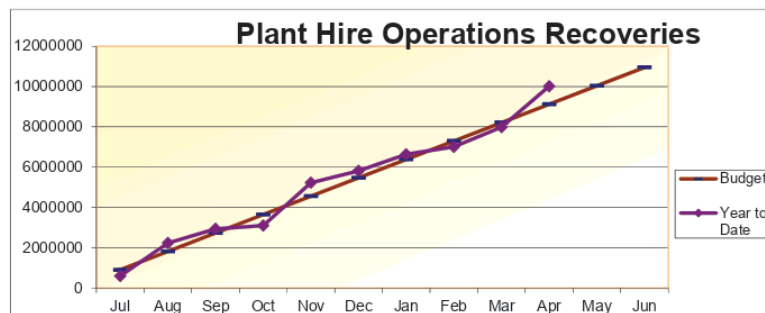
	Adopted Budget \$	Revised Budget \$	EDM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target Year
CORPORATE AND TECHNOLOGY							
<i>Fleet</i>							
Revenues	(263,000)	(263,000)	0	(302,782)	(302,782)	115%	83% ✓
Expenses	11,703,938	11,900,638	513,682	9,364,199	9,877,881	83%	83% ✓
Transfer / Overhead Allocation	(17,419,500)	(17,419,500)	0	(14,564,578)	(14,564,578)	84%	83% ✓
Total Unit: Fleet	(5,978,562)	(5,781,863)	513,682	(5,503,162)	(4,989,480)	86%	83% ✓
<i>Property & Insurance</i>							
Revenues	(421,782)	(424,899)	0	(425,635)	(425,635)	100%	83% ✓
Expenses	3,129,686	3,423,072	36,917	3,199,982	3,206,899	94%	83% ✓
Transfer / Overhead Allocation	9,000	9,000	0	6,039	6,039	67%	83% ✓
Total Unit: Property & Insurance	2,716,904	3,007,173	36,917	2,750,386	2,787,303	93%	83% x
<i>Corporate & Technology Management</i>							
Expenses	913,341	863,341	35,315	483,790	519,105	78%	83% ✓
Transfer / Overhead Allocation	0	555	0	9,128	9,128	1646%	83% x
Total Unit: Corporate & Technology Management	913,341	863,896	35,315	492,918	528,233	80%	83% ✓
<i>Information Systems</i>							
Revenues	(25,000)	(22,500)	0	(27,781)	(27,781)	123%	83% ✓
Expenses	6,831,822	6,925,120	625,385	5,634,930	6,200,316	90%	83% x
Transfer / Overhead Allocation	19,399	19,399	0	11,485	11,485	59%	83% ✓
Total Unit: Information Systems	6,826,221	6,922,019	625,385	5,618,634	6,244,020	90%	83% x
<i>Procurement & Logistics</i>							
Revenues	0	(186)	0	(450)	(450)	242%	83% ✓
Expenses	1,781,875	1,781,841	801	1,337,213	1,338,013	75%	83% ✓
Transfer / Overhead Allocation	(14,244)	(14,244)	0	15,803	15,803	-111%	83% x
Total Unit: Procurement & Logistics	1,767,631	1,767,411	801	1,352,565	1,353,366	77%	83% ✓
<i>Customer Service</i>							
Revenues	(201,000)	(201,000)	0	(140,192)	(140,192)	70%	83% x
Expenses	1,880,435	1,880,414	8,480	1,286,845	1,295,325	77%	83% ✓
Transfer / Overhead Allocation	0	0	0	380	380	0%	83% x
Total Unit: Customer Service	1,479,435	1,479,414	8,480	1,147,033	1,155,513	78%	83% ✓
<i>Smart Regional Centre</i>							
Revenues	(18,000)	(18,000)	0	(18,237)	(18,237)	101%	83% ✓
Expenses	315,856	344,971	8,669	290,332	305,001	88%	83% x
Transfer / Overhead Allocation	0	228	0	2,005	2,005	881%	83% x
Total Unit: Smart Regional Centre	297,856	327,199	8,669	280,100	288,769	88%	83% x
Total Section: CORPORATE AND TECHNOLOGY	8,022,826	8,385,249	1,229,249	6,138,475	7,367,723	88%	83% x
Total Department: CORPORATE SERVICES	8,022,826	8,385,249	1,229,249	6,138,475	7,367,723	88%	83% x
Grand Total:	8,022,826	8,385,249	1,229,249	6,138,475	7,367,723	88%	83% x

Corporate & Technology Monthly Report

10. Whole of Council Statistics

Fleet Services

Ensure internal plant hire operations deliver budgeted net surplus.



Plant Hire Operations Budget (Surplus)	\$10,947,538
Year to Date (Surplus)	\$10,013,996

Procurement & Logistics

Contracts Awarded for April - 12

TEN12870 - Lift Replacement at Walter Reid Cultural Centre - Kone Elevators Pty Ltd - \$237,350
TEN12873 - Rockhampton Airport Pavement Project - Fulton Hogan Industries Pty Ltd - \$13,132,154
TEN12986 - Supply and Delivery of soil to Kershaw Gardens - Hopeman Pty Ltd T/A Hopkins Brothers - SOR
QUO12990 - Repair & Application of Protective Coating to Barrage Gate - McElligotts Qld Pty Ltd - \$54,415
TEN12989 - RPQS for Supply of Safety Footwear - Panel: Totally Workwear Rockhampton, Blackwoods - SOR
QUO12988 - Amenities Building for Stapleton Park - Taboh Pty Ltd T/A BT Builders - \$99,770
CON13028 - Rockhampton Airport Wildlife Hazard Management Program - Avisure Pty Ltd - \$46,365
CON12996 - Out of Hours Contact Centre Services - Peak Services - SOR
TEN12871 - Pest Eradication and Termite Inspection Services Portions 1-4 - Rentokil Pest Control and CQ Building & Pest Inspections Pty Ltd
CON13018 - Repairs to Shade Sails at Victoria Park - McMurtrie Consulting Engineering - \$3,950
CON13035 - Hire of Double Decker Carousel for River Festival - Ace Attractions - \$46,400
TEN12656 - Supply of Stationery - City Printing Works - SOR

Tenders / quotes in progress: 35

Customer Requests Completed Monthly & Top 5 Customer Requests

	May	June	July	August	September	October	November	December	January	February	March	April	
Requests Logged	2742	3521	3429	3907	3221	3074	3407	2367	3603	3541	3376	3154	
Same month Completed	2914	2870	2671	3112	2570	2275	2606	1868	2911	2866	2696	2373	
% completed same month	77%	81%	77%	79%	79%	74%	76%	79%	85%	80%	79%	75%	
Completed Total for Month	3742	3656	3417	3848	3337	3016	3594	2563	3396	3387	3440	2890	
Total Pending	2158	1992		1778	1850	1864	1683	1419	1665	1769	1616	1872	
Top 5 Requests for Month	P/Gen Food Eng W/Leak An/Dogr W/Animal	Food Eng W/Leak An/Dogr Wan Ani Pk Gen	An/Dog Food Eng W/Animal W/Leak P/Gen	AN/Dog W/Animal P/Leak W/Leak M/Maint	AN/Dog W/Animal P/Gen M/Maint	AN/Dog W/Animal P/Gen W/Leak D/Plan	AN/Dog W/Animal P/Leak O/Grown An/Dogr	P/Gen T/Trim W/Leak Bin RRC	P/Gen W/Leak Bin RRC W/Animal O/Grown	T/Trim Pk Gen M/Leak M/Maint Bin RRC	M/Maint P/Gen W/Leak T/Trim Wan Ani	P/Gen W/Leak T/Trim Wan Ani D/Plan	P/Gen W/Leak M/Maint T/Trim R/Bin

Total uncompleted customer requests up to 3 months old:	1544	Conquest Work Order & Investigation Long Term up to 3 months old:	661
Total uncompleted customer requests between 3 to 6 months old:	179	Conquest Work Order & Investigation Long Term between 3 to 6 months old:	131
Total uncompleted customer requests greater than 6 months old:	148	Conquest Work Order & Investigation Long Term greater than 6 months old:	93

Request Completed: Requested task or action has been completed (not just work order raised), or complaint has been investigated, action taken and correspondence finalised.
 Conquest Work Order: A Work Order has been raised for maintenance, repair or future planned action.
 Investigation Long Term: Requested task, action or complaint assigned to internal or external investigation, may include, but not limited to: Insurance, Planning, Legal, Civil or Domestic matter

Key:	T/Trim - Tree Trimming	Pk Gen - Parks General Request	An/Dogr - Dog Registration Enquiry
	M/Maint - Meter Maintenance	R/Bin - Replacement Bin	W/Leak - Water Leak
	Bin RRC - Replace Bin RRC	D/Plan - Duty Planner (New Eng)	S/Blockage - Reactive Sewerage Block

**CORPORATE SERVICES
DEPARTMENT - MONTHLY
OPERATIONAL REPORT APRIL 2018**

Finance Monthly Report - April 2018

Meeting Date: 29 May 2018

Attachment No: 3



Monthly Operations Report

Finance Section
April 2018

1. Highlights

Include any highlights or achievements that have occurred during the month.

18/19 Budget preparations have been the focus of the month to bring the proposed budget in line with the Long Term Financial Forecast. Workshops with whole of Council will be held during May with the proposed budget issue now delayed till the 26th June 2018.

2. Innovations, Improvements and Variations

*(Operational Plan Ref: 5.3.2.1 Identify at least one operational saving per section of responsibility.
5.4.2.6 Identify at least two improved processes per section of responsibility)*

Operational Plan Reference 5.3.2.1
Removal of Priority Paid on the Rates envelopes due to the changes in Australia Post delivery structures.
Training manuals no longer printed for each participant – offered electronically. Savings in printing costs as well as trainer's time.
Working to stop issuing tenant advices for water rates – potential savings of up to \$30 000 pa
A reduction in Billpay service charges was negotiated with Australia Post prior to contract renewal. Indicative saving \$15,000 p.a.
Operational Plan Reference 5.4.2.6
Phone call analysis being undertaken in Rates team to provide learning opportunities and professional development to improve Customer Service.
Currently examining opportunities to improve interface and understanding for uploading of data into pathway to allow for more efficient processing of information.
Looking to improve the Customer education process around Rates; what they are used for, how and when they can be paid.
Monthly asset management meetings have now been scheduled with key operational staff from Parks. These meetings will facilitate more effective engagement and collaboration between Assets and Parks on asset management related matters.
Implementation of Capital Budget in budget module.
Apply Asset Management principles across the organisation.
Tailored Financials (Finance One) training for new Managers is available.
Allocation of Asset Management Plans in Conquest
A concept brief has been put forward for a Rate Modelling System which will allow Councillors much more user friendly information for budget rate modelling.
As part of the Asset Management System review, the potential exists to also standardise Council's Chart of Accounts with the 'One Council Chart of Accounts'. This process will lay the platform for system change into the future.
As part of the Asset Management System review a review of 'Cloud' capability will also be undertaken to look for savings in Capital outlays.

V2 | Approved July 2017

3. Customer Service Requests

(Operational Plan Ref: 4.1.1.1 Provide timely and accurate responses to requests)

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

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed							
Rates Enquiry	5	5	53	48	5	0	3	● 0.83	● 1.22	● 1.25	0.76

4. Service Delivery

(Operational Plan Ref: 4.1.1.2 Provide effective delivery of Council services)

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
Unpaid rates and charges are managed in accordance with the Revenue Management Policy, achieving an overdue balance of less than 3% at its lowest point.	<3%	6.23% achieved in April	Operational
Rates are levied within one week of dates stipulated in the Revenue Statement.	100%	100%	Operational

5. Legislative Compliance and Standards (including Risk and Safety)

(Operational Plan Ref: 5.2.1.1 Comply with legislative requirements)

Legislative timeframes

Item	Due Date	Compliant?	Status
Updates to be presented to Council in sectional monthly reports.	Ongoing	100%	Complete
Council's annual financial statements are "unqualified"	31/10/17	100%	Complete
There are no internal controls as rated by the QAO deemed "ineffective".	31/10/17	100%	Complete
The timelines of the annual financial statements as rated by the QAO is not "untimely"	31/10/17	100%	Complete
The quality of financial statements is not rated "below average" by the QAO	31/10/17	100%	As per report to Audit Committee in early October.
Long Term Financial Forecast updated at each budget and budget revision.	Ongoing	100%	Undertaken at 17-18 Budget Adoption. Will be updated again during 18-19 budget deliberations.
Annual Operating Surplus Ratio between 0% & 10%	Ongoing	100%	Compliant at 17-18 Budget Adoption. 4.37% report in Annual Financial Statements

V2 | Approved July 2017

Item	Due Date	Compliant?	Status
Annual Net Financial Asset/Liability Ratio not greater than 60%	31/10/17	100%	34.8% reported in 16/17 Annual Financial statements.
Annual Interest Cover Ratio between 0% & 5%	31/10/17	100%	2.77% in 17/18 Adopted Budget
Annual Debt Service Cover Ratio greater than two times	31/10/17	100%	2.2 times reported in Adopted Budget
Annual Review of asset management plans by 30 June 2018.	30/06/18	Yes	Planning has commenced. With loss of co-ordinator working through available resources.
Annual asset sustainability ratio is greater than 90%	31/10/17	90%	86.45% reported in 16/17 Annual Financial Statements

6. Operational Plan Targets by Section

The following Operational Plan actions and targets are required to be reported to Council on a monthly basis. This data will also form part of the Operational Plan quarterly report to Council:

Operational Plan Ref	Action	Target	Status
5.2.1.8	Monitor and review non-compliance of legislative requirements	Report on legislative non-compliance included in sectional reports presented to Council on a monthly basis.	Nothing to report
5.3.2.4	Financial systems and processes are managed to meet the appropriate audit requirements and community expectation	The required asset revaluations are completed by 30 April 2018 and integrated into asset management and relevant financial plans.	83%
5.3.4.1	Conduct review of viability in keeping Rockhampton Region Waste and Recycling commercialised	Review undertaken and options presented to Council by 30 June 2018.	70%

7. Capital Projects

N/A

8. Operational Projects

N/A

9. Budget

Financial performance as expected for the reporting period.



End of Month Job Costing Ledger - (Operating Only) - CORPORATE SERVICES

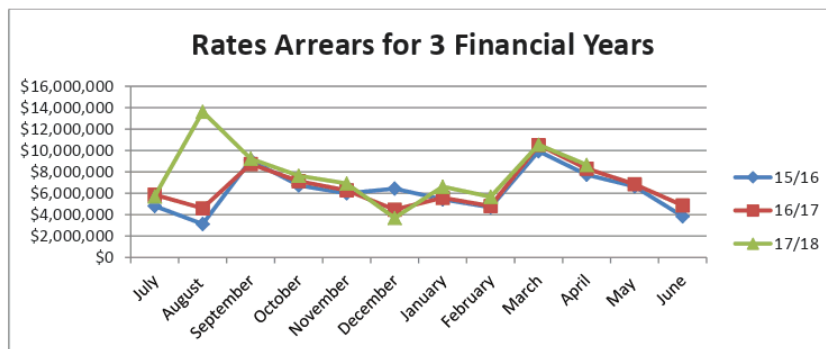
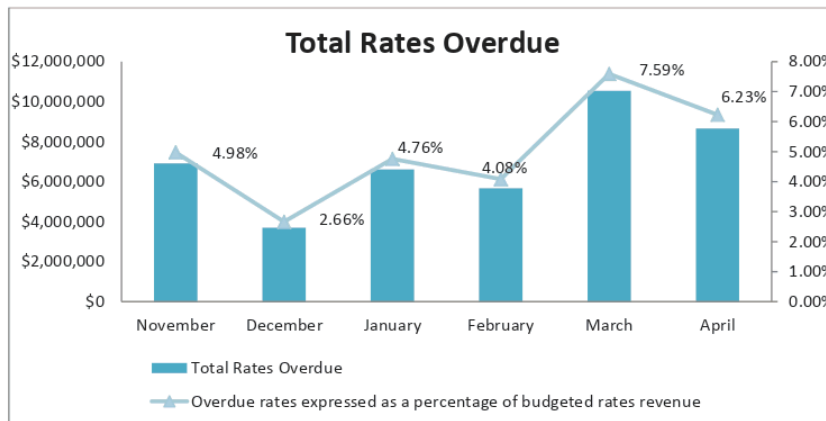
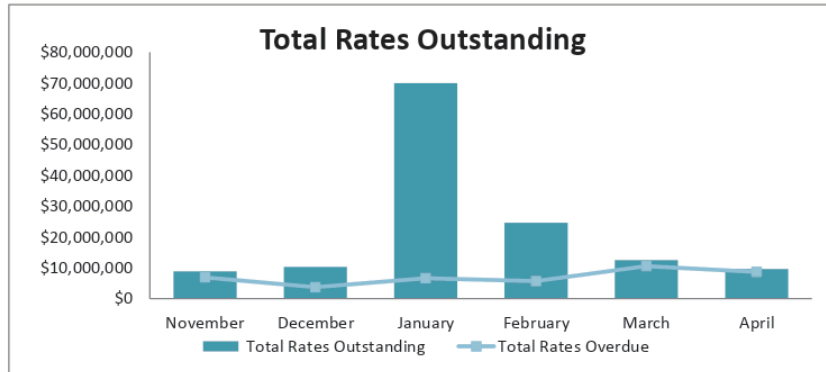
As At End Of April

Report Run: 04-May-2018 15:29:10 Excludes Nat Accts: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit - Actual	Variance	On target
	\$	\$	\$	\$	\$	%	83.3% of Year Gone
CORPORATE SERVICES							
FINANCE							
<i>Finance Management</i>							
Revenues	0	0	0	(80)	(80)	0%	✓
Expenses	562,938	562,600	180,034	471,326	651,363	116%	✗
Transfer / Overhead Allocation	0	0	0	307	307	0%	✗
Total Unit: Finance Management	562,938	562,600	180,034	471,334	651,568	116%	✗
<i>Accounting Services</i>							
Expenses	1,255,726	1,311,628	1,364	974,575	975,939	74%	✓
Transfer / Overhead Allocation	0	0	0	15	15	0%	✗
Total Unit: Accounting Services	1,255,726	1,311,628	1,364	974,590	975,954	74%	✓
<i>Financial Systems</i>							
Revenues	0	(1126)	0	(4,940)	(4,940)	439%	✓
Expenses	380,690	381,702	5,880	294,282	300,162	79%	✓
Transfer / Overhead Allocation	630	600	0	570	573	95%	✗
Total Unit: Financial Systems	381,320	381,176	5,880	293,512	295,792	78%	✓
<i>Assets & GIS</i>							
Revenues	0	0	0	(4,640)	(4,640)	0%	✓
Expenses	1,967,851	1,909,210	116,799	1,399,062	1,515,881	79%	✓
Transfer / Overhead Allocation	37,251	37,251	0	29,678	29,673	80%	✓
Total Unit: Assets & GIS	2,005,102	1,946,461	116,799	1,424,101	1,546,586	79%	✓
<i>Rates & Revenue</i>							
Revenues	(446,122)	(446,132)	0	(702,927)	(702,927)	158%	✓
Expenses	1,809,043	1,809,043	112,708	1,357,464	1,460,172	81%	✓
Transfer / Overhead Allocation	750	750	0	0	3	0%	✓
Total Unit: Rates & Revenue	1,363,671	1,363,661	112,708	654,537	757,245	56%	✓
Total Section: FINANCE	5,568,717	5,565,526	406,784	3,814,694	4,221,478	76%	✓
Total Department: CORPORATE SERVICES	5,569,717	5,565,526	406,784	3,814,694	4,221,478	76%	✓
Grand Total:	5,569,717	5,565,526	406,784	3,814,694	4,221,478	76%	✓

V2 | Approved July 2017

10. Section Statistics



V2 | Approved July 2017

11. Whole of Council Statistics***Safety Statistics***

The safety statistics for the reporting period are:

	Injury Summary		
	February	March	April
Number of Lost Time Injuries	0	0	0
Number of Days Lost Due to Injury	0	0	0
Number of Incomplete Hazard Inspections	0	0	0

Risk Management Summary

All Finance's Risks are now ALARP.

**CORPORATE SERVICES
DEPARTMENT - MONTHLY
OPERATIONAL REPORT APRIL 2018**

NRM Monthly Report - April 2018

Meeting Date: 29 May 2018

Attachment No: 4



Monthly Operations Report

Natural Resource Management (NRM)

April 2018

1. Highlights

Environmental Sustainability Strategy

- The draft Strategy is on track with Stage 3 (strategy development) completed and Stage 4 (strategy validation) underway. The draft Strategy has been circulated for internal review. It is anticipated that endorsement of the draft Strategy will be considered by Council in May 2018.

Internal environmental sustainability activities

- The Sustainability Seed Fund was launched to encourage Council units to identify and trial new sustainability initiatives. The Internal Sustainability Working Group selected a total of 9 projects to progress in 2018 including trials for energy efficient behaviour, office recycling, composting at City Childcare, recycling at the Zoo, management of organic waste at the Zoo, an electronic Cracking the Code, management of runoff from the Nursery, transition to recycled paper and encouraging the use of reusable coffee cups.

External environmental sustainability activities

- The NRM Team facilitated a renewed Memorandum of Understanding and collaborative partnership between Council and Capricornia Catchments to explore future project opportunities.
- With support from Parks, projects are under development for bush regeneration works by Capricornia Catchments adjacent to Fraser Park's Nurim Circuit and also the installation of additional fish hotels by Fitzroy Basin Association at both Yeppen and Woolwash Lagoons.
- The Boomerang Bags (reusable bags initiative) is progressing with the Endeavour Foundation now cutting and packaging material, collected during the Council material drive, ready for sewing.
- The community has contributed hundreds of entries for Council's Nature Photography Competition. The competition has been extended and closes 18 May 2018.

2. Innovations, Improvements and Variations

Council's Sustainability Seed Fund program has commenced and will trial a range of new internal sustainability initiatives during 2018. Regular updates will be provided on the Hub and via this Monthly Operations Report.

3. Customer Service Requests

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

4. Service Delivery

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
No established customer service standards at this time.			

5. Legislative Compliance and Standards (including Risk and Safety)

Item	Due Date	Compliant? (Yes/No)	Status
No compliance requirements monitored at this time.			

6. Operational Plan Targets by Section

The following Operational Plan actions and targets are required to be reported to Council on a monthly basis. This data will also form part of the Operational Plan quarterly report to Council:

Operational Plan Ref	Action	Target	Status
3.3.1.1	Determine current baseline data for Council's current activities	Develop baseline data and monitoring mechanisms by 30 Jun 2018	On track: Sustainability-related data opportunities have been outlined for consideration in Council's Dashboard project. Data monitoring requirements have been identified for consideration in the draft Environmental Sustainability Strategy and Action Plan.
3.3.2.1	Develop an Environmental Sustainability Framework which defines Council's areas of focus and key priority actions	<ol style="list-style-type: none"> 1. Achieve guiding principles within the Environmental Policy 2. Develop an Environmental Sustainability Framework by 30 June 2018 3. Implement actions in accordance with the Environmental Sustainability Framework 	On track: Environmental Policy scheduled for review by June 2018. Proposed framework for Council's Environmental Sustainability Strategy was endorsed by Council on 31 Jan 2018. Stage 4 strategy validation is underway as scheduled.

V2 | Approved July 2017

7. Capital Projects

As at period ended April – 83% of year elapsed.

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

8. Operational Projects

As at period ended April – 83% of year elapsed.

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (committals)
Sustainability strategies					
Environmental Sustainability Strategy (ESS): Stage 1 – Initial review (completed Jan 2018) Stage 2 – Visioning (completed Mar 2018) Stage 3 – Strategy development (completed Apr 2018) Stage 4 – Strategy validation (May/Jun 2018) Stage 5 – Consultation and adoption (Jul-Oct 2018)	01 Nov 17	30 Oct 18	On track for delivery: <ul style="list-style-type: none"> Strategy developed for internal validation Marketing developing branding for strategy and engagement Validation workshops scheduled 	\$0	\$0
Energy action plan: Develop a plan that identifies Council's key strategic opportunities to achieve cost savings, improve environmental sustainability and recognise wider economic and social benefits.	01 Apr 18	30 Oct 18	Under development: <ul style="list-style-type: none"> Plan drafted for further consideration by the Leadership Team 	\$0	\$0
Pathway 1 – Natural environment (partnerships and programs)					
National Landcare Program – small grants funding: The National Landcare Program provides small grants for community-based environmental works (upto \$50,000). Capricornia Catchments sought the NRM Team's support and Parks' approval for a project site within the Rockhampton Region and subsequently submitted a proposal for weed control and revegetation works at Mount Archer during FY2018-19. Should this proposal be successful, there is no co-contribution required from Council.	01 Jul 18	30 Jun 19	Proposal stage: <ul style="list-style-type: none"> NRM Team facilitated discussions and scope Proposal submitted 19 Mar 18 Pending announcement Jul 18 	\$0	\$0

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (committals)
MOU between Council and Capricornia Catchments: Capricornia Catchments is a not-for-profit, community-based natural resource management organisation based in Rockhampton. They focus on improving natural resource management practices, coordinating on-ground works and capacity building activities. This MOU renews and formalises the collaborative relationship.	01 Mar 18	30 Jun 21	Completed: <ul style="list-style-type: none"> MOU was executed in Apr 18 	\$0	\$0
Fraser Park – bush regeneration works: Parks' sought assistance from the NRM Team to maintain and further enhance natural areas adjacent to the Nurim Circuit. As bush regeneration works are outside Parks' current capabilities, this project was scoped and a proposal sought from Capricornia Catchments.	01 Jul 18	30 Jun 18	Proposal stage: <ul style="list-style-type: none"> Proposal submitted to Council by Capricornia Catchments Pending budget consideration by Parks 	Parks	Parks
Reef Guardian Stewardship Grants: The Great Barrier Reef Marine Park Authority provides Reef Guardian Grants to increase awareness of the Great Barrier Reef and encourage environmental initiatives in local communities (upto \$4,000). Should this grant application be successful, the NRM Team will develop an education resource kit during FY2018-19. The kit will provide local schools across the Rockhampton Region with action learning opportunities focussed on waterway awareness. There is no co-contribution required from Council.	01 Jul 18	30 Jun 19	Proposal stage: <ul style="list-style-type: none"> Proposal submitted 27 Apr 18 Pending announcement Jul 18 	\$0	\$0
Fish hotels – Yeppen and Woolwash Lagoons: Fitzroy Basin Association secured funding to install additional fish hotels at Yeppen and Woolwash Lagoons. Parks is providing in-kind support to this project via the Jobs Queensland crew and the use of the Green Waste Compound for assembly activities at the Rockhampton Botanic Gardens.	01 Apr 18	30 Jun 18	On track for delivery: <ul style="list-style-type: none"> Supporting outcomes 	FBA	FBA
Riparian study – Frenchmans and Thozets Creek: Regional Services aims to explore opportunities for integrated floodplain management within the Frenchmans and Thozets Creek areas. The NRM Team is providing support to this project.	01 Mar 18	30 Jun 18	On track for delivery: <ul style="list-style-type: none"> Supporting outcomes 	Regional Services	Regional Services
Pathway 2 - Empowering our community (external programs)					
Boomerang Bags, scaling up the use of reusable bags in the Region: The State of Queensland will introduce a plastic bag ban on 01 July 2018. This local pilot project is designed to build community capacity and partnerships that empower our community to live more sustainably through the local creation and distribution of reusable bags. Project partners include Boomerang Bags Rockhampton (not for profit), Endeavour Foundation (disability services), local schools and community groups. It is intended that this program will raise awareness of this issue within the wider community, whilst also initiating local behaviour change via distribution of this sustainable and reusable product.	05 Mar 18	03 Sep 18	On track for delivery: <ul style="list-style-type: none"> Council material drive completed Endeavour Foundation has supplied first round of cut fabric Boomerang Bags to arrange sewing bees Council to support participation 	\$1,500	\$0

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (committals)
<p>Nature Photography Competition for World Environment Day: This project enables Council to actively participate in the global campaign, cross promote both the environment and our Region, gather a suite of local photographs to use in sustainability communications and foster a sense of community ownership of the Environmental Sustainability Strategy by featuring local images and recognising the contributions of local community members.</p>	01 Feb 18	28 Jun 18	<p>On track for delivery:</p> <ul style="list-style-type: none"> • Competition closes 18 May 18 • Winning photos to be displayed in Rockhampton Library, with Environmental Resource Unit (ERU) trailer at Rockhampton Show and in the CBD 'For Lease' Space during June 18 	\$1,500	\$0
<p>Sustainability awareness and communications: A series of short video clips are proposed to increase environment and sustainability awareness within the community, build the local appreciation of our natural assets and support action associated with the Environmental Sustainability Strategy.</p>	03 Apr 18	30 Jul 18	<p>On track for delivery:</p> <ul style="list-style-type: none"> • Contract awarded • Scripting under development • Local video footage in progress 	\$20,000	\$20,000
Pathway 3 – Industry and infrastructure					
Nothing to report					
Pathway 4 – Council operations (advancing corporate sustainability)					
<p>Second Nature: The internal sustainability engagement program has been designed to advance sustainability awareness and action within Council's operations. The Internal Sustainability Working Group champion sustainability initiatives across departments, act as a conduit for information and support sustainability action across the organisation. The Sustainability Seed Fund encourages Council units to identify and trial new sustainability initiatives. A total of 9 projects were endorsed in Round 1 of the Sustainability Seed Fund including trials for energy efficient behaviour, office recycling, composting at City Childcare, recycling at the Zoo, management of organic waste at the Zoo, an electronic Cracking the Code, management of runoff from the Nursery, transition to recycled paper and encouraging use of reusable coffee cups.</p>	01 Feb 18	ongoing	<p>On track for delivery:</p> <ul style="list-style-type: none"> • Rolling program of internal communication materials • Commenced Round 1 Seed Fund projects • Next working group workshop scheduled for 31 May 18 at the Materials Recycling Facility 	\$10,000	\$8,000
<p>Queensland Climate Resilient Councils (QCRC): The QCRC is a free three year Program, which Council subscribed to in mid-2017. Led by LGAQ, in partnership with the Queensland Government, the Program is designed to strengthen internal council decision-making processes to respond to climate change: Stage 1 – face to face briefing Stage 2 – detailed governance assessment and detailed report Stage 3 and 4 – leading practice resources / community of practice</p>	01 Feb 18	30 Jun 18	<p>On track:</p> <ul style="list-style-type: none"> • Stage 2 interviews completed 21/22 Mar 18 • Detailed governance report expected by June 18 • Watching brief on community of practice 	\$0	\$0

9. Budget

Financial performance as expected for the reporting period.



End of Month Job Costing Ledger - (Operating Only) - CORPORATE SERVICES

As At End Of April

Report Run: 09-May-2018 10:14:01 Excludes Nat Accts: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Variance %	On target
	\$	\$	\$	\$	\$	%	83.3% of Year Gone
CORPORATE SERVICES							
NATURAL RESOURCE MANAGEMENT							
<i>Natural Resource Management</i>							
Expenses	0	272,579	21,405	129,447	150,852	55%	✓
Transfer / Overhead Allocation	0	0	0	300	300	0%	✗
Total Unit: Natural Resource Management	0	272,579	21,405	129,747	151,152	55%	✓
Total Section: NATURAL RESOURCE MANAGEMENT	0	272,579	21,405	129,747	151,152	55%	✓
Total Department: CORPORATE SERVICES	0	272,579	21,405	129,747	151,152	55%	✓
Grand Total:	0	272,579	21,405	129,747	151,152	55%	✓

10. Section Statistics

Events / Program / Activity	Date	Attendees	Comments
Completed activities			
Environmental Sustainability Strategy: Sustainability Strategy Executive Group workshop to validate and refine the draft Strategy	16 Apr 18	20	
Planned activities			
Environmental Sustainability Strategy: Councillor workshop to validate and refine the draft Strategy	01 May 18		
Internal Sustainability Working Group: Internal workshop and field trip to Materials Recycling Facility at Parkhurst	31 May 18		
Southside Library: Presentation to winners of the nature photography competition, local nature photography display for World Environment Day, public exhibition of the draft Environmental Sustainability Strategy*	28 May-18 Jun 18		*Pending endorsement of the draft Strategy 29/5
Rockhampton Show: Sustainability awareness and public exhibition of the draft Environmental Sustainability Strategy *	13-15 Jun 18		*Pending endorsement of the draft Strategy 29/5
CBD 'For Lease' Space: Sustainability awareness and public exhibition of the draft Environmental Sustainability Strategy *	12-28 Jun 18		*Pending endorsement of the draft Strategy 29/5

11. Whole of Council Statistics

No whole of Council statistics at this time.

11.8 PROPOSED ENVIRONMENTAL SUSTAINABILITY STRATEGY

File No:	1174
Attachments:	1. Draft Environmental Sustainability Strategy ↓
Authorising Officer:	Ross Cheesman - Deputy Chief Executive Officer
Author:	Christine Bell - Coordinator Natural Resource Management

SUMMARY

This report tables the draft Environmental Sustainability Strategy 2018-2022.

OFFICER'S RECOMMENDATION

That Council:

1. Endorse the draft Environmental Sustainability Strategy; and
2. Approve public exhibition to seek community feedback on the proposed Environmental Sustainability Strategy.

COMMENTARY

The *Corporate Plan 2017-2021* sets Council's strategic direction and priorities for the next five years. The Plan identifies environment and the community as key themes and seeks to achieve *"an environmentally balanced and aware community, which preserves and maintains our natural environment and incorporates contemporary and proven sustainability principles, as part of all activities for current and future generations"*.

To address this goal, the *Operational Plan 2017-2018* identified the need for an Environmental Sustainability Strategy to support strong community and stakeholder partnerships and increase the effectiveness of environmental programs undertaken by Council.

The draft Environmental Sustainability Strategy delivers on this commitment and was developed with input from the Mayor, Councillors, Leadership Team, Council managers and key members of staff. The proposed Strategy provides a vision, objectives and pathways to advance sustainability across the Rockhampton Region. It also outlines the actions required for Council to integrate sustainable practices into its operations, as well as its community programs and services.

Pursuant to Council's *Community Engagement Policy and Procedure*, development of a new Strategy is considered a 'Level 1: High Regional Impact' activity. As a Level 1 activity, *'engagement must commence before decisions are made or plans finalised and stakeholders must be involved, not just informed'*. This level of engagement triggers a range of mandatory activities including public display of the proposed Strategy, notices in the local newspaper, media promotion inviting comment, notices in established communication channels and opportunities for one-on-one meetings with key stakeholders.

Following Council endorsement of the draft Strategy, it is proposed that this engagement period take place during the period 04 June to 13 July 2018. This will enable public display of the Strategy to coincide with scheduled World Environment Day activities and the Rockhampton Show.

PREVIOUS DECISIONS

30 January 2018: Council received and endorsed the information contained within the 'Environmental Sustainability Strategy – Proposed Framework', establishing an internal sustainability governance framework and a proposed approach to development of this Strategy.

BUDGET IMPLICATIONS

Subject to Council's adoption of the final Strategy and development of an approved annual action plan, budgetary consideration should be given in the 2018-19 year and beyond for the purpose of implementing the Strategy.

STAFFING IMPLICATIONS

Environmental sustainability is everyone's responsibility and, as such, this Strategy outlines pathways and actions for Council to embed sustainability in everything we do. The Natural Resource Management Team will continue to advance environmental sustainability across Council and the Region by coordinating the strategies, partnerships and programs that support this Environmental Sustainability Strategy, whilst also facilitating, monitoring and reporting on whole-of-Council sustainability initiatives.

CORPORATE/OPERATIONAL PLAN

This report progresses key actions as specified in the *Operational Plan 2017-2018*:

- 3.3.2.1 Develop an Environmental Sustainability Framework which defines Council's areas of focus and key priority actions.

CONCLUSION

By actively pursuing a coordinated approach to sustainability, we will better integrate economic, environmental, social and governance considerations into our decision making processes. Adoption of this Strategy will enable Council to build on its commitment to a sustainable future, embed environmental sustainability into the core business of Council and influence the continuing quality of life, prosperity and liveability of our Region.

PROPOSED ENVIRONMENTAL SUSTAINABILITY STRATEGY

Draft Environmental Sustainability Strategy

Meeting Date: 29 May 2018

Attachment No: 1

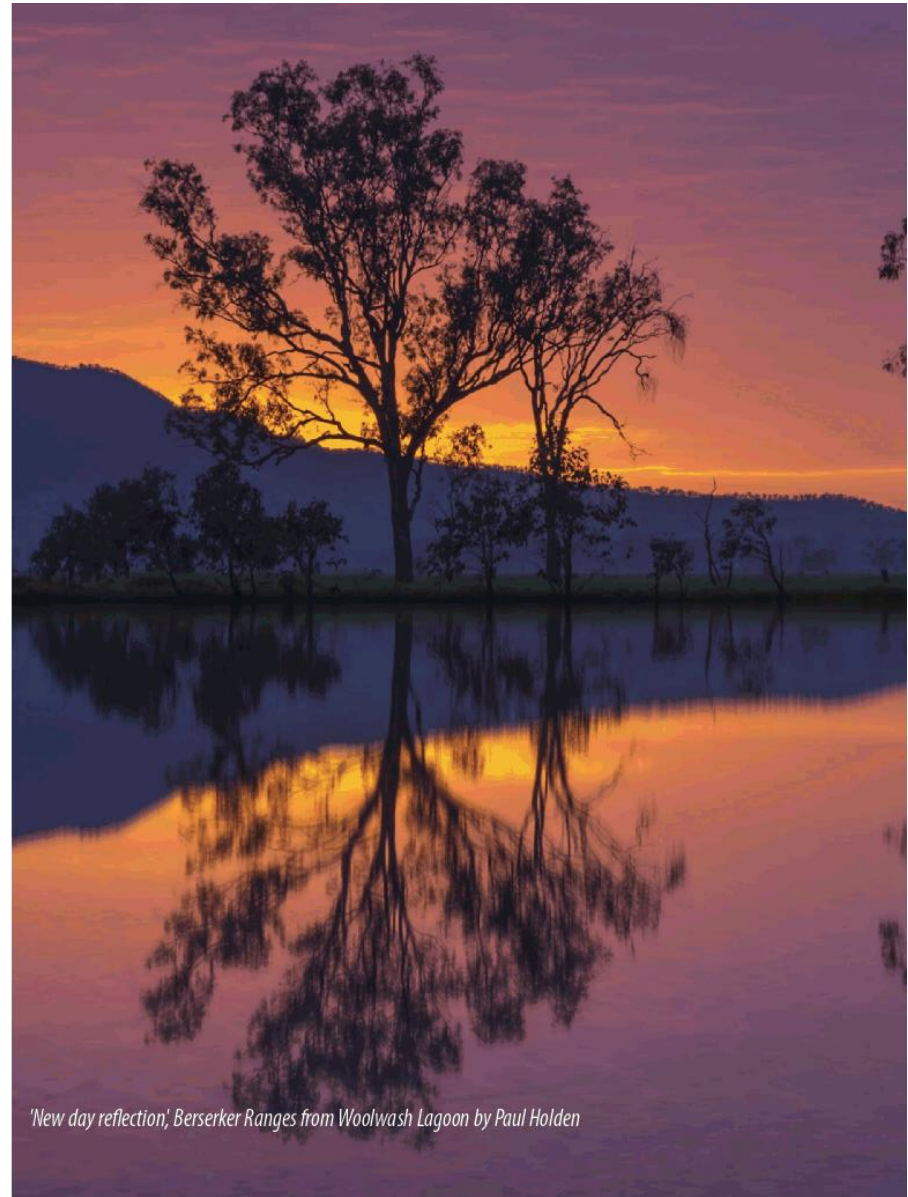


ACKNOWLEDGEMENTS.

Rockhampton Regional Council acknowledges the traditional custodians of the land on which we live and work and recognise their continuing connection to land, water and community. We pay our respects to Elders past, present and emerging.

Council also gratefully acknowledges contributions to our local natural environment by:

- BirdLife Capricornia
- Capricorn Conservation Council
- Capricornia Catchments
- CQUniversity
- Darumbal people
- Department of Environment and Science
- Department of Natural Resources and Mines
- Fitzroy Basin Association
- Fitzroy Partnership for River Health
- Great Barrier Reef Marine Park Authority
- The Rockhampton Region's community and local photographers



'New day reflection', Berserker Ranges from Woolwash Lagoon by Paul Holden



CREATING A SUSTAINABLE FUTURE FOR OUR REGION.

The environment is all around us. From the air we breathe to the soil beneath our feet. From the bush to our city streets. From our creeks to our mighty rivers and beyond.

Our natural environment sustains us, providing access to clean water, air, food and shelter. It also underpins our economy, climate and the liveability of our Region. How we feel about this environment is often shaped by our understanding and connection with nature. Many of us identify with specific sights, smells, sounds and experiences – like the smell of local trees in bloom, the sound of birds as you take a walk, the feeling of catching your first fish from the Fitzroy River or the cool fresh air as you take in views from Mount Archer. Protecting and maintaining this natural environment is essential if we want it to continue to support the liveability and prosperity of our Region.

At its heart, environmental sustainability is about taking care of the environment so that our environment can continue to take care of us, both now and indefinitely into the future. Sustainability requires that we tackle diverse goals, such as increasing water and energy efficiency, protecting water quality and biodiversity, reducing waste and altering transportation choices. If we are to hasten the transition to a sustainable future, we must encourage the adoption of a wide array of actions and behaviours that support these goals.

This Strategy provides a vision, shared objectives and pathways to advance sustainability across our Region. It also outlines the actions required for Council to integrate sustainable practices into its operations, as well as its community programs and services. Realising this vision will require Council to work in partnership with the community, private sector and other levels of government to ensure that we continue to protect and enhance our environment for current and future generations.



Councillor Drew Wickerson
Environment and Sustainability Portfolio



SUSTAINING OUR REGION.

Key drivers

Council has a significant opportunity to contribute to sustainability within our Region by influencing urban planning, transport, economic and community development; implementing best practice waste and water management; and by leading community education, public land management and the delivery of specific environment and sustainability programs. Council also has opportunities to minimise its environmental footprint and associated costs through reduction of waste, water, energy and resource use.

Council's move towards environmental sustainability has been influenced by a number of key drivers. These drivers include the desire to:

- better understand Council's and the community's environmental impacts;
- respond to community expectations by embracing our legal, moral and ethical responsibilities;
- promote ecologically sustainable development within our Region;
- continually improve our environmental performance by complying with and where practical exceeding the requirements of legislation, policies and standards;
- make wise use of our resources;
- control the increasing costs of fuel, water, energy and waste disposal;
- minimise and manage the risks associated with extreme weather events and our changing climate;
- reduce regulatory costs and liabilities;
- encourage a regional transition from a net consuming community to a net producing community;
- strengthen regional collaboration; and
- create new jobs and investment opportunities that will deliver long term social and economic benefits for our Region.



'Flying', Murray Lagoon by Brett Nicholls

Why?

Before European settlement, traditional custodians lived on this land for thousands of years in a way that was sustainable and preserved the wildlife, habitat, waterways, land and air.

More recently, these natural assets have also supported our prosperity, through early gold mining days, agriculture, mining and tourism. And as we move forward, our natural assets present opportunities to contribute to our industries of the future and to provide social and cultural benefits to our communities including places for us to play and re-connect with nature.

OUR LOCAL CONTEXT.

Collectively our natural assets provide a range of ecosystem services that support our Region. They provide productive soils, supply water, dilute and remove pollutants, regulate weather, provide habitat for wildlife species, protect our waterways and absorb carbon. They also provide access to clean air, water, food and a variety of minerals.

Our community.



Key townships of Rockhampton, Gracemere, Mount Morgan and smaller townships of:

- Bajool
- Bouldercombe
- Kabra
- Marmor
- Stanwell
- Gogango
- Westwood



6



'Rainbow bee-eater', Murray Lagoon by Liam Rodenburg

Our vegetation.

The Rockhampton Region currently has about 30% of its original remnant vegetation (Queensland Government, 2017).

Remnant vegetation can provide social benefits like tourism, education and recreation. It also provides habitat for our native flora and fauna, helps protect against salinity and soil erosion, assists in maintaining water quality and regulating water flows in our creeks and complements bushland protected in National Parks and other nature conservation reserves.

Our waterways.

Our Region includes extensive wetlands, creeks and river systems covering nearly 6% of our total area. The Fitzroy River is the largest river catchment flowing to the east coast of Australia and directly connects us to the Great Barrier Reef.

Our wildlife.



119
REPTILES



24
FROGS



35
FISH



359
BIRDS



93
MAMMALS

12%
ENDANGERED,
VULNERABLE
OR NEAR
THREATENED

under the *Queensland Nature Conservation Act 1992*, including the glossy black cockatoo, yellow chat, powerful owl, black-breasted button quail, ghost bat, bridled naitail wallaby, koala, greater glider, estuarine crocodile and the Fitzroy River Turtle.

Our climate.

Climate change presents a significant risk to Council's 'business as usual' structures. In coming years, it is predicted that the Rockhampton Region will experience:



HIGHER AVERAGE TEMPERATURES



HIGHER RISK OF FIRE



MORE RISK OF DROUGHT



MORE FREQUENT FLOODS



MORE SEVERE STORMS



MORE INTENSE DOWNPOURS

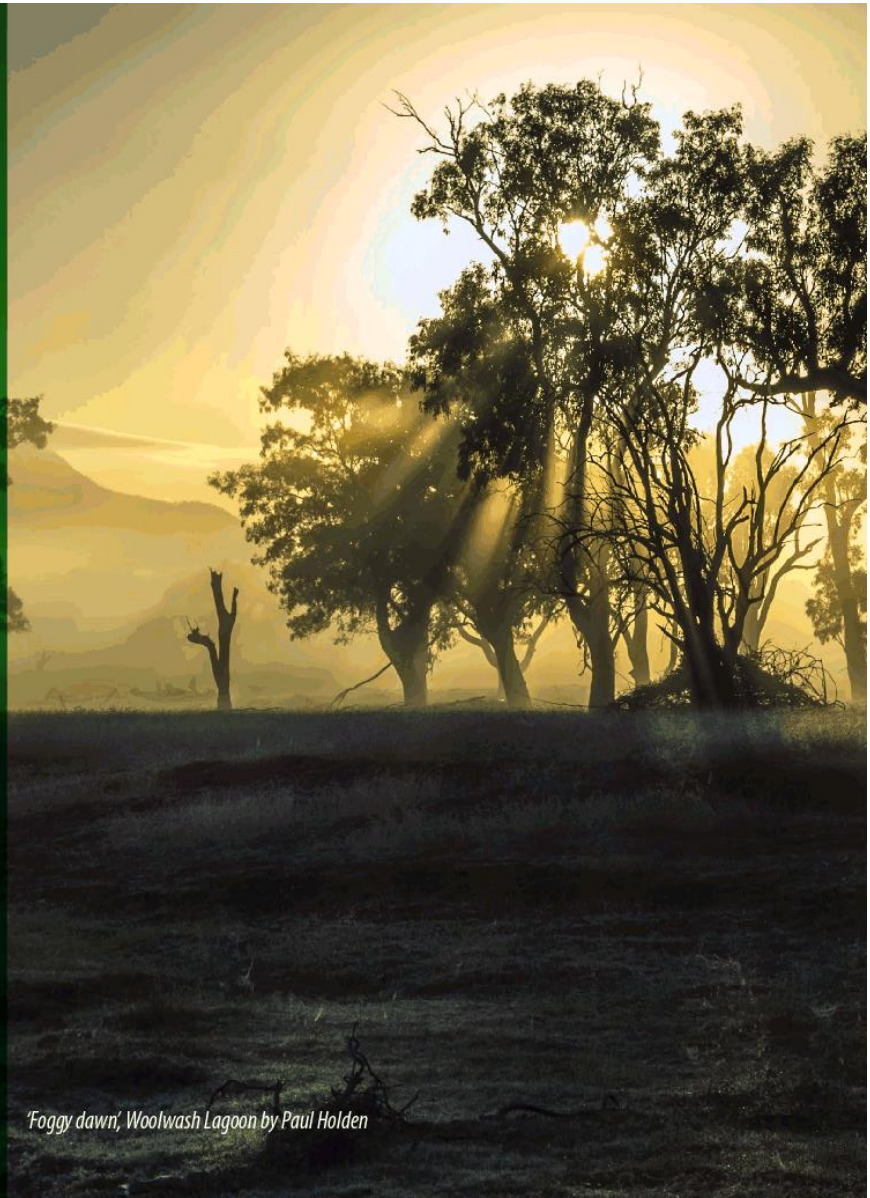


RISING SEA LEVEL

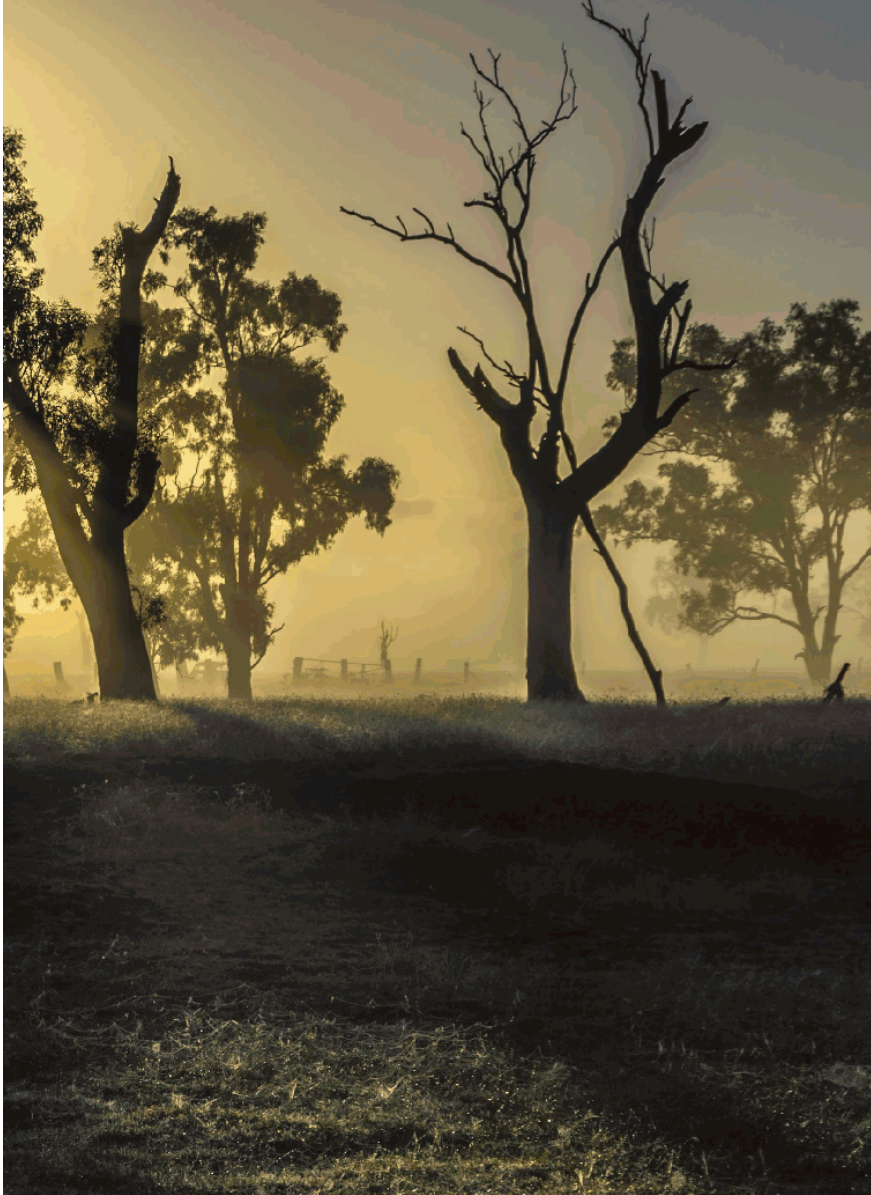


MORE EXTREME HEATWAVES

8



'Foggy dawn', Woolwash Lagoon by Paul Holden



Our challenges.

“The condition of our natural assets is expected to continue to decline as the population grows, land use intensifies and the climate progressively changes. Vegetation disturbance, soil erosion and impacts on water quality and quantity will continue to be important management challenges for the region.

The region currently supports stronghold populations of some species that used to be more widespread. These will be under further pressure, and more species will become locally extinct. Remnant vegetation is vulnerable to further clearing. Marine ecosystems, including the Great Barrier Reef, are expected to decline from the impacts of climate change, agricultural run-off and coastal development.

The impacts of increasing temperature and changing climate patterns on ecosystems are very difficult to predict. Maintaining the extent and connectivity of natural ecosystems, such as vegetation corridors and natural water flows, provides the best opportunities for ecosystems to adapt. Similarly, climate change poses a risk to industries and communities that rely on our natural assets.

Diverse economies, strong networks and a good knowledge base will best support regional adaptation.”

Central Queensland Sustainability Strategy (Fitzroy Basin Association, 2014)

OUR PATHWAYS TO A SUSTAINABLE FUTURE.

We know that the future isn't just somewhere we're going... it's something we're creating.

Our vision

We want the Rockhampton Region to be a great place to live, work, play, learn and invest - both now and for future generations.

Our approach

To achieve this vision, we must choose to create a Region where our environment is a key priority. Already there's a lot happening to protect, maintain and enhance our environment. However, there's still more work to be done.

Council is committed to putting sustainability into action through its corporate commitments and governance arrangements; its strategies and operations; and its community services, programs and partnerships. But we cannot implement this sustainability vision on our own. Only together can we create the sustainable future we want to see for our Region.

In pursuing this sustainability journey, Council recognises the need to work collaboratively, learn from our experiences and refine our approach to ensure we continue to support actions that are both practical and effective. This Strategy will deliver on our vision for a sustainable future through four interconnected pathways. Together the pathways will help guide our approach to protect our natural environment, empower our community to live more sustainably, enhance the liveability of our Region, ensure that we use our resources more wisely and much more. The pathways are supported by a range of strategic actions that Council will lead over the next four years.







NATURAL ENVIRONMENT.

12

OBJECTIVE

Let's work together to protect, maintain and enhance our natural environment.

TARGETS

- Programs in place to maintain and enhance our natural assets, waterways and green corridors
- Programs in place to protect remnant vegetation and support local biodiversity in urban areas
- Long-term trending improvement in net waterway health

STRATEGIC ACTIONS

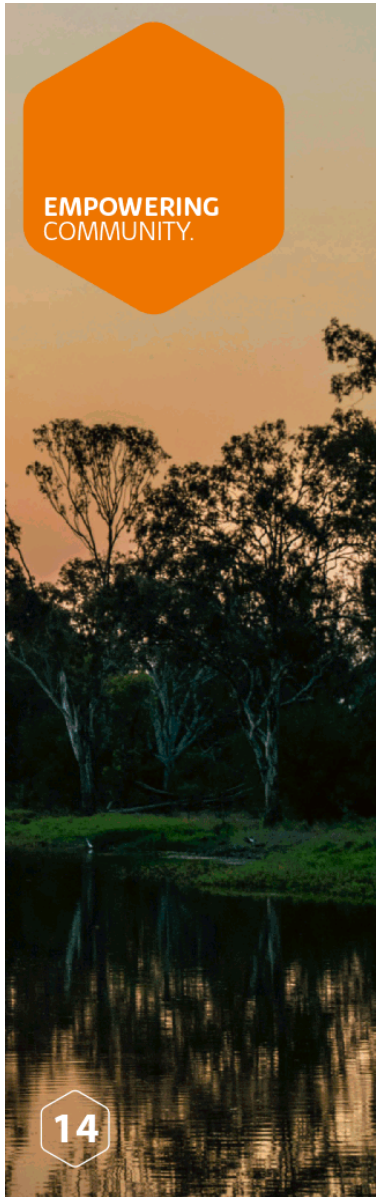
- 1.1** Take steps to better understand our local natural environment and its inherent biodiversity values in order to inform and prioritise management actions.
- 1.2** Implement programs and foster strong partnerships to maintain and enhance the condition of our natural assets including key natural areas, green corridors and urban waterways.
- 1.3** Develop tools to better protect our natural environment, local biodiversity and remnant vegetation from development and other pressures.
- 1.4** Celebrate our natural areas, and their contribution to the liveability of our region, through a targeted long-term communications campaign.



'Green bushland', Mount Morgan by Claudia Brooks

KEY FOCUS AREAS.

- Reef Guardian Council's program
- Fitzroy Partnership for River Health
- Collaborative arrangements with our local natural resource management groups
- Implementation of the Biosecurity Plan including weed and pest management activities
- Parks maintenance and improvement activities
- Developing a natural environment plan
- On-ground environmental management works
- Embedding sustainability in planning policies
- Environmental communications and engagement activities



OBJECTIVE

Let's work together to strengthen our community capacity to live sustainably.

TARGETS

- Community sustainability engagement programs in place
- Community-based environment and sustainability initiatives encouraged and recognised
- Increased canopy cover within the urban footprint

STRATEGIC ACTIONS

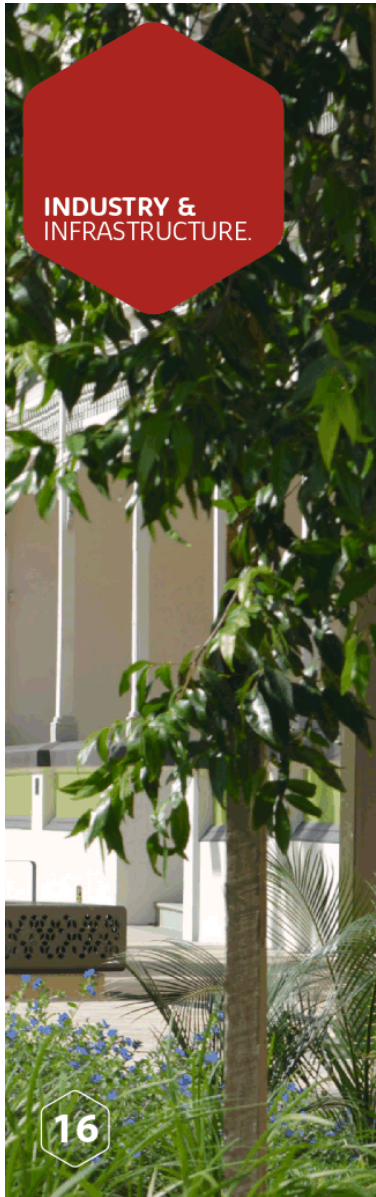
- 2.1** Bring nature back into the community's hearts, minds and everyday lives by creating opportunities to connect with nature and get involved with Council's natural environment program.
- 2.2** Foster sustainable behaviour and encourage the community's wise-use of resources, through targeted sustainability communications and engagement programs.
- 2.3** Encourage initiatives that increase canopy cover within our urban areas and green corridors.
- 2.4** Provide support and funding for community-based environment and sustainability initiatives.
- 2.5** Recognise and celebrate sustainability improvements achieved by local individuals, schools, businesses and community organisations.



'Sunset paradise', Paradise Lagoons by Jason Miller

KEY FOCUS AREAS.

- Waste reduction and recycling programs
- Water-wise education program and water rebates for water efficient products
- Support to community groups via the Community Assistance Program
- Support for events such as Tropicana, Small Landholders Day and Fitzroy River Barrage Open Day
- Targeted environment and sustainability engagement programs
- Street tree inventory
- Streetscape planting and maintenance program



**INDUSTRY &
INFRASTRUCTURE.**

16

OBJECTIVE

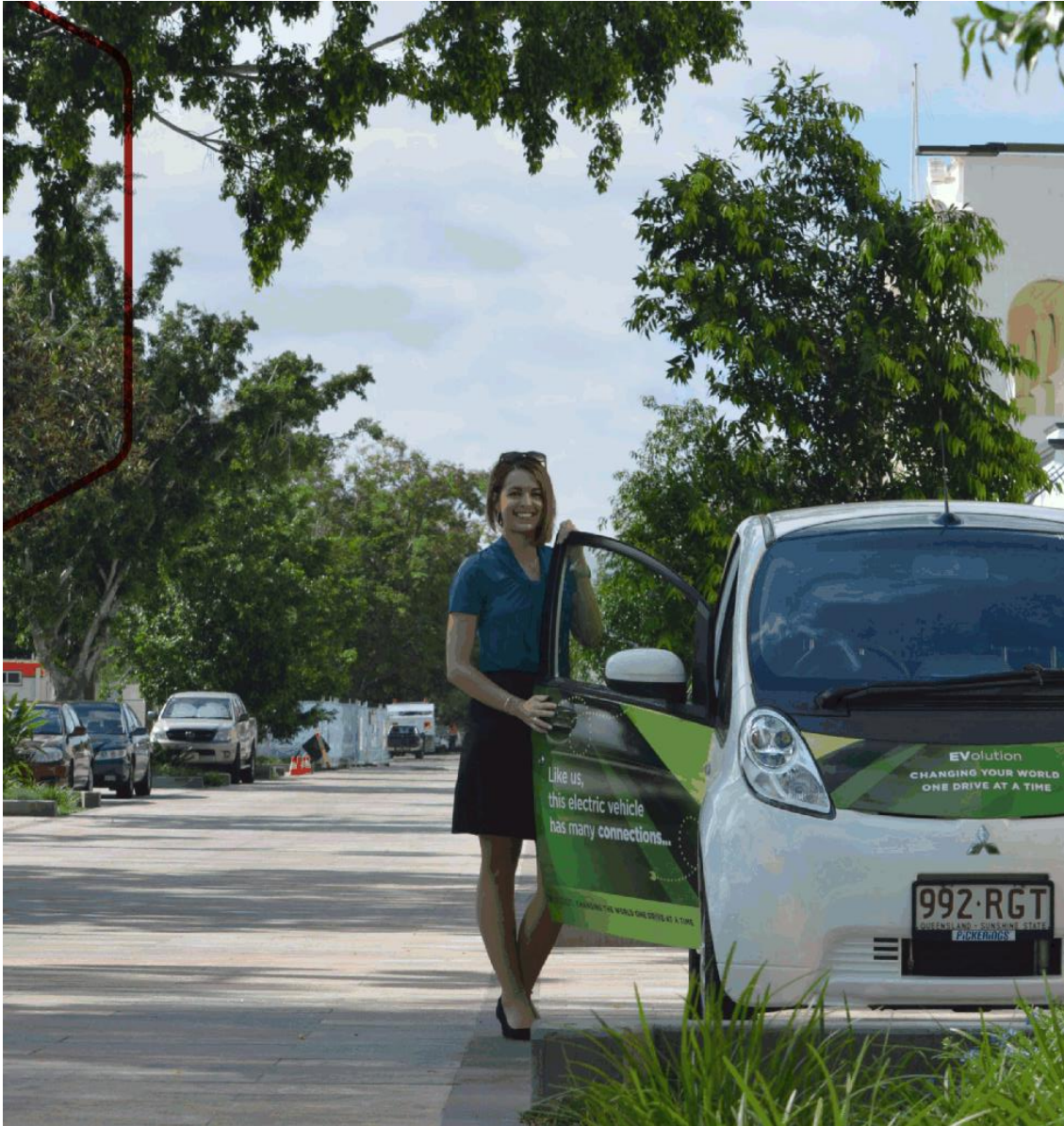
Let's work together to create a liveable region that encourages sustainable industry and infrastructure.

TARGETS

- Council's planning instruments actively encourage sustainable development
- Major Council projects incorporate sustainable design and procurement considerations
- Eco-tourism ratings achieved for key local destinations

STRATEGIC ACTIONS

- 3.1** Develop and maintain partnerships that encourage sustainable industry and infrastructure.
- 3.2** Grow local visitation and tourism opportunities that celebrate our natural areas and contribute to the liveability of our region.
- 3.3** Maximise opportunities to embed environment and sustainability considerations within planning, policy and infrastructure development.
- 3.4** Encourage and raise the profile of best practice environmentally sustainable development through a range of local demonstration projects.
- 3.5** Develop resilience to our changing climate and extreme weather events, by improving our understanding of the environmental impacts of these events and the available response options.



KEY FOCUS AREAS.

- Eco-tourism programs including the continued implementation of the Mount Archer Activation Plan and Recreational Fishing Strategy
- Active transport and land use planning
- Ecologically sustainable development practices
- Showcasing leading water management practices
- Energy efficiency and renewable energy projects



OBJECTIVE

Let's work together to continually improve Council's corporate sustainability.

TARGETS

- Internal sustainability engagement program in place
- Environmental management systems operating for nominated units
- Increased proportion of Council's electricity sourced from renewable energy

STRATEGIC ACTIONS

- 4.1 Demonstrate sustainability leadership by integrating environmental sustainability as a core principle within Council's governance framework.
- 4.2 Foster sustainable behaviour, and encourage Council's wise use of resources, by exploring opportunities to use our resources more efficiently.
- 4.3 Implement a program to better understand and manage Council's environmental risks.
- 4.4 Demonstrate progress on corporate sustainability improvements via Council's Annual Report and associated communications.



KEY FOCUS AREAS.

- Sustainability to be embedded in procurement plans and procedures
- Internal sustainability engagement program, supported by a sustainability seed fund to help staff identify and trial key opportunities for improvement
- Reduced waste and improved energy and water efficiency
- Improvements to landfill gas, leachate and stormwater management at Lakes Creek Road landfill



20

IMPLEMENTING THE STRATEGY.

This Strategy acts as a bridge between our Corporate Plan commitments and the implementation of environmental sustainability initiatives through our annual Operational Plan. Council acknowledges that actively pursuing a coordinated approach to sustainability will better integrate economic, environmental, social and governance considerations across all decision-making processes. Adoption of this Strategy will also enable Council to build on its commitment to a sustainable future, embed environmental sustainability into the core business of Council and influence the continuing quality of life, prosperity and liveability of our Region.

This Strategy will be supported by:

- Continued development of our **regional and community partnerships** to ensure we make the best use of finite resources and avoid duplication of effort or missed opportunities.
- Strong sustainability leadership, supported by a clear **sustainability governance framework** and internal Council working groups.
- An annual **action plan**, embedded within Council's Operational Plan, that details the desired programs and resources required to implement the Strategy.
- **Budget** for implementing the annual action plan, subject to annual Council budget approvals and other sources such as government grants and incentive programs.
- An annual **engagement and communications plan** to ensure that Council employees, its partners and the community are engaged and informed during the life of the Strategy. This will be delivered through Council's programs, events, Council meetings, newsletters, notices, website and social media.
- Regular **monitoring and evaluation**, in conjunction with the quarterly review of the Operational Plan, to determine the extent to which actions within the Strategy are being successfully implemented, meeting their objectives and effectively engaging Council and the community to advance sustainability.
- An **annual update on implementation of this Strategy** at the end of each financial year as part of Council's annual reporting process to ensure this sustainability journey remains open and transparent to all involved.



'The perennial Frenchmans Creek' by Geoff Higgins

GET INVOLVED.

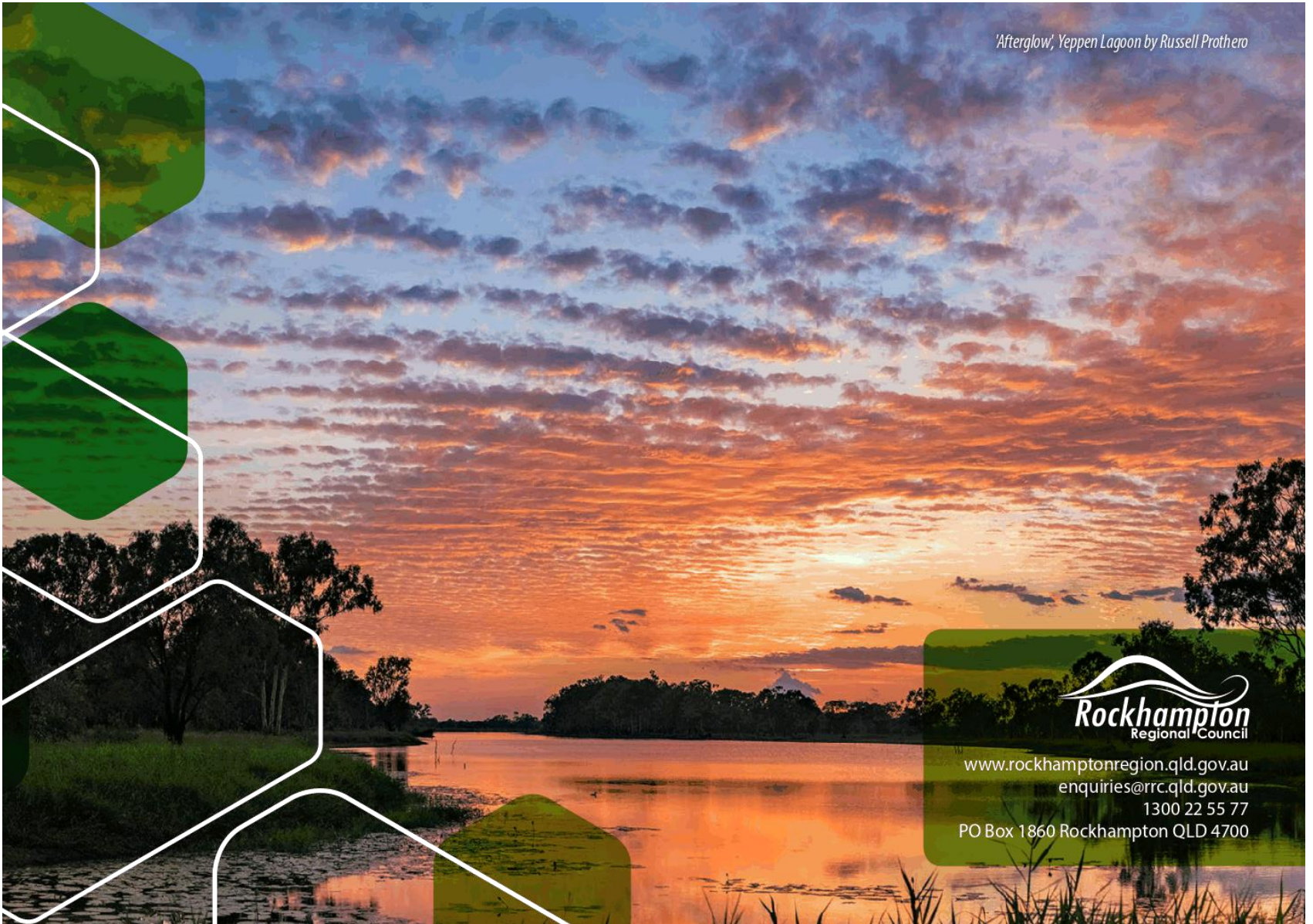
Whether you're an individual, family, community group or local business, you can help to support a sustainable future for the Rockhampton Region. Here's how:

-
- Learn**
- Understand your own environmental impact and the opportunities to reduce these impacts both at home and at work.
 - Read, take a course or visit Council's website to find out more: www.rockhamptonregion.qld.gov.au/EnvironmentalSustainability
 - Sign up to Council's sustainability e-newsletter to stay up to date with local sustainability projects and events.
-
- Act**
- Be proactive and create positive change in your life. Start with the issues that matter most to you – get out and reconnect with nature, eat locally grown sustainable food, start composting, use reusable coffee cups, water bottles and shopping bags or invest in renewable energy. Every little bit counts.
 - Be part of the solution. Join a local group undertaking projects that interest you or develop a new initiative to encourage the kind of change you'd like to see in our Region.
-
- Share**
- Help others to support a sustainable future by sharing your sustainability journey with your friends and family - in person or via social media.
 - Or share your sustainability hacks with us by emailing sustainability@rrc.qld.gov.au and we'll help you share the word.
-

"You cannot get through a single day without having an impact on the world around you. What you do makes a difference and you have to decide what kind of difference you want to make." - Jane Goodall







'Afterglow', Yeppen Lagoon by Russell Prothero



www.rockhamptonregion.qld.gov.au
enquiries@rrc.qld.gov.au
1300 22 55 77
PO Box 1860 Rockhampton QLD 4700

12 NOTICES OF MOTION

12.1 NOTICE OF MOTION - COUNCILLOR STEPHEN SCHWARTEN - EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS POLICY

File No: 10072

Attachments:

1. [Notice of Motion](#)
2. [Council Minutes 12 April 2016](#)
3. [Comparison of Policy Documents](#)

Responsible Officer: Evan Pardon - Chief Executive Officer

SUMMARY

Councillor Stephen Swarten has provided a Notice of Motion regarding adoption of Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy at Council meeting on 12 April 2016.

COUNCILLOR'S RECOMMENDATION

1. That in light of the apparent breach of section 252 of the Local Government Regulation 2012 by the Ordinary Council Meeting of 12 April 2016, which did discuss and amend in closed business the pre-submitted draft policy for Expenses Reimbursement and Provision of Facilities for Mayor and Councillors, this meeting resolves that a suitably qualified party or parties, external to Council, be commissioned to conduct a full and transparent investigation into this most serious matter;
2. That such inquiry upon its completion shall present its findings and any recommendations for due reform to a future Ordinary Meeting of Council during open session;
3. That subject to any and all restrictions that may be placed on it by provisions of the Local Government Act 2009 and or by any other statute, said inquiry is permitted to interview present members of staff, and also approach former members of staff, who may have some knowledge of this matter that has thus far remained hidden from the public;
4. That elected council members may also be interviewed subject to their prior consent;
5. That should this inquiry become aware of any other matters where Council may seem to possibly be in breach of the Act, the Regulation or indeed negligent of any of its statutory obligations and requirements that such instances be simply noted only and presented to Council as an annexure to the principal report;
6. That the party or parties involved be encouraged to provide Council with a credible opinion as to the validity or otherwise of the existing and now recently amended policy on for Expenses Reimbursement and Provision of Facilities for Mayor and Councillors;
7. That in the event of an opinion advising Council that the policy is or may be invalid the relevant party of parties be encouraged to provide Council with possible remedies to the situation.

COMMENTARY

Councillor Stephen Swarten has provided the attached Notice of Motion relating to the adoption of Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy at the Ordinary Council meeting on 12 April 2016.

Councillor Swarten is requesting that a suitably qualified party or parties, external to Council, be commissioned to conduct a full and transparent investigation into this most serious matter.

ADDITIONAL INFORMATION FROM CHIEF EXECUTIVE OFFICER

The following is the Chief Executive Officer's recollection of events surrounding Item 11.4 "Councillors Specific Policies to be Adopted Following the Local Government Elections" dealt with at Ordinary Council meeting on 12 April 2016. (attached)

Following the local government elections in 2016, a number of policies specific to Councillors were reviewed and updated for Council consideration. The report and policies are compiled for the agenda about 2 weeks from the actual Council meeting date. In this period, staff further reviewed the draft policies.

At the Council meeting, my recollection is that I suggested a number of changes in open session that Council may consider as amendments to those documents that were attached to the agenda. The amendments proposed to the *Expenses, Reimbursements and Provision of Facilities for Mayor and Councillors Policy*, section 10.1 Administrative Tools and Office Amenities was an increase for the Councillor support from 2FTE to 2.5FTE and that Councillors may claim \$10 per month for use of their personal home and mobile telephone. The proposed amendment to the *Code of Conduct* was that under Section 6.1 Other Statutory Obligations that the words "and senior executive officers" be added.

There was a request for further explanation about the proposed amendment dealing with additional administrative support. In response, I recall advising the meeting that there were a number of issues associated with providing a response to that particular issue in open session as it affects the reputation of a public member, a Councillor and Council staff. Council resolved to take the matter into closed session under section 275(1)(h) and 275(1). I recall that there was no discussion on the provisions of the *Expenses, Reimbursements and Provision of Facilities for Mayor and Councillors Policy* during closed session only that of the matter associated with the public member, Councillor and staff.

Council resolved to return to open session and that the policies be adopted with the changes identified in open session prior to going into closed session. Those amendments are in the published Policies. (attached)

Matters identified are as follows:

- It is correct that Council cannot resolve under section 275 of the *Local Government Regulation* that a meeting at which a proposed expenses reimbursement policy is discussed (including its adoption or amendment, for example) be closed;
- Council could have resolved to deal with the matter later in the meeting and dealt with the identified confidential matter separately. However, it could be perceived that the confidential matter and the Expenses, Reimbursements and Provision of Facilities for Mayor and Councillors policy are associated;
- The closed session resolution should have been worded differently and not to state "to discuss matters relevant to the Councillor specific policies to be adopted following the Local Government elections" but state that discussion would be prejudicing public member and a Councillor. The resolution should have been under section 275(1) LGR or 275(1)(a,h) LGR;
- Following moving back into open session Council should have made a resolution about the closed session matters; and
- That any amendments be stated in the resolution.

Whatever the events surrounding Council's decision on 12 April 2016 in relation to the adoption of the "Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy", those events are largely a matter of historic interest only as a consequence of Council adopting an entirely new "Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy" at its meeting held on 26 April 2018.

CONCLUSION

The explanation of the events that occurred during Council's meeting of 12 April 2016, combined with the fact that Council re-adopted the policy in question, in its entirety, on 26 April 2018, does not warrant the appointment of an appropriately qualified and experienced consultant to conduct an investigation into the matter at, potentially, considerable expense to the Council. It is recommended that Council have the matter externally reviewed by the Director-General to examine and investigate the matter in accordance with section 115 of the *Local Government Act 2009*.

ALTERNATIVE RECOMMENDATION

THAT Council have the matter externally reviewed by the Director-General, Department of Local Government, Racing and Multicultural Affairs in accordance with section 115 of the *Local Government Act 2009*.

**NOTICE OF MOTION - COUNCILLOR
STEPHEN SCHWARTEN - EXPENSES
REIMBURSEMENT AND PROVISION OF
FACILITIES FOR MAYOR AND
COUNCILLORS POLICY**

Notice of Motion

Meeting Date: 29 May 2018

Attachment No: 1



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

Councillor Schwarten
Councillor for Division 7
Direct telephone 07 4936 8320

21 May 2018
Mr Evan Pardon
Chief Executive Officer
Rockhampton Regional Council

Dear Evan

You will recall the brief exchange between myself and Her Worship the Mayor during the Ordinary Meeting of Council held last Tuesday 15 May 2018. For the purposes of verification that will best enable to vote on the motion for Confirmation of Minutes Resolution I request that by c.o.b. Friday 25 May 2018 you provide me with a written transcript taken from the tape of the proceedings of this meeting - from the point that I raised immediately after the motion confirming minutes of the meeting of 26 April 2018 was carried, to the conclusion of remarks made by Her Worship the Mayor directing I should take this following matter up with the CEO.

Also, please find "attached" Notice of Motion by me that I herewith request be placed on the Agenda for the Ordinary Meeting of Council scheduled to be held on 29 May 2018.

With thanks

Yours sincerely


Councillor Stephen Schwarten
Member for Division 7

21
05
18

"attached"





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

Councillor Schwarten
Councillor for Division 7
Direct telephone 07 4936 8320

NOTICE OF MOTION

I, Councillor Stephen Schwarten, Member for Division 7 do give notice that at the Ordinary Meeting of Council scheduled to be held on 29 May 2018 I shall move the following:

1. That in light of the apparent breach of section 252 of the Local Government Regulation 2012 by the Ordinary Council Meeting of 12 April 2016, which did discuss and amend in closed business the pre-submitted draft policy for Expenses Reimbursement and Provision of Facilities for Mayor and Councillors, this meeting resolves that a suitably qualified party or parties, external to Council, be commissioned to conduct a full and transparent investigation into this most serious matter.
2. That such inquiry upon its completion shall present its findings and any recommendations for due reform to a future Ordinary Meeting of Council during open session.
3. That subject to any and all restrictions that may be placed on it by provisions of the Local Government Act 2009 and or by any other statute, said inquiry is permitted to interview present members of staff, and also approach former members of staff, who may have some knowledge of this matter that has thus far remained hidden from the public.
4. That elected council members may also be interviewed subject to their prior consent.
5. That should this inquiry become aware of any other matters where Council may seem to possibly be in breach of the Act, the Regulation or indeed negligent of any of its statutory obligations and requirements that such instances be simply noted only and presented to Council as an annexure to the principal report.
6. That the party or parties involved be encouraged to provide Council with a credible opinion as to the validity or otherwise of the existing and now recently amended policy on for Expenses Reimbursement and Provision of Facilities for Mayor and Councillors.
7. That in the event of an opinion advising Council that the policy is or may be invalid the relevant party or parties be encouraged to provide Council with possible remedies to the situation.



BACKGROUND

PERCEIVED BREACH OF SECTION 252 OF THE LOCAL GOVERNMENT REGULATION 2012 –
Ordinary Meeting of Council 12 April 2016; Agenda Item 11.4

The minutes, as confirmed, of the Ordinary Meeting of Council held 12 April 2016 strongly suggest that the meeting, in part, when it came to consider Agenda Item 11.4 improperly applied section 275(1)(h) of the Local Government Regulation 2012 when it decided to consider the draft policy for Expenses Reimbursement and Provision of Facilities for Mayor and Councillors in closed session.

Section 252 - conjoined with section 249 (2)(b) - of the Local Government Regulation 2012 clearly states: "A local government can not resolve under section 275 that a meeting at which a proposed expense reimbursement policy be discussed (including its adoption or amendment, for example) be closed."

It is of no relevance that the draft policy for Expenses Reimbursement and Provision of Facilities for Mayor and Councillors submitted by Council officers was one of four draft policies that were contained in Agenda Item 11.4.

The record shows that the meeting went into closed session at 9.22AM and remained in closed session for fully one half hour before returning to open session at 9.53AM.

When this meeting returned to open session a Resolution was carried which, on the face of things, is dubious at best and at its worst is tainted by this apparent breach of section 252.

The immediate question that arises is why this particular draft policy, which is the *one* thing the Local Government Regulation 2012 disallows councils from considering in closed session, was not listed separately on the Agenda for that meeting?

Similarly the question arises why, in light of section 252, would this draft be lumped together with three other draft policies, particularly in view of the fact that it was known beforehand that each of the three had valid reasons requiring they be considered in closed session?

Given the 'on ground' and immediate effects of the new Expenses Reimbursement and Provision of Facilities for Mayor and Councillors policy I find it impossible to believe that during that half hour the meeting spent in closed session that there was no such discussion on the draft that Council officers had prepared and submitted to that meeting.

The Council Resolution, immediately below, itself points to the draft for an Expenses Reimbursement and Provision of Facilities for Mayor and Councillors policy being the principal item of discussion during that half hour of closed business.

"1. THAT Council adopt the following policies with amendments identified in the meeting:
- Expenses Reimbursement and Provision of Facilities for Mayor and Councillors"
with three other policies below this.

The "amendments" may well have been identified when the meeting was closed to the public, but having not been able to attend this meeting myself due to a medical emergency, I, as an elected Council member, was not able to find out exactly what the amendments were and to this day the "amendments identified in the meeting" remain hidden from public view.

In point of actual fact these so-called "amendments identified in the meeting" have never seen the light of day and I have very good reason for stating my view here that there were no "amendments" as such, merely an informal agreement between those present as to what the new administrative support arrangements for councillors would be.

What I know to be certain is the immediate effect of the new policy was that the new councillor administrative support arrangements were to the disadvantage of residents of Division 7 in their dealings with Council and as such they remain so.

Having considered this matter very carefully I have reached the conclusion that the breach of section 252 of the Regulation did occur and this did compromise the Resolution adopting the original Expenses Reimbursement and Provision of Facilities for Mayor and Councillors policy to the extent that the policy, recently amended, has been invalid from its inception.

All will agree LGA 2009 together with the 2012 Regulation confers significant decision making authority on local governments.

However there can be no getting around the fact that section 252 of the Regulation clearly precludes local governments from considering Expenses Reimbursement and Provision of Facilities for Mayor and Councillors policies in closed session.

I believe the circumstances I have outlined above compel me to now call for a full, open and independent investigation into this most serious matter.

Minister Hinchliffe in his comments regarding the Ipswich Regional Council "show cause" matter has made plain that this present State government has determined that all Councils shall adhere to high standards of excellence, particularly to those provided for in LGA 2009.

It seems clear to me that henceforth the local government principles that underpin this legislation shall prevail as they were always intended to.

For me personally my task here is one that causes me to experience great sorrow and the meeting and indeed all persons can be assured I carry no grudges about this or indeed any matter and nor do I bear any person any ill will.

My sole aim here is for this Council to be seen to be acting fully in accordance with local government principle (2)(a) transparent and effective processes and decision making in the public interest.

I sincerely hope all here will agree with me that the time is nigh for this Council to be seen to be acting pro-actively to itself deal with a most serious infringement matter and in the process protect its traditional good reputation and high standing.

Sincerely


Councillor Stephen Schwarten
Member for Division 7

21
05
18

**NOTICE OF MOTION - COUNCILLOR
STEPHEN SCHWARTEN - EXPENSES
REIMBURSEMENT AND PROVISION OF
FACILITIES FOR MAYOR AND
COUNCILLORS POLICY**

Council Minutes 12 April 2016

Meeting Date: 29 May 2018

Attachment No: 2



ORDINARY MEETING

MINUTES

12 APRIL 2016

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OPENING.....	1
2	PRESENT	1
3	APOLOGIES AND LEAVE OF ABSENCE	1
4	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	1
5	DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA.....	2
6	BUSINESS OUTSTANDING	3
6.1	BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING.....	3
7	PUBLIC FORUMS/DEPUTATIONS	4
	NIL	4
8	PRESENTATION OF PETITIONS.....	5
	NIL	5
9	COMMITTEE REPORTS	6
	NIL	6
10	COUNCILLOR/DELEGATE REPORTS	7
	NIL	7
11	OFFICERS' REPORTS.....	8
11.1	CONSTITUTION OF COMMITTEES	8
11.2	SCHEDULE OF COUNCIL AND COMMITTEE MEETINGS - APRIL TO DECEMBER 2016.....	10
11.3	APPOINTMENT OF REPRESENTATIVES OF COUNCIL TO OTHER ORGANISATIONS.....	11
11.4	COUNCILLOR SPECIFIC POLICIES TO BE ADOPTED FOLLOWING THE LOCAL GOVERNMENT ELECTIONS.....	12
11.5	LGAQ ELECTION OF EXECUTIVE DISTRICT REPRESENTATIVES 2016-2020.....	14
11.6	REVISED ECONOMIC DEVELOPMENT STRUCTURE	15
11.7	TEMPORARY CLOSURE OF KERSHAW GARDENS	17
11.8	BUILDING OUR REGIONS FUND (ROUND TWO).....	18
11.9	SPONSORSHIP OPPORTUNITY - 2016 CQ UNIVERSITY AND REGIONAL UNIVERSITY NETWORK (RUN) FUTURES CONFERENCE	19
11.10	FEASIBILITY STUDY FOR QUAY STREET BUILDINGS	20
11.11	DRAFT EMPLOYEE ENTERTAINMENT & HOSPITALITY POLICY	21

ORDINARY MEETING MINUTES	12 APRIL 2016
12	NOTICES OF MOTION 22
	NIL 22
13	QUESTIONS ON NOTICE 23
	NIL 23
14	URGENT BUSINESS\QUESTIONS 24
15	CLOSED SESSION 25
16.1	PROPOSED ROCKHAMPTON AIRPORT DEFENCE PRECINCT 25
16.2	CENTRAL QUEENSLAND RUGBY UNION TENURE AT DIGGERS PARK, THE RANGE 25
16.4	TENDER ACCEPTANCE FOR TEN11956 - DESIGN AND CONSTRUCTION FOR WET DECK CONVERSION AND NEW SANITATION AND RETICULATION PLANT AT 42 BATTALION MEMORIAL POOL 25
16.5	ROCKHAMPTON REGIONAL COUNCIL JOB SHOWCASE 25
16.6	SPORTING SPONSORSHIP OPPORTUNITY 25
16	CONFIDENTIAL REPORTS 27
16.1	PROPOSED ROCKHAMPTON AIRPORT DEFENCE PRECINCT 27
16.2	CENTRAL QUEENSLAND RUGBY UNION TENURE AT DIGGERS PARK, THE RANGE 28
16.4	TENDER ACCEPTANCE FOR TEN11956 - DESIGN AND CONSTRUCTION FOR WET DECK CONVERSION AND NEW SANITATION AND RETICULATION PLANT AT 42 BATTALION MEMORIAL POOL 29
16.5	ROCKHAMPTON REGIONAL COUNCIL JOB SHOWCASE 30
16.6	SPORTING SPONSORSHIP OPPORTUNITY 31
16.3	ROCKHAMPTON HOCKEY ASSOCIATION PROPOSAL FOR A SECOND ARTIFICIAL SURFACE 33
17	CLOSURE OF MEETING 34

ORDINARY MEETING MINUTES

12 APRIL 2016

**REPORT OF THE ORDINARY MEETING
HELD AT COUNCIL CHAMBERS, 232 BOLSOVER STREET, ROCKHAMPTON
ON TUESDAY, 12 APRIL 2016 COMMENCING AT 9:03AM**

1 OPENING**2 PRESENT**

Members Present:

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

In Attendance:

Mr E Pardon – Chief Executive Officer
Mr M Rowe – General Manager Community Services
Mr R Cheesman – General Manager Corporate Services
Mr R Holmes – General Manager Regional Services
Mr R Claus – Executive Manager Regional Development
Mr R Palmer – Manager Economic Development
Ms M Barrett – Manager Parks
Mr D Stevenson – Manager Corporate and Technology Services
Mr S Turner – Manager Governance Support
Ms E Brodel – Media and Communications Officer
Ms L Leeder – Senior Governance Support Officer

3 APOLOGIES AND LEAVE OF ABSENCE

Councillor Schwarten tendered his apology and was not in attendance.

9:04AM Cr Rutherford attended the meeting

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**COUNCIL RESOLUTION**

THAT the minutes of the Performance and Service Committee Meeting held on 24 November 2015 be as taken and adopted as a correct record.

THAT the minutes of the Ordinary Meeting held on 8 March 2016 be as taken and adopted as a correct record.

THAT the minutes of the Post Election Statutory Meeting held on 8 April 2016 be as taken and adopted as a correct record.

Moved by: Councillor Swadling

Seconded by: Councillor Smith

MOTION CARRIED

Page (1)

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

9:05AM

In accordance with s173(2) of the *Local Government Act 2009*, the Mayor, Councillor Margaret Strelow declared a conflict of interest in respect of Item 16.3 - Rockhampton Hockey Association's Proposal for a Second Artificial Surface in that her husband sits on the management committee for the Rockhampton Hockey Association, the Councillor considered her position and will leave the meeting when the matter is discussed.

ORDINARY MEETING MINUTES

12 APRIL 2016

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.

9:06AM

Mayor Strelow declared a conflict of interest in matters relating to the Rockhampton Hockey Association and 91 Denham Street in the business outstanding table, and advised that she would leave the meeting should there be any discussion on these matters.

COUNCIL RESOLUTION

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

Moved by: Councillor Smith

Seconded by: Councillor Fisher

MOTION CARRIED

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:	<ol style="list-style-type: none"> 1. Draft Terms of Reference Airport, Water and Waste 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.*

COUNCIL RESOLUTION

THAT:

1. Council adopt the following Standing Committee structure and the amended 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, Water and Waste Committee	<ol style="list-style-type: none"> 1. Cr Swadling 2. Cr Williams 3. Cr Smith 4. Cr Rutherford 5. Cr Wickerson 6. Cr Strelow 	Cr Fisher
Community Services Committee	<ol style="list-style-type: none"> 1. Cr Rutherford 2. Cr Fisher 3. Cr Williams 4. Cr Strelow 	Cr Swadling
Infrastructure Committee	<ol style="list-style-type: none"> 1. Cr Swadling 2. Cr Fisher 3. Cr Smith 4. Cr Rutherford 5. Cr Wickerson 6. Cr Strelow 	Cr Williams

ORDINARY MEETING MINUTES

12 APRIL 2016

Parks, Recreation and Sport Committee	1. Cr Swadling 2. Cr Fisher 3. Cr Smith 4. Cr Wickerson 5. Cr Strelow	Cr Rutherford
Planning and Regulatory Committee	1. Cr Fisher 2. Cr Rutherford 3. Cr Wickerson 4. Cr Strelow	Cr Smith

2. In accordance with s210 of the *Local Government Regulation 2012* Council appoint Councillor Ellen Smith and Mayor Margaret Strelow to the Audit and Business Improvement Advisory Committee and that the Audit & Business Improvement Advisory Committee appoint a Chairperson at its first meeting.
3. Council designate that Councillor Drew Wickerson be Portfolio Councillor for Environment and that Mayor Margaret Strelow be Portfolio Councillor for Economic Development.

Moved by: Mayor Strelow
Seconded by: Councillor Rutherford
MOTION CARRIED

ORDINARY MEETING MINUTES

12 APRIL 2016

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.

COUNCIL RESOLUTION

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

Moved by: Councillor Swadling
Seconded by: Councillor Fisher
MOTION CARRIED

ORDINARY MEETING MINUTES

12 APRIL 2016

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.

COUNCIL RESOLUTION

THAT Council appoint members to represent Rockhampton Regional Council on organisations, associations or bodies as amended during the meeting.

Organisation	RRC Representative 2016
Capricorn Pest Management Group	Cr Fisher, Cr Smith, Cr Wickerson
CQ-ROC	Mayor & Deputy Mayor
Capricornia Domestic & Family Violence Steering Committee	Cr Swadling
Fitzroy Basin Association	Cr Wickerson
Art Gallery Trust	Mayor & Cr Swadling
RADF Committee	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 Wickerson
Local Government Discussion Group	All Councillors
Airport Group	Cr Fisher
Safe Night Rockhampton CBD Precinct Inc	Cr Swadling
Floodplain Management Australia	Mayor
Fitzroy Partnership for River Health	Cr Wickerson
Leichhardt Way	Cr Williams
Fitzroy River Restocking Group	Cr Williams

Moved by: Councillor Fisher
 Seconded by: Councillor Wickerson
MOTION CARRIED

ORDINARY MEETING MINUTES

12 APRIL 2016

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.

COUNCIL RESOLUTION

THAT the meeting be closed to the public to discuss matters relevant to the Councillor specific policies to be adopted following the Local Government elections 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, and section 275(1), of the *Local Government Regulation 2012*, as it contains information that relates to staffing matters.

Moved by: Mayor Strelow**Seconded by:** Councillor Fisher**MOTION CARRIED****COUNCIL RESOLUTION****9:22AM**

THAT pursuant to s7(11) *Council Meeting Procedures* the meeting moves into Closed Session and be closed to the public.

Moved by: Mayor Strelow**Seconded by:** Councillor Swadling**MOTION CARRIED**

ORDINARY MEETING MINUTES

12 APRIL 2016

COUNCIL RESOLUTION

9:53AM

THAT pursuant to s7(11) *Council Meeting Procedures* the meeting moves out of Closed Session and be opened to the public.

Moved by: Councillor Swadling

Seconded by: Councillor Wickerson

MOTION CARRIED

COUNCIL RESOLUTION

1. THAT Council adopt the following policies with amendments identified in the meeting:
 - 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

Moved by: Mayor Strelow

Seconded by: Councillor Williams

MOTION CARRIED

ORDINARY MEETING MINUTES

12 APRIL 2016

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.

COUNCIL RESOLUTION

THAT Council support the nomination of Councillor Matt Burnett, Mayor of Gladstone Regional Council for election as District No 6 Representative on the Local Government Association of Queensland Inc Executive for 2016-2020.

Moved by: Councillor Williams
Seconded by: Councillor Swadling

MOTION CARRIED UNANIMOUSLY

ORDINARY MEETING MINUTES

12 APRIL 2016

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.

COUNCIL RESOLUTION

THAT Council endorse the increase in establishment FTE to accomplish priorities in the Economic Development Strategy, and appropriate performance indicators for the unit's delivery of outcomes be presented to the table.

Moved by: Mayor Strelow
Seconded by: Councillor Fisher

MOTION CARRIED UNANIMOUSLY

ORDINARY MEETING MINUTES

12 APRIL 2016

10:28AM Mayor Strelow declared a recess, to resume at 10.45am.
10:45AM The meeting resumed.

Members Present:

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

In Attendance:

Mr E Pardon – Chief Executive Officer
Mr M Rowe – General Manager Community Services
Mr R Cheesman – General Manager Corporate Services
Mr R Holmes – General Manager Regional Services
Mr R Claus – Executive Manager Regional Development
Mr R Palmer – Manager Economic Development
Ms M Barrett – Manager Parks
Mr D Stevenson – Manager Corporate and Technology Services
Mr S Turner – Manager Governance Support
Ms K Anderson – Coordinator Property and Insurance
Mr L Sunderland – Regional Business Development Officer
Mr W Clark – Community Engagement Officer
Ms P Fry – Grants Officer
Ms E Brodel – Media and Communications Officer
Ms L Leeder – Senior Governance Support Officer

ORDINARY MEETING MINUTES

12 APRIL 2016

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.

COUNCIL RESOLUTION

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.

Moved by: Mayor Strelow
Seconded by: Councillor Swadling

MOTION CARRIED

ORDINARY MEETING MINUTES

12 APRIL 2016

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'.

COUNCIL RESOLUTION

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.

Moved by: Mayor Strelow
Seconded by: Councillor Fisher

MOTION CARRIED**COUNCIL RESOLUTION**

THAT Council expedite the work towards identification and design of marine infrastructure in the Region to capitalise on the net free zone.

Moved by: Councillor Williams
Seconded by: Councillor Swadling

MOTION CARRIED

ORDINARY MEETING MINUTES

12 APRIL 2016

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.

COUNCIL RESOLUTION

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.

Moved by: Mayor Strelow

Seconded by: Councillor Rutherford

MOTION CARRIED

ORDINARY MEETING MINUTES

12 APRIL 2016

11.10 FEASIBILITY STUDY FOR QUAY STREET BUILDINGS

File No: 2021
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Russell Claus - Executive Manager Regional Development

SUMMARY

Authorisation sought 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).

COUNCIL RESOLUTION

THAT Council authorise staff to seek appropriate consulting services to undertake the feasibility study.

Moved by: Mayor Strelow
Seconded by: Councillor Fisher

MOTION CARRIED

ORDINARY MEETING MINUTES

12 APRIL 2016

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.

COUNCIL RESOLUTION

THAT Council adopt the amended *Draft Entertainment and Hospitality policy*.

Moved by: Councillor Swadling

Seconded by: Councillor Fisher

MOTION CARRIED

12 NOTICES OF MOTION

Nil

13 QUESTIONS ON NOTICE

Nil

14 URGENT BUSINESS\QUESTIONS

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.

COUNCIL RESOLUTION

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.

16.4 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.

Moved by: Councillor Smith
Seconded by: Councillor Rutherford

MOTION CARRIED

ORDINARY MEETING MINUTES

12 APRIL 2016

COUNCIL RESOLUTION**11:18AM****THAT** pursuant to s7(11) *Council Meeting Procedures* the meeting moves into Closed Session and be closed to the public.**Moved by:** Councillor Wickerson**Seconded by:** Councillor Rutherford**MOTION CARRIED****COUNCIL RESOLUTION****11:51AM****THAT** pursuant to s7(11) *Council Meeting Procedures* the meeting moves out of Closed Session and be opened to the public.**Moved by:** Councillor Fisher**Seconded by:** Councillor Smith**MOTION CARRIED**

ORDINARY MEETING MINUTES

12 APRIL 2016

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.

COUNCIL RESOLUTION

THAT Council receive the defence advocate's report and adopt the recommendations contained within the Proposed Rockhampton Airport Defence Precinct report.

Moved by: Councillor Fisher

Seconded by: Mayor Strelow

MOTION CARRIED

ORDINARY MEETING MINUTES

12 APRIL 2016

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.

COUNCIL RESOLUTION

THAT Council receive the report and authorises the Chief Executive Officer (Manager Parks and Coordinator Property & Insurance) to proceed with Option D as outlined in the report.

Moved by: Councillor Swadling**Seconded by:** Councillor Smith**MOTION CARRIED**

ORDINARY MEETING MINUTES

12 APRIL 2016

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.

COUNCIL RESOLUTION

THAT Council:

1. Approve an increase to the approved budget in 2015-16 of \$172,647 and an allocation in the 2016-17 capital budget of \$1,083,432;
2. Accepts the tender submission from JM Kelly Builders Pty Ltd submission of \$2,245,726; and
3. Authorises the Contracts & Tenders Supervisor to conclude negotiations with the successful tenderer.

Moved by: Mayor Strelow**Seconded by:** Councillor Fisher**MOTION CARRIED**

ORDINARY MEETING MINUTES

12 APRIL 2016

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.

COUNCIL RESOLUTION

THAT Council adopt the recommendation contained within the report.

Moved by: Councillor Swadling
Seconded by: Councillor Smith
MOTION CARRIED

ORDINARY MEETING MINUTES

12 APRIL 2016

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.

COUNCIL RESOLUTION

THAT the actions outlined in the report be adopted.

Moved by: Mayor Strelow
Seconded by: Councillor Fisher

MOTION CARRIED

Councillor Smith recorded her vote against the motion.

ORDINARY MEETING MINUTES

12 APRIL 2016

11:53AM

Mayor Strelow declared an interest in Item 16.3 – Rockhampton Hockey Association Proposal for a Second Artificial Surface and left the meeting.

Deputy Mayor, Councillor Rutherford assumed the Chair.

COUNCIL RESOLUTION

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.

16.3 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.

Moved by: Councillor Swadling

Seconded by: Councillor Smith

MOTION CARRIED

COUNCIL RESOLUTION**11:54AM**

THAT pursuant to s7(11) *Council Meeting Procedures* the meeting moves into Closed Session and be closed to the public.

Moved by: Councillor Swadling

Seconded by: Councillor Smith

MOTION CARRIED

11:54AM Councillor Fisher left the meeting
11:55AM Chief Executive Officer left the meeting
11:57AM Chief Executive Officer returned to the meeting
11:58AM Councillor Fisher returned to the meeting

COUNCIL RESOLUTION**12.31PM**

THAT pursuant to s7(11) *Council Meeting Procedures* the meeting moves out of Closed Session and be opened to the public.

Moved by: Councillor Swadling

Seconded by: Councillor Smith

MOTION CARRIED

ORDINARY MEETING MINUTES

12 APRIL 2016

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.

COUNCIL RESOLUTION

THAT the Rockhampton Hockey Association Proposal for a Second Artificial Surface report be received.

Moved by: Councillor Fisher
Seconded by: Councillor Wickerson

MOTION CARRIED

COUNCIL RESOLUTION

THAT Council further investigate other alternative sites for sporting facilities.

Moved by: Councillor Smith
Seconded by: Councillor Swadling

MOTION CARRIED UNANIMOUSLY

12:33PM Mayor Strelow returned to the meeting and resumed the Chair.

ORDINARY MEETING MINUTES

12 APRIL 2016

17 CLOSURE OF MEETING

There being no further business the meeting closed at 12:34pm.

SIGNATURE

CHAIRPERSON

DATE

**NOTICE OF MOTION - COUNCILLOR
STEPHEN SCHWARTEN - EXPENSES
REIMBURSEMENT AND PROVISION OF
FACILITIES FOR MAYOR AND
COUNCILLORS POLICY**

Comparison of Policy Documents

Meeting Date: 29 May 2018

Attachment No: 3

22/05/2018 10:47:28 AM

Compare Results

Old File:	New File:
Draft Expenses Reimbursement and Provision of Facilities for Mayor and Councillors_1 (003).pdf	Expenses-Reimbursement-and-Provision-of-Facilities-for-Mayor-and-Councillors-V7 (003).pdf
17 pages (128 KB) 21/05/2018 3:59:10 PM	17 pages (165 KB) 15/04/2016 3:44:15 PM

Total Changes

44

Content

22 Replacements
19 Insertions
3 Deletions

Styling and Annotations

0 Styling
0 Annotations

[Go to First Change \(page 1\)](#)

Summary of Comments on [Compare Report] Expenses-Reimbursement-and-Provision-of-Facilities-for-Mayor-and-Councillors-V7 (003).pdf

This page contains no comments



EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS (COUNCILLOR 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.
----------	---

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 12 April 2016

Version: 7

Reviewed Date:

Department: Office of CEO

Section: Governance Support

Page No.: Page 1 of 17

Graphic Element Deleted

Text Replaced

[Old]: "(STATUTORY"

[New]: "(COUNCILLOR"

Graphic Element Deleted

Text Replaced

[Old]: "Draft"

[New]: "Adopted, 12 April 2016"

Text Inserted

"7"

Text Replaced
 [Old]: "Draft"
 [New]: "Adopted, 12 April 2016"

Text Inserted
 "7"

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 Local Government Act 2009.
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

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 12 April 2016
 Version: 7
 Reviewed Date:

Department: Office of CEO
 Section: Governance Support
 Page No.: Page 2 of 17

- 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

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 12 April 2016

Version: 7

Reviewed Date:

Department: Office of CEO

Section: Governance Support

Page No.: Page 3 of 17

Text Replaced
[Old]: "Draft"
[New]: "Adopted, 12 April 2016"

Text Inserted
"7"

Text Replaced
[Old]: "Draft"
[New]: "Adopted, 12 April 2016"

Text Inserted
"7"

- 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 monies 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.

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 12 April 2016
Version: 7
Reviewed Date:

Department: Office of CEO
Section: Governance Support
Page No.: Page 4 of 17

Text Replaced
[Old]: "Draft"
[New]: "Adopted, 12 April 2016"

Text Inserted
"7"

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.

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 12 April 2016

Version: 7

Reviewed Date:

Department: Office of CEO

Section: Governance Support

Page No.: Page 5 of 17

Text Replaced
[Old]: "Draft"
[New]: "Adopted, 12 April 2016"

Text Inserted
"7"

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.

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 12 April 2016
Version: 7
Reviewed Date:

Department: Office of CEO
Section: Governance Support
Page No.: Page 6 of 17

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 invoices/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

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 12 April 2016

Version: 7

Reviewed Date:

Department: Office of CEO

Section: Governance Support

Page No.: Page 7 of 17

Page: 7

Text Replaced
[Old]: "Draft"
[New]: "Adopted, 12 April 2016"

Text Inserted
"7"

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

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 12 April 2016
Version: 7
Reviewed Date:

Department: Office of CEO
Section: Governance Support
Page No.: Page 8 of 17

Text Replaced
[Old]: "Draft"
[New]: "Adopted, 12 April 2016"

Text Inserted
"7"

Text Replaced
[Old]: "Draft"
[New]: "Adopted, 12 April 2016"

Text Inserted
"7"

- 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.

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 12 April 2016
Version: 7
Reviewed Date:

Department: Office of CEO
Section: Governance Support
Page No.: Page 9 of 17

Text Replaced
[Old]: "Draft"
[New]: "Adopted, 12 April 2016"

Text Inserted
"7"

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;

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 12 April 2016
Version: 7
Reviewed Date:

Department: Office of CEO
Section: Governance Support
Page No.: Page 10 of 17

- 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:

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 12 April 2016
Version: 7
Reviewed Date:

Department: Office of CEO
Section: Governance Support
Page No.: Page 11 of 17

Text Replaced
 [Old]: "Draft"
 [New]: "Adopted, 12 April 2016"

Text Inserted
 "7"

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, an administration officer and a communications officer.

The Deputy Mayor will be provided with an administration officer.

Two and one half 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.

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 12 April 2016

Version: 7

Reviewed Date:

Department: Office of CEO

Section: Governance Support

Page No.: Page 12 of 17

Page: 12

Text Replaced
[Old]: "communications officer."
[New]: "a communications officer"

Text Inserted
"an"

Text Deleted
"

Text Inserted
"and one half"

Text Replaced
[Old]: "Draft"
[New]: "Adopted, 12 April 2016"

Text Inserted
"7"

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, however Councillors may claim up to ten dollars per month for council related telephone calls made from their personal home or mobile telephone.

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.

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 12 April 2016
Version: 7
Reviewed Date:

Department: Office of CEO
Section: Governance Support
Page No.: Page 13 of 17

Text Replaced

[Old]: "reimbursable."
[New]: "reimbursable, however Councillors may claim up to ten dollars per month for council related telephone calls made from their personal home or mobile telephone. ."

Text Replaced

[Old]: "Draft"
[New]: "Adopted, 12 April 2016"

Text Inserted

"7"

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

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 (exclusive of GST but inclusive of any extras or accessories fitted to the vehicle).

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

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 \$3,988.00 plus yearly council plant hire increases.

Reimbursement is not required for any business travel.

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 12 April 2016

Version: 7

Reviewed Date:

Department: Office of CEO

Section: Governance Support

Page No.: Page 14 of 17

Page: 14

Text Replaced
[Old]: "(inclusive"
[New]: "(exclusive of GST but inclusive"

Text Replaced
[Old]: "\$3,700."
[New]: "\$3,988.00 plus yearly council plant hire increases."

Text Replaced
[Old]: "Draft"
[New]: "Adopted, 12 April 2016"

Text Inserted
"7"

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

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.

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 12 April 2016

Version: 7

Reviewed Date:

Department: Office of CEO

Section: Governance Support

Page No.: Page 15 of 17

Text Replaced
[Old]: "Draft"
[New]: "Adopted, 12 April 2016"

Text Inserted
"7"

Text Replaced
[Old]: "Draft"
[New]: "Adopted, 12 April 2016"

Text Inserted
"7"

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.

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.

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 12 April 2016
Version: 7
Reviewed Date:

Department: Office of CEO
Section: Governance Support
Page No.: Page 16 of 17

Text Replaced
[Old]: "Draft"
[New]: "Adopted, 12 April 2016"

Text Inserted
"7"

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**

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 12 April 2016
Version: 7
Reviewed Date:

Department: Office of CEO
Section: Governance Support
Page No.: Page 17 of 17

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 Chief Executive Officer Monthly Report

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

16 CONFIDENTIAL REPORTS

16.1 CHIEF EXECUTIVE OFFICER MONTHLY REPORT

File No: 1830
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

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

SUMMARY

Chief Executive Officer presenting monthly report for the period ending 21 May 2018.

17 CLOSURE OF MEETING