

LATE ITEMS ORDINARY MEETING

AGENDA

8 SEPTEMBER 2015

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 8 September 2015 commencing at 9:00am for transaction of the enclosed business.

CHIEF EXECUTIVE OFFICER

4 September 2015

Next Meeting Date: 13.10.15

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	PAGE NO	
11	OFFIC	ERS' REPORTS	1	
	11.9	AMENDED TERMS OF REFERENCE FOR THE RESOURCE INDUSTRY ADVISORY COMMITTEE	1	
	11.10	RIVERBANK REDEVELOPMENT AND REVITALISATION PROJECT		
	11.11	REVIEW OF RIVER FESTIVAL DATE		

11 OFFICERS' REPORTS

11.9 AMENDED TERMS OF REFERENCE FOR THE RESOURCE INDUSTRY ADVISORY COMMITTEE

File No: 8237

Attachments: 1. Draft Terms of Reference for the Resource

Industry Advisory Committee

2. Existing Terms of Reference for the Resource Industry Advisory Committee

adopted 12 March 2014

Authorising Officer: Michael Rowe - Acting Chief Executive Officer

Author: Shane Turner - Manager Governance Support

SUMMARY

At its meeting on 14 July 2015 Council resolved that a meeting of the Resource Industry Advisory Committee be held prior to 31 October 2015. This Advisory Committee has had a number of members that have been unable to attend scheduled meetings and therefore there is a need to amend the Terms of Reference for this Committee to enable future meetings to proceed more readily.

OFFICER'S RECOMMENDATION

THAT Council:

- 1. Determine the membership of the Resource Industry Advisory Committee;
- 2. Adopt a new Terms of Reference for the Resource Industry Advisory Committee:
- 3. Notify new Resource Industry Advisory Committee members of the next meeting date and process.

COMMENTARY

Due to a number of factors beyond the control of the Resource Industry Advisory Committee a number of the existing Committee members are not able to or are finding it extremely difficult to attend meetings of this Committee. Subsequently, this report proposes to amend the membership of the Committee to assist in achieving quorum.

Manager Governance Support sought clarification from Council's solicitors on the possibility of having an Advisory Committee member being a representative of an organisation or body, rather than a named individual.

The general advice provided was that, with the way the Act and Regulation are worded, it is their view that the overriding intent of the relevant clauses is for the appointment of named individuals and they believed it would be difficult to mount a reasonable argument contrary to his view.

PREVIOUS DECISIONS

Most of the Terms of Reference for all of Council's Committees have been adopted at various times pre and post de-amalgamation, by Continuing Council in November 2013 and by Council on 28 January 2014. Individual Committee Terms of Reference have been amended by Council on an as needed basis since then.

BUDGET IMPLICATIONS

Nil

LEGISLATIVE CONTEXT

Local Government Regulation 2012 Sections 265-270 inclusive.

LEGAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

RISK ASSESSMENT

Nil

CORPORATE/OPERATIONAL PLAN

Nil

CONCLUSION

It has been difficult for the existing Resource Industry Advisory Committee to establish quorum with the existing Committee membership and it would be prudent to review the committee membership to establish a level of confidence that future meeting are able to proceed with quorum, excluding an exceptional circumstance.

AMENDED TERMS OF REFERENCE FOR THE RESOURCE INDUSTRY ADVISORY COMMITTEE

Draft Terms of Reference for the Resource Industry Advisory Committee

Meeting Date: 8 September 2015

Attachment No: 1



Date: 11 August 2015

Subject: Terms of Reference – Resource Industry Advisory Committee

File Ref: 8237

1. PURPOSE

The Resource Industry Advisory Committee is a formal Advisory Committee of Rockhampton Regional Council and provides direction and leadership on the functional responsibilities detailed in section 3 "Responsibilities".

2. SCOPE AND LIMITATIONS

It is the Advisory Committee dealing with those issues that enables the region's mining services sector to have input into Council and in particular to have input into deliberations of Council's Business Enterprise Committee.

The Resource Industry Advisory Committee has no delegated authority and will make recommendations to Council for deliberation and adoption.

The main functions of the Committee are to:

- 1. Receive reports from the Chief Executive Officer, General Managers, and appropriately delegated officers.
- 2. Consider the material in the reports from officers and seek further information from relevant officers, if necessary.

3. RESPONSIBILITIES

The following is a list of functions assigned to the Resource Industry Advisory Committee:

- Provision of services to Bowen, Galilee and Surat Basin miners and their subcontractors;
- Encouraging residence for miners and other workers from the Bowen and Galilee Basin coal mines.

4. MEMBERSHIP

The membership of the Resource Industry Advisory Committee is as follows:-

Chairperson: Councillor Neil Fisher

Members: Mayor, Councillor Margaret Strelow

additional Councillors as decided by the Council

A representative of the Mining Women Support Group Matthew Gibb, Gibb Group (Industrial land developer) A representative of the Gracemere Industry Group

Norman Emanouel, CQ Properties

A representative of the Capricornia Chamber of Commerce

Professor John Rolfe, CQ University

A representative of Queensland Department of Natural Resources

& Mines

A representative of Stockland Development Pty Ltd

Council officers shall be invited to attend the meetings, however, shall not be a member and shall not have voting rights.

5. ROLES OF CHAIR

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

6. QUORUM

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

7. FREQUENCY

The Resource Industry Advisory Committee will meet at least 3 times per calendar year.

8. AGENDA DISTRIBUTION TIME

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

Evan Pardon Chief Executive Officer

AMENDED TERMS OF REFERENCE FOR THE RESOURCE INDUSTRY ADVISORY COMMITTEE

Existing Terms of Reference for the Resource Industry Advisory Committee adopted 12 March 2014

Meeting Date: 8 September 2015

Attachment No: 2



Date: 12 March 2014

Subject: Terms of Reference – Resource Industry Advisory Committee

File Ref: 8237

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The membership of the Resource Industry Advisory Committee is as follows:-

Chairperson: Councillor Neil Fisher

Members: Mayor, Councillor Margaret Strelow
Deputy Mayor, Councillor Tony Williams

Councillor Ellen Smith Councillor Cherie Rutherford Councillor Greg Belz

Councillor Rose Swadling

Resource Industry Committee Terms of Reference

Victoria Murray, Mining Women Support Group
Matthew Gibb, Gibb Group (Industrial land developer)
Manager, Hastings Deering Rockhampton Branch
Louise Ward, Gracemere Industry
Norman Emanouel, CQ Properties
Tony Champion
Dennis Bryant, Regional Manager Master Builders Queensland
Karla Way-McPhail, Coal Train and Chair of Capricornia Chamber of
Commerce
Professor Scott Bowman, CQ University
Peter Donaghy, Regional Manager Queensland Mines & Energy
Frazer Pearce, The Morning Bulletin
Andrew Astorquia, Stockland

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5. ROLES OF CHAIR

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

QUORUM

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

7. FREQUENCY

The Resource Industry Advisory Committee will meet quarterly.

8. AGENDA DISTRIBUTION TIME

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

Evan Pardon Chief Executive Officer

Resource Industry Committee Terms of Reference

11.10 RIVERBANK REDEVELOPMENT AND REVITALISATION PROJECT

File No: 7322

Attachments: 1. Riverfront Governance Structure
Authorising Officer: Evan Pardon - Chief Executive Officer

Author: Robert Holmes - General Manager Regional Services

SUMMARY

The Riverbank Redevelopment and Revitalisation Project is many faceted with a number of components. In order to ensure that the project outcomes are achieved, decisions can be made in a timely manner and there is cohesion of all of the component projects or subprojects, it is imperative that a project governance structure be established to achieve those objectives. There have also been recent comments in the media regarding the consultation for this project and this report outlines the consultation to date as well as what is proposed in the near future. Council's endorsement of the governance arrangements is sought.

OFFICER'S RECOMMENDATION

- 1. THAT the governance structure as outlined in this report for the Riverbank Redevelopment and Revitalisation Project be adopted; and
- 2. THAT the information be noted in respect of the consultation and community engagement for the project.

BACKGROUND

The Rockhampton CBD riverfront is an outstanding urban asset that has not been adequately activated but which is essential to support economic revitalisation of the adjoining CBD. A healthy vibrant CBD is critical to the economic and social well-being of the region as a whole and this project will play a key role in catalysing its reactivation.

The riverbank precinct fronts one of the most significant, intact heritage districts in the country, yet many of the buildings are underutilised and make no effort to engage with the riverbank parkland because of its underdeveloped condition. The impetus to act is further hindered by currently declining economic conditions, elevating the need for remedial intervention. With appropriate enhancement of the public realm in front of these buildings, including the riverbank, the Rockhampton Regional Council anticipates that the owners of these properties will seek to capitalise on this quality environment to invest in urban residential, short term accommodation, restaurants, retail and other active uses. As reinvestment increases, it is expected that the larger CBD will benefit, in due course creating a destination that defines Rockhampton as a progressive and forward focused regional city.

The proposed Rockhampton Riverfront Redevelopment project will do much to attract the necessary critical mass of local residents and visitors needed to foster private investment.

Project components include enhanced amenities and landscaping (including replacement of considerable landscaping destroyed by Tropical Cyclone Marcia); providing for more direct engagement with the river edge (hard edge improvements); improving the extent and functionality of existing pedestrian pathways; provision of toilet amenities; provision of WIFI and other smart technology (e.g. smart lighting) to attract the creative demographic and improve safety; CPTED adjustments to enhance safety and security; and removal of an existing riverfront structure that obstructs river views. One of the key improvements intended is the installation of the necessary support infrastructure (power, water, etc.) required to host festivals and events.

This and the other improvements listed are all directed at activating this space so that the private sector will respond appropriately with support services such as restaurants and accommodation. These improvements are permanent, sustainable and, very importantly, have a flow-on effect across the entire community.

The foregoing hints at the complexity of this project and also identifies a number of components that will comprise the overall Riverbank Redevelopment and Revitalisation Project. In order to ensure that the project outcomes are achieved, decisions can be made in a timely manner and there is cohesion of all of the component projects or sub-projects, it is imperative that a project governance structure be established to achieve those objectives. A good robust project governance framework will also meet the requirements of our funding partners.

COMMENTARY

Consultation and Community Engagement

Community engagement on the CBD Revitalisation began in August 2014 and is now in its second year. The focus at the start of the process was to begin a dialogue with property owners, traders and the general community on their vision for the CBD and what the revitalisation should focus on initially.

Engagement methods such as: site walks, workshops, surveys and interviews were utilised to facilitate information gathering. Specific workshops and the formation of an external working group was undertaken to help build trust and ownership with property owners and traders.

From the initial meetings that started in August and continued through September and October there has been communications provided to all parties updating on how Council has been tracking with its identified prioritised work.

Upon receiving the draft concept plans for the Riverfront that were endorsed by Council for further discussion, Council officers initiated engagement methods in line with Council's Community Engagement Procedure that identified this engagement as a Level 1: High Regional Engagement.

Riverfront Concept Plans Community Engagement

To ensure the community had ample opportunity to provide comment on the draft designs a six week consultation period was undertaken starting 7 August which is due to end 18 September.

As a Level 1 High Regional Engagement the following methods were implemented:

- Informed CBD Property Owners/Traders by face to face means (if not possible letter) that Council was beginning a consultation on the draft concept designs and that Council would work closely with all throughout the process.
- Implemented a large outdoor sign of the proposed design on site.
- A media release and advertisement were completed to the community to make comment.
- A submission form requesting feedback on proposed design (currently has over 200 responses).
- Provide an overview meeting with CBD Property Owners/Traders.
- Advised the Regional Voice of the engagement and how to be involved.

Going forwards the following engagement methods are to be undertaken to increase community involvement and to continue the ongoing dialogue with Quay Street Property Owners and Traders on the Riverfront design and pending construction phase:

- Shopping Mall Tour with displays (City Centre Plaza and Northside Plaza).
- Face to face interviews/discussions with Quay Street Traders to discuss their views on the concept and proposed business continuity strategies for the upcoming construction phase.
- Site tour and discussion with Dharumbal elders.

- Site tour and discussion with groups that represent those with a mobility issue / access issues.
- Ongoing updates/dialogue with Property Owners and Traders undertaken throughout the pre-construction phase and the construction phase.

It is advisable that at some stage to establish a field office/drop in centre within the CBD that has all information relating to the project and general CBD revitalisation.

Project Governance

Project governance is important in enabling project success and should be scaled and shaped to address the level of complexity of the particular investment. Project governance sets a firm framework which guides project success, creating transparency and confidence in decision making, clarity of roles and responsibilities and consideration of stakeholder interests.

Project governance objectives include:

- provide rigor and justification behind project evaluation, prioritisation and staged approval;
- facilitate effective management of risks associated with project planning, staged approval and delivery;
- ensure projects align with Council's strategic plan and corporate direction;
- detail the minimum requirements for the initiation of projects in the planning/initiation phase;
- ensure projects are well understood and communicated to all stakeholders through the different approved project stages;
- improve certainty for Council's capital budget formulation and the option of approving funding for projects in stages;
- optimise the return on investment for Council and ensure value for money outcomes for the community;
- improve certainty on the agreed project outcomes for Council; Contribute to effective asset management; and
- ensure a consistent and sequential methodology in progressing projects through their various stages, whilst confirming Council approval to advance.

Project governance decisions should reflect the strategic reasons for the original decisions to approve, fund and resource projects. Project governance bodies and structures must recognise and manage risk in a way that is most likely to achieve the project's desired outcomes, but which mitigates the impact of project failure where necessary.

Governance is also about setting and supporting a culture of value and transparency. This requires a shared understanding of what constitutes value for the organisation and the processes and practices to achieve value outcomes through active change and benefit management.

A key objective of governance is to make decisions efficiently, effectively and transparently.

- Sound governance is not always clearly established resulting in:
- failure to communicate fully and appropriately on a timely basis;
- failure to specify or accept decision making authority and responsibilities;
- indecision, lack of project direction and control;
- confusion between the project and organisational decision-making structures;
- non-alignment of key stakeholders;

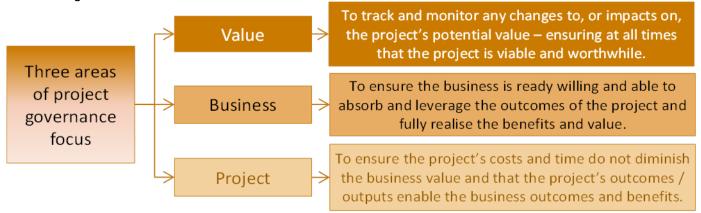
- over emphasis on reporting that reduces meetings to status updates rather than interactive decision making;
- confusing contract management and decision making; and
- failure to sustain governance processes and practices through to delivery of benefits to the organisation.

Project Structure

Attached to this report is the proposed structure for the Riverfront Project, at this time.

Project Roles

There are three (3) main areas of focus for project governance and they are depicted in the diagram below:



The Value focus is on the overall viability of the project and that it is meeting the outcomes identified during the project development stages.

The Business focus is to bring the business or organisation along to deliver the project and the outcomes and benefits identified by the Project Steering Committee. The Project Control Group also needs to ensure that the Project Teams are appropriately resourced to meet their objectives.

The Project focus is the 'doing' part of the governance structure and the Project Teams' role is to deliver the projects and report to the Project Control Group on the progress and status of the various projects including the progress towards meeting the outcomes identified.

Project Steering Committee

Successful delivery of project outcomes requires that project steering committee members understand the objectives and outcomes for the project, including the operational and associated whole-of-life impact factors. They must ensure key stakeholders are informed and committed as the project progresses.

Six key questions for project steering committees to regularly consider are set out below. It is preferable that wherever possible, decisions are reached through consensus of the project steering committee.

The Six Key Questions for every project steering committee:

- Are we on track to plan/schedule? (Includes both on and off project activities.)
- 2. What decisions need to be made? (Includes required business decisions and escalation issues.)
- 3. What issues are there inside or outside the project? (Includes required interdependency issues, resource issues, proposed scope changes.)
- 4. **Are we on track to budget and benefits plans?** (Includes expenditure, financial commitments, AND benefit value driver changes and benefits realized to date.)

- 5. **Has the achievability of the project changed?** (Includes project, benefits delivery and business impact risks and critical success factors status.)
- 6. Can we still successfully deliver the project AND its business outcomes and benefits? (Includes resources, funds, skills, risks and time to deliver and benefits value/availability.)
- Mayor Cr Margaret Strelow, Chair
- Deputy Mayor Cr Tony Williams, Chair Infrastructure Committee
- Cr Greg Belz, Divisional Councillor
- Cr Cherie Rutherford, Chair Parks Committee
- Evan Pardon, CEO
- Bob Holmes, Chair PCG
- Michael Rowe, GM Communities
- Russell Claus, Exec Manager Regional Development

Project Sponsor

The project sponsor is the link between the Council and the project. The responsibilities of the project sponsor are:

- ultimate accountability and responsibility for the project;
- decision making, directing and representational accountabilities for the project;
- ensuring project assurance processes are scheduled and responded to in a timely manner;
- ownership of the project business case and in particular its approved expenditure and claimed benefits;
- providing effective oversight and guidance on the ongoing identification of risks and associated treatment options and ongoing risk management activities;
- overseeing business management and project management risk and issues that arise outside the formal business of the committees (the sponsor also lends support, providing advocacy at senior levels and ensures necessary resources, both financial and human, are available to the project);
- identifying and appointing the project manager or director and key project personnel, providing advice and support and where necessary remedying project team performance issues on a timely basis:
- providing guidance on the identification and engagement of stakeholders;
- ultimate accountability for the realisation of outcomes (ensuring the ongoing fit of project outputs to program/strategic goals); and
- ensuring that a post-implementation review is scheduled and takes place.

The project sponsor is responsible and accountable for the project until the outcomes are secured. These outcomes may not be realised until well after a project manager and the associated project team have completed their involvement.

Project Sponsor - Evan Pardon, CEO

Project Control Group

The project control group needs to proactively monitor, mentor, challenge and support the project teams and project manager on the project's progress: asking the right questions, offering alternatives and making timely decisions.

The role of the project teams include:

- accountability for achievement of project outcomes and objectives;
- ensuring project scope aligns with corporate and legislative requirements;
- identifying project key milestones and deliverables;
- providing those directly involved in the project guidance on project business and Council requirements;
- addressing any issue that has major implications for the project;
- controling the project scope as emergent issues and political requirements force changes to be considered in accordance Council's scope change system; and
- responsibility for any whole-of-Council issues associated with the project.
- The above role is delivered through the following tasks of the project control group:
- providing overall strategic guidance for the project and project assurance;
- responsibility for the project's feasibility, business plan and realisation of outcomes/benefits;
- approving the appointment of, and providing advice, support and direction to the project manager/director;
- ensuring probity;
- endorsing the project management plan and major subsidiary documents relating to the project;
- oversighting the risk management process and management of risk within the project including viable contingency plans or fall back strategies which are regularly updated;
- ensuring the project is 'fit for market' prior to engaging with suppliers;
- setting the delegation and monitoring of project tolerances for time, quality and cost as well as escalating when necessary;
- authorising any major deviations from the agreed scope, budget and schedule within tolerances including (if appropriate) approval (or recommendation) for expenditure of contingency and risk based budget;
- identifying need for strategic intervention, including termination, where appropriate;
- signing off the completion of each project phase, including the deliverables, and giving approval to start a subsequent phase;
- overseeing the communication of information about the project to stakeholder groups as necessary;
- resolving conflicts between the project teams, asset managers and suppliers, or escalating issues that have significant implications for the project;
- closing the project after successful delivery, including lessons learnt and document finalisation;
- endorsing reports on project progress to the project steering committee or other groups; for example, funding agencies; and
- taking responsibility for any whole-of-Council issues associated with the project.

However, the ultimate decision maker is the project sponsor (CEO), the individual who is accountable for the successful delivery of the project and the achievement of value to the organisation.

- Bob Holmes, GM Regional Services, Chair
- Russell Claus, Exec Manager Regional Development

- Andrew Collins, Senior Project Manager
- Dave Bremert, Manager Civil Ops
- Margaret Barrett, Manager Parks
- Bob Truscott, Coordinator Strategic Planning
- Denise Hallmark, DILGP
- Martin Crow, Manager Engineering
- Drew Stevenson, Manager Corporate & Technology Services
- Maree Anderson, Project Manager

Project Team

There are project teams being established for each component of the overall project to facilitate a more focused approach to ensure achievement of the outcomes sought.

Responsibilities of the project team include:

- accountability to the project control group for delivery of the project; reporting, to the project control group at regular intervals;
- ensuring the project is managed in accordance with agreed processes and tolerances;
- dealing with the construction/contractors to ensure project progression;
- maintaining the project risk register and the integration of risk treatments and control activities into project plans and activities;
- approving minor variations to budget, schedule or scope, within agreed tolerances;
- managing and monitoring the project activity through detailed plans and schedules and preparation of reports;
- managing day to day stakeholder relationships and issues;
- managing project steering committee, project control group and stakeholder expectations through the formal specification and agreement of goals, objectives, scope, outputs, resources required, budget, schedule, project structure, roles and responsibilities and communication to them on progress; and
- inspecting project progress and element completion for quality assurance.

Project Teams

- Quay St (Williams to Derby)/ Victoria Parade Project Team Dave Bremert, Manager Civil Operations, Chair
- CBD Master Plan/Land Use Project Team Bob Truscott, Coordinator Strategic Planning, Chair
- Smart City Project Team Drew Stevenson, Manager Corporate & Technology Services, Chair
- Lower Riverfront Project Team Andrew Collins, Senior Project Manager, Chair
- Upper Riverfront Project Team Maree Anderson, Project Manager, Chair
- Art Gallery/Museum & Visitor Centre Michael Rowe, Gen Manager Communities, Chair

RIVERBANK REDEVELOPMENT AND REVITALISATION PROJECT

Riverfront Governance Structure

Meeting Date: 8 September 2015

Attachment No: 1

11.11 REVIEW OF RIVER FESTIVAL DATE

File No: 6097 Attachments: Nil

Authorising Officer: Russell Claus - Executive Manager Regional

Development

Evan Pardon - Chief Executive Officer

Author: Sarah Reeves - Manager Regional Promotions

SUMMARY

At the August Performance and Service meeting Council resolved to hold the 2016 River Festival on June 23-26. Members of the Show Society are not supportive of this date so alternative dates need to be considered.

OFFICER'S RECOMMENDATION

THAT Council resolve 21-24 July as the date for the 2016 River Festival.

BACKGROUND

The following information was provided to Council to inform a decision on the date for the 2016 Rockhampton River Festival:

Date	Benefits	Considerations			
June 23-26	Start of all School Holidays, 2nd week of Uni holidays, no clashes	Is only 1 week following the Rockhampton Show			
June 30-July 1	There are benefits to holding the event in school holidays and there are no direct clashes	Extremely difficult to get volunteers and many people are away			
July 7 - 10	Provides consistency holding the event on the same weekend, still hits school and university holidays. It clashes with NAIDOC Heritage Village markets, v8 Cars and Mackay Festival st the Sunday. Extremely diff get volunteers and involvement at this time				
July 21-24 OR July 28-31	May benefit from visitor flow south following Mackay Festival, no major clashes and can incorporate the Gold Awards. May be easier to get students involved.	Is not during school or university holidays at all. May be financial fatigue following holidays.			

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Based on this date, Regional Promotions met with the Show Society to discuss opportunities for collaboration, cross promotions and increased visitation to the region.

The Show Society believe that the event proximity will create unnecessary competition and that it would be a financial burden having them so close.

The only other date that avoids major clashes is 21-24 July. Unfortunately this means the event will be outside the school holidays and therefore be harder to attract visitation, however there are other benefits including easier collaboration with schools.