



# ORDINARY MEETING

## AGENDA

**11 SEPTEMBER 2018**

*Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 11 September 2018 commencing at 9.00am for transaction of the enclosed business.*

A handwritten signature in black ink that reads "R Cheesman".

**ACTING CHIEF EXECUTIVE OFFICER**  
6 September 2018

Next Meeting Date: 25.09.18

**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.

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**1 OPENING**

The opening prayer presented by Reverend Narelle Kidson.

**2 PRESENT**

Members Present:

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

In Attendance:

Mr E Pardon – Chief Executive Officer

**3 APOLOGIES AND LEAVE OF ABSENCE**

**4 CONFIRMATION OF MINUTES**

Minutes of the Ordinary Meeting held 28 August 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**

Nil

**10 COUNCILLOR/DELEGATE REPORTS**

Nil

## 11 OFFICERS' REPORTS

### 11.1 SAFER COMMUNITIES FUND - ROUND 3 - INFRASTRUCTURE GRANTS APPLICATION

<b>File No:</b>	<b>12534</b>
<b>Attachments:</b>	<b>1. Safer Communities Fund Round 3 - Infrastructure Grants - Guidelines</b> <a href="#">↓</a> <b>2. Proposed Safer Communities Fund Project Scope Options</b> <a href="#">↓</a>
<b>Authorising Officer:</b>	<b>Ross Cheesman - Deputy Chief Executive Officer</b>
<b>Author:</b>	<b>Drew Stevenson - Manager Corporate and Technology Services</b>

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#### SUMMARY

*Round 3 of the Federal Government Safer Communities Fund Infrastructures Grants has opened for application submissions. The grant eligibility criteria is focused on addressing crime and anti-social behaviour in public or community spaces. This report is seeking Council's approval to submit an application and direction on the project scope option as proposed in the body of the report.*

#### OFFICER'S RECOMMENDATION

THAT Council:

- Approves the submission of a Safer Communities Fund grant application; and
- Selects Option 1 as outlined in the report as the project scope area.

#### COMMENTARY

Round 3 of the Safer Communities grant fund (Attachment 1) provides approximately \$18M for infrastructure grants. There is no requirement for Council co-contribution, with the grant amount forming 100% of the eligible project costs ranging from \$1,000 to \$1M.

To be an eligible project, it must address crime and anti-social behaviour in public or community spaces for the benefit of the wider community or community organisations. The eligible activities (project scope) proposed to address local crime prevention and security infrastructure includes installing fixed and mobile CCTV camera, and remotely controlled LED park and security lighting.

The application eligibility criteria must include evidence of crime or anti-social behaviour problems in the area and details of how the proposed eligible activities will seek to address and reduce the problems.

#### Grant and Application Timeframes

- Applications close 25 September 2018.
- Assessment of applications – 6 weeks.
- Approval of outcomes of selection process – 4 weeks.
- Earliest project start date – January 2019.
- Project completion no later than – 31 March 2020.

Noting the project must be able to commence within eight weeks of executing the grant agreement; this can include project planning activities.

### **Proposed Project Options**

Given the time constraints with the application closing date, the options considered have been limited to the areas initially considered in the CBD and Riverside Smart Technologies project.

The project scope for the proposed options would include remotely controlled LED street, pathway and park security lighting, smart CCTV and free public Wi-Fi. The scope of the two proposed options as shown in Attachment 2 are:

- Option 1 – Victoria Parade – Archer Street to Col Brown Park

As part of the CBD and Riverside smart technology rollout, some of preliminary scoping and electrical design work has been drafted for this portion of Victoria Parade. Some further work is required to finalise the CCTV camera and lighting upgrade designs in Col Brown Park. It should be noted this area of Victoria Parade (at street level) and Col Brown Park do not have fixed CCTV camera infrastructure.

- Option 2 – Sir Raymond Huish Drive Alf Kele Memorial Rotary Park

The lighting and CCTV infrastructure in this area is at a higher level as compared to Option 1. However, it may benefit from upgraded LED lighting and smart CCTV camera systems.

### **BUDGET IMPLICATIONS**

The grant funding covers 100% of the eligible project costs, therefore expected zero impact on Council's budget.

### **CONCLUSION**

Noting the application time constraints and the preliminary design works undertaken for the Victoria Parade option, it is considered that Option 1 may carry the least risks and produce a greater benefit.

**SAFER COMMUNITIES FUND –  
ROUND 3 - INFRASTRUCTURE  
GRANTS APPLICATION**

**Safer Communities Fund Round 3 -  
Infrastructure Grants - Guidelines**

**Meeting Date: 11 September 2018**

**Attachment No: 1**

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**13 28 46**  
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Guidelines

## Safer Communities Fund: Round 3 - Infrastructure Grants

<b>Opening date:</b>	14 August 2018
<b>Closing date and time:</b>	17.00 AEST on 25 September 2018
<b>Commonwealth policy entity:</b>	Department of Home Affairs
<b>Administering entity</b>	Department of Industry, Innovation and Science
<b>Enquiries:</b>	If you have any questions, contact us at <a href="http://business.gov.au">business.gov.au</a> .
<b>Date guidelines released:</b>	14 August 2018
<b>Type of grant opportunity:</b>	Open competitive

Version – August 2018

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## 1. Safer Communities Fund: Round 3 - Infrastructure Grants processes

### **The Safer Communities Fund is designed to achieve Australian Government objectives**

This grant opportunity is part of the above Grant Program which contributes to Department of Home Affairs' Outcome 1. The Department of Home Affairs works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines*.



### **The grant opportunity opens**

We publish the grant guidelines on [business.gov.au](http://business.gov.au) and GrantConnect



### **You complete and submit a grant application**



### **We assess all grant applications**

We assess the applications against eligibility criteria.  
We then assess eligible applications against the merit criteria including an overall consideration of value with relevant money and compare it to other eligible applications.



### **We make grant recommendations**

We provide advice to the decision maker on the merits of each application.



### **Grant decisions are made**

The decision maker decides which applications are successful.



### **We notify you of the outcome**

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



### **We enter into a grant agreement**

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.



### **Delivery of grant**

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



### **Evaluation of the Safer Communities Fund**

We evaluate the specific grant activity and the Safer Communities Fund as a whole. We base this on information you provide to us and that we collect from various sources.

## 2. About the grant program

The Safer Communities Fund (the program) runs over three years from 2017-18 to 2019-20.

The Safer Communities Fund supports the Australian Government's commitment to deliver safer communities by:

- boosting the efforts of local councils and community organisations to address crime and anti-social behaviour by funding crime prevention initiatives that benefit the wider community or community organisations (such as fixed and mobile CCTV and lighting)
- protecting community organisations that may be facing security risks associated with racial and/or religious intolerance.

The intended outcomes of the program are to:

- contribute to the enhancement of community safety, improve security and reduce street crime and violence through local security infrastructure that benefits the community
- contribute to greater community resilience and wellbeing by addressing crime, anti-social behaviour and other security risks
- help to reduce fear of crime and increase feelings of safety in the Australian community and contribute to greater community resilience
- contribute to the safety of communities that may be at risk of racial and/or religious intolerance.

Up to \$30 million is available for Round 3 which is split across two types of grant opportunities:

- approximately \$18 million is available for Infrastructure Grants as outlined in these guidelines:
- approximately \$12 million is available for Early Intervention Grants.

The Minister for Home Affairs may support additional projects that align with the objectives and outcomes of the program using the funds allocated for Round 3.

We administer the program according to the Commonwealth Grants Rules and Guidelines (CGRGs)<sup>1</sup>.

### 2.1. About the Safer Communities Fund: Round 3 - Infrastructure Grants opportunity

These guidelines contain information for the Safer Communities Fund Round 3 Infrastructure Grants.

This document sets out:

- the eligibility and merit criteria
- how we consider and assess grant applications
- how we monitor and evaluate grantees
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Innovation and Science (the department) is responsible for administering the grant opportunity on behalf of the Department of Home Affairs.

We have defined key terms used in these guidelines in appendix A.

You should read this document carefully before you fill out an application.

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<sup>1</sup> <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

## 2.2. Grant amount and grant period

The Australian Government has announced a total of \$70 million over three years for the program. For this grant opportunity approximately \$18 million is available over two years.

## 3. Grants available

The grant amount will be up to 100 per cent of eligible project costs.

- The minimum grant amount is \$1,000
- The maximum grant amount is \$1,000,000.

### 3.1. Project duration

You must complete your project by 31 March 2020.

## 4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

### 4.1. Who is eligible?

To be eligible you must:

- have an Australian Business Number (ABN)

and be one of the following entities:

- an incorporated not for profit organisation
- an Australian local government agency or body as defined in appendix A.

Industry/trader associations and chambers of commerce can apply if they meet the eligibility criteria above.

### 4.2. Additional eligibility requirements

In order to be eligible you must:

- provide evidence from the site owner or manager providing authority for you to undertake the project at the nominated site. You should use the letter template provided on [business.gov.au](http://business.gov.au) and provide this with your application or prior to entering into a grant agreement.
- be able to start your project within 8 weeks of executing a grant agreement which can include project planning activities.
- have met relevant state or territory legislation obligations related to working with children, and ensure that any person that has direct, unsupervised contact with children as part of a project under this program, has undertaken and passed a working with children check, if required under relevant State or Territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

We cannot waive the eligibility criteria under any circumstances.

### 4.3. Who is not eligible?

You are not eligible to apply if you are:

- a school or preschool that is registered as an educational establishment with a state or territory registration authority

- an Australian State or Territory government agency or body (except for the Australian Capital Territory).

## 5. Eligible grant activities

### 5.1. Eligible projects

To be eligible your project must:

- address crime and anti-social behaviour in public or community spaces for the benefit of the wider community or community organisations
- include eligible activities and eligible expenditure
- have at least \$1,000 in eligible expenditure.

A public or community space is a place inside or outside that is open and accessible to the public or members of a community organisation.

Projects that solely provide crime prevention or security for businesses are not eligible.

We cannot fund your project if the same activities receive funding from other government grant programs.

### 5.2. Eligible activities

Eligible activities must directly relate to the project and benefit the wider community or community organisations. Eligible activities can include the following local crime prevention and security infrastructure activities undertaken in public or community spaces:

- installation of fixed or mobile CCTV cameras
- installation of security lighting
- installation of bollards
- installation of security and alarm systems, intercoms and swipe access attached to a public or community space
- crime prevention through environmental design (CPTED) including changing the environmental characteristics in public or community spaces, such as a lack of lighting or poor natural surveillance, that can facilitate street crime and violence. Eligible CPTED activities may include but are not limited to:
  - incorporating design features in the landscaped environment that encourage large numbers of users and provide greater natural surveillance, or incorporating additional lighting in public spaces so that they do not create places for potential offenders to hide
  - installation of fencing, walls, doors and blast proof windows if linked to CPTED in public or community spaces.

CPTED seeks to reduce the opportunities for crime through the design and management of the landscaped environment. Strategies include modifying the environment to create safer public or community places that are less crime-prone or can make people feel safer. CPTED does not include major capital works which modify private buildings that do not have a wider benefit to the community or community organisations that may be facing security risks associated with racial and/or religious intolerance.

The National Crime Prevention Framework provides further information about CPTED principles and is available at [http://www.aic.gov.au/crime\\_community/crimeprevention/ncpf.html](http://www.aic.gov.au/crime_community/crimeprevention/ncpf.html).

We may also approve other activities.

Activities are not eligible if they occur:

- on school or pre-school grounds

### 5.3. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

- For guidelines on eligible expenditure, see appendix B.
- For guidelines on ineligible expenditure, see appendix C.

We may update the guidelines on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

If your application is successful, we may ask you to verify the project costs that you provided in your application. You may need to provide evidence such as quotes.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project audit activities.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

You must not commence your project until you execute a grant agreement with the Commonwealth.

## 6. The merit criteria you need to address

To be competitive, you will need to address all merit criteria in your application. We will assess your application against each merit criterion using the weighting indicated.

The application form asks questions that relate to the merit criteria below. You should answer every question. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays size limits for answers.

We will only award funding to applications that score at least 50 per cent against each merit criterion, as these represent best value for money.

### 6.1. Merit criterion 1

**The extent that your project will contribute to improved community safety (50 points).**

You must demonstrate this by describing:

- a. how your project will help to reduce crime, violence, anti-social behaviour and/or other security risks and improve safety and wellbeing in your community **(20 points)**.
- b. the extent that crime and/or anti-social behaviour (including that which is driven by racial or religious intolerance) is an issue in your community **(30 points)**.

You should provide evidence to support your claim that is specific to your community's location and may include:

- crime statistics
- letters of support from the local police
- police reports
- letters of support from the community or other organisations
- media articles
- photographs of recent criminal damage/vandalism
- a broader crime prevention strategy.

### 6.2. Merit criterion 2

#### **The impact of grant funding on your project (30 points).**

Demonstrate how the grant funding will assist your organisation by:

- a. describing the likelihood the project would proceed without the grant and explain how the grant will benefit the size and timing of your project. If you have already received Commonwealth funding for improving community safety, explain why you need additional funding **(10 points)**.
- b. Justifying the cost of your project including details of the security infrastructure you will install and its intended benefits. You should attach evidence such as quotes to validate the costs of your project **(20 points)**.

### 6.3. Merit criterion 3

#### **Your capacity, capability and resources to deliver the project (20 points)**

You must demonstrate this by describing:

- a. your plan to manage the project and key risks. Include detail on the key personnel who will manage the delivery of the project and if relevant who will have access to the CCTV footage **(6 points)**.
- b. how you will maintain and fund the ongoing costs of your project beyond the term of grant funding **(6 points)**.
- c. how you will measure the success of the project **(8 points)**.

## 7. How to apply

Before applying you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on business.gov.au and GrantConnect.

You can only submit an application during a funding round.

To apply, you must:

- complete the online [program application form](#) on business.gov.au
- provide all the information requested
- address all eligibility and merit criteria
- include all necessary attachments

When you submit your online application, we will provide you with an automated receipt number and a link. The link goes to a page where you can enter your email address to receive acknowledgment and a copy of your complete application. You must retain a copy of your application as it will form part of your grant agreement.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process or if you are unable to submit an application online [contact us](#) at [business.gov.au](http://business.gov.au) or by calling 13 28 46.

### 7.1. Attachments to the application

We will only accept the following documents with your application:

- evidence from the site owner or manager providing authority for you to undertake the project at the nominated site. You should use the letter template provided on [business.gov.au](http://business.gov.au) and provide this with your application or prior to entering into a grant agreement.
- evidence to support your claims under merit criterion one that crime and/or anti-social behaviour is an issue in your community.
- evidence to validate the costs of your project under merit criterion two.

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

### 7.2. Timing of grant opportunity

You can only submit an application between the published opening and closing dates. We cannot accept late applications.

If you are successful we expect you will be able to commence your project around January 2019.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	6 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	30 days
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	January 2019
End date of grant commitment	31 March 2020

## 8. The selection process

We first assess your application against the eligibility criteria and then against the merit criteria. Only eligible applications will proceed to the merit assessment stage.

To recommend an application for funding it must score at least 50 per cent against each merit criterion. While we assess all applications against the same merit criteria, we will score your

application relative to the project size, complexity and grant amount requested. The evidence you provide to support your application should be proportionate to the size and complexity of your project.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

### 8.1. Final decision

The Minister decides which grants to approve taking into account the application assessment and the availability of grant funds.

The Minister's decision is final in all matters, including:

- the approval of applications for funding
- the amount of grant funding awarded
- the terms and conditions of funding.

We cannot review decisions about the merits of your application.

The Minister will not approve funding if there is insufficient program funds available across relevant financial years for the program.

## 9. Notification of application outcomes

If you are successful, you will receive a written offer, including any specific conditions attached to the grant.

If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome with us. You can submit a new application for the same (or similar) project in any future funding rounds. You should include new or more information to address the weaknesses identified in your previous application. If a new application is substantially the same as a previous unsuccessful application, we may refuse to consider it for merit assessment.

## 10. If your application is successful

### 10.1. Grant agreement

You must enter into a grant agreement with the Commonwealth. We use two types of grant agreements in this program. The type of agreement will depend on the size and complexity of your project. Sample [grant agreements](#) are available on [business.gov.au](#).

We must execute a grant agreement with you before we can make any payments. You must not start any Safer Communities Fund activities until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Minister. We will identify these in the offer of funding.

If you enter an agreement under the Safer Communities Fund, you cannot receive other grants for the same activities from other Commonwealth, State or Territory granting programs.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

### 10.2. Exchange of letters grant agreement

We will use an exchange of letters grant agreement for projects up to six months long and receiving up to \$50,000. We will send you a letter of offer advising that your application has been successful. You accept the offer by signing and returning the letter to us. We consider the



agreement to be executed (take effect) from the date you sign the letter. You will have 30 days from the date of our letter to sign and return to us otherwise the offer may lapse.

### 10.3. Simple grant agreement

We will use a simple grant agreement for projects longer than six months or receiving more than \$50,000.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details. The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Minister.

### 10.4. How we pay the grant

The grant agreement will state the maximum grant amount we will pay

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

For projects up to six months long and with a grant up to \$50,000, we will pay 100 per cent of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the project.

For projects longer than six months or with a grant more than \$50,000, we will make an initial payment on execution of the grant agreement. We will make subsequent payments six monthly in advance, based on your forecast eligible expenditure and adjusted for unspent amounts from previous payments. Payments are subject to satisfactory progress on the project.

For projects longer than six months or with a grant more than \$50,000, we set aside 5 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory final report demonstrating you have completed outstanding obligations for the project. We may need to adjust your progress payments to align with available program funds across financial years or to ensure we retain a minimum 5 per cent of grant funding for the final payment.

### 10.5. How we monitor your project

You must submit reports in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. You will also be able to download them from [business.gov.au](http://business.gov.au). We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

### 10.6. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

### 10.7. Final report

When you complete the project, you must submit a final report.

Final reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- be submitted by the report due date
- be in the format provided in the grant agreement.

### 10.8. Ad-hoc report

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

### 10.9. Independent audit report

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is attached to the sample grant agreement.

### 10.10. Compliance visits

We may visit you during the project period to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

### 10.11. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project provided that the project is completed by 31 March 2020.

Note the program does not allow for:

- an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. We can provide you with a variation request template.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

#### 10.12. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

#### 10.13. Evaluation

We will evaluate the program to determine the extent to which the funded activity is contributing to the program objectives and outcomes. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes. We may contact you up to one year after you finish your project for more information to assist with this evaluation.

#### 10.14. Tax obligations

If you are registered for the Goods and Services Tax (GST), we will add GST to your grant payment where applicable and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

### 10.15. Working with children checks

Under State and Territory legislation, it is a requirement for people in roles that have direct, unsupervised contact with children to undertake a working with children check.

You are responsible for ensuring that you have met relevant State or Territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this program, has undertaken and passed a working with children check, if required under relevant State or Territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

We do not provide advice on working with children legislation, and you are responsible for seeking your own advice from the authority in your relevant State or Territory.

In addition, you will need to complete a risk assessment to identify the level of responsibility for children and the level of risk of harm or abuse, and put appropriate strategies in place to manage those risks. You will also need to establish a training and compliance regime to ensure staff are aware of, and comply with, the risk assessment requirements as well as relevant legislation. You will be required to provide an annual statement of compliance with these requirements.

### 10.16. Grant acknowledgement

If you make a public statement about a project funded under the program, you must acknowledge the grant by using the following:

'This project received grant funding from the Australian Government.'

## 11. Conflicts of interest

### 11.1. Your conflict of interest responsibilities

A conflict of interest will occur if your private interests conflict with your obligations under the grant. Conflicts of interest could affect the awarding or performance of your grant. A conflict of interest can be:

- real (or actual)
- apparent (or perceived)
- potential.

We will ask you to declare and describe, as part of your application, any perceived, potential or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to your grant, you must inform us in writing immediately.

### 11.2. Our conflict of interest responsibilities

We recognise that conflicts of interest may arise with our staff, technical experts and others delivering the program between:

- their program duties, roles and responsibilities and
- their private interests.

We manage our conflicts of interest according to the APS Code of Conduct (section 13(7) of the *Public Service Act 1999* (Cth)). We publish our [conflict of interest policy](#)<sup>2</sup> on the department's website.

Program officials must declare any conflicts of interest. If we consider a conflict of interest is a cause for concern, that official will not take part in the assessment of relevant applications under the program.

## 12. How we use your information

Unless the information you provide to us is:

- confidential information as per 12.1, or
- personal information as per 12.3,

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

### 12.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

### 12.2. When we may disclose confidential information

We may disclose confidential information:

- to our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

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<sup>2</sup>

<https://www.industry.gov.au/AboutUs/InformationPublicationScheme/Ourpolicies/Documents/Conflict-of-Interest-and-Inside-Trade-Expectations-Policy.pdf>

### 12.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)<sup>3</sup> on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

### 12.4. Public announcement

We will publish non-sensitive details of successful projects on [GrantConnect](#), the [department's website](#)<sup>4</sup> and [business.gov.au](#). We are required to do this by the *Commonwealth Grants Rules and Guidelines* and the [Australian Government Public Data Policy Statement](#)<sup>5</sup>, unless otherwise prohibited by law. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

We publish this information to ensure open access to non-sensitive data within Australian Government agencies to enable greater innovation and productivity across all sectors of the Australian economy.

### 12.5. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

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<sup>3</sup> <http://www.industry.gov.au/Pages/PrivacyPolicy.aspx>

<sup>4</sup> <http://www.industry.gov.au/Pages/default.aspx>

<sup>5</sup> <http://www.dpvc.gov.au/resource-centre/data/australian-government-public-data-policy-statement>

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

### **13. Enquiries and feedback**

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Head of Division  
AusIndustry - Support for Business  
Department of Industry, Innovation and Science  
GPO Box 2013  
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)<sup>6</sup> with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

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<sup>6</sup> <http://www.ombudsman.gov.au/>

## Appendix A. Definitions of key terms

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
AusIndustry	The division of the same name within the department.
Department	The Department of Industry, Innovation and Science.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.2.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.3.
Eligible expenditure guidelines	The guidelines that are at Appendix B.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Local government agency or body	A local governing body as defined in the <i>Local Government (Financial Assistance) Act 1995</i> (Cth) and the ACT Government.
Minister	The Commonwealth Assistant Minister for Home Affairs.
Personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:  Information or an opinion about an identified individual, or an individual who is reasonably identifiable:  a. whether the information or opinion is true or not; and  b. whether the information or opinion is recorded in a material form or not.
Program Delegate	An AusIndustry general manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.



Term	Definition
Project	A project described in an application for grant funding under the program.

## Appendix B. Eligible expenditure

This section provides guidelines on the eligibility of expenditure. We may update these guidelines from time to time, so you should make sure you have the current version from the [business.gov.au](http://business.gov.au) website before preparing your application.

The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be incurred by you within the project period
- be a direct cost of the project
- meet the eligible expenditure guidelines.

### How we verify eligible expenditure

If your application is successful, we may ask you to verify the project budget that you provided in your application when we negotiate your grant agreement. You may need to provide evidence such as quotes for costs.

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure, and be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

At the end of the project, you may be required to provide an independent financial audit of all eligible expenditure from the project.

### Eligible expenditure items

Only expenditure items that directly benefit the wider community or community organisations are eligible.

Eligible expenditure items can include:

- the cost of purchase and installation of:
  - fixed or mobile CCTV cameras
  - security lighting
  - bollards
  - security and alarm systems, intercoms and swipe access for a public or community space
- costs associated with crime prevention through environmental design (CPTED) including changing environmental characteristics in public or community spaces, such as a lack of lighting or poor natural surveillance, that can facilitate street crime and violence. Eligible CPTED expenditure may include but is not limited to costs directly related to:
  - incorporating design features in the landscaped environment that encourage large numbers of users and provide greater natural surveillance, or incorporating additional lighting in public spaces so that they do not create places for potential offenders to hide

- fencing, walls, doors and blast proof windows if linked to CPTED in public or community spaces.
- Project management costs up to 5% of the total eligible expenditure claimed. This may include internal labour and/or contractor costs as detailed below.
- Other specific expenditure items may be eligible as determined by the Program Delegate.

#### Labour expenditure for project management

Eligible labour expenditure for the grant covers the direct labour costs of employees you directly employ for project management activities on the agreed project. Labour expenditure other than project management costs is ineligible.

We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions.

We do not consider labour expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) as eligible expenditure, even if they are doing project management tasks.

Eligible salary expenditure includes an employee's total remuneration package as stated on their Pay As You Go (PAYG) Annual Payment Summary submitted to the Australian Taxation Office (ATO). We consider salary-sacrificed superannuation contributions as part of an employee's salary package if the amount is more than what the Superannuation Guarantee requires.

We limit project management costs, for direct employees and/or contractors, to 5 per cent of the total amount of eligible expenditure claimed (plus the 30 per cent administrative overhead below).

You can only claim eligible salary costs when an employee is working directly on agreed project activities during the agreed project period.

#### Labour on-costs and administrative overhead

Eligible salary costs can be increased by an additional 30 per cent allowance to cover on-costs such as employer paid superannuation, payroll tax and workers compensation insurance, and overheads such as office rent and the provision of computers.

You should calculate eligible salary costs using the formula below:

$$\text{Eligible salary costs} = \frac{\text{Annual salary package} \times \frac{\text{Weeks spent on project}}{52 \text{ weeks}} \times \text{percentage of time spent on project}}{1}$$

You cannot base labour costs on an estimation of the employee's worth. If you have not exchanged money (either by cash or bank transactions) we will not consider the cost eligible.

We will only consider salaries paid to principals and/or their relatives as eligible labour expenditure when the ATO has assessed tax payable on the salary.

Evidence you will need to provide can include:

- details of all personnel working on the project, including name, title, function, time spent on the project and salary
- ATO payment summaries, pay slips and employment contracts.

### Contract expenditure

Eligible contract expenditure is the cost of any agreed project activities that you contract others to do. These can include contracting:

- another organisation
- an individual who is not an employee, but engaged under a separate contract.

All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work
- the hours and hourly rates involved
- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work
- purchase orders
- supply agreements
- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

We consider costs for project management activities eligible contractor expenditure. However, we limit project management costs, for direct employees and/or contractors, to 5 per cent of the total amount of eligible expenditure claimed.

### Other eligible expenditure

Other eligible expenditures for the project may include:

- the cost of an independent audit of project expenditure (where we request one) up to a maximum of 1 per cent of total eligible project expenditure.
- contingency costs up to a maximum of 10 per cent of the eligible project costs. Note that we make payments based on actual costs incurred.
- costs directly associated with the installation of crime prevention equipment. For example digging trenches for cabling or erecting poles for CCTV.

Other specific expenditures may be eligible as determined by the Program Delegate.

We may request evidence such as supplier contracts, purchase orders, invoices and supplier confirmation of payments.

## Appendix C. Ineligible expenditure

This section provides guidelines on what we consider ineligible expenditure. We may update these guidelines from time to time, so you should make sure you have the current version from the [business.gov.au](http://business.gov.au) website before preparing your application.

The Program Delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

Examples of ineligible expenditure include:

- activities, equipment or supplies that are already being supported through other sources
- costs incurred prior to having a grant agreement executed
- any in-kind contributions
- financing costs, including interest
- capital expenditure for the purchase of office furniture and equipment, motor vehicles, computers, printers or photocopiers
- costs related to security infrastructure for buildings that do not currently exist, or that require other major works to be completed first
- labour expenditure for employees other than project management costs
- security guard costs
- construction, (including of guard houses), major renovation or extension of buildings. Major renovations include but are not limited to building or substantially modifying walls or other building structures if not directly linked to crime prevention through environmental design in public or community spaces.
- large-scale capital equipment and capital works such as construction or major upgrades of buildings, roads, bridges or other structures
- maintenance of vehicles
- costs of purchasing, leasing, depreciation of, or development of land
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it directly relates to the project)
- rent and utilities
- staff training and development costs
- insurance costs (the participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- debt financing
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- depreciation of plant and equipment beyond the life of the project
- ongoing equipment maintenance costs
- routine business and operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- costs related to preparing the grant application (including scoping studies and designs), preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests

- travel or overseas costs
- fund raising or sponsorship costs

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

**SAFER COMMUNITIES FUND –  
ROUND 3 - INFRASTRUCTURE  
GRANTS APPLICATION**

**Proposed Safer Communities Fund  
Project Scope Options**

**Meeting Date: 11 September 2018**

**Attachment No: 2**

Proposed Safer Communities Fund Project Scope Options







Option 1 – Victoria Parade – Archer to North Street and Col Brown Park



Option 2 – Sir Raymond Huish Drive – Dinosaur Park Precinct

**11.2 NATIONAL DISABILITY INSURANCE SCHEME (NDIS) STRATEGY**

**File No:** 11715  
**Attachments:** 1. [Draft NDIS strategy](#)↓  
**Authorising Officer:** Chris Ireland - Manager Regional Development and Promotions  
Tony Cullen - General Manager Advance Rockhampton  
**Author:** Rick Palmer - Senior Executive Industry Engagement

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**SUMMARY**

*This report seeks Council authorisation for a National Disability Insurance Scheme (NDIS) Strategy.*

**OFFICER'S RECOMMENDATION**

THAT Council adopt the draft National Disability Insurance Scheme (NDIS) Strategy.

**COMMENTARY**

The Federal and State Governments have joined together to roll out a National Disability Insurance Scheme (NDIS) for Australia.

Council has developed a draft Strategy to augment this scheme to help the disabled gain maximum benefit and the community to avail itself of growing opportunities.

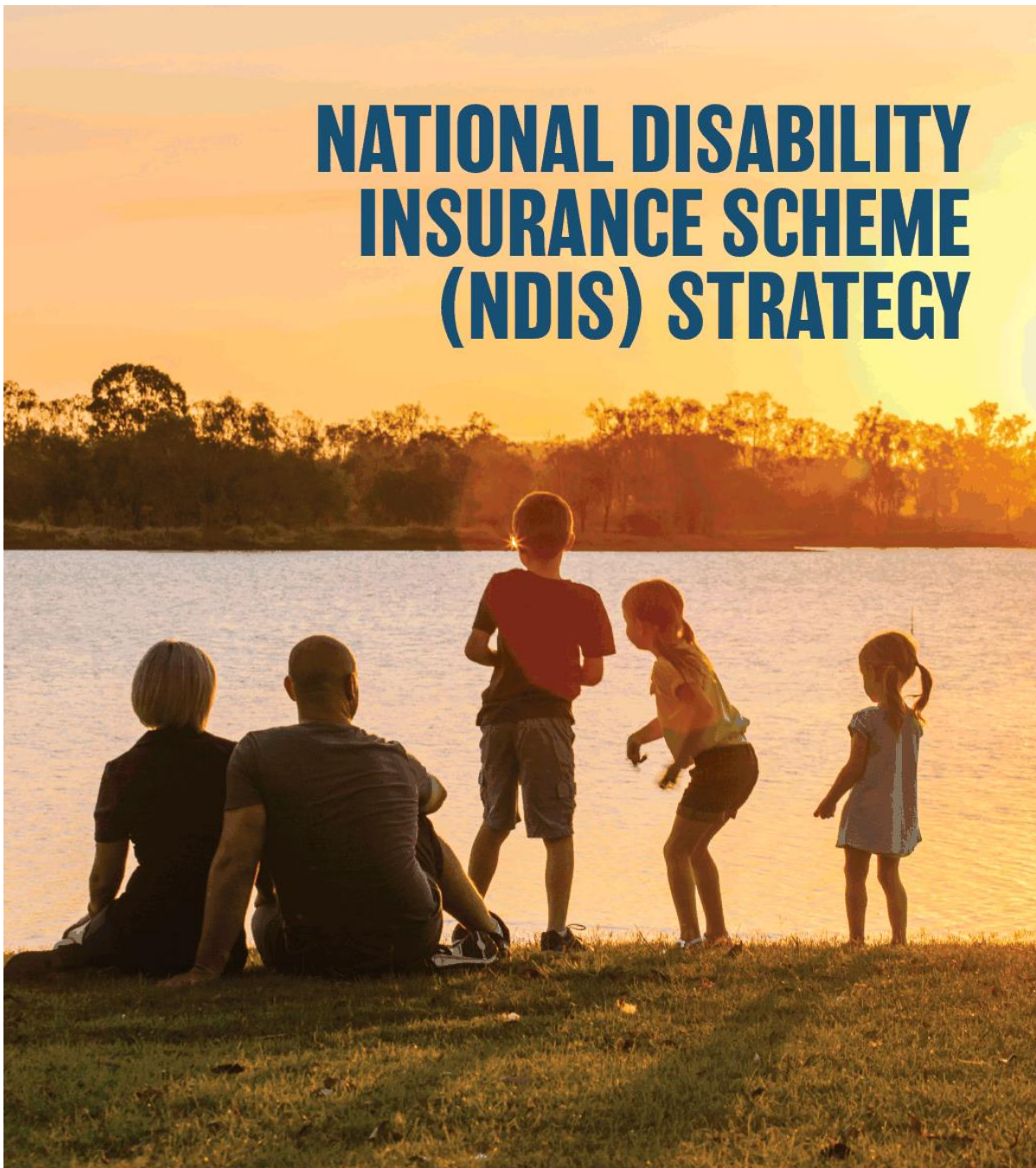
A copy of the Strategy, which has been circulated to the Mayor and Councillors for comment, is attached to this report.

# **NATIONAL DISABILITY INSURANCE SCHEME (NDIS) STRATEGY**

## **Draft NDIS strategy**

**Meeting Date: 11 September 2018**

**Attachment No: 1**



# NATIONAL DISABILITY INSURANCE SCHEME (NDIS) STRATEGY

[ADVANCEROCKHAMPTON.COM.AU](http://ADVANCEROCKHAMPTON.COM.AU)

ADVANCE *Rockhampton*  
Region



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## MAYOR'S MESSAGE

**It's not often we see the introduction of a reform that has the potential to dramatically improve the lives of some of so many vulnerable and valued residents.**

The National Disability Insurance Scheme (NDIS) is one of those reforms. The NDIS is fundamentally changing how support is funded and delivered to disabled people.

The NDIS is a market system with individual funding to participants who will then have choice over the providers they work with to provide the reasonable and necessary supports they need to reach their goals. This can include supports to increase their independence and increase social and economic participation.

The numerical measures of change under the NDIS are extraordinary in themselves with the number of participants, the value of funded supports and the sector workforce requirements all expected to increase dramatically.

What is even more extraordinary is that for the first time disabled people will have choice and control over how they use funded supports in their plan and which service providers they use.

This is an amazing new world for many who previously struggled to find the help they need.

### **Individual benefits**

The introduction of the NDIS will give disabled people the chance of controlling their own lives by deciding the types of services they require and how and when those services should be delivered.

This change will bring disabled people far greater independence and the capacity to play a far more active role in the community.

### **Community benefits**

The market system with its dramatic increase in participant numbers and more funds will result in greater economic opportunities for the community to help disabled people gain their goals of greater independence and community involvement. Over time, significant opportunities will emerge in transport services, home modifications, disability tourism, personal trainers and many more.

Rockhampton Regional Council welcomes the significant opportunities the NDIS is expected to bring for participants, the economy and strengthened community capacity and inclusiveness.

This strategy outlines how Council will work with the National Disability Insurance Agency (NDIA), stakeholders and participants themselves to maximise outcomes for Rockhampton Region residents and community.

## OUR VISION

**Rockhampton will be the benchmark Region that maximises the opportunities presented by the NDIS for our residents, service providers and community.**

**Our disabled people will be supported to reach their goals, we will have a stronger and more inclusive community and we will harness economic opportunity for a vibrant future.**

*"The National Disability Insurance Scheme (NDIS) is the new way of providing support for Australians with a disability, their families and carers."*

*"The NDIS will provide all Australians under the age of 65 who have a permanent and significant disability with the reasonable and necessary supports they need to enjoy an ordinary life."*

(Source: "Working with the NDIS" ndis.gov.au)

The NDIS has begun rolling out across Central Queensland. From November 2017 existing Queensland Government disability clients living in the Rockhampton Region started to enter the NDIS. Other eligible people began to enter the NDIS from January 2018. Under NDIS the number of participants is expected to increase from 2,500 to 4,900 in the Central Queensland NDIS Region (Rockhampton, Gladstone and west to the border). Funding per annum will increase from \$90 million to \$220 million. Estimates are the workforce will need to increase from 800 to up to 1,800 full time equivalent (FTE) jobs. (Source: NDIA Market Position Statement [Qld] – May 2016).



Rockhampton Regional Council (RRC) has recognised the significance of the NDIS reform in providing increased service provision and supports for some of our most vulnerable and valued residents. Just as significantly, the NDIS roll out also provides great economic opportunity for the Rockhampton Region.

The Rockhampton Region is the primary service centre for the Health Care and Social Assistance Services sector in Central Queensland. The Advance Rockhampton Region Economic Action Plan (2016-2020) has identified this sector as being a major area for growth and economic opportunity. Within the Action Plan, Council has committed to the adoption of an NDIS Strategy as a key platform for growth in the sector.





Primary responsibility for the provision, regulation and management of health care and social assistance services (including NDIS) rests with Commonwealth and Queensland Governments. However, as the community lead, Rockhampton Regional Council has a key role to play in supporting and enabling a successful roll out of a major reform such as the NDIS and to maximise the economic opportunities.

This NDIS Strategy outlines how Rockhampton Regional Council will work in partnership with key agencies and stakeholders to maximise outcomes for participants, our community and businesses.

The strategy identifies three key areas of opportunity:

- **Supporting an Effective NDIS Roll Out**
- **Harnessing Economic Opportunity**
- **Strengthening Community Capacity, Access and Inclusiveness**

# SUPPORTING AN EFFECTIVE NDIS ROLL OUT

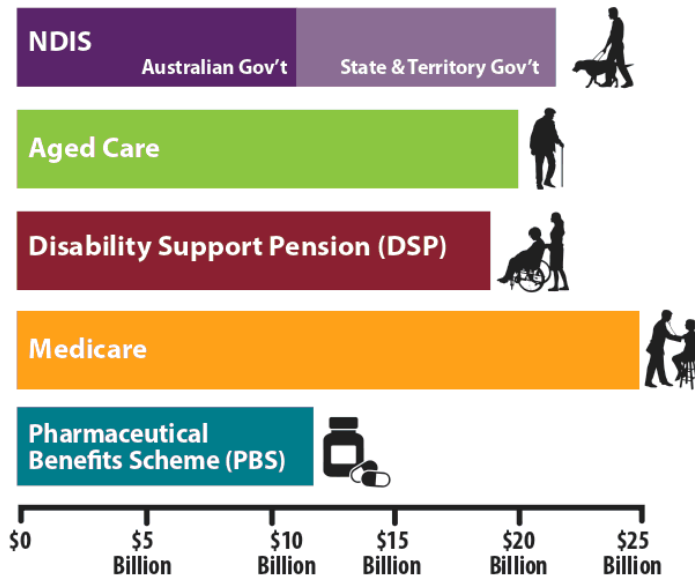
**THE NDIS IS A SIGNIFICANT REFORM COMPARABLE IN NATIONAL IMPACT AND EXPENDITURE LEVELS TO MEDICARE, DISABILITY SUPPORT PENSION, AGED CARE AND THE PHARMACEUTICAL BENEFITS SCHEME.**

The NDIS is managed nationally by the National Disability Insurance Agency (NDIA). The roll out across Australia including Central Queensland involves transitioning existing participants in the disability sector as well as providing opportunities for new eligible participants.

As previously outlined, the NDIS will provide supports to a greatly increased number of participants. The NDIS will also inspire innovation and growth in the disability sector with new business opportunities as well as a greatly increased sector workforce.

Rockhampton Regional Council will work with NDIA, NDIS Local Area Coordinator (LAC), Partners in The Community (PITC), NDIS Early Childhood Early Intervention (ECEI) Partner, NDIS providers, disability sector stakeholders and resident advocacy groups to support an effective and comprehensive NDIS roll out in the Region.





Projected NDIS expenditure compared with selected Australian Government programs (2019-20)  
 (Source: "Opportunities Under the NDIS" NDIA 29 November 2017)

Council's support measures for an effective NDIS roll out will include:

## NDIS ACTION 1: Active Participation in the NDIS Transition Group

Council will have representation on the NDIS Transition Group to monitor and respond to transition and roll out issues for agencies servicing or intending to service NDIS participants. The group also adopts a Community of Practice approach to agencies learning from each other to build overall capacity in the sector.

Council will be an active participant in the NDIS Transition Group to:

- / contribute and to be informed on NDIS roll out issues and opportunities arising; and
- / to identify scope for advocacy or elevation of issues that contribute to an effective NDIS roll out in the Region (next page).

## NDIS ACTION 2: Advocacy and Elevation of Issues Impacting on NDIS Roll Out

In its local government capacity, as well as having a regional capital role in the broader Central Queensland service area, Rockhampton Regional Council will, where appropriate, elevate and advocate on issues identified as impacting on an effective NDIS roll out. This may include issues on:

- / Access
- / Engagement with providers
- / Service provision
- / Workforce development
- / Service transition
- / Support coordination
- / Market readiness
- / Market interventions (e.g. for Indigenous participants)

Council will work closely with NDIA, NDIS LAC and ECEI, local agencies and stakeholder groups (e.g. NDIS Transition Group) to define issues that are systemic (rather than individual in nature) and identified as requiring appropriate elevation or advocacy by Council.

Elevation or advocacy action would necessarily and appropriately only be initiated by informed engagement with key stakeholders as outlined. As well, it would always be motivated by the objective to maximise the effectiveness of the NDIS roll out in Central Queensland and may include contacts or collaborative submissions to NDIA, through industry peaks, local Commonwealth and State Members, appropriate Ministers or others.





### NDIS ACTION 3:

#### Host and Promote Forums Adding Value to NDIS Rollout

Council will work with NDIA, NDIS LAC and ECEI and other stakeholders to formulate, host and / or promote key forums to help in NDIS establishment and rollout. Council will consider hosting opportunities (e.g. through Council's libraries or other facilities) and / or the promotion of forums conducted by other stakeholders that better inform local residents, community agencies and businesses on NDIS opportunities.

Examples may include:

- / Networking and self-help groups to help provide advice to Rockhampton residents, potential NDIS participants, families and carers on NDIS opportunities, services and how to connect.
- / Networking and information sharing sessions for not-for-profit community associations and agencies on how to better engage with NDIS providers and participants and offer community based supports.
- / Information sessions for business development opportunities such as sole person providers (e.g. assisting with daily activities) or businesses (e.g. vehicle modifications). Refer also to **Harnessing Economic Opportunity** (next page).
- / Education / awareness sessions on community accessibility, including for Council's venues and facilities. Refer also to **Strengthening Community Capacity and Inclusiveness** (Pg19).

Throughout, Council will work closely with NDIS LAC and all relevant stakeholders in considering opportunity to enable, add value or fill gaps in the conduct and promotion of forums and information sessions that assist an effective NDIS roll out.



# HARNESSING ECONOMIC OPPORTUNITY

**The roll out of the NDIS provides enormous economic opportunity on both a national and regional level.**

**The NDIS rollout in Central Queensland will greatly increase disability supports, participant numbers and the size of the disability workforce and thus offer direct economic opportunity for the Rockhampton Region.**

As previously outlined, in Central Queensland participant numbers are forecast to increase from 2,500 to 4,900 (growth of 96%), value of supports from \$90 million to \$220 million (growth of 144%), workforce from 800 FTE (full time equivalent) to 1,800 FTE (growth of 125%). Much of this growth will be within Rockhampton as the major population and service centre within Central Queensland.

The roll out of the NDIS is expected to inspire innovation and growth in the disability sector:

***“The NDIS has also triggered growth for sole traders and Small Medium Enterprises (SMEs). Across Australia, new providers have also emerged in NDIS trial sites to fill gaps in the market, for example delivering new community participation offerings to young people in areas where supports have not historically been located.”***

*(Source: NDIS Market Position Statement, Queensland May 2016)*

Economic and workforce opportunities are emerging for participants and their carers as well as the broader community. NDS (National Disability Services) has released a report showing the potential scale of the

economic benefits of the NDIS in Australia. The report's economic modelling is based on data from the Australian Bureau of Statistics and forecasts the following important impacts within the sector itself:

## **NDIS WILL SUPPORT:**

- / 25,000 TO 40,000 PEOPLE WITH A DISABILITY TO FIND WORK**
- / 34,000 CARERS TO RETURN TO THE WORKFORCE**
- / INCREASED ADDITIONAL TAXES AND / REDUCED INCOME SUPPORT TO SAVE THE COMMONWEALTH BUDGET \$1.5B TO \$1.9B PER ANNUM IN 2015 DOLLARS**

***GDP gain from additional employment of people with a disability and carers to be \$18B to \$23B in 2015 dollars”***

*(Source: NDS FactSheet, Economic Benefits of the NDIS 13.07.16)*

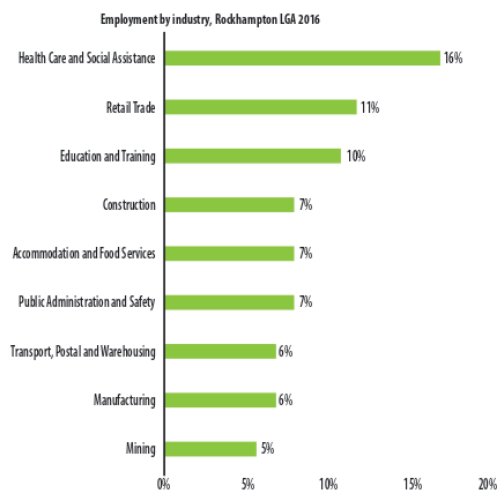
NDIS also provides significant economic opportunity for industry types outside of healthcare and disability support services, including building, construction, transport, maintenance and personal services.

RRC will work with NDIA, NDIS agencies, service providers, businesses and other stakeholders to maximise the economic advantages to the Rockhampton Region.

Council has identified opportunities to harness economic opportunity from the NDIS roll out in some key areas as outlined on the next page.

## NDIS ACTION 4: Promote Workforce Development

With a projected sector workforce growth from 800 to 1,800 FTE, the NDIS roll out will add an extraordinary number of workers to what is already the Region's largest employing industry: Health Care and Social Assistance.



(Source: ABS Census of Population and Housing 2016).

Council recognises that this projected workforce growth will provide great economic benefit to the Rockhampton Region. A growing workforce brings potential population increase (new workers and their families), the injection of extra wages and the resultant flow-on growth effect through other industry sectors (retail, education and training, accommodation and food services etc.). Council welcomes this major economic development opportunity and will proactively support and enable NDIS workforce development.

Council's NDIS workforce development measures will include:

- / RRC has membership on the NDIS Workability Workforce Action Plan working group to develop and implement an NDIS Workforce Action Plan for the Central Queensland area. The aim of the working group is to support and build the existing and emerging workforce to meet the expected NDIS demand. Council's participation in the working group will encourage the development and implementation of strategic actions that attract, engage, support and sustain a NDIS workforce that meets the future needs of the sector in Rockhampton and the broader Central Queensland region.

- / Council will continue to position the Rockhampton Region as an established specialist health care and social services centre to support an expanded NDIS workforce. Council will maintain and implement integrated marketing campaigns that reinforce this positioning; with key stakeholders across industry, marketing and events to build awareness and further industry take-up.
- / In association with NDIS agencies, providers, recruitment agencies and others promote Rockhampton as a great place to work and live.
- / Distribute material relating to local housing, education, recreation and community infrastructure to inform and support new workers and their families in relocating to the Region.
- / Support and partner with key agencies in the conduct of jobs expos to build awareness of jobs associated with the NDIS rollout. Examples include the Gear Up Rocky Jobs Readiness Expo in November 2017 and the Workability Careers in Disability Expo in March 2018.
- / Look for opportunities for cross-industry workforce development, recruitment and relocation activity. For example: target a whole-of-family / partners approach to promoting Rockhampton Region job opportunities in sectors including resources, manufacturing, construction, education and training, health etc. with NDIS job opportunities in mind.
- / Directly build NDIS related workforce in the Rockhampton Region through business development strategies that encourage a greater range of businesses operating in the NDIS sector (see **Business Development**, next page).
- / Council has an Equal Employment Opportunity (EEO) Policy that applies to all employees. In part the policy states:

*Council is an equal opportunity employer and takes its EEO responsibilities under legislation and moral obligations seriously. Council recognises that EEO principles and control measures benefit Council as a whole by creating an environment where employees are treated with dignity and respect, and the talents and skills of all employees are valued.*

Council also adopted an Equitable Access Policy on 13 December 2016. In part the policy includes the following on employment:

*As a major regional employer, Council will continue to set an example as an organisation which rejects discrimination, acknowledges the benefit of diversity among its employees and promotes equality of opportunity in all aspects of employment including recruitment, promotion and development.*

Council has a wide range of job opportunities, actively encourages workplace diversity and welcomes applications from all sectors of the community including disabled people.

## NDIS ACTION 5: Support Business Development

***"The NDIA would like to see a competitive, self-sustaining market with a diverse range of providers."***

***"People with disability will choose the providers they engage and can change providers at any time."***

*(Source: Working With the NDIS factsheet ndis.gov.au)*

***"The NDIS offers a new way of providing individualised support for people with a disability, their families and carers by giving them more choice over the providers they work with."***

*(Source: National Disability Practitioners Factsheet: How to Set Up Your Own Business April 2016)*

The NDIA envisages a market with a diverse array of providers that maximises choice and control for participants but also enables strong links with mainstream services and family and community support to help achieve the overall NDIS aspirations of increased social and economic participation for people with disability.

NDIS participants will have choice and control over their plan and the providers they engage with. Registered providers, small business operators and sole traders will have greatly increased business scope. This can include delivery of a range of supports and services directly to participants or, for example in the supply of assistive technology or modifications to help participants live an ordinary life and achieve their goals, as approved in their plan.

***"The NDIS has also triggered growth for sole traders and Small Medium Enterprises (SMEs). Across Australia, new providers have also emerged in NDIS trial sites to fill gaps in the market, for example delivering new community participation offerings to young people in areas where supports have not historically been located."***

*(Source: NDIS Market Position Statement, Queensland May 2016)*

As previously stated, as well as growth in service delivery the NDIS will inspire increased innovation in the disability sector. For instance a worker in the disability sector could consider setting up a small business or working in a private practice. Another example is the opportunity for



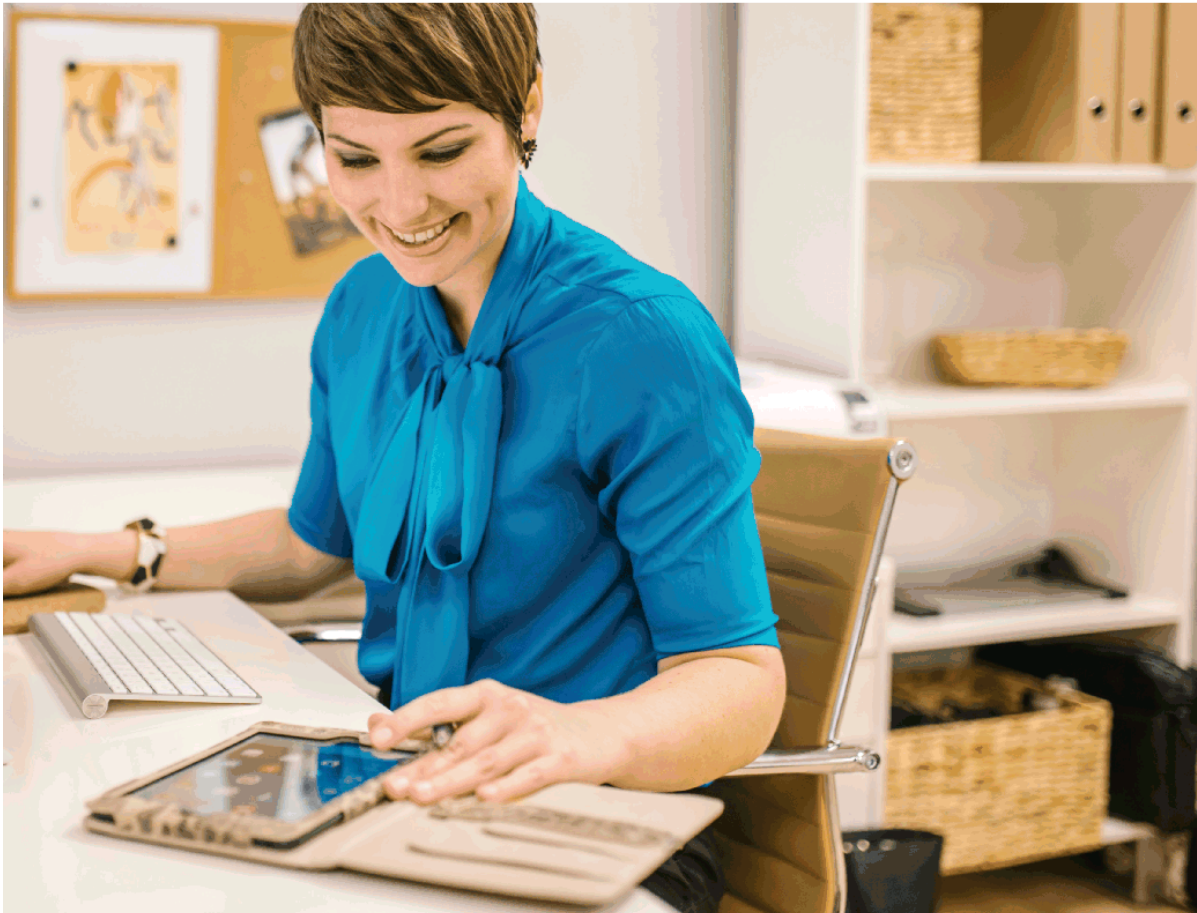
"boutique" disability tourism operators to be established. As well, people with expertise in building modifications, mobility aids or automotive modifications could increase their customer base and become chosen by NDIS participants as "preferred suppliers" with disability specific customer service and products.

Council will work closely with NDIA, NDIS LAC PITC, existing and potential disability sector business operators and other stakeholders to help develop an understanding of the NDIS market environment and emerging business potential.

Council will proactively support and enable NDIS related business development through the following measures:

- / Council will host workshops for potential businesses including sole operators. Council will use its successful **Gear Up Rocky** style of business readiness campaign with information sessions and workshops to raise business awareness of opportunities related to NDIS and potential access points.





- / As previously outlined there is great scope for business diversity including delivery of services related to transport, home and vehicle modifications, tourism, cleaning and maintenance etc. The workshops to explore this scope will be developed and delivered in partnership with NDIA, NDIS LAC PITC, business lead agencies (e.g. Capricornia Chamber of Commerce) and other stakeholders.
- / Council will develop and / or host information sharing and networking sessions for the Not For Profit (NFP) sector, charities, community groups and sporting clubs to examine scope for service provision under NDIS arrangements. Again, Council will work with NDIA NDIS LAC PITC and other relevant stakeholders to develop and deliver these sessions.
- / Council will plan and conduct developer forums to introduce developers to NDIS specialists, share information on NDIS related programs (e.g. Specialist Disability Accommodation) to encourage and support NDIS related developments (see Developer Forums on page 15).
- / Through its involvement in forums and stakeholder groups related to NDIS roll out, Council will be alert to emerging issues, impacts and impediments to business development opportunities related to NDIS. For example through participation in the NDIS Transition Group, membership of the Capricornia Chamber of Commerce and ongoing engagement with NDIA, NDS, NDIS LAC, PITC and others. Council will consider opportunities to raise awareness of impediments and lobby for action where necessary and appropriate. Elevation or advocacy action would necessarily and appropriately only be initiated by informed engagement with key stakeholders as outlined above.

## NDIS ACTION 6: Provide Planning and Development Incentives

Council's Development Incentives Policy seeks to attract and support projects that will deliver significant economic benefits to the Rockhampton Regional Council Local Government Area. The policy provides tangible financial and non-financial support for projects with land use in targeted industry areas including medical, health and community services. NDIS related developments would be eligible for consideration under the policy which can include the following supports:

### Infrastructure Charges Reimbursements

- / Infrastructure charges reimbursements up to a maximum of 75% of the infrastructure charges for an eligible project;
- / This is done as an incentive for developments in targeted sectors (including NDIS) that have the scale and standard to significantly increase employment in the Rockhampton region and attract residents, visitors and participants from outside the Local Government Area.

### General Incentives

It is recognised the process of obtaining development approvals for significant projects can be complex. Council is committed to facilitating development that meets the requirements of this policy. Council's facilitation includes:

- / Access to Council's Economic Development team to provide advice on applicability and incentives that may be available under this policy;
- / Access to Council Planning Officers through the Duty Planner to provide advice in preparing development applications;



- / Pre-lodgement meetings with all relevant Council officers free of charge; and
- / Assistance with identifying and facilitating contact with State Government agencies with a view to facilitating the development.

To qualify for support under this policy there must be a separate application to Council. Developers who believe they may be eligible for assistance under the policy are encouraged to apply and assistance will be provided to complete the application if required. All relevant application forms and information is available on Council's website at: [www.rrc.qld.gov.au](http://www.rrc.qld.gov.au)



## NDIS ACTION 7: Host Developer Forums

As identified in the Planning and Development Incentives Policy, Council seeks to attract and support projects in the broad medical, health & community services sector. Council sees great potential for development projects associated with the NDIS rollout including specialist disability accommodation and general service provision.

Council will work with potential developers, NDIA, NDIS agencies and stakeholders and others to encourage and support such developments.

Council will work in partnership with NDIA specialists, NDIS stakeholders, developers, property agents and other stakeholders to plan and conduct Developer Forums to:

- / Introduce developers to NDIS specialists, Council's Economic Development Team and Planners;
- / Outline the Planning and Development Incentives Policy as it applies to NDIS developments; and
- / Examine NDIS opportunity and potential demand for service provision and participant accommodation (e.g. specialist disability accommodation).





## NDIS ACTION 8: Development Facilitation

Council offers a free Duty Planner service to provide information on development matters. The Rockhampton Region Planning Scheme is supportive of developments that further strengthen Rockhampton as a leading regional health and social services centre.

The scheme supports the development of NDIS related projects in proximity to commercial areas, public transport, and areas with community / recreational facilities. Creating walkable communities is a primary aim of the planning scheme, providing accessibility to all residents.

Council will work directly with developers, property agents and project proponents to facilitate specific NDIS related projects including to:

- / Identify specific sites for development;
- / Provide advice in preparing development applications;
- / Provide access to Council's Economic Development Team and planners to facilitate and support developments.

Council will also carefully consider the potential for specific NDIS projects to deliver significant economic benefits to the Rockhampton Region and any scope to further incentivise development, expansions or relocations that will deliver this scale of economic benefit.





# STRENGTHENING COMMUNITY CAPACITY, ACCESS AND INCLUSIVENESS

ROCKHAMPTON REGIONAL COUNCIL  
VALUES EACH AND EVERY MEMBER  
OF OUR COMMUNITY AND WILL WORK  
PROACTIVELY WITH NDIS AGENCIES,  
SERVICE PROVIDERS, ADVOCACY  
GROUPS AND COMMUNITY MEMBERS  
TO HELP DISABLED PEOPLE LEAD  
FULFILLING LIVES.



## NDIS ACTION 9: Champion Equitable Access Policy

Council adopted an Equitable Access Policy on 13 December 2016. This policy applies to Council facilities, services and programs to provide a framework to support Council's commitment to promoting inclusiveness and equitable access in the design, development and operation of Council facilities, services and programs.

**In part the Policy states:**

***"Council values the contribution that residents and visitors make to the area and is committed to improving accessibility and inclusion for all, with practices that respect the diversity of backgrounds, abilities, values, beliefs and lifestyles of people within the community. Recognising that equitable access maximises participation and social inclusion in the community, Council will seek to achieve the following outcomes:***

### **/ ACCESS TO FACILITIES, SPACES AND AMENITIES**

*Council endeavours that all relevant standards are applied to planning and development within the area, encouraging proactive processes that promote universal design. Wherever possible, Council will strive to go beyond the minimum standards to improve access to its buildings, facilities, public spaces and streetscapes.*

### **/ ACCESS TO INFORMATION AND SERVICES**

*Council will deliver information in clear and accessible formats and media and will provide services that are inclusive and responsive to community needs. It will provide training for employees to enhance their capacity to identify and remove any barriers to equitable access in the planning and delivery of services.*

### **/ ADVOCACY AND ENGAGEMENT**

*Council will seek to influence public policy and resource allocation advocating for equitable funding, service delivery and planning to address the needs of diverse groups and individuals. It will engage with the diverse community to seek guidance in identifying issues for planning and advocacy.*





#### / EMPLOYMENT

*As a major regional employer, Council will continue to set an example as an organisation which rejects discrimination, acknowledges the benefit of diversity among its employees and promotes equality of opportunity in all aspects of employment including recruitment, promotion and development.*

#### / CELEBRATION AND PARTICIPATION

*Council will seek to create an inclusive community that celebrates and values diversity by supporting local events, festivals and activities that promote pride, harmony and respect for all. It will provide meaningful and inclusive capacity building opportunities to create pathways for people to connect, learn and enhance their strengths, overcome disadvantage and foster a cohesive community.*

Council has committed to developing an Equitable Access Action Plan to specify the actions it will take to implement the intent of its adopted policy.

Council already considers equitable access with a number of services it delivers, for example:

- / CQ Home Assist program to assist aged and disabled people to remain living independently (see further information below).
- / Library services, including the Home Delivery Service. Library services provide free access and membership for all ages and abilities. Libraries also offer free computer access, as well as a range of resources specifically catering for people with a disability, sight impairment, literacy or language development issues, or learning English as a second language or who are housebound.
- / Free computer training is also provided at the Technology Centre in the Rockhampton Regional Library.
- / Facility renewals.
- / Community Development services to assist people to participate in community life, including activities and events providing opportunities for people from diverse cultural backgrounds to connect and learn about each other and local services and practices.
- / Occasional care places at the City Child Care Centre to allow for some time out for appointment, work or study.
- / Council also meets with the Rockhampton Community Access and Equity Group, where specific problems concerning access are identified and resolved.

Council also through its **Community Grants and Minor Sponsorship Policy** is committed to supporting eligible community organisations undertaking projects or events that contribute to building:

- / A safe, caring and healthy community;
- / A healthy and liveable environment; and
- / A strong, resilient and diversified economy

Council has already funded a number of projects designed to address accessibility and inclusion issues.

## NDIS ACTION 10: Promote and Facilitate Access & Inclusiveness for NDIS Participants

The Equitable Access Policy will underpin Council's approach to strengthening community capacity and inclusiveness in this NDIS Strategy.

A central principle of the NDIS is that participants have choice and control over their NDIS plan to help them lead fulfilling lives and take part in everyday activities. Participants are given flexibility to choose how to spend their funds to live the life they want.

An NDIS plan has three support budgets: Core, Capital and Capacity and participants receive reasonable and necessary funding under the relevant budget depending on their support needs. The Core support budget is made up of support categories including **daily activities and social, community and civic participation**. The supports funded under a participant's NDIS plan are further complemented by informal supports (support from family and friends), mainstream supports (mainstream health, education or therapeutic supports) and community supports (sports clubs, recreational and other community supports).

**RRC will work closely with NDIS agencies and stakeholders to promote and facilitate access and inclusiveness for NDIS participants in a range of activities and civic participation including Council's own community facilities, venues and attractions.**

Measures to promote and facilitate access and inclusiveness will include:

- / Council will be an active member of the **Community Capacity Building and Inclusion Group**. The Group will guide and assist the NDIS LAC and PITC to target services, businesses and groups in the community that are considered important with respect to economic and social opportunities for people with disabilities and support strategies that aim at building capacity within the community. Council's membership in the group will demonstrate a commitment from Council as a lead community entity to contribute to the two way exchange of information, communication and consultation between community members and the NDIS LAC and PITC. Council will also work with the group to encourage access and inclusiveness of NDIS participants across Council's community facilities, venues and attractions (refer below).
- / Council will also engage with local advocacy and advisory groups (e.g. Rockhampton Community Access & Equity Group, Capricorn Citizens Advocacy) and participate in meetings and forums that promote and facilitate access and inclusiveness for all residents including NDIS participants.

- / Council will seek to celebrate and value diversity and facilitate access and inclusiveness for all residents (including NDIS participants) in the planning and conduct of events, festivals and attractions that promote pride, harmony and respect for all.
- / Council will consider appropriate activities that promote inclusiveness and access for NDIS participants in Council's facilities, venues and attractions. For example, for participants impacted by Autism Spectrum Disorder (ASD) Council could consider offering activities such as ASD Hour in libraries, Art of Autism displays in the Art Gallery and animal therapy engagement sessions at the Rockhampton Zoo. Council will work closely with agencies and stakeholders to consider the development and conduct of appropriate activities for this and other targeted NDIS participant groups.



## NDIS ACTION 11: Host Education and Awareness Sessions to Promote Access and Inclusiveness for Council and Community Facilities

As previously outlined, Council owns and operates a variety of community facilities, venues and attractions throughout the Region including libraries, Mount Morgan and Archer Park Rail Museums, Rockhampton Art Gallery, Pilbeam Theatre, Rockhampton Zoo, Rockhampton Heritage Village, Walter Reid Cultural Centre, Rockhampton Showgrounds, parks, gardens and recreation facilities.

There is great scope for increased access to these and other community facilities for NDIS participants through supports under NDIS funded and the complementary support arrangements outlined above.



Council will work in partnership with NDIA, NDIS LAC, PITC, advocacy and advisory groups, providers and other stakeholders to develop and conduct information sessions that promote and facilitate access and inclusiveness for NDIS participants, their carers and families to Council and community facilities, venues and attractions.

Examples of information and awareness raising sessions may include:

- / Education / awareness sessions on general community accessibility, including Council's venues and facilities. Refer also to **Supporting an Effective NDIS Roll Out**.
- / Promotion and awareness sessions for NDIS participants, family carers and interested persons. The sessions could outline the range of Council's facilities, venues and attractions with a focus on accessibility and inclusiveness for NDIS participants.
- / Connection and networking sessions to assist in the connection of NDIS funded and community based supports to access community facilities including Council's venues and attractions. For example community agencies, not for profits, business operators, NDIS providers and participants could work together on coordinating transport, personal support, mobility, assistive technology and other supports to access museums, parks, art gallery, sporting facilities etc. This connected approach would assist participants achieve their goal to improve social, community and civic participation and lead an ordinary life.
- / Council will conduct internal information and awareness sessions (in partnership with NDIA, NDIS LAC PITC and others) for Council personnel and community facility staff with a focus on accessibility and inclusiveness (both in terms of physical, opportunity etc.).

## NEXT STEPS: Acting Now and in the Future

Council will collaborate with the key agencies and stakeholders outlined in the delivery of this strategy. We will adjust the delivery of our actions by listening to stakeholders and the community including NDIS participants and their representatives. We will ensure actions remain focused on maximising opportunity presented by the NDIS for our residents, service providers and our community.

Council will review our achievements against this strategy and the need for further actions by October 2019.

ADVANCE *Rockhampton*  
Region

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H0497-NDIS-V6-180822

**11.3 SUPPLY CHAIN DISCUSSIONS WITH SINGAPOREAN COMPANIES**

<b>File No:</b>	<b>8308</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Authorising Officer:</b>	<b>Chris Ireland - Manager Regional Development and Promotions Tony Cullen - General Manager Advance Rockhampton</b>
<b>Author:</b>	<b>Wade Clark - Acting Senior Executive Economic and Business Development</b>

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**SUMMARY**

*Advance Rockhampton is proposing opening further economic discussions with Singaporean companies to improve aquaculture supply chain opportunities for the Rockhampton Region.*

**OFFICER'S RECOMMENDATION**

THAT Council approve to accept the Australia-ASEAN Council grant.

THAT Council approves Councillor \_\_\_\_\_, Senior Executive for Trade and Investment and Acting Senior Executive Economic and Business Development to undertake an international trade delegation to Singapore and begin supply chain discussions to develop aquaculture opportunities within the region.

**COMMENTARY**

Advance Rockhampton coordinated an application to the Australia-ASEAN Council Grant Round 2018-19 early this year which focused on opening up aquaculture opportunities between Rockhampton and Singapore.

The application outlined that the Council will partner with the Department of Agriculture and Fisheries (DAF), CQUniversity and selected businesses to work with Surbana Jurong and IE Singapore (now Enterprise Singapore) to stage a series workshops on aquaculture technology, consumer preferences and market opportunities in Singapore.

Correspondence has been received from the Australia-ASEAN Council Secretariat indicating that the Council's grant submission has been successful.

The expected Rockhampton-Singapore Aquaculture Scoping project outcomes include:

1. Identify how stakeholder collaboration can facilitate interaction between Rockhampton and Singapore, examining the types of processes involved in technology transfer, policy development and information sharing for trade and investment.
2. Examine a suitable collaboration model for trade and investment mechanisms including technological innovation, transport and non-transport infrastructure for supply chain management.
3. Survey consumers in Singapore to understand choice and demand for aquaculture commodities. Research the Australian aquaculture marketplace to understand further market opportunities that could be undertaken by the local (Rockhampton Region) aquaculture industry.
4. Development of a plan that details what would be needed to establish an aquaculture supply chain between Rockhampton and Singapore.

It is recommended that either the Mayor or a Councillor leads the overall delegation being supported by the Senior Executive for Trade and Investment (who has established working business relationships with Surbana Jurong and Enterprise Singapore) and the A/Senior Executive for Economic and Business Development (who leads the Aquaculture Industry portfolio in Advance Rockhampton). The delegation would leave Rockhampton for Singapore on 27 October and return on 2 November 2018.

The delegation to Singapore will also include representatives from CQUniversity, the Department of Agriculture and Fisheries, local businesses either in the aquaculture industry or seeking to develop an aquaculture business in the Region.

### **BUDGET IMPLICATIONS**

There are no budget implications for Council as the Australia-ASEAN Council will fund the delegation.

### **STAFFING IMPLICATIONS**

Mayor or a Councillor leads the delegation, Acting Senior Executive Economic and Business Development will be responsible for the development of information and materials for the delegation, the Senior Executive for Trade and Investment will be responsible for coordinating the delegation and Advance Rockhampton staff will be required to assist in the preparation of high quality branded presentations and collateral.

### **CORPORATE/OPERATIONAL PLAN**

The proposed regional delegation and targeted industry growth is consistent with Council's existing Corporate Plan and strategic direction identified through the Economic Development Strategy and Economic Action Plan.

#### **Corporate Plan**

#### **Service Excellence – Community Expectation – Regional Planning and Development**

*Plan for future population and economic growth giving consideration to a diverse range of industries and services.*

### **CONCLUSION**

Developing the aquaculture industry in the Rockhampton Region will provide longer term food security and economic stimulus in the form of business growth and new jobs. To assist in the industry's development the expected project outcomes from the Australia-ASEAN Council Grant (Rockhampton-Singapore Aquaculture Scoping project) will put the Rockhampton Region in a place to take advantage of the opportunities the aquaculture industry can bring to the community.

**12 NOTICES OF MOTION**

Nil

**13 QUESTIONS ON NOTICE**

Nil



## **14 URGENT BUSINESS/QUESTIONS**

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

## 15 CLOSED SESSION

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items, such that its Councillors or members consider it necessary to close the meeting.

### RECOMMENDATION

THAT the meeting be closed to the public to discuss the following items, which are considered confidential in accordance with section 275 of the *Local Government Regulation 2012*, for the reasons indicated.

#### 16.1 Proposed Aquaculture Industry 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.

#### 16.2 TEN13107 - City Hall Reception Room Restoration

This report is considered confidential in accordance with section 275(1)(e), of the *Local Government Regulation 2012*, as it contains information relating to contracts proposed to be made by it.

#### 16.3 Rockhampton Hockey Expansion Project

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 CONFIDENTIAL REPORTS

### 16.1 PROPOSED AQUACULTURE INDUSTRY DEVELOPMENT

**File No:** 647

**Attachments:**

1. Examples of aquaculture systems
2. Correspondence from the Department of Agriculture and Fisheries
3. Option A
4. Option B
5. Option C

**Authorising Officer:** Chris Ireland - Manager Regional Development and Promotions  
Tony Cullen - General Manager Advance Rockhampton

**Author:** Wade Clark - Acting Senior Executive Economic and Business 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.

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#### SUMMARY

*Advance Rockhampton has been working to develop various industries including the aquaculture industry in the Rockhampton Region. This report outlines recommendations for various initiatives including further investigations.*

**16.2 TEN13107 - CITY HALL RECEPTION ROOM RESTORATION****File No:** 13107**Attachments:** Nil**Authorising Officer:** Colleen Worthy - General Manager Community Services**Author:** Brett Nicholls - Coordinator Community Projects and Open Space Facilities

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.

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**SUMMARY**

*The purpose of this report is to seek Council's endorsement of the Tender Panel's assessment in relation to Tender 13107 – City Hall Reception Room Restoration.*

**16.3 ROCKHAMPTON HOCKEY EXPANSION PROJECT****File No:** 4199**Attachments:** Nil**Authorising Officer:** Ross Cheesman - Deputy Chief Executive Officer**Author:** Robert Holmes - Senior Project Manager

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.

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**SUMMARY**

*This report is providing a status report on the Rockhampton Hockey expansion project including a summary of the tender process and the refinement of the project scope in order to endeavour to meet the budget parameters.*

**17 CLOSURE OF MEETING**