



ORDINARY MEETING

AGENDA

11 MARCH 2014

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 11 March 2014 commencing at 10:00am for transaction of the enclosed business.

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

CHIEF EXECUTIVE OFFICER
6 March 2014

Next Meeting Date: 08.04.14

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 will be presented by Father John Hogan from the Catholic Parish of Rockhampton South.

2 PRESENT

Members Present:

The Mayor, Councillor M F Strelow (Chairperson)
Councillor C E Smith
Councillor C R Rutherford
Councillor G A Belz
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 11 February 2014

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

6.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

File No: 10097
Attachments: 1. Business Outstanding Table for Ordinary Council
Responsible Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

SUMMARY

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

OFFICER'S RECOMMENDATION

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

BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

Business Outstanding Table for Ordinary Council

Meeting Date: 11 March 2014

Attachment No: 1

Meeting Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
12 June 2012	Notice of Motion - Councillor Swarten - Community Gardens	<p>1. That the Rockhampton Regional Council identifies and approves in principle appropriate sections of road verges, commencing with the triangular piece of land bordered by Glenmore Road, Main Street and Thompson Street, being converted into community gardens for the purposes of enabling community members and local school children to transform present "brown eyesores" into productive pieces of land growing fresh fruit and vegetables for the consumption of participants.</p> <p>2. That a policy be developed and presented to the Performance and Service Committee.</p>	Michael Rowe	5/02/2013	Literature review has been undertaken and identified a number of differing policies from Council's around Australia. Policy work to be undertaken by Community Services.
11 September 2012	Notice of Motion - Councillor Williams - Revitalisation of "Walk of Fame" Project	THAT Council directs that a report with indicative cost estimates and funding options regarding the revitalisation of the "Walk of Fame" project be prepared and presented to Council's Parks and Recreation Committee for assessment.	Michael Rowe	5/02/2013	Progressing
13 November 2012	Notice of Motion - Councillor Swarten - Regional Animal Pound	<p>1. That Lot 4 Waurin Street, Kawana no longer be considered to be the site of a regional animal pound and that all works either in progress or planned and any associated approvals sought for this site be ceased.</p> <p>2. That the Chief Executive Officer provides a report back to the Performance and Service Committee on possible future sites for a regional animal pound</p>	Michael Rowe	5/02/2013	Matter to be held over pending De-amalgamation and Flood Levee implications.

Meeting Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
27 November 2012	Community Hall Insurance	<p>THAT Council:</p> <ol style="list-style-type: none"> Facilitates appropriate insurance for identified Community Halls by contributing a pre- determined amount, nominally \$500 per identified Community Hall, with the ability to vary that amount in circumstances of verified hardship; Amends its existent Community Grants Policy and Community Grants Procedure – Community Assistance Program; to facilitate pre- determined Council contribution to identified Community Halls for insurance purposes and case by case contribution to identified Community Halls in verified hardship circumstances; Resources the appropriate insurance for identified Community Halls by the provision of \$13,000 as contributory amount and \$3,000 as discretionary amount within the existent Community Assistance Program budget. 	Michael Rowe	11/12/2012	Policy completed and to be presented to Continuing Council meeting in December or Council post-changeover date.
12 December 2012	Fiddes Street Traffic Calming	<ol style="list-style-type: none"> The Committee resolves to adopt the conceptual Traffic Calming Plan for the southern section of Fiddes Street between Dunlop and Jellicoe Streets for the purposes of consultation with the affected residents and property owners in Fiddes Street in accordance with the Local Area Traffic Management (LATM) Policy. Subject to the outcome of the public consultation, the conceptual Traffic Calming Plan be further developed into detailed design and cost estimates for inclusion as a project in the Capital Forward Works Program. A report on the operation and the outcome of the public consultation be presented to the Infrastructure Committee as soon as practically possible in the new year. 	Martin Crow	5/02/2013	Community Engagement Plan completed. Media Release and Advertisement for Newspaper drafted. Also survey and letter for impacted residents and property owners drafted. Distribution of these held over to New Year due to constraints caused by de-amalgamation.

Meeting Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
12 December 2012	Mount Morgan Sewerage	<p>1. That the Plumbing Inspectors assess the repairs to existing septic tank systems under the superseded legislation, and Plumbing Inspectors assess any on-site sewerage facility upgrades to comply with site specific performance outcomes under the Codes rather than the acceptable measures.</p> <p>2. That further investigations be conducted into the following options</p> <p>a) provision of a septage acceptance chamber at the head of the Mount Morgan Sewage Treatment Plant to receive septic pump-outs, and</p> <p>b) undertake planning and costings for Council consideration of sewerage reticulation to service the Mount Morgan Sewerage Area 5, with potential staging solutions, and</p> <p>c) undertake planning and costings for the upgrading of the Mount Morgan Sewage Treatment Plant.</p>	Martin Crow	30/06/2014	Grant funding under the previous federal government has been lost. Design work for the first stage of this work is progressing. Works in relation to the Mount Morgan STP are with FRW to consider.
12 March 2013	Landfill Accounts Audit	THAT action be taken to collect the outstanding fees from the landfill customers as detailed in the report.	Craig Dungleison	20/03/2013	Letters have been sent to the 2 remaining accounts seeking a payment plan. Both organisations have responded and are working on clarification of the accounts.
10 April 2013	Request from Benevolent Aged Care to acquire Voss Park	<p>That the matter lay on the table pending a deputation with the Department of Natural Resources and Mines.</p> <p>That a report be brought back to the table on the current status and usage of Georgeson Oval.</p>	Margaret Barrett	30/11/2013	A report on the current status and usage of Georgeson Oval included in agenda for 4 March 2014 meeting of Parks and Recreation Committee.

Meeting Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
10 April 2013	Notice of Motion - Councillor Ellen Smith - Footpath Survey in Gracemere	<p>THAT Council officers conduct a footpath survey in Gracemere to identify "missing links" in pathways and prepare a short and long term strategy to indentify same, and consider costings in the present and future budgets.</p> <p>That a report on a framework for a footpath strategy relating to the Rockhampton Regional Council area be brought back to the table.</p>	Martin Crow	31/12/2013	Approximately 20 footpath projects to a combined value of \$2.5M listed in the Forward works program for Gracemere. 1 project to a value of \$230K in 13/14 budget. Overall footpath strategy being addressed as part of active transport strategy.
10 April 2013	Notice of Motion - Councillor Ellen Smith - Reconsideration of the naming of the Robert Schwarten Road	That a report with options for names of various spaces within the Gracemere Overpass precinct be brought back to Council.	Martin Crow	30/06/2014	No action to date. Clarification of intent of resolution required.

Meeting Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
14 May 2013	Gracemere Industrial Area Traffic Survey	<p>1.THAT Council adopt the proposed multi-combination vehicle routes identified as Option A in the Gracemere Industrial Area Truck and Heavy Vehicle Survey and attached to this report.</p> <p>2.THAT Council adopt the proposed speed limits in the Gracemere Industrial Area Truck and Heavy Vehicle Survey and attached to this report, with localised speed zones around any approved traffic management devices with the exception of Stewart Street and a further report be presented.</p> <p>3.THAT Council include the construction of a crushed granite pedestrian pathway on the eastern side of Stewart Street from Somerset Road to Boongary Road at an estimated cost of \$75,000 in the 2013-14 capital budget.</p> <p>4.THAT Council prepare preliminary design and conceptual layouts of potential traffic management devices at the western end of Foster Street, Douglas Street and Middle Road, that seek to reduce speeds and restrict any access by B-Double or longer vehicle configurations.</p> <p>5.THAT Council consult with property owners on the need and preferred location of these devices, on the basis of the preliminary design and conceptual layouts.</p> <p>6.THAT Council allocate \$150,000 in its 2013-14 capital budget for works associated with this matter.</p> <p>7.THAT a review of the stop signs of Macquarie Street and Middle Road be conducted.</p>	Martin Crow	30/06/2014	<p>1. Completed.</p> <p>2.Speed limits have been implemented and safety audit of area has been completed. Further report to be presented to Council.</p> <p>3. Granite footpath is in budget. Civil Operations to complete work before the end of the financial year.</p> <p>4. On the design program but awaiting allocation of resources.</p> <p>5. Awaiting design work of 4.</p> <p>6. LATM devices have been included in budget.</p> <p>7. Forms part of item 2.</p> <p>Other: MCV Route signs have been installed. A number of intersection have had their priority reinforced through the installation of Give Way Signs. Problems are being experienced with additional HV traffic using Foster St as a result of the Council roadworks.</p>

Meeting Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
11 June 2013	Delegation of Council Powers to Chief Executive Officer	<p>1.THAT as per section 257 of the <i>Local Government Act 2009</i> Council delegate to the Chief Executive Officer the exercise of powers contained in Schedule 1 of the Instruments of Delegation attached to the report as detailed below;</p> <p>1.<i>Building Act 1975</i> 2.<i>Local Government Act 2009</i> 3.<i>Local Government Regulation 2012</i> 4.<i>Environmental Protection Regulation 2008</i> 5.<i>Standard Plumbing and Drainage Regulation 2003</i> 6.<i>Sustainable Planning Act 2009</i> 7.<i>Waste Reduction and Recycling Act 2011</i> 8.<i>Water Supply (Safety and Reliability) Act 2008</i></p> <p>Further, that all prior resolutions delegating the powers under these Acts listed to the Chief Executive Officer are repealed. These powers must be exercised subject to any limitations contained in Schedule 2 of the attached Instruments of Delegation.</p> <p>2.That a policy around infrastructure agreements be developed</p>	Robert Holmes	25/06/2013	With de-amalgamation out of the way and personnel changes in the Planning Section, this matter will be investigated further and a report prepared for the Planning and Development Committee's consideration.

Meeting Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
23 July 2013	Deputation from Mr Tom Foster regarding Mount Morgan Mine and Dee River Water Quality	<p>THAT Council</p> <ol style="list-style-type: none"> 1. Receive the deputation by Mr Tom Foster; 2. Ask Queensland Health to assess the safety of the Dee River for swimming at particular locations in the first 20 kilometres; 3. Receive a report on their own bores and whether or not they should be capped; 4. Make representations to Department of Natural Resources and Mines on the health implications of those who live within the first 20KM and draw water from the Dee river; 5. Develop a strategy that raises with all levels of government to seek additional funding and support for remediating or mitigating the impacts of contamination from the abandoned Mount Morgan Mine and that Councillors Rutherford, Fisher, Mather and Williams report back to the table in September 2013; and 6. Engage with the Department of Main Roads regarding the condition of the railing and the Walmal Bridge. 	Robert Holmes	06/08/2013	Contact has been made with Paul Florian of Queensland Health and he advised that the assessment of the safety of swimming in the Dee River is still ongoing and is likely to be completed within the next 4 to 6 weeks.
10 September 2013	Commercial Fitness Activities on Council Land	<p>THAT the Commercial Fitness Activities on Council Land report be received and that the Chair, Councillor Rutherford be empowered to have discussions with parties concerned and report back to the Parks and Recreation Committee.</p> <p>THAT, further to the Commercial Fitness Activities on Council Land report, the Chair of Health and Compliance Committee, Councillor Smith, be empowered to have discussions with other local authorities on how they are dealing with commercial fitness activities on Council controlled land.</p>	Steve Best	17/09/2013	no further information or updates available

Meeting Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
11 September 2013	Mount Morgan Railway Bridge - Preliminary Advice resulting from Structural Inspection	1. THAT the information contained within the report be received, particularly the preliminary structural assessment report on the rail bridge; 2. That Council officers secure a quote to stabilise the structure pending further decisions; 3. That Council seek to initiate a joint inspection with Federal and State members and Council to inspect a variety of issues at Mount Morgan within 3-4 weeks.	Sharon Sommerville	25/09/2013	Partial demolition of failed section completed in December 2013. Invitation to Quote (ITQ) advertised early January 2014 which will be open for three weeks seeking contractor to demolish remainder of bridge in accordance with demolition specification prepared by Cardno.
11 September 2013	GRC-RRC Joint Refuse Disposal Feasibility Project	1. THAT the information be noted; 2. THAT the Gladstone Regional Council/Rockhampton Regional Council Joint Refuse Disposal Feasibility Project be endorsed.	Robert Holmes	25/09/2013	Gladstone Regional Council has been advised and we are awaiting the calling of the first meeting.
24 September 2013	Mayoral Minute - Camping at Woolwash	That in recognition of the economic value of the contribution that Motorhome, Caravans and Campervan owners make to communities when they visit – 1. Council initiate a six month trial period in which 24 hour free parking is allowed at the Woolwash and that signage be amended accordingly. 2. That at the end of March 2014 Council review the benefits or otherwise of the trial.	Michael Rowe	1/10/2013	Trial underway and Options report being prepared.
24 September 2013	River Street, Mount Morgan - Capital Budget Reallocation to Address Stormwater Issue	THAT Council approve the reallocation of funding approved in the 2013-14 Capital Budget for stormwater drainage at Mount Morgan for the reasons detailed in this report related to failure of an existing Council asset.	Russell Collins	8/10/2013	

Meeting Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
24 September 2013	Bus Stop Outside Leichhardt Hotel, Bolsover Street	That Council request for a report to the next Infrastructure Committee on the bus stop in Bolsover Street.	Robert Holmes	1/10/2013	Report has been prepared and will be presented to the February Infrastructure Committee meeting.
24 September 2013	Footpath Safety in Lawrie Street, Gracemere	That a report be submitted to the next Infrastructure Committee on the irregularities of the footpaths in Lawrie Street, Gracemere.	Robert Holmes	1/10/2013	It is anticipated that this report will be presented to the November Infrastructure Committee meeting.
30 September 2013	Quay Street Redevelopment	That a further design and costing on a straight reconstruction of the road surface and associated assets be brought back to the table.	Martin Crow	14/10/2013	Preliminary designs and costings are progressing for alternate construction standards and like for like replacement.
30 September 2013	Accommodation Options	That Council proceed with plans to relocate staff to the top floor of the Walter Reid Centre in line with Option 6 in the report.	Michael Rowe	14/10/2013	tenant movements commenced 20.01.2014
08 October 2013	Reef Guardian Councils' Action Plan 2013-14	THAT Council approve the Reef Guardian Councils' Programme Action Plan 2013-14.	Catherine Hayes	22/10/2013	
12 November 2013	Church Park - Five Star Playground Shade Structure	That the matter be referred to the Chief Executive Officer for consideration in future capital works budgets.	Michael Rowe	19/11/2013	Matter included into playground budget projects for prioritisation assessment.

Meeting Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
13 November 2013	Deputation - Rockhampton Art Gallery Trustees	That Council give indicative support for the request to support the 50 th Anniversary of the Rockhampton Art Gallery in 2017 and further consideration be given in the next budget to provide the requested funding. That Council give indicative support for the request to support the 50 th Anniversary of the Rockhampton Art Gallery in 2017 and further consideration be given in the next budget to provide the requested funding.	Michael Rowe	27/11/2013	Matter deferred to 2014/15 budget discussions
13 November 2013	Review of Community Banner Pole System	That a further report be provided on alternative banner pole locations at Stapleton Park and other localities and the type of banner pole.	Shane Turner	27/11/2013	Have requested information from Infrastructure on possible relocation of Stapleton Park Pole and the associated costs. Have also requested some suggestions for additional locations to site Banner Poles in Gracemere Mt Morgan etc Expect to bring report back to the March Council meeting
13 November 2013	SES Controller	THAT the current SES Local Controller for the Rockhampton Regional Council be maintained post 1 January 2014, as a joint SES Local Controller for the local government areas of Rockhampton Regional Council area and Livingstone Shire Council with all direct costs associated with that position being charged to each Council on a 50/50 basis.	Robert Holmes	27/11/2013	

Meeting Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
13 November 2013	Proposed Renewal of Lease for Delizi's Restaurant, Pilbeam Theatre - Lot 20 on SP217271.	<p>THAT Council:</p> <ol style="list-style-type: none"> Under s236 (1)(c)(iii) of the Local Government Regulation 2012, approve the renewal of the lease over part of Lot 20 on SP217271 (known as Lease Area D) to John Cornwell and Gianni De Luca (Delizi's Restaurant) located at the Pilbeam Theatre, 62 Victoria Parade Rockhampton; and Renew the lease under the current lease conditions, excluding Lease Area C, for a further term of three (3) years, increasing annually by CPI; That a further report on options for Lease Area C to be brought to the table. 	Drew Stevenson	27/11/2013	A report outlining options for Lease area C is to be bought back to the table in the new year.
13 November 2013	Processing of Recyclable Material Contract	That the information be noted and the correspondence as outlined be endorsed for forwarding to Amcor.	Robert Holmes	20/11/2013	This matter is still the subject of discussions and negotiations between the four (4) CQ local governments and Amcor/Orora. Council is currently awaiting a proposal/options from Amcor/Orora for consideration and presentation to the Council with appropriate recommendations.
10 December 2013	Capricorn Enterprise Funding Agreement	That the matter lay on the table to return to the Council Meeting on 28 January 2014.	Rick Palmer	24/12/2013	

Meeting Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
10 December 2013	Progression of development at Port Curtis	THAT Council instruct its legal representative to write to the Busby Group and its legal representatives in its appeal against Council's refusal, and request that the outstanding milestones in the settlement deed be achieved by 20 February 2014 otherwise legal proceedings will commence without further notice to the company.	Robert Holmes	24/12/2013	
10 December 2013	Acquisition of Land for Reservoir Site Somerset Road Kabra	<p>1.THAT in relation to Lot 561 SP103567, having considered the report, the Council is of the opinion that the land described as:</p> <p>a)'Lot 4 SP266492' is required for reservoir purposes, for which it is proposed to be taken; and</p> <p>b)'Lot 3 SP266492' is required for purposes incidental to reservoir (access), for which it is proposed to be taken;</p> <p>2.THAT the Council apply to the appropriate Minister that the land be taken as prescribed by Section 9 of the Acquisition of Land Act 1967.</p>	Martin Crow	24/12/2013	
10 December 2013	Acquisition of Easements for Reticulation of Water Purposes Fairy Bower Lane, Fairy Bower	<p>1.THAT Council authorise the Chief Executive Officer to issue a Notice of Intention to Resume in accordance with Section 7 of the Acquisition of Land Act 1967 for the resumption of easement over Lot 228 R2621 described as 'proposed easement for reticulation of water' on Drawing No 2014-074-50 for reticulation of water purposes; and</p> <p>2.THAT Council authorise the Chief Executive Officer to issue a Notice of Intention to Resume in accordance with Section 7 of the Acquisition of Land Act 1967 for the resumption of easement over Lot 229 R2621 described as 'proposed easement for reticulation of water' on Drawing No 2014-074-51 for reticulation of water purposes.</p>	Martin Crow	24/12/2013	

Meeting Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
11 December 2013	South Rockhampton Flood Levee	1. THAT the establishment of the South Rockhampton Flood Levee Advisory Committee be endorsed; and 2. THAT the budget amendments be undertaken as outlined in this report.	Robert Holmes	25/12/2013	Processes implemented to establish Advisory Committee.
11 December 2013	Development Application for a Preliminary Approval to vary the effect of the Planning Scheme for a Material Change of Use for a Master Planned Community and a Development Permit for Reconfiguring a Lot (Five Lots into 127 Lots, Public Use Land an...	made by RPS Australia East Pty Ltd, on behalf of Stockland Development Pty Limited, on Lot 1 on RP602376, Lot 2 on RP608099, Lot 37 on RP600698, Lot 38 on RP600698, Lot 5 on SP238731, Lot 6 on SP238731, Lot 49 on SP129857, Lot 22 on SP134380, Lot 23 on SP134380 and Lot 41 on SP226571, Parish of Murchison, and located at 23-27 William Palfrey Road, Parkhurst, 23A William Palfrey Road Parkhurst, 923-947 Yaamba Road Parkhurst and 985-1005 Yaamba Road Parkhurst	Robert Holmes	25/12/2013	Negotiations currently underway with Stocklands re Infrastructure Agreement.
11 December 2013	Expression of Interest - Management and Operation of the Rockhampton Heritage Village	THAT Council: 1. Resolves that in accordance with section 228(2)(b) and section 228(3)(a)(b) that it is in the public interest to invite expressions of interest from capable and interested organisations, before inviting written tenders, for the Management and Operation of the Rockhampton Heritage Village; 2. Approves the draft Expression of Interest document attached to the report for the Management and Operation of the Rockhampton Heritage Village.	Peter Owens	25/12/2013	Eol advertised to close 3 February 2014 with outcome reported to March Communities committee meeting

Meeting Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
11 December 2013	Tender - Hydraulic Modelling and Design for South Rockhampton Levee Project	<ol style="list-style-type: none"> 1. That in relation to the tender number 10937 – hydraulic modelling and design for south Rockhampton levee project, that the Rockhampton regional council accepts the tender submitted by aecom for a tendered amount of \$943,010; and 2. That the general manager regional services be authorised to conclude negotiations with the successful tenderer. 	Jim Cook	25/12/2013	Following a meeting with AECOM reps on 19 December 2013 to discuss their proposal and Council's need to accelerate the project, AECOM submitted a price increase of \$12,500(Ex GST) to accommodate councils needs and a letter of acceptance for Tender No 10937 was issued to them on 20 December 2013 for a total cost of \$955,510 (Ex GST).
11 December 2013	Operation and Management of Archer Park Rail Museum	<p>THAT Council resolves that</p> <ol style="list-style-type: none"> 1. the General Manager Communities be authorised to enter into discussions with the Friends of Archer Park with a view to the site being operated as detailed in Option 3 of the report; and 2. a further report be presented to the Communities Committee early in 2014. 	Peter Owens	25/12/2013	Discussion with Friends of Archer Park are ongoing with a view to the matter being reported back to the March Communities committee meeting
28 January 2014	Community Assistance Program	THAT Council approves the following applications for funding from the Community Assistance Program (applications included in resolution)	Cheryl Houghton	11/02/2014	

Meeting Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
28 January 2014	Development Incentives Policy	THAT the Development Incentives Policy be amended to include an applicable 50% Infrastructure Charges discount on residential development in the area identified as Precinct 1 – Special Use Precinct, Inner City North Cultural with Part 2 – General Incentives of the Policy also being applicable to residential development in that area.	Robert Holmes	11/02/2014	
28 January 2014	Fee Reduction for Proposed Development Application	THAT Council resolve to accept a fee of \$100,000 for a development application for a Preliminary Approval for a Material Change of Use for Residential and Open Space Purposes and Reconfiguration of a Lot (3 into 201 lots) affecting a Local Planning Instrument under section 242 of the <i>Sustainable Planning Act 2009</i> , over land at Belmont Road Parkhurst, described as Lot 102 on SP860099, Lot 129 on PL4021 and Lot 2 on RP609985.	Robert Holmes	11/02/2014	
11 February 2014	Request for Tenure for Rockhampton Hockey Association at Birdwood Park	<p>THAT</p> <p>1.Council grant Rockhampton Hockey Association a Freehold Licence for non-exclusive use over Birdwood Park (being part Lot 1 LN2893) for a period of two (2) years from 1 January 2014 through 31 December 2015</p> <p>2.Council charge the Club \$500 (incl. GST) in 2014 and \$1,000 (incl. GST) in 2015</p>	Sophia Czarkowski	18/02/2014	<p>19 Feb 2014 - 2:58 PM - Sophia Czarkowski</p> <p>A letter was forwarded to the Club on 19 February 2014. The preparation of Lease documentation has been requested from the Property and Insurance Unit.,</p>

Meeting Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
11 February 2014	Petition - Renaming Rockhampton's Northside Skate Park	1.THAT the petition requesting the Naming of a Council Facility be received and that a further report be presented to a future Parks and Recreation Committee meeting. 2.That a working group with 5 members of the Skate Park users group, with Councillors Williams, Rutherford, Fisher and council officers be formed.	Michael Rowe	18/02/2014	
11 February 2014	Expanded Coal Mine Water Release Program for the Fitzroy Basin	THAT the report on the expanded mine water release program be received, and that Council continue to engage actively with the Queensland Government to seek a lowering of the cease release value at The Gap to help ensure that the current program and any future mine water release programs best maintain the highest possible standard of water quality to meet the needs of the community.	Jason Plumb	18/02/2014	
11 February 2014	Appointment of Council Representative - Local Marine Advisory Committee	THAT Council nominate Councillor Williams as Council's representative on the Local Marine Advisory Committee.	Evan Pardon	25/02/2014	
11 February 2014	GIA Foster Street Upgrade Budget Allocation	THAT the Foster Street Upgrade Project be brought forward into the 2013-14 financial year and \$2,361,000 be allocated to complete the project.	Angus Russell	25/02/2014	

Meeting Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
11 February 2014	Flying-Fox Roost Management - Kabra Roost	<p>THAT Council facilitate the administrative co-ordination of a Flying-Fox Roost Management Permit (FFRMP) in the Kabra locality only if the following conditions are agreed prior to the lodgement of that permit:</p> <ol style="list-style-type: none"> (1) Full cost recovery for all aspects other than administrative co-ordination of the FFRMP; (2) State government contribution towards the application for and implementation of the FFRMP commensurate with the density of the roost population and area of the roost on the unallocated state government; (3) Consensus between impacted private landholders to contribute towards the application for and implementation of the FFRMP commensurate with the density of the roost population and area of the roost on private land; (4) Acceptance by the impacted parties that post-dispersal migration may result in further costs should the roost re-locate within UFFMA or non-UFFMA whereby complaint arises. <p>That Council requests an urgent meeting with the Member for Mirani, Mr Ted Malone MP and the Minister for Local Government, Hon David Crisafulli MP with regards to flying fox management.</p>	Michael Rowe	25/02/2014	

7 PUBLIC FORUMS/DEPUTATIONS

7.1 DEPUTATION FROM URBIS REGARDING CQ NRL BID

File No: 7771
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

SUMMARY

Representatives from Urbis have requested an opportunity to meet with Council to discuss site selection for CQ NRL bid.

OFFICER'S RECOMMENDATION

THAT the deputation from Urbis regarding CQ NRL bid be received.

BACKGROUND

Urbis has been engaged by Populous to provide specialist advisory services for the site selection, planning, urban design and stakeholder engagement components for the CQ NRL bid and have requested an opportunity to speak with Council.

At 10.00 am, Mr Peter Gill, Director Planning and Ms Stephanie Wyeth, Director Social Planning will attend the meeting together with Mr Shaun Gallagher from Populous, Mr Geoff Murphy, Chair CQ NRL Bid and Mr Denis Keefe, CEO CQ NRL Bid.

8 PRESENTATION OF PETITIONS

Nil

9 COMMITTEE REPORTS

9.1 RESOURCE INDUSTRY COMMITTEE MEETING - 21 FEBRUARY 2014

RECOMMENDATION

THAT the Minutes of the Resource Industry Committee meeting, held on 21 February 2014 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Resource Industry Committee, 21 February 2014**9.1.1 BUSINESS OUTSTANDING TABLE FOR RESOURCE INDUSTRY COMMITTEE****File No:** 10097**Attachments:** 1. **Business Outstanding Table for Resource Industry Committee Meeting****Responsible Officer:** Evan Pardon - Chief Executive Officer**Author:** Evan Pardon - Chief Executive Officer

SUMMARY

The Business Outstanding table is used as a tool to monitor outstanding items resolved at previous Council or Committee Meetings. The current Business Outstanding table for the Resource Industry Committee is presented for members' information.

COMMITTEE RECOMMENDATION

THAT the Business Outstanding Table for the Resource Industry Committee be received.

Recommendation of the Resource Industry Committee, 21 February 2014**9.1.2 RESIGNATION FROM COMMITTEE - ANDREW WALLIS, STOCKLAND****File No:** 8444**Attachments:** Nil**Responsible Officer:** Evan Pardon - Chief Executive Officer**Author:** Rick Palmer - Manager Economic Development

SUMMARY*This report records the resignation of Andrew Wallis.***COMMITTEE RECOMMENDATION**

THAT:

- 1) the Committee accepts the resignation of Andrew Wallis from the Resource Industry Committee and allow Andrew Astorquia to attend the Committee meeting on 21 February 2014 as an observer; and
- 2) a letter of thanks be sent to Andrew Wallis for his contributions to this Committee.

Recommendation of the Resource Industry Committee, 21 February 2014**9.1.3 APPOINTMENT OF RESOURCE INDUSTRY RELATIONSHIP EXECUTIVE****File No:** 8444**Attachments:** 1. Biography of Jane Whyte**Responsible Officer:** Evan Pardon - Chief Executive Officer**Author:** Rick Palmer - Manager Economic Development

SUMMARY

This report provides some background detail about Jane Whyte who has been appointed as Council's Resource Industry Relationships Executive.

COMMITTEE RECOMMENDATION

THAT the report on the appointment of Resource Industry Relationship Executive be received.

Recommendation of the Resource Industry Committee, 21 February 2014**9.1.4 RESOURCE INDUSTRY SUPPLIERS GROUP****File No:** 8444**Attachments:** Nil**Responsible Officer:** Evan Pardon - Chief Executive Officer**Author:** Rick Palmer - Manager Economic Development

SUMMARY

This report outlines steps taken by Council to form a resource industry suppliers group in the Rockhampton Region.

COMMITTEE RECOMMENDATION

THAT the report on resource industry suppliers group be received.

Recommendation of the Resource Industry Committee, 21 February 2014**9.1.5 BOWEN BASIN MINING CLUB****File No:** 8444**Attachments:** Nil**Responsible Officer:** Evan Pardon - Chief Executive Officer**Author:** Rick Palmer - Manager Economic Development

SUMMARY*This report outlines the lunches which the Bowen Basin Mining Club will hold in 2014.***COMMITTEE RECOMMENDATION**

THAT the report on Bowen Basin Mining Club be received.

Recommendation of the Resource Industry Committee, 21 February 2014**9.1.6 CQ EXPO****File No:** 8444**Attachments:** Nil**Responsible Officer:** Evan Pardon - Chief Executive Officer**Author:** Rick Palmer - Manager Economic Development

SUMMARY*This report records the staging of CQ Expo and Council's role in it.***COMMITTEE RECOMMENDATION**

THAT the report on CQ Expo be received, and Committee members make the best endeavours to attend CQ Expo.

Recommendation of the Resource Industry Committee, 21 February 2014**9.1.7 VERBAL UPDATES FROM COMMITTEE MEMBERS****File No:** 8444**Responsible Officer:** Rick Palmer – Manager Economic Development

SUMMARY

Members of the Committee were invited to provide the meeting with an update on their organisation at the current time.

COMMITTEE RECOMMENDATION

That the verbal reports from Norman Emanouel, Karla Way-McPhail, Dennis Bryant, Louise Ward, Peter Donaghy and Victoria Murray and the reports by Rick Palmer from Matthew Gibb and Andrew Astorquia be received.

9.2 COMMUNITIES COMMITTEE MEETING - 4 MARCH 2014**RECOMMENDATION**

THAT the Minutes of the Communities Committee meeting, held on 4 March 2014 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Communities Committee, 4 March 2014**9.2.1 BUSINESS OUTSTANDING TABLE FOR COMMUNITIES COMMITTEE****File No:** 10097**Attachments:** 1. **Business Outstanding Table for
Communities Committee****Responsible Officer:** Evan Pardon - Chief Executive Officer**Author:** Evan Pardon - Chief Executive Officer

SUMMARY

The Business Outstanding table is used as a tool to monitor outstanding items resolved at previous Council or Committee Meetings. The current Business Outstanding table for the Communities Committee is presented for Councillors' information.

COMMITTEE RECOMMENDATION

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

Recommendation of the Communities Committee, 4 March 2014**9.2.2 MONTHLY OPERATIONAL REPORT FOR JANUARY 2014 - FACILITIES MANAGEMENT UNIT**

File No: 1464
Attachments: 1. January operational report
Responsible Officer: Cheryl Haughton - Manager Community Services
Michael Rowe - General Manager Community Services
Author: Sharon Sommerville - Coordinator Facilities

SUMMARY

This report provides information on the operational activities of the Facilities Management Unit during the month of January 2014.

COMMITTEE RECOMMENDATION

THAT the Facilities Management Unit monthly operational report for January 2014 be received.

Recommendation of the Communities Committee, 4 March 2014**9.2.3 CONSTRUCTION OF STORAGE SHED - PILBEAM THEATRE**

File No: 6495
Attachments: 1. Plan and Lot details of 4 Cambridge Street
Responsible Officer: Michael Rowe - General Manager Community Services
Author: Peter Owens - Manager Arts and Heritage

SUMMARY

Council has funded in the 2013/14 Capital budget the construction of a storage shed adjacent to the Pilbeam Theatre and to proceed with construction it has been recommended that the lot at 4 Cambridge Street be amalgamated with the existing lot on which the Pilbeam Theatre is located.

COMMITTEE RECOMMENDATION

THAT Council approve the application to the Titles Office to apply to amalgamate lots RP600027/4, RP600027/1 and RP600027/2 at Cambridge Street, Rockhampton with the adjacent lot RP604421/2 recorded as 62 Victoria Parade, Rockhampton.

Recommendation of the Communities Committee, 4 March 2014**9.2.4 REGIONAL ARTS DEVELOPMENT FUND - RECOMMENDATIONS FROM 2013-14 FUNDING ROUND 2****File No:** 8944**Attachments:** 1. **Regional Arts Development Fund - Recommendations from 2013-14 funding round 2****Responsible Officer:** Michael Rowe - General Manager Community Services**Author:** Peter Owens - Manager Arts and Heritage**SUMMARY**

Applications received for round two of the 2013-14 Regional Arts Development Fund have been assessed by the RADF Committee and seven recommended for funding for a total amount of \$21,872.

COMMITTEE RECOMMENDATION

THAT Council approves the following applications for funding from the Regional Arts Development Fund:

Applicant	Purpose of Grant	Grant Recommended
Rockhampton Regional Council	To employ a choir master, rehearsal coordinator and pianist who will work with Opera Queensland and a local community chorus to be included in the company's performance of La boheme in Rockhampton in August 2014	\$6,261
Brittany Lester	10 day intensive course with Sydney Milliner Neil Grigg	\$2,000
Royal Queensland Art Society Inc	Employ three professional artists (Barry and Lucy McCann and John Lacey) to conduct 2 x 2 day workshops in Rockhampton to tutor regional and local artists	\$2,003
Museum of Central Queensland	Writing, designing and publishing online a 30 page guide 'Researching your Home's History' for individuals and community groups in Central Queensland	\$6,300
Rockhampton Musical Union Choir Inc	To bring a professional in vocal/choral technique to Rockhampton to conduct a workshop, aiming to develop and enhance the choral technique and skills of members of RMU Choir and the wider community	\$3,328
Rockhampton Woodworkers Guild Inc	Bringing world class woodturners to Rockhampton to tutor local and visiting turners	\$1,030
Janet Stevenson	To research Ezra Shorley's music, poetry and life experience in the Rockhampton Region with a view to the viability of creating a multi-media musical performance	\$950

Recommendation of the Communities Committee, 4 March 2014
9.2.5 COMMUNITY ASSISTANCE PROGRAM - RECOMMENDATIONS FOR 2013-14 FUNDING ROUND 2
File No: 7822
Attachments: 1. Community Assistance Program - recommendations for Round 2 2013-14
Responsible Officer: Michael Rowe - General Manager Community Services
Author: Cheryl Haughton - Manager Community Services

SUMMARY

Twenty nine applications were received for round two of the 2013-14 Community Assistance Program grant funding. The applications were assessed and twenty two were recommended for funding to a total amount of \$67,311.

COMMITTEE RECOMMENDATION

THAT Council approves the following applications for funding from the Community Assistance Program:

Applicant	Purpose of Grant/Sponsorship	Amount
Rockhampton and District Junior Rugby League Inc	2014 Rhys Wesser "Dream, Believe, Achieve" Super 9s Shield	\$1,000
Central Queensland Multicultural Association Inc	2014 Taste of the World Festival	\$1,600
Rockhampton Bowls Club	Replace stove in clubhouse kitchen	\$1,000
Rockhampton Bowls Club	2014 Mayoral Trophy	\$1,000
Rockhampton Golf Club	'360 Golf' subscription - virtual panorama tour of Rockhampton Golf Course	\$750
Alliance Francaise de Rockhampton	2014 French Film Festival	\$535
Big Brothers Big Sisters of Qld	Big Brothers Big Sisters 1 year celebration event in Rockhampton	\$200
Central Queensland Life Education	Mobile classroom upgrade - stage 2	\$3,000
Capricorn Tag and Release Sport fishing Club Inc.	Rocky Barra Bounty 2014	\$3,300
Diggers Memorial Bowls Club	Solar Energy System	\$3,000
Golden Mount Festival Association Inc	2014 Golden Mount Festival	\$8,000
Guide Dogs Queensland	Multifunction Platform System for fundraising	\$3,000
Mount Morgan Promotion and Development	Upgrade of interpretive signs for Mount Morgan Rail Complex	\$1,142
Multiple Sclerosis Queensland	2014 MS Swimathon Rockhampton	\$1,125
Rowing Queensland	Central Queensland School Rowing Championships	\$1,650
Rockhampton Eisteddfod	79th Rockhampton Eisteddfod	\$20,000
Rockhampton Dance Festival Inc	Rockhampton Dance Festival	\$8,000

Rotary Club of Rockhampton	2014 Rocky River Run	\$2,000
Rocky Flix	2014 Rocky Flix Program	\$1,209
Rockhampton & CQ Legacy Fund Inc	2014 Legacy Get Together	\$378
Sri Lankan Association of Central Queensland	Sri Lankan Cultural and Dance Concert - Ridma 2014	\$297
Stitch and Chat	Central Queensland Craft Expo	\$5,625

Recommendation of the Communities Committee, 4 March 2014**9.2.6 INFORMATION BULLETIN COMMUNITIES AND FACILITIES****File No:** 1464**Attachments:** 1. Information Bulletin for March meeting**Responsible Officer:** Michael Rowe - General Manager Community Services**Author:** Cheryl Haughton - Manager Community Services

SUMMARY

This report provides information on the activities of the Communities and Facilities section for the month of January 2014.

COMMITTEE RECOMMENDATION

THAT the information bulletin reporting on the activities of the Communities and Facilities section for the month of January 2014 be received.

Recommendation of the Communities Committee, 4 March 2014**9.2.7 INFORMATION BULLETIN FOR ARTS AND HERITAGE FOR JANUARY 2014****File No:** 1464**Attachments:** 1. Information Bulletin for Arts and Heritage
section for January 2014**Responsible Officer:** Michael Rowe - General Manager Community Services**Author:** Peter Owens - Manager Arts and Heritage

SUMMARY

The report provides information on the programs and activities of the Arts and Heritage section for January 2014

COMMITTEE RECOMMENDATION

THAT the information bulletin reporting on the programs and activities of the Arts and Heritage section for January 2014 be received.

Recommendation of the Communities Committee, 4 March 2014**9.2.8 EOI MANAGEMENT AND OPERATION OF THE ROCKHAMPTON HERITAGE VILLAGE**

File No: 2216
Attachments: 1. Eol from Rockhampton Enterprise Centre Inc.
Responsible Officer: Michael Rowe - General Manager Community Services
Author: Peter Owens - Manager Arts and Heritage

SUMMARY

Following the closure of Council's call for expressions of interest from capable and interested organisations for the Management and Operation of the Rockhampton Heritage Village the Council's further direction on the operation of the Rockhampton Heritage Village is now required.

COMMITTEE RECOMMENDATION

THAT Council resolves not to proceed with a written tender stage for the Management and Operation of the Rockhampton Heritage Village by an external organisation but to continue to directly operate the site as a unit of the Arts and Heritage section providing a budget so as to maintain the current staff establishment.

Recommendation of the Communities Committee, 4 March 2014**9.2.9 OPERATION AND MANAGEMENT OF ARCHER PARK RAIL MUSEUM****File No:** 10890**Attachments:** Nil**Responsible Officer:** Michael Rowe - General Manager Community Services**Author:** Peter Owens - Manager Arts and Heritage

SUMMARY

Council officers have successfully negotiated with the Friends of Archer Park Station & Steam Tram Museum Inc. with the outcome that the group wishes to enter into a contract with Council for the Operation and Management of the Archer Park Rail Museum and a Council resolution to award this contract is now required.

COMMITTEE RECOMMENDATION

THAT Council resolves to enter into a contract with the Friends of Archer Park Station & Steam Tram Museum Inc. for the Operation and Management of the Archer Park Rail Museum as detailed in the report.

9.3 PARKS AND RECREATION COMMITTEE MEETING - 4 MARCH 2014**RECOMMENDATION**

THAT the Minutes of the Parks & Recreation Committee meeting, held on 4 March 2014 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Parks & Recreation Committee, 4 March 2014**9.3.1 BUSINESS OUTSTANDING TABLE FOR PARKS AND RECREATION COMMITTEE**

File No: 10097
Attachments: 1. Business Outstanding Table for Parks and Recreation Committee
Responsible Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

SUMMARY

The Business Outstanding table is used as a tool to monitor outstanding items resolved at previous Council or Committee Meetings. The current Business Outstanding table for the Parks and Recreation Committee is presented for Councillors information.

COMMITTEE RECOMMENDATION

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

Recommendation of the Parks & Recreation Committee, 4 March 2014**9.3.2 DEPUTATION - CAPRICORN CONSERVATION COUNCIL**

File No: 2488
Attachments: Nil
Responsible Officer: Michael Rowe - General Manager Community Services
Author: Kerri Dorman - Administration Supervisor

SUMMARY

Representatives of the Capricorn Conservation Council will attend the meeting at 3.00pm to address the values of Rockhampton's waterways and seeking Council support to engage/encourage the Rockhampton Community back to its waterways and creeks.

COMMITTEE RECOMMENDATION

THAT the deputation from the Capricorn Conservation Council be 'received'.

Recommendation of the Parks & Recreation Committee, 4 March 2014**9.3.3 JANUARY CAPITAL PROGRESS REPORT FOR PARKS AND RECREATION FROM FACILITIES MANAGEMENT UNIT.**

File No: 1484

Attachments: 1. Facilities Capital Progress Report for January 2014

Responsible Officer: Cheryl Haughton - Manager Community Services
Michael Rowe - General Manager Community Services

Author: Sharon Sommerville - Coordinator Facilities

SUMMARY

The purpose of this report is to provide information to Councillors on the January 2014 progress of Parks and Recreation capital projects being undertaken by the Facilities Management Unit.

COMMITTEE RECOMMENDATION

THAT the January Progress Report from the Facilities Management Unit in relation to Parks and Recreation capital projects be received.

Recommendation of the Parks & Recreation Committee, 4 March 2014**9.3.4 RELOCATION OF CARAVAN DUMP POINT****File No:** 1464**Attachments:**

1. Option 1 - Nth Rockhampton Sewer Treatment Plant
2. Option 2 - Bruce Highway, Parkhurst
3. Option 3 - Curtis Park, Visitor Information Centre

Responsible Officer: Cheryl Haughton - Manager Community Services
Michael Rowe - General Manager Community Services**Author:** Sharon Sommerville - Coordinator Facilities

SUMMARY

Further to Parks and Recreation Committee recommendation from 3 September 2013, Facilities has investigated possible options and costing estimates to relocate the existing Caravan Dump Point from the Music Bowl.

COMMITTEE RECOMMENDATION**THAT:**

1. Council approves the relocation of the dump point to the North Rockhampton Sewer Treatment Plant with funding provided in the 2014/15 Capital Works Program; and
2. the existing dump point sign be removed as soon as possible.

Recommendation of the Parks & Recreation Committee, 4 March 2014**9.3.5 MOUNT MORGAN RAILWAY TIMBER BRIDGE DEMOLITION**

File No: 1464
Attachments: Nil
Responsible Officer: Cheryl Haughton - Manager Community Services
Michael Rowe - General Manager Community Services
Author: Sharon Sommerville - Coordinator Facilities

SUMMARY

Council resolved on 12 November 2013 to adopt the report recommendation from Parks and Recreation Committee to demolish the Mt Morgan Railway Timber Bridge.

This report seeks approval to allocate funding to demolish the bridge through the 2013/14 Revised Minor Capital Works Program.

COMMITTEE RECOMMENDATION

THAT Council approves:

1. the allocation of budget in the 2013/14 Revised Minor Capital Works Program to demolish the Mt Morgan Railway Timber Bridge
2. the demolition to be undertaken prior to adoption of the revised budget.

Recommendation of the Parks & Recreation Committee, 4 March 2014**9.3.6 MOUNT MORGAN CARETAKER'S COTTAGE STABILISATION**

File No: 1464
Attachments: 1. Brown Consulting Report
Responsible Officer: Cheryl Haughton - Manager Community Services
Michael Rowe - General Manager Community Services
Author: Sharon Sommerville - Coordinator Facilities

SUMMARY

Council resolved on 12 November 2013 to adopt the report recommendation from Parks and Recreation Committee to lay the report on the table and for Facilities to investigate costs to stabilise the Mt Morgan Caretaker's Cottage.

This report seeks approval to allocate funding to stabilise the building, including removal of asbestos materials, through the 2013/14 Revised Minor Capital Works Program.

COMMITTEE RECOMMENDATION

THAT the matter is lifted from the table and Council approves the allocation of budget in the 2013/14 Revised Minor Capital Works Program to stabilise the Mt Morgan Caretakers Cottage, demolish the timber structures and complete associated works to remove asbestos materials.

Recommendation of the Parks & Recreation Committee, 4 March 2014**9.3.7 PROGRESS REPORT AND REQUEST FOR FURTHER DIRECTION: FUNDING PROGRAMS - ANZAC CENTENARY****File No:** 1855**Attachments:**

1. Progress Report One - Centenary of ANZAC Projects
2. Committee Resolution 5th November, 2013
3. Gallipoli Campaign Roll of Honour - Rockhampton & District

Responsible Officer: Margaret Barrett - Manager Parks
Michael Rowe - General Manager Community Services**Author:** Vincent Morrice - Coordinator Parks Recreation Services

SUMMARY

At the Parks & Recreation Committee Meeting held 05/11/2013 Council resolved to direct Officers to design and cost certain projects for the grants programs related to the Centenary of ANZAC. This report outlines progress to date and seeks further direction from Council in order for Officers to plan and prioritise further work effort.

COMMITTEE RECOMMENDATION

THAT the Progress Report and Request for Further Direction: Funding Programs – Anzac Centenary be received and that application be made to the Centenary Grants Program for the following projects:

1. Digitisation of the Honour Roll for World War I for the Rockhampton Region
2. Landscape Management Plan and Implementation for Commemorative Service at City Hall in 2015

Recommendation of the Parks & Recreation Committee, 4 March 2014**9.3.8 COMMUNITY SERVICES CAPITAL WORKS MONTHLY REPORT - FEBRUARY 2014 PARKS AND RECREATION COMMITTEE**

File No: 1464
Attachments: 1. Parks and Recreation - Community Services
Capital Works for February 2014
Responsible Officer: Michael Rowe - General Manager Community Services
Author: Andrew Collins - Special Projects Officer

SUMMARY

Project summary report for Capital Projects currently being delivered by Community Services Department on behalf of the Parks and Open Spaces Unit.

COMMITTEE RECOMMENDATION

THAT the Community Services Capital Works monthly report for February 2014 for Parks and Recreation be 'received'.

Recommendation of the Parks & Recreation Committee, 4 March 2014**9.3.9 PARKS AND OPEN SPACE REPORT****File No:** 1464**Attachments:**

1. Parks and Open Space monthly report
2. Australian White Ibis management program - summary report

Responsible Officer: Michael Rowe - General Manager Community Services**Author:** Margaret Barrett - Manager Parks

SUMMARY

This report provides information on the activities and services of Parks and Open Space Unit for January 2014.

COMMITTEE RECOMMENDATION

That the report on the activities and services of Parks and Open Space Unit for January 2014 be received.

Recommendation of the Parks & Recreation Committee, 4 March 2014**9.3.10 GEORGESON OVAL**

File No: 1464
Attachments: 1. Aerial of Georgeson Oval
Responsible Officer: Michael Rowe - General Manager Community Services
Author: Margaret Barrett - Manager Parks

SUMMARY

On 10 April 2013 a report was presented at the Ordinary Council Meeting on a request from Benevolent Aged Care to acquire Voss Park. It was resolved that a report be brought back to the table on the current status and usage of Georgeson Oval.

Information on the history and current condition of Georgeson Oval and associated infrastructure.

COMMITTEE RECOMMENDATION

THAT the report on Georgeson Oval be received.

Recommendation of the Parks & Recreation Committee, 4 March 2014**9.3.11 MANAGEMENT OF AUSTRALIAN WHITE IBIS**

File No: 1855

Attachments: 1. Australian White Ibis & Closure of Rockhampton Landfill

Responsible Officer: Margaret Barrett - Manager Parks
Michael Rowe - General Manager Community Services

Author: Vincent Morrice - Coordinator Parks Recreation Services

SUMMARY

A report of a meeting of stakeholders on the potential impacts to the Australian White Ibis from problems arising from pending loss of food source following the planned closure of the Rockhampton Landfill on Lakes Creek Rd.

COMMITTEE RECOMMENDATION

THAT:

1. the Management of Australian White Ibis report be received; and
2. a further report be made to the Parks and Recreation Committee regarding options for Australian White Ibis management.

Recommendation of the Parks & Recreation Committee, 4 March 2014**9.3.12 SOUTH SIDE MEMORIAL POOL REDEVELOPMENT- WET PLAY AREA EXPANSION****File No:** 5045**Attachments:**

1. Original Wet Play Area
2. Overlay Drawings
3. Concept Design
4. Area Break Down
5. Cost Estimate

Responsible Officer: Michael Rowe - General Manager Community Services**Author:** Andrew Collins - Special Projects Officer

SUMMARY

General Manager Community Services reporting on the redesign and cost estimate for the proposed Wet Play Area expansion at the South Side Memorial Pool.

COMMITTEE RECOMMENDATION

That Council approves the concept design for the proposed Wet Play Area at the South Side Memorial Pool, subject to an allocation of a sufficient budget in the forthcoming revised budget, to allow the design and construction to proceed.

9.4 HEALTH AND COMPLIANCE COMMITTEE MEETING - 4 MARCH 2014**RECOMMENDATION**

THAT the Minutes of the Health & Compliance Committee meeting, held on 4 March 2014 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Health & Compliance Committee, 4 March 2014**9.4.1 BUSINESS OUTSTANDING TABLE FOR HEALTH AND COMPLIANCE COMMITTEE**

File No: 10097

Attachments: 1. Business Outstanding Table for Health and Compliance Committee

Responsible Officer: Evan Pardon - Chief Executive Officer

Author: Evan Pardon - Chief Executive Officer

SUMMARY

The Business Outstanding table is used as a tool to monitor outstanding items resolved at previous Council or Committee Meetings. The current Business Outstanding table for the Health and Compliance Committee is presented for Councillors' information.

COMMITTEE RECOMMENDATION

THAT the Business Outstanding Table for the Health and Compliance Committee be received.

Recommendation of the Health & Compliance Committee, 4 March 2014**9.4.2 DEPUTATION - WADE OESTREICH AND NICK WEINERT DEPARTMENT OF ENVIRONMENT AND HERITAGE PROTECTION - FLYING-FOX ROOST MANAGEMENT****File No:** 3247**Attachments:** Nil**Responsible Officer:** Michael Rowe - General Manager Community Services**Author:** Kerri Dorman - Administration Supervisor

SUMMARY

Wade Oestreich and Nick Weinert of the Department of Environment and Heritage Protection will attend the meeting at 12.30pm to address Council on new State Government Legislation in the management of Flying-Fox Roosts.

COMMITTEE RECOMMENDATION

THAT the deputation from the Department of Environment and Heritage Protection be 'received'.

Recommendation of the Health & Compliance Committee, 4 March 2014**9.4.3 HEALTH AND ENVIRONMENT ACTIVITY STATEMENT FOR JANUARY 2014****File No:** 1464**Attachments:** Nil**Responsible Officer:** Michael Rowe - General Manager Community Services**Author:** Catherine Hayes - Manager Health & Environment

SUMMARY

This report provides information about the activities of Rockhampton Regional Council's Environment and Health Section for the month of January 2014. The Section consists of three Units namely Environment and Public Health, Pest Management and Vector Management.

COMMITTEE RECOMMENDATION

THAT the Health and Environment Activity Statement for January 2014 be received.

Recommendation of the Health & Compliance Committee, 4 March 2014**9.4.4 LOCAL LAWS MONTHLY STATISTICS FOR DECEMBER 2013 AND JANUARY 2014****File No:** 1464**Attachments:** 1. Local Laws Monthly Statistics for December 2013 and January 2014**Responsible Officer:** Michael Rowe - General Manager Community Services**Author:** Steve Best - Manager Local Laws

SUMMARY

The Local Laws Monthly Statistics for December 2013 and January 2014 is submitted for consideration of the Health and Compliance Committee.

COMMITTEE RECOMMENDATION

THAT the Local Laws Monthly Statistics for December 2013 and January 2014 be received.

9.5 WATER COMMITTEE MEETING - 5 MARCH 2014**RECOMMENDATION**

THAT the Minutes of the Water Committee meeting, held on 5 March 2014 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Water Committee, 5 March 2014**9.5.1 BUSINESS OUTSTANDING TABLE FOR WATER COMMITTEE****File No:** 10097**Attachments:** 1. Business Outstanding Table for Water Committee**Responsible Officer:** Evan Pardon - Chief Executive Officer**Author:** Evan Pardon - Chief Executive Officer

SUMMARY

The Business Outstanding table is used as a tool to monitor outstanding items resolved at previous Council or Committee Meetings. The current Business Outstanding table for the Water Committee is presented for Councillors information.

COMMITTEE RECOMMENDATION

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

Recommendation of the Water Committee, 5 March 2014**9.5.2 FRW ANNUAL PERFORMANCE PLAN AS AT 31 DECEMBER 2013****File No:** 1466**Attachments:**

1. Customer Service Standards as at 31 December 2013
2. Customer Service and Financial Targets
3. Non Compliance Comments

Responsible Officer: Robert Holmes - General Manager Regional Services**Author:** Nimish Chand - Manager FRW

SUMMARY

Fitzroy River Water's performance against financial and non-financial targets and key strategies is reported to Council on a quarterly basis in accordance with the adopted 2013/14 Performance Plan. This report as at 31 December 2013, is presented for the Committee's information.

COMMITTEE RECOMMENDATION

THAT the Fitzroy River Water Annual Performance Plan quarterly report as at 31 December 2013 be received.

Recommendation of the Water Committee, 5 March 2014**9.5.3 FRW FINANCE AND STRATEGIC MATTERS REPORT - JANUARY 2014****File No:** 1466**Attachments:** Nil**Responsible Officer:** Robert Holmes - General Manager Regional Services**Author:** Nimish Chand - Manager FRW

SUMMARY

This report details Fitzroy River Water's financial position and other operational matters for the Council's information as at 31 January 2014.

COMMITTEE RECOMMENDATION

THAT the FRW Finance and Strategic Matters Report for January 2014 be received.

9.6 BUSINESS ENTERPRISE COMMITTEE MEETING - 5 MARCH 2014**RECOMMENDATION**

THAT the Minutes of the Business Enterprise Committee meeting, held on 5 March 2014 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Business Enterprise Committee, 5 March 2014**9.6.1 BUSINESS OUTSTANDING TABLE FOR BUSINESS ENTERPRISE COMMITTEE****File No:** 10097**Attachments:** 1. Business Outstanding Table for Business Enterprise Committee**Responsible Officer:** Evan Pardon - Chief Executive Officer**Author:** Evan Pardon - Chief Executive Officer

SUMMARY

The Business Outstanding table is used as a tool to monitor outstanding items resolved at previous Council or Committee Meetings. The current Business Outstanding table for the Business Enterprise Committee is presented for Councillors information.

COMMITTEE RECOMMENDATION

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

Recommendation of the Business Enterprise Committee, 5 March 2014**9.6.2 ROCKHAMPTON AIRPORT - INCREASED FEES AND CHARGES****File No:** 7816**Attachments:** Nil**Responsible Officer:** Ross Cheesman - General Manager Corporate Services**Author:** Trevor Heard - Manager Rockhampton Airport

SUMMARY

The new responsibility of the Screening of passengers and baggage commences 1 April 2014 and Council is required to approve the new fees and charges for this activity.

The new Foreign Military Power (FMP) agreement with the Singaporean Armed Forces is being completed and the landing fees and charges for military aircraft needs to be set before this agreement can be executed.

COMMITTEE RECOMMENDATION

1. That effective 1 April 2014 the mandatory fees and charges for passenger and check bag screening be set at \$2.52 plus GST per arriving and departing passenger.
2. That effective 1 July 2014 the landing fees for military aircraft be increased to \$15.00 plus GST per tonne based on the MTOW of aircraft.

Recommendation of the Business Enterprise Committee, 5 March 2014**9.6.3 AIRPORT FINANCE AND STRATEGIC MATTERS REPORT JANUARY 2014****File No:** 7927

Attachments:

1. Airport Income Statement 13/14 - January 2014
2. Airport Capital Management Report 13/14 - January 2014
3. Customer Service Statistics - January 2014

Responsible Officer: Ross Cheesman - General Manager Corporate Services**Author:** Trevor Heard - Manager Rockhampton Airport

SUMMARY

The report details the financial position and other strategic matters for Rockhampton Airport.

COMMITTEE RECOMMENDATION

THAT the Airport Finance and Strategic Matters report for January 2014 be "received".

Recommendation of the Business Enterprise Committee, 5 March 2014**9.6.4 RRWR FINANCE AND STRATEGIC MATTERS REPORT - JANUARY 2014****File No:** 7927**Attachments:**

1. Operational Budget Management Report - January 2014
2. Capital Budget Management Report - January 2014

Responsible Officer: Robert Holmes - General Manager Regional Services**Author:** Craig Dunglison - Manager RRWR

SUMMARY

This report details Rockhampton Regional Waste and Recycling's financial position and other significant operational matters as at 31 January 2014.

COMMITTEE RECOMMENDATION

THAT the Rockhampton Regional Waste and Recycling's Finance and Strategic Matters Report as at 31 January 2014 be received.

Recommendation of the Business Enterprise Committee, 5 March 2014**9.6.5 RRWR ANNUAL PERFORMANCE PLAN AS AT 31 DECEMBER 2013****File No:** 7927**Attachments:**

1. RRWR Customer Service Standards
2. Income Statement
3. Waste Capital Management Report 2013-14
December 13

Responsible Officer: Robert Holmes - General Manager Regional Services**Author:** Craig Dunlison - Manager RRWR

SUMMARY

Rockhampton Regional Waste and Recycling's performance is reported to Council on a quarterly basis in accordance with the adopted 2013/14 Performance Plan. This report, as at 31 December 2013, is presented for the Committee's information.

COMMITTEE RECOMMENDATION

THAT the Rockhampton Regional Waste and Recycling Annual Performance Plan quarterly report as at 31 December 2013 be received.

Recommendation of the Business Enterprise Committee, 5 March 2014**9.6.6 LANDFILL PROCUREMENT**

File No: 7927
Attachments: 1. Landfill Planning Guide
Responsible Officer: Robert Holmes - General Manager Regional Services
Author: Craig Dunglison - Manager RRWR

SUMMARY

Rockhampton Regional Waste and Recycling was requested to provide information about the process involved in the procurement of a Landfill.

COMMITTEE RECOMMENDATION

THAT the report regarding Landfill Procurement be received and that Council have a workshop on provision of landfill and waste management issues.

10 COUNCILLOR/DELEGATE REPORTS

10.1 LEAVE OF ABSENCE FROM COMMITTEES FOR COUNCILLOR SWADLING – 7 MARCH TO 17 APRIL 2014

File No: 10072
Attachments: Nil
Responsible Officer: Evan Pardon - Chief Executive Officer
Author: Shane Turner - Manager Governance Support

SUMMARY

Councillor Rose Swadling requesting leave of absence from attendance at Business Enterprise Committee, Parks and Recreation Committee, Performance and Service Committee, Planning and Development Committee and Resource Industry Advisory Committee for the period 7 March to 17 April 2014 as well as any Special Council meetings that may be called within this period.

OFFICER'S RECOMMENDATION

THAT leave of absence be granted to Councillor Rose Swadling from attendance at Business Enterprise Committee, Parks and Recreation Committee, Performance and Service Committee, Planning and Development Committee and Resource Industry Advisory Committee for the period 7 March to 17 April 2014, as well as any Special Council meetings that may be called within this period.

BACKGROUND

Councillor Rose Swadling has applied for leave of absence from attendance at the following Committees for the period 7 March to 17 April 2014:

- Business Enterprise Committee
- Parks and Recreation Committee
- Performance and Service Committee
- Planning and Development Committee
- Resource Industry Advisory Committee

She is also foreshadowing her inability to attend any Special Council meetings during this period and seeking approval for leave of absence for these meetings should any fall within this period.

Councillor Swadling has advised she will still be able to attend the Ordinary Council meetings and will also be able to Chair the monthly Communities Committee.

Councillor Swadling is requesting leave of absence for family reasons.

**10.2 LEAVE OF ABSENCE FOR DEPUTY MAYOR, CR TONY WILLIAMS - TUESDAY
11 MARCH 2014****File No:** 10072**Attachments:** Nil**Responsible Officer:** Evan Pardon - Chief Executive Officer**Author:** Trudy Heilbronn - Executive Support Officer

SUMMARY

The Deputy Mayor, Cr Tony Williams, seeking Leave of Absence for today, Tuesday 11 March 2014.

OFFICER'S RECOMMENDATION

THAT Leave of Absence be granted to the Deputy Mayor, Cr Tony Williams for today, Tuesday 11 March 2014.

BACKGROUND

The Deputy Mayor, Cr Tony Williams, requires Leave of Absence for today, Tuesday 11 March 2014, as he is attending the Queensland Government's AgInvest Forum 2014 in Brisbane.

10.3 COUNCILLOR GREG BELZ REQUESTING LEAVE OF ABSENCE

File No: 10072
Attachments: Nil
Responsible Officer: Evan Pardon - Chief Executive Officer
Author: Megan Careless - Executive Support Officer

SUMMARY

Councillor Greg Belz seeking approval for leave of absence.

OFFICER'S RECOMMENDATION

THAT Councillor Greg Belz be approved leave of absence for the following dates:-

- 26 March 2014 (Planning & Development Committee) required to attend an Australian Local Government Board meeting
- 7 April - 18 April 2014 inclusive

10.4 DEPUTY MAYOR, COUNCILLOR TONY WILLIAMS - TRAVEL REPORT FOR PERIOD 01 TO 28 FEBRUARY 2014**File No:** 8291**Attachments:** Nil**Responsible Officer:** Evan Pardon - Chief Executive Officer**Author:** Trudy Heilbronn - Executive Support Officer

SUMMARY

As per the Travel and Conference Attendance Policy, this report details travel for the Deputy Mayor, Councillor Tony Williams, for the period 01 to 28 February 2014.

OFFICER'S RECOMMENDATION

THAT the verbal briefing from the Deputy Mayor, Councillor Tony Williams, regarding travel for the period 01 to 28 February 2014 be received.

BACKGROUND

As per the Travel and Conference Attendance Policy, it is a requirement of all travellers to prepare a report on any travel and the benefits gained.

From 01 to 28 February 2014 inclusive, the Deputy Mayor, Councillor Tony Williams, has attended the following:

- Meeting with The Hon. Dr John McVeigh MP, Minister for Agriculture, Fisheries & Forestry – Brisbane – 13 February 2014.
- Bowen Basin Mining Club Luncheon – Mackay – 28 February 2014.

10.5 COUNCILLOR CHERIE RUTHERFORD - TRAVEL REPORT FOR PERIOD 01 TO 28 FEBRUARY 2014**File No:** 8291**Attachments:** Nil**Responsible Officer:** Evan Pardon - Chief Executive Officer**Author:** Trudy Heilbronn - Executive Support Officer

SUMMARY

As per the Travel and Conference Attendance Policy, this report details travel for Councillor Cherie Rutherford for the period 01 to 28 February 2014.

OFFICER'S RECOMMENDATION

THAT the verbal briefing from Councillor Cherie Rutherford regarding travel for the period 01 to 28 February 2014 be received.

BACKGROUND

As per the Travel and Conference Attendance Policy, it is a requirement of all travellers to prepare a report on any travel and the benefits gained.

- Ipswich City Council – Ipswich – 18 February 2014.
- Bowen Basin Mining Club Luncheon – Mackay – 28 February 2014.

**10.6 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT - CANBERRA –
15 TO 18 JUNE 2014**

File No: 8291
Attachments: 1. Registration Brochure and Program
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

SUMMARY

Australian Local Government Association inviting Council to attend the National General Assembly of Local Government to be held in Canberra from 15 to 18 June 2014.

OFFICER'S RECOMMENDATION

THAT Councillor _____ be authorised to attend the National General Assembly of Local Government to be held in Canberra from 15 to 18 June 2014.

BACKGROUND

Council has received an invitation from Australian Local Government Association (ALGA) inviting representatives from Council to attend the National General Assembly of Local Government in Canberra from 15 to 18 June 2014.

The theme for 2014 is "Getting Down To Business".

A copy of the Registration Brochure, which contains full details of the Program, is attached for information.

It should be noted that Councillor Greg Belz will be attending the National General Assembly in his capacity as ALGA Board Member.

NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT - CANBERRA - 15 TO 18 JUNE 2014

Registration Brochure and Program

Meeting Date: 11 March 2014

Attachment No: 1



AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION

28 February 2014

Rockhampton Regional Council
PO Box 1860
ROCKHAMPTON QLD 4700

ROCKHAMPTON REGIONAL COUNCIL	
File No: 5016	Doc No:
Links: 5016 7112	
Action Officer: STACLOW, M	
05 MAR 2014	
Task to: 22TMC-0158A	22TCE08A
3. 22TCE01SUPPORT 4.	
QDAN: 249 v: 6	Ref: 1-2-3
Box No:	Yrs: 1

To the Mayor, Councillors and CEO

I am writing to invite you to attend this year's National General Assembly of Local Government (NGA) in Canberra from 15 - 18 June.

I have invited the Prime Minister, the Deputy Prime Minister and the Leader of the Opposition. We will also be joined by other ministers and shadow ministers and leading public figures presenting keynote addresses which will help to focus discussions at the NGA.

The theme for this year's NGA is '*Getting Down to Business*'. There is no more relevant an issue for government across Australia at the moment. The Federal Government is working through the outcomes on its Commission of Audit and is preparing for White Papers on the Federation and our taxation system. Each of these processes will help to shape Government in Australia in the coming years and local government needs to be in a strong position to respond to whatever changes may emerge.

This year also marks the 20th NGA. This is a time for local government to celebrate our achievements over those 20 years and provides an opportunity to focus on the future and apply lessons learned from the past.

Enclosed is the NGA Registration Brochure which contains full details of the program, business agenda and associated events.

Your council's involvement in the NGA is vital to assist ALGA to maintain the renewed focus on local government and to drive improved outcomes for local government at the national level. A number of important policy motions will be debated at the NGA and it is essential that every council is represented in these debates and is able to have its say.

I look forward to seeing you in Canberra.

Mayor Felicity-ann Lewis
President

PROGRAM & REGISTRATION

Getting Down to Business

NGA
2014

National General Assembly of Local Government

15-18 JUNE 2014

NATIONAL
CONVENTION
CENTRE
CANBERRA



AUSTRALIAN LOCAL
GOVERNMENT ASSOCIATION

REGISTER ONLINE
www.alga.asn.au

President's Welcome



Colleagues,

I invite you to attend this year's National General Assembly of Local Government (NGA) in Canberra from 15-18 June.

The NGA is the premier local government event, bringing together more than 800 mayors, councillors and senior officers from councils across Australia to develop local government policy ideas, meet with key federal politicians and hear from renowned experts on the key issues affecting local government in Australia.

I have invited the Prime Minister and the Leader of the Opposition. We will also be joined by other ministers, shadow ministers and leading public figures presenting keynote addresses which will help to focus discussions at the NGA.

The theme for this year's NGA is '**Getting Down to Business**'. There is no more relevant an issue for government across Australia at the moment. The Federal Government is working through the outcomes of its Commission of Audit and is preparing for White Papers on the Federation and our taxation system. Each of these

processes will help to shape Government in Australia in the coming years and local government needs to be in as strong a position as possible to respond to whatever changes may emerge.

This year also marks the 20th NGA. This is a time for local government to celebrate our achievements over those 20 years but also an opportunity to focus on the future and how we apply the lessons from the past.

The ALGA Board recently called for Notices of Motions for the NGA and these will set out the framework for debate. I would encourage you and your council to think through ideas or initiatives you would like to see debated at the NGA and to submit these as motions.

The NGA is your opportunity to make sure that your council's view is reflected in the national priorities identified for local government. I invite you to be part of this important event by joining your colleagues in Canberra from 15-18 June 2014.

I look forward to seeing you in Canberra.

Mayor Felicity-ann Lewis

ALGA PRESIDENT

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2014 THEME OVERVIEW

Getting Down to Business

The National General Assembly of Local Government is an important opportunity for you and your council to influence the national policy agenda.

The 2014 NGA is being held against a backdrop of several key developments. Each of them could profoundly redefine the operation of Australia's system of government. These include:

- the establishment, by the Commonwealth Government, of a National Commission of Audit;
- a promise within two years of coming to office to develop a White Paper on the Reform of the Federation;
- a commitment by all jurisdictions including the Australian Local Government Association (ALGA) through the Council of Australian Governments (COAG), to reduce duplication between governments; and
- a promise to develop a White Paper on Taxation within two years of coming to office.

Each of these are significant undertakings in their own right, but taken together, they could substantially reshape the operation of the Australian Federal system of government.

It is imperative that local government is an active participant in these processes and that every opportunity is taken to influence the outcomes of these White Paper processes. The 2014 NGA is a great opportunity to commence this discussion.

The theme of the 2014 National General Assembly is 'Getting Down to Business'. It is a theme that invites NGA delegates, councils and interested stakeholders to reflect on the roles and responsibilities of local government, its funding and relative place in the Federation. It's a theme that enables local government to define for itself:

- what business local government is in;
- the resources we need to do it; and

- what should be expected from the Commonwealth and what we should expect from state and territory governments. In short how local government should fit in the Federation.

This NGA will provide delegates not just the opportunity to hear from political leaders, experts in their fields and prominent members of the local government sector, it will be an opportunity to network and share knowledge through panel and concurrent sessions.

Panel sessions will be focusing on the what the community and business expectations are of local government and how it fits in the sometimes complex system of political Federation that we have in Australia as well as hearing from councils who have shown themselves to be real innovators and ground-breakers in collaboration and information-sharing.

The concurrent sessions will be looking at what local government needs to do to manage the often difficult task of building and maintaining sustainability across a number of areas. This includes the challenges of finances and infrastructure, managing the impacts of our volatile environment and dealing with the complex issue of human services delivery.

Local government knows what it does best, this is an opportunity to share experiences and develop the policies that will ensure it will remain the strong and vibrant representative of our communities it is today. This NGA is about further supporting local government as it moves forward to face new challenges and it needs the voices and input of as many of you as possible.

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2014 NATIONAL GENERAL ASSEMBLY

Provisional Program

SUNDAY 15 JUNE

5:00–7:00 pm Welcome Reception

MONDAY 16 JUNE

9:00 am	Opening Ceremony
9:20 am	President's Welcome
9:30 am	Prime Minister, The Hon Tony Abbott (invited)
10:00 am	KEYNOTE Ken Henry AC (invited)
10:30 am	MORNING TEA
11:00 am	PANEL SESSION Local Government in the Federation
12:30 pm	LUNCH
1:30 pm	CONCURRENT SESSIONS 'Building a Sustainable Future' <ul style="list-style-type: none"> • Finance and Infrastructure • The Environment • Human Services
3:00 pm	AFTERNOON TEA
3:30 pm	Collaboration on Climate Action
4:00 pm	Debate on motions
5:00 pm	Close Day 1
7:00 pm	Dinner

TUESDAY 17 JUNE

9:00 am	KEYNOTE Helen Silver , Chief General Manager, Worker's Compensation, Allianz; Former Secretary, Department of Premier and Cabinet, Victoria
9:30 am	Debate on motions
10:30 am	MORNING TEA
11:00 am	Shadow Minister for Regional Development and Local Government, The Hon Julie Collins (invited)
11:30 pm	Debate on motions
12:30 pm	LUNCH
1:30 pm	PANEL SESSION Councils Getting Down to Business
3:00 pm	AFTERNOON TEA
3:30 pm	Debate on Motions
4:30 pm	Leader of the Opposition, The Hon Bill Shorten (invited)
5:00 pm	Close Day 2
7:00 pm	OFFICIAL DINNER Parliament House

WEDNESDAY 18 JUNE

9:00 am	Deputy Prime Minister and Minister for Infrastructure and Regional Development, The Hon Warren Truss
9:30 am	Debate on Motions
10:30 am	MORNING TEA
11:00 am	Minister for Immigration and Border Protection, The Hon Scott Morrison
11:30 am	Dr Brendan Nelson , Director, The Australian War Memorial
12:00 noon	KEYNOTE TBC
12:20 pm	President's Closing remarks
12:30 pm	Close

11 OFFICERS' REPORTS

11.1 RESIGNATION OF ANDREW WALLIS FROM THE RESOURCE INDUSTRY ADVISORY COMMITTEE

File No: 8444
Attachments: Nil
Responsible Officer: Evan Pardon - Chief Executive Officer
Author: Rick Palmer - Manager Economic Development

SUMMARY

This report records the resignation of Andrew Wallis from the Resource Industry Advisory Committee and recommends the appointment of Andrew Astorquia.

OFFICER'S RECOMMENDATION

THAT:

- a) Andrew Wallis be thanked for his contribution to the Resource Industry Advisory Committee; and
- b) Andrew Astorquia be appointed as a member of the Resource Industry Advisory Committee.

COMMENTARY

On 14 January 2014 Andrew Wallis from Stockland resigned as a member of the Resource Industry Advisory Committee as he is taking up another position with Stockland in Western Australia. Consequently, he will no longer coordinate the development of Stockland's Elida project in Parkhurst.

This responsibility is being taken over by Andrew Astorquia, project director for North Queensland, who, like Mr Wallis, is based at Stockland's Townsville office.

11.2 INFRASTRUCTURE INVESTMENT ADVISORY COMMITTEE AND PROJECT ASSESSMENT PROCESS**File No:** 8237**Attachments:**

1. Infrastructure Investment Advisory Committee Charter
2. Infrastructure Investment Advisory Committee Terms of Reference
3. Capital Investment/Prioritisation Procedure

Responsible Officer: Evan Pardon - Chief Executive Officer**Author:** Robert Holmes - General Manager Regional Services

SUMMARY

It was recently raised during a budget workshop that the Council was unsure of the robustness of the selection and prioritisation of capital projects. Whilst there was not necessarily disagreement with what was presented, there was a recognition that to assist the Council in determining that those projects were those that were needed to be done and that they were the right projects to be done, it may be beneficial to have a 'fresh set of eyes' have a look at the capital program to provide the Council with greater confidence that it was investing its capital expenditure on the right projects. This report presents two (2) complimentary processes for Council's consideration that will assist in its capital investment decision making.

OFFICER'S RECOMMENDATION

1. THAT the Council adopt the Infrastructure Investment Advisory Committee concept and that budgetary consideration be given to its operation in the 2014/15 budget.
2. THAT the Council adopt the Capital Investment/Prioritisation Procedure going forward with capital investment proposals for the 2015/16 budgetary year based on that procedure.

COMMENTARY*Infrastructure Investment Advisory Committee*

It was recently raised during a budget workshop that the Council was unsure of the robustness of the selection and prioritisation of capital projects. Whilst there was not necessarily disagreement with what was presented, there was a recognition that to assist the Council in determining the those projects were those that were needed to be done and that they were the right projects to be done, it may be beneficial to have a 'fresh set of eyes' have a look at the capital program to provide the Council with greater confidence that it was investing its capital expenditure on the right projects. A model used by another local government was presented and this has been modified for use by Rockhampton Regional Council.

For this Council's purposes, the suggested titling of the committee would be the Infrastructure Investment Advisory Committee and it would be a committee of Council, is accountable to the Council through the Performance and Services Committee and will act in accordance with any formal resolution of Council. The Committee does not replace or replicate established Mayor, Committee or management responsibilities and delegations.

The purpose of the Committee is to provide advice on the provision and enhancement of infrastructure investment to serve the Rockhampton Regional Council community in accordance with the Council's agreed service standards and Planning Scheme aspirations. The role of the Committee would also be to review amendments/revisions to the capital program to advise on the efficacy of those amendments/revisions compared to other projects in the capital program.

In fulfilling its function and without limiting the scope of the responsibility of the Committee, the Committee has the following key roles:

- ensure the provision of prudent and efficient infrastructure which is aligned with the Council's agreed service standards and Planning Scheme aspirations;
- consider the potential impacts and benefits to the community of any proposed capital investments as well as risks associated with not proceeding with the investment;
- understand the performance of systems and associated network and infrastructure risks and ensure critical risks are mitigated;
- review long term strategic asset management planning with a 5, 10 and 20 year horizon;
- regularly review asset investment profiles and asset condition trends;
- assess the development of operating and service delivery strategies (including asset security) and targets, and monitor compliance with those targets in relation to infrastructure capital investment;
- consider the proposed annual and five year capital works program for recommendation to Council;
- for large scale capital investment decisions consider alternative financing decisions such as Private Partnerships and Build Own Operate Schemes;
- monitor compliance with legislative, regulatory and licence requirements as well as environmental responsibilities, water security, road safety and customer service standards. This is in relation to linkages with infrastructure capital investment;
- monitor the capital delivery program including capital expenditure against budget and project progress against expenditure and project plan;
- ensure any proposed capital expenditure is based on a robust business case including consideration of non-financial benefits as well as financial returns through additional revenue or reduction in costs;
- ensure capital related environmental impacts are assessed and managed and benefits identified and delivered;
- maintain awareness of the current and changing environmental standards, practices and trends;
- identify for Council budget consideration any proposed capital expenditure not fully commercial but with other non financial drivers;
- conduct a post implementation review of major projects including benefit realisation to ensure achievement of business case objectives;
- encourage innovation in the areas of construction, operations and maintenance, environment and sustainability; and
- assessing the adequacy and effectiveness of internal controls as they relate to capital works , environment and sustainability.

A copy of the charter for the Infrastructure Investment Advisory Committee is attached to this report as Attachment 1. The Committee in its deliberations may consider the information provided in the Capital Investment/Prioritisation Proposals outlined below.

Capital Investment/Prioritisation Process

Further to that supplementing of the governance processes in relation to the decision making for capital expenditure, there has also been a procedure drafted that, it is anticipated, will provide the Council and the Infrastructure Investment Advisory Committee with the necessary information on which to be able to assess and decide the priority and need for capital investment.

The need to have a rigorous process around the initiation of projects or programs will assist in identifying the most critical projects that Council will be required to undertake and it will also facilitate the prioritisation of those projects/programs to ensure that those undertaken by Council are optimising the return on investment on behalf of the community. It is considered that whilst many would interpret *project initiation proposals* as *capital projects*, the processes outlined in this policy can readily be applied and should be applied to recurrent projects/programs for evaluation and prioritisation.

The objective of the Capital Investment/Prioritisation Procedure is to answer the questions What? Why? Who? How? Where? and When? and to also provide a robust process that allows senior management and, ultimately, Council, to consider the merit of a project/program and to ascertain if it aligns with Council's strategic direction and the core objectives of the relevant service. The Capital Investment/Prioritisation Proposal brings together a variety of information which must justify the project as:

- being worthwhile (justifiable expenditure);
- being well planned;
- being properly financed; and
- having properly defined and measurable business benefits.

The Project Initiation Proposal will include, where appropriate, the following:-

- Project name;
- Project No;
- Background;
- Project definition/description;
- Activities;
- Location;
- Project Objective;
- Issue or Problem - Project Objective;
- Project Type;
- Major Activities/Project Phases;
- Required Outputs;
- Project Risks;
- Dependencies;
- Identified Assumptions and Constraints;
- Identified Stakeholders;
- Estimate Of Costs;
- Funding Sources;
- Project Planning;
- Prioritisation;
- Strategy and Action Plan;
- Develop a risk management strategy; and
- Plan for project close out.

The proposals developed under this procedure will then be assessed through the identified criteria and weightings explained in the procedure. The information developed during this

process would be presented to the Council and the Infrastructure Investment Advisory Committee either in summary form or in its entirety.

It is suggested that as the draft capital budget has been prepared that this procedure should commence from the 2015/16 budgetary process.

A copy of the Capital Investment/Prioritisation Procedure is attached as Attachment 2.

The above processes will assist in some way to address some of the issues identified in the LGIS report; however, further work is being done on a project management methodology which will address the majority of matters raised in that report.

BACKGROUND

All Councils query the level of capital expenditure suggested to them from time to time and it is important that they have the information and support to be able to decide when, where and how much their Council's capital expenditure should be, especially for the new/growth type projects. Generally, the identification of replacement or renewal expenditure is identified through the asset management plans; however, quite often those replacement/renewal projects will have a level of growth as well through either greater demand through growth (population or activity) or evolving standards (road safety, levels of service).

BUDGET IMPLICATIONS

Both of these matters presented for the Council's consideration go to the core of the budgetary process and there will be a minor budgetary impact for the implementation of both. The expenditure for the Infrastructure Advisory Committee is anticipated to be up to a maximum of \$40,000 – \$50,000 per annum depending on the finally agreed number of meetings and that estimate has been based on four (4) meetings per annum with obviously a component for preparation by external Committee members. The Capital Investment/Prioritisation Process should not add any direct cost to the budgets; however, there may be a small administrative overhead in its initial stages while the organisation modifies its current practices.

STAFFING IMPLICATIONS

Obviously, any change in processes will have an initial impact on staff but once settled it is considered that these processes and procedures will make the processes more effective and ultimately efficient as the appropriate and necessary information is all presented to the Council with the budget thus avoiding unnecessary re-works, etc.

RISK ASSESSMENT

Both of these proposals would, it is suggested, be risk mitigation steps in respect of the Council's decision making on capital investment.

CONCLUSION

All Councils query from time to time the robustness of the selection and prioritisation of capital projects. There is not necessarily disagreement with what was presented; however, there was a recognition that Council needed more information, and perhaps guidance, in determining the projects that were needed to be done and which were the right projects to be done with the ever decreasing capital funds that are available. This report presents two (2) complimentary processes for Council's consideration that will assist in its capital investment decision making and it is recommended that the Council adopt both the Infrastructure Investment Advisory Committee concept and the Capital Investment/Prioritisation Procedure.

INFRASTRUCTURE INVESTMENT ADVISORY COMMITTEE AND PROJECT ASSESSMENT PROCESS

Infrastructure Investment Advisory Committee Charter

Meeting Date: 11 March 2014

Attachment No: 1

CHARTER

Infrastructure Investment Advisory Committee Charter

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1 DUTIES AND RESPONSIBILITIES

The Infrastructure Investment Advisory Committee (Committee) is a committee of Council, is directly accountable to Council and will act in accordance with any formal resolution of Council.

The Committee does not replace or replicate established Mayor, Committee or management responsibilities and delegations.

The purpose of the Committee is to provide advice on the provision and enhancement of infrastructure investment to serve the Rockhampton Regional Council community in accordance with the Council's agreed service standards and Planning Scheme aspirations.

In fulfilling its function and without limiting the scope of the responsibility of the Committee, the Committee has the following key roles:

- ensure the provision of prudent and efficient infrastructure which is aligned with the Council's agreed service standards and Planning Scheme aspirations;
- consider the potential impacts and benefits to the community of any proposed capital investments as well as risks associated with not proceeding with the investment;
- understand the performance of systems and associated network and infrastructure risks and ensure critical risks are mitigated;
- review long term strategic asset management planning with a 5, 10 and 20 year horizon;
- regularly review asset investment profiles and asset condition trends;
- assess the development of operating and service delivery strategies (including asset security) and targets, and monitor compliance with those targets in relation to infrastructure capital investment;
- consider the proposed annual and five year capital works program for recommendation to Council;
- for large scale capital investment decisions consider alternative financing decisions such as Private Partnerships and Build Own Operate Schemes;
- monitor compliance with legislative, regulatory and licence requirements as well as environmental responsibilities, water security, road safety and customer service standards. This is in relation to linkages with infrastructure capital investment;
- monitor the capital delivery program including capital expenditure against budget and project progress against expenditure and project plan;

- ensure any proposed capital expenditure is based on a robust business case including consideration of non-financial benefits as well as financial returns through additional revenue or reduction in costs;
- ensure capital related environmental impacts are assessed and managed and benefits identified and delivered;
- maintain awareness of the current and changing environmental standards, practices and trends;
- identify for Council budget consideration any proposed capital expenditure not fully commercial but with other non financial drivers;
- conduct a post implementation review of major projects including benefit realisation to ensure achievement of business case objectives;
- encourage innovation in the areas of construction, operations and maintenance, environment and sustainability; and
- assessing the adequacy and effectiveness of internal controls as they relate to capital works, environment and sustainability.

2 AUTHORITY

Council authorises the Committee, within the scope of its responsibilities, to:

- examine any matter in relation to its role as it sees fit or as requested by Council; and
- have access to all levels of management of the relevant sections within Council and seek information from relevant employees in order to carry out the Committee's responsibilities.

The Committee does not have any executive powers, is not responsible for supervising the performance of executives and does not become involved in day-to-day operations, management functions or decision making.

The Committee discharges its responsibilities by making recommendations to Council through the Performance and Services Committee.

3 MEMBERSHIP

The Committee shall be made up of the Mayor, Chairpersons of Infrastructure, Parks and Recreation and Water and three external members appointed by Council. The Chairperson of the Committee shall be one of the externally appointed members. The Committee Support Unit will act as the Secretariat for the Committee. External members must be totally independent of Council.

The Chief Executive Officer, Director Corporate Services, Director Community Services and Director Regional Services will support the Committee. External members' expertise will be in the following areas:

- Strategic planning and direction setting;
- Demonstrated understanding of integration of social, environmental and commercial issues;
- Corporate governance;
- Experience in infrastructure asset construction and management, environmental sustainability, quality assurance and risk management and financial analysis; and
- Demonstrated leadership skills at a senior executive level.

4 PROBITY

Committee members will at all times exercise honesty, objectivity and probity. Members will refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and must at all times act in a proper and prudent manner in the use of information acquired in the course of their duties.

If a member becomes aware of any potential or actual conflict of interest in the course of their duties the member must immediately advise the Committee Chair and the Mayor.

5 MEETINGS

Meetings will be held up to four times each year. A meeting agenda will be prepared by the Council in consultation with the Mayor and Chair and distributed to all Committee members at least one week prior to a meeting this will require an earlier agenda deadline.

Minutes of meetings will be distributed to Committee members for confirmation at the next meeting of the Committee.

Four (4) members of the Committee must be present at a meeting to provide a quorum with at least two (2) of those being external members. Resolutions of the Committee will be passed by simple majority with the exception of circular resolutions which will require acceptance by all members.

Only members of the Committee have the right to participate in Committee meetings.

The Committee Chairperson may request any employee or a specialist consultant to attend all or part of any meeting or present and comment on appropriate agenda items.

The Committee may hold meetings, or allow members to take part in its meetings, by using any technology that reasonably allows members to hear and take part in discussions as they happen. A member who takes part in a meeting by using such technology is taken to be present at the meeting.

6 REPORTS

Minutes of Committee meetings will be presented to Council at the next available Council meeting.

The Committee must review the Charter once every three years and/or after local government elections and recommend any changes to Council.

7 COOPERATION WITH COMMITTEE

Employees must provide full, frank and meaningful advice on any issue raised by the Committee within a reasonable time of receiving a request and shall cooperate fully with the activities of the Committee in all other respects.

INFRASTRUCTURE INVESTMENT ADVISORY COMMITTEE AND PROJECT ASSESSMENT PROCESS

Infrastructure Investment Advisory Committee Terms of Reference

Meeting Date: 11 March 2014

Attachment No: 2



Date: 11 March 2014
Subject: Terms of Reference – Infrastructure Investment Committee
File Ref: 8237

1. PURPOSE

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

2. SCOPE AND LIMITATIONS

It is an Advisory committee appointed by, and is responsible to, Council which provides Council with specialist high level advice, oversight and recommendations with respect to matters of infrastructure investment to serve the Rockhampton Regional Council community in accordance with the Council's agreed service standard and Planning Scheme aspirations.

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

3. RESPONSIBILITIES

The following is a list of functions assigned to the Infrastructure Investment Advisory Committee:

- Ensure the provision of prudent and efficient infrastructure which is aligned with the Council's agreed services standards and Planning Scheme aspirations
 - Consider the potential impacts and benefits to the community of any proposed capital investments as well as risks associated with not proceeding with the investment
 - Understand the performance of systems and associated network and infrastructure risks and ensure critical risks are mitigated
 - Review long term strategic asset management planning with a 5, 10, and 20 year horizon
 - Regularly review asset investment profiles and asset condition trends
 - Assess the development of operating and service delivery strategies (including asset security) and targets, and monitor compliance with those targets in relation to infrastructure capital investment
 - Consider the proposed annual and five year capital works program for recommendation to Council
 - For large scale capital investment decisions consider alternative financing decisions such as Private Partnerships and Build Own Operate Schemes
 - Monitor compliance with legislative, regulatory and licence requirements as well as environmental responsibilities, water security, road safety and customer service standards. This is in relation to linkages with infrastructure capital investment
 - Monitor the capital delivery program including capital expenditure against budget and project progress against expenditure and project plan
-

- Ensure any proposed capital expenditure is based on a robust business case including consideration of non-financial benefits as well as financial returns through additional revenue or reduction in costs
- Ensure capital related environmental impacts are assessed and managed and benefits identified and delivered
- Maintain awareness of the current and changing environmental standards, practices and trends
- Identify for Council budget consideration any proposed capital expenditure not fully commercial but with other non financial drivers
- Conduct a post implementation review of major projects including benefit realisation to ensure achievement of business case objectives
- Encourage innovation in the areas of construction, operations and maintenance, environment and sustainability
- Assessing the adequacy and effectiveness of internal controls as they relate to capital works, environment and sustainability

4. MEMBERSHIP

Membership of the Infrastructure Investment Advisory Committee is appointed as follows:-

Chairperson:	TBA
Members:	Mayor, Councillor Margaret Strelow Deputy Mayor, Councillor Tony Williams Councillor Cherie Rutherford Councillor Greg Belz TBA TBA

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

5. ROLES OF CHAIR

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

6. QUORUM

Four (4) members of the Committee must be present at a meeting to provide a quorum with at least two (2) of those being external members. Resolutions of the Committee will be passed by simple majority with the exception of circular resolutions which will require acceptance by all members.

7. FREQUENCY

The Infrastructure Investment Advisory Committee will meet at least four times each year, depending on project need or upon request for special purposes.

8. AGENDA DISTRIBUTION TIME

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

Evan Pardon
Chief Executive Officer

INFRASTRUCTURE INVESTMENT ADVISORY COMMITTEE AND PROJECT ASSESSMENT PROCESS

Capital Investment/Prioritisation Procedure

Meeting Date: 11 March 2014

Attachment No: 3

CAPITAL INVESTMENT/PRIORITISATION PROCESS

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1. Introduction

The need to have a rigorous process around the initiation of projects or programs will assist in identifying the most critical projects that Council will be required to undertake and it will also facilitate the prioritisation of those projects/programs to ensure that those undertaken by Council are optimising the return on investment on behalf of the community. It is considered that whilst many would interpret *Capital Investment/Prioritisation Proposals* as *capital projects*, the processes outlined in this policy can readily be applied and should be applied to recurrent projects/programs for evaluation and prioritisation.

2. Objectives

The objective of the Capital Investment/Prioritisation Procedure is to answer the questions What? Why? Who? How? Where? and When? And to also provide a robust process that allows senior management and, ultimately, Council, to consider the merit of a project/program and to ascertain if it aligns with Council's strategic direction and the core objectives of the relevant service. The Capital Investment/Prioritisation Proposal brings together a variety of information which must justify the project as:

- being worthwhile (justifiable expenditure);
- being well planned;
- being properly financed; and
- having properly defined and measurable business benefits.

The Capital Investment/Prioritisation Proposal will include, where appropriate, the following:-

- Project name;
- Project No;
- Background;
- Project definition/description;
- Activities;
- Location;
- Project Objective;
- Issue or Problem - Project Objective;
- Project Type;
- Major Activities/Project Phases;
- Required Outputs;
- Project Risks;
- Dependencies;
- Identified Assumptions and Constraints;
- Identified Stakeholders;
- Estimate Of Costs;
- Funding Sources;
- Project Planning;
- Prioritisation;
- Strategy and Action Plan;
- Develop a risk management strategy; and
- Plan for project close out.

In the case of large and complex projects, the project proposal may be developed in a number of stages with the first stage comprising a feasibility and/or scoping study and this would then be used to initiate the project and have it included in the strategic asset plan and/or long term financial plan.

The Proposals will also provide the basis for any abstract required for the Expressions of Interest stage for funding opportunities that arise from time to time.

3. Identification of projects

Projects are identified through a number of different avenues; however, the general sources of project initiation are as follows:

- Operation and Maintenance request;
- Strategic Asset Management Plans;
- Strategic reports/business plans;
- Development/Economic related initiative;
- Political initiative; or
- Statutory requirement.

These projects should be notified to the relevant/responsible manager to enable a Capital Investment/Prioritisation Proposal to be prepared and to ensure inclusion in the consideration for the strategic asset plan and/or financial management plan. Such notification will be required by 30 November each year, unless otherwise advised.

4. Project Proposal

A project proposal will need to be submitted on the relevant form (Attachment A – Capital Investment/Prioritisation Proposal) and a template will be provided on the corporate drive for this purpose. Below is an outline of the sections that are included in the template and each need to be addressed to enable a considered decision to be made regarding the inclusion of the proposal in the strategic asset plan and/or financial management plan.

It is important to note that, for the majority of projects, this Capital Investment/Prioritisation Proposal does not have to be a lengthy document with the details to be included varying depending on the nature of the project to be undertaken. It must be remembered; however, that there needs to be sufficient information to enable the Leadership Team and, ultimately, Council to consider whether the project warrants either further investigation or inclusion in the strategic asset plan and/or financial management plan.

4.1. Project name

This will be the name by which the project will be known and it should be identified by that name in all documents such as plans, reports, budgets, etc.

4.2. Project No

Each new or proposed project/program will be given a unique Project Number which will be the number ascribed to the project in the corporate register which will be established and maintained in the corporate electronic document management system. The register will be developed in such a way that it will not permit the duplication of Project Numbers and will have a discrete series number for different sections of the Council, ie Civil Ops; FRW; Waste; Parks; Facilities; Engineering; etc.

4.3. Background

A brief explanation of the circumstances/environment that has led to the project being considered is required. Where the project has been identified through a report or study, reference should be made to that report or study in lieu of repetition in the Capital Investment/Prioritisation Proposal with an extract of the executive summary of any report or study.

4.4. Project definition/description

Each proposed project/program will require a Project Definition/Description which will include the following sub-headings which will provide a 'snapshot' of the project/program. (This should be able to be used in any document that requires a description of the project including funding opportunity abstracts.)

4.4.1. Method of approach

An outline of the general delivery method/manner of the project/program to achieve the desired results – constructed in-house, design and construct contract, off-the-shelf purchase, developed in-house, 3rd party supplied, etc. should be identified. It is recognised that this may change by the time the project/program is delivered, especially if there is a considerable lead time; however, every effort should be made to identify the eventual delivery method at the proposal stage.

4.4.2. Scope of project

An outline of the scope of the project/program is to be identified at this time.

4.4.3. Exclusions

The identification of what is specifically *NOT* in or the responsibility of this project/program is important.

4.4.4. Deliverables

An outline of what will actually be delivered by this project/program or the intended outcomes from the project/program as appropriate should be identified in the proposal initiation.

4.4.5. Interfaces

It is important to identify any links of the work of this project with other organisations, projects, systems, authorities, etc. It is important that any dependencies on other projects, pieces of work or organisations are identified.

4.5. Activities

Any Council function or activities to which this project relates should be identified to facilitate the identification of the nexus between the project/program and the corporate objectives.

4.6. Location

The location of the project will need to be identified and this may be an address, park name, building name or other locality identification. If the location is identified by anything other than a precise street address which includes a property number, the known road name adjacent to the project is required for clarification.

If applicable, the GPS co-ordinates of the project to allow plotting on the corporate GIS should also be provided.

4.7. Issue or Problem to be Resolved - Project Objective

A general description of the objective of the project/program or the problem or issue that requires resolution through the undertaking of this project/program will be necessary. This may be a lack of pressure in a water supply, asset deterioration, meet increasing demands from population growth, etc.

Basically, this will detail the primary objective/s of the project/program.

4.8. Target Outcomes/Benefits

The outcomes and benefits that the project/program will deliver are to be identified. The outcomes/benefits should be aligned with the adopted business and strategic plans of Council.

4.9. Project Type

All projects/programs to be initiated will require a breakdown of the project/program to provide an accurate percentage (%) of the project estimate for each of the categories as follows:

%	Renewal	%	Recurrent Program	%	Strategic Acquisition
%	New Capital	%	Policy Development	%	Other
%	Increase LoS Capital	%	Operations & Maintenance		
%	Growth	%	On-off Program		

4.10. Project/Process Risks

Detail any of the risks that may affect the final project cost. Examples are if the project is contentious and resource consent is required, objections may force additional consultation and hearings with a delay to the start date.

Also, what would the ramifications be if the project/program was to not proceed. Example, if project does not proceed water pressure will not meet standards in the affected area resulting in a fire fighting risk..

Note: See Prioritisation below for comment and assessment on risk based methodology used to assess the importance and relevance of the project/program.

4.11. Dependencies

Outline any approvals or other consents on which the project/program is dependant. Ensure a detailed check is carried out to verify those required approvals.

Note any related projects: an example is if the project is for the construction of new public toilets - additional funds will be required for the maintenance and operation of the facility. New capital projects will require appropriate budget notations for recurrent operations and maintenance expenditure including depreciation to be funded in line with Council Policy in force from time to time.

4.12. Identified Assumptions and Constraints

Every project/program is subject to a number of assumptions and constraints that need to be recognised during the planning phase to enable a considered decision to be made as well as the provision of a useful reference point for the future. All assumptions and constraints are to be listed to ensure everyone associated with the project/program is aware of the operating environment for the project.

Assumptions and constraints may incur a high degree of risk uncertainty and therefore, need to be identified early to allow residual risks to be managed effectively as early as possible in the project/program's life.

Assumptions:- may include resource availability, stakeholder support, specific phases will be completed in a given time, population growth will be maintained at specific levels, etc. Assumptions are factors that for the purpose of the project/proposal are considered to be true, real or certain given the knowledge available at the time.

Constraints:- are externally imposed restrictions and can include legislative processes, predefined budgets, funding application required approval, subsidies may not be maintained by other levels of government, resource availability, deadlines, available technology, etc. Constraints may also be described as **Uncertainties**.

4.13. Identified Stakeholders

List the stakeholders who will impact on the project/program or be impacted by it. Determine the overall key communication and management issues for the project/program. Concentrate on those stakeholders who will have the greatest impact on the project/program either positive or negative and for medium to large projects/programs it is advisable to develop a separate Communication Plan. It is important to adequately communicate and consult in the preparation of the proposal.

It should be recognised that operational staff have a wide ranging knowledge of the issues that may be associated with the project/program that can play a vital role in establishing the needs and expectations of the project/program. Alternatively, a similar issue may have already been addressed and which could eliminate or reduce the need for the proposed project/program.

If the project/program is approved then the proposal sets the baseline from which scope can be controlled and the project/program performance measured. Both the Project/Program Initiator and Project/Program Manager must take an active role in this regard.

4.14. Estimate of Costs

The estimate is to be the TOTAL anticipated cost of the project/program, that is "whole of life" costs. This must include any direct staff time required to manage the project or obtaining necessary approvals, project/program implementation costs, ongoing operations and maintenance, depreciation, etc.

An indication of the accuracy of the estimate is to be stated. Obviously, if considerable planning has been undertaken and the commencement of the project/program is imminent the *Estimate of Costs* should have a reasonably high level of accuracy; however, if no initial investigations have been

carried out the estimate could have a variance as high as $\pm 40\%$ especially if the project is a long term project.

All estimates of costs should be calculated using the Project estimate form at Attachment B.

4.15. Funding Sources

This section is to be completed with the assistance of Council's Finance Team. All sources of funding are to identified and where the project/program will be funded by raising a loan the amount of interest and redemption should be noted in the Capital Investment/Prioritisation Proposal under Estimate of Costs. Other funding sources include – depreciation; revenue; reserves, infrastructure charges, public private partnership, etc.

4.16. Project Planning

Major activities or project phases need to be identified and a timeframe (ie: financial year) provided to undertake those phases; however, it should be noted that it is not intended to provide a full work breakdown for the project. The latter will be developed as part of the detailed project plan once approval for the project has been provided and appropriate funding provided.

Major Activities/Project phases should include a note on the deliverables such as:

- Option Reports;
- Detailed Design Reports;
- Drawings/Plans;
- Environmental Reports;
- Contract Documents;
- Purchase;
- Construction;
- Etc.

Estimates of costs should be attributed to the various major activities/phases of the proposed project.

4.17. Prioritisation

To facilitate the decision making processes and to ensure that identified needs are being met given that there will always be competing interests and a surplus of projects/programs over available funding, it is important that projects be prioritised according to the resultant risks should proposed projects/programs not proceed.

4.17.1. Development of Project Prioritisation Methodology

The methodology used for the prioritisation of proposed projects is based on a multi-criteria analysis and the likely impacts of the delivery or non-delivery of the project/program on that criterion.

Scoring	
Catastrophic Impact	4
Major Impact	3
Moderate Impact	2
Minimal Impact	1

Importance		Weighting Factor
Very High	VH	2
High	H	1.5
Medium	M	1
Low	L	0.5

A number of criteria have been developed that are used to produce a score. The individual criteria scores are weighted and combined to determine the overall process priority.

Criteria were developed having regard for the local government environment in which Council operates and the factors or drivers that pressure the decision making processes. The criteria to be used when developing a Capital Investment/Prioritisation Proposal are:

- Environmental Impact;
- Planned;
- Levels of Service;
- Network Linkages;
- Safety;
- Economic;
- Community/Social;
- Financial Impact;
- Public Health; and
- Statutory Requirements

This prioritisation should be used initially to warrant that a project/program should be included in the strategic asset plan and/or financial management plan. This prioritisation can then be utilised to review annual capital works programs should circumstances change.

Project prioritisation should only be undertaken after the project initiation documentation has been completed and approved by the appropriate Manager.

Determination of the project/program priority is the responsibility of the Council Leadership Team that may seek further clarification on the project/program from the initiator.

Once the priority has been set, the nominated Project Manager is responsible for preparing a detailed project plan and to deliver the required outcomes and project deliverables to the project/program

objectives. The Project Manager is to liaise with the Project Initiator to resolve issues associated with the project delivery.

Depending on the projects submitted annually and the scores achieved for those projects, it is not possible to identify a universal benchmark level that will see a project included or excluded. That will be relative to the projects submitted within each asset category each year.

4.17.2. Criteria Weighting

A weighting system that identifies the criteria which is considered to be the most important to Council's objectives and obligations is to be used and is to be integral in the decision making processes. It should be noted that the *Criteria Weighting* should be reviewed from time to time having regard for the evolving nature of the local government environment.

The agreed weighting for each criterion is as follows:

Criteria	Weighting (%)
Environmental Impact	10%
Planned	5%
Levels of Service	15%
Network Linkages	10%
Safety	15%
Economic	5%
Community/Social	10%
Financial Impact	10%
Public Health	15%
Statutory Requirements	5%
Total	100.00%

As can be seen from the agreed weighting, Levels of Service, Safety and Public Health are considered to be the most important factors that need to be assessed, followed by Environmental Impacts, Community/Social and Network with Economic, Planned, Financial Impact and Statutory requirements being recognised as the least important drivers. Notwithstanding the latter, all criteria are considered to be important in the prioritisation of projects/programs and together they provide a total picture.

4.17.3. Severity Definitions

In order to maintain a consistent approach, succinct definitions are required for severity event associated with each of the agreed criteria. The adopted definitions for each criterion are as follows:

4.17.4. Environmental Impact

What would the impacts on the environment be if the project/program did not proceed?

	Definition
Catastrophic Environmental Impact:	<ul style="list-style-type: none"> • Long term closure of Council operation (or) loss of more than 70% of the critical assets • Irreversible environmental damage
Major Environmental Impact:	<ul style="list-style-type: none"> • Environmental harm that is not irreversible or not long term • Suspension of licenses (or) termination of agreements • Prosecution (or), serious injury/employee lawsuits • Significant negative media coverage • Financial losses of over \$100,000.
Moderate Environmental Impact:	<ul style="list-style-type: none"> • Regulatory breaches (or), negative community/customer feedback • Financial losses up to \$100,000
Minimal Environmental Impact:	<ul style="list-style-type: none"> • No need for additional resources • Can be managed by implementing simple on-site controls.

4.17.5. Planned

Has there been any preliminary planning, feasibility study or was the recognition of the need for the project/program identified in another report which provided relevant information to assist in the decision making for this project or was the project/program raised in an *ad hoc* manner.

	Definition
No Planning at all to date – raised in an <i>ad hoc</i> fashion:	<ul style="list-style-type: none"> • No substantiation of need for project • No real indication of cost • No formal concept of project/program • Not included in Strategic Asset Management Plan or Long Term Financial Plan
Major Planning to be undertaken:	<ul style="list-style-type: none"> • Project/program need highlighted in report/study but no robust substantiation • Not included in Strategic Asset Management Plan or Long Term Financial Plan • No basis on which to provide a sound estimate of costs
Moderate Planning Required:	<ul style="list-style-type: none"> • Reports including feasibility study available that support project/program • Included in Strategic Asset Management Plan or Long Term Financial Plan • Concepts available for preliminary costings
Minimal Additional Planning Needed:	<ul style="list-style-type: none"> • Recent reports substantiate project/program • Significant knowledge of costs involved • Designs/concepts completed • Included in Strategic Asset Management Plan or Long

	<i>Term Financial Plan</i> <ul style="list-style-type: none"> • <i>Can be managed with minimal impact on Council</i>
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4.17.6. Levels of Service

What impact will this have on the current or required Levels of Service(LoS)?

	Definition
Catastrophic Service Impact:	<ul style="list-style-type: none"> • <i>Vital service currently provided</i> • <i>Non – delivery would impact significantly on required LoS if project/program not undertaken</i>
Major Service Impact:	<ul style="list-style-type: none"> • <i>Service currently provided but not vital</i> • <i>Service not currently provided but community has indicated a strong need for the project/program</i>
Moderate Service Impact:	<ul style="list-style-type: none"> • <i>Service not currently provided</i> • <i>Community has identified a desire/need for the project/program</i> • <i>Enhancement of current service to deliver over and above current LoS.</i>
Minimal Service Impact:	<ul style="list-style-type: none"> • <i>Service not currently provided</i> • <i>Would not generate any significant community reaction if not provided</i>

4.17.7. Network Linkages

Is the project part of a network? Is it to replace a current asset?

	Definition
Catastrophic Network Impact:	<ul style="list-style-type: none"> • <i>The project replaces a current needed asset</i> • <i>The project forms part of an overall network and is vital to the continuation of the service</i>
Major Network Impact:	<ul style="list-style-type: none"> • <i>The project forms part of an overall network and will impact on the service if not provided</i> • <i>The project replaces a current needed asset</i>
Moderate Network Impact:	<ul style="list-style-type: none"> • <i>The project is an addition to a current network to enhance service delivery</i>
Minimal Network Impact:	<ul style="list-style-type: none"> • <i>The project does NOT form part of an overall network</i> • <i>Project/program is an addition to current services</i>

4.17.8. Safety (WH&S Council Staff)

Is the project/program to remove or mitigate an WH&S issue?

	Definition
Kill or Cause Permanent Disability or Ill Health:	<ul style="list-style-type: none"> • <i>Potential incident leads to public prosecution of individuals</i> • <i>Long term increase in insurance premiums</i>
Long Term Illness or Serious Injury:	<ul style="list-style-type: none"> • <i>WorkCare investigation undertaken</i> • <i>Personal fines issued</i>
Medical Attention and Several Days Off Work:	<ul style="list-style-type: none"> • <i>Incident report completed</i> • <i>WorkCare notified</i>
Minimal risk to WH&S:	<ul style="list-style-type: none"> • <i>First aid needed</i> • <i>Incident report completed</i>

4.17.9. Economic

Will the project/program enhance economic development opportunities? Will it limit opportunities?

	Definition
Catastrophic Economic Impact:	<ul style="list-style-type: none"> • <i>Will have a significant impact on the economic growth of the region</i> • <i>Will significantly impact on the region's capacity for development/growth</i> • <i>Failure results in damage to major commercial complex or industrial site</i> • <i>Potential loss of employment</i>
Major Economic Impact:	<ul style="list-style-type: none"> • <i>Will have an impact on the economic growth of the region</i> • <i>Will impact on the region's capacity for development/growth</i> • <i>Failure results in damage to medium sized commercial premises</i>
Moderate Economic Impact:	<ul style="list-style-type: none"> • <i>May have a marginal impact on business/tourism attraction to the region</i> • <i>Failure results in damage to private housing (or) small business</i>
Minimal Economic Impact:	<ul style="list-style-type: none"> • <i>Will have no impact on the economic growth of the region</i> • <i>Little impact on community if failure occurs</i>

4.17.10. Community/Social

What is the impact on the community or social environment?

	Definition
Severe Community Outrage & Political Intervention:	<ul style="list-style-type: none"> • <i>National media coverage</i> • <i>State Government intervention</i>
Potential for Major Public Outrage & Political Influence:	<ul style="list-style-type: none"> • <i>State media coverage</i> • <i>Local lobby group formed</i> • <i>Political intervention</i>
Moderate Adverse Public Reaction & Political Pressure:	<ul style="list-style-type: none"> • <i>Local media coverage</i> • <i>General Manager/Director intervention</i> • <i>Community representation to RRC or Council</i>
Minimal Adverse Public Reaction:	<ul style="list-style-type: none"> • <i>Letters to editor</i> • <i>Phone calls received from public</i>

4.17.11. Financial Impact

What is the impact on the budget? Rates? Additional costs?

	Definition
Severe Financial Impact:	<ul style="list-style-type: none"> • <i>Severely impacts on long term financial viability of Council</i>
Major Financial Impact:	<ul style="list-style-type: none"> • <i>Requires Council approval to approve expenditure</i> • <i>Requires other projects to be delayed long term or deleted from program</i>
Moderate Financial Impact:	<ul style="list-style-type: none"> • <i>Requires priorities to be reset within budgets</i> • <i>Requires other projects to be delayed long term</i>
Minimal Financial Impact:	<ul style="list-style-type: none"> • <i>Can be incorporate into budget without affecting long term viability</i>

4.17.12. Public Health

What is the impact on the public health and well-being of the community?

	Definition
Kill or Cause Permanent Disability or Ill Health:	<ul style="list-style-type: none"> • Long term incident leading to potential prosecution • Public liability case issued
Long Term Illness or Serious Injury:	<ul style="list-style-type: none"> • System wide incident • Department of Health directives required to be followed
Medical Attention and Several Days Off Work:	<ul style="list-style-type: none"> • Area wide incident • Department of Health to be notified • Monitoring required
First Aid Needed:	<ul style="list-style-type: none"> • Localised issue only • Minor discomfort

4.17.13. Statutory Requirements

Is there a statutory requirement - legislation, local law, policy, service agreements, contractual?

	Definition
Legislative Requirement:	<ul style="list-style-type: none"> • Required due to change of Acts of Parliament or new Parliamentary Acts and Regulations
Regulatory Guideline or Licence Requirement:	<ul style="list-style-type: none"> • Required to meet published guidelines • Required due to changed licence condition or new licence requirement • System deficiencies identified affecting large system
Level of Service Requirement:	<ul style="list-style-type: none"> • System deficiencies identified affecting localised area
No Statutory Requirement to Undertake Project:	<ul style="list-style-type: none"> •

4.17.14. Project Prioritisation Determination

The project priority is determined by multiplying each criteria score, as determined from the Risk Matrix, with the criteria weighting to obtain a weighted score. Each criterion's weighted score is then added together to obtain a total weighted score and project priority as shown in the following table.

Criteria	Weighting (a) (%)	Raw Score (b) (1-6)	Weighted Score (a) x (b)
Environmental Impact	10%		
Planned	5%		
Levels of Service	15%		
Network Linkages	10%		
Safety	15%		
Economic	5%		
Community/Social	10%		
Financial Impact	10%		
Public Health	15%		
Statutory Requirements	5%		
<i>Total</i>	<i>100.00%</i>		<i>(Sum (a) x (b))</i>

5. Review and Approval

The Project Initiator is to prepare the Capital Investment/Prioritisation Proposal and to seek the necessary approvals. The proposal should be developed with input from all of the key stakeholders. It is essential that the proposal is an accurate reflection of the issue/problem to be solved and the key stakeholders have input.

The Capital Investment/Prioritisation Proposal form once completed should be signed by the Project Initiator and then forwarded to the relevant Manager for review and approval. The Manager will then review and approve or otherwise having regard for the *whole of section/department* projects/programs. These will then be filed for the Council's Leadership Team to access when it is considering the strategic asset plan and/or financial management plan.

6. Responsibilities

The Project Initiator must consider the proposal in the context of the section/business unit's core responsibilities, strategic guidance and available resources and determine what action should take place next. If the Project Initiator considers that the Project/Program should proceed to the next stage, it should be submitted to the relevant Manager.

The relevant Manager will then assume the role as Project Proposal Manager and will be required to assess the Capital Investment/Prioritisation Proposal having regard for the issues raised in the preceding paragraph as well as the sectional/departmental core responsibilities, strategic guidance and available resources including funding; Responses to that assessment include:

- Reject the proposal;
- Request that a separate options analysis and business case be prepared prior to undertaking the project or advancing the project/program to the budgetary process other than investigatory funding;
- Accept the proposal and immediately assign the resources (provided previous budgetary allocation has been made) required to conduct the project;
- Accept the proposal and refer it for consideration in the strategic asset plan and/or financial management plan or until resources become available through budget reallocations in accordance with the relevant corporate policy; or
- Refer the proposal to the relevant General Manager for either taking any of the foregoing actions or referring the proposal to the Council's Leadership Team.

Note. The Project Initiator may decide that the conduct of the options analysis and development of the business case are of such importance or complexity that they constitute a major project in their own

right. Such projects are often termed "planning projects" and while they are still only one part of the full project lifecycle, they may warrant preparation of a planning management plan, in similar detail to that done in the development phase project plan.

7. Asset Management Plans

A fundamental tenet of asset management is to provide services at the lowest possible whole-of-life cost. This requires an assessment of capital costs as well as long term operations and maintenance costs when committing to expenditure on infrastructure. It is now widely recognised that investing in minimum capital cost options can have detrimental long-term economic consequences as well as negative customer and environmental impacts due to substandard operating performance.

Good practice requires that asset management activities be applied over the entire asset lifecycle. This includes asset planning, design, construction, operation, maintenance, rehabilitation and replacement. A common misconception is that asset management is only concerned with managing asset maintenance and replacement. It is, in fact, equally if not more important to ensure that the Council invests in the appropriate infrastructure at the outset. Furthermore, to achieve best practice asset management "on the ground" an organisation requires an over-arching corporate policy and business planning framework as well a suite of business support systems. Good asset management is therefore best defined as a culture or set of practices that permeate the whole business.

8. Maintenance programs

The maintenance plan defines maintenance standards, describes how the work is to be carried out, and forecasts the necessary maintenance expenditure for the planning period.

The Routine Maintenance Plan identifies the routine maintenance that is necessary to keep assets operating, including instances where portions of the asset fail and need immediate repair to make the asset operational again.

The Maintenance Plan includes reactive, planned and cyclic maintenance work activities.

Reactive maintenance is unplanned repair work carried out in response to service requests and management/supervisory directions.

Planned maintenance is repair work that is identified and managed through a maintenance management system (MMS). MMS activities include inspection, assessing the condition against failure/breakdown experience, prioritising, scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

Cyclic maintenance is replacement of higher value components/sub-components of assets that is undertaken on a regular cycle including repainting, building roof replacement, etc. This work generally falls below the capital/maintenance threshold.

Levels of maintenance expenditure levels are assessed as either adequate OR inadequate conditional upon that maintenance being appropriate to meet required service levels. Future revisions of this infrastructure and asset management plan are to include linking required maintenance expenditures with required service levels.

Assessment and prioritisation of reactive maintenance is to be undertaken by Council staff using experience and judgment or reactive maintenance is carried out in accordance with response levels of any service level agreement in place from time to time.

Modifications or enhancements are work that is required because of a change in the use of the asset, or a need to improve its functional performance. Works of this nature normally increase the service potential of the asset and are then treated as capital expenditure.

9. Preliminary Business Case

This document is the first step in the substantiation of the need for the project/program and should take the form of a *business case* which should provide sufficient detail to make an initial determination on the initiative's strategic fit and suitability for further development.

It needs to provide a preliminary justification for the program or project based on a strategic assessment of Council's needs and a high level assessment of the program or project's anticipated costs and potential for the successful meeting of those needs.

The document should explain as clearly as possible to any interested party, including non-technical readers:

- What the project is
- Why it should be done
- What options have been considered?
- How much will it cost?
- How will it be done?
- What are the risks?

This step in the project initiation is intended to:

- Review the business need and identify whether it requires a project or program;
- Ensure that the project or program is supported by users and stakeholders and contributes to Council's corporate objectives and strategies;
- Identify arrangements for leading and managing the project or program;
- Review the arrangements for identifying and managing the main project or program risks, including external risks such as changing corporate or community priorities.

If necessary, ensure that funding has been made to undertake this Preliminary Business Case for the project or program and that plans for the work to be done through to business case justification for each procurement project is realistic, properly resourced and authorised. This should include any individual projects within a larger project or program.

Capital Investment/Prioritisation Proposal Form

CAPITAL INVESTMENT/PRIORITISATION PROPOSAL									
Project Name									
		Project No.							
Background									
Project Definition/Description									
Method of Approach									
Scope of Project									
Exclusions									
Deliverables									
Interfaces									
Activities									
		Transport			Recreation			Commercial Property	
		Water			Passive Reserves			Council Property	
		Airports			Waste Management			Cemeteries	
		Wastewater			Library			Environmental	
		Stormwater/Drainage			Museum/Gallery			IT	
		Community/Social			Economic			Development	
Location									
Description									
Property Address									
		GPS Coordinates		North				East	
Issue or Problem to be Resolved/Objectives									
Target Outcomes/Benefits									

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Maintenance	\$	Depreciation	\$
Operations	\$	Other	\$
Loan Repayment	\$		

Funding Sources

Rates/General Revenue	\$
Loan	\$
Grants	\$
Subsidy	\$
Development Contributions	\$
Other	\$
Total Funding Required	\$

Project Planning

/		\$
		\$
/		\$
		\$
/		\$
		\$
/		\$
		\$

Significant Negative Effects

Prioritisation

Score		
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Specific Comments

Any Project/Program with a Prioritisation rating of less than the average for all projects for that year will be considered to be Discretionary .

Approvals

Prepared By		(Project Initiator)
	Date	/ /
Project/Program Manager		
	Date	/ /
Financial Input		
	Date	/ /
Project Approved	Yes	No

Reasons for Declining

Departmental Manager/Director				
	Date	/	/	

Project Name _____

Prepared By _____ Checked By _____

Total Estimated Project Cost Estimate Accuracy

\$
±
%

12 STRATEGIC REPORTS

Nil

13 NOTICES OF MOTION

Nil

14 QUESTIONS ON NOTICE

Nil

15 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.

16 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.

17.1 Acquisition of Land for Road Purposes Foster and Macquarie Streets, Gracemere

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 .

17 CONFIDENTIAL REPORTS

17.1 ACQUISITION OF LAND FOR ROAD PURPOSES FOSTER AND MACQUARIE STREETS, GRACEMERE

File No: 11070

Attachments: 1. Drawing No's. 2013-168-50 to 53

Responsible Officer: Martin Crow - Manager Engineering Services
Robert Holmes - General Manager Regional Services

Author: Courtney Abell - Property and Resumptions Officer

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage .

SUMMARY

This report seeks Council's approval to take land for road purposes.

18 CLOSURE OF MEETING