



ORDINARY MEETING

AGENDA

11 AUGUST 2020

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 11 August 2020 commencing at 9:00am for transaction of the enclosed business.

In line with section 277E of the Local Government Regulation 2012, it has been determined that it is not practicable for the public to attend Council meetings in person at the current time. Until further notice, Council meetings will instead take place via videoconference and will be livestreamed online.

CHIEF EXECUTIVE OFFICER
4 August 2020

Next Meeting Date: 25.08.20

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

- 1.1 Acknowledgement of Country
- 1.2 Opening Prayer presented by Pastor Daniel Keevers from the Rockhampton Baptist Church

2 PRESENT

Members Present:

- The Mayor, Councillor M F Strelow (Chairperson)
- Deputy Mayor, Councillor N K Fisher
- Councillor S Latcham
- Councillor A P Williams
- Councillor C R Rutherford
- Councillor M D Wickerson
- Councillor D Kirkland

In Attendance:

- Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

Councillor Ellen Smith - Leave of Absence from 10 August 2020 to 14 August 2020

4 CONFIRMATION OF MINUTES

Minutes of the Ordinary Meeting held 28 July 2020

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COUNCILLOR/DELEGATE REPORTS

9.1 LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND ANNUAL CONFERENCE, 19-21 OCTOBER 2020, GOLD COAST

File No:	8291
Attachments:	1. Conference Program ↓ 2. Letter from LGAQ ↓
Authorising Officer:	Evan Pardon - Chief Executive Officer
Author:	Evan Pardon - Chief Executive Officer

SUMMARY

Local Government Association of Queensland Inc advising the Annual Conference will be held at the Gold Coast Convention and Exhibition Centre from 19 to 21 October 2020.

OFFICER'S RECOMMENDATION

THAT:

1. Councillor _____ and Councillor _____ be authorised to attend the Local Government Association of Queensland's Annual Conference to be held at the Gold Coast Convention and Exhibition Centre from 19 to 21 October 2020 as a matter of Council business; and
2. Councillor _____ and Councillor _____ be appointed as delegates with voting rights for Rockhampton Regional Council.

COMMENTARY

The Local Government Association of Queensland Inc (LGAQ) has advised that registrations are now open for their Annual Conference to be held at the Gold Coast Convention and Exhibition Centre from 19 to 21 October 2020. LGAQ advise they are particularly mindful of attendee's welfare and have, for the first time, capped attendance numbers and will have social distancing and other COVID-Safe protocols in place throughout the conference venue.

The program is designed to give delegates new skills and experience as a community leader, and to help prepare Council and their communities for the next steps in the battle against - and rebuilding to follow - the pandemic. The Annual Conference also incorporates the Annual General Meeting, which will determine the policy directions the local government sector takes in both the short and long terms.

Certificates of Service

There are no Councillors eligible for Certificates this year.

Motions for Consideration

At its meeting on 28 July 2020 Councillors resolved as follows and a motion has been submitted to LGAQ accordingly:

"THAT the Local Government Association of Queensland Inc lobby the Queensland Government to revert the changes in the *Electoral & Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020* with regards to filling vacancies for Mayors and Councillors to the former requirements of the *Local Government Act 2009*."

PREVIOUS DECISIONS

Mayor Strelow and Councillor Rose Swadling attended the 2019 Conference.

BUDGET IMPLICATIONS

Member Councils pay a Conference Levy in conjunction with their Membership Subscription. This year the Conference Levy, which entitles Council to be represented at the Conference by two (2) delegates, has been set at \$3,080 including GST. Should more than two delegates wish to attend, an observer registration fee of \$1,540 (including GST) per person will apply. The Gala Dinner on Tuesday evening is not included in the registration fee (\$175 per person). Early bird registrations close 4 September 2020.

LEGISLATIVE CONTEXT

No known legislative context.

LEGAL IMPLICATIONS

No known legal implications.

STAFFING IMPLICATIONS

No staff will be attending this conference.

RISK ASSESSMENT

LGAQ have advised they are working closely with all involved to safeguard delegate's welfare during the event.

CORPORATE/OPERATIONAL PLAN

Corporate Plan Outcomes 'Local Government Leader'

1. *Productive partnerships with all levels of government and relevant stakeholders*
2. *Strong leadership that provides quality governance to support and service the community*

CONCLUSION

Submitted for Council's consideration to attend.

**LOCAL GOVERNMENT ASSOCIATION
OF QUEENSLAND ANNUAL
CONFERENCE, 19-21 OCTOBER 2020,
GOLD COAST**

Conference Program

Meeting Date: 11 August 2020

Attachment No: 1

A vibrant, abstract graphic banner for the LGAQ 124th Annual Conference. The background is a collage of yellow, blue, orange, and red geometric shapes, including circles, triangles, and rectangles. Overlaid on this is a photograph of several hands of different skin tones reaching towards the center, symbolizing unity and collaboration. The text is overlaid on the left side of the banner.

Local Government Association of Queensland 124th
ANNUAL CONFERENCE
19 – 21 OCTOBER 2020
Gold Coast Convention &
Exhibition Centre

NEXTGEN COUNCILS | #LGAQ2020



PLATINUM SPONSORS



GOLD SPONSORS



SILVER SPONSORS



Part of Energy Queensland



QUEENSLAND
TREASURY
CORPORATION



PRESIDENT'S WELCOME

Welcome to the Local Government Association of Queensland's 124th Annual Conference and Annual General Meeting on the Gold Coast.

The significance of this year's event cannot be overstated. This is our first Annual Conference of the new term, the first of the new decade.

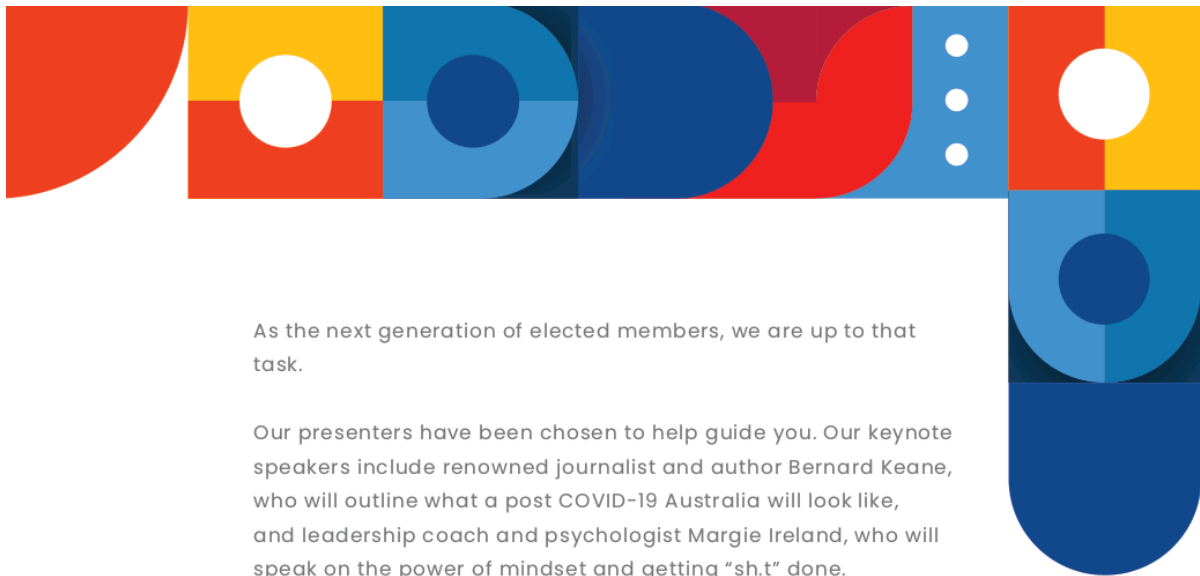
Perhaps of most importance, however, is that this is the first gathering of the next generation of local leaders – those who have been elected to see their communities through the challenges ahead in the wake of the COVID-19 pandemic and to help their residents and local businesses to recover and thrive.

Which is why our conference theme is **"NextGen Councils"**.

The challenges our communities selected us to face have been coming thick and fast as councils navigate their way through the public health directions and the ensuing economic crisis, which have impacted the social fabric of our communities.

At the same time, our councils have also been at the forefront of overseeing ongoing recovery efforts from natural disasters like floods and fires and dealing the continuing drought.





As the next generation of elected members, we are up to that task.

Our presenters have been chosen to help guide you. Our keynote speakers include renowned journalist and author Bernard Keane, who will outline what a post COVID-19 Australia will look like, and leadership coach and psychologist Margie Ireland, who will speak on the power of mindset and getting "sh.t" done.

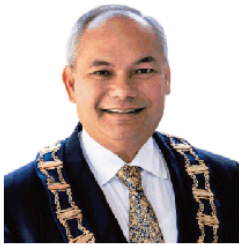
This year was not just an election year for local government. The State Election is due 10 days after this conference wraps. Our political leaders will be here to talk to you about their vision for local government should their party win government on October 31 and secure the first fixed four-year Parliamentary term.

There will also be plenty of opportunities for you to learn and share throughout the three days. The Indigenous Leaders Forum will be held on Monday, as will the Regional Roads and Transport Group Assembly. On Tuesday, councils will showcase some of the good work they are doing in their patch, from disaster recovery to regional innovation and community empowerment.

And of course, there is the Gala Dinner on Tuesday night before the final day's program, including a State Election panel and address from the final keynote speaker of the event, Performance Lab head coach Tony Wilson, who will outline how to perform at your best.

Please make the most of this program and learn what you can from our speakers to assist you and your colleagues as we look to the term and the decade ahead.

Mayor Mark Jamieson
PRESIDENT



Since I know every one of my LGAQ colleagues is passionately proud of your own home town, I won't sell Gold Coast as the venue for this year's annual conference.

Sure, I want you to come and visit but this year, more than ever before, we have weighty issues to discuss and vital learnings to be shared, thanks to COVID-19.

Above all, this should be a celebration of how local government has held our communities together against the backdrop of a truly global crisis. In the darkest of hours we have shown a light to those who depend on us to deliver them a healthy, secure and prosperous lifestyle.

It's quite a challenge but we, and the many great individuals who have gone before us, have been guiding Queenslanders since 1896 and, dare I say, we do a pretty good job of it.

So, join me in Australia's favourite holiday playground and let's refine the vital role local government plays in our Australian way of life. It will be a great occasion.

Mayor Tom Tate
COUNCIL OF THE CITY OF GOLD COAST

Program Agenda

Sunday 18th October 2020

9:00 am – 4:30 pm

Peak Services Professional Development Course

LGASS00002 - Elected Member Skill Set (1 of 2 days)

Attendees must register with Peak Training prior to arriving at Conference

10:00 am

Church Service

Stella Maris Church, 268 hedges Avenue, Broadbeach

12:00 pm – 4:30 pm

Policy Executive Meeting

2:00 pm – 5:00 pm

Registration

Delegates, observers, trade, corporate and accompanying persons

4:00 pm – 4:30 pm

Trade and Sponsor Briefing

Monday 19th October 2020**8:00 am – 5:00 pm****Registration**

Delegates, observers, trade, corporate and accompanying persons

9:00 am – 4:30 pm**Peak Services Professional Development Course**

LGASS00002 – Elected Member Skill Set (2 of 2 days)

Attendees must register with Peak Training prior to arriving at Conference

9:00 am – 11:00 am**QSport Workshop****9:00 am – 12:30 pm****Living Lab – Intelligent insights to deliver digital dividends****10:15 am – 11:00 am | Morning Tea****10:30 am – 5:00 pm****Indigenous Leaders Forum****12:30 pm – 2:00 pm****Business Retention, Expansion and Attraction Workshop and Lunch****12:30 pm – 2:00 pm | Lunch****2:00 pm – 4:00 pm****Regional Roads and Transport Group Assembly****4:30 pm – 5:00 pm****First Time Delegate Briefing**



5:15 pm – 6:30 pm Welcoming Ceremony

5:15 pm
Opening Act

5:25 pm
Welcome to Country

5:30 pm
Welcome to the City of Gold Coast
Mayor Tom Tate

5:35 pm
Response
Mayor Mark Jamieson – President, LGAQ

5:40 pm
Sponsor Address – King & Company
Tim-Fynes Clinton, Managing Partner

5:45pm
2020 LGAQ Journalism Award
The LGAQ Regional Journalism Award is dedicated to showcasing excellence in reporting in regional Queensland. The award honours the memory of ABC journalists John Bean, Paul Lockyer and Gary Ticehurst. Listen to the official announcement of the 2020 winner, who will receive a \$15,000 prize.

5:55 pm – 7:30 pm
Networking Drinks
Trade Exhibition

Tuesday 20th October 2020**8:00 am – 5:00 pm****Registration**

Delegates, observers, trade, corporate and accompanying person

8:30 am**Security Briefing**

Master of Ceremonies – Mr Tim Cox, Communications Advisor, LGAQ

8:31 am**Call to Order by the President****8:33 am****Presentation of the Policy Executive****8:45 am | Official Opening**Hon Anastacia Palaszczuk MP (Invited)
Premier of Queensland**8:55 am****Presidential Address**

Mayor Mark Jamieson – President, LGAQ

9:15 am**Keynote Address: Australia – Post COVID-19**

Bernard Keane, Crikey

9:50 am**Building resilient landscapes together – from planning to practice**

Chris Norman – CEO, NRM Regions QLD

10:00 am | Morning Tea**10:30 am**
Sponsor Address**10:35 am**
Panel Session: Council Showcases
Chaired by: Sarah Buckler PSM - General Manager, Advocacy LGAQ**11:55 am**
Sponsor Address**12:00 pm**
Community Intelligence – Our Town a Working Demonstration
Glen Beckett - General Manager, Assist, LGAQPippa Riddell - BI Specialist/
Analyst, LGAQ**12:30 pm**
"Class of 2020" Group Photo**12:40 pm | Lunch****1:40 pm**
NextGen Procurement – LocalBuy
Peter Mifsud, CEO - Marketplace, Local Buy**2:30 pm**
Council Forums
Rural and Remote Councils
Resources and Regional Councils
SEQ and Coastal Councils**4:00 pm**
Sponsor Address**4:05 pm**
LGMS Member Update and Risk Management Awards
Ian Leckenby - Chair, LGMS
Rachel Chambers - Mayor, North Burnett Regional Council and Board
Member**4:20 pm**
Councillor Conduct Tribunal Update
June Anstee - President, Councillor Conduct Tribunal**4:35 pm**
Keynote Address: Mindset – And how to get shi...t done!
Margie Ireland - Principal Leadership Coach & Psychologist**5:05 pm**
Program concludes**6:30 pm for 7:15 pm Start**
Gala Dinner
Gold Coast Convention and Exhibition Centre**11:30 pm**
Dinner concludes

Wednesday 21st October 2020

8:30 am
Conference Resumes

8:35 am
Annual General Meeting including debate of motions

10:00 am
Australian Local Government Association Update
Mayor David O'Loughlin - President

10:10 am
Sponsor Address

10:15am | Morning Tea

10:35 am
Peak Services Update
Brent Reeman - Managing Director
David Foster - Non-Executive Director

10:55 am
Sponsor Address

11:00 am
Motions Debate

12:00 pm
Opposition Update
Ms Ann Leahy - Shadow Minister for Local Government (Invited)



12:30 pm | Lunch

1:30 pm
Motions Debate

2:40 pm
Domestic and Family Violence Award

2:50 pm
State Election Panel

Chaired by: Sarah Vogler - Media Executive, LGAQ
and Tim Cox - Communications Advisor, LGAQ

Hon Stirling Hinchliffe - Minister for Local Government, Racing and
Multicultural Affairs (Invited)

Ann Leahy MP - Shadow Minister for Local Government (Invited)

3:45 pm
Keynote Address - High Performance: Managing Yourself
Tony Wilson - Head Coach, Director at Performance Lab

4:30 pm
Plenary Concludes

WORKSHOPS

MONDAY
19 OCTOBER 2020

QSPORT WORKSHOP

This year's third annual QSport-LGAQ workshop will address the impacts of COVID-19 on the delivery of sport at the community level, with a focus on spaces and places that are owned, leased, controlled and/or supported by local governments.

Through the lens of the staged easing of COVID-19 restrictions – that effectively closed down sport in mid-March – this workshop will focus on what has been done to assist with the resumption of local sporting activities, and what might be done to further to boost their recovery.

As the peak body for organised sport in Queensland, QSport sees this workshop as an important part of the process of successfully contributing to councils' and local clubs' efforts to assist their communities re-emerge from the shadow of the pandemic.

LIVING LAB – INTELLIGENT INSIGHTS TO DELIVER DIGITAL DIVIDENDS

This workshop will showcase the simple and practical steps councils can take to improve community engagement, communications and business efficiency through use of LGAQ's growing library of analytical and digital member services.

BUSINESS RETENTION, EXPANSION AND ATTRACTION WORKSHOP

Councils can play a significant role in ensuring that their regions are best placed to attract and retain investment in highly competitive markets.

This session is perfect for those seeking a more sophisticated understanding of the investment attraction market, as well as the practical skills needed for success.

You will hear from a world-leading practitioner who will outline and demystify the investment trends and decision-making processes behind site selection. Obtain real-life insights into world's best practice in investment attraction, and how other leading investment promotion agencies are remaining competitive and successfully engaging with investors.

MONDAY, 19 OCTOBER 2020

10:30AM – 5:00PM

INDIGENOUS LEADERS FORUM

Hosts: Cr Wayne Butcher and Cr Jason Woibo

Since 2011, the Indigenous Leaders Forum has been a valuable way for Aboriginal and Torres Strait Islander councils to come together in order to discuss specific challenges and to put forward issues they would like the LGAQ to assist them in addressing.

The Forum is held twice-yearly.

WEDNESDAY, 21 OCTOBER 2020

2.30PM – 4.00PM

COUNCIL FORUMS

Come and join with your council peers in one of three forums to discuss, share and debate key issues. This is also your opportunity to talk with each other and your Policy Executive members about ways the LGAQ can help and support your council.

The forums will be hosted by the LGAQ Policy Executive members

Please register for the forum that you believe will most interest your council – if you can't decide you are welcome to send delegates to separate forums.

Delegates/observers are welcome to attend any one of the forums:



SMALL

RURAL AND REMOTE COUNCILS

Hosts: Cr Robyn Fuhrmeister, Cr Robert Dare and Cr Jane McNamara

MEDIUM

RESOURCES & REGIONAL COUNCILS

Hosts: Cr Andrew Willcox and Cr Paul McVeigh

LARGE

COASTAL COUNCILS

Hosts: Cr Jack Dempsey, Cr Matt Burnett, Cr Jenny Hill, Cr Bob Manning

SOUTH EAST QUEENSLAND COUNCILS

Hosts: Cr Peter Matic, Cr Karen Williams and Cr Paul Tully



Butch Lenton MEMORIAL

BUSH COUNCIL INNOVATION AWARDS

In recognition of the innovative contribution to Queensland made by Graeme 'Butch' Lenton as Mayor of Winton Shire Council, Peak Services continues the annual Butch Lenton Memorial Bush Council Innovation Award.

Butch, who passed away on 1 October 2017, spent more than 20 years - first as a councillor, then as mayor - pursuing his unique vision for the region in which he was born and raised. That vision extended far beyond driving the traditional agricultural and grazing industries existing in the area. It included developing tourism, renewable energy and telecommunications as key features of a thriving local economy.

The award is a small way for us to recognise innovation in Bush Councils and pay tribute to Butch's legacy.

The inaugural award in 2018, was won by Brett Walsh from Barcaldine Regional Council for the study tour of the United States of America to discover how small rural communities are adopting smart growth opportunities to ensure their future survival and translating the findings of the tour to opportunities for western Queensland communities.

In 2019, the winner of the award was Cr Kathy Duff from South Burnett Regional Council for the Proston Community Revival Project.

The award will be presented at the LGAQ Annual Conference each year and showcased at the Bush Councils Convention, held every two years. We are seeking nominations for a council group or individual who would like to undertake or have completed an activity that demonstrates innovation.



The successful application will be awarded with a bursary of \$10,000 to go towards the nominated innovative activity. The nominations will be judged by the committee led by: LGAQ Chief Executive Officer Greg Hallam AM, Peak Services Managing Director and Chief Executive Officer Brent Reeman.

Applications open on 15 June 2020. Nominations close on 10 August 2020.

Applications are available from
hello@wearepeak.com.au





ENROL NOW: Accredited 2-day program \$1,500 GST FREE
 Non-Accredited program \$1,060 GST FREE

COURSE NAME	UNIT CODE	DESCRIPTION
Councillor roles and responsibilities	LGAGENE503 Perform the role of an elected member LGAGENE501A Undertake councillor roles and responsibilities	Covers the behaviours and actions required of elected members in meeting their roles and responsibilities. Using legislation as its basis, the units explore in practical ways how the framework of laws, regulations, and codes create a clear path that guide the steps of elected members and helps them to carve out a successful role at council and within the community.
Effective decision making	LGAGENE302A Contribute to effective decision making	Explores decision making processes and the capabilities required by those in positions of authority within council. It recognises the impact of personal and community influences upon councillors when making clear and strong decisions.

This program has been specifically developed for Queensland Elected Members or Senior Council Executives

BENEFITS TO THE COUNCILLOR AND THE COMMUNITY

Upon successful completion of this course, elected members will gain increased knowledge and skills to help prepare them for the diverse range of topics and issues they may need to address in their roles. Our 2-day program focuses on increasing their leadership and governance skills. Communities too will benefit from having highly skilled representatives who will be able to effect change, make more informed decisions and positively influence and lead the community.

Completion of this Skill Set provides a pathway to completing the LGA50712 Diploma of Local Government. Further training can be conducted inhouse, via virtual training or through our confirmed publicly scheduled courses.

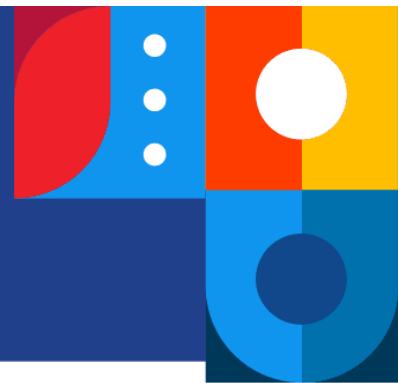
To enrol into the 2-day Elected Member Skill Set, please complete the [calendar-booking form](#) and return to training@wearepeak.com.au or contact Peak Services on 07 3000 2148 for further details.

wearepeak.com.au



RTO 30003

ACCOMMODATION: (GST INCLUSIVE)



Accommodation for Annual Conference is being organised by cievents

**Accommodation
booking**

A \$10 booking fee will be added per person, per booking

CONFERENCE SHIRT

(Council delegates/observers only)

Council delegates and observers will be issued with ONE shirt whilst at conference. These need to be ordered on line as part of your conference registration. The sizing is as follows:

The sizing is as follows:

MENS MODERN FIT	S	M	L	XL	2XL	3XL	5XL
GARMENT ½ CHEST (CM)	52	55	58	62	65	71	79

LADIES MODERN FIT	8	10	12	14	16	18	20	22	24
GARMENT ½ CHEST (CM)	46.5	49	52	54	56.5	59	62	65	68

Please select your size carefully as there won't be the opportunity to change your size once at conference.

CONFERENCE REGISTRATION

(GST INCLUSIVE)

Please refer to registration cancellation policies on www.lgaq.asn.au when making your registration.

Early Bird Registration – prior to and including 4th September 2020

Council or State Government observer	\$ 1540.00
5 or more observers from one Council/Government Department	\$ 1430.00
Corporate (Private Sector)	\$ 3000.00

After 13 September 2020

Council or State Government observer	\$ 1740.00
5 or more observers from one Council/Government Department	\$ 1600.00
Corporate (Private Sector)	\$ 3240.00

Early Bird One Day Registration – prior to and including 4th September 2020

Council or State Government observer	\$ 770.00
Corporate (Private Sector)	\$ 1210.00

After 4th September 2020

Council or State Government observer	\$ 880.00
Corporate (Private Sector)	\$ 1600.00

FUNCTIONS

Welcoming Ceremony (accompanying persons, day registrations and additional trade exhibitors)	\$ 75.00
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DINNER

Gala Dinner – Tuesday evening (20 October 2020)	\$ 175.00
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Please note that the Welcoming Ceremony on the Monday evening is included in the conference fee for delegates, observers and corporates attending the full three days of conference.

Accompanying persons are welcome to attend the Welcoming Ceremony and Gala Dinner.



Register via links below or online at
www.lgaq.asn.au
under the Events Tab 124th LGAQ Annual Conference.

Delegate & Observers Group registration

**Registration
Booking**

Delegate & Observer Individual registration

**Registration
Booking**

Corporate Registration

**Registration
Booking**





ENQUIRIES

Conference: Members Hotline

P 1300 542 700

E ask@lgaq.asn.au

EXHIBITION

Adrienne Coats, Sponsor and Trade Sales Officer

P 3000 2224

E adrienne_coats@lgaq.asn.au

  #LGAQ2020

**LOCAL GOVERNMENT ASSOCIATION
OF QUEENSLAND ANNUAL
CONFERENCE, 19-21 OCTOBER 2020,
GOLD COAST**

Letter from LGAQ

Meeting Date: 11 August 2020

Attachment No: 2



29 June 2020

The Chief Executive Officer
ALL MEMBER COUNCILS

Policy Executive Members
LOCAL GOVERNMENT ASSOCIATION

Dear Sir/Madam

LGAQ 124th Annual Conference: 19-21 October 2020, Gold Coast Convention and Exhibition Centre: Conference Information

I am writing to inform you that we are now accepting registrations for our Annual Conference.

A copy of our brochure is attached for your information.

REGISTRATION

Member Councils pay a Conference Levy in conjunction with their Membership Subscription. This year the Conference Levy, which entitles your Council to be represented at Conference by two (2) Delegates, has been set at **\$3080 including GST**.

Others may attend as an observer and if this is the case a **Registration Fee of \$1540.00 (GST Incl) per person** attending, is required to be paid. **Note** that the Tuesday evening function **is not** included in the registration fee. This initiative was authorised by the Policy Executive to assist those councils who wished to reduce the costs of conference for their local government.

Please register online by clicking on the link in the brochure. Note that **each and every person** attending the conference must be registered so that name tags, voting cards, lists of attendees etc, can be prepared in ample time and the Hosts of the various functions advised as soon as practicable of the numbers attending those functions, to enable necessary arrangements to be made. If you have any problems registering on-line, please do not hesitate to ring the Members Hotline 1300 542 700.

Because of the high costs of catering arrangements, it is imperative that the registrations be carefully and accurately completed. In previous years, the differences between registered numbers and actual attendances have resulted in over-catering at considerable cost.

The Early Bird (\$1540.00 GST Incl) Cut Off date for Registrations is 4 September 2020. From then, the cost is \$1740.00 GST Incl,

ACCOMMODATION

CI Events has been appointed as the official accommodation agent for the 2020 Annual Conference, a link to their online booking tool can be found on the brochure attached or on LGAQ's website www.lgaq.asn.au under Events page.

To ensure all councils are able to take full advantage of the special rates I ask that bookings made reflect the needs of those travelling.

P 07 3000 2222
F 07 3252 4473
W www.lgaq.asn.au

Local Government House
25 Evelyn Street
Newstead Qld 4006

PO Box 2230
Fortitude Valley BC
Qld 4006

Local Government Association Of Queensland Ltd.
ABN 11 010 883 293 **ACN** 142 783 917



Terms and Conditions of Booking

Each property will have their own terms and conditions in regard to bookings. Please ensure you check the terms and conditions for each property prior to making bookings. Please note a small administration fee is charged by CI Events for each booking.

NOMINATIONS FOR VENUE 2022 and 2023 LGAQ ANNUAL CONFERENCE

Roles and Responsibilities

Nominations to host the 2022 and 2023 LGAQ Annual Conference are now open. The Host Council's role is to assist the Association in organising venues, meals, and transport.

The LGAQ has total financial and management responsibility for the Conference except for infrastructure costs if the Gala Dinner is not able to be held on site at a Convention Centre. Those costs are to be directly met by the Host Council.

In seeking nomination your Council is required to fill out in full, the attached venue attributes form. A nomination will not be received unless all requests for information are satisfied prior to the closing date.

There must be availability to host the Conference in the 2nd or 3rd week of October.

Normally some 500 to 550 delegates, observers, trade exhibitors and sponsors, as well as 50 partners attend the Annual Conference, although some functions such as the Official Opening may need to cater for up to 700 people.

The Chief Executive Officer will visit and inspect each venue nominated prior to this year's Conference.

If there is more than one nomination, delegates at this year's Annual Conference will be asked to select the venue for the 2022 and 2023 Annual Conference. Nominating councils will be required to make a five (5) minute presentation on their venue to delegates.

Closing date for the receipt of nominations to host the 2022 and 2023 Annual Conference is **FRIDAY, 4 SEPTEMBER 2020.**

Yours sincerely

A handwritten signature in black ink, appearing to be 'Greg Hallam', written over a faint circular stamp or watermark.

Greg Hallam AM
CHIEF EXECUTIVE OFFICER

10 OFFICERS' REPORTS

ADVANCE ROCKHAMPTON – ECONOMIC DEVELOPMENT AND EVENTS

10.1 ADVANCE ROCKHAMPTON REFERENCE GROUP

File No:	1291
Attachments:	1. Terms of Reference ↓
Authorising Officer:	Evan Pardon - Chief Executive Officer
Author:	Evan Pardon - Chief Executive Officer

SUMMARY

Council resolved on 23 May 2017 to create the Advance Rockhampton – Economic Development Advisory Committee. With the end of the last term of Council it effectively concluded the operation of the Advisory Committee and this report will discuss the implementation of a new Reference Group.

OFFICER'S RECOMMENDATION

THAT Council:

1. Implement the Advance Rockhampton Reference Group in line with the Terms of Reference as per Attachment 1 of the report; and
2. Authorise the Chief Executive Officer to appoint industry representatives as identified in the Terms of Reference.

COMMENTARY

Council has a very strong focus on the regional economy and it makes up one quarter of the corporate plan and operational plan.

Below are the Corporate Plan outcomes:

1. A destination sought for lifestyle, community events and tourism;
2. Value add to the strengths of industry to deepen regional economic activity;
3. The redevelopment and activation of major urban places to attract investment and improved lifestyles;
4. Infrastructure services are driven to deliver future economic growth;
5. Promote, foster and embrace growth opportunities, strategic investment and international exports;
6. Promote industry diversification to enhance regional economic resilience.

Within the Operational Plan there are some clear outcomes Council want done and in particular one of the key focus areas.

Regional Development

Pursue and promote regional economic development and tourism opportunities through investment attraction and facilitation, and business industry and product development.

Operational Plan Reference and Actions:

	Action	Target
2.1.1	Pursue tourism opportunities for the region that leverage existing assets that provides a strong platform for future visitor and economic growth for the Region.	Update Tourism Action Plan and actions delivered in accordance with adopted timeframes.

2.1.2	Develop and deliver structured and targeted marketing campaigns for the region across Explore, Live and Invest dimensions.	Deliver in accordance with agreed timeframes.
2.1.3	Develop a calendar of events for the region to deliver economic growth that positions Rockhampton as the Events Capital of Central Queensland.	Undertake monthly review and update.
2.1.4	Deliver improved wayfinding and signage across the region to better inform and direct pedestrian and vehicular traffic while also creating a stronger regional identity.	Review progress of delivery of Council's Wayfinding Strategy by 31 July 2020 and develop and implement a program for the current and future years.
2.1.5	Investigate opportunities to attract direct flights to support tourism growth.	Establish viability by 1 December 2020.
2.1.6	Develop a Business Plan for the Heritage Village that rebrands and revitalises the venue that will create a space for events and a facility that attracts visitors to the Region.	Develop Business Plan by 31 December 2020 and deliver Stage 1 by 30 June 2021.
2.2.1	Review and update Council's Economic Development Strategy and Action Plan to deliver tangible economic and social outcomes to the Region (and aligned with COVID-19 Local Recovery Plan ref 5.1.1).	Update Action Plan by 31 August 2020 and deliver actions in accordance with adopted timeframes.
2.3.1	Develop strategies and initiatives that promote redevelopment, business attraction and growth and ultimately revitalise all of the Region's commercial centres.	Projects that assist in activating the Region's centres in accordance with Economic Action Plan, CBD Framework and Commercial Centres Strategy (links to Ref. 4.4.1).
2.4.2	Identification and pursuit of industrial land opportunities to facilitate large scale, difficult to locate industry.	Confirm options and viability by 30 September 2020.
4.4.2	Review and update Council's Development Incentives Policy.	Complete review by 30 September 2020 and update policy by 10 November 2020.
5.1.1	Develop a COVID-19 Local Recovery Plan that feeds into the Regional and State Recovery Plans.	Lead and coordinate the formulation and delivery of the plan.
5.1.3	Investigate creation of a new Regional Tourism Organisation based on Council's local government area.	Complete by 31 December 2020.

From the above there is a clear need for feedback and information from industry experts so that Council can deliver its economic development actions. The industry experts would be from the following sectors:

- Resources
- Agriculture
- Manufacturing
- Health Care and Social Assistance Services
- Education and Training
- Defence
- Tourism and Events
- Property
- Transport and Logistics

BACKGROUND

Rockhampton Regional Council on 23 May 2017 resolved to create the Advance Rockhampton – Economic Development Advisory Committee. This Advisory Committee came about as a key deliverable of the 'Advance Rockhampton Region – Economic Action Plan 2017 – 2020' in late 2016. The Advisory Committee met numerous times and technically at the conclusion of the last term of Council the Committee was dissolved.

PREVIOUS DECISIONS

9 May 2017 and 23 May 2017

BUDGET IMPLICATIONS

There are minor costs associated with having meetings of the Reference Group which is covered by the operational budget.

STAFFING IMPLICATIONS

As contained within the Terms of Reference, it is suggested that Executive Manager Advance Rockhampton and Manager Tourism, Events and Marketing be members of the Advance Rockhampton Reference Group, with the CEO, Deputy CEO and Manager Officer of the Mayor able to attend if they wish, as well as other Officers from Council on request of the Chief Executive Officer.

CORPORATE/OPERATIONAL PLAN

Operational Plan Reference and Actions: 2.1.1 to 2.1.6, 2.2.1, 2.3.1, 2.4.2, 4.4.2, 5.1.1, 5.1.3

CONCLUSION

A Reference Group that includes industry experts allows Council to receive feedback and information about its plans and actions but also provides a mechanism for Council to engage with business and industry. The added benefit of the industry experts from a Reference Group is to use the knowledge and expertise in promoting the region.

It is recommended that Council implement the Advance Rockhampton Reference Group in line with the Terms of Reference as per Attachment 1.

ADVANCE ROCKHAMPTON REFERENCE GROUP

Terms of Reference

Meeting Date: 11 August 2020

Attachment No: 1

1. Background

The Rockhampton Regional Council (Council) plays a critically important role and focus in facilitating and enabling regional economic development and growth outcomes across the Rockhampton Local Government Area.

One quarter of the Corporate Plan and Operational Plan priorities and actions are dedicated to achieve a range of outcomes.

Below are the relevant Corporate Plan outcomes.

1. *A destination sought for lifestyle, community events and tourism*
2. *Value add to the strengths of industry to deepen regional economic activity*
3. *The redevelopment and activation of major urban places to attract investment and improved lifestyles*
4. *Infrastructure services are driven to deliver future economic growth*
5. *Promote, foster and embrace growth opportunities, strategic investment and international exports*
6. *Promote industry diversification to enhance regional economic resilience*

Within the 2020-2021 Operational Plan there are some clear outcomes Council is seeking to achieve and in particular on of number of key focus areas.

Regional Development

Pursue and promote regional economic development and tourism opportunities through investment attraction and facilitation, and business industry and product development.

Operational Plan Reference and Actions: 2.1.1 to 2.1.6, 2.2.1, 2.3.1, 2.4.2, 4.4.2, 5.1.1, 5.1.3 as below:

Action		Target	Portfolio
2.1.1	Pursue tourism opportunities for the region that leverage existing assets that provides a strong platform for future visitor and economic growth for the Region.	Update Tourism Action Plan and actions delivered in accordance with adopted timeframes.	Advance Rockhampton – Economic Development and Events
2.1.2	Develop and deliver structured and targeted marketing campaigns for the region across Explore, Live and Invest dimensions.	Deliver in accordance with agreed timeframes.	Advance Rockhampton – Economic Development and Events
2.1.3	Develop a calendar of events for the region to deliver economic growth that positions Rockhampton as the Events Capital of Central Queensland.	Undertake monthly review and update.	Advance Rockhampton – Economic Development and Events
2.1.4	Deliver improved wayfinding and signage across the region to better inform and direct pedestrian and vehicular traffic while also creating a stronger regional identity.	Review progress of delivery of Council's Wayfinding Strategy by 31 July 2020 and develop and implement a program for the current and future years.	Advance Rockhampton – Economic Development and Events
2.1.5	Investigate opportunities to attract direct flights to support tourism growth.	Establish viability by 1 December 2020.	Airport Growth and Development
2.1.6	Develop a Business Plan for the Heritage Village that rebrands and revitalises the venue that will create a space for events and a facility that attracts visitors to the Region.	Develop Business Plan by 31 December 2020 and deliver Stage 1 by 30 June 2021.	Advance Rockhampton – Economic Development and Events
2.2.1	Review and update Council's Economic Development Strategy and Action Plan to deliver tangible economic and social outcomes to the Region (and aligned with COVID-19 Local Recovery Plan ref 5.1.1).	Update Action Plan by 31 August 2020 and deliver actions in accordance with adopted timeframes.	Advance Rockhampton – Economic Development and Events

Action		Target	Portfolio
2.3.1	Develop strategies and initiatives that promote redevelopment, business attraction and growth and ultimately revitalise all of the Region's commercial centres.	Projects that assist in activating the Region's centres in accordance with Economic Action Plan, CBD Framework and Commercial Centres Strategy (links to Ref. 4.4.1).	Advance Rockhampton – Economic Development and Events
2.4.2	Identification and pursuit of industrial land opportunities to facilitate large scale, difficult to locate industry.	Confirm options and viability by 30 September 2020.	Advance Rockhampton – Economic Development and Events
4.4.2	Review and update Council's Development Incentives Policy.	Complete review by 30 September 2020 and update policy by 10 November 2020.	Advance Rockhampton – Economic Development and Events
5.1.1	Develop a COVID-19 Local Recovery Plan that feeds into the Regional and State Recovery Plans.	Lead and coordinate the formulation and delivery of the plan.	Advance Rockhampton – Economic Development and Events
5.1.3	Investigate creation of a new Regional Tourism Organisation based on Council's local government area.	Complete by 31 December 2020.	Advance Rockhampton – Economic Development and Events

2. Role of the Advance Rockhampton Reference Group

The role of the Advance Rockhampton Reference Group (AR) is to advise Council on all matters relating to projects or proposals that contribute to the development and growth of the Rockhampton Local Government Area economy including but not limited:

- Ensuring projects are aligned to the Operational Plan and Corporate Plan
- Assisting with resolving strategic level issues and risks
- Assessing project progress
- Providing advice and guidance on issues facing the project
- Using influence and authority to assist the projects in achieving their outcomes
- Providing advice, guidance and necessary introductions to key stakeholders to assist in consultation and project deliverables

The Executive Manager Advance Rockhampton is to act as Executive Officer for the group

3. Responsibilities of the Advance Rockhampton Reference Group Chair

The Advance Rockhampton Reference Group Chair is to be Mayor Cr Margaret Strelow.

The responsibilities of the AR Chair (supported by the group Executive Officer) are as follows:

- Set the agenda for each meeting
- Ensure that agendas and supporting materials are delivered to member in advance of meetings
- Make the purpose of each meeting clear to members and explains the agenda at the beginning of each meeting
- Clarify and summarises key elements of each meeting
- Limit duration of meetings to two hours or less
- Encourage broad participation
- Conclude each meeting with a summary
- Delegate authority to reference group members as required

4. Responsibilities of Advance Rockhampton Reference Group Members

Individual AR members have the following responsibilities:

- Understand the Corporate Plan outcomes and action and targets of the Operational Plan
- Understand and represent the interest of their stakeholders
- Take a genuine interest in the group's outcomes and overall success
- Act on opportunities to communicate positively
- Check that advocacy activities are aligned with Corporate Plan outcomes and action and targets of Council's annual Operational Plan
- Actively participate in meetings through attendance, discussion, and review of minutes, papers and other AR documents
- Support open discussion and debate, and encourage fellow AR members to voice their insights

AR members:

- must seek approval of the Chair before inviting an external representative to attend meetings of, or otherwise participate in, the group and/or any subsequent working groups
- is not authorised to make or change budgets, program or policy affecting the relevant areas.
- can provide recommendations to the Chair on priorities but they cannot direct operational or day to day matters
- will work through Mayor, Chief Executive Officer or the Executive Manager Advance Rockhampton in respect to operational matters
- must abide by Council's Code of Conduct and requirements of the Local Government Act 2009 and the Local Government Regulation 2012
- Acknowledge that from time to time they may be provided with confidential material which is subject must to individual confidentiality agreements to be entered into with Council at the time of their appointment.

5. General

5.1 The below lists the membership of the Advance Rockhampton Reference Group:

Name	Title	Organisation
Councillor Margaret Strelow	Mayor	RRC
Vacant	Executive Manager Advance Rockhampton	RRC
Ms Annette Pearce	Manager Tourism, Events and Marketing	RRC
Industry Members representing:		
- Resources		
- Water Security and Agribusiness		
- Health Care and Social Assistance Services		
- Education and Training		
- Defence		
- Tourism and Events		
- Transport and Logistics		
- International Relations and Trade		

5.2 Term of Appointment

Community AR members are appointed for the duration of the local government term or until otherwise resolved by Council.

5.3 Observer Status

The following representatives are welcome to attend meetings as observers:

- Councillors
- Chief Executive Officer
- Deputy Chief Executive Officer
- Manager Office of the Mayor
- Officers from Council on request by the Chief Executive Officer

5.4 Frequency of Meetings

Quarterly or more frequently as required/designated by the Chair

5.5 Agenda, Minutes and Decision Papers

Meeting materials will be sent to members three to five business days in advance of a committee meeting.

The materials will include the following:

- Agenda for upcoming meeting
- Minutes of previous meeting
- A Progress Report
- Any other documents/information to be considered at the meeting

5.6 Voting

No formal voting rules apply.

As the Advisory Group has an advisory role, its recommendations are to be made by consensus. Where consensus cannot be reached, a vote may be taken at the request of the Chair. The vote will be carried by a majority of voting members which will be reflected in the minutes.

10.2 2021 ROCKHAMPTON SHOW PUBLIC HOLIDAY

File No:	6097
Attachments:	1. Request letter for 2021 Rockhampton Show holiday ↓
Authorising Officer:	Annette Pearce - Manager Tourism, Events and Marketing Evan Pardon - Chief Executive Officer
Author:	Bev Marston - Supervisor Events

SUMMARY

Each year the Queensland Government invites Council to nominate a date for the granting of a special public holiday for the holding of the annual agricultural show. The preferred date for this holiday in 2021 is Thursday 10 June.

OFFICER'S RECOMMENDATION

THAT Council authorises the Chief Executive Officer to complete the on-line form, nominating Thursday 10 June 2021 as a special agricultural show holiday for the Rockhampton Regional Council region.

COMMENTARY

The Office of Industrial Relations, Department of Education has invited Council to nominate a date for a special holiday for the 2021 agricultural show. The nomination process requires the Chief Executive Officer to complete an on-line form and submit no later than Friday 21 August 2020.

The Queensland Chamber of Agricultural Societies has advised that the 2021 Rockhampton Show will be held over three days commencing on Wednesday 9 June 2021 and it is suggested that Thursday 10 June 2021 be a special holiday for the 2021 Rockhampton Agricultural Show.

BACKGROUND

Each year the Queensland Government invites Council to nominate a date for the granting of a special public holiday for the holding of the annual agricultural show.

PREVIOUS DECISIONS

That the Thursday be a special holiday for the Rockhampton Agricultural Show.

BUDGET IMPLICATIONS

There are no budget implications to be considered.

LEGISLATIVE CONTEXT

Section 4 of the *Holidays Act 1983*, the Minister for Industrial Relations appoints the holiday for the Rockhampton Region for the purpose of the Rockhampton Agricultural Show.

LEGAL IMPLICATIONS

Outside the requirements of Section 4 of the *Holiday Act 1983* as noted in this report, there are no additional relevant legal implications for consideration.

STAFFING IMPLICATIONS

Not Applicable

RISK ASSESSMENT

Not Applicable

CORPORATE/OPERATIONAL PLAN

Corporate Plan – Section 2.1.3 *“Develop a calendar of events for the region to deliver economic growth that positions Rockhampton as the Events Capital of Central Queensland.”*

CONCLUSION

It is recommended that Council authorises the Chief Executive Officer to complete the on-line form, nominating Thursday 10 June 2021 as a special agricultural show holiday for the Rockhampton Regional Council region.

2021 ROCKHAMPTON SHOW PUBLIC HOLIDAY

Request letter for 2021 Rockhampton Show holiday

Meeting Date: 11 August 2020

Attachment No: 1



Office of
Industrial Relations

Department of Education

6 July 2020

Dear Chief Executive Officer,

As you may be aware, each year in accordance with the *Holidays Act 1983* local governments are invited to request special holidays to be observed during the following year for districts in their area.

If you wish to request special holidays to be observed during 2021 for districts in your local government area, please complete and submit our online form by no later than Friday, 21 August 2020. The on-line form can be accessed [here](#).

Special holidays appointed in respect of an annual agricultural, horticultural or industrial show are both public holidays and bank holidays. Special holidays appointed for another type of event which has significance to a particular district are bank holidays only.

I appreciate that the impact of COVID-19 into 2021 is an unknown factor when planning for special day holidays, including around your annual agricultural, horticultural or industrial show. In deciding dates to be requested for special holidays in districts of your local government area, I suggest that you consider consulting with the convenors of shows and other events to confirm their concurrence on the requested date. This will assist the process to appoint special holidays across the State and reduce the likelihood for subsequent changes to the holiday calendar.

Upon receiving Ministerial approval, the holidays will be published in the Queensland Government Gazette.

Confirmation of the approved special holidays together with a link to the Queensland Government Gazette will be emailed to your office.

Should you require further information regarding this process, please contact Ms Jacqui McGuire, Office of Industrial Relations on 3406 9854 or email jacqui.mcguire@oir.qld.gov.au.

Yours sincerely

A J (Tony) James
Executive Director – Industrial Relations
Office of Industrial Relations

1 William Street Brisbane
Queensland 4000 Australia
GPO Box 69 Brisbane
Queensland 4001 Australia
Telephone 13 QGOV (13 74 68)
WorkSafe +61 7 3247 4711
Website www.worksafe.qld.gov.au
www.business.qld.gov.au
ABN 94 496 188 983

AIRPORT GROWTH AND DEVELOPMENT

No items for consideration

COMMUNITIES

10.3 COMMUNITY ASSISTANCE PROGRAM - ROUND 1 2020/2021

File No: 12535
Attachments: 1. [Round 1 2020/2021 Applications](#)
Authorising Officer: Aaron Pont - Acting General Manager Community Services
Author: Kerri Dorman - Administration Supervisor

SUMMARY

Eleven applications for funding were received for the first round of the Community Assistance Program for the current financial year. Three applications were deemed ineligible. Eight applications have been assessed and recommendations for funding are presented for Council consideration.

OFFICER'S RECOMMENDATION

THAT Council considers the Assessment Panel's recommended allocation of funding from the Community Assistance Program for the following and approve the below:

Applicant	Purpose of Grant/Sponsorship	Amount
AM Media Consultants T/A Special Children's Christmas Parties	CQ Special Children's Christmas Party Proudly Supporting Make-A-Wish Australia	\$3,000.00
C&K n Gundaroo Imbabee Community Childcare Centre (Branch of C&K)	C&K n Gundaroo's Playground Revamp	\$6,000.00
Capricorn Helicopter Rescue Service	CBD Christmas Fair 2020	\$20,000.00
Challenge the Mountain	Challenge the Mountain 2020 (Strava event)	\$4,000.00
Crompton Park Hack & Pony Club Inc	Crompton Park Canteen	\$15,000.00
Mount Morgan Promotion and Development Inc	Rejuvenating Visitors Signage at Mount Morgan Railway	\$2,500.00
Rockhampton Bowls Club Inc	Renovation of Rockhampton Bowls Club's Upstairs Function Area	\$15,000.00
Waraburra State School P&C	Waraburra State School Prep and Library Resources and Games	\$1,500.00
		\$67,000.00

COMMENTARY

Round one of the Community Assistance Program for the 2020 - 2021 financial year closed on 6 July 2020. Applications were assessed for eight events/projects for the requested amount of \$101,300.00

- 1 related to major sponsorship
- 2 related to minor sponsorship
- 5 related to grant funding for capital/equipment projects

Assessment

In accordance with the adopted Policy and Procedure applications received were assessed against the following criteria with an average funding amount recommended from the four independent assessments undertaken:

Major Sponsorship Scheme

- Applicant's capacity to undertake the event including any experience with similar events, relevant approvals and permissions required
- Community need or desire for the event and how this was determined
- Economic and community outcomes anticipated from the event
- Number of participants, including out of area visitors
- Value for money, including realistic budget with projected cost recovery

Minor Sponsorship Scheme

- Applicant's capacity to undertake the event including any experience with similar events and ability to obtain relevant approvals and permissions:
- Wide community need for the event and how this was determined:
- Community outcomes expected from the event, including number of participants'
- Positive promotional outcomes for the local area; and
- Value for money, including realistic budget and cost recovery, with quotes for all items to be funded.

Community Grants Scheme

- Community need for the project and potential for use by other groups;
- Community outcomes expected from the project, including any positive promotion of the local area; and
- Value for money with realistic scope and at least two quotes for all works.

PREVIOUS DECISIONS

The Challenge the Mountain 2020 (Strava) event replaces the annual (bigger) Challenge the Mountain event due to COVID-19. The club has retained the previously approved \$20,000 funding which will now be utilised for their annual 2021 event.

BUDGET IMPLICATIONS

Independent assessment by a panel of 4 have indicated an average sponsorship amount for each of the projects/events, which is within Council's Community Assistance Program Operational Budget, as well as taking into consideration the community value of events.

LEGISLATIVE CONTEXT

Administered under the Grants and Minor Sponsorship Policy and Procedure and the Major Sponsorship Policy and Procedure.

LEGAL IMPLICATIONS

No legal implications for this non-Council project.

STAFFING IMPLICATIONS

No staffing implications for this non-Council project

RISK ASSESSMENT

Non-Council projects therefore risk assessment will be conducted by the organising bodies.

Successful applicants will be required to contact Council's Rocky Advanced Events Supervisor for COVID-19 requirements pertaining to their event.

CORPORATE/OPERATIONAL PLAN

1.4.1 – Streamline Council's funding for community not for profit organisations to ensure fairness and equity.

CONCLUSION

Upon assessment of the information provided in the application against the rating tool it is recommended Council approve the Assessment Panel's recommended average allocation for each event/project. A copy of the applications have been supplied separately to Councillors for consideration, along with the rating tool as adopted by Council.

COMMUNITY ASSISTANCE PROGRAM - ROUND 1 2020/2021

Round 1 2020/2021 Applications

Meeting Date: 11 August 2020

Attachment No: 1

COMMUNITY ASSISTANCE PROGRAM

ATTACHMENT GRANTS AND SPONSORSHIP

GRANTS AND MINOR SPONSORSHIP					
Applicant	Project	Project Cost	Amount Requested	Amount Recommended	Assessment Comments
AM Media Consultants T/A Special Children's Christmas Parties	The applicant states the first CQ event was held in 1993, and the goal still remains the same to gather children who are ill and have special needs and help them forget their troubles for a few hours. This is the largest free event of its kind for the special group of people in the community. So many willing volunteers assist to make it happen. The 2020 CQ Special Children's Christmas Party will be held on Saturday 14 November, for over 1200 invited special needs children. Invitations are issued to children from a 300 km area from the Robert Schwaren Pavilion. The event provides a unique and valuable social networking experience for children with special needs and their families in a fun atmosphere while giving full consideration to the safety of all involved. The applicant have attached the commercial benefits and included more detail with the sponsorship information	\$ 100,000.00	\$ 5,500.00	\$3,000.00	A good event for networking. Council usually covers cost of pavilion.
C&K nGundanoo Imbabee Community Childcare Centre (Branch of C&K)	The applicant is seeking assistance to upgrade the playground at C&K nGundanoo Imbabee Community Childcare Centre located at 63 Darumbal Road on the University Campus. The aims of their project are to provide children safe access to areas for physical play and exercise; and connect children with the natural environment to encourage them to take responsibility for it. The dry conditions within the playground create a lot of dust and families have expressed concerns about this causing allergies and asthma. The application states they regularly host visitors from CQU. Many students studying early childhood education complete their placement at the service, however they also have a partnership with the university health clinic and welcome students from other schools to complete assessments for their degree (eg. speech pathology). The centre cares for up to 55 children per day providing an essential service to the local community. As childcare is a heavily regulated industry it is vital that new playground elements are certified to Australian Standards, consequently they had to ask a state-wide contractor to quote, however local materials will be used in the upgrade. Council's contribution will be acknowledged through: Story Park, a post on Facebook and a media release sent to the Rockhampton Morning Bulletin.	\$ 74,865.00	\$ 20,000.00	\$6,000.00	Club is financially contributing more than 50% of cost. Contractors not local and costing \$9,500 for travel, accommodation and freight. Only worth \$19,369.50 to local suppliers. Limited and differing details on the only quote.
Challenge the Mountain	Challenge the Mountain were originally approved \$20,000 for the 2020 event. However due to the COVID-19 pandemic and social distancing the organisers have decided to keep the funding for next year's event. Challenge the Mountain are now applying for funding for an online event. The applicant states that unlike virtual events, challengers will still need to train and compete on Pilbeam Drive but the 5km climb will take place over 10 days at the challengers convenience using an app called Strava to record their best time to complete for age champion and King of the Mountain. The event will be open to walkers, runners and cyclist with prizes for each age division. The event is expecting around 300 participants with some requiring overnight stays. Council will be acknowledged on Challenge the Mountain's website, Facebook and any printed material	\$ 13,550.00	\$ 10,550.00	\$4,000.00	Smaller event with a considerable smaller expenditure budget. Budget consist of Promotion \$5,000, Insurance \$4,500, Accounting fee \$3,000, additional wages \$3,000 and SES fee \$1,000. Finishers medallions and prize money equals \$,2850.00 Council contributing 29% of total cost of event.
Crompton Park Hack & Pony Club Inc	The canteen is required as the previous facility was vandalised, burnt and destroyed in December 2019. The applicant states the project objective is to rebuild a canteen on the ground enabling fundraising efforts and provide the ability to support events at the grounds. The building will be a block style construction suitable for the location and limit the ability for vandalism. The construction and layout will be coherent with food preparation requirements. the facility will be operated by a small number of people and benefit users of the grounds which is in excess of 3000 people per year. The club is committed to using a locally owned builder with a local purchasing policy, providing local employment and local investment. The Council contribution will be acknowledge via social media, local media, at events and by way of plaque recognition on completion of the project.	\$ 127,600.00	\$ 20,000.00	\$15,000.00	Good project with the Club providing over 50% of total cost. Local builder and goods.
Mount Morgan Promotion and Development Inc	The applicant advised that this project aims to rejuvenate the aging "tourist" information signage at the Mount Morgan Railway Station. The objectives include replacing the existing sign with a new skin and reorienting the sign to ensure it's geographical positioning is correct. A new, correctly oriented sign will value-add to the visitor experience through providing a readable, navigable map that will guide more than 5000 visitors around Mount Morgan.	\$ 5,500.00	\$ 2,750.00	\$2,500.00	Organisation is financially contributing 50% of cost. Much needed for the town of Mount Morgan. \$500 in-kind support for Project Management included in the budget therefore actual total costs equated to \$5,000, thus 50% equalling \$2,500 sponsorship limit.
Rockhampton Bowls Club Inc	The project is to renovate the upstairs function area at the bowls club. The renovation involves building a new bar area, installation of a cold room adjacent to the new bar, structural works (removal of a wall and false ceiling), building of a partial wall with a bifold portion and floor coverings for bar area. The applicant states the project will attract additional functions to be held at the facility, which our committee has determined as essential to offset the declining income of social bowling and ensure the viability of the club long term. The application will create new and stronger community partnerships with local organisations, wedding planners and community members hiring the facility, charities for whom the Club donate the venue eg. Anglicare Christmas party for children with special needs and sport/community organisations who don't have a clubhouse of their own. Council's contribution will be acknowledged in the club's newsletter, social media and a media release, initiation to Council representatives to officially open the new function area and by signage acknowledging Council's contribution.	\$56,195.00	\$20,000.00	\$15,000.00	Club is financially contributing more than 50% of cost. Local contractors and supplies will be used.

COMMUNITY ASSISTANCE PROGRAM
ATTACHMENT GRANTS AND SPONSORSHIP

Applicant	Project	Project Cost	Amount Requested	Amount Recommended	Assessment Comments
Waraburra State School P&C	The Waraburra State School P&C is seeking to upgrade the resources used by Waraburra State School prep students and school students accessing the school Library. The resources are hands-on, educational, manipulative, child safe and functional. The school community will benefit from new resources as they will replace the older ones which have been a source of comfort and engagement by the students during very stressful times in their lives. If the grant is successful, the Waraburra State School learning community will be furnished with hands-on resources which will be accessed by a numbers of community groups in addition to the school students; Playgroup Queensland, local kindergartens, distance learning students who visit the school, students with disabilities and children of school volunteers. All resources will be purchased locally. Rockhampton Regional Council will be acknowledge on school parade, school Facebook site and in the school newsletter.	\$5,000.00	\$2,500.00	\$1,500.00	Organisation is financially contributing 50% of cost. No previous funding has been given the school. This project should also be supported by State Government.
MAJOR SPONSORSHIP					
Capricorn Helicopter Rescue Service	The CBD Christmas Fair is a free community event to celebrate the start of the festive season. The event will consist of live family entertainment, amusement rides, food, market stalls and an appearance from Santa. The applicant states that this event attracts an estimated 5000-7000 people, both local and out of town visitors. The event will feature annually on the Rockhampton region event calendar, will draw sponsorship and support from local business, contribute to increased retail traffic to the CBD and generally enhance our region's image as a liveable community. It is stated in the application that Rockhampton Regional Council will receive significant acknowledgement in the lead up to and during the event - further enhancing RRC's corporate image, including RRC logo on all advertising materials, listed on the website/Facebook event page.	\$ 28,515.00	\$ 20,000.00	\$20,000.00	Rating matrix average is \$13,332.00, however the value of the large community event and following trend of previous funding the panel recommended support to the value of \$20,000. The organisation will have to liaise with Bev Marston regarding COVID-19 restrictions and regulations.
		\$ 411,225.00	\$ 101,300.00	\$67,000.00	

10.4 HERITAGE VILLAGE - OPERATIONAL REVIEW AND BUSINESS PLAN DEVELOPMENT

File No: 11025

Attachments:

1. [Project Scope](#)
2. [Project Plan](#)

Authorising Officer: Evan Pardon - Chief Executive Officer

Author: Damon Morrison - Manager Office of the Mayor

SUMMARY

This report details the proposed scope and project plan of the review of the existing business operations of the Heritage Village and development of a business plan for the facility for consideration and adoption.

OFFICER'S RECOMMENDATION

THAT Council receive the report and endorse the implementation of the operational review and business plan development in line with the proposed scope and project plan summary detailed as per attachment 1 and 2 of the report.

COMMENTARY

A review of the existing business operations of the Heritage Village and development of an ongoing business plan for Council's further consideration is currently underway.

An initial methodology and anticipated timeframe for undertaking the review process has been developed which has been informed by the direction and parameters for investigation set by Council via the 2020-21 Operational Plan and adopted budget, together with feedback received from the preliminary workshop undertaken with Council on 16 July 2020.

Based on this preliminary direction and parameters, the scope of the review and business plan development is proposed as detailed in attachment 1 and 2 for consideration by Council.

BACKGROUND

On 23 June 2020 Council resolved the ongoing operating hours of a range of Council facilities in light of COVID-19 which included the closure of the Heritage Village to the public for a period of 12 months to allow for a review of the existing business operations of the facility and development of a business plan.

An internal project working group has subsequently been established with the purpose of undertaking the review process and development of a business plan for Council's further consideration.

PREVIOUS DECISIONS

At its Ordinary Meeting on 23 June 2020 Council resolved:

1. THAT the report be received and operating hours for Council facilities below be endorsed however it should be noted that all reopenings are subject to the State Government Roadmap to Easing Restrictions continuing as planned.

Facility	Opening Hours
Heritage Village	Closed – for a period of 12 months with a possible earlier re-opening
Heritage Village – Function Centre (Shearing shed)	Closed – current wedding bookings only

3. THAT Council insert \$1,000,000 into the draft budget for Capital for the Heritage Village split over 2 years.

4. THAT Council continue to engage with volunteers at the Heritage Village and welcome their participation during the closure.

BUDGET IMPLICATIONS

The business model review of the Heritage Village is being managed internally. Budgetary implications associated with the review process will be referred to Council for further consideration and will take into account the overall budgetary situation of Council and allocated capital and in line with proposed targets for future operational budget expenditure.

LEGISLATIVE CONTEXT

Nil

LEGAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Staffing implications will be considered as part of the business review and planning process and reported to Council accordingly.

RISK ASSESSMENT

Nil

CORPORATE/OPERATIONAL PLAN

Operational Plan - 2020-2021 – section 2.1.6:

“Develop a Business Plan for the Heritage Village that rebrands and revitalises the venue that will create a space for events and a facility that attracts visitors to the Region.”

CONCLUSION

A number of stages have been identified and proposed to undertake a review of the existing business operations of the facility and development of a business plan. Subject to the outcomes of preliminary investigations and Council's direction, additional steps and inquiries may be required. It is recommended that Council endorse the project scope and implementation of the business review in line with the attachment 1 and 2 of the report.

HERITAGE VILLAGE - OPERATIONAL REVIEW AND BUSINESS PLAN DEVELOPMENT

Attachment 1 - Project Scope

Meeting Date: 11 August 2020

Attachment No: 1

ROCKHAMPTON HERITAGE VILLAGE

PROJECT SCOPE

PROJECT SCOPE/SUMMARY

Develop a business plan for the Heritage Village that is based upon addressing the critical operational prerequisites of running a community, events and tourist attraction supplemented by proposals for the future appearance, layout, content, value-added components and branding of the Heritage Village to increase the number of visitors to the facility.

As part of the scope a number of key considerations of Council are assumed:

- The ongoing operating model (including days of operations) of the facility will take into account:
 - staffing requirements, volunteer participation and community safety;
 - site & building legislative requirements;
 - Council's financial requirements/targets.
- Broad external stakeholder engagement will be undertaken once Council has approved a preferred option(s) for the business operations of the facility to test feasibility and enable refinements to be undertaken

A project plan has been developed based on this proposed scope and assumptions above outlining the methodology as series of specific tasks and overlaying this with a process to reporting to Council for appropriate strategic direction and decision making.

It is estimated that the review process will take approximately four months duration and be broadly undertaken across 5 distinct stages

STAGES

Stage 1 – Project Inception

Initial project inception has been completed, save for adoption of the proposed project plan by Council and finalising the return of the Heritage Village volunteers to the facility.

Arrangements for the return of the volunteers to the Heritage Village will include appropriate inductions to be undertaken and the development of a roster to ensure that Council are able to provide appropriate support, match previous roles undertaken by individual volunteers on site with the tasks in which Council requires immediate assistance. At least initially, the return of the volunteers is proposed to be on a reduced basis (one day per week) to take into account operational requirements.

Stage 2 – Investigations

A thorough appraisal of where the business operations of the Heritage Village is positioned at the present time has commenced. This is a critical step as all subsequent work, including the validity and value of future plans, options, financial decisions and stakeholder engagement, are completely dependent on the accuracy of this appraisal. It is considered that there will be a number of elements to investigate as part of this task, including:

- Understanding the existing characteristics and offer of the Heritage Village, including current appearance, signage, layout and legibility, and content;
- Investigating Council records regarding building and services condition and capacity, specifically in relation to buildings with current or potential future public or staff usage;
- Engaging with Heritage Village staff to determine operational opportunities and challenges;
- Comparing the Heritage Village against similar establishments in Queensland and beyond to understand the market, competition, and best & worst practice in terms of pricing, offer, events, management and marketing;
- Assessing the current and emerging local, regional and national tourism markets, and the most up-to-date industry expectations of the impacts of Covid-19.

These investigations will provide the evidence base for initiating an options development process (stage 3).

As part of the project planning to date, it is estimated that these preliminary investigations will take 4-6 weeks to complete; recognising further specialist work may be required if potential gaps in necessary information are identified.

Stage 3 – Options Development

Once the investigations are broadly complete, the review process will transition into the development of options for an ongoing business plan of the Heritage Village. This work will be focused on fusing the findings of the investigations with the strategic objectives and parameters given by Council to determine what specific elements can be considered.

At this stage, it is envisioned the elements that will form part of the options will include:

- Upgrades to key buildings (addressing any compliance or key practical issues);
- Capacity of services;
- Gateway and boundary treatments;
- Signage, layout and legibility;
- Planting, shading and site accessibility;
- Parking;
- Inventorying and potential deaccessioning;
- Events hosting (commercial, educational, community);
- Pricing, concessions and marketing;
- Staffing and volunteering arrangements;
- Ongoing management of animals located at the Heritage Village;
- Potential additional uses (e.g. visitor information).

Stage 4 – Costing and Cost Benefit Analysis

Working within Council's guidance, financial parameters and the impacts of findings from the investigative tasks, a broad framework of likely costs and benefits of addressing each of these elements (and potentially others that may arise) and workshopped with Council to determine where priorities lie and which combination of interventions and improvements provides the optimal way forward (i.e. the preferred option (or options)). This can then be more rigorously tested, including through engaging key internal and external stakeholders, to ensure it is a feasible approach.

Stage 5 – Preferred Option Refinement and Delivery Plan

Production of a preferred option(s) approved by Council which could then be subject to key external stakeholders and inputs beyond the business review process, with Council confident they are consulting upon realistic and sustainable concepts having addressed the underlying fundamental challenges. A final business plan and associated implementation model will be presented to Council for adoption.

MILESTONES

Stage 1 – 17 August 2020

Stage 2 – 31 August 2020

Stage 3 – 9 October 2020

Stage 4 – 23 October 2020

Stage 5 – 11 December 2020

REPORTING

Fortnightly updates to Council will be undertaken via Councillor Information Briefings with a minimum of two further workshops proposed (further workshops available to be scheduled as required) to inform the strategic direction and options for consideration.

HERITAGE VILLAGE - OPERATIONAL REVIEW AND BUSINESS PLAN DEVELOPMENT

Attachment 2 - Project Plan

Meeting Date: 11 August 2020

Attachment No: 2

Project Name	Rockhampton Heritage Village Business Review		
Project Sponsor	Damon Morrison		
Project Lead	Paul Walling / Ann Davie		
Op. Plan Code	2.1.6: Develop a Business Plan for HV by 31 December 2020		
Start Date	13-Jul	Project Plan Version:	1
End Date	18-Dec		

Tasks	Lead Officer(s)	Start	End	Status	13-Jul	20-Jul	27-Jul	03-Aug	10-Aug	17-Aug	24-Aug	31-Aug	07-Sep	14-Sep	21-Sep	28-Sep	05-Oct	12-Oct	19-Oct	26-Oct	02-Nov	09-Nov	16-Nov	23-Nov	30-Nov	07-Dec	14-Dec	
Stage 1: Project Inception																												
Initiation Meeting	DM	13-Jul	13-Jul	Complete																								
Operational Plan Sign Off	Council	14-Jul	14-Jul	Complete																								
Workshop Preparation	PW	13-Jul	15-Jul	Complete																								
Initial Council Workshop	PW	16-Jul	16-Jul	Complete																								
Define BRG Responsibilities	DM/PW	20-Jul	31-Jul	Complete																								
Facilitate return of volunteers	JW	27-Jul	17-Aug	Ongoing																								
Council Endorsement of Project Plan	DM / PW	27-Jul	11-Aug	Ongoing																								
Stage 2: Investigations																												
Assembling Data	BRG	13-Jul	07-Aug	Ongoing																								
Competitors / Comparisons	PW	20-Jul	31-Jul	Ongoing																								
Site Visit	JW	27-Jul	07-Aug	Scheduled																								
Site Review (planning, legal)	PW	27-Jul	07-Aug	Ongoing																								
Assessment of Existing Assets	JW	27-Jul	07-Aug	Ongoing																								
Staff Engagement & Ideas	DM/JW	03-Aug	14-Aug	Ongoing																								
Target Market Identification	AP	10-Aug	21-Aug	To do																								
Local Socio. Demos. Analysis	AP	10-Aug	21-Aug	To do																								
SWOT Analysis - Focus Areas	BRG	17-Aug	28-Aug	To do																								
Interim Council Workshop	DM	21-Aug	28-Aug	To do																								
S2 Council Info Briefings	DM	27-Jul	17-Aug	To do																								
Stage 3: Optioneering																												
Scope Options Based On SL2	BRG	24-Aug	28-Aug	To do																								
Servicing	TBC	31-Aug	18-Sep	To do																								
Parking & Access	TBC	31-Aug	18-Sep	To do																								
Gateway	TBC	31-Aug	18-Sep	To do																								
Boundary Treatments	TBC	31-Aug	18-Sep	To do																								
Layout	TBC	31-Aug	18-Sep	To do																								
Signage	TBC	31-Aug	18-Sep	To do																								
Lighting & Security	TBC	31-Aug	18-Sep	To do																								
Planting & Shelter	TBC	31-Aug	18-Sep	To do																								
Building & Facilities	TBC	31-Aug	18-Sep	To do																								
Leases & Concessions	TBC	31-Aug	18-Sep	To do																								
Events - Commercial	TBC	31-Aug	18-Sep	To do																								
Events - Educational	TBC	31-Aug	18-Sep	To do																								
Events - Interim (Covid-19)	TBC	31-Aug	18-Sep	To do																								
Tourist Information	TBC	31-Aug	18-Sep	To do																								
Volunteers Strategy	TBC	18-Sep	02-Oct	To do																								
Animal Management	TBC	18-Sep	02-Oct	To do																								
Staffing	TBC	18-Sep	02-Oct	To do																								
Inventorying	TBC	18-Sep	02-Oct	To do																								
Deaccessioning	TBC	18-Sep	02-Oct	To do																								
Engagement & Marketing	TBC	18-Sep	02-Oct	To do																								
Option Assembly	BRG	28-Sep	09-Oct	To do																								
S3 Council Info Briefings	DM	24-Aug	09-Oct	To do																								
Stage 4: Costing & Cost Benefit Analysis																												
Broad Costing of Options	TBC	05-Oct	16-Oct	To do																								
CBA: Tourism, Community	TBC	12-Oct	23-Oct	To do																								
Revised Scoring	BRG	19-Oct	23-Oct	To do																								
Interim Council Workshop	DM	19-Oct	23-Oct	To do																								
Stage 5: Preferred Option Refinement & Delivery Plan																												
Refining Preferred Option	BRG	26-Oct	31-Oct	To do																								
Key Stakeholder Engagement	BRG	02-Nov	20-Nov	To do																								
Draft Operational Plan	BRG	16-Nov	27-Nov	To do																								
Marketing & Comms Plan	BRG	16-Nov	27-Nov	To do																								
Financial Delivery Strategy	BRG	23-Nov	04-Dec	To do																								
Finalisation of Business Plan	BRG	30-Nov	11-Dec	To do																								
Council Endorsement of Business Plan	BRG	07-Dec	13-Dec	To do																								
S5 Council Info Briefings	DM	02-Nov	20-Nov	To do																								
Project Slippage Allowance	N/A	14-Dec	18-Dec	To do																								

INFRASTRUCTURE

No items for consideration

PLANNING AND REGULATION

No items for consideration

SPORTS, PARKS AND PUBLIC SPACES

No items for consideration

WASTE AND WASTE TO RESOURCE IMPLEMENTATION

10.5 RECYCLABLES PROCESSING SERVICE CONTRACT UPDATE REPORT

File No: 1857
Attachments: Nil
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Michael O'Keeffe - Manager Rockhampton Regional Waste and Recycling

SUMMARY

The purpose of this report is to authorise Council to enter into a contractual arrangement with Kriaris Transport Pty Ltd pursuant to Section 235(b) Other exceptions of the Local Government Regulation 2012 for recyclable processing services until the commencement of the new Material Recovery Facility and regional agreement, which is anticipated to commence by 01 January 2024.

OFFICER'S RECOMMENDATION

THAT pursuant to s235(b) of the *Local Government Regulation 2012*, Council approves the use of Kriaris Transport Pty Ltd for recyclables processing services until the new Material Recovery Facility is procured and a regional agreement is established.

BACKGROUND

Council has a longstanding collaborative arrangement with Central Highlands Regional Council, Gladstone Regional Council and Livingstone Shire Council supporting a contractual arrangement with Orora (and subsequently Kriaris Transport Pty Ltd) for the operation of a Materials Recovery Facility (MRF).

Ongoing discussions regarding materials recycling proposals and options with the other councils have delayed the procurement process necessary for the establishment of new MRF. Working through the requirement to apply to the ACCC has also contributed to the delay. This report seeks approval for the continued use of Kriaris Transport Pty Ltd (Kriaris) to allow sufficient time to for potential Tenderers to establish a new MRF.

COMMENTARY

Contract documents were drafted which required discussions with Central Highlands Regional Council (CHRC), Gladstone Regional Council (GRC) and Livingstone Shire Council (LSC).

Due to these regional discussions, this has necessitated authorisation from the Australian Competition and Consumer Commission (ACCC) to receive statutory protection from legal action under the Competition and Consumer Act.

A joint application for authorisation to collaborative procure recyclables processing services has now been submitted to the ACCC requesting authorisation to enter a contract for up to three (3) years for these services. The Councils will also need to apply to the ACCC for authorisation prior to entering into the procurement process to procure a new MRF.

As a result, the procurement timeframe for a new MRF is now estimated to be three to four years, including obtaining authorisation from the ACCC, tendering, evaluation, award, design, construction and commissioning through to operation. Therefore, under s235(b) of the Local Government Regulation (2012), it would be impractical (in the short term) to seek alternative services of this specialised nature until a procurement process could be undertaken.

To ensure continuity of service during the procurement process, this report seeks approval for the continued provision of these services from Kriaris until the commencement of the new MRF Agreement, which is anticipated to commence by 01 January 2024.

The table below presents the proposed timeline approach to ensure the continuation of processing of recyclable materials and to allow a full procurement process for a long-term MRF contract:

Description	Calendar Years					
	2019	2020	2021	2022	2023	2024
Orora MRF Agreement						
Kriaris MRF Agreement						
Procurement Process						
New MRF Agreement						

PREVIOUS DECISIONS

On 26 February 2019, a report titled Recyclables Processing Service Contract Update Report was presented to Council recommending that Council agrees to enter into a one (1) year agreement from 1 January 2021 to 31 December 2021 (with a one (1) year extension option) with Kriaris for kerbside recyclables processing services on terms to be agreed in accordance with section 235 of the *Local Government Regulation 2012*.

Accordingly, it was resolved on 5 March 2019;

That Council authorise the Chief Executive Officer to proceed in the manner as outlined within the report and the resolution was adopted on 5 March 2019.

BUDGET IMPLICATIONS

There are no perceived budget implications as any negotiated agreement with Kriaris would be within our current budget allowance.

LEGAL IMPLICATIONS

Local Government Regulation (2012), s235 - *Other exceptions*

A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if—“

- (a) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders;”*

COMMUNICATION AND CONSULTATION (INTERNAL/EXTERNAL)

Internal consultation has been undertaken with:

- Council - Legal and Governance
- Council - Procurement & Logistics

External Consultation has been undertaken with:

- Gladstone Regional Council, Livingstone Shire Council and Central Highlands Regional Council
- Kriaris

CORPORATE/OPERATIONAL PLAN

Section 3 Environment of the Corporate Plan 2017-2022, sub-clause 3.1.6 - Reduce the amount of waste generated in the Region per capita. In line with this provision and Council's Waste Reduction and Recycling Plan reducing waste to landfill by recycling and management of resources align with plan objectives. The activities of this report will assist Council in meeting this operational target.

CONCLUSION

This report recommends Council approves the continued use of Kriaris for recyclables processing services to allow for continuity of service whilst a new MRF is procured and a regional agreement is established.

WATER AND SUPPORTING A BETTER ENVIRONMENT

10.6 FRW ANNUAL PERFORMANCE PLAN AS AT 30 JUNE 2020

File No:	1466
Attachments:	1. Customer Service Standards as at 30 June 2020 ↓
	2. Customer Service and Financial Targets as at 30 June 2020 ↓
	3. Non Compliance Comments as at 30 June 2020 ↓
Authorising Officer:	Peter Kofod - General Manager Regional Services
Author:	Jason Plumb - Manager Fitzroy River Water

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 2019/20 Performance Plan. This report as at 30 June 2020 is presented for Council's information.

OFFICER'S RECOMMENDATION

THAT the Fitzroy River Water Annual Performance Plan quarterly report as at 30 June 2020 be received.

Commentary

The Fitzroy River Water Annual Performance Plan quarterly report as at 30 June 2020 is attached for Council's information.

Background

Fitzroy River Water (FRW) is required to provide a quarterly report on its performance against financial and non-financial performance targets and key strategies as adopted in the Annual Performance Plan for 2019/20.

FRW has legislative obligations to report to various external agencies and stakeholders. The data in these reports is presented based on water and sewerage schemes. The format of reporting actual non-financial performance against targets in accordance with the requirements of the Annual Performance Plan has been modified to be consistent with the external reporting requirements and is presented in Attachment 1.

Manager's Overview

FRW's performance during the fourth quarter has generally been of a very high standard. Non-compliances were recorded against five of the 22 Customer Service Standards indicators. These non-compliances show in most instances that FRW missed achieving specific performance targets within the Customer Service Standard by a relatively small margin. Some of this reduced performance was in part due to the various measures implemented for COVID-19 although generally speaking FRW continued its reactive maintenance activities largely unchanged during this period.

Strong performance was again recorded for the majority of the Customer Service Standard indicators. In particular, FRW continues to maintain a very high standard of compliance with legislative standards and national guidelines for water quality in both water and sewerage operations.

Progress with the delivery of the capital program has been significantly impacted by the COVID-19 event with both internally and externally delivered capital works behind schedule.

Customer Service Performance

FRW has an internal service level agreement with Corporate Services for the provision of customer service related functions including:

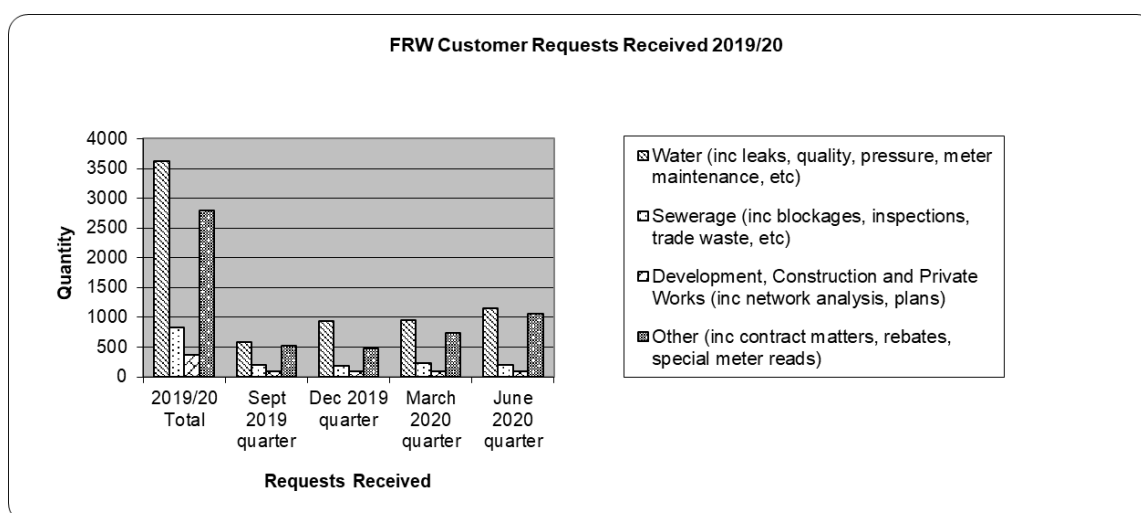
1. Face to Face Customer Support.
2. 24 Hour Telephone Contact Service.
3. Acceptance of Payment.

The following table summarises customer contacts made via the telephone and face to face at the Council Customer Service Centres. These customer contacts are then addressed by FRW.

Table 1: Customer Contact

4th quarter – 1 April 2020 to 30 June 2020

Customer Contact Type	4th Quarter 2019/20	4th Quarter 2018/19	Total 2019/20 FY	Total 2018/19 FY	Total 2017/18 FY
Water (incl. leaks, quality, pressure, water meter maintenance, etc)	1,151	654	3,618	2,662	2,938
Sewerage (incl. blockages, trade waste etc)	202	190	825	837	765
Development, Construction and Private Works	87	148	370	397	325
Other (incl. contract matters, rebate, special meter reads, etc)	1,055	477	2,800	3,569	1,971
Total Customer Contacts	2,495	1,469	7,613	7,465	5,999



Financial Performance
Operational

The operational report does not contain all final end of month entries or end of financial year entries such as revenue and expenditure accruals, interest allocations and final depreciation and overhead allocations.

Revenue is currently 101.9% of the 2019/2020 Monthly Budget Review.

Gross water consumption revenue is 99.6% of the Monthly Budget Review. All water consumption for 2019-2020 has been billed. Billed water consumption is in excess by approximately 9.3% compared to the same period last year. Gross water access charges are slightly below target and sewerage access charges slightly above target. Bulk water sales are above target influenced by high water consumption at the Caves and Rockhampton-Yeppoon pipeline water supply schemes and an excess access charge in the order of \$500k. Private works revenue is above target by 31%. Fees and charges revenue is ahead of target due to increased metered standpipe hire charges and trade waste activities.

Expenditure year to date is 103.4% of the 2019/2020 Monthly Budget Review. Several expenditure streams are exceeding target, being employee costs, materials and plant/contractors and administrative expenses.

As previously mentioned, some major maintenance activities and timing of safety and compliance servicing is the main reason for materials and plant exceeding target. Administrative expenses is due to IT support for new metering system not previously budgeted and purchase of minor equipment. Employee costs is partially attributed to COVID-19 costing to default payroll and timesheet employees remaining on exception which is also costed to operations. The net position of FRW is 96.1% and will be slightly less after final end of year expenditure accruals have been processed, which will be in the order of \$600k shortfall.

There are no other material exceptions to report.

Capital

The capital report does not contain all final end of month entries or end of financial year entries such as accruals and final overhead allocations.

Capital expenditure is below the percentage of year elapsed at 94.4% in comparison to the 2019/2020 Monthly Budget Review. Expenditure for the quarter was \$2.0M. This represents a drop of approximately 38% compared to the same period last year. This drop can be attributed to the delay in commencement of some large contract capitals projects due to the COVID-19 and Council elections and the implementation of caretaker mode.

Water YTD 90.7% and Sewer YTD 101.2%.

Networks YTD 109.1% and Treatment YTD 75.5%.

The areas of prominent activity are the NRSTP augmentation design, Jardine Park and Hadgraft Street SPS renewals, Gracemere water main extensions, Barrage gate height increase, Sewer refurbishments and Water Main Replacement programs.

There are no other material exceptions to report.

Compliance Matters

Drinking Water Quality

Drinking water quality across the region remained at a very high standard. It has now been almost five years since a drinking water quality incident was recorded. Raw water quality in the Fitzroy River Barrage has remained relatively constant since the river flows in early 2020 with little sign of an early start to the development of cyanobacteria. All drinking water quality parameters have consistently complied with State legislation or Australian guideline standards. Drinking water quality complaints have remained at relatively low levels throughout this period. FRW is currently undertaking an external audit of its Drinking Water Quality Management Plan which according to the *Water Supply (Safety and Reliability) Act 2008* is required every four years.

Variations / Concerns

While the significant amount of rainfall in most parts of the Fitzroy Basin resulted to the rapid increase in the Barrage storage level to 100%, the ongoing lack of significant rainfall in the Mount Morgan area has contributed to the steady declining storage level in Mount Morgan No. 7 Dam.

With Level 4 Water Restrictions in place in Mount Morgan during this period the community has responded well to limit their water consumption to the target level. It is hoped that the forecast weak *La Nina* event in Spring and early Summer will bring rainfall and help to replenish the water supply in No. 7 Dam.

Safety Management

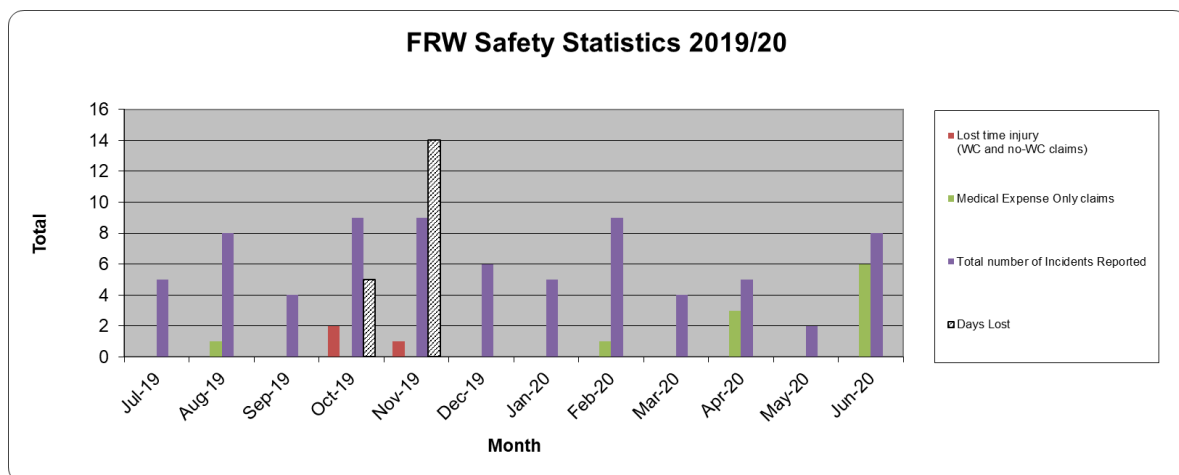
The safety statistics shown in Table 2 indicate the safety performance in the workplace. Safety initiatives include regular FRW management site audits, hazard inspections, risk assessments, staff toolbox talks and the FRW Safety Committee. Safety performance during this quarter was generally of a high standard with zero Lost Time Injuries sustained. An increased number of safety incidents were reported although the majority of these were relatively minor in nature and only involved minor injuries or asset damage. A number of task specific safety training sessions have been completed during this period to help ensure that staff receive up to date information in the management of workplace safety.

Table 2: Safety Statistics

Please be advised that the data recorded in this report is accurate at the time of compilation. As this information is sourced from a live database, changes will occur as required when amendments or upgrades are made to injury severities including lost and rehabilitation days.

4th quarter – 1 April 2020 to 30 June 2020

Safety Statistics	4th Quarter 2019/20	4th Quarter 2018/19	Total 2019/20 FY
Days Lost	0	22	19
Lost time injury (WC and non-WC claims)	0	3	3
Medical Expense Only	9	0	11
Total Number of Incidents Reported	15	11	74



Risk Management

FRW’s continued involvement in the development and implementation of a new Council-wide asset management system is helping to ensure that this new asset and maintenance management system will meet FRW’s requirements for the completion of planned and reactive maintenance tasks as well as improving the management of water and sewerage assets. The implementation of this new system was originally scheduled for 1 July but has been delayed due to ongoing system development challenges.

FRW has now completed the detailed design for the Stage 1 augmentation of the North Rockhampton STP using majority Queensland Government funding. Augmentation of this STP to 75,000 equivalent persons (EP) will ensure that it can meet the future needs of the community in North Rockhampton.

The design and construction of a recycled water supply scheme and improved biosolids management at the South Rockhampton STP have continued during this quarter, although commencement of construction activities using internal labour has been delayed slightly due to the COVID-19 event. Each of these projects is an important part of the ongoing risk-based approach being taken to ensure that FRW's sewage treatment activities can continue to remain compliant with environmental regulatory requirements well into the future.

Conclusion

Performance throughout this quarter has generally been of a high standard with good performance against most key reporting metrics in the adopted Customer Service Standards. Safety performance remains a high priority with improving the ability to identify and control workplace hazards a major focus in trying to reduce the number of workplace injuries. FRW's progress in delivering the capital program has been disrupted by COVID-19 although good progress has been made with the planning and design for key capital projects that will be delivered in the coming years.

FRW ANNUAL PERFORMANCE PLAN AS AT 30 JUNE 2020

Customer Service Standards as at 30 June 2020

Meeting Date: 11 August 2020

Attachment No: 1

Fitzroy River Water Performance Plan - Customer Service Standards Year to Date Reporting as at 30 June 2020

Non-Financial Performance Targets

Table Reference	CSS Reference	Performance indicator	Potable Water Schemes						Potable Water Schemes					
			Rockhampton and Gracemere Water Supply Scheme Number of access charges - 38,346 as at January 2020						Mt Morgan Water Supply Scheme Number of access charges - 1,509 as at January 2020					
			1st qtr	2nd qtr	3rd qtr	4th qtr	Annual Target	Year to Date	1st qtr	2nd qtr	3rd qtr	4th qtr	Annual Target	Year to Date
Table 1 Water - Day to Day Continuity	CSS1	Extent of unplanned interruptions - connections based (no. per 1,000 connections per year)	12	6	25	13	<80	56	3	1	3	4	<80	11
	CSS2	Extent of unplanned interruptions - incidents based (no. per 100 km of main per year) Rockhampton and Gracemere 777 km Mount Morgan 71 km	12	20	32	18	<30	82	4	1	4	6	<30	15
	CSS3	Time for restoration of service - unplanned interruptions (% restored within 5 hours)	100%	100%	100%	100%	>90%	100%	100%	100%	100%	100%	>90%	100%
	CSS4	Customer interruption frequency:												
		1 interruption per year	1.51%	0.92%	3.36%	1.34%	12%	7.13%	0.13%	ND	3.71%	0.39%	12%	4.23%
		2 interruptions per year	0.14%	0.03%	0.08%	0.02%	2%	0.27%	ND	ND	ND	ND	2%	0.00%
		3 interruptions per year	ND	ND	ND	ND	1%	0.00%	ND	ND	ND	ND	1%	0.00%
		4 interruptions per year	ND	ND	ND	ND	0.50%	0.00%	ND	ND	ND	ND	0.50%	0.00%
		5 or more interruptions per year	ND	ND	ND	ND	0.25%	0.00%	ND	ND	ND	ND	0.25%	0.00%
	CSS5	Relative incidence of planned and unplanned interruption incidents (% of planned versus total number of interruptions)	9%	5%	6%	2%	>30%	6%	0%	ND	ND	ND	>30%	0%
	CSS6	Average interruption duration - planned and unplanned (hours)	3.31	1.89	2.23	3.91	3 hrs	2.84	0.13	0.17	1.07	0.32	3 hrs	0.42
	CSS7	Response time												
		Priority 1 – 1 hour response	94%	95%	93%	96%	95%	95%	100%	100%	ND	100%	95%	100%
		Priority 2 – 2 hours response	92%	92%	98%	96%	95%	95%	67%	100%	89%	100%	95%	89%
	Priority 3 – 24 hours response	99%	99%	100%	99%	95%	99%	100%	100%	100%	100%	95%	100%	
	Restoration time													
	Priority 1 – 5 hours restoration	99%	91%	93%	91%	95%	94%	100%	100%	ND	100%	95%	100%	
	Priority 2 – 24 hours restoration	90%	98%	100%	100%	95%	97%	78%	92%	100%	100%	95%	93%	
	Priority 3 – 5 days restoration	98%	99%	100%	100%	95%	99%	100%	100%	100%	100%	95%	100%	

Table Reference	CSS Reference	Performance indicator	Potable Water Schemes						Potable Water Schemes					
			Rockhampton and Gracemere Water Supply Scheme Number of access charges - 38,346 as at January 2020						Mt Morgan Water Supply Scheme Number of access charges - 1,509 as at January 2020					
Table 2 Adequacy and Quality of Normal Supply of Water Supply	CSS8	Minimum pressure standard at the water meter (kPa)	220	220	220	220	220 kPa	220	220	220	220	220	220 kPa	220
	CSS9	Minimum flow standard at the water meter	9	9	9	9	9 L/min	9 L/min	9	9	9	9	9 L/min	9 L/min
	CSS10	Connections with deficient pressure and/or flow (% of total connections)	0.3%	0.3%	0.3%	0.3%	<2.5%	0.3%	2.0%	2.0%	2.0%	2.0%	<2.5%	2.0%
	CSS11	Drinking water quality (compliance with industry standard)	100%	100%	100%	100%	>98%	100%	100%	100%	100%	100%	>98%	100%
	FRW's Drinking Water Quality Management Plan identifies the following key water quality parameters as reference indicators for customer service purposes: Physical and Chemical Water Quality Parameters - Target: >99% of all samples tested compliant with Australian Drinking Water Guidelines and E.coli - Target: None detected in >98% of all samples tested													
	CSS12	Drinking water quality complaints across all Water Supply Schemes (number per 1,000 connections)	0.29	0.28	0.26	0.48	<5	1.31	These figures are combined with the Rockhampton and Gracemere figures to give a total across all water supply schemes.					
	CSS13	Drinking water quality incidents (number per 1,000 connections)	0	0	0	0	<5	0	0	0	0	0	<5	0

Table Reference	CSS Reference	Performance indicator	Potable Water Schemes						Potable Water Schemes					
			Rockhampton and Gracemere Water Supply Scheme Number of access charges - 38,346 as at January 2020						Mt Morgan Water Supply Scheme Number of access charges - 1,509 as at January 2020					
			1st qtr	2nd qtr	3rd qtr	4th qtr	Annual Target	Year to Date	1st qtr	2nd qtr	3rd qtr	4th qtr	Annual Target	Year to Date
Table 3 Long Term Continuity of Water Services	CSS14	Water main breaks (number per 100 km main) Rockhampton and Gracemere 777 km Mount Morgan 71 km	2	4	3	2	<40	11	1	0	1	0	<40	2
	CSS15	Water services breaks (number per 1,000 connections)	4	5	7	6	<40	22	2	8	3	8	<40	21
	CSS16	System water loss (litres per connection per day)	122	159	289	209	< 200 L	195	113	103	98	75	< 200 L	97

Table Reference	CSS Reference	Performance indicator	Sewerage Schemes						Sewerage Schemes					
			Rockhampton and Gracemere Sewerage Scheme Number of access connections - 52,007 as at January 2020						Mt Morgan Sewerage Scheme Number of access connections - 557 as at January 2020					
			1st qtr	2nd qtr	3rd qtr	4th qtr	Annual Target	Year to Date	1st qtr	2nd qtr	3rd qtr	4th qtr	Annual Target	Year to Date
Table 4 Effective Transportation of Sewage	CSS17	Sewage overflows – total (number per 100 km main) Rockhampton and Gracemere 724 km Mount Morgan 15 km	13.31	12.34	15.33	12.98	<30	53.96	ND	ND	ND	ND	<10	0
	CSS18	Sewage overflows to customer property (number per 1,000 connections)	1.85	1.71	2.13	1.81	<10	7.5	ND	ND	ND	ND	<5	0
	CSS19	Odour complaints (number per 1,000 connections)	0.15	0.21	0.44	0.04	<1	0.84	These figures are combined with the Rockhampton and Gracemere figures to give a total across all sewage supply schemes.					
	CSS20	Response time												
		Priority 1 – 1 hour response	80%	100%	93%	82%	>95%	89%	ND	ND	ND	ND	>95%	0%
		Priority 2 – 2 hours response	92%	98%	96%	97%	>95%	96%	ND	ND	ND	ND	>95%	0%
		Priority 3 – 24 hours response	100%	100%	100%	100%	>95%	100%	ND	ND	ND	ND	>95%	0%
		Restoration time												
		Priority 1 – 5 hours restoration	93%	97%	94%	100%	>95%	96%	ND	ND	ND	ND	>95%	0%
		Priority 2 – 24 hours restoration	98%	98%	99%	99%	>95%	99%	ND	ND	ND	ND	>95%	0%
	Priority 3 – 5 days restoration	100%	97%	100%	100%	>95%	99%	ND	ND	ND	ND	>95%	0%	
Table 5 Long Term Continuity of Sewerage Services	CSS21	Sewer main breaks and chokes (number per 100 km main) Rockhampton and Gracemere 724 km Mount Morgan 15 km	4.99	4.58	6.08	3.18	<50	18.83	ND	ND	ND	ND	<20	0
	CSS22	Sewer inflow and infiltration (ratio of Peak Day Flow to Average Day Flow)	1.48	1.23	2.59	1.46	<5	1.69	1.49	1.68	1.59	1.43	<5	1.55

Reference Codes

A blank field should contain one of the following:

- a. 0 (zero)
- b. ND (no data is available, although the indicator is relevant)
- c. NR (not relevant; the indicator is not relevant to that scheme)

FRW ANNUAL PERFORMANCE PLAN AS AT 30 JUNE 2020

Customer Service and Financial Targets as at 30 June 2020

Meeting Date: 11 August 2020

Attachment No: 2

Fitzroy River Water Performance Plan - Customer Service Standards Year to Date Reporting as at 30 June 2020 (cont)

Customer Service Targets

Table Reference	Performance indicator	1st qtr	2nd qtr	3rd qtr	4th qtr	Target	Year to Date
Table 6	Installation of new water connections (within the water service area)	76%	94%	78%	90%	15 working days	85%
	Installation of sewerage connections (within the sewerage area)	75%	44%	25%	33%	15 working days	44%
	Complaints (excluding maintenance of water and sewerage services) – advise outcome	100%	100%	100%	100%	20 working days	100%

Financial Performance Targets

Table Reference	Performance indicator	1st qtr date reported	2nd qtr date reported	3rd qtr date reported	4th qtr date reported	Target
Table 7	RRC Operational Plan Reporting Frequency: quarterly	15/10/2019	17/01/2020	15/04/2020	14/07/2020	Initiatives successfully completed by year end
	Operating Budget Reporting Frequency: quarterly or when variations arise	30/09/2019	31/12/2019	31/03/2020	30/06/2020	Conduct all activities in accordance with required timelines and budget
	Annual Revenue Reporting Frequency: quarterly or when variations arise	30/09/2019	31/12/2019	31/03/2020	30/06/2020	Timely reporting of any significant variations to budget revenue and collection timing
	Capital Works Reporting Frequency: quarterly or when variations arise	30/09/2019	31/12/2019	31/03/2020	30/06/2020	Completion of capital program in accordance with adopted timeframe and budget (within 3%)

Customer and Financial

FRW ANNUAL PERFORMANCE PLAN AS AT 30 JUNE 2020

Non Compliance Comments as at 30 June 2020

Meeting Date: 11 August 2020

Attachment No: 3

Customer Service Standards - Non Compliance Comments for the 30 June 2020 Quarter

Table Reference	CSS Reference	Scheme	Comment
Table 1 Water - Day to Day Continuity	CSS2	Rockhampton and Gracemere Water Supply Scheme	A total of 95 unplanned incidents affecting 312 connections for the quarter has contributed to this result.
	CSS5	Rockhampton and Gracemere Water Supply Scheme	A significant reduction in the number of planned interruptions during water main construction projects is the main contributor to this result, along with continued interruptions associated with reactive repairs. The reduction in planned interruptions is due to the nature of current water main construction activities requiring less isolations to install connections to the existing reticulation network.
	CSS7	Rockhampton and Gracemere Water Supply Scheme	Response P1 - Total of 173 requests with 163 being responded to within 1 hour over the 3 months.
	CSS7	Mount Morgan Water Supply Scheme	Restoration P2 - Total of 45 requests with 41 being responded to within 24 hours over the 3 months.
	CSS17	Rockhampton and Gracemere Sewerage Scheme	A total number of 491 blockages and 283 overflows for the year.
Table 4 Effective Transportation of Sewage	CSS20	Rockhampton and Gracemere Sewerage Scheme	Response P1 - Total of 45 requests with 43 being responded to within 1 hour over the 3 months.

BUDGET, GOVERNANCE AND OTHER MATTERS

No items for consideration

11 NOTICES OF MOTION

Nil

12 QUESTIONS ON NOTICE

Nil

13 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.

14 CLOSURE OF MEETING