ORDINARY MEETING

AGENDA

27 JANUARY 2015

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 27 January 2015 commencing at 9.00am for transaction of the enclosed business.

CHIEF EXECUTIVE OFFICER
22 January 2015

Next Meeting Date: 10.02.15

Please note:

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	**OPENING**	**1**
2	**PRESENT**	**1**
3	**APOLOGIES AND LEAVE OF ABSENCE**	**1**
4	**CONFIRMATION OF MINUTES**	**1**
5	**DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA**	**1**
6	**BUSINESS OUTSTANDING**	**2**
	NIL	2
7	**PUBLIC FORUMS/DEPUTATIONS**	**3**
	7.1 DEPUTATION - CAPRICORN ENTERPRISE	3
8	**PRESENTATION OF PETITIONS**	**4**
	NIL	4
9	**COMMITTEE REPORTS**	**5**
	NIL	5
10	**COUNCILLOR/DELEGATE REPORTS**	**6**
	10.1 CENTRAL QUEENSLAND REGION OF COUNCILS (CQROC) INAUGURAL CONFERENCE	6
11	**OFFICERS' REPORTS**	**10**
	11.1 AMENDMENT TO POLICY DEVELOPMENT, IMPLEMENTATION & REVIEW FRAMEWORK AND PROCEDURE	10
	11.2 AMENDMENT TO REVENUE STATEMENT - SEWERAGE	32
	11.3 IMPLEMENTATION OF ROAD REVIEW STATUS REPORT	62
	11.4 COMMUNITY ASSISTANCE PROGRAM - CENTRAL QUEENSLAND VIETNAMESE COMMUNITY	73
	11.5 CAPRICORNIA YEARLING SALES SPONSORSHIP OPPORTUNITY	90
	11.6 ROCKHAMPTON RIVER FESTIVAL UPDATE AND ASSOCIATED FEES AND CHARGES	94
	11.7 ROCKHAMPTON REGION PLANNING SCHEME FINAL MINISTERIAL REVIEW	96
12	**STRATEGIC REPORTS**	**101**
	12.1 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 DECEMBER 2014	101
	12.2 ROCKHAMPTON REGIONAL COUNCIL - CREDIT REVIEW	109
13	**NOTICES OF MOTION**	**135**

NIL 135

14 QUESTIONS ON NOTICE 136

NIL 136

15 URGENT BUSINESS/QUESTIONS 137

16 CLOSED SESSION 138

17.1 JOINT REFUSE DISPOSAL FEASIBILITY PROJECT 138
17.2 COMMUNITY HOUSING - 7 AND 9 CHARLES STREET BERSERKER 138
17.3 FEE REDUCTION FOR A PROPOSED PRELIMINARY APPROVAL APPLICATION 138
17.4 PROPOSED ENFORCEMENT PROCEEDINGS 138

17 CONFIDENTIAL REPORTS 139

17.1 JOINT REFUSE DISPOSAL FEASIBILITY PROJECT 139
17.2 COMMUNITY HOUSING - 7 AND 9 CHARLES STREET BERSERKER 140
17.3 FEE REDUCTION FOR A PROPOSED PRELIMINARY APPROVAL APPLICATION 141
17.4 PROPOSED ENFORCEMENT PROCEEDINGS 142

18 CLOSURE OF MEETING 143

1 OPENING

The opening prayer will be presented by Reverend Robert Edwards of Calvary Lutheran Church.

2 PRESENT

Members Present:

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

In Attendance:

Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

Minutes of the Ordinary Meeting held 9 December 2014

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

7.1 DEPUTATION - CAPRICORN ENTERPRISE

File No:	**9288**
Attachments:	**Nil**
Authorising Officer:	**Evan Pardon - Chief Executive Officer**
Author:	**Evan Pardon - Chief Executive Officer**

SUMMARY

Representatives from Capricorn Enterprise will attend the meeting to outline the tourism goals achieved for Rockhampton Regional Council since 1 January 2014.

OFFICER'S RECOMMENDATION

THAT the deputation from Capricorn Enterprise be received.

BACKGROUND

Ms Mary Carroll, Chief Executive Officer, Capricorn Enterprise will attend the meeting at 9.30am to outline the tourism goals that Capricorn Enterprise has achieved for Rockhampton Regional Council since 1 January 2014, which will assist Council in setting objectives for 2015.

8 PRESENTATION OF PETITIONS

Nil

9 COMMITTEE REPORTS

Nil

10 COUNCILLOR/DELEGATE REPORTS

10.1 CENTRAL QUEENSLAND REGION OF COUNCILS (CQROC) INAUGURAL CONFERENCE

File No:	**8291**
Attachments:	**1. Agenda - CQROC Inaugural Conference**
Authorising Officer:	**Evan Pardon - Chief Executive Officer**
Author:	**Evan Pardon - Chief Executive Officer**

SUMMARY

The Central Highlands Regional Council is hosting the inaugural conference of the recently formed Central Queensland Regional Organisation of Councils (CQROC) in Emerald from 4-6 February 2015.

OFFICER'S RECOMMENDATION

THAT:

1. Council approves that all Councillors be eligible to attend the Central Queensland Regional Organisation of Councils (CQROC) inaugural conference in Emerald.
2. Call for conference motions for the inaugural CQROC conference to be lodged for consideration be submitted to the Chief Executive Officer by Friday 30 January 2015.

BACKGROUND

The Central Highlands Regional Council is hosting the inaugural conference of the recently formed Central Queensland Regional Organisation of Councils (CQROC).

Member Councils of CQROC are Central Highlands Regional Council, Gladstone Regional Council, Rockhampton Regional Council, Livingstone Shire Council, Banana Shire Council and Woorabinda Aboriginal Shire Council.

Neighbouring Councils from the Western Queensland Local Government Association, Mackay Whitsundays ROC and Maranoa Regional Council are also invited to attend.

Attendance at this conference will give a unique opportunity to meet with Mayors and Councillors from the Central Queensland coast to the outback and hear about matters that are of importance to local and regional government.

The conference will take place at McIndoe Park Function Centre (Opal Street, Emerald) on Thursday 5 and Friday 6 February 2015. A welcome function will be held on the evening of Wednesday 4 February 2015. The conference agenda is attached to this report.

The conference registration fee of $110 includes:

- Welcome BBQ Dinner (Wednesday 4 February)
- Conference Registration (Thursday 5 February and Friday 6 February)
- Conference Dinner (Thursday 5 February)

Registrations close at 5.00pm on Wednesday 28 January 2015.

Conference Motions have been called and may be lodged for consideration by close of business on Friday 30 January 2015.

CENTRAL QUEENSLAND REGION OF COUNCILS (CQROC) INAUGURAL CONFERENCE

Agenda - CQROC Inaugural Conference

Meeting Date: 27 January 2015

Attachment No: 1

AGENDA- INAUGURAL CONFERENCE

5 & 6 FEBRUARY 2015

Time	Function
Wednesday 4th February 2015	
From 5.30pm	Welcome drinks & BBQ – Emerald Golf Club (Casual)
Thursday 5th February 2015	
8.30am – 9.00am	Conference Registration
9.00am – 9.15am	Welcome to Country
9.15am – 9.20am	Welcome address Cr Peter Maguire, Mayor Central Highlands Regional Council
9.20am – 10.30am	CQROC Meeting Ceremonial signing of the Memorandum of Understanding (MOU) Options for Way Forward - Tim Fynes-Clinton from King & Co Solicitors
10.30am – 11.00am	Morning Tea
11.00am – 11.30am	Key Note Speaker Mr Greg Hallam, Chief Executive Local Government Association of Queensland
11.30am – 12.00pm	Key Note Speaker Cr Greg Belz, Vice President Australian Local Government Association
12.00pm - 12.30pm	Debate on Resolutions
12.30pm – 1.30pm	Lunch
1.30pm – 2.15pm	Success of Remote Area Planning and Development Board (RAPAD) Cr Rob Chandler Mayor Barcaldine Regional Council and Mr David Arnold
2.15pm – 4.00pm	*Panel Session – Local Government Quadrennial Elections 2016* Postal Vote –v- Non Postal Vote; Divisions –v- No Divisions Cr Bob Abbott, Cr Paul Bell, Cr Margaret Strelow, Cr Freddie Pascoe and Mr Greg Hallam
4.00pm – 4.30pm	Afternoon Tea
6.30pm for Pre Dinner Drinks	Dinner – Capricornian Restaurant Hosted by: JJ Richards MC Ms Jacquie Mackay ABC Radio Capricornia Presenter Key Note Speaker Mr Vaughan Johnson, Retiring Member for Gregory

COUNCILS OF BANANA SHIRE COUNCIL, CENTRAL HIGHLANDS REGIONAL COUNCIL, GLADSTONE REGIONAL COUNCIL, LIVINGSTONE SHIRE COUNCIL, ROCKHAMPTON REGIONAL COUNCIL AND WOORABINDA ABORIGINAL SHIRE COUNCIL

Friday 6th February 2014

9.00am – 9.45am	*Key Note Speaker* Mr Pat Lyons Taylor Byrne Valuers (to be confirmed)
9.45am – 10.30am	Call for Resolutions
10.30am – 11.00am	Morning Tea
11.00am – 11.30am	*Key Note Speaker* Mrs Annette Smith Senior Property Valuer with Taylor Byrne Queensland 2012 RIRDC Rural Women's Award Winner
11.30am – 12.00pm	Wrap up and Closure

11 OFFICERS' REPORTS

11.1 AMENDMENT TO POLICY DEVELOPMENT, IMPLEMENTATION & REVIEW FRAMEWORK AND PROCEDURE

File No:	**2562**
Attachments:	**1. Amended Policy Development, Implementation and Review Framework** **2. Amended Policy Development, Implementation and Review Procedure** **3. WOC Policy List & Categories**
Authorising Officer:	**Ross Cheesman - General Manager Corporate Services**
Author:	**Tracy Sweeney - Acting General Manager Corporate Services** **Kerrie Barrett - Coordinator Corporate Improvement & Strategy**

SUMMARY

The Policy Development, Implementation & Review Framework and Procedure have been amended and are presented for Council's consideration.

OFFICER'S RECOMMENDATION

THAT the attached Policy Development, Implementation & Review Framework as amended and the associated Policy Development, Implementation & Review Procedure be adopted.

COMMENTARY

The attached amended policy (version 6) and procedure (version 5) provides a comprehensive governance foundation to ensure consistency in the development, implementation, review, adoption/approval and rescinding of policies, procedures and guidelines.

The policy categories and approval regime contained within the attached policy documents (attachments 1 & 2), and as summarised in Tables 1 and 2 below, reflects recent amendments deemed necessary by CEO and subsequently endorsed by Leadership Team. Council's Leadership Team have also recently reviewed all categories for existing policy documents and proposed category amendments as necessary (refer attachment 3).

Under Council's current policy framework, 55 of the 131 existing policies mandate Council approval (creation, major amendments, or rescindment). Should the proposed framework be endorsed this number will increase to 78 out of 131.

Table 1 – Summary of Policy Category Definition Amendments

	Current Definition	Proposed Definition
Statutory Policy*	Policies adopted by Council due to a legislative requirement, or approved by the CEO as prescribed in the relevant legislation.	*No change*
Community Policy*	Policies adopted by Council that are considered by the Policy Owner to have a direct impact on the community.	*No change*
Administrative	Policies approved by the CEO	Policies adopted by Council that

Policy*	that provide direction for internal management of the day to day operations of the Council.	provide direction for internal management of the day to day operations of the Council. These policies do not directly impact on the community however are considered by the Policy Owner to require Council's consideration and affirmation.
Operational Policy	*N/A - This is a new category*	Policies approved by CEO that provide direction for internal management of the day to day operations of the Council.
Procedure or Guideline	Detail Council's practices/processes that are specific and action orientated. A procedure describes a process that must be followed to achieve the desired outcomes, as stated in the parent policy and is directly linked to that policy document. Approval is vested with the Business Owner (General Manager or CEO).	*No change*

** These documents are displayed on Council's website.*

Table 2 – Summary of Proposed Approval Matrix

	New	**Major Amendment**	**Minor Amendment**	**No Change Review**	**Rescind**
Statutory Policy	Council or CEO as per legislation	Council or CEO as per legislation	CEO	GM or CEO	Council or CEO as per legislation
Community Policy	Council	Council	CEO	GM or CEO	Council
Administrative Policy	Council	Council	CEO	GM or CEO	Council
Operational Policy	CEO	CEO	CEO	GM or CEO	CEO
Procedure or Guideline	GM or CEO	GM or CEO	GM or CEO	GM or CEO	GM or CEO

Please note that the Policy Owner may, at their discretion present any new/amended policy documents to Council should they deem necessary, however such action is not mandated unless stipulated in the above matrix.

PREVIOUS DECISIONS

The original version of the attached policy and procedure were approved by CEO in 2008. Council approval was not mandatory at that time given the operational nature of the documents.

Version 2 of the Policy Development, Implementation & Review Framework was adopted by Council at the meeting 28 June 2011. Since that time, three further versions containing amendments have been approved by CEO.

The Policy Development, Implementation & Review Framework is categorised as per the proposed amended framework as an "operational policy" that does not mandate Council approval. However, Council approval is sought on this occasion to affirm the proposed

amended categories and approval regime that will apply to all Council policy documents going forward. Please note that, should Council endorse the amended policy and procedure, future amendments or rescindment of this particular operational document will not be tabled at Council and will instead be approved by CEO.

CORPORATE/OPERATIONAL PLAN

These policy documents support the delivery of the 2012-2017 Corporate Planning activity - *Administer an appropriate corporate governance program*.

CONCLUSION

The attached amended policy (version 6) and procedure (version 5) have been endorsed by Council's Leadership Team and are recommended for adoption by Council. The changes proposed within the documents will, in the opinion of the writer, ensure the development, implementation, review and rescindment process will be applied in a consistent and coordinated manner.

AMENDMENT TO POLICY DEVELOPMENT, IMPLEMENTATION & REVIEW FRAMEWORK AND PROCEDURE

Amended Policy Development, Implementation and Review Framework

Meeting Date: 27 January 2015

Attachment No: 1

POLICY DEVELOPMENT, IMPLEMENTATION AND REVIEW FRAMEWORK

(OPERATIONAL POLICY)

1. Scope:

This policy framework applies to Rockhampton Regional Council policies, procedures and guideline documents. This framework excludes other associated documents.

2. Purpose:

This policy framework provides a comprehensive governance foundation to ensure consistency in the development, implementation, review, adoption/approval and rescinding of policies, procedures and guidelines.

3. Related Documents:

Primary
Nil

Secondary
Information Privacy Act 2009
Local Government Act 2009
Council Standard Definitions for use in Policy Documents
Policy Development, Implementation and Review Procedure
Policy Development Privacy Assessment Guideline
Policy Document Checklist and Authorisation Form
Policy Register
Policy Template/Procedure Template/Guideline Template
Privacy Policy
Writing Tips for Policy Documents

4. Definitions:

To assist in interpretation, the following definitions shall apply:

Associated Documents	Documents relevant to and referenced within a policy document. All associated documents and forms, support the effective implementation of the associated policy document. Whilst associated documents may be referenced in the policy document, they are not attached to the document. Associated documents are not reviewed or controlled by CIS.
Business Owner	The CEO or General Manager.
CEO	*Chief Executive Officer* A person who holds an appointment under section 194 of the *Local Government Act 2009*. This includes a person acting in this position.
CIS	Corporate Improvement and Strategy Unit

Council	Rockhampton Regional Council
Guidelines	A description that is advisory or explanatory in nature and provides guidance on how policies and procedures might best be implemented or applied. Approval is vested with Business Owner (General Manager or CEO).
Information Privacy Principles	Principals referred to in the *Information Privacy Act 2009* Schedule 3
Policy	A statement, adopted by Council or approved by the CEO, that describes Council's position on a particular issue and by which Council and its employees are required to conduct Council activities in a manner consistent with Council's stated values. There are **four categories of policies:** **Statutory Policy:** Policies adopted by Council due to a legislative requirement, or approved by the CEO as prescribed in the relevant legislation. **Community Policy:** Policies adopted by Council that are considered by the Policy Owner to have a direct impact on the community. **Administrative Policy:** Policies adopted by Council that provide direction for internal management of the day to day operations of the Council. These policies do not directly impact on the community however are considered by the Policy Owner to require Council's consideration and affirmation. **Operational Policy:** Policies approved by CEO that provide direction for internal management of the day to day operations of the Council.
Policy Documents	Includes policy, procedure and guideline documents
Policy Owner	A Manager reporting to the relevant Business Owner. Certain duties of the Policy Owner may be performed by a subordinate; however the overall responsibility rests with the Policy Owner.
Procedures	Detail Council's practices/processes that are specific and action orientated. A procedure describes a process that must be followed to achieve the desired outcomes, as stated in the parent policy and is directly linked to that policy document. Approval is vested with the Business Owner (General Manager or CEO).

5. Policy Statement:

This policy framework and supporting documents provide a structure and process for the development, implementation and review of policy documents which seeks to:

- Implement a consistent and comprehensive approach to policy development and management whilst ensuring Council adheres to the Information Privacy Principals;
- Enable the development of documents which are clearly recognisable as Council policy documents and are effective, and easy to understand and use;
- Simplify the creation of policy documents through clear processes and provision of standard templates;
- Establish a clear relationship between Council and management responsibilities in decision-making and implementation; and
- Ensure access to all current Council policy documents.

5.1 Development

The policy owner is to develop effective policy as a suite wherever possible, including the procedures, and any guidelines or associated documents.

5.1.1 Effective policy making must be:

- Legal;
- Ethical;
- Transparent;
- Intelligible, well informed, concise and rigorous;
- Measurable and open to change and improvement;
- Outcome focused and necessary;
- Resourced and aligned with the goals of Council and its departments;
- Compliant with the Information Privacy Principals in the *Information Privacy Act 2009*; and
- Able to be enacted.

5.1.2 Effective policy must translate the intentions of Council into action and:

- Improve decision making;
- Inform judgments and guide actions;
- Manage risks and entitlements; and
- Strengthen relationships and build capacity.

5.2 Implementation

Each policy document developed that is approved/adopted must be implemented by the business owner/policy owner in a planned and timely manner to ensure responsibilities across Council are communicated effectively and understood by relevant stakeholders.

5.3 Review

The process involving the re-assessment of policy documents in regards to adequacy, relevance and context, is conducted:

- Following each quadrennial election if deemed necessary by the business owner and/or policy owner; or
- When a legislative or other operating environmental change occurs affecting the policy; or
- The related information is amended or replaced; or
- Other circumstances as determined from time to time by the CEO/Council; or
- As mandated in the Policy Review Timelines; or
- Notwithstanding the above, at intervals of no more than two years.

5.4 Policy Access and Register

A list of approved/adopted and draft policy documents is maintained in the Policy Register by CIS. All policy documents are available on The Hub, and where relevant on Council's website.

6. Review Timelines:

This policy will be reviewed when any of the following occur:

6.1. The related information is amended or replaced; and

6.2. Other circumstances as determined from time to time by the CEO.

7. Responsibilities:

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

EVAN PARDON
CHIEF EXECUTIVE OFFICER

AMENDMENT TO POLICY DEVELOPMENT, IMPLEMENTATION & REVIEW FRAMEWORK AND PROCEDURE

Amended Policy Development, Implementation and Review Procedure

Meeting Date: 27 January 2015

Attachment No: 2

POLICY DEVELOPMENT, IMPLEMENTATION AND REVIEW PROCEDURE

1. Scope:

This procedure applies to the development, implementation and review of Rockhampton Regional Council's policy, procedure and guideline documents. This procedure excludes other associated documents.

2. Purpose:

To ensure the development, implementation and review process is applied in a consistent and coordinated manner. All statutory, community, administrative and operational policy proposals, including policy amendments/reviews, must be developed in accordance with this procedure and presented for consideration in the approved template.

3. Related Documents:

Primary
Policy Development, Implementation and Review Framework

Secondary
Information Privacy Act 2009
Council Standard Definitions for use in Policy Documents
Policy Development Privacy Assessment Guideline
Policy Document Checklist and Authorisation Form
Policy Register
Policy Template/Procedure Template/Guideline Template
Privacy Policy
Writing Tips for Policy Documents

4. Definitions:

To assist in interpretation, the following definitions shall apply:

Associated Documents	Documents relevant to and referenced within the parent policy or procedure. All associated documents and forms, support the effective implementation of the associated policies and related procedures. Whilst associated documents may be referenced in the policy or procedure they are not attached to the document itself. Associated documents are not reviewed or controlled by CIS.
Business Owner	The CEO or General Manager.
CEO	*Chief Executive Officer* A person who holds an appointment under section 194 of the *Local Government Act 2009.* This includes a person acting in this position.

CIS	Corporate Improvement and Strategy Unit
Council	Rockhampton Regional Council
GM	General Manager
Guidelines	A description that is advisory or explanatory in nature and provides guidance on how policies and procedures might best be implemented or applied. Approval is vested with Business Owner (General Manager or CEO)
Information Privacy Principles	Principals referred to in the *Information Privacy Act 2009* Schedule 3
Policy	A statement, adopted by Council or approved by the CEO, that describes Council's position on a particular issue and by which Council and its employees are required to conduct Council activities in a manner consistent with Council's stated values. There are **four categories of policies:** **Statutory Policy:** Policies adopted by Council due to a legislative requirement, or approved by the CEO as prescribed in the relevant legislation. **Community Policy:** Policies adopted by Council that are considered by the Policy Owner to have a direct impact on the community. **Administrative Policy:** Policies adopted by Council that provide direction for internal management of the day to day operations of the Council. These policies do not directly impact on the community however are considered by the Policy Owner to require Council's consideration and affirmation. **Operational Policy:** Policies approved by CEO that provide direction for internal management of the day to day operations of the Council.
Policy Documents	Includes policy, procedure and guideline documents
Policy Owner	A Manager reporting to the relevant Business Owner. Certain duties of the Policy Owner may be performed by a subordinate; however the overall responsibility rests with the Policy Owner.
Procedures	Detail Council's practices/processes that are specific and action orientated. A procedure describes a process that must be followed to achieve the desired outcomes, as stated in the parent policy and is directly linked to that policy document. Approval is vested with Business Owner (General Manager or CEO).

5. Procedure:

The policy development, implementation and review process exercised by Council is:

5.1 Establish Need

5.1.1 The policy owner (manager) is to establish the need by identifying a gap due to a change of internal or external factors, or as a result of a regular review of the policy document.

5.1.2 For new proposals, the policy owner (manager) should liaise with the business owner (CEO or GM) to gain interim approval prior to commencing drafting and consultation.

5.2 New Policy/Procedure/Guideline - Consultation and Drafting

The policy owner:

5.2.1 Undertakes research and analysis to gather information which informs the drafting process, whilst maintaining compliance to privacy requirements, where applicable. The policy owner may refer to the Policy Document Checklist and Authorisation form for guidance;

5.2.2 Where necessary, liaises with the Right to Information Officer to ensure compliance to privacy principals and for privacy assessment, the Policy Development Privacy Assessment Guide;

5.2.3 Considers policy impacts, risks and implementation methods;

5.2.4 Identifies responsible officers (i.e. relevant GM and manager) of the document;

5.2.5 Consults with stakeholders affected by the document and those responsible for its implementation;

5.2.6 Drafts the policy document using the approved templates available on The Hub;

5.2.7 Considers consultation and review with the Leadership Team prior to submitting to CIS; and

5.2.8 Ensures the draft document is submitted to CIS as per item 5.4.

5.3 Existing Policy/Procedure/Guideline - Consultation, Reviewing and Amending

Policy owners must continually consider whether documents require reviewing and amending. Circumstances determining review of a policy document include:

- Reflects current Council strategic direction;
- Uses current terminology;
- Is up-to-date (legislation references, titles as per structure, etc);
- Aligns with related policy documents; and
- Is compliant with legislation.

The Policy Owner:

5.3.1 Contacts CIS to obtain the last adopted/approved word version of the policy document;

5.3.2 Undertakes research and analysis to gather information to inform the amending process; the policy owner may refer to the Policy Document Checklist and Authorisation form for guidance;

5.3.3 Considers if the policy document reflects Council's current strategic direction and with stakeholder and management consultation, it may be rescinded. Refer to 5.3.10;

5.3.4 Where necessary, liaises with the Right to Information Officer to ensure compliance to privacy principles are adhered to and for privacy assessment, the Policy Development Privacy Assessment Guide;

5.3.5 Establishes type of review (no change, minor or major) as detailed below:

A **major** amendment is a significant change to a current policy document that impacts on the intent of the policy and/or other related policy documents.

A **minor** amendment is a change to a current policy document that is of an insubstantial nature not affecting the meaning or intent of the policy document (for example, changes to position titles due to restructure, legislation titles and the updating of templates).

A **no change** review is when no changes are required to the document.

5.3.6 Considers impacts of proposed major amendments on systems and operations and where applicable consult with stakeholders affected and those responsible for its implementation;

5.3.7 Considers consultation and review with the Leadership Team prior to submitting to CIS;

5.3.8 Develops an implementation plan as necessary; and

5.3.9 Ensures the initial draft document is submitted to CIS in the current template available on The Hub showing track changes in accordance with clause 5.4.

5.3.10 Rescinding Policies, Procedures or Guidelines

To rescind any policy document, a Policy Document Checklist and Authorisation form must be completed and emailed to CIS prior to any of the following steps.

Statutory, Community and Administrative Policies

Council Adoption

Policies adopted by Council must be rescinded by Council resolution. Procedures and guidelines supporting the policy should be noted in the report and rescinded as a suite at the same Council meeting.

The policy owner is responsible for the report to Council after the checklist has been actioned by CIS. The policy owner must forward the action sheet (resolution) to CIS following Council decision.

CEO Approval

Statutory policies approved by the CEO as prescribed in the relevant legislation must be rescinded by the CEO. CIS to seek CEO approval.

Operational Policies

CEO Approval

Operational policies must be rescinded by the CEO. CIS to seek CEO approval.

Procedures or Guidelines

CEO Approval

Procedures and guidelines approved by the CEO are rescinded by the CEO. CIS to seek approval from the CEO.

Business Owner Approval

Procedures or guidelines approved by the business owner (GM/CEO) can be rescinded by the relevant business owner (GM/CEO).

Procedures adopted by Council can be rescinded by the GM or CEO.

CIS seeks approval from the business owner.

5.4 Submitting to CIS

5.4.1 All policy documents must be submitted to CIS, allowing **10 working days** for review, prior to final drafts or policy documents to be rescinded being submitted for inclusion in Council meeting agendas, CEO or GM approval;

5.4.2 The initial draft in word format showing track changes, and the completed Policy Document Checklist and Authorisation form must be forwarded electronically to CIS (CIS@rrc.qld.gov.au); and

5.4.3 CIS reviews and amends as necessary in consultation with the policy owner.

5.5 Adoption/Approval/Acknowledgement

5.5.1 New Policy Documents

5.5.1.1 Council Adoption - CIS forwards final policy draft/s to the Policy Owner for inclusion in the relevant Council meeting agenda. Statutory Policies must be adopted by Council, or approved by CEO as prescribed by legislation. Community and Administrative Policies must be adopted by Council.

5.5.1.2 CEO Approval - CIS coordinates the approval process. Operational Policies must be approved by CEO, optional Council adoption, as per 5.5.1.1.

5.5.1.3 GM Approval - CIS coordinates the approval process. Procedures and Guidelines are approved by GM's.

5.5.2 Existing Policy Documents

5.5.2.1 No Change Reviews - Following review, CIS coordinates the acknowledgement process. All no change reviews to any policy document (Statutory, Community, Administrative or Operational) are acknowledged by the business owner (CEO or GM).

5.5.2.2 Minor Amendments – Following review, CIS coordinates the acknowledgement process.

Policy - All minor amendments to policies (Statutory, Community, Administrative or Operational) are acknowledged by the CEO.

Procedures or guidelines - Minor amendments to procedures or guidelines are acknowledged by the business owner (CEO or GM).

5.5.2.3 Major Amendments – The adoption/approval process for new policy documents outlined in Section 5.5.1 must be followed.

5.6 Once Adopted/Approved/Acknowledged

By Council: The policy owner must forward a copy of the action sheet (resolution) to CIS to advise of the outcome.

By CEO: CEO advises CIS of approval or acknowledgement.

By GM: GM advises CIS of approval or acknowledgement.

CIS will:

- For new policy documents and major amendments to existing documents - amend the policy document footer with adopted or approved date and version no;
- For no change review and minor amendments - amend the policy document footer with date reviewed;
- Update the policy register;
- Register new or amended policy documents in word format to Enterprise Content Management system;
- Publish the documents in PDF format on The Hub and, for Statutory, Community, Administrative and other policy documents deemed relevant by the policy owner, on Council's website;
- Send email notification to the business owner/policy owner; and
- Advise Communications and Marketing of approved documents for inclusion in employee E-Bulletin.

5.7 Implementation

The business owner/policy owner must ensure that the intent of the policy is put into action in accordance with their implementation plan.

5.7.1 The implementation plan should facilitate policy implementation and compliance by:

- Assigning responsibility to individuals for implementation tasks and feedback;
- Specifying policy communication requirements; and
- Identifying the resources necessary to carry out implementation actions.

5.7.2 Potential implementation tasks may consist of but are not limited to the following:

- Briefings or training for employees affected by the policy document;
- Employee workshops to introduce the new or amended policy document in practical terms; and/or
- Incorporation of relevant information into induction programs and future training.

6. Review Timelines:

This Procedure will be reviewed when any of the following occur:

6.1. The related information is amended or replaced; or

6.2. Other circumstances as determined from time to time by the General Manager.

7. Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	General Manager Corporate Services
Procedure Owner	Manager Workforce and Strategy
Procedure Quality Control	Corporate Improvement and Strategy

ROSS CHEESMAN
GENERAL MANAGER CORPORATE SERVICES

AMENDMENT TO POLICY DEVELOPMENT, IMPLEMENTATION & REVIEW FRAMEWORK AND PROCEDURE

WOC Policy List & Categories

Meeting Date: 27 January 2015

Attachment No: 3

Rockhampton Regional Council Policy Categories

Below is a list of all policies within each department showing current and proposed policy categories. Those in red font are policies that will mandate Council approval for creation, major amendments or rescinding. All policies in black will require the approval of the Chief Executive Officer.

Office of CEO

Policy	Current	Proposed
Advertising Spending Policy	Statutory	Statutory
Advice Guidelines for Councillor Requests for Advice to help a Councillor Make a Decision Policy	Administrative	Administrative
Audit & Business Improvement Committee Charter	Administrative	Administrative
Caretaker Period Policy	Community	Administrative
Community Engagement Policy	Community	Community
Community Grants Policy	Statutory	Statutory
Council Meeting Procedures Policy	Administrative	Administrative
Councillors Vehicle Use Policy	Administrative	Administrative
Entertainment & Hospitality Policy	Statutory	Statutory
Expenses Reimbursement & Provision of Facilities for Mayor & Councillors Policy	Statutory	Statutory
Guidelines for Councillor Requests for Information Policy	Administrative	Administrative
Handling of Confidential Information	Administrative	Administrative
Infringement Notice Policy	Community	Community
Internal Audit Policy	Administrative	Operational
Media Policy	Administrative	Administrative
Public Interest Disclosure Policy	Statutory	Statutory (CEO to approve policy under Public Disclosure Act)
Travel & Conference Attendance Policy	Administrative	Administrative

Community Services

Policy	Current	Proposed
Arts and Cultural Policy	Community	Community
Blue Card Policy	Administrative	Operational
Failure to Renew Licence Response Policy	Community	Community
Fitzroy River Rowing Course Install and Removal Policy	Community	Community
Home Assist (Central Queensland) Service Delivery Policy	Administrative	Administrative
Library Policy	Community	Community
Naming of Parks Policy	Community	Community
Native Title and Cultural Heritage Policy	Community	Community
Street Tree Policy	Community	Community
Unlicensed Premises Response Policy	Community	Community
Vandalism Reward Scheme Policy	Community	Community
Waste and Recycling Services Community Service Obligation Policy	Community	Community

Corporate Services

Policy	Current	Proposed
Acquisition/Resumption of Land or Easement Rights over Land not under Council's Control Policy	Administrative	Administrative
Acting Duties/Mixed Functions Policy	Administrative	Operational
Asset Capitalisation Policy	Administrative	Administrative
Asset Disposal Policy	Administrative	Operational
Asset Management Policy - Whole of Council Infrastructure	Administrative	Operational
Cash Handling Policy	Administrative	Operational
Cessation Policy	Administrative	Operational
Code of Conduct (Employees)	Statutory	Statutory
Complaint Management Policy	Community	Statutory
Corporate Uniform Policy	Administrative	Operational
Debt (Borrowings) Policy	Statutory	Statutory
Debt Recovery Policy	Community	Community
Dividing Fence Contribution Adjoining Council Owned/Controlled Land Policy	Community	Community
Drug and Alcohol Policy	Administrative	Administrative
Employee Leave Policy	Administrative	Operational
Encroachment on Public Land Policy	Administrative	Administrative
Enterprise Risk Management Policy	Administrative	Administrative
Equal Employment Opportunity	Administrative	Operational
Establishment Management Policy	Administrative	Operational
Financial Delegations Policy	Administrative	Operational
Firearms use Policy	Administrative	Operational
Fitness for Work Policy	Administrative	Operational
Fleet Management Policy - Asset Renewals, Extensions and Reductions	Administrative	Operational
Fleet Management Policy - Benefit Motor Vehicles Term Contracts	Administrative	Operational
Fleet Management Policy - Governance	Administrative	Operational
Fleet Management Policy - Provision of Council Motor Vehicles	Administrative	Operational
Fleet Management Policy - Vehicle Greenhouse Gas Emissions	Administrative	Administrative
High Visibility Clothing Policy	Administrative	Operational
Human Resources Delegations Policy	Administrative	Operational
Immunisation Policy	Administrative	Operational
Information and Communication Technology Acceptable Use Policy	Administrative	Operational
Information and Communication Technology Governance Policy	Administrative	Operational
Information Security - Business Continuity Policy	Administrative	Operational
Information Security - Human Resource Security Policy	Administrative	Operational

Policy	Current	Proposed
Information Security - Identification and Classification of Information Policy and Guideline	Administrative	Operational
Information Security - Information Security Management Framework Policy	Administrative	Operational
Information Security - Operations Security Management Policy	Administrative	Operational
Information Security - Physical Security Policy	Administrative	Operational
Information Security Policy	Administrative	Operational
Investment Policy	Statutory	Statutory
Legal Proceedings - Commencement, Cessation and Other Matters	Administrative	Administrative
Loans to Non-Profit Community Groups	Community	Community
Local Preference Policy	Administrative	Administrative
Lost and Found Property Policy	Administrative	Operational
Multi-Skilled Allowance Policy	Administrative	Operational
Performance Achievement Policy - Employee	Administrative	Operational
Policy Development, Implementation and Review Framework	Administrative	Operational
Pre-Employment Screening Policy	Administrative	Operational
Prevention of Workplace Harassment and Discrimination Policy	Administrative	Operational
Privacy Policy	Community	Community
Procurement and Logistics - Ethical Behaviour and Disclosure of Information Relating to Procurement Policy	Administrative	Operational
Procurement and Logistics - Material Management Policy	Administrative	Operational
Purchasing Policy - Acquisition of Goods and Services	Statutory	Statutory
Rate Payment Policy	Community	Community
Rates and Other Charges - Refund and Adjustments Policy	Community	Community
Rates Concession Policy	Community	Community
Record Keeping Policy	Statutory	Administrative
Recording Employee Hours Policy	Administrative	Operational
Recruitment and Selection Policy	Administrative	Operational
Refund, Exemption and Reduction of Fees and Charges Policy	Community	Community
Remuneration Overpayment Policy	Administrative	Operational
Rental of Motor Vehicle Policy	Administrative	Operational
Reporting Official Misconduct Policy	Administrative	Operational
Reserves Policy	Administrative	Administrative
Revenue Policy - 1 July 2014 to 30 June 2015	Statutory	Statutory
Right to Information Policy	Administrative	Operational
Rural Fire Levy Protocol Policy	Community	Community
Service Recognition Policy	Administrative	Operational

Policy	Current	Proposed
Smoke-Free Workplace Policy	Administrative	Operational
Telecommunications Facilities on Council Land Policy	Administrative	Administrative
Training and Development Policy	Administrative	Operational
Transition to Retirement Policy	Administrative	Operational
Working from Home Policy	Administrative	Operational
Workplace Health and Safety Policy	Administrative	Operational

Regional Services

Policy	Current	Proposed
Building Over/Adjacent to Local Government Sewerage Infrastructure Policy	Community	Operational
Clearing of Blocked House Drains within Private Properties Policy	Administrative	Community
Councillor and Employee Contact with Lobbyists, Developers and Submitters	Community	Community
Development Incentive Policy	Administrative	Community
Disaster Management Policy	Administrative	Administrative
Environmental Policy	Community	Community
Fire Fighting and Emergency Assistance Policy	Administrative	Administrative
Impounding and Disposal of Abandoned Vehicles Policies	Administrative	Administrative
Intermittent Sealing of Unsealed Rural Roads Policy	Administrative	Community
Local Area Traffic Management Policy	Community	Community
Metering of Fire Lines Policy	Community	Operational
Naming of Infrastructure Assets Policy	Community	Community
Opening of Unconstructed Roads Policy	Community	Community
Plumbing & Drainage Policy	Community	Community
Rebate of Residential Water Consumption for Health Related Uses Policy	Community	Community
Requirement to Connect to Infrastructure Policy	Community	Community
Residential Rebate Scheme for Water Efficient Products	Community	Community
Road, Street and Public Place Lighting Policy	Community	Community
Roadside Memorial Policy	Community	Community
Rural Addressing Policy	Administrative	Administrative
Sub-Metering Policy	Statutory	Operational
Undetected Leak Rebate Policy - Commercial	Community	Community
Undetected Leak Rebate Policy - Residential	Community	Community
Upgrading of Unsealed Rural Roads to a Higher Standard Policy	Community	Community
Upgrading of Unsealed Rural Roads to Sealed Standard Policy	Community	Community
Waste and Recycling Collection Services Policy	Community	Community
Waste Charge Remission Policy	Community	Community
Water Meter Policy	Community	Community

11.2 AMENDMENT TO REVENUE STATEMENT - SEWERAGE

File No:	**8785, 5254**
Attachments:	**1. Amended Revenue Statement**
Authorising Officer:	**Ross Cheesman - General Manager Corporate Services**
Author:	**Gerhard Van der Walt - Acting Manager Finance**

SUMMARY

The intention of this report is to submit a minor amendment to Council's Revenue Statement for the 2014-2015 financial year.

OFFICER'S RECOMMENDATION

THAT the amended Revenue Statement as attached be adopted.

COMMENTARY

Council adopted the Revenue Statement for 2014-2015 as part of the Budget adoption process on 27 June 2014. Since adoption, the following policy "Requirement to Connect to Sewerage Infrastructure" was adopted by Council on 7 October 2014.

The amendments are highlighted on page 40 of the attachment and can be summarized as follows:

"For the financial year beginning 1 July 2014 Council will make and levy a sewerage charge in respect of land within the Declared Sewerage Areas of Rockhampton Region to which the Council provides or is prepared to provide sewerage services, including areas to which such services are extended from time to time during the course of the financial year. Council will make and levy the charge whether the land is rateable or not and, whether the land is occupied or not.

In accordance with the Requirement to Connect to Sewerage Infrastructure Policy that was adopted by Council on 7th October 2014, the sewerage access charges in relation to Stage 2 of the Mount Morgan Sewerage Scheme are only charged upon connection to the system."

LEGISLATIVE CONTEXT

The Local Government Regulation 2012, Section 170 in part states:

(3) The local government may, by resolution, amend the Revenue Statement at any time before the financial year ends.

CONCLUSION

The above amendment is recommended in accordance with the above provisions of the Local Government Regulation.

AMENDMENT TO REVENUE STATEMENT - SEWERAGE

Amended Revenue Statement

Meeting Date: 27 January 2015

Attachment No: 1

REVENUE STATEMENT
2014/2015

OVERVIEW:

The purpose of this revenue statement is:

- to provide an explanatory statement outlining and explaining the revenue raising measures adopted in the budget, and
- to comply in all respects with legislative requirements.

APPLICABILITY:

This revenue statement applies to the financial year from 1 July 2014 to 30 June 2015. It is approved in conjunction with the Budget as presented to Council on 27 June 2014.

Council may, by resolution, amend its revenue statement for a financial year at any time before the year ends.

It is not intended that this revenue statement reproduce all related policies. Related policies will be referred to where appropriate and will take precedence should clarification be required.

GUIDELINE:

Pursuant to the provisions of the *Local Government Act 2009* and the *Local Government Regulation 2012* the following explanation of revenue raising measures adopted in the 2014/2015 Budget are provided.

1. RATES AND CHARGES (LGA s94):

For the financial year beginning 1 July 2014, Rockhampton Regional Council will make and levy rates and charges. Rates and Charges will include:-

A. Differential General Rates,
B. Special Rates and Charges,
C. Separate Charges, and
D. Utility Charges for Water, Sewerage and Waste Management.

The statement deals with the principles used by Council in fixing rates and charges and if applicable, how the Council will apply user pays principles to utility and general charges.

2. GENERAL RATES RATIONALE:

Council accepts that the basis for levying general rates in Queensland is land valuations. Ideally, the general rate would be determined by dividing the total income needed from general rates by the rateable valuation of lands. However there is considerable diversity in the Region in terms of land use and location (such as between the urban and rural areas), land values, access to, and actual and potential demands for services and facilities.

Council is committed to spreading the general rates burden equitably among broad classes of ratepayer. This does not mean the general rate is levied on a "user pays system". Instead, Council has designed the general rating system taking into account the following factors:

- The relative rateable value of lands and the general rates that would be payable if only one general rate were levied;
- The use of the land as it relates to actual and potential demand for Council services;
- Location of the land as it relates to actual and potential demand for Council services; and
- The impact of rateable valuations on the level of general rates to be paid.

Council is of the opinion that a common rating policy and structure should be embraced for the whole region. This transitional approach will include rate capping for the period 2014/15 after which time it is anticipated that capping will be removed.

3. GENERAL RATES – CATEGORIES AND DESCRIPTIONS (LGR Part 5 Division 1)

Council adopts differential general rating for the following reasons:

- Council is committed to spreading the general rates burden equitably;
- The use of a single general rate would not result in an equitable distribution of the rates burden among ratepayers;
- Certain land uses and locations of lands require and/or impose greater demands on Council services relative to other land uses and locations; and
- Valuation relativities between commercial/industrial, rural, urban, productive and residential uses, do not reflect the intensity of land use nor the actual or potential demands on Council services and facilities.

Land rating categories are defined by separating the town and rural locations of the Council area and then differentiating properties based on the use to which the land is being put. Where it is considered appropriate, relative valuations are used to define land rating categories in order to reduce the variation in general rate charges between consecutive years and limit increases to a reasonable level across all land uses.

The Council, for the purpose of making and levying differential general rates, has resolved to categorise all rateable land in its area into twenty seven (27) categories and sub categories specified hereunder in the schedule. The Council delegates to the CEO the power to identify the rating category to which each parcel of rateable

land belongs. In undertaking this task the CEO will be guided by the descriptions of each category, and :-

- The identifiers for the purpose of such categories are set out within each of the categories specified hereunder in the schedule.

- In applying those identifiers to the rateable land within its area, the CEO may have regard to the intention expressed in relation to the description determined in respect of each such category.

- The primary land use codes supplied by the Department of Natural Resources and Mines and recorded in Council's rating files, identify the principal uses of the land as the indicators of whether rateable land falls within a particular category (until otherwise decided or amended, those land use codes shall constitute the "land use codes" for rating and charging purposes).

- Where information becomes available that the land use code provided by the Department of Natural Resources and Mines has been superseded or is incorrect, the property may be included in another rating category by reference to the actual land use of the property and the description adopted for that rating category.

The terms 'UV', 'Unimproved Valuation', 'SV' and 'Site Valuation' refer to the unimproved valuation and Site Valuation assigned by the Queensland Department of Natural Resources and Mines for the applicable year of valuation.

The term "principal place of residence" is a single dwelling house or dwelling unit that is the permanent place of residence at which at least one owner of the land predominantly resides.

In establishing principal place of residence Council may consider but not be limited to, the owner's declared address for electoral roll, driver's licence or any other form of evidence deemed acceptable to Council.

GENERAL RATING CATEGORIES 2014-15

No.	Category	Description	Identifiers (Land Use Codes)
1	Commercial/ light industry	Lands used in whole or in part or intended for use in whole or in part for commercial or light industrial purposes.	1,4,6,7, 10 to 49 (excl. 31, 35, 37, 40 and lands in any other category).
2 (a)	Major shopping centres with a floor area 0 – 10,000 sqm	Lands used in whole or in part or intended for use in whole or in part as a shopping centre with a floor area of 0 – 10,000 sqm and the rateable valuation is greater than $2,500,001	12 to 16 inclusive and 23, with a rateable valuation >$2,500,001
2 (b)	Major shopping centres with a floor area	Lands used in whole or in part or intended for use in whole or in part as a shopping centre with a floor area of	12 to 16 inclusive and 23, with a rateable valuation >$2,500,001

	10,001 - 50,000 sqm	10,001 – 50,000 sqm and the rateable valuation is greater than $2,500,001.	
2 (c)	Major shopping centres with a floor area >50,001 sqm	Lands used in whole or in part or intended for use in whole or in part as a shopping centre with a floor area >50,001 sqm and the rateable valuation is greater than $2,500,001.	12 to 16 inclusive and 23, with a rateable valuation >$2,500,001
3	Heavy and noxious industry	Lands used in whole or in part or intended for use in whole or in part as a fuel dump or storage and oil refinery, heavy or general industry, or industry which emanates offensive noise, odour, dust, etc, including abattoirs.	31, 35, 37
5	Extractive	Lands used in whole or in part or intended for use in whole or in part for extracting minerals or other substances from the ground or other environments including related activities.	40
6	Agriculture, farming and other rural	Lands used in whole or in part or intended for use in whole or in part as non residential rural, agricultural or farming purposes.	60 to 89 and 93 to 94 (excl. 72 excl. lands in any Other category).
8A	Residential Other	Lands used in whole or in part or intended for use in whole or in part for residential purposes (but is not the owners principal place of residence) and that is not elsewhere categorised or a parcel of land for two or more self contained dwellings (including flats),	2, 3, 5, 6, 8 & 9
9	Residential 1	Lands used as the owner's principal place of residence or vacant land where the intended use is for residential purposes and the rateable valuation is less than $150,001.	1, 2 and 6 with a rateable valuation <$150,001 (excl. lands In any other category).
10	Residential 2	Lands used as the owner's principal place of residence or vacant land where the intended use is for residential purposes and the rateable valuation is more than $150,000 and less than $250,001.	1, 2 and 6 with a rateable valuation >$150,000 but <$250,001 (excl. lands In any other category).
11	Residential 3	Lands used as the owner's principal place of residence or vacant land where the intended use is for residential purposes and the rateable valuation is	1, 2 and 6 with a rateable valuation >$250,000 but <$500,001 (excl.

		more than $250,000 and less than $500,001.	lands In any other category).
12	Residential 4	Lands used as the owner's principal place of residence or vacant land where the intended use is for residential purposes and the rateable valuation is more than $500,000 and less than $750,001.	1, 2 and 6 with a rateable valuation >$500,000 but <$750,001 (excl. lands In any other category).
13	Residential 5	Lands used as the owner's principal place of residence or vacant land where the intended use is for residential purposes and the rateable valuation is more than $750,000 and less than $1,000,001.	1, 2 and 6 with a rateable valuation >$750,000 but <$1,000,001 (excl. lands in any other Category).
14	Residential 6	Lands used as the owner's principal place of residence or vacant land where the intended use is for residential purposes and the rateable valuation is more than $1,000,000.	1, 2 and 6 with a rateable valuation >$1,000,000 (excl. lands in any other Category).
15	Large residential homesite 1	Lands used as the owner's principal place of residence or vacant land where the intended use is for residential purposes on a larger parcel of land and the rateable valuation is less than $225,001.	4, 5, 6, 94 with a rateable valuation <$225,001
16	Large residential homesite 2	Lands used as the owner's principal place of residence or vacant land where the intended use is for residential purposes on a larger parcel of land and the rateable valuation is more than $225,000 and less than $500,001.	4, 5, 6, 94 with a rateable valuation >$225,000 but <$500,001
17	Large residential homesite 3	Lands used as the owner's principal place of residence or vacant land where the intended use is for residential purposes on a larger parcel of land and the rateable valuation is more than $500,000 and less than $1,000,001.	4, 5, 6, 94 with a rateable valuation >$550,000 but <$1,000,001
18	Large residential homesite 4	Lands used as the owner's principal place of residence or vacant land where the intended use is for residential purposes on a larger parcel of land and the rateable valuation is more than $1,000,000 and less than $10,000,001.	4, 5, 6, 94 with a rateable valuation >$1,000,000 but <$10,000,001

19	Large residential homesite 5	Lands used as the owner's principal place of residence or vacant land where the intended use is for residential purposes on a larger parcel of land and the rateable valuation is more than $10,000,000.	4, 5, 6, 94 with a rateable valuation >$10,000,000
21	Strata (residential)	Lands that are part of a community title scheme used as the owner's principal place of residence or vacant land that is part of a community title scheme where the intended use is for residential purposes.	Land use codes 8 and 9 (excl. lands In any other category).
22	Strata (commercial/ industrial)	Lands that are part of a community title scheme used in whole or in part or intended for use in whole or in part for commercial or industrial purposes.	Land use codes 8 and 9
23	Strata >500sqm	All land in a Community Title Scheme where used in whole or in part or intended for use in whole or in part for residential purposes where the individual lot size is not less than 500sqm.	Land use code 9
24	Vacant urban/rural land >$0.43m	Vacant lands intended for use in whole or in part for development purposes and the rateable valuation is more than $430,000.	Land use code 1 and 4 with a rateable valuation >$430,000
25	Developer concession	Lands that qualify for a discounted valuation pursuant to section 50 of the Land Valuation Act.	Land use code 72
26	Special uses	Lands used in whole or in part, or intended for use in whole or in part for non-commercial purposes such as social and community welfare, defence or education purposes.	Land use codes 21, 50 – 59, 92, 96 – 100
27 (a)	Other $0 - $45,000	All lands not included elsewhere with a rateable valuation of $45,000 or less.	Land use codes 90, 91 and 95
27 (b)	Other - >$45,000	All lands not included elsewhere with a rateable valuation of more than $45,000.	Land use codes 90, 91 and 95

Objections to Rate Category Classification

A landowner may object

a) only to the categorisation of the land; and

b) on the sole ground that, having regard to the description decided by Rockhampton Regional Council by which rateable land is categorised, the land should have been included, as at the date of issue of the relevant rate notice, in another rating category.

The objection must be made by giving notice of the objection to the Chief Executive Officer, Council's nominated Rating Decision Maker.

The official objection form is available at Council's Customer Service Centres or alternatively can be downloaded from Council's website: www.rrc.qld.gov.au.

The notice of the objection must:

1. Be given on the approved form within 30 days after the date of issue of the rate notice or any
further period allowed by Rockhampton Regional Council; and

2. Be addressed to The Chief Executive Officer, Rockhampton Regional Council, PO Box 1860, Rockhampton, QLD, 4700; and

3. Nominate the rating category in which the owner claims the land should have been included; and

4. Specify the facts and circumstances on which the claim is based.

On receipt of an objection the Chief Executive Officer or delegated officer will, within 60 days after the end of the period within which the objection had to be made:

1. Consider the categorisation of the land; and

2. Consider the facts and circumstances on which the claim is based; and

3. Decide to:
   - allow the objection; or
   - disallow the objection; or
   - decide that the land should be included in another rating category; and

4. Give written notice of the decision to the owner, stating the reasons for the decision.

If the owner is not satisfied with the decision an appeal may be started by filing a notice of appeal in the Land Court registry within 42 days after the owner received notice of the decision or failure, in a form approved by the Land Court.

Note that:

- The sole ground on which an owner may object is that Council has miscategorised the land with respect to the criteria for the category in which the land has been included as at the date of issue of the relevant rate notice;

- Giving a notice of objection will not, in the meantime, affect the levy and recovery of rates; and

- If an owner's land is included in another rating category because of the objection, an adjustment of rates will be made.

General Rates and Minimum General Rates

For the 2014/15 financial year differential general rates and minimum general rates will be levied pursuant to section 94 of the *Local Government Act 2009*, on the differential general rate categories as follows-

Category No.	Category	General Rate (cents in the Dollar of Rateable Value)	Minimum General Rate ($)
1	Commercial/light Industry	1.3449	1,140
2 (a)	Major shopping centres with a floor area 0 – 10,000 sqm	1.7694	15,710
2 (b)	Major shopping centres with a floor area 10,001 - 50,000 sqm	2.5284	179,490
2 (c)	Major shopping centres with a floor area >50,001 sqm	5.4133	1,356,120
3	Heavy and noxious industry	1.7139	2,370
5	Extractive	5.8798	1,940
6	Agriculture, farming and other rural	1.2676	1,140
8A	Residential Other	0.9164	760
9	Residential 1, $0-$150,000	0.7969	560
10	Residential 2, $150,001 - $250,000	0.7658	1,200
11	Residential 3, $250,001 - $500,000	0.6951	1,920
12	Residential 4, $500,001 - $750,000	0.6629	3,480
13	Residential 5, $750,001 - $1,000,000	0.5853	4,980
14	Residential 6, > $1,000,000	0.5491	5,860
15	Large Residential Homesite 1, $0-$225,000	0.7935	595
16	Large Residential Homesite 2, $225,001 -$500,000	0.7648	1,790
17	Large Residential Homesite 3, $500,001 -$1,000,000	0.7040	3,830
18	Large Residential Homesite 4, $1,000,001 -$10,000,000	0.5180	7,040
19	Large Residential Homesite 5, > $10,000,000	0.3800	51,800
21	Strata (residential)	0.9164	560
22	Strata (commercial/industrial)	1.4397	1,140
23	Strata >500sqm	1.5329	1,140
24	Vacant urban land >$430,000	1.2291	1,140
25	Developer concession	0.7479	0
26	Special uses	0.8809	1,860
27 (a)	Other $0 - $45,000	1.3330	480
27 (b)	Other >$45,001	1.4265	1,140

4. LIMITATION ON RATE INCREASE – LGR Part 9, Division 3

In implementing the consolidated rating structure for the region, Council has determined that it will be necessary to undertake measures to limit the initial impact of the structure on a range of properties. In order to limit the percentage increase for individual properties pursuant to section 116 of the *Local Government Regulation 2012,* the caps shown in the table below will apply for the 2014/15 year for those properties where the calculated rate is more than the minimum general rate.

The limitation shall not apply to:

(a) Any land that was not levied for a period of 12 months in the preceding financial year; or
(b) Any separately valued parcel of land that has a different area from its area at the time of rating in the preceding financial year, except for where the area and valuation have reduced; or
(c) Any parcel of land that was previously subject to a discounted valuation under section 50 of the *Valuation of Land Act 2010,* or
(d) Land that has changed differential rating categories since the beginning of the financial year other than by means of correcting an error or inconsistency.

General Rating Categories

Category No.	Category	Cap 2014-15
1	Commercial/light Industry	100.00%
2 (a)	Major shopping centres – floor space 0 – 10,000 sqm	N/A
2 (b)	Major shopping centres – floor space10,001 - 50,000 sqm	N/A
2 (c)	Major shopping centres – floor space >50,001 sqm	N/A
3	Heavy and noxious industry	N/A
5	Extractive	N/A
6	Agriculture, farming and other rural	100.00%
8A	Residential Other	50.00%
9	Urban residential 1, $0-$150,000	50.00%
10	Urban residential 2, $150,001 -$250,000	50.00%
11	Urban residential 3, $250,001 - $500,000	50.00%
12	Urban residential 4, $500,001 - $750,000	50.00%
13	Urban residential 5, $750,001 - $1,000,000	50.00%
14	Urban residential 6, > $1,000,000	50.00%
15	Large residential homesite 1, $0-$225,000	50.00%
16	Large residential homesite 2, $225,001 -$500,000	50.00%
17	Large residential homesite 3, $500,001 -$1,000,000	50.00%
18	Large residential homesite 4, $1,000,001 -$10,000,000	50.00%
19	Large residential homesite 5, > $10,000,000	50.00%
21	Strata (residential)	50.00%
22	Strata (commercial/industrial)	100.00%
23	Strata >500sqm	50.00%
24	Vacant urban land >$430,000	N/A
25	Developer concession	N/A
26	Special uses	100.00%
27 (a)	Other $0 - $45,000	N/A
27 (b)	Other >$45,001	N/A

5. SPECIAL RATES/CHARGES (LGA s94)

The charges are calculated on the estimated cost to Council of providing the services, Council will make and levy upon identified land pursuant to section 94 of the *Local Government Act 2009*, special charges to defray the expense it incurs in providing identified services or facilities, or engaging in identified activities because, the land or its occupiers has especially benefited, or will especially benefit from, or will have special access to the identified services, facilities or activities, or the occupier of the

land or the use made or to be made of the land especially contributes to the need for the services, facility or activity. Revenue raised from these rates will only be used to fund the implementation program for the specific services, facilities or activities. Discount in accordance with section 130 of the *Local Government Regulation 2012* will not apply to these charges.

Rural Fire Services Levy

Pursuant to Section 128A of the *Fire and Emergency Services Act 1990* and Section 94 of the *Local Government Act 2009* Council make and levy special charge for the purpose of raising revenue for each Rural Fire Brigade as set out in the table below:-

Fitzroy Group

Rural Fire Brigade	Levy 2014/15	Rural Fire Brigade	Levy 2014/15
Alton Downs	$100.00	Garnant	-
Archer Ulam	$40.00	Gogango	$25.00
Aricia	-	Gracemere	$20.00
Bajool	$25.00	Kalapa	$20.00
Bouldercombe	$50.00	Marmor	$40.00
Calioran	-	Mornish	-
Calliungal	$50.00	Stanwell	$50.00
Dalma	$20.00	South Ulam	-
Faraday	$10.00	Westwood	$40.00

The rateable land to which the special charge will apply is land within the areas separately described on a map titled:-

Fitzroy Group

‘Rural Fire Brigade – Alton Downs’
‘Rural Fire Brigade – Archer Ulam’
‘Rural Fire Brigade – Aricia’
‘Rural Fire Brigade – Bajool’
‘Rural Fire Brigade – Bouldercombe’
‘Rural Fire Brigade – Calioran’
‘Rural Fire Brigade – Calliungal’
‘Rural Fire Brigade – Dalma’
‘Rural Fire Brigade – Faraday’
‘Rural Fire Brigade – Garnant’
‘Rural Fire Brigade – Gogango’
‘Rural Fire Brigade – Gracemere’
‘Rural Fire Brigade – Kalapa’
‘Rural Fire Brigade – Marmor’
‘Rural Fire Brigade – Mornish’
‘Rural Fire Brigade – Stanwell’
‘Rural Fire Brigade – South Ulam’
‘Rural Fire Brigade – Westwood’

The overall plan for each special charge is to fund the provision of fire prevention and fire fighting services, facilities and activities by the rural fire brigades identified in the special charge table in the defined benefit areas.

The time for implementing the overall plan is one (1) year ending 30 June 2015. However, provision of fire fighting services is an ongoing activity, and further special charges are expected to be made in future years.

The works and services specified in the overall plan will be carried out or provided during the year ending on 30 June 2015.

The estimated cost of implementing the overall plan (being the cost of planned works and replacement of capital items for 2014/15) is $144,090.

The special charge is intended to raise all funds necessary to carry out the overall plan.

The occupier of the land to be levied with the special charge has specifically benefited, or will specifically benefit, from the implementation of the overall plan, comprising fire fighting services, because:-

The rural fire brigades are charged with fire fighting and fire prevention under *the Fire & Emergency Services Act 1990* and whose services could not be provided or maintained without the imposition of the special charge.

6. SEPARATE CHARGES (LGA s94)

Council will make and levy pursuant to section 94 of the *Local Government Act 2009* separate rates to defray the expense it incurs in providing identified services or facilities or engaging in identified activities for the benefit of its local governed area. The charges are calculated on the basis of the estimated cost to Council of providing these services. Revenue raised from these charges will only be used to fund either all or part of the costs associated with the activities.

Council considers that the benefit of each service, facility or activity is shared equally by all parcels of rateable land, regardless of their value.

Road Network Separate Charge

Council will make and levy a separate charge to defray part of the cost of maintaining the road network within the region. Council will make and levy the charge equally on all rateable land within the Rockhampton Regional Council area.

The amount of the Road Network Separate Charge will be $433.80 per annum per rateable assessment throughout the region.

Natural Environment Separate Charge

Council will make and levy a separate charge to defray part of the cost of formulating and implementing initiatives for environmental protection, enhancement and conservation, including various waste management initiatives that contribute to these outcomes.

Council will make and levy the charge equally on all rateable land within the Rockhampton Regional Council area.

The amount of the Natural Environment Separate Charge will be $49.40 per annum per rateable assessment throughout the region.

Discount in accordance with section 130 of the *Local Government Regulation 2012* will not apply to these charges.

7. UTILITY AND SERVICE CHARGES (LGA s94)

Council will make and levy utility service charges, pursuant to section 94 of the *Local Government Act 2009,* for the financial year beginning 1 July 2014 on the basis of an equitable distribution of the burden on those who utilise, or stand to benefit from, the provision of the utility services.

WATER

Water charges will be set to recover all of the costs associated with the provision of water services by Council in the financial year. These costs include loan interest, depreciation, the cost of ongoing maintenance and operation of the system including treatment plant operations and the provision of infrastructure. As the Water and Wastewater provider "Fitzroy River Water" is a commercialised entity of Rockhampton Regional Council, the charges are also made to recover tax equivalents, return on investment and other competitive neutrality adjustments.

Subject to any express provision to the contrary Council will charge all land connected to its water supply, or capable of connection to the supply, a two-part tariff for the period 1 July 2014 to 30 June 2015, composed of:

- A graduated single tier access charge for land connected to Council's water supply, or capable of connection to the supply; and
- A multi-tiered consumption charge for residential users and a single tier charge for non residential users.

The following additional policy is adopted in relation to access charges:

(a) The access charge for an individual residential community title lot will be the sum payable for a 20mm water meter connection, regardless of the true size of the connection to the lot itself or to the development of which it forms part; and

(b) The access charge for premises that contain residential flats will be the sum payable for a 20mm water meter connection multiplied by the number of flats upon the premises, regardless of the true size of the connection to the premises.

(c) To prevent doubt, a management lot in a staged residential community titles scheme is not a residential community title lot.

(d) The access charge for an individual commercial community title lot will be:

i. If the size of the water meter at the boundary of the scheme land (i.e. the meter to which the property services to individual scheme lots connect) is not greater than 50mm, then the access charge per lot shall be the sum payable for a 20mm water meter connection.

ii. If the size of the water meter at the boundary of the scheme land is greater than 50mm, the standard non-residential access charges according to the meter size will apply.

The following additional policy is adopted in relation to consumption charges:

(a) Where water is supplied to premises that comprise a residential flats development, the consumption volume allowed in each tier will be multiplied by the number of flats upon the premises.

(b) Where water is supplied to premises that comprise a community titles scheme, and:

i. The supply to each individual lot in the scheme is not separately metered from the supply to each other lot and from the supply to the common property; or

ii. The supply to each individual lot in the scheme is separately metered from the supply to each other lot but the supply to common property is not separately metered from the supplies to the lots,

Council will levy the consumption charges for the water supplied to the premises (the scheme) in a manner permitted by section 196 of the *Body Corporate and Community Management Act 1997*, namely:

iii. Council will levy each lot-owner for a share of the supplied volume recorded by the water meter at the boundary of the scheme land, and that share will be equivalent to the ratio of the contribution schedule lot entitlement of the owner's lot to the aggregate of contribution schedule lot entitlements recorded in the community management statement for the community titles scheme; or

iv. For a community titles scheme in which there is only a single schedule of lot entitlements rather than a contributions schedule and an interest schedule (i.e. a scheme that continues to be governed by the Building Units and Group Titles Act rather than by the *Body Corporate and Community Management Act 1997*), Council will levy each lot-owner for a share of the supplied volume recorded by the water meter at the boundary of the scheme land, and that share will be equivalent to the ratio of the lot entitlement of the owner's lot to the aggregate of lot entitlements recorded in the building units plan or the group title plan of which the lot is part; or

v. Alternatively to levying the consumption charges on the basis of lot entitlement, Council may exercise its discretion to enter with the body corporate for a community titles scheme to which the *Body Corporate and Community Management Act* applies an arrangement under which the body corporate accepts liability for the full consumption charge payable upon the supplied volume recorded on the water meter at the boundary of the scheme land, in which case Council will levy the body corporate for the full amount of the consumption charge and will make no separate levies against lots in the scheme.

(c) Where water is supplied to the common property of a community titles scheme, and that supply is metered separately from the water supplied to the individual lots in the scheme, Council will levy upon the body corporate the consumption charge for that water.

(d) Where more than one dwelling house is situated upon a single parcel of land (that is to say, the land the subject of a single valuation), Council will charge a

separate two-part tariff for each dwelling house as if each were located upon a different, individually-valued parcel.

(e) Where a dwelling house is situated partly upon one parcel of land and partly upon another, Council will charge a single two-part tariff for supply to the building, and will levy the tariff against the parcel upon which the dominant portion of the house is situated. The dominant portion will be the portion of the house that has the greater floor area.

(f) The following provisions apply to premises serviced by a designated fire service:

i. Council will charge a separate two-part tariff for the service, in addition to the tariff/s it charges for any other water service connection/s to the land.

ii. The access charge for the service will be determined upon the basis that the service connects to a 20mm water meter.

iii. Standard consumption charges will apply unless Council resolves to discount the charge pursuant to this resolution.

iv. The consumption charge will be, for a quarter for which the Queensland Fire and Rescue Service reports or verifies, or Council otherwise verifies, use of the service to fight a fire, either the standard consumption charge or that sum discounted by a percentage Council determines as appropriate.

v. If the Queensland Fire and Rescue Service reports or verifies, or Council otherwise verifies, that the service was used during a quarter to fight a fire, and Council determines after the end of that quarter that a discounted consumption charge was appropriate for the quarter, Council may credit against the next quarterly consumption charge the difference between the charge paid and the discounted charge determined as appropriate.

vi. To prevent doubt, Council may determine that a 100% discount is or was appropriate.

(g) For non-licensed premises (ie premises for which there exists no liquor license) occupied or used by approved sporting bodies, or approved non profit charitable organisations, Council will provide a concession in accordance with it's concession policy for access to Council's water supply, and water consumed from that supply will be charged at Residential rates.

(h) Council will apply section 102 of the *Local Government Regulation 2012* to calculating water consumption charges against land or premises for which consumption charges were made and levied, so that:

i. Regardless of whether the meter reading for the fourth quarter of the 2013/2014 financial year occurs before the end of that financial year or after the beginning of the 2014/2015 financial year, the consumption charge for that quarter is calculated in accordance with the relevant basis of charge in Council's rating resolution for the 2013/2014 financial year; and

ii. Regardless of whether the meter reading for the fourth quarter of the 2014/2015 financial year occurs before the end of that financial year or after the beginning of the 2014/2015 financial year, the consumption charge for that quarter is calculated in accordance with the relevant basis of consumption charge for the 2014/2015 financial year.

(i) Council will apply section 102 of the *Local Government Regulation 2012* to the reading of water meters so that if a meter is due to be read on a particular day (e.g. the last day of a quarter) to enable Council to calculate a consumption charge to be levied, the meter will be deemed read on that particular day if it is read within 2 weeks before the day or 2 weeks after the day.

(j) The commencing water meter reading for a quarterly consumption charge cycle (i.e. a quarter plus or minus 2 weeks at the beginning and the end of the quarter) is the reading last recorded in a quarterly charge cycle, or, in the case of a new meter connection, the reading recorded on the day of connection.

(k) The minimum value of a debt required to raise a charge will be $5.00. If the total charge on an Assessment is less than this amount, then the charges will not be raised and consequently a bill will not be issued. This charge is not raised at all and is effectively written off which will prevent the raising of small balances where the cost of administration, printing, postage and collection is greater than the revenue returned.

(l) For the purposes of making and levying water charges the following definitions apply:-

i. An approved sporting body is an association of persons, incorporated or not, and whether an individual association or a member of a class of association, that Council accepts or approves by resolution as a body that benefits the community by organising and conducting a sporting activity or sporting activities and whose constitution prevents the distribution of its income and assets to its members;

ii. An approved charitable organisation is an organisation incorporated or not, that Council accepts or approves by resolution as a charitable organisation, and whose constitution prevents the distribution of its income and assets to its members.

iii. A community title lot is a lot in a community titles scheme;

iv. A community titles scheme is a community titles scheme created under the *Body Corporate and Community Management Act 1997*, or is a development similar to such a scheme but that continues to be governed by the *Building Units and Group Titles Act 1980* rather than by the *Body Corporate and Community Management Act 1997* (e.g. a development created under the *Integrated Resort Development Act 1987*);

v. A contribution schedule lot entitlement is an entitlement by that name, recorded in the community management statement (or analogous instrument) for a community titles scheme;

vi. A designated fire service is a water supply service to premises, specifically dedicated for use in fighting fires; and

vii. A flat is a self-contained residential unit or module that is not a community title lot; but (to prevent doubt) the expression does not include a bedroom in a boarding house.

Gracemere Water Supply

For the financial year beginning 1 July 2014, a water supply charge will apply to all land in the Gracemere Water Supply Area, either rateable or non-rateable, which is connected or capable of being connected, whether occupied or not occupied, including residential and commercial users, and community title lots.

The access charge for all properties located within the boundaries, and approved properties outside the boundaries of the Gracemere Water Supply Area, will be as detailed in the water access charges table below per meter or per lot as appropriate for the period 1 July 2014 to the 30 June 2015 and will generally be levied on a half yearly basis.

Gracemere Water Supply Scheme –Residential & Non-Residential Access Charges

Meter Size	Annual Charge
20mm	$ 367.10
25mm	$ 573.50
32mm	$ 939.60
40mm	$ 1,468.10
50mm	$ 2,293.80
Special 60mm	$ 3,347.00
65mm	$ 3,876.80
75mm	$ 5,161.30
80mm	$ 5,872.00
100mm	$ 9,174.90
150mm	$ 20,643.40
200mm	$ 36,702.80
Vacant Land	$ 367.10

The access charge for unoccupied land that is capable of connection to Council's water supply will be the sum payable for a 20mm residential water meter connection.

The consumption charge detailed in the consumption charges table below will apply for all water consumed in the water period (year). This charge will apply to all properties located within the boundaries and approved properties outside the boundaries of the Gracemere Water Supply Area. The water period (year) for the consumption charge will be for a period from the 1st July, 2014 to the 30th June, 2015 and billing will generally be in arrears on a quarterly basis.

Gracemere Water Supply Scheme – Non Residential Consumption Charges

Tier	Charge per Kilolitre

All consumption	$1.61/kl

Gracemere Water Supply Scheme – Residential Consumption Charges

Tier (Per Meter)	Charge per Kilolitre
<=75kl per quarter	$0.69/kl
> 75kl <=150kl per quarter	$1.08/kl
>150kl per quarter	$2.16/kl

Mt Morgan Water Supply

For the financial year beginning 1 July 2014 a water supply charge will apply to all land in the Mt Morgan Water Supply Area, either rateable or non-rateable, that is connected or capable of being connected whether occupied or not occupied, including residential and commercial users, and community title lots.

Charges relevant to the Mt Morgan Water Supply Area are as follows:-

The access charge for all properties located within the boundaries, and approved properties outside the boundaries of the Mount Morgan Water Supply Area, will be as detailed in the water access charges table below per meter or per lot as appropriate for the period 1 July 2014 to the 30 June 2015 and will generally be levied on a half yearly basis.

Mount Morgan Water Supply Scheme – Residential & Non-Residential Access Charges

Meter Size	Annual Charge
20mm	$ 378.30
25mm	$ 591.10
32mm	$ 968.30
40mm	$ 1,512.80
50mm	$ 2,363.70
65mm	$ 3,995.10
75mm	$ 5,318.80
80mm	$ 6,051.50
100mm	$ 9,454.60
150mm	$ 21,274.80
200mm	$ 37,821.80
Vacant Land	$ 378.30

The access charge for unoccupied land that is capable of connection to Council's water supply, will be the sum payable for a 20mm residential water meter connection.
The consumption charge detailed in the consumption charges table below will apply for all water consumed in the water period (year). This charge will apply to all properties located within the boundaries and approved properties outside the

boundaries of the Mount Morgan Water Supply Area. The water period (year) for the consumption charge will be for a period from the 1 July 2014 to the 30 June 2015 and billing will generally be in arrears on a quarterly basis.

Mount Morgan Water Supply Scheme – Non Residential Consumption Charges

Tier	Charge per Kilolitre
All consumption	$1.61/kl

Mount Morgan Water Supply Scheme – Residential Consumption Charges

Tier (Per Meter)	Charge per Kilolitre
<=75kl per quarter	$0.69/kl
> 75kl <=150kl per quarter	$1.08/kl
>150kl per quarter	$2.16/kl

Rockhampton Water Supply

A water supply charge will be levied by Council for the financial year beginning the 1 July 2014, on all land to which water is supplied or water is available for supply whether rateable or non-rateable, whether occupied or not occupied in the Rockhampton Water Supply Area.

The access charge for all properties located within the boundaries, and approved properties outside the boundaries of the Rockhampton Water Supply Area, will be as detailed in the water access charges table below per meter or per lot as appropriate for the period 1 July 2014 to the 30 June 2015 and will generally be levied on a half yearly basis.

Rockhampton Water Supply Scheme – Non Residential & Residential Access Charges

Meter Size	Annual Charge
20mm	$ 344.70
25mm	$ 538.70
32mm	$ 882.30
40mm	$ 1,378.60
50mm	$ 2,153.90
65mm	$ 3,640.40
75mm	$ 4,846.40
80mm	$ 5,514.40
100mm	$ 8,615.40
150mm	$ 19,384.60
200mm	$ 34,461.60
Vacant Land	$ 344.70

The access charge for unoccupied land that is capable of connection to Council's water supply, will be the sum payable for a 20mm residential water meter connection.

The consumption charge detailed in the consumption charges table below will apply for all water consumed in the water period (year). This charge will apply to all properties located within the boundaries and approved properties outside the boundaries of the Rockhampton Water Supply Area. The water period (year) for the consumption charge will be for a period from the 1 July 2014 to the 30 June 2015 and billing will generally be in arrears on a quarterly basis.

Rockhampton Water Supply Scheme – Non Residential Water Consumption Charges

Tier	Charge per Kilolitre
All consumption	$1.61/kl

Rockhampton Water Supply Scheme – Residential Water Consumption Charges

Tier (Per Meter)	Charge per Kilolitre
<=75kl per quarter	$0.69/kl
> 75kl <=150kl per quarter	$1.08/kl
>150kl per quarter	$2.16/kl

SEWERAGE

For the financial year beginning 1 July 2014 Council will make and levy a sewerage charge in respect of land within the Declared Sewerage Areas of Rockhampton Region to which the Council provides or is prepared to provide sewerage services, including areas to which such services are extended from time to time during the course of the financial year. Council will make and levy the charge whether the land is rateable or not and, whether the land is occupied or not.

In accordance with the Requirement to Connect to Sewerage Infrastructure Policy that was adopted by Council on 7th October 2014, the sewerage access charges in relation to Stage 2 of the Mount Morgan Sewerage Scheme are only charged upon connection to the system.

The sewerage charge will be set to recover all of the costs associated with the provision of sewerage reticulation services provided by Council in the financial year. These costs include loan interest, depreciation and the cost of ongoing maintenance and operation of the system, including treatment plant operations. As the Water and Wastewater provider "Fitzroy River Water" is a commercialised entity of Rockhampton Regional Council the charge is also made to recover tax equivalents, return on investment and other competitive neutrality adjustments.

For occupied land, whether rateable or not, charges for 2014/15 will be made and levied on the following basis:-

i. Generally, a sewerage charge will be levied in respect of each water closet pedestal or urinal installed.

ii. However, for a single dwelling, residential unit, stables property or a property subject to a residential differential rate, only the first water closet pedestal will attract the normal sewerage pedestal charge.

- The term single dwelling is to be given its ordinary meaning as a residential property used for ordinary domestic purposes and includes home office situations such as for example, where desk or computer work may be done, phone calls made or answered from within the premises for business purposes but where there are no more than 1 (one) non-resident employee on the premises and no significant external indicia to distinguish the premises from any other domestic residence;

- The term single dwelling does not include premises where a distinct externally visible business activity has been established.

iii. In the case of flats, the sewerage charge is calculated by multiplying the number of flats by the charge for the first water closet pedestal.

iv. In the case of Retirement Villages or Aged/Nursing Homes incorporating independent living accommodation, the sewerage charge will be levied on the first pedestal only in each independent living unit/cottage. Sewerage charges will be levied on a per pedestal/urinal basis for pedestals/urinals installed elsewhere at the Aged/Nursing Homes properties.

v. For all other premises, the sewerage charge is calculated on the number of pedestals together with the number of urinals multiplied by the charge for the first water closet pedestal. For the purpose of this paragraph, each 1200mm of a continuous style urinal or part thereof will count as one urinal.

Where there is more than one dwelling house on a land parcel, charges shall apply as if each house were on a separate land parcel. Where there is more than one commercial or industrial building upon a land parcel, charges will apply as if each building were on a separate land parcel.

Where a building is used for more purposes than one, charges will be levied by reference to the dominant use of the building, determined by Council.

For properties within the differential general rating category ‘6’ Agriculture, farming and Other Rural, the sewerage utility charge is levied on the same basis as residential properties, even though to be eligible the properties must be classified as commercial use properties.

For the purpose of these charges:

(a) a community titles lot is taken to be:

I. A single dwelling if it is used wholly or predominantly as a place of residence; and

II. A non-dwelling property in any other case.

(b) A community title lot is a lot in a community titles scheme;

(c) A community titles scheme is a community titles scheme created under or by virtue of the *Body Corporate and Community Management Act 1997*, or is a development similar to such a scheme but that continues to be governed by the *Building Units and Group Titles Act 1980* rather than by the *Body Corporate and Community Management Act* (e.g. a development created under the *Integrated Resort Development Act 1987*);

(d) A contribution schedule lot entitlement is an entitlement by that name, recorded in the community management statement (or analogous instrument) for a community titles scheme.

The sewerage charges will be those shown in the following tables:-

Rockhampton Region Sewerage Scheme – Charges

Sewered Premises	**Basis**	**Number of Charges**
Private Dwelling/Residential Unit or Stables or property subject to rural differential rate.	Each Residence (regardless of number of pedestals)	1 Charge
Flats	Each Flat	1 Charge
Aged/Nursing Home Plus Aged/Nursing other fixtures	Each Unit/Cottage Each Pedestal/Urinal	1 Charge 1 Charge
Other Premises	Each Pedestal / 1200mm of Urinal or part thereof	1 Charge
Vacant Land	Each rateable property	1 Vacant Land Charge

For those properties in the Declared Sewerage Areas, charges as per the above schedule for 2014/15 will be:

Declared Sewered Area	**Amount of Charge**	**Amount of Vacant Land Charge**
Gracemere	$729.20	$692.70
Mount Morgan	$673.20	$639.60
Rockhampton	$557.90	$530.10

WASTE & RECYCLING

For the financial year beginning 1 July 2014, Council will make and levy the following utility charges for:

Schedule of Waste Collection and Recycling Charges	
Service	**Annual Charge**
Domestic Services	
Combined General Waste/Recycling Service	$394.60
Additional General Waste Service – same day service as nominated service day	$309.50
Additional Recycling Service – same day service as nominated service day	$197.00
Commercial Services	
General Waste Service (Including GST)	$355.20
Recycling Service (Including GST)	$222.00

Services to be provided

Domestic Waste and Recycling Services

The service comprises of the following services as described:

Combined Domestic General Waste Collection and Recycling Service.

This service is on the basis that the combined general waste collection and recycling service provided is available to properties within a Declared Waste and Recycling Collection Areas.

The combined domestic general waste collection and recycling charge, Council levies against a Domestic Premise will be the single sum shown in the Schedule of Waste Collection and Recycling Charges, covering for the full financial year the combined cost of:

- Providing an MGB (Mobile Garbage Bin) to hold domestic general waste; and
- Emptying the domestic MGB once per week and removing the contents from the premises; and
- Providing an MGB to hold recyclables; and
- Emptying the recyclables MGB fortnightly, and removing the contents from the premises once per fortnight.

Domestic Premises - General

Council will levy on the owner of each residential structure capable of separate occupation, whether occupied or not, within the Waste Collection Areas, charges; regardless of whether ratepayers choose to use the domestic general waste collection and/or recycling services Council makes available.

Where a service is supplied to a residence on a property within Category 6 – Agriculture, farming and other rural, Domestic Waste Charges will apply.

For newly constructed structures, the charge will apply from the earlier of plumbing approval or delivery of refuse bins.

Where there is more than one structure on land capable of separate occupation a charge will be made for each structure.

The number of charges levied to a domestic property shall be the number of bins the Chief Executive Officer or his delegate considers necessary; or the number of bins the ratepayer requests, whichever is greater. Additional bin collections from domestic properties will only be made available on the same day as the minimum service.

Commercial Waste and Recycling Services

The service comprises of the following services as described:

Commercial Premises in a Declared Waste and Recycling Collection Area

This service is on the basis that the general waste and recycling collection service it provides are available to commercial properties within the Declared_Waste and Recycling Collection Areas.

A General Waste Collection and **or** Commercial Recycling Collection levy shall be charged per bin per collection (called a Service) as per the Schedule of Waste Collection and Recycling Charges, covering for the full financial year the combined cost of:

- Providing the number of MGB's that the Chief Executive Officer or his delegate considers necessary or the number of bins the ratepayer requests, whichever is greater; and

- Emptying each bin and removing the contents from the premises on the number of occasions each week that the Chief Executive Officer or his delegate considers necessary; or on the number of occasions the ratepayer requests, whichever is greater;

And;

- Where an MGB is provided to hold recyclables; and

- Emptying and removing the contents from the premises of that bin once per fortnight.

Commercial Premises - General

Council will levy a waste collection and recycling collection levy against commercial premises for the removal of commercial waste and recycling, unless the Chief Executive Officer or his delegate is satisfied that an approved commercial operator removes commercial waste and recycling from the premises, and will do so, at least once weekly for commercial waste and or once fortnightly for recycling.

Where there is more than one structure on land capable of separate occupation a charge will be made for each structure.

Charges for the collection of Commercial Waste will be based on volume and frequency of collection. Charges will be made for additional collections from commercial properties.

8. COST RECOVERY FEES (LGA s97)

Section 97 states that Council may fix a cost recovery fee for any of the following:-

(a) An application for the issue or renewal of a licence, permit, registration or other approval under a Local Government Act (an **application fee**); or

(b) Recording a change of ownership of land; or

(c) Giving information kept under a Local Government Act; or

(d) Seizing property or animals under a Local Government Act; or

(e) The performance of another responsibility imposed on the local government under the Building Act or the Plumbing and Drainage Act.

The principles of Full Cost Pricing are applied in calculating all cost recovery fees of the Council where applicable, but the fees will not exceed the cost to Council of providing the service or taking the action for which each fee is charged.

Cost Recovery Fees are listed in Council's Register of Cost Recovery Fees which was last adopted at Council’s Meeting held on the 10 June 2014.

9. BUSINESS ACTIVITY FEES

Council has the power to conduct business activities and make business activity fees for services and facilities it provides on this basis. Business activity fees are made where Council provides a service and the other party to the transaction can choose whether or not to avail itself of the service. Business activity fees are a class of charge, which are purely commercial in application and are subject to the Commonwealth’s Goods and Services Tax.

Business activity fees include but are not confined to the following: rents, plant hire, private works and hire of facilities.

10. TIME FOR PAYMENT (LGR s118)

Rates and utility charges referred to in this policy shall generally be levied half yearly with the exception of water consumption which will be levied at quarterly intervals on a rolling basis in each of the former local government areas. Such rates and utility charges shall be payable by the due date detailed on the rate notice.

All rates and charges will be due and payable within 35 days of the issue of a notice to pay. In addition a grace period of 2 days will be allowed in order for discount to be received.

As a guide only the dates of issue and due dates for receipt of discount for the main half yearly notices are listed below for the 2014/15 financial year:

Issue date for first rate notice	06 August 2014
Issue date for second rate notice	04 February 2015
Due date first rate notice	10 September 2014
Due date second rate notice	11 March 2015

11. INTEREST (LGR s133)

All rates and charges remaining outstanding 30 days after the due date will be deemed to be overdue rates and will thereafter bear interest at the rate of eleven percent (11%) per annum, compounding on daily rests in accordance with the *Local Government Regulation 2012,* calculated on the balance of overdue rates and charges.

12. DISCOUNT (LGR s130)

Discount at the rate of ten (10) percent will be allowed on gross Council rates and charges, excluding any charge specifically excluded from discount entitlement, provided payment of the full amount outstanding, including any overdue rates and interest to the date of payment, less any discount entitlement, is paid by the due date on original notice of the levy.

Charges excluded from discount entitlement include:-

Rural Fire Levy
Water Consumption Charges
Natural Environment Separate Charge

13. RATE CONCESSIONS (LGR s121)

Council approves concessions each year prior to it's budget meeting, in the form of the Rate Concession Policy. This was adopted by Council on the 10th June 2014. The main areas of concessions are as follows:

Pensioner Subsidy

For Pensioner Ratepayers of their principal place of residence Council will offer a subsidy (upon the same terms and conditions as the Queensland Government Pensioner Rate Subsidy Scheme of 20% (to a maximum of $250) on all rates levied in respect of the property the person owns and occupies, excluding special rates/charges and rural and state fire levies/charges.

For Pensioner Ratepayers of their principal place of residence a person in receipt of a Widow/ers Allowance will be entitled to a subsidy of 20% (to a maximum of $250) on all rates levied in respect of the property the person owns and occupies, excluding special rates/charges and rural and state fire levies/charges.

In both cases, the concession is offered on the basis that the ratepayers are pensioners (as defined by the *Local Government Regulation 2012)*.

Permit to Occupy – Separate Charges

Council will grant a concession of all Separate Charges on those assessments that only contain a permit to occupy for pump sites provided the ratepayer as shown on the assessment is the owner of another property in the Council area on which the Separate Charges have been levied.

The concession is offered on the basis that the payment of the additional separate charge will cause the ratepayer hardship.

Permit to Occupy – General Rates

Council will grant a concession of up to $600.00 in General Rates for properties on those assessments that only contain a permit to occupy for pump sites provided the ratepayer as shown on the assessment is the owner of another property in the Council area on which General Rates have been levied.

The concession is offered on the basis that the payment of general rates will cause the ratepayer hardship.

Sporting Clubs and Associations

Council will grant varied levels of concessions to charitable and other Non-Profit and Charitable Community Groups, including not-for-profit Sporting Bodies, in accordance with the provisions of the Rates Concession Policy.

The concessions are offered on the basis that the ratepayers are entities whose objects do not include the making of a profit.

14. PROVISIONS

Council will endeavor to ensure funds are available to cover 100% of the current liability in respect of employees leave entitlements.

15. AUTHORITY

It is a requirement of the Local Government Act 2009 that for each financial year Council adopt, by resolution, a Revenue Statement.

11.3 IMPLEMENTATION OF ROAD REVIEW STATUS REPORT

File No:	**10738**
Attachments:	**1. Road Design, Construction and Maintenance Review - Project Report**
Authorising Officer:	**Evan Pardon - Chief Executive Officer**
Author:	**Robert Holmes - General Manager Regional Services**

SUMMARY

An assessment has been undertaken of the implementation of the Combined Action Plan component of the 'Road Design, Construction and Maintenance Review – Project Report (22 April 2014)' completed for Council in mid 2014 and it was requested that a status report come back to the Council in six (6) months. The status report is submitted for the Council's information.

OFFICER'S RECOMMENDATION

THAT the information contained in the report be noted.

COMMENTARY

Status of Actions

Following the receipt of the Road Design, Construction and Maintenance Review report in late May 2014 it was indicated that a report be submitted to the Council on the status of the implementation of the recommendations/actions from the report after a period of six (6) months.

An assessment of the implementation of the Combined Action Plan component of the 'Road Design, Construction and Maintenance Review – Project Report (22 April 2014)' has been undertaken and a copy is attached as Attachment 1.

The methodology used to undertake this assessment was as follows:

Kick-off meeting with all parties to ensure clear understanding of the requested services.

AECOM then undertook process of separating actions into the area of the Council's operations that had predominant responsibility for that matter.

Separate meetings were then convened with those responsible for each of the above sections with a view to recording the status of the suggested report actions and if any process had been put in place subsequent to receiving the report to improve the deficiencies identified in the Road Review report.

Responses were recorded to each action suggestion and these will be used in further refining the work being done to provide the background to address those matters that are yet to be commenced or substantially put in place.

As has been indicated previously, we will be looking at conducting a Councillor Workshop on levels of service for roads both sealed and unsealed in the not too distant future. We are currently gathering information on typical industry acceptable KPIs and will couple this with current levels of service both actual and targeted and present this to the proposed workshop.

Benchmarking

Council through the Assets Unit participated in the Yardstick Roads Benchmarking Program and the results of that have been received and a report will be presented to the next

Performance & Services Committee meeting on the results of the benchmarking and what it indicates for RRC.

IMPLEMENTATION OF ROAD REVIEW STATUS REPORT

Road Design, Construction and Maintenance Review - Project Report

Meeting Date: 27 January 2015

Attachment No: 1

Item	Applicable Area	Practice Area	Action	Priority	Timing in months	Section	Responsibility	Current Status	Column1
7	Asset management	Data	Review the condition assessment program to provide a risk based approach that supports asset management outcomes as well as financial reporting requirements through an ongoing rolling program.	H	12	Corporate Services	Assets	The condition assessment program has been reviewed, the basis for the review was the full network assessment that was completed in June 2013. This full network assessment formed the basis for the new weighting criteria and network modelling which enabled the PMS to provide work programs based on need and the optimisation of useful lives following a "risk" based approach.	On Track
2	Asset management	Technology	Continue with reinstatement and development of Council's pavement management system to provide a fully functioning and calibrated system with reliable outputs to help support asset management decision and financial planning.	H	24	Corporate Services	Assets	Data collection of pavement condition of the full RRC road/pavement network was last completed in 2013, and tenders have recently called for the contract for the next 5 years, with the intent to develop a rolling 3 year program.	On Track
17	Asset management	Lifecycle Management	Continue with development and improvement of the pavement management system (PARMMS) to make use of it as an effective asset management tool	H	24	Corporate Services	Assets	Assets advised that the assessment model within the PMS has recently been recalibrated to increase the weighting of cracking as a failure mode, and that this step was undertaken to provide a more strategic approach to the development of the maintenance program. The intent is to put a greater priority on roads that have cracking, rather than general roughness, which in lower speed environments is not as big as an issue, as the roads that have higher cracking rates are generally those that in time will require more regular maintenance (i.e. potholes). It was noted that this shift in approach was undertaken to improve the overall network condition over time.	On Track
13	Asset management	Service levels	Review asset management plans to provide clearer transparency between capacity, demand and future investment	H	12	Corporate Services	Assets	Assets have advised that the revised Road Asset Management Plan (RAMP) has been updated to provide clearer transparency between capacity, demand and future investment. RAMP was presented to Infrastructure Committee 5 November 2014 and adopted. It was noted that this would be further reviewed as the recommendations of the Road Review were implemented.	On Track
1	Asset management	Governance	Review Council's Asset Management Policy to confirm that it clearly articulates a collaborative whole of organisation approach and clearly defines roles and responsibilities across all levels of the organisation to achieve the required outcomes.	H	6	Corporate Services & Regional Services	Assets	Assets have advised that the Asset Management Policy is currently being updated to clearly articulate the collaborative whole of organisation approach to asset management and to clearly defines roles and responsibilities across all levels of the organisation.	On Track

Item	Applicable Area	Practice Area	Action	Priority	Timing in months	Section	Responsibility	Current Status	Column1	
8	Asset management	Data	Investigate and develop linkages between asset data and GIS to provide useful tools for the support of asset management and decision making	L	24	Corporate Services	Assets	Assets advised that the link between asset data and GIS has been developed as far as currently possible due to technical / geographical limitations in the Conquest system. It was further advised that the development of fully integrated system would require new asset management software.	Not progressed at this stag	This is currently being considered in the Corporate IT Strategy with the AM system to be reviewed in the forthcoming period.
14	Asset management	Lifecycle Management	Review and/or complete missing sections of the asset management plan and update to provide: - Better understanding of financial sustainability and backlog maintenance - A breakdown of the split between maintenance and capital works, including identification of specific capital works projects - Better understanding of the drivers for capital investments (e.g. reason for specific projects to be undertaking and how it relates to corporate objectives or management of risk) - A better understanding of the condition of the network and how this aligns with funding demand	M	12	Corporate Services	Assets	Assets advised that a new Asset Management Plan incorporating the asset lifecycle management requirements identified has been developed and RAMP was presented to Infrastructure Committee 5 November 2014 and adopted. It was noted that this would be further reviewed as the recommendations of the Road Review were implemented.	On Track	
16	Asset management	Lifecycle Management	Review kerb and channel asset lives with respect to current drivers or practice for replacement	M	12	Corporate Services	Assets	Assets advised that the kerb and channel assets lives have been reviewed as part of the development of the new RAMP.	Completed	
19	Asset management	Lifecycle Management	Review the asset management improvement plan to include more specific actions, including timeframe, responsibility and budget	M	12	Corporate Services	Assets	Assets advised that the new Asset Management Plans include short, medium and long term budgets for maintenance and recapitalisation. Further to this it was identified that the new AMP also makes provision for expenditure on new and the upgrade of existing infrastructure stimulated by development.	On Track	
26	Construction/ Design	Technology and data	Council should continue to implement the ADAC system for capture of As Constructed information	M	24	Corporate Services	Assets	It was identified by both Assets and Design / Civil Operations / Engineering that the ADAC system would be continued to be implemented for the capture of As Constructed information. Currently used externally to capture new infrastructure constructed as part of developments.	On Track	

Item	Applicable Area	Practice Area	Action	Priority	Timing in months	Section	Responsibility	Current Status	Column1	
25	Construction/ Maintenance	Technology and data	Improve the capture of actual project costs to inform and refine estimating rates and to monitor performance	H	12	Regional Services	Civil Operations	Civil Operations advised that project costs were continuing to be tracked by individual spreadsheets produced by the Project Engineers.	Not progressed at this stage	The updated Finance 1 modules may facilitate project costing and this will be implemented by 30 June 2015
33	Maintenance	Technology and data	Implement the outcomes of the MMS review	H	12	Regional Services	Civil Operations	Civil Operations advised that to their knowledge no review of the MMS review had been completed to date, and that once completed the outcomes would be reviewed / implemented.	Not progressed at this stag	The Maintenancfe Management System for both sealed and unsealed roads will be reviewed following the conduct of the Levels of Service workshop.

Item	Applicable Area	Practice Area	Action	Priority	Timing in months	Section	Responsibility	Current Status	Column1	
30	Construction/ Maintenance	Skills and resources	Council needs to capture the lessons learnt from recent NDRRA declared events and update procedures and standards to be applied for future events	M	12	Regional Services	Civil Operations	Civil Operations advised that no work has been undertaken to capture the lessons learnt from the recent NDRRA declared events.	Not progressed at this stag	This is also impacted by the ever changing requirements under the NDRRA program.
31	Maintenance	Governance	Review the communication process between Maintenance and Construction, to ensure feedback from maintenance into the construction process	M	12	Regional Services	Civil Operations	Civil Operations / Design advised that the current communication process was working well and that no real changes were required.	On Track	
34	Maintenance	Skills and resources	Council should implement an on-going pavement maintenance training program to ensure staff are fully aware of SOPs and that skills are up to date	M	12	Regional Services	Civil Operations	Civil Operations advised that training registers for relevant staff were being maintained to assist in ensuring that staff are fully aware of SOPs and that skills are up to date.	On Track	
35	General	Community engagement	Project specific community engagement should be continued. Warrants for the level of engagement are to be assessed on a project by project basis.	M	Ongoing	Regional Services	Civil Operations & Directorate	Civil Operations advised that required community engagement levels are currently identified on a project by project basis.	On Track	
11	Asset management	Service levels	Following review of the technical levels of service and performance measures consider how this can be used in the organisation for regular reporting and assisting in guiding or driving asset management or investment decision making	H	12	Regional Services	Civil Operations & Engineering	Comments from RRC officers were generally focussed on the actual levels of service and performance measures rather than how they can be used for reporting and in assisting asset management and investment decision making. A need was however identified to investigate exactly what data was used to develop works programs.	In Progress	An internal workshop on levels of service has been conducted in preparation for a workshop with Councillors.
22	Design/ Construction/ Maintenance	Skills and resources	Implement a targeted development program for professional and operational staff involved in the roads business with a view to skill enhancement and targeted succession planning within the roads unit	H	24	Regional Services	Civil Operations & Engineering	Informal skills matrix process currently used in Design section to identify individual training requirements.	On Track	
9	Asset management	Skills and resources	Implement formal training or workshop initiatives that would help broaden asset management knowledge across the organisation and assist with succession planning. Such training should also provide opportunity for stakeholders to articulate their roles and responsibilities and help encourage a co-ordinated organisational approach to asset management.	H	12	Regional Services	Civil Operations & Engineering	Design / Civil Operations / Engineering advised that they had not undertaken any work on progressing this action as they saw it as more a whole of Council task. Notwithstanding this, it is understood that these departments will be required to provide extensive input into this training/workshop process.	Not progressed at this stag	This will be approached from a coporate perspective and not merely roads related activities to be included. It is important that there is a consistent and corporate approach to asset management.

Item	Applicable Area	Practice Area	Action	Priority	Timing in months	Section	Responsibility	Current Status	Column1	
10	Asset management	Service levels	Review technical levels of service to cover the broader range of services and service levels provided, that are consistent with community and road user expectations, and complete development of the performance measures and current metrics	H	6	Corporate Services & Regional Services	Corporate Services & Regional Services	Regional Services advised that workshops with Councillors will be required in early 2015 to review and confirm the Levels Of Service (LOS) and intervention levels to be adopted by Council moving forward. In addition Assets advised that the technical levels of service have been reviewed within the new Asset Management Plan.	In Progress	An internal workshop on levels of service has been conducted in preparation for a workshop with Councillors.
18	Asset management	Lifecycle Management	Review funding projections, funding gap analysis and assessment of sustainability in the asset management plan to correct inconsistencies	H	12	Corporate Services & Regional Services	Corporate Services & Regional Services	Regional Services advised that currently there is little correlation between the costs identified in the PIP (LGIP), AMP and Council's long term financial plan. It was also noted that the costs identified in the AMP and PIP (LGIP) should reflect the actual works costs, not just reflect the available finances. Assets advised that the funding projections, funding gap analysis and assessment of sustainability have been reviewed as part of new AMP. Further to this modelling of network improvements identifies deficiencies between required and proposed funding levels.	In Progress	
6	Asset management	Data	Improve floodway and drainage data	M	24	Corporate Services & Regional Services	Corporate Services & Regional Services	Assets advised that most floodways were upgraded after the last flood event, and as such the required data for these floodways has been recorded. Also identified that work is continuing on improving data integrity of existing floodway and drainage records. It was also noted that for contributed assets less than 15 years old would have high data integrity levels with detailed information available, while issues with the data integrity occurring in the older areas of the network.	On Track	
15	Asset management	Lifecycle Management	Separate roads and drainage into two separate plans	M	24	Corporate Services & Regional Services	Corporate Services & Regional Services	Assets advised that roads and drainage have been separated in the new AMPs as different asset classes.	Completed	
23	Design/ Construction/ Maintenance	Skills and resources	Reviewing performance expectations of individuals and teams to ensure targets are specific and measureable and continuously monitored	H	12	Corporate Services, Regional Services & Finance	Corporate Services, Regional Services & Finance	Regional services advised that Council had recently started a benchmarking process through IPWEA. From this it is expected that feedback will be gained regarding costings / expenditure which will inturn inform performance expectations for teams, and provide measureable targets. It was also advised that the review/update of LOS with Councillors would also inform KPIs for the relevant teams within Council. Finally, it confirmed that individual performance expectations and targets were discussed (at a minimum) during the annual performance reviews conducted for all office staff and field staff above Supervisor level.	In Progress	A report will be presented to the next Performance & Services Committee meeting on the results of the benchmarking and what it indicates for RRC.

Item	Applicable Area	Practice Area	Action	Priority	Timing in months	Section	Responsibility	Current Status	Column1	
5	Asset management	Data	Review and if necessary revise traffic model	H	18	Regional Services	Engineering	Engineering identified that updates were currently being completed to both the CUBE and Saturn traffic models through TMR's traffic modelling branch.	In Progress	
27	Construction/ Design	Skills and resources	Key resources should undertake Austroads pavement design and seal design training if they have not done so recently	M	12	Regional Services	Engineering	Engineering advised that no specific change to procedure has been made, however the pavement and seal design training requirements is currently monitored within the section.	On Track	
21	Design	Technology and data	Develop a process for sharing up to date information on the location of future developments	M	12	Regional Services	Engineering	The current communication level between Design / Civil Operations and Engineering regarding future developments and there implications to the road network is understood to be good. This is expected to be further enhanced by the co-locaiton of the development assessment and engineering teams at Walter Reid.	On Track	
3	Asset management	Technology	Continue with implementation of the ADAC system to capture as-built data through a consistent and efficient manner.	M	18	Regional Services	Engineering	It was identified by both Assets and Design / Civil Operations / Engineering that the ADAC system would be continued to be implemented for the capture of As Constructed information. Currently used externally to capture new infrastructure constructed as part of developments.	On Track	
29	Construction	Skills and resources	Training for staff and review of financial system to ensure job costs are accurately recorded to enable unit rates to be established /refined	M	18	Corporate Services	Finance	Regional Services advised that Council was currently in the process of reviewing its chart of accounts which is understood to include amendments to the ledger structure, therefore allowing better reporting of project costs to occur. Training in the new system would then be completed on a needs basis.	In Progress	
20	Design/ Construction	Governance	Review the project brief development process to ensure that the ultimate responsibility resting with the asset owner and augment the project brief development process with a critical assessment of the inclusion of ancillary works proposed for replacement in conjunction with pavement works	H	6	Corporate Services	General Manager Corporate Services	Regional Services identified that a review of the whole project management framework was undertaken recently by the General Manager of Corporate Services, and that the outcomes of this review have been implemented across Council.	Completed	
4	Asset management	Technology	Investigate use of mobile systems to support field staff outside the existing condition data collection capability already being used.	L	24	Corporate Services	IT & Leadership Team	Regional Services advised that Council was currently rolling out a mobile system for Customer Requests through smart phones and tablets in the field. Currently using the "Snap, Send, Solved" program but looking at developing an additional module in Councils Pathways system to provide this capability. Assets identified that further uses for the mobile technology have been looked at but there are system limitations with Conquest. Also advised that several new asset management systems have been assessed, with a target date of January 2016 for the review of asset management system .	In Progress	Awaiting the completion of the trial and the implementation of the Pathways 'field' module.

Item	Applicable Area	Practice Area	Action	Priority	Timing in months	Section	Responsibility	Current Status	Column1
32	Maintenance	Technology and data	Conduct an in-house review of Council's organisational MMS needs against the available (Conquest) system capacity and functionality to identify what changes may be required to establish a functional MMS including: - Identify user (Council) needs; - Confirm available Conquest functionality; - Benchmark the current and potential Conquest functionality against user needs; - Identify other system options; - Determine advantages and disadvantages for Council to retain and expand its use of Conquest compared to changing to an alternative system	H	12	Regional Lead Regional Services & Corporate Services	Regional Lead Regional Services & Corporate Services	Assets advised that a preliminary review of Conquest system's functionality has been undertaken and that there is limited scope to expand the use of the system and that it has several limitations (including the ability to undertake modelling). Also confirmed that several alternative software packages have been investigated, but the fundamental corporate asset management approach needs to be confirmed to enable the functionality requirements of a future system to be established. Regional Services also identified that the overall asset management approach needs to confirmed (LOS etc.) before a review of the MMS can be completed, and that the functionality requirements of the system would become clearer through the LOS review and ultimately the AMPs.	In Progress
28	Construction	Skills and resources	Supervisors to receive training in Engineering Construction Management (ECM) if they have not done so recently	M	12	Regional Services	Regional Services	Both Regional Services and Civil Operations advised that this process is currently undertaken and addressed through performance reviews and on a needs basis.	On Track
36	General	Community engagement	Develop (internally or using external specialists) a general community engagement materials and program on the road construction and maintenance process including: · General information on the scope of works for NDRRA allowed under funding constraints (i.e. like for like) and restrictions placed on Council. QRA involvement in this process will be required; · General information on the road maintenance / intervention process, especially during emergency repair works (i.e. notifying if works are temporary / quick fixes) and the constraints of ongoing wet weather; · General information on use of roads after extended periods of wet weather; and · General information on the extents of Council's road network and the State Controlled Road Network and the responsibilities of Council under the RMPC.	M	12	Regional Services	Regional Services	Comments from RRC officers were focussed on the community consultation that is currently being completed for project work, and with ratepayers in rural areas. Also noted the recent media releases undertaken as part of the revised chip/spray sealed program. Comments were also made regarding a need to "educate" the community in regards to road operations and in particular the LOS to be adopted, but no specific actions are understood to have been undertaken in regards to the community consultation items identified in the previous AURECON report.	In Progress
24	Design/ Construction/ Maintenance	Skills and resources	Council monitor impacts of de-amalgamation on skill levels and additional training that may be required as a result	H	12	Regional Services Directorate	Regional Services Directorate	Civil Operations advised that the de-amalgamation process had led to additional responsibilities being placed on the section. Design identified that the loss of staff through de-amalgamation had lead to a lack of resources to complete program. Engineering advised that the loss of resources through de-amalgamation had led to loss of ability for staff to specialise in one particular area of practice. Finally Regional Services advised that Council was aware of the impacts of de-amalgamation through the sections identified above, and that Council was actively monitoring the workforce to minimise the impacts of de-amalgamation process and that any issues identified would be subject to review.	Completed

Item	Applicable Area	Practice Area	Action	Priority	Timing in months	Section	Responsibility	Current Status	Column1	
12	Asset management	Service levels	Re engage with the community to assess an appropriate and affordable level of service	H	24	Regional Services Directorate & Council	Regional Services Directorate & Council	Comments from RRC officers were focussed on the community consultation that is currently being completed for project work, and with ratepayers in rural areas. Comments were made regarding a need to "educate" the community in regards to road operations and in particular the LOS to be adopted, but no actions are understood to have been undertaken in regards to the specific community consultation items identified in the AURECON report.	In Progress	This matter will be further pursued following the workshop with Councillors and the adoption of a current level of service structure.

11.4 COMMUNITY ASSISTANCE PROGRAM - CENTRAL QUEENSLAND VIETNAMESE COMMUNITY

File No:	**7822**
Attachments:	**1. Application to Community Assistance Program - Central Queensland Vietnamese Community**
Authorising Officer:	**Michael Rowe - General Manager Community Services**
Author:	**Cheryl Haughton - Manager Community Services**

SUMMARY

An application to the Community Assistance Program has been received from Central Queensland Vietnamese Community seeking financial assistance with the Vietnamese Lunar Festival – Year of the Goat.

OFFICER'S RECOMMENDATION

THAT Council approves the application for funding from the Central Queensland Vietnamese Community to the value of $2,000.

COMMENTARY

An application to the Community Assistance Program has been received from Central Queensland Vietnamese Community seeking $2,000 to assist the group to host the Vietnamese Lunar Festival – Year of the Goat.

The Vietnamese New Year considered the biggest and most popular celebration in Vietnamese Culture seeks world peace, harmony in the family, and good fortune for the local community in the year ahead. On 7 February 2015 the Central Queensland Vietnamese Community will host the Vietnamese Lunar Festival – Year of the Goat at Bauhinia House from 6pm. As per the application event organizers plan to share with the community Vietnamese traditions in food, culture, song and dance including traditional lion dances. Organizers of the festival view this celebration as a means of welcoming new Vietnamese people and assisting the community to come together to form friendships and new alliances.

The Central Queensland Vietnamese Community is not yet constituted and incorporated. In order to meet the eligibility criteria for applicants to the Community Assistance Program, the group has sought assistance from the Central Queensland Multicultural Association who has agreed to auspice the application for sponsorship.

The Vietnamese Lunar Festival has previously received sponsorship from Council, as follows:

2014	Vietnamese Lunar Festival – Year of the Horse	$2,000

The application has been assessed in accordance with the Community Grants Procedure and the recommendation is provided based on the assessment criteria with the grant matrix applied to indicate the recommended funding level.

The assessment panel recommends that Central Queensland Vietnamese Community be provided with $2,000 sponsorship for the Vietnamese Lunar Festival – Year of the Goat.

COMMUNITY ASSISTANCE PROGRAM - CENTRAL QUEENSLAND VIETNAMESE COMMUNITY

Application to Community Assistance Program - Central Queensland Vietnamese Community

Meeting Date: 27 January 2015

Attachment No: 1

6199461 - 17/12/2014

7

PROJECT OVERVIEW

NOTES

Your activity or event may already have a special name, if not please give it one for working purposes

Q1	**What is the name of your project?**
A1	'Vietnamese Lunar Festival' 'The Year of the Goat
Q2	**Indicate the amount of assistance you require from Council.**
A2	Sponsorship — $2000:00

APPLICANT DETAILS

Please give the full name of your organisation as shown on your incorporation certificate without abbreviations.

This will be the address Council will use for all formal correspondence.

If you are not incorporated please include the details of the incorporated body who will take financial and legal responsibility for any funds granted. **A letter of consent must be attached.** →

Council will adjust any funds granted depending on your organisation's GST status.

You should name a representative who has the authority and knowledge to answer questions about this application.

Council may need to make contact urgently. Put down the telephone number where the contact can usually be found during office hours.

Q3	**What is the name of your organisation?**
A3	The Central Queensland Vietnamese Community
Q4	**What is your organisation's mailing address?**
A4	211 West Street, Depot Hill 4700
Q5	**Is your organisation an incorporated body? Yes ☐ No ☒**
A5	If no, provide the name and incorporation number of the sponsoring organisation. Name: Central Queensland Multicultural Association Inc Incorporation number _____
Q6	**What is your ABN number?**
A6	CQMA's ABN Number: 48992200269
Q7	**Who is your organisation's designated contact for this application?**
A7	Chung Nguyen
Q8	**What are the contact details?**
A8	Phone 07 49 305 812 or mobile: 0470380321 **Email :** chungun@teysaust.com.au

ROCKHAMPTON REGIONAL COUNCIL
File: 7822 Doc:
Links:
Action Officer:
17 DEC 2014
Task to: Haughton, C
QDAN: 480 v: 4 Ref: 2.9.1
Box No: Years: 7yr

V. D
16 DEC 2014
BY: M Smith

6199461 - 17/12/2014

8

ABOUT YOUR ORGANISATION

NOTES

Only include financial members.

Summarise in one sentence the main reason your organisation has come together.

Do you have a base? Do you operate in one township or all over the region?

Funds will not be provided to uninsured organisations. Council will require a copy of the Certificate of Insurance from successful applicants.

List all bodies that give your organisation support. Please indicate whether it is financial or *in- kind*.

Council may request a copy of your last financial report.

Do **not** include any grants received under the Gambling Community Benefit Fund or a similar scheme. If no machines are owned or leased please put a zero in both columns.

Q9 How many members does your organisation have?

A9

Full members		Associate or social members	

Q10 What is the primary purpose of your organisation?

A10

- To celebrate the Vietnamese New Year (Vietnamese: *Tết Nguyên Đán. This celebration is our community's most important holiday.*
- The official part of the celebration will be the blessing seeks world peace, harmony in the family and good fortune for the local community in the year ahead.
- To share with our local community and the general community our traditions in food, culture and song dance
- There will be the traditional lion dances and where appropriate a ceremony to bring luck and prosperity to all visitors and guests.

Q11 Where does your organisation normally operate?

A11 The Bauhimia House (Moon Festival in 2014 and 211 West Street Depot Hill (Private Residence)

Q12 What company carries your Public Liability Insurance and how much cover do you have?

A12 Central Queensland Multicultural Association Inc
Local Community Insurance Services
PO Box 7170
Hutt Street
South Australia 5000
Level of Cover $20 million

Q13 Do you receive financial or *in kind* support from other sources? Yes☐ No ☒ X

A13 If yes, please provide details
We receive in-kind support from local non-profit organisations or local business houses and upon request for supporting financial donations from local council, university and other local companies.

Q14 Does your organisation have its own gaming machine revenue? Yes ☐ No ☒ X

A14

Number of machines	$	Revenue last financial year	$

Q15 Has your organisation previously received funding from Council? Yes ☐ No ☒ X

A15 If yes, please provide details

Has this grant/s been successfully acquitted? Yes ☑ No☐

6199461 - 17/12/2014

9

PROJECT DETAILS, OUTCOME MEASURES, AND BUDGET

Council needs to know the details of your project, how its success will be measured, and your project budget.

NOTES

To assess your application Council needs to know what your project is going to do and what outcomes you expect to achieve

Please indicate specific measures, for example:

- Increased member ship to your group/organisation
- Projects completed according to timeline
- Media coverage
- Satisfaction surveys

Q16 **When do you intend to start your project?** 12/ 01 /2015

Q17 **When do you intend to finish your project?** 07/02 /2015 **(all funds must be expended by 31/04/2015)**

Q18 **What is your project about?** (Describe the project and its objectives)

A18 **Project description:** The Vietnamese New Year (Vietnamese: *Tết Nguyên Đán celebration which is our community's most important holiday.*

Project objectives:

- To celebrate the Vietnamese New Year (Vietnamese: *Tết Nguyên Đán. This celebration is our community's most important holiday.*
- To bring together the Vietnamese people together and share things and experiences and have fun especially have fun for the children
- The official part of the celebration will be the blessing seeks world peace, harmony in the family and good fortune for the local community in the year ahead.
- To share with our local community and our general community guests our traditions in food, culture and song dance
- There will be the traditional lion dances and where appropriate a ceremony to bring luck and prosperity to all visitors and guests.
- To create working partnerships and team spirit that will enhance communication, group work and leadership within our local community network.

How does your project align with the objectives of the Community Assistance Program?
Supports multicultural beliefs in the community
Continue to build and strengthen social cohesion, inclusion and collaboration within the general community.
It assists new Vietnamese people and the local community to come together to form friendships and alliances with existing community members to feel at home in their new community.

Q19 **How will you measure the success of your project?**

A19 Informal feedback from the community and from the Project Team to the Lunar Celebration success.

Will an evaluation survey be distributed at the conclusion of your project/event? Yes X☒ No ☐

6199461 - 17/12/2014

10

PROJECT BUDGET

Q20 Please complete the budget template below where applicable. Total income for the project must equal total expenditure. Show all budgetary items including gst.

What is the total budget for the project? $3,600			**Amount of sponsorship requested** $ 2,000		
INCOME			EXPENDITURE		
Item	**Description**	**$**	**Item**	**Description**	**$**
Organisation Funds	Your organisation's contribution to this project	$1000	Staff	Paid wages to organisational staff and **contractors**	$250
Other Grants	Detail other grants obtained for this project:		Assets/Equipment (Copies of 2 quotations must be supplied)	Specify details of the equipment and/or assets you wish to purchase:	
			Hire Charges	Equipment hire for your project: Sound Engineer and sound equipment - $350:00 Venue Hire - $350 for the event Bain Marias -$200	$900
Other Support	Details other cash donations:		Building (Copies of 2 quotations must be supplied)	Specify building costs relating to your project:	
	Detail in-kind assistance EOI will be sort from the community to be part of the Project Team to development and delivery this community program	Volunteers	Fees and Charges	Building application and certification fees:	
				Other – please specify	
			Freight	Freight/transport costs:	
			Administration	Expenses such as phone & postage where applicable	$200
Council Contribution	Amount of grant you have requested from Council	$2000	Other	Catering – $2,000 Printing of Program Flyers - $100 Transport $50 Media and Promotion of event $100	$2,250
TOTAL INCOME			**TOTAL EXPENDITURE**		$ 3,600

6199461 - 17/12/2014

11

SHOW AMOUNTS INCLUDING GST.

ABOUT YOUR CORPORATE SPONSORSHIP APPLICATION

NOTES

Who are the people who are going to benefit from your project?

Tell us what you are going to spend on promotion and where (eg: promotional events, TV, radio, newspaper, State newspaper, National TV etc.). Make sure this amount matches the budget item in your answer to Q20

Council is more likely to support innovative projects that show a new approach to problems rather than ones that have previously failed to produce long lasting results.

How many people are going to be drawn to visit the region and for how long? What are they likely to spend money on – accommodation, food, fuel?

What is the potential for your project to attract business investment or growth in business activity in the region?

Q21 List the target group(s) for whom the project is designed.

A21

- ☐ Aboriginal & Torres Strait Islander people
- ☐ Australian South Sea Islander people
- X ☒ Children and young people
- X ☒ Older People
- X ☒ People with a Disability
- X ☒ Women
- X ☒ People from culturally and linguistically diverse backgrounds

Q22 How are you going to reach your target group (s)?

A22 Through local and internet media outlets via flyers, distribute flyers through working team, and friends.
Seek assistance from RRC to circulate flyer through Community Development outlets.
Written invitation to guests.

Q23 What is new and different about your project?

A23 The Lunar Celebration is new to Rockhampton and we wish to share this experience with our families, friends and local guests within the community such as local cultural community groups.

Q24 What are the short-term community benefits of your project?

A24 Number of anticipated participants? 400-500 people

Number of participants who will require paid accommodation? N/A

Number of nights that participants will require paid accommodation? N/A

Other

Q25 What are the long-term community benefits of your project?

A25 Is the sharing of our cultural and traditions with others, and support our local Vietnamese community to celebrate the Lunar Year with their families, friends and guests.

Q26 Will your organisation be utilising Council services and facilities for your project? Yes ☒ No☐

A26 If yes, please provide details: In the follow to the Vietnamese Lunar Year celebration we would like to be able to use a sports field for soccer field and the Bauhinia house for the children to learn Vietnamese language (long term goal).

Q27 If successful with your application for assistance, describe how your organisation will acknowledge

6199461 - 17/12/2014

12

CERTIFICATION

I make this application for assistance from the Rockhampton Regional Council Community Assistance Program for the stated project in accordance with a resolutic of the management committee/board of the above applicant organisation, such resolution having noted that:

1 further details may be sought concerning this application from the contact officer nominated in this application, and that the nominated contact officer specifically authorised to respond to any and all such requests from Council;

2 conditions will apply to any funding support provided, including the provision to Council of organisational financial and insurance details, or evidence experience in the management of similar projects, or any other related matter;

3 reports on the expenditure of any funds allocated, and the success of the activity to which they were applied, will be required; with any unexpended func allocated returned to Council;

4 Rockhampton Regional Council is collecting the personal information supplied on this form for the purpose of receiving and considering my organisatior request for funding under Council's Community Assistance Program. Personal details will not be disclosed to any other person or agency external to Coun without individual consent, unless required or authorised by law. Program funding details will be published by Council and summarised in Council's annu report.

Name: Chung Nguyen	Name: YEN NGO
Position: C/O The Vietnamese Community Leader	Position: C/O The Vietnamese Community Treasurer
Organisation: C/O The Vietnamese Community Lunar New Year	Organisation: C/O The Vietnamese Community Lunar New Year
Signature:	Signature:
Date: 10/12/14	Date: 10/12/14

Home | Receipt Enquiry | Booking Search Profile for Park Booking | Cashier Sign On

Close

Ready.

Receipt

Receipt Number	6245478	Drawer ID	R01
Recipient Name	Central Queensland Multicultural Association Inc.	Cashier Name	Murray Smith
Address	PO BOX 5535 RED HILL ROCKHAMPTON QLD 4701	Date/Time	16/12/2014 4:34:47 PM
Receipt Status	Banked		
Bank Reference	161214RE		
Source	Online		
Offline Reference			
Receipt System Date	16/12/2014		

Receipt Line (All 2 records)

Detail

Application Code	Reference	Qualifier	Description	Processed	Payment Type	Amount
BK	2426		Luna New Year 2015 - Vietnamese Community	☑		575.00
			Payment		EFT	-575.00

$350 Bond
$225 Hall Hire.

Amount Paid	575.00
Amount Tendered	575.00
Change	0.00

3pm, 24 December 2014 and re-open 05 January 2015. No payment or applications will be processed over this period.

3

LOCAL COMMUNITY INSURANCE SERVICES

31-10-2014

A division of
Jardine Lloyd Thompson Pty Ltd
ABN 69 009 098 864
Lvl 1/148 Frome Street
ADELAIDE SA 5000
GPO Box 1693
Adelaide SA 5001
www.localcommunityinsurance.com.au
Telephone 1300 853 800
Facsimile (08) 8235 6448

Central Queensland Multicultural Association, Inc.
C/- Dawn Hay
PO Box 5535,
Rockhampton QLD 4700

Certificate of Insurance - Tax Invoice

YOUR SERVICE CONTACT NUMBER IS 1300 853 800.

Invoice #	064280	**Client Ref**	003089
Our Ref	005157-8	**Policy No**	AT A172000 PLB
Class	Annual Public and Products Liability		
Insured	Central Queensland Multicultural Association, Inc.		
Situation	Postcode: 4701, State: QLD		
Insurer	QBE Insurance (Australia) Ltd		
Inception	31-10-2014 **To** 31-10-2015		Renewal Policy
Payment Date	31-10-2014		

Premium	$858.20
FSL/Levy	$0.00
Fee	$100.00
GST	$95.82
Stamp Duty	$84.96
Total Paid	**$1,138.98**

Insurance has been arranged subject to the policy terms and conditions. Please read the important information included with this invoice and ensure that you review your sums insured at least annually.

LOCAL COMMUNITY INSURANCE SERVICES

IMPORTANT INFORMATION

BINDING AUTHORITY
Please note that this insurance is being effected under an authority to bind cover on behalf of the insurer and that in arranging this policy we are acting as agent for the insurer.

DUTY OF DISCLOSURE
Before you enter into a contract of general insurance with an insurer, you have a duty under the Insurance Contracts Act 1984, to disclose to the insurer every matter that you know, or could reasonably be expected to know, is relevant to the insurer's decision whether to accept the risk of the insurance and, if so, on what terms. The same duty arises on renewal, extension, reinstatement - or variation of the policy. The disclosure required is especially important in matters relating to the physical risk, past claims, cancellation of insurance covers, the imposition of increased premiums, insolvency or criminal convictions. Disclosure is not limited to specific questions in a proposal or matters applying to the insured named in the policy but includes other relevant matters including past business or businesses or private insurances. If you breach the duty, even innocently, the insurer may be able to reduce its liability in respect of a claim or may cancel the contract. If the non-disclosure is fraudulent the insurer may also have the option of avoiding the policy from inception.

CHANGE OF RISK OR CIRCUMSTANCES
Please tell us about any changes to your circumstances or business, such as any alteration of risk, location changes, new or changed business activities, as they could affect your insurances.

AVERAGE CLAUSE – UNDER INSURANCE
Home buildings and contents, fire, business interruption, industrial special risks and other policies often contain an average clause. This means that you should insure for full value which may be replacement, indemnity or market value depending on the type of insurance cover arranged. If you are under insured your claim may be reduced in proportion to the amount of under-insurance.

UNREPORTED LOSSES
Please let us know whether there are any losses which have occurred that have not been reported to us/insurers, whether you intend making a claim or not.

NEW CLAIMS
Any quotation we have obtained on your behalf is based on the understanding that there will be no deterioration in the claims experience between the date insurers quoted their terms and the inception date of the cover. If claims do occur during this period, insurers have the right to revise the terms quoted or even withdraw their quotation.

HOLD HARMLESS AGREEMENTS, CONTRACTING OUT, REMOVAL OF SUBROGATION RIGHTS
You may prejudice your rights to a claim if, without prior agreement from your insurer, you make any agreement that could prevent the insurer from recovering the loss from a third party. These "hold harmless" clauses are often found in leases, licences and contracts for maintenance, supply, construction and repair.

WARRANTIES
Where any insurance is subject to a Warranty, there must be strict compliance with the stipulation in the Warranty. Failure to comply with any Warranties may invalidate policy cover and lead to non-payment of claims, even though the breach may not have any bearing on a particular claim.

INSURING THE INTEREST OF OTHER PARTIES
If you require the interest of another party to be covered by the policy, you MUST request this. Most policies will attempt to exclude indemnity to other parties (e.g. mortgagees, lessors, principals etc.) unless their interest is expressly noted on the policy.

SEVERAL LIABILITY
Where your policy cover is provided by more than one insurer it is important to note that each insurer is only responsible to the extent of their individual subscription and there is no obligation for that insurer to make up the shortfall of any other subscribing insurer in a claim or return premium payment.

CONFIRMATION OF TRANSACTION
You may contact us by telephone or in writing to confirm any transaction under your policy, such as renewals and endorsements. If necessary, we will obtain the information for you from the insurer.

COOLING OFF PERIOD FOR RETAIL CLIENTS
If you are a retail client as defined in the Corporations Act 2001 as amended (the 'Act'), you may be entitled to a minimum 14 day cooling-off period during which you may return the insurance policy and receive a refund of the insurance premium paid (less amounts lawfully deducted), subject to the requirements of the Act and the terms and conditions of your policy.
This does not affect any other cancellation rights you may have under your policy.
Please check your policy and schedule upon receipt to be sure you have the cover you require. If the cover does not meet your needs, please contact your JLT Client Risk Adviser for advice as to your rights.

REMUNERATION AND OTHER INCOME
Our principal remuneration for arranging insurance on your behalf is either by way of commission paid by the Insurer and/or a fee including a service fee and an administration fee to be paid by you. In the event of a mid-term broker appointment, JLT reserves the right to retain all commission, fees and charges.
In addition to the above the Jardine Lloyd Thompson Group may receive income from insurers as follows: interest earned on insurance monies passing through our bank accounts; profit commissions or profit shares paid by insurers on specific classes of business; administrative service fees or expense reimbursements for limited specific services we provide to insurers as part of the placing or claims process.
We will disclose any potential conflict of interest not included above which may occur and affect our relationship.

REFUND of PREMIUMS
In the event of any refund premium being allowed for the cancellation or adjustment of this insurance policy, JLT reserves the right to retain all brokerage, fees and charges

RECEIVING INFORMATION ABOUT OTHER PRODUCTS AND SERVICES
JLT may, from time to time, offer you information about products and services which may be of interest to you. Please notify us if you do not wish to receive such additional information.

PRIVACY POLICY
JLT is committed to the protection of your privacy and is bound by the National Privacy Principles for the handling of your information.
JLT's Privacy Policy can be examined by accessing our website (http://www.jlta.com.au/) or by obtaining a copy from your JLT Client Risk Adviser or the JLT Privacy Officer (at Jardine Lloyd Thompson Pty Ltd., 66 Clarence Street, Sydney, NSW, 2000: or on telephone number (02) 9290 8000).

SERVICE DIFFICULTIES
We would like to know if you are not satisfied with our services. If you have any difficulties please contact your JLT Client Risk Adviser or our Complaints Manager. JLT subscribes to the Financial Ombudsman Service Limited (1300 780 808), which is a free consumer service, and the General Insurance Broker's Code of Practice. Additional information is available from your local JLT office.

IF THERE IS ANY PART OF THE ABOVE THAT YOU DO NOT UNDERSTAND OR YOU REQUIRE FURTHER EXPLANATION, PLEASE CONTACT US IMMEDIATELY.

LOCAL COMMUNITY INSURANCE SERVICES

PUBLIC & PRODUCTS LIABILITY INSURANCE - CERTIFICATE OF CURRENCY

Limit of Liability:	Public $20,000,000 any one event Products $20,000,000 in the aggregate any one year
Name of Insured:	Central Queensland Multicultural Association, Inc.
Period of Cover:	31-10-2014 To 31-10-2015
Policy No:	AT A172000 PLB
Situation:	Worldwide (excluding USA & Canada)
Cover:	Policy provides indemnity up to the limit of liability against all sums which the Insured becomes legally liable to pay by way of compensation in respect of bodily injury &/or property damage resulting from an occurrence happening in connection with The Business.
Excess:	$100 (property damage claims only)
Special Conditions:	

SPECIAL NOTE:
THIS POLICY DOES NOT COVER YOU AS ORGANISERS OF FETES, PARADES, MARCHES OR OTHER SPECIAL EVENTS WHERE A LARGE CONCENTRATION OF PEOPLE ARE EXPECTED.

PLEASE REFER ACTIVITIES OF THIS NATURE TO LOCAL COMMUNITY INSURANCE SERVICES.

EXTENSIONS:

- Liability of members included as volunteers of Insured
- Actions of coaches/instructors/trainers
- Car Parking Liability
- Joint Insured (also known as Cross Liability clause)
- Property in the physical or legal control of the Insured (Limit - $100,000 Excess $100)

ENDORSEMENTS: Refer section below ATTACHING TO AND FORMING PART OF POLICY AT A172000 PLB

INSURER: QBE Insurance (Australia) Limited

POLICY BENEFITS: As Per JLT/QBE Broadform Liability Policy QM2441-1109 (as found on LCIS website page http://www.localcommunityinsurance.com.au/coverage_pl.aspx)

ATTACHING TO AND FORMING PART OF POLICY AT A172000 PLB

2. Definitions
Page 9

1 Words with Special Meanings:

2.21 You, your, insured is amended at paragraph (c) to read as follows:

'Any Director, Executive Officer, Employee, partner or shareholder, voluntary unpaid worker which includes Committee Members, Office Holders, Managers, Coaches or Trainers of You as designated in paragraph (a) but only whilst acting within the scope of their duties in such capacity'.

LOCAL COMMUNITY INSURANCE SERVICES

3. EXCLUSIONS
Page 13

Exclusion 3.14. Professional Liability amended to read as follows:

Liability to pay Compensation for the rendering of or failure to render professional advice or service by You or any related error or omission connected therewith, but this Exclusion does not apply to:

(a) Personal Injury or Property Damage arising from such rendering or failure to render professional advice or service, providing such professional advice or service is not given for a fee;
(b) Personal Injury and/or Property Damage arising from the rendering or failure to render professional medical advice by Medical Persons employed by You to provide first aid and other medical services on Your premises;
(c) Personal Injury or Property Damage arising from the actions of coaches/instructors/trainers whether paid or unpaid.

Page 13

Exclusion 3.15. Property in Custody or Control amended by adding the following sub-paragraphs:

(iv) any other property (not being a Vehicle or premises) under a lease or rental agreement in Your physical or legal control up to a limit of $100,000 (or any other amount specified in the Policy Schedule) for any one Occurrence
(v) other property temporarily in Your physical or legal control up to a limit of $100,000 (or any other amount specified in the Policy Schedule) for any one Occurrence
(vi) the property of employee, volunteer or member of You as defined in paragraph 2.21. You, Your, Insured

ADDITIONAL PARAGRAPHS TO POLICY SECTION 3. EXCLUSIONS

3.20. Participation

Personal Injury or damage to property of any person caused by or arising out of the participation of such person or his/her property in any game, match, race, practice, trial, or other sporting activity (including but not limited to swimming, gymnastics, health and fitness activities); but this exclusion does not apply to:

(a) personal injury or damage to property caused by or arising out of your negligence as a property owner or lessee or occupier or manager of the premises or facility.

3.21. Child molestation

The molestation or interference with a minor or minors by

(a) You or any person comprising You
(b) any of Your employees, or
(c) any person performing any voluntary work on Your behalf

Further, we shall not have any duty to defend any action, suit or proceedings brought against You (or any other person or body corporate who might otherwise but for the provisions of this clause be entitled to indemnity under this policy) which either directly or vicariously seeks compensation in respect of such molestation or interference as above or from any personal injury resultant therefrom.

3.22 Amusements

Will not provide cover in respect of claims arising from:

- Children's Rides, Animal Rides;
- Amusement Rides and Devices;
- Inflatable Recreational Equipment

3.23 Security Personnel

Personal injury or property damage arising directly or indirectly out of or caused by licenced security personnel.

LOCAL COMMUNITY INSURANCE SERVICES

CLUBS & COMMUNITY GROUPS INSURANCE SCHEME
ADDITIONAL INSURANCES AVAILABLE & ADDITIONAL POLICY BENEFITS
The attached Tax Invoice confirms your Public Liability coverage for a 12 month period.

Your insurance is placed with QBE Insurance (Australia) Ltd (QBE) through Thistle Underwriting Services Pty Ltd, under an authority to bind cover on behalf of QBE as its agent Thistle Underwriting Services Pty Ltd is an authorised representative of JLT and a wholly owned subsidiary of JLT and also receives brokerage on the transaction.

In addition to the above the Jardine Lloyd Thompson Group may receive income from QBE as follows: interest earned on insurance monies passing through our bank accounts; profit commissions or profit shares paid by insurers on specific classes of business; administrative service fees or expense reimbursements for limited specific services we provide to insurers as part of the placing or claims process. These commissions are payable under our agreement with the insurer.

To enable our office to ensure your interests remain fully protected we ask you to review the information shown on the invoice and contact our office should any amendments be required:

- Change of name and/or postal address
- Changes to your premises, business operations or activities*
- Alterations to the Sum Insured Limits*

DO YOU HAVE ANY UNINSURED RISKS?
WHAT ARE THE LOCAL COMMUNITY INSURANCE SERVICES POLICIES AND BENEFITS?

Listed over the following pages is the range of insurance covers available through Local Community Insurance Services and some of the benefits provided.
This information is provided as a summary only, a full copy of the policy wordings and endorsements can be found on our website www.localcommunityinsurance.com.au under the Insurance Covers tab.

Listing these policies and benefits here does not mean that they are automatically in place. You need to consider if cover is required in these areas and if you have not taken out cover and wish to do so please contact us.

INSURANCE COVER FOR ASSETS/PROPERTY OWNED BY YOUR GROUP:

*** FIRE AND OTHER INSURED EVENTS INSURANCE**

- Able to insure Buildings/Structures/Contents/Stock to the Sum Insured shown on the Schedule. This includes improvements such as cricket nets, sprinkler systems, fencing but you must tell us about them and have the improvements noted on the Schedule.

Additional benefits when this section is insured

- Accidental Damage (Limits : Buildings $50,000/Contents $25,000)
- Flood Cover to the limit of Sum Insured;
- Damage to Sporting Surfaces (where a Sum Insured is shown on schedule);
- Reinstatement and Replacement Conditions Apply;
- Employees, Committee Members, Office Holders, Managers, Coach or Trainer and Members Personal Property (Limit $5,000 any one person)
- Landscaping (Limit $10,000 any one loss)

UNDER INSURANCE CONDITIONS COULD APPLY TO THIS POLICY SECTION
What is the impact of the building Sum Insured remaining the same for some time?
To set out some guidelines on policy conditions and what should be included in any insured values:
Insured value should be replacement cost of building(s) constructed in same materials as already there.
It does not matter that it can be done differently in alternative materials, the standardised measure is replace the existing new for old.
So the starting point for determining a Sum Insured is to look at what the cost to rebuild the property would be using similar materials.
There are other expenses to be factored into the sum insured:
Cost of demolition and removal of debris if site has to be rebuilt totally. This should include allowance for jackhammering and removing footings.
Where this is an older building, rebuilding after a major loss may see the application of updated local planning rules which will impact any rebuild e.g. disabled access, showers and toilets which are not in the current structure and must be under revised code.

LOCAL COMMUNITY INSURANCE SERVICES

Fire sprinklers or mandated safety fit-out such as additional fire exits. Perhaps environmental improvements such as solar panels, water recycling, or other passive energy use design features are now required.
Cost of architects fees for plan/design submission to local authority/building development assessment panel, it is also likely that the building depending on size and use is going to require engineering specifications.
If the site is in a residential area noise and dust resulting from any repairs will have to be suppressed so the neighbouring properties are not inconvenienced. This may also impact on the value to be insured as it will impact on rebuild costs.
Finally if it is a cost of (say) $1,000,000 to rebuild now what is the impact of inflation/building materials/labour cost rises in the coming 12 months? An allowance should be made for this.
If there has been no movement in the values of the property for 2 years or more it is likely under insured and in the event of a major loss you may not have adequate insurance cover to meet the loss.
A review of the building sum insured using the above as guidelines as a starting point should be considered.

Contents are also insured for replacement value and the sum insured must stay relevant to the cost of replacing items at a value of new for old items. We recommend you review the values for these assets at the same time you review your buildings.

*** BUSINESS INTERRUPTION INSURANCE**
Loss of income or additional expenditure required resulting from damage or destruction of Your assets as shown on the Schedule

- 12 Month Indemnity Period

UNDER INSURANCE CONDITIONS COULD APPLY TO THIS POLICY SECTION
It is likely your turnover and ongoing expenses will vary year to year.
A review of the values insured and the Indemnity Period* should be undertaken on a regular basis.
When setting insured values allowance should be made for any financial trends in the business.
*Indemnity Period: the intention of this section is to provide you with a continuing income stream where the operations of your group are interrupted (either ceased or reduced) following a claim under FIRE AND OTHER INSURED EVENTS section. The policy will pay benefits up to the end of the indemnity period. When determining the length of the Indemnity Period you should consider the following factors:

- how long will take to remove debris from the site;
- how long will it take for engineers/architects to assess damage, draft specifications and plans;
- how long will it take for approval to be granted by the local authority/building development panel;
- tender period for builders to assess the specifications and respond;
- time frame to confirm builders and settle variations;
- how long will the build take once they start the job;
- once the property has been handed over to you how long will it be until you are back to pre-loss revenue.

*** BURGLARY/THEFT INSURANCE**

- Able to insure Contents/Stock to the Sum Insured shown on the Schedule

Additional benefits when this section is insured

- Employees, Committee Members, Office Holders, Managers, Coach or Trainer and Members Personal Property (Limit $5,000 any one person). If there is other insurance in place on the lost property this must be claimed upon first
- Theft, fraud or dishonesty by employees (Limit $2,500 in the period of insurance)
- Replacement cost of locks and keys following a burglary (Limit $5,000);
- Temporary Protection to secure property after a loss (Limit $5,000)
- Theft without forcible entry into your premises (Limit $2,500 excluding stock)
- Damage to the building as a consequence of each theft or attempted theft (Limit $5,000)
- Peak period increase. 50% increase in Stock Sum Insured during Peak Periods (60 days prior to Christmas Day to the 20th day following & 30 days prior to Easter Sunday to the 12th day following)
- Option to insure theft of property in the open air

*** MONEY INSURANCE**

- Able to insure Loss of Money to the Sum Insured shown on the Schedule and in connection with the activities of your group whilst
  1. In transit
  2. In the building during business hours
  3. In the building outside of business hours
  4. Whilst held in a safe in the building
  5. At you or your employee's residence

LOCAL COMMUNITY INSURANCE SERVICES

Additional benefits when this section is insured

- Fraud or dishonesty by employees (Limit $2,500 in the period of insurance)
- Peak period increase. 50% increase in Stock Sum Insured during Peak Periods (60 days prior to Christmas Day to the 20th day following & 30 days prior to Easter Sunday to the 12th day following)

*** GLASS INSURANCE**

Covers breakage of fixed glass which is defined as a fracture extending the width of the glass

Additional benefits when this section is insured

- Temporary Shuttering, Ornamentation, Sign writing, Damage to Door/Window Frames, Damage to Property and Stock (Limit $5,000 in total)

*** MACHINERY BREAKDOWN INSURANCE**

Covers costs incurred to repair machinery/electrical motors following breakdown
Also available is loss of refrigerated/frozen stock
Cover can be extended to include boilers, compressors, air receivers and other pressure vessels

*** ELECTRONIC EQUIPMENT INSURANCE**

Covers costs incurred to repair machinery/electrical controlled equipment/computers following breakdown
Also available is loss of refrigerated/frozen stock
Cover can be extended to include boilers, compressors, air receivers and other pressure vessels

*** EMPLOYEE DISHONESTY INSURANCE**

Covers loss of Money or contents cause by theft, fraud or dishonesty
Additional benefits when this section is insured
Definition extended to include loss caused by members and volunteers

*** GENERAL PROPERTY INSURANCE**

Covers loss of assets away from the premises as described on the schedule from Fire, Lightning or Explosion, Theft from a locked vehicle, Collision or Overturning of the conveying vehicle
Option available to take Accidental Damage cover conditions

*** TAX AUDIT INSURANCE**

Covers fees of an accountant engaged by You in connection with an audit of the group pursuant to a Statutory Tax audit

*** STATUTORY LIABILITY INSURANCE**

Covers penalties resulting from a wrongful breach of any

(a) Occupational Health & Safety legislation of the Commonwealth or States
(b) Environmental legislation

*** MOTOR VEHICLE INSURANCE**

Cover available for damage to owned vehicles and third party property damage
Option to include volunteers loss of No Claim Bonus and payment of excess where they are using their own vehicle for your business

INSURANCE COVER FOR LEGAL LIABILITY WHICH YOUR GROUP MAY CAUSE:

*** PUBLIC LIABILITY AND PRODUCTS LIABILITY INSURANCE**

Covers legal liability arising from your activities (what you do) and resulting in personal injury &/or property damage to another party

Additional benefits when this policy is taken

- Professional Liability coverage extended to apply to Coaches, Instructors and Trainers (whether paid or unpaid)
- Indemnity is provided for claims by participants where personal injury or property damage arises from Your negligence as owner, lessee, occupiers or managers of premises or facilities
- Cover for property in Custody or Control up to $100,000 per Occurrence
- Cover for members acting as security personnel providing they are not licenced or required by law to hold a licence.

*** ASSOCIATION LIABILITY INSURANCE**

Covers officers, committee members, employees and members acting in a voluntary capacity on Your behalf for any actual or alleged mis-statement, misleading statement, negligent act or error, omission, breach of duty, or breach of Power of Authority

LOCAL COMMUNITY INSURANCE SERVICES

Additional benefits when this policy is taken

- Indemnity to heirs and estates
- Indemnity to Officers representing You on other clubs, associations or community groups
- Subject to payment of a premium equal to 50% of the current annual premium. Right of 12 months extension where renewal is not offered.

INSURANCE COVER FOR YOUR VOLUNTEERS:

*** PERSONAL ACCIDENT (VOLUNTEER WORKERS) INSURANCE**

Covers volunteers who may be injured when working for you

Additional benefits when this policy is taken

- Includes cover for injury travelling directly to and from the voluntary work
- No exclusion from policy due to age however people over 85 years of age do have some restrictions on benefits
- Injury Assistance & Non Medicare Medical Expenses benefit - Maximum payable is $10,000 per claim.
- 104 weeks benefit period

Should you require details of cover and premium quotations for any risks currently uninsured please contact our office for assistance.

CERTIFICATE OF INSURANCE - TAX INVOICE CHECKED BY DIVISIONAL MANAGER

11.5 CAPRICORNIA YEARLING SALES SPONSORSHIP OPPORTUNITY

File No:	**5044**
Attachments:	**1. Invitation & Sponsorship Opportunity from Rockhampton Jockey Club Incorporated**
Authorising Officer:	**Evan Pardon - Chief Executive Officer**
Author:	**Shane Turner - Manager Governance Support**

SUMMARY

Council has received a letter from the Rockhampton Jockey Club Incorporated (RJC) for the Mayor to open the Yearling Sales and a sponsorship request for the re-introduction of the Mayor's Plate. The RJC and the Central Queensland Thoroughbred Breeder's Association (CQTBA) in partnership with RRC are looking to build the Capricornia Sales race meetings and events into a valuable regional event.

OFFICER'S RECOMMENDATION

THAT Council receive the report and that a sponsorship contribution of $10,000 be provided to the Rockhampton Jockey Club Inc. to assist in the running of the Mayor's Plate race at the 2015 Capricornia Yearling Sales Race Meeting.

COMMENTARY

Council has received correspondence from the Rockhampton Jockey Club providing information on the Capricornia Yearling Sales Race Meeting to be held 9 April 2015. Included in this correspondence was a request for sponsorship to the value of $10,000 for the Mayor's Plate race which has proposed prize money of $20,000.

BACKGROUND

Council has previously supported the Mayor's Cup/Plate through sponsorship requests from the RJC to assist with the prize money offered for the race. A search of our ECM Records Management System has found that Council had approved sponsorship of the race to the amount of $1000 in 2006/07. The Mayor was invited to attend the Mayor' Cup race meeting in either 2009, which appears to be the last running of the race in Rockhampton. It is unclear what sponsorship, if any Council provided for that race.

BUDGET IMPLICATIONS

Funds for sponsorship requests have been allowed for in the current budget. This request is for $10,000.

CONCLUSION

The Capricornia Yearling Sales race meeting is one of the premier horse racing events in the region. The RJC Inc. is seeking sponsorship from Council to assist in the delivery of a quality event. The RJC in partnership with the Central Queensland Thoroughbred Breeder's Association are working to build this meeting into a valuable regional event.

CAPRICORNIA YEARLING SALES SPONSORSHIP OPPORTUNITY

Invitation & Sponsorship Opportunity from Rockhampton Jockey Club Incorporated

Meeting Date: 27 January 2015

Attachment No: 1

callaghanpark
ROCKHAMPTON JOCKEY CLUB INC.
Racing into the future

Reaney Street
North Rockhampton
PO BOX 1303
ROCKHAMPTON
QLD 4700

TELEPHONE
07 4937 4000
FACSIMILE
07 4927 1418

EMAIL
admin@rjc.com.au
WEBSITE
www.callaghanpark.com.au

Rockhampton Regional Council

CAPRICORNIA YEARLING SALES RACE MEETING
THURSDAY 9 APRIL 2015

Featuring

$20,000 Mayor's Plate
Class 6 1200m

Sponsorship of this innovative race on the yearling sales carnival program would assist the RJC and CQTBA build the Capricornia Sales, race meetings and associated events into a valuable regional event.

The RJC and CQTBA are working closely together to create an autumn racing carnival around the yearling sales that already attracts nearly all vendors and a considerable number of buyers from outside of the Rockhampton region.

It is the intention of both bodies to seek regional tourism funding from 2016 to develop the scope of the events and activities so that the sales and its activities becomes a significant regional event providing economic benefit to Rockhampton.

The racing industry of CQTBA, Racing Queensland and RJC will be contributing over $250,000 in prize money for owners, trainers and riders to compete for over the two days of racing.

The RJC and CQTBA would greatly appreciate the presence of the Mayor of Rockhampton to open the yearling sales on Saturday night 11 April as the start of the yearling preview parade. An invitation would also be extended to the other events such as the Hats, Heels and High Tea at Callaghan Park on Friday 10 April and the running of the $100,000 Capricornia Yearling Sales Classic on Saturday 11 April.

The $20,000 Mayor's Plate on Thursday 9 April would be the feature event on that day and a significant drawcard for the owners and trainers from a broad area across Queensland. Associated with the race meeting are a

number of elements that could enhance your exposure or that of any RRC message:

- Recognition in all media promotion of the race meeting and racing event to the industry;
- Full page of advertising in the race book;
- Temporary signage on the course for the two days of the yearling sales events;
- Fully catered table for six on both race meetings, Thursday 9th and Saturday 11th April 2015;
- Trophy presentation in mounting enclosure on Thursday 9 for Mayor's Plate; and
- Race name can be worded to provide state and national exposure at the Mayor's discretion. The race name will be used extensively by all betting operators and form guides in Australia and overseas in countries such as NZ.

The RJC and CQTBA look forward to building a partnership with the RRC and its Mayor to increase the profile associated with the Capricornia Yearling Sales, race meetings and social activities.

The intention is to have a platform of a regional event in 2015 that attracts state Government regional funding and then launch the promotion of range of activities to attract sufficient visitors to generate significant economic benefits for Rockhampton.

The RJC welcomes detailed discussion on this partnership to build a regional event and invites the participation of the RRC at a cost of $10,000 to join with the CQTBA and RJC.

Bill Colgan
Chief Executive Officer

11.6 ROCKHAMPTON RIVER FESTIVAL UPDATE AND ASSOCIATED FEES AND CHARGES

File No:	**456**
Attachments:	**Nil**
Authorising Officer:	**Evan Pardon - Chief Executive Officer**
Author:	**Shane Turner - Manager Governance Support**

SUMMARY

The inaugural Rockhampton River Festival is to be run from Friday 10 July through to Sunday 12 July 2015, with a Festival launch on the evening of Thursday 9 July. Planning has been underway for some time and has reached a point where we need to formalise the site fees to be charged for the variety of stalls to be part of the festival.

OFFICER'S RECOMMENDATION

THAT the fees and charges set out in this report be adopted by Council and included in the Council's Fees & Charges document.

COMMENTARY

Due to the diverse nature of attractions at the Rockhampton River Festival we need to set a fee structure to cater for the variety of sites available while being mindful of that impost onto site holders balanced against offsetting a percentage of the cost of delivering a spectacular River Festival. The proposed fees and Charges are listed below. The following conditions will apply to all stalls and stall holders:

- All applications to be a stallholder at the Rockhampton River Festival are to be submitted on the Rockhampton River Festival Stall holder application form.
- Menus and list of sale items must be submitted with application and comply with the event theme. Sites will be allocated at the discretion of the event organisers to minimize duplication and ensure event standards.
- Stall holders will be required to submit food and liquor licenses at least 4 weeks prior to the event.
- Stalls will be required to utilise pre-designed event material to ensure a consistent look and feel across the event
- Each site is will be provided Rockhampton River Festival branding material which must be displayed

Market Stall Sites: All Market Stalls are to be provided by the Hand Made Expo group. It is proposed that the Hand Made Expo group will contribute $20 per stall holder as a sponsorship, approximately 100 sites are available. Sites will be allocated at the discretion of The Handmade Expo Coordinator in liaison with the Rockhampton River Festival Coordinator

Not for Profit Multicultural Food Site: Standard site size is 3 metres by 3 metres. The Festival organisers will provide a 3 mtr x 3 mtr stall, stall holder infrastructure. The number of available sites is limited to 20. Sites will be allocated at the discretion of the Rockhampton River Festival Coordinator. All stall holders will be require to hold the necessary food licenses and a copy of the licenses will need to supplied to the event organisers 6 weeks prior to the events

Fee per site is $120 inclusive of GST

Food Van Sites: Standard site sizes are 3 metres by 3 metres & 3 metres by 6 metres. Larger sites may be available by Negotiation with the Rockhampton River Festival Coordinator. These sites are to cater for higher intensity food sales activity.

Fee per 3x3 metre site is $240 inclusive of GST.

Fee per 3x6 metre site is $440 inclusive of GST.

Alcohol Stall Sites: Standard site sizes are 3 metres by 3 metres & 3 metres by 6 metres. Larger sites may be available by Negotiation with the Rockhampton River Festival Coordinator. These sites are to cater for higher intensity sales activity. River Festival. Sites will be allocated at the discretion of the Rockhampton River Festival Coordinator.

Each site is will be provided Rockhampton River Festival branding material which must be displayed

Fee per 3x3 metre site is $240 inclusive of GST.

Fee per 3x6 metre site is $440 inclusive of GST.

Stand Alone Restaurant Site: The Rockhampton River Festival has secured a Stand Alone Restaurant that can be made available to any interested party. Due to the expense of securing this item, it will be offered for hire through an Expression of Interest process in the near future. It is envisaged that it will be located towards the Walter Reid end of Quay Street. It is anticipated that Council will receive a percentage of ticket sales for this component.

A complete Rockhampton river festival Event Plan and associated budget will be presented to Council in February. There are a number of quotations outstanding for key activities at present.

BUDGET IMPLICATIONS

Council has budgeted $150,000 in the 2014-15 budget for the Rockhampton River Festival event.

To offset some of the costs incurred in running the festival and reduce the Council's commitment for this year's event in the next budget, the working group has developed a range of fees and charges for the different stall and site options available at the festival.

The working group is also seeking sponsorship for a number of the big ticket items to further offset costs to Council.

Council has received a $10,000 grant from Tourism and Events Queensland.

CONCLUSION

There are any number of ways we could have approached the charging methods and rates for the potential stall or site holders wanting to participate in the inaugural Rockhampton River Festival. The working group has taken a longer term view to work towards reducing Council's contribution to the Rockhampton River Festival over the next 2-3 years. We have balanced that tenant against pricing the sites to attract appropriate quality vendors to the inaugural event. The site fees are below similar established festivals like the Rocky Show, Stanthorpe Apple & Grape Festival.

11.7 ROCKHAMPTON REGION PLANNING SCHEME FINAL MINISTERIAL REVIEW

File No:	**RRPS-PRO-2010/03/07/11**
Attachments:	**1. Submission Response Letter**
Authorising Officer:	**Russell Claus - Manager Planning** **Robert Holmes - General Manager Regional Services**
Author:	**Robert Truscott - Coordinator Strategic Planning**

SUMMARY

Council formally advertised the proposed planning scheme for public consultation from 7 July to 12 September, 2014. Over 600 submissions were received. This report seeks Council approval to update the scheme in response to the public submissions received, formally respond to all submissions and to formally request approval from the Minister for State Development, Infrastructure and Planning for Council to adopt the updated planning scheme.

OFFICER'S RECOMMENDATION

1. THAT Council update the proposed planning scheme in accordance with the changes recommended in the Public Consultation Report – Proposed Response and Change Table.

2. THAT Council formally respond to all submitters, including those not properly made in accordance with the recommended responses proposed in the Public Consultation Report – Proposed Response and Change Table and draft letter pro-forma attached.

3. THAT Council submit the updated Planning Scheme, Community Consultation Submission Report and other required information to the Minister for State Development Infrastructure and Planning in accordance with Steps 7.5 (b), 7.6 and 7.7 of Statutory guideline 04/14 – Making and amending local planning instruments and seek the Minister's approval to adopt the proposed planning scheme.

4. THAT Council release the Planning Scheme, Community Consultation Submission Report on the Council website following despatch of individual responses to submitters.

COMMENTARY

Please note that the Public Consultation Report – Proposed Response and Change Table and the Community Consultation Submission Report referred to in this report have confidential content and have been circulated separately to this report.

Council submitted the proposed planning scheme to the Minister for State Development, Infrastructure and Planning for a State Interest Review, in accordance with Stage 1, Step 5 of Statutory Guideline 01/13 – Making and amending local planning instruments, in November 2013. On 14 April 2014 Council received advice from the Minister that it may proceed to the public consultation stage of the process, subject to a number of conditions. Council subsequently resolved to update the scheme in accordance with the conditions contained in Part A of the advice from the Minister and update other aspects in consideration of Part B and Part C of the advice.

As a result Council was able to commence the formal Public Consultation Stage of preparing a new planning scheme. The public consultation period was initially to commence on 7 July 2014 and conclude on 15 August 2014. As a result of public representations the period was extended by 20 business days to conclude on 20 September 2014.

A total of 637 submissions were received, however of these 152 were not properly made. Submissions concerned about the accuracy and impacts of a new creek flood hazard overlay and a proposal by a development company to change the zoning of residential land in Dean Street to District centre made up approximately half the submissions.

Council must now determine a response to each submission and what changes it will make to the proposed planning scheme in response. If the changes are not considered significant enough to warrant further public consultation the Council can write to the Minister for State Development, Infrastructure and Planning to seek approval to adopt the planning scheme, including any changes it proposes as a result of public consultation.

BACKGROUND

All submissions were analysed, including those not properly made submissions where the purpose of the submission was clear and the submitters could be contacted.

From the 637 submissions over 200 individual issues were identified. A number of submissions dealt with multiple issues. Each issue has been analysed and an appropriate response recommended. The recommended response and changes have considered State planning interests, Council's interests as agreed in the Strategic Framework of the proposed planning scheme and the community's interests generally. A number of the more complex or higher profile issues were workshopped in detail with Council in 2014. All recommended responses and associated recommended changes to the proposed planning scheme were provided to Council in the attached 'Proposed Response and Change Table' prior to Christmas. A final workshop on 20 January 2015 was held to discuss any outstanding matters and the table has been updated accordingly.

The submission to the Minister in accordance with Statutory guideline 04/14 must provide:

- A summary of matters raised and how Council has dealt with the matters.
- Any changes made as a result that impact on State interests.
- An electronic copy (and hard copy if requested) of the updated proposed planning scheme with any changes clearly identified (preferably using track changes)
- Confirmation that Council does not consider the changes significant enough to warrant further public consultation in whole or part.

The 'Community Consultation Submission Report' and 'Proposed Response and Change Table' provide a comprehensive summary of how Council plans to deal with the submissions. Any changes to the proposed planning scheme agreed will be made using track changes and this electronic version of the proposed planning scheme can be submitted to the Minister.

While there are a significant number of changes it is considered that none impact on any State interests in a way that would diminish support for the State interest. Council will also seek agreement that the adopted version of the planning scheme can include the most up to date mapping of natural hazards that has been adopted by Council.

Once Council has adopted a specific response to each issue it can be merged with the attached pro-forma letter to form a complete response to each submission. This will take a little time as it will be important to review each letter for accuracy and consistency. The formal responses will be mailed within four weeks of Council adopting the responses.

CONCLUSION

Council has properly considered all public submissions as part of the Public Consultation Stage 7 of Statutory guideline 04/14, Making and amending local planning instruments.

The Community Consultation Submission Report and Public Consultation Report- Proposed Response and Change Table accurately record the outcomes in summary and in detail.

The responses and associated changes to the proposed planning scheme are not significant enough to warrant further public consultation.

Council can now satisfy all the pre-requisites for the Minister to decide whether Council may proceed to adopt the planning scheme.

ROCKHAMPTON REGION PLANNING SCHEME FINAL MINISTERIAL REVIEW

Submission Response Letter

Meeting Date: 27 January 2015

Attachment No: 1

Date

Name
Address 1
Address 2

Dear NAME,

RESPONSE TO SUBMISSION MADE ON THE PROPOSED ROCKHAMPTON REGION PLANNING SCHEME – GROWING A STRONGER FUTURE

Thank you for making a submission on the proposed Rockhampton Region Planning Scheme during the three month public consultation period from July to September 2014. The issue/s raised in your submission have been carefully reviewed against the provisions of the *Sustainable Planning Act 2009*, the proposed Planning Scheme, and the interests of the community as a whole. On DATE 2015, Council formally adopted a response to the specific issue/s raised in your submission, after considering all issues raised in more than 600 submissions. For Council's formal response to your submission, please turn over.

A report summarising Council's responses to other important issues raised by the community during the consultation period is also available on our website at www.rrc.qld.gov.au. If your specific issue is not dealt with in this summary it does not mean it was given any less weight in the review process. The report is primarily to summarise matters of a State interest for the Minister for State Development, Infrastructure and Planning.

In accordance with the *Sustainable Planning Act 2009* and the Statutory Guideline for making and amending planning instruments 04/14, the proposed Planning Scheme has been updated to include adopted changes resulting from public consultation, and has been forwarded to the Minister for State Development, Infrastructure and Planning for final review. The Minister will advise Council if it can proceed with adoption of the proposed Planning Scheme, with or without additional conditions. We will then formally consider adoption of the new Rockhampton Region Planning Scheme and determine a commencement date, which will be advised via Council's website and local media. As some of the steps are beyond the control of Council we are unable to advise when this might be.

On behalf of Council, I thank you for taking the time to prepare your submission. Your contribution has resulted in an improved proposed Planning Scheme document which will continue to develop a stronger future for our community. Should you require any assistance or clarification about your response, please contact Council's Strategic Planning Unit on 07 4932 9000 or 1300 22 55 77. Alternatively, you can email planningscheme@rrc.qld.gov.au

Yours sincerely

Robert Truscott
Coordinator Strategic Planning

Response to the issue/s raised in your submission to the proposed Rockhampton Region Planning Scheme

Submitter: NAME
Submitter Reference: REF

Issue title

ICON adopted response

RRC Letter footer

12 STRATEGIC REPORTS

12.1 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 DECEMBER 2014

File No:	**8148**
Attachments:	**1. Income Statement - December 2014** **2. Key Indicator Graphs - December 2014**
Authorising Officer:	**Ross Cheesman - General Manager Corporate Services**
Author:	**Alicia Cutler - Manager Finance**

SUMMARY

The Manager Finance presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 December 2014.

OFFICER'S RECOMMENDATION

THAT the Rockhampton Regional Council Summary Budget Management Report for the Period ended 31 December 2014 be 'received'.

COMMENTARY

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

1. Income Statement (Actuals and Budget for the period 1st July 2014 to 31 December 2014), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

Council should note in reading this report that normally after the completion of the first six months of the financial year, operational results should be approximately 50% of budget. All percentages for operational revenue and operational expenditure are measured against the adopted budget.

The percentages reported for capital revenue and capital expenditure are measured against the adopted budget with carryovers i.e. including carry-over capital budgets from 2013/14. A full budget revision is being undertaken as at the end of December 2014.

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

Total Operating Revenue is reported at 50%. Key components of this result are:

- Fees and charges are a little behind budget at 45%. One of the contributors is Council's Planning section which is struggling to meet their fees and charges budget as a result of a number of factors which may possibly lead to a budget revision.
- Private and Recoverable Works are ahead of budget at 57% due to large portion of works being completed for Main Roads on the Yeppoon Road reseal program.
- Interest Revenue is ahead of budget at 66%. Traditional interest revenue historically remains ahead of budget for the first six months of the financial year and then moves closer to budget during the second half of the financial year. There appears to be scope to increase the budget during December revised budget.
- Other income is at 58%. This positive variance is mostly due to the income Arts & Heritage Unit of the Community Services Department being ahead of budget, which is counterbalanced by comparative expense.

Total Operating Expenditure is reported at 49%. Key components of this result are:

- Contractors and Consultants expenditure is ahead of budget at 54%. This is due to committed expenditure, as actual expenditure is only 33% of budget.

- Materials and Plant expenditure is below budget at 37%. This result is largely attributable to the Civil Works Maintenance area, where the majority of expenditure is budgeted against Materials and Plant, however actual expenditure is incurred not only against Materials and Plant, but also against other expenditure groups.
- Asset Operational Expenditure is ahead of budget at 54%. This is due to Council having already paid annual insurance premiums including, amongst others, Public Liability and Motor Vehicle premiums.
- Administrative Expenses are ahead of budget at 64%. This account group is significantly impacted by committed expenditure, as actual expenditure is in line with budget at 47%. Annual IT licences have been fully paid in this section and the retainers for the operation of the pools in the summer months are now having an impact on the budget as committals for the remainder of the year have been raised.
- Finance Costs are behind budget at 45%. The second loan repayment was made to Queensland Treasury Corporation at the end of December.

The following commentary is provided in relation to capital income and expenditure, as well as investments and loans:

Total Capital Income is at 23% of budget. Receipt of capital income is anticipated to increase in coming months with Natural Disaster, GIA and Southside Pool funding as well as proceeds from asset sales.

Total Capital Expenditure is at 58% of budget with committals, or approximately 32% of budget without committals.

Total Investments are approximately $78.3M as at 31 December 2014 which is a decrease from the $96.9M as reported for the month ended 30 November 2014. Decreases will continue in January 2015 prior to next half yearly rating period issued in February 2015 and due in March 2015.

Total Loans are $150.8M as at 31 December 2014 after the second loan repayment was made at the end of December.

CONCLUSION

Operational income and expenditure are tracking on budget at 50% and 49%. The operational budget is thus well balanced at the mid-year point.

Capital revenue is behind budget at 23% and capital expenditure excluding committed expenditure is currently at 32% of budget. This is partly attributable to the carry-over capital addition to budget and additional scrutiny will be placed on the program of works in the December Revised Budget.

SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 DECEMBER 2014

Income Statement - December 2014

Meeting Date: 27 January 2015

Attachment No: 1

Income Statement
For Period July 2014 to December 2014
50% of Year Gone

	Adopted Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Adopted Budget
	$	$	$	$	
OPERATING					
Revenues					
Net rates and utility charges	(124,312,081)	(61,926,169)	0	(61,926,169)	50%
Fees and Charges	(28,728,960)	(13,007,910)	0	(13,007,910)	45%
Private and recoverable works	(7,977,114)	(4,569,432)	0	(4,569,432)	57%
Rent/Lease Revenue	(2,973,053)	(1,404,567)	0	(1,404,567)	47%
Grants Subsidies & Contributions	(14,798,353)	(7,805,364)	0	(7,805,364)	53%
Interest revenue	(2,588,470)	(1,708,462)	0	(1,708,462)	66%
Other Income	(3,960,139)	(2,279,170)	0	(2,279,170)	58%
Total Revenues	***(185,338,169)***	***(92,701,073)***	***0***	***(92,701,073)***	***50%***
Expenses					
Employee Costs	70,866,820	32,763,299	198,494	32,961,794	47%
Contractors & Consultants	15,759,452	5,265,956	3,270,611	8,536,567	54%
Materials & Plant	18,730,644	5,786,153	1,187,933	6,974,086	37%
Asset Operational	19,139,029	9,124,172	1,177,011	10,301,183	54%
Administrative Expenses	10,568,893	4,943,620	1,788,601	6,732,222	64%
Depreciation	44,437,366	22,218,683	0	22,218,683	50%
Finance costs	10,063,252	4,515,871	0	4,515,871	45%
Other Expenses	1,480,408	623,389	121,778	745,167	50%
Total Expenses	***191,045,863***	***85,241,145***	***7,744,427***	***92,985,572***	***49%***
Transfer / Overhead Allocation					
Transfer/Overhead Allocation	(10,352,252)	(4,819,364)	44,555	(4,774,809)	46%
Total Transfer / Overhead Allocation	***(10,352,252)***	***(4,819,364)***	***44,555***	***(4,774,809)***	***46%***
TOTAL OPERATING POSITION (SURPLUS)/DEFICIT	***(4,644,557)***	***(12,279,292)***	***7,788,982***	**(4,490,310)**	***97%***

CAPITAL	Adopted Budget	August Revised (Inc Carry Forward)	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Revised Budget
Total Developers Contributions Received	(3,600,000)	(3,600,000)	(1,525,944)	0	(1,525,944)	42%
Total Capital Grants and Subsidies Received	(6,344,000)	(10,897,134)	(2,434,521)	0	(2,434,521)	22%
Total Proceeds from Sale of Assets	(6,575,000)	(6,581,455)	(925,000)	0	(925,000)	14%
Total Capital Income	**(16,519,000)**	**(21,078,589)**	**(4,885,465)**	**0**	**(4,885,465)**	**23%**
Total Capital Expenditure	80,462,491	99,636,904	31,553,463	26,635,415	58,188,879	58%
Net Capital Position	**63,943,491**	**78,558,315**	**26,667,999**	**26,635,415**	**53,303,414**	**68%**
TOTAL INVESTMENTS			78,352,198			
TOTAL BORROWINGS			150,815,889			

Page 1 of 1

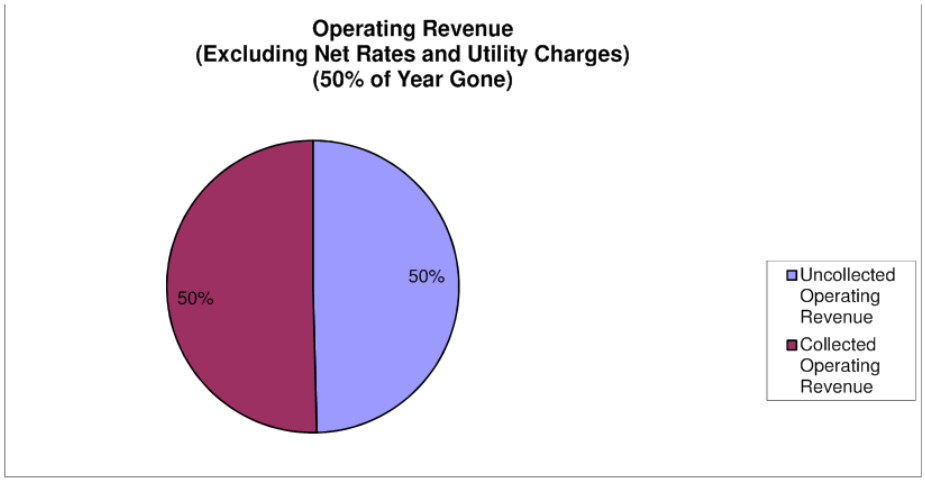
SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 DECEMBER 2014

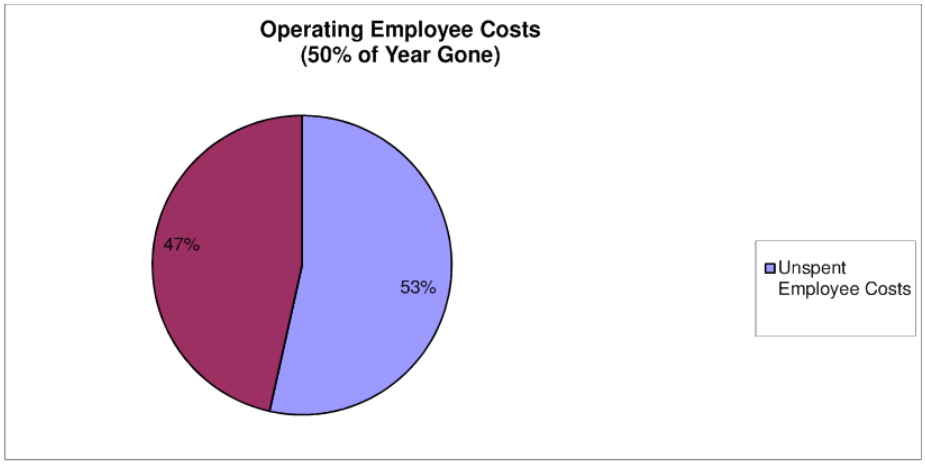
Key Indicator Graphs - December 2014

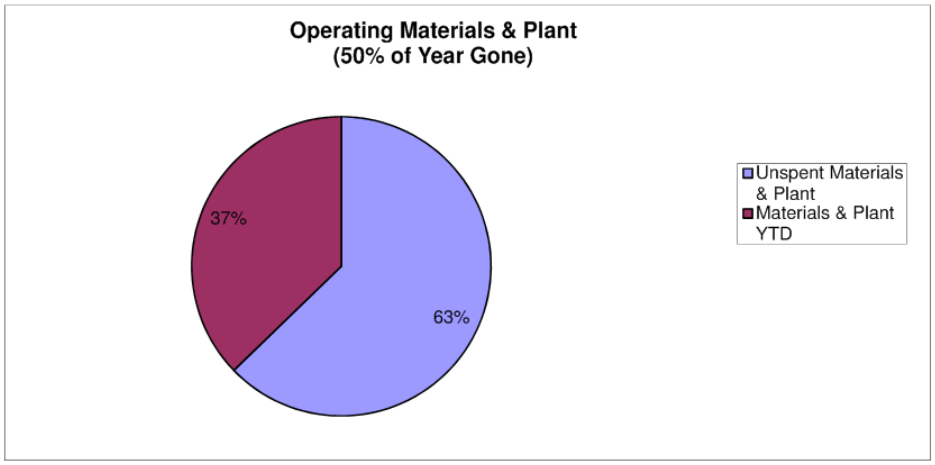
Meeting Date: 27 January 2015

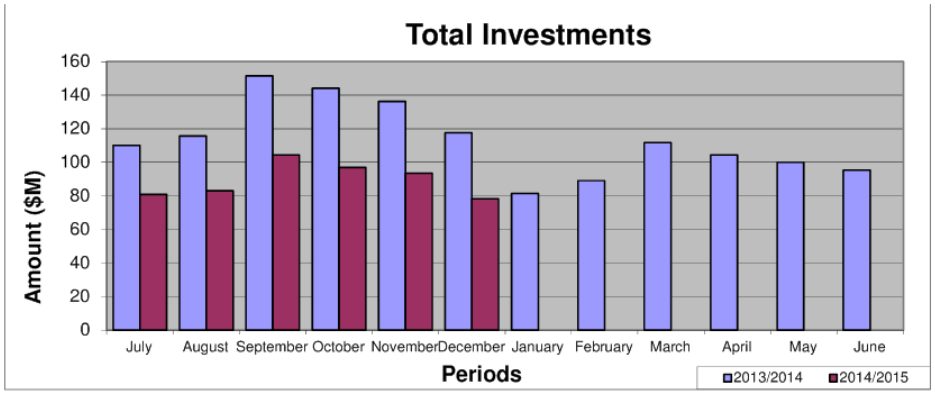
Attachment No: 2

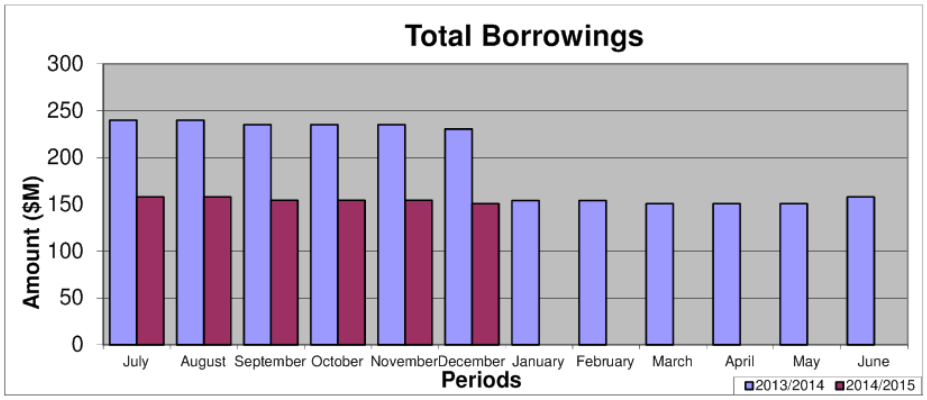
KEY INDICATOR GRAPHS – DECEMBER 2014

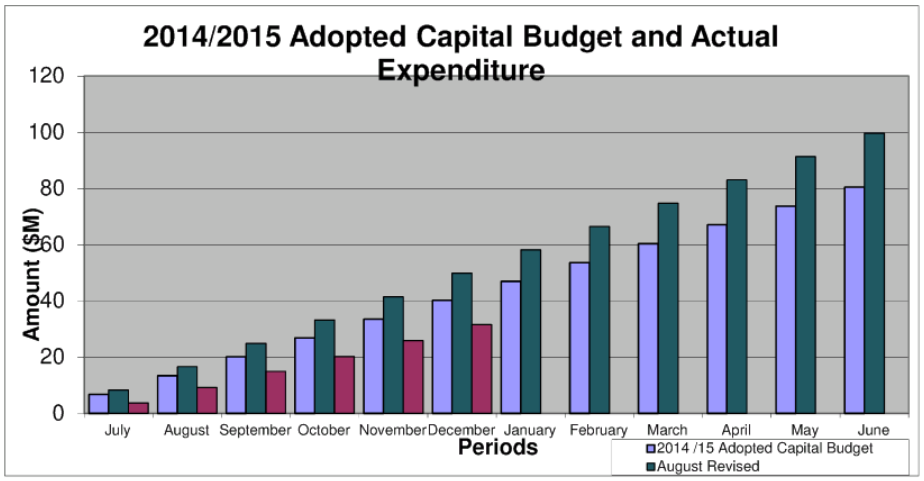





Operating Materials & Plant
(50% of Year Gone)
37%
63%
Unspent Materials & Plant
Materials & Plant YTD


Total Investments
Amount ($M)
160
140
120
100
80
60
40
20
0
July
August
September
October
November
December
January
February
March
April
May
June
Periods
2013/2014
2014/2015


Total Borrowings
300
250
200
150
100
50
0
Amount ($M)
July
August
September
October
November
December
January
February
March
April
May
June
Periods
2013/2014
2014/2015


2014/2015 Adopted Capital Budget and Actual Expenditure
120
100
80
60
40
20
0
Amount ($M)
July
August
September
October
November
December
January
February
March
April
May
June
Periods
2014 /15 Adopted Capital Budget
August Revised

12.2 ROCKHAMPTON REGIONAL COUNCIL - CREDIT REVIEW

File No:	**2114**
Attachments:	**1. Rockhampton Regional Council Credit Review**
Authorising Officer:	**Ross Cheesman - General Manager Corporate Services**
Author:	**Alicia Cutler - Manager Finance**

SUMMARY

The results of the Credit Review process by Queensland Treasury Corporation (QTC) on behalf of The Department of Local Government, Community Recovery and Resilience (DLGCRR) has been received and rated Council with a Moderate Rating (Neutral Outlook).

OFFICER'S RECOMMENDATION

THAT the Credit Review Report received from Queensland Treasury Corporation (QTC) be received.

COMMENTARY

This report has been instigated by the Department of Local Government, Community Recovery and Resilience (DLGCRR) to ensure Council's capacity to repay planned loan borrowings. It is based on Council's adopted 10 Year Financial Forecast.

The report represents a substantial improvement from the de-amalgamation analysis which forecasted a weak position. Throughout the report there is much positive commentary in regard to the improvement of operational results as well as managing the flood restoration work which has been substantial over recent years.

The level of debt and limited debt service capacity continues to detract from the positive operating results. However there is acknowledgement that Council is also improving on these requirements, albeit over the longer term. Importantly Council's net debt position begins to decline from the 2015/16 year.

Council is undertaking a revised budget as at the end of December, and it is expected that this position will be improved further. A full analysis of the financial model and the assumptions and parameters within will be provided as a commencement to the 15/16 Budget process.

ROCKHAMPTON REGIONAL COUNCIL - CREDIT REVIEW

Rockhampton Regional Council Credit Review

Meeting Date: 27 January 2015

Attachment No: 1

Rockhampton Regional Council Credit Review

PREPARED BY QUEENSLAND TREASURY CORPORATION

DECEMBER 2014

AUDAX AT FIDELIS

QUEENSLAND TREASURY CORPORATION

Executive summary

Scope

The Department of Local Government, Community Recovery and Resilience (DLGCRR or Department) has engaged Queensland Treasury Corporation (QTC) to assess Rockhampton Regional Council's (RRC or Council) capacity to repay existing debt and/or additional borrowings of $24.2 million to be drawn down in FY2015.

This review has relied on the following information sources:

- discussions with key Council's elected members and senior staff
- Council's 10-year financial forecast model
- Council's audited Annual Report for FY2012 and FY2013, and
- Council's draft FY2014 financial statements.

Summary position at 30 November 2014

Debt and related facilities

Facilities	Current balance	Comments
Debt Pool Account	$171.6M	Market value as at 30 November 2014
Cash Fund	$17.0M	Market value as at 30 November 2014
FY2015 borrowing application	**$ 24.2M**	

Forecast debt and capital expenditure	FY2015 – FY2019	FY2020– FY2024
Forecast gross capital expenditure	$321.0M	$388.6M
Forecast borrowing program	$56.0M	$32.5M

Debt servicing capacity

Can the Local Government service its current debt	Yes
Can the Local Government service the recommended SBP increase in debt	Yes
Recommended SBP limit	$24.2M
Portion of SBP limit recommended to be escrowed subject to further review	N/A

QTC Rating:	2014 Rating: Moderate Rating (Neutral Outlook)
Prior reviews:	Oct 2011 Moderate (Neutral outlook) Jan 2007 Rockhampton City Council Moderate (Developing outlook) Mar 2007 Fitzroy Shire Council Weak (Developing outlook) Apr 2007 Mt Morgan Shire Council Very Weak (Developing outlook)

Rating rationale

RRC has been rated as **moderate** with a **neutral** outlook.

The **moderate** rating reflects Council achieving operating surpluses in both FY2013[1] and FY2014 and exhibiting both adequate debt servicing capacity and a high level of council controlled revenue. These results represent a significant turnaround from the operating deficits reported in all years from FY2009 to FY2012 and reflect the considerable efforts made by Council to manage the challenges posed by de-amalgamation and flood restoration. A sustained and continued improvement in Council's financial position, through the achievement of forecasts provided and consolidation of initiatives made to date, would positively impact Council's rating. However, these factors are offset to some extent by Council's reduced financial flexibility given its reasonably high levels of debt and, potentially, the more limited capacity of its ratepayers to absorb forecast ongoing rate increases averaging 4.0 per cent per annum to FY2019.

In recent times Council has successfully managed the impact of four weather events, culminating in the delivery of a $54.5 million Natural Disaster Relief and Recovery Arrangements (NDRRA) program[2] and guided the region through the complexities of council de-amalgamation. Council has also mitigated potential financial and legacy risks associated with de-amalgamation by implementing net rate increases averaging 10.6 per cent per annum between FY2012 and FY2014 and imposing strict controls on expenditure. As a result, Council has been successful in improving its operating position (normalised for NDRRA items) from a deficit of 2.9 per cent in FY2012 to an operating surplus of 10.4 per cent in FY2014. While the FY2014 surplus benefitted from some one-off improvements in expenditure items, Council anticipates that it should report increasing operating surpluses after an initial dip in FY2015 through implementing continued increases in rates above Consumer Price Index (CPI), tight expense control and a review of service levels.

On 1 January 2014, Livingstone Shire Council (LSC) de-amalgamated from Rockhampton Regional Council, representing around 31 per cent of rateable properties.

There are no known foreseeable events that are expected to have a significant direct impact on Council's capacity to meet its financial commitments in the next 18 to 24 months.

[1] Operating results normalised for Natural Disaster Relief and Recovery Arrangements (NDRRA) revenues and expenditure.

[2] Council has managed the delivery of a $54.5 million program, between FY2011 and FY2014 following the Yasi, Tasha, Anthony and Oswald weather events.

Moderate credit rating

The most significant factors contributing to the moderate rating are:

- **Improved operating surpluses through implementing appropriate and timely increases in rates charges (positive)**

Council has responded to the financial challenges of the de-amalgamation of LSC by increasing rates and utilities charges by 13.5 per cent[3] in FY2014, rationalising expenses and restructuring its operations by amending its levels of service in an effort to permanently reduce operating expenditure.

These efforts have resulted in Council significantly improving its normalised operating result from a FY2012 deficit of $4.2 million (2.9 per cent deficit) to a FY2014 normalised operating surplus of $17.9 million (10.4 per cent surplus). Council anticipates achieving surpluses in all forecast years, averaging 5.8 per cent per annum from FY2015 to FY2019. Forecasts are however dependent on Council:

- implementing the forecast increases in rates and utilities charges which average 4.0 per cent per annum per rateable property over the same forecast period, and
- maintaining tight control over core operating expenses.

- **High debt levels challenging debt servicing capacity (negative)**

Council's FY2014 net financial liabilities ratio of 54.8 per cent is marginally below the DLGCRR's 60 per cent benchmark[4], reflecting its high debt levels. Given forecast improved operating revenue, the ratio is forecast to improve to a more moderate 37.4 per cent by FY2019.

However, Council has adequate capacity to service its current level of debt as indicated by a debt service cover ratio of 3.2 times in FY2014. This is a significant improvement on the previous two years in which the debt service cover ratio was 1.7 times and 2.0 times respectively, compared to the benchmark minimum of 2.0 times, and reflects Council's improved operating result.

While forecasts indicate adequate capacity to service debt in the medium term, Council's short term capacity to take on new debt may be limited and is dependent on forecast operating results being achieved.

- **Limited capacity to increase net rates, levies and charges (negative)**

Council has forecast net rates and utilities charges growth averaging 5.6 per cent per annum from FY2015 and FY2019. This increase comprises average growth in the number of rateable properties of 1.5 per cent per annum and implied average cost driven increases of 4.1 per cent

[3] Council has advised that total net rates, levies and charges and utilities revenue in FY2014 (annual increase of 13.5 per cent), was boosted by both a substantial increase in prepaid rates (contributing an additional $0.9 million revenue), as well as higher water consumption (contributing an additional $2.8 million in revenue). Excluding these factors, the annual adjusted increase in net rates, levies and charges for FY2014 is approximately 11 per cent.

[4] Council has advised that it has, for the purposes of its calculations of the net financial liabilities ratio, not included the cash held by Council due to LSC on de-amalgamation. The resultant ratio, reported by Council in its FY2014 Financial Statements is 61.2 per cent, is marginally above the benchmark upper limit of 60 per cent.

per annum, which is above the current 2.6 per cent CPI measure[5]. These increases however follow a 7.7 per cent and a 13.5 per cent increase in FY2013 and FY2014, respectively, suggesting that while Council has been proactive in strengthening its operating position by boosting revenue[3], further increases may not be achievable as sustained rates growth above CPI may result in constrained ratepayer affordability.

- **High level of council controlled revenue and financial flexibility (positive)**

Council's controlled revenue averaged 78.7 per cent over the period FY2012 to FY2014 and is forecast to average 85.1 per cent for the period to FY2019. This suggests that Council has some flexibility to withstand unexpected financial shocks and provides some protection against the current challenging economic conditions.

- **Adequate liquidity forecast to continue (positive)**

Council is forecast to maintain a satisfactory cash expense cover ratio averaging 7.5 months between FY2015 and FY2019, significantly exceeding QTC's benchmark level. This follows an average of 10 months' cover historically. These outcomes indicate that Council is forecasting to have adequate capacity to meet its short and medium term financial commitments in line with its historical position.

- **Asset management plans (AMPs) continue to be updated and improved (positive)**

Council has advised that it continues to focus on improving its AMPs to provide more reliable guidance underpinning the forecast maintenance and capital renewal program. Council has advised that capital expenditure forecasts in its long term financial forecasts to FY2024 for roads and facilities are informed by AMPs. Council has also confirmed that its AMPs for bridges, site improvements and the airport are currently under review.

- **Council appears to be investing adequately in its asset base (positive)**

Council's capital expenditure ratio (gross capital expenditure to depreciation) has averaged 2.1 times over the FY2012 to FY2014 period and is forecast to average 1.3 times from FY2015 to FY2019, suggesting that Council is investing adequately in maintaining its asset base.

Historically Council's asset sustainability ratio, which measures investment in the renewal of existing assets, is below the DLGCRR's target benchmark of greater than 90.0 per cent, with an average of 71.1 per cent (FY2013 and FY2014 only). Forecasts indicate that this ratio will average 104.5 per cent per annum over the period FY2015 to FY2019. Although historically Council's ratios are below target, Council has advised that this may be attributable to accounting adjustments related to de-amalgamation. Forecasts indicate that Council is planning to make sufficient investment in maintaining and renewing existing infrastructure adequately balanced with investment in new assets.

[5] Source: QLD Government's Statistician's Office (QGSO), QGSO website: http://www.qgso.qld.gov.au/index.php

Neutral outlook

The **neutral** outlook is reflective of the fact that there are no known foreseeable events that are expected to have a significant direct impact on Council's capacity to meet its financial obligations in the next 18 to 24 months.

Approval

2014 Credit Review for Rockhampton Regional Council

Chief Executive

Director, Credit Risk

Table of contents

1 Key Business Issues 8
- 1.1 De-amalgamation of Livingstone Shire Council 8
- 1.2 Management of Natural Disaster Relief and Recovery Arrangements (NDRRA) Program 8

2 Financial Profile 10
- 2.1 Forecast assumptions 10
- 2.2 Operating performance 11
- 2.3 Liquidity 13
- 2.4 Fiscal flexibility 13
- 2.5 Asset sustainability 14

Appendix A: Financial Statements—Historical and Forecast 17
- A.1: Income Statement 17
- A.2: Balance Sheet 18
- A.3: Cash Flow Statement 19
- A.4: Income Statement (Normalised for NDRRA) 20

Appendix B: Key Financial Ratios Definitions and Benchmarks 21
- B.1: Reported 21
- B.2: Normalised for NDRRA 22

Appendix C: QTC's Local Government Credit Rating and Outlook Definitions 23
- Ratings 23
- Ratings (cont) 24
- Outlooks 24

1 Key Business Issues

1.1 De-amalgamation of Livingstone Shire Council

Following local government reform, as per the Local Government De-amalgamation Implementation Regulation 2013, LSC was de-amalgamated from RRC and established as a separate entity on 1 January 2014, based on the boundaries as they existed immediately prior to the 2008 amalgamation. The continuing RRC now operates independently of LSC.

Following the de-amalgamation of LSC and in line with the requirements of AASB 5 – Non-current Assets Held for Sale and Discontinued Operations, Council has separated the revenue and expenses relating to LSC on the basis of either geographical separation or where this was not possible population distribution was used.

Historical financial data provided to QTC for the purposes of this Review for the financial years 2012 to 2014 reflect the results of the remaining Council only.[6] This approach has resulted in assets of $939.4 million being classified on Council's balance sheet as current assets– 'Assets classified as held for sale and transfer' and current liabilities of $101.7 million– 'Liabilities directly associated with assets classified as held for sale and transfer'.

1.2 Management of Natural Disaster Relief and Recovery Arrangements (NDRRA) Program

Council managed the delivery of programs with a total value of $54.5 million between FY2011 and FY2014 following the Yasi, Tasha, Anthony and Oswald weather events. Council advises that it has recovered $40.2 million to FY2014, with further works ($9.4 million) and NDRRA grant funding ($11.8 million) anticipated during FY2015 and FY2016. Council is expecting to reduce the current under recovery amount of $14.3 million to around $11.9 million by FY2016.

Council has advised that the under recovery of works identified above can be attributed to a number of factors including betterment works, cost overruns and work completed that was out of scope of NDRRA assessment criteria.

The financial impact of NDRRA related activity on Council's historical statements and forecasts is summarised in the Table 1 below:

[6] In line with accounting standards only the Income Statement and Balance Sheet have been restated to reflect the impact of de-amalgamation. The Cash Flow statement continues to reflect the actual operational cash flow outcomes for Council and includes the transactions of LSC for the 6 months to 31 December 2013.

TABLE 1: NDRRA RELATED IMPACTS

	FY2011 Actual	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2016 Forecast	Total
NDRRA operational revenue	6.6	5.4	2.4	7.2	5.9	1.4	28.9
NDRRA operational expenditure	10.1	4.8	10.6	4.7	6.2	0.0	36.4
Under / (overspend)	(3.6)	0.6	(8.2)	2.5	(0.3)	1.4	(7.5)
NDRRA capital revenue	12.1	4.8	0.0	1.7	3.0	1.4	23.1
NDRRA capital expenditure	0.1	15.4	5.5	3.3	3.2	0.0	27.5
Under / (overspend)	12.0	(10.6)	(5.5)	(1.6)	(0.2)	1.4	(4.4)
Operating Result							
Reported (deficit)	(13.2)	(3.6)	(3.3)	20.4	6.9	10.7	
Normalised for NDRRA (deficit)	(9.6)	(4.2)	4.9	17.9	7.2	9.3	

Council's accounting treatment of flood related revenues and expenditures resulted in revenues being included in capital grants, subsidies, contributions and donations, and expenditure in either materials and services or employee expenses. The elimination of these revenues and expenses result in normalised operating results. Capital revenue and expenditures have not been included in normalisation adjustments as they have not impacted Council's operating position.

2 Financial Profile

2.1 Forecast assumptions

TABLE 2: SUMMARY FORECAST ASSUMPTIONS

	FY2012 Actual	FY2013 Actual	FY2014 Actual (Draft)	FY2015 Budget	FY2016 F/cast	FY2017 F/cast	FY2018 F/cast	FY2019 F/cast
Population	-	82,538	83,694	84,865	86,053	87,258	88,480	89,718
Annual change	*0.0%*	*0.0%*	*1.4%*	*1.4%*	*1.4%*	*1.4%*	*1.4%*	*1.4%*
Rateable properties	-	34,364	34,988	35,388	35,883	36,493	37,114	37,745
Annual change	*0.0%*	*0.0%*	*1.8%*	*1.1%*	*1.4%*	*1.7%*	*1.7%*	*1.7%*
Net rates, levies and charges revenue per rateable property ($)	-	2,998	3,344	3,495	3,685	3,818	3,940	4,066
Annual change	*0.0%*	*0.0%*	*11.5%*	*4.5%*	*5.4%*	*3.6%*	*3.2%*	*3.2%*
Net rates, levies and charges revenue per capita ($)	-	1,248	1,398	1,458	1,537	1,597	1,653	1,711
Annual change	*0.0%*	*0.0%*	*12.0%*	*4.3%*	*5.4%*	*3.9%*	*3.5%*	*3.5%*
Total FTE	-	792.0	808.0	838.0	845.0	856.0	866.0	876.0
Annual change	*0.0%*	*0.0%*	*2.0%*	*3.7%*	*0.8%*	*1.3%*	*1.2%*	*1.2%*
Annual increase in net rates, levies and charges	(25.7%)	7.7%	13.5%	5.7%	6.9%	5.4%	5.0%	5.0%
Annual change employee expenses	(23.6%)	1.0%	(7.5%)	12.4%	0.7%	4.2%	4.2%	4.2%
Annual change materials and services	(30.4%)	7.9%	(5.5%)	24.8%	(3.4%)	5.8%	4.6%	5.2%

Key observations with respect to Council's forecast assumptions include:

- The Resident Profile Report for the Rockhampton region, published by the Queensland Government Statistician's Office[7] suggests that the region can expect to achieve population growth of 1.6 per cent per year over the next 25 years. Council's forecast assumptions relating to population, rateable property and Full Time Equivalent (FTE) employee growth are broadly consistent with these projections and seem reasonable.
- Council's forecast increases in net rates and charges per rateable property of 4.0 per cent per annum to FY2019 appear reasonable and reflect Council's intention to consistently levy increases above inflation. However given the FY2013 and FY2014 increases in rates per rateable property of 7.7 per cent and 11.5 per cent respectively, Council may have difficulty implementing sustained increases above CPI beyond FY2014, particularly if (as forecast) the additional revenue will be used to fund increasing operating surpluses.
- The volatility evident in materials and services (M&S) costs from FY2012 to FY2016 is influenced by NDRRA works. When normalised, the annual changes in M&S costs are reflective of Council's intended forecasting outcomes.

[7] Source: *Queensland Regional Profiles: Resident Profile for Rockhampton Regional Local Government Area*, Queensland Government Statistician's Office, Queensland Treasury and Trade. Generated 29 September 2014.

TABLE 3: NORMALISED MATERIALS AND SERVICES COSTS

	FY2011 Actual	FY2012 Actual	FY2013 Actual	FY2014 Actual (Draft)	FY2015 Budget	FY2016 F/cast	FY2017 F/cast	FY2018 F/cast	FY2019 F/cast
Materials and servics costs ($M) - base case	61.1	42.6	45.9	43.4	54.2	52.3	55.4	57.9	60.9
Materials and servics costs ($M) - NDRRA normalised	52.8	38.8	38.2	39.6	49.7	51.8	54.8	57.3	60.3
Annual change materials and services - base case	-	(30.4%)	7.9%	(5.5%)	24.8%	(3.4%)	5.8%	4.6%	5.2%
Grants, subsidies, contributions and donations - NDRRA normalised	-	(26.5%)	(1.5%)	3.6%	25.4%	4.3%	5.8%	4.6%	5.2%

Key points with respect to Table 3 include:

- The 25.5 per cent increase in FY2015 M&S costs, when compared to FY2014, reflects the backlog of works identified by Council from FY2014. The backlog resulted from the focus on NDRRA works and de-amalgamation.
- The decrease in FY2012 M&S costs (-30.4 per cent) is primarily due to the impact of accounting adjustments for discontinued LSC operations following the FY2011 costs reflecting amalgamated results.
- Normalised annual increases in M&S costs from FY2016 to FY2019 average 5.0 per cent per annum which is in line with Council's expectation for growth and changes in supplier prices.

2.2 Operating performance

TABLE 4: INCOME STATEMENT

$M	FY2012 Actual	FY2013 Actual	FY2014 Actual (Draft)	FY2015 Budget	FY2016 F/cast	FY2017 F/cast	FY2018 F/cast	FY2019 F/cast
Net rates, levies and charges	95.6	103.0	117.0	123.7	132.2	139.3	146.2	153.5
Fees and charges	24.8	24.0	25.5	28.7	29.9	31.3	32.7	34.2
Sales (contract and recoverable works)	5.1	11.6	12.2	8.0	8.3	8.5	8.8	9.2
Grants, subsidies, contributions and donations	17.5	12.7	14.5	14.8	8.9	9.0	9.0	9.3
Interest revenue	4.3	3.1	3.7	4.4	3.2	3.4	3.4	3.6
Other operating revenue	6.5	7.1	7.1	6.9	7.1	7.3	7.5	7.7
Total operating revenue	**153.9**	**161.5**	**180.0**	**186.5**	**189.7**	**198.8**	**207.7**	**217.3**
Employee expenses	67.5	68.2	63.1	70.9	71.3	74.3	77.4	80.6
Materials and services costs	42.6	45.9	43.4	54.2	52.3	55.4	57.9	60.9
Depreciation and amortisation	38.7	41.6	43.4	44.9	46.0	47.8	49.7	51.8
Finance costs	8.7	9.1	9.7	9.6	9.4	9.3	9.1	8.9
Other expenses	-	-	-	0.1	-	-	-	-
Total operating expenses	**157.5**	**164.8**	**159.5**	**179.6**	**179.1**	**186.8**	**194.2**	**202.2**
Operating surplus/(deficit)	**(3.6)**	**(3.3)**	**20.4**	**6.9**	**10.7**	**12.0**	**13.5**	**15.0**
Operating surplus ratio (%)	(2.4%)	(2.0%)	11.4%	3.7%	5.6%	6.0%	6.5%	6.9%
Net result (including capital and non-recurrent items)	**32.7**	**23.8**	**(770.1)**	**18.8**	**15.9**	**18.3**	**20.4**	**22.1**

Key observations with respect to Council's operating performance include:

- Net rates, levies and charges increased by 13.5 per cent ($14 million) in FY2014 largely[8] because of the rate increase imposed by Council to improve its financial profile. Following de-amalgamation Council has restructured its operations and amended its service levels in an effort to permanently reduce operating expenditure. This is reflected in Council's intended productivity gains from FY2016 associated with limiting FTE growth to an average 1.1 per cent per annum against an annual average forecast increase in the number of rateable properties of 1.6 per cent per annum.
- Council's normalised operating result for FY2014 of $17.9 million (10.4 per cent) is strong and represents a significant improvement from the normalised deficit of $4.2 million (2.9 per cent) in FY2012 and normalised $4.9 million surplus in FY2013. The key contributors are the uplift in general and separate rates ($8.0 million) and higher sewerage and waste fees ($3.6 million). Other contributors to the improved operating result include, higher water consumption – including Fitzroy River Water's contribution ($2.4 million), the impact of reduced employee expenses – as discussed below, and higher interest earnings.
- Sales contract and recoverable works (SC&RW) revenue is forecast to decrease significantly (34.5 per cent) between FY2014 and FY2015. Council advises that this is due to the expectation of less work from the Department of Main Roads. Forecast SC&RW revenues comprise mainly road works ($3.5 million in FY2015) and bulk water sales to LSC ($3.5 million in FY2015) and are indexed at 3.5 per cent per annum to FY2019.
- Normalised employee expenses decreased by 7.5 per cent ($5.1 million) between FY2013 and FY2014. Council advised this was because of the one-off benefit arising from the recovery of wages relating to de-amalgamation, higher capitalised employee expenses, reductions in employee provisions and the transfer of staff to LSC leaving some positions vacant from 1 January to 30 June 2014.
- The subsequent $7.0 million increase (10.1 per cent) in employee expenses from FY2014 to FY2015 reflects the impact of no further recovery of de-amalgamation wages, a change in accounting policy such that the recovery of overheads capitalisation adjustment is made from materials and services rather than wages (as was the case in previous years), and Council's forecast assumptions that all vacant positons identified in the organisational structure are filled.
- Depreciation expenses are forecast to increase by 3.6 per cent per annum on average over the period to FY2019. This expense is forecast to be $51.8 million by FY2019. Road assets are forecast to contribute over 32 per cent of Council's FY2019 depreciation expense. A significant contributor to this growth is the depreciation charged as a result of the annual increases in asset values due to revaluations and Council's ongoing capital expenditure program.
- Council's controlled revenue ratio has historically averaged more than 78.7 per cent and is forecast to average above 85.1 per cent throughout the forecast period due to the forecast growth in rates revenue, while grants and contribution revenue is forecast to increase at a much slower rate. The level of this ratio, should Council meet it forecast target, suggests that Council has a high degree of flexibility to manage its operating position.

[8] A substantial increase in prepaid rates (constituting an additional $0.9 million in revenue) as well as higher water consumption (providing an additional $2.8 million in revenue) has also contributed to the increase.

2.3 Liquidity

TABLE 5: SUMMARY CASHFLOW AND BALANCE SHEET ITEMS[9]

	FY2012 Actual	FY2013 Actual	FY2014 Actual (Draft)	FY2015 Budget	FY2016 F/cast	FY2017 F/cast	FY2018 F/cast	FY2019 F/cast
Cash & cash equivalents ($M)	104.3	73.7	97.3	79.4	79.4	80.9	83.6	86.4
Cash expense cover ratio (months)	11.3	7.7	10.9	7.5	7.7	7.5	7.4	7.3

Key observations with respect to Council's liquidity position include:

- Council is forecast to maintain a satisfactory cash expense cover ratio averaging 7.5 months between FY2015 and FY2019, significantly exceeding QTC's benchmark ratio of 3 months. This indicates that Council is forecasting to have adequate capacity to meet its short term and medium term financial commitments.
- Council has advised that a matter arising from application of the de-amalgamation methodology has been referred to the Minister for Local Government for consideration. The dispute relates to allocation of opening receivables balances whereby LSC is seeking additional funds from Council. However, the impact on Council's liquidity and operating results to FY2019 is not material[10], should the Minister's decision require this amount be paid by Council.
- Council's 2014 Statement of Cash Flows reflects a transfer of $33 million relating to investing activities ('Other Outflows From Investing Activity'). This outflow relates to funds transferred to LSC on de-amalgamation.

2.4 Fiscal flexibility

TABLE 6: DEBT SERVICE CAPACITY METRICS

	FY2012 Actual	FY2013 Actual	FY2014 Actual (Draft)	FY2015 Budget	FY2016 F/cast	FY2017 F/cast	FY2018 F/cast	FY2019 F/cast
Total debt ($M)	220.1	160.6	157.9	167.6	167.2	163.1	159.7	156.1
Total debt service cover (times)	1.7x	1.7x	3.3x	2.6x	3.5x	3.6x	3.6x	3.7x
Interest cover (times)	5.2x	5.5x	8.1x	7.3x	7.4x	7.8x	8.4x	9.0x
Net financial liabilities ($M)	132.1	(724.3)	98.6	107.6	103.9	96.8	89.0	81.2
Net financial liabilities ratio (%)	85.8%	(448.5%)	54.8%	57.7%	54.8%	48.7%	42.9%	37.4%

Key observations with respect to Council's fiscal flexibility include:

- Council's forecast reflects an improving debt service capacity to FY2019 following FY2012 and FY2013, where the debt service coverage ratio was below QTC's benchmark of 2.0 times. The normalisation of operating results for NDRRA does not change the reported debt service cover ratio for FY2012 but does marginally improve the FY2013 ratio from 1.7 times to 2.0 times.

[9] Council has advised that as a result of accounting entries relating to de-amalgamation, the difference in the cash and cash equivalents between the FY2013 balance sheet and cash flow statement relate to the level of cash and investments of $46.2m due to be transferred to LSC.

[10] The impact on Council's cash expense cover ratio will result in the average cover dropping from 7.5 months to 6.8 months and interest received declining by 6.7 per cent.

- Although Council is forecasting new borrowings of $56 million for the period to FY2019, debt repayments over the same period result in an overall minor decline in the Council's total debt position by FY2019 when compared to FY2014 levels.
- The FY2014 net financial liabilities ratio is at the higher end of the benchmark at 54.8 per cent, and is forecast to peak in FY2015 at 57.7 per cent. However, this remains below the maximum benchmark set by the DLGCRR of 60 per cent with ratios forecast to improve significantly to FY2019. The ratio of -448.5 per cent in FY2013 results from the inclusion of assets attributable to the transfer of assets to LSC of $939.4 million, being reflected as 'Other Current Assets' in the financial statements.
- Council's debt per capita post de-amalgamation, based on 31 October 2014 debt levels and June 2013 population estimates, is $1,879 per person and is little changed from the FY2012 amalgamated debt per capita of $1,907 per person. In a sample group[11] of 25 Councils, Council's debt per capita was 6th highest, indicating that Council may have limited additional borrowing capacity in the medium term.

2.5 Asset sustainability

TABLE 7: KEY ASSET SUSTAINABILITY METRICS

	FY2012 Actual	FY2013 Actual	FY2014 Actual (Draft)	FY2015 Budget	FY2016 F/cast	FY2017 F/cast	FY2018 F/cast	FY2019 F/cast
Property, plant & equipment ($M)	2,482.1	1,678.7	1,789.6	1,886.1	1,956.4	2,027.4	2,101.8	2,179.8
Gross capital expenditure, including intangibles ($M)	93.8	75.9	88.7	73.7	58.2	59.0	63.6	66.4
Capital expenditure ratio (times)	2.5	1.8	2.1	1.7	1.3	1.2	1.3	1.3
Asset sustainability ratio (%)	na	75.6%	66.6%	130.5%	98.7%	93.3%	99.9%	100.3%

Key observations with respect to Council's asset sustainability include:

- Throughout the period FY2015 to FY2019 Council's asset sustainability and capital expenditure ratios are forecast to be in excess of the benchmarks of greater than 90 per cent and 1.1 times respectively. Both ratios suggest that Council is continuing to allocate adequate capital expenditure to renew its asset base.
- Property, plant and equipment is forecast to increase by over $390 million over the 5 years to FY2019, of which the revaluation of assets contributes $300 million.
- Council is forecast to fund 11.0 per cent of its FY2015 to FY2019 capital program by cash subsidies, donations and contributions, with a further 17.4 per cent funded through new borrowings.
- Council has forecast a capital expenditure program totalling $321.0 million between FY2015 and FY2019, of which 41.7 per cent will be invested in Council's road, drainage and bridgework assets.
- The following major projects have been identified by Council from FY2015 to FY2017:
  - fleet renewal program ($12 million)
  - annual road reseal program ($10.6 million)
  - water main replacement program ($9.0 million)

[11] Sample group is comprised of all Queensland local governments with a population exceeding 20,000 people at June 2013.

- Glenmore high-lift water pumping station ($7.9 million)
- sewer main relining and associated works ($5.8 million), and
- Airport main runway resurfacing ($5.5 million)[12].

- Council has identified that its waste facilities are nearly at capacity, therefore Council is currently considering options to either transport waste to neighbouring facilities or to augment current capacity. While not included in current forecasts, Council has advised that the financial impact of the former will be largely offset by appropriate increases in waste charges, while augmentation of facilities could require capital expenditure of around $25.4 million over 14 years from FY2017 to FY2031.

[12] An additional $6.2 million capital expenditure has also been identified for the airport's runway in FY2018.

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Appendix A: Financial Statements—Historical and Forecast[13]

A.1: Income Statement[14]

$m	Actual FY2011	Actual FY2012	Actual FY2013	Draft Actual FY2014	Budget FY2015	Forecast FY2016	Forecast FY2017	Forecast FY2018	Forecast FY2019	Forecast FY2020	Forecast FY2021	Forecast FY2022	Forecast FY2023	Forecast FY2024
Net rates and utility charges	128.8	95.6	103.0	117.0	123.7	132.2	139.3	146.2	153.5	161.1	169.1	177.5	186.3	195.5
Fees and charges	25.6	24.8	24.0	25.5	28.7	29.9	31.3	32.7	34.2	35.7	37.3	39.0	40.7	42.6
Sales - contract and recoverable works	8.8	5.1	11.6	12.2	8.0	8.3	8.5	8.8	9.2	9.5	9.8	10.1	10.5	10.9
Gain on sale of land held as inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grants, subsidies, contributions and donations	25.2	17.5	12.7	14.5	14.8	8.9	9.0	9.0	9.3	9.5	9.7	10.0	10.2	10.5
Interest received	4.4	4.3	3.1	3.7	4.4	3.2	3.4	3.4	3.6	3.7	3.7	3.8	3.9	3.9
Other operating income	4.2	6.5	7.1	7.1	6.9	7.1	7.3	7.5	7.7	7.8	8.0	8.2	8.4	8.7
Total operating revenue	**197.0**	**153.9**	**161.5**	**180.0**	**186.5**	**189.7**	**198.8**	**207.7**	**217.3**	**227.3**	**237.7**	**248.6**	**260.1**	**272.0**
Employee benefits	88.4	67.5	68.2	63.1	70.9	71.3	74.3	77.4	80.6	84.0	87.5	91.2	95.0	98.9
Materials and services	61.1	42.6	45.9	43.4	54.2	52.3	55.4	57.9	60.9	64.1	67.8	70.9	74.6	78.5
Depreciation and amortisation	50.6	38.7	41.6	43.4	44.9	46.0	47.8	49.7	51.8	53.9	56.2	58.6	61.2	63.5
Finance costs	10.1	8.7	9.1	9.7	9.6	9.4	9.3	9.1	8.9	8.7	8.3	7.9	7.4	6.9
Other expenses	-	-	-	-	0.1	-	-	-	-	-	-	-	-	-
Total operating expenses	**210.2**	**157.5**	**164.8**	**159.5**	**179.6**	**179.1**	**186.8**	**194.2**	**202.2**	**210.7**	**219.8**	**228.6**	**238.2**	**247.8**
Operating result	**(13.2)**	**(3.6)**	**(3.3)**	**20.4**	**6.9**	**10.7**	**12.0**	**13.5**	**15.0**	**16.6**	**17.9**	**20.0**	**21.9**	**24.2**
Grants, subsidies, contributions and donations	21.6	14.6	11.0	17.9	10.0	5.2	6.4	6.8	7.0	7.1	7.2	7.8	7.5	7.8
Other capital contributions	2.9	18.6	25.5	33.9	-	-	-	-	-	-	-	-	-	-
Profit/(loss) on sale of property, plant and equipment	1.4	-	-	0.2	1.9	-	-	-	-	-	-	-	-	-
Profit/(loss) from investments	-	11.1	(2.2)	26.0	-	-	-	-	-	-	-	-	-	-
Revaluations	0.1	-	-	-	-	-	-	-	-	-	-	-	-	-
Other capital income	17.7	0.5	1.0	-	-	-	-	-	-	-	-	-	-	-
Total capital income and revenue	**43.7**	**44.9**	**35.4**	**77.9**	**11.9**	**5.2**	**6.4**	**6.8**	**7.0**	**7.1**	**7.2**	**7.8**	**7.5**	**7.8**
Impairment losses	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Revaluation decrements	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other capital expenses	16.4	8.6	8.3	9.5	-	-	-	-	-	-	-	-	-	-
Total capital expenses	**16.4**	**8.6**	**8.3**	**9.5**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Result from ordinary activities	**14.2**	**32.7**	**23.8**	**88.9**	**18.8**	**15.9**	**18.3**	**20.4**	**22.1**	**23.7**	**25.1**	**27.8**	**29.4**	**31.9**

[13] In line with accounting standards (AASB 5) only the Income Statement and Balance Sheet have been restated to reflect the impact of de-amalgamation. The Cash Flow statement continues to reflect the actual operational cash flow outcomes for Council and includes the transactions of LSC for the 6 months to 31 December 2013.

[14] FY2011 Actual data provided above represents the financial results of Council including LSC. The results for FY2012 to FY2014 represent Council's results excluding the revenue and expenses of LSC and are therefore not comparable to prior period results.

A.2: Balance Sheet

$m	Actual FY2011	Actual FY2012	Actual FY2013	Draft Actual FY2014	Budget FY2015	Forecast FY2016	Forecast FY2017	Forecast FY2018	Forecast FY2019	Forecast FY2020	Forecast FY2021	Forecast FY2022	Forecast FY2023	Forecast FY2024
Cash assets and cash equivalents	94.3	104.3	73.7	97.3	79.4	79.4	80.9	83.6	86.4	86.8	86.9	87.7	88.5	89.8
Inventories	3.9	11.0	2.9	5.4	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7
Receivables	23.5	20.6	14.0	16.2	21.5	22.0	23.0	24.1	25.2	26.3	27.6	28.8	30.2	31.6
Prepayments	1.8	1.7	1.4	1.6	1.6	1.6	1.6	1.7	1.7	1.7	1.7	1.7	1.7	1.7
Other current assets	1.5	1.3	940.0	0.6	0.7	0.7	0.7	0.7	0.8	0.8	0.8	0.8	0.9	0.9
Total current assets	**125.0**	**138.9**	**1,031.9**	**121.1**	**104.8**	**105.4**	**108.0**	**111.8**	**115.7**	**117.4**	**118.7**	**120.8**	**123.0**	**125.7**
Inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Receivables	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Investments	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Property, plant and equipment	2,300.4	2,482.1	1,678.7	1,789.6	1,886.1	1,956.4	2,027.4	2,101.8	2,179.8	2,261.1	2,347.2	2,436.4	2,528.5	2,623.9
Intangible assets	3.1	2.5	2.0	2.0	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4
Capital works in progress	57.6	73.4	33.9	42.9	30.9	30.9	30.9	30.9	30.9	30.9	30.9	30.9	30.9	30.9
Other non-current assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total non-current assets	**2,361.1**	**2,558.0**	**1,714.6**	**1,834.5**	**1,918.5**	**1,988.7**	**2,059.7**	**2,134.1**	**2,212.1**	**2,293.4**	**2,379.5**	**2,468.7**	**2,560.8**	**2,656.2**
Total assets	**2,486.1**	**2,696.9**	**2,746.5**	**1,955.6**	**2,023.3**	**2,094.1**	**2,167.7**	**2,245.9**	**2,327.8**	**2,410.8**	**2,498.3**	**2,589.6**	**2,683.8**	**2,782.0**
Overdraft	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Trade and other payables	20.7	22.9	16.9	33.6	18.2	17.4	18.4	19.2	20.2	21.2	22.5	23.5	24.7	26.0
Borrowings	16.6	18.5	13.3	14.4	9.6	10.4	11.2	12.0	13.0	13.9	14.9	15.9	16.9	15.5
Employee payables/provisions	2.1	2.3	10.0	10.7	10.8	10.8	10.8	10.9	10.9	10.9	11.0	11.0	11.0	11.1
Other provisions	-	0.1	2.2	1.4	1.1	1.1	1.1	1.1	1.1	0.1	0.1	0.1	0.1	0.1
Other	0.4	0.1	102.0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Total current liabilities	**39.8**	**43.9**	**144.4**	**60.7**	**40.2**	**40.2**	**42.0**	**43.7**	**45.7**	**46.6**	**48.9**	**51.0**	**53.3**	**53.2**
Trade and other payables	4.4	4.9	-	-	-	-	-	-	-	-	-	-	-	-
Borrowings	178.5	201.6	147.3	143.5	158.0	156.8	151.9	147.6	143.1	135.8	127.4	118.0	107.6	98.6
Employee payables/provisions	11.7	12.9	1.5	1.6	2.1	2.7	3.2	3.8	4.4	5.0	5.7	6.3	7.0	7.7
Other provisions	4.7	6.3	13.2	11.6	9.6	7.2	5.2	3.2	1.2	0.5	0.5	0.5	0.5	0.5
Other	0.5	1.5	1.2	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
Total non-current liabilities	**199.8**	**227.1**	**163.2**	**159.1**	**172.2**	**169.1**	**162.8**	**157.1**	**151.2**	**143.7**	**136.0**	**127.3**	**117.6**	**109.2**
Total liabilities	**239.6**	**271.0**	**307.6**	**219.8**	**212.4**	**209.3**	**204.8**	**200.8**	**196.9**	**190.4**	**184.9**	**178.3**	**170.8**	**162.4**
Net community assets	**2,246.5**	**2,425.9**	**2,438.9**	**1,735.9**	**1,810.9**	**1,884.7**	**1,962.9**	**2,045.1**	**2,130.9**	**2,220.4**	**2,313.4**	**2,411.3**	**2,513.0**	**2,619.5**
Asset revaluation reserve	251.8	398.5	390.3	457.5	513.7	571.7	631.5	693.3	757.0	822.8	890.7	960.8	1,033.1	1,107.7
Retained surplus (deficiency)	1,994.7	2,027.4	2,048.5	1,278.4	1,297.2	1,313.1	1,331.4	1,351.8	1,373.9	1,397.6	1,422.7	1,450.5	1,479.9	1,511.8
Total community equity	**2,246.5**	**2,425.9**	**2,438.9**	**1,735.9**	**1,810.9**	**1,884.7**	**1,962.9**	**2,045.1**	**2,130.9**	**2,220.4**	**2,313.4**	**2,411.3**	**2,513.0**	**2,619.5**

A.3: Cash Flow Statement[15]

$m	Actual FY2011	Actual FY2012	Actual FY2013	Draft Actual FY2014	Budget FY2015	Forecast FY2016	Forecast FY2017	Forecast FY2018	Forecast FY2019	Forecast FY2020	Forecast FY2021	Forecast FY2022	Forecast FY2023	Forecast FY2024
Receipts from customers	181.6	195.9	202.2	202.6	176.8	186.0	194.4	203.2	212.6	222.4	232.8	243.5	254.9	266.7
Payment to suppliers and employees	(150.0)	(151.4)	(158.9)	(127.6)	(141.1)	(124.4)	(128.6)	(134.4)	(140.5)	(146.9)	(153.9)	(160.9)	(168.2)	(176.0)
Net proceeds from sale of land held as inventory	-	-	-	-	3.6	-	-	-	-	-	-	-	-	-
Interest received	4.4	5.5	5.8	4.8	4.4	3.2	3.4	3.4	3.6	3.7	3.7	3.8	3.9	3.9
Finance costs	(9.4)	(11.8)	(12.7)	(11.3)	(8.3)	(8.9)	(8.9)	(8.6)	(8.4)	(8.2)	(7.8)	(7.3)	(6.8)	(6.3)
Dividends received	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	7.5	19.7	22.7	17.3	(2.4)	(2.4)	(2.0)	(2.0)	(2.0)	(1.8)	(0.0)	(0.0)	(0.0)	(0.0)
Net cash inflow (outflow) from operating activities	**34.2**	**57.9**	**59.2**	**85.8**	**33.1**	**53.4**	**58.3**	**61.7**	**65.3**	**69.3**	**74.7**	**79.0**	**83.6**	**88.3**
Payments for property, plant and equipment	(95.3)	(99.9)	(80.2)	(86.6)	(73.7)	(58.2)	(59.0)	(63.6)	(66.4)	(69.8)	(74.9)	(78.0)	(81.3)	(84.6)
Subsidies, donations and contributions for new capital expenditure	25.1	20.7	15.4	15.7	10.0	5.2	6.4	6.8	7.0	7.1	7.2	7.8	7.5	7.8
Proceeds from sale of property, plant and equipment	4.6	6.8	2.4	1.9	3.0	-	-	1.3	0.4	0.4	0.4	0.3	0.3	0.3
Payments for intangible assets	(0.3)	(0.4)	(1.1)	(0.6)	-	-	-	-	-	-	-	-	-	-
Other	0.0	0.0	-	(33.0)	-	-	-	-	-	-	-	-	-	-
Net cash inflow (outflow) from investing activities	**(65.9)**	**(72.8)**	**(63.5)**	**(102.6)**	**(60.7)**	**(53.0)**	**(52.7)**	**(55.5)**	**(59.0)**	**(62.3)**	**(67.3)**	**(69.9)**	**(73.4)**	**(76.6)**
Proceeds from borrowings	56.3	41.5	38.4	10.3	24.2	9.2	6.3	7.8	8.5	6.5	6.5	6.5	6.5	6.5
Repayment of borrowings	(14.7)	(16.5)	(18.5)	(16.2)	(14.5)	(9.6)	(10.4)	(11.2)	(12.0)	(13.0)	(13.9)	(14.9)	(15.9)	(16.9)
Net cash inflow (outflow) from financing activities	**41.6**	**25.0**	**19.9**	**(5.9)**	**9.7**	**(0.4)**	**(4.1)**	**(3.4)**	**(3.5)**	**(6.5)**	**(7.4)**	**(8.4)**	**(9.4)**	**(10.4)**
Net increase (decrease) in cash held	**9.8**	**10.0**	**15.6**	**(22.6)**	**(17.9)**	**0.0**	**1.5**	**2.7**	**2.8**	**0.5**	**0.1**	**0.8**	**0.8**	**1.3**
Cash at beginning of reporting period	**84.5**	**94.3**	**104.3**	**119.9**	**97.3**	**79.4**	**79.4**	**80.9**	**83.6**	**86.4**	**86.8**	**86.9**	**87.7**	**88.5**
Cash at end of reporting period	**94.3**	**104.3**	**119.9**	**97.3**	**79.4**	**79.4**	**80.9**	**83.6**	**86.4**	**86.8**	**86.9**	**87.7**	**88.5**	**89.8**

[15] In line with accounting standards (AASB 5) the Cash Flow statement continues to reflect the actual operational cash flow outcomes for Council and includes the transactions of LSC for the 6 months to 31 December 2013.

A.4: Income Statement (Normalised[16] for NDRRA)

$m	Actual FY2011	Actual FY2012	Actual FY2013	Draft Actual FY2014	Budget FY2015	Forecast FY2016	Forecast FY2017	Forecast FY2018	Forecast FY2019	Forecast FY2020	Forecast FY2021	Forecast FY2022	Forecast FY2023	Forecast FY2024
Net rates and utility charges	128.8	95.6	103.0	117.0	123.7	132.2	139.3	146.2	153.5	161.1	169.1	177.5	186.3	195.5
Fees and charges	25.6	24.8	24.0	25.5	28.7	29.9	31.3	32.7	34.2	35.7	37.3	39.0	40.7	42.6
Sales - contract and recoverable works	8.8	5.1	11.6	12.2	8.0	8.3	8.5	8.8	9.2	9.5	9.8	10.1	10.5	10.9
Gain on sale of land held as inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grants, subsidies, contributions and donations	18.6	12.1	10.3	7.3	8.9	8.9	9.0	9.0	9.3	9.5	9.7	10.0	10.2	10.5
Interest received	4.4	4.3	3.1	3.7	4.4	3.2	3.4	3.4	3.6	3.7	3.7	3.8	3.9	3.9
Other operating income	4.2	6.5	7.1	7.1	6.9	7.1	7.3	7.5	7.7	7.8	8.0	8.2	8.4	8.7
Total operating revenue	**190.4**	**148.5**	**159.1**	**172.8**	**180.6**	**189.7**	**198.8**	**207.7**	**217.3**	**227.3**	**237.7**	**248.6**	**260.0**	**272.0**
Employee benefits	86.5	66.5	65.3	62.2	69.2	71.9	74.9	78.0	81.3	84.6	88.2	91.9	95.7	99.7
Materials and services	52.8	38.8	38.2	39.6	49.7	51.8	54.8	57.3	60.3	63.5	67.1	70.2	73.9	77.7
Depreciation and amortisation	50.6	38.7	41.6	43.4	44.9	46.0	47.8	49.7	51.8	53.9	56.2	58.6	61.2	63.5
Finance costs	10.1	8.7	9.1	9.7	9.6	9.4	9.3	9.1	8.9	8.7	8.3	7.9	7.4	6.9
Other expenses	-	-	-	-	0.1	-	-	-	-	-	-	-	-	-
Total operating expenses	**200.0**	**152.7**	**154.2**	**154.9**	**173.4**	**179.1**	**186.8**	**194.2**	**202.2**	**210.7**	**219.8**	**228.6**	**238.2**	**247.8**
Operating result	**(9.6)**	**(4.2)**	**4.9**	**17.9**	**7.2**	**10.6**	**11.9**	**13.5**	**15.0**	**16.6**	**17.9**	**20.0**	**21.9**	**24.2**
Grants, subsidies, contributions and donations	21.6	14.6	11.0	17.9	10.0	5.2	6.4	6.8	7.0	7.1	7.2	7.8	7.5	7.8
Other capital contributions	2.9	18.6	25.5	33.9	-	-	-	-	-	-	-	-	-	-
Profit/(loss) on sale of property, plant and equipment	1.4	-	-	0.2	1.9	-	-	-	-	-	-	-	-	-
Profit/(loss) from investments	-	11.1	(2.2)	26.0	-	-	-	-	-	-	-	-	-	-
Revaluations	0.1	-	-	-	-	-	-	-	-	-	-	-	-	-
Other capital income	17.7	0.5	1.0	-	-	-	-	-	-	-	-	-	-	-
Total capital income and revenue	**43.7**	**44.9**	**35.4**	**77.9**	**11.9**	**5.2**	**6.4**	**6.8**	**7.0**	**7.1**	**7.2**	**7.8**	**7.5**	**7.8**
Impairment losses	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Revaluation decrements	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other capital expenses	16.4	8.6	8.3	9.5	-	-	-	-	-	-	-	-	-	-
Total capital expenses	**16.4**	**8.6**	**8.3**	**9.5**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Result from ordinary activities	**17.7**	**32.1**	**32.0**	**86.4**	**19.1**	**15.9**	**18.3**	**20.4**	**22.1**	**23.7**	**25.1**	**27.8**	**29.4**	**32.0**

[16] Normalised figures exclude both income and expenditure directly associated with repair works funded through a National Disaster Relief and Recovery Arrangement (NDRRA) grants from either state or federal sources for the years FY2011 to FY2014 (Actuals) and FY2015 and FY2016 (Forecasts).

Appendix B: Key Financial Ratios Definitions and Benchmarks

B.1: Reported

Ratio	Definition	Target benchmark	FY2012 Actual	FY2013 Actual	FY2014 Actual (Draft)	FY2015 Budget	FY2016 F/cast	FY2017 F/cast	FY2018 F/cast	FY2019 F/cast
Operating performance										
Operating surplus ratio[1] (%)	Operating result (excluding capital items) as a percentage of operating revenue	0% - 10%	(2.4%)	(2.0%)	11.4%	3.7%	5.6%	6.0%	6.5%	6.9%
Fiscal flexibility										
Council controlled revenue ratio (%)	Net rates, levies and charges and fees and charges / total operating revenue	Higher the percentage = greater independence and flexibility to influence future results	78.3%	78.6%	79.2%	81.7%	85.5%	85.8%	86.1%	86.4%
Total debt service cover ratio (times)	(Operating result (excluding capital items) + depreciation and amortisation + gross interest expense) / (gross interest expense + prior year current interest bearing liabilities)	> 2 times	1.7	1.7	3.3	2.6	3.5	3.6	3.6	3.7
Net financial liabilities ratio[1] (%)	(Total liabilities - current assets) / total operating revenue (excluding capital items)	< 60%	85.8%	(448.5%)	54.8%	57.7%	54.8%	48.7%	42.9%	37.4%
Liquidity										
Cash expense cover ratio (months)	Current year's cash and cash equivalents balance / (total operating expenses - depreciation and amortisation - finance costs charged by QTC - interest paid on overdraft) * 12	> 3 months	11.3	7.7	10.9	7.5	7.7	7.5	7.4	7.3
Asset sustainability										
Asset sustainability ratio[1] (%)	Capital expenditure on replacement assets (renewals) / depreciation expense	> 90%	0.0%	75.6%	66.6%	130.5%	98.7%	93.3%	99.9%	100.3%
Capital expenditure ratio (times)	Gross capital expenditure / depreciation	> 1.1 times	2.5	1.8	2.1	1.7	1.3	1.2	1.3	1.3
Average useful life of depreciable assets (years)	Property, plant and equipment / depreciation	Rule of thumb, range between 30 and 40 years	65.2	40.9	41.9	42.7	42.5	42.4	42.3	42.1

1. DLGCRR Financial Management (sustainability) Guideline 2013

B.2: Normalised[17] for NDRRA

Ratio	Definition	Target benchmark	FY2012 Actual	FY2013 Actual	FY2014 Actual (Draft)	FY2015 Budget	FY2016 F/cast	FY2017 F/cast	FY2018 F/cast	FY2019 F/cast
Operating performance										
Operating surplus ratio[1] (%)	Operating result (excluding capital items) as a percentage of operating revenue	0% - 10%	(2.9%)	3.1%	10.4%	4.0%	5.6%	6.0%	6.5%	6.9%
Fiscal flexibility										
Council controlled revenue ratio (%)	Net rates, levies and charges and fees and charges / total operating revenue	Higher the percentage = greater independence and flexibility to influence future results	81.1%	79.8%	82.5%	84.4%	85.5%	85.8%	86.1%	86.4%
Total debt service cover ratio (times)	(Operating result (excluding capital items) + depreciation and amortisation + gross interest expense) / (gross interest expense + prior year current interest bearing liabilities)	> 2 times	1.7	2.0	3.2	2.7	3.5	3.6	3.6	3.7
Net financial liabilities ratio[1] (%)	(Total liabilities - current assets) / total operating revenue (excluding capital items)	< 60%	89.0%	(455.1%)	57.1%	59.4%	54.7%	48.6%	42.8%	37.3%

[17] Normalised figures exclude both income and expenditure directly associated with repair works funded through a National Disaster Relief and Recovery Arrangement (NDRRA) grants from either state or federal sources for the years FY2011 to FY2014 (Actuals) and FY2015 and FY2016 (Forecasts).

Appendix C: QTC's Local Government Credit Rating and Outlook Definitions

Ratings

Very Strong	A local government with a very strong capacity to meet its financial commitments in the short, medium and long-term. It has a record of reporting operating surpluses and is highly likely to be able to manage major unforeseen financial shocks and any adverse changes in its business without revenue and/or expense adjustments. Its capacity to manage core business risks is very strong.
Strong	A local government with a strong capacity to meet its financial commitments in the short, medium and long-term. It generally has a record of operating surpluses and may occasionally report minor operating deficits. It is able to address its operating deficits, manage major unforeseen financial shocks and any adverse changes in its business, with minor revenue and/or expense adjustments. The expense adjustments are likely to result in only minor changes to the range of and/or quality of services offered. Its capacity to manage core business risks is strong.
Sound	A local government with an adequate capacity to meet its financial commitments in the short, medium and long-term. While it is likely that it may have a record of minor to moderate operating deficits, the local government is expected to regularly report operating surpluses. It is likely able to address its operating deficits, manage major unforeseen financial shocks and any adverse changes in its business, with minor or moderate revenue and/or expense adjustments. The expense adjustments are likely to result in some changes to the range of and/or quality of services offered. Its capacity to manage core business risks is sound.
Moderate	A local government with an adequate capacity to meet its financial commitments in the short to medium-term and an acceptable capacity in the long-term. While it has some record of reporting minor to moderate operating deficits, the local government may also have recently reported a significant operating deficit. It is likely able to address its operating deficits, manage unforeseen financial shocks and any adverse changes in its business, with moderate revenue and/or expense adjustments. The expense adjustments are likely to result in a number of changes to the range of and/or quality of services offered. Its capacity to manage core business risks is moderate.
Weak	A local government with an acceptable capacity to meet its financial commitments in the short to medium-term and a limited capacity in the long-term. It has a record of reporting moderate to significant operating deficits with a recent operating deficit being significant. It is unlikely to be able to address its operating deficits, manage unforeseen financial shocks, and any adverse changes in its business, without the need for significant revenue and/or expense adjustments. The expense adjustments would result in significant changes to the range of and/or quality of services offered. It may experience difficulty in managing core business risks.
Very Weak	A local government with a limited capacity to meet its financial commitments in the short and medium-term, and a very limited capacity long-term. It has a record of reporting significant operating deficits. It is highly unlikely to be able to address its operating deficits, manage unforeseen financial shocks and any adverse changes in its business without the need for structural reform and major revenue and/or expense adjustments. The expense adjustments are likely to result in significant changes to the range and/or quality of services offered and it may need the assistance from higher levels of government. It will have difficulty in managing its core business risks.

Ratings (cont)

Distressed	A local government with a very limited capacity to meet its short-term financial commitments and no capacity to meet its medium to long-term financial commitments. It has a record of reporting significant operating deficits. To be able to address its operating deficits, meet its medium and long-term obligations, manage unforeseen financial shocks and any adverse changes in its business, major revenue and expense adjustments and structural reform will be required. The local government is unlikely to have the capacity to manage core business risks and may need assistance from higher levels of government.

Outlooks

A ratings outlook generally focuses on the potential movement in an entity's rating in the short term (ie, less than 24 months). Outlooks may be positive, negative, neutral or developing.

Positive or negative	As a result of a foreseeable event or circumstance occurring, there is the potential for enhancement/deterioration in the local government's capacity to meet its financial commitments (short and/or long-term) and resultant change in its rating. However, it does not necessarily indicate that a rating change may be forthcoming.
Neutral	There are no known foreseeable events that would have a direct impact on the local government's capacity to meet its financial commitments. It may be possible for a rating upgrade or downgrade to occur from a neutral outlook, if such an event or circumstance warranted as such.
Developing	A developing outlook is where a current situation exists that could have a significant direct impact on the financial sustainability of the local government, but the impact of that situation is uncertain.

13 NOTICES OF MOTION

Nil

14 QUESTIONS ON NOTICE

Nil

15 URGENT BUSINESS/QUESTIONS

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

16 CLOSED SESSION

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

RECOMMENDATION

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

17.1 Joint Refuse Disposal Feasibility Project

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

17.2 Community Housing - 7 and 9 Charles Street Berserker

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

17.3 Fee Reduction for a proposed Preliminary Approval Application

This report is considered confidential in accordance with section 275(1)(g), of the *Local Government Regulation 2012*, as it contains information relating to any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act.

17.4 Proposed Enforcement Proceedings

This report is considered confidential in accordance with section 275(1)(f), of the *Local Government Regulation 2012*, as it contains information relating to starting or defending legal proceedings involving the local government.

17 CONFIDENTIAL REPORTS

17.1 JOINT REFUSE DISPOSAL FEASIBILITY PROJECT

File No: **10845**

Attachments: **Nil**

Authorising Officer: **Evan Pardon - Chief Executive Officer**

Author: **Robert Holmes - General Manager Regional Services**

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

SUMMARY

In 2013, discussions were held between Gladstone Regional Council and Rockhampton Regional Council to advance the possibility of both Councils undertaking the management of refuse for their respective areas jointly. This was partially driven by the issues facing Rockhampton Regional Council with its need to identify a site for the disposal of refuse generated within its area and the potential availability of Gladstone Regional Council's Benaraby site as a disposal point. Subsequently Council endorsed the undertaking of a feasibility study and that study has been completed. Consideration of moving to the next stage is now sought.

17.2 COMMUNITY HOUSING - 7 AND 9 CHARLES STREET BERSERKER

File No: **220**

Attachments: **1. Letter from REACH Ltd**

Authorising Officer: **Michael Rowe - General Manager Community Services**

Author: **Cheryl Haughton - Manager Community Services**

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

SUMMARY

Following Council decision regarding registration under the National Regulatory System Community Housing (NRSCH) a further report is presented in relation to properties at 7 and 9 Charles Street.

17.3 FEE REDUCTION FOR A PROPOSED PRELIMINARY APPROVAL APPLICATION

File No:	**8025**
Attachments:	**Nil**
Authorising Officer:	**Tarnya Fitzgibbon - Coordinator Development Assessment** **Russell Claus - Manager Planning** **Robert Holmes - General Manager Regional Services**
Author:	**Anton de Klerk - Planning Officer**

This report is considered confidential in accordance with section 275(1)(g), of the *Local Government Regulation 2012*, as it contains information relating to any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act.

SUMMARY

This report outlines a request for consideration of a reduction in application fees relating to a proposed Preliminary Approval for a Transport Terminal (intermodal facility) and Medium Impact Industry (rolling stock maintenance facility) over land located at 23 Boundary Road, Parkhurst, described as Lot 1 on RP601877, Lot 1 on RP606318, Lot 1 on RP601695 and Lot 3 on RP601963, Parish of Murchison.

17.4 PROPOSED ENFORCEMENT PROCEEDINGS

File No:	**11098**
Attachments:	**Nil**
Authorising Officer:	**Michael Rowe - General Manager Community Services**
Author:	**Catherine Hayes - Manager Community Standards and Compliance**

This report is considered confidential in accordance with section 275(1)(f), of the *Local Government Regulation 2012*, as it contains information relating to starting or defending legal proceedings involving the local government.

SUMMARY

This report seeks approval to commence proceedings in the Magistrate Court for failure to take reasonable steps to ensure dogs did not attack someone else as required by section 194 the Animal Management (Cats and Dogs) Act 2008.

18 CLOSURE OF MEETING