



ORDINARY MEETING

AGENDA

5 FEBRUARY 2019

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 5 February 2019 commencing at 9.00am for transaction of the enclosed business.

R Chessman

ACTING CHIEF EXECUTIVE OFFICER
30 January 2019

Next Meeting Date: 19.02.19

Please note:

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

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1 OPENING

The opening prayer presented by Father Bryan Hanifin, Catholic Parish of Rockhampton South.

2 PRESENT

Members Present:

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

In Attendance:

Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

Minutes of the Ordinary Meeting held 15 January 2019

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COMMITTEE REPORTS

Nil

10 COUNCILLOR/DELEGATE REPORTS

Nil

11 OFFICERS' REPORTS

11.1 WORKS FOR QUEENSLAND 2017-19 - REDISTRIBUTION OF FUNDS

File No: 12534
Attachments: 1. SES Architectural Plans [↓](#)
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Andrew Collins - Manager Program Delivery

SUMMARY

A review of the funding for the new Gracemere SES facility has identified a funding shortfall. It is proposed that savings on other Works for Queensland projects be redirected to the SES building project.

OFFICER'S RECOMMENDATION

THAT Council approves the re-distribution of funds within the 2017-19 Works for Queensland program to provide an adequate budget allocation to construct the new Gracemere SES facility.

COMMENTARY

Council received funding of \$9,048,000 under the second round of the Works for Queensland Program. The 2017-19 Works for Queensland Program includes seventeen (17) projects endorsed by the State Government.

The Gracemere SES Facilities Upgrade is one of seventeen approved projects under Round 2 of the Queensland Government's Works for Queensland (W4Q R2) Program. The original funding allocation for the SES project was set at \$500K. It was identified early in the program that this budget allocation would be insufficient. A review of the projects within the program allowed \$250K to be reallocated from the Hugo Lassen Project, which provided \$750K in total project funding for the SES shed.

Design development was initiated with \$680K set as the construction budget for the designers. The design did have challenges in remaining within the construction estimate due to the design criteria and construction importance level required for this structure. The pre tender cost plan indicated a construction cost estimate of approximately \$1.2M.

Tenders were called, knowing that there may have to be compromises made to the extent of work required to meet the available budget.

Tenders closed on 9 January 2019, with all four offers exceeding the current budget allocation for the project.

BACKGROUND

A review of the current W4Q R2 program has revealed that there are savings on a number of completed projects, about to be completed projects. It is proposed in the coming 18/19 Capital Budget review to adjust the budget allocations and provide funding for the SES Shed as detailed in the following table.

Project Title	Status	Remaining Budget	Revised Budget	Proposed Re-allocation Value
Rockhampton Heritage Village Amenities Block Replacement Project	Complete	\$34,911	\$0	\$34,911
Japanese Gardens shelter	Complete	\$12,307	\$0	\$12,307
Mt Morgan Administration office	Complete	\$1,134	\$0	\$1,134
Reception Room at Rockhampton City Hall	Nearing completion	\$1,231,736	\$1,111,736	\$120,000
Hugo Lassen Fernery	Design	\$296,135	\$146,135	\$150,000
Stapleton Park Toilets	Complete	\$110,061	\$105,169	\$5,000
Total Available for Re-allocation				\$323,352

The current budget allocation for the Gracemere SES shed is \$742,461, with \$65,181 actually spent to date leaving \$677,280 available for construction. The proposed reallocation is detailed in the table below:

Project Title	Current Budget	Proposed Re-allocation Value	Proposed Revised Budget
SES Facilities Upgrade	\$742,461	\$323,352	\$1,065,813

The distribution of project costs within the project is detailed in the table below:

Project Title	Project Element	Cost Allocation
SES Facilities Upgrade	Design Development	\$65,181
SES Facilities Upgrade	Construction Costs	\$880,000
SES Facilities Upgrade	Project Contingency 5%	\$51,134
SES Facilities Upgrade	Project Management	\$69,498
TOTAL PROJECT ESTIMATE		\$1,065,813

PREVIOUS DECISIONS

Council resolved the following in the Ordinary Meeting on the 26 June 2018:

THAT Council approves the re-distribution of funds within the 2017-19 Works for Queensland program to provide adequate budgets for endorsed projects.

BUDGET IMPLICATIONS

The proposed changes ensure the identified projects can be completed within the Works for Queensland funds.

CONCLUSION

It is recommended that the proposed budget adjustments be endorsed to ensure the program is delivered within the allocated grant funds.

WORKS FOR QUEENSLAND 2017-19 - REDISTRIBUTION OF FUNDS

SES Architectural Plans

Meeting Date: 5 February 2019

Attachment No: 1

project name

SES Facility Gracemere

project address

6-12 Barry Street, Gracemere, QLD 4702

project owner

Rockhampton Regional Council

drawing schedule

Architect :
BEAT Architects

- Project No. BT180650
- WD.001 Cover Sheet
 - WD.002 General Notes
 - WD.101 Site Plan
 - WD.102 External Works & Setout Plan
 - WD.201 Ground Floor Plan & Mezzanine Plan
 - WD.202 Reflected Ceiling Plan & Roof Plan
 - WD.301 Elevations & Sections
 - WD.501 Internal Fitout Plans & Elevations 1
 - WD.502 Internal Fitout Plans & Elevations 2
 - WD.503 Internal Fitout Plans & Elevations 3
 - WD.504 Internal Fitout Plans & Elevations 4
 - WD.601 Construction Details 1
 - WD.602 Construction Details 2

Structural Engineer :
JS² Structures

- Project No. 18151
- S01 Specification Notes.
 - S02 Slab/Footing Plan.
 - S03 Slab/Footing Details.
 - S04 Mezzanine Floor Framing & Lower & Upper Framing Plans & Member Schedule.
 - S05 Framing Elevations - Sheet 1 of 2.
 - S06 Framing Elevations - Sheet 2 of 2 & Framing Details - Sheet 1 of 1.

Electrical Engineer :
Cushway Blackford & Associates

- Project No. 060-28
- E01 Site Plan Legend & Notes.
 - E02 Lighting, Power & Communications Layout.

Surveyor :
Capricorn Survey Group CQ

- 6970-04-DT2 Detail Survey of Gracemere Community Centre,
6 - 12 Barry Street, Gracemere.

Hydraulic Engineer :
Cushway Blackford & Associates

- Project No. 060-28
- H01 Locality Plan, Legend & Notes.
 - H02 Specification.
 - H03 Site Plan.
 - H04 Floor Plans, Sanitary Plumbing & Drainage & Water Services Layout.
 - H05 Roof Plan Drainage Layout & Hot & Cold Water Services Diagrammatic.

Mechanical Engineer :
Cushway Blackford & Associates

- Project No. 060-28
- M01 Air-Conditioning & Mechanical Ventilation Layout.

Civil Engineer :
Calibre Consulting

- Project No. 18-002065
- 000 Cover Sheet
 - 001 General Notes
 - 002 Existing Site Plan
 - 003 Proposed Site & Key Plan
 - 100 Site Compound Earthworks Plan
 - 200 Roadworks & Drainage Plan
 - 300 Sediment & Erosion Control Plan



3D views are artistic interpretations only and not intended as a guide for construction.

Revisions		
Rev	Date	Description
PS	02-11-18	Client & QS Issue
PS	06-11-18	Final Consultant Issue
A	08-11-18	Approval Issue
B	09-11-18	Tender Issue

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If in doubt, ASK

Project Details

client:
Rockhampton Regional Council
project:
SES Facility Gracemere

address:
**6-12 Barry Street
Gracemere QLD 4702**

title
Cover Sheet



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Board Of
Architects QLD
Reg. No. 2592



design	ME	drawn	LB, SB	chkd	
date	09-11-18	job no.	BT180650		
scale		dwg no.	WD.001		
orig size	A1	rev.	B		

BCA Compliance Notes

1. REAL PROPERTY DESCRIPTION:	LOT 7 on LN2678 Locality: Gracemere Local Authority: Rockhampton Regional Council		
SITE AREA:	8,094m²		
2. PROJECT:	Proposed		
GROSS FLOOR AREA :	412.5 sqm		
3. CLASS:	9b (Type C Construction)		
4. TERMITE PROTECTION SYSTEM:	Penetration & 75mm visible slab edge protection system. Refer to specification for full details.		
5. PROVISION FOR ESCAPE:	On-grade exits are provided to the outside from all buildings. All exit doors & sliding glass exit doors to have lever handles that comply with B.C.A. Clause D2.2.1.		
6. EXCAVATION & FILL:	All excavation, compaction & embankment works and filling on-site to strictly comply with B.C.A. (Clauses 3.1.1.1 - 3.1.1.3). Provide certificates upon request.		
7. SURFACE DRAINAGE:	All finished ground surface to be graded to fall away from the new building. Comply with B.C.A. Clause 3.1.2.4.		
8. SUBSOIL DRAINAGE:	Install to comply with B.C.A. Clause 3.1.2.4.		
9. AMENITIES:	Proposed population: 20 staff/volunteers. Refer to Amenities Table. The number of proposed Amenities exceeds the number of Amenities required. <table><tr><td><u>Required</u> Staff (20) Male = 1wc+1wb Female = 1wc+1wb</td><td><u>Achieved</u> 2wc+2wb* 2wc+2wb*</td></tr></table> * 1 unisex pwd wc + wb counted in above. 1 unisex wc + wb counted in above.	<u>Required</u> Staff (20) Male = 1wc+1wb Female = 1wc+1wb	<u>Achieved</u> 2wc+2wb* 2wc+2wb*
<u>Required</u> Staff (20) Male = 1wc+1wb Female = 1wc+1wb	<u>Achieved</u> 2wc+2wb* 2wc+2wb*		
10. FIRE SERVICES:	The property is protected by an existing fire hydrant system. Install fire extinguishers, signage & fire blankets to locations as shown on the drawings to AS2444.		
11. ROOFING:	Install to AS1562.1.		
12. GLAZING:	Install all glazing to AS1288 & AS2047.		
13. FIRE RATING:	Type C construction. All openings in the perimeter walls the building located > 6.0m away from a fire source feature (other buildings) & > 3.0m away from the property boundaries.		
14. WATERPROOF MEMBRANE:	Provide waterproof membrane to all Wet Areas, floors and walls in accordance with B.C.A. Clauses 3.8.1.1 - 3.8.1.6.		
15. GUTTERS & DOWNPIPES:	Install gutters & downpipes to AS/NZS3500.3.2, AS2179 & AS1273 for uPVC. Fall eaves gutters 1:500 to outlets.		

Site Service and Performance Notes

GENERAL

- All construction shall be generally in accordance with the requirements of the Building Code of Australia, Building Act Amendment Act, and relevant Australian Standards
- Do not scale off drawings.
- Refer to Consulting Engineers drawings and documentation for details of Structural Design, Civil Design, Hydraulic Design, Acoustic Design & Electrical Design, where relevant to project.
- These notes are a summary only and are not to be taken as a full and definitive set of performance or construction requirements.

CONTRACTOR PERFORMANCE

- Extent of principal Contractors and relevant Subcontractors to be within confines of property boundaries and portion of footpath immediately adjoining front property alignment. seek adjoining neighbour's consent if access or additional construction is required outside of property
- All existing surface levels, sewer line location and site boundary survey information are as supplied by the proprietor and/or the surveyor. Contractor to confirm on-site prior to construction.
- Seek adjoining neighbour's written permission prior to access to, or work upon, adjoining properties.
- Where applicable, conditions stipulated in MCU (Material Change of Use) and/or Engineering & Operational Works approvals must be included in the Works Schedule and compliance achieved to Local Authority's satisfaction.
- Builder to provide Council with an environmental management plan where required by Local Authority prior to commencement of the work. Waste materials are to be collected, stored, handled, transported, and disposed of strictly in accordance with the requirement of the environmental protection (interim waste regulation 1996) and the environmental (waste management) regulation 1996.
- Where required by Local Authority or by a Referral Agency (eg. EPA), a Sediment and Erosion Plan to be formulated and submitted prior to commencement of work. Erosion & Sediment Control practices are outlined in the Draft edition of QDC Part 16 - Erosion & Sediment Control
- Items to be specified or equal approved. Where any item is specified differently or an alternative given, the higher quality product is deemed to apply.
- Absence of full detail does not relieve each Trade of their responsibility that all work is to be of a serviceable nature and adheres to the required industry standards.
- Where an item is noted, it is assumed the Contractor shall allow for connection of the same to the building systems, regardless if shown otherwise on consultant drawings (i.e. a field inlet shown is to be connected to the stormwater system, a tap connected to water supply etc.).
- The Contractor accepts to supply and install all items noted on the Architectural & Consultant drawings. Not all trade specific detail may be specified in the one particular Consultant documents & may be spread over Architectural drawings.

SERVICES & WORKS

- Proposed services layouts to be confirmed with owner prior to commencement of construction. Variation in the location of services to be approved by appropriate designer.
- Re-instate any damage to site, road, road kerb, footpath, or adjoining neighbour's property upon completion. This shall include washdown and external cleaning of adjacent buildings & road that have been coated in dust/dirt spread from the construction site.
- Locate all underground and surface services prior to construction.
- Max. gradient 1:20 to trafficable lawn areas.
- All cut embankments to be battered at 1:3 maximum, fill embankments to be battered at 1:5 maximum; or retained otherwise to engineer's details and Local Authority's requirements.
- All fill to be compacted to Council & Engineer's requirements - and a certificate of proof provided to Local Authority or Building Certifier. Earthworks to comply with AS3798 and AS2870.1
- Check all dimensions and setbacks on-site prior to construction and notify Superintendent of any concerns.
- Contractor to allow to clear and prepare construction zone suitable for detailed works.
- Contractor to provide 'as constructed' drawings of all services, setbacks and levels to owner.
- Stockpile topsoil on site as directed by Superintendent. Where possible, re-use topsoil to dress or construct garden beds (to Superintendent directions)
- Install Sleeve joint to allow for movement where wall downpipes meet ground stormwater lines.
- Site levels to be obtained prior to the commencement of work by either a Qualified Surveyor, the Contractor or a technically capable person. In the absence of proposed site levels from either the Superintendent or Engineer, the Contractor shall be responsible for ascertaining final levels that comply with the Local Authority or Building Certifier's requirements
- Stormwater and Wastewater drainage designs shown on Architect's drawings are to be taken as indicative only. Refer to appropriate Consulting Engineer's or Qualified Trade Contractor's documentation for full design details.
- Building platforms and pads to Engineer's specifications. Compaction testing and reports may be applicable depending on total pad depth. Final building pad levels to be determined by either Consulting Engineer or the Superintendent. Where applicable, floor levels must be at or above a minimum stipulated AHD height as directed by Local Authority.
- Site surfaces to be finished as to direct surface runoff around and away from all buildings and pathways. Refer to Engineer's documentation for site drainage services.

General Notes

- All existing site and boundary survey information is as supplied by the Principal & the Surveyor. Contractor to confirm on-site prior to construction.
- Refer to Engineers drawings for RC slab & footings, tie-down bracing & roof & floor framing, where applicable.
- All construction shall be generally in accordance with the requirements of the NCC and Building Act Amendment Act.
- Check all dimensions and setbacks on-site prior to construction and notify Superintendent of any concerns.
- All internal abutting floor finishes to finish flush.
- Locate all underground and surface services prior to construction.
- Max. gradient 1:20 to trafficable lawn areas.
- Do not scale off drawings.
- All banks are battered at 1:3 max. or less gradient or retained otherwise to engineer's details and Superintendent instruction.
- Electrical layout to be confirmed with owner prior to commencement of construction.
- Extent and type of floor coverings and as noted on the drawings C.O.S.
- Eaves to be ventilated by prop. item PVC vents evenly spaced at approx. 2m centres
- Re-instate any damage to site, road, road kerb, footpath, or adjoining neighbour's property upon completion. This shall include washdown and external cleaning of adjacent buildings & road that have been coated in dust/dirt spread from the construction site.
- Seek adjoining neighbour's written permission prior to access to, or work upon, adjoining properties.
- Re-use topsoil. Stockpile topsoil on site as instructed by Superintendent.
- All fill to be compacted to Council & Engineer's requirements - and a certificate of proof provided. Refer also AS3798 and AS2870.1
- Builder to provide 'as constructed' drawings of all services, setbacks & levels to Council & owner.
- Builder to provide Council with an environmental management plan where required by Local Authority prior to commencement of the work. Waste materials are to be collected, stored, handled, transported, and disposed of strictly in accordance with the requirement of the environmental protection (interim waste regulation 1996) and the environmental (waste management) regulation 1996.
- Conceal all plumbing in walls & voids to be neat & consume minimum space in cupboards.
- Check RL's on site prior to construction - confirm with Superintendent & Engineer.
- Extent of Contractor's area - site boundary or as agreed with Superintendent.
- Ensure finished site levels fall away from slabs in all directions & to be 250mm below the FFL.
- All slabs on ground to be on a waterproof membrane taped & sealed to manufacturer's written instructions.
- Items to be specified or equal approved. Where any item is specified differently or an alternative given, the higher quality product is deemed to apply.
- Contractor to allow to clear and prepare construction zone suitable for detailed works.
- Refer to Engineer's drawings for platform details & levels.
- Refer to Engineer's drawings for drainage, stormwater & water reticulation details where applicable.
- Setdown all wet areas to floors 50mm.
- Where an item is noted, it is assumed the Builder shall allow for its connection to the building systems, regardless if shown otherwise on consultant drawings (i.e. a field inlet shown is to be connected to the SW system).
- The Contractor accepts to supply and install all items noted on the Architectural & Consultant drawings. Not all trade specific detail may be specified in the one particular Consultant documents & may be spread over several drawings.
- Plumbing, drainage, water reticulation to hydraulic consultant's details.

Safety Risks & Hazards

Construction activity can be hazardous.

Potential safety hazards considered by the designers to have higher risks than normal construction activity are identified with appropriate notes on these drawings.

It should be noted that designers employed by BEAT Architects are designers not building contractors. As such they have less understanding of the risks involved in construction compared to that of a competent contractor. It is therefore essential an adequate safety plan is prepared by the contractor for the works.

The Head Contractor is responsible for safety on site throughout their contracted construction period.

BEAT Architects may not be aware of all safety risks and hazards involved in this project, however the absence of comment does not imply there are no risks or hazards involved in this project.

Safety Hazard - Excavation.
Consider risk of ground subsidence/collapse and take appropriate precautions.

Safety Hazard - Work on/near existing structures
Take appropriate precautions to prop and support structure during the work.

Safety Hazard - Existing Services
Verify location of all underground services prior to undertaking any works. Information can be sought from the owner, through Council Records and via the Dial Before You Dig Service.

Safety Hazard - Working at Heights
Provide temporary edge protection, use fall arrest equipment, be aware the location of any overhead powerlines. Take precautions when using ladders and be aware of where others are on site.

Revisions			
Rev	date	Description	dwn
PB	02-11-18	Client & QS Issue	SB
PA	06-11-18	Final Consultant Issue	SB
A	08-11-18	Approval Issue	SB
B	09-11-18	Tender Issue	SB

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Project Details

client:
Rockhampton Regional Council
project:
SES Facility Gracemere

address:
**6-12 Barry Street
Gracemere QLD 4702**

title:
General Notes



29 (Little) Musgrave Street
North Rockhampton
QLD. 4701

Phone (07) 4922 0000

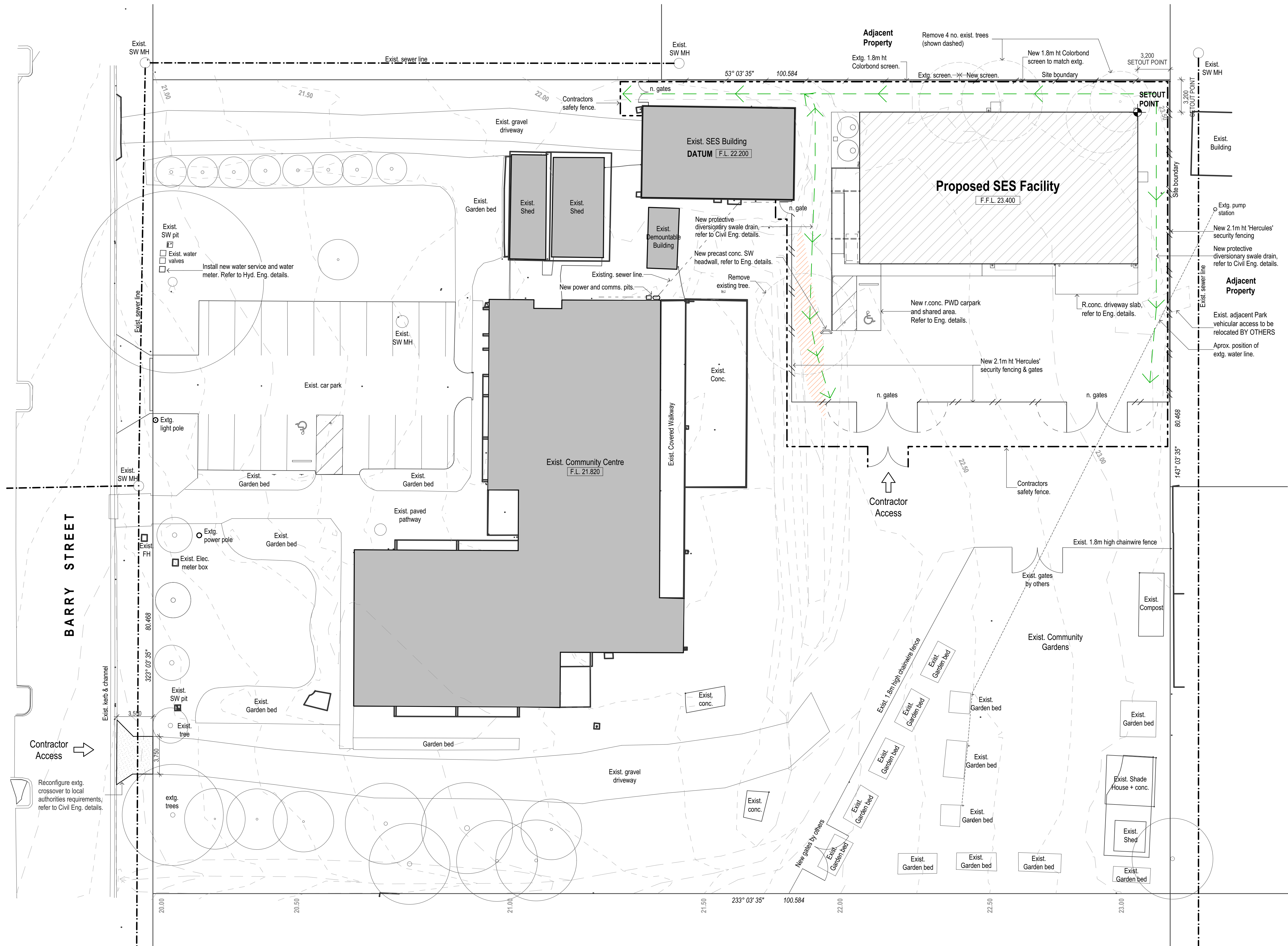
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Reg No. 2592

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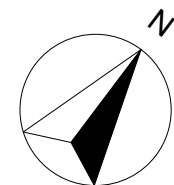
design	ME	drawn	LB, SB	chkd	
date	09-11-18	job no.			BT180650
scale		dwg no.	WD.002		
orig size	A1	rev.			B



01 SITE PLAN
SCALE 1:200 @ A1, 1:400 @ A3

0 1 2 3 4 5 Scale 1:100 @ A1 / 1:200 @ A3

Real Property Description
Lot 7
LN2678
Locality: Gracemere
Local Authority: Rockhampton Regional Council
Site Area: 8094m²



Revisions		
Rev	Date	Description
P1	27-09-18	Preliminary Issue
P4	16-10-18	Consultant Issue
P5	22-10-18	RF Issue
P6	26-10-18	Revised Preliminary Issue
P7	31-10-18	Revised Consultant Issue
P8	02-11-18	Client & QS Issue
P9	06-11-18	Final Consultant Issue
A	09-11-18	Approval Issue
B	09-11-18	Tender Issue

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Legend	
bf	Broom finish concrete.
bol	Bollard.
col	Column.
DP	Downpipe.
e/extg.	Existing.
Ent.	Easement.
FH	Fire Hydrant.
gt	Gully trap.
HC	Hose cock.
k/c	Kerb & Channel.
n	New.
org	Overflow relief gully.
PP	Power Pole.
PWD	Person with disability.
RL ##	Existing Relative level.
RL ##	Proposed relative level.
SM	Sewer manhole.
SW	Stormwater.
tb	Telstra inspection box.
ts	Tactile indicator strip.
wm	Water meter.

	Existing Building.
	Proposed Building.
	Modified existing diversionary swale drain.
	Extent of Contractors Safety Fence
	New 1800 ht. metal screen.
	New 2100 ht. security fence and gates.
	New swale drain.

COLOUR DRAWINGS
Some of the features of this plan are drawn in COLOUR. Non colour copies will reduce information, detail and clarity.

Project Details

client:
Rockhampton Regional Council

project:
SES Facility Gracemere

address:
**6-12 Barry Street
Gracemere QLD 4702**

title:
Site Plan



BEAT ARCHITECTS

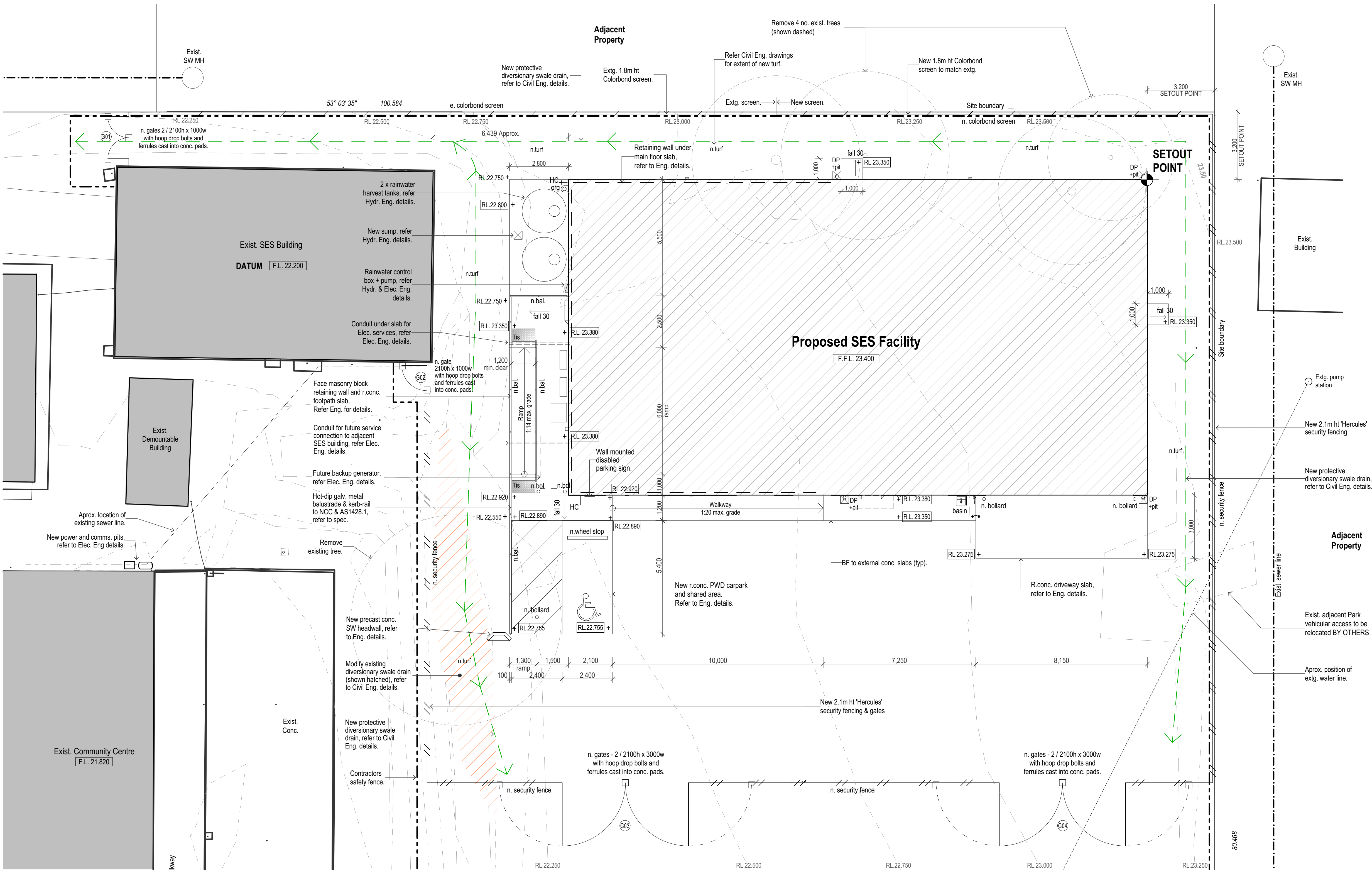
29 (Little) Musgrave Street
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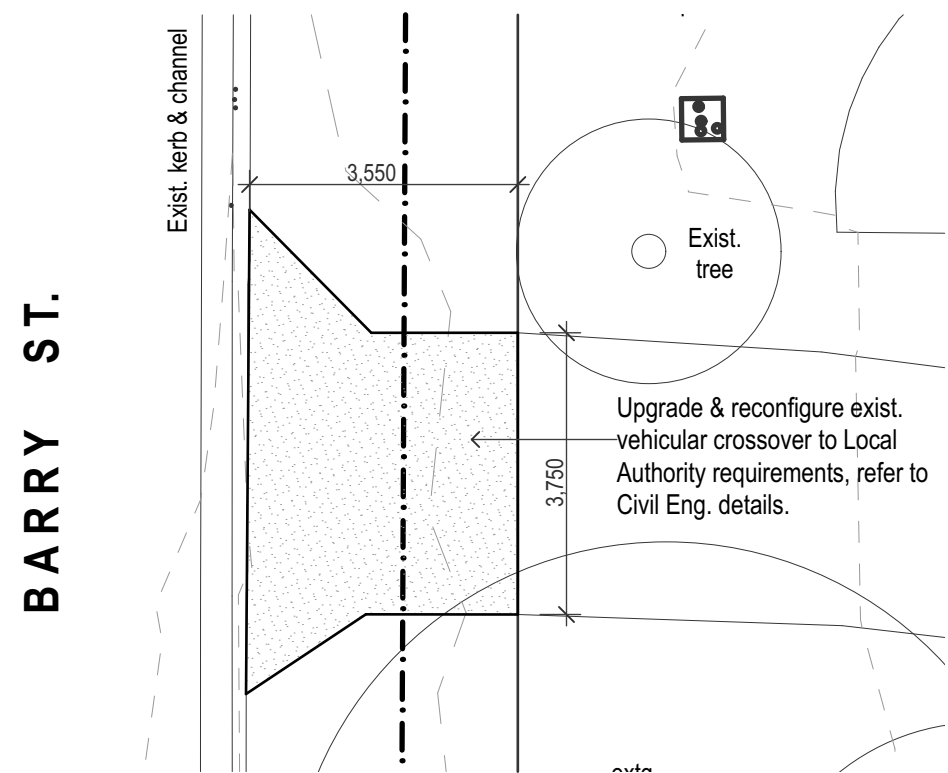
Board Of Architects QLD
Reg No. 2592

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THE ROYAL AUSTRALIAN
INSTITUTE OF ARCHITECTS

design	ME	drawn	LB, SB	chkd	
date	09-11-18	job no.	BT180650		
scale	1:200	dwg no.	WD.101		
orig size	A1	rev.	B		



01 EXTERNAL WORKS & SETOUT PLAN
SCALE 1:100 @ A1, 1:200 @ A3



02 VEHICULAR CROSSOVER DETAIL
SCALE 1:100 @ A1, 1:200 @ A3

0 1 2 3 4 5 Scale 1:100 @ A1 / 1:200 @ A3

Revisions

Rev	Date	Description	Drawn
P2	09-10-18	Client Issue	SB
P3	15-10-18	Consultant Issue	SB
P4	16-10-18	Consultant Issue	SB
P5	22-10-18	EE Issue	SB
P6	26-10-18	Revised Preliminary Issue	SB
P7	31-10-18	Revised Consultant Issue	SB
P8	02-11-18	Client & QS Issue	SB
P9	06-11-18	Final Consultant Issue	SB
A	09-11-18	Approval Issue	SB
B	09-11-18	Tender Issue	SB

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If in doubt, ASK

Legend

bf	Broom finish concrete.
bol	Bollard.
col	Column.
DP	Downpipe.
e/extg.	Existing.
Ent.	Essement.
PH	Fire Hydrant.
gt	Gully trap.
HC	Hose cock.
k+c	Kerb & Channel.
n	New.
org	Overflow relief gully.
PP	Power Pole.
PWD	Person with disability.
RL ## ##	Existing Relative level.
RL ## ##	Proposed relative level.
SM	Sewer manhole.
SW	Stormwater.
tib	Telstra inspection box.
tis	Tactile indicator strip.
wm	Water meter.

Existing Building.

Proposed Building.

Modified existing diversionary swale drain.

Extent of Contractors Safety Fence

New 1800 ht. metal screen.

New 2100 ht. security fence and gates.

New swale drain.

Remove existing tree.

Face masonry block retaining wall and r.conc. footpath slab. Refer Eng. for details.

Conduit for future service connection to adjacent SES building, refer Elec. Eng. details.

Future backup generator, refer Elec. Eng. details.

Hot-dip galv. metal balustrade & kerb-rail to NCC & AS1428.1, refer to spec.

Aprox. location of existing sewer line.

New power and comms. pits, refer to Elec. Eng. details.

Remove existing tree.

New precast conc. SW headwall, refer to Eng. details.

Modify existing diversionary swale drain (shown hatched), refer to Civil Eng. details.

New protective diversionary swale drain, refer to Civil Eng. details.

Contractors safety fence.

Exist. Conc.

Exist. adjacent Park vehicular access to be relocated BY OTHERS

Aprox. position of extg. water line.

Exist. sewer line

Exist. Building

Exist. Building

Exist. Building

Exist. Building

Exist. Building

Exist. Building

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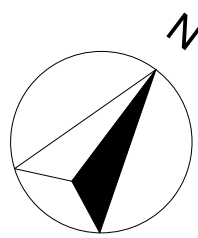
Exist. Building

Exist. Building

Exist. Building

Real Property Description

Lot 7
LN2678
Locality: Gracemere
Local Authority: Rockhampton Regional Council
Site Area: 8094m²



Project Details

client:
Rockhampton Regional Council
project:
SES Facility Gracemere

address:
**6-12 Barry Street
Gracemere QLD 4702**

title:
External Works & Setout Plan



29 (Little) Musgrave Street
North Rockhampton
QLD. 4701

Phone (07) 4922 0000

admin@beatarchitects.com.au
www.beatarchitects.com.au

design: ME drawn: LB, SB checked: BT180650

date: 09-11-18 job no. BT180650

scale: 1:100 dwg no. WD.102

orig size: A1 rev. B



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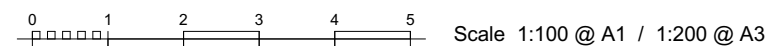
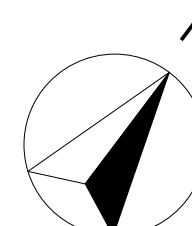
Legend	
a/c	Air Conditioner.
bal	Balustrade.
bf	Broom finish.
bol.	Bollard.
col.	Column.
ct	Cooktop.
dp	Downpipe.
e.	Existing.
fg	Fixed glass.
FFL	Finished floor level.
FH	Fire Hydrant.
FRH	Fire Hose Reel.
h	Hand basin.
HC	Hosecock.
hws	Hot water system.
MFD	Mult Function Device
n	New
o	Overflow relief gully.
ovn	Wall oven.
PP	Power Pole.
ref	Refrigerator.
sg	Sliding glass.
shr	Shower.
SM	Sewer manhole.
smk	Sink.
ss	Stainless steel.
sw	Stormwater.
TD	Tundish
tis	Tactile Indicator strip.
vb	Vanity basin.
vp	Vent pipe.
wc	Water closet.
wm	Water meter.
	No step.
	Surface mounted light fitting over.

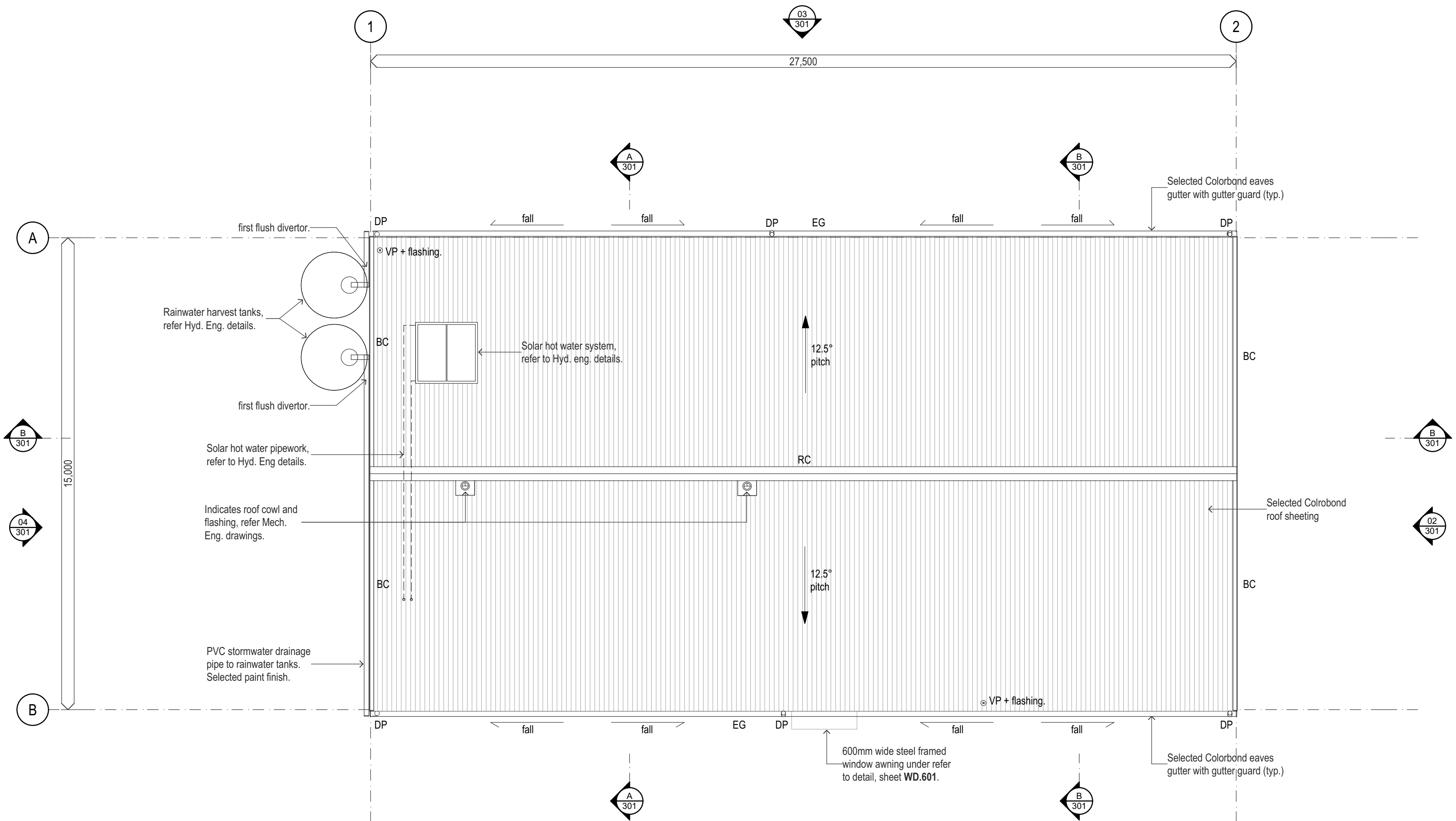
client
**Rockhampton Regional
Council**
project
SES Facility Gracemere

title
**Ground Floor Plan &
Mezzanine Plan**

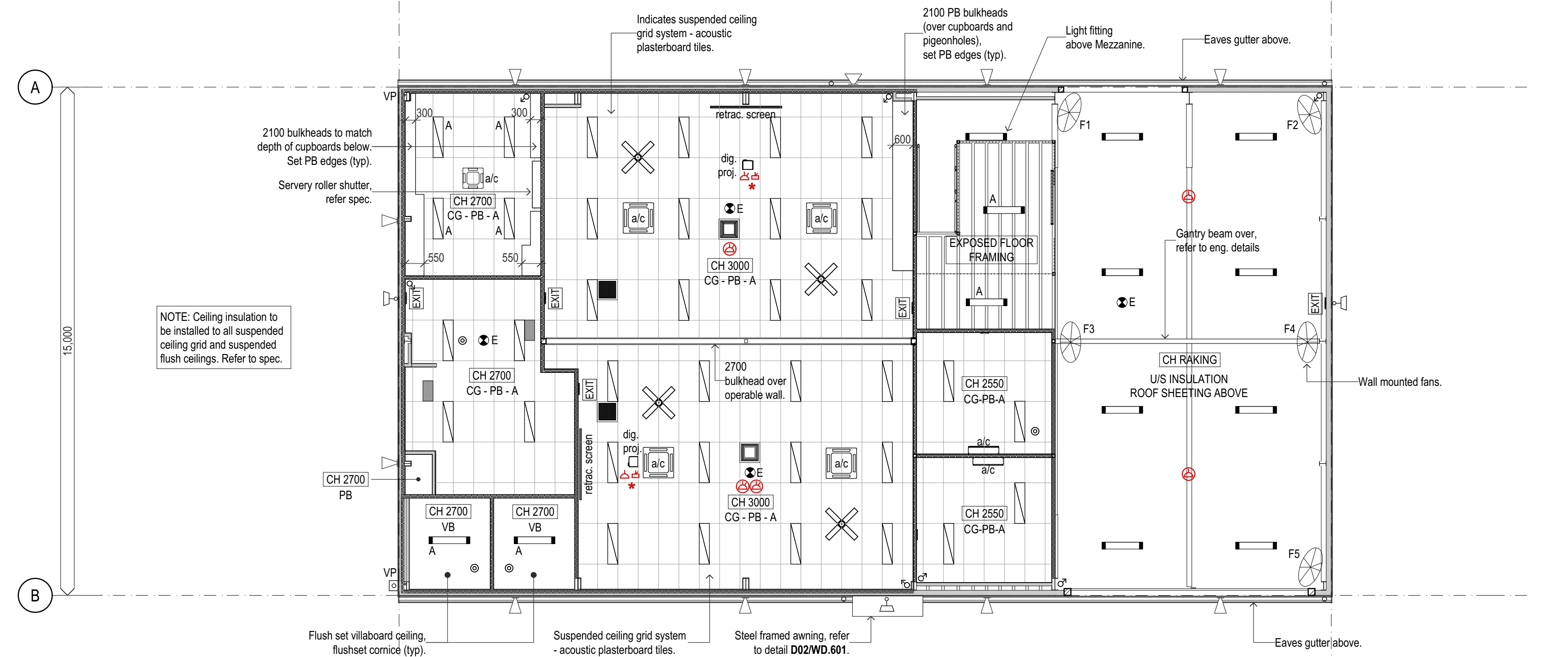


design	ME	drawn	LB, SB	chkd
date	09-11-18		job no.	BT180650
scale	1:100		dwg no.	WD.201
orig size	A1			rev. B





03 ROOF PLAN
SCALE 1:100 @ A1, 1:200 @ A3



04 REFLECTED CEILING PLAN
SCALE 1:100 @ A1, 1:200 @ A3

Roof Legend

a/c	Air Conditioner.
AF	Apron flashing.
BC	Barge capping.
col.	Column.
DP	Downpipe.
e/extg.	Existing.
EG	Eaves gutter.
LD	Access ladder.
RA	Roof anchor.
RC	Ridge capping.
vp	Vent pipe.
ss	Stainless steel.
5°	Roof pitch and direction of fall.
↘	Gutter fall.

Legend

a-	Acoustic rated.
a/c	Air Conditioner.
ap	Access panel.
CG	Ceiling grid.
CH	Ceiling Height.
cj	Ceiling expansion joint.
col.	Column.
dp	Downpipe.
fc	Fibre cement.
e.	Existing.
n.	New.
pb	Plasterboard.
vi	Villaboard.
vp	Vent pipe.

20W LED diffused surface light fitting.
24W LED diffused recessed light fitting.
32W LED diffused recessed light fitting.
22W LED surface light fitting.
45W LED surface light fitting.
Security strobe light.
PIR security sensor.
45W LED Security Flood light.
15W LED Sensor light.
Intake/exhaust air grille.
AC ceiling cassette.
AC air register.
Return air grille.
Emergency light.
Illuminated exit light.
Illuminated directional exit light.
1200mm ceiling fan, (all lights to be clear of fan arc).
Wall mounted ceiling fan.
Ceiling mounted data outlet.
Ceiling mounted HDMI outlet.
Ceiling mounted power outlet.
Suspended retractable single power outlet.
Suspended retractable double power outlet.

Revisions

Rev	date	Description	dw
P1	27-09-18	Preliminary Issue	LB
P2	09-10-18	Client Issue	SB
P3	15-10-18	Consultant Issue	SB
P4	16-10-18	Consultant Issue	SB
P5	22-10-18	EE Issue	SB
P6	26-10-18	Revised Preliminary Issue	SB
P8	02-11-18	Client & QS Issue	SB
P9	06-11-18	Final Consultant Issue	SB
A	08-11-18	Approval Issue	SB
B	08-11-18	Tender Issue	SB

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Project Details

client:
Rockhampton Regional Council
project:
SES Facility Gracemere

address:
**6-12 Barry Street
Gracemere QLD 4702**

title:
**Reflected Ceiling Plan &
Roof Plan**

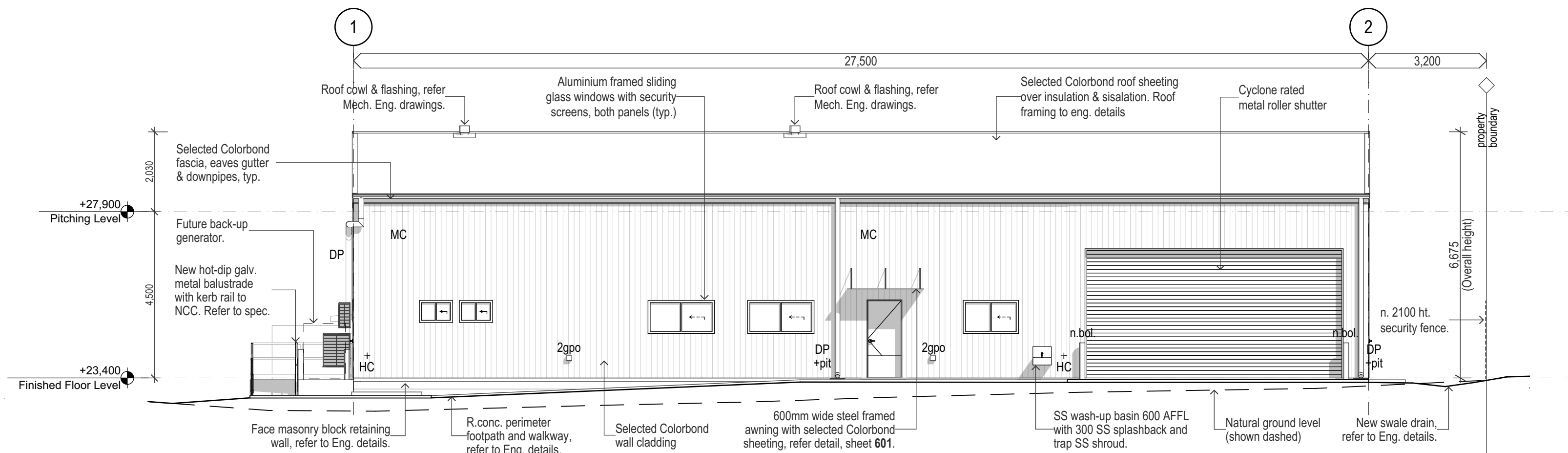


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North Rockhampton
QLD. 4701

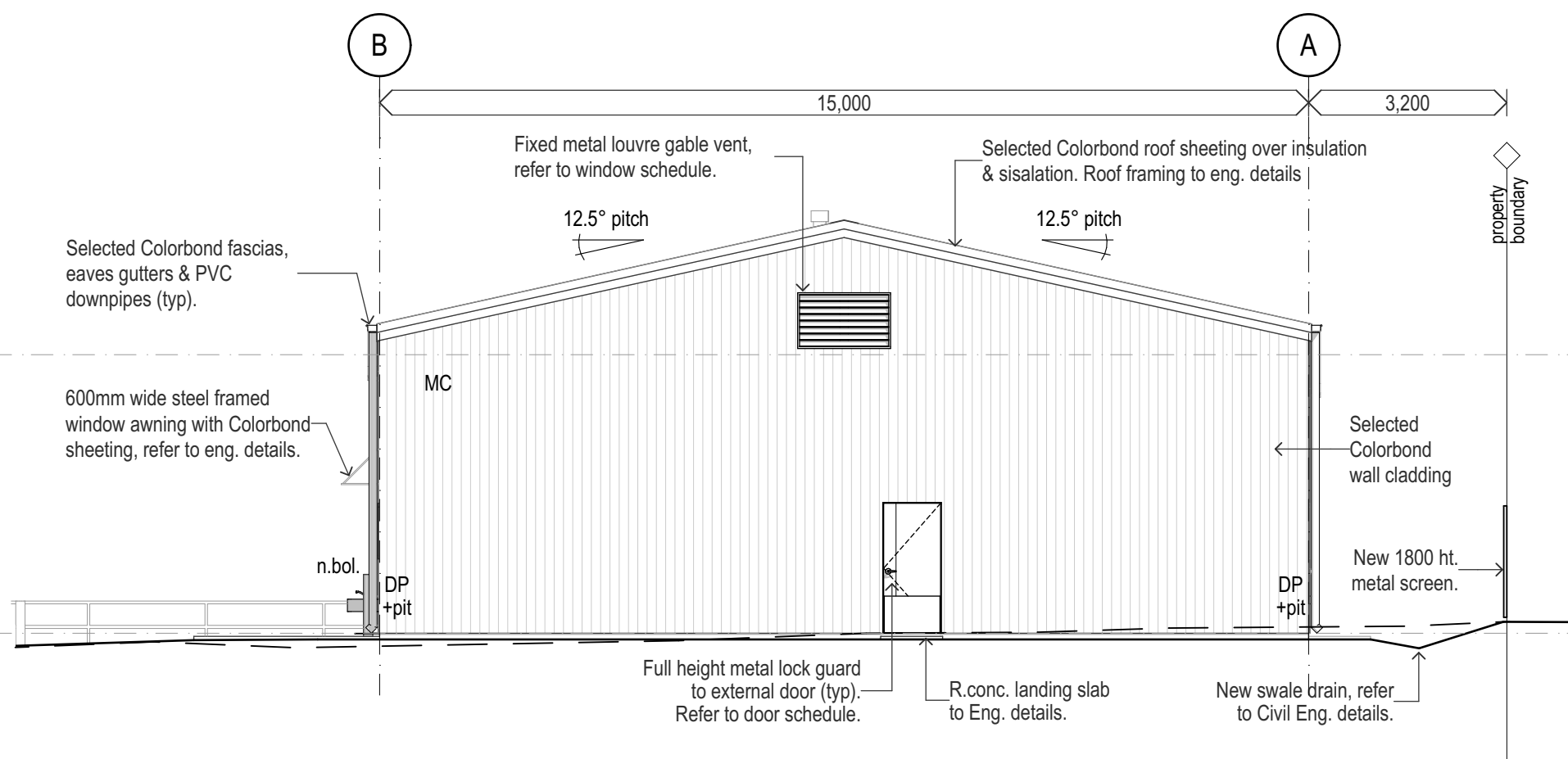
Phone (07) 4922 0000

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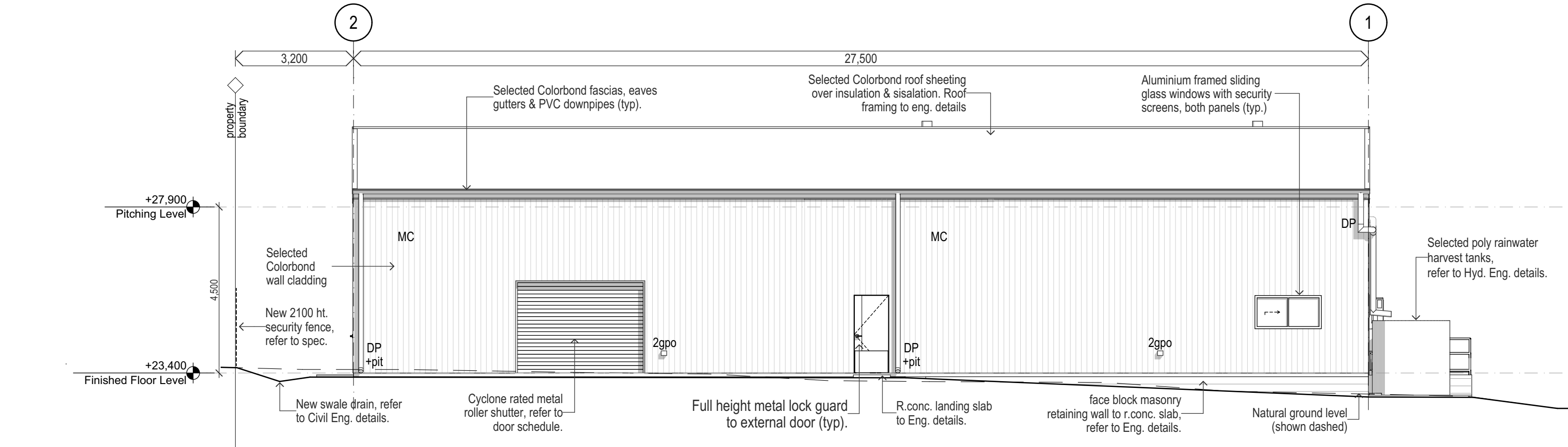
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orig size	A1	rev.	B		



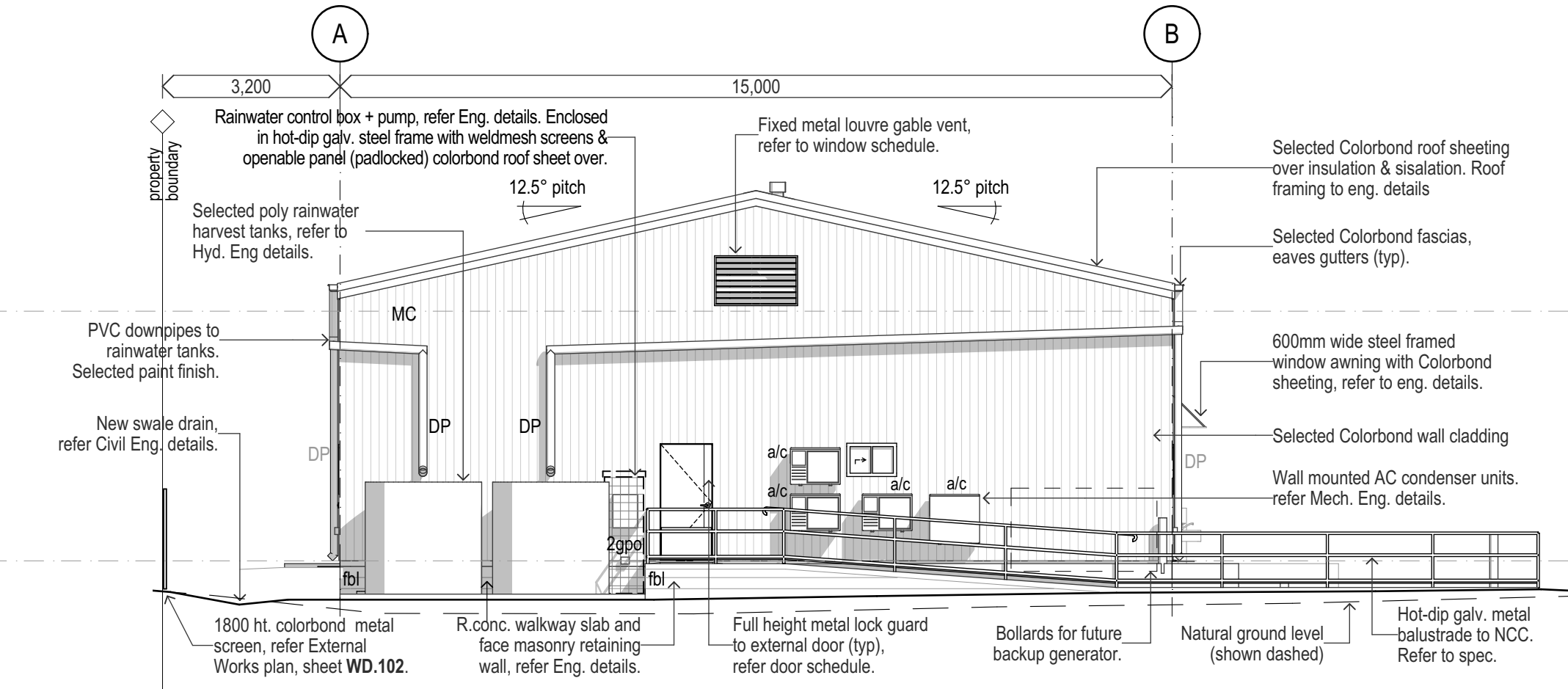
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201 SOUTH-EAST ELEVATION
SCALE 1:100 @ A1, 1:200 @ A3



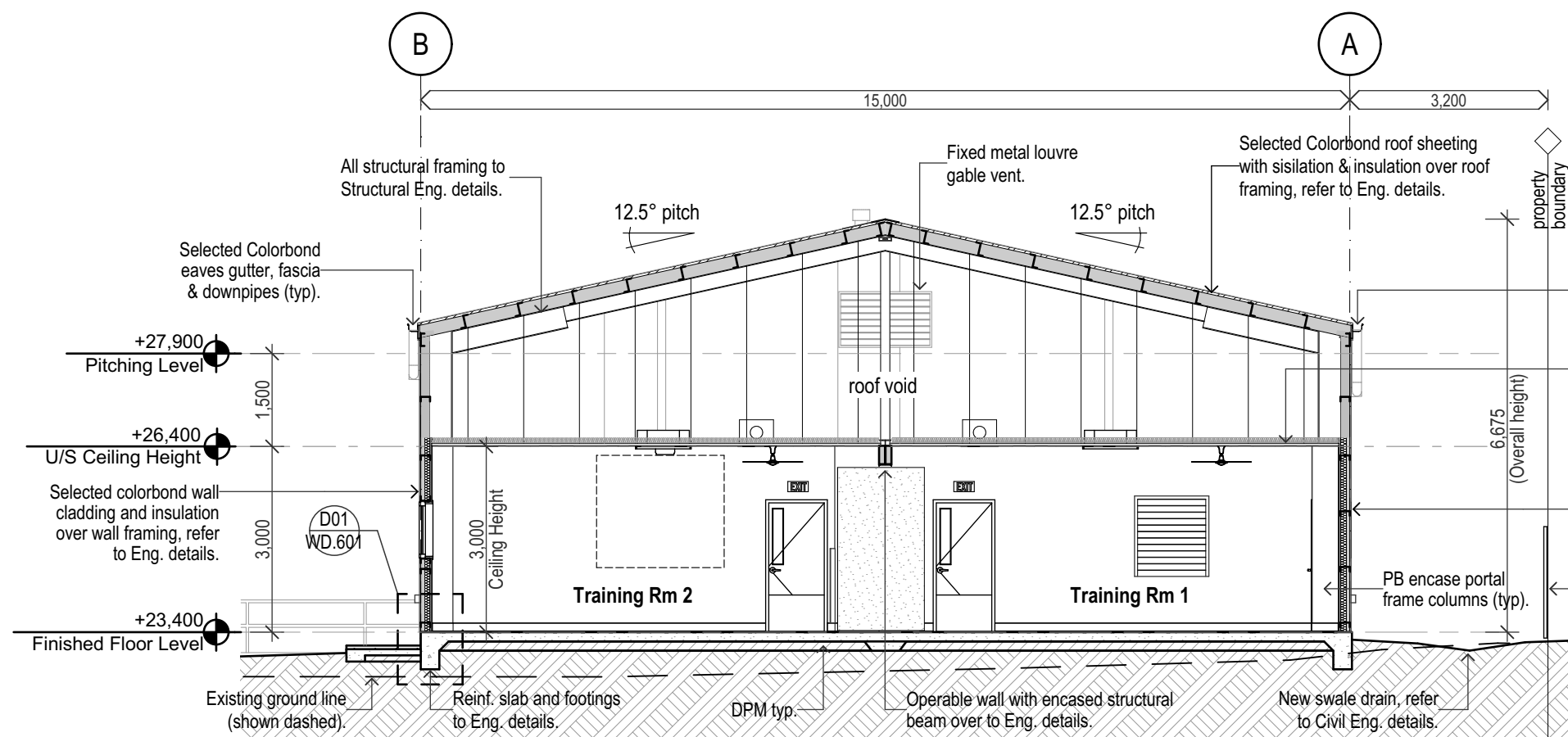
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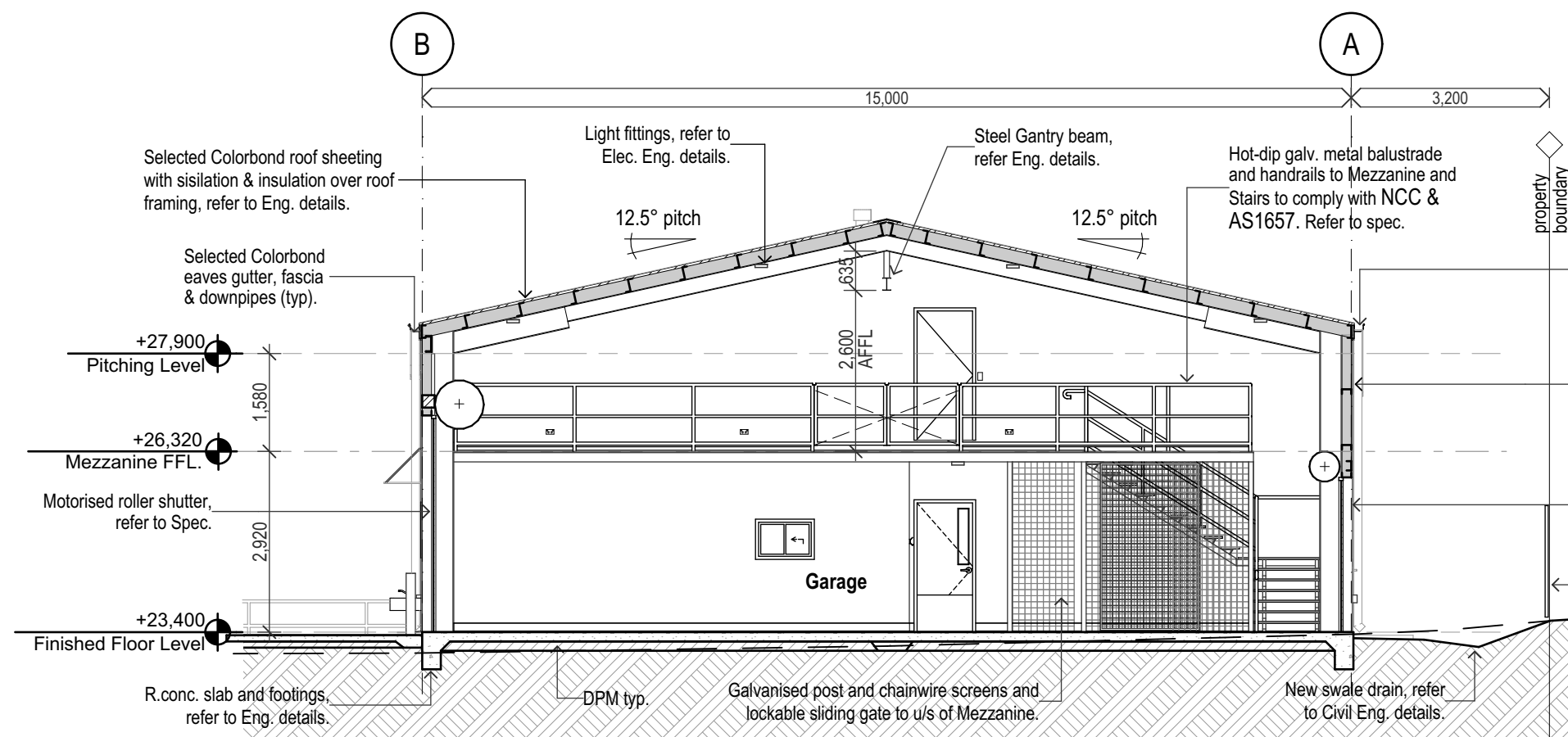
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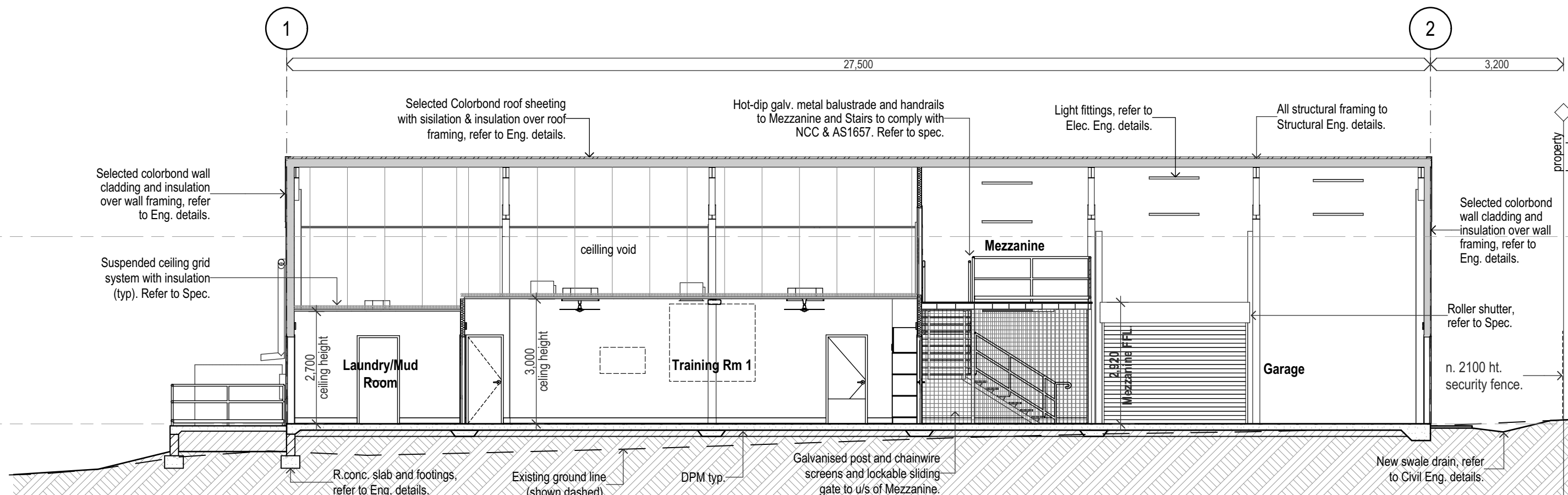
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201 SOUTH-WEST ELEVATION
SCALE 1:100 @ A1, 1:200 @ A3



A
201 SECTION A-A
SCALE 1:100 @ A1, 1:200 @ A3



B
201 SECTION B-B
SCALE 1:100 @ A1, 1:200 @ A3



B
201 SECTION C-C
SCALE 1:100 @ A1, 1:200 @ A3

0 1 2 3 4 5 Scale 1:100 @ A1 / 1:200 @ A3

Revisions

Rev	Date	Description	Drawn
P1	27-09-18	Preliminary Issue	LB
P2	09-10-18	Client Issue	SB
P3	15-10-18	Consultant Issue	SB
P4	16-10-18	Consultant Issue	SB
P5	22-10-18	EE Issue	SB
P6	26-10-18	Revised Preliminary Issue	SB
P8	02-11-18	Client & QS Issue	SB
P9	06-11-18	Final Consultant Issue	SB
A	09-11-18	Approval Issue	SB
B	09-11-18	Tender Issue	SB

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Legend

alc	Air Conditioner.
cb	Cross brace.
CH	Ceiling Height.
col	Column.
dp	Downpipe.
e	Existing.
fb	Face masonry blockwork.
fc	Fibre cement cladding.
FFL	Finished floor level.
fg	Fixed glass.
FHR	Fire Hose Reel.
hws	Hot water system.
MC	Metal cladding.
n	New.
pit	Storm water pit.
rb	Rendered blockwork.
rh	Rainwater head.
sgd	Sliding glass door.
sp	Spreader.
ss	Stainless steel.
vp	Vent pipe.

Project Details

client:
Rockhampton Regional Council
project:
SES Facility Gracemere

address:
**6-12 Barry Street
Gracemere QLD 4702**

title:
Elevations & Sections

Rockhampton Regional Council

BEAT ARCHITECTS

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North Rockhampton
QLD. 4701

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Board Of Architects QLD
Reg No. 2592

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design	ME	drawn	LB, SB	chkd	
date	09-11-18	job no.			BT180650
scale	1:100	dwg no.	WD.301		
orig size	A1	rev.			B

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Project Details

address
**6-12 Barry Street
Gracemere QLD 4702**

title
**Internal Fitout Plans &
Elevations 1**



Board Of
Architects QLD
Reg. No. 2592

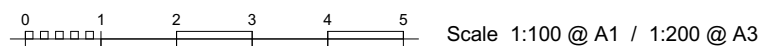


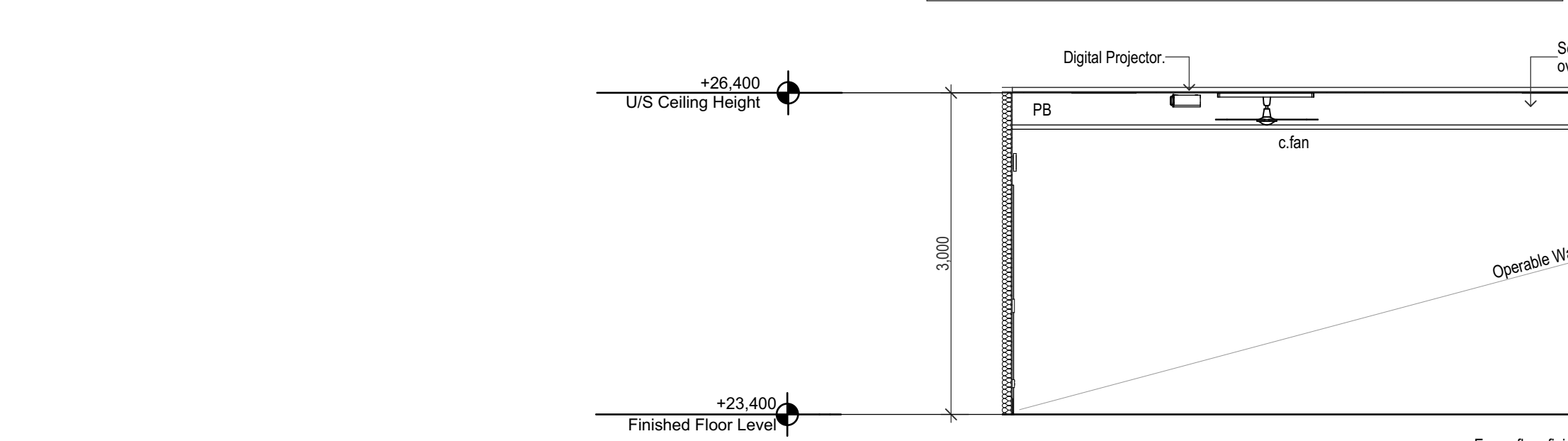
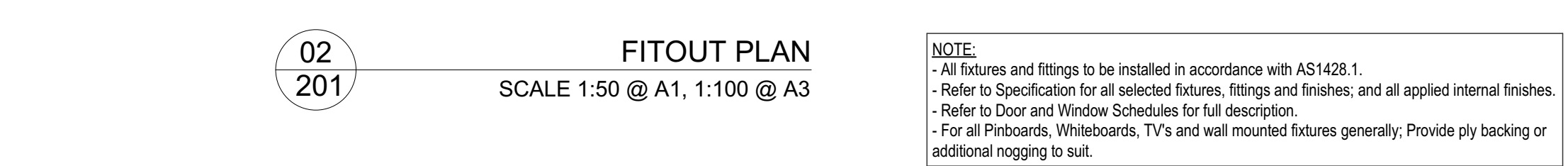
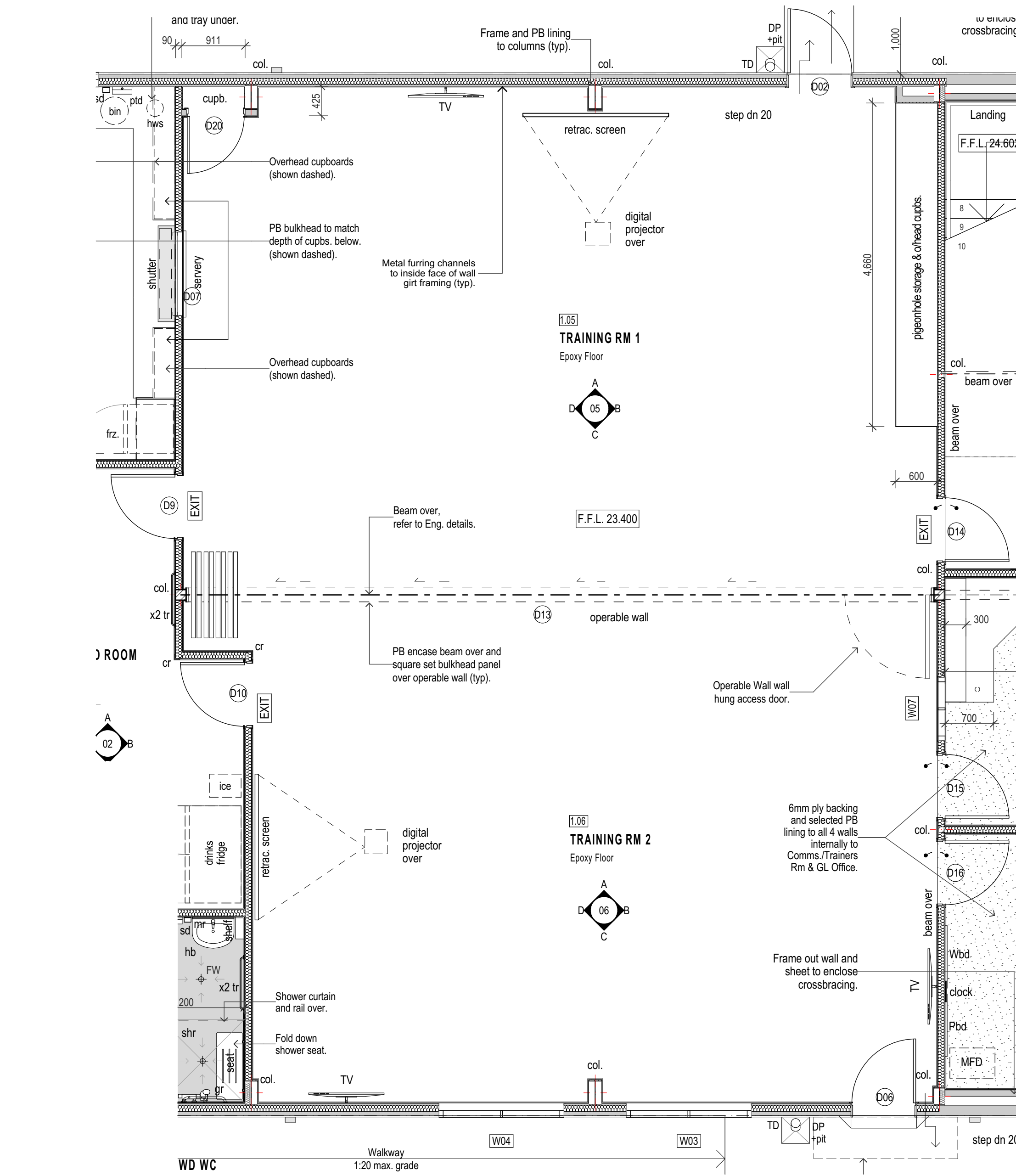
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INSTITUTE OF ARCHITECTS

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orig size	A1		rev.	B

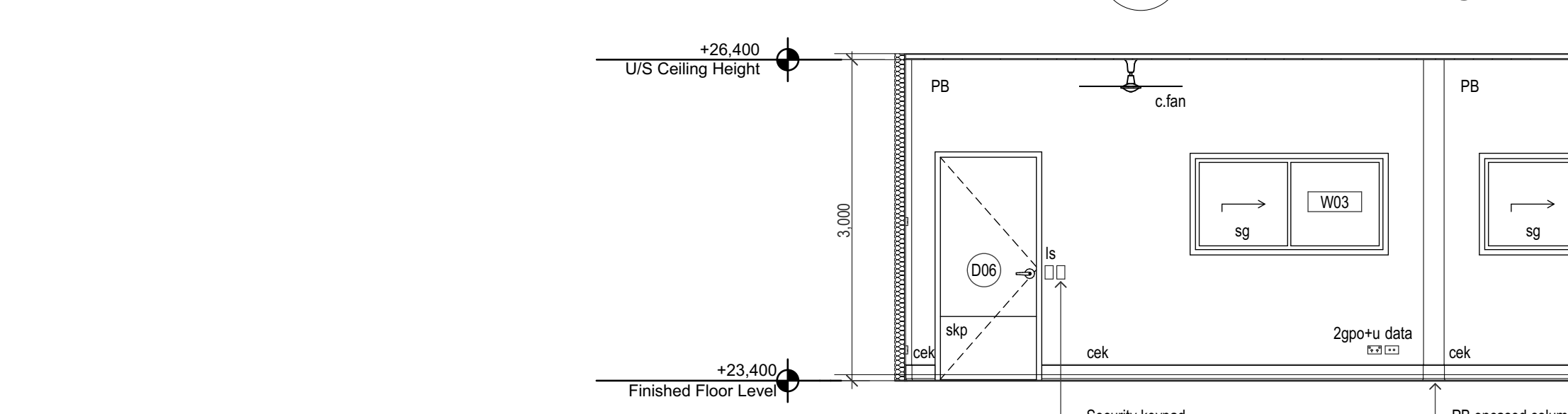


2A LAUNDRY / MUD ROOM
SCALE 1:50 @ A1, 1:100 @ A3





6A TRAINING ROOM 2
SCALE 1:50 @ A1, 1:100 @ A3

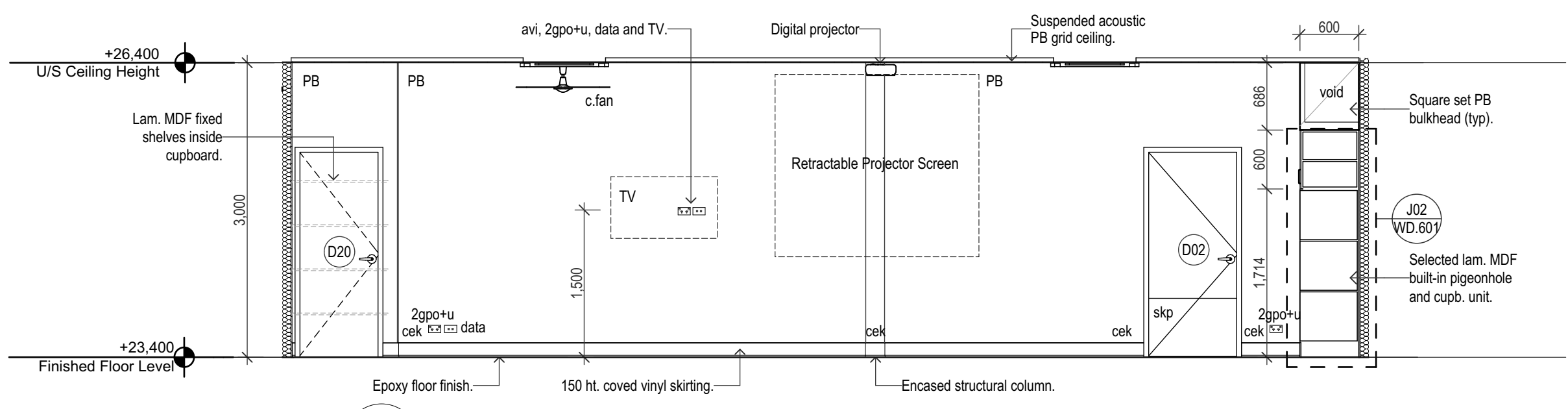


6B TRAINING ROOM 2
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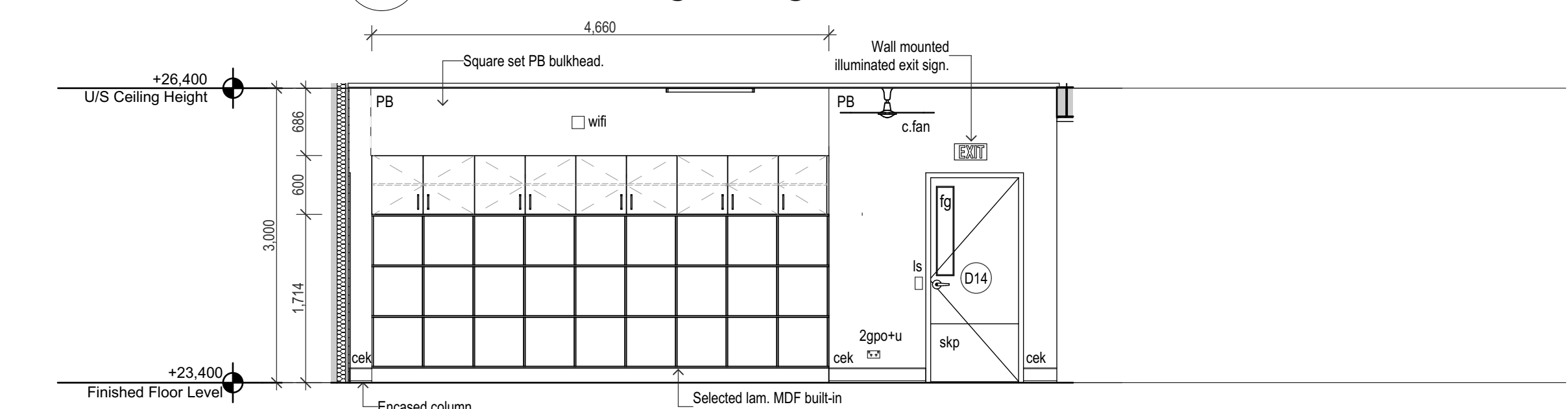


6C TRAINING ROOM 2
SCALE 1:50 @ A1, 1:100 @ A3

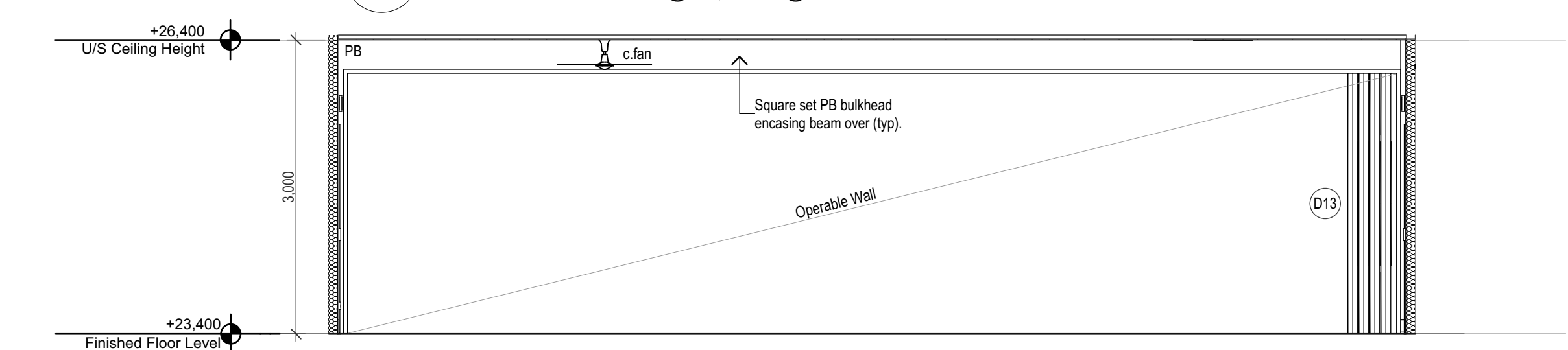
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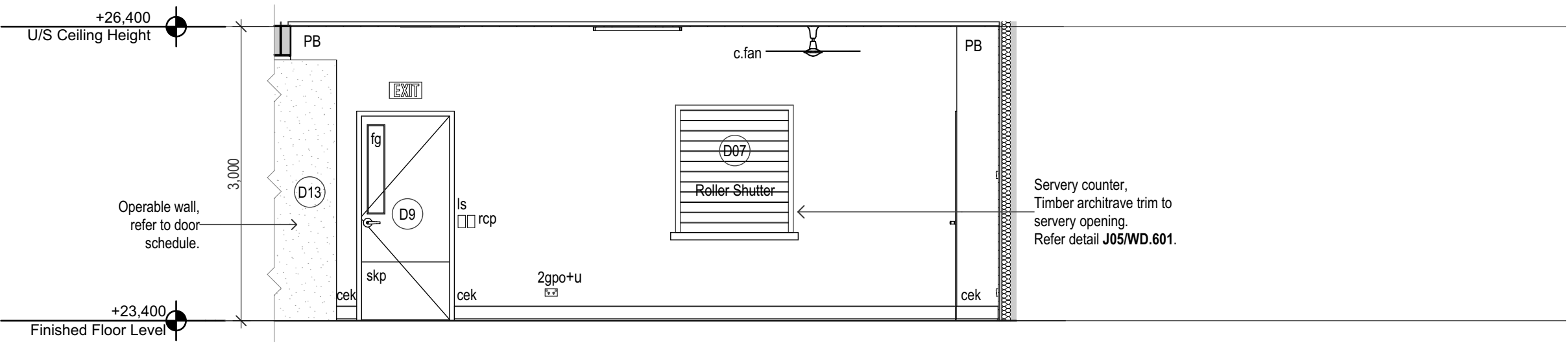
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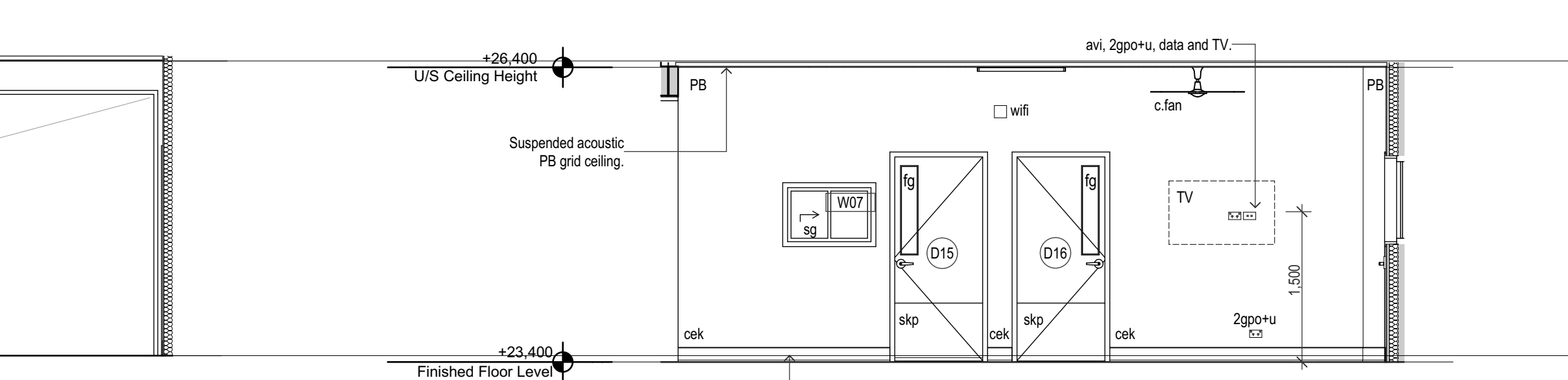
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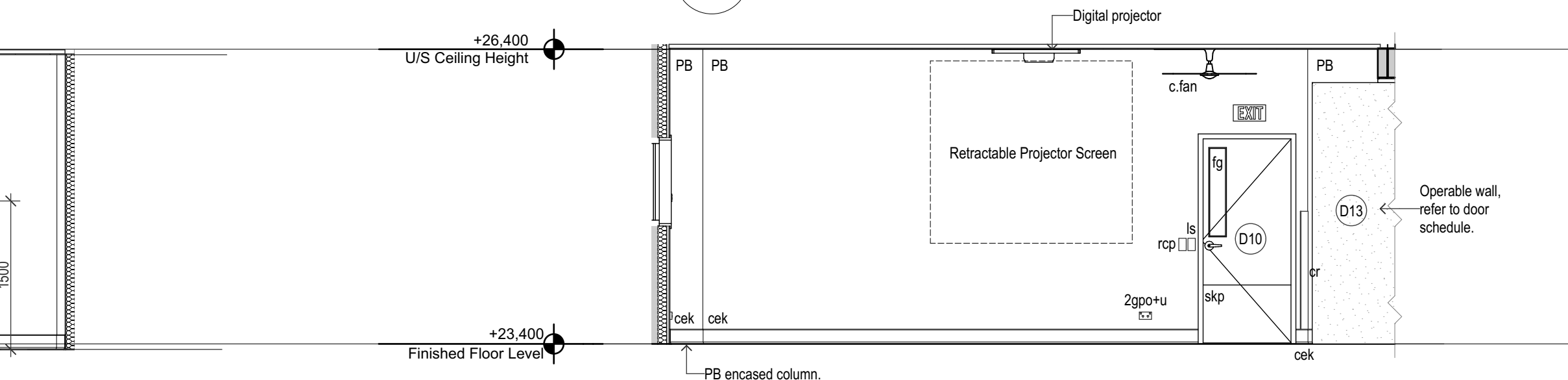
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SCALE 1:50 @ A1, 1:100 @ A3



5D TRAINING ROOM 1
SCALE 1:50 @ A1, 1:100 @ A3



6A TRAINING ROOM 2
SCALE 1:50 @ A1, 1:100 @ A3



6B TRAINING ROOM 2
SCALE 1:50 @ A1, 1:100 @ A3



6C TRAINING ROOM 2
SCALE 1:50 @ A1, 1:100 @ A3

Revisions			
Rev	Date	Description	Drawn
01	26-10-18	Revised Preliminary Issue	SB
02	02-11-18	Client & QS Issue	SB
03	05-11-18	Final Consultant Issue	SB
04	05-11-18	Approval Issue	SB
05	05-11-18	Tender Issue	SB

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If in doubt, ASK

Legend	
alc	Airconditioning unit.
AP	Access panel.
bal	Balustrade.
bol	Bollard.
cek	Coved epoxy skirting.
c.fan	Ceiling fan.
ch	Coat hook.
col.	Column.
cr	Corner protection.
cek	Coved vinyl skirting.
ct	Cook top.
c.tile	Ceramic tile.
cupb.	Cupboard.
D	Door.
data	Data outlet.
DB	Distribution board.
dg	Door grille.
dr	Dryer.
drw.	Drawers.
e.	Existing.
fg	Fixed glass.
frz	Freezer.
FW	Floor waste.
gpo	General purpose outlet.
gr	Grabrail.
ht	Height.
hws	Hot water system.
ls	Light switch (& fan control where applicable).
MFD	Multi function device.
mw	Microwave.
n.	New.
ovn	Oven.
PB	Plasterboard.
PB/ply	Plywood backed plasterboard.
ply	Plywood.
pld	Paper towel dispenser.
pty	Plantry.
rcp	AC control panel.
ref	Refrigerator.
rh	Rangehood.
sd	Soap dispenser.
sg	Sliding glass.
skp	Stainless steel kickplate.
snk	Sink.
spl	Splashback.
tr	Towel rail.
th	Toilet roll holder.
vi	Villaboard.
vs	Vinyl skirting.
W	Window.
wc	Toilet suite.
wifi	Wireless broadcast unit & data outlet.
wt	Wall tile.
2gpo	Double general purpose outlet.
2gpo+U	2gpo + USB charging socket.
No step	No step.

Project Details

client:
Rockhampton Regional Council
project:
SES Facility Gracemere

address:
**6-12 Barry Street
Gracemere QLD 4702**

title:
Internal Fitout Plans & Elevations 2

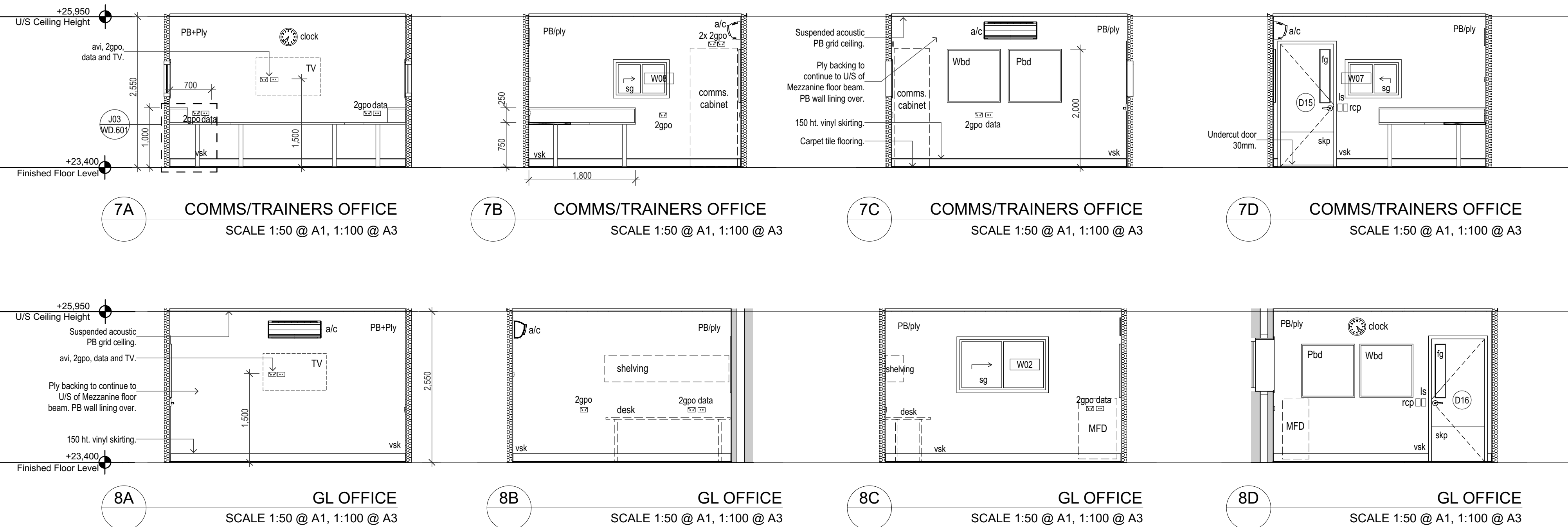
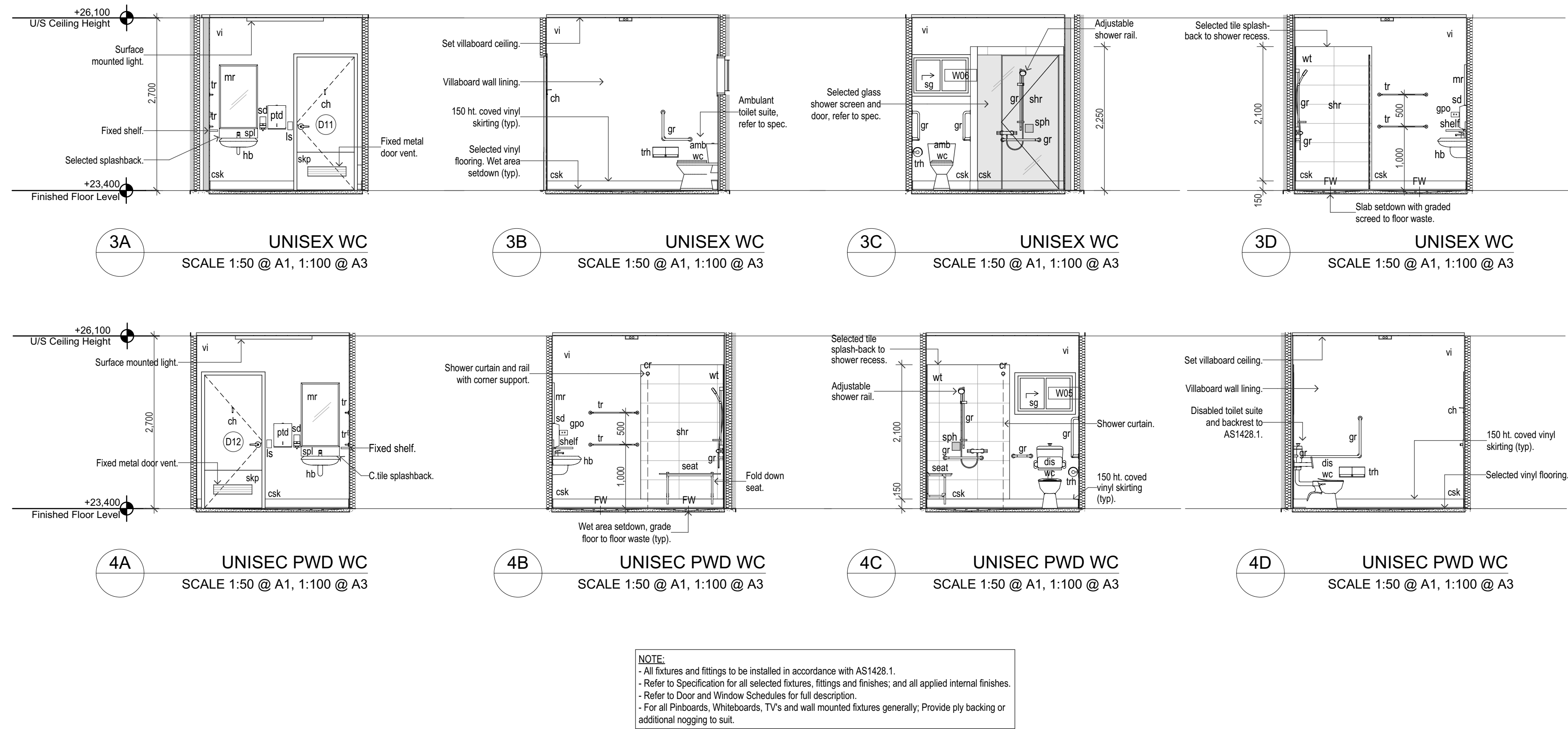
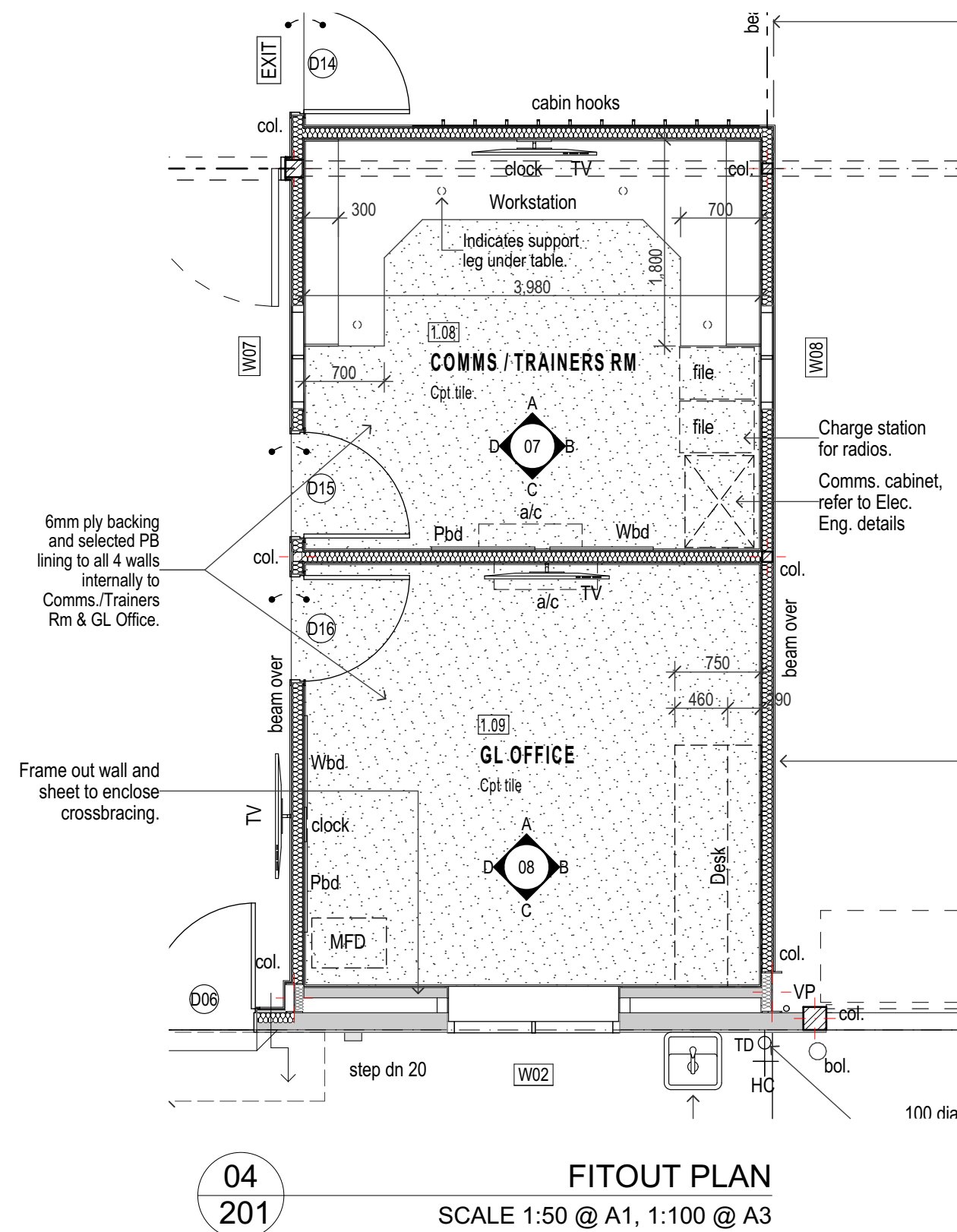
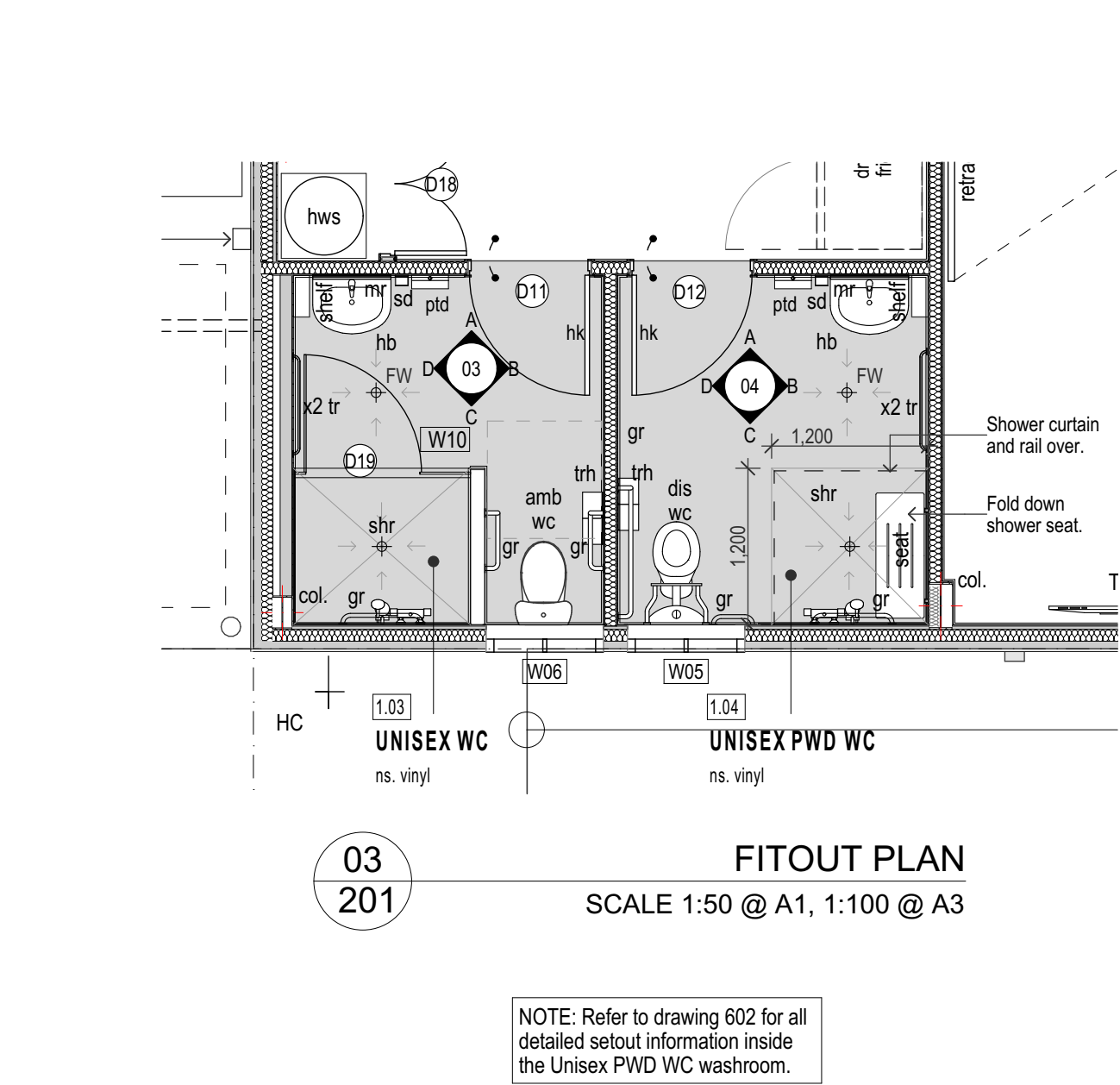


29 (Little) Musgrave Street
North Rockhampton
QLD. 4701

Phone (07) 4922 0000

admin@beatarchitects.com.au
www.beatarchitects.com.au

design	ME	drawn	LB, SB	checked	
date	09-11-18	job no.	BT180650		
scale	1:50	dwg no.	WD.502		
orig size	A1	rev.	B		



Revisions			
Rev	Date	Description	Rev
PS	26-10-18	Revised Preliminary Issue	SB
PS	02-11-18	Client & QS Issue	SB
PS	06-11-18	Final Consultant Issue	SB
A	09-11-18	Approval Issue	SB
B	09-11-18	Tender Issue	SB

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If in doubt, ASK

Legend	
a/c	Airconditioning unit.
AP	Access panel.
bal.	Balustrade.
bol.	Bollard.
cek	Coved epoxy skirting.
c.fan	Ceiling fan.
ch	Coat hook.
col.	Column.
cr	Corner protection.
csk	Coved vinyl skirting.
ct	Cook top.
c.tile	Ceramic tile.
cupb.	Cupboard.
D	Door.
data	Data outlet.
DB	Distribution board.
dg	Door grille.
dr	Dryer.
drw.	Drawers.
e.	Existing.
fg	Fixed glass.
frz	Freezer.
FW	Floor waste.
gpo	General purpose outlet.
gr	Grabrail.
ht.	Height.
hws	Hot water system.
is	Light switch (& fan control where applicable).
MFD	Multi function device.
mw	Microwave.
n.	New.
ovn	Wall oven.
PB	Plasterboard.
PB/ply	Plywood backed plasterboard.
ply	Plywood.
pld	Paper towel dispenser.
prty	Pantry.
rcp	AC control panel.
ref	Refrigerator.
rh	Rangehood.
sd	Soap dispenser.
sg	Sliding glass.
skp	Stainless steel kickplate.
snk	Sink.
spl	Splashback.
tr	Towel rail.
trh	Toilet roll holder.
vi	Villaboard.
vsk	Vinyl skirting.
W	Window.
wc	Toilet suite.
wifi	Wireless broadcast unit & data outlet.
wt	Wall tile.
2gpo	Double general purpose outlet.
2gpo+U	2gpo + USB charging socket.
	No step.

Project Details

client:
Rockhampton Regional Council
project:
SES Facility Gracemere

address:
**6-12 Barry Street
Gracemere QLD 4702**

title:
**Internal Fitout Plans &
Elevations 3**

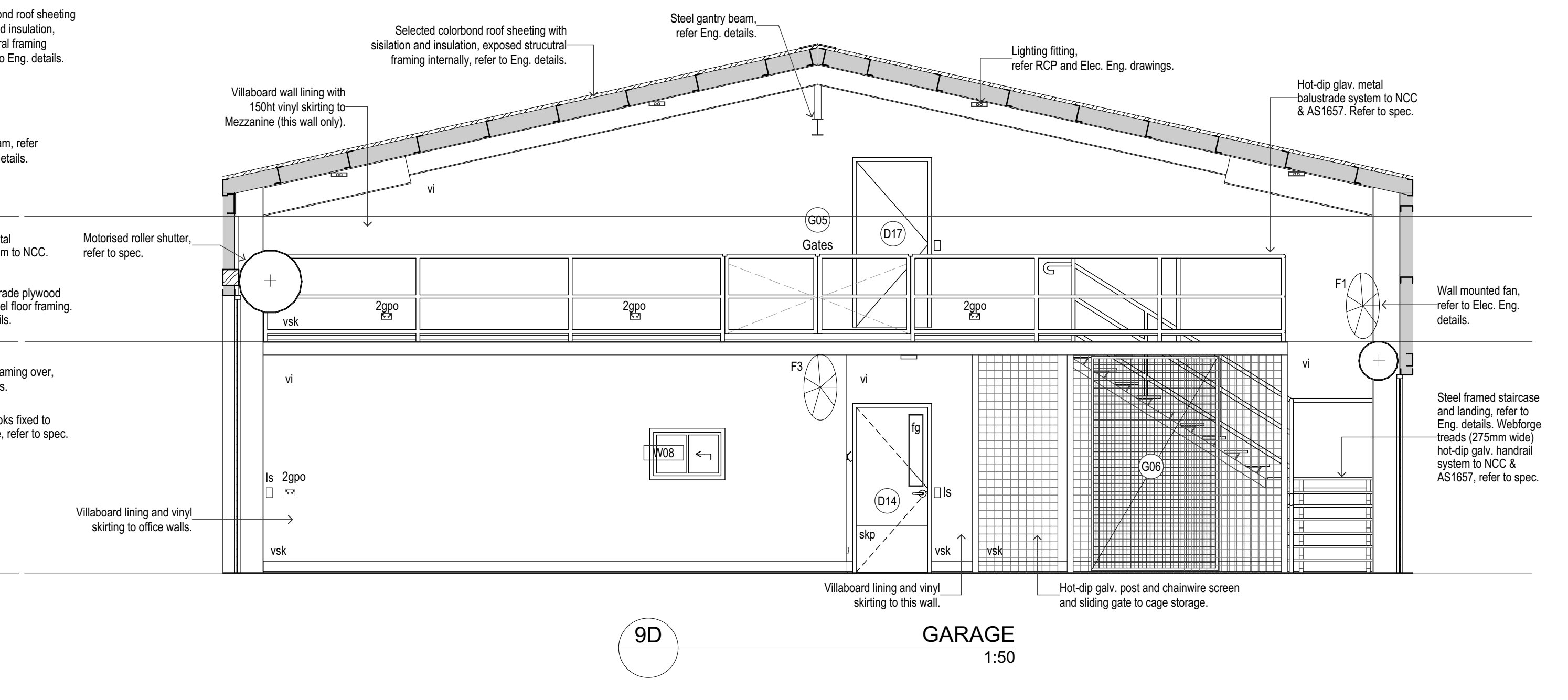
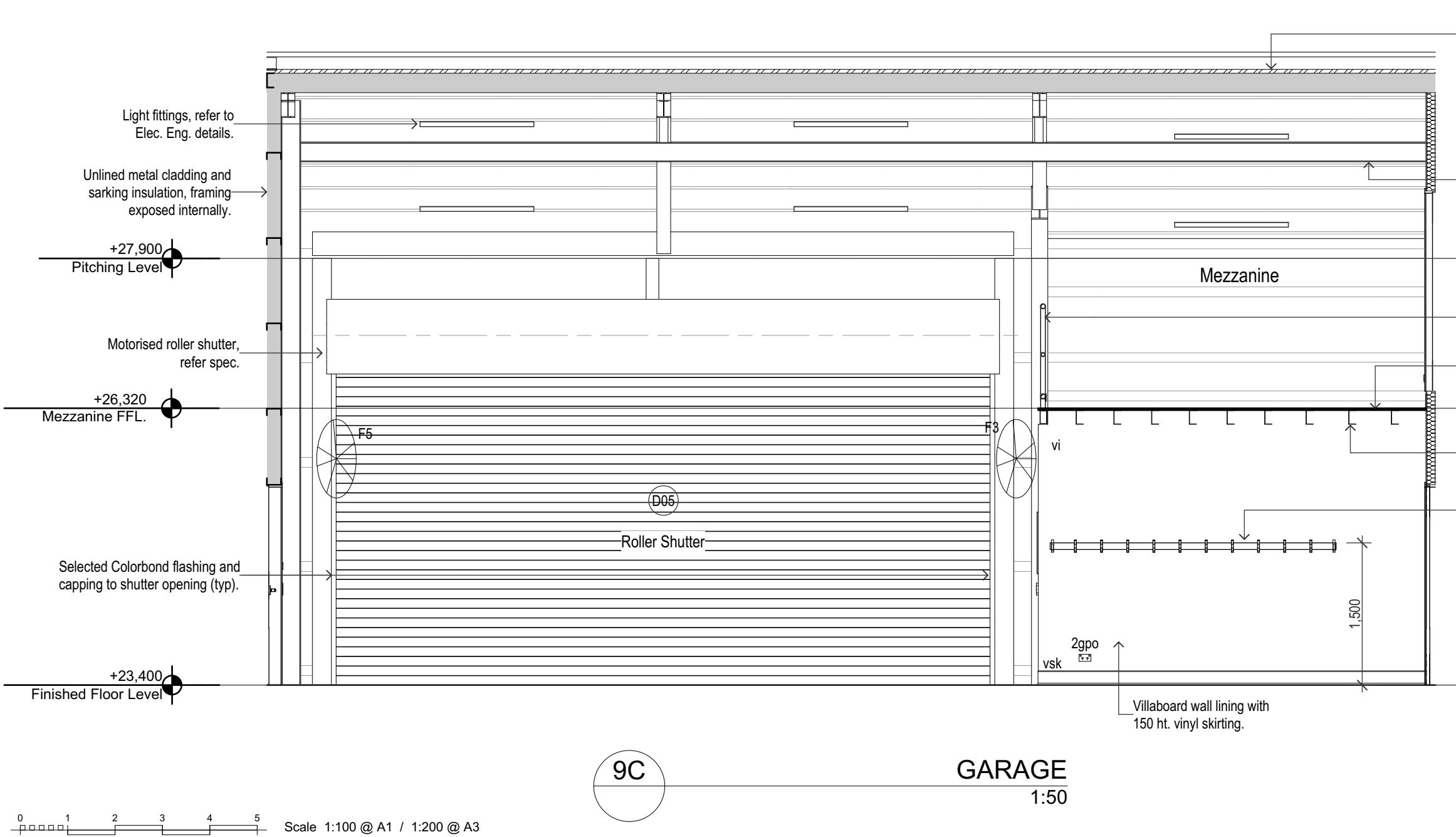
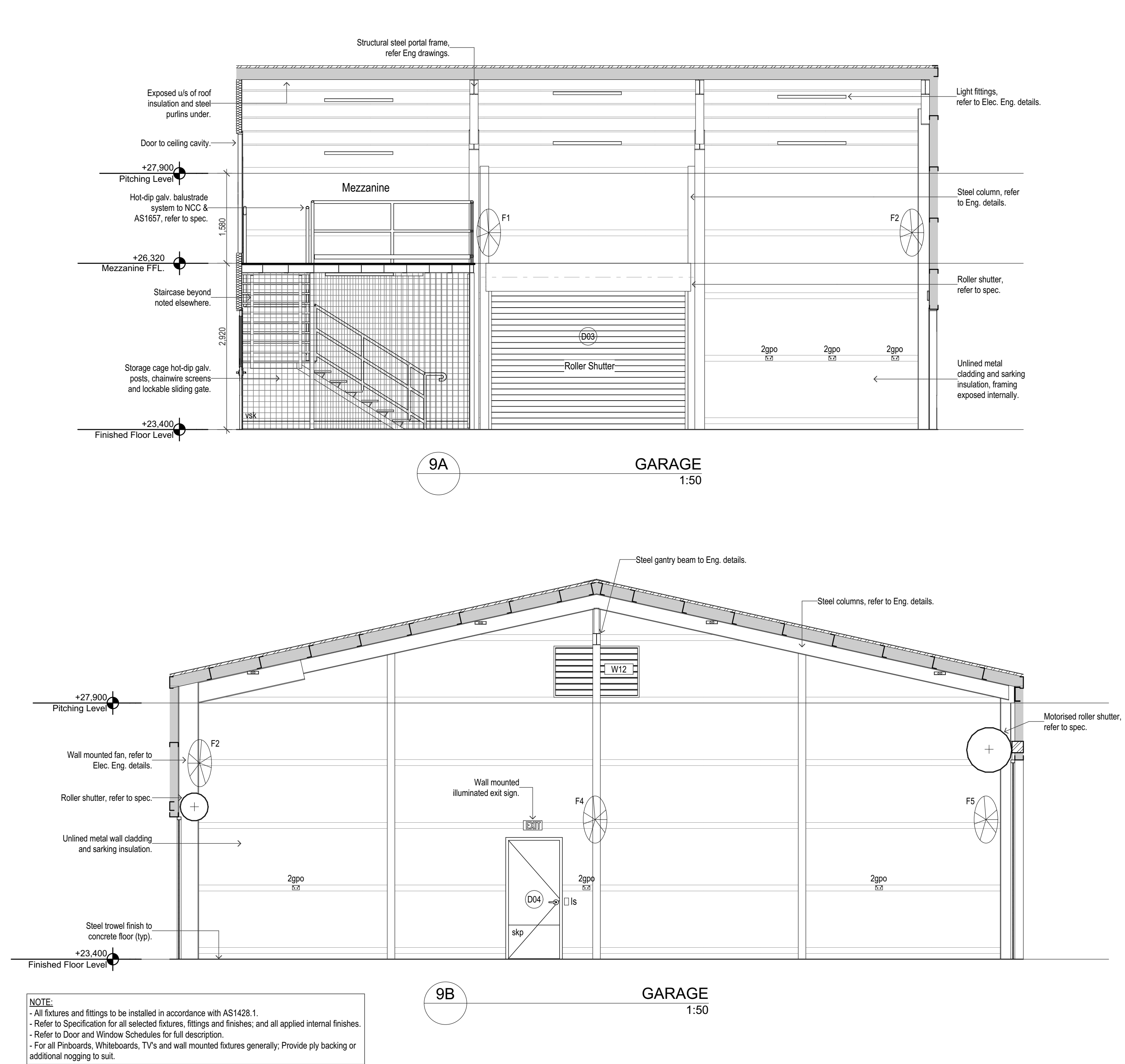
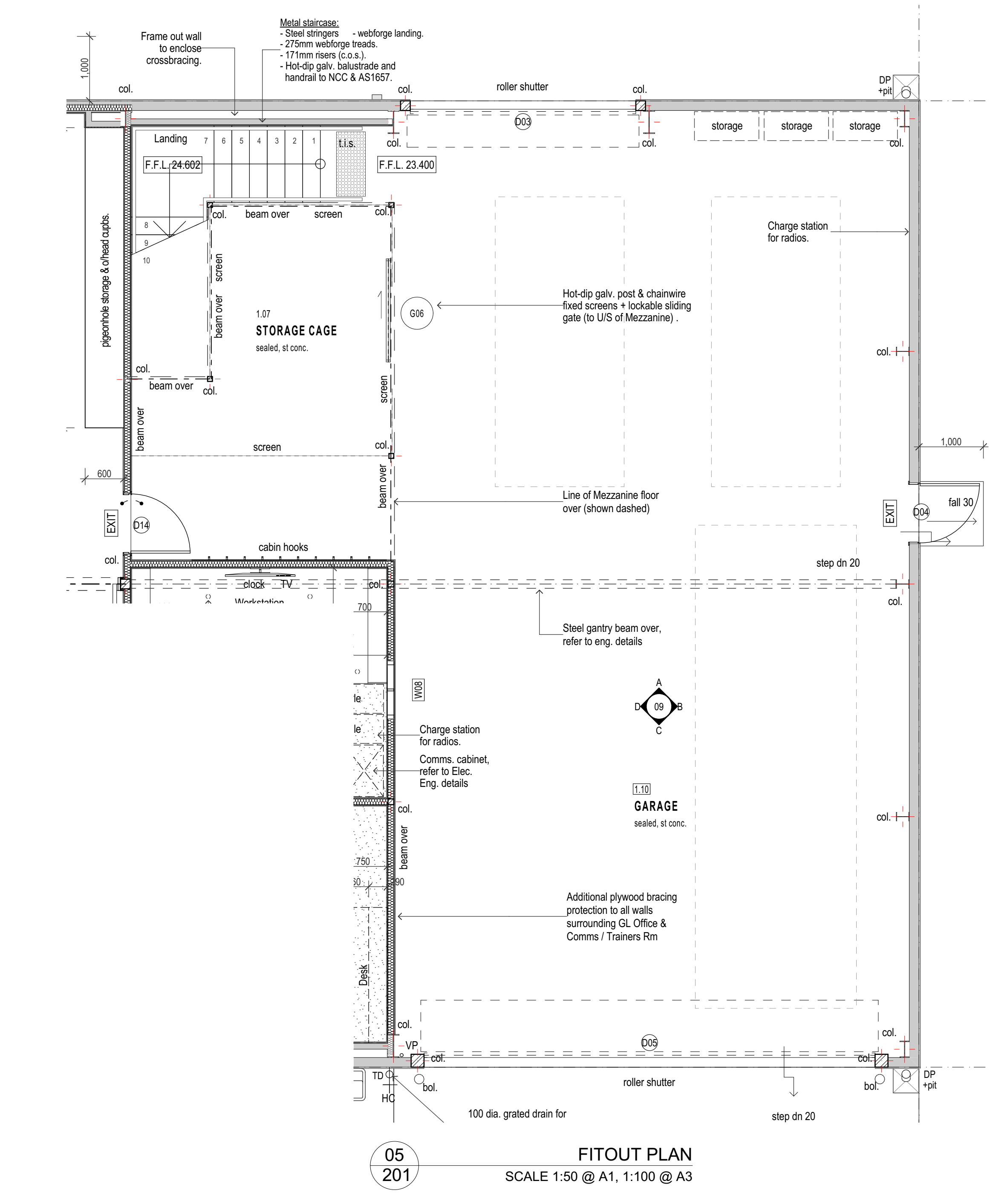


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design	ME	drawn	LB, SB	chkd	
date	09-11-18	job no.	BT180650		
scale	1:50	dwg no.	WD.503		
orig size	A1	rev.	B		



Revisions

Rev	Date	Description	Rev
PS	26-10-18	Revised Preliminary Issue	SB
PS	02-11-18	Client & QS Issue	SB
PS	06-11-18	Final Consultant Issue	SB
A	09-11-18	Approval Issue	SB
B	09-11-18	Tender Issue	SB

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If in doubt, ASK

Legend

a/c

AP

bal.

bol.

cek

c.fan

ch

col.

cr

csk

ct

c.tile

cupb.

D

data

DB

dg

dr

drw.

e.

fg

fz

FW

gpo

gr

ht.

hws

ls

MFD

mw

n.

own

PB

PBply

ply

pld

pty

mp

ref

rh

sd

sg

skp

snk

spi

tr

trh

vi

vsk

w

wc

wfi

wt

2gpo

2gpo+U

Airconditioning unit.

Access panel.

Balustrade.

Bollard.

Coved epoxy skirting.

Ceiling fan.

Cost hook.

Column.

Corner protection.

Covered vinyl skirting.

Cook top.

Ceramic tile.

Cupboard.

Door.

Data outlet.

Distribution board.

Door grille.

Dryer.

Drawers.

Existing.

Fixed glass.

Freezer.

Floor waste.

General purpose outlet.

Grabrail.

Height.

Hot water system.

Light switch (& fan control where applicable).

Multi function device.

Microwave.

New.

Wall oven.

Plasterboard.

Plywood backed plasterboard.

Plywood.

Paper towel dispenser.

Pantry.

AC control panel.

Refrigerator.

Rangehood.

Soap dispenser.

Sliding glass.

Stainless steel kickplate.

Sink.

Splashback.

Towel rail.

Toilet roll holder.

Villaboard.

Vinyl skirting.

Window.

Toilet suite.

Wireless broadcast unit & data outlet.

Wall tile.

Double general purpose outlet.

2gpo + USB charging socket.

No step.

Project Details

client:

Rockhampton Regional Council

project:

SES Facility Gracemere

address

6-12 Barry Street
Gracemere QLD 4702

title

Internal Fitout Plans & Elevations 4

29 (Little) Musgrave Street
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design

ME

drawn

LB, SB

checked

chld

date

09-11-18

job no.

BT180650

scale

1:50

dwg no.

WD.504

orig size

A1

rev.

B

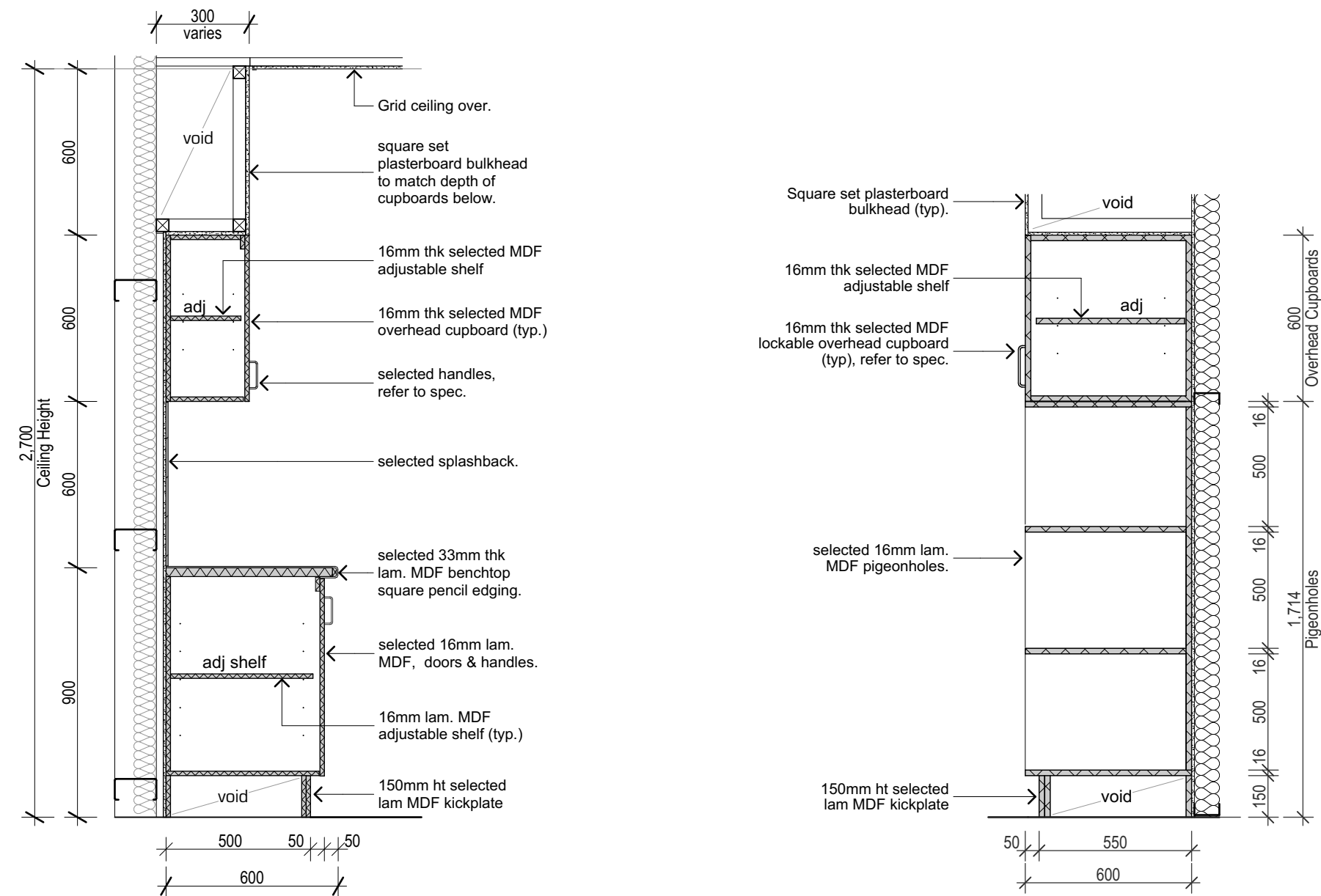
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Rev	date	Description	Rev
PB	02-11-18	Client & QS Issue	SB
PA	06-11-18	Final Consultant Issue	SB
A	08-11-18	Approval Issue	SB
B	09-11-18	Tender Issue	SB

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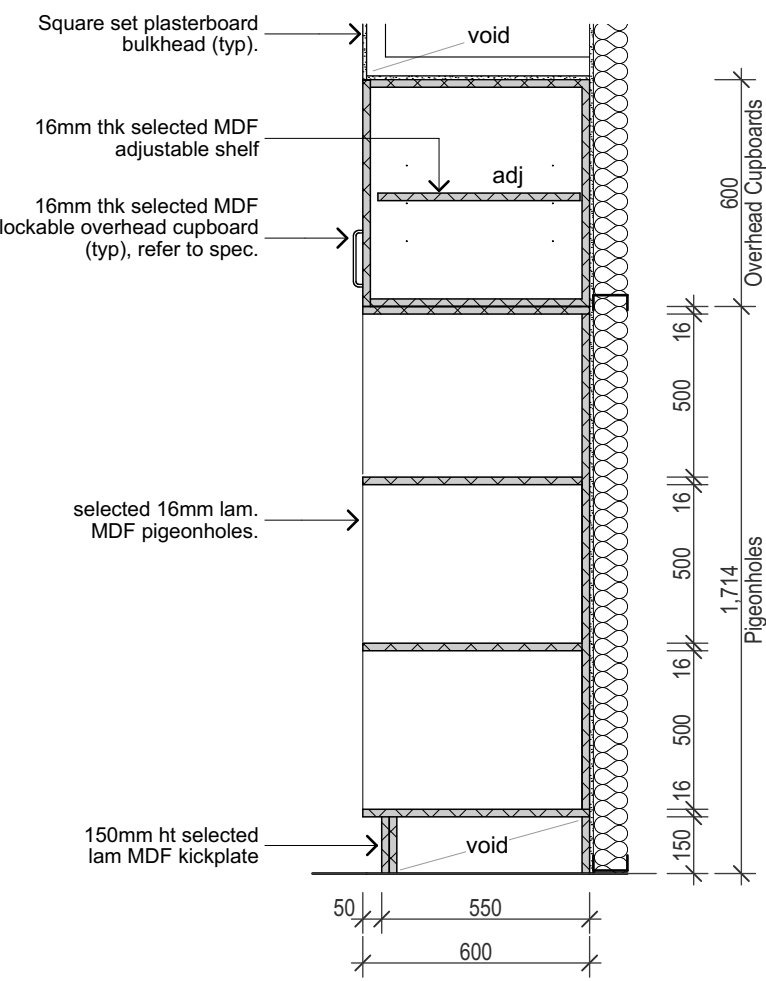
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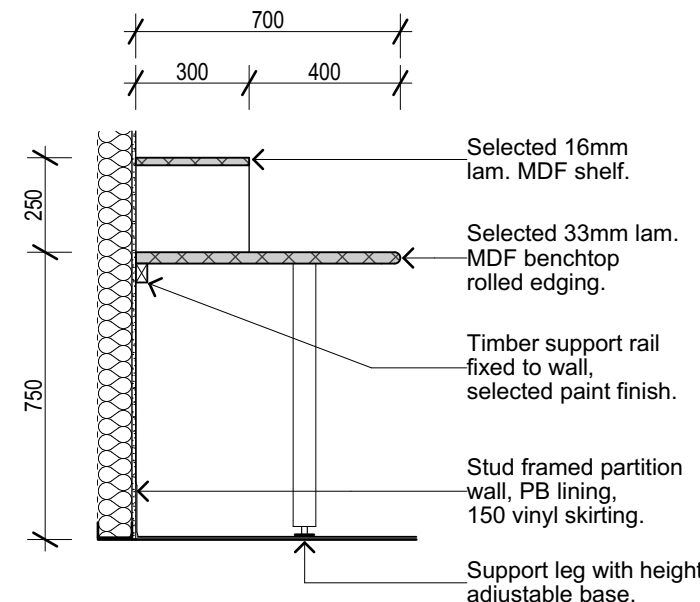
If in doubt, ASK



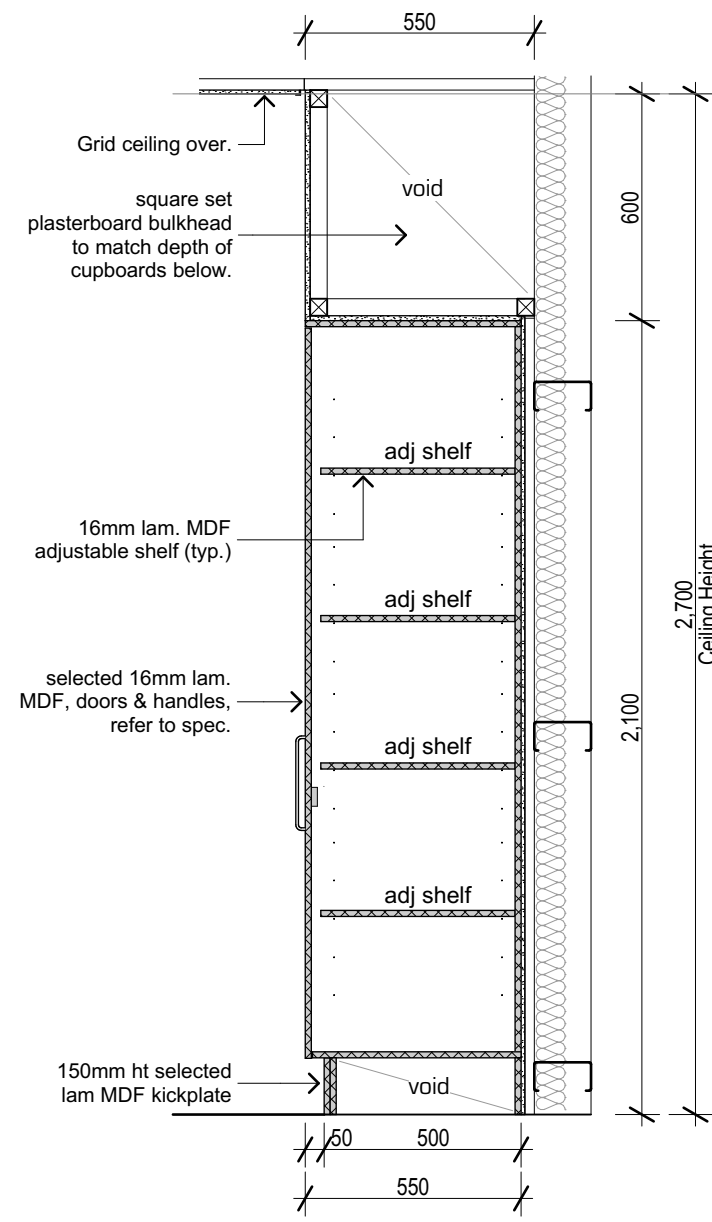
J01
501 KITCHEN CABINET DETAIL
SCALE 1:20 @ A1, 1:40 @ A3



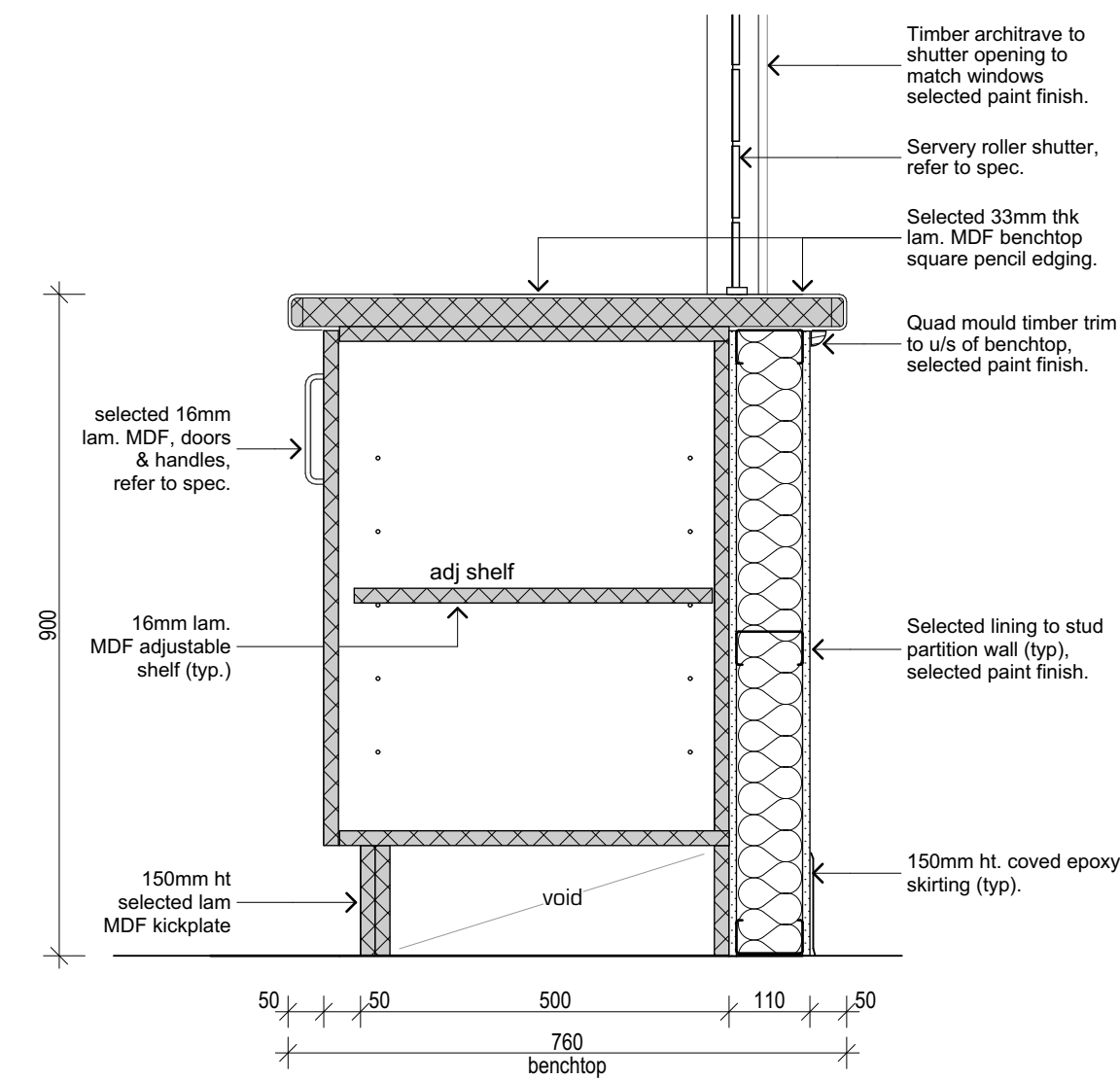
J02
502 PIGEONHOLE DETAIL
SCALE 1:20 @ A1, 1:40 @ A3



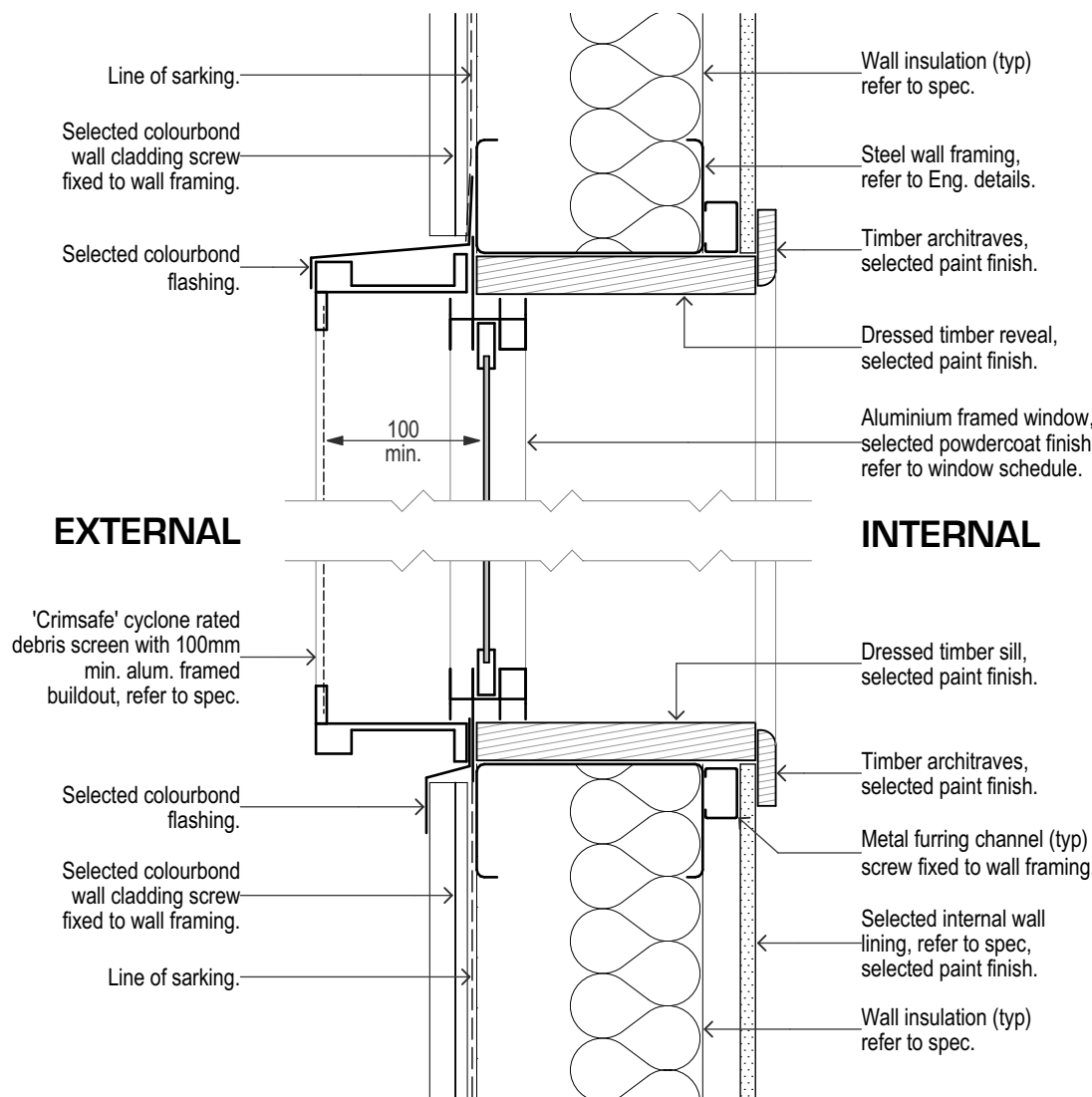
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503 WORKSTATION DETAIL
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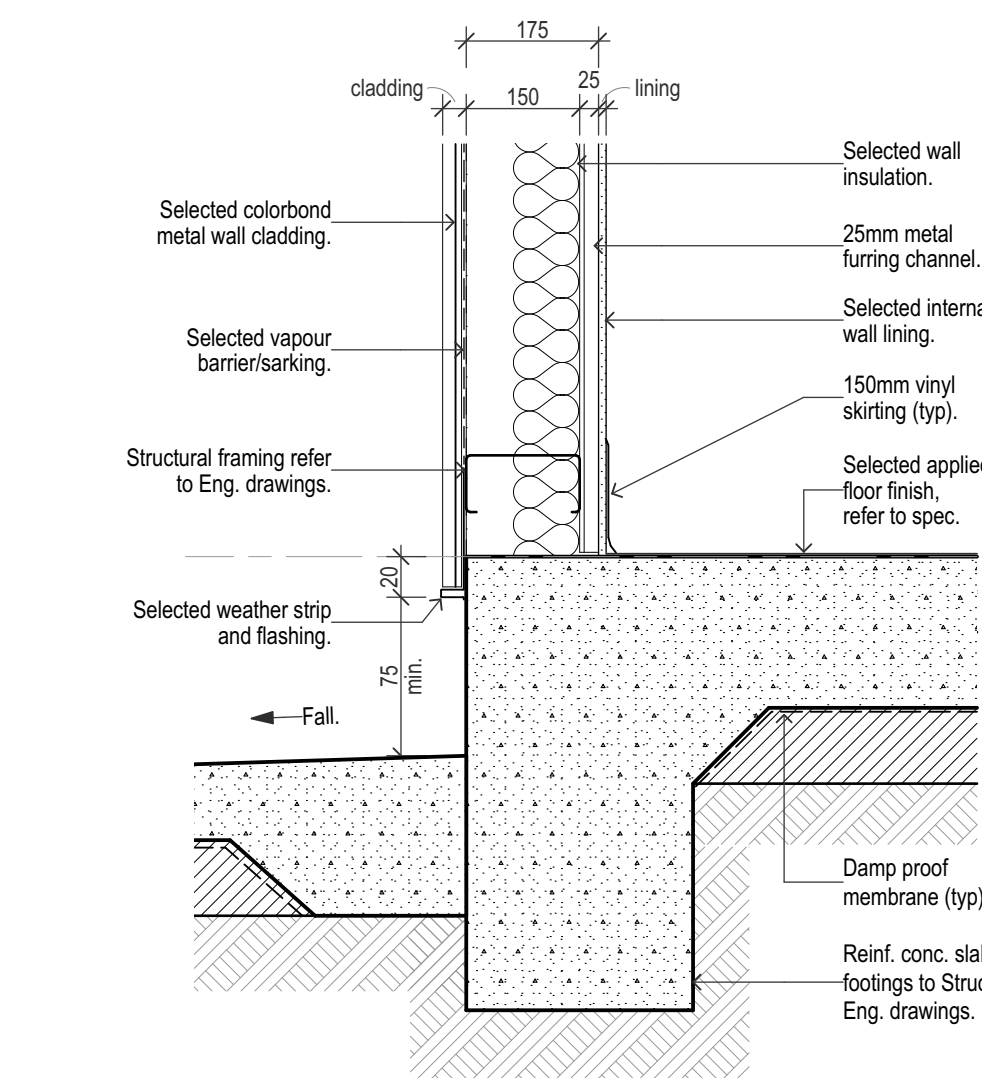
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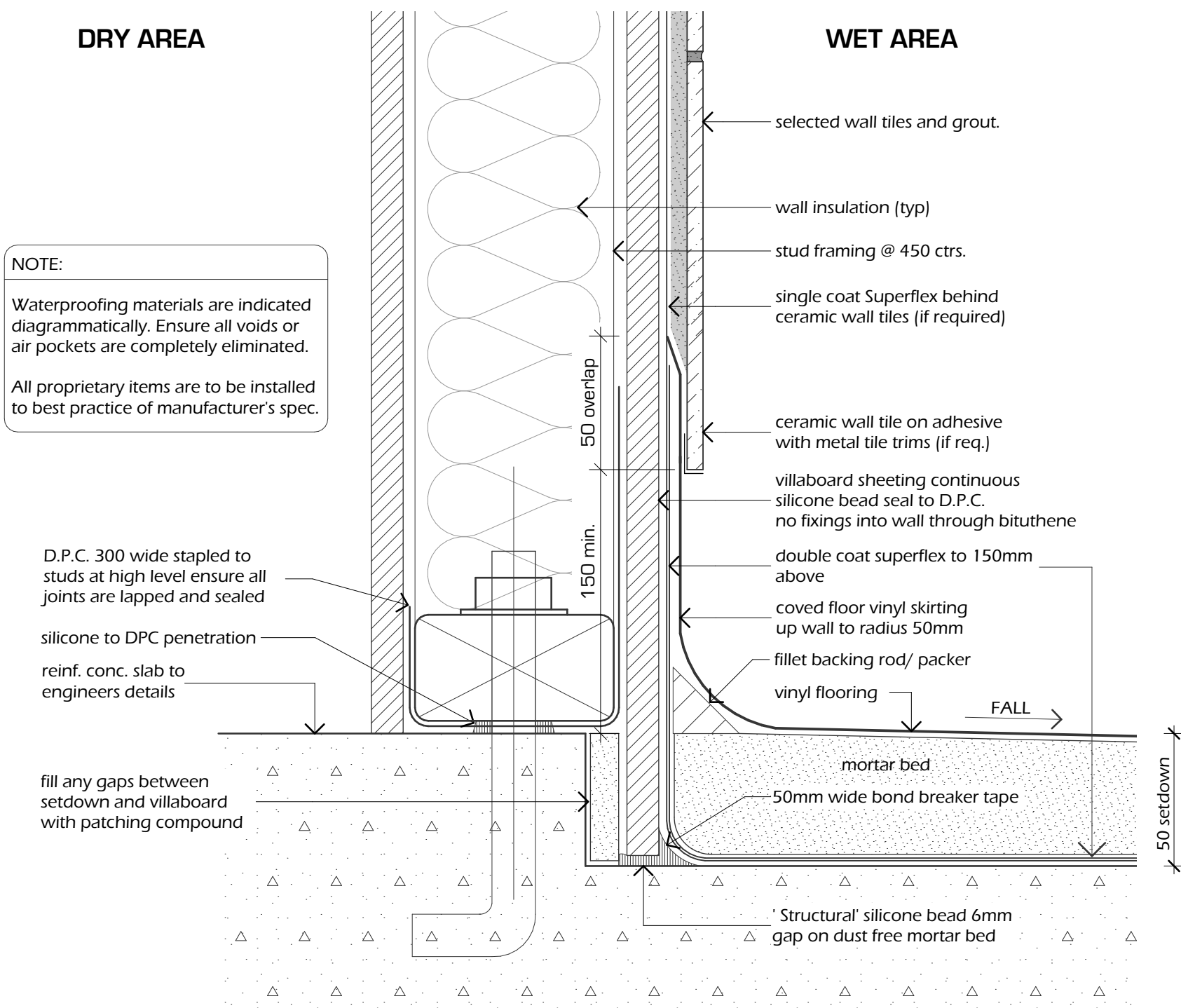
J05
501 SERVERY DETAIL
SCALE 1:10 @ A1, 1:20 @ A3



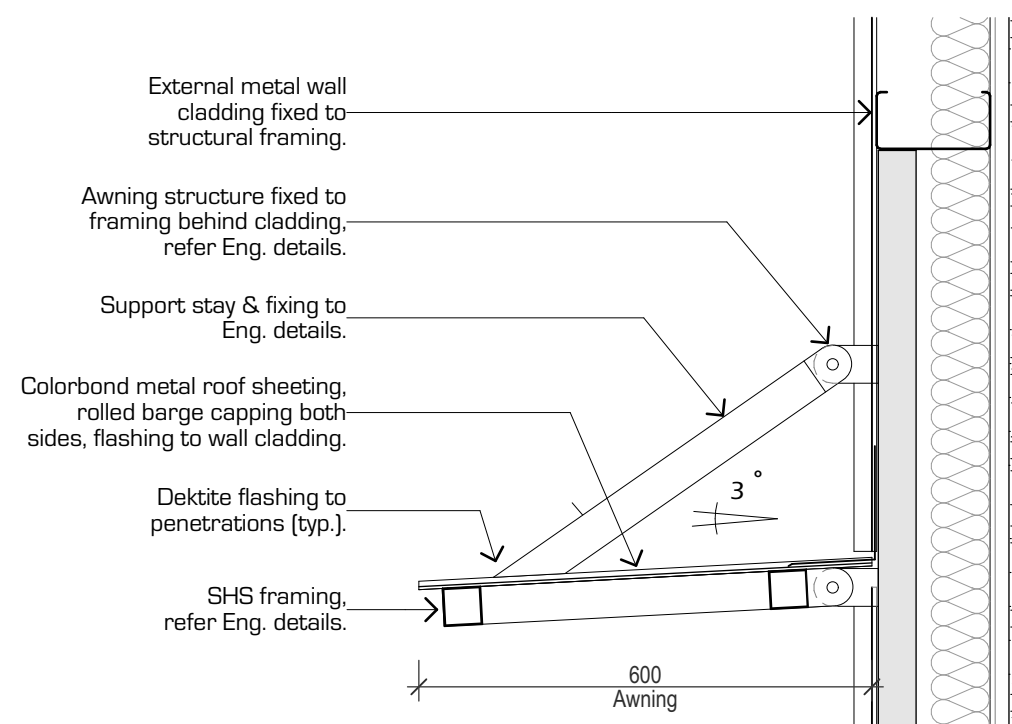
Typ.
- WINDOW DETAIL
SCALE 1:5 @ A1, 1:10 @ A3



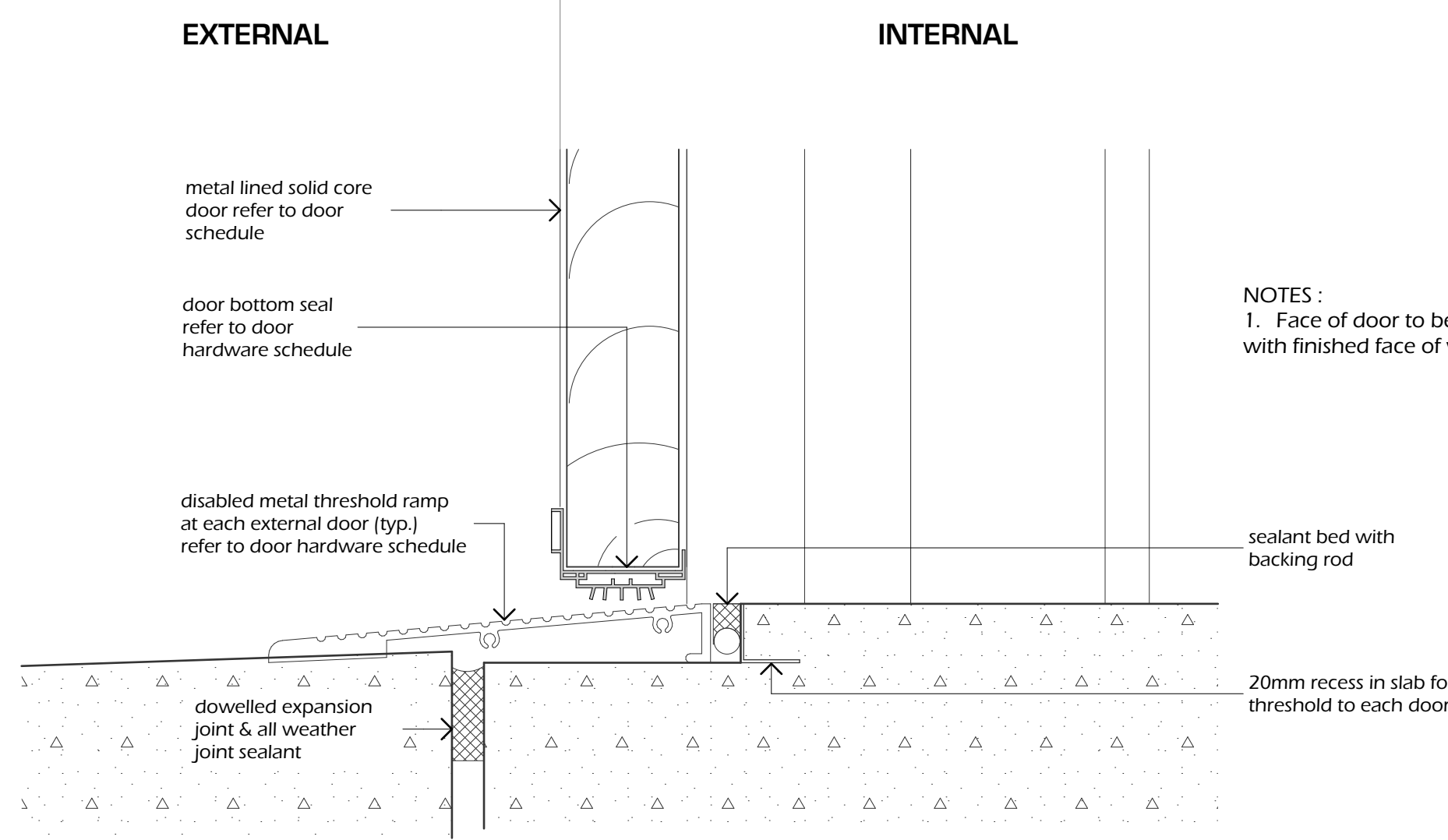
D01
301 TYP. WALL BASE DETAIL
SCALE 1:10 @ A1, 1:20 @ A3



Typ.
- WET AREA WALL DETAIL
SCALE 1:2 @ A1, 1:4 @ A3



D02
201 AWNING DETAIL
SCALE 1:10 @ A1, 1:20 @ A3



Typ.
- THRESHOLD DETAIL
SCALE 1:2 @ A1, 1:4 @ A3

Project Details

client:
Rockhampton Regional Council
project:
SES Facility Gracemere

address:
**6-12 Barry Street
Gracemere QLD 4702**

title:
Construction Details 1



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design	ME	drawn	LB, SB	chkd	
date	09-11-18				job no. BT180650
scale	1:20, 1:10, 1:2, 1:5				WD.601
orig size	A1				rev. B

Revisions			
Rev	Date	Description	Drawn
PS	02-11-18	Client & QS Issue	SB
PS	06-11-18	Final Consultant Issue	SB
A	08-11-18	Approval Issue	SB
B	09-11-18	Tender Issue	SB

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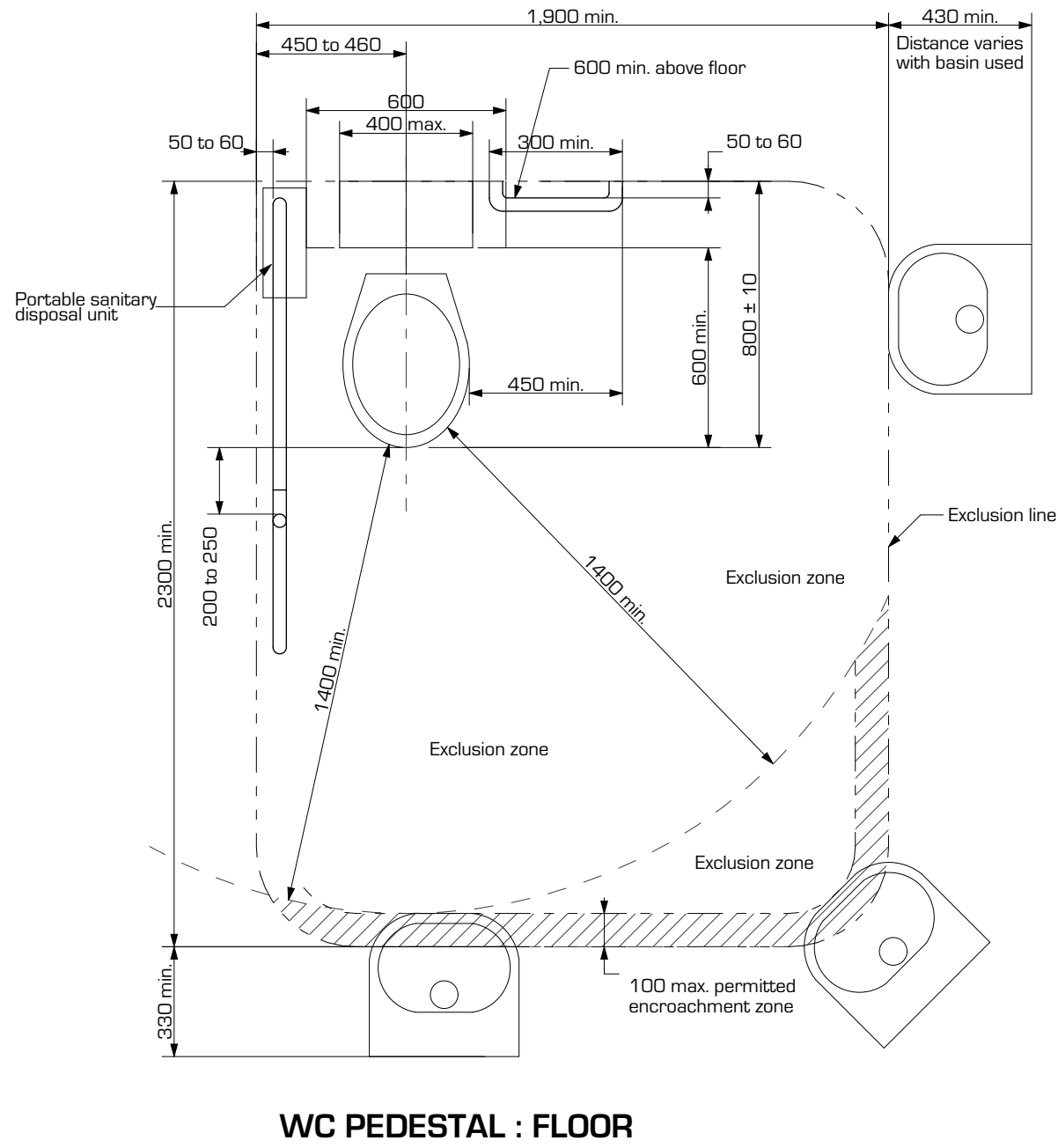
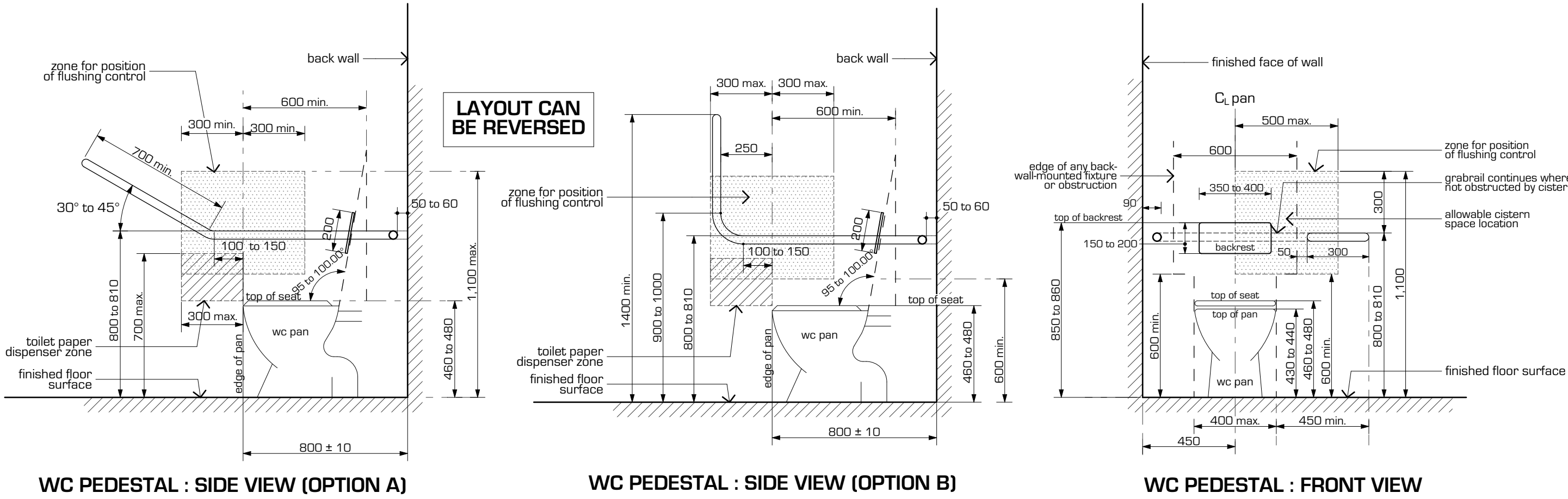
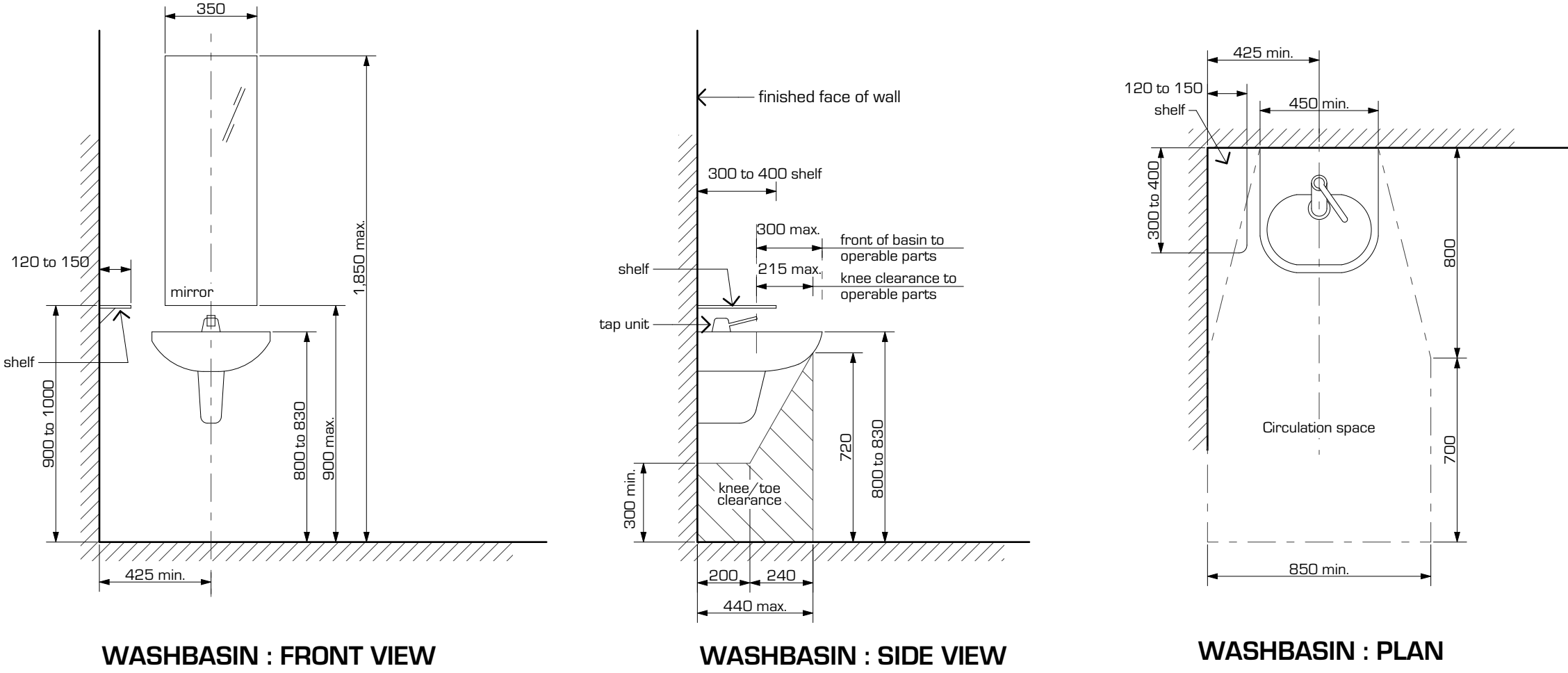
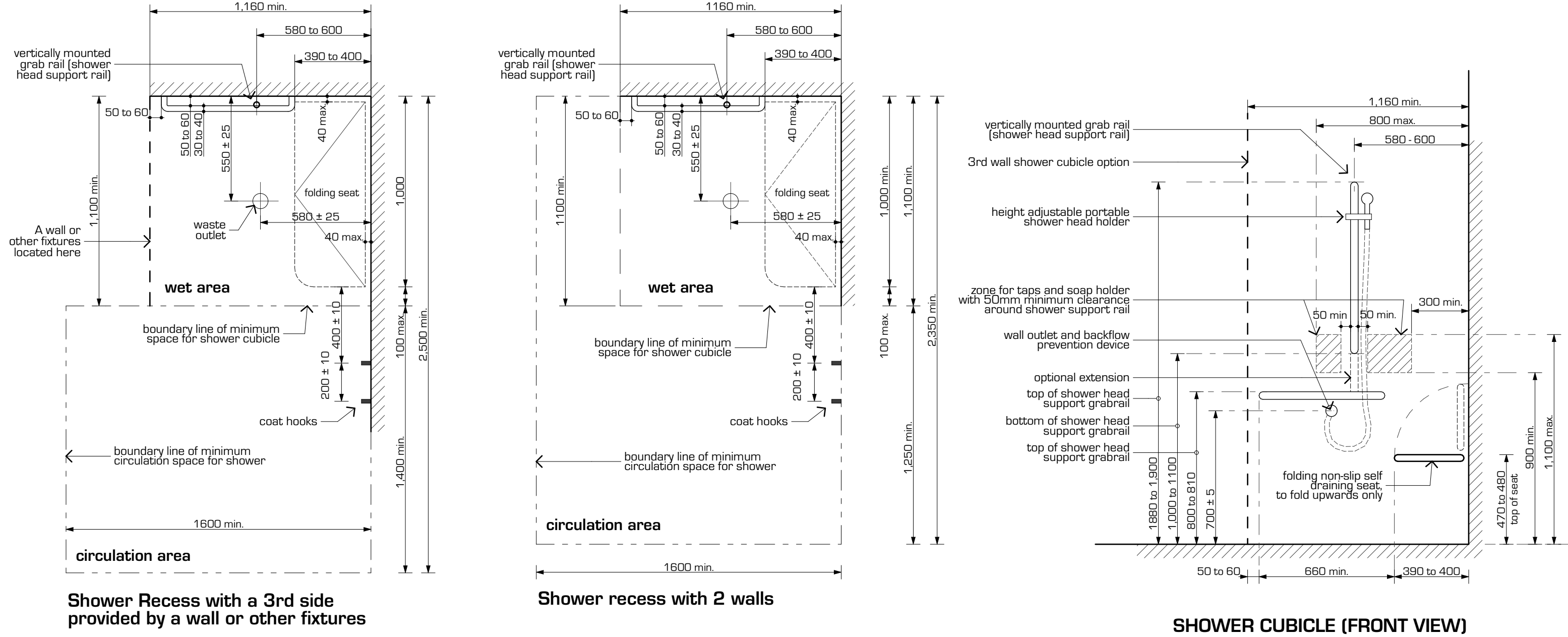
If in doubt, ASK

Disabled Accessibility Unisex Facilities Notes

These construction details are suited primarily for people who use wheelchairs. Whilst they may serve people with sensory disabilities, they are not specifically catered for those disabilities in these drawings. For specific ambulatory disabled designs, refer to AS 1428.1-2009 Figures 53(a) and 53(b) and Clause 15.2.9 items (b) to (d). Accessible facilities specifically for children and adolescents is not specifically catered for in these drawings, please refer to AS 1428.3 for design information regarding that type of user.

- SANITARY FACILITIES**
 - WC pan to be in accordance with AS 1172.1, and shall be selected to allow the approach of a wheelchair with minimum obstruction at front and side
 - Toilet seat shall be of the full-round type (ie. not open fronted).
 - Flushing control to be located in allowable zone as shown on these drawings.
 - Toilet paper dispenser shall be provided and installed in the allowable zone as shown on these drawings.
 - The grabrail across the rear shall be continuous if using a concealed or high level cistern. The grabrail shall be terminated both sides if using a wall mounted low level cistern.
- WASHBASINS**
 - Water supply pipes and waste outlet pipes shall not encroach on the required clear space under the washbasin.
 - Exposed hot water supply pipes shall be insulated so as to not present a hazard.
- SANITARY FACILITY FIXTURES AND FITTINGS**
 - Sanitary fixtures and fittings shall comply with AS1428.1-2009 corresponding with the relevant sections as follows:
 - Section 15.4.1 : Mirrors
 - Section 15.4.2 : Shelves
 - Section 15.4.3 : Soap Dispensers, Towel Dispensers and the like
 - Section 15.4.4 : Clothes Hanging Device
 - Section 15.4.5 : Sanitary Disposal Units
 - Section 15.4.6 : Switches and General Purpose Outlets (GPO)
- SHOWERS**
 - Showers to comply with drawings as shown and AS1428.1-2009 Section 15.5.
 - Show fixtures and fittings shall comply with AS1428.1-2009 corresponding with the relevant sections as follows:
 - Section 15.5.2 : Floor and Waste Outlets
 - Section 15.5.3 : Opening Shower Screens
 - Section 15.5.4 : Grabrails
 - Section 15.5.5 : Shower Head Support Grabrail
 - Section 15.5.6 : Shower Head
 - Section 15.5.7 : Soap Holder
 - Section 15.5.8 : Taps
 - Section 15.5.9 : Folding Seat

The details and notes on this drawing have been obtained from AS 14281-2009 'Design for Access and Mobility, Part 1 : General requirements for access - New building work' HOWEVER THEY ARE NOT A COMPLETE NOR COMPREHENSIVE REPRESENTATION OF THE REQUIREMENTS AS SET OUT BY THAT STANDARD.



Project Details

client:
Rockhampton Regional Council
 project:
SES Facility Gracemere

address:
**6-12 Barry Street
 Gracemere QLD 4702**

title
Construction Details 2



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design	ME	drawn	LB, SB	chkd	
date	09-11-18	job no.	BT180650		
scale	1:20	dwg no.	WD.602		
orig size	A1	rev.	B		

11.2 CAPRICON TENDER/QUOTE CONSIDERATION PLAN

File No: 6097
Attachments: Nil
Authorising Officer: Tony Cullen - General Manager Advance Rockhampton
Author: Chris Ireland - Manager Regional Development and Promotions

SUMMARY

This report provides an outline of the proposed Tender and Quoting processes that will be utilised for the coordination of CapriCon from 2019 to 2021 inclusive.

OFFICER'S RECOMMENDATION

THAT the report be received and Council adopt the Tender/Quote Consideration Plan under s230 of the *Local Government Regulation*.

COMMENTARY

From humble beginnings on the pages of comic books to the blockbuster mega franchises of today, the rise of pop culture can only be described as meteoric, and with major studios already revealing production plans spanning decades, this rise is set to continue for many years to come.

CapriCon Rockhampton has exploded in popularity to become regional Queensland's largest single day convention, with crowd numbers already well in excess of 8,500 attendees.

CapriCon is scheduled for Saturday 6 April 2019 from 10am - 8pm at the Rockhampton Showgrounds and is a free event for all ages, providing a fun, inclusive and immersive event that people don't just attend, they experience. In partnership with CQ Eat Fest, CapriCon 2019 will bring together out-of-this-world entertainment, delicious food and experiences like no other event can offer in CQ.

As this event has grown considerably over the last few years, a more targeted approach is required to continue its success. In order to meet the objectives of this unique event a tender quote consideration plan is the best option to be able to engage the relevant entertainer's guests and other related interest parties to ensure the success of the event for the community. Due to the special requirements for the event there is a limited market, and if normal procurement methods were used there is a high chance that relevant acts and essential components to the festival could be lost.

Tender/Quote Consideration Plan

The following Tender/Quote Consideration Plan is for CapriCon coordination from 2019 till 2021 inclusive.

Category	Criteria	Process
Entertainment Entertainment covers musicians, visual art performers and celebrity guests that help build the atmosphere through-out the festival.	genre price audience potential draw card potential availability theme staging ratio of local acts to outside of region performers	EOI email is sent to all performers on database, including those who have been identified by the local audience. Information provided is matched against criteria. Budget comes into play, ensuring a good line up is available as a draw card for attendees. Where a specific type of entertainment is required cost will be evaluated alongside return on investment, audience reach and suitability.
Marketing	2019 plan to be finalised	As per Probity Plan from August 2019 for 13165-RPQS Marketing, Promotions and Media.
Stage, Audio, Lighting, Furniture and Event Dressing	Specific requirements for each area and stage based on suitability and theme Ability to deliver set requirements Budget Bump in time frames.	Quotes sourced from local and outside of region At least three quotes gained as per purchasing policy Best value, suitability and requirements play a vital role.
Ticketed Event Catering	Theme Ability to cater to numbers for ticketed events Local Caterers Previous experience with Council Reputation.	EOI is sent out to local caterers based on Event Coordinators idea as to who can meet requirements. Budget is taken into consideration for ticketing and ability to deliver. Caterers are assed individually for suitability for specific functions.
Food, Drink and Market Stall Holders	genre price audience potential draw card potential availability theme staging Standard of goods delivered Licenses, permit and insurance as required by legislation.	EOI email is sent to all database on file, local and outside the region. online EOI Form on River Festival website Themed areas are taken into consideration and which stallholder fit that area. Standard of goods plays a large role Fees and Charges determined through Council's annual fees and charges policy.

11.3 ADVANCE ROCKHAMPTON OPERATIONAL REPORT DECEMBER 2018

File No: 12614
Attachments: 1. Advance Rockhampton's December 2018 Monthly Report [↓](#)
Authorising Officer: Tony Cullen - General Manager Advance Rockhampton
Author: Chris Ireland - Manager Regional Development and Promotions

SUMMARY

The monthly operations report for the Advance Rockhampton Unit over the month of December 2018 is presented for Councillors' information.

OFFICER'S RECOMMENDATION

THAT the Advance Rockhampton Operational Report for December 2018 be received.

COMMENTARY

The attached report provides details of the core areas of activity during December 2018 that has been allocated as a result of priorities driven throughout the Council and also the regional economy.

Completing the first half of the financial year, budget, corporate and operational plan, the activities and deliverables of the unit continue to be more targeted through KPI's that align with the following:

- Corporate and Operational Plan
- Budget
- Economic Development Action Plan

These areas of alignment now provide clear direction from the resolution of Council to the deliverables that officers will work towards and be measured against.

BACKGROUND

Council's Advance Rockhampton Unit provides monthly reporting to Council. The following report and attachment provides details of actions undertaken and deliverables during December.

CONCLUSION

It is recommended that Council receive the attached report.

**ADVANCE ROCKHAMPTON
OPERATIONAL REPORT
DECEMBER 2018**

**Advance Rockhampton's
December 2018 Monthly Report**

Meeting Date: 5 February 2019

Attachment No: 1

MONTHLY OPERATIONS REPORT

ADVANCE ROCKHAMPTON, Regional Development
and Promotions and Commercial

PERIOD ENDED December 2018



1. Operational Summary

Economic Development

Economic Development Team continues to make strides in Aquaculture, international relations and resourcing sector. This will continue into 2019 with the additions of some very senior staffing appointments.

Events

Events continue to increase throughout the region whether it be established events growing or nation events being attracted to the region.

Marketing

The directorate once again has a full quota of marketing staff who continue to work tirelessly for all divisions of Council. Tourism marketing has been a strong focus towards promoting the region and events.

Commercial

Continually working with Airlines in building solid relationships while focusing on new route developments. Redoing the Airport Master Plan to highlight suitable sites for development. Also looking at commercial opportunities at Airport with 3 parties.

Continually working with CBD Building owners to work towards improving the CBD Buildings to make it more attractive to new businesses.

2. Customer Service Requests

Response times for completing customer requests in this reporting period for December 2018



All Monthly Requests (Priority 3) Marketing 'Traffic Light' report December 2018

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q2
			Received	Completed								
Community Engagement	0	0	0	0	0	0	3	<div><div></div></div> 0.00	<div><div></div></div> 0.00	<div><div></div></div> 4.00	0.00	<div><div></div></div> 0.00
Marketing Enquiries	1	0	1	1	1	0	1	<div><div></div></div> 6.00	<div><div></div></div> 3.50	<div><div></div></div> 4.82	5.33	<div><div></div></div> 5.00

3. Capital Projects

Details of capital projects not reported regularly to Council or a particular Committee in other project specific report updates as at period ended December 2018

In terms of scope, schedule and budget, the project is;



on track



generally on track,
with minor issues



off track

Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	YTD actual (incl committals)
Wayfinding Strategy	In progress	Ongoing			
Comments	<ul style="list-style-type: none"> Suite 1 (Rockhampton Gateway Entry Statement), Suite 2 (Regional Town Gateway Signs) and Suite 5 (Riverside Precinct Signs) of the strategy have been completed. A tender has been awarded for Suite 8 (Recreational Precinct), Suite 9 (Local Park Signs) and Suite 10 (Mount Archer and Trail Signs). These signs are being completed incrementally by the Parks department. A tender to fabricate signs in Suite 3 (Airport Arrival Gateway Signs), Suite 4 (Vehicle Directional Signs) and Suite 6 (City Precinct Signs) was awarded in July 2018. Suite 7 (Kershaw Garden Signs) was completed as part of the Kershaw Gardens redevelopment. Due to the Airport redevelopment the Airport sign has been put on hold. Once Council finalises the Master Plan we will look at all signage. 				

4. Budget

Financial performance as expected for the reporting period.

End of Month Job Costing Ledger - (Operating Only) - ADVANCE ROCKHAMPTON As At End Of December 2018

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Var %	On target 50% of Year Gone
<u>GM Advance Rockhampton</u>							
Revenues	0	0	0	(1,545)	(1,545)	0%	✓
Expenses	996,349	996,349	20,079	298,238	318,316	32%	✓
Transfer / Overhead Allocation	0	0	0	6,998	6,998	0%	✗
Total GM ADVANCE	996,349	996,349	20,079	303,691	323,770	32%	✓
<u>Manager Commercial</u>							
Expenses	706,271	706,271	17,937	251,325	269,262	38%	✓
Transfer / Overhead Allocation	0	0	0	816	816	0%	✗
Total COMMERCIAL	706,271	706,271	17,937	252,141	270,078	38%	✓
REGIONAL DEVELOPMENT & EVENTS							
<u>Events</u>							
Revenues	(160,333)	(611,281)	2,175	(312,804)	(310,629)	51%	✓
Expenses	1,017,951	1,754,094	174,531	950,483	1,125,014	64%	✗
Transfer / Overhead Allocation	0	0	0	46,132	46,132	0%	✗
Total Events	857,618	1,142,813	176,706	683,811	860,517	75%	✗
<u>Marketing</u>							
Revenues	(5,141)	(5,141)	0	0	0	0%	✗
Expenses	890,566	890,566	93,126	353,020	446,146	50%	✗
Transfer / Overhead Allocation	10,442	10,442	0	(7,551)	(7,551)	-72%	✓
Total Marketing	895,866	895,866	93,126	345,469	438,595	49%	✓
<u>Regional Development</u>							
Revenues	0	0	0	(50,973)	(50,973)	0%	✓
Expenses	1,043,732	1,043,732	70,499	487,729	558,227	53%	✗
Transfer / Overhead Allocation	0	0	0	2,144	2,144	0%	✗
Total Regional Development	1,043,732	1,043,732	70,499	438,900	509,399	49%	✓
<u>Tourism</u>							
Revenues	0	0	0	(6,792)	(6,792)	0%	✓
Expenses	305,884	305,884	53,407	173,236	226,643	74%	✗
Transfer / Overhead Allocation	0	0	0	214	214	0%	✗
Total Tourism	305,884	305,884	53,407	166,658	220,065	72%	✗
<u>Manager Regional Development & Events</u>							
Revenues	0	0	0	(221)	(221)	0%	✓
Expenses	358,881	358,881	5,782	115,832	121,614	34%	✓
Total Manager Regional Development & Events	358,881	358,881	5,782	115,611	121,393	34%	✓
Total REGIONAL DEVELOPMENT & EVENTS	3,461,981	3,747,176	399,519	1,750,449	2,149,968	57%	✗

5. Section Statistics

Safety Statistics

The safety statistics for the reporting period ending December 2018:

	Quarter – ending December 2018		
	October	November	December
Number of Lost Time Injuries	0	0	0
Number of Days Lost Due to Injury	0	0	0
Total Number of Incidents Reported	0	0	0
Number of Incomplete Hazard Inspections	0	0	0

6. Operational Projects

Economic Development

International Trade and Investment

- **Northern Australia-Singapore Aquaculture Conference** planning is underway to deliver the conference on 8-9 May 2019.
- **The Rockhampton Promotional Event for Business Opportunities** is scheduled to be delivered on 27 March 2019 in Brisbane. The partners for the event are Skilled and Business Migration Queensland (Qld Govt), Australia China Business Council and Mazart Accountants and Strategists.
- **Beef Ledger**, a block chain company exploring the potential to export and launch beef products in Huizhou under the brand name, Rockhampton Beef – the Beef Capital of Australia, will be making a visit to Huizhou on 26-27 January and have arranged to meet with relevant companies and Huizhou Municipal Government.
- **100 books from Zhenjiang** have been received and the Library is working on creating a book plate as well as completing a list of 100 books to post to Zhenjiang. These 100 books will be displayed at our libraries.
- **The Morning Bulletin and Zhenjiang Daily Media Group** are in discussion to launch a media exchange project from March this year. It will include four exchanges of planned articles about Rockhampton and Zhenjiang to promote the sister city relationship to the residents of both cities.

Economic and Business Development

Aquaculture Industry Development, to assist the development of the aquaculture industry Advance Rockhampton has:

- Continued engagement with the Department of Agriculture and Fisheries on potential land which would be suitable for saltwater enabled aquaculture.
- Continued negotiations with local businesses/local interests/domestic interests on the opportunities for aquaculture within the Rockhampton Region.

- Continued negotiations with several aquaculture companies from Singapore on the opportunities for aquaculture within the Rockhampton Region.
- Engaged a consulting consortium (Blueshift, CQSIRO, JCU and CQG) to assist Advance Rockhampton and industry stakeholders develop the Draft Rockhampton Aquaculture Industry Development Plan and provide expert advice on the potential of land situated at West Rockhampton (West Rockhampton Treatment Facility) to be converted into a closed ended aquaculture concern.

Rockhampton Recreational Fishing Development Strategy, the focus of actions for the recreational fishing strategy in December was:

- Continued negotiations with Department of Transport and Main Roads and Gladstone Ports Corporation on two boat ramps in the Port Alma area (one into Casuarina Creek and one into Inkerman Creek).
- Development of four designs for land based fishing areas in the City area.
- Continuation of marketing and promotions for the opening of the Barramundi season (1 February 2019).
- Development of a fish habitat enhancement plan for the Mount Morgan No.7 Dam.

Business Development, various activities were undertaken in December to assist local businesses including:

- A partnership between Advance Rockhampton and the Australian Small Business Advisory Service to provide a series of digital workshops was signed off. The first of the capability building workshops will be undertaken towards the end of February 2019.
- Advance Rockhampton is negotiating with the Department of Home Affairs to implement the Australian Trusted Trader program, this will assist local export oriented businesses to trade internationally more easily.
- Continued work with the resource sector on their requirements of the supply chain.

Slalom Waterski Event, Mount Morgan, following a successful waterski event held on 15 December 2018, and pending final approval from Maritime Safety Queensland, Waterski Queensland are looking to hold another Slalom Ski event on the weekend 9-10 March 2019 at Mount Morgan No. 7 Dam.

Waterski Queensland Central Division, organisers of the event, said that this is the last opportunity for representing skiers to qualify for State and National titles. Held over 2 days, the tournament consists of 3 rounds of slalom skiing and 2 rounds of trick skiing.

Both the Advance Rockhampton marketing team and Mount Morgan Promotion and Development Inc. will promote this event.

Marketing

Zoo

- **Signage upgrades** – Project on hold until decision made by Communities on Zoo logo. Small behavioural signs have been printed and installed
- **Capri's 1st birthday** – Planning underway

Parks

- **Springers Lagoon project**– Signage in final drafts
- **Mount Archer – Fraser Park signage** – Wilderness Hut signage ready for review, working with commercial team to further develop and elaborate.
- **Botanic Gardens 150 Celebrations** – discussions with library to gather materials has started
- **Botanic Gardens / Kershaw Gardens** – branding discussions has started

Libraries

- CapriCon lead in event promotion
- Tech Connect Initiative marketing
- What's On Program

Environmental Sustainability

- Bringing Nature Back to Mt Archer campaign

Development Advice Centre

- Fact sheets

Animal Management

- Barking peace pack developed
- Educational video series

Smart Hub

- CQ METS Accelerator Program campaign
- APN campaign strategy

Advance Rockhampton**Resources Masterplan**

Marketing are currently developing a Resources Masterplan which outlines Advance Rockhampton's strategy in this sector for 2019. The masterplan outlines key opportunities for the Region in 2019 and how the team will maximize these opportunities to position the Rockhampton Region as the key service hub and destination of choice in Queensland's resources sector. Five strategies have been identified and action plans developed for each strategy. The Masterplan is due to be finalised by end January, with key actions set to begin in February.

Relocation Campaign

As part of Advance Rockhampton's Resources Masterplan, a digital resources relocation campaign will be developed to assist with positioning the Region as the destination of choice for those working in Queensland's resources sector. Expressions of Interest (EOIs) have been sent out to external agencies, with responses due back by mid-January. From there, responses will be reviewed, a successful agency chosen and development of the campaign can begin.

Advance Rockhampton eNewsletter

Advance Rockhampton's newsletter will be revamped in 2019, with a revised set of objectives for the communication, new structure, and refresh of the email template's design. The newsletter's main aim will be to position the Advance Rockhampton team as the Region's leading Economic Development Unit. The newsletter will change from a monthly newsletter to fortnightly, with the first newsletter for the month focusing on major projects and infrastructure developments for the region (e.g. Adani's Carmichael mine). The second newsletter for the month will focus on key events coming up in the Region that Advance Rockhampton is hosting.

The first newsletter for the year has been developed and is in final approval stages, due to be sent by w/c 21 January.

My Rockhampton

Advance Rockhampton's My Rockhampton publication will continue in 2019, with the first edition in final stages of development and due to be released to market in February 2019. This edition features a history of Mount Morgan, an Easter itinerary for Rockhampton's residents, stories on Mount Morgan's upcoming Artist in Residence, and an event guide (amongst others). This will be Issue 12 of the series to be in market in the months of February, March, April and May.

Events

Lighting of the Christmas Tree

Tree was relocated to Quay Street and Customs House was decorated with Christmas decorations. The lighting of the tree was well supported by the community.

One Hot Night:

Feedback from organisers the event was another success with around 3,500 attendees

TripleM Light up the Sky

This is a New Year's Eve Quay Street event with RRC in partnership with TripleM, this is the second year of the partnership.

Great Australian Bites

This is an Australia Day event held at Kershaw Gardens with funding from the Premier's Offices. Celebrity Chef Dominique Rizzo will be attending as the Australia Day Ambassador. The program includes Australia Day Awards, food vendors, entertainment and activities. Marketing and Communications Plan has been completed.

ANZAC Day

The dawn service will be held at the Botanic Gardens with a change to the march route which now ends at Rod Laver Plaza in Quay Street followed by the Civic Service. This has previously been held at Town Hall. There is ongoing monthly ANZAC Day working group meetings chaired by Cr Swadling.

CapriCon

Event logistics – quotes received and being assessed

Booking stallholders - vendor sites are at 90% capacity

Marketing and Communications Plan – launched

Sponsorship – currently approaching several businesses

Entertainment – performers and guests are being secured

Show

The new Show Website has been launched. Miss Show Girl and the Young Ambassador EOI's will be released in the New Year.

Sports and Health Expo – (Rockhampton Showgrounds | 8:30am – 1pm | 24 Feb 2019)

- Sponsorship: 6 sponsors secured – talks with 2 others. 3 positions left to fill
- Operations and Logistics:
- Siteholders: applications now open – seeking 70 – currently around 20
- Activities: Sports clinics – in discussions to lock in with league, netball, possibly cricket, AFL, football. Pitstop check health to be run by CQ Health with help of others
- Strategy and planning: Event Management Report complete, Marketing Plan complete
- Competitions: Skipping competition, Pitstop competition. Prizes to be sort.
- Marketing: Majority of collateral in progress and to be release in first week Jan. Info in all calendars.

Tourism**Visitor Information Centre**

- Currently working on a platform to display on the iPad at the visitor Information Centre which will collect statistics via a survey and also allow visitors to explore our website and sign up to our fortnightly newsletter.
- We are making progress on digital signage and replacing our billboard as quotes are coming in following the Christmas break.

December Stats**Total VIC Numbers for December 2018**

	Walk in	Nights in Region	Phone	Website	Email	Social	Newsletter
2018	455	363	168	2430	5	15516	1117

Where our visitors came from

	Local	QLD	NSW	VIC	SA	WA	NT	TAS	ACT	International
2018	73	108	36	27	12	7	2	0	4	195

About our VIC visitors

	Reason for Visit			Age Bracket					Mode of Transport			
	Friends Family	Holiday	Business	0-18	19-35	36-50	51-65	66+	Private Vehicle	Hire	Bus/ Train	Plane
2018	33	373	49	55	138	111	85	69	151	69	1	1

Rockhampton Recreational Fishing Marketing Strategy

- The Fishing the Fitzroy Marketing Campaign is ramping up for 2019 with Barramundi season opening again on 1 February 2019. This will actively be promoted over the Fishing the Fitzroy Facebook page and in our regular advertising with Fish and Boat Magazine.
- Voluntary code of practice sign ups have slowed down. This could be due to Barramundi season being closed, however this will be pushed out on Fishing the Fitzroy prior to barramundi open season.

A full report of the 2018 season will be distributed soon.

Statistics

YEAR	Month	Fishing the Fitzroy Facebook					Voluntary Code of Practice (Total)
		Page Views (per month)	Reach (per month)	Likes (total)	Followers (total)	Highest performing Video	
2018	May	781	33,390	1,535	1,601		
2018	June	768	20,961	2,348	2,435		
2018	July	637	37,994	2,581	2,673		
2018	August		88,368	2,775	2,872	Rockhampton Genuine Paradise – 17,000 views, 20 comments and 154 shares	
2018	September	1,679	64,909	3,383	3,491	Finding the Barra in the Fitzroy – 11,000 views, 46 comments and 89 shares	235
2018	October	1,363	79,581	3,443	3,551	Rocky Barra Bounty - 11,198 views and 11 shares	351
2018	November	1,031	30,553	3,835	3,949	Holiday Fishing 4,159 views, 22 shares	353
2018	December	1,374	48,544	5,063	5,185	Thanks for a great year - Pilly 2,257 views, 23 shares	353

Industry Engagement

- Commencing contact with accommodation providers regarding the accommodation statistic collection program through STR Accommodation Monitor. Accommodation providers enter their data anonymously and a report can be produced to benchmark them with other providers and also assist us in recognising the impact of trends and events in our region.
- Agritourism - Commencing contact with local farms to have early stage discussions about a potential agricultural/food tour.

Tourism Events

- Rockhampton will be hosting the 2019 Oceania Cup in September 2019.
- We have put in a bid to host the 2020 Australian Caravanning Muster which is looking promising – they will be coming to Rockhampton in February to see our facilities.
- We will be hosting a heritage rail tour by Cruise Express in June 2019 with approximately 150 visitors arriving by train and staying overnight in the region. Tourism is working with Cruise Express to organise a dinner event at the Archer Park Rail Museum and incorporate a guided CBD tour.
- 250 welcome packs were provided for U12 State Cricket Trials held in December 2018.

Explore Rockhampton

The Explore Rockhampton Newsletter continues to be sent out fortnightly going to 1,042 recipients. Subscribers can sign up via the Explore Rockhampton website. Tourism is currently looking at ways to increase newsletter sign ups through an iPad available to visitors at the Visitor Information Centre.

Explore Rockhampton App – is currently available for use. We are working with a company to assist us with a new look and feel to make this app more functional and visually appealing.

Coffee Table Book Publication

Tourism is in the final stages of going to print with a comprehensive 'Coffee Table Book' which will be a hard cover publication showcasing a selection of our region's best images and stories relating to history, culture, events, things to do, living here and exploring our region. This has been designed as a keepsake or souvenir style publication rather than the usual visitor information collateral we produce and will be available for purchase at the Capricorn Spire Visitor Information Centre. We would also like to see this distributed amongst some of our accommodation providers for hotel room coffee tables to showcase what we offer to visitors.

Mountain Biking

Following previous engagement with an operator in regards to bike hire, we are developing a mountain biking guide that will be similar to the recent Fishing Guide we produced and will have hints, tips and information on tracks to assist mountain bikers visiting the region as well as locals.

11.4 SISTER CITY AGREEMENT WITH HUIZHOU

File No: 667
Attachments: 1. Sister City Agreement [↓](#)
Authorising Officer: Chris Ireland - Manager Regional Development and Promotions
Tony Cullen - General Manager Advance Rockhampton
Author: Young Beamish - Senior Executive Trade and Investment

SUMMARY

This report seeks Council approval for the Sister City Agreement with Huizhou.

OFFICER'S RECOMMENDATION

THAT Council approves the Sister City Agreement with Huizhou.

COMMENTARY

The attached Sister City Agreement is presented to the Council table for endorsement.

BACKGROUND

In December 2018, Rockhampton and Huizhou signed a Friendship City Agreement. Huizhou will need to seek approval from the Chinese Central Government to move our current status to a sister city relationship. Before they commence this approval process Huizhou is proposing Rockhampton consent to sign the new agreement to become a sister city.

PREVIOUS DECISIONS

At the Council meeting held 28 August 2018 Council resolved as follows:

1. *THAT Council enters into a Friendship City Agreement with the Huizhou Municipal People's Government, Guangdong Province, People's Republic of China; and*
2. *THAT once both cities sign the Friendship City Agreement, a copy of the document will be made available to the public.*

CONCLUSION

Huizhou, with its strong food supply chain capabilities, offers many opportunities to collaborate across industry sectors. The Sister City Agreement will strengthen this relationship into the future and allow Rockhampton Region opportunities into southern China.

SISTER CITY AGREEMENT WITH HUIZHOU

Sister City Agreement

Meeting Date: 5 February 2019

Attachment No: 1

中华人民共和国广东省惠州市与 澳大利亚昆士兰州罗克汉普顿地区 建立友好城市关系协议书

根据中澳两国建交联合公报原则，中华人民共和国广东省惠州市和澳大利亚昆士兰州罗克汉普顿地区，为增进中澳两国人民的了解和友谊，巩固并发展两地的友好合作，经过友好协商，双方同意建立友好城市关系。

一、双方根据平等互利的原则，在经济、贸易、旅游、科技、文化、教育、体育、卫生、人员等方面开展多种形式的交流与合作，促进共同繁荣发展。

二、双方领导人和有关部门经常保持联系，以便就双方交流和合作事宜及共同关心的问题协商。

三、本协议书于_____在_____签署，自签字之日起生效。

四、本协议书用中文和英文两种文字写成，一式两份，两种文本具有同等效力。

中华人民共和国
广东省惠州市
法定代表（授权代表）：

澳大利亚
昆士兰州罗克汉普顿地区
法定代表（授权代表）：

**AGREEMENT FOR THE ESTABLISHMENT OF
SISTER-CITY RELATIONSHIP
BETWEEN**

**Rockhampton Region, Queensland, Australia,
AND**

**City of Huizhou, Guangdong Province, People's Republic of
China**

In accordance with the principle of Sino-Australia Communiqué on the Establishment of Diplomatic Relationship between Australia and the People's Republic of China, and in promotion of the mutual understanding and friendship between the two peoples and local cooperation between Region/City, Rockhampton Region and City of Huizhou of the People's Republic of China have agreed to establish the sister-city relationship through friendly consultation.

1. Both sides shall, on the basis of equality and mutual benefit, promote various forms of exchange and cooperation between both sides in the fields of economy, trade, agriculture, environmental protection, modern logistics, tourism, technology, culture and education, etc, so as to promote common prosperity and development.
2. Regular contacts shall be maintained between the leaders and relevant departments of both sides to facilitate consultations on exchanges and cooperation as well as matters of common concern.
3. This agreement is signed at _____ on _____. It shall enter into force on the date of signature.
4. This agreement is written in duplicate in the languages of English and Chinese. Both texts are equally authentic.

(Signature)
Rockhampton Region
Queensland
Australia

(Signature)
City of Huizhou
Guangdong Province
People's Republic of China

11.5 CQ METS ACCELERATOR PROGRAM AND ASSOCIATED PROCUREMENT**File No:** 12472**Attachments:**

1. CQ METS 2019 - Accelerator Delivery Plan (Confidential)
2. Adaptive Solutions CQ METS Proposal (Confidential)

Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer**Author:** Drew Stevenson - Manager Corporate and Technology

SUMMARY

This report provides an update on the CQ Mining Equipment, Technology and Services (METS) Accelerator Program to be held in the SmartHub and seeks approval to appoint the facilitation of the CQ METS Accelerator to Adaptive Solution Pty Ltd.

OFFICER'S RECOMMENDATION

THAT Council receives this report and approves the engagement of Adaptive Solutions Pty Ltd to deliver the CQ METS Accelerator Program at SmartHub Rockhampton under s235(b) of the *Local Government Regulation (2012)*.

COMMENTARY

In December 2018 Council was presented with an opportunity to partner with METS Ignited Australia Ltd to deliver a METS Accelerator Program in Rockhampton. The aim of the industry specific program is to provide local businesses and startups with viable solutions to build their business capabilities and confidently use modern business techniques and frameworks to accelerate commercial outcomes.

As part of Council's funding application, Adaptive Solution Pty Ltd (Bill McKeague) was approached by Council officers to provide a proposal to deliver the accelerator program at the SmartHub. As per the attached confidential CQ METS Delivery Plan (attachment 1) and Adaptive Solutions Proposal (Attachment 2), the program is to be delivered in a number of phases commencing in January 2019. Adaptive Solutions Pty Ltd was approached to implement the program with support from Council and SmartHub staff for the following reasons:

- The extensive program of planned SmartHub activities in the first quarter of 2019, which necessitated external facilitation support for the proposed CQ METS;
- The limited timeframe between receipt of the offer and the expected commencement date of the accelerator program; and
- The desire to engage a professional who ideally has extensive experience in the METS sector and working with the SmartHub team.

The SmartHub has built a professional and strong working relationship with Adaptive Solutions Pty Ltd founder Bill McKeague who successfully delivered the SmartHub's 2017 Startup Club Programs (Rounds 1 & 2) and co-presented the Startup Onramp Program in 2018. The highly successful programs provided real world hands-on learning, allowing startups to become much further advanced, gain confidence and see the potential to grow their business ideas. Bill McKeague also has extensive experience as a facilitator, entrepreneur and executive in the METS sector.

Given Adaptive Solutions is licensed to deliver the Lean LaunchPad program in Australia and the CQ METS Accelerator Program is an adaptation of the Lean LaunchPad curriculum, it would be impractical to invite quotes for the presentation of this unique program. Therefore, an exemption is requested under s235(b) of the LG Regulation to forego the normal procurement process noting there are exceptional circumstances that justify the engagement of Adaptive Solutions Pty Ltd. These circumstances include the tight timeframes and specialised nature of the services being sought, which deem it impractical and disadvantageous to Council to invite quotes.

BUDGET IMPLICATIONS

Council's successful grant funding from the State Government through METS Ignited Australia Limited for the program is \$35,205, along with Council's in-kind contribution of \$14,982. Of the \$35,205 program budget, the program facilitation is \$22,000 plus an estimated \$5,000 for facilitator travel and incidental costs.

LEGISLATIVE CONTEXT

The Local Government Regulation (2012) s235:

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

If -

(a) the local government resolves it is satisfied that there is only 1 supplier who is reasonably available; or

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

CONCLUSION

It is recommended the Council approves the engagement of Adaptive Solutions Pty Ltd to facilitate the CQ METS Accelerator Program - a partnership between the State Government, METS Ignited Australia Limited and Rockhampton Regional Council.

11.6 CENTRAL QUEENSLAND REGION OF COUNCILS (CQROC) UPDATE

File No: 11044
Attachments: Nil
Authorising Officer: Ross Cheesman - Acting Chief Executive Officer
Author: Ross Cheesman - Acting Chief Executive Officer

SUMMARY

The Central Queensland Region of Councils (CQROC) is currently working through the process of incorporating. As part of this change and adopting its rules, a proposed change to the voting arrangements has made it untenable for Rockhampton Regional Council to be a member.

OFFICER'S RECOMMENDATION

THAT Council resign its membership of the Central Queensland Region of Councils (CQROC) upon the CQROC adopting its rules that a majority vote of member Councils shall carry a decision.

COMMENTARY

CQROC is not presently incorporated and has been working through this process for some time. It presently operates under a Charter.

In regards to voting rights the Charter states –

Every question, matter or motion shall be decided as follows:

- a) A general question, matter or motion shall be decided by a majority of votes of the members represented at a meeting of the CQROC; and*
- b) Major Regional matters will be decided by a unanimous vote of the members represented at the CQROC meeting.*

The draft Rules of Association proposes –

Questions arising at a meeting of the Executive shall be determined by a majority of votes of members of the Executive present at the meeting.

CONCLUSION

At the CQROC meeting of 25 January 2019 it was decided by four of the five Councils in attendance that this was their preferred approach. This approach that only a majority of Councils decide rather than a unanimous decision for approval has the propensity for decisions to be made that may be detrimental to this Council. Consequently it is the author's view that this is not a risk that is recommended to be taken and if it proceeds Council should resign its membership of CQROC.

11.7 ENVIRONMENTAL SUSTAINABILITY STRATEGY: QUARTERLY PROGRESS REPORT FOR Q2 FY2018-19

File No: 1174

Attachments: 1. Progress report for annual action plan Q2 [↓](#)

Authorising Officer: Alicia Cutler - Acting General Manager Corporate Services
Ross Cheesman - Deputy Chief Executive Officer

Author: Christine Bell - Coordinator Environmental Sustainability

SUMMARY

As part of Council's internal sustainability governance framework, the Sustainability Strategy Executive Group is responsible for providing strategic direction on the long term development and implementation of Council's Environmental Sustainability Strategy. The Group meets quarterly to monitor and review progress against a rolling annual action plan and to identify further opportunities for sustainability improvement across Council. This report tables the quarterly progress report for Quarter 2 FY2018-19.

OFFICER'S RECOMMENDATION

That Council receives the Environmental Sustainability Strategy quarterly progress report for Quarter 2 FY2018-19.

COMMENTARY

Council's Environmental Sustainability Strategy provides a vision, shared objectives and pathways to advance sustainability across our Region. The Strategy is supported by an annual action plan that outlines Council's proposed implementation actions.

On 17 January 2019, the Sustainability Strategy Executive Group met to monitor and review progress against the annual action plan for Q2 FY2018-19. A summary of progress is shown below in Table 1 and a detailed update can be found in Attachment 1.

Table 1. Council's actions to progress the Environmental Sustainability Strategy, as monitored via the FY2018-19 annual action plan

Status of operational actions	Progress in FY2018-19
Actions completed	1
Actions progressing on track	30
Actions scheduled or watching	7
Actions not on track	0
Total actions identified for implementation in FY2018-19	38

During Quarter 2, Council's key achievements associated with the Environmental Sustainability Strategy include:

- The Energy Action Plan was endorsed by Council;
- Council approved tendering of a small-scale solar installation at Glenmore Water Treatment Plant and five other priority Council sites;
- A waste audit was completed at Council facilities, identifying a range of opportunities to increase the amount of recyclables captured and reduce the amount of contamination in the recycling stream;

- A standardised office recycling trial at Council's Walter Reid and Quay Street offices yielded significant and sustained improvements (both in terms of recyclables captured and contamination recorded) and will now be rolled out more broadly across Council offices over coming months;
- Council approved the introduction of an Environment and Sustainability grants scheme within the Community Assistance Program. The first round of applications will be sought in February 2019;
- The Bringing Nature Back program was launched in October 2018 in conjunction with Tropicana which proved a highly successful event with over 2500 attendees;
- Over 1500 native plants were distributed to local residents as part of Council's newly established free native plant program since the program was established in July 2018;
- The Living Sustainably program was launched with the awarding of the schools calendar competition and distribution of the annual community calendar. Further themed activities have been developed and are set to commence in Q3;
- The first round of bush regeneration works were completed at Fraser Park, bringing together partnerships between Council, Capricornia Catchments, Multicultural Development Australia and the Capricornia Correctional Centre; and
- The Clean Growth Choices program commenced the process of identifying broad pathways to further progress sustainable regional development.

PREVIOUS DECISIONS

25 September 2018: Council adopted the Environmental Sustainability Strategy and directed the Sustainability Strategy Executive Group to implement an action plan for the Strategy and provide quarterly progress reports back to Council.

BUDGET IMPLICATIONS

To maintain momentum against the Strategy, further budgetary consideration should be given in FY2019-20 and beyond.

CORPORATE/OPERATIONAL PLAN

This report progresses key actions as specified in the Operational Plan 2018-19:

3.3.2.1 Develop an Environmental Sustainability Strategy which defines Council's areas of focus and key priority actions.

3.3.2.2 Facilitate implementation of Council's Environmental Sustainability Strategy and report progress on environmental sustainability.

CONCLUSION

Implementation of Council's Environmental Sustainability Strategy is currently on track and has already yielded a range of positive outcomes. By continuing to pursue a coordinated and collaborative approach to sustainability, Council is positively contributing to the quality of life, prosperity and liveability of our Region.

ENVIRONMENTAL SUSTAINABILITY STRATEGY: QUARTERLY PROGRESS REPORT FOR Q2 FY2018-19

Progress Report for Annual Action Plan Q2

Meeting Date: 5 February 2019

Attachment No: 1

Environmental Sustainability Strategy: Progress report for Q2 FY2018-19

Strategic action	Operational action	Action owner	Supported by	On track	Q2 commentary
Pathway 1: Natural environment					
1.1 Take steps to better understand our local natural environment and its inherent biodiversity values in order to inform and prioritise management actions.	Develop a natural environment plan for the region. The plan should confirm what's significant and why, what challenges and threats exist to these areas, what land use/development is compatible with these values (and under what conditions), and what management actions are required to manage these risks in order to protect, maintain and enhance these values. Ensure that key stakeholders are consulted in the development and implementation of the plan.	Environmental Sustainability	Strategic Planning, Strategic Infrastructure, Parks and others	Yes	Preparations have commenced for a new Natural Environment Study for the Rockhampton LGA. A collaborative internal project team has been established to finalise the scope of works, seek quotes and guide delivery of the project.
1.2 Implement programs and foster strong partnerships to protect, maintain and enhance our local natural environment including key natural areas, green corridors and urban waterways.	Facilitate implementation of an overarching natural environment program across Council owned/managed land. The program should work with key stakeholders to address key regional priorities by enhancing urban waterway health and habitat quality and connectivity. Develop a database of rehabilitation sites and appropriate signage and communications to prompt proper long-term management of key sites. Broker arrangements to enable follow-up maintenance at key rehabilitation sites.	Environmental Sustainability	Key internal and external stakeholders	Yes	Capricornia Catchments commenced on-ground bush regeneration works at Fraser Park (Mount Archer Summit). Multicultural Development Australia commenced native plant propagation works at Council's Nursery and delivered support tasks at Fraser Park.
1.2 Implement programs and foster strong partnerships to protect, maintain and enhance our local natural environment including key natural areas, green corridors and urban waterways.	Actively pursue funding and collaborative opportunities that support Council's natural environment initiatives, including the use of the environment levy.	Environmental Sustainability	Key internal and external stakeholders	Yes	Council developed a Memorandum of Understanding (MOU) with Multicultural Development Australia, to support native plant propagation at Council's Nursery and conservation and land management works on public lands.

Environmental Sustainability Strategy: Progress report for Q2 FY2018-19

Strategic action	Operational action	Action owner	Supported by	On track	Q2 commentary
1.2 Implement programs and foster strong partnerships to protect, maintain and enhance our local natural environment including key natural areas, green corridors and urban waterways.	Continue to implement Council's Biosecurity Plan, including biocontrol and pest management activities.	Environment and Health	Key internal and external stakeholders	Yes	Annual review of Biosecurity Plan is in progress.
1.2 Implement programs and foster strong partnerships to protect, maintain and enhance our local natural environment including key natural areas, green corridors and urban waterways.	Continue to support and participate in regional partnerships such as the Fitzroy Partnership for River Health (FPRH) and the Reef Guardian Councils program.	Environmental Sustainability	Key internal and external stakeholders	Yes	Council participated in the annual Reef Guardian workshop and endorsed the Reef Councils Major Integrated Projects proposal to seek investment in collaborative Reef water quality improvement projects.
1.3 Develop tools to better protect our natural environment, local biodiversity and remnant vegetation from development and other pressures.	Develop a new 'living with wildlife' section on Council's website to replace existing references under environmental nuisances and asbestos and better address issues of human wildlife conflict.	Environment and Health	QLD Government, Environmental Sustainability Team and others	Yes	Pending receipt of updated information from Queensland Government.
1.4 Celebrate our natural areas, and their contribution to the liveability of our region, through a targeted long-term communications campaign.	Roll-out an annual communications plan that raises the awareness of Council's natural environment program and our local natural environment. Communications should also seek to outline what's happening, where and how the work contributes to the natural values and liveability of our Region.	Environmental Sustainability	Support from Media and Marketing Team as required	Yes	Scheduled for further action in Q3.

Environmental Sustainability Strategy: Progress report for Q2 FY2018-19

Strategic actions	Operational actions	Action owner	Supported by	On track	Q2 commentary
Pathway 2: Empowering community					
2.1 Bring nature back into the community's hearts, minds and everyday lives by creating opportunities to connect with nature and get involved with Council's natural environment program.	Implement the Bringing Nature Back community engagement program in conjunction with key stakeholders. Focus on actions the community can take in their own backyards, local streets and green corridors/natural assets.	Environmental Sustainability	Departments as required	Yes	Council officially launched the Bringing Nature Back program, with support from the Australian Government's Building Better Regions fund. The program saw over 25 presenters deliver a series of interactive nature-based community workshops at Tropicana 2018 covering a range of environment and sustainability issues of interest to local residents. The event was well attended with over 2,500 participants.
2.2 Foster sustainable behaviour and encourage the community's wise-use of resources , through targeted sustainability communications and engagement programs.	Work with key stakeholders to implement targeted sustainability engagement programs that improve the community's capacity to live sustainably (such as waste, water and energy behaviour change initiatives).	Environmental Sustainability	Departments as required	Yes	Council's 'Living Sustainably' program aims to improve the Rockhampton Region's capacity to live sustainably by encouraging a range of household sustainability behaviours and actions. Q2 saw initial planning completed for the 2019 rolling program, which provides 12 monthly sustainability actions for residents to implement in their own homes. This program is being implemented in collaboration with Waste and Recycling, Libraries, Parks, community groups and others as appropriate.
2.2 Foster sustainable behaviour and encourage the community's wise-use of resources , through targeted sustainability communications and engagement programs.	Implement an annual communications plan that encourages local sustainability awareness and action. The plan should include practical online information, digital-storytelling, a monthly e-newsletter and regular social media.	Environmental Sustainability	Departments as required	Yes	Initial planning completed ready for the roll-out of Council's 'Living Sustainably' program, commencing January 2019. Key deliverables include the 'Sustainability in Action!' community calendar, monthly sustainability e-newsletter, monthly sustainability-related community workshops and displays (at Rockhampton Library) and major activities for Tropicana 2019 and the September school holidays. This program will incorporate relevant materials from

Environmental Sustainability Strategy: Progress report for Q2 FY2018-19

Strategic actions	Operational actions	Action owner	Supported by	On track	Q2 commentary
					across Council where appropriate.
2.2 Foster sustainable behaviour and encourage the community's wise-use of resources , through targeted sustainability communications and engagement programs.	Explore opportunities to integrate sustainability awareness materials and interpretive design in public spaces and across Council's community programs.	Environmental Sustainability	Departments as required	Watching	Springers Lagoon - Nature-based interpretive content and images have been included in proposed new signage. Lakes Creek Landfill - Planning is progressing to incorporate interpretive signage, landscape features and reclaimed materials at waste management facilities.
2.3 Encourage initiatives that increase canopy cover within our urban areas and green corridors to enhance liveability and environmental benefits (such as minimising the urban heat island effect, enhancing amenity and the use of public spaces and improving habitat connectivity).	Develop a baseline for canopy cover within our urban footprint and specific benchmarks for measuring improvements.	Environmental Sustainability	Parks, Strategic Planning, Strategic Infrastructure, Civil Operations, Civil Design, Development Engineering	Yes	Key canopy cover improvement opportunities were presented for Leadership Team consideration.
2.3 Encourage initiatives that increase canopy cover within our urban areas and green corridors to enhance liveability and environmental benefits (such as minimising the urban heat island effect, enhancing amenity and the use of public spaces and improving habitat connectivity).	Implement a staged and prioritised streetscape planting and maintenance program that draws on both the Rockhampton CBD Streetscape Design Manual and the Planting Palette. The program should address key locations such as the CBD, gateways, thoroughfares, active transport corridors and green corridors.	Parks	Parks, Strategic Planning, Strategic Infrastructure, Civil Operations, Civil Design, Development Engineering, Environmental Sustainability	Watching	Councillor workshop completed. Additional funds secured to progress works in Q3 and Q4.

Environmental Sustainability Strategy: Progress report for Q2 FY2018-19

Strategic actions	Operational actions	Action owner	Supported by	On track	Q2 commentary
2.3 Encourage initiatives that increase canopy cover within our urban areas and green corridors to enhance liveability and environmental benefits (such as minimising the urban heat island effect, enhancing amenity and the use of public spaces and improving habitat connectivity).	Increase opportunities for residents to contribute to urban greening through targeted local campaigns including a free native plant program. Incorporate a short-term pilot to determine scalability across the broader region and to explore opportunities to integrate with the 'Bringing Nature Back' program.	Environmental Sustainability	Parks	Yes	Council's Native Plant Program provided free native plants to residents at Small Landholders Day and Tropicana in October 2018. Around 500 native plants (and supporting information flyers) were provided in Q2.
2.4 Provide support and funding for community-based environment and sustainability initiatives.	Extend Council's existing Community Assistance Program to support community-based environment and sustainability initiatives.	Environmental Sustainability	Community Services / Finance	Completed	Council endorsed a new Environment and Sustainability grants scheme under Council's Community Assistance Program.
2.4 Provide support and funding for community-based environment and sustainability initiatives.	Continue to support and encourage community-based environment and sustainability initiatives via the Community Assistance Program.	Community Services	Environmental Sustainability	Watching	Pending commencement of the new Environment and Sustainability Scheme in Q3.
Pathway 3: Industry and infrastructure					
3.1 Develop and maintain partnerships that encourage sustainable industry and infrastructure.	Continue to participate in networks that help to better understand and advance environment and sustainability practices across our regional infrastructure including the Reef Urban Stormwater Management Group (RUSMG).	Regional Services	All Departments	Yes	Participating in long-term RUSMG opportunities.
3.1 Develop and maintain partnerships that encourage sustainable industry and infrastructure.	Continue to participate in networks that help to better understand and advance environment and sustainability practices across our regional infrastructure including Local Government Association of Queensland (LGAQ) forums.	Regional Services	All Departments	Yes	Councillors participated in annual LGAQ forum in Brisbane.

Environmental Sustainability Strategy: Progress report for Q2 FY2018-19

Strategic actions	Operational actions	Action owner	Supported by	On track	Q2 commentary
3.1 Develop and maintain partnerships that encourage sustainable industry and infrastructure.	Work with the development community to identify and apply leading practice sustainable development approaches which may be relevant within the local context. This may include incorporating environment and sustainability considerations in regional development forums.	Planning and Regulatory Services	All Departments	Yes	Council is working with developers to deliver a passive street tree irrigation trial.
3.1 Develop and maintain partnerships that encourage sustainable industry and infrastructure.	Participate in the Queensland Government's Clean Growth Choices program to establish a clear roadmap that provides a just transition for our community as we act to create new jobs, reduce greenhouse gases, work with our natural environment and withstand the effects of climate change.	Advance Rockhampton	Environmental Sustainability	Yes	Council hosted the first Rockhampton Clean Growth Choices stakeholder workshop on 07 November 2018. A number of broad pathways were identified to progress opportunities in water, export and the circular economy.
3.1 Develop and maintain partnerships that encourage sustainable industry and infrastructure.	Work with key stakeholders to explore evolving technologies, markets and other opportunities that might contribute to regional development. These may include circular economy and waste synergies, sustainable recreational fisheries, agri-energy initiatives, renewable energy sources, sustainable business operations, rural enterprises, closed-cycle (nil discharge) enterprises and other self-sustaining community projects (such as food production, shared transportation options, micro-grids and small landholdings).	Advance Rockhampton	Strategic Infrastructure, Development Assessment, Development Engineering, Environmental Sustainability	Yes	Council has commenced Clean Growth Choices program and is actively working with government and industry to identify sustainable development pathways for the Region. RRWR has received expressions of interest for Alternative Waste Treatment solutions. RRWR is investigating collaborative opportunities to address the proposed new Queensland Waste Management Strategy at a regional level.

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Strategic actions	Operational actions	Action owner	Supported by	On track	Q2 commentary
3.2 Grow local visitation and tourism opportunities that celebrate our natural areas and contribute to the liveability of our region.	Implement a nature-based tourism marketing program for the Region that activates our natural areas as local recreation and tourism destinations. The program should include areas such as Mount Archer, Mount Morgan, the Fitzroy River, our wetland and lagoon systems, Rockhampton Botanic Gardens, Rockhampton Zoo and Kershaw Gardens. It should also enhance wayfinding, signage, interpretive design and online information and increase the capabilities of key local tourism-related organisations.	Advance Rockhampton	Parks and Environmental Sustainability	Yes	Interpretive signage has been developed for Springers Lagoon, pending installation in Q3. A special local edition 'Rockhampton Regional Council Nature Play Passport' highlighting local parks and natural assets is under development, planned to launch in Q4.
3.4 Encourage and raise the profile of best practice environmentally sustainable development through a range of local demonstration projects.	Incorporate leading water management practices within a trial site via a passive irrigation project that reduces the need for manual watering of street trees whilst removing pollution from stormwater before it enters waterways.	Strategic Infrastructure	Key internal and external stakeholders	Yes	Council has identified potential passive irrigation trial sites and sought expressions of interest from active residential developments. Edenbrook Estate has offered to participate in the project, nominating two control sites and two trial sites. Works are to be delivered in collaboration with Healthy Waterways by Q4.
3.5 Develop resilience to our changing climate and extreme weather events , by improving our understanding of the impacts of these events and the available response options.	Consider the potential impacts of climate change on Council's assets and services and update the Corporate Risk Register.	Environmental Sustainability	All Departments	Watching	Action scheduled for Q3.

Environmental Sustainability Strategy: Progress report for Q2 FY2018-19

Strategic actions	Operational actions	Action owner	Supported by	On track	Q2 commentary
Pathway 4: Council operations					
4.1 Demonstrate sustainability leadership by integrating environmental sustainability as a core principle within Council's governance framework.	Support the Sustainability Strategy Executive Group to monitor, review and improve Council's environmental sustainability performance. This should include embedding environmental sustainability principles into key Council strategies, policies, plans and operations and pursuing improved performance through all levels of Council.	Environmental Sustainability	All Departments	Yes	Council's Sustainability Strategy Executive Group meeting was held on 11 October 2018, confirming Q1 progress against the annual action plan and identifying key priorities and collaborative opportunities for Q2.
4.1 Demonstrate sustainability leadership by integrating environmental sustainability as a core principle within Council's governance framework.	Actively participate in networks and partnerships that strengthen Council decision-making processes and provide access to critical sustainability resources. This may include programs such as Queensland Climate Resilient Councils, ICLEI Local Governments for Sustainability and the Cities Power Partnership.	Environmental Sustainability	All Departments	Yes	LGAQ has provided the initial governance assessment report. Council will consider the recommendations within the context of future strategic and governance planning.
4.2 Foster sustainable behaviour, and encourage Council's wise use of resources , by exploring opportunities to use our resources more efficiently.	Implement an internal sustainability engagement program to improve sustainability awareness and action across Council. The program should include opportunities for sustainability training and regular communications and should work with Managers and 'Sustainability Agents' from across Council to support implementation of key sustainability improvement initiatives. The program should also include a Sustainability Seed Fund to pilot staff-initiated sustainability initiatives.	Environmental Sustainability	The Sustainability Strategy Executive Group and nominated 'Sustainability Agents'	Yes	The Internal Sustainability Working Group commenced trials for recycled paper and standardised office recycling. Results will be available in Q3.

Environmental Sustainability Strategy: Progress report for Q2 FY2018-19

Strategic actions	Operational actions	Action owner	Supported by	On track	Q2 commentary
4.2 Foster sustainable behaviour, and encourage Council's wise use of resources , by exploring opportunities to use our resources more efficiently.	Facilitate Council's participation in the Queensland Government's free EcoBiz program to pursue energy, water and waste efficiencies within nominated Council units.	Environmental Sustainability	The Sustainability Strategy Executive Group and nominated 'Sustainability Agents'	Yes	Council facilitated EcoBiz workshops for the community on 07 and 08 October 2018. An internal Council workshop was also held on 08 October 2018, focussed on potential water, waste and energy efficiencies within Council facilities. A Council focussed EcoBiz program will commence in Q3, with 7 units electing to participate. RRWR is also investigating opportunities to work with EcoBiz to reduce commercial waste to landfill.
4.2 Foster sustainable behaviour, and encourage Council's wise use of resources , by exploring opportunities to use our resources more efficiently.	Implement an energy action plan to guide Council's approach to investment in key energy initiatives. At a minimum, the plan should seek to improve understanding of Council's energy usage, deliver energy efficiencies at Council's top energy consuming sites and progressively increase the proportion of Council's electricity from renewable sources.	Environmental Sustainability	All Departments	Yes	Council endorsed the Energy Action Plan on 11 December 2018.
4.2 Foster sustainable behaviour, and encourage Council's wise use of resources , by exploring opportunities to use our resources more efficiently.	Establish, promote and administer the Sustainable Rockhampton Investment Fund to support initiatives that deliver positive environmental and financial benefits for Council.	Finance	Corporate Services	Yes	Sustainable Rockhampton Investment Fund procedure approved in November 2018.
4.2 Foster sustainable behaviour, and encourage Council's wise use of resources , by exploring opportunities to use our resources more efficiently.	Undertake a waste audit and implement an action plan to reduce waste generation and maximise recycling rates within Council operations.	Rockhampton Regional Waste and Recycling	Environmental Sustainability	Yes	Internal Sustainability Working Group successfully delivered the standardised office recycling trial at Council's Walter Reid and Quay Street offices. Roll-out of standardised office recycling bins and educational resources has now commenced across all Council offices and will continue through Q3 and Q4.

Environmental Sustainability Strategy: Progress report for Q2 FY2018-19

Strategic actions	Operational actions	Action owner	Supported by	On track	Q2 commentary
4.2 Foster sustainable behaviour, and encourage Council's wise use of resources , by exploring opportunities to use our resources more efficiently.	Release an expression of interest investigating Alternative Waste Technology solutions to reduce the volume of waste being sent to landfill. Develop a strategy for Council consideration based on the best solution.	Rockhampton Regional Waste and Recycling	Environmental Sustainability	Yes	Council received a significant number of Alternative Waste Technology proposals in Q2. RRWR is reviewing submissions and will develop a scenario based model to assist in selecting the best waste and recycling strategy for Council. RRWR are preparing to review Council's current Waste Reduction and Recycling Plan to ensure it aligns with new State strategy.
4.2 Foster sustainable behaviour, and encourage Council's wise use of resources , by exploring opportunities to use our resources more efficiently.	Develop Council-owned renewable energy generation infrastructure at a key site (Glenmore Water Treatment Plant).	Fitzroy River Water	Regional Services, Finance	Yes	Council endorsed the installation of a small-scale solar facility at the Glenmore Water Treatment Plant site, as a priority project for the Sustainable Rockhampton Investment Fund. Subject to available budget, Council also endorsed the installation of small-scale solar power generation to be considered for a further five high priority Council-owned sites.
4.2 Foster sustainable behaviour, and encourage Council's wise use of resources , by exploring opportunities to use our resources more efficiently.	Continue to implement improvements to the management of landfill gas, leachate and stormwater at Lakes Creek Road landfill.	Rockhampton Regional Waste and Recycling		Watching	RRWR completed further consultation and planning to progress this project.
4.2 Foster sustainable behaviour, and encourage Council's wise use of resources , by exploring opportunities to use our resources more efficiently.	Continue to investigate opportunities to improve Council's water efficiency by focussing on the highest water consuming activities / sites.	Fitzroy River Water	Some Departments including Parks and Environmental Sustainability	Yes	FRW is progressing plans for Callaghan Park. Parks is participating in Council's ecoBiz program to further identify potential water efficiency opportunities.

Environmental Sustainability Strategy: Progress report for Q2 FY2018-19

Strategic actions	Operational actions	Action owner	Supported by	On track	Q2 commentary
4.3 Implement a program to better understand and manage Council's environmental risks.	Conduct a high-level scan to determine Council's environmental risk profile. Update Council's risk register to ensure environment and sustainability risks are adequately identified and assessed.	Audit Executive	All Departments	Watching	The Chief Audit Executive completed an initial review of the current state of Council's environmental management systems and processes in place for Civil Operations. The review identified that the current processes are predominantly informal and that the associated risks and controls are not documented.
4.3 Implement a program to better understand and manage Council's environmental risks.	Work with the Department of Environment and Science to improve awareness of Council's operational responsibilities under the <i>Nature Conservation Act 1992</i> and implement improved practices associated with the planning, design and implementation of works that may impact on habitat and breeding places.	Environmental Sustainability	All Departments	Watching	Action scheduled for Q3.
4.4 Demonstrate progress on corporate sustainability improvements via Council's Annual Report and associated communications.	Recognise and celebrate environment and sustainability improvements through Council's reports, project updates, success stories, media and external award nominations.	Environmental Sustainability	All Departments	Yes	Council has increased focus on environment and sustainability through a range of media activities related to Tropicana, the Bringing Nature Back program, Rockhampton Regional Waste and Recycling piggyback project and biocontrol activities.

12 NOTICES OF MOTION

Mayor Margaret Strelow has provided correspondence indicating her intention to move a Notice of Motion to Rescind a resolution of Council and further move a Notice of Motion related to negotiations with the Queensland Government on a proposal to purchase Council land.

These matters will be discussed in Closed Session, refer Item 16.1 - Notice of Motion to Rescind and Notice of Motion - Councillor Margaret Strelow - Queensland Government Property Negotiations.

13 QUESTIONS ON NOTICE

Nil

14 URGENT BUSINESS/QUESTIONS

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

15 CLOSED SESSION

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

RECOMMENDATION

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

16.1 Notice of Motion to Rescind and Notice of Motion - Councillor Margaret Strelow - Queensland Government Property Negotiations

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

16.2 Rockhampton Resources Expo

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

16.3 Capricorn Food and Wine Festival 2019

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

16.4 Acquisition of Land

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

16 CONFIDENTIAL REPORTS

16.1 NOTICE OF MOTION TO RESCIND AND NOTICE OF MOTION - COUNCILLOR MARGARET STRELOW - QUEENSLAND GOVERNMENT PROPERTY NEGOTIATIONS

File No: 10072

Attachments: 1. Letter from Mayor Strelow

Responsible Officer: Ross Cheesman - Acting Chief Executive Officer

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

SUMMARY

Mayor Margaret Strelow has provided correspondence indicating her intention to move a Notice of Motion to Rescind a resolution of Council and further move a Notice of Motion related to negotiations with the Queensland Government on a proposal to purchase Council land.

16.2 ROCKHAMPTON RESOURCES EXPO**File No:** 993**Attachments:** 1. Draft run sheet**Authorising Officer:** Chris Ireland - Manager Regional Development and Promotions
Tony Cullen - General Manager Advance Rockhampton**Author:** Rick Palmer - Senior Executive Industry Engagement

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

SUMMARY

This report seeks authorisation from Council to stage a resources exhibition.

16.3 CAPRICORN FOOD AND WINE FESTIVAL 2019**File No: 6097****Attachments:**
1. Sponsorship Contract Letter
2. Sponsorship Prospectus 2019**Authorising Officer: Tony Cullen - General Manager Advance Rockhampton****Author: Chris Ireland - Manager Regional Development and Promotions**

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

The Capricorn Food and Wine Festival is proposed to run from 26 to 29 September 2019. Capricorn Food and Wine have sought a sponsorship arrangement from Rockhampton Regional Council.

16.4 ACQUISITION OF LAND**File No: 2021****Attachments:**
1. Map
2. Background Information**Authorising Officer: Andrew Collins - Manager Program Delivery**
Peter Kofod - General Manager Regional Services**Author: Kellie Anderson - Coordinator Property and Insurance**

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

Coordinator Property & Insurance reporting on acquisition of land.

17 CLOSURE OF MEETING