



ORDINARY MEETING

AGENDA

19 FEBRUARY 2019

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 19 February 2019 commencing at 9.00am for transaction of the enclosed business.

A handwritten signature in black ink, appearing to be "C. P.", is written over a faint, light blue circular stamp.

CHIEF EXECUTIVE OFFICER
13 February 2019

Next Meeting Date: 05.03.19

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

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 5 February 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

9.1 AUDIT AND BUSINESS IMPROVEMENT COMMITTEE MEETING - 7 FEBRUARY 2019

RECOMMENDATION

THAT the Minutes of the Audit and Business Improvement Committee meeting, held on 7 February 2019 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Audit and Business Improvement Committee, 7 February 2019**9.1.1 ANNUAL AUDIT PLAN PROGRESS**

File No: 5207
Attachments: 1. Rolling Annual Audit Plan and Progress
Authorising Officer: John Wallace - Chief Audit Executive
Author: John Wallace - Chief Audit Executive

SUMMARY

The Approved Annual Audit Plan and Progress (Mid-Year Progress Status Update) is provided for review by the Committee. The Rolling Audit Plan includes mid-year adjustments.

COMMITTEE RECOMMENDATION

THAT the Rolling Annual Audit Plan and Plan Progress Status Report be received.

Recommendation of the Audit and Business Improvement Committee, 7 February 2019**9.1.2 QUARTERLY ACTION PROGRESS REPORT**

File No: 5207
Attachments: 1. Action Progress Report
Authorising Officer: John Wallace - Chief Audit Executive
Author: John Wallace - Chief Audit Executive

SUMMARY

The quarterly requested Business Improvement Activity – Action Progress Report is provided for review by the Committee as per Local Government Regulation S207.

COMMITTEE RECOMMENDATION

THAT the Action Progress Report be received.

Recommendation of the Audit and Business Improvement Committee, 7 February 2019**9.1.3 PLACEHOLDER - ASSET MANAGEMENT**

File No: 5207
Attachments: Nil
Authorising Officer: Ross Cheesman - Acting Chief Executive Officer
Author: John Wallace - Chief Audit Executive

SUMMARY

The Committee has requested periodic updates on IT project status. The Manager Corporate & Technology Services will update the Committee on the progress of the RAMP (Asset Management) Project.

Additional discussion will occur on asset management in general.

COMMITTEE RECOMMENDATION

THAT the reports be received.

Recommendation of the Audit and Business Improvement Committee, 7 February 2019**9.1.4 ENVIRONMENTAL MANAGEMENT SYSTEM REVIEW - CIVIL OPERATIONS**

File No: 5207
Attachments: 1. EMS Review - Civil Operations
Authorising Officer: John Wallace - Chief Audit Executive
Author: John Wallace - Chief Audit Executive

SUMMARY

The Planned Review of Environmental Management (EMS) Systems for Civil Operations is finalised.

COMMITTEE RECOMMENDATION

1. THAT the Environmental Management System Review be received.
2. THAT an Environmental Management Placeholder be included in the agenda for future meetings.

Recommendation of the Audit and Business Improvement Committee, 7 February 2019**9.1.5 ASSET REVALUATION PROCESS 2018/2019 PROGRESS REPORT****File No:** 8151**Attachments:**

1. Scope of works
2. Methodology FY18 Land Revaluation

Authorising Officer: Ross Cheesman - Acting Chief Executive Officer**Author:** Alicia Cutler - Chief Financial Officer

SUMMARY

The purpose of this report is to inform the Audit and Business Improvement Committee regarding the progress to date of the Asset Revaluation for the 2018/19 reporting year.

COMMITTEE RECOMMENDATION

THAT the members of the Audit and Business Improvement Committee note the contents of this report.

Recommendation of the Audit and Business Improvement Committee, 7 February 2019**9.1.6 FINAL MANAGEMENT REPORT FOR ROCKHAMPTON REGIONAL COUNCIL****File No: 8151****Attachments: 1. Final Management Report for Rockhampton Regional Council 2017-2018****Authorising Officer: Ross Cheesman - Acting Chief Executive Officer****Author: Alicia Cutler - Chief Financial Officer**

SUMMARY

Following the certification of the Financial Statements for the period ended 30 June 2018, the Final Management Report was received from Thomas Noble & Russell (as delegate of the Auditor-General of Queensland). As required by the Local Government Regulation 2012, this is now presented to the next ordinary meeting of Council.

COMMITTEE RECOMMENDATION

THAT the Final Management Report for the 2017-18 Financial Statements for Rockhampton Regional Council be received.

Recommendation of the Audit and Business Improvement Committee, 7 February 2019**9.1.7 EXTERNAL AUDIT PLAN 2019**

File No: 9509
Attachments: 1. External Audit Plan 2019
2. Briefing Note
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Alicia Cutler - Chief Financial Officer

SUMMARY

The External Audit Plan from Councils Auditors, Thomas Noble & Russell Chartered Accountants (TNR) is provided for Committee review.

COMMITTEE RECOMMENDATION

THAT the 2019 External Audit Plan be endorsed.

Recommendation of the Audit and Business Improvement Committee, 7 February 2019**9.1.8 LOSS / THEFT ITEMS - JULY TO DECEMBER 2018****File No:** 3911**Attachments:** 1. Loss/Theft Report - 1 July to 31 December 2018**Authorising Officer:** Drew Stevenson - Manager Corporate and Technology**Author:** Kellie Anderson - Coordinator Property and Insurance

SUMMARY*Presenting details of the Loss / Theft register for the period 1 July to 31 December 2018.***COMMITTEE RECOMMENDATION**

THAT the Committee 'receives' the Loss/Theft Report for the period 1 July to 31 December 2018.

Recommendation of the Audit and Business Improvement Committee, 7 February 2019**9.1.9 INVESTIGATION AND LEGAL MATTERS AS AT 31 DECEMBER 2018**

File No: 5207
Attachments: 1. Legal Matters as at 31 December 2018
Authorising Officer: Tracy Sweeney - Manager Workforce and Governance
Ross Cheesman - Acting Chief Executive Officer
Author: Travis Pegrem - Coordinator Industrial Relations and Investigations

SUMMARY

Coordinator Workforce Relations and Ethics presenting an update of financial year to date Investigative Matters and the current Legal Matters as at 31 December 2018.

COMMITTEE RECOMMENDATION

THAT the update of investigative and legal matters for Rockhampton Regional Council be received.

Recommendation of the Audit and Business Improvement Committee, 7 February 2019

9.1.10 PLACEHOLDER - CEO INTRODUCTION

File No: 5207
Attachments: Nil
Authorising Officer: Ross Cheesman - Acting Chief Executive Officer
Author: John Wallace - Chief Audit Executive

SUMMARY

The CEO will update the Committee on matters of importance.

COMMITTEE RECOMMENDATION

THAT the CEO's introduction and update be received.

Recommendation of the Audit and Business Improvement Committee, 7 February 2019**9.1.11 RISK REGISTERS - QUARTERLY UPDATE AS AT 14 DECEMBER 2018****File No:** 8780

Attachments:

1. Potential and Current Risk Exposure Profile as at 14 December 2018
2. Potential and Current Risk Rating Profile July 2015 - Present
3. Corporate Risk Register - Quarterly Update as at 14 December 2018
4. Operational Risk Register - Quarterly Update as at 14 December 2018

Authorising Officer: John Wallace - Chief Audit Executive
Ross Cheesman - Acting Chief Executive Officer

Author: Kisane Ramm - Senior Risk and Assurance Advisor

SUMMARY

Submission of the quarterly risk register updates, as at 14 December 2018, for the Committee's consideration.

COMMITTEE RECOMMENDATION

THAT the Committee "receives" the quarterly risk register updates as at 14 December 2018, as presented in the attachments to this report, and recommends that they be adopted by Council.

Recommendation of the Audit and Business Improvement Committee, 7 February 2019**9.1.12 RISK REGISTERS - ANNUAL PRESENTATION****File No:** 8780**Attachments:**

1. Corporate Risk Register as at 14 December 2018
2. Operational Risk Register as at 14 December 2018

Authorising Officer: John Wallace - Chief Audit Executive
Ross Cheesman - Acting Chief Executive Officer**Author:** Kisane Ramm - Senior Risk and Assurance Advisor

SUMMARY*Annual presentation of the risk registers, as at 14 December 2018, for adoption.***COMMITTEE RECOMMENDATION**

THAT the Audit and Business Improvement Committee recommends Council adopt the risk registers as at 14 December 2018, as presented in the attachments to this report.

Recommendation of the Audit and Business Improvement Committee, 7 February 2019**9.1.13 VOLUNTEERS REVIEW - HERITAGE VILLAGE**

File No: 5207
Attachments: 1. Volunteers Review - Heritage Village
Authorising Officer: Ross Cheesman - Acting Chief Executive Officer
Author: John Wallace - Chief Audit Executive

SUMMARY

The Planned Review of Safety Management and related processes for Volunteers at the Heritage Village is finalised.

COMMITTEE RECOMMENDATION

THAT the Volunteers Review be received.

Recommendation of the Audit and Business Improvement Committee, 7 February 2019**9.1.14 FOLLOW UP REVIEWS**

File No: 5207
Attachments: 1. Follow Up Reviews
Authorising Officer: Ross Cheesman - Acting Chief Executive Officer
Author: John Wallace - Chief Audit Executive

SUMMARY

The Planned Annual Review – Follow Up Reviews is presented for the Committee.

COMMITTEE RECOMMENDATION

THAT the report be received.

Recommendation of the Audit and Business Improvement Committee, 7 February 2019**9.1.15 PROCESS IMPROVEMENT REVIEW OF IA & ERM - UPDATE**

File No: 5207
Attachments: Nil
Authorising Officer: John Wallace - Chief Audit Executive
Author: John Wallace - Chief Audit Executive

SUMMARY

The Planned allocation of audit/consulting time for business process and related improvements to IA & ERM activities is ongoing - the CAE will provide an interim update to the Committee.

This activity forms part of Internal Audit's QA&IP Program. A summary written report of activities completed to date is provided to update the committee members, in line with the IA Charter.

COMMITTEE RECOMMENDATION

THAT this summary report and update be received.

Recommendation of the Audit and Business Improvement Committee, 7 February 2019**9.1.16 PLACEHOLDER - COMMITTEE CHAIR UPDATE**

File No: 5207
Attachments: Nil
Authorising Officer: Ross Cheesman - Acting Chief Executive Officer
Author: John Wallace - Chief Audit Executive

SUMMARY

The Chair will update the Committee on matters of importance.

COMMITTEE RECOMMENDATION

1. THAT the Chair's update be received.
2. THAT the meeting scheduled for 21 November 2019 be moved to Thursday 5 December 2019.

9.2 PLANNING AND REGULATORY COMMITTEE MEETING - 12 FEBRUARY 2019**RECOMMENDATION**

THAT the Minutes of the Planning and Regulatory Committee meeting, held on 12 February 2019 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Planning and Regulatory Committee, 12 February 2019**9.2.1 D/309-2013 - DEVELOPMENT APPLICATION FOR A MATERIAL CHANGE OF USE FOR A COMMUNITY PURPOSES (PUBLIC CENTRE)**

File No: D/309-2013
Attachments: 1. Locality Plan
Authorising Officer: Tarnya Fitzgibbon - Coordinator Development Assessment
Steven Gatt - Manager Planning and Regulatory Services
Colleen Worthy - General Manager Community Services
Author: Thomas Gardiner - Planning Officer

SUMMARY

Development Application Number: D/309-2013
Applicant: Gracemere Men's Shed Inc.
Real Property Address: Lot 101 on SP258037 (Previously known as Lot 100 on LN2691), Parish of Gracemere
Common Property Address: Lot 101 Ian Besch Drive, Gracemere
Area of Site: 2.2391 hectares
Planning Scheme: Rockhampton Region Planning Scheme 2015
Planning Scheme Zone: Sport and Recreation Zone
Planning Scheme Overlays: Creek Catchment Flood Overlay (Planning Areas 1 and 2)
Existing Development: Gracemere Men's Shed
Existing Approvals: D/309-2013 – Development Permit for a Material Change of Use for Community Purposes (Public Centre)
Approval Sought: Negotiated Infrastructure Charges Notice for Development Permit for a Material Change of Use for Community Purposes (Public Centre)

COMMITTEE RECOMMENDATION

THAT in relation to the request for a Negotiated Infrastructure Charges Notice for Development Permit D/309-2013 for a Material Change of Use for Community Purposes (Public Centre), made by Gracemere Men's Shed Inc., located at Lot 101 Ian Besch Drive, Gracemere, described as Lot 101 on SP258037, Parish of Gracemere, Council resolves to proceed with Option Two.

Recommendation of the Planning and Regulatory Committee, 12 February 2019
9.2.2 DEVELOPMENT INCENTIVES APPLICATION FOR D/79-2015/A FOR A MATERIAL CHANGE OF USE FOR A VEHICLE DEPOT

File No: D/79-2015/A

Attachments: 1. Locality Plan
2. Applicant's request letter

Authorising Officer: Tarnya Fitzgibbon - Coordinator Development Assessment
Steven Gatt - Manager Planning and Regulatory Services
Colleen Worthy - General Manager Community Services

Author: Thomas Gardiner - Planning Officer

SUMMARY

<i>Development Application Number:</i>	<i>D/79-2015/A</i>
<i>Applicant:</i>	<i>Glen Lawrence Reynolds</i>
<i>Real Property Address:</i>	<i>Lot 14 on R26286, Parish of Murchison</i>
<i>Common Property Address:</i>	<i>44 Robison Street, Park Avenue</i>
<i>Rockhampton City Plan Area:</i>	<i>Park Avenue Industrial Area – Precinct 1, Industrial Precinct (Park Avenue Low Impact Industry)</i>
<i>Type of Approval:</i>	<i>Development Permit for a Material Change of Use for a Vehicle Depot</i>
<i>Date of Decision:</i>	<i>18 December 2015</i>
<i>Application Lodgement Fee:</i>	<i>\$2,359.00</i>
<i>Infrastructure Charges:</i>	<i>\$13,260.00</i>
<i>Infrastructure charges incentive:</i>	<i>Precinct 2 expanded GFA – 50%</i>
	<i>Value of discount: \$6,630.00</i>
<i>Incentives sought:</i>	<i>Refund of Development Application Fees</i>
	<i>Refund of service and connection fees</i>

COMMITTEE RECOMMENDATION

THAT Council choose Option 2 as outlined in the report.

Recommendation of the Planning and Regulatory Committee, 12 February 2019**9.2.3 PRICKLY ACACIA ON ROCKHAMPTON FLOODPLAIN**

File No:	1880
Attachments:	1. Map of Proposed Prickly Acacia Surveillance Program. 2. Prickly Acacia - Information Booklet
Authorising Officer:	Steven Gatt - Manager Planning and Regulatory Services
Author:	Karen Moody - Coordinator Health and Environment

SUMMARY

This report outlines the current and desired future activities conducted by Council's Pest Management Officers in controlling invasive plants in the Yeppen Floodplain area, targeting Prickly Acacia.

COMMITTEE RECOMMENDATION

THAT the Prickly Acacia on Rockhampton Floodplain report is noted, and the matter of priority weeds be workshopped.

Recommendation of the Planning and Regulatory Committee, 12 February 2019**9.2.4 MONTHLY OPERATIONS REPORT FOR PLANNING & REGULATORY SERVICES - NOVEMBER AND DECEMBER 2018****File No: 1464****Attachments: 1. Monthly Operations Report for Planning & Regulatory Services - November & December 2018****Authorising Officer: Colleen Worthy - General Manager Community Services****Author: Steven Gatt - Manager Planning and Regulatory Services**

SUMMARY

The Monthly Operations Report for the Planning & Regulatory Services Section for November and December 2018 is presented for Councillor's information.

COMMITTEE RECOMMENDATION

THAT the Planning & Regulatory Services Monthly Operations Report for November and December 2018 be 'received'.

10 COUNCILLOR/DELEGATE REPORTS

Nil

11 OFFICERS' REPORTS

11.1 D/127-2018 - DEVELOPMENT APPLICATION FOR OPERATIONAL WORKS FOR AN ADVERTISING DEVICE (THIRD PARTY DIGITAL ROOF SIGN)

File No: D/127-2018

Attachments:

1. Locality Plan
2. Site Plan/Elevation, (26826 Rev 1, pg. 2 of 3)

Authorising Officer: Tarnya Fitzgibbon - Coordinator Development Assessment
Steven Gatt - Manager Planning and Regulatory Services
Colleen Worthy - General Manager Community Services

Author: Brandon Diplock - Planning Officer

Planning and Regulatory Committee at its meeting on 12 February 2019 referred this matter to the Ordinary Meeting to be held on 19 February 2019.

SUMMARY

Development Application Number: D/127-2018

Applicant: Sweeney Vaughan Communications Pty Ltd

Real Property Address: Lot 1 and Common Property on SP239584, Parish of Archer

Common Property Address: 1/235-239 Musgrave Street, Berserker

Area of Site: 299 square metres

Planning Scheme: Rockhampton Region Planning Scheme 2015

Planning Scheme Zone: Specialised Centre Zone

Planning Scheme Overlays: Transport Noise Corridors (Main Roads Category 1-4)

Existing Development: Commercial

Existing Approvals: D/46-2011

Approval Sought: Development Permit for Operational Works for an Advertising Device (Third Party Digital Roof Sign)

Level of Assessment: Code Assessable

Infrastructure Charges Area: Charge Area 1

Application Progress:

<i>Application Lodged:</i>	23 November 2018
<i>Last receipt of information from applicant:</i>	15 January 2019
<i>Statutory due determination date:</i>	6 February 2019

OFFICER'S RECOMMENDATION

THAT in relation to the application for a Development Permit for Operational Works for an Advertising Device (Third Party Digital Roof Sign), made by Sweeney Vaughan

Communications Pty Ltd on behalf of M A Boswood and Body Corporate For 'Metro North Rocky', on land located at 1/235-239 Musgrave Street, Berserker, described as Lot 0 and Lot 1 on SP239584, Parish of Archer, Council resolves to Approve the application subject to the following conditions:

1.0 ADMINISTRATION

- 1.1 The Developer is responsible for ensuring compliance with this approval and the Conditions of the approval by an employee, agent, contractor or invitee of the Developer.
- 1.2 Where these Conditions refer to "Council" in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role of the Council may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
- 1.3 All conditions of this approval must be undertaken and completed to the satisfaction of Council, at no cost to Council.
- 1.4 The following further development permits are required prior to the commencement of any works on the site:
 - 1.4.1 Building Works.
- 1.5 Unless otherwise stated, all works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards.

2.0 APPROVED PLANS AND DOCUMENTS

- 2.1 The approved signage must be completed and maintained generally in accordance with the approved drawings and documents, except where amended by the conditions of this permit.

<u>Plan/Document Name</u>	<u>Reference No.</u>	<u>Date</u>
Site Plan	26826 Rev 1, Sheet 1 of 3	23 October 2018
Site View/Elevations	26826 Rev 1, Sheet 2 of 3	23 October 2018
Elevation	26826 Rev 1, Sheet 3 of 3	23 October 2018

- 2.2 A set of the above approved plans are returned to you as the Consultant. The Consultant is to supply one (1) Approved set to the contractor to be retained on site at all times during construction.
- 2.3 Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.
- 2.4 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council prior to the submission of a Development Application for Building Works.
- 2.5 Any proposed changes to the approved stamped plans during the works will be generally considered minor amendments and require Council's approval. The stamped amended plans and a covering letter will be forwarded to the applicant.

3.0 OPERATING PROCEDURE

- 3.1 Any lighting devices associated with the signage, such as sensory lighting, must be positioned on the site and shielded so as not to cause glare or other nuisance to nearby residents or motorists. Night lighting must be designed, constructed and operated in accordance with 'Australian Standard AS4282 – Control of the obtrusive effects of outdoor lighting' and 'Civil Aviation Safety Authority (CASA) Guidelines: Lighting in the vicinity of aerodromes: Advice to lighting designers'.
- 3.2 All text and images displayed on the approved advertising device:

- 3.2.1 must be static;
- 3.2.2 must not imitate a traffic control device, move contrary to any traffic control device or include traffic instructions (for example 'stop'); and
- 3.2.3 must not involve moving parts or flashing lights.

4.0 DIGITAL SCREEN DISPLAY FEATURES

- 4.1 The digital display screen must incorporate an automatic error detection system which will turn off the screen display or display a blank screen should the screen malfunction.
- 4.2 The display screen must incorporate a minimum of two (2) automated ambient light sensors capable of supporting a minimum of five (5) levels of stepped dimming to ensure display screen luminance can adjust automatically in response to surrounding ambient light conditions from dark of night to fully sunlit conditions.
- 4.3 The display screen must provide for on-site control, operation, configuration and diagnosis of the screen display.
- 4.4 Messages must remain static for a minimum dwell time of ten (10) seconds, and are not to scroll across the screen or incorporate flashing, blinking, revolving, pulsating, high contrast or rotating effects animation.
- 4.5 Each change of advertisement is to be completed instantaneously (i.e. within 0.1 of a second).

5.0 DIGITAL SCREEN ADVERTISEMENTS AND MOVEMENT

- 5.1 The display screen must not be split to display multiple advertisements on the one (1) display screen.
- 5.2 Advertisements must not display text, photographs or symbols depicting, mimicking or that could be reasonably interpreted as a traffic control device.
- 5.3 Advertisements must not invite traffic to move contrary to any traffic control device, or turn where there is fast moving traffic.
- 5.4 Advertisements must only promote a single, self-contained advertising message that is clear, succinct, and legible. The use of text components in a sequential manner, whereby text refers to or is reliant on previous or successive screen displays in order to convey an advertising message is not permitted.

Note: An advertising message refers to the main point the advertisement is attempting to convey to its target audience. This condition seeks to ensure that vehicle drivers in particular are not required to spend an excessive amount of time reading and interpreting advertisements.

- 5.5 Changeover animation effects such as 'fade', 'zoom', or 'fly-in' between advertisements must not be used.
- 5.6 A blank black, white, or any coloured screen must not be displayed between advertisements.
- 5.7 Advertisements that incorporate moving visual images, such as videos or animations must not be displayed.
- 5.8 Signage must not be capable of playing audio nor be synchronised with any outdoor sound system utilised for advertising purposes.

6.0 ILLUMINANCE AND LUMINANCE

- 6.1 Luminance levels of the Signage must not exceed the applicable levels listed in Table 2 below.

Table 2: Luminance levels for Advertising Devices

(Source: OMA)

Lighting Condition	Zone 1	Zone 2	Zone 3
Full Sun on Sign face	Maximum Output	Maximum Output	Maximum Output
Day Time Luminance	6000-7000 cd/m2	6000-7000 cd/m2	6000-7000 cd/m2
Morning/Evening/Twilight/inclement weather	1000 cd/m2	700 cd/m2	600 cd/m2
Night Time	500 cd/m2	350 cd/m2	300 cd/m2

Note:

- Zone 1 very high ambient off street lighting i.e central city locations
- Zone 2 high to medium off street ambient lighting
- Zone 3 low levels of off street ambient lighting, i.e. most residential areas, rural areas.

7.0 ASSET MANAGEMENT

- 7.1 Any damage to, or alterations necessary, to electricity, telephone, water mains, sewerage mains, stormwater drains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken immediately, at no cost to Council, and completed within the following timeframes:

7.1.1 where damage causes a hazard to pedestrian/traffic safety or interrupts a community service, immediately; or

7.1.2 as soon as reasonably possible as agreed with Council.

8.0 SIGNAGE CONSTRUCTION AND MAINTENANCE

- 8.1 Council reserves the right for uninterrupted access to the site at all times during construction.
- 8.2 All Construction work and other associated activities are permitted only between 0630 hours and 1800 hours Monday to Saturday. No work is permitted on Sundays or public holidays. All requirements of the *Environmental Protection Act 1994* and the *Environmental Protection Regulation 2008* must be observed at all times.
- 8.3 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the site.
- 8.4 Any proposed works within the vicinity (or zone of influence) of existing Council infrastructure will not adversely affect the integrity of the infrastructure. Any restoration works required on existing Council infrastructure as a result of proposed works will be at developer's expense.
- 8.5 The (Digital Roof Sign) must be designed and certified by a Registered Professional Engineer of Queensland and constructed in accordance with the requirements of the *Queensland Development Code* and the *Building Code of Australia*.
- 8.6 All conduits, wiring, switches or other control apparatus installed on an Advertising Device must be concealed from general view, with control apparatus secured in a manner to prevent unauthorised entry and display setting tampering.
- 8.7 All electrical services and systems must comply with *Australian and New Zealand Standard AS/NZS 3000:2007* – "Electrical Installations".
- 8.8 All signage must be maintained at all times on the premises by the owner of the premises to the same standard as it was when it was installed, and, be maintained in a safe, clean, condition that does not adversely impact the visual amenity.

ADVISORY NOTES**NOTE 1. Aboriginal Cultural Heritage Act, 2003**

It is advised that under Section 23 of the *Aboriginal Cultural Heritage Act 2003*, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage (the “cultural heritage duty of care”). Maximum penalties for breaching the duty of care are listed in the Aboriginal Cultural Heritage legislation. The information on Aboriginal Cultural Heritage is available on the Department of Aboriginal and Torres Strait Islander Partnerships website www.datsip.qld.gov.au.

NOTE 2. Asbestos Removal

Any demolition and/or removal works involving asbestos materials must be undertaken in accordance with the requirements of the *Work Health and Safety Act 2011* and the *Public Health Act 2005*.

NOTE 3. General Environmental Duty

General environmental duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.

NOTE 4. General Safety Of Public During Construction

The *Work Health and Safety Act 2011* and *Manual of Uniform Traffic Control Devices* must be complied with in carrying out any construction works, and to ensure safe traffic control and safe public access in respect of works being constructed on a road.

BACKGROUND

The proposal is for Operational Works for an Advertising Device (third party digital roof sign) to be erected on the parapet of the existing Nando's tenancy. The proposed sign has a sign face area of 24m² based on sign dimensions of three (3) metres in height and eight (8) metres in width.

The subject tenancy is single storey and therefore, the proposed device will sit approximately 4.5 metres above natural ground level on the parapet, reaching a total height of approximately 7.5 metres. It is proposed that the digital display will be a curved shape, which will mirror the curved roof profile that extends above the parapet. The proposed location of the sign will ensure that it will not entirely project above the tenancy's main roof line, and will sit below the central roof line of the adjoining tenancy's second storey. The sign face area will be a digital LED display that will operate at a maximum average luminance of 6000 candelas per square metre during the day, and 350 candelas per square metre during the night periods. It is proposed that the digital display will have a minimum dwell time of 10 seconds and will be subject to third party advertisements prioritising local advertising opportunities.

SITE AND LOCALITY

The subject site is located in the Specialised Centre Zone, within an established highway business area, with all adjacent land parcels being similarly zoned. The immediate locality contains signs of various sizes, including awning signs and several rooftop signs occurring to the south of the site. Musgrave Street is a state-controlled road and a major regional and arterial route, connecting central Rockhampton to the Bruce Highway.

A pocket of low-medium density residential dwellings is located to the west of the site and will not be affected by the north-east orientation of the sign, which will face to the road intersection and highway fronting uses.

PLANNING ASSESSMENT

This application has been assessed by relevant Council planning, engineering, environmental health, and other technical officers as required. The assessment has been in accordance with the assessment process provisions of the Development Assessment Rules, based on consideration of the relevant State Planning Policy; State Government guidelines; the Council's Town Planning Scheme, Planning Policies and other general policies and procedures, as well as other documents as considered relevant.

Development Engineering Comments – 13 December 2018

Support, subject to conditions / comments.

Other Staff Technical Comments

Not applicable as the application was not referred to any other technical staff.

TOWN PLANNING COMMENTS**Central Queensland Regional Plan 2013**

The *Central Queensland Regional Plan 2013* is a statutory document which came into effect on 18 October 2013. The development is not required to be assessed against the Regional Plan if this document is appropriately reflected in the local planning scheme. It is considered that the Regional Plan is appropriately reflected in the current local planning scheme.

State Planning Policy 2017

The current State Planning Policy (SPP) came into effect on 3 July 2017 and replaces the previous SPP (April 2016). The new policy expresses the state's interests in land-use planning and development and contains a number of changes to better align with the *Planning Act 2016*. This policy requires development applications to be assessed against its requirements where they have not been appropriately reflected in the local planning scheme.

(a) Planning for liveable communities and housing**Housing supply and diversity**

Not Applicable.

Liveable communities

Not Applicable.

(b) Planning for economic growth**Agriculture**

Not Applicable.

Development and construction

Not Applicable.

Mining and extractive resources

Not Applicable.

Tourism

Not Applicable.

(c) Planning for environment and heritage**Biodiversity**

Not Applicable.

Coastal environment

Not Applicable.

Cultural heritage

Not Applicable.

Water quality

Not Applicable.

(d) Planning for safety and resilience to hazardsEmissions and hazardous activities

Not Applicable.

Natural hazard, risk and resilience

Not Applicable.

(e) InfrastructureEnergy and water supply

Not Applicable.

Infrastructure integration

Not Applicable.

Transport infrastructure

Not Applicable.

Strategic airports and aviation facilities

Not Applicable.

Strategic ports

Not Applicable.

Rockhampton Region Planning Scheme 2015**Specialised Centre Zone**

The subject site is situated within the Specialised Centre Zone under the *Rockhampton Region Planning Scheme 2015*. The purpose of the Specialised Centre Zone identifies that: -

- (a) *the specialised centres primarily accommodate retail functions being showrooms or outdoor sales with food and drink outlets that are either highway focussed or small-scale and serving visitors to the centre;*
- (b) *specialised centres are not to accommodate department stores, discount department stores or large-scale shopping centres unless stated otherwise in a precinct or sub-precinct. Only a convenience level of shopping is provided, serving the immediate neighbourhood and local customers (convenience function being similar to a neighbourhood centre);*
- (c) *development does not undermine the viability, role or function of other centres;*
- (d) *stand-alone, purpose built office buildings which exceed a 200 square metre gross floor area threshold are not to be established. This includes large-scale offices of the government and the private sector;*
- (e) *development is consolidated within the defined zone boundaries;*
- (f) *development is designed for the local climate, and includes sustainable practices for maximising energy efficiency, water conservation and public/active transport use;*
- (g) *development does not impact on the existing level of amenity of the surrounding residential areas and does not encourage additional traffic through nearby urban access streets and urban access places;*

- (h) the height and scale of buildings create an attractive, pedestrian-friendly environment at street level with awnings that are orientated towards the primary street frontage;*
- (i) building design includes a combination of materials, recesses and variations in horizontal and vertical planes to create visual interest;*
- (j) primary pedestrian areas are activated by shop fronts, doorways, awnings, interesting external wall treatments, street trees and kerbside activities;*
- (k) development is landscaped to assist with the greening of the city and the creation of shady, safe and well connected pedestrian and public places;*
- (l) the provision of infrastructure services, car parking and access is commensurate with the type and scale of development;*
- (m) development includes uses that operate at different times of the day to ensure specialised centres have vitality and reduce the potential for crime through activation and passive surveillance;*
- (n) development involving a significant increase in gross floor area (greater than 3,000 square metres) is accompanied by a master plan that demonstrates how the expansion integrates with the balance of the centre and with the surrounding urban areas; and*
- (o) the establishment of three (3) precincts and four (4) sub-precincts within the zone where particular requirements are identified:*
 - (i) Gladstone Road and George Street precinct;*
 - (A) outdoor sales and services sub-precinct; and*
 - (B) residential and food services sub-precinct;*
 - (ii) Musgrave Street precinct;*
 - (A) mixed use sub-precinct; and*
 - (B) outdoor sales and services sub-precinct; and*
 - (iii) Yaamba Road precinct.*

This application is consistent with the purpose of the Zone given that the proposal is located above a retail complex which provides a range of businesses that operate day and night and are highway focused, providing a strategic setting for an Advertising Device. The proposed Advertising Device will complement the intent of encouraging mixed-use, highway focussed development, through its digital display of local businesses. The design of the sign, with its curved screen mirroring the curved elements of the building will integrate well with the existing built form and enhance the building's presentation to the streetscape.

Rockhampton Regional Planning Scheme Codes

The following codes are applicable to this application: -

- Advertising Devices Code;
- Specialised Centre Zone Code.

An assessment has been made against the requirements of the abovementioned codes and the proposed development generally complies with the relevant Performance outcomes and Acceptable outcomes. An assessment of the Performance outcome/s which the application is in conflict with, is outlined below:

Advertising Devices Code		
Performance Outcome/s		Officer's Response
PO1	<p>The advertising device is designed and sited in a manner that:</p> <ul style="list-style-type: none"> a) Results in a size that does not adversely impact on: <ul style="list-style-type: none"> i. The visual amenity and character of a building, streetscape, locality or natural landscape setting; ii. The safety of a road or footpath; iii. The operations of an airport; and iv. The visual amenity of a main transport entrance into an urban area or township. b) Is integrated with the design of other development on the premises; c) Does not visually dominate the premises, streetscape, locality or natural landscape setting; d) Is constructed of durable materials; e) Does not impede vehicle or pedestrian movements or reduced safety levels; f) Does not resemble traffic or road signs; and g) Does not result in the proliferation of unnecessary advertising. 	<p>The proposed device will be placed on the parapet of the existing building and as such, is defined as a Roof Sign, which is not a preferred sign type in table 9.3.2.3.3 of the Advertising Devices Code. The building contains two roof levels, with the sign being placed on the lower roof level (being the parapet) in front of the upper roof level wall. As a result of this, the majority of the sign is back dropped by the wall of the upper roof level, and the upper most point of the sign only partially exceeds the overall building height. The sign's curved shape will follow the curvature of the parapet and building. In this sense, the proposal is not a typical roof sign, as defined, as it does not sit atop of the main roof and therefore, does not result in the undesirable visual amenity outcomes that are typically associated with a roof sign. Due to the sign's position on the parapet and contemporary design features, the proposal will integrate well with the existing built form, and result in acceptable visual amenity outcomes for the streetscape.</p>
PO2	<p>The illumination of an advertising device does not detract from the character and amenity of an area and does not cause a visual nuisance to any adjoining premises or roads.</p>	<p>It is noted that the proposed luminance levels will be in accordance with DTMR's Road Advertising Manual and as such can be considered to maintain a safe operating environment for all road users. In addition, the device is orientated away from residential uses in the broader area, so there is negligible risk that sensitive uses will be adversely affected.</p>

Based on a performance assessment of the above mentioned codes, it is determined that the proposal is acceptable and generally complies with the relevant Performance outcomes and where there is deviation from the codes, sufficient justification has been provided.

Planning Scheme Policies

Policy	Officer's Response
SC6.2 Advertising Devices Planning Scheme Policy	<p>The Advertising Devices Planning Scheme Policy (forming part of the <i>Rockhampton Region Planning Scheme 2015</i>), provides a way in calculating the maximum recommended total sign face area for Advertising Devices at any given site by</p>

	<p>either using the boundary length calculation method or the building elevation calculation method, whichever is the greater.</p> <p>The proposed sign will have a total advertising area of approximately 24 square metres which is compliant with both calculation methods.</p>
--	--

As evident from the above assessment, the proposal generally complies with the requirements of the applicable planning scheme policies.

REFERRALS

The proposal did not trigger referral as per the requirements of the *Planning Act 2016*. The application was referred to the Department of Transport and Main Roads for third party advice. Comments were provided on 11 December 2018.

STATEMENT OF REASONS

Description of the development	The proposed development is for Operational Works for an Advertising Device (Third Party Digital Roof Sign)	
Reasons for Decision	<p>a) The proposed sign is of a scale and height that respects the existing qualities of the building and adjacent buildings;</p> <p>b) The proposed sign is set within a commercial/retail environment and is positioned so as not to compromise landscape, street features or safety in proximity to the site;</p> <p>c) Assessment of the development against the relevant zone purpose, planning scheme codes and planning scheme policies demonstrates that the proposed development will not cause significant adverse impacts on the surrounding natural environment, built environment and infrastructure, community facilities, or local character and amenity;</p> <p>d) The proposed development does not compromise the relevant State Planning Policy; and</p> <p>e) On balance, the application should be approved because the circumstances favour Council exercising its discretion to approve the application even though the development does not comply with an aspect of the assessment benchmarks.</p>	
Assessment Benchmarks	<p>The proposed development was assessed against the following assessment benchmarks:</p> <ul style="list-style-type: none"> Specialised Centre Zone Code; and Advertising Devices Code. 	
Compliance with assessment benchmarks	The development was assessed against all of the assessment benchmarks listed above and complies with all of these with the exception listed below.	
	Assessment Benchmark	Reasons for the approval despite non-compliance with benchmark
	Advertising Devices Code	The proposed device will be placed on the parapet of the existing building and as such, is defined as a roof sign, which is not a preferred sign type in table 9.3.2.3.3 of the Advertising Devices Code. The building contains two roof levels, with the sign being placed on the

		<p>lower roof level (being the parapet) in front of the upper roof level wall. As a result of this, the majority of the sign is back dropped by the wall of the upper roof level, and the upper most point of the sign only partially exceeds the overall building height. The sign's curved shape will follow the curvature of the parapet and building. In this sense, the proposal is not a typical roof sign, as defined, as it does not sit atop of the main roof and therefore, does not result in the undesirable visual amenity outcomes that are typically associated with a roof sign. Due to the sign's position on the parapet and contemporary design features, the proposal will integrate well with the existing built form, and result in acceptable visual amenity outcomes for the streetscape.</p> <p>It is noted that the proposed luminance levels will be in accordance with DTMR's Road Advertising Manual and as such can be considered to maintain a safe operating environment for all road users. In addition, the device is orientated away from residential uses in the broader area, so there is negligible risk that sensitive uses will be adversely affected.</p>
Matters prescribed by regulation	<ul style="list-style-type: none"> • The <i>State Planning Policy – Part E</i>; • The <i>Central Queensland Regional Plan</i>; • The <i>Rockhampton Region Planning Scheme 2015</i>; • Surrounding use of adjacent premises in terms of commensurate and consistent development form; and • The common material, being the material submitted with the application. 	

CONCLUSION

The proposed Advertising Device is considered to be in keeping with the intent of the Specialised Centre Zone. Furthermore, the proposal generally complies with the provisions included in the applicable codes and where there is deviation from the codes, sufficient justification has been provided. The proposal is, therefore, recommended for approval in accordance with the approved plans subject to the conditions outlined in the recommendations.

**D/127-2018 - DEVELOPMENT
APPLICATION FOR OPERATIONAL
WORKS FOR AN
ADVERTISING DEVICE
(THIRD PARTY DIGITAL ROOF SIGN)**

Locality Plan

Meeting Date: 19 February 2019

Attachment No: 1

D/127-2018 - Locality Plan



A4 Page scale at 1: 1,381.40
Printed from GeoCortex on 29/01/2019



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**D/127-2018 - DEVELOPMENT
APPLICATION FOR OPERATIONAL
WORKS FOR AN
ADVERTISING DEVICE
(THIRD PARTY DIGITAL ROOF SIGN)**

**Site Plan/Elevation,
(26826 Rev 1, pg. 2 of 3)**

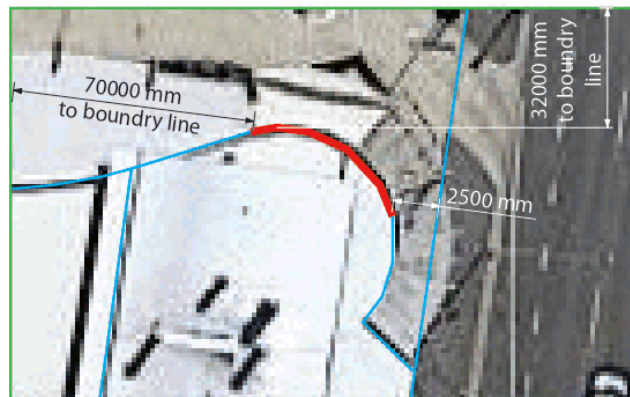
Meeting Date: 19 February 2019

Attachment No: 2

PROPOSED DIGITAL ROOF SIGN LOCATION: 1/235-239 Musgrave Street, Berserker. Lot 1 & 0 on SP239584, QLD 4701.

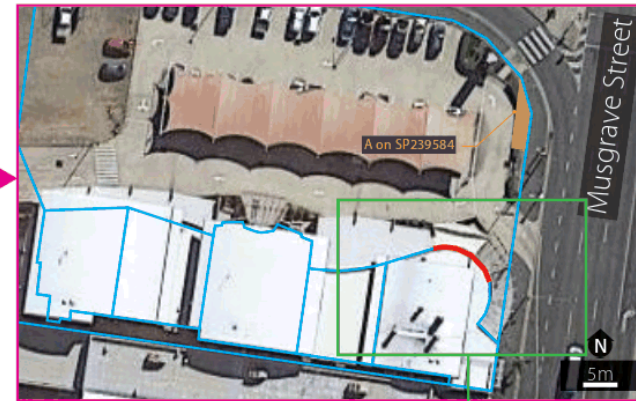


PLAN ELEVATION:



DIGITAL ROOF SIGN PLAN ELEVATION LOCATION:

Designed for concept visualisation purposes only.
All sizes may vary slightly due to Engineering & on site conditions.



SECTIONAL ELEVATION:

- LEGEND:**
- INDICATES BOUNDARY LINE.
 - INDICATES VISUAL AREA.
 - INDICATES EASEMENTS.
 - INDICATES PROPOSED DIGITAL ROOF SIGN LOCATION.

Colours
- CMYK: (None Specified).

Materials
- Steel Structure framing.

Description
Proposed Digital Roof Sign and estimated location of the Digital Roof Sign to existing site boundary.

Luminosity:
6500 cd/m²

Digital Display:
24 m²

Dwell Time:
Recommended 8 seconds.

Quantity
1

Page
1 of 3

Scale
NOT TO SCALE

File Location
MYCLOUDPR4100\Public\Jobs\InkSpin
\26826 - OR-100273 - Nando's -
Rockhampton\5 - Proofs

Client
Nando's Rockhampton

Project
Digital Roof Sign

Work Order #
26826

Item #
1

Version #
1

Date
23-10-2018

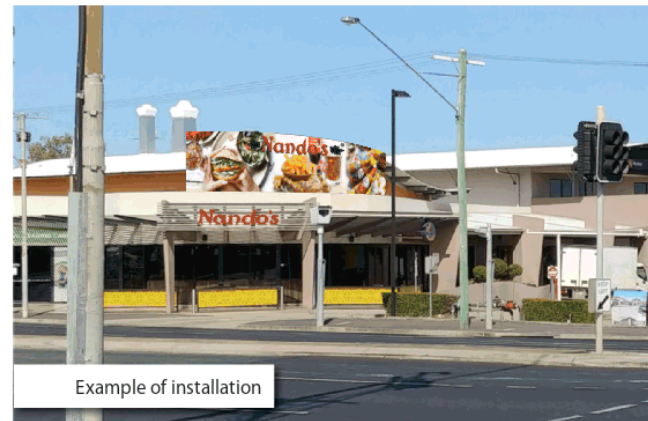
Designer
DT

Checked
N/A

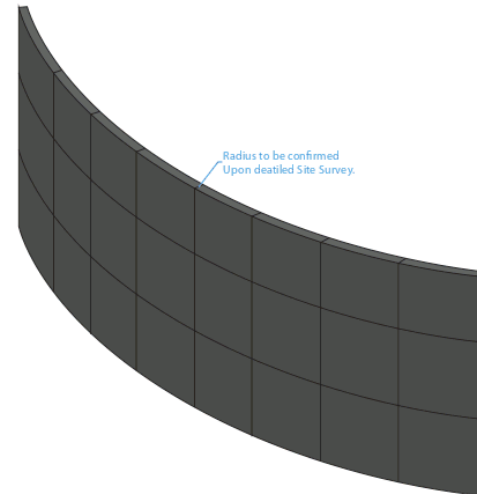
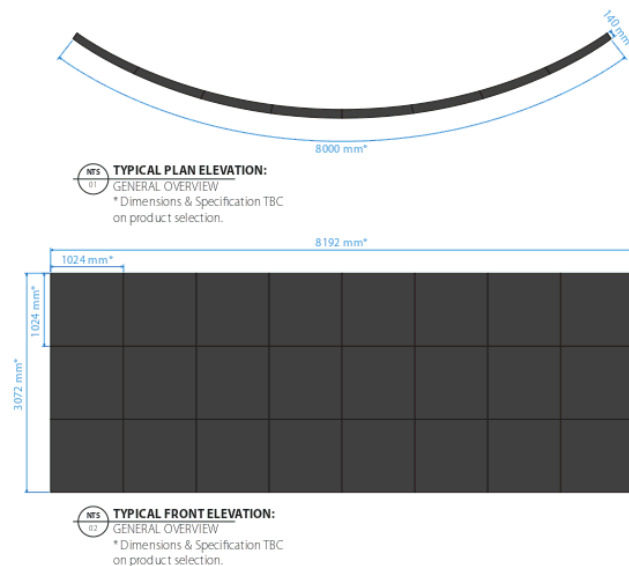
PROPOSED DIGITAL ROOF SIGN LOCATION: 1/235-239 Musgrave Street, Berserker. Lot 1 & 0 on SP239584, QLD 4701.



Existing Site Image



Example of installation



Colours
- CMYK: (None Specified).

Materials
- Steel Structure framing.

Description
Proposed Digital Roof Sign and estimated location of the Digital Roof Sign to existing site boundary.

Luminosity:
6500 cd/m²

Digital Display:
24 m²

Dwell Time:
Recommended 8 seconds.

Quantity
1

Page
2 of 3

Scale
NOT TO SCALE

File Location
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\26826 - OR-100273 - Nando's -
Rockhampton\5 - Proofs

Client
Nando's Rockhampton

Project
Digital Roof Sign

Work Order #
26826

Item #
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Version #
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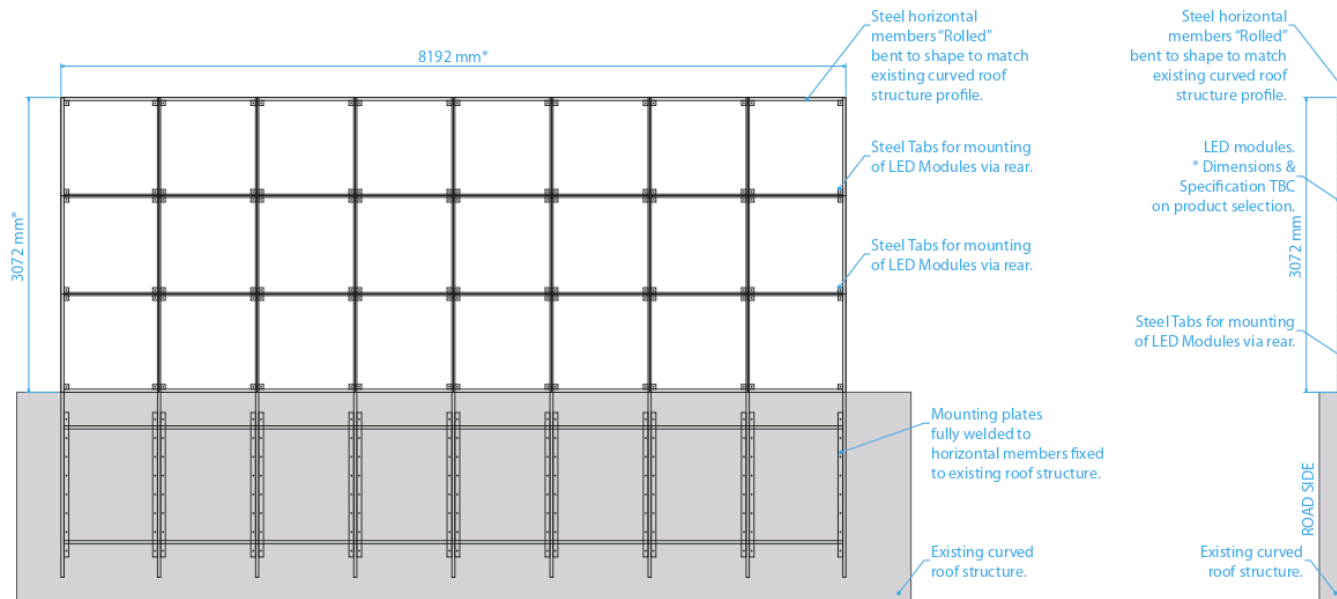
Date
23-10-2018

Designer
DT

Checked
N/A

PROPOSED DIGITAL ROOF SIGN LOCATION: 1/235-239 Musgrave Street, Berserker. Lot 1 & 0 on SP239584, QLD 4701.

Designed for concept visualisation purposes only.
All sizes may vary slightly due to Engineering & on site conditions.



TYPICAL FRONT ELEVATION:
SUB FRAME GENERAL OVERVIEW
* Dimensions & Specification TBC
on product selection.

TYPICAL SIDE ELEVATION:
SUB FRAME GENERAL OVERVIEW
* Dimensions & Specification TBC
on product selection.

Colours
- CMYK: (None Specified).

Materials
- Steel Structure framing.

Description
Proposed Digital Roof Sign and
estimated location of the Digital Roof
Sign to existing site boundary.

Luminosity:
6500 cd/m2

Digital Display:
24 m2

Dwell Time:
Recommended 8 seconds.

Quantity
1

Page
3 of 3

Scale
NOT TO SCALE

File Location
MYCLOUDPR4100\Public\Jobs\InkSpin
\26826 - OR-100273 - Nando's -
Rockhampton\5 - Proofs

Client
Nando's Rockhampton

Project
Digital Roof Sign

Work Order #
26826

Item #
1

Version #
1

Date
23-10-2018

Designer
DT

Checked
N/A

11.2 REQUEST FOR A NEGOTIATED DECISION NOTICE FOR DEVELOPMENT PERMIT D/63-2018 FOR AN EXTRACTIVE INDUSTRY

File No: D/63-2018

Attachments: 1. Locality Plan [↓](#)
2. Site Plan [↓](#)

Authorising Officer: Tarnya Fitzgibbon - Coordinator Development Assessment
Steven Gatt - Manager Planning and Regulatory Services
Colleen Worthy - General Manager Community Services

Author: Brandon Diplock - Planning Officer

SUMMARY

Development Application Number: D/63-2018

Applicant: John McEvoy

Real Property Address: Lot 722 on LN1520, Parish of Bouldercombe

Common Property Address: 248 Kabra Road, Kabra

Area of Site: 550 hectares (approximately)

Planning Scheme: Rockhampton Region Planning Scheme 2015

Planning Scheme Zone: Rural Zone

Planning Scheme Overlays: Biodiversity Areas – MLES general, MSES, Waterways;
Bushfire Hazard – Buffer, Medium, High, Very High;
Steep Land – 15%-25%+;
Transport Noise Corridor – Category 1-4.

Existing Development: Rural Land

Existing Approvals: Not Applicable

Approval Sought: Request for a Negotiated Decision Notice for Development Permit D/63-2018 for an Extractive Industry

Level of Assessment: Impact Assessable

Submissions: Nil

Referral Agency(s): Department of State Development, Manufacturing, Infrastructure and Planning

Infrastructure Charges Area: Charge Area 3

OFFICER'S RECOMMENDATION

RECOMMENDATION A:

That in relation to the application for a request for a Negotiated Decision Notice to Development Permit D/63-2018 for a Material Change of Use for an Extractive Industry, made by John McEvoy, on land located at 248 Kabra Road, Kabra, described as Lot 722 on LN1520, Parish of Bouldercombe, Council resolves that:

1. Condition 3.4 be amended by replacing:

- 3.4 *Any application for a Development Permit for Operational Works (road works) must be accompanied by an intersection analysis for Moonmera Road / Poison Creek Road, prepared and certified by a Registered Professional Engineer of Queensland that as a minimum includes:*

- 3.4.1 *detailed and scaled plans which demonstrate the turning movements / swept paths of the design vehicle (truck and dog combination) at the intersection;*
- 3.4.2 *demonstrate whether left turn and right turn into and out of the intersection can be accommodated safely without impacting on the safety and efficiency of the intersection; and*
- 3.4.3 *recommendation of mitigation measures to ensure no adverse impact on the safety and efficiency of the intersection.*

With

- 3.4 Any application for a Development Permit for Operational Works (road works) must be accompanied by an intersection analysis (swept path analysis only) for Moonmera Road / Poison Creek Road, prepared and certified by a Registered Professional Engineer of Queensland that as a minimum includes:

- 3.4.1 detailed and scaled plans which demonstrate the turning movements / swept paths of the design vehicle (truck and dog combination) at the intersection;
- 3.4.2 demonstrate whether left turn in and right turn out of the intersection can be accommodated safely without impacting on the safety and efficiency of the intersection; and
- 3.4.3 recommendation of mitigation measures to ensure no adverse impact on the safety and efficiency of the intersection.

2. Conditions 7.1 to 7.4 be deleted.

3. Condition 8.1 remain unchanged.

RECOMMENDATION B:

That in relation to the above changes, Council resolves to issue a Negotiated Decision Notice:

1.0 ADMINISTRATION

- 1.1 The Developer and his employee, agent, contractor or invitee is responsible for ensuring compliance with the conditions of this development approval.
- 1.2 Where these Conditions refer to "Council" in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
- 1.3 All conditions, works, or requirements of this development approval must be undertaken, completed, and be accompanied by a Compliance Certificate for any operational works required by this development approval:
 - 1.3.1 to Council's satisfaction;
 - 1.3.2 at no cost to Council; and
 - 1.3.3 prior to the commencement of the use,unless otherwise stated.
- 1.4 Infrastructure requirements of this development approval must be contributed to the relevant authorities, where applicable, at no cost to Council, prior to the commencement of the use, unless otherwise stated.

- 1.5 The following further Development Permits must be obtained prior to the commencement of any works associated with their purposes:

1.5.1 Operational Works:

- (i) Road Works;
- (ii) Access and Parking Works;
- (iii) Stormwater Works;
- (iv) Allotment Drainage Works; and
- (v) Site Works.

- 1.6 All Development Permits for Operational Works must be obtained and completed prior to the commencement of the use.
- 1.7 All works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards, unless otherwise stated.
- 1.8 All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant *Australian Standards* and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.

2.0 APPROVED PLANS AND DOCUMENTS

- 2.1 The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by any condition of this development approval:

<u>Plan/Document Name</u>	<u>Plan/Document Reference</u>	<u>Dated</u>
Location Plan	SK-001 Rev 1	21 June 2018
Proposed Site Plan	SK-003 Rev 2	21 June 2018
Technical Memorandum	0861718	8 May 2018
Environmental Report – EA Application	-	1 June 2018

Note: Stormwater Management Plan (Report no: 086-17-18, dated 08/05/2018) has not been approved. An updated SMP is required at Operational Works stage.

- 2.2 Where there is any conflict between the conditions of this development approval and the details shown on the approved plans and documents, the conditions of this development approval must prevail.
- 2.3 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for approval by Council prior to the commencement of the use.
- 3.0 ROAD WORKS
- 3.1 A Development Permit for Operational Works (road works) must be obtained prior to the commencement of any road works required by this development approval.
- 3.2 All road works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*, relevant *Australian Standards Austroads Guidelines* and the provisions of a Development Permit for Operational Works (road works).
- 3.3 Right-in traffic movements from Moonmera Road to the development site must be via suitably designed Basic Right turn treatment (BAR) for the intended design vehicle (truck and dog combination).

Note: Sufficient pavement width is to be provided for the through traffic to pass a

vehicle (truck and dog combination) waiting to turn right.

- 3.4 Any application for a Development Permit for Operational Works (road works) must be accompanied by an intersection analysis (swept path analysis only) for Moonmera Road / Poison Creek Road, prepared and certified by a Registered Professional Engineer of Queensland that as a minimum includes:

- 3.4.1 detailed and scaled plans which demonstrate the turning movements / swept paths of the design vehicle (truck and dog combination) at the intersection;
- 3.4.2 demonstrate whether left turn in and right turn out of the intersection can be accommodated safely without impacting on the safety and efficiency of the intersection; and
- 3.4.3 recommendation of mitigation measures to ensure no adverse impact on the safety and efficiency of the intersection.

- 3.5 Traffic signs and pavement markings must be provided in accordance with the *Manual of Uniform Traffic Control Devices – Queensland*. Where necessary, existing traffic signs and pavement markings must be modified in accordance with the *Manual of Uniform Traffic Control Devices – Queensland*.

4.0 ACCESS AND PARKING WORKS

- 4.1 A Development Permit for Operational Works (access and parking works) must be obtained prior to the commencement of any access and parking works on the development site.

- 4.2 All access and parking works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*, *Australian Standard AS2890 “Parking facilities”* and the provisions of a Development Permit for Operational Works (access and parking works).

- 4.3 All driveway accesses within the road reserve must be concrete paved or sealed.

- 4.4 All car parking, internal access, storage and vehicle manoeuvring areas must be constructed of Type 2 Unbound material, Subtype 2.5, with minimum California Bearing Ratio (soaked) of 15. All surface must be constructed, operated and maintained in a manner that no significant impact on the amenity of adjoining premises or the surrounding area is caused due to the emission of dust or results in sediment laden water.

- 4.5 Where Council receive dust complaints, Council will conduct nuisance monitoring, to investigate any genuine complaint of nuisance caused by dust.

Note: If the complaints are genuine and should it be demonstrated that surface treatment is not effectively controlling the dust generation; the entire driveway including parking spaces and vehicle manoeuvring areas must be paved or sealed to the satisfaction of Council.

- 4.6 A minimum of two (2) parking spaces must be provided on-site for passenger vehicles (B85 and B99).

- 4.7 All vehicles must ingress and egress the development in a forward gear.

- 4.8 Road signage and pavement markings must be installed in accordance with *Australian Standard AS1742.1 “Manual of uniform traffic control devices”*.

5.0 PLUMBING AND DRAINAGE WORKS

- 5.1 All internal plumbing and drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*, *Water Supply (Safety and Reliability) Act*, *Plumbing and Drainage Act* and Council's Plumbing and Drainage Policies.

-
- 5.2 If required, on-site water supply for domestic and fire fighting purposes must be provided and may include the provision of a bore, dams, water storage tanks or a combination of each. The water storage must be easily accessible having regard to pedestrian and vehicular access.
- 5.3 If required, on-site sewerage treatment and disposal must be provided in accordance with the *Queensland Plumbing and Wastewater Code* and Council's Plumbing and Drainage Policies.
- 6.0 STORMWATER WORKS
- 6.1 A Development Permit for Operational Works (stormwater works) must be obtained prior to the commencement of any stormwater works required by this development approval.
- 6.2 All stormwater drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Queensland Urban Drainage Manual*, *Capricorn Municipal Development Guidelines*, sound engineering practice and the provisions of a Development Permit for Operational Works (stormwater works).
- 6.3 All stormwater must drain to a lawful point of discharge and must not adversely affect surrounding land or infrastructure in comparison to the pre-development conditions, including but not limited to blocking, altering or diverting existing stormwater runoff patterns or having the potential to cause damage to other infrastructure.
- 6.4 Any application for a Development Permit for Operational Works (stormwater works) must be accompanied by an updated Stormwater Management Plan, prepared and certified by a Registered Professional Engineer of Queensland that as a minimum includes:
- 6.4.1 an assessment of the peak discharges for all rainfall events up to and including a one per cent (1%) Annual exceedance probability storm event, for the pre-development and post-development scenarios;
 - 6.4.2 demonstration of how major design storm flows are conveyed through the subject development to a lawful point of discharge in accordance with the *Queensland Urban Drainage Manual* and the *Capricorn Municipal Development Guidelines*;
 - 6.4.3 the detail design of the channel; and
 - 6.4.4 the detail design of the Sedimentation Basin at a minimum includes:
 - 6.4.4.1 design flow;
 - 6.4.4.2 size of treatment;
 - 6.4.4.3 type of basin;
 - 6.4.4.4 size and dimension of basin;
 - 6.4.4.5 design inflow and outflow (low /high flow) systems;
 - 6.4.4.6 vegetation specification;
 - 6.4.4.7 maintenance access and plan;
 - 6.4.4.8 sediment disposal method;
 - 6.4.4.9 rehabilitation process for the basin area;
 - 6.4.4.10 basin's operational procedures; and
 - 6.4.4.11 the demonstration of how the flow (major and minor) characteristics from sedimentation basin will be similar to pre-development scenarios for all rainfall events up to and including a one per cent (1%) Annual exceedance probability storm event.
-

7.0 SITE WORKS

- 7.1 A Development Permit for Operational Works (site works) must be obtained prior to the commencement of any site works on the development site.
- 7.2 All earthworks must be undertaken in accordance with *Australian Standard AS3798 "Guidelines on earthworks for commercial and residential developments"*.
- 7.3 Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to surrounding land or infrastructure.

8.0 ASSET MANAGEMENT

- 8.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.
- 8.2 Any damage to existing stormwater, water supply and sewerage infrastructure, kerb and channel, pathway or roadway (including removal of concrete slurry from public land and Council infrastructure), that occurs while any works are being carried out in association with this development approval must be repaired at full cost to the developer. This includes the reinstatement of any existing traffic signs or pavement markings that may have been removed or damaged.

9.0 ENVIRONMENTAL

- 9.1 Any application for a Development Permit for Operational Works must be accompanied by an Erosion and Sediment Control Plan which addresses, but is not limited to, the following:
- (i) objectives;
 - (ii) site location / topography;
 - (iii) vegetation;
 - (iv) site drainage;
 - (v) soils;
 - (vi) erosion susceptibility;
 - (vii) erosion risk;
 - (viii) concept;
 - (ix) design; and
 - (x) implementation, for the construction and post construction phases of work.
- 9.2 The Erosion Control and Stormwater Control Management Plan which is to be prepared by a Registered Professional Engineer of Queensland in accordance with the *Capricorn Municipal Design Guidelines*, must be:
- 9.2.1 implemented, monitored and maintained for the duration of the works, and until all exposed soil areas are permanently stabilised (for example, turfed, hydromulched, concreted, landscaped); and
 - 9.2.2 available on-site for inspection by Council Officers whilst all works are being carried out.

10.0 ENVIRONMENTAL HEALTH

- 10.1 Any lighting devices associated with the development, such as sensory lighting, must be positioned on the development site and shielded so as not to cause glare or other nuisance to nearby residents and motorists. Night lighting must be designed,

constructed and operated in accordance with *Australian Standard AS4282 "Control of the obtrusive effects of outdoor lighting"*.

- 10.2 Noise emitted from the activity must not cause an environmental nuisance.
- 10.3 Operations on the site must have no significant impact on the amenity of adjoining premises or the surrounding area due to the emission of light, noise, odour or dust.
- 10.4 Odour and visible contaminants, including but not limited to dust, fume, smoke, aerosols, overspray or particulates, must not be released to the environment in a manner that will or may cause environmental nuisance or harm unless such release is authorised by Council.
- 10.5 No contaminants are permitted to be released to land or water, including soil, silt, oils, detergents, etcetera. Any wash-down areas used for the maintenance or cleaning of equipment (including vehicles) must be appropriately bunded and drained to a holding tank and evaporated.
- 10.6 When requested by Council, nuisance monitoring must be undertaken and recorded within three (3) months, to investigate any genuine complaint of nuisance caused by noise, light or dust. An analysis of the monitoring data and a report, including nuisance mitigation measures, must be provided to Council within fourteen (14) days of the completion of the investigation.
- 10.7 All fuel dispensing areas must be drained to a holding tank. Contaminants within the holding tank must be removed and disposed of as regulated waste (for example, fuel, oil). Clean water can then be deposited to the stormwater system.
- 11.0 **OPERATING PROCEDURES**
- 11.1 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the development site. Storage of materials or parking of construction machinery or contractors' vehicles must not occur within Moonmera Road and Poison Creek Road.
- 11.2 The hours of operations for the development site must be limited to:
 - (i) 0600 hours to 1800 hours on Monday to Saturday,with no operations on Saturday, Sundays or Public Holidays.
- 11.3 The proposed operations must not extract more than 20,000 tonne of material per annum.
- 11.4 Where un-sealed surface treatments are utilised in access, parking and vehicle manoeuvring areas, contaminants such as oils or chemicals must not be released onto the surface treatment.
- 11.5 All waste storage areas must be:
 - 11.5.1 kept in a clean and tidy condition; and
 - 11.5.2 maintained in accordance with *Environmental Protection Regulation 2008*.
- 11.6 Vehicle (Body Truck / Truck and dog combination) movements for deliveries are limited to a maximum of two (2) trips per day.

Note: One (1) trip equals arriving to and departing the development site or vice versa.
- 11.7 No washing of plant equipment and vehicles is permitted on the development site unless an approved washdown bay is built to prevent contamination of land and the stormwater system.
- 11.8 Cleaning of plant equipment and vehicles must be carried out in an area where wastewater can be suitably managed so as not to cause contaminants to release into waterways or overland flow paths.

ADVISORY NOTES

NOTE 1. Aboriginal Cultural Heritage

It is advised that under section 23 of the *Aboriginal Cultural Heritage Act 2003*, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the “cultural heritage duty of care”). Maximum penalties for breaching the duty of care are listed in the Aboriginal cultural heritage legislation. The information on Aboriginal cultural heritage is available on the Department of Aboriginal and Torres Strait Islander and Partnerships website www.datsip.qld.gov.au.

NOTE 2. General Environmental Duty

General environmental duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.

NOTE 3. Duty to Notify of Environmental Harm

If a person becomes aware that serious or material environmental harm is caused or threatened by an activity or an associated activity, that person has a duty to notify Rockhampton Regional Council.

NOTE 4. General Safety Of Public During Construction

The *Work Health and Safety Act 2011* and *Manual of Uniform Traffic Control Devices* must be complied with in carrying out any construction works, and to ensure safe traffic control and safe public access in respect of works being constructed on a road.

NOTE 5. Infrastructure Charges Notice

Council has resolved not to issue an Infrastructure Charges Notice for this development. Based on an assessment of the use and the infrastructure demand it is likely to generate, Council has determined that a nil charge be applied.

BACKGROUND**BACKGROUND/PROPOSAL**

On 15 October 2018 Council approved a Development Permit (D/63-2018) for an Extractive Industry over land located at 248 Kabra Road, Kabra. The applicant has since made representations on 16 November 2018 to negotiate the conditions of this approval. Specifically, the applicant has requested that conditions 3.4, 7.1 to 7.4, and 8.1 be either amended or removed from the original Decision Notice. The proposed changes relate to the following matters:

- The requirement of an intersection analysis for Moonmera Road/ Poison Creek Road;
- A Development Permit for Operational Works for allotment drainage works associated with the proposed quarry; and
- A Development Permit for Site Works associated with the proposed quarry.

SITE AND LOCALITY

The subject site is located at 248 Kabra Road, Kabra and described as Lot 722 on LN1520. The site maintains a total land area of approximately 550 hectares and is located 23km south of Rockhampton. The site is described as having an irregular configuration with a 1.5km frontage to Moonmera Road (rural arterial) which provides the main access to the site. Poison Creek Road (rural arterial), Quinn Road (rural access) and the Burnett Highway also border the property with frontages of approximately one (1) km.

The topography of the site presents as predominately flat, however the site has a gentle downward slope from the south towards the north. The site is sparsely vegetated with only a small section of regulated vegetation located in the north-western property corner. The surrounding area is rural in nature and predominately used for farming and cattle grazing.

SUMMARY OF REPRESENTATIONS

The following section summarises the representations made by the applicant, and Council's response.

Condition 3.4 – Intersection Analysis

Applicant's representation

The applicant requested that condition 3.4 be deleted for the following reasons:

- The proposed condition is irrelevant to the application as there is no indication that the Moonmera Road / Poison Creek Road intersection will be utilised by the development. There are alternative routes that would make use of the intersection redundant. It is not reasonable to condition the approval to upgrade an intersection which is not associated with the approved use.
- The proposed development, being limited to an extraction rate of 20,000 t/a, and limited to using Body truck / Truck and dog combinations, is a minor user of the road network and will not have an impact on the intersection.
- The application was supported by a traffic assessment which substantiates the above.
- It was the applicant's understanding that the condition was included due to a not-properly made submission, which questioned the proposed operation – even though the application clearly stated the limited operations (extraction rate of 20,000 t/a).
- The Moonmera Road / Poison Creek Road intersection is currently used by other semi-trailer and truck and dog combinations on a regular basis.

Council response

As part of negotiations, the applicant has provided a swept path analysis for a left turn into the Moonmera Road / Poison Creek Road intersection. The swept path analysis indicates that the truck (7.692m length) can be easily accommodated within the intersection without impacting on the safety and efficiency of the intersection. Further, for truck and dog combinations (19m length) there is a slight encroachment onto the gravel shoulder. However, this will be acceptable to Council due to the extremely low traffic generated by the development.

Therefore, for the aforementioned reasons, Council proposes to modify the condition to allow the applicant to submit the swept path drawings (Moonmera / Poison Creek intersection swept path) as part of the Operational Works application to comply with condition 3.4. The proposed change will be reflected in the Negotiated Decision Notice.

Conditions 7.1 – 7.4 - Allotment Drainage Works

Applicant's representation

The applicant requested that conditions 7.1 – 7.4 be deleted as they are of the opinion that condition 6.0 of the Decision Notice adequately addresses the items associated with drainage and stormwater management.

Council response

Council agrees to the applicant's representations in that conditions 7.1 – 7.4 are appropriately addressed in condition 6.0 of the Decision Notice.

Therefore, for the aforementioned reasons, the removal of conditions 7.1 – 7.4 can be accepted by Council and will be reflected in the Negotiated Decision Notice.

Condition 8.1 – Site WorksApplicant's representation

The applicant has requested that condition 8.1 be deleted as they are unaware why this condition would be required.

Council response

Council does not agree with the applicant and notes that this condition is considered appropriate given all site preparation including earthworks prior to the quarry establishment falls under site works.

Therefore, for the aforementioned reasons, the proposal to remove condition 8.1 will not be accepted by Council and condition 8.1 will remain as it is.

PLANNING ASSESSMENT**MATTERS FOR CONSIDERATION**

This application has been assessed by relevant Council planning, engineering, environmental health, and other technical officers as required. The assessment has been in accordance with the provisions of the *Planning Act 2016*, based on consideration of the relevant State Planning Policy; State Government guidelines; the Council's Town Planning Scheme, Planning Policies and other general policies and procedures, as well as other documents as considered relevant.

Development Engineering Comments – (16 January 2019)

Support, subject to conditions and comments.

STATEMENT OF REASONS

Description of the development	The proposed development is for a Negotiated Decision Notice for Development Permit D/63-2018 for an Extractive Industry
Reasons for Negotiated Decision	a) The proposed changes do not alter the proposed development, nor do they pose any additional impacts to the rural productivity of the land and the amenity of the surrounding area.
Description of the development	The proposed development is for a Material Change of Use for an Extractive Industry
Reasons for Decision	b) The proposal will not detract from the rural productivity of the land and will ensure environmental and traffic impacts are minimised. c) The proposal is considered to be located in an appropriate location for the type of use whereby the amenity of surrounding land is not compromised. d) The proposed use does not compromise the strategic framework in the Rockhampton Region Planning Scheme 2015; e) Assessment of the development against the relevant zone purpose, planning scheme codes and planning scheme policies demonstrates that the proposed development will not cause significant adverse impacts on the surrounding natural environment, built environment and infrastructure, community facilities, or local character and amenity; f) The proposed development does not compromise the relevant State Planning Policy; and g) On balance, the application should be approved because the circumstances favour Council exercising its discretion to approve the application even though the development does not comply with an aspect of the assessment benchmarks.

Assessment Benchmarks	<p>The proposed development was assessed against the following assessment benchmarks:</p> <ul style="list-style-type: none"> • Rural Zone Code; • Extractive Industry Code; • Access, Parking and Mobility Code; • Landscape Code; • Stormwater Management Code; • Water and Sewer Code; and • Waste Management Code. 	
Compliance with assessment benchmarks	<p>The development was assessed against all of the assessment benchmarks listed above and complies with all of these with the exception listed below.</p>	
	Assessment Benchmark	Reasons for the approval despite non-compliance with benchmark
	Extractive Industry Code	Internal haul roads are not proposed to be sealed as part of this application. However, it is proposed that the internal haul roads will be subject to onsite maintenance including the use of water trucks to manage any dust impacts. The proposal will be subject to nuisance conditions which will allow Council to investigate any legitimate dust complaints in the future.
Matters prescribed by regulation	<ul style="list-style-type: none"> • The <i>State Planning Policy – Part E</i>; • The <i>Central Queensland Regional Plan</i>; • The <i>Rockhampton Region Planning Scheme 2015</i>; • Surrounding use of adjacent premises in terms of commensurate and consistent development form; and • The common material, being the material submitted with the application. 	

**REQUEST FOR A NEGOTIATED
DECISION NOTICE FOR
DEVELOPMENT PERMIT D/63-2018
FOR AN EXTRACTIVE INDUSTRY**

Locality Plan

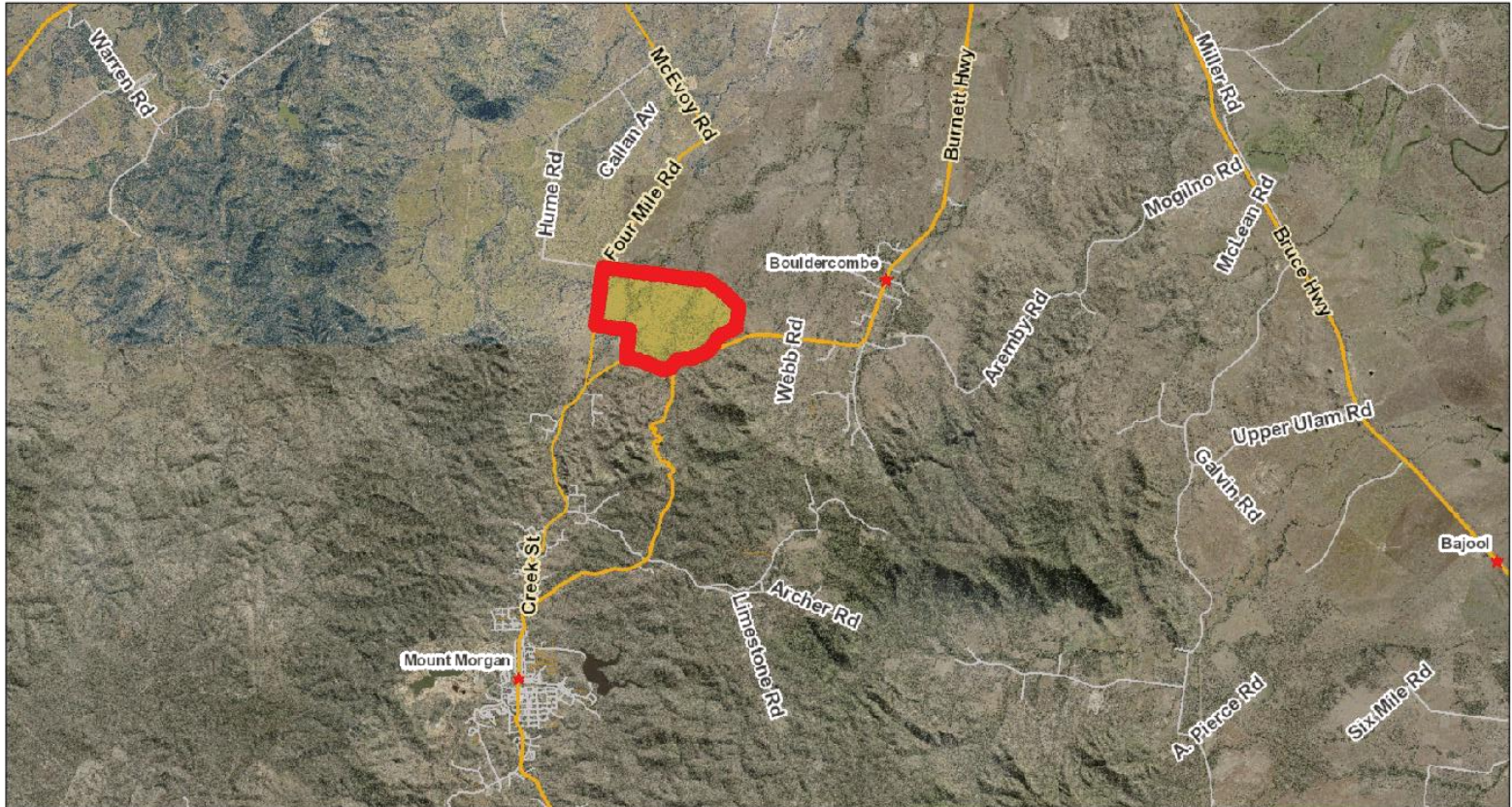
Meeting Date: 19 February 2019

Attachment No: 1

D/63-2018 - Locality Plan



A4 Page scale at 1: 131,154.33
Printed from GeoCortex on 18/09/2018



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**REQUEST FOR A NEGOTIATED
DECISION NOTICE FOR
DEVELOPMENT PERMIT D/63-2018
FOR AN EXTRACTIVE INDUSTRY**



Site Plan

Meeting Date: 19 February 2019

Attachment No: 2



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drawing title: PROPOSED SITE PLAN			project: QUARRY		A1 DRAWING NOTED SCALES RELATE TO A1 DRAWINGS REVISIONS DESCRIPTION DATE PRELIMINARY PRELIMINARY 2018-03-12 2018-06-21		PRELIMINARY DESIGN PLANS If the drawings are intended and issued (preliminary) before they are not suitable for building applications, work or construction purposes? The owner of preliminary design plans can only be providing the concept for the specific project for the client as mentioned in the title block. COPYRIGHT & LIABILITY These drawings, concepts and designs are copyrighted and the property of DESIGN+ARCHITECTURE and are to be used for any other work without the consent or permission of DESIGN+ARCHITECTURE Pty Ltd. DESIGN+ARCHITECTURE accepts no responsibility for the accuracy, completeness or of the timeliness of the drawings. NEVER SCALE OF DRAWINGS, IF IN DOUBT, ASK!		 044 968 2924 design@design.com.au www.design.com.au		ISSUED FOR PRELIMINARY scale 1:5000 date JUN 18 drawn CC rev 2	
drawing no: SK-003 project no: GG-015			location: LOT 722 ON LN1520		client:							

11.3 2017-19 WORKS FOR QUEENSLAND PROGRAM**File No:** 12534**Attachments:** Nil**Authorising Officer:** Peter Kofod - General Manager Regional Services**Author:** Andrew Collins - Manager Project Delivery**SUMMARY**

This report provides an update on the 2017-19 Works for Queensland Program, including the status of each project and capital budget phasing.

OFFICER'S RECOMMENDATION

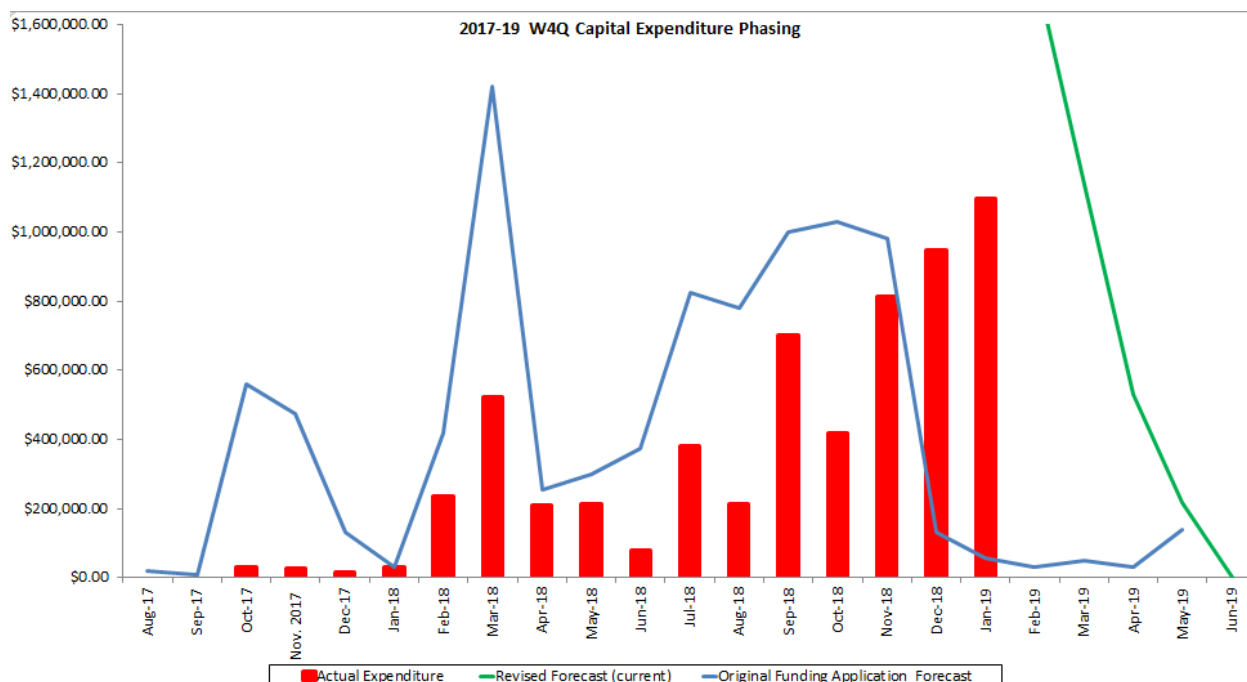
THAT the 2017-19 Works for Queensland Program report be received.

COMMENTARY

This report provides an update on the 2017-19 Works for Queensland Program. The current status of the seventeen (17) projects are provided below:

Current Project Status	
Completed	8
Under Construction	8
On Hold (Hugo Lassen Fernery)	1

Currently 58% of the total allocation has been expended. A detailed breakdown of individual projects and capital budget phasing is provided below. Three projects are at risk of extending beyond the 30 June 2019 deadline and will be monitored carefully.



2017-19 Works for Queensland Program - Individual Breakdown

Project Title	Project Description	W4Q Project Budget (GST Excl.)	LTD Expenditure	Budget Remaining	Status
Rockhampton Heritage Village Amenities Block Replacement Project	This project includes the cost of removing an old asbestos structure and construction of new amenities	\$ 165,089.00	\$ 165,089.00	\$ -	Completed
Rockhampton Heritage Village Lighting Upgrade	Replace and upgrade lighting and electrical infrastructure at the Rockhampton Heritage Village.	\$ 150,000.00	\$ 128,668.00	\$ 21,332.00	Completed
Mount Archer Summit Circuit Stage 2 (Fraser Park Canopy Walk)	Stage 2 includes elevated walkway, lookouts, pathways	\$ 400,000.00	\$ 400,000.00	\$ -	Completed
Facility Upgrades Package	Various Facilities Upgrades	\$ 134,559.00	\$ 134,559.00	\$ -	
Japanese Gardens shelter repair	Japanese Gardens shelter: repair defects			\$ -	Completed
Schotia Place reseal timber floor	Schotia Place: reseal timber floor			\$ -	Completed
Mt Morgan Administration office roof replacement	Mt Morgan Administration office: roof replacement			\$ -	Completed
Springers Lagoon	Works to stabilise and enhance the area as a nature based recreation area.	\$ 80,000.00	\$ 1,400.00	\$ 78,600.00	Under Construction
Pilbeam Drive Walkway Connection to Frenchville Road	Footpath connection and car park at the base of Pilbeam Drive.	\$ 850,000.00	\$ 481,155.00	\$ 368,845.00	Under Construction
Macquarie Street Upgrade Works	Upgrade works on Macquarie Street, between Somerset Road to Middle Road	\$ 500,000.00	\$ 500,000.00	\$ -	Completed
Hugo Lassen Fernery	Investigation into the structural condition of the existing structure and options for redevelopment and remedial works.	\$ 150,000.00	\$ 13,948.00	\$ 136,052.00	On Hold
SES Facilities Upgrades	Construction of new building at the Gracemere SES Facility.	\$ 1,073,852.00	\$ 71,880.00	\$ 1,001,972.00	Under Construction
Footpath and Cycleway Package	Pedestrian and cycle infrastructure	\$ 525,000.00	\$ 500,676.00	\$ 24,324.00	
High Street (Eldon St to Childcare)					Completed
Bolsover Street (Stanley to Francis Sts)					Completed
Carlton Street (Orr Ave to McLaughlin St)					Completed
Denham Street (Athelstone Tce to Canning St)					Completed
Spencer Street (Agnes St to Gardens)					Completed
Alma Street (Derby St to Town Hall Entrance)					Completed
Pilbeam Drive (Bridge to Existing Path)					Under Construction
Straightening and Replacement of Street Signage	Straightening and replacement of street signage at multiple sites in the	\$ 150,000.00	\$ 137,848.00	\$ 12,152.00	Under Construction
Mount Morgan CBD Footpath Upgrade	Works to upgrade the footpath on Morgan Street in the CBD of the town of Mount Morgan, plus improvements to seating and rubbish bins.	\$ 500,000.00	\$ 51,643.00	\$ 448,357.00	Under Construction
Gracemere CBD Footpath Upgrade	Works to improve the footpath in the CBD of the town of Gracemere.	\$ 500,000.00	\$ 29,939.00	\$ 470,061.00	Under Construction
Reception Room at Rockhampton City Hall	Restoration of the Reception Room at City Hall	\$ 1,180,000.00	\$ 892,051.00	\$ 287,949.00	Completed
Stapleton Park Flood Valves	Installation of flood valves to mitigate the impacts of flooding near the PCYC and Historical Society Building in Rockhampton.	\$ 100,000.00	\$ 75,463.00	\$ 24,537.00	Completed
Stapleton Park Toilets	Construction of a public toilet facility.	\$ 114,500.00	\$ 114,500.00	\$ -	Completed
Development of supporting infrastructure for Rockhampton Hockey Association.	Development of artificial hockey surface and associated infrastructure	\$ 2,475,000.00	\$1,593,068.00	\$ 881,932.00	Under Construction
TOTAL		\$ 9,048,000.00	\$5,291,887.00	\$3,756,113.00	

BACKGROUND

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. A review of all projects have been undertaken early February 2019 to ensure the scope of works can be delivered with the allocated funds. An adjustment to the allocated budgets for seven (7) projects was endorsed by Council to ensure project expenditure remained within the allocated grant. These requests for variation have not been approved by the State Government, but this report reflects the changes endorsed by Council.

BUDGET IMPLICATIONS

The current program remains within the allocated grant funds.

CONCLUSION

The 2017-19 Works for Queensland Program is well underway. Projects that will be watched closely are the Mount Morgan and Gracemere CBD Footpath Upgrades and the Gracemere SES Facilities project. These projects will continue to be closely monitored and reported to Council monthly.

11.4 COMMUNITY ASSISTANCE PROGRAM - MAJOR SPONSORSHIP

File No: 12535
Attachments: Nil
Authorising Officer: Colleen Worthy - General Manager Community Services
Author: Kerri Dorman - Administration Supervisor

SUMMARY

An application from the Paradise Lagoons Campdraft Association Incorporated for Major Sponsorship assistance towards the 2019 Paradise Lagoons Campdraft event is presented for Council consideration.

OFFICER'S RECOMMENDATION

THAT Council considers the Major Sponsorship application from Paradise Lagoons Campdraft Association Incorporated for funding to assist with the staging of the Paradise Lagoons Campdraft event to be held from 2 to 5 May 2019, and approves a cash sponsorship of \$15,000 for the event.

COMMENTARY

Paradise Lagoons Campdraft Association Incorporated has submitted an application for assistance with the staging of the Paradise Lagoons Campdraft to be held from 2-5 May 2019. The application seeks cash sponsorship of \$25,000 from Council towards the event which the applicant claims attracts in excess of 10,000 spectators over the 4 day event.

Event

First held in 2003 the event has grown to a 4 day regional event with the 2018 event attracting 384 individual competitors, accompanied by an estimated 744 adults and 277 children. Competitors came from as far away as Western Australia and 16 spectators were from overseas. The camp draft offers a prize pool of \$265,000 for the events included in the program. The variety of events which include campdrafting, cutting, colt starting, social events, as well as Eat Street and a Trade Fair, is something not offered anywhere else. The 2018 Trade Fair attracted 65 stall holders comprising 150 traders and 27 food sites with 65 people serving. A State of Origin Campdraft is also held on the Saturday night.

The Paradise Lagoons Complex is a great asset to the CQ Region as it is generally recognized as the finest horse sporting facility in Queensland. The event provides an opportunity for many worthwhile charities, small service clubs and School P & C committees to be involved and raise much needed funds. The committee continually works in conjunction with Rockhampton Regional Council and Capricorn Enterprise to grow the event into an Iconic Outback Tourism destination.

Sponsorship

The association has requested cash sponsorship of \$25,000 from Council for the event for which it has projected a cost of \$926,000. The budget submitted details the major expenses being for:

- Prize money and trophies \$265,000
- Livestock requirements \$165,000
- Catering \$104,000
- Operational expenses \$104,000
- Equipment hire \$95,000
- Contractors 67,000
- Marketing and promotion \$40,000
- Entertainment \$31,000
- Consultancy fees, bookkeeping, website design etc. \$30,000
- Event expenses 25,000

Income streams include:

- Merchandise/product sales \$552,000 (Nomination fees)
- Food and beverage sales \$140,000
- Sponsorship (excluding Council) \$110,000
- In-kind sponsorship \$45,000
- Ladies Luncheon \$32,000
- Auction items \$31,000
- Trade fair site fees \$20,200
- Entrance fee \$17,500

The schedule of event fees and charges indicates that entrance to the event is donation on three days with a \$5 charge on Saturday.

Council will be acknowledged in all advertising, website and media releases.

Assessment

In accordance with the adopted Policy and Procedure applications received through the Major Sponsorship Scheme will be assessed by Council against the following criteria:

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

A copy of the application has been supplied separately to Councillors for consideration, along with the rating matrix as adopted by Council.

The Assessment Panel's rating assessment matrix's average totaled \$13,359.75.

A Marketing Plan has been included with the application along with a Profit and Loss statement for the 2018 event. Quotes have been provided only for equipment hire and not for other items of expenditure as required under the application process.

CONCLUSION

With assessment of the information provided in conjunction with the rating matrix it is recommended that a cash sponsorship of \$15,000 be provided to assist with the staging of the event.

11.5 FIH OCEANIA CUP 2019 – ROCKHAMPTON HOCKEY

File No: 12534
Attachments: 1. Letter from Rockhampton Hockey Assoc [↓](#)
Authorising Officer: Tony Cullen - General Manager Advance Rockhampton
Author: Chris Ireland - Manager Regional Development and Promotions

SUMMARY

The Rockhampton Hockey Association is seeking support from Rockhampton Regional Council in relation to in-kind operational support for the Oceania Cup 2019.

OFFICER'S RECOMMENDATION

THAT Council provides in-kind support to the Rockhampton Hockey Association for facilitation of the Oceania Cup 2019 to the value of \$50,000.

COMMENTARY

The FIH Oceania Cup Committee advised that Rockhampton Hockey Association has been successful in their bid to host the Oceania Cup 2019. The tournament is to be held in August 2019.

BACKGROUND

Rockhampton Hockey has been rallying Hockey Australia to bring another international hockey series to Rockhampton.

In 2015, an international hockey series was declined due to scheduling interruptions with Beef Week. In 2017, the proposed relocation of Rockhampton Hockey to Parkhurst prevented any bid applications. With the support of Advance Rockhampton the bid for the 2019 Oceania Cup was successful and preparations for the event are underway.

Countries participating in both men's and women's hockey will include Australia, New Zealand, Fiji, Papua New Guinea, Samoa and possibly Vanuatu. Australia and New Zealand will be the dominant competing countries, however the other listed countries compete in a new format of 9 a-side hockey which is enthusiastically supported by spectators. The tournament is a qualifier in our region for the Tokyo Olympics 2020 and is likely to be fiercely competitive for Australia and New Zealand.

PREVIOUS DECISIONS

Resolved at the Council meeting dated 20 March 2018:

THAT Council sponsors the Rockhampton Hockey Association to attract the Oceania Cup in 2019 to the value of \$50,000.

BUDGET IMPLICATIONS

The 2019/20 Advanced Rockhampton budget will need to be amended to account for the funds.

CONCLUSION

The Oceania Cup is a major international sporting tournament that will bring a significant economic boost to the city from intra / interstate and international visitors. The event will showcase the City to a significant media audience and continue to embrace the hockey culture within the region.

FIH OCEANIA CUP 2019 – ROCKHAMPTON HOCKEY

Letter from Rockhampton Hockey Assoc

Meeting Date: 19 February 2019

Attachment No: 1

ROCKHAMPTON HOCKEY ASSOCIATION INC.

Affiliated with Hockey Qld Inc.



President: Mrs. Barbara Knowles
Secretary: Ms Tina Hams

Postal Address:

The Secretary
PO Box 605, Rockhampton Qld 4700

E: president.rockhock@gmail.com

M: 0419 830 188

20 November 2018

The Chief Executive Officer
Rockhampton Regional Council
PO Box 3380
ROCKHAMPTON QLD 4700

Dear Evan

SUPPORT FOR THE OCEANIA CUP 2019

As you are no doubt aware, the Rockhampton Hockey Association has been successful in being awarded the Oceania Cup in Rockhampton from 2 – 8 September 2019. It is compulsory for Australia and New Zealand to enter their international men's and women's teams and each gender will play a best of three test series over the duration of the event. The Oceania Cup winners will be guaranteed automatic qualification to the Tokyo Olympic Games in 2020.

Additionally, at least six Oceania Island Nations will enter teams in the five a side competition.

During this period there will be a significant number of visitors, players, officials and supporters to our Region and we believe it is extremely important that every effort is made to showcase what Rockhampton has to offer in addition to running an outstanding event.

The Rockhampton Hockey Association acknowledges and appreciates the financial support from Council in securing the bid for the Oceania Cup and the ongoing support for the upgrade of our playing facilities to enable this event to proceed.

We are also seeking your consideration for in-kind support in a number of areas as listed below, to alleviate some of the extensive costs associated with hosting this event.

Services

- Waste and Recycling Bin Collection
- Event day traffic control erection of signage
- Traffic control support and approvals
- Assistance with installation of temporary seating

Facilities and Equipment

- Waste & Recycling Bins
- Temporary Fencing
- Ablution Blocks and Portaloos
- Temp Scaffolding
- Barricades and Signage for Road Closures
- Temporary Seating
- Electronic Signage
- Tables and Chairs for Food Court
- Trailer flood lights
- Generators and Fuel
- Portable Marquees
- Audio equipment

Marketing & Promotions

- Media Officer during the events to assist with photos, social media, media releases, website updates
- Ticketing – assistance with event ticketing through the Pilbeam Theatre
- Promotional Material for giveaways
- Use of Bishopp Signage corner East and Fitzroy Streets to commence promotions as soon as possible
- Sign making
- Advertising for Road Closures

We would appreciate the opportunity to have further discussions on these matters with Council and representatives from RHA Oceania Cup Committee to determine the possible provision of such in-kind services.

Yours faithfully

B Knowles

Barbara Knowles
Chair Oceania Cup 2019 Committee
President Rockhampton Hockey Association Inc

THE WORLD'S BEST

ARE COMING TO
ROCKHAMPTON IN 2019

Oceania
Hockey
FEDERATION

ROCKHAMPTON
Oceania
CUP HOCKEY
2019

**2ND - 8TH
SEPTEMBER**

BIRDWOOD PARK

"that's no dribble"

QUALIFYING EVENT FOR THE 2020 OLYMPICS

11.6 2018/19 OPERATIONAL PLAN PROGRESS REPORT - QUARTER TWO**File No:** 8320**Attachments:**

1. Report Explanatory Diagram [↓](#)
2. Operational Plan Quarter 2 Progress Report October to December 2018 [↓](#)
3. Operational Plan Summary [↓](#)

Authorising Officer: Tracy Sweeney - Manager Workforce and Governance**Author:** Allysa Brennan - Coordinator Legal and Governance

SUMMARY

Presenting the 2018/19 Operational Plan progress report for quarter two as at 31 December 2018, pursuant to s174(3) Local Government Regulation 2012.

OFFICER'S RECOMMENDATION

THAT the 2018/19 Operational Plan progress report for quarter two as at 31 December 2018 be received.

COMMENTARY

Council's Operational Plan for financial year 2018/19 was adopted on 13 July 2018.

The Operational Plan Progress Report for the period 1 October 2018 to 31 December 2018 is presented for Council's consideration (Attachment 2).

The performance report displays actual performance against quarterly targets. The report records the status of each Operational Plan target using a 'completed', 'on track' and 'watching' mechanism. In addition, the report includes progress comments from responsible officers. Attachment 1 contains a diagram with explanatory notes to assist the reader in the interpretation of the report.

A summary of each Department's performance during the reporting period is also attached (Attachment 3).

At the end of the second quarter, the majority of Operational Plan activities are on track to be completed when required throughout the 2018/19 financial year. Comments have been provided for any Operational Plan activities not on track to be completed when required.

PREVIOUS DECISIONS

The 2018/19 Operational Plan was adopted at the Special Council Meeting on 13 July 2018. On 11 December 2018, a minor change was made to Operational Plan action 2.1.2.1 which deals with the undertaking of a feasibility study for the development of a multipurpose sport precinct by the Parks Directorate.

LEGISLATIVE CONTEXT

Section 174(3) of the Local Government Regulation 2012 states:

The Chief Executive Officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.

Section 174(5) of the Local Government Regulation 2012 states:

A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.

CONCLUSION

The 2018/19 Operational Plan progress report for quarter as at 31 December 2018 has been prepared in accordance with legislation.

2018/19 OPERATIONAL PLAN PROGRESS REPORT - QUARTER TWO

Report Explanatory Diagram

Meeting Date: 19 February 2019

Attachment No: 1

REPORT EXPLANATORY DIAGRAM

Operational Plan action reference number	Operational Plan target	Unit of Council responsible for action	Operational Plan Target	Relevant Department	Status on completing target (Completed, Yes, Watching or No)	Status on target being met to budget (Yes, Watching or No)	Commentary to support the target being met
AVIATION SERVICES							
Ref	Operational Action	Unit	Target	On Track	On Budget	Q2 Status Commentary	
2.1.4.1	Promote the Airport as the "Gateway to Northern Australia"	Aviation Services Directorate	Masterplan to be completed by 30 September 2017	Yes	Yes	Awaiting adoption at the 30 January Ordinary Council meeting.	
2.1.4.2	Identify and implement business development opportunities for the Airport	Aviation Services Directorate	Conduct a micro analysis of performance of airlines by 30 September 2017	Completed	Yes	Further analysis to be completed in March 2018.	
		Aviation Services Directorate	Update reports on partner airline performance presented to Council on a quarterly basis	Completed	Yes	Lime Intelligence reporting has now been implemented and will deliver indepth passenger and airline analysis on a as required and requested basis provided to the Airport Committee monthly and Council quarterly.	
		Aviation Services Directorate	Six monthly passenger surveys	Watching	Watching	Survey to be completed on a 6 monthly basis. To be delivered by the Commercial Services Officer by end of March 2018.	
2.2.3.1	Support programs that encourage residents to transition away from social support options	Aviation Services Directorate	Consider options in budget planning to support employment programs in 2018/19	Watching	Watching	Considered and new staff member has now commenced.	
2.5.3.1	Prepare a strategy for a FIFO hub development within the Region	Aviation Services Directorate	Strategy presented to Council by 30 September 2017	Yes	Yes	Awaiting execution of legal documents with Adani to then commence the implementation of the FIFO Hub.	
2.6.1.1	Strengthen relationship with Singapore	Aviation Services Directorate	Successfully deliver Wallaby 17 by 30 November 2017	Completed	Completed	Council has received numerous Singapore based delegations as a result of the Australian / Singaporean training initiative (ASMTI).	

2018/19 OPERATIONAL PLAN PROGRESS REPORT - QUARTER TWO

Operational Plan Quarter 2 Progress Report October to December 2018

Meeting Date: 19 February 2019

Attachment No: 2

2018/19 Operational Plan

Quarterly Progress Report



OFFICE OF THE CEO

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Office of the CEO Directorate						
2.2.3.1	Support programs that encourage residents to transition away from social support options	Office of the CEO Directorate	Consider options in budget planning to support employment programs in 2019/20	Yes	Yes	No opportunities in Q2 in Office of the CEO.
3.3.1.1	Ensure climate change is factored into Council planning and decision making	Office of the CEO Directorate	Identify potential impacts of climate change	Yes	Yes	Ongoing attention is being given to climate change. Planning is underway to discuss climate change with relevant staff.
4.1.1.1	Provide timely and effective delivery of Council's services	Office of the CEO Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	All requests dealt with in accordance with Customer Service Charter and in liaison with relevant departments.
5.2.1.4	Operational risks are monitored and managed in accordance with legislative requirements	Office of the CEO Directorate	Risk register is being maintained	Yes	Yes	Quarterly risks review undertaken and risks identified and monitored.
5.2.1.7	Registers of Interest for Councillors are updated on the public website as per legislative requirements	Office of the CEO Directorate	Registers uploaded within three days of being notified of changes	Yes	Yes	Registers updated as required by legislation.
5.2.1.9	Monitor and review non-compliance of legislative requirements	Office of the CEO Directorate	Report on legislative non-compliance included in sectional reports presented to Council on a monthly basis	Yes	Yes	No non-compliance in CEO directorate.
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Office of the CEO Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	Watching	Yes	Currently on hold pending CEO direction for the organisation.
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Office of the CEO Directorate	Monthly review of the Operational Budget	Yes	Yes	Reported monthly to Council.
5.4.1.1	Promote good democratic governance by adhering to legislative requirements for local governments	Office of the CEO Directorate	Present organisational updates and matters impacting local government to Council on a monthly basis	Yes	Yes	CEO reports to Council on a monthly basis on pertinent matters.
5.4.2.6	Undertake process review on a key activity within the section	Office of the CEO Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Yes	Yes	The process of Travel Proposal Forms being submitted to Travel electronically via ECM are currently being trialled by Advance Rockhampton.

OFFICE OF THE CEO

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Office of the Mayor						
1.6.3.1	Deliver and support local events and celebrations	Office of the Mayor	Deliver civic events and ceremonies in collaboration with stakeholders	Yes	Watching	3 civic events were organised during the reporting period with 2 conducted and delivered and the 3rd requiring cancellation due to weather conditions as a result of ex-TC Owen. The costs associated with the Kershaw Gardens Official Opening held in Q1 exceeded what had been budgeted.
4.1.1.1	Provide timely and effective delivery of Council's services	Office of the Mayor	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Response times for officers completing customer requests in the quarter met the established service timeframes.
1.5.3.2	Social media attract increasing levels of reach, engagement and interaction demonstrated by monitoring software	Media & Communications	Social media levels of reach, engagement and interaction meet benchmark targets	Completed	Yes	Benchmark targets met during the quarter with Facebook likes/followers increasing 7.5% during the reporting period and an annual increase of 9.6% exceeding 7.5% benchmark.
4.1.1.1	Provide timely and effective delivery of Council's services	Media & Communications	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Customer service requests received during the quarter have consistently met established service guidelines.
4.1.1.2	Respond to queries and engage with the public through Council's social media sites	Media & Communications	Service delivery in accordance with Social Media Strategy	Yes	Yes	An increase in social media accounts for Council during the reporting period has required additional resourcing to ensure adequate level of servicing to respond to queries and engage with the public. Additional training and efforts to ensure consistency in service delivery is ongoing.
4.1.1.3	Respond to queries received from media organisations in a timely manner	Media & Communications	Provide same day responses to the media for requests received prior to 11.00am	Yes	Yes	136 media enquiries were received during the reporting period (excluding those received in response to bushfire emergency) with response times for completion of all within established timeframes.
Workforce and Governance						
2.2.3.1	Support programs that encourage residents to transition away from social support options	Workforce & Governance Directorate	Consider options in budget planning to support employment programs in 2019/20	Yes	Yes	Council has employed 18 Trainees and is currently finalising recruitment of 9 apprentices giving a total of 17, including 2 from JM Kelly Group. There were 8 Work Experience placements in this period with 5 that weren't accepted or didn't eventuate.
4.1.1.1	Provide timely and effective delivery of Council's services	Workforce & Governance Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Services have been delivered during the period in accordance with expectations.
4.2.2.1	Manage an annual compliance training program	Workforce & Governance Directorate	Implement a six monthly schedule of mandatory training at the end of July 2018 and end of January 2019	Yes	Yes	The 6 monthly schedule for January 2019 to June 2019 has been finalised. Work will commence in April 2019 to finalise the July 2019 to December 2019 schedule.

OFFICE OF THE CEO

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Workforce and Governance						
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Workforce & Governance Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	Watching	Yes	Reporting Review completed and recommendations being considered with implementation of improvements anticipated for commencement in Q3.
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Workforce & Governance Directorate	Monthly review of the Operational Budget	Yes	Yes	Expenditure is trending in accordance with budget projections.
5.4.2.6	Undertake process review on a key activity within the section	Workforce & Governance Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Yes	Yes	In line with the 'Continuous Improvement' value, a process to expedite the process to commence recruitment for vacant positions that are unchanged has been implemented. This has resulted in 40 positions processed under the new framework considerably speeding up the recruitment process.
5.4.4.2	Develop and implement annual communication plan that considers strategic branding and awareness by providing improved communication and streamlined processes for key strategy areas	Workforce & Governance Directorate	Identify at least two improved communication plans per strategy area	Yes	Yes	Summer Edition' design for Rocky Roundup implemented with a view to attract a higher level of engagement with the target audience.
4.1.1.1	Provide timely and effective delivery of Council's services	HR & Payroll	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	No non-compliances to date. Internal and External Audit reviews continue regularly. Pays processed in accordance with established timeframes.
4.3.2.1	Implement programs that support leadership development	HR & Payroll	Develop and implement a Mentoring Program and review Performance Review system by 30 June 2019	Yes	Yes	My Plan review will be scheduled prior to the end of Q4 for incorporation into FY 2019-2020 rollout. Mentoring still earmarked for inclusion in HR strategy rollout.
			Deliver leadership development program with a twice yearly intake	Watching	Yes	Organisational Development resource has been engaged and will include this program development and delivery in their portfolio.
4.3.3.2	Undertake an employee survey that measures employee engagement and satisfaction with the organisation	HR & Payroll	Employee survey results show 5% increased overall satisfaction	Yes	Yes	Survey scheduled for completion in Q4.
5.4.2.1	Implement improved payroll processes that allow greater flexibility and more efficient processing of employee records	HR & Payroll	Progress towards the implementation of Aurion timekeeper module and award interpreter by 30 June 2019	Yes	Yes	Demonstration of Aurion system to be held on 23 January, with design workshops to follow. Implementation on track for June 2019.
5.4.2.5	Ensure policies and procedures provide the appropriate framework and approvals to facilitate efficient and effective operations	HR & Payroll	Implement changes to corporate delegations and update policy and procedure documents by 30 June 2019	Watching	Yes	On Track for completion as policies are reviewed.

OFFICE OF THE CEO

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Workforce and Governance						
5.4.3.1	Ensure all panel members are trained prior to participating in the recruitment process	HR & Payroll	50 panel members trained per annum	Yes	Yes	Approximately 48 panel members trained in Q2.
5.4.4.1	Undertake a survey that show staff are proud to work at Council	HR & Payroll	Maintain 75% of staff that are proud to work at Council	Yes	Yes	Survey scheduled for completion in Q4.
4.1.1.1	Provide timely and effective delivery of Council's services	Industrial Relations & Investigations	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Customer service targets are on track and have been satisfied for this quarter.
5.2.1.6	Manage employee complaints and grievances in accordance with legislation and policy requirements	Industrial Relations & Investigations	100% actioned in accordance with Council policy and procedure	Yes	Yes	Complaint assessments and investigative processes are continuing to be actioned in a timely manner pursuant to statutory and policy obligations.
5.4.2.2	Undertake certified agreement negotiations that consider the application of the new Queensland Local Government Industry Award - State 2017 and the Industrial Relations Act 2016	Industrial Relations & Investigations	Negotiations completed and certified agreement conditions implemented by 31 March 2019	Yes	Yes	In December, both Certified Agreement Bargaining Committees were satisfied in reaching an in principal position on the final proposed agreements. The formal voting process will transpire in early 2019 in Q3.
4.1.1.1	Provide timely and effective delivery of Council's services	Legal & Governance	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	All policy documents were processed within the service standard timeframe (10 working days) during this reporting period.
4.2.2.2	Review how legislative updates are communicated and implemented in areas of responsibility	Legal & Governance	Undertake a review of processes used throughout Council that captures changes to legislation and report on recommendations by 30 June 2019	Yes	Yes	A plan to review the processes used throughout Council to record legislative updates has been finalised. Stakeholders have been identified and consultation will begin at the end of January 2019.
5.2.1.1	Work with stakeholders to identify policies and delegations in line with Local Laws	Legal & Governance	Policies and delegations identified within 6 months after Council adoption	Yes	Yes	Following the adoption of the Stage 1 Local Laws in December, plans are being made to identify powers and stakeholders in relation to those Local Laws adopted.
5.2.1.2	Develop and implement Governance Framework	Legal & Governance	Develop the framework by June 2019	Watching	Yes	Project has been put on hold pending a review of Council's strategic framework in conjunction with the Strategy and Planning unit.
5.2.1.10	Investigate options to address abnormalities with signing delegations	Legal & Governance	Complete investigation and provide a recommendation by 30 June 2019	Yes	Yes	Feedback from other Councils compiled. Assessment of risks being undertaken.
5.4.2.3	Improve the online customer experience when completing customer forms	Legal & Governance	Implement changes to improve the online customer experience when completing customer forms by 30 June 2019	Yes	Yes	The first stage of the project is underway with the conversion of high use forms to an electronic format in process. Positive feedback from stakeholders has been received.

OFFICE OF THE CEO

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Workforce and Governance						
5.4.2.4	Identify opportunities to enhance the provision of in-house legal services	Legal & Governance	Present a business proposal by 31 December 2018 for further consideration	Completed	Yes	Completed. A Graduate Law Clerk was appointed to the team in December allowing further in-house legal support to be provided to Council. Data will continue to be collated to allow the identification of further enhancement opportunities.
5.4.2.7	Investigate the functionality of performance planning software	Legal & Governance	Submit report and recommendations by 30 June 2019	No	Yes	A concept brief has been submitted to ISSG. The project was rated as low priority. As a result, it is unlikely the project will proceed in the 2018-2019 financial year.
1.3.4.1	Provide a safety management system that minimises the risk to all people and property	Safety & Training	Implement actions as per the timeframes detailed within the Safety & Training Strategic Plan	Yes	Yes	Strategic Plan actions being completed to timeframes. Health & Wellbeing program will commence in Q3. Progress of actions being monitored and will be reported on at Peak Safety Committee meetings.
				Watching	Yes	Of the 9 KPIs, 6 are tracking to meet KPI and 3 are tracking to exceed KPI. Incidents logged in Riskware by end of next business day - Target 85% Actual 87% Completion of scheduled hazard inspections - Target 90% Actual 85% Completion of corrective actions by nominated due date - Target 85% Actual 85% Total Injury Count - Threshold 173 Actual YTD 82 Total Injury Frequency Rate - Threshold 119.16 YTD 107.40 Lost Time Injury Count - Threshold 25 Actual YTD 11 Lost Time Injury Frequency Rate - Threshold 17.38 YTD 14.41 Days Lost due to Injury - Threshold 374 Actual YTD 230 Lost Time Injury Severity Rate - Threshold 8.09 Actual 9.27
			Achievement of KPIs in accordance with the Workplace Health and Safety Performance Measures Procedure			
4.1.1.1	Provide timely and effective delivery of Council's services	Safety & Training	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Customer Service standards on track with no non-compliances for the reporting period.
4.3.3.1	Implement a rehabilitation/fitness for work program	Safety & Training	90% of workers on fit for work programs are placed within their own department	Yes	Yes	100% of rehabilitation/fitness for work programs have been placed within workers own department during the reporting period.
4.3.4.1	Implement compliance training programs that also support employee personal development	Safety & Training	Deliver annual compliance training program in accordance with the timeframes detailed within the Safety & Training Strategic Plan	Yes	Yes	The Strategic Plan actions are being completed in accordance with established timeframes.

CORPORATE SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Corporate Services Directorate						
2.2.3.1	Support programs that encourage residents to transition away from social support options	Corporate Services Directorate	Consider options in budget planning to support employment programs in 2019/20	Yes	Yes	The directorate has overseen the allocation of the apprentice and traineeship program for the 2019 year for Corporate Services.
3.3.1.1	Ensure climate change is factored into Council planning and decision making	Corporate Services Directorate	Identify potential impacts of climate change	Yes	Yes	In addition to participating in the Queensland Climate Resilient Councils program, Council adopted the Environmental Sustainability Strategy on 25 September 2018.
4.1.1.1	Provide timely and effective delivery of Council's services	Corporate Services Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Compliant in reporting period.
5.2.1.4	Operational risks are monitored and managed in accordance with legislative requirements	Corporate Services Directorate	Risk register is being maintained	Yes	Yes	All current risks reviewed during quarter and report presented to Council. No significant changes made nor new risks identified.
5.2.1.9	Monitor and review non-compliance of legislative requirements	Corporate Services Directorate	Report on legislative non-compliance included in sectional reports presented to Council on a monthly basis	Yes	Yes	No known non-compliances this quarter.
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Corporate Services Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	Watching	Yes	Currently on hold pending CEO direction for the organisation.
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Corporate Services Directorate	Monthly review of the Operational Budget	Yes	Yes	Reviewed across the department and is tracking on target considering that many annual licences and subscriptions have been paid.
5.4.2.6	Undertake process review on a key activity within the section	Corporate Services Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Yes	Yes	All units have identified a process review.

CORPORATE SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Corporate and Technology Services						
2.2.3.1	Support programs that encourage residents to transition away from social support options	Corporate & Technology Services Directorate	Consider options in budget planning to support employment programs in 2019/20	Yes	Yes	3 x Apprentice Mechanic positions and 1 x Apprentice Fitter & Turner position in pre-employment stage. SmartHub provided 4 students with the opportunity to participate in work experience during Q2.
2.4.1.1	Ongoing implementation Council's Smart Way Forward Strategy Action Plan	Corporate & Technology Services Directorate	Achievement of milestones in line with adopted strategies	Yes	Yes	85% of the strategy outcomes have been completed, implemented or in progress. Stage 3D is 99% complete with final commissioning and site clean imminent. Stage 2 - Smart parking is complete with the final report submitted on 14/12/2018. Application to Safer Communities Fund Round 3 (\$710,000) submitted for the installation of lighting, CCTV cameras and Wi-Fi along Victoria Parade (Archer Street - North Street).
4.1.1.1	Provide timely and effective delivery of Council's services	Corporate & Technology Services Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	As reported monthly, Corporate and Technology Services customer service requests received in the second quarter have consistently met completion standards.
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Corporate & Technology Services Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	Watching	Yes	Currently on hold pending CEO direction for the organisation.
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Corporate & Technology Services Directorate	Monthly review of the Operational Budget	Watching	Watching	Second quarter operational expenditure is currently at 99% - above the whole of Council target of 50%. This result is not unexpected due to prepayment of rates, insurance, vehicle registrations, prepaid subscriptions and maintenance fees.
5.4.2.6	Undertake process review on a key activity within the section	Corporate & Technology Services Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Yes	Yes	ICT Disaster Recovery Plan review completed and vendor report received. Recommendation for the acquisition of hardware and software presented to and received by ISSG.
4.1.1.1	Provide timely and effective delivery of Council's services	Information Systems	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Watching	Yes	The Information Systems unit is consistently meeting the Records Charter timeframes and ITS business needs. Service Desk resolution is averaging around 91% (Target is 95%). The result is impacted by some lesser priority tasks being completed outside of timeframes. However, the higher priority tasks are mostly being completed with allotted timeframes.

CORPORATE SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Corporate and Technology Services						
4.3.1.1	Ongoing implementation of the ICT Strategic Plan, including the eServices and IT Mobility Strategies	Information Systems	Achievement of 2018-19 targets as detailed in the ICT Strategic Plan	Yes	Yes	ICT Strategy implementation is on track as guided by ISSG. The Rockhampton Asset Management Project (RAMP) - replacement of asset management system, associated inter-dependant systems and business process reviews progressing as planned for 'go-live' 1 July 2019. Work has commenced on the electronic lodgement of applications as part of the eServices (ePathway) offering.
5.2.1.8	Right to Information and Information Privacy applications are managed and processed in accordance with legislative requirements	Information Systems	100% of Right to Information and Information Privacy applications processed within legislative timeframes	Yes	Yes	13 applications have been received year to date. 10 have been completed, 2 withdrawn, with the remaining application progressing in accordance with legislative timeframes. 1 internal review was received and 3 were completed (2 from the previous reporting period), leaving no internal reviews outstanding. 2 external reviews were received and 4 external reviews were completed (2 from the previous reporting period) leaving 1 external review outstanding.
2.2.4.1	Council's procurement of goods and services are in line with the Local Preference Policy guiding purchasing decisions	Procurement & Logistics	Annual local goods and services spend analysis >= 70% local	Yes	Yes	During the reporting period, Council spent \$101M on goods and services. Of that amount \$74.7M has been spent within the Council's boundary i.e. 74% of Council's goods and services have been acquired from local businesses.
4.1.1.1	Provide timely and effective delivery of Council's services	Procurement & Logistics	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	On average 95% of supplier payments were made within terms during the second quarter (Target is 90%). Second quarter report indicates that 97% of Council's top 100 suppliers are under formal agreements (Target is 90%).
4.1.1.1	Provide timely and effective delivery of Council's services	Fleet Services	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Fleet Services is meeting the agreed service levels relating to vehicle and plant maintenance and asset renewal as guided by the adopted Fleet capital budget. A review of current internal plant hire arrangements may impact on existing procedures.
4.1.1.1	Provide timely and effective delivery of Council's services	Property & Insurance	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	95% of Council's lessees have provided a current Certificate of Public Liability Insurance (Target is 80%). 215 Council Leases/Licences/Tenancy Agreements registered on SPL. 37 Lease renewals/new leases currently being negotiated.
2.2.5.1	Foster growth of the small business and Startup ecosystem as guided by the Smart Hub 2018-20 Operation Plan	Smart Hub	Implementation of the Smart Hub Op Plan activities for 2018 and increase Smart Hub members to 50	Yes	Yes	At the conclusion of Q2, SmartHub membership totalled 52 members.

CORPORATE SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Corporate and Technology Services						
2.5.4.1	Develop and facilitate small business and Startup support programs in the Smart Hub. Seek other government funding to guarantee the facilitation of Smart Hub programs for the three years - 2018-20	Smart Hub	Implement the 2018-19 elements of the Smart Hub 2018/20 Operational Plan	Yes	Yes	The final Startup Onramp session and pitch night took place on 6th December with 8 participants delivering a 5 minute pitch to an audience. YINC (Youth Incubator Program) content, dates and sponsorship was confirmed for 2019. 2 Startup Weekends took place in November and monthly Lunch and Learn program continued in this quarter. Finished negotiations with METS Ignited (a government-funded Growth Centre for Mining Equipment, Technology and Services) to deliver a regional accelerator program specifically designed for regional scale-ups and enterprises in the METS sector. An application was submitted to the Australian Government's Incubator Support program (\$500,000) for the proposed Turbo-Traction Lab - Build a Modern Business in 80 days project. Funding to the value of \$25,000 per annum over 3 years was sought from the Regional Startup.
4.1.1.1	Provide timely and effective delivery of Council's services	Smart Hub	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	The SmartHub team has exceeded the 2018 agreed service standards as detailed in the SmartHub Operational Plan 2018-2020.
Finance						
2.2.3.1	Support programs that encourage residents to transition away from social support options	Finance Directorate	Consider options in budget planning to support employment programs in 2019/20	Yes	Yes	Considered in the 2018-2019 budget, no employment programs directly identified for Finance.
4.1.1.1	Provide timely and effective delivery of Council's services	Finance Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	No non-compliances reported this quarter.
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Finance Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	Watching	Yes	Currently on hold pending CEO direction for the organisation.
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Finance Directorate	Monthly review of the Operational Budget	Yes	Yes	Reviewed and on track.

CORPORATE SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Finance						
5.3.2.2	The annual financial statements meet acceptable governance standards	Finance Directorate	Council's annual financial statements are 'unqualified'	Yes	Yes	Financial Statements Certified 9 October 2018.
			There are no internal controls as rated by the Queensland Audit Office deemed 'ineffective'	Yes	Yes	Green light given for Controls in QAO report.
			The timelines of the annual financial statements as rated by the Queensland Audit Office is not 'untimely'	Yes	Yes	Green light given for Timelines in QAO report.
			The quality of the financial statements is not rated 'below average' by the Queensland Audit Office	Yes	Yes	Green light given for Quality in QAO report.
5.3.2.3	Review and update long-term financial forecasts to attain a financially sustainable organisation	Finance Directorate	Long Term Financial Forecast updated at each budget and budget revision	Yes	Yes	Revised budget submitted and adopted on the 11 December 2018.
			Financial targets as set by the Department of Local Government, Racing and Multicultural Affairs are met in the Long Term Financial Forecast	Yes	Yes	Revised budget submitted and adopted on the 11 December 2018. Minimal change in KPI's from adopted budget.
5.3.2.4	Financial systems and processes are managed to meet the appropriate audit requirements and community expectation	Finance Directorate	Unpaid rates and charges are managed in accordance with the Debt Recovery Policy, achieving an overdue balance of less than 3% at its lowest point	Yes	Yes	2.96% at its lowest point.
5.3.4.1	Review significant business activities for appropriate return on assets, and other Code of Competitive Conduct requirements by 30 June 2019	Finance Directorate	Conduct review by 30 June 2019	Yes	Yes	Review for RRWR complete. Report to Leadership Team & Council outstanding.
5.3.5.1	Contribute towards implementation of Technology One Asset Lifecycle Management System	Finance Directorate	New Asset System implemented by 30 June 2019	Yes	Yes	Project going well. Currently refining the deliverables for day 1.
5.4.2.6	Undertake process review on a key activity within the section	Finance Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Yes	Yes	Implemented environmental component of Community Assistance Grants without duplicating existing process.

CORPORATE SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Finance						
3.1.1.1	Develop strong regional partnerships to maintain and enhance the condition of our natural assets	Environmental Sustainability	Establish a stakeholder group to identify key priorities, actions and collaborative opportunities by 30 June 2019	Yes	Yes	Working with Capricornia Catchments, Multicultural Development Australia, Fitzroy Basin Association, the Clean Growth Choices project and other Council units to progress regional natural resource management opportunities. Bush regeneration works commenced at Fraser Park (Mount Archer summit) in conjunction with Capricornia Catchments. Council endorsed a new Environment and Sustainability Scheme under the Community Assistance Program to support community-based initiatives.
3.2.1.1	Develop a renewable energy program for Rockhampton	Environmental Sustainability	Program completed by 30 June 2019	Yes	Yes	Council endorsed the Energy Action Plan and provided approval to proceed with the tendering of solar installations at the Glenmore Water Treatment Plant and 5 other priority Council sites.
3.2.2.1	Develop and implement engagement programs that increase sustainability awareness and action	Environmental Sustainability	Develop and implement sustainability engagement programs by 30 June 2019	Yes	Yes	Council launched the Bringing Nature Back and Living Sustainably programs at Tropicana. The event saw over 2500 participants, a range of stalls and more than 25 different presenters. Internally, the Sustainability working group has also commenced roll-out of standardised office recycling, with the trials yielding significant diversion of recyclables from landfill combined with reduced contamination rates.
3.3.2.1	Develop an Environmental Sustainability Strategy that outlines Council's areas of focus and key priority actions	Environmental Sustainability	Environmental Sustainability Strategy endorsed by Council by December 2018	Completed	Yes	Complete.
3.3.2.2	Facilitate implementation of Council's Environmental Sustainability Strategy	Environmental Sustainability	Report on progress on environmental sustainability	Yes	Yes	Environmental Sustainability Strategy implementation is on track as guided by the Sustainability Strategy Executive Group. The Sustainability Team is working with managers to progressively roll-out the associated action plan.
4.1.1.1	Provide timely and effective delivery of Council's services	Environmental Sustainability	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	No non-compliances reported this quarter.
4.1.1.1	Provide timely and effective delivery of Council's services	Accounting Services	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	No non-compliances reported this quarter.
4.1.1.1	Provide timely and effective delivery of Council's services	Customer Service	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	No non-compliances reported this quarter.

CORPORATE SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Internal Audit Directorate						
5.2.1.3	Internal Audit function is undertaken in accordance with legislative requirements and timeframes	Internal Audit	Audit & Business Improvement Committee Meetings are held at least twice each financial year	Completed	Yes	Target 100% completed.
			Achievement of 85% of the annual audit plan completed	Yes	Yes	Audits completed: Follow-Up Review, Heritage Village volunteers and Environment Act-Civil.
5.2.1.5	Coordinate Council's Enterprise Risk Management Framework via provision of consulting and reporting services	Internal Audit	Risk register updates presented to Council as per the Enterprise Risk Management Framework	Yes	Yes	Quarterly Update as at 24 August 2018 presented and adopted by Council on 9 October 2018.
Strategy and Planning Directorate						
2.2.3.1	Support programs that encourage residents to transition away from social support options	Strategy & Planning Directorate	Consider options in budget planning to support employment programs in 2019/20	No	Yes	Opportunities being considered.
4.1.1.1	Provide timely and effective delivery of Council's services	Strategy & Planning Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	No non-compliance reported this quarter.
4.4.3.1	Ensure statutory land use instruments achieve policy objectives	Strategy & Planning Directorate	Incorporate overlay mapping, Quay Lane office, Fitzroy accommodation and industry precincts and character provisions into the major amendment to the Rockhampton Region Planning Scheme by July 2019	Watching	Yes	Amended Tailored Process Major Amendment approved by DSDMIP, draft Planning Scheme amendment changes made and draft Scheme resubmitted for state interests check.
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Strategy & Planning Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	Watching	Yes	Currently on hold pending CEO direction for the organisation.
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Strategy & Planning Directorate	Monthly review of the Operational Budget	Yes	Yes	Reviewed and potential underspend to be revived again in Q3. Some delays experienced in recruiting for 2 positions and initiating projects.
5.4.2.6	Undertake process review on a key activity within the section	Strategy & Planning Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Watching	Yes	Ongoing review of strategic planning framework and processes including engagement with Leadership Team.
1.4.2.3	Key outcomes from the CBD Redevelopment Framework to be incorporated into the major amendment to the Rockhampton Region Planning Scheme	Strategic Planning	Complete and lodge with the State Government the major amendment to the Rockhampton Region Planning Scheme by 31 July 2018	Watching	Yes	Amended Tailored Process Major Amendment approved by DSDMIP, draft Planning Scheme amendment changes made and draft Scheme resubmitted for state interests check.

CORPORATE SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Strategy and Planning Directorate						
4.1.1.1	Provide timely and effective delivery of Council's services	Strategic Planning	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	No non-compliance reported this quarter.

ADVANCE ROCKHAMPTON

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Advance Rockhampton Directorate						
2.2.3.1	Support programs that encourage residents to transition away from social support options	Advance Rockhampton Directorate	Consider options in budget planning to support employment programs in 2019/20	Yes	Yes	NDIS Strategy adopted. Jobs Skills Coordinator has been approved by the state government and preparing for role to be advertised.
3.3.1.1	Ensure climate change is factored into Council planning and decision making	Advance Rockhampton Directorate	Identify potential impacts of climate change	Yes	Yes	Ongoing State inquires and references submitted to State and Federal Government when deemed necessary.
4.1.1.1	Provide timely and effective delivery of Council's services	Advance Rockhampton Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Continuously meet all customer service requests and ECMs within a timely and effective manner.
5.1.1.1	Review and audit existing organisations and advocacy groups where Council is represented. Identify any groups where inclusion is considered appropriate and report to Council accordingly	Advance Rockhampton Directorate	Review undertaken by 31 December 2018 and quarterly update reports are presented to Council	Yes	Yes	Advance Rockhampton continuously reviews memberships and associations with external agencies to ensure efficiency and relevance to the Corporate Plan.
5.1.2.1	Actively source grant funding and other business opportunities	Advance Rockhampton Directorate	All relevant grants are applied for	Yes	Yes	Actively seek and submit applications for grants. This quarter the directorate applied for 3 grants, 2 being successful and 1 still pending.
5.2.1.4	Operational risks are monitored and managed in accordance with legislative requirements	Advance Rockhampton Directorate	Risk register is being maintained	Yes	Yes	Risk register was maintained and updated to standard across the entire directorate.
5.2.1.9	Monitor and review non-compliance of legislative requirements	Advance Rockhampton Directorate	Report on legislative non-compliance included in sectional reports presented to Council on a monthly basis	Yes	Yes	No non-compliance within the quarter.
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Advance Rockhampton Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	Watching	Yes	Currently on hold pending CEO direction for the organisation.
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Advance Rockhampton Directorate	Monthly review of the Operational Budget	Yes	Yes	Continuously reviewing both operational and capital budgets to ensure that the directorate is meeting expenditure KPI's. Monthly report to Council outlines expenditure across the different sections.
5.4.2.6	Undertake process review on a key activity within the section	Advance Rockhampton Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Yes	Yes	Review of event procedures and processes was completed. The directorate is currently working on streamlining these into work procedures to gauge effectiveness.

ADVANCE ROCKHAMPTON

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Aviation Services						
2.1.4.1	Identify and implement business development opportunities for the Airport	Aviation Services	Conduct annual passenger surveys	Yes	Yes	Have obtained quotes to carry out the customer survey's. To be finalised by end of January 2019.
2.2.3.1	Support programs that encourage residents to transition away from social support options	Aviation Services	Consider options in budget planning to support employment programs in 2019/20	Yes	Yes	Continue with training program for the Maintenance Safety/Security Officer trainee position.
2.5.2.1	Establish additional commercial activities for Airport operations	Aviation Services	An increase in revenue from commercial aviation activities	Yes	Yes	Working though serval opportunities with potential tenants. If these are successful an increase in revenue will occur.
2.6.1.1	Strengthen relationship with Singapore	Aviation Services	Successfully deliver Wallaby 18 by 30 November 2018	Yes	Yes	Planning for Exercise Wallaby 2019 to commence in February/March 2019.
2.6.1.3	Actively engage with the ADF/DOD to maintain current levels of military engagement and exercises and advocate for an increase in exercise activity	Aviation Services	Update reports presented to Council on a quarterly basis	Yes	Yes	Management continues to liaise with Department of Defence regarding 2019 exercises.
4.1.1.1	Provide timely and effective delivery of Council's services	Aviation Services	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	There are no outstanding non-compliance matters to report for this quarter.
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Aviation Services	A Business Plan for the Section is to be prepared and approved by 30 June 2019	Watching	Yes	Currently on hold pending CEO direction for the organisation.
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Aviation Services	Monthly review of the Operational Budget	Yes	Yes	Expenses are also in-line with percentage of year gone at 49.7%.
5.4.2.6	Undertake process review on a key activity within the section	Aviation Services	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Yes	Yes	The main portion of the overlay project has been completed. The contractor will carry out the grooving treatment on the main runway which will be completed by February 2019.

ADVANCE ROCKHAMPTON

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Commercial						
2.1.4.1	Identify and implement business development opportunities for the Airport	Commercial Directorate	Continue the development of the airport precinct in line with the Masterplan	Yes	Yes	Working on the flood modelling for the airport precinct. Once we have a clear picture of the water movements we can then progress with the master plan.
2.2.3.1	Support programs that encourage residents to transition away from social support options	Commercial Directorate	Consider options in budget planning to support employment programs in 2019/20	Yes	Yes	Continually reviewing opportunities to help with employment programs.
2.3.1.1	Develop incentives and strategies to support economic activity and business confidence in centres across the region	Commercial Directorate	Support the key catalyst projects from the CBD Redevelopment Framework and Implement incentive policies and monthly place making activities across centres throughout the region	Yes	Yes	Strategic planning is supporting Advance Rockhampton with the implementation of the CBD Redevelopment Framework.
2.3.1.2	Provide strategies and marketing to support economic activity and business confidence within the CBD	Commercial Directorate	Develop and implement a branding strategy for the Rockhampton CBD by 31 October 2018	Yes	Yes	The Branding Strategy has been cancelled and Council is looking at marketing opportunities for the CBD.
2.6.1.2	Explore further commercial opportunities by building Rockhampton's role and capacity as a logistics and forward deployment base	Commercial Directorate	Update reports to be presented to Council on a quarterly basis	Yes	Yes	Still waiting to hear back about the Freight Hub grant. Currently reviewing the modelling for the freight area and working with Strategic Planning to complete this.
3.2.3.1	Industry engagement and the provision of support for new energy generation options	Commercial Directorate	Develop a plan to engage with industry in order to develop new energy generation options	Yes	Yes	In discussions with several companies to review opportunities of solar on Council assets.
4.1.1.1	Provide timely and effective delivery of Council's services	Commercial Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	There has been no non-compliances for this unit.
4.4.2.1	Ensure land use instruments achieve policy objectives	Commercial Directorate	Continue the implementation of CBD Redevelopment Framework and catalyst projects throughout 2018/2019	Yes	Yes	Implementation of the CBD Redevelopment Framework now sits with Advance Rockhampton, however, required elements have been incorporated into the proposed major amendment to the Planning Scheme and the unit continues to provide support to CBD redevelopment initiatives led by Advance Rockhampton.
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Commercial Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	Watching	Yes	Currently on hold pending CEO direction for the organisation.
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Commercial Directorate	Monthly review of the Operational Budget	Yes	Yes	Budget is on track.

ADVANCE ROCKHAMPTON

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Commercial						
5.4.2.6	Undertake process review on a key activity within the section	Commercial Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Yes	Yes	Have set out all leases on the Airport precinct in a spreadsheet which makes it easy to see when leases expire.
Regional Development and Promotions						
1.5.2.1	Implement the Wayfinding Strategy across the Region	Regional Development & Promotions Directorate	Achieve milestones set out in the Wayfinding Strategy	Yes	Yes	Currently looking at the implementation of the Airport entrance and exit signage with pending installation late February 2019.
1.5.3.1	Implement two-way conversation opportunities with the community	Regional Development & Promotions Directorate	Update reports on facilitating departmental client community engagement strategies and marketing strategies presented to Council on a quarterly basis	Yes	Yes	Updates are presented to Council on a monthly basis.
1.5.3.3	Position Council and My Rockhampton websites as the go-to place for the Region events and Council information	Regional Development & Promotions Directorate	My Rockhampton and the Council website is updated at least monthly	Yes	Yes	Continuous updating of all Council websites. This quarter a refreshed Rockhampton Zoo and Rockhampton Art Gallery were rolled out with both the Rockhampton Airport and Advance Rockhampton refreshes due in the next quarter.
1.5.3.4	Implement and deliver the My Rockhampton magazine and associated platforms	Regional Development & Promotions Directorate	Three magazines designed and distributed per annum	Yes	Yes	My Rockhampton was planned and outlined with delivery planned for the first week of February 2019.
1.6.1.1	Inclusiveness in key projects and events	Regional Development & Promotions Directorate	Facilitate identified celebrations	Yes	Yes	This quarter Advance Rockhampton successfully applied for the State Government Australia Day Bites program to celebrate Australia Day. The event will be held in Kershaw Gardens in Q3.
1.6.3.2	Deliver and support major regional events	Regional Development & Promotions Directorate	Deliver the Rockhampton River Festival with an increase in the number of people attending and conduct a satisfaction survey with traders and visitors	Yes	Yes	Planning for 2019 is well underway following the successful application for Tourism and Events Queensland funding.
			Increase the number of regional events across the region by 10%	Yes	Yes	Events have increased 57% compared to this quarter last financial year. Christmas and New Year Eve's events again took pride of position in the quarter.
1.6.5.1	Implement key local resident stories and achievements into Council publications and platforms	Regional Development & Promotions Directorate	My Rockhampton magazines incorporate profiles including Who's New in the Zoo, Why Rockhampton, Who to Follow, What are they doing now?	Yes	Yes	Completed and planned delivery in first week of February 2019.

ADVANCE ROCKHAMPTON

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Regional Development and Promotions						
2.1.1.1	Engage with stakeholders to develop and implement a Destination Management Plan for the Rockhampton Region	Regional Development & Promotions Directorate	Implement Destination Management Plan in accordance with timeframes detailed in the plan	Yes	Yes	Completed and adopted by Council.
2.1.1.2	Develop and implement strategies and initiatives to promote and improve Regional tourism opportunities	Regional Development & Promotions Directorate	Develop a new tourism product 'History Tour of Rockhampton' by 30 September 2018	Yes	Yes	The new 'Explore Rockhampton' mobile application, that allows for self guided history continues to be developed.
2.1.2.2	Deliver or support the staging of national, state, regional and local sporting events	Regional Development & Promotions Directorate	Prepare a Capabilities Statement documenting the Region's current capacity to host international and national events by 30 March 2019	Yes	Yes	Advance Rockhampton continues to attract and support a plethora of events to the Region. The directorate has now positioned itself as the premier events organisation within the Region for both internal, external and touring events assistance.
2.1.3.1	Review current multilayered marketing plans for Advance, Explore and Live Rockhampton	Regional Development & Promotions Directorate	Implement marketing plan by 30 June 2019	Yes	Yes	Ongoing through the Tourism Action Plan and Events Strategy.
2.2.1.1	Work with key industry stakeholders to develop investment profile opportunities for national and international investors	Regional Development & Promotions Directorate	Industry stakeholder engagement and opportunity development as per the Economic Development Action Plan update reports presented to Advisory Committee	Yes	Yes	Continuous reporting to the Advisory Committee and stakeholders throughout the Region.
2.2.2.2	Support community training programs/education workshops held in the Region	Regional Development & Promotions Directorate	Conduct 40 Certificate IV Business programs by 30 June 2019	Yes	Yes	In final negotiations on course outline and delivery methods. NDIS Strategy adopted and Jobs Skills coordinator has been approved by the State Government and preparing for role to be advertised.
2.2.3.1	Support programs that encourage residents to transition away from social support options	Regional Development & Promotions Directorate	Consider options in budget planning to support employment programs in 2019/20	Yes	Yes	Business Administration Trainee to commence in January 2019.
			Implementation and delivery of the National Disability Insurance Scheme (NDIS) scheme	Yes	Yes	The strategy was adopted by Council on 11 September 2018.

ADVANCE ROCKHAMPTON

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Regional Development and Promotions						
2.4.2.1	Encourage further development of industrial estates to support future growth of a wide range of industries both inside and outside of the Region	Regional Development & Promotions Directorate	Implementation of new Gracemere Industrial Area & Parkhurst Industrial Area documents/information	Yes	Yes	Continuous work with stakeholders within the precinct to attract new business to the Region. New documentation planned for Q3.
2.5.1.1	Deliver Advance Rockhampton forums	Regional Development & Promotions Directorate	Deliver at least four sessions	Yes	Yes	To date delivered the following: Mayoral Forum, Fishing the Fitzroy Forum, Mt Morgan Tourism Planned: Aquaculture Forum for Q4.
2.5.3.1	Work with industry and local businesses providing learning sessions that create a greater internet presence	Regional Development & Promotions Directorate	Increased online visibility of 10 local businesses per year	Yes	Yes	Advance Rockhampton continues to work with local business to promote business both nationally and Internationally. Within Q1 Advance Rockhampton took a delegation of 10 to Singapore to learn about aquaculture opportunities but to also promote Rockhampton product.
2.5.3.2	Support local business to build capacity and encourage growth	Regional Development & Promotions Directorate	Complete local supply chain analysis by 30 June 2019	Yes	Yes	To be completed in Q3.
2.6.2.1	Development of Regional Water Services Scheme	Regional Development & Promotions Directorate	Completed by 30 December 2018	Yes	Yes	Scheme has not yet been started with focus on other branches of economic development planned for Q3 or Q4.
2.6.3.1	Engage with the resource sector to identify and implement opportunities for the Region	Regional Development & Promotions Directorate	Report to Council on opportunities on a quarterly basis	Yes	Yes	Continuously report this information on a monthly basis within the Advance Rockhampton Council updates.
4.1.1.1	Provide timely and effective delivery of Council's services	Regional Development & Promotions Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	No non-compliances within the quarter.
4.4.1.1	Update the Economic Development Action Plan to include engagement initiatives with this sector	Regional Development & Promotions Directorate	Update Economic Action Plan by December 2018	Yes	Yes	Under review and anticipated to be delivered in Q3.
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Regional Development & Promotions Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	Watching	Yes	Currently on hold pending CEO direction for the organisation.

ADVANCE ROCKHAMPTON

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Regional Development and Promotions						
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Regional Development & Promotions Directorate	Monthly review of the Operational Budget	Yes	Yes	Continuously review both operational and capital budgets to ensure that the directorate is meeting expenditure KPI's. Monthly report to Council-outlines expenditure across the different sections.
5.4.2.6	Undertake process review on a key activity within the section	Regional Development & Promotions Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Yes	Yes	Review of event procedures and processes was completed and the directorate is working on streamlining these into work procedures to gauge effectiveness.
4.1.1.1	Provide timely and effective delivery of Council's services	Regional Development	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Continuously meet all customer service requests and ECM's within a timely and effective manner.
4.1.1.1	Provide timely and effective delivery of Council's services	Regional Promotions & Tourism	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Continuously meet all customer service requests and ECM's within a timely and effective manner.

COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Community Services Directorate						
1.4.1.2	Provide community sponsorship for activities for various sectors	Community Services Directorate	Community sponsorship and grant funding applied in accordance with the guidelines	Yes	Watching	Round 2 completed with \$96,116.75 in funding provided to 26 applicants. Round 3 budget allocation sits at \$47,377.54.
1.4.3.2	Engage volunteers to assist with activities in the zoo, selected major parks, Heritage Village and Pilbeam Theatre	Community Services Directorate	Increase in number of volunteers at each venue by 5% and confirm by visitor intercept surveys	Yes	Yes	Formed volunteer committee within directorate, first priority is a review of procedures.
1.6.3.1	Deliver and support local events and celebrations	Community Services Directorate	Deliver Festive Season display throughout the Region	Completed	Yes	Directorate staff coordinated installation of Christmas tree and decorations in CBD area meeting timeframe of 1 December 2018 for the CBD Christmas fair. Christmas tree installed at new location Quay street opposite Customs House.
2.2.3.1	Support programs that encourage residents to transition away from social support options	Community Services Directorate	Consider options in budget planning to support employment programs in 2019/20	Yes	Yes	Apprenticeships/Traineeships recruitment process completed during the period. Roles to commence in January 2019.
3.3.1.1	Ensure climate change is factored into Council planning and decision making	Community Services Directorate	Identify potential impacts of climate change	Yes	Yes	Workshop with Councillors complete and tree canopy plan approved for 2018-2019.
4.1.1.1	Provide timely and effective delivery of Council's services	Community Services Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Compliant.
5.2.1.4	Monitor and review non-compliance of legislative requirements	Community Services Directorate	Report on legislative non-compliance included in sectional reports presented to Council on a monthly basis	Yes	Yes	Compliant.
5.2.1.9	Operational risks are monitored and managed in accordance with legislative requirements	Community Services Directorate	Risk register is being maintained	Yes	Yes	Heritage Village volunteer review in progress. Work instructions being developed and procedures put in place.
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Community Services Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	Watching	Yes	Currently on hold pending CEO direction for the organisation.
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Community Services Directorate	Monthly review of the Operational Budget	Yes	Yes	On budget.
5.4.2.6	Undertake process review on a key activity within the section	Community Services Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Yes	Yes	Animal Management Review completed with improvements achieved.

COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Communities and Culture						
2.2.3.1	Support programs that encourage residents to transition away from social support options	Communities & Culture Directorate	Consider options in budget planning to support employment programs in 2019/20	Yes	Yes	Heritage Village continue to work with Jobs Queensland to seek opportunities on site. Communities & Culture (C&C) assess appropriate opportunities with Community Facilities for work on C&C sites.
4.1.1.1	Provide timely and effective delivery of Council's services	Communities & Culture Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Compliant.
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Communities & Culture Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	Watching	Yes	Currently on hold pending CEO direction for the organisation and guidance by Communities directorate.
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Communities & Culture Directorate	Monthly review of the Operational Budget	Yes	Yes	Budget currently reflects 13% over YTD however, this is due to standing orders for the year and not actual expenditure with actuals for period within budget.
5.4.2.6	Undertake process review on a key activity within the section	Communities & Culture Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Yes	Yes	Masterplan and business plan in development and on track to be completed by June 2019.
1.2.1.1	Provide quality arts and cultural facilities throughout the Region	Art Gallery	Deliver 100% of the endorsed Rockhampton Art Gallery program	Yes	Yes	YTD 24 exhibitions were presented at Rockhampton Art Gallery.
1.4.1.3	Deliver a range of performances, programs and activities for various age groups	Art Gallery	Community programs and performances are delivered in accordance with contracts, schedules and funding agreements	Yes	Yes	Q2 report: 247 programs and activities were developed and presented in line with contractual obligations and financial agreements to a range of stakeholders from young children to adults.
1.6.3.2	Deliver and support major regional events	Art Gallery	Deliver two major exhibitions delivering in excess of 4000 visitors at the Rockhampton Art Gallery	Watching	Yes	The 2 major exhibitions for 2018-2019 have been pitched, but did not occur in the review period.
1.6.4.1	Deliver a diverse range of creative arts programs	Art Gallery	Programs are delivered in accordance with guidelines and schedules	Yes	Yes	In the review period 247 programs have been held, averaging to 2.7 programs per day. These have been developed and delivered inline with guidelines and schedules.
1.6.4.3	Support the creation of public art throughout the Region	Art Gallery	Three public art commissions supported under the Public Art Program, within available budget and resourcing	Yes	Yes	No public art has been undertaken as the policy has not yet been endorsed, and no budget has yet been allocated.

COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Communities and Culture						
4.1.1.1	Provide timely and effective delivery of Council's services	Art Gallery	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Unit delivering in line with service standards.
1.6.2.1	Operate the Rockhampton Heritage Village	Heritage Village	Heritage Village opened in accordance with operating hours and has total site visitation exceeding 30000 persons	Yes	Yes	Attendance numbers as at 30 November 2018 was 19,582. Above target.
1.6.3.1	Deliver and support local events and celebrations	Heritage Village	Conduct Heritage Festival event	Yes	Yes	Planning continuing for 2019 event scheduled for Q4. Initial stalls bookings are underway.
4.1.1.1	Provide timely and effective delivery of Council's services	Heritage Village	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Unit delivering in line with service standards.
1.4.1.5	Deliver funded home maintenance and modification services to support seniors and people with a disability to continue living independently	Home Assist Secure	Service delivered in accordance with eligibility and funding arrangements	Yes	Yes	Delivered on a continuing basis while complying with funding guidelines.
4.1.1.1	Provide timely and effective delivery of Council's services	Home Assist Secure	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Unit delivering inline with service standards.
1.4.1.4	Provide library services	Library & Child Services	Library services delivered in accordance with Council standards	Yes	Yes	Service delivered to required standards.
1.4.3.1	Deliver programs and activities that promote development, lifelong learning, social inclusion and capacity building	Library & Child Services	Provide a minimum of 2500hrs of volunteer services per annum	Yes	Yes	562 hours for Q2, total of 1,153 YTD or 46%. Substantially on target.
1.5.1.1	Deliver programs and activities that promote development, lifelong learning, social inclusion and capacity building	Library & Child Services	Programs delivered annually with in excess of 1000 person participation rate	Yes	Yes	4484 participants and 454 programs for Q2, total of 10859 participants YTD and 896 programs YTD. Above target.
1.5.1.2	Provide facilities and training through the Library Technology Centre and libraries to develop digital skills and reduce social exclusion	Library & Child Services	Deliver 2000 hours per annum of contact community training	Yes	Yes	442 hours for Q2, total of 1,112 hours YTD. Above target.
1.5.1.3	Provide a home delivery library service to people who are housebound	Library & Child Services	Provide a home delivery service with a high satisfaction rating from an annual survey of clients	Yes	Yes	Survey scheduled for January 2019.

COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Communities and Culture						
1.6.2.3	Maintain the documentary heritage of the Region through maintaining and developing the Local History Centre and its collection	Library & Child Services	Develop a guideline on the accession and deaccession of donated items	Yes	Yes	In progress.
1.6.3.1	Deliver and support local events and celebrations	Library & Child Services	Provide inclusive culturally and linguistically diverse Library programs	Yes	Yes	Storytime has been delivered in other languages along with Aboriginal Health Service - Anti Smoking Program during Q2.
			Deliver the CapriCon Steampunk and Pop Culture Convention at Rockhampton Regional Library	Yes	Yes	Planning underway for 2019 event in partnership with Advance Rockhampton.
2.2.2.1	Support community training programs/education workshops held in the Region	Library & Child Services	Provide 500 hours of Microsoft training courses through the Library Technology Centre per year	Yes	Yes	231 hours of Microsoft training courses provided for Q2. 546 hours of Microsoft training courses provided YTD. Above target.
2.2.3.2	Provide access to resources and free community technology training courses to develop skills	Library & Child Services	Conduct satisfaction survey to determine effectiveness of training provided	Yes	Yes	At completion of community technology course participants complete an evaluation. Results being collated.
2.2.3.3	Provide quality child care services	Library & Child Services	Services provided meet the national quality standard	Yes	Yes	Utilisation rate as at Q2 was 94.43%
4.1.1.1	Provide timely and effective delivery of Council's services	Library & Child Services	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Unit delivering inline with service standards.
1.2.1.1	Provide quality arts and cultural facilities throughout the Region	Major Venues	Community long-term use of available spaces at the Walter Reid Cultural Centre are 100% tenanted by the arts and cultural community	Yes	Yes	All spaces have long term leases in place as approved by Council.
			Deliver 100% of the See It Live program at Pilbeam Theatre	Yes	Yes	2018 See it Live continued with successful delivery of Bangarra Dance's OUR Land People Stories, Melbourne International Comedy Festival Roadshow, Queensland Ballet's Swan Lake, Queensland Theatre's Longest Minute, Sydney Dance Company's ab/intra, Opera Queensland's Ruddigore, the Witches Curse, Bell Shakespeare's Julius Caesar, Southern Cross Soloists' Rhapsody in Blue and the simulcast of Don Quixote.
1.4.1.2	Provide community sponsorship for activities in various sectors	Major Venues	Administer the Rockhampton Regional Australia Day Fund in accordance with the guidelines	Yes	Yes	Australia Day grants awarded to 3 organisations in preparation for 2019.

COMMUNITY SERVICES						
Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Communities and Culture						
1.4.1.3	Deliver a range of performances, programs and activities for various age groups	Major Venues	Community programs and performances are delivered in accordance with contracts, schedules and funding agreements	Yes	Yes	Morning Melodies 2018 season is presented for the more senior demographic. See it Live season offers pay-your-age tickets pricing and contains performances targeted to a range of audience age groups and interests - Swan Lake was strongly attended by family groups. Dedicated youth performances are presented across the year such as Josephine Wants to Dance.
1.6.3.1	Deliver and support local events and celebrations	Major Venues	Conduct Rockhampton Carols by Candlelight annual event	Yes	Yes	2018 Carols by Candlelight successfully delivered at alternative indoor location of Robert Schwaren Pavilion.
			Conduct annual Rockhampton Cultural Festival	Yes	Yes	2018 event successfully delivered with planning underway for 2019 event.
1.6.3.2	Deliver and support major regional events	Major Venues	Deliver one large music theatre production attended by in excess of 3000 patrons at the Pilbeam Theatre	Yes	Yes	Auditions completed, event released for sale, creative and production team confirmed and performance planning and delivery underway.
			Rockhampton Showgrounds is used for 25 days for whole-of-grounds events	Yes	Yes	10 days whole-of-ground events delivered.
1.6.4.1	Deliver a diverse range of creative arts programs	Major Venues	Programs are delivered in accordance with guidelines and schedules	Completed	Yes	100% of 2018-2019 public programs YTD have been delivered in accordance with guidelines and schedules.
1.6.4.2	Deliver the Regional Arts Development Fund	Major Venues	All Regional Arts Development Fund applications are assessed in accordance with the guidelines	Yes	Yes	New members sought and successfully appointed to assessment Committee. Round 1 grant process completed with 6 applicants successful.
4.1.1.1	Provide timely and effective delivery of Council's services	Major Venues	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Unit delivering inline with service standards.
Community Assets and Facilities						
1.1.4.1	Undertake required statutory maintenance	Community Assets & Facilities Directorate	Compliance standards met	Yes	Yes	Community Facilities team continues to undertake required statutory maintenance in line with timeframes and requirements.
1.3.1.1	Maintain and monitor CCTV systems	Community Assets & Facilities Directorate	System maintained in accordance with schedule, with less than 2% downtime	Yes	Yes	CCTV system is checked weekly and any issues reported for rectification by technician.

COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Community Assets and Facilities						
2.2.3.1	Support programs that encourage residents to transition away from social support options	Community Assets & Facilities Directorate	Consider options in budget planning to support employment programs in 2019/20	Yes	Yes	Community Facilities will have 4 Apprentice Tradespeople in the 2019-2020. Support Services (Community Assets and Facilities) will be seeking a Business Administration Trainee to commence in 2020.
4.1.1.1	Provide timely and effective delivery of Council's services	Community Assets & Facilities Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Report to Council monthly.
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Community Assets & Facilities Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	Watching	Yes	Currently on hold pending CEO direction for the organisation.
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Community Assets & Facilities Directorate	Monthly review of the Operational Budget	Yes	Yes	On track.
5.4.2.6	Undertake process review on a key activity within the section	Community Assets & Facilities Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Yes	Yes	Assets Review currently being undertaken around defect identification and reporting including consultation to ensure best practice. Process mapping activities have been scheduled to commence in January/February with the intent of streamlining processes and increasing accountability and consistency.
1.1.1.1	Operate, maintain and repair infrastructure as detailed in the annual maintenance programs	Community Facilities	Achieve minimum 95% of annual operating budget	Yes	Yes	Communities Facilities is carrying out maintenance requirements for facilities in line with the operational budget allocation. Most Community Projects and Open Space Facilities work nearly caught up since depot fire. Truck and tools replaced. Fabrication area currently under construction with relocation in progress.
1.1.4.2	Clean and maintain Council buildings	Community Facilities	Buildings cleaned and maintained in accordance with the priority rating schedule and budget allocation	Yes	Yes	Buildings continue to be cleaned and maintained.
1.1.4.3	Develop and Implement conservation management plans for heritage listed buildings	Community Facilities	Conservation Management Plan review conducted in accordance with schedule	Yes	Yes	Conservation Management plans to be reviewed this financial year have been identified.
1.2.1.1	Provide quality arts and cultural facilities throughout the Region	Community Facilities	All venues are compliant with statutory requirements	Yes	Yes	Communities Facilities team continues to undertake required statutory maintenance in line with timeframes and requirements.

COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Community Assets and Facilities						
1.2.1.2	Provide quality regional cemeteries for burial and memorialisation services	Community Facilities	Cemeteries have high community satisfaction with service provided resulting in less than five complaints annually	Yes	Yes	No complaints received this quarter.
4.1.1.1	Provide timely and effective delivery of Council's services	Community Facilities	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Swimming pools, cemeteries, playground inspections, open space cleansing and construction being effectively managed.
4.1.1.1	Provide timely and effective delivery of Council's services	Community Assets	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	An additional resource has allowed any outstanding condition assessments to be completed and officers are now back on track with the inspection schedule.
4.1.1.1	Provide timely and effective delivery of Council's services	Community Projects & Open Space Facilities	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Compliant.
Parks						
1.1.3.3	Develop and implement a strategic plan for the Region's open space, parks and streetscapes that improves amenity and encourages/increases physical activity and builds communities	Parks Directorate	Develop supporting policy documents that will be developed from the council adoption of SPARC for implementation for 2018/2019	Watching	Yes	Remains on hold pending appointment of Parks Planner and Project Officer.
1.4.3.3	Engage with and provide support to community and volunteer organisations in the delivery of sport and recreation activities	Parks Directorate	Make formal contact with all sporting clubs and associations in the Region	Yes	Yes	General contact made in terms of available funding opportunities. Continuation of monthly bulletin mail outs to clubs.
2.1.2.1	Undertake a feasibility study for the development of a multipurpose sport precinct	Parks Directorate	Study to be finalised and endorsed by Council by 1 December 2018	Watching	Yes	Target on hold pending appointment of Planning positions.
2.2.3.1	Support programs that encourage residents to transition away from social support options	Parks Directorate	Consider options in budget planning to support employment programs in 2019/20	Yes	Yes	Jobs Queensland remain engaged on Parks sites. Zoo continue to engage volunteers/work for dole participants.
4.1.1.1	Provide timely and effective delivery of Council's services	Parks Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Compliant.
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Parks Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	Watching	Yes	Currently on hold pending CEO direction for the organisation.

COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Parks						
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Parks Directorate	Monthly review of the Operational Budget	Yes	Yes	Within budget.
5.4.2.6	Undertake process review on a key activity within the section	Parks Directorate	Monthly review of the Operational Budget	Yes	Yes	Parks Operations service delivery is currently being reviewed with opportunities to increase human resources being explored with Workforce and Governance.
1.2.1.3	Further development of the Kershaw gardens and the Botanical gardens	Botanic & Kershaw Gardens	Develop a program that considers the ongoing maintenance and long term improvement	Yes	Yes	Curator has commenced.
1.4.1.1	Increase utilisation through a range of entertainment, education and recreation events in parks	Botanic & Kershaw Gardens	Undertake usage surveys of four parks per year	Yes	Yes	Zoo surveys have commenced and are ongoing. Botanic/Kershaw surveys expected to commence in Q3.
1.6.2.2	Operate and manage the Botanic Gardens	Botanic & Kershaw Gardens	Botanic Gardens opened in accordance with operating hours and managed in accordance with Strategic Master Plan. Deliver site improvements as per the approved 2018/2019 capital works plan.	Yes	Yes	Site improvements are being delivered by community Assets and Facilities in consultation with curator.
1.6.3.1	Deliver and support local events and celebrations	Botanic & Kershaw Gardens	All sites meet the requirements of events and celebrations	Yes	Yes	Parks continue to work collaboratively with Advance Rockhampton on events. Upcoming major events include Australia Day at Kershaw Gardens and ANZAC Day.
4.1.1.1	Provide timely and effective delivery of Council's services	Botanic & Kershaw Gardens	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Compliant.
1.2.3.1	Review and implement changes to the mowing and horticultural services matrix to ensure sustainable quality park environments	Parks Operations	25 % reduction in park service complaints	Watching	Yes	Mowing season has commenced changes in matrices are being evaluated on an ongoing basis.
4.1.1.1	Provide timely and effective delivery of Council's services	Parks Operations	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Compliant.
1.2.2.1	Work with stakeholders to promote the Zoo both regionally and nationally	Zoo	Increase visitors to the Rockhampton Zoo to 140,000 and monitor through visitor intercept surveys	Yes	Yes	Visitor surveys have commenced and are ongoing. Zoo continues to maintain high visitor numbers.
4.1.1.1	Provide timely and effective delivery of Council's services	Zoo	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Remains compliant.

COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Planning and Regulatory Services						
2.2.3.1	Support programs that encourage residents to transition away from social support options	Planning & Regulatory Services Directorate	Consider options in budget planning to support employment programs in 2019/20	Yes	Yes	Successfully developed the trainee to obtain a full time position within Council upon completion of his traineeship.
4.1.1.1	Provide timely and effective delivery of Council's services	Planning & Regulatory Services Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	All timeframes are reported monthly to committee and council and non-compliances are highlighted.
4.2.1.2	Provide formal and informal education opportunities to the public to ensure the community are aware of their legislative obligations	Planning & Regulatory Services Directorate	Education program implemented in accordance with program milestones	Yes	Yes	2 Animal Management microchipping and vaccination clinics held which incorporated community awareness communications. Story book for Environmental Health was published with library story times included in the release.
4.2.2.3	Provide a diverse range of compliance tools to a wide range of amenity, health and safety issues across the community to enhance liveability	Planning & Regulatory Services Directorate	Review and update the enforcement manual by 30 June 2019	Yes	Yes	Reviewed as part of continuous improvement processes.
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Planning & Regulatory Services Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	Watching	Yes	Currently on hold pending CEO direction for the organisation.
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Planning & Regulatory Services Directorate	Monthly review of the Operational Budget	Yes	Yes	A new expense for Building has occurred with the use of contractors to demolish a dangerous building. This should not impact on our overall budget.
5.4.2.6	Undertake process review on a key activity within the section	Planning & Regulatory Services Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Yes	Yes	In field inspections are underway for the Plumbers and being finalised for the Building Inspectors.
1.1.3.2	Implement governance arrangements for the management of the Capricorn Municipal Development Guidelines	Development Engineering	Governance arrangements implemented by 30 June 2019	Yes	Yes	Officers are looking to present a report to Council in the next quarter proposing the draft governance strategy document.
4.1.1.1	Provide timely and effective delivery of Council's services	Development Engineering	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Formal data capture complete and KPIs to be determined following new section alignment.

COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Planning and Regulatory Services						
3.1.3.1	Implement strategic plans to advise community on programs	Health & Environment	Achieve strategy outcomes in the Biosecurity Plan in accordance with timeframes	Yes	Yes	Held Small Landholder day at the Rockhampton Showgrounds, with a wide variety of presenters. Numbers were slightly lower than in 2017. Pest Management Officers (PMOs) also attended education opportunities at Tropicana and Tilapia Terminator Day. PMOs continued controlling invasive plants on Council land focusing on the river and creeks (Frenchmans, Lion, Thozet and Splitters). Approved inspection program has been finalised in the Marmoor/ Bajool area with no further inspections undertaken.
4.1.1.1	Provide timely and effective delivery of Council's services	Health & Environment	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	No non compliances identified for Health and Environment.
4.2.1.1	Provide effective development management programs in line with legislative requirements for environment, health, food, safety, noise, odour and dust protection.	Health & Environment	Compliance with development management programs	Yes	Yes	Education materials and resources are provided on Council's website, with planned review in January 2019. Complaint investigations are conducted in accordance with the Customer Service charter as required. Food safety education has been provided as part of a Customer Service display for Food Safety Week. Public Health risk complaints for designated pests are undertaken as required and education was provided at Tropicana and Small landholder day fairs and shows. Routine inspections of licensed premises continues and are on track to be completed by 30 June 2019. Officers continue to have a presence at events including the CBD Christmas Fair, routine markets and Carols by Candlelight. Pest Management have been proactively and reactively responding to mosquito requests in line with the seasonal increase in expected mosquito numbers in our area.
1.3.2.1	Prevention of disease and adverse impact of domestic animals	Local Laws	Implement actions in accordance with the Animal Management Guidelines	Yes	Yes	Completed for the quarter in accordance with the Animal Management Guidelines - 1 incident to report during the period, this was managed as per the AMC disease management manual.
1.3.2.1	Prevention of disease and adverse impact of domestic animals	Local Laws	Ensure educational programs are completed in accordance with the Animal Management Strategy	Yes	Yes	Educational programs continue in accordance with the Animal Management Strategy. During the quarter Local Laws delivered 2 microchipping and vaccination clinics, a further 2 clinics will be held in the next quarter.
4.1.1.1	Provide timely and effective delivery of Council's services	Local Laws	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	No non compliances have been identified for the quarter.
4.1.1.1	Provide timely and effective delivery of Council's services	Development Assessment	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	The Development Assessment unit has had no instances of non-compliance for this quarter.

COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Planning and Regulatory Services						
4.1.1.1	Provide timely and effective delivery of Council's services	Building, Plumbing and Compliance	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Watching	Yes	Building Plumbing and Compliance continue to adapt to the new service levels. There are still minor issues with integration with IT regarding the task response times.

REGIONAL SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Regional Services Directorate						
2.2.3.1	Support programs that encourage residents to transition away from social support options	Regional Services Directorate	Consider options in budget planning to support employment programs in 2019/20	Yes	Yes	Apprentice, traineeship and co-op students are utilised in a range of areas.
3.3.1.1	Ensure climate change is factored into Council planning and decision making	Regional Services Directorate	Identify potential impacts of climate change	Yes	Yes	Climate change is considered when undertaking planning studies.
4.1.1.1	Provide timely and effective delivery of Council's services	Regional Services Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Service levels on target.
5.2.1.4	Operational risks are monitored and managed in accordance with legislative requirements	Regional Services Directorate	Risk register is being maintained	Yes	Yes	Risk register reviewed during quarter.
5.2.1.9	Monitor and review non-compliance of legislative requirements	Regional Services Directorate	Report on legislative non-compliance included in sectional reports presented to Council on a monthly basis	Yes	Yes	No known non -compliances this quarter.
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Regional Services Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	Watching	Yes	Currently on hold pending CEO direction for the organisation.
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Regional Services Directorate	Monthly review of the Operational Budget	Yes	Yes	Budget is on track.
5.4.2.6	Undertake process review on a key activity within the section	Regional Services Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Yes	Yes	Risk management review is continuing.
Civil Operations						
1.1.1.1	Operate, maintain and repair infrastructure as detailed in the annual maintenance programs	Civil Operations Directorate	Achieve minimum 95% of annual operating budget	Yes	Watching	Current operating expenditure is above the estimates for this period.
1.1.1.2	Deliver the annual capital works program	Civil Operations Directorate	Achieve minimum 95% of annual operating budget	Yes	Yes	Current capital expenditure is slightly down on forecast amount, mainly due to undertaking more operational works.
2.2.3.1	Support programs that encourage residents to transition away from social support options	Civil Operations Directorate	Consider options in budget planning to support employment programs in 2019/20	Yes	Yes	Training of staff in Certificate 3 Civil Construction and Certificate 4 Supervision are underway.

REGIONAL SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Civil Operations						
4.1.1.1	Provide timely and effective delivery of Council's services	Civil Operations Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Works have been undertaken to a high level, with minimal non-compliance items identified.
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Civil Operations Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	Watching	Yes	Preliminary investigations undertaken on the plan. To be fully developed.
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Civil Operations Directorate	Monthly review of the Operational Budget	Yes	Yes	Reviewed as part of monthly Council report.
5.4.2.6	Undertake process review on a key activity within the section	Civil Operations Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Yes	Yes	Development Compliance activity has been reviewed.
4.1.1.1	Provide timely and effective delivery of Council's services	Rural Operations	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Customer service standards are being met.
4.1.1.1	Provide timely and effective delivery of Council's services	Civil Works	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Customer service standards are being met.
4.1.1.1	Provide timely and effective delivery of Council's services	Maintenance	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Customer service standards are being met.
Fitzroy River Water						
1.1.1.2	Deliver the annual capital works program	Fitzroy River Water Directorate	Achieve minimum 95% of annual operating budget	Yes	Yes	Delivery of the capital works program is tracking well in line with forecast.
1.1.1.3	Ensure safe and reliable operation of raw water storages	Fitzroy River Water Directorate	Compliance with state legislation and national guidelines	Yes	Yes	All aspects of the operation of raw water storages are compliant.
1.1.1.4	Ensure safe and reliable treatment and supply of drinking water	Fitzroy River Water Directorate	Compliance with Customer Service Standards, state legislation and national guidelines	Yes	Yes	100% compliance has been achieved for the treatment and supply of drinking water during this quarter.
1.1.1.5	Ensure safe and reliable transport and treatment of sewage	Fitzroy River Water Directorate	Compliance with Customer Service Standards, state legislation and national guidelines	Yes	Yes	>99% compliance has been achieved for the transport and treatment of sewage with only a small number of minor exceedances for effluent water quality results.

REGIONAL SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Fitzroy River Water						
1.3.6.1	Ensure the safe and reliable operation of raw water storages	Fitzroy River Water Directorate	Compliance with legislative requirements for dam safety management	Yes	Yes	All compliance obligations for dam safety management associated with Mount Morgan No. 7 Dam have been met. The Emergency Action Plan for Mount Morgan No. 7 Dam was amended by agreement with the Dam Safety Regulator following minor updates as part of the annual review process.
2.2.3.1	Support programs that encourage residents to transition away from social support options	Fitzroy River Water Directorate	Consider options in budget planning to support employment programs in 2019/20	Yes	Yes	New Business Administration Trainee appointed prior to commencement in January. Similarly, a new apprentice plumber is being secured for commencement in January or early February subject to availability.
4.1.1.1	Provide timely and effective delivery of Council's services	Fitzroy River Water Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Monthly and quarterly reporting of performance against customer service standards and other metrics completed as required.
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Fitzroy River Water Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	Watching	Yes	Currently on hold pending CEO direction for the organisation.
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Fitzroy River Water Directorate	Monthly review of the Operational Budget	Yes	Yes	Operational budget reviewed ongoing and reported against monthly to Airport Water and Waste Committee.
5.4.2.6	Undertake process review on a key activity within the section	Fitzroy River Water Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Yes	Yes	Work underway on meter replacement program to optimise the renewal process for this asset type.
3.1.2.1	Promote water wise behaviours and practices	Business & Project Services	Provide water rebates for residential water efficient products, and process all rebate applications within 10 business days	Yes	Yes	Residential water rebates processed in accordance with target.
			Achievement of annual marketing communications plan activities in accordance with agreed timeframes	Yes	Yes	Annual marketing and communications activities underway in accordance with agreed timeframes.
4.1.1.1	Provide timely and effective delivery of Council's services	Business & Project Services	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Target reported on through Fitzroy River Water directorate.

REGIONAL SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Fitzroy River Water						
1.1.1.6	Ensure safe and reliable supply of non-potable water	Water Quality & Treatment	Compliance with state legislation and national guidelines	Yes	Yes	Supply of non-potable water 100% compliant with state legislation and national guidelines.
3.1.5.1	Minimise nutrient and sediment discharges to local waterways	Water Quality & Treatment	Demonstrate compliance with Environmental Authority release limits and continuous improvement initiatives	Yes	Yes	>99% compliance with Environmental Authority release limits and work for the decommissioning of the West Rockhampton STP nearing completion. Process improvements at the North Rockhampton STP nearing completion as part of complete electrical renewal project.
4.1.1.1	Provide timely and effective delivery of Council's services	Water Quality & Treatment	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Target reported on through Fitzroy River Water directorate.
4.1.1.1	Provide timely and effective delivery of Council's services	Network Operations	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Target reported on through Fitzroy River Water directorate.
4.1.1.1	Provide timely and effective delivery of Council's services	Mechanical, Electrical & General Maintenance	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Target reported on through Fitzroy River Water directorate.
Infrastructure Planning						
2.2.3.1	Support programs that encourage residents to transition away from social support options	Infrastructure Planning Directorate	Consider options in budget planning to support employment programs in 2019/20	Yes	Yes	Engineering Co-Op program continues, cadetships in Design Services continues and admin trainee has commenced.
4.1.1.1	Provide timely and effective delivery of Council's services	Infrastructure Planning Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Customer service standards are being met.
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Infrastructure Planning Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	Watching	Yes	Currently on hold pending CEO direction for the organisation.
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Infrastructure Planning Directorate	Monthly review of the Operational Budget	Yes	Yes	Operational budget reviewed ongoing and reported against monthly to Infrastructure Committee.
5.4.2.6	Undertake a process review on a key activity within the section	Infrastructure Planning Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Yes	Yes	Operational budget reviewed ongoing and reported against monthly to Infrastructure Committee.

REGIONAL SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Infrastructure Planning						
4.1.1.1	Provide timely and effective delivery of Council's services	Assets & GIS	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	The 1 low priority map request referenced in Q1 was actioned within 3 days however it remained open for several weeks while GIS Officers waited for a response from the customer.
5.3.2.4	Financial systems and processes are managed to meet the appropriate audit requirements and community expectation	Assets & GIS	The required asset revaluations are completed by 28 February 2018 and integrated into asset management and relevant financial plans	Yes	Yes	The water, sewerage and land assets revaluations are in progress. As per the External Audit Plan the water and sewerage revaluations are to be completed by 31 May 2019, and the Land revaluation is to be completed by 30 April 2019.
5.3.3.1	Refine the long-term asset management plans with asset custodians to guide the replacement and utilisation of resources	Assets & GIS	Annual review of asset management plans by 30 June 2019	Watching	Yes	Assets team heavily involved in AM system implementation. An annual review of AMP's not warranted. A rolling program of review targeting aged AMP's to be developed.
			Annual asset sustainability ratio is greater than 90%	Yes	Yes	Asset custodians have been provided with general advice regarding the asset sustainability ratio and long-term renewal targets.
1.1.2.1	Provide an effective quality assurance system which supports the civil design function	Civil Design	No major non-conformances identified in the annual audit	Completed	Yes	Audit conducted mid-September 2017, no major non-conformances were identified. ISO9001:2015 certification has been retained for the next 12 months.
3.1.4.1	Improve landscape design and delivery within parks and streetscapes to provide diversity of vegetation cover	Civil Design	Planting in accordance with the Streetscape Design Manual in identified priority area	Yes	Yes	Incorporation of streetscape design into infrastructure projects is developing well. Processes are being modified to utilise the Landscape Architect to liaise with Parks Section and Civil Operations unit for inclusion in project design.
4.1.1.1	Provide timely and effective delivery of Council's services	Civil Design	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Delivery of Civil Operations and FRW Capital Project designs are being completed on schedule. Customer service standards are being met.
1.3.3.1	Natural and man-made hazard risk assessments are reviewed on a five yearly basis	Disaster Management	The 2018 Natural Hazards Risk Assessment be reviewed and updated by 30 June 2019	Yes	Yes	To be completed after disaster season in 2019.
1.3.3.2	Local Disaster Management Plan Threat Specific Sub-Plans are maintained for high risk events	Disaster Management	Cyclone, East Coast Low and Bushfire Threat Specific Plan reviewed by 30 June 2019	Yes	Yes	To be completed after disaster season in 2019.
1.3.5.1	Deliver and implement community disaster awareness education	Disaster Management	Disaster Management event and communications plan to be developed and implementation underway by 30 September 2018	Yes	Yes	To be completed after disaster season in 2019.
1.3.6.2	Conduct an annual review of the Local Disaster Management Plan in accordance with statutory requirements	Disaster Management	Annual review completed by 30 November 2018	Completed	Yes	Annual review completed on 24 September 2018.

REGIONAL SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Infrastructure Planning						
1.3.6.3	Conduct an annual preparedness activity in accordance with statutory requirements	Disaster Management	Annual preparedness activity completed by 30 November 2018	Completed	Yes	Completed on 19 November 2018.
1.3.6.4	Ensure the Local Disaster Management Group meet regularly to coordinate disaster management activities	Disaster Management	Local Disaster Management Group meet at least three times per year	Completed	Yes	Completed for Q2 on 19 November 2018.
4.1.1.1	Provide timely and effective delivery of Council's services	Disaster Management	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	On target.
1.1.2.3	Conduct an annual review of the 10 year forward works program for roads, pathways, stormwater, flood mitigation, water and sewerage new and upgrade projects	Infrastructure Planning	Annual review completed with 2019/20 budget submission	Yes	Yes	Projects progressively reviewed over the Q2 period. Timing of projects and inclusion of successful grant applications has caused a rearrangement of projects. Stormwater Prioritisation program updated at December 2018, and Transport and Road Safety program updated also.
1.1.3.1	Complete preliminary planning, design and cost estimating for projects identified from the Schedule of Works for Transport, Stormwater, Water and Sewerage Trunk Infrastructure that may be required in the near term to 2021	Infrastructure Planning	Projects identified by 1 September 2018 with project development works completed by 30 June 2019	Yes	Yes	Preliminary design for projects in growth areas have been carried out; namely Parkhurst and Norman Gardens areas. Growth areas such as Parkhurst, Norman Gardens and Gracemere have been prioritised. Changes to Local Government Infrastructure Plan project timings have also influenced the list of projects to be designed.
1.4.2.1	Update traffic modelling for the urban areas of Rockhampton and Gracemere	Infrastructure Planning	Complete base case modelling and scenario testing by 30 June 2019	Yes	Yes	Calibration of base year model is being finalised with intention to deliver to Council in early 2019. Future year scenarios to be modelled within Q3 also. This work will align with the Rockhampton Ring Road project that Department of Transport and Main Roads are currently progressing.
1.4.2.2	Consider the Environmental Sustainability Strategy in future planning	Infrastructure Planning	Establish riparian management principles for the urban catchments by 30 June 2019	Yes	Yes	Principles from Riparian Management Study are being collated, along with best practice guidelines to provide some high level guidance for riparian management. As each catchment is different the principles will be broad and specific assessments within each catchment will still be required.
2.4.3.1	Determine strategic infrastructure implications of the Airport masterplan	Infrastructure Planning	Infrastructure implications determined and advised to Airport management by 1 September 2018	Completed	Yes	Further flood modelling of the Airport south precinct is underway to progress development at the Airport site.
4.1.1.1	Provide timely and effective delivery of Council's services	Infrastructure Planning	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Customer service standards are being met.

REGIONAL SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Project Delivery						
1.1.1.2	Deliver the annual capital works program	Project Delivery Directorate	Achieve minimum 95% of annual operating budget	Yes	Yes	The unit has expended \$21.9M of the \$47.7M capital works budget in the first and second quarters. This is approximately 46% of the budget and we are on track to achieve 95% expenditure for the year.
1.1.2.2	Effective delivery of major infrastructure projects	Project Delivery Directorate	Project meets objectives and completed on time and budget	Watching	Yes	All projects currently are running generally within the anticipated delivery time frames and budgets. Some project budgets are very tight and value management processes are in place to manage expenditure etc. There are exceptions with a number of projects including; Touch of Paradise has latent conditions and effects from weather events; Hockey redevelopment has had effects on timing from weather events also.
1.2.1.4	Ensure the project steering group governance model is utilised when identifying needs and developing and delivering built infrastructure solutions	Project Delivery Directorate	All significant projects to be delivered through the project governance model	Yes	Yes	All current significant projects are being delivered under the PCG/PSC model.
2.2.3.1	Support programs that encourage residents to transition away from social support options	Project Delivery Directorate	Consider options in budget planning to support employment programs in 2019/20	Yes	Yes	Works for Queensland projects well underway, with locals employed. Focus on Local Industry Participation with Art Gallery EOI and South Rockhampton Flood Levy.
2.3.2.1	Effectively deliver the design development and construction of Art Gallery Project	Project Delivery Directorate	Project completed in accordance with allocated budget and timeframes	Yes	Yes	The New Art Gallery Project is progressing as per the program and gated delivery process. EOI tender has closed for the Art Gallery construction, awaiting Council endorsement and Funding to be secured.
4.1.1.1	Provide timely and effective delivery of Council's services	Project Delivery Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Customer requests being completed with 3.4 days.
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Project Delivery Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	Watching	Yes	Currently on hold pending CEO direction for the organisation.
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Project Delivery Directorate	Monthly review of the Operational Budget	Yes	Yes	Operational Budget will be updated in the 2019/20 Budget review in February/March.
5.4.2.6	Undertake process review on a key activity within the section	Project Delivery Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Yes	Yes	Project Planning and Scheduling is being targeted.

REGIONAL SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 2 Status Commentary
Rockhampton Regional Waste and Recycling						
1.1.1.1	Operate, maintain and repair infrastructure as detailed in the annual maintenance programs	Waste & Recycling Directorate	Achieve minimum 95% of annual operating budget	Yes	Yes	On track.
1.1.1.2	Deliver the annual capital works program	Waste & Recycling Directorate	Achieve minimum 95% of annual operating budget	Yes	Yes	On track.
2.2.3.1	Support programs that encourage residents to transition away from social support options	Waste & Recycling Directorate	Consider options in budget planning to support employment programs in 2019/20	Yes	Yes	RRWR supported a CQU 1st Year Engineering Student on a work experience opportunity.
3.1.6.1	Develop and deliver an effective educational program to the community promoting kerbside recycling and general resource conservation	Waste & Recycling Directorate	Achieve targets in line with the Waste Reduction and Recycling Plan	Yes	Yes	Education Officer appointed in late Q2. Actions now underway to develop and deliver targets. Additionally, in consideration of the pending State Government Waste Strategy in the first half of 2019, RRWR will be reviewing the Waste Reduction and Recycling Plan to ensure it aligns with the State Strategy.
4.1.1.1	Provide timely and effective delivery of Council's services	Waste & Recycling Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Customer service standards are being met.
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Waste & Recycling Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	Watching	Yes	Currently on hold pending CEO direction for the organisation.
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Waste & Recycling Directorate	Monthly review of the Operational Budget	Yes	Yes	On track.
5.4.2.6	Undertake process review on a key activity within the section	Waste & Recycling Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Yes	Yes	Review underway for waste and recycling collections routing to ensure it is efficient and cost effective.
4.1.1.1	Provide timely and effective delivery of Council's services	Facilities	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Customer service standards are being met.
4.1.1.1	Provide timely and effective delivery of Council's services	Collections	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Yes	Customer service standards are being met.

2018/19 OPERATIONAL PLAN PROGRESS REPORT - QUARTER TWO

Operational Plan Summary

Meeting Date: 19 February 2019

Attachment No: 3

OPERATIONAL PLAN REPORT SUMMARY

QUARTER TWO 2018 – 2019

OFFICE OF THE CEO

Directorate

During this reporting period work progressed on several major projects. Subject to final business case approval the South Rockhampton Flood Levee received Federal Government grant funding. While planning works had been continuing, these funds along with the State Government's and Council's contribution will allow its completion.

A well-attended Round Table was held in Mt Morgan on 20 November where much valued information was received regarding the advancement of Mount Morgan and surrounds. Amongst other things the Fireclay Caverns was topical. Council has been attempting to progress land tenure issues this period regarding this. A report on the Round Table event will be presented to Council and further meeting conducted in the next reporting period with the community.

In addition a series of Community Voice meetings concluded that saw Council visit all areas of the region to provide information updates and receive feedback from the community.

The Belcarra legislation commenced during this period. Various policies introduced by Belcarra and the *Local Government (Councillor Complaints) and Other Legislation Amendment Act 2018* have now been adopted by Council. Local Government Association of Queensland advise the State Government is expected to introduce a new Bill to implement the remaining Belcarra recommendations potentially in the next reporting period.

Office of the Mayor

The adoption and implementation of the Councillor Gifts, Benefits and Hospitality Policy was undertaken in the reporting period. Recruitment of Community Engagement Officer was finalised to improve Council's capacity for future engagement activities and building relationships within the community.

Support and coordination for a range of community engagement activities (both underway and proposed) for Council projects and initiatives were undertaken during the reporting quarter including:

- SRFL landholder consultations with the projects team;
- Quay Street business consultation with Civil Operations;
- Smart tech rollout business consultation with design team;
- Gates and Grids consultation was activated in conjunction with Local Laws and Regional Services;
- Mount Archer resident consultation around closure of Pilbeam Drive;
- Finalised roadside bin station consultations with RRWR;
- Planning underway for consultation around new Waste Transfer Station with RRWR;
- Supported community conversation campaign; and
- Mount Morgan Roundtable consultation undertaken in November.

The concerted effort to increase direct community engagement through Council's social media platforms was evident during the bushfire event impacting the region during November with a spike in followers on Council's social media platforms (1,439,039 social media impressions in November – a 327.1% increase from October) reconfirming Council as a primary "source of truth" for the community for information during natural disasters.

Workforce and Governance

The reporting quarter saw the recruitment of record numbers of trainees and apprentices across the organisation with 35 positions within the current establishment. An initiative to improve the recruitment process has been implemented successfully. Lost Time Injuries for the first six months of the year are considerably less than the previous year. The use of Council's new In-House Legal Services continues to increase with a Graduate Law Clerk appointed in the reporting quarter. The introduction of this service has seen a significant reduction in the engagement of external solicitors.

CORPORATE SERVICES**Directorate**

The Directorate oversaw the operations of the Corporate Services Department. In addition it completed the 2018-19 Annual Report, contributed to the near completion of the Certified Agreement and undertook several smaller projects of which some are still progressing.

Corporate and Technology Services

The annual goods and services spend analysis was completed during this quarter. The spend analysis for the twelve months, November 2017 to October 2018, demonstrates Council's continued commitment to supporting the region's economy with \$74.7M (74%) of \$101M spent locally, including \$21.6M (96%) on hire of construction plant and equipment, trade services and roadmaking material committed to local suppliers.

During this quarter the following funding applications were submitted:

- Safer Communities Round 3 (\$710K) – to provide an effective and sustainable solution to enhance the safety and liveability of the riverside and Col Brown Park precinct by encouraging increased community use of the area and discouraging antisocial behaviour. The project scope includes the installation of LED lighting, CCTV cameras and free Wi-Fi along Victoria Parade (Archer to North Street) and in Col Brown Park – Awaiting decision.
- Federal Government Incubator Support Program (\$500K) – to run the 'Turbo-Traction Lab – Build a Modern Business in 80 Days', which is a structured hands-on program designed to build entrepreneurial capacity and skills in our region, help founders to gain traction, and deliver to the entrepreneurs in the Rockhampton region first-hand experience in the global marketplace. The total cost of the two year program (2019 – 2020) will be \$770K including a cash contribution from Mr Bevan Slattery – Awaiting decision.
- Advance Queensland Regional Startup Hubs Support grant (\$75K, \$25K per year over three years) to assist with the SmartHub administrative support (day-to-day operations) and to deliver the SmartHub Operational Plan – Awaiting decision.
- CQ METS Accelerator Program (\$33K) – to deliver a regional accelerator program in Rockhampton (Customs House SmartHub), for Queensland companies in the Mining Equipment, Technology & Services (METS) sector. The key objective of the program is to drive the commercial acceleration of METS and mining scale-up businesses in Australia. Council was notified of the successful grant application in late December 2018. The program based on the lean Launchpad curriculum will run from 28 January to 11 April 2019.

Stage 2 Smart Parking: The final stage of the smart parking project, including the digital disability parking collaboration was completed in December 2018. The final stage included an additional 375 parking sensors, three wayfinding digital banners displaying parking availability, and a working proof of concept Disability ePermit Solution (which included engagement with key stakeholders). This \$250K project was co-funded by the Federal Government and Council.

The CBD and Riverfront Smart Technology project reached practical completion in December 2018. The \$4.2M project co-funded by the State Government and Council included the installation of:

- 115 Smart poles;
- 135 LED lights;
- 20 Wi-Fi Access points;
- 40 Smart CCTV cameras;
- 3 Push Blue emergency call duress buttons;
- 3 Ground mounted digital banners;
- 12 Pole mounted digital banners; and
- 540 Smart parking sensors (Stage 1 smart parking scope).

The Rockhampton Asset Management Project (RAMP) – Council's asset management system replacement project (including associated inter-dependant systems and business process reviews) is progressing as planned for 'go-live' 1 July 2019. A lot of recent effort has been around data migration, process alignment, change management and user acceptance test planning.

Finance

Financial statements completed within Queensland Audit Office agreed timeframes with green lights for timeliness, quality and controls provided in the Audit Closing Report. A budget amendment was approved by Council in December. Rates Issue and Collections are going well. Customer Service is going well without major incident.

Environmental Sustainability Strategy implementation is on track as guided by the Sustainability Strategy Executive Group and the annual action plan. Council launched the Bringing Nature Back and Living Sustainably programs at Tropicana 2018. Council endorsed the Energy Action Plan and provided approval to proceed with the tendering of a major solar installation at the Glenmore Water Treatment Plant and another five priority Council sites. Council endorsed the new Environment and Sustainability grants scheme under the Community Assistance Program (due to commence in February 2019).

Scoping has commenced for a new Natural Environment Study to replace the 2010 Rockhampton / Livingstone study. Outcomes will be led by a collaborative internal working group and will inform Council's management options and Planning Scheme. Capricornia Catchments completed the initial phase of bush regeneration works at Fraser Park, in conjunction with Capricornia Correctional Centre and Multicultural Development Australia. Significant improvement is visible with more than 430 work-hours completed on-site during October/November 2018. The Internal Sustainability Working Group continues to rollout seed fund initiatives including standardised office recycling across Council.

Internal Audit

No reportable exceptions to highlight. A further audit has been added to the Approved Annual Plan as a result of Council assuming responsibility for the running of the Rockhampton Show in June 2019. It will be necessary to have appropriate governance arrangements in place particularly for cash handling, Fraud / Internal Control Related.

Strategy and Planning

The Planning Scheme Major Amendment continues to progress. Changes to the tailored process were approved by the state and the draft Scheme has been resubmitted for state interest checks. Public notification and consultation is anticipated during the fourth quarter following presentation to and adoption of the consultation plan by Council in the third quarter.

The unit has continued to work with other sections on a range of strategic projects including Rockhampton Airport development and infrastructure planning, Rockhampton CBD projects and planning and economic and industry development initiatives.

The unit is contributing to reviews of the Corporate Governance Framework and Strategic Planning processes and systems.

A new Grants and Policy Advisor is anticipated to commence on 11 February 2019 and efforts continue to recruit a Senior Strategic Planner.

ADVANCE ROCKHAMPTON

Directorate

Recruitment was finalised for a new Business Administration Trainee to commence in the New Year. The Christmas decorations on Customs House and the move of the Christmas tree down to the riverside precinct were a huge community success. A visit to China and Singapore has helped strengthen relationships with investors looking to invest in the region. Negotiations continue with the airlines to deliver more flights to and from Rockhampton.

Airport

The grooving treatment on the main runway commenced in December and is scheduled to be completed by February 2019. Rockhampton Airport has enjoyed facilitating the aircraft operations of Exercise Wallaby 2018. Throughout Exercise Wallaby the Airport received a total of 13 international charters. The Airport serviced approximately 4,300 arriving and departing passengers from Singapore from 22 September 2018 to 15 November 2018. Planning has commenced on the redesign of the terminal screening point and departure lounge to facilitate the installation of new airport security screening equipment.

Commercial

Work is being undertaken with airlines to identify future route development. The Airport Master plan is being reviewed with Strategic Planning to develop an overall plan for the best use of the airport grounds. The section is working on leasing certain areas of the airport. Meeting have been held with State departments in relation to developing different routes with airlines and seeking clarity on certain routes. Work is being undertaken with airline partners to develop and expand airport facilities. Work is also underway with CBD landlords to beautify the CBD buildings and streetscape. EOI documents for CBD parcels of land are being finalised and due to be completed early February 2019.

Regional Development and Promotions

This quarter has been very fortuitous for Regional Promotions. Work is underway in relation to two large events, being the Rockhampton Show and the Rocky River Run. Economic development has continued to be strong within the region, with an outbound delegation to Singapore and a new Friendship City Agreement signed. Tourism continues to build within the region with advantageous leveraging tools such as the Riverside precinct, Kershaw Gardens and Rockhampton Zoo.

COMMUNITY SERVICES

Directorate

During this quarter finalisation of appointments for vacant manager positions within the directorate occurred, with last appointment for Manager Community Assets and Facilities to commence on 21 January 2019.

Coordination of the installation of Christmas tree (at new location Quay Street) and decorations for the region by directorate staff working with the Facilities and Rocky Advance teams was once again successfully delivered.

Recruitment for 12 trainees/apprentices within the directorate was undertaken during the quarter.

Communities and Culture

Quarter two saw the finalisation of the creation of the Communities and Culture department. It is comprised of the former Arts and Heritage sections with the addition of Libraries and Child Services and CQ Home Assist Secure. This restructure process has also coincided with considerable human resources changes with multiple recruitments from manager to officer level. Despite these significant and ongoing operational changes Communities and Culture staff continued to substantially meet or exceed targets.

Highlights included:

- Libraries and Child Services continued providing successful outreach programs such as First 5 Forever, and completed the building improvement to the Child Care Centre and Gracemere Library;
- The Regional Art Gallery continued planning for the proposed new Art Gallery along with the successful delivery of multiple exhibitions including the Gold Award and Laser Beakman; and
- Major Venues provided the ongoing delivery of multiple external events including Cultural Festival and Mayors Christmas Carols.

Community Assets and FacilitiesAssets

With the addition of a temporary Assistant Asset Officer, the Community Assets team were able to complete all outstanding building inspections and are on track with the current schedule.

The Social Housing Divestment Strategy was endorsed by Council and consultation with the Department of Housing and Public Works continued to ensure a smooth transfer of properties.

Review of the Customer Service enquiries, complaints and compliments process regarding the lease of Council's swimming pools was completed December 2018. New procedures will be developed by March 2019.

Facilities

Community Facilities has tracked well through the second quarter and continues to look for efficiencies and operational improvements. The team is on track with its operational budget and continues to work on forward planning to assist with future budgets.

The first of four apprentices commenced in December with a further three commencing in January 2019 providing opportunities for our community members to learn trade qualified skills.

The Community Facilities in conjunction with Support Services continues to progress through statutory maintenance and respond to breakdowns across a range of maintenance types.

Parks

Quarter two saw key positions filled starting with the commencement of Curator Zoo and Curator Kershaw and Botanic Gardens. Additionally, the Manager of Parks was appointed in December. As a team there is much optimism for the future direction and opportunities.

Service delivery has been impacted by unforeseen recruitment levels with multiple vacancies at any given time. This causes teams in the field to be short staffed and supervisors spending a lot of time undertaking the recruitment process.

Weather events were challenging including the bushfire and storm event. The previous lost time injury free record of 95 days was surpassed and currently sits at 153 days.

Planning and Regulatory Services

Local Laws

Dog microchipping and vaccination clinics were held during the month of October and November to encourage owners of dogs, specifically puppies, to have their dog microchipped and vaccinated against canine distemper, parvovirus and hepatitis.

- In October 80 dogs were vaccinated and 65 dogs were microchipped;
- In November 75 dogs vaccinated with 50 dogs microchipped.

The program was to run over a course of four months with a monthly vaccination and microchipping event at a designated location for a reduced fee with community veterinary partnership. The December clinic was however cancelled and rescheduled to February 2019 due to the bush fire incident in Gracemere.

The implementation of the animal management audit recommendations commenced in 2016 was finalised in October 2018 with improvements achieved and was measured by delivering the following outcomes;

- Measurable client services and response times;
- A higher level of professional service;
- A reduction in the number of complaints relating to the staff;
- Improved media interactions;
- Improved structured events;
- Enhanced operational linkages; and
- Improved internal communication.

Development Assessment

The Development Assessment planners attended the Central Queensland Planning Forum held by the Department of State Development, Manufacturing, Infrastructure and Planning on 22 November 2018. Many topics were discussed from the collection of infrastructure charges, Council as assessment manager and applicant, master planning, vegetation management and technology.

Council's Coordinator for Development Assessment presented at the event on Infrastructure Charges collection.

Health and Environment

With the assistance of Advance Rockhampton and Fitzroy Basin Association the Pest Management unit held the Small Landholder Day at the Rockhampton Showgrounds in October 2018. The day included talks on a variety of relevant topics; attendance was slightly smaller than the inaugural event in 2017.

Pest Management, Vector Management and Local Laws teams also attended the Tropicana event during October. The various units presented to the community on topical issues such as rainwater tanks and mosquito breeding. They also focused on the keeping of chickens and the prevention of attracting vermin, pet friendly landscaping and keeping pets secured while mowing the lawn.

Building, Plumbing and Compliance

Plumbing Inspectors commenced using mobile devices for inspections. Work flows have been introduced to Pathways customer requests to enable officers to meet KPI's and improve reporting. The unit have worked through the legislative procedures to allow Council to demolish a dangerous building. The process was fully documented and can now be developed into a working document for future use.

The unit's library has been opened on the hub to allow all Council officers to access information. The unit has completed our workflow documents and these are accessible to officers in the hub library.

Development Engineering

Development Engineering attended the Institute of Public Works Engineering Australasia Queensland conference in October which provided opportunities to network with other local government engineers, to look at product innovations and learn about new trends on engineering for the future.

Development Engineering attended the biannual Capricorn Municipal Development Guidelines workshop in October to discuss changes in design guidelines and construction specifications as a result of other legislation changes and all Council's attempting to agree to similar standards across Central Queensland.

Two employees within the unit have been provided an opportunity to progress with their careers and have accepted senior positions. A Senior Development Engineer and Senior Technical Officer are now part of the Development Engineering Unit. This will allow the Coordinator to focus on strategic and high level decision making.

REGIONAL SERVICES

Directorate

Regional Services has continued to review and monitor the capital and operational programs. This will remain a major focus during the next quarter to ensure the capital program is delivered. Operational activities have continued to be delivered effectively with the majority of performance targets being met. Highlights across the department include the following:

Civil Projects

- Hindley Street – Elphinstone to Livingstone Street- rehabilitation;
- Main Street – Pearce to Rodger Streets – rehabilitation;
- Commencement of Water Street works;
- Winter Gardens and Pilbeam Drive car parks;
- Macquarie Street – Sommerset Road to Foster Street upgrade;
- Mason Street – Hotham Close to Norman Road reconstruction;
- Cherryfield Road – Reigal Street to Ashford Street sealing;
- Nine Mile Road – completion of floodway works.

Infrastructure Planning Projects

- Significant work continues on data migration and GIS linkages as part of the RAMP project;
- A review of the LDMP was completed and an annual exercise was conducted. Training was provided and a trial LDCC set-up was tested. This proved timely with regard to the recent bushfire activation.

RRWR

- Interim collection service has been established at Bajool, Marmor, Gogango, Westwood and Bushley;
- Expression of Interest for an Alternative Waste Treatment Solution is currently being evaluated;
- Landfill expansion – first piggy back Cell A construction is nearing completion;
- Alton Downs WTS – Upgrade complete;

- Commissioned In-truck Management System for waste collection fleet.

FRW

- Near completion of the new 600mm water trunk main along Yaamba Road in Parkhurst as part of the Rockhampton Northern Access Upgrade project;
- Near completion of the approximately \$3M complete electrical renewal project for North Rockhampton STP;
- Commencement of the water meter replacement program within parts of South Rockhampton;
- Renewal of the methane flaring system at South Rockhampton STP for the safe reduction of methane emissions from the anaerobic digestion process at this STP;
- Filling of the Barrage storage to 100% following the arrival of early summer season rainfall in the upper catchment, securing Rockhampton's water supply again for at least the next 1 – 2 years.

Project Delivery

- Rockhampton Art Gallery progressing well with Detailed Design nearing finalisation, Demolition tender for East Street released, EOI tender for construction closed, funding application submitted with the State Government through the Building Our Regions funding program.;
- South Rockhampton Flood Levee has seen the award of the Detailed Design to AECOM to finalise the alignment. Civil Operations have undertaken Early Works (Package 2 – Wood/Lucius Street drainage works) as well as a number of land acquisitions have settled. EOI tender has been called;
- Rockhampton Hockey Redevelopment tender has been re-awarded to new contractor and construction works underway.

**11.7 OFFICE OF THE CEO DEPARTMENT - MONTHLY OPERATIONAL REPORT
JANUARY 2019****File No:** 1830**Attachments:**

1. Office of the CEO and Office of the Mayor
Monthly Report January 2019 [↓](#)
2. Workforce and Governance Monthly Report
January 2019 [↓](#)

Authorising Officer: Evan Pardon - Chief Executive Officer**Author:** Tracy Sweeney - Manager Workforce and Governance

SUMMARY

The monthly operations report for the Office of the CEO Department as at 31 January 2019 is presented for Councillors' information.

OFFICER'S RECOMMENDATION

THAT the Office of the CEO Departmental Operations Report as at 31 January 2019 be "received".

COMMENTARY

The Office of the CEO Department includes the following sections:

- Office of the CEO and Office of the Mayor (Attachment 1)
- Workforce & Governance (Attachment 2)

Specific highlights from the reporting period as well as significant achievements and non-compliances have been detailed in the attachments.

General section and organisational performance statistics are reported quarterly.

OFFICE OF THE CEO DEPARTMENT - MONTHLY OPERATIONAL REPORT JANUARY 2019

Office of the CEO and Office of the Mayor Monthly Report January 2019

Meeting Date: 19 February 2019

Attachment No: 1

MONTHLY OPERATIONS REPORT

OFFICE OF THE CEO & OFFICE OF THE MAYOR

PERIOD ENDED JANUARY 2019



1. Operational Summary

Office of the CEO

Directorate

Mayor, Chief Executive Officer and General Manager Advance Rockhampton travelled to Singapore from 22 to 24 January 2019 to meet with representatives of Singapore Defence and associated partners in relation to ongoing negotiations with military opportunities.

Mayor, Deputy Mayor and Acting CEO attended CQROC meeting in Yeppoon on 25 January 2019.

Committee Support

- Trial commenced for downloading of Council and Committee Agendas via One Drive
- Trial commenced with Advance Rockhampton for electronic lodgement of Travel Proposal Forms via ECM
- International travel successfully completed to Singapore in January 2019.

Office of the Mayor

Planning is underway for around 50 separate engagements in 2019 across all departments. The unit has also been working with IT to set up Engagement HQ as Council's new online engagement platform, which is expected to be implemented in February 2019.

Executive Support Unit

The Executive Support Unit coordinated Civic events held during the reporting including the annual Australia Day Citizenship Ceremony where 32 new citizens were conferred, together with the 2019 Australia Day Awards ceremony held at Kershaw Gardens in conjunction with the Australia Day Bites Programme.

Media and Communications

January saw a number of smaller scale local stories covered rather than a dominant issue in the media landscape.

2. Customer Service Requests



All Monthly Requests (Priority 3) Governance 'Traffic Light' report January 2019

	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)
			Received	Completed							
Media All Enquiries	1	1	0	0	0	0	5	● 0.00	● 3.00	● 43.75	0.00
Citizenship Request/Enquiry	0	0	1	1	0	0	5	● 0.00	● 0.00	● 0.00	0.00
Committee Support - Meetings/Agendas etc	0	0	0	0	0	0	2	● 0.00	● 0.00	● 0.00	0.00
CEO General Request	0	0	0	0	0	0	5	● 0.00	● 9.14	● 20.21	1.00
Councillor General Enquiry	3	3	6	3	3	0	5	● 2.00	● 10.44	● 13.31	3.14
Mayor's Personal (Mayor's General Info) DEPT USE	0	0	0	0	0	0	2	● 0.00	● 0.00	● 4.00	0.00

Service Standards Commentary

CEO Office

Current reporting period trending in accordance with established timeframes.

Media and Communication

During the reporting period, the Media and Communications Unit received 40 enquiries from media outlets with all response times completed in line with established timeframes. 22 of the 40 enquiries were received in response to proactive media releases from Council.

Executive Support

92 of 117 Pathway Requests were logged by the Executive Support Unit on behalf of Councillors during the reporting period.

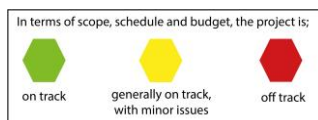
Response times for completing customer requests in this reporting period for December are outside the established service timeframes due to requests from customers requesting a response direct from Councillors which has yet to be confirmed/forthcoming.

3. Capital Projects

There are no capital projects scheduled for the Office of the CEO or the Office of the Mayor.

4. Operational Projects

As at period ended January 2019 – 58.3% of year elapsed



Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl committals)
Office of the CEO						
Meeting Procedures Policy	July 18	November 18		Policy adopted by Council 27 November however some minor changes required to legislative references and the Policy will be updated and presented to Council in March 2019.	Labour	Labour
Travel and Conference Attendance Policy	April 18	November 18		Review of existing policy in progress.	Labour	Labour
Office of the Mayor						
Community Engagement resourcing and policy and procedure		February 19		New community engagement structure now fully resourced and implementation of 2019 program has commenced. Policy and procedure amendments still to be finalised for adoption by Council.	Labour	Labour

5. Budget

Financial performance as expected for the reporting period.

End of Month Job Costing Ledger - (Operating Only) - OFFICE OF CEO

As At End Of January

Report Run: 01-Feb-2019 07:35:10 Excludes Nat Accs: 2802,2914,2917,2924



	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 58.3% of Year Gone
OFFICE CHIEF EXECUTIVE OFFICER							
CHIEF EXECUTIVE OFFICER							
<u>CEO Management</u>							
Expenses	510,840	510,840	800	369,350	370,150	72% ✖	
Transfer / Overhead Allocation	0	0	0	131	131	0% ✖	
Total Unit: CEO Management	510,840	510,840	800	369,481	370,281	72% ✖	
Total Section: CHIEF EXECUTIVE OFFICER	510,840	510,840	800	369,481	370,281	72% ✖	
GOVERNANCE SUPPORT							
<u>Executive Support</u>							
Revenues	(26,630)	(26,630)	0	(17,792)	(17,792)	67% ✓	
Expenses	1,803,857	1,803,857	20,428	1,124,133	1,144,561	63% ✖	
Transfer / Overhead Allocation	176,868	176,868	0	66,688	66,688	38% ✓	
Total Unit: Executive Support	1,954,095	1,954,095	20,428	1,173,030	1,193,457	61% ✖	
Total Section: GOVERNANCE SUPPORT	1,954,095	1,954,095	20,428	1,173,030	1,193,457	61% ✖	
MEDIA & COMMUNICATION							
<u>Media & Communication</u>							
Expenses	414,703	414,703	18,597	236,125	254,722	61% ✖	
Transfer / Overhead Allocation	0	0	0	274	274	0% ✖	
Total Unit: Media & Communication	414,703	414,703	18,597	236,399	254,996	61% ✖	
Total Section: MEDIA & COMMUNICATION	414,703	414,703	18,597	236,399	254,996	61% ✖	
Executive Co-ordinator to the Mayor							
<u>Mayors Office</u>							
Expenses	557,388	557,388	0	233,290	233,290	42% ✓	
Total Unit: Mayors Office	557,388	557,388	0	233,290	233,290	42% ✓	
Total Section: Executive Co-ordinator to the Mayor	557,388	557,388	0	233,290	233,290	42% ✓	
Total Department: OFFICE CHIEF EXECUTIVE OFFICER	3,437,026	3,437,026	39,825	2,012,199	2,052,024	60% ✖	

Comments

Currently on target with expenditure projections.

6. Section Statistics

The following statistics have been provided on the responsibilities and workload for the Office of the CEO:

Media & Communications		
<i>Description</i>	<i>No</i>	<i>Comments</i>
Media Releases – distributed	20	Generated: - 408 stories - Audience total of 6.46 million - Advertising equivalent - \$1,037,856
Media Opportunities	4	
Social Media – Facebook likes	22,506	Increase of 1.3%
Social Media – Impressions	1.1M	People liking, commenting and sharing down 26% from previous month (spike in November from weather events)
Social Media – Clicks	7,699	Clicks on posts to follow links

7. Whole of Council Reports and Statistics

No specific whole of Council statistics to report.

OFFICE OF THE CEO DEPARTMENT - MONTHLY OPERATIONAL REPORT JANUARY 2019

Workforce and Governance Monthly Report January 2019

Meeting Date: 19 February 2019

Attachment No: 2

MONTHLY OPERATIONS REPORT

WORKFORCE AND GOVERNANCE

PERIOD ENDED JANUARY 2019



1. Operational Summary

Certified Agreement Negotiations

Both Certified Agreement Bargaining Committees are fine tuning a few remaining provisions prior to the formal ballot process. The ancillary Certified Agreements; which include special arrangements for the Child Care, Waste and Recycling, Treatment Plant Operations and Major Venues are also near finalisation.

The Certified Agreements; for the next three and half years will provide a framework for employees, management and unions to work together towards improving service delivery to our community, maximising productivity and providing a safe workplace that the employees can be proud of.

Safety Presentation

Almost 500 staff attended the Workplace Health & Safety Presentation by Safety Advocate Bill Martin recently. Bill addressed staff on his personal experience of losing his son in a horrific workplace accident. The presentation was quite confronting and messages conveyed about the importance of speaking up in unsafe conditions and looking out for your workmates certainly resonated with the staff in attendance.

Health & Wellbeing Program

The Health & Wellbeing program has commenced with the first topic of Alcohol & Other Drugs rolled out to staff during January.

285 staff attended across the eight sessions and the feedback has been positive. A dedicated HUB page will be developed with links to additional information and support services available.

The topic for February will be Smoking Cessation and communications will commence shortly.

In-House Legal Services

Council's in-house legal service continues to be well utilised with 26 new internal legal matters being received during the month of January.

Learning Management System

An information session with Managers and Major Stakeholders was held on 30 January 2019 with positive feedback received. The information session provided an overview of a Learning Management System (LMS) and demonstrated its functionality to proactively manage regulatory training, compliance reporting, lower risk, develop skills and prove due diligence.

The feedback received from the information session will be used to inform the business case and project planning.

Aurion Timekeeper & Award Interpreter Project

A presentation of electronic timesheets and the inputting of times and allowances into the Timekeeper and Award Interpreter module of Aurion was conducted on Wednesday 23 January 2019. This was provided by an onsite Aurion representative to available members of the Leadership Team and Managers.

Design workshops to configure the module to the Councils payroll rules and requirements are tentatively scheduled for March.

The Timekeeper and Award Interpreter project team will be working with Managers to implement into their departments in a format that best suits their current needs, workforce capability and IT capacity.

Organisational Development

Officers are currently working on a People Strategy that will identify development gaps and define a path forward providing emphasis on culture, leadership, workforce and performance and will enable the organisation to more efficiently and effectively provide services for our community. The information gathering phase has commenced with officers meeting with key stakeholders in each Department.

2. Customer Service Requests

Response times for completing customer requests in this reporting period for January are within the set timeframes.



All Monthly Requests (Priority 3) Workforce & Strategy 'Traffic Light' report January 2019

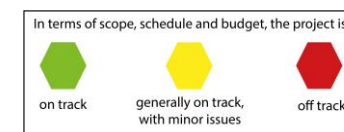
	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth		Avg Completion Time (days) 6 Months		Avg Completion Time (days) 12 Months		Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed										
Administrative Action Complaints	0	0	0	0	0	0	36	●	0.00	●	0.00	●	0.00	0.00
W&S - Complaints Management Process (NOT CSO USE)	3	2	8	4	5	0	30	●	3.00	●	9.62	●	10.00	8.84

3. Capital Projects




No capital projects are relevant to the Workforce and Governance Section.

4. Operational Projects

As at period ended January 2019 – 58.3% of year elapsed



Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl committals)
Certified Agreements	July 2018	March 2019		Both Certified Agreement Bargaining Committees are fine tuning a few remaining provisions prior to the formal ballot process. The ancillary Certified Agreements; which include special arrangements for the Child Care, Waste and Recycling, Treatment Plant Operations and Major Venues are also near finalisation. The formal voting process is currently being mapped out for implementation.	\$10,000	\$10,405
Staff Health and Wellbeing Program	July 2018	June 2019		The pre-implementation survey has closed and we received 222 responses. Alcohol & Other Drugs information sessions have been completed with	\$16,000	\$0

Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl committals)
				<p>Smoking Cessation information sessions to be delivered at the end of February.</p> <p>Topics for 18/19 are:</p> <ul style="list-style-type: none"> • Alcohol & Other Drugs (January) • Smoking Cessation (February) • Breast Cancer (March) • Skin Cancer (April) • Organ Donation (May) • Mental Health (June) 		
Legislative Compliance Training Program	July 2018	June 2019		<p>The program is being delivered as scheduled.</p> <p>The following courses were held during the reporting period:</p> <ul style="list-style-type: none"> • CPR • First Aid 	\$313,000	\$153,013
Leadership and Cultural Development Program	July 2018	June 2019		<p>Feedback from Leaders is currently being sought to develop a People Strategy that will encompass Cultural, Leadership, Workforce and Performance Management Actions.</p>	\$75,000	\$0
Learning Management System Project	July 2018	June 2019		<p>An information session with managers and major stakeholders was held on 30 January 2019, with predominately positive feedback received. Feedback sought from the Project Control Group is being incorporated into the Decision Matrix. Beakon LMS software testing and evaluation is underway.</p>	Business Case Stage is Labour Only	NA

5. Budget

Financial performance as expected for the reporting period.



End of Month Job Costing Ledger - (Operating Only) - OFFICE OF CEO

As At End Of January

Report Run: 01-Feb-2019 07:35:10 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 58.3% of Year Gone
OFFICE CHIEF EXECUTIVE OFFICER							
WORKFORCE & GOVERNANCE MANAGEMENT							
<i>Human Resources and Payroll</i>							
Expenses	1,365,706	1,365,706	781	727,439	728,220	53%	✓
Transfer / Overhead Allocation	6,242	6,242	0	3,525	3,525	56%	✓
Total Unit: Human Resources and Payroll	1,371,948	1,371,948	781	730,964	731,745	53%	✓
<i>Safety & Training</i>							
Revenues	(68,680)	(68,680)	0	(233,270)	(233,270)	340%	✓
Expenses	1,359,116	1,359,116	86,423	644,907	731,330	54%	✓
Transfer / Overhead Allocation	(20,410)	(20,410)	0	24,481	24,481	-120%	✗
Total Unit: Safety & Training	1,270,026	1,270,026	86,423	436,118	522,541	41%	✓
<i>Legal & Governance</i>							
Expenses	440,486	440,486	1,304	265,484	266,788	61%	✗
Total Unit: Legal & Governance	440,486	440,486	1,304	265,484	266,788	61%	✗
<i>Workforce & Governance Management</i>							
Revenues	0	0	0	(5,000)	(5,000)	0%	✓
Expenses	977,076	977,076	22,641	460,665	483,306	49%	✓
Transfer / Overhead Allocation	0	0	0	8,372	8,372	0%	✗
Total Unit: Workforce & Governance Management	977,076	977,076	22,641	464,036	486,677	50%	✓
<i>Investigations and Industrial Relations</i>							
Expenses	262,680	262,680	1,546	134,414	135,961	52%	✓
Transfer / Overhead Allocation	0	0	0	15	15	0%	✗
Total Unit: Investigations and Industrial Relations	262,680	262,680	1,546	134,429	135,976	52%	✓
Total Section: WORKFORCE & GOVERNANCE MANAGEMENT	4,322,215	4,322,215	112,695	2,031,032	2,143,727	50%	✓

Comments

Currently on target with expenditure projections.

6. Section Statistics Reported Quarterly

Data will now be updated quarterly for periods ended 30 September, 31 December, 31 March and 30 June.

The next quarterly report will be reported on in April 2019.

7. Whole of Council Reports & Statistics Reported Quarterly

Data will now be updated quarterly for periods ended 30 September, 31 December, 31 March and 30 June.

The next quarterly report will be reported on in April 2019.

11.8 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 JANUARY 2019**File No:** 8148**Attachments:**
1. **Income Statement January 2019**[↓](#)
2. **Key Indicator Graphs January 2019**[↓](#)**Authorising Officer:** Ross Cheesman - Acting Chief Executive Officer**Author:** Alicia Cutler - Chief Financial Officer

SUMMARY

The Chief Financial Officer presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 January 2019.

OFFICER'S RECOMMENDATION

THAT the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 January 2019 be 'received'.

COMMENTARY

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

1. Income Statement (Actuals and Budget for the period 1 July 2018 to 31 January 2019), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

The attached financial statement provides Council's position after the first seven months of the 2018/19 financial year where results should be 58.3% of the budget. All percentages are measured against the revised budget approved in December 2018.

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

Total Operating Revenue is reported at 82% of revised budget. Key components of this result are:

- Net Rates and Utility Charges are at 93% of budget. Council's rates and utility charges for the second six months of the financial year ending 30 June 2019 have been raised and are due on 27th February 2019.
- Fees and Charges are at 54% of revised budget. Airport, Waste and Recycling, Development Approval, Plumbing and Drainage Fees are all behind budget year to date to varying degrees.
- Private and recoverable works are at 32% of revised budget. This is mostly due to the timing of the works to be performed.
- Grants, Subsidies & Contributions are at 69% of budget due to CQ Home Assist receiving half their annual allocation in the first quarter of the financial year, receiving the trainee and apprentice grant during October, \$1M of Financial Assistance Grants in November and State Library grants in January 2019.
- Interest revenue is ahead of budget at 73%. Interest revenue historically remains ahead of budget for the first six months of the financial year and then moves closer to budget during the second half of the financial year.
- Other Income is at 64% of budget due to insurance proceeds being received for the Botanical Gardens shed fire.
- All other revenue items are in proximity to the adopted budget.

Total Operating Expenditure is at 60% of the revised budget with committals, or 54% of budget without committals. Key components of this result are:

- Committals are impacting the results of several Expenditure Account Groups. In some cases a number of annual committals have been raised for services and materials. Percentages for Expenditure Account Groups with and without committals is as follows:

Account Group	With committals	Without committals
Employee costs	56%	56%
Contractors & Consultants	76%	50%
Materials & Plant	50%	36%
Asset Operational	68%	61%
Administrative expenses	71%	52%
Depreciation	58%	58%
Finance costs	59%	59%
Other expenses	79%	78%
Total Expenses	60%	54%

- The majority of Expenditure Account Groups are within proximity of budget year to date when committals are excluded.
- Contractors & Consultants are ahead of revised budget at 76% due to committals as actual expenditure to date is 50% of revised budget when committals are excluded.
- Materials and Plant is at 36% without committals. This result is influenced by the level of Private and Recoverable works being undertaken as the majority of the associated costs are budgeted against this account group. It is expected that the level of Private and Recoverable works will increase in the second half of the year.
- Other expenses are at 79% due to the payment of Council's LGAQ membership, payment of the Rural Fire Levy, and the rollout of Community Assistance Grants in the first half of the year.

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

Total Capital Income is at 43% of revised budget. The majority of capital revenue budgeted to be received in 2018/19 is from grants and subsidies and is tied to performance obligations. As Council progresses through the year and meets performance milestones, grants will be claimed.

Total Capital Expenditure is at 47% of the budget without committals. This represents an actual spend of \$6M for the month of January. A large portion of capital projects are underway with \$38.7M of committals raised.

Total Investments are approximately \$49.4M as at 31 January 2019.

Total Loans are \$114.5M as at 31 January 2019 after the second quarter loan repayment was made during December.

CONCLUSION

Total operational revenue is ahead of budget at 82% mostly due to the second levy of General Rates and Utility Charges for the year being raised. Operational expenditure is approximately in line with budget at 60% when committed expenditure is included.

The capital program saw \$6M spent during January of a \$132.4M revised capital budget program. It is anticipated that capital expenditure will continue to gain momentum over the coming months with the ongoing roll out of the capital works program for 2018/19.

SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 JANUARY 2019

Income Statement January 2019

Meeting Date: 19 February 2019

Attachment No: 1



Income Statement
For Period July 2018 to January 2019
58.3% of Year Gone

	Adopted Budget	Revised Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Revised Budget
	\$	\$	\$	\$	\$	
OPERATING						
Revenues						
Net rates and utility charges	(145,182,957)	(145,182,957)	(135,723,169)	0	(135,723,169)	93%
Fees and Charges	(24,846,946)	(24,876,119)	(13,448,821)	0	(13,448,821)	54%
Private and recoverable works	(15,859,497)	(15,859,497)	(5,024,235)	0	(5,024,235)	32%
Rent/Lease Revenue	(3,072,340)	(3,072,340)	(1,844,077)	0	(1,844,077)	60%
Grants Subsidies & Contributions	(7,431,709)	(7,683,899)	(5,264,968)	0	(5,264,968)	69%
Interest revenue	(1,581,517)	(1,581,517)	(1,153,023)	0	(1,153,023)	73%
Other Income	(4,224,795)	(4,528,927)	(2,882,096)	0	(2,882,096)	64%
Total Revenues	(202,199,762)	(202,785,256)	(165,340,388)	0	(165,340,388)	82%
Expenses						
Employee costs	78,047,831	79,041,202	43,932,391	168,194	44,100,585	56%
Contractors & Consultants	17,227,336	16,803,039	8,346,325	4,355,535	12,701,860	76%
Materials & Plant	21,058,807	21,268,807	7,659,576	3,063,283	10,722,859	50%
Asset Operational	20,349,070	20,553,785	12,609,933	1,385,083	13,995,016	68%
Administrative expenses	14,406,618	14,714,898	7,666,029	2,768,955	10,434,983	71%
Depreciation	52,553,686	52,759,139	30,776,164	0	30,776,164	58%
Finance costs	6,804,535	6,804,535	3,989,995	0	3,989,995	59%
Other Expenses	1,204,503	1,259,503	982,095	11,290	993,385	79%
Total Expenses	212,252,384	213,194,905	115,962,508	11,752,339	127,714,847	60%
Transfer / Overhead Allocation						
Transfer / Overhead Allocation	(8,287,308)	(9,152,557)	(4,960,787)	479	(4,960,308)	54%
Total Transfer / Overhead Allocation	(8,287,308)	(9,152,557)	(4,960,787)	479	(4,960,308)	54%
TOTAL OPERATING POSITION (SURPLUS)/DEFICIT	1,765,314	1,257,091	(54,338,668)	11,752,819	(42,585,849)	-3388%
CAPITAL						
Total Developers Contributions Received	(1,814,000)	(1,814,000)	(215,368)	0	(215,368)	12%
Total Capital Grants and Subsidies Received	(29,017,683)	(32,728,004)	(14,159,475)	0	(14,159,475)	43%
Total Proceeds from Sale of Assets	0	(900,000)	(900,000)	0	(900,000)	100%
Total Capital Income	(30,831,683)	(35,442,004)	(15,274,843)	0	(15,274,843)	43%
Total Capital Expenditure	131,162,196	132,387,074	62,444,347	38,653,427	101,097,774	76%
Net Capital Position	100,330,514	96,945,071	47,169,504	38,653,427	85,822,931	89%
TOTAL INVESTMENTS			49,365,381			
TOTAL BORROWINGS			114,462,592			

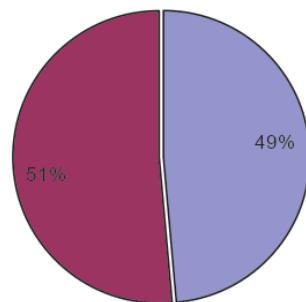
SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 JANUARY 2019

Key Indicator Graphs January 2019

Meeting Date: 19 February 2019

Attachment No: 2

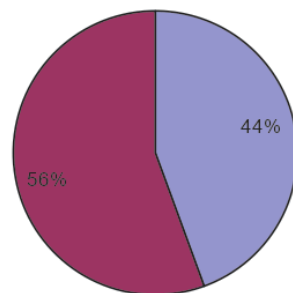
Operating Revenue
(Excluding Net Rates and Utility Charges)
(58.3% of Year Gone)



■ Uncollected
Operating
Revenue

■ Collected
Operating
Revenue

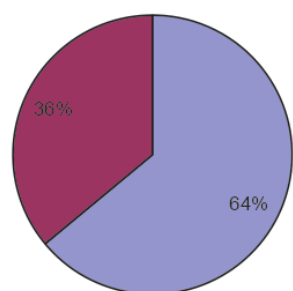
Operating Employee Costs
(58.3% of Year Gone)



■ Unspent
Employee
Costs

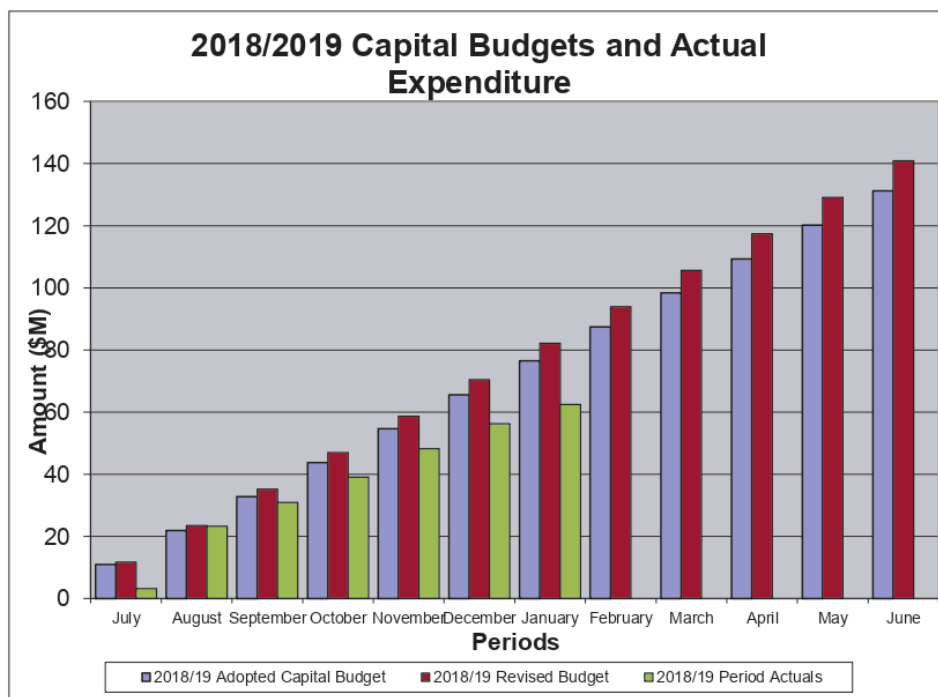
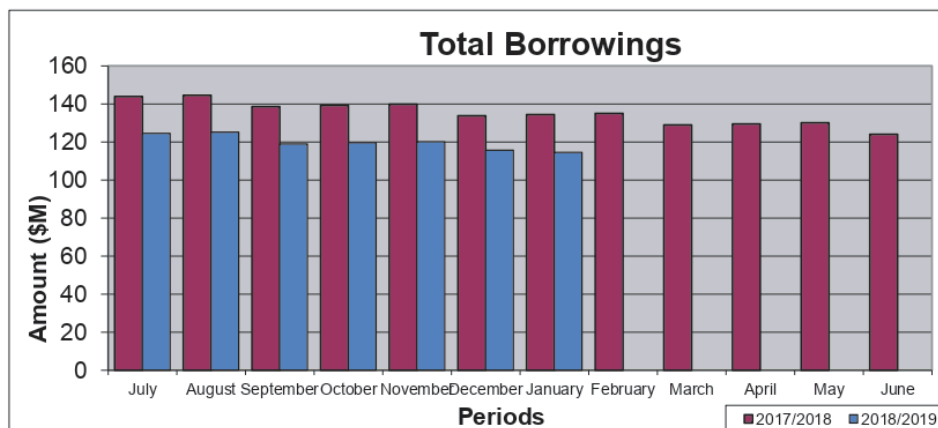
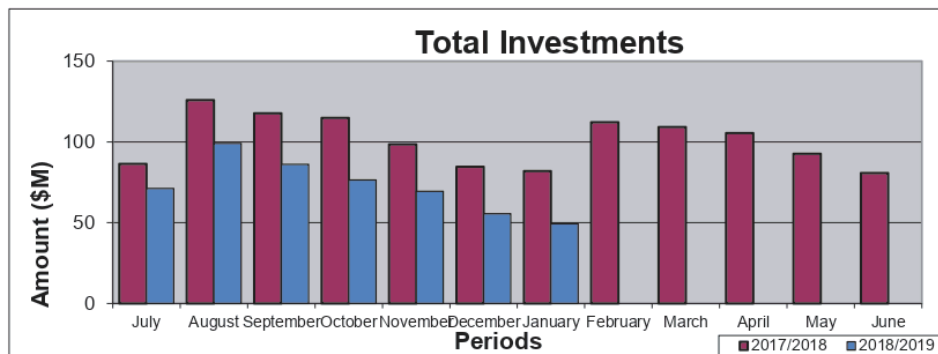
■ Employee
Costs YTD

Operating Materials & Plant
(58.3% of Year Gone)



■ Unspent
Materials &
Plant

■ Materials &
Plant YTD



**11.9 CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT
JANUARY 2019****File No:** 1392**Attachments:**

1. CTS Monthly Report - January 2019 [↓](#)
2. ES Monthly Report - January 2019 [↓](#)
3. Finance Monthly Report - January 2019 [↓](#)

Authorising Officer: Evan Pardon - Chief Executive Officer**Author:** Ross Cheesman - Deputy Chief Executive Officer

SUMMARY

The monthly operations report for the Corporate Services Department as at 31 January 2019 is presented for Councillors information.

OFFICER'S RECOMMENDATION

THAT the Corporate Services Departmental Operations Report as at 31 January 2019 be "received".

COMMENTARY

It is recommended that the monthly operations report for Corporate Services Department as at 31 January 2019 be received.

**CORPORATE SERVICES
DEPARTMENT - MONTHLY
OPERATIONAL REPORT
JANUARY 2019**

CTS Monthly Report - January 2019

Meeting Date: 19 February 2019

Attachment No: 1

MONTHLY OPERATIONS REPORT

CORPORATE AND TECHNOLOGY SERVICES

PERIOD ENDED JANUARY 2019



1. Operational Summary

SmartHub:

The first issue of our SmartHub fortnightly newsletter was distributed by email to our mailing list of over 1000 contacts to provide the wider business community with information about upcoming events in our space and the region. We also provide links to useful resources, promote co-working and SmartHub membership.

We commenced our new 'Hub Live' Facebook video series which is hosted by our SmartHub Business Manager, Elize Hattin, every Thursday afternoon at 1pm. We will be talking to business owners and entrepreneurs about basic business principles, day to day operational hacks and uncover how technology is being used to solve hurdles. Through this storytelling we will aim to provide our audience with information about simple use technology they can implement in their businesses to help them make more money, grow their team and save them time.

Applications opened late January for the CQ METS Accelerator Program, funded by METS Ignited which will be facilitated by Bill McKeague of Adaptive Solutions, commencing on 7 March 2019. Enquiries and applications are currently being received and will close on 25 February, 2019. The program is being promoted through our social media pages and through relevant contacts and networks with the assistance of the Advance Rockhampton (Economic Development) Team. Further information about the program and the application form is available on our website.

The presenter for our January monthly lunch and learn session was SmartHub Member, Stuart Varrall who works for data consulting company Servian. The topic "How to build a Chat Bot" generated a lot of interest from the media, our members and the wider business community. As part of the session Stuart demonstrated how easy it is for people to create a chat bot with Google's free online tool called Dialogflow. He explained in a simplified way how chat bots work effectively and ways they can be implemented in your business to save time and provide your customers with information about your services. 7 News also interviewed Elize and Stuart and the story was shared on our social media pages.

Enquiries and submissions for SmartHub Membership continue to be received and reviewed by the RRC SmartHub Working Group – currently 52 members.






2. Customer Service Requests

Response times for completing customer requests in this reporting period for January are within the set timeframes.

	Balance B/F	Completed in Current Month	Current Month NEW Request		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)
			Received	Completed							
Accounts Payable Enquiry	0	0	1	1	0	0	2	0.00	0.50	0.83	0.60
Insurance: Mower / Slasher / Whipper / Snipper	2	2	5	3	0	0	90	7.67	16.30	14.27	16.47
Insurance: Personal Accident / Injury	1	1	3	0	0	0	120	0.00	9.67	21.54	60.77
Insurance: Public Liability / Property Damage Public Property	6	4	6	4	2	0	90	0.75	7.03	9.55	12.04
Leased Premises – General Enquiry	0	0	2	2	0	0	5	2.50	1.00	0.71	0.00

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 January 2019 2018 – 58% of year elapsed.

Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	Life to date actual (incl committals)
Fleet Asset Renewal Program (CP440)	01/07/2018	30/06/2019		\$7,802,048	\$6,362,492
Comments	The fleet capital program is progressing well; the higher revised budget will create extra workload for procurement officers, but the program is still expected to be delivered.				
IT Asset Renewal & Upgrade Program – excluding RAMP (CP230)	01/07/2018	30/06/2019		\$2,159,766	\$449,939
Comments					
RRC Asset Management Project RAMP (CP230)	22/01/2018	30/09/2019		\$2,564,457	\$2,005,144
Comments					
Stage 3d Smart Technology – Victoria Parade – Fitzroy to Archer (CP235)	01/12/2016	01/03/2019		\$571,226 (18/19 budget allocation)	\$564,690
Comments	Project has reached practical completion.				
Stage 2 Smart Parking – Disability ePermit (CP235)	22/01/2018	14/12/2018		\$250,000	\$243,159
Comments	Project completed, final report was submitted and accepted by Smart Cities and Suburbs program.				
CCTV System Upgrade	01/07/2018	14/12/2018		\$184,000	\$182,304
Comments	Project has reached practical completion.				

In terms of scope, schedule and budget, the project is:		
		
on track	generally on track, with minor issues	off track

4. Operational Projects

As at period ended January – 58% of year elapsed

Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	YTD Actual (inc committals)
Smart Hub Programming	01/07/2018	30/06/2019		\$93,725	\$35,267 (includes METS)
YCA & YINC	Date 25/07/2018 – 27/07/2018, 06/09/2018 (Pitch Night) 22/10/2018, 23/10/2018 – completed 16/04/2019 17/04/2019	Young Change Agents Program (YCA) The YCA high school program (grades 7-12) is built as a train-the-trainer model for teachers and runs for two and half days. This is a cross-curricular program that encompasses elements of civics & citizenship, social studies, commerce, english, maths, drama, IT and art. Youth Incubator Program (YINC) YINC is Young Change Agents youth incubator program for selected alumni of the YCA program. YINC is a mix of masterclasses, activities, networking and group work including: - a cycle of prototyping and customer validation that allows teams to iterate their solutions in line with customer needs; - engagement with mentors to create confidence and a transfer of knowledge and skills; - exposure to industry experts, professionals and potential clients; - specific new learning topics including sales, partnerships, financing, marketing, legal, finance and risk; - showcases at the end of each 2 day session to allow teams to access support and/or reflect on their learnings.			
<u>Comments</u> We are in discussions with Young Change Agents to establish and finalise an MOU Document and are continuing to work with their local representatives to ensure that a successful YINC Program is delivered in the April school holidays.					
Startup OnRamp	Dates to be confirmed. Possibly 02/05/2019 – 18/07/2019	The 12 session Startup Onramp program is for startup founders who are at the beginning of their startup journey, including those who currently have a day job and want to make the transition from <i>employee</i> to <i>startup founder</i> . The program comprises a two-hour workshop each week, two additional weekend sessions, plus weekly individual mentoring sessions and culminates in a pitch night in which all participants pitch their startup and share their learnings with fellow entrepreneurs.			
<u>Comments</u> Dates are yet to be confirmed for another Startup Onramp Program to commence in 2019. Early May through to early July is being considered as a suitable time and will be confirmed in the coming months. The first OnRamp ran successfully from July to December 2018.					

CQ METS Accelerator Program	21/01/2019 – 17/04/2019	This industry specific accelerator program will provide participants with the opportunity to test and build on their METS related product or service. A series of intensive workshops will focus on the fundamentals of customer development, value proposition canvas and problem-solution fit. This program is a collaboration between Council, METS Ignited Australia and the Queensland Government.
<u>Comments</u> Applications opened in January and the program has been promoted through our social media pages and with relevant contacts and networks with the assistance of the Advance Rockhampton (Economic Development) Team. The program outline and application form is available on the Council website. We are starting to receive enquiries and applications which will be assessed towards the end of next month. Bill McKeague from Adaptive Solutions will facilitate the program commencing on 7 March, 2019.		
Startup Weekend and GovHack	Date 21/06/2019– 23/06/2019 and 06/09/2019– 08/09/2019	Startup Weekend 2019 In just 54 hours, participants experience the highs, lows, fun, and pressure that make up life as a startup. They learn how to create a real company, meet great mentors, investors, co-founders, and sponsors who are ready to help turn their idea into an actual business with paying customers. GovHack 2019 (yearly) GovHack is an open data hackathon held across Australia. It's all about encouraging and celebrating people's technical and creative capacity with government for great outcomes, and building upon the social and economic value of Open Data published by government.
<u>Comments</u> Given the very busy 2019 program, we plan to run one Startup Weekend this year which will be held from Friday 21 to Sunday 23 June. GovHack 2019 dates are still to be confirmed but likely to be 6 to 8 September.		



5. Budget

Financial performance as expected for the reporting period.

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Var	On target 58.3% of Year Gone
	\$	\$	\$	\$	\$	%	
CORPORATE & TECHNOLOGY SERVICES							
<u><i>Fleet</i></u>							
Revenues	(283,000)	(283,000)	0	(181,832)	(181,832)	64%	✓
Expenses	11,900,948	11,900,948	534,824	6,937,785	7,472,609	63%	✗
Transfer / Overhead Allocation	(17,803,700)	(17,803,700)	0	(10,009,903)	(10,009,903)	56%	✗
Total Unit: Fleet	(6,185,752)	(6,185,752)	534,824	(3,253,951)	(2,719,127)	44%	✗
<u><i>Property & Insurance</i></u>							
Revenues	(439,352)	(439,352)	0	(251,435)	(251,435)	57%	✗
Expenses	3,554,418	3,689,133	122,859	3,066,720	3,189,580	86%	✗
Transfer / Overhead Allocation	9,171	9,171	0	4,272	4,272	47%	✓
Total Unit: Property & Insurance	3,124,237	3,258,952	122,859	2,819,557	2,942,416	90%	✗
<u><i>Corporate & Technology Management</i></u>							
Revenues	0	0	0	(1,117)	(1,117)	0%	✓
Expenses	664,420	664,420	22,398	388,694	411,092	62%	✗
Transfer / Overhead Allocation	555	555	0	2,833	2,833	511%	✗
Total Unit: Corporate & Technology Management	664,974	664,974	22,398	390,410	412,808	62%	✗
<u><i>Information Systems</i></u>							
Revenues	(22,500)	(22,500)	0	(22,195)	(22,195)	99%	✓
Expenses	7,205,775	7,205,775	245,242	5,071,174	5,316,416	74%	✗
Transfer / Overhead Allocation	19,768	19,768	0	15,626	15,626	79%	✗
Total Unit: Information Systems	7,203,043	7,203,043	245,242	5,064,605	5,309,846	74%	✗
<u><i>Procurement & Logistics</i></u>							
Revenues	0	0	0	(220)	(220)	0%	✓
Expenses	1,731,614	1,731,614	392	1,051,926	1,052,318	61%	✗
Transfer / Overhead Allocation	37,454	37,454	0	24,265	24,265	65%	✗
Total Unit: Procurement & Logistics	1,769,068	1,769,068	392	1,075,971	1,076,363	61%	✗
<u><i>Smart Hub Business</i></u>							
Revenues	(59,000)	(59,000)	0	(28,760)	(28,760)	49%	✗
Expenses	393,971	393,971	31,254	190,142	221,396	56%	✓
Transfer / Overhead Allocation	0	0	0	9,504	9,504	0%	✗
Total Unit: Smart Hub Business	334,971	334,971	31,254	170,886	202,140	60%	✗
Total Section: CORPORATE & TECHNOLOGY SERVICES	6,910,541	7,045,256	956,969	6,267,477	7,224,447	103%	✗

Comments

Fleet – Plant Hire Operations is now showing to be running in line with budget estimate following the correction of a journal error in the previous period (\$575,000 in internal revenue understated). Expenses are ahead of target due to block payment of vehicle registrations and insurance

Corporate & Technology Services Monthly Operations Report

Property & Insurance – Expenses ahead of budget refers to pre-paid rent for 175 East Street, Rates on Council owned properties and pre-paid insurance premiums.

Information Systems – Approximately \$1.8M expenditure refers to pre-paid subscription, maintenance and licensing fees.

6. Section Statistics

Safety Statistics

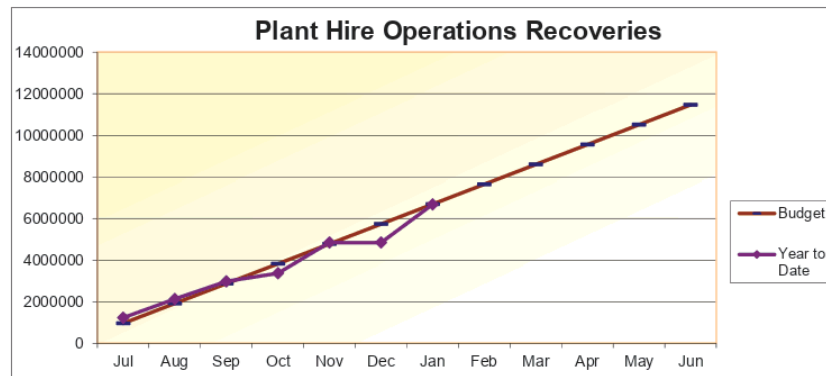
	Second Quarter		
	January	February	March
Number of Lost Time Injuries	0		
Number of Days Lost Due to Injury	0		
Total Number of Incidents Reported	1		
Number of Incomplete Hazard Inspections	0		

Service Delivery

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
IT support services provided within service levels outlined in the IT Service Catalogue.	95%	93%	Operational
Ensure availability of system up-time during core business hours (excluding planned outages).	99%	100%	Operational
Process records on the day of receipt as per Recordkeeping Charter.	95%	100%	Operational
Ensure supplier payments are made within stated trading terms – <u>7 days</u> .	90%	94%	Operational
Ensure top 100 suppliers by dollar value under formal purchasing agreements (contracts).	90%	97%	Operational
Maximise Council property occupancy rates.	98%	100%	Operational
Ensure tenanted properties in any month, have current lease agreements and public liability insurance.	80%	89%	Operational
Process insurance claims within procedural timeframes.	100%	100%	Operational
SmartHub Membership (Target 2018 - 20)	50	52	Operational

7. Whole of Council Reports and Statistics

Fleet Services



Plant Hire Operations Budget (Surplus)	\$11,463,100
Year to Date (Surplus)	\$6,673,798

Procurement & Logistics

Contracts Awarded for January – 5

Tender/ Contract No.	Contract Name	Awarded	Amount
TEN13185	Demolition of 115 & 119 East Street	Busby House Removals Pty Ltd	\$175,500
QUO13349	Construction of Switchboard at Mt Morgan SPS	Intalect Pty Ltd	\$33,270
QUO13293	Demolition of 15 Chalmers Street	BT Builders Qld	\$20,710
QUO13355	Concept Design for Asphalt Pump Track at Cedric Archer Park	Trailscapes Pty Ltd	\$15,000
TEN13276	Replacement of Grandstands at Showgrounds	Steel Post & Rail Pty Ltd	\$215,520

Tenders / quotes in progress - 31

**CORPORATE SERVICES
DEPARTMENT - MONTHLY
OPERATIONAL REPORT
JANUARY 2019**

ES Monthly Report - January 2019

Meeting Date: 19 February 2019

Attachment No: 2

MONTHLY OPERATIONS REPORT

FINANCE – ENVIRONMENTAL SUSTAINABILITY

PERIOD ENDED JANUARY 2019



1. Operational Summary

Environmental Sustainability Strategy

The Sustainability Strategy Executive Group met to monitor and review Q2 progress against the annual action plan. All actions are progressing on track or as scheduled and a full report will be provided to Council in February 2019.

Natural Environment Program

As part of the overarching Natural Environment Program, works are progressing as follows:

- Quotes have been sought for a new Natural Environment Study to replace the 2010 Rockhampton / Livingstone study. Outcomes will be led by a collaborative internal working group and will inform Council's management options and Planning Scheme. A Councillor workshop has been scheduled for February 2019 to seek Councillor input.
- Capricornia Catchments is continuing bush regeneration works at Fraser Park, in conjunction with Capricornia Correctional Centre and Multicultural Development Australia.
- Work has commenced on an initial review of management options for significant vegetation located adjacent to the Glenmore Water Treatment Plant and Plover Street.

Bringing Nature Back Program

Community engagement works are progressing as follows:

- A Fraser Park community workshop and planting day has been scheduled for March 2019; and
- A special local edition 'Rockhampton Regional Council Nature Play Passport' highlighting local natural assets is under development and planned to launch in May 2019.

Living Sustainably Program

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:

- The program kicked off for 2019, focussing on the first monthly theme 'minimising food waste'. Over 50 people attended the workshop held at the Rockhampton Library and over 900 residents received the monthly sustainability newsletter. February's theme focusses on 'looking after stormwater drains and waterways'.
- Planning has commenced for the region's sustainable living festival, Tropicana, to be held in September 2019.
- Two portable water refill stations are helping to reduce waste and encourage sustainability at local community events. The stations had their maiden voyage to the Great Australian Bites event at Kershaw Gardens and can be loaned via Customer Service.

Second Nature Program

The Internal Sustainability Working Group continues to rollout seed fund initiatives including:

- The standardised office recycling trial with educational materials and paired bins now also received at staffrooms at Botanic Gardens, Memorial Gardens, Airport and Pilbeam Theatre.
- The recycled office paper trial continues at Workforce and Governance.

2. Customer Service Requests

Response times for completing customer requests in this reporting period for January are within the set timeframes.

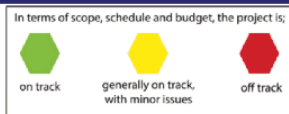
3. Capital Projects

Details of capital projects not reported regularly to Council or a particular Committee in other project specific report updates as at period ended January – 58% of year elapsed.




Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	YTD actual (incl committals)
No capital projects at this time.					



4. Operational Projects





As at period ended January – 58% of year elapsed.






Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc com'tals)
Environmental Sustainability Strategy (ESS): Develop Council's Strategy with input from stakeholders: Stage 1 – Initial review (completed Jan 2018) Stage 2 – Visioning (completed Mar 2018) Stage 3 – Strategy development (completed Apr 2018) Stage 4 – Strategy validation (completed May 2018) Stage 5 – Consultation/adoption (completed Sep 2018) Stage 6 – Implementation (in progress)	Oct 17	Dec 18		Completed: <ul style="list-style-type: none"> Public consultation completed 13 July 2018. Community input considered by the Sustainability Strategy Executive Group on 31 Aug 2018. Council adopted Strategy on 25 Sep 2018. Council received the annual action plan and Q1 implementation progress report on 13 Nov 2018. Council to receive the Q2 progress update on 05 Feb 2019. 	\$0	\$0
Pathway 1 – Natural environment (partnerships and programs)						
Natural environment study: Identify and map priority natural assets for protection and enhancement. This work will replace the natural environment study completed in 2010 (covering the amalgamated regions) and will inform future works, identify areas for future development offsets and also inform the Planning Scheme.	Sep 18	Jun 19		<ul style="list-style-type: none"> Rapid urban canopy (i-Tree) assessment completed in Sep 2018. Initial project scoping started with Strategic Planning in Oct 2018. Quotes sought from Council's consultancy panel in Jan 2019. Contract expected to be awarded in Feb 2019. Draft report subject to Councillor workshop in Jun 2019. 	\$65,000	\$3,000
Natural environment program - works: On-ground works projects to maintain and enhance key natural assets, green corridors and urban waterways in conjunction with key stakeholders and the community. The program may also provide seed funding to help address	Jul 18	Jun 19		<ul style="list-style-type: none"> Fraser Park bush regeneration works (Capricornia Catchments, Multicultural Development Australia and Capricorn Correctional Centre) – commenced Sep 2018 and progressing on track. Frenchmans/Moores Creek revegetation (Multicultural 	\$50,000	\$30,000

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc com'tals)
environmental projects on Council land.				Development Australia) – FY2018-19 Skilling Queenslanders for Work grant application was unsuccessful, to be resubmitted in future rounds. <ul style="list-style-type: none"> Springers Lagoon interpretive signage – commenced Oct 2018, with artwork and content completed in Dec 2018 and 50% of funding provided to support manufacture and installation. Pending finalisation by Parks and Marketing. 		
Fish hotels: Fitzroy Basin Association (FBA) secured Australian government funding to install additional fish hotels at selected Lagoons. The ES Team is coordinating Council interests and Parks is providing in-kind support to this project via the Jobs Queensland crew and the use of the Green Waste Compound for assembly activities at the Rockhampton Botanic Gardens.	Apr 18	Sep 18		Completed: <ul style="list-style-type: none"> Water levels necessitated a change of installation location to Yeppen and Crescent Lagoons. Construction completed Jul 2018. Installation and media completed Aug 2018. 	FBA	FBA
Riparian study – Frenchmans and Thozets Creek: Regional Services has formed a cross-disciplinary Council team to explore opportunities for integrated floodplain management within the Frenchmans and Thozets Creek areas. The ES Team is part of the project team providing input to this study.	Mar 18	Jul 18		Completed: <ul style="list-style-type: none"> Final report received, project completed. Collaboratively exploring opportunities to support and fund proposed program of riparian works via grants and labour support. 	Regional Services	Regional Services
Pathway 2 – Empowering our community (external programs)						
Bringing Nature Back – engagement program: Long-term nature-based community engagement program, designed to bring nature back into the community's hearts, minds and everyday lives. Sponsored by the Australian Government as part of the <i>Building Better Regions – Community Investments Stream</i> . The Program will deliver a workshop series and engagement activities and tools that help the community to improve urban canopy cover in their own backyards, local streets, nearby creeks and on Council	Jul 18	Rolling		<ul style="list-style-type: none"> Tropicana - Council launched the Bringing Nature Back program at Tropicana in Oct 2018, with a native plant giveaway and a workshop program including over 25 different presenters, with more than 2,500 participants during the course of the day. Fraser Park – Planning underway for community workshops in Mar 2019. Nature Play passports – Sole source approval received for 	\$30,000 + \$19,990 grant	\$40,000

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc com'tals)
land.				a special local edition 'Rockhampton Regional Council Nature Play Passport' and local content for passport missions was developed in Dec 2018. Draft passport anticipated in Feb 2019 for further endorsement by Tourism and Parks, with launch planned for May 2019.		
Living Sustainably program: Long-term behaviour change program designed to encourage the community to adopt a wide array of actions and behaviours that support Council's sustainability goals. The program will recognise and reward sustainability awareness and action in schools as part of the annual schools calendar competition, 2019 community calendar and a rolling monthly communications program commencing in January 2019.	Jul 18	Rolling		<ul style="list-style-type: none"> Schools competition - Awarded the winners of the 'Sustainability in Action!' community calendar at Tropicana 2018. Calendars - Distributed the calendar to schools, Customer Service Centres, Councillors and participants in the CBD Christmas Fair. ecoBiz workshop - Facilitated EcoBiz workshop for community members and Council lessees to learn about water, waste and energy efficiencies (07 and 08 Oct 2018). Engagement program – Commenced rollout of the community program focussing on a monthly sustainability action for residents to implement in their own home, supported by a monthly display and workshop at Libraries, e-newsletter and a range of associated information and events should they wish to learn more. The Jan 2019 theme focussed on 'minimising food waste' to help residents use their resources wisely, save money and minimise waste to landfill. 	\$25,000 + \$10,000 RRWR contribution	\$30,000
Community Assistance Program (environment and sustainability scheme): A grants program designed to support community-based environment and sustainability initiatives. Funds are administered as part of the Community Assistance Program to support a wide range of community workshops and on-ground activities.	Jan 19	Rolling		<ul style="list-style-type: none"> Council endorsed the proposed new Environment and Sustainability scheme on 11 Dec 18. Supporting documentation (including revisions to the existing web page, fact sheet, forms and acquittal reports) were finalised in Jan 2019, ready to support applications in the Feb/Mar 2019 funding round. A community workshop to introduce the new grant has been scheduled for 04 Feb 2019. 	\$10,000	\$0

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc com'tals)
Reef Guardian Stewardship grant: The Great Barrier Reef Marine Park Authority awarded Council a Reef Guardian Stewardship grant to encourage environmental initiatives in our local communities. As part of this grant, Council will develop an education resource kit to provide local schools across the Rockhampton Region with action learning opportunities focussed on waterway awareness and source reduction.	Jul 18	Jun 19		<ul style="list-style-type: none"> Pending development of resource materials for rollout. 	\$1,700	\$0
Pathway 3 – Industry and infrastructure						
Clean growth choices for communities in transition: Queensland Government program designed to assist communities to become more resilient by acquiring new skills and technologies, mastering the transition to a low carbon technology and adapting to changing climate – all while creating the new jobs of tomorrow.	Aug 18	Jun 20		<ul style="list-style-type: none"> Attended Program start-up meeting in Brisbane Aug 2018. Contributed to initial desktop review in Sep/Oct 2018. Rockhampton based stakeholder workshop held 07 Nov 2018. Working groups being developed to progress key opportunities, with stakeholder workshops scheduled for Mar 2019. 	TBC	TBC
Sustainable Rockhampton Investment Fund: Supports projects that deliver both positive environmental outcomes and real operational savings for Council.	Jul 18	Jun 19		<ul style="list-style-type: none"> Fund procedure approved Nov 2018. Awaiting Glenmore Water Treatment Plant solar as the first project for consideration under the Fund. 	TBC	TBC
Pathway 4 – Council operations (corporate sustainability)						
Second Nature program: Council's internal sustainability engagement program has been designed to advance sustainability awareness and action within Council's operations. The Internal Sustainability Working Group champion sustainability initiatives across departments, act as a conduit for information and support sustainability action across the organisation.	Jul 18	Rolling		<ul style="list-style-type: none"> Facilitated EcoBiz workshop for Council officers to learn about water, waste and energy efficiencies (08 Oct 2018). Nov 2018 Working Group meeting rescheduled due to extreme weather conditions (heat and fire). Coordinated activities for Council EcoBiz efficiencies cluster to commence in Feb 2019. 	\$0	\$0

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc com'tals)
Sustainability Seed Fund program: As a key part of the internal sustainability engagement program, seed fund initiatives provide the opportunity to trial staff-initiated sustainability projects that foster sustainable behaviour whilst improving Council's wise use of resources.	Feb 18	Rolling		2018 trial initiatives progressing as planned: <ul style="list-style-type: none"> • Composting at City Childcare Centre (delivered) • Black soldier fly trial at Zoo (in progress) • Transition to recycled paper (in progress) • Reusable coffee cups (delivered) • Office recycling across Council (in progress) • Energy efficient behaviour (pending) • Enhanced public place recycling at Zoo (pending) • Transitioning to electronic forms (to be addressed via Learning Management System) • Nursery efficiencies (pending ecoBiz) 	\$20,000	\$5,000
Queensland Climate Resilient Councils (QCRC): The QCRC is a free three year Program which Council subscribed to in mid-2017. Led by LGAQ, in partnership with the Queensland Government, the Program is designed to strengthen Council decision-making processes to respond to climate change.	Feb 18	Dec 18		Completed: <ul style="list-style-type: none"> • Draft report received. • Climate related risks to be further considered in Council's operational plans and risk registers. 	\$0	\$0
Energy Action Plan: Council facilities and services consume a significant amount of energy. This plan aims to identify Council's key strategic opportunities to achieve cost savings, improve environmental sustainability and recognise wider economic and social benefits.	Apr 18	Dec 18		Completed: <ul style="list-style-type: none"> • Council endorsed the proposed Energy Action Plan on 11 Dec 18, along with the proposal for a solar installation at the Glenmore Water Treatment Plant. 	\$0	\$0

5. Budget

Financial performance is as expected for January – 58% of year elapsed.



End of Month Job Costing Ledger - (Operating Only) - CORPORATE SERVICES

As At End Of January

Report Run: 05-Feb-2019 13:41:02 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 58.3% of Year Gone
CORPORATE SERVICES							
FINANCE							
<i>Natural Resource Management</i>							
Expenses	533,335	533,335	23,637	232,519	256,155	48%	✓
Transfer / Overhead Allocation	10,000	10,000	479	(6,017)	(5,538)	-55%	✓
Total Unit: Natural Resource Management	543,335	543,335	24,116	226,502	250,618	46%	✓
Total Section: FINANCE	543,335	543,335	24,116	226,502	250,618	46%	✓
Total Department: CORPORATE SERVICES	543,335	543,335	24,116	226,502	250,618	46%	✓
Grand Total:	543,335	543,335	24,116	226,502	250,618	46%	✓

Comments

Budget on target.

6. Section Statistics

Program/Activity	Date/s	Attendees	Comments
Completed activities			
Living Sustainably 'minimising food waste': Monthly display and workshop at Rockhampton Regional Library	Jan 19	50	
Upcoming activities			
Living Sustainably 'looking after stormwater drains and creeks': Monthly display and workshop at Rockhampton Regional Library	Feb 19	~50	
Environment and Sustainability grants workshop: A community workshop to introduce the new grants scheme under the Community Assistance Program	04 Feb 19	~20	
EcoBiz / Council eco-efficiency workshop and coaching: Internal Council workshop, site visits and coaching activities to identify options for energy, water and waste efficiencies.	04-07 Feb 19	~12	
Living Sustainably 'finding energy efficiency and power savings': Monthly display and workshop at Rockhampton Regional Library	Mar 19	~30	
Clean Up Australia Day: On-site community awareness and action activities	03 Mar 19	~100	
Bringing Nature Back to Fraser Park: Hands-on community workshop and planting day	24 Mar 19	~100	

7. Whole of Council Reports and Statistics

No whole of Council statistics at this time.

8. Sustainability Events and Media Coverage



Living Sustainably program. Local residents attended the January 'Fighting food waste' workshops at the Rockhampton Regional Library, with the Environmental Sustainability Team and guest speaker Sabrina Burke from CQ Minimal Waste.

**CORPORATE SERVICES
DEPARTMENT - MONTHLY
OPERATIONAL REPORT
JANUARY 2019**

Finance Monthly Report - January 2019

Meeting Date: 19 February 2019

Attachment No: 3

MONTHLY OPERATIONS REPORT**FINANCE****PERIOD ENDED JANUARY 2019****1. Operational Summary**

Preparations and submissions for the 19/20 Budget are well underway.
Rates Notices for the second cycle have been issued and are due on Wednesday 27 February 2109.
Asset Revaluations progressing within planned timeframes. Staff shortages in the Asset Accounting area however will place pressure on the capitalisations for the year.

Regular market events will be minimised and denied bookings for Kershaw Gardens on the basis there are other preferred community spaces.

2. Customer Service Requests

Response times for completing customer requests in this reporting period for January are within the set timeframes.



All Monthly Requests (Priority 3) Finance 'Traffic Light' report January 2019

	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)
			Received	Completed							
Bookings Enquiry	0	0	0	0	0	0	5	● 0.00	● 2.00	● 1.83	1.71
Rates Searches	4	4	110	90	20	0	5	● 2.72	● 2.83	● 2.89	2.79
Rates Enquiry	1	1	40	30	10	0	3	● 1.47	● 1.07	● 1.20	0.82

3. Capital Projects

No Capital Projects

4. Operational Projects

As detailed in the Environmental Sustainability section report.

5. Budget

Financial performance as expected for the reporting period.

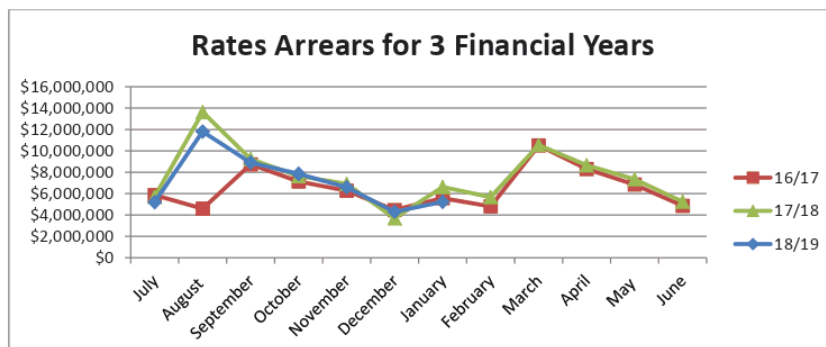
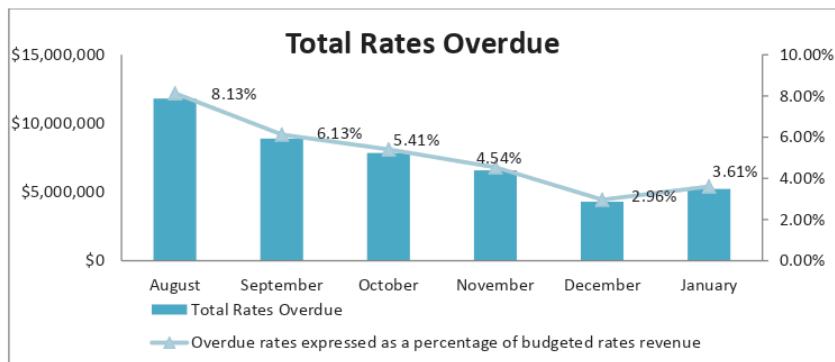
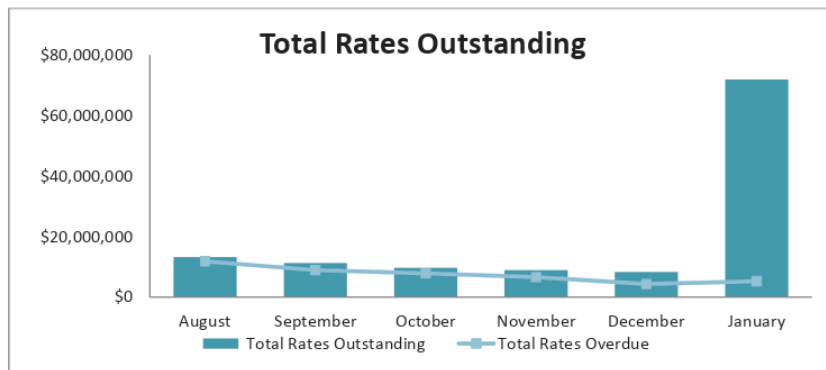
End of Month Job Costing Ledger - (Operating Only) - CORPORATE SERVICES						
As At End Of January						
Report Run: 08-Feb-2019 08:29:48 Excludes Nat Accts: 2802,2914,2917,2924						
	Adopted Budget	Revised Budget	EDM Commitments	YTD Actual	Commit + Actual	Variance %
	\$	\$	\$	\$	\$	%
CORPORATE SERVICES						
FINANCE						
<u>Finance Management</u>						
Expenses	553,292	553,292	227	318,537	318,764	58%
Transfer / Overhead Allocation	0	0	0	968	968	-
Total Unit: Finance Management	553,292	553,292	227	319,505	319,732	58%
<u>Accounting Services</u>						
Expenses	1,654,564	1,654,564	59,765	745,539	805,304	49%
Transfer / Overhead Allocation	0	0	0	1,668	1,668	-
Total Unit: Accounting Services	1,654,564	1,654,564	59,765	747,208	806,972	49%
<u>Financial Systems</u>						
Revenues	(1,143)	(1,143)	0	0	0	0%
Expenses	205,499	205,499	0	99,291	99,291	48%
Transfer / Overhead Allocation	800	800	0	0	0	0%
Total Unit: Financial Systems	204,957	204,957	0	99,291	99,291	48%
<u>Customer Service</u>						
Revenues	(200,988)	(200,988)	0	(132,318)	(132,318)	66%
Expenses	1,700,333	1,700,333	9,164	933,439	947,603	55%
Transfer / Overhead Allocation	0	0	0	(357)	(357)	-
Total Unit: Customer Service	1,499,345	1,499,345	9,164	800,764	809,928	54%
<u>Rates & Revenue</u>						
Revenues	(452,834)	(452,834)	0	(513,955)	(513,955)	113%
Expenses	1,778,786	1,778,786	112,812	1,082,123	1,194,935	67%
Transfer / Overhead Allocation	750	750	0	0	0	0%
Total Unit: Rates & Revenue	1,326,701	1,326,701	112,812	568,168	680,980	51%
<u>Natural Resource Management</u>						
Expenses	533,335	533,335	23,637	244,936	268,573	50%
Transfer / Overhead Allocation	10,000	10,000	479	(8,017)	(5,538)	-5%
Total Unit: Natural Resource Management	543,335	543,335	24,116	236,919	263,035	46%
Total Section: FINANCE	5,782,193	5,782,193	206,083	2,773,856	2,979,939	52%
Total Department: CORPORATE SERVICES	5,782,193	5,782,193	206,083	2,773,856	2,979,939	52%
Grand Total:	5,782,193	5,782,193	206,083	2,773,856	2,979,939	52%

Comments

Committals raised for Audit Fees and legal collection action for the year are impacting on the final result in the Finance Management area as well as Rates & Revenue.

6. Section Statistics

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
Unpaid rates and charges are managed in accordance with the Revenue Management Policy, achieving an overdue balance of less than 3% at its lowest point.	<3%	3.61% in January	Operational
Maintain the ratio of customer queries satisfied by Customer Service Officers, without referral to departments.	80%	92%	Operational
Customer Service Call Centre answering 75% of incoming calls within 45 seconds.	75%	81%	Adopted



7. Whole of Council Reports and Statistics

Safety Statistics

Nil to report

Customer Requests Completed Monthly & Top 5 Customer Requests

	July	August	September	October	November	December	January	February	March	April	May	June
Requests Logged	3388	4194	4183	3555	3023	2419	3573					
Same month Completed	2647	3168	3527	2852	2340	1867	2763					
% completed same month	78%	75%	84%	80%	77%	77%	77%					
Completed Total for Month	3263	3455	3745	3475	3584	2377	3417					
Total Pending	1889	2500	2942	3357	3293	3313	3456					
Top 5 Requests for Month	An/Dogr An/Wand Fac Man W/Leak R/Bin	M/Maint An/Dogr WanAni Fac Man W/Leak	M/Replace An/Dogr Fac Man W/Leak R/Gen	M/Replace Fac Man W/Leak Amend Dog	Fac Man W/Leak T/Trim M/Bin W/Leak	Fac Man W/Leak T/Trim Pk Gen M/Bin	O/Grown Fac Man Pk Gen W/Leak T/Trim					

Total uncompleted customer requests up to 3 months old:	1477
Total uncompleted customer requests between 3 to 6 months old:	1809
Total uncompleted customer requests greater than 6 months old:	169

Conquest Work Order & Investigation Long Term up to 3 months old:	592
Conquest Work Order & Investigation Long Term between 3 to 6 months old:	1712
Conquest Work Order & Investigation Long Term greater than 6 months old:	117

Request Completed: Requested task or action has been completed (not just work order raised), or complaint has been investigated, action taken and correspondence finalised.

Conquest Work Order: A Work Order has been raised for maintenance, repair or future planned action.

Investigation Long Term: Requested task, action or complaint assigned to internal or external investigation, may include, but not limited to: Insurance, Planning, Legal, Civil or Domestic matter

Key:	T/Trim - Tree Trimming	Pk Gen - Parks General Request	An/Dogr - Dog Registration Enquiry
	M/Maint - Meter Maintenance	Fac Man - Facilities Management	W/Leak - Water Leak
	Bin RRC - Replace Bin RRC	W/Leak - Wandering & Restrained Animal for Collection	O/Grown - Overgrown Lot

12 NOTICES OF MOTION

Nil

13 QUESTIONS ON NOTICE

Nil

14 URGENT BUSINESS/QUESTIONS

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

15 CLOSED SESSION

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

RECOMMENDATION

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

16.1 Expression of Interest For The Construction Of The New Art Gallery

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.

16.2 Renewal of Nearmap Subscription

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

16.3 Chief Executive Officer Monthly Report

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 Organisational Structure

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 EXPRESSION OF INTEREST FOR THE CONSTRUCTION OF THE NEW ART GALLERY

File No: 12155

Attachments:

1. EOI Probity & Evaluation Plan
2. EOI 13224 Expressions of Interest

Authorising Officer: Peter Kofod - General Manager Regional Services

Author: Andrew Collins - Manager Project Delivery

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 sets out the process followed in adjudicating and recommending the pre-registration of four (4) potential construction contractors to tender on the building of the New Art Gallery.

16.2 RENEWAL OF NEARMAP SUBSCRIPTION**File No:** 10323**Attachments:**
1. Quote - Nearmap Renewal
2. Memo - Nearmap Renewal**Authorising Officer:** Peter Kofod - General Manager Regional Services**Author:** Martin Crow - Manager Infrastructure Planning

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

SUMMARY

This report seeks Council approval for the renewal of the Nearmap subscription for a further two (2) year period. Approval of Council is sought as Nearmap is considered to be a unique supplier of the product that is being sought.

16.3 CHIEF EXECUTIVE OFFICER MONTHLY REPORT**File No:** 1830**Attachments:** 1. 18-19 CEO KPI's**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Evan Pardon - 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

Chief Executive Officer presenting monthly report for the period ending 11 February 2019.

16.4 ORGANISATIONAL STRUCTURE**File No:** 289**Attachments:** 1. Organisational Structure**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Tracy Sweeney - Manager Workforce and Governance

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

SUMMARY

This report is seeking Council consideration of the organisational structure to meet Council's operational needs. Subject to Council endorsement, the organisational structure will be presented to all employees and unions for consultation. A final organisational structure is expected to be presented to Council for adoption at the end of May 2019.

17 CLOSURE OF MEETING