



ORDINARY MEETING

AGENDA

2 APRIL 2019

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 2 April 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 circular stamp.

CHIEF EXECUTIVE OFFICER
29 March 2019

Next Meeting Date: 16.04.19

Please note:

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

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1 OPENING

The opening prayer presented by Pastor David Alley, Peace Apostolic Ministries.

2 PRESENT

Members Present:

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

In Attendance:

Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

Councillor Drew Wickerson and Councillor Tony Williams previously granted Leave of Absence to represent Council at the LGAQ General Meeting in Brisbane on 2 April 2019.

4 CONFIRMATION OF MINUTES

Minutes of the Ordinary Meeting held 19 March 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 PLANNING AND REGULATORY COMMITTEE MEETING - 26 MARCH 2019

RECOMMENDATION

THAT the Minutes of the Planning and Regulatory Committee meeting, held on 26 March 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, 26 March 2019**9.1.1 DEPUTATION - D/120-2018 - APPLICATION FOR A MATERIAL CHANGE OF USE FOR A TELECOMMUNICATIONS FACILITY**

File No: D/120-2018
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

SUMMARY

Council has received four deputation requests from residents in Mount Morgan regarding this application.

COMMITTEE RECOMMENDATION

THAT the deputation be received.

Recommendation of the Planning and Regulatory Committee, 26 March 2019
9.1.2 D/120-2018 - DEVELOPMENT APPLICATION FOR A MATERIAL CHANGE OF USE FOR A TELECOMMUNICATIONS FACILITY

File No: D/120-2018

Attachments:

1. Locality Plan
2. Site Plan
3. Floor Plan
4. Elevation Plan
5. EME Report

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

Author: Jonathon Trevett-Lyall - Planning Officer

SUMMARY

Development Application Number: D/120-2018

Applicant: Telstra c/- Visionstream

Real Property Address: Lot 16 on SP208184, Parish of Calliungal

Common Property Address: 346A Archer Road, Mount Morgan

Area of Site: 8.1 hectares

Planning Scheme: Rockhampton Region Planning Scheme 2015

Planning Scheme Zone: Rural Zone

Planning Scheme Overlays: Biodiversity Overlay
Bushfire Hazard Overlay

Existing Development: Dwelling House

Existing Approvals: Nil

Approval Sought: Development Permit for a Material Change of Use for a Telecommunications Facility

Level of Assessment: Impact Assessable

Submissions: Six (6)

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

Infrastructure Charges Area: Charge Area 3

Application Progress:

<i>Application Lodged:</i>	8 November 2018
<i>Acknowledgment Notice issued:</i>	22 November 2018
<i>Submission period commenced:</i>	18 January 2019
<i>Submission period end:</i>	12 February 2019
<i>Government Agency Response:</i>	18 January 2019
<i>Last receipt of information from applicant:</i>	8 March 2019

Statutory due determination date:

5 April 2019

COMMITTEE RECOMMENDATION

THAT in relation to the application for a Development Permit for a Material Change of Use for Telecommunications Facility, made by Telstra c/- Visionstream, on land located at 346A Archer Road, Mount Morgan, described as Lot 16 on SP208184, Parish of Calliungal, Council resolves to Refuse the application for the following reason:

Rural Zone Code		
Performance Outcome/s		Response
PO1	Development does not adversely impact on the rural character of the locality, having regard to the scale and visibility of buildings.	<p>The proposed Telecommunications Facility will be in excess of 52m high and exceed the height of the existing tree canopy by 25m. The Telecommunications Facility will be visible to the adjoining landowners to the north, east and west, the majority of the dwellings are located within 500m of the tower.</p> <p>Most of the residences are elevated above the tree canopy positioning the tower directly in their line of sight.</p> <p>The tower will become the dominant feature in the landscape and out of character with the natural beauty of the rural environment.</p> <p>Based on the above, the proposed Telecommunications Facility is considered to adversely impact on the rural character of the locality.</p>
PO16	<p>Ecological values, habitat corridors and soil and water quality are protected, having regard to:</p> <ul style="list-style-type: none"> (a) maximisation of vegetation retention and protection of vegetation from the impacts of development; (b) avoidance of potential for erosion and minimisation of earthworks; (c) retention and protection of natural drainage lines and hydrological regimes; and (d) avoidance of leeching by nutrients, pesticides or other contaminants, or potential for salinity. 	<p>The proposed Telecommunications Facility is located in an area recognised as high significance in the Biodiversity Overlay for Matters of Local Significance and requires the removal of a portion of the existing vegetation as part of the access track, development area and bushfire buffer area.</p>

PO31	<p>Development does not unduly impact on the existing amenity and character of the locality having regard to:</p> <ul style="list-style-type: none"> (a) the scale, siting and design of buildings and structures; (b) visibility of buildings and structures when viewed from roads and other public view points; and (c) any heritage places. 	<p>The proposed Telecommunications Facility will be in excess of 52m high and exceed the height of the existing tree canopy by 25m. The Telecommunications Facility will be visible to the adjoining landowners to the north, east and west, the majority of the dwellings are located within 500m of the tower.</p> <p>Most of the residences are elevated above the tree canopy positioning the tower directly in their line of sight.</p> <p>The tower will become the dominant feature in the landscape and out of character with the natural beauty of the rural environment.</p> <p>Based on the above, the proposed Telecommunications Facility is considered to adversely impact on the amenity and rural character of the locality.</p>
PO32	<p>Development responds sensitively to on-site and surrounding topography, drainage patterns, utility services, access, vegetation and adjoining land uses, such that:</p> <ul style="list-style-type: none"> (a) any hazards to people or property are avoided; (b) any earthworks are minimised; (c) the retention of natural drainage lines is maximised; (d) the retention of existing vegetation is maximised; (e) leeching by nutrients, pesticides or other contaminants, or potential for salinity is minimised; (f) damage or disruption to sewer, stormwater and water infrastructure is avoided; and (g) there is adequate buffering, screening or separation to adjoining development. 	<p>The proposed Telecommunications Facility is in a location that requires clearing of vegetation.</p>
Telecommunications Facilities and Utilities Code		
Performance Outcome/s		Officer's Response
PO2	<p>Development is visually integrated with the surrounding area to ensure it does not visually dominate and is not visually obtrusive, having regard to:</p> <ul style="list-style-type: none"> (a) scale; (b) height; (c) bulk; 	<p>The proposed Telecommunications Facility will be in excess of 52m high and exceed the height of the existing tree canopy by 25m. The Telecommunications Facility will be visible to the adjoining landowners to the north, east and west, the majority of the dwellings are located within 500m of the tower.</p>

	<p>(d) materials and colour; and</p> <p>(e) aesthetic appearance.</p>	<p>Most of the residences are elevated above the tree canopy positioning the tower directly in their line of sight.</p> <p>The tower will become the dominant feature in the landscape and out of character with the natural beauty of the rural environment.</p> <p>Based on the above, the proposed Telecommunications Facility is considered to visually dominate the landscape and be intrusive.</p>
PO3	<p>Development:</p> <p>(a) is camouflaged through use of colours and materials which blend into the visual landscape (earth tones); and</p> <p>(b) incorporates a range of non-reflective materials, textures and finishes that reflect the character of the surrounding area.</p>	<p>Due to the mostly pristine environment and the height of the tower above tree line camouflage of the structure would be very hard to achieve. The tower would always look out of place in this natural landscape.</p>

Furthermore it is felt the report fails to recognise the uniqueness of this locality and the loss of amenity for the small community who reside within 600metres of the proposed tower. Council is currently investing considerable funds and effort in developing economic opportunities for Mount Morgan. The report does not acknowledge or address impacts on existing businesses operating in the area or consider the future importance of this area for eco-tourism opportunities.

Recommendation of the Planning and Regulatory Committee, 26 March 2019**9.1.3 FERAL PIG PLAN 2019 - 2023**

File No: 2557
Attachments: 1. Draft Feral Pig Management Plan 2019 - 2023
Authorising Officer: Steven Gatt - Acting General Manager Community Services
Author: Karen Moody - Coordinator Health and Environment

SUMMARY

This report presents the Rockhampton Regional Council Draft Feral Pig Management Plan 2019-2023 (The Plan) for Council's consideration and adoption. The Plan forms a sub plan under Council's Biosecurity Plan 2017-2021 and was a key objective of the Biosecurity Plan. This plan was designed to build on current activities and provides an adopted proactive, strategic approach for feral pig management for the next 4 years.

COMMITTEE RECOMMENDATION

1. THAT Council adopts the Feral Pig Management Plan 2019-2023.
2. THAT Council work collaboratively with the State Government to develop a program of works to control invasive animals at Mount Archer and seek funding for that project.

Recommendation of the Planning and Regulatory Committee, 26 March 2019**9.1.4 DECISION UNDER DELEGATION - FEBRUARY 2019**

File No: 7028
Attachments: Nil
Authorising Officer: Steven Gatt - Acting General Manager Community Services
Colleen Worthy - General Manager Community Services
Author: Tarnya Fitzgibbon - Coordinator Development Assessment

SUMMARY

This report outlines the properly made development applications received in February 2019 and whether they will be decided under delegation or decided by Council.

COMMITTEE RECOMMENDATION

THAT this report into the applications lodged in February 2019 be received.

Recommendation of the Planning and Regulatory Committee, 26 March 2019**9.1.5 MONTHLY OPERATIONS REPORT FOR PLANNING & REGULATORY SERVICES - FEBRUARY 2019****File No:** 1464**Attachments:** 1. Monthly Operations Report for Planning & Regulatory Services - February 2019**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 February 2019 is presented for Councillor's information.

COMMITTEE RECOMMENDATION

THAT the Planning & Regulatory Services Monthly Operations Report for February 2019 be 'received'.

9.2 INFRASTRUCTURE COMMITTEE MEETING - 26 MARCH 2019**RECOMMENDATION**

THAT the Minutes of the Infrastructure Committee meeting, held on 26 March 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 Infrastructure Committee, 26 March 2019**9.2.1 BUSINESS OUTSTANDING TABLE FOR INFRASTRUCTURE COMMITTEE**

File No: 10097
Attachments: 1. Business Outstanding Table
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Peter Kofod - General Manager Regional Services

SUMMARY

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

COMMITTEE RECOMMENDATION

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

Recommendation of the Infrastructure Committee, 26 March 2019**9.2.2 NAMING OF ROAD LOCATED OFF BAJOOL - PORT ALMA ROAD****File No:** 394**Attachments:**

1. Road Naming Submissions (included in Confidential)
2. Assessment criteria and results (included in Confidential)
3. Map location of Road to be Named

Authorising Officer: Martin Crow - Manager Infrastructure Planning
Peter Kofod - General Manager Regional Services**Author:** Stuart Harvey - Coordinator Strategic Infrastructure

SUMMARY

This report provides a recommendation for the naming of a new road being constructed for the Bajool waste transfer station and seeks Council's adoption of this name.

COMMITTEE RECOMMENDATION

THAT the road located off the Bajool – Port Alma Road, connecting to the Bajool waste transfer station be named 'Old Joe Road'.

Recommendation of the Infrastructure Committee, 26 March 2019**9.2.3 CIVIL OPERATIONS MONTHLY OPERATIONS REPORT**

File No: 7028
Attachments: 1. Civil Operations Monthly Operations Report - February 2019
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: David Bremert - Manager Civil Operations

SUMMARY

This report outlines Civil Operations Monthly Operations Report on the activities and services in February 2019.

COMMITTEE RECOMMENDATION

THAT the Civil Operations Monthly Operations Report on the activities and services in February 2019 be received.

Recommendation of the Infrastructure Committee, 26 March 2019**9.2.4 INFRASTRUCTURE PLANNING MONTHLY OPERATIONS REPORT FEBRUARY 2019****File No: 7028****Attachments: 1. Infrastructure Planning Monthly Operations Report February 2019****Authorising Officer: Peter Kofod - General Manager Regional Services****Author: Martin Crow - Manager Infrastructure Planning**

SUMMARY

This report outlines Infrastructure Planning Monthly Operations Report for the period to the end of February 2019.

COMMITTEE RECOMMENDATION

THAT the Infrastructure Planning Monthly Operations Report for February 2019 report be received.

Recommendation of the Infrastructure Committee, 26 March 2019**9.2.5 PROJECT DELIVERY MONTHLY REPORT - FEBRUARY 2019**

File No: 7028
Attachments: 1. Project Delivery Monthly Report
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Andrew Collins - Manager Project Delivery

SUMMARY

Monthly reports on the projects currently managed by Project Delivery.

COMMITTEE RECOMMENDATION

THAT the Project Delivery Monthly Report for February 2019 be received excluding South Rockhampton Flood Levee.

COMMITTEE RECOMMENDATION

THAT the Project Delivery Monthly Report for February 2019 for South Rockhampton Flood Levee be received.

9.3 AIRPORT, WATER AND WASTE COMMITTEE MEETING - 26 MARCH 2019**RECOMMENDATION**

THAT the Minutes of the Airport, Water and Waste Committee meeting, held on 26 March 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 Airport, Water and Waste Committee, 26 March 2019**9.3.1 ROCKHAMPTON AIRPORT MONTHLY OPERATIONS REPORT - FEBRUARY 2019****File No: 7927****Attachments: 1. Rockhampton Airport Monthly Operational Report - February 2019****Authorising Officer: Tony Cullen - General Manager Advance Rockhampton****Author: Tracey Baxter - Manager Airport**

SUMMARY

The Monthly Operations and Annual Performance Plan Report for the Rockhampton Airport for February 2019 is presented for Councillors information.

COMMITTEE RECOMMENDATION

THAT the Rockhampton Airport Operations and Annual Performance Plan Report for February 2019 be 'received'.

Recommendation of the Airport, Water and Waste Committee, 26 March 2019**9.3.2 FRW MONTHLY OPERATIONS REPORT - FEBRUARY 2019**

File No: 1466
Attachments: 1. FRW Monthly Operations Report - February 2019
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Jason Plumb - Manager Fitzroy River Water

SUMMARY

This report details Fitzroy River Water's financial position and other operational matters for the Council's information as at 28 February 2019.

COMMITTEE RECOMMENDATION

THAT the FRW Monthly Operations Report for February 2019 be received.

Recommendation of the Airport, Water and Waste Committee, 26 March 2019**9.3.3 ROCKHAMPTON REGIONAL WASTE AND RECYCLING MONTHLY OPERATIONAL REPORT FEBRUARY 2019**

File No: 7927
Attachments: 1. Monthly Operational Report February 2019
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Michael O'Keeffe - Manager Rockhampton Regional Waste and Recycling

SUMMARY

The purpose of this report to provide Council with an overview of Rockhampton Regional Waste and Recycling (RRWR) for February 2019

COMMITTEE RECOMMENDATION

THAT the RRWR Monthly Operations Report for February 2019 be received.

9.4 COMMUNITY SERVICES COMMITTEE MEETING - 27 MARCH 2019**RECOMMENDATION**

THAT the Minutes of the Community Services Committee meeting, held on 27 March 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 Community Services Committee, 27 March 2019**9.4.1 COMMUNITY ASSETS AND FACILITIES MONTHLY OPERATIONAL REPORT - FEBRUARY 2019**

File No: 1464

Attachments: 1. Community Assets and Facilities Report - February 2019

Authorising Officer: Richard Dunkley - Manager Community Assets and Facilities
Colleen Worthy - General Manager Community Services

Author: Sophia Czarkowski - Coordinator Facilities

SUMMARY

This report provides information on the activities of Community Assets and Facilities for the month of February 2019.

COMMITTEE RECOMMENDATION

THAT the Community Assets and Facilities monthly operational report for February 2019 be received.

Recommendation of the Community Services Committee, 27 March 2019**9.4.2 PROJECT REPORTS - COMMUNITIES - FEBRUARY 2019****File No: 7028****Attachments: 1. Project Reports - Communities - February 2019****Authorising Officer: Peter Kofod - General Manager Regional Services****Author: Andrew Collins - Manager Project Delivery**

SUMMARY*Monthly reports on the Community Services projects currently managed by Project Delivery.***COMMITTEE RECOMMENDATION**

THAT the Projects Reports for Communities for February 2019 be received.

Recommendation of the Community Services Committee, 27 March 2019**9.4.3 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 Rockhampton Golf Club Inc for Major Sponsorship assistance towards the Ian Weigh Toyota Pro Am event is presented for Council consideration.

COMMITTEE RECOMMENDATION

THAT Council considers the Major Sponsorship application from Rockhampton Golf Club Inc for funding to assist with the staging of the Ian Weigh Toyota Pro Am event to be held from 18 – 23 June 2019, and approves cash sponsorship of \$9,000 for the event.

9.5 PARKS, RECREATION AND SPORT COMMITTEE MEETING - 27 MARCH 2019**RECOMMENDATION**

THAT the Minutes of the Parks, Recreation and Sport Committee meeting, held on 27 March 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 Parks, Recreation and Sport Committee, 27 March 2019**9.5.1 PARKS OPERATIONAL REPORT - FEBRUARY 2019****File No:** 1464**Attachments:**

1. Operational Report - February 2019
2. Project Delivery - Monthly Report February 2019

Authorising Officer: Colleen Worthy - General Manager Community Services**Author:** Aaron Pont - Manager Parks

SUMMARY

This report provides information on the activities and services of the Parks section for February 2019.

COMMITTEE RECOMMENDATION

THAT the report on the activities and services of the Parks Section for February 2019 be received.

Recommendation of the Parks, Recreation and Sport Committee, 27 March 2019**9.5.2 EXISTING SIGNAGE AT SIX MILE RESERVE**

File No: 6696

Attachments:

1. Aerial - Six Mile Reserve
2. Existing Signage
3. Council Resolution - Outcome of Community Consultation on Six Mile Reserve

Authorising Officer: Aaron Pont - Manager Parks
Colleen Worthy - General Manager Community Services

Author: Jacinta James - Acting Senior Sports and Education Advisor

SUMMARY

The existing signage at Six Mile Reserve displays a 'Camping by Permit Only' visual, which is not an approved purpose of the reserve as specified in the Secondary use of Trust land under the Land Act and therefore requires removal.

COMMITTEE RECOMMENDATION

THAT Council endorse the removal of the existing signage at Six Mile Reserve and replace with appropriate signage communicating no camping.

Recommendation of the Parks, Recreation and Sport Committee, 27 March 2019**9.5.3 ROCKHAMPTON POLICE CITIZENS YOUTH WELFARE ASSOCIATION
BUILDING OWNERSHIP**

File No: 4209

Attachments: 1. Email from PCYC regarding Lease term and building ownership

Authorising Officer: Aaron Pont - Manager Parks
Colleen Worthy - General Manager Community Services

Author: Jacinta James - Acting Senior Sports and Education Advisor

SUMMARY

This report discusses the building ownership of the existing Rockhampton Police Citizens Youth Welfare Association building located at 16-20 Bridge Street, Berserker (Stapleton Park) as a result of previous Tenure conditions.

COMMITTEE RECOMMENDATION

THAT the matter lay on the table pending a further report in relation to the condition assessment of the building and information on various uses of the building.

Recommendation of the Parks, Recreation and Sport Committee, 27 March 2019**9.5.4 FREEHOLD LEASE AND TRUSTEE LEASE RENEWALS FOR PARKS UNTIL 30 JUNE 2019**

File No: 374
Attachments: Nil
Authorising Officer: Aaron Pont - Manager Parks
Colleen Worthy - General Manager Community Services
Author: Jacinta James - Acting Senior Sports and Education Advisor

SUMMARY

In accordance with Section 236(1)(c)(iii) of the Local Government Regulation 2012 (Qld) a Council resolution is sought for the commencement of the renewal of Freehold Leases and Trustee Leases expiring up until 30 June 2019.

COMMITTEE RECOMMENDATION**THAT:**

1. Pursuant to Section 236(1)(c)(iii) of the *Local Government Regulation 2012* (Qld) Council approve the renewal of the Trustee Lease for Grammarians Rowing Club Inc as per the terms listed in the report;
2. Pursuant to Section 236(1)(c)(iii) of the *Local Government Regulation 2012* (Qld) Council approve the renewal of the Trustee Lease for Rockhampton & District Motocross as per the terms listed in the report;
3. Pursuant to Section 236(1)(c)(iii) of the *Local Government Regulation 2012* (Qld) Council approve the renewal of the Freehold Lease for The Australian Federation of Totally and Permanently Incapacitated Ex-Service Men and Women Association (CQ TPI) as per the terms listed in the report; and
4. The Chief Executive Officer (Supervisor Sports and Administration) be authorised to negotiate the terms and conditions of the agreements with the organisations listed in the report in preparation for execution by the delegated officer.

10 COUNCILLOR/DELEGATE REPORTS

Nil

11 OFFICERS' REPORTS

11.1 COMMUNITY ENGAGEMENT PLAN - PLANNING SCHEME AMENDMENT

File No:	RRPS-PRO-2015/001-01-06
Attachments:	1. Community Engagement Plan ↓ 2. Response from DSDMIP to State Interest Review ↓
Authorising Officer:	Cameron Wyatt - Coordinator Strategic Planning Angus Russell - Manager Strategy and Planning
Author:	Alyce James - Strategic Planner

SUMMARY

This report seeks formal endorsement of the Community Engagement Plan and to proceed to the public consultation stage under the Planning Act 2016 (section 18 tailored process) for the major amendment to the planning scheme.

OFFICER'S RECOMMENDATION

- 1) THAT the Community Engagement Plan for the Public Consultation stage of making a planning scheme amendment as presented is adopted.
- 2) THAT public consultation of the proposed major amendment to the planning scheme is undertaken in accordance with section 18 (tailored process) under the *Planning Act 2016*.

COMMENTARY

Council submitted the major amendment to the Department of State Development, Manufacturing, Infrastructure and Planning for a State Interest Review on 10 July 2018.

The Department of State Development, Manufacturing, Infrastructure and Planning advised on 7 September 2018 that Council may proceed to the public consultation stage of making, or amending a planning scheme, however Council resolved to amend the tailored process under section 18 of the *Planning Act 2016* to make additional changes prior to public consultation.

The additional changes to the major amendment to the Rockhampton Region Planning Scheme involved the following:

- 1) Updated Matters of State Ecological Significance Mapping and Transport Noise Corridor Mapping as outlined in the first State Interest Review letter on 7 September 2018;
- 2) Removal of the updated Food Hazard Overlay – Creek Catchment Mapping; and
- 3) Inclusion of the Kershaw Gardens precinct.

The Department State Development, Manufacturing, Infrastructure and Planning commenced a second State Interest Review of the additional changes and advised on 25 March 2019 that Council may proceed to the public consultation stage of making or amending a planning scheme. No conditions were attached, as the Director-General was satisfied that the proposed amendment appropriately integrates the relevant state interests.

As outlined in the Community Engagement Plan, it is proposed the public consultation period starts on Monday 15 April 2019 and ends Friday 17 May 2019.

BACKGROUND

The Rockhampton Region Planning Scheme commenced on 24 August 2015. In response to the introduction of the new Queensland planning legislation, the *Planning Act 2016*, a subsequent alignment amendment was undertaken and adopted mid-2017.

Since the adoption of the alignment amendment, work has continued on the planning scheme to include provisions for a new fishing and recreation precinct, temporary short-term accommodation (Airbnb), office activities for Quay Lane, residential and commercial character buildings, and updated flood mapping to include revised hazard levels. In addition, Council officers have undertaken a review of the planning scheme contents to ensure continual improvement is achieved.

Last year, a submission to the State government was lodged and subsequently approved to enable Council to undertake a “tailored” process for this major amendment under section 18 of the *Planning Act 2016*. In summary, the “tailored” process removes ministerial sign off for the State interest review process and agreement to undertake public consultation. Instead the “sign off” by State government has been delegated to the Chief Executive of the Department for State Development, Manufacturing, Infrastructure and Planning.

CONCLUSION

In conclusion, it is recommended that Council commence the public consultation of the major amendment to the Rockhampton Region Planning Scheme in accordance with the attached community engagement plan from Monday 15 April 2019 to Friday 17 May 2019.

COMMUNITY ENGAGEMENT PLAN - PLANNING SCHEME AMENDMENT

Community Engagement Plan

Meeting Date: 2 April 2019

Attachment No: 1

Rockhampton Region Planning Scheme Major Amendment – Community Engagement Plan

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1. Trigger for Community Engagement

Rockhampton Regional Council passed a resolution on 26 September 2017 as follows:

THAT:

1. *Council prepares a major amendment to the Rockhampton Region Planning Scheme in accordance with section 18, making or amending planning schemes under the Planning Act 2016 and Minister's Guidelines and Rules; and*
2. *Council provide a written statement to the Minister advising that a major amendment has commenced, including the nature and details of the changes.*

In relation to preparing a planning scheme, there is a legislative requirement under the *Planning Act 2016* to carry out public consultation about a proposal to amend a planning scheme.

Local government commencing public consultation of a proposed planning scheme is triggered by approval from the Minister for State Development, Manufacturing, Infrastructure and Planning to proceed to public consultation after the state interest review has been completed.

Council will then formally resolve to undertake public consultation once changes to the proposed planning scheme, as a result of the state interest review, have been considered and agreed upon.

2. Reason for Engagement

Council endeavours to ensure that the Major amendment to the Rockhampton Region Planning Scheme is developed to accurately reflect the community's expectations and continue to meet the evolving needs of the people who live here, whilst allowing and enhancing growth opportunities.

In accordance with the *Planning Act 2016* it is a legislative requirement for Council to undertake public consultation on the major amendment to the Rockhampton Region Planning Scheme for a minimum of twenty (20) business days. The public consultation period can be extended if required.

3. Background

- A new Planning Act 2016 commenced on 3 July 2017. Council successfully completed an Alignment Amendment to the Rockhampton Region Planning Scheme (RRPS) 2017 to facilitate a seamless transition. The Online enquiry process via Rock e Plan was also updated (ICON Platform).
- With the Alignment Amendment Council also commenced a new compliant Local Government Infrastructure Plan (LGIP). State support for this was subject to an understanding that Council would continue work to review and update the LGIP to address a number of outstanding issues (nominally within 5 years). This work is mostly now with Strategic Engineering, however Strategic Planning input will be required to complete a new Planning Assumptions Model (PAM) to inform a new Planning Assumptions Report (PAR). These will then inform the review and redevelopment of the LGIP. Importantly the State is mostly seeking evidence of vertical integration between the LGIP and Council's long term financial models and CAPEX plans.
- Prior to the State progressing Planning Act 2016, Council had determined to make some amendments to the Rockhampton Region Planning Scheme under Sustainable

Planning Act 2009. This work was ceased as it could not have been completed under Sustainable Planning Act 2009. A Major amendment under Planning Act 2016 has now commenced (resolved 26 September 2017). There is significant Councillor interest in some of the amendments to the planning scheme. A summary of the major changes to the planning scheme are:

- New mapping and provisions for residential and commercial character buildings;
- Updated flood mapping to include revised hazard categories (Fitzroy River flood) and areas protected by temporary levees (North Rockhampton Flood management area)
- Introduction of Fitzroy River accommodation precinct and Fitzroy River industry precinct along Quay Street (between Stanley Street and Arthur Street) to allow for fishing and boating related activities and short term accommodation;
- Provisions related to office activities within the Principal Centre zone - Quay Street precinct have been updated to allow office accommodation at the ground floor level along Quay Lane;
- The High Density Residential zone levels of assessment have been reduced to enable the conversion of existing buildings (such as apartments) to become short-term accommodation, retirement villages, rooming accommodation etc.
- Updating mapping and provisions to reflect changes to state mapping and new SPP;
- New provisions in residential zones to allow Airbnb's and similar land use activities when reusing existing dwellings;
- Revised provisions and levels of assessment for advertising devices;
- Introduction of Kershaw Gardens precinct to allow for a small scale non-commercial tourist park when undertaken by Local Government;
- Other items – refer to Major amendment register (water sensitive urban design and development codes.

4. Objectives

- To undertake public notification pursuant to the legislative requirements of the Planning Act 2016.
- To create community awareness about the formal consultation period and how to make a properly made submission to the Major Amendment of Rockhampton Region Planning Scheme.
- Identify and engage with a range of residents and stakeholders during the formal public consultation period.
- To undertake targeted consultation with property owners whose property has been affected by changes to the planning scheme.
- To communicate the reasons for, and benefits of, undertaking a major amendment to the planning scheme.
- To implement appropriate change management techniques that will assist the community to prepare for change – focusing on areas where significant change is proposed. It is recommended that information such as superseded timing provisions (12 months), be communicated during and after the major amendment process.

- To provide the community with a range of online and traditional information sources e.g. fact sheets and feedback/submission methods.

5. Target audiences

Community

- General community – any person can make a submission; and
- Property owners whose properties have been affected by changes to the planning scheme being properties:
 - New Low density residential zone – Fitzroy River accommodation precinct (Stanley Street/South Street and East Street/Quay Street);
 - New Waterfront and marine industry zone – Fitzroy River industry precinct (South Street/Arthur Street and East Street/Quay Street);
 - Residential and commercial character buildings as identified on the updated character overlay mapping;
 - Fitzroy River flood overlay mapping. New hazard categories have been introduced;
 - Quay Street precinct – change to office accommodation provisions;
 - Fitzroy River flood overlay mapping as being within the new North Rockhampton flood management area; subject to a change of zoning.

Community groups / clubs and associations

- Rockhampton Historical Society (character areas)
- Fitzroy Motor Boat Club (proposed Fitzroy River precinct)
- Barra Jacks Fishing & Outdoors (proposed Fitzroy River precinct)
- Kalka Bait and Tackle (proposed Fitzroy River precinct)
- Guided Fishing Down Under (proposed Fitzroy River precinct)
- Hooked Fishing Charters (proposed Fitzroy River precinct)
- Big Bella Sportfishing (proposed Fitzroy River precinct)
- Reel Fishing CQ (proposed Fitzroy River precinct)
- Catchya Boat Hire (proposed Fitzroy River precinct)
- Frenchville Fishing Club (proposed Fitzroy River precinct)

Business / Developers

- Council's Developers Forum;
- Real Estate Agents;
- Solicitors and Building Certifiers; and
- Other interest parties (to be determined).

State Government Referral Agencies

- Department of State Development, Manufacturing, Infrastructure and Planning coordinators referrals to relevant State agencies.

□

6. Key messages

General Community	
(Media messages)	<p>Prior to consultation period commencing:</p> <ul style="list-style-type: none"> • Outline nature and details of the major amendment; and • Public consultation period commences 15 April 2019 and concludes 17 May 2019. <p>During consultation period:</p> <ul style="list-style-type: none"> • View the new major amendment to the planning scheme online from Council's website or at Customer Service Centres. • Lodge a formal submission online, via email, mail or in person at Council's Customer Service Centres. • Find out about the major amendment to the planning scheme by visiting an information display, registering to attend a meeting with a planner at Customer Service Centres. <p>After consultation period concludes:</p> <ul style="list-style-type: none"> • All properly made submissions will be considered by Council and responded to. • Development applications submitted after the adoption of the major amendment can be requested to be assessed by Council under the provisions of the superseded planning scheme for a period of 12 months.
Specific Interest	
Property owners with properties in the new Low density residential zone – Fitzroy River accommodation precinct (Stanley Street/South Street and East Street/Quay Street)	<ul style="list-style-type: none"> • New precinct introduced to encourage short-term accommodation (reuse of existing buildings) and small scale river/fishing related convenience services such as food and drink outlet/bait and tackle shop/ small boat storage and the like in this area; and • Tourism potential leveraging off natural asset being the Fitzroy River

Business Owners with an interest in fishing related activities	<ul style="list-style-type: none"> • New precinct introduced to encourage short-term accommodation (reuse of existing buildings) and small scale river/fishing related convenience services such as food and drink outlet/bait and tackle shop/ small boat storage and the like in this area; and • Tourism potential leveraging off natural asset being the Fitzroy River
Property owners with properties in the new Waterfront and marine industry zone – Fitzroy River industry precinct (South Street/Arthur Street and East Street/Quay Street)	<ul style="list-style-type: none"> • New zone and precinct introduced to encourage service industry, marine river-related industry, boat storage and servicing and hire in this area; and • Tourism potential leveraging off natural asset being the Fitzroy River.
Business Owners with an interest in fishing related activities	<ul style="list-style-type: none"> • New zone and precinct introduced to encourage service industry, marine river-related industry, boat storage and servicing and hire in this area; and • Tourism potential leveraging off natural asset being the Fitzroy River.
Property owners with residential character buildings as identified on the updated character overlay mapping	<ul style="list-style-type: none"> • Acknowledge and demonstrate the importance of character buildings to the fabric of Rockhampton; • New mapping has been introduced identifying residential character dwellings throughout South Rockhampton (Allentown, The Range and Wandal); • New provisions have been introduced to protect and prevent relocation and demolition of residential character dwellings throughout South Rockhampton (Allentown, The Range and Wandal); and • Design controls have been refined and retained for residential character dwellings within The Range locality.
Property owners with commercial character buildings as identified on the updated character overlay mapping	<ul style="list-style-type: none"> • Acknowledge and demonstrate importance of character buildings to the fabric of Rockhampton's CBD; • New mapping has been introduced identifying commercial character buildings primarily located in the Principal centre zone; and • New provisions have been introduced to protect and prevent removal or demolition of commercial

	character buildings.
Property owners with properties identified as being within the new North Rockhampton flood management area on the Fitzroy River flood overlay mapping	<ul style="list-style-type: none"> • Fitzroy River flood hazard overlay mapping has been updated to include the North Rockhampton flood management area; • Outline reasons for introduction of the flood management area; • What development potential, if any, has changed;
Property owners with properties identified on the updated Fitzroy River flood overlay mapping and the North Rockhampton flood management area on the Fitzroy River flood overlay mapping	<ul style="list-style-type: none"> • Updated mapping has been produced identifying properties affected by new hazard categories; • Fitzroy River flood hazard overlay mapping has been updated to include the North Rockhampton flood management area; • Outline reasons for introduction of new flood hazard categories and reasons for introduction of the flood management area; • Communicate reasons for change in hazard categories; • Communicate why they are located in both the Fitzroy River flood overlay mapping and the North Rockhampton flood management area; and • What development potential, if any, has changed.
Property owners located in the Quay Street precinct, new provisions to allow office accommodation	<ul style="list-style-type: none"> • Identify the importance of character along the laneways of the Rockhampton CBD. • Communicate the change to the precinct requirements for office accommodation and reason for the change.
Property owners with properties subject to a change of zoning	<ul style="list-style-type: none"> • Communicate the change in zone and reason for the change • What development potential, if any, has changed

7. Level of Engagement

There are different public participation levels ranging from inform, consult, involve, collaborate and empower.

The community engagement for the Major amendment to the Rockhampton Region Planning Scheme is deemed 'high regional' according to the Community Engagement Matrix. The engagement will involve '*informing*' the local government area and 'consulting' with the impacted parties, also including a wider audience as any person from any location may make a submission. To inform and consult the community and the wider audience, a range of traditional and social media methods will be used.

8. Methods of Engagement

Inform:

- **Internal Communications**

Internal training sessions (e.g. Development Assessment, Development Engineering, Customer Service, Advance Rockhampton), Internal Newsletter – RRC Roundup, Council wide email/notices for outside workers, Intranet

- **Public Notice** (*legislative requirement*)

The Morning Bulletin – Saturday prior to commencement of consultation period and prior to conclusion (1 week minimum)

- **Media Release**

- **Website (RRCPS Pages) and ICON** (*legislative requirement*)

RRPS Major Amendment Project Milestones

Online planning scheme tool – View planning scheme major amendment and make an online formal submission

Library of key documents and fact sheets

Frequently Asked Questions (FAQs)

- **Customer Service Office Displays** (*legislative requirement*)

Planning scheme must be made available at Customer Service Offices supported by information resources (fact sheets and brochures) and a professional display (submissions to be lodged over the front counter). Planning Officers to be available for meetings at Walter Reid, East Street, Rockhampton during the consultation period.

- **Facebook**

RRC Facebook page– Scheduled updates and advertising

- **Direct Mail**

Letter to impacted property owners:

- Those properties in the new Low density residential zone – Fitzroy River accommodation precinct (Stanley Street/South Street and East Street/Quay Street);
- Those properties in the new Waterfront and marine industry zone – Fitzroy River industry precinct (South Street/Arthur Street and East Street/Quay Street);
- Those properties identified on the Fitzroy River flood overlay mapping as being within the new North Rockhampton flood management area;

- Those properties with residential and commercial character buildings as identified on the updated character overlay mapping;
 - Those properties within the Principal Centre zone - Quay Street precinct; and
 - Properties subject to a change of zoning.
- **On hold messages**
Council's Customer Service call centre on hold messages throughout the consultation period.
 - **Fact Sheets / Guidelines**

The following suite of resources is proposed to support the engagement plan:

Residential Character buildings – new mapping and provisions	Updated Fitzroy River Flood Overlay Mapping
Commercial Character buildings – new mapping and provisions	Low density residential zone – Fitzroy River accommodation precinct and Waterfront and marine industry zone – Fitzroy River industry precinct
New North Rockhampton Flood Management Area – Fitzroy River Flood Overlay Mapping	General overview of the Planning Scheme Amendment

Consult

- **Formal Submission Form**
Submitted via email, by mail or in person at Customer Service Centres. Properly made submissions are collated into a submission report which is considered by Council and a response provided to each submitter. The consultation report is provided to the Minister for State Development, Manufacturing, Infrastructure and Planning for consideration and needs to be approved by the Chief executive before moving to next step in the process.
- **Planning Information Booth and Display at Customer Service Centres**
A Planning Officer will be available at Walter Reid, East Street, Rockhampton to provide information and assistance about how to make submissions throughout the consultation period. A full copy of the major amendment will be made available at all Customer Service Offices supported by information resources (fact sheets and brochures) and a professional display.
- **Staffed Information Displays**
Markets. Location: South Rockhampton and North Rockhampton. Professional display equipment, online access and viewing electronically of the planning scheme, all information resources provided.

9. Implementation Schedule – Public Notification and Response

Formal consultation period dates are yet to be resolved through a Council report. The report is triggered by receiving the Chief executive's advice and potential conditions to proceed after the first State Interest Review.

	What	When	Who
Planning and preparation	Draft requirements	Jan-July 2018	Strategic Planning
State Interest Review	<i>State Interest Check</i>	Submitted July 2018	Strategic Planning
	Informal consultation with target groups (as required)	3 rd 4 nd Quarter 2018	Strategic Planning
	Internal Staff Training Schedule (as required)	3 rd 4 nd Quarter 2018	Strategic Planning
	Resubmit amended planning scheme for additional state interest check	January 2019	Strategic Planning
	Respond to any further information request issued by the State	March 2019	Strategic Planning
	Council consideration and adoption of major amendment planning scheme for public consultation after complying with State's conditions.	March/April 2019	Strategic Planning and Full Council Meeting
	Update planning scheme with any conditions from the State,	March/April 2019	Strategic Planning
Public consultation phase	Formal Public Notification and Community Consultation	Date to be determined	Strategic Planning / Community Engagement
	Create electronic public consultation version (RockePlan) of the planning scheme enabling planning scheme submissions	February, March, April 2019	Strategic Planning / IT/ Community Engagement
	Draft fact sheets as outlined in Methods of Engagement section	February, March, April 2019	Strategic Planning/ Community Engagement
	Media Release from Report that sets consultation dates	Prior to commencement date	Strategic Planning/ Communications Officer
	E-Newsletter sent to distribution lists (Internal Council newsletter)	Prior to commencement date – ongoing fortnightly	Strategic Planning/ Community Engagement Officer

	Customer Service Centres display / major amendment information provided.	Week prior to commencement date	Community Engagement Officer / Strategic Planning Administration / Customer Service
	Internal communications	Week prior to commencement date	Strategic Planning / Community Engagement Officer
	Formal Public Notice in Morning Bulletin (including mandatory information as outlined in legislation)	Week/end prior to commencement date	Strategic Planning / Community Engagement Officer
	Formal notification on RRC website. Website information - all fact sheets and planning scheme available for download and online formal submission enabled.	Week prior to commencement date	Community Engagement Officer / Strategic Planning
	Official Start of Public Consultation Phase – Must be at least 20 business days in duration in accordance with the <i>Planning Act 2016</i>	15 April 2019 to 17 May 2019	
	Media Launch of public consultation	FIRST DAY OF CONSULTATION 15 April 2019	Mayor / Councillors / General Manager / Strategic Planning Unit / Community Engagement Officer/ Media Team
	Media Release (ongoing schedule)	First day of consultation (ongoing)	Strategic Planning / Community Engagement Officer / Communication Officer
	Facebook update (ongoing schedule)	First day of consultation (ongoing)	Community Engagement Officer / Communication Officer
	Mail – To impacted property owners and rental properties.	First week of consultation	Mail Company / Community Engagement Officer / Strategic Planning Administration
	Website Update - Consultation Period Closed	Last day of consultation 17 May 2019	Strategic Planning /Community Engagement Officer

	Response to Submissions and potential amendments		
	Acknowledgement of submission being received - letter mailed or emailed	Within 1 week of receiving submission throughout consultation period.	Strategic Planning Administration
	Submission summary – Council report	Expected June – July 2019 Date TBA	Strategic Planning
	Response to submissions – letter mailed or emailed	Expected June-July 2019 Date TBA (Pending Council direction)	Strategic Planning Administration / Community Engagement Officer
	Submission Report sent for Ministerial Review	August 2019 Date TBA	Strategic Planning
	Media Release updating community of progress	June 2019 Date TBA	Strategic Planning / Community Engagement Officer / Communication Officer
	Updates on RRC website	June/July 2019 Date TBA	Strategic Planning / Community Engagement Officer
	Response from Minister received and advises on next stage	August-September 2019	
	Council decision whether to proceed	September 2019	
Adoption	Final Drafting and Council Adoption		
	Internal communications	Fourth Quarter 2019 Date TBA	Strategic Planning / Community Engagement Officer
	Media release	Fourth Quarter 2019 Date TBA	Strategic Planning / Community Engagement Officer
	Website update	Fourth Quarter 2019 Date TBA	Strategic Planning / Community Engagement Officer
	Notice in the Government Gazette	Fourth Quarter 2019 Date TBA	Strategic Planning Administration

	Public notice in the local newspapers (including mandatory information as outlined in legislation). Also include contact phone number	Fourth Quarter 2019 Date TBA	Strategic Planning / Community Engagement Officer
	Website information updated must include information from public notice. Also include contact phone number	Fourth Quarter 2019 Date TBA	Strategic Planning / Community Engagement Officer
	Mail - All relevant property owners	Fourth Quarter 2019 Date TBA	Strategic Planning Administration / Community Engagement Officer

APPENDIX**Planning Act 2016 – Legislative Requirements and Approved Major Amendment
Tailored Process under the Planning Act****Section 18**

- (5) (a) the local government must publish at least 1 public notice about the proposal to make or amend the planning scheme; and*
- (5) (b) (ii) for a proposed amendment—**20 business days** after the day the public notice is published in a newspaper circulating in the local government area;*
- (c) the public notice must state that any person may make a submission about the instrument to the local government within the consultation period; and*
- (d) a communications strategy that the local government must implement about the instrument; and*
- (e) the local government must consider all properly made submissions about the planning scheme or amendment; and*
- (f) the local government must notify persons who made properly made submissions about how the local government dealt with the submissions; and*
- (g) the local government must give the Minister a notice containing a summary of the matters raised in the properly made submissions and stating how the local government dealt with the matters; and*
- (h) after the planning scheme is made or amended, the local government must publish a public notice about making or amending the planning scheme.*

COMMUNITY ENGAGEMENT PLAN - PLANNING SCHEME AMENDMENT

Response from DSDMIP to State Interest Review

Meeting Date: 2 April 2019

Attachment No: 2



Department of
**State Development,
Manufacturing,
Infrastructure and Planning**

Our ref: DGBN19/35

Your ref: RRPS-PRO-2015/001-01-06

25 MAR 2019

Councillor Margaret Strelow
Mayor
Rockhampton Regional Council
PO Box 1860
ROCKHAMPTON QLD 4700

Email: mayor@rrc.qld.gov.au

Dear Councillor Strelow

I refer to the letter of 7 January 2019 from the Rockhampton Regional Council (the council) seeking a state interest review and approval for the council to commence public consultation on a revised version of the proposed major amendment (the proposed amendment) to the Rockhampton Region Planning Scheme.

In accordance with step 13 of the section 18(3) notice, the proposed amendment has been assessed against the *Planning Act 2016* (the Planning Act), the Planning Regulation 2017, the state interests contained in the State Planning Policy July 2017, and the *Central Queensland Regional Plan 2013*.

In accordance with steps 15 and 16 of the section 18(3) notice, I am satisfied that the proposed amendment appropriately integrates the relevant state interests. The council may now proceed to public consultation on the version of the proposed amendment submitted on 5 March 2019, in accordance with the council's communications strategy.

If you require any further information, please contact Mr Anthony Walsh, Manager, Planning Group, Department of State Development, Manufacturing, Infrastructure and Planning, on (07) 4924 2904 or anthony.walsh@dsdmip.qld.gov.au, who will be pleased to assist.

Yours sincerely

A handwritten signature in black ink, appearing to read "Toni Power".

Toni Power
A/Director-General

1 William Street
Brisbane QLD 4000
PO Box 15009 City East
Queensland 4002 Australia
Telephone +61 7 3452 7100
www.dsdmip.qld.gov.au
ABN 29 230 178 530

11.2 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 Rockhampton BMX Club Incorporated for Major Sponsorship Assistance towards the Rockhampton BMX Club Open Day "Rocky Rumble" 2019 event is presented for Council consideration.

OFFICER'S RECOMMENDATION

THAT Council considers the application made under the Major Sponsorship scheme for cash assistance towards the staging of the Rockhampton BMX Club Open Day "Rocky Rumble" 2019 event to be held from 27 – 28 April 2019 at Underwood Park, Hollingsworth Street, North Rockhampton and approves a cash sponsorship of \$4,000.00 for the event.

COMMENTARY

A Major Sponsorship scheme application has been received from Rockhampton BMX Club Incorporated for assistance with the staging of the Rockhampton BMX Club Open Day "Rocky Rumble" 2019 event at Underwood Park, Hollingsworth Street, North Rockhampton from Saturday 27 April to Sunday 28 April 2019. The application seeks cash sponsorship of \$9,718.05 for the event.

The application details this event as the club's biggest annual open day. The open day operates as part of the district wide BMX competition events and attracts riders from all around the CQ region and further aboard. The day also offers participants opportunity to race on the Rockhampton track over the two days of the event and is inclusive of all licenced riders, ranging from those simply wishing to participate for fun and enjoyment through to many riders who are competing for places in local, district and state wide BMX events up to and including the State Titles and National Titles.

A number of similar events are held at different clubs throughout the region, however this is the only event held in Rockhampton due to the BMX association ensuring all the events throughout the state are to be held before the State Championships allowing only one opportunity for the Rockhampton club to host this major event.

The applicant states the Open Day events in Central Queensland typically attract as many as 200 licenced riders with about 70 riders from outside of Rockhampton, with family and support persons and spectator numbers usually reaching 700. A large proportion of these riders come from intra and interstate clubs that fall outside the RRC area. Almost all of the

visiting riders and spectators will require accommodation and other purchases while staying in the area.

BMX is a sport that offers riders of all ages (from 2 years to > than 60 years) opportunity to participate and compete. Prior to the event the Club encourage participants from other areas to join us for club racing on the Friday night. Many people do come for the entire weekend and enjoy 3 days of racing. Due to the schedule there is time for the visitors to explore our local area. The Club intentionally ensures they have tourist passes in their multi draw raffle to encourage people to enjoy everything our area has to offer. This usually means they have to return to Rockhampton to use the passes. There will also be posts specifically designed to link to all the attractions available to them.

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
- Value for money, including realistic budget with projected cost recovery

The applicant states that the Rockhampton BMX Club is run entirely by a Committee of volunteers and on the day parents of the riders help out in the canteen.

A detailed budget has been supplied, showing some of the main expenses are:

Prize Money	- \$4,500.00
First Aid	- \$2,448.05
Gravel Clay Mix	- \$1,670.00
Food/beverage	- \$1,500.00
Machinery & Operator	- \$1,100 00

For its contribution, Council will be acknowledged in various ways including on the event flyer, logo on the program, commentary on the day and Facebook acknowledgment of Council's contribution to the Rocky BMX Club as well as advertising the event as "Proudly Supported by Rockhampton Regional Council".

Council previously provided sponsorship in the 2017/18 financial year to the Club for the same event to the value of \$2,106.50.

A copy of the application has been supplied separately to Councillors for consideration.

CONCLUSION

Panel assessment of the information provided in the application against the rating assessment together with the budget surplus from the event suggests a cash sponsorship of \$4000.00 cash be provided to assist with the staging of the event.

11.3 DRAFT WASTE MANAGEMENT AND RESOURCE RECOVERY STRATEGY**File No:** 150**Attachments:** 1. **Proposed RRC Response Letter to Draft Waste Management and Resource Strategy** [↓](#)**Authorising Officer:** Peter Kofod - General Manager Regional Services**Author:** Michael O'Keeffe - Manager Rockhampton Regional Waste and Recycling

SUMMARY

The report is to provide Council with an update on the State Government's Draft Waste Management and Resource Recovery Strategy.

OFFICER'S RECOMMENDATION

THAT Council provide a submission to the Department of Environment and Science (DES) providing Council's comments and feedback on the draft strategy.

BACKGROUND

The [Draft Waste Management and Resource Recovery Strategy](#) was made available for public consultation in February, with submissions due by 5 April 2019.

RRC is planning on providing its feedback on this document both directly to DES and via an invitation extended by the LGAQ to contribute content to their submission.

(https://www.qld.gov.au/data/assets/pdf_file/0019/94060/qld-draft-waste-mgmt-resource-recovery-strategy.pdf)

COMMENTARY

The Queensland Government is developing a comprehensive new Waste Management and Resource Recovery Strategy (the Strategy), underpinned by a waste disposal levy, to attract investment, develop new jobs and industries and reduce waste. This Strategy will replace the current *Waste Avoidance and Resource Productivity Strategy 2014–2024*.

The Strategy aims to deliver the long-term, sustained growth of the recycling and resource recovery sector while reducing the amount of waste produced by promoting more sustainable waste management practices for business, industry and households.

The draft strategy has been developed following extensive public consultation, to which RRC has previously submitted written response to the *Transforming Queensland's Recycling and Waste Industry Directions Paper* which included the formal review of the *Waste Avoidance and Resource Productivity Strategy 2014–2024*.

Council is currently undertaking a thorough revision of its own Waste Reduction and Recycling Plan (WRRP) as required under the *Waste Reduction and Recycling Act 2011*. As such, the new Strategy provides us with a timely opportunity to align ourselves with a whole of Queensland approach.

In broad terms, Council very much welcomes the new Strategy and its aims and objectives, and will be making comment on a number of areas, including:

- Critical review of the definition of zero-waste that underpins the vision statement
- Suggested improvements to the presentation and explanation of the key performance measures
- Given the ambitious targets set for the period to 2025, RRC is seeking clarification on the intended strategies and funding that will be rolled out to specifically assist local governments achieve these targets over the shorter term

- Community education and awareness raising is highlighted throughout the Strategy as a priority, RRC is seeking clarity as to how that might be best supported at local level
- Building local markets for recyclable product is identified as a key enabler, RRC is seeking clarity as to how this might be specifically supported in regional communities that don't have the economies of scale and who incur very high transportation costs
- Land-use and planning implications of waste infrastructure is referenced, but RRC is highlighting a number of considerations specific to rural and regional communities that are not clearly addressed.

BUDGET IMPLICATIONS

This report does not have any direct budget implications, but it is anticipated that the outcomes of this consultation and the resulting final Strategy will impact on the RRWR budget over the medium term, specifically in terms of setting our own future direction but also in opening up potential lines of funding that will be required to support the implementation of this Strategy.

LEGAL IMPLICATIONS

Nil.

CORPORATE/OPERATIONAL PLAN

The outcomes of this consultation will indirectly impact the shape and scope of our own Waste Reduction and Recycling Plan, currently under review.

CONCLUSION

The Strategy envisions "Queensland will become a zero waste society, where waste is avoided, reused and recycled to the greatest extent possible. Strategic investment in diverse and innovative resource recovery technologies and markets will produce high-value products and generate economic benefits for the state."

This vision is underpinned by the following high level targets:

- 25% reduction in household waste
- 10% of all waste going to landfill
- 75% recycling rates across all waste types

The State Government strategy presents a significant opportunity to Council, but will also present a number of challenges. Council Officers need to continue to stay abreast of continuing developments, work through possible impacts to Council and ensure that the final outcomes of this strategic process are appropriately reflected in our own strategic and operational planning frameworks.

The State Government is seeking submissions by 5pm on 5 April 2019.

DRAFT WASTE MANAGEMENT AND RESOURCE RECOVERY STRATEGY

Proposed RRC Response Letter to Draft Waste Management and Resource Strategy

Meeting Date: 2 April 2019

Attachment No: 1

22 March 2019

Our Ref: 150
Your Ref: CR # delete if not necessary
Enquiries: Waste & Recycling
Telephone: 07 4932 9000
Email: enquiries@rrc.qld.gov.au

Office of Resource Recovery
Department of Environment and Science
GPO Box 2454
BRISBANE QLD 4001

wastepolicy@des.qld.gov.au

Dear Sirs,

RRC RESPONSE TO DRAFT WASTE MANAGEMENT AND RESOURCE STRATEGY

Thank you for providing Rockhampton Regional Council (Council) with the opportunity to submit our response to the *Draft Waste Management and Resources Strategy* (Strategy) for consideration as part of your overall submission.

In general terms, Council welcomes the Strategy, in particular coming as it does at a time of significant uncertainty in the Australian waste environment. The strong commitment to reducing both overall waste and waste to landfill is supported, as is the commitment to grow industry capacity both with investment in infrastructure and in developing markets for recovered materials.

We make the following detailed comments:

Vision Statement and Definition of Zero Waste

Council welcomes the aspirational nature of the new vision statement. We also acknowledge and agree with the underlying assumption that under current regulation and technology there is a residue of waste that will continue to be disposed of to landfill. However, the definition of zero waste provided as a footnote on page 7, rather than add value, serves only to undermine the vision statement in several ways:

- By defining zero waste in terms of economic, social and environmental viability, it largely renders the whole vision statement irrelevant. Any government now or in the future can reasonably claim to have achieved zero waste simply by moving the criteria by which waste avoidance is deemed to be “viable”.
- Such a definition is not at all consistent with internationally recognised definitions of zero waste, leaving the entire Strategy open to legitimate criticism and dismissal from large sections of our community, when it should be an important vehicle for inspiring a whole of community response.
- It fails to provide any incentive for government or industry to collectively seek out innovative solutions that push beyond the boundaries of what is currently possible, locking us into the existing waste management paradigm.

A further consideration is that zero waste is generally taken to mean that no waste is either landfilled or burnt. For example, the Zero Waste International Alliance offers the following definition:

“Zero Waste is a goal that is ethical, economical, efficient and visionary, to guide people in changing their lifestyles and practices to emulate sustainable natural cycles, where all discarded materials are designed to become resources for others to use.

Zero Waste means designing and managing products and processes to systematically avoid and eliminate the volume and toxicity of waste and materials, conserve and recover all resources, and not burn or bury them.

Implementing Zero Waste will eliminate all discharges to land, water or air that are a threat to planetary, human, animal or plant health.”

The Strategy has identified that 15% of the overall diverted waste that is not suitable for recycling or reuse will be converted to energy (WtE). However, as indicated above, the generally accepted definition of zero waste does not consider burning to be a legitimate diversion technology. We therefore wait with interest on what the upcoming Energy to Waste Policy will have to say in terms of legitimate technologies and how that will fit in to the vision statement of this Strategy.

Our recommendation in terms of the Strategy is that the definition provided on page 7 is removed, and the vision statement is allowed to stand on its own merits.

Presentation of Strategy Targets

The targets given in the Strategy need further clarification and narrative comment. A thorough reading of the QTC report *Queensland Waste Strategy – Key Performance Indicators (Sept 2018)* reveals considerable detail that lies behind each of the strategic measures and how each target has been set. However, not all of the recommendations of this report have been adopted in the Strategy, and nearly all of the supporting narrative has been omitted, leaving the reader of the Strategy largely ignorant of the key drivers and assumptions underlying the setting of these targets.

- The avoidance target *waste reduction targets for households* is presumably intended to be a per capita % decrease but this fact is not stated anywhere in the Strategy, leading to the reader reasonably assuming that the measure is based on total volume and must therefore reach these targets over and above increased waste arising from population growth.
- The diversion target in the Strategy is shown as the *amount of waste disposed of to landfill*, a decreasing percentage value over time, at odds with the QTC report recommendation of a diversion percentage value increasing over time. Furthermore, the *recycling rate* measure in the Strategy is given as an increased percentage rate over time. Had both these rates been a direct function of each other, this form of presentation might have made sense, but given there is a variable gap between each across years and waste streams, the final presentation is confusing and difficult for the reader to interpret.

Our recommendation would be to revert to the QTC measure showing the percentage diversion *from* landfill. The gap between this and the recycle rate will be immediately more apparent to the reader, and will further provide clarity as to the Waste to Energy component built into the targets.

Achieving 2025 Targets – Funding & Investment Required

We note that diversion to landfill targets between now and 2025 will see a reduction of 20% (55% to 35%), whilst concurrently there will be a 10% drop in per capita household waste.

These are extremely ambitious targets particularly given that long lead time, large scale infrastructure projects will be unlikely to have much impact within this timeframe.

We also note that the State Government still has significant work to complete all supporting strategies, plans and policies to the Strategy. Local Government's actions are therefore somewhat restricted in the short term which adds to the challenge in meeting these initial targets for 2025.

If we are to achieve this, we anticipate that a significant flow of suitable funding and investment will need to be made from state to local governments both to fund education strategies, and to implement shorter term, "low hanging fruit" solutions.

Separately but similarly, the lack of C&I and C&D avoidance targets could result in a lack of momentum on implementing avoidance strategies in the business sector. This could be overcome with suitable investment in business targeted strategies, but this again would need to be properly funded.

We would recommend a shorter term investment plan is developed in consultation with local governments, to ensure there is suitable funding being provided and that it is targeted where it is required.

Coordinated Education Strategies

Under Strategic Priority 1, it is indicated that "the Strategy will guide the development of educational programs to inform consumers about how they can reduce the amount of waste they produce, and to inform businesses about options to improve waste management".

An action for local government is "support delivery of waste education through existing networks".

Council supports both of these ambitions, but notes that continuing to deliver education through our existing networks will likely produce negligible avoidance and diversion improvements.

What is actually required is a radical re-engineering of how we deliver community and business education on the ground, who we target, how we follow up our engagement, etc. This in turn will require real "on ground" resourcing for local councils, which needs funding and targeted educational campaign strategies.

To achieve radical improvements we need to get into the hearts and minds of all Queenslanders at a whole of state level and locally with a truly coordinated strategy.

Building Local Markets for Recyclable Materials in Regional Queensland

The Strategy indicates that the Queensland government 'will work with local government, business, industry... to expand reuse, recycling and recovery capability so that Queensland becomes a highly competitive centre for the remanufacture of waste materials into new products'.

Regional councils do not generally have the economies of scale benefits arising from large concentrated populations, whilst the cost of transportation also often acts as a significant barrier to accessing markets further afield.

Further clarification is therefore sought from the State Government on the resourcing, support frameworks and investment that will be made available to regional councils to

enable them to develop long term, sustainable markets for recyclable products at local and regional level.

Data Management

The Strategy indicates that the State will ‘collect and amalgamate data... and ‘explore options to expand reporting’. It is widely recognised that there are shortcomings in the quality of waste management data in Queensland as there is in the whole of Australia.

Council believes we now have an opportunity to develop a comprehensive, state-wide plan for future reporting and data management. In particular, the introduction of the Waste Levy offers a platform on which to build a consistent reporting regime that provides comparable data across LGAs and a consistent reporting regime that will provide useful year on year statistical information. We would like to see a long term commitment made to this process in the form of a data management and reporting plan.

Regional Collaboration

The Strategy anticipates increased “collaboration across Councils to create economies of scale...meet infrastructure needs....invest in improved infrastructure...rationalise waste facilities”.

Council wholeheartedly embraces this ambition, and further acknowledges the role that Regional Waste Infrastructure Plans will play in this process.

In addition however, we would be keen to see the State Government provide support to Councils to establish best practice governance models, facilitation etc. to enable a sustained regional approach that will remain effective into the future.

Land Use and Planning Considerations

The Strategy provides that the waste sector should “strategically locate facilities in accordance with land use planning guidelines”, this does not consider the reality of the restricted availability of land within correctly zoned areas.

Landfill sites will not always be suitable to house recycling infrastructure, and many regional areas will not have sufficient industrial land on which to locate new waste infrastructure. This could result in infrastructure being pushed out into rural areas where there are no existing services (water, sewer, roads), impacting on wider infrastructure planning, and in some instances upon good quality agricultural land.

Waste infrastructure will also have amenity impact, with surrounding land likely to suffer from the impact of noise, odour, light and dust. These impacts will be further exasperated in instances where the infrastructure is forced into rural areas.

Also of importance to rural communities is biosecurity impact. An example might be where green waste is being processed in a rural setting, there will be a high risk of invasive species spreading to neighbouring agricultural land, particularly if the facility is receiving feedstock from a wider regional catchment.

Tip Shops and Treasure Markets

Tip shops offer a very important and specific method of community engagement at a local level. They offer a very practical means of recycling and upcycling, are highly visible, and they provide an important service for a very specific section of the local economy including artists, second-hand traders, and rural property owners.

They are often of particular significance in regional and rural communities, providing access to reclaimed outdoor and building products that have wide reuse application in agricultural and rural environments.

Additionally, these facilities are often run by charitable organisations whereupon they provide important social enterprise and employment opportunities for disadvantaged members of our communities.

Whilst Council recognises that such establishments have a duty to act within the law, it would be counterproductive to the ambitions of this Strategy and to communities in general to target these establishments with unnecessarily officious compliance and policy regimes that do little to serve the wider public good.

Council trusts this feedback is useful and look forward to working with the State Government to deliver this Strategy.

Yours faithfully,

DRAFT

Michael O'Keeffe
Manager Rockhampton Regional Waste & Recycling

11.4 2018-19 QUEENSLAND DISASTER RESILIENCE FUND

File No: 12534
Attachments: 1. QDRP Funding Guidelines [↓](#)
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Martin Crow - Manager Infrastructure Planning

SUMMARY

The report recommends projects for submission to the Queensland Government's 2018-19 Disaster Resilience Funding Program.

OFFICER'S RECOMMENDATION

THAT Council submit the following projects in priority order to the 2018-19 Queensland Disaster Resilience Program and commit to making co-contributions to each project:

1. North Rockhampton Flood Mitigation Area Stage 2
2. Rockhampton Airport Precinct Levee Preliminary Evaluation
3. City Hall Precinct Back-Up Generator
4. Flood Warning Network Investment Plan Delivery

COMMENTARY

The Queensland Government has allocated \$38 million over 4 years to the Queensland Disaster Resilience Funding Program. Of this, \$9.5 million has been allocated to the 2018-19 program round. The Program funding period for this round is from 1 July 2019 to 30 June 2021 and all approved projects must be completed by 30 June 2021. Applications close on 18th April 2019. A list of possible projects was compiled and a high level assessment of program suitability and budget availability was carried out.

The following projects are recommended in order of priority for submission.

1. North Rockhampton Flood Mitigation Area Stage 2 – Draft budget amounts include \$500,000 in 2019-20 and \$500,000 in 2020-21. Estimated costs are approximately \$1,937,000 and it is proposed that \$969,000 (50%) funding be sought.

Justification – This project has continuously been supported by Council over a number of years. Recent completion of the Stage 2 planning report has provided further clarification to the scope. Funding is currently supported in the draft 19-20 FRW capital budget.

Proponent – Regional Services Infrastructure Planning and FRW

2. Rockhampton Airport Precinct Levee Preliminary Evaluation – No specific budget allocation exists for this project however successful it is anticipated that funds would be made available for the Corporate Project Planning Fund proposed in the 19/20 Operational Budget. Estimated costs are approximately \$750,000 and it is proposed that \$375,000 (50%) funding be sought.

Justification – With the funding announced for the SRFL, and in accordance with the Flood Management strategy, the Airport Levee is the next significant flood mitigation project to be pursued. This work is also required to firm up the feasibility of further development in the Airport precinct. This project will take the project forward to the preliminary evaluation stage as identified in the State Governments Project Assessment Framework. If supported, the remaining stages will include business case development and then detailed design and delivery.

Proponent – Regional Services Infrastructure Planning and Advance Rockhampton Economic Development

3. City Hall Precinct Back-Up Generator – Draft budget amount includes \$450,000 in 2019-20. Estimated costs are approximately \$450,000 and it is proposed that \$225,000 (50%) funding be sought.

Justification – The current back-up generation capacity is restricted to powering only a portion of City Hall. Events over recent years involving city wide responses, the loss of power within the City and general heatwave conditions have identified the need to have City Hall fully functioning to support response activities, continuity of City governance and to provide respite and support for the community through the Library services.

Proponent – Regional Services Disaster Management and Community Services Assets and Facilities

4. Flood warning Network Investment Plan Delivery – Draft budget amounts include \$90,000 in 2019-20 and \$120,000 in 2020-21. Estimated costs are approximately \$330,000 and it is proposed that \$165,000 (50%) funding be sought

Justification – Investigations carried out by QRA and BOM in 2017 identified a number of potential improvements to the Flood Warning Network throughout the Rockhampton Regional Council area.

Proponent – Regional Services Disaster Management and Infrastructure Planning

BACKGROUND

The Queensland Disaster Resilience Funding Program (QDRP) is a new program that is similar to the Natural Disaster Resilience Program (NDRP). In the 17-18 round of the NDRP, Council were successful in attracting funding for both the Webber Park and Wackford Street Drainage Schemes.

The objectives of the 2018-19 QDRP are to support delivery of disaster resilience and mitigation projects that:

- align with the Queensland Strategy for Disaster resilience objectives
- are cost effective and evidence based
- address state risk priorities such as those identified in the Queensland State Natural Hazard risk Assessment 2017

A copy of the Program Guidelines is attached for reference.

PREVIOUS DECISIONS

The Rockhampton River Gauge Network has previously been submitted under the 2017-19 LGGSP in accordance with a Council resolution of October 2017. The Airport Precinct Levee Investigation is supported by a Council resolution of April 2017 requiring Council Officers to continue to seek funding assistance for the planning and feasibility study for this project The NRFMA Stage 2 is supported by a Council resolution of April 2017 requiring Council Officers to continue to seek funding assistance for the detailed design for this project.

BUDGET IMPLICATIONS

There is no defined co-contribution percentage set in the funding guidelines. QRA have suggested however that a 40 percent co-contribution from Council would be considered reasonable. At present, given the scarcity of funds in the program, a co-contribution of 50% is proposed.

STAFFING IMPLICATIONS

Submission requirements for this funding program are particularly detailed. Preparing high standard applications will require commitment of staff resources from the relevant sections of Council and project delivery will require in-kind contributions from Council in the form of staff time.

RISK ASSESSMENT

Projects that are not yet fully scoped or are in early stages of planning represent potential delivery risks in terms of both cost and timing and consequently meeting grant program and agreement requirements.

CORPORATE/OPERATIONAL PLAN

This report relates to Corporate Outcomes 1.1 which is to provide safe, accessible, reliable and sustainable infrastructure and facilities.

CONCLUSION

Council has the opportunity to seek funding from the Queensland Government by submitting projects to the 2018-19 Queensland Disaster Resilience Funding Program.

Project recommendations and proposed priority have generally considered availability of Council funding contributions from forward budget estimates (Council's draft 2019-20 Budget), the quantum of funding available from the program statewide, the level of information available to support proposed applications and the ability of the project to meet the funding guidelines.

2018-19 QUEENSLAND DISASTER RESILIENCE FUND

QDRP Funding Guidelines

Meeting Date: 2 April 2019

Attachment No: 1



2018-19 Resilience Funding Guidelines



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1. Introduction

The *2018-19 Resilience Funding Guidelines* detail the funding available to support local governments, state agencies and non-government organisations to deliver resilience and mitigation projects.

The Queensland Disaster Resilience Fund (QDRF) is a Queensland Government commitment of \$38 million over four (4) years commencing 2018-19, with \$9.5 million available in the first round of funding in 2018-19. The QDRF will be administered by the Queensland Reconstruction Authority (QRA) under the *2018-19 Resilience Funding Guidelines*.

Further to the QDRF, an additional \$1.15 million may be available under the Australian Government funded Prepared Communities Fund (PCF), as part of the Preparing Australia Package, for eligible projects submitted in the first round of the QDRF.

These Guidelines have been developed in line with the [Queensland Disaster Resilience and Mitigation Investment Framework \(QDRMIF\)](#) and should be read in conjunction with the:

- [Queensland Strategy for Disaster Resilience](#)
- [Queensland State Natural Hazards Risk Assessment](#).

2. Objectives

The 2018-19 Resilience Funding objectives are to support delivery of projects that:

- are cost effective and evidence based
- align with the [Queensland Strategy for Disaster Resilience \(QSDR\)](#) objectives:
 - Queenslanders understand their disaster risk
 - Strengthened disaster risk management
 - Queenslanders are invested in disaster risk reduction
 - Continuous improvement in disaster preparedness, response and recovery
- address identified state-risk priorities (including risks under the [Queensland State Natural Hazard Risk Assessment 2017](#)).

3. Key dates for the 2018-19 Resilience Funding

Applications open	26 February 2019
Applications close	18 April 2019
Project approvals	30 June 2019
All projects completed	30 June 2021
Lodgement of complete acquittal documentation to QRA	30 September 2021

4. Funding

A total of \$9.5 million in Queensland Government funding is available under the QDRF 2018-19, and further to the QDRF, an additional \$1.15 million may be available under the Australian Government funded Prepared Communities Fund (PCF) for eligible projects submitted in the first round of the QDRF.

Eligible applicants may submit one or more funding applications under these Guidelines.

Eligible applicants need not identify the funding program within their application, as this will be determined during the assessment process, and assigned accordingly.

Projects approved under these Guidelines will be allocated funding up to \$2 million, as a subsidy towards the eligible project costs, with all applicants expected to make a financial contribution towards the eligible project costs. Eligible applicants demonstrating a limited capacity to self-fund a project, may be considered for a higher funding percentage. In exceptional circumstances, other *conditions* may be considered for a project.

5. Eligible timeframes

All projects approved under these Guidelines:

- must be completed within two (2) years, by no later than 30 June 2021
- lodge complete acquittal documentation to QRA within three (3) months of completion, and not later than 30 September 2021.

Where unforeseen circumstances result in a delay to the delivery of the approved project, the applicant may request an extension of time, outlining the actions taken to minimise the impact of the unforeseen circumstance and the proposed adjusted project plan and milestones.

Extensions of time are only considered in exceptional circumstances.

6. Eligible applicants

Eligible applicants include:

- local government bodies constituted under the *Local Government Act 2009* or the *City of Brisbane Act 2010*
- Regional Organisations of Councils
- Regional Natural Resource Management (NRM) bodies
- River Improvement Trusts
- Queensland Government departments and agencies
- incorporated non-government organisations (including volunteer groups)
- Queensland-based not-for-profit organisations.

Collaborative projects are encouraged and may be lodged as a joint application between eligible applicants. An eligible applicant may also submit a joint application made with an ineligible applicant. Joint applications require one applicant to nominate as the lead applicant.

The lead applicant must be an eligible applicant, and will be responsible for the project from lodgement through delivery, reporting and acquittal.

7. Eligible projects

To be considered for funding, projects must meet the program objectives and assessment criteria.

Examples of the types of projects that may be considered under the QDRF are listed below.

Infrastructure projects

Eligible infrastructure projects that improve resilience and functionality of at-risk infrastructure or communities, may include but are not limited to:

- upgrading or replacing existing assets such as:
 - transport assets including roads, bridges, culverts, floodways and causeways
 - drainage management pump stations, stormwater systems and major drains
 - weather warning and monitoring systems (e.g. weather stations in high risk bushfire areas, storm tide warning systems, river height monitoring, flood and rain gauges).
- planning and designing of infrastructure for the primary purpose of community resilience
- constructing new, or upgrade existing shelters, evacuation centres and places of refuge (e.g. for protection against cyclones and/or bushfires)
- constructing new natural hazard mitigation infrastructure (e.g. levees, detention basins, floodgates, backflow prevention devices, diversion channels and storm surge protection)
- constructing new or upgrading existing fire trails and associated measures.

Non-infrastructure projects

Examples of non-infrastructure projects aimed at improving Queensland communities' disaster risk understanding, preparedness, resilience, response and recovery, include but are not limited to:

- natural hazard risk assessments and studies
- research and / or development projects
- development of evacuation plans
- development of regional-scale resilience strategies to address natural hazard risk in the area
- community preparedness, education and training programs
- appointment of community or regional resilience officers to address the identified need
- capacity building programs for local volunteers
- research/studies to identify and address bushfire mitigation priorities across the state
- flood modelling and mapping, and flood risk management studies and plans
- purchase of disaster management equipment (e.g. generators, portable communications kits, lighting towers and frequency radios)
- bushfire related fuel reduction activities (e.g. slashing and burning)
- recovery capability and/or resilience building programs.

8. Ineligible projects

Examples of ineligible projects include, but are not limited to:

- projects that have already commenced or are already complete
- purchase of an asset or works to an asset that will not be owned and/or controlled by an eligible applicant
- purchase of land or buildings (e.g. land buy-back schemes)
- works constructed on land that is not owned or controlled by an eligible applicant, except where it has permission to construct on government-owned land and where the applicant has demonstrated that it has tenure over the land (Note: the applicant must demonstrate it has tenure over the land)
- projects of a commercial nature for the applicant or any partner applicant.

9. Eligible costs

Eligible project costs are those costs directly associated with delivery of the project, for example:

- costs associated with the delivery of training and education programs, such as:
 - facilities hire
 - planning and facilitation
 - design and publication of materials
 - advertising such as radio, print media and billboard space
- construction costs including:
 - all site works required as part of the construction
 - construction-related labour, materials and equipment hire
- detailed design, e.g. production of Final or Tender Design drawings and/or specifications
- costs of conducting a tender for the proposed project
- project management costs including remuneration of technical, professional and/or staff for time directly related to managing the construction or delivery of the proposed project.

10. Ineligible costs

Examples of ineligible project costs are:

- in-kind contributions
- core business of the applicant/any joint applicant
- legal costs
- house raising or relocation
- land acquisition costs
- catering and official opening expenses (excluding permanent signage)
- purchase of core business capital equipment such as motor vehicles and office equipment
- vehicle and office equipment leasing, unless directly related to the delivery of the project
- remuneration of executive officers
- remuneration of employees for work not directly related to the project
- costs of pre-planning activities, including application preparation, pre-construction costs, that commence prior to the execution of an approved project funding schedule, unless prior agreement has been reached with QRA to incur such costs
- duplication of existing initiatives, for example costs already approved through other funding streams
- statutory fees and charges, and any costs associated with obtaining regulatory and/or development approvals
- costs of internal furnishings and supplies
- costs of temporary works, other than works required to enable completion of the proposed project
- ongoing costs for administration, operation, maintenance or management
- unsupported costs, including on-cost charges.

The above lists identify the most common examples and are not intended to be prescriptive or comprehensive. If there is any doubt about eligibility, please contact QRA.

11. Project budget

Funding applications must include a project budget detailing the Estimated Total Project Cost made up of eligible and ineligible costs, and other contributions. Eligible project costs are the total project costs of the project as detailed in the application, less any ineligible project costs and other funding contributions.

Successful applicants will be responsible for all ineligible costs, and any actual costs incurred over and above the approved funding.

12. Applying for funding

To apply for funding under these Guidelines:

1. Download the 2018-19 Resilience Funding Application Form available on QRA's website at www.qra.qld.gov.au/qdrf
2. Prepare a separate Application Form for each proposed project
3. Collate and reference all supporting documents ready for lodgement
4. Print Application Form for signing by the Accountable Officer
5. Lodge application by emailing the following to submissions@qra.qld.gov.au (one email for each project Application Form)
 - a. Completed Application Form (electronic Excel file)
 - b. Scanned signed copy of the Application Form (PDF format)
 - c. Project Plan
 - d. All required supporting documents, referenced in the Application Form.

Further information may be requested from the applicant during assessment.

For assistance with the Application Form or lodging applications with large supporting documents:

- email QDRF@qra.qld.gov.au
- phone (07) 3008 7232 or
- contact your QRA Regional Liaison Officer (RLO) where applicable.

13. Assessment criteria

All applications will be assessed against the Objectives and the following criteria.

i) Alignment to the Queensland Strategy for Disaster Resilience

Applications must identify and demonstrate project alignment with one of the following QSDR objectives:

1. Queenslanders understand their disaster risk
2. Strengthened disaster risk management
3. Queenslanders are invested in disaster risk reduction
4. Continuous improvement in disaster preparedness, response and recovery.

ii) Issue identification

Applications must detail:

- the identified hazard risk, need or vulnerability (issue) to be addressed by the project,
- how the issue was identified, e.g. *Queensland State Natural Hazard Risk Assessment 2017* or appropriate independent research and
- how, and the extent to which the project will address the identified issue.

iii) Financial soundness and value for money

Applicants must include an evaluation of the project costs and benefits (qualitative and quantitative) in mitigating the identified issue and building resilience.

This includes an appropriate financial analysis including consideration of the following:

- whole-of-life costs, if applicable (e.g. ongoing operation and maintenance)
- return on investment in mitigation and resilience
- avoided costs
- qualitative consideration (e.g. social, environmental and health impact and benefits).

iv) Evidence based

All projects must be evidenced based, and applications must detail the investigation, research and/or consultation used to identify and address the issue, and inform and measure the effectiveness of the project.

Evidence may include:

- risk assessments
- flood risk management study or plan
- flood study
- research on number of affected people, properties, households, essential public assets, evacuation routes
- community consultation (e.g. survey results and letters of support)
- partnership or cross-agency/organisation collaboration or consultation
- regional or catchment-based considerations, research or consultation
- visual evidence supporting the need for the proposed project (e.g. photos)
- preliminary designs, drawings, etc. (for infrastructure projects)
- other research, evidence and consultation outcomes and reports
- reference to relevant sections or recommendations (e.g. *Cyclone Debbie Review* (IGEM 2017), *Queensland Flood Commission of Inquiry* (Interim or Final report), *Building resilience to natural disasters in our states and territories* (Deloitte)).

All flood mitigation infrastructure project applications must demonstrate a regional or catchment-based approach and must be supported by a flood study and/or a flood risk management study.

v) Community benefits

Applications must articulate both the immediate and ongoing benefits and value of the project to the community in building disaster resilience. For example:

- Community education benefits – e.g. the immediate and ongoing benefits of the project to the community or target group/s including how the project has and will continue to build community capacity, improve disaster risk awareness, minimise displacement and/or to increase capability to recover from a disaster
- Social, cultural, health and environmental benefits
- Building capacity and disaster resilience in delivery of services and/or infrastructure.

vi) Other considerations

The assessment of applications also consider:

- **innovation** – demonstrated innovative solutions to address disaster resilience and mitigation issues, e.g. new methods, approaches or technologies.
- **demonstrated capacity** to deliver the project within budget and allowable time limit.
- **readiness** – project is ready for commencement, e.g. 'shovel-ready'
- **collaboration** – the proposed project demonstrates a partnership approach and/or collaboration and engagement with other organisations and the community
- **regional and holistic approach** – demonstration of a regional and holistic approach to resilience (e.g. catchment approach and/or multi-disciplinary involvement)
- **financial contribution** – the level of the applicant's financial contribution to the project, or their demonstration of limited capacity to self-fund a project.

14. Project plan

All applications must include a project plan. The project plan should include as a minimum:

- a. Project title
- b. Project description, including objectives and resilience outcomes
- c. Scope of works
- d. Project Schedule – Project timeframes, clear milestones and deliverables
- e. Detailed project budget
- f. Project risks.

The level of detail required within the project plan is contingent on the complexity of the project. For example, a project plan for the purchase of a generator may only detail purchase, delivery and commissioning dates, whereas a schedule for the construction of new infrastructure may include multiple milestones through procurement, delivery and commissioning.

Successful applicants will be required to report against the project plan throughout delivery.

15. Assessment and approvals

All applicants will be advised of the assessment outcome.

QRA's Chief Executive Officer will approve applications, following endorsement by the Minister responsible for the QRA.

2018-19 Resilience Funding allocations are approved as a capped amount, and successful applicants are responsible for any expenditure over and above the approved eligible amount.

16. Progress reporting and payments

It is a condition of funding that all successful applicants provide monthly reports to QRA, reporting on progress against the project milestones until the project is acquitted. Progress reports should provide reasons for variances to milestones, timeframes and deliverables reported in the applicant's project plan.

Progress reports are to be prepared in the template that will be supplied, and lodged via email or through QRA's Form 9 reporting portal.

Once actual expenditure has exceeded the initial advance, applicants can progressively claim expenditure incurred up to 90 per cent of the approved capped funding amount. Claims for payment must be lodged with a progress report and a detailed general ledger / transaction report, demonstrating the actual expenditure reported against the total approved project amount.

17. Project acquittal

All projects must be completed and lodged to QRA within the eligible timeframes.

Project acquittal reports must be provided in the template that will be supplied, and include:

- final progress report
- detailed general ledger / detailed transaction report supporting the total eligible project cost:
 - expenditure claimed against the approved funding amount
 - the applicant's contribution.
- Project evaluation report (e.g. for infrastructure projects, include photos of completed works; for non-infrastructure projects, include details of project outcomes).

Where final actual expenditure is less than the approved eligible amount, the final funding amount and applicant's contribution will be adjusted proportionately to reflect the original funding split.

Following assessment and approval, the final eligible expenditure up to the capped approved amount will be paid to the applicant.

18. Governance

i) Acknowledgement of Queensland and/or Commonwealth Government assistance

Funding recipients must acknowledge the relevant Queensland and/or Commonwealth Government funding contributions. This must be undertaken by applicants and includes, but is not limited to:

- media releases regarding the approved project
- acknowledgement or statements in project publications and materials
- events that utilise or include reference to the approved project
- plaques and signage at construction sites, or completed works

To comply with this requirement, all public advice and media releases should refer to the relevant approved funding assistance, as detailed in the approved project funding schedule.

Contact QRA for assistance and approval for any media releases via media@qra.qld.gov.au or phone 1800 110 841.

ii) Certification

All applications and documentation, including progress and acquittal reports, must be certified by the applicant's accountable officer in line with delegations.

iii) Goods and Services Tax (GST)

All amounts must be GST exclusive.

iv) Funding Agreements

It is a requirement that all recipients of funding administered by QRA enter into a head agreement with QRA. The head agreement is an overarching agreement covering all funding approved under QRA programs.

Where an applicant is successful in its application for funding, QRA will issue a project funding schedule which, when executed by both parties, will be considered a binding project funding agreement under the terms and conditions of the head agreement.

The project funding schedule will detail the terms and conditions specific to the approved funding, including reference to the Guidelines, funding type and amount, key date and milestone schedules, payment claim and reporting requirements, as per these Guidelines.

v) Procurement

The procurement of goods or services must be in accordance with the applicant's relevant purchasing or procurement policy. If expenditure is in breach of the applicant's policy, associated costs will be considered ineligible, and must be met by the applicant.

vi) Program reporting

In addition to monthly progress reporting on delivery of approved projects, all successful applicants are required to provide program level reporting to QRA, at regular intervals (up to four times per year), on estimated or actual expenditure by financial years through the duration of the applicant's program. Data is to be provided to QRA using the template that will be supplied, within the requested timeframe.

vii) Record keeping

All applicants must keep an accurate audit trail for seven years from the end of the financial year in which the approved project and expenditure is acquitted by the State and/or Commonwealth.

For assurance purposes, the State and/or Commonwealth may at any time, via QRA, request documentation from applicants to evidence the State's compliance with these Guidelines. This may include, but is not limited to access to project information, to confirm acquittal in accordance with these Guidelines.

viii) Assurance activities

Applicants may be required to provide documentation to support assurance activities, including, but not limited to:

- audit
- site inspections
- obtaining relevant documentary evidence to support assessment
- verification reviews on project outcomes.



Queensland Reconstruction Authority
PO Box 15428
City East QLD 4002
Phone (07) 3008 7200
info@qra.qld.gov.au
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11.5 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

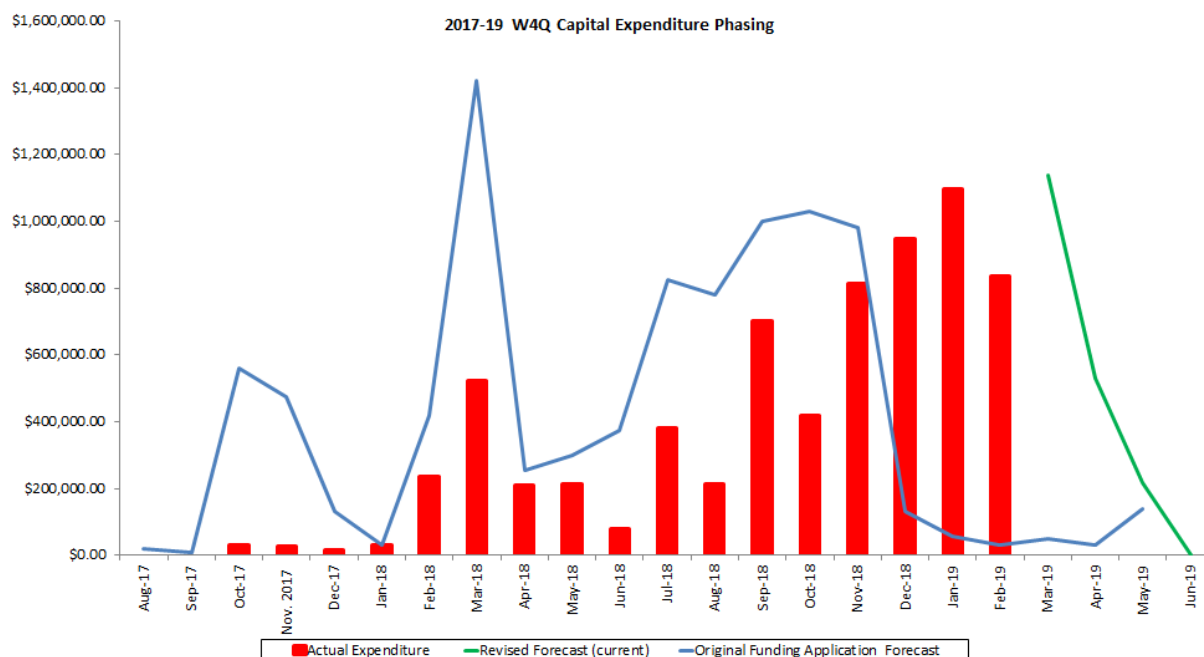
THAT the 2017-19 Works for Queensland Program report be received.

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	9
Under Construction	7
On Hold	1

Currently 68% 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	\$ 131,752.00	\$ 18,248.00	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	\$ 3,820.00	\$ 76,180.00	Under Construction
Pilbeam Drive Walkway Connection to Frenchville Road	Footpath connection and car park at the base of Pilbeam Drive.	\$ 850,000.00	\$ 509,192.00	\$ 340,808.00	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.	\$ 15,000.00	\$ 14,530.00	\$ 470.00	On Hold
SES Facilities Upgrades	Construction of new building at the Gracemere SES Facility.	\$ 1,208,852.00	\$ 81,600.00	\$ 1,127,252.00	Under Construction
Footpath and Cycleway Package	Pedestrian and cycle infrastructure	\$ 525,000.00	\$ 504,450.00	\$ 20,550.00	
High Street (Eldon St to Childcare)					Completed
Bolsover Street (Stanley to Francis Sts)					Completed
Carlton Street (Orr Ave to McLaughlin St)					Completed
Denham Street (Athelstane Tce to					Completed
Spencer Street (Agnes St to Gardens)					Completed
Alma Street (Derby St to Town Hall					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	\$ 150,000.00	\$ -	Completed
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	\$ 54,800.00	\$ 445,200.00	Under Construction
Gracemere CBD Footpath Upgrade	Works to improve the footpath in the CBD of the town of Gracemere.	\$ 500,000.00	\$ 138,250.00	\$ 361,750.00	Under Construction
Reception Room at Rockhampton City Hall	Restoration of the Reception Room at City Hall	\$ 1,180,000.00	\$ 1,103,575.00	\$ 76,425.00	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	\$ 2,046,960.00	\$ 428,040.00	Under Construction
TOTAL		\$ 9,048,000.00	\$ 6,128,540.00	\$ 2,919,460.00	

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.

11.6 CONTINUATION OF THE DINING PLATFORM PROGRAM

File No: 11359
Attachments: Nil
Authorising Officer: Tony Cullen - General Manager Advance Rockhampton
Author: Marcus Vycke - Manager Commercial

SUMMARY

Further to Council's report on 26 September 2017, this report proposes to extend the current dining platform applications for a further 12 months and seek approval for a fourth platform to be constructed.

OFFICER'S RECOMMENDATION

THAT Council approve the continuation of the three current Dining Platform applications and approve the construction of a fourth platform.

BACKGROUND

In September 2017 Council adopted the Pilot Dining Platform Program for three dining platforms in the Rockhampton CBD for a six (6) month period.

The CBD Redevelopment Framework identifies the opportunity to extend the use of the footpath and road reserve to create new places for public parklets or dining platforms that can create new and interesting public places or safely extend the service area of food and beverage businesses.

DISCUSSION

Council has reviewed the success of the pilot dining platform program and has had further interest for a fourth platform to be installed at 45 East Street. This new location is an extension of the activation footprint within the CBD as it is located at the opposite end of East Street to the existing three platforms. Now that the trial period is over Council proposes to adopt an annual lease renewal for the Dining Platforms.

During the trial period, there were no known or reported safety incidents or complaints. The main risk identified was the loss of on road car parking spaces to accommodate the dining platform. Advance Rockhampton will mitigate any public concerns through consultation and engagement.

BUDGET IMPLICATIONS

The cost of design and construction of the fourth platform will be \$20,000 and will be covered by the Advance Rockhampton 2018/19 Operational Budget. Any additional approved embellishments or additions will be at the cost of the business.

PROPOSAL

It is proposed that Council approve the extension from a six (6) month lease period to an annual lease renewal for the three (3) current dining platforms, and the approval of a fourth platform to be constructed and leased.

CONCLUSION

On road dining platforms are proving a creative and innovative opportunity to generate new interest and activity in CBD centres globally. This renewed interest in the dining platform program is demonstrating how Council and CBD businesses can work together successfully to make the city heart the vibrant and preferred place for locals and visitors to meet.

11.7 ADVANCE ROCKHAMPTON OPERATIONAL REPORT FEBRUARY 2019

File No: 12614
Attachments: 1. Advance Rockhampton Operational Report February 2019 [↓](#)
Authorising Officer: Tony Cullen - General Manager Advance Rockhampton
Author: Chris Ireland - Manager Regional Development and Promotions

SUMMARY

The monthly operations report for the Advance Rockhampton Unit over the month of February 2019 is presented for Councillors' information.

OFFICER'S RECOMMENDATION

THAT the Advance Rockhampton Operational Report for February 2019 be received.

COMMENTARY

The attached report provides details of the core areas of activity during February 2019 that has been allocated as a result of priorities driven throughout the Council and also the regional economy.

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

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

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

BACKGROUND

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

CONCLUSION

It is recommended that Council receive the attached report.

**ADVANCE ROCKHAMPTON
OPERATIONAL REPORT
FEBRUARY 2019**

**Advance Rockhampton
Operational Report February 2019**

Meeting Date: 2 April 2019

Attachment No: 1

MONTHLY OPERATIONS REPORT

**ADVANCE ROCKHAMPTON, Regional Development
and Promotions and Commercial**

PERIOD ENDED February 2019



1. Commercial Summary

Airport Commercial

Negotiations continue with airline clients in renewing their Aeronautical Agreements for the next five years, along with negotiations to renew their office space behind check in and to provide additional space for another lounge.

We continue to liaise with airlines regarding additional routes for the airport, this process requires detailed business cases and demonstrate demand. We have commissioned surveys will be conducted in March to assist in identifying opportunities with new route development.

An internal working group has been formed to review the Airport Master and business plan for further developments.

We have a commercial opportunity to lease a space close to the terminal. This will require \$90k from Capital budget to be redirected to facilitate this work if we are successful in agreeing to terms. Note this will be funded from the existing approved budget line.

Another commercial opportunity regarding leasing car space within the Undercover parking area is underway.

The Taxi pick-up area is currently being redesigned to accommodate ride sharing companies such as UBER.

CBD Land EOI

The EOI for the CBD blocks went out this month and close on the 27 March.

CBD Branding

Officers are continually working with CBD Building owners to work towards improving the CBD Buildings to make it more attractive to new businesses. Our new Centres Activation Coordinator has commenced and is working through what needs to be done over the next few months.

Façade Improvement Scheme

Final submissions for scheme are currently being assessed with ongoing liaison with CBD applicants and successful recipients.

CBD Activation

Centres Activation Coordinator working with other sections of Advance Rockhampton, Council, CBD business operators and community contacts to plan another Lively Quay Street program of weekly events, activities and interactions to draw more people to engage with the Riverside precinct.

CBD Marketing and Promotion

Centres Activation Coordinator sourcing campaign ideas and indicative costs from television and media companies to create a commercial to promote the CBD and attract both locals and visitors back to the CBD.

The CBD newsletter will be refreshed and distributed more regularly to businesses to demonstrate the progress Advance Rockhampton is making in delivering activation initiatives. The newsletter will also showcase local businesses, events and other CBD relevant information.

Mount Morgan

Officers are confirming the upcoming Artist in Residence program as well as an accompanying marketing promotions campaign to raise awareness and attract workshop participants.

The Centres Activation Coordinator is working with a community member to establish a country/farmers market in Mount Morgan.

2. Customer Service Requests

Response times for completing customer requests in this reporting period for February 2019



All Monthly Requests (Priority 3) Marketing 'Traffic Light' report February 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										
Community Engagement	0	0	0	0	0	0	3	●	0.00	●	0.00	●	5.00	0.00
Marketing Enquiries	0	0	1	1	0	0	1	●	1.00	●	3.00	●	4.20	6.40

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 February 2019

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



on track



generally on track,
with minor issues



off track

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

4. Budget

Financial performance as expected for the reporting period.

End of Month Job Costing Ledger - (Operating Only) – ADVANCE ROCKHAMPTON

As At End Of February

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Var %
GM ADVANCE ROCKHAMPTON						
<u>GM Advance Rockhampton</u>						
Revenues	0	0	0	(1,545)	(1,545)	-
Expenses	996,349	996,349	440	397,160	397,600	40%
Transfer / Overhead Allocation	0	0	0	10,184	10,184	-
Total GM Advance	996,349	996,349	440	405,799	406,239	41%
ADVANCE COMMERCIAL						
<u>Manager Commercial</u>						
Expenses	706,271	706,271	7,042	340,272	347,315	49%
Transfer / Overhead Allocation	0	0	0	1,508	1,508	-
Total COMMERCIAL	706,271	706,271	7,042	341,781	348,823	49%
REGIONAL DEVELOPMENT & EVENTS						
<u>Events</u>						
Revenues	(160,333)	(611,281)	0	(355,776)	(355,776)	58%
Expenses	1,017,951	1,754,094	154,817	1,137,118	1,291,935	74%
Transfer / Overhead Allocation	0	0	0	59,079	59,079	-
Total Events	857,618	1,142,813	154,817	840,421	995,238	87%
<u>Marketing</u>						
Revenues	(5,141)	(5,141)	0	0	0	0%
Expenses	890,566	890,566	79,519	464,475	543,993	61%
Transfer / Overhead Allocation	10,442	10,442	0	(6,799)	(6,799)	-65%
Total Marketing	895,866	895,866	79,519	457,676	537,194	60%
<u>Regional Development</u>						
Revenues	0	0	0	(60,973)	(60,973)	-
Expenses	1,043,732	1,043,732	108,938	622,725	731,664	70%
Transfer / Overhead Allocation	0	0	0	2,144	2,144	-
Total Regional Development	1,043,732	1,043,732	108,938	563,897	672,835	64%
<u>Tourism</u>						
Revenues	0	0	0	(8,776)	(8,776)	-
Expenses	305,884	305,884	49,690	227,483	277,174	91%
Transfer / Overhead Allocation	0	0	0	646	646	-
Total Unit: Tourism	305,884	305,884	49,690	219,353	269,044	88%
<u>Manager Regional Promotions</u>						
Revenues	0	0	0	(221)	(221)	-
Expenses	358,881	358,881	182	161,590	161,772	45%
Total Manager Promotions	358,881	358,881	182	161,369	161,551	45%
Total REGIONAL PROMOTIONS	3,461,981	3,747,176	393,146	2,242,716	2,635,862	70%
Grand Total	5,164,602	5,449,797	400,628	2,990,296	3,390,924	62%

5. Section Statistics

Safety Statistics

The safety statistics for the reporting period ending February 2019:

	Quarter – ending March 2019		
	January	February	March
Number of Lost Time Injuries	0	0	0
Number of Days Lost Due to Injury	0	0	0
Total Number of Incidents Reported	0	0	0
Number of Incomplete Hazard Inspections	0	0	0

6. Operational Projects

ECONOMIC DEVELOPMENT

International Trade and Investment

- **The Rockhampton Promotional Event for Business Opportunities** is scheduled to be delivered on 27 March 2019 in Brisbane. The partners for the event are Skilled and Business Migration Queensland (Qld Govt), Australia China Business Council and Mazart Accountants and Strategists.
- **Beef Ledger**, after their visit to Huizhou on 26-27 January, Advance Rockhampton is planning with Beef Ledger to organise a Celebrity Chef event in Huizhou on 28-30 March 2019 to showcase the quality of our beef and some processed food products to continue to make inroads into the market for trade and investment.
- **100 books from Zhenjiang** have been received and the Library is working on creating a book plate as well as completing a list of 100 books to post to Zhenjiang. These 100 books will be displayed at our libraries.
- **The Morning Bulletin and Zhenjiang Daily Media Group** are in discussion to launch a media exchange project from March this year. It will include four exchanges of planned articles about Rockhampton and Zhenjiang to promote the sister city relationship to the residents of both cities.
- **Grant Applications:** there are two grant applications that are submitted in order to strengthen the trade and investment relationships with Korea and Japan. The main focus on Japan is developing a relationship on aquaculture with Japan. With Korea, it is focused on strengthening and expanding the vocational education and training programs and exchanges.
- **Dairy Industry:** in partnership with a local dairy farmers' association, it is explored to establish a trial to export milk to China.
- **Black Sesame Consortium:** CQUniversity, AgriVentis, and Advance Rockhampton are working together to explore potential to establish an oil production facility and market the products nationally and internationally. The consortium is in discussion to get a grant to

establish a R&D Centre with a commercial arm for oil and various food products. A local investor is also in communication to set up his own oil production plant. The consortium is in consideration for this offer.

- **Aquaculture investment:** AR is currently in close discussion with a Sydney-based Korean born investor to assist him in establishing an aquaculture feed manufacturing plant and a prawn farm that will also grow sea cucumbers once it is established.
- **Study Rockhampton:** Zhenjiang's two schools signed a sister school agreement with Rockhampton Grammar School. The other two schools reached out Heights College for the similar sister school relationship and sent out an invite to the Principal to invite him to the Cultural Event in May in the city. Two Study Queensland (under Trade and Investment Queensland) workshops were held on Destination Marketing and Branding Strategy to help industry professionals to gain a strong understanding about the International Education and Tourism. Two staff from Tourism and Events Queensland joined the Branding Strategy workshop to provide further information on EcoTourism.
- **160 Years Celebration on Chinese Settlement in Rockhampton Region:** in partnership with the Rockhampton Chinese Association this event is under planning to host a large cultural and business event in Sep/Oct 2020.
- **Asian High Value Crops:** AR is working with some researchers and a local company to prepare a trial to grow and harvest some Asian high value medicinal crops in Rockhampton to support the industry with the new potential opportunities. A grant submission will be made around August this year to secure the finance on the project.
- **President of Australia China Daigou Association's visit:** Daigou is a form of cross border exporting in which an individual or a syndicated group of exporters outside China purchases commodities for customers in China. AR met the President in Sydney in Feb 2019 and he is visiting the region on 25-27 March to participate in CQUniversity's export focused workshop and meet some agriculture and food processors to share his insight about the China market.

Economic and Business Development

Aquaculture Industry Development

- Face to face meetings have been undertaken with landholders whose land falls within the identified Aquaculture Development Areas of Bajool and Marmor. Continued discussions will continue with landholders that have shown an interest in potentially progressing aquaculture.
- Development of the Rockhampton Aquaculture Industry Development Plan and the West Rockhampton Aquaculture Investigation project is- approx. 40% complete.

Making Water Work

- Obtained funding of \$60,000 and finalised an agreement for the Making Water Work project. This project is being led by Advance Rockhampton and James Cook University which aims to assist the agricultural industry make greater use of water supplies, particularly in the Fitzroy Agricultural Corridor.

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

- Launching the 2019 Barramundi season.
- Further scoping for a land based fishing area/jetty for the Mount Morgan Dam.
- Refined the Mount Morgan Fish Habitat Enhancement Plan in line with the expectations of the dams' operator, FRW.

Advance Mount Morgan Strategy, developed the draft strategy which has seven plans to help advance the economic prosperity of Mount Morgan. They include:

- Business Development and Support Plan
- Employment, Education and Training Plan
- Mount Morgan Dam Plan
- Prehistoric, Cultural and Historical Destination Plan
- Adventure Tourism Plan
- Mount Morgan Pride Plan
- Marketing, Tourism and Events Plan

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

- Assisting Laing O'Rourke to identify supply chain opportunities associated with the Australia Singapore Military Training Initiative.
- Assisting Adani to plan for workforce, product and training requirements from the Rockhampton Region.
- Assisting a new fishing charter business, RISE Environmental and Guiding Services to establish a fishing service for the Rockhampton Region. This will focus on an authentic Australian fishing experience which couples camping and fishing in more remote locations.

Industry Engagement

Rockhampton Resources Expo - engaged with the Queensland Resources Council to interest QRC in this opportunity and this resulted in some preliminary interest.

Agricultural Expansion - discussed issues relating to the expansion of intensive farming beside the Fitzroy River with Fitzroy Macadamias, and Rural Funds Management.

Strategic Infrastructure and rural roads maintenance discussed the need for improved road systems in the north-western section of the Rockhampton Regional Council area.

Business Development - pursuing the possibility of establishing a helicopter landing pad in North Rockhampton. Also discussed the operations of the Rockhampton Inter-modal Terminal.

Discussed various electricity issues with Ergon Energy and helped Constructions Skills Queensland establish a list of major projects for the Rockhampton Region.

METS 2019 Launch Pad - working with the Smart Hub to attract this program to the Smart Hub to deliver a program on how to learn to engage with the resources sector.

NDIS Development - met with CQU and other regional stakeholders to expand knowledge of the program. Arranged to draft an access brochure for Rockhampton Region businesses with the Rockhampton Community Access & Equity Group.

Hydrogen Opportunities - attended presentation by the Department of Natural Resources, Mines & Energy and Stanwell Corporation Limited outlining the latest developments.

Development Incentives Policy finalised strategy and drafted Council report.

Queensland Government Liaison - attended discussions with Department of Transport & Main Roads, Department of Natural Resources, Mines & Energy and Department of Infrastructure, Local Government & Planning and the Central Queensland Health & Hospital Service.,

MARKETING***River Festival 2019***

- Sponsorship – Commenced
- Marketing – EOI sent out for marketing assistance
- Entertainment – EOI sent out for musicians and performers

7 Rocky River Run

- Sponsorship has commenced with three sponsors confirmed
- Marketing plan has been developed

Environment and Public Health

- Updates to strategy documents design

Mount Morgan Promotions and Development

- Website development

Libraries

- CapriCon lead in event promotion
- Tech Connect initiative marketing
- Full web content review and strategy
- LTC web content review and strategy
- Monthly e-newsletter

Strategy and Planning

- Planning Scheme Amendment collateral

Animal Management

- Educational video series strategy
- Systematic Inspection Program
- Responsible Pet Owner Booklet
- Off leash signage

Smart Hub

- Turbo Traction Lab Program
- APN campaign strategy
- Fortnightly e-newsletter
- Facebook 'Live' content writing

Advance Rockhampton

- **My Rockhampton** - Issue 13 is now in development stages. Research and content writing to commence over the next 2-3 weeks. Due to be released in June 2019.
- **Advance Rockhampton e-newsletter** - continues to be distributed to Advance Rockhampton's general database fortnightly.
- **Resources Masterplan** - has now been completed and provided to all teams. Key actions listed within the Masterplan are underway and will continue throughout the year.
- **Resources Expo** – advertisement to be created.
- **Mount Morgan Strategy** – is currently being designed.

- **Relocation campaign** – an agency has been selected and a talent search is now underway.
- **ASBAS Workshops** – marketing campaign now live
- **Waterski Qld** – marketing campaign now live
- **Event marketing assistance** provided and continues for Golden Mount Festival and GEMBOREE 2019

Tourism

Advance Rockhampton's Barramundi Season campaign is still live in market. Once this has been completed success of the campaign will be reviewed.

EVENTS

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

The annual Sports and Health Expo has been a reliable source for local health and wellbeing information for Central Queensland residents for over a decade. From humble beginnings in 2008, the day has grown out of its 'sports sign up day' pants into a complete outfit of sports, health and wellbeing. Attendees were able to:



- **Meet local representative sporting celebrities**
- **Cheer on main stage shows:** Fashion parades, mascot challenges and sports demonstrations
- **Pre-book a spot at one of the sports clinics or classes:** Rugby league (hosted by Central Queensland Capras), Netball Clinic (hosted by Capricorn Claws) Yoga (hosted by Body N Soul Yoga)
- **Take part in the pit stop health check:** Assess blood pressure, blood glucose, weight management, healthy behaviours, diabetes and stroke risk, organ donation, screenings
- **Chat, try or buy with over 90 site holders**



CapriCon Steampunk & Pop Culture Convention – Rockhampton Showgrounds Saturday 6th April 2019

Our 2019 CapriCon is set to be the best one yet with its growth it has relocated to The Rockhampton Showgrounds



Steampunk and Pop Culture Convention | 6 April 2019

It is an event with a primary focus on comic books, comic book culture and geek culture in which popular culture fans gather to meet creators, experts, and each other.

CapriCon will feature a wide variety of activities, workshops and panels with cosplay competitions for adults and children, live music, pro wrestling, celebrity guests, fursuiters, 3 stages with entertainment and roving entertainment.

62 Market Stalls will be set up in The Robert Schwaren Pavilion and will showcase pop culture, collectables and other products in fitting with the conventions themes. Many site holders are coming from interstate. We have some VIP cosplayers coming from the Gold Coast to enhance the event.

Fostering the local community feel to the convention community groups like the Capricorn Tabletop Gamers, Capricorn Medieval Guild, CQ Steampunk, Capricorn Miniatures and more will showcase their skills holding demonstrations, playing games and setting up their tents for the attendees to look at. There is also provision for local community groups like Roseberry House, Headspace etc to have a stall promoting their services and providing a free activity for attendees to take part in.

CQ Eat Fest will partner with the event and provide food stalls and entertainment for the children.

The Rocky Sports Club has also come on board as a partner for the event.

ANZAC Day

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

Rockhampton Show 12th – 14th June



Staff will occupy the office at the show grounds every Wednesday commencing on 6 March. Event staff will be onsite Monday to Friday from 1 May 2019. We are still seeking nominations for Miss Showgirl and the Rural Ambassador Awards. Nominations close on the 31st March.

River Festival 2019



Planning has commenced to secure major attractions.

Bi weekly meetings have also commenced with Advance Rockhampton, The Art Gallery and The Library.

EOI's for market sites have been shortlisted and are to be advised of success next week.

EOI's for entertainment have gone out and selections for that will be finalised by May.

Mapping has for the festival has commenced working with civil design on the site plan.

TOURISM

February 2019 Visitor Information Centre Statistics

Total VIC Numbers for February 2019**The Spire Visitor Information Centre - Visitor Statistics**

Date	People Walk in	Door Count	TOTAL VIC Numbers				
			Phone	Website	Email	Social Media - Likes	Other
Feb 2019	571	1853			15	13,859	1141

Where our Visitors Came From**The Spire Visitor Information Centre - Visitor Statistics**

Date	People Walk in	Door Count	Australian Postcode								International Total
			Local	QLD	NSW	VIC	SA	WA	NT	ACT	
Feb 2018	591			247	41	14	10	8	0	4	267
Feb 2019	571	1853	75	164	100	18	2	8	0	2	257

About our Visitors**The Spire Visitor Information Centre - Visitor Statistics**

Date	Nights In Region	Reason for Visit			Age Brackets					Modes of Transport			
		VFR	Holidays	Business	0-18	19-35	36-50	51-65	66+	Private Vehicle	Hire Vehicle	Bus	Aircraft
Feb 2018	595	20	475	96	38	170	110	186	87	191	119	5	0
Feb 2019	599	36	483	77	26	162	131	195	91	207	95	11	3

Online Survey Data Collection

A trial has commenced at the Visitor Information Centre to utilise Ipad's to collect statistics rather than a paper based format. This will allow more accurate data collection of VIC numbers and eliminate the need to manually calculate the daily numbers. Volunteers have taken to this very well. A transition period will be in place for three months with both systems in place before going fully digital.

Volunteer Recruitment

A volunteer recruitment campaign for the whole of Council commenced in September 2018, since then 9 new volunteers have begun at the visitor information centre.

Volunteer Training

As the VIC and Spire sit on the Tropic of Capricorn, volunteers often receive questions regarding this. Dr Michael Hewson from the Central Queensland University gave a presentation to the volunteers about the Tropic of Capricorn. Mr Hewson is a Senior Lecturer in Environmental Geography and is a teaching and research geographer interested in exploring the weather using mapping methods from spatial science.

VIC ID Card for Volunteers

The VIC icard rewards the hard work and contribution of any VIC staff member or volunteer who has worked at an accredited VIC in QLD for 12 months or longer. This card will allow volunteers access to discounts, deals and value-add promotions at selected businesses throughout the State. An invitation has been extended to all tourism providers within the Rockhampton Region to be a part of this program.

Tourism Marketing

Drive Inland Promotions Association

Tourism Unit has been working closely with the Drive Inland Promotions Association for the development of a membership prospectus and association overview document. The President of the committee Councillor Williams met with Central Highlands and Barcaldine Shire Councils in regards to new membership opportunities. Drive Inland is a vital part of the Tourism Action Plan and the engagement with the target audience of grey nomads.

Explore Rockhampton

The Explore Rockhampton Newsletter continues to be sent out fortnightly going to 1,141 recipients. Subscribers can sign up via the Explore Rockhampton website. This newsletter is increasing slowly with the number of followers.

Fishing the Fitzroy Marketing Campaign - Statistics

		Fishing the Fitzroy Facebook					
YEAR	Month	Page Views (per month)	Reach (per month)	Likes (total)	Followers (total)	Highest performing Video	Voluntary Code of Practice (Total)
2018	May	781	33,390	1,535	1,601		
2018	June	768	20,961	2,348	2,435		
2018	July	637	37,994	2,581	2,673		
2018	August		88,368	2,775	2,872	Rockhampton Genuine Paradise – 17,000 views, 20 comments and 154 shares	
2018	September	1,679	64,909	3,383	3,491	Finding the Barra in the Fitzroy – 11,000 views, 46 comments and 89 shares	235
2018	October	1,363	79,581	3,443	3,551	Rocky Barra Bounty - 11,198 views and 11 shares	351
2018	November	1,031	30,553	3,835	3,949	Holiday Fishing 4,159 views, 22 shares	353
2018	December	1,374	48,544	5,063	5,185	Thanks for a great year - Pilly 2,257 views, 23 shares	353
2019	January	1,414	92,310	5,649	5,780	Fitzroy Food - Threadfin En Papillote - 9 shares	442
2019	February	1,125	99,495	5,803	5,924	Rigging Wold Herring and Trolling for Spanish Mackerel - 4,800 views - 65 shares	445

Product Development***Ghost Tours***

The Tourism Unit is currently working with a local for the development of ghost tours in the region. In addition there is the potential for Rockhampton to be profiled on a national show.

Tourism Events

Tourism has met with representatives from the Australian Caravanning Club regarding our bid for the 2020 Australian Caravanning Muster. The committee are seeking some further details which we are in the process of clarifying but Rockhampton is currently their first preference to host this event.

Trade Ready Workshop – QTIC and State Government

Queensland Tourism Industry Council and State Government held a Trade Ready Workshop in Agnes Waters to provide support and identify the pathway for tour operators. The Tourism Unit attended with a new tour provider who is setting up in the region.

Australian Tourism Exchange – April

Planning is underway for Explore Rockhampton's attendance at the Australian Tourism Exchange in April 2019. This event is a must attend event for wholesale distribution with international audiences.

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 Events 2019/20

This report is considered confidential in accordance with section 275(1)(c), of the *Local Government Regulation 2012*, as it contains information relating to the local government's budget.

16.2 Rockhampton Airport Terminal Reconfiguration

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 (Security in Confidence).

16 CONFIDENTIAL REPORTS

16.1 EVENTS 2019/20

File No: 6097

Attachments: 1. Event Proposal

Authorising Officer: Evan Pardon - Chief Executive Officer

Author: Tony Cullen - General Manager Advance Rockhampton
Ross Cheesman - Deputy Chief Executive Officer

This report is considered confidential in accordance with section 275(1)(c), of the *Local Government Regulation 2012*, as it contains information relating to the local government's budget.

SUMMARY

The purpose of this report is to outline a possible event in the 2020 year.

16.2 ROCKHAMPTON AIRPORT TERMINAL RECONFIGURATION**File No:** 1234**Attachments:**
1. Terminal Reconfiguration Concept Plan
2. Department of Home Affairs Information**Authorising Officer:** Tony Cullen - General Manager Advance Rockhampton**Author:** Tracey Baxter - Manager Airport

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 (Security in Confidence).

SUMMARY

The Rockhampton Airport is seeking approval to commence with Stage 1 of the reconfiguration of the screening point area to accommodate the purchase and installation of the new mandated passenger screening equipment.

17 CLOSURE OF MEETING