ORDINARY MEETING

AGENDA

6 AUGUST 2019

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 6 August 2019 commencing at 9.00am for transaction of the enclosed business.

ACTING CHIEF EXECUTIVE OFFICER
1 August 2019

Next Meeting Date: 20.08.19

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 Captain Dale Brooks – The Salvation Army

2 PRESENT

Members Present:

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

In Attendance:

Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

Minutes of the Ordinary Meeting held 16 July 2019

Minutes of the Special Meeting held 24 July 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 - 30 JULY 2019

RECOMMENDATION

THAT the Minutes of the Planning and Regulatory Committee meeting, held on 30 July 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, 30 July 2019

9.1.1 PROPOSED ANIMAL INSPECTION PROGRAM

File No:	**11741**
Attachments:	**1. Locality of Berserker Map** **2. Notice of Proposed Inspection Program Locality of Berserker**
Authorising Officer:	**Karen Moody - Acting Manager Planning and Regulatory Services** **Colleen Worthy - General Manager Community Services**
Author:	**Nishu Ellawala - Coordinator Local Laws**

SUMMARY

This report presents an Animal Inspection Program for consideration by Council. Prior to Rockhampton Regional Council officers undertaking an inspection program, the Systematic Inspection Program, to monitor compliance with the Animal Management (Cats and Dogs) Act 2008, Rockhampton Regional Council Local Law 1 (Administration) 2011, and Rockhampton Regional Council Local Law 2 (Animal Management) 2011 must be approved by Council.

COMMITTEE RECOMMENDATION

THAT in accordance with the *Animal Management (Cats and Dogs) Act 2008* and *Local Government Act 2009*, Council approves a systematic inspection program, the Systematic Inspection Program, for the locality of Berserker between 2 September 2019 and 24 November 2019.

Recommendation of the Planning and Regulatory Committee, 30 July 2019

9.1.2 PROPOSED ANIMAL INSPECTION PROGRAM

File No:	**11741**
Attachments:	**1. Notice of Proposed Inspection Program for all Non-Renewed Animal from the 2018/2019 Registration Period**
Authorising Officer:	**Karen Moody - Acting Manager Planning and Regulatory Services** **Colleen Worthy - General Manager Community Services**
Author:	**Nishu Ellawala - Coordinator Local Laws**

SUMMARY
This report presents an Animal Inspection Program for consideration by Council. Prior to Rockhampton Regional Council officers undertaking an inspection program, the Selective Inspection Program, to monitor compliance with the Animal Management (Cats and Dogs) Act 2008, Rockhampton Regional Council Local Law 1 (Administration) 2011, and Rockhampton Regional Council Local Law 2 (Animal Management) 2011 must be approved by Council.

COMMITTEE RECOMMENDATION

THAT in accordance with the *Animal Management (Cats and Dogs) Act 2008* and *Local Government Act 2009*, Council approves an inspection program, the Selective Inspection Program for all properties within the Rockhampton Regional Council where a dog had been registered up to 30 August 2019 and Council has not received a renewal for that registration to be undertaken between 2 September 2019 and 24 November 2019.

Recommendation of the Planning and Regulatory Committee, 30 July 2019

9.1.3 ANIMAL MANAGEMENT COMMUNITY EDUCATION PLAN 2019-2020

File No:	**1464**
Attachments:	**1. Animal Management Community Education Plan 2019-2020**
Authorising Officer:	**Karen Moody - Acting Manager Planning and Regulatory Services** **Colleen Worthy - General Manager Community Services**
Author:	**Nishu Ellawala - Coordinator Local Laws**

SUMMARY

This report presents the Animal Management Community Education Plan 2019-2020 (The Plan) for Council's consideration and adoption. The Plan has been developed to address key issues identified in the Animal Management Strategy 2017-2020, in particular Community education and awareness to ensure the community is adequately informed of their obligations in relation to responsible pet ownership.

COMMITTEE RECOMMENDATION

THAT the Animal Management Community Education Plan 2019-2020 be received.

Recommendation of the Planning and Regulatory Committee, 30 July 2019

9.1.4 DECISIONS UNDER DELEGATION - JUNE 2019

File No:	**7028**
Attachments:	**Nil**
Authorising Officer:	**Karen Moody - Acting Manager Planning and Regulatory Services** **Colleen Worthy - General Manager Community Services**
Author:	**Tarnya Fitzgibbon - Coordinator Development Assessment**

SUMMARY

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

COMMITTEE RECOMMENDATION

THAT the report into the applications lodged in June 2019 be received.

Recommendation of the Planning and Regulatory Committee, 30 July 2019

9.1.5 MONTHLY OPERATIONS REPORT FOR PLANNING & REGULATORY SERVICES - JUNE 2019

File No:	**1464**
Attachments:	**1. Monthly Operations Report for Planning & Regulatory Services - June 2019**
Authorising Officer:	**Colleen Worthy - General Manager Community Services**
Author:	**Karen Moody - Acting Manager Planning and Regulatory Services**

SUMMARY

The Monthly Operations Report for Planning & Regulatory Services for June 2019 is presented for Councillors information.

COMMITTEE RECOMMENDATION

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

⇩⇩⇩**Recommendation of the Ordinary Council, 6 August 2019**

9.1.6 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 Access and Locality Plan** **3. North West Elevation Plan**
Authorising Officer:	**Tarnya Fitzgibbon - Coordinator Development Assessment** **Karen Moody - Acting Manager Planning and Regulatory Services** **Colleen Worthy - General Manager Community Services**
Author:	**Thomas Gardiner - Planning Officer**
	Planning and Regulatory Committee at its meeting on 30 July 2019 resolved that the matter be referred to the Ordinary Meeting meeting to be held on 06 August 2019.

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*

COMMITTEE RECOMMENDATION

THAT the report be referred to the next Council meeting.

9.2 AIRPORT, WATER AND WASTE COMMITTEE MEETING - 30 JULY 2019

RECOMMENDATION

THAT the Minutes of the Airport, Water and Waste Committee meeting, held on 30 July 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, 30 July 2019

9.2.1 ROCKHAMPTON AIRPORT MONTHLY OPERATIONS REPORT - JUNE 2019

File No:	**7927**
Attachments:	**1. Rockhampton Airport Monthly Operational Report - June 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 June 2019 is presented for Councillors information.

COMMITTEE RECOMMENDATION

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

Recommendation of the Airport, Water and Waste Committee, 30 July 2019

9.2.2 PROJECT DELIVERY MONTHLY REPORT - JUNE 2019

File No:	**7028**
Attachments:	**1. Project Delivery Monthly Report - June 2019**
Authorising Officer:	**Jason Plumb - Acting 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 June 2019 be received.

Recommendation of the Airport, Water and Waste Committee, 30 July 2019

9.2.3 EXPANSION OF WASTE COLLECTION SERVICES

File No:	**169**
Attachments:	**Nil**
Authorising Officer:	**Jason Plumb - Acting General Manager Regional Services**
Author:	**Michael O'Keeffe - Manager Rockhampton Regional Waste and Recycling**

SUMMARY

The purpose of this report is to seek Council's endorsement of a strategy to systematically investigate the viability of rolling out domestic waste collection services to non-serviced waste collection areas within the Rockhampton Region.

COMMITTEE RECOMMENDATION

THAT Council resolve to support a strategy to systematically investigate the viability of rolling out domestic waste collection services to non-serviced waste collection areas of Gogango, Westwood, Stanwell, Kabra, Bouldercombe, Moongan (off Razorback Road), Marmor and Bajool.

Recommendation of the Airport, Water and Waste Committee, 30 July 2019

9.2.4 ROCKHAMPTON REGIONAL WASTE AND RECYCLING MONTHY OPERATIONAL REPORT JUNE 2019

File No:	**7927**
Attachments:	**1. 2019 June RRWR Monthly Operational Report**
Authorising Officer:	**Jason Plumb - Acting General Manager Regional Services**
Author:	**Michael O'Keeffe - Manager Rockhampton Regional Waste and Recycling**

SUMMARY

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

COMMITTEE RECOMMENDATION

THAT the RRWR Monthly Operational Report for June 2019 be received.

Recommendation of the Airport, Water and Waste Committee, 30 July 2019

9.2.5 FRW MONTHLY OPERATIONS REPORT - JUNE 2019

File No:	**1466**
Attachments:	**1. FRW Monthly Operations Report - June 2019**
Authorising Officer:	**Jason Plumb - Acting General Manager Regional Services**
Author:	**Jason Plumb - Acting General Manager Regional Services**

SUMMARY

This report details Fitzroy River Water's financial position and other operational matters for the Council's information as at 30 June 2019.

COMMITTEE RECOMMENDATION

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

Recommendation of the Airport, Water and Waste Committee, 30 July 2019

9.2.6 FRW ANNUAL PERFORMANCE PLAN AS AT 30 JUNE 2019

File No:	**1466**
Attachments:	**1. Customer Service Standards as at 30 June 2019** **2. Customer Service and Financial Targets as at 30 June 2019** **3. Non Compliance Comments as at 30 June 2019**
Authorising Officer:	**Jason Plumb - Acting General Manager Regional Services**
Author:	**Jason Plumb - Acting General Manager Regional Services**

SUMMARY

Fitzroy River Water's performance against financial and non-financial targets and key strategies is reported to Council on a quarterly basis in accordance with the adopted Annual Performance Plan for 2018/19. This report as at 30 June 2019 is presented for the Committee's information.

COMMITTEE RECOMMENDATION

THAT the Fitzroy River Water Annual Performance Plan quarterly report as at 30 June 2019 be received.

Recommendation of the Airport, Water and Waste Committee, 30 July 2019

9.2.7 COMMERCIAL WASTE CONTAINERS IN LANEWAYS

File No:	**169**
Attachments:	**Nil**
Authorising Officer:	**Jason Plumb - Acting General Manager Regional Services**
Author:	**Charlie Sotiris - Acting Manager Rockhampton Regional Waste and Recycling**

SUMMARY

The purpose of this report is to inform and allow Council to consider options for addressing the permanent placement of industrial waste bins in laneways in parts of Rockhampton.

COMMITTEE RECOMMENDATION

THAT:

1. Council contact all Waste Contractors servicing bins in laneways seeking their cooperation and to notify business owners on behalf of Council of the requirement to return bins within the property boundary after servicing; and
2. If after 30 days bins are still positioned on the road reserve, the matter be referred to Council's Local Law Officers to communicate with premises to promote voluntary compliance with the return of bins within the property boundary after servicing.

9.3 INFRASTRUCTURE COMMITTEE MEETING - 30 JULY 2019

RECOMMENDATION

THAT the Minutes of the Infrastructure Committee meeting, held on 30 July 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, 30 July 2019

9.3.1 PETITION REQUESTING BIANNUAL GRADING OF THREE RURAL ROADS

File No:	**8054**
Attachments:	**1. Current condition of the three roads**
Authorising Officer:	**Peter Kofod - General Manager Regional Services**
Author:	**David Bremert - Manager Civil Operations**

SUMMARY

A petition with 31 signatures requesting Bob's Creek Road, Upper Ulam Road and Ulam Connection Road be graded and maintained twice yearly for the safety of bus students and community members was received by Council on 16 April 2019.

COMMITTEE RECOMMENDATION

THAT the assessment of road grading program continue to be based on condition assessment to determine when unsealed roads are graded.

Recommendation of the Infrastructure Committee, 30 July 2019

9.3.2 STREET SIGN REPLACEMENT PROGRAM: 2017-2019

File No:	**12534**
Attachments:	**Nil**
Authorising Officer:	**Peter Kofod - General Manager Regional Services**
Author:	**David Bremert - Manager Civil Operations**

SUMMARY

A street sign replacement program to replace faded or damaged signs was funded by the Works For Queensland program 2017-2019. This report provides Council with information on the works undertaken**.**

COMMITTEE RECOMMENDATION

THAT the Street Sign Replacement Program 2017-2019 report be received.

Recommendation of the Infrastructure Committee, 30 July 2019

9.3.3 WORKS FOR QUEENSLAND PATHWAYS PROGRAM

File No:	**12534**
Attachments:	**1. W4Q Footpath Program** **2. Maps of Footpath Program**
Authorising Officer:	**Jason Plumb - Acting General Manager Regional Services**
Author:	**Stuart Harvey - Acting Manager Infrastructure Planning**

SUMMARY

This report provides a prioritised list of pathways projects for the 2019-21 Works for Queensland Program. These projects are provided to Council for consideration.

COMMITTEE RECOMMENDATION

THAT the proposed Works for Queensland footpath program 2019-21 be endorsed as the nominated projects for Works for Queensland 2019-21.

Recommendation of the Infrastructure Committee, 30 July 2019

9.3.4 INFRASTRUCTURE PLANNING MONTHLY OPERATIONS REPORT - JUNE 2019

File No:	**7028**
Attachments:	**1. Infrastructure Planning Monthly Operations Report June 2019**
Authorising Officer:	**Jason Plumb - Acting General Manager Regional Services**
Author:	**Stuart Harvey - Acting Manager Infrastructure Planning**

SUMMARY

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

COMMITTEE RECOMMENDATION

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

Recommendation of the Infrastructure Committee, 30 July 2019

9.3.5 CIVIL OPERATIONS MONTHLY OPERATIONS REPORT

File No:	**7028**
Attachments:	**1. Civil Operations Monthly Operations Report - June 2019**
Authorising Officer:	**Jason Plumb - Acting 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 June 2019.

COMMITTEE RECOMMENDATION

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

Recommendation of the Infrastructure Committee, 30 July 2019

9.3.6 PROJECT DELIVERY MONTHLY REPORT - JUNE 2019

File No:	**7028**
Attachments:	**1. Project Delivery Monthly Report - June 2019**
Authorising Officer:	**Jason Plumb - Acting 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 June 2019 be received.

Recommendation of the Infrastructure Committee, 30 July 2019

9.3.7 BLACKSPOT PROGRAM 2020/21

File No:	**5252**
Attachments:	**1. Garnant Road Curve Improvement** **2. South Yaamba Road / Colliver Road Intersection works**
Authorising Officer:	**Martin Crow - Manager Infrastructure Planning** **Peter Kofod - General Manager Regional Services**
Author:	**Stuart Harvey - Coordinator Infrastructure Planning**

SUMMARY

This report contains the proposed applications for the 2020/21 round of the Blackspot funding program.

COMMITTEE RECOMMENDATION

THAT Council endorse the proposed applications for the 2020/21 Blackspot Program as follows:

1. Garnant Road Curve improvements - $12,000
2. South Yaamba Road / Colliver Road Intersection - $80,000

Recommendation of the Infrastructure Committee, 30 July 2019

9.3.8 CAPRICORN HIGHWAY DUPLICATION ROAD CLOSURE

File No:	**8602**
Attachments:	**1. Letter from DTMR** **2. Map of Location**
Authorising Officer:	**Jason Plumb - Acting General Manager Regional Services**
Author:	**Stuart Harvey - Acting Manager Infrastructure Planning**

SUMMARY

Rockhampton Regional Council has received a letter from the Department of Transport and Main Roads regarding the closure of the intersection of Nelson Street, Old Capricorn Highway and the Capricorn Highway as a part of the Gracemere Duplication Project. This report seeks Council's acceptance of this proposed closure.

COMMITTEE RECOMMENDATION

THAT Department of Transport and Main Roads be invited to provide Council with an update on the Capricorn Highway Duplication project and the impacts of any road closures.

9.4 COMMUNITY SERVICES COMMITTEE MEETING - 31 JULY 2019

RECOMMENDATION

THAT the Minutes of the Community Services Committee meeting, held on 31 July 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, 31 July 2019

9.4.1 TRADITIONAL ITEM COUNCIL CHAMBERS

File No:	**7104**
Attachments:	**1. Council Ordinary 12 December 2017 Minutes**
Authorising Officer:	**John Webb - Manager Communities and Culture** **Colleen Worthy - General Manager Community Services**
Author:	**Bianca Acimovic - Gallery Director**

SUMMARY

This report seeks to inform of the commissioning and fabrication of a traditional item for Rockhampton Regional Council, Council Chambers Room by the traditional owners, Darumbal People.

COMMITTEE RECOMMENDATION

THAT Council accept the report.

Recommendation of the Community Services Committee, 31 July 2019

9.4.2 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 Black Dog Ball Incorporation for Major Sponsorship assistance towards The Black Dog Ball event is presented for Council consideration.

COMMITTEE RECOMMENDATION

THAT Council considers the Major Sponsorship application from Black Dog Ball Incorporation for funding to assist with the staging of The Black Dog Ball to be held on 12 October 2019, and approves an amount of $8,500.00 in sponsorship.

Recommendation of the Community Services Committee, 31 July 2019

9.4.3 COMMUNITY ASSETS AND FACILITIES MONTHLY OPERATIONAL REPORT - JUNE 2019

File No:	**1464**
Attachments:	**1. Community Assets and Facilities Monthly Report - June 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 June 2019.

COMMITTEE RECOMMENDATION

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

Recommendation of the Community Services Committee, 31 July 2019

9.4.4 COMMUNITIES AND CULTURE OPERATIONAL REPORT FOR JUNE 2019

File No:	**1464**
Attachments:	**1. Communities and Culture Operational Report for June 19**
Authorising Officer:	**Colleen Worthy - General Manager Community Services**
Author:	**John Webb - Manager Communities and Culture**

SUMMARY

The report provides information on the programs and activities of the Communities and Culture section for June 2019.

COMMITTEE RECOMMENDATION

THAT the Communities and Culture Operational Report for June 2019 be ‘received’.

Recommendation of the Community Services Committee, 31 July 2019

9.4.5 COMMUNITY ASSISTANCE PROGRAM

File No:	**12535**
Attachments:	**1. Grants and Sponsorship Assessment - Round 1 2019-20**
Authorising Officer:	**Colleen Worthy - General Manager Community Services**
Author:	**Kerri Dorman - Administration Supervisor**

SUMMARY

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

COMMITTEE RECOMMENDATION

THAT funding for the Community Assistance Program be referred to Council on the items listed in the table below:

Applicant	Purpose of Grant/Sponsorship	Amount
AgForce Queensland	AgForce Country Connection Event	$3,800.00
AM Media Consultants T/A Special Children's Christmas Parties	2019 CQ Special Children's Christmas Party Proudly Supporting Ronald	$3,200.00
Cancer Council Queensland	Rockhampton Annual Christmas Parade	$3,800.00
CentacareCQ	Improvements to Kinnane & Gilbert Short Term Accommodation House	$4,800.00
Park Avenue Brothers Hockey Club	Clubhouse Ceiling Repairs	$9,800.00
Rockhampton Bowls Club Inc	Mayoral Trophy 2019	$500.00
Rockhampton Hockey Association Inc	Oceania Cup Hockey 2019 and Intercontinental Hockey 5's Tournament	$6,000.00
Rockhampton Men's Shed Inc	Stage 1 - Woodwork and Metal Work Shed	$9,000.00
		$40,900.00

9.5 PARKS, RECREATION AND SPORT COMMITTEE MEETING - 31 JULY 2019

RECOMMENDATION

THAT the Minutes of the Parks, Recreation and Sport Committee meeting, held on 31 July 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, 31 July 2019

9.5.1 SOLE SUPPLIER REQUEST - FLORAL CLOCK

File No:	**1464**
Attachments:	**1. Floral Clock Design** **2. Floral Clock Hand Design Options**
Authorising Officer:	**Richard Dunkley - Manager Community Assets and Facilities** **Colleen Worthy - General Manager Community Services**
Author:	**Sophia Czarkowski - Coordinator Facilities**

SUMMARY

This report seeks Council approval to procure a new floral clock for the Rockhampton Botanic Gardens under Chapter 6 Part 3 Division 3 Clause 235 of the Local Government Regulation 2012 that requires to have Council resolve "that it is satisfied that there is only one supplier who is reasonably available" to provide the goods/services.

COMMITTEE RECOMMENDATION

THAT Council approve Moser-Baer SA as a sole supplier to Council in accordance with s.235(a) of the *Local Government Regulation 2012.*

Recommendation of the Parks, Recreation and Sport Committee, 31 July 2019

9.5.2 PROJECT DELIVERY MONTHLY REPORT - JUNE 2019

File No:	**7028**
Attachments:	**1. Project Delivery Monthly Report - June 2019**
Authorising Officer:	**Jason Plumb - Acting 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 June 2019 be received.

Recommendation of the Parks, Recreation and Sport Committee, 31 July 2019

9.5.3 PARKS OPERATIONAL REPORT - JUNE 2019

File No:	**1464**
Attachments:	**1. Operational Report - June 2019** **2. Finch Gazebo Design**
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 June 2019.

COMMITTEE RECOMMENDATION

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

Recommendation of the Parks, Recreation and Sport Committee, 31 July 2019

9.5.4 REQUEST FOR BUILDING SITE FEE REDUCTION - LIONS CLUB OF ROCKHAMPTON MOUNT ARCHER INC

File No:	**3711**
Attachments:	**1. Letter from Lions Club of Rockhampton Mount Archer Inc requesting reduction in Lease fees** **2. Sublet Agreement between Lions Club of Rockhampton Mount Archer Inc and Meditation Society of Central Queensland**
Authorising Officer:	**Aaron Pont - Manager Parks** **Colleen Worthy - General Manager Community Services**
Author:	**Jacinta James - Acting Senior Sports and Education Advisor**

SUMMARY

Lions Club of Rockhampton Mount Archer Inc currently has tenure over part of Tom Brady Park, 158-168 Hinchcliff Street, Kawana (being Lot 338 on LN1914). The Club has requested a reduction in fees for the remainder of their Lease period.

COMMITTEE RECOMMENDATION

THAT Council enters into discussions regarding alternate options as discussed and that a further report be brought back to the September Parks, Recreation and Sport Committee Meeting.

10 COUNCILLOR/DELEGATE REPORTS

10.1 COUNCILLOR DISCRETIONARY FUND - DIVISION 4

File No:	**8295**
Attachments:	**1. Gracemere Croquet Club - Councillor Discretionary Fund Application Form⇩** **2. Rockhampton Kennel Club Inc - Councillor Discretionary Fund Application Form⇩**
Authorising Officer:	**Ross Cheesman - Acting Chief Executive Officer**
Author:	**Megan Careless - Executive Support Officer**

SUMMARY

Councillor Ellen Smith is Patron of the Gracemere Croquet Club and the Rockhampton Kennel Club, both organisations have made application seeking financial assistance from her Division 4, Councillor Discretionary Fund. Councillor Smith is requesting Council consider their applications for approval as she is a Patron of both clubs.

OFFICER'S RECOMMENDATION

THAT Council approve the following disbursements from Cr Smith's Division 4 Councillor Discretionary Fund.

- Rockhampton Kennel Club Inc - $350
- Gracemere Croquet Club - $350

COMMENTARY

The Gracemere Croquet Club and the Rockhampton Kennel Club have made application seeking financial assistance from her Division 4, Councillor Discretionary Fund. Details as follows:

- Gracemere Croquet Club are financial seeking assistance to host a 14 Point Extravaganza Competition, 20-21 July 2019.
- Rockhampton Kennel Club are financial seeking assistance to supply an amp power point in the canteen area in the Kennel Club area at the Rockhampton Showgrounds.

As Councillor Smith is a Patron for both organisations she is seeking Council's approval to donate $350.00 to each organisation from her Division 4 Councillor Discretionary Fund.

COUNCILLOR DISCRETIONARY FUND - DIVISION 4

Gracemere Croquet Club - Councillor Discretionary Fund Application Form

Meeting Date: 6 August 2019

Attachment No: 1

P

Councillor Discretionary Fund Application Form

Privacy Notice: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing your application. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

This form is to be completed when applying for funding from a Councillor's Discretionary Fund. Councillor Discretionary Funds provide financial assistance to eligible community organisations across the Region. Refer to the Community Grants and Minor Sponsorship Policy and Procedure for further information.

P: 07 4932 9000 | E: enquiries@rrc.qld.gov.au | W: www.rrc.qld.gov.au | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523

Customer Details

Organisation name: GRACEMERE CROQUET CLUB.

Contact name: ROSEANNE MATHEWSON

Postal address: PO BOX 217 GRACEMERE 4702

Preferred contact number:

Declaration

On behalf of the above organisation, I acknowledge that funding is being requested from a Councillor Discretionary Fund in accordance with the Community Grants and Minor Sponsorship Policy and Procedure. I declare that the details are correct t the best of my ability.

Name: ROSEANNE MATHEWSON Position: PRESIDENT

Signature: R A mathewson Date: 08/07/2019

Funding Request Details *(please select the Councillor Discretionary Fund for contribution)*

☑ Mayor – Cr Margaret Strelow	☐ Div 1 – Cr Rose Swadling	☐ Div 2 – Cr Neil Fisher	☐ Div 3 – Cr Tony Williams
☑ Div 4 – Cr Ellen Smith	☐ Div 5 – Cr Cherie Rutherford	☐ Div 6 – Cr Drew Wickerson	☐ Div 7 – Cr Stephen Schwarter

Amount requested: $ AT THE COUNCILLOR'S DISCRETION. $350

Reason for funding: *(additional supporting documentation may be attached)*
14 POINT EXTRAVAGANZA COMPETITION, ATTRACTING NOMINATIONS FROM OTHER QUEENSLAND REGIONS.

If other funding has been received for this purpose please provide details:

Payment Details *(all payments are made electronically - please complete bank details below)*

OFFICE USE ONLY

I authorise this request to funding from my Councillor Discretionary Fund, acknowledging the request is eligible in accordance with the Community Grants and Minor Sponsorship Policy and Procedure.

Councillor name: Ellen Smith Councillor signature: E Smith Date: 9/7/19

Is Council approval required: Y / N	Date approved by Council:	Responsible officer:

GOV03 | V2 | Approved 4 May 2016

File 8295 – zzt Committee Support - QDAN 249 v.7 – 4.14.1 – 7 years

Page 1 of 1

Submit

Megan Careless

From: Ellen Smith
Sent: Monday, 1 July 2019 7:38 AM
To: Megan Careless
Subject: Fwd: 14 point Extravaganza

$350 please
Regards
Ellen

Sent from my iPhone

Begin forwarded message:

From: <r.mathewson@bigpond.com>
Date: 1 July 2019 at 7:31:14 am AEST
To: Ellen Smith <Ellen.Smith@rrc.qld.gov.au>
Subject: Fw: Re: 14 point Extravaganza
Reply-To: <r.mathewson@bigpond.com>

Good morning Ellen

The Gracemere Croquet Club is holding their annual 14 point Extravaganza Event in Association Croquet on 20 and 21 July. We are expecting quite a few nominations from other Clubs throughout Queensland. We are currently seeking donations so that we can make this event worthwhile for participants. Several businesses from Gracemere and Rockhampton have kindly donated prizes and we were wondering if as Patron of our Club you would be able to help us in this regard as well.

Many thanks for your continued support of our Club.

Regards

RoseAnne Mathewson
President
Gracemere Croquet Club

COUNCILLOR DISCRETIONARY FUND - DIVISION 4

Rockhampton Kennel Club Inc - Councillor Discretionary Fund Application Form

Meeting Date: 6 August 2019

Attachment No: 2

Councillor Discretionary Fund Application Form

Privacy Notice: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing your application. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

This form is to be completed when applying for funding from a Councillor's Discretionary Fund. Councillor Discretionary Funds provide financial assistance to eligible community organisations across the Region. Refer to the Community Grants and Minor Sponsorship Policy and Procedure for further information.

P: 07 4932 9000 | **E:** enquiries@rrc.qld.gov.au | **W:** www.rrc.qld.gov.au | PO Box 1860 Rockhampton QLD 4700 | **ABN:** 59 923 523 766

Customer Details

Organisation name: Rockhampton Kennel Club Inc

Contact name: Mrs Janet Scott

Postal address: PO Box 553, Yeppoon Qld 4703

Preferred contact nu [redacted]

Declaration

On behalf of the above organisation, I acknowledge that funding is being requested from a Councillor Discretionary Fund in accordance with the Community Grants and Minor Sponsorship Policy and Procedure. I declare that the details are correct to the best of my ability.

Name: Janet Scott Position: Secretary

Signature: Date: 09/07/2019

Funding Request Details *(please select the Councillor Discretionary Fund for contribution)*

☐ Mayor – Cr Margaret Strelow	☐ Div 1 – Cr Rose Swadling	☐ Div 2 – Cr Neil Fisher	☐ Div 3 – Cr Tony Williams
☑ Div 4 – Cr Ellen Smith	☐ Div 5 – Cr Cherie Rutherford	☐ Div 6 – Cr Drew Wickerson	☐ Div 7 – Cr Stephen Schwarten

Amount requested: $ 700.00

Reason for funding: *(additional supporting documentation may be attached)*

To supply a 15 amp power Point in the Canteen area in the Kennel Club area at the Rockhampton Showgrounds.

If other funding has been received for this purpose please provide details:

Nil

Payment Details *(all payments are made electronically - please complete bank details below)*

Acc [redacted]

BSE

OFFICE USE ONLY

I authorise this request to funding from my Councillor Discretionary Fund, acknowledging the request is eligible in accordance with the Community Grants and Minor Sponsorship Policy and Procedure.

Councillor name: Councillor signature: Date:

Is Council approval required: Y / N	Date approved by Council:	Responsible officer:

GOV03 | V2 | Approved 4 May 2016

File 8295 – zzt Committee Support - QDAN 249 v.7 – 4.14.1 – 7 years

Page 1 of 1

Submit

Megan Careless

From: Ellen Smith
Sent: Tuesday, 9 July 2019 11:40 AM
To: Megan Careless
Subject: Re: Rocky Kennel Club

I think I'm still Patron so I'll request $350 which is half the cost.
Regards
Ellen

Sent from my iPhone

On 9 Jul 2019, at 10:36 am, W D & J R Scott <calstonia2@bigpond.com> wrote:

> Good morning Councillor Smith
>
> Please find the attached letter and copies of documentation for your consideration.
>
> Thank you for your time.
>
> Janet☺
>
> Virus-free. www.avg.com
>
> <Scan.pdf>

ROCKHAMPTON KENNEL CLUB INC

PO Box 8593
Allenstown Qld 4700

President: Mr John Jones
Secretary: Mrs Janet Scott
Treasurer: Mrs Sue Ellen Byrne

Councillor Ellen Smith
Rockhampton Regional Council
Rockhampton. Qld 4700
9th July, 2019

Dear Ellen,

We are writing to see if council can assist us with a reduction cost of a 15 amp power point, in our leased building.

Our deep fryer unfortunately has stopped working and considering its age was not worth repair. We have purchased a new one, but it has two 15 amp plugs. The Canteen area only has one 15 amp plug. Laurie Clarke has obtained a quote to get an extra 15 amp point in at a cost of $700.00.

Unfortunately, at this stage we have insufficient funds to accommodate this cost and we are wondering if council could assist us by contributing to the cost.

The new lights that council installed late last year were faulty, on the new Assembly Area. So that the lights were mended/replaced and an extra light fitted ready for the season the Kennel Club paid the cost of repairs etc of $1,204.50. Understanding, the lights would not be Kennel Club property. We accepted this as we knew it would take a long time for Council through no fault of theirs a long time to get this sorted and replaced/Repaired. Due to this expenditure and along with the cost of the new fryer we are having difficulties in getting this point put in.

Thank you for your consideration.

I have attached the account for the light work we paid for, and the quote for the power point.

Regards

J R Scott

Janet Scott
Secretary
Rockhampton Kennel Club

Estimate

Date	Estimate #	Terms
20th February 2019	1763	Due on receipt

Valid for 30 days from date of Estimate.

129 Musgrave Street,
Berserker QLD 4701
0478 557 441
admin@adventuretec.com.au
https://adventuretec.com.au

Bill To	Job Address
Accounts Payable Rockhampton Kennel Club Rockhampton Showgrounds Rockhampton 4700	Rockhampton Showgrounds Rockhampton 4700

DESCRIPTION	Qty	Rate	Amount
Wattage 100W, Color 6500K Light output 10000lm Lifetime hours 25,000, Dimensions 315 x 335 x 100mm, Halogen Equivalent 300W	3	$245.00	$735.00
Installation of LED Floodlights and removal of faulty (flickering) LED Floodlights. Inc returning after dark to correctly adjust Lights to maximize illumination of required area.	4.5	$80.00	$360.00
LED Lighting Retrofit of 3 by new LED Light fittings. 2 x replacements that are faulty and 1 x additional fitting to mount on Middle pole			

Note: 50% payment required upon acceptance of Estimate, goods will only be ordered once deposit has been received. See below for our full terms and conditions. $25.00 service charge for all returned cheques. Payments to be made to AdventureTec. BSB: 034-636 Account #: 324188	**Subtotal**	$1,095.00
	GST	$109.50
	Total	**$1,204.50**

Pd kac $1204.50

BENSON'S ELECTRICAL

ESTIMATION

Rockhampton Regional Council

Date
5 Jul 2019

Expiry
4 Aug 2019

Quote Number
QU-0077

Reference
Electrical works Dog Pavilion Show grounds

ABN
24 622 663 905

Benson's Electrical Queensland
6 Pamela Court,
Gracemere 4702 Qld
Mob: 0418156427
mail@bensonselectrical.com.au

Electrical Works

Make adjustments in load center to allow for new 15amp Gpo install, upgrade to single pole RCD's as per site visit and conversation with Brenton

Description	Quantity	Unit Price	GST	Amount AUD
Labour and Materials	1.00	640.00	10%	640.00
			Subtotal	640.00
			TOTAL GST 10%	64.00
			TOTAL AUD	704.00

Terms

An estimation is valid for a period of thirty (30) days (unless otherwise stated on the quote or by Benson's Electrical Queensland management); after this period, Benson's Electrical Queensland reserves the right to revise the quotation. Prices given are applicable to that quotation only and will not necessarily apply in any other circumstance.

10.2 COUNCILLOR DISCRETIONARY FUND - COUNCILLOR ELLEN SMITH - MOUNT MORGAN SHOW SOCIETY

File No:	**8295**
Attachments:	**Nil**
Authorising Officer:	**Evan Pardon - Chief Executive Officer**
Author:	**Megan Careless - Executive Support Officer**

SUMMARY

Approval is sought from Council for a financial donation from Councillor Smith's Councillor Discretionary Fund to the Mount Morgan Show Society for prize money.

OFFICER'S RECOMMENDATION

THAT approval be granted to donate $300 from Councillor Ellen Smith's Councillor Discretionary Fund to the Mount Morgan Show Society for prize money for the Lucky Exhibitor Category in the 2019 Mount Morgan Show.

BACKGROUND

Councillor Ellen Smith would like to donate $300 from her Councillor Discretionary Fund to the 2019 Mount Morgan Show for prize money for the Lucky Exhibitor Category.

The Mount Morgan Show Society has received $5,000 from Council's Community Assistance Program for the 2019 Show.

10.3 LEAVE OF ABSENCE - COUNCILLOR ELLEN SMITH

File No:	**8294**
Attachments:	**Nil**
Authorising Officer:	**Ross Cheesman - Acting Chief Executive Officer**
Author:	**Megan Careless - Executive Support Officer**

SUMMARY

Councillor Ellen Sith is seeking leave of absence from Wednesday 28 August 2019 to Friday 13 September 2019 inclusive.

OFFICER'S RECOMMENDATION

THAT Councillor Ellen Smith be granted leave of absence from Wednesday 28 August 2019 to Friday 13 September 2019 inclusive..

BACKGROUND

Councillor Ellen Smith has advised the Chief Executive Officer that she wishes to take leave of absence from Wednesday 28 August 2019 to Friday 13 September 2019 inclusive.

11 OFFICERS' REPORTS

11.1 COMMUNITY ASSISTANCE PROGRAM - MAJOR APPLICATION

File No:	**12535**
Attachments:	**Nil**
Authorising Officer:	**Colleen Worthy - General Manager Community Services**
Author:	**John Webb - Manager Communities and Culture**

SUMMARY

An application from the Australian South Sea Islander United Council Rockhampton and District Independent Inc – Gala Ball Sub-Committee for Major Sponsorship assistance towards the Australian South Sea Islander 25 Years of Recognition event is presented for Council consideration.

OFFICER'S RECOMMENDATION

THAT Council considers the Major Sponsorship application from Australian South Sea Islander United Council Rockhampton and District Independ Inc – Gala Ball Sub-Committee for funding to assist with the staging of the Australian South Sea Islander 25 Years of Recognition to be held from 19 – 24 August 2019, and approves an amount of $7,460.00 in sponsorship.

COMMENTARY

Australian South Sea Islander United Council Rockhampton and District Independ Inc – Gala Ball Sub-Committee have lodged an application under the Major Sponsorship scheme seeking $7,536.50 in funding to assist with the Australian South Sea Islander 25 Years of Recognition that will be held at various locations around the Rockhampton area from 19 - 24 August 2019.

Event

The event is a celebration of 25 years of recognition for Australian South Sea Islanders (ASSI's) as a distinct cultural group by the Federal Government. ASSIs are the descendants of 'blackbirded' islanders who were forcibly brought to Queensland to work in the sugarcane fields between 1863 to 1904 pre-White Australia Policy. The Rockhampton ASSI community played a pivotal role in fighting for recognition of its people since the 1970's with recognition and acknowledgment by the Federal Government finally coming to fruition on 25 August 1994.

ASSIUC and Linking the Generations (youth group) will be hosting a number of events throughout the week involving:

- A Flag Raising ceremony at City Hall and morning tea
- Language Workshops (taught by visiting Ni-Vans)
- Cultural Night (comprising of cultural signing/dancing)
- 'Respect and Recognise Elders' ASSI Gala Ball - Celebrating 25 Years of Recognition
- Publication of Elders Profile Booklet

The applicant states that ASSIUC have throughout the year also worked with and supported events held by Linking the Generations (Youth Group) and the Joskeleigh Community Association in conjunction with their milestone year. These groups have worked in unison and supported each others events.

The application states the event is expected to draw from 500 to 700 people including visitors from throughout the state. Guests from Vanuatu will be in attendance which will be the highlight of the celebrations. While in the Rockhampton approximately 15% of guests will require accommodation from 2 to 4 nights.

Sponsorship

The Association has requested cash sponsorship of $7,536.50 from Council for the event, for which it has projected a total cost of $26,786.50. This would represent a Council contribution of 29% of the cost of staging the event.

The budget submitted with the application details the major expenses being for:

- food/beverage $1,357.00
- entertainment $3,850.00
- venue hire $3,675.00
- travel and accommodation $2,140.00
- equipment hire $1,041.00
- marketing and promotion $1,000.00

It is proposed that Council's contribution will be acknowledged through advertising (media, flyer, facebook), display of banner at all events, verbal acknowledgment at all events.

Assessment

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

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

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

CONCLUSION

Assessment of the information provided in the application against the assessment tool suggests that cash sponsorship of $7,460.00 be provided to assist with the staging of the event. A copy of the completed tool has been supplied separately to Councillors with the application.

11.2 COMMUNITY ASSISTANCE PROGRAM: ENVIRONMENT AND SUSTAINABILITY SCHEME - JULY 2019 COMMUNITY INITIATIVES

File No:	**12535**
Attachments:	**1. Assessment summary⇩**
Authorising Officer:	**Alicia Cutler - Chief Financial Officer** **Ross Cheesman - Acting Chief Executive Officer**
Author:	**Christine Bell - Coordinator Environmental Sustainability**

SUMMARY

This report tables the community-based projects submitted for consideration under Council's Community Assistance Program – Environment and Sustainability Scheme, as part of the July 2019 funding round.

OFFICER'S RECOMMENDATION

That Council approves funding and support for the following community-led environment and sustainability initiatives:

- Capricornia Catchments – Community capacity building, helping Capricornia's yellow chat and a few of their friends', $3,000 grant allocation.
- Capricorn Conservation Council – Communicating for conservation, website upgrade, $3,000 grant allocation.

COMMENTARY

Council's Environment and Sustainability Scheme aims to support community-led environment and sustainability initiatives, and further the objectives of Council's Environmental Sustainability Strategy, by providing funding and support for eligible community organisations.

Eligible projects may include initiatives that:

1. Protect, maintain and enhance our natural environment including:

- Community education and awareness activities that increase the community's understanding and value of our natural environment;
- Works projects that improve native habitat, riparian corridors and waterways; or
- Conservation of native flora or fauna species.

2. Strengthen our community capacity to live sustainably including:

- Community education and awareness activities that increase the community's understanding of local environmental sustainability issues, impacts and opportunities;
- Capacity-building workshops and events;
- Targeted energy, water or waste efficiency programs; or
- Practical community projects.

Applications closed on 01 July 2019 and were assessed against the following criteria:

- Strategic alignment with Council's Environmental Sustainability Strategy;
- Expected outcomes for the community and the environment;
- Applicant's capacity to deliver the project;
- Applicant's approach to ensuring the project delivers long-term benefits for the community and the environment; and
- Value for money.

Attachment 1 provides a summary of the applications that were received, comments from the assessment panel and recommended funding allocations.

BUDGET IMPLICATIONS

Council's Environmental Sustainability Unit has allocated funding within the FY2019-20 budget to support community-led environment and sustainability initiatives. The requested funding is within the existing budget allocation.

STAFFING IMPLICATIONS

The Environmental Sustainability Unit will support successful projects and liaise with other internal stakeholders where required.

CORPORATE/OPERATIONAL PLAN

By supporting community-led environment and sustainability initiatives, this report progresses key action items as identified in Council's Operational Plan 2019-2020:

- OP 3.2.1.1 Implement Environmental Sustainability Strategy to encourage sustainability awareness and action.

This report also directly supports strategic actions outlined within Council's Environmental Sustainability Strategy:

- ESS 2.4 Provide support and funding for community-based environment and sustainability initiatives.

CONCLUSION

Council's Environment and Sustainability Scheme is designed to support a range of community-led environment and sustainability initiatives within our Region. By funding the initiatives identified in this round of the Community Assistance Program, Council is continuing to demonstrate its commitment to environmental sustainability and will be working collaboratively to both strengthen our community's capacity and also protect, maintain and enhance our natural environment.

COMMUNITY ASSISTANCE PROGRAM: ENVIRONMENT AND SUSTAINABILITY SCHEME - JULY 2019 COMMUNITY INITIATIVES

Assessment summary

Meeting Date: 6 August 2019

Attachment No: 1

Environment and Sustainability Scheme – Assessment Summary

July 2019 funding round

Applicant	Project description and expected outcomes	Project cost	Requested amount	Assessment comments
Capricornia Catchments	**Community capacity building, helping Capricornia's yellow chat and a few of their friends:** The Rockhampton Region is home to the critically endangered Capricorn yellow chat and a range of other significant bird species including the bar-tailed godwit, curlew sandpiper, greater sand plover and lesser sand plover. Significant breeding and habitat areas are located around the Fitzroy delta's wetlands and associated grasslands on seasonally inundated marine plains (this includes areas in Bajool, Marmor and Port Alma). Capricornia Catchments are seeking funding from local industry and the Queensland Government Threatened Species Program to support local management initiatives in line with the Australia Government's species recovery plan. This grant provides seed funding to coordinate preliminary planning and site work. Key expected outcomes: • Explore opportunities to educate and involve neighbouring landholders in the protection and restoration of critical habitat areas. • Increase the area of habitat being managed for recovery but coordinating on-ground restoration works at a significant habitat site (Bajool) in conjunction with the landholder, Birdlife Capricornia and Capricornia Corrections Centre. • Assist volunteers to develop on-ground identification and fieldwork skills, as well as knowledge of survey and monitoring methods.	$11,310	$3,000	• Clear alignment with Council's Environmental Sustainability Strategy and objectives to 'protect, maintain and enhance our natural environment'. • Expected outcomes will boost local community capacity to support and advocate for significant local species, whilst directly helping to improve breeding habitat and increase awareness of our local wildlife. • Capricornia Catchments have proven capacity to deliver a project of this nature and have been doing so for over twenty years. • Capricornia Catchments are acting to minimise threats to this endangered species in accordance with the government-endorsed species recovery plan and this project acts as a catalyst to support the justification for further consideration under the Queensland Government's Threatened Species Program. • By leveraging co-investment from landholders and the community, Council is able to support relatively low-cost conservation works. RECOMMENDATION: Allocate $3,000 to Capricornia Catchments and provide in-kind support from the Environmental Sustainability Team.

Applicant	Project description and expected outcomes	Project cost	Requested amount	Assessment comments
Capricorn Conservation Council	**Communicating for conservation, website upgrade:** Capricorn Conservation Council is the principal not-for-profit environmental organisation in Central Queensland. The community-based conservation group was established in 1973 and works to engage in discussion, collaboration, education and on-the-ground activities which promote conservation of our environment. Capricorn Conservation Council's Hut is located on Council land at Haigh Park Rockhampton, is governed by a Management Committee made up of a group of dedicated volunteers and employs a full time Coordinator and a part time Project Officer (with both positions funded by the State Government). This grant provides funding to help upgrade this not-for-profit community group's website. Key expected outcomes: • A fully revised and functional website which helps to empower the community to understand the value of our natural environment and better engage in activities to protect, maintain and enhance this environment. • Integration of existing databases, website content and other information into a single website. • A training manual, procedures, social media policy and privacy statement, suitable to support the good governance and long-term operation of the website. • Training of staff and committee members.	$6,000	$3,000	• Clear alignment with Council's Environmental Sustainability Strategy and objectives to both 'protect, maintain and enhance our natural environment' and 'work together to strengthen our community's capacity to live sustainably'. • Expected outcomes support both social and environmental outcomes. • Capricornia Conservation Council's new Coordinator has significant experience delivering projects of this nature and working positively with both government and the community. • The project will deliver a long-term education and engagement resource for the benefit of both the environment and the community. • Council's contribution will provide the seed funding necessary for Capricorn Conservation Council to progress this project. RECOMMENDATION: Allocate $3,000 to Capricorn Conservation Council.
	Total	**$17,310**	**$6,000**	

11.3 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 Access and Locality Plan** **3. North West Elevation Plan**
Authorising Officer:	**Tarnya Fitzgibbon - Coordinator Development Assessment** **Karen Moody - Acting Manager Planning and Regulatory Services** **Colleen Worthy - General Manager Community Services**
Author:	**Thomas Gardiner - Planning Officer**
	Planning and Regulatory Committee at its meeting on 30 July 2019 resolved that the matter be referred to the Ordinary Meeting meeting to be held on 06 August 2019.

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*

OFFICER'S RECOMMENDATION

RECOMMENDATION A:

THAT in relation to the application for a request for a Negotiated Decision Notice to Development Permit for a Material Change of Use for Telecommunications Facility, made by Telstra C/- Visionstream located at 346A Archer Road, Mount Morgan, described as Lot 16 on SP208184, Parish of Calliungal Council resolves that:

1. Condition 2.4 is deleted.

RECOMMENDATION B:

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

ADMINISTRATION

1.1 The Developer and his employee, agent, contractor or invitee is responsible for ensuring compliance with the conditions of this development approval.

1.2 Where these Conditions refer to "Council" in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.

1.3 All conditions, works, or requirements of this development must be undertaken, completed, and be accompanied by a Compliance Certificate for any operational works required by this development approval:

1.3.1 to Council's satisfaction;

1.3.2 at no cost to Council; and

1.3.3 prior to the commencement of the use,

unless otherwise stated.

1.4 Infrastructure requirements of this development approval must be contributed to the relevant authorities, where applicable, at no cost to Council, prior to the commencement of the use, unless otherwise stated.

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

1.5.1 Operational Works:

(i) Access Works; and

1.5.2 Building Works.

1.6 All works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards, unless otherwise stated.

1.7 All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant *Australian Standards* and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.

2.0 APPROVED PLANS AND DOCUMENTS

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

Plan/Document Name	Plan/Document Reference	Dated
Site Access and Locality Plan	Q115564 S1, Rev 2	18 November 2018
Site Layout	Q115564 S1-1, Rev 2	18 November 2018
Antenna Layout	Q115564 S1-2, Rev 2	18 November 2018
North West Elevation	Q115564 S3, Rev 2	18 November 2018
Antenna Configuration Table	Q115564 S3-1, Rev 2	18 November 2018
Ecological Assessment Report	PR132412-45, Ver 3	7 December 2018

2.2 Where there is any conflict between the conditions of this development approval and the details shown on the approved plans and documents, the conditions of this development approval must prevail.

2.3 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for approval by Council prior to the commencement of the use.

3.0 ACCESS WORKS

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

3.2 All access works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*.

3.3 The existing access from Archer Road to the development must be upgraded to comply with the requirements of the *Capricorn Municipal Development Guidelines*.

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

4.0 SITE WORKS

4.1 All earthworks must be undertaken in accordance with *Australian Standard AS3798 "Guidelines on earthworks for commercial and residential developments".*

4.2 Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to surrounding land or infrastructure.

5.0 ASSET MANAGEMENT

5.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.

6.0 ENVIRONMENTAL

6.1 An Erosion Control and Stormwater Control Management Plan in accordance with the *Capricorn Municipal Design Guidelines*, must be implemented, monitored and maintained for the duration of the development works, and until all exposed soil areas are permanently stabilised (for example, turfed, hydromulched, concreted, or landscaped). The plan must be available on-site for inspection by Council Officers whilst all works are being carried out.

6.2 Implement the mitigation measures outlined in the Ecological Assessment Report (refer to condition 2.1).

7.0 ENVIRONMENTAL HEALTH

7.1 Any lighting devices associated with the development, such as sensory lighting, must be positioned on the development site and shielded so as not to cause glare or other nuisance to nearby residents and motorists. Night lighting must be designed, constructed and operated in accordance with *Australian Standard AS4282 "Control of the obtrusive effects of outdoor lighting"*.

7.2 Noise emitted from the activity must not cause an environmental nuisance.

7.3 Operations on the site must have no significant impact on the amenity of adjoining premises or the surrounding area due to the emission of light, noise or dust.

7.4 When requested by Council, nuisance monitoring must be undertaken and recorded within three (3) months, to investigate any genuine complaint of nuisance caused by noise, light or dust. An analysis of the monitoring data and a report, including nuisance mitigation measures, must be provided to Council within fourteen (14) days of the completion of the investigation.

8.0 OPERATING PROCEDURES

8.1 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the development site. Storage of materials or parking of construction machinery or contractors' vehicles must not occur within residential Streets.

8.2 The hours of operations for the construction of the development site must be limited to 0700 hours to 1800 hours on Monday to Friday only, with no operations on Saturdays, Sundays or Public Holidays.

ADVISORY NOTES

NOTE 1. Aboriginal Cultural Heritage

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

NOTE 2. General Environmental Duty

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

NOTE 3. General Safety Of Public During Construction

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

NOTE 4. Works in Road Reserve Permit

It is advised that a Works in Road Reserve Permit (including a fee for the vehicle crossover and compliant with Standard *Capricorn Municipal Development Guidelines, Standard* Drawings) may be accepted in place of the application for a Development Permit for Operational Works (access works).

BACKGROUND

Council, at its meeting dated 18 June 2019, approved a development application for a Material Change of Use for a Telecommunications Facility, located at 364A Archer Road, Mount Morgan. On 25 June 2019, the applicant suspended the appeal period to make change representations, and made the subsequent representations on 1 July 2019.

The applicant has requested to delete condition 2.4. This condition reads follows:

"That the tower height is limited to 35m above natural ground level (RL316.5m A.H.D)"

It is requested to delete condition 2.4 as it is considered an unreasonable imposition on the development.

PLANNING ASSESSMENT

Description of the development	The proposed development is for Material Change of Use for a Telecommunications Facility

<table>
<tr><td>Reasons for Decision</td><td colspan="2">a) The proposed Telecommunications Facility is ideally situated in a Rural Zone because it is not in proximity to any sensitive land uses and is located outside of the Rockhampton region's major urban footprint;
b) The siting and design of the proposed Telecommunications Facility will have minimal impacts on visual, landscape and scenic amenity values on the surrounding community;
c) The proposed Telecommunications Facility is located in a location on the subject site that requires minimal clearing of native vegetation;
d) The electromagnetic emissions from the proposed Telecommunications Facility are 0.15% of the safe levels identified by ARPANSA and will have minimal public health effects on the surrounding local community;
e) The proposed use does not compromise the strategic framework in the Rockhampton Region Planning Scheme 2015;
f) Assessment of the development against the relevant zone purpose, planning scheme codes and planning scheme policies demonstrates that the proposed development will not cause significant adverse impacts on the surrounding natural environment, built environment and infrastructure, community facilities, or local character and amenity;
g) The proposed development does not compromise the relevant State Planning Policy; and
h) On balance, the application should be approved because the circumstances favour Council exercising its discretion to approve the application even though the development does not comply with an aspect of the assessment benchmarks.</td></tr>
<tr><td>Assessment Benchmarks</td><td colspan="2">The proposed development was assessed against the following assessment benchmarks:
Rural Zone Code;
Biodiversity Overlay Code;
Bushfire Hazard Overlay Code;
Steep Land Overlay Code; and
Telecommunications Facilities and Utilities Code.</td></tr>
<tr><td rowspan="3">Compliance with assessment benchmarks</td><td colspan="2">The development was assessed against all of the assessment benchmarks listed above and complies with all of these with the exceptions listed below.</td></tr>
<tr><td>Assessment Benchmark</td><td>Reasons for the approval despite non-compliance with benchmark</td></tr>
<tr><td>Rural Zone Code</td><td>The height and location of the Telecommunications Facility will not unduly impact on the existing amenity and character of the locality. The colour and design of the proposed Telecommunications Facility will limit</td></tr>
</table>

		the visual impact on the adjoining area.
	Biodiversity Overlay Code	The siting of the Telecommunications Facility will only require the removal of minimal vegetation. The clearing of vegetation was identified in an Ecological Assessment Report and mitigation measures were identified to limit the potential impacts on the environmental values of the development site and surrounds.
	Telecommunications Facilities and Utilities Code	The height of the Telecommunications Facility is necessary in order to meet the required coverage requirements. The tower will be painted in a colour that will blend as much as possible into the surrounding area.
Relevant Matters	**The proposed development was assessed against the following relevant matters:** • The proposed Telecommunications Facility is infrastructure that has been identified as necessary under the Australian Government's Mobile Black Spot Program to improve mobile phone coverage and competition in regional and remote Australia.	
Matters raised in submissions	**Issue**	**How matter was dealt with**
	The EME report shows a value that will be different to the location of our home due to elevation.	Council requested the submission of a further EME report to address this concern raised in the public submission (dated: 5 March 2019) to identify EME levels at each of the submitter's premises. The report provided clear evidence that none of the EME levels at these locations exceeded the previously identified level of 0.15% of the public exposure limit.
	The EME levels will increase with future co-location.	Any future co-location at the subject site must meet the requirements of the *Telecommunication (Low-impact Facilities) Determination 2018* (Low Impact Determination). If the future co-location did not meet the requirements of a 'low-impact facility', then a further material change of use application to Council would be required. The application would have to demonstrate that the future co-location would still comply with ARPANSA's requirements for the public exposure limit to EME.

	Concerned about the health impacts of EME.	The current research that ARPANSA bases their EME public exposure limits from indicates that there are no established health effects from low exposure to EME from mobile phone base station antennas.
	Property prices will decrease due to the Telecommunications Facility.	Property values are not a planning matter.
	The effect that any lighting will have on the local residents and fauna.	The height and location of the tower does not require any lighting by the Civil Aviation Safety Authority. There will be no lighting at the facility, including the tower, so there will be no impact on the local residents or fauna. A condition will be added for the development to be in accordance with the relevant Australian Standard for outdoor lighting.
	The impact of EME on the bat and bee colonies.	There is limited evidence to show that EME has any significant environmental impact on flora and fauna.
	The television reception will be impacted and will require signal boosters to compensate.	Interference with TV signals and internet services from Telecommunications Facility are usually caused by strong signals outside of TV frequencies which overload the amplifier. A signal booster would not fix this problem and there are other alternate, cheaper solutions available if there are any issues.
	The heavy machinery used during the construction of the Telecommunications Facility will cause further deterioration of the local road.	The applicant will only use the roads if there has been no more than short-term moderate rain on the road. Once constructed there will be minimal visits required as it will be an unmanned station.
	The applicant could have selected other sites ahead of this site.	The applicant's scope was limited by the Mobile Black Spot Program and the best site was selected following a candidate site study within the scope area.
Matters prescribed by regulation	• The *State Planning Policy – Part E;* • The *Central Queensland Regional Plan*; • The *Rockhampton Region Planning Scheme 2015*; and • The common material, being the material submitted with the application.	

CONCLUSION

Condition 2.4

Applicant's representation:

In accordance with section 65 of the *Planning Act 2016*, the applicant argues that the condition represents an unreasonable imposition on the development and the use of the premises as a consequence of the development. This is based on the following grounds:

- It was not made clear by Council why or how 35 metres was determined to be the acceptable height limit for the proposed facility.
- A parabolic dish at or below 35 metres will result in radiowaves being obstructed by vegetation, preventing access to the wider telecommunication network and not being able to provide wireless services to the community.
- The applicant has demonstrated that the approved location is the best location within the area given the network requirements of the facility and the demonstrated sensitivities with regards to amenity impacts and clearing of vegetation.

In its current form, condition 2.4 prohibits the development from providing wireless services to the Mount Morgan, Bajool and Struck Oil community. For this reason, the condition is considered to be an unreasonable imposition on the development and the use of the premises as a consequence of the development.

Council response:

Council officers agree with the representation made by the applicant to delete condition 2.4. This condition prohibits the Telecommunications Facility's core functionality from occurring. It will prevent the surrounding area from receiving any wireless services, which includes the localities of Mount Morgan, Bajool and Struck Oil.

Substantial evidence has been provided by the applicant to demonstrate that this location is the most suitable for providing wireless services, protecting amenity impacts and minimising clearing of vegetation. In considering the applicant's request, Council officers provide the following comments in support of the request to delete condition 2.4:

- Understanding the importance of providing a functioning Telecommunications Facility for all residences of Mount Morgan, Bajool and Struck Oil, particularly given its designation as a "Mobile Black Spot";
- Based on previous information provided by the applicant, there is no other location in the area more appropriate for a Telecommunications Facility; and
- Recognising that a Telecommunications Facility limited in height to 35 metres will not provide wireless services to surrounding residences.

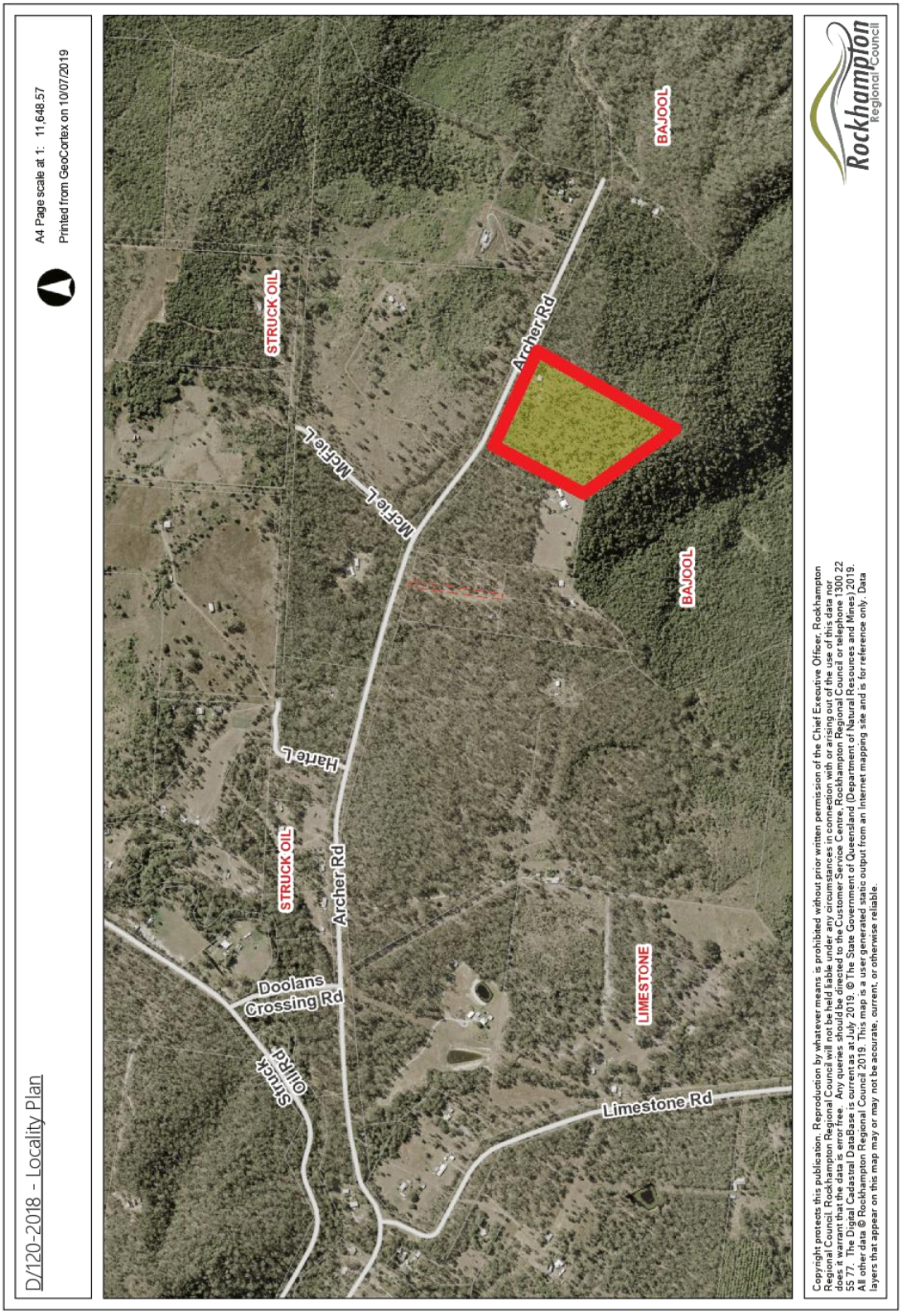
Based on the above information, it is recommended that condition 2.4 is deleted. Council officers agree with the applicant and consider that the condition represents an unreasonable imposition on the development and the use of the premises as a consequence of the development.

D/120-2018 - DEVELOPMENT APPLICATION FOR A MATERIAL CHANGE OF USE FOR A TELECOMMUNICATIONS FACILITY

Locality Plan

Meeting Date: 6 August 2019

Attachment No: 1


D/120-2018 - Locality Plan
A4 Page scale at 1: 11,648.57
Printed from GeoCortex on 10/07/2019
STRUCK OIL
BAJOOL
Archer Rd
McFie L
BAJOOL
Harte L
STRUCK OIL
Archer Rd
Doolans Crossing Rd
LIMESTONE
Struck Oil Rd
Limestone Rd
Rockhampton Regional Council
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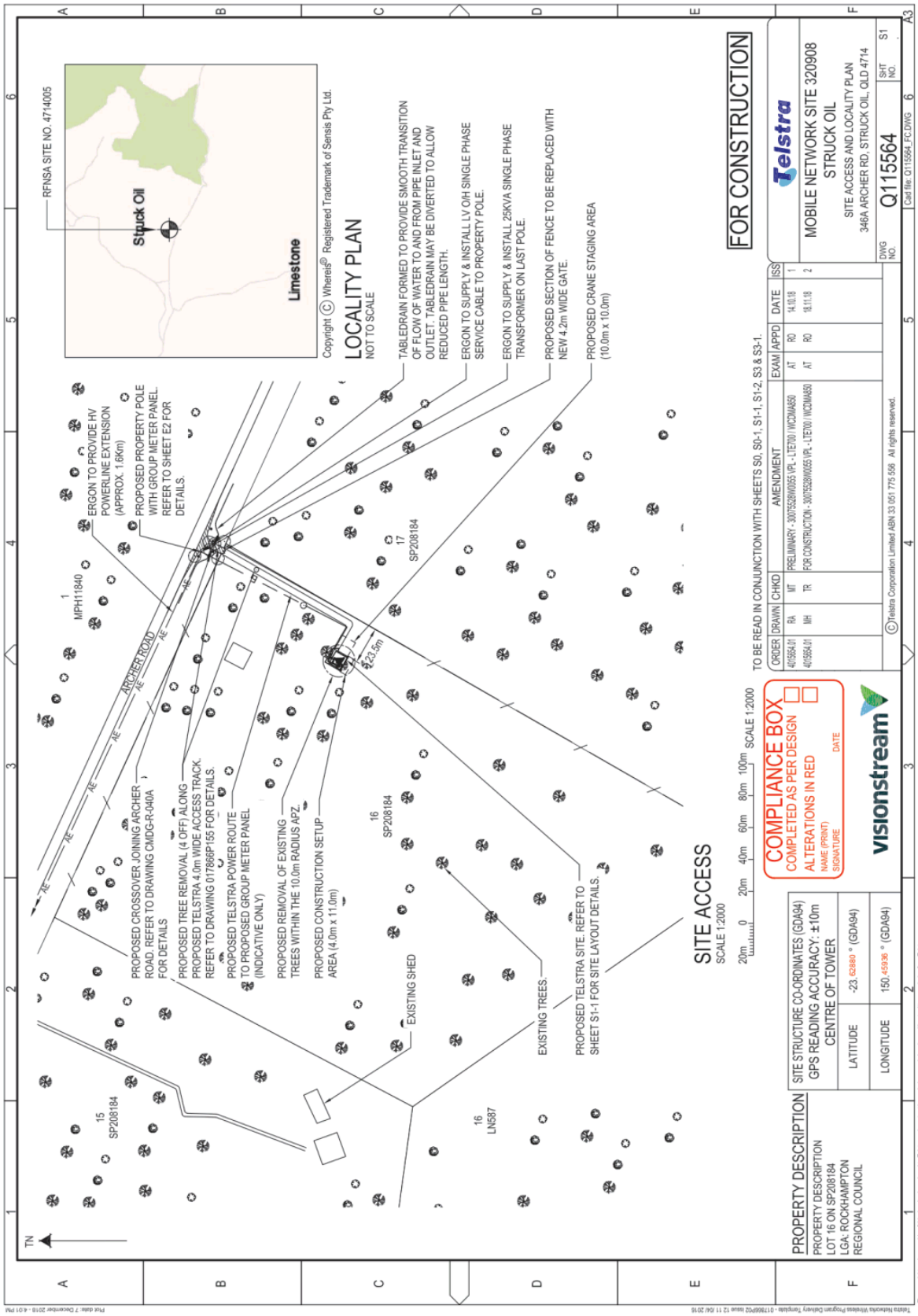
D/120-2018 - DEVELOPMENT APPLICATION FOR A MATERIAL CHANGE OF USE FOR A TELECOMMUNICATIONS FACILITY

Site Access and Locality Plan

Meeting Date: 6 August 2019

Attachment No: 2

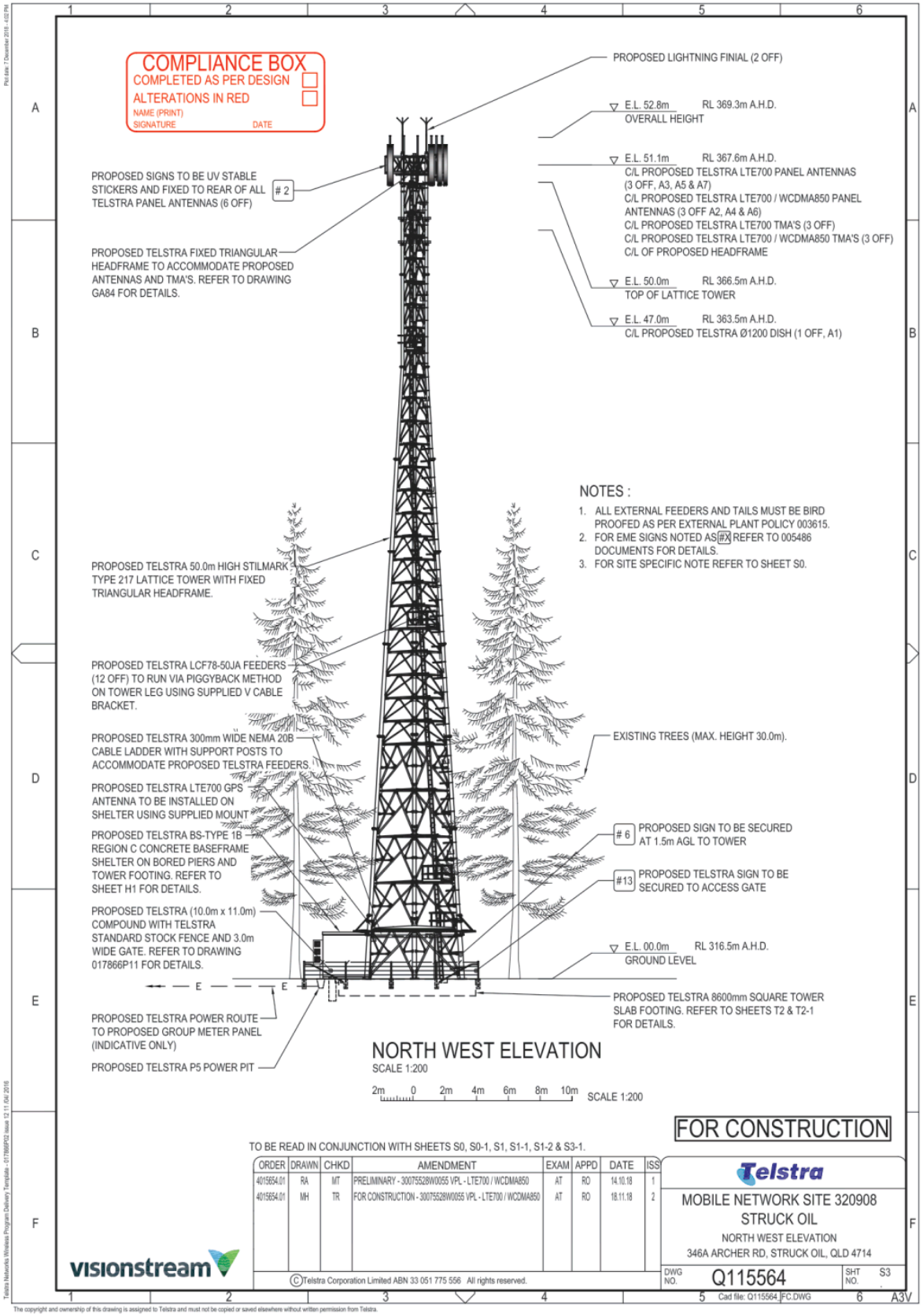

FOR CONSTRUCTION
Telstra
MOBILE NETWORK SITE 320908
STRUCK OIL
SITE ACCESS AND LOCALITY PLAN
346A ARCHER RD, STRUCK OIL, QLD 4714
DWG NO. Q115564
SHT NO. S1
Cad file: Q115564_FC.DWG
A3
RFNSA SITE NO. 4714005
Struck Oil
Limestone
Copyright © Whereis® Registered Trademark of Sensis Pty Ltd.
LOCALITY PLAN
NOT TO SCALE
TABLEDRAIN FORMED TO PROVIDE SMOOTH TRANSITION OF FLOW OF WATER TO AND FROM PIPE INLET AND OUTLET. TABLEDRAIN MAY BE DIVERTED TO ALLOW REDUCED PIPE LENGTH.
ERGON TO SUPPLY & INSTALL LV O/H SINGLE PHASE SERVICE CABLE TO PROPERTY POLE.
ERGON TO SUPPLY & INSTALL 25KVA SINGLE PHASE TRANSFORMER ON LAST POLE.
PROPOSED SECTION OF FENCE TO BE REPLACED WITH NEW 4.2m WIDE GATE.
PROPOSED CRANE STAGING AREA (10.0m x 10.0m)
ERGON TO PROVIDE HV POWERLINE EXTENSION (APPROX. 1.6Km)
PROPOSED PROPERTY POLE WITH GROUP METER PANEL. REFER TO SHEET E2 FOR DETAILS.
1 MPH11840
17 SP208184
ARCHER ROAD
23.5m
PROPOSED CROSSOVER JOINING ARCHER ROAD. REFER TO DRAWING CMDG-R-040A FOR DETAILS
PROPOSED TREE REMOVAL (4 OFF) ALONG PROPOSED TELSTRA 4.0m WIDE ACCESS TRACK. REFER TO DRAWING 017866P155 FOR DETAILS.
PROPOSED TELSTRA POWER ROUTE TO PROPOSED GROUP METER PANEL (INDICATIVE ONLY)
PROPOSED REMOVAL OF EXISTING TREES WITHIN THE 10.0m RADIUS APZ.
PROPOSED CONSTRUCTION SETUP AREA (4.0m x 11.0m)
16 SP208184
EXISTING SHED
EXISTING TREES.
PROPOSED TELSTRA SITE. REFER TO SHEET S1-1 FOR SITE LAYOUT DETAILS.
15 SP208184
16 LN587
SITE ACCESS
SCALE 1:2000
20m 0 20m 40m 60m 80m 100m
SCALE 1:2000
TO BE READ IN CONJUNCTION WITH SHEETS S0, S0-1, S1-1, S1-2, S3 & S3-1.
ORDER DRAWN CHKD AMENDMENT EXAM APPD DATE ISS
40155541.01 RA MT PRELIMINARY - 300755289W0055 VPL - LTE700 / WCDMA850 AT RO 14.10.18 1
40155541.01 MH TR FOR CONSTRUCTION - 300755289W0055 VPL - LTE700 / WCDMA850 AT RO 18.11.18 2
© Telstra Corporation Limited ABN 33 051 775 556 All rights reserved.
COMPLIANCE BOX
COMPLETED AS PER DESIGN
ALTERATIONS IN RED
NAME (PRINT)
SIGNATURE
DATE
visionstream
PROPERTY DESCRIPTION
PROPERTY DESCRIPTION
LOT 16 ON SP208184
LGA: ROCKHAMPTON REGIONAL COUNCIL
SITE STRUCTURE CO-ORDINATES (GDA94)
GPS READING ACCURACY: ±10m
CENTRE OF TOWER
LATITUDE -23.62880 ° (GDA94)
LONGITUDE 150.45936 ° (GDA94)
TN
A B C D E F
1 2 3 4 5 6

D/120-2018 - DEVELOPMENT APPLICATION FOR A MATERIAL CHANGE OF USE FOR A TELECOMMUNICATIONS FACILITY

North West Elevation Plan

Meeting Date: 6 August 2019

Attachment No: 3


COMPLIANCE BOX
COMPLETED AS PER DESIGN
ALTERATIONS IN RED
NAME (PRINT)
SIGNATURE
DATE
PROPOSED LIGHTNING FINIAL (2 OFF)
E.L. 52.8m RL 369.3m A.H.D.
OVERALL HEIGHT
E.L. 51.1m RL 367.6m A.H.D.
C/L PROPOSED TELSTRA LTE700 PANEL ANTENNAS (3 OFF, A3, A5 & A7)
C/L PROPOSED TELSTRA LTE700 / WCDMA850 PANEL ANTENNAS (3 OFF A2, A4 & A6)
C/L PROPOSED TELSTRA LTE700 TMA'S (3 OFF)
C/L PROPOSED TELSTRA LTE700 / WCDMA850 TMA'S (3 OFF)
C/L OF PROPOSED HEADFRAME
E.L. 50.0m RL 366.5m A.H.D.
TOP OF LATTICE TOWER
E.L. 47.0m RL 363.5m A.H.D.
C/L PROPOSED TELSTRA Ø1200 DISH (1 OFF, A1)
PROPOSED SIGNS TO BE UV STABLE STICKERS AND FIXED TO REAR OF ALL TELSTRA PANEL ANTENNAS (6 OFF) # 2
PROPOSED TELSTRA FIXED TRIANGULAR HEADFRAME TO ACCOMMODATE PROPOSED ANTENNAS AND TMA'S. REFER TO DRAWING GA84 FOR DETAILS.
NOTES :
1. ALL EXTERNAL FEEDERS AND TAILS MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.
2. FOR EME SIGNS NOTED AS #X REFER TO 005486 DOCUMENTS FOR DETAILS.
3. FOR SITE SPECIFIC NOTE REFER TO SHEET S0.
PROPOSED TELSTRA 50.0m HIGH STILMARK TYPE 217 LATTICE TOWER WITH FIXED TRIANGULAR HEADFRAME.
PROPOSED TELSTRA LCF78-50JA FEEDERS (12 OFF) TO RUN VIA PIGGYBACK METHOD ON TOWER LEG USING SUPPLIED V CABLE BRACKET.
PROPOSED TELSTRA 300mm WIDE NEMA 20B CABLE LADDER WITH SUPPORT POSTS TO ACCOMMODATE PROPOSED TELSTRA FEEDERS.
PROPOSED TELSTRA LTE700 GPS ANTENNA TO BE INSTALLED ON SHELTER USING SUPPLIED MOUNT
PROPOSED TELSTRA BS-TYPE 1B REGION C CONCRETE BASEFRAME SHELTER ON BORED PIERS AND TOWER FOOTING. REFER TO SHEET H1 FOR DETAILS.
PROPOSED TELSTRA (10.0m x 11.0m) COMPOUND WITH TELSTRA STANDARD STOCK FENCE AND 3.0m WIDE GATE. REFER TO DRAWING 017866P11 FOR DETAILS.
EXISTING TREES (MAX. HEIGHT 30.0m).
6 PROPOSED SIGN TO BE SECURED AT 1.5m AGL TO TOWER
#13 PROPOSED TELSTRA SIGN TO BE SECURED TO ACCESS GATE
E.L. 00.0m RL 316.5m A.H.D.
GROUND LEVEL
PROPOSED TELSTRA 8600mm SQUARE TOWER SLAB FOOTING. REFER TO SHEETS T2 & T2-1 FOR DETAILS.
PROPOSED TELSTRA POWER ROUTE TO PROPOSED GROUP METER PANEL (INDICATIVE ONLY)
PROPOSED TELSTRA P5 POWER PIT
NORTH WEST ELEVATION
SCALE 1:200
2m 0 2m 4m 6m 8m 10m SCALE 1:200
FOR CONSTRUCTION
TO BE READ IN CONJUNCTION WITH SHEETS S0, S0-1, S1, S1-1, S1-2 & S3-1.
ORDER DRAWN CHKD AMENDMENT EXAM APPD DATE ISS
4015654.01 RA MT PRELIMINARY - 30075528W0055 VPL - LTE700 / WCDMA850 AT RO 14.10.18 1
4015654.01 MH TR FOR CONSTRUCTION - 30075528W0055 VPL - LTE700 / WCDMA850 AT RO 18.11.18 2
Telstra
MOBILE NETWORK SITE 320908
STRUCK OIL
NORTH WEST ELEVATION
346A ARCHER RD, STRUCK OIL, QLD 4714
DWG NO. Q115564
SHT NO. S3
visionstream
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Cad file: Q115564_FC.DWG
A3V
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11.4 ROCKHAMPTON REGION PLANNING SCHEME FINAL MINISTERIAL REVIEW

File No:	**RRPS-PRO-2015/001-01-06**
Attachments:	**1. Submisson Response Letter⇩** **2. Community Consultation Submission Report⇩** **3. Submission Summary (Confidential)**
Authorising Officer:	**Ross Cheesman - Acting Chief Executive Officer** **Angus Russell - Manager Strategy and Planning** **Cameron Wyatt - Coordinator Strategic Planning**
Author:	**Alyce James - Strategic Planner**

SUMMARY

Council formally advertised the proposed planning scheme major amendment for public consultation from 15 April 2019 to 14 June 2019. This report seeks Council approval to update the scheme in response to the public submissions received, respond to all submissions and to formally request approval from the Minister for State Development, Manufacturing, Infrastructure and Planning for Council to adopt the major amendment to the planning scheme.

OFFICER'S RECOMMENDATION

1. THAT Council update the amendment to the Rockhampton Region Planning Scheme in accordance with the changes recommended in the Public Consultation Report – Proposed Response and Change Table;
2. THAT Council formally respond to all submitters in accordance with the recommended responses proposed in the Public Consultation Report – Proposed Response and Change Table and draft letter pro-forma attached to the report;
3. THAT Council submit a notice to the Minister of State Development, Manufacturing, Infrastructure and Planning requesting adoption of the proposed amendment in accordance with section 18 of the Planning Act 2016; and
4. THAT Council endorse and release the Community Consultation Submission Report on the Council website following the despatch of individual responses to submitters.

COMMENTARY

Council resolved on 2 April 2019 to undertake public consultation for the major amendment to the Rockhampton Region Planning Scheme. Subsequently, public consultation commenced on Monday 15 April 2019 and ended Friday 17 May 2019. As a result of public representations the period was extended by 19 business days and concluded on Friday 14 June 2019.

A total of 88 submissions were received, with all submissions being properly made. The majority of the submissions were related to the expansion of the Character overlay for demolition control (49 submissions) and the proposed Kershaw Gardens precinct (18 submissions).

Council must now determine a response to each submission and what changes it will make to the proposed planning scheme in response. On review of the submissions received, it is recommended Council make the following changes to the planning scheme amendment:

Character Overlay:

(i) Remove properties that have less significant character or minimal character represented in the street;

(ii) Remove the provisions for 'minor demolition'; and

(iii) Reduce the Level of Assessment for total demolition from Impact Assessable to Code Assessable.

Kershaw Gardens Precinct:

(i) Add a definition for 'self-contained vehicle';

(ii) Add 'self-contained vehicle' into Performance Outcome PO11

"Development is low scale, limited to self-contained vehicles, restricted duration and has access to infrastructure commensurate with the nature of the use."

The recommended changes are not considered significant enough to warrant further public consultation. Council can write to the Minister for State Development, Manufacturing, Infrastructure and Planning to seek approval to adopt the major amendment to the Rockhampton Region Planning Scheme, including any changes it proposes as a result of public consultation.

BACKGROUND

The 'Community Consultation Submission Report' and 'Proposed Response and Change Table' provide a comprehensive summary of how Council plans to deal with the submissions. A number of submissions dealt with multiple issues. There were a total of 91 issues which have been analysed with an appropriate response recommended. The recommended response and changes have considered State planning interests, Council's interests as agreed in the Strategic Framework of the proposed planning scheme and the community's interests generally.

Once Council has adopted a specific response to each issue it can be merged with the attached pro-forma letter to form a complete response to each submission.

The submission to the Minister in accordance with section 18 of the *Planning Act 2016* must include:

a) An electronic copy of the amended planning scheme with any changes clearly identified (preferably using track changes);

b) A summary of matters raised and how Council has dealt with the matters; and

c) Confirmation that Council does not consider the changes significant enough to warrant further public consultation in whole or part.

CONCLUSION

Council has properly considered all public submissions in accordance with section 18 of the *Planning Act 2016.* The Community Consultation Submission Report and Public Consultation Report - Proposed Response and Change Table accurately record the outcomes in summary and in detail. The responses and associated changes to the proposed planning scheme amendment are not significant enough to warrant further public consultation. Council can now give the Minister a notice to request adoption of the proposed planning scheme amendment.

ROCKHAMPTON REGION PLANNING SCHEME FINAL MINISTERIAL REVIEW

Submisson Response Letter

Meeting Date: 6 August 2019

Attachment No: 1

Date

Name
Address 1
Address 2

Dear Name,

RESPONSE TO SUBMISSION MADE ON THE PROPOSED ROCKHAMPTON REGION PLANNING SCHEME – MAJOR AMENDMENT

Thank you for making a submission on the proposed amendment to the Rockhampton Region Planning Scheme. The issue/s raised in your submission have been carefully reviewed against the provisions of the *Planning Act 2016,* the proposed planning scheme amendment and the interests of the community as a whole. On DATE, Council formally adopted a response to the specific issue/s raised in your submission, after considering all issues raised in more than 80 submissions. For Council's formal response to your submission, please refer to the following page.

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

In accordance with the *Planning Act 2016,* the proposed amendment to the Planning Scheme has been updated to include adopted changes resulting from public consultation, and has been forwarded to the Minister for State Development, Manufacturing, Infrastructure and Planning for final review. The Minister will advise Council if it can proceed with adoption of the proposed amendment, with or without additional conditions. Council will then formally consider adoption of the amendment to the Rockhampton Region Planning Scheme and determine a commencement date, which will be advised via Council's website and local media.

Should you require any assistance or clarification about your response please contact Council's Strategic Planning Unit on 1300 225577 or email planningscheme@rrc.qld.gov.au.

Yours faithfully,

Cameron Wyatt
Coordinator Strategic Planning

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

Submitter: Name

Submitter Reference: REF

Issue title

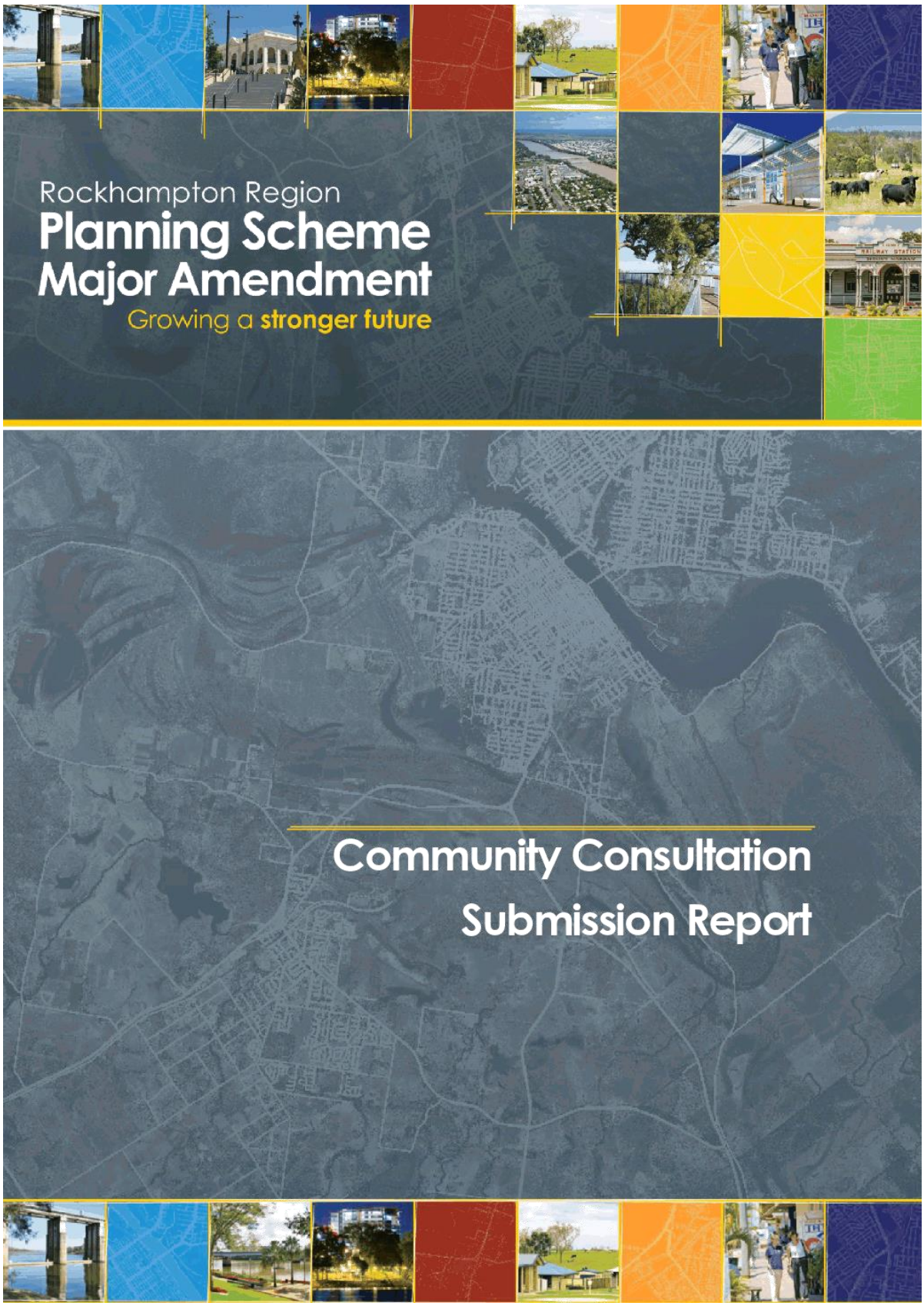
Adopted response

ROCKHAMPTON REGION PLANNING SCHEME FINAL MINISTERIAL REVIEW

Community Consultation Submission Report

Meeting Date: 6 August 2019

Attachment No: 2


Rockhampton Region
Planning Scheme
Major Amendment
Growing a stronger future
Community Consultation
Submission Report

Executive Summary

The purpose of this report is to provide an overview of the matters raised during the public consultation period for the proposed Major Amendment to the Rockhampton Region Planning Scheme ("the Planning Scheme"). This report will form part of Councils' submission to the Minister for State Development, Manufacturing, Infrastructure and Planning ("the Minister") for final Ministerial Review of the proposed Planning Scheme amendment in accordance with the *Planning Act 2016*.

The Minister advised Council on 2 April 2019 that it may proceed to public consultation and to advertise the proposed Planning Scheme amendment. No conditions were imposed from the State Interest Review that occurred prior to public consultation. The Director-General was satisfied the proposed amendment appropriately integrates the relevant state interests.

The public consultation period for the proposed amendments to the Planning Scheme commenced on 15 April 2019 and concluded 17 May 2019. Council resolved on 21 May 2019 to extend the public consultation period to 14 June 2019. In total the consultation period ran for 39 business days.

Council implemented an effective, comprehensive and detailed community engagement program that included:

- Advertising two statutory public notices' in the local newspaper – one at the start of public consultation and one at the time of the extension;
- A letter to every affected property owner within the local government area including a relevant fact sheet to provide a summary of proposed changes.
- A number of fact sheets were available on Council's website to inform the community about the proposed major amendment;
- Four public information booths at major shopping centres and markets;
- Regular media releases for local media outlets, and Facebook updates;
- Launch of the new Engagement HQ portal; and
- Rock e Plan online planning portal including online mapping at the commencement of public consultation.

Council received a total of 88 submissions throughout the advertised consultation period. All submissions received were properly made.

The majority of the submissions related to two matters, namely the proposed changes to the Character Overlay and the introduction of the Kershaw Gardens precinct.

Over 60 individual issues were identified from the submissions. In many cases several separate issues were raised in relation to one of the more significant matters.

Matters raised in submissions include but are not limited to the following:

- Character overlay provisions and in particular the demolition controls for Residential and Commercial areas, being restrictive building impediments and creating loss of rights;
- Commercial character provisions not supporting revitalisation;
- Assessment criteria for determining a 'traditional character house' being vague and property owners' input not being considered;
- Extending the Character overlay area to protect additional properties that have significant traditional character;
- Level of assessment of minor demolition being restrictive;
- The 'minor demolition' definition being unclear particularly calculating the percentage of minor demolition works;
- Proposed Kershaw Gardens precinct within the Open Space Zone;
- North Rockhampton Flood Management Area due to high insurance costs and no previous history of flooding;
- Council to install a pump-out facility within the North Rockhampton Flood Management Area; and
- Council to allow subdivisions within the North Rockhampton Flood Management Area.

Submissions overview

Council received a total of 88 submissions throughout the consultation period. All submissions received were properly made. Every submission was reviewed and analysed in detail. Council has considered every submission and determined appropriate responses and necessary changes to the proposed Planning Scheme amendments.

A complete record of all final resolved responses and changes in response to issues raised in submissions will be provided along with this report as part of the submission to the Minister for final Ministerial Review of the Planning Scheme Amendment in accordance with the *Planning Act 2016*. If an issue is not identified in this summary report, it does not mean it was given less weight.

Council believes that the comprehensive nature of the community engagement, careful consideration of all submissions and the breadth and amount of change demonstrates that Council has fully and appropriately consulted with the community.

Council recognises the community for taking the time to consider and prepare, in many cases, very detailed submissions.

There were a number of matters raised in multiple submissions and many submissions contained a number of different issues. From the matters raised in submissions, 60 individual issues were identified.

The following is a detailed analysis of a number of matters raised in submissions. The matters outlined in this report represent the more complex or frequently raised matters.

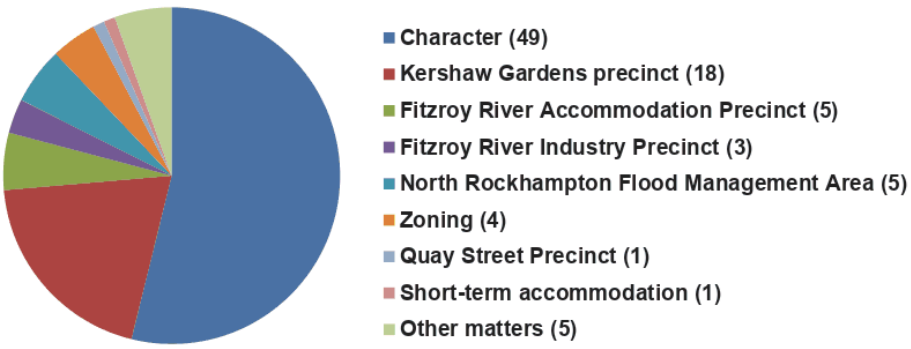
This report outlines Council's proposed responses and resolved changes to the proposed Planning Scheme.

Beyond those contained within this report, a number of issues were either individual commentary on the proposed Planning Scheme amendment or a request specific to the submitter's property interests. Issues include zoning, character overlay and development impacts. A significant number of submissions dealt wholly or in part with matters beyond the statutory reach of a planning scheme.

Recommendations on a number of issues were received from industry groups, including the Urban Development Institute of Australia and Capricorn Enterprise.

In addition, there were submissions in support of the proposed Planning Scheme amendment including the Character overlay, zoning changes including Kershaw Gardens precinct, Fitzroy River Industry precinct and Fitzroy River Accommodation precinct.

Submissions breakdown



Significant matters raised in submissions and Council's responses

Character Overlay

The character overlay in the proposed Planning Scheme amendment was recommended by a planning study prepared by Tract in 2010 (study is available on Council's website). A further detailed analysis was undertaken to determine the significant character housing and commercial buildings by applying criteria based upon the construction date, architectural style and design elements.

The policy direction is to continue to preserve these traditional character buildings and areas due to their economic, social and community value. These buildings contribute to the character of the area and therefore need to be preserved.

Council received 49 submissions relating to the mapping and Character overlay provisions. Of these, 33 requested Council to review and remove properties from the overlay. The main concerns raised were the effect the overlay would have on property values, loss of property rights and concerns over the assessment criteria for determining a character house or commercial building.

Importantly, Council also received thirteen submissions supporting the proposed Character overlay and recommends Council consider expanding the area to protect additional character buildings.

Response

Council acknowledges the concerns in the submissions, and has since completed a reassessment of properties within the character overlay. Properties that have less significant character or minimal character represented in the street have been removed.

The properties that have significant character housing and commercial buildings will remain mapped on the Character overlay. The policy direction is to continue to preserve these buildings and areas due to their economic, social and community value. These character buildings contribute to the area and therefore need to be preserved.

The only impact the proposed changes would have on these properties is that owners would need to apply for permission to fully demolish, remove or relocate their building. There are no controls around extensions or alterations to the existing buildings for properties within in the 'demolition control' area.

Council does recognise the importance of protecting traditional character buildings and streetscapes in character areas and will monitor and review the performance of these provisions over time.

Kershaw Gardens precinct

Council has proposed to introduce a Kershaw Gardens precinct within the Open Space Zone to facilitate a short stay 'rest area' for fully self-contained recreational vehicles.

The submissions received that objected to the proposed Kershaw Gardens precinct were based on the following matters:

- The competitive disadvantage for local caravan parks;
- Impact investment in commercial caravan parks and reduce the value of existing investments;
- The negative economic impact upon the Rockhampton region;
- Inconsistent with the *Planning Act 2016;*
- Inappropriate to remove the Planning and Environment Court's review function for a high impact activity;
- Inconsistent with State Planning Policy;
- Inconsistent with proper use of Trust Land;
- Inconsistent with Queensland caravan park policy;
- Impact negatively on non-caravanning users of Kershaw Gardens;
- Negative environmental impacts;
- Safety and risk management is not adequately considered; and
- The proposal runs counter to the spirit and intent of the Council's local laws.

Response

The proposed Kershaw Gardens precinct allows for a specific 'tourist park' use to further encourage tourism and supporting uses throughout the region. This is consistent with the Natural Resources and Economic Development theme of the Strategic Framework and the Tourism element 5.8.8. Specifically, 3.8.8.1(5) states:

"Tourist operations involving short-term accommodation are supported in urban and rural areas, where there are no detrimental impacts on existing or planned nearby land uses."

Many vehicle-based visitors travelling throughout Queensland stay in commercial accommodation, ranging from hotels and resorts to cabins or tents in caravan parks and camping grounds. However, an increasing number of travellers are looking for a broader range of options that support those in Self Contained Vehicles with their own facilities.

The concept of a 'tourist park' within the proposed Kershaw Gardens precinct is limited and specific in terms of the scale, nature and function of the use to specifically service tourists in self-contained vehicles. Unlike the full definition in Schedule 1, any potential 'Tourist Park' within the Kershaw Garden precinct excludes any cabins, tents or similar structures and does not allow for any ancillary activities. Furthermore, the length of stays is limited to 48 hours and the maximum capacity being 35 self-contained recreational vehicles.

These provisions ensure a unique convenience type service that offers a short term rest area within north Rockhampton that has suitable large self-contained vehicles parking spaces not necessarily tied to a tourist destination that may encourage longer stay visitors. Given the proximity to the Bruce Highway, the proposed Kershaw Gardens precinct offers long-distance travellers the opportunity to break up their journey and replenish supplies at the nearby shopping centre.

The proposed amendments aim to address a need in providing a unique tourist related use/service that is different from commercial tourist park operations. These commercial operations support the needs of tourists in other ways through providing, amongst other things:

- high quality amenities and facilities;
- longer stay options; and
- food, entertainment and retail services.

The proposed amendments seek to respond to changing circumstances and behaviours associated with camping and vehicle-based tourist travelling. Self-contained vehicles offer a form of 'new' camping that is popular for grey nomads and others. The proposed Kershaw Gardens precinct allows for a specific type of tourist park that addresses a public need in providing this specific and limited short stay service.

The proposed Kershaw Gardens precinct comprises just over 9,000m^2 in area. It is in the north east corner of the park on a cleared gravel area with little current utility. The proposed precinct represents a small proportion of the total Kershaw Gardens area and does not significantly impact on the major recreational activity areas, infrastructure and facilities located elsewhere in the parklands. Furthermore, it does not compromise the overall enjoyment of the park for recreation purposes but does provide an opportunity for short stay tourists to enjoy the park and its facilities along with other park users.

Council will investigate providing a landscaped buffer along the primary frontage of the precinct to ensure a green edge to improve the visual amenity along the front boundary of the precinct.

Regarding any conflict with the overall purpose and intent of the Planning Act 2016 and State Planning Policy, it is noted:

- it is not unusual for planning schemes to vary the levels of assessment of the same land use within the same or different zones depending on a range of criteria like the approach proposed for a Tourist Park within the proposed Kershaw Gardens precinct; and
- the amendments have passed first State interest review.

The function and location of a potential tourist park within the limited scope defined for the proposed Kershaw Gardens precinct represents a reasonable land use outcome given:

- proximity to the Bruce Highway / Moores Creek Road and direct access to the urban arterial of High Street;
- the need to fill a market gap in providing short-stay rest areas for tourists in Self Contained Vehicles;
- the utilisation of an existing cleared area currently being used as an informal parking space noting formal parking areas for park users are located elsewhere in Kershaw Gardens;
- the use allows for short stay travellers to experience Kershaw Gardens and Moores Creek; and
- proximity to a range of retail, food and entertainment services.

As a result, the Council has determined that there will be no change to the planning scheme amendment.

Fitzroy River precincts

The Fitzroy River accommodation precinct and the Fitzroy River industry precinct have been introduced in the Planning Scheme amendment to facilitate development for short-term accommodation and small scale river and fishing related activities.

Council received multiple submissions in support of the Fitzroy River accommodation precinct and the Fitzroy River industry precinct.

There were a few submissions that concerns over the need for additional short-term accommodation and additional bait and tackle shops in the region. The precincts were formed in response to the Rockhampton Recreational Fishing Development Strategy which supports fishing tourism in the region.

Response

Fitzroy River accommodation precinct
Council has determined there will be no change to the planning scheme. At peak times for accommodation, operators that fall under a short-term stay, provide additional accommodation to fulfil a need. The impacts associated with the use will be managed under the scheme by limiting the number of guests, length of stay, noise and waste provisions. Council will, however continue to monitor impacts associated with such uses.

Fitzroy River industry precinct
Council has reviewed the submission and determined there will be no change to the planning scheme. The proposed waterfront and marine industry zone and Fitzroy River industry precinct facilitates marine industry related uses. These uses will provide for boat storage, maintenance and marine servicing facilities. As such, any use that will benefit from a waterfront location is preferred in this precinct.

Due to the flooding in this area, the precinct supports the reuse of existing buildings. Any new building or structure will require a development permit and assessed on its merits.

North Rockhampton Flood Management Area

Submissions received in response to the North Rockhampton Flood Management Area

The North Rockhampton Flood Management Area (NRFMA) incorporates a number of mitigation measures designed to improve the flood immunity by providing protection from Fitzroy River flood events up to and including the one (1) per cent annual exceedance probability (AEP) event. These measures include:

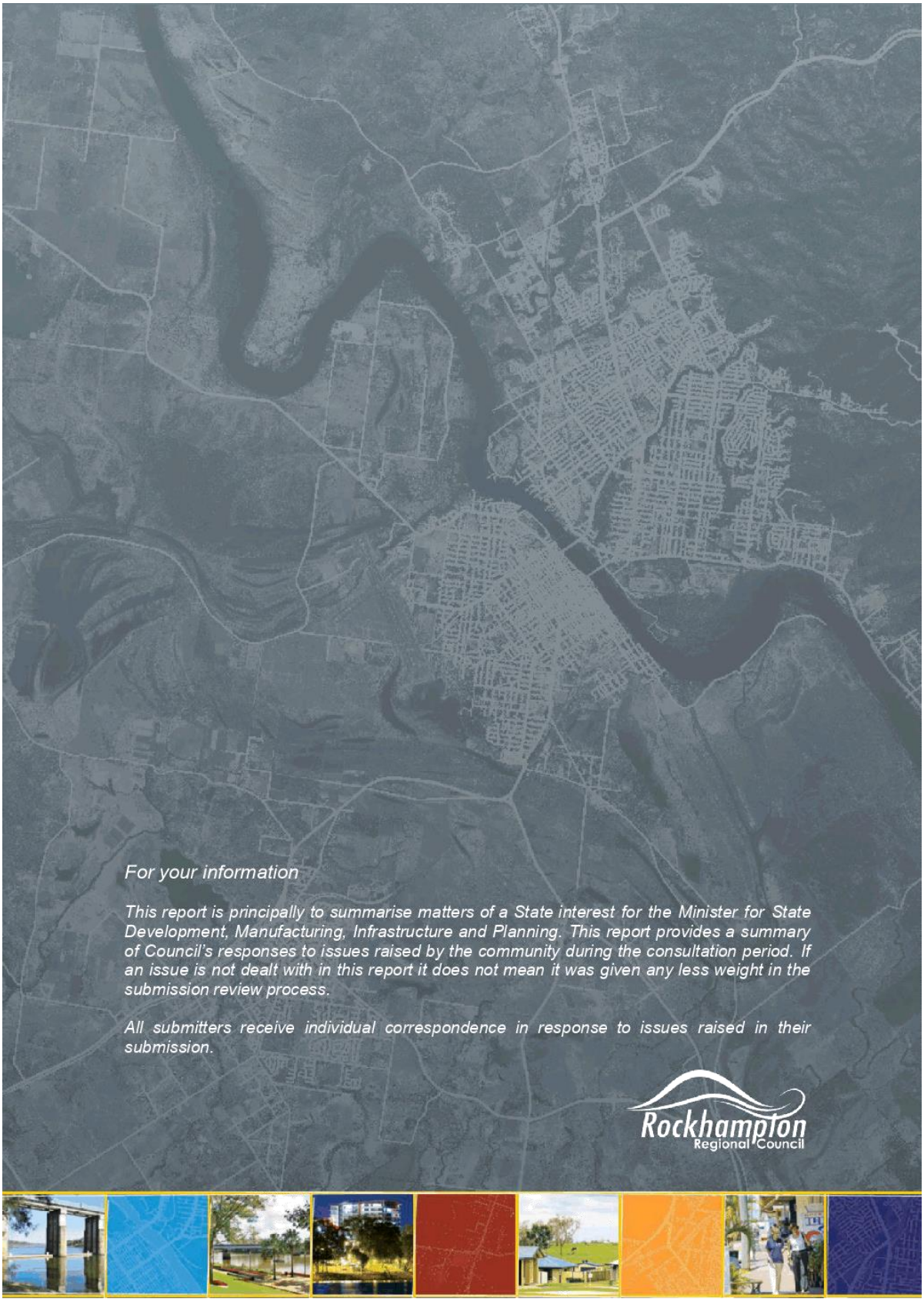
- permanent earth and concrete block levee to protect residential properties in Fraser Street and Dowling Street, backflow prevention devices to prevent flood waters from entering a flood management area through the stormwater system;
- a temporary flood barrier system (approximately 377 metres long) that is deployed during periods of flooding along Ellis and Rodboro Streets to prevent flood water backing up from Frenchman's Creek and entering properties behind the barrier during Fitzroy River flooding; and
- sealing sewerage access chambers to reduce the risk of the backflow of flood water through the sewerage reticulation system.

The majority of the submissions received were in support of the amendment. There were comments requesting Council to consider reducing the floor height freeboard for any new development from 500mm to 300mm and to allow further infill development by supporting subdivisions in the area. There were also comments requesting Council install a pump-out facility.

Response

Council has determined there will be no change to the planning scheme. In 2017, the Stage 1 scheme successfully protected more than 400 properties from riverine flooding that resulted from ex TC Debbie. Learnings from the 2017 flood event (which was the first time the NRFMA Stage 1 works went through a flood) have noted the need to implement pumps in certain locations during operation of the NRFMA to help prevent back up of flood water. Council will be considering pumping as part of its operations and maintenance activities associated with the NRFMA.

Levees are effective mitigation measures but do not entirely eliminate flood risk. Due to the residual risk of flooding inherent within the NRFMA, the provisions of the Flood Hazard Overlay Code, will still apply –including the minimum finished floor level freeboard requirements of 500mm, as well as no further intensification or subdivision of existing lots. As Council gains greater awareness and understanding of the residual risk, the Council may revise aspects of the planning scheme to reflect the capability of flood mitigation measures to manage the residual risks for a site.


For your information
This report is principally to summarise matters of a State interest for the Minister for State Development, Manufacturing, Infrastructure and Planning. This report provides a summary of Council's responses to issues raised by the community during the consultation period. If an issue is not dealt with in this report it does not mean it was given any less weight in the submission review process.
All submitters receive individual correspondence in response to issues raised in their submission.
Rockhampton
Regional Council

11.5 ANNUAL POLICY REVIEW - PURCHASING POLICY - ACQUISITION OF GOODS AND SERVICES

File No:	**5883**
Attachments:	**1. Revised Draft Purchasing Policy⇩**
Authorising Officer:	**Ross Cheesman - Acting Chief Executive Officer**
Author:	**Drew Stevenson - Manager Corporate and Technology**

SUMMARY

The annual review of the Purchasing Policy – Acquisition of Goods and Services is presented for consideration and adoption.

OFFICER'S RECOMMENDATION

THAT the revised draft Purchasing Policy – Acquisition of Goods and Services as attached to this report be adopted.

COMMENTARY

Under s198 of the *Local Government Regulation 2012*, Council is required to adopt a policy about procurement that includes the principles regarding its procurement practices and sound contracting principles. Council is also required to review its procurement policy annually.

The attached revised marked-up policy proposes amendments including updated reference documents, definitions and Procurement Financial Thresholds table clarifications. The proposed amendments are visible in the policy document via track changes.

LEGISLATIVE CONTEXT

Local Government Regulation 2012:

"198 Procurement policy

*(1) A local government must prepare and adopt a policy about procurement (a **procurement policy**).*

(2) The procurement policy must include details of the principles, including the sound contracting principles, that the local government will apply in the financial year for purchasing goods and services.

(3) *A local government must review its procurement policy annually."*

CONCLUSION

In accordance with the Local Government Regulation, Council's Purchasing Policy – Acquisition of Goods and Services must be reviewed annually. The attached revised policy is presented for Council's consideration and adoption.

ANNUAL POLICY REVIEW - PURCHASING POLICY - ACQUISITION OF GOODS AND SERVICES

Revised Draft Purchasing Policy

Meeting Date: 6 August 2019

Attachment No: 1

PURCHASING POLICY – ACQUISITION OF GOODS AND SERVICES

STATUTORY POLICY

1 Scope

This policy applies to Rockhampton Regional Council employees and encompasses all procurement activities throughout all of Council's operations.

2 Purpose

The purpose of this policy is to outline Council's approach to developing and maintaining procurement practices for the acquisition of goods and services which optimise value for money and promote effective supplier relationships.

3 Related Documents

3.1 Primary

Local Government Regulation 2012

3.2 Secondary

Local Government Act 2009

Public Sector Ethics Act 1994

Code of Conduct

Financial Delegations Policy

Fraud and Corruption Control Policy

Information and Communication Technology – Acquisition and Purchase of Equipment, Systems and Services Procedure

Inviting Offer, Tenders and Expressions of Interest Guideline

Local Preference Policy

Plant Hire Engagement Guideline

Pre-Qualification of Suppliers Guideline

Privacy Policy

Selecting the Procurement Method Procedure

Value for Money Guideline

4 Definitions

To assist in interpretation, the following definitions apply:

Council	Rockhampton Regional Council

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Corporate Services
Version:	9	Section:	Corporate and Technology Services
Reviewed Date:		Page No:	Page 1 of 5

Employees	Local government employee: (a) The chief executive officer; or (b) A person holding an appointment under section 196 of the *Local Government Act 2009*.
Life Cycle Costing	A costing system which is concerned with the cost of life cycle ownership. It includes costs associated with acquiring, using, caring for and disposing of physical assets.
Preferred Supplier Arrangement	A form of standing offer arrangement where a supplier has provided a standing quotation for the goods or services.
Pre-Qualified Supplier	A supplier who has been assessed by Council as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.
Purchase Order	The official document, normally generated by Council's finance system, used to authorise and record the purchase of goods or services by Council. It will often be the prime reference confirming the contractual situation between Council and the supplier.
RPQS	A Register of Pre-Qualified Suppliers. ~~This is another form of Standing Offer Arrangement.~~
Sound Contracting Principles	As defined in the *Local Government Act* 2009, the sound contracting principles are: (a) Value for money; and (b) Open and effective competition; and (c) The development of competitive local business and industry; and (d) Environmental protection; and (e) Ethical behaviour and fair dealing.
Standing Offer Arrangement	An agreement subject to specified terms and conditions whereby the purchaser agrees to purchase their requirements of a specified number or range of items or services, during a specified time period from the supplier at agreed prices or on an agreed price basis. Normally no obligation to purchase a specified quantity exists although estimates for the guidance of the supplier may be given.
The Regulation	*Local Government Regulation 2012*

5 Policy Statement

Section 198 of the *Regulation* stipulates that Council must adopt a procurement policy including the application of the sound contracting principles.

In undertaking any Council procurement activity, the objective is to obtain goods and services of the most suitable quality at the lowest whole of life cost which is consistent with the fitness for purpose of the requirements being procured and at an acceptable level of risk. This does not necessarily mean selecting the lowest price.

Value for money and promotion of effective supplier relationships in the procurement of goods and services is achieved by the following:

(a) Open and effective competition. Requirements should be planned well in advance to enable them to be adequately sourced, competitive bids obtained utilising open and effective competition, and delivery achieved on time without the need for stocks to be held in inventory.

(b) Value for money. Demand for goods and/or services which are required on a recurring basis should be forecast and aggregated using pre-qualified supplier and preferred supplier arrangements to improve negotiating leverage for Council as a whole and to enable suppliers to plan production and offer better prices and delivery times.

(c) Ethical behaviour and fair dealing. Council will conduct contracting activities with impartiality, fairness, independence, openness and accountability for outcomes.

(d) Environmental protection. Consideration and support to promote sustainable development through ensuring the necessary balance between environmental, economic and social aspects of development and to maintain a high quality environment.

(e) The development of competitive local business and industry. Enhancement of the capabilities of local business and industry. As per the Local Preference Policy, the benefits of encouraging and dealing with local suppliers should be taken into account and should form part of the evaluation process for all purchases.

(f) Provision of a purchase order to suppliers prior to the receipt of goods and/or services. An authorised purchase order must be provided to suppliers at the time of the request for the goods and/or services. The purchase order should clearly specify the requirements and record an accurately estimated or actual price. Suppliers must reference the purchase order number on the respective tax invoice to ensure timely payment.

(g) Requirements should not be over-specified. Specifications should be as explicit as possible, non-discriminatory and focus on performance, function, and/or technical and physical characteristics (as opposed to brand and manufacturer).

(h) The terms and conditions governing the acquisition should allocate the risks to the party best able to manage them.

(i) The market place should be continually researched to identify new suppliers/products and enable effective use of competition in seeking offers.

(j) Life cycle costing should be an integral part of the procurement decision for major assets.

(k) Decision analysis and risk assessment techniques should be employed where appropriate.

(l) Negotiations should be conducted with suppliers to reduce cost and improve performance.

(m) Good supplier relations (and where appropriate, partnering arrangements and long term relationships) should be established where considered beneficial.

(n) Disputes with suppliers should be resolved expeditiously and in the best overall interests of Council.

(o) Supplier performance should be a particular focus (using techniques such as value analysis and development of key performance indicators) and the supplier's compliance with their obligations should be regularly monitored and enforced.

5.1 Procurement Financial Thresholds

In accordance with the sound contracting principles and the Regulation, the following procurement financial thresholds have been adopted by Council. The below methods apply where the risks associated with the purchase are assessed as low to medium. Where the risk is assessed as high then the next higher level process should be used and careful consideration should be given to the terms and conditions governing the transaction.

Estimated Expenditure (excluding GST)	Form Of Procurement			Responsibility
	General Purchasing	Council Trades, Consultancy and Civil Construction RPQS (s232 of the *Regulation*)	All other Council RPQS, Local Buy or other Government Arrangements (s232, s234 and s235 of the *Regulation*)	
Greater than $150,000 (large sized contract)	Formal tender (s226 of the *Regulation*)	Invite 3 or more written quotes from the RPQS or formal tender (determined by Contracts and Tenders Unit)	Invite 1 or more written quote(s) from the RPQS or arrangement*	Contracts and Tenders Unit or Procurement and Logistics Officers
Greater than $15,000 but less than $150,000 (medium sized contract)	Invite 3 or more written quotes (s225 of the *Regulation*)	Invite 3 or more written Quotes from the RPQS		
Greater than $3,000 but less than $15,000	Invite 2 or more written quotes	Invite 1 or more written quote(s) from the RPQS	Invite 1 or more written quote(s) from the RPQS or arrangement	Council Officer or Procurement and Logistics Officer
$0 to $3,000	Invite 1 verbal quote	Invite 1 verbal quote from the RPQS	Invite 1 verbal quote from the RPQS or arrangement	

*Whilst it is not mandatory to invite more than one written quote, it is recommended ~~that~~ where possible that officers obtain multiple quotes to ensure value for money in accordance with the sound contracting principles.

5.2 Ethical Behaviour Relating to Procurement

All employees involved in procurement must behave with impartiality, openness, integrity and professionalism whilst maintaining confidentiality in their dealings with suppliers. In the context of Council procurement activity, behaving ethically is achieved by observing the Code of Conduct and by:

(a) Performing duties with impartiality and integrity in dealings with suppliers;

(b) Treating information relating to suppliers as "commercial in confidence" and only disclosing such information to other employees or parties on a strict "need to know" basis;

(c) Ensuring all written bids and other information submitted by suppliers is kept in a secure location when not in use;

(d) Utilising open and accountable procurement methods;

(e) Promoting professional procurement practices;

(f) Maintaining systems and procedures which ensure a consistent approach to procurement;

(g) Providing advice to suppliers on how to do business with Council;

(h) Not engaging in any misleading or deceptive conduct towards suppliers;

(i) Not making improper use of information relating to suppliers or to Council;

(j) Not taking personal advantage of an opportunity that properly belongs to Council or a supplier;

(k) Not accepting or seeking gifts or other favours from suppliers;

(l) Not entertaining approaches from suppliers that might be interpreted as attempts to influence the procurement process; and

(m) Not participating in any transaction between Council and any supplier in which they have an undisclosed interest.

6 Review Timelines:

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

(a) As required by legislation – June 20~~19~~20;

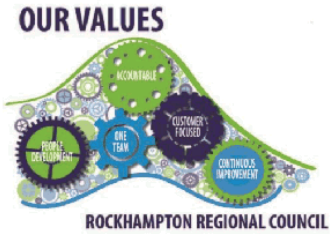
(b) The related information is amended or replaced;

(c) Audit reports relating to Council purchasing and the acquisition of goods and services being undertaken by Council indicate that a review from a legislative compliance or governance perspective is required; or

(d) Other circumstances as determined from time to time by the Council.

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Deputy Chief Executive Officer
Policy Owner	Manager Corporate and Technology Services
Policy Quality Control	Legal and Governance



11.6 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 JUNE 2019

File No: 8148

Attachments: 1. Income Statement - June 2019⇩

Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer

Author: Alicia Cutler - Chief Financial Officer

SUMMARY

The Chief Financial Officer presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 30 June 2019.

OFFICER'S RECOMMENDATION

THAT the Rockhampton Regional Council Summary Budget Management Report for the period ended 30 June 2019 be 'received'.

COMMENTARY

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

1. Income Statement (Actuals and Budget for the period 1st July 2018 to 30 June 2019), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

The attached financial statement provides a reasonable indication of Council's position at the end of the 2018/19 financial year. As at 30 June 2019 results should be at 100% of the March revised budget. However, Councillors should note in reading this report that some end of financial year transactions such as depreciation expense are yet to be processed, which will influence the final financial results for 2018/19. These transactions will be processed by early August.

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

Total Operating Revenue is reported at 104% of revised budget. Key components of this result are:

- Net Rates and Utility Charges are at 102% of budget. Rate payments made in advance have contributed to this result.
- Private and Recoverable works are at 90% of revised budget. A significant portion of private works originally budgeted in 2018/19 was deferred to the 2019/20 year.
- Grants, Subsidies & Contributions are at 160% of budget. A payment for 50% of the 2019/20 financial year Federal Assistance Grant was received in June, this has resulted in an additional $4.3M of revenue in 2018/19. Home Assist also received a supplementary payment in June that was not budgeted for. Council received higher than budgeted government subsidies including fuel tax credits and trainee subsidies. Additionally, Council was successful in some smaller grant applications during the year which had not been budgeted for.
- Other income is higher than budgeted due to insurance claim proceeds received during the year. Recoveries of debt collection fees from the resolution of properties that were in arrears has also been higher than expected.
- All other revenue items are in proximity to the revised budget.

Total Operating Expenditure is at 101% of the March Revised Budget. Key components of this result are:

- Employee costs are higher than budgeted due to end of financial year calculations for Employee Provisions which were required to increase due to the decrease in future years' investment rates.
- Materials and Plant is at 93% of the budget. This result is influenced by the level of Private and Recoverable works being undertaken as the majority of the associated costs are budgeted against this account group. A significant portion of private works originally budgeted in 2018/19 was deferred to the 2019/20 year.
- All other expenditure items are in proximity to the revised budget.

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

Total Capital Income is at 89% of revised budget after receiving $35.0M during the year.

Total Capital Expenditure is at 91% of the budget. This represents an actual spend of $113.0M for the financial year. During June $14.2M was spent on the capital program.

Total Investments are approximately $63.3M as at 30 June 2019.

Total Loans are $119.0M as at 30 June 2019 following a loan drawdown in June for $15.5M.

CONCLUSION

Total operational revenue is ahead of budget at 104%. Operational expenditure is also ahead of budget due to end of year calculations for employee provisions and has resulted in 101% of the budget being spent.

There are still a few accounting processes to be finalised for the 2018/19 financial year, however the net operational result should finish the year in close proximity to the revised budget.

Results for both Capital Income and Capital Expenditure are within striking distance of the March Revised Budget. Final capital results will be reviewed for carry forward of amounts to the 2019/20 financial year.

SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 JUNE 2019

Income Statement - June 2019

Meeting Date: 6 August 2019

Attachment No: 1

Income Statement
For Period July 2018 to June 2019
100% of Year Gone

	Adopted Budget	Revised Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Revised Budget
	$	$	$	$	$	
OPERATING						
Revenues						
Net rates and utility charges	(145,182,957)	(145,912,957)	(148,252,550)	0	(148,252,550)	102%
Fees and Charges	(24,846,946)	(22,876,119)	(23,339,924)	0	(23,339,924)	102%
Private and recoverable works	(15,859,497)	(9,499,174)	(8,595,821)	0	(8,595,821)	90%
Rent/Lease Revenue	(3,072,340)	(3,072,340)	(3,148,423)	0	(3,148,423)	102%
Grants Subsidies & Contributions	(7,431,709)	(8,517,727)	(13,634,609)	0	(13,634,609)	160%
Interest revenue	(1,581,517)	(1,899,095)	(1,878,871)	0	(1,878,871)	99%
Other Income	(4,224,795)	(4,663,032)	(5,390,846)	0	(5,390,846)	116%
Total Revenues	***(202,199,762)***	***(196,440,445)***	***(204,241,045)***	***0***	***(204,241,045)***	***104%***
Expenses						
Employee costs	78,647,831	76,041,201	79,113,814	0	79,113,814	104%
Contractors & Consultants	17,227,336	16,053,039	16,228,312	0	16,228,312	101%
Materials & Plant	21,058,807	15,454,647	14,368,443	0	14,368,443	93%
Asset Operational	20,349,070	20,317,305	20,239,358	0	20,239,358	100%
Administrative expenses	14,406,616	12,557,483	12,641,517	0	12,641,517	101%
Depreciation	52,553,686	52,759,139	52,440,043	0	52,440,043	99%
Finance costs	6,804,535	6,804,535	6,560,226	0	6,560,226	96%
Other Expenses	1,204,503	1,259,503	1,187,908	0	1,187,908	94%
Total Expenses	***212,252,384***	***201,246,851***	***202,779,621***	***0***	***202,779,621***	***101%***
Transfer / Overhead Allocation						
Transfer / Overhead Allocation	(8,287,308)	(9,748,722)	(8,874,977)	0	(8,874,977)	91%
Total Transfer / Overhead Allocation	***(8,287,308)***	***(9,748,722)***	***(8,874,977)***	***0***	***(8,874,977)***	***91%***
TOTAL OPERATING POSITION (SURPLUS)/DEFICIT	***1,765,314***	***(4,942,316)***	***(10,336,401)***	***0***	**(10,336,401)**	**209%**

CAPITAL	Adopted Budget	Revised Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Revised Budget
Total Developers Contributions Received	(1,814,000)	(1,107,245)	(1,236,250)	0	(1,236,250)	112%
Total Capital Grants and Subsidies Received	(29,017,683)	(37,206,257)	(32,866,088)	0	(32,866,088)	88%
Total Proceeds from Sale of Assets	0	(900,000)	(900,000)	0	(900,000)	100%
Total Capital Income	**(30,831,683)**	**(39,213,502)**	**(35,002,338)**	**0**	**(35,002,338)**	**89%**
Total Capital Expenditure	131,162,196	123,605,744	112,957,696	0	112,957,696	91%
Net Capital Position	**100,330,514**	**84,392,242**	**77,955,357**	**0**	**77,955,357**	**92%**
TOTAL INVESTMENTS			63,325,703			
TOTAL BORROWINGS			119,031,917			

Page 1 of 1

11.7 LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND ANNUAL CONFERENCE, 14-16 OCTOBER 2019, CAIRNS

File No:	**8291**
Attachments:	**1. Letter from LGAQ⇩** **2. 2019 Conference Program⇩** **3. Certificate of Service Letter⇩**
Authorising Officer:	**Ross Cheesman - Acting Chief Executive Officer**
Author:	**Ross Cheesman - Acting Chief Executive Officer**

SUMMARY

Local Government Association of Queensland Inc advising the Annual Conference will be held at the Cairns Convention Centre from 14 to 16 October 2019.

OFFICER'S RECOMMENDATION

THAT:

1. Councillor_____ and Councillor _____ be authorised to attend the Local Government Association of Queensland's Annual Conference to be held at the Cairns Convention Centre from 14-16 October 2019 as a matter of Council business; and
2. Councillor _____ and Councillor _____ be appointed as delegates with voting rights for Rockhampton Regional Council;
3. Certificates of Long Service be requested for Councillor Rose Swadling (Extensive Long Service 25 years), Mayor Councillor Margaret Strelow (15 years), Councillor Cherie Rutherford (15 years), Councillor Tony Williams (15 years) and Councillor Ellen Smith (15 years).

COMMENTARY

Nomination of Delegates

The Local Government Association of Queensland Inc (LGAQ) has advised that their Annual Conference with the theme "Taking It To The Streets" will be held at the Cairns Convention Centre from 14-16 October 2019 and requesting nomination of delegates from Council.

Registration

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

Early bird cut off for registrations is 13 September 2019 and no registrations will be accepted after 4 October 2019.

Certificates of Service

Qualifying period for Certificates of Service is 15 years. The following Councillors are eligible for Certificates:

Mayor, Councillor Margaret Strelow – Long Service 15 years (18 years service)
Councillor Rose Swadling – Extensive Long Service 25 years
Councillor Cherie Rutherford – Long Service 15 years
Councillor Tony Williams – Long Service 15 years
Councillor Ellen Smith – Long Service 15 years

Motions for Consideration

Councillors discussed submission of 2 motions at the Council meeting on 16 July 2019 and the Deputy Chief Executive Officer has submitted the following to LGAQ:

Motion 1 - Emergency Management Levy Assessment

"That the Local Government Association of Queensland lobby the Minister for Queensland Fire and Emergency Services to have the Emergency Management Levy applied per rates assessment rather than per individual allotment on a rates assessment notice. "

Background: Rockhampton Regional Council has recently applied the findings of an audit undertaken by the Queensland Fire and Emergency Services Department. This had a major impact on the many residents who have more than one parcel of land on their rates assessment. Quite often these are very small allotments that are charged a separate levy for.

Desired outcome: That legislation be amended so that the Emergency Management Levy applies to the rates assessment rather than each individual allotment on a rates assessment.

Motion 2 - State Emergency Services Assets

"That the Local Government Association of Queensland lobby the Queensland Fire and Emergency Services that should they take responsibility of the State Emergency Service (SES) operations that Council's be compensated for their investment in SES assets."

Background: At the 2018 LGAQ Conference, Resolution 56 sought that Queensland Fire and Emergency Services fully fund the State Emergency Services (SES) operations from the Emergency Management levy. Whilst this is supported Council wishes to ensure that should Queensland Fire and Emergency Services take responsibility for the assets of the SES that Councils be compensated for the investment into these assets.

Desired outcome: Should the Queensland Fire and Emergency Services take responsibility for the delivery of the State Emergency Services including their assets that Council be compensated for their investment in these assets.

LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND ANNUAL CONFERENCE, 14-16 OCTOBER 2019, CAIRNS

Letter from LGAQ

Meeting Date: 6 August 2019

Attachment No: 1

LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND

15 July 2019

The Chief Executive Officer
ALL MEMBER COUNCILS

Policy Executive Members
LOCAL GOVERNMENT ASSOCIATION

Dear Sir/Madam

LGAQ 123rd Annual Conference: 14-16 October 2019, Cairns Convention Centre, Cnr Sheridan and Wharf Streets, Cairns: Conference Information

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

A copy of our brochure is attached for your information.

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

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

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

Please note that as per last year we are allowing **One Day Registrations only (**i.e. you cannot book two single days), to provide the opportunity for more observers to attend. One Day Registration includes a conference satchel and a lunch. Because of space limitations, One Day Registration is **strictly limited** to 100 on a first-in basis.

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

The Early Bird ($1540.00 GST Incl) Cut Off date for Registrations is 13 September 2019. From then, the cost is $1740.00 GST Incl, and no registrations will be accepted after 4 October 2019.

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

Local Government House
25 Evelyn Street
Newstead Qld 4006

PO Box 2230
Fortitude Valley BC
Qld 4006

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

ACCOMMODATION
Corporate Traveller has been appointed as the official accommodation agent for the 2019 Annual Conference, being held at the Cairns Convention Centre and a link to their online booking tool can be found on the brochure attached or on LGAQ's website www.lgaq.asn.au under Events 2019 LGAQ 123rd Annual Conference.

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

Terms and Conditions of Booking

Each property will have their own terms and conditions in regard to bookings. Please ensure you check the terms and conditions for each property prior to making bookings. Corporate Traveller charge a $10 administration fee per booking.

NOMINATIONS FOR VENUE 2021 LGAQ ANNUAL CONFERENCE

Roles and Responsibilities

Nominations to host the 2021 LGAQ Annual Conference are now open. The Host Council's role is to assist the Association in organising venues, meals, and transport.

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

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

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

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

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

If there is more than one nomination, delegates at this year's Annual Conference will be asked to select the venue for the 2021 Annual Conference. Nominating councils will be required to make a five (5) minute presentation on their venue to delegates.

LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND

Closing date for the receipt of nominations to host the 2021 Annual Conference is **FRIDAY, 6 SEPTEMBER 2019.**

Kind regards.

Yours sincerely

Greg Hallam AM
CHIEF EXECUTIVE OFFICER

VENUE ATTRIBUTE FORM

Council Administrative Contact	
Name of Council:	
Name:	*All correspondence regarding the nomination will be sent to this contact.*
Direct Line:	
Email:	

ATTRIBUTE 1
Please specify availability and details of a conference venue as per requirements below; **Plenary Hall** The Plenary must have a minimum of 550 pax capacity and a 12m x 6m size stage The trade exhibition area must be located immediately adjacent to conference plenary and break-out sessions, such that delegates and observers must pass through displays before entering into conference facility proper; The Conference venue must also have rooms to house media, AV technicians, VIP suite, 3 x deputation rooms, registration and administration office as well as on site or nearby access to the following break out space: **First Day of Conference - usually a Monday** Three break-out spaces, each capable of seating up to 100 pax classroom style or cabaret style (8 per table) 4 break-out spaces each capable of seating up to 20 pax cabaret style (8 per table) **2nd Day of Conference – usually a Tuesday** Five break-out spaces, each capable of seating up to 100 pax classroom style or cabaret style (8 per table) Breakout spaces must be within a 5 minute walk to the Conference Venue if unable to be held on site. If a separate structure such as a Marquee, Hoecker or Circus Tent is required for the Trade Exhibition the following is required: Must be fully air conditioned. Must be able house 90-100 trade exhibitors and have the facilities to provide catering for all conference attendees at allocated meal breaks ie approx 1200 square metres. Must be located immediately adjacent to facility, such that delegates and observers must pass through displays before entering into conference facility proper. Must have flooring included ie wooden or concrete and covered in carpet tiles.
COUNCIL COMMENT

ATTRIBUTE 2
Please specify availability and having details of: a dining facility for Tuesday evening Gala Dinner function. **Gala Dinner Venue On Site (separate to Plenary, Break Outs and Trade Exhibition Space):** Must have capacity to seat 550 pax for the Gala Dinner function and includes tables and chairs Must be fully air conditioned Must have a wooden or concrete floor and covered in carpet tiles Minimum wall height must be 3.5 metres with a minimum 6 metre roof clearance to allow for rigging and lighting Must be able to house a minimum 9 metre stage If a separate structure such as a Marquee, Hoecker, Shed or Circus Tent is required for the Gala Dinner the following is required: Must have capacity to seat 550 pax for the Gala Dinner function and includes tables and chairs Must have appropriate kitchen facilities, crockery, glasses and cutlery Must be fully air conditioned Generators must be supplied Must have toilets Must have a wooden floor and covered in carpet tiles Minimum wall height must be 3.5 metres with a minimum 6 metre roof clearance to allow for rigging and lighting Must be able to house a minimum 9 metre stage LGAQ must have access one week prior to the function. All infrastructure costs for a dinner venue off site (including Marquee/Hoecker, Shed or Circus Tent, flooring, staging, tables and chairs, kitchen facilities, crockery, glasses and cutlery, generators, toilets and transport of infrastructure requirements) **MUST** be met by council.
COUNCIL COMMENT

ATTRIBUTE 3
Please advise of accommodation facilities (including standards & cost per night) and number of beds available, indicating travelling time from conference venue. Numbers to be independently verified by Corporate Traveller. We require written confirmation from either local tourism body or actual accommodation operators on availability at the specified time of conference.
COUNCIL COMMENT

ATTRIBUTE 4
Please advise availability of catering firms able to cater for number of delegates, observers and partners with sample menus for morning tea and lunches Monday/Tuesday/Wednesday; canapés Monday night Welcoming Ceremony and 3 course alternate drop meal for Tuesday night Gala Dinner.
COUNCIL COMMENT

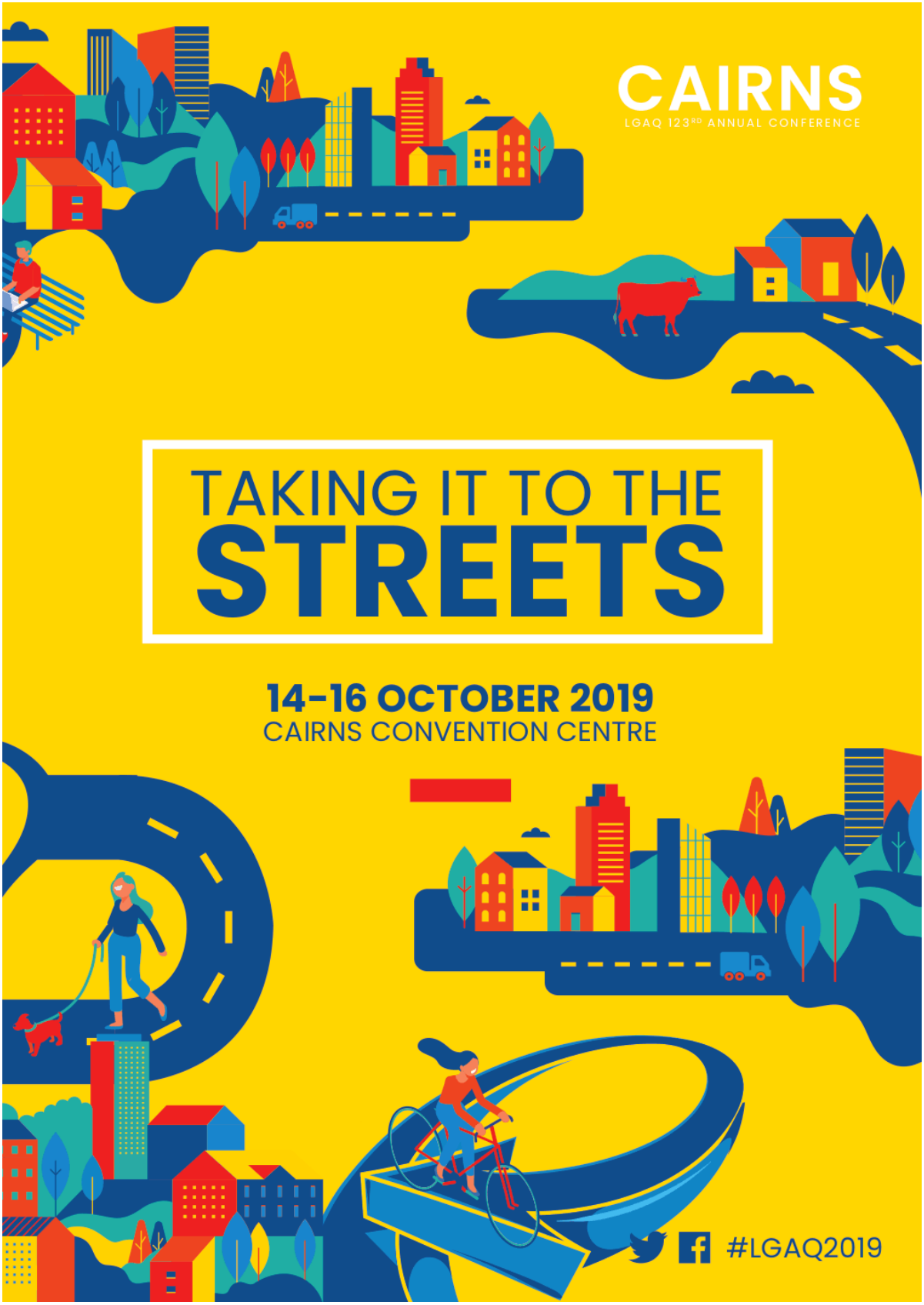
ATTRIBUTE 5
Please advise availability of catering firms able to cater for number of delegates, observers and partners with sample menus for morning tea and lunches Monday/Tuesday/Wednesday; canapés Monday night Welcoming Ceremony and 3 course alternate drop meal for Tuesday night Gala Dinner.
COUNCIL COMMENT

LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND ANNUAL CONFERENCE, 14-16 OCTOBER 2019, CAIRNS

2019 Conference Program

Meeting Date: 6 August 2019

Attachment No: 2


CAIRNS
LGAQ 123RD ANNUAL CONFERENCE
TAKING IT TO THE
STREETS
14-16 OCTOBER 2019
CAIRNS CONVENTION CENTRE
#LGAQ2019

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President's WELCOME

Welcome to the Local Government Association of Queensland 123rd Annual Conference and Annual General Meeting in the tropical wonderland of Cairns - where the rainforest meets the reef.

This year's conference theme "Taking it to the Streets" says it all. While for some, it conjures up memories of the Doobie Brothers hit song of the mid 1970s, it is also reflective of a common denominator in local government. In one way or another, much of what we do is linked to a street or road, sealed or otherwise. It also demonstrates the importance of taking our message to our communities - reinforcing the importance of their council to community liveability and prosperity.

This year we have some great speakers for you. Our keynote speaker, Professor Bela Stantic, the "Nostradamus of the 21st Century", is one of the most sought after speakers in the world today. We will also hear from the CEO of the Australian Road Research Board on what the streets and roads of the future will look like, not to mention our minister and shadow minister, a great panel session on life after Belcarra, the ever popular Council Showcase session, council segment break-out sessions and the always popular motivational speakers to end the days.

The stand alone Monday offering is packed full of fantastic opportunities to learn and share - the Indigenous Leaders Forum, Regional Roads and Transport Group Assembly, Sherlock Living Lab featuring the energy and fleet detectives, Ocean Protect and last, but certainly not least, a Trade and Investment Queensland Workshop replete with a good number of Queensland's Trade Commissioners participating.

Finally, our gala dinner is always a highlight. Our entertainment this year will feature LAI (winner of the TV show "All Together Now") and his brand new show, "You make me feel like dancing", supported by the Hamilton Band and featured vocalist Angie Soul to dance the night away.

This year's conference is our last before the 2020 local government elections – and as always, it is a great way to learn new information and skills and celebrate all that's good about Queensland councils.

Mayor Mark Jamieson
PRESIDENT
LGAQ

Welcome TO CAIRNS

I would like to warmly welcome you to the best regional city in Australia – my home town, Cairns.

Cairns prides itself on being a vibrant, sophisticated tropical city and the gateway to two of the world's most precious and pristine natural wonders – the World Heritage listed Great Barrier Reef and Wet Tropics Rainforest.

Every year, Cairns welcomes more than 2 million visitors from all over the world who come to experience these wonders and more. The unique natural attractions, enviable climate, relaxed lifestyle and friendly hospitality make this one of Australia's most desirable places to live, visit and do business.

It is with that same spirit that we welcome our colleagues from local governments throughout the state to the 123rd Local Government Association of Queensland Annual Conference.

Cairns is proud to host this annual event which provides a forum through which councils can share their ideas, challenges and achievements – all in the interests of serving our communities better.

I hope you will enjoy our dynamic city while you are here, including world-class restaurants serving up some of the best seafood, tropical fruits and abundant fresh food grown in this region or any one of 600+ tourism experiences on offer across the region. Of note is the opportunity to experience the region's First People's traditions and culture through art, dance, music and story-telling. I am confident there is something for everyone to enjoy during your stay.

Cairns has always been a city that punches well above its weight, and as the most internationally connected regional city in Australia, we will continue to evolve and grow our industries. It is our top priority do so sustainably, continuing to value and protect the surrounding environment.

On behalf of the city of Cairns, I acknowledge the important role this event plays in strengthening the network and collaboration between all 77 councils across Queensland, and I wish every success for the 123rd Annual LGAQ Conference.

Mayor Bob Manning OAM
CAIRNS REGIONAL COUNCIL

PROGRAM

SUNDAY 13 OCTOBER

TIME	TOPIC
10:00am	**Church Service** St Monica's Cathedral, 181 Abbot Street, Cairns
12:00pm - 4:30pm	**Policy Executive Meeting**
2:00pm - 5:00pm	**Registration** Delegates, observers, trade, corporate and accompanying persons
4:00pm - 4:30pm	**Trade and Sponsor Briefing**

MONDAY 14 OCTOBER

TIME	TOPIC
8:00am – 5:00pm	**Registration** Delegates, observers, trade, corporate and accompanying persons
9:00am – 4:00pm	**Peak Services Professional Development Streams** • Peak Training: Change Management - Elected Members • Peak Training: Effective Decision Making - Elected Members • Peak Training: Financial Reports and Budgets - Elected Members Attendees must register with Peak Training prior to arriving at conference
9:00am – 12:30pm	Q Sport Workshop
9:00am – 12:30pm	Sherlock Living Lab
10:15am – 11:00am	Morning Tea
10:30am – 5:00pm	Indigenous Leaders Forum
12:30pm – 2:00pm	Ocean Protect - Plastic Free Waterways and Beaches Workshop and Lunch
12:30pm – 2:00pm	Trade and Investment Queensland Workshop and Lunch
12:30pm – 2:00pm	Lunch
2:00pm – 4:00pm	Regional Roads and Transport Group Assembly
4:30pm – 5:00pm	First Time Delegate Briefing

TIME	TOPIC
5:30pm – 6:10pm	**Welcoming Ceremony**
5:30pm	**Opening Act**
5:40pm	**Welcome to Country** Ms Henrietta Marrie Gimuy Walubara Yidinji and the Yirrganydji People
5:45pm	**Welcome to Cairns** Mayor Bob Manning OAM Cairns Regional Council
5:50pm	**Response** Mayor Mark Jamieson President, LGAQ
5:55pm	**Sponsor Address**
6:00pm	**2019 LGAQ Journalism Award** Now in its eighth year of inception the LGAQ Regional Journalism Award is dedicated to showcasing excellence in reporting in regional Queensland. Aimed at highlighting the importance of rigorous reporting and analysis of government business decisions affecting Queensland communities, the awards honour the memory of ABC journalists John Bean, Paul Lockyer and Gary Ticehurst. Be present for the official announcement of the 2019 winner, who will receive a $15,000 prize.
6:10pm – 7:30pm	**Networking Drinks** Trade Exhibition

TUESDAY 15 OCTOBER

TIME	TOPIC
8:00am – 5:00pm	**Registration** Delegates, observers, trade, corporate and accompanying persons
8:30am	**Security Briefing** Master of Ceremonies – Mr Tim Cox, Communications Advisor, LGAQ
8:31am	**Call to Order by the President**
8:33am	**Presentation of Policy Executive**
8:45am	**Official Opening** Hon Stirling Hinchliffe MP Minister for Local Government, Minister for Racing and Minister for Multicultural Affairs
8:55am	**Presidential Address** Mayor Mark Jamieson President, LGAQ
9:15am	**Keynote Address: Taking it to the Streets – a new way of tapping community sentiment** Professor Bela Stantic, 'Nostradamus of the 21st Century' Head of School, Administration, School of Information and Communication Technology, Griffith University
9:50am	**Launch of LGAQ Big Data Community Engagement Tool**
10:00am	**Morning Tea**
10:30am	**Sponsor Address - LGIAsuper**

TIME	TOPIC
10:35am	**Panel Session: Council Showcases** Chaired by Sarah Buckler PSM, General Manager, Advocacy LGAQ **Whitsunday Regional Council:** Councils Leading Recovery: After the Disaster – Whitsunday engaging local communities and untangling funding opportunities **Bundaberg Regional Council:** Councils on the Cutting Edge: How Bundaberg council is setting itself up as a platform for regional innovation **North Burnett Regional Council:** Picture This: The North Burnett driving use of visual data for better decision-making **Brisbane City Council:** Council Community Leadership: Benching Domestic Violence – RedBench project – Small acts of leadership making big impacts **Barcoo and Diamantina Shire Council:** Councils at the Cutting Edge: When the market doesn't deliver – Barcoo and Diamantina's DIY digital revolution **Kowanyama Aboriginal Shire Council:** Youth Police: Kowanyama's partnership with QPol that's empowering the community's young men and saving council money (TBC)
11:55am	**Sponsor Address - Telstra**
12:00pm	**Keynote Address: Roads and Streets of the Future** Michael Caltabiano Chief Executive Officer, The Australian Road Research Board (ARRB)
12:30pm	**Lunch**
1:30pm	**Life Post Belcarra** Chaired by Greg Hallam AM, Chief Executive Officer, LGAQ Pat Vidgen PSM, Electoral Commissioner Dr Nikola Stepanov, Queensland Integrity Commissioner Kathleen Florian, Independent Assessor, Office of the Independent Assessor

TIME	TOPIC
2:30pm	**Council Forums** Indigenous Councils Rural and Remote Councils Resources and Regional Councils SEQ Councils Coastal Councils
4:00pm	**Sponsor Address – Powerlink**
4:05pm	**LGMS Member Update and Risk Management Awards** Ian Leckenby, Chair, LGMS
4:20pm	**Councillor Conduct Tribunal Update** John Boyd, President, Councillor Conduct Tribunal
4:35pm	**Keynote Address: Motivational Speaker, Dr Stanley Rodski** Courtesy of Great Expectation Speakers and Trainers
5:05pm	**Program Concludes**
6:30pm arrival for 7:00pm start	**Gala Dinner** The Australian Armour and Artillery Museum, 2 Skyrail Drive, Smithfield Will include Long Service Certificate presentations and the Butch Lenton Memorial Bush Council Innovation Award presentation
11:30pm	**Dinner Concludes**

Butch Lenton MEMORIAL BUSH COUNCIL INNOVATION AWARDS

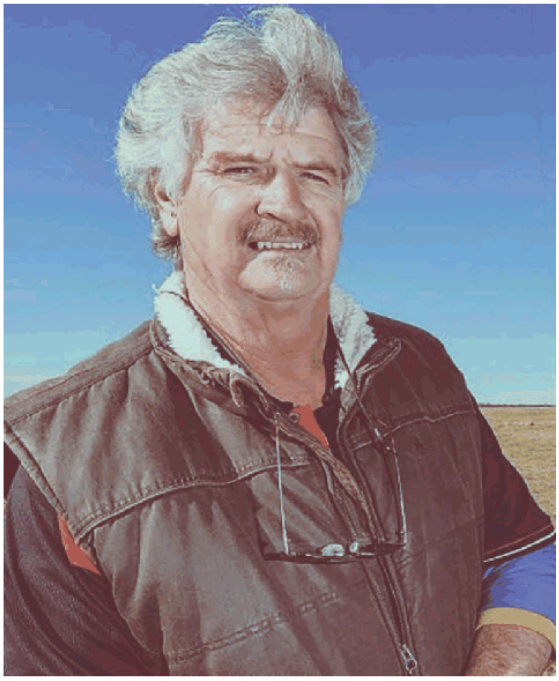
In recognition of the innovative contribution to Queensland made by Graeme 'Butch' Lenton as Mayor of Winton Shire Council, Peak Services continues the annual Butch Lenton Memorial Bush Council Innovation Award.

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

The award is a small way for us to recognise innovation in Bush Councils and pay tribute to Butch's legacy. He was the driving force behind rebuilding the Waltzing Matilda Centre and the Geothermal Energy plant, that Peak have been managing, as well as many other innovative projects.

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

The successful application will be awarded with a bursary of $10,000 to go towards the nominated innovative activity. The nominations will be judged by the committee made up of; LGAQ Chief Executive Officer Greg Hallam AM, Peak Services



Managing Director and Chief Executive Officer Brent Reeman, mayor of Barcaldine Regional Council Rob Chandler and mayor of McKinlay Shire Council Belinda Murphy.

Applications open on 1 May 2019.
Nominations close on 1 August 2019.

Applications are available from **hello@wearepeak.com.au**

peak services

WEDNESDAY 16 OCTOBER

TIME	TOPIC
8:30am	**Conference Resumes - Housekeeping**
8:35am	**Australian Local Government Association Update** Mayor David O'Loughlin, President
8:55am	**AGM/Motions (Debate)**
10:15am	**Sponsor Address**
10:20am	**Morning Tea**
10:40am	**Peak Services Update** Ms Leanne Muller, Non-Executive Director Mr Brent Reeman, Managing Director
11:00am	**Sponsor Address - Hastings Deering**
11:05am	**Debate**
12:00pm	**Local Government Independent Electoral Monitor**
12:30pm	**Lunch**
1:30pm	**Sponsor Address**
1:35pm	**Opposition Update** Ms Ann Leahy MP Shadow Minister for Local Government (Invited)
1:55pm	**Debate**
3:45pm	**Keynote Address: Motivational Speaker, Margie Worrell** Courtesy of Great Expectation Speakers and Trainers
4:30pm	**Plenary Concludes**

WORKSHOPS

14TH October 2019

Q SPORT WORKSHOP

The initial QSport/LGAQ forum for LGAQ member delegates that preceded the conference opening on 29 October last year in Brisbane provided participants with a snapshot of QSport priorities as the peak body for organised sport in Queensland.

It also engaged participants in a consultation with senior State government sport and recreation agency officers on issues being canvassed in the development of the Queensland Sport and Active Recreation Strategy 2019-29.

With the launch of the Strategy in June, this year's QSport/LGAQ Forum will focus on how sporting bodies at State and local level can collaborate with local governments on relevant aspects of the Strategy's Action Plan for 2019-22 for mutual enhancement and community benefit.

LG SHERLOCK LIVING LAB WORKSHOP

The way in which data can be analysed and used to improve council services and operations is our future. Join the LG Sherlock team for this informal session to learn how your council can leverage technology and data science trends, as well as help build this game changing project for Queensland local government. Our world-class data experts will facilitate the session.

TRADE AND INVESTMENT QUEENSLAND WORKSHOP

The LGAQ is partnering with Trade & Investment Queensland (TIQ) to deliver this trade and investment session. For the first time ever, TIQ's entire overseas network of commissioners will attend this forum at the LGAQ Annual Conference.

Hear from TIQ's CEO on their strategy and forward plan. Connect with Queensland's international network of commissioners. Learn of international trade trends across 12 key markets. Understand what foreign investors are saying about Queensland. Identify trade and investment opportunities for your region. Hear case studies of local and state government working together to deliver economic outcomes.

PLASTIC FREE WATERWAYS AND BEACHES WORKSHOP

The amount of litter (particularly plastic) in our waterways and oceans is a significant and growing public concern, and it is predicted that there will be more plastic than fish in the oceans by 2050. The solutions to reduce this plastic pollution are available and cost-effective, and local governments have a key role to play in implementing these solutions.

In this highly interactive workshop, Jeremy Brown (Ocean Protect Director) and Brad Dalrymple (Ocean Protect Environmental Engineer) will present and facilitate discussion around community awareness and understanding about the issue, key contributing factors, and potential solutions. As part of the discussion, Jeremy and Brad will also present initiatives from within Queensland, interstate and overseas that have contributed to reduced plastic pollution in our waterways and oceans.

Indigenous Leaders Forum

MONDAY, 14 OCTOBER 2019
10:30AM – 5:00PM

Hosts: Cr Alf Lacey (Mayor, Palm Island Aboriginal Shire Council) and Cr Fred Gela (Mayor, Torres Strait Island Regional Council). Since 2011, the Indigenous Leaders Forum has been a valuable way for Aboriginal and Torres Strait Islander councils to come together to discuss specific challenges and put forward issues they would like the LGAQ to assist them in addressing.

The Forum is held twice-yearly.

Council Forums

WEDNESDAY, 16 OCTOBER 2019
2:30PM – 4:00PM

Come and join with your council peers in one of four forums to discuss, share and debate key issues. This year, these forums will be hosted by the LGAQ Policy Executive members. Join your local government colleagues in discussing common issues and interests, emerging policy priorities and brainstorming innovative solutions. This is also your opportunity to talk with each other and your Policy Executive members about ways the LGAQ can help and support your council.

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

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

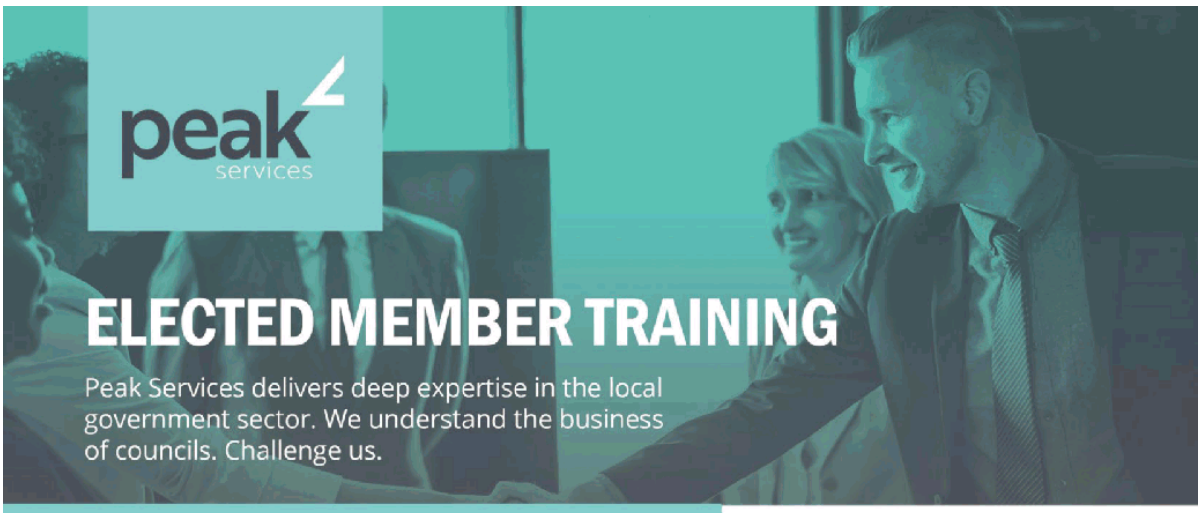
RURAL AND REMOTE COUNCILS
Hosts: Cr Belinda Murphy, Cr Rob Chandler

RESOURCES AND REGIONAL COUNCILS
Hosts: Cr Anne Baker, Cr Ray Brown, Cr Cameron O'Neil

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

SOUTH EAST QUEENSLAND COUNCILS
Hosts: Cr Matthew Bourke, Cr Mike Charlton, Cr Karen Williams, Cr Tanya Milligan

INDIGENOUS COUNCILS
Hosts: Cr Alf Lacey and Cr Fred Gela



Change Management for Elected Members

Our one day course focuses on the need for elected members to work with the CEO to plan, initiate and present organisational change. If assessments are completed, the LGACOM602B Coordinate and Facilitate a Change Process unit of competency will be awarded towards the LGA50712 Diploma of Local Government (Elected Members).

ACCREDITED: $750 Inc GST
NON-ACCREDITED: $530 Inc GST

DR TIM BAKER
EXECUTIVE COACH/TRAINER

Effective Decision Making for Elected Members

Peak's Effective Decision Making 1-day program explores the decision-making processes and the capabilities required by those in positions of authority within council. If assessments are completed, the LGAGENE302A Contribute to Effective Decision Making unit of competency will be awarded towards the LGA50712 Diploma of Local Government (Elected Members).

ACCREDITED: $750 Inc GST
NON-ACCREDITED: $530 Inc GST

DONNA NEILSON
SENIOR TRAINER/ADVISOR

Financial Reports and Budget for Elected Members

This course explores he way in which local governments are required to plan for the future, develop and annual budget and monitor, review and interpret financial reports. If assessments are completed, the BSBGOV403 Analyse Financial Reports and Budgets unit of competency will be awarded towards the LGA50712 Diploma of Local Government (Elected Members).

ACCREDITED: $750 Inc GST
NON-ACCREDITED: $530 Inc GST

DAVID MULLINS
FINANCE TRAINER/CONSULTANT

Monday 14TH October 9.00am - 4.00pm
REGISTER NOW
P 07 3000 2148
E training@wearepeak.com.au

PEAK SERVICES
P 07 3000 2148
W wearepeak.com.au
E hello@wearepeak.com.au

ACCOMMODATION (GST INCLUSIVE)

Accommodation for Annual Conference is being organised by Corporate Traveller.

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

ACCOMMODATION BOOKING

CONFERENCE SHIRT

(Council delegates/observers only)

Council delegates and observers will be issued with ONE shirt whilst at conference. These need to be ordered online as part of your conference registration.

The sizing is as follows:

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

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

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

CONFERENCE REGISTRATION GST INCL

Early Bird Registration - prior to and including 13 September 2019	
Council or State Government observer	$ 1540.00
5 or more observers from one council/Government department	$ 1430.00
Corporate (private sector)	$ 3000.00
After 13 September 2019	
Council or State Government observer	$ 1740.00
5 or more observers from one council/Government department	$ 1600.00
Corporate (private sector)	$ 3240.00
Early Bird One Day Registration - prior to and including 13 September 2019	
Council or State Government observer	$ 770.00
Corporate (private sector)	$ 1210.00
After 13 September 2019	
Council or State Government observer	$ 880.00
Corporate (private sector)	$ 1600.00
Functions	
Welcoming Ceremony (accompanying persons, day registrations and additional trade exhibitors)	$ 75.00
Dinner	
Gala Dinner – Tuesday evening (15 October 2019)	$ 175.00

Please note, the Welcoming Ceremony on Monday evening is included in the conference fee for delegates, observers and corporates attending the full three days of conference. Accompanying persons are welcome to attend the Welcoming Ceremony and Gala Dinner.

Register via the link below or online at **www.lgaq.asn.au** under the Events tab - 123rd LGAQ Annual Conference.

REGISTRATION BOOKING

LGAQ
ENQUIRIES
Conference: Members Hotline
P 1300 542 700
E ask@lgaq.asn.au
EXHIBITION
Simone Sakzewski Trade and Liaison
P 3000 2137
M 0409 343 269
E ssakzewski@wearepeak.com.au
#LGAQ2019

LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND ANNUAL CONFERENCE, 14-16 OCTOBER 2019, CAIRNS

Certificate of Service Letter

Meeting Date: 6 August 2019

Attachment No: 3

LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND

15 July 2019

The Chief Executive Officer
ALL MEMBER COUNCILS

Policy Executive Members
LOCAL GOVERNMENT ASSOCIATION

Dear Sir/Madam

CERTIFICATES OF SERVICE

This is to bring to your attention the Association's revised policy with regard to the issuing of Certificates of Service as a result of 1996 Annual Conference Resolution No 6.

As you are probably aware, since 1969 the Association has issued to Member Councils at their request a Certificate of Service to Elected Members who have served 20 years or more in Local Government. The 1996 Annual Conference resolved that the qualifying period for Certificates of Service **be reduced from 20 years to 15 years.**

The following relevant information is presented for your information.

1. **Service Requirement**

Certificate of Service
The period of service necessary to entitle an Elected Member to a Certificate **must be 15 years or more.**

Certificate of Extensive Service
The minimum **additional** period of service necessary to entitle an Elected Member to a Certificate of Extensive Service shall be:

- 5 years - where the Elected Member retires, resigns, or for some other reason ceases to be a member of the Local Government; or
- 10 years - for a service Member

In ascertaining the period of an Elected Member's service:

- It is not necessary for the service to be continuous, and
- It is not necessary that such service be with the Council making requests

2. **Procedure**
Please complete the attached application form and send it back to Nicole Johnson via post, or email nicole_johnson@lgaq.asn.au.

Requests for Certificates to be presented at the Annual Conference must be received in this office no later than **FRIDAY 6 September 2019**.

Yours sincerely

Greg Hallam AM
CHIEF EXECUTIVE OFFICER

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

Local Government House
25 Evelyn Street
Newstead Qld 4006

PO Box 2230
Fortitude Valley BC
Qld 4006

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

2019 Elected Member Long Service Certificate Application Form

NB: Requests for Certificates to be presented at the 2019 Annual Conference must be received no later than Friday 6 September 2019

Recipient's Details (Please Print)		
Title:	Award (MBE, OBE, OA, etc.):	
Surname:	Given Names:	
Work Phone: ( )	Mobile Phone:	
E-mail:		
What type of certificate are you applying for?	Long Service ☐	Extensive Long Service ☐
Preferred Name on Certificate (if different from above)		
Please specify date of service (i.e. 24/07/1999 – 25/07/2014) --/--/-- – --/--/--	Please specify period of service (i.e. 15, 20 years) ☐ years	
Where is the certificate to be presented? 2019 Annual Conference Gala Dinner ☐ Council meeting ☐		
Please note that a lead time of two weeks is necessary for completion and framing of Certificates.		

Council Administrative Contact			
Name of Council:			
Name: Direct Line (if different from above): Email (if different from above):	*All correspondence regarding long service certificates will be sent to this contact.*		
If award is to be presented at Annual Conference, have you registered recipient and/or accompanying person online for the dinner?	Yes ☐	No ☐	Not Applicable ☐

Approval of Request			
1. Cost of framing is to be borne by the Council, and actual costs will be invoiced to the Council after framing is completed. Currently this is $70.00 + $7 GST.			
Name & Signature of Mayor or Deputy		Date:	
Name & Signature of Chief Executive Officer or Deputy		Date:	

For LGAQ Use Only			
Is recipient eligible?	Yes ☐	No ☐	
Name & Signature of Chief Executive Officer		Date:	

11.8 COMPLAINTS MANAGEMENT POLICIES AND PROCEDURES

File No:	**11979**
Attachments:	**1. Complaints Management Policy⇩** **2. Councillor Investigation Policy⇩** **3. Corrupt Conduct Policy⇩** **4. Corrupt Conduct Procedure⇩** **5. Meaning of corrupt conduct⇩**
Authorising Officer:	**Tracy Sweeney - Manager Workforce and Governance**
Author:	**Travis Pegrem - Coordinator Industrial Relations and Investigations**

SUMMARY

A suite of complaints management policy documents have been updated in accordance with legislative requirements.

OFFICER'S RECOMMENDATION

THAT Council adopts the Complaints Management Policy, the Councillor Investigation Policy and the Corrupt Conduct Policy and Procedure as presented.

BACKGROUND

With the passing of the *Crime and Corruption Act 2011* earlier this year; there has been a significant alteration to the definition of corrupt conduct; within the meaning of the Act.

The Complaints Management Policy, the Councillor Investigation Policy and the Corrupt Conduct Policy and Procedure are statutorily required and pursuant to Council's Governance Administration Framework Policy need to be adopted by Council.

LEGISLATIVE CONTEXT

Section 15 of the *Crime and Corruption Act 2011* has two sub-sections defining corrupt conduct. This means there are now two alternative definitions of corrupt conduct and only one needs to be satisfied.

The requirement related to a benefit or detriment, previously section 15(1)(c) and the list of example offences, previously section 15(2) have been removed, referenced in attachment 5.

Section 15 had been extended by the addition of a new section 15(2) to capture particular criminal and disciplinary conduct that could impair public confidence in public administration.

Previously, the focus of section 15 was on the behaviour of public sector employees. The legislation now recognises that the actions of people outside the public sector can result in a loss of confidence in the unit of public administration.

CONCLUSION

The Complaints Management Policy, the Councillor Investigation Policy and the Corrupt Conduct Policy and Procedure have been prepared and is provided to Council for consideration and adoption.

COMPLAINTS MANAGEMENT POLICIES AND PROCEDURES

Complaints Management Policy

Meeting Date: 6 August 2019

Attachment No: 1

COMPLAINTS MANAGEMENT POLICY
STATUTORY POLICY

1 Scope

This policy applies to the management of all complaints regarding Rockhampton Regional Council actions, services and employees including Councillors, contractors and volunteers.

2 Purpose

The purpose of this policy is to:

(a) Satisfy legislative obligations by establishing a complaints management process for resolving complaints;

(b) Establish Council's commitment to ethically, fairly, transparently and compliantly manage and resolve all complaints; and

(c) Provide a single framework for identifying, assessing, recording, managing and resolving complaints.

3 Related Documents

3.1 Primary

Local Government Act 2009

3.2 Secondary

Age Discrimination Act 2004 (Cwth)

Anti-Discrimination Act 1991

Australian Human Rights Commission Act 1986 (Cwth)

Crime and Corruption Act 2001

Criminal Code Act 1899

Disability Discrimination Act 1992 (Cwth)

Human Rights Act 2019

Industrial Relations Act 2016

Information Privacy Act 2009

Integrity Act 2009

Local Government Regulation 2012

Ombudsman Act 2001

Public Interest Disclosure Act 2010

Public Sector Ethics Act 1994

Racial Discrimination Act 1975 (Cwth)

Right to Information Act 2009

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Office of the CEO
Version:	2	Section:	Workforce and Governance
Reviewed Date:		Page No:	Page 1 of 11

Sex Discrimination Act 1984 (Cwth)
Work Health and Safety Act 2011
Workplace Gender Equality Act 2012 (Cwth)
and associated Regulations and Codes of Practice
Actionable Communications Whole of Council Work Instruction
Administrative Action Complaint Procedure
Code of Conduct
Code of Conduct for Councillors in Queensland
Corrupt Conduct Policy
Corrupt Conduct Procedure
Councillor Acceptable Request Guidelines Policy
Councillor Investigation Policy
Discipline Procedure
Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy
Fraud and Corruption Control Plan
Fraud and Corruption Control Policy
Grievance Procedure
Industrial Instruments
Investigation Procedure
Privacy Policy
Public Interest Disclosure Policy
Public Interest Disclosure Procedure
Right to Information Policy
Workplace Bullying, Discrimination and Sexual Harassment Policy

4 Definitions

To assist in interpretation, the following definitions apply:

Administrative Action	As defined in the *Local Government Act 2009*, includes a decision, or a failure to make a decision, including a failure to provide a written statement of reasons for a decision; an act, or a failure to do an act; the formulation of a proposal or intention; or the making of a recommendation.
AAC	Administrative Action Complaint An expression of dissatisfaction by a person who is directly affected by an administrative action of Council, including a failure to take action. An administrative action complaint can be in relation to: the lack of timeliness; lack of quality; lack of communication; safety/risk concern; policy or procedure not followed; or an unsatisfactory decision.
Affected Person	As defined in the *Local Government Act 2009*, a person who is apparently directly affected by an administrative action of a local government.
CEO	Chief Executive Officer

	A person who holds an appointment under section 194 of the *Local Government Act 2009*. This includes a person acting in this position.
Complaint	An expression of dissatisfaction by a customer regarding the unsatisfactory delivery of a product or service offered by Council or the unsatisfactory conduct of Council employees, Councillors, contractors and volunteers.
Complainant	The person, organisation or their representative making a complaint.
Contractor	A person, organisation or entity that performs a specific act or acts including the provision of services and/or materials to another person, organisation or entity under an agreement enforceable by law.
Corrupt Conduct	As defined in the *Crime and Corruption Act 2001*, conduct of a person, regardless of whether the person holds or held an appointment, that fulfils **each** of the following elements: (a) Adversely affects, or could adversely affect, directly or indirectly, the performance of functions, or the exercise of powers of a UPA or a person holding an appointment; (b) Results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that: (i) Is not honest or is not impartial; or (ii) Involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or (iii) Involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and (c) Would, if proved, be a criminal offence; or a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment. Corrupt conduct also means conduct of a person, regardless of whether the person holds or held an appointment, that fulfils **each** of the following elements: (a) Impairs, or could impair, public confidence in the administration; and (b) Involves or could involve any of the following; (i) Collusive tendering; (ii) Fraudulent application for licences, permits or other authorities under an Act with a purpose or object of any of the following (however described) – protecting health or safety of persons; protecting the environment or protecting or managing the use of the State's natural, cultural, mining or energy resources; (iii) Dishonestly obtaining, or helping someone to dishonestly obtain, benefits from the payment or application of public funds or the disposition of State assets; (iv) Evading State taxes, levies, duties or otherwise fraudulently causing a loss of State revenue; (v) Fraudulently obtaining or retaining appointment; and (c) Would, if proved, be a criminal offence; or a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.
Council	Rockhampton Regional Council
Council Service	Refers to basic services customers expect the Council to provide, such as sanitation, water supply, roads etc. For the purpose of this policy, a Council service does not include internal operational matters.

Councillor/s	The Mayor and Councillors of Rockhampton Regional Council, within the meaning of the *Local Government Act 2009*.
Councillor Inappropriate Conduct	As defined in the *Local Government Act 2009*: (1) The conduct of a Councillor is inappropriate conduct if the conduct contravenes; (a) A behavioural standard; or (b) A policy, procedure or resolution of Council. (2) Also, the conduct of a Councillor is inappropriate conduct if; (a) The conduct contravenes an order of the Chairperson of a Council meeting for the Councillor to leave and stay away from the place at which the meeting is being held; or (b) It is part of a course of conduct at Council meetings leading to orders for the Councillor's unsuitable meeting conduct being made on three occasions with a period of one year. (3) For (2)(b), the conduct that led to the orders being made, taken together, is the inappropriate conduct. (4) However, inappropriate conduct does not include conduct that is; unsuitable meeting conduct, to the extent the conduct is not conduct mentioned in (2); or misconduct; or corrupt conduct.
Councillor Misconduct	As defined in the *Local Government Act 2009*: (1) The conduct of a Councillor is misconduct if the conduct: (a) Adversely affects, directly or indirectly, the honest and impartial performance of the Councillor's functions, or exercise of the Councillor's powers; or (b) Is or involves: (i) A breach of the trust placed in the Councillor, either knowingly or recklessly; or (ii) A misuse of information or material acquired in, or in connection with, the performance of the Councillor's functions, whether the misuse is for the benefit of the Councillor or for the benefit, or to the detriment, of another person; or (c) contravenes any of the following: (i) An order of the local government or the conduct tribunal; (ii) The acceptable requests guidelines of the local government under section 170A; (iii) A policy of the local government about the reimbursement of expenses; (iv) Section 150R, 170(2), 171(3) or 175G of the *Act*. (2) Also, the conduct of a councillor is misconduct if the conduct is: (a) Part of a course of conduct leading to the local government deciding to take action under section 150AG to discipline the councillor for inappropriate conduct on 3 occasions within a period of one year; or (b) Of the same type stated in an order of the local government that if the councillor engages in the same type of conduct again, it will be dealt with as misconduct.

	3) For subsection (2)(a), the conduct that led to the three occasions of disciplinary action, taken together, is the misconduct. (4) It does not matter if the conduct happened outside the State.
Duty of Care	An obligation recognised by law to avoid conduct fraught with unreasonable risk of danger to others and to the organisation, in particular to reduce any vicarious liability risks.
Employee/s	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the *Local Government Act 2009*.
Frivolous Complaint	A complaint which is considered to be: (a) Made without evidence to cause annoyance; (b) Regularly focused on a trivial matter to the extent which is out of proportion to its significance and the complainant continues to focus on this matter; (c) Continually lodged to invoke a desired response; or (d) On a matter which the complainant persists in pursuing despite Council's reasonable efforts to help them specify their concerns, and/or where the concerns identified are not with the realm of Council to investigate, and/or where Council has advised the complainant that the matter has been investigated and resolved.
Industrial Instruments	Relevant Certified Agreement, Award and/or Contract of Employment.
Industrial Relations Matters	Disputes between an employee and the employer in respect to Council's certified agreements and relevant industrial instruments and matters that relate.
Information	Information in any number of forms including letters, reports/documents, facsimiles, attachments, tapes, emails, electronic media, and/or other forms of information including discussions during meetings.
Workforce Relations and Ethics Unit	Workforce Relations and Ethics Unit, Workforce and Governance
Maladministration	As defined in the *Public Interest Disclosure Act 2010*: An administrative action that was: (a) Taken contrary to law; or (b) Unreasonable, unjust, oppressive, or improperly discriminatory; or (c) In accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust, oppressive, or improperly discriminatory in the particular circumstances; (d) Taken: (i) For an improper purpose; or (ii) On irrelevant grounds; or (iii) Having regard to irrelevant considerations; or (e) An action for which reasons should have been given, but were not given; or (f) Based wholly or partly on a mistake of law or fact; or (g) Wrong.
OIA	Office of Independent Assessor

Public Interest Disclosure	As defined in section 11 of the *Public Interest Disclosure Act 2010,* all information and help given by the discloser to a proper authority about a public interest matter referred to, in accordance with sections 12 and 13 of the *Public Interest Disclosure Act 2010*.
Request for Service	A customer request made to Council to take action to satisfy the needs of the customer, for example request to fill a pothole or collect a stray dog.
UPA	Unit of Public Administration As defined in the *Crime and Corruption Act 2001*, includes the following: (a) The Legislative Assembly, and the parliamentary service; (b) The Executive Council; (c) A department; (d) The police service; (e) A local government; (f) A corporate entity established by an Act or that is of a description of a corporate entity provided for by an Act which, in either case, collects revenues or raises funds under the authority of an Act; (g) A noncorporate entity, established or maintained under an Act, that: (i.) Is funded to any extent with State moneys; or (ii.) Is financially assisted by the State; (h) A State court, of whatever jurisdiction, and its registry and other administrative offices; and (i) Another entity prescribed under a regulation.
Vexatious Complaint	A complaint which is considered to be: (a) Made maliciously to damage a person's career or reputation, or the reputation of Council; (b) A threat of violence against others or property; or (c) Collusion between others, in an effort to discredit others or take retribution or to have an employee removed from the workplace.
Volunteer	Any person, who of their own free will, offers to undertake un-paid work for Council and is accepted as a volunteer by the CEO and/or his authorised delegates.

5 Policy Statement

Council is committed to providing a quality level of customer service that does not attract complaints. Council acknowledges the right of a person to lodge a complaint and is committed to upholding its duty of care by aiming to provide an effective resolution to all complaints received.

The objectives of this policy are to:

(a) Provide a contemporary framework for the process of identifying, assessing, recording, managing and resolving complaints;

(b) Ensure the complaints management process is statutory compliant, ethical, fair, objective, transparent and consistent;

(c) Offer a complaints regime that facilitates continuous improvement of Council, its overall service delivery, systems, processes and employees;

(d) Ensure complaints are responded to in a timely manner; and

(e) Inform complainants of the redress available to them if they are not satisfied with a particular outcome, decision or action that directly affects them.

Council is committed to the following complaint management principles:

(a) Accessibility – Information about Council's complaints process is readily available on Council's website and complaints can be lodged in various forms (fax, email, verbally).

(b) Client Focus – Complaints will be taken seriously and all complainants will be treated with respect, courtesy, dignity and fairness.

(c) Confidentiality – Complaints will be treated strictly confidentially and managed in accordance with information management policies and relevant legislation.

(d) Communication – All complaints will be managed transparently and reasons for decisions and/or actions will be provided in a timely manner.

(e) Continuous Improvement – Council recognises the opportunity for improvement and commits to continuously enhancing its services, systems and employees.

(f) Fair and Objective – Complaints received by Council will be reviewed on their merits and addressed in an equitable and impartial manner adhering to the principles of natural justice and procedural fairness.

(g) Responsiveness – Council is committed to acknowledging and responding to the complaint, keeping the complainant informed as to the progress of the complaint and advising the complainant of the outcome and reasons for Council's decision.

5.1 Assessment of the 'Complainant'

A complaint may be received via any communication method, such as email, fax, letter, Council's website, verbally (in person, by telephone) or any other communication method. The preferred method for receipt of a complaint is in writing, however Council does not consider comments published on social media to be complaints.

Once information is received, it will be initially assessed to establish the information is a complaint, as defined; and to determine the complaint category. Not all complaints will require a formal investigation.

Categorisation of the complaint will determine the applicable procedure to apply, including the management level to consult and liaise with, in regards to the complaint.

Ideally every effort should be made to address the complaint at the first point of contact, however if the complaint is related to:

(a) The conduct of a Councillor;

(b) Of a serious nature; or

(c) There are possible multiple categorisations or the categorisation is unclear,

the Workforce Relations and Ethics Unit will assess and categorise the complaint.

The following is a list of complaint categories Council may receive:

5.1.1 Administrative Action Complaints

An AAC is a complaint about an administrative action of Council made by an affected person. For a complaint to be an AAC, the complainant must be an affected person.

AACs may take many forms, for example:

(a) Complaints about Council's services for example, a repeated complaint by an affected person about the general quality of park maintenance;

(b) Failure to take action within a satisfactory timeframe after a request for service has been received to fix a pothole in the complainant's street;

(c) Complaint from a customer whose private information has been inappropriately disclosed (breach of privacy);

(d) Complaint from an anonymous person, if sufficient information is provided to investigate the complaint; and

(e) Referrals from outside agencies, for example, the Queensland Ombudsman.

5.1.2 Complaints other than Administrative Action Complaints

If it has been determined, that the definition of a complaint has been satisfied and the complaint is not an AAC, then it will generally fall into one of the following categories:

5.1.2.1 Complaints about Councillors, including the Mayor

Suspected corrupt conduct complaints relating to a Councillor will be directed to the CEO who will assess and refer in accordance with the *Local Government Act 2009*. Complaints of corrupt conduct will be referred directly to the CCC.

Complaints about the conduct of a Councillor; other than suspected corrupt conduct complaints; are to be made to the OIA in accordance with Chapter 5A of the *Local Government Act 2009*. Complaints about Councillor conduct may be made directly to Council, however these will be referred to the OIA for assessment.

Complaints about a Councillor's conduct includes complaints of inappropriate conduct which contravenes; a behavioural standard; or a policy, procedure or resolution of Council, including the Code of Conduct for Councillors in Queensland.

After investigating a Councillor's conduct, the OIA may refer the matter to Council to be dealt with. Unless otherwise resolved by Council, the Mayor will manage the investigation of suspected inappropriate conduct of other Councillors.

If the suspected inappropriate conduct involves; an allegation about the conduct of the Mayor; or if the Mayor is the complainant, the CEO must refer the matter to the President of the Conduct Tribunal to investigate.

5.1.2.2 Complaints about the Chief Executive Officer

Complaints about the conduct of the CEO will be directed to the Manager Workforce and Governance or delegate who will initially assess and manage. The Manager Workforce and Governance will liaise with the Mayor as required.

5.1.2.3 Public Interest Disclosure

A complaint received regarding a public interest disclosure, which identifies or alleges cases of; maladministration, corrupt conduct or the misuse of public resources or contraventions giving rise to dangers to public health and safety, the environment or to persons with disabilities, will be administered in accordance with the *Public Interest Disclosure Act 2010* and Council's Public Interest Disclosure Policy and Procedure.

5.1.2.4 Corrupt Conduct

A complaint, information or matter that involves or may involve suspected corrupt conduct will be assessed and managed in accordance with the *Crime and Corruption Act 2001* and Council's Corrupt Conduct Policy and Procedure.

The Manager Workforce and Governance is the CEO nominated person, under section 48A of the *Crime and Corruption Act 2001*, to manage complaints against the CEO that are reasonably suspected to involve corrupt conduct.

5.1.2.5 Internal Complaint or Grievance

An internal complaint or grievance is any type of problem, concern or complaint relating to an employee's work or the work environment. A grievance can be about any act, behaviour, omission, situation or decision affecting an employee, which the employee thinks is unfair or unjustified.

Although not an exhaustive list, a grievance may relate to aspects of employment, such as

(a) Workplace bullying including sexual harassment;

(b) Workplace discrimination;

(c) Unreasonable or lack of management action; and

(d) Breaches of Council policy documents and legislation, for example Code of Conduct.

A complaint will not be deemed a grievance if it relates to reasonable management action, such as, but not limited to:

(a) Setting and managing performance goals and standards including dealing with unsatisfactory performance;

(b) Allocating work or work location in a transparent manner;

(c) Implementing organisational changes or restructuring; or

(d) Resolution for complaints or disputes pertaining to industrial relation matters.

Complaints that are considered a grievance will be administered in accordance with Council's Grievance and Investigation Procedures.

Council's Certified Agreement Dispute Resolution Procedure will govern complaints relating to employee industrial relations matters.

5.1.2.6 Other Matters Governed by a Statutory Review Process

A complaint that has a separate statutory review process will need to be directed to the relevant review process, in the first instance. For example:

(a) Planning issues that can be addressed through the *Planning Act 2016*;

(b) Competitive neutrality issues that can be addressed through the *Local Government Act 2009;*

(c) Disputes regarding administrative decisions that can be addressed through the Queensland Civil and Administrative Tribunal; or

(d) Disputes regarding infringement notices which can be reviewed through the Magistrate's Court.

5.1.2.7 Other

Any other type of complaint that is not within the scope of an AAC or categorised within this policy will be directed to the CEO, relevant general manager and/or Workforce Relations and Ethics Unit for assessment and review.

5.2 Frivolous and/or Vexatious Complaints

Frivolous and vexatious complaints consume considerable time, resources and finances with no benefit to the community or Council. Any complaint deemed to satisfy the criteria for this complaint category will be managed in accordance with Council's Investigation Procedure.

Some examples include:

(a) Matters either deemed to be minor, in relation to higher priorities, that are not likely to cause threat to public safety or financial loss to Council or others, for example a complaint about a person illegally parked may not be given priority unless the situation was considered dangerous.

(b) Follow up calls about minor matters.

(c) Rhetorical comments/questions, for example 'can't anyone at Council add up?'

(d) A complaint from a complainant who has consistently, over time, contacted Council about minor or the same matter/s, judged not to be a priority, resulting in unnecessary and costly consumption of Council's resources, unless the subject matter is deemed to warrant investigation.

(e) A complainant who refuses to accept the decision of an authorised officer.

(f) A complainant who unreasonably refuses to deal with the officer appointed to undertake the

review.

(g) A complainant who has a history of:

(i) Making complaints and review requests about their issue/related issues and contacting or cc'ing other government agencies, Members of Parliament, Ministers or other people and organisations.

(ii) Complaining about Council's or an officer's integrity or competence or taking their complaint to other forums alleging bias or corruption, because they are dissatisfied with the decision.

(iii) Giving forceful instructions about how their complaint should be dealt with and/or by whom.

(iv) Making unreasonable demands that organisational time and resources be spent dealing with their complaint.

5.3 Communications with Complainant/s

Anonymous complaints will be accepted and assessed. Council prefers a complainant to provide a name and contact details as the Workforce Relations and Ethics Unit may, in some cases, invite a complainant to provide further information to assist in fully understanding the concerns, the issue/s to be investigated (if an investigation is to be undertaken) and the outcome or remedy sought in accordance with Council's Investigation Procedure.

If a person requires assistance to lodge a complaint, assistance will be provided.

Council is committed to transparency; the Workforce Relations and Ethics Unit will, in a timely manner, acknowledge receipt of a complaint, keep the complainant appropriately informed of the progress of the complaint and/or investigation and outcome of the decision.

5.4 Review

A complainant will be advised of review options when notified of the outcome of their complaint. Review options may include an internal review on the merits of the complaint, undertaken at the CEO's discretion, and/or an external review by an external agency such as the Queensland Ombudsman.

5.5 Reporting on Administrative Action Complaints

Council will maintain a record of all AACs in a secured register. The Workforce Relations and Ethics Unit will report on AACs in accordance with Council's Administrative Action Complaint Procedure and State legislation.

5.6 Workforce Relations and Ethics Unit Responsibilities

Council's Workforce Relations and Ethics Unit is responsible for:

(a) Assessing the complaint category and actioning accordingly;

(b) Conducting investigations into complaints deemed to require investigation;

(c) Investigating complaints referred by the CEO, general manager or external agencies such as the Queensland Ombudsman;

(d) Providing progress reports to senior management, identifying and advising of potential risks requiring immediate rectification;

(e) Liaising with state government agencies as required;

(f) Administering the complaints management process, providing formal and statistical reports, recommendations and associated administrative tasks;

(g) Providing advice to Council departments investigating complaints;

(h) Facilitating educational awareness programs in relation to the Complaint Management Policy and applicable procedures;

(i) Being the central registrar for Council's complaint registers; and

(j) Reviewing and reporting to the CEO, senior management and Council as required on complaints.

6 Review Timelines

This policy is reviewed when any of the following occur:

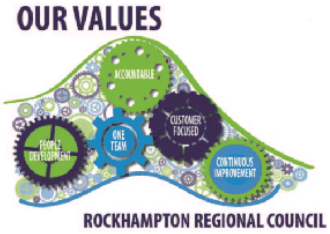
(a) As required by legislation;

(b) The related information is amended or replaced; or

(c) Other circumstances as determined from time to time by the Council.

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	Manager Workforce and Governance
Policy Quality Control	Legal and Governance



COMPLAINTS MANAGEMENT POLICIES AND PROCEDURES

Councillor Investigation Policy

Meeting Date: 6 August 2019

Attachment No: 2

COUNCILLOR INVESTIGATION POLICY
STATUTORY POLICY

1 Scope

This policy applies to complaints about alleged inappropriate conduct of a Councillor/s which have been referred to Rockhampton Regional Council from the Independent Assessor. This policy does not apply to more serious Councillor conduct, such as misconduct or corrupt conduct.

2 Purpose

The purpose of this policy is to satisfy legislative obligations by establishing an investigation policy about how it deals with suspected inappropriate conduct of Councillors.

3 Related Documents

3.1 Primary

Local Government Act 2009

3.2 Secondary

Crime and Corruption Act 2001

Criminal Code Act 1899

Information Privacy Act 2009

Integrity Act 2009

Local Government Regulation 2012

Public Interest Disclosure Act 2010

Code of Conduct for Councillors in Queensland

Complaint Management Policy

Councillor Acceptable Request Guidelines Policy

Councillor Conduct Register

Council Meeting Procedures Policy

Corrupt Conduct Policy

Corrupt Conduct Procedure

Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy

Public Interest Disclosure Policy

Public Interest Disclosure Procedure

Purchasing Policy – Acquisition of Goods and Services

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Office of the CEO
Version:	2	Section:	Workforce and Governance
Reviewed Date:		Page No:	Page 1 of 8

4 Definitions

To assist in interpretation, the following definitions apply:

Act	*Local Government Act 2009*
Assessor	The Independent Assessor appointed under section 150CV of the Act
Behavioural Standard	The standard of behaviour for Councillors set out in the Code of Conduct approved under section 150E of the Act.
CCC	Crime and Corruption Commission
CEO	Chief Executive Officer A person who holds an appointment under section 194 of the Act. This includes a person acting in this position.
Conduct	As defined in the Act, includes: (a) Failing to act; and (b) A conspiracy, or attempt, to engage in conduct.
Corrupt Conduct	As defined in the *Crime and Corruption Act 2001*, conduct of a person, regardless of whether the person holds or held an appointment, that fulfils **each** of the following elements: (a) Adversely affects, or could adversely affect, directly or indirectly, the performance of functions, or the exercise of powers of a Unit of Public Administration (UPA) or a person holding an appointment; (b) Results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that: (i) Is not honest or is not impartial; or (ii) Involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or (iii) Involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and (c) Would, if proved, be a criminal offence; or a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment. Corrupt conduct also means conduct of a person, regardless of whether the person holds or held an appointment, that fulfils **each** of the following elements: (a) Impairs, or could impair, public confidence in public administration; and (b) Involves, or could involve any of the following: (i) Collusive tendering; (ii) Fraudulent applications for licences, permits or other authorities under an Act with a purpose or object of any of the following (however described) – protecting health or safety of persons; protecting the environment or protecting or managing the use of the State's natural, cultural, mining or energy resources; (iii) Dishonestly obtaining, or helping someone to dishonestly obtain, benefits from the payment or application of public funds or the disposition of State assets; (iv) Evading State taxes, levies, duties or otherwise fraudulently causing a loss of State revenue; (v) Fraudulently obtaining or retaining an appointment; and

	(c) Would, if proved, be a criminal offence; or a disciplinary breach providing reasonable grounds for terminating a person's services, if the person is or were the holder of an appointment.
Council	Rockhampton Regional Council
Councillor/s	The Mayor and Councillors of Rockhampton Regional Council, within the meaning of the Act.
Councillor Conduct Register	The register required to be kept by Council as set out in section 150DX of the Act.
Councillor Misconduct	As defined in the *Local Government Act 2009*: (1) The conduct of a Councillor is misconduct if the conduct: (a) Adversely affects, directly or indirectly, the honest and impartial performance of the Councillor's functions, or the exercise of the councillor's powers; or (b) Is or involves: (i) A breach of the trust placed in the Councillor, either knowingly or recklessly; or (ii) A misuse of information or material acquired in, or in connection with, the performance of the Councillor's functions, whether the misuse is for the benefit of the councillor or for the benefit, or to the detriment, of another person; or (c) Contravenes any of the following: (i) An order of Council or the conduct tribunal; (ii) The acceptable requests guidelines of Council under section 170A; (iii) A policy of Council about the reimbursement of expenses; (iv) Sections 150R, 170(2), 171(3) or 175G of the Act. (2) Also, the conduct of a Councillor is misconduct if the conduct is: (a) Part of a course of conduct leading to Council deciding to take action under section 150AG to discipline the Councillor for inappropriate conduct on three occasions within a period of one year; or (b) Of the same type stated in an order of Council that if the Councillor engages in the same type of conduct again, it will be dealt with as misconduct. (3) For subsection (2)(a), the conduct that led to the three occasions of disciplinary action, taken together, is the misconduct. (4) It does not matter if the conduct happened outside the State.
Councillor Inappropriate Conduct	As defined in the *Local Government Act 2009*: (1) The conduct of a Councillor is inappropriate conduct if the conduct contravenes: (a) A behavioural standard; or (b) A policy, procedure or resolution of Council. (2) Also, the conduct of a Councillor is inappropriate conduct if: (a) The conduct contravenes an order of the Chairperson of a Council meeting for the Councillor to leave and stay away from the place at which the meeting is being held; or (b) It is part of a course of conduct at Council meetings leading to orders for the Councillor's unsuitable meeting conduct being made on three occasions within a period of one year. (3) For subsection (2)(b), the conduct that led to the orders being made, taken together, is the inappropriate conduct. (4) However, inappropriate conduct does not include conduct that is:

	(a) Unsuitable meeting conduct, to the extent the conduct is not conduct mentioned in subsection (2); or (b) Misconduct; or (c) Corrupt conduct.
Investigation Policy	This policy as required by section 150AE of the Act.
Investigator	The person responsible under this policy for carrying out the investigation of the suspected inappropriate conduct of a Councillor or Mayor.
Local Government Meeting	A meeting of: (a) A local government; or (b) A committee of a local government.
Mayor	An elected member of Council, also referred to as a Councillor, with additional responsibilities as outlined in section 12(4) of the Act.
Natural Justice	A set of principles to ensure fair and just decision making, including a fair hearing, an absence of bias, decisions based on evidence, and the proper examination of all issues.
Referral Notice	The notice the Assessor refers to the local government about a Councillor/s conduct as required by section 150AC of the Act.
Tribunal	The Councillor Conduct Tribunal as established under section 150DK of the Act.
Unsuitable Meeting Conduct	As defined in the Act, the conduct of a Councillor is unsuitable meeting conduct if the conduct: (a) Happens during a local government meeting; and (b) Contravenes a behavioural standard.
UPA	Unit of Public Administration As defined in the *Crime and Corruption Act 2001*, includes the following: (a) The Legislative Assembly, and the parliamentary service; (b) The Executive Council; (c) A department; (d) The police service; (e) A local government; (f) A corporate entity established by an Act or that is of a description of a corporate entity provided for by an Act which, in either case, collects revenues or raises funds under the authority of an Act; (g) A noncorporate entity, established or maintained under an Act, that is: (i.) Funded to any extent with State moneys; or (ii.) Financially assisted by the State; (h) A State court, of whatever jurisdiction, and its registry and other administrative offices; and (i) Another entity prescribed under a regulation.

5 Policy Statement

Council is committed to providing a contemporary and statutory compliant process for dealing with complaints relating to alleged inappropriate conduct of a Councillor.

Council acknowledges the right of a person to lodge a complaint and is committed to upholding its duty of care by aiming to provide an effective process to all complaints received.

5.1 Confidentiality

Matters of suspected inappropriate conduct of a Councillor are confidential except as otherwise specifically provided for either in the Act or this policy.

It must be kept in mind that the matter is an allegation only and not yet proven. Further, there will be circumstances where the detail of the referral will need to remain confidential to Council. Any release of confidential information that a Councillor knows, or should reasonably know, to be confidential to Council may be contrary to section 171(3) of the Act and be dealt with as misconduct.

5.2 Natural Justice

Any investigation of suspected inappropriate conduct of a Councillor/s must be carried out in accordance with natural justice. An overview of the principles of natural justice follows.

Natural justice or procedural fairness, refers to three key principles:

(a) The person being investigated has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken (fair hearing);

(b) The investigator should be objective and impartial (absence of bias); and

(c) Any action taken is based on evidence (not suspicion or speculation).

A fair hearing means the Councillor who is the subject of the suspected inappropriate conduct matter must be told of the case against them including any evidence and be provided with an opportunity to put their case in writing with the investigation report provided to the Councillors as part of the meeting agenda.

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

Decisions based on evidence requires that the investigation should not be based on mere speculation or suspicion but instead must be based upon evidence material.

A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.

5.3 Assessor's Referral

Council may receive from the Assessor a referral notice about the suspected inappropriate conduct of a Councillor/s. Council may also receive referrals directly.

On receipt of a referral notice about the suspected inappropriate conduct of a Councillor from the Assessor, the CEO or a delegated officer will forward a copy of that referral notice to the Mayor and all Councillors as a confidential document.

Should the Mayor or a Councillor; other than the subject of the complaint or the complainant; disagree with any recommendation accompanying the Assessor's referral notice or form the opinion that the complaint should be dealt with in a way other than under this policy, the Mayor or Councillor may request the matter be placed on the agenda of the next Council meeting to decide on the appropriate process to investigate the complaint. Such a request must be made in accordance with the Council Meeting Procedures Policy.

5.4 Investigator

Unless otherwise resolved by Council, the Mayor will manage the investigation of suspected inappropriate conduct of other Councillors.

If the suspected inappropriate conduct involves conduct that in the circumstances, the Mayor believes, it is in the best interests of the investigation to refer the matter for external investigation, then the CEO must refer the suspected inappropriate conduct to the President of the Tribunal to investigate and make recommendations to the Council about dealing with the conduct.

If the suspected inappropriate conduct involves:

(a) An allegation about the conduct of the Mayor, or

(b) The Mayor as the complainant, then

the CEO must refer the suspected inappropriate conduct to the President of the Tribunal to investigate and make recommendations to the Council about dealing with the conduct.

5.5 Early Resolution

Before beginning an investigation, the Investigator must consider whether the matter is appropriate for resolution prior to the investigation. This consideration includes any recommendation made by the Assessor.

A matter is only appropriate for early resolution if the parties to the matter agree to explore early resolution.

The Investigator may engage an independent person with suitable qualifications or experience to facilitate this process.

If the matter cannot be resolved, the matter will then be investigated as outlined in this policy.

If the matter is resolved prior to investigation, the Investigator will advise the CEO of this outcome. In turn, the CEO will advise the Mayor; if the Mayor is not the Investigator; and all Councillors that the matter has been resolved. The CEO or a delegated officer will also update the Councillor Conduct Register accordingly.

5.6 Timeliness

The Investigator will make all reasonable endeavours to complete the investigation and provide a report for inclusion on the agenda of a Council meeting no more than eight weeks after the receipt of the complaint.

If the Investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the Mayor; if the Mayor is not the Investigator; to seek an extension of time.

5.7 Assistance for the Investigator

If the Mayor is the Investigator of a matter of suspected inappropriate conduct, the Mayor may use section 170A of the Act to seek assistance during the investigation. The CEO or the Workforce Relations and Ethics unit via the CEO may provide assistance as required.

The Mayor is authorised by Council to expend money as reasonably needed to engage contractors/specialists in accordance with the Council's Purchasing Policy.

5.8 Possible Misconduct or Corrupt Conduct

If during the course of an investigation the Investigator obtains information which indicates a Councillor may have engaged in misconduct, the Investigator must cease the investigation and advise the CEO. The CEO or a delegated officer will then notify the Assessor of the possible misconduct.

If during the course of an investigation, the Investigator obtains information which indicates a Councillor/s may have engaged in corrupt conduct, the Investigator must cease the investigation and advise the CEO. The CEO or a delegated officer will then notify the CCC of the possible corrupt conduct.

Instances of suspected misconduct or corrupt conduct may be referred back to the Council if determined by the Assessor or the CCC to be inappropriate conduct.

5.9 Completion of Investigation

On the completion of an investigation, the Investigator or the CEO on the Investigator's behalf will provide a report to the Council outlining the investigation process, the investigation findings, any recommendations about dealing with the conduct and a record of the investigation costs.

The Council will consider the findings and recommendations of the Investigator's report and decide whether the Councillor has engaged in inappropriate conduct and, if so, what action it will take under section 150AH of the Act.

Provisions for internal and external review of decisions are set out in sections 150CO to 150CS of the Act.

5.10 Notification About the Outcome of the Investigation

After an investigation is finalised, the Council must give notice about the outcome of the investigation to the person who made the complaint about the Councillor/s' conduct that was the subject of the investigation.

5.11 Councillor Conduct Register

The CEO must ensure decisions about suspected inappropriate conduct of a Councillor/s be entered into the Councillor Conduct Register.

Where a complaint has been resolved under paragraph 5.5 of this policy, the CEO or a delegated officer will update the register to reflect that the complaint was withdrawn.

5.12 Expenses

Council must pay any reasonable expenses of Council associated with the informal early resolution or the investigation of suspected inappropriate conduct of a Councillor including any costs of:

(a) The President of the Tribunal undertaking an investigation for Council;

(b) A mediator engaged under this policy;

(c) A private investigator engaged on behalf of or by the Investigator;

(d) Travel where the Investigator needed to travel to undertake the investigation or to interview witnesses;

(e) Seeking legal advice; and

(f) Engaging an expert.

Council may order the subject Councillor reimburse it for all or some of the costs arising from the Councillor's inappropriate conduct. Any costs incurred by complainants or the subject Councillors will not be met by Council.

5.13 Publication

This policy will be made available to the public via Council's website.

6 Review Timelines

This policy is reviewed when any of the following occur:

(a) As required by legislation;

(b) The related information is amended or replaced; or

(c) Other circumstances as determined from time to time by the Council.

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	Manager Workforce and Governance
Policy Quality Control	Legal and Governance

COMPLAINTS MANAGEMENT POLICIES AND PROCEDURES

Corrupt Conduct Policy

Meeting Date: 6 August 2019

Attachment No: 3

CORRUPT CONDUCT POLICY

STATUTORY POLICY

1 Scope

This policy applies to suspected corrupt conduct of Rockhampton Regional Council Councillors, employees, contractors, volunteers or any other party dealing with Council.

2 Purpose

The purpose of this policy is to:

(a) Enable the CEO to meet all statutory requirements for reporting suspected corrupt conduct.

(b) Promote public confidence, accountability, integrity and transparency in the way suspected corrupt conduct is managed within Council.

(c) Highlight Council's commitment to the promotion and proper management and reporting of suspected corrupt conduct disclosures.

3 Related Documents

3.1 Primary

Crime and Corruption Act

3.2 Secondary

Crime and Corruption Regulation 2015

Criminal Code Act 1899

Industrial Relations Act 2016

Local Government Act 2009

Local Government Regulation 2012

Public Interest Disclosure Act 2010

Code of Conduct

Code of Conduct for Councillors in Queensland

Complaint Management Policy

Corrupt Conduct Procedure

Councillor Investigation Policy

Fraud and Corruption Control Plan

Fraud and Corruption Control Policy

Grievance Procedure

Investigation Procedure

Privacy Policy

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Office of the CEO
Version:	4	Section:	Workforce and Governance
Reviewed Date:		Page No:	Page 1 of 7

Public Interest Disclosure Policy

Public Interest Disclosure Procedure

Workplace Bullying, Discrimination and Sexual Harassment Policy

4 Definitions

To assist in interpretation, the following definitions apply:

Act	*The Crime and Corruption Act 2001*
CCC	Queensland Crime and Corruption Commission
CEO	Chief Executive Officer A person who holds an appointment under section 194 of the *Local Government Act 2009.* This includes a person acting in this position.
Conduct	As defined in the Act, includes neglect, failure, inaction; and conspiracy to engage in conduct; and attempt to engage in conduct.
Confidentiality	As defined in the Act, a ground recognised at law that giving an answer or disclosing a communication or document, would be a breach of an oath taken, statutory or commercial obligation or restriction to maintain secrecy.
Contractor	A person, organisation or entity that performs a specific act or acts including the provision of services and/or materials to another person, organisation or entity under an agreement enforceable by law.
Council	Rockhampton Regional Council
Criminal Offences	As defined in the *Criminal Code Act 1899*, comprise crimes, misdemeanours and simple offences.
Discloser	A person who reports suspected corrupt conduct.
Disciplinary Breach	An allegation against an employee is substantiated and the CEO enacts an action/s under section 280 of the *Local Government Regulation 2012.*
Duty of Care	An obligation recognised by law to avoid conduct fraught with unreasonable risk of danger to others and to the organisation, in particular to reduce any vicarious liability risks.
Employee	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the *Local Government Act 2009*.
Nominated Person	Manager Workforce and Governance
Offence	As defined in the *Criminal Code Act 1899*, an act or omission which renders the person doing the act or making the omission liable to punishment.
Public Interest Disclosure	As defined in section 11 of the *Public Interest Disclosure Act 2010,* all information and help given by the discloser to a proper authority about a public interest matter referred to, in accordance with sections 12 and 13 of the *Public Interest Disclosure Act 2010.*
Reportable Loss	As defined in the *Local Government Regulation 2012,* for an asset belonging to the local government, means a loss resulting from: (a) The commission of an offence under the Criminal Code or another Act; or (b) The corrupt conduct of a Councillor, local government employee or local government worker; or

	(c) Conduct of a contractor of the local government that would be corrupt conduct if the contractor were a Councillor, local government employee or local government worker.
Reprisal	As defined in section 40 of the *Public Interest Disclosure Act 2010,* a person must not cause, or attempt or conspire to cause, detriment to another person because, or in the belief that: (a) The other person or someone else has made, or intends to make a public interest disclosure; or (b) The other person or someone else is, has been, or intends to be, involved in a proceeding under the Act against any person.
Systemic Issues	An issue, problem or change in Council policy or practice which is identified as affecting a broader range of people than just the matter/issue being investigated. This may include employees having adopted unacceptable practices by way of an inferred approval from management/supervisors.
UPA	Unit of Public Administration As defined in the *Crime and Corruption Act 2001*, includes the following: (a) The Legislative Assembly, and the parliamentary service; (b) The Executive Council; (c) A department; (d) The police service; (e) A local government; (f) A corporate entity established by an Act or that is of a description of a corporate entity provided for by an Act which, in either case, collects revenues or raises funds under the authority of an Act; (g) A noncorporate entity, established or maintained under an Act, that: (i.) Is funded to any extent with State moneys; or (ii.) Is financially assisted by the State; (h) A State court, of whatever jurisdiction, and its registry and other administrative offices; and (i) Another entity prescribed under a regulation.
Volunteer	Any person, who of their own free will, offers to undertake un-paid work for Council and is accepted as a volunteer by the CEO and/or his authorised delegates.

5 Policy Statement

Council is committed to ensuring the standing and reputation of Council is maintained and continually enhanced where opportunities exist.

Council recognises the important role Councillors, employees, contractors, volunteers and members of the public can play in the identification of suspected corrupt conduct. The CCC and Council are concerned with protecting the reputation of both those who report suspected corrupt conduct and those who are the subject of the disclosure.

Council has a zero tolerance approach and is committed to eliminating and or minimising the potential of any corrupt conduct within Council.

Where prevention opportunities, strategies and/or systemic issues are identified mechanisms will be implemented to reduce any further possible occurrences of corrupt conduct where possible.

5.1 Obligations and Requirements

In accordance with the obligations and requirements of the Act, Council must comply with crime and corruption legislation and:

(a) Ensure all allegations of suspected corrupt conduct are appropriately reported to the appropriate authorities;

(b) Ensure all allegations of suspected corrupt conduct are assessed and where appropriate investigated and dealt with accordingly;

(c) Should the suspected corrupt conduct involve a reportable loss the CEO must make notifications in accordance with section 307A of the *Local Government Regulation 2012*;

(d) Ensure appropriate consideration is given to the interests of the persons who are the subject of a corrupt conduct discloser;

(e) Afford protection from reprisals to persons making an a corrupt conduct disclosure; and

(f) Ensure that prevention opportunities are identified and implemented to minimise the exposure of the risks of corrupt conduct within Council.

5.2 Elimination and Prevention

Council is committed to eliminating corrupt conduct and preventing its occurrence and believes:

(a) Honest and impartial public administration enhances the standing and reputation of the Queensland public sector;

(b) Corrupt conduct is unfair, wastes public money and resources, leads to inefficiency and destroys public trust;

(c) Corrupt conduct disadvantages everyone; and

(d) Every employee has a role to play in watching for and reporting corrupt conduct and maintaining effective work practices to combat corrupt conduct.

5.3 What is Corrupt Conduct?

Corrupt conduct is defined in the Act as the conduct of a person, regardless of whether the person holds or held an appointment, that fulfils **each** of the following elements:

(a) Adversely affects, or could adversely affect, directly or indirectly, the performance of functions, or the exercise of powers of a UPA or a person holding an appointment;

(b) Results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that is not honest or is not impartial; or involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and

(c) Would, if proved, be a criminal offence; or a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.

Corrupt conduct is also defined as the conduct of a person, regardless of whether the person holds or held an appointment, that fulfils **each** of the following elements:

(a) Impairs, or could impair, public confidence in public administration; and

(b) Involves, or could involve any of the following:

  (i) Collusive tendering;

  (ii) Fraudulent application for licences, permits or other authorities under an Act with a purpose or object of any of the following (however described) – protecting health or safety of persons; protecting the environment or protecting or managing the use of the State's natural, cultural, mining or energy resources;

  (iii) Dishonestly obtaining, or helping someone to dishonestly obtain, benefits form a payment or application of public funds or the disposition of State assets;

  (iv) Evading State taxes, levies, duties or otherwise fraudulently causing a loss of State revenue; and

(v) Fraudulently obtaining or retaining appointment; and

(c) Would, if proved, be a criminal offence; or a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.

Common examples of corrupt conduct could include:

(a) Engaging in fraud and/or forgery to obtain a certain outcome for example manipulating timesheets to accumulate accrued hours not worked i.e. 'fraud'.

(b) Stealing from Council, such as, laptops or portable and attractive items without returning them to Council i.e. 'theft'.

(c) Accessing and/or disclosing official, confidential or personal information for own benefit, for a family member or for third parties i.e. 'unauthorised release of information'.

(d) Engaging in preferential treatment of suppliers of goods or services to Council in return for a monetary consideration or other benefit from the supplier to you and/or your family members i.e. 'obtaining a secret commission'.

(e) Hiring or promoting a family member or employee to a role they are not qualified for, regardless of merit i.e. 'nepotism'.

Conduct can be corrupt conduct even if:

(a) The employee, Councillor, contractor or volunteer was not at the time of the conduct an employee, Councillor, contractor or volunteer but has since become one;

(b) The conduct was undertaken by a person outside of Council if the conduct can result in a loss of confidence in Council;

(c) The conduct occurred outside of Queensland;

(d) The conduct occurred prior to the commencement of the Crime and Corruption legislation;

(e) The employee, Councillor, contractor or volunteer is no longer an employee, Councillor, contractor or volunteer of Council;

(f) The conduct did not result in a benefit or detriment to any person; and/or

(g) It amounts to a conspiracy or attempt to engage such conduct.

5.4 When Does Suspension Exist

For a suspicion to be 'reasonable', there needs to be more than bare or idle speculation, there must be some evidence sufficient for a reasonable person to suspect corrupt conduct. The CEO does not have to *believe* that the alleged conduct is corrupt conduct, or that the conduct has actually occurred. Reasonable suspicion must be based on an objective assessment of the information at hand. It is not sufficient to subjectively decide that someone is or is not capable of the alleged conduct.

There does not have to be sufficient evidence to *prove* the corrupt conduct allegation, but the available facts, evidence or other information must suggest that the allegation, if proven, would amount to corrupt conduct. The suspicion may be based on hearsay and other inadmissible material that however is relevant.

5.5 Reporting Corrupt Conduct

The CEO has a specific legal obligation to notify the CCC of any complaints or information which may be suspected of being corrupt conduct.

All persons have a duty of care and an obligation to report any suspicions or allegations of corrupt conduct. There does not need to be a formal complaint from an aggrieved person to make a report.

It is important to report any suspicions of corrupt conduct as early as possible, to enable Council to prevent escalation of corrupt conduct or cause greater harm to finances, service delivery or reputation. Also, it will enable Council to identify any 'red flags' or early warning signs of any other corrupt conduct activity. Some examples, of possible 'red flags' or early warning signs of corrupt conduct activity:

(a) Goods or services procured through the same supplier on a number of occasions with no clear reasons or justification, especially if the employee involved in the procurement and the supplier are friends, family or has a previous professional relationship;

(b) Unusual trends start to appear in the spend pattern of an employee with a corporate credit card and no clear explanation for the spend (it may start with small value items and start to increase in value over time); or

(c) Employees 'bragging' to other persons about getting away with things.

Processes for reporting are outlined in Council's Corrupt Conduct Procedure.

5.6 Complaints about the CEO (section 48A of the Act)

This policy nominates the Manager Workforce and Governance as the nominated person under the Act to handle complaints which may involve corrupt conduct on the part of the CEO.

If the nominated person reasonable suspects a complaint may involve corrupt conduct on the part of the CEO, the nominated person has the same responsibilities as the CEO under the Act and policy.

The nominated person will have sufficient resources available to enable them to deal with the complaint appropriately.

Only for the purposes of dealing with a complaint the nominated person will have the same authority, functions and power as the CEO to direct and control employees and enter into contracts on behalf of Council.

5.7 Protection and Public Interest Disclosures

When an employee or Councillor makes an allegation about conduct of another employee or Councillor which would, if proved, be corrupt conduct, it may also be a public interest disclosure under the *Public Interest Disclosure Act 2010*.

Council has a legal obligation to protect any corrupt conduct discloser from possible reprisals in accordance with the Act, the *Public Interest Disclosure Act 2010* and Council's Public Interest Disclosure Policy and Procedure.

Council endeavours to protect all parties to any corrupt conduct investigation. Confidentiality shall be maintained throughout any corrupt conduct process.

Any identified reprisals will be referred to the CCC.

6 Review Timelines

This policy is reviewed when any of the following occur:

(a) The related information is amended or replaced; or

(b) Other circumstances as determined from time to time by the CEO.

7 Responsibilities

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	Manager Workforce and Governance
Policy Quality Control	Legal and Governance

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COMPLAINTS MANAGEMENT POLICIES AND PROCEDURES

Corrupt Conduct Procedure

Meeting Date: 6 August 2019

Attachment No: 4

CORRUPT CONDUCT PROCEDURE

1 Scope

This procedure applies to suspected corrupt conduct of Rockhampton Regional Council Councillors, employees, contractors, volunteers or any other party dealing with Council.

2 Purpose

The purpose of this procedure is to:

(a) Outline processes upon receipt of an allegation or allegations of suspected corrupt conduct;

(b) Ensure prompt assessment and referral of complaints or instances of suspected corrupt conduct comply with the *Crime and Corruption Act 2001*;

(c) Allow for a prompt investigation into corrupt conduct complaints; and

(d) Ensure appropriate action is taken when corrupt conduct occurs.

3 Related Documents

3.1 Primary

Corrupt Conduct Policy

3.2 Secondary

Crime and Corruption Act 2001

Crime and Corruption Regulation 2015

Criminal Code Act 1899

Drugs Misuse Act 1986

Industrial Relations Act 2016

Local Government Act 2009

Local Government Regulation 2012

Public Interest Disclosure Act 2010

Code of Conduct

Code of Conduct for Councillors in Queensland

Complaint Management Policy

Corruption in Focus: A Guide to Dealing with Corrupt Conduct in the Queensland Public Sector

Councillor Investigation Policy

Discipline Procedure

Fraud and Corruption Control Plan

Fraud and Corruption Control Policy

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Grievance Procedure

Investigation Procedure

Privacy Policy

Public Interest Disclosure Policy

Public Interest Disclosure Procedure

Workplace Bullying, Discrimination and Sexual Harassment Policy

4 Definitions

To assist in interpretation, the following definitions apply:

Act	The *Crime and Corruption Act 2001*
CC	The *Criminal Code Act 1899*
CCC	Queensland Crime and Corruption Commission
CCC Liaison Officer	Coordinator Workforce Relations and Ethics
CEO	Chief Executive Officer A person who holds an appointment under section 194 of the *Local Government Act 2009.* This includes a person acting in this position.
Conduct	As defined in the Act, includes neglect, failure and inaction; and conspiracy to engage in conduct; and attempt to engage in conduct.
Confidentiality	As defined in the Act, a ground recognised at law that giving an answer or disclosing a communication or document, would be a breach of an oath taken, statutory or commercial obligation or restriction to maintain secrecy.
Contractor	A person, organisation or entity that performs a specific act or acts including the provision of services and/or materials to another person, organisation or entity under an agreement enforceable by law.
Corrupt Conduct	As defined in the Act, conduct of a person, regardless of whether the person holds or held an appointment, that fulfils **each** of the following elements: (a) Adversely affects, or could adversely affect, directly or indirectly, the performance of functions, or the exercise of powers of a UPA or a person holding an appointment; (b) Results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that: (i) Is not honest or is not impartial; or (ii) Involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or (iii) Involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and (c) Would, if proved, be a criminal offence; or a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment. Corrupt conduct also means conduct of a person, regardless of whether the person holds or held an appointment, that fulfils **each** of the following elements: (a) Impairs, or could impair, public confidence in the administration; and

	(b) Involves, or could involve any of the following; (i) Collusive tendering; (ii) Fraudulent application for licences, permits or other authorities under an Act with a purpose or object of any of the following (however described) – protecting health or safety of persons; protecting the environment or protecting or managing the use of the State's natural, cultural, mining or energy resources; (iii) Dishonestly obtaining, or helping someone to dishonestly obtain, benefits from the payment or application of public funds or the deposition of State assets; (iv) Evading State taxes, levies, duties or otherwise fraudulently causing a loss of State revenue; (v) Fraudulently obtaining or retaining appointment; and (c) Would, if proved, be a criminal offence; or a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.
Council	Rockhampton Regional Council
Criminal Offences	As defined in the CC, comprise crimes, misdemeanours and simple offences.
Delegated Officer	An employee appointed to a position with the relevant sub-delegations under the *Local Government Regulation 2012*.
Discloser	A person who reports suspected corrupt conduct.
Disciplinary Breach	An allegation against an employee is substantiated and the CEO enacts an action/s under section 280 of the *Local Government Regulation 2012*.
Employee	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the *Local Government Act 2009*.
Workforce Relations and Ethics Unit	Workforce Relations and Ethics Unit, Workforce and Governance
Nominated Person	Manager Workforce and Governance
OIA	Office of the Independent Assessor
Offence	As defined in the CC, an act or omission which renders the person doing the act or making the omission liable to punishment.
Public Interest Disclosure	As defined in section 11 of the *Public Interest Disclosure Act 2010*, all information and help given by the discloser to a proper authority about a public interest matter referred to, in accordance with sections 12 and 13 of the *Public Interest Disclosure Act 2010*.
Public Official	CEO and nominated person for complaints which may involve corrupt conduct on the part of the CEO.
Person	A human being regarded as an individual, whether or not the individual is a public officer (members of the public). Councillors, employees, contractors, consultants, volunteers or anyone else who works in any other capacity for Council.
Reprisal	As defined in section 40 of the *Public Interest Disclosure Act 2010,* a person must not cause, or attempt or conspire to cause, detriment to another person because, or in the belief that:

	(a) The other person or someone else has made, or intends to make a public interest disclosure; or (b) The other person or someone else is, has been, or intends to be, involved in a proceeding under the Act against any person.
Systemic Issues	An issue, problem or change in Council policy or practice which is identified as affecting a broader range of people than just the matter/issue being investigated. This may include employees having adopted unacceptable practices by way of an inferred approval from management/supervisors.
UPA	Unit of Public Administration As defined in the *Crime and Corruption Act 2001*, includes the following: (a) The Legislative Assembly, and the parliamentary service; (b) The Executive Council; (c) A department; (d) The police service; (e) A local government; (f) A corporate entity established by an Act or that is of a description of a corporate entity provided for by an Act which, in either case, collects revenues or raises funds under the authority of an Act; (g) A noncorporate entity, established or maintained under an Act, that: (i.) Is funded to any extent with State moneys; or (ii.) Is financially assisted by the State; (h) A State court, of whatever jurisdiction, and its registry and other administrative offices; and (i) Another entity prescribed under a regulation.

5 Procedure

Council is committed to ensuring the standing and reputation of Council is maintained and continually enhanced where opportunities exist.

Council is committed to protecting the reputation of both those who report suspected corrupt conduct and those who are subject of the complaint. Strict confidentiality shall be maintained by all involved throughout this entire process.

In accordance with the obligations and requirements of the Act, Council must comply with the Crime and Corruption legislation.

5.1 Obligations

Every Councillor and employee has an obligation to report any suspected corrupt conduct they may become aware of throughout the course of their duties or even out of hours that may impact Council or another Council employee.

A Councillor or an employee who makes a disclosure is protected under the Act and the *Public Interest Disclosure Act 2010*. An employee cannot be held liable for defamation, breach of employer confidence or breach of official secrecy for having made a disclosure. This includes disclosures made internally or to any external Government agency and such disclosure that becomes subject to public attention, but not disclosures to the media.

A discloser may report suspected corrupt conduct to their line management, to the Workforce Relations and Ethics Unit, to the CEO, to the nominated person, to a Councillor or directly to the CCC. It is essential suspected corrupt conduct matters are referred as soon as practicable, preferable within 24 hours of being aware of the matter.

5.2 Complaint Assessments and Management

Suspected corrupt conduct complaints relating to a Councillor will be directed to the CEO who will assess and refer in accordance with the *Local Government Act 2009*. Complaints of corrupt conduct will be referred directly to the CCC. Complaints about the conduct of a Councillor, other than corrupt conduct, are to be made to the OIA in accordance with Chapter 5A of the *Local Government Act 2009*. Complaints about Councillor conduct may be made directly to Council, however these will be referred to the appropriate agency for assessment.

Suspected corrupt conduct complaints relating to the CEO will be directed to the nominated person who will assess and manage accordingly. The nominated person may utilise internal and/or external investigative or specialist advisors in assessing and managing a suspected corrupt conduct complaint.

Suspected corrupt conduct complaints relating to employees will be directed to the CCC Liaison Officer who will assess and manage accordingly. The CEO and other managers will be informed and regularly briefed as required by the Workforce Relations and Ethics Unit.

5.3 Reporting Requirements

Section 40 of the Act provides that the CCC may issue directions about how and when a public official must notify the CCC of complaints under section 38. The CCC has issued Council directions on the types of conduct required to be referred to the CCC.

Level 1 conduct complaints must be notified to the CCC without reasonable delay. If conduct is revealed which falls within the level one category, Council must cease any action in relation to the matter and immediately notify the CCC.

Level 2 conduct complaints must be notified to the CCC via a section 40 schedule at the conclusion of each month in the CCC's prescribed format.

Level 3 conduct complaints do not require notification to the CCC however Council may commence dealing with these matters immediately. Level 3 conduct complaint matters will be subject to the CCC's auditing program.

The table below details the three types and their level.

Level	Conduct Type
1	(a) Involves an allegation of corrupt conduct against a senior executive level officer or a public (including Council) officer in a prominent and/or sensitive position; (b) Involves an allegation of corrupt conduct against an elected official (c) Is one concerning conduct about which the CCC has notified the public official is of a type of a particular interest to it; or (d) Raises suspicion of serious systemic concerns, and involves an allegation of 'professional misconduct', which is either: (i.) A course of conduct involving repeated and/or willful behaviour that undermines the trust placed in the person by virtue of their position; or (ii.) A single incident of behaviour indicating a callous disregard for, or reckless indifference to, the exercise of skills or the performance of the duties or activities of the subject officer; or (e) An offence relating to corruption or abuse of office in chapter 13 of the CC, including an allegation of an offence of corruption (s87), extortion by public officers (s88), abuse of office (s92), misconduct in relation to public office (s92A); or (f) An offence relating to receiving, soliciting, gifting or offering secret commissions in chapter 42A of the CC; or (g) An offence relating to the administration of justice as contained in chapter 16 of the CC, including an offence of attempt to pervert the course of justice (s140), or official corruption (s121), or perjury (s123) or fabricating evidence (s126), or corruption of witnesses (s127),

	or damaging evidence with intent (s129), or conspiring to bring false accusations (s131); or (h) An offence relating to the executive and the legislative assembly contained in chapter 8 of the CC, including an offence of false evidence before Parliament (s57), or a member of parliament receiving bribes (s59) or bribery of member of parliament (s60); (i) an offence under Chapter 5 of the Act, including injury or detriment to witness (s211), victimisation (s212), secrecy (s213) and a person making a frivolous or vexatious complaint (s216), or counselling or procuring a person to make a frivolous or vexatious complaint; (j) involves an allegation of an offence under the *Drugs Misuse Act 1986* of trafficking in dangerous drugs (s5), supplying dangerous drugs (s6), producing dangerous drugs (s8), or permitting use of place (s11); or (k) an offence relating to property and public monies in Part 6 of the CC and maladministration where the value exceeds $20,000; or (l) use of force exercised in the course of performing official duties which has caused or may cause a serious injury and which could lead to a charge of unlawful wounding (s323) or doing grievous bodily harm (s320) in chapter 29 of the CC; or (m) an offence of reprisal or a breach of confidentiality under s41 and s65 respectively of the *Public Interest Disclosure Act 2010*; or (n) involves an allegation of a deliberate failure to comply with s38 of the Act; or (o) the public official reasonably considers that the public interest requires that the matter be referred in the first instance to the CCC; or (p) a complaint concerning an officer who has a significant complaints history; or (q) is already or likely to be the subject of significant media attention.
2	A complaint of corrupt conduct that does not meet any of the conduct types as identified in Level 1, but involves: (a) Repeated behaviour of a similar nature (for example conduct that has been occurring for a significant period of time); (b) Fraud or misappropriation over $5000; (c) A substantial injury; (d) A senior officer or supervisor failing to report or deal with corrupt conduct; or (e) Potential systemic concerns.
3	All other matters the public official reasonably suspects involves, or may involve, corrupt conduct.

5.4 Process for Dealing with Suspected Corrupt Conduct

The Workforce Relations and Ethics Unit will deal with complaints which may involve corrupt conduct referred to the CEO by the CCC in the most appropriate manner subject to CCC directions.

To deal with a complaint involving corrupt conduct includes:

(a) Investigate the complaint, information or matter;

(b) Gather evidence for:

(c) Prosecutions for offences; or

(d) Disciplinary proceedings;

(e) Refer the complaint, information or matter to an appropriate authority to start a prosecution or disciplinary proceeding;

(f) Start a disciplinary proceeding; and

(g) Take other action, including managerial action, to address the complaint in an appropriate way.

All investigations will be undertaken in accordance with Council's Investigation Procedure and guided by the CCC's Corruption in Focus and other CCC guidelines. In some instances certain investigations may be referred to external organisations for completion.

5.5 Reporting

The nominated person or the CCC Liaison Officer will report and liaise with the CCC as required to satisfy various obligations.

The Workforce Relations and Ethics Unit will maintain the Council complaints register and record system to support effective notification of complaints to the CCC and for auditing purposes.

When a complaint has been received and it has been determined that the complaint, or information or matter about alleged corrupt conduct is not required to be notified to the CCC; a record of that decision not to refer; will be maintained in the Council's complaints register.

Where the CEO or delegated officer is satisfied suspected corrupt conduct is a reportable loss pursuant to section 307A of the *Local Government Regulation 2012* the CEO or a delegated officer, nominated person or the CCC Liaison Officer will notify the relevant entities in accordance with section 307A of the *Local Government Regulation 2012*.

5.6 Protections and Confidentiality

Providing information about corrupt conduct to Council or the CCC has a high priority and overrides the confidential provisions of other Acts, oaths, affirmations, statutory declarations and rules and practices of Council.

(a) An employee does not commit an offence and is not liable to disciplinary action by providing information to the CCC.

(b) Council has a legal obligation to protect any discloser from possible reprisals in accordance with the Act, *Public Interest Disclosure Act 2010* and Council's Public Interest Disclosure Policy and Procedure.

(c) Any reprisals from making a disclosure must be reported immediately to management or the Workforce Relations and Ethics Unit and will be referred to the CCC accordingly.

(d) Council endeavours to protect all parties to any corrupt conduct investigation. Confidentiality shall be maintained throughout any corrupt conduct process by all parties involved.

(e) Confidentiality is essential to ensure:

(i) Efforts to obtain the truth are not jeopardised;

(ii) Protection of the reputations of people where complaints are found to be without substance; and

(iii) Protection of the identity of those who provide information.

6 Review Timelines

This procedure is reviewed when any of the following occur:

(a) The related information is amended or replaced; or

(b) Other circumstances as determined from time to time by the Manager Workforce and Governance

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Manager Workforce and Governance
Procedure Owner	Manager Workforce and Governance
Procedure Quality Control	Legal and Governance

COMPLAINTS MANAGEMENT POLICIES AND PROCEDURES

Meaning of corrupt conduct

Meeting Date: 6 August 2019

Attachment No: 5

Amendments to the definition of corrupt conduct

With the changes to the *Crime and Corruption Act 2001*, certain requirements have been removed from section 15. As illustrated below, these are:

- the requirement related to a benefit or detriment [15(1)(c)], and

- the list of example offences [15(2)].

15 Meaning of corrupt conduct

(1) **Corrupt conduct** means conduct of a person, regardless of whether the person holds or held an appointment, that –

(a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions, or the exercise of powers of –

(i) a unit of public administration; or

(ii) a person holding an appointment; and

(b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that :

(i) is not honest or is not impartial; or

(ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or

(iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and

~~(c) Is engaged in for the purpose of providing a benefit to the person or another person or causing a detriment to another person; and~~

(d) would, if proved, be –

(i) a criminal offence; or

(ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.

~~(2) Without limiting subsection (1), conduct that involves any of the following could be corrupt conduct under subsection (1).~~

~~(a) abuse of a public officer;~~

~~(b) bribery, including bribery relating to an election;~~

~~(c) extortion;~~

~~(d) obtaining or offering a secret commission;~~

~~(e) fraud;~~

~~(f) stealing;~~

~~(g) forgery;~~

~~(h) perverting the course of justice;~~

~~(i) an offence relating to an electoral donation;~~

~~(j) loss of revenue of the State;~~

~~(k) sedition;~~

~~(l) homicide, serious assault or assault occasioning bodily harm or grievous bodily harm;~~

~~(m) obtaining a financial benefit from procuring prostitution or from unlawful prostitution engaged in by another person;~~

~~(n) illegal drug trafficking;~~

~~(o) illegal gambling.~~

Section 15 has been extended by the addition of a new section 15(2) –

(2) Corrupt conduct also means conduct of a person, regardless of whether the person holds or held an appointment, that –

(a) impairs, or could impair, public confidence in the administration; and

(b) involves or could involve any of the following;

(i) collusive tendering;

(ii) fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described) –

(A) protecting health or safety of persons;

(B) protecting the environment;

(C) protecting or managing the use of the State's natural, cultural, mining or energy resources;

(iii) dishonestly obtaining, or helping someone to dishonestly obtain, benefits from the payment or application of public funds or the disposition of State assets

(iv) evading State taxes, levies, duties or otherwise fraudulently causing a loss of State revenue;

(v) fraudulently obtaining or retaining appointment; and

(c) would, if proved, be a criminal offence; or a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.

11.9 ROCKHAMPTON AGRICULTURAL SHOW REPORT 2019

File No:	**6097**
Attachments:	**Nil**
Authorising Officer:	**Evan Pardon - Chief Executive Officer**
Author:	**Tony Cullen - General Manager Advance Rockhampton**

SUMMARY

This report outlines the Rockhampton Agricultural Show Committee for the 2019 post event debrief and report back to Council.

OFFICER'S RECOMMENDATION

THAT Council retain the event management for the Rockhampton Agricultural Show through to the 2025 event.

THAT Council re-appoint the 2019 Committee with the addition of Mr Peter Curtis as the Rockhampton Agricultural Show Organising Committee:-

- Mr Tony Cullen, General Manager Advance Rockhampton (Chair)
- Councillor Ellen Smith
- Mr Zac Garven
- Mr Rod Green and
- Mr Peter Curtis

THAT Council adopt the 2019 Rockhampton Agricultural Show Report.

THAT Council approve the 2020 Rockhampton Show Public Holiday Date of Thursday 11 June as outlined in the report.

COMMENTARY

The Rockhampton Agricultural Show 2019 has been deemed a success by event organisers and the community. The event saw over 40,000 attendees over the three day event.

Gate Numbers
Day 1 – 7,822
Day 2 – 23,102
Day 3 – 9,698
TOTAL – 40,622

Overwhelming positive feedback has already been received from volunteers and the community. Any small criticisms received have been recorded for refinement in the 2020 event.

A debrief has been organised with each section to allow the opportunity for feedback and further comment on how to improve the 2020 event.

Surveys are currently being circulated for exhibitors, sponsors and volunteers seeking feedback which will also be assessed and recorded for refinement.

The following Sponsors have already pledged their interest in returning again for the 2020 event and ongoing discussions will continue to formalise the sponsorship.

- WIN TV
- Mr Real Estate (double sponsorship to increase the size of the Petting Zoo)
- Bright-R (Grand Parade)
- Stockland Rockhampton

The Queensland Show calendar is currently being printed with the Rockhampton Agricultural Show calendar dates set for 10-12 June 2020. Council endorsement is sought for the 2020 Show Holiday to fall on Thursday 11 June 2020.

Another notable achievement to further outline the success of the Rockhampton Agricultural Show, Rockhampton has been successful in obtaining the Queensland Show's AGM & Next Generation Awards Dinner on 14-15 March 2020 bringing Queensland Show representatives from all over the state.

FINANCIAL IMPLICATIONS

That council's budgets the same allocation towards the operational costs of the Rockhampton Agricultural Show in the 2019-20 budget.

CONCLUSION

The Rockhampton Show is an imperative and beneficial event for the Rockhampton Region and as such Rockhampton Regional Council's involvement will need to be maintained as this event is rebuilt and moulded into a successfully run event into the future.

11.10 ADVANCE ROCKHAMPTON OPERATIONAL REPORT JUNE 2019

File No:	**12614**
Attachments:	**1. Advance Rockhampton Monthly Operational Report for June 2019⇩**
Authorising Officer:	**Tony Cullen - General Manager Advance Rockhampton**
Author:	**Tony Cullen - General Manager Advance Rockhampton**

SUMMARY

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

OFFICER'S RECOMMENDATION

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

COMMENTARY

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

Completing the financial year, budget, corporate and operational plan, the activities and deliverables of the unit met the targets through KPI's that align with the following:

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

BACKGROUND

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

CONCLUSION

It is recommended that Council receive the attached report.

ADVANCE ROCKHAMPTON OPERATIONAL REPORT JUNE 2019

Advance Rockhampton Monthly Operational Report for June 2019

Meeting Date: 6 August 2019

Attachment No: 1

MONTHLY OPERATIONS REPORT

ADVANCE ROCKHAMPTON, Regional Development and Promotions and Commercial

PERIOD ENDED June 2019

1. Commercial Summary

CBD Land EOI
We have some inquiries on certain CBD blocks of land that were included in the EOI process that we closed off last month. We are reviewing this interest and will look at our options on how to go to market again in the near future.

Façade Improvement Scheme
Officers are continually working with CBD Building owners and working towards improving the CBD Buildings to make it more attractive to new businesses. The number of businesses looking at this scheme has picked up and hopefully this will continue into the future.

CBD Activation
Ongoing Riverside Alive activation, planning and booking entertainment for July through to October for Riverside Alive program.

CBD Marketing and Promotion
Commenced planning and delivery of free breakfasts and 15 minute masterclass with Liam Fahey for small businesses. Follow up meetings with businesses to offer free one-on-one mentoring individual business needs, including digital marketing, social media and online shop set up.

Mount Morgan
Officers are working with a member of the public who is opening a small gallery in Mt Morgan for a communal creative space on Thursday, Friday Saturday and Sundays for locals and as a drop in for tourist. Our aim is to work with the Gallery to set up a sustainable business model August - December 2019, and for 'No7 Gallery' to operate independently from January 2020.

2. Customer Service Requests

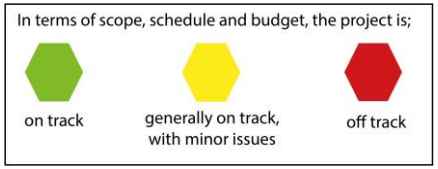
Response times for completing customer requests in this reporting period for June 2019

All Monthly Requests (Priority 3)
Marketing 'Traffic Light' report
June 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)	Avg Completion Time (days) Q4
			Received	Completed								
Community Engagement	0	0	0	0	0	0	3	0.00	0.00	0.00	0.00	0.00
Marketing Enquiries	0	0	0	0	0	0	1	0.00	1.00	2.67	2.67	0.00

3. Capital Projects

Details of capital projects not reported regularly to Council or a particular Committee in other project specific report updates as at period ended June 2019



Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	YTD actual (incl committals)
Wayfinding Strategy	In progress	Ongoing			
Comments	• Wayfinding Strategy is being reviewed.				

4. Budget

Financial performance as expected for the reporting period.

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

As At End Of June

Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual		Var
	$	$	$	$	$	%
GM ADVANCE ROCKHAMPTON						
Revenues	0	0	(16,681)	(16,681)		-
Expenses	996,349	0	606,330	606,330		61%
Transfer / Overhead Allocation	0	0	12,433	12,433		-
Total: GM ADVANCE	***996,349***	***0***	***602,082***	***602,082***		60%
ADVANCE COMMERCIAL						
Expenses	706,271	41,266	526,438	567,704		80%
Transfer / Overhead Allocation	0	0	13,122	13,122		-
Total: ADVANCE COMMERCIAL	***706,271***	***41,266***	***539,561***	***580,826***		82%
REGIONAL DEVELOPMENT & EVENTS						
Events						
Revenues	(611,281)	0	(975,761)	(975,761)		160%
Expenses	1,754,094	447,951	1,968,519	2,416,470		138%
Transfer / Overhead Allocation	0	0	117,234	117,234		-
Total: Events	***1,142,813***	***447,951***	***1,109,992***	***1,557,943***		136%
Marketing						
Revenues	(5,141)	0	0	0		0%
Expenses	890,566	133,708	692,543	826,251		93%
Transfer / Overhead Allocation	10,442	0	(6,308)	(6,308)		-60%
Total: Marketing	***895,866***	***133,708***	***686,235***	***819,943***		92%
Regional Development						
Revenues	0	0	(311,791)	(311,791)		-
Expenses	1,043,732	35,902	1,064,048	1,099,949		105%
Transfer / Overhead Allocation	0	0	2,204	2,204		-
Total: Regional Development	***1,043,732***	***35,902***	***754,461***	***790,363***		76%
Tourism						
Revenues	0	0	(11,998)	(11,998)		-
Expenses	305,884	5,425	337,420	342,845		112%
Transfer / Overhead Allocation	0	0	691	691		-
Total Unit: Tourism	***305,884***	***5,425***	***326,114***	***331,538***		108%
Manager Regional Development & Events						
Revenues	0	0	(221)	(221)		-
Expenses	358,881	182	243,828	244,010		68%
Total: Manager Reg Dev & Events	***358,881***	***182***	***243,607***	***243,789***		68%
Total : REGIONAL DEV & EVENTS	***3,747,176***	***623,167***	***3,120,410***	***3,743,577***		100%
Total Department: ADVANCE	**5,449,797**	**664,433**	**4,262,052**	**4,926,485**		90%

5. Section Statistics

Safety Statistics

The safety statistics for the reporting period ending June 2019:

	Quarter – ending June 2019		
	April	May	June
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

- ***Zhenjiang Medial, Health and Allied Health delegation:*** the delegation will visit Rockhampton on 12-13 August to meet with CQHHS and CQUnviersity to discuss potential cooperation for professional visits, training programs and any other areas for joint activities.
- ***Huizhou delegation:*** Huizhou delegation visited Rockhampton on 27-28 June and met with CQUniversity for potential cooperation. It was the first time Huizhou met with CQUniversity to discuss education cooperation.
- ***Food Processing Hub:*** work is in progress to build our own Food Processing Hub.
- ***Black Sesame Consortium:*** CQUniversity, AgriVentis, and Advance Rockhampton have been working together to explore potential to establish an oil production facility and market the products nationally and internationally. AR is assisting in finding some potential farmers who are willing to grow this new high value crop.
- ***Aquaculture investment:*** AR is assisting a Sydney-based Korean born investor to assist him in establishing an aquaculture feed manufacturing plant. He is lodging an application to NAIF for a government loan.
- ***160 Years Celebration on Chinese Settlement in Rockhampton Region***: A grant application is planned up and will be submitted.
- ***Ibusuki Study Tour Group***: A study tour group from Ibusuki will be visiting Rockhampton in August. Rockhampton Grammar School and Ibusuki have been exchanging study tour groups in the last 40 years.
- ***China trip***: Tony Cullen and Young Beamish are planning to visit China in August to plan the Rockhampton Day Celebration in Zhenjiang for 7 November. About 70 Rockhampton residents will be joining the celebration in Zhenjiang. There will be some promotional

events held in Shanghai, Hangzhou and Shenzhen and a number of food importers will be met for Rockhampton's products.

- ***Artist in Residence***: A Rockhampton's artist, William Edward Yaxley will visit Zhenjiang from 14 October to 14 November as an artist for an exchange program. Detailed are in discussion to finalise.
- **A grant from Korea Australia Foundation under DFAT** has been won (in confidence at this stage) in order to strengthen the relationship through Vocational Education and Training Programs. Under the grant, a Rockhampton delegation will visit Korea in early December and a reciprocal delegation from Korea will visit Rockhampton.
- **Product trade programs:** Many companies and distributors have been contacted for export of our regional products. Work is still under way.
- **Hydrogen Project:** AR assisted Stanwell's meetings with Korean major firms in Sydney to help them progress with the hydrogen project. They are about to progress to the feasibility study stage from the pre-feasibility study.
- **Gyeonggi Provincial Government, Korea:** Gyeonggi Provincial Government reached out to AR for potential signing of MOU with Stanwell and Rockhampton Regional Council for co-research of hydrogen. Gyeonggi Province is the state province to Queensland for the last twenty years.

Economic and Business Development

Aquaculture Industry Development

- Development of the Draft Rockhampton Aquaculture Industry Development Plan and the West Rockhampton Aquaculture Investigation project is approx. 95% complete. A Councillor Workshop is planned for July to discuss the draft plans and projects.
- Continued engagement with interested landholders within the Bajool Aquaculture Development Area and potential investors and potential aquaculture supply chain businesses.
- Attended the aquaculture forum in Townsville, met with investors and researchers. Scheduling a similar event in Rockhampton in February 2020.

Making Water Work

- Making Water Work is a project that is focused on what is required to increase the economic opportunities in the Fitzroy Agricultural Corridor from the utilisation of water considering the development and additional opportunities provided by the Rookwood Weir.
- In May, the Draft Making Water Work Business Case began development with a focus on:
    - Unlocking unmet agriculture export and domestic export
    - Taking intensive advantage of new and existing water resources
    - Unlocking Rockhampton's agricultural potential
    - Building a more diverse and value based regional economy
    - Maximising the economic return on public/private investment in water assets
    - Building resilience in the face of energy transitions
    - Planning now to deliver on reef outcomes
    - Delivering more jobs and more workforce diversity

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

- To continue negotiations to secure appropriate land tenure the Casuarina and Inkerman Creek Boat Ramps.
- Continue concept design work for the Mount Morgan Dam Jetty/Pontoon system.
- Continue concept design work for the Ski Gardens land based fishing area that would also assist local rowing clubs.
- Plan with the Department of Agriculture and Fisheries for the implementation of the Mount Morgan Fish Habitat Enhancement Plan in line with the expectations of the dams' operator, FRW.

Advance Mount Morgan Strategy**,** endorsement from the Council was obtained to undertake community consultation on the Draft Advance Mount Morgan Strategy.

- The draft Mount Morgan Mountain Bike Trail Master Plan is out for consultation.

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

- The continuation of the Digital Solution Program to Rockhampton and Mount Morgan.
- Began discussions for a specialised fabricator to potentially relocate to Rockhampton from NSW.
- Assisting Adani to plan for workforce, product and training requirements from the Rockhampton Region.

Industry Engagement

Discussion with State Government agencies – shared information with Department of State Development, Manufacturing, Industry & Planning

Agricultural Expansion – attended Ag Tech discussion at South Yaamba

2019 Paddock to Port – attended Gladstone inspection and presentations

Rockhampton Event Transport Management Committee – attended access issues meeting

AIMEX – obtained prices for various booth combinations

Rockhampton Angels Monthly Meeting – attended meeting

Rockhampton Resources Expo – organized and attended breakfast meeting with the Queensland Resources Council

Business Development – discussed possibilities for aged care investment

Regional Skills Investment Strategy

Council has collaborated with Queensland Government for a 2 year program to identify skills shortages, training and development needs now and into the future, with the assistance of a Reference Group. There are three main sectors being targeted here in Rockhampton, Mining & Resources, Civil Construction, Health & Community Services. Due to Health being a huge sector I have narrowed this down to, Aged Care, Mental Health, Drugs & Alcohol.

- Reference Group Established and first meeting held
- There has been great engagement with stakeholders from all sectors this quarter. All seem very willing to engage and participate with information and are delighted to share their stories. Several issues have been identified and will take some time to work on a plan moving forward.
- Rockhampton has a need for 1600-1800 Casual and permanent Care workers
- Woman dominated workforce and need more men

- Meetings will be quarterly unless more frequent is required and proposed dates were distributed to attendees.
- 18 September 2019
- 4 December 2019
- 18 March 2020
- 17 June 2020
- 23 September 2020
- 9 December 2020
- 17 March 2021

REGIONAL PROMOTIONS

Marketing

River Festival 2019

- Sponsorship – secured three sponsors, all major sponsors locked away
- Marketing – agency appointed for marketing of event, with website and social channels now live with new design. Calendar of activity to start in May.
- Entertainment program under development

7 Rocky River Run

- Sponsorship – six sponsors have been confirmed, with one other still to confirm their in-kind sponsorship involvement in the event. Fruit sponsor currently being sourced.
- Marketing – activity is underway and will continue in the lead up to the event

Rockhampton Agricultural Show

- Marketing campaign implementation

Environment and Public Health

- Updates to strategy documents design

Mount Morgan Promotions and Development

- Development of additional website features
- Assistance with event promotion

Libraries

- Tech Connect initiative marketing
- LTC web content review and strategy
- Monthly e-newsletter
- What's On Program

Customer Service

- Welcome to the Region booklet for new residents
- Review and assess current Yellow and White Pages listings and contracts

Communities

- Seniors Week campaign

Animal Management

- Dog Registration Renewal campaign
- Barking Peace Pack development

Smart Hub

- Regular event promotion
- Monthly e-newsletter

Live Rockhampton Work Adani Campaign

- Development of campaign concepts

Advance Rockhampton

- **My Rockhampton** - Issue 13 was released in June.
- **Advance Rockhampton e-newsletter** - continues to be distributed to Advance Rockhampton's general database fortnightly.
- **Relocation campaign** – development of the campaign is now underway, including videos showcasing the Region.
- **Queensland Small Business Week event** – marketing campaign now live
- **Event marketing assistance** provided and continues for Golden Mount Festival, GEMBOREE, Heritage Markets, Seniors Week event, Orchid Society and Oceania Cup.

Tourism

- Advance Rockhampton's Barramundi Season campaign is still live in market. Once this has been completed success of the campaign will be reviewed.
- EOIs for next FY's calendar of events for fishing will be released shortly.

Events

Pop Up Polo Saturday 8th June

The world's largest and most successful polo series returned to Central Queensland, bringing with it award winning entertainment, glamour, excitement, premium food, Champagne and the thrill of the world' s fastest ball game, presented in the guise of Urban Polo. Pop Up Polo is an experience that is difficult to forget or surpass.

With over 3000 attendees the wet weather did not deter anyone and the games played were fast and exciting with QLD taking out the overall winner.

Rockhampton Show 12th – 14th June

The Rockhampton Show was held with over 40,000 very happy attendees flocking through the gates. Feedback received has been overwhelmingly positive. Furthermore, Rockhampton has been successful in obtaining the Queensland Show's AGM & Next Generation Awards Dinner on 14-15 March 2020 bringing Queensland Show representatives from all over the state.

Central Queensland Schools Regatta 29th and 30th June 2019

Event assistance is being provided with operations.

7 Rocky River Run 2019 Sunday 30th June 2019

The 7 Rocky River Run was a huge success with 1961 registrations over all distances.
6 sponsors were secured for the event they were all thrilled with the event.
For our first year of running the event ourselves we added a fun family aspect to the event with face painting,
Around 500 spectators came and went throughout the day and enjoyed cheering on race the participants.

FUTURE EVENTS

Talisman Sabre - 10.30am - 4pm Saturday 6 July Rockhampton Showgrounds Wandal

Talisman Sabre is a biannual event held at the showgrounds for members of the public which showcases the Australian Defence Force and other defence forces from overseas. Expressions of Interest are now open for stall holders for Talisman Sabre 2019, at the showgrounds. The 2017 event attracted approximately 5000 attendees.

CQ Crane Hire Gold Rush Hill Sprint 13 July

Advance Rockhampton are providing operational support and marketing support to the Mt Morgan Hill Sprint.

Rockhampton River Festival 12th – 14th July

Expressions of interest for food and market site holders have come in and successful vendors have been advised. Major attractions have been secured, Panache show, Our Story oracle liquid light show on the river, wheel of Oz planning underway.

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

Mapping has for the festival has commenced working with civil design on the site plan. Third Party events have been locked in. Entertainment program for stages are being planned. Children's entertainment has been locked in with a Talent Show element. Laneway activation is underway with the art gallery. Libraries have finalised Roald Dahl activation.

Oceania Cup 4th - 8th September 2019

6000 people are expected at the new global standard field at Kalka Shades (Birdwood Park) for the Oceania Cup and Olympic Qualifier for Tokyo 2020. The Advance Rockhampton team are assisting organisers with the event marketing and operational requirements.

These include:

- wayfinding signage
- installation and provision of barricades
- amenities
- fencing
- traffic management
- waste
- grand stands - curly bells
- banner mesh

Tropicana 2019 13 and 14 September 2019

- **Garden competition: Friday 13 September**
    - Open to entrants 21 July 2019
    - Close 28 August 2019
    - Judging 3 – 5 September 2019
    - Presentation 13 September 2019 at the Botanic Gardens.
    - Bus tour 15 September 2109
        - The garden competition will be the opening evening of Tropicana weekend.
- **Tropicana Ecofest** to be held on Saturday 14 September as a day and evening event.
    - Workshops, presentations, educational items, kids activities, entertainment, and a lantern/light parade are planned to be part of this event.
    - Further particulars to be advised

ROCKYNATS Event 26 – 28 June 2020

The Summernats crew are set to take over the streets of Rockhampton next year with the debut of Rockynats. Backed by the Rockhampton Regional Council, the Rockynats is a new car festival that will be staged in the heart of Rockhampton's heritage riverfront district, with the trifecta of burnouts, drag racing and drifting all part of the event – plus a static car show and street cruise. The cool thing about it is, all of the driving action will take place on the picturesque riverfront.

Planning is underway regarding the event footprint with QPA and other Council departments.

Entries opened for Rockynats on Wednesday 26th June with an overwhelming response. There is currently 392 approved cars and 123 in process (potential 515 cars).

Developing Northern Australia Conference 8th 9th 10th July 2020

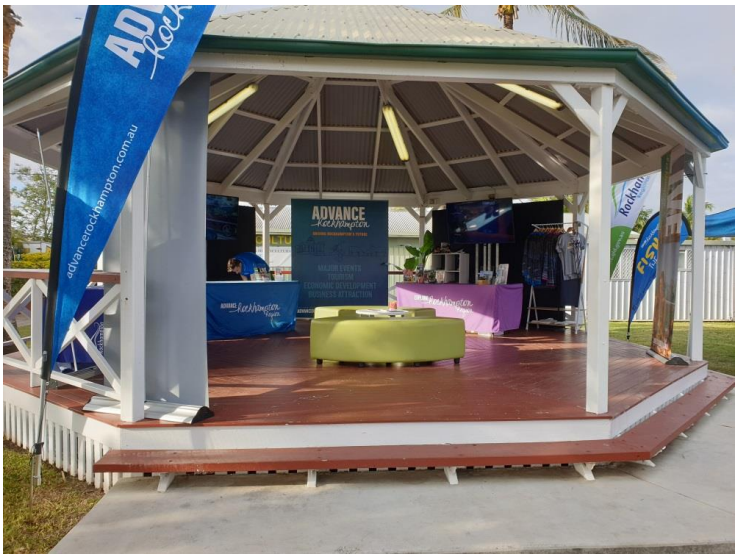
Council is hosting the DNA conference in 2020. The conference will be in its 6th year and attracts investors, policy makers, business owners, all sectors of government, decision makers, academics, visionaries, industry, researchers, Indigenous leaders and entrepreneurs that are all contributing to change and making a difference in Northern Australia.

Early stages of negotiations with the organisers and planning for the conference has started.

TOURISM

- There was a marked increase in visitors to the Spire Visitor Centre during the mornings of June, as you can see in the table below. This likely due to the increase of Grey Nomad traffic and also possibly due to the Rockhampton show. Melanie and the volunteers managed well, however dwindling number particularly on weekends is having an impact.
- We had a site at the Big Boys Toys Expo 1-2 June which was well received. The event attracted a total of 8,156 visitors over the two days.

- Volunteers managed the 'Fishing and Explore Rockhampton' site at Rockhampton show in June distributing brochures, souvenirs and visitor bags to public.



- Arrangements were made with IER to collect the valuable economic impact data at the River Fest.
- Tourism support arrangements in place for Kidney Car Rally (13-15th August)
- LIFE Begins at 'magazine printed a section about Rockhampton in the outback feature on page 114.

- Business – Qantas Spirit Magazine featured Rockhampton in the Our Town section.
- A review of the airport billboards was put into action to plan for future billboards
- A visit to the Frenchville Sport Club took place where we were given a tour of the facilities.
- With international Sister-City visitors coming to visit Rockhampton Grammar school, plans are in place to showcase Rockhampton's best during their upcoming visit in August.
- 200 copies of the Coffee Table books were published.
- In June 28th Pilbeam Drive re-opened with many locals enjoying evening and weekend views of Mount Archer.

Total VIC Numbers for June 2019

Date	People Walk in	Door Count	TOTAL VIC Numbers			
			Phone	Website	Email	Social Media - Likes
05/19	1185	5516	203	732	15	9519
06/19	3147	6237	238	1359	9	9531

Where our Visitors Came From

Date	Australian Postcode								
	Local	QLD	NSW	VIC	SA	WA	NT	ACT	TAS
05/19	85	367	203	115	52	48	7	1	10
06/19	105	536	503	368	113	76	8	44	72

Date	International Location										
	Ger-many	France	UK	Nether-lands	Italy	Scand-inavia	Europe	US	Asia	NZ	Other
05/19	47	43	13	9	10	0	24	16	22	10	17
06/19	22	19	15	7	1	4	11	9	4	49	16

About our Visitors

Date	Reason for Visit							
	VFR	Passing Through	Holidays	Local	Education	Sports	Events	Business
05/19	44	8	989					76
06/19	709	0	1092	29	0	149	43	97

Date	Modes of Transport							
	Private Vehicle	Hire Vehicle	Bus	Caravan/ Motorhome	Train	Bicycle	Motocycle	Aircraft
05/19	513	99	2	N/A	N/A	N/A	N/A	0
06/19	936	124	8	304	0	0	0	3

Date	Age Brackets				
	0-18	19-35	36-50	51-65	66+
05/19	38	199	174	401	312
06/19	179	237	272	703	876

Fishing The Fitzroy Facebook campaign – June Statistics

YEAR	Month	Page Views (per month)	Reach (Organic) (per month)	Likes (total)	Followers (total)	Highest performing Video	Voluntary Code of Practice (Total)
2019	**June**	1419	44261	1283	12988	Fizroy Food: Episode 2 - Barramundi with a Piperade - 7,799 views, 1 share	483

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 Request from Rockhampton Hockey Association Inc to waive water charges for the Hockey Facility at Birdwood Park

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

16.2 Bad Debt Write Offs

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

16.3 Chief Executive Officer Monthly Report

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

16 CONFIDENTIAL REPORTS

16.1 REQUEST FROM ROCKHAMPTON HOCKEY ASSOCIATION INC TO WAIVE WATER CHARGES FOR THE HOCKEY FACILITY AT BIRDWOOD PARK

File No: **4199**

Attachments: **1. Letter from Rockhampton Hockey Association Inc requesting the new water charges be waived**

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

Author: **Jacinta James - Supervisor Sports and Administration**

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

SUMMARY

Rockhampton Hockey Association Inc have requested that the new water access and water usage charges from the 100mm water main at Tooker Street and the water usage charges from the 20mm main at Water Street servicing the two synthetic surfaces at Birdwood Park (Kalka Shades) be waived.

16.2 BAD DEBT WRITE OFFS

File No: **1117**

Attachments: **1. Write Offs Over $3000**

Authorising Officer: **Ross Cheesman - Deputy Chief Executive Officer**

Author: **Alicia Cutler - Chief Financial Officer**

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

SUMMARY

Chief Financial Officer submitting a schedule of amounts considered to be uncollectable for approval to be written off as bad debts.

16.3 CHIEF EXECUTIVE OFFICER MONTHLY REPORT

File No: **1830**

Attachments: **Nil**

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

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

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

SUMMARY

Chief Executive Officer presenting monthly report for the period ending 29 July 2019.

17 CLOSURE OF MEETING