ORDINARY MEETING

AGENDA

20 AUGUST 2019

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 20 August 2019 commencing at 9.00am for transaction of the enclosed business.

CHIEF EXECUTIVE OFFICER
14 August 2019

Next Meeting Date: 03.09.19

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.

TABLE OF CONTENTS

1   OPENING

2   PRESENT

Members Present:

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

In Attendance:

> Mr E Pardon – Chief Executive Officer

3   APOLOGIES AND LEAVE OF ABSENCE

4   CONFIRMATION OF MINUTES

Minutes of the Ordinary Meeting held 6 August 2019

5   DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6   BUSINESS OUTSTANDING

6.1   LIFTING MATTERS FROM THE TABLE

File No:	**11979**
Attachments:	**Nil**
Authorising Officer:	**Evan Pardon - Chief Executive Officer**
Author:	**Evan Pardon - Chief Executive Officer**

SUMMARY

Items laid on the table require a report to be lifted from the table before being dealt with. This report is designed to lift all necessary reports from the table to be dealt with at the Ordinary Council meeting on 20 August 2019.

OFFICER'S RECOMMENDATION

THAT the following matter be lifted from the table and dealt with accordingly:

- D/120-2018 – Development Application for a Material Change of Use for a Telecommunications Facility

7   PUBLIC FORUMS/DEPUTATIONS

Nil

8   PRESENTATION OF PETITIONS

Nil

9   COMMITTEE REPORTS

Nil

9   COMMITTEE REPORTS

10   COUNCILLOR/DELEGATE REPORTS

10.1   REQUEST FOR LEAVE OF ABSENCE - COUNCILLOR CHERIE RUTHERFORD - 10 SEPTEMBER TO 13 SEPTEMBER 2019 INCLUSIVE

File No:	**10072**
Attachments:	**Nil**
Authorising Officer:	**Evan Pardon - Chief Executive Officer**
Author:	**Nicole Semfel - Executive Support Officer**

SUMMARY

Councillor Cherie Rutherford is seeking a leave of absence from Tuesday 10 September to Friday 13 September 2019 inclusive.

OFFICER'S RECOMMENDATION

THAT Councillor Cherie Rutherford be granted a leave of absence from Tuesday 10 September to Friday 13 September 2019 inclusive.

BACKGROUND

Councillor Cherie Rutherford has advised the Chief Executive Officer that she wishes to take leave for four (4) days and during this time will be an apology for the Planning and Regulatory Committee Meeting.

10.2 REQUEST FOR LEAVE OF ABSENCE - COUNCILLOR ROSE SWADLING – 1 SEPTEMBER TO 15 SEPTEMBER 2019 INCLUSIVE

File No:	**10072**
Attachments:	**Nil**
Authorising Officer:	**Evan Pardon - Chief Executive Officer**
Author:	**Lyn Brill - Administration Officer**

SUMMARY

Councillor Rose Swadling is seeking approval for leave of absence from 1 September to 15 September 2019 inclusive.

OFFICER'S RECOMMENDATION

THAT Councillor Rose Swadling be granted leave of absence from 1 September to 15 September 2019 inclusive.

10.3   REQUEST FOR LEAVE OF ABSENCE - COUNCILLOR ROSE SWADLING – 1 NOVEMBER TO 17 NOVEMBER 2019 INCLUSIVE

File No:	**10072**
Attachments:	**Nil**
Authorising Officer:	**Evan Pardon - Chief Executive Officer**
Author:	**Lyn Brill - Administration Officer**

SUMMARY

Councillor Rose Swadling is seeking leave of absence from Friday 1 November to Sunday 17 November 2019 inclusive.

OFFICER'S RECOMMENDATION

THAT Councillor Rose Swadling be granted leave of absence from Friday 1 November to Sunday 17 November 2019 inclusive.

10.4   COUNCILLOR DISCRETIONARY FUND - DEPOT HILL STATE SCHOOL

File No:	**8295**
Attachments:	**Nil**
Authorising Officer:	**Evan Pardon - Chief Executive Officer**
Author:	**Lyn Brill - Administration Officer**

SUMMARY

Approval is sought for a financial donation from Councillor Smith's Councillor Discretionary Fund to the Depot Hill State School for funding for Centenary Celebrations 2020.

OFFICER'S RECOMMENDATION

THAT approval be granted to donate $200 from Councillor Ellen Smith's Councillor Discretionary Fund towards funding for the Depot Hill State School Centenary celebrations.

BACKGROUND

Depot Hill State School will celebrate its Centenary in September 2020. Funds are requested to assist with acquiring state records, the compilation of a commemorative book and the creation of a Centenary Garden.

11   OFFICERS' REPORTS

11.1   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**

SUMMARY

This matter was laid on the table at the Ordinary Council meeting on 6 August 2019 with the following resolution:

"THAT the matter lay on the table until the next Council meeting and that additional information be provided to Councillors."

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
Reasons for Decision	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.
Assessment Benchmarks	**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.
Compliance with assessment benchmarks	The development was assessed against all of the assessment benchmarks listed above and complies with all of these with the exceptions listed below.

Assessment Benchmark	Reasons for the approval despite non-compliance with benchmark
Rural Zone Code	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 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: 20 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

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

Site Access and Locality Plan

Meeting Date: 20 August 2019

Attachment No: 2

TN

Plot date: 7 December 2018 - 4:01 PM

1
MPH11840

15
SP208184

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)

EXISTING SHED

16
SP208184

17
SP208184

16
LN587

EXISTING TREES.

PROPOSED TELSTRA SITE. REFER TO
SHEET S1-1 FOR SITE LAYOUT DETAILS.

ARCHER ROAD
AE

ERGON TO PROVIDE HV
POWERLINE EXTENSION
(APPROX. 1.6Km)

PROPOSED PROPERTY POLE
WITH GROUP METER PANEL.
REFER TO SHEET E2 FOR
DETAILS.

23.5m

RFNSA SITE NO. 4714005

Struck Oil

Limestone

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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)

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.

FOR CONSTRUCTION

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)

visionstream

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

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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

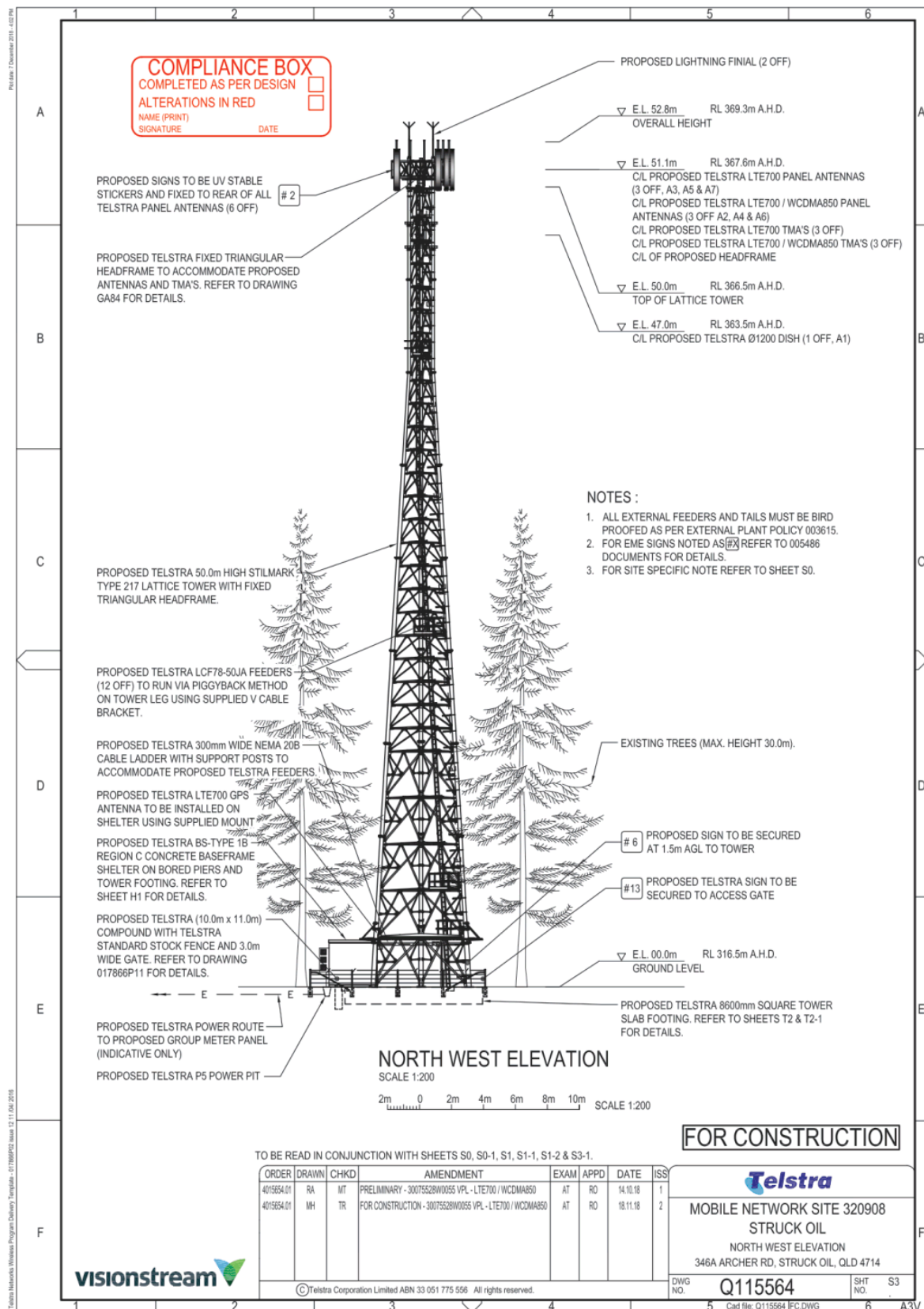Telstra Networks Wireless Program Delivery Template - 017866P02 Issue 12 11.Mai 2016

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

North West Elevation Plan

Meeting Date: 20 August 2019

Attachment No: 3

COMPLIANCE BOX
COMPLETED AS PER DESIGN ☐
ALTERATIONS IN RED ☐
NAME (PRINT)
SIGNATURE　　　　　DATE

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.

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.

PROPOSED TELSTRA POWER ROUTE TO PROPOSED GROUP METER PANEL (INDICATIVE ONLY)

PROPOSED TELSTRA P5 POWER PIT

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)

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.

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.

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
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Telstra

MOBILE NETWORK SITE 320908
STRUCK OIL
NORTH WEST ELEVATION
346A ARCHER RD, STRUCK OIL, QLD 4714

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DWG NO. Q115564　　SHT NO. S3
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11.2   ENVIRONMENTAL SUSTAINABILITY STRATEGY: QUARTERLY PROGRESS REPORT FOR Q4 FY2018-19 AND FY2018-19 YEAR IN REVIEW

File No:	1174
Attachments:	1. **Progress on annual action plan FY2018-19** ⇩
	2. **Year In Review FY2018-29** ⇩
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SUMMARY

This report provides an update on implementation of Council's Environmental Sustainability Strategy including the quarterly progress report for Quarter 4 FY2018-19 and the annual 'year in review' highlights report for FY2018-19.

OFFICER'S RECOMMENDATION

That Council:

1. Receive the Environmental Sustainability Strategy quarterly progress report for Quarter 4 FY2018-19; and

2. Endorse and approve public exhibition of the Environmental Sustainability Strategy 'year in review' report for FY2018-19.

COMMENTARY

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

On 18 July 2019, the Sustainability Strategy Executive Group met to monitor and review progress against the annual action plan. A summary of progress for FY2018-19 is shown below in Table 1 and a detailed update can be found in Attachment 1. The Group also contributed to the development of a FY2018-19 'year in review' report highlighting Council's key achievements against the Strategy.

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

Status of operational actions	Progress in FY2018-19
Actions completed (or delivered as part of a rolling program)	31
Actions progressing on track (pending final delivery)	3
Actions scheduled or watching (likely to extend across FYs)	4
Actions not on track	0
Total actions identified for implementation in FY2018-19	*38*

During Quarter 4, Council's key achievements associated with the Environmental Sustainability Strategy include:

- Targeted urban greening projects at Kerr Park, Dorothy Ball Park and Gavial-Gracemere Road;

- Collaboration with local community groups to deliver a range of on-ground works in natural areas and green corridors as part of Council's operational natural resource management trial;

- Preparation of a (draft) Natural Environment Study to help better understand the natural environmental values of the Region and opportunities to protect, maintain and enhance these values;

- Continued participation in the Clean Growth Choices program, including commencement of draft business cases that focus on 'making water work' for the Rockhampton Region;

- Continued implementation of Council's Biosecurity Plan including targeted activities to control rabbits and feral pig populations in some areas;

- The launch of the local edition Rockhampton Region Nature Play Passport, that has seen over 6,000 passports distributed to local kids encouraging families to get out and explore our local natural environment;

- The continuing rollout of Council's Living Sustainably program including monthly community workshops;

- Installation of interpretive flora and fauna signage at Springers Lagoon in conjunction with Parks site improvements;

- Council awarded its first three grants as part of the new Environment and Sustainability Scheme under the Community Assistance Program;

- Council's continued participation in the Reef Guardian program, Fitzroy Partnership for River Health and Reef Urban Stormwater Management Group;

- Continued implementation of the Mount Archer Activation Plan and Recreational Fishing Strategy; and

- Further efforts to progress major projects including the Glenmore Water Treatment Plant solar installation, Alternative Waste Technology solutions, improvements to the management of landfill gas, leachate and stormwater at the Lakes Creek Road Landfill and the creative reuse of glass and old road materials in construction activities.

PREVIOUS DECISIONS

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

07 May 2019: Council endorsed the Environmental Sustainability Strategy annual action plan for FY2019-20.

BUDGET IMPLICATIONS

To maintain momentum against the Strategy, the Sustainability Strategy Executive Group is responsible for providing strategic direction on the long-term development and implementation of Council's Environmental Sustainability Strategy. Sustainability initiatives are embedded in existing operations and budgets where possible, with funding for eligible projects also available via the Sustainable Rockhampton Investment Fund where required.

CORPORATE/OPERATIONAL PLAN

This report progresses key actions as specified in the Operational Plan FY2018-19:

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

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

This report also progresses key actions as specified in the Operational Plan FY2019-20:

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

CONCLUSION

Since adopting the Environmental Sustainability Strategy in September 2018, Council has taken some significant steps towards creating a more sustainable future for the Rockhampton Region. By continuing to deliver this Strategy in partnership with our community, the private sector and other levels of government, Council is working together to protect and maintain our natural environment and support the continued liveability and prosperity of our Region for current and future generations.

ENVIRONMENTAL SUSTAINABILITY STRATEGY: QUARTERLY PROGRESS REPORT FOR Q4 FY2018-19 AND FY2018-19 YEAR IN REVIEW

Progress on Annual Action Plan FY2018-19

Meeting Date: 20 August 2019

Attachment No: 1

Environmental Sustainability Strategy: Progress report for Q4 FY2018-19

Strategic action	Operational action	Action owner	Supported by	On track	Quarterly commentary
Pathway 1: Natural environment					
1.1 Take steps to better understand our local natural environment and its inherent biodiversity values in order to inform and prioritise management actions.	Develop a natural environment plan for the region. The plan should confirm what's significant and why, what challenges and threats exist to these areas, what land use/development is compatible with these values (and under what conditions), and what management actions are required to manage these risks in order to protect, maintain and enhance these values. Ensure that key stakeholders are consulted in the development and implementation of the plan.	Environmental Sustainability	Strategic Planning, Strategic Infrastructure, Parks and others	Yes	Council's Strategic Planning and Environmental Sustainability Units have worked with Cardno to collate and workshop available environmental data for the Region. Cardno is in the process of finalising the draft Natural Environment Study for further consideration by Council.
1.2 Implement programs and foster strong partnerships to protect, maintain and enhance our local natural environment including key natural areas, green corridors and urban waterways.	Actively pursue funding and collaborative opportunities that support Council's natural environment initiatives, including the use of the environment levy.	Environmental Sustainability	Key internal and external stakeholders	Completed	Council has been actively collaborating to deliver natural environment outcomes with organisations including Capricornia Catchments, Multicultural Development Australia, Jobs Queensland, Fitzroy Basin Association, Birdlife Capricornia and the Capricorn Coast Local Marine Advisory Committee. The Local Marine Advisory Committee's proposal for stormwater debris source reduction was successful ($30K). The Queensland Government also shortlisted the Capricorn Carbon Corridor ($700K) project submitted in collaboration with Capricornia Catchments but later notified that the project had been unsuccessful.

Environmental Sustainability Strategy: Progress report for Q4 FY2018-19

Strategic action	Operational action	Action owner	Supported by	On track	Quarterly commentary
1.2 Implement programs and foster strong partnerships to protect, maintain and enhance our local natural environment including key natural areas, green corridors and urban waterways.	Continue to support and participate in regional partnerships such as the Fitzroy Partnership for River Health (FPRH) and the Reef Guardian Councils program.	Environmental Sustainability	Key internal and external stakeholders	Completed	Council continues to contribute to the Fitzroy Partnership for River Health and to participate in the Reef Guardians program.
1.3 Implement programs and foster strong partnerships to protect, maintain and enhance our local natural environment including key natural areas, green corridors and urban waterways.	Facilitate implementation of an overarching natural environment program across Council owned/managed land. The program should work with key stakeholders to address key regional priorities by enhancing urban waterway health and habitat quality and connectivity. Develop a database of rehabilitation sites and appropriate signage and communications to prompt proper long-term management of key sites. Broker arrangements to enable follow-up maintenance at key rehabilitation sites.	Environmental Sustainability	Key internal and external stakeholders	Completed	Parks and the Environmental Sustainability Unit commenced implementation of an operational NRM trial, with works at a number of sites including Col Austin Park and Eichelberger Park. Works continued at Fraser Park, coordinated by Capricornia Catchments with support from Capricornia Correctional Centre, Multicultural Development Australia and Jobs Queensland.
1.3 Implement programs and foster strong partnerships to protect, maintain and enhance our local natural environment including key natural areas, green corridors and urban waterways.	Continue to implement Council's Biosecurity Plan, including biocontrol and pest management activities.	Environment and Health	Key internal and external stakeholders	Completed	Work continues to implement Council's Biosecurity Plan including programs to eradicate rabbits from the Southside Cemetery and monitoring of feral pig populations in the Mount Archer area.

Environmental Sustainability Strategy: Progress report for Q4 FY2018-19

Strategic action	Operational action	Action owner	Supported by	On track	Quarterly commentary
1.3 Develop tools to better protect our natural environment, local biodiversity and remnant vegetation from development and other pressures.	Develop a new 'living with wildlife' section on Council's website to replace existing references under environmental nuisances and asbestos and better address issues of human wildlife conflict.	Environment and Health	QLD Government, Environmental Sustainability Team and others	Completed	The revised content has been finalised and is ready to be published as a new 'living with wildlife' section on Council's website.
1.4 Celebrate our natural areas, and their contribution to the liveability of our region, through a targeted long-term communications campaign.	Roll-out an annual communications plan that raises the awareness of Council's natural environment program and our local natural environment. Communications should also seek to outline what's happening, where and how the work contributes to the natural values and liveability of our Region.	Environmental Sustainability	Support from Media and Marketing Team as required	Completed	Council launched the local edition Rockhampton Region Nature Play Passport on 31 May 2019. Already, more than 6,000 passports have been distributed to local kids, encouraging families to be adventurous and explore our local natural environment. This is supported by further additional information on Council's website.

Environmental Sustainability Strategy: Progress report for Q4 FY2018-19

Strategic action	Operational action	Action owner	Supported by	On track	Quarterly commentary
Pathway 2: Empowering community					
2.1 Bring nature back into the community's hearts, minds and everyday lives by creating opportunities to connect with nature and get involved with Council's natural environment program.	Implement the Bringing Nature Back community engagement program in conjunction with key stakeholders. Focus on actions the community can take in their own backyards, local streets and green corridors/natural assets.	Environmental Sustainability	Departments as required	Completed	Council's Bringing Nature Back program continues to evolve, with the addition of the local Nature Play Passports. Preparations have commenced for Council's free Native Plant Program to be delivered via Customer Service Centres and at the Emergency Services Day event in late July, which coincides with National Tree Day activities.
2.2 Foster sustainable behaviour and encourage the community's wise-use of resources, through targeted sustainability communications and engagement programs.	Work with key stakeholders to implement targeted sustainability engagement programs that improve the community's capacity to live sustainably (such as waste, water and energy behaviour change initiatives).	Environmental Sustainability	Departments as required	Completed	Council's Living Sustainably program delivered another three highly successful community workshops at the Rockhampton Regional Library during Q4. Workshops focussed on growing your own fruit and vegetables, feeding compost bins and worm farms and reducing plastic use and packaging. Council also invited schools to participate in the annual 'Sustainability in Action!' schools calendar competition. The winning schools will be awarded at Tropicana 2019, with calendars to be distributed in November 2019.
2.2 Foster sustainable behaviour and encourage the community's wise-use of resources, through targeted sustainability communications and engagement programs.	Implement an annual communications plan that encourages local sustainability awareness and action. The plan should include practical online information, digital-storytelling, a monthly e-newsletter and regular social media.	Environmental Sustainability	Departments as required	Completed	Council's monthly Sustainability e-newsletter provided more updates and handy tips on the monthly Living Sustainably theme including growing your own fruit and vegetables, feeding compost bins and worm farms and reducing plastic use and packaging. The e-newsletter is now distributed to more than 1400 subscribers.

Annual action plan and progress report for Q4 FY2018-19

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Environmental Sustainability Strategy: Progress report for Q4 FY2018-19

Strategic action	Operational action	Action owner	Supported by	On track	Quarterly commentary
2.2 Foster sustainable behaviour and encourage the community's wise-use of resources, through targeted sustainability communications and engagement programs.	Explore opportunities to integrate sustainability awareness materials and interpretive design in public spaces and across Council's community programs.	Environmental Sustainability	Departments as required	Completed	Interpretive signage installed at Springers Lagoon. Content has been prepared for interpretive signage at Murray and Yeppen Lagoons.
2.3 Encourage initiatives that increase canopy cover within our urban areas and green corridors to enhance liveability and environmental benefits (such as minimising the urban heat island effect, enhancing amenity and the use of public spaces and improving habitat connectivity).	Develop a baseline for canopy cover within our urban footprint and specific benchmarks for measuring improvements.	Environmental Sustainability	Parks, Strategic Planning, Strategic Infrastructure, Civil Operations, Civil Design, Development Engineering	Completed	Canopy cover and benchmarking data was finalised in Quarter 3. This action is now complete.
2.3 Encourage initiatives that increase canopy cover within our urban areas and green corridors to enhance liveability and environmental benefits (such as minimising the urban heat island effect, enhancing amenity and the use of public spaces and improving habitat connectivity).	Implement a staged and prioritised streetscape planting and maintenance program that draws on both the Rockhampton CBD Streetscape Design Manual and the Planting Palette. The program should address key locations such as the CBD, gateways, thoroughfares, active transport corridors and green corridors.	Parks	Parks, Strategic Planning, Strategic Infrastructure, Civil Operations, Civil Design, Development Engineering, Environmental Sustainability	Completed	Parks has delivered plantings at Kerr Park, Dorothy Ball Park and Gavial-Gracemere Road. There have also been a number of bush regeneration works undertaken in a range of green corridors in conjunction with the operational NRM trial.

Environmental Sustainability Strategy: Progress report for Q4 FY2018-19

Strategic action	Operational action	Action owner	Supported by	On track	Quarterly commentary
2.3 Encourage initiatives that increase canopy cover within our urban areas and green corridors to enhance liveability and environmental benefits (such as minimising the urban heat island effect, enhancing amenity and the use of public spaces and improving habitat connectivity).	Increase opportunities for residents to contribute to urban greening through targeted local campaigns including a free native plant program. Incorporate a short-term pilot to determine scalability across the broader region and to explore opportunities to integrate with the 'Bringing Nature Back' program.	Environmental Sustainability	Parks	Completed	Council's free Native Plant Program will be available from Council's Customer Service Centres at City Hall, Gracemere and Mount Morgan in late July 2019, as well as at the Emergency Services Day, which coincides with National Tree Day. Supporting information will be provided with all native plants.
2.4 Provide support and funding for community-based environment and sustainability initiatives.	Extend Council's existing Community Assistance Program to support community-based environment and sustainability initiatives.	Environmental Sustainability	Community Services / Finance	Completed	Council's new Environment and Sustainability Scheme was fully established, successfully welcoming its first community projects in Quarter 4.
2.4 Provide support and funding for community-based environment and sustainability initiatives.	Continue to support and encourage community-based environment and sustainability initiatives via the Community Assistance Program.	Community Services	Environmental Sustainability	Completed	Council awarded three grants as part of the new Environment and Sustainability Scheme, supporting the activities of Birdlife Capricornia, Fitzroy Basin Association and Multicultural Development Australia.

Environmental Sustainability Strategy: Progress report for Q4 FY2018-19

Strategic action	Operational action	Action owner	Supported by	On track	Quarterly commentary
Pathway 3: Industry and infrastructure					
3.1 Develop and maintain partnerships that encourage sustainable industry and infrastructure.	Continue to participate in networks that help to better understand and advance environment and sustainability practices across our regional infrastructure including the Reef Urban Stormwater Management Group (RUSMG).	Regional Services	All Departments	Completed	Council is participating in long-term RUSMG opportunities.
3.1 Develop and maintain partnerships that encourage sustainable industry and infrastructure.	Continue to participate in networks that help to better understand and advance environment and sustainability practices across our regional infrastructure including Local Government Association of Queensland (LGAQ) forums.	Regional Services	All Departments	Completed	Council is participating where opportunities exist.
3.1 Develop and maintain partnerships that encourage sustainable industry and infrastructure.	Work with the development community to identify and apply leading practice sustainable development approaches which may be relevant within the local context. This may include incorporating environment and sustainability considerations in regional development forums.	Planning and Regulatory Services	All Departments	Completed	Development Engineering and Infrastructure Planning are continuing to work on encouraging sustainable development practices. Previously implemented measures at Edenbrook Estate are working effectively however there is more work to be undertaken. Water sensitive urban design information has been provided to Council Officers involved in RUSMG.
3.1 Develop and maintain partnerships that encourage sustainable industry and infrastructure.	Participate in the Queensland Government's Clean Growth Choices program to establish a clear roadmap that provides a just transition for our community as we act to create new jobs, reduce greenhouse gases, work with our natural environment and withstand the effects of climate change.	Advance Rockhampton	Environmental Sustainability	Yes	A draft business case is being developed by a range of external consultants and internal Council stakeholders that focuses on Making Water Work for Rockhampton – delivering economic benefit from agricultural water, supply and value chains. This business case is to be finalised by the end of 2019.

Environmental Sustainability Strategy: Progress report for Q4 FY2018-19

Strategic action	Operational action	Action owner	Supported by	On track	Quarterly commentary
3.1 Develop and maintain partnerships that encourage sustainable industry and infrastructure.	Work with key stakeholders to explore evolving technologies, markets and other opportunities that might contribute to regional development. These may include circular economy and waste synergies, sustainable recreational fisheries, agri-energy initiatives, renewable energy sources, sustainable business operations, rural enterprises, closed-cycle (nil discharge) enterprises and other self-sustaining community projects (such as food production, shared transportation options, micro-grids and small landholdings).	Advance Rockhampton	Strategic Infrastructure, Development Assessment, Development Engineering, Environmental Sustainability	Completed	Council has developed a draft Rockhampton Aquaculture Industry Development Plan. Specialists in the field of bioremediation have assisted Advance Rockhampton staff to develop the plan and there has been considerable focus on using seaweed and algae to clean wastewater. It is envisaged that seaweed or algae grown at the aquaculture developments could then be used to create a circular economy by producing fertilisers, bio-fuels, human food, livestock feed, nutraceuticals or pharmaceuticals. Around 500 people have now signed up to the Rockhampton Recreational Fishing Voluntary Code of Practice.
3.2 Grow local visitation and tourism opportunities that celebrate our natural areas and contribute to the liveability of our region.	Implement a nature-based tourism marketing program for the Region that activates our natural areas as local recreation and tourism destinations. The program should include key natural assets, enhanced wayfinding, signage, interpretive design, online information and increase capabilities of key local tourism-related organisations.	Advance Rockhampton	Parks and Environmental Sustainability	Yes	Council continues to implement the Mount Archer Activation Strategy and Recreational Fishing Strategy. Further opportunities are being considered.
3.4 Encourage and raise the profile of best practice environmentally sustainable development through a range of local demonstration projects.	Incorporate leading water management practices within a trial site via a passive irrigation project that reduces the need for manual watering of street trees whilst removing pollution from stormwater before it enters waterways.	Strategic Infrastructure	Key internal and external stakeholders	Completed	Project work has been completed at Edenbrook Estate.
3.5 Develop resilience to our changing climate and extreme weather events.	Consider the potential impacts of climate change on Council's assets and services and update the Corporate Risk Register.	Environmental Sustainability	All Departments	Completed	Council continues to consider climate change in its strategies and policies.

Environmental Sustainability Strategy: Progress report for Q4 FY2018-19

Strategic action	Operational action	Action owner	Supported by	On track	Quarterly commentary
Pathway 4: Council operations					
4.1 Demonstrate sustainability leadership by integrating environmental sustainability as a core principle within Council's governance framework.	Support the Sustainability Strategy Executive Group to monitor, review and improve Council's environmental sustainability performance. This should include embedding environmental sustainability principles into key Council strategies, policies, plans and operations and pursuing improved performance through all levels of Council.	Environmental Sustainability	All Departments	Completed	Council's Sustainability Strategy Executive Group met on 04 April 2019, confirming Q3 progress against the annual action plan and identifying key priorities and collaborative opportunities for Q4.
4.1 Demonstrate sustainability leadership by integrating environmental sustainability as a core principle within Council's governance framework.	Actively participate in networks and partnerships that strengthen Council decision-making processes and provide access to critical sustainability resources. This may include programs such as Queensland Climate Resilient Councils, ICLEI Local Governments for Sustainability and the Cities Power Partnership.	Environmental Sustainability	All Departments	Completed	Council continues to participate in the Clean Growth Choices program.
4.2 Foster sustainable behaviour, and encourage Council's wise use of resources, by exploring opportunities to use our resources more efficiently.	Implement an internal sustainability engagement program to improve sustainability awareness and action across Council. The program should include opportunities for sustainability training and communications, and support implementation of key sustainability improvement initiatives through a Sustainability Seed Fund to pilot staff-initiated sustainability initiatives.	Environmental Sustainability	Sustainability Strategy Executive Group and nominated 'Sustainability Agents'	Completed	The Internal Sustainability Working Group met on 06 June 2019 to progress sustainability awareness and action across Council. The field trip focussed on the waste management theme and incorporated a visit to the South Rockhampton Sewage Treatment Plant and Lakes Creek Road Landfill.

Annual action plan and progress report for Q4 FY2018-19   *Page 9*

Environmental Sustainability Strategy: Progress report for Q4 FY2018-19

Strategic action	Operational action	Action owner	Supported by	On track	Quarterly commentary
4.2 Foster sustainable behaviour, and encourage Council's wise use of resources, by exploring opportunities to use our resources more efficiently.	Facilitate Council's participation in the Queensland Government's free ecoBiz program to pursue energy, water and waste efficiencies within nominated Council units.	Environmental Sustainability	Sustainability Strategy Executive Group and nominated 'Sustainability Agents'	Completed	The first round of ecoBiz coaching sessions are now complete. Council units may apply to ecoBiz to participate in a free site visit and coaching session as desired.
4.2 Foster sustainable behaviour, and encourage Council's wise use of resources, by exploring opportunities to use our resources more efficiently.	Implement an energy action plan to guide Council's approach to investment in key energy initiatives. At a minimum, the plan should seek to improve understanding of Council's energy usage, deliver energy efficiencies at Council's top energy consuming sites and progressively increase the proportion of Council's electricity from renewable sources.	Environmental Sustainability	All Departments	Completed	Council is awaiting the commencement of the LG Sherlock trial. Tender documentation is being prepared for the proposed solar installations at Glenmore Water Treatment Plant and other sites.
4.2 Foster sustainable behaviour, and encourage Council's wise use of resources, by exploring opportunities to use our resources more efficiently.	Establish, promote and administer the Sustainable Rockhampton Investment Fund to support initiatives that deliver positive environmental and financial benefits for Council.	Finance	Corporate Services	Completed	The Sustainable Rockhampton Investment Fund is now ready to receive applications (commencing with the solar installation at Glenmore Water Treatment Plant).
4.2 Foster sustainable behaviour, and encourage Council's wise use of resources, by exploring opportunities to use our resources more efficiently.	Undertake a waste audit and implement an action plan to reduce waste generation and maximise recycling rates within Council operations.	Rockhampton Regional Waste and Recycling	Environmental Sustainability	Watching	Rockhampton Regional Waste and Recycling is preparing to complete another annual waste audit. Work is also underway to update Council's Waste Reduction and Recycling Plan.

Environmental Sustainability Strategy: Progress report for Q4 FY2018-19

Strategic action	Operational action	Action owner	Supported by	On track	Quarterly commentary
4.2 Foster sustainable behaviour, and encourage Council's wise use of resources, by exploring opportunities to use our resources more efficiently.	Release an expression of interest investigating Alternative Waste Technology solutions to reduce the volume of waste being sent to landfill. Develop a strategy for Council consideration based on the best solution.	Rockhampton Regional Waste and Recycling	Environmental Sustainability	Watching	Civil Operations are investigating opportunities to repurpose old concrete, asphalt and dirty fill into reusable construction materials and have developed a materials stockpile at the Lakes Creek Landfill. The project has the potential to deliver significant operational savings, reducing disposal costs and the need to purchase new materials.
4.2 Foster sustainable behaviour, and encourage Council's wise use of resources, by exploring opportunities to use our resources more efficiently.	Develop Council-owned renewable energy generation infrastructure at a key site (Glenmore Water Treatment Plant).	Fitzroy River Water	Regional Services, Finance	Watching	The tender documentation for the solar installation is nearing finalisation following some delays associated with a change to contract methodology. An EOI and subsequent tender process is to be progressed by September 2019.
4.2 Foster sustainable behaviour, and encourage Council's wise use of resources, by exploring opportunities to use our resources more efficiently.	Continue to implement improvements to the management of landfill gas, leachate and stormwater at Lakes Creek Road landfill.	Rockhampton Regional Waste and Recycling	Departments as required	Watching	The business case for the development of the pre-treatment wetland system for leachate at Lakes Creek Road Landfill was not viable. A purpose built leachate collection and pumping system is currently under construction to manage leachate under a control environment direct to sewer under a Trade Waste Agreement. Submissions were received in April 2019, in response to an Expression of Interest for landfill gas management at Lakes Creek Road and Gracemere landfills. Work is progressing on tender documents and acquisition of the Lakes Creek Road Landfill to allow the tender for landfill Gas to proceed.

Environmental Sustainability Strategy: Progress report for Q4 FY2018-19

Strategic action	Operational action	Action owner	Supported by	On track	Quarterly commentary
4.2 Foster sustainable behaviour, and encourage Council's wise use of resources, by exploring opportunities to use our resources more efficiently.	Continue to investigate opportunities to improve Council's water efficiency by focussing on the highest water consuming activities / sites.	Fitzroy River Water	Some Departments including Parks and Environmental Sustainability	Completed	Work to permanently establish the North Rockhampton Recycled Water Scheme is nearing completion with recycled water supply to the Rockhampton Jockey Club expected by the end of August 2019. A successful grant application will enable the construction of the South Rockhampton Recycled Water Scheme at the South Rockhampton Sewage Treatment Plan in FY2019-20. Collaboration has commenced with Council's Parks Team to redesign and renew water assets at the Botanic Gardens.
4.3 Implement a program to better understand and manage Council's environmental risks.	Conduct a high-level scan to determine Council's environmental risk profile. Update Council's risk register to ensure environment and sustainability risks are adequately identified and assessed.	Audit Executive	All Departments	Completed	The Chief Audit Executive has completed a review of Council's resilience to adverse events, including extreme weather events, via the Business Continuity Planning Audit. This covers critical business functions or services, across all departments. The results will improve Council's response to a number of risks and threats in this area.
4.3 Implement a program to better understand and manage Council's environmental risks.	Work with the Department of Environment and Science to improve awareness of Council's operational responsibilities under the *Nature Conservation Act 1992* and implement improved practices associated with the planning, design and implementation of works that may impact on habitat and breeding places.	Environmental Sustainability	All Departments	Completed	This action item was completed in Quarter 3.
4.4 Demonstrate progress on corporate sustainability improvements via Council's Annual Report and associated communications.	Recognise and celebrate environment and sustainability improvements through Council's reports, project updates, success stories, media and external award nominations.	Environmental Sustainability	All Departments	Completed	Council continues to recognise and celebrate its environment and sustainability improvements through media and project updates. To shine a light on Council's key achievements during FY2018-19, a report titled 'Environmental Sustainability Strategy year in review' has also been produced for Council endorsement.

Annual action plan and progress report for Q4 FY2018-19

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ENVIRONMENTAL SUSTAINABILITY STRATEGY: QUARTERLY PROGRESS REPORT FOR Q4 FY2018-19 AND FY2018-19 YEAR IN REVIEW

Year In Review FY2018-29

Meeting Date: 20 August 2019

Attachment No: 2

ENVIRONMENTAL SUSTAINABILITY.

ENVIRONMENTAL SUSTAINABILITY STRATEGY.

YEAR IN REVIEW: FY 2018-19

Rockhampton Regional Council

ACKNOWLEDGEMENTS.

Rockhampton Regional Council acknowledges the traditional custodians of the land on which we live and work and recognise their continuing connection to land, water and community. We pay our respects to Elders past, present and emerging.

Council also gratefully acknowledges the contributions of a range of organisations, individuals and the broader community who have each helped to bring the Environmental Sustainability Strategy to life.

FY 2018-19 edition

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Disclaimer:
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2

COUNCILLOR
DREW WICKERSON

Environment Portfolio
Rockhampton Regional Council

*'Green bushland', Mount Morgan
by Claudia Brooks*
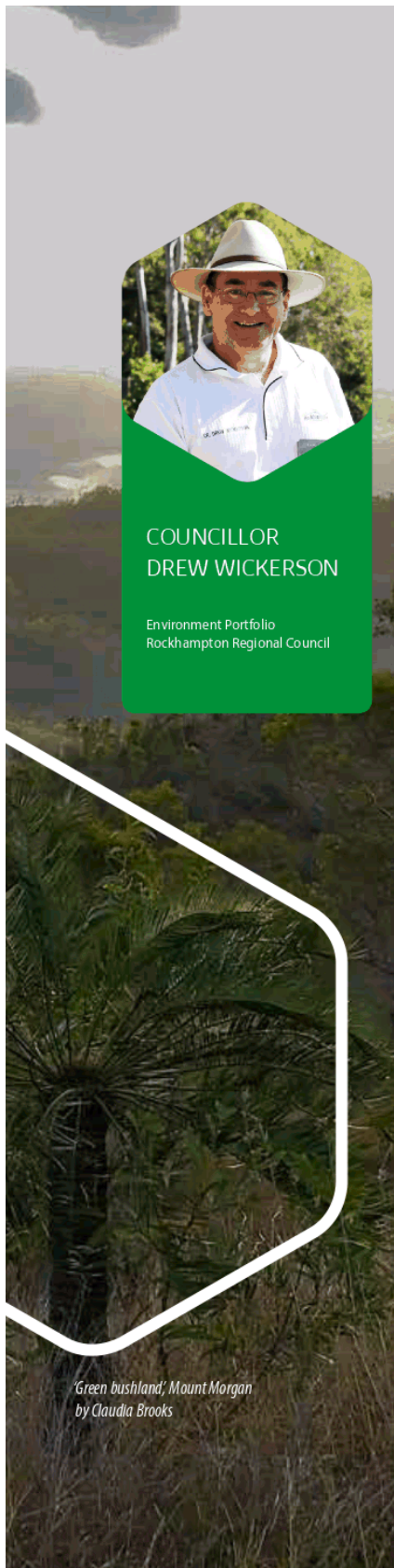
CREATING A
SUSTAINABLE FUTURE.

At its heart, environmental sustainability is about taking care of the environment so that our environment can continue to take care of us.

The Rockhampton Region is a great place to live, work, play, learn and invest… but we know that our environment must be a key priority if we want it to remain that way both now and in the future.

In September 2018, Rockhampton Regional Council adopted the Environmental Sustainability Strategy 2018-2022 to provide a vision, shared objectives and pathways to advance sustainability across our Region.

Already Council has taken some significant steps towards a more sustainable future for our Region. We are very proud of the collaborative arrangements and community programs that we've established and the on-ground outcomes that we've achieved along the way. But we know there is still much work to be done.

This report outlines the actions that have been taken to begin implementing our Strategy, along with some of the key highlights from throughout the year. We hope that you will join with us in celebrating these achievements whilst continuing to explore innovative and collaborative approaches to the challenges we collectively face.

We look forward to continuing to work with you to protect, maintain and enhance our environment for current and future generations.

OVERVIEW.

CREATING A SUSTAINABLE FUTURE FOR OUR REGION.

Council is committed to putting sustainability into action through its corporate commitments and governance arrangements; its strategies and operations; and its community services, programs and partnerships. As part of Council's Sustainability Governance Framework, the Sustainability Strategy Executive Group meets quarterly to guide implementation of Council's Environmental Sustainability Strategy. They also monitor and review progress against the supporting annual action plan, work together to identify further opportunities for improvement and collaboration across Council and report this progress back to Council. Key milestones delivered are as follows:

July 2018 ⇨   ⇨   ⇨   **June 2019**

• Environmental Sustainability Strategy adopted • Sustainable Rockhampton Investment Fund announced • Fraser Park bush regeneration works commenced	• Tropicana gardening and sustainability festival • Bringing Nature Back program launched • Energy action plan adopted	• Living Sustainably program launched • Council ecoBiz assessments commenced • Environment and Sustainability Scheme launched	• Clean Growth Choices 'making water work' workshop • Bringing Nature Back community workshops • Environmental improvements achieved through infrastructure upgrades

"You cannot get through a single day without having an impact on the world around you. What you do makes a difference and you have to decide what kind of difference you want to make."

— Dr. Jane Goodall

4

OUR **PATHWAYS** TO A SUSTAINABLE FUTURE.

COUNCIL OPERATIONS.

INDUSTRY & INFRASTRUCTURE.

EMPOWERING COMMUNITY.

NATURAL ENVIRONMENT.

Our Strategy delivers on our vision for a sustainable future through four interconnected pathways. Together the pathways guide our approach to protect our natural environment, empower our community to live more sustainably, enhance the liveability of our Region and ensure that we use our resources wisely. The pathways are supported by a range of strategic actions that Council is leading over the life of the Strategy.

Photo: 'Walk the line', Zamia Trail, Mount Archer by Claire Van Moorsel

5

NATURAL ENVIRONMENT.

OBJECTIVE

Let's work together to protect, maintain and enhance our natural environment.

TARGETS

- Programs in place to maintain and enhance our natural assets, waterways and green corridors
- Programs in place to protect remnant vegetation and support local biodiversity in urban areas
- Long term trending improvement in net waterway health

YEAR IN REVIEW

1100+
NATIVE PLANTS
planted on project sites throughout the Region.

400
COMMUNITY MEMBERS
participated in Council-led natural resource management activities.

12
ON GROUND PROJECT SITES.

APPROXIMATELY
2600+
VOLUNTEER HOURS
invested at on-ground project sites to increase canopy cover and support land management works.

Photo: 'Scrubby Creek', by Allanah Betts

6

The Rockhampton Region has its own unique natural assets that support the liveability and prosperity of our Region. Council has implemented a range of strategic actions to better understand our local natural environment, foster strong partnerships and also celebrate the contribution that our natural assets make to our Region.

Council continues to actively work with key stakeholders to pursue a variety of funding and collaborative opportunities and to deliver a number of on ground projects including:

BRINGING NATURE BACK PROGRAM

In October 2018, Council launched the 'Bringing Nature back' program with support from the Australian Government's Building Better Regions - Community Investments Stream. The program provides an overarching framework for a range of Council activities designed to connect our community with nature and to protect, maintain and enhance our natural environment.

Strong partnerships are critical to the success of the program and Council continues to develop further working arrangements with local organisations including CQ University, Fitzroy Basin Association, Capricornia Catchments, Multicultural Development Australia, Capricornia Correctional Centre, Birdlife Capricornia, Native Plants Capricornia, Darumbal Enterprises, Jolly Rogers Fishing Club, Greening Australia and more.

FISH HABITAT UNITS

A series of constructed wooden structures were installed at Yeppen and Crescent Lagoons to improve fish habitat in our local waterways. The structures replicate submerged woody debris that provide valuable shelter and enable algae and other food sources to grow. This project was delivered in collaboration with the Fitzroy Basin Association and Jobs Queensland as part of the Australia Government's Reef Programme.

BIOCONTROL ACTIVITIES

Biological control involves using living organisms such as insects to suppress a weed infestation. Council continues to deliver a range of biocontrol activities designed to combat water weeds such as water hyacinth, salvinia and water lettuce. In collaboration with Fitzroy Basin Association, Council's biocontrol activities have also been extended to provide private landholders with much-needed access to local biocontrols.

REVEGETATION ACTIVITIES

Council has been actively identifying opportunities to increase canopy cover across the Region and with assistance from its partners, has delivered a range of revegetation activities at sites such as Col Austin and Eichelberger Park. Council has also prioritised a streetscape planting and maintenance program that has delivered CBD tree protection works as well as tree plantings at Kerr Park, Mount Morgan, Gracemere and Glenmore Road.

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NATIVE PLANT PROPAGATION

With the increased demand for local native plants to support Council's revegetation and restoration activities, Council's Nursery has been kept busy preparing additional plant stock. These efforts have been aided through a partnership with Multicultural Development Australia's job-skilling trainees who are working towards a Certificate in Conservation and Land Management as well as a range of committed volunteers who generously volunteer their time.

INTERPRETIVE SIGNAGE

In line with Council's new wayfinding strategy, natural areas such as Fraser Park and Springers Lagoon have received upgraded signage, highlighting the importance of our natural areas, as well as some of the significant species found in these locations. This will enable people who visit this area to appreciate the significance of local flora and fauna.

UNDERSTANDING OUR NATURAL ENVIRONMENT

A range of key studies are also helping to better inform and prioritise Council's management actions now and into the future. This includes renewing the natural environment study for the region, as well as undertaking a rapid urban canopy assessment and a riparian management study for Frenchmans and Thozets Creeks.

REEF GUARDIAN COUNCILS PROGRAM

Council continues to participate in the Great Barrier Reef Marine Park Authority's Reef Guardian Councils program including contributing to proposals for major integrated projects and also the annual highlights report. As a Reef Guardian Council, Council is also working with the Local Marine Advisory Committee and Fitzroy Basin Association to deliver a stormwater debris source reduction trial with funding support from the Great Barrier Reef Foundation and Council's

O'Shannesy Park National Tree Day community planting site July 2018

CASE **STUDY:**
FRASER PARK BUSH REGENERATION WORKS

Located at the summit of Mount Archer, Fraser Park is a unique natural asset and iconic destination for both locals and visitors. As part of the overarching Mount Archer Activation Plan, long-term maintenance and enhancement of this area is a priority.

In collaboration with Capricornia Catchments, Council has implemented bush regeneration works including targeted weed control, native and bush tucker plantings and other maintenance activities. To ensure the ongoing success of the project, on ground works have also been supported by a range of other local organisations including Multicultural Development Australia, Capricornia Correctional Centre and Jobs Queensland.

In March 2019 over 100 residents participated in educational workshops and hands on planting activities at Fraser Park. Council worked with a range of community organisations to bring this event to life including Capricornia Catchments, Native Plants Capricornia, Birdlife Capricornia and Darumbal Elders.

The workshops were part of Council's broader 'Bringing Nature Back' program, which is designed to support and encourage residents to take an active role in looking after our local environment.

800 HOURS
on-ground bush regeneration works.

830 NATIVE PLANTS
planted on site by community members.

1025 M² MULCH
used as weed suppression.

100+ COMMUNITY MEMBERS
participated in a community workshop and planting day at Mount Archer.

WEED SPECIES 11
targeted for removal; mainly hand-pulled and bagged to assist with natural regeneration processes.

Community members participating in bush regeneration works at Fraser Park Bringing Nature Back Workshop March 2019

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EMPOWERING
COMMUNITY.

OBJECTIVE

Let's work together to strengthen our community capacity to live sustainably.

TARGETS

- Community sustainability engagement programs in place
- Community-based environment and sustainability initiatives encouraged and recognised
- Increased canopy cover within the urban footprint

YEAR IN **REVIEW**

260
'LIVING SUSTAINABLY'
community workshop participants.

1480
NEWSLETTER SUBSCRIBERS.

3
COMMUNITY
PROJECTS
sharing $9000 funding via
Environment and Sustainability
Scheme.

2100
NATIVE PLANTS
provided to the community via the
Native Plant Program.

Photo: Sabrina Burke presenting Living Sustainably Community Workshop June 2019

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As a community, there are a range of opportunities for us to work together to live more sustainably. Council has been working to progress initiatives that foster sustainable behaviour and encourage the wise-use of our resources. Key strategic actions include encouraging initiatives that increase urban canopy cover to enhance the liveability of our Region, providing support for community-based environment and sustainability initiatives and recognising sustainability improvements achieved by local individuals, schools, businesses and community organisations.

To help empower our community, Council has delivered a range of initiatives including:

ENVIRONMENT AND SUSTAINABILITY SCHEME

Council has established a new Environment and Sustainability scheme under the Community Assistance Program (CAP). The first round of submissions closed in March 2019, with three organisations awarded grants to complete projects across the region including Birdlife Capricornia's yellow chat habitat restoration works; Fitzroy Basin Association's Drain Buddies (source reduction) project; and Multicultural Development Australia's Tucker Time (food rescue) project.

LIVING SUSTAINABLY WORKSHOPS

Council launched its 'Living Sustainably' program in January 2019. The program covers 12 key themes which aim to improve our community's capacity to live sustainably by encouraging a range of household sustainability behaviours and actions. Each month, the program delivers interactive educational workshops at Rockhampton Regional Libraries, as well as a monthly newsletter which provides practical tips that residents can implement at home to live more sustainably.

SUSTAINABILITY IN ACTION! CALENDAR

Schools are at the forefront of educating the next generation about environmental sustainability. The Sustainability in Action! Schools Calendar Competition was designed to recognise and celebrate sustainability action within the Region's schools. The 2019 community calendar showcased 12 local schools who were also awarded prizes at Tropicana. The Sustainability in Action! community calendar was distributed via local schools to demonstrate sustainability action to the community.

NATURE PLAY PASSPORT

The special local edition 'Rockhampton Regional Council Nature Play Passport' was launched in May 2019 in conjunction with Under 8s week and Romp in the Park. Already more than 6,000 local kids have accepted the challenge to get outside to run, jump, climb, splash, invent, imagine and play. The Passport has 10 localised 'mission' pages, stickers, and suggestions on great places to go and things to do outdoors in our Region.

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NATIVE PLANT PROGRAM

To promote urban canopy cover, Council's free Native Plant Program was rolled out in conjunction with National Tree Day in July 2018. The program increases residents awareness of the benefits of native vegetation and the importance of planting the right plant, in the right place for the right reasons. Free native plants were available at Emergency Services Day, Tropicana and Small Landholders Day 2018.

NATURE PHOTOGRAPHY COMPETITION

Council's Nature Photography Competition is designed to capture the Rockhampton's Region's amazing natural environment. In 2019, winners were selected from across five categories and shortlisted entries displayed to celebrate World Environment Day throughout June at the Rockhampton Regional Library and the Rockhampton Show.

PORTABLE WATER REFILL STATIONS

Council commissioned two portable water refill stations to reduce the use of single use plastic and encourage the community to bring their own water bottle to events. These stations are available for hire from Council's Customer Service Centres.

ACTION LEARNING KITS FOR SCHOOLS

To support local education, Council has also begun developing Action Learning Kits for schools. The first kits focus on the importance of caring for our catchments and have been made possible through a small grant from the Reef Guardian Stewardship Program.

Council's Living Sustainably community workshop in February 2019 presented by Great Barrier Reef Marine Park Authority and Fitzroy Basin Association.

CASE **STUDY:**
TROPICANA 2018

In October 2018, Council launched its new Bringing Nature Back program at the Rockhampton Botanic Gardens as part of the Region's annual Tropicana event. The fun, family-friendly festival brought together community members, local organisation, schools, businesses and industry-leaders to be inspired, get hands-on and celebrate our local natural environment.

Over 3,000 people participated in Tropicana 2018, enjoying a range of interactive workshops. Activities varied from nature photography and creating your own bug hotel, to finding eco-efficiencies, learning about compost and growing native plants.

3000 +
PARTICIPANTS
attended Tropicana 2018 at the Rockhampton Botanic Gardens.

43 WORKSHOPS
presented by local community groups.

19 LOCAL GROUPS
participated in the event.

Community members attending Tropicana 2018 and posing in the upcycled entryway created by local artist Amber Countryman.

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INDUSTRY & **INFRASTRUCTURE.**

OBJECTIVE

Let's work together to create a liveable region that encourages sustainable industry and infrastructure.

TARGETS

- Council's planning instruments actively encourage sustainable development
- Major Council projects incorporate sustainable design and procurement considerations
- Eco-tourism ratings achieved for key local destinations
- Roadmap in place to support clean growth choices

YEAR IN **REVIEW**

18
ORGANISATIONS
participated in local ecoBiz coaching sessions.

100%
BIO SOLIDS DIVERTED
from landfill and beneficially reused in local activities.

15
BIOCONTROL RELEASE SITES.

100% GREEN WASTE BENEFICIALLY REUSED.

14

Council has been actively working with its stakeholders to support sustainable development and local industry. This has seen a range of new collaborative opportunities progressed across the Region.

From state-wide planning initiatives to local sustainability projects and circular economy solutions, these approaches have the potential to deliver a range of benefits for our local economy and the liveability of our community.

To embed environment and sustainability considerations within local projects, Council is working to progress a range of initatives including:

CLEAN GROWTH CHOICES

Council is actively participating in the Queensland Government's Clean Growth Choices trial. The program is designed to assist communities to become more resilient by acquiring new skills and technologies, mastering the transition to a low carbon technology and adapting to a changing climate, all whilst encouraging and supporting the employment sector. In conjunction with key community stakeholders, Council has elected to focus on a roadmap and business cases for 'making water work', which focuses on farm sustainability and the use of circular economies to maximise the benefits of water within the Region.

DEVELOPMENT INITIATIVES

Council has been working with the Reef Urban Stormwater Management Group (RUSMG) on potential projects that could be implemented within the Region. Council has also been contributing to the review of the Capricorn Municipal Design Guidelines which are the reference standard for all local developments.

SUPPORTING BIOSECURITY

Council continues to implement a Biosecurity Strategy via a range of targeted mechanisms. Water weeds present a number of challenges for our local waterways. Council's biocontrol farm maintains a breeding population of biocontrols designed to combat aquatic weeds such as water hyacinth, salvinia and water lettuce. In collaboration with Fitzroy Basin Association, Council has expanded the program and made it available to local landholders. This enables interested stakeholders to share knowledge, control techniques and samples, whilst working together to better manage these pest plants within our Region.

LOCAL DISASTER RESILIENCE

In conjunction with Queensland Fire and Emergency Services, the Local Disaster Management Group is actively considering readiness and resilience for threats such as extreme weather events, climate change and heat-related events.

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TOURISM AND RECREATION

Council's Recreational Fishing Strategy and Mount Archer Activation Plan have increased awareness of nature-based tourism opportunities across the Region. This renewed focus has supported a range of initiatives such as the establishment of new fishing infrastructure on the Fitzroy River, improved mountain bike and walking trails at First Turkey and the Fraser Park redevelopment including Nurim Circuit and a new nature play area.

BUSINESS ECO-EFFICIENCIES

Local businesses have also been taking advantage of the Queensland Government's ecoBiz program. This program provides businesses with free advice, training and workshops on ways to improve their environmental sustainability, recognise energy, water, waste efficiencies and lower their operating costs.

PLANNING SCHEME AMENDMENTS

Council has been working on a number of amendments to the Rockhampton Region Planning Scheme to ensure that it remains up to date and operating effectively. The amendments propose that new water sensitive urban design (WSUD) principles are introduced into development codes and planning scheme policies, along with updated flood mapping and zoning. Work has also commenced on further opportunities to improve the Region's biodiversity overlays and protection for Matters of Local Environmental Significance.

Rockhampton Regional Waste and Recycling has used crushed glass in place of sand in projects at the Lakes Creek Road Landfill.

CASE **STUDY:**
WATER SENSITIVE URBAN DESIGN

Streams in their natural state are dynamic ecosystems that perform many beneficial functions. Natural streams and their floodplains convey water and sediment, temporarily store excess flood water, filter and trap sediment, recharge and discharge groundwater and provide supportive habitat for a diverse range of plant and animal species.

Council has been working with developers to incorporate 'natural stream processes' into the design and construction of local development projects. The approach is designed to improve water quality, waterway connectivity and amenity, whilst also reducing long-term maintenance requirements.

In conjunction with local industry, Council officers have also been working to integrate water sensitive urban design into new developments.

A 'passive street tree watering' trial aims to establish trees using stormwater during a rainfall event, decreasing long term maintenance and watering requirements and assisting to make for a healthy and strong street tree.

Example of Water Sensitive Urban Design at Edenbrook

CASE **STUDY:**
BUILDING A CIRCULAR ECONOMY

To help ensure we're using our resources wisely, Council's business units continue to pursue opportunities to beneficially reuse local waste products. This includes the beneficial reuse of biosolids from Fitzroy River Water's sewage treatment plants for soil amelioration on agricultural land in the Region and Rockhampton Regional Waste and Recycling arrangements that ensure 100% of local green waste is beneficially reused as mulch.

Construction of the first 'piggy back' cell at the Lakes Creek Road Landfill has also seen some creative reuse of local waste materials.

The final stage of construction required a fine layer of sand to form a protective lining around the edge of the new cell. Instead of sand taken from the natural environment, Council has been able to use a 100% recycled product made from glass from our local recycling facility, crushed into tiny particles similar to sand.

Council is also exploring options to utilise crushed glass in lieu of sand within other construction projects such as footpaths. Using crushed glass instead of sand is a solution that has captured the attention of other Councils who are now visiting Rockhampton's Lakes Creek Road Landfill site to see the outcomes firsthand.

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COUNCIL OPERATIONS.

OBJECTIVE

Let's work together to continually improve Council's environment and sustainability performance.

TARGETS

- Internal sustainability engagement program in place
- Environmental management systems operating for nominated units
- Majority of Council's operational electricity needs sourced from renewable energy

YEAR IN REVIEW

38 ACTIONS PROGRESSED
via Council's Environmental Sustainability Strategy.

40% LESS NITROGEN DISCHARGE
from Rockhampton's Sewage Treatment Plants.

6 SEED FUND INITIATIVES
implemented by Council's internal sustainability working group.

~5% RENEWABLE ENERGY
used to support Council's operational electricity needs.

Photo: Demonstrating a 'Drain Buddy' designed to limit litter debris entering stormwater drains.

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Council has established the 'Second Nature Program' to advance sustainability awareness and action within its operations.

Internally, Council's Sustainability Governance Framework sees Managers come together quarterly as part of the Sustainability Strategy Executive Group to review the progress and achievements relating to the Strategy and explore opportunities to further embed sustainability principles within key policies, plans and procedures.

This is further supported by an Internal Sustainability Working Group (ISWG) that champions sustainability initiatives and helps to relay information that will support sustainability across the organisation.

The Group meets quarterly to explore aspects of Council's operations and to further opportunities to improve Council's management of energy, water, waste and biodiversity.

As part of Council's commitment to improved environmental performance, Council has progressed a range of sustainability initiatives including:

SUSTAINABLE ROCKHAMPTON INVESTMENT FUND

Council established the Sustainable Rockhampton Investment Fund to reduce Council's environmental footprint, whilst delivering real financial savings. Introduced within Council's 2018-19 budget, the $5 million fund aims to encourage innovative project opportunities, eco-efficeinces and environmentally sustainable work practices. To be eligible for funding, each project must have a strong business case that delivers a clear return on investment for Council. Works are underway to progress a number of projects including a significant solar installation at the Glenmore Water Treatment Plant.

ENERGY MONITORING AND MANAGEMENT TRIAL

Council delivers a wide range of services across an extended footprint and Council facilities consume a significant amount of electricity. Council has developed an Energy Action Plan to guide our approach to investment in innovative initiatives that address our operational electricity needs. The Plan aims to identify key opportunities to achieve cost savings, improve environmental sustainability and recognise wider economic and social benefits.

Council currently purchases a small amount of 'green energy' and has a solar installation at the Gracemere Customer Service Centre and Library. Council has also commenced an energy monitoring and management trial in conjunction with the Local Government Association of Queensland. The 'LG Sherlock' project is designed to improve visibility of overall energy performance and identify potential opportunities for improved efficiency.

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COUNCIL'S ECOBIZ OPPORTUNITIES

The State Government's ecoBiz program provides free eco-efficiency assessments for organisations in Queensland. Council has signed up to participate in the program, with 7 units investigating a range of potential water, waste and energy efficiency opportunities within their operations.

INTERNAL SUSTAINABILITY SEED FUND

The internal Sustainability Seed Fund provides an opportunity to trial staff-initiated sustainability projects that foster sustainable behavioural changes as well as the wise use of resources within Council. So far, trial initiatives have included composting, black soldier flies for organic waste management at Rockhampton Zoo, 100% Australian-made recycled paper, reusable coffee cups, enhanced public place recycling and standardised office recycling.

ENVIRONMENTAL MANAGEMENT PRACTICES

Council has been working to better understand and manage its environmental risks. This includes developing improved planning and procedures related to erosion and sediment control, protected plants and animals, riparian management and new information for residents on living with wildlife.

Rockhampton Zoo implemented a Sustainability Seed Fund initiative trialling the use of a black soldier fly composting system to divert organic food waste from landfill.

CASE **STUDY:**
REUSING RESOURCES

Council is responsible for some 840km of sealed urban roads and 1138km of rural unsealed roads. Maintaining such an extensive road network is a significant task that requires significant resources.

As part of Council's commitment to continuous improvement, the Civil Operations Team has identified an opportunity to repurpose old concrete, asphalt and dirty fill into useable construction materials.

A range of options are being investigated to process 'dirty' materials from road resurfacing works that would have otherwise been destined for landfill into clean products which Civil Operations can reuse on a daily basis.

The materials could then be stockpiled, crushed and graded ready for reuse. The approach would deliver significant savings – by reducing disposal costs and the need to purchase new materials.

By implementing this project, Council would move towards the leading edge of standard industry practice, potentially producing several grades of gravel profile as well as quality topsoil and asphalt.

South Rockhampton Sewage Treatment Plant.

CASE **STUDY:**
INNOVATION IN UPGRADES

A series of innovative upgrades to the South Rockhampton Sewage Treatment Plant (STP) over recent years are working to minimise treatment costs and contribute to a healthier environment. These upgrades have helped to achieve a 40% reduction in Total Nitrogen discharged to the Fitzroy River from Rockhampton's STPs of approximately 500kg per week compared to 2018 levels. This improves the health of our important fisheries and also contributes to higher quality water flowing to the Great Barrier Reef.

The fine bubble diffused aeration and efficient anoxic mixing processes not only improved nitrogen removal but they also reduced overall electricity usage at the South Rockhampton STP by approximately 30%.

The improvements to water quality, as well as the reduced carbon dioxide emissions, are significant environmental outcomes. These upgrades to the South Rockhampton STP have also enabled the ageing and poorly performing West Rockhampton STP to be decommissioned, with all its sewage flows now diverted to the upgraded South Rockhampton STP where they are treated to a standard that is at least three times higher.

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WHERE TO FROM HERE.

BUILDING AND MAINTAINING MOMENTUM.

Council has made some significant improvements throughout 2018-19, but to ensure a sustainable future for our region, we need to maintain this momentum.

Already Council has a range of plans for 2019-20 including:
• Commence installation of a significant solar facility at the Glenmore Water Treatment Plant.
• Develop a new Waste Reduction and Recycling Plan for the Region.
• Develop business cases as part of the Clean Growth Choices program and the 'making water work' pathway - preparing the ground for low impact agriculture within a more integrated regional economy.
• Extend the Bringing Nature Back program to include a range of on-ground works and an operational natural resource management trial.
• Continue to refine Council's Living Sustainably program to empower local residents to live more sustainably.

• Incorporate leading water management practices across a number of high-profile demonstration sites across the Region and intercept and capture foreign objects, debris and contamination that would otherwise be discharged to our waterways via stormwater.
• Develop a floodplain management plan and implement associated maintenance and enhancement works to improve flood resilience.
• Develop a sustainable events policy and guideline that applies to all Council coordinated events and all events held at Council facilities.
• Continue to implement improvements to the management of landfill gas, leachate and stormwater at Lakes Creek Road landfill.
• Continue to establish recycled water schemes in both North Rockhampton and South Rockhampton and continue to improve biosolids management.

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'Evening light', Fraser Park Mount Archer by Russel Prothero
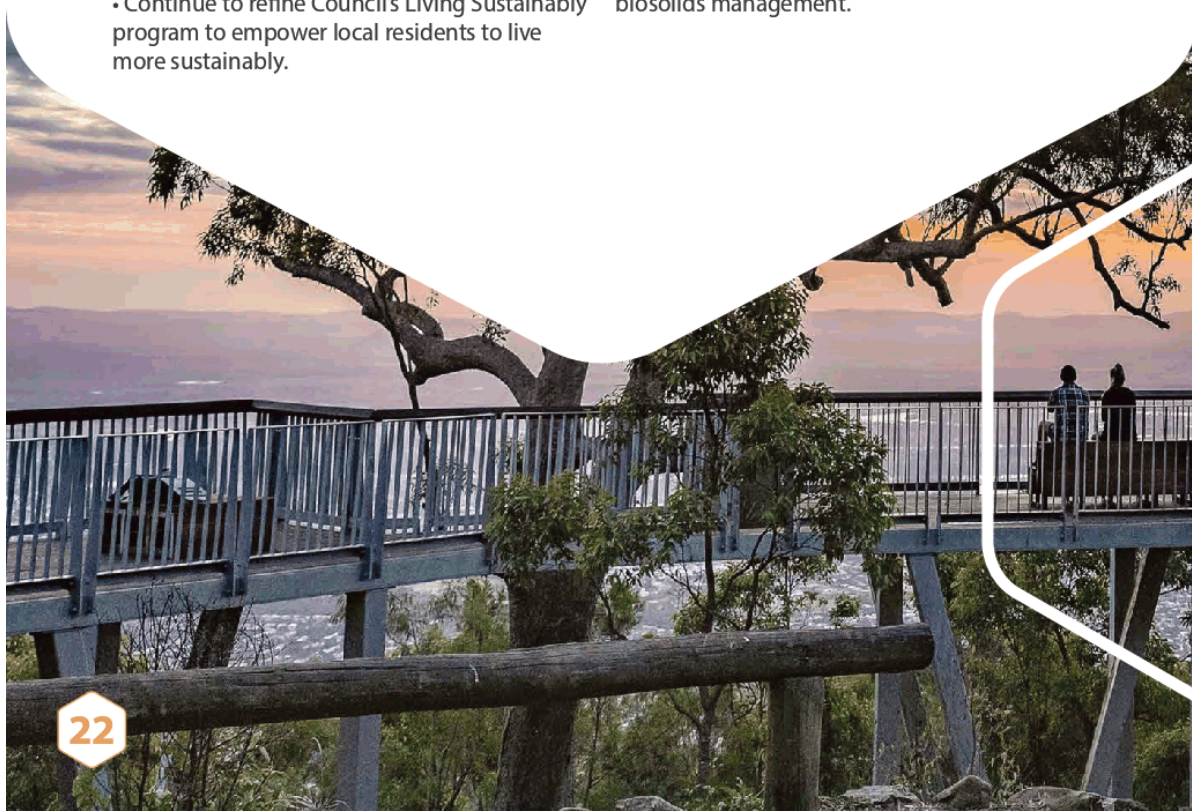
BE PART OF THE SOLUTION.
GET INVOLVED!

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PO Box 1860
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Cover photo:
'Reflections', Murray Lagoon by Michael Schurmann

11.3   LOCAL DISASTER MANAGEMENT PLAN

File No:	**3086**
Attachments:	**Nil**
Authorising Officer:	**Peter Kofod - General Manager Regional Services**
Author:	**Martin Crow - Manager Infrastructure Planning**

SUMMARY

The Rockhampton Region Local Disaster Management Plan has recently been reviewed and updated. The updated plan has been endorsed by the LDMG and is submitted for endorsement by the Council.

OFFICER'S RECOMMENDATION

THAT the Rockhampton Region Local Disaster Management Plan be endorsed.

COMMENTARY

As part of its disaster management responsibilities, Council is required to develop a Local Disaster Management Plan (LDMP) and to ensure the local disaster management plan is regularly updated.

The Rockhampton Region Local Disaster Management Plan has recently been updated to include improvements identified in a number of reviews and to ensure compliance with the State's disaster management policies and guidelines. The LDMP was also reviewed against the Inspector General Emergency Management's framework. Feedback has also been sought from the District Disaster Management Executive and local QFES representatives.

On 19 June 2019 a Workshop was conducted to review the LDMP. All LDMG members and agencies were invited to this Workshop and provided with the opportunity to review and provide comments on the draft LDMP.

The LDMG endorsed the revised LDMP on 9 August 2019 and recommended it be submitted to Council for final endorsement.

Key Changes and Administrative Changes

The only amendments made were to better reflect agency's current capabilities and operational roles and responsibilities.

Please note: due to the size of the document (125 pages) a copy of the new LDMP will be provided separately to this report.

Sub plans are not included as there were no changes to the 21 Sub Plans.

The endorsed Rockhampton Region LDMP will be made available on Council's website and copies will be available for perusal at the Council's Libraries and Customer Service Centres.

CONCLUSION

The Rockhampton Region LDMP has been revised and updated to ensure alignment with the current State legislation and guidelines and includes improvements identified through recent reviews undertaken across the State.

11.4   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.

OFFICER'S RECOMMENDATION

THAT Council considers the Assessment Panel's recommended allocation of funding from the Community Assistance Program and approve the following:

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

PREVIOUS DECISIONS

At Community Services Committee held on 31 July 2019 it was requested that further information be sought on three (3) applications and referred to Council meeting for further consideration.

A copy of this additional information has been supplied separately for Councillors consideration.

COMMENTARY

Round one of the Community Assistance Program for the 2019 - 20 financial year closed on 1 July 2019. Applications were received for eight projects for the requested amount of $72,313.00.

Analysis of the applications received showed that:

- 5 applications related to sponsorship of events

- 3 related to grant funding for capital/equipment projects

The attached table includes the details of applications received; comments from the assessment panel, and recommended funding allocations for the eligible projects.

Assessment

In accordance with the adopted Policy and Procedure applications received were assessed against the following criteria with an average funding amount recommended from the four independent assessments undertaken:

Minor Sponsorship Scheme

- Applicant's capacity to undertake the event including any experience with similar events and ability to obtain relevant approvals and permissions:

- Wide community need for the event and how this was determined:

- Community outcomes expected from the event, including number of participants'

- Positive promotional outcomes for the local area; and

- Value for money, including realistic budget and cost recovery, with quotes for all items to be funded.

Community Grants Scheme

- Applicant's ability to undertake the project including obtaining any relevant approvals and permissions;

- Community need for the project and potential for use by other groups;

- Community outcomes expected from the project, including any positive promotion of the local area; and

- Value for money with realistic scope and at least two quotes for all works.

CONCLUSION

Council's consideration of the Assessment Panel's recommended average allocation of funding for each application is sought.

COMMUNITY ASSISTANCE PROGRAM

Grants and Sponsorship Assessment - Round 1 2019-20

Meeting Date: 20 August 2019

Attachment No: 1

GRANTS AND MINOR SPONSORSHIP					
Applicant	**Project**	**Project Cost**	**Amount Requested**	**Amount Recommended**	**Assessment Comments**
AgForce Queensland	The applicant states this event to be held at the Rugby League has two components and is designed to engage with 19 -35 year olds working in agriculture and aligned businesses, along with providing an opportunity to build important social and professional networks with like-minded people in Central Queensland. The event is expected to attract 80 -100 guests from the Rockhampton Regional Council area and surrounding Shire Councils. It is anticipated 60% of attendees will require paid accommodation.	$ 21,800.00	$ 10,000.00	$3,800.00	Good event - no request for support from surrounding Shires
AM Media Consultants T/A Special Children's Christmas Parties	Christmas Party will again be organised by AM Media Consultants Townsville, and is one of a series held across the state to cater for children who have life limiting illness or a physical or intellectual disability that will impact them their whole life. The event attracts children from across the CQ region, with buses operating from Gladstone and Biloela.	$99,220.00	$5,500.00	$3,200.00	Council has been sponsoring this event for a number of years, and despite the event being for children from across the CQ region (Gladstone, Woorabinda and Biloela) there is still no evidence of any sponsorship being sought from other Councils within the area. The main expenditure for the event seems to be for travel, presents and transport.
Cancer Council Queensland	Rockhampton's Annual Christmas Parade is a must do event on many Rockhampton family calendars. The Christmas Parade is an opportunity for community groups, clubs and organisations to come together to display a Christmas themed float in procession that travels down Musgrave Street, northbound to Stockland Rockhampton. The Parade has been an annual event for the past 24 years and Cancer Council Qld are able to promote the vital services that they offer to the CQ community all while raising funds for cancer research, prevention programs and their support services including the local Rockhampton Accommodation Lodge for cancer patients.	$ 11,943.10	$ 5,000.00	$3,800.00	Wonderful long standing family event. Supported by the local community and children look forward to this annual event.
CentacareCQ	The objective of this project is to increase options and decrease barriers to enable carers to attend to their own health and wellbeing needs. By providing this facility to be used for occasional short term accommodation, including by people travelling to Rockhampton from rural areas across Central Queensland, CentacareCQ aims to increase the opportunity for unpaid carers to access respite, allowing the carer to address their own health needs. The Kinnane and Gibbert House was opened in July 2018, in response to an identified need in the local area. The House is used by agencies including CentacareCQ and Endeavour and has had occupancy rate of 80% since it opened.	$ 24,204.00	$ 12,102.00	$4,800.00	Organisation has the capacity of funding the project. Main beneficiaries from the accommodation currently is Centacare and the Endeavour Foundation. Rural clients can use the facility. No funding sourced from outside the Rockhampton area.
Park Avenue Brothers Hockey Club	The Clubhouse is 39 years old and the plasterboard ceiling sheets in some areas have now loosened from the deterioration of the affixing glue. The project will involve the removal and replacement of the entire plasterboard ceiling in the main hall and adjoining area of the Club Hall. The Clubhouse is used in excess of five times per week by members and other groups. The applicant states that the Clubhouse has some 500 minimum users a month.	$ 20,482.00	$ 10,241.00	$9,800.00	Club funding 50% of the project. Project not only benefits club, but community in terms of providing a safer building to access. Club hosts weekly community bingo as main fundraising activity, this would be at jeopardy if project does not go ahead.

Applicant	Project	Project Cost	Amount Requested	Amount Recommended	Assessment Comments
Rockhampton Bowls Club Inc	2018 Mayoral Trophy is a prestige event held at the Club's grounds and played for by all the bowling clubs in Rockhampton district.	$3,250.00	$1,650.00	$500.00	Questionable budget provided. No indication of income from kitchen and bar from the event. No quotes provided for expenditure. The amount requested is for cash prizes only. Council have given $1,500.00 to this event since 2008/09.
Rockhampton Hockey Association Inc	Oceania Hockey Cup is played every 2 years as a qualifying event within the Oceania region for men and women for either the Hockey World Cup or Olympic Games. With support from RRC and all forms of State and Federal government, plus the Association's own financial borrowing, has almost finished construction of a 2nd International standard synthetic turf field, which has enabled Rockhampton to be chosen as the successful host in 2019.	$ 336,810.00	$ 10,000.00	$6,000.00	Good event - organisation has received $50,000 in-kind from Rockhampton Advance for this event
Rockhampton Men's Shed Inc	The applicant states one of the reasons for erecting this shed (wood and metal work) is to offer to the Members and the Community of Rockhampton an area where those persons can come and mix with their peers. Loneliness, anxiety and depression are the major causes of Mental Illness within the Community and are some of the concerns of why the Rockhampton Men's Shed Inc considered embarking on this project. In the current shed there is a lack of space and amenities which is why the membership is currently capped to 50.	$ 140,140.00	$ 17,820.00	$9,000.00	Sheds are to be built on CQUniversity's land. The organisation have already been given $1,000 for the 3 Shed Project, which they advised was spent on plans.
		$ 657,849.10	$ 72,313.00	$40,900.00	

11.5   QUEENSLAND GOVERNMENT CONSULTATION - CREATING HEALTHY AND ACTIVE COMMUNITIES

File No:	5165	
Attachments:	1.	**Creating Healthy and Active Communities Overview**⇩
	2.	**Model Code for Neighbourhood Design**⇩
Authorising Officer:	**Angus Russell - Manager Strategy and Planning**	
	Ross Cheesman - Deputy Chief Executive Officer	
Author:	**Cameron Wyatt - Coordinator Strategic Planning**	

SUMMARY

The Queensland Government has released a new model code for neighbourhood design, including mandatory requirements, for public comment. The Rockhampton Region Planning Scheme currently contains many of the requirements proposed within the model code. While it is not known, how the proposed mandatory requirements will be implemented by the State Government, the changes could potentially require amendments to be undertaken to the planning scheme. In addition, the Capricorn Municipal Development Guidelines will need to be reviewed to ensure that it aligns with the policy outcomes of the model code for neighbourhood design.

OFFICER'S RECOMMENDATION

THAT Council provides a submission to the Queensland State Government providing the Council's comments and feedback on the draft model code for neighbourhood design.

COMMENTARY

The Queensland Government has released a new model code for neighbourhood design to encourage new development to provide for healthy and active communities. The code includes some mandatory requirements that are proposed to set a minimum standard for new development for communities across the State.

The primary objective of the code is to provide for:

1. Walkable neighbourhoods that cater to and respond to the needs of all members of our communities, from the moment they leave their front door.

2. Walkable neighbourhoods that will be typically:

    -   be structured on grid-like street networks
    -   have minimal cul-de-sacs
    -   have footpaths complemented by street trees on both sides of most streets
    -   have street blocks no longer than 130 metres with longer blocks having mid-block pedestrian links; and
    -   have parks and open spaces within comfortable walking distance of every dwelling.

The policy objectives set out by the model code generally align with the current Rockhampton Region Planning Scheme provisions. In particular, achieving the grid pattern layout, creating walkability communities, and providing for tree lined streets that are well connected and provide for a high level of accessibility.

Pending the adoption of the code, some amendments may be required to the planning scheme to better reflect the specific requirements outlined within the code. These include provision for local parks, footpath location and new measurable standards regarding allotment layout. In addition, the Capricorn Municipal Development Guidelines will need to be reviewed to ensure that it aligns with the policy outcomes of the model code for neighbourhood design.

BACKGROUND

The model code for neighbourhood design and mandatory requirements were made available for public consultation on 21 July 2019, with submissions due by 1 September 2019. Officers would like to provide feedback on the proposed documents. Unfortunately the tight deadlines imposed have made it impossible to conduct a workshop with Councillors.

Additional information has been distributed separately in an effort to provide sufficient detail to allow Councillors to ask questions and make a decision in this regard.

BUDGET IMPLICATIONS

This report does not have any direct budget implications, but it is anticipated that the outcomes of the final strategy may impact on operational budgets over the short-medium term, specifically in terms of future amendments to the planning scheme and potentially updates to the Capricorn Municipal Development Guidelines that will be required to support the implementation of the code.

CONCLUSION

It is recommended that Council provides feedback to the Queensland State Government in support of the proposed model code and mandatory requirements. The model code seeks to ensure that new development provides for well-designed neighbourhoods, providing healthy and sustainable communities. Comments will be required in relation to the rewording of some of the proposed acceptable outcomes and mandatory requirements to ensure that they are measurable and remove potential ambiguity.

QUEENSLAND GOVERNMENT CONSULTATION - CREATING HEALTHY AND ACTIVE COMMUNITIES

Creating Healthy and Active Communities Overview

Meeting Date: 20 August 2019

Attachment No: 1

Creating healthy and active communities

Have your say to make Queensland communities more walkable

Connect with us @GrowingQld

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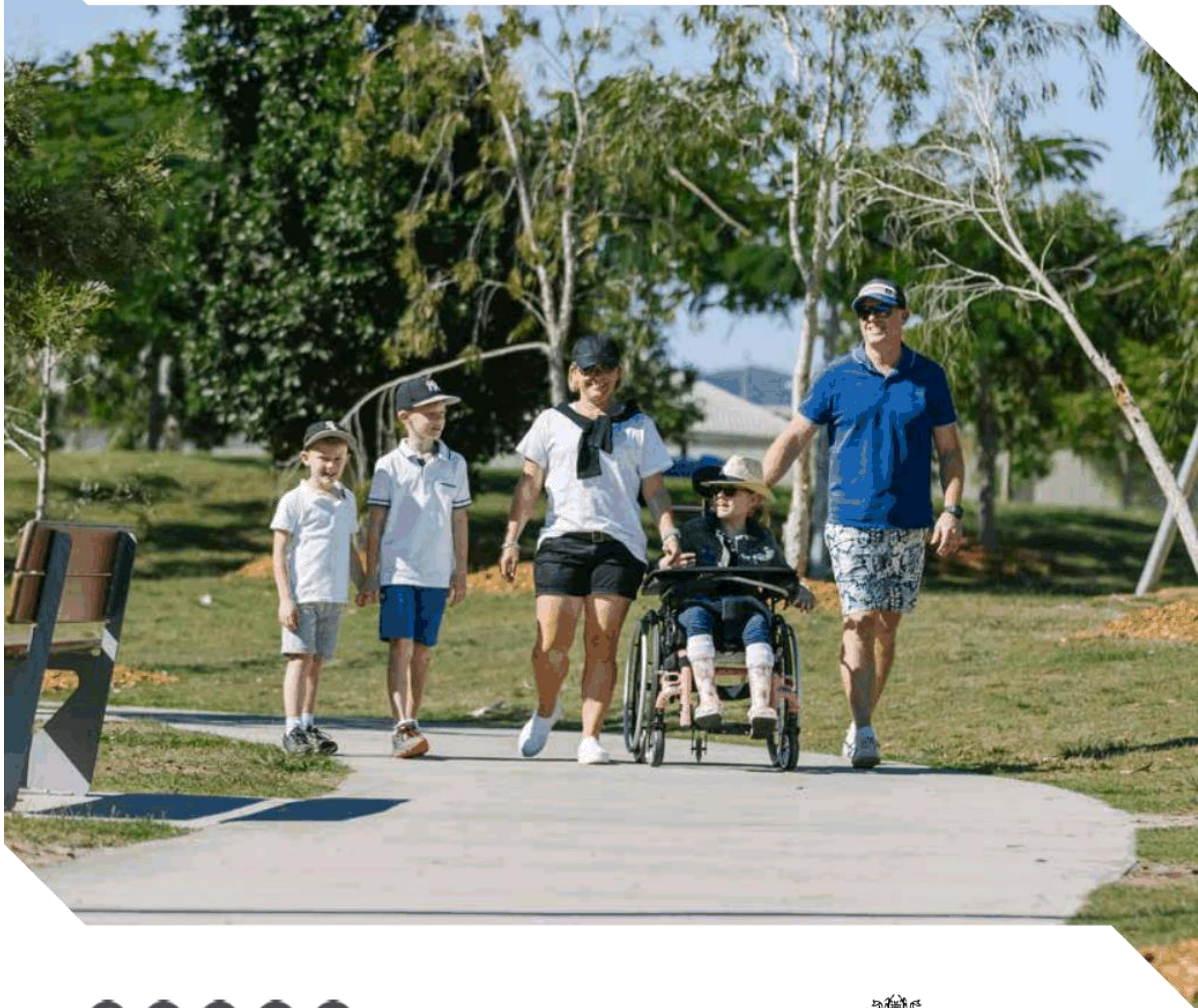
The problem

As a society, we have become physically inactive and heavily reliant on private motor vehicles. Physical inactivity and obesity are major contributors to chronic diseases (e.g. type II diabetes, coronary heart disease and many cancers). Daily physical activity has been proven to reduce the risk of contracting many of these diseases. Regular walking, which is accessible to almost everyone at little to no cost, can make a great contribution to the health and well-being of Queenslanders.

40% QUEENSLAND **ADULTS** are not geting enough **PHYSICAL ACTIVITY**

Queensland Health 2018

Many Queenslanders are living in established communities which are unwalkable with few footpaths, unconnected street layouts and few street trees to provide shade and shelter. Modern subdivisions with a lack of walking infrastructure continue to reinforce the dependency on private motor vehicles.

It is far more cost effective to provide the infrastructure upfront in new residential subdivisions than it is to retrofit existing suburbs. For example, building a concrete footpath in a new greenfield subdivision costs around $70 per square metre while retrofitting existing urban areas is around $140 per square metre or more depending on the local circumstances.
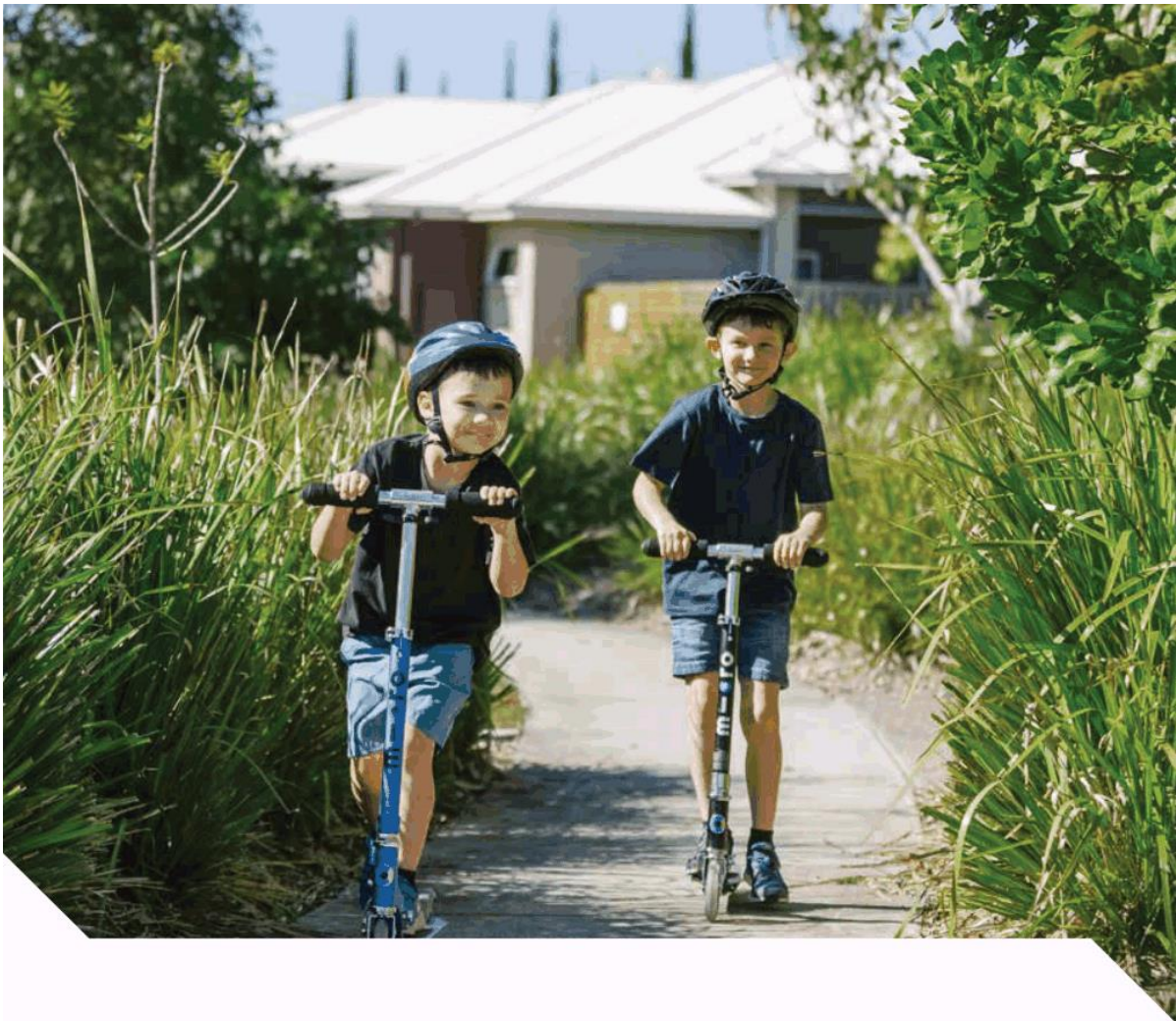
What does this mean for you?

Movement networks, including streets and pathways, are the building blocks of every residential neighbourhood. The layout of streets and pathways has a major influence on how residents move within, or to and from, their neighbourhoods.

Our planning system is about developing Queensland in ways that are good for communities. The design of our neighbourhoods can increase daily physical activity, by providing opportunities to make healthy and active choices. We can create healthier communities by making sure new residential neighbourhoods are comfortable and safe for walking and cycling and endowed with accessible and convenient parks and community spaces.

A step in the right direction

The Queensland Government has released a model code for neighbourhood design, which amongst other things encourages the development of heathier and more active communities across the state.

The model code is about getting the fundamentals of development right, to ensure Queenslanders are able to live in an environment that makes active choices easier.

It promotes a grid-like street layout, with fewer cul-de-sacs for better connectivity, footpaths with street trees for shading and better access to parks and public open space.

The model code, which is voluntary, provides clear direction to local government and developers on how to achieve well-designed residential developments and ensure communities grow in a sustainable and healthy way.

This first step allows councils to make amendments to their local planning schemes to adapt the provisions to suit their local context.

What's next

Rather than just relying on developers and councils to ensure new developments encourage healthier choices, the Queensland Government is proposing to make some elements of the model code mandatory. This will set a minimum standard for new development to advance healthy and active communities for all Queenslanders.

Walkable neighbourhoods cater for and respond to the needs of all members of our communities, from the moment they leave their front door. Walkable neighbourhoods will typically:

- be structured on grid-like street networks
- have minimal cul-de-sacs
- have footpaths complemented by street trees on both sides of most streets
- have street blocks no longer than 130 metres with longer blocks having mid-block pedestrian links
- have parks and open spaces within comfortable walking distance of every dwelling.

A good example of incorporating walkable elements

A bad example lacking all walkable elements
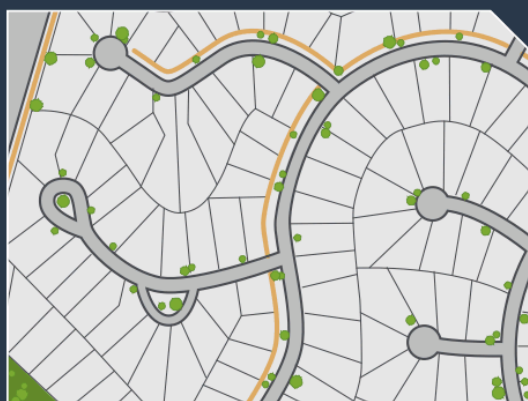
All these elements, not just a few, are essential in creating walkable neighbourhoods. This is why it is proposed to make these requirements mandatory.

The proposed mandatory elements of the code provide certainty for the community and development industry of the expectations for new developments—ones that prioritise walkability and support healthier, more active communities. These factors also play a pivotal role in shaping where people choose to live.

If made mandatory, these provisions will give the necessary support for walking to be considered first in the planning and development of new neighbourhoods. This will promote the benefits of walkable environments to the development industry and ensure local government has the authority to set stronger conditions to create walkable communities.

Proposed mandatory provisions

The table below identifies the proposed mandatory components of the current model code.

STAGE 2

Key

— Footpath/pathways

☐ House lots

☐ Street/laneway

■ Park/open space area

■ Mid-block link

■ Future development

🌳 Trees

Illustrative example only. Not to scale.

1	**PROVISION** The street network is based on a grid-like structure to encourage ease of movement and walkability

RATIONALE

Neighbourhoods should be designed to prioritise walking, cycling and access to public transport, parks and other uses. The way streets are designed can influence these outcomes. Therefore streets should be designed to be connected, easy to get around and logical to navigate.

PROPOSAL

- Street blocks are provided as a grid pattern.

2	**PROVISION** Limit the use of cul-de-sac streets. Where cul-de-sac streets exist cul-de-sac heads allow through access for pedestrians and cyclists

RATIONALE

Design promotes the continuance of the grid layout and enables connections to existing and future developments, parks and open spaces.

PROPOSAL

- No more than 20 per cent of new allotments are to be accessed off cul-de-sacs.
- Cul-de-sacs enable future connections to adjoining land and development and provide for through pedestrian and cycle access.

3 PROVISION
Have footpaths complemented by street trees on both sides of most streets

RATIONALE

Movement networks, including streets and pathways, are the key building blocks of every residential neighbourhood. This infrastructure must facilitate walking.

With Queensland's climate we also need to provide shade and shelter.

PROPOSAL

- Minimum 1.5 metre wide footpaths on one side of every street (including cul-de-sacs).
- Minimum 1.5 metre wide footpaths on both sides of:
  - main streets (connector or collector streets)
  - every street within 800 metres distance of a school (e.g. 10 minute walk)
  - every street within 400 metres distance of a park (e.g. 5 minute walk)
  - every street within 200 metres distance of local shops /services/ facilities (e.g. 2 minute walk)
  - every street where the net residential density is greater than 20 dwellings/hectare
- Street trees provided in association with footpaths:
  - one tree per lot where allotment frontage is less than 15 metres
  - two trees per lot where allotment frontage is between 15-25 metres
  - on lot frontages greater than 25 metres—trees to be spaced so that canopies interlock at maturity
  - for footpaths not associated with residential frontages—trees to be spaced so that canopies interlock at maturity.

4 PROVISION
Have blocks no longer than 130 metres with longer blocks having mid-block pedestrian links

RATIONALE

Large blocks of land (e.g. over 130 metres) can be a barrier to street connectivity which make places harder to move around.

Provide safe, comfortable and convenient walking environments.

PROPOSAL

- No street blocks are to be longer than 200 metres.
- Any block greater than 130 metres shall incorporate a mid-block pedestrian link.

5 PROVISION
Have parks and open spaces within comfortable walking distance of every dwelling

RATIONALE

Ensure neighbourhoods have open spaces that are sized, located and embellished to support the needs of their communities.

PROPOSAL

- Local recreation parks are provided at a maximum distance of 400 metres from the residents they serve (e.g. 5 minute walk).

Next steps

21 July 2019
> Model neighbourhood code released
> Consultation on proposed mandatory elements of the code for six weeks

1 September 2019
> Community consultation ends
> Queensland Government considers community feedback

October/November 2019
> Confirm results of consultation and proposed approach

We want to hear from you.

Have your say to make Queensland communities more walkable.

qld.gov.au/healthycommunities

1. Have you faced any challenges when trying to be more active in your area? If so, what?
2. What do you want to see in new neighbourhoods to encourage walkability and promote healthier lifestyles?
3. Do you agree with the proposed mandatory provisions?
4. Which of the provisions should be made mandatory? Some or all and why?
5. Are there other aspects in the model code that should also be made mandatory? Why?
6. Do you have any other examples or ideas that are not captured by the proposed mandatory provisions that would make a neighbourhood more walkable?

Find out how we're invested in planning for healthy and active communities at qld.gov.au/healthycommunities

Contact us
planningpolicy@dsdmip.qld.gov.au
13 QGOV (13 74 68)

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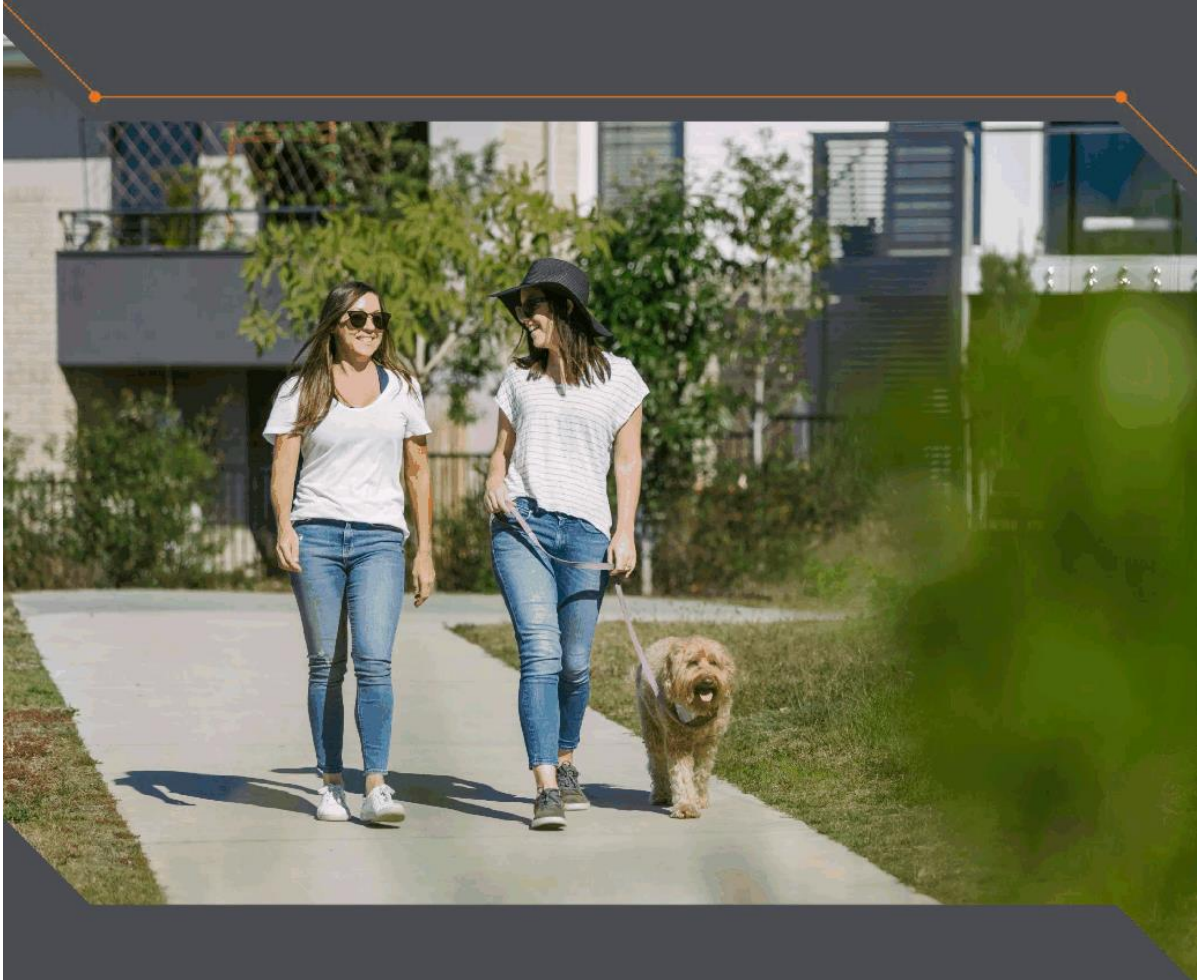
Model Code For neighbourhood Design

Meeting Date: 20 August 2019

Attachment No: 2

Model code for neighbourhood design

A code for reconfiguring a lot

Find out how we're invested in growing Queensland at
qld.gov.au/investedinqld

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Queensland Government

Contents

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1.0 Purpose

(1) The purpose of the **Model code for neighbourhood design – a code for reconfiguring a lot** is to:
    (a) facilitate the creation of attractive, safe, healthy and accessible neighbourhoods and a well-integrated, compact and sustainable urban form
    (b) facilitate the creation of a diverse range of housing types and lot forms to meet the changing needs of our community.

(2) The purpose of the model code for neighbourhood design will be achieved through the following overall outcomes:
    (a) lot reconfiguration creates safe, convenient, functionally efficient and attractive neighbourhoods that use urban land efficiently
    (b) lot reconfiguration creates walkable residential neighbourhoods and facilitates accessible centres, community facilities and employment opportunities
    (c) lot reconfiguration occurs in a manner that enables the retention and protection of significant environmental and landscape values and provides movement corridors for wildlife
    (d) lot reconfiguration meets the diverse needs of the community and facilitates a range of housing types to meet different family and household structures
    (e) lot and street layout enables climatically responsive orientation of buildings
    (f) infrastructure is supplied to all lots in a safe, efficient and co-ordinated manner, which will minimise whole of life cycle costs and potential for environmental harm or nuisance
    (g) the movement system provides for high levels of permeability and safety for all users and facilitates high levels of accessibility by walking and cycling and where required, public transport
    (h) street design provides for a shaded and convenient walking environment, supporting healthy and active communities
    (i) lot reconfiguration contributes to the provision of a safe, accessible and useable network of open space for local communities.

Note: The location, design and functionality of trunk infrastructure networks (including the open space network) are identified in a Local Government Infrastructure Plan (LGIP) which forms part of a planning scheme.

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2.0   Performance outcomes and acceptable outcomes

Performance outcomes	Acceptable outcomes
Overall layout	
PO1 The layout of streets, lots and infrastructure: (a) creates legible and interconnected movement and open space networks; (b) provides connections to and is integrated with environmental corridors, open space and movement networks in the surrounding area; and (c) contributes to the efficient use of land and infrastructure.	No acceptable outcome is nominated.
PO2 The layout of streets, lots and infrastructure is designed to create compact and walkable neighbourhoods that are well connected to employment nodes, centres, open space and recreational facilities, community facilities and educational establishments.	No acceptable outcome is nominated.
PO3 Sufficient land is provided for open space and community facilities appropriate to the size of the development and local community needs. **Note:** *this may not be necessary for reconfiguration that is smaller than a neighbourhood scale.*	No acceptable outcome is nominated.
PO4 The layout of streets, lots and infrastructure: (a) avoids or minimises alteration to natural features such as drainage lines and waterways; (b) minimises the need for vegetation clearing; (c) retains or provides viable ecological corridors for wildlife movement; (d) minimises alteration to the natural topography and the amount of excavation and filling; and (e) avoids increasing the risks associated with natural hazards.	No acceptable outcome is nominated. **Note:** *applicants will need to address any relevant overlays (e.g. biodiversity, natural hazards) applicable to the development site.*
PO5 The reconfiguration is consistent with the intent of the zone in which it is located and provides for: (a) a comprehensive range of housing options, and greatest densities in the most accessible and well-serviced locations; and (b) a range of lot densities and a variety of housing choice, through a mix of lot sizes and dimensions.	No acceptable outcome is nominated.

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Performance outcomes	Acceptable outcomes
PO6 The reconfiguration of street and lot layout discourages crime, vandalism and anti-social behaviour by providing: (a) a high level of casual surveillance of streets, paths and parkland by surrounding development; (b) at least 50 per cent of the perimeter of parks to be fronted by a road; (c) a high level of accessibility from a road; and (d) a clear relationship between the public realm and adjoining private space.	No acceptable outcome is nominated. **Note:** *for design guidance, applicants should have regard to Crime Prevention Through Environmental Design (CPTED) Guidelines.*
Block and lot design	
PO7 The layout of streets is arranged to optimise convenience for walking, cycling and access to public transport, predominantly through a rectilinear grid pattern or modified grid pattern responsive to topography and constraints, including natural hazards.	**AO7.1** Street blocks are provided as a grid pattern. **AO7.2** Street blocks are between 50 metres and 64 metres in width and 100 metres and 200 metres in length. **AO7.3** Any cul de sac head includes a pathway connecting to a local street or higher order road with a direct line of sight between the two streets. **AO7.4** A mid-block pedestrian link is provided for street blocks greater than 130 metres in length.
PO8 The layout of streets does not involve cul de sacs unless they are designed as part of a predominantly connected grid layout that ensures the continuance of the street network and enables future connections to adjoining land and development.	No acceptable outcome is nominated.
PO9 Lots are of a predominantly rectangular regular shape to ensure the efficient use of land and to contribute to housing affordability.	**AO9.1** Lots are designed with: (a) a width dimension that is a multiple of 2.5 metres, but no less than five metres; and (b) a common length between 25 metres and 32 metres. OR **AO9.2** Lots comply with the minimum dimensions specified in *<insert individual local government requirements>*
PO10 Where irregular shaped lots are required, to sensitively respond to the terrain and environmental conditions, lots are configured to ensure a sufficient and suitably located area within the site is available to accommodate envisaged development.	**AO10** Irregular shaped lots can provide a minimum five metres by 15 metres area suited to accommodate a proposed dwelling.

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Performance outcomes	Acceptable outcomes
PO11 Where narrower lots with a frontage of 10 metres or less are proposed, these narrower lots are dispersed and located so that: (a) a diversity of housing choice is provided; (b) variety is achieved along the length of a single street block; and (c) sufficient on street parking can be provided and concentrations of driveways, resulting in a length of street without capacity for on-street parking spaces, are minimised.	**AO11.1** Narrower lots within the block are arranged so that: (a) there are no more than eight (8) lots with a frontage of 10 metres or less in a row, whether or not serviced by a rear lane; (b) there are no more than four (4) lots with a frontage of 7.5 metres or less in a row, unless serviced by a rear lane. **AO11.2** Lots with a frontage of 10 metres or less are not located opposite other lots with a frontage of 10 metres or less unless: (a) a street with a minimum pavement width of 7.5 metres services the lots; and (b) the lots on at least one side of the street are accessed by a rear lane.
PO12 The design and layout of lots enables efficient inter-lot servicing.	**AO12** Lot corners match or are within one metre of adjoining lot corners.
PO13 Street and lot orientation enables energy-efficient buildings and site design by: (a) maximising solar access to the north in winter; (b) minimising solar access to the west in summer; (c) maximising access to prevailing summer breezes; and (d) minimising exposure to prevailing winter winds.	No acceptable outcome is nominated.
PO14 Smaller lots are only developed on sloping sites where the design of the lots is able to minimise the impact of cut and fill on the visual and physical amenity of the streetscape and adjoining lots and minimises the need for retaining walls.	**AO14** Unless for attached dwellings, lots of 450m^2 or less are only provided on sloping sites where designed and laid out so that the slope on a lot does not exceed: (a) 10% side slope (cross fall); and (b) 5% lengthwise slope (longitudinal fall).
Movement network	
PO15 The movement network provides: (a) a high level of internal access and external connections for pedestrians, cyclists, vehicles and where required, public transport; (b) a connected, permeable and legible street network; and (c) safe and efficient access for service and emergency vehicles.	No acceptable outcome is nominated. *<insert if relevant>* **Note:** *the servicing, access and parking code also contains relevant requirements for the design and construction of new roads.*

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Performance outcomes	Acceptable outcomes
PO16 The road network provides for convenient and safe movement between local streets and higher order roads.	No acceptable outcome is nominated.
PO17 Local streets do not operate as through traffic routes for externally generated traffic (other than for pedestrians, cyclists and public transport).	No acceptable outcome is nominated.
PO18 The siting and design of pedestrian paths and cycleways: (a) provides direct, convenient and continuous routes, having regard to likely trip purpose, topography and likely user volumes and types; (b) creates a safe environment for pedestrians and cyclists by maximising sightlines and opportunities for casual surveillance, avoiding concealment points and being well lit; (c) protects the retention of trees and responds to significant features; (d) maximises the visual interest provided by views and landmarks; (e) does not compromise the operation of or access to other infrastructure services; and (f) minimises potential conflict points or provides appropriate and safe design solutions.	No acceptable outcome is nominated.
PO19 The movement network is designed to allow for the extension of existing, or provision of future public transport routes, that are convenient and accessible to the community.	**AO19** At least 90% of proposed lots are within: (a) 400 metres safe walking distance from an existing or potential bus stop; or (b) 800 metres safe walking distance from rail and busway stations.
PO20 Safe, convenient and efficient intersections are provided for vehicles, pedestrians, cyclists and public transport.	**AO20** Intersections and pedestrian and cyclist crossings are provided in accordance with *<insert reference to LG design standards>*
PO21 Access arrangements for lots do not affect the function, safety and efficiency of streets.	**AO21** Access arrangements to lots are consistent with the characteristics intended for the particular type of road or street specified in *<insert reference to LG design standards>*
PO22 The extent of street frontages dominated by driveways is minimised to maintain an attractive streetscape and avoid conflicts between vehicle access and on street parking.	**AO22** For lots with a frontage of 7.5 metres or less, driveways are provided from a rear lane.
PO23 On-street car parking is well accommodated in all street types other than controlled access roads. *Note: a parking analysis plan may assist in demonstrating compliance with this performance outcome*	No acceptable outcome is nominated.

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Performance outcomes	Acceptable outcomes
PO24 Rear lanes are designed to: (a) provide enough width for safe and efficient vehicle movement, including service and emergency vehicles and for street lighting; (b) allow for good visibility from one end of the lane to the other; (c) not create a more direct through-route alternative for vehicles than the adjoining street network; (d) ensure any rear boundary treatment or tree planting does not create concealed recesses or provide uninvited access opportunities into rear yards; and (e) not provide for visitor parking within the lane unless in specifically designated areas.	No acceptable outcome is nominated.
PO25 Where the proposed site has primary frontage to a rear lane, the lane is designed to minimise the impacts of stormwater on adjacent lots and ensure stormwater is conveyed into the lane and not through the site.	**AO25** Rear lanes are designed to: (a) have a pavement kerb constructed 100mm lower than the adjoining lot/building level; (b) have a central draining profile with the stormwater catchment limited to the lane; and (c) have a pavement cross fall to the centre of 2.5 to 3 per cent.
PO26 The design of each type of street and road facilitates the convenient, safe, accessible, comfortable and shaded use for pedestrians.	**AO26** The design of each type of street includes: (a) a footpath in accordance with Table 1 and with *<insert reference to LG design standards>*; and (b) large crown street trees planted on each side of the street with a minimum of one tree every 10 metres.
PO27 The geometric design features of each type of street, road and lane: (a) ensures it can perform its function in the hierarchy safely and efficiently; (b) has an adequate horizontal and vertical alignment to accommodate utilities, on-street parking, access to lots, street trees and furniture and safe pedestrian and cyclist movement; (c) encourages traffic speeds and volumes to levels commensurate with road hierarchy function; and (d) ensures unhindered access by service and emergency vehicles.	**AO27** The design of streets, roads and lanes is in accordance with Table 1 and with *<insert reference to LG design standards>*.

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Performance outcomes	Acceptable outcomes
Open space network	
PO28 Neighbourhood design provides for an accessible open space network that: (a) accommodates the planned location of trunk open space infrastructure; (b) contributes to the legibility and character of the neighbourhood; (c) links to existing parkland or open space networks wherever possible; (d) meets the community's needs and is designed to maximise use by the community it serves; and (e) offers a broad range of informal and formal experiences to the community including provision of parks which range from small pocket parks to large district parks.	No acceptable outcome is nominated. **\<Remove if not relevant\>** *Note: the local government infrastructure plan identifies the general location and desired standards of service for trunk open space infrastructure.*
PO29 Within residential areas, local recreation parks are created which provide informal recreational opportunities to supplement private open space of the neighbourhood.	**AO29.1** Local recreational parks are provided at a rate of 1ha per 1000 residents. **AO29.2** Local recreational parks are provided at a maximum distance of 400 metres from the residents they serve.
PO30 Local recreational parks are of a sufficient size, shape and topography to accommodate a usable activity area, accommodating recreational facilities that meet local needs for a range of age cohorts, such as play equipment, kick-about areas, picnic areas and seating.	**AO30.1** Local recreational parks have a minimum usable activity area of 0.2ha. **AO30.2** Local recreational parks are predominantly square to rectangular with the ratio of dimensions no greater than 2:1. **AO30.3** At least 80% of the local recreational park has a grade of no more than 1:10.
PO31 Local recreational parks are provided with a reasonable level of flood immunity such that activity areas remain available during most flood events.	**AO31** At least 10% of the local recreational park area is located above the 2% Annual Exceedance Probability (AEP) flood level and embellishments, including play equipment, shelters and shared pathways are constructed above the 2% AEP flood level.
PO32 Design and embellishments of local recreational parks: (a) reflect the likely demographic needs of the local community which the park services; (b) complement those in nearby parks, increasing the range of facilities available to the community; and (c) are fit for purpose.	**AO32** The design and embellishments of local recreational parks is in accordance with *\<insert reference to LG design standards\>*.
PO33 Local recreational parks provide pathway connections to the on-street verge pathway network and pathways are provided to connect to activity areas within the park.	No acceptable outcome is nominated.

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Performance outcomes	Acceptable outcomes
Services	
PO34 Services, including water supply, stormwater management, sewage disposal, waste disposal, drainage, electricity and telecommunications, are provided in a manner that: (a) is efficient; (b) minimises risk of adverse environmental or amenity related impacts; and (c) ensures water is used efficiently and hydrological regimes and water quality is protected.	**AO34** The design of services is in accordance with the *<insert reference to LG design standards or where located in South East Queensland, the SEQ Water Supply and Sewerage Design and Construction Code>.*
PO35 Where smaller or narrower lots are proposed of 10 metres and less in width or 400m^2 and less in area, services are located so they are not unduly restricted.	**AO35** Where lots are 10 metres or less in width or 400m^2 and less in area, services and associated easements: (a) do not traverse lots; and (b) do not require buildings to be set back from site boundaries further than the relevant assessment benchmarks under the planning scheme.
PO36 Subdivision layouts incorporating lots 10 metres or less in width or 400m^2 or less in area are designed to ensure drainage and servicing has no adverse impact on adjacent lots. ***Note:*** *indicative engineering plans for subdivisions incorporating lots 400m^2 or less, showing the location of all services and driveway locations, may assist in demonstrating compliance with this performance outcome.*	**AO36** Lots 10 metres or less in width or 400m^2 or less in area are designed so that: (a) lots grade to the street or other lawful point of discharge; and (b) no low points in the road or drainage design are located adjacent to lots 10 metres or less in width or 400m^2 or less in area.

Table 1: Design for access

Aspect	Street type			
Application	Connector street	Access road	Access street	Rear lane
Contributing Lots	600 max	300 max	75 max	40 max
Reserve width (metres)	18	15.5	15.5	6 [1]
Pavement width (metres)	7.5	7.5	5.5 where up to 50 contributing lots[2] 7.5 where 50 or more contributing lots	5 [1]
Footpath	Both sides	One side	One side	N/A
Kerb type	Upright	Mountable	Mountable	Flush
Lot access	Yes	Yes	Yes	Yes

Notes:

(1) A minimum acceptable reserve width of a rear lane is 6.0 - 6.5 metres. A maximum is recommended to be no wider than 8 metres. The width is determined by the space required for the service infrastructure, vehicle turning movements, refuse bin collection, landscaping and planting and the lane length.

(2) A 5.5 metres pavement width may be insufficient where lots with a frontage of 12.5 metres or less are opposite lots with a frontage of 12.5 metres or less.

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11.6   BUILDING OUR REGIONS FUNDING PROGRAM (ROUND 5)

File No:	12534
Attachments:	1. **Building Our Regions (Round 5) Guidelines**⇩
Authorising Officer:	**Angus Russell - Manager Strategy and Planning** **Ross Cheesman - Deputy Chief Executive Officer**
Author:	**Ann Davie - Grants and Policy Advisor**

SUMMARY

This report provides information on the projects being considered for Round 5 of the Queensland Government's Building our Regions Program.

OFFICER'S RECOMMENDATION

THAT the following projects to be submitted under Round 5 of the Building our Regions program:

1.   Construction Project – Rockhampton Solar Project seeking 50% grant funding.

2.   Planning Project – Rockhampton Airport Apron Extension seeking 50% grant funding.

COMMENTARY

This report provides information about the seven (7) projects being considered for funding under the Building our Regions (BoR) program. The program has 2 streams - construction projects and planning projects. Councils can put forward multiple projects for the construction stream, but only one project for the planning stream.

The construction projects and their estimated costs are:

Project	Cost Estimate	19/20 Budget
Rockhampton Solar Power Project	$2,600,000	$1,350,000
Event Barriers and Grandstands	To be confirmed	$350,000
North Rockhampton Flood Mitigation Area – Sewer Backflow Prevention Works	$1,551,500	$700,000

The planning projects and their estimates for planning costs are:

Project	Cost Estimate	19/20 Budget
Rockhampton Airport Apron Extension – Design and Business Case	$200,000	$100,000
Bajool Aquaculture Development Area Master Plan	$150,000	$0
West Rockhampton Aquaculture Project – Design and Business Case	$150,000	$0
Plastics Recycling Plant – Business Case	$50,000	$0

It is proposed that the Rockhampton Solar Project and Airport Apron Extension Design and Business Case applications be submitted to the respective streams on the basis of a 50 percent co-contribution form Council.

BACKGROUND

The Queensland Government announced funding for a fifth round the Building our Regions program at the end of July 2019 and the program guidelines are attached.

The primary objectives of the program are to fund eligible infrastructure projects that:

- support regional economic development and the sustainability of regional communities
- support the development of new industries or the expansion of established industries in the regions
- contribute to the creation of new sustainable employment opportunities
- improve the liveability and amenity of regional communities through improved infrastructure and increased economic activity
- align with regional industry and economic development priorities
- deliver collaborative regional priority infrastructure

There are two funding streams covering infrastructure construction and planning projects. Under the construction stream, Councils may submit multiple projects, with funding per project between $250,000 and $7,000,000. Under the planning stream, councils are only able to submit a single project for a maximum of $300,000.

The funding program does not require contributions from Councils or other funding sources, however the ability to leverage funding including co-contributions form applicants is one of the program's selection criteria.

The construction stream has a two-stage application process requiring Councils to first submit an Expression of Interest (EOI) for consideration before a determination is made on whether the project will be proceed to the Business Case stage.

Business cases must be submitted by 25 October 2019 and final construction/engineering designs must be available at that time.

Applications to the EOI stage close on 30 August 2019.

Acceptance of an EOI does not automatically assure funding for the project. Councils must also consult with their local Department of State Development Manufacturing Infrastructure and Planning (DSDMIP) office to discuss suitability of the projects that will be submitted in the EOI stage.

Construction projects must commence no later than 30 April 2020 and the earliest project start date is 10 January 2020, subject to announcement of successful projects.

The planning stream requires Councils to submit a project plan that describes the project idea and the output of the plan development (feasibility study, business case, master plan, and so on).

Applications for the planning stream of the program close on 27 September 2019.

Funding of $70 million is available under Round 5 of the program which aims to deliver job-creating infrastructure that improves liveability and economic conditions. The Regional Capital Fund component of the program, to which Rockhampton Regional Council is eligible to apply, totals $34 million.

The following provides a brief commentary on each of the projects considered.

Construction projects

Rockhampton Solar Power Project

The project involves installation of a small-scale solar facility of approximately 2.5 MW capacity at the Glenmore Water Treatment Plant site for generation of renewable energy. Financial modelling shows favourable economics for each of the capacity scenarios modelled. The proposed scenario has a payback period for the return on capital investment of 2.8 years and is also capable of exporting surplus power to achieve a greater return.

The project is currently tender ready with information available to support a business case stage application. Alternative/renewable energy projects are specifically identified as an example of eligible projects in the program guidelines.

Events Barriers and Grandstands

The project involves the purchase of concrete barriers and relocatable grandstands to use at major events such as RockyNats. Quotes have been sought for the supply of these capital items. Barriers and stands can be hired/borrowed by other event organisers in the area. These barriers and grandstands are needed for hosting certain types of events where safety or comfortable accommodation of significant numbers of spectators are at issue.

At the time of writing cost estimates were still to be confirmed.

Securing and retaining regular events is necessary to build the reputation of Rockhampton as viable tourism and event destination. Infrastructure supporting tourism development and infrastructure supporting events attraction are specifically identified as an example of eligible projects in the program guidelines.

North Rockhampton Flood Mitigation Area – Sewer Backflow Prevention Works

The project involves works to the sewer network to improve performance when the North Rockhampton Flood Mitigation (NRFM) Temporary Barrier is erected in a Fitzroy River flood event to assist in reducing the risk of backflow into flood management areas during a Fitzroy River flood event. The project includes installing sewer isolation valves on key trunk mains within the NFRMA and constructing chambers to enable sewerage to be pumped out of the protected area and discharged appropriately.

Council was unsuccessful in its application to the Disaster Resilience Fund earlier this year.

Planning projects

Rockhampton Airport Apron Extension – Design and Business Case

The project would involve preparing a detailed design and business case for extension of the Rockhampton Airport apron to support future aircraft parking, hangars and freight facilities. Funding of $100,000 has been budgeted to advance this project which ties into both specific opportunities and wider needs for extension of the apron. While not directly related to the program's planning stream, airport infrastructure is specifically identified as an example of eligible construction projects in the program guidelines

Bajool Aquaculture Development Area Master Plan

The area has been identified as an Aquaculture Development Area by the Queensland Government. Initial engagement has been undertaken with landholders in the Bajool area has been positive. In order to firm up on viability and attract investment it is proposed to undertake detailed master planning for development of the Bajool area in conjunction with existing landholders and the Department of Agriculture and Fisheries (DAF). It is anticipated that the project will also include a preliminary business case for investment.

West Rockhampton Aquaculture Project (WRAP)

The project would involve development of a detailed and stageable design/plan and associated business case to provide Council with options for progressing development of the project. An investigation report prepared by expert consultants has outlined several options for the site. The next step is for Council to determine what option should be pursued and a detailed design/plan for development of the site.

Plastics Recycling Plant – Business Case

The project would involve development of a detailed business case investigating the viability of constructing a recyclable plastics processing plant. The objective of the proposed project is to convert a large component of our region's plastic waste stream into a range of recycled plastic products, for reuse in the local economy.

BUDGET IMPLICATIONS

The report notes where project budget allocations exist and can potentially be used as co-contributions noting that the ability to leverage funding is one of the program's selection criteria. There is also the opportunity to take some pressure of Council's budgets by securing external funding for budgeted projects.

Planning project cost estimates are only indicative at this stage.

CONCLUSION

The report provides details of the Building our Regions Round 5 and discusses a number of potential projects under both the construction and planning streams. It is proposed that the Rockhampton Solar Project be submitted under the construction stream and the Airport Apron Expansion be submitted under the planning stream. It is also proposed that Council's contribution to the projects be fifty (50) percent of the project costs.

BUILDING OUR REGIONS FUNDING PROGRAM (ROUND 5)

Building Our Regions (Round 5) Guidelines

Meeting Date: 20 August 2019

Attachment No: 1

Building our Regions

Round 5 Program Guidelines

Find out how we're invested in growing Queensland at
qld.gov.au/investedinqld

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Glossary

Construction commencement – construction is considered to commence when physical changes are made to the project site or when works commence on another site (e.g. manufacture/fabrication of major project components) as agreed with the Department of State Development, Manufacturing, Infrastructure and Planning.

DSDMIP – the Queensland Department of State Development, Manufacturing, Infrastructure and Planning.

Grant Program – Building our Regions Round 5.

Project – a project includes the entire scope of works identified in the application, e.g. for a construction project this includes identified pre-construction activities (e.g. tendering), construction related activities and commissioning.

Regional Queensland – regional Queensland includes all areas of the State that are outside of South East Queensland, as well as the Toowoomba urban area and the local government areas of Lockyer Valley, Scenic Rim and Somerset.

State – the State of Queensland.

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1.0   Introduction

The $515 million Building our Regions: Regional Infrastructure Fund provides targeted regional infrastructure funding for local government projects.

This funding is administered through two funding programs.

- The Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP) is responsible for administering $365 million through the Building our Regions competitive funding program. To date, Building our Regions has approved funding towards 223 projects across 66 regional local governments.

- The Department of Transport and Main Roads (DTMR) is responsible for administering the remaining $150 million through the Transport Infrastructure Development Scheme (TIDS). More information about TIDS is available at www.tmr.qld.gov.au.

Funding of $70 million is available under Round 5 of Building our Regions. All local governments in regional Queensland are eligible to apply for funding under this round of Building our Regions. Attachment 1 lists eligible local governments.

This document sets out the guidelines for funding under Round 5 of Building our Regions.

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2.0 Program overview

2.1 Program aim

The aim of Building our Regions is to provide funding for regional infrastructure projects that create flow-on economic development opportunities and jobs.

Funding available through Round 5 of Building our Regions aims to deliver job-creating infrastructure in regional communities that improves liveability and economic conditions.

2.2 Program objectives

The primary objectives of Building our Regions are to fund eligible regional infrastructure projects that:

- support regional economic development and the sustainability of regional communities
- support the development of new industries or the expansion of established industries in the regions
- contribute to the creation of new sustainable employment opportunities
- improve the liveability and amenity of regional communities through improved infrastructure and increased economic activity
- align with regional industry and economic development priorities
- deliver collaborative regional priority infrastructure.

2.3 Program funds

Funding of $70 million is available under Round 5 of Building our Regions. Funding is available through three funds as follows:

- Regional Capital Fund – $34 million
- Royalties for Resource Producing Communities Fund – $26 million
- Remote and Aboriginal and Torres Strait Island Communities Fund – $10 million

This allocation is provisional and higher or lower amounts may be approved under each fund depending on the availability of suitable high-quality applications.

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3.0   Program requirements

Building our Regions Round 5 has two classes of eligible projects: construction projects and infrastructure planning projects.

Local governments should submit construction projects for infrastructure that will create and sustain long-term jobs and support improvement in the liveability and economic conditions of regional communities.

Local governments should submit planning projects for infrastructure:

- that have the potential to contribute to economic growth, jobs and liveability and
- where additional project planning documentation is required to support investment decisions.

Funding decisions for construction projects will be made following a two-stage application and assessment process—an expression of interest (EOI) stage and a business case stage for shortlisted projects.

Funding decisions for planning projects will be made following a single stage application and assessment process (EOI), however announcement of successful planning projects may not occur until after announcement of successful construction project.

Please note that funding for construction projects will be prioritised.

3.1   Mandatory requirements

Mandatory requirements for all construction EOIs and business case applications and planning project applications are that they must:

- be submitted by an eligible local government by the advertised closing date
- be for an eligible construction or planning project
- be seeking Building our Regions funding within the range available for the eligible local government's fund (refer to section 3.2)
- provide copies of all mandatory documents for the application stage (refer to section 5.2)
- for construction projects at the business case stage:
  - provide evidence that all land-related issues (such as ownership, tenure, native title, etc) are finalised [note: exceptions may apply and must be agreed to in writing by the department prior to submission]
  - provide a copy of the final construction/engineering design certified (if required) by a Registered Professional Engineer of Queensland (RPEQ)
  - provide written confirmation of all financial co-contributions
- prior to submission, provide a copy of the final application to the local DSDMIP regional office for feedback on consistency with the program guidelines.

More detailed information about the mandatory requirements for each stage are detailed in section 5.2 and Attachments 2 and 3.

3.2   Applicant eligibility

To be eligible for funding under Building our Regions, an applicant must be:

- a local government body constituted under the *Local Government Act 2009* or Weipa Town Authority and
- located in regional Queensland (see Glossary for definition of regional Queensland)

Regional collaboration is encouraged. Where two or more local governments seek to apply for a single project, one eligible local government must be identified as the lead partner and take responsibility for contract management and project delivery.

Local governments are encouraged to work with local organisations such as chambers of commerce, economic development organisations, industry groups and local businesses to progress infrastructure projects that will provide enduring economic outcomes for the local community.

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Eligible local governments have been allocated to one of three funds and are eligible only under that fund. These are detailed in Attachment 1.

3.2.1   Regional Capital Fund

The Regional Capital Fund is open to local governments of provincial cities and surrounding rural areas.

Under the Regional Capital Fund, eligible local governments may submit applications for construction projects that are seeking funding of $250,000 up to a maximum of $7 million per project.

Eligible local governments in this fund may also submit one application for a planning project that is seeking funding to a maximum of $300,000.

Voluntary contributions to construction and planning projects are encouraged from applicant local governments and other contributors, which may include collaborating local governments, industry, the State Government, the Australian Government and others (e.g. community groups).

Please note that funding for construction projects will be prioritised.

3.2.2   Royalties for Resource Producing Communities Fund

The Royalties for Resource Producing Communities Fund is open to local governments of resource communities. These are those which:

- are experiencing significant direct impacts from resource sector activity
- have well-established and/or significant mining activities
- have smaller, but nevertheless, active mining activities
- have significant exploration activity being undertaken.

Under the Royalties for Resource Producing Communities Fund, eligible local governments may submit applications for construction projects that are seeking funding of $250,000 up to a maximum of $7 million per project.

Eligible local governments in this fund may also submit one application for a planning project that is seeking funding to a maximum of $300,000.

Voluntary contributions to construction and planning projects are encouraged from applicant local governments and other contributors, which may include collaborating local governments, industry, the State Government, the Australian Government and others (e.g. community groups).

Please note that funding for construction projects will be prioritised.

3.2.3   Remote and Aboriginal and Torres Strait Islander Communities Fund

The Remote and Aboriginal and Torres Strait Islander Communities Fund is open to local governments of remote and Aboriginal and Torres Strait Islander communities.

Under the Remote and Aboriginal and Torres Strait Islander Communities Fund, eligible local governments may submit applications for construction projects that are seeking funding of $50,000 up to a maximum of $1 million per project.

Eligible local governments in this fund may also submit one application for a planning project that is seeking funding to a maximum of $300,000.

Voluntary contributions to construction and planning projects are encouraged from applicant local governments and other contributors, which may include collaborating local governments, industry, the State Government, the Australian Government and others (e.g. community groups).

Please note that funding for construction projects will be prioritised.

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3.3   Project eligibility

3.3.1   Construction projects

To be eligible for funding for a construction project, an application must:

- be consistent with the objectives of Building our Regions
- be for the construction of an infrastructure project. Examples of eligible projects include:
    – infrastructure to establish or expand a commercial/industrial precinct
    – infrastructure supporting tourism development
    – infrastructure supporting events attraction including sporting and recreational facilities
    – water, sewage/wastewater, and waste infrastructure projects where there is a direct economic benefit to an industrial, commercial or tourism development
    – alternative/renewable energy infrastructure
    – airport infrastructure
    – logistics/transportation hubs
    – marine infrastructure.
- be capable of commencing construction by 30 April 2020 (see Glossary for definition of construction commencement)
- have final construction/engineering designs available at time of business case submission
- have no outstanding land tenure issues (including native title) to resolve at the time of business case submission [note: exceptions may apply and must be agreed to in writing by the department prior to submission].

Construction projects include construction of new infrastructure as well as the upgrade, extension or replacement of existing infrastructure. Projects that will only undertake repair or maintenance of existing infrastructure are not eligible.

3.3.2   Planning projects

To be eligible for funding for a planning project, an application must be:

- consistent with the objectives of Building our Regions and
- to engage an appropriately qualified professional service provider/s to develop:
    – final/detailed construction/engineering design for an eligible construction project type or
    – a project business case (including associated supporting documentation) for an eligible construction project type to provide better clarity about investment decisions.

Projects that will update or further develop existing detailed designs or project business cases may also be submitted.

It should be noted that completion of a Building our Regions funded planning project:

- is not a pre-requisite for consideration of future Queensland Government funding and
- does not prioritise local government proposals and does not commit the Queensland Government to progress or fund further planning or provide funding for the delivery of infrastructure projects.

3.3.3   Ineligible projects

Ineligible projects are:

- projects (including pre-construction activities) that have already commenced, or are intended to commence prior to official notification of funding approval
- road and bridge projects (including causeways and floodways)
- water, sewage/wastewater, and waste infrastructure projects for general community needs
- projects that will primarily benefit a single private sector commercial operator

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- projects that are intended to enable the local government to operate a business in competition with the private sector in that local government area
- state infrastructure projects that would usually be funded through the normal business of Queensland Government agencies
- multiple projects that are not interdependent but have been submitted in a single application e.g. upgrading airports in two separate communities [note: the entire application will be deemed ineligible]
- construction projects that have approved funding from an earlier round of Building our Regions or Royalties for the Regions [note: applications for subsequent stages of a previously funded project would potentially be eligible]
- planning projects:
  - that have approved funding from the Maturing the Infrastructure Pipeline Program [note: applications for subsequent stages of a previously funded project would potentially be eligible, e.g. previously funded project business case progressing to final design]
  - ready for construction or for which construction has commenced
  - that enable local government's compliance with direct legislative requirements
  - that are already fully funded from another source [note: partial funding or co-contributions from the State or Commonwealth government is acceptable].

3.4   Eligible project costs

Local governments will be responsible for all ineligible project costs and any eligible project costs over and above the approved funding amount. Local governments will also be responsible for meeting any project cost increases that occur over the course of delivering an approved project.

Approved Building our Regions funding may only be applied towards 'Eligible project costs'.

3.4.1   Construction project eligible costs

For construction projects, eligible project costs include:

- construction costs including:
  - all site works required as part of the construction
  - the costs of construction-related labour, materials, equipment hire
- costs of conducting a tender for construction of the approved works
- project management costs including remuneration of local government technical, professional and/or administrative staff for time directly related to managing the construction of approved works, but excluding executive duties and overhead charges
- purchase and installation of fixed plant and equipment required to fully commission the infrastructure.

Eligible project costs for construction projects do not include:

- costs incurred prior to the Project Start Date identified in the signed Project Funding Agreement, including any otherwise eligible expenditure
- costs associated with road or bridge construction activities (including causeways and floodways), where such activities form part of an otherwise eligible project
- land acquisition
- feasibility and planning studies
- conceptual or final design
- statutory fees and charges and any costs associated with obtaining regulatory and/or development approvals
- legal expenses
- temporary works, other than those required to enable completion of the proposed project
- official opening expenses (including permanent signage)

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- ongoing costs for local government administration, operation, maintenance or engineering
- remuneration of employees for work not directly related to the Approved Project
- overhead charges for internal council costs, e.g. stores, plant and equipment
- vehicle purchasing
- vehicle leasing, unless directly required for construction (and only to that extent), e.g. water trucks, excavators
- portable assets e.g. computers, furniture, desks, whitegoods
- preparation of a Building our Regions application or associated supporting material.

The above list identifies the most common examples of ineligible costs and is not intended to be comprehensive.

3.4.2　Planning project eligible costs

For planning projects, eligible project costs include:

- professional third-party service provider fees (excluding the service provider's administrative or overhead costs), for delivery of the funded activity
- project management costs e.g. technical or professional advisor fees (third party)
- costs of conducting a tender for the funded activity
- any other costs deemed eligible by the department.

Eligible project costs for planning projects do not include:

- costs incurred prior to the Project Start Date identified in the signed Project Funding Agreement, including any otherwise eligible expenditure
- statutory fees and charges and any costs associated with obtaining regulatory and/or development approvals
- costs incurred for activities conducted after construction commencement
- marketing and advertising advice or services
- legal advice
- work or advice in relation to the local government's compliance with direct legislative requirements
- financial advice
- administrative or operational advice
- operational planning or business planning advice
- ongoing costs for local government administration, operation, maintenance or engineering
- remuneration of employees for work not directly related to the Approved Project
- overhead charges for internal council costs, e.g. stores, plant and equipment
- preparation of a Building our Regions application or associated supporting material.

The above list identifies the most common examples of ineligible costs and is not intended to be comprehensive.

3.5　Other eligibility requirements

3.5.1　Application review by DSDMIP regional offices

Prior to submission of a construction project EOI or business case or a planning project application, local governments must provide a copy of their completed application to the local DSDMIP regional office for feedback on consistency with the program guidelines.

Regional offices will respond to the local government in writing and advise the assessment team that this step has been undertaken. Local governments are not required to attach a copy of the response to their applications on submission.

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Local governments should work with their local DSDMIP regional office to ensure applications are provided to regional offices with sufficient time to enable feedback. Late requests may not be able to be accommodated by regional offices.

3.5.2   Business case scope of works

If invited to submit a business case, the fundamental elements of the infrastructure to be constructed must remain unchanged from the expression of interest stage. Significant changes to the proposed scope of works may result in a business case being ineligible.

3.5.3   Project contingencies

To cover any unforeseen expenditure or price rises, all Building our Regions applications can include a maximum 15 per cent contingency allowance on top of their total project expenditure.

The total estimated project cost for Building our Regions projects is the project expenditure plus the contingency. Use the following formula to work out the total estimated project cost that includes a 15 per cent contingency:

Project expenditure x 1.15.

This amount should then be used to work out the Building our Regions funding required and the necessary applicant contribution along with any additional financial contributions from other sources.

Should contingency costs above 15 per cent be included they must be funded solely from the local government's financial co-contribution. Contingency amounts over 15 percent assigned to Building our Regions funding will, if the project is successful, result in any Building our Regions funding approval being reduced by an equivalent amount.

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4.0   Funding arrangements

Successful applicants will be required to execute a Project Funding Agreement with the State.

The State has no obligation to provide Project Funding to an applicant until a Project Funding Agreement has been executed by the applicant and the State. Successful applicants should not make financial commitments until all necessary documents have been finalised and executed.

The Project Funding Agreement will set out the arrangements for payment of Project Funding to a successful applicant in accordance with a Milestone Schedule.

Further details about Conditions of Funding are set out below and in section 9.0.

4.1   Approved construction projects

Local governments that are approved for funding will be required to ensure that the resulting infrastructure continues in operation or use, as per its intended purpose at the time of application, for a period of at least 10 years after the project's completion.

In most cases it is expected that the local government will own the land on which the funded infrastructure is to be constructed. If the applying local government does not own or have control over the land for the purpose of constructing, operating and maintaining the infrastructure, the local government will be required to enter into a formal arrangement with the land owner to guarantee access for these purposes, prior to submitting a business case.

It is also expected that the local government will own and operate the funded infrastructure. If this is not the case, the local government will be required to enter into a formal arrangement (such as an enterprise works agreement) with the intended owner/operator to guarantee the continued operation of the infrastructure, to the satisfaction of the department, prior to the commencement of construction.

4.2   Project savings

Building our Regions funding will be provided to reimburse the actual eligible project costs of the approved project. If actual total project costs at project completion are less than the estimated total project cost (as identified in the Project Funding Agreement), the difference between these two amounts will be considered project savings.

If an approved project has contributions from the local government or a third party, project savings will be apportioned between the contributors as per the ratio of the approved funds to the estimated total project cost. The Building our Regions funding for the project may therefore be reduced by DSDMIP by the amount of project savings apportioned to Building our Regions funding. Should the local government have received milestone payments that exceed the Building our Regions share of total project costs after savings are apportioned, the local government will be required to refund the relevant amount to DSDMIP within sixty days of the project completion date.

4.3   Program evaluation

All funded projects will be monitored and evaluated by DSDMIP to ensure Building our Regions is achieving the program aim and objectives.

Successful applicants must comply with the reporting and audit obligations outlined in these program guidelines and the Project Funding Agreement.

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5.0   Application process

5.1   Key dates

Key Date	Key Activity / Action
Construction projects	
5 August 2019	Expression of interest stage opens
30 August 2019	Expression of interest stage closes
From 23 September 2019	Successful expressions of interest announced
30 September 2019	Business case stage opens
25 October 2019	Business case stage closes
From 13 December 2019	Successful business cases announced
10 January 2020	Earliest project start date (e.g. release of tender, construction)
30 April 2020	Last date for construction to commence
Planning projects	
2 September 2019	Planning applications open
27 September 2019	Planning applications close
From 13 December 2019	Successful planning applications announced
10 January 2020	Earliest project start date (e.g. release of tender)

Dates are indicative and local governments will be informed if there is a change.

5.2   How to apply

Funding under Building our Regions is awarded through a competitive application assessment process.

Construction and planning project applications and all required supporting documentation, must be received by the relevant closing dates.

Local government requests to change its project, EOI or business case application after the closing date will not be accepted and the State is under no obligation to allow a local government to provide any additional information. However, if a local government discovers an error after submitting an EOI or business case, contact the Building our Regions program team immediately on (07) 3452 7377 or via email on buildingourregions@dsdmip.qld.gov.au

The Chief Executive Officer of the local government is responsible for ensuring that the application is complete and accurate. Giving false or misleading information is a serious offence and may also exclude the local government from funding consideration.

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5.2.1   Construction projects

5.2.1.1   Expressions of interest

Eligible local governments submitting an EOI will be required to complete the EOI application via the Building our Regions portal and:

- upload any identified documentation (evidence) that supports statements made in the EOI (unless web addresses are provided in your responses)
- have provided a copy of the final EOI application to the local DSDMIP regional office for feedback on consistency with the program guidelines
- read and accept the council acknowledgement prior to submitting the EOI (refer to Attachment 4 and
- assign a priority to each EOI submitted.

Applicants will be notified in writing of the assessment outcome of their projects and those with shortlisted construction projects will be invited to submit a business case for further consideration.

Feedback will be made available to applicants. Feedback on shortlisted projects will be given priority to assist in preparation of business cases.

5.2.1.2   Business case

Business cases will only be required where a local government has had a construction project shortlisted at the EOI stage.

Eligible local governments submitting a business case will be required to complete the business case via the Building our Regions portal and:

- upload the following mandatory documentation:
  – a detailed project plan – the template is available on the Building our Regions website
  – project gantt chart or detailed delivery/works schedule showing timeframes for all project stages up to and including project completion
  – a cash flow forecast in Excel format – the template is available on the Building our Regions website
  – either a Cost Benefit Analysis (for projects with a total project cost of over $500,000) or a Benefits Assessment (for projects with a total project cost up to and including $500,000) – the templates are available on the Building our Regions website
  – if applicable, letters confirming any financial and in-kind contributions from other parties, including details of the amount of funding and any conditions attached to the funding. [note: all funding must be confirmed at the time of submission]
  – evidence that there are no land ownership/access issues including native title to resolve [note: exceptions may apply and must be agreed to in writing by the department prior to submission]
  – a copy of the final construction/engineering design certified (if required) by an RPEQ
  – CVs for all key personnel identified in the business case including the Project Manager
- upload any additional identified documentation (evidence) that supports statements made in the business case (unless web addresses are provided in responses)
- have provided a copy of the final business case application to the local DSDMIP regional office for feedback on consistency with the program guidelines
- read and accept the council acknowledgement prior to submitting the business case (refer to Attachment 4) and
- assign a priority to each business case submitted.

Applicants will be notified in writing of the assessment outcome for their business cases. Those with successful applications will be contacted in due course by DSDMIP about developing a Project Funding Agreement. Feedback will be made available to all applicants.

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5.2.2   Planning projects

Eligible local governments submitting a planning project will be required to complete the planning project application via the Building our Regions portal and:

- upload any identified documentation (evidence) that supports statements made in the application (unless web addresses are provided in responses)
- have provided a copy of the final application to the local DSDMIP regional office for feedback on consistency with the program guidelines and
- read and accept the council acknowledgement prior to submitting the application (refer to Attachment 4).

Applicants will be notified in writing of the assessment outcome for their planning project application. These may not be communicated until after funding decisions are made for construction projects. Those with successful planning project applications will be contacted in due course by DSDMIP about developing a Project Funding Agreement. Feedback will be made available to all applicants.

5.2.3   Evidence and supporting information

Local governments will be expected to provide substantive documentary evidence to support statements made in their EOIs, business cases and planning project applications. Evidence should be directly relevant to the project, be from a credible source, and relatively recent.

For supporting evidence to be considered it should be properly referenced in responses provided through the Building our Regions portal. References to evidence should include the document name or attachment number, and the section or page numbers. Failure to properly reference supporting evidence may result in supporting evidence not being considered during assessment.

For more information on using evidence to support an application, please refer to the relevant guidance material provided by the department.

5.2.4   Application assistance

Enquiries may be directed to the Building our Regions program team on (07) 3452 7377 or via email at buildingourregions@dsdmip.qld.gov.au

The department's regional officers are available to work with local governments to assist them to identify projects that may be eligible and prepare applications and supporting documentation.

Regional officers will not be involved in the assessment of applications from local governments within their regions or in the selection of successful projects.

Contact information for the office that services each local government is available at http://www.dsdmip.qld.gov.au/contact-us/regional-contacts.html

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6.0   Assessment

Applications will be assessed against the assessment criteria detailed below. Applicant and project due diligence will also be undertaken for each project submitted at the business case stage.

Funding may be prioritised for construction projects that:

- demonstrate clear alignment with one or more of the State Government's Industry Roadmap priority industry sectors or industries with strategies for growth in place including:
    - advanced manufacturing
    - aerospace
    - biofutures
    - biomedical and life sciences
    - craft brewing
    - defence
    - hydrogen
    - mining equipment, technology and services
    - North West Minerals Province
    - beef processing
    - rail manufacturing
    - resource recovery
    - space
    - superyachts
    - screen industry
- are located in drought declared areas of the state or areas that have been subject to a natural disaster declaration anytime in the last three financial years.

Priority will be given to such projects through application of an additional weighting during the assessment process.

Local governments will be notified in writing of the outcome for their submissions on completion of each stage of the application process. Feedback will be offered to local governments on all applications.

6.1   Construction project assessment criteria

6.1.1   Expression of interest assessment

Assessment Criterion 1 — Project demand (weighting 100 per cent)

The application describes the demand for the project, providing detailed information about the current economic environment within the local government area and/or region including:

- opportunities for ongoing economic growth and/or constraints on economic growth
- opportunities to improve the liveability and amenity of regional communities
- the specific need for the proposed infrastructure and how it will assist in addressing the identified economic opportunities and/or constraints, and improve liveability and amenity
- the consequences for the local/regional economy, industry and community if action is not taken and
- stakeholder (business, industry and community) recognition of the demand.

Responses should include both quantitative and qualitative information about the demand for the project.

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6.1.2   Business case assessment

Assessment Criterion 1 — Proposed solution (weighting 40 per cent)

The application provides detailed information about:

- how the project will assist in taking advantage of the identified economic opportunities and/or addressing the economic constraints
- how the project will assist in taking advantage of identified opportunities to improve the liveability and amenity of regional communities
- why the proposed infrastructure is the most appropriate course of action and what alternatives have been considered
- readiness to commence construction within the program's timeframes, including how any regulatory approvals are being addressed
- incorporation of any environmental, sustainability, low emission technology, materials or processes in the construction of the infrastructure
- feasibility of delivering the project within the identified budget and timeframes, including experience in delivering projects previously funded by Building our Regions and other infrastructure funding programs
- stakeholder (business, industry and community) support for the proposed infrastructure.

Responses should include both quantitative and qualitative information about the demand for the project.

Assessment Criterion 2 — Value for money/project benefits (weighting 35 per cent)

The application provides detailed information about:

- direct and indirect construction related economic benefits that are expected to be realised by the project
- direct and indirect ongoing economic benefits that are expected to be realised by the project
- other direct and indirect benefits, including social and environmental benefits, that are expected to be realised by the project
- the ongoing operational and maintenance costs of the infrastructure and the capacity of the local government to fund these costs over the life of the infrastructure
- the level of other investment (e.g. industry, business, universities) in the project and/or ongoing partnerships with these organisations in achieving the long-term objectives of the project.

The Cost Benefit Analysis or Benefits Assessment (as required depending on total project cost) is the primary source of information for this criterion. The information provided in the Cost Benefit Analysis or Benefits Assessment should include both quantitative and qualitative information about the direct and indirect benefits.

Assessment Criterion 3 — Leverage (weighting 25 per cent)

The application clearly details confirmed financial contributions to the project from the applicant and other contributors.

Confirmed financial contributions that exceed the minimum mandatory requirements that applied to a council in previous rounds of the Building our Regions program will achieve a higher rating against this criterion.

Due diligence

Due diligence will be undertaken on both the applicant local governments and submitted projects, and outcomes will inform project assessments. This process will consider a range of factors including, but not limited to: financial capacity; management capability, including how the project will be delivered and evidence of appropriate technical expertise; identified project risks and mitigation strategies; and the local government's experience in delivering infrastructure projects.

Local governments may be asked to provide further information for this purpose.

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6.2   Planning project assessment criteria

Assessment Criterion 1 — Project demand (weighting 100 per cent)

The application describes the demand for the project, providing detailed information about the current economic environment within the local government area and/or region including:

- opportunities for ongoing economic growth and/or constraints on economic growth
- opportunities to improve the liveability and amenity of regional communities
- the specific need for the proposed infrastructure and how it will assist in addressing the identified economic opportunities and/or constraints, and improve liveability and amenity
- that necessary previous project planning stages have been completed and show the need to proceed to the next stage
- the timeframes associated with the project, including whether there is an urgent need and whether the project will address a short, medium or long-term priority
- alignment with local, state or regional infrastructure priorities, policies or initiatives
- whether it addresses any issues identified through previous reviews or audits
- whether the previous options analysis considered both infrastructure and non-infrastructure solutions.

Responses should include both quantitative and qualitative information about the demand for the project.

Due diligence

Due diligence will be undertaken on applicant local governments and outcomes will inform project assessments. Local governments may be asked to provide further information for this purpose.

6.2.1   Assessment process

Assessment and moderation of Building our Regions applications is undertaken by DSDMIP. The assessment process includes consultation with other relevant Queensland Government agencies. Assessments are then referred to an Advisory Committee for consideration and to make recommendations to the minister. The Advisory Committee comprises the Directors-General of a number of Queensland government agencies.

Recommendations for shortlisting of construction project EOIs will be made to a sub-group of the Advisory Committee for consideration and recommendation to the minister.

Recommendations for approval of construction project business cases and planning project applications will be made to the full Advisory Committee for consideration and final recommendation to the minister.

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7.0 Communications

7.1   Communications with the media

All media enquiries or public announcements relating to the Building our Regions will be coordinated and handled by DSDMIP's media team.

Applicants must seek and obtain the State's approval before contacting or responding to the media in connection with successful or unsuccessful applications for funding support under or in connection with the Grant Program.

As far as practicable, all media and communications will be undertaken jointly with successful applicants.

7.2   Confidentiality, privacy and use of information

The State will maintain controls in relation to the management of confidential information provided by applicants. Applicants should specifically mark any information the applicant considers to be confidential.

During the application, assessment and approval process, an applicant must keep confidential its application/s and its dealings with the State about its application/s but may make disclosures if required by law or to its representatives or advisors who are under an obligation of confidentiality. An applicant must also keep confidential any information designated by the State as confidential.

The State may disclose information, including confidential information, of or provided by an applicant:

- to its representatives and advisors for any purpose
- to any government agency or authority and its representatives and advisors, including for the purpose of assessing and verifying such information
- to comply with or meet applicable standards of accountability of public money or established government policies, procedures or protocols or
- if required to be disclosed by law.

The State intends to publicly disclose the names of applicants, information about projects, the amount of funding granted to each successful applicant and details about the anticipated economic outcomes and benefits of successful projects.

Personal information collected as part of the application and assessment process will be used by the State and disclosed to third parties for purposes in connection with the assessment of applications (and if an application is successful, in connection with administration of any subsequent agreement). The State will otherwise deal with personal information provided to it in accordance with the *Information Privacy Act 2009*.

For audit purposes, the State is required to retain applications and other supplied supporting material. Successful applications will be retained for seven years and unsuccessful applications retained for two years.

7.3   Complaints

The decision in relation to an application is final and may not be appealed. If however, an applicant has any concerns in relation to the application or assessment process, an applicant may raise their concerns in writing by contacting buildingourregions@dsdmip.qld.gov.au

All questions about decisions on applications for the Grant Program must be lodged in writing to: buildingourregions@dsdmip.qld.gov.au

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7.4   Contact details

Enquiries about Building our Regions can be directed to the Department of State Development, Manufacturing, Infrastructure and Planning via email to buildingourregions@dsdmip.qld.gov.au or (07) 3452 7377.

General information on the Building our Regions program is available at www.dsdmip.qld.gov.au/buildingourregions

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8.0　Terms and conditions

In these terms and conditions, a reference to:

- an application means an application (or relevant part of an application) made to the Grant Program, and includes and EOI, a business case and any other supporting or additional information in whatever from provided by the applicant in connection its EOI or business case;
- Guidelines is a reference to these Building our Regions Round 5 Program Guidelines.

8.1　Reservation of rights

Despite any provision of these Guidelines to the contrary, the State reserves the right to administer the Grant Program and conduct the process for the assessment and approval of applications to the Grant Program in such manner as it thinks fit, in its absolute discretion.

Without limiting the above paragraph, the State retains all rights and powers to make all decisions and actions in order to achieve the program objectives and the State reserves the right, in its absolute discretion and at any time, to:

(i)　change the structure, procedures, nature, scope or timing of, or alter the terms of participation in the process or overall Grant Program (including submission and compliance of applications), where in such circumstances notice will be provided to applicants;

(ii)　consider or accept, or refuse to consider or accept, any application which is lodged other than in accordance with these Guidelines or is lodged after the relevant date for lodgement, or which does not contain the information required by these Guidelines or is otherwise non-conforming in any respect;

(iii)　vary or amend the eligibility or assessment criteria;

(iv)　take into account any information from its own and other sources (including other Government agencies and other advisors);

(v)　accept or reject any application, having regard to these Guidelines, the eligibility criteria, the assessment criteria or any other item, matter or thing which the State considers relevant, including the limitations on the funds available for the Grant Program;

(vi)　give preference by allocating weighting to any one or more of the eligibility criteria or assessment criteria over other criteria;

(vii)　seek clarifications or additional information from or provide clarifications or additional information to any applicant, or to negotiate or deal with or seek presentations or interviews from any applicant;

(viii)　conduct due diligence investigations in respect of any applicant and subject applications to due diligence, technical, financial and economic appraisals;

(ix)　require an applicant to clarify or substantiate any claims, assumptions or commitment contained in an application or provide any additional information;

(x)　terminate the further participation of any applicant in the application process;

(xi)　terminate or reinstate the Grant Program or any process in the Grant Program;

(xii)　not proceed with the Grant Program in the manner outlined in these Guidelines, or at all;

(xiii)　allow the withdrawal or addition of an applicant after the closing date; and

(xiv)　take such other action as it considers in its absolute discretion appropriate in relation to the Grant Program processes.

Where, under these Guidelines, it is stated that the State may exercise a right or discretion or perform any act or omit to perform any act, then unless stated otherwise the State may do so at its sole and absolute discretion and will not be required to act, or be restrained from acting, in any way or for any reason nor to take into account the interests of any third party (including an applicant).

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8.2   No relationship

The State's obligations in connection with the application process are limited to those expressly stated in these Guidelines.

Subject to clause 8.7, no contractual or legal relationship exists between the State and an applicant in connection with the Grant Program, these Guidelines or the application process or any stage of the Grant Program.

An applicant, or its representatives:

(i)   has no authority or power, and must not purport to have the authority or power to bind the State, or make representations on behalf of the State;

(ii)   must not hold itself out or engage in any conduct or make any representation which may suggest to any person that the applicant is for any purpose an employee, agent, partner or joint venturer with the State; and

(iii)   must not represent to any person that the State is a party to the proposed project other than as a potential funder, subject to the competitive application process detailed in these Guidelines.

8.3   Participation at applicant's cost

Each applicant participates in the application process at its own cost and risk.

To the extent permitted by law, no applicant will have any claim of any kind whatsoever against the State (whether in contract, tort (including negligence), equity, under statute or otherwise) arising from or in connection with:

(i)   any costs, expenses, losses or liabilities suffered or incurred by the applicant in preparing and submitting its application (including any amendments, requests for further information by the State, attendance at meetings or involvement in discussions) or otherwise in connection with the Grant Program;

(ii)   the State at any time exercising or failing to exercise, in its absolute discretion, any rights it has under or in connection with the Grant Program; or

(iii)   any of the matters or things relevant to its application or the Grant Program in respect of which the applicant must satisfy itself under these Guidelines.

Without limiting the above paragraph, if the State cancels or varies the Grant Program at any time or does not select any applicant following its assessment of the applications, or does (or fails to do) any other thing referred to under clause 8.1 of these Guidelines, no applicant will have any claim against the State arising from or in connection with any costs, expenses, losses or liabilities incurred by the applicant in preparing and submitting its application or otherwise in connection with or in relation to (whether directly or indirectly) the Grant Program.

8.4   Non-exhaustive

These Guidelines have been prepared to give potential applicants background information in relation to the Grant Program, and do not contain all of the information that applicants may require in reaching decisions in relation to whether or not to submit an application. Applicants must form their own views as to what information is relevant to such decisions.

Applicants must make their own independent investigations of the information contained or referred to in these Guidelines. Applicants must obtain their own independent legal, financial, tax and other advice in relation to information in these Guidelines, or otherwise made available to them, during the application process.

The State accepts no responsibility whether arising from negligence or otherwise (except a liability that cannot lawfully be excluded) for any reliance placed upon the information provided by it in connection with the Grant Program or interpretations placed on that information by applicants.

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8.5   Intellectual property

Any intellectual property rights that may exist in an application will remain the property of an applicant or the rightful owner of those intellectual property rights. Any part of an application considered to contain intellectual property rights should be clearly identified by an applicant.

The applicant grants to the State (and will ensure relevant third parties grant) a non-exclusive, royalty free and irrevocable licence to use and reproduce the intellectual property for the purpose of administering the Grant Program.

8.6   Law

These guidelines are governed by the laws applicable in Queensland.

8.7   Acceptance

By submitting an application, each applicant:

(a) warrants to the State that the information contained in its application is accurate and complete as at the date on which it is submitted and not by omission misleading, and may be relied on by the State in assessing the application;

(b) undertakes to promptly advise the State if the applicant becomes aware of any change in circumstances which causes the information contained in its application to become inaccurate or incomplete in a material respect;

(c) acknowledges that the State will rely on the above warranty and undertaking when evaluating the application;

(d) acknowledges that the State may elect to remove an application at any stage as a result of material changes to the information presented in its application;

(e) acknowledges that the State may suffer loss or damage if the applicant breaches the above warranty and undertaking; and

(f) is taken to have accepted these Guidelines, including these terms and conditions.

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9.0   Conditions of funding

9.1   Funding agreements

Local governments accepting offers of financial assistance through the Grant Program will be required to execute a Project Funding Schedule under the applicant's Head Funding Agreement with the State to form a Project Funding Agreement. It is intended that Project Funding Schedules will be executed within three months of the funding announcement, and prior to the commencement of construction.

The Project Funding Agreement will set out the arrangements for payment of Project Funding to a successful applicant in accordance with a Milestone Schedule set out in the Project Funding Agreement. Other conditions will include (without limitation) those listed in section 4.0 of these guidelines and those set out below.

9.1.1   GST requirements

Generally, provision of Building our Regions funding to local governments is not considered a taxable supply and so GST is not applicable.

9.2   Council Resolution

Prior to the Queensland Government executing the Project Funding Agreement, local governments will be required to provide a resolution from council that it has budgeted their financial contribution to the project, is committed to delivering the approved project, and acknowledges responsibility for any funding shortfall if costs or other contributors change.

9.3   Funding acknowledgement and branding

Local governments that receive funding through the Building our Regions program are required to appropriately acknowledge the Queensland Government's contribution.

This should include acknowledgement of State funds in all publicly made statements, websites, other appropriate promotional materials and documentation, and local government applications regarding the approved projects.

The department requires any media announcements or other publicly made statements to be provided in draft form for approval prior to release. The department or the minister may wish to collaborate with the local government on joint media announcements or statements.

The current Building our Regions Funding acknowledgement guide is available from www.dsdmip.qld.gov.au/noindex/building-our-regions-funding-acknowledgement-guide.pdf

The funding acknowledgement guide may be updated from time to time.

9.4   Project Reporting

9.4.1   Progress and completion reporting

The Project Funding Agreement will specify requirements for the submission of Project Progress Reports and a Project Completion Report. Templates for these reports will be provided by the Department.

Project Progress Reports will require the local government to provide information about progress in delivering the approved project including details of any delays or risks, project expenditure and financial contributions received, regulatory approvals, implementation of signage requirements, evidence of funding acknowledgement and project-related media, and other requirements as determined by the Department.

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Project Completion Reports will require the local government to provide an overview of the approved project's delivery including actual project dates, budget and costs, regulatory approvals, photographs of completed works and signage, evidence of funding acknowledgement and project-related media, and other requirements as determined by the Department.

9.4.2   Project benefits reporting

To fully capture how Building our Regions funding is making a real difference in regional communities, local governments that secure funding are required to complete a benefits report for each project. This report should highlight the economic benefits of the project, along with any social and environmental benefits that will be realised.

The Project Benefits Report will build on the project benefits identified in the application process and include both quantitative and qualitative data. This information will establish anticipated benefits when the project commences, and be updated with realised benefits once complete. Ongoing benefits monitoring requirements following project completion may also be required.

Departmental officers will provide guidance to local governments in developing these reports.

9.5   Financial acquittal

DSDMIP may review payments made under Building our Regions to ensure compliance with the funding agreement. In such instances, the local government must be able to provide documentation that supports claims for Building our Regions funding, including invoices, remittance advices and transaction listings. These reviews do not limit the State's broad audit rights.

9.6   Delivery

9.6.1   Confirmation of ownership

In certain circumstances, a construction project may be approved for funding where the local government will not:

- own the land upon which the infrastructure will be built
- own and operate the resulting infrastructure.

In these cases local governments must have obtained and must maintain all relevant permissions or agreements in order to ensure that:

- the local government has the right to access the land in order to construct, operate and maintain the proposed infrastructure – evidence of this must first be provided with submission of a business case
- the infrastructure will be operated in accordance with its intended purpose at the time of application for a period of not less than 10 years – evidence of this must be provided prior to construction commencement.

9.6.2   Construction

Approved projects must commence construction no later than 30 April 2020.

Note: Construction is considered to commence when physical changes are made to the project site or when works commence on another site agreed with DSDMIP.

9.6.2.1   Building and Construction Training Policy

The Queensland Government Building and Construction Training Policy is one element in a longstanding partnership between the building and construction industry and the Queensland Government to develop the industry's skills base and future workforce capability.

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Local governments must comply with requirements set out in the training policy when awarded Building our Regions funding for building projects with a contract sum of $500,000 or greater (including GST), and civil construction projects with a contract sum of $3 million or greater (including GST).

The training policy supports employment opportunities and skills development in Queensland's building and construction industry. It also focuses on increasing the economic independence of Aboriginal and Torres Strait Islander Queenslanders in the industry.

The training policy requires contractors to employ apprentices and trainees and undertake other workforce training as a mandated component of being awarded work on eligible Queensland Government projects.

The training policy has a core requirement that a minimum of 10 per cent of the total labour hours on eligible projects be undertaken by apprentices and/or trainees and through other workforce training. This may be increased to 15 per cent on a case-by-case basis as determined by the Department of Employment, Small Business and Training.

More information is available at: https://desbt.qld.gov.au/training/employers/trainingpolicy

9.6.2.2   Local industry content

The Queensland Government is committed to maximising local content through greater participation of capable local industry in major government procurements.

Building our Regions projects are subject to the Queensland Government's Charter for Local Content. To fulfil the Charter, where projects in regional Queensland have total Queensland Government funding contributions greater than $2.5 million (exclusive of GST), excluding information and communication technology products and services, local governments will be required to provide details about how they have applied the Charter's principles and submit a Project Outcome Report on completion of the project.

More information is available at: www.dsdmip.qld.gov.au/local-content

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Attachment 1

Eligible local governments

Local governments eligible to apply under each fund are as follows:

Regional Capital Fund	Royalties for Resource Producing Communities Fund	Remote and Aboriginal and Torres Strait Islander Communities Fund
Bundaberg	Banana	Aurukun
Burdekin	Barcaldine	Balonne
Cairns	Bulloo	Barcoo
Cassowary Coast	Burke	Blackall-Tambo
Douglas	Carpentaria	Boulia
Fraser Coast	Central Highlands	Cherbourg
Gladstone	Charters Towers	Cook
Goondiwindi	Cloncurry	Croydon
Gympie	Isaac	Diamantina
Hinchinbrook	Maranoa	Doomadgee
Livingstone	McKinlay	Etheridge
Lockyer Valley	Mount Isa	Flinders
Mackay	North Burnett	Hope Vale
Mareeba	Quilpie	Kowanyama
Rockhampton	Weipa	Lockhart River
Scenic Rim	Western Downs	Longreach
Somerset	Whitsunday	Mapoon
South Burnett		Mornington
Southern Downs		Murweh
Tablelands		Napranum
Toowoomba		Northern Peninsula
Townsville		Palm Island
		Paroo
		Pormpuraaw
		Richmond
		Torres
		Torres Strait Island
		Winton
		Woorabinda
		Wujal Wujal
		Yarrabah

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Attachment 2 – Construction projects

Eligibility checklists and attachments

EOI eligibility checklist

Requirement		Yes	No
Project type	Is the project eligible (refer section 3.3 Project eligibility)?	❑	❑
One project per application	Is the application for only one project? Or, if not, are all the projects interdependent?	❑	❑
Funding amount	Is the funding sought within the relevant funds' limits? • Remote and Aboriginal and Torres Strait Islander Communities Fund: $50,000 – $1,000,000 • Regional Capital Fund: $250,000 – $7 million • Royalties for Resource Producing Communities Fund: $250,000 – $7 million	❑	❑
Project dates	Is construction scheduled to commence on or before 30 April 2020?	❑	❑
	Is the project scheduled to start after the earliest anticipated approval date (10 January 2020)?	❑	❑
DSDMIP regional office review	Has a copy of the final EOI application been provided to the local DSDMIP regional office for feedback on consistency with the program guidelines?	❑	❑

Business case eligibility checklist

Requirement		Yes	No
Project type	Is the project eligible (refer section 3.3 Project eligibility)?	❑	❑
One project per application	Is the application for only one project? Or, if not, are all the projects interdependent?	❑	❑
Funding amount	Is the funding sought within the relevant funds' limits? • Remote and Aboriginal and Torres Strait Islander Communities Fund: $50,000 – $1,000,000 • Regional Capital Fund: $250,000 – $7 million • Royalties for Resource Producing Communities Fund: $250,000 – $7 million	❑	❑
Project dates	Is construction scheduled to commence on or before 30 April 2020?	❑	❑
	Is the project scheduled to start after the earliest anticipated approval date (10 January 2020)?	❑	❑
Project Scope	Is the project scope still fundamentally the same as in the shortlisted EOI? Note: minor changes in scope are allowable, but the fundamentals of what will be built or delivered should remain unchanged.	❑	❑
DSDMIP regional office review	Has a copy of the final business case application been provided to the local DSDMIP regional office for feedback on consistency with the program guidelines?	❑	❑
Mandatory attachments	Have all mandatory attachments been prepared and uploaded to the portal (see over page)?	❑	❑

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EOI attachments

Mandatory attachments

❑   Nil

Additional/optional attachments

❑   Mapping files – for GIS spatial mapping purposes, please attach either an ESRI Shape File or MapInfo Tab File for this project site if available – please attach ALL file layers

❑   Copies of all supporting documents referred to and relied on as evidence in the application form (unless web addresses/hyperlinks have been provided in the relevant response field)

Business case attachments

Mandatory attachments

❑   Detailed Project Plan (refer to template)

❑   Project Gantt Chart or Detailed Delivery/Works Schedule showing timeframes for all project stages up to and including project completion

❑   Project Cash Flow (refer to template)

❑   Cost Benefit Analysis or Benefits Assessment (one required based on total project cost – refer to templates)

❑   Documentation demonstrating that all land related issues (such as ownership, tenure, native title, etc) are finalised

❑   Copy of final/detailed construction/engineering design for the project

❑   If applicable: Letters from other contributors confirming financial contributions

❑   CVs for all Key Personnel identified in the business case including the Project Manager

Additional/optional attachments

❑   Additional documentation supporting project readiness such as detailed project costings, tender documents, etc

❑   Mapping files – for GIS spatial mapping purposes, please attach either an ESRI Shape File or MapInfo Tab File for this project site if available – please attach ALL file layers.

❑   If the local government will not own, operate and maintain the infrastructure: supporting documentation demonstrating the current status of negotiations with the proposed owner/operator

❑   Copies of all supporting documents referred to and relied on as evidence in the application form (unless web addresses/hyperlinks have been provided in the relevant response field)

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Attachment 3 – Planning projects

Eligibility checklist

Requirement		Yes	No
Project type	Is the project eligible refer section 3.3 Project eligibility)?	❏	❏
One project per application	Is the application for only one project? Or, if not, are all the projects interdependent?	❏	❏
Funding amount	Is the funding sought $300,000 or less?	❏	❏
Project dates	Is the project scheduled to start after the earliest anticipated approval date (10 January 2020)?	❏	❏
DSDMIP regional office review	Has a copy of the final application been provided to the local DSDMIP regional office for feedback on consistency with the program guidelines?	❏	❏

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Attachment 4 – Council acknowledgement

Prior to submitting an application through the Building our Regions portal, the council Chief Executive Officer will be required to accept the following:

I have read and understood the Building our Regions Round 5 Program guidelines, the Building our Regions Funding acknowledgement guidelines, the Building and Construction Training Policy and the Queensland Charter for Local Content.

I declare that I am authorised by the applicant to submit this application for funding which the applicant has endorsed and on behalf of the applicant, I:

a. acknowledge that submission of an application does not guarantee funding approval for all or part of the funding sought;

b. authorise DSDMIP to assess the application and undertake due diligence activities, including sharing information with program stakeholders and other government agencies;

c. warrant to the State that the information contained in the application is accurate and complete as at the date on which it is submitted and not by omission misleading, and may be relied on by the State in assessing the application;

d. undertake to promptly advise the State if the applicant becomes aware of any change in circumstances which causes the information contained in the application to become inaccurate or incomplete in a material respect;

e. acknowledge that the State will rely on the above warranty and undertaking when evaluating the application;

f. acknowledge that the State may elect to remove an application at any stage as a result of material changes to the information presented in its application;

g. acknowledge that the State may suffer loss or damage if the applicant breaches the above warranty and undertaking; and

h. accept the Building our Regions Round 5 Program guidelines, including the terms and conditions.

Privacy Notice: DSDMIP is collecting personal information as part of the application and assessment process for the Building our Regions Round 5 Grant Program and it will be used by the State and disclosed to third parties for purposes in connection with the assessment of applications (and if an application is successful, in connection with administration of any funding agreement). The State will otherwise deal with personal information provided to it in accordance with the *Information Privacy Act 2009*.

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Queensland
Government

11.7 DRAFT HOUSING CONSTRUCTION GRANT POLICY

File No:	**1291**
Attachments:	1. **Draft Housing Construction Grant Policy**⇩
	2. **Fact Sheet**⇩
Authorising Officer:	**Evan Pardon - Chief Executive Officer**
Author:	**Damon Morrison - Resource Industry Project Manager**

SUMMARY

The draft Housing Construction Policy is presented for Council's consideration and adoption.

OFFICER'S RECOMMENDATION

THAT Council adopts the draft Housing Construction Policy.

COMMENTARY

The Housing Construction Grant program was approved by Council on 24 July 2019 providing for a $5,000 grant to eligible local residents building new homes in the Rockhampton Local Government Area with the aim of:

(a) increasing the number of new homes within the Region;

(b) stimulating activity across the building and construction industries; and

(c) facilitating future population growth in the Region.

BACKGROUND

Following approval of the Hosing Construction Grant program, officers have finalised the terms and conditions of the program as per the attached Fact Sheet which form the basis of the draft policy and upon adoption, a Council procedure both of which will guide and govern implementation.

The terms and conditions of the program have been finalised following consultation with relevant industry stakeholders, including the Master Builders Association, residential developers, real estate agents, banks and lenders. The Department of Local Government, Racing and Multicultural Affairs have also been consulted in relation to establishment of the program.

In addition, existing and prior statutory programs providing similar grant programs (including the First Home Owners Grant) have been reviewed and benchmarked in the development of the draft Housing Construction Grant Policy and the relevant terms and conditions.

The Housing Construction Grant program was launched on 1 August 2019 and Council has received 7 applications for the construction of new homes in Gracemere (4), Parkurst (2) and Norman Gardens (1).

PREVIOUS DECISIONS

At Council's Special General Meeting on 24 July 2019, it was resolved that:

(b) Council approve the implementation of the Resource Industry Relocation Incentive Program of up to $2,500.00 per eligible applicant as outlined in the report;

(c) Council approve a Housing Construction Incentive Grant Program for local residents and relocating resource industry workers of up to $5,000.00 per applicant; and

(d) Council authorise the Chief Executive Officer to finalise, approve and monitor the terms and conditions for the abovementioned incentives.

CONCLUSION

It is recommended that Council adopts the Housing Grant Policy.

DRAFT HOUSING CONSTRUCTION GRANT POLICY

Draft Housing Construction Grant Policy

Meeting Date: 20 August 2019

Attachment No: 1

HOUSING CONSTRUCTION GRANT POLICY
COMMUNITY POLICY

Rockhampton
Regional Council

1   Scope

This policy applies to residents living and constructing new homes in the Region.

2   Purpose

The purpose of this policy is to provide residents in the Region an incentive and support to build a new home in the Region with the aim of:

(a) increasing the number of new homes within the Region;

(b) stimulating activity across the building and construction industries; and

(c) facilitating future population growth in the Region.

3   Related Documents

3.1   Primary

Nil

3.2   Secondary

Building Act 1975

Local Government Act 2009

Local Government Regulations 2012

Housing Construction Grant Procedure

Rockhampton Region Planning Scheme 2015

4   Definitions

To assist in interpretation, the following definitions apply:

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
Council	Rockhampton Regional Council
Councillor/s	The Mayor and Councillors of Rockhampton Regional Council, within the meaning of the *Local Government Act 2009*.
Individual	Any living human at least 18 years of age as at 1 August 2019. That is, an individual is not a company, trust or deceased person.
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.

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Comprehensive Home Building Contract	A contract under which a builder licensed with the Queensland Building and Construction Commission undertakes to build a new home from the start of building work to the point where the new home is ready for occupation and, if for any reason, the work to be carried out under the contract is not completed, includes any further contract under which the work is to be completed.
Consideration	For an eligible transaction means: (a) For a contract to have a new home built — the total consideration payable for the building work; or (b) For the building of a new home by an owner builder — the actual costs to the owner of carrying out the work, excluding any allowance for the owner builder's own labour.
Dwelling	A building or part of a building used or capable of being used as a self-contained residence that must include the following: (a) Food preparation facilities; (b) A bath or shower; (c) A toilet and wash basin; and (d) Clothes washing facilities. This term includes outbuildings, structures and works normally associated with a dwelling.
Eligible Transaction	Either: (a) A comprehensive home building contract made by the owner of land in the Region, or a person who will on completion of the contract be the owner of land in the Region, to have a new home built on the land, if the contract is made on or after 1 August 2019 and the building work is completed on or before 31 March 2021; or (b) The building of a new home in the Region by an owner builder if an owner builder permit is issued by the Queensland Building and Construction Commission on or after 1 August 2019 and the building work is completed on or before 31 March 2021.
HCG	Housing Construction Grant
Immediate Family	Includes spouse, de-facto spouse, child, ex-nuptial child, stepchild, adopted child, parent, sibling, grandparent or grandchild.
Interested Person	A person who is, or will be, on completion of the eligible transaction to which the application relates, an owner of the relevant new home.
KMP	Key management personnel or key management person. KMP of Council for the purpose of this policy are: (a) Councillors; (b) The CEO; (c) The Deputy Chief Executive Officer; (d) General Manager Advance Rockhampton; (e) General Manager Regional Services; (f) General Manager Community Services; (g) Manager Workforce and Governance; (h) Chief Financial Officer; and (i) Executive Coordinator to the Mayor The definition excludes any persons acting in the roles for less than a four week

	period, unless otherwise nominated by the CEO.
New Home	A single-detached dwelling situated on a single lot.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.

5   Policy Statement

This policy is a discretionary program which seeks to provide the Region's residents an incentive and support to build a new home in the Region in order to increase the number of new homes within the Region, stimulate activity across the building and construction industries and facilitate future population growth in the Region.

An application for a HCG must be made to Council between 1 August 2019 and 30 June 2020.

The number of applications approved under this policy will be strictly limited to 200 in number.

5.1   Eligibility Criteria

To be eligible under this policy all interested persons must be applicants and individuals must meet the following criteria.

5.1.1   Individual to be an Australian Citizen or Permanent Resident

An individual making an application under this policy must be an Australian citizen or permanent resident.

If an application is made under this policy by more than one individual and one of the individuals is an Australian citizen or permanent resident, it is not necessary for the other or others to be an Australian citizen or permanent residents.

5.1.2   Individual to be a Resident of the Region

An individual making an application under this policy must provide evidence that they live in the Region at the time an application is made and at the time of payment of the HCG.

If an application is made by more than one individual and one of the individuals provides evidence that they live in the Region at the time an application is made and at the time of payment of the HCG, it is not necessary for the other or others to live in the Region at the relevant time(s).

5.2   Ineligible Transactions and Applications

The following transactions and applications will be ineligible for the HCG:

(a) Where Council is satisfied that the contract that formed the basis of the eligible transaction replaces a contract made before 1 August 2019 and that earlier contract was a comprehensive home building contract to build the same or substantially similar new home;

(b) Where Council is satisfied that a contract that formed the basis of an eligible transaction for the construction (or purported construction) of a new home does not constitute a genuine construction of the new home. For these purposes, Council may take into account:

   (i) Whether the parties to the contract are related parties or close associates;

   (ii) Whether the transaction is not at arm's length; or

   (iii) Such other matters as Council considers appropriate,

(c) Applications received from KMP and their immediate families.

5.3   Approvals and Payments

5.3.1   Approval of Applications

The CEO, Deputy Chief Executive Officer or Chief Financial Officer may approve applications under this policy. Despite anything contained in this Policy, Council reserves the right to impose

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any condition to an approved application or withdraw any approval granted at any time.

5.3.2 Amount of HCG

The amount of the HCG payable under this policy in respect of any single eligible transaction is the lesser of the following:

(a) The consideration for the eligible transaction; or

(b) $5,000.00.

Only one HCG is payable:

(a) Per individual; and

(b) Per eligible transaction.

5.3.3 When HCG is Payable

An approved application under this policy is payable if:

(a) An individual or, if there are two or more of them, complies with the eligibility criteria; and

(b) The transaction for which the HCG is sought is still an eligible transaction; and

(c) The applicant has provided Council with a Form 21 – Final Inspection Certificate confirming construction of the new home was completed on or before 31 March 2021.

5.3.4 Payment of HCG

The HCG must be paid to:

(a) The individual (or individuals in the case of a joint application); or

(b) A financial institution to whom the individual directs in writing the HCG be paid.

5.3.5 Payment of HCG (where there are two or more individuals)

If there is more than one individual in an approved application and the HCG is payable, Council will pay the HCG in equal portions to each approved applicant unless agreed otherwise by all approved applicants.

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 Council.

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Deputy Chief Executive Officer
Policy Owner	Chief Financial Officer
Policy Quality Control	Legal and Governance

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DRAFT HOUSING CONSTRUCTION GRANT POLICY

Fact Sheet

Meeting Date: 20 August 2019

Attachment No: 2

HOUSING CONSTRUCTION GRANT PROGRAM

Fact Sheet

The Rockhampton Housing Construction Grant program is a Rockhampton Regional Council initiative to provide local residents an incentive and support to build a new house in the Rockhampton Local Government Area in order to increase the number of new homes within the Region, stimulate activity across the building and construction industries and facilitate future population growth.

The value of the grant is $5,000 and applies to contracts dated on or after 1 August 2019, with construction to be completed by 31 March 2021.

Only one grant is payable per new home and only one grant per person is available.

The number of approved applications under the program are limited to 200 with applications assessed and approved according to the time and date of their receipt.

You can buy off the plan or choose to build yourself.

This Fact Sheet will explain applying for a home construction grant, and your obligations.

ELIGIBILITY

To be eligible for the grant:

· You must be at least 18 years of age.

· You must be an Australian citizen or permanent resident (or applying with someone who is).

· You must live in the Rockhampton Local Government Area at the time of applying for the grant and at the time of payment of the grant (or applying with someone who is).

· You must be building a brand new home that is situated in the Rockhampton Local Government Area. To check the Local Government Area map visit www.rrc.qld.gov.au/HCG

Refer over the page for full details in relation to eligibility criteria and your obligations when applying for this grant.

HOW AND WHEN TO APPLY

The program will open on 1 August 2019 and close on 30 June 2020, (or when the funding is fully committed, whichever comes first).

Applications are accepted online at www.rrc.qld.gov.au/HCG

Applications that have been correctly completed and have included all the relevant supporting documentation will be processed within ten (10) days of lodgement.

PAYMENT OF THE GRANT

The grant is paid at practical completion of the construction of your new home (upon lodgement with Rockhampton Regional Council of a Form 21 – Final Inspection Certificate).

The grant is paid per new home and not to multiple applicants for the same home.

CHANGES TO THE GRANT

Rockhampton Regional Council reserves the right to:

· vary the terms and conditions, the eligibility criteria or any other documented rule or procedure relating to the housing construction grant program at any time without notice; or

· accept or reject any application for participation in the program in its absolute discretion.

ENQUIRIES

If you have any questions about the Housing Construction Grant program, your eligibility or the application process, contact Council to discuss: relocate@rrc.qld.gov.au or 07 4936 8885.

www.rrc.qld.gov.au/HCG | 07 4936 8885 | relocate@rrc.qld.gov.au

CHECK YOUR ELIGIBILITY

If you meet the following criteria, you might be eligible for a housing construction grant.

Unless you are an owner builder, you must have a signed contract to build a new home before applying and the contract must be dated on or after 1 August 2019.

If you are an owner builder, you must have received an owner builder permit issued on or after 1 August 2019 and provide Rockhampton Regional Council with a copy.

AGE

You (and any co-applicants for the grant) are natural persons aged 18 years of age or older.

CITIZENSHIP

You must be an Australian citizen or permanent resident (or applying with someone who is).

If you are applying for the grant as a joint applicant—for example, you are not a permanent resident but your spouse is an Australian citizen—you may be eligible for the grant if you meet the other eligibility requirements.

A permanent resident holds a permanent visa, or is a New Zealand citizen with a special category visa, as defined by the *Migration Act 1958 (Cwlth)*. You should check your visa conditions before you apply.

NEW HOME

To be eligible for the housing construction grant you must be building a new home. A new home is a brand new single-detached dwelling (i.e. house) constructed on a single lot.

The grant is NOT available for the construction of:

- Dual occupancy premises containing two (2) dwellings on one lot (whether or not attached) for separate households;

- Multiple dwelling premises (containing three or more dwellings for separate households);

- Caretaker's accommodation (a dwelling provided for a caretaker of a non-residential use on the same lot/premises);

- New homes built in a retirement facility;

- Short-term accommodation (premises used to provide short-term accommodation for tourists or travellers for a temporary period of time - not exceeding three consecutive months - and which is self-contained);

- Rooming accommodation (premises used for the accommodation of more than one household where each resident has a right to occupy one or more rooms, does not have a right to occupy the whole of the premises in which the rooms are situated, may be provided with separate facilities for private use,

or may share communal facilities or communal space with one or more of the other residents).

- Sheds or other structures already existing on a lot and converted to a dwelling;

- Established homes that have undergone substantial renovations; or

- New homes that have been moved from one site to another.

Any approvals or legislative/regulatory requirements for the construction of your new home must be obtained prior to payment of the grant.

RESIDENCE REQUIREMENTS

Evidence must be provided that at least one of the applicants live in the Rockhampton Local Government Area at the time the application is lodged and again prior to payment of the grant.

DISQUALIFYING CRITERIA

Even if you meet the eligibility criteria, there are some circumstances that may stop you from getting the grant. For example:

- you are a trust or company (i.e. not an individual);

- you enter into an arrangement to get the grant, but don't use it to buy a new home;

- where Council is satisfied that your contract replaces an earlier contract made before 1 August 2019 and that earlier contract was a comprehensive home building contract to build the same or substantially similar home;

- where Council is satisfied that your contract does not constitute a genuine construction of a new home.

If there is a disqualifying arrangement or transaction, Rockhampton Regional Council will not pay the grant.

UNDERSTAND YOUR OBLIGATIONS

Anyone who will own any part of your new home must be included on the original application for the home construction grant. You only need one application for your new home, regardless of the number of applicants, because one grant is payable per new home.

You must submit the original application and it must be:

- signed by all applicants

- completed in full

- accompanied by supporting documentation (e.g. proof of identity, proof that at least one applicant lives in the Rockhampton Local Government Area, your building contract, final inspection certificate).

www.rrc.qld.gov.au/HCG | 07 4936 8885 | relocate@rrc.qld.gov.au

11.8 PROJECT DELIVERY MONTHLY REPORT - JULY 2019

File No:	7028
Attachments:	1. **Project Delivery Monthly Report - July 2019**⇩
Authorising Officer:	**Peter Kofod - General Manager Regional Services**
Author:	**Andrew Collins - Manager Project Delivery**

SUMMARY

Monthly reports on the projects currently managed by Project Delivery.

OFFICER'S RECOMMENDATION

THAT the Project Delivery Monthly Report for July 2019 be received.

COMMENTARY

The project delivery section submits a monthly project report outlining the status of the capital projects.

The following projects have a one page capital monthly report outlining progress against time and budget.

A. CBD Cultural Precinct – New Art Gallery and Demolition of East Street Buildings

B. Mount Morgan Fireclay Caverns

C. South Rockhampton Flood Levee

PROJECT DELIVERY MONTHLY REPORT - JULY 2019

Project Delivery Monthly Report – July 2019

Meeting Date: 20 August 2019

Attachment No: 1

<u>**PROJECT DELIVERY – MONTHLY REPORT**</u>

Reporting Month	July 19
Project	A. CBD Cultural Precinct – New Art Gallery and Demolition of East St Building
Project Number	1070714 / 1076600 / 1076941 / 1148627 / 1149000
Project Manager	Andrew Collins
Council Committee	Community Services

PROJECT SCOPE

The project is the construction of a new Art Gallery based on detailed design by Council and the demolition of two buildings to link East Street.   The New Art Gallery is proposed to be a three (3) storied structure with around 4700m^2 gross floor area built over 212 - 214 Quay Street site and a section of 220 Quay Street for a delivery dock. The building would include a double volume exhibition spaces, retail and café spaces, flexible multipurpose areas, administration, storage and back of house areas.

PROJECT MILESTONES

ITEM	TARGET DATE		COMMENTARY
	Target Commencement	**Target Completion**	
Project Planning	February 17	June 19	Project Plan compiled. Concept designs and business case completed. Development Approvals lodged.
Design Development	June 17	May 19	Construction and tender documentation completed
Procurement	April 19	July 19	Tenders closed 12 June 2019. Main Construction Contract awarded to Woollams Construction
Construction	July 19	June 21	Possession of site handed over to Woollam from 5 August 19

FINANCIAL PROFILE

The combined total budget for the design, construction demolition & site electrical works proposed is listed in the table below. Full contract committal in this financial year's figures.

	Project Life				Current Year			
	Total Budget	**Actual to date**	**Committals**	**Remaining Budget**	**Budget**	**Actual to date**	**Committals**	**Remaining Budget**
Expenditure	$37,819,000 (incl design & Demolition of East Street, Early works)	$3,685,784	$31,721,000	$3,412,215	$22,400,000	$162,795	$16,000,000	$6,400,000
External Funding	$25,000,000							

PROJECT STATUS

Main Activities completed in July 2019:

- Construction contract for Main Works awarded to Woollam Constructions Pty Ltd. (Woollam) on 12 July 2019 for a total contract value of $31,519,946 (excluding GST).
- On 24 July Premier of Queensland Annastacia Palaszczuk made announcement of the successful Contractor.
- Detailed construction program being developed by Woollam.
- An independent Valuer is being engaged.
- Site to be formally handed over to Woollam on 5 August 2019.
- Demolition work planned to commence mid Sept 2019 and completed by end of Nov 2019.
- Review of project and design documentation for commencement of site works in progress by Woollam.
- Ergon have removed their both existing transformers from site.

PROJECT DELIVERY – MONTHLY REPORT

Reporting Month	July 19
Project	B. Mount Morgan Fireclay Caverns
Project Number	1129165
Project Manager	Andrew Collins

PROJECT SCOPE

The current project scope is to develop and confirm parameters and scope of works required in order to facilitate access into the Fireclay Caverns to assess for the safe reopening to the public.

PROJECT MILESTONES

ITEM	TARGET DATE		COMMENTARY
	ORIGINAL	REVISED	
Project Planning	August 19		
Procurement	September 19		Consultant appointments
Construction			To be determined.

FINANCIAL PROFILE

Budget allocation part of operational design fund.

	Project Life				Current Year			
	Total Budget	Actual to date	Committals	Remaining Budget	Budget	Actual to date	Committals	Remaining Budget
Expenditure	$80,000	$29,925	$0	$50,075	$50,075	$0	$0	$50,075
External Funding								

PROJECT STATUS

Project manager appointed to develop and progress project in accordance with Council resolution of July 2019.

- Project planning and design brief commenced
- Site tourer arranged for early August 2019

PROJECT DELIVERY – MONTHLY REPORT

Reporting Month	July 19
Project	C. South Rockhampton Flood Levee
Project Number	1031086 / 1128758 / 1128761 / 1128762 / 1128763 / 1128764 / 1128765 / 1128766 / 1128767 / 1148749
Project Manager	Andrew Collins
Council Committee	Infrastructure

PROJECT SCOPE

The proposed project is to design and construct the South Rockhampton Flood Levee. The levee is 8.8 Kilometres long, running from the Rockhampton CBD to the Bruce Highway at Upper Dawson Road. It will protect an area of 724 hectares and over 1500 residential, commercial, industrial and rural parcels of land.

PROJECT MILESTONES

ITEM	TARGET DATE		COMMENTARY
	Actual Commencement	Target Completion	
Project Planning	August 17	August 19	Waiting for Minister's letter for Infrastructure Declaration
Design Development	January 18	December 19	In-Progress
Land Acquisition	November 17	November 19	In-Progress
Procurement	June 18	January 2020	Commenced in progress
Construction	Main works yet to Plan	December 2021	Related minor works mainly on existing services relocation along and across levee corridor commenced. No work on main levee will commence prior to receipt of Planning approval / Minister's decision and commitment by State and Federal Government for remaining funding.

FINANCIAL PROFILE

Council has allocated $9.7M for the project. Construction costs for Early Works (Existing Services Relocation) being priced. * **Please note total budget not finalised and is subject to funding**

		Project Life			Current Year			
	* Total Budget	Actual to date	Committals	Remaining	Budget	Actual to date	Committals	Remaining
Expenditure (Combined Project Numbers)	Current committed Funding $80,000,000	$5,095,265	$1,223,532	$ 73,681,203	$39,300,000	$143,453	$1,223,532	$37,933,015
External Funding	$50,000,000							

PROJECT STATUS

Current project status as follows:

- Meeting held with QRA and DSDMIP to discuss status of Council's application for additional funding and EAR submission under Infrastructure Designation (ID) process for SRFL project. DSDMIP team confirmed receipt of all responses from Council, internal final review in progress.

- First stage of assessment of EOI submissions completed. A panel of four (4) construction Contractors shortlisted to tender for this project.

- First ETI workshop with the four shortlisted four construction contractors was held on 25 July 2019 and 50% design documentation issued for review and comments by these panel of contractors.

- Detailed design works in progress by AECOM,

11.9   2018-19 OPERATIONAL PLAN PROGRESS REPORT - QUARTER FOUR

File No:	**8320**
Attachments:	1. **Report Explanatory Diagram**⇩
	2. **Operational Plan Progress Report - Quarter Four**⇩
	3. **Operational Plan Progress Report Summary - Quarter Four**⇩
Authorising Officer:	**Tracy Sweeney - Manager Workforce and Governance**
Author:	**Allysa Brennan - Coordinator Legal and Governance**

SUMMARY

Presenting the 2018-2019 Operational Plan progress report for quarter four as at 30 June 2019, pursuant to s174(3) Local Government Regulation 2012.

OFFICER'S RECOMMENDATION

THAT the 2018-2019 Operational Plan progress report for quarter 4 as at 30 June 2019 be received.

Council's Operational Plan for financial year 2018-19 was approved on 13 July 2018.

The Operational Plan Progress Report for the quarter four (1 April 2019 to 30 June 2019) is presented for Council's consideration (Attachment 2).

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

To ensure performance of the 2018-19 Operational Plan targets, standardised monthly departmental reports are also presented to Committees. This ensures the performance of each unit is consistent with Council's strategic direction.

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

Overall the majority of Operational Plan activities have been achieved for the quarter. Some Operational Plan activities have not been met and comments have been provided in Attachment 2 against those items.

PREVIOUS DECISIONS

The 2018-19 Operational Plan was adopted at the Special Council Meeting on 13 July 2018.

LEGISLATIVE CONTEXT

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

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

CONCLUSION

The 2018-2019 Operational Plan progress report for quarter four as at 30 June 2019 has been prepared in accordance with legislation.

2018-19 OPERATIONAL PLAN PROGRESS REPORT QUARTER FOUR

Report Explanatory Diagram

Meeting Date: 20 August 2019

Attachment No: 1

REPORT EXPLANATORY DIAGRAM

Operational Plan action reference number

Operational Plan target

Unit of Council responsible for action

Operational Plan Target

Relevant Department

Status on completing target (Completed, Yes, Watching or No)

Status on target being met to budget (Yes, Watching or No)

Commentary to support the target being met

AVIATION SERVICES

Aviation Services Directorate

Ref	Operational Action	Unit	Target	On Track	On Budget	Q2 Status Commentary
2.1.4.1	Promote the Airport as the "Gateway to Northern Australia"	Aviation Services Directorate	Masterplan to be completed by 30 September 2017	Yes	Yes	Awaiting adoption at the 30 January Ordinary Council meeting.
2.1.4.2	Identify and implement business development opportunities for the Airport	Aviation Services Directorate	Conduct a micro analysis of performance of airlines by 30 September 2017	Completed	Yes	Further analysis to be completed in March 2018.
		Aviation Services Directorate	Update reports on partner airline performance presented to Council on a quarterly basis	Completed	Yes	Lime Intelligence reporting has now been implemented and will deliver indepth passenger and airline analysis on a as required and requested basis provided to the Airport Committee monthly and Council quarterly.
		Aviation Services Directorate	Six monthly passenger surveys	Watching	Watching	Survey to be completed on a 6 monthly basis. To be delivered by the Commercial Services Officer by end of March 2018.
2.2.3.1	Support programs that encourage residents to transition away from social support options	Aviation Services Directorate	Consider options in budget planning to support employment programs in 2018/19	Watching	Watching	Considered and new staff member has now commenced.
2.5.3.1	Prepare a strategy for a FIFO hub development within the Region	Aviation Services Directorate	Strategy presented to Council by 30 September 2017	Yes	Yes	Awaiting execution of legal documents with Adani to then commence the implementation of the FIFO Hub.
2.6.1.1	Strengthen relationship with Singapore	Aviation Services Directorate	Successfully deliver Wallaby 17 by 30 November 2017	Completed	Completed	Council has received numerous Singapore based delegations as a result of the Australian / Singaporean training initiative (ASMTI).

Relevant Section

2018-19 OPERATIONAL PLAN PROGRESS REPORT QUARTER FOUR

Operational Plan Progress Report - Quarter Four

Meeting Date: 20 August 2019

Attachment No: 2

2018/19 Operational Plan

Quarterly Progress Report

Rockhampton **Regional** Council

OFFICE OF THE CEO

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Office of the CEO Directorate						
2.2.3.1	Support programs that encourage residents to transition away from social support options	Office of the CEO Directorate	Consider options in budget planning to support employment programs in 2019/20	Completed	Yes	Supporting other units in program delivery as required
3.3.1.1	Ensure climate change is factored into Council planning and decision making	Office of the CEO Directorate	Identify potential impacts of climate change	Completed	Yes	Ongoing attention is being given to climate change across the organisation
4.1.1.1	Provide timely and effective delivery of Council's services	Office of the CEO Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Requests dealt with in accordance with Customer Service Charter and in liaison with relevant departments
5.2.1.4	Operational risks are monitored and managed in accordance with legislative requirements	Office of the CEO Directorate	Risk register is being maintained	Completed	Yes	Quarterly risk review undertaken with risks being identified and monitored
5.2.1.7	Registers of Interest for Councillors are updated on the public website as per legislative requirements	Office of the CEO Directorate	Registers uploaded within three days of being notified of changes	Completed	Yes	Registers maintained as per legislative requirements
5.2.1.9	Monitor and review non-compliance of legislative requirements	Office of the CEO Directorate	Report on legislative non-compliance included in sectional reports presented to Council on a monthly basis	Completed	Yes	No non-compliance in CEO directorate
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Office of the CEO Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	No	Yes	Business Plans were not developed in accordance with direction from the Chief Executive Officer (CEO)
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Office of the CEO Directorate	Monthly review of the Operational Budget	Completed	Yes	Reported monthly to Council
5.4.1.1	Promote good democratic governance by adhering to legislative requirements for local governments	Office of the CEO Directorate	Present organisational updates and matters impacting local government to Council on a monthly basis	Completed	Yes	CEO reported on relevant matters on a monthly basis
5.4.2.6	Undertake process review on a key activity within the section	Office of the CEO Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Completed	Yes	Process review completed. Trials underway for electronic lodgement of Travel Proposal forms

OFFICE OF THE CEO

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Office of the Mayor						
1.6.3.1	Deliver and support local events and celebrations	Office of the Mayor	Deliver civic events and ceremonies in collaboration with stakeholders	Completed	No	Four events were delivered by the Mayor's office during this quarter. The Mount Morgan Roundtable was held along with civic events including Anzac Day, the opening of the Jim Webber Reception Room and the Grand Parade Official Speech at the Rockhampton Show
4.1.1.1	Provide timely and effective delivery of Council's services	Office of the Mayor	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Response times for officers completing customer requests met set service timeframes
1.5.3.2	Social media attract increasing levels of reach, engagement and interaction demonstrated by monitoring software	Media & Communications	Social media levels of reach, engagement and interaction meet benchmark targets	Completed	Yes	Targets met with total fans increasing by 3.8% for the quarter. Total increase for the year was 16.1% which far exceeded 7.5% benchmark. Worth noting changes to Facebook will be from newsfeed focus, to group discussions and will impact on reaching new audiences going forward, however the level of impact is unknown at this point
4.1.1.1	Provide timely and effective delivery of Council's services	Media & Communications	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Customer Service requests have met established service guidelines
4.1.1.2	Respond to queries and engage with the public through Council's social media sites	Media & Communications	Service delivery in accordance with Social Media Strategy	Completed	Yes	Implementation is on track to be completed by September
4.1.1.3	Respond to queries received from media organisations in a timely manner	Media & Communications	Provide same day responses to the media for requests received prior to 11.00am	Completed	Yes	One hundred and sixth-three media enquiries were received during the reporting period with response times in line with service standards
Workforce and Governance						
2.2.3.1	Support programs that encourage residents to transition away from social support options	Workforce & Governance Directorate	Consider options in budget planning to support employment programs in 2019/20	Completed	Yes	Continued support of traineeships and apprenticeships, work experience programs and attendance at career's fairs and school employer events
4.1.1.1	Provide timely and effective delivery of Council's services	Workforce & Governance Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Services were delivered in accordance with expectations

OFFICE OF THE CEO

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Workforce and Governance						
4.2.2.1	Manage an annual compliance training program	Workforce & Governance Directorate	Implement a six monthly schedule of mandatory training at the end of July 2018 and end of January 2019	Completed	Yes	Training schedules for 2018-19 completed and planned training delivered
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Workforce & Governance Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	No	Yes	Business Plans were not developed in accordance with direction from the CEO
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Workforce & Governance Directorate	Monthly review of the Operational Budget	Completed	Yes	Overall the operational budget actual expenditure for the year was 99% of the adopted budget
5.4.2.6	Undertake process review on a key activity within the section	Workforce & Governance Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Completed	Yes	Improved process for recruitment implemented and a reduction in recruitment timeframes has been achieved
5.4.4.2	Develop and implement annual communication plan that considers strategic branding and awareness by providing improved communication and streamlined processes for key strategy areas	Workforce & Governance Directorate	Identify at least two improved communication plans per strategy area	Completed	Yes	A number of improved communication strategies were implemented during the year included specific branding for projects and targeted communication
4.1.1.1	Provide timely and effective delivery of Council's services	HR & Payroll	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	No non-compliances during the reporting year
4.3.2.1	Implement programs that support leadership development	HR & Payroll	Develop and implement a Mentoring Program and review Performance Review system by 30 June 2019	No	Yes	Revised performance review system (MyPlan) finalised for implementation in 2019-20. A People Strategy is being developed in consultation with organisation management representatives and includes specific initiatives for mentoring. Further work is required to finalise this plan and to educate employees on the roles of mentors and mentees
4.3.3.2	Undertake an employee survey that measures employee engagement and satisfaction with the organisation	HR & Payroll	Employee survey results show 5% increased overall satisfaction	No	Yes	Survey conducted from 10-24 June 2019. Full results not available at end of quarter four

OFFICE OF THE CEO

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Workforce and Governance						
5.4.2.1	Implement improved payroll processes that allow greater flexibility and more efficient processing of employee records	HR & Payroll	Progress towards the implementation of Aurion timekeeper module and award interpreter by 30 June 2019	No	Yes	Timekeeper and Award interpreter implementation will continue in 2019-20. Delays in certification of Certified Agreements and end of financial year processing have impacted implementation timeframes
5.4.2.5	Ensure policies and procedures provide the appropriate framework and approvals to facilitate efficient and effective operations	HR & Payroll	Implement changes to corporate delegations and update policy and procedure documents by 30 June 2019	Completed	Yes	Corporate delegation, policy and procedure updates completed
5.4.3.1	Ensure all panel members are trained prior to participating in the recruitment process	HR & Payroll	50 panel members trained per annum	Completed	Yes	Two hundred and twenty employees trained in 2018-19
5.4.4.1	Undertake a survey that show staff are proud to work at Council	HR & Payroll	Maintain 75% of staff that are proud to work at Council	No	Yes	Survey conducted 10-24 June. Full results not available at end of quarter four
4.1.1.1	Provide timely and effective delivery of Council's services	Industrial Relations & Investigations	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Customer service targets are on track and have been satisfied for the reporting year
5.2.1.6	Manage employee complaints and grievances in accordance with legislation and policy requirements	Industrial Relations & Investigations	100% actioned in accordance with Council policy and procedure	Completed	Yes	Complaint assessments and investigative processes are continuing to be actioned in a timely manner pursuant to statutory and policy obligations
5.4.2.2	Undertake certified agreement negotiations that consider the application of the new Queensland Local Government Industry Award - State 2017 and the Industrial Relations Act 2016	Industrial Relations & Investigations	Negotiations completed and certified agreement conditions implemented by 31 March 2019	Completed	Yes	Council's External Employees Certified Agreement 2018 was certified by the Queensland Industrial Relations Commission on 29 May 2019 and Council's Certified Agreement 2018 - Internal Employees was certified on 5 July 2019. The subsidiary agreements are being finalised

OFFICE OF THE CEO

Workforce and Governance

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
4.1.1.1	Provide timely and effective delivery of Council's services	Legal & Governance	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	All policy documents were processed within the service standard timeframe (10 working days) during this reporting period
4.2.2.2	Review how legislative updates are communicated and implemented in areas of responsibility	Legal & Governance	Undertake a review of processes used throughout Council that captures changes to legislation and report on recommendations by 30 June 2019	Completed	Yes	Following the completion of a review of existing processes and gap analysis, best practice information has been provided to managers
5.2.1.1	Work with stakeholders to identify policies and delegations in line with Local Laws	Legal & Governance	Policies and delegations identified within 6 months after Council adoption	Completed	Yes	Action has been split into two projects; policies and delegations/authorisations, with the latter being undertaken as first priority. Identification of the delegation and authorisations for Stage 1 Local Laws have been identified. Delegations, authorisations and policies identification for Stage 2 Local Laws will continue during the 2019-20 financial year
5.2.1.2	Develop and implement Governance Framework	Legal & Governance	Develop the framework by June 2019	No	Yes	Project has been put on hold pending the review of Council's strategic framework in conjunction with the Strategy and Planning unit in accordance with the CEO's direction
5.2.1.10	Investigate options to address abnormalities with signing delegations	Legal & Governance	Complete investigation and provide a recommendation by 30 June 2019	No	Yes	A legal assessment has been undertaken, however recommendations are yet to be finalised
5.4.2.3	Improve the online customer experience when completing customer forms	Legal & Governance	Implement changes to improve the online customer experience when completing customer forms by 30 June 2019	Completed	Yes	A project plan has been finalised and the conversion of forms to electronic format continues to progress as per the project plan timeframes
5.4.2.4	Identify opportunities to enhance the provision of in-house legal services	Legal & Governance	Present a business proposal by 31 December 2018 for further consideration	Completed	Yes	Completed with ongoing identification of further enhancement opportunities continuing
5.4.2.7	Investigate the functionality of performance planning software	Legal & Governance	Submit report and recommendations by 30 June 2019	No	Yes	A concept brief was submitted, however the project was rated as low priority. As a result, the project did not proceed in the 2018-19 financial year

OFFICE OF THE CEO

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Workforce and Governance						
1.3.4.1	Provide a safety management system that minimises the risk to all people and property	Safety & Training	Implement actions as per the timeframes detailed within the Safety & Training Strategic Plan	No	Yes	Forty six actions completed, nine actions commenced. Twelve actions will be carried-over to 2019-20 and included in new detailed action plan including roll-out of various training packages, depot signage audits, implementation of safety interactions, finalisation of golden rules and updating of incident investigation process. Mental Health Awareness sessions deferred due to unavailability of the provider and confirmed for 25 July 2019
			Achievement of KPIs in accordance with the Workplace Health and Safety Performance Measures Procedure	No	Yes	Of the nine KPI's, Council only achieved one. Eight KPI's did not meet target / threshold. Incidents logged in Riskware by the end of next business day -Target 85%, Actual 87% Completion of scheduled hazard inspections -Target 90%, Actual 85% Completion of corrective actions by nominated due date -Target 85%, Actual 83% Total Injury Count -Threshold 173, Actual 182 Total Injury Frequency Rate -Threshold 119.16, Actual 134.41 Lost Time Injury Count -Threshold 25, Actual 30 Lost Time Injury Frequency Rate -Threshold 17.38, Actual 22.16 Days Lost Due to Injury -Threshold 374, Actual 387 Lost Time Injury Severity Rate -Threshold 8.09, Actual 12.90
4.1.1.1	Provide timely and effective delivery of Council's services	Safety & Training	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Customer Service standards are on track with no no-compliances for the reporting period
4.3.3.1	Implement a rehabilitation/fitness for work program	Safety & Training	90% of workers on fit for work programs are placed within their own department	Completed	Yes	100% of rehabilitation / fitness for work programs have been placed within workers own department during the reporting period

OFFICE OF THE CEO

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Workforce and Governance						
4.3.4.1	Implement compliance training programs that also support employee personal development	Safety & Training	Deliver annual compliance training program in accordance with the timeframes detailed within the Safety & Training Strategic Plan	No	Yes	The Strategic Plan actions are generally being completed in accordance with established timeframes, however operational requirements in some sections have delayed the delivery of some training. Delivery of the hazard and risk management training to high-risk work groups continues in line with dates provided by individual sections. Delivery of Load Restraint training almost finalised

CORPORATE SERVICES

Corporate Services Directorate

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
2.2.3.1	Support programs that encourage residents to transition away from social support options	Corporate Services Directorate	Consider options in budget planning to support employment programs in 2019/20	Completed	Yes	The directorate has overseen the allocation of the apprentice and traineeship program for the 2019 year for Corporate Services
3.3.1.1	Ensure climate change is factored into Council planning and decision making	Corporate Services Directorate	Identify potential impacts of climate change	Completed	Yes	In addition to participating in the Queensland Climate Resilient Councils program, Council adopted the Environmental Sustainability Strategy on 25 September. Quarterly reporting against this strategy has continued
4.1.1.1	Provide timely and effective delivery of Council's services	Corporate Services Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Compliant in reporting period
5.2.1.4	Operational risks are monitored and managed in accordance with legislative requirements	Corporate Services Directorate	Risk register is being maintained	Completed	Yes	All current risks reviewed during quarter, including Fraud and Corruption risk register and report presented to Audit Committee. Some minor changes were made
5.2.1.9	Monitor and review non-compliance of legislative requirements	Corporate Services Directorate	Report on legislative non-compliance included in sectional reports presented to Council on a monthly basis	Completed	Yes	No known non-compliances this quarter
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Corporate Services Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	No	Yes	Business Plans were not developed in accordance with direction from the CEO
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Corporate Services Directorate	Monthly review of the Operational Budget	Completed	Yes	Reviewed across the department and is tracking on target though end of year processing is still to be completed
5.4.2.6	Undertake process review on a key activity within the section	Corporate Services Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Completed	Yes	All units process reviewshave been completed

CORPORATE SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Corporate and Technology Services						
2.2.3.1	Support programs that encourage residents to transition away from social support options	Corporate & Technology Services Directorate	Consider options in budget planning to support employment programs in 2019/20	Completed	Yes	As guided by its 2018-20 Operational Plan, the SmartHub continues to stage the monthly Lunch and Learn program, facilitate other business development events and the Turbo-Traction Lab program to stimulate small business growth and employment
2.4.1.1	Ongoing implementation Council's Smart Way Forward Strategy Action Plan	Corporate & Technology Services Directorate	Achievement of milestones in line with adopted strategies	Completed	Yes	All project milestones for 2018-19 completed. The Smart Way Forward Strategy is approximately 90% completed or ongoing. Stage 3E smart technology project work commenced in June 2019. The SmartHub continues to deliver for our small business and Startup community, with 72 members and 26 new jobs
4.1.1.1	Provide timely and effective delivery of Council's services	Corporate & Technology Services Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	As reported monthly, Corporate and Technology Service customer service requests received in the fourth quarter have consistently met completion standards
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Corporate & Technology Services Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	No	Yes	Business Plans were not developed in accordance with direction from the CEO
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Corporate & Technology Services Directorate	Monthly review of the Operational Budget	Completed	Yes	Notwithstanding some unexpected expenses, the Corporate and Technology operational budget allocation was sufficient to cover all operational commitments
5.4.2.6	Undertake process review on a key activity within the section	Corporate & Technology Services Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Completed	Yes	Stage 1 process review completed. Stage 2, implementation of the ITS disaster recovery review recommendations has commenced with the acquisition of software, hardware and engagement of a provider to assist with implementation and testing. Some aspects of the project have been temporarily placed on hold to avoid risks to major corporate system upgrades in on July 1. Work will continue throughout the first quarter of 2019-20

CORPORATE SERVICES

Corporate and Technology Services

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
4.1.1.1	Provide timely and effective delivery of Council's services	Information Systems	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	No	Yes	The Information Systems unit is meeting the Records Charter timeframes and ITS business needs. Service Desk resolution is averaging 90% (Target is 95%)
4.3.1.1	Ongoing implementation of the ICT Strategic Plan, including the eServices and IT Mobility Strategies	Information Systems	Achievement of 2018-19 targets as detailed in the ICT Strategic Plan	No	Yes	The 2015-20 Information and Communications Technology Strategy implementation remains on track. The TechnologyOne CiAnywhere (Financials, Supply Chain and ECM) successfully went live on 1 July 2019. Work on the Asset Lifecycle Management is ongoing and remains on target for February 2020 'go-live'
5.2.1.8	Right to Information and Information Privacy applications are managed and processed in accordance with legislative requirements	Information Systems	100% of Right to Information and Information Privacy applications processed within legislative timeframes	Completed	Yes	Thirty two applications have been received year to date. Six remain outstanding and are progressing in accordance with legislative time frames. Two internal reviews were received in the fourth quarter - there are none currently outstanding. Two external reviews were received in the fourth quarter, one remains outstanding
2.2.4.1	Council's procurement of goods and services are in line with the Local Preference Policy guiding purchasing decisions	Procurement & Logistics	Annual local goods and services spend analysis >= 70% local	Completed	Yes	Spend analysis completed as scheduled in the second quarter, 1 November 2017 to 31 October 2018. $101 million was spent on goods and services, of that $74.7 million or 74% spent locally - Target => 70%
4.1.1.1	Provide timely and effective delivery of Council's services	Procurement & Logistics	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	On average 95% of supplier payments were made within the agreed seven day period for the year (Target = 90%). 95.5% of Council's top 100 suppliers are under formal agreements (Target = 90%)
4.1.1.1	Provide timely and effective delivery of Council's services	Fleet Services	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	The Fleet Services team have met their agreed annual services levels for vehicle, plant and equipment maintenance and asset renewals
4.1.1.1	Provide timely and effective delivery of Council's services	Property & Insurance	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Currently 96% of Council's lessees have provided a current Certificate of Public Liability Insurance (Target is 80%). Two hundred and fourteen Council leases/licences/tenancy agreements are registered on Council's database. Thirty lease renewals/new leases are currently being negotiated

CORPORATE SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Corporate and Technology Services						
2.2.5.1	Foster growth of the small business and Startup ecosystem as guided by the Smart Hub 2018-20 Operation Plan	Smart Hub	Implementation of the Smart Hub Op Plan activities for 2018 and increase Smart Hub members to 50	Completed	Yes	The SmartHub Operational Plan activities for 2018-19 were completed as scheduled. SmartHub membership is 72 and new jobs grew to 26
2.5.4.1	Develop and facilitate small business and Startup support programs in the Smart Hub. Seek other government funding to guarantee the facilitation of Smart Hub programs for the three years - 2018-20	Smart Hub	Implement the 2018-19 elements of the Smart Hub 2018/20 Operational Plan	Completed	Yes	Council received notice of its successful application to the Regional Startup Hubs Support Program for three years funding totalling $75,000. Funding will be allocated towards substantial administrative assistance with event management, programming and day-to-day operations in the SmartHub. The first cohort of founders are just over two-thirds of the way through the Turbo-Traction Lab 1, with one participant having already taken their product to international markets
4.1.1.1	Provide timely and effective delivery of Council's services	Smart Hub	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	The SmartHub operations, events and programs as guided by the SmartHub Operational Plan 2018-20 continues to exceed expectations
Finance						
2.2.3.1	Support programs that encourage residents to transition away from social support options	Finance Directorate	Consider options in budget planning to support employment programs in 2019/20	Completed	Yes	Considered in the 2018-2019 budget, no employment programs directly identified for Finance
4.1.1.1	Provide timely and effective delivery of Council's services	Finance Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	No non-compliances reported this quarter
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Finance Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	No	Yes	Business Plans were not developed in accordance with direction from the CEO
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Finance Directorate	Monthly review of the Operational Budget	Completed	Yes	Reviewed and on track

CORPORATE SERVICES

Finance

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
5.3.2.2	The annual financial statements meet acceptable governance standards	Finance Directorate	Council's annual financial statements are 'unqualified'	Completed	Yes	2017-18 Financial Statements certified 9 October 2018
			There are no internal controls as rated by the Queensland Audit Office deemed 'ineffective'	Completed	Yes	Green light given for Controls in Queensland Audit Office report
			The timelines of the annual financial statements as rated by the Queensland Audit Office is not 'untimely'	Completed	Yes	Green light given for Controls in Queensland Audit Office report
			The quality of the financial statements is not rated 'below average' by the Queensland Audit Office	Completed	Yes	Green light given for Controls in Queensland Audit Office report
5.3.2.3	Review and update long-term financial forecasts to attain a financially sustainable organisation	Finance Directorate	Long Term Financial Forecast updated at each budget and budget revision	Completed	Yes	Revised budget submitted and adopted on the 18 June
			Financial targets as set by the Department of Local Government, Racing and Multicultural Affairs are met in the Long Term Financial Forecast	Completed	Yes	Revised budget submitted and adopted on the 18 June. Minimal change in KPI's from adopted budget
5.3.2.4	Financial systems and processes are managed to meet the appropriate audit requirements and community expectation	Finance Directorate	Unpaid rates and charges are managed in accordance with the Debt Recovery Policy, achieving an overdue balance of less than 3% at its lowest point	No	No	Overdue balance was 3.36% at its lowest point this quarter
5.3.4.1	Review significant business activities for appropriate return on assets, and other Code of Competitive Conduct requirements by 30 June 2019	Finance Directorate	Conduct review by 30 June 2019	Completed	Yes	Completed as part of the 2019-20 budget process
5.3.5.1	Contribute towards implementation of Technology One Asset Lifecycle Management System	Finance Directorate	New Asset System implemented by 30 June 2019	No	Watching	Project extended, to go live in February 2020
5.4.2.6	Undertake process review on a key activity within the section	Finance Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Completed	Yes	Community Assistance Grants process review completed

CORPORATE SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Finance						
3.1.1.1	Develop strong regional partnerships to maintain and enhance the condition of our natural assets	Environmental Sustainability	Establish a stakeholder group to identify key priorities, actions and collaborative opportunities by 30 June 2019	Completed	Yes	Effective partnerships established and delivering on-ground outcomes in conjunction with Capricornia Catchments, Fitzroy Basin Association, Multicultural Development Australia, Jobs Queensland, Capricornia Correctional Centre, Native Plants Capricornia and Birdlife Capricornia
3.2.1.1	Develop a renewable energy program for Rockhampton	Environmental Sustainability	Program completed by 30 June 2019	Completed	Yes	Energy Action Plan and Sustainable Rockhampton Investment Fund in place, to support progress on solar installations at key Council sites
3.2.2.1	Develop and implement engagement programs that increase sustainability awareness and action	Environmental Sustainability	Develop and implement sustainability engagement programs by 30 June 2019	Completed	Yes	Bringing Nature Back and Living Sustainably (community engagement programs) being delivered and continuously improved. Second Nature (internal engagement program) also in place and delivering outcomes in conjunction with the Internal Sustainability working group
3.3.2.1	Develop an Environmental Sustainability Strategy that outlines Council's areas of focus and key priority actions	Environmental Sustainability	Environmental Sustainability Strategy endorsed by Council by December 2018	Completed	Yes	Complete
3.3.2.2	Facilitate implementation of Council's Environmental Sustainability Strategy	Environmental Sustainability	Report on progress on environmental sustainability	Completed	Yes	Council continues to implement the Environmental Sustainability Strategy with the 2018-19 action plan now complete
4.1.1.1	Provide timely and effective delivery of Council's services	Environmental Sustainability	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	No non-compliances reported this quarter
4.1.1.1	Provide timely and effective delivery of Council's services	Accounting Services	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	No non-compliances reported this quarter
4.1.1.1	Provide timely and effective delivery of Council's services	Customer Service	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	No non-compliances reported this quarter

CORPORATE SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Internal Audit						
5.2.1.3	Internal Audit function is undertaken in accordance with legislative requirements and timeframes	Internal Audit	Audit & Business Improvement Committee Meetings are held at least twice each financial year	Completed	Yes	Target 100% completed
			Achievement of 85% of the annual audit plan completed	Completed	Yes	Contracting exceptions, Tender Consideration Plans, Cash handling for Rockhampton Show, reviews completed. Business Continuity Plan review completed. Assurance Strategy completed
5.2.1.5	Coordinate Council's Enterprise Risk Management Framework via provision of consulting and reporting services	Internal Audit	Risk register updates presented to Council as per the Enterprise Risk Management Framework	Completed	Yes	Quarterly targets, as per ERM Framework, met
Strategy and Planning						
2.2.3.1	Support programs that encourage residents to transition away from social support options	Strategy & Planning Directorate	Consider options in budget planning to support employment programs in 2019/20	Completed	Yes	Opportunities being considered
4.1.1.1	Provide timely and effective delivery of Council's services	Strategy & Planning Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	No non-compliance reported this quarter
4.4.3.1	Ensure statutory land use instruments achieve policy objectives	Strategy & Planning Directorate	Incorporate overlay mapping, Quay Lane office, Fitzroy accommodation and industry precincts and character provisions into the major amendment to the Rockhampton Region Planning Scheme by July 2019	No	Yes	Public consultation completed (including an extension of the period). Submissions currently being considered and workshops will be held next quarter
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Strategy & Planning Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	No	Yes	Business Plans were not developed in accordance with direction from the CEO
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Strategy & Planning Directorate	Monthly review of the Operational Budget	Completed	Yes	Remain under budget due to two vacancies
5.4.2.6	Undertake process review on a key activity within the section	Strategy & Planning Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Completed	Yes	Strategic Framework review complete. Ongoing discussions with Leadership Team. Commenced review of capital grant management process

CORPORATE SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Strategy and Planning						
1.4.2.3	Key outcomes from the CBD Redevelopment Framework to be incorporated into the major amendment to the Rockhampton Region Planning Scheme	Strategic Planning	Complete and lodge with the State Government the major amendment to the Rockhampton Region Planning Scheme by 31 July 2018	No	Yes	Public consultation completed (including an extension of the period). Submissions currently being considered and workshops will be held next quarter
4.1.1.1	Provide timely and effective delivery of Council's services	Strategic Planning	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	No non-compliance reported this quarter

ADVANCE ROCKHAMPTON

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Advance Rockhampton Directorate						
2.2.3.1	Support programs that encourage residents to transition away from social support options	Advance Rockhampton Directorate	Consider options in budget planning to support employment programs in 2019/20	Completed	Yes	Reference Group established with representatives from health and social assistance, construction, mining and Department of Employment, Small Business and Training (DESBT). Navigating existing VET investment programs to support economic growth and employment
3.3.1.1	Ensure climate change is factored into Council planning and decision making	Advance Rockhampton Directorate	Identify potential impacts of climate change	Completed	Yes	Considerations factored into relevant decision making
4.1.1.1	Provide timely and effective delivery of Council's services	Advance Rockhampton Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Continuously meet all customer service requests and ECMs within a timely and effective manner
5.1.1.1	Review and audit existing organisations and advocacy groups where Council is represented. Identify any groups where inclusion is considered appropriate and report to Council accordingly	Advance Rockhampton Directorate	Review undertaken by 31 December 2018 and quarterly update reports are presented to Council	Completed	Yes	Advance Rockhampton continuously reviews memberships and associations with external agencies to ensure efficiency and relevance to the Corporate Plan
5.1.2.1	Actively source grant funding and other business opportunities	Advance Rockhampton Directorate	All relevant grants are applied for	Completed	Yes	Awaiting advice on Australia/Korea Foundation grant, Australia/Japan Association Grant and Trade and Investment Queensland Migration grant
5.2.1.4	Operational risks are monitored and managed in accordance with legislative requirements	Advance Rockhampton Directorate	Risk register is being maintained	Completed	Yes	Risk assessments consistently undertaken for all events
5.2.1.9	Monitor and review non-compliance of legislative requirements	Advance Rockhampton Directorate	Report on legislative non-compliance included in sectional reports presented to Council on a monthly basis	Completed	Yes	No non-compliance within this quarter
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Advance Rockhampton Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	No	Yes	Business Plans were not developed in accordance with direction from the CEO
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Advance Rockhampton Directorate	Monthly review of the Operational Budget	Completed	Yes	Continuously reviewing both operational and capital budgets to ensure that the directorate is meeting expenditure KPI's. Monthly report to Council outlines expenditure across the different sections
5.4.2.6	Undertake process review on a key activity within the section	Advance Rockhampton Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Completed	Yes	Managers review all process and update as required

ADVANCE ROCKHAMPTON

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Aviation Services						
2.1.4.1	Identify and implement business development opportunities for the Airport	Aviation Services	Conduct annual passenger surveys	Completed	Yes	Results of the survey will be presented to Council within the next quarter
2.2.3.1	Support programs that encourage residents to transition away from social support options	Aviation Services	Consider options in budget planning to support employment programs in 2019/20	Completed	Yes	This training program continues for the trainee maintenance safety/security officer
2.5.2.1	Establish additional commercial activities for Airport operations	Aviation Services	An increase in revenue from commercial aviation activities	Completed	Yes	Continued discussions with potential tenants to increase revenue for the Airport precinct
2.6.1.1	Strengthen relationship with Singapore	Aviation Services	Successfully deliver Wallaby 18 by 30 November 2018	Completed	Yes	Communications continue with the planning for Exercise Wallaby 2019
2.6.1.3	Actively engage with the ADF/DOD to maintain current levels of military engagement and exercises and advocate for an increase in exercise activity	Aviation Services	Update reports presented to Council on a quarterly basis	Completed	Yes	Communications continue with the Department of Defence regarding 2019
4.1.1.1	Provide timely and effective delivery of Council's services	Aviation Services	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	There are no outstanding non-compliance matters to report for this quarter
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Aviation Services	A Business Plan for the Section is to be prepared and approved by 30 June 2019	No	Yes	Business Plans were not developed in accordance with direction from the CEO
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Aviation Services	Monthly review of the Operational Budget	Completed	Yes	Expenditure in line with the close of the financial year
5.4.2.6	Undertake process review on a key activity within the section	Aviation Services	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Completed	Yes	Required specific Terminal redevelopment planning in process

ADVANCE ROCKHAMPTON

Commercial

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
2.1.4.1	Identify and implement business development opportunities for the Airport	Commercial Directorate	Continue the development of the airport precinct in line with the Masterplan	Completed	Yes	Working on the flood modelling for the airport precinct. Once we have a clear picture of the water movements we can then progress with the master plan
2.2.3.1	Support programs that encourage residents to transition away from social support options	Commercial Directorate	Consider options in budget planning to support employment programs in 2019/20	Completed	Yes	Continually reviewing opportunities to help with employment programs
2.3.1.1	Develop incentives and strategies to support economic activity and business confidence in centres across the region	Commercial Directorate	Support the key catalyst projects from the CBD Redevelopment Framework and Implement incentive policies and monthly place making activities across centres throughout the region	Yes	Yes	Key catalyst projects have been supported including Quay Street Cultural Precinct, Intermodal Transport Hub and Public Parking and Streetscape Upgrades. Place making activities included Rockhampton CBD Business Breakfasts, Riverside Alive Program, Moonlight Movies, Facade Improvement Initiative, Mount Morgan Strategy, Mount Morgan Events at a Glance Calendar, Mount Morgan Artist in Residence Program, CBD/East Street Roundabout painting and CBD Dining Platforms
2.3.1.2	Provide strategies and marketing to support economic activity and business confidence within the CBD	Commercial Directorate	Develop and implement a branding strategy for the Rockhampton CBD by 31 October 2018	No	No	Working on Television commercial for the CBD along with advertising to assist with activation programs. Branding Strategy was cancelled and decided to concentrate more on marketing and beautification and business improvement workshops
2.6.1.2	Explore further commercial opportunities by building Rockhampton's role and capacity as a logistics and forward deployment base	Commercial Directorate	Update reports to be presented to Council on a quarterly basis	Completed	Yes	This project forms part of the Flood modelling and Airport Master planning
3.2.3.1	Industry engagement and the provision of support for new energy generation options	Commercial Directorate	Develop a plan to engage with industry in order to develop new energy generation options	No	Yes	Discussions with energy companies in relation to solar start ups are underway
4.1.1.1	Provide timely and effective delivery of Council's services	Commercial Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	There has been no non-compliances for this unit
4.4.2.1	Ensure land use instruments achieve policy objectives	Commercial Directorate	Continue the implementation of CBD Redevelopment Framework and catalyst projects throughout 2018/2019	Completed	Yes	Continuing to work with Strategic planning on CBD framework
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Commercial Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	No	Yes	Business Plans were not developed in accordance with direction from the CEO

ADVANCE ROCKHAMPTON

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Commercial						
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Commercial Directorate	Monthly review of the Operational Budget	Completed	Yes	Budget is on track
5.4.2.6	Undertake process review on a key activity within the section	Commercial Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Completed	Yes	Process review on evaluation of leases complete
Regional Development and Promotions						
1.5.2.1	Implement the Wayfinding Strategy across the Region	Regional Development & Promotions Directorate	Achieve milestones set out in the Wayfinding Strategy	Completed	Yes	New signage for the airport underway, will be finalised by 30 July 2019
1.5.3.1	Implement two-way conversation opportunities with the community	Regional Development & Promotions Directorate	Update reports on facilitating departmental client community engagement strategies and marketing strategies presented to Council on a quarterly basis	Completed	Yes	Updates presented on a monthly basis to Council within the Advance Rockhampton report
1.5.3.3	Position Council and My Rockhampton websites as the go-to place for the Region events and Council information	Regional Development & Promotions Directorate	My Rockhampton and the Council website is updated at least monthly	Completed	Yes	Continuous updates monthly by "Website Hero's" within the directorate to ensure that material is up to date and relevant
1.5.3.4	Implement and deliver the My Rockhampton magazine and associated platforms	Regional Development & Promotions Directorate	Three magazines designed and distributed per annum	Completed	Yes	Increased to four issues a year to align with the Seasons. The winter edition went out in June
1.6.1.1	Inclusiveness in key projects and events	Regional Development & Promotions Directorate	Facilitate identified celebrations	No	Yes	Not delivered in 2018-19. Awaiting the outcome for 2019-20 Celebrating Multicultural Queensland - Multicultural Events grant application
1.6.3.2	Deliver and support major regional events	Regional Development & Promotions Directorate	Deliver the Rockhampton River Festival with an increase in the number of people attending and conduct a satisfaction survey with traders and visitors	Completed	Yes	Organisation of event completed, extensive marketing undertaken for all events and acts
			Increase the number of regional events across the region by 10%	Completed	Yes	Secured Rockynats for 2020 and the Developing Northern Australia Conference, Motorcross national event in July 2020

020

ADVANCE ROCKHAMPTON

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Regional Development and Promotions						
1.6.5.1	Implement key local resident stories and achievements into Council publications and platforms	Regional Development & Promotions Directorate	My Rockhampton magazines incorporate profiles including Who's New in the Zoo, Why Rockhampton, Who to Follow, What are they doing now?	Completed	Yes	Completed and ongoing in upcoming editions
2.1.1.1	Engage with stakeholders to develop and implement a Destination Management Plan for the Rockhampton Region	Regional Development & Promotions Directorate	Implement Destination Management Plan in accordance with timeframes detailed in the plan	Completed	Yes	Adopted by Council in quarter two. The Tourism unit are now carrying out the actionable items within the plan
2.1.1.2	Develop and implement strategies and initiatives to promote and improve Regional tourism opportunities	Regional Development & Promotions Directorate	Develop a new tourism product 'History Tour of Rockhampton' by 30 September 2018	Completed	Yes	Completed in quarter one
2.1.2.2	Deliver or support the staging of national, state, regional and local sporting events	Regional Development & Promotions Directorate	Prepare a Capabilities Statement documenting the Region's current capacity to host international and national events by 30 March 2019	Completed	Yes	Advance Rockhampton continues to attract and support a plethora of events to the Region. The directorate has now positioned itself as the premier events organisation within the Region for both internal, external and touring events assistance
2.1.3.1	Review current multilayered marketing plans for Advance, Explore and Live Rockhampton	Regional Development & Promotions Directorate	Implement marketing plan by 30 June 2019	Completed	Yes	The Tourism Action Plan is completed and adopted. Advance Rockhampton continues to attract and support a plethora of events to the Region. The directorate has now positioned itself as the premier events organisation within the Region for both internal, external and touring events assistance
2.2.1.1	Work with key industry stakeholders to develop investment profile opportunities for national and international investors	Regional Development & Promotions Directorate	Industry stakeholder engagement and opportunity development as per the Economic Development Action Plan update reports presented to Advisory Committee	Completed	Yes	Industry forum held with stakeholders to discuss the Galilee Basin
2.2.2.2	Support community training programs/education workshops held in the Region	Regional Development & Promotions Directorate	Conduct 40 Certificate IV Business programs by 30 June 2019	Completed	Yes	Course tailored to Digital Solutions Program and advertised to Mount Morgan businesses to further develop and advance business opportunities was held and seven attended. In Rockhampton, the program attendance was over 60 attendees
2.2.3.1	Support programs that encourage residents to transition away from social support options	Regional Development & Promotions Directorate	Consider options in budget planning to support employment programs in 2019/20	Completed	Yes	Reference Group Established with representatives from health & and social assistance, construction, mining and DESBT. Navigating existing VET investment programs to support economic growth and employment
			Implementation and delivery of the National Disability Insurance Scheme (NDIS) scheme	Completed	Yes	Adopted by Council in quarter two

ADVANCE ROCKHAMPTON

Regional Development and Promotions

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
2.4.2.1	Encourage further development of industrial estates to support future growth of a wide range of industries both inside and outside of the Region	Regional Development & Promotions Directorate	Implementation of new Gracemere Industrial Area & Parkhurst Industrial Area documents/information	Completed	Yes	Continue to attract new businesses to Gracemere Industrial Area and Parkhurst Industrial Area
2.5.1.1	Deliver Advance Rockhampton forums	Regional Development & Promotions Directorate	Deliver at least four sessions	Completed	Yes	Completed four Advance Rockhampton forums
2.5.3.1	Work with industry and local businesses providing learning sessions that create a greater internet presence	Regional Development & Promotions Directorate	Increased online visibility of 10 local businesses per year	Completed	Yes	Completed 20 business digital workshop from Mount Morgan to Rockhampton
2.5.3.2	Support local business to build capacity and encourage growth	Regional Development & Promotions Directorate	Complete local supply chain analysis by 30 June 2019	Completed	Yes	An extensive supply chain analysis was completed across the designated 13 stages identifying Rockhampton Region businesses that could supply products or services to the project
2.6.2.1	Development of Regional Water Services Scheme	Regional Development & Promotions Directorate	Completed by 30 December 2018	No	Yes	Awaiting State Government's signoff in order to commence the Rockwood Weir project
2.6.3.1	Engage with the resource sector to identify and implement opportunities for the Region	Regional Development & Promotions Directorate	Report to Council on opportunities on a quarterly basis	Completed	Yes	Advance Rockhampton engaged with Adani on potential opportunities for employment and the supply chain
4.1.1.1	Provide timely and effective delivery of Council's services	Regional Development & Promotions Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	No non-compliances within the quarter
4.4.1.1	Update the Economic Development Action Plan to include engagement initiatives with this sector	Regional Development & Promotions Directorate	Update Economic Action Plan by December 2018	No	Yes	Review will be completed once the new Economic Development Manager starts
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Regional Development & Promotions Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	No	Yes	Business Plans were not developed in accordance with direction from the CEO

ADVANCE ROCKHAMPTON

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Regional Development and Promotions						
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Regional Development & Promotions Directorate	Monthly review of the Operational Budget	Completed	Yes	Within budget for the financial year
5.4.2.6	Undertake process review on a key activity within the section	Regional Development & Promotions Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Completed	Yes	Completed in quarter two
4.1.1.1	Provide timely and effective delivery of Council's services	Regional Development	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Continuously meet all customer service requests and ECM's within a timely and effective manner
4.1.1.1	Provide timely and effective delivery of Council's services	Regional Promotions & Tourism	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Continuously meet all customer service requests and ECM's within a timely and effective manner

COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Community Services Directorate						
1.4.1.2	Provide community sponsorship for activities for various sectors	Community Services Directorate	Community sponsorship and grant funding applied in accordance with the guidelines	Completed	Yes	A 101 projects were funded for the 2018-19 financial year at a total cost of $240,143
1.4.3.2	Engage volunteers to assist with activities in the zoo, selected major parks, Heritage Village and Pilbeam Theatre	Community Services Directorate	Increase in number of volunteers at each venue by 5% and confirm by visitor intercept surveys	No	No	Volunteers at each venue were not increased according to the target. Sufficient volunteers where in place at Pilbeam and Heritage Village to meet requirements
1.6.3.1	Deliver and support local events and celebrations	Community Services Directorate	Deliver Festive Season display throughout the Region	Completed	Yes	Completed
2.2.3.1	Support programs that encourage residents to transition away from social support options	Community Services Directorate	Consider options in budget planning to support employment programs in 2019/20	Completed	Yes	Completed
3.3.1.1	Ensure climate change is factored into Council planning and decision making	Community Services Directorate	Identify potential impacts of climate change	Completed	Yes	Implementation progressing
4.1.1.1	Provide timely and effective delivery of Council's services	Community Services Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Compliant
5.2.1.4	Monitor and review non-compliance of legislative requirements	Community Services Directorate	Report on legislative non-compliance included in sectional reports presented to Council on a monthly basis	Completed	Yes	Compliant
5.2.1.9	Operational risks are monitored and managed in accordance with legislative requirements	Community Services Directorate	Risk register is being maintained	Completed	Yes	Completed
Communities and Culture						
2.2.3.1	Support programs that encourage residents to transition away from social support options	Communities & Culture Directorate	Consider options in budget planning to support employment programs in 2019/20	Completed	Yes	Continuation of Heritage Village working with Jobs Queensland to seek opportunities on site
4.1.1.1	Provide timely and effective delivery of Council's services	Communities & Culture Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Compliant

COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Communities and Culture						
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Communities & Culture Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	No	Yes	Business Plans were not developed in accordance with direction from the CEO
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Communities & Culture Directorate	Monthly review of the Operational Budget	Completed	Yes	Budget progress reviewed on a monthly basis and delivered within 2018-19 budget target
5.4.2.6	Undertake process review on a key activity within the section	Communities & Culture Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	No	Yes	Heritage Village Future Plan identified as key activity internal and external engagement process underway
1.2.1.1	Provide quality arts and cultural facilities throughout the Region	Art Gallery	Deliver 100% of the endorsed Rockhampton Art Gallery program	Completed	Yes	Twenty five exhibitions have been presented at Rockhampton Art Gallery throughout the financial year, a 100% of the endorsed exhibition report delivered
1.4.1.3	Deliver a range of performances, programs and activities for various age groups	Art Gallery	Community programs and performances are delivered in accordance with contracts, schedules and funding agreements	Completed	Yes	In quarter four, 115 programs and activities were developed and presented in line with contractual obligations and financial agreements to a range of stakeholders from young children to adults
1.6.3.2	Deliver and support major regional events	Art Gallery	Deliver two major exhibitions delivering in excess of 4000 visitors at the Rockhampton Art Gallery	Completed	Yes	Delivered "Unearthed: Ceramics from the collection" and Safe Space both achieved over 5,318 visitors
1.6.4.1	Deliver a diverse range of creative arts programs	Art Gallery	Programs are delivered in accordance with guidelines and schedules	Completed	Yes	In the review period 115 programs were held. These have been developed and delivered inline with guidelines and schedules
1.6.4.3	Support the creation of public art throughout the Region	Art Gallery	Three public art commissions supported under the Public Art Program, within available budget and resourcing	Completed	Yes	Gracemere footpath – installed Kele Park Beautification Project – installed Barramundi – fabrication
4.1.1.1	Provide timely and effective delivery of Council's services	Art Gallery	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Unit delivering in line with service standards
1.6.2.1	Operate the Rockhampton Heritage Village	Heritage Village	Heritage Village opened in accordance with operating hours and has total site visitation exceeding 30000 persons	Completed	Yes	Total attendance in 2018-19 was 32,364

COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Communities and Culture						
1.6.3.1	Deliver and support local events and celebrations	Heritage Village	Conduct Heritage Festival event	Completed	Yes	Heritage Festival successfully delivered within attendance and budget parameters
4.1.1.1	Provide timely and effective delivery of Council's services	Heritage Village	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Unit delivering in line with service standards
1.4.1.5	Deliver funded home maintenance and modification services to support seniors and people with a disability to continue living independently	Home Assist Secure	Service delivered in accordance with eligibility and funding arrangements	Completed	Yes	Delivered on a continuing basis while complying with funding guidelines
4.1.1.1	Provide timely and effective delivery of Council's services	Home Assist Secure	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Unit delivering inline with service standards
1.4.1.4	Provide library services	Library & Child Services	Library services delivered in accordance with Council standards	Completed	Yes	In quarter four the library had 47,737 visits and 105,102 items issued. During 2019-20 there were a total of 219,848 visits and 378,646 items were issued
1.4.3.1	Deliver programs and activities that promote development, lifelong learning, social inclusion and capacity building	Library & Child Services	Provide a minimum of 2500hrs of volunteer services per annum	Completed	Yes	In quarter four 1,376 hours of volunteer services were provided with a total of 3,205 hours provided during 2018-19
1.5.1.1	Deliver programs and activities that promote development, lifelong learning, social inclusion and capacity building	Library & Child Services	Programs delivered annually with in excess of 1000 person participation rate	Completed	Yes	In quarter four there were 23,743 participants and 420 programs delivered , with a total of 39,691 participants and 1,320 programs delivered in 2018-19
1.5.1.2	Provide facilities and training through the Library Technology Centre and libraries to develop digital skills and reduce social exclusion	Library & Child Services	Deliver 2000 hours per annum of contact community training	Completed	Yes	In quarter four 748 hours of volunteer services were provided with a total of 2,738 hours provided during 2018-19
1.5.1.3	Provide a home delivery library service to people who are housebound	Library & Child Services	Provide a home delivery service with a high satisfaction rating from an annual survey of clients	Completed	Yes	Survey results have been returned with 68 clients very satisfied and 10 clients satisfied with the Home Delivery Service
1.6.2.3	Maintain the documentary heritage of the Region through maintaining and developing the Local History Centre and its collection	Library & Child Services	Develop a guideline on the accession and deaccession of donated items	No	Yes	Training and discussion with the Art Gallery and Heritage Village has taken place as we look at a policy which will cover all areas in communities that accept donations to ensure a homogenous approach

COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Communities and Culture						
1.6.3.1	Deliver and support local events and celebrations	Library & Child Services	Provide inclusive culturally and linguistically diverse Library programs	Completed	Yes	Domestic Violence Awareness Launch; Author Talk with Dr Anita Heiss; Tragic Enough screening, Storytime in Other languages - Hindi
			Deliver the CapriCon Steampunk and Pop Culture Convention at Rockhampton Regional Library	Completed	Yes	The CapriCon event was delivered successfully in conjunction with Advance Rockhampton with 16,000 people at the event
2.2.2.1	Support community training programs/education workshops held in the Region	Library & Child Services	Provide 500 hours of Microsoft training courses through the Library Technology Centre per year	Completed	Yes	Provided and 643 hours of Microsoft training courses in 2018-19
2.2.3.2	Provide access to resources and free community technology training courses to develop skills	Library & Child Services	Conduct satisfaction survey to determine effectiveness of training provided	Completed	Yes	At completion of community technology course participants complete an evaluation. Results are being collated and analysed. New satisfaction measures are being developed
2.2.3.3	Provide quality child care services	Library & Child Services	Services provided meet the national quality standard	Completed	Yes	Council's Child Care Centre meets the National Quality Standard in the following areas: 1. Education, program and practice 2. Children's health and safety 3. Physical environment 4. Staffing arrangements 5. Relationships with children 6. Collaborative partnerships with families and community 7. Governance and leadership
4.1.1.1	Provide timely and effective delivery of Council's services	Library & Child Services	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Unit delivering inline with service standards
1.2.1.1	Provide quality arts and cultural facilities throughout the Region	Major Venues	Community long-term use of available spaces at the Walter Reid Cultural Centre are 100% tenanted by the arts and cultural community	No	Yes	One space currently unoccupied process to tenant underway
			Deliver 100% of the See It Live program at Pilbeam Theatre	Completed	Yes	The 2019 Season has continued with successful delivery of "JUNK" by Flying Fruit Fly Circus, "Melbourne International Comedy Festival Roadshow", "Expressions Dance Company "The Dinner Party" and "Billionaire Boy" by CPD Kids.
1.4.1.2	Provide community sponsorship for activities in various sectors	Major Venues	Administer the Rockhampton Regional Australia Day Fund in accordance with the guidelines	Completed	Yes	New round opens in October 2019 for 2020 events

COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Communities and Culture						
1.4.1.3	Deliver a range of performances, programs and activities for various age groups	Major Venues	Community programs and performances are delivered in accordance with contracts, schedules and funding agreements	Completed	Yes	Further performances of 2019 Morning Melodies season have been delivered including "The Music of The Carpenters" and "Musical Mystery Tour". Community performances such as The Cathedral College musical & annual Eisteddfod have also been delivered
1.6.3.1	Deliver and support local events and celebrations	Major Venues	Conduct Rockhampton Carols by Candlelight annual event	Completed	Yes	Carols by Candlelight 2018 delivered. Planning underway for 2019 event
			Conduct annual Rockhampton Cultural Festival	Completed	Yes	Rockhampton Cultural Festival 2018 delivered. Planning underway for 2019 event
1.6.3.2	Deliver and support major regional events	Major Venues	Deliver one large music theatre production attended by in excess of 3000 patrons at the Pilbeam Theatre	Completed	Yes	Kinky Boots delivered in 2018-19. Planning is underway for 2020 event with announcement of production in July 2019
			Rockhampton Showgrounds is used for 25 days for whole-of-grounds events	Completed	Yes	Four whole grounds events delivered including Rockhampton Show, CapriCon and Gemborrie. Total whole grounds event days for 2018-19 was 33 days
1.6.4.1	Deliver a diverse range of creative arts programs	Major Venues	Programs are delivered in accordance with guidelines and schedules	Completed	Yes	A 100% of 2018-19 public programs have been delivered in accordance with guidelines and schedules
1.6.4.2	Deliver the Regional Arts Development Fund	Major Venues	All Regional Arts Development Fund applications are assessed in accordance with the guidelines	Completed	Yes	Bid to Arts Queensland for 2019-20 funding was submitted
4.1.1.1	Provide timely and effective delivery of Council's services	Major Venues	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Unit delivering in line with and exceeding service standards based on customer survey feedback
Community Assets and Facilities						
1.1.4.1	Undertake required statutory maintenance	Community Assets & Facilities Directorate	Compliance standards met	Completed	Yes	Community Assets and Facilities continue to progress through required statutory maintenance. This will align in the future under the work management process through TechnologyOne
1.3.1.1	Maintain and monitor CCTV systems	Community Assets & Facilities Directorate	System maintained in accordance with schedule, with less than 2% downtime	Completed	Yes	CCTV system checked weekly and had system has had 0% downtime, any issues reported for rectification by technician

COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Community Assets and Facilities						
2.2.3.1	Support programs that encourage residents to transition away from social support options	Community Assets & Facilities Directorate	Consider options in budget planning to support employment programs in 2019/20	Completed	Yes	Community Assets and Facilities has four apprentice tradespeople and will align future employment opportunities with section's strategies and structure under the asset management framework
4.1.1.1	Provide timely and effective delivery of Council's services	Community Assets & Facilities Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Reported to Council monthly
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Community Assets & Facilities Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	No	Yes	Business Plans were not developed in accordance with direction from the CEO
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Community Assets & Facilities Directorate	Monthly review of the Operational Budget	Completed	Yes	Monthly reviews continue to occur. The section budget is on track for year end
5.4.2.6	Undertake process review on a key activity within the section	Community Assets & Facilities Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	No	Yes	An Assets review is currently underway in conjunction with asset management guidelines and proposed work management process
1.1.1.1	Operate, maintain and repair infrastructure as detailed in the annual maintenance programs	Community Facilities	Achieve minimum 95% of annual operating budget	Completed	Yes	Community Facilities continues to carry out work in line with operational budget allocations. Have aligned structure to suit roles and responsibilities to an asset management framework, started to implement process improvements
1.1.4.2	Clean and maintain Council buildings	Community Facilities	Buildings cleaned and maintained in accordance with the priority rating schedule and budget allocation	Completed	Yes	Buildings cleaned and maintained in accordance with Building Cleaning Framework
1.1.4.3	Develop and Implement conservation management plans for heritage listed buildings	Community Facilities	Conservation Management Plan review conducted in accordance with schedule	Completed	Yes	Conservation Management Plans identified for reviewed this financial year have been completed
1.2.1.1	Provide quality arts and cultural facilities throughout the Region	Community Facilities	All venues are compliant with statutory requirements	Completed	Yes	Community Facilities team continues to carry out statutory maintenance in line with timeframes and requirements
1.2.1.2	Provide quality regional cemeteries for burial and memorialisation services	Community Facilities	Cemeteries have high community satisfaction with service provided resulting in less than five complaints annually	Completed	Yes	Complaint levels are under target and service is well managed to a high satisfaction

COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Community Assets and Facilities						
4.1.1.1	Provide timely and effective delivery of Council's services	Community Facilities	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Reported to Council monthly
4.1.1.1	Provide timely and effective delivery of Council's services	Community Assets	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Delivering in line with and exceeding service standards based on customer feedback. Reported to Council when required
4.1.1.1	Provide timely and effective delivery of Council's services	Community Projects & Open Space Facilities	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Delivering in line with and exceeding service standards based on customer feedback. Reported to Council when required
Parks						
1.1.3.3	Develop and implement a strategic plan for the Region's open space, parks and streetscapes that improves amenity and encourages/increases physical activity and builds communities	Parks Directorate	Develop supporting policy documents that will be developed from the council adoption of SPARC for implementation for 2018/2019	No	No	SPARC not adopted
1.4.3.3	Engage with and provide support to community and volunteer organisations in the delivery of sport and recreation activities	Parks Directorate	Make formal contact with all sporting clubs and associations in the Region	Completed	Yes	Monthly newsletter commenced and is being sent to all clubs
2.1.2.1	Undertake a feasibility study for the development of a multipurpose sport precinct	Parks Directorate	Study to be finalised and endorsed by Council by 1 December 2018	No	No	Target revised for 2019-20. Discussions with CEO and relevant managers have commenced
2.2.3.1	Support programs that encourage residents to transition away from social support options	Parks Directorate	Consider options in budget planning to support employment programs in 2019/20	Completed	Yes	Increased engagement of Works for Queensland, Community Service (Corrections) on Parks projects including landscape refurbishment
4.1.1.1	Provide timely and effective delivery of Council's services	Parks Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Compliant
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Parks Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	No	Yes	Business Plans were not developed in accordance with direction from the CEO
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Parks Directorate	Monthly review of the Operational Budget	Completed	Yes	Close of financial year under budget

COMMUNITY SERVICES

Parks

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
5.4.2.6	Undertake process review on a key activity within the section	Parks Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	No	Yes	Assets review currently underway in conjunction with asset management guidelines and proposed work management process
1.2.1.3	Further development of the Kershaw gardens and the Botanical gardens	Botanic & Kershaw Gardens	Develop a program that considers the ongoing maintenance and long term improvement	Completed	Yes	2019-20 projects include Finch Gazebo, Floral Clock, Pathway Renewals, Kershaw Fairy Garden
1.4.1.1	Increase utilisation through a range of entertainment, education and recreation events in parks	Botanic & Kershaw Gardens	Undertake usage surveys of four parks per year	No	Yes	Surveys completed on Zoo, Botanical Gardens and Kershaw Gardens
1.6.2.2	Operate and manage the Botanic Gardens	Botanic & Kershaw Gardens	Botanic Gardens opened in accordance with operating hours and managed in accordance with Strategic Master Plan. Deliver site improvements as per the approved 2018/2019 capital works plan	Completed	Yes	Continued improvement of horticultural practices
1.6.3.1	Deliver and support local events and celebrations	Botanic & Kershaw Gardens	All sites meet the requirements of events and celebrations	Completed	Yes	Continued collaboration with Advanced Rocky team. Highly successful support of Rockhampton Show
4.1.1.1	Provide timely and effective delivery of Council's services	Botanic & Kershaw Gardens	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Compliant
1.2.3.1	Review and implement changes to the mowing and horticultural services matrix to ensure sustainable quality park environments	Parks Operations	25 % reduction in park service complaints	No	Yes	Business improvements ongoing including Pathway and maintenance data review. Historic data makes it difficult to quantify the reduction
4.1.1.1	Provide timely and effective delivery of Council's services	Parks Operations	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Compliant
1.2.2.1	Work with stakeholders to promote the Zoo both regionally and nationally	Zoo	Increase visitors to the Rockhampton Zoo to 140,000 and monitor through visitor intercept surveys	No	Yes	Continued high visitation. Surveys ongoing, however unable to confirm if the target met due to faulty counters
4.1.1.1	Provide timely and effective delivery of Council's services	Zoo	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Compliant

COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Planning and Regulatory Services						
2.2.3.1	Support programs that encourage residents to transition away from social support options	Planning & Regulatory Services Directorate	Consider options in budget planning to support employment programs in 2019/20	Completed	Yes	Application has been made for three administration traineeships for the 2019-20 year
4.1.1.1	Provide timely and effective delivery of Council's services	Planning & Regulatory Services Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	All timeframes are reported monthly to committee and Council and non-compliances are highlighted
4.2.1.2	Provide formal and informal education opportunities to the public to ensure the community are aware of their legislative obligations	Planning & Regulatory Services Directorate	Education program implemented in accordance with program milestones	Completed	Yes	Work continues in this space with a Community Education Plan around Animal Management being presented to Council in the coming month
4.2.2.3	Provide a diverse range of compliance tools to a wide range of amenity, health and safety issues across the community to enhance liveability	Planning & Regulatory Services Directorate	Review and update the enforcement manual by 30 June 2019	No	Yes	Review has been completed and a legal review is underway
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Planning & Regulatory Services Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	No	Yes	Business Plans were not developed in accordance with direction from the CEO
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Planning & Regulatory Services Directorate	Monthly review of the Operational Budget	Completed	Yes	Monthly reviews continue to occur. The section budget is on track for year end
5.4.2.6	Undertake process review on a key activity within the section	Planning & Regulatory Services Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Completed	Yes	Mobile inspections have now been implemented and rolled out to both plumbing and building inspectors
1.1.3.2	Implement governance arrangements for the management of the Capricorn Municipal Development Guidelines	Development Engineering	Governance arrangements implemented by 30 June 2019	No	Yes	Report presented and endorsed by Council. The CEO has been authorised to sign the governance document on behalf of Council. The document is currently making its way around the other Council's for signing but will be with Council in the following weeks

COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Planning and Regulatory Services						
4.1.1.1	Provide timely and effective delivery of Council's services	Development Engineering	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	No non-compliances identified for Development Engineering
3.1.3.1	Implement strategic plans to advise community on programs	Health & Environment	Achieve strategy outcomes in the Biosecurity Plan in accordance with timeframes	Completed	Yes	Pest management has implemented an eradication program of rabbits at the Southside Cemetery. Continued to monitor feral pig population Fraser Park. Professional development two pest management officers attended the Pest Plant and Animal Symposium. Work continues controlling weeds on the Fitzroy River and associated tributaries
4.1.1.1	Provide timely and effective delivery of Council's services	Health & Environment	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Non-compliances reported to Council in the Planning and Regulatory monthly operational report
4.2.1.1	Provide effective development management programs in line with legislative requirements for environment, health, food, safety, noise, odour and dust protection.	Health & Environment	Compliance with development management programs	Completed	Yes	Vector management officers and pest management officers attended the Rockhampton Show and Big Boys Toys Expo. Providing education to the public and received numerous requests in regard to the services provided by Council. Health and vector officers conducted presentations on food safety and mosquito biology and control. These presentations were to the elite students of regional schools across Central Queensland. The renewal process for food business licences and personal appearance licences has been undertaken by administration and environmental health officers. Vector worked in conjunction with Queensland Health in undertaking surveillance for dengue fever outbreak providing education and treatment to the affected areas

COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Planning and Regulatory Services						
1.3.2.1	Prevention of disease and adverse impact of domestic animals	Local Laws	Implement actions in accordance with the Animal Management Guidelines	Completed	Yes	Completed for the quarter in accordance with the Animal Management Guidelines - 26 incidents to report during the period, this was managed as per the Animal Management Centre Disease Management Manual and Council veterinary service provider advice
			Ensure educational programs are completed in accordance with the Animal Management Strategy	Completed	Yes	Educational programs continue in accordance with the Animal Management Strategy. Part of the Pack, a new pet education program for primary schools was launched on 3 June 2019. The program's focus is principally about being safe and healthy around dogs and pets and aligns to aspects of the Australian Curriculum Health and Physical Education: Personal, Social and Community Health learning area. During the period a series of educational videos featuring Sam Thaiday targeted at dog owners in the region. The videos are aimed at delivering key pieces of information dog owners need to know in a light-hearted but still informative manner. A number of other new resources for pet owners were also launched on Councils website, including a Your Pet Your Responsibility Handbook and an in-depth video series with information on topics like keeping your animals contained and the need for microchipping and de-sexing
4.1.1.1	Provide timely and effective delivery of Council's services	Local Laws	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	No non-compliances have been identified for the quarter
4.1.1.1	Provide timely and effective delivery of Council's services	Development Assessment	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	The Development Assessment unit has had no instances of non-compliance this quarter
4.1.1.1	Provide timely and effective delivery of Council's services	Building, Plumbing and Compliance	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	The Building, Plumbing and Compliance unit has had no instances of non-compliance this quarter

REGIONAL SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Regional Services Directorate						
2.2.3.1	Support programs that encourage residents to transition away from social support options	Regional Services Directorate	Consider options in budget planning to support employment programs in 2019/20	Completed	Yes	Apprentice, traineeship and co-op students are utilised in a range of areas
3.3.1.1	Ensure climate change is factored into Council planning and decision making	Regional Services Directorate	Identify potential impacts of climate change	Completed	Yes	Climate change is considered when undertaking planning studies
4.1.1.1	Provide timely and effective delivery of Council's services	Regional Services Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Service levels are on target
5.2.1.4	Operational risks are monitored and managed in accordance with legislative requirements	Regional Services Directorate	Risk register is being maintained	Completed	Yes	Risk register is being maintained
5.2.1.9	Monitor and review non-compliance of legislative requirements	Regional Services Directorate	Report on legislative non-compliance included in sectional reports presented to Council on a monthly basis	Completed	Yes	Safety non-compliance for FRW reported to Council in the monthly operational report
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Regional Services Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	No	Yes	Business Plans were not developed in accordance with direction from the CEO
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Regional Services Directorate	Monthly review of the Operational Budget	Completed	Yes	Budget is on track
5.4.2.6	Undertake process review on a key activity within the section	Regional Services Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	No	Yes	Review of gates and grids is continuing

REGIONAL SERVICES

Civil Operations

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
1.1.1.1	Operate, maintain and repair infrastructure as detailed in the annual maintenance programs	Civil Operations Directorate	Achieve minimum 95% of annual operating budget	Completed	Yes	Current operating expenditure is above the estimates for this period
1.1.1.2	Deliver the annual capital works program	Civil Operations Directorate	Achieve minimum 95% of annual capital budget	Completed	Yes	Current capital expenditure is slightly down on budget amount, mainly due to undertaking more operational works
2.2.3.1	Support programs that encourage residents to transition away from social support options	Civil Operations Directorate	Consider options in budget planning to support employment programs in 2019/20	Completed	Yes	Resource requirements are being determined for Works For Queensland projects, an administration traineeship has been employed for the 2019-20 year
4.1.1.1	Provide timely and effective delivery of Council's services	Civil Operations Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Service standards are being met with minimal non-compliance items identified. Service standards review is being undertaken with report being presented to Council later in 2019
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Civil Operations Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	No	Yes	Business Plans were not developed in accordance with direction from the CEO
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Civil Operations Directorate	Monthly review of the Operational Budget	Completed	Yes	Operational budget reviewed ongoing and reported monthly to Infrastructure Committee
5.4.2.6	Undertake process review on a key activity within the section	Civil Operations Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Completed	Yes	Development compliance activity has been reviewed
4.1.1.1	Provide timely and effective delivery of Council's services	Rural Operations	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Customer service standards are being met
4.1.1.1	Provide timely and effective delivery of Council's services	Civil Works	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Customer service standards are being met
4.1.1.1	Provide timely and effective delivery of Council's services	Maintenance	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Customer service standards are being met

REGIONAL SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Fitzroy River Water						
1.1.1.1	Operate, maintain and repair infrastructure as detailed in the annual maintenance programs	Fitzroy River Water Directorate	Achieve minimum 95% of annual operating budget	Completed	Yes	Budget is on track
1.1.1.2	Deliver the annual capital works program	Fitzroy River Water Directorate	Achieve minimum 95% of annual capital budget	Completed	Yes	Delivery of capital program is above 90% and approaching 95% of budget with further accruals pending
1.1.1.3	Ensure safe and reliable operation of raw water storages	Fitzroy River Water Directorate	Compliance with state legislation and national guidelines	Completed	Yes	All aspects of the operation of raw water storages are compliant
1.1.1.4	Ensure safe and reliable treatment and supply of drinking water	Fitzroy River Water Directorate	Compliance with Customer Service Standards, state legislation and national guidelines	Completed	Yes	100% compliance has been achieved for the treatment and supply of drinking water during this quarter
1.1.1.5	Ensure safe and reliable transport and treatment of sewage	Fitzroy River Water Directorate	Compliance with Customer Service Standards, state legislation and national guidelines	Completed	Yes	Greater than 99% compliance has been achieved for the transport and treatment of sewage with only a small number of minor exceedances for effluent water quality results
1.3.6.1	Ensure the safe and reliable operation of raw water storages	Fitzroy River Water Directorate	Compliance with legislative requirements for dam safety management	Completed	Yes	All compliance obligations for dam safety management associated with Mount Morgan No. 7 Dam have been met
2.2.3.1	Support programs that encourage residents to transition away from social support options	Fitzroy River Water Directorate	Consider options in budget planning to support employment programs in 2019/20	Completed	Yes	Recruitment is ongoing to fill vacant casual labourer positions to provide employment opportunities for local workers. New position submitted and approved in the budget
4.1.1.1	Provide timely and effective delivery of Council's services	Fitzroy River Water Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Monthly and quarterly reporting of performance against customer services standards and other metrics completed as required
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Fitzroy River Water Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	No	Yes	Business Plans were not developed in accordance with direction from the CEO
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Fitzroy River Water Directorate	Monthly review of the Operational Budget	Completed	Yes	Operational budget reviewed and reported against monthly to Airport, Water and Waste Committee

REGIONAL SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Fitzroy River Water						
5.4.2.6	Undertake process review on a key activity within the section	Fitzroy River Water Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Completed	Yes	Implemented and now validating the new meter reading process that was described in the previous quarter to ensure that efficiency gains are realised
3.1.2.1	Promote water wise behaviours and practices	Business & Project Services	Provide water rebates for residential water efficient products, and process all rebate applications within 10 business days	Completed	Yes	Residential water rebates processed in accordance with target
			Achievement of annual marketing communications plan activities in accordance with agreed timeframes	Completed	Yes	Annual marketing and communication activities underway in accordance with agreed timeframes
4.1.1.1	Provide timely and effective delivery of Council's services	Business & Project Services	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Target reported on through FRW directorate
1.1.1.6	Ensure safe and reliable supply of non-potable water	Water Quality & Treatment	Compliance with state legislation and national guidelines	Completed	Yes	Supply of non-potable water 100% compliant with state legislation and national guidelines
3.1.5.1	Minimise nutrient and sediment discharges to local waterways	Water Quality & Treatment	Demonstrate compliance with Environmental Authority release limits and continuous improvement initiatives	Completed	Yes	West Rockhampton STP now decommissioned and a 40% reduction in nutrients discharged to the estuary achieved based on a year to year comparison between early 2018 versus early 2019
4.1.1.1	Provide timely and effective delivery of Council's services	Water Quality & Treatment	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Target reported on through FRW directorate
4.1.1.1	Provide timely and effective delivery of Council's services	Network Operations	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Target reported on through FRW directorate
4.1.1.1	Provide timely and effective delivery of Council's services	Mechanical, Electrical & General Maintenance	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Target reported on through FRW directorate

REGIONAL SERVICES

Infrastructure Planning

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
2.2.3.1	Support programs that encourage residents to transition away from social support options	Infrastructure Planning Directorate	Consider options in budget planning to support employment programs in 2019/20	Completed	Yes	Engineering Co-Op program continues, cadetships in Design Services continues and admin traineeship is working well
4.1.1.1	Provide timely and effective delivery of Council's services	Infrastructure Planning Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Customer service standards are being met with reported monthly service levels complying
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Infrastructure Planning Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	No	Yes	Business Plans were not developed in accordance with direction from the CEO
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Infrastructure Planning Directorate	Monthly review of the Operational Budget	Completed	Yes	Units have ongoing monthly review of the operational budget and have largely spent allocated budget for the financial year
5.4.2.6	Undertake a process review on a key activity within the section	Infrastructure Planning Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Completed	Yes	Initial stages of sectional file structures has been completed. Data structures have been established and communicated to units. Processes around document filing in ECM has improved through development of processes
4.1.1.1	Provide timely and effective delivery of Council's services	Assets & GIS	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	There were no non-compliances quarter four
5.3.2.4	Financial systems and processes are managed to meet the appropriate audit requirements and community expectation	Assets & GIS	The required asset revaluations are completed by 28 February 2018 and integrated into asset management and relevant financial plans	Completed	Yes	The water, sewerage and land asset revaluations were completed by their due dates
5.3.3.1	Refine the long-term asset management plans with asset custodians to guide the replacement and utilisation of resources	Assets & GIS	Annual review of asset management plans by 30 June 2019	No	Yes	Assets team heavily involved in Asset Management system implementation. An annual review of Asset Management Plan (AMP's) not warranted. A rolling program of review targeting aged AMP's to be developed
			Annual asset sustainability ratio is greater than 90%	No	Yes	Asset Accounting are yet to calculate the Asset Sustainability Ratio for 2018/19. This ratio is prepared for financial statements which are due to audit on 22 August 2019

REGIONAL SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Infrastructure Planning						
1.1.2.1	Provide an effective quality assurance system which supports the civil design function	Civil Design	No major non-conformances identified in the annual audit	Completed	Yes	The Quality Assurance System requires regular review to ensure it satisfies the changing business requirements. A revision was released last quarter after consultation with all stakeholders. The Environmental and Drainage checklists are currently under review
3.1.4.1	Improve landscape design and delivery within parks and streetscapes to provide diversity of vegetation cover	Civil Design	Planting in accordance with the Streetscape Design Manual in identified priority area	Completed	Yes	There continues to be progression in the integration of Landscape Design into Civil Design. Processes and communication are continue to improve to ensure we deliver a suitable product
4.1.1.1	Provide timely and effective delivery of Council's services	Civil Design	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Delivery of Civil Operations and FRW Capital Project designs are being completed on schedule. Customer service standards are being met
1.3.3.1	Natural and man-made hazard risk assessments are reviewed on a five yearly basis	Disaster Management	The 2018 Natural Hazards Risk Assessment be reviewed and updated by 30 June 2019	Completed	Yes	Workshop held on 20-21 March where the review of the Region's risks could be reviewed for currency and any gaps identified
1.3.3.2	Local Disaster Management Plan Threat Specific Sub-Plans are maintained for high risk events	Disaster Management	Cyclone, East Coast Low and Bushfire Threat Specific Plan reviewed by 30 June 2019	No	Yes	Bushfire plan, strategy and MOU review continuing. Scope of works increased due to fire events. Flexible funding secured to enhance and expedite review/study. Cyclone sub plan review not completed. A two year program created to review all 24 sub plans, with encouraged involvement from Local Disaster Management Group (LDMG) members
1.3.5.1	Deliver and implement community disaster awareness education	Disaster Management	Disaster Management event and communications plan to be developed and implementation underway by 30 September 2018	Completed	Yes	Delivered through Get Ready Activities (Emergency Services Day. Media Releases. Documented within Disaster Management Marketing and Communication Plan)
1.3.6.2	Conduct an annual review of the Local Disaster Management Plan in accordance with statutory requirements	Disaster Management	Annual review completed by 30 November 2018	Completed	Yes	Workshop held on 19 June 2019. The review is complete and LDMG members/advisors have provided feedback/input into the review at the workshop and subsequent discussions. LDMG executive is yet to sign revised plan
1.3.6.3	Conduct an annual preparedness activity in accordance with statutory requirements	Disaster Management	Annual preparedness activity completed by 30 November 2018	Completed	Yes	LDMG exercise held 19 November 2018
1.3.6.4	Ensure the Local Disaster Management Group meet regularly to coordinate disaster management activities	Disaster Management	Local Disaster Management Group meet at least three times per year	Completed	Yes	Quarterly meetings held on July 2018, 30 November 2018, 15 February 2019, and 10 May 2019

REGIONAL SERVICES

Infrastructure Planning

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
4.1.1.1	Provide timely and effective delivery of Council's services	Disaster Management	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Customer service standards continue to be met
1.1.2.3	Conduct an annual review of the 10 year forward works program for roads, pathways, stormwater, flood mitigation, water and sewerage new and upgrade projects	Infrastructure Planning	Annual review completed with 2019/20 budget submission	Completed	Yes	Use of updated Planning Assumptions model has assisted with changes to projects in the budget. Review of projects is ongoing but has been completed in quarter three to inform Capital Budget
1.1.3.1	Complete preliminary planning, design and cost estimating for projects identified from the Schedule of Works for Transport, Stormwater, Water and Sewerage Trunk Infrastructure that may be required in the near term to 2021	Infrastructure Planning	Projects identified by 1 September 2018 with project development works completed by 30 June 2019	Completed	Yes	Updated Transport and Sewer modelling along with updated Planning Assumptions models have changed the timeframes associated with the 2021 projects. Designs for projects forecast for 2021 have been updated for Transport, Water and Sewer. Stormwater projects for 2021 are awaiting final deliverables from consultants which are due by end of July 2019
1.4.2.1	Update traffic modelling for the urban areas of Rockhampton and Gracemere	Infrastructure Planning	Complete base case modelling and scenario testing by 30 June 2019	Completed	Yes	Base year models have been developed and passed to Council staff. Future year scenarios have been completed. Infrastructure options have commenced but has been delayed due to liaison between Council, Engineering consultants and Department of Transport and Main Roads. Infrastructure options to be completed by end of July 2019
1.4.2.2	Consider the Environmental Sustainability Strategy in future planning	Infrastructure Planning	Establish riparian management principles for the urban catchments by 30 June 2019	No	Yes	Principles from Riparian Management Study were collated, along with best practice guidelines to provide some high level guidance for riparian management. Due to the specific nature of each catchment there is a hesitation to provide broad guidelines without the support of Riparian Studies. As such, work has evolved to consider a Council policy stance on Riparian management rather than guidelines on what can be completed in the creeks. This work is ongoing as it still needs to be finalised and given Council endorsement
2.4.3.1	Determine strategic infrastructure implications of the Airport masterplan	Infrastructure Planning	Infrastructure implications determined and advised to Airport management by 1 September 2018	Completed	Yes	Completed at 1 September 2018. Ongoing assistance has been provided to Airport and Advance Rockhampton since to understanding constraints
4.1.1.1	Provide timely and effective delivery of Council's services	Infrastructure Planning	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Customer service standards continue to be met

REGIONAL SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Project Delivery						
1.1.1.2	Deliver the annual capital works program	Project Delivery Directorate	Achieve minimum 95% of annual capital budget	Completed	Yes	All projects the unit has delivered in the 2018-19 with the exception of the South Rockhampton Flood Levee (SRFL) (planning) have achieved 95% expenditure of the budget
1.1.2.2	Effective delivery of major infrastructure projects	Project Delivery Directorate	Project meets objectives and completed on time and budget	Completed	Yes	All the Works for Queensland Round Two projects have been delivered as planned. All other major projects programmed for completion in the 2018-19 have been completed
1.2.1.4	Ensure the project steering group governance model is utilised when identifying needs and developing and delivering built infrastructure solutions	Project Delivery Directorate	All significant projects to be delivered through the project governance model	Completed	Yes	Project Governance Structures have been developed for the Art Gallery and SRFL. Others have Project Control Group structures in place
2.2.3.1	Support programs that encourage residents to transition away from social support options	Project Delivery Directorate	Consider options in budget planning to support employment programs in 2019/20	Completed	Yes	Works for Queensland Round Two complete, Works for Queensland Round Three now being planned. Both the Art Gallery and the SRFL projects have contractual requirements for training
2.3.2.1	Effectively deliver the design development and construction of Art Gallery Project	Project Delivery Directorate	Project completed in accordance with allocated budget and timeframes	Completed	Watching	The New Art Gallery project has received all grant funding, tender submission received and tender award programmed for mid July 2019
4.1.1.1	Provide timely and effective delivery of Council's services	Project Delivery Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Customer requests for the SRFL completed in 9.21 days , all others in 3.97days
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Project Delivery Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	No	Yes	Business Plans were not developed in accordance with direction from the CEO
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Project Delivery Directorate	Monthly review of the Operational Budget	Completed	No	New project governance groups developed for Art Gallery and SRFL. Some residual impact on operational budget, as not all costs will be journalled to capital
5.4.2.6	Undertake process review on a key activity within the section	Project Delivery Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Completed	Watching	Project governance structures, project planning and schedule review completed

REGIONAL SERVICES

Ref	Operational Action	Unit	Target	On Track	On Budget	Quarter 4 Status Commentary
Rockhampton Regional Waste and Recycling						
1.1.1.1	Operate, maintain and repair infrastructure as detailed in the annual maintenance programs	Waste & Recycling Directorate	Achieve minimum 95% of annual operating budget	Completed	Yes	On track
1.1.1.2	Deliver the annual capital works program	Waste & Recycling Directorate	Achieve minimum 95% of annual capital budget	Completed	Yes	On track with 96% of budget expected to be achieved. Final report yet to be received
2.2.3.1	Support programs that encourage residents to transition away from social support options	Waste & Recycling Directorate	Consider options in budget planning to support employment programs in 2019/20	No	Yes	Matter held in abeyance pending strategy outcomes and need for position
3.1.6.1	Develop and deliver an effective educational program to the community promoting kerbside recycling and general resource conservation	Waste & Recycling Directorate	Achieve targets in line with the Waste Reduction and Recycling Plan	Completed	Yes	Review being undertaken in line with expression of interest for alternative waste technology. Waste levy has commenced which is aimed at reducing waste burial
4.1.1.1	Provide timely and effective delivery of Council's services	Waste & Recycling Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Customer service standards are being met and reported monthly
5.3.1.1	Business plan developed, setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2022	Waste & Recycling Directorate	A Business Plan for the Section is to be prepared and approved by 30 June 2019	No	Yes	Business Plans were not developed in accordance with direction from the CEO
Rockhampton Regional Waste and Recycling						
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Waste & Recycling Directorate	Monthly review of the Operational Budget	Completed	Yes	On track
5.4.2.6	Undertake process review on a key activity within the section	Waste & Recycling Directorate	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Completed	Yes	Laneway assessments completed and collection runs changed to achieve efficiency
4.1.1.1	Provide timely and effective delivery of Council's services	Facilities	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Customer service standards are being met and reported monthly
4.1.1.1	Provide timely and effective delivery of Council's services	Collections	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Yes	Customer service standards were reported monthly

2018-19 OPERATIONAL PLAN PROGRESS REPORT QUARTER FOUR

Operational Plan Progress Report Summary - Quarter Four

Meeting Date: 20 August 2019

Attachment No: 3

OPERATIONAL PLAN REPORT SUMMARY

QUARTER FOUR 2018 – 2019

OFFICE OF THE CEO

Directorate

The Chief Executive Officer is a member of Local Government Reference Group to provide input to DLGRMA on proposed changes to Local Government legislation (Belcarra Stage 2). The 2019-20 budget was adopted at a Special Council meeting on 26 June 2019. Discussions have commenced in house regarding coordination of resource industry matters.

Committee Support

A new method for Councillors to access Council and Committee agendas via One Drive has been implemented. Alternatives are being investigated for lodgement of Travel Proposal Forms to streamline the process.

International travel was completed for the General Manager Advance Rockhampton to Philadelphia from 31 May to 6 June 2019. International travel to China for General Manager Advance Rockhampton and Senior Executive for Trade and Investment will occur from 31 July to 10 August 2019 as per Council resolution.

Office of the Mayor

Scheduled civic events were completed with no issues and customer service request targets are being met.

Council's new online engagement platform 'Engage Rockhampton Region' was launched this quarter to replace the previous 'Regional Voice'. Seven public engagements have already been held through this site along with three targeted ones on topics including the budget.

Media and social media benchmarks have all been exceeded for the year with 100% of media responses meeting service standards. Implementation commenced this quarter on a social media plan for all of Council and will be finalised by September 2019.

Workforce and Governance

Whilst the section to date has completed the year with operational expenditure at 99% of the adopted budget a number of targets were not achieved. As the reporting agent for the organisation for actions such as safety, training and corporate governance it is noted that it has been proven to be quite challenging for some operational areas to deliver on their compliance requirements.

Safety and Training

The organisation as a whole, has only one of the nine key performance indicators for workplace health and safety. However, it is important to highlight that all, but one indicator performed better than what was realised in the previous reporting year. Of particular note are the following:

- The Total Injury Count target was set 20% less than the actual 2017-18, and a 17% reduction was achieved in that some 36 less injuries occurred than the previous year; and
- The Lost Time Injury target for 2018-19 was set at 25, some 30% less than the actual total number of lost time injuries in 2017-18. Across the organisation there were 30 lost time injuries in the reporting year which was 20% less than the previous year.

It should also be noted that Council is somewhat below the Local Government Workcare Group E performance with a lost time injury severity rate of 12.09 against a target of 8.09 and the Group E performance of 19.70.

Due to operational pressures in some areas planned training needed to be rescheduled and will be completed in the first quarter of the next financial year.

Legal and Governance

A productive year for the newly formed in-house legal services who have consistently provided advice and support resulting in a significant reduction of legal consultancy expenditure across the organisation.

Considerable work was undertaken to develop a governance framework, however this project has been parked.

<u>Human Resources and Payroll</u>

Staff surveys have been completed however, data is still being processed and will be provided in the first quarter of the next reporting period. Some targets were over achieved such as recruitment panel member training with 220 supervisory and other staff trained against a target of 50.

Improved procedures were introduced for recruitment of vacant positions.

Significant work has been undertaken on the creation of a People Strategy that will inform the development of our employees into the future. Implementation will commence in 2019-20.

The implementation phase of the Learning Management System is continuing and will include the conversion to online for a large component of the safety management awareness training such as the Take 5 suite as well as new employee and contractor Inductions

Changes as a result of the Certified Agreements and associated pay increases have been processed. Work is continuing on the implementation of Aurion upgrades for Timekeeper and Award Interpreter however were delayed due to the end of financial year payroll requirements.

<u>Industrial Relations and Investigations</u>

The Certified Agreements for both internal and external staff were negotiated in the reporting period. Some subsidiary agreements will be completed during 2019-20.

CORPORATE SERVICES

<u>Directorate</u>

Corporate Services Directorate has continued to review and monitor its departments programs. Operational activities and organisational support have continued to be delivered effectively with the majority of performance targets being met. Highlights across the department include the following.

<u>Corporate and Technology Services</u>

Fleet Services

During this financial year, the renewal of fleet capital assets provided some challenges with a significant portion of expenditure on unplanned replacement of assets which have suffered total loss. Just under $5 million was expended in the year on renewals, with $800,000 attributed to the replacement of written-off assets.

This expenditure provided for the renewal of 10 earthmoving assets, 38 light vehicles, 22 trucks and eight landscape maintenance assets. Some assets of note include:

- The commissioning of a new landfill compactor for the Lakes Creek Landfill. This new machine will complement the opening up of the new landfill cells and includes an advanced compaction data collection system to promote higher compaction rates and reduce operating costs by eliminating unnecessary compactor movements;
- Renewal of two of its six grader fleet, which are used in the maintenance and construction of rural roads. The new graders are more fuel efficient and provide grading automation systems to improve road finish and reduce gravel waste; and
- Investment in a steam weed control machine that essentially utilises steam to control weed growth and propagation, given the interest in herbicides currently, this is a valuable investment.

SmartHub

Enquiries and submissions for SmartHub membership continue to be received and reviewed by the Council SmartHub Working Group. Current SmartHub membership is <u>72</u> and 26 new jobs have been created.

The first Turbo-Traction Lab (TTL) commenced in May 2019 and will conclude in August 2019. This first of three Labs has three full-time and thirteen part-time participants. Our expert-in-residence Daniel Johnsen (Kentucky USA) and the six expert mentors are having a very positive influence on the TTL participants and the wider SmartHub eco-system.

<u>CBD and Riverfront Smart Technology</u>

A significant portion of the CBD and Riverfront smart technology rollout was completed leading up to 30 June 2019. A summary of the project so far as follows:

- Areas covered with varying technologies;
    - Riverside – Denham to William St;
    - Quay St – Fitzroy to William St;
    - East St – Archer to Derby St;
    - Bolsover St – Fitzroy to William St;
    - Alma St – Fitzroy to William St;
    - Denham St – Quay to Denison St;
    - William St – Quay to Alma St;
    - Riverside carpark - north of Fitzroy Bridge; and
    - Victoria Parade – Fitzroy to Archer St
- Approximately 2.5 km of fibre optic cable, ducting and associated communications switching equipment;
- 21 free Wi-Fi Access Points;
- 115 Smart Poles;
- 136 LED luminaires;
- 104 Post Top Modules (light controller and audio system);
- 11 remote controlled On-Off-Dim modules;
- 11 Gateway controllers;
- 15 Double-sided pole mounted digital banners;
- Three Ground mounted interactive digital banners;
- Three Push Blue duress buttons;
- 40 Smart CCTV cameras and associated recording equipment; and
- Smart Parking Solution – 17 street blocks covered with 918 parking bay sensors.

<u>Stage 3E – under construction, due for completion November 2019.</u>

- Col Brown Park and Victoria Parade (North to Archer St);
- Approximately 1km of fibre optic cable, ducting and associated communications switching equipment;
- 22 Smart poles;
- 25 LED Luminaires;
- Eight Free Wi-Fi Access Points; and
- 10 Smart CCTV cameras.

<u>Stage 3E – currently finalising design, project timeframe to be advised for completion 2019-20</u>.

- Quay St (William to Derby St);
- Approximately 500m of fibre optic cable, ducting and associated communications switching equipment;
- Six Smart poles;
- Nine LED Luminaires;

- Three Free Wi-Fi Access Points;
- Four Smart CCTV cameras.

Information Systems

Council's R1 project is a significant information technology project replacing and upgrading a range of Council corporate software business systems. The scope and project timings are as follows:

- Upgrading TechnologyOne Financials and Supply Chain – February 2018 to 1 July 2019;
- Upgrading TechnologyOne ECM (records management) – May 2019 to 1 July 2019;
- Transition / upgrading TechnologyOne product platform to web-based CiAnywhere - February 2018 to 1 July 2019; and
- Implementing TechnologyOne Asset Lifecycle Management and works orders on the integrated CiA platform - February 2018 to February 2020. Replacing the current asset management system.

R1 Financials, Supply Chain and ECM successfully went live on 1 July 2019. Two critical and several minor issues continue to be worked through with the vendor and project team. The Asset Lifecycle Management portion of the project is progressing on schedule for go-live in February 2020.

Finance

- After an extensive process, the 2019-20 budget was adopted by Council on 26 June 2019;
- The 2018-19 budget was amended and adopted by Council on 18 June 2019;
- Key deadlines have been met as per the External Audit Plan;
- Attention has now turned to finalisation of 2018-19 financial year and planning and preparation for 2018-19 Financial Report and external audit;
- Finance Systems team members made a major contribution to the implementation and roll out of the upgrade to CIAnywhere, Council's Finance System with go live on 1 July 2019;
- Customer Service team stepped up to manage the ticket booths for Rockhampton Show;
- Rates and Revenue team has finalised the transition to a new printing contractor for Rates Notices, Water Notices and Animal Registration;
- Rates and concessions were modelled for budget preparation and ensuring data within the Pathway system is updated in preparation for the Rates issue in July 2019;
- Environmental Sustainability partnerships and programs continue to deliver benefits to Council and the community with the following achieved in 2018-19:
  - More than 20,000 hours of volunteer labour invested in natural resource management works across 13 on-ground project sites;
  - 2,100 native plants distributed to residents to assist with urban greening;
  - Around 6,000 Rockhampton Region Nature Play Passports distributed to local families, encouraging the community to explore our local natural environment;
  - Implementation of Council's Bringing Nature Back, Living Sustainably and Second Nature engagement programs, as well as the Council's new Community Assistance Program – Environment and Sustainability Scheme; and
  - Significant early progress against implementation of Council's Environmental Sustainability Strategy.

Internal Audit

Internal Audits/Value-Added Projects/Reports completed for the financial year include;

- Business Continuity Plans;
- Environment Act – Civil Operations;
- Safety – Heritage Village Volunteers;
- Follow-Up Reviews (Various);
- Tender Consideration Plans;
- Contracting exceptions;
- Cash Handling – Rockhampton Show;
- Annual Audit Plan and Assurance Strategy;
- Internal Audit unit process improvement review and;
- Action Progress Reports.

<u>Strategy and Planning</u>

- The public consultation period for the major amendment to the Rockhampton Region Planning Scheme has been completed with a total of 88 submissions received;
- Commenced a review of the capital grants management process and assisted with grant identification and applications; and
- Contributed to a number of strategic projects including the "A Fair Go for All Queenslanders" campaign and associated policy research, airport development and infrastructure planning and residential land pipeline assessments.

ADVANCE ROCKHAMPTON

<u>Directorate</u>

With the resignation of the Manager Regional Development and Promotions it was decided to split this role into two with a Manager Events Marketing and Tourism and Manager Economic Development. The Manager Tourism, Events and Marketing commenced in May and the Manager Economic Development and senior executive Economic Development will commence on 12 August 2019. Staff changes in the Tourism and Marketing units left us short due to resignations and secondments. Recruitment for these positons will be finalised by the end of July 2019. The directorate continues to deliver against all KPI's and attract new economic, tourism and event opportunities, such as attracting a national company to our region that now employs over 80 people. As well as securing the Developing Northern Australia conference and new major events: RockyNats and MotorCross 2020.

<u>Airport</u>

Preparation continues with the tender documents released for the redesign of the terminal screening point and departure lounge to facilitate the installation of new airport security screening equipment.

Planning in preparation for the commencement in late June of the military exercise Talisman Sabre 2019 and associated exercises is being facilitated.

Exercise Wallaby 2019 continues to be move forward in the planning stage for later in year.

The Rockhampton Airport 04/22 Runway has been line marked in preparation for the reopening of a section of the cross runway in July 2019 as a Category 2B Runway (non-instrument and daylight operations only).

Alliance Airlines announced their intention to establish an operational base in Rockhampton, and advertised for local Fokker 100 first officers, captains, aircraft engineers and cabin crew to be based in Rockhampton.

<u>Commercial</u>

We have had good engagement with the facade improvement schedule over the past few months with businesses now wanting to improve their shop fronts. The riverside activation has also been good with several hundred people turning up to certain events. We have held CBD breakfast meetings with retailers to get them to understand the importance of having a digital footprint and the numbers are increasing with each meeting. Mount Morgan monthly activation activities continue with limited people attending.

We have closed the EOI off on the CBD blocks with no one successful however we have continued to engage with interested parties.

We are also continuing to promote the region and business district as a place to be now and into the future with all of our projects starting up.

<u>Regional Development and Promotions</u>

CapriCon 2019 moved to their new venue at the showgrounds as the event outgrew the Rockhampton Library and attracted over 16,000 visitors. Council also operated Show 2019 which 40,000 attendees enjoyed the discounted entry rate of $5. Rocky River Run 2019 was also managed by Advance Rockhampton with over 2000 nominations. This much loved event will return to its original dates in May 2020. New events such Motocross, RockyNats and Australian Caravan Association Rally have been secured for 2020. Advance Rockhampton is promoting and highlighting Mount Morgan businesses to further tourism and economic growth in the area.

COMMUNITY SERVICES

Directorate

A successful 2019 Homeless Connect event was held in May attracting an increase in attendance from the vulnerable members of the community.

Volunteer Development Officer has been working to bring consistency to the way we induct, train and recognise our volunteers.

Communities and Culture

Communities and Culture have delivered on the majority of objectives set within the Operational Plan.

- Ensuring the section has been supported to achieved budget targets;
- Provide assistance broadly across Council, particularly to the Rockhampton Show;
- Working in partnership with the Communities directorate to embark on consultation on the future of the Heritage Village and;
- Participate in the awarding of the tender for the new Art Gallery.

Libraries & Childcare Services have delivered on the majority of targets while dealing with extended leave periods of key staff. Along with exceeding many performance objectives a major highlight for the quarter was the successful delivery of CapriCon in partnership with Advance Rockhampton at the Rockhampton Showgrounds with an attendance of 16,000.

Art Gallery has met or exceed operational target while continuing to provide significant support across Council on public art projects. The particular highlight was the announcement of the final funding for the new Art Gallery with continued planning for the site transition.

Major Venues sites and services have hosted, presented and supported a broad range of events including the annual Rockhampton Eisteddfod at the Pilbeam Theatre and Walter Reid Centre, The Rockhampton Show, CapriCon and Gemboree at the showgrounds and entertainment icons Petula Clarke and John Paul Young at the Pilbeam Theatre.

Heritage Village has exceeded the annual attendance target during quarter four along with the successful presentation of the annual Heritage Festival. The unit has also commenced an internal consultation with Councillors, staff and volunteers in partnership with the Communities and Culture directorate.

CQ Home Assist Secure has performed well reaching the highest recorded number of registered clients, along with managing the transition into the NDIS environment along with new Aged Care Quality Standards.

Community Assets and Facilities

This quarter saw the implementation of some structural changes as a result of a number of initiatives that will see asset and facility management become streamlined and more effective across the organisation in Asset Management. Through this change, the project work load has been incorporated into the execution structure under the Coordinator Community Facilities. The development of the position Supervisor Facilities will give support to the Coordinator with the direct reports and contractors that currently report to Coordinator position.

The new Coordinator Community Assets started on 10 June 2019 and is fitting in very well and establishing her department, roles and responsibilities. Currently, this unit is creating lifecycle masters to start the build of master data for TechnologyOne implementation. Which will in time create the operational lifecycle for assets. This unit is supporting the master data build for all of Communities and Airport.

All work commitments were met within the section for this quarter. Detail planning, scoping and executing has started for this current financial year capital and operational work.

Parks

Winter works program has commenced including landscape and median refurbishments, tree planting and sports ground remedial works.

Botanic Gardens team continue to thrive under the leadership of the Curator. Horticultural standards have vastly improved, resulting in higher level aesthetic presentation.

The Zoo continues to enjoy high visitor numbers, and Zoo staff have implemented a number of positive changes including daily checklists. Site presentation and infrastructure maintenance has improved. The new otters and eagle have been well received by the public.

<u>Planning and Regulatory Services</u>

The draft Capricorn Municipal Development Guidelines Governance Strategy document was presented and endorsed by Council in April 2019. The Chief Executive Officer has been authorised to sign the governance document on behalf of Council. The document is currently making its way around the other Council's for signing but will be with Council in the subsequent weeks.

The Development Assessment unit has commenced using eLodgements for building works assessable against the Planning Scheme, material change of use, reconfiguration of a lot and operational works development applications. To date there have been no issues with using the new system. The service is available through eServices on the Council website.

The Systematic Inspection Program in Gracemere was completed during the quarter.

Program statistics are shown below:

Statistics	Total
No. of properties attended in Gracemere	4342
No. of dogs currently registered in Gracemere	4008
No. of Properties with Dogs	1978
No. of Properties with No Dogs	2326
No. of Fully Compliant Premises at the time of inspection	763
No. of Compliance Notices	79
No. Dogs Impounded	8
No. of PIN's issued	106

Part of the Pack, a new pet education program for primary schools was launched on 3 June 2019. The program's focus is primarily about being safe and healthy around dogs and pets and aligns to aspects of the Australian Curriculum Health and Physical Education: Personal, Social and Community Health learning area. The sessions are targeted at different ages, with the older children also learning about the responsibilities that come with pet ownership. The program is delivered free of charge, includes a fun video featuring Sam Thaiday, a presentation and activity booklets. As part of the programme trained and socialised dog, "Willow" from Rockhampton Dog Obedience Club went along and met the kids teaching them an important lesson on "how to greet a dog".

The Building, Plumbing and Compliance unit and the assistance of Development Advice Centre have been working hard to align our processes in preparation for the new plumbing regulations coming into force on 1 July 2019. The main change is the introduction of a fast track plumbing application for Class 1a and Class 10 buildings to a two day completion.

The Health and Environment Unit undertook activities at the Rockhampton Show including Biosecurity Operations (Chief Biosecurity Officer) and Food Business inspections.

Vector Management Officers and Environmental Health Officers have responded to the Dengue notifications in the region in conjunction with Queensland Health. As of 9 July 2019, there has been 13 confirmed cases of Dengue (type 2) in Rockhampton. The response (until the 30 June) includes:

- 950 properties inspected;
- 810 properties sprayed;
- *Aedes Aegypti* (dengue mosquito) breeding has been detected at 95 properties; and
- 433 properties have had lethal ovitraps set.

REGIONAL SERVICES

Directorate

Operational activities have continued to be delivered effectively with the majority of performance targets being met.

Significant progress was made during the quarter on establishing a Gates and Grids Policy and revised subordinate Local Law. The new documents were approved at a Special Council Meeting on 9 July 2019 and will soon be out for public consultation. The Regional Waste and Recycling section has been preparing for the introduction of the Waste Levy on 1 July 2019.

Representatives from Regional Services have made significant contributions to the development and implementation of the GC21 contract methodology within Council for the delivery of a number of large capital projects.

Civil Operations

Civil Operations has delivered the majority of its capital program within its budget limits.

Rural Operations has had to hire additional graders, rollers and water trucks to keep up with the maintenance of the gravel roads. Rural Operations has completed most of the capital program with a few projects being carried over into July 2019 to be completed.

Urban Operations has completed most of the capital program with a few projects being carried over into July to be completed.

Cyclone Debbie repair works have been undertaken across Council delivered within budget and timelines.

The Service Levels documents are in the final phase of consultation before being submitted to Council for approval.

Fitzroy River Water

Fitzroy River Water has performed throughout this reporting period to a high standard in the delivery of water and sewerage services for the community.

Fitzroy River Water has achieved 100% compliance with Queensland legislation and Australian Guidelines for drinking water quality, and >99% compliance with legislative requirements for the transport and treatment of sewage.

Capital program delivery is expected to be completed to approximately 95% of budget, albeit with some slight delays with the commencement of a number of large projects due to a change to the GC21 contract methodology.

Fitzroy River Water is tracking well against operational budget forecast with both expenditure and revenue expected to meet targets.

Significant progress has been made implementing the Sewage Treatment Plant (STP) Strategy for Rockhampton and Gracemere with the West Rockhampton STP now decommissioned and a ~40% reduction in nutrient release to the Fitzroy River estuary for 2019 year to date compared to the same period in 2018.

Expansion of the water supply network in southern Gracemere has proven to be an excellent investment in the provision of an essential service for a part of the community with a clear need for access to drinking water, with members of the community very grateful for their new service.

Infrastructure Planning

The Infrastructure Planning team have continued with a number of significant projects in the quarter:

- Design Services have continued with the detailed design program for the Regional Services capital program. Assistance was also provided to the other departments of Council. Improvements have been made on the integration of landscape design into civil design projects;
- The Strategic Infrastructure unit has completed the Planning Assumptions report and, now it has been endorsed, is being utilised to update the Local Government Infrastructure Plan and timeframes for the Plans for Trunk Infrastructure across all networks;

- The Assets and GIS unit has completed the water and sewer revaluations which means all asset revaluations for the financial year are completed. GIS data schemas are progressively being reviewed for improved data management and efficiency reasons. Work is continuing on the review of asset data in GIS and Conquest to assist with conversion into the new asset management system.
- The Disaster Management unit has been involved with debriefs and recovery actions associated with the recent bushfires. The flood monitoring station installations at the Rockhampton town gauge and Stanwell gauge have been completed.

Project Delivery

The Project Delivery unit has successfully planned and delivered a number of significant projects during the 2018-19. These are listed below with a current completion status. The new Art Gallery will commence mid-July 2019 and the South Rockhampton Flood Levee project is programmed to commence towards the end of the calendar year. The next round of Works for Queensland is currently being planned.

Project	% Complete
Kershaw Gardens development	100
Cedric Archer Park (wetlands)	100
SES Shed Gracemere (W4Q)	100
Kershaw Garden Waterfall	10
Airport Overlay	100
Kalka Shades Hockey Development	95
Webber Park Drainage	95
Fraser Park (Current funded stages)	95
Heritage Village Lighting (W4Q)	100
Jardine Park Amenities	100
Art Gallery Design	100
Art Gallery Construction	-
CBD Electrical works	80
Wintergarden Carpark	100
CBD Carpark design solution	100
CBD East St properties demolition works	100
South Side Pool Shade	10
SRFL – Early works and planning	10
Rockhampton Cricket Grounds	10
Yeppen Roundabout landscape medians	100
CBD Smart Tech Stage 3D	100
Pilbeam Drive reconstruction	100
Flood gauge installation	100
North Side Pool Fence	5
Mount Morgan Fireclay Cavern (access assessment)	100
Airport Screening Project	5

<u>Rockhampton Regional Waste and Recycling</u>

Rockhampton Regional Waste and Recycling has continued to provide waste collection and disposal services throughout the region with teams focussed on business improvement and efficiency.

Achievements and challenges encountered throughout the period are detailed below:

- Landfill expansion – construction works on piggy back Cell A completed with disposal of waste scheduled to commence in July. Leachate and stormwater management works are in progress;
- State Government Waste Levy – dedication of waste disposal and resource recovery areas, upgrade of weighbridge software, communication all completed for 1 July commencement date. Site visit conducted of facility in the week prior to commencement of levy by officers of the Department of Environment and Service raised not concerns;
- Bushley Waste Transfer Station – tender submissions received and commissioning of site anticipated October/November 2019;
- Waste Services Rockhampton Show – waste and recycle collection services were provided this year by Council's waste collection team. In house servicing and overall management of all waste streams has delivered a benefit to Council;
- Domestic waste services – the roll out of a kerbside waste and recycling collection services to Alton Downs has been well received and numbers are slowly growing each week. The kerbside service provided by Council throughout the region is considered the most cost-effective and efficient way for residents to manage their waste;
- Waste education – delivering presentations to improving people knowledge, public communication, signage and event recycling has been the focus; and
- Alternative waste solution – assessments completed and internal communications are being scheduled to progress this project.

11.10 OFFICE OF THE CEO DEPARTMENT - MONTHLY OPERATIONAL REPORT - JULY 2019

File No:	1830
Attachments:	1. **Office of the CEO Office of the Mayor - Monthly Report - July 2019**⇩
	2. **Workforce and Governance Monthly Report - July 2019**⇩
Authorising Officer:	**Evan Pardon - Chief Executive Officer**
Author:	**Tracy Sweeney - Manager Workforce and Governance**

SUMMARY

The operations report for the Office of the CEO Department for the period ending 31 July 2019 is presented for Councillors' information.

OFFICER'S RECOMMENDATION

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

COMMENTARY

The Office of the CEO Department includes the following sections:

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

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

General section and organisational performance statistics will be reported quarterly.

OFFICE OF THE CEO DEPARTMENT - MONTHLY OPERATIONAL REPORT - JULY 2019

Office of the CEO Office of the Mayor - Monthly Report - July 2019

Meeting Date: 20 August 2019

Attachment No: 1

MONTHLY OPERATIONS REPORT

OFFICE OF THE CEO / OFFICE OF THE MAYOR
PERIOD ENDED JULY 2019

Rockhampton Regional Council

1. Operational Summary

Office of the CEO

Directorate

- The Chief Executive Officer is a member of Local Government Reference Group to provide input to DLGRMA on proposed changes to Local Government legislation (Belcarra Stage 2);
- Discussions continue in-house regarding coordination of resource industry matters;
- Executive Coordinator to Mayor seconded to Resource Industry Project Manager role until commencement and handover to Manager Economic Development;
- Coordinator Media and Engagement acting in position of Executive Coordinator to Mayor;
- Rockhampton Regional Council Internal Employees Certified Agreement 2018 certified 5 July 2019

Committee Support

- Downloading of Council and Committee Agendas via One Drive working very well and no issues. Access restricted to Councillors and Leadership Team at this stage.
- Investigations continuing as resources permit regarding the use of alternate method for travel requests.
- Domestic travel for staff and Councillors continues to be very busy
- International travel to China for General Manager Advance Rockhampton and Senior Executive for Trade and Investment from 31 July to 10 August 2019 as per Council resolution.

Office of the Mayor

- Council's 'Fair Go For All Queenslanders' campaign continued with a number of petition stalls hosted at major events including the Rockhampton River Festival and Emergency Services Day as well as a number of major shopping centres.
- The Media Unit worked collaboratively with the Zoo to successfully pitch a national story about the pregnancy of chimpanzee Samantha which ran in the Sunday Mail, syndicated to online news outlets, as well as national radio.
- The Engagement team supported a number of activities across Council including National Tree Day and roadwork notifications (seven in total for the month).
- Results from the 2018 Resident Satisfaction and Importance Survey were compiled by the Engagement Unit and a report is being prepared for August.

Executive Support Unit

There were a number of civic events undertaken in the reporting period including Talisman Sabre 2019 Open Day, an event to acknowledge and extend appreciation to volunteers across Council and a Citizenship ceremony. Planning also progressed for a civic reception to welcome international students studying across the Region to be held in August.

V1 | Monthly Operations Report for Section

2. Customer Service Requests

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

	Balance B/F	Completed In Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth		Avg Completion Time (days) 6 Months		Avg Completion Time (days) 12 Months		Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed										
Media All Enquiries	0	0	0	0	0	0	5	🟢	0.00	🔴	6.00	🟢	4.00	0.00
Citizenship Request/Enquiry	0	0	0	0	0	0	5	🟢	0.00	🟢	0.50	🟢	0.33	0.33
Committee Support - Meetings/Agendas etc	0	0	0	0	0	0	2	🟢	0.00	🟢	0.00	🟢	0.00	0.00
CEO General Request	1	1	1	1	0	0	5	🟢	0.00	🔴	13.00	🔴	10.30	0.75
Councillor General Enquiry	2	2	5	3	2	0	5	🟢	4.33	🔴	7.67	🔴	9.43	5.38
Mayor's Personal (Mayor's General Info) DEPT USE	0	0	0	0	0	0	2	🟢	0.00	🟢	0.00	🟢	0.00	0.00

Service Standards Commentary

CEO Office

Current reporting period trending in accordance with established timeframes.

Media and Communication (not recorded in Pathways Report)

During the reporting period, the Media and Communications Unit received 51 enquiries from media outlets with all response times completed in line with established timeframes. 26 of the 51 enquiries were received in response to proactive media releases from Council.

Executive Support

47 of 88 Pathway requests were logged by the Executive Support Unit on behalf of Councillors during the reporting period.

There are two outstanding Councillor General Enquiry requests which are being followed up.

V1 | Monthly Operations Report for Section

3. Capital Projects

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

V1 | Monthly Operations Report for Section

4. Operational Projects

As at period ended July– 8.3 % of year elapsed

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

on track | generally on track, with minor issues | off track

Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl. committals)
Office of the CEO						
Travel and Conference Attendance Policy	April 18	August 2019	🟢	Review of existing policy in progress.	Labour	Labour
Registers of interest for Councillors are updated on the public website as per legislative requirements (5.2.1.5)	July 19	June 20	🟢	Ongoing updates processed as changes are received	Labour	Labour
Office of the Mayor						
Community Engagement Policy and Procedure		March 19	🟡	Report to Council on Community Engagement Policy and Procedure currently being finalised for presentation and consideration	Labour	Labour
Deliver Community Engagement Strategy actions	July 19	June 20	🟢	Planning conducted for implementation of actions. Further	$10,000	$0

V1 | Monthly Operations Report for Section

Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl. committals)
within agreed timeframes (1.5.3.1)				collaboration is required with departments to implement specific objectives.		
Review of Council's Social Media Accounts	Feb 19	Sept 19	⬡	Implementation of a range of recommendations to improve engagement levels and resource efficiencies across Council's social media accounts is continuing.	Labour	Labour
Social media levels of reach, engagement and interaction meeting benchmark targets (1.5.3.2)	July 19	June 20	⬡	Benchmarks on track to be met. Impending changes to Facebook will require monitoring as interface changes from Newsfeed to Groups focus may impact on established benchmarks.	Labour	Labour
Deliver and support local events and celebrations. Deliver civic events and ceremonies in collaboration with stakeholders (1.6.4.1)	July 19	June 20	⬡	Planning to support and deliver events is on target.	$40,000	$9,652

V1 | Monthly Operations Report for Section

5. Budget

Financial performance as expected for the reporting period.

End of Month Budget Management Report - (Operating Only) - CHIEF EXECUTIVE OFFICER

RRC

As At End Of July

Report Run: 06-Aug-2019 12.54.56 Excludes Nat Accs. 2802,2914,2917,2924

	Adopted Budget $	Actuals $	EOM Commitments $	Total $	Variance %	On Target 8.3% of Year Gone
CHIEF EXECUTIVE OFFICER						
CEO Management						
Expenses	1,034,622	53,336	0	53,336	5.2%	
Total Unit: CEO Management	**1,034,622**	**53,336**	**0**	**53,336**	**5.2%**	
Total Section: CHIEF EXECUTIVE OFFICER	**1,034,622**	**53,336**	**0**	**53,336**	**5.2%**	
Executive Co-ordinator to the Mayor						
Mayors Office						
Expenses	578,042	30,145	46,656	76,802	13.3%	
Transfer / Overhead Allocation	0	1	0	1	.	
Total Unit: Mayors Office	**578,042**	**30,147**	**46,656**	**76,803**	**13.3%**	
Total Section: Executive Co-ordinator to the Mayor	**578,042**	**30,147**	**46,656**	**76,803**	**13.3%**	

Comments
At this early stage in the reporting year expenditure appears to be on track.

V1 | Monthly Operations Report for Section

6. Section Statistics

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

7. Whole of Council Reports and Statistics

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

V1 | Monthly Operations Report for Section

OFFICE OF THE CEO DEPARTMENT - MONTHLY OPERATIONAL REPORT - JULY 2019

Workforce and Governance Monthly Report - July 2019

Meeting Date: 20 August 2019

Attachment No: 2

MONTHLY OPERATIONS REPORT
WORKFORCE AND GOVERNANCE
PERIOD ENDED JULY 2019

Rockhampton
Regional Council

1. Operational Summary

Certified Agreement Negotiations

With both the Internal and External Certified Agreements being certified by the QIRC, educational awareness sessions are now being developed for implementation along with a variety of other required actions.

The ballot for the RRC Treatment Plant Operators Certified Agreement 2018 occurred on 1 August 2019; receiving a 100% positive return in favour of the proposed terms and conditions.

The Waste and Recycling and Childcare proposed Certified Agreements are in final discussions with the relevant unions, once they have confirmed their acceptance the ballot processes will commence.

Cultural Values Survey

Council conducted its second ever Cultural Values Assessment survey from 10 -24 June 2019.

This survey was previously used in 2016 in order to assess whether our values at the time were current for Council.

As a result of this survey, the organisation's values of **One Team, Accountable, People Development, Customer Focused and Continuous Improvement** were adopted.

The survey held this year was to identify from staff feedback, how much the values had become part of Council's culture.

This year, Council had a 56 % response rate as compared to 67 % response in 2016.

From the 530 responses received the top ten in each category are listed below:

PERSONAL VALUES	CURRENT VALUES	DESIRED VALUES
Accountable	Customer Focused	Accountable
Honesty	Employee Health & Safety	Continuous Improvement
Respect	Bureaucracy	One Team
Family	Accountable	Open Communication
Continuous Learning	Cost Reduction	Information Sharing
Positive Attitude	Hierarchy	Employee Health & Safety
Balance (work / life)	Continuous Improvement	People Development
Fairness	Community Engagement	Customer Focused
Trust	Confusion	Balance (work / life)
Job Security	Service	Coaching / Mentoring

V1 | Monthly Operations Report for Section

Overall, employees are currently seeing **Customer focus**, Employee Health and Safety, **Accountable, Continuous Improvement**, Community Engagement and Service as positive values across Council.

Some potential negative values are also evident such as bureaucracy, cost reduction, hierarchy and confusion were also highlighted.

The cultural entropy represents the amount of energy in an organisation/department that is consumed in unproductive work. It is a measure of the friction, and pent up frustration that exists within an organisation. The lower the percentage of cultural entropy; the healthier and more productive the organisation. Council's current cultural entropy level is 31 %. This is a slight improvement from the previous survey conducted in 2016 where the cultural entropy level was 33 %.

The opportunity was also taken to ask employees several other questions and these were:

- What Values were consistently demonstrated (Customer Focussed, Accountable and Continuous Improvement, One Team and People Development)
- I am proud to tell people where I work (67 % agree)
- What do you believe is the most important behaviour(s) RRC Leaders need to continue to do or do more of that will make the biggest contribution towards leading our culture?
- Since our last Pulse Survey, what behaviour/s have you personally changed or demonstrated more of to align to our culture and values
- Please provide any suggestions as to how leaders/employees can continue to make Council a more efficient and greater place to work

Extensive feedback was provided to these last 3 questions.

The overwhelming feedback was around improving communication and leadership.

At the forthcoming CEO's forum on 15 August, all leaders will be asked to review and discuss the result and provide action plans within their departments to move forward in a positive way.

Mental Health Information Sessions

On 25 July 2019, close to 400 staff descended upon the James Lawrence Pavilion at the Showgrounds, over two sessions, to hear Black Dog Institute presenter Wayne Wigham, talk about his life long battle with mental illness.

Those who attended learnt about the prevalence of mental illness, gained an understanding of the causes, signs and symptoms of common mental health conditions including depression, stress and anxiety, and what help is available both inside and outside of the workplace.

V1 | Monthly Operations Report for Section

2. Customer Service Requests

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

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

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth		Avg Completion Time (days) 6 Months		Avg Completion Time (days) 12 Months		Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed										
Administrative Action Complaints	0	0	0	0	0	0	36	●	0.00	●	0.00	●	0.00	0.00
W&S - Complaints Management Process (NOT CSO USE)	1	1	1	1	0	0	30	●	1.00	●	6.73	●	8.56	6.70

V1 | Monthly Operations Report for Section

3. Capital Projects

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

V1 | Monthly Operations Report for Section

4. Operational Projects

As at period ended June – 8.3% of year elapsed

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

on track | generally on track, with minor issues | off track

Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl committals)
Certified Agreements (5.4.2.2)	01/07/2019	30/06/2020	🟢	Development of required actions for implementation are well under way.	Labour only	Labour only
Aurion Upgrade – Timekeeper & Award Interpreter (5.4.2.1)	Carryover from 2018/19	30/06/2020	🟡	The project was put on hold early June for two months in order to prioritise the operational work that was essential for EOFY processing, implementation of changes from two certified agreements and Aurion upgrade. The majority of this operational work is now complete with only the areas of internal casual loading, treatment plant operators, landfill and childcare within the certified agreements still outstanding.	IT Budget & Labour	

V1 | Monthly Operations Report for Section

Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl committals)
				The project team re-convened on 30 July to evaluate the status of the project and more specifically to address the need for further testing of the rulesets and interpretations of Workgroup One (Stream A). This will be the project group's main focus over the next three weeks. As testing progresses we will acquire a better understanding of what issues still need addressing and the resources and timeframe needed to achieve this. The Aurion consultant will be back on-site on Monday 26th and Tuesday 27th August to facilitate the Solution Design Workshop for Workgroup Two (predominately Stream B&C).		
People Strategy (4.3.2.1)			🟢	Commencing from mid -August the People Plan, will be communicated via coordinator/supervisor team meetings throughout Council in order to provide face to face discussion and knowledge transfer to this level of Leadership. Workshops in the Leadership Pipeline and Values aligned skills will be commencing in September to further provide guidance,		

V1 | Monthly Operations Report for Section

Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl committals)
				information and knowledge in the Leadership Capability Framework		
Learning Management System Project (5.4.3.1)			🟡	Council and the LMS system provider Beakon, are currently working through a number of issues in order to accommodate Council's specific requirements for a Learning Management System that will be able to meet the training needs of: • Employees • Contractors • Volunteers Following resolution of issues, it is anticipated that a trial of the Learning Management System will be deployed in Waste and Recycling and Workforce and Governance.		
Safety & Training Strategic Plan (1.3.5.1)	01/07/2019	30/06/2020	🟡	2019/2020 projects drafted. LT to approve.		
• Health & Wellbeing Program	01/07/2019	30/06/2020	🟢	Black Dog Institute Mental Health Awareness Sessions held on 25th July 2019. 400 staff attended.	$6,000	$10,000
• Legislative Compliance Training Program (4.2.2.1 & 4.3.4.1)	01/07/2019	30/06/2020	🟢	6 monthly schedule July-Dec finalised.	$345,000	$118,098

V1 | Monthly Operations Report for Section

Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl committals)
				Training held during the month of July included: • Asbestos Awareness • Roller Start up • Roller Assessment • Excavator Assessment • EWP • CPR and First Aid • Chainsaw Level 1 • Working at heights • Tractor Operations • Front end loader start up • White card • Backflow prevention • HR Licence		
Local Law Authorisations & Delegations (5.2.1.8)	01/07/19	30/06/20		Action has been split into 2 projects – Project 1 - identification and implementation of delegable and authorised person powers, and, Project 2 – local law policy alignment/development. Project 1 is progressing well with the remaining Stage One local law powers expected to be presented to Council September 2019.	Labour Only	Labour Only
Complaints Management Framework (5.2.1.4)	01/07/2019	30/06/2020		Council complaints are continuing to be managed in accordance with Council policy and procedure.	Labour Only	Labour Only

V1 | Monthly Operations Report for Section

Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl committals)
Annual Communication Plan for Internal Communications (5.4.4.2)	01/07/2019	30/6/2019	⬡	**Ongoing** - EBulletin, Roundup, Spotlight, screensavers, Hub banners and videos, coordination of fundraising and promotions, events – CEO forum, 25 year club, Christmas party. Designs completed for: • 2019/20 Operational Plan • Code of Conduct Booklet Submission for Queensland Training Awards nominations.		

V1 | Monthly Operations Report for Section

5. Budget

Financial performance as expected for the reporting period.

End of Month Budget Management Report - (Operating Only) - WORKFORCE & GOVERNANCE MANAGEMENT

As At End Of July

Report Run: 06-Aug-2019 12:55:03 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget $	Actuals $	EOM Commitments $	Total $	Variance %	On Target 8.3% of Year Gone
WORKFORCE & GOVERNANCE MANAGEMENT						
Human Resources and Payroll						
Expenses	1,541,921	89,945	8	89,954	5.8%	
Transfer / Overhead Allocation	6,250	333	0	333	5.3%	
Total Unit: Human Resources and Payroll	**1,548,171**	**90,279**	**8**	**90,287**	**5.8%**	
Safety & Training						
Revenues	(91,000)	(923)	0	(923)	1.0%	
Expenses	1,470,546	71,922	122,107	194,030	13.2%	
Transfer / Overhead Allocation	56,500	2,309	0	2,309	4.1%	
Total Unit: Safety & Training	**1,436,146**	**73,308**	**122,107**	**195,415**	**13.6%**	
Legal & Governance						
Expenses	749,306	31,107	45,991	77,098	10.3%	
Total Unit: Legal & Governance	**749,306**	**31,107**	**45,991**	**77,098**	**10.3%**	
Workforce & Governance Management						
Revenues	(15,000)	0	0	0	0.0%	
Expenses	903,651	57,953	39,430	97,383	10.8%	
Total Unit: Workforce & Governance Management	**888,651**	**57,953**	**39,430**	**97,383**	**11.0%**	
Workforce Relations & Ethics						
Expenses	373,611	21,288	3,432	24,720	6.6%	
Transfer / Overhead Allocation	0	15	0	15	-	
Total Unit: Workforce Relations & Ethics	**373,611**	**21,303**	**3,432**	**24,735**	**6.6%**	
Total Section: WORKFORCE & GOVERNANCE MANAG(	**4,995,885**	**273,950**	**210,969**	**484,919**	**9.7%**	

Comments
NA

V1 | Monthly Operations Report for Section

6. Section Statistics Reported Quarterly

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

V1 | Monthly Operations Report for Section

11.11 PROPOSED FEES AND CHARGES 2019-2020

File No:	7816
Attachments:	1. **Showgrounds 19/20**⇩
	2. **Parks, Sport and Rec 19/20**⇩
	3. **Community Halls 19/20**⇩
	4. **Other Major Venues 19/20**⇩
	5. **Exemption of Fees and Charges for Public Events Policy**⇩
Authorising Officer:	**Ross Cheesman - Deputy Chief Executive Officer**
Author:	**Alicia Cutler - Chief Financial Officer**

SUMMARY

Following a workshop with Council on 16 July 2019, the fees and charges discussed at this workshop are now presented for adoption.

OFFICER'S RECOMMENDATION

1. THAT in accordance with the requirements of the *Local Government Act 2009,* Council adopts the Fees and Charges as attached to the report and include into the schedule of fees for the 2019-2020 financial year.

2. THAT the Exemption of Fees and Charges for Public Events Policy be repealed as the discounts and exemptions are now covered within the fees and charges themselves.

3. THAT the Mount Morgan Show Society lease fees be no charge for the use of the Mount Morgan Showgrounds in support of the Mount Morgan Annual Show.

COMMENTARY

During the budget for 2019/20, the fees for a number of areas were not updated to allow more time to discuss and strategise the direction of the fees.

BACKGROUND

The following areas were excluded in the initial fees and charges update adoption for 2019/20:

- Fees and Charges for Community Halls
- Fees and Charges for Parks
- Fees and Charges for Community Facilities
- Fees and Charges for Showgrounds and other Major Venues.

After a Council workshop on 16 July 2019, the amended fees have been updated for discussion and are now submitted for Adoption.

Commentary on Charges:

- **Community Halls Fees** have been reduced by 25% excluding Bauhinia House and Schotia Place which are proposed to have a 2% percentage increase.
- Clarification is provided that Seniors Groups are entitled to 12 free bookings per year of regular meetings (Either hall or meeting room).
- **Parks fees** have been simplified by removing reference to the Community Events Policy and showing a fee for a community event separately to a commercial fee. Hire of Community outdoor spaces and parks are free for Community Events. A definition of Community Events is provided as "An event that is not regular in nature (more than twice per year), that provides a community benefit to the Rockhampton Region and is

not for profit and/or where all money raised is provided to a community organisation in the Rockhampton Region". A Community Organisation is an entity that carries on activities for a public purpose or an entity whose primary objective is not directed at making a profit. All mandatory and supporting documentation must be provided to confirm booking.

- **Other Major Venue fees** have had a similar change to that of parks by including the community event discount within the fees themselves rather than a separate policy.

- **Rockhampton Showgrounds** and other Major Venues– Similar to the Parks fees and Other Major Venues Fees – an additional column has been added for Community Event fees. Generally, not for profit community events will receive a 50% discount on fees at the showgrounds. The fees themselves have been simplified with the discretion of the manager to add additional secondary areas into a bookings hire for free. At Council workshops it was also discussed that support for the Mount Morgan Show Society would be appropriate given the increased support of the Rockhampton Show Event. It is recommended that they be given the use of the showgrounds for free whilst they continue to run the Mount Morgan Annual Show.

BUDGET IMPLICATIONS

The fees and charges set by the attached schedules form an insignificant part of Council's revenue raising requirements.

POLICY IMPLICATIONS

The fees and charges in the schedules can be amended at any time throughout the year in accordance with legislation.

Now that the Fees and Charges include a separate category of fees for not-for-profit entities as well as Community events, there is no longer a use for the Exemption of Fees and Charges for Public Events Policy that was last adopted by Council on the 13 December 2016. It is recommended that this policy be removed.

CONCLUSION

The new fees and charges for these areas will apply from the date of adoption.

PROPOSED FEES AND CHARGES 2019-2020

Showgrounds 2019/20

Meeting Date: 20 August 2019

Attachment No: 1

Fee number	Item name	Fee Type	GST Authority	1920 Commercial Fee	2019/2020 Community Event Fee ** (see definition below)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
	SECTION:	Rockhampton Showgrounds						
	Base Rental charge of one day or one session as applicible as required in advance of hiring as a security deposit. In the event of cancellation, the security deposit may be refunded at the discretion of the manager. Additional Security deposit may be applied to manage risk related to the event at the discretion of the manager							
	Cleaning as a result of normal use is included in hire charge. An additional charge will be levied for extraordinary cleaning.							
	Costs of materials required for events is the responsibility of the hirer							
	All electricity and water is an additional charge to hirer using the facilities							
	Set-up / Bump-In / Bump-Out/ Dark Day charged at 50% of day rate							
	Please note, that where two or more events are on the grounds, and the first group to confirm their hire requires the events to be seperated by a fence, then both hirers will be jointly responsible for the cost of the fence. If it is the second hirer that requires the events be seperated by a fence then they shall be solely responsible for the cost of the fence.							
1	**Showgrounds Hire of Facilities**							
2	**Whole Showgrounds Hire** - includes all toilets except Exhibtion Pavillion **(excluding privately leased areas)**	Commercial	GST Applies	$5,000.00	$2,500.00	per event day	Local Government Act 2009	Part 6 S262 (3) (c)
3								
4	**Robert Schwarten Pavilions**							
5	Robert Schwarten Pavilion Outdoor includes Hide-a-way toilets	Commercial	GST Applies	$277.50	$138.75	per day	Local Government Act 2009	Part 6 S262 (3) (c)
6	Robert Schwarten Pavilion Indoor includes external grassed space and adjacent hardstand**(includes supply of round tables and folding chairs)**	Commercial	GST Applies	$800.00	$400.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
7	Robert Schwarten Pavilion hire of kitchen	Commercial	GST Applies	$277.50	$138.75	per day	Local Government Act 2009	Part 6 S262 (3) (c)
8	Robert Schwarten Hard Stand - not available for independent hire can be added to other spaces at the discretion of the manager.	Commercial	GST Applies	free	free	per day	Local Government Act 2009	Part 6 S262 (3) (c)
9	**Cattle Sheds**							
10	Cattle Sheds Hire (including panels and cattle judging ring)	Commercial	GST Applies	$335.00	$167.50	per day	Local Government Act 2009	Part 6 S262 (3) (c)
11	Cattle Judging Ring - not available for independent hire can be added to other spaces at the discretion of the manager.	Commercial	GST Applies	$55.00	$27.50	per day	Local Government Act 2009	Part 6 S262 (3) (c)
12	Exhibition External Space - not available for independent hire can be added to other spaces at the discretion of the manager.	Commercial	GST Applies	free	free	per day	Local Government Act 2009	Part 6 S262 (3) (c)
15	**Main Arena**							

Fee number	Item name	Fee Type	GST Authority	1920 Commercial Fee	2019/2020 Community Event Fee ** (see definition below)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
	SECTION:	**Rockhampton Showgrounds**						
16	**Main Arena Hire** - includes Grandstand toilets and James Lawrence Toilets	Commercial	GST Applies	$650.00	$325.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
17	**Robert Archer Grandstand** - includes Grandstand toilets and James Lawrence Toilets **(Free with hire of Main Areana)**	Commercial	GST Applies	$255.00	$127.50	per day	Local Government Act 2009	Part 6 S262 (3) (c)
18	**Peoples Bar Hire** includes James lawrence Grandstand toilets **(Free with hire of Main Areana)**	Commercial	GST Applies	$277.50	$138.75	per day	Local Government Act 2009	Part 6 S262 (3) (c)
19	**Open Spaces**							
20	**Cremorne Area** areas A & B and Rotunda includes Hideaway Toilets and one of Robert Shwarten or James Lawernce Toilets	Commercial	GST Applies	$650.00	$325.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
22								
23	**Fairground Area** - includes Fairground toilets(Free as parking space for on grounds event)	Commercial	GST Applies	$364.00	$182.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
24	Fairgound A	Commercial	GST Applies	$232.50	$116.25	per day	Local Government Act 2009	Part 6 S262 (3) (c)
25	Fairground B	Commercial	GST Applies	$145.00	$72.50	per day	Local Government Act 2009	Part 6 S262 (3) (c)
26	Fairground C - not available for independent hire can be added to other spaces at the discretion of the manager.	Commercial	GST Applies	free	free	per day	Local Government Act 2009	Part 6 S262 (3) (c)
27	**Walter Pierce**							
28	**Walter Pierce Pavilion Hire** - includes Walter Pierce External and James Lawrence Toilets (*** Please Note Excludes Kitchen**)	Commercial	GST Applies	$600.00	$300.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
29	Walter Pierce External - not available for independent hire can be added to other spaces at the discretion of the manager.	Commercial	GST Applies	free	free	per day	Local Government Act 2009	Part 6 S262 (3) (c)
32	**James Lawrence Pavilion**							
33	James Lawrence full day Hire - includes servery,JL External Space and toilets which may be shared with other Hirers**(includes supply of rectangle tables and plastic chairs)**	Commercial	GST Applies	$585.00	$292.50	per day	Local Government Act 2009	Part 6 S262 (3) (c)
36	James Lawrence Room A or B - 1/2 day	Commercial	GST Applies	$292.50	$146.25	per hour	Local Government Act 2009	Part 6 S262 (3) (c)
38	James Lawrence Servery	Commercial	GST Applies	$57.50	$28.75	per day	Local Government Act 2009	Part 6 S262 (3) (c)
39	James Lawrence A External not available for independent hire can be added to other spaces at the discretion of the manager.	Commercial	GST Applies	free	free	per day	Local Government Act 2009	Part 6 S262 (3) (c)
40	**Other Pavilions**							
41	**Kele Pavilion Hire** includes outdoor Hide-a-way toilets	Commercial	GST Applies	$278.00	$139.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
42								
43	**McCamley Hall Hire** (including kitchen and outdoor Hide-a-way toilets)	Commercial	GST Applies	$192.50	$96.25	per day	Local Government Act 2009	Part 6 S262 (3) (c)
44	McCamley Kitchen	Commercial	GST Applies	$100.00	$50.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
45								

Fee number	Item name	Fee Type	GST Authority	1920 Commercial Fee	2019/2020 Community Event Fee ** (see definition below)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
	SECTION:			**Rockhampton Showgrounds**				
46	**Additional Services and Equipment**							
47	Camping (Showgrounds and Victoria Park) - only available when directly related to event on grounds	Commercial	GST Applies	$27.00	$27.00	per night per camp for 2 people	Local Government Act 2009	Part 6 S262 (3) (c)
48	portable fence hire - dry hire	Commercial	GST Applies	$7.50	$7.50	per panel	Local Government Act 2009	Part 6 S262 (3) (c)
49	Additional General Waste Removal (All hire sites have some waste built in)	Commercial	GST Applies	$13.00	$13.00	per 240l bin per lift	Local Government Act 2009	Part 6 S262 (3) (c)
50	Additional Recycle waste removal (All hire sites have some waste built in)	Commercial	GST Applies	$13.00	$13.00	per 240l bin per lift	Local Government Act 2009	Part 6 S262 (3) (c)
51	Tables & Chairs set up/pack up staff labour - per hour (penalty rates may apply)			$49.00	$49.00	per hour	Local Government Act 2009	Part 6 S262 (3) (c)
52	Additional Cleaning and Grounds Maintence Charges (penalty rates may apply)	Commercial	GST Applies	$49.00	$49.00	per hour	Local Government Act 2009	Part 6 S262 (3) (c)
53	Production Staff-per hour (penalty rates may apply)	Commercial	GST Applies	$67.50	$67.50	per hour	Local Government Act 2009	Part 6 S262 (3) (c)
54	Additional Chair Hire for tradeshows, expos etc.	Commercial	GST Applies	POA	POA	per chair	Local Government Act 2009	Part 6 S262 (3) (c)
55	Additional 6ft rectangle Tables for tradeshows, expo's etc.	Commercial	GST Applies	POA	POA	per table	Local Government Act 2009	Part 6 S262 (3) (c)
56	Round Tables and matching chairs	Commercial	GST Applies	POA	POA	per table & 8-10 chairs	Local Government Act 2009	Part 6 S262 (3) (c)
57	Stage	Commercial	GST Applies	POA	POA	each	Local Government Act 2009	Part 6 S262 (3) (c)
58	Additional Catering Equipment / Cutlery and Crockery	Commercial	GST Applies	POA	POA		Local Government Act 2009	Part 6 S262 (3) (c)
59	Portable Grand Stands included in hire to first user any position and relocation costs borne by hirer	Commercial	GST Applies	POA	POA		Local Government Act 2009	Part 6 S262 (3) (c)
60	Community Event - An event that is not regular in nature (more than twice per year), that provides a community benefit to the Rockhampton Region and is not for profit and/or where all money raised is provided to a community organisation in the Rockhampton Region. Community Organisation - an entity that carries on activities for a public purpose or an entity whose primary objective is not directed at making a profit. **All mandatory and supporting documentation must be provided to confirm booking.**							

PROPOSED FEES AND CHARGES 2019-2020

Parks, Sport and Rec 2019/20

Meeting Date: 20 August 2019

Attachment No: 2

Fee number	Item name	Fee Type	GST Authority	2019/2020 Current Fee (incl GST)	2019/2020 Community Event Fee **(see definition below)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
	SECTION:	**Parks, Sport & Recreation**						
1	**Botanic Gardens and Kershaw Gardens and Cedric Archer**							
2	Rental fee for use of electrical service at Botanic Gardens	Commercial	GST Applies	$25.00	No charge	per function	Local Government Act 2009	Part 6 S262 (3)(c)
3	Weddings	Cost-Recovery	GST Applies	$175.00	$175.00	per wedding	Local Government Act 2009	Part 6 S262 (3)(c)
4								
5	**Environmental Education**							
6	School Tours - Guided School Tours - up to 30 students	Commercial	GST Applies	$4.00	$4.00	per student	Local Government Act 2009	Part 6 S262 (3)(c)
7	General Tours - Minimum Charge - minimum number of people 5 - maximum number of people 30	Commercial	GST Applies	$10.00	$10.00	per person	Local Government Act 2009	Part 6 S262 (3)(c)
8								
9	**Rockhampton Plant Nursery**							
10	Nursery Plant Hire - Per Plant	Commercial	GST Applies	$13.00	$13.00	per plant	Local Government Act 2009	Part 6 S262 (3)(c)
11	Nursery Plant Hire - Delivery / Pick Up	Commercial	GST Applies	$120.00	$120.00	per service	Local Government Act 2009	Part 6 S262 (3)(c)
12	Security Bond (external hire)	Commercial	GST Applies	$233.00	$233.00	per service	Local Government Act 2009	Part 6 S262 (3)(c)
13	Nursery Plant Hire by NFP or Community Service group - delivery and pick-up by group	Commercial	GST Applies	No charge	No charge	per plant	Local Government Act 2009	Part 6 S262 (3)(c)
14								
15	**Parks Minor Private Works**							
16	Where work will be carried out by Council for a private person - Charge as per Council's estimate of cost which is to include standard on-costs applicable to Private Works.	Commercial	GST Applies	Quote	Quote	per service	Local Government Act 2009	Part 6 S262 (3)(c)
17								
18	**Parks, Properties and Structures**							
19	**Usage Charges for Sport and Recreation Clubs and Associations**							
20	**Consumables (power for field lighting) will be billed to the user, as outlined in permit for use**							
21	Building Site leased by organisation (unless there is an existing lease agreement)	Commercial	GST Applies	$600.00	$600.00	per annum	Local Government Act 2009	Part 6 S262 (3)(c)
22	Outdoor sporting areas (field, court, rink, track and trail and combinations) – examples cricket, football, hockey, tennis, netball, bowls, cycling and equestrian activities.	Commercial	GST Applies	No charge	No charge	per field/per annum	Local Government Act 2009	Part 6 S262 (3)(c)
23	Council owned multipurpose building (use)	Commercial	GST Applies	$2,019.60	$2,019.60	per annum	Local Government Act 2009	Part 6 S262 (3)(c)
24	**Park Hire Charges**							
25	Parks - Weddings	Commercial	GST Applies	$120.00	$120.00	per wedding	Local Government Act 2009	Part 6 S262 (3)(c)
26	Park Hire - Commercial Use (any park)	Commercial	GST Applies	$575.00	$575.00	per day	Local Government Act 2009	Part 6 S262 (3)(c)
27	Park Hire - Non-Commercial Use (any park, includes access to and consumption of electricity, mowing or maintenance service as required - bin provision and collection extra)	Commercial	GST Applies	$230.00	No charge plus No charge for bin provision & collection	per day	Local Government Act 2009	Part 6 S262 (3)(c)

Fee number	Item name	Fee Type	GST Authority	2019/2020 Current Fee (incl GST)	2019/2020 Community Event Fee **(see definition below)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
	SECTION:	Parks, Sport & Recreation						
28	Extra Mowing Service required	Commercial	GST Applies	$175.00	$175.00	per request	Local Government Act 2009	Part 6 S262 (3)(c)
29								
30	**Parks for Circuses & Other Significant Events (Local Organisations by negotiation)**							
31	Security Deposit (This is refundable subject to the area being left in a clean & tidy condition and against damage or loss being caused to council property, including toilets, and against the cost of additional security to protect council property)	Commercial	GST Exempt	$2,200.00	No charge	per event	Local Government Act 2009	Part 6 S262 (3)(c)
32	Electricity Deposit (Deposit is refundable less electricity used)	Commercial	GST Applies	$800.00	No charge	per event	Local Government Act 2009	Part 6 S262 (3)(c)
33	Cleaning Deposit (which is refundable upon the park being left in a clean & tidy condition. Any charges incurred by Council for cleaning of the area following the event will be deducted from the deposit amount)	Commercial	GST Applies	$1,785.00	$1785.00*	per event	Local Government Act 2009	Part 6 S262 (3)(c)
	*can be reduced at the discretion of the CEO							
34	**Rowing Course - Fitzroy River**	Commercial	GST Applies	10% of installation costs	10% of installation costs	per service	Local Government Act 2009	Part 6 S262 (3)(c)

Community Event - An event that is not regular in nature (more than twice per year), that provides a community benefit to the Rockhampton Region and is not for profit and/or where all money raised is provided to a community organisation in the Rockhampton Region.
Community Organisation - an entity that carries on activities for a public purpose or an entity whose primary objective is not directed at making a profit.

PROPOSED FEES AND CHARGES 2019-2020

Community Halls 2019/20

Meeting Date: 20 August 2019

Attachment No: 3

Fee number	Item name	Fee Type	GST Authority	2019/2020 Current Fee (incl GST)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
	SECTION:	Community Halls					
1	**Gracemere Community Centre**						
2	Hall						
3	*Maximum 8 hours*						
4	Commercial organization, private individual	Commercial	GST Applies	$277.00	per day	Local Government Act 2009	Commercial Fee s36(2)(c)
5	Non-profit organization	Commercial	GST Applies	$126.00	per day	Local Government Act 2009	Commercial Fee s36(2)(c)
6							
7	*Hourly rate - max 4 hours (1 free hour allowed for bump-in / bump out)*						
8	Commercial organization	Commercial	GST Applies	$37.00	per hour	Local Government Act 2009	Commercial Fee s36(2)(c)
9	Non-profit organization	Commercial	GST Applies	$21.00	per hour	Local Government Act 2009	Commercial Fee s36(2)(c)
10							
11	*Day and night*						
12	Commercial organization, private individual	Commercial	GST Applies	$352.00	per day/night	Local Government Act 2009	Commercial Fee s36(2)(c)
13	Non-profit community organization	Commercial	GST Applies	$142.00	per day/night	Local Government Act 2009	Commercial Fee s36(2)(c)
14	Security deposit - refundable if facility left in clean and tidy state, no damages, building secured	Commercial	GST Exempt	$191.00	per booking	Local Government Act 2009	Commercial Fee s36(2)(c)
15							
16	*Training Rooms (per room)*						
17	Commercial organization	Commercial	GST Applies	$31.00	per hour	Local Government Act 2009	Commercial Fee s36(2)(c)
18	Non-profit community organization	Commercial	GST Applies	$16.00	per hour	Local Government Act 2009	Commercial Fee s36(2)(c)
19	Incorporated Seniors Group - meetings only	Commercial	GST Applies	$8.00	per hour	Local Government Act 2009	Commercial Fee s36(2)(c)
20	*Seniors Groups entitled to 12 free bookings per year for regular meetings (Either Hall or Meeting Room)						
21	Cleaning fee (per hour) - if room not left clean and tidy	Commercial	GST Applies	$51.00	per hour	Local Government Act 2009	Commercial Fee s36(2)(c)
22							
23	**Mt Morgan School of Arts**						
24	*Maximum 8 hours (hourly rate applies for additional hours)*						

SECTION:	Community Halls					
Fee number	Item name	Fee Type	GST Authority	2019/2020 Current Fee (incl GST)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
25	Commercial organization, private individual	Commercial	GST Applies	$105.00	per day	Local Government Act 2009	Commercial Fee s36(2)(c)
26	Non-profit organization	Commercial	GST Applies	$60.00	per day	Local Government Act 2009	Commercial Fee s36(2)(c)
27							
28	*Hourly rate - max 4 hours*						
29	Commercial organization, private individual	Commercial	GST Applies	$18.00	per hour	Local Government Act 2009	Commercial Fee s36(2)(c)
30	Non-profit organization	Commercial	GST Applies	$9.00	per hour	Local Government Act 2009	Commercial Fee s36(2)(c)
31	Incorporated Seniors Group (meetings only)	Commercial	GST Applies	$6.00	per hour	Local Government Act 2009	Commercial Fee s36(2)(c)
32							
33	*Day and night*						
34	Commercial organization, private individual	Commercial	GST Applies	$131.00	per day/night	Local Government Act 2009	Commercial Fee s36(2)(c)
35	Non-profit community organization	Commercial	GST Applies	$75.00	per day/night	Local Government Act 2009	Commercial Fee s36(2)(c)
36	Security deposit - refundable if facility left in clean and tidy state, no damages, building secured	Commercial	GST Exempt	$191.00	per day/night	Local Government Act 2009	Commercial Fee s36(2)(c)
37	*Seniors Groups entitled to 12 free bookings per year for regular meetings (Either Hall or Meeting Room)						
38	**Calliungal Youth Centre (Green Shed)**						
39	*Hire of Centre (max 4 hours). Centre not available for hire to individuals for parties*						
40	Government Funded agencies and programs	Commercial	GST Applies	$24.00	per booking	Local Government Act 2009	Part 6 S262 (3) (c)
41	Not-for-profit Community Groups supported by Membership Fees	Commercial	GST Applies	$16.00	per booking	Local Government Act 2009	Part 6 S262 (3) (c)
42	Please note: All fees subject to the facility being left in a clean and tidy state after use, with any costs of additional cleaning required after a hire being passed onto the hirer.						
43	*Seniors Groups entitled to 12 free bookings per year for regular meetings (Either Hall or Meeting Room)						
44	**Bauhinia House**						
45	*Maximum 8 hours, additional hours at hourly rate*						
46	Commercial, private individual - maximum 8 hours (including set up time)	Commercial	GST Applies	$464.00	per day	Local Government Act 2009	Commercial Fee s36(2)(c)
47	Non-profit incorporated community organization	Commercial	GST Applies	$246.00	per day	Local Government Act 2009	Commercial Fee s36(2)(c)

	SECTION:	Community Halls					
Fee number	Item name	Fee Type	GST Authority	2019/2020 Current Fee (incl GST)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
48	Airconditioning fee	Commercial	GST Applies	$112.00	more than 4 hours	Local Government Act 2009	Commercial Fee s36(2)(c)
49	Hourly rate (maximum 4 hours) - all hires per hour	Commercial	GST Applies	$45.00	per hour	Local Government Act 2009	Commercial Fee s36(2)(c)
50	Airconditioning fee	Commercial	GST Applies	$56.00	up to 4 hours	Local Government Act 2009	Commercial Fee s36(2)(c)
51	Security bond - all hirers, (refundable subject to post event inspection)	Commercial	GST Exempt	$260.00	per booking	Local Government Act 2009	Commercial Fee s36(2)(c)
52	Incorporated Seniors Group - permanent hire agreement	Commercial	GST Applies	as per agreement	per quarter	Local Government Act 2009	Commercial Fee s36(2)(c)
53	*Seniors Groups entitled to 12 free bookings per year for regular meetings (Either Hall or Meeting Room)						
54	**Schotia Place**						
55	Commercial, private individual - maximum 8 hours (including set up time)	Commercial	GST Applies	$464.00	per day	Local Government Act 2009	Commercial Fee s36(2)(c)
56	Non-profit incorporated community organization	Commercial	GST Applies	$246.00	per day	Local Government Act 2009	Commercial Fee s36(2)(c)
57	Airconditioning fee (0-4 hours)	Commercial	GST Applies	$56.00	For a maximum of 4 hours	Local Government Act 2009	Commercial Fee s36(2)(c)
58	Airconditioning fee (4hrs - full day)	Commercial	GST Applies	$112.00	4 hours to 8 hours	Local Government Act 2009	Commercial Fee s36(2)(c)
59	Hourly rate (maximum 4 hours) - all hires per hour	Commercial	GST Applies	$45.00	per hour	Local Government Act 2009	Commercial Fee s36(2)(c)
60	Security bond - all hirers, (refundable subject to post event inspection)	Commercial	GST Exempt	$260.00	per booking	Local Government Act 2009	Commercial Fee s36(2)(c)
61	Incorporated Seniors Group - permanent hire agreement	Commercial	GST Applies	as per agreement	per quarter	Local Government Act 2009	Commercial Fee s36(2)(c)
62	*Seniors Groups entitled to 12 free bookings per year for regular meetings (Either Hall or Meeting Room)						

PROPOSED FEES AND CHARGES 2019-2020

Other Major Venues 2019/20

Meeting Date: 20 August 2019

Attachment No: 4

Fee number	Item name	Fee Type	GST Authority	2019/2020 Current Fee (incl GST)	2019/2020 Community Event Fee ** (see definition below)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
	SECTION:	Other Major Venues						
1	**Mount Morgan Showgrounds**							
2	**Venue Costs**							
3	Base Rental charge of one day or one session as applicible as required in advance of hiring as a security deposit. In the event of cancellation, the security deposit may be refunded at the discretion of the manager. Additional Security deposit may be applied to manage risk related to the event at the discretion of the manager							
4	Cleaning as a result of normal use is included in hire charge. An additional charge will be levied for extraordinary cleaning.							
5	Hire of Grounds and Buildings (not covered by long term lease)	Commercial	GST Applies	$800.00	No Charge	per day	Local Government Act 2009	Part 6 S262 (3) (c)
6	Main Arena Hire	Commercial	GST Applies	$205.00	No Charge	per day	Local Government Act 2009	Part 6 S262 (3) (c)
7	Building Hire	Commercial	GST Applies	$88.00	No Charge	per day	Local Government Act 2009	Part 6 S262 (3) (c)
8								
9	**Rockhampton Music Bowl**							
10	**Venue Costs**							
11	Base Rental charge of one day or one session as applicible as required in advance of hiring as a security deposit. In the event of cancellation, the security deposit may be refunded at the discretion of the manager. Additional Security deposit may be applied to manage risk related to the event at the discretion of the manager							
12	Cleaning as a result of normal use is included in hire charge. An additional charge will be levied for extraordinary cleaning.							
13	Performance Rental	Commercial	GST Applies	$500.00	$250.00	per event day	Local Government Act 2009	Part 6 S262 (3) (c)
14								
15	Rehearsal and Set-ups	Commercial	GST Applies	$41.50	No Charge	per hour	Local Government Act 2009	Part 6 S262 (3) (c)
16								

Fee number	Item name	Fee Type	GST Authority	2019/2020 Current Fee (incl GST)	2019/2020 Community Event Fee ** (see definition below)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
	SECTION:	**Other Major Venues**						
17	**FOH/Gate Staff/Ancillary Staff (optional)**							
18	Duty Manager	Commercial	GST Applies	$67.50	$67.50	per hour	Local Government Act 2009	Part 6 S262 (3) (c)
19	Gate staff/performance	Commercial	GST Applies	$360.00	$180.00	per session	Local Government Act 2009	Part 6 S262 (3) (c)
20	Additional Cleaning and Grounds Maintenance Charges	Commercial	GST Applies	$49.00	$49.00	per hour	Local Government Act 2009	Part 6 S262 (3) (c)
21								
22	**Productions Charges (optional)**							
23	Standing Charge (Electricity) per performance	Commercial	GST Applies	$360.00	$180.00	per session	Local Government Act 2009	Part 6 S262 (3) (c)
27	Production Staff (if required)	Commercial	GST Applies	$67.50	$67.50	per hour	Local Government Act 2009	Part 6 S262 (3) (c)
28								
29	**Walter Reid Cultural Centre**							
30	Base Rental charge of one day or one session as applicible is required in advance of hiring as a security deposit. In the event of cancellation, the security deposit may be refunded at the discretion of the manager. Additional Security deposit may be applied to manage risk related to the event at the discretion of the manager							
31	Cleaning as a result of normal use is included in hire charge. An additional charge will be levied for extraordinary cleaning.							
32	20% discount for LNFP and bump in/out/dark 50% of applicable rate							
33	PA System	Commercial	GST Applies	POA	POA	per hire daily	Local Government Act 2009	Part 6 S262 (3) (c)
34	Equipment & furniture set-up fee (if required by hirer)	Commercial	GST Applies	$67.50	$67.50	per hour	Local Government Act 2009	Part 6 S262 (3) (c)
35	Weekly hire - 7 days at cost of 6 days							
36								
37	**Auditorium**							
38	Standard	Commercial	GST Applies	$395.00	$395.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
39	Per Hour (Minimum 2 hours)	Commercial	GST Applies	$101.00	$101.00	per hour	Local Government Act 2009	Part 6 S262 (3) (c)
40	Technical Staff (if required)	Commercial	GST Applies	$67.50	$67.50	per hour	Local Government Act 2009	Part 6 S262 (3) (c)
41								
42	**Auditorium + Kiosk**							
43	Standard	Commercial	GST Applies	$510.00	$510.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
44								
45	**Gallery**							
46	Normal (commercial hires, no commission on sales)	Commercial	GST Applies	$725.00	$725.00	per week	Local Government Act 2009	Part 6 S262 (3) (c)
47	Fri to Sun (% of applicable weekly rate)			25%	25%	per day	Local Government Act 2009	Part 6 S262 (3) (c)
48	Mon to Thu (% of applicable weekly rate).			15%	15%	per day	Local Government Act 2009	Part 6 S262 (3) (c)
49	Tennant Organisation Concession (+ 10% commission on sales)	Commercial	GST Applies	$290.00	$290.00	per week	Local Government Act 2009	Part 6 S262 (3) (c)
50	Tennant Organisation Reid Shop (25% commission only)	Commercial	GST Applies	25%	25%	per sale	Local Government Act 2009	Part 6 S262 (3) (c)
51								
52	**Kiosk**							

Fee number	Item name	Fee Type	GST Authority	2019/2020 Current Fee (incl GST)	2019/2020 Community Event Fee ** (see definition below)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
	SECTION:	**Other Major Venues**						
53	Standard	Commercial	GST Applies	$240.00	$240.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
54	Per Hour (min 2 hours)	Commercial	GST Applies	$67.50	$67.50	per hour	Local Government Act 2009	Part 6 S262 (3) (c)
55								
56	**Rita Kershaw Meeting Room**							
57	Per Hour (min 2 hours)	Commercial	GST Applies	$33.00	$33.00	per hour	Local Government Act 2009	Part 6 S262 (3) (c)
58	Standard	Commercial	GST Applies	$121.00	$121.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)

Community Event - An event that is not regular in nature (more than twice per year), that provides a community benefit to the Rockhampton Region and is not for profit and/or where all money raised is provided to a community organisation in the Rockhampton Region.

Community Organisation - an entity that carries on activities for a public purpose or an entity whose primary objective is not directed at making a profit.

All mandatory and supporting documentation must be provided to confirm booking.

PROPOSED FEES AND CHARGES 2019-2020

Exemption of Fees and Charges for Public Events Policy

Meeting Date: 20 August 2019

Attachment No: 5

EXEMPTION OF FEES AND CHARGES
FOR PUBLIC EVENTS POLICY
(COMMUNITY POLICY)

1   Scope:

This policy applies to the exemption of Rockhampton Regional Council adopted fees and charges for eligible public events being held in a designated Rockhampton Regional Council owned or controlled road, public reserve and/or community hall.

2   Purpose:

To provide a consistent and equitable approach to the exemption of Council's adopted fees and charges, under a framework that permits use of a public space in a manner that achieves a balance between the needs of users of a space, whilst recognising the contribution that public events in that space make in creating a vibrant and active space.

3   Related Documents:

Primary
Nil

Secondary
Local Law No. 1 (Administration) 2011
Subordinate Local Law No. 1.12 (Operation of Temporary Entertainments Events) 2011
Exemption of Fees and Charges for Public Events Procedure
Fees and Charges Schedule

4   Definitions:

To assist in interpretation, the following definitions apply:

Community Market	A market, car-boot sale or temporary stall at which goods are offered for sale to the public, where the primary objective is to raise funds for a community organisation, and where the stallholders do not already sell goods as a registered business or on a registered business premises elsewhere in the Region.
Community Organisation	As per schedule 8 of the *Local Government Regulation 2012*: (a) An entity that carries on activities for a public purpose; or (b) An entity whose primary objective is not directed at making a profit.
Council	Rockhampton Regional Council
Event Organiser	A community organisation based within the Region or a resident of the Region.
Fees and Charges	Council fees and charges contained within the schedule adopted annually in accordance with the *Local Government Regulation 2012*.

Moveable Event	Fun runs, parades, rallies, marches and races with associated permits and road closures.
Public Event	Public festival, community market or moveable event.
Region	Area defined by the electoral boundaries of Rockhampton Regional Council.

5 Policy Statement:

Council's fees and charges are fixed annually by Council in accordance with the *Local Government Regulation 2012* and exemptions are not generally granted.

Council is however committed to supporting community events on designated Council owned or controlled roads, public reserves and/or community halls providing these events:

- Benefit the community;
- Keep with local community values and expectations; and
- Are managed to maximise positive benefits to both residents and visitors to the Region.

Council may exempt an event organiser from the applicable application and admin booking fees and hire fees at designated locations for one-off community events that meet the criteria in section 5.1. The availability of spaces for such events will be determined by their community focus reflecting the purpose for which the reserves or halls were created.

The policy does not exempt an event organiser from the payment of prescribed security bonds, cleaning and electricity charges and any requested extra charges such as bin provision and collection nor the requirement to complete and provide all mandatory and supporting documentation.

5.1 Criteria

Eligibility for fees and charges exemption will be determined by the following criteria:

- The event will result in positive promotion of the Region;
- The event must be conducted solely on the designated Council location;
- Event organisers are residents or community organisations based within the Region;
- Revenue derived from the event will be expended within the Region or provided to a registered charity providing services within the Region;
- Where possible the goods and services used or sold at the event will be sourced within the Region and from local businesses; and
- Event organisers are community organisations and have an existing lease or tenancy agreement with Council and the event is conducted in a designated location adjacent to the area that is leased/tenanted.

5.2 Designated Locations

The following Council owned or controlled locations may be utilised:

- Rockhampton Music Bowl
- James Lawrence Pavilion at the Rockhampton Showgrounds
- All named parks
- All named roads
- Mount Morgan School of Arts
- Mount Morgan Showgrounds
- Calliungal Youth Centre (Green Shed) Mount Morgan
- Gracemere Community Centre

5.3   **Exclusions**

The following event types, facilities and venues are excluded from this policy:

- Events which are not open to the public for example private corporate events, weddings and closed private functions;

- Events arranged by a political organisation or of a political nature;

- Events where alcohol is sold;

- Events longer than a two day period;

- Events held on a regular basis i.e. weekly or monthly;

- Events expected to be attended by less than 50 persons;

- Council owned or controlled land/facilities which another organisation already has an existing lease or tenancy agreement with Council; and

- Pilbeam Theatre, Rockhampton Showgrounds (with the exception of the James Lawrence Pavilion), Rockhampton Heritage Village, Rockhampton Art Gallery, Schotia Place, Bauhinia House, Fitzroy Room at the Rockhampton Regional Library and Walter Reid Cultural Centre.

6   **Review Timelines:**

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

6.1.   The related information is amended or replaced; or

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

7   **Responsibilities:**

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

EVAN PARDON
CHIEF EXECUTIVE OFFICER

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 13 December 2016   **Department:** Community Services
Version: 1   **Section:** Community Services
Reviewed Date: **Page No.:** Page 3 of 3

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11.12 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 JULY 2019

File No:	8148
Attachments:	1. **Income Statement - July**⇩
	2. **Key Indicator Graphs - July**⇩
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 31 July 2019.

OFFICER'S RECOMMENDATION

THAT the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 July 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 2019 to 31 July 2019), Attachment 1.

2.   Key Indicators Graphs, Attachment 2.

The attached financial statement provides Council's position after the first month of the 2019/20 financial year. After the first month results should be approximately 8.3% of the adopted budget.

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

Total Operating Revenue is reported at 36% of the adopted budget. Key components of this result are:

 ➢ Net Rates and Utility Charges are at 48% of budget. Council's rates and utility charges for the first six months ending 31 December 2019 of the financial year have been raised and are due on 4th September 2019.
 ➢ Interest revenue is ahead of budget at 12%. Interest revenue historically remains ahead of budget for the first six months of the financial year and then moves closer to budget during the second half of the financial year.

Total Operating Expenditure is at 7% of the adopted budget. Key components of this result are:

 ➢ Contractors and consultants are only at 4%. This is mainly due to year end accruals being processed – services provided in June and invoiced in July has been accrued back to 2018/19.
 ➢ Administration expenses are at 11% which is a result of some annual licenses being paid in full and some rent in advance payments. Most annual payments for operating expenses, such as vehicle registration and insurance are now recognised as a monthly payment.
 ➢ All other expenditure items are in proximity to the adopted budget.

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

Total Capital Income is at 2% of adopted budget. The majority of capital revenue budgeted to be received in 2019/20 is from grants and subsidies tied to performance obligations.

As Council progresses through the year and meets performance milestones grants will be claimed.

Total Capital Expenditure is at 2% of the budget. This represents an actual spend of $3.2M for the financial year. The result for July is affected by accruals being processed – work done in June and invoiced in July has been accrued back to 2018/19.

Total Investments are approximately $53.7M as at 31 July 2019.

Total Loans are $119.5M as at 31 July 2019.

CONCLUSION

Total operational revenue is ahead of budget at 36% due to the levying of the General Rates and Utility Charges for the six months ending 31 December 2019.

The capital program saw $3.2M spent during the first month of the financial year and will need to gain momentum over the coming months to deliver the projects budgeted in 2019/20.

SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 JULY 2019

Income Statement - July

Meeting Date: 20 August 2019

Attachment No: 1

Income Statement
For Period July 2019
8.3% of Year Gone

RRC

	Adopted Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	YTD Actual as % of Adopted Budget
	$	$	$	$	
OPERATING					
Revenues					
Net rates and utility charges	(149,627,173)	(71,106,367)	0	(71,106,367)	48%
Fees and Charges	(26,271,007)	(1,837,961)	425	(1,837,536)	7%
Private and recoverable works	(13,292,943)	(698,486)	0	(698,486)	5%
Rent/Lease Revenue	(3,117,903)	(298,674)	0	(298,674)	10%
Grants Subsidies & Contributions	(14,762,254)	(983,499)	0	(983,499)	7%
Interest revenue	(934,000)	(109,087)	0	(109,087)	12%
Other Income	(4,423,646)	(481,279)	0	(481,279)	11%
Total Revenues	*(212,428,927)*	*(75,515,352)*	*425*	*(75,514,927)*	*36%*
Expenses					
Employee costs	83,397,224	5,369,534	224,766	5,594,300	6%
Contractors & Consultants	17,959,240	753,492	7,264,168	8,017,660	4%
Materials & Plant	19,244,295	920,713	2,540,512	3,461,225	5%
Asset Operational	25,149,294	1,440,376	1,475,535	2,915,911	6%
Administrative expenses	14,368,947	1,546,993	3,415,650	4,962,643	11%
Depreciation	54,365,738	4,530,688	0	4,530,688	8%
Finance costs	6,046,530	502,881	0	502,881	8%
Other Expenses	1,247,340	44,730	32,203	76,934	4%
Total Expenses	*221,778,608*	*15,109,407*	*14,952,835*	*30,062,242*	*7%*
Transfer / Overhead Allocation					
Transfer / Overhead Allocation	(9,382,328)	(766,640)	0	(766,640)	8%
Total Transfer / Overhead Allocation	*(9,382,328)*	*(766,640)*	*0*	*(766,640)*	*8%*
TOTAL OPERATING POSITION (SURPLUS)/DEFICIT	*(32,647)*	*(61,172,585)*	*14,953,260*	*(46,219,326)*	

CAPITAL	Adopted Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	Actual as % of Adopted Budget
Total Developers Contributions Received	(2,262,800)	(36,197)	0	(36,197)	2%
Total Capital Grants and Subsidies Received	(63,960,122)	(1,240,277)	0	(1,240,277)	2%
Total Proceeds from Sale of Assets	0	0	0	0	0%
Total Capital Income	*(66,222,923)*	*(1,276,473)*	*0*	*(1,276,473)*	*2%*
Total Capital Expenditure	149,316,405	3,184,846	59,810,482	62,995,328	2%
Net Capital Position	*83,093,482*	*1,908,372*	*59,810,482*	*61,718,855*	*2%*

TOTAL INVESTMENTS	53,687,026	
TOTAL BORROWINGS	119,528,279	

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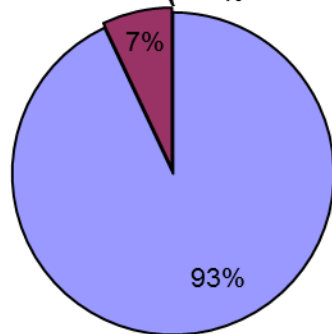
SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 JULY 2019

Key Indicator Graphs - July
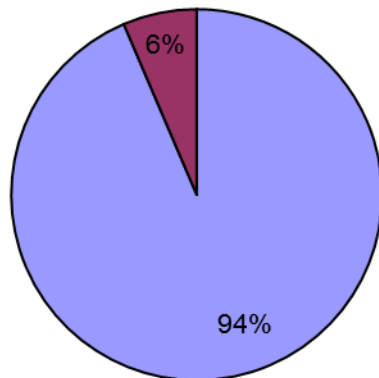
Meeting Date: 20 August 2019

Attachment No: 2

**Operating Revenue
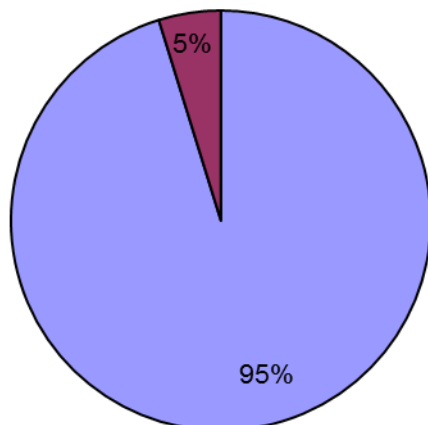(Excluding Net Rates and Utility Charges)
(8.3% of Year Gone)**

- ☐ Uncollected Operating Revenue
- ☐ Collected Operating Revenue

7%

93%

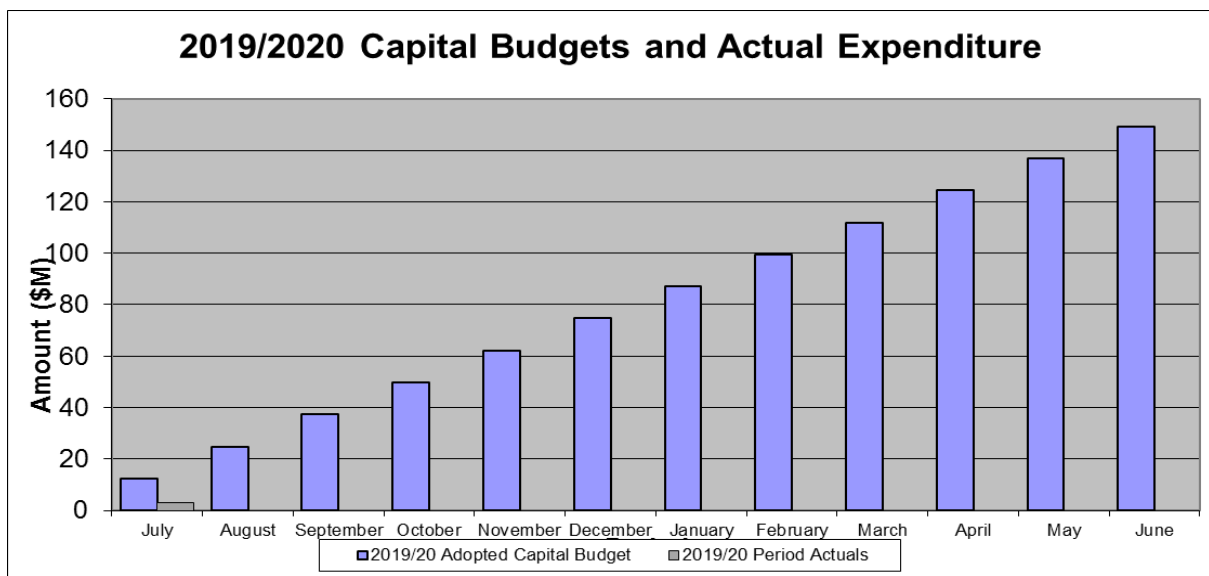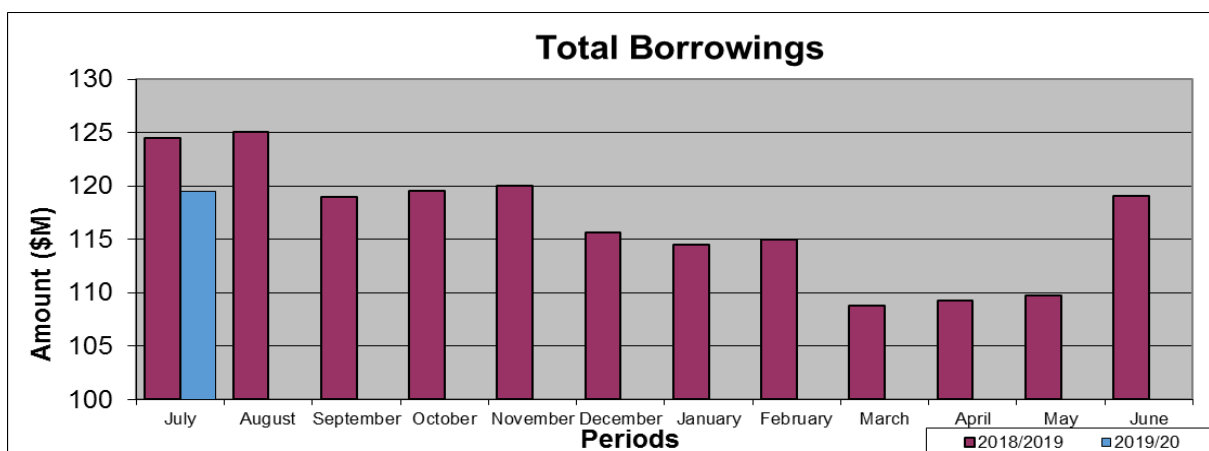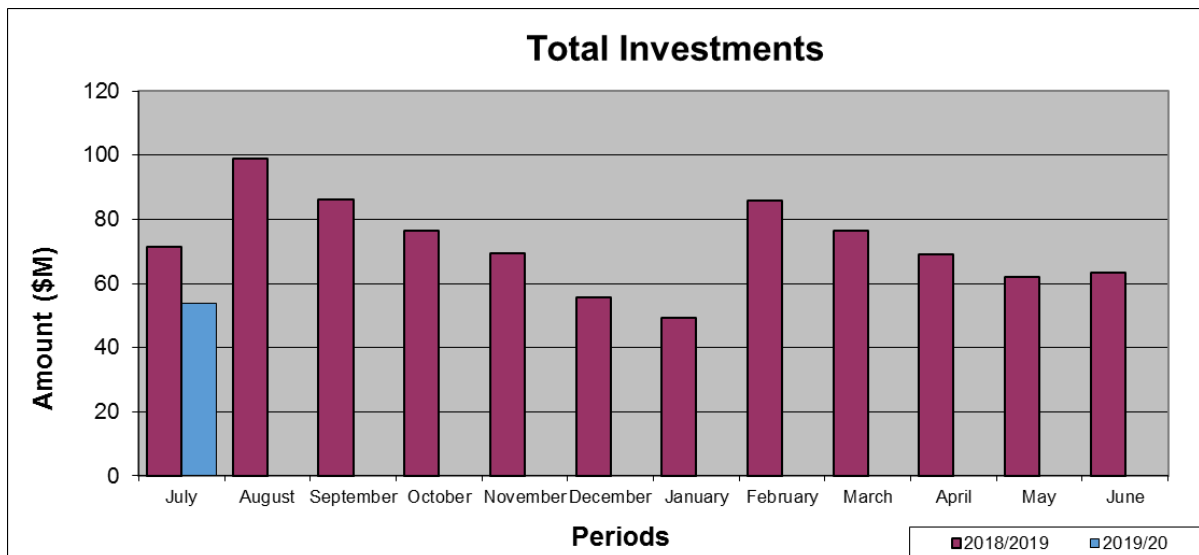**Operating Employee Costs
(8.3% of Year Gone)**

- ☐ Unspent Employee Costs
- ☐ Employee Costs YTD

6%

94%

**Operating Materials & Plant
(8.3% of Year Gone)**

- ☐ Unspent Materials & Plant
- ☐ Materials & Plant YTD

5%

95%

Total Investments

Total Borrowings

2019/2020 Capital Budgets and Actual Expenditure

11.13 CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT - JULY 2019

File No:	1392
Attachments:	1. CTS Monthly Report - July 2019⇩
	2. ES Monthly Report - July 2019⇩
	3. Finance Monthly Report - July 2019⇩
	4. SP Monthly Report - July 2019⇩
Authorising Officer:	**Evan Pardon - Chief Executive Officer**
Author:	**Ross Cheesman - Acting Chief Executive Officer**

SUMMARY

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

OFFICER'S RECOMMENDATION

THAT the Corporate Services Departmental Operations Report as at 31 July 2019 be 'received'.

COMMENTARY

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

CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT - JULY 2019

CTS Monthly Report - July 2019

Meeting Date: 20 August 2019

Attachment No: 1

MONTHLY OPERATIONS REPORT
CORPORATE AND TECHNOLOGY SERVICES
PERIOD ENDED JULY 2019

1. Operational Summary

Information Services:

Fleet:

The fleet renewal program has started for the 2019/20 year with a significant amount of carryover committals for plant and equipment orders placed in the previous financial year. The committals will be supported by carryover funds when transferred.

Two new FLOCON bitumen patching trucks will be commissioned in August. The new trucks will provide for better bitumen transport, increasing the effectiveness of the operations.

SmartHub:

One of our Turbo-Traction Lab Experts, Tamara Loehr cofounder of Content2Convert held an evening workshop in the annex event space for SmartHub members and the wider business community. Attendees learnt practical strategies to help them get fast business growth organically online. Tamara also inspired the group sharing some of her entrepreneurial journey and signed copies of her new book, Balance is BS, How to have a work life blend and took the time to talk to attendees one-on-one after the session.

Our Turbo-Traction Lab Program Expert In Residence (EIR), Daniel Johnsen was invited to facilitate one of the Startup Onramp Program sessions run by the CAPreneurs in Yeppoon. He was able to provide valuable knowledge and experience to the group and had the opportunity to promote and encourage participants to attend our Startup Weekend and apply for our Turbo-Traction Lab program.

The Rockhampton Angel Network held their July monthly meeting at the Criterion Hotel due to the Customs House space being used for RiverFestival show performances. Brisbane Angel, Simon Horne of Angelloop provided new attendees with information about Angel Investing followed by pitches from two startup companies, Block2 and ArtMarketSpace.

The Startup Weekend (54 hour challenge) was held in the SmartHub from 26 to 28 July 2019. There were 25 participants, who learnt the startup methodology on building a business with the help of our amazing Techstars Facilitator and EIR Daniel Johnsen. After 18 problems were pitched on the Friday night, people voted for their top 3 favourite ideas and 6 teams were formed. Our winners were:

- 1st place - 'Eats Now' - an app that allows you to find food specials in your area based on your current location;
- 2nd place, - 'Queen Cherrybomb' – Quality, customized motorcycle jackets for fierce females; and
- 3rd place, - 'It's a Maze' a fun family board game (one of their team members was just 9 years old!).

All of the participants put in an incredible effort to progress their ideas over the course of the weekend with coaching from our incredible mentors Jason Foss, Geoff Higgins, Leslie Walker, Karyn Battersby, Hoan Geldard and Matthew Doyle.

Corporate & Technology Services Monthly Operations Report

A big thanks to all of our sponsors including Rockhampton Regional Council, CQUniversity Research Division, Startup Capricorn, SS & A Freight Services, Bitplex Pty Ltd, LAD Social, CT Harris Chartered Accountants, Kanguru Energy, The Crazy Joker, Gelatissimo Rockhampton, Minirons and Aussie Gold Natural Spring Water.

Geoff Higgins and John Sleigh from the Entrepreneurs Capricorn Toastmasters Group were our presenters for our July SmartHub Lunch & Learn. This was an interactive session sharing useful tips on how to Pitch like a champion. The session was well attended by SmartHub Members and the wider business community and provided a great networking opportunity as they were encouraged to talk to others about what they do and write their 8 word elevator pitch and value proposition. A few of the attendees also had the opportunity to share their pitch with the group.

The topic experts we hosted for our Turbo-Traction (TTL) Program during July were:
- Tamara Loehr – Co Founder of Content2Convert – Scaling to 1000 customers;
- Chris Lorang – CEO Moonsure – Sales, Strategies, Tactics and Channels;
- Daniel Johnsen (EIR) – Founder of Startup Spin – CRM Management and Customer Engagement

Our participants are working hard on continuing to progress their business ideas and market their business to secure international customers.

The Facebook HubLive interviews with SmartHub members and contributors, including our TTL experts have continued weekly to help build our business community by promoting the activity in the space, allow for storytelling about elements required to run a successful business and how the use of technology can improve business processes and efficiency.

The event spaces are continuing to be utilised frequently with bookings for private meetings, workshops and functions by members, program partners, external parties and other units within Council.

Enquiries and submissions for SmartHub Membership continue to be received and reviewed by the RRC SmartHub Working Group – currently 75 members.

Corporate & Technology Services Monthly Operations Report

2. Customer Service Requests

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

	Balance B/F	Completed in Current Month	Current Month NEW Request		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed							
Accounts Payable Enquiry	0	0	1	0	1	0	2	🟢 0.00	🟢 1.50	🟢 0.75	3.14
Insurance: Mower / Slasher / Whipper / Snipper	2	2	1	0	0	0	10	🟢 0.00	🟢 8.67	🔴 11.71	15.92
Insurance: Personal Accident / Injury	2	2	1	0	0	0	120	🟢 0.00	🟢 0.00	🟢 15.25	121.19
Insurance: Public Liability / Property Damage Public Property	3	3	5	2	0	0	10	🟢 2.00	🟢 7.53	🟢 8.76	9.35
Leased Premises – General Enquiry	0	0	0	0	0	0	5	🟢 0.00	🟢 0.00	🟢 1.00	0.00

🔴 Average completion time is calculated using customer request open and close dates – does not take into consideration periods where the customer request has been placed on hold.

Corporate & Technology Services Monthly Operations Report

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 July 2019 – 8% of year elapsed.

Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	Life to date actual (inc commitments)
Fleet Asset Renewal Program (CP440)	01/07/2019	30/06/2020	🟢	$5,028,790	$2,460,054
Comments	Fleet capital budget on target for completion.				
IT Asset Renewal & Upgrade Program – excluding RAMP (CP230)	01/07/2019	30/06/2020	🟢	$1,563,599	$329,189
Comments					
RRC Asset Management Project RAMP (CP230)	22/01/2018	30/09/2019	🟡	$2,610,118 (includes anticipated 18/19 rollover $175,543)	$2,878,743
Comments	CiA uplift of financials, supply chain and ECM took place on 1 July 2019. Whilst cutover was successful, some processing performance issues with Accounts Payable exist. A design review workshop was held on 17 July to examine the current design with a view to finding efficiencies. Good progress is being made as assets and mapping to GIS continue to be loaded.				
Stage 3C Smart Technology	01/07/2019	30/06/2020	🟢	$352,000	$356
Comments	Smart technology rollout – Quay St (William to Derby St)				
Stage 3E Smart Technology	04/04/2019	30/06/2020	🟢	$876,000 (includes anticipated 18/19 rollover $513,721)	$753,654
Comments	Smart technology rollout – Col Brown Park and Victoria Pd (North to Archer St)				

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

🟢 on track   🟡 generally on track, with minor issues   🔴 off track

Corporate & Technology Services Monthly Operations Report

4. Operational Projects

For period ended July - 8% of year elapsed

Project	Planned Start Date	Planned End Date	On Track	Budget Estimate – Current Year	YTD Actual (inc committals)
Turbo-Traction Lab	15/03/2019	30/06/2020	⬡	$451,690	$2,244
Turbo-Traction Lab	15/03/2019 – 30/06/2020		The Turbo-Traction Lab (TTL) is a hands on program designed to build a modern business in 80 days. The Australian Government, in conjunction with Bevan Slattery's Captal [b] and Council is funding this stage specific incubator program designed to allow both full time and part time founders to bootstrap their business. Founders will have an opportunity to gain significant traction in their global market with hands on assistance from world class experts in residence. As a fitting conclusion to the program, a selection of participants from the program will have the opportunity to travel to the USA for a week to experience the global marketplace, as well as meet startups and potential customers.		

Comments
This month we have hosted topic experts Chris Lorang (Sales, Strategies, Tactics and Channels), Tamara Loehr (Scaling to 1000 Customers) and Daniel Johnsen (CRM Management and Customer Engagement). The participants have been continuing to receive hands-on help from our experts to progress their businesses and secure their first international customers. Lab 1 will be completed mid next month. The schedule and program for Lab 2 which commences at the end of August has been determined and the application form and factsheet has been updated on the Council website. Applications have been received and are being reviewed by Elize and Daniel. A national marketing campaign will commence in August to help attract suitable applicants and encourage entrepreneurs to move to Rockhampton to participate in the program.

Startup Weekend and GovHack	Date 26/07/2019-28/07/2019 - **completed** and 06/09/2019– 08/09/2019	Startup Weekend 2019 In just 54 hours, participants experience the highs, lows, fun, and pressure that make up life as a startup. They learn how to create a real company, meet great mentors, investors, co-founders, and sponsors who are ready to help turn their idea into an actual business with paying customers. GovHack 2019 (yearly) GovHack is an open data hackathon held across Australia. It's all about encouraging and celebrating people's technical and creative capacity with government for great outcomes, and building upon the social and economic value of Open Data published by government.		

Comments
We had 25 participants in this year's startup weekend. After 18 problems were pitched on the Friday night, people voted for their top 3 favourite ideas and 6 teams were formed. Our winners were 1st place 'Eats Now' - an app that allows you to find food specials in your area based on your current location, 2nd place, 'Queen Cherrybomb' – Quality, customized motorcycle jackets for fierce females and 3rd place, 'It's a Maze' a fun family board game. Positive feedback was received over the course of the weekend and participants will be asked to complete a Techstars survey next month. A debrief meeting will be arranged with the committee to discuss and plan for future Startup Weekend events.

Corporate & Technology Services Monthly Operations Report

The GovHack committee have commenced zoom meetings weekly and have been provided with action sheets with roles and responsibilities for the event. Scott Thomas, Senior Economic Development Officer for the Department of State Development is the Chair for the Local Organising Committee (LOC) for the Rockhampton Node. Marketing collateral is being designed and approved by the group and will be circulated next month.

Corporate & Technology Services Monthly Operations Report

5. Budget

Financial performance as expected for the reporting period.

	Adopted Budget	Actuals	EOM Commitments	Total	Variance	On Target 8.3% of Year Gone
	$	$	$	$	%	
CORPORATE & TECHNOLOGY SERVICES						
Fleet						
Revenues	(310,000)	(13,117)	0	(13,117)	4.2%	
Expenses	12,531,527	932,869	453,096	1,385,965	11.1%	
Transfer / Overhead Allocation	(16,617,700)	(1,637,242)	0	(1,637,242)	9.9%	
Total Unit: Fleet	*(4,396,173)*	*(717,490)*	*453,096*	*(264,393)*	*6.0%*	
Property & Insurance						
Revenues	(416,399)	(67,235)	0	(67,235)	16.1%	
Expenses	3,975,982	204,055	204,348	408,403	10.3%	
Transfer / Overhead Allocation	9,171	899	0	899	9.8%	
Total Unit: Property & Insurance	*3,568,755*	*137,719*	*204,348*	*342,067*	*9.6%*	
Corporate & Technology Management						
Expenses	659,459	10,967	19,506	30,474	4.6%	
Transfer / Overhead Allocation	0	15	0	15	-	
Total Unit: Corporate & Technology Management	*659,459*	*10,982*	*19,506*	*30,489*	*4.6%*	
Information Systems						
Revenues	(15,000)	(20,748)	0	(20,748)	138.3%	
Expenses	7,666,837	1,167,595	275,272	1,442,867	18.8%	
Transfer / Overhead Allocation	19,768	1,097	0	1,097	5.5%	
Total Unit: Information Systems	*7,671,604*	*1,147,944*	*275,272*	*1,423,216*	*18.6%*	
Procurement & Logistics						
Expenses	1,882,043	121,667	937	122,604	6.5%	
Transfer / Overhead Allocation	(112,546)	2,961	0	2,961	-2.6%	
Total Unit: Procurement & Logistics	*1,769,497*	*124,628*	*937*	*125,565*	*7.1%*	
Smart Hub Business						
Revenues	(448,025)	(26,001)	0	(26,001)	5.8%	
Expenses	847,228	25,302	8,282	33,584	4.0%	
Total Unit: Smart Hub Business	*399,203*	*(699)*	*8,282*	*7,583*	*1.9%*	
CORPORATE & TECHNOLOGY SERVICES	**9,672,345**	**703,084**	**961,442**	**1,664,526**	**17.2%**	

Comments
Information Systems expenses at 18.8% due to advance payments of corporate system software support.

Corporate & Technology Services Monthly Operations Report

6. Section Statistics

Safety Statistics

	First Quarter		
	July	Aug	Sept
Number of Lost Time Injuries	0		
Number of Days Lost Due to Injury	0		
Total Number of Incidents Reported	0		
Number of Incomplete Hazard Inspections	0		

Service Delivery

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
IT support services provided within service levels outlined in the IT Service Catalogue.	90%	92%	Operational
Ensure availability of system up-time during core business hours (excluding planned outages).	99%	100%	Operational
Process records on the day of receipt as per Recordkeeping Charter.	95%	100%	Operational
Ensure top 100 suppliers by dollar value under formal purchasing agreements (contracts).	90%	93%	Operational
Maximise Council property occupancy rates.	98%	100%	Operational
Ensure tenanted properties in any month, have current lease agreements and public liability insurance.	80%	88%	Operational
Process insurance claims within procedural timeframes.	100%	100%	Operational
SmartHub Membership (Target 2018 - 20)	100	75	Operational

Liquor Permit Applications on Council Owned or Controlled Land

	July	Aug	Sept
Applications Received	3		
Applications Approved	3		
Applications Denied	0		

Corporate & Technology Services Monthly Operations Report

7. Whole of Council Reports and Statistics

Fleet Services

Plant Hire Operations Recoveries
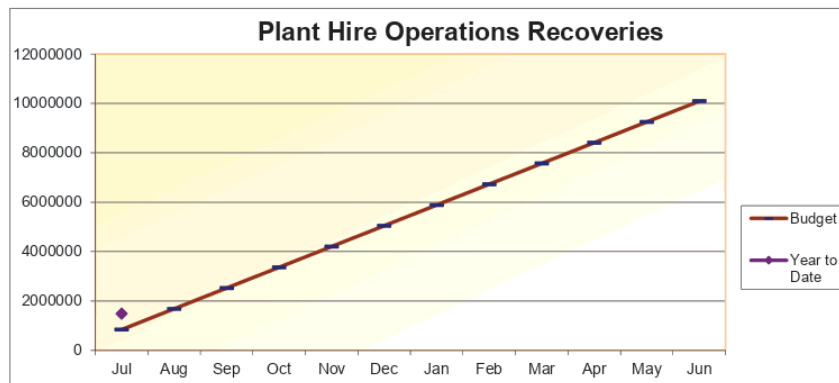
Plant Hire Operations Budget (Surplus)	$10,091,004
Year to Date (Surplus)	$1,489,825

Procurement & Logistics

Contracts Awarded for July – 11

Tender/ Contract No.	Contract Name	Awarded	Amount
QUO13603	Botanic Garden Bird Management Program	Ecosure Pty Ltd	$39,430
QUO13574	Lakes Creek Road Landfill Bird Management	Exosure Pty Ltd	$62,350
CON13179	West Rockhampton Aquaculture Project - Soil Investigations	CQ Environmental Pty Ltd	$9,760
TEN13362	Lighting for Reaney St Sports Ground	Stanke Group Electrics Pty Ltd	$472,900
TEN13224	Construction of New Art Gallery	TF Woollam & Son Pty Ltd	$31,519,946
TEN13540	Sale of Garbage Truck	JJ Richards & Sons Pty Ltd	$220,000
TEN13565	Sale of Garbage Bins	JJ Richards & Sons Pty Ltd	$10,000
TEN13532	Construction of Bushley Waste Transfer Station	K & N Services	$637,698
TEN13548	Supply of Stationery	CQ Stationery Pty Ltd	SOR
QUO13547	AS/NZS ISO9001 Certification	Compliance Australia Certification Services	$9,450
QUO13512	Replacement of Air Conditioning Units Athelstane Bowls Club	Cass Cooling	$33,488

Tenders / quotes in progress - 39

Corporate & Technology Services Monthly Operations Report

CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT - JULY 2019

ES Monthly Report - July 2019

Meeting Date: 20 August 2019

Attachment No: 2

MONTHLY OPERATIONS REPORT
FINANCE – ENVIRONMENTAL SUSTAINABILITY
PERIOD ENDED JULY 2019

1. Operational Summary

Environmental Sustainability Strategy
- Members of the Sustainability Strategy Executive Group met on 18 July 2019 to review Q4 progress against the FY2018-19 annual action plan and confirm next steps for FY2019-20.

Bringing Nature Back Program
- To encourage urban canopy cover, Council's native plant program distributed over 2,600 plants to local residents in the lead up to National Tree Day (22-28 July 2019). Residents were able to access free native plants at the Rockhampton, Gracemere and Mount Morgan Customer Service Centres, as well as at Emergency Services Day and National Tree Day activities. Many thanks to the Customer Service Team, Parks and Council's Nursery for helping to make this program such a success!
- Over 7,000 copies of Council's new local edition 'Rockhampton Region Nature Play Passport' have now been distributed since their launch on 31 May 2019. Activities will continue with a major interactive nature play zone and nature play badges to be available at Tropicana 2019.
- Multicultural Development Australia has successfully secured funding to deliver land management and riparian restoration works within the Rockhampton Region as part of the Skilling Queenslanders for Work program. This project will be managed as part of Council's operational NRM trial, with guidance from the Parks Education Supervisor and Environmental Sustainability Unit. On-ground works will commence by October 2019 for a period of around 40 weeks.
- A range of other community-based natural resource management works are continuing and the new water trailer (funded by Division 6 Councillor Capital) is now in service supporting bush regeneration and urban canopy improvement projects.

Living Sustainably Program
- Council's Living Sustainably program continues to go from strength to strength, with July's theme focussed on 'native plants'. A range of practical tips were distributed to over 1,500 residents via the Sustainability e-newsletter. The hands-on monthly workshop at Rockhampton Regional Library was enjoyed by 82 local participants.
- Council's Sustainability in Action schools calendar competition is being finalised. The winning schools will be recognised at Tropicana 2019 and the winning entries will feature in Council's 2020 Community Calendar.

Second Nature Program
- The Internal Sustainability Working Group commenced planning for delivery of the second round of Sustainability Seed Fund projects. Projects include a range of initiatives designed to improve waste management practices and make wise use of Council's resources.
- Preparations have commenced for a 'Changeology masterclass and project incubator' workshop. These capability-building workshops are designed to introduce participants to the skills and knowledge required to support positive behaviour change activities across Council and the Region. The training (scheduled for November 2019) will be delivered as two sessions – the first is designed to support members of Council's Internal Sustainability Working Group and the second is a subsidised program for members of not-for-profit community groups involved in local environment and sustainability initiatives.

Other:
- Applications for Council's Community Assistance Program – Environment and Sustainability Scheme closed on 01 July 2019. Recommendations were prepared for Council approval in August 2019.

V1 | Monthly Operations Report for Environmental Sustainability

2. Customer Service Requests

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

3. Operational Projects

As at period ended July – 8% of year elapsed.

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

on track | generally on track, with minor issues | off track

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc commitals)
Environmental Sustainability Strategy:						
Sustainability governance: Facilitate quarterly meetings of the Sustainability Strategy Executive Group and Internal Sustainability Working Group.	Jul 19	Jun 20		• SSEG met 18 July 2019. • Q1 progress report to be tabled with Council in August 2019.	$0	$0
Pathway 1 – Natural environment (partnerships and programs)						
Natural environment study: Identify and map priority natural assets for protection and enhancement. This work will replace the natural environment study completed in 2010 (covering the amalgamated regions) and will inform future works, identify areas for future development offsets and also inform the Planning Scheme.	Sep 18	Jun 20		• Continuing project - Awaiting final report from Cardno, with next steps subject to Leadership Team consideration.	$0	$0
Bringing Nature Back - works program: On-ground works projects to protect, maintain and enhance key natural assets, green corridors and urban waterways in	Jul 19	Jun 20		• Fraser Park bush regeneration works – continuing with Parks and partner support (Capricornia Catchments, Multicultural	$50,000	$5,000

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc commitals)
conjunction with key stakeholders and the community. The program may also provide catalyst funding to help address environmental projects on Council land.				Development Australia and Capricorn Correctional Centre). • Native plant propagation at Council's Nursery – continuing with funding support from the Environmental Sustainability Unit, volunteers and input from Multicultural Development Australia. • Operational NRM activities – continuing at multiple sites in conjunction with Parks and partner organisations (Multicultural Development Australia, Jobs Queensland and Capricornia Correctional Centre).		
Bringing Nature Back – engagement program: Long-term nature-based community engagement program, designed to bring nature back into the community's hearts, minds and everyday lives. The Program will deliver a free native plant program, nature photography competition, nature play passports and activities and tools that help the community to improve urban canopy cover in their own backyards, local streets, nearby creeks and on Council land.	Jul 19	Jun 20	⬡	• Native Plant Program – continued rollout at key events during the period July to October 2019. • Nature Play Passports – continued rollout with a major interactive nature play installation at Tropicana 2019 and a second print run scheduled for late 2019. • Nature Photography Competition – scheduled for April to June 2020. • Community workshop / volunteer program – currently under development.	$30,000	$15,000
Pathway 2 – Empowering our community (external programs)						
Living Sustainably program: Long-term behaviour change program designed to encourage the community to adopt a wide array of actions and behaviours that support Council's sustainability goals. The program will recognise and reward sustainability awareness and action in schools as part of the annual schools calendar competition, 2020 community calendar and a rolling monthly communications program.	Jul 19	Rolling	⬡	• Monthly engagement program – rolling program of monthly displays, workshops and e-newsletters is in progress. • Schools calendar competition 2019 - closed 28 June 2019. Winners will be awarded at Tropicana 2019. • Calendars – pending finalisation and printing, to be distributed to schools in November 2019.	$30,000	$1,000

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc commitals)
Community Assistance Program (CAP E&S): The CAP Environment and Sustainability Scheme provides small grants to support community-based environment and sustainability initiatives.	Jul 19	Rolling		• Round 2 - closed on 01 July 2019. Two applications were recommended for Council funding approval in August 2019 ($6K). • Round 3 applications close in October 2019. • Round 4 applications close in March 2020.	$30,000	$0
Other sustainability education activities: Encourage sustainability awareness and action via key regional events and educational opportunities.	Jul 19	Rolling		• River Festival 2019 – delivered a nature play workshop within Adventure Land. • Emergency Services Day 2019 – coordinated major Native Plant Program activities in conjunction with National Tree Day. • Tropicana 2019 – coordinate major 'nature connection' activities. • Small Landholders Day 2019 – proposed Native Plant Program giveaway. • Rockhampton Show 2020 – TBC.	$10,000	$1,000
Pathway 3 – Industry and infrastructure						
Sustainable Rockhampton Investment Fund: Support projects that deliver both positive environmental outcomes and real operational savings for Council.	Jul 19	Rolling		• Awaiting Glenmore Water Treatment Plant solar as the first project for consideration under the Fund.	TBC	TBC
Clean Growth Choices: Support development of business cases for the 'making water work' pathway.	Aug 18	Jun 20		• Awaiting draft business case templates.	Advance	Advance
Pathway 4 – Council operations (corporate sustainability)						
Second Nature program: Council's internal sustainability engagement program has been designed to advance sustainability awareness and action within	Jul 19	Rolling		• Field trip – scheduled for October 2019.	$0	$0

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc commitals)
Council's operations. The Internal Sustainability Working Group champion sustainability initiatives across departments, act as a conduit for information and support sustainability action across the organisation.						
Sustainability Seed Fund program: As a key part of the internal sustainability engagement program, seed fund initiatives provide the opportunity to trial staff-initiated sustainability projects that foster sustainable behaviour whilst improving Council's wise use of resources.	Jul 19	Rolling		• Seed fund initiatives – project scoping and planning phases, along with purchase of long lead time items, commenced in July 2019. • Changeology master class and project incubator – scheduled for November 2019.	$20,000	$9,000

4. Budget

Financial performance is as expected for July – 8% of year elapsed.

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

RRC

As At End Of July

Report Run: 08-Aug-2019 21:07:22 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget $	Revised Budget $	EOM Commitments $	YTD Actual $	Commit + Actual $	Variance %	On target 8.3% of Year Gone
CORPORATE SERVICES							
FINANCE							
Natural Resource Management							
Expenses	539,684	0	22,029	27,384	49,413	9%	✗
Transfer / Overhead Allocation	0	0	0	868	868	0%	✗
Total Unit: Natural Resource Management	539,684	0	22,029	28,251	50,280	9%	✗
Total Section: FINANCE	539,684	0	22,029	28,251	50,280	9%	✗
Total Department: CORPORATE SERVICES	539,684	0	22,029	28,251	50,280	9%	✗
Grand Total:	539,684	0	22,029	28,251	50,280	9%	✗

Comments
Unit budget is on track. Additional commitments in July relate to Sustainability Unit funded activities to be featured at Tropicana in September 2019 (including the nature play zone, Uno's garden and some of the nature-based workshops).

5. Section Statistics

Program/Activity	Date/s	Attendees
Completed activities		
Living Sustainably nature arts and crafts and 'learning about native plants': Monthly display and workshop at Rockhampton Regional Library.	06 Jul 19	82
River Festival nature play workshop: Nature Play workshop in Adventure Land, showcasing Council's new Rockhampton Region Nature Play Passport and encouraging kids to get involved in a nature treasure hunt.	13 Jul 19	~50
Native Plant Program via Customer Services Centres: The Environmental Sustainability Unit coordinated free native plants to be distributed via Customer Services Centres to help encourage urban canopy cover and greening in the lead up to National Tree Day. Free native plants were available from City Hall 22-26 July, Mount Morgan 24 July and Gracemere 25 July. More than 1600 plants were distributed to around 800 residents.	22-26 Jul 19	800
Native Plant Program at National Tree Day / Emergency Services Day activities: Council's free native plant program was also available on National Tree Day at the Emergency Services Day event on the riverfront, encouraging residents to plant the right plant in the right place for the right reasons. Around 800 plants were distributed to around 400 residents.	28 Jul 19	~5000
Upcoming activities		
Living Sustainably 'reusing and upcycling materials': Monthly display and workshop at Rockhampton Regional Library.	10 Aug 19	~50
Living Sustainably 'encouraging wildlife and wildlife habitat': Monthly display and workshop to be held at Tropicana.	14 Sep 19	~100
Tropicana 2019 'celebrating and connecting with nature' activities: The Environmental Sustainability Unit is working with the Advance Rockhampton Events Team to deliver nature themed activities as part of Tropicana 2019 including an interactive nature play zone, Uno's Garden art installation and performances, free native plants and nature craft. The event will also offer a variety of food, entertainment and interactive activities.	14 Sep 19	~3000
Living Sustainably September school holiday activities: Major display and workshop series at Rockhampton Regional Libraries in Rockhampton, Gracemere and Mount Morgan.	21 Sep – 04 Oct 19	~500
Living Sustainably 'improving water use and water efficiency': Monthly display and workshop at Rockhampton Regional Library.	12 Oct 19	~50
Native Plant Program at Small Landholders Day activities: Council's free native plant program will again be available at Small Landholders Day at the Rockhampton Showgrounds.	13 Oct 19	~500
Changeology master class and project incubator: These capability-building workshops are designed to introduce participants to the skills and knowledge required to support positive behaviour change activities across Council and the Region. The training will be delivered as two sessions designed to support members of Council's Internal Sustainability Working Group and a subsidised program for members of not-for-profit community groups involved in local environment and sustainability initiatives.	04-05 Nov 19	~50
Living Sustainably 'recycling right with your yellow lid bin': Monthly display and workshop at Rockhampton Regional Library.	09 Nov 19	~50
Living Sustainably 'green gift giving and festive decorations': Monthly display and workshop at Rockhampton Regional Library.	07 Dec 19	~50

V1 | Monthly Operations Report for Environmental Sustainability

6. Sustainability Events and Media Coverage

Living Sustainably Community Workshop (06 July 2019): Council's July workshop sessions attracted 82 participants to the Rockhampton Regional Library over two practical sessions. To fit in with the school holidays, the sessions focussed on nature craft and learning about native plants and were coordinated by Council's Environmental Sustainability Team, with local artist Kelly-Dee Knight.

River Festival (13 July 2019): As part of Council's roll-out of the local edition Rockhampton Region Nature Play Passports, Council's Environmental Sustainability Unit hosted a short nature play workshop at Adventure Land during River Festival. *Photos courtesy of Councillor Wickerson.*

Native Plant Program (July 2019): In the lead up to National Tree Day, Councillor Rutherford and Councillor Wickerson helped to introduce Council's Native Plant Program which provided native plants to local residents via Customer Service Centres at Rockhampton, Gracemere and Mount Morgan during the week 22-26 July 2019. More than 800 residents stopped by to share in a selection of over 1600 plants.

Emergency Services Day (28 July 2019): To help celebrate National Tree Day and encourage local residents to plant the right plant, in the right place for the right reasons, Council's Environmental Sustainability Unit participated in Emergency Services Day activities at the Rockhampton Riverfront. The Team distributed over 800 native plants to over 400 happy local residents. Thanks to Kelvin Wykes from Council's Nursery for providing additional support to activities on the day.

CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT - JULY 2019

Finance Monthly Report - July 2019

Meeting Date: 20 August 2019

Attachment No: 3

MONTHLY OPERATIONS REPORT
FINANCE
PERIOD ENDED JULY 2019

Rockhampton Regional Council

1. Operational Summary

Work in the accounting team has switched from budget across to Financial Reporting with Draft Statements set to be available for External Audit before 23 August 2019.

The 'go live' for the Technology One CI Anywhere System has added extra business in the systems team with many calls for help.

Rate notices have been run and issued for early August. Due date is 4th September, 2019. Another wave of queries in regards to the Emergency Services Levy is expected.

Customer Service has been busy with dog registrations during the month of July.

A safety excursion and sausage sizzle was held for the wider team at Fitzroy River Water, with many staff having never visited the site. It was a celebration of 611 lost time injury free days.

V1 | Monthly Operations Report for Section

2. Customer Service Requests

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

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

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth		Avg Completion Time (days) 6 Months		Avg Completion Time (days) 12 Months		Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed										
Bookings Enquiry	1	0	3	1	3	0	5	●	2.00	●	3.00	●	2.25	6.62
Rates Searches	11	11	138	127	11	0	5	●	2.75	●	2.94	●	2.88	2.83
Rates Enquiry	1	1	34	34	0	0	3	●	0.56	●	0.81	●	0.96	0.70

3. Capital Projects

No Capital Projects.

V1 | Monthly Operations Report for Section

4. Operational Projects

As detailed in the Environmental Sustainability section report.

V1 | Monthly Operations Report for Section

5. Budget

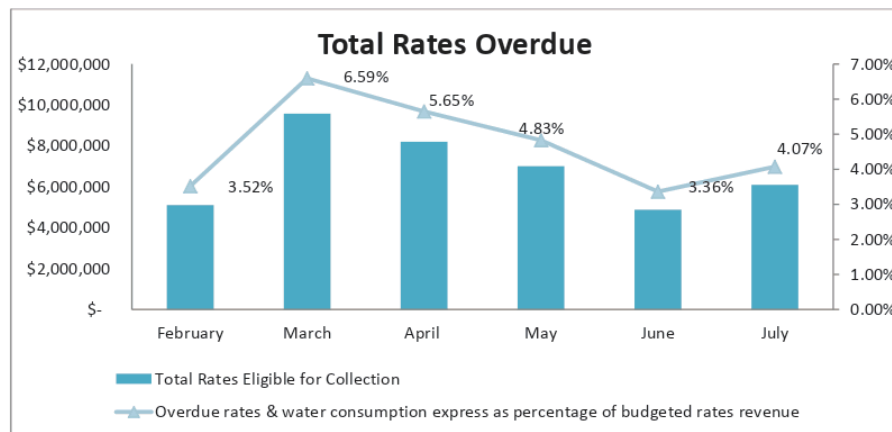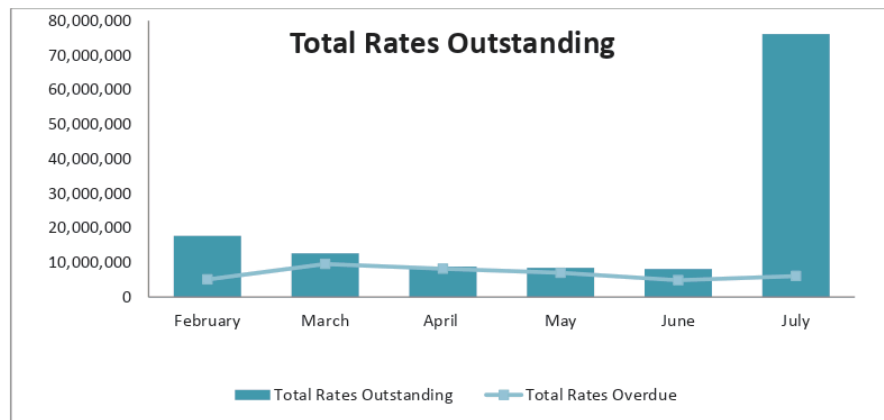Financial performance as expected for the reporting period.

End of Month Budget Management Report - (Operating Only) - FINANCE

RRC

As At End Of July

Report Run: 06-Aug-2019 12:55:05 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget $	Actuals $	EOM Commitments $	Total $	Variance %	On Target 8.3% of Year Gone
FINANCE						
Finance Management						
Expenses	544,167	35,336	125,191	160,527	29.5%	
Total Unit: Finance Management	**544,167**	**35,336**	**125,191**	**160,527**	**29.5%**	
Accounting Services						
Expenses	1,683,328	100,464	0	100,464	6.0%	
Total Unit: Accounting Services	**1,683,328**	**100,464**	**0**	**100,464**	**6.0%**	
Financial Systems						
Revenues	(1,160)	0	0	0	0.0%	
Expenses	239,155	15,948	0	15,948	6.7%	
Transfer / Overhead Allocation	600	0	0	0	0.0%	
Total Unit: Financial Systems	**238,595**	**15,948**	**0**	**15,948**	**6.7%**	
Customer Service						
Revenues	(211,003)	(15,421)	0	(15,421)	7.3%	
Expenses	1,826,260	96,075	65,455	161,530	8.8%	
Total Unit: Customer Service	**1,615,257**	**80,654**	**65,455**	**146,109**	**9.0%**	
Rates & Revenue						
Revenues	(513,109)	(47,326)	0	(47,326)	9.2%	
Expenses	1,809,691	76,401	474,413	550,814	30.4%	
Transfer / Overhead Allocation	750	0	0	0	0.0%	
Total Unit: Rates & Revenue	**1,297,332**	**29,075**	**474,413**	**503,488**	**38.8%**	
Natural Resource Management						
Expenses	539,684	27,384	22,029	49,413	9.2%	
Transfer / Overhead Allocation	0	868	0	868	-	
Total Unit: Natural Resource Management	**539,684**	**28,251**	**22,029**	**50,280**	**9.3%**	
Total Section: FINANCE	**5,918,363**	**289,728**	**687,088**	**976,816**	**16.5%**	

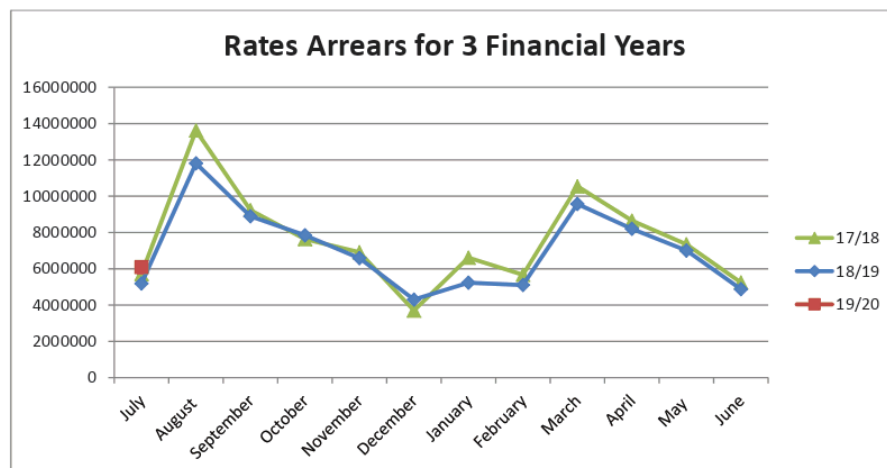| **Comments** |
|---|
| *Committals raised for Collection House costs in Rates and & Revenue as well as external audit fees in Finance Management are distorting the overall percentages spent.* |
| |

V1 | Monthly Operations Report for Section

6. Section Statistics

V1 | Monthly Operations Report for Section

Rates Arrears for 3 Financial Years

V1 | Monthly Operations Report for Section

7. Whole of Council Reports and Statistics

Safety Statistics
Nil to report

Customer Requests Completed Monthly & Top 5 Customer Requests

	July	August	September	October	November	December	January	February	March	April	May	June
Requests Logged	3354											
Same month Completed	2539											
% completed same month	75%											
Completed Total for Month	3770											
Total Pending	3029											
Top 5 Requests for Month	Dog Amend Fac Man W/Ani W/Leak AnComp											

Total outstanding customer requests up to 3 months old:	3099
Total outstanding customer requests between 3 to 6 months old:	189
Total outstanding customer requests greater than 6 months old:	66

* Meter Maintenance CR's

Conquest Work Order & Investigation Long Term up to 3 months old:	732
Conquest Work Order & Investigation Long Term between 3 to 6 months old:	184
Conquest Work Order & Investigation Long Term greater than 6 months old:	1209

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

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

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

Key:				
	T/Trim - Tree Trimming	Mist - Vector Misting	An/Dogr - Dog Registration Enquiry	MISJJR - Missed Recycling Bin Service
	M/Maint - Meter Maintenance	Fac Man - Facilities Management	W/Leak - Water Leak	AnComp - Animal Complaints
	Bin RRC - Replace Bin RRC	W/Ani - Wandering & Restrained Animal for Collection	O/Grown- Overgrown Lot	

V1 | Monthly Operations Report for Section

CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT - JULY 2019

SP Monthly Report - July 2019

Meeting Date: 20 August 2019

Attachment No: 4

MONTHLY OPERATIONS REPORT
STRATEGY & PLANNING
PERIOD ENDED JULY 2019

1. Operational Summary

Strategic Planning

- Reviewed 88 submissions received during the public consultation period of the planning scheme amendment. Reviewed provisions of the Character overlay and Kershaw Gardens precinct. Prepared updated changes for Council adoption and submission to the state for final ministerial review.

- Project continuing to remove a portion of the Music Bowl site (Lot 2 RP 616767) from the State Environmental Management Register.

- Regional policy and statistical research to contribute to the A Fair Go for All Queenslanders campaign and associated stakeholder consultation.

- Strategic planning input and contribution to Project Rocky and other strategic projects.

- The draft of the Natural Environment Study for the Rockhampton region was completed by Cardno. Council have provided comments on the draft report. Cardno to provide final report by end of August 2019.

Grant Applications

- Advice received on the Queensland Disaster Resilience Fund. Funding was approved for the Rockhampton Airport Precinct Levee Feasibility Study.

- Grant management process has been mapped in anticipation of working with business analysts to investigate appropriate systems and workflow to manage project information and reporting requirements.

- Assisted Regional Services to complete Benefits Report for the Building Our Regions Milestone 1 report.

- Advice, drafting and support for grants applications listed below:

Grant Name	Description	Department	Amount	Closing Date
Celebrating Multicultural Queensland	Rockhampton Moon Festival – 160 Years' Celebration of Chinese Settlement in Rockhampton. Prepared and submitted grant application.	Advance Rockhampton	25,000	29 July 2019
Building Our Region	Various projects in Council have been identified as potentially suitable for consideration. Preliminary analysis of project	Various	Various	EOIs close 30 August 2019

V1 | Monthly Operations Report for Section

	readiness and suitability has been undertaken and discussed with the Leadership Team.			
Various	Maintenance and capital works for Botanic Gardens and Kershaw Gardens – identified potential projects needing external funding, sourced grant options	Community Services, Parks Services	TBD	TBD
Resource Recovery Industry Development Program (RRIDP)	Project in development. Work with RRWR will be to get project 'grant ready' when next round is announced.	Rockhampton Regional Waste and Recycling	TBD	TBD
Various RRWR projects not covered by RRIDP	Projects have been identified outside those suitable for RRIDP that require external funding. Working with RRWR to prepare project information for grant opportunities.	Rockhampton Regional Waste and Recycling	TBD	TBD
Festivals Australia	Mount Morgan Arts Workshops and Festival – advice on suitability. Will likely progress with grant application for a single activity with this grant. Sourcing grants for other activities.	Advance Rockhampton	TBD	September 2019 (closing date not yet announced for upcoming round)
	Food Hub – Dependent on location of commercial kitchen. Looking to fund activities, as well as kitchen fit-out.	Advance Rockhampton	TBD	

V1 | Monthly Operations Report for Strategy & Planning

2. Customer Service Requests

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

| | Balance B/F | Completed in Current Mth | Current Month NEW Requests | | TOTAL INCOMPLETE REQUESTS BALANCE | On Hold | Completion Standard (days) | Avg Completion Time (days) Current Mth | Avg Completion Time (days) 6 Months | Avg Completion Time (days) 12 Months | Avg Duration (days) 12 Months (complete and incomplete) |
			Received	Completed							
Strategic Planning Enquiry	0	0	5	5	0	0	3	1.00	0.70	0.85	0.53

V1 | Monthly Operations Report for Strategy & Planning

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 July.

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

V1 | Monthly Operations Report for Strategy & Planning

4. Operational Projects

As at period ended July 2019.

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

🟢 on track	🟡 generally on track, with minor issues	🔴 off track

Project	Planned Start Date	Planned End Date	On Track	Comments	Budget Estimate	YTD actual (incl committals)
Rockhampton Aquaculture Industry Development Plan *Provide direction and facilitate the creation of aquaculture development in the Rockhampton Region*	*Dec 2018*	*April 2019*	🔴	*Part funding of project led by Advance Rockhampton and strategic planning input into the project.*	*To be reviewed*	*$0.00*
Removal of portion of Music Bowl site (Lot 2 RP 616767) from Environmental Management Register	*Feb 2019*	*September 2019*	🟡	*Part 1 - Butler Partners have been engaged to undertake an environmental site assessment*	*$52,500.00*	*$5,897.65*
				Part 2 – GHD have been engaged to undertake the required assessment audit. The scope has been expanded to include additional surface sampling. This will result in additional cost and time being required to remove the site from the EMR register.	*$21,163.00*	*$0.00*

V1 | Monthly Operations Report for Strategy & Planning

Project	Planned Start Date	Planned End Date	On Track	Comments	Budget Estimate	YTD actual (incl committals)
Natural Environment Study *Project initiated to commission an updated Natural Environment Study for the RRC local government area.*	*Dec 2018*	*June 2019*	🔴	*The final draft study has been provided for feedback. The leadership team will be briefed in August prior to Council workshop in early September 2019.*	*$60,000.00 (Environmental Sustainability budget) any variations from S&P budget*	*$0.00*
Event Transport Management Strategic Assessment	*May 2019*	*July 2019*	🟢	*PricewaterhouseCooper have been engaged to undertake this project. Inception meeting was held on 17 May 2019.*	*$21,450.00*	*$0.00*
Rockhampton Region Planning Scheme – Major Amendment V2 *Stage 1 – Planning and Preparation – completed* *Stage 2 – State Interest Review – completed* *Stage 3 – Public Consultation – commenced* *Stage 4 - Consideration by State* *Stage 5 - Adoption*	*Sept 2017*	*Dec 2019*	🔴	*Reviewing submissions and final changes to the planning scheme amendment for submission to Minister.*	*In house*	

V1 | Monthly Operations Report for Strategy & Planning

5. Budget

Financial performance as expected for the reporting period.

STRATEGY AND PLANNING

Strategy and Planning

Revenues	(533)	0	0	0	0.0%
Expenses	1,049,025	40,682	50,666	91,348	8.7%
Transfer / Overhead Allocation	6,367	0	0	0	0.0%
Total Unit: Strategy and Planning	**1,054,859**	**40,682**	**50,666**	**91,348**	**8.7%**
Total Section: STRATEGY AND PLANNING	**1,054,859**	**40,682**	**50,666**	**91,348**	**8.7%**

Comments
New Senior Strategic Planner anticipated to commence 23 September and currently filling vacant Planning Assistant role.

V1 | Monthly Operations Report for Strategy & Planning

12 NOTICES OF MOTION

Nil

12 NOTICES OF MOTION

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   Acquisition of Land in Parkhurst for Drainage Purposes

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   Proposed Disposal of Part of a Lot to Adjoining Owner

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

16 CONFIDENTIAL REPORTS

16.1 ACQUISITION OF LAND IN PARKHURST FOR DRAINAGE PURPOSES

File No:	12129
Attachments:	1. **Objection Letter**
	2. **Notes from Objection Hearing**
	3. **Memo on proposed drainage**
	4. **AECOM Report**
Authorising Officer:	**Peter Kofod - General Manager Regional Services**
	Martin Crow - Manager Infrastructure Planning
Author:	**Stuart Harvey - Coordinator Infrastructure Planning**

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

SUMMARY

This report seeks Council's approval to progress with the compulsory acquisition of a portion of land for an easement required for drainage purposes.

16.2   PROPOSED DISPOSAL OF PART OF A LOT TO ADJOINING OWNER

File No:	1680
Attachments:	1. Aerial Photo
	2. Valuation Report
Authorising Officer:	Drew Stevenson - Manager Corporate and Technology
	Ross Cheesman - Deputy Chief Executive Officer
Author:	Kellie Anderson - Coordinator Property and Insurance

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

SUMMARY

Council has received a proposal to acquire a part of Council freehold land by an adjoining owner.

17 CLOSURE OF MEETING