



# **ORDINARY MEETING**

## **AGENDA**

**17 SEPTEMBER 2019**

*Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 17 September 2019 commencing at 9.00am for transaction of the enclosed business.*

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

**CHIEF EXECUTIVE OFFICER**  
10 September 2019

Next Meeting Date: 01.10.19

**Please note:**

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

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**1 OPENING**

**2 PRESENT**

Members Present:

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

In Attendance:

Mr E Pardon – Chief Executive Officer

**3 APOLOGIES AND LEAVE OF ABSENCE**

**4 CONFIRMATION OF MINUTES**

Minutes of the Ordinary Meeting held 3 September 2019

**5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA**

**6 BUSINESS OUTSTANDING**

Nil

## **7 PUBLIC FORUMS/DEPUTATIONS**

Nil

## **8 PRESENTATION OF PETITIONS**

Nil



## **9 COMMITTEE REPORTS**

Nil

## **10 COUNCILLOR/DELEGATE REPORTS**

Nil

## 11 OFFICERS' REPORTS

### 11.1 LOCAL LAW MAKING PROCESS

**File No:** 11698

**Attachments:** 1. **Community and Environmental Management (Amendment) Subordinate Local Law (No. 2) 2019**[↓](#)

**Authorising Officer:** Colleen Worthy - General Manager Community Services

**Author:** Karen Moody - Acting Manager Planning and Regulatory Services

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#### SUMMARY

*This report is to make a minor amendment to Subordinate Local Law No. 3 (Community and Environmental Management) 2011.*

#### OFFICER'S RECOMMENDATION

THAT Council resolves –

- (a) To propose to make Community and Environmental Management (Amendment) Subordinate Local Law (No. 2) 2019;
- (b) To decide that Community and Environmental Management (Amendment) Subordinate Local Law (No. 2) 2019 only amends an existing subordinate local law, and in particular, *Subordinate Local Law No. 3 (Community and Environmental Management) 2011*, to make an insubstantial change, and that Council may proceed to step 5 of its subordinate local law making process without satisfying any of step 2 and step 4 inclusive of the subordinate local law making process; and
- (c) To proceed with the making of, and make, Community and Environmental Management (Amendment) Subordinate Local Law (No. 2) 2019 in the form of the subordinate local law referred to in paragraph (a); and
- (d) To adopt, pursuant to section 32 of the *Local Government Act 2009*, in the form attached to this report to Council, a consolidated version of *Subordinate Local Law No. 3 (Community and Environmental Management) 2011*.

#### COMMENTARY

A minor administrative error was made when amending the local laws. This report is for Council to resolve to make the renumbering changes to ensure the items listed in *Community and Environmental Management (Amendment) Subordinate Local Law (No. 2) 2019* (attachment) are enforceable.

Due to the insubstantial change, legal advice provided by King and Company is that step 2 and step 4 inclusive of the Local Law Making process adopted by Council are not required to be undertaken to make this change.

# **LOCAL LAW MAKING PROCESS**

## **Community and Environmental Management (Amendment) Subordinate Local Law (No. 2) 2019**

**Meeting Date: 17 September 2019**

**Attachment No: 1**

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# Rockhampton Regional Council Community and Environmental Management (Amendment) Subordinate Local Law (No. 2) 2019

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## Part 1 Preliminary

### 1 Short title

This subordinate local law may be cited as *Community and Environmental Management (Amendment) Subordinate Local Law (No. 2) 2019*.

### 2 Subordinate local law amended

This subordinate local law amends *Subordinate Local Law No. 3 (Community and Environmental Management) 2011*.

## Part 2 Amendment of subordinate local law

### 3 Amendment of s7 (Prohibition on lighting or maintaining fires—Authorising local law, s15(2))

- (1) Section 7, heading, ‘15(2)’—

*omit, insert—*

‘14(2)’.

- (2) Section 7(2), ‘15(2)’—

*omit, insert—*

‘14(2)’.

### 4 Amendment of s8 (Fire hazards—Authorising local law, s16(3)(b))

- (1) Section 8, heading, ‘16(3)(b)’—

*omit, insert—*

‘15(3)(b)’.

- (2) Section 8, ‘section 16(3)(b)’—

*omit, insert—*

‘section 15(3)(b)’.

This and the preceding page bearing my initials is a certified copy of *Community and Environmental Management (Amendment) Subordinate Local Law (No. 2) 2019* made in accordance with the provisions of the *Local Government Act 2009* by Rockhampton Regional Council by resolution dated the            day of            2019.

.....  
Chief Executive Officer

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**11.2 COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER**

<b>File No:</b>	<b>12660</b>
<b>Attachments:</b>	<b>1. Public Health Regulation 2018 - Delegation Register</b> <a href="#">↓</a>
<b>Authorising Officer:</b>	<b>Tracy Sweeney - Manager Workforce and Governance</b>
<b>Author:</b>	<b>Allysa Brennan - Coordinator Legal and Governance</b>

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**SUMMARY**

*This report seeks Council's approval for delegations under State legislation to the position of Chief Executive Officer.*

**OFFICER'S RECOMMENDATION**

THAT Council resolves:

1. As per section 257 of the *Local Government Act 2009* to delegate to the Chief Executive Officer, the exercise of powers contained in Schedule 1 of Attachment 1 – Delegation Register – *Public Health Regulation 2018*.

These powers must be exercised subject to any limitations contained in Schedule 2 of the Delegation Register attached to the report.

2. To rescind the expired *Public Health Regulation 2005* delegations to the Chief Executive Officer.

**COMMENTARY**

LGAQ, with the assistance of King and Company Solicitors have identified powers under the new *Public Health Regulation 2018*.

Subsequently, the Delegation Registers containing the legislative powers for the new Regulation has been prepared for Council's consideration and are attached to this report.

The 2018 Regulation replaces the *Public Health Regulation 2005*. The new Regulation is largely consistent with the 2005 Regulation, with some minor rewording to reflect contemporary drafting practices and improve clarity and readability.

To assist with the streamline implementation of the new Regulation and transition from the *2005 Regulation*, LGAQ has provided delegable powers.

**BACKGROUND**

Without powers being delegated to the CEO and subsequently sub-delegated to relevant positions, Council operations would be impeded significantly as separate resolutions would be required to allow decisions to be made for a vast number of operational activities that are undertaken on a daily basis.

In relation to the legislation listed, with the assistance of King and Company Solicitors through the LGAQ Delegation Service, LGAQ has developed delegation registers following a comprehensive review of State legislation impacting on Local Government.

**LEGISLATIVE CONTEXT**

Section 257 of the *Local Government Act 2009* allows Council to delegate its powers to one or more individuals or standing committees, including to the CEO. Pursuant to section 257(5) of the *Local Government Act 2009* a delegation to the CEO must be reviewed annually by Council.

To further streamline the decision making process, section 259 of the *Local Government Act 2009* allows the CEO to sub-delegate the powers (including those delegated to him by Council) to another Council position where appropriate.

**LEGAL IMPLICATIONS**

Important legal principles which apply to the delegation proposal set out in this report are:

- Council at all times retains power to revoke the delegation. Accordingly, Council retains ultimate control.
- Council, as delegator, has responsibility to ensure that the relevant power is properly exercised. Council will therefore continue to supervise and oversee the exercise of its powers.
- A delegation of power by Council may be subject to any lawful conditions which Council wishes to impose. The imposition of conditions enables Council to impose checks and balances on its delegations, however, the delegated power cannot be unduly fettered.
- The delegate must exercise a delegated power fairly and impartially, without being influenced by or being subject to the discretion of other individuals.

**CONCLUSION**

This report includes a Delegation Register for the new *Public Health Regulation 2018* incorporating sections to be delegated from the Council to the CEO. The Delegation Register is new and the powers haven't been previously delegated to the CEO.

Once Council has resolved to delegate to the CEO, the exercise of powers contained in schedule 1 of the Delegation Register attached to this report subject to any limitations contained in schedule 2 of the Delegation Register, the sub-delegates will be given specific delegations according to their respective areas of responsibility subject to the same general conditions and, where appropriate, specific limitations.



# **COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER**

## **Public Health Regulation 2018 - Delegation Register**

**Meeting Date: 17 September 2019**

**Attachment No: 1**



### Delegations Register – Public Health Regulation 2018

Under section 257 of the Local Government Act 2009, **ROCKHAMPTON REGIONAL COUNCIL** resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations contained in Schedule 2. All prior resolutions delegating the same powers are repealed.

#### Schedule 1

Section of PUHR	Entity Power Given To	Title	Description
Section 6	Entity Power Given To: Chief Executive Officer	Part 2 – Public health risks Division 1 - Asbestos	Power to administer and enforce Part 2, Division 1.
Section 12(2)(c)	Entity Power Given To: Chief Executive Officer	Part 2 – Public health risks Division 1 - Asbestos	Power to approve a site for the disposal of asbestos waste.
Section 16	Entity Power Given To: Chief Executive Officer	Part 2 - Public health risks Division 2 - Mosquitoes	Power to administer and enforce Part 2, Division 2
Section 22	Entity Power Given To: Chief Executive Officer	Part 2 - Public health risks Division 3 - Rats and mice	Power to administer and enforce Part 2, Division 3

#### Schedule 2

Limitations to the Exercise of Power	
1	Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, the delegate in exercising delegated power in relation to that matter, will only commit the Council to reasonably foreseeable expenditure up to the amount allocated.
2	The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge adversely affects, or is likely to adversely affect, the Council's relations with the public at large.
3	The delegate will not exercise any delegated power in relation to a matter which has already been the subject of a resolution or other decision of the Council (including a policy decision relating to the matter).
4	The delegate will not exercise any delegated power in a manner, or which has the foreseeable affect, of being contrary to an adopted Council policy or procedure.
5	The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
6	The delegate will not exercise any power which cannot lawfully be the subject of delegation by Council.

**11.3 ANNUAL REVIEW OF DELEGATION OF POWERS TO CHIEF EXECUTIVE OFFICER****File No:** 12660**Attachments:**

1. **Legislative Delegations**[↓](#)
2. **Limitations to the Exercise of Power**[↓](#)
3. **Financial Delegations**[↓](#)

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

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**SUMMARY**

*In accordance with s257(5) of the Local Government Act 2009 the legislative delegations to the Chief Executive Officer are presented for Council's annual review.*

**OFFICER'S RECOMMENDATION**

THAT in accordance with s257(5) of the *Local Government Act 2009*, this report containing the annual review of the legislative and financial delegations to the Chief Executive Officer be received.

**COMMENTARY**

The Local Government Act 2009 requires Council to annually review the legislative powers delegated to the CEO.

A summary of the current legislative sections delegated to the CEO is set out in Attachment 1 of this report. Details of the limitations to the exercise of power are included in Attachment 1 with the full Limitations contained within Attachment 2. Full descriptions of the specific powers conferred by these sections and the limitations to the exercise of power have been previously presented to Council for delegation to the CEO.

The CEO's financial delegations are set out in Attachment 3 and are also presented for review.

**PREVIOUS DECISIONS**

Specified sections of the legislative acts, regulations as well as the financial delegations contained within the attachments have previously been presented to Council and adopted at various Council meetings.

The last statutory annual review report was presented to the Council meeting 25 September 2018.

**LEGISLATIVE CONTEXT**

Section 257 *Local Government Act 2009* allows Council to delegate its powers to one or more individuals or standing committees, including to the CEO. Pursuant to section 257(5) *Local Government Act 2009* a legislative delegation to the CEO must be reviewed annually by Council. This annual review ensures that the delegation remains consistent with the local government's policy direction and intent.

To further streamline the decision making process, section 259 of the *Local Government Act 2009* allows the CEO to sub-delegate the powers (including those delegated to him by Council) to another Council employee where appropriate.

The statutory requirement for an annual review is only relevant to the CEO, not other delegates.

Under section 260 of the *Local Government Act 2009*, the CEO must establish a register of delegations. The CEO must record all delegations by the local government, Mayor or CEO in the register.

**CONCLUSION**

For the reasons stated within the report, it is recommended that Council's annual review of the legislative and financial delegations to the CEO be endorsed.

# **ANNUAL REVIEW OF DELEGATION OF POWERS TO CHIEF EXECUTIVE OFFICER**

## **Legislative Delegations**

**Meeting Date: 17 September 2019**

**Attachment No: 1**

**ATTACHMENT 1 - LEGISLATIVE DELEGATIONS**

<b><i>Legislation Title</i></b>	<b><i>Sections Delegated to CEO</i></b>	<b><i>Limitations to the Exercise of Power</i></b>
<b><i>Aboriginal Cultural Heritage Act 2003</i></b>	56(1), 61(2), 62, 63, 64, 65, 68(1), 68(4), 76, 91, 96, 99, 100, 101, 103, 106(2) 111, 113(2)	As per Attachment 2
<b><i>Acquisition of Land Act 1967</i></b>	4B(2), 7, 8, 9, 12(4B), 12(5A), 12(7), 12A, 13(1) and (1A), (b), 13(2) and (2A), 13(3), 15B, 15C, 15D, 16(1), 16(1B), 16(1C), 17(1), 17(1A), 17(2)(c), 17(5), 19, 19(4) and (6), 21(1), 21(1A), 21(2), 23(2), 23(5), 23(6), 23(7), 24(1), 24(4), 25(1), 29 and 30, 32, 35, 36(1), 36(3), 37(1), 37(2), 37(5), 38(1), 41(1)	As per Attachment 2
<b><i>Animal Care and Protection Act 2001</i></b>	36(1), 156(2), 157(2), 189(2), 214A(2)	As per Attachment 2, excluding No. 1
<b><i>Animal Management (Cats and Dogs) Act 2008</i></b>	39, 42(4), 49(2), 51(a), 64(1)(b), 74(1), 75(1), 75(3), 75(5), 77(1), 79, 84(1), 84(4)(b), 84(5)(a), 84(5)(b), 87(1), 89, 89(4), 90(1), 92, 94(1), 94(2), 95(1), 95(4), 100(3), 102, 114(1), 212(3), 228(3)	As per Attachment 2, excluding No. 1
<b><i>Biosecurity Act 2014</i></b>	53(1), 59, 105(1), 239(2), 239(3), 246(2)(b), 329(1), 365(1), 366(1), 379(1), 379(3), 380(2), 381(3), 381(5)(a), 381(5)(b)	As per Attachment 2, excluding No. 1
<b><i>Biosecurity Regulation 2016</i></b>	27(1), 46(1)	As per Attachment 2, excluding No. 1
<b><i>Body Corporate and Community Management (Accommodation Module) Regulation 2008</i></b>	159(6)(b)	As per Attachment 2, excluding No. 2 and 6
<b><i>Body Corporate and Community Management (Commercial Module) Regulation 2008</i></b>	117(6)(b)	As per Attachment 2, excluding No. 2 and 6
<b><i>Body Corporate and Community Management (Small Schemes Module) Regulation 2008</i></b>	95(6)(b)	As per Attachment 2, excluding No. 2
<b><i>Body Corporate and Community Management (Standard Module)</i></b>	161(6)(b)	As per Attachment 2, excluding No. 2

<b>Legislation Title</b>	<b>Sections Delegated to CEO</b>	<b>Limitations to the Exercise of Power</b>
<b>Regulation 2008</b>		
<b>Body Corporate and Community Management Act 1997</b>	51(1)(a), 51(1)(b), 51(6), 51(7), 51(8), 51(8)(a), 51A(i)(b), 51A(5), 51A(6), 51A(7), 60(1), 60(4), 316(1), 430(3), 430(4), 430(5)	As per Attachment 2, excluding No. 1
<b>Building Act 1975</b>	37(2), 51(2), 52, 53(2), 54(2), 55(3), 63, 65(2), 66(2), 67(3), 68(3), 71(8), 71(9), 71(11), 74(2)(b), 80(2), 92(2), 92(5), 93(1), 95(1)(a)(b), 117(2), 206(1), 207(2), 207(3), 221(2)(a), 221(2)(b), 221(3), 221(4), 222(2), 228(2), 231AL(1), 231AL(3), 231AL(4), 236, 237(1), 237(3), 238(1), 238(2), 242(1)(b), 242(2), 242(3), 245A, 245B(1), 245B(2) (excluding demolishing a building) 245B(3), 245C(1), 245C(2), 245E(2), 245E(3), 246AE(2), 246AF(2), 246AG(1), 246AG(5), 246AG(6), 246AG(7), 248(1), 248(2), 248(3), 249(1) (excluding (g) to demolish or remove the building or structure), 256(2)(d), 256(2)(e), 256(2)(f), 256(2)(g), 256(2)(h), 256(2)(i), 256(2)(k), 262(3), 266	As per Attachment 2, excluding No. 1 and the following additional: Council resolution is required to issue an enforcement notice to demolish a building or part of a building.
<b>Building Units and Group Titles Act 1980</b>	8(3)(b), 9(7), 9(8)(b), 10(1), 11(1), 12(1), 22(1), 22(2), 22(7), 24(2), 24(3), 24(4), 24(5), 24(5A), 25(3), 25(4), 25(4A), 26(1), 128	As per Attachment 2, excluding No. 1
<b>Coastal Protection and Management Act 1995</b>	164A(1)	As per Attachment 2, excluding No. 1
<b>Disaster Management Act 2003</b>	29, 31, 37, 57(1), 57(2)(g), 59(1), 61	As per Attachment 2, excluding No. 1
<b>Disaster Management Regulation 2014</b>	5(1)(c)(i), 5(1)(c)(ii), 5(1)(c)(iii), 5(1)(c)(iv), 7(1)(b), 9(1), 9(4), 10(1)	As per Attachment 2, excluding No. 1
<b>Environmental Protection Act 1994</b>	128(2), 129(2), 130(3), 131(d), 133(1)(b), 134(4), 140(1), 143(2), 145(1), 145(3), 147(3), 150(1)(d), 152(3), 159(2), 159(3), 159(4), 159(5)(b)(i), 159(5)(b)(ii), 159(5)(b)(iii), 160, 161(3), 162(1), 168(2), 168(4), 170(2)(a), 170(2)(b), 171(2)(a), 171(2)(b), 172(2), 173(1), 173(3), 195, 198(2), 198(4), 203(1), 203(2), 204(2), 209(4), 211, 212(2), 212(3), 212A(2), 212A(3), 213(2), 213(3), 214(2), 214(3), 215(1), 215(1)(a), 216, 217, 218, 219(1), 219(3), 220, 221(2)(b), 227A(2), 227A(3), 227A(5), 228(1), 229, 230(2), 233(3), 237(1)(b), 238(3)(a), 238(7), 240(1), 240(2), 240(3), 242(1)(b),	As per Attachment 2, excluding No. 1

<b><i>Legislation Title</i></b>	<b><i>Sections Delegated to CEO</i></b>	<b><i>Limitations to the Exercise of Power</i></b>
	242(3), 247(1), 247(2)(c), 247(3), 248(b), 249, 250C(a), 254(1), 255(1)(b), 255(2), 258(2), 261(2), 264(2)(a), 265, 266(1), 269(a), 269(b)(i), 269(b)(ii), 269(c), 275(a)(ii), 275(b), 278(1), 280(1), 281, 282(1), 282(1)(a), 282(1)(b), 282(3), 283(1), 283(2), 284C, 284F(1)(a)(ii), 284F(1)(b), 287, 292(1), 292(2), 292(3), 295(1), 295(2)(c), 295(4), 296, 299(2), 300, 301(1), 301(2), 304(1), 305(1)(a), 305(1)(b), 305(3), 305(5), 306(1), 306(3), 306(6), 308(2), 310(1), 311, 312, 314(2), 314(3), 314(5), 315(1), 320DB(1), 320DB(2), 322(1), 322(2), 323(1), 323(2), 326B(1), 326B(2), 326BA(1), 326BA(2), 326F(2), 326G(4), 326G(5), 326G(7), 326G(7)(a), 326G(8), 326H, 326I(2), 326I(3), 332(1), 332(2), 334A(1), 336(1), 336(2), 336(3), 336(4), 336A(1), 337(1), 337(2), 338(1), 339(1), 339(2), 340(1), 340(2)(b), 340(2)(c), 340(3), 342(2), 343A(2)(B), 344(3), 344(4), 344A(2), 344A(3), 344B, 344C(1), 344C(2), 344E(1), 344E(1)(b), 344E(2)(a), 344F(2)(a), 344G(2), 352(1), 355(1), 357E(1), 357E(2), 357F, 357J, 358, 359, 445(1)(c), 445(2), 448, 451(1), 454(1), 454(3)(b), 458(2), 463(2), 490, 502A(2), 507(1), 507(3), 507(4), 509(1), 510, 511, 512(1), 512(2), 512(4), 512(5), 512(6), 512(7), 513(2), 517(2), 521(2)(a)(ii), 521(5), 521(8), 531(1), 544(1), 568, 620(2), 620(5)(b), 621(1), 621(2), 621(4), 623(2), 626(3)(a), 634(1), 671(2), 697(1), 698(1), 698(2), 698B, 699(4), 699(5), 701(2)	
<b><i>Environmental Protection (Water) Policy 2009</i></b>	24(2)	As per Attachment 2
<b><i>Environmental Protection Regulation 2008</i></b>	19B, 51(1), 51(2), 52(1), 53(1), 53(2), 58(2), 63(2), 81U(1)(b), 81W(1), 81X(1), 81Y(1), 81ZF(1)(b), 81ZF(2), 81ZG(1)(a), 81ZH(1)(a), 81ZH(2)(a), 81ZI(2), 81ZI(2)(a)(i), 81ZI(2)(a)(ii), 81ZJ(2), 81ZK(2)(a), 81ZK(2)(b), 81ZL(1), 81ZL(1)(a), 81ZL(1)(b), 81ZL(4), 81ZM, 81ZQ(1), 81ZR(2)(b), 133, 150(3), 151(2), 153(2)	As per Attachment 2, excluding No. 1
<b><i>Fire and Emergency Services Act 1990</i></b>	104SG(2), 104SI(2)(b)(ii), 105(1) "Prescribed property" paragraph (b), 112(2), 113(6), 117(3), 121(2), 126(1), 134(2), 140, 146(2)	As per Attachment 2, excluding No. 1



<b>Legislation Title</b>	<b>Sections Delegated to CEO</b>	<b>Limitations to the Exercise of Power</b>
<b>Food Act 2006</b>	55, 56(1), 56(2), 57, 58(a), 58(b), 59(1)(a), 59(1)(b), 60(2), 62(1), 62(2), 62(3), 64, 67, 68(1), 68(2), 69(1)(e), 69(2)(b), 69(3), 71, 72(3), 72(4), 72(5), 73(3), 73(4), 73(5), 74(3), 74(4), 74(5), 74(6), 74(7), 75(1), 78(2), 79(1)(a), 79(2), 80(2), 81, 82(1)(b), 82(2)(a), 82(2)(b), 82(3), 83, 83(2), 83(4), 91(1)(b), 91(2), 92(2), 97(1), 97(2), 97(3), 97(5), 103(1), 103(2), 104, 105(1), 106(2), 107(4), 108(1), 108(2), 108(3), 109(2), 109(2)(a), 109(3), 110(1), 110(2), 110(3), 110(4), 112(4), 112(5), 112(6), 113(1), 114(1), 114(2), 114(3)(c), 115(2), 118(1), 119(2), 120, 121(1)(b), 121(2), 121(3), 222(b), 223, 238(2), 239, 239(1), 255(1)(b), 258(1), 258(2), 277	As per Attachment 2, excluding No. 1
<b>Food Production (Safety) Act 2000</b>	83(1)c	As per Attachment 2
<b>Health (Drugs and Poisons) Regulation 1996</b>	290(3)(a), 291(3)(b)	As per Attachment 2
<b>Housing Act 2003</b>	25(1), 26(2)(b), 65	As per Attachment 2, excluding No. 1
<b>Housing Regulation 2015</b>	15(1), 18(2), 19(3)	As per Attachment 2, excluding No. 1
<b>Information Privacy Act 2009</b>	29(1), 33(a), 33(c), 33(d)(i), 34(1), 44(3), 49(2), 50(2), 50(5)(b), 52(1)(b), 52(2), 53(2), 53(3), 53(6), 54(2), 54(3), 54(5)(b), 55(1), 55(3), 56(1), 56(3)(b), 56(3)(c), 56(3)(d), 56(4), 57(2), 57(2)(b), 59(2), 60(1), 61(1), 61(1)(b), 61(1)(c), 61(6)(b), 62(3), 63(3), 65(a), 65(b), 66(2), 68(1), 69(2), 70, 71(2), 72(1)(a), 73(1), 74, 76(3)(b), 76(5), 76(5)(b), 81(1), 82(2), 82(3), 87(1), 87(2), 88(1), 88(2), 88(3), 91(2), 91(3)(a), 91(3)(b), 92(2), 94(2), 97(2), 97(3), 102(2), 106(1)(b), 112(2), 114(2), 114(3), 115(1), 127(1), 131(1), 132(1), 157(1), 159(1), 159(3)(b), 161(1), 172(1), 171(2), Schedule 3: 7(3)(a), 10(1)(b), 10(1)(d), 11(1)(c), 11(1)(e), 11(1)(f)(iv)	As per Attachment 2, excluding No. 1
<b>Integrity Act 2009</b>	71(4)	As per Attachment 2
<b>Land Act 1994</b>	12(3), 12(4), 13A(4), 13AC(1)(a), 13B(1), 13B(2), 13B(6), 18(1), 18(2), 18(3), 23A(1), 23A(6), 24(3), 25(2), 26(2), 26(4), 26B(8), 31C(1), 31C(2), 31C(3), 31D(1), 31D(2), 31D(3), 34(1), 34(2), 34(3), 34H(1), 34I(1), 34I(3), 34I(4), 38A(1), 38A(2), 38A(3), 38A(4), 38G(1), 44(4), 48(1)(a), 49, 52(1), 52(5), 55(1), 55A(1), 55A(2), 55A(3), 55H(1), 66(1), 82, 84(1), 94(2), 99(1), 99(3), 99(4), 99(6), 109A(1), 109A(3), 109B(1), 109B(4), 120A(1), 136(5), 140(1), 140(2), 140(4), 154(1), 155A(2), 155B(2), 155BA(2), 155DA(4),	As per Attachment 2, excluding No. 1

<b>Legislation Title</b>	<b>Sections Delegated to CEO</b>	<b>Limitations to the Exercise of Power</b>
	158(1), 160(3), 164C(1), 164C(7), 164H(1)(b), 166(1), 168(5), 169(a), 169(b)(i), 176(1), 176E, 176K(1), 176Q, 176UA(2), 176XA, 177A(1), 177A(2), 179(2), 180(2), 180A(1), 180A(2), 180A(4), 180A(5), 180H(1), 210(1), 210(2), 212(1), 212(3), 212B(5), 214(3), 214A(4), 214F(3), 226(5), 232(5), 239(4), 240E(1), 240G(1), 240I(3), 240I(4), 243(1A), 321(1), 322(3), 322(8), 327, 327A, 327B, 327C(1), 327C(2), 327C(3), 327I(1), 330(c), 332(1)(a)(i), 332(8), 339(1), 339B(1), 339B(3)(a)(i), 339B(3)(b), 339B(3)(c), 358(1), 358(2), 360C(1), 360C(2), 360C(3), 360D(2), 360D(3), 368(2)(a), 371(2), 371(3), 372(2), 372(3), 373A(1), 373A(2), 373B(1)(a), 373C(2)(a), 373D(2), 373L(a), 389H(1), 420, 420CB(1), 423, 425(1), 427, 431V(3), 431W(6)(a), 431X(1)(b)(ii), 442(4), 442(9), 481A, 481B(1), 481B(3), 481B(4), 481B(5), 481J(1), 492(1), 521ZE(2), 521ZL(2), 521ZM(2)	
<b>Land Title Act 1994</b>	50(1)(b)(i), 54(1), 60(1), 64, 67(1), 68(1), 69(1), 82(1), 83(1)(b), 83(2)(b), 87(a), 90(1), 91(1), 95(7)(c), 96A(5), 96C(6), 97A(1), 97C(1), 97D(1), 97E, 97K(1), 97O(1)(a), 97P(c), 97S(1), 104, 105(2)(b), 106, 108A(2), 116, 121(1), 122(1), 124(2)(b), 125, 126(2), 127(1), 128(1), 139(1), 139(2), 141(1), 141(2), 143(1), 143(2), 144(1), 145(1)(a), 149(1), 169(1), 172(1)	As per Attachment 2, excluding No. 1
<b>Liquor Act 1992</b>	105B(1), 105B(4), 117(2), 117A(2), 173C(1), 173C(2), 173D(6), 173E(1), 173N(4), 173NH(2)(d)	As per Attachment 2, excluding No. 1
<b>Local Law No. 1 (Administration) 2011</b>	8(1), 9(1), 9(2), 9(4), 10(1), 12(1), 14(3), 14(4), 14(6), 14(8), 14(9), 15(3)(a), 15(4), 15(6), 15(7), 15(8), 15(9), 15(11), 16(3), 16(4), 16(5), 16(6), 18(2), 18(3), 18(4), 18(5), 19(1), 19(2), 22(3), 23(1), 23(3), 35(3), 37(3), 37(4), 37A(5)(c), 37A(10)(b)(i), 37A(14), 37A(15)(b)	As per Attachment 2, excluding No. 1 and the following additional: Section 35(3) For a period of 2 fiscal years from the original fee application payment and Section 23(1) Applications received in accordance with Section 22 must be reviewed in accordance with Section 23(2) which states that the application must not be dealt with by:- (a) the person who made the original decision or (b) a person in a less senior office than the person who made the original

<b>Legislation Title</b>	<b>Sections Delegated to CEO</b>	<b>Limitations to the Exercise of Power</b>
		decision, unless the original decision was made by the CEO.
<b>Subordinate Local Law No. 1.1 (Alteration or Improvement to Local Government Controlled Areas and Roads) 2011</b>	All powers contained within <i>Subordinate Local Law No. 1.1 (Alteration or Improvement to Local Government Controlled Areas and Roads) 2011</i>	As per Attachment 2, excluding No. 1.
<b>Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011</b>	All powers contained within <i>Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011</i>	As per Attachment 2, excluding No. 1.
<b>Subordinate Local Law No. 1.3 (Establishment or Occupation of Temporary Home) 2011</b>	3(8), 4(6), 8(2)	As per Attachment 2, excluding No. 1.
<b>Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2019</b>	All powers contained within <i>Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2019</i>	As per Attachment 2, excluding No. 1.
<b>Subordinate Local Law No. 1.5 (Keeping of Animals) 2011</b>	All powers contained within <i>Subordinate Local Law No. 1.5 (Keeping of Animals) 2011</i>	As per Attachment 2, excluding No. 1.
<b>Subordinate Local Law No. 1.6 (Operation of Accommodation Parks) 2018</b>	6(10)(b), 6(11), 6(12)(a), 6(18), 6(26)(a), 6(26)(a), 6(30), 6(31), 6(32), 7(1), 8(1)	As per Attachment 2, excluding No. 1.
<b>Subordinate Local Law No. 1.9 (Operation of Cemeteries) 2011</b>	7(1), 8(1)	As per Attachment 2, excluding No. 1.
<b>Subordinate Local Law No. 1.12 (Operation of Temporary</b>	8(1)	As per Attachment 2, excluding No. 1.

<b>Legislation Title</b>	<b>Sections Delegated to CEO</b>	<b>Limitations to the Exercise of Power</b>
<b>Entertainment Events) 2011</b>		
<b>Subordinate Local Law No. 1.13 (Undertaking Regulated Activities Regarding Human Remains) 2011</b>	7(1), 8(1)	As per Attachment 2, excluding No. 1.
<b>Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011</b>	All powers contained within <i>Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011</i>	As per Attachment 2, excluding No. 1.
<b>Subordinate Local Law No. 1.15 (Parking Contrary to an Indication on an Official Traffic Sign Regulating Parking by Time or Payment of a Fee) 2011</b>	All powers contained within <i>Subordinate Local Law No. 1.15 (Parking Contrary to an Indication on an Official Traffic Sign Regulating Parking by Time or Payment of a Fee) 2011</i>	As per Attachment 2, excluding No. 1.
<b>Subordinate Local Law No. 1.16 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011</b>	All powers contained within <i>Subordinate Local Law No. 1.16 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011</i>	As per Attachment 2, excluding No. 1.
<b>Subordinate Local Law No. 1.18 (Use of a Vehicle on an Airside Area) 2011</b>	All powers contained within <i>Subordinate Local Law No. 1.18 (Use of a Vehicle on an Airside Area) 2011</i>	As per Attachment 2, excluding No. 1.
<b>Local Law No. 2 (Animal Management) 2011</b>	All powers contained within <i>Local Law No. 2 (Animal Management) 2011</i>	As per Attachment 2, excluding No. 1.
<b>Subordinate Local Law No. 2 (Animal Management) 2011</b>	All powers contained within <i>Subordinate Local Law No. 2 (Animal Management) 2011</i>	As per Attachment 2, excluding No. 1.
<b>Local Law No. 3 (Community and</b>	All powers contained within <i>Local Law No. 3 (Community and Environmental</i>	As per Attachment 2, excluding No. 1.

<b>Legislation Title</b>	<b>Sections Delegated to CEO</b>	<b>Limitations to the Exercise of Power</b>
<b><i>Environmental Management) 2011</i></b>	<i>Management) 2011</i>	
<b><i>Subordinate Local Law No. 3 (Community and Environmental Management) 2011</i></b>	All powers contained within <i>Subordinate Local Law No. 3 (Community and Environmental Management) 2011</i>	As per Attachment 2, excluding No. 1.
<b><i>Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011</i></b>	All powers contained within <i>Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011</i>	As per Attachment 2, excluding No. 1.
<b><i>Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2019</i></b>	All powers contained within <i>Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2019</i>	As per Attachment 2, excluding No. 1.
<b><i>Local Law No. 5 (Parking) 2011</i></b>	All powers contained within <i>Local Law No. 5 (Parking) 2011</i>	As per Attachment 2, excluding No. 1.
<b><i>Subordinate Local Law No. 5 (Parking) 2011</i></b>	All powers contained within <i>Subordinate Local Law No. 5 (Parking) 2011</i>	As per Attachment 2, excluding No. 1.
<b><i>Local Law No. 7 (Aerodromes) 2011</i></b>	All powers contained within <i>Local Law No. 7 (Aerodromes) 2011</i>	As per Attachment 2, excluding No. 1.
<b><i>Local Law No. 8 (Waste Management) 2018</i></b>	6(1)(b)(i), 6(2), 8(1)(a), 8(2)(a), 9(2)(a), 9(2)(a)(i)(A), 9(2)(a)(i)(B), 10(2), 11(2)(a), 11(2)(b), 12(1)(a), 12(1)(a)(i), 12(1)(a)(ii), 12(2), 13(a), 13(a), 16(1), 17(2)(b)	As per Attachment 2, excluding No. 1.
<b><i>Rockhampton Regional Council made Rockhampton Regional Council Gates and Grids (Application of Continuing Local Law) Local Law 2009</i></b>	4(2), 5(1), 7(1), 8(1), 9(1), 10, 11(1), 12	Nil

<b>Legislation Title</b>	<b>Sections Delegated to CEO</b>	<b>Limitations to the Exercise of Power</b>
<b>Local Government Act 2009</b>	29(1), 38B(9), 61(1), 61(5), 62(6), 62(7), 64(4), 65(1), 65(3), 65(4)(a), 65(4)(b), 66(4), 67(1), 67(2), 67(3), 68(4), 69(1), 69(2)(a), 69(2)(b), 69(2)c, 69(4), 69(5), 70(3), 70(4), 70(6)(b), 70(7)(a), 71(2), 71(4)(a), 72(1)(b), 72(2), 72(3), 74(2), 75(2), 75(4), 77(1), 77(3)(b), 77(4), 78(4), 78(5), 79(4)(e)(i), 95(3)(a), 95(3)(b), 95(5)(b), 133(3), 133(4), 137(2)(a), 138(4), 138AA(3)(b), 140(1)(a), 140(2), 142(6), 143(1), 146(1), 146(2), 147(3)(a), 148F(2), 148G(2), 162(1)(e), 166(6), 166(8), 176A(2), 176A(3), 195, 198(2), 221(2)(a), 236(1), 240(1), 250(1)(b), 262(2), 265A(1)(b), 268A	As per Attachment 2, excluding No. 1
<b>Local Government Act 2009</b>	The power to enter into contracts on behalf of Council, of a value up to the level of financial limits specified in Council's Financial Delegations Policy.	As per Attachment 2, excluding No. 1
<b>Local Government Act 2009</b>	The power to enter into community based employment agreements subject to existing financial delegation.	Nil
<b>Local Government Act 2009</b>	The authority to verify documents pursuant to section 250(1)(b).	Nil
<b>Local Government Act 2009</b>	The power to apply for grants to the amount of not more than \$150,000.00	As per Attachment 2, excluding No. 1
<b>Local Government Regulation 2012</b>	55(4), 58(2)(b), 138(3), 143(2), 194(a), 201(2), 225(3), 225(4), 228(8), 228(9), 232(2), 232(4)	As per Attachment 2, excluding No. 1
<b>Mineral and Energy Resources (Common Provisions) Act 2014</b>	39(3)(b), 42(1), 44(1), 45(1), 45(2), 45(3), 47(1)(a)(i), 47(1)(a)(ii), 48(2), 52(1), 53(1), 53(4), 57(3), 59(2), 59(4)(b), 59(7), 60(1), 63(1)(b)(i), 63(1)(b)(ii), 64(1), 67(b)(iv)(A), 70(1), 72(1), 83(1), 85(1), 87(2), 88(2)(a), 88(2)(b), 89(4), 89(7), 90(4), 90(7), 91(2), 94(1), 96(2), 100(1), 101(2)	As per Attachment 2, excluding No. 1
<b>Mineral Resources Act 1989</b>	19(1), 19(2), 19(3), 20(3), 20(6), 26(3), 26(9)(a)(i), 32(2), 34(1), 46(1), 47(1), 47(2), 47(4), 51(2)(a), 54(a), 65(1)(a), 71(1), 71(2), 71A(1), 85(1)(a), 125(9)(a)(i), 125(10), 129(3)(a), 129(6), 167(1), 181(8)(a), 190(7), 190(8)(a), 216(1), 237(2)(d)(i), 237(2)(d)(ii), 238(1)(a), 260(1), 260(4), 261(1), 279(1)(a), 280(1), 283A(2), 317(10), 335F(1), 335F(2)(a), 335G(1), 335G(2), 335H(1), 335L(1), 403(1)(e), Schedule 1: 2(1)(a), 3(1)(a), 3(3), 4	As per Attachment 2, excluding No. 1
<b>Neighbourhood Disputes (Dividing Fences and Trees) Act 2011</b>	88(1)(d), 88(3), 88(4), 88(5A)	As per Attachment 2, excluding No. 1
<b>Peaceful Assembly Act 1992</b>	4 - definition of "representative" - paragraph (b), 10(2)(b), 11(1), 11(4), 11(5), 12(1), 13(1)(b), 13(1)c, 13(1)(d), 13(3), 15(1)	As per Attachment 2, excluding No. 1

<b>Legislation Title</b>	<b>Sections Delegated to CEO</b>	<b>Limitations to the Exercise of Power</b>
<b>Planning Act 2016</b>	18(3), 18(6), 19(1), 20(2), 21, 22(1), 25(2), 26(4)(a), 26(4)(b), 29(4)(a), 29(4)(b), 29(6), 29(7), 30(5), 32(3), 46(2)(a), 46(3)(a), 51(2), 51(4)(a), 51(4)(b), 51(4)(c), 51(4)(d), 51(5), 52(3), 53(3), 53(4)(a), 53(10), 54(5), 55(1), 55(2)(a), 55(2)(b), 55(4), 56(1)(a), 56(1)(b), 56(1)(c), 56(2)(a), 56(2)(b), 56(3), 60(2)(a), 60(2)(b), 60(2)(c), 60(2)(d), 60(3)(a), 60(3)(b), 60(3)(c), 60(5), 63(1), 63(4), 64(6)(a), 64(6)(b), 67, 75(4)(b)(ii), 75(4)(b)(iii), 76(1), 76(2), 76(6), 78(3)(a), 78(3)(c), 78(5), 79(2)(a), 79(2)(b), 79(2)(c), 79(2)(d), 80(3), 80(5)(a), 80(5)(b), 81(3)(a), 81(3)(b), 81(4)(a), 81(4)(b), 81(7), 83(1), 83(2), 86(3)(a), 86(3)(b), 86(3)(c), 86(3)(d), 87(1), 87(2)(a), 87(2)(b), 87(3), 88(3), 89(1)(a), 102(2), 105(3), 109(a), 109(b), 115(2), 119(2), 119(6), 123(1)(a), 123(1)(b), 125(2), 125(3), 130(1), 130(1)(a), 130(1)(b), 131(2), 140(1), 140(3), 142(3), 144(2), 149(2)(b), 151(2), 158(1)(a), 158(1)(b), 167(1)(a), 167(1)(b), 167(2), 167(4), 167(5)(b), 168(1), 168(4)(a), 168(4)(b), 168(4)(c), 169(2)(a), 169(3), 169(5), 174(1), 175(1)(a), 175(1)(b), 176(10)(a), 176(10)(b), 178(1)(b), 180(1), 180(11), 180(13)(a), 180(13)(b), 181(4), 239(1), 240(1), 241(2), 264(1)(a), 264(2), 264(5), 264(6), 265(3), 304(4)(b), 304(4)(c), 312, 314(6)	<p>As per Attachment 2, excluding No. 1 and the following additions:</p> <p>Section 29(6) of the <i>Planning Act 2016</i> must not be exercised if:</p> <ul style="list-style-type: none"> <li>(a) there is a conflict between proposed use and the superseded scheme zoning intent; or</li> <li>(b) compensation issues would arise from the superseded development application,</li> </ul> <p>in which case the power must be undertaken by Council.</p> <p>Sections 60(2)(a), 60(2)(b), 60(2)(c), 60(2)(d), 60(3)(a), 60(3)(b) and 60(5) of must not be exercised if:</p> <ul style="list-style-type: none"> <li>(a) the application was impact assessable and there were submissions;</li> <li>(b) the application is being recommended for refusal; or</li> <li>(c) the proposed development is inconsistent with the intent of the zone,</li> </ul> <p>in which case the power must be undertaken by Council.</p> <p>Section 60(3)(c) – operational work, reconfiguring a lot and material change of use applications must be decided by Council.</p>

<b>Legislation Title</b>	<b>Sections Delegated to CEO</b>	<b>Limitations to the Exercise of Power</b>
		<p>Sections 75(4)(b)(ii) and 75(4)(b)(iii) of the <i>Planning Act 2016</i> must not be exercised if the original application was decided by Council in which case the power must be undertaken by Council.</p> <p>Section 76(1) of the <i>Planning Act 2016</i> must not be exercised if the original application was decided by Council in which case the power must be undertaken by Council.</p> <p>Sections 87(2)(a) and 87(2)(b) of the <i>Planning Act 2016</i> must not be exercised if the decision is to refuse the extension sought in which case the power must be undertaken by Council.</p>
<b><i>Planning Act 2016 – Development Assessment Rules</i></b>	1.1, 2.2, 3.1, 6.2, 7.1, 8.1, 9.2, 12.1, 12.5, 17.1, 19.1, 22.2, 23.1, 25.1, 26.2(a), 26.2(c), 26.3, 28.1, 28.3, 28.4, 29.6, 34.1, 35.1, Schedule 1: 1, 2	As per Attachment 2, excluding No. 1
<b><i>Planning Regulation 2017</i></b>	12(b), Schedule 18: 3(1), 3(2), Schedule 22: 1(1), 2(1), 3(1), 5(1), 6(1), 7(1), 8(1), 9(1), 10(1)	As per Attachment 2, excluding No. 1
<b><i>Plumbing and Drainage Act 2002</i></b>	84(3), 85(3), 85(6), 85(7), 85(8), 85(10), 85A(2), 85C(2)(b)(i), 85C(2)(b)(ii), 85D(2)(b)(i), 85D(2)(b)(ii), 85D(2)(b)(iii), 85E(4)(b), 86(5), 86(6), 86(7), 86(8), 86(9), 86(10), 86(12), 86(13), 86AA(2), 86A(3)(b), 86A(4), 86A(5), 86A(6), 86A(8), 86B(3), 86D(3), 86E(3), 86G(1), 107(1), 115(1), 116(1), 116(2), 117(1), 117(2), 127A, 128, 128OA, 128P(2), 128P(4), 143B, 143C	As per Attachment 2, excluding No. 1
<b><i>Plumbing and Drainage Act 2018</i></b>	90(1)(d), 135(1), 136, 137, 139(1), 142(a), 142(b), 143(1), 143(2), 144, 149(2), 150	As per Attachment 2, excluding No. 1
<b><i>Plumbing and Drainage Regulation</i></b>	16(1), 16(2), 17(3), 24(2), 26(2), 27(c), 29(1), 34(1), 41, 45(2), 46, 48, 50(2), 59(3), 67(2), 68(3), 69(2), 75(2), 83(1), 86(1), 86(3), 87(3), 98(3), 101,	As per Attachment 2, excluding No. 1



<b>Legislation Title</b>	<b>Sections Delegated to CEO</b>	<b>Limitations to the Exercise of Power</b>
<b>2019</b>	107(2), 112, 113, 114, 115(1), 115(2), 116	
<b>Prostitution Act 1999</b>	64C(5), Schedule 4: definition of 'authorised officer of a relevant local government'	As per Attachment 2, excluding No. 1
<b>Prostitution Regulation 2014</b>	25(2)	As per Attachment 2, excluding No. 1
<b>Public Health Act 2005</b>	17(2), 24(1), 24(2), 25(1), 27(2)(b), 32(3), 36(5), 57B, 376(2), 378, 378(a), 379(1)(b), 379(2), 393(2), 407(3), 446(1), 446(2)	As per Attachment 2
<b>Public Health (Infection Control for Personal Appearance Services) Act 2003</b>	33, 34, 35(1), 36, 37(1), 38(1), 38(2), 38(3), 39(4), 40(2), 41(1)(c), 41(2)(b), 41(3), 44(4), 44(5), 44(6), 44(7), 45(1), 47(3), 47(4), 47(5), 47(6), 47(7), 48(1), 49(3), 49(4), 49(5), 49(6), 49(7), 50(1), 51(2), 52(1), 52(2), 53(2), 54(1), 54(3), 55(1), 55(3), 55(4), 56(1), 56(2)(a), 56(2)(c)(i), 62(1), 62(2), 62(3), 62(4), 65(3), 68(1)(b), 68(2), 70(1), 70(2), 72(1), 105(1), 105(2), 121(2), 122(1), 122(2), 140(1), 140(2), 147, 153(3), 154(3), 155(2)	As per Attachment 2
<b>Public Health Regulation 2018</b>	6, 12(2)(c), 16, 22	As per Attachment 2
<b>Public Interest Disclosure Act 2010</b>	30(1), 30(1)(b), 30(1)(d), 30(2), 30(3), 31(1), 31(3), 31(4), 32(1), 32(4), 60(3)	As per Attachment 2, excluding No. 1
<b>Public Records Act 2002</b>	10(1)(a), 16(1)(a), 16(1)(A), 16(2), 16(2)(b)(i), 16(3)(a), 18(2)(b), 19(2), 19(3), 19(4), 26(1), 28, 39	As per Attachment 2, excluding No. 1
<b>Queensland Competition Authority Act 1997</b>	13C(2), 13C(2)(b), 13C(2)(c), 13C(3), 13C(3)(b), 13C(3)(c), 18B(1), 19(5)(b), 36A(4), 84(3)(b)	As per Attachment 2, excluding No. 1
<b>Queensland Heritage Act 1992</b>	82(1)(b), 82(1), 117(1), 118	As per Attachment 2, excluding No. 1
<b>Residential Services (Accreditation) Act 2002</b>	29(2)(a), 29(3), 189(3)(a)	As per Attachment 2
<b>Residential Tenancies and Rooming Accommodation Act 2008</b>	62(1), 62(3), 64(3), 65(2), 66(2), 67, 68(2), 69, 77(4)(h), 78, 81(1)(b), 88(3), 88(5), 91(2), 97(3), 98(3)(a), 98(3)(b), 99(2)(a), 102(3), 105(3), 106(2), 106(3), 107(2), 109(3), 116(1)(b), 117(2)(b), 117(3)(b), 118(2)(b), 118(3)(b),	As per Attachment 2, excluding No. 1

<b>Legislation Title</b>	<b>Sections Delegated to CEO</b>	<b>Limitations to the Exercise of Power</b>
	118(4)(a)(ii), 118(4)(b)(ii), 145(1), 145(2)(b), 154(b), 155(3), 160(1), 168(3)(a), 168(4), 192(1)(h), 192(i), 192(j), 192(1)(l), 193(1)(a), 195(1)(b), 195(5), 197(1)(a), 198(1)(a), 203, 211(1)(a), 211(2)(b), 216(2), 220(2), 223, 229(1)(b), 233(2), 237(2), 238(2)(a), 242(1)(a), 242(1)(b), 248(1), 248(2), 255(1), 257(1), 259(2), 259(4), 270(1), 271, 272(4)(b), 273(2), 273(7), 274(7), 277(2), 277(3), 277(7)(b), 277(7)(c), 280(1), 280(2), 281(1), 282(1), 283(2), 284(1), 285(2), 286(1), 287(2), 288(1), 289(2), 290A, 291, 294(1), 295(1), 296(1), 296A(1), 297(1), 297A, 298(2), 299(2), 300(1)(b), 300(2), 325(2)(a), 326(1)(b), 333(1), 333(2)(b), 335(1), 355(1), 357(1), 359(1), 363(2), 363(4), 366(2), 366(7)(b), 366(7)(c), 368(1), 368(2), 368(3)(d), 368(4), 369(1), 369(2)(d), 369(5), 370(1), 370(2)(b), 371, 371(3)(d), 372(1), 372(2), 374(1), 374(2)(d), 375(2), 375(4), 376(2), 377(1), 388(1), 393(2), 393(5), 395(3), 402(1), 402(2), 405(1), 405(2), 408(2), 410(1), 418(1), 419(1), 419(2), 424(1), 429(1), 455(1), 455(3), 527D(1), 527D(4), 527E(1)	
<b>Residential Tenancies and Rooming Accommodation Regulation 2009</b>	2(3), 5(1), 6(1)(b)(v), 8(3)(b)(i), 8(3)(ii), 8(5), 10(1), 13(2), 20, 22(1), 27(2), 29(1)(a), 31(1)(b), 34(1), 36(1)(a), 36(1)(b), 39(1), 40(2)(a), 44(4), 44(6), 2(3), 5(1), 6(1)(b)(v), 8(3)(b)(i), 8(3)(b)(ii), 8(5), 10, 13(2), 14(1)(a), 17(4), 20(1), 22(2), 22(3), 28(2), 30(1)(a), 32(1)(b), 35(1)(a), 36(2), 38(1), 42(1)(a), 42(1)(b), 45(1), 46(2)(a), 50(4), 50(6), 7(3), 7(4), 7(5), 8(4), 9, 10(1), 11(1)(a), 13(2), 14(6), 17, 25, 24(5)(a), 24(5)(b), 25(4), 26(1), 28(1), 31, 33(1)(a), 33(1)(b), 36(1), 37(2)(b), 41(4), 41(6), 42(3), 42(7), 43(2), 45(1), 2(4), 4(2), 6(3)(b)(i) and (ii), 6(5), 8(1), 9(2), 10(2), 11(2), 21(2), 22, 23(1)(a), 23(1)(b), 29(4), 29(6)	As per Attachment 2, excluding No. 1
<b>Right to Information Act 2009</b>	30(1), 30(2), 32(1)(b), 32(2), 33(2), 33(3), 33(6), 34(2), 35(1), 35(3), 36(1), 36(2), 36(4), 36(7), 37(1), 37(3)(b), 37(3)(c), 37(4), 38(2), 38(2)(b), 40(2), 41(1), 42(1)(a), 42(1)(a)(ii), 42(6), 43(3), 43(3)(b)(ii), 43(3)(b)(iii), 43(3)(c)(ii), 45(a), 45(b), 46(2), 47(3), 48(1), 48(3), 49(1), 49(3), 49(5), 50(1), 50(4), 51(1), 51(3), 52(1)(a), 52(1)(b), 52(2), 54(1), 55(2), 64(1), 66(2), 66(3), 68(4), 68(8), 72(1), 72(2), 73(1), 73(2), 73(3), 74(2), 75(2), 75B(2), 76(2), 76(3), 77(2), 83(1), 83(2), 83(3), 93(1)(b), 99(2), 114(1), 118(1), 119(1), Schedule 4: 1(3).	As per Attachment 2, excluding No. 1
<b>River Improvement Trust Act 1940</b>	3(3), 5(1)(a), 5(1A)(a), 5A(1), 5K(2), 6(1A), 12A(1), 14(1B)	As per Attachment 2, excluding No. 1

<b>Legislation Title</b>	<b>Sections Delegated to CEO</b>	<b>Limitations to the Exercise of Power</b>
<b>Standard Plumbing and Drainage Regulation 2003</b>	14(6), 14D(3)(c)(ii), 15(2), 18(2), 20(2)(a), 22(6), 22(7)(b)(i), 27, 29(1)(b), 29(3), 29A(2), 29B(2), 29B(4)(c), 29B(4)(d), 29B(10), 30(3)(b), 30(4), 32, 34(1), 34(2), 34(3), 34(3)(b), 35(1), 35(2), 35(3), 38(2), 39(1)(d), 39(7)(a), 39(8), 39(9), 41(1)(a), 41(2)(b), 41(3), 44(1)(a), 44(2)(b), 44(3), 45(1), 47(1), 47(2), 52(2), 53(2)(a), 53(3)(a), 54(3)(a), 54(3)(b), 54(3)(c), "Competent person"	As per Attachment 2, excluding No. 1
<b>State Penalties Enforcement Act 1999</b>	15(1), 23(3)(b), 23(5), 28(1), 28(2)(a), 33(1), 33(2)(b), 57(5), 150(2)(a)(ii), 157(2), 162	As per Attachment 2, excluding No. 1
<b>Statutory Bodies Financial Arrangements Act 1982</b>	62	As per Attachment 2
<b>Sustainable Planning Act 2009</b>	96(1), 96(2), 96(4), 97, 98(4), 223(1), 224, 225, 226, 227(2), 256(1), 261(1)(a)(ii)(A)(B), 262(5)(a), 262(5)(b), 263, 266(1), 267(2), 272(b), 274(2)(b), 276(1), 277(1), 277(3), 280(2)(b), 282(1), 282(2), 284(1), 284(3), 285(2), 287, 288(1)(a), 290(1)(a), 290(1)(b)(i), 290(1)(b)(ii), 290(2), 291(2), 292, 297(1), 302(1)(a), 302(1)(b), 303(2), 303(3), 304(1), 305(3), 313(2), 313(3), 314(2), 314(3), 315(1), 316(4), 317, 318(1), 318(2), 318(4), 324(1), 327(1), 331(6), 334(1), 337(1), 337(2), 348, 350(1)(b), 350(2), 354(1)(b), 354(4), 355(4), 357(2), 362, 363(1), 363(5), 364(2), 368(3), 369, 371, 371(d), 371(e), 373(1)(a), 374(1) and (2), 375(1)(a) and (b), 375(5), 376(1), 378(3), 378(7), 378(9), 378(9)(a), 378(9)(b), 381(a) and (b), 383(4), 385(a), 385(b), 387(1), 387(3), 389, 402(4), 402(5)(a), 402(5)(b), 405(1), 405(2) and (3), 405(5), 407(1)(a), 407(1)(b), 408(3)(b)(i), 408(3)(b)(ii), 412(3), 412(4), 412(5), 412(6), 412(9), 413(2)(a), 413(2)(c), 413(3), 456(1), 456(2), 461(1), 462(1), 463(2), 464(2), 465(1), 466(1), 467(1), 479(1), 485(4), 485(9)(c), 485(10)(b)(ii), 487(4), 488, 498(1), 510(3), 512, 513(3), 515(1), 515(4), 520(2), 521(2)(a)(ii), 528, 529(1), 530(1)(a)(ii), 531(1), 537(1), 543(4), 543(5), 544(c), 545(b)(ii), 546(c), 547(3)(b), 560(1), 562(1) and (2), 568, 588(1), 588(2), 588(3), 590(1), 590(9), 591(2), 592(2), 597(1), 601(1)(a), 601(1)(b), 601(1)(c), 626(3)(a), 632(2), 635(2), 639(1)(a) and (b), 642, 643(1), 643(4), 646(2), 647(2), 650, 651(2), 655(3), 657(3), 660(1), 660(3), 660(5)(b), 661(1), 662(3), 662(4), 664(2), 669(2)(b), 674(1), 677(1)(a) and (b), 678(3), 678(4), 679(2), 691(8), 695(1), 695(3)(a), 695(3)(b), 709(1),	As per Attachment 2, excluding No. 1

<b>Legislation Title</b>	<b>Sections Delegated to CEO</b>	<b>Limitations to the Exercise of Power</b>
	710(1), 710(2)(a), 714(2), 715(1), 716(3), 716(5), 741, 746(1), 749(2), 750, 750(b), 994B(4), 994B(5)	
<b>Tobacco and Other Smoking Products Act 1998</b>	26ZO(3), 26ZPD(3), 28(2), 28(3)	As per Attachment 2, excluding No. 1
<b>Transport Infrastructure Act 1994</b>	25(b), 27(3)(b), 41, 42(1), 43(1), 55(b), 105C(1), 105G(1), 105GB(1), 253(1), 307(1), 309(1), 358(1), 420(3), 421, 423(1), 424, 426(1)	As per Attachment 2
<b>Transport Operations (Road Use Management - Road Rules) Regulation 2009</b>	179(1)(c), 301(4)	As per Attachment 2
<b>Transport Operations (Road Use Management) Act 1995</b>	69(1), 69(2), 69(3), 69(4), 74(2), 75(1), 76(1), 100(1)(b)(ii), 100(3), 100(8), 101(1), 102(1)	As per Attachment 2
<b>Waste Reduction and Recycling Act 2011</b>	52(2), 110(1), 110(2), 111(1), 111(2), 112(3), 128(3)(c), 175, 176(2), 177(2), 178(1)(a), 178(1)(b), 183(1), 187, 246(1), 246(2), 246(3), 248(1), 249(2), 253(1), 256(1), 278(1), 279(3), 281(3), 287(1), 290(3), 293(3)(e)	As per Attachment 2, excluding No. 1
<b>Waste Reduction and Recycling Regulation 2011</b>	7(b)	As per Attachment 2, excluding No. 1
<b>Water Act 2000</b>	33(2)(b), 46(2)(c), 54(2)(c), 61(2)(c), 72(2)(c), 73(1)(a), 73(1)(b), 73(1)(c), 99(1), 99(2), 101(1), 102(1), 102(3), 107(4), 108(1), 112(3), 112(6), 121(1), 123(2), 123(5), 134(4), 136(1), 137(1), 146(2), 147(4), 149, 154(2), 154(3), 155(2), 155(3)(b), 155(4), 155(5), 157(1), 159(1), 161(1), 162(1), 162(2), 161(3), 164(3), 166(1)(b), 166(1)(c), 166(5), 175, 178(1), 181(1), 181(2), 184(1), 186, 187(1), 187(2), 188(2)(a)(i), 188(2)(a)(ii), 193(1), 193(2), 193(4), 195(2), 197(2), 198(3), 199(3), 200(1), 200(6), 201(2), 201(4), 202(1), 211(1), 212(3), 213(1)(a), 215(1), 216(1), 218(1), 218(3), 223(1), 227(1), 235(1), 236(1), 238(1), 239(1), 434(3), 556, 598A, 700A(1)(a)(i), 700A(1)(b), 779, 862(1), 863(3), 877(1)	As per Attachment 2, excluding No. 1

<b>Legislation Title</b>	<b>Sections Delegated to CEO</b>	<b>Limitations to the Exercise of Power</b>
<b>Water Regulation 2016</b>	34(1), 34(3)(b)(i), 34(3)(b)(ii), 37(2), 58(1), 58(2), 61(2), 61(2)(a), 61(2)(b), 63, 113(1)(a), 113(1)(b), 114(a), 114(b), 119(3)	As per Attachment 2, excluding No. 1
<b>Water Supply (Safety &amp; Reliability) Act 2008</b>	20(1), 21(1)(c)(ii), 23(1), 23A(2), 25A(1), 26(2), 26(8), 28(1), 28(4)(b), 33(2), 33(4), 34(2), 35(1), 36(2)(b), 36(2)(c), 41(1), 41(3), 43(1), 44(1), 44(2), 44(3), 44(4), 45(1), 45(2), 52(2), 52(3)(a), 52(3)(b), 54(1), 54(2), 54(3), 54(5), 57(2), 58(1), 58(2), 59(2), 60(1), 60(2), 61(1), 95(1), 99A(1), 100(2), 102(2), 102(3), 102A(2), 102A(3), 103(2), 107(2)(b), 109(1), 115(3), 142(2)(a), 142(2)(b), 142C(2), 145(1), 166(3), 167(2), 168(1), 168(2)(c), 169(1), 169(2), 180(1), 180(3), 180(4), 180(5), 181(1), 182, 183(1), 183(2), 183(3), 183(4), 184(1), 184(2), 184(3), 185(2), 191, 192(1), 192(2), 193(3), 195(1), 195(2), 196AA(1), 196AD(1), 196AE(1), 202(1), 203(1)(b), 208(2), 208(5), 209(1), 212(2), 212(3), 215(1), 215(3), 215(7), 230(2), 230(4), 230(6)(b), 230(9), 259(2)(b), 259(4), 259(6), 270(2), 270(4), 271(2), 271(4), 303(4)(e), 306(1), 307(2), 333(2), 352F, 352HB(1), 352HB(2), 352O(2)(c)(ii), 352P, 352Q(1), 352T(2), 352T(2)(a), 352T(2)(b), 352U(3), 354(3)(b), 359(3), 359(4), 371C, 371H(2), 372(2), 373, 374(2), 375, 378, 379(1), 379(2), 379(3), 381(1), 381(4), 381(6), 383(2), 383(2)(b), 384(3), 399B(1), 399B(2), 399B(4), 399C(3)(a), 399C(3)(b), 446(2), 447, 463(1)(d), 475(2)(b) and (c), 475(5), 476(1), 496, 498(1), 512(1), 513(3), 517(1), 524(2), 524A(2), 526, 573, 670(2), 670(3), 671(2), 671(3)(a)	As per Attachment 2, excluding No. 1
<b>Work Health and Safety Act 2011</b>	38(1), 38(4)(b), 52(1), 52(4), 53(1), 53(2), 54(1), 55(3), 56(3), 57(1), 57(2), 58(1), 71(5), 71(7), 71(8), 73(1), 73(2), 76(1), 76(5), 77(c), 82(2), 87, 89, 102B(2), 102G, 141, 142A(4), 224, 229	As per Attachment 2, excluding No. 1

# **ANNUAL REVIEW OF DELEGATION OF POWERS TO CHIEF EXECUTIVE OFFICER**

## **Limitations to the Exercise of Power**

**Meeting Date: 17 September 2019**

**Attachment No: 2**

**ATTACHMENT 2 - LIMITATIONS TO THE EXERCISE OF POWER**

1. The Chief Executive Officer may sub-delegate the powers contained in Schedule 1.
2. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, in exercising delegated power in relation to that matter, the delegate will only commit Council to reasonably foreseeable expenditure up to the amount allocated.
3. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge, adversely affects, or is likely to adversely affect, Council's relations with the public at large.
4. The delegate will not exercise any delegated power contrary to a resolution or other decision of Council (including a policy decision relating to the matter).
5. The delegate will not exercise any delegated power in a manner, or which has the foreseeable effect, of being contrary to an adopted Council policy or procedure.
6. The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme, and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
7. The delegate will not exercise any delegated power which cannot lawfully be the subject of delegation by Council.

# **ANNUAL REVIEW OF DELEGATION OF POWERS TO CHIEF EXECUTIVE OFFICER**

## **Financial Delegations**

**Meeting Date: 17 September 2019**

**Attachment No: 3**



**ATTACHMENT 3 - FINANCIAL DELEGATION**

- (a) Formally approve any operating expenditure within budget, with the following limitation:

Where a natural disaster and/or extraordinary emergent event has been declared in the local government area, the CEO can exercise the delegation to formally approve expenditure necessary which does not cause a variation of greater than 5% from budget.

- (b) Formally approve any capital expenditure within budget, with the following limitation:

Where a natural disaster and/or extraordinary emergent event has been declared in the local government area, the CEO can exercise the delegation to formally approve expenditure necessary which does not cause a variation of greater than 5% from budget.

- (c) Formally approve the investment or borrowing of money in accordance with Council's approved policy.

- (d) Formally approve Act of Grace payments, on a case-by-case basis, as an equitable remedy to persons who may have been unintentionally disadvantaged by the effects of Council legislation, actions or omissions and who have no other viable means of redress, to the value of not more than \$2,000.

- (e) Formally approve the waiver of debt where all practical means to recover the debt have been exhausted and such debt is less than \$3000. The Chief Executive Officer must provide a report of debts that have been waived to be presented to Council at the next available meeting.

- (f) Formally approve the refund, exemption or reduction of fees and charges due to an error, on a case by case basis in accordance with Council's Refund, Exemption and Reduction of Fees and Charges Policy.

- (g) Formally approve the refund, exemption or reduction of fees and charges, other than due to an error, on a case by case basis, to the amount of not more than \$5,000 in accordance with Council's Refund, Exemption and Reduction of Fees and Charges Policy. The Chief Executive Officer must provide a report of these refunds, exemptions or reductions of fees to be presented to Council at the next available meeting.

**11.4 2019-21 WORKS FOR QUEENSLAND PROGRAM****File No:** 12534**Attachments:** Nil**Authorising Officer:** Peter Kofod - General Manager Regional Services**Author:** Andrew Collins - Manager Project Delivery**SUMMARY**

*This report provides an update on the 2019-21 Works for Queensland Program, including the status of each project and capital budget phasing.*

**OFFICER'S RECOMMENDATION**

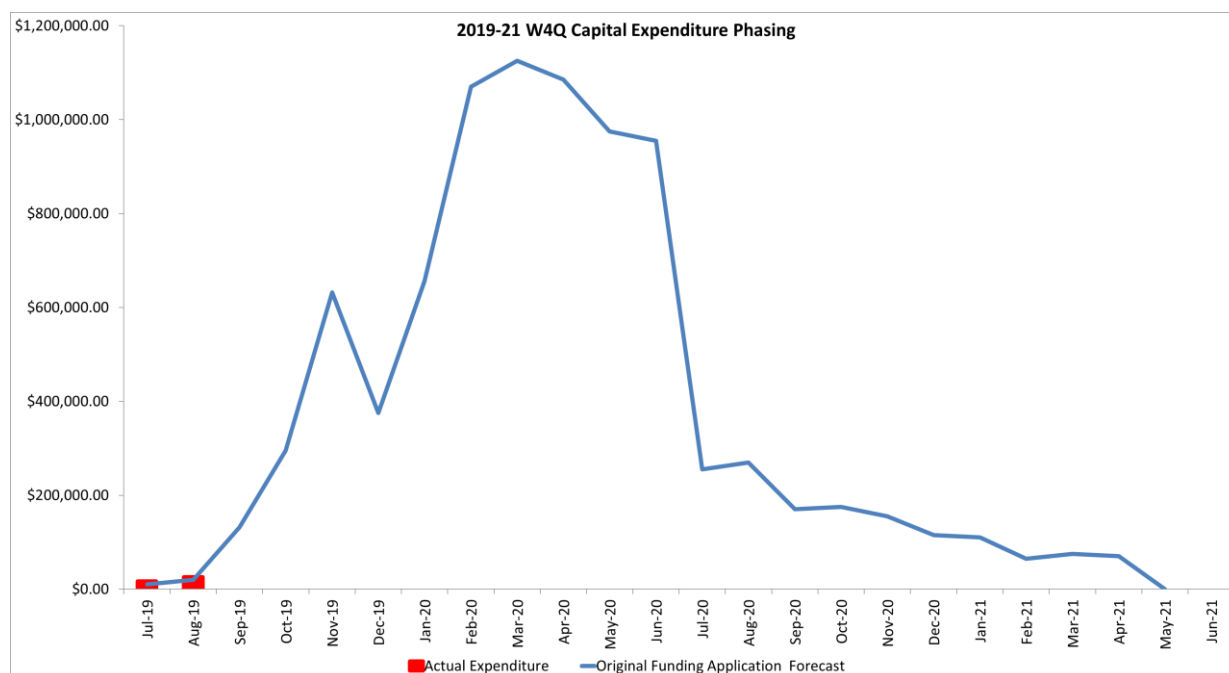
THAT the 2019-21 Works for Queensland Program report be received.

**COMMENTARY**

This report provides an update on the 2019-21 Works for Queensland Program. The current status of the ten (10) projects are provided below:

Current Project Status	
Completed	0
In Progress	10

Currently >1% of the total allocation has been expended. A detailed breakdown of individual projects and capital budget phasing is provided below.



## 2019-21 Works for Queensland Program - Individual Breakdown

Project Title	W4Q Project Budget (GST Excl.)	LTD Expenditure	Budget Remaining	Status
Mount Morgan Walking/Bike Trail	\$600,000.00	\$0.00	\$ 600,000.00	In Progress
New Footpaths	\$1,000,000.00	\$0.00	\$ 1,000,000.00	In Progress
Fitzroy River - Bank Protection	\$3,500,000.00	\$20,148.15	\$ 3,479,851.85	In Progress
Heritage Village - Lighting upgrades	\$300,000.00	\$0.00	\$ 300,000.00	In Progress
Visitor Information Centre Upgrades	\$300,000.00	\$0.00	\$ 300,000.00	In Progress
Zoo Improvements	\$300,000.00	\$1,800.00	\$ 298,200.00	In Progress
Botanic Gardens Pathways	\$400,000.00	\$1,022.27	\$ 398,977.73	In Progress
Riverside Park Access Ramp	\$1,090,000.00	\$10,117.35	\$ 1,079,882.65	In Progress
Pump Track - Gracemere	\$500,000.00	\$0.00	\$ 500,000.00	In Progress
Fishing Platforms	\$800,000.00	\$11,572.86	\$ 788,427.14	In Progress
<b>TOTAL</b>	<b>\$ 8,790,000.00</b>	<b>\$ 44,660.63</b>	<b>\$ 8,745,339.37</b>	

**BACKGROUND**

Council received funding of \$8,790,000 under the third round of the Works for Queensland Program. The 2019-21 Works for Queensland Program includes ten (10) projects endorsed by the State Government. The funding program is a two year period with all projects to be completed prior to 30 June 2021.

**BUDGET IMPLICATIONS**

The current program remains within the allocated grant funds.

**CONCLUSION**

The 2019-21 Works for Queensland Program has recently commenced. A review of the forecast expenditure was undertaken and commencement of procurement activities is underway for a number of projects.

**11.5 DRAFT RESOURCE SECTOR RELOCATION INCENTIVES POLICY****File No:** 13674**Attachments:** 1. Draft Resource Sector Relocation Incentives Policy [↓](#)**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Damon Morrison - Resource Industry Project Manager

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**SUMMARY**

*The draft Resource Sector Relocation Incentives Policy is presented for Council's consideration and adoption.*

**OFFICER'S RECOMMENDATION**

THAT Council adopts the draft Resource Sector Relocation Incentives Policy.

**BACKGROUND**

Following approval of the incentives program, officers have finalised the terms and conditions of the program which forms the draft policy and if adopted, a Council procedure both of which will guide and govern implementation.

Processes have also been put in place for the roll-out of the program that includes facilitating payment of the new resident relocation bonus and the supply and installation of RFID card readers in the Long Term carpark at the Rockhampton Airport and associated cards. A promotional/marketing program to support the roll-out of the incentives program has also been finalised.

**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 draft Resource Sector Relocation Incentives Policy.

# **DRAFT RESOURCE SECTOR RELOCATION INCENTIVES POLICY**

## **Draft Resource Sector Relocation Incentives Policy**

**Meeting Date: 17 September 2019**

**Attachment No: 1**

## RESOURCE SECTOR RELOCATION INCENTIVES POLICY

### COMMUNITY POLICY



#### 1 Scope

This policy applies to qualifying individuals employed in the resource sector relocating to live in the Region.

#### 2 Purpose

The purpose of this policy is to provide incentives to attract qualifying individuals to the Region in order to stimulate sustainable population growth, diversify and value-add to the local economy.

#### 3 Related Documents

##### 3.1 Primary

Nil

##### 3.2 Secondary

*Local Government Act 2009*

*Local Government Regulations 2012*

Housing Construction Grant Policy

Resources Sector Relocation Incentives Procedure

#### 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 <i>Local Government Act 2009</i> . This includes a person acting in this position.
Council	Rockhampton Regional Council
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.

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Adopted/Approved:	Draft	Department:	Advance Rockhampton
Version:	1	Section:	Economic Development
Reviewed Date:		Page No:	Page 1 of 4

Eligible Business	<p>A business that:</p> <ul style="list-style-type: none"> <li>(a) Is owned by a legal entity (a natural person or an incorporated entity), with or without a registered business;</li> <li>(b) Holds a valid Australian Business Number;</li> <li>(c) Is not an excluded business;</li> <li>(d) Has registered in advance with Council;</li> <li>(e) Operates in the Region engaging in productive activities (ie. production of goods or the delivery of services);</li> <li>(f) Has a significant permanent presence (maintaining an office, manufacturing facilities or other permanent base) within the Region;</li> <li>(g) Employs residents from the Region; and</li> <li>(h) Undertakes business in the resource sector or is involved in the supply of mining equipment, technology or other services to the resource sector.</li> </ul>
Eligible Position	<p>A new or vacant position that is:</p> <ul style="list-style-type: none"> <li>(a) With an eligible business; and</li> <li>(b) For at least 30 hours per week; and</li> <li>(c) For a term of at least 12 months.</li> </ul>
Excluded Business	Council and any business that is a public sector agency or a statutory body or corporation owned or controlled by the Queensland or Australian governments.
Individual	Any living human being over 18 years of age. That is, an individual is not a company, trust or deceased person.
Qualifying Individual	An individual appointed to an eligible position within an eligible business and is not a shareholder, director, partner or proprietor of the business or a relative of a shareholder, director, partner or proprietor of the business.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Resource Sector	The exploration and mining of minerals (including coal) and the associated minerals processing industry.

## 5 Policy Statement

This policy is a discretionary program divided into two parts both of which seek to attract individuals employed within the resources sector to relocate to the Region to deliver economic benefits to the Region.

The number of approved applications under this policy will be strictly limited to 100 in number.

Eligible businesses must first register with Council before a qualifying individual can apply for any payments under this policy.

### 5.1 Part 1 - Relocation Bonus – Local Spend and Airport Car Parking

Each qualifying individual under Part 1 of this policy may be entitled to receive a:

- (a) \$1,000.00 payment via EFTPOS/debit card or other method approved by Council, and
- (b) Permit authorising three months unlimited use of the Rockhampton Airport Long Term Car Park.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	Draft	Department:	Advance Rockhampton
Version:	1	Section:	Economic Development
Reviewed Date:		Page No:	Page 2 of 4

**5.2 Part 2 – Residential Rates Discount**

A qualifying individual for Part 2 of this policy may receive a one-time 30% discount (capped at a maximum of \$1,000.00) on a Council's Rates Notice.

**5.3 Commencement of Policy****5.1.1 Commencement of Part 1**

Part 1 of this policy may be applied to properly made applications received by Council between 1 August 2019 and 30 June 2020.

**5.1.2 Commencement of Part 2**

Part 2 of this policy may be applied to properly made applications received by Council between 1 August 2019 and 31 December 2021.

**5.4 Part 1 - Relocation Bonus Eligibility Criteria - Residency and Employment**

To be eligible under Part 1 of this policy, qualifying individuals are required to make application to Council and must meet all of the following residency and employment criteria:

- (a) Must be an Australian citizen or permanent resident;
- (b) Currently lives overseas or in Australia other than within a 200 kilometre radius of 232 Bolsover Street, Rockhampton;
- (c) Has not lived in the Region or been employed to work in the Region during the twelve calendar months immediately preceding the making of an application;
- (d) Has entered into a written employment contract (or accepted an offer of employment in writing) for an approved eligible position with an eligible business;
- (e) Relocates to live in the Region on or before 30 June 2020; and
- (f) Following relocation to the Region provides evidence that they live in the Region and are employed in an eligible position with an eligible business.

**5.5 Part 2 - Residential Rates Discount Eligibility Criteria**

To be eligible under Part 2 of this policy, qualifying individuals are required to make application to Council and must meet all of the following requirements:

- (a) A qualifying individual must have been eligible and had an approved application under Part 1 of this policy; and
- (b) At the time of application under this part, a qualifying individual must currently live in the Region and be employed in an eligible position with an eligible business; and
- (c) A qualifying individual must have lived in the Region for a period of 12 months prior to applying under this Part; and
- (d) Within 12 months of commencement of living in the Region a qualifying individual must:
  - (i) Purchase a dwelling located in the Region, or
  - (ii) Have an application approved and paid under Council's Housing Construction Grant Policy.

**5.6 Approvals**

The CEO, Deputy Chief Executive Officer or General Manager Advance Rockhampton may approve applications under this policy. Despite anything contained in this Policy, Council reserves the right to impose any condition to an approved application or withdraw any approval granted at any time.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	Draft	Department:	Advance Rockhampton
Version:	1	Section:	Economic Development
Reviewed Date:		Page No:	Page 3 of 4





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**11.6 OVERSEAS TRAVEL ROCKHAMPTON DAY 2019****File No:** 7104**Attachments:**

1. Memorandum of Understanding on Art Cooperation Zhenjiang Municipal People's Government and Rockhampton Regional Council [↓](#)
2. Zhenjiang Jiangsu Artist In Residence AIR Brochure [↓](#)

**Authorising Officer:** John Webb - Manager Communities and Culture  
Colleen Worthy - General Manager Community Services**Author:** Bianca Acimovic - Gallery Director

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**SUMMARY**

*Rockhampton Regional Council holds a Memorandum of Understanding (MOU) with Zhenjiang. In line with this MOU Rockhampton Regional Council and Zhenjiang Municipal People's Government collaborate to support the pursuit of joint efforts to develop positive exchanges and cooperation in the areas of culture and the arts. As per Council's Travel Policy, Council approval is required for overseas travel for artist travel for Rockhampton Day 2019.*

**OFFICER'S RECOMMENDATION**

THAT as per Council's Travel Policy, Council approve to book and fund overseas travel for artist William Yaxley to travel from Rockhampton to Zhenjiang for Rockhampton Day 2019 to support the Memorandum of Understanding between the Rockhampton Regional Council and Zhenjiang.

**COMMENTARY**

A Memorandum of Understanding (MOU) on Art Cooperation exists between Zhenjiang Municipal People's Government Jiangsu, the People's Republic of China and Rockhampton Regional Council Queensland, the Commonwealth of Australia, agreed to from May 2018. The Memorandum of Understanding supports the pursuit of joint efforts to develop positive exchanges and cooperation in the areas of culture and the arts. The commencing area of cooperation was proposed to be Rockhampton Art Gallery's The Bayton Award, with the 2017 winner undertaking an Artist In Residence (AIR) in Zhenjiang for a maximum period of 4 weeks in 2018 onwards. Zhenjiang role was to identify and secure a working studio space and an accommodation residence in-kind. With Rockhampton Art Gallery's role to support the AIR with the value of \$5,000.

Due to altering family commitments The Bayton Award Winner 2017 confirmed in mid-2019 that they were no longer able to take up the AIR. With this notification Advance Rockhampton, Rockhampton Art Gallery and Zhenjiang Municipal People's Government Jiangsu agreed to uphold the MOU by arranging an alternative AIR, to take place as part of Rockhampton Day in November 2019.

A public Opportunity Call was made available to artists living and working in the Rockhampton Region. Following this public Opportunity Call artist William Yaxley was shortlisted and confirmed as the preferred AIR for Rockhampton Day 2019.

As per Council's Travel Policy, Council approval is required to allow Council officers to book and fund overseas travel. It is recommended that William Yaxley be approved to travel to Shanghai, China and then on to Zhenjiang as part of the Art Cooperation MOU between the Rockhampton Regional Council and Zhenjiang.

**BUDGET IMPLICATIONS**

Rockhampton Regional Council will fund the travel from Rockhampton to Zhenjiang, Jiangsu for William Yaxley as part of Rockhampton Day 2019.

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Zhenjiang will identify and secure a working studio space and an accommodation residence in-kind for a maximum period of 4 weeks in October and November 2019.

**CONCLUSION**

As per Council's Travel Policy, Council approval to fund the travel from Rockhampton to Zhenjiang, Jiangsu for William Yaxley as part of Rockhampton Day 2019 in line with Rockhampton Regional Council's Art Cooperation Memorandum of Understanding (MOU) with Zhenjiang, Jiangsu.

## **OVERSEAS TRAVEL ROCKHAMPTON DAY 2019**

### **Memorandum of Understanding on Art Cooperation Zhenjiang Municipal People's Government and Rockhampton Regional Council**

**Meeting Date: 17 September 2019**

**Attachment No: 1**

**Memorandum of Understanding on Art Cooperation  
Between Zhenjiang Municipal People's Government  
Jiangsu, the People's Republic of China  
And Rockhampton Regional Council,  
The Commonwealth of Australia**

This Memorandum of Understanding (MOU) sets the terms and understanding between Rockhampton and Zhenjiang to cooperate in Art and Creative Industries.

**1. Purpose**

- a) With the signing of a Friendship City Agreement between Rockhampton and Zhenjiang in November 2016, this agreement is designed to further contribute towards achieving cultural outcomes for mutual benefit.
- b) This Memorandum of Understanding supports the pursuit of joint efforts to develop positive exchanges and cooperation in the areas of culture and the arts.

**2. Guiding Principles**

- a) The parties agree to work cooperatively to the fullest possible extent whilst investigating and developing collaborative projects for the next five years. This agreement will be reviewed in September 2022.
- b) This Memorandum of Understanding is not legally binding and merely constitutes a statement of the mutual intentions of the Parties with respect to the document's contents.

**3. Areas of Cooperation**

- a) Rockhampton's Bayton Award: Rockhampton Art Gallery will send the winner of The Bayton Award 2017 to Zhenjiang as an Artist In Residence (AIR) in Zhenjiang for a maximum period of 4 weeks in 2018 onwards. Zhenjiang will identify and secure a working studio space and an accommodation residence in-kind. Rockhampton Art Gallery will support the AIR with the value of \$5,000.
- b) Exchange and cooperation between the two cities: Co-hosting exhibitions and collaboration between the galleries in Rockhampton and Zhenjiang will be discussed and initiated.

This Memorandum of Understanding is written both in Chinese and English, each version bearing two copies and being equally authentic.

\_\_\_\_\_  
Colleen Worthy

General Manager  
Community Services  
Rockhampton Regional Council

*Zhou Wenjuan*

\_\_\_\_\_  
Zhou Wenjuan

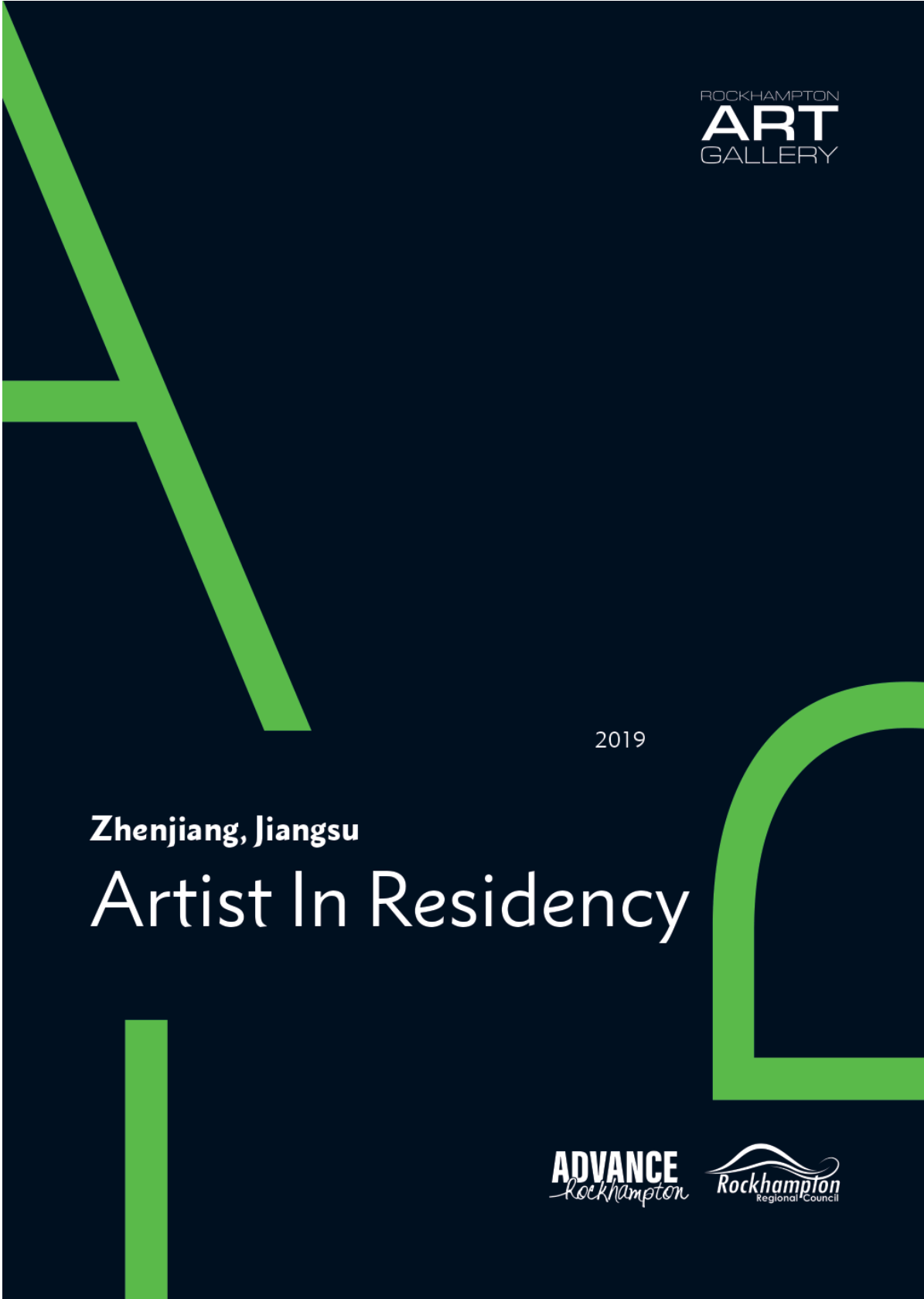
Director General  
Zhenjiang Administration for Culture,  
Radio, Publication and Press

## **OVERSEAS TRAVEL ROCKHAMPTON DAY 2019**

### **Zhenjiang Jiangsu Artist In Residence AIR Brochure**

**Meeting Date: 17 September 2019**

**Attachment No: 2**

The poster features a dark navy blue background with large, abstract green geometric shapes. On the left, a large green 'A' is partially visible. On the right, a large green 'R' is partially visible. The text is white and centered. At the top right is the Rockhampton Art Gallery logo. In the center right is the year '2019'. Below that is the location 'Zhenjiang, Jiangsu' and the title 'Artist In Residency'. At the bottom right are two logos: 'ADVANCE Rockhampton' and the 'Rockhampton Regional Council' logo.

ROCKHAMPTON  
**ART**  
GALLERY

2019

**Zhenjiang, Jiangsu**  
**Artist In Residency**

**ADVANCE**  
*Rockhampton*

*Rockhampton*  
Regional Council

## Zhenjiang, Jiangsu Artist In Residency

**In line with Zhenjiang, Jiangsu and Rockhampton Regional Council, Rockhampton, Queensland Memorandum of Understanding on Education Cooperation, Rockhampton Art Gallery is seeking an artist who lives and works in the Rockhampton Region to represent the Rockhampton Region in Zhenjiang, Jiangsu for one month, culminating on Rockhampton Day 2019, the 7 November 2019.**

Zhenjiang, Jiangsu located in the south of Jiangsu Province, is a key city in the Yangtze River Delta. It boasts an area of 3,799 square kilometres and a population of 3.11 million. Zhenjiang is situated approximately 85kms from Nanjing, the capital city of Jiangsu Province and is strategically located to absorb the huge market demand from 22 cities in the Yangtze River Delta, 50kms from Nanjing (Jiangsu Provincial capital) and 230kms from Shanghai. Zhenjiang with convenient positioning along the high-speed railway connecting Shanghai-Nanjing-Beijing.



Visit Advance Rockhampton website for more information [here](#)

### Eligibility:

- Hold a current ABN, or complete a Statement by Supplier Form
- Hold a current Public Liability for \$20M

### Position Description: Major Tasks

- Commit to undertake a 1 month Artist in Residency in Zhenjiang, Jiangsu in the month from the 1 November 2019 - 30 November 2019, culminating on Rockhampton Day 2019 the 7 November 2019.
- A desire and willingness to want to learn more about this specific art area in Zhenjiang, Jiangsu. Meet some relevant artists and organisations to expand your own network
- Participate as a city ambassador for Rockhampton while in Zhenjiang, Jiangsu
- Represent Rockhampton in Zhenjiang, Jiangsu to help expand relevant links between the Sister Cities.
- With assistance from an onsite interpreter and cultural adviser engage with the Zhenjiang, Jiangsu community and the Rockhampton Day preparations and celebrations.
- Rockhampton Regional Council will fund 100% of the Artist in Residency flights and per-diems.
- Rockhampton Regional Council and Zhenjiang, Jiangsu will arrange accommodation and onsite translator at no cost to the Artist in residency.







## Qualifications/ Experience:

### Essential

- Hold current Public Liability for \$20M
- Hold appropriate Workplace Health and Safety and Insurance and will be required to - present current tickets and licenses, including a valid passport and visa

### Authority & Accountability

- Demonstrated ability to work with minimum supervision
- Demonstrated ability to prioritise workload and meet deadlines

### Specialist Knowledge & Skills

- Knowledge of Occupational Health & Safety and Risk Management practices

### Judgement and Problem Solving

- Ability to apply innovative solutions and ideas in the workplace

### Authority & Accountability

- Interpersonal communication skills and cultural awareness
- Demonstrated ability to work as an effective team member
- Knowledge and demonstrated commitment to the principles of a safe, welcoming and cultural aware environment

## Submitting your Application:

**Applications are due by 04:00PM on 28 April 2019.**

**Applications to the opportunity are required to include:**

- A. Contact details: name, address, telephone number, mobile number, email address
- B. A response to the opportunity and the benefit of the opportunity to your arts practice (maximum one page)
- C. Current CV relevant to the opportunity (maximum three pages)
- D. Copies of certificates, Licenses and travel documents
- E. Support images (up to 10) of practice relevant to the opportunity
- F. Referees (minimum two)

**For an application to be considered, it must be completed in full and submitted by the closing date. Applications to the opportunity may be lodged with Rockhampton Art Gallery either electronically via email or in hard copy format.**

### Electronic Submissions: *(preferred method)*

Applications submitted electronically must be sent to the following email address by the specified closing date. [gallery@rrc.qld.gov.au](mailto:gallery@rrc.qld.gov.au).

Applicants are responsible for ensuring that any documents or information sent electronically are in an accessible format (such as PDF, Excel or Word).

### Hard Copy Submissions:

Alternatively submissions may be printed and lodged in hard copy format.

Please note that the opportunity response must be in a sealed envelope and be clearly marked. Rockhampton Art Gallery accepts no responsibility for documents that are lost in the post or misplaced in transit.

**Please mail to:** Zhenjiang, Jiangsu Artist in Resident, PO Box 1860, Rockhampton Q 4700



**Zhenjiang, Jiangsu**  
**Artist In Residency**  
Opportunity



ROCKHAMPTON  
**ART**  
GALLERY

**ADVANCE**  
*Rockhampton*

  
**Rockhampton**  
Regional Council

**Rockhampton Art Gallery**  
62 Victoria Parade  
PO Box 1860 Rockhampton Qld 4700

**Phone:** (07) 4936 8248  
**Email:** [gallery@rrc.qld.gov.au](mailto:gallery@rrc.qld.gov.au)

[rockhamptonartgallery.com.au](http://rockhamptonartgallery.com.au)

**11.7 ART GALLERY NAMING OPTIONS**

**File No:** 12155  
**Attachments:** Nil  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Matthew Mansfield - Coordinator Media and Communications

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**SUMMARY**

*This report proposes a list of potential names for the new Rockhampton Art Gallery and is presented to Council for consideration to seek community feedback on the proposed names.*

**OFFICER'S RECOMMENDATION**

THAT Council seeks community feedback on proposed names for the new Rockhampton Art Gallery.

**COMMENTARY**

The new Rockhampton Art Gallery is due to be constructed by mid-2021. Finalising the name now is key to ensuring the associated marketing, branding and communications can keep pace with construction to ensure there is awareness built across the region, state and country by the time the building opens.

This will ensure the best possible start for the new gallery in terms of visitor numbers, recognition and significance to the Australian art community.

A list of three potential names is suggested for wider community consultation including:

**1. Rockhampton Museum of Art**

This is simple and contains all the key elements – the location and both museum and art (in line with best international practice, this speaks to an international audience).

**2. Rex Gallery Rockhampton**

This name is in honour of Rex Pilbeam.

The name already strikes a chord with Rockhampton residents and provides a bookend for Quay Street / Victoria Parade with the Pilbeam Theatre.

By including "Rockhampton" in the word it also allows branding to have instant recognition of when it's used in out of region collateral.

**3. Thozet Art Gallery**

A French political refugee who fled Europe for Australia in the 1850s, Anthelme Thozet was an engineer and botanical collector. He has a strong history associated with donating plant specimens from around the Rockhampton region.

The name has strong local appeal and is an opportunity to tell the story of one of Rockhampton's historical figures.

**PREVIOUS DECISIONS**

Nil

**BUDGET IMPLICATIONS**

There are no budget implications associated with seeking community feedback on the proposed names.

**LEGISLATIVE CONTEXT**

Nil

**LEGAL IMPLICATIONS**

Nil

**STAFFING IMPLICATIONS**

There is capacity with current resourcing to seek the community's views.

**RISK ASSESSMENT**

The longer it takes to name the gallery the less time there is to build awareness, market and brand the new gallery and associated merchandise and collateral effectively.

**CORPORATE/OPERATIONAL PLAN**

Corporate Plan

1.5 - Inclusive, connected and informed community.

1.6 Our sense of place, diverse culture, history and creativity are valued and embraced.

**CONCLUSION**

It is recommended the results of community feedback are distributed to Councillors once the consultation is complete so a final name can be determined.

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

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

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

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**SUMMARY**

*The operational report for the Office of the CEO Department for the period ending 31 August 2019 is presented for Councillors' information.*

**OFFICER'S RECOMMENDATION**

THAT the Office of the CEO Departmental Operational Report as at 31 August 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 -  
AUGUST 2019**

**Office of the CEO / Office of the Mayor -  
Monthly Report - August 2019**

**Meeting Date: 17 September 2019**

**Attachment No: 1**

# MONTHLY OPERATIONS REPORT

## OFFICE OF THE CEO / OFFICE OF THE MAYOR

### PERIOD ENDED AUGUST 2019



## 1. Operational Summary

### Office of the CEO

#### Directorate

- The Chief Executive Officer is a member of Local Government Reference Group to provide input to Department Local Government Racing and Multicultural Affairs on proposed changes to Local Government legislation (Belcarra Stage 2);
- Executive Coordinator to Mayor seconded to Resource Industry Project Manager role until handover to Manager Economic Development, however expected to complete secondment on 9 September;
- Coordinator Media and Engagement acting in position of Executive Coordinator to Mayor.

#### Committee Support

- 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 completed for General Manager Advance Rockhampton and Senior Executive for Trade and Investment from 31 July to 10 August 2019 as per Council resolution.
- International travel being organised to Korea for General Manager Advance Rockhampton and Senior Executive for Trade and Investment from 30 November to 6 December 2019 as per Council resolution to further develop international relations and generate opportunities for international education.

### Office of the Mayor

- Council's petition to Queensland Parliament 'Investment, population, jobs and business growth in regional Queensland' was lodged with a response due from the Government before 19 September.
- The Media Unit facilitated a media event for Deputy Prime Minister Michael McCormack to officially start the demolition of the 212 and 214 Quay Street;
- Planning meetings were held with a number of departments on initiatives to increase community engagement.

#### Executive Support Unit

Civic events undertaken in the reporting period included a welcome for international students studying across the Region and planning for the Oceania Cup Civic Reception.

## 2. Customer Service Requests

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



### All Monthly Requests (Priority 3) Governance 'Traffic Light' report August 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	●	0.00	●	4.00	0.00
Citizenship Request/Enquiry	0	0	0	0	0	0	5	●	0.00	●	0.00	●	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	0	0	0	0	0	0	5	●	0.00	●	13.00	●	10.00	0.67
Councillor General Enquiry	2	1	3	0	4	0	5	●	0.00	●	8.29	●	10.57	6.48
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 70 enquiries from media outlets with all response times completed in line with established timeframes. 41 of the 70 enquiries were received in response to proactive media releases from Council.

#### Executive Support

66 of 77 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.









### 3. Capital Projects





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

## 4. Operational Projects

As at period ended August– 16.7 % 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)
<b>Office of the CEO</b>						
<i>Travel and Conference Attendance Policy</i>	April 18	August 2019		Review of existing policy in progress.	Labour	Labour
<i>Registers of interest for Councillors are updated on the public website as per legislative requirements (5.2.1.5)</i>	1 July 19	30 June 2020		Ongoing	Labour	Labour
<b>Office of the Mayor</b>						
<i>Community Engagement Policy and Procedure</i>		March 19		Report to Council on Community Engagement Policy and Procedure currently being finalised for presentation and consideration	Labour	Labour

Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl. committals)
<i>Deliver Community Engagement Strategy actions within agreed timeframes (1.5.3.1)</i>	July 19	June 20		Planning progressed with site visits scheduled for September. Budget discussions ongoing for implementation.	TBD	\$0
<i>Review of Council's Social Media Accounts</i>	Feb 19	Sept 19		Social media implementation plan underway and is due to be completed logistically in September while final changes may occur in October.	Labour	Labour
<i>Social media levels of reach, engagement and interaction meeting benchmark targets (1.5.3.2)</i>	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
<i>Deliver and support local events and celebrations. Deliver civic events and ceremonies in collaboration with stakeholders (1.6.4.1)</i>	July 19	June 20		Planning to support and deliver events is on target.	\$40,000	\$35,463

## 5. Budget

Financial performance as expected for the reporting period.



### End of Month Budget Management Report - (Operating Only) - CHIEF EXECUTIVE OFFICER

As At End Of August

Report Run: 05-Sep-2019 13:42:46 Excludes Nat Accs: 2802,2914,2917,2924

Adopted Budget \$	Actuals \$	EOM Commitments \$	Total \$	Variance %	On Target 16.7% of Year Gone
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#### CHIEF EXECUTIVE OFFICER

##### CEO Management

Expenses	1,034,622	109,904	0	109,904	10.6%
<b>Total Unit: CEO Management</b>	<b>1,034,622</b>	<b>109,904</b>	<b>0</b>	<b>109,904</b>	<b>10.6%</b>
<b>Total Section: CHIEF EXECUTIVE OFFICER</b>	<b>1,034,622</b>	<b>109,904</b>	<b>0</b>	<b>109,904</b>	<b>10.6%</b>

#### Executive Co-ordinator to the Mayor

##### Mayors Office

Expenses	578,042	103,827	47,800	151,628	18.0%
Transfer / Overhead Allocation	0	716	0	716	-
<b>Total Unit: Mayors Office</b>	<b>578,042</b>	<b>104,544</b>	<b>47,800</b>	<b>152,344</b>	<b>18.1%</b>
<b>Total Section: Executive Co-ordinator to the Mayor</b>	<b>578,042</b>	<b>104,544</b>	<b>47,800</b>	<b>152,344</b>	<b>18.1%</b>

#### Comments

Nil

## 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.*

# **OFFICE OF THE CEO DEPARTMENT - MONTHLY OPERATIONAL REPORT - AUGUST 2019**

## **Workforce and Governance Monthly Report - August 2019**

**Meeting Date: 17 September 2019**

**Attachment No: 2**

# MONTHLY OPERATIONS REPORT

## WORKFORCE AND GOVERNANCE

PERIOD ENDED AUGUST 2019



### 1. Operational Summary

#### **Certified Agreement Negotiations**

Internal and External Certified Agreement educational awareness sessions are now being developed for implementation along with a variety of other required actions.

The certification for the Treatment Plant Operators Certified Agreement 2018 has been prepared for filing with the QIRC. The proposed Waste and Recycling Certified Agreement did not receive a positive majority, further options are now being considered.

The statutory notice period for the proposed Child Care Certified Agreement has commenced with ballot processes commencing on 17 September.

#### **Cultural Values Survey and CEO's forum**

On Thursday 15 August, the CEO Forum was held at the Heritage Village with Supervisors, Managers, Coordinators and the Leadership Team, all coming together as One Team to discuss the results of the recent Values Assessment Survey and our Safety Journey.

There was a lower response rate than the original Values Survey from 2016 and some of the limiting factors identified at the forum suggested there is a strong awareness of the Values across the organisation but there is more to be done before staff can say that they are truly part of the culture and how Council operates.

Consistent feedback was received through the comments provided which were themed to ensure confidentiality, staff want to see leaders leading by example and looking at improved communication across Council.

It was evident to the Leaders that Accountability and Customer Focus appeared consistently across the departments and that there was a desire to increase People Development, coaching and mentoring.

Health and Safety also ranked high across most areas. Safety statistics were provided that demonstrate that although they were trending downwards, there is no room for complacency and a lot of work needs to continue in order to improve the safety culture and to reduce the number of staff being hurt each year.

Manager Rockhampton Regional Waste and Recycling (RRWR), Michael O'Keeffe delivered a presentation on why safety is important to him and what he has done to improve the safety culture at RRWR.

General Manager Communities, Colleen Worthy also gave a presentation asking for input toward some exciting proposals for future development and utilisation of the Heritage Village.

Leaders will be reporting back by 30 September on strategies they intend to introduce to positively improve the culture.

## 2. Customer Service Requests

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



### All Monthly Requests (Priority 3) Workforce & Strategy 'Traffic Light' report August 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)	0	0	2	1	1	0	30	●	11.00	●	7.85	●	8.28	6.23

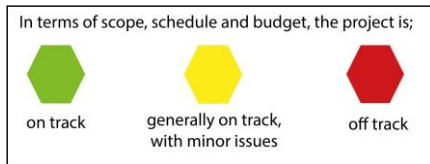




### 3. Capital Projects






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


### 4. Operational Projects



As at period ended August – 16.7% of year elapsed



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		Information sessions for supervisory staff have commenced and relevant changes to allowances and other conditions have been implemented.	Labour only	Labour only
Aurion Upgrade – Timekeeper & Award Interpreter (5.4.2.1)	Carryover from 2018/19	30/06/2020		System implementation in conjunction with the consultant is continuing to progress. However, some system issues are being assessed and timeframes will be reviewed.	IT Budget & Labour	

Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl. committals)
People Strategy (4.3.2.1)				The rollout of the People Plan including the Leadership Capability Framework will commence in September with supervisory staff being the initial target group.		
Learning Management System Project (5.4.3.1)				Currently working with the consultant on 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 and contractors.  A trial of the Learning Management System will be deployed in RRWR and Workforce and Governance.		
Safety & Training Strategic Plan (1.3.5.1)	01/07/2019	30/06/2020		2019/20 revised Strategic Plan finalised and approved. Priority projects will be carry-over items from 18/19 Plan.		
<ul style="list-style-type: none"> <li>Health &amp; Wellbeing Program</li> </ul>	01/07/2019	30/06/2020		Planning for activities during Safe Work Month (October) being discussed.	\$6,000	\$10,000
<ul style="list-style-type: none"> <li>Legislative Compliance Training Program (4.2.2.1 &amp; 4.3.4.1)</li> </ul>	01/07/2019	30/06/2020		Training held during the month of August included: <ul style="list-style-type: none"> <li>White card</li> <li>Backflow prevention</li> </ul>	\$345,000	\$118,098

Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl. committals)
				<ul style="list-style-type: none"> <li>• HR Licence</li> <li>• Excavator start up</li> <li>• Roller start up</li> <li>• Skid Steer and Excavator start up</li> <li>• ACDC Training</li> <li>• Public CPR</li> <li>• Forklift</li> <li>• Initial Traffic Control</li> <li>• Initial Traffic Management</li> <li>• FSA Refresher</li> <li>• Public First Aid</li> <li>• Working at heights</li> <li>• Confined Space Refresher</li> <li>• Breathing Apparatus Refresher</li> <li>• RMLV Training</li> </ul>		
Local Law Authorisations & Delegations (5.2.1.8)	01/07/19	30/06/20		<p>Action has been split into 2 projects:  Project 1 - identification and implementation of delegable and authorised person powers.  Project 2 – Local Law Policy alignment/development.</p> <p>Project 1 is progressing well with the remaining Stage One Local Law powers approved by Council on 3 September 2019.</p>	Labour Only	Labour Only

Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl. committals)
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
Annual Communication Plan for Internal Communications (5.4.4.2)	01/07/2019	30/6/2019		Successful CEO forum held with discussions focussing on the Culture Survey outcomes and Safety.  Code of Conduct booklet progressing.		

## 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 August

Report Run: 05-Sep-2019 13:42:48 Excludes Nat Accs: 2802,2914,2917,2924

Adopted Budget \$	Actuals \$	EOM Commitments \$	Total \$	Variance %	On Target 16.7% of Year Gone
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#### WORKFORCE & GOVERNANCE MANAGEMENT

##### Human Resources and Payroll

Expenses	1,541,921	244,338	0	244,338	15.8%
Transfer / Overhead Allocation	6,250	712	0	712	11.4%
<b>Total Unit: Human Resources and Payroll</b>	<b>1,548,171</b>	<b>245,049</b>	<b>0</b>	<b>245,049</b>	<b>15.8%</b>

##### Safety & Training

Revenues	(91,000)	3,114	0	3,114	-3.4%
Expenses	1,470,646	214,699	143,515	358,215	14.6%
Transfer / Overhead Allocation	56,500	4,948	0	4,948	8.8%
<b>Total Unit: Safety &amp; Training</b>	<b>1,436,146</b>	<b>222,762</b>	<b>143,515</b>	<b>366,277</b>	<b>15.5%</b>

##### Legal & Governance

Expenses	749,306	96,992	47,390	144,382	12.9%
<b>Total Unit: Legal &amp; Governance</b>	<b>749,306</b>	<b>96,992</b>	<b>47,390</b>	<b>144,382</b>	<b>12.9%</b>

##### Workforce & Governance Management

Revenues	(15,000)	0	0	0	0.0%
Expenses	903,651	171,735	43,546	215,281	19.0%
<b>Total Unit: Workforce &amp; Governance Management</b>	<b>888,651</b>	<b>171,735</b>	<b>43,546</b>	<b>215,281</b>	<b>19.3%</b>

##### Workforce Relations & Ethics

Expenses	373,611	71,241	9,144	80,385	19.1%
Transfer / Overhead Allocation	0	15	0	15	-
<b>Total Unit: Workforce Relations &amp; Ethics</b>	<b>373,611</b>	<b>71,256</b>	<b>9,144</b>	<b>80,400</b>	<b>19.1%</b>

<b>Total Section: WORKFORCE &amp; GOVERNANCE MANA</b>	<b>4,995,885</b>	<b>807,794</b>	<b>243,595</b>	<b>1,051,389</b>	<b>16.2%</b>
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#### Comments

Expenses tracking as expected.

## 6. Section Statistics Reported Quarterly

*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.*

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

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

**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Drew Stevenson - Acting General Manager Corporate Services

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**SUMMARY**

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

**OFFICER'S RECOMMENDATION**

THAT the Corporate Services Departmental Operations report as at 31 August 2019 be 'received'.

**COMMENTARY**

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

# **CORPORATE SERVICES DEPARTMENT MONTHLY OPERATIONAL REPORT - AUGUST 2019**

## **CTS Monthly Report - August 2019**

**Meeting Date: 17 September 2019**

**Attachment No: 1**



# MONTHLY OPERATIONS REPORT

## CORPORATE AND TECHNOLOGY SERVICES

### PERIOD ENDED AUGUST 2019



## 1. Operational Summary

### SmartHub:

The August Lunch and Learn session was with David French from the Investment Collective. The topic was Single Touch Payroll (STP) which is the biggest change in business reporting since the introduction of GST. David shared valuable information with our SmartHub Members and the wider business community about what they need to do to register and how to adjust processes to this new way of reporting. He also provided tax time tips and how to work with a tax agent.

A group of Year 11 students from Emmaus College visited with their Design subject teacher, Wendy Smith who is the head of faculty – Textile and Food Technologies. The students toured the co-working space and were told about the SmartHub and the opportunities and support it provides entrepreneurs. The students then pitched their assignment task which involved them coming up with a proposal for Council to encourage participation of people in Australia Day activities and events. Our SmartHub Business Manager, Elize Hattin and three of our SmartHub members provided feedback and encouragement to the students about their design ideas which included innovative and unique ways for the community to engage and enjoy the various public spaces in our region.

The first of three 16 week Turbo-Traction Lab (TTL) programs was completed mid-August. Applications have been received and reviewed for the Turbo-Traction Lab 2 program which commenced on 26 August with our Entrepreneur in Residence (EIR), Daniel Johnsen welcoming 17 new participants from across the CQ region, South-East Queensland, New South Wales and Victoria. Brad Twynham from the Department of Industry, Innovation and Science (funding provider) also visited from Brisbane to meet our SmartHub Team, EIR and the TTL cohort.

The SmartHub hosted Queensland's Chief Entrepreneur, Leanne Kemp on 22 August. Leanne had a full schedule of 5 different activities / forums in the Hub throughout the day and into the evening, with more than 100 participants.
















The Rockhampton Angel Network held their August monthly meeting hosted by Brisbane Angel, Simon Horne of Angelloop. There were investment pitches from three startup companies, Vayeron, PlotLogic and V2HInternational. This was also attended by Leanne Kemp.


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 **85** members.

## 2. Customer Service Requests






Response times for completing customer requests in this reporting period for August 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	1	0	0	0	1	0	2	 0.00	 0.00	 0.75	6.29
Insurance: Mower / Slasher / Whipper / Snipper	1	1	1	0	0	0	10	 0.00	 5.71	 11.40	17.75
Insurance: Personal Accident / Injury	3	3	3	1	0	0	120	 0.00	 0.00	 9.25	114.76
Insurance: Public Liability / Property Damage Public Property	5	5	3	2	0	0	10	 0.50	 7.05	 8.64	9.51
Leased Premises – General Enquiry	0	0	0	0	0	0	5	 0.00	 0.00	 1.67	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.

### 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 August 2019 – 16% of year elapsed.

Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	Life to date actual (inc commitments)
<b>Fleet Asset Renewal Program (CP440)</b>	01/07/2019	30/06/2020		\$5,028,790	\$2,503,213
Comments	Carry over orders from 18/09 will be finalised during September. Work has commenced on 19/20 renewals.				
<b>IT Asset Renewal &amp; Upgrade Program – excluding RAMP (CP230)</b>	01/07/2019	30/06/2020		\$1,563,599	\$394,521
Comments					
<b>RRC Asset Management Project RAMP (CP230)</b>	22/01/2018	30/09/2019		\$2,610,118 (includes anticipated 18/19 rollover \$175,543)	\$2,886,871
Comments	AP improvements are in the final stages of testing.				
<b>Stage 3C Smart Technology</b>	01/07/2019	30/06/2020		\$352,000	\$356
Comments	Smart technology rollout – Quay St (William to Derby St)				
<b>Stage 3E Smart Technology</b>	04/04/2019	30/06/2020		\$876,000 (includes anticipated 18/19 rollover \$513,721)	\$765,946
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

## 4. Operational Projects

For period ended August - 16% 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	\$193,342
Turbo-Traction Lab	15/03/2019 – 30/06/2020	<p>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 Capital [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.</p>			

### Comments

The TTL 1 program was completed and TTL 2 has commenced with 17 new participants including 10 full-time and 7 part-time over the next two labs in addition to 8 existing part-time participants who commenced in Lab 1. A good response was received to the national marketing campaign attracting applicants from South-East Queensland, New South Wales and Victoria with some who were offered positions choosing to relocate to participate in the program. Week 2 of the program is mandatory for new participants to attend and Experts Tamara Loehr and Chris Lorang will be assisting the cohort with strategy planning and customer validation to establish a solid business model for building their startup.

Startup Weekend and GovHack	<p>Date 26/07/2019- 28/07/2019 <b>completed</b></p> <p>and 06/09/2019- 08/09/2019</p>	<p>Startup Weekend 2019</p> <p>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.</p> <p>GovHack 2019 (yearly)</p> <p>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.</p>
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### Comments

The GovHack committee have been meeting via zoom weekly and volunteers and organisers have been working together to finalise the details 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 was approved and circulated via social media, email contact lists and promoted on radio and in The Morning Bulletin newspaper. Digital Dexterity was secured as a sponsor in addition to Rockhampton Regional Council, CQUniversity, Livingstone Shire Council and Startup Capricorn.

## 5. Budget

Financial performance as expected for the reporting period.

	Adopted Budget \$	Actuals \$	EOM Commitments \$	Total \$	Variance %
<b>CORPORATE &amp; TECHNOLOGY SERVICES</b>					
<u><i>Fleet</i></u>					
Revenues	(310,000)	(48,950)	0	(48,950)	15.8%
Expenses	12,531,527	1,925,578	456,075	2,381,653	15.4%
Transfer / Overhead Allocation	(16,617,700)	(2,975,733)	0	(2,975,733)	17.9%
<b>Total Unit: Fleet</b>	<b>(4,396,173)</b>	<b>(1,099,105)</b>	<b>456,075</b>	<b>(643,030)</b>	<b>25.0%</b>
<u><i>Property &amp; Insurance</i></u>					
Revenues	(416,399)	(94,423)	0	(94,423)	22.7%
Expenses	3,975,982	730,935	197,950	928,885	18.4%
Transfer / Overhead Allocation	9,171	1,447	0	1,447	15.8%
<b>Total Unit: Property &amp; Insurance</b>	<b>3,568,755</b>	<b>637,960</b>	<b>197,950</b>	<b>835,909</b>	<b>17.9%</b>
<u><i>Corporate &amp; Technology Management</i></u>					
Expenses	659,459	91,875	23,569	115,444	13.9%
Transfer / Overhead Allocation	0	15	0	15	-
<b>Total Unit: Corporate &amp; Technology Management</b>	<b>659,459</b>	<b>91,890</b>	<b>23,569</b>	<b>115,459</b>	<b>13.9%</b>
<u><i>Information Systems</i></u>					
Revenues	(15,000)	(39,129)	0	(39,129)	260.9%
Expenses	7,666,837	1,468,623	530,920	1,999,543	19.2%
Transfer / Overhead Allocation	19,768	2,047	0	2,047	10.4%
<b>Total Unit: Information Systems</b>	<b>7,671,604</b>	<b>1,431,541</b>	<b>530,920</b>	<b>1,962,461</b>	<b>18.7%</b>
<u><i>Procurement &amp; Logistics</i></u>					
Expenses	1,882,043	334,722	937	335,659	17.8%
Transfer / Overhead Allocation	(112,546)	5,625	0	5,625	-5.0%
<b>Total Unit: Procurement &amp; Logistics</b>	<b>1,769,497</b>	<b>340,347</b>	<b>937</b>	<b>341,284</b>	<b>19.2%</b>
<u><i>Smart Hub Business</i></u>					
Revenues	(448,025)	(107,877)	0	(107,877)	24.1%
Expenses	847,228	91,713	182,970	274,683	10.8%
Transfer / Overhead Allocation	0	156	0	156	-
<b>Total Unit: Smart Hub Business</b>	<b>399,203</b>	<b>(16,009)</b>	<b>182,970</b>	<b>166,961</b>	<b>-4.0%</b>
<b>Total Section: CORPORATE &amp; TECHNOLOGY SERVICES</b>	<b>9,672,345</b>	<b>1,386,623</b>	<b>1,392,420</b>	<b>2,779,043</b>	<b>14.3%</b>

### Comments

Corporate and Technology Services on track.

## 6. Section Statistics

### Safety Statistics

	First Quarter		
	July	Aug	Sept
Number of Lost Time Injuries	0	0	
Number of Days Lost Due to Injury	0	0	
Total Number of Incidents Reported	0	1	
Number of Incomplete Hazard Inspections	0	1	

### Service Delivery

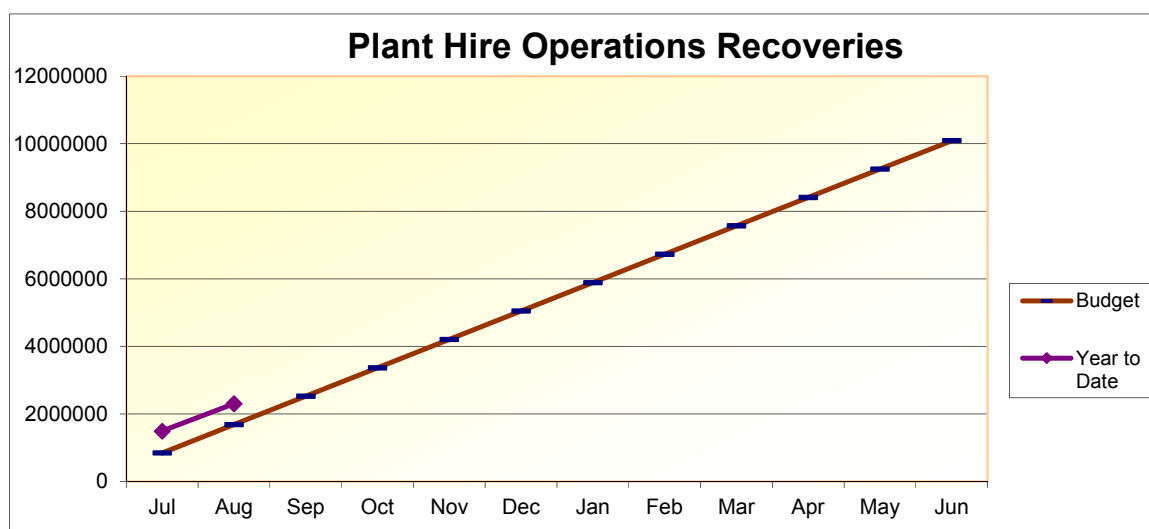
Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
IT support services provided within service levels outlined in the IT Service Catalogue.	90%	93%	Operational
Ensure availability of system up-time during core business hours (excluding planned outages).	99%	100%	Operational
Process records on the day of receipt as per Recordkeeping Charter.	95%	100%	Operational
Ensure top 100 suppliers by dollar value under formal purchasing agreements (contracts).	90%	93%	Operational
Ensure tenanted properties in any month, have current lease agreements and public liability insurance.	80%	90%	Operational
Process insurance claims within procedural timeframes.	100%	100%	Operational
SmartHub Membership (Target 2018 - 20)	100	85	Operational

### Liquor Permit Applications on Council Owned or Controlled Land

	July	Aug	Sept
Applications Received	3	3	
Applications Approved	3	3	
Applications Denied	0	0	

## 7. Whole of Council Reports and Statistics

### Fleet Services



<b>Plant Hire Operations Budget (Surplus)</b>	<b>\$10,091,004</b>
<b>Year to Date (Surplus)</b>	<b>\$2,299,125</b>

### Procurement & Logistics

Contracts Awarded for August – 9

<b>Tender/ Contract No.</b>	<b>Contract Name</b>	<b>Awarded</b>	<b>Amount</b>
TEN13393	TEN13393 - RPQS Supply & Delivery of Road Making Materials	Panel Arrangement	SOR
TEN13495	Office Refurbishment Unit 2 Walter Reid Cultural Centre	Linbridge Builders Pty Ltd	\$87,121
QUO13504	Fraser Park Redevelopment Stage 1E	Taboh Pty Ltd T/A BT Builders Qld	\$79,070
TEN13514	Fitzroy River Bank Protection Works	Pensar Resource Infrastructure Pty Ltd	\$1,813,131
TEN13545	Supply & Delivery of First Aid Requirements	St John Ambulance Australia Queensland Ltd	SOR
TEN13546	Manufacture & Delivery of Drainage Pipes	Hume Rockhampton	SOR
TEN13573	Under Road Boring program	Robert Elliot Directional Drilling Pty Ltd	SOR
QUO13679	Scaffolding for Waterslide 42 Battalion	High Risk Solutions Pty Ltd	\$45,943
QUO13680	Fibre Glass Works Waterslide 42 Battalion	Fitzroy Marine & Slopway Services Pty Ltd	\$32,321

Tenders / quotes in progress - 33

# **CORPORATE SERVICES DEPARTMENT MONTHLY OPERATIONAL REPORT - AUGUST 2019**

## **ES Monthly Report - August 2019**

**Meeting Date: 17 September 2019**

**Attachment No: 2**



# MONTHLY OPERATIONS REPORT

## FINANCE – ENVIRONMENTAL SUSTAINABILITY

### PERIOD ENDED AUGUST 2019



## 1. Operational Summary

### **Environmental Sustainability Strategy**

- Council approved the *Environmental Sustainability Strategy – Year in Review FY2018-19*. The report is now available on Council's website and has been circulated to key internal and external stakeholders.

### **Bringing Nature Back Program**

- The final draft Natural Environment Study has been received from Cardno. The final report is due Sep 2019. Next steps are subject to Leadership Team consideration and presentation at the September Council workshop.
- Preparations are underway for the next round of Council's Native Plant Program, to be offered at Tropicana.

### **Living Sustainably Program**

- In August, Council's Living Sustainably program focussed on the theme of 'reusing and upcycling materials'. A range of practical tips were distributed via the Sustainability e-newsletter and the hands-on monthly workshop at Rockhampton Regional Library was enjoyed by local participants.
- Council has advised winners of this year's *Sustainability in Action!* Schools Calendar Competition. 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 revised stationery contract has provided opportunities to review Council's paper supplies. As recommended by the Internal Sustainability Working Group, Council has now implemented Australian made 100% recycled A4 paper as the standard paper-supply across its operations. Initiatives to reduce overall paper usage are also continuing.

### **Other:**




- Council approved two projects under the Community Assistance Program – Environment and Sustainability Scheme (Capricornia Catchments and Capricorn Conservation Council). These projects are now underway.
- Tropicana arrangements are being finalised for 14 Sep 2019. The event will focus on 'celebrating and connecting with nature', leveraging on Council's successful Bringing Nature Back program and Nature Play Passports. Activities include an interactive nature play zone, workshops, nature craft, performances, Schools Calendar Competition presentation, tree planting activities, free native plants, Uno's Garden interactive book readings, meet the wildlife and opportunities to meet the local groups and organisations working to protect, maintain and enhance our local natural environment.




## 2. Customer Service Requests



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






## 3. Operational Projects


As at period ended August – 17% 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 committals)
<b>Environmental Sustainability Strategy:</b>						
<b>Sustainability governance:</b> Facilitate quarterly meetings of the Sustainability Strategy Executive Group and Internal Sustainability Working Group.	Jul 19	Jun 20		<ul style="list-style-type: none"> <li>SSEG met 18 July 2019, with Q1 progress report received by Council on 20 Aug 2019.</li> <li>Next SSEG meeting scheduled for 10 Oct 2019.</li> </ul>	\$0	\$0
<b>Pathway 1 – Natural environment (partnerships and programs)</b>						
<b>Natural environment study:</b> 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		<ul style="list-style-type: none"> <li>Continuing project. Final draft report received from Cardno in mid Aug 2019, final report due Sep 2019. Next steps subject to Leadership Team consideration.</li> </ul>	\$60,000 (expended FY18-19, pending final report)	\$0
<b>Bringing Nature Back - works program:</b> On-ground works projects to protect, maintain and enhance	Jul 19	Jun 20		<ul style="list-style-type: none"> <li>Fraser Park bush regeneration works – continuing with Parks and partner support (Capricornia Catchments, Multicultural Australia)</li> </ul>	\$50,000	\$5,000

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc commits)
key natural assets, green corridors and urban waterways in conjunction with key stakeholders and the community. The program may also provide catalyst funding to help address environmental projects on Council land.				and Capricorn Correctional Centre). <ul style="list-style-type: none"> <li>Native plant propagation at Council's Nursery – continuing with funding support from the Environmental Sustainability Unit, volunteers and input from Multicultural Australia.</li> <li>Operational NRM activities – continuing at multiple sites in conjunction with Parks and partner organisations (Multicultural Australia, Jobs Queensland and Capricornia Correctional Centre).</li> </ul>		
<b>Bringing Nature Back – engagement program:</b> 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		<ul style="list-style-type: none"> <li>Native Plant Program – continued rollout at key events during the period July to October 2019.</li> <li>Nature Play Passports – continued rollout with a major interactive nature play installation at Tropicana 2019 and a second print run scheduled for late 2019.</li> <li>Nature Photography Competition – scheduled for April to June 2020.</li> <li>Community workshop / volunteer program – currently under development.</li> </ul>	\$30,000	\$15,000
<b>Pathway 2 – Empowering our community (external programs)</b>						
<b>Living Sustainably program:</b> 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		<ul style="list-style-type: none"> <li>Monthly engagement program – rolling program of monthly displays, workshops and e-newsletters is in progress.</li> <li>Schools calendar competition 2019 - closed 28 June 2019. Winners will be announced at Tropicana 2019.</li> <li>Calendars – pending finalisation and printing, to be distributed to schools in November 2019.</li> </ul>	\$30,000	\$12,000

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc commitments)
<b>Community Assistance Program (CAP E&amp;S):</b> The CAP Environment and Sustainability Scheme provides small grants to support community-based environment and sustainability initiatives.	Jul 19	Rolling		<ul style="list-style-type: none"> <li>Round 2 – applications closed on 01 July 2019. Two projects were approved by Council on 06 Aug 2019.</li> <li>Changeology – community master class and project incubator workshop in Nov 2019.</li> <li>Round 3 - applications close in Oct 2019.</li> <li>Round 4 - applications close in Mar 2020.</li> </ul>	\$30,000	\$10,000
<b>Other sustainability education activities:</b> Encourage sustainability awareness and action via key regional events and educational opportunities.	Jul 19	Rolling		<ul style="list-style-type: none"> <li>River Festival (July 2019) – delivered a nature play workshop within Adventure Land.</li> <li>Emergency Services Day (July 2019) – coordinated major Native Plant Program activities in conjunction with National Tree Day.</li> <li>Tropicana (Sep 2019) – coordinate major 'nature connection' activities.</li> <li>World Environment Day (June 2020) – TBC.</li> <li>Rockhampton Show (June 2020) – TBC.</li> </ul>	\$10,000	\$1,000
<b>Pathway 3 – Industry and infrastructure</b>						
<b>Sustainable Rockhampton Investment Fund:</b> Support projects that deliver both positive environmental outcomes and real operational savings for Council.	Jul 19	Rolling		<ul style="list-style-type: none"> <li>Awaiting Glenmore Water Treatment Plant solar as the first project for consideration under the Fund.</li> </ul>	TBC	TBC
<b>Clean Growth Choices:</b> Support development of business cases for the 'making water work' pathway.	Aug 18	Jun 20		<ul style="list-style-type: none"> <li>Business case - awaiting draft for review.</li> <li>Stakeholder workshop – scheduled for Sep 19.</li> </ul>	Advance	Advance
<b>Pathway 4 – Council operations (corporate sustainability)</b>						
<b>Second Nature program:</b> Council's internal sustainability engagement program has been	Jul 19	Rolling		<ul style="list-style-type: none"> <li>Field trip – scheduled for Oct 2019.</li> </ul>	\$0	\$0

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc commitals)
designed to advance sustainability awareness and action within Council's operations. The Internal Sustainability Working Group champion sustainability initiatives across departments, act as a conduit for information and support sustainability action across the organisation.						
<b>Sustainability Seed Fund program:</b> 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		<ul style="list-style-type: none"> <li>Seed fund initiatives – project scoping and planning phases, along with purchase of long lead time items, commenced in July 2019.</li> <li>Changeology master class and project incubator workshop – scheduled for Nov 2019.</li> </ul>	\$20,000	\$9,000

## 4. Budget

Financial performance is as expected for August – 17% of year elapsed.



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

As At End Of August

Report Run: 06-Sep-2019 11:29:48 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Variance	On target
	\$	\$	\$	\$	\$	%	16.7% of Year Gone
<b>FINANCE</b>							
<u>Natural Resource Management</u>							
Expenses	539,684	0	36,286	73,592	109,878	20%	✗
Transfer / Overhead Allocation	0	0	0	1,093	1,093	0%	✗
<b>Total Unit: Natural Resource Management</b>	<b>539,684</b>	<b>0</b>	<b>36,286</b>	<b>74,685</b>	<b>110,971</b>	<b>21%</b>	<b>✗</b>
<b>Total Section: FINANCE</b>	<b>539,684</b>	<b>0</b>	<b>36,286</b>	<b>74,685</b>	<b>110,971</b>	<b>21%</b>	<b>✗</b>
<b>Total Department: CORPORATE SERVICES</b>	<b>539,684</b>	<b>0</b>	<b>36,286</b>	<b>74,685</b>	<b>110,971</b>	<b>21%</b>	<b>✗</b>
<b>Grand Total:</b>	<b>539,684</b>	<b>0</b>	<b>36,286</b>	<b>74,685</b>	<b>110,971</b>	<b>21%</b>	<b>✗</b>

#### Comments

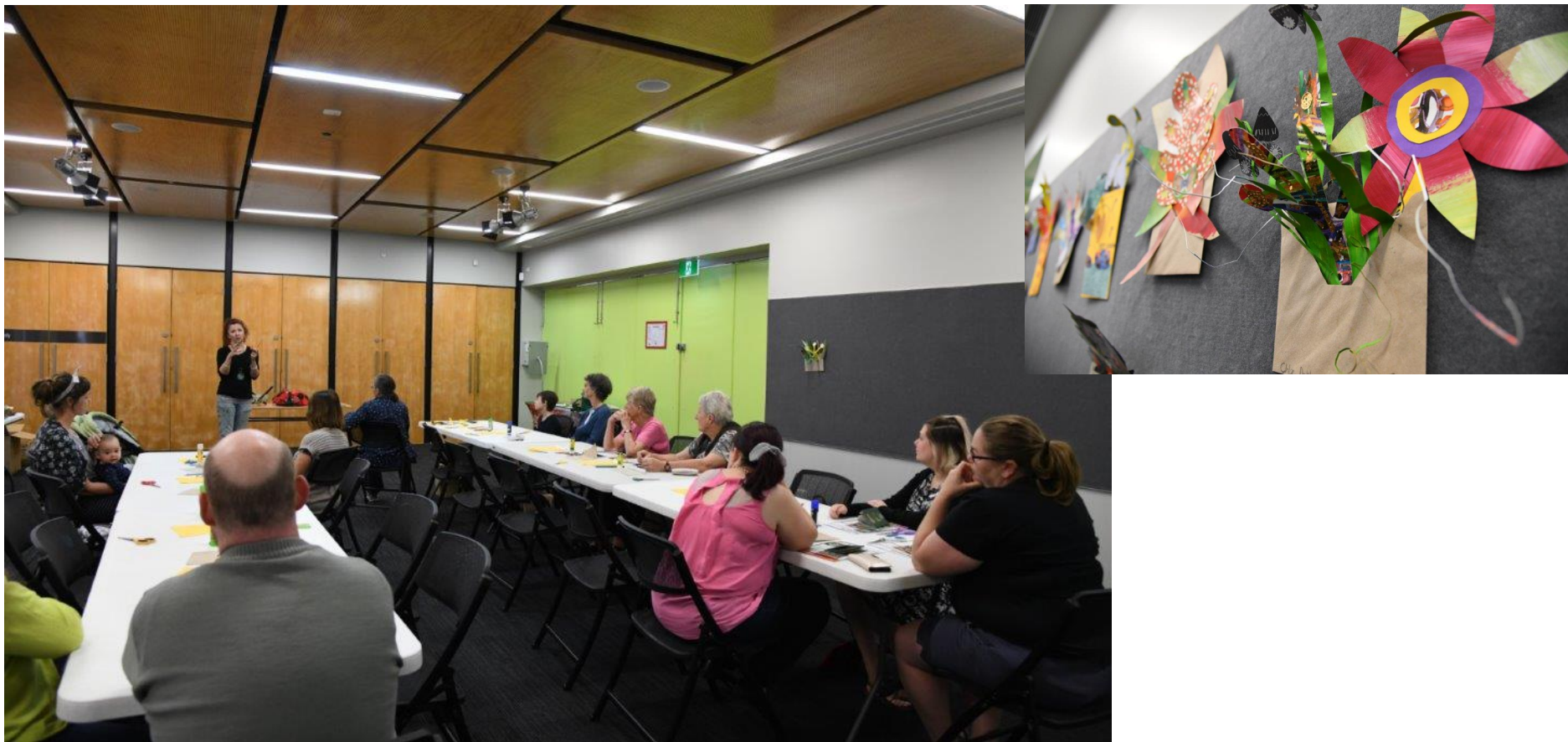
Unit budget is on track, noting additional unit expenses related to preparations for Tropicana 2019.

## 5. Section Statistics

Program/Activity	Date/s	Attendees
<b>Completed activities</b>		
<b>Living Sustainably ‘reusing and upcycling materials’:</b> Monthly display and workshop at Rockhampton Regional Library.	10 Aug 19	15
<b>Upcoming activities</b>		
<b>Living Sustainably ‘encouraging wildlife and wildlife habitat’:</b> Monthly display and workshop to be held at Tropicana.	14 Sep 19	~100
<b>Tropicana 2019 ‘celebrating and connecting with nature’ activities:</b> The Environmental Sustainability Unit is working with the Advance Rockhampton Events Team to deliver nature themed activities as part of Tropicana 2019. This includes 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
<b>Living Sustainably September school holiday activities:</b> Major display and workshop series at Rockhampton Regional Libraries in Rockhampton, Gracemere and Mount Morgan, with over 30 separate workshop sessions to be delivered.	21 Sep – 04 Oct 19	~500
<b>Living Sustainably ‘improving water use and water efficiency’:</b> Monthly display and workshop at Rockhampton Regional Library.	12 Oct 19	~50
<b>Changeology master class and project incubator:</b> 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: (1) designed to support members of Council’s Internal Sustainability Working Group and (2) a subsidised program for members of not-for-profit community groups involved in local environment and sustainability initiatives.	04-05 Nov 19	~50
<b>Living Sustainably ‘recycling right with your yellow lid bin’:</b> Monthly display and workshop at Rockhampton Regional Library.	09 Nov 19	~50
<b>Living Sustainably ‘green gift giving and festive decorations’:</b> Monthly display and workshop at Rockhampton Regional Library.	07 Dec 19	~50

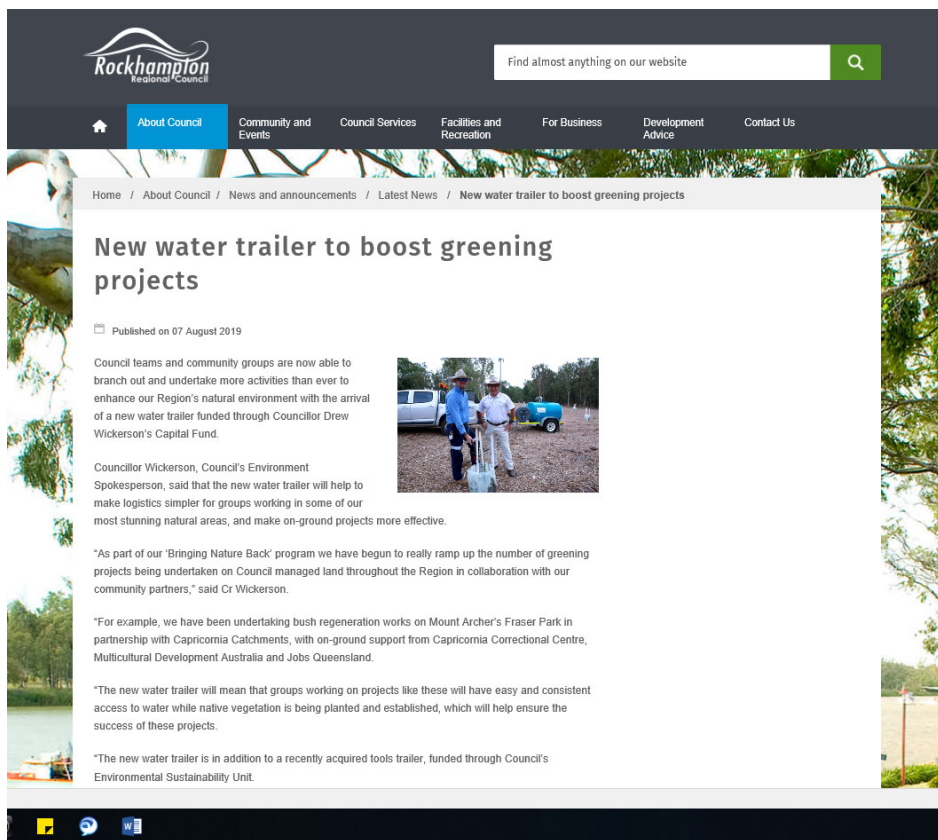


## 6. Sustainability Events and Media Coverage

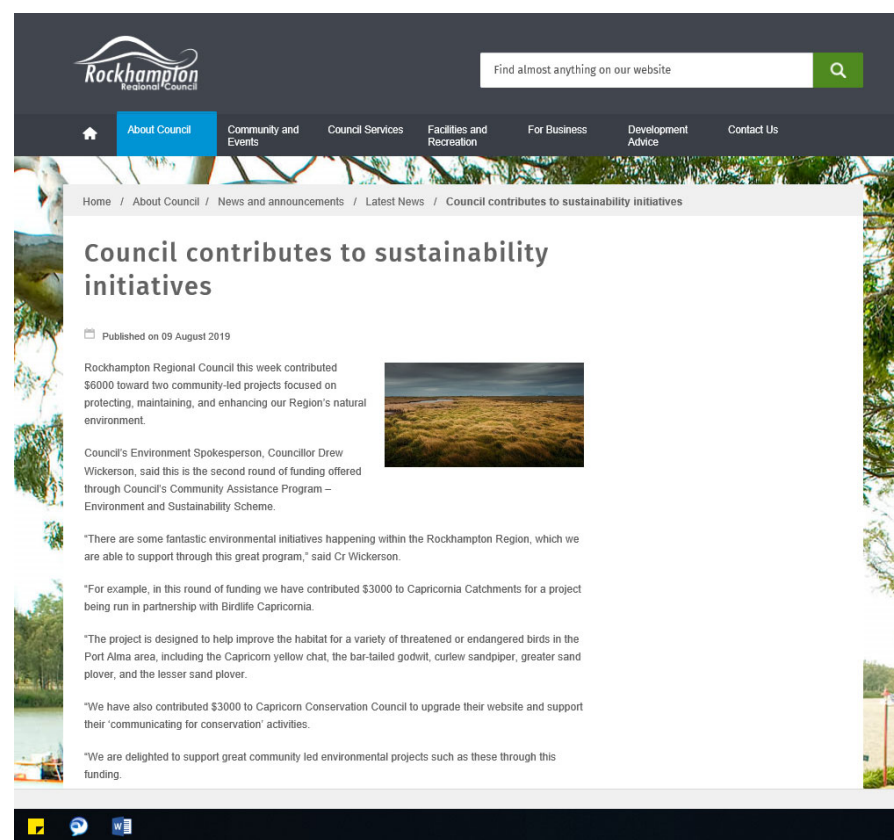


**Living Sustainably Community Workshop (10 Aug 2019):** Council's August workshop sessions attracted 15 participants to the Rockhampton Regional Library to learn about reusing and upcycling materials. The sessions were coordinated by Council's Environmental Sustainability Team, with local artist Nora Hanasy-Cheers. The completed materials will be displayed at Tropicana 2019.

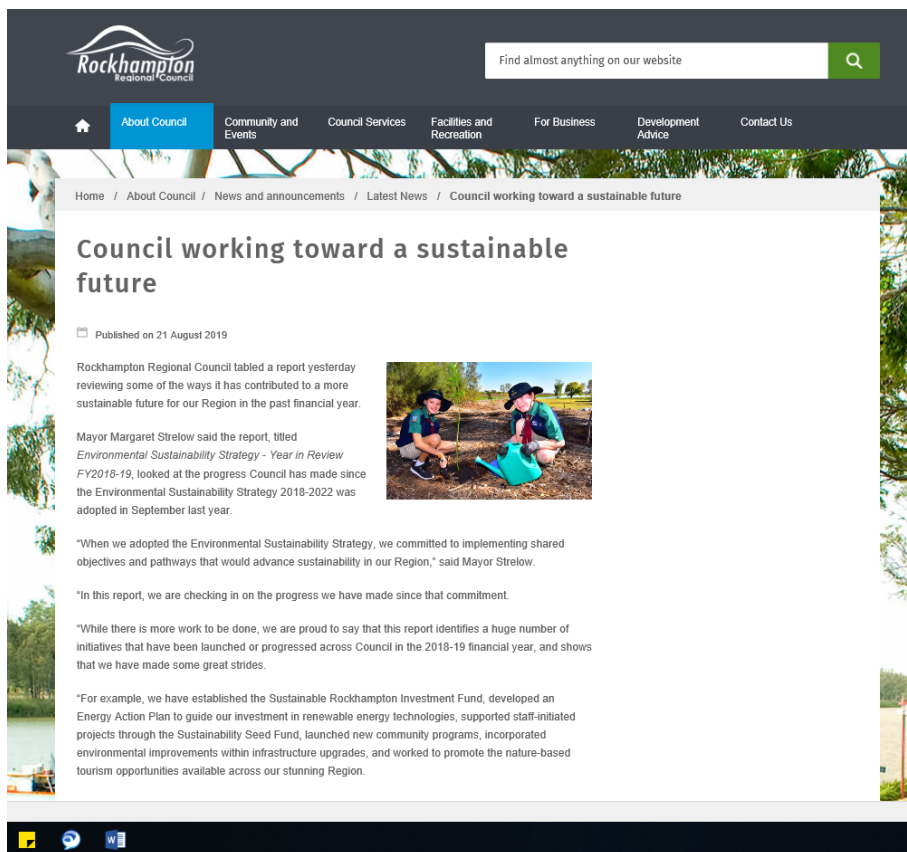




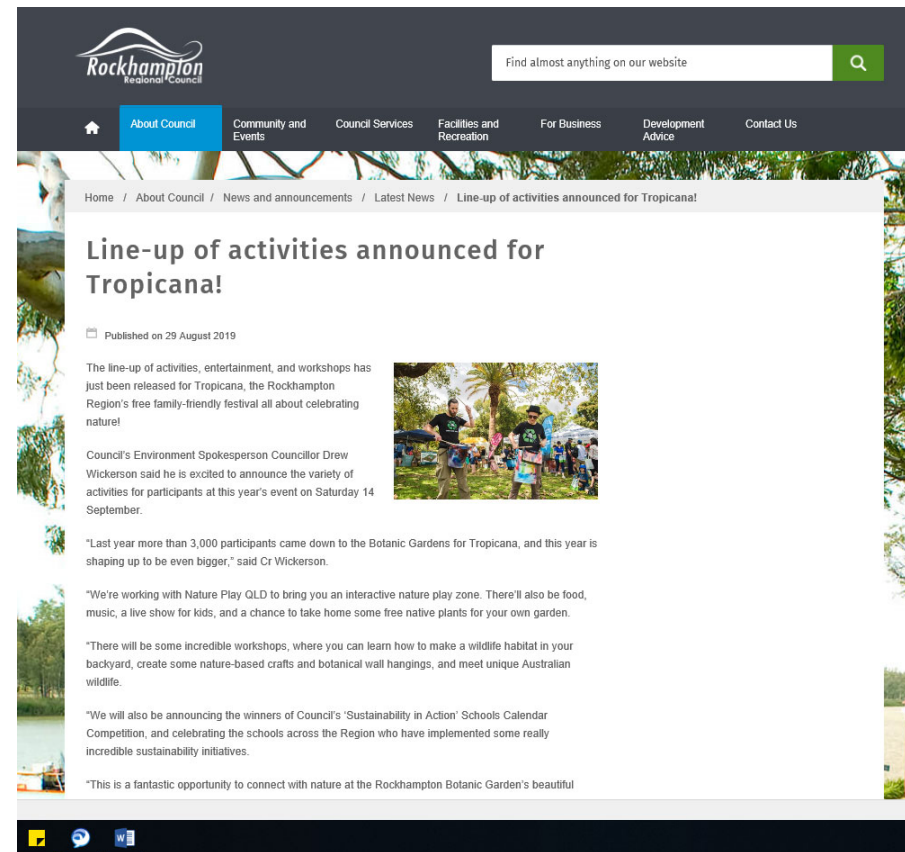
**Council's new water trailer commenced service (07 Aug 2019):** The water trailer will help to support on-ground works, such as bush regeneration and riparian restoration, undertaken as part of Council's Bringing Nature Back program.



**Council approved support for two new initiatives under the Environment and Sustainability Scheme (06 Aug 2019):** The projects include Capricornia Catchments 'helping the Capricorn yellow chat and a few of their friends' and Capricorn Conservation Council's 'communicating for conservation' website upgrade.



**Council's Environmental Sustainability Strategy – Year in Review FY2018-19 was approved for public exhibition (20 Aug 2019):** The report provides Council's first annual update on implementation of the Strategy. The report highlights a number of initiatives that have been progressed by Council. For example, this includes work completed to establish the Sustainable Rockhampton Investment Fund, develop an Energy Action Plan to guide our investment in renewable energy technologies, support for staff-initiated projects through the Sustainability Seed Fund, the launch of new community programs, incorporating environmental improvements within infrastructure upgrades, and promoting the nature-based tourism opportunities available across our stunning Region.



**Tropicana preparations are in full swing and marketing has now commenced (29 Aug 2019):** The event will focus on connecting with and celebrating nature. Major activities include an interactive nature play zone, workshops, nature craft, performances, Schools Calendar Competition presentation, tree plants, free native plants, Uno's Garden interactive book readings, meet the wildlife and opportunities to meet the local groups and organisations working to protect, maintain and enhance our local natural environment.

# **CORPORATE SERVICES DEPARTMENT MONTHLY OPERATIONAL REPORT - AUGUST 2019**

## **SP Monthly Report - August 2019**

**Meeting Date: 17 September 2019**

**Attachment No: 3**

# MONTHLY OPERATIONS REPORT

## STRATEGY & PLANNING

PERIOD ENDED AUGUST 2019



### 1. Operational Summary

#### Strategic Planning

- Submitted the planning scheme amendment 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 advocacy.
- Strategic planning input and contribution to Project Rocky, Airport planning 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 13 September 2019.

#### Grant Applications




- 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.
- Advice, drafting and support for grants applications listed below:

Grant Name	Description	Department	Amount	Closing Date
Building Our Region - Construction Projects	Based on a decision by Council, three projects were put forward for the EOI stage: <ul style="list-style-type: none"><li>• Rockhampton Solar Project</li><li>• NRFMA Sewer Works</li><li>• Barriers and Grandstands</li></ul>	Various	Various	EOIs closed 30 August 2019
Local Government Illegal Dumping Partnership Grants	Funding for a Compliance Officer, vehicle, technology enhancements to reporting systems, cameras and other equipment for monitoring illegal dumping	Local Laws	Approx. \$200,000	6 September 2019
Local Government Illegal Dumping	Funding for two projects: prevention/intervention, and data	Waste and Recycling	Approx. \$60,000 and	18 September 2019

Hotspot Grants	collection.		\$20,000	
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	20 September 2019
Building Our Region – Planning Project	Rockhampton Airport Apron extension.	Advance Rockhampton	TBD	27 September 2019
Building Better Regions – Infrastructure Projects Stream	Identification of projects suitable for the grant	Various	TBD	TBA
Building Better Regions – Community Investment Stream	Identification of projects suitable for the grant			TBA
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

## 2. Customer Service Requests

Response times for completing customer requests in this reporting period for August 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	3	3	0	0	3	 5.33	 0.90	 0.95	0.70




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 August.

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




## 4. Operational Projects

As at period ended August 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)
<b>Rockhampton Aquaculture Industry Development Plan</b> <i>Provide direction and facilitate the creation of aquaculture development in the Rockhampton Region</i>	Dec 2018	April 2019		Part funding of project led by Advance Rockhampton and strategic planning input into the project.	To be reviewed	\$0.00
<b>Removal of portion of Music Bowl site (Lot 2 RP 616767) from Environmental Management Register</b>	Feb 2019	September 2019		Part 1 - Butler Partners have been engaged to undertake an environmental site assessment  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.	\$52,500.00  \$21,163.00	\$5,897.65  \$0.00



Project	Planned Start Date	Planned End Date	On Track	Comments	Budget Estimate	YTD actual (incl committals)
<b>Natural Environment Study</b> <i>Project initiated to commission an updated Natural Environment Study for the RRC local government area.</i>	<i>Dec 2018</i>	<i>June 2019</i>		<i>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.</i>	<i>\$60,000.00 (Environmental Sustainability budget) any variations from S&amp;P budget</i>	<i>\$0.00</i>
<b>Event Transport Management Strategic Assessment</b>	<i>May 2019</i>	<i>July 2019</i>		<i>PricewaterhouseCooper have provided a draft report.</i>	<i>\$21,450.00</i>	<i>\$0.00</i>
<b>Rockhampton Region Planning Scheme – Major Amendment V2</b> <i>Stage 1 – Planning and Preparation – completed</i> <i>Stage 2 – State Interest Review – completed</i> <i>Stage 3 – Public Consultation – commenced</i> <i>Stage 4 - Consideration by State</i> <i>Stage 5 - Adoption</i>	<i>Sept 2017</i>	<i>Dec 2019</i>		<i>Submitted the planning scheme amendment to the state for final ministerial review.</i>	<i>In house</i>	

## 5. Budget

Financial performance as expected for the reporting period.

	Adopted Budget \$	Actuals \$	EOM Commitments \$	Total \$	Variance %	On Target 16.7% of Year Gone
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### STRATEGY AND PLANNING

#### Strategy and Planning

Revenues	(533)	0	0	0	0.0%
Expenses	1,049,025	117,790	50,666	168,456	11.2%
Transfer / Overhead Allocation	6,367	0	0	0	0.0%
<b>Total Unit: Strategy and Planning</b>	<b>1,054,859</b>	<b>117,790</b>	<b>50,666</b>	<b>168,456</b>	<b>11.2%</b>
<b>Total Section: STRATEGY AND PLANNING</b>	<b>1,054,859</b>	<b>117,790</b>	<b>50,666</b>	<b>168,456</b>	<b>11.2%</b>

#### Comments

*New Senior Strategic Planner anticipated to commence 23 September and currently filling vacant Planning Assistant role.*

# **CORPORATE SERVICES DEPARTMENT MONTHLY OPERATIONAL REPORT - AUGUST 2019**

## **Finance Monthly Report - August 2019**

**Meeting Date: 17 September 2019**

**Attachment No: 4**

# MONTHLY OPERATIONS REPORT

## FINANCE

PERIOD ENDED AUGUST 2019



### 1. Operational Summary

*Draft Financial Statements were completed and forwarded to Thomas, Noble Russell (our External Auditors) by the due date on Thursday, 22 August 2019.*

*A busy time in Customer Service with both Rates and Dog registrations falling due within similar timeframes.*

*The Sustainability Unit is busy with preparations for Tropicana on the 14<sup>th</sup> September, 2019*

*Rates arrears are low for August when compared with 2017/2018 and 2018/2019 figures, this is due to the Rates due date being extended to 4<sup>th</sup> September 2019. For 2017/2018 and 2018/2019 rates were due in August.*

## 2. Customer Service Requests

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



### All Monthly Requests (Priority 3) Finance 'Traffic Light' report August 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	3	0	0	0	3	0	5	● 0.00	●	3.00	● 2.53	12.38
Rates Searches	11	11	122	110	12	0	5	● 2.99	●	2.93	● 2.89	2.84
Rates Enquiry	0	0	72	71	1	0	3	● 0.61	●	0.74	● 0.92	0.66

### 3. Capital Projects

No Capital Projects.

## 4. Operational Projects

As detailed in the Environmental Sustainability section report.

## 5. Budget

Financial performance as expected for the reporting period.



### End of Month Budget Management Report - (Operating Only) - FINANCE

As At End Of August

Report Run: 05-Sep-2019 13:42:49 Excludes Nat Accs: 2802,2914,2917,2924

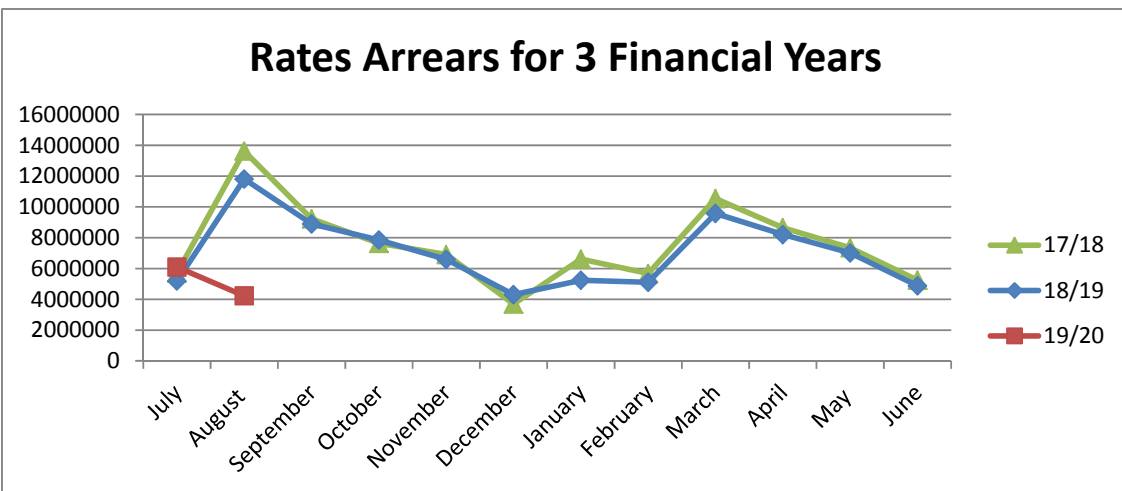
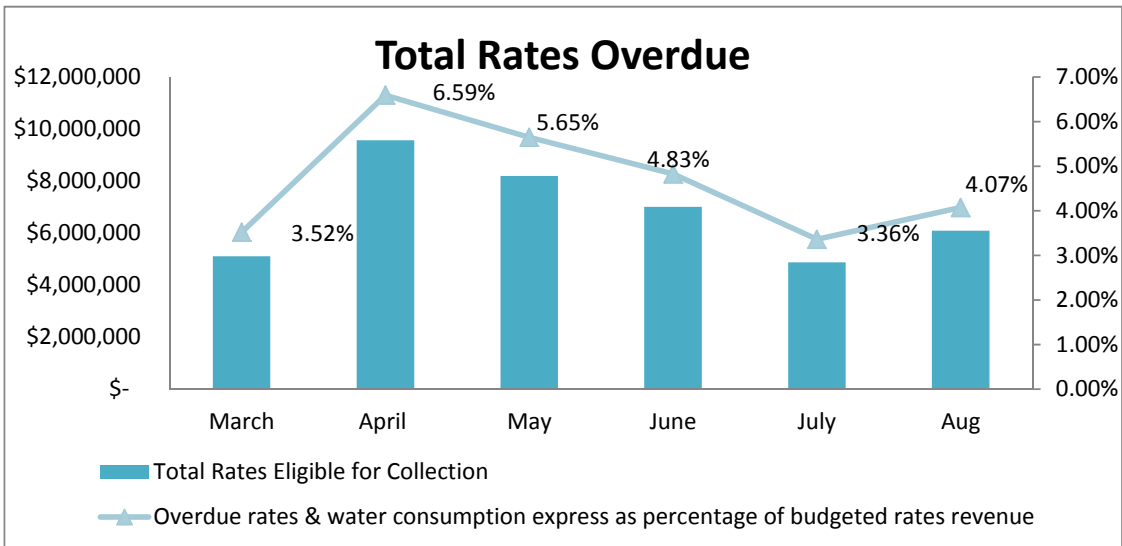
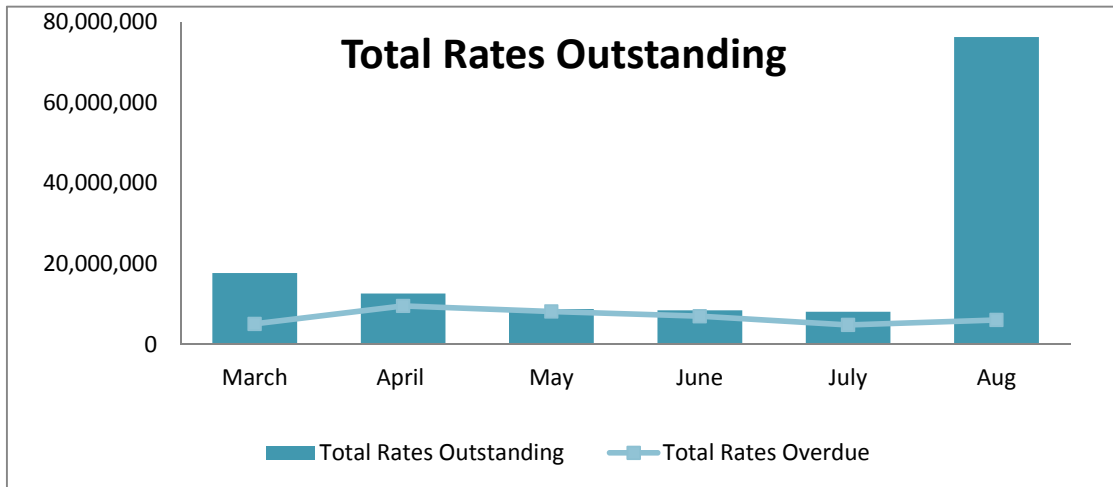
	Adopted Budget \$	Actuals \$	EOM Commitments \$	Total \$	Variance %	On Target 16.7% of Year Gone
<b>FINANCE</b>						
<u>Finance Management</u>						
Expenses	544,167	92,422	124,976	217,398	17.0%	
<b>Total Unit: Finance Management</b>	<b>544,167</b>	<b>92,422</b>	<b>124,976</b>	<b>217,398</b>	<b>17.0%</b>	
<u>Accounting Services</u>						
Expenses	1,683,328	302,116	17	302,133	17.9%	
<b>Total Unit: Accounting Services</b>	<b>1,683,328</b>	<b>302,116</b>	<b>17</b>	<b>302,133</b>	<b>17.9%</b>	
<u>Financial Systems</u>						
Revenues	(1,160)	0	0	0	0.0%	
Expenses	239,155	38,263	0	38,263	16.0%	
Transfer / Overhead Allocation	600	0	0	0	0.0%	
<b>Total Unit: Financial Systems</b>	<b>238,595</b>	<b>38,263</b>	<b>0</b>	<b>38,263</b>	<b>16.0%</b>	
<u>Customer Service</u>						
Revenues	(211,003)	(59,347)	0	(59,347)	28.1%	
Expenses	1,826,260	279,289	60,477	339,766	15.3%	
<b>Total Unit: Customer Service</b>	<b>1,615,257</b>	<b>219,942</b>	<b>60,477</b>	<b>280,419</b>	<b>13.6%</b>	
<u>Rates &amp; Revenue</u>						
Revenues	(513,109)	(57,126)	0	(57,126)	11.1%	
Expenses	1,809,691	586,039	461,434	1,047,473	32.4%	
Transfer / Overhead Allocation	750	0	0	0	0.0%	
<b>Total Unit: Rates &amp; Revenue</b>	<b>1,297,332</b>	<b>528,913</b>	<b>461,434</b>	<b>990,347</b>	<b>40.8%</b>	
<u>Natural Resource Management</u>						
Expenses	539,684	73,592	36,286	109,878	13.6%	
Transfer / Overhead Allocation	0	1,093	0	1,093	-	
<b>Total Unit: Natural Resource Management</b>	<b>539,684</b>	<b>74,685</b>	<b>36,286</b>	<b>110,971</b>	<b>13.8%</b>	
<b>Total Section: FINANCE</b>	<b>5,918,363</b>	<b>1,256,342</b>	<b>683,190</b>	<b>1,939,532</b>	<b>21.2%</b>	

### Comments

Committals for Audit Fees and Collection Fees are representative for the entire year.



## 6. Section Statistics



## 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	3661										
Same month Completed	2539	2905										
% completed same month	75%	79%										
Completed Total for Month	3770	3694										
Total Pending	3029	2934										
Top 5 Requests for Month	Dog Amend Fac Man W/Ani W/Leak AnComp	Dog Amend Fac Man W/Ani AnComp AN/Brk1										

Total outstanding customer requests up to 3 months old:	1419
Total outstanding customer requests between 3 to 6 months old:	254
Total outstanding customer requests greater than 6 months old:	1261

\* Meter Maintenance CR's

Conquest Work Order & Investigation Long Term up to 3 months old:	684
Conquest Work Order & Investigation Long Term between 3 to 6 months old:	198
Conquest Work Order & Investigation Long Term greater than 6 months old:	1221

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

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

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

Key:	T/Trim - Tree Trimming	Mist - Vector Misting	An/Dogr - Dog Registration Enquiry	MISJRR - 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	An/Brk1 - Animal Barking Stage 1	

Maintain the ratio of customer queries satisfied by Customer Service Officers, without referral to departments.	80%	92%	Operational
Customer Service Call Centre answering 75% of incoming calls within 45 seconds.	75%	73%	Adopted

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**11.10 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 AUGUST 2019**

**File No:** 8148

**Attachments:** 1. [Income Statement - August](#)  
2. [Key Indicators Graphs - August](#)

**Authorising Officer:** Drew Stevenson - Acting General Manager Corporate Services

**Author:** Alicia Cutler - Chief Financial Officer

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**SUMMARY**

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

**OFFICER'S RECOMMENDATION**

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

**COMMENTARY**

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

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

The attached financial statement provides Council's position after the first two months of the 2019/20 financial year. Results should be approximately 16.7% of the adopted budget on an even monthly distribution basis.

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

Total Operating Revenue is at 38% of the adopted budget. Key components of this result are:

- Net Rates and Utility Charges are at 47% of budget. Council's rates and utility charges for the first six months of the financial year ending 31 December 2019 have been raised and fell due on 4<sup>th</sup> September 2019.
- Interest revenue is ahead of budget at 21%. Interest revenue historically remains ahead of budget for the first six months of the financial year and then moves closer to budget during the second half of the financial year.
- Other income is at 29% of the budget. This is ahead of the target due to insurance proceeds received and Airport commercial commissions received. Waste levy payments from the State Government has been allocated as other income based on latest technical accounting advice; at the time of budget preparation was allocated as grant income.

Total Operating Expenditure is at 16% of the adopted budget. Key components of this result are:

- Contractors and consultants are at 14%. Other contractors' total budget is \$3M year to date and this has been underspent by \$450k. This largely due to the timing of contract payments under Waste and Recycling Section and Advance Rockhampton.
- Materials and plant is at 11%. This is mostly due to some private and recoverable works projects yet to commence in 2019/20.
- Other expenses are only at 7%. This is partly due to the timing of grants and sponsorships to local community groups.
- 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 7% 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 6% of the budget. This represents an actual spend of \$8.4M for the financial year. Some of the large projects are still in early project delivery stages – for example the new Art Gallery construction phase has not yet begun. Once construction starts it is expected that the capital spend will accelerate.

Total Investments are approximately \$73.5M as at 31 August 2019.

Total Loans are \$120.0M as at 31 August 2019.

## **CONCLUSION**

Total operational revenue is ahead of budget at 38% due to the levying of the General Rates and Utility Charges for the six months ending 31 December 2019.

The capital program saw \$5.2M spent during August and will need to gain momentum in the coming months to deliver the projects budgeted in 2019/20.

# **SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 AUGUST 2019**

## **Income Statement - August**

**Meeting Date: 17 September 2019**

**Attachment No: 1**



**Income Statement**  
**For Period July 2019 to August 2019**  
**16.7% of Year Gone**

	Adopted Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	YTD Actuals % of Adopted Budget
	\$	\$	\$	\$	
<b>OPERATING</b>					
<b>Revenues</b>					
Net rates and utility charges	(149,627,173)	(70,118,568)	0	(70,118,568)	47%
Fees and Charges	(26,271,007)	(4,085,209)	50	(4,085,159)	16%
Private and recoverable works	(13,292,943)	(1,542,454)	0	(1,542,454)	12%
Rent/Lease Revenue	(3,117,903)	(534,846)	0	(534,846)	17%
Grants Subsidies & Contributions	(14,762,254)	(2,187,118)	0	(2,187,118)	15%
Interest revenue	(934,000)	(196,321)	0	(196,321)	21%
Other Income	(4,423,646)	(1,285,153)	0	(1,285,153)	29%
<b>Total Revenues</b>	<b>(212,428,927)</b>	<b>(79,949,669)</b>	<b>50</b>	<b>(79,949,619)</b>	<b>38%</b>
<b>Expenses</b>					
Employee costs	83,397,224	14,113,620	216,665	14,330,285	17%
Contractors & Consultants	17,959,240	2,553,395	6,787,923	9,341,318	14%
Materials & Plant	19,244,295	2,104,982	2,414,926	4,519,908	11%
Asset Operational	25,149,294	3,711,503	1,574,538	5,286,041	15%
Administrative expenses	14,368,947	2,278,188	3,611,264	5,889,453	16%
Depreciation	54,365,738	9,061,166	0	9,061,166	17%
Finance costs	6,046,530	1,026,506	0	1,026,506	17%
Other Expenses	1,247,340	84,940	33,248	118,188	7%
<b>Total Expenses</b>	<b>221,778,608</b>	<b>34,934,300</b>	<b>14,638,565</b>	<b>49,572,866</b>	<b>16%</b>
<b>Transfer / Overhead Allocation</b>					
Transfer / Overhead Allocation	(9,382,328)	(1,514,267)	0	(1,514,267)	16%
<b>Total Transfer / Overhead Allocation</b>	<b>(9,382,328)</b>	<b>(1,514,267)</b>	<b>0</b>	<b>(1,514,267)</b>	<b>16%</b>
<b>TOTAL OPERATING POSITION (SURPLUS)DEFICIT</b>	<b>(32,647)</b>	<b>(46,529,635)</b>	<b>14,638,615</b>	<b>(31,891,020)</b>	<b>142524%</b>
<b>CAPITAL</b>					
	Adopted Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Revised Budget
<b>Total Developers Contributions Received</b>	(2,262,800)	(490,266)	0	(490,266)	22%
<b>Total Capital Grants and Subsidies Received</b>	(63,960,122)	(4,172,200)	0	(4,172,200)	7%
<b>Total Proceeds from Sale of Assets</b>	0	0	0	0	0%
<b>Total Capital Income</b>	<b>(66,222,923)</b>	<b>(4,662,466)</b>	<b>0</b>	<b>(4,662,466)</b>	<b>7%</b>
<b>Total Capital Expenditure</b>	<b>149,316,405</b>	<b>8,382,693</b>	<b>54,855,369</b>	<b>63,238,062</b>	<b>6%</b>
<b>Net Capital Position</b>	<b>83,093,482</b>	<b>3,720,227</b>	<b>54,855,369</b>	<b>58,575,596</b>	<b>4%</b>
<b>TOTAL INVESTMENTS</b>		<b>73,501,230</b>			
<b>TOTAL BORROWINGS</b>		<b>120,024,641</b>			

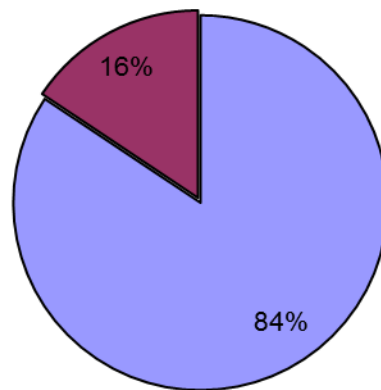
# **SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 AUGUST 2019**

## **Key Indicators Graphs - August**

**Meeting Date: 17 September 2019**

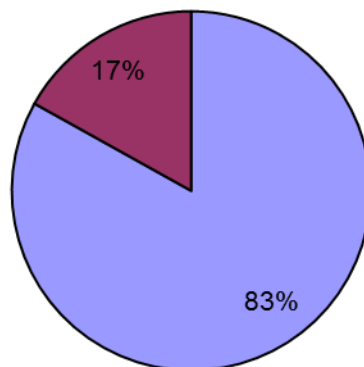
**Attachment No: 2**

**Operating Revenue  
(Excluding Net Rates and Utility Charges)  
(16.7% of Year Gone)**



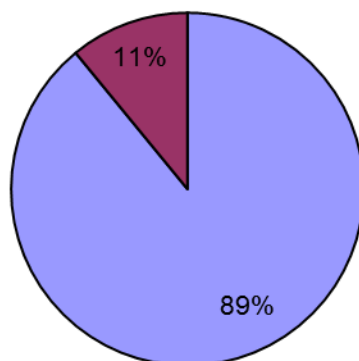
■ Uncollected  
Operating  
Revenue  
■ Collected  
Operating  
Revenue

**Operating Employee Costs  
(16.7% of Year Gone)**



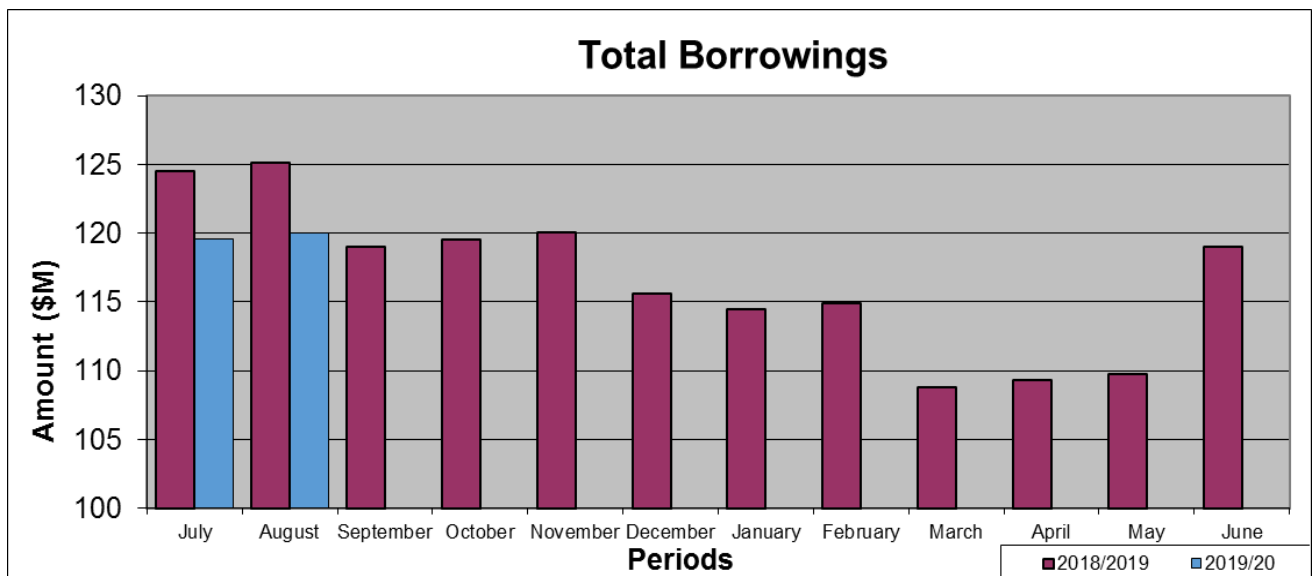
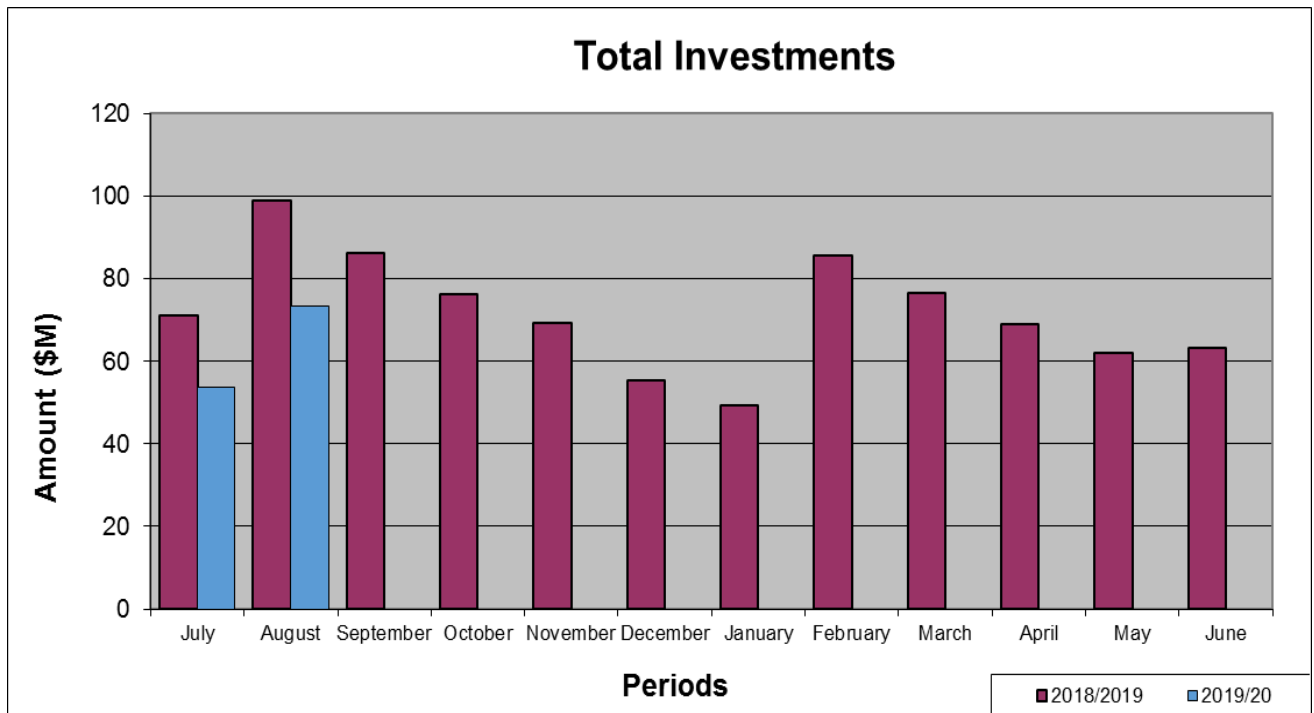
■ Unspent  
Employee  
Costs

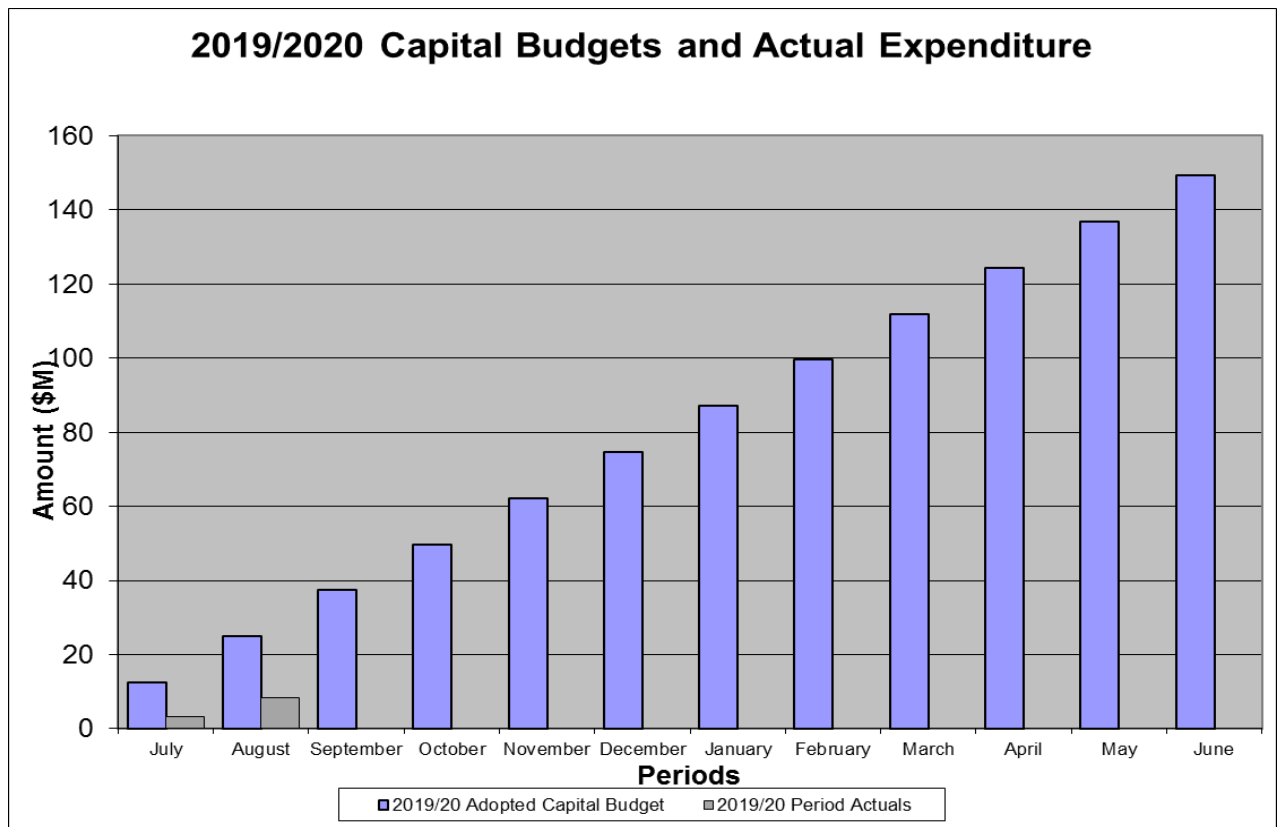
**Operating Materials & Plant  
(16.7% of Year Gone)**



■ Unspent  
Materials &  
Plant







**11.11 ADVANCE ROCKHAMPTON OPERATIONAL REPORT AUGUST 2019**

**File No:** 12614  
**Attachments:** 1. Advance Rockhampton Operational Report August 2019 [↓](#)  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Tony Cullen - General Manager Advance Rockhampton

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**SUMMARY**

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

**OFFICER'S RECOMMENDATION**

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

**COMMENTARY**

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

Leading into a new financial year, budget, corporate and operational plan, the activities and deliverables of the unit will now become more targeted through KPI's that align with the following:

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

**BACKGROUND**

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

**CONCLUSION**

It is recommended that Council receive the attached report.

**ADVANCE ROCKHAMPTON  
OPERATIONAL REPORT  
AUGUST 2019**

**Advance Rockhampton  
Operational Report August 2019**

**Meeting Date: 17 September 2019**

**Attachment No: 1**

# MONTHLY OPERATIONS REPORT

**ADVANCE ROCKHAMPTON, Economic Development,  
Commercial, Tourism, Events and Marketing**

**PERIOD ENDED August 2019**



## 1. Commercial Summary

### ***Façade Improvement Scheme***

Advance has recently received Mount Morgan's first application for the scheme, works to happen in the main street at Mount Morgan's one and only video/dvd store.

### ***CBD Activation***

August Riverside Alive brought a host of local musicians to perform live on Friday and Saturday evenings throughout the month. Other entertainment included Rockhampton Symphony Orchestra brass quintet, a drumming circle workshop, the increasingly popular Rivernites markets with outdoor movie and kids play zone, Come and Play Circus Tent, Wet and Wild Little Aussie Encounters display and tool making workshop with Rocky Instincts.



### ***CBD Marketing and Promotion***

Initiated several marketing and promotional initiatives for the CBD and Mount Morgan:

- Window decal refresh (East St) – updating existing artwork on vacant buildings
- What's happening in the CBD and Riverside Precinct? Brochure – info graphic style folded brochure outlining key achievements for the city Centre (Façade improvement initiative, dining platforms, CBD breakfasts), upcoming marketing/PR initiatives (advertising campaigns), major events (Rockynats) and projects (art gallery)
- CBD Christmas Campaign – encouraging businesses to decorate their shop windows (with assistance of community volunteers) leading up to Christmas. Looking to include Mount Morgan as well.
- Riverside Alive TV/radio ad campaign – Advertising campaign to support the monthly Riverside Alive program showcasing what is happening at the Riverside Precinct both day and night
- Dine, Shop, Explore, Invest CBD TV campaign – TVC to attract both shoppers and retail investors to CBD (and also supporting Riverside Alive campaign)

These will be finalised over the coming months.

### ***Mount Morgan***

Mount Morgan's new Art Gallery is now up and running, with its grand opening on 30 August 2019 things are definitely happening at the No.7 Gallery. Advance is supporting the gallery by connecting them with local artist to create art workshops for the Mount Morgan community.

A fresh new local business and tourism map for Mount Morgan is in final design stages, anticipated to be in circulation leading up to Christmas and school holidays. The map outlines key sights and things to see and do when visiting the township, as well as promoting upcoming Advance Mount Morgan initiatives such as introduction of Saratoga fingerlings to the Dam (fish rehabilitation program) and mountain bike trail.

As above – currently exploring a CBD Christmas campaign encouraging Mount Morgan businesses to decorate their shop windows (with assistance of community volunteers) as a way of attracting more people to shop in the CBD.

## 2. Customer Service Requests

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



### All Monthly Requests (Priority 3) Marketing 'Traffic Light' report August 2019

	Balance B/F	Completed In Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth		Avg Completion Time (days) 6 Months		Avg Completion Time (days) 12 Months		Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed										
Community Engagement	0	0	0	0	0	0	3	●	0.00	●	0.00	●	0.00	0.00
Marketing Enquiries	1	1	0	0	0	0	1	●	0.00	●	1.67	●	7.13	2.67

### 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 August 2019

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




on track



generally on track,  
with minor issues



off track

Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	YTD actual (incl committals)
Wayfinding Strategy	In progress	Ongoing			
<b>Comments</b>	<ul style="list-style-type: none"> <li>Wayfinding Strategy is being reviewed.</li> </ul>				

## 4. Budget

Financial performance as expected for the reporting period.

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



As At End Of August

Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget \$	Revised Budget \$	EOM Commitment s \$	YTD Actual \$		Var %	16.7% of Year Gone
<b>GM ADVANCE ROCKHAMPTON</b>							
Revenues	(15,000)	0	0	0	0	0%	✓
Expenses	834,845	0	68,243	107,722	175,965	13%	✗
Transfer / Overhead Allocation	0	0	469	980	1,449	0%	✗
<b>Total: GM Advance Rockhampton</b>	<b>819,845</b>	<b>0</b>	<b>68,712</b>	<b>108,703</b>	<b>177,414</b>	<b>13%</b>	<b>✗</b>
<b>ADVANCE COMMERCIAL</b>							
Revenues	0	0	0	(3,500)	(3,500)	0%	✓
Expenses	616,942	0	55,777	101,514	157,291	16%	✗
Transfer / Overhead Allocation	0	0	94	288	382	0%	✗
<b>Total: Advance Commercial</b>	<b>616,942</b>	<b>0</b>	<b>55,871</b>	<b>98,303</b>	<b>154,173</b>	<b>16%</b>	<b>✗</b>
<b>REGIONAL DEVELOPMENT &amp; EVENTS</b>							
<u>Events</u>							
Revenues	(578,706)	0	(24,480)	(202,589)	(227,070)	35%	✓
Expenses	2,733,511	0	353,052	737,334	1,090,386	27%	✗
Transfer / Overhead Allocation	0	0	52,377	51,531	103,909	0%	✗
<b>Total: Events</b>	<b>2,154,805</b>	<b>0</b>	<b>380,949</b>	<b>586,276</b>	<b>967,225</b>	<b>27%</b>	<b>✗</b>
<u>Marketing</u>							
Revenues	(5,218)	0	0	0	0	0%	✓
Expenses	743,194	0	66,277	105,253	171,529	14%	✗
Transfer / Overhead Allocation	10,442	0	(715)	(715)	(1,430)	-7%	✓
<b>Total: Marketing</b>	<b>748,418</b>	<b>0</b>	<b>65,562</b>	<b>104,538</b>	<b>170,099</b>	<b>14%</b>	<b>✗</b>
<u>Regional Development</u>							
Revenues	(175,000)	0	0	(28,000)	(28,000)	16%	✓
Expenses	1,256,681	0	147,633	198,499	346,132	16%	✗
Transfer / Overhead Allocation	0	0	124	169	293	0%	✗
<b>Total: Regional Development</b>	<b>1,081,681</b>	<b>0</b>	<b>147,757</b>	<b>170,667</b>	<b>318,425</b>	<b>16%</b>	<b>✗</b>
<u>Tourism</u>							
Revenues	(10,000)	0	(1,424)	(3,803)	(5,227)	38%	✓
Expenses	514,754	0	32,670	51,211	83,881	10%	✗
Transfer / Overhead Allocation	0	0	0	(60)	(60)	0%	✓
<b>Total: Tourism</b>	<b>504,754</b>	<b>0</b>	<b>31,247</b>	<b>47,348</b>	<b>78,595</b>	<b>9%</b>	<b>✗</b>
<u>Manager Regional Development &amp; Events</u>							
Expenses	344,417	0	25,920	45,333	71,253	13%	✗
Transfer / Overhead Allocation	0	0	259	274	534	0%	✗
<b>Total: Manager Reg Develop &amp; Events</b>	<b>344,417</b>	<b>0</b>	<b>26,180</b>	<b>45,607</b>	<b>71,787</b>	<b>13%</b>	<b>✗</b>
<b>Total: REG DEVELOP &amp; EVENTS</b>	<b>4,834,074</b>	<b>0</b>	<b>651,694</b>	<b>954,436</b>	<b>1,606,130</b>	<b>20%</b>	<b>✗</b>
<b>Grand Total: ADVANCE</b>	<b>6,270,861</b>	<b>0</b>	<b>776,276</b>	<b>1,161,442</b>	<b>1,937,718</b>	<b>19%</b>	<b>✗</b>



## 5. Section Statistics

### Safety Statistics

The safety statistics for the reporting period ending August 2019:

	Quarter – ending Sept 2019		
	July	Aug	Sept
Number of Lost Time Injuries	0	0	0
Number of Days Lost Due to Injury	0	0	0
Total Number of Incidents Reported	0	0	0
Number of Incomplete Hazard Inspections	0	0	0

## 6. Operational Projects

### ECONOMIC DEVELOPMENT

#### *Trade and Investment Activities– August*

- Advance Rockhampton facilitated a delegation of Zhenjiang Health and Allied Health stakeholders to Rockhampton on 12-13 August 2019. The delegation met with CQHHS and CQUniversity to discuss potential cooperation for professional visits, training programs and other areas for joint activities.
- CQUniversity, agricultural technology company AgriVentis and Advance Rockhampton have been collaborating to explore potential to establish an oil production facility and market the products nationally and internationally. Advance Rockhampton is assisting in finding some potential farmers who are willing to grow this new high value crop.
- Advance Rockhampton continues to work with Stanwell to advocate hydrogen industry opportunities, in-line with the Queensland Government's policy statements. Advance Rockhampton understands Stanwell are about to progress to the feasibility study stage from the pre-feasibility study.

#### *International Engagement Activities – August*

- Advance Rockhampton is continuing to work with the Rockhampton Chinese Association regarding the 160 year celebration of Chinese settlement in Rockhampton in 2020.
- A study tour group from Ibusuki visited Rockhampton on 20 August 2019. Rockhampton Grammar School and Ibusuki have been exchanging study tour groups in the last 40 years.
- A Rockhampton's artist, William Edward Yaxley will visit Zhenjiang from 14 October to 14 November 2019 as an artist for an exchange program. Details are continuing to be finalised.
- Tony Cullen and Young Beamish visited China in early August to plan the Rockhampton Day Celebration in Zhenjiang in November 2019. About 70 Rockhampton residents will be joining the celebration in Zhenjiang. There will be some promotional events held in

Shanghai, Hangzhou and Shenzhen and a number of food importers will be met for Rockhampton's products.

### **Economic and Business Development**

#### ***Resource Sector Opportunities–Project Rocky***

- Advance Rockhampton continues to promote resource sector opportunities to drive jobs and population growth on the back of the Adani Carmichael project.
  - An internal Council project team, Project Rocky, continues to deliver initiatives and foster strong internal collaboration to meet these strategic objectives.
  - Key activities in August included:
    - Continuing engagement and advocacy with the Mining Equipment, Technology and Services sector to understand their training/development needs, employment requirements, confidence in the local economy etc.
    - Scoping up refinements to future business readiness programs.
    - Completing analysis of a recent 'Gear Up Rocky' business confidence and readiness survey, for release in early September 2019.

#### ***Civil Construction and Defence Sectors – August update***

- The Rockhampton region is experiencing significant civil construction activity on the back of major funding commitments.
  - Advance Rockhampton continues to assist civil construction and services firms who have expressed an interest in establishing a presence in Rockhampton.
  - Advance Rockhampton continues to act as a conduit between large 'tier 1' contractors such as Laing O'Rourke and local services providers to advocate local content and local employment opportunities.
  - Advance Rockhampton attended a site inspection at the Capricorn Correctional Centre to inspect the expansion project and to discuss the requirement to fulfil 232 upcoming jobs to cater for the additional 500 prisoners early in 2020. A marketing and action plan are under development.
  - Advance Rockhampton attended a Queensland Department of Transport and Main Roads Freight Action Plan consultation.
    - Advocated the importance of investing in key roads to allow access of mining equipment and resources through to Rockhampton. Road investment is critical to enable our local businesses to gain easier access to the Bowen Basin Mines.

#### ***Aquaculture Industry Development***

- Feedback on the Draft Rockhampton Aquaculture Industry Development Plan (RAIDP) has been received from stakeholders and analysed.
  - A revised RAIDP, which reflects the stakeholder feedback, will be progressed in September for Council's further consideration.
- A preliminary soil investigation for the proposed West Rockhampton Aquaculture Project has been completed with the report under consideration.
- Advance Rockhampton continues to liaise with and assist multiple aquaculture investment proponents, including a hydroponic developer and domestic proponent.

***Making Water Work***

- Work on the Draft Making Water Work Business Case is continuing, with an update workshop for key water stakeholders (including Queensland Government agencies, higher education groups and Council representatives) is scheduled for Friday 13<sup>th</sup> September 2019.

***Rockhampton Recreational Fishing Development Strategy***

- Tenders closed for land based fishing areas for Koongal (Donovan Park), Depot Hill (Lucius Street) and Park Avenue (Queen Park).
  - Following evaluation of tender proposals, a development application (DA) process will proceed.
  - Following the DA process being completed, construction is expected to commence in due course.

***Advance Mount Morgan Strategy***

- Following extensive community engagement throughout July and August, analysis of resident feedback is under way.
  - A Council report will be prepared to seek Council's endorsement on the Strategy in early October 2019.

**Industry Engagement*****Access Booklet***

- Arranged meeting with Strategic Infrastructure to discuss work undertaken by Department of Transport & Main Roads
- Attended Rockhampton Access & Equity Group meeting on 14 August 2019 and explained about the obtaining of a response from Council to possible access improvements

***QME 2020***

- Discussed proposal with Michael McAlister (Reed Exhibitions) and reached draft agreement to enable Rockhampton Region resources companies to attend as part of a community delegation

***Department of Small Business & Training***

- Attended meeting with Janis Frost regarding the back to work program and provided Council and commercial contacts

***Communities in Transition Program***

- Took part in teleconference on turning agricultural outputs into tourism on 7 August 2019
- Took part in teleconference on development of the circular economy on 14 August 2019
- Took part in teleconference on carbon farming on 21 August 2019
- Took part in teleconference on regenerative agriculture on 28 August 2019

***Queensland Beef Processing Strategy***

- Drafted comments from Council's perspective about Rockhampton Region's implications

***Australia-Pacific International Mining Expo***

- Discussed possible relocation to the Rockhampton Region by mining service companies attending AIMEX at Sydney Olympic Park on 17-29 August 2019

**Infrastructure Australia Audit**

- Reviewed regional implications of Infrastructure Australia Audit

**Regional Skills Investment Strategy (RSIS)**

***The RSIS is a two-year, 9-million state-wide vocational training advocacy program.***

- Council has partnered with the Queensland Government for a 2 year program to identify skills shortages, training and development needs now and into the future.
- The three Key Target Sectors of focus for the RSIS program here in Rockhampton are Mining and Resources, Civil Construction, Health & Community Services.
- Advance Rockhampton's RSIS Coordinator continues to forge productive links with stakeholders in these three target sectors. Highlights in August 2019 include:
  - Continuing discussion with resource sector stakeholders around training and skilling needs.
  - Participation in a Construction Skills Queensland Forum on Tuesday 3 August 2019 to identify future skills requirements on the back of major construction activity.
  - Advocacy for employment and training needs in the health care and social assistance sector, including development of an issues paper about casualisation in the sector.
  - Continuing engagement and advocacy with the Department of Employment, Small Business and Training around better targeting their suite of support initiatives to local businesses and jobseekers.

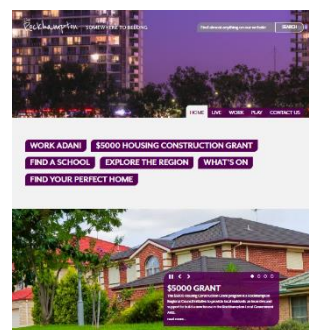
## TOURISM, EVENTS AND MARKETING

### Marketing

Finalise Social Media Implementation Plan

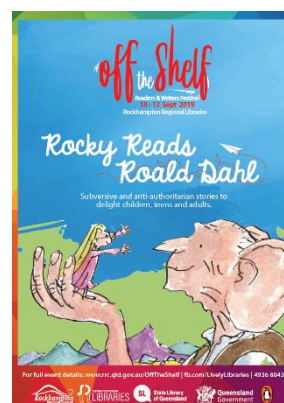
Currently creating, updating sites and or content for the following -

- Advance Rockhampton web
- Explore Rockhampton (Tourism)
- My Rockhampton (Locals)
- Airport
- Roll-out updated business directory, events and community directory modules
- Explore Rockhampton Destination Guide



### My Rockhampton Magazine

- Spring edition distributed 30 August 2019



### Live Rockhampton Campaign

- Managing roll out of content for new Live Rockhampton website
- Live Rockhampton Work Adani marketing & communications
- **Libraries**
- Develop and implement Marketing Communications Strategy and brand for the inaugural *Off the Shelf – Readers and Writers Festival*
- Develop and implement Marketing Communications Strategy for the *Authors in Action* events
- LTC web content review and strategy

### Animal Management

- Barking Peace Pack development – 3 book series
- Design new off-leash park signage

### Pest Management

- Develop and implement Marketing Communications Strategy to address the feral deer problem

### Advance Rockhampton

- Advance Rockhampton e-newsletter distributed
- Event marketing: Oceania Cup, Challenge The Mountain
- Implementation of marketing communications plan for digital workshop series (ASBAS)

### Tourism

- Fishing:
  - Social media Fishing the Fitzroy Facebook content
  - Billboard and radio advertisement developed and in market
  - 2 new videos developed
- Agency appointed for Tourism rebrand
- Concepts for Airport precinct billboard designs and signs
- ABC radio interview set up for volunteer recruitment at VIC

### Events

- 2020 annual event calendar development
- Ongoing review of guidelines for completing a temporary event
- 2019 Rockhampton Show post event report and debrief



**FUTURE EVENTS*****Oceania Cup 4<sup>th</sup> - 8<sup>th</sup> September 2019***

Hockey teams from New Zealand, Fiji, Papua New Guinea, Solomon Islands, Tonga, Samoa and Australia will play off at the Oceania Cup and Olympic Qualifier Tokyo 2020. The Advance Rockhampton team are assisting organisers with the event.

***Challenge the Mountain: 8th September***

The event management committee called on the Advance Rockhampton events and marketing team to assist with final operational requirements, event preparations and marketing.

***Tropicana 2019 Saturday 14<sup>th</sup> September***

A day event at the Botanic Gardens, for families to re-connect with nature.

- Workshops, presentations, educational items, kids activities, entertainment.

***Fitzroy River Water Garden Competition: Friday 13<sup>th</sup> September***

- Closed to entrants 28 August 2019
- 73 categories
- 37 individual addresses
- Judging 3 – 5 September
- Presentation 13 September 2019 at the Botanic Gardens
- Bus tour 15 September 2109
- The garden competition will be the opening evening of Tropicana weekend.

***Growing Gracemere: Saturday 5<sup>th</sup> October 14<sup>th</sup> 2019***

A Touch of Paradise, Gracemere will be the venue for a free family fun day in October. The event is an initiative of the "Growing Gracemere" economic development plan.

***Singapore Armed Forces: 15<sup>th</sup> – 16<sup>th</sup> October 4<sup>th</sup> -5<sup>th</sup> November***

Development of R&R program.

***Lighting of the Christmas Tree: Saturday 7<sup>th</sup> December***

Confirmed for the 7<sup>th</sup> of December in conjunction with The CBD Christmas Fair. The riverbank will come alive with a visit from Santa, The Lighthouse Christian College performing a Christmas show with carols and dancing and the lighting of the tree and Customs House at 7.45pm.

A full calendar of Christmas events and activities will be promoted in the coming months.

***New Year's Eve Triple MMM Light up the Sky – 31 December 2019***

The coordination for Rockhampton's favourite NYE fireworks are well underway. Families will be invited to enjoy food stalls along Quay Street and two spectacular fireworks displays at 7.30pm and midnight.



**Queensland Shows Annual Conference & Awards Dinner – 14-15 March 2020**

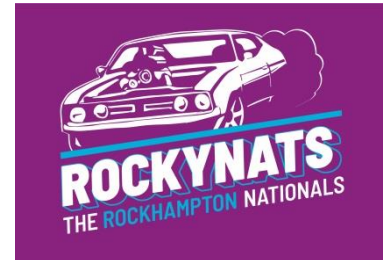
120 Queensland delegates and their families will visit Rockhampton in March for the annual Conference & Awards Dinner. Advance Rockhampton events and tourism will be assisting with the event and providing families with pre and post tour itineraries.

**ROCKYNATS Event 26<sup>th</sup> – 28<sup>th</sup> June 2020**

Planning continues, with visit to Red Centre Nats in late August to review event and follow up Summernats planning meetings on site 10/11 September on operations, marketing & ticketing.

Currently 476 approved cars – target min 500.

Tickets planning to go on sale October 2019.

**Developing Northern Australia Conference 8<sup>th</sup> 9<sup>th</sup> 10<sup>th</sup> July 2020**

Council is hosting the DNA conference in 2020. The conference will be in its 6th year and attracts investors, policy makers, business owners, all sectors of government, decision makers, academics, visionaries, industry, researchers, Indigenous leaders and entrepreneurs that are all contributing to change and making a difference in Northern Australia.

Early stages of planning for the conference have commenced.

**TOURISM****INDUSTRY ENGAGEMENT**

The team continues to engage with Rockhampton tourism operators exchanging valuable information and building relationships one at a time. Operators are keen to exchange information and seek out ways to leverage from a very busy 2020 line of events.

IER – who gathers all event statistics for TEQ received the 2019 Adani Rockhampton River Festival organisational data which then paved the way for the Round 11 QDEP grant update report.

Team attended TEQ's Conversations with Industry in region annual event on 28<sup>th</sup> August.

**TOURISM EVENTS**

The Fraser Coast expo was held on August 16-18 with one of our volunteers travelling to Maryborough to host Advance Rockhampton's Fishing the Fitzroy expo site. Information was provided regarding the Voluntary Code of Practice and the Fitzroy Net Free Zone.

On 23-25 August, we hosted a site at the Rockhampton Home Show & Caravan, Camping 4x4 & Fishing expo, distributed tourism and fishing collateral.

On the 20-22<sup>nd</sup> August, Rockhampton welcomed visitors from Ibusuki Japan as part of the Sister City program. The Mayor welcomed the group in Council Chambers and tours were arranged by the team to the Zoo, Botanic Gardens and Heritage Village.



## CAMPAIGNS

Agency dtb! Have been appointed to work on Explore Rockhampton tourism brand and campaign strategy, with work to commence in September.

Continued review of content across tourism partner websites, apps and collateral including Virgin Australia to refresh and keep up to date.

The 2019 Mid-Year Progress report from the Best of Queensland Experiences Program was received. This program is a TEQ initiative which assesses tourism products who have a live ATDW listing against criteria that corresponds to expectations of today's tourists. For example, the Rockhampton Zoo achieved 90.8% in the global review index.



## FISHING THE FITZROY

**Fishing The Fitzroy Facebook Campaign – August Statistics**

Following changes to Facebook's global algorithm in April, many campaigns including Fishing the Fitzroy, lost a large percentage of their hard-earned organic reach. With changes to strategy to combat, we can report that August figures have returned to pre-April reach. See stats below.

Month	Page Views	Reach (Organic)	Likes	Followers	Highest performing Video		Voluntary Code of Practice
	(per month)	(per month)	(total)	(total)			(Total)
2019	April	2,323	111,450	10,998	11,144	Are you thinking of Fishing the Fitzroy? ... 1,950 views, 19 shares	475
2019	May	1373	54,731	12,798	12,950	Well done to winner Fitzroy River Barra Bash - 806 views 7 shares	476
2019	June	1,419	44,261	12,833	12,988	Fizroy Food: 2 - Barramundi with a Piperade - 7,799 views, 1 share	483
2019	July	975	43,732	12,841	12,985	Nickfish - River Festival Video - 16 likes, 1582 views, 2 shares	483
2019	August	2,547	12,267	19,681	17,683	Fishing The Fitzroy - Net Free Special - 306 likes, 9788 views, 184 shares	487



## VISITOR INFORMATION CENTRE

This month the volunteers enjoyed a Famil to Mount Archer with a member of the Economic Development team providing a briefing around the upgrades and investment to the area. Volunteers enjoyed the inside information, the spectacular views and the morning tea!

**VIC Statistics for August 2018 and August 2019**

To same period last year, overall visitors to the Spire are similar.

In comparison there are a higher number of people visiting our Explore website, showing a shift to researching on line, however we cannot qualify if these are travellers in region.

Date	TOTAL VIC Numbers			
	Phone	Website	Email	Social Media - Likes
08/2018	372	311	-	9552
08/2019	341	3902	8	9597

Date	Australian Postcode								
	Local	QLD	NSW	VIC	SA	WA	NT	ACT	TAS
08/18	0	547	442	46	437	165	76	62	2
08/19	28	166	134	112	45	26	1	6	19

Date	International Location										
	Germany	France	UK	Netherlands	Italy	Scandinavia	Europe	US	Asia	NZ	Other
08/2018	92	58	40	23	19	12	38	13	24	58	18
08/2019	24	12	6	7	2	2	22	0	2	8	2

Date	Age				
	0-18	19-35	36-50	51-65	66+
08/2018	94	166	306	801	805
08/2019	36	65	90	154	233

Date	Reason for Visit						
	VFR	Holidays	Local	Education	Sports	Events	Business
08/18	45	2032	-	-	-	-	95
08/19	186	330	337	0	57	14	10

Date	Modes of Transport							
	Private Vehicle	Hire Vehicle	Bus	Caravan/Motorhome	Train	Bicycle	Motocycle	Aircraft
08/18	943	144	13	-	-	-	-	3
08/19	261	196	30	103	0	0	0	0

We continue to monitor stats and encourage all visitors to participate in the online survey.

## **12 NOTICES OF MOTION**

Nil

## **13 QUESTIONS ON NOTICE**

Nil

**14 URGENT BUSINESS/QUESTIONS**

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

## 15 CLOSED SESSION

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

### RECOMMENDATION

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

#### 16.1 Request to Amend Commercial Terms of Lease - Vodafone Network Pty Ltd

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

#### 16.2 Request from Optus Mobile Pty Ltd to Renew Lease - 605 Yaamba Road

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 REQUEST TO AMEND COMMERCIAL TERMS OF LEASE - VODAFONE NETWORK PTY LTD

**File No:** 282

**Attachments:**

1. Request from Vodafone
2. Map

**Authorising Officer:** Drew Stevenson - Acting General Manager Corporate Services

**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.

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#### SUMMARY

*Coordinator Property & Insurance reporting on a request from Vodafone Network Pty Ltd to amend the commercial terms of the lease agreement for part of 605 Yaamba road.*

**16.2 REQUEST FROM OPTUS MOBILE PTY LTD TO RENEW LEASE - 605 YAAMBA ROAD****File No:** 59**Attachments:**

1. Letter from Optus
2. Map

**Authorising Officer:** Drew Stevenson - Acting General Manager Corporate Services**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.

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**SUMMARY**

*Coordinator Property & Insurance reporting on request from Optus Mobile Pty Ltd to renew their existing lease for part of 605 Yaamba Road.*



## **17 CLOSURE OF MEETING**