



ORDINARY MEETING

AGENDA

21 JANUARY 2020

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 21 January 2020 commencing at 9:00am for transaction of the enclosed business.

A handwritten signature in black ink that reads "R Chessman".

ACTING CHIEF EXECUTIVE OFFICER
15 January 2020

Next Meeting Date: 04.02.20

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

Opening prayer presented by Pastor David Alley from Peace Christian Church

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 10 December 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 SOLE SUPPLIER - ROCKHAMPTON REGIONAL WASTE AND RECYCLING

File No:	11760
Attachments:	Nil
Authorising Officer:	Peter Kofod - General Manager Regional Services
Author:	Michael O'Keeffe - Manager Rockhampton Regional Waste and Recycling

SUMMARY

The purpose of this report is to seek a Council resolution that the nominated supplier is deemed as a sole supplier in accordance with Section 235 (a) of the Local Government Regulation 2012.

OFFICER'S RECOMMENDATION

THAT pursuant to s235 (a) of the Local Government Regulation 2012, Council approve Geomotion Australia Pty Ltd as a sole supplier of services for the Geotechnical Monitoring Equipment installed at Lakes Creek Road landfill for the duration the equipment is in operation.

BACKGROUND

In 2016, Rockhampton Regional Waste & Recycling (RRWR) Officers engaged Golder Associates to undertake a Geotechnical Investigation as part of the detailed design for the Piggy Back Expansion to determine the strength of the underlying estuarine clays where the original landfill was built. This investigation determined that the underlying clays were of low strength and progressive loading of the Piggy Back by the sequenced construction of each landfill cell was required, with the ongoing monitoring of the clay strength critical to the stability of the Piggy Back project.

To determine the strength of the clay, Geotechnical Monitoring Equipment that measures the overall movement of the area and water content was installed by Geomotion Australia in preparation for the Piggy Back cells to be built above the equipment.

The equipment has been recording data since early October 2017, with reporting of the data being processed and received through Golder Associates.

COMMENTARY

The Geomotion Australia Geotechnical Monitoring Equipment has met performance expectations and recorded data over the past two years.

The 25 equipment locations are critical to understanding the movement and compression of the underlying soft clay to safely maximise the loading of waste in a sequential fashion during the Piggy Back expansion. Golder Associates have been engaged since the equipment installation to provide reporting on the performance of the system. Council officers now seek to engage Geomotion Australia directly to monitor their system, providing maintenance services and reports that allow analysis of the ground movement and the underlying clay strength gains.

BUDGET IMPLICATIONS

For monitoring and reporting by Geomotion Australia, including annual maintenance of the system, the proposed costs are approximately \$20,000 per year. This price includes an on-site technician for 5 days to flush the monitoring system to ensure optimum performance.

Cost will be covered by RRWR's Operating Budget.

LEGISLATIVE CONTEXT

Under Section 235, Other Exceptions, of the Local Government Regulation 2012:

“A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if –

a) the local government resolves it is satisfied that there is only one supplier who is reasonably available;”

CONCLUSION

It is recommended that Council resolve that Geomotion Australia Pty Ltd be deemed as a sole supplier in accordance with Section 235 (a) of the Local Government Regulation 2012.

11.2 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

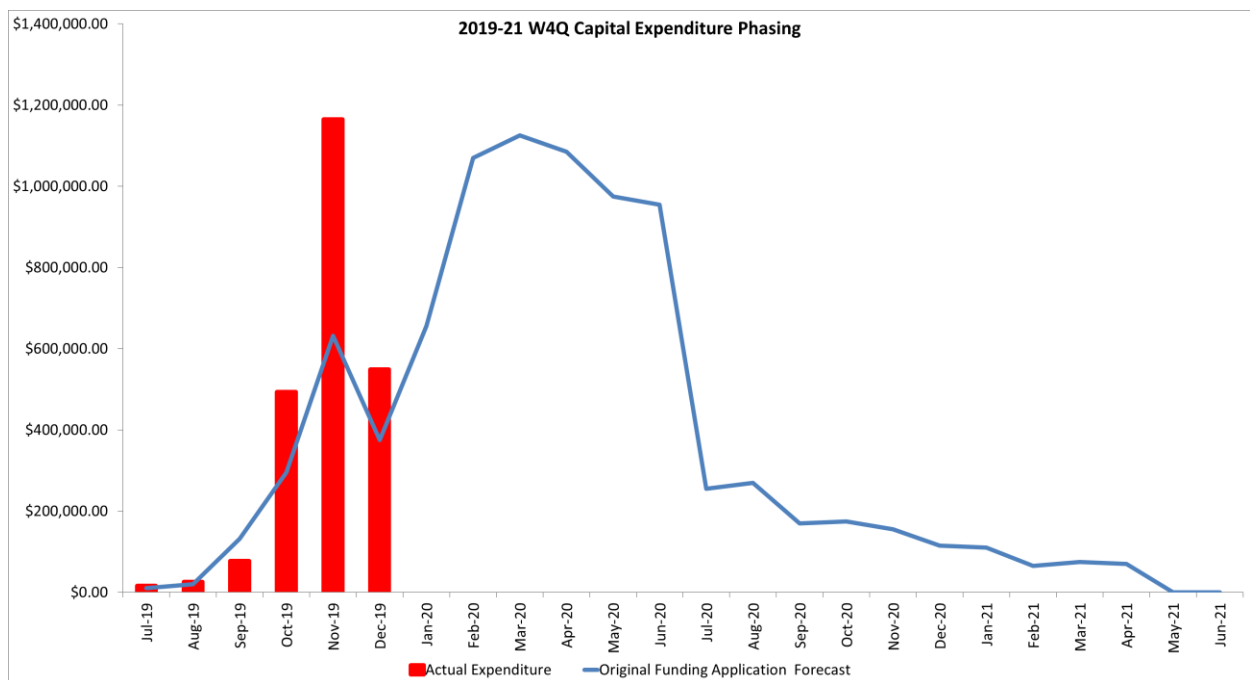
THAT the 2019-21 Works for Queensland Program report be received.

COMMENTARY

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

Current Project Status	
Completed	0
In Progress	10

Currently 26.5% 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	\$ 25,362.00	\$ 574,638.00	In Progress
New Footpaths	\$1,000,000.00	\$ 380,724.00	\$ 619,276.00	In Progress
Fitzroy River - Bank Protection	\$3,500,000.00	\$1,396,279.00	\$ 2,103,721.00	In Progress
Heritage Village - Lighting upgrades	\$300,000.00	\$ 3,254.00	\$ 296,746.00	In Progress
Visitor Information Centre Upgrades	\$300,000.00	\$ 3,470.00	\$ 296,530.00	In Progress
Zoo Improvements	\$300,000.00	\$ 2,156.00	\$ 297,844.00	In Progress
Botanic Gardens Pathways	\$400,000.00	\$ -	\$ 400,000.00	In Progress
Riverside Park Access Ramp	\$1,090,000.00	\$ 28,838.00	\$ 1,061,162.00	In Progress
Pump Track - Gracemere	\$500,000.00	\$ 41,164.00	\$ 458,836.00	In Progress
Fishing Platforms	\$800,000.00	\$ 445,102.00	\$ 354,898.00	In Progress
TOTAL	\$ 8,790,000.00	\$2,326,349.00	\$ 6,463,651.00	

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 commenced and projects are progressing in accordance with the funding program.

11.3 COMMUNITY ASSISTANCE PROGRAM - MAJOR SPONSORSHIP - TEAM INDIGENOUS CORPORATION

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

SUMMARY

An application from the Team Indigenous Corporation for Major Sponsorship assistance towards the 2020 Stan Alberts Shield Indigenous Cricket Carnival event is presented for Council consideration

OFFICER'S RECOMMENDATION

THAT Council considers the Major Sponsorship application from Team Indigenous Corporation for funding to assist with the staging of the 2020 *Stan Alberts Shield Indigenous Cricket* to be held from 9 to 12 April 2020 and approves an amount of \$5,500.00 in sponsorship.

COMMENTARY

The Team Indigenous Corporation had lodged an application under the Major Sponsorship scheme seeking \$15,000 in funding to assist with the 2020 *Stan Alberts Shield Indigenous Cricket* which will be held at the Rockhampton Cricket Grounds in the Easter period from 9 – 12 April 2020. The corporation was established in 2016 and consists entirely of indigenous directors and members.

Event

The carnival is the only indigenous 20/20 cricket carnival in Queensland and is aimed at promoting mental health, healthy lifestyles & community wellbeing as well as promoting the sport to indigenous cricket teams and to create pathways for juniors and seniors to play representative cricket. The application states that the event has contributed to a greater participation of Indigenous cricketers competing in the local Rockhampton Cricket competition and also teams travelling to additional cricket carnivals throughout the state.

It is expected that 7 visiting teams will participate as well as bring supporters. The event caters for all age groups 7 to 12- year old mixed, 13 to 16 year old mixed, ladies, men and masters with a prediction of 22 teams participating in this year's carnival.

In the application it is stated that this will be the fifth year of competition and Team Indigenous Corporation have shown the ability to promote and host a state wide event.

It is also envisaged that Bidgerdii Community Health Service will provide basic health checks again this year for players and supporters to provide early detection of chronic diseases.

The event will be promoted via local media and social media, and posters.

With the carnival entering its 5th year, Team Indigenous would like to bring representatives (past and present) from Queensland Bulls. As well as host a small celebration for entering its 5th year of the carnival, which will be for invited sponsors and special guests at Coco brew.

Sponsorship

The Association has requested cash sponsorship of \$15,000 from Council for the event, for which it has projected a total cost of \$46,081.34. This would represent a Council contribution of 46% of the cost of staging the event.

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

- supply of team and officials apparel \$19,650
- merchandise for sale \$5,000

- hire of equipment \$3,904.62
- prize money \$5,000
- venue hire \$1,637.4
- security and welcome to country \$3,146.68
- travel and accommodation for QLD Bull reps \$2000.00

The estimated income for the event, including the requested sponsorship from Council is \$46,200.00. This is made up of team nomination fees and cash sponsorship.

It is proposed that Council's support would be acknowledged on game and carnival shirts, banners displayed around the grounds and in media releases.

Council's sponsorship of this event over the past three financial years is as follows:

- 2016-17 - \$10,000
- 2017-18 - \$10,000
- 2018-19 - \$10,000

Assessment

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

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

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

No marketing or business plan has been supplied.

CONCLUSION

Upon assessment of the information provided in the application against the rating tool, it is recommended a cash sponsorship of \$5,500.00 be provided to assist with the staging of the event plus in kind support in the form of a waiver of the hire of the Cricket Grounds at a cost of \$1,150. This support together with the cash sponsorship will equate to a total of \$6,650.00 Council support.

**11.4 COMMUNITY ASSISTANCE PROGRAM - MAJOR SPONSORSHIP -
ROCKHAMPTON & DISTRICT SOFTBALL ASSOCIATION INC**

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

SUMMARY

An application from the Rockhampton & District Softball Association Inc for Major Sponsorship assistance towards the Softball Open Women's State Championships event is presented for Council consideration

OFFICER'S RECOMMENDATION

THAT Council considers the Major Sponsorship application from Rockhampton & District Softball Association Inc for funding to assist with the staging of the Softball Open Women's State Championships to be held from 16 to 18 October 2020 and approves an amount of \$8,000.00 in sponsorship.

COMMENTARY

The Rockhampton & District Softball Association Inc had lodged an application under the Major Sponsorship scheme seeking \$12,707.00 in funding to assist with the Softball Open Women's State Championships which will be held at Kele Park from 16 to 18 October 2020.

Event

The event will be an opportunity for teams to compete for either the Queensland Cup or the President's Cup. During this week, Softball Queensland make selections on players they would like to represent Queensland at the National Titles held in 2021.

With approximately 14 teams from around the state and over 30 umpires, attending it is anticipated that there will be 300 participants in the Open Women's State Championships. The age demographic of the players ranges from 16 year olds through to mid 50 year olds. There is no age demographic for supporters, coaches, umpires or any other participants.

In the application it is stated that the Rockhampton & District Softball Association Inc applies for State Title events to be held in Rockhampton every year, the last event was in 2018.

The event will be posted through the Rockhampton & District Softball Association Inc social media pages as well as the newspaper and local television coverage.

Sponsorship

The association has requested sponsorship of \$12,707.00 from Council for the event, for which it has projected a total cost of \$30,907. This would represent a Council contribution of 41% of the cost of staging the event.

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

- Food/beverage \$15,000
- Merchandise for sale \$3,200
- Additional wages \$1,500
- Top Dress of Diamonds \$5,000
- Get old Diamonds up to scratch \$1,000

The estimated income for the event, including the requested sponsorship from Council is \$38,207.00. This is made up of team nomination fees and sponsorship.

It is proposed that Council's support would be acknowledged through social media and through erecting permanent signage on the diamond 1 home run fence if successful.

Assessment

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

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

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

No marketing or business plan has been supplied

CONCLUSION

Upon assessment of the information provided in the application against the rating tool it is recommend a cash sponsorship of \$8,000.00 be provided to assist with the staging of the event. A copy of the completed tool has been supplied separately to Councillors with the application.

11.5 2020 FITZROY RIVER BARRA BASH - SPONSORSHIP OPPORTUNITY

File No: 6097
Attachments: 1. Fitzroy River Barra Bash Program [↓](#)
Authorising Officer: Ross Cheesman - Acting Chief Executive Officer
Author: Annette Pearce - Manager Tourism, Events and Marketing

SUMMARY

Council has received correspondence regarding an opportunity to sponsor the '2020 Fitzroy River Barra Bash' competition from 13 May to 16 May 2020.

OFFICER'S RECOMMENDATION

THAT Council sponsors the 2020 Fitzroy River Barra Bash competition and agree to provide sponsorship to the value of \$5,000 (plus GST) cash as outlined in the report.

COMMENTARY

The 2020 Fitzroy River Barra Bash Tournament starts on Wednesday 13 May 2020 and will conclude on Friday 15 May 2020 with a new Recovery Party on Saturday 16 May 2020. The 2020 Fitzroy River Barra Bash offers all fishermen the opportunity to compete in an array of events.

BACKGROUND

In 2018 the Frenchville Sports Club launched its inaugural Barra Bash Fishing Competition right here on the Fitzroy River. The 2018 Barra Bash saw 300 competitors hit the waters of the Fitzroy River using lures to catch both Barramundi and King Threadfin Salmon.

In 2019 there were 499 attendees, which is an increase of 66%. In 2019 a Family Fun Day was added to the program which saw a growth in accompanying family and friends from 100 to 223, which is an increase of 123%. With the success of the Family Fun Day it will become a stand-alone event in September/October 2020 driving additional promotion of fishing in the region. Support from Council for this event will be tabled at a later date.

BUDGET IMPLICATIONS

The budget for this sponsorship will be accommodated for in the current operational budget of Advance Rockhampton.

CONCLUSION

As this event provides an industry leading fishing competition that encourages repeat entrants allowing for growth which in turn increases Tourism for the region, it is recommended that Council sponsors the 2020 Fitzroy River Barra Bash Competition.

2020 FITZROY RIVER BARRA BASH - SPONSORSHIP OPPORTUNITY

Fitzroy River Barra Bash Program

Meeting Date: 21 January 2020

Attachment No: 1



2020 marks the third (3rd) year of Fitzroy River Barra Bash, drawing on the success of the 2019 event we plan on making 2020 bigger and better than ever.

2020 Fitzroy River Barra Bash Program

Wednesday 13 May 2020

- 5.00pm - Registration, Frenchville Sports Club
- 6.00pm - Compulsory Briefing, Frenchville Sports Club

Thursday 14 May 2020

- 6.00am - 5.00pm, Fishing Times

Friday 15 May 2020

- 6.00am - 2.00pm, Fishing Times
- 5.30pm - Presentation Dinner, Frenchville Sports Club

Saturday 16 May 2020

- 1.00pm - 5.00pm Barra Bash Recovery Session (incl. live music and beverage specials)
- 5.00pm - Boat Giveaway

Frenchville Sports Club Family Fishing and Fun Day

In 2020 the Frenchville Sports Club Family Fishing and Fun Day will be held separately to the Fitzroy River Barra Bash Competition. Dates for this event are yet to be confirmed, but plans are in place for the event to take place in September / October 2020. In 2019 the Fitzroy River Barra Bash Family Fun Day attracted over 300 entrants, and in excess of 1000 attendees to the Family Festival held on Ryan Park. In 2020 the aim is to significantly increase participation numbers, and create greater awareness of the region and the new family friendly fishing facilities and initiatives implemented by the Rockhampton Regional Council. The stand-alone Frenchville Sports Club Family Fishing and Fun Day will include a Fishing Competition followed by a Festival at the Frenchville Sports Club with activities, entertainment and a great party for all keen fishing families.

EVENT OBJECTIVES

- Provide an industry leading fishing competition
- Provide a fishing competition that encourages repeat entrants and allows for growth
- Increased tourism in Central Queensland
- Increase the community awareness of the benefits associated with the Net Free Zones
- Increase the community awareness of the Rockhampton Fishing Voluntary Code of Practice
- Satisfy stakeholders needs and wants so they continue their support.

EVALUATION AND GROWTH

The success of the event will be based on:

- Increased registrations
- Feedback from stakeholders
- Increased awareness of our Region as a world class fishing destination
- Facebook event visits
- Location of teams (visitors to the region)

SPONSORSHIP PACKAGE

Prominently displayed logo on all advertising material and displays

Recognition of Advance Rockhampton as a Major Partner of the Fitzroy River Barra Bash

Inclusion of the Advance Rockhampton Logo on all Press and Media Releases

Invitation to the Barra Bash Launch Day with Sponsors

Access to footage shot before, during and post the Fitzroy River Barra Bash Event by the organisers

Mayoral Invitation to present at the Fitzroy River Barra Bash Presentation Night and Family Fishing Fun day

Advertising at the Frenchville Sports Club Compulsory Information Evening and Presentation Night

Opportunity to add promotional materials into the Fitzroy River Barra Bash Gift Bags

Opportunity for naming rights for the Category of Biggest Barramundi (Individual)
 ie: *Advance Rockhampton Biggest Barramundi (Individual)*
(category may change and is at the discretion of the Frenchville Sports Club)

Social Media and Website Advertising Package

Logo to feature prominently on the inclusive participants Fitzroy River Barra Bash Fishing Shirt

Logo to feature on the Boat Wrap including 14 week brand awareness at all Fitzroy River Barra Bash Activities

Invitation to the 2020 Fitzroy River Barra Bash Launch Day

Get your brand shown throughout the event Live Streaming through the Frenchville Barra Bash Facebook Page

Exclusive Major Sponsorship of the Barra Bash Family Fun Day to be held in September / October 2020. Your exclusive major sponsorship will ensure the Advance Rockhampton branding across all pre, during and post event marketing and media collateral, in addition to live streaming throughout the event.

To receive all of the benefits above we request a Sponsorship of \$10,000 ex GST Cash for the 2020 Fitzroy River Barra Bash and Frenchville Sports Club Family Fishing Fun Day.

Company Name: _____

Contact Name: _____ Contact Ph: _____

Email: _____

Yes we are interested in sponsoring the Fitzroy River Barra Bash in 2020.

CONTACT DETAILS:

Dean Lill Operations Manager Frenchville Sports Club E: lill@fsports.com.au P: 0437 737 593	Damien Massingham General Manager Frenchville Sports Club E: gm@fsports.com.au P: 0408 870 882	Diane Anderson Marketing Manager Frenchville Sports Club E: promotions@fsports.com.au P: 07 4932 6800
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11.6 ROCKHAMPTON RIVER FESTIVAL TENDER CONSIDERATION PLAN FOR 2020

File No: 6097
Attachments: Nil
Authorising Officer: Ross Cheesman - Acting Chief Executive Officer
Author: Annette Pearce - Manager Tourism, Events and Marketing

SUMMARY

This report provides the Tender Consideration Plan outlining the procurement process that will be utilised for the coordination of the Rockhampton River Festival for 2020.

OFFICER'S RECOMMENDATION

THAT the report be received and Council adopts the Tender Consideration Plan as outlined in the report.

COMMENTARY

The Rockhampton River Festival is the major event on the calendar for the Rockhampton Region. Providing a wide range of activities and entertainment options, Rockhampton River Festival's main purpose is to deliver a unique experience that will be a major draw card for both locals and visitors to the Region.

Rockhampton River Festival needs to meet and exceed expectations and standards of other major festivals across Australia. For the festival to compete with similar festivals, the standard of all elements needs to reflect Rockhampton as the Events Capital of Central Queensland.

The below elements play a vital role in ensuring that the Rockhampton River Festival is at a high standard:

- Musicians
- Visual Art Performers
- Public Arts Program
- Staging, lighting and event dressing
- Firework Illumination displays
- Marketing
- Food, drink and market stalls.
- Conducting an economic impact review.

Tender/Quote Consideration Plan

The following Tender/Quote Consideration Plan is set for the Rockhampton River Festival coordination for 2020.

Category	Criteria	Process
Economic Impact Review	Continue to use IER PTY LTD	Based on continuation of previous arrangement to ensure consistent analysis of economic impact information being gathered

<p><u>Entertainment</u></p> <p>Entertainment covers musicians and visual art performers, and helps build the atmosphere throughout the festival.</p>	<ul style="list-style-type: none"> • Genre • Price • Audience potential • Draw card potential • Availability • Theme • Staging • Ratio of local acts to outside of region performers 	<ul style="list-style-type: none"> • Media Release is issued calling for performers to submit an EOI via the online EOI Form on River Festival website • EOI email is sent to all performers and agents on database. • Information provided is matched against criteria. • Cost is evaluated alongside return on investment, audience reach and suitability.
<p>Themed Entertainment</p>	<ul style="list-style-type: none"> • Examples of this in previous years in the merry go round, ferris wheel, Humanoids, specialty ticketed shows such as Panache. 	<ul style="list-style-type: none"> • Quotes will be sourced where possible however it may not be possible to seek multiple quotes for unique goods/services based on the theme sort.
<p>Fireworks/Light Shows/Illumination Shows</p>	<ul style="list-style-type: none"> • Ability to deliver a unique display including ability to provide multiple water and land launch sites • Potential for sponsorship / partnership cost offset. 	<ul style="list-style-type: none"> • Three quotes sourced from suppliers where possible. • Ability to deliver required format • Identification of sponsor / partnership potential. • Events throughout the year assess individual operators suitability for all events. • Sponsorship Prospectus on Council website.
<p>Marketing</p>	<ul style="list-style-type: none"> • A marketing plan will be designed to advertise all aspects of the festival 	<ul style="list-style-type: none"> • As per Council's preferred supplier list
<p>Stage, Audio, Lighting, Furniture and Event Dressing</p>	<ul style="list-style-type: none"> • Specific requirements for each area and stage based on suitability and theme • Ability to deliver set requirements • Budget • Bump in time frames. 	<ul style="list-style-type: none"> • As per Council's preferred supplier list • Themed areas are taken into consideration and unique requirements sourced from external suppliers. Quotes will be sourced where possible, Where it is not possible to seek quotes for unique goods/services justification will provided (on the purchase order) as to why multiple quotes could not be obtained eg specialised or sole supplier of said

		equipment etc
Ticketed Event Catering	<ul style="list-style-type: none"> • Theme • Ability to cater to numbers for ticketed events • Local Caterers • Previous experience with Council • Reputation. 	<ul style="list-style-type: none"> • EOI is sent out to local caterers who are able to meet requirements. Budget is taken into consideration for ticketing. Caterers are assessed individually for suitability for specific functions.
Food, Drink and Market Stall Holders	<ul style="list-style-type: none"> • Genre price • Audience potential draw card potential • Availability • Theme • Staging • Standard of goods delivered Licenses, permit and insurance as required by legislation. 	<ul style="list-style-type: none"> • EOI email is sent to all on file, local and outside the region. • Online EOI Form on River Festival website • Themed areas are taken into consideration and which stallholder fit that area. • Standard of goods plays a large role • Fees and Charges determined through Council's annual fees and charges policy.
Operations	<ul style="list-style-type: none"> • Waste • Generators • Fencing • Traffic Management • Security • Staffing (including Volunteers) 	<ul style="list-style-type: none"> • As per Council's preferred supplier list and policies and procedures.

LEGISLATIVE CONTEXT

The Tender/Quote Consideration Plan has been prepared under Div 3 s230 of the Local Government Regulation (2012) – *Exceptions for medium-sized and large-sized contractual arrangements*.

11.7 2020 ROCKHAMPTON AGRICULTURAL SHOW TENDER/QUOTE CONSIDERATION PLAN

File No: 6097
Attachments: Nil
Authorising Officer: Ross Cheesman - Acting Chief Executive Officer
Author: Annette Pearce - Manager Tourism, Events and Marketing

SUMMARY

This report provides the Tender Consideration plan outlining the process that will be utilised for the coordination of the Rockhampton Agricultural Show 2020.

OFFICER'S RECOMMENDATION

THAT the report be received and Council adopt the Tender/Quote Consideration Plan under s230 of the *Local Government Regulation*.

COMMENTARY

The Rockhampton Agricultural Show is one of the major events on the calendar for the Rockhampton Region. While ensuring all demographics are catered for by offering a wide range of activities and entertainment options, Rockhampton Agricultural Show's main purpose is to deliver a unique experience that will be a major draw card for visitors to the Region.

Rockhampton Agricultural Show needs to meet and exceed expectations and standards of other major shows across Australia.

The below elements play a vital role in ensuring that the Rockhampton Agricultural Show is at a high standard:

- Musicians
- Visual Art Performers
- Public Arts Program
- Staging, lighting and event dressing
- Firework displays
- Marketing
- Food, drink and market stalls

Tender/Quote Consideration Plan

The following Tender/Quote Consideration Plan is out for the Rockhampton Agricultural Show coordination in 2020.

Category	Criteria	Process
Marketing	<ul style="list-style-type: none"> • A marketing plan will be designed to advertise all aspects of the show 	<ul style="list-style-type: none"> • EOI will be sent out for the marketing component
Fireworks/Lightshow	<ul style="list-style-type: none"> • Ability to deliver a light show or firework display and specifications based on theme potential sponsorship/partnership cost. 	<ul style="list-style-type: none"> • Obtain three quotes where it is not feasible to seek quotes for unique goods/services that justification will be provided (on the purchase order) as to why multiple quotes could not be obtained

Category	Criteria	Process
Entertainment - covers musicians, show performers, major draw card entertainment, and visual art performers, and helps build the atmosphere through-out the event.	<ul style="list-style-type: none"> • genre • price • audience potential • draw card potential • availability • theme • staging • ratio of local acts to outside of region performers 	<ul style="list-style-type: none"> • Media Release is issued calling for local performers to put in an EOI. • Online EOI Form on Rocky Show website • EOI email is sent to all performers on database, including those who have been identified by the local audience. • Major Show Entertainment providers approached and quotes requested • Information provided is matched against criteria. • Budget comes into play, ensuring a good line up is available as a draw card for attendees. • Where a specific type of entertainment is required cost will be evaluated alongside return on investment, audience reach and suitability. • Major Show Entertainment providers approached and quotes requested
Stage, Audio, Lighting, Furniture and Event Dressing	<ul style="list-style-type: none"> • Specific requirements for each area and stage based on suitability and theme • Ability to deliver set requirements • Budget • Bump in time frames. 	<ul style="list-style-type: none"> • As per Council's preferred supplier list
Food, Drink and Market Stall Holders	<ul style="list-style-type: none"> • Genre • Price • Audience potential • Draw card potential • Availability • Theme • Staging • Standard of goods delivered • Licenses, permit and insurance as required by legislation. 	<ul style="list-style-type: none"> • EOI email is sent to all database on file, local and outside the region. • online EOI Form on Rocky Show website • Standard of goods plays a large role • Fees and Charges – as per Council report – 23 October 2018 <p>Note: Some food, drink and market stall holders are included in the Showman's Guild contractual obligations</p>
For other ancillary Goods and Services as required for the Rockhampton Show (including operational requirements)	<ul style="list-style-type: none"> • Ability to deliver set requirements • Budget • Bump in time frames. 	<ul style="list-style-type: none"> • As per Council's preferred supplier list • Where it is not feasible to seek quotes for unique goods/services that justification will be provided (on the purchase order) as to why multiple quotes could not be obtained

LEGISLATIVE CONTEXT

The Tender/Quote Consideration Plan has been prepared under Div 3 s230 of the Local Government Regulation (2012) – *Exceptions for medium-sized and large-sized contractual arrangements.*

11.8 2020 POP-UP POLO ROCKHAMPTON - SPONSORSHIP PROPOSAL

File No: 6097
Attachments: 1. [Pop Up Polo Letter](#)
Authorising Officer: Ross Cheesman - Acting Chief Executive Officer
Author: Annette Pearce - Manager Tourism, Events and Marketing

SUMMARY

Council has received correspondence regarding an opportunity to sponsor 'Pop-Up Polo Rockhampton'. This is the third year of the event being held in Rockhampton with this year's date being 6 June 2020.

OFFICER'S RECOMMENDATION

THAT Council sponsors the 2020 'Pop-Up Polo Rockhampton' event and agree to provide sponsorship contribution to the value of \$10,000 (plus GST) cash and in kind support as outlined in the report.

COMMENTARY

This will be the third year for Pop-Up Polo Rockhampton. Pop-Up Polo enjoyed a successful inaugural event in 2018 with an attendance of over 3000 in 2019, 28% of attendees were from outside the region. Pop-up Polo Rockhampton is run by Events Queensland in conjunction with the support and event management of Urban Polo Australia.

BACKGROUND

Rockhampton Regional Council sponsored Pop up Polo in its inaugural year 2018 to the value of \$10,000 cash (plus GST) and in-kind of \$30,000. In 2019 in-kind grounds work to the value of \$10,000 was paid for by Advance Rockhampton and additional in kind marketing support.

THE EVENT

Pop-up Polo Rockhampton is held on Saturday 6 June 2020 at Victoria Park Sporting Field, Sir Raymond Huish Drive. The schedule for the day includes:

- 11.30 am Gates Open
- 12.00 am First Drinks
- 12.45pm Game Starts
- 5.00 pm After Party

Throughout the day there will be a number of events designed to engage and incorporate guests. These include divot stomps between chukkas, fashions on the field competitions, men's and women's dash, wooden pony simulation and the car VS pony race.

Event set-up will include:

- VIP Marquee
- Polo Club
- Polo Lounge
- General sitting and food area

THE OPPORTUNITY

Advance Rockhampton puts forward the following opportunity:

Sponsorship Proposal to the value of \$15,000

Cash sponsorship (plus GST)	\$10,000
In kind support	\$ 5,000

In return for Council's sponsorship, the following elements will be negotiated:

- Logo placement and branding on all relevant publications, reports, communications and marketing materials including, but not limited to:
 - Media release identifying Council's sponsorship and inclusion of Council spokesperson
 - Social media event pages
 - Official merchandise
 - Event communications and EDMs
 - Advertising
 - Media backdrops
 - Websites
 - Economic impact report
- Event Launch invites
- Onsite branding should include, but not limited to:
 - Signage on site and in the precinct
 - Street Banners

PREVIOUS DECISIONS

On January 30 2018 Council adopted to sponsor "the 2018 'Pop-up Polo Rockhampton' event and agree to provide sponsorship contribution to the value of \$10,000 (plus GST) cash and in kind support as outlined in the report".

BUDGET IMPLICATIONS

The budget for this support will be accommodated for in the current operational budget of Advance Rockhampton.

CONCLUSION

Given the positive economic and community benefits the Pop-Up Polo event delivers to the Rockhampton Region, it is recommended that Council avails itself the opportunity to sponsor the Pop-Up Polo Rockhampton 2020 event.

2020 POP-UP POLO ROCKHAMPTON - SPONSORSHIP PROPOSAL

Pop Up Polo Letter

Meeting Date: 21 January 2020

Attachment No: 1

EVENTS QUEENSLAND

28.11.2019

Annette Pearce
Rockhampton Regional Council
Advance Rockhampton
220 Quay Street
Rockhampton Queensland 4700

Dear Annette,

It is with great pleasure that we formally submit Event Queensland's proposal to return to Rockhampton in 2020 with our nationally acclaimed Urban Polo™ event **Pop-Up Polo**.

Pop-Up Polo (PUP) enjoyed a successful inaugural appearance in Rockhampton in 2018. This year saw the event return, with ticketing records showing that over 3000 guests attended the Saturday event held at Victoria Park. Of these guests, 37% were male and 63% were female, while 28% were from outside the local government area. A significant uplift in attendance in the second year indicates the event is certainly appealing to a broad demographic, with a capacity to attract guests for outside the LGA.

Awareness of the event across the broader community was considerable and we are pleased that our marketing campaign was able to achieve such reach. Local business engagement with the event was significant with ten (10) of the fifteen (15) sponsorship packages being acquired by the aforementioned.

As is the case with any large scale event, the initial years are the most important with regard to establishing a solid foundation of guests, engaging sponsors and developing brand awareness. EQ's partnership with RRC for this year's event supported EQ to achieve the following outcomes:

- Creation of a promotional video of the region.
- Promotion of local businesses, tourism experiences, and local hallmarks to the greater UPA member base and audience.
- Activation of the Victoria Park for a premier horse event.
- Upgrades to Victoria Park field.
- Delivery of a high calibre networking opportunity for business interests.

We would like to also make mention of Rockhampton Regional Council's role in the outcomes achieved in 2019. Councillors, General Managers, Managers and Staff involved in the execution of the 2019 Rockhampton PUP were passionate, willing and committed to achieving a positive outcome.

EQ would ask Council to consider our proposal for 2020, as we would welcome the opportunity to return to Rockhampton on 6 June and make Pop-Up Polo an annual event on the social calendar.

Kind regards,



Matthew Turich

info@eventsqueensland.co
PO Box 489, Gladstone QLD 4680

eventsqueensland.co
@eventsqueensland.co

Events Queensland Pty Ltd
ABN 91 631 041 177



11.9 ROCKYNATS TENDER CONSIDERATION PLAN FOR 2020

File No: 6097
Attachments: Nil
Authorising Officer: Ross Cheesman - Acting Chief Executive Officer
Author: Annette Pearce - Manager Tourism, Events and Marketing

SUMMARY

This report provides the Tender Consideration Plan outlining the procurement process that will be utilised for the coordination of RockyNats for 2020.

OFFICER'S RECOMMENDATION

THAT Council receives this report; and adopts the Tender Consideration Plan.

COMMENTARY

The annual Summernats Car Festival is Australia's biggest horsepower party, created by Chic Henry in 1988. Summernats has taken on a life of its own and become a genuine Aussie iconic event. The event is now hosted in two locations across Australia being Canberra and Alice Springs and Rockhampton now to be the 3rd and first and exclusive for Queensland.

RockyNats will have a positive economic impact on the region and drive significant tourism to the area. The event has established a working methodology in both Canberra and Alice Springs and now has a large following to each event. This event would continue the ethos of Rockhampton as the Event and Motor Sporting hub of Central Queensland.

Tender/Quote Consideration Plan

The following Tender/Quote Consideration Plan is set for Rockynats coordination for 2020.

Category	Criteria	Process
Economic Impact Review	Use IER PTY LTD	Based on continuation of previous event data collection to ensure consistent analytics of economic impact and event outcomes for the region.
Entertainment Entertainment covers musicians, activations and visual art performers, and helps build the atmosphere throughout event.	<ul style="list-style-type: none"> Genre Price Audience potential Draw card potential availability Theme Staging Ratio of local acts to outside of region performers 	<ul style="list-style-type: none"> Media Release is issued calling for performers to submit an EOI via the online EOI Form on River Festival website EOI email is sent to all performers and agents on database. Information provided is matched against criteria. Cost is evaluated alongside return on investment, audience reach and suitability.
Marketing	<ul style="list-style-type: none"> A marketing plan will be designed to advertise all aspects of the festival 	<ul style="list-style-type: none"> As per Council's preferred supplier list

Stage, Audio, Lighting, Furniture, Marquees and Event Dressing	<ul style="list-style-type: none"> • Specific requirements for each area and stage based on suitability and theme • Ability to deliver set requirements • Budget • Bump in time frames. 	<ul style="list-style-type: none"> • As per Council's preferred supplier list • Themed areas are taken into consideration and unique requirements sourced from external suppliers. Quotes will be sourced where possible, Where it is not possible to seek quotes for unique goods/services justification will be provided (on the purchase order) as to why multiple quotes could not be obtained eg specialised or sole supplier of said equipment etc
Food, Drink and Market Stall Holders	<ul style="list-style-type: none"> • Genre price • Audience potential • draw card potential • Availability • Theme • Staging • Standard of goods delivered Licenses, permit and insurance as required by legislation. 	<ul style="list-style-type: none"> • EOI email is sent to all databases on file, local and outside the region. • online EOI Form on RockyNats website and social media • Themed areas are taken into consideration and which stallholder fit that area. • Standard of goods plays a large role • Fees and Charges determined through Council's annual fees and charges policy.
Operations	<ul style="list-style-type: none"> • Waste • Generators • Fencing • Traffic Management • Security • Staffing (including Volunteers) 	<ul style="list-style-type: none"> • As per Council's preferred supplier list and policies and procedures.

PREVIOUS DECISIONS

On April 2nd 2019 Council adopted to proceed with a 5 year agreement to host the Rockynats event within Rockhampton from 2020.

LEGISLATIVE CONTEXT

The Tender/Quote Consideration Plan has been prepared under Div 3 s230 of the Local Government Regulation (2012) – *Exceptions for medium-sized and large-sized contractual arrangements*.

11.10 PROMOTING ROCKHAMPTON'S RESOURCES SECTOR - ATTENDING MINING EXPO QME 2020 IN MACKAY, 21-23 JULY 2020

File No: 330283
Attachments: 1. QME 2020 prospectus [↓](#)
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Jesse Gillard - Manager Economic Development

SUMMARY

This report seeks Council's agreement to take a booth at the 2020 Queensland Mining and Engineering (QME) Exhibition, to be held in Mackay from 21-23 July 2020.

OFFICER'S RECOMMENDATION

THAT Council agrees to Advance Rockhampton participating in the 2020 QME expo in Mackay, and that Advance Rockhampton coordinate a 'team Rockhampton' presence at the expo, in partnership with Rockhampton-based mining businesses.

COMMENTARY

One of Australia's major mining expos, QME 2020 in Mackay from 21-23 July 2020 will be a valuable forum to promote Rockhampton's status as a mining services hub.

Building on Advance Rockhampton's participation in previous QME events in Mackay, the 2020 edition will be an opportunity to again showcase Rockhampton's resources capabilities and highlight relocation opportunities for mining entities interested in servicing clients in the southern Bowen Basin mines and the Adani Carmichael project.

Advance Rockhampton will work with Rockhampton-based resource sector businesses to deliver a 'team Rockhampton' stand at the event. This presence will highlight Rockhampton's emerging resources sector ecosystem, equipped to service the suite of southern Bowen Basin mines, as well as the Adani Carmichael project, in addition to other future mines in the Galilee Basin.

A key focus of the stand will be Council's commitment to the resources sector, including through our generous relocation incentives for resource sector workers.

In addition to securing a 36m² location at A234, the same location used at QME 2018, Advance Rockhampton has also secured an option on an adjacent site, to enable local Rockhampton businesses to cluster together. This will present a united presence for attendees, and further highlight the strong ecosystem of resources capabilities in our city.

BACKGROUND

Advance Rockhampton has had a presence at previous QME events in Mackay, including in 2018. The attendance has lifted Rockhampton's profile at what is a key mining promotion event for the industry.

BUDGET IMPLICATIONS

The \$16,236 fee for the 36m² location A234 (the same location used at QME 2018) will be met from within existing Advance Rockhampton Economic Development budgets.

This report was prepared in compliance with Council's procurement policies, which require any direct source procurement over \$15,000 to be considered by the Council.

CORPORATE/OPERATIONAL PLAN

Attending the QME 2020 expo aligns with Council's existing economic development priorities to promote resource sector growth, and aligns with the organisation's corporate priorities to grow our city.

CONCLUSION

QME 2020 in Mackay from 21-23 July 2020 will be a valuable forum to promote Rockhampton's status as a mining services hub. Advance Rockhampton will work with locally-based businesses to promote Rockhampton's resources sector at this important event.

**PROMOTING ROCKHAMPTON'S
RESOURCES SECTOR - ATTENDING
MINING EXPO QME 2020 IN MACKAY,
21-23 JULY 2020**

QME 2020 prospectus

Meeting Date: 21 January 2020

Attachment No: 1



Queensland Mining & Engineering Exhibition

21-23 JULY 2020

Exhibitor & Sponsorship Prospectus

queenslandminingexpo.com.au



QME at a glance



4,826
attendees in 2018



\$105,143
average estimate of
business written as a
result of exhibiting at
QME per exhibitor



85%
of visitors in 2018
stated they are
likely to attend
again



1 in 3
exhibitors at QME 2018 secured
a private meeting with a
mining company through the
QME Meet the Buyer Program

Exhibitor & Sponsorship Prospectus

The Mining House Pavilion

QME 2018 introduced the Mining House Pavilion which played host to leading mining companies including Anglo American, Yancoal, BHP, Adani and Glencore. The pavilion provided a unique opportunity for these companies to engage with suppliers and industry personnel and provided a platform to promote their own initiatives.

The mining pavilion will return in 2020 strengthening its position as an integral event on the industry calendar.



QME Content Series

QME continued to provide industry leading content in 2018 with speakers such as:

- Ian Dover - CEO, METS Ignited
- David Fletcher - CEO, Carpentaria Rail
- Darren Walker - QEC Deputy Chair - Minerals and Coal, Queensland Exploration Council
- Todd Harrington - Resources Investment Commissioner, Queensland Government
- Kellen Timboe - Safety Technology Representative, Caterpillar and many more

The QME Content Series will continue in 2020 and deliver high quality industry relevant content that provides genuine knowledge to visitors.

Exhibitor & Sponsorship Prospectus



Why exhibit at QME 2020

The Queensland Mining & Engineering Exhibition for 2020 will bring together buyers and suppliers from all sectors of the Queensland mining industry to Mackay.



QME gives your business a unique opportunity to:

- Display and demonstrate your new and innovative products
- Deliver your businesses to a qualified audience of mining professionals
- Communicate and network with buyers and influencers
- Generate sales leads and build relations with the people that matter to your business

All in one 3 day event

QME can provide exhibiting and sponsorship options including fully built and ready to go stand packages, custom brand activations, outdoor display space for equipment and heavy product displays and sponsorship packages that will increase your brand and product awareness to the industry.



“Participating at QME gave us the opportunity to engage with hundreds of suppliers and thousands of visitors over the three days. This allowed us to make vital connections with the industry and provided us with a fantastic opportunity to speak about our project and the opportunities available with Adani Australia and across our businesses. Adani Australia looks forward to being involved with QME in the future.”

-Adani Australia

About the visitors

Exhibitor & Sponsorship Prospectus

11.7%
Engineers

- Mechanical
- Mining
- Electrical
- Hydraulic
- Civil
- Chemical
- Process
- Other

10.7%
Senior Management

- Director
- GM
- MD
- CEO
- Owner

17.7%
Management

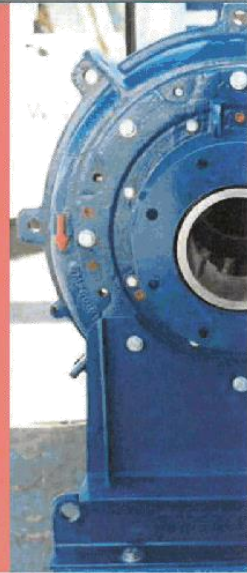
- Mine Manager
- Site Supervisor
- Middle Management
- Purchasing
- Product Manager
- Plant Manager
- Contractor

25.0%
Site Personnel

- Maintenance
- Operations
- Production
- Operator
- Tradesperson

Key Companies in Attendance

- | | |
|-----------------------------|---------------------|
| Adani | Glencore |
| Anglo American | Rio Tinto |
| BHP | Jellinbah Resources |
| BMA | Middlemount South |
| BMC | New Hope |
| Curragh Coal | Peabody |
| Dalrymple Bay Coal Terminal | Vale |
| Ensham Resources | Yancoal |
| Fitzroy Resources | |





Exhibiting Opportunities

Exhibitor & Sponsorship Prospectus

"As a mining exhibitor and the first time attending QME we did not quite know what to expect. Upon reflecting on QME 2018 I found the event extremely well organised, market specific and highly rewarding. The exposure to innovative solutions in our market sector remarkable. The crew at Reed Exhibitions were eager to accommodate our expectations. We are looking forward to being more prepared to utilise the meet the buyer program in 2020."
- Yancoal Australia

queenslandminingexpo.com.au

5



Stand Pricing

Inside Space Pricing (inc GST)					
Size (sqm)	Space Type	Pavilion A & B		Pavilion C	
		Standard	Premium	Standard	Premium
9	A	\$6,728.70	\$7,669.20	\$6,481.20	\$7,382.10
	B	\$7,630.70	\$8,571.20	\$7,383.20	\$8,284.10
12	A	\$8,322.60	\$9,576.60	\$7,992.60	\$9,193.80
	B	\$9,653.60	\$10,907.60	\$9,323.60	\$10,524.80
15	A	\$9,916.50	\$11,484.00	\$9,504.00	\$11,005.50
	B	\$11,676.50	\$13,244.00	\$11,264.00	\$12,765.50
18	A	\$11,510.40	\$13,391.40	\$11,015.40	\$12,817.20
	B	\$13,699.40	\$15,580.40	\$13,204.40	\$15,006.20
27	A	\$16,292.10	\$19,113.60	\$15,549.60	\$18,252.30
	B	\$19,768.10	\$22,589.60	\$19,025.60	\$21,728.30
36	A	\$21,073.80	\$24,835.80	\$20,083.80	\$23,687.40
	B	\$25,836.80	\$29,598.80	\$24,846.80	\$28,450.40

A: SPACE ONLY

- Floor space
- Public Liability Insurance
- Stand Design Approval

B: SPACE AND SHELL SCHEME

- Same inclusions as 'A'
- Booth construction
- Rear (and side walls where applicable) – Whitelaminated panel, 2.4m high.
- Fascia signage to front (and sides where applicable)
- Spotlights; 2 per 9 m² of space.
- Carpet tiles on floor

C: OUTDOOR SPACE ONLY

- Outdoor Space
- Public Liability Insurance
- Stand Design Approval

Outdoor Space Pricing (inc GST)		
Size (sqm)	Space Type	Outdoor Space
18	C	\$5,907.00
36	C	\$9,867.00
54	C	\$13,827.00
72	C	\$14,619.00
144	C	\$27,291.00

ALL STANDS INCLUDE STANDARD EXPOSURE PACKAGE & STAND TRACKER

PRINT FEATURES – 100 word Company Listing, Product & Brand Listing in Exhibition Directory and Colour Quarter Page Advert

ONLINE FEATURES – 100 word Company Listing, 5 Product Image Uploads, Logo, Email Enquiry and Social Media Link

*Completed via Online Exhibitor Manual

Walk-on Packages

- Stand Upgrade package = \$POA**
includes upgraded walling, graphic signage, furniture and power
- Outside Marquee = \$198/sqm** (outdoor stands only, minimum 9sqm)
includes raised floor, marquee structure, carpet tiles, lighting, fascia signage, 6m display walling per marquee
- Walk-on Package A = \$1,680.00**
includes 1 x cabinet with 1 x table and 2 x chairs
- Walk-on Package B = \$1,680.00**
includes 1 x brochure rack with 1 x table and 2 x chairs
- Walk-on Package C = \$1,800.00**
includes 1 x cabinet with 1 x bar table & 2 x bar stools
- Walk-on Package D = \$1,800.00**
includes 1 x brochure rack with 1 x bar table & 2 x bar stools

ALL WALK-ON PACKAGE OPTIONS INCLUDE:

- 1 x box of Velcro dots
- 1 x power point & electrical consumption
- Stand cleaning (up to 36m² stand only)

Exhibitor & Sponsorship Prospectus



Exhibitor & Sponsorship Prospectus



Sponsorship Opportunities

**MAXIMUM EXPOSURE
PROMINENT COVERAGE
EXCLUSIVE OPPORTUNITY
BE AN EVENT PARTNER.**

EVENT PARTNER

The QME Event Partner sponsorship is an exclusive opportunity for one company to directly align with the event through the highest level of branding and exposure. The sponsorship presents opportunities to reach the event visitors pre-show and on-site.

INCLUDES:

- Sponsor logo in prominent position on all QME communications, advertisements & website
- QME will provide 2 customised email templates for you to invite your guests individually
- 1 x website banner on the QME website
- 3 x banners on visitor campaign emails prior to the event
- Sponsor logo on all on-site signage
- 1 x feature in an email sent to visitors during the event
- 3 x carpet tiles with your logo & directions to your stand
- 1 x insert into the visitor bags
- 100,000 web advertisement impressions through QME remarketing
- Full page advertisement on the back cover of QME directory
- Verbal acknowledgement at the QME opening party
- Upgraded online exhibitor profile

\$20,000

OPENING PARTY SPONSOR

The QME Opening Party is held on the first night of QME and is open to both exhibitors and visitors. This exclusive sponsorship opportunity provides a perfect opportunity to expose your business and brand in a networking environment. This opportunity is perfect for a sponsor looking to do business with not only the visitors to QME but also the other exhibitors and industry suppliers.

INCLUDES:

- Branding within the QME Opening Party venue
- Wait staff to wear a branded shirt with QME and sponsor logo
- Verbal acknowledgement and present a 2 minute capability statement at the event
- Option to provide a lucky door prize (sponsor to provide prizes)
- Option to provide stubby holders (sponsor to provide holders)
- Sponsor logo on the QME website and visitor email campaigns
- Logo on all materials relating to the QME Opening Party
- 1 x banner on the QME website
- 2 x banners on visitor campaign emails prior to the event
- 50,000 web advertisement impressions through QME remarketing
- Full page advertisement in the exhibitor directory and upgraded online exhibitor profile

\$15,000

REGISTRATION SPONSOR

The registration sponsor will get branding and exposure online for pre-registered visitors and at the show as they enter. This gives the sponsor the opportunity to be top of mind for a visitor as they enter QME 2020.

INCLUDES:

- Web banner on the QME online registration page
- Banner on the visitor badge confirmation emails
- Logo on the on-site registration staff uniforms
- Logo on the on-site registration counters and forms
- Logo on pens at registration
- Sponsor logo on the QME website and visitor email campaigns
- 50,000 web advertisement impressions through QME remarketing
- Half page advertisement in the exhibitor directory and upgraded online exhibitor profile



QME CAFÉ SPONSOR

The QME Café will be the main catering facility at QME 2020. This exclusive sponsorship provides a key opportunity for increasing brand exposure during the event and to 'own' this busy area.

INCLUDES:

- Naming rights to the QME Café
- Branded coffee cups within the café area
- Prominent company branding on signage and banners within the area
- Place equipment within the area (subject to approval and space availability)
- Branding on all floor plans
- Sponsor logo on all materials (printed or digital that relate to the QME Café)
- Sponsor logo on the QME website and visitor email campaigns
- 1 x banner on visitor campaign emails prior to the event
- 25,000 web advertisement impressions through QME remarketing
- Upgraded online exhibitor profile
- Half page printed advertisement in the exhibitor directory
- Listing on the directory sponsorship page



ENTRY ZONE SPONSOR

This sponsorship gives one company the exclusive right to brand the walkway between registration and the A Pavilion, all visitors must walk through this area to enter this show giving a fantastic experiential branding opportunity grabbing the visitors attention as soon as they enter QME 2020.

INCLUDES:

- Mesh banners provided with sponsors content for fence line
- Sponsor is allowed to place equipment as a static display in the area and brand the area (subject to approval)
- Named entrance zone shown on all floor plans
- Sponsor logo on the QME website and visitor email campaigns
- 1 x banner on visitor campaign emails prior to the event
- 50,000 web advertisement impressions through QME remarketing
- Half page advertisement in the exhibitor directory and upgraded online exhibitor profile



SPONSORSHIP SUMMARY

*refer to inclusions on previous page

SPONSORSHIP OPPORTUNITIES	Sponsorship Specific Branding*	Unique onsite Opportunities*	Logo on QME Ads	Additional Onsite Branding	Logo on Website and Emails	Website Banner Ad	Visitor Bag Insert	Email Banner Ads	Remarketing	Directory Ad
EVENT SPONSOR	✓	✓	✓		✓	✓	✓	3	100000 impressions	Full Page
OPENING PARTY SPONSOR	✓	✓		✓	✓	✓		2	50000 impressions	Full Page
ENTRY ZONE SPONSOR	✓	✓		✓	✓			1	50000 impressions	Half Page
QME CAFÉ SPONSOR	✓	✓		✓	✓			1	25000 impressions	Half Page
REGISTRATION SPONSOR	✓	✓			✓				25000 impressions	Half Page

Exhibitor & Sponsorship Prospectus

On-Site Promotional Opportunities

Increase your on-site visibility with these promotional opportunities.



LANYARD* Exclusive

Includes your brand logo on the visitor lanyards (*Lanyards to be supplied by sponsor)

\$6,600



BAG BRANDING Exclusive – two companies

Includes your logo on all visitor bags available at the entrance to the event

\$6,600



BRANDED WATER BOTTLES Exclusive

Your logo on water bottles provided at the event free for attendees

\$6,500 / 2000 bottles
\$10,500 / 5000 bottles



VISITOR BAG INSERTS*

Place your company flyer or promotional goodies into the visitor bags. (*Size and weight restrictions do apply and items must be approved)

\$1,800



CARPET TILES

5 x Branded Carpet tiles at the event

\$1,800



FLOOR PLAN LOGO

Your logo on the floor plan at the event

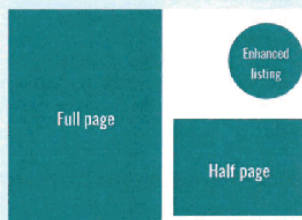
\$660

PRINT ADVERTISING

EXHIBITION DIRECTORY

The Exhibition Directory is the visitors guide to the Queensland Mining Exhibition featuring a complete list of exhibiting companies and event features. This printed publication is used during and after the event by visitors to find information and source products and suppliers.

Full page Premium Package	\$2,475
Add Inside Front Cover	+ \$1,100
Add Inside Back Cover	+ \$880
Add Outside Back Cover	+ \$1,650
Half page Enhanced Package	\$1,485
Enhanced listing	\$550



Exhibitor & Sponsorship Prospectus

Digital Advertising

Increase your visibility with these promotional opportunities.

E-NEWS

Queensland Mining Exhibitions e-news delivers the latest event and industry news to an audience of engaged, quality industry contacts.

Email inline banner **\$1,200**

27,500
mining industry
subscribers



QME WEBSITE

Home Page Banner **\$4,400**

Exhibitor Listing Banner **\$2,800**

Side Banner (rotational) **\$2,200**

OVER 65,000
website users*

*Over 1 year period for QME 2020



REMARKETING ADS

Feathr's intelligent ad targeting gets the right message in front of the right person at the right time to turn window-shoppers into customers and keep them engaged throughout the year leading into QME 2020.

25,000 Impressions **\$750**
50,000 Impressions **\$1,250**
100,000 Impressions **\$1,500**

HOW DOES REMARKETING WORK?



Step 1
User visits QME website



Step 2
Website cookies are placed
in users browser



Step 3
User is "followed" by your
ad across future web pages

Value Bundles

- ❑ **Value Booster** = \$1,105.00 (15% Discount)
Enhanced directory listing and 25,000 impression remarketing package
- ❑ **Online Booster** = \$2,160.00 (20% Discount)
100,000 impression remarketing package and banner on a visitor campaign email
- ❑ **Onsite Booster** = \$1,716.00 (20% Discount)
Half page directory upgrade and logo on floor plan
- ❑ **Brand Booster** = \$4,126.00 (30% Discount)
Half page directory upgrade, 50,000 impression remarketing package, banner on a visitor campaign email, logo on floor plan and a visitor bag insert



Exhibitor & Sponsorship Prospectus



Queensland Mining & Engineering Exhibition

21-23 JULY 2020

CONTACT DETAILS

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**11.11 COMMUNITY ADVISORY COMMITTEE - THE UNIVERSITY OF QUEENSLAND
RURAL CLINICAL SCHOOL**

File No: 10

Attachments:

1. [Letter of Invitation](#)
2. [CAC Terms of Reference](#)

Authorising Officer: Ross Cheesman - Acting Chief Executive Officer

Author: Damon Morrison - Executive Coordinator to the Mayor

SUMMARY

An invitation has been received for the Mayor or Chief Executive Officer to join the Rockhampton Community Advisory Committee for the University of Queensland Rural Clinical School.

OFFICER'S RECOMMENDATION

THAT Mayor Strelow be nominated to join the Rockhampton Community Advisory Committee for the University of Queensland Rural Clinical School.

COMMENTARY

Since 2000, The University of Queensland's Rural Clinical School has been training third and fourth year medical students in Rockhampton/Central Queensland. There are four RCS sites in Queensland - Rockhampton, Toowoomba, Bundaberg and Hervey Bay. The ultimate aim of the UQ Rural Clinical School program is recruitment and retention of health care professionals to regional and rural areas.

The Rockhampton Community Advisory Committee will assist the UQ Rural Clinical School Rockhampton to fulfil their core responsibility for ensuring excellence in Medical Training while enabling the Medical students to engage in a Regional/Rural experience.

The Community Advisory Committee is planning to meet 4-6 times per year, with the first meeting scheduled for Monday 3 February 2020.

CONCLUSION

It is recommended that Council accept the invitation to join the Community Advisory Committee and that Mayor Margaret Strelow be nominated to attend the meetings.

**COMMUNITY ADVISORY COMMITTEE -
THE UNIVERSITY OF QUEENSLAND
RURAL CLINICAL SCHOOL**

Letter of Invitation

Meeting Date: 21 January 2020

Attachment No: 1



10 January 2020

Dear Evan,

Invitation to join the Rockhampton Rural Clinical School Community Advisory Committee

Date of Meeting: Monday 3rd February, 2020
Time of Meeting: 8.30-9.30 am
Venue: UQ Rural Clinical School,
78 Canning Street,
Rockhampton Q4700

Thank you for expressing an interest in becoming involved. This Committee will assist the UQ Rural Clinical School Rockhampton to fulfil their core responsibility for ensuring excellence in Medical Training while enabling the Medical students to engage in a Regional/Rural experience. Your input is invaluable in helping to shape and grow the future Medical Workforce for Central Queensland.

Since 2000, The University of Queensland's Rural Clinical School has been training third and fourth year medical students in Rockhampton/Central Queensland. There are four RCS sites in Queensland - Rockhampton, Toowoomba, Bundaberg and Hervey Bay.

The ultimate aim of the UQ Rural Clinical School program is recruitment and retention of health care professionals to regional and rural areas. We believe students who become part of a community and develop linkages to that community are more inclined to either stay or return to that community for their future medical careers. We want our students to become involved with the Central Queensland community, have a positive experience and consider becoming a member of our community for the longer term.

The University of Queensland Faculty of Medicine has signed a Memorandum of Understanding with Central Queensland University, Central Queensland Hospital and Health Service, and Wide Bay Hospital and Health Service in order to provide Medical Students with an opportunity to complete all of their Medical Training in Rockhampton or Bundaberg. It is anticipated that 30 students will commence training in each area in the next few years.

The Rockhampton RCS is interested in developing and renewing collaborative relationships with the Central Queensland community through this Community Advisory Committee (CAC). This interaction presents opportunities and benefits for the RCS, our students and the community at large.

The CAC is planning to meet 4-6 times per year. While the first meeting has been set down as above, further meeting times and broad agenda items will be developed by the committee once we get together. Zoom facilities will be available for anyone who cannot attend in person.

Please find attached a copy of the Terms of Reference for all UQRCS Community Advisory Committees and a list of those who have agreed so far to participate.

Yours sincerely,

A handwritten signature in cursive script that reads 'J Barry'.

Jenny

Associate Professor Jennifer Barry
MBBS (Hons) Qld, FRANZCP
Director
Rockhampton Rural Clinical School

The University of Queensland T +61 7 4931 2999 E uqrcs.rockhampton@uq.edu.au
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Rockhampton QLD 4700 Australia

ABN: 63 942 912 684
CRICOS PROVIDER NUMBER 00025B

**COMMUNITY ADVISORY COMMITTEE -
THE UNIVERSITY OF QUEENSLAND
RURAL CLINICAL SCHOOL**

CAC Terms of Reference

Meeting Date: 21 January 2020

Attachment No: 2



UQRCS Terms of Reference

Community Advisory Committee – UQRCS

1. Statement of Purpose

The Community Advisory Committee (CAC) acts as a link between the community and the UQ Rural Clinical School (UQRCS) in order to maximise benefits for the UQRCS, students and the community.

A Community Advisory Committee will operate at each teaching site and will provide advice to the UQRCS site Director so as to inform the operations and strategic directions of the local UQ Rural Clinical School site and potentially to the greater UQ Rural Clinical School.

2. Terms of Reference

The role of the Community Advisory Committee is to:

- Facilitate discussion and assist in the development and strengthening of local partnerships;
- Advise on the development of local community engagement goals;
- Investigate ways of maximising the “rural experience” for students;
- Facilitate effective community engagement links between the UQRCS and our communities;
- Provide advice, advocacy and support for the UQ Rural Clinical School programs and initiatives within the local community;
- Engender local leadership and commitment to positive rural medical education;
- Recommend initiatives and activities to build local capacity and expertise in medical education, research, administration and professional practice;
- Engage with recruitment programs and activities which will foster a commitment to a rural medical career amongst local secondary and tertiary students, including those of Indigenous background;
- Encourage flexibility, innovation and local input in the development and implementation of the UQ Rural Clinical School’s programs and activities;
- Support a local collegiate which capitalises on existing local academic, professional, business, industry and government networks and infrastructure, and assist the UQRCS site director to develop formal partnerships and collaborations as required;
- Identify external drivers that provide potential opportunities and threats to the UQ Rural Clinical School, and recommend appropriate action.

3. Membership

The Community Advisory Committee shall consist of:

- The UQ Rural Clinical School site Director or representative;
- Ten community representatives (up to 15 is permissible) to be appointed by the site Director;
- Student representative(s) to be appointed by the site Director.

Membership should be reviewed on an annual basis by Director and Committee.

Community Representatives:

Potential areas to draw community representatives from include:

- Public schools
- Private schools
- Chamber of Commerce
- Members of Parliament
- Local Government
- Local Medical Practitioners
- Private hospital
- Public hospital
- Primary Health Network
- Tertiary education providers
- Local community groups (e.g. Rotary, Lions, Apex, Zonta & Probus);
- Indigenous community member
- Prominent/interested community members.

Others may be invited to attend as a guest where considered useful to the work of the committee.

4. Method of Operation:

The Chair will be elected annually from amongst the community representatives.

Meetings will be held at least twice a year.

Appointment of new members will be arranged as necessary in order to ensure the group's membership will comprise an appropriate mix of new and continuing members to represent the broader views of the community.

UQRCS staff may attend provided the Chairperson is informed of the intention to attend.

Quorum is not required as not a decision-making committee.

UQRCS local professional staff and Director will provide support, advice & assistance with the running of Community Advisory Committee meetings and activities.

5. Communication

An agenda shall be distributed to members at least one week prior to a scheduled meeting.

Members have the right to request items be added to the agenda.

Minutes & Action Items for each meeting shall be recorded, distributed within 10 business days after the meeting and approved at the following meeting.

Confirmed minutes will be available on RCS site Shared Drive for all staff to view.

Directors shall share CAC outcomes to their site's Teaching, Learning and Research Committees and to the UQRCS Teaching and Learning Committee (TALC).

6. Version & Approval History

Document to be reviewed every 24 months.

Next date: April 2020

Version	Drafts/Approvals	Date
June 2016	Current TOR reviewed by TALC	20/04/2018
April 2018	TOR Amended by Riitta Partanen	26/04/2018
June 2018	Approved by UQRCS TALC	15/06/2018

11.12 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDING 31 DECEMBER 2019

File No: 8148
Attachments: 1. [Income Statement - December 2019](#)
2. [Key Indicators Graphs December 2019](#)
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Alicia Cutler - Chief Financial Officer

SUMMARY

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

OFFICER'S RECOMMENDATION

That the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 December 2019 be 'received'

COMMENTARY

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

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

The attached financial statement provides Council's position after the first four months of the 2019/20 financial year. Results should be approximately 50% 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 47% of the revised budget. Key components of this result are:

- Net Rates and Utility Charges are close to budget at 49%. Some second quarter water consumption notices are to be issued in January.
- Private and recoverable works is behind budget at 27%, this is due to several large projects scheduled to commence later in the financial year. It is proposed to reduce revenue for recoverable works and shift to Capital Revenue in the Monthly Budget Estimate Review.
- Grants, subsidies and contributions are behind budget at 30%. This is due to the timing of receipt of the Federal Assistance Grant with 50% of the 19/20 Grant being received in the 18/19 financial year.
- Interest revenue is ahead of budget at 67%. Interest revenue historically remains ahead of budget for the first half of the financial year and then moves closer to budget during the second half of the financial year.
- Other income is at 92% of the budget partly due to receipt of unbudgeted insurance proceeds 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 the Waste levy payment was allocated as grant income.
- All other revenue items are in proximity to the revised budget.

Total Operating Expenditure is at 46% of the revised budget. Key components of this result are:

- Contractors and consultants are at 45% due to the timing of contract payments across several areas of Council's operations.
- Materials and plant is at 35% due to several large private and recoverable works projects yet to commence in 2019/20. It is proposed to reduce expenditure for recoverable works and shift to Capital Expenditure in the Monthly Budget Estimate Review.
- Asset operational is at 44%. This is a result of lower than expected waste levy payments to the State Government and electricity costs across Council.
- Other expenses are only at 20%. This is partly due to the timing of grants and sponsorships to local community groups.
- All other expenditure items are in proximity to the Monthly Budget Review.

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

Total Capital Income is at 16% of the revised 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. In the monthly budget review for January, it is proposed to change the timing of funding for Council's two major projects, being the Art Gallery and South Rockhampton Flood Levee. Capital Income against Budget excluding these two major projects is at 27.5%.

Total Capital Expenditure is at 25% of the revised budget. This represents an actual spend of \$41.3M for the financial year. Some of the large projects are still in early project delivery stages – once construction starts it is expected that the capital spend will accelerate. Capital Expenditure excluding the Art Gallery and South Rockhampton Flood Levee is tracking at 33.6% against budget.

Total Investments are approximately \$44.4M as at 31 December 2019.

Total Loans are \$108.0M as at 31 December 2019 after the second quarter loan repayment was made during December.

CONCLUSION

After six months of the 2019/2020 financial year operational income and expenses are mostly in line with expectations.

The capital program saw \$9.3M spent during December 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 ENDING 31 DECEMBER 2019

Income Statement - December 2019

Meeting Date: 21 January 2020

Attachment No: 1



Income Statement
For Period July 2019 to December 2019
50% of Year Gone

	Adopted Budget	Monthly Budget Review	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Monthly Budget Review
	\$	\$	\$	\$	\$	
OPERATING						
Revenues						
Net rates and utility charges	(149,627,173)	(150,551,151)	(73,280,559)	0	(73,280,559)	49%
Fees and Charges	(26,271,007)	(26,271,007)	(13,497,614)	(200)	(13,497,814)	51%
Private and recoverable works	(13,292,943)	(13,292,943)	(3,552,296)	0	(3,552,296)	27%
Rent/Lease Revenue	(3,117,903)	(3,117,903)	(1,547,002)	0	(1,547,002)	50%
Grants Subsidies & Contributions	(14,762,254)	(14,962,254)	(4,561,179)	0	(4,561,179)	30%
Interest revenue	(934,000)	(934,000)	(626,544)	0	(626,544)	67%
Other Income	(4,423,646)	(4,423,646)	(4,065,358)	0	(4,065,358)	92%
Total Revenues	(212,428,927)	(213,552,905)	(101,130,553)	(200)	(101,130,753)	47%
Expenses						
Employee costs	83,397,224	83,497,224	40,008,484	165,482	40,191,967	48%
Contractors & Consultants	17,959,240	17,959,240	7,993,740	8,012,762	16,006,502	45%
Materials & Plant	19,244,295	19,244,295	6,828,496	3,450,870	10,279,367	35%
Asset Operational	25,149,294	25,309,293	11,175,965	2,574,969	13,750,934	44%
Administrative expenses	14,368,947	14,368,947	6,785,651	2,534,258	9,319,909	47%
Depreciation	54,365,738	54,365,738	27,182,869	0	27,182,869	50%
Finance costs	6,046,530	6,046,530	3,014,344	0	3,014,344	50%
Other Expenses	1,247,340	1,747,340	350,744	38,491	389,235	20%
Total Expenses	221,778,608	222,628,608	103,338,293	16,796,834	120,135,127	46%
Transfer / Overhead Allocation						
Transfer / Overhead Allocation	(9,382,328)	(9,382,328)	(4,649,322)	0	(4,649,322)	50%
Total Transfer / Overhead Allocation	(9,382,328)	(9,382,328)	(4,649,322)	0	(4,649,322)	50%
TOTAL OPERATING POSITION (SURPLUS)/DEFICIT	(32,647)	(306,625)	(2,441,582)	16,796,634	14,355,051	796%
CAPITAL						
Total Developers Contributions Received	(2,262,800)	(2,352,800)	(170,740)	0	(170,740)	7%
Total Capital Grants and Subsidies Received	(63,900,122)	(72,162,124)	(11,552,558)	0	(11,552,558)	16%
Total Proceeds from Sale of Assets	0	0	0	0	0	0%
Total Capital Income	(66,222,922)	(74,514,924)	(11,723,298)	0	(11,723,298)	16%
Total Capital Expenditure	149,316,405	167,280,224	41,345,381	65,806,444	107,151,825	25%
Net Capital Position	83,093,482	92,765,300	29,622,082	65,806,444	95,428,526	32%
TOTAL INVESTMENTS			44,434,563			
TOTAL BORROWINGS			107,977,306			

Delegations Register – Local Law No. 2 (Animal Management) 2011

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 Law	Title	Description
Section 10(3)	Part 3 Exclusion of animals	Power to take reasonable steps to provide notice to members of the public regarding animals that are prohibited in a particular public place.
Section 11(2)	Part 3 Dog off-leash areas	Power to take reasonable steps to provide notice to members of the public regarding the designation of an area as a dog off-leash area.
Section 19(3)	Part 3 Declaration of dangerous animal other than a dog	Power to give the responsible person for the animal an information notice about the declaration.
Section 32(1)	Part 4 Sale, disposal or destruction of animals	Power to offer the animal for sale by public auction or by tender; to sell by private agreement; to dispose of; to destroy.
Section 32(6)	Part 4 Sale, disposal or destruction of animals	Power to dispose of the animal as appropriate.
Section 33(1)	Part 4 Register of impounded animals	Power to keep a proper record of impounded animals in accordance with section 33.
Section 34(2)	Part 4 Access to impounded animals	Power to allow the owner of an impounded animal to inspect it at any reasonable time, from time to time.
Schedule	Dictionary - Animal Welfare Agency	Power to recognise an incorporated association as an animal welfare agency for the purposes of the definition.

Schedule 2

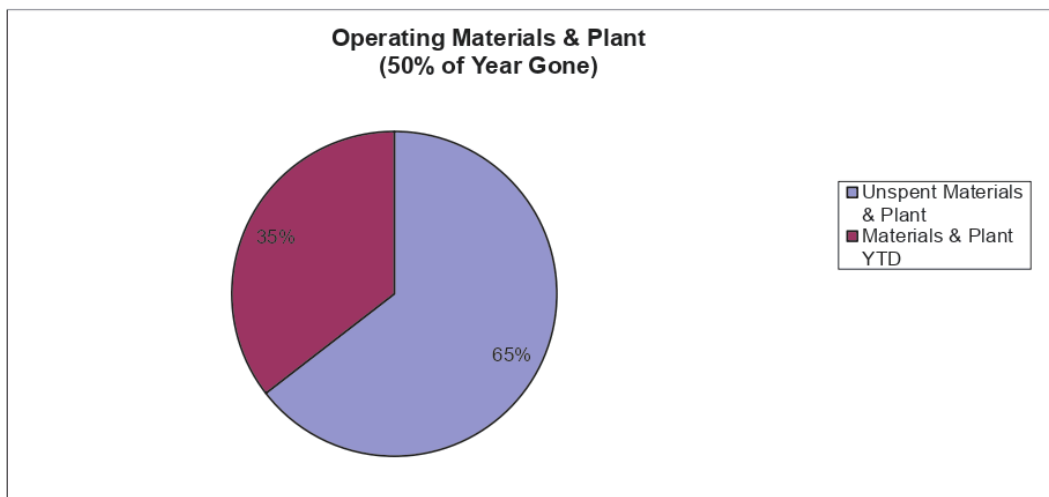
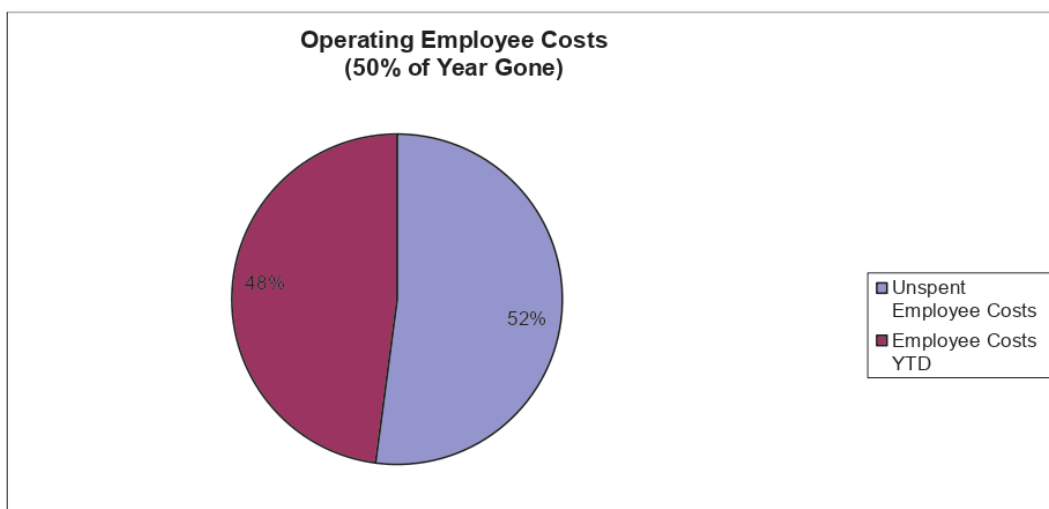
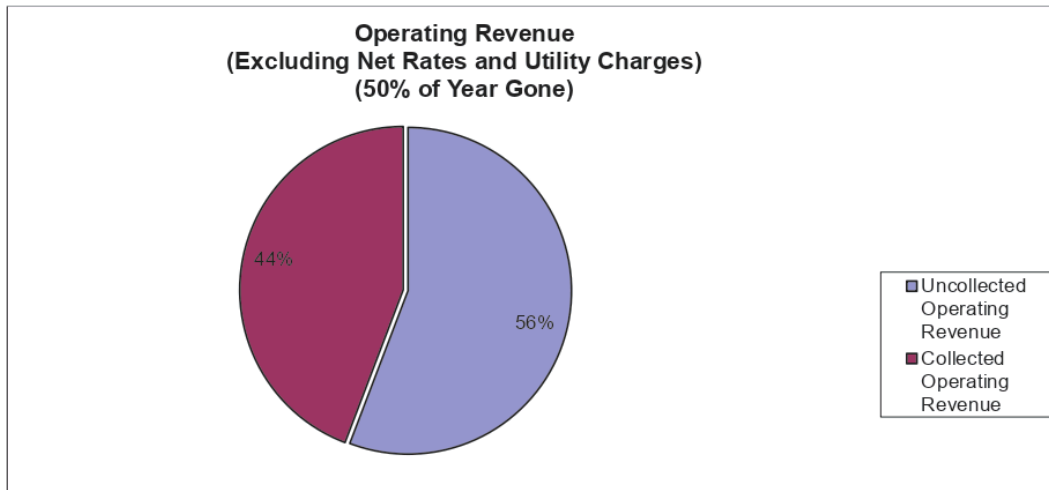
Limitations to the Exercise of Power	
1	Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, the delegate in exercising delegated power in relation to that matter, will only commit the Council to reasonably foreseeable 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.

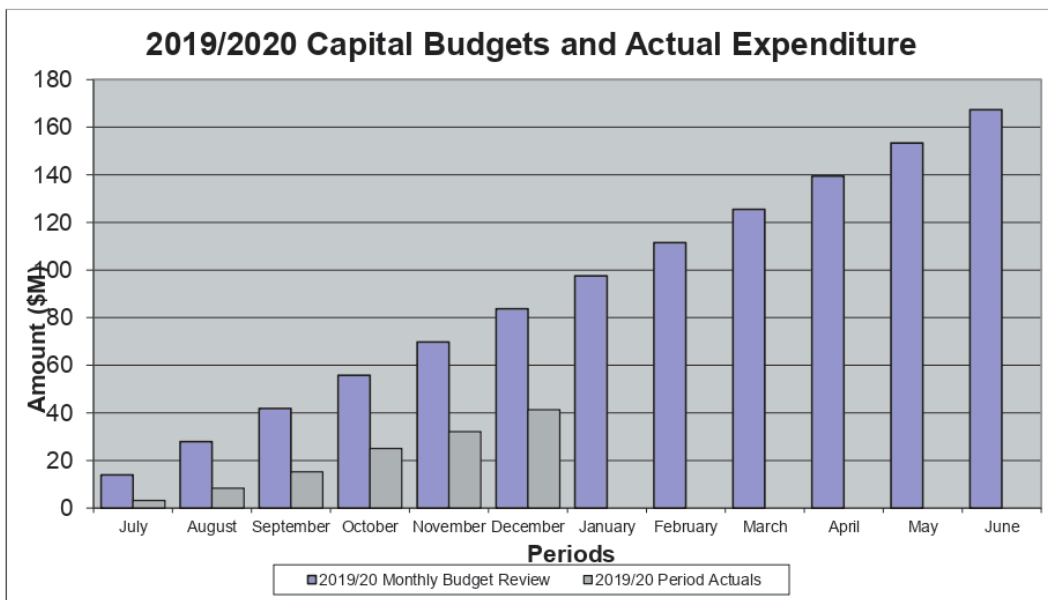
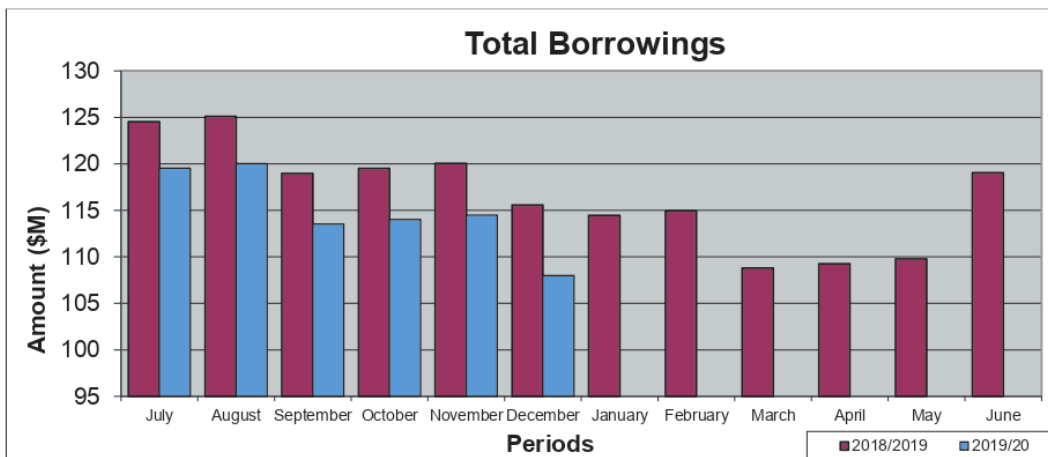
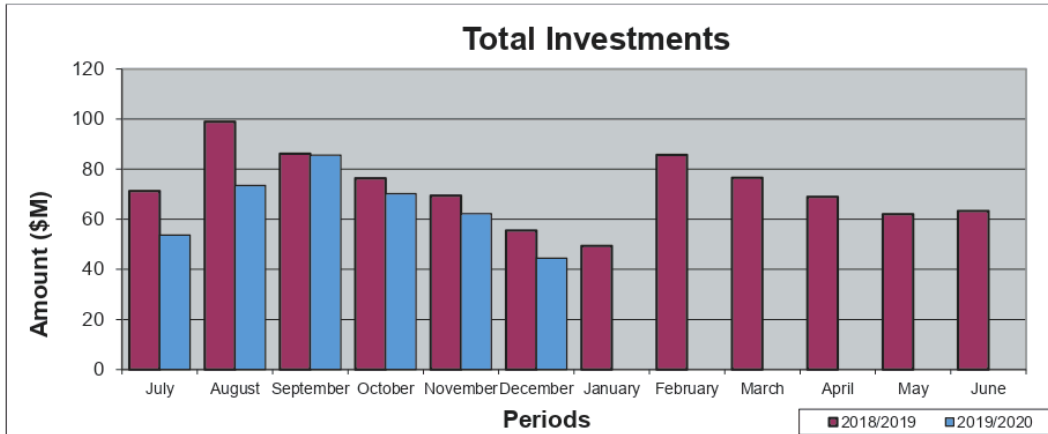
**SUMMARY BUDGET MANAGEMENT
REPORT FOR THE PERIOD ENDING
31 DECEMBER 2019**

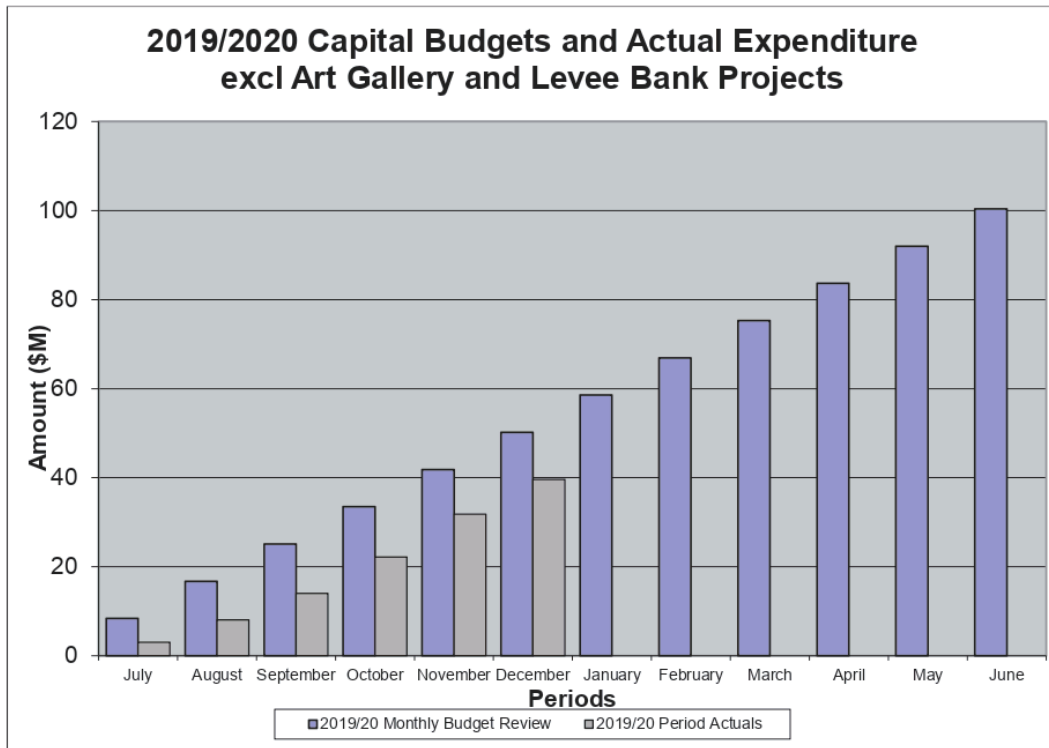
Key Indicators Graphs December 2019

Meeting Date: 21 January 2020

Attachment No: 2







11.13 CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT - DECEMBER 2019**File No:** 1392**Attachments:**

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

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

SUMMARY

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

OFFICER'S RECOMMENDATION

THAT the Corporate Services Departmental Operations Report as at 31 December 2019 be 'received'.

COMMENTARY

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

**CORPORATE SERVICES
DEPARTMENT - MONTHLY
OPERATIONAL REPORT –
DECEMBER 2019**

CTS Monthly Report- December 2019

Meeting Date: 21 January 2020

Attachment No: 1

MONTHLY OPERATIONS REPORT

CORPORATE AND TECHNOLOGY SERVICES

PERIOD ENDED DECEMBER 2019



1. Operational Summary

Fleet:

The Fleet Renewal Program is progressing well with various construction type equipment being commissioned in January. Of note is a new 15T Excavator which replaces a much larger 20T excavator. This machine was difficult to maintain high utilisation with current and future works programs, while the new smaller 15T machine will be better utilised and increase Council's day labour work capacity. These items are mainly involved with urban type work in Civil Operations and FRW.

Plant Hire Operations remains slightly above budget target but with the normal Christmas shutdown there will be a slight slowing.

Workshop Operations remain busy with workloads constantly exceeding labour resources, the impacts of unsuccessful recruitment campaigns evident.

SmartHub:

Smart Hub held the Turbo-Traction Lab (TTL) Program Demo Night in early December and invited participants and their friends and family, along with program sponsors and supporters. The TTL2 full-time participants who graduated from the program gave a short presentation highlighting their incredible business and personal growth during the 16 short weeks. The business ideas are all very different but their achievements all equally as impressive.

Our monthly members networking lunch was our Christmas party and end of year celebration, held on the deck of the Fitzroy Motor Boat Club at Port Scallywag Restaurant. The SmartHub Team and members dressed in their festive attire and enjoyed a delicious lunch and fun present swap game taking some time out to reflect on a busy and rewarding 2019.

The weekly Facebook HubLive interviews continued in December to enhance and develop the business community by promoting the activity in the space and continue the conversations around how to run a successful business and how the use of technology can improve business efficiency.

An application was lodged with Mining, Engineering, and Technology (METS) Ignited with a proposal to run another CQ METS Accelerator program in early 2020. This funding opportunity, if successful, will allow us to engage an industry expert to facilitate a program focussed on improvements in business capabilities for SMEs and Startups in the Regional Queensland METS sector. Helping them accelerate commercialisation, grow exports and improve the regulatory environment.

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 79 members.

Property & Insurance:

Work is continuing on the South Rockhampton Flood Levee (SRFL) project with respect to property acquisitions and land dealings with the Department Natural Resources, Mines & Energy (DNRME).

Comments being sought from Council officers regarding DNRME referral requests in relation to applications received for road closures, enquires to purchase and lease renewals.

Negotiations are continuing for various projects where land and easements are required for future proposed Council works.

2. Customer Service Requests






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

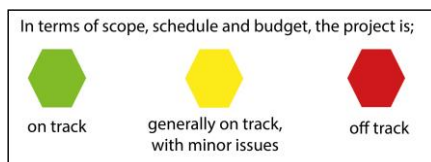
	Balance B/F	Completed in Current Month	Current Month NEW Request		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q2
			Received	Completed								
Accounts Payable Enquiry	1	0	1	1	1	0	2	● 0.00	● 0.00	● 0.60	26.00	● 0.00
Insurance: Mower / Slasher / Whipper / Snipper	1	1	1	0	0	0	10	● 0.00	● 30.00	● 17.40	19.00	● 34.00
Insurance: Personal Accident / Injury	3	3	2	0	0	0	120	● 0.00	● 0.00	● 0.00	142.70	● 0.00
Insurance: Public Liability / Property Damage Public Property	0	0	5	4	0	0	10	● 4.50	● 17.79	● 14.01	15.10	● 3.08
Leased Premises – General Enquiry	0	0	0	0	0	0	5	● 0.00	● 0.00	● 2.50	0.00	● 0.00

Average completion time is calculated using customer request open and close dates – does not take into consideration periods where the customer request has been placed on hold.

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 December 2019 – 50% of year elapsed.

Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	Life to date actual (inc commitments)
Fleet Asset Renewal Program (CP440)	01/07/2019	30/06/2020		\$7,877,810	\$5,665,907
Comments	Fleet Renewal program is on target.				
IT Asset Renewal & Upgrade Program – excluding RAMP (CP230)	01/07/2019	30/06/2020		\$1,754,399	\$643,736
Comments					
RRC Asset Management Project RAMP (CP230)	22/01/2018	01/09/2019		\$2,949,918	\$3,075,705
Comments	Budget change has been flagged with project sponsors.				
Stage 3C Smart Technology	01/07/2019	30/06/2020		\$352,000	\$28,519
Comments	Smart technology rollout – Quay St (William to Derby St)				
Stage 3E Smart Technology	04/04/2019	30/06/2020		\$876,000 (includes anticipated 18/19 rollover \$513,721)	\$783,868
Comments	Smart technology rollout – Col Brown Park and Victoria Parade (North to Archer St)				



4. Operational Projects

For period ended December - 50% of year elapsed.

Project	Planned Start Date	Planned End Date	On Track	Budget Estimate – Current Year	YTD Actual (incl committals)
Turbo-Traction Lab	15/03/2019	30/06/2020		\$451,690	\$220,950
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>			
<p><u>Comments</u> This month in the Lab 2 program finished up on 13 December and we have hosted the following topic experts:</p> <ul style="list-style-type: none"> • Daniel Johnsen (Execution and Implementation) • Tamara Loehr (Scorecard Follow-up & Next Steps) <p>The Turbo-Traction Lab (TTL) Program Demo Night was held on 3 December which provided the full-time participants to share with their friends and family along with our program sponsors and supporters what incredible business and personal growth during the 16 short weeks. Their ideas are all very different but their achievements all equally as impressive.</p> <p>A National Marketing Campaign and a PR Agency have been engaged to help promote TTL3 to attract the most ideal candidates. A News Release has been published which has generated interest from various print, radio and digital media and provided opportunities for Elize and some of the program expert and participants to be interviewed to share more about the program and encourage Entrepreneurs who want to build a modern, global business in 80 days to apply. Applications close 15 January 2020 and the applications will be reviewed and positions offered the following week.</p>					
Startup Weekend and GovHack	Date 26/07/2019-28/07/2019 completed and 06/09/2019–08/09/2019 completed	<p>Startup Weekend 2019 In just 54 hours, participants experience the highs, lows, fun, and pressure that make up life as a startup. They learn how to create a real company, meet great mentors, investors, co-founders, and sponsors who are ready to help turn their idea into an actual business with paying customers.</p> <p>GovHack 2019 (yearly) GovHack is an open data hackathon held across Australia. It's all about encouraging and celebrating people's technical and creative capacity with government for great outcomes, and building upon the social and economic value of Open Data published by government.</p>			
<p><u>Comments</u> As part of our 2020 Event Schedule and programming a date will be set for our Startup Weekend for 2020 early in the New Year. This will be in the first 6 months of the year and facilitated by Daniel Johnsen, our Expert in Residence for the TTL Program, who is also an approved Techstars Facilitator.</p>					

5. Budget

Financial performance as expected for the reporting period.

	Adopted Budget	Monthly Budget Review	Actuals	EOM Commitments	Total	Var
	\$	\$	\$	\$	\$	%
CORPORATE & TECHNOLOGY SERVICES						
<u>Fleet</u>						
Revenues	(310,000)	(310,000)	(227,417)	0	(227,417)	73.4%
Expenses	12,531,527	12,531,527	5,999,454	1,079,309	7,078,763	47.9%
Transfer / Overhead Allocation	(16,617,700)	(16,617,700)	(8,527,987)	0	(8,527,987)	51.3%
Total Unit: Fleet	(4,396,173)	(4,396,173)	(2,755,950)	1,079,309	(1,676,640)	62.7%
<u>Property & Insurance</u>						
Revenues	(416,399)	(416,399)	(238,942)	0	(238,942)	57.4%
Expenses	3,975,982	4,225,982	2,114,717	123,764	2,238,482	50.0%
Transfer / Overhead Allocation	9,171	9,171	3,172	0	3,172	34.6%
Total Unit: Property & Insurance	3,568,755	3,818,755	1,878,947	123,764	2,002,712	49.2%
<u>Corporate & Technology Management</u>						
Revenues	0	0	(58,856)	0	(58,856)	-
Expenses	659,459	659,459	264,668	39,672	304,341	40.1%
Transfer / Overhead Allocation	0	0	15	0	15	-
Total Unit: Corporate & Technology Management	659,459	659,459	205,827	39,672	245,499	31.2%
<u>Information Systems</u>						
Revenues	(15,000)	(15,000)	(43,720)	0	(43,720)	291.5%
Expenses	7,666,837	7,666,837	4,012,189	575,683	4,587,872	52.3%
Transfer / Overhead Allocation	19,768	19,768	5,785	0	5,785	29.3%
Total Unit: Information Systems	7,671,604	7,671,604	3,974,254	575,683	4,549,937	51.8%
<u>Procurement & Logistics</u>						
Revenues	0	0	(179)	0	(179)	-
Expenses	1,882,043	1,882,043	974,457	580	975,036	51.8%
Transfer / Overhead Allocation	(112,546)	(112,546)	20,905	0	20,905	-18.6%
Total Unit: Procurement & Logistics	1,769,497	1,769,497	995,182	580	995,762	56.2%
<u>Smart Hub Business</u>						
Revenues	(448,025)	(448,025)	(369,213)	0	(369,213)	82.4%
Expenses	847,228	847,228	444,266	1,325	445,591	52.4%
Transfer / Overhead Allocation	0	0	1,785	0	1,785	-
Total Unit: Smart Hub Business	399,203	399,203	76,838	1,325	78,162	19.2%
Total Section: CORPORATE & TECHNOLOGY SERVICES	9,672,345	9,922,345	4,375,098	1,820,334	6,195,431	44.1%

Comments

Corporate and Technology Services on track.

6. Section Statistics

Safety Statistics

	Second Quarter		
	Oct	Nov	Dec
Number of Lost Time Injuries	0	0	0
Number of Days Lost Due to Injury	0	0	0
Total Number of Incidents Reported	1	2	0
Number of Incomplete Hazard Inspections	1	0	0

Service Delivery

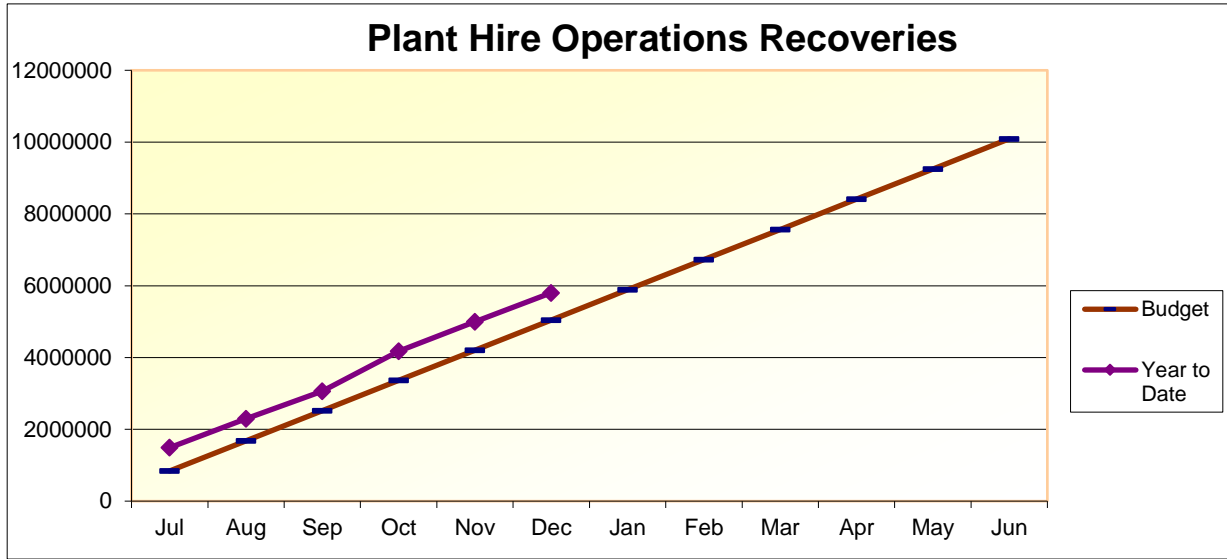
Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
IT support services provided within service levels outlined in the IT Service Catalogue.	90%	93%	Operational
Ensure availability of system up-time during core business hours (excluding planned outages).	99%	100%	Operational
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%	97%	Operational
Ensure tenanted properties in any month, have current lease agreements and public liability insurance.	80%	85%	Operational
Process insurance claims within procedural timeframes.	100%	100%	Operational
SmartHub Membership (Target 2018 - 20)	100	79	Operational

Liquor Permit Applications on Council Owned or Controlled Land

	Oct	Nov	Dec
Applications Received	4	2	2
Applications Approved	4	1	2
Applications Denied	0	0	0

7. Whole of Council Reports and Statistics

Fleet Services



Plant Hire Operations Budget (Surplus)

\$10,091,004

Year to Date (Surplus)

\$5,803,738

Procurement & Logistics

Contracts Awarded for December – 7

Tender/ Contract No.	Contract Name	Awarded	Amount
TEN13677	Supply & Delivery of Water Meters	Elster Metering Pty Ltd	SOR
TEN13805	Operation and Management of the Gracemere Swimming Pool	Bluefit Pty Ltd	\$107,000 per year
QUO13823	Design and Delivery of Precast Stormwater Manholes and Lids	Holcim Australia Pty Ltd	\$63,343
CON13847	Rockhampton Motorsport Precinct Site Suitability	Integrated Event Delivery Management Pty Ltd	\$14,350
CON13863	Manufacture and Delivery of Custom Pre-Cast Concrete Motorsport Barriers	Stresscrete	\$242,580
CON13867	Rockhampton Airport Terminal Security Upgrade	Mode Design Corp Pty Ltd	\$20,000
TEN13814	Redhill Intersection upgrade and Traffic Light Installation	Vassallo Constructions Pty Ltd	\$577,341

Tenders / quotes in progress - 29

**CORPORATE SERVICES
DEPARTMENT - MONTHLY
OPERATIONAL REPORT –
DECEMBER 2019**

ES Monthly Report-December 2019

Meeting Date: 21 January 2020

Attachment No: 2

MONTHLY OPERATIONS REPORT

FINANCE – ENVIRONMENTAL SUSTAINABILITY

PERIOD ENDED DECEMBER 2019



1. Operational Summary

Environmental Sustainability Strategy

- Council workshopped and later adopted the revised Environmental Sustainability Policy.
- The Sustainability Strategy Executive Group continued implementation of the FY2019-20 annual action plan and commenced preparations for the FY2020-21 annual action plan.
- A range of innovative new projects have been identified for further consideration and scoping under Council's Sustainable Rockhampton Investment Fund.

Bringing Nature Back Program

- Council's operational NRM trial is continuing in conjunction with the Skilling Queenslanders for Work program and local community groups. On-ground works and followup maintenance are continuing at Col Austin Park, Eichelberger Park, Armstrong Street Community Garden, Fraser Park, as well as support activities at Council's Nursery and new activities have commenced at Springers Lagoon.
- Preparations are underway for the next Bringing Nature Back workshops, scheduled for May 2020 at Cedric Archer Park / Touch of Paradise Lagoons.
- Council has now distributed 10,000 Nature Play Passports to local families. As part of the 2020 Bringing Nature Back program, local schools will be able to collect class packs of Nature Play Passports from Customer Service Centres across the Region in time for Term 1 in January 2020.
- Council continues to explore collaborative project opportunities with Fitzroy Basin Association, Capricornia Catchments, the Fisheries Catchment Management Group and Sunwater.

Living Sustainably Program

- Council's November Living Sustainably workshop was delivered in conjunction with Rockhampton Regional Waste and Recycling. The workshop focussed on 'recycling right with yellow lid bins', covering our local recycling operations, at-home waste sorting systems and top recycling tips.
- Council's December Living Sustainably workshop focussed on 'green gift giving', with residents participating in activities at the Bolsover Street Library, led by local artist Kelly-Dee Knight.
- Over 40 schools received an allocation of Council's Sustainability in Action 2020 community calendar for distribution throughout their school communities.
- Preparations are now underway for the 2020 Living Sustainably Program.

Second Nature Program

- The Internal Sustainability Working Group worked with renowned behaviour change expert Les Robinson to learn how to design and deliver effective change projects (Changeology workshop).
- The Internal Sustainability Working Group also supported an annual recycling refresher, in conjunction with the Environmental Sustainability Team and RRWR, showing staff how to recycle right via a range of email communications, toolbox refreshers and visual bin audits.

Other:

- National Landcare Program – Council submitted an application to the Australian Government's 'Smart Farms Small Grants' program that supports land managers to adopt best practice sustainable agriculture. For Council, the grants program presents an opportunity to activate and increase the uptake of carbon farming in the Rockhampton Region. The grant outcome will be known by mid 2020.
- Community Assistance Program – In November, Council approved four applications for support as part of Council's Community Assistance Program – Environment and Sustainability Scheme. Funding agreements and grant payments have now been finalised.
- Drain Buddies Project - A working group from the Local Marine Advisory Committee is continuing to progress the Drain Buddies project. Q1 and Q2 data has now been analysed and a trial program designed to target efforts to reduce cigarette butts in the CBD.




2. Customer Service Requests



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




3. Operational Projects





As at period ended December – 50% of year elapsed.


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

 on track	 generally on track, with minor issues	 off track
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Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc committals)
Environmental Sustainability Strategy:						
Sustainability governance: Facilitate implementation and monitoring of the Environmental Sustainability Strategy through the Sustainability Strategy Executive Group.	Jul 19	Jun 20		<ul style="list-style-type: none"> SSEG met 18 July 2019, with Q4 progress report received by Council on 20 Aug 2019. SSEG met 10 Oct 2019, with the Q1 progress report received by Council on 05 Nov 2019. 	\$0	\$0
Pathway 1 – Natural environment (partnerships and programs)						
Natural environment study and mapping: Develop a revised Natural Environment Study. Identify and map priority natural assets for protection and enhancement. Inform future updates to the Planning Scheme where appropriate.	Sep 18	Jun 20		<ul style="list-style-type: none"> Cardno finalised report Sep 2019 (FY2018-19 expenditure). Councillor workshop in Oct 2019. Council received Natural Environment Study report 05 Nov 2019. Commenced scoping next stage of MLES mapping. 	\$30,000	\$0

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc committals)
<p>Bringing Nature Back works program: On-ground works projects to protect, maintain and enhance 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.</p>	Jul 19	Jun 20		<ul style="list-style-type: none"> Fraser Park bush regeneration works – continuing with Parks and partner support (Capricornia Catchments, Multicultural Australia and Capricornia Correctional Centre). Native plant propagation at Council's Nursery – continuing with funding support from the Environmental Sustainability Unit, volunteers and input from Multicultural Australia. Operational NRM activities – continuing at Col Austin Park, Eichelberger Park and Springers Lagoon in conjunction with Parks and partner organisations (Multicultural Australia, Jobs Queensland and Capricornia Correctional Centre). 	\$40,000	\$5,000
<p>Bringing Nature Back – engagement program: Long-term nature-based community engagement program, designed to bring nature back into the community's hearts, minds and everyday lives. The Program will deliver a free native plant program, nature photography competition, nature play passports and activities and tools that help the community to improve urban canopy cover in their own backyards, local streets, nearby creeks and on Council land.</p>	Jul 19	Jun 20		<ul style="list-style-type: none"> Native Plant Program – rolled out at key events during the period July to October 2019. Nature Play – major interactive nature play installation at Tropicana 2019. Nature Play Passports – 10,000 rolled out between May and Dec 2019. Major schools passports program commencing Jan 2020. Nature Photography Competition – scheduled for April to June 2020. Community workshops – program for Touch of Paradise currently under development. 	\$30,000	\$32,000
Pathway 2 – Empowering our community (external programs)						
<p>Living Sustainably program: Long-term behaviour change program designed to encourage the community to adopt a wide array of actions and behaviours that support Council's sustainability goals. The program will recognise and reward sustainability awareness and action in schools as part of the annual</p>	Jul 19	Rolling		<ul style="list-style-type: none"> Engagement program – rolling monthly program of monthly displays, workshops and e-newsletters. Schools calendar competition 2019 - winners awarded at Tropicana 2019. 	\$30,000	\$20,000

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc commitments)
schools calendar competition, 2020 community calendar and a rolling monthly communications program.				<ul style="list-style-type: none"> Calendars – distributed to schools in Nov 2019. 		
Community Assistance Program (CAP E&S): The CAP Environment and Sustainability Scheme provides small grants to support community-based environment and sustainability initiatives.	Jul 19	Rolling		<ul style="list-style-type: none"> Round 2 – Council approved two projects in Aug 2019. Changeology – community master class and project incubator workshop delivered Nov 2019. Round 3 – Council approved four projects in Nov 2019. Round 4 - applications close in Mar 2020. 	\$30,000	\$16,000
Other sustainability education activities: Encourage sustainability awareness and action via key regional events and educational opportunities.	Jul 19	Rolling		<ul style="list-style-type: none"> River Festival (July 2019) – nature play workshop within Adventure Land. Emergency Services Day (July 2019) – major Native Plant Program activities in conjunction with National Tree Day. Tropicana (Sep 2019) – major ‘nature connection’ activities, Native Plant Program and collaborative activities. World Environment Day (June 2020) – TBC. Rockhampton Show (June 2020) – TBC. 	\$25,000	\$11,000
Pathway 3 – Industry and infrastructure						
Sustainable Rockhampton Investment Fund: Support projects that deliver both positive environmental outcomes and real operational savings for Council.	Jul 19	Rolling		<ul style="list-style-type: none"> Pending commencement of Council renewable energy initiatives in 2020. 	TBC	TBC
Clean Growth Choices: Support development of business cases for the ‘making water work’ pathway.	Aug 18	Jun 20		<ul style="list-style-type: none"> Stakeholder workshop – held 13 Sep 19. Business cases – finalised. 	Advance	Advance

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc committals)
Pathway 4 – Council operations (corporate sustainability)						
<p>Second Nature program (+ Sustainability Seed Fund): Council's internal sustainability engagement program has been designed to advance sustainability awareness and action within Council's operations. The Internal Sustainability Working Group champion sustainability initiatives across departments, act as a conduit for information and support sustainability action across the organisation. As a key part of the 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.</p>	Jul 19	Rolling		<ul style="list-style-type: none"> Field trip – completed Oct 2019, with a focus on electric vehicles and charging infrastructure at Dooley Street. Pre-loved stationery muster – completed Oct 2019, with good participation from across Council's offices. Seed fund initiatives – implementation continuing. Changeology - internal master class and project incubator workshop completed Nov 2019. 	\$15,000	\$9,000

4. Budget

Financial performance is as expected for December – 50% of year elapsed.

End of Month Job Costing Ledger - (Operating Only) - Natural Resource Management



As At End Of December

Report Run: 03-Jan-2020 11:37:55 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Monthly Budget Review	EOM Commitments	YTD Actual	Commit + Actual	Variance	On target
	\$	\$	\$	\$	\$	%	50% of Year Gone
CORPORATE SERVICES							
FINANCE							
<i>Natural Resource Management</i>							
Revenues	0	0	0	(1,439)	(1,439)	-	
Expenses	539,684	539,684	4,697	248,967	253,663	46%	
Transfer / Overhead Allocation	0	0	0	10,134	10,134	-	
Total Unit: Natural Resource Management	539,684	539,684	4,697	257,662	262,359	48%	

Comments

Unit budget is on track.

5. Section Statistics

Program/Activity	Date/s	Participants
Completed activities		
Changeology master class and project incubator: Capability-building workshops designed to introduce participants to the skills and knowledge required to support positive behaviour change activities across Council and the Region. Included two sessions: (1) members of Council's Internal Sustainability Working Group and (2) subsidised program for members of not-for-profit community groups involved in local environment and sustainability initiatives.	04-05 Nov 19	41
Living Sustainably 'recycling right with your yellow lid bin': Monthly display and workshop at Rockhampton Regional Library.	09 Nov 19	40
Living Sustainably 'green gift giving and festive decorations': Monthly display and workshop at Rockhampton Regional Library.	07 Dec 19	50
Upcoming activities		
Living Sustainably 'minimising food waste': Monthly display and workshop at Rockhampton Regional Library.	18 Jan 20	~50
Sustainability Strategy Executive Group workshop: Quarterly workshop to review progress against the annual action plan and confirm next steps.	23 Jan 20	~25
Living Sustainably 'looking after our catchments': Monthly display and workshop at Rockhampton Regional Library.	22 Feb 20	~50
NRM Forum: Rockhampton-based LGAQ event for LG NRM officers in regional Queensland.	11-12 Feb 20	~30
Clean Up Australia Day: Support to local activities.	01 Mar 20	TBC
Living Sustainably 'finding energy efficiency and power savings': Monthly display and workshop at Rockhampton Regional Library.	21 Mar 20	~50
Living Sustainably 'growing your own fruit and vegetables': Monthly display and workshop at Rockhampton Regional Library.	18 Apr 20	~50
'Sustainability in Action' Schools Calendar Competition: Community competition seeking photo entries from schools around the Rockhampton Region across the 12 sustainability themes to be highlighted in the 2020 Community Calendar.	Apr – Jun 20	~40 schools
Nature Photography Competition: Community competition seeking photo entries from around the Rockhampton Region across five categories. Winners to be awarded as part of World Environment Day celebrations with displays at the Rockhampton Regional Library	May 20	~200
Living Sustainably 'feeding your compost bin and worm farm': Monthly display and workshop at Rockhampton Regional Library.	23 May 20	~50
Bringing Nature Back community workshops: Cedric Archer Park / Touch of Paradise Lagoons.	TBC May 20	~200
Nature Photography Competition display: Official winners presentation and local photo display supporting World Environment Day.	TBC Jun 20	~1000

Program/Activity	Date/s	Participants
Rockhampton Show Interactive activities at Council's Environmental Sustainability stall.	10-12 Jun 20	~5000
Living Sustainably 'reducing plastic use and packaging': Monthly display and workshop at Rockhampton Regional Library.	20 Jun 20	~50
Living Sustainably 'planting and learning about native plants': Monthly display and workshop at Rockhampton Regional Library.	18 Jul 20	~50
Native Plant Program via Customer Service Centres: Native plant giveaways for local Rockhampton Region residents.	27-31 Jul 20	~1000
National Tree Day: Support to Parks as part of Council's National Tree Day activities (aligned with Council's Bringing Nature Back program and encouraging residents to plant the right plant in the right place for the right reasons	02 Aug 20	TBC
Living Sustainably 'reusing and upcycling materials': Monthly display and workshop at Rockhampton Regional Library.	22 Aug 20	~50
Bringing Nature Back community workshops: Indicative only, further details still to be confirmed.	TBC Aug 20	~200
Living Sustainably 'encouraging wildlife and wildlife habitat: September school holiday workshop series and major display at Rockhampton Regional Library.	Sep – Oct 20	~500
Living Sustainably 'improving water use and water efficiency': Monthly display and workshop at Rockhampton Regional Library.	24 Oct 20	~50
Living Sustainably 'recycling right with your yellow lid bin': Monthly display and workshop at Rockhampton Regional Library.	14 Nov 20	~50
Living Sustainably 'green gift giving and festive decorations': Monthly display and workshop at Rockhampton Regional Library.	12 Dec 20	~50

6. Sustainability Events and Media Coverage



Living Sustainably workshop (Nov 19): Council's November Living Sustainably workshop focussed on 'recycling right with yellow lid bins'. The sessions were coordinated by Council's Environmental Sustainability Team, with special thanks to guest speaker Kelly Smith from Rockhampton Regional Waste and Recycling who did a great job fielding questions on our local recycling operations, at-home waste sorting systems and top recycling tips and tricks.



Living Sustainably workshop (Dec 19): Council's December Living Sustainably workshop focussed on 'green gift giving and festivities'. The sessions were coordinated by Council's Environmental Sustainability Team, with special thanks to artist Kelly-Dee Knight for inspiring residents with natural materials and fun do-it-yourself craft ideas for the festive season.





Internal Sustainability Working Group members at the Rockhampton Changeology Workshop (05 Nov 2019). Officers from across Council came together to work with renowned behaviour change expert Les Robinson to learn how to design and deliver effective change projects.



Community members at the Rockhampton Changeology Workshop (04 Nov 2019). Representatives from Local Marine Advisory Committee, Multicultural Australia, Queensland Parks and Wildlife Service, Capricorn Conservation Council, Fitzroy Partnership for River Health, Gladstone Regional Council and the general community came together to learn more about designing and implementing positive behavioural change programs.

**CORPORATE SERVICES
DEPARTMENT - MONTHLY
OPERATIONAL REPORT –
DECEMBER 2019**

**Finance Monthly Report-
December 2019**

Meeting Date: 21 January 2020

Attachment No: 3

MONTHLY OPERATIONS REPORT

FINANCE

PERIOD ENDED DECEMBER 2019



1. Operational Summary

The second Rate Notice for the 19/20 Financial year is planned for issue on the 27 January 2020, being due on the 26 February 2020.

Two months of budget changes have been combined (November and December) and have been incorporated into the Agenda for Council consideration.

Draft timetables for the 20/21 Budget have been established.

2. Customer Service Requests

Response times for completing customer requests in this reporting period for December are within the set-timeframes. The red traffic light refers to 2 actions that were within timeframes but not completed in the System due to an oversight and change in staffing.

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days)		Avg Completion Time (days) 12 Months (complete and incomplete)	Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q2
			Received	Completed				Current Mth	6 Months			
Bookings Enquiry	0	0	1	1	0	0	5	🟢 1.00	🟢 1.00	🔴 14.60	14.60	🟢 1.00
Rates Searches	23	23	121	112	9	0	5	🟢 2.42	🟢 2.83	🟢 2.88	2.85	🟢 2.84
Rates Enquiry	0	0	27	27	0	0	3	🟢 0.70	🟢 0.79	🟢 0.87	0.62	🟢 0.89

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 December

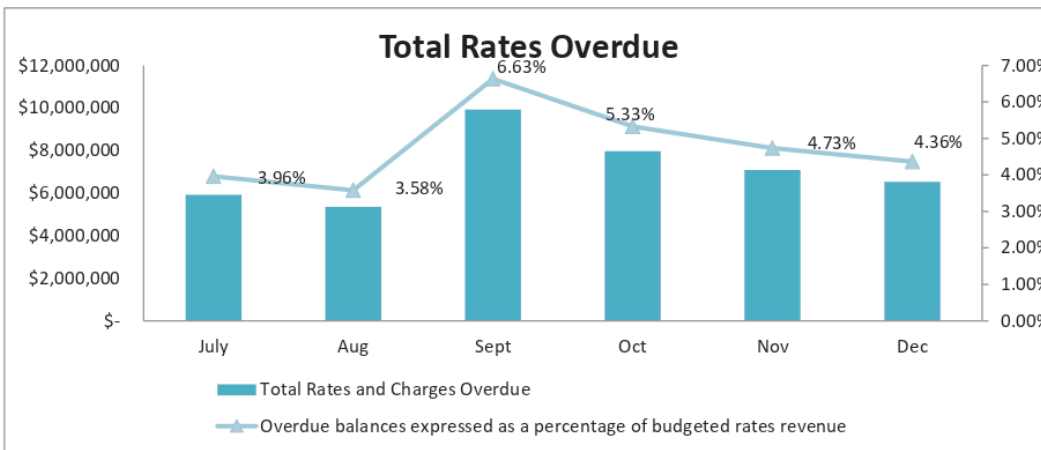
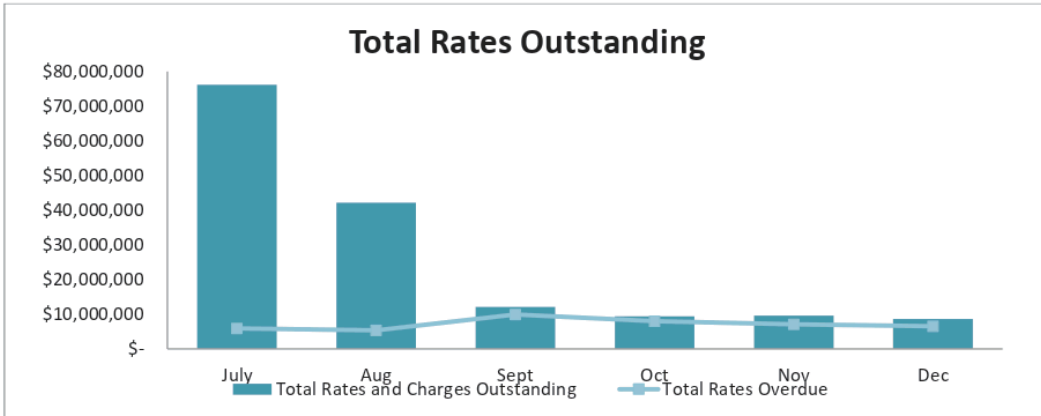
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	Adopted Budget	Monthly Budget Review	Actuals	EDM Commitments	Total	Variance %	On Target 50% of Year Gone
	\$	\$	\$	\$	\$	%	
FINANCE							
<i>Finance Management</i>							
Expenses	544,167	544,167	265,260	5,910	271,170	48.7%	
Total Unit: Finance Management	544,167	544,167	265,260	5,910	271,170	48.7%	
<i>Accounting Services</i>							
Revenues	0	0	(91)	0	(91)	-	
Expenses	1,683,328	1,683,328	748,557	14,600	763,157	44.5%	
Transfer / Overhead Allocation	0	0	627	0	627	-	
Total Unit: Accounting Services	1,683,328	1,683,328	749,093	14,600	763,693	44.5%	
<i>Financial Systems</i>							
Revenues	(1,160)	(1,160)	0	0	0	0.0%	
Expenses	230,155	230,155	98,951	0	98,951	41.4%	
Transfer / Overhead Allocation	600	600	0	0	0	0.0%	
Total Unit: Financial Systems	238,595	238,595	98,951	0	98,951	41.5%	
<i>Customer Service</i>							
Revenues	(211,003)	(211,003)	(123,691)	0	(123,691)	58.6%	
Expenses	1,826,260	1,826,260	819,192	36,177	855,368	44.9%	
Transfer / Overhead Allocation	0	0	75	0	75	-	
Total Unit: Customer Service	1,615,257	1,615,257	695,576	36,177	731,753	43.1%	
<i>Rates & Revenue</i>							
Revenues	(513,109)	(513,109)	(385,405)	0	(385,405)	75.1%	
Expenses	1,809,691	1,809,691	926,449	229,604	1,156,052	51.2%	
Transfer / Overhead Allocation	750	750	0	0	0	0.0%	
Total Unit: Rates & Revenue	1,297,332	1,297,332	541,044	229,604	770,648	41.7%	
<i>Natural Resource Management</i>							
Revenues	0	0	(1,439)	0	(1,439)	-	
Expenses	539,684	539,684	248,967	4,697	253,663	46.1%	
Transfer / Overhead Allocation	0	0	10,134	0	10,134	-	
Total Unit: Natural Resource Management	539,684	539,684	257,662	4,697	262,359	47.7%	
Total Section: FINANCE	5,918,363	5,918,363	2,607,586	290,987	2,898,573	44.1%	

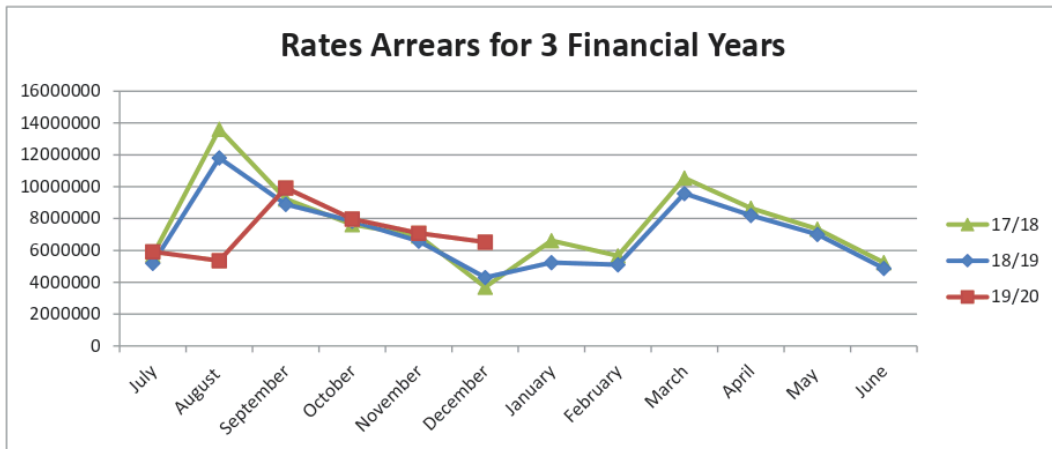
Comments

All items running within budget limits. Rates and Revenue show a slightly higher percentage due to variation with Legal Costs. This will be updated in the monthly budget review.

6. Section Statistics



*Note when comparing percentages and previous months that formulas have changed slightly.



**Note the amount outstanding in December for the previous years was calculated on a different basis. This will be reviewed and brought back into line by January 2020, all going well.*

7. Whole of Council Reports and Statistics

Customer Requests Completed Monthly & Top 5 Customer Requests

	July	August	September	October	November	December	January	February	March	April	May	June
Requests Logged	3354	3661	3467	3548	2892	2429						
Same month Completed	2530	2005	2837	2952	2322	1998						
% completed same month	75%	73%	76%	80%	80%	78%						
Completed Total for Month	3770	3694	3307	3342	3156	2469						
Total Pending	3029	2934	3042	3547	2796	2564						
Top 5 Requests for Month	Dog Amend Fac Man W/Ani W/Leak AnComp	Dog Amend Fac Man W/Ani AnComp AnBrkl	Dog Amend LL Sys Fac Man W/Ani W/Leak	MMaint LL Sys Fac Man W/Ani Dog Amend	Fac Man W/Ani W/Leak MMaint Dog Amend	Fac Man W/Leak W/Ani MMaint Dog Amend						

Total outstanding customer requests up to 3 months old:	1116	Conquest Work Order up to 3 months old:	687
Total outstanding customer requests between 3 to 6 months old:	256	Conquest Work Order between 3 to 6 months old:	192
Total outstanding customer requests greater than 6 months old:	1213	Conquest Work Order greater than 6 months old:	1177

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	LL SYS - Local Laws Systematic Inspection	An/Dogr - Dog Registration Enquiry	MSJR - Missed Recycling Bin Service
	MMaint - 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	AnBrkl - Animal Barking Stage 1	

	CS KPI	Achieved for month	
Maintain the ratio of customer queries satisfied by Customer Service Officers, without referral to departments.	80%	93%	Operational
Customer Service Call Centre answering 75% of incoming calls within 45 seconds.	75%	77%	Adopted

**CORPORATE SERVICES
DEPARTMENT - MONTHLY
OPERATIONAL REPORT –
DECEMBER 2019**

SP Monthly Report- December 2019

Meeting Date: 21 January 2020

Attachment No: 4

MONTHLY OPERATIONS REPORT

STRATEGY & PLANNING

PERIOD ENDED DECEMBER 2019



1. Operational Summary

Strategic Planning

- The Rockhampton Region Planning Scheme Major Amendment was adopted by Council on Tuesday 19 November 2019 and took effect on Monday 25 November 2019.
- Unit staff presented to two Councillor Workshops on Sports Precincts Planning and Planning Projects Prioritisation in November 2019.
- Unit staff assisted with the completion of the draft Local Government Infrastructure Plan which Council approved for public consultation on Tuesday 10 December 2019.
- Strategic planning provided contributions to Advance Rockhampton and Airport project planning and other strategic projects.

Grant Applications

- A number of Council Reports were prepared and presented on grant funding programs in December 2019.
- Details of projects that have applied for funding within the past 2 years have been compiled to ensure that an authoritative source of information is available when required.
- Advice, drafting and support for grants applications listed below:

Grant Name	Description	Department	Amount	Closing Date
Building Our Regions – Business Case	North Rockhampton Sewer Backflow Prevention Works	FRW	\$871,750	27 November 2019
Regional Recycling Transport Assistance Package	Subsidy for transportation costs associated with recycling activities.	RRWR	\$250,000	29 November 2019
Active Queensland	Mount Morgan Bike and Rail Trail	Advance Rockhampton / Community Services	\$1,000,000	6 December 2019
Regional Agriculture Show	Purchase of grandstands	Advance Rockhampton	\$500,000	13 December 2019
Building Better Regions –	Rockhampton Airport Project	Rockhampton Airport	Did not proceed	19 December 2019

V1 | Monthly Operations Report for Section

Infrastructure Projects Stream				
Building Better Regions – Community Investment Stream	Delivery of Rockynats	Advance Rockhampton	\$1,000,000	19 December 2019
National Landcare Program: Smart Farms Small Grants Round 3	Carbon Farming – Community education program	Sustainability	\$50,000	19 December 2019

2. Customer Service Requests

Response times for completing customer requests in this reporting period for December 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)	Avg Completion Time (days) Q2
			Received	Completed								
Strategic Planning Enquiry	0	0	3	3	0	0	3	● 2.00	● 2.15	● 0.97	0.68	● 1.40

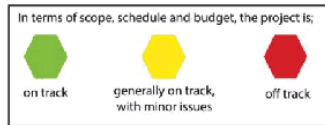
3. Capital Projects

Details of capital projects not reported regularly to Council or a particular Committee in other project specific report updates as at period ended December.


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 December 2019.




Project	Planned Start Date	Planned End Date	On Track	Comments	Budget Estimate	YTD actual (incl committals)
Removal of portion of Music Bowl site (Lot 2 RP 616767) from Environmental Management Register	Feb 2019	October 2019		Project complete – Notice of Removal received on 17 October 2019 from Department of Environment and Science.	Butler Partners \$52,500.00 GHD \$21,163.00	\$19,097.65 \$7,463.50
Natural Environment Study <i>Project initiated to commission an updated Natural Environment Study for the RRC local government area.</i>	Dec 2018	October 2019		Project complete – Natural Environment Study presented to Councillor Workshop on 8 October 2019. Request for Council to endorse study will be tabled in November.	\$60,000.00 (Environmental Sustainability budget) any variations from S&P budget	\$0.00
Event Transport Management Strategic Assessment	May 2019	July 2019		PricewaterhouseCooper have provided final draft report.	\$21,450.00	\$21,450.00

<p>Rockhampton Region Planning Scheme – Major Amendment V2 <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></p>	<p>Sept 2017</p>	<p>Dec 2019</p>		<p><i>Project complete – Council adopted the Major Amendment on 19 November 2019. The amendment took effect on 25 November 2019.</i></p>	<p><i>In house</i></p>	
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5. Budget

Financial performance as expected for the reporting period.



End of Month Budget Management Report - (Operating Only) - STRATEGY AND PLANNING

As At End Of December

Report Run: 03-Jan-2020 11:07:37 Excludes Nat Accts: 2902,2914,2917,2924

	Adopted Budget \$	Monthly Budget Review \$	Actuals \$	COM Commitments \$	Total \$	Variance %	On Target 50% of Year Gone
STRATEGY AND PLANNING							
<i>Strategy and Planning</i>							
Revenues	(533)	(533)	0	0	0	0.0%	
Expenses	1,049,025	1,049,025	474,477	15,300	499,865	45.2%	
Transfer/ Overhead Allocation	5,367	6,367	196	0	196	3.1%	
Total Unit: Strategy and Planning	1,054,859	1,054,859	474,673	15,388	490,061	45.0%	
Total Section: STRATEGY AND PLANNING	1,054,859	1,054,859	474,673	15,388	490,061	45.0%	

Comments

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

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

Authorising Officer: Ross Cheesman - Acting Chief Executive Officer**Author:** Tracy Sweeney - Manager Workforce and Governance

SUMMARY

The monthly operations report for the Office of the CEO Department as at 31 December 2019 is presented for Councillor's information.

OFFICER'S RECOMMENDATION

THAT the Office of the CEO Departmental Operation Report as at 31 December 2019 be "received".

COMMENTARY

The Office of the CEO Department included the following sections:

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

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

**OFFICE OF THE CEO DEPARTMENT -
MONTHLY OPERATIONAL REPORT -
DECEMBER 2019**

**Office of the CEO and Office of the
Mayor - Monthly Report -
November/December 2019**

Meeting Date: 21 January 2020

Attachment No: 1

MONTHLY OPERATIONS REPORT

OFFICE OF THE CEO / OFFICE OF THE MAYOR

PERIOD ENDED 31 DECEMBER 2019



1. Operational Summary

Office of the CEO

Directorate

- On 28 November 2019, the Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Bill 2019 was introduced into Parliament.

Committee Support

- Investigations are continuing regarding an alternate method for travel requests (e.g. Pathway, ECM)
- Trialling of lodgement of travel via ECM has been expanded to include Regional Services as well as Advance Rockhampton and is working well.
- Domestic travel for staff and Councillors was very low over the holiday period.
- Additional Committee Support Officer for 12 month period has commenced.

Office of the Mayor

Directorate

- A number of Council policies were reviewed during the reporting period following the Queensland passing of the Local Government Electoral (Implementing Stage 2 of Belcarra) and Other Legislation Amendment Bill 2019 with reports to Council to follow in early 2020.

Media and Engagement

- The Growing Gracemere community roundtable event was held on 12 November 2019 with approximately 60 residents in attendance. Feedback from the event and a further online survey has subsequently been compiled with the results being reviewed with a further report to Council to follow.
- A vacant Community Engagement Officer role within the unit was filled during the month with work commencing on reviewing operational and resourcing requirements across the Regional Services Department for 2020.
- Community consultation was facilitated during the reporting period for the draft Waste Strategy (subsequently endorsed by Council on 10 December), the location of the new Bajool amenities block, the naming of the bridge at Touch of Paradise (the results of which will be subject to a future Council report and consideration) and the amendment to the Local Government Infrastructure Plan.
- The Rockhampton Museum of Art was also named in November following community consultation.

Executive Support Unit

- The Executive Support Unit coordinated the 2019 Remembrance Day ceremony and an Australian Citizenship Ceremony during the reporting period. Separate preparations commenced for the Australia Day Awards and Citizenship Ceremony scheduled for 26 January 2020.

2. Customer Service Requests



All Monthly Requests (Priority 3)
Governance 'Traffic Light' report
November 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	● 0.00	● 10.00	0.50
Councillor General Enquiry	4	1	0	0	3	0	5	● 0.00	● 13.58	● 10.34	12.58
Mayor's Personal (Mayor's General Info) DEPT USE	0	0	0	0	0	0	2	● 0.00	● 0.00	● 0.00	0.00



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

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q2
			Received	Completed								
Media All Enquiries	0	0	1	1	0	0	5	● 1.00	● 0.60	● 2.33	0.60	● 1.00
Citizenship Request/Enquiry	0	0	0	0	0	0	5	● 0.00	● 0.00	● 0.33	0.33	● 0.00
Committee Support - Meetings/Agendas etc	0	0	0	0	0	0	2	● 0.00	● 0.00	● 0.00	0.00	● 0.00
CEO General Request	0	0	1	0	1	0	5	● 0.00	● 0.00	● 13.00	5.50	● 0.00
Councillor General Enquiry	3	1	2	0	3	0	5	● 0.00	● 14.55	● 10.75	15.50	● 19.00
Mayor's Personal (Mayor's General Info) DEPT USE	0	0	0	0	0	0	2	● 0.00	● 0.00	● 0.00	0.00	● 0.00

V1 | Monthly Operations Report for Section

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 76 enquiries from media outlets with all response times completed in line with established timeframes. 42 of the 76 enquiries were received in response to proactive media releases from Council.


Executive Support

60 of 84 Pathway requests were logged by the Executive Support Unit on behalf of Councillors during the reporting period.

There are three outstanding Councillor General Enquiry requests, two of which being actioned for closing and one on hold for further review.

3. Capital Projects



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




Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl. committals)
Office of the Mayor						
<i>Digital Noticeboards Project</i>	July 2019	June 2020		Funding submission under Central Queensland Bushfires – Category C Flexible Funding Grants Program Round 2 approved on 16 December 2019.	TBC	Labour



4. Operational Projects

As at period ended December – 50% of year elapsed

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

 on track	 generally on track, with minor issues	 off track
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Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl. committals)
Office of the CEO						
<i>Travel and Conference Attendance Policy</i>	April 2018	November 2019		Review of existing policy is back on track with commencement of new staff member and assistance with workload.	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 2019	30 June 2020		Ongoing as required by legislation.	Labour	Labour
Office of the Mayor						
<i>Community Engagement Policy and Procedure and Media Policy</i>		October 2019		Report to Council on Community Engagement Policy and Procedure and Media Policy has been finalised for presentation and consideration pending briefing of Councillors which is on hold until after the 2020 Local Government quadrennial election.	Labour	Labour

Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl. committals)
<i>Review of Council's Social Media Accounts</i>	Feb 2019	Nov 2019		Social media implementation plan completed. Final mergers and deletions due to take place in November extended to February 2020 by Leadership Team.	Labour	Labour
<i>Develop and deliver a Reconciliation Action Plan</i>	Nov 2019	June 2020		Council endorsed progression of RAP on 19 November 2019 with preliminary engagement with representatives from Darumbal and Department of Aboriginal and Torres Strait Islander Partnerships undertaken.	TBC	Labour

5. Budget

Financial performance as expected for the reporting period.

Chief Executive Officer



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

As At End Of November

Report Run: 06-Dec-2019 11:20:02 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Monthly Budget Review	Actuals	EOM Commitments	Total	Variance %	On Target
	\$	\$	\$	\$	\$	%	41.7% of Year Gone

CHIEF EXECUTIVE OFFICER

CEO Management

Expenses	1,034,622	1,034,622	296,335	4,596	300,931	28.6%	
Total Unit: CEO Management	1,034,622	1,034,622	296,335	4,596	300,931	28.6%	
Total Section: CHIEF EXECUTIVE OFFICER	1,034,622	1,034,622	296,335	4,596	300,931	28.6%	



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

As At End Of December

Report Run: 03-Jan-2020 11:07:30 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Monthly Budget Review	Actuals	EOM Commitments	Total	Variance %	On Target
	\$	\$	\$	\$	\$	%	50% of Year Gone

CHIEF EXECUTIVE OFFICER

CEO Management

Expenses	1,034,622	1,034,622	347,593	12,000	359,593	33.6%	
Total Unit: CEO Management	1,034,622	1,034,622	347,593	12,000	359,593	33.6%	
Total Section: CHIEF EXECUTIVE OFFICER	1,034,622	1,034,622	347,593	12,000	359,593	33.6%	

Executive Coordinator to the Mayor



End of Month Budget Management Report - (Operating Only) - Executive Co-ordinator to the Mayor

As At End Of November

Report Run: 06-Dec-2019 11:20:06 Excludes Nat Accs: 2602,2914,2917,2924

	Adopted Budget	Monthly Budget Review	Actuals	EOM Commitments	Total	Variance %	On Target
	\$	\$	\$	\$	\$	%	41.7% of Year Gone

Executive Co-ordinator to the Mayor

Mayors Office

Expenses	578,042	578,042	241,211	14,212	255,453	41.7%	
Transfer / Overhead Allocation	0	0	833	0	833	-	
Total Unit: Mayors Office	578,042	578,042	242,044	14,212	256,286	41.9%	
Total Section: Executive Co-ordinator to the Mayor	578,042	578,042	242,044	14,212	256,286	41.9%	



End of Month Budget Management Report - (Operating Only) - Executive Co-ordinator to the Mayor

As At End Of December

Report Run: 03-Jan-2020 11:07:34 Excludes Nat Accs: 2002,2914,2917,2924

	Adopted Budget	Monthly Budget Review	Actuals	EOM Commitments	Total	Variance %	On Target
	\$	\$	\$	\$	\$	%	50% of Year Gone

Executive Co-ordinator to the Mayor

Mayors Office

Expenses	578,042	578,042	285,249	21,900	307,148	49.5%	
Transfer / Overhead Allocation	0	0	833	0	833		
Total Unit: Mayors Office	578,042	578,042	286,082	21,900	307,982	49.5%	
Total Section: Executive Co-ordinator to the Mayor	578,042	578,042	286,082	21,900	307,982	49.5%	

6. Section Statistics

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

<u>Media and Communications</u>		
Description	No	Comments
Media releases – distributed	74	Generated: <ul style="list-style-type: none"> • 1,076 stories; • Audience total of 8,955,478; • Advertising equivalent of \$841,804
Media Opportunities	12	
Social Media – Facebook Likes	25,575	Increase of 4.59%
Social Media – Impressions	2,543,341	People liking, sharing and commenting down 19.6% on previous quarter
Social Media – Clicks	6,915	Clicks on posts to follow links down 21.4% on previous quarter

Note: The decrease in impressions and clicks compared to the previous quarter is difficult to qualify off a single quarter comparison and will be subject to regular monitoring and review. However, given recent changes to Facebook's future direction and algorithms which has been flagged previously, page reach reducing as the platform continues to prioritise group discussions is not an entirely unexpected outcome. All of Council's social media platforms will be affected as a result as officers continue to recommend the implementation of 'best practice' social media management across all platforms to maximise organic growth, engagement levels and ensure the efficient use of public resources.

7. Whole of Council Reports and Statistics

No whole of Council reports or statistics to report.

**OFFICE OF THE CEO DEPARTMENT -
MONTHLY OPERATIONAL REPORT -
DECEMBER 2019**

**Workforce and Governance - Monthly
Report - November/December 2019**

Meeting Date: 21 January 2020

Attachment No: 2

MONTHLY OPERATIONS REPORT

WORKFORCE AND GOVERNANCE

PERIOD ENDED 31 DECEMBER 2019



1. Operational Summary

Certified Agreement Negotiations

92% of the organisation have participated in Certified Agreement educational awareness sessions with the remaining scheduled for early 2020.

The second ballot vote for the Rockhampton Regional Council Waste and Recycling Certified Agreement 2018 was held on 18 December 2019, resulting in a 78% positive vote being received.

The Queensland Industrial Relations Commission has listed the hearing for the application of the Rockhampton Regional Council Child Care Certified Agreement 2018 for 31 January 2020.

Code of Conduct Video

A Code of Conduct video to replace the Cracking the Code suite of documents utilising staff from all departments as actors and speakers has been completed.

The video will replace the Cracking the Code monthly questionnaire and will be completed annually by all staff commencing in February 2020.

It is intended to move this video on the Beakon Learning Management system once it commences full roll out.

This move from paper to video and to the Beakon system is estimated to eventually save approximately 18,000 sheets each year as well as significant resource time.

2. Customer Service Requests

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



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

	Balance BIF	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	1	0	1	0	2	0	36	● 0.00	● 0.00	● 0.00	20.50
W&S - Complaints Management Process (NOT CSO USE)	1	1	7	5	2	0	30	● 2.80	● 6.28	● 7.83	6.53



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

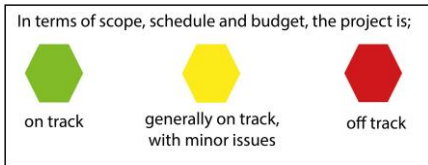
	Balance BIF	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q2
			Received	Completed								
Administrative Action Complaints	1	1	1	1	0	0	36	● 14.00	● 22.50	● 22.50	22.50	● 22.50
W&S - Complaints Management Process (NOT CSO USE)	4	3	8	6	3	0	30	● 2.17	● 8.73	● 7.63	7.51	● 5.11



3. Capital Projects


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



4. Operational Projects



As at period ended November – 41.7% and December 50% of the year has 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		92% of the organisation has participated in the CA information awareness sessions.	Labour only	Labour only
Aurion Upgrade – Timekeeper & Award Interpreter (5.4.2.1)	Carryover from 2018/19	30/06/2020		<p>The future direction of Aurion, particularly external timesheet employees has been positively impacted by the decision of the Asset Management project to not require job numbers against work performed.</p> <p>This decision will mean that the complexity of timesheets will be greatly reduced to the extent that most employees of council can be migrated to exception with the utilisation of timesheets to only show overtime and allowances.</p>	IT Budget & Labour	

Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl. committals)
				<p>This reduction in complexity will further enhance the opportunity for electronic timesheets to be completed.</p> <p>At this stage it is envisaged that exception employees will be migrated prior to July 1 2020 and the external or timesheet employees will be in conjunction with the roll out of the Asset Management project.</p>		
People Strategy (4.3.2.1)		Ongoing		<p>Value Aligned Skills and Leadership Pipeline training is continuing in 2020.</p> <p>The next stage in the People plan will be the migration of the value aligned skills and leadership pipeline dimensions onto position description as positions become vacant and are recruited.</p> <p>Positive feedback has been received on the new Toolkits of :</p> <ul style="list-style-type: none"> • Employee • Managing Our People • Our Leadership <p>that pull together all the relevant policies, information, guides and</p>	Labour only	Labour only

Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl. committals)
				resources to assist employees and leaders in one place . This initiative was bought up in the focus groups as part of the People Plan that difficulty was found in finding employee related information in one place on the HUB		
Learning Management System Project (5.4.3.1)				A trial of the Beakon system with Take 5's only is currently operational in W&G and feedback has been received and actioned in order to improve the efficiency of the product prior to wider rollout. A wider trial of Take 5's in Waste and Recycling is planned for March 2020 ELearning and contractor modules are progressing.	Labour only	Labour only
Safety & Training Strategic Plan (1.3.5.1)	01/07/2019	30/06/2020		Draft action plan developed for Consultant recommendations. Proposed completion dates to be added and presented back to working group in January 2020 for endorsement. A temporary Senior Safety Advisor has been appointed undertake the Risk Management Framework		


Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl. committals)
				Review project which incorporates 11 of the 26 consultant recommendations.		
<ul style="list-style-type: none"> Health & Wellbeing Program 	01/07/2019	30/06/2020		<p>No further topics scheduled for 2019.</p> <p>My Health for Life program deferred until Feb/Mar 2020.</p>		\$6,000
<ul style="list-style-type: none"> Legislative Compliance Training Program (4.2.2.1 & 4.3.4.1) 	01/07/2019	30/06/2020		<p>Training held during the month of November included:</p> <ul style="list-style-type: none"> CPR Confined Space Initial Confined Space Refresher Breathing Apparatus Refresher Advanced Heavy Vehicle Driver Training Grader Start Up HR Pre-test and test ACDC training White Card Electrical test and tag Working at Heights First Aid Working in Proximity to Traffic – Parts 1 & 2 Excavator and Skid Steer Public Low Voltage Rescue (LVR) 	\$345,000	\$158,252

Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl. committals)
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 delegations/sub-delegations and authorisations finalised for 11 of the 27 laws. The final batch of laws were delegated by Council to CEO at the meeting 10 December 2019, however an error was uncovered following this which will necessitate one of the laws to be re-tabled at Council meeting 21 January. Despite this error, the project remains on track and it is envisaged the remaining 16 laws will be finalised by the planned end date.</p>	Labour Only	Labour Only
Complaints Management Framework (5.2.1.4)	01/07/2019	30/06/2020		Council complaints are continuing to be managed in accordance with Council policy and procedure.	Labour Only	Labour Only
Annual Communication Plan for Internal Communications (5.4.4.2)	01/07/2019	30/6/2020		Manager and Employee Toolkits are now live on the HUB and will continue to be updated as required.	Labour Only	Labour Only

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 December
 Report Run: 03-Jan-2020 11:07:33 Excludes Nat Accts: 2802,2514,2917,2924



	Adopted Budget	Monthly Budget Review	Actuals	ECM Commitments	Total	Variance	On Target
	\$	\$	\$	\$	\$	%	50% of Year Gone
WORKFORCE & GOVERNANCE MANAGEMENT							
<i>Human Resources and Payroll</i>							
Expenses	1,541,921	1,541,921	699,201	2,386	701,588	45.3%	
Transfer / Overhead Allocation	6,250	6,250	(1,386)	0	(1,386)	-22.2%	
Total Unit: Human Resources and Payroll	1,548,171	1,548,171	697,815	2,386	700,202	45.1%	
<i>Safety & Training</i>							
Revenues	(91,000)	(91,000)	(274,491)	0	(274,491)	301.6%	
Expenses	1,470,348	1,470,348	690,911	99,440	790,351	47.0%	
Transfer / Overhead Allocation	56,500	56,500	16,074	0	16,074	28.4%	
Total Unit: Safety & Training	1,435,848	1,435,848	432,494	99,440	531,934	30.1%	
<i>Legal & Governance</i>							
Revenues	0	0	(42,740)	0	(42,740)	-	
Expenses	749,306	749,306	333,861	23,269	357,129	44.6%	
Total Unit: Legal & Governance	749,306	749,306	291,121	23,269	314,369	38.9%	
<i>Workforce & Governance Management</i>							
Revenues	(15,000)	(15,000)	0	0	0	0.0%	
Expenses	903,351	903,351	481,693	35,637	517,330	53.3%	
Transfer / Overhead Allocation	0	0	2,961	0	2,961	-	
Total Unit: Workforce & Governance Management	888,651	888,651	484,654	35,637	520,291	54.5%	
<i>Workforce Relations & Ethics</i>							
Expenses	373,611	373,611	208,441	2,822	211,263	55.8%	
Transfer / Overhead Allocation	0	0	15	0	15	-	
Total Unit: Workforce Relations & Ethics	373,611	373,611	208,456	2,822	211,278	55.8%	
Total Section: WORKFORCE & GOVERNANCE MANA	4,995,885	4,995,885	2,114,540	183,555	2,278,094	42.3%	

Comments

Expenses tracking as expected.

6. Section Statistics Reported Quarterly

Establishment – Workforce and Governance

FTE Positions	Period	Workforce & Governance
Starting Point	1 July 2019	41.39
Previous Quarter	01 Jul 2019 – 30 Sept 2019	46.39
Current Quarter	1 October 2019 – 31 December 2019	46.39

Lost Time Injury Free Days – Workforce and Governance

Section	Date of Last LTI	LTI Free Days	LTI Free Record
Workforce & Governance	29/02/2016	1402	1402

7. Whole of Council Reports and Statistics

Establishment – Whole of Council

FTE Positions	Period	Council
Starting Point	1 July 2019	959.35
Previous Quarter	01 July 2019 – 30 September 2019	969.80
Current Quarter	1 October 2019 – 31 December 2019	976.92

FTE Positions is the total full time equivalent positions approved and recorded in Aurion excluding casual positions and including approved vacancies

This quarter a number of new positions were required in Regional Services with the addition of plant, servicing rural areas as well as work commencing on the Thirsty Creek Road upgrade project.

The FTE positions also include the following apprentices and trainees across Council. 17 apprentices and trainees are due to commence with Council in January 2020:

Year	Apprentices	Trainees
2019	18	18
2018	13	17

SAFETY

Please note that the statistical data recorded in this section of the report is accurate at the time of compilation. As this information is sourced from a live database, changes will occur as required when amendments or upgrades are made to injury severities including lost and rehabilitation days.

The following statistics are reported against organisational key performance indicators in accordance with the Workplace Health & Safety Procedure – Performance Measures. Non-compliance listed in tables in red.

Summary of Safety Performance

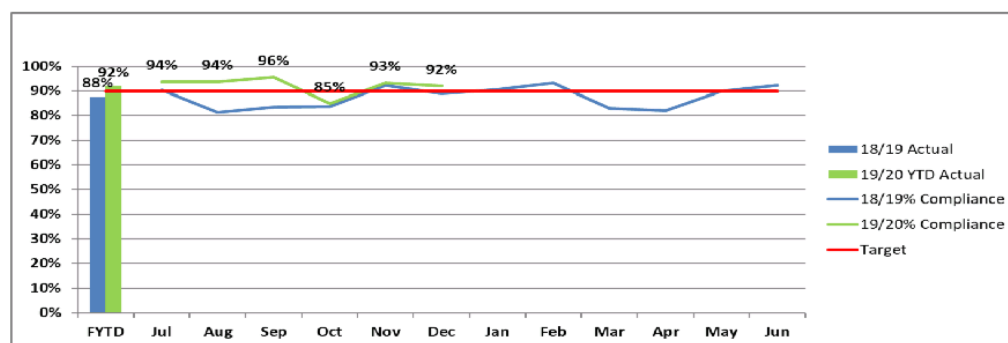
KPI	2019/20 Target	Performance to Date
Incident Logging	90%	92%
Hazard Inspections	90%	88%
Corrective Action Completion	85%	85%

KPI	2019/20 Target	Rolling Target	Performance to Date
Total Injury Count	145	73	89
TIFR	114.25	-	119.02
LTI Count	24	12	12
LTIFR	17.73	-	16.05
Days Lost Due to Injury*	348	174	158
LTISR	8.06	-	6.42
Asset Damage Count	252	126	157

*Days Lost are for injuries incurred within the stated financial year.

Incident Logging

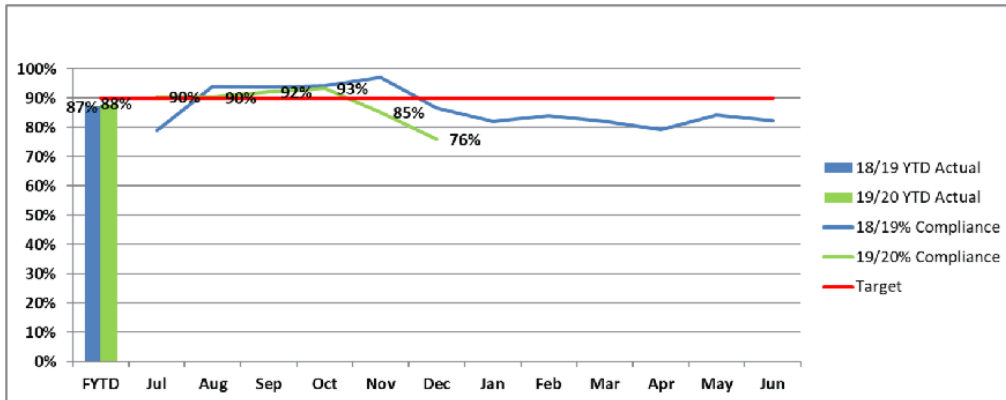
Council's 2019/20 target is for 90% of all incidents to be logged into Riskware by the end of the next business day.



Department	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Advance	96%	100%	100%	100%	100%	100%	-	-	-	-	-	-
Community	94%	94%	95%	81%	91%	96%	-	-	-	-	-	-
Corporate	100%	100%	100%	100%	100%	-	-	-	-	-	-	-
Office CEO	100%	-	100%	-	100%	100%	-	-	-	-	-	-
Regional	91%	91%	95%	85%	94%	86%	-	-	-	-	-	-
Council	94%	94%	96%	85%	93%	92%	-	-	-	-	-	-

Hazard Inspections

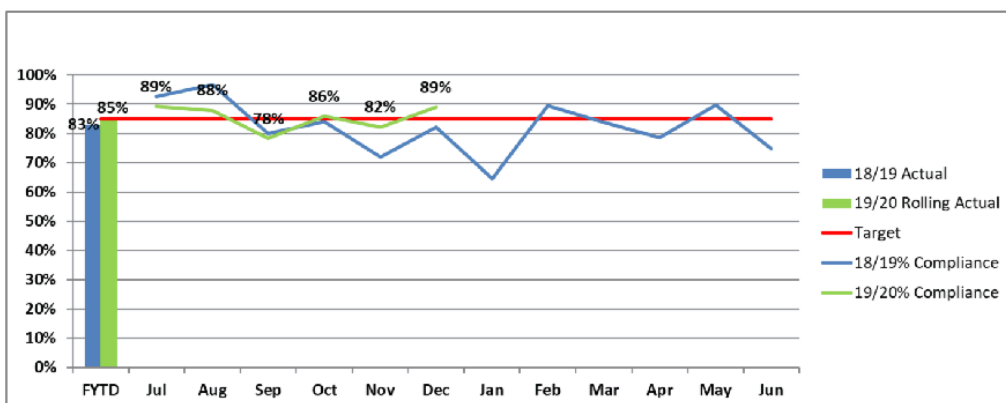
Council's 2019/20 target is for 90% of all hazard inspections to be completed within the scheduled month.



Department	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Advance	-	80%	100%	100%	-	50%	-	-	-	-	-	-
Community	80%	95%	93%	88%	91%	78%	-	-	-	-	-	-
Corporate	100%	67%	75%	75%	67%	100%	-	-	-	-	-	-
Office CEO	-	100%	-	-	-	-	-	-	-	-	-	-
Regional	93%	91%	94%	100%	85%	77%	-	-	-	-	-	-
Council	90%	90%	92%	93%	85%	76%	-	-	-	-	-	-

Corrective Actions

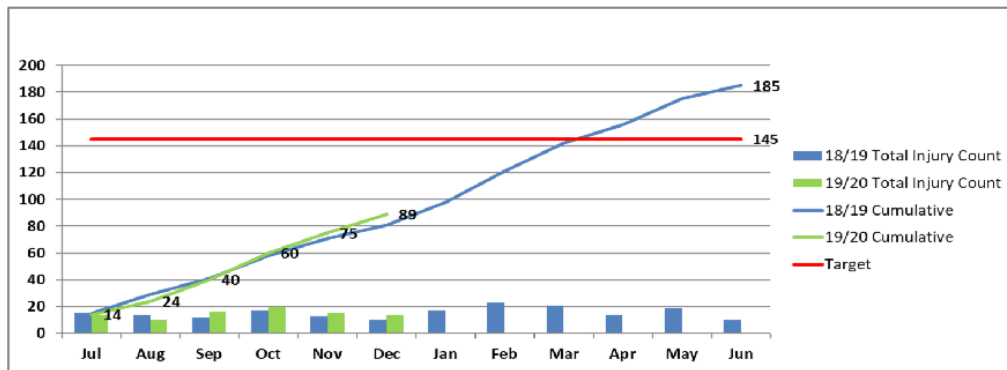
Council's 2019/20 target is for 85% of all corrective actions to be completed by the nominated due date.



Department	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Advance	100%	100%	67%	81%	100%	100%	-	-	-	-	-	-
Community	93%	89%	76%	85%	80%	88%	-	-	-	-	-	-
Corporate	75%	94%	78%	100%	90%	89%	-	-	-	-	-	-
Office CEO	100%	86%	100%	100%	100%	100%	-	-	-	-	-	-
Regional	79%	83%	79%	84%	84%	87%	-	-	-	-	-	-
Council	89%	88%	78%	86%	82%	89%	-	-	-	-	-	-

Total Injury Count

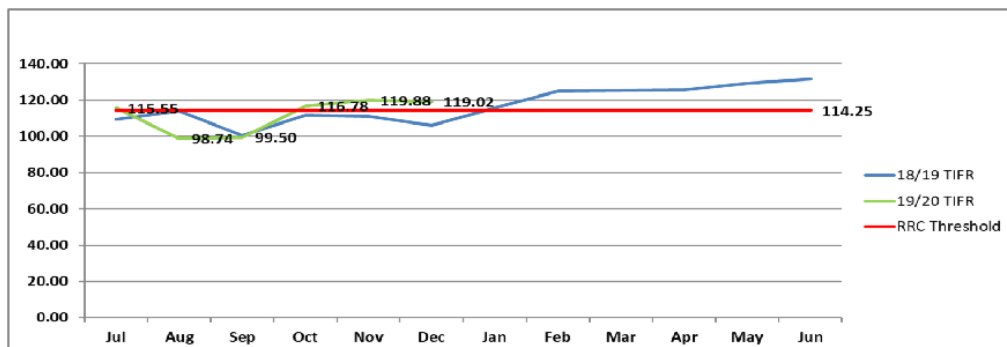
Council's 2019/20 injury threshold is 145.



Department	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Advance	-	1	-	-	-	-	-	-	-	-	-	-	1
Community	9	5	11	11	7	7	-	-	-	-	-	-	50
Corporate	-	-	1	1	-	-	-	-	-	-	-	-	2
Office CEO	-	-	1	-	1	1	-	-	-	-	-	-	3
Regional	5	4	3	8	7	6	-	-	-	-	-	-	33
Council	14	10	16	20	15	14	-	-	-	-	-	-	89

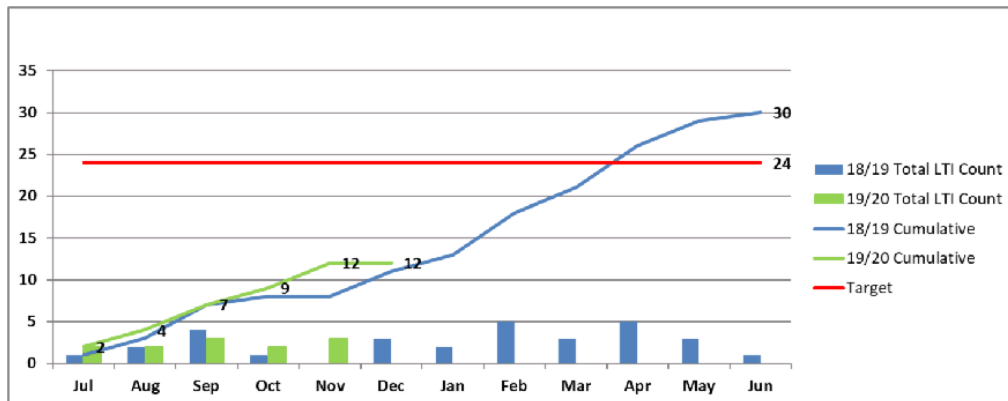
Total Injury Frequency Rate

Council's 2019/20 injury frequency rate threshold is 114.25.



Lost Time Injury Count

Council's 2019/20 lost time injury count threshold is 24.

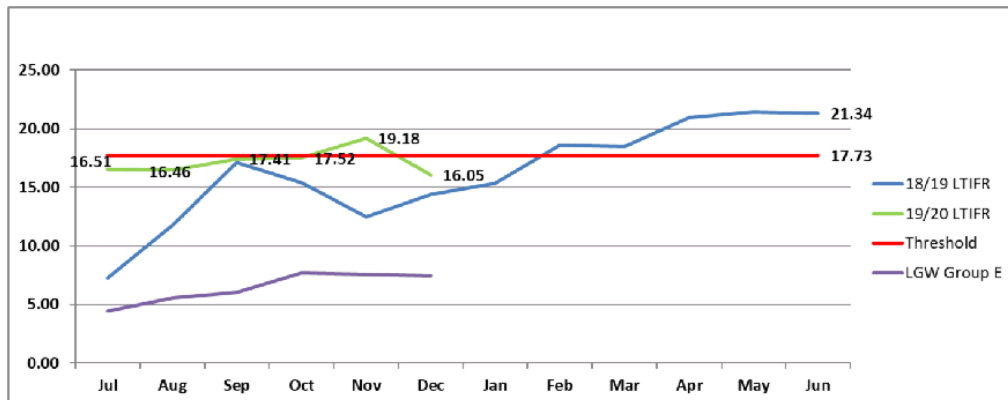


Department	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Advance	-	1	-	-	-	-	-	-	-	-	-	-	1
Community	1	1	3	-	2	-	-	-	-	-	-	-	7
Corporate	-	-	-	-	-	-	-	-	-	-	-	-	0
Office CEO	-	-	-	-	-	-	-	-	-	-	-	-	0
Regional	1	-	-	2	1	-	-	-	-	-	-	-	4
Council	2	2	3	2	3	0	-	-	-	-	-	-	12

Lost Time Injury Frequency Rate

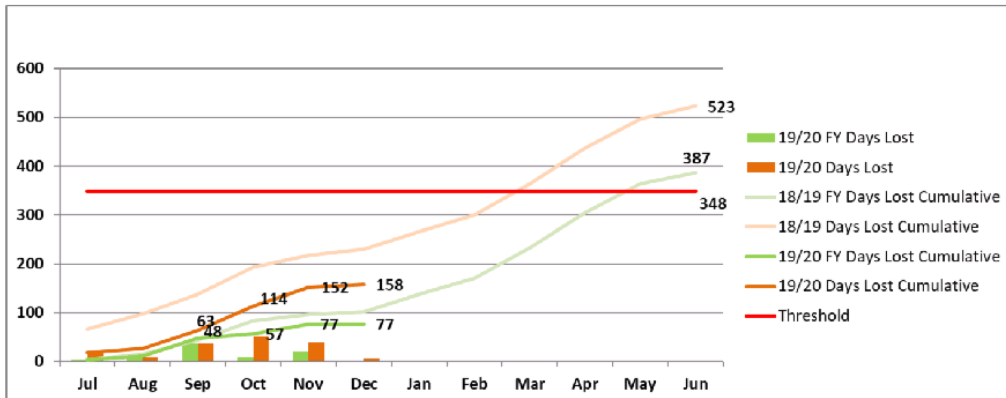
(Number of lost time injuries per million man hours worked)

Council's 2019/20 lost time injury frequency rate threshold is 17.38.



Days Lost due to Injury

Council's 2019/20 days lost due to injury threshold is 348.



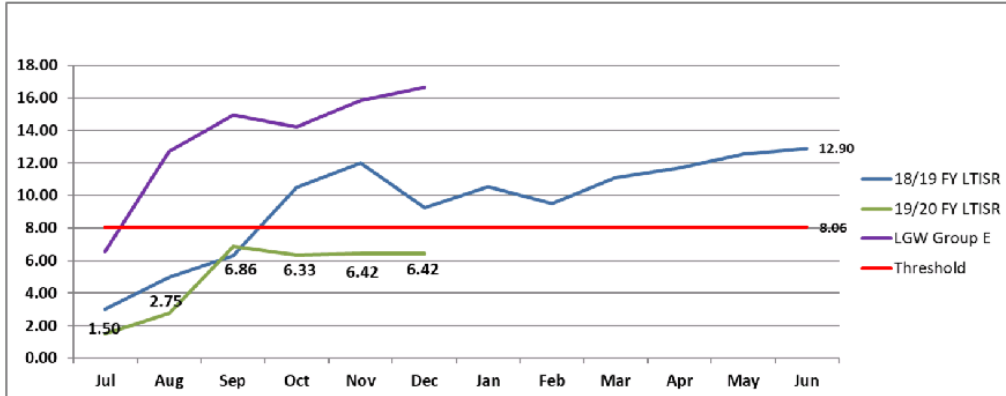
Department	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Advance	-	5	6	-	-	-	-	-	-	-	-	-	11
Community	16	3	17	26	24	6	-	-	-	-	-	-	92
Corporate	-	-	-	-	-	-	-	-	-	-	-	-	0
Office CEO	-	-	-	-	-	-	-	-	-	-	-	-	0
Regional	2	-	14	25	14	-	-	-	-	-	-	-	55
Council	18	8	37	51	38	6	-	-	-	-	-	-	158

* This data includes days lost from injuries which occurred in or before the 2019/20 financial year.

Lost Time Injury Severity Rate

(Average number of lost days per lost time injury)

Council's 2019/20 lost time injury severity rate threshold is 8.06.



11.15 COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER

File No:	12660
Attachments:	1. Delegation Register - Local Law No. 2 (Animal Management) 2011 ↓
Authorising Officer:	Tracy Sweeney - Manager Workforce and Governance
Author:	Allysa Brennan - Coordinator Legal and Governance

SUMMARY

Council approval is sought to delegate the exercise of powers contained within Local Law No. 2 (Animal Management) 2011.

OFFICER'S RECOMMENDATION

THAT Council resolves as per section 257 of the *Local Government Act 2009* to delegate to the Chief Executive Officer the exercise of powers contained within Schedule 1 of Attachment 1; Delegation Register - *Local Law No. 2 (Animal Management) 2011*.

COMMENTARY

Specific delegable powers have been identified within the recently revised *Local Law No. 2 (Animal Management) 2011*. Council approval is now sought to delegate these powers to the Chief Executive Officer.

BACKGROUND

The Local Laws Review Project was completed on 1 October 2019.

A revision of powers associated with the revised laws has subsequently been undertaken to ensure alignment and mitigate risk. The local law included within this report is the final law within the suite of twenty-seven (27) to be delegated by Council.

PREVIOUS DECISIONS

Delegation of the exercise of powers for the local law referred to within the report was last considered and adopted by Council at the meeting 10 December 2019. Unfortunately, an error existed within the Register presented to December Council with a number of the powers failing to be displayed. The Register has now been corrected and is presented for Council's final consideration. Once Council has delegated powers as contained within the attached Register, all prior resolutions delegating the same powers are repealed.

LEGISLATIVE CONTEXT

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.

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(4) 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.

CORPORATE/OPERATIONAL PLAN

The delegation of the local law powers referred to within this report aligns with Council's 2019/2020 Operational Plan action 5.2.1.8; *Work with stakeholders to develop an Implementation Plan identifying necessary delegable and authorised person powers and policies in accordance with newly adopted Local Laws.*

CONCLUSION

Once Council has resolved to delegate to the CEO the exercise of powers contained in schedule 1 of the Delegation Registers attached to this report subject to any limitations contained in schedule 2 of the Delegation Registers, 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

Delegation Register - Local Law No. 2 (Animal Management) 2011

Meeting Date: 21 January 2020

Attachment No: 1

Delegations Register – Local Law No. 2 (Animal Management) 2011

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 Law	Title	Description
Section 10(3)	Part 3 Exclusion of animals	Power to take reasonable steps to provide notice to members of the public regarding animals that are prohibited in a particular public place.
Section 11(2)	Part 3 Dog off-leash areas	Power to take reasonable steps to provide notice to members of the public regarding the designation of an area as a dog off-leash area.
Section 19(3)	Part 3 Declaration of dangerous animal other than a dog	Power to give the responsible person for the animal an information notice about the declaration.
Section 32(1)	Part 4 Sale, disposal or destruction of animals	Power to offer the animal for sale by public auction or by tender; to sell by private agreement; to dispose of; to destroy.
Section 32(6)	Part 4 Sale, disposal or destruction of animals	Power to dispose of the animal as appropriate.
Section 33(1)	Part 4 Register of impounded animals	Power to keep a proper record of impounded animals in accordance with section 33.
Section 34(2)	Part 4 Access to impounded animals	Power to allow the owner of an impounded animal to inspect it at any reasonable time, from time to time.
Schedule	Dictionary - Animal Welfare Agency	Power to recognise an incorporated association as an animal welfare agency for the purposes of the definition.

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.

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 Legal Matters Report - October to December 2019

This report is considered confidential in accordance with section 275(1)(f), of the *Local Government Regulation 2012*, as it contains information relating to starting or defending legal proceedings involving the local government.

16.2 Monthly Budget Review

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

16.3 Chief Executive Officer Monthly Report - January 2020

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

16.4 Acting General Manager Arrangements and Temporary Reporting Changes

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

16 CONFIDENTIAL REPORTS

16.1 LEGAL MATTERS REPORT - OCTOBER TO DECEMBER 2019

File No: 1830

Attachments: 1. Legal Matters Report - 1 October to 31 December 2019

Authorising Officer: Tracy Sweeney - Manager Workforce and Governance

Author: Allysa Brennan - Coordinator Legal and Governance

This report is considered confidential in accordance with section 275(1)(f), of the *Local Government Regulation 2012*, as it contains information relating to starting or defending legal proceedings involving the local government.

SUMMARY

Presenting an update of current legal matters that Council is involved in as at 31 December 2019.

16.2 MONTHLY BUDGET REVIEW**File No:** 8785**Attachments:** 1. December Monthly Budget Review**Authorising Officer:** Ross Cheesman - Deputy Chief Executive Officer**Author:** Alicia Cutler - Chief Financial Officer

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

SUMMARY

Chief Financial Officer presenting updated estimates for months of November and December 2019.

16.3 CHIEF EXECUTIVE OFFICER MONTHLY REPORT - JANUARY 2020**File No:** 1830**Attachments:** Nil**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Evan Pardon - Chief Executive Officer

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

SUMMARY

Chief Executive Officer presenting monthly report for the period ending 13 January 2020

16.4 ACTING GENERAL MANAGER ARRANGEMENTS AND TEMPORARY REPORTING CHANGES**File No:** 289**Attachments:** Nil**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Evan Pardon - Chief Executive Officer

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

SUMMARY

Chief Executive Officer reporting on proposed arrangements for temporary reporting changes following resignation of 2 General Managers.

17 CLOSURE OF MEETING