



# **ORDINARY MEETING**

## **AGENDA**

**27 JUNE 2017**

*Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 27 June 2017 commencing at 9.00am for transaction of the enclosed business.*

A handwritten signature in dark ink, appearing to be "CR", is positioned above the printed name of the Chief Executive Officer.

**CHIEF EXECUTIVE OFFICER**  
22 June 2017

Next Meeting Date: 11.07.17

**Please note:**

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



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**1 OPENING**

**2 PRESENT**

Members Present:

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

In Attendance:

Mr E Pardon – Chief Executive Officer

**3 APOLOGIES AND LEAVE OF ABSENCE**

Councillor Neil Fisher - Leave of Absence from 25 June 2017 to 1 July 2017

**4 CONFIRMATION OF MINUTES**

Minutes of the Ordinary Meeting held 13 June 2017

**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****10.1 LEAVE OF ABSENCE - COUNCILLOR NEIL FISHER - 4 JULY TO 5 JULY 2017****File No:** 10072**Attachments:** Nil**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Megan Careless - Executive Support Officer

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**SUMMARY**

*Councillor Neil Fisher requesting leave of absence from Tuesday 4 July to Wednesday 5 July 2017 inclusive.*

**OFFICER'S RECOMMENDATION**

THAT leave of absence be granted for Councillor Neil Fisher for Tuesday 4 July to Wednesday 5 July 2017 inclusive.

**BACKGROUND**

Councillor Neil Fisher has advised the Chief Executive Officer that he wishes to take leave of absence from Tuesday 4 July to Wednesday 5 July 2017 inclusive.



**10.2 REQUEST FOR DONATION FROM DIVISION 6 COUNCILLOR DISCRETIONARY FUND - UPPER ULAM RECREATION GROUNDS ASSOCIATION**

**File No:** 8295  
**Attachments:** 1. Quote for Removal  
2. Upper Ulam School History  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Megan Careless - Executive Support Officer

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**SUMMARY**

*Councillor Drew Wickerson requesting approval to donate \$2,587.00 from his Division 6 Councillor Discretionary Fund to the Upper Ulam Recreation Association to assist with the relocation of the old Upper Ulam State School building to the recreation grounds.*

**OFFICER'S RECOMMENDATION**

THAT approval be granted to contribute \$2,587.00 from Councillor 6 Councillor Discretionary Fund to the Upper Ulam Recreation Association to assist with relocating the old Upper Ulam State School building to the recreation grounds.

**BACKGROUND**

The Upper Ulam Recreation Association has had a long term goal to relocate the old state school building to the recreation grounds, but due to set backs such as floods, cyclone damage and other pressing issues this project has not been possible.

Relocating this unique building to the grounds main area will make it available for public access and easier access for maintenance. The long to term goal for the Association is for the school to house a local museum, as it already contains numerous items of memorabilia and other items donated by locals.

The total cost for relocation is \$12,500.00 with the Association being successful in receiving grant funding to assist with part of the expense.

Please find attached history of the Upper Ulam State School from 1892-1961 and quote for total cost of relocating the building.

**REQUEST FOR DONATION FROM  
DIVISION 6 COUNCILLOR  
DISCRETIONARY FUND - UPPER  
ULAM RECREATION GROUNDS  
ASSOCIATION**

**Quote for Removal**

**Meeting Date: 27 June 2017**

**Attachment No: 1**



ASBESTOS REMOVAL  
BUILDING MATERIALS

135 Port Curtis Rd  
Rockhampton Q 4700  
Ph. (07) 4922 7249  
Fax. (07) 4923 7150

16/05/2016  
Mr R. Stevens  
680 Upper Ulam Road  
Bajool Qld 4699

Ph: 0408 153 246  
Email: dicks@hastdeer.com.au

**RE: 160502**

Busby Demolition & House Removal, hereby quote to shift and stump building at Upper Ulam Rd Bajool to Recreation Grounds Bajool.

**Conditions are as follows:**

- 1 We will shift the building to the required position.
- 2 Owner responsible for council approvals for building works if required.
- 3 Owner responsible for disconnection of services to property
- 4 The building will stump on second-hand round timber stumps.
- 5 We will supply good second hand stump caps
- 6 We will bore stump holes to 450dia x 1m deep, timber stumps will be backfilled with soil and rammed to a compaction to hold stumps.
- 7 Building height to be determined on site.
- 8 The below quoted price is current for the 2015/16 Financial Year only (ie before 30/06/16).

Our price for the above mentioned work is **\$12,500.00 inc GST**

**( Twelve Thousand Five Hundred Dollars inc GST)**

A deposit of \$2500.00 is required before commencement of works and the balance is due on completion of the building being shifted and stumped.

No prior or subsequent verbal variations to this quotation shall be binding on the remover unless such variations are recorded in writing.

**Bank Details**

Busby Demolitions  
Bank of Queensland  
BSB 124046  
A/C 22425106

**Yours Faithfully**  
**Ray Whittingham**

**Signatures**

Owner (Name) ..... Signature ..... Date.....

Busby Demolitions..... Signature ..... Date.....

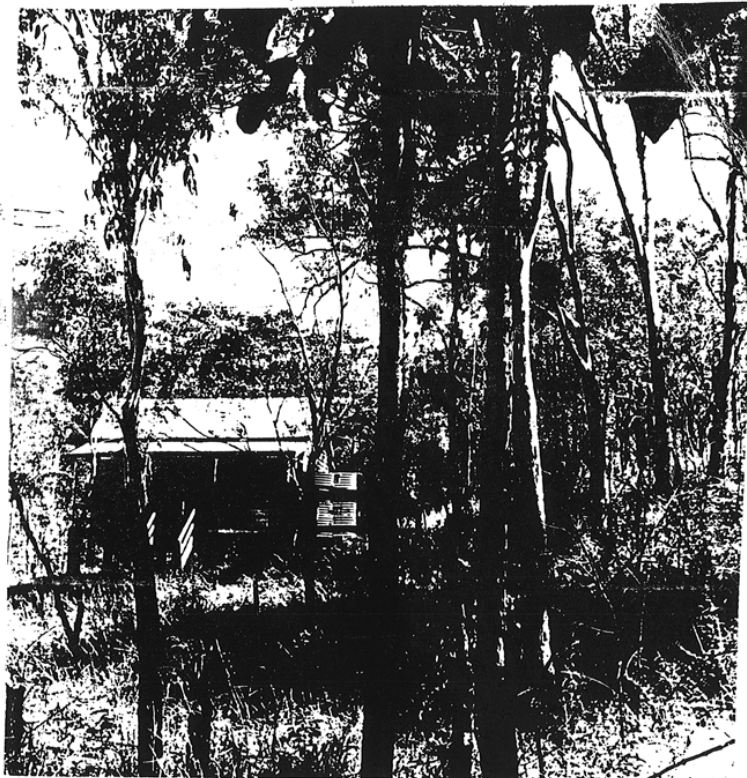
**REQUEST FOR DONATION FROM  
DIVISION 6 COUNCILLOR  
DISCRETIONARY FUND - UPPER  
ULAM RECREATION GROUNDS  
ASSOCIATION**

**Upper Ulam School History**

**Meeting Date: 27 June 2017**

**Attachment No: 2**

# UPPER ULAM STATE SCHOOL



1892 - 1961

## SCHOOL

In past days one-teacher state schools, such as those at Upper Ulam and Archer, revealed a great deal about the social structure of communities and also the attitudes of government to human and educational needs. While quality of education depended on the teacher's vocational skills, the children themselves were usually more resourceful than their city cousins. Today's children, conveyed long distances by bus to large schools, receive a more varied educational experience than their parents and are undoubtedly more sophisticated, but they never know the distinctive "family atmosphere" of the small one-teacher schools.

### UPPER ULAM

Pioneer farmers and their wives at Upper Ulam had two choices in the early 1890s: persuade the Government to allocate a teacher for a provisional school (with the building provided by the parents), or allow their children to grow up illiterate. Farmers in those days were seldom able to afford a governess, although it does seem that Miss Fanny Dunn who used to be governess to the Cross children at Eagle Hill, Gracemere, taught children at Upper Ulam - possibly during one of the vacancies between official appointments as her name does not appear in departmental records. Miss Dunn later married Michael Cross.

The first formal step to have a provisional school established at Upper Ulam is recorded in a petition dated 21 February 1892 and signed by William Ramm, Frank Butler, Lawson Ramm, Samuel A. Ingram, Pat Galvin, Daniel Ramm and George Butler. They informed the Department of Public Instruction that a school committee had been formed comprising Samuel Ingram, Patrick Galvin, Frank Butler and Daniel Ramm, with William H. Ramm as secretary. The names of 26 children between the ages of 5 and 14 years likely to attend the school were attached, 19 of them being the children of the petitioners. The parents of another 8 possible scholars were not present and, in fact, when the application was made on an official form on 1 March 1892, the number of children likely to attend was given as 17.

The petitioners advised the nearest school maintained or subsidised by the Government was at Bajool, nine miles from the proposed site and at that time closed. The site chosen by the committee for the Upper Ulam School was on Crown Land (Oakey Creek) and the total cost of the building, offices and furniture was estimated at 65 pounds (\$130). By 1 March this had been re-estimated at 70 pounds (\$140). The names of parents and children enclosed with the petition were as follows:

PARENT OR GUARDIAN	CHRISTIAN NAME OF CHILD	AGE LAST BIRTHDAY
William Ramm	William Henry	8
	Margaret	6
	Mille(?)	
	Arthur	5
Patrick Galvin	Ellen	13
	Katie	12
	Thomas (?)	10
	Joseph	9
	Gertrude	8
Daniel Ramm	Alice	8
	Florence	7
Frank Butler	Minnie	5
	Rowland	6 (?)
Samuel A. Ingram	Maria	7
	Henrietta	5

Lawson Ramm	Lawson	8
	Daniel	7
	Mille (?)	5

Records of early enrolments have been lost, but it is assumed that these children were the first to learn the "three Rs" when Ulam Upper Provisional School opened its doors on 29 August 1892 with Timothy Sullivan as government appointed teacher.

Timothy Sullivan was born on 26 February, 1861, in County Cork, Ireland, was a Roman Catholic, and had lived in Queensland for nine years. He and his wife, Elizabeth then had three children under four years of age. He had formerly taught at the Bajool Provisional School from 1888 - 1891. On his own admission, he was incapable of teaching vocal or instrumental music, while his knowledge of drawing was confined to "map drawing". To compensate for these drawbacks, his application to the Department was accompanied by four certificates of "character and competence" signed by Michael Leahy (Ulam), Thomas McCann (Raglan Station), Samuel Offord (Bajool) and T. H. Myers (Fifteen Mile Cattle Station).

Before Timothy Sullivan was appointed, the District Inspector at Rockhampton reported the buildings complete except for one of the "closets" (lavatories) which had only the framework erected. The clock, table and chairs had not been put in place but were safely housed with a committee member. The following articles of furniture from the old Windemere School had been bought by Mr R. S. Archer (Gracemere) and presented to the Upper Ulam committee:

five (5) desks without slate racks  
four (4) forms  
one (1) press  
one (1) blackboard and easel.

The school itself, except for ceiling boards, was constructed of ironbark and had a 7 foot verandah on front - at that time without railings, although 6 feet above ground. Two lavatories and a rainwater tank completed the complex.

Timothy Sullivan was the first of the thirty-eight Head Teachers appointed to Upper Ulam between 1892 and 1961, including ten women. There were no assistant teachers. Each made some contribution to the education of the 314 children who passed through the school, but Charles Theadore Niebel achieved the distinction of briefest period of service - exactly seven weeks from 12 March to 30 April 1913. Having given a week's notice, Charles Niebel defensively informed the Department of Public Instruction of his reasons for resignation. He was on the defensive because he had resigned on a previous occasion and been re-instated. The authorities now accused him of using the Upper Uam appointment as a "stop gap" while awaiting confirmation of employment with the Aboriginal Department. Niebel denied he had exploited the Department and indeed had determined "to make the best of things" at Upper Ulam, even though the teacher's residence was on the side of a steep hill up which wood and water had to be carried by hand. He described the house as a ground-level slab structure without a ceiling and heavily infested with white ants. The back rooms were permanently damp and the whole house was over-run with snails, frogs and newts. A black snake was seen in broad daylight crawling up the walls of the front room. It escaped under the floor and he resented having to take up the boards himself without help from the committee, though some members had lent him tools.

The state of the schoolroom in 1913 was not much better according to Niebel. The ceiling had been eaten away by white ants years ago and so the heat of the sun from the iron roof beat down upon the bare heads of teacher and children, the direct cause of "headache and other disturbances of the cerebro-nervous system." All these circumstances had affected his own health and spirits and so when an offer on new work came from the Chief Protector of Aborigines it seemed the best way out of his difficulties. And so the children were left without a teacher for more than two months, though this was probably a source of joy to most.

When the Department "took over" the school buildings from the committee, it undertook only the most pressing repair work. The Inspector of Works reported in July 1921 that the school roof leaked freely in heavy rain and that water blew in over the ends of the weatherboards to gables, "where the wild cats are said to have got in". In the past, white ants had done considerable damage but as they (the ants) were not then working he did not recommend replacement of damaged timber. The "closets" were badly in need of renewal and a wire fence should be erected around the school reserve west of the roadway to keep the goats from fouling beneath the school. On the other hand, the flat playground area east of the road should be left unfenced so that straying stock would keep down the grass. Inside the school, one chair was needed which he supplied himself for a cost of 8 shillings and 6 pence (85 cents). The cost of this "patch-up" job on buildings, excluding fencing, was just \$6 less than the original cost of the school.

The teacher's residence, so graphically depicted by Charles Niebel eight years earlier had not improved with time. By 1921 daylight could be seen between the split slabs, while the "windows" were merely openings covered by rough pine shutters. There was only one small glazed sash window. "The whole building cannot be better described than a slab humpy," concluded the Inspector. He recommended that other arrangements be made for the un-married teacher, or a new cottage erected. It must be remembered that the school residence had been built in the pioneering days when most settlers themselves lived in slab houses, but by the 1920s it had obviously come to the end of its usefulness.

The problem of repairs to the school itself surfaced again in 1930. An official in the Department of Works, no doubt city bred, sarcastically referred to the school's front wall as "this work of art ... evidently sheeted by local effort." He suggested replacement with tongue and groove pine boards, with other walls lined similarly. As it was "a very old school and very small," he thought it should be painted internally, with the underside of the verandah roof painted Mill White to improve the lighting inside. In that year there were 16 children on the roll with an average attendance of 14, indicating only a slight decline in child population since 1892.

Teachers and children sometimes face difficulties unrelated to the state of the buildings. In February 1927 the school was closed for a week owing to heavy rains which flooded all the creeks, including "the school creek". In addition, mosquitoes were so fierce and numerous (said the teacher) "as to cause horses ridden by scholars to be dangerous." Then in the following week the school was again closed, this time by an outbreak of measles. Head Teacher R. R. Shelley complained that having advised the Department by telegram, he had then waited five days for a reply — they had sent it to Bajool instead of Archer.

When the little school was forty-five years old (1937), residents petitioned for a new building. The authorities declined on the grounds that there were only 19 children of school age and 8 under age who could be counted on to keep the school going in the years ahead. Also, 5 children enrolled in that year travelled to school by car with the teacher, James Marland, (the beginning of the "new age"). When he was transferred some of these children would be lost to the school.

The district in the late 1930s was described as not definitely either agricultural or dairying, but rather grazing and gardening. Of the ten families then in the school, occupations were as follows:

dairying	2
market gardening	4
grazing	2
mining	1
road work	1

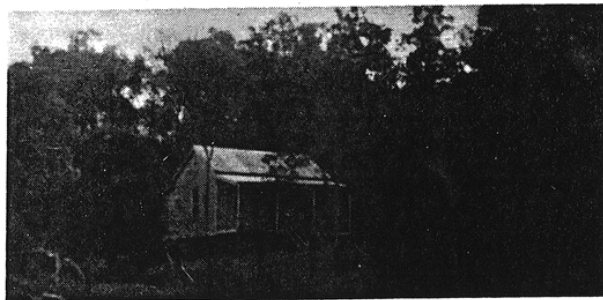
The school inspector believed that Ullam Upper State School was (1937) at its zenith and that in the following year children would begin to dwindle. With the vision of



a prophet he forecast a tendency to amalgamate holdings and for settlers increasingly to go in for grazing. Although there was insufficient life ahead of the school to warrant a new building, he thought some attention could be given to lighting, ventilation and three-ply lining to "eke out" the old school for the rest of its indicated life.

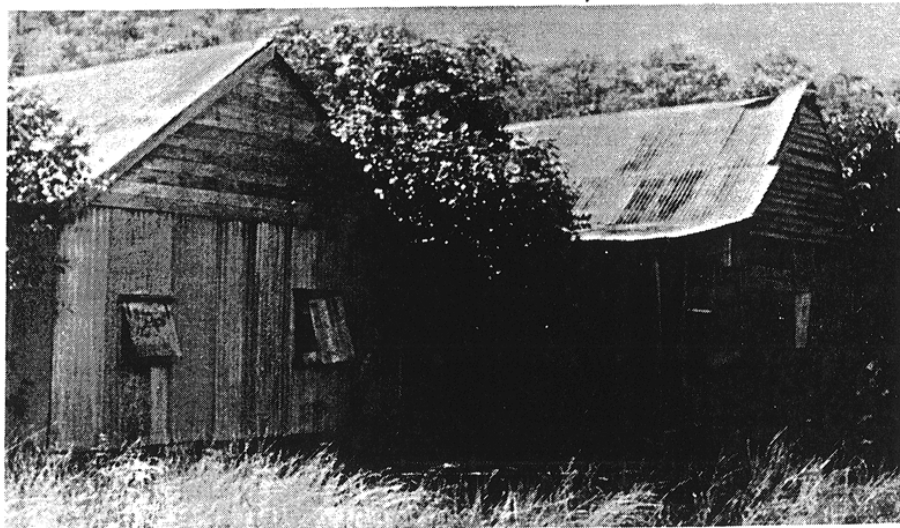
Having lost that battle, the school committee then approached their local members, D. J. Daniel to use his influence in resiting the building. The Director of Education's reply was brief and final: "I have to inform you that the Works Department has already advised that this building is not worth removing." The school which was not worth rebuilding, or removing, continued to "eke out" its service to the community for another 24 years, during which sixteen head teachers presided. The last was Maximilian Barnbaum, January to November 1961. The final pupils to be enrolled (January 1961) were Barry Ross Walker, Number 313, and Christine Mary Volling, Number 314 on the roll. On 6 November the school closed through low attendance, just nine months short of its 70 years.

The buildings were sold in 1963 "in situ" for 65 pounds (\$130) to the Upper Ulam Community Centre and Library on the understanding that the Land Administration Commission would make the previous school reserve available as a recreation reserve. The old schoolroom, it seems, was worth a few dollars less than it had cost to build in 1892. To the community itself and to those who received all or part of their education in that sequestered spot, it remains a place of special memories. It must have seemed part of the extended family to those children whose parents and, in some cases, grandparents had also attended the school.



Upper Ulam  
State School

Taken 8/10/80



Relic of Pioneer Home of late Flo Marshall — "home" to many of the Teachers who taught at Upper Ulam.

Taken 30/6/80

## 11 OFFICERS' REPORTS

### 11.1 CORPORATE PLAN 2017 - 2022

<b>File No:</b>	<b>2200</b>
<b>Attachments:</b>	<b>1. Corporate Plan 2017 - 2022</b>
<b>Authorising Officer:</b>	<b>Tracy Sweeney - Manager Workforce and Strategy Ross Cheesman - Deputy Chief Executive Officer</b>
<b>Author:</b>	<b>Allysa Brennan - Coordinator Corporate Improvement and Strategy</b>

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#### SUMMARY

*Presenting for adoption Rockhampton Regional Council's Corporate Plan for the 2017-2022 financial year periods.*

#### OFFICER'S RECOMMENDATION

THAT the Rockhampton Regional Council Corporate Plan for the financial years 2017-2022 be adopted.

#### COMMENTARY

Council has a statutory obligation to prepare a Corporate Plan every five years. The current Corporate Plan for the 2012-2017 financial year periods has almost expired and a proposed new Corporate Plan is being presented for Council adoption, attachment 1.

A Councillor workshop was conducted on 6 September 2016 outlining the proposed draft community expectations and corporate outcomes. Once receiving feedback from this workshop, community engagement was held from 24 October to 2 December 2016. During this consultation phase, 28 social media comments and 11 submissions were provided. A further Councillor workshop was held on 13 June 2017 whereby the final draft Corporate Plan 2017-2022 was reviewed.

#### BACKGROUND

Council conducted extensive community consultation in 2011, following the amalgamation of Rockhampton City Council, Livingstone Shire Council, Fitzroy Shire and Mount Morgan Shire Council in 2008 to create a legislatively required Community Plan. The Community Plan was a strategic document based on community aspirations for the Region, which overarched the Corporate Plan. Legislation was amended, no longer legislatively requiring a Community Plan, this plan was abolished and the Corporate Plan amended.

The CEO confirmed that Council's new strategic framework will now consist of a Corporate Plan, Operational Plan, and internal and external strategies. The 2017-2022 Corporate Plan will replace the previous Community Plan, Towards 2050 documents and 2012-2017 Corporate Plan.

#### LEGISLATIVE CONTEXT

Council has legislative requirements under the *Local Government Act 2009* and *Local Government Regulation 2012* to produce a five year Corporate Plan and annual Operational Plan.

Section 165 of the *Local Government Regulation 2012* requires that a local government must:

- Prepare a 5 year Corporate Plan for each period of 5 financial years;
  - Adopt its five year Corporate Plan in sufficient time to allow a budget and annual Operational Plan, consistent with the Corporate Plan, to be adopted for the first financial year that is covered by the Plan; and
-

- Discharge its responsibilities in a way that is consistent with its 5 year corporate plan.

**CORPORATE/OPERATIONAL PLAN**

The Operational Plan 2017/18 will be presented to Council for adoption in July 2017. A user friendly version of the Corporate Plan 2017-2022 including Operational Plan Activities will then be finalised and published to provide Councillors and other interested persons further detail on how Council will meet the outcomes of the Corporate Plan. This document will be updated and published annually after adoption of the Operational Plan.

**CONCLUSION**

Council has a statutory obligation to prepare a Corporate Plan every five years, which must be adopted with sufficient time to allow a budget and annual Operation Plan to be adopted for that first financial year. The proposed 2017-2022 Corporate Plan is presented to Council for adoption.

# **CORPORATE PLAN 2017 - 2022**

## **Corporate Plan 2017 - 2022**

**Meeting Date: 27 June 2017**

**Attachment No: 1**



# ROCKHAMPTON REGIONAL COUNCIL

## CORPORATE PLAN 2017-2022





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87,769

ROCKHAMPTON  
REGION RESIDENTS



## SERVICE HUB

FOR TRADE,  
MINING &  
INVESTMENT



300 DAYS  
OF SUNSHINE  
A YEAR

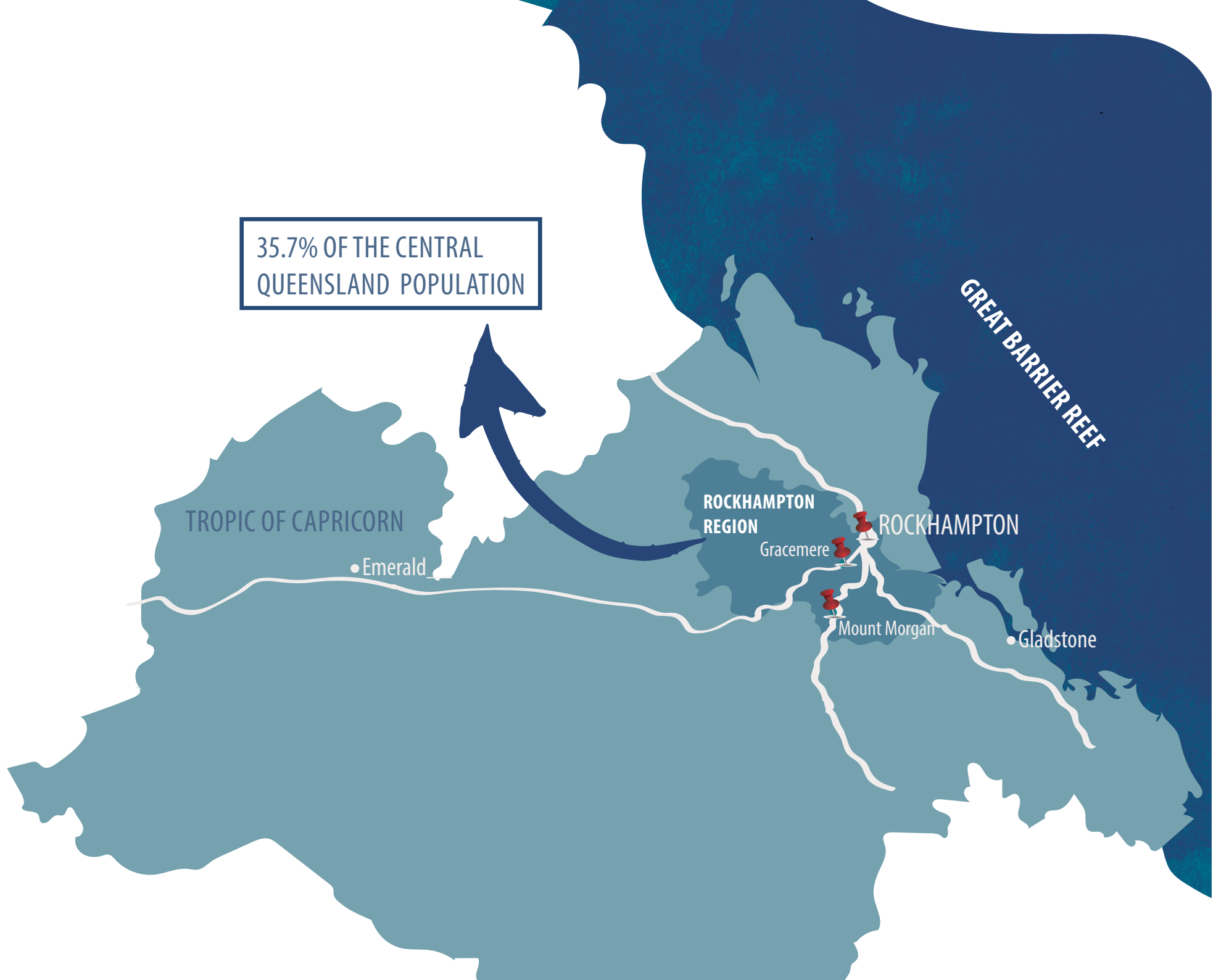


SERVICING 6,560<sup>KM<sup>2</sup></sup>  
TOTAL LAND  
AREA



COMMITMENT  
TO A SMART &  
PROSPEROUS FUTURE





# OUR REGION

## THE INDIVIDUAL CHARACTERISTICS OF THE 60 LOCALITIES AND SUBURBS HAVE SHAPED THE UNIQUE CHARACTER OF THE ROCKHAMPTON REGION.

Located in the heart of Central Queensland, the Rockhampton Region lies on the Tropic of Capricorn, bounded by Livingstone Shire in the north, the Pacific Ocean in the east, the Gladstone Regional Council area and Banana Shire in the south and the Central Highlands Regional Council in the west.

The local authority includes three main urban centres being Rockhampton, Gracemere and Mount Morgan and the smaller townships of Bajool, Bouldercombe, Kabra, Marmor, Stanwell, Gogango and Westwood located with a predominately rural landscape.

Rockhampton functions as the major service centre for business and employment, and the smaller townships provide an opportunity for people to live a productive and sustainable rural lifestyle, but with easy access to the services of the larger urban centres. Known for its relaxed lifestyle, outdoor living and natural beauty, the Rockhampton Region Council population forecast for 2017 is 87,769 mostly located in the urban areas and is forecast to grow to 113,096 by 2036.

In order to sustain such a population, the Region offers varied employment opportunities, with healthcare and social assistance representing the highest share of jobs. The Rockhampton Region is transforming into a major economic

and lifestyle hub for the broader Central Queensland Region, and makes a vital contribution to the growth of the Central Queensland, Queensland and Australian economies, with approximately \$5.014 billion gross regional product as at 30 June 2015.

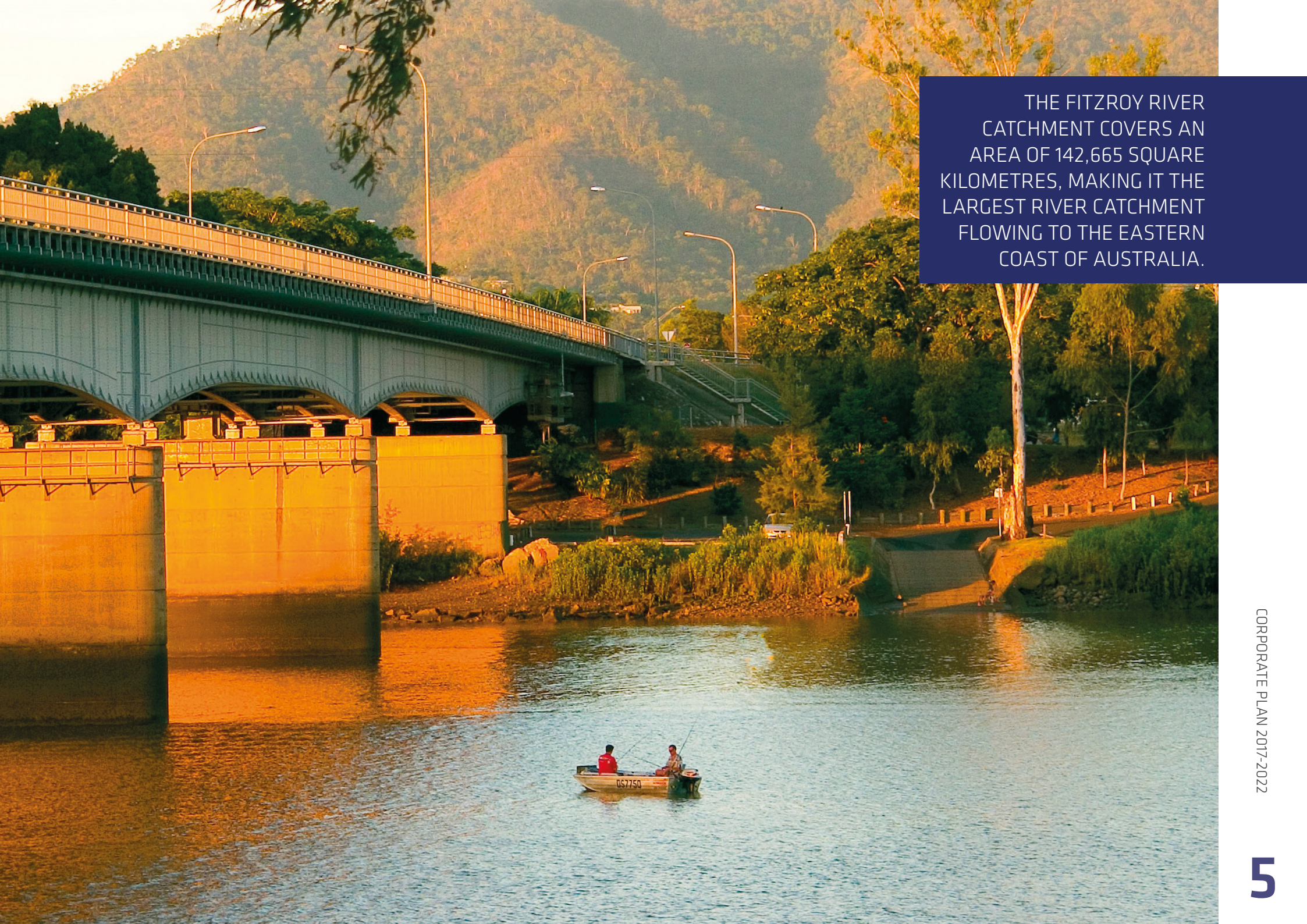
Major features of the Region include the Rockhampton Airport, CQUniversity, Stanwell Power Station, Gracemere Saleyards, Dreamtime Cultural Centre, major Stockland shopping centre, Rockhampton Central Business District, Rockhampton Heritage Village, Rockhampton Botanic Gardens, Fitzroy River, national parks, Gracemere Industrial Area and Mount Morgan.

The reliable water supply provided by the Fitzroy River (Australia's second largest catchment) supports current and future economic opportunities and lifestyle. The Fitzroy River is a dominant natural feature for the Region, as it moves from expansive areas of productive pastoral and agricultural land in the west through to the Fitzroy River delta in the east. The diversity of landscapes, lifestyles, economic opportunities and communities contribute to this Region being one of the most diverse in all of Queensland.

The individual characteristics of the 60 localities and suburbs have shaped the unique character of the Rockhampton Region.







THE FITZROY RIVER  
CATCHMENT COVERS AN  
AREA OF 142,665 SQUARE  
KILOMETRES, MAKING IT THE  
LARGEST RIVER CATCHMENT  
FLOWING TO THE EASTERN  
COAST OF AUSTRALIA.



# HISTORY

## HIGHLY VALUED TRACES OF THE REGION'S RICH HISTORY REMAIN TODAY IN THE MANY PRESERVED BUILDINGS, MONUMENTS AND MEMORIES OF THE COMMUNITY.

Over 40,000 years ago the Rockhampton Region was inhabited by the Dharumbal people. The Region provided plentiful wildlife and vegetation around Mount Archer and access to rich soils and water through the wide river "Toonooba", now known as the Fitzroy River.

In the 1850's the first European settlers came to the area and founded the "town by the rocks in the river", Rockhampton whilst exploring the upper reach of the Fitzroy River Basin. The Archer brothers named Mount Sleipner and the Berserker Range, which was later renamed to Mount Archer in their honour.

The late 1800's saw the Region become a great source of mineral wealth with gold mining in Canoona, Bouldercombe, Ridgeland and Mount Morgan. Much later this resource effort was redirected to the coal reserves of the nearby Bowen Basin.

Mining was not the only economic driver however, with the Region establishing its reputation as a high quality beef producer, leading to the development of abattoirs in the Lakes Creek area in the late 1800's. The Region has always been at the cutting edge of breeding programs and research, responsible for innovations in the production of beef as early as the 1930's.

Rockhampton launched itself as a service centre to the agriculture and mining industries, seeing significant investment and development in the Region as a result. The wealth gained from beef and minerals and the strategic location resulted in significant investment in education and health services and arts and cultural facilities across the Region.

As the Region developed, so too did the need for additional infrastructure. The railway west of Rockhampton to Longreach was completed in 1892, the Fitzroy Barrage in 1970, the Fitzroy Bridge in 1954, Neville Hewitt Bridge in 1980, Stanwell Power Station in 1996 and the new Yeppen Floodplain Crossing in 2015. This additional key infrastructure further strengthened Rockhampton's role as the major regional centre in Central Queensland.

The Region experienced a stagnant population during 1991 and 2001 with zero growth; however since this time there have been moderate growth rates in line with national averages.

Highly valued traces of the Region's rich history remain today in the many preserved buildings, monuments and memories of the community.







MOUNT MORGAN MINE WAS A COPPER, GOLD AND SILVER MINE. OVER ITS LIFESPAN (1882 -1981), THE MINE YIELDED APPROXIMATELY 262 TONNES OF GOLD, 37 TONNES OF SILVER AND 387,000 TONNES OF COPPER. THE MINE WAS ONCE THE LARGEST GOLD MINE IN THE WORLD.



# OUR COUNCIL

EVERYONE  
CONTRIBUTES  
TO MAKING OUR  
COMMUNITY, A PLACE  
IN WHICH WE WANT TO  
LIVE, WORK, LEARN,  
PLAY AND INVEST.

**VISION | One Great Region**

**MISSION | To create a Region that our community values and others admire**

Everyone contributes to making our community, a place in which we want to live, work, learn, play and invest. As part of the community, Rockhampton Regional Council plays a leadership role in working towards achieving community expectations. Along with individuals or groups within our community, Council leads, facilitates or advocates activities in pursuit of these outcomes.

As well as maintaining an extensive road, water and sewerage network, Council provides facilities and services such as landfills, botanic gardens, zoo, theatres, libraries, art gallery and year round swimming pool facilities. The provision of these regional community facilities are maintained by Council for the enjoyment of our residents as well as those from neighbouring communities and traveling tourists. In 2016/17 Council had an annual budget of \$282 million, including \$97 million of capital works, and employed 862 equivalent full time staff.

Rockhampton is recognised globally as the economic heart of Central Queensland. It is home to a critical mass of residents, high quality services and facilities and a dynamic and prosperous economy driven by entrepreneurial and innovative businesses, strategic investment and international exports.

To drive and foster economic growth three categories of initiatives will be of primary focus;

- Enabling initiatives – investment in activities, infrastructure, facilities and services that catalyse and enable the private sector and the community to grow and prosper ;
- Value adding – building upon and adding value to our strengths of the foundational industry to deepen regional economic activity; and
- Diversification – broadening the economic base through promotion, fostering and growth of new industries and business.



# VALUES & BEHAVIOURS



## ACCOUNTABLE

We are proactive and take personal responsibility.

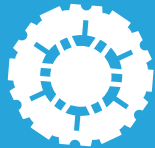
We are clear on our expectations, if in doubt we seek clarification.

We do what we say we will do and deliver our promises on time.

We hold ourselves and others accountable.

We take personal accountability for our own and others safety.

We trust individuals to do their job.



## CUSTOMER FOCUSED

We are timely and responsive to our customers and community.

Our decisions and actions have the customer and community at the front of mind.

We engage with and listen to the customer.

We support each other to achieve the best outcome for the customer.



## PEOPLE DEVELOPMENT

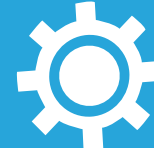
Leaders coach, support and listen to their people.

We support and develop our people to ensure they can reach their full potential.

We will seek and provide feedback with the constructive intent.

Development is focused on technical and behavioural capability.

People are valued and treated with respect regardless of position.



## ONE TEAM

We work together to find solutions and opportunities.

We openly share knowledge, information and resources in order to deliver the best outcome for the Council.

We talk with each other and seek ways to collaborate.

We understand our shared goals and how each area fits together.

We develop solutions with the big picture in mind ensuring we encourage collaboration and consider the impact on others.

Communication and engagement are priorities at all levels.



## CONTINUOUS IMPROVEMENT

We take the time to explore better ways to do things.

We listen to and genuinely value ideas from all staff.

We accept mistakes will happen and we ensure we share the learnings.

Continuous improvement is valued as an opportunity not an expense.

We will be open to change, have an open mind and maintain a positive attitude.

# MAJOR PROJECTS

The CBD Redevelopment Framework project will provide a road map to reinvigorate the City's heart. The Framework will address everything required to deliver CBD revitalisation, from physical changes to the process for achieving change, including creating a more attractive, comfortable and safe pedestrian environment, economic development initiatives, an arts and cultural precinct, placemaking, space activation, parking, signage, traffic flow and more residential diversity.

The Riverfront Revitalisation will transform the upper and lower bank of Rockhampton's iconic Quay Street into a mixed use space and recreational hub for businesses, locals and visitors. Featuring a fully reconstructed Quay Street, pier structure with Restaurant facilities, wet play area, revitalised gardens and amphitheatre, the area will activate the central CBD and become a place for regular events and festivals.

Smart Way Forward will enable the Region to become a Smart Regional Centre, utilising real-time data created by sensors, as well as information and communications technology, to help improve public services, grow employment, obtain the most out of our resources and provide a vibrant city.

Kershaw Gardens restoration and redevelopment will provide a new and improved outdoor space with several playgrounds, picnic shelters, water play area, amenities, seating and BBQs. The project is set to be delivered over the next three years with a combination of Federal, State and Council funding.

Gracemere Pound development will provide a new animal pound facility including an administration block, cat holding and isolation, veterinary services facility and 24 screened kennels. Stage two will include a sealed road network with onsite car parking, another 24 kennel extension and stock control facilities.

Transformational streetscape revitalisation projects will occur in Mount Morgan as well as ongoing upgrades to the town's sewerage system.

Mount Archer Activation Masterplan is now in its early implementation has started delivering projects to improve on infrastructure and facilitate the environmental and recreational activities, which will be maximised by the community over coming generations.

The proposed South Rockhampton Flood Levee has been identified as the most cost effective option to mitigate the effects of flooding in Rockhampton. Planning and design work, technical viability and suitable funding arrangements between the three tiers of government is currently being undertaken before a final decision to construct the levee will be made.





THE RIVERFRONT  
REVITALISATION WILL  
TRANSFORM THE UPPER  
AND LOWER BANK OF  
ROCKHAMPTON'S ICONIC QUAY  
STREET INTO A MIXED USE  
SPACE AND RECREATIONAL  
HUB FOR BUSINESSES,  
LOCALS AND VISITORS.





# WHAT IS A CORPORATE PLAN?

COUNCIL ADOPTS A SYSTEMATIC APPROACH TO MANAGEMENT OF ROAD MAINTENANCE REQUIREMENTS, RECORDING AND PRIORITISING DEFECTS.



Over the coming years, the Rockhampton Region community is set to continue to grow and evolve, and will face significant changes. Change is inevitable, whether it is a growing and more diverse population, increases or decreases in economic activity, new infrastructure challenges or simply the community's changing expectations. Any one of these could significantly affect the lifestyle of the Region's residents. Council wants to ensure our organisation, and the community, is proactive in planning for the future, creating a Region that is admired for its strength, resilience and ability to embrace and benefit from change.

Rockhampton Regional Council's Corporate Plan sets the strategic direction and priorities for our organisation for the next five financial years. It identifies expectations that the community desires within the Region, and outlines what Council will do to achieve these expectations. The Plan is designed around five themes, each supported by a number of outcomes that Council is committed to achieving.

Like all local governments in Queensland, Council is required to adopt a Corporate Plan every five years and pursue the achievement of the strategic objectives within the Plan. Council's Corporate Plan themes have been crafted to align with the State Government's Queensland Plan foundations to demonstrate that we are working together to progress our vision for the future. The Corporate Plan is directly linked to Council's long term strategic documents, including our annual budget and Operational Plan. Reporting on the progress of the outcomes within the Corporate Plan are conducted through the Annual Report and Operational Plan quarterly progress reports.

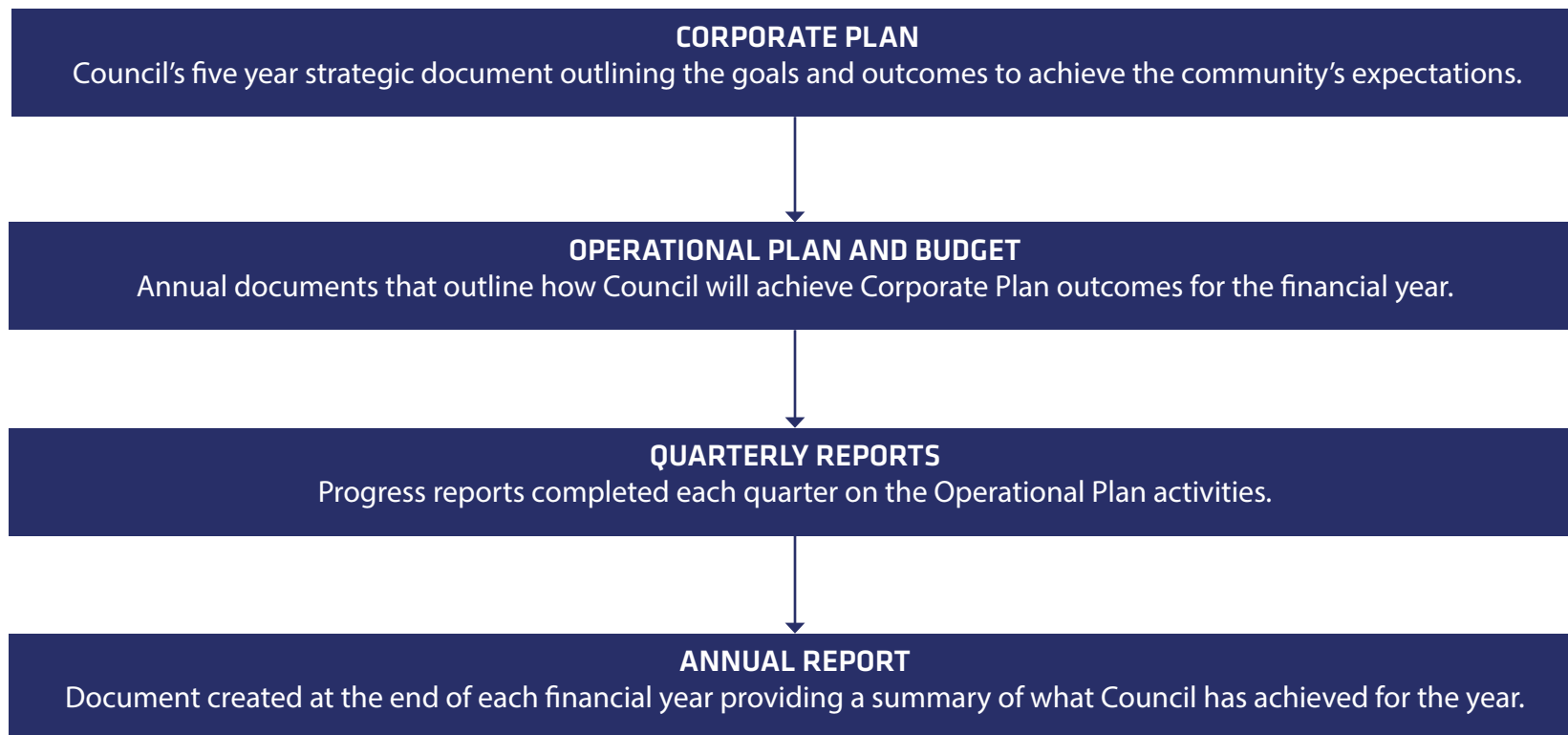




ROCKHAMPTON REGIONAL  
COUNCIL IS RESPONSIBLE  
FOR APPROXIMATELY:  
840KM OF SEALED URBAN  
ROADS AND 1138KM OF RURAL  
UNSEALED ROADS.

# OUR CORPORATE PLAN

THE STRATEGIC FRAMEWORK CONSISTS OF A NUMBER OF STRATEGIES, PLANS AND RELATED DOCUMENTS; THAT TOGETHER OUTLINE COUNCIL GOALS AND THE ACTIONS REQUIRED FOR THEIR SUCCESSFUL ACCOMPLISHMENT.



THE CORPORATE PLAN IS  
A HIGH LEVEL DOCUMENT  
WHICH FOCUSES ON  
STRATEGIC OUTCOMES  
RATHER THAN SPECIFIC  
ACTIONS.



The Corporate Plan consists of five key themes; Community, Economy, Environment, Service Excellence and Local Government Leader. Each theme has a number of expectations that the community desires for the Region, connected by outcomes that Council will strive towards to satisfy community expectations. The Corporate Plan is a high level document which focuses on strategic outcomes rather than specific actions.

The Operational Plan is an annual document, created in conjunction with the annual budget, which focuses on specific activities and actions that Council will undertake to achieve the Corporate Plan outcomes. Council will report on the progress of these activities and actions through quarterly reports, and an overall summary for the financial year in the Annual Report.

The 2017-2022 Corporate Plan (including the 2017/18 Operational Plan Activities) has been published to enable the identification of linkages between both documents and to demonstrate how the Corporate Outcomes will be achieved in the 2017/18 financial year. The Operation Plan Activities will be updated in the 2017-2022 Corporate Plan each year.

Below are examples of how specific activities and actions included in the Operational Plan will be linked back to the Corporate Plan outcomes.

### EXAMPLE 1

<b>THEME</b>	1. Community
<b>COMMUNITY EXPECTATION</b>	Regional Infrastructure and Facilities
<b>CORPORATE OUTCOME</b>	1.1 Safe, accessible, reliable and sustainable infrastructure
<b>CORPORATE PLAN PERFORMANCE MEASURES</b>	Community and stakeholder satisfaction with infrastructure, facilities, services and programs
<b>OPERATIONAL PLAN ACTIVITY</b>	1.1.1 Maintain high quality infrastructure
<b>OPERATIONAL PLAN ACTIONS</b>	1.1.1.1 Operate, maintain and repair infrastructure as detailed in the annual maintenance programs

### EXAMPLE 2

<b>THEME</b>	1. Community
<b>COMMUNITY EXPECTATION</b>	Regional Infrastructure and Facilities
<b>CORPORATE OUTCOME</b>	1.2 Regional public places that meet the community's needs
<b>CORPORATE PLAN PERFORMANCE MEASURES</b>	Community and stakeholder satisfaction with infrastructure, facilities, services and programs
<b>OPERATIONAL PLAN ACTIVITY</b>	1.2.1 Ensure that a range of community meeting spaces, public venues and facilities are provided to service the needs and expectations of our community.
<b>OPERATIONAL PLAN ACTIONS</b>	1.2.1.1 Provide venues suitable for community use 1.2.1.2 Manage and maintain major parks, aquatic centres and sports facilities







ROCKHAMPTON IS RECOGNISED GLOBALLY AS THE ECONOMIC HEART OF CENTRAL QUEENSLAND.

IT IS HOME TO A CRITICAL MASS OF RESIDENTS, HIGH QUALITY SERVICES AND FACILITIES AND A DYNAMIC AND PROSPEROUS ECONOMY DRIVEN BY ENTREPRENEURIAL AND INNOVATIVE BUSINESSES, STRATEGIC INVESTMENT AND INTERNATIONAL EXPORTS.





# 1. Community

## OUR GOAL

A connected community that values a sense of belonging; where residents celebrate their diversity and have modern services available to support a safe, healthy and engaged lifestyle now and into the future.

### COMMUNITY EXPECTATION – Regional Infrastructure and Facilities

#### Corporate Outcomes

- 1.1 Safe, accessible, reliable and sustainable infrastructure and facilities
- 1.2 Regional public places that meet our community's needs

### COMMUNITY EXPECTATION – Safety

#### Corporate Outcomes

- 1.3 Safe places for our community

### COMMUNITY EXPECTATION – Active and Healthy Lifestyles

#### Corporate Outcomes

- 1.4 Healthy living and active lifestyles

### COMMUNITY EXPECTATION – An Engaged and Connected Community

#### Corporate Outcomes

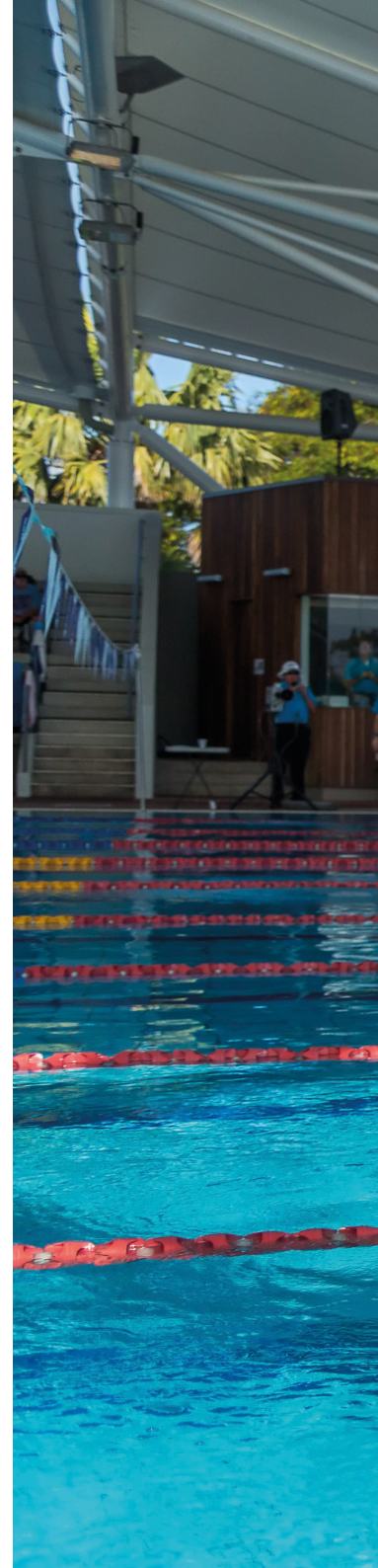
- 1.5 Inclusive, connected and informed community
- 1.6 Our sense of place, diverse culture, history and creativity are valued and embraced

## PERFORMANCE MEASURES

- Community and stakeholder satisfaction with infrastructure, facilities, services and programs
- A diverse range of Council organised and supported events, programs and activities that meet the needs of our community

## RELATED STRATEGIES AND PLANS

- Active Transport Plan
- Animal Management Strategy
- Conservation Management Plan
- Customer Service Standards
- Floodplain Management Strategy
- Local Disaster Management Plan
- Local Government Infrastructure Plan
- Mt Archer Activation Strategy
- Natural Hazards Risk Assessment
- Recreational Fishing Strategy
- Rockhampton Region Planning Scheme
- Wayfinding Strategy
- Workplace Health and Safety Management System Plan





THE 2<sup>ND</sup> WORLD WAR  
MEMORIAL AQUATIC CENTRE  
50M FINA-COMPLIANT  
OLYMPIC STANDARD  
SWIMMING POOL HAS OVER  
160,000 VISITORS EACH YEAR.





# 2. Economy

## OUR GOAL

A thriving regional capital that creates and nurtures diverse opportunities to balance work, play and growth.

### COMMUNITY EXPECTATION – Regional Profile and Services

#### Corporate Outcomes

- 2.1 A destination sought for lifestyle, community events and tourism
- 2.2 Value add to the strengths of industry to deepen regional economic activity
- 2.3 The redevelopment and activation of major urban places to attract investment and improved lifestyles

### COMMUNITY EXPECTATION – Industry Growth

#### Corporate Outcomes

- 2.4 Infrastructure services are driven to deliver future economic growth
- 2.5 Promote, foster and embrace growth opportunities, strategic investment and international exports
- 2.6 Promote industry diversification to enhance regional economic resilience

### PERFORMANCE MEASURES

- Implementation of the 2016 – 2020 Economic Development Action Plan
- Increase in gross regional product
- Increase in rate base

### RELATED STRATEGIES AND PLANS

- Economic Development Action Plan 2020
- Economic Development Strategy 2050
- Smart Hub Operational Plan
- Smart Way Forward Action Plan







ROCKHAMPTON RIVER  
FESTIVAL IS ONE OF CENTRAL  
QUEENSLAND'S MAJOR  
FESTIVALS. EACH YEAR THE  
RIVER COMES ALIVE THROUGH  
CULTURE AND SOUND.



# 3. Environment

## OUR GOAL

An environmentally balanced and aware community, which preserves and maintains our natural environment and incorporates contemporary and proven sustainability principles, as part of all activities for current and future generations.

### COMMUNITY EXPECTATION – Protect, Enhance and Sustain our Natural Environment

#### Corporate Outcomes

3.1 Contribute to healthy natural ecosystems

### COMMUNITY EXPECTATION – Minimise the Environmental Footprint

#### Corporate Outcomes

3.2 Sustainable and innovative environmental practices

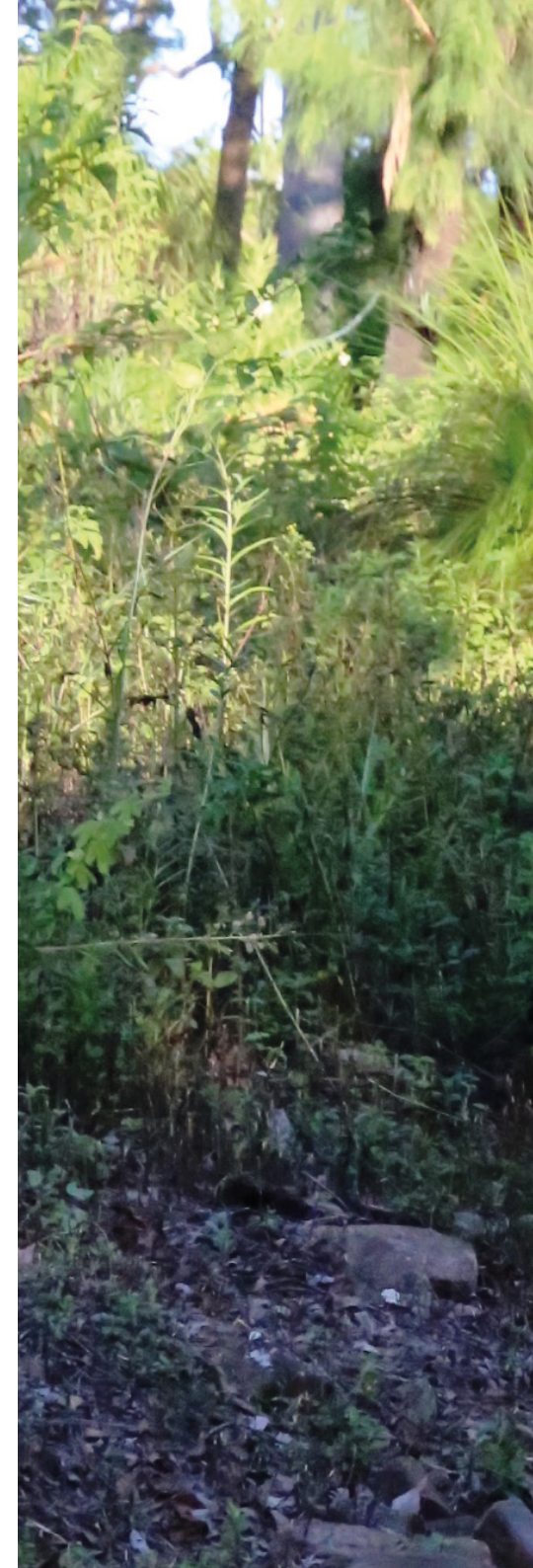
3.3 Understand Council's and the community's environmental impacts

### PERFORMANCE MEASURES

- Council develop and implement an environmental sustainability strategy
- Increase the effectiveness of environmental programs undertaken by Council
- Develop strong community and stakeholder ownership/ partnerships

### RELATED STRATEGIES AND PLANS

- Biosecurity Plan
- Rockhampton Region Planning Scheme
- Waste Reduction and Recycling Plan







THE ARCHER BROTHERS  
EXPLORED THE FITZROY  
AREA IN 1853 AND NAMED  
THE BERSERKER RANGE AND  
MOUNT SLEIPNER. MOUNT  
ARCHER WAS LATER NAMED  
IN THEIR HONOUR. MOUNT  
ARCHER IS PART OF THE  
DARUMBAL TRIBE RAKI-  
WARRA CLAN'S TRADITIONAL  
COUNTRY.



# 4. Service Excellence

## OUR GOAL

A modern thinking, community outcome focused organisation that effectively balances the community's aspirations with the resources available now and into the future.

### COMMUNITY EXPECTATION – A Customer Focused Organisation

#### Corporate Outcomes

- 4.1 Customer focused services
- 4.2 Practical and values based compliance frameworks
- 4.3 Accountable and motivated organisation

### COMMUNITY EXPECTATION – Regional Planning and Development

#### Corporate Outcomes

- 4.4 Plan for future population and economic growth giving consideration to a diverse range of industries and services

### PERFORMANCE MEASURES

- Community and stakeholder satisfaction with Council
- Compliance with State and Federal benchmarks and standards

### RELATED STRATEGIES AND PLANS

- Corporate Systems Consolidation Strategy
- Customer Service Standards
- Economic Development Action Plan 2020
- eServices Strategy
- ICT Strategic Plan 2015/20
- IT Mobility Strategy
- Rockhampton Region Planning Plan
- Workplace Health and Safety Management System Plan





ROCKHAMPTON REGIONAL  
COUNCIL HAS THREE  
CUSTOMER SERVICE CENTRES  
ACROSS THE REGION SERVING  
OVER 100,000 CUSTOMERS  
PER YEAR IN PERSON AND  
OVER THE PHONE.



# 5. Local Government Leader

## OUR GOAL

Delivering a high performing and progressive organisation that leads by example.

### COMMUNITY EXPECTATION – Consistent and Engaging Leadership

#### Corporate Outcomes

- 5.1 Productive partnerships with all levels of government and relevant stakeholders
- 5.2 Strong leadership that provides quality governance to support and service the community

### COMMUNITY EXPECTATION – Fair and Balanced

#### Corporate Outcomes

- 5.3 Financially sustainable organisation
- 5.4 Leading public sector employer

### PERFORMANCE MEASURES

- Attainment of leading workplace safety standards
- Sustainable long term financial planning
- Community accessibility to elected officials and the organisation
- Employee satisfaction and engagement in the workplace

### RELATED STRATEGIES AND PLANS

- Asset Management Plans
- Enterprise Risk Framework
- Long Term Financial Forecast









# QUEENSLAND PLAN

The Queensland Plan is a 30 year vision for the state developed by the State Government to give a clear picture of nine foundations Queenslanders want to focus their attention on for the future. Rockhampton Regional Council has aligned its Corporate Plan to the Queensland Plan to demonstrate that we are working together to ensure that outcomes for our Region are focused on and achieved.

PRIMARY = ● SECONDARY = ○

ROCKHAMPTON REGIONAL COUNCIL 2022 OUTCOMES	QUEENSLAND PLAN FOUNDATION AREAS								
	EDUCATION	COMMUNITY	REGIONS	ECONOMY	HEALTH & WELLBEING	ENVIRONMENT	PEOPLE	INFRASTRUCTURE	GOVERNANCE
<b>1. COMMUNITY</b>									
1.1 Safe, accessible, reliable and sustainable infrastructure		○			○	○	○	●	
1.2 Regional public places that meet the community's needs		●			○	○	○		
1.3 Safe places for our community		○		○			●	○	
1.4 Healthy living and active lifestyles	○	○			●	○	○		
1.5 Inclusive, connected and informed community		●					○		
1.6 Our sense of place, diverse culture, history and creativity are valued and embraced		●			○		○		
<b>2. ECONOMY</b>									
2.1 A natural, major and regional tourist and event destination			●	○		○	○		
2.2 Create an educational focus to deliver prosperity and improved lifestyles	●			○			○		
2.3 Value add to the strengths of industry to deepen regional economic activity			○	●					
2.4 The redevelopment and activation of major urban places to attract investment and improved lifestyles			●	○					
2.5 Infrastructure services to support future economic growth			○	●		○		○	
2.6 Promote, foster and embrace growth opportunities by entrepreneurial and innovative businesses, strategic investment and internal exports		○	○	●					
2.7 Promote industry diversification to enhance regional economic resilience			●	○					





# COMMERCIAL BUSINESS UNITS

In accordance with section 166 of the *Local Government Regulation 2012*, Council must provide the information on the nature and extent of activities, and the objectives of each of its commercial business units. Updated information on commercial business units are reported in Council's annual reports.

## FITZROY RIVER WATER

### Nature and Extent of Activities

Fitzroy River Water (FRW) is a commercial business unit of Council and is responsible for operating and maintaining water and sewer assets totally approximately \$862.6 million (replacement value). General functions of these assets include the storage and supply of raw water for urban, commercial and agricultural purposes, treating and distributing potable water for urban and industrial use and the collection, treatment and discharge of treated effluent.

### Objectives

FRW will enhance the community's quality of life providing sustainable water, sewerage and environmental services, through innovation, technical expertise, business efficiency, excellence in customer service and commitment to the environment.

The key objectives of FRW are to deliver commercially viable water and sewerage services that satisfy adopted and statutory customer service standards.

FRW will, in conducting the activities on behalf of the Council:

- Provide high quality safe, reliable and cost effective water and sewerage services;
- Operate in an efficient and financially sustainable manner and provide the Council with an appropriate rate of return;
- Responsibly manage, improve and augment infrastructure;
- Be responsive to customer needs;
- Meet performance targets;
- Optimise costs;
- Protect the environment, encourage water conservation and effluent re-use; and
- Undertake other commercial activities with a profit motive.







FITZROY RIVER WATER  
PROVIDES WATER AND  
SEWERAGE SERVICES VIA  
39,354 WATER ACCESS  
CONNECTIONS AND 51,160  
SEWERAGE ACCESS  
CONNECTIONS.



## ROCKHAMPTON REGIONAL WASTE AND RECYCLING

### Nature and Extent of Activities

Rockhampton Regional Waste and Recycling (RRWR) is a commercial business unit of Council and is responsible for the operation and maintenance of waste and recycling assets totally approximately \$36.1 million (replacement value). General functions of these assets include the provision of waste collection points for the bulk transport of waste to two landfills, and the provision of 'airspace' to receive the Region's waste in an environmentally sound way and associated recycling and reuse support facilities at two landfills.



### Objectives

The key objectives of RRWR are to deliver commercially viable waste and recycling services that satisfy adopted customer services standards.

#### General

- Setting the strategic direction for Council's Waste Management Strategy; and
- Support of public education programs in relation to waste minimisation, reuse and recycling.

#### Waste

- Operation and management of two landfill sites at Rockhampton (Lakes Creek Road Landfill) and Gracemere (Gracemere Landfill);
- Operation and management of three manned and nine unmanned transfer station facilities/roadside bins stations;
- Collection and disposal of domestic and commercial waste within the Rockhampton Region; and
- Providing waste management services to events and activities.

#### Recycling

- Management of contracted recycling service providers.





IN OUR REGION AN AVERAGE  
OF 31,000 GENERAL WASTE  
WHEELIE BINS AND 13,000  
RECYCLING WHEELIE BINS ARE  
EMPTIED EACH AND EVERY  
WEEK.





## ROCKHAMPTON AIRPORT

### Nature and Extent of Activities

Rockhampton Airport is a commercial business unit of Council and is a major Australian regional airport that services the City of Rockhampton and Central Queensland, with flights to Brisbane, Gold Coast, Gladstone, Mackay, Townsville and Cairns. The Airport is used by both domestic and international airlines using a mix of aircraft such as the B747 to B777 and A340 types. Rockhampton Airport is responsible for the operation and maintenance of Airport assets totalling approximately \$113.7 million (replacement value).



### Objectives

The key objectives of the Rockhampton Airport are to safely deliver aeronautical and non-aeronautical services. For aeronautical activities this includes all activities that are vital to airport activity and their removal would render the Airport unable to function in an aeronautical capacity. They include the runways, taxiways and aircraft parking apron areas. For non-aeronautical activities this includes all other activities undertaken by Rockhampton Airport and includes the operation of the terminal building, car park facilities, concessions and related leased and licences, etc. All of those activities are ancillary to the operation of a modern airport.







ROCKHAMPTON AIRPORT  
(ROK) IS A MAJOR REGIONAL  
AIRPORT THAT HAS  
APPROXIMATELY 650,000  
PASSENGERS PASSING  
THROUGH THE TERMINAL  
EVERY YEAR.





**ROCKHAMPTON REGIONAL COUNCIL**

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**11.2 DEVELOPMENT INCENTIVES POLICY**

<b>File No:</b>	<b>304</b>
<b>Attachments:</b>	<b>1. Definitions - Eligible Landuse Table</b> <b>2. Breakdown of Infrastructure Charges (Closed Session)</b>
<b>Authorising Officer:</b>	<b>Chris Ireland - Manager Regional Development and Promotions</b> <b>Scott Waters - General Manager Regional Development and Aviation</b>
<b>Author:</b>	<b>Rick Palmer - Senior Executive Industry Engagement</b>

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**SUMMARY**

*This report outlines a possible new Development Incentives Policy for Council's consideration.*

**OFFICER'S RECOMMENDATION**

THAT Council adopt the suggested replacement Development Incentives Policy to apply from 1 June 2017 until 31 December 2019.

**COMMENTARY**

Council's current Development Incentives Policy is a discretionary policy which seeks to attract and support projects that deliver great economic benefits to the Rockhampton Regional Council area.

The policy provides a concession or discount on infrastructure charges as an incentive for particular developments that will deliver the required economic development and growth outcomes for the Rockhampton Region.

**Workshop**

On 7 February 2017 Council held a workshop to consider options for a new Development Incentives Policy to replace the current policy, which has been in place since 1 December 2013.

Among other matters, Council considered the strategic objectives mentioned by Empower Economics in the Advance Rockhampton Economics Action Plan. Council identified developments in the following areas as those which are suitable to receive incentives under a new Development Incentives Policy:

- Educational & Training Establishment
- Medical & Health Services
- Aged & Retirement Facility
- Destination Tourism Facility

A copy of the definitions of each area of development is contained in the attached Eligible Landuse Table.

**Purpose**

This proposed policy is designed to attract and support projects that deliver great economic benefits to the Rockhampton Regional Council area.

The policy is to provide tangible financial and non-financial support for approved developments that deliver significant and sustainable growth, diversity and value-adding and that is aligned to the Advance Rockhampton Economics Action Plan.

This policy is not intended to enhance the viability of marginal and/or speculative development, nor shall it apply to any type of residential or short-term accommodation.

**Amount of Development Incentives**

Under the new policy Council will provide a concession or discount for development applications lodged for developments in the identified areas. While Council will have the right to approve or refuse each application at its sole discretion, developments that are consistent with the identified uses and located within Council's Priority Infrastructure Area will receive the incentive. The only discretion will apply to determining that the development fits within the use definition.

The developer of an approved development will be eligible to receive a refund of 100 per cent of the infrastructure charges which the developer had paid for that particular development.

It is recognized the process of obtaining development approvals for significant projects can be complex. Council is committed to facilitating development which meets the requirements of this policy. Council's facilitation includes:

- Access to Council's Economic Development group to provide advice on eligibility and incentives that may be available under this policy;
- Access to Council planning officers through the Duty Planner to provide advice on preparing development applications;
- Pre-lodgement meetings with all relevant Council officers free of any charges; and
- Assistance with identifying and facilitating contact with State Government agencies with a view to facilitating the development.

This policy does not replace the function or application of the Adopted Infrastructure Charges Resolution (No 3).

**Timing of Applications**

This policy shall apply to development applications which are lodged with Council on or after 1 June 2017 and on or before 31 December 2019.

Approved developments must be completed within three years of the development application being approved by Council.

**Application Fees & Service & Connection Charges**

The current development incentives policy includes refunds of development application fees and service and connection charges.

The proposed policy will not continue these refunds.

**Existing Development Incentives Policy**

The current policy expires on 30 June 2017. To avoid any confusion about the time of the expiration of the current policy, Council could extend that policy until 30 September 2017.

**BACKGROUND**

In 2013 Council adopted a Development Incentives Policy which was due to expire on 31 December 2015. That policy has been extended twice, in 2014 and again in 2016, so it now expires on 30 June 2017.

A report canvassing various options for the Council's Development Incentives Policy was considered by Council on 13 December 2016. Council resolved to extend the current Development Incentives Policy for a further six months to 30 June 2017, and to workshop a preferred model for commencement on 1 July 2017.

**BUDGET IMPLICATIONS**

Since 1 December 2013 Council has approved the refunding of development infrastructure charges of \$1,206,488.28 to the developers of 23 projects. Council has also approved the refunding of \$184,717 for application fees and \$41,101.17 for service and connection charges which makes a total refund of \$1,432,306.45.

Another four applications are being assessed.

# **DEVELOPMENT INCENTIVES POLICY**

## **Definitions - Eligible Landuse Table**

**Meeting Date: 27 June 2017**

**Attachment No: 1**

## ELIGIBLE LANDUSE TABLE

Landuse	Definition
<b>Medical &amp; Health Services</b>	<p><b>Health care services:</b> Premises for medical, paramedical, allied health, alternative therapies and general health care and treatment of persons that involves no overnight accommodation. <u>Examples include:</u> Dental clinics, medical centres, allied health centres, natural medicine practices, nursing services, physiotherapy clinic</p> <p><b>Community care centre:</b> Premises used to provide social support where no accommodation is provided. Medical care may be provided but is ancillary to the primary use. <u>Examples include:</u> Disability support services, drop in centre, respite centre, integrated Indigenous support centre</p> <p><b>Hospital:</b> Premises used for medical or surgical care or treatment of patients whether or not involving overnight accommodation. The use may include ancillary accommodation for employees and ancillary activities directly serving the needs of patients and visitors</p>
<b>Destination Tourism Facility</b>	<p><b>Adventure tourism:</b> The use of land or premises for an adventure tourism activity, such as recreational fishing, including tourist and service facilities intended for adventure tourism, including an appreciation of areas of environmental, cultural or heritage value, local ecosystem and attributes of the natural environment. <u>Examples include:</u> Boat storage and servicing and adventure tourism development in any precinct as provided for by the Rockhampton Region Planning Scheme..</p> <p><b>Destination tourist attraction:</b> Premises used for providing on- site entertainment, recreation or similar facilities for the general public at a scale and standard that will attract visitors and tourists from outside the LGA.. The use may include provision of food and drink for consumption on site. <u>Examples include:</u> Theme park, zoo</p> <p><b>Outdoor sport and recreation:</b> Premises used for a recreation or sport activity that is carried on outside a building which require areas of open space and may include ancillary works necessary for safety and sustainability at a scale and standard that will attract visitors and tourists from outside the LGA.. The use may include ancillary food and drink outlet(s) and the provision of ancillary facilities or amenities such as changing rooms and storage facilities. <u>Examples include:</u> Driving range, golf course, swimming pool, football ground, cricket oval, athletics track.</p>
Landuse	Definition

<b>Destination Tourism Facility (cont)</b>	<p><b>Resort complex:</b> Premises used for tourism activity other than short-term accommodation that include integrated leisure facilities including:</p> <ul style="list-style-type: none"> <li>• restaurants and bars;</li> <li>• meeting and function facilities;</li> <li>• sporting and fitness facilities;</li> <li>• staff accommodation;</li> <li>• transport facilities directly associated with the tourist facility such as a ferry terminal and air services.</li> </ul> <p><b>Indoor sport and recreation:</b> Premises used for leisure, sport or recreation conducted wholly or mainly indoors at a scale and standard that will attract visitors and tourists from outside the LGA. <u>Examples include:</u> Amusement parlour, bowling alley, gymnasium, squash courts, enclosed tennis courts.</p> <p><b>Community use:</b> Premises used for providing artistic, social or cultural facilities and community support services to the public at a scale and standard that will attract visitors and tourists from outside the LGA and may include the ancillary preparation and provision of food and drink. <u>Examples include:</u> Art gallery, community centre, community hall, library, museum</p> <p><b>Other destination tourism uses:</b> <u>Any other development that has the principal purpose of tourism at a scale and standard that would reasonably be expected to increase visitor and tourist numbers from outside the LGA.</u></p>
<b>Educational &amp; Training Establishment</b>	<p>Premises used for training, education and care designed to impart knowledge and develop skills.</p> <p>The use may include outside hours school care for students or on-site student accommodation.</p> <p>Note: All education uses that are designated infrastructure in accordance with the Queensland State legislation are immune from Local Government infrastructure charges.</p>
<b>Aged Care &amp; Retirement Facility</b>	<p>Premises for an integrated community and specifically designed and purpose built to accommodate and care for older people.</p> <p>The use includes independent living units and may include serviced units where residents require some support with health care and daily living needs.</p> <p>The use may also include a manager's residence and office, food and drink outlet, amenity buildings, communal facilities and accommodation for staff.</p>



**11.3 ESTABLISHMENT OF CENTRAL QUEENSLAND HOSPITALS FOUNDATION**

**File No:** 12534  
**Attachments:** 1. Letter from CQHKB  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Evan Pardon - Chief Executive Officer

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**SUMMARY**

*Central Queensland Hospital and Health Board seeking seed funding from Rockhampton Regional Council to create a Central Queensland Hospitals Foundation.*

**OFFICER'S RECOMMENDATION**

THAT Council contribute \$5,000 towards the establishment of the Central Queensland Hospitals Foundation.

**BACKGROUND**

Mr Paul Bell, Chair of Central Queensland Hospital and Health Board (CQHKB) addressed the recent meeting of CQ-ROC held in Emerald on 1 June 2017 regarding the establishment of a Central Queensland Hospitals Foundation.

Mr Bell advised that a Central Queensland Hospitals Foundation will be a local, community driven non-profit organisation which will provide funding support to all Hospitals and Multipurpose Health Services in Central Queensland.

Mr Bell has advised the *Hospitals Foundations Act 1982* is specific in regard to creating a Foundation. The Act, for instance, requires that the applicant seeking to establish a Hospital Foundation must demonstrate their ability to raise funds. The Act and the Department of Health are also specific in their requirements that the costs of establishing the foundation cannot be borne by the Hospital and Health Service (HHS) itself, the establishment costs cannot come from the HHS's budget and must come from external donations or grants.

To create the Foundation establishment fund as required by the Act, CQHKB are seeking a grant of \$5,000. This request is being made to all Local Governments in the region as a Central Queensland Hospitals Foundation will see investment in new medical technology and innovative health services for your community while ensuring hospital staff have the best working environment to support great health services.

**BUDGET IMPLICATIONS**

There is no specific budget allocation currently for this project however there are other operational funds available for this financial year.

**CONCLUSION**

It is recommended that Council participate in this very worthwhile project and donate \$5,000 as requested by the Central Queensland Hospital and Health Board.

# **ESTABLISHMENT OF CENTRAL QUEENSLAND HOSPITALS FOUNDATION**

## **Letter from CQHHB**

**Meeting Date: 27 June 2017**

**Attachment No: 1**



Central Queensland  
Hospital and Health Service

Mr Evan Pardon  
Chief Executive Officer  
Rockhampton Regional Council  
PO Box 1860  
Rockhampton QLD 4700

by email: [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au)

Dear Mr Pardon,

**Re: CENTRAL QUEENSLAND HOSPITALS FOUNDATION**

I again thank you for the opportunity to address you all at the CQROC meeting held in Emerald on Thursday 1 June 2017. As I indicated at the ROC meeting, a letter of request would be forthcoming from myself and the Board of CQHHS for seed funding to create a Central Queensland Hospitals Foundation.

The *Hospitals Foundations Act* 1982 is specific in regard to creating a Foundation. The Act, for instance, requires that the applicant seeking to establish a Hospital Foundation must demonstrate their ability to raise funds. The Act and the Department of Health are also specific in their requirements that the costs of establishing the foundation cannot be borne by the Hospital and Health Service (HHS) itself, the establishment costs cannot come from the HHS's budget and must come from external donations or grants.

As Chair of the Central Queensland Hospital and Health Board I have sought from the Minister and Department advice in regard to the possible success of an application from ourselves to Government if a Foundation application was made and an establishment fund created. This conversation with the Department and others started in November last year. This week I have received Departmental advice that if I proceed with the Foundation fund application, it would be favourably presented to Government.

To create the Foundation establishment fund as required by the Act, I am seeking from your Local Government a grant of \$5,000. This request is being made to all Local Governments in the region as I believe a Central Queensland Hospitals Foundation will see investment in new medical technology and innovative health services for your community while ensuring hospital staff have the best working environment to support great health services.

---

Central Queensland Hospital and Health Board  
PO Box 871  
Rockhampton Q 4700

Telephone +61 (07) 49205759  
Facsimile +61 (07) 49206335  
Website [www.cq.health.qld.gov.au](http://www.cq.health.qld.gov.au)  
Page 1 only

**Central Queensland  
Hospital and Health Service**

A few facts about our Central Queensland Hospital and Health Service:

- Annual Budget \$565 million
- Every day \$1 million is spent on wages in the CQHHS area
- Last year 2,162 babies were delivered
- 262,300 outpatient appointment attended to
- 122,000 emergency department patients received
- 5,647 telehealth sessions delivered
- 71,122 oral health patient appointments met

These services have been delivered through:-

- Biloela Hospital
- Capricorn Coast Hospital
- Emerald Hospital
- Gladstone Hospital
- Moura Hospital
- Rockhampton Hospital

and the following Multipurpose Health Services

- Baralaba Multipurpose Health Service
- Blackwater Multipurpose Health Service
- Mount Morgan Multipurpose Health Service
- Springsure Multipurpose Health Service
- Theodore Multipurpose Health Service
- Woorabinda Multipurpose Health Service
- Central Queensland Rural Outpatient Clinics

A Central Queensland Hospitals Foundation will be a local, community driven non-profit organisation which will provide funding support to all our Hospitals and Multipurpose Health Services in Central Queensland. Once established it will obtain DGR status allowing tax deductibility for all gifts and operate its own commercial activities. The existing Queensland Health Foundations distribute back to the community around the \$1 million mark a year. What a wonderful gift our Foundation will be for our communities in Central Queensland.

Yours sincerely

A handwritten signature in blue ink, appearing to read "P. Bell".

Cr Paul Bell AM

**Chair**

**Central Queensland Hospital and Health Board**

6 June 2017

Central Queensland Hospital and Health Board  
PO Box 871  
Rockhampton Q. 4700

Telephone +61 (07) 49205759  
Facsimile +61 (07) 49206335  
Website [www.cq.health.qld.gov.au](http://www.cq.health.qld.gov.au)  
Page 2 only

## 11.4 REGIONAL ARTS DEVELOPMENT FUND 16/17 ROUND 3 FUNDING RECOMMENDATIONS

**File No:** 8944  
**Attachments:** Nil  
**Authorising Officer:** Michael Rowe - General Manager Community Services  
**Author:** Peter Owens - Manager Arts and Heritage

### SUMMARY

*Applications received for round three of the 2016/17 Regional Arts Development Fund have been assessed by the RADF Committee and four are recommended for funding.*

### OFFICER'S RECOMMENDATION

THAT Council approves the following applications for funding from the Regional Arts Development Fund:

Applicant	Purpose of Grant	Grant Recommended
Flipside Circus	Flipside Circus Workshops A three day circus residency in Mt Morgan, Bouldercombe, Bajool and Marmor schools	\$4,852
Amber Countryman	St Mary's Seniors Legacy Project A mosaic wall art about friendship, community and leadership by Year 6 Senior students at St Mary's Primary School, Rockhampton.	\$3,670
Mt Morgan Promotion and Development Inc.	Legends and the Locals Sara Storer is to collaborate with 1 orchestra, 1 musician and 1 singer (all locals) for 2 days of workshops and a performance.	\$4,272
Rockhampton State High School	Heritage Collection Workshops Skills development workshops for heritage collection volunteers.	\$2,479
	total	\$15,273

### COMMENTARY

The Regional Arts Development Fund is a joint program of the Queensland Government (administered by Arts Queensland) and the Rockhampton Regional Council that focuses on the development of quality art and arts practice in our region.

Of the four applications received (representing a total funding request of \$15,273), all have been recommended for funding by the Regional Arts Development Fund committee.

The committee noted the positive emphasis on projects benefiting smaller townships of the region from Mt Morgan to Marmor.

This is the third round for the 2016/17 financial year. In the event that Council approves the projects recommended for funding in this round, the total funds that remain available for distribution in a fourth and final round stands at \$29,451 (50% from Arts Queensland and 50% from Council). Due to the terms of Council's funding agreement with Arts Queensland these funds remain available for distribution through until 15 September, 2017.

The next round will be open from 12 June, 2017 with a community information session to be held before the closing date of 24 July, 2017.



**11.5 ANNUAL POLICY REVIEW - PURCHASING POLICY - ACQUISITION OF GOODS AND SERVICES****File No:** 5883**Attachments:** 1. Revised Draft Purchasing Policy - Acquisition of Goods and Services - MARK-UP DISPLAYED**Authorising Officer:** Ross Cheesman - Deputy Chief Executive Officer**Author:** Drew Stevenson - Manager Corporate and Technology Services

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**SUMMARY**

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

**OFFICER'S RECOMMENDATION**

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

**COMMENTARY**

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

The attached revised marked-up policy proposes amendments including the addition of an emphasis on the ethical behavioural obligations when undertaking procurement activities.

**LEGISLATIVE CONTEXT**

Local Government Regulation 2012:

***“198 Procurement policy***

- (1) A local government must prepare and adopt a policy about procurement (a **procurement policy**).*
- (2) The procurement policy must include details of the principles, including the sound contracting principles, that the local government will apply in the financial year for purchasing goods and services.*
- (3) A local government must review its procurement policy annually.”*

**CONCLUSION**

The Purchasing Policy – Acquisition of Goods and Services must be reviewed annually. The attached revised policy is presented for consideration and adoption.

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

**Revised Draft Purchasing Policy -  
Acquisition of Goods and Services -  
MARK-UP DISPLAYED**

**Meeting Date: 27 June 2017**

**Attachment No: 1**



## PURCHASING POLICY - ACQUISITION OF GOODS AND SERVICES (STATUTORY POLICY)

### 1 Scope:

This policy applies to Rockhampton Regional Council employees and all procurement activities throughout Council.

### 2 Purpose:

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

### 3 Related Documents:

#### Primary

*Local Government Regulation 2012*

#### Secondary

*Local Government Act 2009*

Code of Conduct

Fraud and Corruption Control Policy

Information and Communication Technology – Acquisition and Purchase of Equipment,

Systems and Services Procedure

Local Preference Policy

Plant Hire Engagement Guideline

Procurement and Logistics - Materials Management Policy

Procurement and Logistics Guidelines 01 to 08 inclusive

### 4 Definitions:

To assist in interpretation, the following definitions apply:

Council	Rockhampton Regional Council
Employees	<i>Local government employee:</i> (a) the chief executive officer; or (b) a person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Life Cycle Costing	A costing system which is concerned with the cost of life cycle ownership. It includes costs associated with acquiring, using, caring for and disposing of physical assets.
Preferred Supplier Arrangement	A form of standing offer where more than one supplier has provided a standing quotation for the goods or services. It is sometimes termed a "panel arrangement".
Purchase Order	The official document, normally generated by Council's finance

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	system, used to authorise and record the purchase of goods or services by Council. It will often be the prime reference confirming the contractual situation between Council and the supplier.
Sound Contracting Principles	As per the <i>Local Government Act 2009</i> , the <i>sound contracting principles</i> are: (a) value for money; and (b) open and effective competition; and (c) the development of competitive local business and industry; and (d) environmental protection; and (e) ethical behaviour and fair dealing.
Standing Offer Arrangement	An agreement subject to specified terms and conditions whereby Council agrees to purchase our requirements of a specified number or range of goods, during a specified time period from the supplier at agreed prices or on an agreed price basis.
Suppliers	Any supplier/contractor/consultant supplying goods and/or services to Council.

## 5 Policy Statement:

Section 198 of the *Local Government Regulation 2012* stipulates that Council must adopt a procurement policy including the application of the sound contracting principles.

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

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

- 5.1 Open and effective competition. Requirements should be planned well in advance to enable them to be adequately sourced, competitive bids obtained utilising open and effective competition and delivery achieved on time without the need for stocks to be held in inventory.
- 5.2 Value for money. Demand for goods and/or services which are required on a recurring basis should be forecast and aggregated using standing offer and preferred supplier arrangements to improve negotiating leverage for Council as a whole and to enable suppliers to plan production and offer better prices and delivery times.
- 5.3 Provision of a purchase order to suppliers prior to the receipt of goods and/or services. An authorised purchase order must be provided to suppliers at the time of the request for the goods and/or services. The purchase order should clearly specify the requirements and record an accurately estimated or actual price. Suppliers must reference the purchase order number on the respective tax invoice to ensure timely payment.
- 5.4 Enhancement of the capabilities of local business and industry. As per the Local Preference Policy, the benefits of encouraging and dealing with local suppliers should be taken into account and should form part of the evaluation process for all purchases.

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- 5.5 Requirements should not be over-specified. Specifications should be as explicit as possible, non-discriminatory and focus on performance, function, and/or technical and physical characteristics (as opposed to brand and manufacturer).
- 5.6 The terms and conditions governing the acquisition should allocate the risks to the party best able to manage them.
- 5.7 The market place should be continually researched to identify new suppliers/products and enable effective use of competition in seeking offers.
- 5.8 Life cycle costing should be an integral part of the procurement decision for major assets.
- 5.9 Decision analysis and risk assessment techniques should be employed where appropriate.
- 5.10 Negotiations should be conducted with suppliers to reduce cost and improve performance.
- 5.11 Good supplier relations (and where appropriate, partnering arrangements and long term relationships) should be established where considered beneficial.
- 5.12 Disputes with suppliers should be resolved expeditiously and in the best overall interests of Council.
- 5.13 Supplier performance should be a particular focus (using techniques such as value analysis and development of key performance indicators) and the supplier's compliance with their obligations should be regularly monitored and enforced.

## **6 Ethical Behaviour Relating to Procurement**

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

- 6.1 Performing duties with impartiality and integrity in dealings with suppliers;
- 6.2 Treating information relating to suppliers as "commercial in confidence" and only disclosing such information to other employees or parties on a strict "need to know" basis;
- 6.3 Ensuring all written bids and other information submitted by suppliers is kept in a secure location when not in use;
- 6.4 Utilising open and accountable procurement methods;
- 6.5 Promoting professional procurement practices;
- 6.6 Maintaining systems and procedures which ensure a consistent approach to procurement;
- 6.7 Providing advice to suppliers on how to do business with Council;
- 6.8 Not engaging in any misleading or deceptive conduct towards suppliers;
- 6.9 Not making improper use of information relating to suppliers or to Council;
- 6.10 Not taking personal advantage of an opportunity that properly belongs to Council or a supplier;
- 6.11 Not accepting or seeking gifts or other favours from suppliers;

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

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

**7 Review Timelines:**

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

- 7.1. As required by legislation – June 2018;
- 7.2. The related information is amended or replaced;
- 7.3. Audit reports relating to Council purchasing and the acquisition of goods and services being undertaken by Council indicate that a review from a legislative compliance or governance perspective is required; or
- 7.4. Other circumstances as determined from time to time by the Council.

**8 Responsibilities:**

Sponsor	Chief Executive Officer
Business Owner	General Manager Corporate Services
Policy Owner	Manager Corporate and Technology Services
Policy Quality Control	Corporate Improvement and Strategy

EVAN PARDON  
CHIEF EXECUTIVE OFFICER

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**11.6 ELECTRIC VEHICLE CHARGING STATIONS - ROCKHAMPTON LOCATION UPDATE**

**File No:** 12472

**Attachments:** 1. Proposed Council Library Carpark Electric Vehicle Charging Bays

**Authorising Officer:** Ross Cheesman - Deputy Chief Executive Officer

**Author:** Drew Stevenson - Manager Corporate and Technology Services

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**SUMMARY**

*In an earlier report, Council approved the allocation of parallel parking spaces on Alma Street, adjacent to the Council Library carpark, to be dedicated to electric vehicle (EV) charging. Ergon has now advised that the EV charging units won't support charging on both sides of a parallel parked vehicle. This report seeks Council's consideration for EV charging bays in the Rockhampton Regional Library (Council Library) carpark.*

**OFFICER'S RECOMMENDATION**

THAT Council approves the allocation of parking bays in the Library carpark for designated electric vehicle charging stations as recommended in this report.

**COMMENTARY**

At the 21 March 2017 meeting, Council received the report on the *Electric Vehicle Charging Superhighway – Rockhampton Charging Stations* and approved the allocation of four parking bays on Alma Street for designated electric vehicle charging stations.

**BACKGROUND**

The report of 21 March noted that vehicles with front of vehicle charging receptacles would have to park nose-in on the Alma Street angle parking bays. Nose-in angle parking would necessitate the motorist reversing out into oncoming traffic. Engineering Services therefore suggested that the parking bays should be reconfigured to kerbside parallel parking.

However given the various designs of electric vehicles and the location of the charging receptacles (front/rear – left/right), it has become apparent that parallel parking bays will limit the vehicle types able to use the charging stations. That is, Ergon has now advised that the charging station cable is not long enough to connect to vehicles with roadside charging receptacles – front or rear.

Council Library Carpark

Noting the issue raised with the unsuitability of reverse angle and kerbside parallel parking bays for electric vehicle charging, it is requested that Council consider designating EV charging parking bays in the Council Library carpark.

It is suggested that:

- The EV bays would be adjacent to the disabled parking bays as shown in the attachment; and
- Whilst four carparks would be ultimately set aside as EV charging bays, during the initial take-up only two of the carparks would be coloured as EV bays.

**CONCLUSION**

Noting the unsuitability of reverse angle and kerbside parallel parking for EV charging, it is requested that Council consider the allocation of EV charging bays in the Council Library carpark.

# **ELECTRIC VEHICLE CHARGING STATIONS - ROCKHAMPTON LOCATION UPDATE**

## **Proposed Council Library Carpark Electric Vehicle Charging Bays**

**Meeting Date: 27 June 2017**

**Attachment No: 1**

## Rockhampton Regional Library Carpark Proposed Electric Vehicle Charging Bays



## 11.7 INFORMATION TECHNOLOGY SOFTWARE VENDOR SERVICES CONTRACT RENEWALS

**File No:** 5883  
**Attachments:** Nil  
**Authorising Officer:** Ross Cheesman - Deputy Chief Executive Officer  
**Author:** Drew Stevenson - Manager Corporate and Technology Services

### SUMMARY

*This report details a range of current software vendors providing services to Council and seeks approval to renew the listed ongoing contracts under s235(b) of the Local Government Regulation (2012).*

### OFFICER'S RECOMMENDATION

THAT pursuant to s235(b) of the Local Government Regulation 2012, Council approves the renewal of the nominated Information and Communications Technology vendor contracts for software maintenance and support services.

### BACKGROUND

As part of the acquisition process for Council's corporate software, the respective software vendors provide an initial period of software maintenance and support services. For the vendors listed in Table 1, this initial period has now expired. Given the listed software are proprietary products it would not be practical to seek software maintenance and support services from another provider. Therefore, due to the specialised nature of the services, Council approval is sought to renew the software vendor service contracts.

**Table 1 – Software Vendor Maintenance & Support Services**

ICT Software	Supplier	Justification
ArtifaxEvent	Get Smart Consultancy	Selected as RRC's venue and event management system based on assessment of available market solutions and standard quotation process. The supplier listed is the licensed Asia-Pacific distributor of the product, developed by UK based software company Artifax.
PassagePoint	ID Warehouse	Selected as RRC's Airport visitor management system based on assessment of available market solutions and standard quotation process. The supplier listed is the licensed Australian distributor of the product, developed by USA based software company STOPware.
Sage CRM (base platform for ReGenOne Cemetery Management System)	Sage Business Solutions Software	ReGenOne is currently RRC's cemetery management platform. The base platform for the ReGenOne product (Sage CRM) is developed by Sage Business Solutions Software. As the software developer, Sage Business Solutions Software is the only supplier of the underlying Sage CRM platform, which is required for ReGenOne to function.



ICT Software	Supplier	Justification
Monitor Library Solution	Monitor Transaction Management	Selected as RRC's Library Public Computer and Print Management platform based on assessment of available market solutions and standard quotation process. As the software developer, Monitor Transaction management is the only supplier for this software, licencing, maintenance and support.
PinForce Mobile	Database Consultants Australia	Selected as RRC's parking ticket management platform based on assessment of available market solutions and standard quotation process. As the software developer, DCA is the only supplier for this software, licencing, maintenance and support.
Redman Solutions	Dell Archive Manager	Dell Archive Manager was selected as RRC's email archiving solution after evaluation of competitive quotes. Redman Solutions provide a custom add-on that improves Outlook integration with the Archive Manager product. The add-on is available to customers who maintain a maintenance agreement for Dell Archive Manager with Redman Solutions.
Redman Solutions	Rapid Redact	Rapid Redact was selected as RRC's redaction tool after evaluation of available options. The Redman Solution was originally acquired under a Local Buy arrangement, however they are no longer empanelled with Local Buy. Redman Solutions are the sole Australian reseller listed on the Rapid Redact web site ( <a href="http://www.rapidredact.com">www.rapidredact.com</a> ).

Table 2 details the software vendor services renewal and change of software ownership.

**Table 2 – Amendment to Vendor Details**

IT Software	Supplier	Justification
ReGenOne	MicroChannel Services (replaces Enabling)	The previous supplier of RRC's cemetery management platform ReGenOne Enabling has been acquired by Microchannel Services. As the new developer of this software, Microchannel Services is the only supplier for this software, licencing, maintenance and support.

## LEGISLATIVE CONTEXT

Local Government Regulation (2012) –

### **235 Other exceptions**

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

*“(b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders;”*

# 11.8 D/8-2017 - APPLICATION UNDER THE REGIONAL PLANNING INTERESTS ACT FOR MOUNT MORGAN MINE PROJECT

**File No:** D/8-2017  
**Attachments:** Nil  
**Authorising Officer:** Steven Gatt - Manager Planning & Regulatory Services  
Michael Rowe - General Manager Community Services  
**Author:** Amanda O'Mara - Senior Planning Officer  
Tarnya Fitzgibbon - Coordinator Development Assessment

## SUMMARY

*Development Application Number:* D/8-2017  
*Applicant:* Norton Gold Fields Ltd - ABN 23112287797  
*Real Property Address:* Lot 3912 and 5164 on MPH10386; Lot 1463 on MPH10760; Lot 2452 on MPH11067; Lot 3469, Lot 3273, Lot 3274, Lot 3275 AND Lot 3276 on MPH11435; Lot 1197, Lot 1341 AND Lot 1342 on MPH25518; Lot 17 and Lot 118 on USL42984; Lot 203 on RN1556; Lot 3 on RP601353; Lot 17, Lot 18 and Lot 19 on 602104; Lot 1 on RP860374; Lot 1 on MPH11169; Lot 1 on MPH10396; Lot 1 on MPH10479; Lot 1 on MPH10729; Lot 1 on MPH10827; Lot 1 and Lot 2 on MPH10850; Lot 1 on MPH10966; Lot 1 and Lot 2 on MPH11057; Lot 1 on MPH11115; Lot 1 on MPH11627; Lot 1 on MPH11642; Lot 1 on MPH11780; Lot 1 on MPH12108; Lot 1 on MPH12202; Lot 1 on MPH25348; Lot 1 and Lot 2 on MPH25461; Lot 1 on MPH25473; Lot 1 on MPH25494; Lot 90 on P42319; Lot 3, Lot 6, Lot 60, Lot 63, Lot 64, Lot 65, Lot 66, Lot 67, Lot 68, Lot 69, Lot 77 and Lot 102 on USL42977; Lot 12 on USL47036; Lot 107 on CP881492; Lot 103 on USL42977, Lot 1 on MPH10426 and Lot 2 on MPH10497, Parish of Calliungal  
*Common Property Address:* Lot 118 Burnett Highway, Lot 203 Creek Street, 39 Gordon Lane; 108 Gordon Lane; 14 Randwick Lane; 17 Randwick Lane; and Lot 103 Shamrock Street, Mount Morgan  
*Approval Sought:* Assessing Agency Response for Regional Planning Interests Act Application for Mount Morgan Mine Project

## OFFICER'S RECOMMENDATION

THAT in relation to the application for an Assessing Agency Response for *Regional Planning Interests Act* Application for Mount Morgan Mine Project, made by Norton Gold Fields Ltd - ABN 23112287797, on Lot 118 Burnett Highway, Lot 203 Creek Street, 39 Gordon Lane; 108 Gordon Lane; 14 Randwick Lane; 17 Randwick Lane; and Lot 103 Shamrock Street, Mount Morgan – Described as Lot 3912 and 5164 on MPH10386; Lot 1463 on MPH10760; Lot 2452 on MPH11067; Lot 3469, Lot 3273, Lot 3274, Lot 3275 AND Lot 3276 on MPH11435; Lot 1197, Lot 1341 AND Lot 1342 on MPH25518; Lot 17 and Lot 118 on USL42984; Lot 203 on RN1556; Lot 3 on RP601353; Lot 17, Lot 18 and Lot 19 on 602104;

Lot 1 on RP860374; Lot 1 on MPH11169; Lot 1 on MPH10396; Lot 1 on MPH10479; Lot 1 on MPH10729; Lot 1 on MPH10827; Lot 1 and Lot 2 on MPH10850; Lot 1 on MPH10966; Lot 1 and Lot 2 on MPH11057; Lot 1 on MPH11115; Lot 1 on MPH11627; Lot 1 on MPH11642; Lot 1 on MPH11780; Lot 1 on MPH12108; Lot 1 on MPH12202; Lot 1 on MPH25348; Lot 1 and Lot 2 on MPH25461; Lot 1 on MPH25473; Lot 1 on MPH25494; Lot 90 on P42319; Lot 3, Lot 6, Lot 60, Lot 63, Lot 64, Lot 65, Lot 66, Lot 67, Lot 68, Lot 69, Lot 77 and Lot 102 on USL42977; Lot 12 on USL47036; Lot 107 on CP881492; Lot 103 on USL42977, Lot 1 on MPH10426 and Lot 2 on MPH10497, Parish of Calliungal, Council resolves to provide the following conditions and comments to the Department of Infrastructure, Local Government and Planning:

Condition No.	Condition	Timing
1.	The road upgrade works must be completed in accordance with the Road Use Notification approval.	Prior to commencement of material transportation
2.	A maintenance levy must be paid as per the Road Use Notification approval.	Every six (6) months
3.	The developer must notify Rockhampton Regional Council when the transportation of material extracted from the site commences.	Prior to commencement of material transportation
4.	The developer must document the verifiable quantity of material extracted from the site that is transported. A report must be provided to Rockhampton Regional Council documenting actual transported quantities.	First day of every sixth month period of the mine operations from the commencement of the haulage operations until the haulage operations cease.
5.	There must be no worsening to the water quantity and quality coming out of the mine site post development compared to that of the pre-development scenario in accordance with the Environmental Authority Amendment approval.	At all times
6.	The applicant must provide to the Chief Executive Officer a copy of the Environmental Authority and/or Environmental Management Plan that details the erosion and sediment control measures to be implemented at the approved sites.	At least thirty (30) days prior to the commencement of construction

## BACKGROUND

### PROPOSAL IN DETAIL

The proposal is for the commencement of operations at Mount Morgan Mine to undertake tailings retreatment activity to retrieve gold, copper and pyrite.

### PLANNING ASSESSMENT

### MATTERS FOR CONSIDERATION

This application has been assessed by relevant Council planning, engineering, environmental health, and other technical officers as required. The assessment has been in accordance with the *Regional Planning Interest Act 2014* and *Regional Planning Interest Regulation 2014*, based on consideration of the relevant State Government guidelines, *Rockhampton Region Planning Scheme 2015*, as well as other documents as considered relevant.



**Development Engineering Comments – 14 June 2017**

Support, subject to conditions / comments.

**TOWN PLANNING COMMENTS****Central Queensland Regional Plan 2013**

The *Central Queensland Regional Plan 2013* is a statutory document which came into effect on 18 October 2013. The development is not required to be assessed against the regional plan, however, the regional plan identified the Mount Morgan Priority Living Area.

**Other Acts**

The *Regional Planning Interest Act 2014* regulates certain areas of State interest nominated through a Regional Plan. In this situation, the Mount Morgan Priority Living Area is identified in the Central Queensland Regional Plan. As an activity is proposed within the Priority Living Area, an approval is required to be given by the State for that activity. Council is an assessing agency for the application (with a role similar to that of a concurrence agency under the *Sustainable Planning Act 2009*). Council is required to advise the State whether it supports the activity and provide conditions / comments for approval.

**Regional Planning Interests Act Assessment Criteria**

Section 7 of the *Regional Planning Interest Regulation 2014* sets out the assessment criteria and prescribed solution for the activity. The activity:

- a) is unlikely to adversely impact on development certainty –
  - (i) for land in the immediate vicinity of the activity; and
  - (ii) in the PLA generally.
- b) Carrying out the activity in the priority living area, and in the location stated in the application, is likely to result in community benefits and opportunities, including, for example, financial and social benefits and opportunities.

To understand whether an activity may adversely impact on development certainty, the applicant has undertaken and submitted an analysis that demonstrates the extent to which the activity would or would not:

Prescribed solution	Applicant's response to prescribed solution
a. Result in the loss of land available for urban development as identified in a local government planning scheme, development scheme or other applicable statutory planning instrument.	The activity will be contained within the existing footprint of the old Mount Morgan Mine and within the existing granted mining lease. The Site is managed by the Department of Natural Resources and Mines as an abandoned mined land site. The area of proposed operations is contained within the land zoned as Mine Precinct-Constrained Land under the <i>Rockhampton Region Planning Scheme 2015</i> . There are no future urban development plans identified under the <i>Rockhampton Region Planning Scheme 2015</i> . Areas outside of the mining lease and within the Priority Living Area generally will remain unaffected apart from an expected improvement in Dee River water quality for landowners adjacent to the Dee River.
b. Prevent or delay the orderly expansion of planned urban development as identified in a local government planning scheme, development scheme or other applicable statutory	There are no planned urban developments in the <i>Rockhampton Region Planning Scheme 2015</i> that will prevent or restrict the activity. When Carbine's activity ceases the mine site will remain under the management of the

planning instrument (for exam, the life of the proposed resource activity may delay access to land and preventing its timely development)	Department of Natural Resource and Mines Abandoned Mine Land Program.
c. Result in the discontinuation of an activity that is lawfully in existence under a local government planning scheme, development scheme or other applicable statutory planning instrument.	The mine lease owner is required to provide continued site access for tourism purposes under an existing agreement with the State. The activity may lead to enhanced tourism opportunities for the current authorised tour operator with viewing access and interpretive descriptions of the tailings retreatment facility.
d. Increase the cost of planned development (for example, changes to the existing landform could make the land more difficult or costly to develop)	The activity will not increase the cost of planned development. Carbine is obliged to rehabilitate its operational areas after mining activity ceases. The historical environmental and heritage management legacies from former mining will continue to be addressed by the State through its Abandoned Mine Land Program. Carbine's post mining activity is expected to make a substantial contribution to reducing the State's environment and heritage management liabilities. Expected improvements in water quality in the Dee River downstream, of the mine site may lead to enhanced utilisation of public areas adjacent to the river.
e. Damage or otherwise affect existing infrastructure (for example, structural damage cause by subsidence)	<p>The tailing's retreatment process will not affect existing infrastructure.</p> <p>The proposal is to not connect to Council existing infrastructure networks apart from the transport network. No existing Council owned infrastructure is in the vicinity of the site again apart from the transport network.</p> <p>Any required road upgrades will be subject to negotiation with the relevant road authority (Council or Department of Transport and Main Roads) under the provisions of a Road Use Notification under the <i>Mineral Resources Act 1989</i>.</p>
f. Result in additional demand on existing infrastructure or services (for example, town water)	Carbine does not propose to use town water for mining or mineral processing purposes. There are adequate sources of water available within the mine site for the activity. There is existing road infrastructure to the mine site. Any required road upgrades will be subject to negotiation with the relevant road authority (Council or Department of Transport and Main Roads) under the provisions of a Road Use Notification under the <i>Mineral Resources Act 1989</i> .
g. Negatively impact on the amenity of	The increased activity at the former Mount

<p>the PLA in general and on land in the immediate vicinity of the activity.</p>	<p>Morgan Mine site may have some impact on residents and businesses within the Priority Living Area generally. Negative impacts could include noise, vibration, dust, vehicle movements and changes to the existing mine views. Noise, dust and vibration limits are set within the Environmental Authority governing the operation. The Environmental Authority requires Carbine to mitigate these issues to comply with the conditions of the Environmental Authority. Tailings excavation will have restricted hours of operation (12 hour days 5.5 days per week). Unroasted Iron Pyrite haulage from the mine site is planned to be restricted to daylight hours. Any changes to heritage listed buildings are subject to heritage development applications. Although views of the mine site will change, the view will still be that of an historical mine site with heritage buildings including the iconic smelter stack. Carbine's post mine rehabilitation will include revegetation of former tailings areas which will enhance green space and views for parts of the site. Carbine has also canvassed community concerns about impacts of the operation at information sessions during community events (Mount Morgan Show Day and Wattle Day) and at community information sessions held in December 2016. Carbine has a Community and Stakeholder Engagement Plan to ensure that community concerns are recognised and appropriate responses provided.</p>
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To determine the impact on amenity, the proposed activity should be evaluated against the following factors:

Prescribed solution	Applicant's response to prescribed solution
<p>i. The compatibility of the activity with surrounding activities.</p>	<p>The Mount Morgan township grew up around the mine, which operated from 1882 until 1990. As such, the history and character of the town is intertwined with the mine. TMC Tours operates tours of the mine generally twice a day. The activity may substantially improve the degraded environmental condition of the mine and improve water quality in the Dee River by removing acid mine drainage forming sulphide minerals. Improving the Dee River water quality is expected to enhance the amenity of residential and rural residential properties within the Priority Living Area adjacent to the Dee River. The <i>Rockhampton Region Planning Scheme 2015</i> has the mine site zoned as Mine Precinct and includes the proposed activity of "mining and mineral processing" in that zone.</p>



<p>ii. The nature and scale of the proposed activity and the extent of its intrusions on the predominant character of the surrounding area.</p>	<p>The tailings retreatment project is not expected to change the character of the surrounding area or the nature of current or historical activities that have taken place on the mine site because the activity is being conducted on areas that have traditionally been disturbed by mining. It is expected that the proposed activity will fit in with the State rehabilitation plan for the site. The <i>Rockhampton Region Planning Scheme 2015</i> recognises this with provision for mining and mineral processes at the mine site providing impacts on the surrounding community, scenic amenity and environment are properly managed. These matters are also subject to other approvals such as the Environmental Authority and heritage approvals.</p>
<p>iii. The extent of change to the volume or nature of traffic on the roads in the PLA.</p>	<p>There will be higher levels of impact with increased traffic through Mount Morgan township during the nine (9) month construction phase. A Road Impact Assessment for unroasted Iron Pyrite haulage from mine site to the Port of Gladstone is being considered by Carbine. An initial Haul Route Safety Review was prepared by Carbine's engineering consultants. This report has been reviewed by Council and the Department of Transport and Main Roads. The road haulage is subject to a Road Use Notification process under the <i>Mineral Resources Act 1989</i>. Existing road traffic to the mine site currently includes contractor's access and heavy vehicle movements. Periodic construction activity has taken place at the mine site in recent years without conflict. Carbine has had discussions with the Department of Natural Resources and Mines, Department of Transport and Main Roads and Council regarding impacts on roads under their jurisdiction. Carbine will be required to comply with any road use conditions and upgrades required under the Road Use Notification process.</p> <p>There will be an additional thirty-six (36) heavy vehicle movements per day for Council roads – Gordon Lane, Creek Street, Razorback Road and Poison Creek Road as a result of this development. The applicant has submitted a 'Haul Route Impact Assessment report Rev. A dated 22 May 2017.' A number of upgrades are proposed for sections of Council's roads that are impacted by the additional volumes to ensure that the haulage route is safe. A</p>

	Pavement Impact Contribution of \$0.433 per tonne has been determined for the future maintenance of the Council Controlled Roads that are impacted.
iv. The effect on the existing linkages between various parts of the PLA (for example, between residential areas and employment areas).	The town is separated from the mine by the Dee River and Dairy Creek to the east of the site. The <i>Rockhampton Region Planning Scheme 2015</i> identifies the Mine Precinct separately from current and future residential areas. There is one main access to the mine site, being Meyenberg Crossing. There is provision for vehicular and pedestrian access to the mine site via Meyenberg Crossing over the Dee River. There will be suitable car parking and laydown areas for the construction and workforce. Work hours will be 6am to 6pm so additional movements at the start and end of the day will be outside of school and normal business hours. Heavy equipment used during construction (cranes etc) will remain on site during construction and will not be part of traffic movements.
v. Changes to the outlook from key vistas, nearby sensitive uses (example, residential areas or public facilities (for example, parks) and tourist attractions.	The character of the view will not change as it will continue to be that of a mine site with historic buildings and waste dumps. Tailings reprocessing changes will not include significant changes to major waste dumps. Post mine rehabilitation will increase vegetation cover blending in with the current bushland and rural landscapes. The processing plant location is shielded from public view and will not be visible from the town.
vi. The effect on the sense of place, local cultural heritage values and perceptions of safety.	Mount Morgan township identifies with the historic and iconic smelter stack visible from the residential community and surrounding areas. This iconic smelter stack will not be impacted. The aesthetic character of the area will not change from that of a mining and mineral processing location. Public and community feedback given to Carbine is that the re-initiation of mining activities at the former mine site will strengthen community views of the importance of both historical and new mining activities to demonstrate the pride the town has in its mining related identity.
vii. The visual prominence of the site	The visual prominence of the site will not be increased as a result of the activity. Small parts within the landscape may change, however, the overall view will remain as that of an historically disturbed mine site. Post mine rehabilitation will improve vegetation cover and visual amenity.

viii. Proposed landscaping and enhancements.	Post mine revegetation and landscape rehabilitation including site drainage will be negotiated with the Department of Environmental and Heritage Protection under the Environmental Authority. Carbine has regulatory obligations to rehabilitate operational areas according to current practice. Carbine has also committed to undertake restorative work to some of the heritage listed items as part of the Heritage Development Approval.
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In carrying out the activity in the priority living area, and in the location stated in the application, is likely to result in community benefits and opportunities, including, for example, financial and social benefits and opportunities, the proposed activity should be evaluated against the following factors:

Prescribed solution	Applicant's response to prescribed solution
a. The economic and social benefits that will be associated with the additional workforce (during both the construction and operation phases).	<p>It is estimated that 120 people will be employed during construction, with seventy (70) employees being required for the operation. This does not include contract workers for unroasted Iron Pyrite concentrate truck haulage. Skilled and unskilled workers are proposed to be drawn from the local and regional population. There will be no fly in fly out or drive in drive out. Employees choosing to live in Mount Morgan, Gracemere and Rockhampton or other surrounding districts, will add to the social fabric of the community. The project will have a positive impact on the economy of the local region and the State through payment of rates, purchase of consumables, use of service industries and payment of royalties and taxes. It is estimated that the direct operating expenditure will contribute approximately \$40 million per annum into the local economy for the 9.5 years under the current operating plan and over a twenty (20) year period if the operating life can be extended to twenty (20) years. This is planned to be injected into the local economy where supply and service capability are available.</p> <p>The <i>Rockhampton Region Planning Scheme 2015</i> acknowledges Mount Morgan Mine associated tourism as a driver for economic growth. The current tour operator facilitating tourism visits to the historic mine site (5,000 people per annum). The activity is expected to support and enhance the current mine site tours. Royalties paid to the State for mineral production are estimated to be between \$2.2 million and \$3.2 million annually for the life of the mine.</p>



	Carbine will make other community in-kind contributions to the community during the period of operations. In 2016 Carbine contributed to the Mount Morgan Show, SES, Rodeo Association, Rotary and Mount Morgan Primary and High Schools.
b. Direct contributions (monetary or in kind work) towards:  The improvement of trunk infrastructure (whether it be the capacity or the quality of the infrastructure)	Road upgrades will be required at some locations along the selected parts of the pyrite concentrate road haulage route. These upgrades will benefit all road users. Carbine will also be required to contribute to the maintenance of these roads.
c. Direct contributions (monetary or in kind work) towards:  Public infrastructure (including public transport, health and education services, and cultural and social infrastructure such as parks, sport and recreation facilities, bikeways and walkways)	End of mine life will provide an opportunity for the State to facilitate the public use of rehabilitated State land for recreational and heritage activity and will support the long term aspirations of the Mount Morgan community for the rehabilitated mine site to be used for industrial tourism. The removal of five (5) tonnes of acid mine drainage generating pyrite from the mine site (over twenty (20) years) will make a significant contribution to improved water quality in the Dee River for the benefit of downstream land users.
d. Direct contributions (monetary or in kind work) towards:  A community initiative or facility (for example public artwork, community notice board, community centre).	Carbone engages with the Mount Morgan Promotion and Development Group and will investigate ways to support Mount Morgan's social, sports and community programs. Carbine has sponsored and supported Mount Morgan SES, Mount Morgan Show Society, Mount Morgan Rodeo Association, Mount Morgan Primary School and Rotary.

### **Reasons for support**

The proposed activity can be supported for the following reasons:

- a) The activity is unlikely to adversely impact on development certainty for land in the immediate vicinity of the activity and in the Priority Living Area generally.
- b) Carrying out the activity in the Priority Living Area, and in the location stated in the application, is likely to result in community benefits and opportunities, including financial and social benefits and opportunities.

### **CONCLUSION**

Having regard to all of the above, it is recommended Council, from a land use perspective, consider the proposed activity favourably as there are considered to be sufficient grounds to justify a decision that favours the activity proposed herein.

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**11.9 BOWEN BASIN REGIONAL JOBS AND INVESTMENT PACKAGE**

**File No:** 12534

**Attachments:**

1. Infrastructure Stream Fact Sheet
2. Skills and Training Stream Fact Sheet
3. Bowen Basin Local Investment Plan

**Authorising Officer:** Ross Cheesman - Deputy Chief Executive Officer

**Author:** Penelope-Jane Fry - Grants Officer

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**SUMMARY**

*This report seeks direction from Council to determine which projects are prepared for submission to the \$30 million "Bowen Basin Regional Jobs and Investment Package" Fund.*

**OFFICER'S RECOMMENDATION**

THAT Council submit the following projects for subsidy under the "Bowen Basin Regional Jobs and Investment Package":

- Information Centre Refurbishment
- Regional Signage Project
- Smart Hub Skills and Training Package

**COMMENTARY**

Applications are now open for the \$30 million "Bowen Basin Regional Jobs and Investment Package" offered by the Federal Government. Applications to the fund will close on 31 July.

The fund aims to provide stimulus for forward-looking growth sectors which will create sustainable jobs for the future in Central Queensland. Projects proposed for funding must be aligned with the "Bowen Basin Local Investment Plan" for the Bowen Basin, which is attached. A 50% co-contribution is also required.

Rockhampton Regional Council is eligible to apply under the 'Local Infrastructure' and 'Skills and Training' funding streams. A fact sheet on each stream is attached. The following options are proposed for consideration by Council as projects for submission to the fund:

**Infrastructure Stream**

1. *Information Centre Refurbishment (\$100,000):* Stage 1 of the refurbishment of the Region's Tourism Information Centre, with the \$50,000 co-contribution allocated from the proposed 2017-18 Regional Signage Project budget.
2. *Regional Signage Project (\$100,000):* For activities to deliver way-finding signage infrastructure to benefit tourism, with the \$50,000 co-contribution allocated from the proposed 2017-18 Regional Signage Project budget.

Both Project options align with the Tourism Investment Sector of the Bowen Basin Local Investment Plan, benefiting the associated Strategic Priority of "improved connectivity and regional dispersal for domestic and international visitors".

**Skills and Training Stream**

1. *Smart Hub Skills and Training Package (\$100,000):* This would fund expanded participation for activities in the Smart Hub associated with the 2018 round of skills and training programs.

This project option aligns with multiple Investment Sectors in the Bowen Basin Local Investment Plan, and would benefit growth related to multiple Strategic Priorities.

**CONCLUSION**

Rockhampton Regional Council has an opportunity to determine which projects are prepared for submission to the \$30 million "Bowen Basin Regional Jobs and Investment Package" offered by the Federal Government. It is recommended that the projects detailed above be included in a submission for subsidy under this scheme.



# **BOWEN BASIN REGIONAL JOBS AND INVESTMENT PACKAGE**

## **Infrastructure Stream Fact Sheet**

**Meeting Date: 27 June 2017**

**Attachment No: 1**



Australian Government

Department of Industry,  
Innovation and Science

Department of Infrastructure  
and Regional Development

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FACTSHEET

## Regional Jobs and Investment Packages Local infrastructure stream

*The Local Infrastructure projects will capitalise on opportunities for growth, deliver long-term economic benefits to regional communities and create jobs. These grants are for local government bodies and agencies and not for profit organisations to invest in new or upgraded infrastructure.*

### What does it offer?

The Regional Jobs and Investment Packages (RJIP) is a \$220 million investment by the Australian Government to help diversify regional economies, stimulate economic growth and deliver sustainable employment in ten pilot regions (RJIP regions).

In each region, a Local Planning Committee will develop a Local Investment Plan that outlines industry growth sectors, new market opportunities and future workforce needs. Grants will be available in targeted competitive funding rounds to projects that align with the priorities in each region's Local Investment Plan. Grant funding in each region is available across three streams

- Local infrastructure
- Business innovation
- Skills and training.

The Local infrastructure stream grants are expected to

- create new and upgraded infrastructure in regional communities
- create and sustain local jobs
- deliver sustainable economic and broader community benefits across the region.

Grant funding will be up to 50 per cent of eligible project costs unless you are granted an exceptional circumstances co-funding exemption. You can fund the remaining 50 per cent of your total eligible expenditure through your own contributions or from state and /or local government funding.

In the Local infrastructure stream the minimum grant amount is \$50,000. The maximum grant amount is limited to the available grant funding in your region.

### How does it work?

To be eligible to apply your project must

- be located within an eligible RJIP region
- include eligible activities and eligible expenditure
- have at least \$100,000 in eligible expenditure, or have at least \$50,000 in eligible expenditure if you are granted an exceptional circumstances co-funding exemption
- be a capital project or support a future capital project involving the construction of new infrastructure, or the upgrade or extension of existing infrastructure
- be ready to commence work within 12 weeks of executing the grant agreement.

You may apply for funding if you are located outside of an RJIP region, however you must demonstrate that your project will directly benefit an RJIP region and aligns with that region's Local Investment Plan.

The program does not fund any projects that have already started. You must not start your project until you have an executed grant agreement in place.

### Who can apply?

To be eligible you must

- have an Australian Business Number (ABN)
- and be one of the following entities:
  - a local government agency or body as defined in the *Local Government (Financial Assistance) Act 1995 (Cth)*
  - a not for profit organisation that is a legal entity and has been established for at least two years prior to the time of applying.

Joint applications are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible to apply.

## Who is not eligible to apply?

You are not eligible to apply if you are

- a for-profit organisation
- a not for profit organisation, established less than two years prior to the time of applying
- an individual, partnership or trust
- a Commonwealth, state or territory government agency or body (including government business enterprises)
- a school or hospital
- a higher education provider, or Technical and Further Education (TAFE) body
- a Regional Development Australia committee
- a Registered Training Organisation (RTO).

## What activities are eligible?

Eligible activities must directly relate to the project and can include

- purchase of materials
- external labour hire
- construction of new and upgraded infrastructure
- plant and equipment hire, lease or purchase directly related to the project
- external consulting costs directly related to the delivery of the construction
- feasibility study for a future capital project.

We may also approve other activities.

## How will my application be assessed?

Grants will be awarded on a competitive merit basis. We will assess your application against the eligibility and merit criteria and all other eligible applications across the three streams within your region.

If eligible we will assess your application against the merit criteria. To be competitive you must score highly against all of the following merit criteria.

- the extent to which your project addresses the Local Investment Plan's investment sectors and strategic priorities
- the level of net economic benefit your project will deliver to the region during and beyond the project period
- the value for money offered by your project
- your capacity, capability and resources to carry out the project.

A Ministerial Panel decides which grants to approve taking into account our recommendations and the availability of grant funds.

## What will I need to do if successful?

You will need to sign a grant agreement with the Australian Government.

- The grant agreement requires you to report quarterly on your completed activities.
- We will make quarterly payments based on your achievement of milestones, eligible expenditure incurred and our acceptance of satisfactory progress reports.
- Once you have completed the project you will have three months to submit your final report.

## How do I apply?

You should read the [program guidelines](#) before you apply.

You can only apply during the opening period listed for your region and we will publish those dates on business.gov.au. The opening dates will depend on when your region's Local Investment Plan is developed and published.

There is a separate application form for each stream. You can find the application forms via the [region's page](#) on business.gov.au.

To apply you must

- complete the **Local infrastructure stream** online application form on business.gov.au, including submission of all mandatory attachments
- address all eligibility and merit criteria
- submit your application by the advertised closing date.

## Where can I find more information?

Visit [business.gov.au](https://business.gov.au) or call **13 28 46**.



# **BOWEN BASIN REGIONAL JOBS AND INVESTMENT PACKAGE**

## **Skills and Training Stream Fact Sheet**

**Meeting Date: 27 June 2017**

**Attachment No: 2**



Australian Government

Department of Industry,  
Innovation and Science

Department of Infrastructure  
and Regional Development

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FACTSHEET

## Regional Jobs and Investment Packages Skills and training stream

*The Skills and training stream will support training and upskilling of the regional workforce to meet regional priorities, take advantage of emerging opportunities and withstand major labour market changes. These grants will provide funding to local government bodies and agencies and not for profit organisations.*

### What does it offer?

The Regional Jobs and Investment Packages (RJIP) is a \$220 million investment by the Australian Government to help diversify regional economies, stimulate economic growth and deliver sustainable employment in ten pilot regions (RJIP regions).

In each region, a Local Planning Committee will develop a Local Investment Plan that outlines industry growth sectors, new market opportunities and future workforce needs. Grants will be available in targeted competitive funding rounds to projects that align with the priorities in each region's Local Investment Plan. Grant funding in each region is available across three streams

- Local infrastructure
- Business innovation
- Skills and training.

The Skills and training stream grants are expected to

- increase training, professional development or skills education opportunities that are aligned with emerging sectors and will support local employment
- boost investment in retraining employees or upskilling jobseekers to enable their sustained employment in growth sectors
- improve regional education facilities and engagement with regional students learning online
- help employers access a skilled workforce that meets the demand for specialised expertise and knowledge in key sectors.

Grant funding will be up to 50 per cent of eligible project costs unless you are granted an exceptional circumstances co-funding exemption. You can fund the remaining 50 per cent of your total eligible expenditure through your own contributions or from state and/ or local government funding.

In the Skills and training stream there is no minimum grant amount. The maximum grant amount is limited to the available grant funding in your region.

### How does it work?

To be eligible to apply your project must

- be located within an eligible RJIP region
- include eligible activities and eligible expenditure
- deliver skills and training to learners other than your employees

You may apply for funding if you are located outside of an RJIP region, however you must demonstrate that your project will directly benefit an RJIP region and aligns with that region's Local Investment Plan.

The program does not fund any projects that have already started. You must not start your project until you have an executed grant agreement in place.

### Who can apply?

To be eligible you must

- have an Australian Business Number (ABN)
- and be one of the following entities:
  - a local government agency or body as defined in the *Local Government (Financial Assistance) Act 1995 (Cth)*
  - a not for profit organisation that is a legal entity and has been established for at least two years prior to the time of applying.

Joint applications are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible to apply.

## Who is not eligible to apply?

You are not eligible to apply if you are

- a for profit organisation
- a not for profit organisation, established less than two years prior to the time of applying
- an individual, partnership or trust
- a Commonwealth, state or territory government agency or body (including government business enterprises)
- a Regional Development Australia committee
- a school or hospital
- a higher education provider or Technical and Further Education (TAFE) body
- a Registered Training Organisation (RTO).

## What activities are eligible?

Eligible activities must directly relate to the project and can include

- tailored non-accredited training or professional development activities
- skill sets from nationally recognised training
- training that is accredited through state and territory systems
- activities that improve access to education or training and make it easier for learners in regional areas to complete their training or education
- workforce studies relating to new training opportunities or workforce planning.

## How will my application be assessed?

Grants will be awarded on a competitive merit basis. We will assess your application against the eligibility and merit criteria and all other eligible applications across the three streams within your region.

If eligible we will assess your application against the merit criteria. To be competitive you must score highly against all of the following merit criteria.

- the extent to which your project addresses the Local Investment Plan's investment sectors and strategic priorities
- the level of net economic benefit your project will deliver to the region during and beyond the project period
- the value for money offered by your project
- your capacity, capability and resources to carry out the project.

A Ministerial Panel decides which grants to approve taking into account our recommendations and the availability of grant funds.

## What will I need to do if successful?

You will need to sign a grant agreement with the Australian Government.

- The grant agreement requires you to report quarterly on your completed activities.
- We will make an initial payment on execution of the grant agreement. We will make subsequent payments quarterly based on your achievement of milestones, eligible expenditure incurred and our acceptance of satisfactory progress reports.
- Once you have completed the project you will have three months to submit your final report.

## How do I apply?

You should read the [program guidelines](#) before you apply.

You can only apply during the opening period listed for your region and we will publish those dates on [business.gov.au](#). The opening dates will depend on when your region's Local Investment Plan is developed and published.

There is a separate application form for each stream. You can find the application forms via the [region's page](#) on [business.gov.au](#).

To apply you must

- complete the online **Skills and training stream** application form on [business.gov.au](#), including submission of all mandatory attachments
- address all eligibility and merit criteria
- submit your application by the advertised closing date.

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# **BOWEN BASIN REGIONAL JOBS AND INVESTMENT PACKAGE**

## **Bowen Basin Local Investment Plan**

**Meeting Date: 27 June 2017**

**Attachment No: 3**



Australian Government  
Department of Industry,  
Innovation and Science  
Department of Infrastructure  
and Regional Development

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## **Regional Jobs and Investment Packages**

### **Bowen Basin Region Local Investment Plan**

May 2017

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**BOWEN BASIN RJIP BOUNDARY**

## 1 Introduction

The Bowen Basin Regional Jobs and Investment Package has been developed to assist in diversifying the region's economy, create local jobs, and grow skills in the local workforce.

To identify priority areas, the Bowen Basin Local Planning Committee reviewed relevant planning documents, assessed the economics of the Bowen Basin region, and drew upon local knowledge to identify six priority areas that are most likely to catalyse, stimulate, diversify and grow our regional economy.

The Planning Committee has undertaken consultation and engagement with:

- Regional Development Australia Fitzroy and Central West
- Regional Development Australia Mackay-Isaac-Whitsunday
- Central Queensland University
- Department of State Development
- George Christensen MP – Federal Member for Dawson
- Michelle Landry MP – Federal Member for Capricornia
- Ken O'Dowd MP – Federal Member for Flynn
- Resource Industry Network
- Moranbah Traders Association
- Bowen Collinsville Enterprise
- Whitsunday Regional Council
- Isaac Regional Council
- Mackay Regional Council
- Woorabinda Shire Council
- Livingstone Shire Council
- Rockhampton Regional Council
- Central Highlands Regional Council
- Banana Shire Council
- Gladstone Regional Council
- Gladstone Engineering Alliance

The Planning Committee reviewed the following planning documents:

- The Queensland Renewable Energy Plan, Department of Employment, Economic Development and Innovation 2009
- Central Queensland Regional Plan – Department State Development, Infrastructure and Planning 2013
- Mackay, Isaac & Whitsunday Regional Plan – Department of Local Government and Planning February 2012

The Planning Committee drew upon the following reports and data sources:

- Queensland Government Statistician's Office
- Employment Projections, Australian Government, Department of Employment
- Economic Impact Analysis of Central Queensland University Report, 2008 Rolfe, Cui, Sidiropoulos

- The Value of International Education to Australia, Australian Government, and Deloitte Access Economics, 2015
- Australian Institute of Health and Welfare, Australian Government
- Queensland Farmers Federation
- ARENA – Australian Renewable Energy Agency
- ABC
- Capricorn Enterprise – Economic Profile – 2016
- Central Highlands Development Corporation - Economic Profile – 2016
- Mackay Regional Council Economic Development Strategy
- Banana Shire Council ED website
- Remplan Data – Whitsunday Regional Council
- Remplan Data – Isaac Regional Council

Please refer to the reference section for a more comprehensive list of documents, reports and data sources used to develop this plan.

## 2 Regional overview and analysis

The boundary for the Bowen Basin Regional Jobs and Investment Package is inclusive of nine local government areas including: Whitsunday Regional Council, Mackay Regional Council, Isaac Regional Council, Livingstone Shire Council, Central Highlands Regional Council, Rockhampton Regional Council, Banana Shire Council, Woorabinda Shire Council, and Gladstone Regional Council.

According to the Queensland Government Statistician's Office

<sup>1</sup>, as at 30 June 2015, the estimated population for this region was 417,084. It is expected the population will reach 572,996 by the year 2036.


The region has competitive advantages for the following reasons:

- it is home to Queensland's largest coal reserves with associated mining related communities and support industries
- it is home to four shipping ports with more than 60% of Queensland's trade by tonnage
- cruise ships regularly visit the Whitsundays and Gladstone
- numerous agriculture products are produced in the region
- one internationally capable airport, four significant regional airports, a comprehensive university, five coal fired power stations, a 38MWh co-generation plant, three LNG plants, two alumina refineries, an aluminum smelter, regionally significant public and private hospitals, state significant cattle exchange, four meat works, five sugar mills and a bio-ethanol production plant.





Data from the Labour Market Portal<sup>2</sup> identified that in January 2017 the top five industries for employment in the combined Fitzroy and Mackay districts were Health Care and Social Assistance (11.3%), Mining (10.8%), Retail Trade (10.2%), Construction (7.9%), Manufacturing (7.8%).

Industry Employment Projections published through the Labour Market Portal<sup>3</sup> identify employment declines in:

-  Agriculture, Forestry, and Fishing, and

-  Mining and Manufacturing.

With employment growth predicted in:

-  Health Care and Social Assistance,
-  Professional Scientific and Technical Services,
-  Education and Training and
-  Retail Trade.

Given the changing industry landscape, the Bowen Basin Regional Jobs and Investment Package is essential to ensure employment rates increase, the skilled workforce diversifies to meet the changing needs of the region, and that regional economic growth occurs through investment in priority areas.

It is anticipated that by investing in the six key priority areas the region will be equipped to take advantage of the new employment and industry trends.

### 3 Investment sectors and strategic priorities

The following strategic priority areas have been set for the Bowen Basin Regional Jobs and Investment Package (in alphabetical order).

1. Aged Care, Allied Health, and Social Assistance (In priority order below)
  - a. Increased in-home or within service tele-health service provision to reduce travel and costs associated with health provision and capitalise on the increased availability of optic fibre
  - b. Increased Aged Care Accommodation provision
  - c. Increased Allied Health Service provision
  - d. Increased National Disability Insurance Scheme Service provision
2. Education (In priority order below)
  - a. Increased access to higher education and training services to boost skills across the region
  - b. Services to increase the attraction of students to the region including sporting and cultural facilities
  - c. Increase the capacity of either campus-based or associated applicable student accommodation to attract resident international and domestic students to live and study in the region
3. Energy and Bio Futures (In priority order below)
  - a. Supporting businesses to undertake and implement the outcomes of an Energy Audit
  - b. Projects that reduce the cost of energy to individual businesses and not-for-profit organisations in the areas of power generation, transmission, or distribution
  - c. Increased innovation in energy technology that reduces the costs of power generation, transmission, or distribution excluding funding already provided by other Government agencies
4. Engineering and Heavy Industrial (In priority order below)
  - a. Increased capacity of Engineering and Heavy Industrial businesses to meet diversified markets (incl. Defence and Defence Construction) and geographical dispersion



- b. Increased innovative technology that leads to productivity gains
- c. Increased export of advanced knowledge, skills, expertise and technology
- 5. Food and Agribusiness(In priority order below)
  - a. Increased ability to value add (processing/packaging/transport etc.) to agricultural product
  - b. Improved digital connectivity that allows agribusinesses to take advantage of new technologies
  - c. Increased access to water efficient technology to reduce costs and increase productivity.
  - d. Increased innovative technology that leads to productivity gains
  - e. Improved supply chain connectivity that allows for export of agricultural product
- 6. Tourism (In priority order below)
  - a. Increased local tourism product development for target areas including leisure, business, family and friends and international markets
  - b. Increased development of other tourism products including sports tourism, adventure tourism, event tourism and business tourism
  - c. Improved connectivity and regional dispersal for domestic and international visitors

### 3.1 Investment Sector: Aged Care, Allied Health, and Social Assistance

#### 3.1.1 Evidence

In 2013, the *Aged Care (Living Longer Living Better) Act 2013*<sup>4</sup> formalised aged care reforms with the aim of giving consumers of aged care services more choice, easier access, and better care.

The average age of the Australian population has been increasing since the 1970s, reversing the trend of the 1950s and 1960s caused by the post-war baby boom. In 1985, 10% of the population were aged 65 and over compared with 15% in 2014. Furthermore, within the older population, the number of 'very old'—aged 85 and over—has been growing at a greater rate than the number aged 65 to 84, so that the proportion of older Australians who are very old has been increasing.<sup>5</sup>

Employment growth across Australia is projected to rise in the Health Care and Social Assistance sectors by 16.4% from 2015 to 2020.<sup>6</sup>

Factors contributing to this strong projected growth include the implementation of the National Disability Insurance Scheme<sup>7</sup>, Australia's ageing population, and increasing demand for childcare and home based care services.

#### 3.1.2 Strategic priorities (in priority order)

- a. Increased in-home or within service tele-health service provision to reduce travel and costs associated with health provision and capitalise on the increased availability of optic fibre
- b. Increased Aged Care Accommodation provision
- c. Increased Allied Health Service provision
- d. Increased National Disability Insurance Scheme Service provision

#### **Evidence connecting this sector to the region's economic profile**

With an aging population, there is an increasing need for allied health services, a greater focus on allied health services will support the independence of older Australians.

The new NDIS Scheme will allow people with a disability to select their preferred service providers, currently however there are limitations on services and provider options within the region.

A robust telehealth network will enable patients to receive quality care closer to home via videoconferencing, reducing time and travel costs associated with accessing specialist healthcare from regional areas.

Evidence shows that it is the desire of many older Australians to age in place, a natural outcome of increasing the provision of community care and access to aged care facilities in close proximity to their home town.

### 3.2 Investment Sector: Education

#### 3.2.1 Evidence

In 2014–15, the ABS valued exports from international education at \$18.8 billion, making it Australia's third largest export. In addition it is estimated international education contributes an additional \$935 million in export revenue to Australia through friends and family visiting international students, revenue from offshore campuses, education related expenditure, and international students undertaking study tours at Australian public schools.<sup>8</sup>

The Bowen Basin region is home to CQUniversity, which is a world class University catering for domestic, international and distance students. James Cook University also has a presence in the Mackay region through its association with the Mackay Base Hospital.

In 2008, economic modelling demonstrated that if CQUniversity did not exist it would impact the total economic output and expenditure of the region by \$334.25M, a total employment impact of 3,017 jobs, and total employment income impact of \$163.63M. Recent growth within CQUniversity would suggest these figures to be conservative.<sup>9</sup>

Currently the accommodation available on the Rockhampton Campus isn't extensive enough to cater for projected growth in International and domestic Student numbers. The accommodation on the Mackay campus is highly restricted and there currently isn't accommodation identified in either Emerald or Gladstone for this purpose.

Local availability of student oriented budget accommodation is very limited across all locations within the Bowen Basin footprint.

#### 3.2.2 Strategic priorities (in priority order)

- a. Increased access to higher education and training services to boost skills across the region
- b. Services to increase the attraction of students to the region including sporting and cultural facilities
- c. Increase the capacity of either campus based or associated applicable student accommodation to attract resident international and domestic students to live and study in the region

#### **Evidence connecting this sector to the region's economic profile**

Leveraging from the strong foundation set by CQUniversity as a fully comprehensive dual sector education provider the potential for growth in this section is high. The associated trade links being explored by the collective local councils can be further highlighted with expanded education opportunities within the region. The extensive research projects being undertaken by CQUniversity/James Cook University and their growing profile will see an increase in the popularity of courses put forward hence requiring further accommodation.

### 3.3 Investment Sector: Energy and Bio Futures

#### 3.3.1 Evidence why the Energy and Bio Futures sector was chosen

Businesses are currently challenged by increased energy costs in the running of their businesses with prices increasing significantly over the last 5 years. Electricity costs are a combination of the following:

- **generation costs:** creating electricity at a power station
- **transmission costs:** to build and maintain the state's network of high voltage powerline infrastructure
- **distribution costs:** to build and maintain the network of low-voltage poles and wires that deliver electricity to homes and businesses
- **retail costs:** connecting customers, billing customers and managing their accounts

#### 3.3.2 Strategic priorities (in priority order)

- a. Supporting businesses to undertake and implement the outcomes of an [Energy Audit](#)
- b. Projects that reduce the cost of energy to individual businesses and not-for-profit organisations in the areas of power generation, transmission, or distribution
- c. Increased innovation in energy technology that reduces the costs of power generation, transmission, or distribution excluding funding already provided by other Government agencies

#### Evidence connecting this sector to the region's economic profile

Examples of the impact of increased electricity costs and concerns in the Bowen Basin region include:

- rural businesses switching back to diesel power for pumping and horticultural use;
- it is the number one concern for intensive agriculture;

Dobinson's Spring and Suspension based in Rockhampton, that export all over the world have a power bill that has escalated from \$110,000 a year in 2007, to almost \$350,000 in 2016.

### 3.4 Investment Sector: Engineering and Heavy Industrial

#### 3.4.1 Evidence

Manufacturing business employees have decreased from 17,400 in 2011 Q1 to 16,800 in 2016 Q4 however have increased from 15,000 in 2015 Q4. Given the proximity of the Bowen Basin, METS (Mining Equipment, Technology, and Services) plays a key role in the region's Engineering and Heavy Industrial sector, however the sector was originally born out of agricultural development in the region and continues to provide services to this sector.

Queensland Resource Council regional statistics reveal that the resources sector which currently drives a large amount of Engineering and Heavy Industrial demand, provides \$13.1B of the region's GRP and supports 87,609 of the region's full-time employees.

METS Ignited is one of Australia's six industry growth centres and has released a 10 Year Sector Competitiveness Plan to guide industry development. The QLD Government are also significant partners in the METS Ignited growth centre.

Mackay has been identified by the QLD Government as a key player in the METS sector as evidenced by Minister Lynham media release on 06th January 2016 which highlighted opportunities for Mackay. These opportunities also extend to other mining service areas including Gladstone, Emerald and Rockhampton.

### 3.4.2 Strategic priorities (in priority order)

- a. Increased capacity of Engineering and Heavy Industrial businesses to meet diversified markets (incl. Defence and Defence Construction) and geographical dispersion
- b. Increased innovative technology that leads to productivity gains
- c. Increased export of advanced knowledge, skills, expertise and technology

#### Evidence connecting this sector to the region's economic profile

- The METS sector is powered by highly creative, globally focused manufacturing firms (41% of sector's value)<sup>10</sup>
- Limited financial strength to fund commercialisation following development is one of top 5 barriers to innovation in METS sector<sup>11</sup>
- In *May 2016 CSIRO Futures*<sup>12</sup> identified six key trends that CSIRO see impacting the future of mining, including three trends relevant to this program:
  - **Plugged in and switched on** - Digital technologies, data analytics and automation along with greater mobility and increasing connectivity is creating exciting opportunities for the mining industry
  - **The Knowledge Industry** - Developing countries are emerging as key suppliers of mined resources globally. However, many lack the trained staff required for efficient and sustainable exploitation of mineral reserves
  - **The Innovation Imperative** – companies require new solutions and technologies to become more productive, less water and energy intensive, more sustainable and ultimately more profitable.

Whilst this evidence is largely based around METS, the trends are directly transferrable to the Engineering and Heavy Industrial sector.

## 3.5 Investment Sector: Food & Agribusiness

### 3.5.1 Evidence why the Food and Agribusiness sector was chosen

In 2014-2015 the SA4 regions of Fitzroy and Mackay produced agricultural commodities worth \$2.45B (*ABS 7503.0 Value of Agricultural Commodities Produced*). This represented a 14% increase on the previous year's figure of \$2.15M.<sup>13</sup>

ABS data shows that 8999 businesses within the Mackay and Fitzroy & Central West regions are involved in agriculture, forestry and fishing representing over 25% of the businesses in the regions.

Food and Agribusiness has been acknowledged in the Australian Government's "Developing Northern Australia White Paper" as one of five key industry pillars that play to Australia's strengths and have the most potential for growth.<sup>14</sup>

The inclusion of the Food and Agribusiness sector aligns with the 2040 vision to double agribusiness production, as highlighted in Queensland's Agriculture Strategy.<sup>15</sup>

12,300 persons are employed in agriculture, forestry, and fishing as at 2016 Q4 which is a significant increase (81%) on 2011 Q1 figure of 6,800 people. (*Office of Chief Economist – Industry Map*). This represents 5.7% of the region's total employed persons.<sup>16</sup>

### 3.5.2 Strategic priorities (in priority order)

- a. Increased ability to value add (processing/packaging/transport etc.) to agricultural product
- b. Improved digital connectivity that allows agribusinesses to take advantage of new technologies
- c. Increased access to water efficient technology to reduce costs and increase productivity



- d. Increased innovative technology that leads to productivity gains
- e. Improved supply chain connectivity that allows for export of agricultural product

#### **Evidence connecting this sector to the region's economic profile**

The Agricultural Competitiveness White Paper<sup>17</sup> completed by the Australian Government developed five priorities with two areas key to this region including:

- Farming Smarter
- Accessing Premium Markets

Global agriculture must double in next 30 years to sustain population growth with little new arable land available. Innovation will be key and direct consumer producer relationships will blossom.<sup>18</sup>

First Stage Processing value add makes up only 21.5% of total primary industry GVP in Qld<sup>19</sup>. This is similar to FYE14 figure of 21.2% and shows stagnation in value adding.<sup>20</sup>

### **3.6 Investment Sector: Tourism**

#### **3.6.1 Evidence why the Tourism sector was chosen**

3360 businesses within the CQ, Mackay and Whitsunday tourism regions are involved in tourism<sup>21</sup>

Passenger numbers at traditional tourism airports (Whitsunday & Hamilton Island) increased by 23.92% and 4.23% respectively in FYE16 representing an increase of ~88,000 passengers<sup>22</sup>

Cruise ships visit both the Whitsundays and Gladstone regions.

Overnight visitors to region for year ending September 2016 remained steady for the region, however visitor nights increased by 2.0% to 11,058,000 and trip expenditure increased by 6.8% to \$1.671B.<sup>23</sup>

International visitors increased for year ending September 2016 by 9.6% in Whitsundays, 2.4% in Mackay and declined by 11.11% in CQ. Overall combined regional increase 2.2%.<sup>24</sup>

Annual regional expenditure for year ending September 2016 associated with international visitors increased by \$37M or 21.5% for Whitsundays and declined by \$7M or 13.3% in Central Queensland (Mackay figures unavailable). Overall regional increase was \$30M or 13.3%.<sup>25</sup>

Accommodation and food services business employees have increased from 12,300 in 2011 Q1 to 15,500 in 2016 Q4.<sup>26</sup>

Tourism and Hospitality has been acknowledged in the Australian Government's 'Developing Northern Australia White Paper' as one of 5 key industry pillars that play to Australia's strengths and have the most potential for growth.<sup>27</sup>

#### **3.6.2 Strategic priorities**

- a. Increased local tourism product development for target areas including leisure, business, family and friends and international markets
- b. Increased development of other tourism products including sports tourism, adventure tourism, event tourism and business tourism
- c. Improved connectivity and regional dispersal for domestic and international visitors

#### **Evidence connecting this sector to the region's economic profile**

UK, Germany, NZ and US are four most prevalent visitor origins to our region (TRA – Region Profiles 2015), however Chinese visitation to Australia is now ranked second per visitor number

(14.7% of overall visitors) and first for visitor nights (17.23% of overall) and trip expenditure (23.3% of overall).<sup>28</sup>

Linking our domestic, national, and international tourism market to local, national and international sporting events held within the region hold significant economic and trade benefits and link to the current Australian Sports Diplomacy Strategy 2015-18<sup>29</sup> and link to the \$14 billion economic contribution sport makes to Australia every year.<sup>30</sup>

## 4 References

- <sup>1</sup> [Queensland Statistics, Queensland Government Statistician's Office](#)
- <sup>2</sup> [Labour Market Portal, Department of Employment, Australian Government](#)
- <sup>3</sup> [Employment Projections, Labour Market Information Portal, Department of Employment](#)
- <sup>4</sup> [Aged Care \(Living Longer Living Better\) Act 2013](#)
- <sup>5</sup> [Growing Older, Australian Institute of Health and Welfare](#)
- <sup>6</sup> [Health Care and Social Assistance, Australian Jobs 2016, Department of Employment, Australian Government](#)
- <sup>7</sup> [National Disability Insurance Scheme](#)
- <sup>8</sup> [The Value of International Education to Australia, 2015, Deloitte Access Economics](#)
- <sup>9</sup> [Economic Impact Analysis of Central Queensland University, 2008, Rolfe, Cui & Sidiropoulos](#)
- <sup>10</sup> [Mining Equipment Technology Services, 10 year sector competitiveness plan, Department of Industry, Innovation and Science, Australian Government](#)
- <sup>11</sup> [METS Ignited Sector Competitiveness Plan\)](#)
- <sup>12</sup> [CSIRO Australia 2030 Report](#)
- <sup>13</sup> [Value of Agricultural Commodities Produces, Australia, 2015, Australian Bureau of Statistics](#)
- <sup>14</sup> [Our North, our Future: White paper on Developing Northern Australia, Australian Government](#)
- <sup>15</sup> [Queensland's Agriculture Strategy: A 2040 vision to double agricultural production](#)
- <sup>16</sup> [Industry Map, Office of the Chief Economist](#)
- <sup>17</sup> [Agricultural Competitiveness White Paper, Australian Government](#)
- <sup>18</sup> [10 big trends for Agriculture, Jim Carroll](#)
- <sup>19</sup> [Queensland AgTrends 2015-16, Department of Agriculture and Fisheries](#)
- <sup>20</sup> [Queensland AgTrends 2015-16, Department of Agriculture and Fisheries](#)
- <sup>21</sup> [Tourism Regions Australia – regional profiles\)](#)
- <sup>22</sup> [BITRE – aviation statistics](#)
- <sup>23</sup> [TRA – Travel by Australians – National Visitor Survey](#)
- <sup>24</sup> [TRA International Visitor Survey](#)
- <sup>25</sup> [TRA International Visitor Survey](#)
- <sup>26</sup> [Industry Map, Office of the Chief Economist, Australian Government](#)
- <sup>27</sup> [Our North, Our Future: White Paper on Developing Northern Australia](#)
- <sup>28</sup> [Tourism Regional Profiles, Austrade, Australian Government](#)
- <sup>29</sup> [Australian Sports Diplomacy Strategy 2015-18, Department of Foreign Affairs and Trade, Australian Government](#)
- <sup>30</sup> [The economic contribution of sport to Australia, 2009, Frontier Economics](#)

**11.10 UPDATED REQUEST FOR TENURE FROM FULL DRAW FIELD ARCHERS INC**

<b>File No:</b>	<b>374</b>
<b>Attachments:</b>	<ol style="list-style-type: none"><li><b>1. Map indicating the parcel of land located on Yeppoon Road</b></li><li><b>2. Map of Lot 2 Yeppoon Road indicating the areas of slight and substantial UXO</b></li><li><b>3. Letter to Council from Full Draw Field Archers</b></li><li><b>4. Letter from Council to Full Draw Field Archers</b></li></ol>
<b>Authorising Officer:</b>	<b>Margaret Barrett - Manager Parks Michael Rowe - General Manager Community Services</b>
<b>Author:</b>	<b>Sophia Czarkowski - Sports and Education Supervisor</b>
<b>Previous Items:</b>	<b>9.5.3 - Request for tenure from Full Draw Field Archers Inc - Parks, Recreation and Sport Committee - 07 Dec 2016 12.30 pm</b>

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**SUMMARY**

*On 7 December 2016 the Parks, Recreation and Sport Committee considered a request for tenure from Full Draw Field Archers Inc over Council-owned land on Yeppoon Road (being Lot 2 on RP616741). The request was considered and at the Ordinary Council meeting on 13 December 2016 the Council resolved not to support the request for a number of reasons as summarised in this report. Full Draw Archers Inc has requested Council reconsider its request as detailed in the report.*

**OFFICER'S RECOMMENDATION**

THAT Council select Option 3 in the body of the report and dispose of Lot 2 RP616741.

**COMMENTARY**

Full Draw Field Archers Inc (the Club) were formerly part of the Capricorn Field Archers, which operate from the Alton Downs Polocrosse Club grounds. The Club has 55 members and first approached Council in 2015 seeking assistance with obtaining land from which to operate. The Club requires a large portion of land that is considered challenging terrain, but is not mountainous and is not cleared grazing country. The Club wanted to be located in Rockhampton or within very close proximity.

The Club was provided with a number of options for consideration including the suggestion to approach other large land holders for site/facility opportunities as the Club and Council Officers were struggling to find a suitable parcel of land that met the Club's requirements.

The Club identified and was interested in Lot 2 Yeppoon Road, Limestone Creek (being Lot 2 RP616741) and despite the advised challenges with the land wished to proceed with obtaining tenure. On 7 December 2016 a report was presented to Parks, Recreation and Sport Committee requesting Council provide 'in principle' approval for the request.

On consideration by the Committee and as resolved at the following Ordinary Council Meeting (13 December 2016) the request was not supported due to the unsuitability of the land and the constraints associated with the unexploded ordnance, access and planning scheme requirements.

**BACKGROUND**

The Club was advised of the outcome of this meeting on 15 December 2016 and requested to meet with Mayor, Councillor Cherie Rutherford and Council Officers to discuss the outcome of the meeting.

The meeting was held on 11 January 2017 and the outcome of that meeting was that the Club would provide further information on the operation of the Club and the responsibilities of dealing with the unsuitability of the land and request Council reconsider its resolution.

On 23 April 2017 the Club forwarded a letter to Council seeking it reconsider its resolution as follows.

Lease Area:

The Club proposes to amend its request for land to be the portion of land identified as slight potential of unexploded ordnance (see attached map). As the Club is not proposing to undertake any activities in the substantial potential of unexploded ordnance area it will not be required to deal with this portion of land through the Material Change of Use process.

The Club has identified that dependent on its success it intends on seeking Council's consideration on leasing the balance of this parcel of land in the future.

Applications and Approvals:

The Club commits to managing the application and approval processes associated with this request including completing the Material Change of Use, working with an accredited Department of Defence contractor to assess and advise on the unexploded ordnance and establishing the new site. Even with lesser area, the club would still need to undertake an assessment.

The Club advises that it will not place any infrastructure on the land for the first five (5) to seven (7) years.

Resources:

The Club has acknowledged that Council is unable to provide financial assistance to the Club for its proposal and has committed to use its own funds, resources and assistance from others to complete the process.

The Club states that if the process becomes too great to undertake or continue it will not hold Council accountable any aspect or reason.

Tenure:

The Club has addressed the concerns raised by Council as inhibitors to obtaining tenure on this parcel of land and it is therefore suggested that Council reconsider its previous resolution. The following options exist:

Option One:

Council accede to the request to enter into a Freehold Lease over part of Lot 2 Yeppoon Road, Limestone Creek (being Lot 2 RP616741) on the condition that the Club secures a Material Change of Use Development Application approval and complies with any requirements contained within.

The Freehold Lease will be issued over the portion of land identified as slight potential of unexploded ordnance (see attached map) under the following terms and conditions:

Term:	Five (5) years (1 July 2017 to 30 June 2022)
Fee:	Other Sport and Recreation Area (Nil fee under 2016/17 Financial Year)
Purpose:	For the activities associated with Full Draw Field Archers Inc
Special Conditions:	The Lessee is responsible for obtaining all relevant approvals required to carry out the activity on the land The Lessee is responsible for all maintenance of the Land



Option Two:

Council declines the request that its previous decision be reconsidered due to the unsuitability of the land and constraints associated with unexploded ordnance, access and planning scheme and that Council Officers continue working with the club to find an alternative location for the proposal. Noting that tenure at an alternative location for Full Draw Field Archers will still be subject to Council approval.

Option Three:

This land is freehold and able to be disposed of, as it is excess to Council requirements. Whilst it is not thought to be particularly valuable land, it will be able to be put to some use. Any sale process will highlight planning issues.

**PREVIOUS DECISIONS**

Parks, Recreation and Sport Committee: 07 December 2016 - Request for Tenure from Full Draw Field Archers Inc

**BUDGET IMPLICATIONS**

The Club is not seeking a financial contribution from Council at this time. Council will incur the standard costs associated with the preparation of a lease agreement.

**LEGAL IMPLICATIONS**

Should the Club satisfactorily address the proposed pre-requisite requirements, there will be no legal implications to Council as a result of this action.

For clarity, to ensure Council is not exposed by the prior use of the subject land by the Club, the pre-requisite conditions should be adequately addressed and the resultant tenure issued before the Club can utilise the site.

**CONCLUSION**

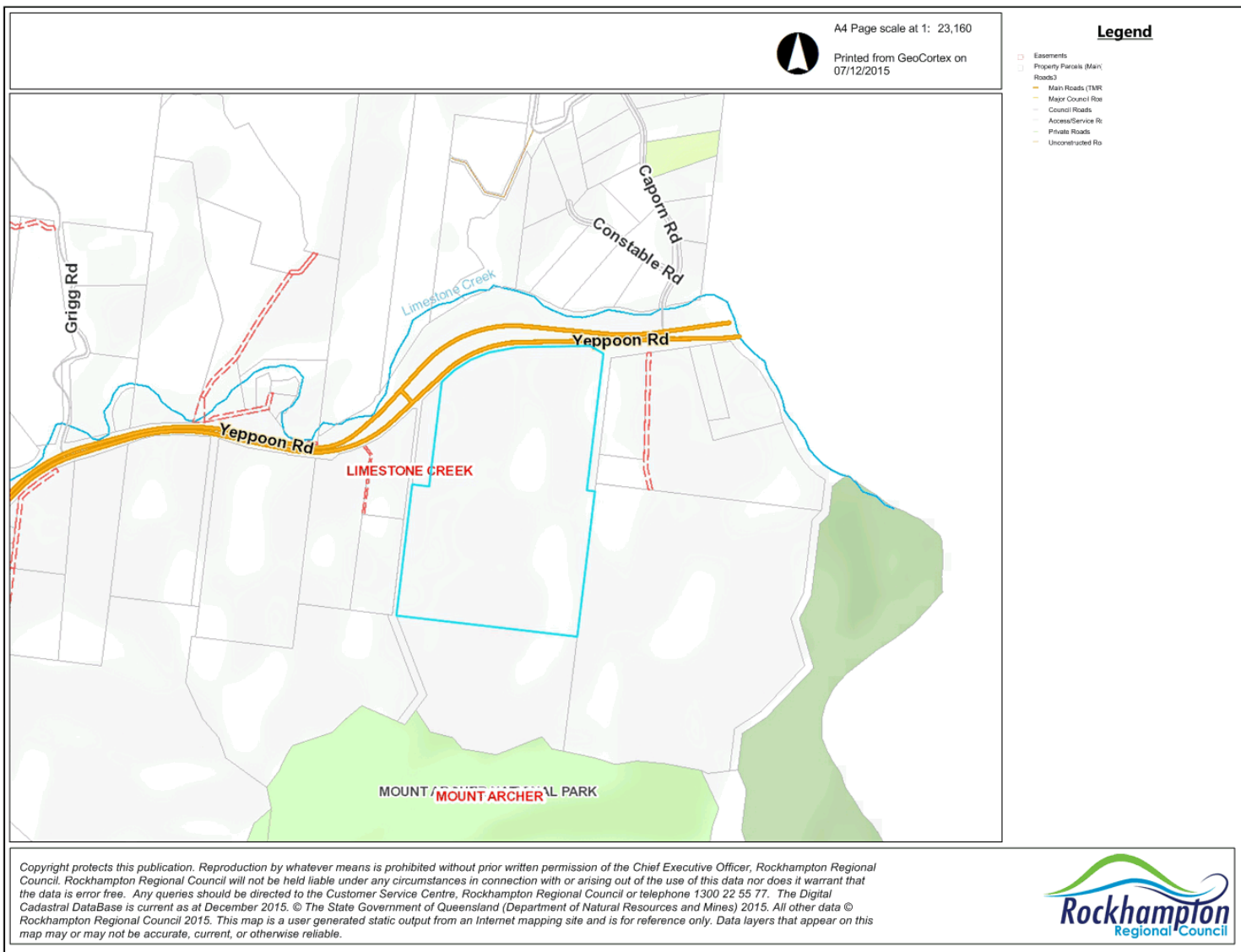
The Club has requested Council reconsider its decision and has committed to fulfilling all the pre-requisites of use so it can utilise the land on Yeppoon Road.

**UPDATED REQUEST FOR TENURE  
FROM FULL DRAW FIELD  
ARCHERS INC**

**Map indicating the parcel of land  
located on Yeppoon Road**

**Meeting Date: 27 June 2017**

**Attachment No: 1**



**UPDATED REQUEST FOR TENURE  
FROM FULL DRAW FIELD  
ARCHERS INC**

**Map of Lot 2 Yeppoon Road indicating  
the areas of slight and substantial UXO**

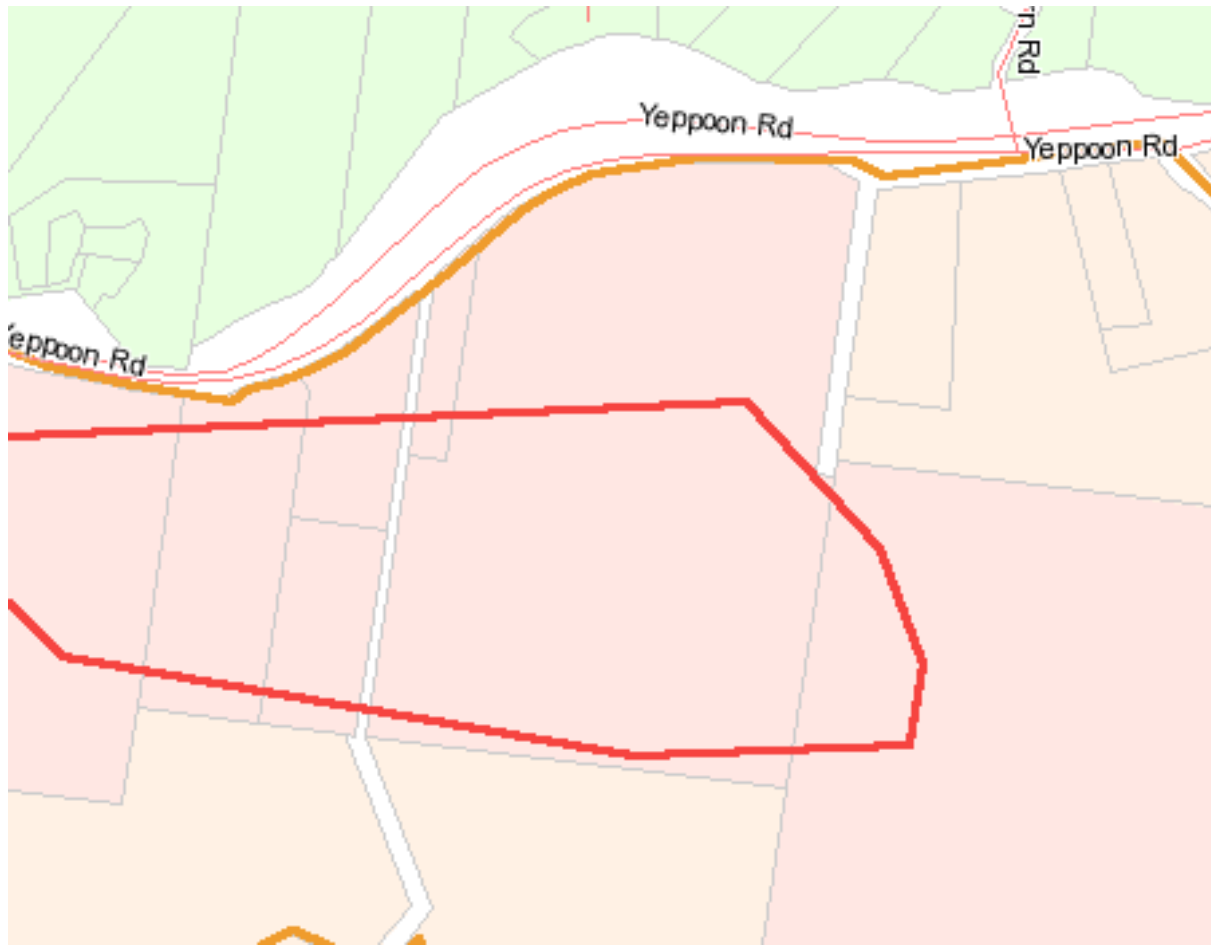
**Meeting Date: 27 June 2017**

**Attachment No: 2**



Extract from Department of Defence UXO mapping website – accessed 21 November 2016

Proposed Full Draw Field Archers Inc leased land – Lot 2 on RP616741



Substantial UXO Potential – area within red line

Slight UXO Potential – area external to red line

**UPDATED REQUEST FOR TENURE  
FROM FULL DRAW FIELD  
ARCHERS INC**

**Letter to Council from  
Full Draw Field Archers**

**Meeting Date: 27 June 2017**

**Attachment No: 3**



FULL DRAW FIELD ARCHERS

PO BOX 403 GRACEMERE

[fulldrawarchers@outlook.com](mailto:fulldrawarchers@outlook.com)

President Brian Thring [REDACTED]

23/04/17

The Chief Executive Officer  
Rockhampton Regional Council  
PO Box 1860  
ROCKHAMPTON QLD 4700

Dear Mr Pardon

Thank you for your letter of 15 December 2016, and subsequent meeting with Mayor Strelow, and Cr Rutherford on 11 January 2017. The club executive has considered the decision and advice provided by RRC and request that the decision made on 13 December 2016 be reconsidered.

The club appreciates that Council wishes to work with us to find an alternative site; however the club wishes to pursue tenure and use of the site at Lot 2 Yeppoon Road, Limestone Creek. In consideration of the Council response and further discussions, the club wishes to amend the request for tenure to be over the area identified as "Slight Risk".

The club has agreed that with tenure approval, all investigations, applications and development will be completed with the resources of the club, or with assistance from others, and recognises that Council is unable to provide any financial assistance.

The club has the resources and ability to develop and submit an application for Material Change of Use (MCU) and the subsequent requirements from this, including working with accredited Department of Defence Contractors to assess and clear the site for use for Full Draw Archery. The Club proposes to develop the site in a number of stages, as outlined below:

- Stage 1: The club will pursue the appropriate clearance to use the area designated as Slight Risk by the Department of Defence.
- Stage 2: Completion of the Material Change of Use and meeting of requirements
- Stage 3: Establish the Club on the new site. No infrastructure will be erected in the first 5-7 years until club has proven financial stability.

- Stage 4: As Stage 1 – 3 involve the area identified as “Slight Risk”; depending on the success of the club’s activities/ growth, Stage 4 won’t proceed until we return to Council for consideration of tenure and use of the balance; this will be at some stage in the future.

As previously advised, Department of Transport and Main Roads preliminary advice is that access will be considered as part of the MCU. Discussions that the club has had with TMR indicate that access is possible, and the club understands that this will be confirmed as part of the MCU.

We also wish to state that if at any time the planning and development process becomes too great to undertake or continue, the club will not hold the Rockhampton Regional Council accountable for any aspect or for any reason.

Regards



Brian Thring

President

Full Draw Filed Archers INC



# **UPDATED REQUEST FOR TENURE FROM FULL DRAW FIELD ARCHERS INC**

## **Letter from Council to Full Draw Field Archers**

**Meeting Date: 27 June 2017**

**Attachment No: 4**

15 December 2016

Brian Thring  
Full Draw Field Archers Inc  
PO Box 403  
GRACEMERE QLD 4702

Our Ref:  
Your Ref:  
Enquiries: Sophia  
Telephone: 4932 9000  
Facsimile: 4936 8864

Dear Brian

**RE: REQUEST FOR TENURE FOR FULL DRAW FIELD ARCHERS INC OVER  
LOT 2 YEPPON ROAD, LIMESTONE CREEK**

I refer to recent discussions between Full Draw Field Archers Inc and Council regarding a request for tenure over Lot 2 Yeppoon Road, Limestone Creek (being Lot 2 RP616741). A report detailing the matter was presented to the Parks, Sport and Recreation Committee on 7 December 2016 for consideration and the subsequent Council meeting on 13 December 2016 for adoption.

On 13 December 2016 Council resolved:

*THAT Council will not support a freehold lease with the Full Draw Field Archers Inc. over the subject land due to the following:*

1. *Unsuitability of land*
2. *Constraints due to Unexploded Ordnance, Access and Planning Scheme requirements; and*

*THAT Council offer to work with the Club to find another location for their proposed activity.*

The subject land has a number of constraints which would impact on the establishment and use of the site for field archery; I have detailed the reasons below.

Unexploded Ordinances (UXO):

The subject land is classified as contaminated with UXO and the Department of Defence has designated approximately 65ha of the land as substantial UXO potential. The cost implications of surveying, reporting and subsequently clearing and/or managing the land are substantial.

Planning Requirements:

The subject land is Council Freehold land and is zoned as 'Rural' under the Rockhampton Region Planning Scheme. A code assessable material change of use development application would be required to rezone the land as 'Outdoor Sport and Recreation'. In addition to the UXO requirements a code assessable application would require the applicant to address a number of conditions including:

- Codes:
  - Rural zone
  - Access, parking and mobility
  - Landscape
  - Stormwater
  - Waste management
  - Water and sewer
- Overlays:
  - Biodiversity Areas
  - Bushfire Hazard
  - Steep Land
- Referral to other agencies, including Department of Transport and Main Roads and potentially Department of Natural Resources and Mines (vegetation clearing)

Access:

The land is accessed via Yeppoon Road which is a state-controlled road and any applications for development will need to be referred to the Department of Transport and Main Roads (TMR) for review and comment. TMR approval is required for access to the site and TMR may stipulate conditions with regards to potential traffic movements. This may result in a traffic management study being undertaken at Full Draw Field Archers' expense. Dependent on the outcome it may require major upgrades to sections of Yeppoon Road.

There are a number of issues which influenced the resolution and contributed to the site being not suitable for Full Draw Field Archers. In saying this I would like to continue working with the Club to find an alternative location for the proposal. Noting that tenure at an alternative location for Full Draw Field Archers will still be subject to Council approval.

If you would like additional information or to discuss this further please contact me on 4932 9000 or email [Sophia.Czarkowski@rrc.qld.gov.au](mailto:Sophia.Czarkowski@rrc.qld.gov.au).

Yours sincerely

Sophia Czarkowski  
**Sport and Education Supervisor**

**11.11 COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER**

<b>File No:</b>	<b>4107</b>
<b>Attachments:</b>	<b>1. Instrument of Delegation - Planning Act 2016</b>
<b>Authorising Officer:</b>	<b>Tracy Sweeney - Manager Workforce and Strategy Ross Cheesman - Deputy Chief Executive Officer</b>
<b>Author:</b>	<b>Allysa Brennan - Coordinator Corporate Improvement and Strategy</b>

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**SUMMARY**

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

**OFFICER'S RECOMMENDATION**

THAT:

1. Council resolves as per section 257 of the *Local Government Act 2009* to delegate to the Chief Executive Officer, the exercise of powers contained in schedule 1 of the Instrument attached to this report:
  1. *Planning Act 2016*
2. These powers must be exercised subject to any limitations contained in schedule 2 of the Instrument of Delegation attached to the report.

**COMMENTARY**

MacDonnells Law has identified new powers under the Act listed within the Officer's Recommendation. Subsequently, the Instrument of Delegation containing the new legislative updates for the Act has been prepared for Council's consideration and is attached to this report.

**Attachment 1 – Planning Act 2016**

The *Planning Act 2016 (PA)* was passed in Parliament on 25 May 2016 and will commence on 3 July 2017. To assist with the streamline implementation of the new PA, and transition from the *Sustainable Planning Act 2009 (SPA)*, MacDonnells Law has provided delegable powers. Existing delegations under the SPA will remain in place as there are transitional arrangements under the PA for existing development applications and other existing planning matters that means the SPA continues to apply in some circumstances.

**BACKGROUND**

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

In relation to the legislation listed, Council's legal advisor, MacDonnells Law, provides a regular service of updates/amendments for relevant state legislation to Council. The information provided herein is as recommended by MacDonnells Law.

**LEGISLATIVE CONTEXT**

Section 257 of the *Local Government Act 2009* allows Council to delegate its powers to one or more individuals or standing committees, including to the CEO. Pursuant to section 257(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 employee where appropriate.

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**LEGAL IMPLICATIONS**

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

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

**CONCLUSION**

This report includes the Instrument of Delegation for the *Planning Act 2016* incorporating sections to be delegated from the Council to the CEO.

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

## **Instrument of Delegation – Planning Act 2016**

**Meeting Date: 27 June 2017**

**Attachment No: 1**



## INSTRUMENT OF DELEGATION

### *Planning Act 2016*

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 to the Chief Executive Officer are repealed.

## Schedule 1

***Planning Act 2016 ("PA")*****CHAPTER 2 – PLANNING****Part 2 - State Planning Instruments**

Entity power given to	Section of PA	Description
Person	10(2)(c)	Power to make a written submission about the instrument to the Minister.

**Part 3 - Local Planning Instruments****Division 2 – Making or amending planning schemes**

Entity power given to	Section of PA	Description
Local Government	18(1)	Power to propose to make or amend a planning scheme.
Local Government	18(2)	Power to give notice of the proposed planning scheme or proposed amendment to the Chief Executive.
Local Government	18(3)	Power to consult with the Chief Executive.
Local Government	18(3)(b)	Power to consider amended notice given by the Chief Executive about the process for making or amending the planning scheme
Local Government	18(6)	Power to make or amend the planning scheme by following the process in the notice or amended notice.
Local Government	19(1)	Power to apply a planning scheme as a categorising instrument in relation to prescribed tidal works in the tidal area for its non-port local government area, to the extent prescribed by regulation.
Local Government	20(2)	Power to amend a planning scheme by following the process in the Minister's rules.
Local Government	21	In certain circumstances, power to follow the process in the Minister's rules for making or amending an LGIP.
Local Government	22(1)	Power to amend a planning scheme policy by following the process in the Minister's rules.
Local Government	23(1)	Power to make a TLPI if the local government and Minister decide – <ul style="list-style-type: none"> <li>a) there is significant risk of serious adverse cultural, economic, environmental or social conditions happening in the local government area;</li> <li>b) the delay involved in using the process in sections 18 to 22 to make or amend another local planning instrument would increase the risk; and</li> <li>c) the making of the TLPI would not adversely affect State interests.</li> </ul>
Local Government	23(2)	Power to amend a TLPI if the Minister decides the amendment of the TLPI would not adversely affect State interests.
Local Government	23(4)	Power to make or amend a TLPI by following the process in the Minister's rules.
Local Government	24(5)	Power to repeal a TLPI by making, or amending, a planning scheme to specifically repeal the TLPI.
Local Government	25(1)(a)	Power to review planning scheme.
Local	25(1)(b)	Power to decide, based on that review, whether to amend or replace the



Government		planning scheme.
Local Government	25(2)	Power to: <ul style="list-style-type: none"> <li>a) give written reasons for the decision to the Chief Executive;</li> <li>b) publish a public notice in the approved form about the decision; and</li> <li>c) keep a copy of the public notice in a conspicuous place in the local government's public office for a period of at least 40 business days after the notice is published.</li> </ul>
Local Government	25(3)	Power to undertake an LGIP review.

### Division 3 – State Powers for local planning instruments

Entity power given to	Section of PA	Description
Local Government	26(3)(c)	Power to make a submission to the Minister about taking the action.
Local Government	26(4)(a)	Power to take action in accordance with Minister's direction under a Notice.
Local Government	26(4)(b)	Power to take other action in accordance with Minister's direction.

## Part 4 - Superseded Planning Schemes

### Division 1 – Applying superseded planning schemes

Entity power given to	Section of PA	Description
Local Government	29(4)(a)	Power to accept, assess and decide a development application (a superseded planning scheme application) under a superseded planning scheme.
Local Government	29(4)(b)	Power to apply a superseded planning scheme to the carrying out of development that was accepted development under the superseded planning scheme.
Local Government	29(6)	Power to decide whether or not to agree to a superseded planning scheme request within the period prescribed by, or extended as required under, the regulation.
Local Government	29(7)	Power to give a decision notice to the person who made the superseded planning scheme request.

### Division 2 - Compensation

Entity power given to	Section of PA	Description
Local Government	30(5)	Power to prepare a report assessing feasible alternatives for reducing the risk stated in subsection (4)(e), including imposing development conditions on development approvals.
Local Government	32(1)(a)	Power to approve all or part of a compensation claim.
Local Government	32(1)(b)	Power to refuse a compensation claim.
Local Government	32(1)(c)	Power to give a notice of intention to resume the affected owner's interest in premises under the Acquisition Act, section 7.
Local Government	32(2)	Power to decide to amend the planning scheme to allow premises to be used for the purposes that the premises could be used for under the superseded planning scheme.
Local Government'	32(3)	Power to give the affected owner:

s Chief Executive Officer		<ul style="list-style-type: none"> <li>a) notice of intention to resume;</li> <li>b) a notice that states the local governments decision and the amount of compensation to be paid and then affected owners appeal rights.</li> </ul>
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### Part 5 - Designation of premises for development of infrastructure

Entity power given to	Section of PA	Description
Designator	35(1)	Power to identify premises for the development of 1 or more types of infrastructure that are prescribed by regulation.
Designator	35(2)	Power to include designation requirements about any of the matter contained in 35(2)(a)-(c).
Designator	36(1)(a)	Power to be satisfied that the infrastructure will satisfy statutory requirements, or budgetary commitments, for the supply of the infrastructure.
Designator	36(1)(b)	Power to be satisfied that there is or will be a need for the efficient and timely supply of the infrastructure.
Local Government	36(7)(e)	Power to make submission to a Designator in relation to making or amending a designation.
Local Government	37(6)	Power to follow the process in the designation process rules before making or amending a designation.
Designator	38(1)	Power to:- <ul style="list-style-type: none"> <li>a) consider properly made submissions;</li> <li>b) decide to make or amend a designation; and</li> <li>c) publish a gazette notice.</li> </ul>
Designator	39(2)	Power to extend the duration of a designation, for up to 6 years, by publishing a gazette notice about the extension before the designation stops having effect.
Public Sector Entity	39(4)	Power to discontinue proceedings to resume designated premises.
Designator	40(1)	Power to repeal a designation by publishing a gazette notice that states— <ul style="list-style-type: none"> <li>a) that the designation is repealed; and</li> <li>b) a description of the designated premises; and</li> <li>c) the type of infrastructure for which the premises were designated; and</li> <li>d) the reasons for the repeal.</li> </ul>
Designator	41(4)	Power to: <ul style="list-style-type: none"> <li>a) repeal the designation;</li> <li>b) decide to refuse the request; and</li> <li>c) decide to take other action that designator considers appropriate in the circumstances.</li> </ul>
Designator	41(5)	Power to give a decision notice.
Local Government	42(2)	Power to include a note about the making amendment extension or appeal in the planning scheme.
Local Government	42(4)	Power to include a note the planning scheme in a way that ensures the other provisions of the scheme that apply to the designated premises remain effective.

**CHAPTER 3 – DEVELOPMENT ASSESSMENT****Part 1 - Types of development and assessment**

Entity power given to	Section of PA	Description
Local Government	46(2)(a)	Power to give an exemption certificate for a development.
Local Government	46(3)(a)	Power to seek agreement from referral agencies about the giving of an exemption certificate.

**Part 2 - Development Applications****Division 2 – Making or changing applications**

Entity power given to	Section of PA	Description
Owner	51(2)	Power to give owner's consent
Assessment Manager	51(4)(c)	Power to accept an application that does not comply with subsection (1)(a) or (b)(i).
Assessment Manager	51(4)(d)	Power to accept an application that does not comply with subsection (1)(b)(ii) to the extent the required fee has been waived under section 109(b).
Assessment Manager	53(3)	Power to assess and decide a development application even if some of the requirements of the development assessment rules about the notice have not been complied with, if the assessment manager considers any noncompliance has not— (a) adversely affected the public's awareness of the existence and nature of the application; or (b) restricted the public's opportunity to make properly made submissions about the application.
Assessment Manager	53(4)(a)	Power to consider submissions about a development application.
Assessment Manager	53(10)	Power to give notice on behalf of an applicant to a referral agency for a fee.

**Part 3 - Assessing and deciding development applications****Division 1 – Referral agency's assessment**

Entity power given to	Section of PA	Description
Assessment Manager	54(5)	Power to give a copy of a development application on behalf of an applicant to a referral agency for a fee.

**Division 2 – Assessment manager's decision**

Entity power given to	Section of PA	Description
Assessment Manager	60(2)(b)	Power to decide to approve the application even if the development does not comply with some of the assessment benchmarks.
Assessment Manager	60(2)(c)	Power to impose development conditions on an approval.
Assessment Manager	60(2)(d)	<del>To the extent the development does not comply with some or all the assessment benchmarks, power to decide to refuse the application only if compliance cannot be achieved by imposing development conditions.</del>
Assessment Manager	60(3)(a)	Power to decide to approve all or part of the application.

Assessment Manager	60(3)(b)	Power to decide to approve all or part of the application, but impose development conditions on the approval.
<del>Assessment Manager</del>	<del>60(3)(c)</del>	<del>Power to decide to refuse the application.</del>
Assessment Manager	60(5)	Power to give a preliminary approval for all or part of the development application, even though the development application sought a development permit.
Assessment Manager	61(3)(a)(i)	Power to decide to approve all or some of the variations sought.
Assessment Manager	61(3)(a)(ii)	Power to decide to approve different variations from those sought.
<del>Assessment Manager</del>	<del>61(3)(b)</del>	<del>Power to decide to refuse the variation orders sought.</del>
Assessment Manager	63(1)	Power to give a decision notice.
Assessment Manager	63(4)	Power to publish a notice about the decision on the assessment managers website.
Assessment Manager	64(6)(a)	Power to give an applicant a decision notice which approves the application.
Assessment Manager	64(6)(b)	Power to give an applicant a decision notice which approves the application subject to development conditions.

### Division 3 – Development conditions

Entity power given to	Section of PA	Description
Assessment Manager/ Referral Agency	67	Power to make an agreement with an applicant to establish the responsibilities, or secure the performance, of a party to the agreement about a development condition.

## Part 5 - Development Approvals

### Division 2 – Changing development approvals

#### Subdivision 1 – Changes during appeal period

Entity power given to	Section of PA	Description
Assessment Manager	75(4)(b)(ii)	Power to provide an applicant with a notice that they do not agree with the change representations.
Assessment Manager	75(4)(b)(iii)	Power to agree with an applicant to a longer period to make change representations.
Assessment Manager	76(1)	Power to assess change representations against and having regard to the matters that must be considered when assessing a development application to the extent those matters are relevant.
Assessment Manager	76(2)	Power to give a negotiated decision notice.
Local Government	76(6)	Power to give a replacement infrastructure charges notice to an applicant.

#### Subdivision 2 – Changes after appeal period

Entity power given to	Section of PA	Description
Assessment Manager	78(3)(c)	Power to consider a change application.



Responsible Entity	79(2)(a)	Power to be satisfied that an application complies with subsection (1).
Assessment Manager	79(2)(b)	Power to be satisfied the application complies with subsection (1)(b)(iii).
Responsible Entity	79(2)(c)	Power to accept an application that does not comply with subsection (1)(a) or (b)(ii).
Responsible Entity	79(2)(d)	Power to accept an application that does not comply with subsection (1)(b)(i) to the extent the required fee has been waived under section 109(b).
Affected Entity	80(3)	Power to give the person who proposes to make the change application a notice (a pre-request response notice) that states— (a) whether the affected entity objects to the change; and (b) the reasons for any objection.
Affected Entity	80(5)(a)	Power to give a responsible entity and the applicant a response notice that states that the affected entity has no objection to the change.
Affected Entity	80(5)(b)	Power to give a responsible entity and the applicant a response notice that states that the affected entity objects to the change and the reasons for objection.
Responsible Entity	81(3)(a)	Power to assess against, or have regard to, the matters that applied when the development application was made.
Responsible Entity	81(3)(b)	Power to assess against, or have regard to, the matters that applied when the change application was made.
Responsible Entity	81(4)(a)	Power to make the change, with or without imposing development conditions, or amending development conditions, relating to the change.
<del>Responsible Entity</del>	<del>81(4)(b)</del>	<del>Power to refuse to make the change.</del>
Responsible Entity	81(7)	Power to agree with applicant to an extension for a minor change application.

**Subdivision 3 – Notice of Decision**

Entity power given to	Section of PA	Description
Responsible Entity	83(1)	Power to give a decision notice.

**Division 3 – Cancelling development approvals**

Entity power given to	Section of PA	Description
Assessment Manager	84(4)	Power to cancel the development approval and give notice of the cancellation.

**Division 4 – Lapsing of and extending development approvals**

Entity power given to	Section of PA	Description
Assessment Manager	86(3)(a)	Power to be satisfied that an application complies with subsection (2).
Assessment Manager	86(3)(b)	Power to be satisfied that an application complies with subsection (2)(b)(ii) before an application can be accepted.
Assessment Manager	86(3)(c)	Power to accept an application that does not comply with subsection (2)(a).
Assessment Manager	86(3)(d)	Power to accept an application that does not comply with subsection (2)(b)(i) to the extent the required fee has been waived under section 109(b).

Assessment Manager	87(1)	Power to consider any matter that the assessment manager considers relevant, even if the matter was not relevant to assessing the development application.
Assessment Manager	87(2)(a)	Power to decide whether to give or refuse the extension sought.
Assessment Manager	87(2)(b)	Power to decide extend the currency period for a period that is different from the extension sought.
Assessment Manager	87(3)	Power to agree to extend the 20 business day period.
Assessment Manager	88(3)	Power to any use security paid under a condition stated in section 65(2)(e) in the approval or agreement under section 67.

#### Division 5 – Noting development approvals on planning schemes

Entity power given to	Section of PA	Description
Local Government	89(1)(a)	Power to consider whether a development approval is substantially inconsistent with its planning scheme.
Local Government	89(1)(b)	Power to give a variation approval.

### Part 6 - Minister's Powers

#### Division 3 – Minister's call in

Entity power given to	Section of PA	Description
Person	102(2)	Power to make representations about the proposed calling notice.
Decision-maker	105(3)	Power to provide Minister with reasonable help.

### Part 7 - Miscellaneous

Entity power given to	Section of PA	Description
Assessment Manager or Referral Agency or Responsible Entity	109(a)	Power to refund all or part of a required fee.
Assessment Manager or Referral Agency or Responsible Entity	109(b)	Power to waive all or part of a required fee, in the circumstances prescribed by regulation.

## CHAPTER 4 – INFRASTRUCTURE

### Part 2 - Provisions for Local Governments

#### Division 2 – Changes for trunk infrastructure

##### Subdivision 2 – Charges resolutions

Entity power given to	Section of PA	Description
Participating Local	115(2)	Power to enter into an agreement (a <b>breakup agreement</b> ) about the charges breakup.

Government for a distribution-retailer		
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***Subdivision 3 – Levying charges***

Entity power given to	Section of PA	Description
Local Government	119(2)	Power to give an infrastructure charges notices.
Local Government	119(6)	Power to give an applicant an amended infrastructure charges notice.

***Subdivision 4 – Payment***

Entity power given to	Section of PA	Description
Local Government	123(1)(a)	Power to make an agreement with recipient of an infrastructure charges notice about whether the levied charge under the notice may be paid other than as required under section 122 including whether the charge may be paid by instalments.
Local Government	123(1)(b)	Power to make an agreement with recipient of an infrastructure charges notice about whether infrastructure may be provided instead of paying all or part of the levied charge.

***Subdivision 5 – Changing charges during relevant appeal period***

Entity power given to	Section of PA	Description
Local Government	125(2)	Power to consider representations.
Local Government	125(3)	Power to give a negotiated notice to the recipient.

**Division 3 – Development approval conditions about trunk infrastructure*****Subdivision 2 – Conditions for extra trunk infrastructure costs***

Entity power given to	Section of PA	Description
Local Government	131(2)	Power to agree to an alternative payment time.
Local Government	135(3)	Power to make an agreement with a payer in relation to a refund.

**Division 4 – Miscellaneous provisions about trunk infrastructure*****Subdivision 1 – Conversion of particular non-trunk infrastructure before construction starts***

Entity power given to	Section of PA	Description
Local Government	140(1)	Power to consider and decide the conversion application.
Local Government	140(3)	Power to give the applicant a notice requiring the applicant to give information that the local government reasonably needs to make the decision.
Local Government	142(3)	Power to amend the development approval by imposing a necessary infrastructure condition for the trunk infrastructure.

**Subdivision 2 – Other Provisions**

Local Government	144(2)	Power to make an agreement with an applicant in relation to a levied charge.
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**Part 3 - Provisions for State Infrastructure Providers**

Entity power given to	Section of PA	Description
Local Government	149(2)(b)	Power to agree with the state infrastructure provider and the person who provided the replacement infrastructure about when the amount of the levy charge will be paid.

**Part 4 - Infrastructure Agreements**

Entity power given to	Section of PA	Description
Public Sector Entity	151(2)	Power to tell the entity making the proposal if the recipient agrees into entering into a negotiations for an infrastructure agreement.
Public Sector Entity	158(1)(a)	Power to enter into an agreement with a person about providing or funding infrastructure.
Public Sector Entity	158(1)(b)	Power to enter into an agreement with a person about refunding payments made towards the cost of providing or funding infrastructure.

**CHAPTER 5 – OFFENCES AND ENFORCEMENT****Part 3 - Enforcement Notices**

Entity power given to	Section of PA	Description
Enforcement authority	167(1)(a)	Power to form reasonable belief that a person has committed, or is committing, a development offence.
Enforcement Authority	167(1)(b)	Power to consider giving an enforcement notice for an offence to a person.
Enforcement Authority	167(2)	Power to give show cause notice.
Enforcement Authority	167(4)	Power to give an enforcement notice to a person if it still considers it appropriate to do so.
Enforcement Authority	167(5)(b)	Power to form reasonable belief that it is not appropriate in the circumstances to give the show cause notice
Enforcement Authority	168(1)	Power to form reasonable belief a person has committed, or is committing, a development offence, and give an enforcement notice to— (a) the person; and (b) if the offence involves premises and the person is not the owner of the premises— the owner of the premises.
Enforcement Authority	168(4)(a)	Power to form a reasonable belief that it is not possible or practical to take steps to make the development accepted development.
Enforcement Authority	168(4)(b)	Power to form a reasonable belief that it is not possible or practical to take steps to make the works comply with a development approval.
Enforcement Authority	168(4)(c)	Power to form a reasonable belief that the works are dangerous.
Enforcement Authority	169(2)(a)	Power to consult with a private certifier about the giving of a notice.
Enforcement Authority	169(3)	Power to form a reasonable belief the works for which the enforcement notice is to be given are dangerous.



Enforcement Authority	169(5)	Power to carry out consultation in the way the enforcement authority considers appropriate.
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**Part 4 - Offence Proceedings in Magistrates Court**

Entity power given to	Section of PA	Description
Person	174(1)	Power to bring offence proceedings.
Representative Person	175(1)(a)	Power to bring offence proceedings by consent for proceedings brought on behalf of a body of persons or a corporation.
Representative Person	175(1)(b)	Power to bring offence proceedings by consent for proceedings brought on behalf of an individual.
Enforcement Authority	176(10)(a)	Power to take action required under an order.
Enforcement Authority	176(10)(b)	Power to recover the reasonable cost of taking the action as a debt owing to the authority from the defendant.
Enforcement Authority	178(1)(b)	Power to apply to a Magistrate for an order for the payment of expenses.

**Part 5 - Enforcement Orders in P&E Court**

Entity power given to	Section of PA	Description
Person	180(1)	Power to start proceedings in the P&E Court for an enforcement order.
Person	180(11)	Power to apply to the P&E Court for a compliance order.
Enforcement authority	180(13)(b)	Power to take action required under an order.
Enforcement Authority	180(13)(b)	Power to recover the reasonable cost of taking the action as a debt owing to the authority from the defendant.
Person	181(4)	Power to apply to the P&E Court to cancel or change an enforcement order or interim enforcement order.

**CHAPTER 6 – DISPUTE RESOLUTION****Part 1 - Appeal rights**

Entity power given to	Section of PA	Description
Appellant	229(2)	<del>Power to start an appeal within the appeal period.</del>
Assessment Manager	229(5)	Power to apply to the tribunal of the P&E court to withdraw from the appeal if an appeal is only about a referral agencies response.

**Part 2 - Development Tribunal****Division 2 – Applications for declaration**

Entity power given to	Section of PA	Description
Person	239(1)	<del>Power to start proceedings for a declaration by a tribunal by filing an application, in the approved form, with the registrar.</del>
Assessment Manager	240(1)	Power to start proceedings for a declaration about whether a development application is properly made.
Responsible Entity	241(2)	Power to start proceedings for a declaration about whether the proposed change to the approval is a minor change.

**CHAPTER 7 – MISCELLANEOUS****Part 2 - Taking or Purchasing Land for Planning Purposes**

Entity power given to	Section of PA	Description
Local Government	263(1)(a)	Power to consider that taking or purchasing land would help to achieve the outcomes stated in a local planning instrument.
Local Government	263(1)(b)(i)	Power to be satisfied that the development would create a need to construct infrastructure on land or to carry drainage over land.
Local Government	263(1)(b)(ii)	Power to be satisfied that a person with the benefit of the approval has taken reasonable steps to get the agreement of the owner of the land to actions that would facilitate the construction or carriage, but has not been able to get the agreement.
Local Government	263(1)(b)(iii)	Power to be satisfied that action is necessary for the development.

**Part 3 - Public Access to Documents**

Entity power given to	Section of PA	Description
Local Government	265(3)	Power to give a planning and development certificate.

**CHAPTER 8 – TRANSITIONAL PROVISIONS AND REPEAL****Part 1 - Transitional Provisions for the Repeal of *Sustainable Planning Act 2009*****Division 3 – Planning**

Entity power given to	Section of PA	Description
Local Government	293(5)	Power to make an amendment of a type mentioned in subsection (1) by following the process set out in the rules.

**Division 5 – Infrastructure**

Entity power given to	Section of PA	Description
Local Government	304(4)(a)	<del>Power to adopt charges under section 113.</del>
Local Government	304(4)(b)	Power to give an infrastructure charges notice under section 119.
Local Government	304(4)(c)	Power to impose conditions about trunk infrastructure under section 128 or 130.

**Division 6 – Enforcement and dispute resolution**

Entity power given to	Section of PA	Description
Person	312	<del>Power to bring a proceeding under the section of the old Act stated in column 2, after the commencement, whether the matter happened before or after the commencement.</del>

**Division 7 – Miscellaneous**

Entity power given to	Section of PA	Description
Local Government	314(6)	Power to apply funds received under a funding agreement to fulfil the local government's responsibilities under subsections (3) or (4), as required by the local government's policy under the unamended old Act, section 143(2).

## 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, in exercising delegated power in relation to that matter, the delegate will only commit 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, Council's relations with the public at large.
3. The delegate will not exercise any delegated power contrary to a resolution or other decision of Council (including a policy decision relating to the matter).
4. The delegate will not exercise any delegated power in a manner, or which has the foreseeable effect, of being contrary to an adopted Council policy or procedure.
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 delegated power which cannot lawfully be the subject of delegation by Council.

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**11.12 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 MAY 2017**

**File No:** 8148  
**Attachments:** 1. Income Statement - May 2017  
2. Key Indicator Graphs - May 2017  
**Authorising Officer:** Ross Cheesman - Deputy Chief Executive Officer  
**Author:** Alicia Cutler - Manager Finance

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**SUMMARY**

*The Manager Finance presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 May 2017.*

**OFFICER'S RECOMMENDATION**

THAT the Rockhampton Regional Council Summary Budget Management Report for the Period ended 31 May 2017 be 'received'.

**COMMENTARY**

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

1. Income Statement (Actuals and Budget for the period 1st July 2016 to 31 May 2017), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

Council should note in reading this report that normally after the completion of eleven months of the financial year, operational results should be approximately 91.7% of budget. All percentages for both operating and capital budgets are measured against the March revised budget (which was adopted by Council on 13<sup>th</sup> June, 2017).

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

Total Operating Revenue is reported at 94% of revised budget. Key components of this result are:

- Fees and Charges are slightly behind revised budget at 85%. A key area that is below budget expectations is Waste and Recycling due to a reduction in commercial tonnage waste fees.
- Private and Recoverable Works revenue is behind budget at 78%. This is offset by a reduction in related operational expenditure.
- Grants and Subsidies are behind revised budget expectations at 78%. Council has received notification that half of the Federal Assistance Grant for 2017/2018 will be received in 2016/2017, as such \$3,623,000 was added to the March revised budget. This additional grant funding will be received in June.
- All other revenue items are in proximity to the revised budget

Total Operating Expenditure is at 90% of the revised budget with committals, or 85% of budget without committals. Key components of this result are:

- Employee costs are below budget at 86%. This is partly due to the circumstance that transactions for employee benefit accruals are only done comprehensively at financial year-end.
- Contractors and Consultants expenditure is ahead of budget at 104%. This is solely due to committed expenditure, as actual expenditure is 76% of budget.
- Materials and Plant is at 86% of budget. Similar to Contracts and Consultants, this result is heavily influenced by committals as actual expenditure is at 71% of budget.



- Administration Expenses are behind budget expectations at 88% of revised budget, and 76% when committals are excluded. There are a number of software licences, commissions and advertising costs for Council that will be paid in June which will see this area finish the year closer to budget.
- Other Expenses is behind budget expectations at 70% mainly due to the ongoing rollout of the Community sponsorship program.
- All other expenses items are in proximity to the revised budget.

All Operating items are progressing within budget, with the shortfall in fees and charges being also matched by under-expenditures.

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

Total Capital Income is at 75% of revised budget. The Works for Queensland funding which was received in March was added to the March revised budget. Claims for Riverbank redevelopment and Smart Technologies with the State and Federal Government have been lodged with receipt of funding expected in June.

Total Capital Expenditure is at 129% of the revised budget with committals. However there are a number of projects where the committals figure includes orders for works across both the 2016/17 and 2017/18 financial years which is driving this variance. These projects include the Riverbank redevelopment and Kershaw Gardens restoration. Capital expenditure excluding committals is currently sitting at 82% of the March Revised Budget. During May \$10.1M was spent on capital projects. It is expected that there will be uncompleted works in the vicinity of \$10 million that will then impact on the 17/18 program.

Total Investments are approximately \$106.9M as at 31 May 2017.

Total Loans are \$142.1M as at 31 May 2017.

## **CONCLUSION**

Total operational revenue is ahead of budget at 94% mostly due to the second levy of General Rates and Utility Charges for the year. Operational expenditure is in line with budget at 90% when committed expenditure is included. The financial impacts of Tropical Cyclone Debbie have seen \$2.9M added to operational expenditure in the March revised budget of which \$2.5M has been spent to date.

Capital Revenue is at 75% of revised budget. Capital Expenditure excluding committals is currently sitting at 82% of the revised budget and is anticipated to not reach the levels predicted in the March Revised Budget.

# **SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 MAY 2017**

## **Income Statement - May 2017**

**Meeting Date: 27 June 2017**

**Attachment No: 1**



**Income Statement**  
**For Period July 2016 to May 2017**  
**91.7% of Year Gone**

	Adopted Budget	March Revised Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Revised Budget
	\$	\$	\$	\$	\$	
<b>OPERATING</b>						
<b>Revenues</b>						
Net rates and utility charges	(133,058,706)	(132,415,844)	(130,110,042)	0	(130,110,042)	98%
Fees and Charges	(25,644,218)	(23,480,063)	(20,010,536)	909	(20,009,627)	85%
Private and recoverable works	(6,387,977)	(6,101,325)	(4,728,544)	0	(4,728,544)	78%
Rent/Lease Revenue	(3,050,752)	(3,018,652)	(2,784,677)	0	(2,784,677)	92%
Grants Subsidies & Contributions	(10,559,423)	(15,738,799)	(12,245,414)	0	(12,245,414)	78%
Interest revenue	(3,018,000)	(3,018,000)	(2,889,847)	0	(2,889,847)	96%
Other Income	(4,797,801)	(4,365,416)	(3,953,980)	470	(3,953,510)	91%
<b>Total Revenues</b>	<b>(186,516,876)</b>	<b>(188,138,099)</b>	<b>(176,723,041)</b>	<b>1,380</b>	<b>(176,721,662)</b>	<b>94%</b>
<b>Expenses</b>						
Employee Costs	76,845,984	73,758,605	63,450,989	230,613	63,681,602	86%
Contractors & Consultants	17,324,546	17,061,933	12,924,792	4,897,342	17,822,134	104%
Materials & Plant	10,700,883	12,380,311	8,751,889	1,878,366	10,630,255	86%
Asset Operational	18,663,845	18,283,420	16,225,170	1,276,373	17,501,543	96%
Administrative Expenses	12,435,624	12,867,088	9,814,930	1,547,914	11,362,844	88%
Depreciation	47,164,385	51,329,011	47,051,793	0	47,051,793	92%
Finance costs	8,684,407	8,684,407	7,868,409	0	7,868,409	91%
Other Expenses	1,381,963	1,315,783	914,198	5,283	919,481	70%
<b>Total Expenses</b>	<b>193,201,636</b>	<b>195,680,558</b>	<b>167,002,170</b>	<b>9,835,891</b>	<b>176,838,061</b>	<b>90%</b>
<b>Transfer / Overhead Allocation</b>						
Transfer/Overhead Allocation	(7,734,627)	(8,274,055)	(7,977,442)	4,059	(7,973,383)	96%
<b>Total Transfer / Overhead Allocation</b>	<b>(7,734,627)</b>	<b>(8,274,055)</b>	<b>(7,977,442)</b>	<b>4,059</b>	<b>(7,973,383)</b>	<b>96%</b>
<b>TOTAL OPERATING POSITION (SURPLUS)/DEFICIT</b>	<b>(1,049,867)</b>	<b>(731,595)</b>	<b>(17,698,313)</b>	<b>9,841,330</b>	<b>(7,856,983)</b>	<b>1074%</b>
<b>CAPITAL</b>						
<b>Total Developers Contributions Received</b>	<b>(3,925,700)</b>	<b>(2,108,054)</b>	<b>(1,492,203)</b>	<b>0</b>	<b>(1,492,203)</b>	<b>71%</b>
<b>Total Capital Grants and Subsidies Received</b>	<b>(30,026,786)</b>	<b>(42,210,460)</b>	<b>(31,674,477)</b>	<b>0</b>	<b>(31,674,477)</b>	<b>75%</b>
<b>Total Proceeds from Sale of Assets</b>	<b>0</b>	<b>(6,818)</b>	<b>(6,818)</b>	<b>0</b>	<b>(6,818)</b>	<b>100%</b>
<b>Total Capital Income</b>	<b>(33,952,486)</b>	<b>(44,325,332)</b>	<b>(33,173,498)</b>	<b>0</b>	<b>(33,173,498)</b>	<b>75%</b>
<b>Total Capital Expenditure</b>	<b>88,730,329</b>	<b>103,019,987</b>	<b>84,076,304</b>	<b>49,002,416</b>	<b>133,078,720</b>	<b>129%</b>
<b>Net Capital Position</b>	<b>54,777,843</b>	<b>58,694,655</b>	<b>50,902,807</b>	<b>49,002,416</b>	<b>99,905,223</b>	<b>170%</b>
<b>TOTAL INVESTMENTS</b>			106,918,435			
<b>TOTAL BORROWINGS</b>			142,050,420			

# **SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 MAY 2017**

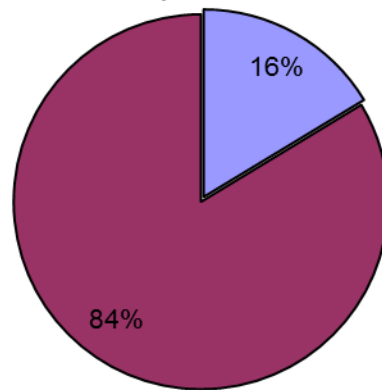
## **Key Indicator Graphs - May 2017**

**Meeting Date: 27 June 2017**

**Attachment No: 2**

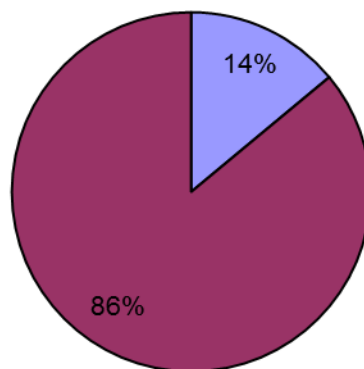


**Operating Revenue  
(Excluding Net Rates and Utility Charges)  
(91.7% of Year Gone)**



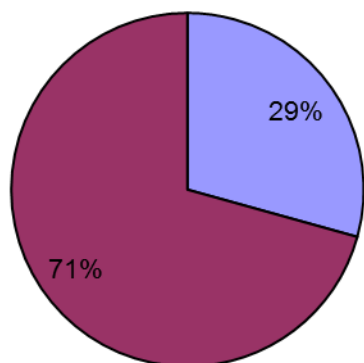
■ Uncollected  
Operating  
Revenue  
■ Collected  
Operating  
Revenue

**Operating Employee Costs  
(91.7% of Year Gone)**

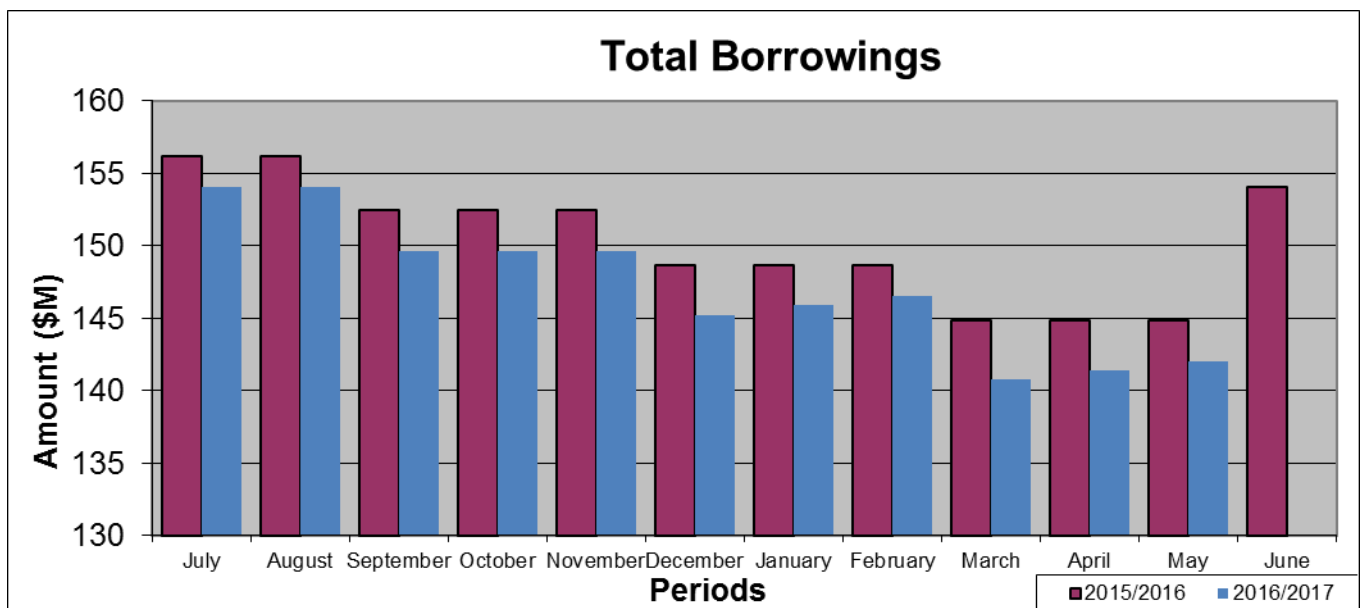
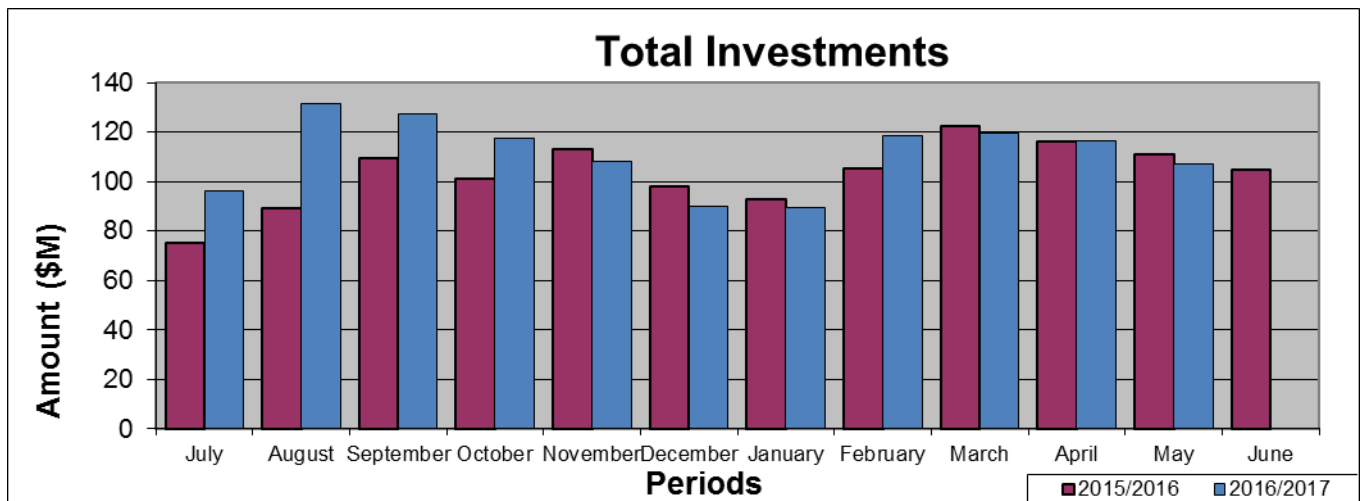


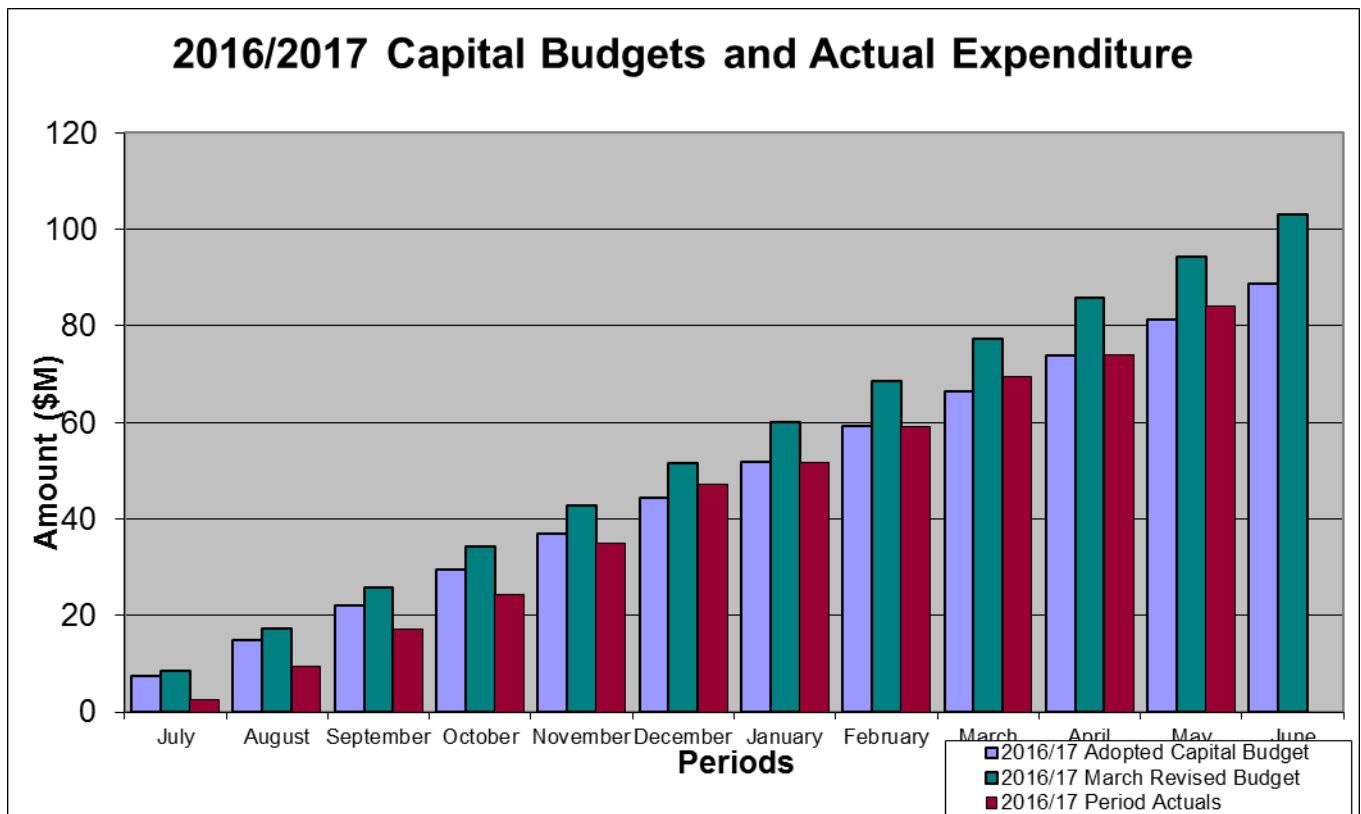
■ Unspent  
Employee  
Costs

**Operating Materials & Plant  
(91.7% of Year Gone)**



■ Unspent  
Materials &  
Plant





**11.13 CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT  
MAY 2017****File No:** 1392**Attachments:**

1. Workforce & Strategy Monthly Report - May 2017
2. CTS Monthly Report - May 2017
3. Finance Monthly Report - May 2017

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

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**SUMMARY**

*The monthly operations report for the Corporate Services department as at 31 May 2017 is presented for Councillor's information.*

**OFFICER'S RECOMMENDATION**

THAT the Corporate Services Departmental Operations Report as at 31 May 2017 be 'received'.

**COMMENTARY**

It is recommended that the monthly operations report for Corporate Services Department as at 31 May 2017 be received.

**CORPORATE SERVICES  
DEPARTMENT - MONTHLY  
OPERATIONAL REPORT MAY 2017**

**Workforce & Strategy Monthly Report -  
May 2017**

**Meeting Date: 27 June 2017**

**Attachment No: 1**



## MONTHLY OPERATIONS REPORT

### WORKFORCE AND STRATEGY SECTION

Period Ended 31 May 2017

#### VARIATIONS, ISSUES AND INNOVATIONS

#### LINKAGES TO OPERATIONAL PLAN

##### 1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

The response times for completing the predominant customer requests in the reporting period for Workforce and Strategy are as below:

	Balance B/F	Completed In Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed							
Administrative Action Complaints	0	0	0	0	0	0	36	● 0.00	● 0.00	● 0.00	0.00
W&S - Complaints Management Process (NOT CSO USE)	1	1	2	2	0	0	30	● 2.00	● 7.45	● 8.59	6.52

#### COMMENTS

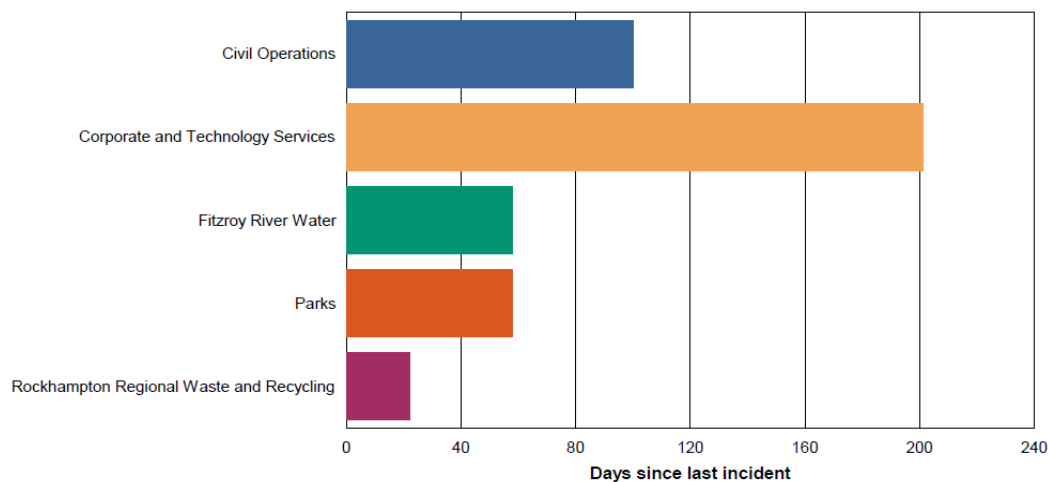
Matters are being addressed within the set timeframes.

## **2. COMPLIANCE WITH STATUTORY AND REGULATORY REQUIREMENTS INCLUDING SAFETY, RISK AND OTHER LEGISLATIVE MATTERS**

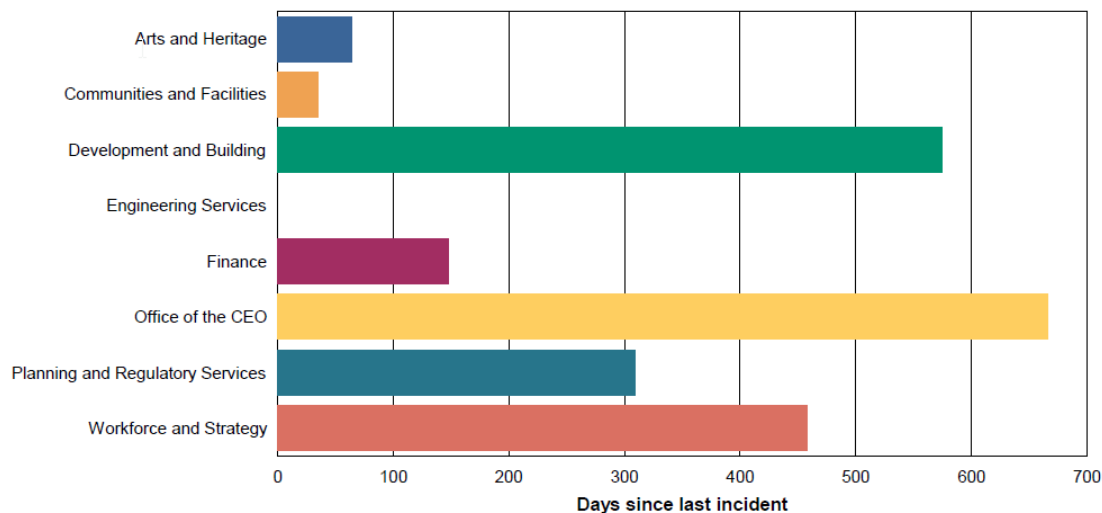
### ***Safety Statistics***

The following graphs show the number of lost time injury free days since the last workplace incident by section. These results reflect our employee's commitment to safety and recognise the organisations effort in the implementation of safe work practices.

#### **Lost time injury free days (sections identified as High Risk)**



#### **Lost time injury free days (sections identified as Low Risk)**



The safety statistics for Workforce & Strategy in the reporting period are:

	Mar 2017	Apr 2017	May 2017
<b>Number of Lost Time Injuries</b>	0	0	0
<b>Number of Days Lost Due to Injury</b>	0	0	0
<b>Total Number of Incidents Reported</b>	2	0	0
<b>Total Number of Incomplete Hazard Inspections</b>	0		

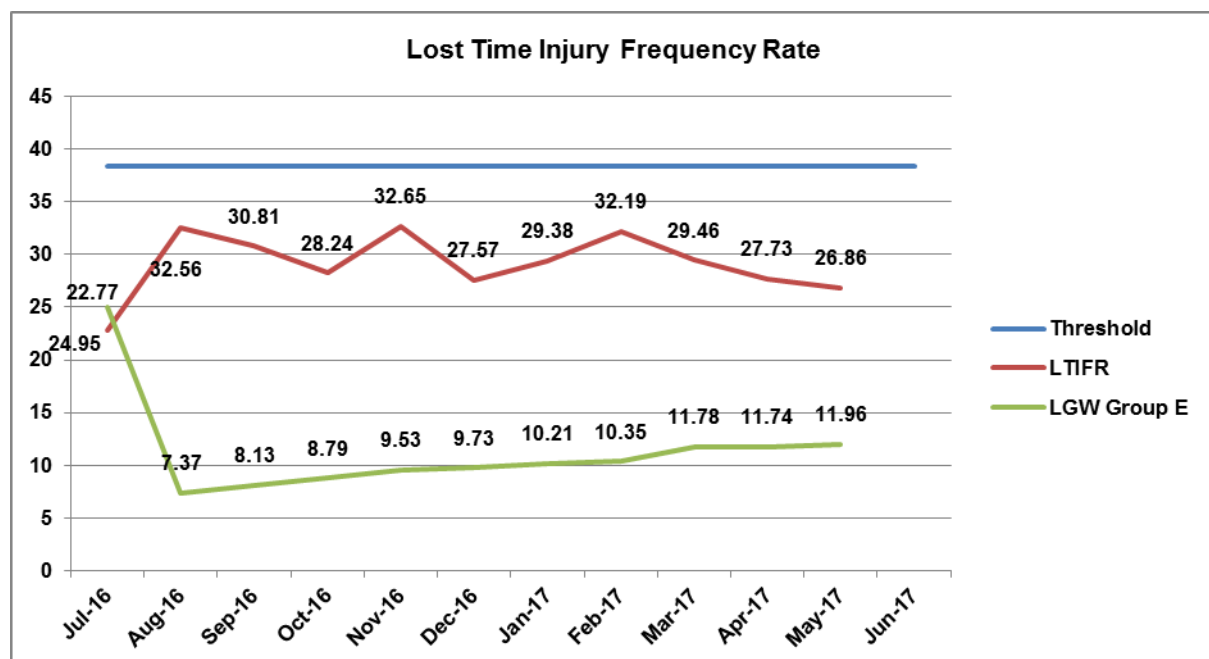
The safety statistics for All of Council in the reporting period are:

	Mar 2017	Apr 2017	May 2017	Total 16/17 YTD
<b>Number of Lost Time Injuries</b>	1	2	2	35
<b>Number of Days Lost Due to Injury</b>	65	80	79	729
<b>Total Number of Injuries Reported</b>	24	11	20	218
<b>Total number of Incomplete Hazard Inspections</b>	15			

Incomplete hazard inspections have been reported to the appropriate operational areas for action.

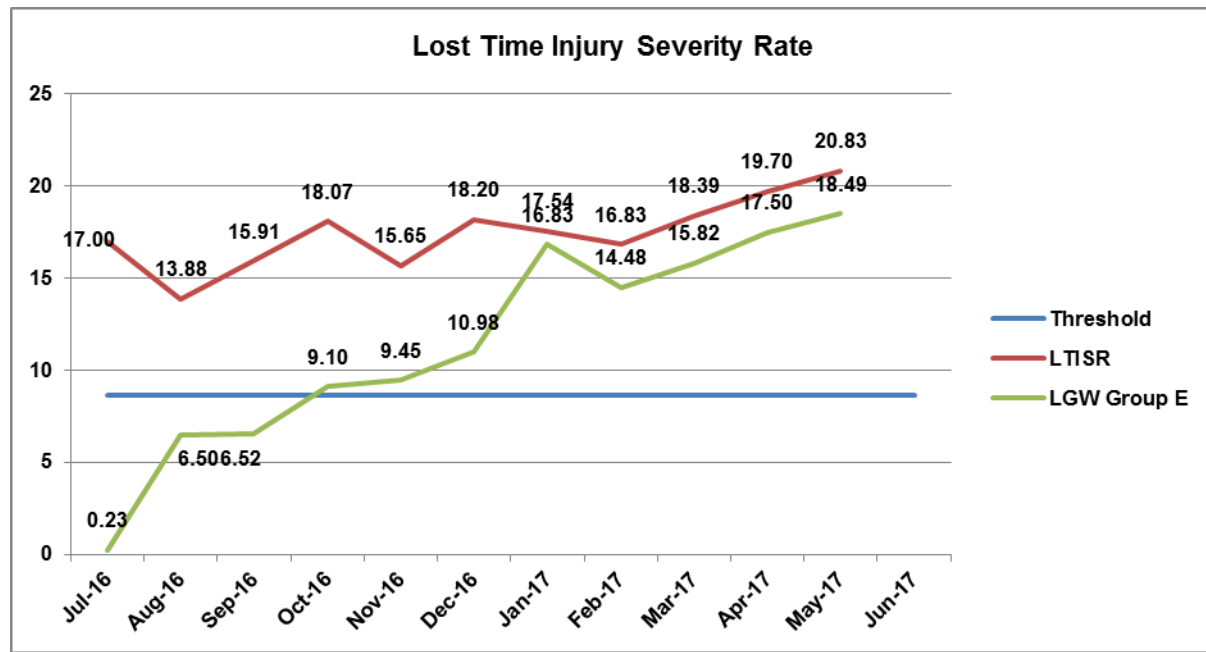
#### Lost Time Injury Frequency Rate

Lost Time Injury Frequency Rate figures represent the average number of lost time injuries incurred per 1,000,000 employee hours worked (No of LTI's x 1,000,000 / actual employee hours). At this stage Council is tracking below targets based on 15/16 LTIFR, however are significantly higher than LGW Group E which are similar sized Councils.



### Lost Time Injury Severity Rate

Lost Time Injury Severity Rate figures represent the average number of lost time days per lost time injury (No of lost time days / no of lost time injuries). Council is tracking considerably higher than our target and the LGW Group E statistics. This is due to some significant injuries that have resulted in long term absences from the workplace.



### Risk Management Summary

Example from Section Risk Register (excludes risks accepted/ALARP):

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	%Comp	Comments
<b>Corporate Risks</b>					
A legislatively compliant SafePlan is not implemented, monitored and reviewed effectively, for the whole of council, its workers and contractors, to achieve the acceptable compliance level with annual WH&S audits resulting in: increased worker injuries, legislative breaches/legal action, reputational damage, reduced service levels, increased costs and non-compliance with a key council objective.	Low	Ongoing annual audits will be conducted.  Work has commenced to rectify the actions from the 2016 Safety Audit.  Rectifications resulting from the Workplace Health & Safety system audit will be addressed and assessed in the annual internal audit of the Workplace Health & Safety systems.	Due dates included into RAP and updates will be provided to mgmt.	95%	Actions identified in the 2016 Safety Audit have been included into an Audit Rectification Action Plan.  Work has commenced to action RAP items.

**Legislative Compliance & Standards**

Legislative Compliance Matter	Due Date	% Completed	Comments
Quarterly written assessment of progress towards implementing the 2016/17 annual operational plan	May 2107	100%	The third quarter review of the 2016/17 Operational Plan was adopted at Ordinary Council meeting on 23 May 2017.
Report on the results of the implementation of the annual operational plan	August 2017	0%	The 2016/17 report will be combined with the Quarter 4 assessment will be presented at the Ordinary Council meeting in August 2017.
Corporate Plan	June 2017	50%	The Corporate Plan will be presented to Council for adoption in June 2017.
Annual Operational Plan 2017/18	June 2017	50%	The annual Operational Plan for 2017/18 will be presented to Council for adoption in June 2017.
Update of Workplace Health & Safety documents to meet the new legislative requirements	2017	95%	Documents continue to be updated so that Council remains compliant.
Report breaches of the Workplace Health & Safety Act and Regulation as necessary to the division within specified legislative timeframes	As soon as practicable	100%	Council has been compliant in this regard for the current reporting period.
Workplace Health and Safety Audit	2017 (10/11 October)	100%	RAP has been developed for implementation. Audit preparation has commenced.
Rectification Action Plan (2016 Audit)	Due dates identified in RAP	95%	RAP developed for implementation. Work commenced to action RAP items.
WHS Infringement Notices issued to Council are remedied within required timeframes	As per notice	100%	Nil.

**3. ACHIEVEMENT OF CAPITAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME**

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



#### **4. ACHIEVEMENT OF OPERATIONAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME**

As at period ended May 2017 – 91.7% of year elapsed.

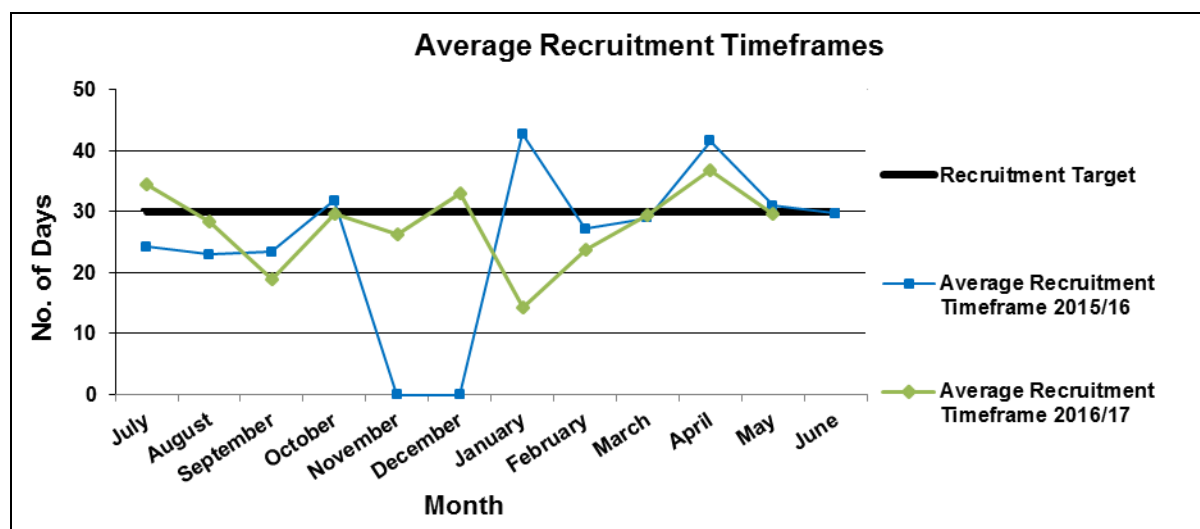
<b>Project</b>	<b>Explanation</b>
Industrial Relations Project	Applicable policies and procedures have been revised and communication is being prepared to distribute to staff. The Leadership Team has been provided with a concept briefing and subsequently endorsed various actions to commence negotiation preparations, financial costing models have also been formed.
WHS Data Management System	The claims module is undergoing some final configuration in the liability section to suit operational needs. The latest version of the Riskware software was tested and found to have bugs in the system. Officers are working with the company to fix the problem.
Service Level Review Project (SLR)	A report is being prepared by the General Manager Community Services on the schedules, costs and resources for Parks Tree Maintenance to be presented to Council. No further action will be taken on this project until that report has been presented.
Aurion Project	Update to Aurion 11.23 was implemented on 6 April, which now allows work to commence on the implementation of Aurion Web Recruitment later in the year.
Strategic Framework Project	The 2017 – 2022 Corporate Plan has been finalised for presentation to Council. The draft 2017/18 Operational Plan was presented to a Councillor workshop on 13 <sup>th</sup> June. With feedback from this workshop the plan will now be presented to Council.

#### **5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS**

<b>Service Delivery Standard</b>	<b>Target</b>	<b>Current Month's Performance</b>
Recruitment positions finalised within 30 working days (10 positions recruited during reporting period)	100%	58%
Policies reviewed within 10 working days	100%	100%
Acknowledge job applications within 2 working days of the advertising close date. (as per policy/procedure)	100%	100%
Employee pays processed and paid within 3 working days after the period end date	100%	100%
Payroll accuracy	100%	99.38%
Hazard Inspections completed as per the adopted Matrix	100%	83%

## Recruitment Timeframes

Of the 19 positions recruited in the reporting period, 8 were not finalised within the 30 day timeframe. These delays were caused by a number of factors including applicants withdrawing in the late stages of recruitment, the unavailability of panel members and the length of time to complete pre-employment screening.



## Establishment

FTE Positions	Period	Workforce & Strategy	Council
Starting Point	1 January 2014	30.05	838.9
Same Time Previous Year	31 May 2016	36	873.07
July 2016	31 July 2016	36	882.07
Previous Month	30 April 2017	34	899.12
Current Month	31 May 2017	34	897.17

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

**FTE positions include 46.37 supplementary positions which have been created for a number of reasons including: short term projects, co-op students and funded positions. All of these positions have an end date and will reduce the FTE once the tenure has been completed.**

The FTE positions also include the following apprentices and trainees across Council:

Apprentices	Trainees
13	17

## Changes to Workforce & Strategy Establishment

There are no changes to report.

## Changes to Council Establishment

- Temporary Administration Officer created within Community Services until 17 July 2017 to accommodate the early return of an employee from Maternity Leave and assist with end of financial year changes.

- Permanent Gardener created to accommodate medical redeployee. Position to be abolished upon becoming vacant.
- Senior Asset Engineer amended to 38 hour week resulting in a 0.05 increase to position FTE.
- Administration Assistant, FRW abolished.
- Business Administration Trainee, Corporate and Technology abolished.
- Project Community Engagement Officer, Office of the CEO abolished.
- Waste Awareness Officer, RRWR abolished.
- Senior Community Engagement Officer temporarily redesigned to Regional Business Development Officer and moved from Office of the CEO to Regional Development and Aviation.

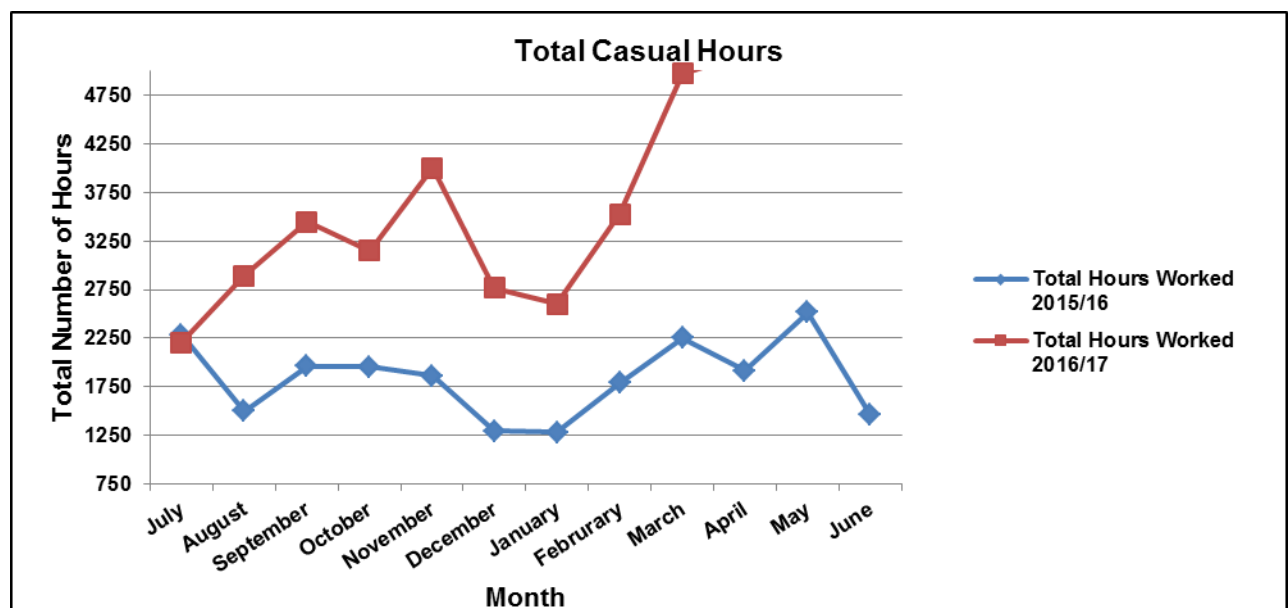
### FTE Positions Internal / External Split

The percentage split for approved full time equivalent positions excluding casual positions and including approved vacancies currently sits at 58% (522.43) internal and 42% (372.74) external. The internal definition is based on staff who are appointed in accordance with the Local Government Officers Award and it should be noted that there are a number of supervisors and technical staff on this award that work predominately in the field.

	Mar 17	Apr 17	May 2017
External	372.74	372.74	372.74
Internal	526.38	526.38	522.43
TOTAL	899.12	899.12	897.17

### Casual Hours – April 2017 (reported one month in arrears)

All casual hours worked will now be reported one month in arrears so that actual hours worked can be accurately reported. There are currently a total of 72 casuals actively employed by Council of which 64 were engaged during the reporting period. The engaged casual employees collectively have worked the total number of 5182.38 hours during the month of April 2017.



**Casual Hours by Section – April 2017 (reported one month in arrears)**

The following list shows the total number of hours worked by casual employees by Section and Unit in the reporting period as provided by the responsible operational area. A significant increase in casual hours is a result of the development of casual pools for labourers and gardeners. This initiative has been implemented to provide access to trained resources during periods of staff shortages or high work demands as well as reduce the use of external labour hire.

Section	Unit	Commentary	No. of hours	Percentage of cost recovery
Arts and Heritage	Art Gallery	To assist with the delivery of ongoing programs. Expenditure is in some cases offset by earned income.	156.5	0%
Arts and Heritage	Heritage Services	Assist in Food and Beverage roles for catered function - all wages costs are generally recovered as a fee for service operation	200.42	100%
Arts and Heritage	Major Venues	Casual staff used by hirers. Wages costs in box office and production departments are fully recovered. Across this period casual staff has been engaged to backfill a vacant full-time position and to present the annual Music Theatre production for which expenditure is offset by box office earned income.	1270.84	107%
Communities and Facilities	City Child Care Centre	Backfilling for staff annual, long service and sick leave.	164.5	
Communities and Facilities	Client Services	Backfilling for staff leave and some assistance on a weekend, as well as backfill for staff unable to get to work due to flood, and delivery of robot training sessions.	321.92	
Communities and Facilities	Facilities	Backfilling for RDOs and leave. Cleaning of the Library on a Saturday, and additional cleaning for LDCC, as well as HERO hours for staff on extended leave.	252.95	
Communities and Facilities	Collections and Systems	Backfilling for staff leave and delivery of Ozbots training program.	65.25	
Parks	Parks and Visitor Services	Covering for employees during period of leave.	581.65	
Parks	Parks Operations	Backfilling for long term leave, backfilling for employee on suitable duties plan; and deployed for flood recovery works.	360.95	
Planning and Regulatory Services	Local Laws	Covering for employee during period of extended leave.	58	
Corporate Services	Directorate	Assisting with coordinating the damage assessments and claim process (NDRRA and Council insurance) from	30	

Section	Unit	Commentary	No. of hours	Percentage of cost recovery
		recent flood event.		
Regional Development and Aviation	Regional Development and Promotions	Assisting with content writing required for Council's website and relating to major Council projects occurring across the region, and marketing publications across events and regional development.	48.5	
Office of the CEO	Governance Support	To cover for staff vacancy and provide assistance with Citizenship ceremony and Council meetings.	38.75	
Civil Operations	Urban & Rural Operations	Assisting on various projects including a blackspot project, Pilbeam Drive project and Campbell Street project (all funded). Backfilling for long term illnesses and assistance with flood clean up and flood repair work.	957.75	
Civil Operations	FRW	Backfilling for extended illnesses and injured employee.	631.15	
RRWR	Collections	Backfilling for unexpected absences, annual leave periods and employees undertaking training.	43.25	
<b>TOTAL</b>			<b>5182.38</b>	

The above casual hours for April 2017 by employment type includes the following HERO hours.

Section	Unit	No. of Hours
<b>Arts and Heritage</b>	Heritage Services	5.5
<b>Communities and Facilities</b>	Facilities	125
<b>Communities and Facilities</b>	Collections and Systems	65.25
<b>Planning and Regulatory Services</b>	Local Laws	58
<b>Regional Development and Promotions</b>	Regional Promotion and Tourism	8
<b>Office of the CEO</b>	Governance Support	38.75
<b>TOTAL</b>		<b>190.5</b>

It should be noted that labour hire is also utilised in addition to casual labour in some areas of the organisation to support staff shortages and special project requirements or events.



**Volunteer Hours by Section – May 2017**

The following list shows the total number of hours worked by volunteers by Section and Unit in the reporting period as provided by the responsible operational area.

Section	Unit	No. of Hours
Arts & Heritage	Art Gallery	606.5
Arts & Heritage	Heritage Village	3921.8
Arts & Heritage	Pilbeam Theatre	1194.25
Communities & Facilities	Libraries	194
Parks	Rockhampton Zoo	336
<b>TOTAL</b>		<b>6252.55</b>

**Work Experience Placements – May 2017**

<b>Work Experience Applications Received During the Month of May 2017</b>		<b>13</b>
Placement Type	Section	Placed
Library	Communities and Facilities – Library	Yes
Administration	Waste and Recycling	Withdrawn
Fitter and Turner	Corporate and Technology – Fleet	Yes
Administration	Airport	Withdrawn
Administration	Airport	Yes
7 x Work Tasting	Various – W&S, Customer Service, Library etc.	Yes
<b>Work Experience Placements Occurring During the Month of May 2017</b>		<b>0</b>
Placement Type	Section	Dates
N/A		

## FINANCIAL MATTERS

Financial performance as expected for reporting period.



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

As At End Of May

Report Run: 05-Jun-2017 11:10:08 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 91.7% of Year Gone
<b>CORPORATE SERVICES</b>							
<b>WORKFORCE &amp; STRATEGY</b>							
<u>Human Resources and Payroll</u>							
Revenues	0	(27,490)	0	(38,944)	(38,944)	142%	✓
Expenses	1,610,882	1,577,059	29,810	1,412,786	1,442,595	91%	✓
Transfer / Overhead Allocation	21,000	21,000	0	11,995	11,995	57%	✓
<b>Total Unit: Human Resources and Payroll</b>	<b>1,631,882</b>	<b>1,570,569</b>	<b>29,810</b>	<b>1,385,837</b>	<b>1,415,647</b>	<b>90%</b>	<b>✓</b>
<u>Safety &amp; Training</u>							
Revenues	(74,250)	(74,250)	0	(182,008)	(182,008)	245%	✓
Expenses	1,315,785	1,283,937	65,071	1,041,210	1,106,281	86%	✓
Transfer / Overhead Allocation	55,000	55,000	0	9,933	9,933	18%	✓
<b>Total Unit: Safety &amp; Training</b>	<b>1,296,535</b>	<b>1,264,687</b>	<b>65,071</b>	<b>869,135</b>	<b>934,206</b>	<b>74%</b>	<b>✓</b>
<u>Corporate Improvement &amp; Strategy</u>							
Expenses	585,369	512,277	2,000	308,224	310,224	61%	✓
Transfer / Overhead Allocation	0	0	0	865	865	0%	✗
<b>Total Unit: Corporate Improvement &amp; Strategy</b>	<b>585,369</b>	<b>512,277</b>	<b>2,000</b>	<b>309,088</b>	<b>311,088</b>	<b>61%</b>	<b>✓</b>
<u>Workforce &amp; Strategy Management</u>							
Revenues	0	0	0	50	50	0%	✗
Expenses	353,837	444,754	14,600	342,441	357,041	80%	✓
Transfer / Overhead Allocation	0	0	0	528	528	0%	✗
<b>Total Unit: Workforce &amp; Strategy Management</b>	<b>353,837</b>	<b>444,754</b>	<b>14,600</b>	<b>343,018</b>	<b>357,619</b>	<b>80%</b>	<b>✓</b>
<u>Investigations and Industrial Relations</u>							
Expenses	353,972	341,726	186	240,186	240,373	70%	✓
Transfer / Overhead Allocation	0	0	0	98	98	0%	✗
<b>Total Unit: Investigations and Industrial Relations</b>	<b>353,972</b>	<b>341,726</b>	<b>186</b>	<b>240,285</b>	<b>240,471</b>	<b>70%</b>	<b>✓</b>
<b>Total Section: WORKFORCE &amp; STRATEGY</b>	<b>4,221,594</b>	<b>4,134,014</b>	<b>111,668</b>	<b>3,147,363</b>	<b>3,259,031</b>	<b>79%</b>	<b>✓</b>
<b>Total Department: CORPORATE SERVICES</b>	<b>4,221,594</b>	<b>4,134,014</b>	<b>111,668</b>	<b>3,147,363</b>	<b>3,259,031</b>	<b>79%</b>	<b>✓</b>
<b>Grand Total:</b>	<b>4,221,594</b>	<b>4,134,014</b>	<b>111,668</b>	<b>3,147,363</b>	<b>3,259,031</b>	<b>79%</b>	<b>✓</b>

# **CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT MAY 2017**

## **CTS Monthly Report - May 2017**

**Meeting Date: 27 June 2017**

**Attachment No: 2**

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## MONTHLY OPERATIONS REPORT

### CORPORATE & TECHNOLOGY SECTION

#### Period Ended May 2017

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#### VARIATIONS, ISSUES AND INNOVATIONS

##### Section Update

##### RTI / IP Application Status

No new applications were received under the Right to Information Act/Information Privacy Act this month. Two applications were completed during the month, leaving none outstanding.

No documents were released administratively, and no external reviews were received, one was completed leaving two outstanding.

All current applications are progressing in accordance with legislative timeframes.

##### Smart Regional Centre

##### Smart Hub - Start-up Programs



**Smart Hub Rockhampton** – [Like on Facebook to follow the Smart Hub programs and events.](#)

The marketing campaigns commenced for the Startup Club and Startup Stars programs:

## StartUP club

Startup Club – This program is designed to support existing co-working space members and other startups in the Rockhampton community. The program is geared at attracting additional members to our Smart Hub as well as fostering growth in the Smart Hub's ecosystem. The Startup Club program, facilitated by Mr Bill McKeague, involves formal coaching sessions using the Lean Launchpad approach. Lean Launchpad provides real world, hands-on learning about what it is like to plan and design a new business or new product or service

The marketing / recruiting has run for this program throughout May and continues into June. Applications close for the first round of the program on Monday 19 June 2017.



Startup Stars is an initiative funded by the Queensland Government through Advance Queensland.



**Startup Stars** – Program to demonstrate that our region is the place to start and grow a successful business. This will be achieved by supporting six selected entrepreneurs for six months to start and rapidly scale their business to reach international markets. The selected six entrepreneurs will participate in an intensive mentoring program run by a nationally recognised expert mentor Mr Phillips (*Business in Bare Feet*).

The success of the Startup Stars program will be leveraged as case studies to gain further publicity for our Smart Hub, attracting more startups to the region and to the hub itself.

*The Startup Stars program is gratefully supported by the Queensland State Government under the Advance Queensland Startup Events and Activities Fund.*

Marketing and information sessions will continue throughout May, with both programs scheduled to commence in June, running through to November 2017.

We would like to acknowledge the excellent communications and social media marketing assistance provided by Tanya Wooley, RRC Marketing Officer.

### **Startup Capricorn – Startup Weekend**

The Startup Capricorn startup weekend was staged out of the Smart Hub over the first weekend in June (02 to 04 June 2017). The event was run in partnership with Council, CQU and Startup Capricorn. More than forty people of all ages registered for the event, with six startup teams being formed to develop and pitch their ideas. All six teams worked through the weekend and presented their ideas to the judges on Sunday afternoon. The judges were Mark Phillips (*Business in Bare Feet*), Patrice Brown (CQG Consulting) and Steve Wilson (Chief Entrepreneurs Office). The winner was SCOOD, a new nutrition technology startup to develop an App to measure the nutritional content of meals generally served to aged/retirement facilities and other support centres.



The Smart Hub also supported the CQU 3DS (three day startup) event the following weekend (09 to 10 June 2017). 3DS targets and encourages school and university young entrepreneurs to pitch and develop their ideas. Elize Hattin participated as a member of the judging panel.

### **Australian Smart Communities Summit (ASCA)**

The Manager Corporate & Technology (Drew Stevenson) and Coordinator Information Systems (Brendan Hooper) attended the ASCA Summit in Adelaide in May. This was an opportunity to gather ideas and listen to case studies on smart cities implementations.

Prior to this event, we produced a video and photographs to showcase our integrated smart technologies infrastructure in action. The following link is to the video/photo .zip file

<https://rockhamptonregion.sharefile.com/d-s8d7fd0d7dab4848b>



The video was also sent to our smart technology vendors, with very positive feedback on the success we are achieving on our smart regional centre implementation. Common feedback:

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*"I hope that all is well with you guys. The video that you had made is quite stunning to the few that we have forwarded it to.*

*We have had on-going inquiries and good sales opportunities for quite a while, but this time an inquiry that we have been following up on in Dubai has become far more active. To that end, we sent along the Rockhampton Council video as an example of the best Smart Community installation that we are aware of – yours.*

*Now the client – essentially the "road commission" - is asking us for Smart Parking. We have connections here in the States for Smart Parking, but I wanted to ask you how your installation has gone and if you would recommend that system as one that is "solid".*

*If you are happy with how it is going, could you please let us know what the brand name of the system is and if the re-seller is one that we should contact?*

*Also, I know that you used a Chinese source for your LED banners and I am wondering if we can be put in touch with them? I am sure that you have some documentation on the system that could help us understand the value proposition.*

*We do not make our own signs, we just designed them and have them made by a division of Samsung here in Utah. That causes our costs to be far more than what you bought them for.*

*Thank you both for allowing our technology into your ecosystem,*

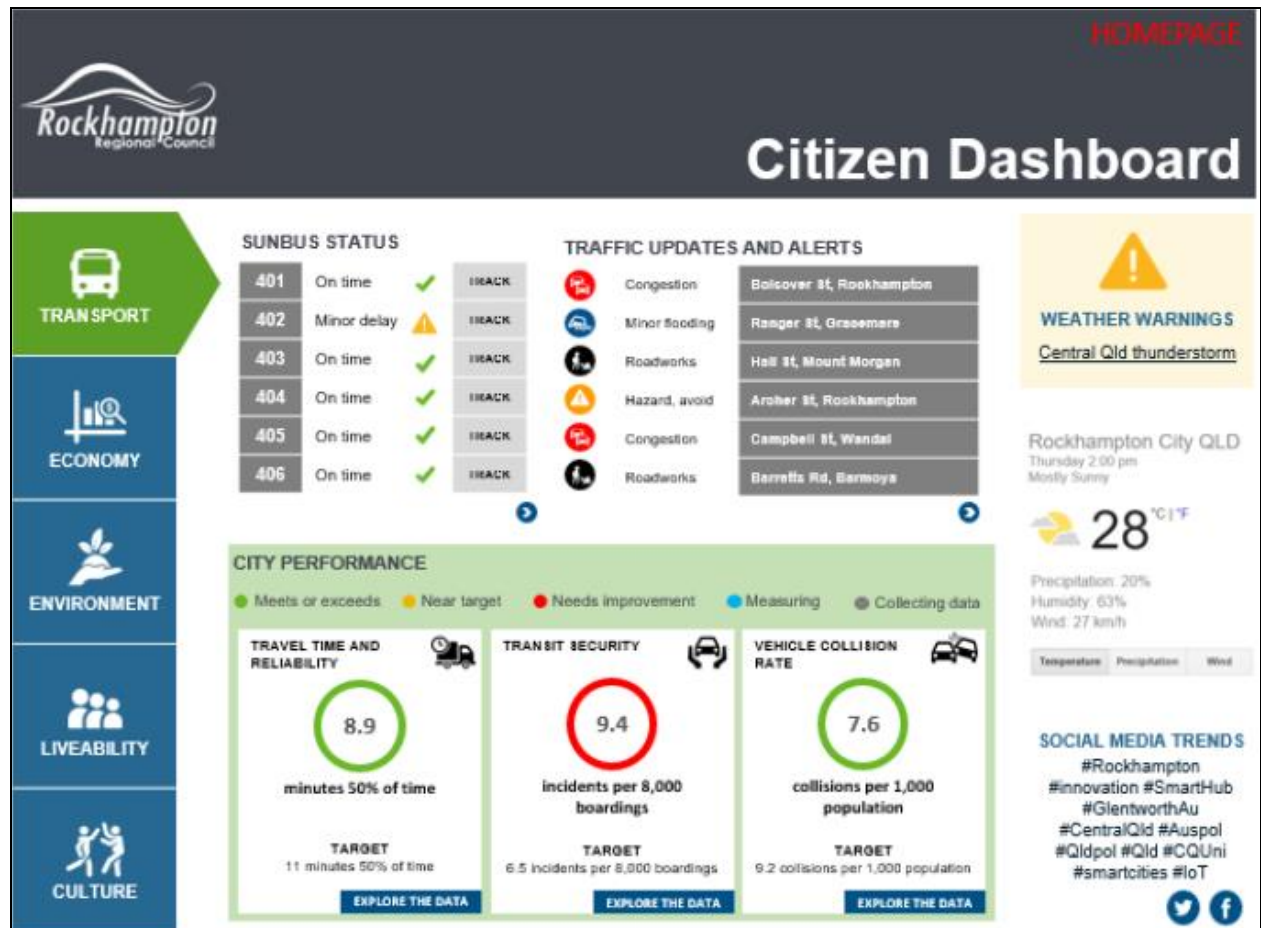
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*"From my perspective this places Rockhampton at the forefront of Smart City deployment in Australia and New Zealand. We are proud to have been selected to be a part of the project.*

*Thank you for the offer to be able to use the video in our efforts to promote Smart City in our outbound marketing activities. We will use it in our presentations to Councils in Australasia and beyond if the international opportunities continue to arise."*

### Citizen Dashboard Project

As part of Council's open data publishing culture, work commenced in May on the development of Council's Citizen Dashboard. This will be a site on Council's website that will provide a focal point for graphically displaying Council and other agency information that is important to our community. Amongst other information, the dashboard will display realtime achievement against adopted performance standards.



NB: Sample Only

The dashboard with the first round of information is planned to go live around mid-August 2017.

# 1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

The response times for completing the predominant customer requests in the reporting period for May 2017 are as below:

	Balance B/F	Completed in Current Mth	Current Month NEW Request		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed							
Accounts Payable Enquiry	0	0	0	0	0	0	2	●0.00	●1.00	●0.75	0.75
Bookings Enquiry	0	0	5	2	3	0	5	●0.00	●0.17	●1.14	0.77
Insurance: Mower / Slasher / Whipper / Snipper	0	0	2	1	0	1	90	●19.00	●6.57	●9.70	10.68
Insurance: Personal Accident / Injury	0	1	1	0	0	1	120	●0.00	●7.75	●43.11	47.09
Insurance: Public Liability / Property Damage Public Property	6	6	7	4	0	3	90	●4.00	●10.72	●9.95	13.60
Leased Premises - General Enquiry	0	0	0	0	0	0	5	●0.00	●1.33	●1.00	1.00
Rates Searches	21	21	131	113	11	0	4	●2.92	●2.12	●1.76	1.69

## 2. COMPLIANCE WITH STATUTORY AND REGULATORY REQUIREMENTS INCLUDING SAFETY, RISK AND OTHER LEGISLATIVE MATTERS

### ***Safety Statistics***

The safety statistics for the reporting period are:

	Third Quarter		
	April	May	June
<b>Number of Lost Time Injuries</b>	0	0	
<b>Number of Days Lost Due to Injury</b>	0	0	
<b>Total Number of Incidents Reported</b>	0	2	
<b>Number of Incomplete Hazard Inspections</b>	0	0	

### ***Risk Management Summary***

Section Risk Register (excludes risks accepted/ALARP)

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Corporate Recordkeeping software (ECM) doesn't meet strategic records management requirements in relation to systematic electronic records archival and disposal resulting in failure to dispose/archive eRecords.	High	The Records Archiving, Retention and Disposal (RARRD) project commenced in 2012 to develop a corporate solution to cover eRecords (including more effective hardcopy disposal recording).	TBA1	90%	Hardcopy records retention and disposal processes documented and implemented.  ECM 4.03 Live, new File Plan (90% complete).
Operational degradation or failure of Council's Two-way radio communications system resulting in failed regional communications for daily operations and emergency disaster management.	High	Commence planning and implement a replacement RRC regional two-way radio communications system. Two stage plan- 1. Replace the Rockhampton City Two-way system. 2. Integrated regional solution taking in the Gracemere infrastructure.	(1) Jun 16 (2) Jun 17	100% 65%	Contract awarded to a local company – Beaney's Communications  Stage 1 completed.  Stage 2 delayed for land tenure issues with Mt Pinnacle communications tower.

**Legislative Compliance & Standards**

Legislative Compliance Matter	Due Date	% Completed	Comments
A local government must review its procurement policy annually.	30/06/17	80%	Report being prepared for the 27/06/17 Council meeting.

3. **ACHIEVEMENT OF CAPITAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME**

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
<b>CAPITAL WORKS PROGRAM</b>					
<b>FLEET (CP440)</b>					
Fleet Asset Renewal Program	1/07/2016	30/06/2017	Ongoing	\$4,852,200	\$7,956,096
Comment: Carry over committals included in the actual YTD.					
<b>INFORMATION TECHNOLOGY (CP230)</b>					
IT Asset Renewal & Upgrade Program	1/07/2016	30/06/2017	Ongoing	\$1,431,206	\$626,910
Comment:					
<b>BUSINESS SUPPORT &amp; DEVELOPMENT (CP630)</b>					
Property Sales	1/07/2016	30/06/2017	Ongoing	\$1,586,876	\$1,704,571
Comment:					
<b>SMART REGIONAL CENTRE(CP235)</b>					
CBD Smart Tech and Hub project	1/07/2016	30/06/2018	Ongoing	\$4,548,000	\$1,493,069
Comment: State Government Building Our Regions funding \$2,270,000 included in project.					



#### 4. **ACHIEVEMENT OF OPERATIONAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME**

As at period ended May 91% of year elapsed.

Project	2016/17 Budget	Actual (incl. committals)	% budget expended	Explanation
Customer Service After Hours Operation	\$60,000	\$50,768	84%	Propel after hours call centre service.

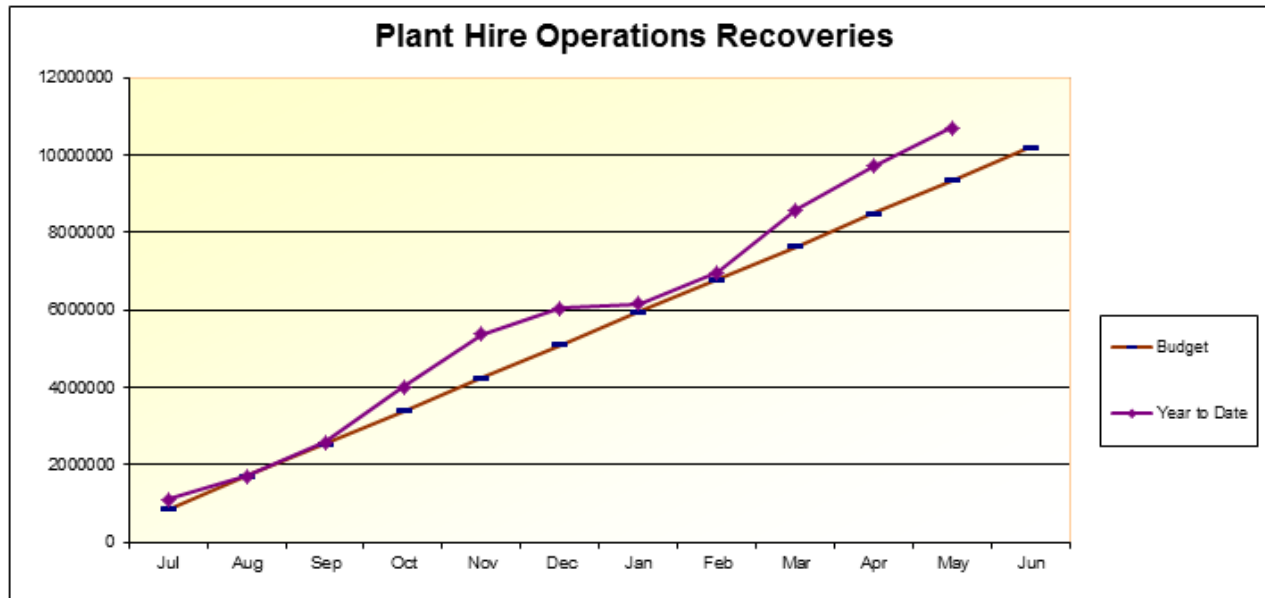
Project	Project Start Date	Project Completion Date	% Completed	Comments
Planned implementation of Aurion System Improvement Project recommendations	Aug 2016	Jun 2017	30%	Planning continuing. Another upgrade required for the end of financial year to be implemented during June.
Phase 2 eServices implementation of ePathway and Pathway mobile improvements throughout 2016/17.	Jul 2016	Jun 2017	35%	Pathway upgrade completed in May. This now clears the way to plan and implement new functionality and customer service elements.
Develop and implement a solution for managing and processing tax invoices in digital format.	Sep 2016	Jun 2017	100%	System operational from 10 Mar 17
Smart Hub design and fitout.	Sep 2016	Nov 2017	20%	Beat Architects have completed the design of the Customs House smart hub and preparing the specification document for tendering late June 2017.

**5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS**

<b>Service Delivery Standard</b>	<b>Target</b>	<b>Current Performance</b>
IT support services provided within service levels outlined in the IT Service Catalogue.	95%	93%
Ensure availability of system up-time during core business hours (excluding planned outages).	99%	100%
Maintain the ratio of customer queries satisfied by Customer Service Officers, without referral to departments.	80%	88%
Customer Service Call Centre answering 75% of incoming calls within 45 seconds.	75%	84%
Process records on the day of receipt as per Recordkeeping Charter.	95%	100%
Process Right to Information/Information Privacy (RTI/IP) applications within legislative timeframes.	100%	100%
Manage centralised tendering and contracting functions in accordance with legislative requirements and Council policy.	100%	100%
Ensure supplier payments are made within stated trading terms.	90%	71%
Ensure staff purchasing activity is compliant with legislation and policy.	100%	100%
Ensure top 100 suppliers by dollar value under formal purchasing agreements (contracts).	90%	96%
Maximise Council property occupancy rates.	98%	100%
Ensure tenanted properties in any month, have current lease agreements and public liability insurance.	80%	81%
Process insurance claims within procedural timeframes.	100%	100%
Maintenance of the risk monitoring and reporting regime by providing a quarterly risk report to the Council and Leadership Team on all current high and very high risks assessed as not ALARP (unacceptable).	100%	100%

## Fleet Services

Ensure internal plant hire operations deliver budgeted net surplus.



<b>Plant Hire Operations Budget (Surplus)</b>	<b>\$ 10,183,500</b>
<b>Year to Date (Surplus)</b>	<b>\$ 10,694,941</b>

**Procurement & Logistics**Contracts Awarded for May – 12

TEN12447 - Kershaw Gardens Redevelopment - Civil Works - JM Kelly - \$920,759
TEN12446 - Kershaw Gardens Redevelopment - JMK Kelly - \$8,551,858
QUO12494 - ITQ Development of Master Plan for Rockhampton Botanic Gardens - Anderson Consulting Engineers Pty Ltd - \$44,600
TEN12524 - Design, Commissioning of the Quay St Cultural Precinct Development - Conrad Gargett Pty Ltd - \$1,496,308
QUO12540 - Roof Access Renewal Upgrade at Various Water Infrastructure Sites - Alertvale Pty Ltd - \$74,000
TEN12557 - RPQS Supply and Repair Arboricultural & Horticultural Equipment - Panel - SOR
TEN12558 - Concrete Works Package Stage 1C & 1D Riverside Precinct Project - JM Kelly Builders Pty Ltd - \$525,133
TEN12565 - RPQS Supply & Installation of Flooring - closed 19 April - Panel - SOR
TEN12569 - Construction of Lookout - Burnett Highway Mt Morgan Range – Taboh Pty Ltd T/A BT Builders- \$112,350
QUO12588 - Gracemere Library Renovation - Warner Building Group Pty Ltd - \$88,259
TEN12592 - Electrical Works for Mt Morgan Streetscape - MB&BB Pty Ltd (Mark Bull Electrical) - \$507,495
QUO12627 - Softfall 42nd Battalion Pool - Urban Play Pty Ltd - \$230,955

Tenders / quotes in progress: 32

Customer Requests Completed Monthly & Top 5 Customer Requests												
	June	July	August	September	October	November	December	January	February	March	April	May
Requests Logged	3393	3745	4155	3429	3163	3011	2565	3241	3235	3912	2884	2742
Same month Completed	2842	2940	3337	2903	2604	2449	1839	2525	2564	2929	2180	2914
% completed same month	83%	78%	80%	84%	82%	81%	71%	77%	79%	75%	75%	77%
Completed Total for Month	3342	3481	4175	4029	3169	3041	2383	2973	3121	3379	2194	3742
Total Pending	1645	2102	2183	1572	1607	1195	1419	1704	1844	2331	2107	2158
Top 5 Requests for Month	An/Dogr F/Enq W/Ani D/Plan T/Trim	An/Dogr F/Enq T/Trim W/Ani D/Plan	An/Dogr D/Plan T/Trim W/Leak W/Ani	An/Dogr P/Gen W/Leak D/Plan M/Mtce	An/Dogr T/Trim Bin RRC W/Leak D/Plan	An/Dogr W/Leak D/Plan P/Gen W/Ani	W/Leak An/Dogr T/Trim W/Animal D/Plan	W/Leak An/Dogr P/Gen T/Trim W/Animal	W/Leak D/Plan T/Trim An/Dogr P/Gen	T/Trim W/Leak S/Blockage Bin RRC Misc Road	W/Leak P/Gen Misc Road O/Grown An/Dogr	P/Gen Food Eng W/Leak An/Dogr W/Animal

Total uncompleted customer requests up to 3 months old:	1577	Conquest Work Order & Investigation Long Term up to 3 months	641
Total uncompleted customer requests between 3 to 6 months old:	240	Conquest Work Order & Investigation Long Term between 3 to 6 months old:	169
Total uncompleted customer requests greater than 6 months old:	340	Conquest Work Order & Investigation Long Term greater than 6 months old:	200

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	Inf Enq - Infringement Enquiry - Local Laws	An/Dogr - Dog Registration Enquiry
	D/Plan - Duty Planner	O/Grown - Overgrown Allotment	W/Leak - Water Leak
	Bin RRC - Replace Bin RRC	D/Plan - Duty Planner (New Enq)	S/Blockage - Reactive Sewerage Block



## FINANCIAL MATTERS

## Operational Budget Status for month ending May 2017

	Adopted Budget	Revised Budget	EOM Commitmen ts	YTD Actual	Commit + Actual	Var	On target
	\$	\$	\$	\$	\$	%	83% of Year Gone
<b>CORPORATE AND TECHNOLOGY</b>							
<u><i>Fleet</i></u>							
Revenues	(263,000)	(263,000)	0	(331,067)	(331,067)	126%	✓
Expenses	12,631,419	11,504,619	425,957	9,714,260	10,140,217	88%	✓
Transfer / Overhead Allocation	(16,966,000)	(16,573,000)	0	(15,414,470)	(15,414,470)	93%	✓
<b>Total</b>	<b>(4,597,581)</b>	<b>(5,331,381)</b>	<b>425,957</b>	<b>(6,031,277)</b>	<b>(5,605,320)</b>	<b>105%</b>	✓
<u><i>Property &amp; Insurance</i></u>							
Revenues	(607,500)	(607,500)	0	(468,663)	(468,663)	77%	✗
Expenses	3,070,923	3,032,111	11,940	2,674,686	2,686,626	89%	✓
Transfer / Overhead Allocation	9,940	9,940	0	6,168	6,168	62%	✓
<b>Total</b>	<b>2,473,363</b>	<b>2,434,551</b>	<b>11,940</b>	<b>2,212,190</b>	<b>2,224,130</b>	<b>91%</b>	✓
<u><i>Corporate &amp; Technology Management</i></u>							
Revenues	0	0	0	(76)	(76)	0%	✓
Expenses	680,113	632,929	24,205	564,061	588,266	93%	✗
Transfer / Overhead Allocation	0	0	0	2,124	2,124	0%	✗
<b>Total Unit:</b>	<b>680,113</b>	<b>632,929</b>	<b>24,205</b>	<b>566,110</b>	<b>590,314</b>	<b>93%</b>	✗
<u><i>Information Systems</i></u>							
Revenues	(20,000)	(25,792)	0	(19,900)	(19,900)	77%	✗
Expenses	6,727,476	6,907,285	560,957	6,363,073	6,924,030	100%	✗
Transfer / Overhead Allocation	19,000	24,034	0	19,088	19,088	79%	✓
<b>Total</b>	<b>6,726,476</b>	<b>6,905,527</b>	<b>560,957</b>	<b>6,362,261</b>	<b>6,923,218</b>	<b>100%</b>	✗
<u><i>Procurement &amp; Logistics</i></u>							
Revenues	(11,100)	(2,658)	0	(2,781)	(2,781)	105%	✓
Expenses	1,677,234	1,804,218	18,761	1,570,807	1,589,567	88%	✓
Transfer / Overhead Allocation	36,000	36,074	0	5,908	5,908	16%	✓
<b>Total</b>	<b>1,702,134</b>	<b>1,837,633</b>	<b>18,761</b>	<b>1,573,934</b>	<b>1,592,695</b>	<b>87%</b>	✓
<u><i>Customer Service</i></u>							
Revenues	(210,000)	(210,909)	0	(186,432)	(186,432)	88%	✗
Expenses	1,758,969	1,674,035	2,634	1,415,907	1,418,541	85%	✓
Transfer / Overhead Allocation	0	(208)	0	(1,210)	(1,210)	581%	✓
<b>Total</b>	<b>1,548,969</b>	<b>1,462,918</b>	<b>2,634</b>	<b>1,228,266</b>	<b>1,230,900</b>	<b>84%</b>	✓
<u><i>Smart Regional Centre</i></u>							
Revenues	(45,000)	(18,750)	0	(18,104)	(18,104)	97%	✓
Expenses	354,776	300,069	8,042	164,690	172,732	58%	✓
Transfer / Overhead Allocation	0	0	0	596	596	0%	✗
<b>Total</b>	<b>309,776</b>	<b>281,319</b>	<b>8,042</b>	<b>147,182</b>	<b>155,224</b>	<b>55%</b>	✓
<b>Total Section:</b>	<b>8,843,250</b>	<b>8,223,495</b>	<b>1,052,496</b>	<b>6,058,665</b>	<b>7,111,161</b>	<b>86%</b>	✓

# **CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT MAY 2017**

## **Finance Monthly Report - May 2017**

**Meeting Date: 27 June 2017**

**Attachment No: 3**

**MONTHLY OPERATIONS REPORT**  
**FINANCE SECTION**  
**Period Ended May 2017**

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**VARIATIONS, ISSUES AND INNOVATIONS*****Section News***

The 2017/2018 Budget discussions are near to finalisation with the planned presentation of Papers on the 22<sup>nd</sup> June 2017.

The Revised Budget for the 16/17 year was adopted at Council on the 13 June 2017.

The Fringe Benefits Taxation return has now been completed (on time).

Asset Valuations are progressing well, albeit a little behind schedule. The Asset Audit by Thomas, Noble Russell is now deferred to the week of the 10 July allowing a little more time for Asset Revaluations processing and review.

## LINKAGES TO OPERATIONAL PLAN

### 1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

The response times for completing the predominant customer requests in the reporting period for *Finance* are as below:

	Balance BF	Completed in Current Mth	Current Month New Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (day:s)	Avg Completion Time (day:s) Current Mth	Avg Completion Time (day:s) 6 Months	Avg Completion Time (day:s) 12 Months	Avg Duration (day:s) 12 Months (complete and incomplete)
			Received	Completed							
Rates Equity	4	4	39	38	1	0	3	0.68	1.68	1.55	1.02

### ***Comments & Additional Information***

Nil.

## **2. COMPLIANCE WITH STATUTORY AND REGULATORY REQUIREMENTS INCLUDING SAFETY, RISK AND OTHER LEGISLATIVE MATTERS**

### ***Safety Statistics***

The safety statistics for the reporting period are:

	FIRST/SECOND QUARTER		
	March	April	May
Number of Lost Time Injuries	0	0	0
Number of Days Lost Due to Injury	0	0	0
Total Number of Incidents Reported	0	0	0
Number of Incomplete Hazard Inspections	0	0	1

### ***Risk Management Summary***

All Finance's Risks are now ALARP

### ***Legislative Compliance & Standards***

Legislative Compliance Matter	Due Date	% Completed	Comments
Audited Statement completed by end of October	31/10/16	100%	Final Audited Statements now certified by CEO & Mayor on 14 October.
Annual Budget adopted by 1 August	01/08/16	100%	Budget adopted in July
Asset Register must record its non-current physical assets	30/06/17	100%	Completed
A community financial report must be prepared for the Annual Report	30/10/16	100%	Completed
A Local Government must have a Debt Policy, Investment Policy and a Revenue Policy	01/08/16	100%	All policies now adopted.
Trust Fund Management in accordance with the Local Government Regulation	30/06/17	100%	Completed
Monthly Financial report prepared for the monthly meeting of Council	30/06/16	100%	Completed
A Local Government must set an Asset Recognition Threshold	30/06/17	0%	Not yet reviewed for year.

## **3.ACHIEVEMENT OF CAPITAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME**

No capital projects are relevant to the Finance Section.



**4.ACHIEVEMENT OF OPERATIONAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME**

No Operational Projects to highlight within the Adopted Budget.

**5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS*****Adopted/Operational Service Level Standards & Performance***

Service Level	Target	Current Performance
Levy rates within 1 week of predicted dates in revenue statement	100%	100%
Manage the recovery of unpaid rates and charges in accordance with the Revenue Management Policy, achieving an overdue balance of less than 3% at its lowest point.	<3%	5.15% achieved in May

Please note the service levels depicted in the above table are operational standards only and have not been formally adopted by Council.

**6. 'LIVE' GRANT APPLICATIONS: AS AT 13 June 2017**

Attached is a summary provided by the Grants Officer on Council's current applications.

## Grants Report: As at 13 June 2017

Rockhampton Regional Council has applied for the following grants, for which a decision remains pending:

#	Project Name	Project Inclusions	Part of a Council Strategy?	Project Total	Fund	Funding Sought	Final Decision ESTIMATED
7	<b>Hansens Bridge, Calmornin Rd, Ridgeland</b>	This project will upgrade the current load limit of the bridge to 70 tonnes, increase the width from one lane to two, and improve the flood immunity of the bridge by replacing the existing one lane timber bridge with a two lane bridge constructed with reinforced concrete box culverts.		\$926,500	Bridges Renewal Programme (Round 3)	\$463,250	October 2017
6	<b>Bellingens Bridge, Mt Hopeful, Bajool</b>	This project will upgrade the current load limit of the bridge to 70 tonnes by replacing the existing timber bridge materials with reinforced concrete box culverts.		\$270,000	Bridges Renewal Programme (Round 3)	\$135,000	October 2017
5	<b>Rockhampton Smart Hub Startup Club Lean Launch Pad Mentoring Program</b>	Council partnering with Adaptive Solutions Pty Ltd to facilitate and mentor the 6 month program. The goal is to create an entrepreneurial experience for Startup Club members with all of the pressures and demands felt in an early stage startup.	Smart Way Forward & Economic Development Strategy	\$46,062	(Cth) Incubator Support Initiative - Expert in Residence	\$22,206	June 2017
4	<b>Kershaw Gardens Central Precinct Revitalisation - Stage 2</b>	Kershaw Gardens Central Precinct Revitalisation will deliver a new central activity area with iconic entry statement, additional carparking, new playgrounds, water play, and landscaping features.	Kershaw Gardens Master Plan	\$11,000,000	(QG) Building our Regions (Round 3)	\$5,000,000	July 2017
3	<b>Rockhampton Airport Pavement Upgrade Project</b>	The Rockhampton Airport Pavement Upgrade Project will deliver asphalt resurfacing to the main runway plus surface enrichment to the taxiways, runway shoulders, and both the military and regular public transport (RPT) aprons. The aim of the project is to enable the Airport to open sooner after flooding events.		\$12,620,000	(Cth) Building Better Regions Fund – INFRASTRUCTURE STREAM	\$5,000,000	July 2017
2	<b>Canning St on-road cycle lanes</b>	Canning St - Derby St to Cambridge St	CQ Principal Cycle Network	\$275,000	(QG) Cycle Network Local Government	\$137,500	July 2017

		Strategy	Program
1	<b>North St on-road cycle lanes</b>	North St on-road cycle lanes – Victoria Pde to Campbell St CQ Principal Cycle Network Strategy	(QG) Cycle Network Local Government Program \$192,000 July 2017

### 3. Funding secured by Council so far in 2016/17 includes:

	Project Name	Project Description	Supporting Council Strategy	Project Total	Fund	Funding Awarded
1	<b>Rockhampton Heritage Village Boardwalk and Viewing Platform Project</b>	Boardwalk and viewing platform at the Heritage Village to establish an access walkway.	N/A	\$13,502 (RRC \$7560 In-Kind)	Commonwealth Government's Stronger Communities Programme (M.Landry MP)	\$5,942
2	<b>Mafeking Bell Revitalisation Project</b>	Restoration and re-establishment of the Mafeking Bell Monument in Mount Morgan	Mount Morgan Streetscape Redevelopment	\$20,000 (RRC \$10,000 In-Kind)	Commonwealth Government's Stronger Communities Programme (K.O'Dowd MP)	\$10,000
3	<b>Pilbeam Walkway - Stage 1</b>	Delivery of the first stage of the Pilbeam Walkway.	Mount Archer Activation Masterplan	\$1.5 million	Community Development Grants Programme (Landry MP & Senator Nash)	\$1.5 m
4	<b>Schotia Place Lighting Modernisation Project</b>	Safer and better lighting for Schotia Place, via LED Lighting Ceiling Panels and other improvements.	Schotia Place Heritage Management Plan	\$0.016 m (\$15,664)	Ergon Energy Community Fund	\$4950.00
5	<b>Rockhampton CBD Smart Technologies &amp; Working Hub</b>	Smart Poles, Free Wi-Fi, CCTV, Smart Lighting, Digital Signage, Parking Sensors, Smart Working Hub.	Smart Way Forward	\$4.54m	(QG) Building our Regions: Regional Capital Fund	\$2.28 m
6	<b>First Turkey Mountain Bike Reserve</b>	Mountain bike trails, toilet, vehicular access causeway, and area for events/education.	Mount Archer Activation Master Plan	\$0.5m	(QG) Building our Regions: Regional Capital Fund	\$0.25 m
7	<b>Stanwell-Waroula Road Upgrades</b>	Paving and sealing of 4.5 km of gravel road and reconstruction and widening of 2 m of narrow sealed pavement on Stanwell Waroula Rd.		\$1.62 m	2016-17 Local Government Grants & Subsidies Programs	\$0.9 m

	Project Name	Project Description	Supporting Council Strategy	Project Total	Fund	Funding Awarded
8	<b>Nine Mile Floodway Reconstruction &amp; Widening</b>	Reconstruction and widening of 1.4km of concrete floodway along Nine Mile Road.		\$1.56 m	2016-17 Local Government Grants & Subsidies Programs	\$0.87 m
9	<b>Rockhampton River Festival 2017</b>				Tourism and Events Queensland's (TEQ) Queensland Destination Events Program	\$0.015 m
10	<b>Rockhampton Cultural Festival 2017</b>				Celebrating Multicultural Queensland grants program.	\$0.01 m
11	<b>Mount Morgan Streetscape Improvements</b>	To upgrade the Morgan St median and streetscape (between East and Central Streets), in Mount Morgan. (A key project within the wider Mount Morgan Streetscape Program of work.)	Mount Morgan Streetscape Redevelopment Plan	\$0.61 M	2016-17 Local Government Grants & Subsidies Programs	\$0.348 m
12	<b>Remembering Alton Downs and District Veterans</b>	Photographic display and biographical record booklets commemorating World War One & Two Servicemen, for display in Rockhampton Library History Centre Collection and Community Hall.		\$8,340	Queensland Centenary Grants Program – Spirit of Service	\$8,340
13	<b>42nd Battalion Memorial Pool - water play</b>	Redevelopment of site to include water play	42 <sup>nd</sup> Battalion Memorial Pool Masterplan	\$1,230,000	Works for Queensland \$9.38 m	\$1,230,000
14	<b>Cedric Archer Park - water play</b>	Development of new water play	Cedric Archer Park Masterplan	\$1,537,500	Works for Queensland \$9.38 m	\$1,537,500
15	<b>Development of supporting infrastructure for relocation of Rockhampton Hockey Association</b>	Development of artificial hockey surface and associated access and circulation infrastructure (accompany approved project for RHA)		\$2,475,375	Works for Queensland \$9.38 m	\$2,475,375
16	<b>Mount Morgan Streetscape renewal</b>	Streetscape renewal, public art, event space, lighting, landscape and accessibility upgrades	Mount Morgan Streetscape Redevelopment Plan	\$1,060,686	Works for Queensland \$9.38 m	\$1,060,686

	Project Name	Project Description	Supporting Council Strategy	Project Total	Fund	Funding Awarded
17	<b>North Rockhampton Boat Ramp Carpark and Walkways</b>	Developing new boating facilities for fishing tourism.	Rockhampton Fishing Tourism Strategy	\$1,500,000	Works for Queensland \$9.38 m	\$1,500,000
18	<b>Mt Archer Activation Works</b>	New tourism attraction infrastructure works for the Mount Archer Activation Masterplan.	Mount Archer Activation Master Plan	\$300,000	Works for Queensland \$9.38 m	\$300,000
19	<b>Rockhampton Zoo &amp; Botanical Gardens Works</b>	Maintenance and improvements to the Zoo and Botanical Gardens.		\$300,000	Works for Queensland \$9.38 m	\$300,000
20	<b>Schotia Place Air Conditioning</b>	Installation of air conditioning in the Schotia Place Building which is a community and senior citizens venue.		\$250,000	Works for Queensland \$9.38 m	\$250,000
21	<b>Muellerville Walk</b>	Maintenance and improvements to the historic 1.4km Muellerville Walk.		\$94,500	Works for Queensland \$9.38 m	\$94,500
22	<b>Rockhampton Showground Improvements</b>	Maintenance and improvements to the Rockhampton Showgrounds before Beef Week 2018 international trade event.		\$270,689	Works for Queensland \$9.38 m	\$270,689
23	<b>Welfare House Mount Morgan</b>	Maintenance and improvements to Welfare House building community use venue.		\$153,000	Works for Queensland \$9.38 m	\$153,000
24	<b>Mount Morgan Skate Park Toilets</b>	Construction of toilet block for skate park.		\$100,000	Works for Queensland \$9.38 m	\$100,000
25	<b>North Rockhampton Library Works</b>	Maintenance and improvements to Library building.		\$90,000	Works for Queensland \$9.38 m	\$90,000
26	<b>Rockhampton City Child Care Centre Painting</b>	Re-painting works for the Child Care Centre building.		\$18,250	Works for Queensland \$9.38 m	\$18,250
27	<b>Startup Stars</b>	Startup Stars is a mentoring program developed to demonstrate that Rockhampton is a suitable place for starting and growing a successful business.	Smart Way Forward & Economic Development Strategy	\$37,035 (\$32,900 excluding cash.)	'Queensland Startup Events and Activities Fund' Advance Queensland	\$17,237



Project Name		Project Description	Supporting Council Strategy	Project Total	Fund	Funding Awarded
28	<b>Rockhampton Kennel Club Facility Replacement Project</b>	Removal of existing timber Kennel Club structure and installation of new 28m x 8m colour bond steel cyclone rated structure on the existing slab at the Rockhampton Showgrounds.		\$35,000 (Plus \$7k in-kind = \$42000))	(QG) Gambling Community Benefit Fund (Round 91)  <i>Note: Partnership with the Rockhampton Kennel Club Inc.</i>	\$35,000
29	<b>Denham &amp; Campbell Street Intersection</b>	Upgrade to single lane roundabout.		\$935,719	(Cth) Black Spot	\$936,000
30	<b>Alma &amp; Stanley Street Intersection</b>	Construct kerb islands to bring forward hold line.		\$222,162	(Cth) Black Spot	\$222,000
31	<b>Rockhampton Cultural Festival</b>	Cultural Festival in August 2017 with displays, entertainment, food, workshops and parade highlights.			(QG) Celebrating Multicultural Queensland Grants Program	\$10,000
32	<b>South Rockhampton Local Catchment Studies</b>	This project will develop a new and better flood model for the South Rockhampton local catchment.		\$200,000	(QG) 2016-17 Local Government Grants & Subsidies Programs	\$120,000
<i>Total FY2016/17 To-Date:</i>						<b>\$16.913 M</b>

## FINANCIAL MATTERS

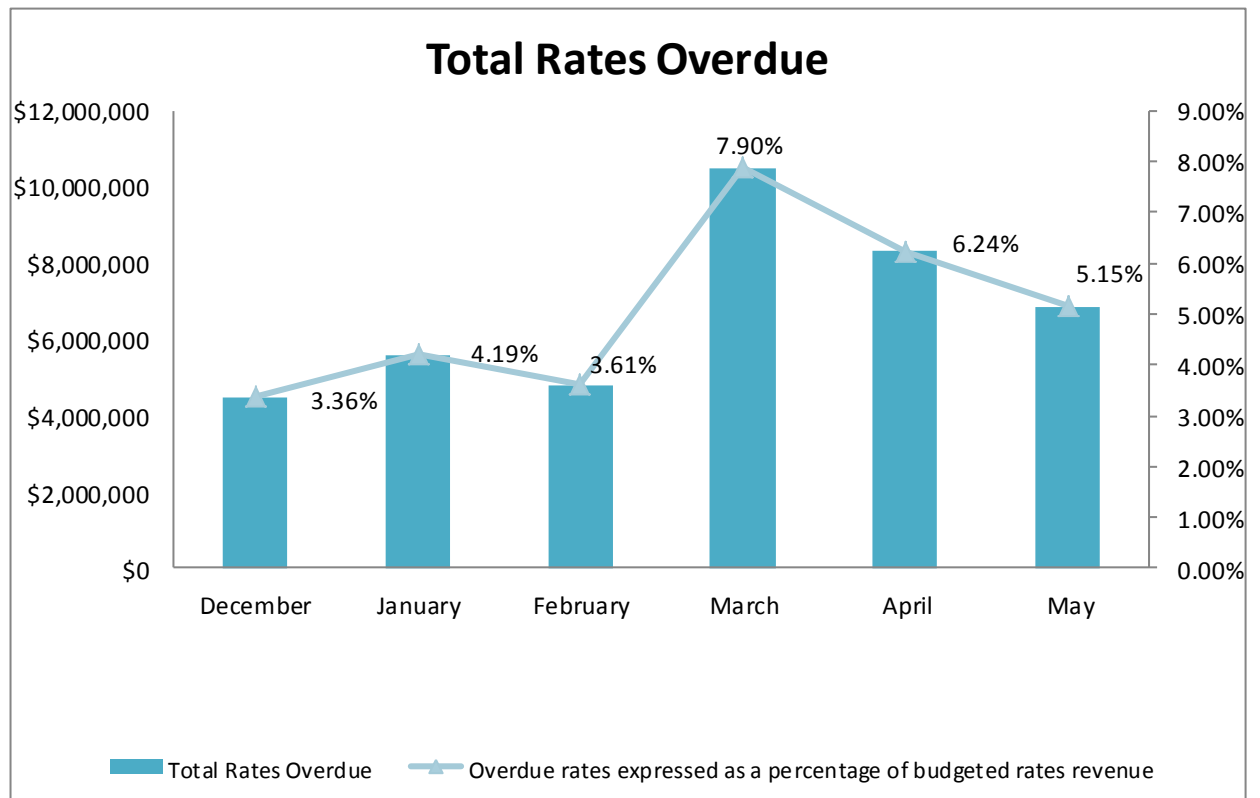
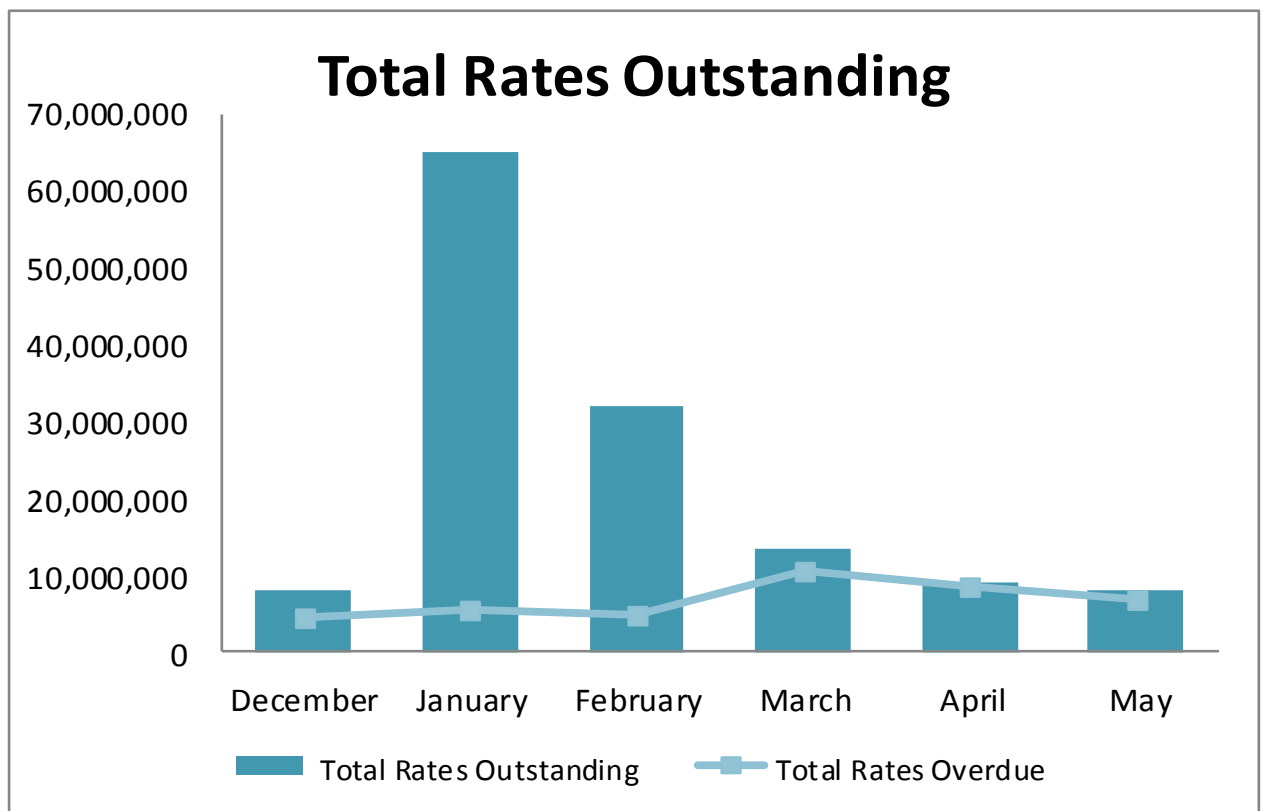


## End of Month Job Costing Ledger - (Operating Only) - FINANCE AND BUSINESS

As At End Of May

Report Run: 05-Jun-2017 14:58:37 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 91.7% of Year Gone
<b>CORPORATE SERVICES</b>							
<b>FINANCE</b>							
<u>Finance Management</u>							
Revenues	0	0	0	(144)	(144)	0%	✓
Expenses	714,676	590,632	98,176	514,159	612,335	104%	✗
Transfer / Overhead Allocation	0	0	0	714	714	0%	✗
<b>Total Unit: Finance Management</b>	<b>714,676</b>	<b>590,632</b>	<b>98,176</b>	<b>514,730</b>	<b>612,906</b>	<b>104%</b>	<b>✗</b>
<u>Accounting Services</u>							
Expenses	1,281,051	1,259,134	0	1,121,234	1,121,234	89%	✓
Transfer / Overhead Allocation	0	0	0	45	45	0%	✗
<b>Total Unit: Accounting Services</b>	<b>1,281,051</b>	<b>1,259,134</b>	<b>0</b>	<b>1,121,279</b>	<b>1,121,279</b>	<b>89%</b>	<b>✓</b>
<u>Financial Systems</u>							
Expenses	440,439	379,877	0	324,174	324,174	85%	✓
Transfer / Overhead Allocation	0	300	0	273	273	91%	✓
<b>Total Unit: Financial Systems</b>	<b>440,439</b>	<b>380,177</b>	<b>0</b>	<b>324,446</b>	<b>324,446</b>	<b>85%</b>	<b>✓</b>
<u>Assets &amp; GIS</u>							
Revenues	0	0	0	(3,670)	(3,670)	0%	✓
Expenses	2,025,782	1,847,590	56,316	1,483,073	1,539,389	83%	✓
Transfer / Overhead Allocation	36,485	36,485	0	34,052	34,052	93%	✗
<b>Total Unit: Assets &amp; GIS</b>	<b>2,062,267</b>	<b>1,884,075</b>	<b>56,316</b>	<b>1,513,454</b>	<b>1,569,770</b>	<b>83%</b>	<b>✓</b>
<u>Rates &amp; Revenue</u>							
Revenues	(419,500)	(439,000)	0	(457,639)	(457,639)	104%	✓
Expenses	1,676,037	1,796,664	159,545	1,555,482	1,715,027	95%	✗
Transfer / Overhead Allocation	750	750	0	331	331	44%	✓
<b>Total Unit: Rates &amp; Revenue</b>	<b>1,257,287</b>	<b>1,358,414</b>	<b>159,545</b>	<b>1,098,174</b>	<b>1,257,719</b>	<b>93%</b>	<b>✗</b>
<b>Total Section: FINANCE</b>	<b>5,755,720</b>	<b>5,472,432</b>	<b>314,036</b>	<b>4,572,084</b>	<b>4,886,120</b>	<b>89%</b>	<b>✓</b>
<b>Total Department: CORPORATE SERVICES</b>	<b>5,755,720</b>	<b>5,472,432</b>	<b>314,036</b>	<b>4,572,084</b>	<b>4,886,120</b>	<b>89%</b>	<b>✓</b>
<b>Grand Total:</b>	<b>5,755,720</b>	<b>5,472,432</b>	<b>314,036</b>	<b>4,572,084</b>	<b>4,886,120</b>	<b>89%</b>	<b>✓</b>



**11.14 REGIONAL DEVELOPMENT - OPERATIONAL REPORT - MAY 2017****File No:** 12614**Attachments:** 1. **Regional Development and Promotions Unit  
Monthly Operations Report - May 2017  
(Closed Session)****Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Chris Ireland - Manager Regional Development and Promotions  
Scott Waters - General Manager Regional Development and Aviation

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**SUMMARY**

*The monthly operations report for the Regional Development Unit over the month of May 2017 is presented for Councillor's information.*

**OFFICER'S RECOMMENDATION**

THAT the Regional Development Operational Report for May 2017 be received.

**BACKGROUND**

Council's Regional Development and Promotions Unit provide monthly reporting to Council. The following report and attachment provides details of actions undertaken and deliverables during May.

**COMMENTARY**

The attached report provides details of the core areas of activity during May by the Regional Development and Promotions Unit. These activities are continuation of tasks that have been allocated as a result of priorities driven throughout the Council and also regional economy. Leading into a new financial year, budget, corporate and operational plan, the activities and deliverables of the unit will now become more targeted through KPI's that align with the following:

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

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

**CONCLUSION**

It is recommended that Council receive the attached report.

## **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 Renewal Of Dark Fibre Services Contract

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

#### 16.2 Legal Matters Report - 31 May 2017

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.

#### 16.3 Bad Debt Write Offs

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

#### 16.4 Rockhampton Airport - 2017 Commercial Airline Micro Analysis findings report

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

#### 16.5 Rockhampton Airport - Business Planning FY18

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

#### 16.6 Chief Executive Officer Monthly Report

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

## 16 CONFIDENTIAL REPORTS

### 16.1 RENEWAL OF DARK FIBRE SERVICES CONTRACT

**File No:** 5883

**Attachments:** Nil

**Authorising Officer:** Ross Cheesman - Deputy Chief Executive Officer

**Author:** Drew Stevenson - Manager Corporate and Technology Services

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

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#### SUMMARY

*This report provides details of the network communications connectivity services provided by third party dark fibre and seeks approval to renew the contract under s235(b) of the Local Government Regulation (2012).*

**16.2 LEGAL MATTERS REPORT - 31 MAY 2017****File No:** 1392**Attachments:** 1. Legal Matters Report - 1 May 2017 - 31 May 2017**Authorising Officer:** Tracy Sweeney - Manager Workforce and Strategy  
Ross Cheesman - Deputy Chief Executive Officer**Author:** Allysa Brennan - Coordinator Corporate Improvement and Strategy

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.

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**SUMMARY**

*Manager Workforce and Strategy presenting an update of current legal matters that Council is involved in as at 31 May 2017.*



**16.3 BAD DEBT WRITE OFFS****File No:** 1117**Attachments:** 1. Write Offs Over \$1000.00**Authorising Officer:** Ross Cheesman - Deputy Chief Executive Officer**Author:** Alicia Cutler - Manager Finance

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.

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**SUMMARY**

*Manager Finance submitting a schedule of amounts considered to be uncollectable for approval to be written off as bad debts.*

**16.4 ROCKHAMPTON AIRPORT - 2017 COMMERCIAL AIRLINE MICRO ANALYSIS FINDINGS REPORT****File No:** 3393**Attachments:**

1. Virgin Australia - Micro Analysis Findings Report 2017
2. Qantas Airways - Micro Analysis Findings Report 2017
3. JetGo Australia - Micro Analysis Findings Report 2017

**Authorising Officer:** Chris Ireland - Manager Regional Development and Promotions  
Scott Waters - General Manager Regional Development and Aviation**Author:** Tori Jacobsen - Commercial Support 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.

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**SUMMARY**

*Council Officers undertook a comprehensive micro analysis review of the three commercial partner airlines at Rockhampton Airport; Virgin Australia Airlines Pty Ltd, Qantas Airways Ltd (operating as QantasLink), and JetGo Australia. The reports analyse each Airline's overall performance at Rockhampton Airport from January 2015 to March/April 2017 (most up to date data available). The reports consider and present findings using a combination of market and industry research, and multifaceted data collation, revision and analysis to form an accurate, methodical performance analysis.*

**16.5 ROCKHAMPTON AIRPORT - BUSINESS PLANNING FY18****File No:** 1689**Attachments:**  
**1. Rockhampton Airport Snapshot**  
**2. Rockhampton Airport Benchmarking****Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Scott Waters - General Manager Regional Development and Aviation

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

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**SUMMARY**

*The General Manager Regional Development and Aviation, engaged Airbiz aviation consultants to undertake an overview of Commercial Aviation Opportunities at Rockhampton Airport for FY18. This also includes a benchmarking report to understand Rockhampton Airport's performance against similar regional Airports.*

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

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

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**SUMMARY**

*Chief Executive Officer presenting monthly report for the period ending Monday 19 June 2017.*

## **17 CLOSURE OF MEETING**