



# **ORDINARY MEETING**

## **AGENDA**

**30 JANUARY 2018**

*Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 30 January 2018 commencing at 9:00am for transaction of the enclosed business.*

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

**ACTING CHIEF EXECUTIVE OFFICER**  
23 January 2018

Next Meeting Date: 20.02.18

**Please note:**

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

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**1 OPENING**

The opening prayer presented by Reverend Delfina Trail.

**2 PRESENT**

Members Present:

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

In Attendance:

Mr E Pardon – Chief Executive Officer

**3 APOLOGIES AND LEAVE OF ABSENCE**

**4 CONFIRMATION OF MINUTES**

Minutes of the Ordinary Meeting held 12 December 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**

Nil

## 11 OFFICERS' REPORTS

### 11.1 D/146-2017 - FEE REDUCTION FOR PROPOSED MATERIAL CHANGE OF USE FOR A SERVICE STATION AT LOT 1 CAPRICORN HIGHWAY, GRACEMERE

**File No:** D/146-2017  
**Attachments:** Nil  
**Authorising Officer:** Tarnya Fitzgibbon - Coordinator Development Assessment  
Steven Gatt - Manager Planning and Regulatory Services  
Colleen Worthy - General Manager Community Services  
**Author:** Amanda O'Mara - Senior Planning Officer

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#### SUMMARY

*This report discusses a proposal for consideration of a reduction in development assessment fees relating to a proposed Material Change of Use to establish a Service Station at Lot 1 Capricorn Highway, Gracemere (near Hall Road).*

#### OFFICER'S RECOMMENDATION

THAT Council accept an application fee of \$7,115.00 for the proposed development.

#### BACKGROUND

Corbet Property Pty Ltd have lodged a development application to Council for a proposed Service Station over Lot 1 and 2 on RP617280, located at Lot 1 Capricorn Highway, Gracemere.

The application fee for a Service Station under Council's approved Fees and Charges Schedule 2017-2018 is calculated as follows:

- Service Station: \$3,391 plus \$532 per 100 square metres of site area or part thereof.

The proposal has a site area of 1.961 hectares which equates to a total fee of \$107,716.20.

The applicant requests the fee be calculated on gross floor area and the area of the car and truck canopies instead of site area because the current fee does not represent the true fees required to achieve cost recovery to assess the application. The proposed gross floor area and the area of the car and truck canopies total 740 square metres. The fee based on this area will total \$7,115.00.

Therefore, although the proposed fee represents a reduction of \$100,601.20, it will not result in Council being left exposed to a financial liability.

#### CONCLUSION

The proposed fee reduction will not result in Council being left exposed to a financial liability, and more appropriately reflects the cost involved with assessing the application.

**11.2 ENVIRONMENTAL SUSTAINABILITY STRATEGY - PROPOSED FRAMEWORK**

**File No:** 1174

**Attachments:** 1. Environmental Sustainability Strategy - Proposed Framework

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

**Author:** Christine Bell - Coordinator Natural Resource Management

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**SUMMARY**

*This report tables the proposed framework for the development of Council's Environmental Sustainability Strategy.*

**OFFICER'S RECOMMENDATION**

That Council receive and endorse the information contained within the 'Environmental Sustainability Strategy - Proposed Framework'.

**COMMENTARY**

Rockhampton Regional Council's *Corporate Plan 2017-2021* sets Council's strategic direction and priorities for the next five years. The Plan identifies community and the environment as key themes and seeks to achieve "*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*".

To deliver this goal, an Environmental Sustainability Strategy is identified as a critical performance measure in developing strong community and stakeholder partnerships and increasing the effectiveness of environmental programs undertaken by Council.

This report tables the '*Environmental Sustainability Strategy – Proposed Framework*'. The Framework outlines the proposed approach to the Strategy along with a supporting internal governance structure. The Framework has been developed in consultation with key Council managers and subsequently endorsed by the Leadership Team.

**BACKGROUND**

As the level of government closest to the community, local government is responsible for the management and protection of local communities and their environment. Council has a significant opportunity to contribute to sustainability within our Region by influencing urban planning, transport, economic and community development; implementing best practice waste and water management; and by leading community education, public land management and the delivery of specific environment and sustainability programs. Council also has opportunities to minimise its environmental footprint and associated costs through reduction of waste, water, energy and resource use.

Across Council, environment and sustainability considerations exist within almost everything we do and individual operational areas currently undertake a range of associated initiatives.

To provide a more coordinated approach to this work, a Natural Resource Management (NRM) unit was established in October 2017. The NRM unit is responsible for facilitating the whole-of-Council strategies, partnerships and programs necessary to advance environmental sustainability across Council and the Region. As part of this role, the NRM unit is also accountable for facilitating the development and implementation of Council's Environmental Sustainability Strategy.



**BUDGET IMPLICATIONS**

The Environmental Sustainability Strategy will be developed in-house during 2018. Subject to Council's adoption of the final Strategy and development of an approved implementation plan, budgetary consideration should be given in the 2018-19 year and beyond for the purpose of implementing the Strategy.

**CORPORATE/OPERATIONAL PLAN**

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

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

By developing an Environmental Sustainability Strategy, Council is setting a clear direction for its sustainability journey and taking the first steps to embed sustainability within Council and across the Region.

**CONCLUSION**

By advancing environmental sustainability, Council will ensure the Rockhampton Region is a great place to live, work, play, learn and invest, both now and in the future.

**Aim:** To advance environmental sustainability across Council and the Region.

**Environmental sustainability** means ensuring our actions meet current needs without compromising the prospects of future generations.

**Natural resource management** is about people and communities and the way they understand and interact with the environment (such as land, water, soil, plants and animals).

## Key drivers:

The Rockhampton Region is a great place and we're committed to keeping it that way. Already there's a lot happening to protect, maintain and enhance our environment but there's still more work to do. As the level of government closest to the community, local council is responsible for the management and protection of local communities and their environment. That's why we're working together to embed sustainability in everything we do.

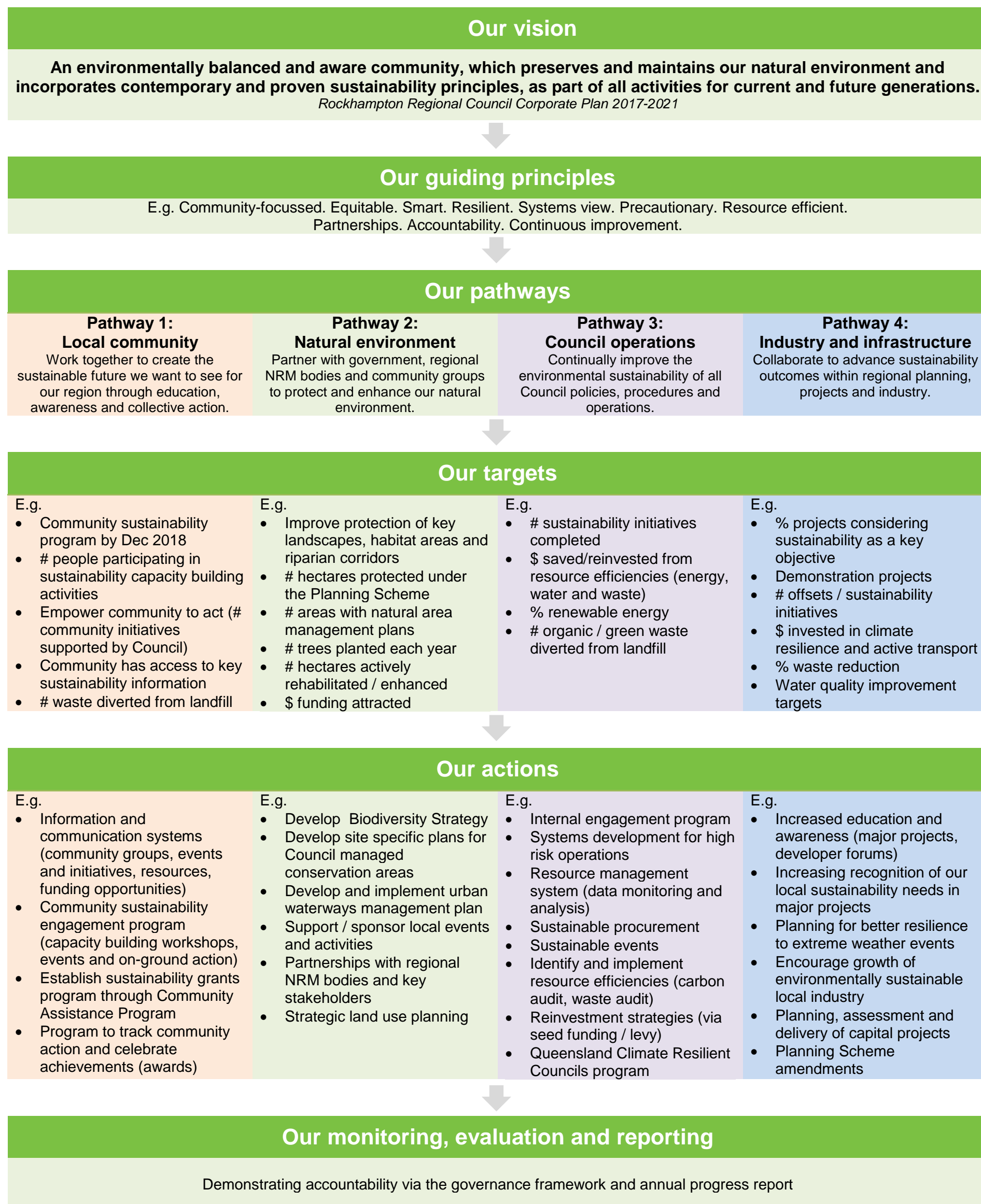
By encouraging environmental sustainability, we will:

- Address increasing community expectations and demonstrate compliance with Council's legal and other obligations;
- Ensure healthy landscapes create healthy and liveable communities (great places to live, work, play, learn and invest);
- Boost the local economy (via more productive land and waterways and greater opportunities to attract tourists);
- Enhance awareness, knowledge and skills which strengthen our connection with nature and the community; and
- Establish Council as an effective role model that empowers our community to act locally to improve sustainability.

## Proposed approach:

<b>Stage 1</b> Initial review	November 2017 – January 2018: <ul style="list-style-type: none"> <li>• Identify internal and external stakeholders</li> <li>• Undertake targeted one on one meetings to review Council's current activities and data collection mechanisms</li> <li>• Prepare Environmental Sustainability Strategy (Strategy) scope for endorsement by Leadership Team (LT)</li> <li>• Prepare Strategy engagement plan and seek approval</li> <li>• Prepare internal and external communications materials introducing Council's renewed commitment to sustainability</li> <li>• Compile snapshot of current activities</li> <li>• Introduce Strategy intent and scope to Council via targeted report</li> </ul>
<b>Stage 2</b> Visioning	February – March 2018: <ul style="list-style-type: none"> <li>• Circulate current snapshot and endorsed Strategy scope to sustainability executive group for internal feedback</li> <li>• Facilitate sustainability visioning workshop with Sustainability Strategy Executive Group (SSEG)</li> <li>• Establish and facilitate Internal Sustainability Working Group (ISWG) meeting #1</li> <li>• Undertake targeted meetings with Mayor, Councillors, key Managers and external stakeholders to establish specific targets</li> <li>• Facilitate sustainability visioning workshop with Councillors</li> <li>• Develop draft framework for Environmental Sustainability Strategy (outline template) for LT endorsement</li> <li>• Coordinate LGAQ Climate Resilient Council's face to face briefing and governance audit</li> <li>• Continue basic internal and external communications (awareness raising)</li> <li>• Provide progress update to Council via NRM Team monthly operational reports</li> </ul>
<b>Stage 3</b> Strategy development	April 2018: <ul style="list-style-type: none"> <li>• Prepare draft Strategy</li> <li>• Continue basic internal and external communications (awareness raising)</li> <li>• Provide progress update to Council via NRM Team monthly operational reports</li> </ul>
<b>Stage 4</b> Strategy validation	May – June 2018: <ul style="list-style-type: none"> <li>• Facilitate Strategy validation workshop with SSEG</li> <li>• Facilitate Strategy validation workshop with Councillors</li> <li>• Circulate draft Strategy to key external stakeholders for input</li> <li>• Facilitate ISWG meeting #2</li> <li>• Collate feedback and refine the draft Strategy ready for public review</li> <li>• Prepare Council report seeking endorsement of the draft Strategy</li> <li>• Continue basic internal and external communications (awareness raising and progress updates)</li> <li>• Provide progress update to Council via NRM Team monthly operational reports</li> </ul>
<b>Stage 5</b> Consultation and adoption	July – October 2018: <ul style="list-style-type: none"> <li>• Launch community engagement program (via sustainability awareness activities and participation in major events)</li> <li>• Coordinate public consultation on draft Strategy (4 weeks) in conjunction with community engagement activities</li> <li>• Collate feedback and prepare the final Strategy</li> <li>• Prepare Council report seeking adoption of the final Strategy</li> <li>• Facilitate ISWG meeting #3</li> <li>• Continue internal and external communications (awareness raising, progress updates and calls for input)</li> <li>• Provide progress update to Council via NRM Team monthly operational reports</li> </ul>
<b>Stage 6</b> Implementation	November - December 2018 (or upon adoption of the Strategy): <ul style="list-style-type: none"> <li>• Continue internal and external communications (awareness raising, official announcement and how you can contribute)</li> <li>• Facilitate ISWG meeting #4</li> <li>• Prepare implementation plan for Council endorsement</li> <li>• Provide progress update to Council via NRM Team monthly operational reports</li> <li>• Ongoing - further program development, facilitation, monitoring, evaluation and reporting</li> </ul>

## Proposed framework for the Strategy:



Internal governance framework:



Key roles and responsibilities:

Natural Resource Management Team (NRM)	<p><b>Aim:</b> To advance environmental sustainability throughout Council and the Region. The Team will:</p> <ul style="list-style-type: none"> <li>Coordinate development and implementation of Council’s Environmental Sustainability Strategy;</li> <li>Facilitate and support the SSEG and ISWG;</li> <li>Monitor and report on whole-of-Council sustainability initiatives;</li> <li>Encourage and facilitate internal and external sustainability partnerships; and</li> <li>Encourage sustainability within the community through sustainability awareness programs.</li> </ul>
Sustainability Strategy Executive Group (SSEG)	<p><b>Aim:</b> To guide the development and delivery of Council’s Environmental Sustainability Strategy, with a focus on core governance and organisational change initiatives to be implemented through the action plans. The Group will provide strategic direction, oversee implementation of actions relevant to their work areas and meet annually to monitor and review progress against the Strategy.</p> <p><b>Proposed membership:</b> Nominated Managers and governance staff. The NRM Team will coordinate and facilitate Group activities.</p>
Internal Sustainability Working Group (ISWG)	<p><b>Aim:</b> To support delivery of Council’s Environmental Sustainability Strategy, with a particular focus on advancing sustainability awareness and action within Council’s operations. Providing an important conduit between staff and management, the Group will have regular interactions to support education, behaviour change and improvement initiatives and will meet up to five times a year.</p> <p><b>Proposed membership:</b> Nominated influencers from across Council. The NRM Team will facilitate Group activities.</p>

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**11.3 PROPOSED LOCAL AND SUBORDINATE LOCAL LAWS CONSOLIDATED DRAFT VERSIONS**

**File No:** 11698  
**Attachments:** (to be distributed separately)  
**Authorising Officer:** Colleen Worthy - General Manager Community Services  
**Author:** Shane Turner - Strategic Process Officer

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**SUMMARY**

*This report is to provide the Council with the consolidated versions of the proposed new local laws. The consolidated versions of the local laws allows for context to be provided around changes to the local or subordinate local laws not provided by the amendments alone.*

*The attachments have been distributed separately.*

**OFFICER'S RECOMMENDATION**

1. THAT Council resolves to receive these consolidated versions of the proposed Draft Local and Subordinate Laws for information:-
  - (a) Administration(Amendment) Local Law (No. 1) 2017
  - (b) Alteration or Improvement to Local Government Controlled Areas and Roads (Amendment) Subordinate Local Law (No. 1) 2017
  - (c) Commercial Use of Local Government Controlled Areas and Roads (Amendment) Subordinate Local Law (No. 1) 2017
  - (d) Establishment or Occupation of a Temporary Home (Amendment) Subordinate Local Law (No. 1) 2017
  - (e) Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2017
  - (f) Keeping of Animals (Amendment) Subordinate Local Law (No. 1) 2017
  - (g) Subordinate Local Law No. 1.6 (Operation of Accommodation Parks) 2017
  - (h) Operation of Cemeteries (Amendment) Subordinate Local Law (No. 1) 2017
  - (i) Operation of Temporary Entertainment Events (Amendment) Subordinate Local Law (No. 1) 2017
  - (j) Undertaking Regulated Activities regarding Human Remains (Amendment) Subordinate Local Law (No. 1) 2017
  - (k) Undertaking Regulated Activities on Local Government Controlled Areas and Roads (Amendment) Subordinate Local Law (No. 1) 2017
  - (l) Carrying Out Works on a Road or Interfering with a Road or its Operation (Amendment) Subordinate Local Law (No. 1) 2017
  - (m) Use of a Vehicle on an Airside Area (Amendment) Subordinate Local Law (No. 1) 2017
  - (n) Subordinate Local Law No. 1.17 (Gates and Grids) 2017
  - (o) Animal Management (Amendment) Local Law (No. 1) 2017
  - (p) Animal Management (Amendment) Subordinate Local Law (No. 1) 2017
  - (q) Community and Environmental Management (Amendment) Local Law (No. 1) 2017
  - (r) Community and Environmental Management (Amendment) Subordinate Local Law (No. 1) 2017

- (s) Local Government Controlled Areas, Facilities and Roads (Amendment) Local Law (No. 1) 2017
- (t) Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2017
- (u) Parking (Amendment) Local Law (No. 1) 2017
- (v) Parking (Amendment) Subordinate Local Law (No. 1) 2017
- (w) Parking Contrary to an Indication on an Official Traffic Sign Regulating Parking by Time or Payment of a Fee (Amendment) Subordinate Local Law (No. 1) 2017
- (x) Aerodromes (Amendment) Local Law (No. 1) 2017
- (y) Local Law No. 8 (Waste Management) 2017

### COMMENTARY

These consolidated versions of the reviewed Local & Subordinate Local Laws are provided to the Council for information and to allow an understanding of the content of the reviewed laws.

A further report is to be presented to progress the Local Law and Subordinate Local Laws amendments.

For legislative reasons we are separating the consolidated versions of the laws from the 'Propose to Make Local Laws' Council report and proposed resolutions.

The Local Laws and Subordinate Local Laws were last amended in 2011, commencing on 1 January 2012. These amendments focused mainly on the amalgamation of Rockhampton City Council, Fitzroy Shire Council, Mount Morgan Shire Council and Livingstone Shire Council in 2008.

Following de-amalgamation in 2014 several inconsistencies and concerns have also been identified particularly some of the laws currently in force for Rockhampton Regional Council reference Yeppoon and surrounding suburbs as being part of the local government area (references to cemeteries, parks, offices etc.).

No formal review of the Local Laws suite has occurred in recent years, despite the emergence of inconsistencies and Livingstone Shire Council's de-amalgamation from Rockhampton Regional Council.

The Local Law Review Project commenced in 2016. The project was to review and modernise the current Local Laws and Subordinate Local Laws of Rockhampton Regional Council.

The review provided the opportunity to undertake the following:

- Cleanse the current Local Laws and Subordinate Local Laws of any reference to Yeppoon and surrounding suburbs which are no longer part of Rockhampton Regional Council's local government area;
- Repeal the laws that are no longer required, such as Local Law No. 6 Bathing Reserves; and
- Determine and address issues / concerns / inconsistencies that have been identified since, and because of, the 2011 amendments.
- Strengthen the current framework for the future development of the Region.

The project will result in Rockhampton Regional Council's Local Laws being relevant, consistent and comprehensible.

**BACKGROUND**

The Local Laws Review was requested by the CEO to review, update and cleanse the local laws of references to Livingstone Shire Council area as the laws have not been amended post de-amalgamation.

**CONCLUSION**

These consolidated versions of the proposed draft local laws provide a more complete interpretation of the review outcomes.



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**11.4 PROPOSED LOCAL AND SUBORDINATE LOCAL LAWS PRESENTED FOR THE COMMENCEMENT OF THE MAKING OF LOCAL LAWS PROCESS**

**File No:** 11698  
**Attachments:** (to be distributed separately)  
**Authorising Officer:** Colleen Worthy - General Manager Community Services  
**Author:** Shane Turner - Strategic Process Officer

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**SUMMARY**

*In July 2016 the CEO requested that a Local Law Review Project be undertaken to review Local and Subordinate Local Laws for the Rockhampton Regional Council. Reviews have been conducted by internal stakeholders and outdated Local and Subordinate Local Laws have been repealed or amended accordingly.*

*The amendments have been provided to Council's solicitors for the drafting of the amendments and further recommendations. All legal recommendations and changes are included in the drafted copies.*

*The Council's Local and Subordinate Local Laws have now reached the stage where they are being presented to Council to formally commence the Local Law making process for the revised Local Laws suite.*

**OFFICER'S RECOMMENDATION**

THAT:

1. Council receive and note the report titled "Proposed Local and Subordinate Laws presented for the commencement of the Making of Local Laws process"; and
  2. Council resolve to propose to make:
    - (a) Administration (Amendment) Local Law (No. 1) 2017
    - (b) Alteration or Improvement to Local Government Controlled Areas and Roads (Amendment) Subordinate Local Law (No. 1) 2017
    - (c) Commercial Use of Local Government Controlled Areas and Roads (Amendment) Subordinate Local Law (No. 1) 2017
    - (d) Establishment or Occupation of a Temporary Home (Amendment) Subordinate Local Law (No. 1) 2017
    - (e) Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2017
    - (f) Keeping of Animals (Amendment) Subordinate Local Law (No. 1) 2017
    - (g) Subordinate Local Law No. 1.6 (Operation of Accommodation Parks) 2017
    - (h) Operation of Cemeteries (Amendment) Subordinate Local Law (No. 1) 2017
    - (i) Operation of Temporary Entertainment Events (Amendment) Subordinate Local Law (No. 1) 2017
    - (j) Undertaking Regulated Activities regarding Human Remains (Amendment) Subordinate Local Law (No. 1) 2017
    - (k) Undertaking Regulated Activities on Local Government Controlled Areas and Roads (Amendment) Subordinate Local Law (No. 1) 2017
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- (l) Carrying Out Works on a Road or Interfering with a Road or its Operation (Amendment) Subordinate Local Law (No. 1) 2017
  - (m) Use of a Vehicle on an Airside Area (Amendment) Subordinate Local Law (No. 1) 2017
  - (n) Subordinate Local Law No. 1.17 (Gates and Grids) 2017
  - (o) Animal Management (Amendment) Local Law (No. 1) 2017
  - (p) Animal Management (Amendment) Subordinate Local Law (No. 1) 2017
  - (q) Community and Environmental Management (Amendment) Local Law (No. 1) 2017
  - (r) Community and Environmental Management (Amendment) Subordinate Local Law (No. 1) 2017
  - (s) Local Government Controlled Areas, Facilities and Roads (Amendment) Local Law (No. 1) 2017
  - (t) Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2017
  - (u) Parking (Amendment) Local Law (No. 1) 2017
  - (v) Parking (Amendment) Subordinate Local Law (No. 1) 2017
  - (w) Parking Contrary to an Indication on an Official Traffic Sign Regulating Parking by Time or Payment of a Fee (Amendment) Subordinate Local Law (No. 1) 2017
  - (x) Aerodromes (Amendment) Local Law (No. 1) 2017
  - (y) Local Law No. 8 (Waste Management) 2017
  - (z) Local Law (Repealing) Local Law (No. 1) 2017
  - (aa) Subordinate Local Law (Repealing) Subordinate Local Law (No. 1) 2017
3. As the proposed, and attached to the report, Local and Subordinate Local Laws documents that are to be resolved being (a) – (aa), above, were drafted and provided to Council in the 2017 calendar year, Council resolves to alter the year stated in the title of each and all documents in resolution 1. from ‘2017’ to ‘2018’ as the proposal to make each law will be resolved in the 2018 calendar year.
4. Council resolves to consult with relevant government entities about the overall State interest in each proposed local law under section 29A(3) of the *Local Government Act 2009*.
5. Council resolves, pursuant to section 257 of the *Local Government Act 2009* (“the Act”), to delegate to the Chief Executive Officer of Council its powers under section 38 of the Act and section 15 of the *Local Government Regulation 2012* to decide—
- (a) how the public interest test of the local laws and subordinate local laws particularised in the schedule is to be conducted; and
  - (b) the matters with which the public interest test report in relation to the local laws and subordinate local laws particularised in the schedule must deal; and
  - (c) the consultation process for the public interest test and how the process is to be used in the public interest test.
-

**SCHEDULE**

- Administration (Amendment) Local Law (No. 1) 2017
- Commercial Use of Local Government Controlled Areas and Roads (Amendment) Subordinate Local Law (No. 1) 2017
- Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2017
- Keeping of Animals (Amendment) Subordinate Local Law (No. 1) 2017
- Subordinate Local Law No. 1.6 (Operation of Accommodation Parks) 2017
- Operation of Temporary Entertainment Events (Amendment) Subordinate Local Law (No. 1) 2017
- Animal Management (Amendment) Subordinate Local Law (No. 1) 2017
- Community and Environmental Management (Amendment) Local Law (No. 1) 2017
- Community and Environmental Management (Amendment) Subordinate Local Law (No. 1) 2017
- Local Government Controlled Areas, Facilities and Roads (Amendment) Local Law (No. 1) 2017
- Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2017
- Local Law No. 8 (Waste Management) 2017"

**COMMENTARY**

The proposed Local Laws and their subordinates are presented to Council for "Propose to Make" resolutions that are required prior to the State Interest Check.

Council resolutions are required for each step in the Local Law making process and there will be subsequent reports brought before the council for each of the law making process steps.

The first task to undertake following, the resolutions to *propose to make* will be to provide all of the amended Local Laws to the State Government for their State Interest Check,

It is envisaged that the State will take between 4-6 weeks to provide their comments on the amended Local Laws. The State does not require that any of the Subordinate Local Laws be sent for the State Interest check.

Comments from the State may alter the timeline for further stages of the project. A report will be provided to Council should the State have any comments.

The project aim is to provide Rockhampton Regional Council with Local Laws that are relevant, consistent and comprehensible and allow enforcement when and where required.

**BACKGROUND**

The Chief Executive Officer requested a full review of Council's current Local Laws suite established relevant stakeholder groups to assist in the process of reviewing.

Draft changes were forwarded to the Council solicitors for comment and drafting. Draft were reviewed and amended where necessary. Final proposed laws were received from the solicitors and the proposed local laws were made available to the Councillors in late 2017.

This report marks the first step in the making Local Laws process, there has been extensive work undertaken by the project team and internal stakeholders. The review has provided the opportunity to undertake the following:

- Cleanse the current Local Laws and Subordinate Local Laws of any reference to Yeppoon and surrounding suburbs which are no longer part of Rockhampton Regional Council's local government area;
- Repeal the laws that are no longer required, such as Local Law No. 6 Bathing Reserves; and
- Determine and address issues / concerns / inconsistencies that have been identified since, and because of, the 2011 amendments.

**BUDGET IMPLICATIONS**

The project is budgeted for within the Communities Directorate.

**LEGISLATIVE CONTEXT**

The Local Government Act 2009 and the Local Government Regulation 2012 provide the legislative guidance for the making of Local and Subordinate Local Laws.

**CONCLUSION**

That the Chief Executive Officer be authorised to refer the proposed Local Laws Information annexed to this report for State interest checks.

**11.5 2018-2020 '7 ROCKY RIVER RUN' - SPONSORSHIP PROPOSAL**

**File No:** 7822  
**Attachments:** 1. Event Business Case  
**Authorising Officer:** Tony Cullen - General Manager Advance Rockhampton  
**Author:** Chris Ireland - Manager Regional Development and Promotions

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**SUMMARY**

*Council has received correspondence regarding an opportunity to sponsor the '7Rocky River Run' event for 2018-2020. This year's event is being held on Sunday 27 May 2018.*

**OFFICER'S RECOMMENDATION**

THAT Council sponsor the 2018-2020 '7Rocky River Run' event to the value of:

- 2018 - \$25,000 (plus GST) plus in-kind support
- 2019 - \$20,000 (plus GST) plus in-kind support
- 2020 - \$20,000 (plus GST) plus in-kind support

(In kind support of road closures; traffic management and waste management)

**COMMENTARY**

The '7Rocky River Run' is an iconic regional event supporting charity and attracting thousands of local, regional, and interstate participants each year. The aim of the '7Rocky River Run' is to raise funds for youth mental health and the prevention of youth suicide.

**BACKGROUND**

The '7Rocky River Run' is run by Capricornia Training Company (CTC). CTC is a local not-for-profit labour hire, recruitment, apprenticeship, and training organisation based in Rockhampton.

Previously run by the Rotary Club of Rockhampton, CTC took over the event in 2016 due to the growing organisational requirements. Since the inception race in 2006, to the most recent race in 2017, the event has grown enormously from 358 participants to over 2,000 participants and has provided positive economic and community benefits for the Region.

CTC have partnered with Channel 7 as naming sponsors for the event and have engaged Atlas Multisports (AM) to assist with running the event. AM also organise the '7 Sunshine Coast Marathon & Community Run Festival' – a world class marathon and festival.

The successful event management experience offered by AM, combined with Channel 7's hugely recognised brand will ensure the '7Rocky River Run' continues to sustainably grow and expand over the next three years.

**THE OPPORTUNITY**

The opportunity offered to Rockhampton Regional Council is to sponsor the 2018 '7Rocky River Run' for \$25,000 (plus GST), \$20,000 (plus GST) in 2019 and 2020 cash in addition to in-kind support.

In return for Council's sponsorship, the following entitlements are offered:

- Branding rights
  - Logo placement and branding on all relevant publications, reports communications and marketing materials including:
    - Social media event pages
    - Official merchandise
    - Event eDM
    - Advertising (TV/Print/radio/online)
    - Media backdrop
-

- Event website
- Finishers tape
- Crew and volunteer tee's that are event specific
- Logo and advertising placement.

Onsite branding should include but is not limited to:

- Signage on course and in the precinct
- Street banners
- Corflute
- Website
- Merchandise
- Event day – Council has the opportunity to erect inflatables at the event/onsite activation in the general public precinct.

In addition to the above sponsorship entitlements, Council will also be granted access to pre and post event activation opportunities such as:

- On course signage including race village signage
- Activation zone at the village and on track to be agreed to by both parties
  - Infrastructure, branding, Volunteer & Merchandise costs paid by Council
- Cross promotional opportunities
- Merchandise opportunities

## **PREVIOUS DECISIONS**

### ***Ordinary Council Meeting – 24 January 2017 – 2017 '7Rocky River Run' – Sponsorship Proposal***

*"THAT Council sponsor the 2017 '7Rocky River Run' event and agree to provide sponsorship contribution of \$35,000 (plus GST) cash and in kind support as outlined in business case attached to this report."*

### ***Ordinary Council Meeting – 27 January 2016 – Multi Year Funding Agreements***

*"THAT the Multi-Year Funding Agreements as outlined in the report be approved, with the exception of the Rocky River Run, with a view to it being supported on an annual basis."*

## **BUDGET IMPLICATIONS**

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

## **CONCLUSION**

Given the positive economic and community benefits the Rocky River Run event delivers to the Rockhampton Region, it is recommended that Council avails itself the opportunity to sponsor the '7Rocky River Run' event over the next three year period.

# **2018-2020 '7 ROCKY RIVER RUN' - SPONSORSHIP PROPOSAL**

## **Event Business Case**

**Meeting Date: 30 January 2018**

**Attachment No: 1**



## Event Business Case

As a proud Rockhampton company that has serviced the employment and youth needs of the community for over 30 years it is our great honour to be continuing organisation of the 2018 7Rocky River Run.

Over the couple of years we have work with the Rockhampton Regional Council to grow the event that encompasses everything that is great about our city being the river on that Sunday morning to the community lining the streets watching they runners past them by as many now enjoy their morning breakfast and coffee in their café of choice that was added to last year's event

We were honoured that the Rockhampton Regional Council sees the value in this event and sees the merit and embraces the vision that we have for the run in making it into an additional festival on the Rockhampton calendar must do list for locals and visitors alike.

With the councils support in 2016 we had an investment of \$10,000 and we had 53 visitors from outside the Rockhampton region, in 2017 we had an investment of \$35,000 and we increased visitor numbers to 416 which is an increase of 785% with the Rockhampton Regional Council increase investment of 350% highlighting the council's investment paying great dividends for the support of this event in 2017.

2018 we have introduced a super early bird registration and with just one month's promotion we have 62 entrants that will be running the event however they will be bringing with them another 126 visitors to enjoy and support of local businesses. We set ourselves an ambitious target of 200 entrants however this has been surpassed and we have reached 314 which is about 20% of last year's final numbers. We are expecting an increase to numbers both in terms of visitors and locals to the event as the facilities are second to none with the River Bank completed as well as a new Black Tie Ball event that we are also targeting for the 2018 event to be the largest in Rockhampton.

We see economic value in events such as these and with Channel 7 on board we are getting a great deal of value for the region to attract the visitors that will help with the economic value proposition of this event. We are expecting that the visitor numbers to grow year on year from 416 visitor numbers for the 2017 event to over 600 visitors expected for the 2018 7Rocky River Run. This year we have commenced super early bird registrations and we have received 188 visitors. The nights that visitors are looking to stay are from one to ten nights which is a real economic benefit to the Rockhampton Region and business community. The 7Rocky River Run will invest more than \$100,000 to stage and run this event alone so the economic flows and benefits are entrenched in the whole of the community.

Would also like the council to consider locking in this event for a 3 year term of sponsorship with a contribution of \$40,000 for the 2018 run, \$45,000 for the 2019 run and \$50,000 for the 2020 run.

## Event Business Case

### 2018 7Rocky River Run





## Executive Summary

Event Name	7 Rocky River Run
<b>Event Date:</b> Make sure your event does not clast with others – check out our list of events calendars in Section 2.	Friday the 25 <sup>th</sup> of May and Sunday the 27 <sup>th</sup> of May 2018
<b>Time(s)</b>	From 6.00pm Friday the 25 <sup>th</sup> of May and 4.30am Sunday the 27 <sup>th</sup> of May 2018
<b>Location</b>	Quay Street, Rockhampton
<b>Event Website</b>	<a href="http://www.7rockyriverrun.com.au">www.7rockyriverrun.com.au</a>
<b>Event Postal Address:</b>	38 Armstrong Street, North Rockhampton QLD
<b>Background</b> How did this event start? Is it one-off or regular occurrence? Does it have a community, charity or commercial focus?	<p>The Rocky River Run began 10 years ago with the Rotary Club of Rockhampton setting it up as a fundraiser. To date approximately \$280,000 has been donated to local causes and charity groups. The first run attracted 358 runners. Last year almost 1600 people participated in the event and either ran, walked or wheeled over a variety of distances from a 2km family walk to a muscle-aching 21km (half marathon) timed run. We estimated that we had a further 500-750 spectators that lined the streets and filled cafes to watch this spectacular.</p> <p>Since its inception the funds raised from this community event have been directed towards assisting young people with mental health issues, the prevention of youth suicide and helping young people and their parents remain together whilst seeking treatment in Brisbane staying at Ronald McDonald house. In 2017 the 7Rocky river Run contributed \$30,000 in funds to the RUOK charity, Ronald McDonald House in Brisbane as well as North Rocky High and Rocky High with conversation benches plus other local charities.</p>
<b>Objectives</b> Identify the primary objectives of your event. What are your trying to achieve?	<p>Objectives should be measurable. Examples might be: 'to raise at least \$X towards a project'; 'to provide an opportunity for young people to display their musical skills'; 'to help foster a better understanding of ethnic groups in our community' etc.</p> <ol style="list-style-type: none"> <li>1. To raise at least \$30,000 to contribute towards youth related issues such as homelessness, suicide prevention, and the address of mental health issues experienced by young people as well as supporting families when they have the need to travel to Brisbane for medical treatment or surgery that can't be performed in Rockhampton.</li> <li>2. To engage with people from diverse cultures within Rockhampton and beyond to raise awareness about the above issues</li> </ol>

	<ol style="list-style-type: none"> <li>3. To live and breathe the "buy local" ethos with integrity, by using local business wherever possible to conduct the event, generating an economic benefit to the Rockhampton region through sporting tourism from this event</li> <li>4. To provide the opportunity for school students to support their schools through participation in the main 7RRR event</li> <li>5. To provide the opportunity to local artists to wield their artistic skills to design a trophy that will be used for this and future events</li> <li>6. To expand the traditional 7 Rocky River Run event to become a mini festival comprising multiple, related and integrated events.</li> <li>7. Enhance awareness amongst intrastate and interstate visitors about Rockhampton region and our fantastic lifestyle.</li> </ol>
<b>Target Audience</b> Provide a basic overview of who your audience is.	The audience for the 7Rocky River Run event is large and diverse. It comprises males and females; all ages; all ability levels; serious, competitive runners through to casual walkers; people from both Indigenous and multicultural backgrounds; local residents as well as visitors. Individuals, couples, groups, teams, families, clubs, businesses and all manner of groupings have and will again compete in the 7Rocky River Run. The majority of these are informal and non-competitive, using the event as a social occasion to catch up with each other whilst also supporting a worthy cause.
<b>Community Benefits</b> What are the benefits of hosting this event, for the community, sector or stakeholders?	<p>The 7Rocky River Run has become a feature of Rockhampton life since the Rotary Club established the event to raise funds that have been directed mostly towards mental health and the prevention of youth suicide. The enormous level of community support has allowed the event to grow substantially over the years and the 7Rocky River Run is looking at having over 2,500 people participating in what has become a great tourist attraction, a contributor to funding local community groups and is fast becoming a sports tourism event for the region.</p> <p>The opportunity to organise a local event that gives back to our community is what drives the Rocky River Run committee - giving to the Rockhampton community. 7Rocky River Run and its sponsors, partners with local community organisations, industry and government agencies to shape futures, build networks, help local charities and create employment opportunities. The 7Rocky River Run has donated over \$280,000 dollars to local causes and charity groups for which we are extremely proud of our achievements over the past ten years. This is a big achievement for Rockhampton, especially since most of the equipment and manpower used for the Rocky River Run has been sourced locally thus giving back to the business community as well.</p> <p>The 7Rocky River Run would like to encourage people to support this great event, raise money for good causes, and help improve their physical and mental wellbeing by taking part in exercise along the beautiful Fitzroy River. The 7Rocky River Run caters for people of all ages, abilities including people competing in wheelchairs and fitness levels with event distances ranging from a half marathon down to two kilometers.</p>

## Legal status of the team/committee

Event Name	7 Rocky River Run	
<b>Legal Status</b> What is the legal status of your committee? Are you an incorporated organisation?	CTC is a not-for-profit Pty Ltd company. Celebrating its 30 year of operation in August last year (2016). CTC recently became a member of the IntoWork group of companies.	
<b>Team/Committee Structure</b> What is the structure of your committee?	CTC has put together a small event management team comprising the General Manager, Business Development Manager, Business Improvement Manager and Administration Trainee. Channel 7 has a seat on the committee as well to help drive the communication throughout Queensland markets from the Sunshine Coast to North Queensland. Specialist media, marketing and promotions support is being sourced through IntoWork. We have also engaged a full time sports event management company to help lift the professionalism and the Rockhampton Regional Council also has a position to offer support and recommendations.	
<b>Contact Details for Committee Members</b> What are the contact details for all of your members?	Name: Darryl Lapworth Position: General Manager Telephone: 0409 125 277 Email: Darryl.lapworth@ctcqld.com.au	Name: Deb Downey Position: Business Development Manager Telephone: 0427 511 176 Email: deb.downey@ctcqld.com.au
<b>Who is the specific event coordinator:</b>	Jason Crowther from Atlas Multisport	

## Background and History

Event Name	7 Rocky River Run
<b>Event Experience</b> Outline who you are, what your relevant experience and track record is.	<p>CTC's General Manager, Darryl Lapworth was formerly the GM of Tihana Group Pty Ltd and secured high profile events including the Goodwill Games Opening Ceremony; Brisbane Exhibition; Man From Snowy River; Gold Cost Indy; Miss Universe Crowning Gala Dinner; and Audio Visual Supplier Contracts for Marriott Hotel, Twin Waters Resort and Plaza Brisbane. Darryl's experience will ensure we have an experienced, professional approach to delivering a quality product that meets the needs of all stakeholders and positions the event for growth and greater diversification.</p> <p>CTC's Business Development Manager, Deb Downey has extensive background in marketing and promotions throughout her career and specialises in client management. Her expertise is being put towards securing sponsors for the event and relationship management.</p>
<b>Background</b> How did this event start? Is it a one-off or regular occurrence? Does it have a community, charity or commercial focus? Where did the idea come from? Have there been similar events?	<p>The Rocky River Run began eight years ago. The Rotary Club of Rockhampton set it up as a fundraiser, and to date has donated over \$280,000 to local causes and groups. The first run attracted 358 runners. This year 2500 people ran and walked over a variety of distances from a 2km family walk to a muscle-aching 21km timed run.</p> <p>Since its inception the funds raised from this community event have been directed towards assisting with mental health and the prevention of youth suicide, after the club heard of a number of youth suicides shortly before the first planning meeting for the run. This year the Rotary Club of Rockhampton contributed funds to the Umbrella Foundation, Rockhampton local chaplaincy and the RUOK day donating over \$40,000 in total. The Umbrella Foundation will use the donation to organise camps where fathers can spend time and reconnect with their children who have special needs, and where mothers can spend time connecting with other mothers of children with special needs. The local chaplaincy group will use the donation to assist with programs across the region to improve the self-esteem and mental health of children.</p>

## Event Overview – Current Year

Event Name	7 Rocky River Run
<b>Event Description</b> Briefly describe what will be happening – keep it to about 200 words.	<p>After ten years of organising Rockhampton's hugely successful community fundraising event the 7Rocky River Run is looking to increase the size of the event for 2018 with a new fund raising night being a black Tie Ball on the Quay Street promenade itself.</p> <p>The 7Rocky River Run has become a feature of Rockhampton life since the Rotary Club established the event in 2008 to raise funds to address mental health issues and the prevention of youth suicide which has been a significant issue in Rockhampton for several years. The first run attracted 358 runners. Enormous community support has seen the event to grow substantially in the years since then with this year's numbers exceeding 2500 people who ran and walked in a variety of events, over a variety of distances - from a 2km family walk to the 21 km timed Half Marathon.</p>

<b>Vision/Strategy</b> What is the long term vision for the event?	<p>The <b>vision</b> for the 7Rocky River Run is that young people of Rockhampton are strong, self-confident, resilient and well supported to live happy, healthy, meaningful lives.</p> <p>To this end, the event organisers wish to ensure that the 7Rocky River Run flourishes so that it can continue to make a substantial contribution to alleviating, addressing and reducing the mental health issues, suicide and homelessness issues faced by young people in the Rockhampton community.</p> <p><b>Strategies to be employed will include:</b></p> <ul style="list-style-type: none"> <li>Promoting the inclusion of the event in every serious runner's diary</li> <li>Continuing to build upon the significant community participation that the event already enjoys by expanding its current audience</li> <li>Strengthening the awareness of the positive economic impact that the event has for local businesses and the Rockhampton region</li> <li>Promoting the positive benefits of a healthy lifestyle and the importance of sharing fun times with family, friends, colleagues and neighbors'</li> <li>Providing opportunities for participants to feel good about their capacity to make a positive difference in the lives of young people</li> <li>Further embedding the event in the culture and psyche of the local community as an important way in which we 'look out for our own'.</li> <li>Exploring new possibilities and opportunities to keep reinvigorating this popular community event</li> </ul>
<b>Mission</b> How will your vision be delivered?	<p>CTC will strive to reach the vision of the event by continuing to conduct the RRR as a premium local community event as well as a key event on running calendars across Australia, so that it can regular donate proceeds to appropriate non-profit organisations that provide quality, evidence based, services that address the serious concerns of young people, resulting in measurable positive outcomes and using rigorous accountability mechanisms.</p>
<b>Objectives</b> Identify the primary objectives of your event. What are you trying to achieve? And when do you want to achieve it by?	<p>Our primary objective is to raise the awareness of the statistics of youth suicide in the Rockhampton Region. Are objectives are achieved through this event with monies raised going to organisations whose mission statements align with the prevention of youth suicide. Our objective is to educate and support and we see this as an ongoing process through education and resources.</p> <p>Another objective of the event is to bring the community together, to encourage healthy living and engaging with all people of all ages, races and social status. It's an event that caters for everyone, able and disabled.</p> <p>To attract media attention and establish the events reputation to ensure ongoing success.</p> <p>To persuade potential sponsors that the event is worthy of their support.</p>
<b>Event Program</b> What are the different elements within your event? Are there different activities, locations and so forth for people to engage with?	<p>Having the event change course last year to incorporate Quay street was an outstanding success. In 2018, the course will extended further along Quay Street to take advantage of using the picturesque Riverbank Redeployment as the backdrop for the run. Family and friends can line the streets to cheer on the entrants. Last year was the first year to run through the city business streets of Rockhampton and provided a great financial benefit to the local shop keepers/ restaurants/ coffee shops. We encourage more shop owners participation this year to bring their merchandise out on the street to emulate a market atmosphere.</p>

<b>Stakeholder Involvement and Benefits</b>  What involvement and benefits each stakeholder should expect? (Event Partners, public funders, sponsors, supporters, host venue/city).  Make sure you state where the event and stakeholder	<i>Stakeholder involvement and benefits</i>		
	<b>Serious Runners</b>	Participation in Half Marathon Participation in other 7RRR events	Enjoyment from participation Improved health and wellbeing through exercise and social interaction and feel good about supporting worthy causes
	<b>Volunteers</b>	Assistance at the event/s Part of event management team	Feel good about supporting worthy causes
	<b>Council</b>	Contribute event management advice Provide access to power, toilet facilities, bins & sponsorship money to drive realisation of RRC's plan to make Rockhampton a tourist destination	Supporting an event that contributes to social and economic fabric and benefit of community Feel good about supporting worthy causes
	<b>Local business – hire cars/taxis, accommodation, hospitality/cafes, airlines, retail, tourism</b>	Supporting tourism and a positive experience of Rockhampton whilst visitors and locals are in our town to participate in the 7RRR event/s	More business Feel good about supporting worthy causes
	<b>Event suppliers</b>	As above	As above
	<b>Schools</b>	Registrations from school students Trophy Design competition	Donation based on participation rates
	<b>Grant recipients</b>	Application to be considered as a grant recipient Provision of volunteers at the 7RRR event/s	Possible donation if their services match the stated intent for the proceeds Feel good about supporting worthy causes
	<b>Media</b>	TV coverage from Noosa to Cairns Broadcast and promote the 7RRR event/s Delivery of sponsorship services	Opportunity for repeat business Bigger readerships Extra revenue from media packages Enhanced reputation for social awareness Feel good about supporting worthy causes



**Delivery Mechanisms**

How will you deliver the event?  
What mechanisms are in place to ensure the event is a success?

The event is delivered via "in-person participation" in the active running, walking or wheeling along a designated route in Rockhampton's city centre, straddling our Fitzroy River. The nature of the event is broadly appealing in itself but our use of media and marketing will attract high participation rates. Banners and corflute signage around the community will assist to maximise the visual profile of the event. Value-add approaches such as the introduction of a Trophy Design Competition, a Media Challenge, dedicated newsletter subscription (already more than 2900 subscribers) more extensive and targeted use of social media, and regular media coverage at a much higher rate than previous years, are all expected to help us reach our target of nearly doubling last year's registrations.

Offering a donation to the school of each school student who registers should also act as a great incentive to increase participation rates.

**Economic Impact**

How many people are likely to attend your event? Who are they, origin of the attendees (i.e. local people only or visitors?) How much \$value will the event contribute to the local economy?

This year, the 7Rocky River Run is aiming to attract 2,500 participants, including runners, walkers and those using a wheelchair. This will primarily comprise local participants, but we are also targeting the Australian running circuit so expect that the significant increase in prize money will attract many competitors from outside the region and interstate. Part of our marketing campaign will specifically target people from other parts of the Central Qld Region.

We expect that there will be a mix of accommodation options used from staying with family and friends, to caravan parks, smaller hotels, and larger accommodation options such as our sponsors' establishments. We are looking to package accommodation, car hire and flight deals for non-local participants along with promotion of local eateries and tourism options.

Using the following formula, the 7 Rocky River Run expects to generate approximately \$400,000+ for the local economy for 2018.

$$EB \text{ (Economic Benefit)} = C + I + G + X - M$$

C = Consumer spending I= Investment G = Government Spend X = External Income M= non regional sourcing

Will participants and spectators stay in paid accommodation?

We already have interest from throughout Queensland and interstate so we envisage that a large amount of accommodation will be filled on this weekend.

**Social Impact**

How will participants and the general community perceive the event? Will the event contribute to better community relations, community pride, healthy living, cultural value, and other social benefits?

The 7Rocky River Run has already been run on 10 previous occasions and has thus developed its own profile within the community. It is perceived very positively, not just as a fun event, but one which is an opportunity to express one's social consciousness and support for the significant issues that impact so many young people i.e. homelessness, mental health issues and suicide prevention. Funds raised are disbursed to several worthwhile charitable causes that address these issues.

Over all the event is perceived as a fun family day with many participants looking forward to it each year - as demonstrated by the interaction generated on social media already this year.

It's also an opportunity for team building within workplaces with many making it one of their regular team building exercises.

This year, the 7Rocky River Run will make a concerted effort to enhance the event's level of inclusiveness by enhancing the diversity of participation to specifically include local Indigenous people and people from a Culturally And Linguistically Diverse background. This is intended to act as a benign opportunity for people from diverse backgrounds to all participate together in a regular community event, showing a common interest in running or walking, and a common concern for supporting young people experiencing serious circumstances.

On top of the community pride generated by the 7Rocky River Run, the nature of the event itself promotes healthy lifestyles and doubles as a great social occasion.

**Environmental Data**

Will the event have any impact on the environment?

Energy usage at the event - strategies to encourage renewable energy. Will your event use sustainable (waste) practices i.e.

Waste management, reduction of carbon footprint, etc... ?

Environmental impacts as a result of previously held Rocky River Run events have been minimal and have been anticipated and managed well in advance. We expect the same to apply this year as well. The following main issues related to this event:

1. Litter - arrangements made with Council to supply strategically placed wheelie bins at the site. Water station volunteers are responsible for complete tidy up of all litter at that point. A full clean-up of the main site is undertaken at the conclusion of the event by volunteers, returning the site to its usual pristine state.
2. Water consumption - this key and necessary feature of the run is handled with supplies by a local sponsor.
3. Power usage - arrangements made with council to supply electricity for the purposes of making announcements and other power requirements related to conducting the event. Sound will be provided by local suppliers Stage and Audio.
4. Toilets - arrangements with council to have full access to on-site toilets with additional toilet paper being purchased to ensure hygiene standards are not compromised.
5. Routes - all routes follow bitumen roads with properly formed footpaths so there is no impact from foot traffic to be managed.



## SWOT Analysis

Strengths and weaknesses usually apply to the internal management or production of the festival or event. Opportunities and threats/challenges refer to external issues not normally within your direct control.

Strengths	Weaknesses
<ol style="list-style-type: none"> <li>1. Highly successful event</li> <li>2. Strong attendance numbers that have increased markedly since inception</li> <li>3. Huge community following with reliable return participation rates</li> <li>4. Well regarded as an annual calendar event in the local community</li> <li>5. Well regarded as an important event on the Australian running calendar</li> <li>6. Significant Events Management experience within CTC and new event manager</li> <li>7. Media coverage through channel 7, 4RO and "The Morning Bulletin"</li> <li>8. Profitable event resulting in substantial contributions to local NFPs</li> </ol>	<ol style="list-style-type: none"> <li>1. Corporate support</li> <li>2. Local involvement needs to continue to improve</li> </ol>
Opportunities	Threats/Challenges
<ol style="list-style-type: none"> <li>1. Increase attendance at future CTC Rocky River Run events</li> <li>2. Obtain more sponsorships to assist with event success</li> <li>3. Add value to event to attract wider range of attendees Black Tie Ball</li> <li>4. Increase engagement with indigenous and multicultural participants</li> <li>5. Promote the Rockhampton region to attract participants from outside the immediate area and from interstate</li> <li>6. Contribute significantly to Rockhampton community, using events to generate business and stimulate the local economy</li> </ol>	<ol style="list-style-type: none"> <li>1. Disruption/cancellation due to inclement weather</li> <li>2. Loss of key organising/management personnel</li> </ol>

## Event Requirements

Event Name	7 Rocky River Run
<b>Location</b> Is this a Council park, garden, road, carpark or facility? Have you filled out the appropriate temporary event booking form?	<p>We have worked with Kate Bailey Rockhampton Regional Council Administrations and Bookings Officer to help with the council infrastructure, bookings and paperwork. This is the same course that has been used in last year's event.</p> <p>We have submitted the Rockhampton Regional Council's Temporary Application Form that has this information.</p>
<b>Facilities</b> What facilities are required in terms of public utilities, accommodation (on and off site), catering, communication and other technology?	<p>We have worked with Kate Bailey, Rockhampton Regional Council Administrations and Bookings Officer to help with the council infrastructure, bookings and paperwork. This is the same course that has been used in prior years.</p> <p>We have submitted the Rockhampton Regional Council's Temporary Application Form that has this information.</p>
<b>Road and Carpark Closures</b> Have you developed a traffic management plan with an accredited traffic service provider? Has this been submitted for approval?	<p>We have worked with Kate Bailey, Rockhampton Regional Council Administrations and Bookings Officer to help with the council infrastructure, bookings and paperwork. This is the same course that has been used in prior years.</p> <p>We have submitted the Rockhampton Regional Council's Temporary Application Form that has this information.</p>
<b>Engagement</b> Does your event have an impact on residents or businesses within the area? Have you developed a plan for communicating with them?	<p>We have worked with Kate Bailey, Rockhampton Regional Council Administrations and Bookings Officer to help with the council infrastructure, bookings and paperwork. This is the same course that has been used in prior years, therefore neighbouring residents and businesses will be fully aware of the event, however media coverage will also be escalated in the lead up to the event which will be a timely reminder for those in the immediate vicinity of, or directly on the event routes. No significant impacts on others have been identified in respect of this event other than the chatter of those walking the 5km route, and that passes fairly quickly.</p> <p>Road closures are temporary and have no discernible impact on local businesses customer traffic.</p> <p>The Rockhampton Regional Council's Temporary Application Form with further information has been submitted.</p>
<b>Medical/First Aid</b>	<p>St Johns will undertake this role as in previous years.</p>



Have they been contacted and are they locked in place?	
<b>Traffic Management</b> Have they been contacted and locked in place?	East Coast Traffic Control have been engaged for this event as in previous years.
<b>Security</b> Does your event require its own security? Have you confirmed security requirements with Liquor Licencing?	Not applicable but will liaise with Rockhampton Police to ensure they are fully aware of the event.
<b>Site Plan</b> Have you developed a site plan for what the location will look at? Attach with form.	To be completed in the coming months
<b>Approvals</b>	Working with the Rockhampton Regional Council and Queensland Police
<b>Wet Weather Contingency plan.</b> Do you have a wet weather contingency plan in place?	Not Applicable. If the weather is wet, the 7Rocky River Run will still continue as planned. The timing of the event will continue to be held in the last weekend of May of each year is deliberately chosen for its more moderate temperatures and for the minimal likelihood of rain, as compared to other times of the year. The event has had no rain for the last 4 years. If other significant circumstances occur that deem the event to be unsafe to proceed, or if directed by a law enforcement agency, the decision will be taken to formally cancel the event as early as possible. This will be advised to participants and other stakeholder's via media outlets, both the event and CTC web pages and social media. Event volunteers will also be posted at both entrances to the venue to advise any participants who might arrive, having missed out on notice of the event cancellation.
<b>Public Liability</b> Have you organised the appropriate level of public liability insurance for your event?	CTC has a multiple insurance policies including \$20 million Public Liability cover - Certificate of Currency is attached.
<b>Risk Assessment</b> Have you completed a risk assessment for your event?	Yes, a Risk Assessment has been completed and will be sent with the Temporary Event Application.

**Volunteers**

Does your event require volunteers at all? How will you source volunteers?

The event requires volunteers and we already have the volunteers required. Sponsors will be contributing volunteer teams, CTC staff will all volunteer at the event, Rockhampton Rotary Club members are also volunteering again and we expect that others who have strong convictions to supporting our community's young people, will also find this is their preferred mode of participation.

## Marketing and Communications Plan

Event Name	7 Rocky River Run
<b>Positioning of your event</b>  How will you present what you are offering to the public? What does the event 'feel' like? What is the reputation of the event? What kind of experience does the event offer? What is the unique element of the event?	<p>The 7Rocky River Run is an event that is well known by local residents of Rockhampton, and has established a set niche on the local community's 'calendar of events.' It has built a reputation amongst the running elite as an event not to miss, so it is well known across Australia's running community. This year, prize money will be ramped up significantly so that it can be promoted as having the largest prize money of any regional running event in Australia. We expect that this will attract additional runners to those who regularly travel to participate. Apart from that, the same other run/walk/wheel events will still be on offer and we will continue to promote the event as it has been in the past, but much more vigorously given that we have significantly more sponsorship as well as media partnerships.. The additional events will be promoted as separate entities with somewhat separate cohorts being targeted. CTC has its own professional marketing and communications team as well as a local media company which are facilitating the event marketing and promotion plan.</p>
<b>Branding</b>  Identify the features that make your event unique or special	<p><b>Event name:</b> The event name is The 7Rocky River Run.</p> <p>The title gives a very good sense of what the event is about. It states the naming rights sponsor, it references the location (Rockhampton), refers to the most prominent feature around which the event is situated (the Fitzroy River), and emphasizes the fact that the premier aspect of the total event is a 21km marathon (the run).</p> <p><b>Logo:</b> We have designed a new logo that is on the website and will run on all branding:</p> <div>   </div>

**Event Objectives**

Identify the primary objectives of your event. What are you trying to achieve? And when do you want to achieve it by? This section should be the same as above.

Rocky River Run originated as a community event that raises money for youth related concerns such as homelessness, suicide prevention, and mental health issues. Now that CTC has assumed the management of the event, the above purpose will remain in place but a strong new focus will also be placed on generating and maximising the economic benefit to the Rockhampton region through sporting tourism from this event. The event will also be used as an opportunity to generate awareness of the fabulous lifestyle and opportunities available in the Rockhampton region, particularly to intrastate and interstate visitors.

**Target Audience**

Describe the type(s) of people who will attend your event and who you will be targeting. Consider their general interests (the sort of thing that will appeal to them, what activities will be available to keep them there.) Detail the more specific nature of individuals.

The event brings together a wide and varied demographic from the predominantly Central Queensland region. However this year with the support of Channel 7 we are casting our net further afield with advertising to capture participants from Noosa to Cairns.

**Product**

What does your event offer? What is the total experience? Can you develop it any further? Are there any adjustments that should be made to the overall event to make it more appropriate or attractive? Does the program/content need to be developed further?

We are adding a new attraction for the Friday night to raise more funds for RUOK with a black tie ball on the closed Quay Street with an estimated audience of 200-250 people expected. The evening will include dinner, dancing and guest speakers from RUOK and Channel 7.

The expectation is to also increase our sponsors lounge on the Sunday to a standard that you would expect at a sporting event for a major attraction such as a "Supercars" event

**Price**

What is the cost of attending the event? How does the cost of attending the event add up? Is the ticket price/entry fee at the right level for target groups? Does the price offer value for money? Is there an appropriate

The Rocky River Run comprises five separate races. This year, for the first time, we have introduced early bird pricing which will be the same as last year's fees but fees will go up after 7<sup>th</sup> December 2017, 23<sup>rd</sup> March 2018 and 14<sup>th</sup> May 2018.

**Super Early Bird Until 7<sup>th</sup> December 2017**

- 21km (16 and over) \$55
- 10km (16 and over) \$40
- 5km (Run, walk or wheel) \$20 – 16 and over \$15 – under 16

range of ticket entry options? Do you need to introduce family tickets or special offers for example? Do you need to offer any price differentials to encourage attendance at particular performances? Are there any additional costs (booking fees, travel, meals, accommodation, parking) that will affect decisions to attend?

- 2km (Run, walk or wheel) \$15 – 16 and over \$10 – under 16
- Early Bird** *Until 23<sup>rd</sup> March 2018*
- 21km (16 and over) \$65
  - 10km (16 and over) \$50
  - 5km (Run, walk or wheel) \$25 – 16 and over \$17.50 – under 16
  - 2km (Run, walk or wheel) \$15 – 16 and over \$10 – under 16

**Regular Registration** *Until 14<sup>th</sup> May 2018*

- 21km (16 and over) \$75
- 10km (16 and over) \$55
- 5km (Run, walk or wheel) \$30 – 16 and over \$20 – under 16
- 2km (Run, walk or wheel) \$15 – 16 and over \$10 – under 16

**Late Registration** *Until 27<sup>th</sup> May 2018*

- 21km (16 and over) \$80
- 10km (16 and over) \$60
- 5km (Run, walk or wheel) \$35 – 16 and over \$22.50 – under 16
- 2km (Run, walk or wheel) \$15 – 16 and over \$10 – under 16

We also have reduced pricing for participants under 18 years of age to help make the event more accessible to families and ensure that we get as many young people as possible participating.

This year we are also donating a percentage of funds for every school student registration back to that student's school. In addition, there will also be a new school prize including money (amount yet to be decided) and a perpetual trophy.

**Place/Convenience**

Have you put in place the appropriate advance ticket distribution network? For example, are you using a ticket hotline, web sales, walk-up box office, ticket agencies, postal

Online Registration through [www.7rockyriverrun.com.au](http://www.7rockyriverrun.com.au)

- Which is promoted through various platforms such as Social Media, e-Newsletters, Radio, TV Advertising and Newspaper
- Pop up registrations at shopping centres
- Sponsors are encouraged to share on social media, include in their e-newsletters and promote internally.
- Registration station will be set up at our 'Bib Collection Day', where participants can register the day before the event and pick up their bib.
- Registration station will be set up on the day of the event for all last minute cash registrations before the races start.

bookings, sales through local shop or library, etc.?

Do you offer various/appropriate methods of payment (e.g. credit card, cheque, cash)? Is the event programme appropriately timed to appeal to your targets? Is the event easy to get to?



#### Promotion

How will you communicate the positioning of the event?

Who is the event aimed at; What is special about it; Why it's a good idea to attend; When will it take place; Where will it take place; How easy it is to engage with the event?

#### This event is aimed at a range of entities including:

Competitive and social runners  
Individuals who simply want to join in a "feel good" community event that will raise funds for an important cause  
Families  
Corporate/business teams  
School teams  
People with disabilities and their family members, carers, advocates  
People from the local Indigenous community  
People from the local CALO communities

This is the only event of its type held on a regular basis in Rockhampton, with other events catering to much smaller niche cohorts that do not position themselves to attract the large range of community participation that the CTC Rocky River Run does.

#### We strongly promote:

The opportunity to enter a well-regarded, well-run competitive event for serious runners  
The fun people will gain from participating, especially if with friends, family or colleagues - including the chance to dress up!  
The chance to use this event as a team building exercise for corporates or other sporting teams  
The health benefits of an easy, inexpensive form of exercise  
The 'feel good' aspect of helping out those who are doing it tough in our community.

The event will take place at its new home on Quay Street, Rockhampton and will continue to follow the same format, with a few additional features.

On line registrations make participation exceptionally easy, as does providing for the pick-up of participant's entry 'bibs' the day before the event. Systems and processes have been streamlined over several years so that the ease of participation is maximised for each individual.

#### Key Messages

What are the key messages that you will be communicating?

Enjoy a healthy lifestyle  
Have fun with family, friends and colleagues  
Enhance awareness of significant issues experienced by some young people, including homelessness, mental health issues and suicide prevention  
Stand up as someone who cares for others in our community  
We live in a fantastic community



### Event Promotion

Provide an overview of the measures you will use to implement your marketing strategies.

What marketing tools will you use?

Will you be printing posters, leaflets, postcards or programs?

Will you be organising formal advertising on TV, Radio or in the newspaper?

Do you have a website, or social media accounts? How will you utilise these to promote your event?

### Advertising, PR, Event appeal, what promotion will you use?

Use of:

Newspapers

Radio Television

Dedicated webpage for this event with on-line newsletter subscription and on-line registrations

Posting this event onto other related websites e.g. Capricorn Enterprise Events Calendar, Council Events Calendar etc. Posting this event onto the circuit of running events around Australia

Social Media e.g. Facebook, Twitter (all regularly posting updates to sustain and stimulate interest)

Competitions to win holidays, overnight accommodation and the caves

Development of posters

Much of the advertising, marketing and promotion of this event has been secured through sponsorship arrangements with various local media which are contributing an equal amount to that provided by CTC through other sponsorships from business.

#### 2016 Statistics

- **1,447** registrants
- **53** registrants from outside Rockhampton

#### 2017 Statistics

- **8,275** unique visitors to the website
- **15,329** website sessions
- **17, 336** emails sent
- **1,600** registrants
- **233** registrants from outside Rockhampton
- Registrants from outside Rockhampton brought an additional **187** visitors
- **494,335** total reach on Facebook

#### Social Media Statistics for Rockhampton Regional Council

- **12** posts
- **31,608** reach
- **317** engagements
- **130** clicks

#### 2018 Statistics so far

*Super Early Bird ended 7<sup>th</sup> December 2017*



	<p><b>Registered:</b> 315 as of the 7/12/2017</p> <p><b>People from outside Rockhampton:</b> 63. These participants are bringing 126 extra travelers.</p> <p><b>Accommodation Nights:</b> 123 nights to date for the 2018 run</p>
<p><b>Media Kit</b></p> <p>Do you have a media kit developed?</p>	<p>CTC through IntoWork have our own in-house marketing and communications team that will send all media releases which includes kits and contact details depending on the communication.</p>
<p><b>Marketing Budget</b></p> <p>Develop a marketing and promotion budget for your event.</p> <p>What percentage of your overall event budget should/can be allocated to this?</p> <p>Please note best practice is 10% of your overall budget should be utilised for marketing.</p>	<p><b>Estimated Budget:</b></p> <p>As the new event coordination body for the Rocky River Run, CTC has been provided with significant information, including budgets, by the event originators, Rockhampton Rotary Club. In addition, some basic seeding funding has been supplied and this has been applied to the initial marketing and promotion of the event.</p> <p>We have developed a marketing plan for this year's event that will surpass last year's spend. As well, a much wider net is being cast to attract a wider audience, enhancing the event's capacity to bring in external tourism income.</p> <p>We will be spending in excess of 15% of our budget on marketing and promotions on this event as we already have media partners, these being Channel 7, 4RO, as well as The Morning Bulletin. We have also put together sponsor packages that will assist with the promotion of both this specific event as well as promoting the Rockhampton region itself.</p>
<p><b>Monitoring</b></p> <p>Identify the steps you will undertake to evaluate the success of your event.</p> <p>Your success should be measured by things such as meeting your objectives, promotion, publicity and media attracted by your event. Other achievements and how well you managed any problems that may have occurred.</p> <p>Where did the respondent come from? How far did they travel to attend the festival or event? Did they stay locally to attend the festival or event?</p>	<p>The 7Rocky River Run will primarily be measured by the number of registrations that have been generated, as well as the number of registrations that have come from outside the immediate Rockhampton region and interstate, including distance travelled.</p> <p>We are aiming for greater participation by schools this year, so that will be another measure of success.</p> <p>Analysis of registrations will assist to determine the demographics of participants and whether we have achieved the more inclusive event that we are aiming for i.e. high level of participation by Indigenous and CALO communities.</p> <p>Sponsorship will also be a good measure of how well we have communicated to our potential sponsors the success and how it will generate opportunities for their business.</p> <p>Marketing and promotion will be measured for paid and sponsored advertising and we will endeavor to track unsolicited publicity as well. Movement on social media sites will also be monitored.</p> <p>The de-briefing session will identify the number and range of issues where our planning was inadequate or where unforeseen issues arose. This will of course assist us to make relevant improvements to future events. The debriefing session will also attempt to identify the top 3 successes of the event in terms of planning, logistics, marketing and promotions and participant feedback.</p> <p>We are considering survey methods to ascertain from a random selection of participants the following information:</p> <ul style="list-style-type: none"> <li>• How they heard about the event</li> <li>• Whether they live locally</li> </ul>

How did they hear of the festival or event? How many in their group? How much did they spend at the festival or event?

- Whether they have participated in previous events
- How many nights' accommodation they have stayed in Rockhampton if they are not local residents
- Whether any of those nights' accommodation were spent with event sponsors
- If they were not a solo participant, how many people were registered in their group
- How much they estimated spending at the event, excluding registration fee

#### Social Media Reviews

 **Carol Ann Gorton** reviewed 7 Rocky River Run –  · 6 June 2016 · 

What a fantastic Day the Rocky River Run has become. So many families enjoying a great day out with the litties and the smiles all round. The weather couldn't have been more perfect for the runners, and of course those families enjoying the walk and a day in the park! Congratulations CTC! I was part of the first Rocky River Run when there were about 350 attending, and now it's grown to thousands! What a great event for Rotary to have started off all those years ago! Feeling a bit proud!!!

 Like  Comment  Share

 3

 **7 Rocky River Run** Thanks so much for your positive feedback Carol. We appreciate all your support and are so pleased you enjoyed the day.  
Like · Reply · 1 · 6 June 2016 at 11:57




 **Jo Marshall** reviewed 7 Rocky River Run –  · 28 May · 

Great event. Well run & the volunteers at support stations were amazing. Thankyou to the volunteers & the organisers. I loved the course. Thanks




 Like  Comment  Share


 1

 **7 Rocky River Run** Thank you for your feedback Jo!   
Like · Reply · 28 May at 15:56

 **Talitha Mills** reviewed 7 Rocky River Run –  · 28 May · 

This was my first year in doing the river run. It was a great track and well organized.

 Like  Comment  Share

 1

 **Rhys Williams** reviewed 7 Rocky River Run –  · 28 May · 

Great course flat and fast. Awesome atmosphere with a range athletes competing over the distances. Great volunteers encouraging at ever vantage point. Well set out and great to run.  
Great to see the mayor out supporting the event. Thank you to volunteers, sponsors and event staff. Great work.

 Like  Comment  Share

 7

 **7 Rocky River Run** Thank you Rhys, we're glad you had a great time this morning.  
Like · Reply · 1 · 28 May at 15:57

 **Michelle Moseley** reviewed 7 Rocky River Run –  · 28 May · 

My first half marathon - thank you very much, I'm not sure if anyone knows or can find out who the beautiful woman was who ran the last 600m or so with me - when I was really really struggling to do it by myself.....she was handing out coffee to the marshals/volunteers, and joined me for that last little (but oh so long LOL) bit with words of support and distraction, that I appreciate and thank her for with all my heart. Thank you thank you coffee lady ☕☕☕

 Like  Comment  Share

 6

 **Jo Marshall** So many wonderful volunteers. That is one awesome lady.  
Like · Reply · 1 · 29 May at 17:37



## Sponsorship

Event Name	7 Rocky River Run
<b>Sponsors</b> Will you be looking for sponsors? Have you developed a sponsorship outline document?	Please see attachment that outlines sponsorship opportunities for this year's event.
<b>Sponsorship Levels</b> What different levels of sponsorship are on offer?	Please see attachment that outlines sponsorship opportunities for this year's event.
<b>Benefit-in-kind</b> Are you receiving any in-kind benefits from groups, or local businesses?	Yes we are and more will come as we talk to more businesses over the coming months. These in-kind benefits will relate to assisting with the logistics and operation of the event on the day.
<b>Location</b>	Rockhampton - starting at Quay Street, through the streets of Rockhampton CBD & nearby surrounds - as per course maps.



## Financial Plan and Considerations

Event Name	7 Rocky River Run
<b>Budget</b> Have you prepared a budget? Template below. Do you have a budget policy in place? Are you expecting a loss?	We have prepared a budget for this year's run and we expect to contribute around \$35,000 to charities and retain the balance to expand the event next year and into the future.
<b>Grants and Sponsors</b> Have you applied for grants or sponsorship?	Yes we have and we are taking sponsorships until the first week of April 2018. We are actively seeking grant opportunities related to this event.
<b>Break-even point</b> Have you considered what your break-even point is? How many attendees are required for your event to reach the break-even point?	We will achieve our break-even point once we receive 900 ticket sales. We are confident of achieving this as last year the event received 1600.
<b>Financial Reports</b> Do you have previous events financial reports? Will you be providing copies to stakeholders and sponsors?	We do have previous financials and we have no need to provide these to sponsors or stakeholders as the event has been able to deliver substantial returns each year to the charities that this event is run for.



**11.6 2018 POP-UP POLO ROCKHAMPTON - SPONSORSHIP PROPOSAL**

**File No:** 6097  
**Attachments:** 1. Pop-Up Polo Business Case  
**Authorising Officer:** Chris Ireland - Manager Regional Development and Promotions  
Tony Cullen - General Manager Advance Rockhampton  
Colleen Worthy - General Manager Community Services  
**Author:** Aimee Bartlett - Coordinator Marketing and Events

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**SUMMARY**

*Council has received correspondence regarding an opportunity to sponsor 'Pop-Up Polo Rockhampton', a brand new event in the Rockhampton Region being held on 9 June 2018.*

**OFFICER'S RECOMMENDATION**

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

**COMMENTARY**

Pop-Up Polo Rockhampton is a new bespoke event catering for a new audience in the Rockhampton Region. 2018 will be the first year of the event and will provide a premium entertainment opportunity on the football field at Victoria Park on Saturday 9 June 2018.

**BACKGROUND**

Pop-up Polo Rockhampton will be run by the Light Group in conjunction with the support and event management of Polo Events Australia Pty Ltd (PEA).

**THE EVENT**

Pop-up Polo Rockhampton is proposed to be held on Saturday 9 June 2018 at Victoria Park Sporting Field, Sir Raymond Huish Drive. The proposed schedule for the day includes:

11.00 am	Gates Open
12.30pm	Game One
3.00 pm	Game Two
6.00 pm	Event end

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

Event set-up will include:

- VIP Marquee with sponsor areas available
- Food and wine matching with a key emphasis on local produce
- Entertainment
- General Entry area
- General sitting and food area

**CONSIDERATIONS**

Pop-Up Polo Rockhampton has approval from Council to hold this event on the Victoria Park Sporting Field. In order to utilise this space the following short-term changes will need to be made:

- Field preparations
- Removal and reinstatement of goal posts
- Make-good of field and site post event



- Traffic management and road closures

Costs associated with this come to approximately \$10,000.

### THE OPPORTUNITY

The opportunity is available to assist in the inaugural Pop-Up Polo event in the region through a sponsorship agreement. Advance Rockhampton puts forward the following opportunity:

#### ***Sponsorship Proposal to the value of \$40,000***

Cash sponsorship (plus GST)	\$10,000
Field preparation and remediation work	\$10,000
Road Closures	\$1,000
Event Support	\$4,000
Marketing Support	\$5,000
(Digital signage, My Rockhampton platforms etc)	

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

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

### BUDGET IMPLICATIONS

Sponsorship of Pop-Up Polo 2018 has budget implications for Advance Rockhampton and Parks and Recreation which have not been accounted for, but will be accommodated within the current budget.

### CONCLUSION

Pop-up Polo provides a wider variety of economic and community benefits for the Rockhampton Region. It is part of the wider tourism and events strategy that is being developed to evolve the Rockhampton Region into the Events Destination for Queensland.

# **2018 POP-UP POLO ROCKHAMPTON - SPONSORSHIP PROPOSAL**

## **Pop-Up Polo Business Case**

**Meeting Date: 30 January 2018**

**Attachment No: 1**





*Womersley refge*



**POP-UP  
POLO**  
ROCKHAMPTON

-BUSINESS CASE-

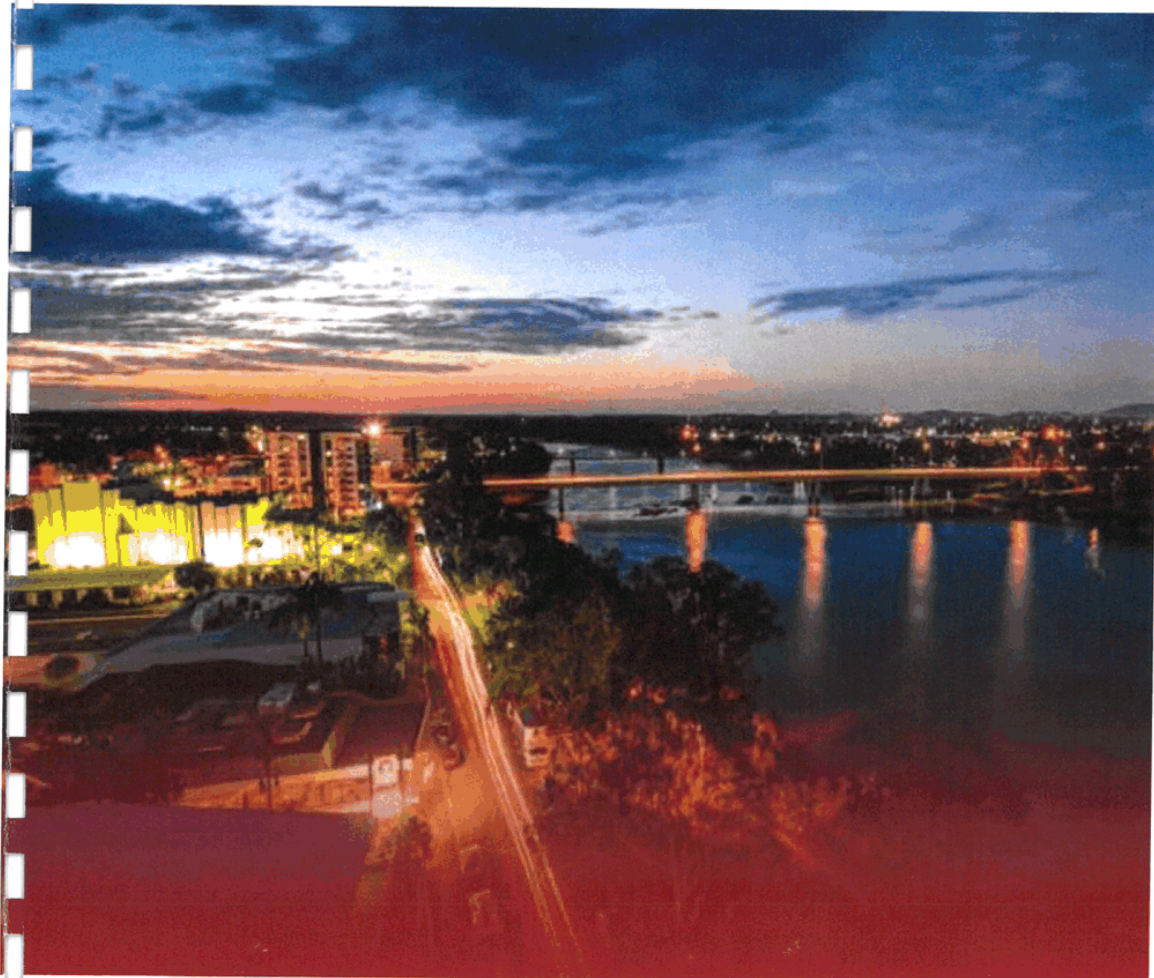
Not since the golden days of the 1920s has polo experienced such a global resurgence in popularity, as in the past five years. Some say it is currently the fastest growing spectator sport in the world, and is rapidly gaining momentum as the mainstay of premium social gatherings, with new high-profile events emerging each year in many countries.

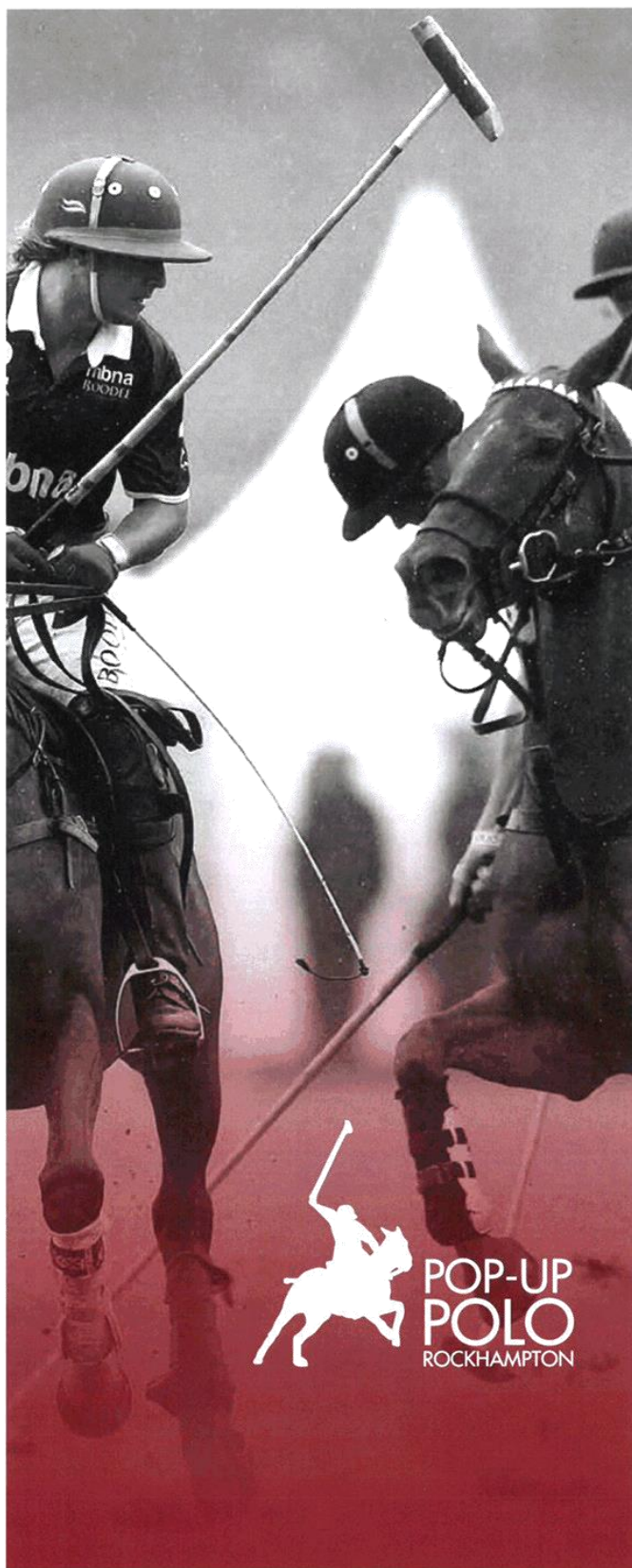




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## THE TEAM

### EVENT ORGANISERS

- MATTHEW TURICH
- PETER HAWKINS
- BENITO ZUSSINO

### MARKETING, MEDIA & PUBLIC RELATIONS MANAGER

- ANNABEL HAWKINS

### EVENT MANAGER

- EILEEN WOOD

POP-UP POLO



ROCKHAMPTON



## CONCEPT

- Bespoke event catering for a refined Rockhampton audience
- Premium entertainment for Rockhampton's professional workforce
- Showcasing Rockhampton as a sophisticated 'Beef Capital of Australia'
- Strengthening the local retail, hospitality and tourism industry

## CONCEPT PLATFORM

The concept will be realised through staging an annual polo event, known as '**Pop-Up Polo Rockhampton**'.

The primary hospitality asset will be the **VIP Marquee**, where select guests will be personally entertained by a premium sponsor, by way of an epicurean experience revolving around matching wines with food and polo.

A secondary hospitality asset, created primarily to cater for the local and regional community, as well as family groups, will be the more casual hamper option.

There will be several tiers of hospitality packages, ranging from basic to exclusive, some of which will include transfers and accommodation, as well as additional activities on adjacent days, such as heli flights, fishing tours, or a trip to Heron Island, as well as other 'money can't buy experiences' such as a cocktail party with polo players on the eve of the event.

## INTRODUCTION

Not since the golden days of the 1920s has polo experienced such a global resurgence in popularity, as in the past five years. Some say it is currently the fastest growing spectator sport in the world, and is rapidly gaining momentum as the mainstay of premium social gatherings, with new high-profile events emerging each year in many countries.

Polo typically attracts a high-end demographic ranging from royalty, business leaders and dignitaries to celebrities, including Hollywood stars, and as such serves as an ideal platform for luxury, premium and performance brands. It is an aspirational sport associated with leadership and success.

## URBAN POLO

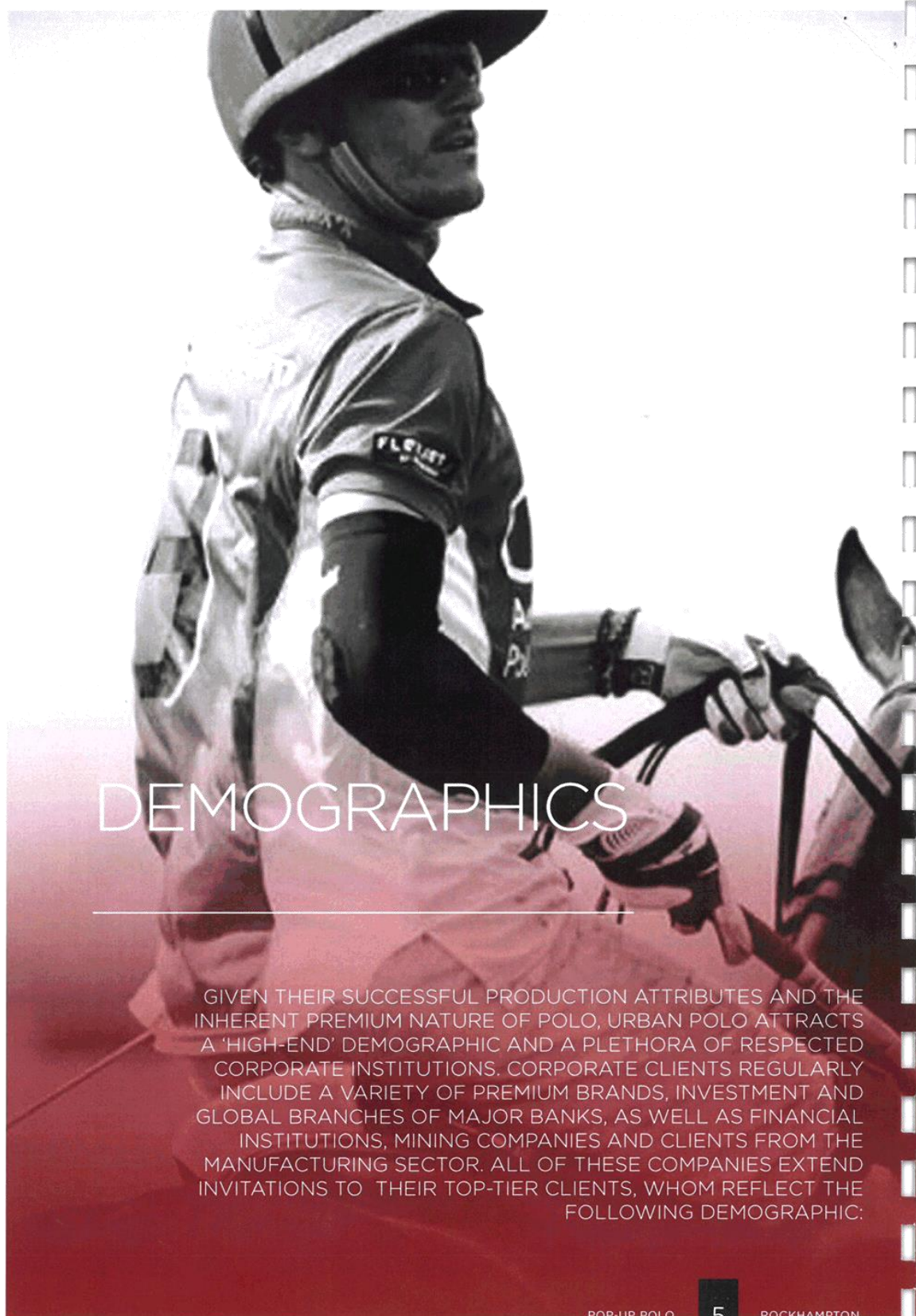
There are three major Urban Polo assets managed by 'Polo Events Australia Pty Limited' (PEA), which span across Australia, consisting of **Polo in the City**, **Polo by the Sea** and **Polo in the Vines**.

Polo in the City, now in its tenth year, enjoys a national attendance in excess of 15,000, and in the past four years alone, has generated in excess of \$36 million in positive publicity for its host cities and sponsors. In recent years several events in the series won in the 'Best State Event' category at the 'Australian Event Awards', and many of them now sell out months in advance.

The high sponsorship and hospitality demand for **Polo in the City**, which takes place in Australia's capital cities over the Christmas period, led to the genesis of **Polo by the Sea**, which focuses on seaside cities, towns and premium coastal holiday destinations, in the period between January and May. It essentially fills the gap in the market left by **Polo in the City**.

Polo by the Sea adopts the same successful marketing and production strategies as **Polo in the City**, and leverages the existing state, national and international media partnerships developed in context of **Polo in the City** over the past nine years.

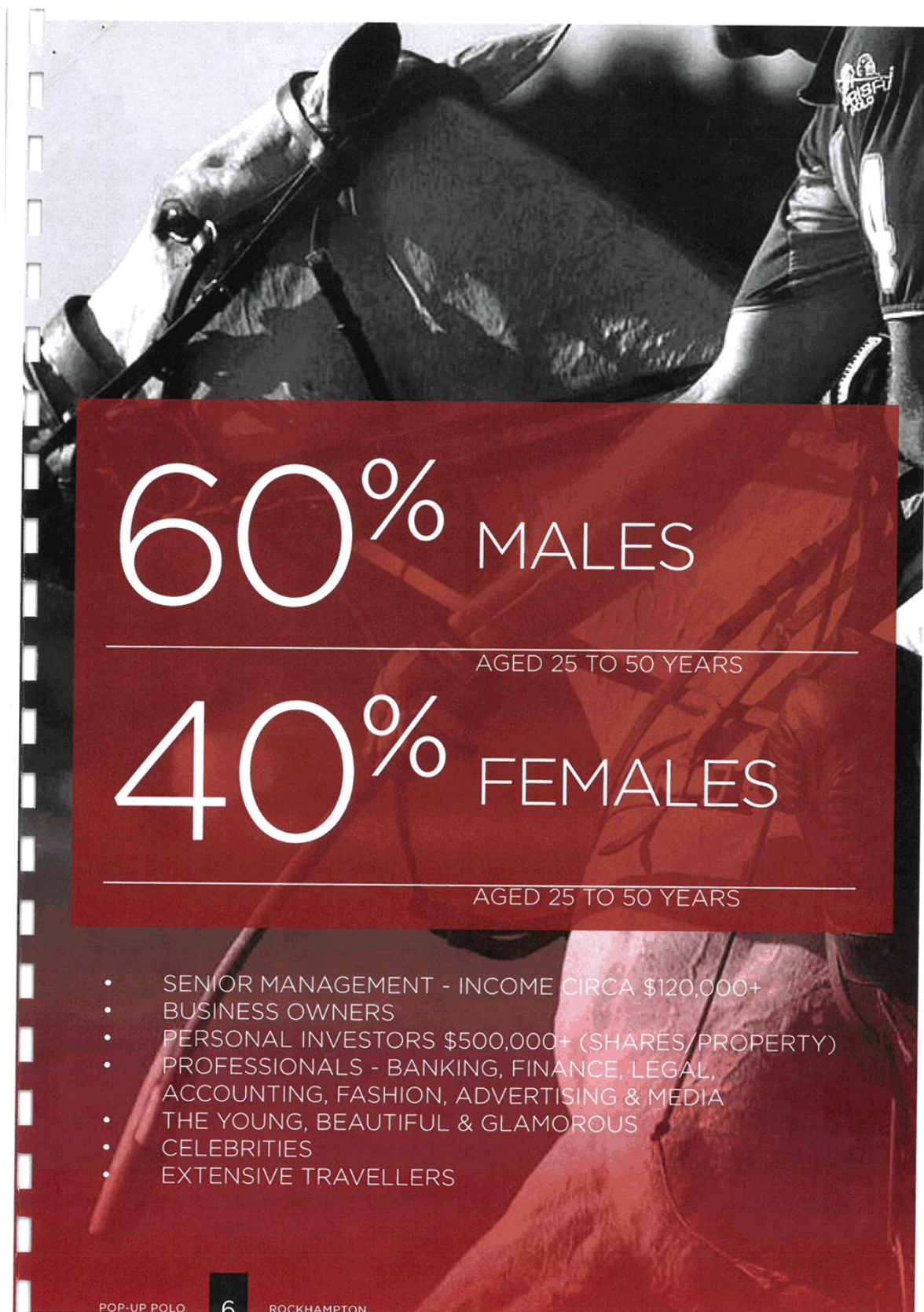




# DEMOGRAPHICS

GIVEN THEIR SUCCESSFUL PRODUCTION ATTRIBUTES AND THE INHERENT PREMIUM NATURE OF POLO, URBAN POLO ATTRACTS A 'HIGH-END' DEMOGRAPHIC AND A PLETHORA OF RESPECTED CORPORATE INSTITUTIONS. CORPORATE CLIENTS REGULARLY INCLUDE A VARIETY OF PREMIUM BRANDS, INVESTMENT AND GLOBAL BRANCHES OF MAJOR BANKS, AS WELL AS FINANCIAL INSTITUTIONS, MINING COMPANIES AND CLIENTS FROM THE MANUFACTURING SECTOR. ALL OF THESE COMPANIES EXTEND INVITATIONS TO THEIR TOP-TIER CLIENTS, WHOM REFLECT THE FOLLOWING DEMOGRAPHIC:

POP-UP POLO 5 ROCKHAMPTON



60% MALES

---

AGED 25 TO 50 YEARS

40% FEMALES

---

AGED 25 TO 50 YEARS

- SENIOR MANAGEMENT - INCOME CIRCA \$120,000+
- BUSINESS OWNERS
- PERSONAL INVESTORS \$500,000+ (SHARES/PROPERTY)
- PROFESSIONALS - BANKING, FINANCE, LEGAL, ACCOUNTING, FASHION, ADVERTISING & MEDIA
- THE YOUNG, BEAUTIFUL & GLAMOROUS
- CELEBRITIES
- EXTENSIVE TRAVELLERS

POP-UP POLO 6 ROCKHAMPTON



## CONNECTING PEOPLE WITH NEW EXPERIENCES

Although its origins date back 2,500 years, polo is still a boutique, albeit flourishing sport, which constitutes a relatively new and mesmerising experience for many people.

Almost without fail, all new attendees of **Urban Polo** events are astounded by the skill, daring and athleticism of the sport, which when witnessed in an intimate environment in the stunning settings of a prime city park locations, generates an experience that is difficult to forget or surpass.

It is a full contact sport, not just between men but between human athletes and beast, played at 60 kilometres per hour, which is a claim few sports can boast.



POP-UP POLO

7

ROCKHAMPTON



## HIGH PROFILE & DYNAMIC PLATFORM

**Urban Polo** is a polo asset with a proven, strategic, effective and consistent national marketing regime achieving unparalleled results for event partners. In the last two years alone, it has generated in excess of \$40 million in marketing value for host cities, sponsors and polo generally, and attendance has more than doubled.

Over recent years, **Urban Polo** in particular has become the preferred client entertainment vehicle for a growing stable of corporate clients, forging a strong presence in a market previously dominated by sports such as horse racing, sailing, football codes, cricket and golf.

By way of example, guests at the 2013 Gold Coast **Polo by the Sea** event included His Highness the Maharajah Raghav Raj Singh Shivrati of Udaipur and his royal entourage, while the 2014 event hosted Rosie and Iain Smith (captain of Wild Oats II and manager of Perpetual Loyal for Anthony Bell), Teresa Ticehurst (producer of the 98 Sydney to Hobart disaster film), John Collee (writer of *Master & Commander* and *Happy Feet*), Lynne Benzie (president of Warner Roadshow Studios), Rob Cowan (Executive Producer of *'San Andreas'*, starring Dwayne Johnson), Geoff Gourley (Entrepreneur and Board Member of the Victorian United Nations Division), renowned artists Bodo Muche and Laura Douglas, among many other VIPs.

Strategic alliances with a variety of media spanning television, radio, cinema, office-lift flash ads, print and social media, mean that Urban Polo occupies a broad range of established and developing communication mediums that an incoming sponsor can access at a fraction of the market cost, and in the context of an asset that is already highly desirable. As explained in Part B below, by becoming a 'Naming Rights' sponsor, the sponsor's brand will be integrated into the name of the event, thereby gaining the benefits of exposure via this proven high profile and dynamic marketing platform, and across the established media network.

Not only is **Urban Polo** attracting increasing national media exposure, it is also garnering greater international media attention, exemplified by recent features in international polo magazines.





## CREATING GOOD WILL

*Urban Polo* is an entirely unique branding, promotional and hospitality asset. There is nothing remotely like it in regional Queensland within the premium market.

By assuming a Naming Rights position of '*Pop-Up Polo Rockhampton*', the sponsor will be supporting a unique, premium and progressive initiative as well as local business and regional tourism, and generating strong good will within the Rockhampton community.

Further, the *Urban Polo* events have proven themselves a successful international communications platform, having received extensive and positive coverage in numerous polo magazines including in the UK and USA.



## INSPIRATION AND CELEBRATION

Since its inception, *Urban Polo* has been specifically designed to entertain corporate clients of various companies operating in industries ranging from the top-end banking, investment and finance sector, to luxury and performance consumables such as premium vehicles, as well as jewellery brands, premium alcohol brands and fashion houses, to name a few.

As a consequence of such an overriding objective, the events are produced in a manner that seeks to evoke an unforgettable experience, year after year, for the valued clients of these premium companies.

The proven production formula of *Urban Polo* generates an augmenting period of inspiration and celebration, as the audience is drawn into a clash between various teams, as well as corporate brands.

Anticipation for the games is built up not only on the event days themselves, but also in the lead-up through various media avenues, by emphasising the rivalry between teams, individual players, cities and states themselves. This results with an accrual of emotional investment into each game, which culminates with the victory of one team over another.

Particularly engaging are the National Polo League games (the feature games), in which a host city team takes on a visiting city (for example, Gold Coast versus Melbourne). These games capitalise on the rivalry that exists between various states.

The presentation of the sport in an intimate environment, and the opportunity to learn about this unique game from the players themselves as they circulate throughout the sponsor marquees, never fails to inspire, whereas the result of the games themselves are cause for celebration, particularly if a guest's favoured team is victorious.

POP-UP POLO



ROCKHAMPTON

# MARKETING RESULT PRECEDENTS

The marketing and positive public relations generated by Urban Polo events is significant. Below are the marketing results for recent Polo in the City events alone:

**Table 1 NATIONAL Marketing Summary**

Source	Advertising Value \$	PR Value \$	Combined Value \$
Print	343,382.80	4,579,764.00	4,923,146.80
Cinema	51,960.00	NA	51,960.00
TV	NA	381,867.00	381,867.00
Radio	113,095.00	15,177.00	128,272.00
Inlink	233,598.00	NA	233,598.00
Website	452,368.60 <sup>1</sup>	NA	452,368.60
Internet	36,472.25	1,111,305.00	1,147,777.25
Ticketek	192,500.00	NA	192,500.00
<b>Total</b>	<b>1,423,376.65</b>	<b>6,088,113</b>	<b>7,511,489.65</b>

**Table 2.1 NSW Advertising Schedule**

Source	Date	Size	Value \$
Inlink	19-09-14 to 12-12-14	Office Lifts	76,977.00
Ticketek	15-08-14 to 10-12-14	Various	38,500.00
Website	24-01-13 to 31-12-14	Various	90,473.72
<b>Total</b>			<b>205,950.72</b>

**Table 2.2 VIC Advertising Schedule**

Source	Date	Size	Value \$
Cinema	28-08-14 to 06-11-14	Full Screen	18,497.76
Fox FM 101.9	15-09-14 to 27-11-14	40 x 30 sec	8,420.00
Inlink	19-09-14 to 12-12-14	Office Lifts	71,510.00
Ticketek	15-08-14 to 10-12-14	Various	38,500.00
Website	01-01-14 to 31-12-14	Various	90,473.72
<b>Total</b>			<b>227,401.48</b>

**Table 2.3 SA Advertising Schedule**

Source	Date	Size	Value \$
Cinema	28-08-14 to 06-11-14	Full Screen	6,131.28
SA Weekend	25-10-14	Large Strip	5,174.40
SA Weekend	05-11-14	HP	7,761.60
SA Weekend	20-11-14	M3X3	1,920.60
SA Weekend	22-11-14	M12X6	15,523.20
SA Weekend	23-11-14	M3X6	5,682.60
SA Weekend	23-11-14	FP (TV Guide)	16,156.80
SA Weekend	26-11-14	M3X3	1,920.60
SA Weekend	28-11-14	M3X3	1,920.60
SA Weekend	29-11-14	HP	7,761.60
SA Weekend	30-11-14	Medium Strip	4,039.20
SA Weekend	03-12-14	M3X3	1,920.60
SA Weekend	04-12-14	M3X3	1,920.60
SA Weekend	05-12-14	M3X3	1,920.60
SA Weekend	06-12-14	HP	10,573.20
SA Weekend	07-12-14	FP (TV Guide)	16,156.80
SA Weekend	07-12-14	Medium Strip	5,187.60
SA Weekend	11-12-14	Medium Strip	3,841.20
Nova 102.3	20-09-14 to 12-12-14	Various	37,175.00
Inlink	19-09-14 to 12-12-14	Office Lifts	40,734.00
Ticketek	15-08-14 to 10-12-14	Various	38,500.00
Website	01-01-14 to 31-12-14	Various	90,473.72
<b>Total</b>			<b>322,395.80</b>

<sup>1</sup> Calculated @ the conservative rate of \$2.00 per session.



Table 2.4 WA Advertising Schedule

Source	Date	Size	Value \$
Cinema	28-08-14 to 06-11-14	Full Screen	11,223.36
Sunday Times (STM)	26-10-14	1/3	8,562.00
Sunday Times (The Guide)	02-11-14	¼	4,892.00
Sunday Times (STM)	02-11-14	FP	21,405.00
Sunday Times (The Guide)	09-11-14	FP	13,995.00
Sunday Times (STM)	16-11-14	FP	21,405.00
Sunday Times (The Guide)	16-11-14	¼	4,892.00
Sunday Times (EGN)	23-11-14	M3x6	6,642.00
Sunday Times (STM)	23-11-14	FP	21,405.00
Sunday Times (STM)	30-11-14	FP	21,405.00
Sunday Times (The Guide)	30-11-14	¼	7,677.00
Perth Now Online	16-11-14	316x72	5,250.00
Perth Now & STM Online	16-11-14	Social Post	1,000.00
Perth Now online	16-11-14	650x50	7,000.00
Perth Now & STM Online	23-11-14	Social Post	1,000.00
92.9 FM	15-09-14 to 05-12-14	65 x 30 sec	14,220.00
Inlink	19-09-14 to 12-12-14	Office Lifts	20,834.00
Ticketek	15-08-14 to 10-12-14	Various	38,500.00
Website	01-01-14 to 31-12-14		90,473.72
<b>Total</b>			<b>321,781.08</b>

Table 2.5 QLD Advertising Schedule

Source	Date	Size	Value \$
Cinema	28-08-14 to 06-11-14	Full Screen	16,107.60
B105	15-09-14 to 19-11-14	120 x 30 sec	35,280.00
Triple M	15-09-14 to 19-11-14	60 x 30 sec	18,000.00
Inlink	19-09-14 to 12-12-14	Office Lifts	23,543.00
Ticketek	15-08-14 to 10-12-14	Various	38,500.00
Website	01-01-14 to 31-12-14	Various	90,473.72
<b>Total</b>			<b>221,904.32</b>

Table 2.6 NAT Advertising Schedule

Source	Date	Size	Value \$
Gourmet Traveller	01-10-14	FP	11,462.00
Gourmet Traveller	01-11-14	FP	11,462.00
House & Garden	01-10-14	FP	13,146.00
House & Garden	01-11-14	FP	13,146.00
AWW	01-11-14	FP	36,045.00
Belle	01-10-14	FP	8,230.00
Belle	01-11-14	FP	8,230.00
AWW (online)	30-09-14 to 29-11-14	Various Banners	4,444.45
Woman's Day (online)	30-09-14 to 29-11-14	Various Banners	4,444.45
Cosmo (online)	30-09-14 to 29-11-14	Various Banners	4,444.45
Cleo (online)	30-09-14 to 29-11-14	Various Banners	4,444.45
OK (online)	30-09-14 to 29-11-14	Various Banners	4,444.45
<b>Total</b>			<b>123,943.25</b>

Table 2.7 Advertising Summary

	NSW	VIC	SA	WA	QLD	NAT	TOTAL
Source	Value \$	Value \$	Value \$	Value \$	Value \$	Value \$	Value \$
Cinema	NA	18,497.76	6,131.28	11,223.36	16,107.60	NA	51,960.00
Print	NA	NA	109,381.80	132,280.00	NA	101,721.00	343,382.80
TV	NA	NA	NA	NA	NA	NA	NA
Radio	NA	8,420.00	37,175.00	14,220.00	53,280.00	NA	113,095.00
Inlink	76,977.00	71,510.00	40,734.00	20,834.00	23,543.00	NA	233,598.00
Ticketek	38,500.00	38,500.00	38,500.00	38,500.00	38,500.00	NA	192,500.00
Internet	NA	NA	NA	14,250.00	NA	22,222.25	36,472.25
Website	90,473.72	90,473.72	90,473.72	90,473.72	90,473.72	NA	452,368.60
<b>Total</b>	<b>205,950.72</b>	<b>227,401.48</b>	<b>322,395.80</b>	<b>321,781.08</b>	<b>221,904.32</b>	<b>123,943.25</b>	<b>1,423,376.65</b>

Table 3 State PR Summary

	NSW	VIC	SA	WA	QLD	TAS	ACT	NAT	TOTAL
Source	Value \$	Value \$	Value \$	Value \$	Value \$	Value \$	Value \$	Value \$	Value \$
Print	1,038,048.00	905,703.00	283,530.00	1,418,049.00	185,466.00	NA	NA	748,968.00	4,579,764.00
TV	163,287.00	89,121.00	24,960.00	28,704.00	65,871.00	5,631.00	4,293.00	NA	381,867.00
Radio	NA	NA	690.00	14,487.00	NA	NA	NA	NA	15,177.00
Internet	377,843.70	177,808.80	NA	455,635.05	100,017.45	NA	NA	NA	1,111,305.00
<b>Total</b>	<b>1,579,178.70</b>	<b>1,172,632.80</b>	<b>309,180.00</b>	<b>1,916,875.05</b>	<b>351,354.45</b>	<b>5,631.00</b>	<b>4,293.00</b>	<b>748,968.00</b>	<b>6,088,113.00</b>

## EVENT DATE AND SCHEDULE

The event is proposed to be held on Saturday 9th June 2018, at the Victoria Park sporting field on Sir Raymond Huish Drive.

The proposed schedule for the day is as follows:

- Gates Open: 11.00am
- First Drinks: 11.30am
- Game One: 12.30pm
- Game Two: 3.00pm
- Last Drinks: 5.30pm
- Event End: 6.00pm
- After Party: Headricks Lane

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

## GROWTH AND SUSTAINABILITY

In this the inaugural year, we are anticipating an attendance of 2000 – 2,500 guests. These numbers have been derived from established events in the region that target a similar demographic. Through education, awareness and organic growth, it is envisaged that within a period of five years, the event would command an attendance of over 5,000 guests.

## BUDGET/FUNDING

'Pop-Up Polo Rockhampton' - Total Cost \$150,000 excl. GST  
Requested funding contribution from RRC \$ 50,000

This funding would be utilised for field preparations, removal and reinstatement of the goal posts, make-good of the site, traffic control, laydown area for the production equipment and security fencing.

## RETURN ON INVESTMENT

The social and economic benefits of being the first regional centre to host an event of this calibre are profound. The obvious direct beneficiaries will of course be travel, accommodation, hospitality, retail and the like. Even more excitingly, is the indirect potential for this event to showcase Rockhampton as the progressive and innovative leader of regional Australia in terms of business and tourism.

It sends a strong message that Rockhampton is 'open for business'.

## MEDIA AND MARKETING PLAN

Marketing of the event will utilise all forms of traditional and social media platforms including Facebook, Instagram, radio, television and print.

In addition to the marketing reach achieved through direct advertising with event partners, as well as general PR activity, Urban Polo sponsorship gives access to a subscription database of over 7,500, Facebook Pages with over 26,000 fans, as well as Instagram accounts with over 15,000 followers.

The marketing return generated for a presenting sponsor is unrivalled by any other sponsorship position within the series, as whenever the series is mentioned in marketing or advertising material, so is the sponsor as part of the 'locked-in' logo.

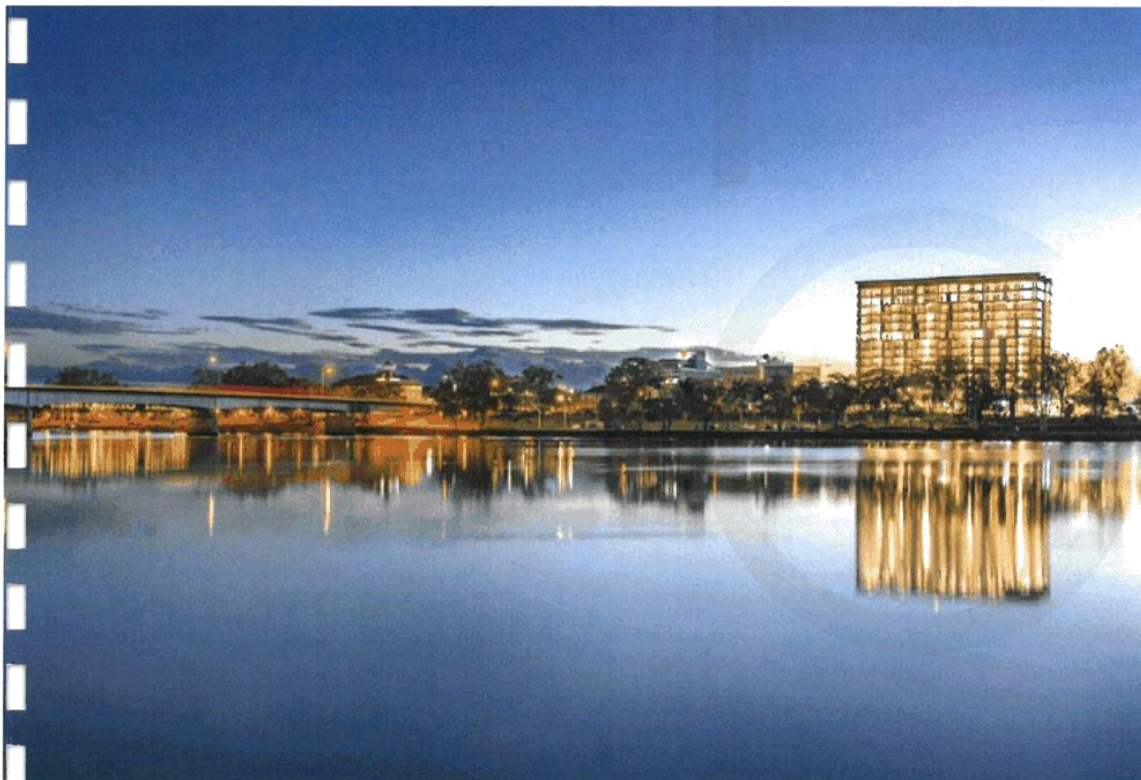
The marketing plan will be focused around the following content:

Introduction of the event	<ul style="list-style-type: none"><li>• Date and location</li><li>• What is Polo?</li><li>• Event schedule and activities</li></ul>
Fashion	<ul style="list-style-type: none"><li>• Men's and women's fashion advisory feature pieces</li></ul>
Ticketing options	<ul style="list-style-type: none"><li>• Polo Lounge</li><li>• Corporate Marquees (20+ Guests)</li><li>• VIP</li></ul>
Introduction of sponsors	
Event and polo interviews and inspiration	<ul style="list-style-type: none"><li>• Facebook</li><li>• Instagram</li></ul>

## CONTACTS

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**11.7 COMMUNITY ASSISTANCE PROGRAM**

**File No:** 12535  
**Attachments:** Nil  
**Authorising Officer:** Colleen Worthy - General Manager Community Services  
**Author:** Cheryl Haughton - Manager Communities and Facilities

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**SUMMARY**

*An application from the Team Indigenous Corporation for Major Sponsorship assistance towards the 2018 Stan Alberts Shield 20/20 Cricket Carnival event is presented for Council consideration.*

**OFFICER'S RECOMMENDATION**

THAT Council considers the Major Sponsorship application from Team Indigenous Corporation for funding to assist with the staging of the 2018 Stan Alberts Shield 20/20 Cricket Carnival to be held from 30 March to 1 April 2018, and approves an amount of \$6,413 in sponsorship.

**COMMENTARY**

The Team Indigenous Corporation had lodged an application under the Major Sponsorship scheme seeking \$18,000 in funding to assist with the third annual Stan Alberts Shield 20/20 Cricket Carnival (SAS) which will be held at the Rockhampton Cricket Grounds over the Easter period from 30 March – 1 April 2018. The corporation was established in 2016 and consists entirely of indigenous directors and members.

**Event**

The carnival is an indigenous 20/20 cricket event aimed at promoting the sport to indigenous cricket teams and to create pathways for juniors and seniors to play representative cricket. The application claims that the event has contributed to a greater participation of Indigenous cricketers competing in the local Rockhampton Cricket competition, with two teams now competing in this year's 2017/18 competition.

It has been named after Stan Alberts a local elder of Rockhampton to recognize his commitment to sports in the region as a player and volunteer.

The application states that the event will include teams from Toowoomba, Townsville, Bowen, Ipswich and Woorabinda, with 10 men's teams, 4 women's teams and 4 junior teams expected to participate. Anticipated attendance throughout the weekend will be around 600 spectators as per last year's event.

It is also envisaged that Bidgerdii Community Health Service will provide basic health checks again this year for players and supporters to provide early detection of chronic diseases. It also supports fundraising activities at the carnival with 2017 funds being given to a local NAIDOC entrant.

The event will be promoted via local media and social media, *Koori Mail* and included on the Queensland Cricket website and events calendar.

**Sponsorship**

The Association has requested cash sponsorship of \$18,000 from Council for the event, for which it has projected a total cost of of \$41,554.27. This would represent a Council contribution of 43% of the cost of staging the event.



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

- supply of team apparel \$17,270
- prize money \$6,000
- venue hire \$5,030.55
- security and welcome to country \$4,235
- purchase of equipment \$3,955.92.

The estimated income for the event, including the requested sponsorship from Council is \$44,294. This is made up of team nomination fees, cash and in-kind sponsorship.

It is proposed that Council's support would be acknowledged on game and carnival shirts, banners displayed around the grounds and in media releases. The Mayor or Councillors would be invited to present trophies and speak at the event.

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

2015-16 - \$332

2016-17 - \$10,000

### **Assessment**

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

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

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

No marketing or business plan has been supplied, and one quote only has been provided for items of expenditure.

### **CONCLUSION**

Assessment of the information provided in the application against the rating tool suggests that cash sponsorship of \$6,413 be provided to assist with the staging of the event. A copy of the completed tool has been supplied separately to Councillors with the application.

**11.8 COMMUNITY ASSISTANCE PROGRAM**

**File No:** 12535  
**Attachments:** Nil  
**Authorising Officer:** Colleen Worthy - General Manager Community Services  
**Author:** Cheryl Haughton - Manager Communities and Facilities

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**SUMMARY**

*An application from the Paradise Lagoons Campdraft Association Incorporated for Major Sponsorship assistance towards the 2018 Paradise Lagoons Campdraft event is presented for Council consideration.*

**OFFICER'S RECOMMENDATION**

THAT Council considers the Major Sponsorship application from Paradise Lagoons Campdraft Association Incorporated for funding to assist with the staging of the Paradise Lagoons Campdraft event to be held from 19 to 22 July 2018, and approves cash sponsorship of \$10,545 for the event.

**COMMENTARY**

Paradise Lagoons Campdraft Association Incorporated has submitted an application for assistance with the staging of the Paradise Lagoons Campdraft to be held from 19 to 22 July 2018. The application seeks cash sponsorship of \$25,000 from Council towards the event which the committee claims attracts visitors from all walks of life.

**Event**

First held in 2003 the event has grown to a 4 day regional event which on average attracts around 450 competitors and a total audience over the 4 day period of around 5000. The camp draft offers a prize pool of around \$180,000 for the 13 events included in the program; a Trade Fair with about 59 exhibitors; live music and dancing on Friday and Saturday nights. A State of Origin Campdraft is also held on the Saturday night. The association also stated that the addition of CQ Eat Street in 2017, with 29 vendors provided a carnival like atmosphere that was well received by attendees.

The event held at the Paradise Lagoons complex, which the association believes is the best horse sport facility in the country, has provided approximately \$365,000 over past years to the major beneficiaries of Rockhampton Flying Doctor Service and Capricorn Helicopter Rescue Service, and some local groups. The association also states that a partnership with QATC for the 2017 event provided valuable experience for agricultural students.

A marketing and promotion campaign is undertaken with Southern Cross media and newspapers, and according to the applicant the event attracts competitors and visitors from Queensland, New South Wales, Victoria and Western Australia.

**Sponsorship**

The association has requested cash sponsorship of \$25,000 from Council for the event for which it has projected a total cost of \$699,000. The budget submitted details the major expenses being for:

- Prize money and trophies of \$197,500
- Equipment hire \$156,000
- Livestock requirements \$98,000
- Catering \$98,000
- Marketing and promotion \$56,000
- Entertainment \$37,500
- Event expenses \$22,000
- Fuel, cleaning, security, software, office expenses etc. \$29,000

Income streams include:

- Nomination fees \$290,000
- Sponsorship (excluding Council) \$145,000
- In-kind sponsorship \$33,000
- Trade fair site fees \$24,000
- Ticket sales \$50,000
- Food and beverage sales \$104,000

The schedule of event fees and charges indicates that entrance to the event is only a gold coin on three days with a \$5 charge on Saturday.

For sponsorship of \$25,000 it is assumed that Council would get the benefits of a platinum sponsor as outlined in the flyer attached to the application.

### **Assessment**

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

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

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

A basic Marketing Plan has been included with the application as well as a Profit and Loss statement for the 2017 event. Quotes have been provided only for equipment hire and not for other items of expenditure as required under the application process.

### **CONCLUSION**

Assessment of the information provided in the application against the rating tool suggests that cash sponsorship of \$10,545 be provided to assist with the staging of the event. A copy of the completed tool has been supplied separately to Councillors with the application.

**11.9 GEAR UP ROCKY - BUSINESS CAPACITY BUILDING PROGRAM**

**File No:** 1291  
**Attachments:** Nil  
**Authorising Officer:** Chris Ireland - Manager Regional Development and Promotions  
Tony Cullen - General Manager Advance Rockhampton  
**Author:** Wade Clark - Regional Business Development Officer

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**SUMMARY**

*The Advance Rockhampton – Gear Up Rocky campaign aims to assist ongoing business development to help position local businesses to be at the forefront of competitiveness. To assist the region's small businesses it is proposed that Council continues the delivery of the Certificate IV in Small Business Management in 2018.*

**OFFICER'S RECOMMENDATION**

THAT Council provides a subsidy of \$455 for local businesses or local residents that participate in the Certificate IV in Small Business Management course provided by Small Business Solutions Pty Ltd to a maximum of \$20,250 total spend.

**COMMENTARY**

Actively encouraging the Region's small businesses to undertake capacity building via specialised training courses will have ongoing benefits for the community as small business is a major driver of employment and economic impact in the Region.

The Certificate IV in Small Business Management has been exclusively developed for small business owners and covers areas including: time management, business planning, customer service, marketing, digital action plans, compliance and small business finance.

The course has a fee of \$2,390 and if the participant meets certain criteria the State Government covers \$1,935 of this cost. It is proposed that the Council provides its own subsidy of \$455 that could either cover the remaining costs or assist those that do not meet the State Government criteria.

It is proposed that Small Business Solutions Pty Ltd facilitates the course in Rockhampton until the end of the financial year.

**BACKGROUND**

In 2017, the Certificate IV in Small Business Management had a significant uptake from local business owners with expressions of interest shown to continue the course.

**BUDGET IMPLICATIONS**

The subsidy program will cost Council \$20,250 in the 2017/18 FY.

**STAFFING IMPLICATIONS**

The Senior Executive Business and Economic Development and Business Development Officer will coordinate with Small Business Solutions to deliver the course.

**CORPORATE/OPERATIONAL PLAN**

2.5 Promote, foster and embrace growth opportunities, strategic investment and international exports.

**CONCLUSION**

Last year Council received many positive comments back from participants on the course design and content. Continuing this course will help build local business competitiveness by encouraging training and capacity building.

## 11.10 ROCKHAMPTON AIRPORT LEASE RENEWAL REQUEST - AIRPORT LEASE SITE AE - PEACE AVIATION LTD

**File No:** 6173  
**Attachments:** Nil  
**Authorising Officer:** Tony Cullen - General Manager Advance Rockhampton/  
 Acting General Manager Aviation Services  
**Author:** Tracey Baxter - Manager Airport

### SUMMARY

*Rockhampton Airport Lease Site AE currently leased by Peace Aviation Ltd, expired on 3 March 2017 and has been operating under a holding over clause on a month by month basis. Approval is sought from Council to renew this lease in accordance with provisions of the Local Government Regulation 2012.*

### OFFICER'S RECOMMENDATION

THAT pursuant to s236(1)(c) of the *Local Government Regulation 2012* Council approves the Peace Aviation Ltd lease at Rockhampton Airport to be extended for an initial term of ten (10) years plus two (2) x five (5) year options.

### COMMENTARY

Peace Aviation Ltd is wholly owned and operated by Peace Apostolic Ministries Ltd in the general aviation area of the airport. Peace Aviation operates a flying school, charter service operations and charitable aerial chaplaincy in rural and remote areas.

Peace Aviation are looking to expand so that they can offer more services to churches and counselling services of Rockhampton and have been working in conjunction with Christians Against Poverty, a debt counselling and financial restructuring service for those unable to solve their financial problems. This is an area of growth for Peace Aviation. Peace are requesting stability in tenure before they invest and develop further in their operation in Rockhampton.

Due to the lease nearing expiry a market valuation was carried out in January 2017 by MVS Valuers. In their professional opinion the fair market rental for the property would be between \$10 and \$15 per square metre, and therefore adopted as follows:

Lease Area (landside)	862m <sup>2</sup> @ \$10.00	\$8,620.00 per annum
Apron Licence (airside)	441m <sup>2</sup> @ \$15.00	\$6,615.00 per annum

*For practical real estate purposes adopt \$15,000.00 per annum.*

A report on Airport Expired Leases was presented to the Business Enterprise Committee on 8 May 2013 and adopted by Council on 14 May 2013, after the Local Government Regulation 2012 was amended. The new regulations commenced on 14 December 2012.

Regulation s236(1)(c) permits Council to proceed without the retendering process, in particular states there is no need to go through the public tender process if:

- (iii) the disposal is for the purpose of renewing the lease of land to the existing tenant of the land; or
- (vii) *the disposal is of an interest in land that is used as an airport or for related purposes if –*
  - (A) *It is in the public interest to dispose of the interest in land without a tender or auction; and*
  - (B) *The disposal is otherwise in accordance with sound contracting principles.*

**CONCLUSION**

It is recommended that Council renew the Lease Site AE to Peace Aviation in line with the valuation provided by MVS Valuers for an initial 10 year contract plus two (2) x five (5) year options.

**11.11 SENATE INQUIRY SUBMISSION - REGIONAL AVIATION**

**File No:** 1689

**Attachments:**

1. Inquiry Submission
2. Previous East West Flights Documentation
3. Draft Submission for Endorsement

**Authorising Officer:** Tony Cullen - General Manager Advance Rockhampton/  
Acting General Manager Aviation Services

**Author:** Scott Waters - Executive Officer

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**SUMMARY**

*Endorsement of submission to Rural and Regional Affairs and Transport References Committee relating to regional aviation which addresses the Senate Inquiry's key requirements in the context of Rockhampton Airport and support provided from the Central Queensland Airport owners group.*

**OFFICER'S RECOMMENDATION**

THAT Council endorse the submission to the Rural and Regional Affairs and Transport References Committee relating to regional aviation as attached to the report. Furthermore, that attendance at the Inquiry by the Mayor or delegated Councillor and a Council Officer to discuss the submission be approved.

**BACKGROUND**

The Senate Inquiry into regional aviation is important to the Central Queensland region and the Rockhampton Airport. As the largest owned and operated local government Airport in the nation by way of passenger and aircraft movements, as well as capability and capacity, the Rockhampton Airport is a leader for numerous regional airports throughout Central Queensland.

**DISCUSSION**

The attached submission addresses the key requirements below:

The operation, regulation and funding of air route service delivery to rural, regional and remote communities, with particular reference to:

- a. social and economic impacts of air route supply and airfare pricing;
- b. different legal, regulatory, policy and pricing frameworks and practices across the Commonwealth, states and territories;
- c. how airlines determine fare pricing;
- d. the determination of airport charges for landing and security fees, aircraft type and customer demand;
- e. pricing determination, subsidisation and equity of airfares;
- f. determination of regulated routes and distribution of residents' fares across regulated routes;
- g. airline competition within rural and regional routes;
- h. consistency of aircraft supply and retrieval of passengers by airlines during aircraft maintenance and breakdown;
- i. all related costs and charges imposed by the Civil Aviation Safety Authority; and
- j. any related matters.

Rockhampton Regional Council, its airport and the Central Queensland Airport Owners Group have been extremely active in addressing the above points.

Ultimately, regulation and subsidisation of regional routes, along with single till regional airport pricing models that correlate directly to the per hour cost of operating the aircraft ensures a transport funding and cost model for operators and passengers. Government subsidisation and regulation will be required on a broader basis in the future if regional communities are going to grow and remain an attractive proposition compared to the metropolitan centres. Communities of common interest should also be taken into consideration when developing regulated route networks.

Further details are in the attached submission.

**CONCLUSION**

Endorsement of the submission and attendance at the inquiry and discussion of the submission with the Committee is recommended to occur.



# **SENATE INQUIRY SUBMISSION - REGIONAL AVIATION**

## **Inquiry Submission**

**Meeting Date: 30 January 2018**

**Attachment No: 1**

29 May 2017

To all Local Government Airport Partners,

Over the last 6 months the Rockhampton Regional Council, Central Highlands Regional Council, Barcaldine Regional Council and the Central Queensland Airport Owners Group, have been actively working towards the establishment of flight services from Rockhampton to Central and Western Queensland.

To make this service a reality the formation of a joint business case on a united basis is an absolute necessity. At today's meeting Cr Neil Fisher, Chairman of the Rockhampton Airport and Central Queensland Airport owners Group will discuss some of the key information required in forming the business case. Attached is also a document that details some key information points and market segments that will bolster our united business case, however we are open to further information and suggestions.

Ultimately we seek, what your views are on demand for a service such as this, the amount of passengers per week that would travel, what days of the week is important to you for travel and the time of arrival and departure of the services. Would you prefer a turbo prop or small jet service, would you be willing to lobby the State Government to form a regulated/subsidised route, that will provide surety for the airline operating and for ourselves as airport owners and operators. What constraints would there be at your airport and what incentives would you be willing to offer ?

There is a real opportunity establish a new flight route for Central and Western Queensland that delivers excellent outcomes for our communities of common interest, that will positively affect our Health and Education sectors, our regional economies from a business and tourism perspective as well as connecting to Rockhampton and Queensland coastal destinations.

Further details are on the attached document, please do not hesitate in contacting at anytime with questions or queries.

Yours faithfully,

Cr Neil Fisher  
Chairman Rockhampton Airport

Scott Waters  
General Manager Regional Development and Aviation

# **SENATE INQUIRY SUBMISSION REGIONAL AVIATION**

## **Previous East West Flights Documentation**

**Meeting Date: 30 January 2018**

**Attachment No: 2**

# EAST TO WEST FLIGHTS



## STATISTICAL INFORMATION NEEDED TO FORM OUR BUSINESS CASE

Rockhampton Airport, as part of the CQ Regional Airports Aerodrome Committee (CQRAAC), is preparing a business case to develop a flight route connecting Emerald, Winton, Blackall, Barcaldine, and Longreach to the Rockhampton Region Service Centre.

The Central Western Queensland market is demanding improved accessibility to quality health and education services in addition to expanding tourism and business opportunities offered by the Rockhampton Region.



# THE MARKET

## INFORMATION NEEDED TO MAKE THIS A REALITY

Mr Scott Waters  
Rockhampton Airport  
Responses close 30 June 2017  
[scott.waters@rrc.qld.gov.au](mailto:scott.waters@rrc.qld.gov.au)

### PASSENGERS

In order to proposition our business case, we must understand our passengers.

**WHAT WE NEED FROM EACH COUNCIL**

- Passenger numbers per annum
- Estimate monthly passenger number demand
- Estimate maximum one-way airfare market is willing to spend

### INCENTIVES

Incentives from partner airports would greatly assist to establish the East to West flight route. A QLD Transport per seat subsidy is another option the CQRAAA could look at as incentivisation to establish this flight route.

**WHAT WE NEED FROM EACH COUNCIL**

- What incentives each Airport would be willing to put forward

### HEALTH

The market demand for access to health services is a core pillar of this business case. QLD Health, the Central West Hospital and Health Service, and Central Queensland Health and Hospital Service (CQHHS) are anchor clients and key driving forces for the East to West flight route. CQHHS currently spend \$27M per annum on patient transfers.

**WHAT WE NEED FROM EACH COUNCIL**

- Estimate monthly demand for health related travellers

### EDUCATION

Education is a major pillar for the East to West flight route. The market demand for Central Western Queensland's access to boarding schools and Higher Education services makes Education a priority with demonstrated market demand.

**WHAT WE NEED FROM EACH COUNCIL**

- Estimate monthly demand for all education related travellers

### BUSINESS/ GOVERNMENT

Connection to the Central West yields increased business opportunities and improved accessibility to Government services. In 2016, 30% (159,000 travellers) of visitors to the Central West were there for business, making business a priority pillar for this business case. (TEQ Outback Regional Snapshot YE 2016)

**WHAT WE NEED FROM EACH COUNCIL**

- Estimate monthly demand for all business and Government travellers to and from the Central West

### TOURISM/ VFR

Outback Queensland is one of Tourism and Events QLD's major tourism portfolio's. The Outback played host to 531,000 domestic overnight visitors, 22,000 international overnight visitors, and 97,000 visitors visiting friends and relatives in 2016, making it a major market pillar for this business case. (TEQ Outback Regional Snapshot YE 2016)

**WHAT WE NEED FROM EACH COUNCIL**

- Estimate monthly demand for all holiday /VFR travellers to and from the Central West
- Council Tourism Plans

### FLY IN FLY OUT

The Central Queensland Fly in Fly out (FIFO) workers make up a large percentage of the market demographic. Whilst not critical to the core business case, the FIFO market has been identified as a secondary pillar for the East to West flight route business case.

**WHAT WE NEED FROM EACH COUNCIL**

- Estimate monthly demand of FIFO passengers that may utilise the East to West route

# **SENATE INQUIRY SUBMISSION - REGIONAL AVIATION**

## **Draft Submission for Endorsement**

**Meeting Date: 30 January 2018**

**Attachment No: 3**

## DRAFT FOR ENDORSEMENT OF COUNCIL PRIOR TO SUBMISSION

### Rockhampton Regional Council / Rockhampton Airport submission to the Rural and Regional Affairs and Transport References Committee relating to regional aviation.

The submission addresses the Senate Inquiry's key requirements below in the context of Rockhampton Airport and support provided from the Central Queensland Airport owners group.

The operation, regulation and funding of air route service delivery to rural, regional and remote communities, with particular reference to:

a. **social and economic impacts of air route supply and airfare pricing;**

The experience of the Rockhampton Airport is that service reduction and schedule adjustments have led to a recent capacity squeeze particularly on the BNE – ROK route. This coupled with the congestion of slots at peak times into Brisbane Airport forcing the consolidation of airline services is creating extreme airfare price pressure at short notice or peak period travel times for Rockhampton and Central Queensland residents. Travelling to and from Rockhampton or those requiring travel to Rockhampton for various reasons, are experiencing affordability difficulty at short notice and during peak travel times. Airfares are peaking in excess of \$570.00 one way occurring during periods of high demand and it must be noted that airfares during sale periods can average \$99.00 one way.

Quite clearly there is variation based on supply and demand, but the question is, what is sustainable for the community and how do we ensure that those requiring air travel can do so in an affordable manner ?

While from an airline perspective current yield and route performance is strong, the cost of airfares at the higher end of the pricing fare ladder, are creating negative social and economic impacts to the region's community. It must be noted and stressed that as an airport owner and operator it is in our interest to ensure that our airline partners are performing to their business requirements, budget constraints/targets and are viable. It must also be noted and stressed that over supplying the market and creating an unsustainable environment of extreme airfare reductions is not in the best interests of all parties. To understand variances in airfare costs balance is required across all elements of an airfare make up to have a clearer understanding of route supply and pricing variables, some of these variables are flight frequency, passenger demand, aircraft type, schedule, destination airport slot availability. All of these elements must be reviewed individually and as a mix when understanding the broader issues of airfare pricing and their impact on the regional community that ultimately leads to profitability and viability of air routes.

The advent of the low cost carrier and ultra low cost airfares has skewed the passenger and the public's perception as to the cost of aviation and travelling via aircraft. Efficiencies that are now in place with all of the major airlines have also ensured their profitability and competitiveness during continued difficult operating environments. As the airfare mix has changed so has the cost of the airline business model, but this is not necessarily the case for regional aviation that has not received/experienced the low cost carrier market that is largely based on volume. Understanding the true per hour cost of all elements of the airline business for an aircraft to operate in a safe and reliable manner are paramount to understanding the cost of airfares and regional aviation.

As the largest local government owned and operated airport in the nation by way of passenger numbers, aircraft movements and capability. The Rockhampton Airport is a leader for regional airports around Central Queensland and regional Australia. The costs charged to the airlines and recovered through passenger airfares are delivered on a recovery basis only and fully published as per the requirements of the Queensland Local Government Act. While these charges will be reviewed later within this submission it is important that they are noted within this section and that our charges are delivered on a cost recovery basis only.

The Rockhampton Airport Published fees and charges as per the requirements of the Queensland Local Govt. Act on a cost recovery basis and are broken up into 3 categories:

Passenger Service Charge

\$12.44 passenger service charge, per arriving and departing passenger GST inclusive

Airside infrastructure charges

Landing charges are based on the Maximum Take Off Weight (MTOW) of each aircraft

Less than 4000kg \$5.72 per 1000kg based on published aircraft MTOW

Less than 90 000kg, but greater than 4000kg \$11.45 per 1000kg based on published aircraft MTOW

Greater than 90 000kg \$17.19 per 1000kg based on published aircraft MTOW

Plus overnight parking charges for overnight aircraft

Compulsory passenger security charges

Security charges

Checked baggage screening infrastructure 0.71 cents per arriving and departing passenger, plus GST  
Passenger and checked baggage screening \$3.74 per arriving and departing passenger, plus GST

The breakup of these costs provide passengers with a terminal to arrive and depart from operating to the standard required by the community. Airside infrastructure that delivers to the safe requirements of aircraft operating to and from Rockhampton and Security charges that are Government mandated. The Rockhampton Airport is open and transparent with fees and charges imposed on users of the Airport environment. The Council and subsequently the Airport has heavily invested in new airfield ground lighting infrastructure and runway overlay requirements at no additional cost to our Airline Partners. (it must be noted that the runway overlay has received funding from the Building our Better Regions Fund)

While it may be suggested that Airport Charges are high in the case of regional, local government owned and operated airports, charges are delivered on a cost recovery basis only with very little leverage to increase charges to meet future costs. Suggestions that at times the high cost of regional airfares correlate with the costs is incorrect as the airport does not receive any further revenue whether a one way airfare is \$99 or \$570. The Rockhampton Airport welcomes transparency in its costs as these are already provided on a published basis. What would assist in understanding regional airfare costs is the full cost of operating an aircraft on a point to point basis, all parties then have a better understanding of the cost to operate how airfares pricing is calculated.

**b. different legal, regulatory, policy and pricing frameworks and practices across the Commonwealth, states and territories;**

Rockhampton Airport is subjected to audits from the Office of Transport Security, Civil Aviation Safety Authority, Local, State and Federal Environmental requirements as well as legislative requirements across all facets and levels of Government in what is a complex business environment.



These are adhered to and delivered against as a part of doing business, with a permanent Compliance, Facilities and Operations team working on a full time basis to manage these requirements. As a larger airport this is necessary to ensure the safe operations of all elements of the Airport environment, however it is apparent that smaller regional airports struggle with the regulatory burden.

**c. how airlines determine fare pricing;**

As an airport owner and operator this question is best left to the Airline's to address, however for regional routes suffering social and economic pressures as a result of the cost of airfares, understanding the full cost of aircraft operation on a per hour basis would be beneficial.

**d. the determination of airport charges for landing and security fees, aircraft type and customer demand;**

Rockhampton Airport fees and charges have remained largely static with each airline negotiating reductions in Passenger Service Charges by way of rebate or incentives for reaching specific targets or for commencing new routes. This is common industry practice, especially when a new route is introduced. Unfortunately this is not sustainable and the cost of doing business as an airport is ever increasing, the Rockhampton Airport pricing model is currently under review to ensure that cost recovery remains and that there is no burden to the rate payers in the region.

Airport fees and charges particularly the passenger service charges are calculated on the basis of the cost per passenger for utilising the Airport Facility. Likewise the cost per aircraft utilising the airport's landside facility is calculated based on aircraft type, for example the most common aircraft types to the Rockhampton Airport and their maximum takeoff weight are demonstrated below:

Q400 approx 30 000 kg  
F100 approx 46 000 kg  
737-800 approx 85 000 kg  
B717 approx 55 000 kg

The charge is \$11.74 per 1000kg, equating to the cost of a 737-800 aircraft being approximately \$1000.00, \$5.68 per passenger. These funds are returned to the Airport from the Airline and utilised to maintain and operate the Airside infrastructure.

It is important that regional airport are able to differentiate landing charges and passenger service charges to ensure that clear and transparent costs are apportioned to the different elements of the business, with funds accumulated to fully fund depreciation, maintenance and ultimately replacement.

Taking into account the 3 areas of charging at the Rockhampton Airport a total per departing passenger cost for a passenger departing on a 737-800 service is approximately \$23.00 per passenger inclusive of GST\*, this is inclusive of the passenger service charge, aircraft landing charges and mandatory security costs (\*depending upon load factor).

The funds received in arrears from our airline partners are returned on a monthly basis and go towards the continued operation of all elements of the Airport business.

**e. pricing determination, subsidisation and equity of airfares;**

As an airport owner and operation this question is best left to the Airline's to address, however for regional routes suffering social and economic pressures as a result of the cost of airfares, subsidisation in certain circumstances should be delivered by government to regional airlines.

**f. determination of regulated routes and distribution of residents' fares across regulated routes;**

The Rockhampton Regional Council and the Rockhampton Airport has worked with the Central Queensland Airport Owners Group on a continual basis to establish common sense routes of the basis of communities of common interest. Increasingly regional communities are being pushed to areas for medical treatment or schooling where there is no natural affinity or concentrics of community interest. An example is a proposed air route connecting the Central Coast of Queensland with the Central West of Queensland, along the tropic of Capricorn, "the Capricorn route". Increasingly the Western regions are being pushed to South East or North Queensland for medical and education requirements. Where the historical affinity for the Central West of Queensland has been with the Rockhampton Region, connecting Rockhampton to Emerald, to Barcaldine, Blackall, Longreach and Winton, quite simply makes sense.

Repeated requests to establish a regulated route such as this has continued to fall on "deaf ears" with the State Government of Queensland. There is absolute viability in a route such as this, creating benefits to each of these historical Queensland towns in regional economic development, Health, Education, Visiting Friends and Relatives, Tourism and Corporate travellers. To regulate and subsidise a route such as this would ensure airline partners can operate with surety of return and small to medium size regional airports do not have to forgo revenue to establish a vital link. These communities are intrinsically connected to each other and once again it quite simply makes sense to establish a regulated route in this area of Queensland for the future prosperity of the State.

**g. airline competition within rural and regional routes;**

Airline competition is a double edged sword, some airline operators in a regional environment may only be marginally profitable. Competition can lead to market growth, some cheaper airfares, but it can also lead to an operator leaving the market, seeing airfares grow as a result of the market contracting. The true and full cost per hour for an airline operator to establish and then ultimately continue to deliver viable services to regional destinations should be reviewed to understand the airfare price ladder and the construct of airfares.

**h. consistency of aircraft supply and retrieval of passengers by airlines during aircraft maintenance and breakdown;**

Rockhampton Airport has continual consistency of aircraft type, however from time to time our Airline partners will experience delays as a result of technical requirements. These are generally managed well by the airline partners, however from time to time delays can roll, where parts are required or an engineer is required to inspect the unserviceable aircraft. The only way to alleviate this type of an issue is to accept that this will occur from time to time and that communication between the airline and it's passengers is of paramount importance. Unfortunately inventories of parts to regional destinations and basing engineers at regional ports are no longer financially viable.

The experience of smaller regional airports may be different from that of Rockhampton and their experience should be reviewed as part of deliberations relating to this section.

- i. all related costs and charges imposed by the Civil Aviation Safety Authority; and**

No comment is provided for this section of the submission

- j. any related matters.**

Rockhampton Regional Council, it's airport and the Central Queensland Airport Owners Group have been extremely active in addressing the above points, with our airline partners and government over a significant period of time. Ultimately regulation and subsidisation of regional routes, along with open and transparent single till regional airport pricing models that correlate directly to the per hour cost of operating the aircraft; ensures a transport funding and cost model for airline operators, airport owners/operators and passengers. Government subsidisation and regulation will be required on a broader basis to specific destinations in the future if regional communities are going to grow and remain an attractive proposition compared to the metropolitan centres. Communities of common interest should also be taken into consideration when developing regulated route networks.

On an overall basis it must be noted that regional airports are vital community assets that drive economic growth and prosperity, while providing links to other regional centres and state capitals. Regional airports conduct their business in a transparent and collaborative way to provide mutually beneficial outcomes for airline partners and the airport and the local community. Airport charges are transparent and generally constitute a small component of an overall airfare. Airline pricing can significantly impact accessibility to regional and remote communities and should be viewed on an open and transparent basis as per that of Airports. Regional airports are inherently capital-intensive infrastructure assets with limited revenue generation opportunities.

**11.12 INTERNATIONAL TRAVEL - STARTUP COMMUNITY LEADERS MISSION: USA 2018**

<b>File No:</b>	<b>72472</b>
<b>Attachments:</b>	<b>1. Startup Catalyst – Startup Community Leaders Mission USA 2018</b>
<b>Authorising Officer:</b>	<b>Tracy Sweeney – Acting General Manager Corporate Services</b>
<b>Author:</b>	<b>Drew Stevenson - Manager Corporate and Technology Services</b>

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**SUMMARY**

*Seeking approval for Council's Smart Hub Business Manager to travel to Denver, Boulder and San Francisco, USA, to participate in the 2018 Startup Community Leaders Mission being held from 11 to 18 March 2018.*

**OFFICER'S RECOMMENDATION**

THAT Council approves the international travel for the Smart Hub Business Manager to travel to Denver, Boulder and San Francisco, USA to participate in the 2018 Startup Community Leaders Mission being held from 11 to 18 March 2018.

**COMMENTARY**

The Startup Community Leaders Mission is a program organised and hosted by the Startup Catalyst organisation (<http://www.startupcatalyst.com.au/>). Their mission per their website is to “take groups of youths, startups, investors, corporates, and innovation leaders to international startup hotspots including Silicon Valley, Europe, Israel, and Asia with the goal of transforming the startup and innovation landscape in Australia”.

One of the Startup Catalyst's directors is the Queensland Chief Entrepreneur Mr Stephen Baxter and the organisation's key partners are the Queensland Government, News Corp Australia and River City Labs.

The Startup Community Leaders Mission (refer Attachment 1) is an annual mission for startup community leaders from accelerators, co-working spaces, founder groups, and Universities across Australia, visiting their counterparts running accelerators, co-working spaces, and investor groups in the United States. The objective of the March 2018 mission will be to explore different models and programs that are providing support to startups, to build global awareness, to discover international best practices, to learn about the latest trends, and to build strong global connections to better support the startups in the Rockhampton Region.

The mission will be an excellent opportunity for the Smart Hub Business Manager to connect with some US startup community leaders (mentors, managers and staff) from accelerators, co-working spaces, tech hubs and other startup organisations with the focus on bringing back initiatives, events and programs that can be adapted for use in the development of our startup ecosystem.

Noting the success of the Startup Club and Startup Stars programs in 2017, implementing new innovative startup eco-system programs will ensure our startup community are exposed to contemporary development programs that will take them to the next level.

**BUDGET IMPLICATIONS**

The mission price is \$6,000 (ex GST) and includes:

- Seven nights accommodation (twin share);
  - Three nights in Colorado; and
  - Four nights in San Francisco
- Domestic US flights and transfers – Denver to San Francisco;
- Breakfasts;
- Three group dinners; and
- Scheduled events, meetings and tours (including transport).

The Australian domestic and international travel is not included in the mission price. The estimated non-inclusive mission costs are:

- Domestic / international flights - \$1,900 to \$2,000; and
- Meals, transfers and incidentals - \$1,000.

Total mission cost is estimated at \$9,000 to \$10,000 funded within the Corporate and Technology Section, Smart Regional Centre, 2017/18 operating budget.

**CONCLUSION**

Participation in the Startup Community Leaders Mission will be an excellent opportunity for the Smart Hub Business Manager to network with international and national startup ecosystems. This will also give the Smart Hub Business Manager access to successful innovative events and programs that can be adapted for use in our own startup community.

**INTERNATIONAL TRAVEL  
STARTUP COMMUNITY LEADERS  
MISSION: USA 2018**

**Startup Catalyst – Startup Community  
Leaders Mission USA 2018**

**Meeting Date: 30 January 2018**

**Attachment No: 1**

# STARTUP COMMUNITY LEADERS MISSION: USA 2018

DENVER + BOULDER + SAN FRANCISCO  
11-18 MARCH 2018



[register now](#)

The first Startup Community Leaders Mission is scheduled to the USA for 11-18 March 2018. The objective of this mission is to explore different models and programs that are providing support to startups, to build global awareness, to discover international best practices, to learn about the latest trends, and to build strong global connections to better support the startups in our local communities back home.

During the mission we will meet with fellow startup community leaders, including mentors, managers and staff from accelerators, co-working spaces, tech hubs, meetup groups, and other startup support organisations. We will also connect with the Australian ex-pat community.

## ELIGIBLE PARTICIPANTS

The mission is targeting startup community/ecosystem leaders, including those who run or work in startup hubs, accelerator programs, incubators, and startup co-working spaces, or those leading and running startup related meet-up groups, investor groups, or student startup clubs, as well as mentors and advisors in the startup ecosystem, and innovation policy decision makers.

A graphic titled "Mission Prospectus:" with a background image of a modern office space. It is divided into two main sections: "WHO" and "MISSION DETAILS".

**Mission Prospectus:**

**WHO**

- A mission for startup community leaders who run co-working spaces, accelerators, incubators, hackathons, student or meetup groups, and startup mentors and innovation policy decision makers.

**WHAT**

- Visiting Boulder & San Francisco, to meet with accelerator programs, co-working spaces, makerspaces, landing pads, startups, and Aussie ex-pats.

**WHY**

- To experience, learn, connect, and share; to return and adopt learnings locally.

**MISSION DETAILS**

**Dates:**

- Boulder – 11-14 March
- San Francisco – 14-18 March

**Seats:**

- 16 pax + 2 mission leaders

**Cost:**

- \$6,000 ex gst
- plus international flights

**Inclusions:**

- 7 nights twin-share accom.
- US domestic flights, airport transfers, 3 group dinners, breakfasts daily, ground transport, scheduled tours, meetings & events

**Info Session:**

- TBA

**RSVP:**

- [link](#)





## MISSION INCLUSIONS

Everyone is to make their own way to arrive in Colorado on Sunday 11 March. We stay in Colorado for 3 nights. Then we will move as a group to San Francisco (airport transfers and domestic airfare included) where we will spend 4 nights. The mission formally ends on Sunday 18 March, but participants are welcome to stay on longer in San Francisco.

The mission price includes all the following:

- 7 nights accommodation:
  - – twin-share (+\$1500 for single)
  - – 3 nights in Colorado
  - – 4 nights in San Francisco
- Domestic US flights (DEN->SFO)
- US airport transfers (DEN->SFO)
  
- Breakfast daily
- Three group dinners
- Transport for scheduled events
- Scheduled events, meetings & tours
- (excludes international flights)

## MISSION EXCLUSIONS

Participants must arrange and pay for their own international flights to and from the USA. The mission finishes in San Francisco on Sunday 18 March, and participants are to arrange their own return flights or onward travel. Participants must also cover any other personal costs or out-of-pocket expenses including all other meals, incidentals, visas, passports, travel insurance, equipment, entertainment, and all other personal expenditure.

## MISSION PRICE

The total mission price per participant is \$6,000 (Australian dollars, excluding GST). Note that this **excludes** international airfares.



## REGISTRATION

Register via this link [here](#). A deposit of \$1000 (ex gst) is required to reserve your place on the mission, and full payment of the balance of the mission price is required within 30 days (because we need to pre-pay the mission costs to secure these prices).

## INTERESTED IN JOINING OUR STARTUP LEADERS MISSION? RESERVE YOUR PLACE NOW!

REGISTER NOW

## PROPOSED MEETINGS

The schedule is currently being drafted, and meetings are yet to be arranged. The schedule will be updated closer to the mission depending on the availability of key contacts. Participants who register early are invited to provide input to shape the agenda of meetings, as we like to tailor missions specifically to the attendees.



Some of the proposed destinations:



\* actual final destinations will depend on availability and feedback from participants



**INTERESTED IN JOINING OUR STARTUP LEADERS  
MISSION?  
RESERVER YOUR PLACE NOW!**

REGISTER NOW



**11.13 AMENDMENT TO TELECOMMUNICATION FACILITIES ON COUNCIL LAND POLICY**

**File No:** 11979  
**Attachments:** 1. Draft Policy  
**Authorising Officer:** Ross Cheesman - Deputy Chief Executive Officer  
**Author:** Kellie Anderson - Coordinator Property and Insurance

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**SUMMARY**

*Coordinator Property & Insurance presenting a report on an amendment to the existing Telecommunication Facilities on Council Land Policy.*

**OFFICER'S RECOMMENDATION**

THAT Council adopt the amended Telecommunication Facilities on Council Land Policy.

**COMMENTARY**

Council has an existing policy for Telecommunication Facilities on Council Land. This policy establishes a set of parameters for Council to consider prior to entering into a lease agreement with a telecommunication or network carrier and to ensure appropriate consideration is given to proposed sites.

Council has previously resolved that a draft policy be prepared for consideration by Council, for the use of rental received for parks and reserve be directed towards upgrades to the impacted park or reserve.

Instead of creating a new policy, it is recommended that it may be more efficient to amend the existing policy which will provide the appropriate provisions as requested by Council.

As per the attached draft amended policy, a new clause 5.8 has been inserted which states that if the lease is over Council land that is a public open space, the rent received under the lease is direct towards upgrades to the impacted public open space.

A separate job number has been created in Finance One to ensure that the allocation of funds is directed appropriately.

**CONCLUSION**

It is recommended that Council adopt the amended Telecommunication Facilities on Council Land Policy.

# **AMENDMENT TO TELECOMMUNICATION FACILITIES ON COUNCIL LAND POLICY**

## **Draft Policy**

**Meeting Date: 30 January 2018**

**Attachment No: 1**



## TELECOMMUNICATION FACILITIES ON COUNCIL LAND POLICY (ADMINISTRATIVE POLICY)

### 1 Scope:

This policy applies to Council employees and contractors involved in the planning and establishment of lease agreements for telecommunication facilities on Council owned or controlled land with telecommunication or network carriers.

### 2 Purpose:

The purpose of this policy is to:

- (a) establish a set of parameters for Council to consider prior to entering into a lease agreement with telecommunication or network carriers;
- (b) meet legislative requirements; and
- (c) ensure appropriate consideration is given to proposed sites.

### 3 Related Documents:

**Primary**  
Nil

**Secondary**

*Commonwealth Telecommunication Act 1997*  
*Commonwealth Telecommunications Code of Practice 1997*  
*Land Act 1994*  
*Local Government Act 2009*  
*Local Government Regulation 2012*  
 Australian Radiation Protection and Nuclear Safety Agency Guides/Codes  
 Industry Code – Mobile Phone Base Station Deployment (C564:2011)  
 Legal Proceedings – Commencement, Cessation and Other Matters Policy  
[Rockhampton Region Planning Scheme](#)

### 4 Definitions:

To assist in interpretation, the following definitions apply:

Carrier	The telecommunications or network carrier that proposes to lease Council land
Council	Rockhampton Regional Council
Contractor	A person, organisation or entity that performs a specific act or acts including the provision of services and/or materials to another person, organisation or entity under an agreement

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	enforceable by law.
Heads of Term	A document setting out the main elements of the proposed lease. This document provides a basis for lease negotiations and investigations. A Heads of Term differs to the final lease agreement between both parties.
<u>Public Open Space</u>	<u>As defined in the Rockhampton Region Planning Scheme.</u>
Reserve Land	Includes land dedicated as a reserve under the <i>Land Act 1994</i> , or reserved and set apart under the repealed Act, as shown by the current particulars in the appropriate register.

## 5 Policy Statement:

### 5.1 Principal

The financial, social and environmental interests of the community must be considered before Council grants a lease to a Carrier.

### 5.2 Heads of Term

Carriers are seeking to expand their mobile coverage by leasing Council owned or controlled land for the placement of telecommunication/networking facilities (towers, co-locations on existing towers and associated infrastructure).

A Heads of Term document is typically provided to Council by the carrier to indicate their initial interest. Such document outlines the requirements of the carrier for the proposed site; including the commercial terms.

A Heads of Term (or similar) document must not be entered into by Council until an application to lease land to a Carrier has been approved by Council in accordance with paragraph 5.3 of this Policy.

### 5.3 Council Approval

Council may only enter into a Heads of Term (or similar document) or lease with a Carrier after a report detailing the key terms of the lease (for example, land being leased, rent and term of lease) has been presented to Council and the key terms of the lease have determined or approved by Council.

### 5.4 Applications

Council will only consider an application to lease land to a Carrier after the Carrier has provided the following:

**5.2.1** Plans of the development including a site plan, elevations and a photomontage for the telecommunication tower, transmitting devices and associated infrastructure proposed to be installed. Details should also include any landscaping proposed to soften or screen the facility when viewed from a residence or public place.

**5.2.2** Details of public consultation carried out by the carrier to gauge the level of support from surrounding residents and neighbours of the proposed facility. This may include public meetings, newspaper advertisements, surveying neighbours via door knocking, letterbox drops, etc. Public consultation must be completed prior to presenting any applications to Council for consideration.

**5.2.3** Details as to why the site is suitable and, if the proposal is for a new tower, whether all opportunities for sharing and co-location have been considered and exhausted. Council's preference is co-location on an existing telecommunications facility.

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- 5.2.4 Details of alternative sites that have been investigated on both public and private land and why those sites are not suitable.
- 5.2.5 The measures proposed to mitigate fears in relation to public health and whether distances to homes, schools, day care centres and the like have been maximised.
- 5.2.6 Whether any vegetation or habitat is to be removed, and if so, details of proposed mitigation or offset measures.
- 5.2.7 The community benefit of the proposal.
- 5.2.8 An independent market rental valuation must be carried out (at the cost of the Carrier) by a licensed valuer operating in the Rockhampton Region to determine the lease fee payable. The lease fee is to be increased by CPI annually.

#### 5.5 Legal Costs

Council must ensure all legal costs it incurs in relation to the preparation, negotiation and execution of any lease with a carrier are paid in full by the Carrier.

#### 5.6 Reserve Land

If the land is a reserve that Council is trustee for, the Department of Natural Resources and Mines (NRM) is to be consulted as to their requirements. Carriers must meet the requirements of any policies or conditions set by NRM.

Telecommunication facilities are not allowed on reserve land that is gazetted for a community purpose under the *Land Act 1994*, for example sport and recreation reserves.

#### 5.7 Council Reservoirs

Council may consider applications to attach infrastructure to Council reservoirs, or land within a Council reservoir compound, and such applications are subject to the following conditions:

- 5.4.1 Evidence is provided that all other options have been exhausted and reasons why they are not suitable. It is Fitzroy River Water's preference that all telecommunication facilities are located on separate masts/poles;
- 5.4.2 Installation must not be made to the reservoir roof structure or to a point close to the roof structure that would likely interfere with any future works to the reservoir roof;
- 5.4.3 Any installation must be placed a safe distance away from designated access areas (for example, ladders, hatches, walkways including rooftop area) to prevent unsafe exposure to harmful radiation. This safe distance must be in accordance with the relevant Australian Standard or Australian Radiation Protection and Nuclear Safety Agency Guides/Codes (ARPANSA);
- 5.4.4 Should it be required, Fitzroy River Water reserves the right to temporarily remove any telecommunications infrastructure in the event of a requirement to do as part of the operation and maintenance of the reservoir, with the carrier responsible for all associated costs with the removal and reinstatement of the infrastructure;
- 5.4.5 The specification of the design of the installation attached to the reservoir is subject to Fitzroy River Water approval; and
- 5.4.6 Carriers must pay an additional \$5,000 per annum (excluding GST) to the base rate of the associated lease fee on Council land.

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**5.8 Allocation of Rent Received – Public Open Spaces**

If the telecommunication facility lease is over Council land that is a public open space, the rent received under the lease is directed towards upgrades to the impacted public open space.

**6 Review Timelines:**

This policy is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by the CEO.

**6 Responsibilities:**

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

**EVAN PARDON**  
**CHIEF EXECUTIVE OFFICER**

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**11.14 LICENCE AGREEMENT - VISION CHRISTIAN MEDIA**

**File No:** 12910  
**Attachments:** Nil  
**Authorising Officer:** Ross Cheesman - Deputy Chief Executive Officer  
**Author:** Kellie Anderson - Coordinator Property and Insurance

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**SUMMARY**

*Coordinator Property & Insurance reporting on proposed Licence Agreement to Vision Christian Media to utilise unused radio communications equipment on the rooftop of City Hall, 232 Bolsover Street.*

**OFFICER'S RECOMMENDATION**

THAT the Chief Executive Officer (Coordinator Property & Insurance) be authorised to enter into a Licence Agreement to Vision Christian Media, to use the existing Pole on the City Hall Roof (part of Lot 11 on SP254998), subject to the following conditions:

- 1) Term is 5 years;
- 2) Licence Fee is \$500pa, increased annually by CPI;
- 3) Licensee is responsible for obtaining all necessary approvals from Council and other Government agencies (if applicable); and
- 4) All access is arranged through Council's IT Services.

**COMMENTARY**

Council was contacted by Vision Christian Radio (a non-profit community organisation) seeking to utilise a Council facility to mount their equipment on for broadcasting their programs.

Vision Christian Radio has acquired the licence for the 88.0FM frequency in Rockhampton.

Programs are broadcast from the Vision Christian Radio studios in Underwood, Brisbane Queensland. The signal is transmitted to the Optus C1 satellite orbiting above the equator; from there, the signal covers the entire Australian continent.

With a satellite receiver and satellite dish pointed at the satellite, anyone can listen to digital quality Vision programs direct from the satellite. The signal is also streamed over the internet for the convenience of those with broadband access and available from the free app. To fulfil their vision (of providing every Australian with trusted Christian media) Vision Christian Media has facilitated the development of a network of radio relay stations across the nation.

To achieve the best possible outcome for a Vision Christian Radio relay station, the following are needed:

1. A reliable 240 volt power supply
2. A clear northerly aspect to receive the satellite signal
3. An elevated location for the antenna
4. The received/decoder and the broadcast transmitter need to be housed close to the power supply in a structure such as a shelf or cupboard which protects them from the weather etc.

It was determined that there is an unused antenna and satellite dish on the roof of City Hall that would be suitable. The existing infrastructure has been inspected by Council Facilities and IT staff, as well as Vision's technician. It was previously utilised for the same frequency of 88.0FM that Vision has now obtained the licence for.

**LEGAL IMPLICATIONS**

Although a Licence Agreement is non-exclusive and does not constitute a disposal of an interest in land under Section 236 of the *Local Government Regulation 2012*, the Regulation contains provisions for Council to enter into a Lease with a Community Organisation under S236(1)(b)(ii).

**CONCLUSION**

It is recommended that Council enter into a Licence agreement with Vision Christian Media.

**11.15 ADVANCE ROCKHAMPTON OPERATIONAL REPORT NOVEMBER AND DECEMBER 2017**

**File No:** 12614  
**Attachments:** 1. Monthly report - November & December 2017  
**Authorising Officer:** Tony Cullen - General Manager Advance Rockhampton/  
Acting General Manager Aviation Services  
**Author:** Chris Ireland - Manager Regional Development and Promotions

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**SUMMARY**

*The monthly operations report for the Advance Rockhampton Unit over the months of November and December 2017 is presented for Councillors' information.*

**OFFICER'S RECOMMENDATION**

THAT the Advance Rockhampton Operational Report for November and December 2017 be received.

**COMMENTARY**

The attached report provides details of the core areas of activity during November and December 2017 by the Advance Rockhampton Unit. These activities are the continuation of tasks that have been allocated as a result of priorities driven throughout the Council and also the regional economy.

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

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

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.

**BACKGROUND**

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

**CONCLUSION**

It is recommended that Council receive the attached report.

**ADVANCE ROCKHAMPTON  
OPERATIONAL REPORT NOVEMBER  
AND DECEMBER 2017**

**Monthly report –  
November & December 2017**

**Meeting Date: 30 January 2018**

**Attachment No: 1**





# Monthly Operations Report

*Regional Development & Promotions, and Strategic Planning*  
November & December 2017

## 1. Highlights

### Strategic Planning

1. Façade improvement scheme extended to include Mount Morgan commercial area
2. RRPS Major amendment – Councillor workshop and directions on key outcomes
3. RRPS Major amendment – Submission to State Government on tailored process under the *Planning Act 2016*
4. Smart CBD Technology policy
5. Continuation of RPS

### Regional Development and Promotions

1. NDIS Strategy underway and set to be complete by March
2. Investment prospectus initiation
3. Collaboration with beef 2018
4. NYE Events
5. Fishing Charter in River

## 2. Innovations, Improvements and Variations

### Regional Development and Promotions & Strategic Planning

Operational Plan Ref	Operational Action	Target	Department	Action
5.3.2.1	Continually review operational expenditure	Identify at least one operational saving per section of responsibility	RDA	Review of printing and reduction of costs
5.4.2.6	Pursue improved processes through all levels of Council	Identify at least two improved processes per section of responsibility	RDA	Documents / forms being drafted to assist with operational exchange of information

### 3. Customer Service Requests

Response times for completing customer requests in this reporting period for November 2017



#### All Monthly Requests (Priority 3) Marketing 'Traffic Light' report November 2017

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed							
Community Engagement	0	0	0	0	0	0	3	0.00	0.00	23.00	25.50
Marketing Enquiries	1	1	0	0	0	0	1	0.00	6.00	20.50	35.00



#### All Monthly Requests (Priority 3) Strategic Planning 'Traffic Light' report November 2017

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed							
Strategic Planning Enquiry	1	1	0	0	0	0	3	0.00	4.33	3.33	2.63

Response times for completing customer requests in this reporting period for December 2017



### All Monthly Requests (Priority 3) Marketing 'Traffic Light' report December 2017

	Balance B/F	Completed In Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q2
			Received	Completed								
Community Engagement	0	0	0	0	0	0	3	<div><div></div></div> 0.00	<div><div></div></div> 0.00	<div><div></div></div> 23.00	25.50	<div><div></div></div> 0.00
Marketing Enquiries	0	0	0	0	0	0	1	<div><div></div></div> 0.00	<div><div></div></div> 6.00	<div><div></div></div> 20.50	35.00	<div><div></div></div> 6.00





### All Monthly Requests (Priority 3) Strategic Planning 'Traffic Light' report December 2017

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q2
			Received	Completed								
Strategic Planning Enquiry	0	0	1	1	0	0	3	<div><div></div></div> 2.00	<div><div></div></div> 4.00	<div><div></div></div> 3.23	2.56	<div><div></div></div> 3.50

#### 4. Service Delivery

##### Regional Development and Promotions & Strategic Planning

Operational Plan Ref	Operational Action	Target	Current Performance	Service Level Type
4.1.1.1	Provide timely and accurate responses to requests	In accordance with unit's customer service standards or adopted service levels		
4.1.1.2	Provide effective delivery of Council services	In accordance with unit's customer service standards and service levels		

#### 5. Legislative Compliance and Standards (including Risk and Safety)

##### Regional Development and Promotions & Strategic Planning Operational Plan Targets

Operational Plan Ref	Operational Action	Target	Item	Due Date	Status
5.2.1.1	Comply with legislative requirements	Updates to be presented to Council in sectional monthly reports	Nil		
5.2.1.4	Operational risks are monitored and managed in accordance with legislative requirements	Risk registers are presented to Council on a quarterly basis	Risk Register		Monitoring of risks on an ongoing basis
5.2.1.8	Monitor and review non-compliance of legislative requirements	Report on legislative non-compliance included in sectional reports presented to Council on a monthly basis	Nil		

#### 6. Section Statistics / Updates

##### Strategic Planning Team

Completion Status	Deliverables
In process	<p><b>Façade Improvement Scheme extension to include Mount Morgan commercial area</b></p> <ul style="list-style-type: none"> <li>Report approved by Council to allocated \$25,000 to extend the façade improvement to the Mount Morgan Commercial. Consultation with local tenants and business owners is underway.</li> </ul> <p><b>Major amendment to Rockhampton Region Planning Scheme</b></p> <ul style="list-style-type: none"> <li>State Government submission for a tailored process to the major amendment (<i>Planning Act 2016</i>), which included: <ul style="list-style-type: none"> <li>Nature and details of major amendment;</li> <li>Outline of tailored process and justification;</li> <li>Draft project plan, resourcing and timing;</li> <li>Community engagement plan; and</li> <li>Determination of applicable State Interests</li> </ul> </li> <li>Mapping review underway, including alignment between zones and strategic framework and State overlay mapping.</li> </ul>

In process	<b>Centres Activation Coordinator</b> <ul style="list-style-type: none"> <li>Monthly place making activities and initiatives, and progression of short term actions to assist in revitalising and improving presentation of CBD</li> <li>Ongoing external engagement of communities within each centre</li> <li>Coordination of internal Council departments</li> <li>Annual update complete of the CBD Database feeding into mapping of key statistics.</li> <li>Progression of medium to longer term strategic actions and opportunities as listed in the CBD Redevelopment Framework</li> </ul>
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**Regional Development Team****Economic Development**

Completion Status	Deliverables
In Progress	<b>“Gear Up Rocky” Initiative</b> <ul style="list-style-type: none"> <li>Completed a series of business readiness videos and workbooks which will provide an on-line resource for the Region’s businesses. These videos will feature on the Advance Rockhampton website and will be promoted via social media in 2018. Completed the Certificate IV in Small Business program for 2017. 38 participants undertook the program.</li> <li>Following the announcement of Rockhampton as FIFO hub for the Adani / Carmichael project, undertook follow up with Adani and their major contractors to progress workforce readiness and development activity (e.g. the <b>Gear Up Rocky Jobs Readiness Expo</b> below).</li> <li>Worked with a broad cross section of business and industry reps to organise the <b>Gear Up Rocky Jobs Readiness Expo</b>. The Expo was formulated to showcase the range of jobs emerging through increasing labour market activity in resources sector, NDIS rollout, health sector etc., to raise awareness of jobs readiness requirements (training etc.) and to provide access for Rockhampton residents to industry recruitment reps.</li> <li><b>Jangga Employment Session</b> was conducted on 14 December in the Walter Reid Auditorium and was well attended by local people seeking jobs as well as Indigenous and employment organisations assisting local people prepare for jobs. Worked with the Jangga Traditional Owners to organise and conduct a “Gear Up” employment awareness session to showcase jobs associated with the Adani / Carmichael mine and other projects relating to Jangga country.</li> <li><b>Gear Up Rocky for Defence</b> – a “Gear Up” program was prepared to work closely with Dept. of defence and other stakeholders to help prepare local industry and workforce for supply chain opportunities relating to the Australia-Singapore Military Training Initiative and planned Shoalwater Bay upgrades.</li> <li>A Rockhampton Labour Market Briefing was developed with the Commonwealth Dept. of Employment to deliver an analysis of Rockhampton labour market circumstances and emerging opportunities to local stakeholders. The briefing was planned to immediately precede the <b>Gear Up Rocky Jobs Readiness Expo</b>. The Briefing titled <b>Gearing Up For Upcoming Opportunities in Rockhampton</b> was delivered by Dept. of Employment reps from Canberra on 28 November to local stakeholders including business, employment services and community reps.</li> </ul>
In Progress	<b>Rockhampton Recreational Fishing Development Strategy</b> <ul style="list-style-type: none"> <li>Received an offer for \$100,000 from the Department of Agriculture and Fisheries towards achieving outcomes in the fishing development strategy.</li> <li>North Rockhampton Boat Ramp construction – pylons and car park completed with works on the physical boat being and the land based fishing platform being undertaken.</li> <li>Undertook taskforce meetings for the Business and Marketing group, Fishery and Catchment Management group and Marine Infrastructure group to progress different areas of the strategy.</li> <li>In negotiations for a dedicated fishing charter, boat lease and a river tour for the Rockhampton Region.</li> </ul>
In Progress	<b>Aquaculture Development</b> <ul style="list-style-type: none"> <li>DAF to provide a listing of sites for potential aquaculture development for Council’s consideration early 2018.</li> </ul>

In Progress	<b>Community Conversation Campaign</b> <ul style="list-style-type: none"> <li>Coordinated the delivery of community engagements in the areas of Alton Downs, Bajool, Gracemere and Mount Morgan, highlighting: <ul style="list-style-type: none"> <li>What Council has completed in local areas over the last six months</li> <li>What Council it is planning to deliver in the next six months</li> </ul> </li> <li>What Council's Regional and Economic Development agenda is</li> </ul>
In Progress	<b>Carbine Resources Mount Morgan Gold and Copper Project</b> <ul style="list-style-type: none"> <li>Carbine Resources Project Update and Community Meeting was conducted on 28 November 2017.</li> <li>Attended the event as well as the preceding Mount Morgan Community Conversation event to support the project and provide input where needed on issues raised.</li> <li>Attended the DNRM Annual Mount Morgan Mine and Dee River Users Stakeholder meeting on 7 December 2017 to hear about and provide input on issues around the mine site and progress on the Mount Morgan Gold and Copper project.</li> <li>Ongoing liaison with Carbine Resources, Qld Govt. reps and other stakeholders to progress the project.</li> </ul>
In Progress	<b>NDIS Strategy</b> <ul style="list-style-type: none"> <li>Further Engagement with stakeholders to inform and develop an NDIS Strategy for the imminent roll out of NDIS in the Rockhampton Region.</li> <li>Became a member of the NDIS / Workability Central Qld Working Group to consider and begin planning for workforce requirements around the NDIS rollout.</li> <li>Addressed the NDIS Transition Group meeting on 13 December 2017 to advise on RRC engagement with the roll out, to hear about transition issues and help inform the NDIS strategy.</li> </ul>
In Progress	<b>Study Rockhampton and relevant education delegations</b> <ul style="list-style-type: none"> <li>ED Team has won the grant from TIQ IET Team to launch and implement Study Rockhampton. 70% of total grant application was granted instead of 100%.</li> <li>As part of Study Rockhampton initiative, a Brisbane-event to promote Rockhampton has been implemented on 10 November at CQUniversity Brisbane Campus.</li> </ul>
In Progress	<b>Agricultural Investment Project</b> <ul style="list-style-type: none"> <li>CQG has begun their work and will provide an update of their scope on the pre-feasibility study in the next two weeks.</li> </ul>
In Progress	<b>Rockhampton Region METS servicing businesses</b> <ul style="list-style-type: none"> <li>Added four businesses to the database</li> <li>Three notices sent to database</li> </ul>
In Progress	<b>Resource Industry Activities</b> <ul style="list-style-type: none"> <li>Attended Bowen Basin Mining Club lunch in Mackay on 24 November 2017 to promote the Rockhampton Region as a possible resource industry service base.</li> <li>Discussion about affiliate (commercial-in-confidence)</li> <li>Attended AICD end of year dinner on 29 November 2017 to promote the Rockhampton Region as a service centre for the Carmichael Mine.</li> </ul>
In Progress	<b>Bowen Basin Mining Club</b> <ul style="list-style-type: none"> <li>Discussions regarding Galilee Basin</li> <li>Attended luncheon on 24 November in Mackay</li> </ul>
In Progress	<b>Singaporean investment in Rockhampton Region</b> <ul style="list-style-type: none"> <li>Two inspections with International Enterprise Singapore</li> <li>Two discussions with CIVMEC</li> </ul>
In Progress	<b>Defence activities</b> <ul style="list-style-type: none"> <li>Obtained supply chain proposal from Graeme Mickelberg</li> <li>Attended teleconference with Thomas Powers (US Military Procurement) to understand the US's requirements during 2018 Exercise Hamel</li> <li>Attended Australia-Singapore Military Training Initiative briefing on 14 December 2017 to gain a deeper understanding of the way in which the Initiative may operate in the coming 25 years</li> </ul>
In Progress	<b>Drive Inland Promotions Association</b> <ul style="list-style-type: none"> <li>Attended three meetings to advance website content</li> <li>Submitted content for the website</li> </ul>

In Progress	<b>South Western Wireless</b> <ul style="list-style-type: none"> <li>Investigated northern telecommunications tower in Berserker Range which has the potential to improve internet services in Parkhurst substantially</li> <li>Advised Parkhurst businesses of SWW internet capability</li> </ul>
In Progress	<b>Flat water course on Fitzroy River</b> <ul style="list-style-type: none"> <li>Discussion with Fitzroy Rowing Club on 3 November 2017 about the further development of the Fitzroy River course.</li> <li>Discussion about Schools Rowing Championships on 27 November 2017 about the staging of the event again in 2018.</li> </ul>
In Progress	<b>Investment Prospectus</b> <ul style="list-style-type: none"> <li>Discussions with Knight Frank about their possible involvement in the prospectus. A number of Knight Frank projects will be included.</li> <li>Discussions with LJ Hooker about their possible involvement in the prospectus</li> <li>Discussion with Ray White Rockhampton City about their possible involvement in the prospectus. A number of ray White Rockhampton projects will be included.</li> <li>Draft prospectus</li> </ul>
In Progress	<b>Central Queensland Industrial Development</b> <ul style="list-style-type: none"> <li>Suggestions about the establishment of an indigenous/sporting high school in the Rockhampton Region. CQID are considering where they would like to go with this project.</li> </ul>
In Progress	<b>Central Queensland Coal Project</b> <ul style="list-style-type: none"> <li>Attended community consultation in Marlborough on 23 November 2017 to find out more about the proposed Styx coal mine</li> <li>Discussion with project manager about ways in which the Styx coal mine may be serviced from the Rockhampton Region</li> <li>Discussion with Lee Di Milia (CQU researchers about fatigue management principles and how they can be used to base the Styx coal mines workforce in the Rockhampton Region</li> </ul>
In Progress	<b>China Engagement</b> <ul style="list-style-type: none"> <li>Zhenjiang delegation is visiting Rockhampton during Beef Australia week in May to participate in the expo and other business matters including the education cooperation for study tours, teacher training programs and vocational education cooperation.</li> <li>Zhenjiang is also organising another education delegation mid this year that will be a great opportunity to showcase Rockhampton's Education to Zhenjiang Education Bureau and principals of major schools.</li> <li>Signed the Art Cooperation MOU with Zhenjiang: The Baton Award recipient will visit Zhenjiang as an artist in residence.</li> <li>Completed the Rockhampton trade mission to the 5th Huizhou Agriculture Expo in November 2017 – outcomes are that Huizhou is sending a trade mission to Beef Australia 2018 that will be led by the Vice Mayor in order to participate in the expo and establish a sister city relationship with Rockhampton.</li> <li>Co-promotion of Beef Australia 2018 with the Chinese Consulate General's Office of Brisbane – targeting the government sectors for trade missions (relevant businesses to Rockhampton)</li> </ul>
In Progress	<b>Singapore Engagement</b> <ul style="list-style-type: none"> <li>Shoalwater Bay Expansion plan provides an opportunity to attract investment from Singapore.</li> <li>The CEO of Surbana Jurong who merged SMEC in Australia will visit Rockhampton with IE Singapore to explore potential for township development and Defence.</li> </ul>
In Progress	<b>Japan Engagement</b> <ul style="list-style-type: none"> <li>Japanese Consul General confirmed her visit to the region for agriculture, in particular aquaculture.</li> </ul>
In Progress	<b>Korea Engagement</b> <ul style="list-style-type: none"> <li>The Korean Horseman High school completed their 8-week training program at Rockhampton Jockey Club on 12 January 2018.</li> <li>The Korean vocational training group started their trainings at Teys Australia on 15 Jan.</li> <li>A Korean university study tour group arrived at CQUniversity for the 7-week training.</li> </ul>



In Progress	<b>Agricultural Investment Project</b> <ul style="list-style-type: none"> <li>CQG has been working on the project in the last 4 weeks and will provide a report this week to identify the timeframe of pre-feasibility and feasibility study.</li> <li>The project has two aspects: 1) agricultural investment information for horticulture, intensive livestock and aquaculture; and 2) water access improvement in Alton Downs.</li> </ul>
In Progress	<b>Beef Australia 2018</b> <ul style="list-style-type: none"> <li>A gap in not targeting Chinese government sectors in order to attract relevant businesses has been identified in Beef Australia's promotional activities through TIQ, MLA and Austrade.</li> <li>This aspect was discussed with the Chinese Consul and a joint letter with Beef Australia will be drafted and sent to attract government participants with relevant businesses in their own regions in China.</li> <li>Council will develop its own visit programs to showcase Rockhampton's agriculture, education and tourism industries.</li> <li>As of 6 December 2017 I joined the International Committee of Beef Australia.</li> <li>Confirmed Chinese agricultural investment delegation to Beef Australia 2018 – (in partnership of Skilled and Business Migration, TIQ)</li> </ul>
In Progress	<b>Study Rockhampton</b> <ul style="list-style-type: none"> <li>Continued work with CQUniversity to ramp up and engage its international ready programs</li> <li>Successfully secured the TIQ International Education and Training Funding</li> <li>A promotional event in Brisbane was held on 10 November with 70 participants.</li> <li>A series of workshops to educate Rockhampton education players will be organised.</li> <li>Two familiarisation tours of SEQ based businesses to Rockhampton will be organised in 2018.</li> </ul>
Completed	<b>Capricornia Business Awards 2017</b> <ul style="list-style-type: none"> <li>Capricornia Business Awards 2017 event was conducted on Friday 3 November 2017 at Rockhampton Leagues Club.</li> <li>The event was well attended by local business and successfully showcased and recognised business achievement in Rockhampton Region.</li> </ul>
Completed	<b>Smart Hub</b> <ul style="list-style-type: none"> <li>Worked with Manager Corporate &amp; Technical Services and Smart Hub Business Manager to consider and approve further business tenancy applications for the Smart Hub.</li> </ul>
Completed	<b>Independent Review into Regional Rural, Remote Education</b> <ul style="list-style-type: none"> <li>Attended the Rockhampton Community Forum to consult on Independent Review into Regional, Rural, Remote Education.</li> <li>Provided input to help inform the review on issues relevant to Rockhampton Region (e.g. tyranny of distance, access opportunities etc.).</li> </ul>
Completed	<b>Qld Local Content Leaders Network</b> <ul style="list-style-type: none"> <li>Attended the Qld Local Content Leaders Network meeting in Brisbane.</li> <li>Advance Rockhampton, Gear Up Rocky and successful Adani FIFO Hub bid were outlined as front line initiatives to help maximise local content outcomes.</li> </ul>
Completed	<b>Developers</b> <ul style="list-style-type: none"> <li>Gibb Group to obtain an update on the Gracemere Industry Park and their service station in Albert Street, Rockhampton on 10 November 2017</li> <li>Zebra Group to discuss an expansion of their Gracemere salvage business on 16 November 2017</li> <li>Parkhurst landholders to discuss possible advertising of a resource sector service base on 28 November 2017</li> </ul>

### Marketing, Tourism and Events

Completion Status	Deliverables
<b>Overarching Marketing</b>	
Ongoing	<b>Wayfinding Implementation</b>

Completed	<b>Advance Rockhampton Newsletter</b> <ul style="list-style-type: none"> <li>• Delivery of November edition of electronic newsletter</li> <li>• 1506 emails sent. Collation of event attendees across different events where put in.</li> </ul>
Completed	<b>Advance Rockhampton Collateral development</b> <ul style="list-style-type: none"> <li>• Study Rockhampton event in Brisbane</li> <li>• Huizho Agricultural Expo</li> <li>• Sharyn Grant How to Video's</li> </ul>
Ongoing	<b>Electronic Communications</b> <ul style="list-style-type: none"> <li>• 9071 electronic communications sent in November and December</li> <li>• 1506 for Advance Newsletter</li> <li>• 545 for Advance Rockhampton Industry Briefing Events</li> <li>• 642 for Australia Day Nominations</li> <li>• 2775 for Road Closures</li> </ul>
Completed	<b>Advance Rockhampton Collateral</b> <ul style="list-style-type: none"> <li>• Development and coordination of collateral for Study Rockhampton</li> <li>• Development and coordination of collater for Huizhou Agricultural Expo</li> <li>• Content Creation for 2018.</li> </ul>
Ongoing	<b>My Rockhampton Edition 9</b> <ul style="list-style-type: none"> <li>• Content Creation for 2018.</li> </ul>
Ongoing	<b>Customer Service</b> <ul style="list-style-type: none"> <li>• Update of software and images for Customer Service</li> </ul>
Started	<b>Kickstart CQ Website Transition</b> <ul style="list-style-type: none"> <li>• Transition of Website over into Seamless Open Cities</li> </ul>
Ongoing	<b>Works for Queensland Projects</b> <ul style="list-style-type: none"> <li>• Marketing and communication planned developed for Works for Queensland projects in conjunction with Media Team</li> </ul>
Ongoing	<b>SPARC Strategy</b> <ul style="list-style-type: none"> <li>• Finalisation of strategy document</li> </ul>
Ongoing	<b>Foundations for the future</b> <ul style="list-style-type: none"> <li>• Designing of document</li> </ul>
Ongoing	<b>Zoo</b> <ul style="list-style-type: none"> <li>• Signage Project started</li> <li>• Audit completed on inside of Zoo for signage requirements</li> <li>• Zoo signage concept being developed</li> <li>• Signage ordered for new enclosures</li> <li>• New map being designed</li> </ul>
Completed	<b>Emergency Dashboard</b> <ul style="list-style-type: none"> <li>• Assistance in the implementation of this platform</li> </ul>
Ongoing	<b>Regional Promotions Websites (Due to be finished in February)</b> <ul style="list-style-type: none"> <li>• Information collation with GWI regarding updates to website.</li> </ul> Basic update done to current website
<b>Event</b>	
Completed	<b>Rockhampton River Festival 2018</b> <ul style="list-style-type: none"> <li>• TEQ Grant Application Submitted &amp; awarded</li> <li>• Planning for the 2018 event underway</li> </ul>
Completed	<b>Christmas Tree Lights</b> <ul style="list-style-type: none"> <li>• Lights and decorations turned on for the 2017 Christmas Tree</li> </ul>
Completed	<b>New Years</b> <ul style="list-style-type: none"> <li>• Fireworks display, road closure, food vans and amusement rides.</li> </ul>
Completed	<b>Cedrick Archer Park Wet Play Area Opening</b> Around 600 attended the Wet Play Area Opening at Cedrick Archer Park
Ongoing	<b>Beef Australia 2018</b> <ul style="list-style-type: none"> <li>• Attended community engagement committee</li> </ul>
Ongoing	<b>Lively Quay Street Programme</b> <ul style="list-style-type: none"> <li>• Pink Tribute Concert</li> <li>• CQ Markets</li> <li>• Luna Markets</li> </ul> Rocky Instincts

Ongoing	<b>Twilight Movies</b> <ul style="list-style-type: none"> <li>29 November – Victoria Park – Postponed due to bad weather</li> </ul>
Started	15 December – Mount Morgan – Cancelled last minute due to power issues <b>Sports and Health Expo (4 February 2017)</b> <ul style="list-style-type: none"> <li>Planning commenced</li> </ul>
Started	<b>Capricon (9 April 2017)</b> <ul style="list-style-type: none"> <li>Sponsorship development</li> <li>Planning commenced</li> <li>Sponsorship development</li> </ul>

## 7. Operational Plan Targets by Section

The following Operational Plan actions and targets are required to be reported to Council on a monthly basis. This data will also form part of the Operational Plan quarterly report to Council:

### Legend for traffic lights



On track / completed











Ongoing / not completed in full






To be commenced















### Strategic Planning














Operational Plan Ref	Action	Target	Status
1.4.2.2	Ensure the CBD Redevelopment Framework includes opportunities for pedestrians and cyclists	Complete and lodge the major amendment to the Rockhampton Region Planning Scheme by 31 March 2018	
		Achievements of actions within the CBD Redevelopment Framework	
Operational Plan Ref	Action	Target	Status
2.3.1.2	Provide incentives and strategies to support economic activity and business confidence within the CBD	CBD Redevelopment Framework endorsed by Council by 31 July 2017	
		Develop a Place Making Strategy and Laneway Activation Plan for the CBD by 31 December 2017	<p>Note: The Place Making Strategy has not commenced.</p> <p>The target date will not be achieved. This has also been transitioned into Laneways assistance.</p> <p>Funding to be reallocated to the extension of the façade improvement scheme and other placemaking projects</p>

2.3.3.1	Develop incentives and strategies to support economic activity and business confidence in centres outside of the CBD	Develop a Regional Centre Place Making Strategy by 31 December 2017	 <p>Note: The Place Making Strategy has not commenced. The target date will not be achieved.</p>
2.6.2.1	Ensure statutory land use instruments protect good agricultural land and do not unnecessarily constrain development	Review rural land use provisions as part of the Rockhampton Region Planning Scheme Major Amendment by 31 March 2018	
Operational Plan Ref	Action	Target	Status
3.1.1.1	Ensure the Planning Scheme protects and enhances places of value	Review state mapping changes and SPARC review outcomes as part of the Rockhampton Region Planning Scheme Major Amendment by 31 March 2018	
3.2.2.1	Ensure the planning scheme supports the development of major renewable energy projects at suitable locations	Review renewable energy provision as part of the Rockhampton Region Planning Scheme Major Amendment by 31 March 2018	
3.2.2.2	Ensure the planning scheme responds properly to State Planning Policy or climate change advice and best science	Review updated advice, science and state planning policy on climate change adaptation and response as part of the Rockhampton Region Planning Scheme Major Amendment by 31 March 2018	
Operational Plan Ref	Action	Target	Status
4.4.2.1	Ensure statutory land use instruments achieve policy objectives	Commence implementation of CBD Redevelopment Framework after endorsement 31 July 2017	
4.4.3.1	Ensure statutory land use instruments achieve policy objectives	Support Economic Development Queensland in completing the Inner City Living project by 30 June 2018	
4.4.4.1	Ensure statutory land use instruments achieve policy objectives	Review ground floor provisions for commercial/retail development in the CBD Quay Street Precinct as part of the Rockhampton Region Planning Scheme major amendment by 31 March 2018	











**Regional Development & Promotions**

Operational Plan Ref	Action	Target	Status
1.5.2.1	Implement the Wayfinding Strategy across the Region	Update reports on implemented staged levels presented to Council on a quarterly basis	
1.5.3.1	Implement two-way conversation opportunities with the community	Update reports on facilitating departmental client community engagement strategies and marketing strategies presented to Council on a quarterly basis	
1.5.3.3	Position Council and My Rockhampton website event calendars as the	All Council and key local events listed on the website	


	go-to place for the Region		Currently in development
1.5.3.5	Implement data collection tactics for direct communication with residents	Electronic direct mail out messages increase of 10%	
1.5.3.6	Implement and deliver the My Rockhampton magazine and associated platforms	Three magazines designed and distributed per annum	
1.6.1.1	Inclusiveness in key projects and events	Report on programs undertaken and present to Council on a quarterly basis	
1.6.3.2	Deliver and support major Regional events	Deliver the Rockhampton River Festival with a 10% increase in attendance numbers from 2016, drawing a 5% increased number of out of Region visitors	
1.6.3.3	Encourage and facilitate community capacity to deliver a large variety of events	Develop an Event How to Guide, which incorporates venue hire information, by 31 December 2017	
		Conduct two information sessions for the public on organising and running events, one in 2017 and the other in first half of 2018	
		Review current approval requirements/ processes and implement improvements by 31 December 2017	
1.6.4.4	Develop and implement a strong arts program as part of the Rockhampton River Festival	Three arts programs incorporated into the annual River Festival	
		Ensure art developed as part of the Rockhampton River Festival is designed to be long lasting and integrated as public art in line with Council policy and procedures	
1.6.5.1	Implement key local resident stories and achievements into Council publications and platforms	My Rockhampton magazines incorporate profiles including Who's New in the Zoo, Why Rockhampton, Who to Follow, What are they doing now?	
Operational Plan Ref	Action	Target	Status
2.1.1.1	Engage with stakeholders to develop and implement a Destination Management Plan for the Rockhampton Region	Finalise development of the Destination Management Plan by 30 September 2017	 <i>Note: extension of KPI</i>
		Implement Destination Management Plan in accordance with timeframes detailed in the Plan	 <i>Note: extension of KPI</i>
2.1.1.2	Develop and implement strategies and initiatives to promote and improve Regional tourism opportunities	Scope work to be conducted to develop a holistic Regional tourism attraction with results being endorsed by Council by 31 March 2018	
		Develop a new tourism product 'History Tour of Rockhampton' by 31 March 2018	

		Review current regional branding and present findings to Council by 30 September 2017	 <i>Note: extension of KPI</i>
		Review and implement a regional visitor app by 31 December 2017	 <i>Note: extension of KPI</i>
2.1.2.1	Undertake a feasibility study for the development of a multipurpose sport and entertainment precinct	Study to be finalised and endorsed by Council by 30 June 2018	 <i>Note: Norbridge Park</i>
2.1.2.2	Deliver or support the staging of national, state, regional and local sporting events	Develop a Capabilities Statement by 31 December 2017 which includes incentives for events linked to the Commonwealth Games	
2.1.3.1	Review current multilayered marketing plans for Advance, Explore and Live Rockhampton	Implement marketing plans by 30 June 2018	
2.2.1.1	Work with key industry stakeholders to develop investment profile opportunities for national and international investors	Industry stakeholder engagement and opportunities as per the Economic Development Action Plan update reports presented to Council on a quarterly basis	
2.2.2.1	Work with educational providers to position Rockhampton as a leading study destination	Deliver two international education focused delegations to the Region	
		Update reports on research capabilities and potential markets for health and aged care training presented to Council on a quarterly basis	
		Study Rockhampton initiative completed by 31 December 2017	
2.2.2.2	Support community training programs/ education workshops held in the Region	Finalise Industry Capability Network (ICN) training and business development courses and annual schedule by 30 September 2017	
2.2.3.1	Support programs that encourage residents to transition away from social support options	Finalise the National Disability Insurance Scheme (NDIS) Strategy by 31 March 2018	
2.4.2.1	Encourage further development of industrial estates to support future growth of a wide range of industries both within and outside of the Region	Update reports on industrial areas within the Rockhampton Region and present to Council on a quarterly basis	
2.5.1.1	Deliver Newsmodo campaign 'Rockhampton is Open for Business'	Council to adopt report by 31 October 2017 and recommendations implemented in accordance with the report	









2.5.1.2	Deliver Advance Rockhampton forums	Deliver at least four sessions	
2.5.2.1	Expand engagement with Asian market for business development opportunities	Deliver one inbound delegation from Asia and one outbound Council delegation to Asia per annum	
2.5.4.1	Provide a mechanism through the My Rockhampton to promote local businesses	Include in website consolidation by 30 September 2017	
2.5.4.2	Support local business to build capacity and encourage growth	Complete Local Supply Chain Analysis by 30 June 2018	
2.5.5.3	Deliver capacity building workshops and small business/entrepreneurial training through key stakeholders	Deliver four workshops and training courses per year	
2.6.1.2	Explore further commercial opportunities by building Rockhampton's role and capacity as a logistics and forward deployment base	Update reports to be presented to Council on a quarterly basis	
2.6.3.1	Maximise opportunities from the Adani Carmichael mining project	Regular updates provided to Council with a formal report presented to Council on a quarterly basis	
2.6.3.2	Engage with the Resource Sector to identify and implement opportunities for the Region	Report to Council on opportunities on a quarterly basis	
Operational Plan Ref	Action	Target	Status
3.2.3.1	Industry engagement and the provision of support for new energy generation options	Update reports presented to Council on a quarterly basis	
Operational Plan Ref	Action	Target	Status
4.4.1.1	Update the Economic Development Action Plan to include engagement initiatives with this sector	Economic Development Action Plan updated by 30 June 2018	



**Directorate**

Operational Plan Ref	Action	Target	Status
2.1.1.2	Develop and implement strategies and initiatives to promote and improve Regional tourism opportunities	Redevelop My Rockhampton Website to go live by 30 September 2017	 <i>Note: will be delivered by 31/12/2017</i>



2.6.1.1	Strengthen relationship with Singapore	Successfully deliver Wallaby 17 by 30 November 2017	
2.6.1.3	Actively engage with the ADF/DOD to maintain current levels of military engagement & exercises and advocate for an increase in exercise activity	Update reports to be presented to Council on a quarterly basis	
2.6.2.2	Support the delivery of Beef Australia 2018	Completed by 30 May 2018	
2.6.2.3	Undertake a feasibility study of water services in the Region including irrigated small cropping	Present findings of the feasibility study to Council by 30 June 2018	
Operational Plan Ref	Action	Target	Status
5.1.1.1	Review and audit existing organisations and advocacy groups where Council is represented. Identify any groups where inclusion is considered appropriate and report to Council accordingly	Review undertaken and report to Council by 31 December 2017	
5.1.2.1	Actively source grants, funding and other business opportunities	Update report presented to Council on a monthly basis	

**All units of Council**

Operational Plan Ref	Action	Target	Status
2.2.3.1	Support programs that encourage residents to transition away from social support options	Consider options in budget planning to support employment programs in 2018/19	
Operational Plan Ref	Action	Target	Status
5.3.1.1	Workforce planning is reviewed to ensure that resourcing levels meet business needs in accordance with budget allocations	Review workforce requirements in accordance with budget schedule	

## 8. Capital Projects

- Regional Signage

## 9. Operational Projects

As at period ended October 2017

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (incl committals)
Nil					

## 10. Budget

Financial performance as expected for the reporting period November 2017.



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

As At End Of November

Report Run: 15-Jan-2018 12:07:51 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 41.7% of Year Gone
<b>ADVANCE ROCKHAMPTON</b>							
<b>REGIONAL DEVELOPMENT &amp; PROMOTIONS</b>							
<u>Regional Promotions</u>							
Revenues	(147,380)	(147,380)	0	(103,415)	(103,415)	70% ✓	
Expenses	1,200,787	1,081,868	82,336	820,575	902,911	75% ✗	
Transfer / Overhead Allocation	0	0	0	27,420	27,420	0% ✗	
<b>Total Unit: Regional Promotions</b>	<b>1,053,407</b>	<b>934,488</b>	<b>82,336</b>	<b>744,581</b>	<b>826,917</b>	<b>78% ✗</b>	
<u>Marketing</u>							
Revenues	(5,065)	(5,065)	0	0	0	0% ✗	
Expenses	717,388	717,388	25,946	259,816	285,762	40% ✓	
Transfer / Overhead Allocation	10,350	10,350	0	1,674	1,674	16% ✓	
<b>Total Unit: Marketing</b>	<b>722,673</b>	<b>722,673</b>	<b>25,946</b>	<b>261,490</b>	<b>287,436</b>	<b>40% ✓</b>	
<u>Regional Development</u>							
Revenues	0	0	0	(998)	(998)	0% ✓	
Expenses	1,199,983	1,293,180	236,649	531,214	767,864	64% ✗	
Transfer / Overhead Allocation	0	0	0	1,477	1,477	0% ✗	
<b>Total Unit: Regional Development</b>	<b>1,199,983</b>	<b>1,293,180</b>	<b>236,649</b>	<b>531,694</b>	<b>768,343</b>	<b>64% ✗</b>	
<u>Tourism</u>							
Expenses	177,288	227,288	3,375	94,837	98,212	55% ✗	
Transfer / Overhead Allocation	0	0	0	2,663	2,663	0% ✗	
<b>Total Unit: Tourism</b>	<b>177,288</b>	<b>227,288</b>	<b>3,375</b>	<b>97,500</b>	<b>100,875</b>	<b>57% ✗</b>	
<b>Total Section: REGIONAL DEVELOPMENT &amp; PROMOTIONS</b>	<b>3,153,351</b>	<b>3,177,629</b>	<b>348,305</b>	<b>1,635,265</b>	<b>1,983,570</b>	<b>63% ✗</b>	
<b>STRATEGIC PLANNING</b>							
<u>Strategic Planning</u>							
Expenses	0	0	0	2,015	2,015	0% ✗	
<b>Total Unit: Strategic Planning</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,015</b>	<b>2,015</b>	<b>0% ✗</b>	
<b>Total Section: STRATEGIC PLANNING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,015</b>	<b>2,015</b>	<b>0% ✗</b>	
<b>Total Department: ADVANCE ROCKHAMPTON</b>	<b>3,153,351</b>	<b>3,177,629</b>	<b>348,305</b>	<b>1,637,280</b>	<b>1,985,585</b>	<b>63% ✗</b>	
<b>Grand Total:</b>	<b>3,153,351</b>	<b>3,177,629</b>	<b>348,305</b>	<b>1,637,280</b>	<b>1,985,585</b>	<b>63% ✗</b>	

Financial performance as expected for the reporting period December 2017.



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

As At End Of December

Report Run: 15-Jan-2018 12:00:51 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 50% of Year Gone
<b>ADVANCE ROCKHAMPTON</b>							
<b>REGIONAL DEVELOPMENT &amp; PROMOTIONS</b>							
<u>Regional Promotions</u>							
Revenues	(147,380)	(147,380)	0	(103,415)	(103,415)	70% ✓	
Expenses	1,200,787	1,081,868	80,961	874,558	955,518	80% ✗	
Transfer / Overhead Allocation	0	0	0	25,529	25,529	0% ✗	
<b>Total Unit: Regional Promotions</b>	<b>1,053,407</b>	<b>934,488</b>	<b>80,961</b>	<b>796,672</b>	<b>877,633</b>	<b>83% ✗</b>	
<u>Marketing</u>							
Revenues	(5,085)	(5,085)	0	0	0	0% ✗	
Expenses	717,388	717,388	34,481	311,397	345,878	48% ✓	
Transfer / Overhead Allocation	10,350	10,350	0	1,818	1,818	18% ✓	
<b>Total Unit: Marketing</b>	<b>722,673</b>	<b>722,673</b>	<b>34,481</b>	<b>313,213</b>	<b>347,694</b>	<b>48% ✓</b>	
<u>Regional Development</u>							
Revenues	0	0	0	(2,954)	(2,954)	0% ✓	
Expenses	1,199,983	1,293,180	240,273	597,229	837,502	70% ✗	
Transfer / Overhead Allocation	0	0	0	2,762	2,762	0% ✗	
<b>Total Unit: Regional Development</b>	<b>1,199,983</b>	<b>1,293,180</b>	<b>240,273</b>	<b>597,037</b>	<b>837,310</b>	<b>70% ✗</b>	
<u>Tourism</u>							
Expenses	177,288	227,288	8,132	106,600	114,732	65% ✗	
Transfer / Overhead Allocation	0	0	0	2,720	2,720	0% ✗	
<b>Total Unit: Tourism</b>	<b>177,288</b>	<b>227,288</b>	<b>8,132</b>	<b>109,320</b>	<b>117,452</b>	<b>66% ✗</b>	
<b>Total Section: REGIONAL DEVELOPMENT &amp; PROMOTIONS</b>	<b>3,153,351</b>	<b>3,177,629</b>	<b>363,847</b>	<b>1,816,243</b>	<b>2,180,090</b>	<b>69% ✗</b>	
<b>STRATEGIC PLANNING</b>							
<u>Strategic Planning</u>							
Expenses	0	0	0	2,430	2,430	0% ✗	
<b>Total Unit: Strategic Planning</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,430</b>	<b>2,430</b>	<b>0% ✗</b>	
<b>Total Section: STRATEGIC PLANNING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,430</b>	<b>2,430</b>	<b>0% ✗</b>	
<b>Total Department: ADVANCE ROCKHAMPTON</b>	<b>3,153,351</b>	<b>3,177,629</b>	<b>363,847</b>	<b>1,818,673</b>	<b>2,182,519</b>	<b>69% ✗</b>	
<b>Grand Total:</b>	<b>3,153,351</b>	<b>3,177,629</b>	<b>363,847</b>	<b>1,818,673</b>	<b>2,182,519</b>	<b>69% ✗</b>	

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**11.16 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 DECEMBER 2017**

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

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**SUMMARY**

*The Chief Financial Officer presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 December 2017.*

**OFFICER'S RECOMMENDATION**

THAT the Rockhampton Regional Council Summary Budget Management Report for the Period ended 31 December 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 2017 to 31 December 2017), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

The attached financial statement provides Council's position after the first half of the 2017/18 financial year where results should be 50% of the budget. All percentages for operational revenue and expenditure are measured against the September revised budget.

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

Total Operating Revenue is reported at 50% of the September revised budget. Key components of this result are:

- Private and recoverable works is at 37% of revised budget. This is mostly due to the normal catch-up period between work completed and the billing cycle.
- Interest Revenue is ahead of budget at 57%. Interest revenue historically remains ahead of budget for the first six months of the financial year and then moves closer to budget during the second half of the financial year. The improved outcomes for Interest Revenue will offset any potential increase to Interest Expense.
- Other Revenue is at 68% of revised budget after insurance proceeds for Tropical Cyclone Debbie were received during October.
- All other revenue items are in proximity to the adopted budget.

Total Operating Expenditure is at 52% of the September revised budget with committals, or 47% of budget without committals. Key components of this result are:

- Employee Costs are at 47% of revised budget which is partly due to transactions for employee benefits only being completed at end of financial year. A wages increase of 1.5% effective from 1 December 2017 was processed during December which should see actual employee costs move closer to budget during the second half of the year.
- Contractors & Consultants are ahead of revised budget at 62% due to committals as actual expenditure to date is 38% of revised budget when committals aren't included.
- Materials and Plant is at 59% of revised budget. Similar to Contracts and Consultants, this result is heavily influenced by committals as actual expenditure is at 43% of revised budget.

- Asset Operational is ahead of the revised budget at 59% including committals or 51% without committals as a number of annual insurance premiums have been paid.
- Administrative Expenses are at 63% of revised budget with committals or 47% without committals as some annual licences have been paid.
- Other Expenses is 59% of revised budget due to the rollout of Council contributions and grants programs.
- All other expense items are in proximity to the adopted budget.

The following commentary is provided in relation to capital income and expenditure, as well as investments and loans. The percentages reported for capital revenue and expenditure are measured against the September revised budget.

Total Capital Income is at 46% of the revised budget. During December Council received \$5.3M of grant funding including \$2.1M progress claim for the Riverbank revitalisation, \$1M from QRA for finalising claims from Tropical Cyclone Marcia and various other milestone payments from the grant program.

Total Capital Expenditure is at 39% of the revised budget without committals. This represents an actual spend of \$56.6M as at 31 December 2017. During December \$8.6M was spent on the capital program. A large portion of capital projects are underway with \$44.1M of committals raised.

Total Investments are approximately \$84.6M as at 31 December 2017.

Total Loans are \$133.7M as at 31 December 2017 after the second quarterly loan repayment was made during December.

## **CONCLUSION**

After six months of the 2017/2018 financial year operational income and expenditure are in-line with budget expectations.

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

## **Income Statement- December 2017**

**Meeting Date: 30 January 2018**

**Attachment No: 1**





**Income Statement**  
**For Period July 2017 to December 2017**  
**50% of Year Gone**

	Adopted Budget	Revised Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Revised Budget
	\$	\$	\$	\$	\$	
<b>OPERATING</b>						
<b>Revenues</b>						
Net rates and utility charges	(138,867,139)	(138,867,139)	(69,374,879)	0	(69,374,879)	50%
Fees and Charges	(24,433,952)	(24,297,630)	(12,040,739)	0	(12,040,739)	50%
Private and recoverable works	(6,859,879)	(6,859,879)	(2,513,647)	0	(2,513,647)	37%
Rent/Lease Revenue	(3,029,760)	(3,049,517)	(1,406,254)	0	(1,406,254)	46%
Grants Subsidies & Contributions	(11,345,807)	(10,216,439)	(5,373,254)	0	(5,373,254)	53%
Interest revenue	(2,290,920)	(2,290,920)	(1,307,251)	0	(1,307,251)	57%
Other Income	(4,084,728)	(4,753,157)	(3,221,228)	0	(3,221,228)	68%
<b>Total Revenues</b>	<b>(190,912,185)</b>	<b>(190,334,682)</b>	<b>(95,237,254)</b>	<b>0</b>	<b>(95,237,254)</b>	<b>50%</b>
<b>Expenses</b>						
Employee costs	75,800,127	76,850,277	35,595,231	223,170	35,818,400	47%
Contractors & Consultants	17,266,762	17,351,420	6,542,945	4,244,127	10,787,073	62%
Materials & Plant	11,369,796	11,443,186	4,893,380	1,911,298	6,804,678	59%
Asset Operational	19,083,885	19,413,621	9,964,677	1,477,149	11,441,827	59%
Administrative expenses	12,932,949	13,440,551	6,330,075	2,132,539	8,462,615	63%
Depreciation	52,868,882	50,789,908	25,394,954	0	25,394,954	50%
Finance costs	7,942,283	7,942,283	4,010,560	0	4,010,560	50%
Other Expenses	1,138,777	1,184,517	693,832	5,572	699,404	59%
<b>Total Expenses</b>	<b>198,403,461</b>	<b>198,415,763</b>	<b>93,425,654</b>	<b>9,993,855</b>	<b>103,419,509</b>	<b>52%</b>
<b>Transfer / Overhead Allocation</b>						
Transfer / Overhead Allocation	(8,004,600)	(8,081,081)	(4,672,828)	0	(4,672,828)	58%
<b>Total Transfer / Overhead Allocation</b>	<b>(8,004,600)</b>	<b>(8,081,081)</b>	<b>(4,672,828)</b>	<b>0</b>	<b>(4,672,828)</b>	<b>58%</b>
<b>TOTAL OPERATING POSITION (SURPLUS)/DEFICIT</b>	<b>(513,324)</b>	<b>0</b>	<b>(6,484,427)</b>	<b>9,993,855</b>	<b>3,509,428</b>	<b>2193392399%</b>
<b>CAPITAL</b>						
<b>Total Developers Contributions Received</b>	<b>(2,554,854)</b>	<b>(2,590,200)</b>	<b>(656,669)</b>	<b>0</b>	<b>(656,669)</b>	<b>25%</b>
<b>Total Capital Grants and Subsidies Received</b>	<b>(29,900,183)</b>	<b>(46,498,375)</b>	<b>(22,598,554)</b>	<b>0</b>	<b>(22,598,554)</b>	<b>49%</b>
<b>Total Proceeds from Sale of Assets</b>	<b>(1,000,000)</b>	<b>(1,000,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Capital Income</b>	<b>(33,455,037)</b>	<b>(50,088,575)</b>	<b>(23,255,223)</b>	<b>0</b>	<b>(23,255,223)</b>	<b>46%</b>
<b>Total Capital Expenditure</b>	<b>118,039,150</b>	<b>145,336,300</b>	<b>56,606,568</b>	<b>44,108,539</b>	<b>100,715,107</b>	<b>69%</b>
<b>Net Capital Position</b>	<b>84,584,113</b>	<b>95,247,725</b>	<b>33,351,345</b>	<b>44,108,539</b>	<b>77,459,884</b>	<b>81%</b>
<b>TOTAL INVESTMENTS</b>			<b>84,602,163</b>			
<b>TOTAL BORROWINGS</b>			<b>133,753,313</b>			

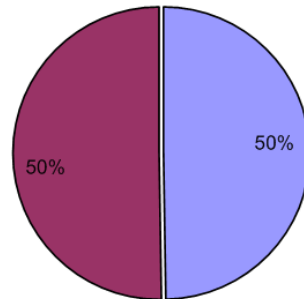
# **SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 DECEMBER 2017**

## **Key Indicator Graphs- December 2017**

**Meeting Date: 30 January 2018**

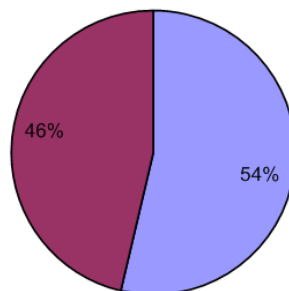
**Attachment No: 2**

**Operating Revenue  
(Excluding Net Rates and Utility Charges)  
(50% of Year Gone)**



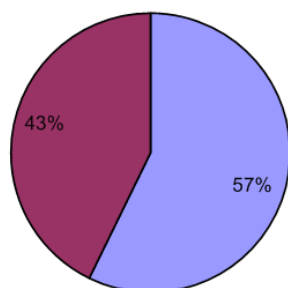
■ Uncollected  
Operating  
Revenue  
■ Collected  
Operating  
Revenue

**Operating Employee Costs  
(50% of Year Gone)**

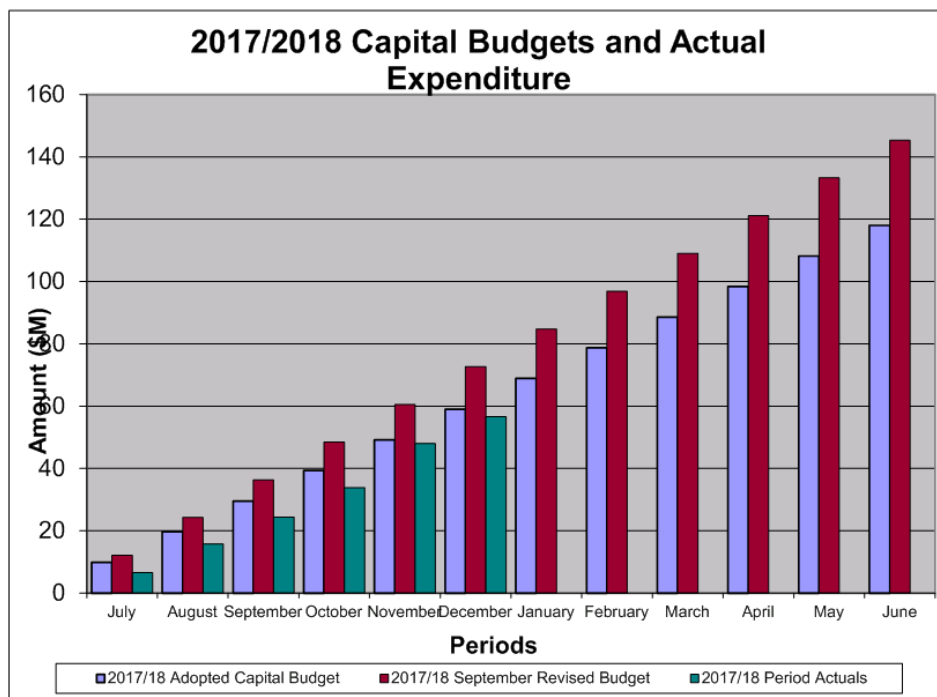
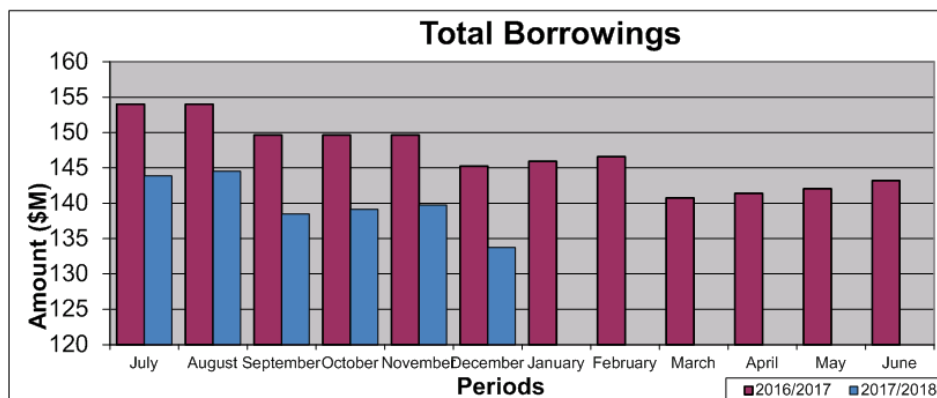
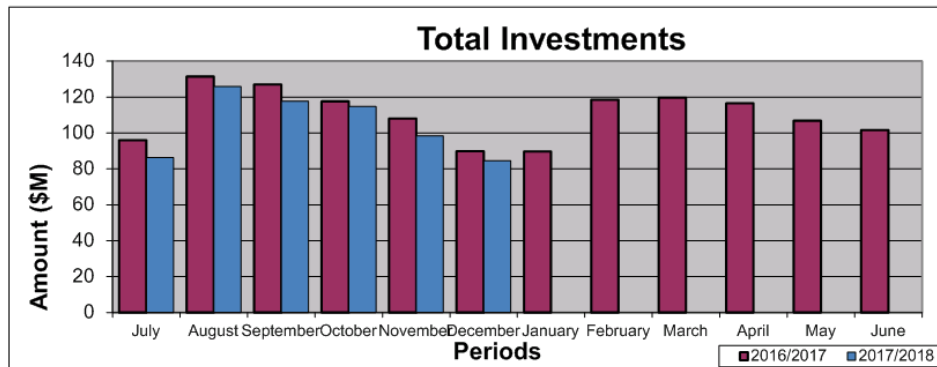


■ Unspent  
Employee  
Costs  
■ Employee  
Costs YTD

**Operating Materials & Plant  
(50% of Year Gone)**



■ Unspent  
Materials &  
Plant  
■ Materials &  
Plant YTD



**11.17 CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT  
DECEMBER 2017****File No:** 1392**Attachments:**

1. Finance Monthly Report - December 2017
2. CTS Monthly Report - December 2017
3. 2016-17 Annual Report Update
4. Workforce & Strategy Monthly Report - December 2017

**Authorising Officer:** Ross Cheesman - Acting Chief Executive Officer**Author:** Ross Cheesman - Acting Chief Executive Officer

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**SUMMARY**

*The monthly operations report for the Corporate Services department as at 31 December 2017 is presented for Councillors information.*

**OFFICER'S RECOMMENDATION**

THAT the Corporate Services Departmental Operations Report as at 31 December 2017 be "received".

**COMMENTARY**

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

Annual Report Update for Council

By way of an update, the Annual Report that was adopted by Council on 7 November 2017 is in the final processes of formatting to make available on Council's website.

For completeness purposes, a paragraph has been added titled "Code of Conduct Implementation Statement" which outlines the current status of training in this regard. This has been included to comply with the Public Sector Ethics Act, and was omitted in the Adopted version. The details are within the second attachment of this report.

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

**Finance Monthly Report –  
December 2017**

**Meeting Date: 30 January 2018**

**Attachment No: 1**



# Monthly Operations Report

*Finance Section*

*December 2017*

## 1. Highlights

*Include any highlights or achievements that have occurred during the month.*

A budget revision was adopted on 12<sup>th</sup> December 2017. Preparations have commenced for the 2018/19 Budget process with many workshops booked with Council.

January Rates Issue:

Issue Date – Monday 29 January 2018

SMS Reminders sent - Monday 26<sup>th</sup> February 2018

Due Date – Wednesday 28<sup>th</sup> February 2018

Ratepayers will start to receive their notices from the 26<sup>th</sup> of January 2018 but due to the Public Holiday the expectation would be the majority would receive them on Monday 29<sup>th</sup> of January 2018.

## 2. Innovations, Improvements and Variations

*(Operational Plan Ref: 5.3.2.1 Identify at least one operational saving per section of responsibility.  
5.4.2.6 Identify at least two improved processes per section of responsibility)*

- Implementation of Capital Budget in budget module
- Apply Asset Management principles across the organisation
- Working to stop issuing tenant advices for water rates - potential savings of up to \$30 000 pa



### 3. Customer Service Requests

(Operational Plan Ref: 4.1.1.1 Provide timely and accurate responses to requests)

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

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q2
			Received	Completed								
Rates Enquiry	4	4	25	24	1	0	3	● 1.04	● 1.35	● 1.35	0.87	● 1.09

#### 4. Service Delivery

(Operational Plan Ref: 4.1.1.2 Provide effective delivery of Council services)

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
Unpaid rates and charges are managed in accordance with the Revenue Management Policy, achieving an overdue balance of less than 3% at its lowest point.	<3%	2.66% achieved in December	Operational
Rates are levied within one week of dates stipulated in the Revenue Statement.	100%	100%	Operational

#### 5. Legislative Compliance and Standards (including Risk and Safety)

(Operational Plan Ref: 5.2.1.1 Comply with legislative requirements)

##### Legislative timeframes

Item	Due Date	Compliant?	Status
Updates to be presented to Council in sectional monthly reports.	Ongoing	100%	
Council's annual financial statements are "unqualified"	31/10/17	100%	Complete
There are no internal controls as rated by the QAO deemed "ineffective".	31/10/17	100%	Complete
The timelines of the annual financial statements as rated by the QAO is not "untimely"	31/10/17	80%	There was a delay with asset information, but this will not lead to a delay in the total project.
The quality of financial statements is not rated "below average" by the QAO	31/10/17	100%	As per report to Audit Committee in early October.
Long Term Financial Forecast updated at each budget and budget revision.	Ongoing	100%	Undertaken at 17-18 Budget Adoption. Will be updated again during October.
Annual Operating Surplus Ratio between 0% & 10%	Ongoing	100%	Compliant at 17-18 Budget Adoption. 4.37% report in Annual Financial Statements
Annual Net Financial Asset/Liability Ratio not greater than 60%	31/10/17	100%	34.8% reported in 16/17 Annual Financial statements.

Item	Due Date	Compliant?	Status
Annual Interest Cover Ratio between 0% & 5%	31/10/17	100%	2.77% in 17/18 Adopted Budget
Annual Debt Service Cover Ratio greater than two times	31/10/17	100%	2.2 times reported in Adopted Budget
Annual Review of asset management plans by 30 June 2018.	30/06/18	Yes	Planning has commenced
Annual asset sustainability ratio is greater than 90%	31/10/17	90%	86.45% reported in 16/17 Annual Financial Statements

## 6. Operational Plan Targets by Section

The following Operational Plan actions and targets are required to be reported to Council on a monthly basis. This data will also form part of the Operational Plan quarterly report to Council:

Operational Plan Ref	Action	Target	Status
<b>5.2.1.8</b>	Monitor and review non-compliance of legislative requirements	Report on legislative non-compliance included in sectional reports presented to Council on a monthly basis.	Nothing to report
<b>5.3.2.4</b>	Financial systems and processes are managed to meet the appropriate audit requirements and community expectation	The required asset revaluations are completed by 28 February 2018 and integrated into asset management and relevant financial plans.	0%
<b>5.3.4.1</b>	Conduct review of viability in keeping Rockhampton Region Waste and Recycling commercialised	Review undertaken and options presented to Council by 30 June 2018.	30%

## 7. Capital Projects

N/A

## 8. Operational Projects

N/A

## 9. Budget

Financial performance as expected for the reporting period.



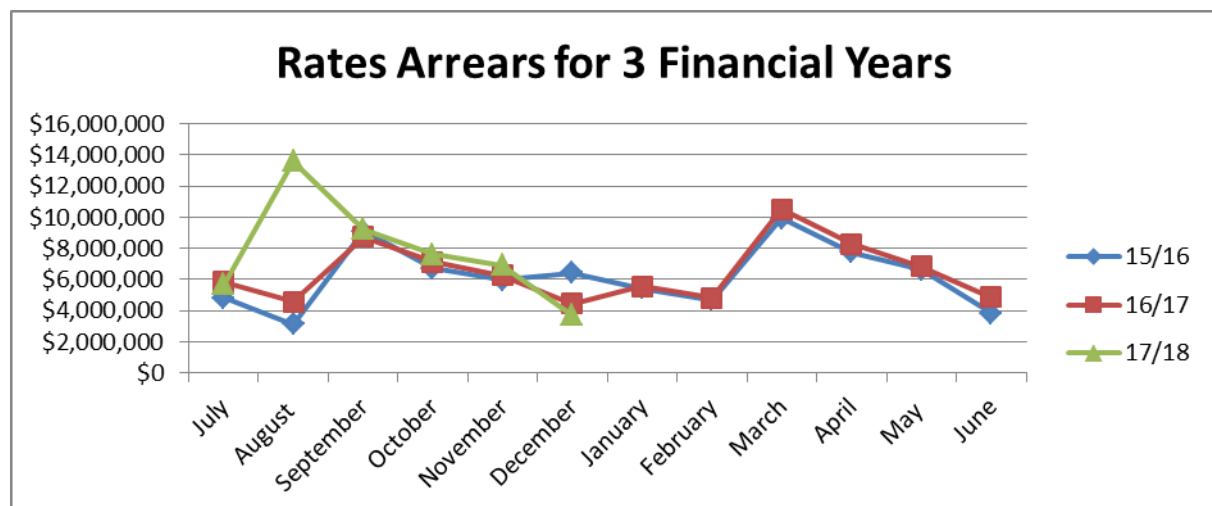
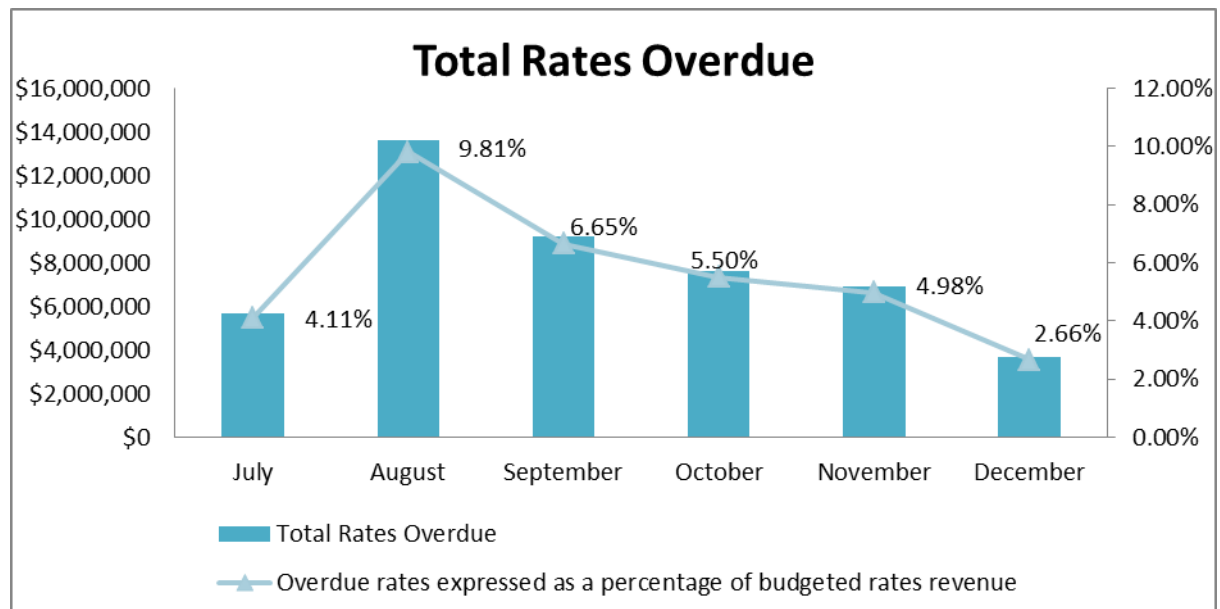
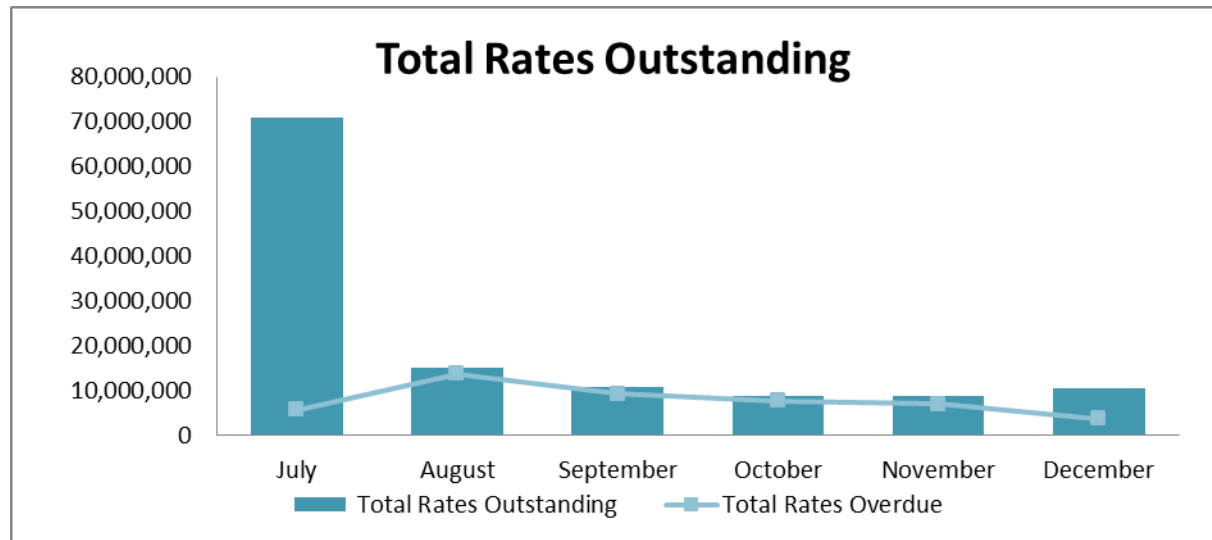
### End of Month Job Costing Ledger - (Operating Only) - CORPORATE SERVICES

As At End Of December

Report Run: 04-Jan-2018 15:07:25 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 50% of Year Gone
<b>CORPORATE SERVICES</b>							
<b>FINANCE</b>							
<u>Finance Management</u>							
Expenses	562,938	562,600	14,285	271,903	286,188	51%	✖
Transfer / Overhead Allocation	0	0	0	307	307	0%	✖
<b>Total Unit: Finance Management</b>	<b>562,938</b>	<b>562,600</b>	<b>14,285</b>	<b>272,210</b>	<b>286,495</b>	<b>51%</b>	<b>✖</b>
<u>Accounting Services</u>							
Expenses	1,255,726	1,311,628	0	578,665	578,665	46%	✓
<b>Total Unit: Accounting Services</b>	<b>1,255,726</b>	<b>1,311,628</b>	<b>0</b>	<b>578,665</b>	<b>578,665</b>	<b>46%</b>	<b>✓</b>
<u>Financial Systems</u>							
Revenues	0	(1,126)	0	0	0	0%	✓
Expenses	380,690	381,702	0	171,160	171,160	45%	✓
Transfer / Overhead Allocation	600	600	0	570	570	95%	✖
<b>Total Unit: Financial Systems</b>	<b>381,290</b>	<b>381,176</b>	<b>0</b>	<b>171,730</b>	<b>171,730</b>	<b>45%</b>	<b>✓</b>
<u>Assets &amp; GIS</u>							
Revenues	0	0	0	(4,225)	(4,225)	0%	✓
Expenses	1,967,851	1,909,210	72,465	853,390	925,855	47%	✓
Transfer / Overhead Allocation	37,251	37,251	0	16,982	16,982	46%	✓
<b>Total Unit: Assets &amp; GIS</b>	<b>2,005,102</b>	<b>1,946,461</b>	<b>72,465</b>	<b>866,148</b>	<b>938,613</b>	<b>47%</b>	<b>✓</b>
<u>Rates &amp; Revenue</u>							
Revenues	(446,132)	(446,132)	0	(545,982)	(545,982)	122%	✓
Expenses	1,809,043	1,809,043	284,550	843,676	1,128,227	62%	✖
Transfer / Overhead Allocation	750	750	0	0	0	0%	✓
<b>Total Unit: Rates &amp; Revenue</b>	<b>1,363,661</b>	<b>1,363,661</b>	<b>284,550</b>	<b>287,694</b>	<b>582,244</b>	<b>43%</b>	<b>✓</b>
<b>Total Section: FINANCE</b>	<b>5,568,717</b>	<b>5,565,526</b>	<b>371,301</b>	<b>2,186,446</b>	<b>2,557,746</b>	<b>46%</b>	<b>✓</b>
<b>Total Department: CORPORATE SERVICES</b>	<b>5,568,717</b>	<b>5,565,526</b>	<b>371,301</b>	<b>2,186,446</b>	<b>2,557,746</b>	<b>46%</b>	<b>✓</b>
<b>Grand Total:</b>	<b>5,568,717</b>	<b>5,565,526</b>	<b>371,301</b>	<b>2,186,446</b>	<b>2,557,746</b>	<b>46%</b>	<b>✓</b>

## 10. Section Statistics



**11. Whole of Council Statistics*****Safety Statistics***

The safety statistics for the reporting period are:

	Injury Summary		
	August	September	October
Number of Lost Time Injuries	0	0	0
Number of Days Lost Due to Injury	0	0	0
Number of Incomplete Hazard Inspections	0	0	0

***Risk Management Summary***

All Finance's Risks are now ALARP.

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

**CTS Monthly Report - December 2017**

**Meeting Date: 30 January 2018**

**Attachment No: 2**





# Monthly Operations Report

## Corporate and Technology Services

### December 2017

## 1. Highlights

### Smart Hub Events

- **Youth Entrepreneur Program**

The community group, Learn 2 Earn Connect & Grow ran a pilot Youth Entrepreneur Program (YEP) from the Smart Hub receiving contributions from RRC, CQ University, The Capricornian and Startup Capricorn.

The two day program was held from 14<sup>th</sup> – 15<sup>th</sup> December and involved 12 youths aged from 12 – 17 years forming 3 teams. The L2E Connect & Grow Committee consists of experienced teachers, lecturers, researchers and entrepreneurs who were able to teach the students essential entrepreneurial skills through interactive and experiential learning.

After sessions covering product introduction and ideation, business financials, customer discovery and social media marketing on day 1, the teams were able to create/acquire their product on day 2 and get a feel for generating income through business activity by operating a market stall at the CQ Christmas Market on Quay Street that evening. This was followed by a debrief and the teams were judged on marketing, customer service and sales. Mayor Strelow presented the sponsored prizes to the teams and the youth's families were invited along for support and to acknowledge the efforts of the committee and students.

- **Round 2 Startup Club – Final Session**

On 7<sup>th</sup> December, the Round 2 Startup Club participants had the opportunity to pitch their business to each other as part of the final session of the 6 week lean launch program facilitated by Bill McKeague. Six of the teams pitched on the night and it was fantastic to see the progress made on their initial business idea in such a short time. This session also encouraged participants to ask questions and provide feedback about how they could change and improve their pitch.

## 2. Innovations, Improvements and Variations

### ITS Projects Update

- **CBD Smart Technologies Project** - This project incorporates extending the Smart Lighting, Free Wi-Fi and CCTV though the CBD. During December, East Street from Fitzroy to William Street has been completed with the exception of the East St / Denham St intersection.

### Fleet Projects Update

- **New 2-Way Radio Repeater Site Mt Morgan** – Clearing works onsite have been completed with the Tender for the Design & Construction of the 2-Way Radio Repeater to be called in early 2018.

?

### 3. Customer Service Requests

Response times for completing customer requests in this reporting period for December

	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)	Avg Completion Time (days) Q2
			Received	Completed								
Accounts Payable Enquiry	0	0	0	0	0	0	2	● 0.00	● 1.00	● 2.25	0.67	● 1.50
Bookings Enquiry	0	0	0	0	0	0	5	● 0.00	● 2.44	● 2.82	0.85	● 5.50
Insurance: Mower / Slasher / Whipper / Snipper	0	0	6	1	0	5	90	● 3.00	● 8.25	● 9.88	12.19	● 1.50
Insurance: Personal Accident / Injury	0	0	1	1	0	0	120	● 0.00	● 17.60	● 33.77	42.13	● 2.50
Insurance: Public Liability / Property Damage Public Property	2	2	4	3	0	1	90	● 2.33	● 12.22	● 16.51	16.77	● 4.25
Leased Premises - General Enquiry	0	0	0	0	0	0	5	● 0.00	● 1.00	● 1.38	1.57	● 2.00
Rates Searches	18	18	99	83	16	0	4	● 2.92	● 3.00	● 2.72	2.60	● 2.93

## 4. Service Delivery

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
IT support services provided within service levels outlined in the IT Service Catalogue.	95%	89%	Operational
Ensure availability of system up-time during core business hours (excluding planned outages).	99%	100%	Operational
Maintain the ratio of customer queries satisfied by Customer Service Officers, without referral to departments.	80%	91%	Operational
Customer Service Call Centre answering 75% of incoming calls within 45 seconds.	75%	85%	Adopted
Process records on the day of receipt as per Recordkeeping Charter.	95%	100%	Operational
Ensure supplier payments are made within stated trading terms.	90%	96%	Operational
Ensure top 100 suppliers by dollar value under formal purchasing agreements (contracts).	90%	97%	Operational
Maximise Council property occupancy rates.	98%	100%	Operational
Ensure tenanted properties in any month, have current lease agreements and public liability insurance.	80%	71%*	Operational
Process insurance claims within procedural timeframes.	100%	100%	Operational

\*The lower result of 71% of Council's Lessee's that have provided a current Certificate of Public Liability Insurance, is due to the fact that the Property & Insurance Unit has been without an Insurance Officer since mid-October 2017, however this position has now been filled.

## 5. Compliance

Legislative Compliance	Legislative Reference	Compliance %
Process Right to Information/Information Privacy (RTI/IP) applications within legislative timeframes (Op Plan Ref - 5.2.1.7.)	RTI Act (2009) IP Act (2009)	100%
Manage centralised tendering and contracting functions in accordance with legislative requirements and Council policy.	LG Reg (2012) Pt 3 & 4	100%
Ensure staff purchasing activity is compliant with legislation and policy.	LG Reg (2012) Pt 3 & 4	100%

## Safety Statistics

The safety statistics for the reporting period are:

	First Quarter		
	Oct	Nov	Dec
Number of Lost Time Injuries	0	0	1
Number of Days Lost Due to Injury	12	0	15
Total Number of Incidents Reported	0	0	1
Number of Incomplete Hazard Inspections	0	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
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 18	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.

## 6. Operational Plan Targets by Section

The following Operational Plan actions and targets are required to be reported to Council on a monthly basis. This data will also form part of the Operational Plan quarterly report to Council:

Operational Plan Ref	Action	Target	Status
2.2.4.1	Council purchases are in line with the Local Preference Policy guiding tender/quote evaluations.	Annual local goods/services spend analysis $\geq 70\%$ local.	Annual review completed November 2017 Review period 1 Nov 16 to 31 Oct 17.
2.4.1.1	Implement Council's Smart Way Forward	Complete installation of smart technology	Stages 1 a, b, f & g completed Stages 1 c & d under construction

Operational Plan Ref	Action	Target	Status
	Strategy Action Plan	(lighting, CCTV, parking, digital banners and free public wi-fi) by 31 May 2018	Stage 2 – under construction Stage 3a – construction commenced 31 Oct 17 Stage 3b – design completed, awaiting project price. Stage 3c & d – detailed design in progress.
<b>2.5.5.1</b>	Design and fitout the Customs House Smart Hub	Construction completed and Smart Hub opened by late Dec 17.	Work commenced Sep 25.
<b>2.5.5.2</b>	Implement the annual Smart Hub Operational Plan	Facilitate three smart hub programs: 1. Learn to Earn, Connect and Grow 2. Startup Club 3. Startup Stars	Startup programs progressing on schedule. Startup Club # 1 – final pitch Completed mid-Aug Startup Club # 2 – commenced Oct. Final pitch completed in Dec Startup Stars – commenced Jul, end date Jan 18.
<b>4.3.1.1</b>	Implement ICT Strategic Plan 2015/20, including the eServices Strategy and IT Mobility	Achievement of 2017 - 18 targets as detailed in the ICT Strategic Plan	Strategy actions implementation progressing as scheduled.

## 7. Capital Projects

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

Project	Planned Start Date	Planned End Date	Status	Adopted Budget	YTD actual (incl committals)
<b>CORPORATE &amp; TECHNOLOGY CAPITAL WORKS PROGRAM</b>					
<b>Fleet Asset Renewal Program (CP440)</b>	1 Jul 17	30 Jun 18	Asset renewal program progressing on schedule	\$7,272,632	\$6,832,619
<b>IT Asset Renewal &amp; Upgrade Program (CP230)</b>	1 Jul 17	30 Jun 18	IT Asset capital program progressing as directed by ISSG	\$2,763,758	\$726,408
<b>Smart Hub – Customs House – Fitout (CP235)</b>	Jan 17	Dec 17	Work scheduled to commence mid-Sep 17.	\$508,000	\$637,834
Contract award on schedule for mid-August, with work expected to commence late August/early September. BOR funding grant = \$250K					
<b>CBD &amp; Riverfront Smart Technology (CP235)</b>	Dec 16	Jun 18	Stage 1B completed Stage 1 C&D – work in progress Stage 2 (lower bank) – work in progress Stage 3A (East St – Fitzroy to William St) – contract awarded Stages 3 B, C & D – detailed design in progress	\$4,235,000	\$1,524,407
BOR funding grant = \$2.02M					

## 8. Operational Projects

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

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (incl committals)
Startup Club programs (1 and 2)	Jun 17	Dec 17	First Startup Club program No. 2 commenced Oct to Dec 17 (\$15,325 Federal grant funding).	\$30,650	\$28,458
Startup Stars	Jul 17	Dec 17	Program commenced in July, with Seven startup teams (\$17,237 Advance QLD grant funding).	\$34,474	\$33,987



## 9. Budget

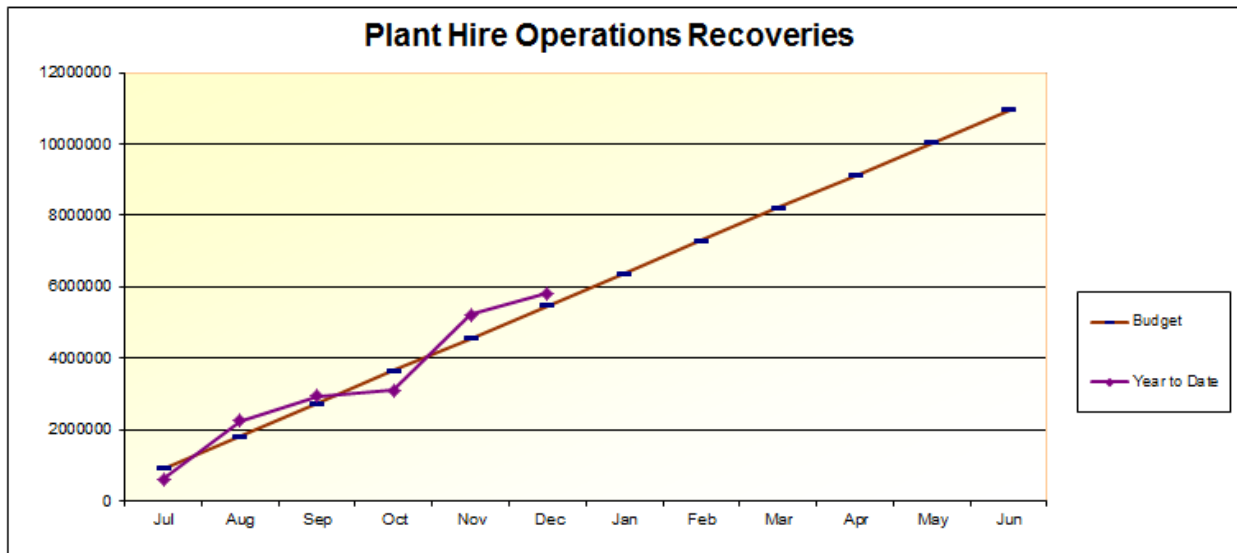
Financial performance as expected for the reporting period

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Var %	On target 50% of Year Gone
<b>CORPORATE AND TECHNOLOGY</b>							
<u><i>Fleet</i></u>							
Revenues	(263,000)	(263,000)	0	(173,711)	(173,711)	66%	✓
Expenses	11,703,938	11,900,638	611,390	6,230,340	6,841,729	58%	✗
Transfer / Overhead Allocation	(17,419,500)	(17,419,500)	0	(9,082,517)	(9,082,517)	52%	✓
<b>Total</b>	<b>(5,978,562)</b>	<b>(5,781,863)</b>	<b>611,390</b>	<b>(3,025,888)</b>	<b>(2,414,499)</b>	<b>40%</b>	<b>✗</b>
<u><i>Property &amp; Insurance</i></u>							
Revenues	(421,782)	(424,899)	0	(151,262)	(151,262)	36%	✗
Expenses	3,129,686	3,423,072	44,761	2,490,376	2,535,137	81%	✗
Transfer / Overhead Allocation	9,000	9,000	0	3,721	3,721	41%	✓
<b>Total:</b>	<b>2,716,904</b>	<b>3,007,173</b>	<b>44,761</b>	<b>2,342,835</b>	<b>2,387,596</b>	<b>88%</b>	<b>✗</b>
<u><i>Corporate &amp; Technology Management</i></u>							
Expenses	913,341	663,341	11,773	302,097	313,870	34%	✓
Transfer / Overhead Allocation	0	555	0	2,862	2,862	0%	✗
<b>Total</b>	<b>913,341</b>	<b>663,895</b>	<b>11,773</b>	<b>304,959</b>	<b>316,732</b>	<b>35%</b>	<b>✓</b>
<u><i>Information Systems</i></u>							
Revenues	(25,000)	(22,500)	0	(20,665)	(20,665)	83%	✓
Expenses	6,831,822	6,925,120	166,577	4,032,873	4,199,450	61%	✗
Transfer / Overhead Allocation	19,399	19,399	0	6,793	6,793	35%	✓
<b>Total</b>	<b>6,826,221</b>	<b>6,922,019</b>	<b>166,577</b>	<b>4,019,001</b>	<b>4,185,578</b>	<b>61%</b>	<b>✗</b>
<u><i>Procurement &amp; Logistics</i></u>							
Revenues	0	(186)	0	(186)	(186)	0%	✓
Expenses	1,781,875	1,781,841	48,157	823,608	871,766	49%	✓
Transfer / Overhead Allocation	(14,244)	(14,244)	0	1,917	1,917	-13%	✗
<b>Total</b>	<b>1,767,631</b>	<b>1,767,411</b>	<b>48,157</b>	<b>825,339</b>	<b>873,496</b>	<b>49%</b>	<b>✓</b>
<u><i>Customer Service</i></u>							
Revenues	(201,000)	(201,000)	0	(85,938)	(85,938)	43%	✗
Expenses	1,680,435	1,680,414	4,653	767,939	772,591	46%	✓
Transfer / Overhead Allocation	0	0	0	270	270	0%	✗
<b>Total</b>	<b>1,479,435</b>	<b>1,479,414</b>	<b>4,653</b>	<b>682,271</b>	<b>686,924</b>	<b>46%</b>	<b>✓</b>
<u><i>Smart Regional Centre</i></u>							
Revenues	(18,000)	(18,000)	0	(3,224)	(3,224)	18%	✗
Expenses	315,856	344,971	16,219	158,127	174,346	55%	✗
Transfer / Overhead Allocation	0	228	0	5,801	5,801	0%	✗
<b>Total:</b>	<b>297,856</b>	<b>327,199</b>	<b>16,219</b>	<b>160,703</b>	<b>176,922</b>	<b>59%</b>	<b>✗</b>
<b>Total</b>	<b>8,022,826</b>	<b>8,385,249</b>	<b>903,529</b>	<b>5,309,220</b>	<b>6,212,749</b>	<b>77%</b>	<b>✗</b>

## 10. Whole of Council Statistics

### Fleet Services

Ensure internal plant hire operations deliver budgeted net surplus.



<b>Plant Hire Operations Budget (Surplus)</b>	<b>\$ 10,947,538</b>
<b>Year to Date (Surplus)</b>	<b>\$ 5,817,200</b>

### Procurement & Logistics

Contracts Awarded for December – 6

TEN12666 - S&I Synthetic Turf Hockey Fields - Poloytan QLD Pty Ltd - \$822,870
TEN12806 - Lift Maintenance - Kone Elevators Pty Ltd - SOR
QUO12861 - Mt Morgan Administrative Offices - BC Project Industries Pty Ltd - \$44,400
TEN12862 - Supply and Installation of Amenities - Taboh Pty Ltd - \$153,250
TEN12863 - Mt Morgan School of Arts and Library Roof Replacement - One Solution Building Services Pty Ltd - \$192,258
QUO12869 - Power Head Replacement Mount Morgan Showgrounds - S&A Reed Investments Pty Ltd - \$48,262

Tenders / quotes in progress: **27**

Customer Requests Completed Monthly & Top 5 Customer Requests												
	January	February	March	April	May	June	July	August	September	October	November	December
Requests Logged	3241	3235	3912	2884	2742	3521	3429	3907	3221	3074	3407	2367
Same month Completed	2525	2564	2929	2180	2914	2870	2671	3112	2570	2275	2606	1868
% completed same month	77%	79%	75%	75%	77%	81%	77%	79%	79%	74%	76%	79%
Completed Total for Month	2973	3121	3379	2194	3742	3656	3417	3848	3337	3016	3594	2563
Total Pending	1704	1844	2331	2107	2158	1992		1778	1850	1864	1683	1419
Top 5 Requests for Month	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 C/Grown An/Dogr	P/Gen Food Eng W/Leak An/Dogr W/Animal	Food Eng W/Leak An/Dogr Wan Ani Pk Gen	An/Dogr Food Eng W/Animal W/Leak P/Gen	AN/Dogr W/Animal P/Gen W/Leak M/Maint	ANDog W/Animal P/Gen W/Leak M/Maint	ANDog W/Animal P/Gen W/Leak D/Plan	P/Gen T/Trim W/Leak C/Grown An/Dogr	P/Gen W/Leak Bin RRC W/Animal C/Grown

Total uncompleted customer requests up to 3 months old:	1085	Conquest Work Order & Investigation Long Term up to 3 months old:	471
Total uncompleted customer requests between 3 to 6 months old:	149	Conquest Work Order & Investigation Long Term between 3 to 6 months old:	106
Total uncompleted customer requests greater than 6 months old:	185	Conquest Work Order & Investigation Long Term greater than 6 months old:	138

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	Pk Gen - Parks General Request	An/Dogr - Dog Registration Enquiry
	M/Maint - Meter Maintenance	Food Eng - Food Enquiry	W/Leak - Water Leak
	Bin RRC - Replace Bin RRC	D/Plan - Duty Planner (New Eng)	S/Blockage - Reactive Sewerage Block

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

## **2016-17 Annual Report Update**

**Meeting Date: 30 January 2018**

**Attachment No: 3**

## ROCKHAMPTON CBD COMMERCIAL PROPERTIES WITH MIXED RESIDENTIAL USE

The purpose of this concession is to encourage inner city residential living and reduce vacancies in the Rockhampton CBD by providing an incentive for commercial property owners within the defined CBD area (as per Appendix A - Rockhampton CBD Extent) to utilise unoccupied commercial space for residential purposes. Residential purposes is defined as any space constructed and permitted for residential use and occupied by the owner or tenant as a residence.

Council will consider granting a concession of up to \$2,000 per annum for properties within the defined CBD area that are rated in Category 1 (commercial/light industry) and have a mixed use of commercial and residential. The concession is primarily intended to facilitate the adaptation of vacant commercial spaces, particularly above ground floor, to residential use. The actual concession amount will be \$2,000 or a maximum of 75% of the general rate whichever is the lesser.

To be eligible for the concession, the completed CBD Commercial Property Rates Concession Application Form must be submitted and will be subject to approval by Council.

Applications for concessions will be considered during the rating period (i.e. half year). Applications received after the date of levy will be considered only from the commencement date of the current rating period (concessions are not applied retrospectively).

### Conditions

- The residential component should not be vacant longer than 6 months within the financial year;
- Verification of use may be provided by a registered real estate agent or through pre-arranged inspection by a Council officer;
- Properties receiving the concession must advise Council if the residential use is discontinued.

The rates concession may be subject to reversal if the above conditions are not adhered to.

## LEASED COUNCIL VACANT LAND

Council will grant rebates of 100% of the general rate and separate charges on vacant land owned or held as Trustee by Council if the land is leased to another person and the land is not used for any business or commercial/industrial purpose.

In accordance with Chapter 4, Part 10 of the Local Government Regulation 2012, properties where 100% rebate of general rates and separate charges apply may be exempt from the payment of general rates and separate charges in lieu of the provision of a rebate.

## WASTE REMISSION FOR MULTI-RESIDENTIAL UNIT DEVELOPMENTS

The purpose of this concession is to waive the waste/recycling charge where it has been deemed impractical for Council to provide waste/recycling collection services to a multi-residential unit development consisting of six or more individual attached or semi attached premises or units for which a community title scheme exists under the *Body Corporate and Community Management Act 1997*.

Council may grant a concession of 100% of the waste/recycling charge for each multi-residential unit or units for which a community title scheme exists.

To be eligible for the concession, the completed Waste Charges Rebate Form must be submitted and will be subject to approval by Council.

Applications for concession will be considered during the rating period (i.e. half year). The concession may be applied retroactively for the full financial year where the service has not been provided in accordance with this policy and the Waste and Recycling Collection Services Policy and Procedure.

## CODE OF CONDUCT IMPLEMENTATION STATEMENT

The current version of the Code of Conduct was approved on 15 January 2014. This version is currently under review with proposed changes expected to be presented to stakeholders for consultation with subsequent approval and implementation in 2018. The Code of Conduct has been broken into ten training modules called "Cracking the Code" each with their own questionnaire covering content. Each module specifically addresses a component of the Code of Conduct. These modules are completed annually by all staff members to ensure they are trained and aware of their obligations in accordance with the Code of Conduct. All employees are bound by the Code of Conduct where their behaviour or activities may be directly related to their employment, Council activities or the reputation/image of Council.

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

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

**Meeting Date: 30 January 2018**

**Attachment No: 4**



# Monthly Operations Report

*Workforce and Strategy Section*

*Period Ended December 2017*

## 1. Highlights

Workforce and Strategy have been instrumental in driving the recruitment processes for the 18 new Apprentices and Trainees to join Council. Three trainees commenced in 2017 with the remainder to commence in the New Year.

## 2. Innovations, Improvements and Variations

*(Operational Plan Ref:*

*5.3.2.1 Identify at least one operational saving per section of responsibility*

*5.4.26. Identify at least two improved processes per section of responsibility)*

Operational Savings	Action
<b>Workforce &amp; Strategy Directorate</b>	
YTD – Nil	Refurbished outdoor furniture in-house as a team building exercise.
<b>Human Resources &amp; Payroll</b>	
YTD – Nil	
<b>Safety &amp; Training</b>	
YTD – Nil	
<b>Industrial Relations &amp; Investigations</b>	
YTD - Nil	
<b>Corporate Improvement &amp; Strategy</b>	
The cost of the documentation design being outsourced	Council's Corporate and Operational Plans were designed in-house.
Legal Costs	Council's cost of obtaining legal advice in relation to property and commercial matters has significantly reduced due to the use of in-house resources to provide robust advice in the first instance on a number of other matters which would of previously been outsourced.
Improved Process	Action
<b>Workforce &amp; Strategy Directorate</b>	
Communications Committee (Aug 17)	Establishment of committee to identify and implement initiatives to improve communication across all of Council
Workforce and Strategy Administration (Aug 17)	Improvements made to recordkeeping processes, reducing paperwork and filing requirements for W&S and Records.

Operational Savings	Action
<b>Human Resources &amp; Payroll</b>	
Payroll and HR (October 17)	Improvement in HR/Payroll process flow for: <ul style="list-style-type: none"> <li>• Acting duties</li> <li>• Change of Hours</li> </ul>
<b>Safety &amp; Training</b>	
Drug & Alcohol Testing	New Drug & Alcohol testing provider can meet all requirements of both the corporate Drug & Alcohol Policy & Airport Drug and Alcohol Management Plan. Benefits include: <ul style="list-style-type: none"> <li>• One company undertakes all the testing with will ensure consistency with the overall testing process and results</li> <li>• Mobile testing unit – this will eliminate the need to conduct the testing in the site lunch rooms and therefore considerably reduce lost time on the job.</li> <li>• Pre-employment two tests were required; now only one test is required. This will save time and is a cost saving.</li> </ul>
<b>Industrial Relations &amp; Investigations</b>	
YTD - Nil	
<b>Corporate Improvement &amp; Strategy</b>	
Corporate Delegations	<ul style="list-style-type: none"> <li>• Human Resource Delegations Policy replaced by Corporate Delegation Bands with delegation levels now included in relevant policy documents.</li> </ul>
Corporate and Operational Plans	<ul style="list-style-type: none"> <li>• The completion of Operational Plan Progress reports are now facilitated using a shared network link instead of an email attachment. This will reduce the time spent reproducing the reporting data.</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>• The legal matters report is now presented to Council quarterly instead of monthly which has reduced the administrative tasks required to prepare the report.</li> <li>• The policy section of departmental reports is now prepared using pivot tables linked to data contained in the policy register. This saves time preparing the report which is a cost saving.</li> </ul>



### 3. Customer Service Requests

*(Operational Plan Ref: 4.1.1.1 Provide timely and accurate response to requests)*

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

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth		Avg Completion Time (days) 6 Months		Avg Completion Time (days) 12 Months		Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q2	
			Received	Completed												
Administrative Action Complaints	0	0	0	0	0	0	36	<div><div></div></div>	0.00	<div><div></div></div>	0.00	<div><div></div></div>	0.00	0.00	<div><div></div></div>	0.00
W&S - Complaints Management Process (NOT CSO USE)	2	1	5	3	3	0	30	<div><div></div></div>	0.33	<div><div></div></div>	6.83	<div><div></div></div>	8.77	8.13	<div><div></div></div>	4.39

#### COMMENTS

Matters are being addressed within the set timeframes.

#### 4. Service Delivery

*(Operational Plan Ref: 4.1.1.2 Provide effective delivery of Council Services)*

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
<b>Corporate Improvement and Strategy</b>			
Policies reviewed within 10 working days	100%	100%	Operational
<b>Industrial Relations and Investigations</b>			
Assess and initiate action of corrupt conduct matters, public interest disclosures and administrative action complaints within 3 business days upon receipt of a complaint.	100%	100%	Operational
<b>Human Resources and Payroll</b>			
Employee pays processed and paid within 3 working days after the period end date	100%	100%	Operational
Payroll accuracy	100%	99.74	Operational
Acknowledge job applications within 2 working days of the advertising close date. (as per policy/procedure)	100%	100%	Operational
	<b>Nov 2017</b>	<b>Dec 2017</b>	<b>YTD</b>
Number of job applications processed for current reporting period	88	28	782
Number of positions advertised for current reporting period	22	14	108

#### 5. Legislative Compliance and Standards (including Risk and Safety)

*(Operational Plan Ref: 5.2.1.1 Comply with legislative requirements)*

##### **Legislative Compliance and Standards**

Legislative Compliance Matter	Due Date	% Completed	Comments
<b>Corporate Reporting</b>			
2017/18 Operational Plan quarterly status report	October 2017	100%	The quarter 1 Operational Plan Progress Report (as at 30 September 2017) was presented to Council on 21 November 2017. The data for the 2 <sup>nd</sup> quarter report is being compiled. The quarter 2 report will be presented at the last Ordinary Council meeting in February 2018.

Legislative Compliance Matter	Due Date	% Completed	Comments
2018/19 Operational Plan	30 June 2018	0%	Plan to be prepared and adopted with the 2018/19 budget. Planning to commence late January 2018.
<b>Safety</b>			
Update of Workplace Health & Safety documents to meet the new legislative requirements		Ongoing	Updates to documents are ongoing in accordance with legislative changes.
Report breaches of the Workplace Health & Safety Act and Regulation as necessary to the division within specified legislative timeframes	Immediately after becoming aware that a notifiable incident has occurred	100%	Nil
Workplace Health and Safety Audit (WHSQ External Audit)	2017	100%	Summary report received
WHS Infringement Notices issued to Council are remedied within required timeframes	As per notice	100%	Nil

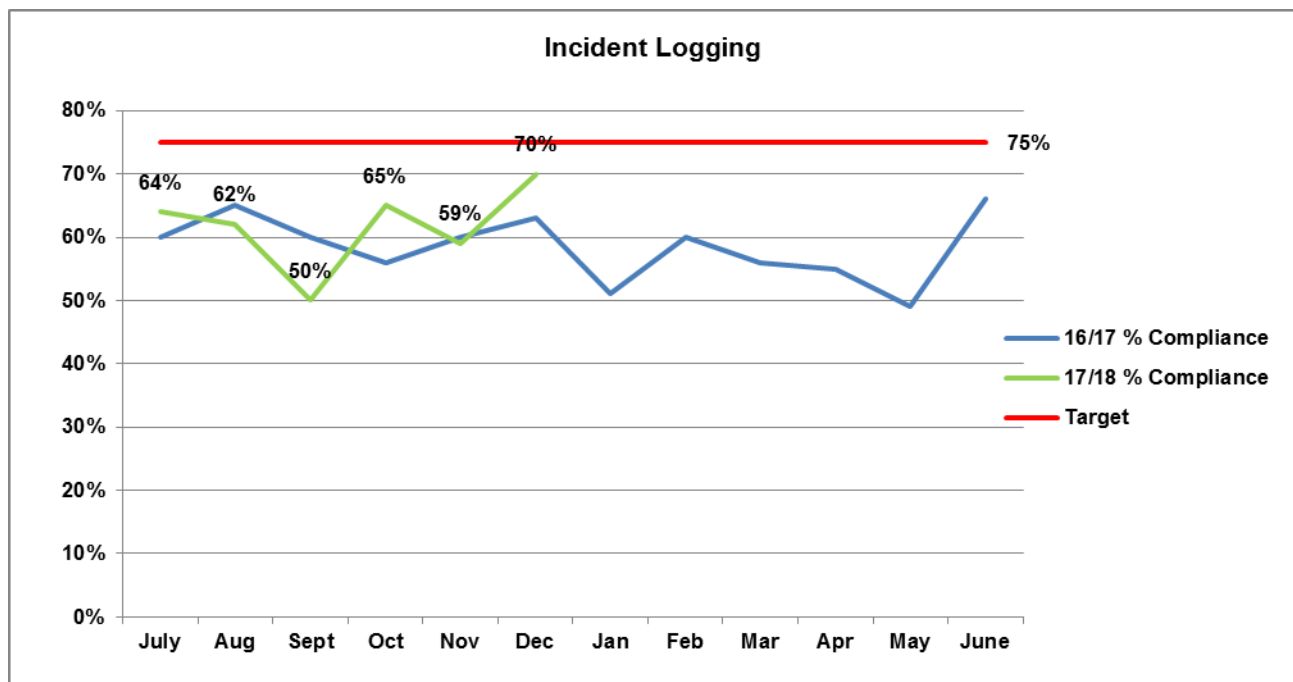
**Risk Management Summary** (excludes risks accepted/ALARP):

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	Work continues 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 system.	July 2018	82%	53 recommendations from the 2016 LGW Audit.  33 are complete, 15 are in progress, 5 have not yet commenced.

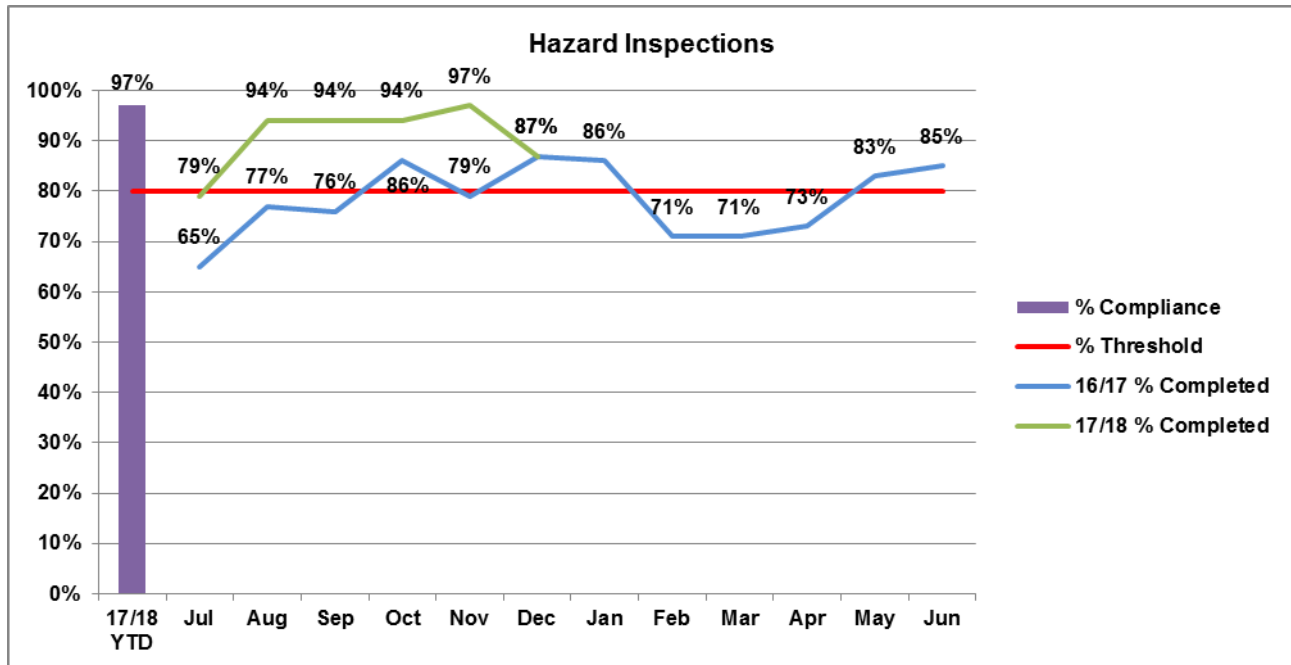
## 6. Operational Plan Targets by Section

The following Operational Plan actions and targets are required to be reported to Council on a monthly basis. This data will also form part of the Operational Plan quarterly report to Council:

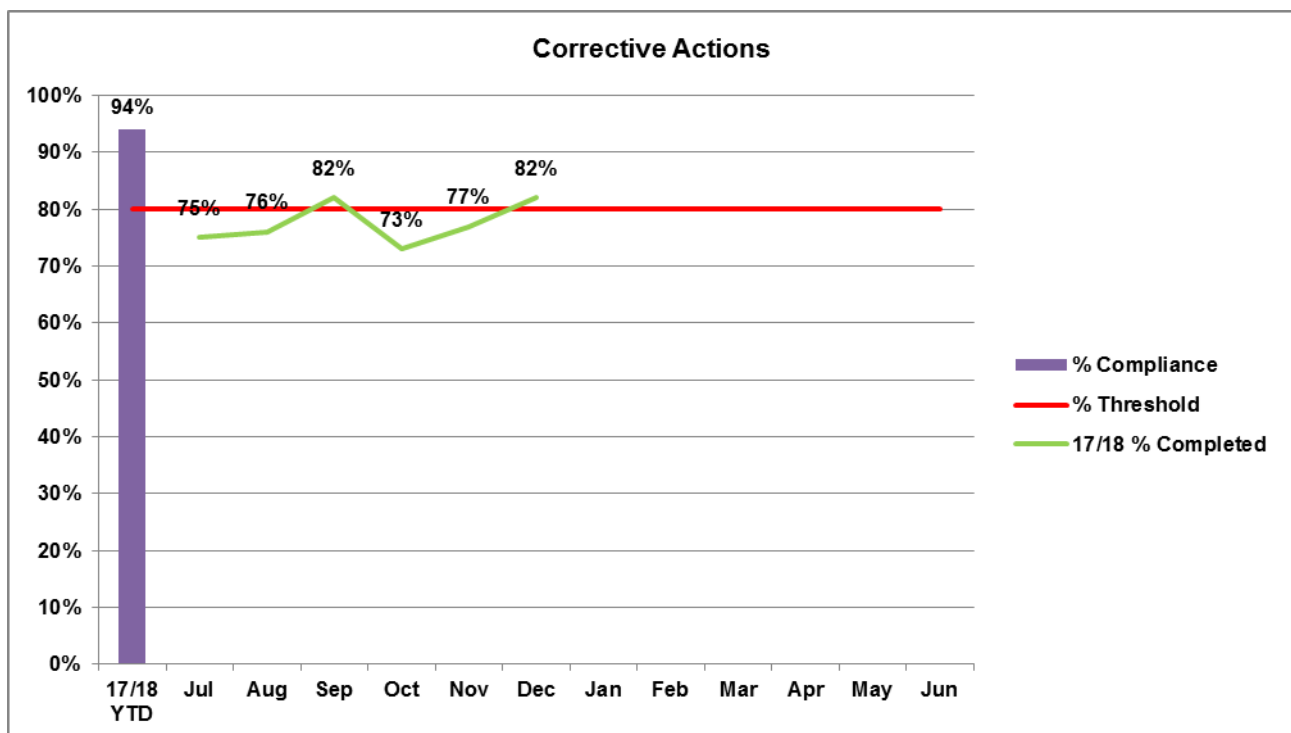
Operational Plan Ref	Action	Target	Status		
1.3.4.1	Provide a safety management system that minimises the risk to all people and property	Achievement of KPIs in accordance with the Workplace Health & Safety Management System Plan	Specific KPI targets and actual performance detailed below and shown in graphical form		
KPI	Incidents logged in Riskware by end of next business day	17/18 Target	75%	Actual	70%



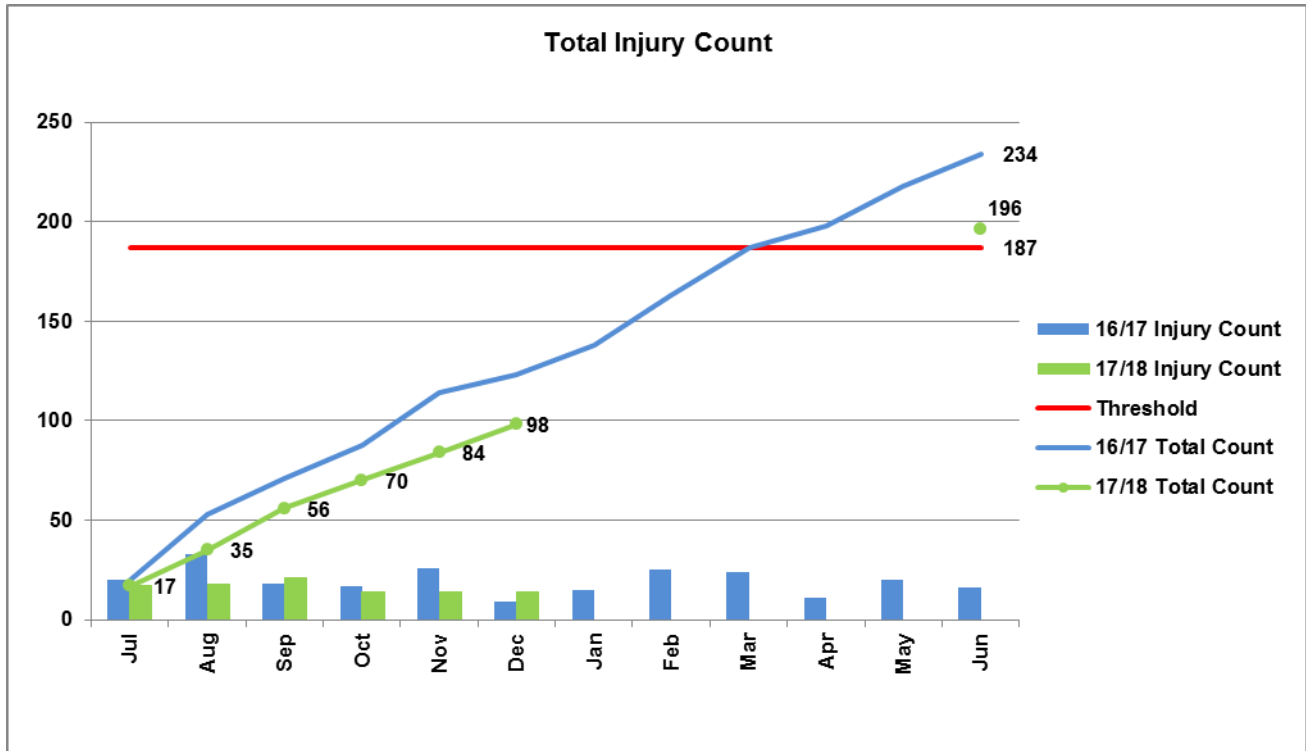
<b>KPI</b>	Completion of scheduled hazard inspections	<b>17/18 Target</b>	80%	<b>Actual</b>	87%
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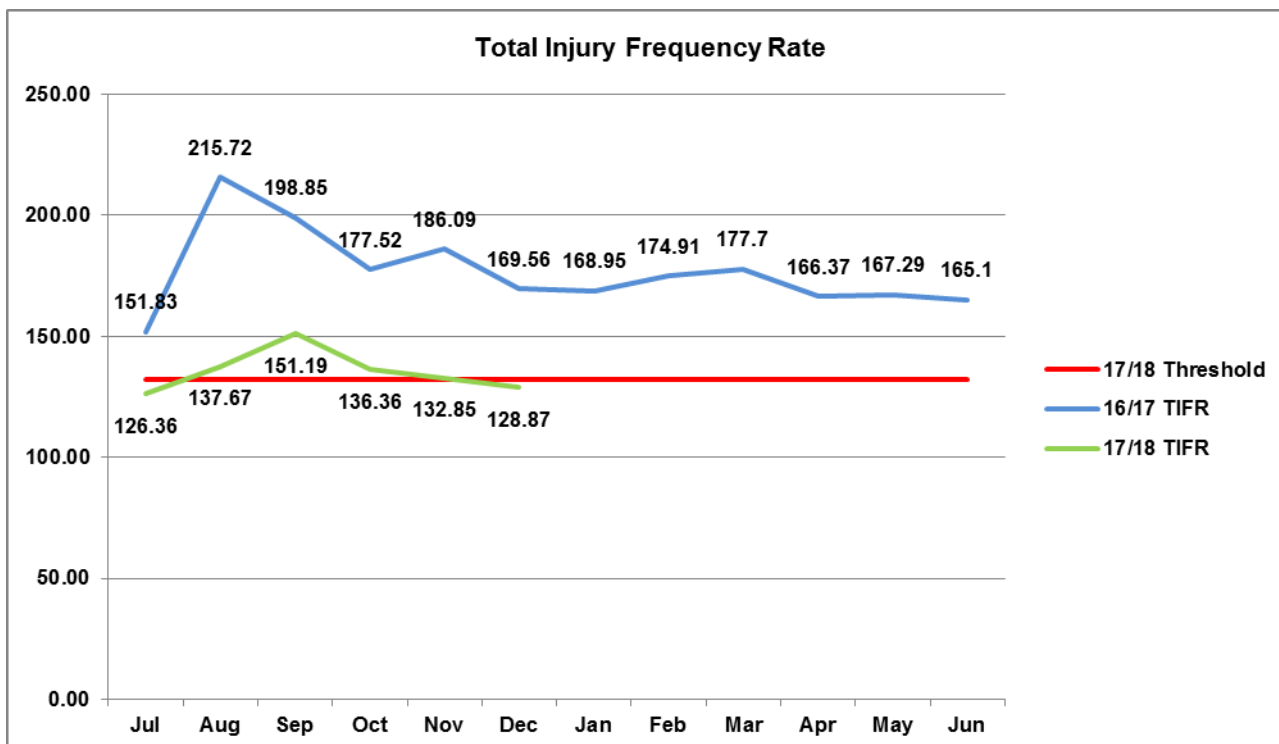
<b>KPI</b>	Completion of corrective actions by nominated due date	<b>17/18 Target</b>	80%	<b>Actual</b>	82%
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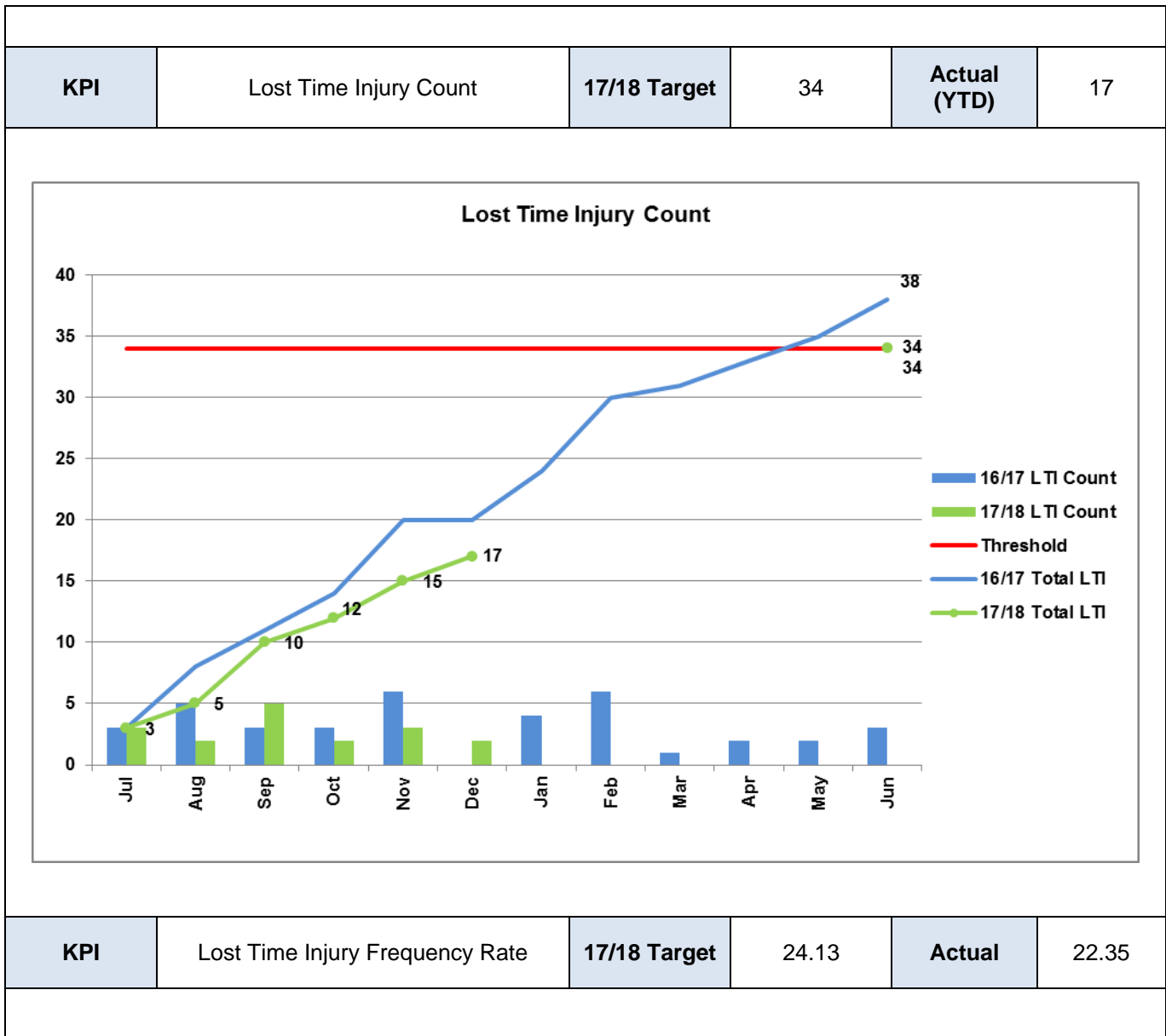


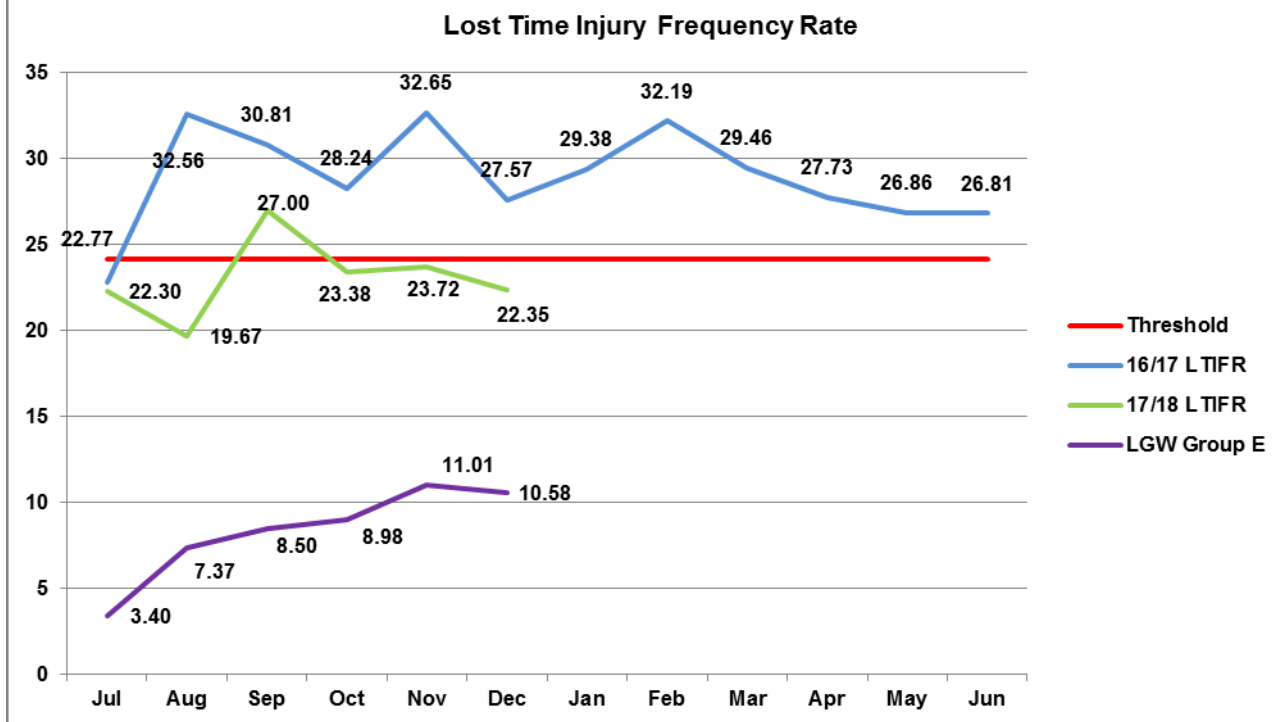
<b>KPI</b>	Total Injury Count	<b>17/18 Target</b>	187	<b>Actual (YTD)</b>	98
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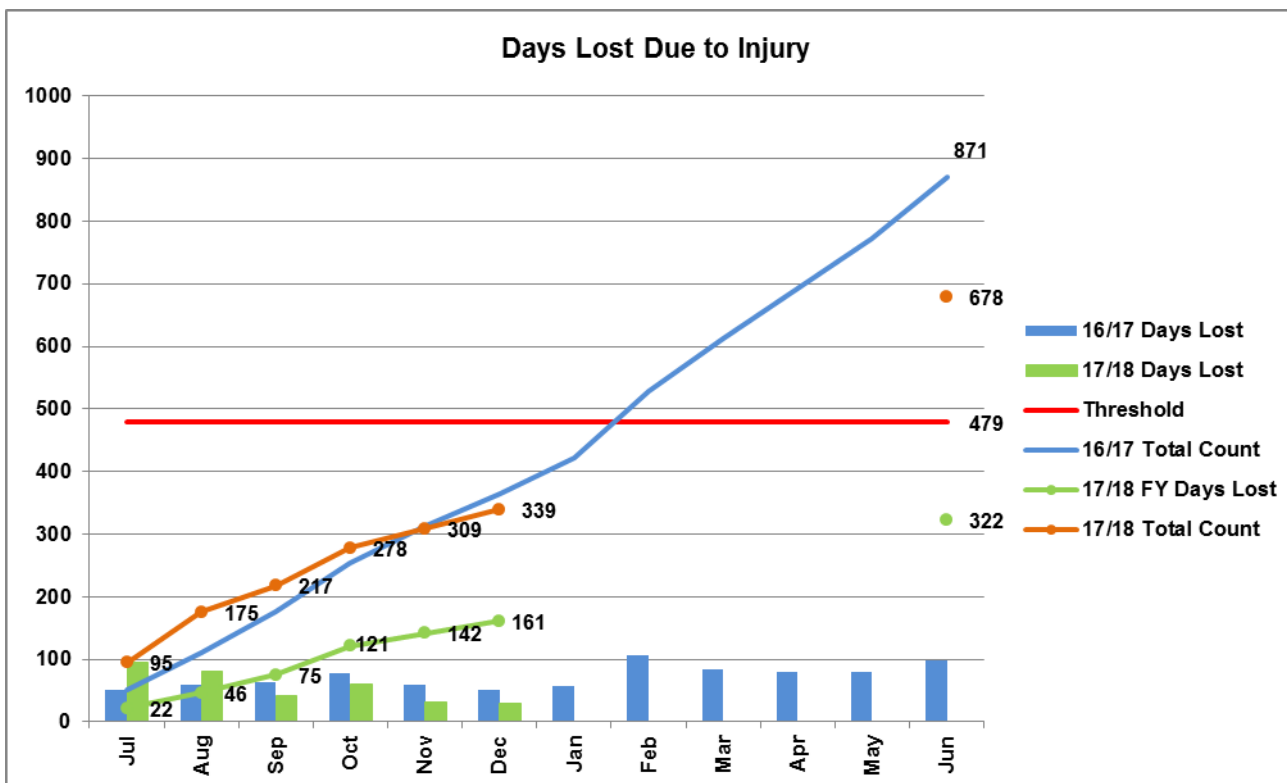
<b>KPI</b>	Total Injury Frequency Rate	<b>17/18 Target</b>	132.08	<b>Actual</b>	128.87
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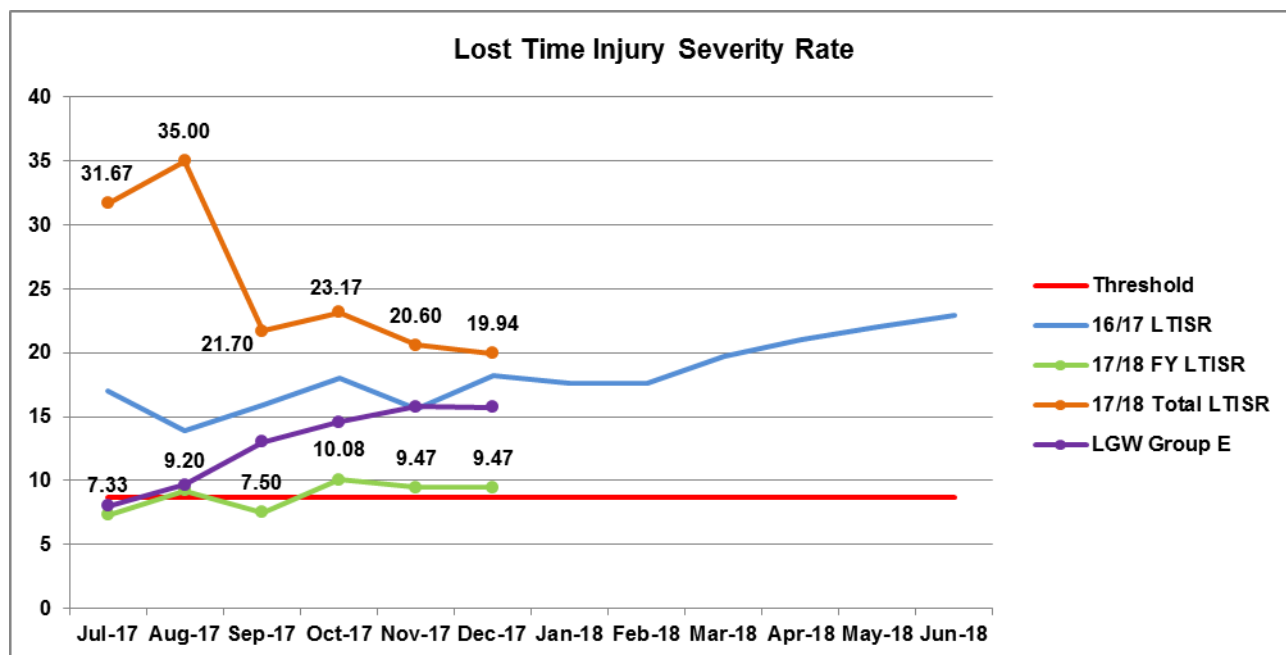


KPI	Days Lost due to Injury	17/18 Target	479	Actual (YTD)	339
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KPI	Lost Time Injury Severity Rate	17/18 Target	8.71	Actual	9.47
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The total Lost Time Injury Severity Rate (**17/18 Total LTISR**) data includes lost days incurred from injuries sustained in the previous financial year whereby the FY (**17/18 FY LTISR**) and LGW Group E data only includes lost days from injuries sustained in the current financial year.

Operational Plan Ref	Action	Target	Status
<b>4.3.3.1</b>	Implement a rehabilitation fitness for work program	90% of workers on fit for work programs are placed within their own department	Progressing at 100%
<b>5.2.1.5</b>	Manage employee complaints and grievances in accordance with legislation and policy requirements.	100% actioned in accordance with Council policy and procedure	All complaints received within the reporting period have been assessed and actioned pursuant to applicable statutory and policy obligations.
<b>5.4.4.2</b>	Implement improved internal communication strategies to ensure all staff are informed.	Staff newsletter is distributed to all staff on a monthly basis	Progressing at 100%

## 7. Capital Projects

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

## 8. Operational Projects section

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

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (incl committals)
<b>Corporate Improvement and Strategy</b>					
Create a system to automate the delegation and authorisation process (5.4.2.3)	July 2017	30 June 2018	Data has been entered into a master spreadsheet and the automated process within external and internal registers has been created. The implementation of legislation into the new system is ongoing and will be done as delegations are reviewed by Council's solicitors.	Labour Only	Labour Only for W&S
Simplify and streamline the approval process - Develop a Delegations Policy, incorporating Corporate Delegation Bands. (5.4.2.4)	July 2017	30 December 2017	Delegation Policy has been finalised. Corporate Delegation Bands will continue being relocated from the Corporate Delegations Reference Table and incorporated into relevant policy document/s as they are reviewed.	Labour Only	Labour Only for W&S
Strategic Framework Project (5.2.1.2)	July 2017	30 June 2018	Research is being undertaken in relation to the governance frameworks in place within the local government industry. A report is being prepared for presentation to the Leadership Team for review and direction.	Labour Only	Labour Only for W&S
Ensure legislative updates are communicated and implemented in areas on responsibility - Undertake a legislative compliance review project (4.2.2.2)	July 2017	30 June 2018	A scope is being developed for endorsement. CIS have undertaken a demonstration of LGAQ's legislative compliance program and are in the process of consulting with other Councils who use the program.	Labour Only	
<b>Industrial Relations and Investigations</b>					
Undertake Certified Agreement negotiations that consider the application of the new Queensland Local Government Industry Award – State 2017 and the <i>Industrial Relations Act 2017</i> (5.4.2.2)		30 June 2018	Industrial Relations Project: Management meetings have progressed. Planning and preparations of management's preferred certified agreement position and costing models are continuing.	Labour Only	Labour Only for W&S
<b>Human Resources and Payroll</b>					
Aurion Project (5.4.3.1)		30 June 2018	Aurion web recruitment now in test environment. Feedback has been provided to IT to implement and continued testing is being undertaken.	Funded by IT	W&S Labour only when supporting testing processes & installation

Implement programs that support leadership development <b>(4.3.2.1)</b> - Development and implement mentoring program and performance review system by 30 June 2018		30 June 2018	OURPlan for external employees has been provided to key stakeholders for trial.	Labour Only	Labour Only for W&S
<b>Safety and Training</b>					
WHS Data Management System <b>(1.3.4.1)</b>			Work continues on actioning 14 outstanding items and regular catch-up meetings re-commenced with vendor.	Funded by IT	W&S Labour only when supporting testing processes & installation
Implement programs that support leadership development <b>(4.3.2.1)</b> - Deliver leadership program every six months			Program has recently been updated to ensure currency of information delivered. The next round of the program is scheduled for delivery in February 2018	Labour Only	Labour only for W&S

## 9. Budget

Financial performance as expected for the reporting period

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

As At End Of December

Report Run: 02-Jan-2018 14:25:59 Excludes Nat Accs: 2802,2914,2917,2924



	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 50% of Year Gone
<b>CORPORATE SERVICES</b>							
<b>WORKFORCE &amp; STRATEGY</b>							
<u>Human Resources and Payroll</u>							
Expenses	1,431,756	1,411,756	38,159	717,359	755,518	53% ✖	
Transfer / Overhead Allocation	11,126	11,126	0	4,578	4,578	41% ✔	
<b>Total Unit: Human Resources and Payroll</b>	<b>1,442,882</b>	<b>1,422,882</b>	<b>38,159</b>	<b>721,938</b>	<b>760,097</b>	<b>53% ✖</b>	
<u>Safety &amp; Training</u>							
Revenues	(42,500)	(42,500)	0	(150,346)	(150,346)	354% ✔	
Expenses	1,167,500	1,166,152	56,381	534,646	591,027	51% ✖	
Transfer / Overhead Allocation	(20,410)	(20,410)	0	2,938	2,938	-14% ✖	
<b>Total Unit: Safety &amp; Training</b>	<b>1,104,590</b>	<b>1,103,242</b>	<b>56,381</b>	<b>387,239</b>	<b>443,620</b>	<b>40% ✔</b>	
<u>Corporate Improvement &amp; Strategy</u>							
Revenues	0	0	0	(231)	(231)	0% ✔	
Expenses	376,640	376,640	8,727	157,218	165,945	44% ✔	
<b>Total Unit: Corporate Improvement &amp; Strategy</b>	<b>376,640</b>	<b>376,640</b>	<b>8,727</b>	<b>156,987</b>	<b>165,714</b>	<b>44% ✔</b>	
<u>Workforce &amp; Strategy Management</u>							
Expenses	785,243	805,243	24,205	378,705	402,910	51% ✖	
Transfer / Overhead Allocation	0	0	0	(29)	(29)	0% ✔	
<b>Total Unit: Workforce &amp; Strategy Management</b>	<b>785,243</b>	<b>805,243</b>	<b>24,205</b>	<b>378,676</b>	<b>402,881</b>	<b>51% ✖</b>	
<u>Investigations and Industrial Relations</u>							
Expenses	304,945	304,945	0	123,320	123,320	40% ✔	
<b>Total Unit: Investigations and Industrial Relations</b>	<b>304,945</b>	<b>304,945</b>	<b>0</b>	<b>123,320</b>	<b>123,320</b>	<b>40% ✔</b>	
<b>Total Section: WORKFORCE &amp; STRATEGY</b>	<b>4,014,301</b>	<b>4,012,953</b>	<b>127,472</b>	<b>1,768,159</b>	<b>1,895,632</b>	<b>47% ✔</b>	
<b>Total Department: CORPORATE SERVICES</b>	<b>4,014,301</b>	<b>4,012,953</b>	<b>127,472</b>	<b>1,768,159</b>	<b>1,895,632</b>	<b>47% ✔</b>	
<b>Grand Total:</b>	<b>4,014,301</b>	<b>4,012,953</b>	<b>127,472</b>	<b>1,768,159</b>	<b>1,895,632</b>	<b>47% ✔</b>	

## 10. Section Statistics

### Establishment – Workforce and Strategy

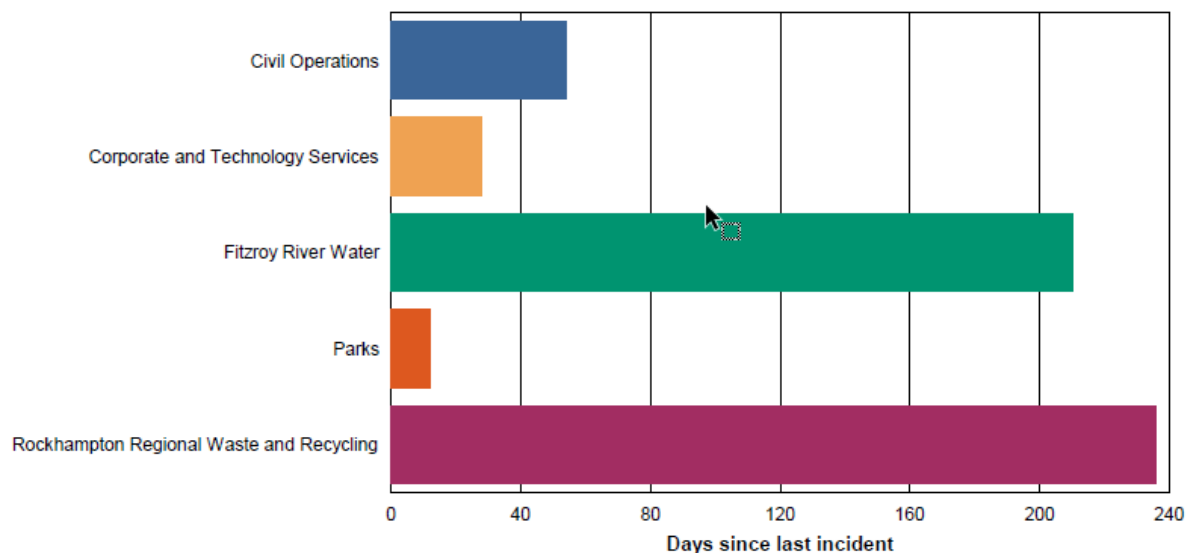
FTE Positions	Period	Workforce & Strategy
Starting Point	1 January 2014	30.05
Same Time Previous Year	31 December 2016	33
Previous Month	30 November 2017	34.39
Current Month	31 December 2017	34.39

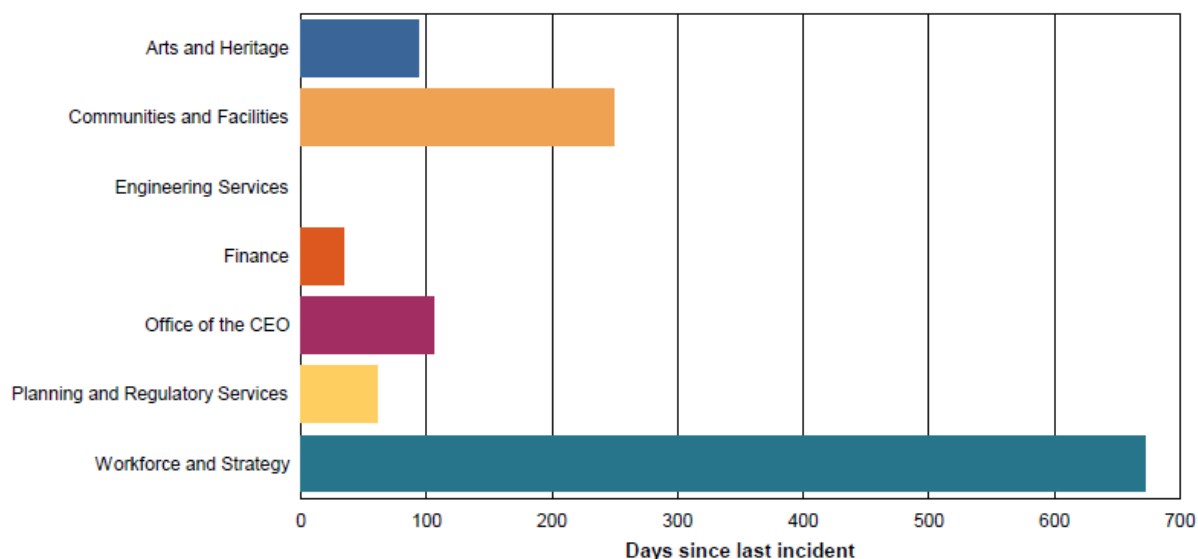
## 11. Whole of Council Statistics

### 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 as at 31 December 2017 (sections identified as High Risk)



Lost time injury free days as at 31 December 2017 (Sections identified as Low Risk)**Establishment****Establishment – Whole of Council**

FTE Positions	Period	Council
Starting Point	1 January 2014	838.9
Same Time Previous Year	31 December 2016	887.17
Previous Month	30 November 2017	917.73
Current Month	31 December 2017	910.4

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

**FTE positions include 29 supplementary positions (excluding trainees, apprentices and casuals) 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

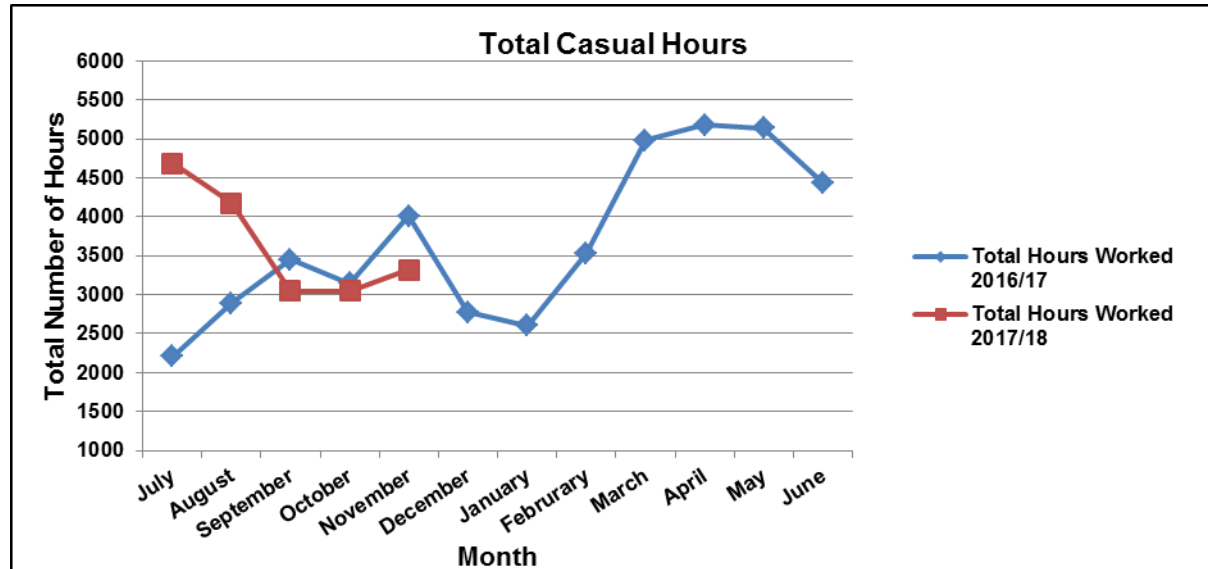
**FTE Positions Internal / External Split**

The percentage split for approved full time equivalent positions excluding casual positions and including approved vacancies currently sits at 58.78% (535.1) internal and 41.22% (375.32) external. The internal definition is based on staff appointed in accordance with RRC's Internal Certified Agreement and it should be noted that there are a number of supervisors and technical staff on this award that work predominately in the field.

	Feb 2014	Nov 2017	Dec 2017
External	371.91	534.41	535.1
Internal	465.68	383.32	375.32
<b>TOTAL</b>	<b>837.44</b>	<b>917.73</b>	<b>910.42</b>

**Casual Hours – November 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 69 casuals actively employed by Council of which 51 were engaged during the reporting period. The engaged casual employees collectively have worked the total number of 3317.26 hours during the month of November 2017.

**Work Experience Placements – December 2017**

<b>Work Experience Applications Received During the Month of December 2017</b>		<b>2</b>
<b>Placement Type</b>	<b>Section</b>	<b>Placed?</b>
Engineering	Engineering Services and FRW	Yes
Engineering	Engineering Services and FRW	Yes
<b>Work Experience Placements Occurring During the Month of November 2017</b>		<b>0</b>
<b>Placement Type</b>	<b>Section</b>	<b>Dates</b>
Nil		

**11.18 COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER**

**File No:** 12660

**Attachments:**

1. Instrument of Delegation - Biosecurity Regulation 2016
2. Instrument of Delegation - Work Health & Safety Act 2011
3. Instrument of Delegation - Planning Act 2016

**Authorising Officer:** Tracy Sweeney - Manager Workforce and Strategy

**Author:** Allysya Brennan - Coordinator Corporate Improvement and Strategy

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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 Instruments attached to this report:
  1. *Biosecurity Regulation 2016*
  2. *Work Health and Safety Act 2011*
  3. *Planning Act 2016*
2. These powers must be exercised subject to any limitations contained in schedule 2 of the Instruments of Delegation attached to this report.

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

Listed below are the titles of the Acts and the relevant sections that have been identified as either new or additional delegable powers to be delegated from Council to the position of the Chief Executive Officer (CEO) in the Instruments of Delegation.

**Changes to Existing Delegable Powers****Attachment 1 – Biosecurity Regulation 2016 ('BIOR')**

The BIOR has been amended by the *Biosecurity (Melon Necrotic Spot Virus and Other Matters) Amendment Regulation 2017*. The amendment has resulted in the inclusion of new delegable powers with respect to the movement of carriers, sections 46A(1) and 46A(2). Manager Planning and Regulatory Services has advised the movement would be requested by the State and has recommended section 46A(1) remains with Council and section 46A(2) delegation to the CEO.

**Attachment 2 – Work Health and Safety Act 2011 ('WHS')**

The WHSA has been amended by the *Work Health and Safety and Other Legislation Amendment Act 2017*. The amendment has resulted in new powers surrounding disputes, the appeal of decisions and access to information, sections 71(7), 71(8), 102B(2), 102G and 142A(4). The Coordinator Safety and Training has reviewed the sections and has recommended delegation to the CEO is required.



### Attachment 3 – *Planning Act 2016* ('PLAA')

A review of the *Planning Act 2016* has resulted in updates to clarify the powers a local government has in relation to trunk infrastructure costs, sections 130(1), 130(1)(a) and 130(1)(b). Manager Engineering Services and Coordinator Development Assessment have recommended delegation to the CEO.

Manager Engineering Services and Coordinator Development Assessment have also recommended for powers currently not delegated to the CEO to be delegated to the CEO. Sections 144(2), 149(2)(b), 151(2), 158(1)(a) and 158(1)(b) are powers regarding making an agreement in relation to levied charges and when they will be paid and entering into agreements about providing or funding infrastructure. General Manager Community Services and General Manager Regional Services endorse this recommendation.

### 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.

### PREVIOUS DECISIONS

The previous Instruments of Delegation for the Acts listed within this report was last considered and adopted by Council at the following meeting:

Legislation	Meeting Date
<i>Biosecurity Regulation 2016</i>	26 September 2017
<i>Work Health and Safety Act 2011</i>	8 December 2015
<i>Planning Act 2016</i>	12 December 2017

### 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.

### 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 Instruments of Delegation for the relevant legislative Acts 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 Instruments of Delegation attached to this report subject to any limitations contained in schedule 2 of the Instruments 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 – Biosecurity Regulation 2016**

**Meeting Date: 30 January 2018**

**Attachment No: 1**



## INSTRUMENT OF DELEGATION

### *Biosecurity Regulation 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

***Biosecurity Regulation 2016 ("BIOR")*****CHAPTER 2 – BIOSECURITY OBLIGATIONS****Part 6 - Diagnostic Testing**

Entity power given to	Section of BIOR	Description
Person	27(1)	Power to apply to the chief executive in the approved form for a test kit or method approval

**CHAPTER 5 – PREVENTION AND CONTROL MEASURES FOR BIOSECURITY MATTER****Part 1 - Preliminary**

Entity power given to	Section of BIOR	Description
Responsible person	46(1)	In certain circumstances, power to ensure biosecurity matter or a carrier is dealt with in accordance with a risk minimisation requirement for dealing with the biosecurity risk or carrier.
<del>Person</del>	<del>46A(1)</del>	<del>In certain circumstances, power to move a sample of a carrier into the State or into or from a biosecurity zone.</del>
Person	46A(2)	In certain circumstances, power to move a sample of a carrier from a biosecurity zone.

**Part 12 - White spot biosecurity zone regulatory provisions**

Entity power given to	Section of BIOR	Description
<del>Person</del>	<del>94C(2)</del>	<del>In certain circumstances, power to move a carrier.</del>

## 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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# **COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER**

## **Instrument of Delegation – Work Health & Safety Act 2011**

**Meeting Date: 30 January 2018**

**Attachment No: 2**



## INSTRUMENT OF DELEGATION

### *Work Health and Safety Act 2011*

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

These powers must be exercised subject to the limitations contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.



## Schedule 1

**Work Health and Safety Act 2011 ("WHS")****Part 3 - Incident notification**

Entity power given to	Section of WHSA	Description
Person who conducts a business or undertaking	38(1)	Power to notify the regulator immediately after becoming aware that a notifiable incident arising out of the conduct of the business or undertaking has occurred.
Person who conducts a business or undertaking	38(4)(b)	Power to, if required by the regulator, give written notice of the incident within 48 hours of that requirement being made.

**Part 5 - Consultation, representation and participation****Division 3 – Health and safety representatives****Subdivision 2 - Determination of work groups**

Entity power given to	Section of WHSA	Description
Person who conducts a business or undertaking	52(1)	Power to negotiate and agree upon the work group.
Person who conducts a business or undertaking	52(4)	Power to negotiate a variation of the agreement upon a work group.
Person who conducts a business or undertaking	53(1)	Power to notify the workers of the outcome of negotiations and of any work groups determined by agreement.
Person who conducts a business or undertaking	53(2)	Power to notify the worker of the outcome of the negotiations and of the variation (if any) to the agreement.
Any person who is or would be a party to negotiations	54(1)	Power to ask the regulator to appoint an inspector for the purposes of this section.

**Subdivision 3 – Multiple-business work group**

Entity power given to	Section of WHSA	Description
Parties to an agreement	55(3)	Power to negotiate a variation of the agreement.
Any party to the negotiations	56(3)	Power to ask the regulator to appoint an inspector.

Person who conducts a business or undertaking	57(1)	Power to notify the workers of the outcome of the negotiations and of any work groups determined by agreement.
Person who conducts a business or undertaking	57(2)	Power to notify the workers of the outcome of the negotiations and of the variation (if any) to the agreement.
A party to a negotiation for an agreement	58(1)	Power to withdraw from the negotiation or agreement by giving notice in writing to the other parties.

***Subdivision 6 – Obligations of person conducting business or undertaking to health and safety representatives***

Entity power given to	Section of WHSA	Description
Person who conducts a business or undertaking	71(5)	Power to refuse, on reasonable grounds to grant access to the workplace to a person assisting a health and safety representative for a work group.
Person who conducts a business or undertaking	71(7)	Power to refuse to grant access to information relating to hazards at the workplace and the health and safety of the workers if the information is confidential commercial information.
Person who conducts business or undertaking	71(8)	Power to decide that financial information or other information that has a commercial value, if disclosed, will cause significant financial harm to a business or undertaking.
Person who conducts a business or undertaking	73(1)	Power to agree to apportion the costs.
Person who conducts a business or undertaking	73(2)	Power to negotiate and agree upon a variation to the apportionment of costs between persons conducting the businesses or undertakings.

**Division 4 – Health and safety committees**

Entity power given to	Section of WHSA	Description
Person who conducts a business or undertaking	76(1)	Subject to subsections (2) to (4) power to agree upon the constitution of a health and safety committee.
Person who conducts a business or undertaking	76(5)	Power to ask the regulator to appoint an inspector to decide the matter.
Person who conducts a business or undertaking	77(c)	Power to agree upon the functions of a health and safety committee.

**Division 5 – Issue resolution**

Entity power given to	Section of WHSA	Description
A party to the issue	82(2)	Power to ask the regulator to appoint an inspector to attend the workplace to assist in resolving the issue.

**Division 6 – Right to cease or direct cessation of unsafe work**

Entity power given to	Section of WHSA	Description
Person who conducts a business or undertaking	87	Power to direct a worker to carry out suitable alternative work at the same or another workplace if that work is safe and appropriate for the worker to carry out until the worker can resume normal duties.
Person who conducts a business or undertaking	89	Power to ask the regulator to appoint an inspector to attend the workplace to assist in resolving an issue arising in relation to the cessation of work.

**Division 7A – Work health and safety disputes**

Entity power given to	Section of WHSA	Description
Party to the dispute	102B(2)	Power to give the industrial registrar notice of the dispute.
A person dissatisfied with a decision made by the commission under this division.	102G	Power to appeal the decision under the <i>Industrial Relations Act 2016</i> .

**Part 7 - Workplace entry by WHS entry permit holders****Division 6 – Dealing with disputes**

Entity power given to	Section of WHSA	Description
Party to the dispute	141	Power to ask the regulator to appoint an inspector to attend the workplace to assist in resolving the dispute.

**Subdivision 2 – Role of Commission**

Entity power given to	Section of WHSA	Description
A person dissatisfied with a decision made by the commission under this division.	142A(4)	Power to appeal the decision under the <i>Industrial Relations Act 2016</i> .

**Part 12 - Review of decisions****Division 2 – Internal review**

<b>Entity power given to</b>	<b>Section of WHSA</b>	<b>Description</b>
An eligible person in relation to a reviewable decision	224	Power to apply to the regulator for internal review.

**Division 3 – External review**

<b>Entity power given to</b>	<b>Section of WHSA</b>	<b>Description</b>
Eligible person	229	Power to apply to the external review body for an external review.

## 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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# **COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER**

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

**Meeting Date: 30 January 2018**

**Attachment No: 3**



## 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 ("PLAA")***CHAPTER 2 – PLANNING****Part 3 - Local Planning Instruments****Division 2 – Making or amending planning schemes**

Entity power given to	Section of PA	Description
Local Government	18(1)	<del>Power to propose to make or amend a planning scheme.</del>
Local Government	18(2)	<del>Power to give notice of the proposed planning scheme or proposed amendment to the Chief Executive.</del>
Local Government	18(3)	Power to consult with 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)	In certain circumstances, power to apply a planning scheme as a categorising instrument in relation to prescribed tidal works.
Local Government	20(2)	Power to amend a planning scheme by following the process in the Minister's rules, instead of complying with section 18.
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)	<del>Power to make a TLPI if the local government and Minister decide—</del> <del>a) there is significant risk of serious adverse cultural, economic, environmental or social conditions happening in the local government area;</del> <del>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</del> <del>c) the making of the TLPI would not adversely affect State interests.</del>
Local Government	23(2)	<del>Power to amend a TLPI if the Minister decides the amendment of the TLPI would not adversely affect State interests.</del>
Local Government	24(5)	<del>Power to repeal a TLPI by making, or amending, a planning scheme to specifically repeal the TLPI.</del>
Local Government	25(1)(a)	<del>Power to review planning scheme.</del>
Local Government	25(1)(b)	<del>Power to decide, based on that review, whether to amend or replace the planning scheme.</del>
Local Government	25(2)	Power to: a) give written reasons for the decision to the Chief Executive; b) publish a public notice in the approved form about the decision; and 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.
Local Government	25(3)	<del>Power to undertake an LGIP review.</del>



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

Entity power given to	Section of PA	Description
Local Government	26(3)(c)	<del>Power to make a submission to the Minister about taking the action.</del>
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)	<del>Power to approve all or part of a compensation claim.</del>
Local Government	32(1)(b)	<del>Power to refuse a compensation claim.</del>
Local Government	32(1)(c)	<del>Power to give a notice of intention to resume the affected owner's interest in premises under the Acquisition Act, section 7.</del>
Local Government	32(2)	<del>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.</del>
Chief Executive Officer	32(3)	Power to give the affected owner: <ul style="list-style-type: none"> <li>a) notice of intention to resume;</li> <li>b) a notice that states the local government's decision, any amount of compensation to be paid and the affected owner's appeal rights.</li> </ul>

**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.
Designator	38(1)	Power to:- a) consider properly made submissions; b) decide to make or amend a designation; and c) publish a gazette notice.
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— a) that the designation is repealed; and b) a description of the designated premises; and c) the type of infrastructure for which the premises were designated; and d) the reasons for the repeal.
Designator	41(4)	Power to: a) repeal the designation; b) decide to refuse the request; and c) decide to take other action that designator considers appropriate in the circumstances.
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 of a designation in the planning scheme.
Local Government	42(4)	Power to include a note in 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	45(5)(b)	Power to consider and assess against assessment benchmarks and prescribed matters under a regulation and other relevant matters.
Local Government	45(7)	Power to consider amendment or replacement of a statutory instrument or other document before deciding a properly made application.

Local Government	46(2)(a)	Power to give an exemption certificate for a development.
Local Government	46(3)(a)	Power to seek agreement in writing 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)(a)	Power to be satisfied an application complies with subsections (1) to (3).
Assessment Manager	51(4)(b)	Power to be satisfied an application complies with subsection (2) and (3).
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	51(5)	Power to accept a properly made application.
Assessment Manager	52(3)	Power to assess and decide if a change is a minor change.
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— <ul style="list-style-type: none"> <li>(a) adversely affected the public's awareness of the existence and nature of the application; or</li> <li>(b) restricted the public's opportunity to make properly made submissions about the application.</li> </ul>
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.
Assessment Manager/ Referral Agency	55(1)	Power to assess the application as required under section 45, as if the agency were the assessment manager.
Referral Agency	55(2)(a)	Power to assess a development application against matters prescribed by the regulation.
Referral	55(2)(b)	Power to have regard to matters prescribed by the regulation for the

Agency		assessment.
Referral Agency	55(4)	Power to give weight, considered appropriate in the circumstances to any amendment or replacement of the instrument or other document that came into effect after the application was properly made.
Referral Agency	56(1)(a)	Power to decide to tell the assessment manager that the agency has no requirements for the application.
Referral Agency	56(1)(b)	Power to decide to direct the assessment manager to do any or all of the following: <ul style="list-style-type: none"> <li>i. to give any development approval subject to stated development conditions;</li> <li>ii. to give any development approval for only a stated part of the application;</li> <li>iii. to give any development approval only as a preliminary approval;</li> <li>iv. to improve a stated currency period for a development approval given.</li> </ul>
Referral Agency	56(1)(c)	Power to decide to direct the assessment manager to refuse the application for stated reasons.
Referral Agency	56(2)(a)	Power to decide to tell the assessment manager that the agency has no requirements for the variation request.
Referral Agency	56(2)(b)	Power to decide to direct the assessment manager to do any or all of the following: <ul style="list-style-type: none"> <li>i. to approve only some of the variations sought;</li> <li>ii. subject to section 61(3) to approve different variations from those sought.</li> </ul>
Referral Agency	56(2)(c)	<del>Power to decide to direct the assessment manager to refuse the variation request.</del>
Referral Agency	56(3)	Power to give advice about the application to the assessment manager.

### Division 2 – Assessment manager's decision

Entity power given to	Section of PA	Description
Assessment Manager	60(2)(a)	Power to assess and decide the extent to which the application complies with all of the assessment benchmarks for the development.
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)	To the extent the development does not comply with some or all the assessment benchmarks, power to decide to refuse the application where compliance cannot be achieved by imposing development conditions.
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.
Assessment Manager	60(3)(c)	Power to decide to refuse the application.
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.
Assessment Manager	61(3)(b)	Power to decide to refuse the variations sought.
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
Referral Agency	78(3)(a)	Power to consider change application.
Assessment Manager	78(3)(c)	Power to consider change application.

Assessment Manager	78(5)	Power to consider change application referred from Minister.
Responsible Entity	79(2)(a)	Power to be satisfied that an application complies with subsections (1) and (1A).
Responsible Entity	79(2)(b)	Power to be satisfied the application complies with subsection (1A).
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.
Responsible Entity	81(4)(b)	Power to refuse to make the change.
Responsible Entity	81(7)	Power to agree with applicant to an extension of time for deciding 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.
Responsible Entity	83(2)	Power to give a decision notice if a negotiated decision notice is not given in relation to the decision.

**Division 3 – Cancelling development approvals**

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

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

Entity power given to	Section of PA	Description
Assessment	86(3)(a)	Power to be satisfied that an application complies with subsections (2) and

Manager		(2A).
Assessment Manager	86(3)(b)	Power to be satisfied that an application complies with subsection (2A) 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) 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 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 use any security paid under a condition stated in section 65(2)(e) for the purpose stated 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.

#### 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 call in 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 Government for a distribution-retailer	115(2)	Power to enter into an agreement (a <b><i>breakup agreement</i></b> ) about the charges breakup.

***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 truck infrastructure*****Subdivision 2 – Conditions for extra trunk infrastructure costs***

Entity power given to	Section of PA	Description
Local Government	130(1)	In certain circumstances, the power to require the payment of extra trunk infrastructure costs.
Local Government	130(1)(a)	Power to decide if the development: (i) will generate infrastructure demand of more than that required to service



		the type or scale of future development that the LGIP assumes; or (ii) will require new trunk infrastructure earlier than when identified in the LGIP; or (iii) is for premises completely or partly outside of the PIA.
Local Government	130(1)(b)	Power to decide whether the development would impose extra trunk infrastructure costs on the local government and to take into account either or both of the following to decide: (i) levied charges for the development; (ii) trunk infrastructure provided, or to be provided, by the applicant under this part.
Local Government	131(2)	Power to agree to an alternative payment time.
Local Government	<del>135(3)</del>	<del>Power to make an agreement with a payer in relation to a refund.</del>

#### 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***

Entity power given to	Section of PA	Description
<u>Local Government</u>	<u>144(2)</u>	<u>Power to make an agreement with an applicant in relation to a levied charge.</u>

#### **Part 3 - Provisions for State infrastructure providers**

Entity power given to	Section of PA	Description
<u>Local Government</u>	<u>149(2)(b)</u>	<u>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.</u>

#### **Part 4 - Infrastructure agreements**

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

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

<b>Entity power given to</b>	<b>Section of PA</b>	<b>Description</b>
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 a 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 and that it is not possible or practical to take steps to remove the danger.
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.

**Part 4 - Offence proceedings in Magistrates Court**

<b>Entity power given to</b>	<b>Section of PA</b>	<b>Description</b>
Person	174(1)	Power to bring offence proceedings.
Representative Person	175(1)(a)	With consent, power to bring offence proceedings in a representative capacity on behalf of a body of persons or a corporation.
Representative Person	175(1)(b)	With consent, power to bring offence proceedings 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)(a)	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 respondent.
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)	Power to start an appeal within the appeal period.
Assessment Manager	229(5)	Power to apply to the tribunal or 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)	Power to start proceedings for a declaration by a tribunal by filing an application, in the approved form, with the registrar.
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 the action is necessary for the development.
Local	263(3)	In certain circumstances, power to take or purchase land under the

Government		Acquisition Act.
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**Part 3 - Public access to documents**

Entity power given to	Section of PA	Description
Local Government	264(1)(a)	Power to keep or keep publically available documents including registers relating to local government functions as prescribed in the Reg.
Local Government	264(2)	Power to keep a copy of each exemption certificate given pursuant to section 46 (2) of the Act and power to keep a register of exemption certificates.
Local Government	264(5)	Power to allow a person to inspect or obtain a copy of a document prescribed in the Reg
Local Government	264(6)	Power to decide if a document or information in a document prescribed under the Reg is not disclosable.
Local Government	265(3)	Power to give a limited, standard or full planning and development certificate for premises.

**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	<del>293(5)</del>	<del>Power to make an amendment of a type mentioned in subsection (1) by following the process set out in the rules.</del>

**Division 5 – Infrastructure**

Entity power given to	Section of PA	Description
Local Government	<del>304(4)(a)</del>	<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	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.

**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).

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**Part 1A - Transitional and saving provisions for Waste Reduction and Recycling Amendment Act 2017**

Entity power given to	Section of PA	Description
Responsible Entity	324B(5)	Power to apply section 79(2), as in force on the commencement, to make a decision about accepting the existing change application.
Assessment Manager	324C(5)	Power to apply section 86(3), as in force on the commencement, to make a decision about accepting the existing extension application.

## 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.
7. Section 29(6) of the *Planning Act 2016* must not be exercised if:
  - (a) there is a conflict between proposed use and the superseded scheme zoning intent; or
  - (b) compensation issues would arise from the superseded development application,in which case the power must be undertaken by Council.
8. Section 60(2)(a), 60(2)(b), 60(2)(c), 60(2)(d), 60(3)(a), 60(3)(b) and 60(5) of the *Planning Act 2016* must not be exercised if:
  - (a) the application was impact assessable and there were submissions;
  - (b) the application is being recommended for refusal; or
  - (c) the proposed development is inconsistent with the intent of the zone,in which case the power must be undertaken by Council.
9. Section 60(3)(c) - operational work, reconfiguring a lot and material change of use applications must be decided by Council.
10. Sections 75(4)(b)(ii) and 75(4)(b)(iii) of the *Planning Act 2016* must not be exercised if the original application was decided by Council in which case the power must be undertaken by Council.
11. Section 76(1) of the *Planning Act 2016* must not be exercised if the original application was decided by Council in which case the power must be undertaken by Council.
12. Sections 87(2)(a) and 87(2)(b) of the *Planning Act 2016* must not be exercised if the decision is to refuse the extension sought in which case the power must be undertaken by Council.

## 12 NOTICES OF MOTION

### 12.1 NOTICE OF MOTION - COUNCILLOR NEIL FISHER - DONATION TO WINTON SHIRE COUNCIL; THE WALTZING MATILDA CENTRE

**File No:** 8020

**Attachments:** 1. Letter to Chief Executive Officer regarding donation to Winton Shire Council

**Responsible Officer:** Ross Cheesman - Acting Chief Executive Officer

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#### SUMMARY

*Councillor Neil Fisher has indicated his intention to move a Notice of Motion at the next Council Meeting being held on Tuesday 30 January 2018 regarding a donation to Winton Shire Council.*

#### COUNCILLOR'S RECOMMENDATION

THAT Council continue strengthening relationships with our neighbouring Councils and a donation of \$1,000 towards the cost of freighting the mini exhibition of "Cream" be made from Rockhampton Regional Council to Winton Shire Council to reaffirm our long-term historical friendship acknowledging the hardship during the rebuild of their iconic Queensland tourist attraction 'The Waltzing Matilda Centre'.

#### BACKGROUND

On 18 June 2015, sadly the Winton Shire Council's 'The Waltzing Matilda Centre' was destroyed by fire. The Centre was gutted in the blaze and much of its content was incinerated or destroyed by smoke. The Winton community were devastated but the resilience of staff and volunteers enabled the salvage of many artefacts from the rubble.

The Waltzing Matilda Centre featured memorabilia and interactive displays, being built in 1988. Thirty years on, a new \$22 million Centre is due to open in April 2018 as part of the 4 day music festival "Winton's Way Out West Festival".

To strengthen relationships with our neighbouring Councils, a donation from Rockhampton Regional Council to Winton Shire Council would reaffirm our long-term historical friendship acknowledging the hardship during the rebuild of this iconic Queensland tourist attraction.

Discussions have been held with Winton Shire Council in regards to a suitable donation and it has been suggested, as this Council is sending the mini exhibition "Cream" for the opening, a contribution towards the cost of freighting could be made. This exhibition was due to be sent to Winton around the same time as the fire and negotiations have been occurring since then with Council's Art Gallery Director to secure the exhibition for the re-opening.

#### CONCLUSION

It is recommended that Council donate the amount of \$1,000 towards the cost of freighting the exhibition "Cream" from Rockhampton to Winton (approximate total cost \$25,000).

**NOTICE OF MOTION - COUNCILLOR  
NEIL FISHER - DONATION TO WINTON  
SHIRE COUNCIL; THE WALTZING  
MATILDA CENTRE**

**Letter to Chief Executive Officer  
regarding donation to  
Winton Shire Council**

**Meeting Date: 30 January 2018**

**Attachment No: 1**





9 January 2018

Rockhampton Office  
232 Bolsover St, Rockhampton  
Gracemere Office  
1 Ranger St, Gracemere  
Mount Morgan Office  
32 Hall St, Mount Morgan

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

Dear Sir

#### NOTICE OF MOTION

I hereby give notice of my intention to move the following motion at the meeting of Council on Tuesday 30 January 2018.

"That Council continue strengthening relationships with our neighbouring Councils, a donation from Rockhampton Regional Council to Winton Shire Council to reaffirm our long-term historical friendship acknowledging the hardship during the rebuild of their iconic Queensland tourist attraction – The Waltzing Matilda Centre".

*Background:* On 18 June 2015, sadly the Winton Shire Council's; The Waltzing Matilda Centre was destroyed by fire. The Centre was gutted in the blaze and much of its content was incinerated or destroyed by smoke. The Winton community were devastated but the resilience of staff and volunteers enabled the salvage of many artefacts from the rubble.

The Waltzing Matilda Centre featured memorabilia and interactive displays, being built in 1988. Thirty years on, a new \$22million Centre is due to open in April 2018 as part of the 4 day music festival "Winton's Way Out West Festival".

The late Mayor of Winton Shire Council, Cr 'Butch' Lenton was both a good friend and ally of the Rockhampton Region. To strengthen relationships with our neighbouring Councils, a donation from Rockhampton Regional Council to Winton Shire Council would reaffirm our long-term historical friendship acknowledging the hardship during the rebuild of this iconic Queensland tourist attraction.

Yours faithfully

A handwritten signature in black ink, appearing to read "N. Fisher".

Councillor Neil Fisher  
Division 2

Rockhampton Regional Council



Rockhampton Regional  
Council proudly supports  
the CQ NRL BID

Rockhampton Regional Council PO Box 1860, Rockhampton Q 4700  
Phone 07 4932 9000 or 1300 22 55 77 | Fax 07 4936 8862 or 1300 22 55 79  
Email [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au) | Web [www.rrc.qld.gov.au](http://www.rrc.qld.gov.au)

## **13 QUESTIONS ON NOTICE**

Nil

**14 URGENT BUSINESS/QUESTIONS**

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

**15    CLOSED SESSION**

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

**RECOMMENDATION**

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

**16.1 Legal Matters Report 1 November 2017 to 31 December 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.

**16.2 Future Tenure at Norbridge Park**

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 (Report discusses potential leasing arrangements and finances associated with community organisations).

**16.3 Lease Renewal - Mount Morgan Child Care Centre Building**

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.

**16.4 Asset Lifecycle Management System Implementation Project Summary and Sole Provider Provision**

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.

**16.5 Intra Regional Hub 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.

**16.6 Airport Entry Sign Partnership**

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.

**16.7 Primary Industries Queensland**

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.

**16.8 Economic Development Opportunities**

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.

**16.9 Routes Asia Conference Brisbane**

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 LEGAL MATTERS REPORT 1 NOVEMBER 2017 TO 31 DECEMBER 2017

**File No:** 1392

**Attachments:** 1. Legal Matters Report 1 November 2017 to 31 December 2017

**Authorising Officer:** Tracy Sweeney - Manager Workforce and Strategy

**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**

*Presenting an update of current legal matters that Council is involved in as at 31 December 2017.*

**16.2 FUTURE TENURE AT NORBRIDGE PARK**

**File No:** 4247  
**Attachments:** Nil  
**Authorising Officer:** Colleen Worthy - General Manager Community Services  
Blake Hunton - Manager Parks  
**Author:** Sophia Czarkowski - Sports and Education Supervisor  
**Previous Items:** 9.5.5 - Update on Tenure at Norbridge Park - Parks,  
Recreation and Sport Committee - 15 Mar 2017 12.30 pm

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**

*Football Rockhampton hold a Freehold Lease and Freehold Licence over Norbridge Park that expires on 31 January 2018. This report provides options for future tenure at Norbridge Park.*

**16.3 LEASE RENEWAL - MOUNT MORGAN CHILD CARE CENTRE BUILDING****File No:** 9389**Attachments:**

1. Letter from Marcel 3 Pty Ltd
2. Profit & Loss - 2016
3. Profit & Loss - 2017

**Authorising Officer:** Ross Cheesman - Deputy Chief Executive Officer**Author:** Kellie Anderson - Coordinator Property and Insurance

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

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**SUMMARY**

*Coordinator Property & Insurance reporting on request to renew the existing lease to Marcel 3 Pty Ltd for the Mount Morgan Child Care Centre facility located at 32 Thompson Avenue. The current lease is due to expire on 29 March 2018.*



**16.4 ASSET LIFECYCLE MANAGEMENT SYSTEM IMPLEMENTATION PROJECT  
SUMMARY AND SOLE PROVIDER PROVISION****File No:** 12179**Attachments:** Nil**Authorising Officer:** Drew Stevenson - Manager Corporate and Technology  
Services  
Ross Cheesman - Acting Chief Executive Officer**Author:** Brendan Hooper - Coordinator Information Systems

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 a summary of the Asset Management system software replacement project and seeks Council approval to engage asset management consultant, EcksActions Pty Ltd, to work on the Asset Lifecycle Management System Implementation project under a Local Government Regulation 2012 s235 exemption to tender arrangement.*

**16.5 INTRA REGIONAL HUB REPORT****File No:** 1689**Attachments:**  
1. Airbiz Intra Regional Hub Final Report  
2. Action Plan**Authorising Officer:** Tony Cullen - General Manager Advance Rockhampton/  
Acting General Manager Aviation Services**Author:** Scott Waters - 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**

*At its meeting on 25 July 2017, Council requested a report be prepared with an Action Plan with the view to Council establishing Rockhampton airport as an international airport for a six month trial period in 2018.*

**16.6 AIRPORT ENTRY SIGN PARTNERSHIP****File No:** 5389**Attachments:** 1. Partnership Proposal**Authorising Officer:** Tony Cullen - General Manager Advance Rockhampton/  
Acting General Manager Aviation Services**Author:** Scott Waters - Executive Officer

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**

*A regional Queensland based company has provided a proposal for partnership relating to the Rockhampton Airport entry sign.*

**16.7 PRIMARY INDUSTRIES QUEENSLAND****File No:** 5138**Attachments:**  
**1. Correspondence Received**  
**2. MINDEF Presentation November 2016****Authorising Officer:** **Tony Cullen - General Manager Advance Rockhampton/  
Acting General Manager Aviation Services****Author:** **Scott Waters - 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**

*The Rockhampton Regional Council has a long standing relationship with Primary Industries Queensland, (PIQ) via land lease at the Rockhampton Airport. Recent correspondence received has requested a variation to this lease.*

**16.8 ECONOMIC DEVELOPMENT OPPORTUNITIES****File No:** 8444**Attachments:** Nil**Authorising Officer:** Tony Cullen - General Manager Advance Rockhampton/  
Acting General Manager Aviation Services**Author:** Scott Waters - 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**

*Project Rocky is focused upon resource sector opportunities for the Rockhampton community and the Rockhampton Airport, the project is in its final stages of delivery.*

**16.9 ROUTES ASIA CONFERENCE BRISBANE****File No: 8308****Attachments: 1. Airbiz Aviation Solutions Proposal****Authorising Officer: Tony Cullen - General Manager Advance Rockhampton/  
Acting General Manager Aviation Services****Author: Scott Waters - 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**

*Routes Asia Conference is an annual event held in cities across Asia and is being held in Brisbane for the first time this year. The conference connects Airports with Airlines and this year over 100 Airline decision makers will attend.*

## **17 CLOSURE OF MEETING**