



ORDINARY MEETING

AGENDA

16 JULY 2019

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 16 July 2019 commencing at 9.00am for transaction of the enclosed business.

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

ACTING CHIEF EXECUTIVE OFFICER
9 July 2019

Next Meeting Date: 06.08.19

Please note:

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

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1 OPENING

2 PRESENT

Members Present:

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

In Attendance:

Mr R Cheesman - Acting Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

Councillor Neil Fisher – Leave of Absence from 1 June 2019 to 31 July 2019

Councillor Rose Swadling - Leave of Absence from 8 July 2019 to 4 August 2019

4 CONFIRMATION OF MINUTES

Minutes of the Ordinary Meeting held 2 July 2019

Minutes of the Special Meeting held 5 July 2019

Minutes of the Special Meeting held 9 July 2019

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COMMITTEE REPORTS

9.1 PLANNING AND REGULATORY COMMITTEE MEETING - 9 JULY 2019

RECOMMENDATION

THAT the Minutes of the Planning and Regulatory Committee meeting, held on 9 July 2019 as circulated, be received and that the recommendations contained within these minutes be adopted.

(Note: The complete minutes are contained in the separate Minutes document)

Recommendation of the Planning and Regulatory Committee, 9 July 2019**9.1.1 BUSINESS OUTSTANDING TABLE FOR PLANNING AND REGULATORY COMMITTEE**

File No: 10097
Attachments: 1. Business Outstanding Table
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Colleen Worthy - General Manager Community Services

SUMMARY

The Business Outstanding table is used as a tool to monitor outstanding items resolved at previous Council or Committee Meetings. The current Business Outstanding table for the Planning and Regulatory Committee is presented for Councillors' information.

COMMITTEE RECOMMENDATION

THAT the Business Outstanding Table for the Planning and Regulatory Committee be received.

Recommendation of the Planning and Regulatory Committee, 9 July 2019**9.1.2 SURVEILLANCE PROGRAM FOR INVASIVE BIOSECURITY MATTER UNDER THE BIOSECURITY ACT 2014****File No: 2557****Attachments:**

- 1. Surveillance Program for Invasive Biosecurity Matter under The Biosecurity Act 2014**
- 2. Map of Surveillance Program**

Authorising Officer: Steven Gatt - Manager Planning and Regulatory Services**Author: Karen Moody - Coordinator Health and Environment**

SUMMARY

This report presents a Surveillance Program for Invasive Biosecurity Matter under the Biosecurity Act 2014 for Council approval.

COMMITTEE RECOMMENDATION

THAT Council approves the Surveillance Program for implementation from 19 August 2019 and run for a period of two years until 18 August 2021.

Recommendation of the Planning and Regulatory Committee, 9 July 2019**9.1.3 VERBAL UPDATE ON MUSIC BOWL SITE****File No:** 11051**Responsible Officer:** Evan Pardon – Chief Executive Officer

SUMMARY

Chief Executive Officer providing a verbal update on discussions with Queensland Health regarding the proposed drug and alcohol rehabilitation centre where Council looked at the sale of part of the Music Bowl site for this purpose, however Queensland Health subsequently withdrew from this offer.

COMMITTEE RECOMMENDATION

THAT the verbal update from the Chief Executive Officer on discussions with Queensland Health on the sale of part of the Music Bowl site be received.

10 COUNCILLOR/DELEGATE REPORTS

10.1 REQUEST FOR EXTENSION OF LEAVE OF ABSENCE - COUNCILLOR NEIL FISHER - 1 JUNE 2019 TO 26 AUGUST 2019 INCLUSIVE

File No: 10072
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Megan Careless - Executive Support Officer

SUMMARY

Councillor Neil Fisher is seeking to extend his current approved leave of absence from Sunday 1 June 2019 to Wednesday 31 July 2019 inclusive to Sunday 1 June 2019 to Monday 26 August 2019 inclusive.

OFFICER'S RECOMMENDATION

THAT Councillor Neil Fisher be granted extended leave of absence from Sunday 1 June 2019 to Monday 26 August 2019 inclusive and that Council and Councillor Fisher be exempt from section 8.3 paragraphs 4 and 5 of Council's Meeting Procedures Policy.

BACKGROUND

Councillor Neil Fisher had previously advised the Chief Executive Officer that he wishes to take leave of absence from Sunday 1 June 2019 to Wednesday 31 July 2019 inclusive. This request was approved at the Council Meeting held on Tuesday 21 May 2019. On Tuesday 9 July 2019 Councillor Neil Fisher notified the Chief Executive Officer of his intention to extend his current leave approval from Sunday 1 June 2019 to Monday 26 August 2019.

In accordance with Section 8.3 of Council's Meeting Procedures Policy, Leave of Absence from Meetings requires 2 days notification if the Councillor intends to attend a meeting and also requires additional leave to be granted as the attendance at a meeting nullifies the previous leave.

With regard to Councillor Fisher's request for a leave of absence, it is recommended that Councillor Fisher does not have to comply with paragraphs 4 and 5 highlighted below:

8.3 Leave of Absence from Meetings

Councillors must seek a leave of absence from an ordinary or committee meeting where a Councillor cannot attend a meeting for private or business purposes. Leave is granted at the discretion of the Council. The CEO may approve a leave of absence when the Councillor is required to travel for Councillor business and a report to Council is not necessary.

A leave of absence may be granted prior to the meeting or at the meeting itself. An application does not need to be made in person, and as a result, Council may grant such leave while a Councillor is absent.

Where a Councillor needs to seek leave from more than a single meeting, such applications are to be made in writing to the CEO specifying the dates of the meeting/s leave is being applied for.

Where a Councillor intends to attend a meeting when leave has been granted by the Council, two day's written notice will be provided to the CEO. This notice nullifies any future leave previously approved.

If a Councillor attends a meeting, for which leave has been granted previously, any future absence requires additional leave to be granted, regardless if the original leave covered any future meetings.

A leave of absence is automatically granted to a Councillor where the Council passes a formal resolution for a Councillor to attend a conference or event.

Where Councillors are appointed by the Council as a Council representative on a Committee or Association, a leave of absence is automatically granted for any events or travel associated with the Councillor's fulfilment of that role.

Where Councillors are appointed by the Council as a Council representative on a Committee or Association, a leave of absence is automatically granted for any events or travel associated with the Councillor's fulfilment of that role.

11 OFFICERS' REPORTS

11.1 COMMUNITY ASSISTANCE PROGRAM - MAJOR SPONSORSHIP - ROCKY ROUND UP ORCHIDFEST 2019

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

SUMMARY

An application from the Rockhampton Orchid Society Incorporated for Major Sponsorship Assistance towards the Sub Tropical Orchid Council "Rocky Round Up Orchidfest 2019" event is presented for Council consideration.

OFFICER'S RECOMMENDATION

THAT Council approves a cash sponsorship of \$7,000 towards the staging of the Sub Tropical Orchid Council "Rocky Round Up Orchidfest 2019" event to be held on 14 and 15 September 2019 at Kortess Resort, Yaamba Road, Parkhurst.

COMMENTARY

A Major Sponsorship scheme application has been received from Rockhampton Orchid Society Incorporated for assistance with the staging of the Sub Tropical Orchid Council "Rocky Round Up Orchidfest 2019" event at Kortess Resort, Yaamba Road, Parkhurst from 9am Saturday 14 September to 3pm Sunday 15 September 2019. The application seeks cash sponsorship of \$8,000 for the event.

The Sub Tropical Orchid Council consists of 16 Orchid Societies from Bribie Island to Rockhampton. It holds a triennial Orchidfest and Rockhampton Orchid Society were asked to hold this year's event. As this event has never been this far north before, it will be a unique experience for plant lovers and gardeners in the Rockhampton Region.

The "Rocky Round Up Orchidfest 2019" will take place at Kortess Resort on 14 and 15 September 2019 with two thousand visitors expected to attend. The application also states that a full registrants to the Conference are expected to be 250 -350 with the majority being from intra-state (80% Queensland Orchid Society members) and the remainder derived from Interstate and overseas visitors. All visitors will require accommodation in Rockhampton. 500 attendees are expected to attend from close centres such as Gladstone, Livingstone, Central Highlands and Mackay. Nursery vendors and staff would also number approximately 30.

The applicant states that these types of events are held usually in either capital cities or close to larger centres. Kindred groups within Rockhampton such as the Bonsai Club, Cake Decorators Club and Horticultural Society will have displays at the event. Specialist orchid nurseries will be selling to the public. Participants and attendees will be from all sectors of the community, children have free entry. Preliminary discussions have been held with Councillor Neil Fisher, re the possibility of the holding simultaneously Tropicana.

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
-

- Value for money, including realistic budget with projected cost recovery

Rockhampton Orchid Society Incorporated states that they are very experienced in running these types of events as it holds two (for the past twenty-one years) Orchid Shows annually in the Rockhampton High School Assembly Hall. The events attract a thousand or more attendees for which catering, ticketing, lectures, demonstrations, plant and accessory sales are all organised and managed by the Orchid Society members.,

A budget has been supplied, showing that cost consist of:

- Prize Money \$5,200
- Venue Hire \$4,200
- Marketing and promotion \$4,100
- Equipment Hire \$4,087
- Food/beverages \$1,900

For its contribution Council will be acknowledged through extensive advertising of the conference – local television, radio, print signage and national newspaper.

A copy of the application has been supplied separately to Councillors for consideration.

CONCLUSION

Assessment of the information provided in the application against the rating assessment suggests a panel average cash sponsorship amount of \$7,000.00 be provided to assist with the staging of the event.

11.2 SALE OF USED MOTOR VEHICLES TO BARCOO SHIRE COUNCIL

File No: 8254
Attachments: Nil
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Drew Stevenson - Manager Corporate and Technology

SUMMARY

Reporting on the proposed sale of two used motor vehicles to Barcoo Shire Council and seeking Council's approval to dispose of these assets under an exception to tendering in accordance with s236 of the Local Government Regulation (2012).

OFFICER'S RECOMMENDATION

That Council approves the sale of two motor vehicles, as detailed in this report, to Barcoo Shire Council under s236(1)(b)(i) of the *Local Government Regulation (2012)*.

BACKGROUND

Council is currently renewing a range of motor vehicles used by the Rockhampton Region SES groups. RRC's SES Local Controller has liaised with other regional SES groups and facilitated information sharing on available equipment grants and second-hand assets that may suit their requirements.

Barcoo Shire Council (BSC) was successful in obtaining grant funding to enable the purchase of second-hand RRC SES motor vehicles when they become available at the end of the current renewal process in late August 2019. BSC has confirmed their acceptance of the sale price and await formal approval from RRC. BSC is planning to allocate the used vehicles to the Windorah SES Group under a grant arrangement from Queensland Fire & Emergency Services.

The assets involved in this transaction are:

Asset Description	Year	Sale ex-GST	Current Km's
0951420 – SES Rockhampton RK7 Mitsubishi Triton 4 x 4 Dual Cab -117RDZ	2010	\$15,000	37,700
0951422 - SES Rockhampton RK8 Mitsubishi Triton 4 x 4 Dual Cab - 118RDZ	2010	\$15,000	37,600

The used vehicles are ex-Rockhampton SES and had been identified for "auction / market value" as part of the normal disposal process. As there is no financial deficit to Council in disposing of the motor vehicles to BSC, it is recommended that Fleet Services proceed with the sale of the two vehicles to BSC.

LEGISLATIVE CONTEXT

Local Government Regulation (2012)

Div 4, s236 **Exceptions for valuable non-current asset contracts**

(1) Subject to subsections (2) to (4), a local government may dispose of a valuable non-current asset other than by tender or auction if—

(b) the valuable non-current asset is disposed of to—

(i) a government agency;

(2) An exception mentioned in subsection (1)(a) to (e) applies to a local government disposing of a valuable non-current asset only if, before the disposal, the local government has decided, by resolution, that the exception may apply to the local government on the disposal of a valuable non-current asset other than by tender or auction.

CONCLUSION

It is recommended Council approve the sale of the two identified second-hand motor vehicles to BRC (at the agreed residual book value) under the LG Regulation s236((1)(b)(i).

11.3 PROJECT DELIVERY MONTHLY REPORT - JUNE 2019

File No: 7028
Attachments: 1. Project Delivery Monthly Report - June 2019 [↓](#)
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Andrew Collins - Manager Project Delivery

SUMMARY

Monthly reports on the projects currently managed by Project Delivery.

OFFICER'S RECOMMENDATION

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

COMMENTARY

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

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

- A. CBD Cultural Precinct – New Art Gallery and Demolition of East Street Buildings
- B. Mount Morgan Fireclay Caverns
- C. South Rockhampton Flood Levee

PROJECT DELIVERY MONTHLY REPORT - JUNE 2019

Project Delivery Monthly Report - June 2019

Meeting Date: 16 July 2019

Attachment No: 1

PROJECT DELIVERY – MONTHLY REPORT**A. CBD CULTURAL PRECINCT – NEW ART GALLERY AND DEMOLITION OF EAST STREET BUILDING**

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

PROJECT SCOPE

The project is the design and construction of a new Art Gallery and the demolition of two buildings to link East Street. The New Art Gallery is proposed to be a three (3) storey structure with around 4700m² gross floor area built over 212 and 214 Quay Street sites and a section of 220 Quay Street for a delivery dock. The building would include a double volume exhibition spaces, retail and café spaces, flexible multipurpose areas, administration, storage and back of house areas.

PROJECT MILESTONES

ITEM	TARGET DATE		COMMENTARY
	ORIGINAL	REVISED	
Project Planning	February 17		Project Plan compiled. Concept designs and business case completed. Development Approvals lodged.
Design Development	June 17		Construction and tender documentation complete
Procurement	April 19		Tenders closed 12 June 2019
Construction	July 19		

FINANCIAL PROFILE

The combined total budget for the design, construction and demolition works proposed is listed in the table below.

	Project Life				Current Year			
	Total Budget	Actual to date	Committals	Remaining Budget	Budget	Actual to date	Committals	Remaining Budget
Expenditure	\$38,000,000 (incl design & Demolition of East Street, Early works)	\$3,164,272	\$121,027	\$34,714,701	\$3,118,987	\$2,153,269	\$121,027	\$844,691
External Funding	\$25,000,000							

PROJECT STATUS

The following was completed in June on the project:

- Tenders close 12 June 2019, with assessment, financial checks and interviews carried out. Award anticipated mid July 2019.
- Ergon infrastructure to 212 and 220 Quay Street has been decommissioned and supply re-routed from other sources in the precinct.

PROJECT DELIVERY – MONTHLY REPORT**B. MOUNT MORGAN FIRECLAY CAVERNS**

Reporting Month	June 19
Project	Mount Morgan Fireclay Caverns
Project Number	1129165
Project Manager	Andrew Collins
Council Committee	Community Services

PROJECT SCOPE

The current project scope is to confirm access into the Fireclay Caverns to assess for the safe reopening to the public.

PROJECT MILESTONES

ITEM	TARGET DATE		COMMENTARY
	ORIGINAL	REVISED	
Project Planning	November 18		Risk assessments, safe working method statement and a deed of access processed.
Procurement	November 18		Cardno procured based on previous commission by the state.
Construction			To be determined.

FINANCIAL PROFILE

Budget allocation needs to be confirmed.

	Project Life				Current Year			
	Total Budget	Actual to date	Committals	Remaining Budget	Budget	Actual to date	Committals	Remaining Budget
Expenditure	\$0	\$29,925	\$0	-\$29,925	\$0	\$29,925	\$0	-\$29,925
External Funding								

PROJECT STATUS

During the month of June the following has occurred:

- A council report has been delivered with the following resolution.

THAT:

1. Council receives the Consultant's report and considers the tourist path options for reopening the Fireclay Caverns detailed in the report; and
2. Consider funding the planning and scoping of this project as part of the 2019-20 budget.

PROJECT DELIVERY – MONTHLY REPORT**C. SOUTH ROCKHAMPTON FLOOD LEVEE**

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

PROJECT SCOPE

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

PROJECT MILESTONES

ITEM	TARGET DATE		COMMENTARY
	ORIGINAL	REVISED	
Project Planning	August 17		Work recommenced on project in August 2017.
Design Development	January 18		Early Works design packages nearing completion.
Land Acquisition	November 17		Process underway.
Procurement	June 18		EOI closed.
Construction	September 18		Work has been completed on a component of the early works stormwater package.

FINANCIAL PROFILE

Council has allocated \$9.7M for the project. Construction costs for Early Works packages are being priced as the designs are completed. * Please note total budget subject to funding

	Project Life				Current Year			
	* Total Budget	Actual to date	Committals	Remaining Budget	Budget	Actual to date	Committals	Remaining Budget
Expenditure (Combined Project Numbers)	\$80,000,000	\$4,572,650	\$1,186,669	\$74,240,681	\$5,300,000	\$3,968,000	\$1,186,669	\$145,331
External Funding	\$50,000,000							

PROJECT STATUS

Current project status as follows:

- EAR has been lodged with the State and the approval and consultation process is well underway. The formal consultation process ended on the 21 June 2019. Twenty six (26) submissions were received and are being responded to as required.
- A workshop was held with QR in relation to the rail crossing on 4 June 2019.
- A workshop was held with Ergon in relation to their asset relocation on 5 June 2019.
- Tenders for the Riverbank protection have been called, closing mid-July.
- EOI process moving to four (4) shortlist submitters.
- Council are working with AECOM to finalise the design package for the SRFL.
- A number of source material locations for the earthen component of the levee have been identified and laboratory testing of the material is currently underway.

11.4 EXPRESSION OF INTEREST FOR GLENMORE WATER TREATMENT PLANT UPGRADE PROJECT

File No: 1466
Attachments: Nil
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Jason Plumb - Manager Fitzroy River Water

SUMMARY

In preparation for the construction procurement for the electrical and mechanical renewal and upgrade works at the Glenmore Water Treatment Plant, this report seeks Council's endorsement to call for Expressions of Interest (EOI). The EOI process aims to identify and pre-register construction contractors to build this complex and operationally critical project based on suitable capacity, capability and experience.

OFFICER'S RECOMMENDATION

THAT Council resolves to call for Public Expressions of Interest for the construction of the Glenmore Water Treatment Plant Upgrade Project as provided for in section 228(5) of the *Local Government Regulation 2012*.

COMMENTARY

The Glenmore Water Treatment Plant is one of the most important water assets that Council owns due to its size, function and value. The Glenmore Water Treatment Plant Upgrade Project will deliver significant renewal and upgrade works to improve the safety, reliability and performance of this important asset for the community. Significant elements of the project include improvements to fire safety management, a new process control system and renewal of the main electrical switchroom, renewal of minor mechanical components and improvements to the monitoring of water quality and treatment processes.

Completing these capital works requires a contractor with highly specialized capability and experience in the delivery of this type of project to ensure that the project is delivered successfully whilst the treatment plant remains operational throughout to supply drinking water to the community. Detailed planning for the scope of works for this project is now complete and Fitzroy River Water is now ready to procure a contractor for this project. Like other similar recent large and complex capital projects, this project has been identified for delivery using the GC21 contract methodology.

Based on the complex and operational criticality of this capital project, it is recommended that a multi-stage procurement process is adopted with an Expression of Interest stage to be completed prior to the invitation of written tenders from a shortlisted selection of contractors developed following the Expression of Interest stage. This procurement option is recommended to ensure that this complex and critical project can be delivered to a high standard as per the identified scope of works and in line with budget and timing expectations. Upon adoption of this recommended approach, an open public call for Expressions of Interest will be advertised and interested contractors assessed prior to proceeding to the second stage call for tenders from shortlisted contractors. This procurement process is expected to help ensure that contractors are more fully aware of project scope and contractual requirements prior to their submission of written tenders.

PREVIOUS DECISIONS

In late 2018, Council endorsed a similar approach to the procurement of a contractor for the South Rockhampton Flood Levee Project as a preferred means of assessing the suitability of potential contractors for the completion of this important community project.

BUDGET IMPLICATIONS

The costs associated with this procurement process will be covered by the capital allocation for this project within the 2019-20 Council budget.

LEGISLATIVE CONTEXT

This procurement option for local governments is as outlined in section 228 of the *Local Government Regulation 2012*.

CONCLUSION

It is recommended Council commence the Expressions of Interest (EOI) process, which will allow the short listing of those contractors whom meet and or exceed the non-priced selection criteria based around capacity, capability and experience.

11.5 FEES AND CHARGES 2019-2020 AMENDMENTS

File No: 7816
Attachments: 1. Summary of proposed changes to Fees and Charges 2019-2020 [↓](#)
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Ross Cheesman - Deputy Chief Executive Officer

SUMMARY

The intention of this report is to submit minor amendments to Council's Fees and Charges Schedule for the 2019-2020 financial year.

OFFICER'S RECOMMENDATION

THAT in accordance with the requirements of the *Local Government Act 2009*, Council adopts the amendments to the Fees and Charges schedule for the 2019-2020 financial year.

COMMENTARY

The proposed amendments to the Fees and Charges 2019-2020 are provided below.

BACKGROUND

Since Council adopted the Fees and Charges for 2019-2020 on 4 June 2019 Rockhampton Airport, Rockhampton Regional Waste and Recycling and Development Compliance Building have identified minor issues which require amendment as per the attached summary of proposed changes to fees and charges 2019-2020.

There are three suggested changes.

1. Removal of the Domestic Passenger Service Charge as this is a negotiated fee with the airlines.
2. An additional fee is recommended for commercial operators that are exempt from the new waste levy.
3. The Building and Plumbing Record Search is recommended to increase from \$190 to \$191.

BUDGET IMPLICATIONS

The effect of the changes will have very minimal budget impact.

POLICY IMPLICATIONS

The fees and charges in the schedules can be amended at any time throughout the year in accordance with legislation.

CONCLUSION

These minor amendments are recommended for inclusion in the 2019-2020 Fees and Charges Schedule.

Upon approval by Council, these amendments to the 2019-2020 Fees and Charges Schedule are to be uploaded and presented on the Council's website.

FEES AND CHARGES 2019-2020 AMENDMENTS

Summary of proposed changes to Fees and Charges 2019-2020

Meeting Date: 16 July 2019

Attachment No: 1

SUMMARY OF PROPOSED CHANGES

Advance Rockhampton

Fees proposed to be removed are:

SECTION: Airport								
Fee num	Item name	Fee Type	GST Authority	2019/2020 Current Fee (incl GST)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation	
2	(a) Domestic Operations - All Passengers	Commercial	GST Applies	\$13.11	Per Arriving or Departing Passenger	Local Government Act 2009	Part 6 S262 (3) (c)	J640000.009.1101

New fees proposed are:

SECTION: Airport								
Fee num	Item name	Fee Type	GST Authority	2019/2020 Current Fee (incl GST)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation	
2	(a) Domestic Operations - All Passengers	Commercial	GST Applies	By Negotiation	Per Arriving or Departing Passenger	Local Government Act 2009	Part 6 S262 (3) (c)	J640000.009.1101

Regional Services

Fees proposed to be removed are:

SECTION: Waste & Recycling								
Fee num	Item name	Fee Type	GST Authority	2019/2020 Current Fee (incl GST)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation	
10	Waste (unspecified domestic) requiring immediate cover	Commercial	GST Applies	\$282.00	cubic metre	Local Government Act 2009	S262 (3) (c)	
15	Commercial Waste	Commercial	GST Applies	\$233.00		Local Government Act 2009	S262 (3) (c)	

New fees proposed are:

SECTION: Waste & Recycling								
Fee num	Item name	Fee Type	GST Authority	2019/2020 Current Fee (incl GST)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation	
10	Waste (unspecified domestic) requiring immediate cover	Commercial	GST Applies	\$282.00	tonne	Local Government Act 2009	S262 (3) (c)	
15	Commercial Waste with levy	Commercial	GST Applies	\$233.00	tonne	Local Government Act 2009	S262 (3) (c)	
16	Commercial Waste levy exempt	Commercial	GST Applies	\$150.50	tonne	Local Government Act 2009	S262 (3) (c)	

Community Services

Fees proposed to be removed are:

SECTION:		Development Compliance Building					
Fee num	Item name	Fee Type	GST Authority	2019/2020 Current Fee (incl GST)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
94	Building and Plumbing Record Search - Commercial	Cost Recovery	GST Exempt	\$190.00	per property	Local Government Act 2009	Section 97

New fees proposed are:

SECTION:		Development Compliance Building					
Fee num	Item name	Fee Type	GST Authority	2019/2020 Current Fee (incl GST)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
94	Building and Plumbing Record Search - Commercial	Cost Recovery	GST Exempt	\$191.00	per property	Local Government Act 2009	Section 97

11.6 FINANCE POLICY FOR REVIEW

File No: 5237
Attachments: 1. Amended Rates Concession Policy (track changes)[↓](#)
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Ross Cheesman - Deputy Chief Executive Officer

SUMMARY

Chief Financial Officer presenting amended Rates Concession Policy to Council for adoption.

OFFICER'S RECOMMENDATION

THAT the Rates Concession Policy be adopted in accordance with Part 10 of *Local Government Regulation 2012*.

COMMENTARY

The proposed Rates Concession Policy is presented to Council for adoption.

This Policy was recently adopted by Council at its budget meeting, however an error has been found. Whilst this error is only very nominal in value it needs to be formally adopted by Council.

This Policy applies to any ratepayer seeking rebates and concessions for rates and/or charges that relate to Category Nine 'All Other Not-for-Profit/Charitable Organisations'. All the modelling and discussions with Council was based on increasing this concession to 55% up from 50% for Water Access, Sewerage and Waste Charges. Unfortunately the Policy adopted had included this concession at 50%.

It is recommended that the amended Rates Concession Policy be adopted which now has this concession at 55%.

FINANCE POLICY FOR REVIEW

Amended Rates Concession Policy (track changes)

Meeting Date: 16 July 2019

Attachment No: 1

RATES CONCESSION POLICY

COMMUNITY POLICY



1 Scope

This policy applies to any ratepayer seeking rebates and concessions for rates and/or charges.

2 Purpose

The purpose of this policy is to identify target groups and establish guidelines to assess requests for rates and charges concessions in order to alleviate the impact of rates and charges, particularly in relation to not-for-profit/charitable organisations and ratepayers with an approved government pension.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Body Corporate and Community Management Act 1997

Local Government Act 2009

Local Government Regulation 2012

CBD Commercial Property Rates Concession Application Form

Owner-Occupied Rates Concession Application Form

Pensioner Rate Subsidies Form Council and State Government Schemes

Revenue Policy

Revenue Statement

Waste and Recycling Collection Services Policy

Waste and Recycling Collection Services Procedure

Waste Charges Rebate Form

4 Definitions

To assist in interpretation, the following definitions apply:

CBD	Central Business District
CBD Mixed Use Category One Property	A property: (a) Within the defined CBD area rated in Category One (commercial/light industry) and has a mixed use of commercial and residential; and (b) That is an existing property.
Council	Rockhampton Regional Council

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Existing Property	A property as at 1 July 2018: (a) Within the defined CBD area rated in Category One (commercial/light industry); and (b) Has a mixed use of commercial and residential.
Ratepayer	As defined in the <i>Local Government Regulation 2012</i> , a person who is liable to pay rates or charges.
Rates and charges	As defined in the <i>Local Government Act 2009</i> , are levies that a local government imposes: (a) On land; and (b) For a service, facility or activity that is supplied or undertaken by: (i) The local government; or (ii) Someone on behalf of the local government (including a garbage collection contractor, for example).
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.

5 Policy Statement

Rate and/or charges concessions are considered for the following ratepayer categories, noting that Council's prompt payment discount is calculated on gross rates prior to concession.

5.1 Approved Government Pensioners

The Queensland Government Pensioner Rate Subsidy Scheme is directed to the elderly, invalid or otherwise disadvantaged citizens of the community whose principal or sole source of income is a pension or allowance paid by Department of Human Services or the Department of Veterans' Affairs.

Unless stated otherwise, the terms and conditions of the Queensland Government Pensioner Rate Subsidy Scheme will apply to the application of the Council subsidy.

5.1.1 Eligibility

The following ratepayers are eligible for a concession/subsidy:

- (a) A holder of a Queensland "Pensioner Concession Card" issued by Department of Human Services or the Department of Veterans' Affairs; or
- (b) A holder of a Queensland "Health Card – For All Conditions" (Gold Card) issued by the Department of Veterans Affairs; or
- (c) A person receiving a Widow's Allowance; and
- (d) Is the owner or life tenant (either solely or jointly) of the property which is his/her principal place of residence; and
- (e) Has, either solely or jointly with a co-owner, the legal responsibility for the payment of rates and charges which are levied in respect of the property.

5.1.2 Applications for Concessions

Applications for concessions are considered during the rating period (that is, half year). Applications received after the date of levy are considered only from the commencement of the current rating period. Rebates are not granted retrospectively without prior approval from the State Government Concessions unit.

A completed Pensioner Rates Subsidies Form must be submitted. A new application is required when a change of address occurs.

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5.1.3 Amount of Rebate

Approved ratepayers whose property in which they reside is located within the Region, may be entitled to a rebate of 20% (to a maximum of \$260 each year) on all rates levied in respect of each eligible property, excluding environment separate charge, special rates/charges, water consumption charges and rural and state fire levies/charges.

Should a person be entitled to only part of the State subsidy, because of part ownership of the property, or other relevant reason, the Council rebate would be similarly reduced.

5.2 Not-For-Profit/Charitable Organisations

Rate concessions are available to approved organisations whose objectives do not include the making of profit and who provide services to their membership and the community.

5.2.1 Eligibility

To be eligible, the not-for-profit/charitable organisation – an incorporated body must:

- (a) Not include the making of profit in its objectives;
- (b) Not charge a fee for service;
- (c) Be located within the Region and the majority of its members reside in the Region;
- (d) Not receive income from gaming machines and/or from the sale of alcohol in an organised manner (for example, bar with regular hours of operation with permanent liquor license);
- (e) Be the owner, lessee or life tenant of the property and is the incorporated bodies main grounds/base/club house or residence;
- (f) Either solely or jointly with a co-owner, have the legal responsibility for the payment of rates and charges which are levied in respect of the property; and
- (g) Not be a religious body or entity or educational institution recognised under State or Federal statute or law.

Should an applicant only have part ownership of the property, the Council concession is similarly reduced.

5.2.2 Applications for Concessions

Eligibility for a concession is assessed by Council annually prior to the issue of the first rate notice each financial year (generally June/July). Organisations not automatically provided with a concession, and believe they meet the relevant criteria, may apply at any time. If an application is approved by Council, concessions are applied from the beginning of the current rating period (concessions are not applied retrospectively).

5.2.3 Amount of Rebate

The amount of rebate applied to eligible organisations are as follows:

- (a) Category One – Surf Life Saving Organisations

Rebate Level General Rates – 100%
 Rebate Level Separate Rates/Charges – 100%
 Rebate Level Special Rates/Charges – 0%
 Rebate Level Water Access Charges – 50%
 Rebate Level Water Consumption Charges – Charged at residential rates
 Rebate Level Sewerage Charges – 50%
 Rebate Level Waste Charges – 50%
 Cap – N/A

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(b) Category Two - Showground Related Organisations

Rebate Level General Rates – 100%
 Rebate Level Separate Rates/Charges – 100%
 Rebate Level Special Rates/Charges – 0%
 Rebate Level Water Access Charges – 50%
 Rebate Level Water Consumption Charges – Charged at residential rates
 Rebate Level Sewerage Charges – 50%
 Rebate Level Waste Charges – 50%
 Cap – N/A

(c) Category Three – Kindergartens

Rebate Level General Rates – 50%
 Rebate Level Road Network Separate Charge – 50%
 Rebate Level Special Rates/Charges – 0%
 Rebate Level Environment Separate Charge – 0%
 Rebate Level Water Access Charges – 50%
 Rebate Level Water Consumption Charges – Charged at residential rates
 Rebate Level Sewerage Charges – 50%
 Rebate Level Waste Charges – 50%
 Cap - \$ 1,000.00

(d) Category Four – Charitable Organisations Benefiting the Aged/Disadvantaged

Rebate Level General Rates – 100%
 Rebate Level Separate Rates/Charges – 100%
 Rebate Level Special Rates/Charges – 0%
 Rebate Level Water Access Charges – 50%
 Rebate Level Water Consumption Charges – 0%
 Rebate Level Sewerage Charges – 50%
 Rebate Level Waste Charges – 50%
 Cap - \$ 1,000.00 for Service Charges only

(e) Category Five – Sporting Clubs and Associations – Without Liquor and Gaming Licenses

Rebate Level General Rates – 100%
 Rebate Level Separate Rates/Charges – 100%
 Rebate Level Special Rates/Charges – 0%
 Rebate Level Water Access Charges – 55%
 Rebate Level Water Consumption Charges – Charged at residential rates
 Rebate Level Sewerage Charges – 55%
 Rebate Level Waste Charges – 55%
 Cap - \$ 4,000.00 for Service Charges only

(f) Category Six – Sporting Clubs and Associations – With Liquor Licenses but No Gaming Licenses

Rebate Level General Rates – 100%
 Rebate Level Separate Rates/Charges – 100%
 Rebate Level Special Rates/Charges – 0%
 Rebate Level Water Access Charges – 55%
 Rebate Level Water Consumption Charges – Charged at residential rates
 Rebate Level Sewerage Charges – 55%
 Rebate Level Waste Charges – 55%
 Cap - \$ 4,000.00

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- (g) Category Seven – Sporting Clubs and Associations situated on highly valued leasehold land – With Liquor Licenses but No Gaming Licenses

Rebate Level General Rates – 85%
 Rebate Level Road Network Separate Charge – 75%
 Rebate Level Environment Separate Charge – 0%
 Rebate Level Special Rates/Charges – 0%
 Rebate Level Water Access Charges – 50%
 Rebate Level Water Consumption Charges – Charged at residential rates
 Rebate Level Sewerage Charges – 50%
 Rebate Level Waste Charges – 50%
 Cap - \$ 2,000.00 for Service Charges only
 Applies to Assessment Number 105813 – Rockhampton Bowls Club only.

- (h) Category Eight – Sporting Clubs and Associations – With Liquor and Gaming Licenses

Rebate Level General Rates – 0%
 Rebate Level Separate Rates/Charges – 0%
 Rebate Level Special Rates/Charges – 0%
 Rebate Level Water Access Charges – 0%
 Rebate Level Water Consumption Charges – 0%
 Rebate Level Sewerage Charges – 0%
 Rebate Level Waste Charges – 0%
 Cap – N/A

- (i) Category Nine - All Other Not-For- Profit/Charitable Organisations

Rebate Level General Rates – 100%
 Rebate Level Separate Rates/Charges – 100%
 Rebate Level Special Rates/Charges – 0%
 Rebate Level Water Access Charges – 50%
 Rebate Level Water Consumption Charges – Charged at residential rates
 Rebate Level Sewerage Charges – 50%
 Rebate Level Waste Charges – 50%
 Cap - \$ 3,000.00 for Service Charges only.

- (j) Category Ten - Rural Fire Brigade

Rebate Level General Rates – 100%
 Rebate Level Separate Rates/Charges – 100%
 Rebate Level Special Rates/Charges – 0%
 Rebate Level Water Access Charges – 100%
 Rebate Level Water Consumption Charges – 100%
 Rebate Level Sewerage Charges – 100%
 Rebate Level Waste Charges – 100%
 Cap - N/A

NOTE: Sewerage charges are not levied in respect of public amenities blocks that are locked and controlled by clubs.

5.3 General Rate Rebates

In accordance with Chapter 4, Part 10 of the *Local Government Regulation 2012*, the properties where 100% rebate of general rates applies may be exempted from payment of general rates in lieu of the provision of a rebate.

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5.4 Permits to Occupy Pump Sites and Separate Pump Site Assessments

Council will grant rebates on the following basis for those assessments that only contain pump sites and where the land area is 25 square meters or less:

- (a) Separate Charges – 100% rebate
- (b) General Rates – Maximum rebate of \$600.00.

5.5 Water Consumption Charges

Council will grant a rebate on the following basis for the following assessments:

- (a) 237107 – Gracemere Lakes Golf Club
- (b) 237109 – Gracemere Bowling Club

Water Consumption Charges – 50% rebate.

5.6 Lot 1 South Ulam Rd, Bajool

Council will grant a rebate on the following basis for the following assessment:

146963-2 – being Lot 1 South Ulam Rd, Bajool (L1 MLG80014 Parish of Ultimo)

- (a) General Rate 100%
- (b) Road Network Charge 100%
- (c) Environment Separate Charge 100%

5.7 Limit in Increases in Rates and Charges

For the 2019-2020 financial year Council will not be resolving to limit any increases in rates and charges.

5.8 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 \$2,200 per annum or a maximum of 75% of the general rate whichever is the lesser for a CBD mixed use category one property. The concession is primarily intended to facilitate the adaptation of established vacant commercial spaces, particularly above ground floor, to residential use.

5.8.1 Conditions

The following conditions apply:

- (a) The residential component should not be vacant longer than six months within the financial year;
- (b) Verification of use may be provided by a registered real estate agent or through pre-arranged inspection by a Council officer; and
- (c) 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.

5.8.2 Applications for Concession

To apply a completed CBD Commercial Property Rates Concession Application Form must be submitted and will be subject to approval by Council.

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Applications for concessions will be considered during the rating period (that is, 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).

5.9 Leased Council Vacant Land

Council will grant rebates of 100% of the general rate and separate charges on vacant land owned or held by Council as trustee 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.

5.10 Waste Rebates for Multi-Residential Unit Developments

The purpose of this concession is to waive the waste/recycling charge where it has been deemed by Council impractical for Council to provide waste and 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.

5.10.1 Applications for Concession

To apply a completed Waste Charges Rebate Form must be submitted and will be subject to approval by Council.

Applications will be considered during the rating period (that is, half year). The concession may be applied retrospectively 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.

6 Review Timelines

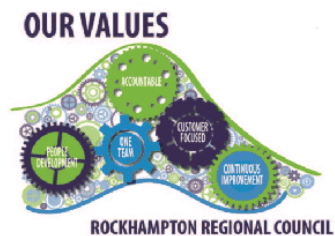
This policy is reviewed when any of the following occur:

- (a) Annually in accordance with the Revenue Statement;
- (b) The related information is amended or replaced; or
- (c) Other circumstances as determined from time to time by the Council.

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7 Responsibilities:

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



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11.7 CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT - JUNE 2019**File No:** 1392**Attachments:**

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

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

SUMMARY

The monthly operations report for the Corporate Services Department as at 30 June 2019 is presented for Councillors information.

OFFICER'S RECOMMENDATION

THAT the Corporate Services Departmental Operations Report as at 30 June 2019 be "received".

COMMENTARY

It is recommended that the monthly operations report for Corporate Services Department as at 30 June be received.

**CORPORATE SERVICES
DEPARTMENT - MONTHLY
OPERATIONAL REPORT - JUNE 2019**

CTS Monthly Report - June 2019

Meeting Date: 16 July 2019

Attachment No: 1

MONTHLY OPERATIONS REPORT

CORPORATE AND TECHNOLOGY SERVICES

PERIOD ENDED JUNE 2019



1. Operational Summary

Information Services:

Fleet –Pinnacle Mountain Communications Tower:

The communications shelter for Pinnacle Mountain 2-way radio tower is in production and expected to be onsite in late July with the remaining site works to be undertaken in August. This project will provide full 2-way radio coverage for the region and back-up communications during disasters. It will also provide a primary network communications service for Council offices in Mount Morgan. Power for the tower will be supplied by a solar / battery system with a petrol generator back-up.

SmartHub:

Our SmartHub Business manager was approached by the Rockhampton State High School to speak with their Business Students about making the most of entrepreneurial opportunities. Elize provided an overview of the support the SmartHub provides to startups and business owners and inspired the young students by sharing her journey as a business owner at a young age and telling them about her love for coaching people who are passionate about an idea and utilise their skills to solve problems while making money. This gave Elize the opportunity to point out that young people are perfectly positioned to be successful entrepreneurs; rather than age being a barrier, Elize cited youthful creativity, enthusiasm and proficiency with technology as distinct advantages in business.

Tony Edwards and Scott Moss of Evans Edwards Accountants held an evening session for our SmartHub members, to have a discussion about the 'Salary or drawings debate'. They were able to provide information about the advantages and disadvantages when it comes to paying yourself as a business owner.

The Rockhampton Angel Network held their June monthly meeting in the Customs House Reception area. Brisbane Angels, Simon Horne and Sherif Sethi of Angelloop shared information about Angel Investing with the attendees followed by pitches from two startup companies, Yondo and Aurtra.

Trish Mossman, SmartHub Member and founder of Unwrite the Rules was the June SmartHub Lunch & Learn presenter. This was an interactive session and Trish shared practical changes entrepreneurs could implement in their everyday lives to ensure that they maintain a positive mindset to help them grow and succeed to their full potential.

Elize Hattin was invited to judge the high school student presentations on day three of the ConocoPhillips Science Experience which was held at the CQUniversity. This also provided an opportunity for Elize to speak with the youth about the SmartHub, her passion for helping people with innovative business ideas and encourage youth entrepreneurship.

The topic experts we hosted for our Turbo-Traction (TTL) Program during June were:

- Chris Lorang – CEO Moonsure – Business Model Creation;
- Dean Dobson – Founder of Sensavation – Product Management;

- Monte Huebsch – ‘Google Guru’ and Content Director for Content2Convert and Natalie Nichols – Founder Media Honey – Secure your first 100 customers;
- Sean Restorick-Barton – Associate Law Squared – Legal administration; and
- Marni McGrath – Principal Evans, Edwards & Assoc. – Accounting administration.

Our participants are working hard on continuing to progress their business ideas and market their business to secure international customers.

The Facebook HubLive interviews with SmartHub members and contributors, including our TTL experts to building our business community have continued weekly to help promote the activity in the space, allow for storytelling about elements required to run a successful business and how the use of technology can improve business processes and efficiency.

The event spaces are continuing to be utilised frequently with bookings for private meetings, workshops and functions by members, program partners, external parties and other units within Council.

Enquiries and submissions for SmartHub Membership continue to be received and reviewed by the RRC SmartHub Working Group – currently 72 members.

2. Customer Service Requests








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

	Balance B/F	Completed in Current Month	Current Month NEW Request		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q4
			Received	Completed								
Accounts Payable Enquiry	0	0	0	0	0	0	2	● 0.00	● 1.00	● 0.78	0.29	● 0.00
Insurance: Mower / Slasher / Whipper / Snipper	0	0	1	0	0	0	10	● 0.00	● 10.75	● 12.68	16.32	● 3.50
Insurance: Personal Accident / Injury	0	0	1	0	0	0	120	● 0.00	● 0.00	● 13.60	112.29	● 0.00
Insurance: Public Liability / Property Damage Public Property	3	3	7	3	1	0	10	● 1.33	● 5.76	● 9.32	9.53	● 5.78
Leased Premises – General Enquiry	0	0	0	0	0	0	5	● 0.00	● 2.50	● 1.00	0.00	● 0.00

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

3. Capital Projects


Details of capital projects not reported regularly to Council or a particular Committee in other project specific report updates as at period ended June 2019 – 100% of year elapsed.

Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	Life to date actual (inc commitments)
Fleet Asset Renewal Program (CP440)	01/07/2018	30/06/2019		\$7,802,048	\$7,518,848
Comments	Fleet capital budget on target for completion.				
IT Asset Renewal & Upgrade Program – excluding RAMP (CP230)	01/07/2018	30/06/2019		\$2,159,766	\$858,066
Comments					
RRC Asset Management Project RAMP (CP230)	22/01/2018	30/09/2019		\$2,564,457	\$2,683,041
Comments					
Stage 3E Smart Technology	04/04/2019	30/06/2020		\$710,000	\$752,899
Comments	Work commence in June and will continue through until late 2019.				
Stage 3d Smart Technology – Victoria Parade – Fitzroy to Archer (CP235)	01/12/2016	01/03/2019		\$571,226 (18/19 budget allocation)	\$560,727
Comments	Project has reached practical completion.				
Stage 2 Smart Parking – Disability ePermit (CP235)	22/01/2018	14/12/2018		\$250,000	\$243,159
Comments	Project completed, final report was submitted and accepted by Smart Cities and Suburbs program.				
CCTV System Upgrade	01/07/2018	14/12/2018		\$184,000	\$184,283
Comments	Project has reached practical completion.				

In terms of scope, schedule and budget, the project is:		
		
on track	generally on track, with minor issues	off track

4. Operational Projects

As at 5th July 2019 for period ended June - 100% of year elapsed

Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	YTD Actual (inc committals)
Smart Hub Programming	01/07/2018	30/06/2019		\$230,263	\$224,203
YCA & YINC	<div>Date 25/07/2018 – 27/07/2018, 06/09/2018 (Pitch Night) 22/10/2018, 23/10/2018 – completed 16/04/2019 – 17/04/2019 completed</div>	<div>Young Change Agents Program (YCA)</div> <div>The YCA high school program (grades 7-12) is built as a train-the-trainer model for teachers and runs for two and half days. This is a cross-curricular program that encompasses elements of civics & citizenship, social studies, commerce, english, maths, drama, IT and art.</div> <div>Youth Incubator Program (YINC)</div> <div>YINC is Young Change Agents youth incubator program for selected alumni of the YCA program. YINC is a mix of masterclasses, activities, networking and group work including: - a cycle of prototyping and customer validation that allows teams to iterate their solutions in line with customer needs; - engagement with mentors to create confidence and a transfer of knowledge and skills; - exposure to industry experts, professionals and potential clients; - specific new learning topics including sales, partnerships, financing, marketing, legal, finance and risk; - showcases at the end of each 2 day session to allow teams to access support and/or reflect on their learnings.</div>			
<u>Comments</u> The two day YINC program was held in the SmartHub Annex space with 12 primary and high school aged students participating. The 5 teams worked closely with YCA and SmartHub mentors to progress their social entrepreneurship ideas and were given the opportunity to showcase their achievements at the end of the second day to the rest of the participants and family members. Blake Harvey, General Manager Grid Planning and Optimisation for Energy Queensland, sponsors of the program gave a speech to the students and spoke to them about their ideas and what goals they have set themselves for the next 30, 60 and 90 days to keep progressing on their projects.					
Startup OnRamp	<div>Dates to be confirmed. Possibly now late 2020.</div>	<div>The 12 session Startup Onramp program is for startup founders who are at the beginning of their startup journey, including those who currently have a day job and want to make the transition from <i>employee</i> to <i>startup founder</i>. The program comprises a two-hour workshop each week, two additional weekend sessions, plus weekly individual mentoring sessions and culminates in a pitch night in which all participants pitch their startup and share their learnings with fellow entrepreneurs.</div>			
<u>Comments</u> The first OnRamp ran successfully from July to December 2018. Now that funding has been approved for Turbo-Traction Lab and that Gladstone and Yeppoon have confirmed they are running this program in 2019, it is likely we will wait until the second half of 2020 to proceed with another Startup Onramp Program.					

Corporate & Technology Services Monthly Operations Report

CQ METS Accelerator Program	21/01/2019 – 17/04/2019 – completed	This industry specific accelerator program will provide participants with the opportunity to test and build on their METS related product or service. A series of intensive workshops will focus on the fundamentals of customer development, value proposition canvas and problem-solution fit. This program is a collaboration between Council, METS Ignited Australia and the Queensland Government.
<p><u>Comments</u></p> <p>The CQ METS Accelerator Demo Night was held as a conclusion to the program which allowed our cohort to showcase their achievement, share lessons learnt and provide feedback. Sam Whitehill from the Department of State Development, Manufacturing, Infrastructure and Planning attended in addition to representatives from the Mining Industry which allowed participants the opportunity to make valuable connections and gain further insight as to how their businesses could service the METS sector. Overall the feedback was positive and participants found value in completing the program which was facilitated by Bill McKeague.</p>		
Startup Weekend and GovHack	<p>Date 26/07/2019– 28/07/2019</p> <p>and 06/09/2019– 08/09/2019</p>	<p>Startup Weekend 2019</p> <p>In just 54 hours, participants experience the highs, lows, fun, and pressure that make up life as a startup. They learn how to create a real company, meet great mentors, investors, co-founders, and sponsors who are ready to help turn their idea into an actual business with paying customers.</p> <p>GovHack 2019 (yearly)</p> <p>GovHack is an open data hackathon held across Australia. It's all about encouraging and celebrating people's technical and creative capacity with government for great outcomes, and building upon the social and economic value of Open Data published by government.</p>
<p><u>Comments</u></p> <p>The Startup Weekend Committee meet fortnightly to delegate roles within the group to help organise the event happening at the end of July. Mentors, Judges and Sponsors have been approached and secured and registrations opened. The marketing has commenced to promote the event and the early bird special which allows participants to bring a friend for free if they purchase their ticket prior to 19 July. We've currently received 9 registrations and hope to have 50 attendees at this year's event.</p>		
Turbo-Traction Lab	15/03/2019 – 30/06/2020	The Turbo-Traction Lab (TTL) is a hands on program designed to build a modern business in 80 days. The Australian Government, in conjunction with Bevan Slattery's Capital [b] and Council is funding this stage specific incubator program designed to allow both full time and part time founders to bootstrap their business. Founders will have an opportunity to gain significant traction in their global market with hands on assistance from world class experts in residence. As a fitting conclusion to the program, a selection of participants from the program will have the opportunity to travel to the USA for a week to experience the global marketplace, as well as meet startups and potential customers.
<p><u>Comments</u></p> <p>This month we have hosted topic experts Chris Lorang (Business Model Creation), Dean Dobson (Product Management), Monte Huebsch and Natalie Nichols (Securing your First 100 Customers), Sean Restorick-Barton (Administration-Law) and Marni McGrath (Administration-Accounting). The participants have been continuing to receive hands-on help from our experts and TTL Expert in Residence, Daniel Johnsen to progress their businesses and secure their first international customers. The schedule and program for Lab 2 commencing at the end of August will be determined early next month, followed by updating the application form and fact sheet and marketing to attract suitable applicants that meet the eligibility criteria to participate in the funded program.</p>		

5. Budget

Financial performance as expected for the reporting period. (as at 5th July 2019)

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Var	On target 100% of Year Gone
	\$	\$	\$	\$	\$	%	
CORPORATE & TECHNOLOGY SERVICES							
<u><i>Fleet</i></u>							
Revenues	(283,000)	(283,000)	0	(360,906)	(360,906)	128%	✓
Expenses	11,900,948	11,900,948	0	11,737,167	11,737,167	99%	✓
Transfer / Overhead Allocation	(17,803,700)	(17,803,700)	0	(16,337,491)	(16,337,491)	92%	✗
Total Unit: Fleet	(6,185,752)	(6,185,752)	0	(4,961,231)	(4,961,231)	80%	✗
<u><i>Property & Insurance</i></u>							
Revenues	(439,352)	(439,352)	0	(512,536)	(512,536)	117%	✓
Expenses	3,554,418	3,689,133	0	4,308,390	4,308,390	117%	✗
Transfer / Overhead Allocation	9,171	9,171	0	7,640	7,640	83%	✓
Total Unit: Property & Insurance	3,124,237	3,258,952	0	3,803,494	3,803,494	117%	✗
<u><i>Corporate & Technology Management</i></u>							
Revenues	0	0	0	(1,117)	(1,117)	0%	✓
Expenses	664,420	664,420	0	604,385	604,385	91%	✓
Transfer / Overhead Allocation	555	555	0	3,643	3,643	657%	✗
Total Unit: Corporate & Technology Management	664,974	664,974	0	606,910	606,910	91%	✓
<u><i>Information Systems</i></u>							
Revenues	(22,500)	(22,500)	0	(29,609)	(29,609)	132%	✓
Expenses	7,205,775	7,205,775	0	8,034,063	8,034,063	111%	✗
Transfer / Overhead Allocation	19,768	19,768	0	21,171	21,171	107%	✗
Total Unit: Information Systems	7,203,043	7,203,043	0	8,025,624	8,025,624	111%	✗
<u><i>Procurement & Logistics</i></u>							
Revenues	0	0	0	(541)	(541)	0%	✓
Expenses	1,731,614	1,731,614	0	1,682,335	1,682,335	97%	✓
Transfer / Overhead Allocation	37,454	37,454	0	37,835	37,835	101%	✗
Total Unit: Procurement & Logistics	1,769,068	1,769,068	0	1,719,630	1,719,630	97%	✓
<u><i>Smart Hub Business</i></u>							
Revenues	(59,000)	(59,000)	0	(223,713)	(223,713)	379%	✓
Expenses	393,971	393,971	0	567,109	567,109	144%	✗
Transfer / Overhead Allocation	0	0	0	6,225	6,225	0%	✗
Total Unit: Smart Hub Business	334,971	334,971	0	349,620	349,620	104%	✗
Total Section: CORPORATE & TECHNOLOGY SERVICES	6,910,541	7,045,256	0	9,544,048	9,544,048	135%	✗

NB: The final budget report for FY 2018/19 does not include year-end accruals.

Corporate & Technology Services Monthly Operations Report

Comments

Fleet – Plant Hire Operations is now showing to be running in line with budget estimate following the correction of a journal error in the previous period (\$575,000 in internal revenue understated). Expenses are ahead of target due to block payment of vehicle registrations and insurance

Property & Insurance – Expenses ahead of budget refers to pre-paid rent for 175 East Street, Rates on Council owned properties and pre-paid insurance premiums. This will be adjusted during end of year processing.

Information Systems – Approximately \$1.8M expenditure refers to pre-paid subscription, maintenance and licensing fees. This will also be adjusted during end of year processing.

6. Section Statistics

Safety Statistics

	Third Quarter		
	April	May	June
Number of Lost Time Injuries	1*	1	0
Number of Days Lost Due to Injury	14	5	0
Total Number of Incidents Reported	3	1	0
Number of Incomplete Hazard Inspections	0	0	0

- LTI occurred in February - was not confirmed as a LTI until late March.

Service Delivery

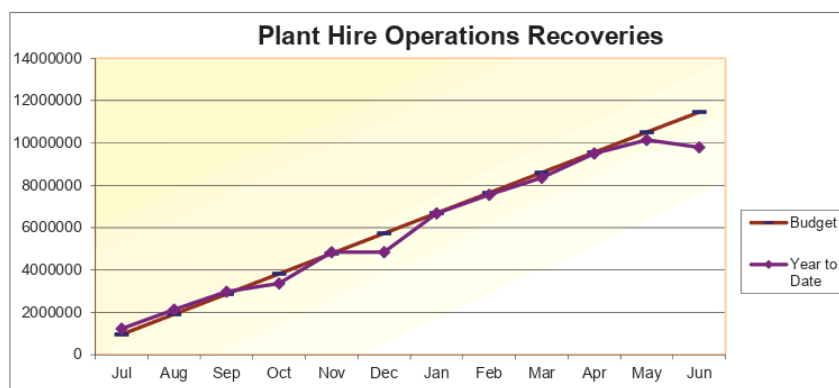
Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
IT support services provided within service levels outlined in the IT Service Catalogue.	95%	90%	Operational
Ensure availability of system up-time during core business hours (excluding planned outages).	99%	100%	Operational
Process records on the day of receipt as per Recordkeeping Charter.	95%	100%	Operational
Ensure supplier payments are made within stated trading terms – <u>7 days</u> .	90%	95%	Operational
Ensure top 100 suppliers by dollar value under formal purchasing agreements (contracts).	90%	93%	Operational
Maximise Council property occupancy rates.	98%	100%	Operational
Ensure tenanted properties in any month, have current lease agreements and public liability insurance.	80%	96%	Operational
Process insurance claims within procedural timeframes.	100%	100%	Operational
SmartHub Membership (Target 2018 - 20)	100	72	Operational

Liquor Permit Applications on Council Owned or Controlled Land

	April	May	June
Applications Received	8	7	11
Applications Approved	9	8	8
Applications Denied	0	0	0

7. Whole of Council Reports and Statistics

Fleet Services



Plant Hire Operations Budget (Surplus)	\$11,463,100
Year to Date (Surplus)	\$9,793,056

NB: Year to Date result shown is prior to finalising end-of-month result.

Procurement & Logistics

Contracts Awarded for June – 10

Tender/ Contract No.	Contract Name	Awarded	Amount
QUO13479	Repair & Application of Protective Coating to Barrage Gate	Alertvale Pty Ltd	\$72,350
QUO13499	Planning Scheme Flood Overlay Mapping	AECOM	\$4,910
QUO13507	Pump Station Upgrade Package1	Intalect Pty Ltd	\$300,670
QUO13508	Pump Station Upgrade Package 2	Rocky Industrial Controls	\$248,070
TEN13482	Supply and Delivery of Sodium Hypochlorite	Coogee QCA Pty Ltd	SOR
QUO13513	Prepare SRSTP Safety Management Plan	GHD Pty Ltd	\$44,690
TEN13361	Design of HVAC System at Airport	Anderson Consulting Engineers	\$113,500
TEN13503	Supply & Deliver Bagged Ice	CQ Local Ice	SOR
TEN12734	Supply & Service Waste Containers/Skip Bins	Cleanaway, JJ Richards, Kanga Bins	SOR

Corporate & Technology Services Monthly Operations Report

Tender/ Contract No.	Contract Name	Awarded	Amount
TEN13368	RPQS Hire of Plant & Equipment	80 Accepted Contractors to date	SOR

Tenders / quotes in progress - 35

**CORPORATE SERVICES
DEPARTMENT - MONTHLY
OPERATIONAL REPORT - JUNE 2019**

ES Monthly Report - June 2019

Meeting Date: 16 July 2019

Attachment No: 2

MONTHLY OPERATIONS REPORT

FINANCE – ENVIRONMENTAL SUSTAINABILITY

PERIOD ENDED JUNE 2019



1. Operational Summary

Environmental Sustainability Strategy

- Members of the Sustainability Strategy Executive Group finalised implementation of projects against the FY2018-19 annual action plan. The Group will meet again on 18 July 2019 to review Q4 progress and confirm next steps for FY2019-20.

Bringing Nature Back Program

- The winners of Council's Nature Photography Competition were formally recognised and awarded at Rockhampton Regional Library on 04 June 2019. The winning photos were displayed in the Library and at the Rockhampton Show.
- Nearly 6,000 copies of Council's new local edition 'Rockhampton Region Nature Play Passport' have been distributed since the launch on 31 May 2019. The Passports encourage families to explore their local natural environment and are available via Council's Customer Service Centres, Rockhampton Regional Libraries, the Visitor Information Centre and FBA's Flow Centre.
- Council's Strategic Planning and Environmental Sustainability Units have worked with Cardno to collate and workshop available environmental data for the Region. Cardno is in the process of finalising the draft Natural Environment Study for further consideration by Council.
- Community-based natural resource management works are continuing across a range of sites, with day to day coordination by the Parks Education Supervisor and technical input from the Environmental Sustainability Unit. The new water trailer (funded by Division 6 Councillor Capital) has now arrived and will be available for use in conjunction with bush regeneration and canopy improvement projects by mid July.
- As part of Council's efforts to increase urban canopy cover and greening, the Environmental Sustainability Unit has been collaborating with Parks to further extend Council's free Native Plant Program. In preparation for National Tree Day, free native plants will be available to residents at Council's Customer Service Centres at City Hall, Gracemere and Mount Morgan. Native plants will also be available at Emergency Services Day which coincides with National Tree Day (28 July 2019). To improve establishment rates, supporting information and slow release native plant fertiliser will be provided with all native plants.

Living Sustainably Program

- Council's Living Sustainably program focussed on June's theme of 'reducing plastic use and packaging'. A range of practical tips were distributed to over 1,400 residents via the Sustainability e-newsletter. Community members also participated in the hands-on monthly workshop at Rockhampton Regional Library.
- The Environmental Sustainability Unit also hosted a stall at the Rockhampton Show, showcasing program themes and giving community members an opportunity to pick up a Nature Play Passport or a fruit and veggie bag, and to discuss local sustainability issues of interest.
- Entries for Council's Sustainability in Action schools calendar competition closed on 28 June 2019, with submissions received from 14 schools. Winning entries will feature in Council's 2020 Community Calendar.
- Drain Buddies were installed at 9 locations across the Rockhampton CBD, on trial until June 2020.

Second Nature Program

- The Internal Sustainability Working Group met on 06 June 2019 to progress sustainability awareness and action across Council. The field trip focussed on the waste management theme and incorporated a visit to the South Rockhampton Sewage Treatment Plant and Lakes Creek Road Landfill.
- The Group also reviewed the second round of Sustainability Seed Fund applications and endorsed the next series of projects to be progressed in FY2019-20. Projects include a range of initiatives designed to improve waste management practices and make wise use of Council's resources.

V1 | Monthly Operations Report for Environmental Sustainability

2. Customer Service Requests

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

3. Capital Projects

Details of capital projects not reported regularly to Council or a particular Committee in other project specific report updates as at period ended June – 100% of year elapsed.



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



4. Operational Projects



As at period ended June – 100% of year elapsed.








Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc com'tals)
Environmental Sustainability Strategy (ESS): Develop Council's Strategy with input from stakeholders: Stage 1 – Initial review (completed Jan 2018) Stage 2 – Visioning (completed Mar 2018) Stage 3 – Strategy development (completed Apr 2018) Stage 4 – Strategy validation (completed May 2018) Stage 5 – Consultation/adoption (completed Sep 2018) Stage 6 – Implementation (in progress)	Oct 17	Jun 19		Completed: <ul style="list-style-type: none"> Public consultation completed 13 July 2018. Community input considered by the Sustainability Strategy Executive Group on 31 Aug 2018. Council adopted Strategy on 25 Sep 2018. Council received the annual action plan and Q1 implementation progress report on 13 Nov 2018. Council received the Q2 progress update on 05 Feb 2019. Council received the Q3 progress update on 07 May 2019. 	\$0	\$0
Pathway 1 – Natural environment (partnerships and programs)						
Natural environment study: Identify and map priority natural assets for protection and enhancement. This work will replace the natural environment study completed in 2010 (covering the amalgamated regions) and will inform future works, identify areas for future development offsets and also inform the Planning Scheme.	Sep 18	Jun 19		FY2018-19 objectives completed: <ul style="list-style-type: none"> Rapid urban canopy (i-Tree) assessment completed in Sep 2018. Cardno engaged to undertake Natural Environment Study in Feb 2019. Draft report received 30 May 2019. Awaiting final report, with next steps subject to Leadership Team consideration. 	\$65,000	\$65,000



Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc oom'tals)
Natural environment program - works: On-ground works projects to maintain and enhance key natural assets, green corridors and urban waterways in conjunction with key stakeholders and the community. The program may also provide catalyst funding to help address environmental projects on Council land.	Jul 18	Jun 19		FY2018-19 objectives completed: <ul style="list-style-type: none"> Fraser Park bush regeneration works (Capricornia Catchments, Multicultural Development Australia and Capricorn Correctional Centre) – commenced Sep 2018 and progressing on track. Riparian restoration and native plant support at Council's Nursery (Multicultural Development Australia) – FY2018-19 Skilling Queenslanders for Work grant application submitted in April 2019, announcement pending. Springers Lagoon interpretive signage – commenced Oct 2018, with artwork and content completed in Dec 2018 and installation in June 2019. 50% of funding provided to support manufacture and installation. Native plant program – plant purchases for National Tree / Emergency Services Day. Operational NRM trial commenced in April 2019 in conjunction with Parks, Jobs Queensland, Multicultural Development Australia and Capricornia Corrections. Tools trailer received May 2019 and water trailer received June 2019. 	\$50,000	\$46,000
Fish hotels: Fitzroy Basin Association (FBA) secured Australian government funding to install additional fish hotels at selected Lagoons. The ES Team is coordinating Council interests and Parks is providing in-kind support to this project via the Jobs Queensland crew and the use of the Green Waste Compound for assembly activities at the Rockhampton Botanic Gardens.	Apr 18	Sep 18		Completed: <ul style="list-style-type: none"> Water levels necessitated a change of installation location to Yeppen and Crescent Lagoons. Construction completed Jul 2018. Installation and media completed Aug 2018. 	FBA	FBA

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc com'tals)
Riparian study – Frenchmans and Thozets Creek: Regional Services has formed a cross-disciplinary Council team to explore opportunities for integrated floodplain management within the Frenchmans and Thozets Creek areas. The ES Team is part of the project team providing input to this study.	Mar 18	Jul 18		Completed: <ul style="list-style-type: none"> Final report received, project completed. Collaboratively exploring opportunities to support and fund proposed program of riparian works via grants and labour support. 	Regional Services	Regional Services
Pathway 2 – Empowering our community (external programs)						
Bringing Nature Back – engagement program: Long-term nature-based community engagement program, designed to bring nature back into the community's hearts, minds and everyday lives. Sponsored by the Australian Government as part of the <i>Building Better Regions – Community Investments Stream</i> . The Program will deliver a workshop series and engagement activities and tools that help the community to improve urban canopy cover in their own backyards, local streets, nearby creeks and on Council land.	Jul 18	Rolling		FY2018-19 objectives completed: <ul style="list-style-type: none"> Tropicana - Council launched the Bringing Nature Back program at Tropicana in Oct 2018, with a native plant giveaway and a workshop program including over 25 different presenters, with more than 2,500 participants during the course of the day. Fraser Park – Community workshops delivered 24 Mar 2019. Nature Play passports – Local edition 'Rockhampton Regional Council Nature Play Passport' launched at Romp in the Park (under 8s week) on 31 May 2019, with around 6,000 passports distributed in June. Nature Photography Competition closed 10 May 2019. Winners were awarded on 04 June 2019, with displays hosted at Rockhampton Regional Library and Rockhampton Show. 	\$30,000 + \$19,990 grant	\$50,000

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc om'tals)
Living Sustainably program: Long-term behaviour change program designed to encourage the community to adopt a wide array of actions and behaviours that support Council's sustainability goals. The program will recognise and reward sustainability awareness and action in schools as part of the annual schools calendar competition, 2019 community calendar and a rolling monthly communications program that commenced in January 2019.	Jul 18	Rolling		FY2018-19 objectives completed: <ul style="list-style-type: none"> Schools competition 2018 - Awarded the winners of the 'Sustainability in Action!' community calendar at Tropicana 2018. Calendars - Distributed the calendar to schools, Customer Service Centres, Councillors and participants in the CBD Christmas Fair. ecoBiz workshop - Facilitated EcoBiz workshop for community members and Council lessees to learn about water, waste and energy efficiencies (07 and 08 Oct 2018). Engagement program – Rolling program of monthly displays, workshops and e-newsletters in progress from Jan 2019. Schools calendar competition 2019 - Closed 28 June 2019. Winners will be awarded at Tropicana 2019. 	\$25,000 + \$10,000 RRWR contribution	\$35,000
Community Assistance Program (environment and sustainability scheme): A grants program designed to support community-based environment and sustainability initiatives. Funds are administered as part of the Community Assistance Program to support a wide range of community workshops and on-ground activities.	Jan 19	Rolling		FY2018-19 objectives completed: <ul style="list-style-type: none"> Council endorsed the proposed new Environment and Sustainability scheme on 11 Dec 18. Supporting documentation (including revisions to the existing web page, fact sheet, forms and acquittal reports) were finalised in Jan 2019. The first round of applications closed on 25 Mar 2019 and on 07 May 2019 Council resolved to provide funding of \$8,690 to be shared across three organisations. Funding agreements finalised June 2019. 	\$10,000	\$8,690

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc com'tals)
Drains are for rain action learning kits: The Great Barrier Reef Marine Park Authority awarded Council a Reef Guardian Stewardship grant to encourage environmental initiatives in our local communities. As part of this grant, Council will develop an education resource kit to provide local schools across the Rockhampton Region with action learning opportunities focussed on waterway awareness and source reduction.	Jul 18	Jun 19		FY018-19 objectives completed: <ul style="list-style-type: none"> Action learning kits have been finalised including drain stencils, safety equipment, and educational materials. Grant acquittal reporting was completed in June 2019 The action learning kits are now pending launch. 	\$1,700	\$3,000
Pathway 3 – Industry and infrastructure						
Clean growth choices for communities in transition: Queensland Government program designed to assist communities to become more resilient by acquiring new skills and technologies, mastering the transition to a low carbon technology and adapting to changing climate – all while creating the new jobs of tomorrow.	Aug 18	Jun 20		Project continuing: <ul style="list-style-type: none"> Attended Program start-up meeting in Brisbane Aug 2018. Contributed to initial desktop review in Sep/Oct 2018. Rockhampton based stakeholder workshops held 07 Nov 2018 and 11 Mar 2019. Working group activities continuing with draft business cases now being progressed. 	Transferred to Advance Rockhampton	Transferred to Advance Rockhampton
Sustainable Rockhampton Investment Fund: Supports projects that deliver both positive environmental outcomes and real operational savings for Council.	Jul 18	Jun 19		Fund continuing: <ul style="list-style-type: none"> Fund procedure approved Nov 2018. Awaiting Glenmore Water Treatment Plant solar as the first project for consideration under the Fund. 	NA	NA

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc om'tals)
Pathway 4 – Council operations (corporate sustainability)						
Second Nature program: Council's internal sustainability engagement program has been designed to advance sustainability awareness and action within Council's operations. The Internal Sustainability Working Group champion sustainability initiatives across departments, act as a conduit for information and support sustainability action across the organisation.	Jul 18	Rolling		FY2018-19 objectives completed: <ul style="list-style-type: none"> Facilitated EcoBiz workshop for Council officers to learn about water, waste and energy efficiencies (08 Oct 2018). Nov 2018 Working Group meeting rescheduled due to extreme weather conditions (heat and fire). Coordinated site visits and coaching activities for Council EcoBiz efficiencies cluster in Feb 2019. Working Group meeting held 07 Mar 2019, focussing on biodiversity (Mount Archer and Frenchmans Creek riparian corridors). Seed Fund applications closed on 29 Apr 2019, subject to review by the Working Group. The Working Group met on 06 June 2019 to focus on the waste theme, with visits to the South Rockhampton Sewage Treatment Plant and Lakes Creek Landfill. 	\$0	\$0
Sustainability Seed Fund program: As a key part of the internal sustainability engagement program, seed fund initiatives provide the opportunity to trial staff-initiated sustainability projects that foster sustainable behaviour whilst improving Council's wise use of resources.	Feb 18	Rolling		FY2018-19 objectives completed: <ul style="list-style-type: none"> Composting at City Childcare Centre (delivered) Black soldier fly trial at Zoo (delivered) Transition to recycled paper (delivered) Reusable coffee cups (delivered) Office recycling across Council (delivered) Energy efficient behaviour (pending) Enhanced public place recycling at Zoo (delivered) Transitioning to electronic forms (to be addressed via Learning Management System) Nursery efficiencies (ecoBiz) 	\$20,000	\$20,000

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc om'tals)
Queensland Climate Resilient Councils (QCRC): The QCRC is a free three year Program which Council subscribed to in mid-2017. Led by LGAQ, in partnership with the Queensland Government, the Program is designed to strengthen Council decision-making processes to respond to climate change.	Feb 18	Dec 18		Completed: <ul style="list-style-type: none"> Draft report received. Climate related risks to be further considered in Council's operational plans and risk registers. 	\$0	\$0
Energy Action Plan: Council facilities and services consume a significant amount of energy. This plan aims to identify Council's key strategic opportunities to achieve cost savings, improve environmental sustainability and recognise wider economic and social benefits.	Apr 18	Dec 18		FY 2018-19 objectives completed: <ul style="list-style-type: none"> Council endorsed the proposed Energy Action Plan on 11 Dec 18, along with the proposal for a solar installation at the Glenmore Water Treatment Plant. 	\$0	\$0

5. Budget

Financial performance is as expected for June – 100% of year elapsed.



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

As At End Of June

Report Run: 05-Jul-2019 09:55:54 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 100% of Year Gone
CORPORATE SERVICES							
FINANCE							
<i><u>Natural Resource Management</u></i>							
Revenues	0	0	0	(19,990)	(19,990)	0%	✓
Expenses	533,335	533,335	0	509,807	509,807	96%	✓
Transfer / Overhead Allocation	10,000	10,000	0	(4,170)	(4,170)	-12%	✓
Total Unit: Natural Resource Management	543,335	543,335	0	485,647	485,647	89%	✓
Total Section: FINANCE	543,335	543,335	0	485,647	485,647	89%	✓
Total Department: CORPORATE SERVICES	543,335	543,335	0	485,647	485,647	89%	✓
Grand Total:	543,335	543,335	0	485,647	485,647	89%	✓

Comments

Unit operations are within budget. Please note, final FY2018/19 accounts and wages were still being processed at the time of this report (05 July 2019).

6. Section Statistics

Program/Activity	Date/s	Attendees
Completed activities		
Nature Photography Competition display: Official winners presentation and local photo display at Rockhampton Regional Library supporting World Environment Day	03-24 Jun 19	170 entries, with >5000 views
Rockhampton Show Showcasing Council's sustainability programs to the community with interactive displays and activities at the Rockhampton Show	12-14 Jun 19	~5000
'Sustainability in Action' Schools Calendar Competition: Community competition seeking photo entries from schools around the Rockhampton Region across the 12 sustainability themes to be highlighted in the 2020 Community Calendar. Winners to be awarded at Tropicana	23 Apr – 28 Jun 19	Entries from 14 schools
Living Sustainably 'reducing plastic use and packaging': Monthly display and workshop at Rockhampton Regional Library	15 Jun 19	17
Upcoming activities		
Living Sustainably nature arts and crafts and 'learning about native plants': Monthly display and workshop at Rockhampton Regional Library	06 Jul 19	~50
River Festival: The Environmental Sustainability Unit will be hosting a Nature Play workshop in Adventure Land.	13 Jul 19	~50
Native Plant Program: To help encourage urban canopy cover and greening, free native plants will be available at Customer Service Centres in the lead up to National Tree Day. City Hall from 22-26 July, Mount Morgan 24 July and Gracemere 25 July.	22-26 Jul 19	~500
National Tree Day / Emergency Services Day: Sustainability stall promoting Council's free native plant program and ways to ensure you plant the right plant in the right place for the right reasons	28 Jul 19	~5000
Living Sustainably 'reusing and upcycling materials': Monthly display and workshop at Rockhampton Regional Library	10 Aug 19	~50
Living Sustainably 'encouraging wildlife and wildlife habitat': Monthly display and workshop to be held at Tropicana	14 Sep 19	~100
Tropicana 2019: Sustainable living festival, incorporating lead-in and lead-out activities, a number of themed zones, guest speakers, Nature Play and 'Uno's Garden'	13-15 Sep 19	~4000
Living Sustainably September school holiday activities: Major display and workshop series at Rockhampton Regional Library	21 Sep – 04 Oct 19	~500
Living Sustainably 'improving water use and water efficiency': Monthly display and workshop at Rockhampton Regional Library	12 Oct 19	~50
Living Sustainably 'recycling right with your yellow lid bin': Monthly display and workshop at Rockhampton Regional Library	09 Nov 19	~50
Living Sustainably 'green gift giving and festive decorations': Monthly display and workshop at Rockhampton Regional Library	07 Dec 19	~50

7. Whole of Council Reports and Statistics

No whole of Council statistics at this time.

V1 | Monthly Operations Report for Environmental Sustainability

8. Sustainability Events and Media Coverage



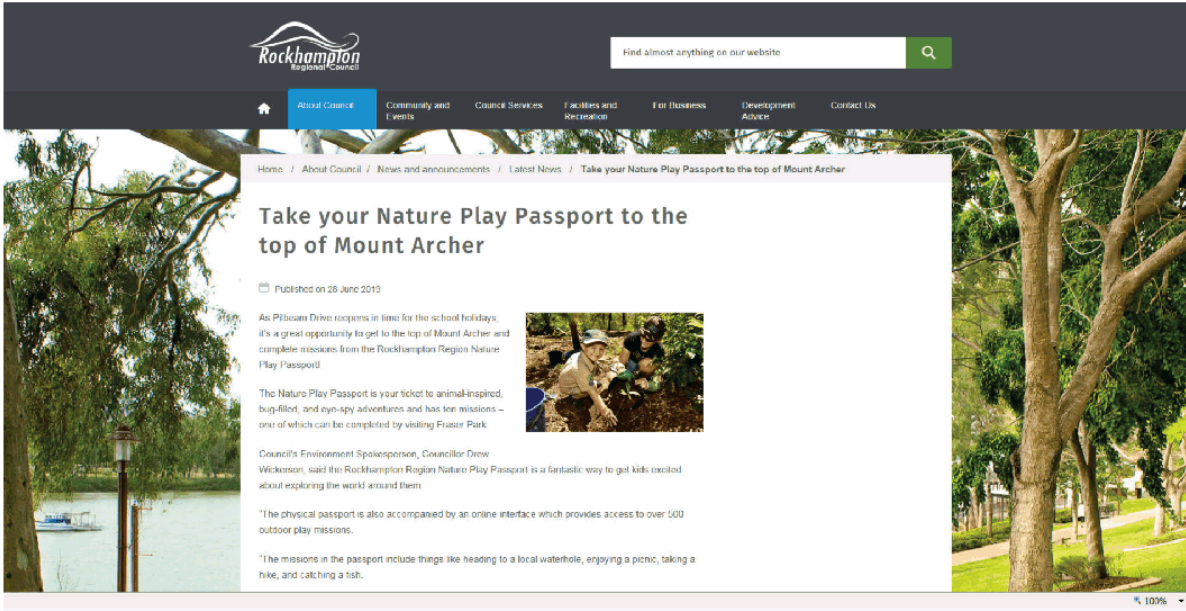
Nature Photography Competition (04 June 2019): Councillor Wickerson awarded the winners of the 2019 Nature Photography Competition and opened the display at Rockhampton Regional Library. The event was well covered by local television news and the Morning Bulletin.



Living Sustainably Community Workshop (15 June 2019): Council's June workshop sessions attracted 17 participants to the Rockhampton Regional Library over two informative sessions. The sessions focussed on reducing single use plastic use and were coordinated by Council's Environmental Sustainability Team, with guest presenter Sabrina Burke from Minimal Waste CQ. *Photo courtesy Councillor Wickerson.*



Living Sustainably Community Workshop (15 June 2019): Participants get hands on to learn about the impacts of plastics in our natural environment.



Media Release on Nature Play Passport activities at Mount Archer (28 June 2019): Council's Nature Play Passports have been put to good use in conjunction with the school holidays and the opening of the new Nature Play area at Mount Archer. Over 6,000 passports have now been distributed to families across the Region, encouraging families to explore our local nature environment.



Council's Environmental Sustainability programs in action at the Rockhampton Show (12-14 June 2019): The stall showcased Council's Living Sustainably and Bringing Nature Back programs, giving community members the opportunity to pick up a Nature Play Passport or a fruit and vege bag, as well as a chance to view the winners of the Nature Photography Competition 2019. Team members were also available to discuss local sustainability issues of interest.
Photo courtesy Councillor Wickerson.

CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT - JUNE 2019

Finance Monthly Report - June 2019

Meeting Date: 16 July 2019

Attachment No: 3

MONTHLY OPERATIONS REPORT

FINANCE

PERIOD ENDED JUNE 2019



1. Operational Summary

June was a particularly busy month with budgeting for 19/20 coming to a close as well as key deadlines needing to be met as per the External Audit Plan.

After an extensive process, the 19/20 budget was adopted by Council on 26th June.

The 18/19 budget was amended and adopted by Council on 18th June.

The following key deadlines were met as per the External Audit Plan:

- Review of Proforma Financial Statements
- Review of revaluations for Land, Water and Sewerage asset classes and Fair Value of all other Non-current asset classes
- Review of all position papers

These were all a key achievement for the Finance team, especially given the staff turnover and absences that we have experienced.

Attention has now turned to finalisation of 18/19 financial year and planning and preparation for 18/19 Financial Report and external audit.

Finance Systems team members made a major contribution to the implementation and roll out of the upgrade to ClAnywhere of Council's Finance System with go live on 1 July.

In addition to their normal responsibilities, Customer Service team stepped up to manage the ticket booths for Rockhampton Show.

Rates & Revenue team has finalised the transition to a new printing contractor for Rates Notices, Water Notices and Animal Registration. Rates and concessions were modelled for budget preparation and ensuring data within the Pathway system is updated in preparation for the Rates issue in July.

2. Customer Service Requests

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



All Monthly Requests (Priority 3) Finance 'Traffic Light' report June 2019

	Balance B/R	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) Q4
			Received	Completed								
Bookings Enquiry	1	0	0	0	1	0	5	● 0.00	● 3.25	● 2.23	4.19	● 0.00
Rates Searches	21	21	109	98	11	0	5	● 2.80	● 2.94	● 2.90	2.85	● 2.92
Rates Enquiry	3	3	43	42	1	0	3	● 0.74	● 0.94	● 0.98	0.71	● 0.82

3. Capital Projects

No Capital Projects

4. Operational Projects

As detailed in the Environmental Sustainability section report.

5. Budget



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

As At End Of June

Report Run: 05 Jul 2019 12:01:06 Excludes Nat Accts: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	YTD Revised Budget	YTD Actual	ECM Commitments	Commit + Actual	Variance %
	\$	\$		\$	\$	\$	%
FINANCE							
<u>Finance Management</u>							
Expenses	553,292	553,292	553,292	406,718	124,976	531,694	96%
Transfer / Overhead Allocation	0	0	0	1,304	0	1,304	-
Total Unit: Finance Management	553,292	553,292	553,292	408,022	124,976	532,998	96%
<u>Accounting Services</u>							
Expenses	1,854,564	1,854,564	1,854,564	1,337,119	0	1,337,119	81%
Transfer / Overhead Allocation	0	0	0	1,728	0	1,728	-
Total Unit: Accounting Services	1,854,564	1,854,564	1,854,564	1,338,847	0	1,338,847	81%
<u>Financial Systems</u>							
Revenues	(1,143)	(1,143)	(1,143)	0	0	0	0%
Expenses	205,499	205,499	205,499	173,055	0	173,055	84%
Transfer / Overhead Allocation	600	600	600	0	0	0	0%
Total Unit: Financial Systems	204,957	204,957	204,957	173,055	0	173,055	84%
<u>Customer Service</u>							
Revenues	(200,980)	(200,980)	(200,980)	(196,581)	0	(196,581)	98%
Expenses	1,700,333	1,700,333	1,700,333	1,535,917	4,582	1,540,499	91%
Transfer / Overhead Allocation	0	0	0	(237)	0	(237)	-
Total Unit: Customer Service	1,499,353	1,499,353	1,499,353	1,339,099	4,582	1,343,681	90%
<u>Rates & Revenue</u>							
Revenues	(452,834)	(452,834)	(452,834)	(651,144)	0	(651,144)	144%
Expenses	1,778,786	1,778,786	1,778,786	1,824,832	126,925	1,951,756	110%
Transfer / Overhead Allocation	750	750	750	0	0	0	0%
Total Unit: Rates & Revenue	1,326,701	1,326,701	1,326,701	1,173,688	126,925	1,300,613	98%
<u>Natural Resource Management</u>							
Revenues	0	0	0	(19,990)	0	(19,990)	-
Expenses	533,335	533,335	533,335	509,807	0	509,807	96%
Transfer / Overhead Allocation	10,000	10,000	10,000	(4,170)	0	(4,170)	-42%
Total Unit: Natural Resource Management	543,335	543,335	543,335	485,647	0	485,647	89%
Total Section: FINANCE	5,782,193	5,782,193	5,782,193	4,918,358	256,483	5,174,841	89%

Comments

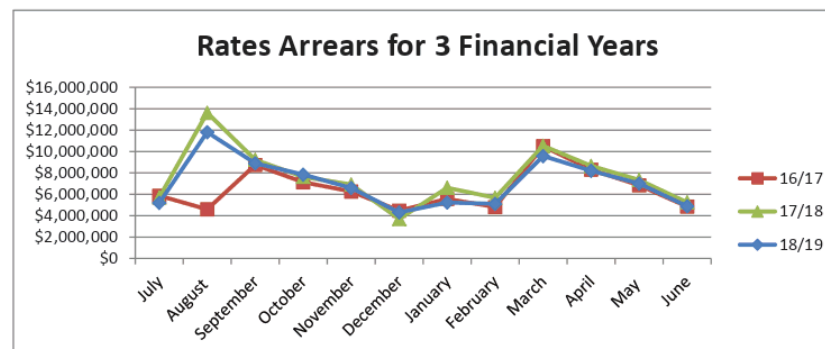
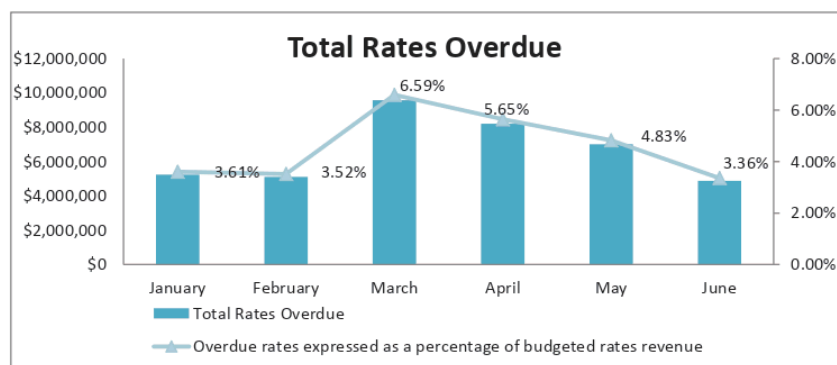
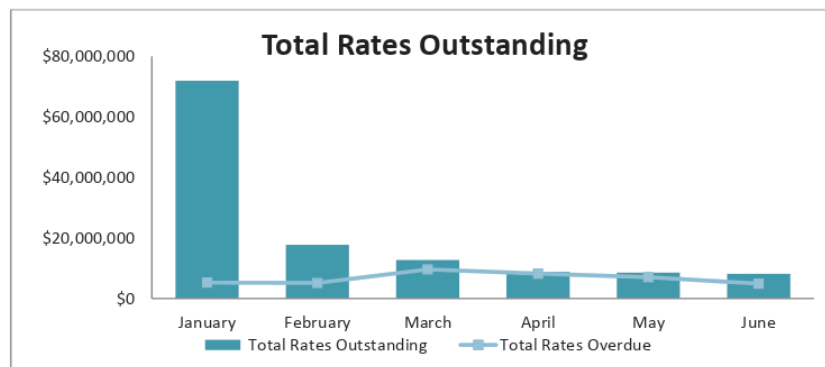
Finance Section is under budget overall at the end of June. Please note that there is one week of Payroll 2 wages and some minor creditor payments to be added to these results in EOFY processing. Rates and Revenue expenditure is over budget due to increased legal costs for debt collection, however this expense is offset by increased revenue for recovery of costs. Overall there is minimal net impact and Rates and Revenue Unit's net position is under budget.

6. Section Statistics

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%	3.36% in June	Operational
Maintain the ratio of customer queries satisfied by Customer Service Officers, without referral to departments.	80%	92%	Operational
Customer Service Call Centre answering 75% of incoming calls within 45 seconds.	75%	59%	Adopted

Unpaid rates and charges achieved a low point of 2.96% in December 2018.

The drop in Customer Service CS Call Centre performance is attributable to low staffing numbers due to illness.



V1 | Monthly Operations Report for Section

7. Whole of Council Reports and Statistics

Safety Statistics

Nil to report

**CORPORATE SERVICES
DEPARTMENT - MONTHLY
OPERATIONAL REPORT - JUNE 2019**

SP Monthly Report - June 2019

Meeting Date: 16 July 2019

Attachment No: 4

MONTHLY OPERATIONS REPORT

STRATEGY & PLANNING

PERIOD ENDED JUNE 2019



1. Operational Summary

Strategic Planning

- Public consultation for the major amendment to the Rockhampton Region Planning Scheme ended 14 June 2019. A total of eighty-eight (88) submissions were received. Council workshop to be held 9 July 2019 to discuss submissions and proposed amendments.
- Project continuing to remove a portion of the Music Bowl site (Lot 2 RP 616767) from the State Environmental Management Register.
- Regional policy and statistical research to contribute to the A Fair Go for All Queenslanders campaign and associated stakeholder consultation.
- Strategic planning input and contribution to Project Rocky and other strategic projects.
- The draft of the Natural Environment Study for the Rockhampton region was completed by Cardno. Council have provided comments on the draft report. Cardno to provide final report by end of July 2019.

Grant Applications

- Advice received on the Queensland Disaster Resilience Fund. Funding was approved for the Rockhampton Airport Precinct Levee Feasibility Study.
- Grant management process has been mapped in anticipation of working with business analysts to investigate appropriate systems and workflow to manage project information and reporting requirements.
- Assisted Regional Services to complete Benefits Report for the Building Our Regions Milestone 1 report.
- Advice, drafting and support for grants applications listed below:

Grant Name	Description	Department	Amount	Closing Date
Resource Recovery Industry Development Program (RRIDP)	Project in development. Work with RRWR will be to get project 'grant ready' when next round is announced.	Rockhampton Regional Waste and Recycling	TBD	TBD
Festivals Australia	Mount Morgan Arts Workshops and Festival – advice on suitability. Will likely progress with grant application for a single activity with this grant.	Advance Rockhampton	TBD	September 2019 (closing date not yet announced for

V1 | Monthly Operations Report for Section

	Sourcing grants for other activities.			upcoming round)
	Food Hub – Dependent on location of commercial kitchen. Looking to fund activities, as well as kitchen fit-out.	Advance Rockhampton	TBD	

2. Customer Service Requests

Response times for completing customer requests in this reporting period for May 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) Q4
			Received	Completed													
Strategic Planning Enquiry	0	0	1	1	0	0	3	●	0.00	●	0.67	●	0.84		0.49	●	0.62

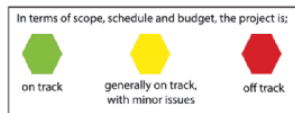
3. Capital Projects



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




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

4. Operational Projects

As at period ended May – 90% of year elapsed



Project	Planned Start Date	Planned End Date	On Track	Comments	Budget Estimate	YTD actual (incl committals)
Rockhampton Aquaculture Industry Development Plan <i>Provide direction and facilitate the creation of aquaculture development in the Rockhampton Region</i>	Dec 2018	April 2019		Part funding of project led by Advance Rockhampton and strategic planning input into the project.	\$25,000.00	\$14,121.00
Removal of portion of Music Bowl site (Lot 2 RP 616767) from Environmental Management Register	Feb 2019	June 2019		Part 1 - Butler Partners have been engaged to undertake an environmental site assessment. The scope has been expanded to include additional surface sampling. This will result in additional cost and time being required to remove the site from the EMR register. Part 2 – GHD have been engaged to undertake the required assessment audit.	\$52,500.00 \$21,163.00	\$32,903.20 \$13,899.60

Project	Planned Start Date	Planned End Date	On Track	Comments	Budget Estimate	YTD actual (incl committals)
Natural Environment Study Project initiated to commission an updated Natural Environment Study for the RRC local government area.	Dec 2018	June 2019		The final draft study has been provided for feedback. The leadership team will be briefed in August prior to Council workshop in early September 2019.	\$60,000.00 (Environmental Sustainability budget) any variations from S&P budget	\$53,000.00
Event Transport Management Strategic Assessment	May 2019	July 2019		PricewaterhouseCooper have been engaged to undertake this project. Inception meeting was held on 17 May 2019.	\$21,450.00	\$0.00
Rockhampton Region Planning Scheme – Major Amendment V2 Stage 1 – Planning and Preparation – completed Stage 2 – State Interest Review – completed Stage 3 – Public Consultation – commenced Stage 4 – Consideration by State Stage 5 – Adoption	Sept 2017	Dec 2019		Public consultation ended 14 June 2019. There were a total of 54 enquiries on the planning scheme amendment and 88 properly made submissions received.	In house	

5. Budget

Financial performance as expected for the reporting period.

STRATEGY AND PLANNING

<i>Strategy and Planning</i>							
Revenues	(525)	(525)	(525)	0	0	0	0%
Expenses	912,076	912,076	912,076	601,426	0	501,426	66%
Transfer / Overhead Allocation	6,367	6,367	6,367	2,479	0	2,478	39%
Total Unit: Strategy and Planning	917,918	917,918	917,918	603,906	0	603,906	66%
Total Section: STRATEGY AND PLANNING	917,918	917,918	917,918	603,906	0	603,906	66%

Comments

Expenses remain under-budget largely due to Senior Strategic Planner position being vacant and recent appointment of Grants and Business Advisor position.

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

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

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

SUMMARY

The operations report for the Office of the CEO Department for the period ending 30 June 2019 is presented for Councillors' information.

OFFICER'S RECOMMENDATION

THAT the Office of the CEO Departmental Operations Report as at 30 June 2019 be "received".

COMMENTARY

The Office of the CEO Department report for the financial year ending 30 June 2019 includes the following sections:

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

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

OFFICE OF THE CEO DEPARTMENT - MONTHLY OPERATIONAL REPORT - JUNE 2019

Office of the CEO and Office of the Mayor Monthly Report - June 2019

Meeting Date: 16 July 2019

Attachment No: 1

MONTHLY OPERATIONS REPORT

OFFICE OF THE CEO & OFFICE OF THE MAYOR

PERIOD ENDED JUNE 2019



1. Operational Summary

Office of the CEO

Directorate

- The Chief Executive Officer is a member of Local Government Reference Group to provide input to DLGRMA on proposed changes to Local Government legislation (Belcarra Stage 2).
- Budget adopted 26 June 2019.
- Discussions commenced in house regarding coordination of resource industry matters
- Executive Coordinator to Mayor seconded to Resource Industry Project Manager role for 4-6 weeks
- Coordinator Media and Engagement acting in position of Executive Coordinator to Mayor for 4-6 weeks
- Meetings held with local business representatives regarding Adani/Regions discussions
- CQROC discussions as presented to Council meeting 2 July 2019
- Rockhampton Regional Council External Employees Certified Agreement 2018 certified 29 May 2019
- Application for Rockhampton Regional Council Certified Agreement 2018 – Internal Employees has been filed with the QIRC and awaiting a hearing date

Committee Support

- Downloading of Council and Committee Agendas via One Drive working very well and no issues. Access restricted to Councillors and Leadership Team at this stage.
- Trial with Advance Rockhampton for electronic lodgement of Travel Proposal Forms via ECM concluded.
- Investigations continuing as resources permit regarding the use of alternate method for travel requests.
- Domestic travel for staff and Councillors continues to be very busy with over 50 Travel Proposal Forms processed in the month of June 2019.
- International travel completed for General Manager Advance Rockhampton to Philadelphia from 31 May to 6 June 2019.
- International travel to China for General Manager Advance Rockhampton and Senior Executive for Trade and Investment will occur from 31 July to 10 August 2019 as per Council resolution.
- Committee and Council Agendas comprised of 3 Council meetings (44 reports); 1 Special Council meeting (2 reports); Committee Meetings (21 reports in total) and Audit and Business Improvement Advisory Committee (21 reports).

Office of the Mayor

- Council's 'Fair Go For All Queenslanders' campaign launched on 24 May 2019 gained momentum during the reporting month via a number of strategic activities, including digital notice board promotion, commencement of radio advertising, engagement across our business community and with a stall staffed by the engagement team at the Rockhampton Show generating significant interest and signatures to the petition. Additional planning for the continued roll-out of the campaign for the month of July and August was undertaken.
- Council undertook a series of participatory budget community workshops with approximately 50 members of the public in the lead up to the adoption of the 19-20 Budget. The consultation was run in line with recommended best practice by IAP2 and was well received by participants.
- Seven corflutes were designed for Council projects in June.
- Face-to-face community engagement was undertaken in relation to Rocky River Run and Ergon Works in the CBD.

- Results from the 2018 Resident Satisfaction and Importance Survey were handed to Engagement Unit and a report is being prepared for August.

Executive Support Unit

- There were no civic events undertaken in the reporting period, however preparations are underway for upcoming events in July including Talisman Sabre 2019 Open Day, an event to acknowledge and extend appreciation to volunteers across Council, a civic reception to welcome international students studying across the Region and an upcoming Citizenship ceremony.

2. Customer Service Requests



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

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)		Avg Completion Time (days) Current Mth		Avg Completion Time (days) 6 Months		Avg Completion Time (days) 12 Months		Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q4	
			Received	Completed													
Media All Enquiries	0	0	0	0	0	0	5	🟢	0.00	🔴	6.00	🟢	4.00	🟢	0.00	🟢	0.00
Citizenship Request/Enquiry	0	0	0	0	0	0	5	🟢	0.00	🟢	0.33	🟢	0.33	🟢	0.33	🟢	0.00
Committee Support - Meetings/Agendas etc	0	0	0	0	0	0	2	🟢	0.00	🟢	0.00	🟢	0.00	🟢	0.00	🟢	0.00
CEO General Request	1	0	0	0	1	0	5	🟢	0.00	🟢	5.00	🟢	8.63	🟢	1.00	🟢	5.00
Councillor General Enquiry	1	1	2	0	2	0	5	🟢	0.00	🔴	8.96	🔴	9.55	🟢	4.91	🟢	3.78
Mayor's Personal (Mayor's General Info) DEPT USE	0	0	0	0	0	0	2	🟢	0.00	🟢	0.00	🟢	0.00	🟢	0.00	🟢	0.00

Service Standards Commentary

CEO Office

Current reporting period trending in accordance with established timeframes.

Media and Communication

During the reporting period, the Media and Communications Unit received 57 enquiries from media outlets with all response times completed in line with established timeframes. 29 of the 57 enquiries were received in response to proactive media releases from Council.

Executive Support

35 of 90 Pathway requests were logged by the Executive Support Unit on behalf of Councillors during the reporting period.

There is one outstanding Councillor General Enquiry request due to a lack of contact details which is being followed up.

3. Capital Projects

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

4. Operational Projects

As at period ended May 2019 – 100% of year elapsed.



Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl committals)
Office of the CEO						
Travel and Conference Attendance Policy	April 18	August 2019		Review of existing policy in progress.	Labour	Labour
Office of the Mayor						
Community Engagement Policy and Procedure		March 19		Report to Council on Community Engagement Policy and Procedure currently being finalised for presentation and consideration	Labour	Labour
Review of Council's Social Media Accounts	Feb 19	Sept 19		Implementation of a range of recommendations to improve engagement levels and resource efficiencies across Council's social media accounts is continuing.	Labour	Labour

5. Budget



End of Month Job Costing Ledger - (Operating Only) - OFFICE OF CEO

As At End Of June

Report Run: 04 Jul 2019 15:06:53 Excludes Nat Accts: 2802,2914,2917,2924

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 100% of Year Gone
OFFICE CHIEF EXECUTIVE OFFICER							
CHIEF EXECUTIVE OFFICER							
<i>CFO Management</i>							
Expenses	510,840	510,840	0	543,498	543,498	106%	✗
Transfer / Overhead Allocation	0	0	0	131	131	0%	✗
Total Unit: CFO Management	510,840	510,840	0	543,629	543,629	106%	✗
Total Section: CHIEF EXECUTIVE OFFICER	510,840	510,840	0	543,628	543,628	106%	✗
WORKFORCE & GOVERNANCE MANAGEMENT							
<i>Human Resources and Payroll</i>							
Expenses	1,365,706	1,365,708	0	1,373,055	1,373,055	101%	✗
Transfer / Overhead Allocation	6,242	6,242	0	5,588	5,588	90%	✓
Total Unit: Human Resources and Payroll	1,371,948	1,371,948	0	1,378,653	1,378,653	100%	✗
<i>Safety & Training</i>							
Revenues	(88,680)	(88,680)	0	(58,942)	(58,942)	86%	✗
Expenses	1,359,116	1,359,116	31,921	1,299,454	1,301,376	96%	✓
Transfer / Overhead Allocation	(20,410)	(20,410)	0	39,200	39,200	192%	✗
Total Unit: Safety & Training	1,270,026	1,270,026	31,921	1,241,712	1,281,633	101%	✗
<i>Legal & Governance</i>							
Expenses	440,486	440,488	475	540,535	541,010	123%	✗
Transfer / Overhead Allocation	0	0	0	15	15	0%	✗
Total Unit: Legal & Governance	440,486	440,488	475	540,550	541,025	123%	✗
<i>Workforce & Governance Management</i>							
Revenues	0	0	0	(20,500)	(20,500)	0%	✓
Expenses	977,076	977,076	12,132	828,402	840,535	86%	✓
Transfer / Overhead Allocation	0	0	0	13,257	13,257	0%	✗
Total Unit: Workforce & Governance Management	977,076	977,076	12,132	821,159	833,292	85%	✓
<i>Workforce Relations & Ethics</i>							
Expenses	262,680	262,680	7,893	230,538	238,431	91%	✓
Transfer / Overhead Allocation	0	0	0	15	15	0%	✗
Total Unit: Workforce Relations & Ethics	262,680	262,680	7,893	230,553	238,446	91%	✓
Total Section: WORKFORCE & GOVERNANCE MANAGEM	4,322,215	4,322,215	52,421	4,220,628	4,273,049	99%	✓
GOVERNANCE SUPPORT							
<i>Executive Support</i>							
Revenues	(26,530)	(26,530)	0	(26,583)	(26,583)	100%	✗
Expenses	1,803,857	1,803,857	5,026	1,800,202	1,805,317	100%	✗
Transfer / Overhead Allocation	176,868	176,868	0	138,186	108,186	61%	✓
Total Unit: Executive Support	1,954,095	1,954,095	5,026	1,881,895	1,885,921	97%	✓
Total Section: GOVERNANCE SUPPORT	1,954,095	1,954,095	5,026	1,881,895	1,885,921	97%	✓
MEDIA & COMMUNICATION							
<i>Media & Communication</i>							
Expenses	414,703	414,733	5,738	526,762	532,500	128%	✗
Transfer / Overhead Allocation	0	0	0	747	747	0%	✗
Total Unit: Media & Communication	414,703	414,733	5,738	527,509	533,247	129%	✗
Total Section: MEDIA & COMMUNICATION	414,703	414,733	5,738	527,509	533,247	129%	✗
Executive Co-ordinator to the Mayor							
<i>Mayors Office</i>							
Expenses	557,388	557,388	26,263	465,166	491,448	88%	✓
Transfer / Overhead Allocation	0	0	0	246	246	0%	✗
Total Unit: Mayors Office	557,388	557,388	26,263	465,410	491,693	88%	✓
Total Section: Executive Co-ordinator to the Mayor	557,388	557,388	26,263	465,410	491,693	88%	✓
Total Department: OFFICE CHIEF EXECUTIVE OFFICER	1,759,241	1,759,241	89,438	1,639,100	1,726,538	100%	✓
Grand Total:	1,759,241	1,759,241	89,438	1,639,100	1,726,538	100%	✓

Comments

Overall across the section expenditure for the financial year has finished just below budget expectations.

6. Section Statistics

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

Media & Communications		
Description	No	Comments
Media Releases – distributed	34	Generated: <ul style="list-style-type: none">- 552 stories- Audience total of 5.67 million- Advertising equivalent - \$1,072,548
Media Opportunities	9	
Social Media – Facebook likes	23,840	Increase of 0.8%
Social Media – Impressions	1,556,175	People liking, commenting and sharing up 37.4% on previous month
Social Media – Clicks	5,755	Clicks on posts to follow links

7. Whole of Council Reports and Statistics

No specific whole of Council statistics to report.

OFFICE OF THE CEO DEPARTMENT - MONTHLY OPERATIONAL REPORT - JUNE 2019

Workforce and Governance Monthly Report - June 2019

Meeting Date: 16 July 2019

Attachment No: 2

MONTHLY OPERATIONS REPORT

WORKFORCE AND GOVERNANCE

PERIOD ENDED JUNE 2019



1. Operational Summary

Certified Agreement Negotiations

The RRC Internal Employees Certified Agreement 2018 (Stream A) was listed to be certified at the Queensland Industrial Relations Commission on Monday 1 July 2019. The Commissioner, who is hearing the application; has not yet terminated the existing Certified Agreement as it continues to be relied upon by the Livingstone Shire Council due to the statutory de-amalgamation processes. Before a new agreement can be certified, the current agreement needs to be officially terminated by the Commission. A solution has been identified which appears to satisfy the concerns of the Commissioner. Discussions have occurred with the Livingstone Shire Council and the relevant union to progress to a resolution.

The applicable unions are reviewing the Treatment Plant Operators Certified Agreement along with the Waste and Recycling Certified Agreement, once they have confirmed their acceptance the ballot process will commence.

Aurion Timekeeper & Award Interpreter Project

The Aurion Timekeeper Project is currently on hold until the end of July 2019. This is due to the extensive operational work that is currently being carried out for end of financial year. This work includes ongoing extensive testing of the Aurion system, implementation of Certified Agreement system changes and back pay, end of financial year processing including Single Touch Payroll for the first time.

2. Customer Service Requests

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



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

	Balance R/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	<div></div>	Avg Completion Time (days) Current Mth	<div></div>	Avg Completion Time (days) 6 Months	<div></div>	Avg Completion Time (days) 12 Months	<div></div>	Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q4	<div></div>		
			Received	Completed															
Administrative Action Complaints	0	0	0	0	0	0	36	<div></div>	0.00	<div></div>	0.00	<div></div>	0.00	<div></div>	0.00	<div></div>	0.00	<div></div>	
W&S - Complaints Management Process (NOT CSO USE)	1	1	7	6	1	0	30	<div></div>	2.83	<div></div>	7.00	<div></div>	9.02	<div></div>	6.91	<div></div>	5.29	<div></div>	

3. Capital Projects

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


4. Operational Projects

As at period ended June 2019 – 100% of year elapsed.



Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl committals)
Certified Agreements	July 2018	March 2019		The RRC Internal Certified Agreement is before the QIRC, a technical concern has been raised however a suggestive solution has been identified for rectification. The applicable unions are reviewing the Treatment Plant Operators Certified Agreement along with the Waste and Recycling Certified Agreement, once they have confirmed their acceptance the ballot process will commence.	\$10,000	\$13,747
Staff Health and Wellbeing Program	July 2018	June 2019		The Mental Health Awareness sessions due to be held in June have been confirmed for 25 July with Black Dog Institute. Prostate Cancer awareness sessions will be delivered by Man Up! In August and the My	\$16,000	\$ 700

Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl committals)
				Health for Life Program (Qld Government funded, run through Diabetes Qld), is being considered for September 2019. Balance of funds was allocated to legislative and compliance training across the organisation.		
Legislative Compliance Training Program	July 2018	June 2019	🟢	The program was delivered as scheduled. The following courses were held during the reporting period: <ul style="list-style-type: none"> • Initial Confined Space Breathing Apparatus • MR Licence • Elevated Work Platform • First Aid and CPR • Roller Practical Assessment • Excavator Assessment • Cert III in Civil & Cert IV in Civil Construction • Forklift Assessment • Roller Operator VOC – Theory Training • ITMP (Implement Traffic Management Plan). 	\$313,000	\$289,214
Leadership and Cultural Development Program	July 2018	June 2019	🟢	The Cultural Values Assessment survey was undertaken from the 10-24 June 2019. The purpose is to gauge progress of the values since adoption in 2016 and provide a roadmap for Rockhampton Regional Council's cultural journey and provide further	Adopted budget \$75,000 \$55,000 to fund wages	\$21,750

Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl committals)
				input into the draft people plan. Results will be received and discussed with the leadership team on 22 July 2019 and shared with leaders and employees during the month of August	for new resource	
Learning Management System Project	July 2018	June 2019		The LMS Project Team are continuing to work with BEAKON (the LMS provider) to determine and test system functionality. Once this has been completed, the team will commence scoping and project planning.	\$150,460	\$89,056

5. Budget

End of Month Job Costing Ledger - (Operating Only) - OFFICE OF CEO							
As At End Of June							
Report Run: 04-Jul-2019 15:06:53 Excludes Nat Accts: 2802,2914,2917,2924							
	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Variance	On target
	\$	\$	\$	\$	\$	%	100% of Year Gone
OFFICE CHIEF EXECUTIVE OFFICER							
WORKFORCE & GOVERNANCE MANAGEMENT							
<u>Human Resources and Payroll</u>							
Expenses	1,365,708	1,365,708	0	1,373,055	1,373,055	101%	✖
Transfer / Overhead Allocation	6,242	6,242	0	5,598	5,598	90%	✓
Total Unit: Human Resources and Payroll	1,371,949	1,371,949	0	1,378,653	1,378,653	100%	✖
<u>Safety & Training</u>							
Revenues	(68,680)	(68,680)	0	(58,942)	(58,942)	86%	✖
Expenses	1,359,110	1,359,110	31,921	1,209,454	1,301,375	90%	✓
Transfer / Overhead Allocation	(20,410)	(20,410)	0	39,200	39,200	192%	✖
Total Unit: Safety & Training	1,270,026	1,270,026	31,921	1,249,712	1,281,633	101%	✖
<u>Legal & Governance</u>							
Expenses	440,486	440,486	475	540,535	541,010	123%	✖
Transfer / Overhead Allocation	0	0	0	15	15	0%	✖
Total Unit: Legal & Governance	440,486	440,486	475	540,550	541,025	123%	✖
<u>Workforce & Governance Management</u>							
Revenues	0	0	0	(20,500)	(20,500)	0%	✓
Expenses	977,070	977,070	12,132	820,402	940,535	90%	✓
Transfer / Overhead Allocation	0	0	0	13,257	13,257	0%	✖
Total Unit: Workforce & Governance Management	977,070	977,070	12,132	821,159	833,292	86%	✓
<u>Workforce Relations & Ethics</u>							
Expenses	262,680	262,680	7,893	230,538	238,431	91%	✓
Transfer / Overhead Allocation	0	0	0	15	15	0%	✖
Total Unit: Workforce Relations & Ethics	262,680	262,680	7,893	230,553	238,446	91%	✓
Total Section: WORKFORCE & GOVERNANCE MANAGEM	4,322,215	4,322,215	52,421	4,220,628	4,273,049	98%	✓

Financial performance as expected for the reporting period.

Comments
The financial year was finalised within targets.

6. Section Statistics Reported Quarterly

Data will now be updated quarterly for periods ended 30 September, 31 December, 31 March and 30 June.

Establishment – Workforce and Governance

FTE Positions	Period	Workforce & Governance
Starting Point	1 July 2018	36.39
Previous Quarter	01 Jan 2019 – 31 Mar 2019	40.39
Current Quarter	01 April 2019 – 30 June 2019	41.39

Lost Time Injury Free Days – Workforce and Governance

Section	Date of Last LTI	LTI Free Days	LTI Free Record
Workforce & Governance	29/02/2016	1127	1127

7. Whole of Council Reports & Statistics Reported Quarterly as at 30 June 2019

Data will now be updated quarterly for periods ended 30 September, 31 December, 31 March and 30 June.

Establishment – Whole of Council

FTE Positions	Period	Council
Starting Point	1 July 2018	913.37
Previous Quarter	01 Jan 2019 – 31 March 2019	958.96
Current Quarter	01 April 2019 – 30 June 2019	959.35

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

This quarter there were eight positions abolished with a number of new positions created. Advance Rockhampton created a Manager Economic Development, Community Services approved the position of Supplementary Development Officer – Volunteers and there was an increase to the hours in Assets and Facilities Administration due to unexpected leave. Rural Operations have had three external positions created and Fitzroy River Water were approved for an Apprentice Plumber position.

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

Year	Apprentices	Trainees
2019	18	18
2018	13	17

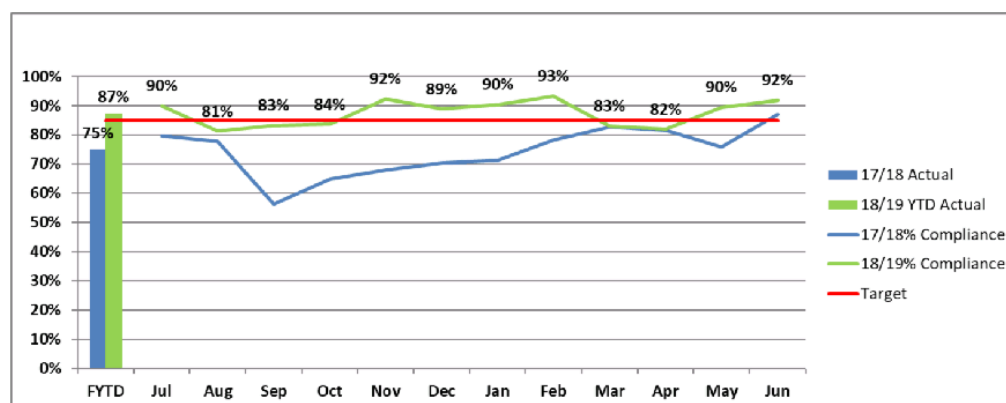
SAFETY

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

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

Incident Logging

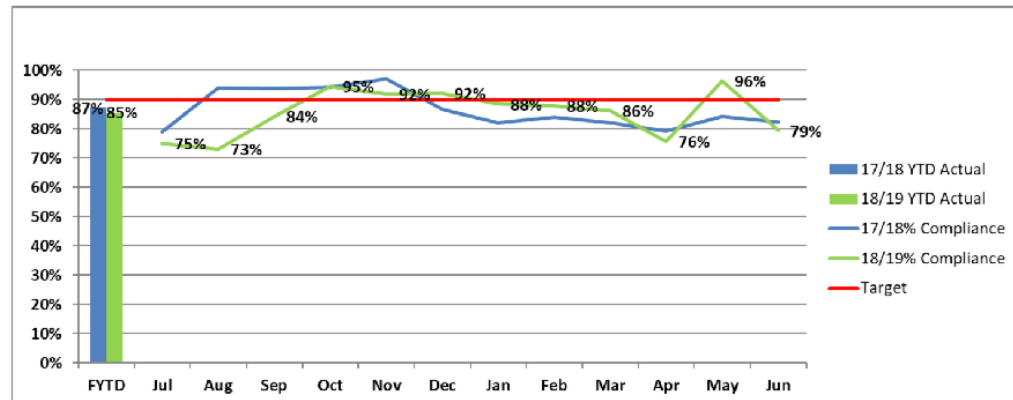
Council's 2018/19 target of 85% of all incidents to be logged into Riskware by the end of the next business day has been **achieved at 92%**.



Department	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Advance	100%	50%	100%	83%	100%	100%	75%	100%	100%	100%	86%	100%
Community	75%	70%	75%	88%	88%	78%	91%	95%	85%	79%	88%	86%
Corporate	100%	100%	50%	80%	100%	100%	100%	100%	100%	75%	100%	-
Office CEO	-	100%	-	100%	-	-	100%	-	-	100%	100%	67%
Regional	96%	91%	91%	81%	92%	100%	91%	90%	77%	85%	90%	95%
Council	90%	81%	83%	84%	92%	89%	90%	93%	83%	82%	90%	92%

Hazard Inspections

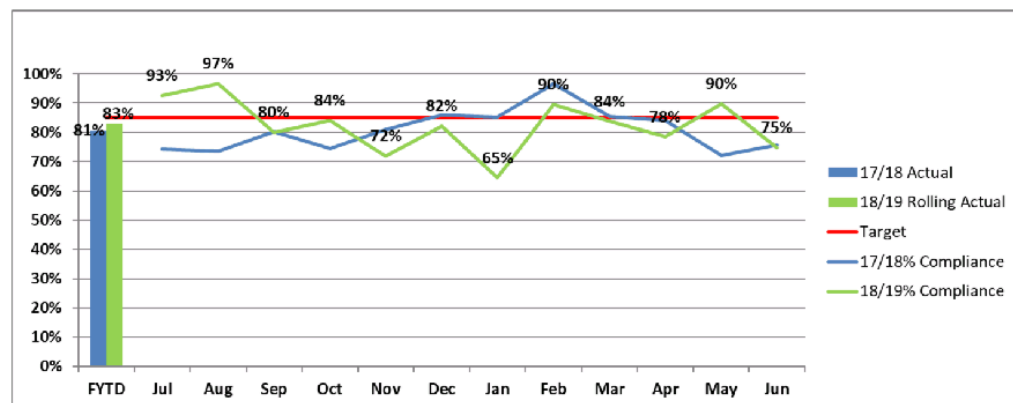
Council's 2018/19 target of 90% of all hazard inspections to be completed within the scheduled month was **not achieved at 79%**.



Department	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Advance	-	80%	100%	100%	-	100%	100%	0%	100%	100%	100%	100%
Community	50%	38%	91%	89%	88%	100%	71%	70%	100%	55%	89%	33%
Corporate	100%	100%	100%	100%	100%	100%	100%	100%	100%	75%	100%	100%
Office CEO	-	50%	-	-	-	-	-	100%	-	-	-	-
Regional	82%	95%	76%	95%	93%	87%	94%	100%	78%	81%	100%	88%
Council	75%	73%	84%	95%	92%	90%	88%	88%	86%	76%	96%	79%

Corrective Actions

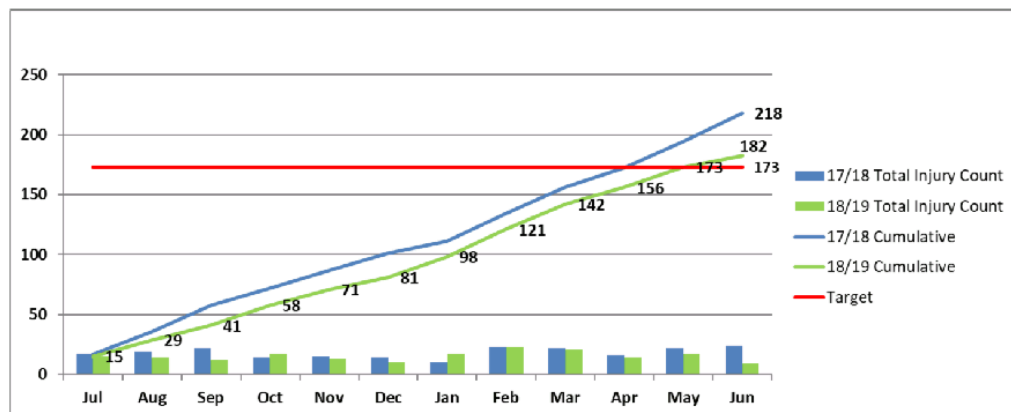
Council's 2018/19 target of 85% of all corrective actions to be completed by the nominated due date was **not achieved at 75%**.



Department	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Advance	100%	100%	82%	92%	92%	83%	100%	100%	100%	100%	100%	95%
Community	80%	96%	77%	81%	70%	89%	70%	93%	92%	80%	89%	66%
Corporate	90%	80%	89%	100%	100%	92%	50%	100%	100%	100%	73%	94%
Office CEO	100%	100%	58%	65%	20%	73%	100%	67%	67%	81%	95%	88%
Regional	99%	99%	91%	91%	79%	74%	59%	84%	77%	74%	92%	74%
Council	93%	97%	80%	84%	72%	82%	65%	90%	84%	78%	90%	75%

Total Injury Count – excludes confidential Riskware reports.

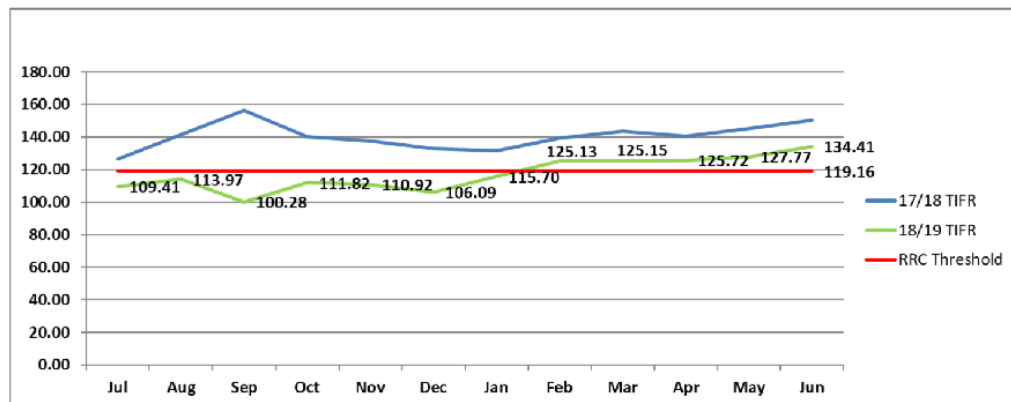
Council's 2018/19 injury threshold of 173 was **not achieved** with 182 injuries reported.



Department	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
RRC	-	-	-	-	-	-	-	1	-	-	-	-	1
Advance	-	-	-	1	-	-	-	1	1	-	-	-	3
Community	6	9	9	6	7	7	8	9	9	10	4	4	88
Corporate	2	1	1	2	2	2	1	2	3	1	1	-	18
Office CEO	-	-	-	-	-	-	-	-	-	-	1	2	3
Regional	7	4	2	8	4	1	8	10	8	3	11	3	69
Council	15	14	12	17	13	10	17	23	21	14	17	9	182

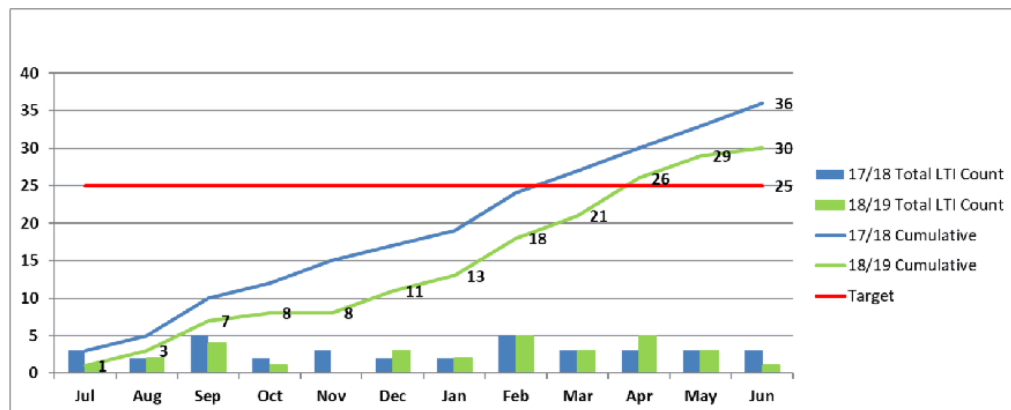
Total Injury Frequency Rate

Council's 2018/19 injury frequency rate threshold of 119.16 was **not achieved** with a TIFR of 134.41.



Lost Time Injury Count – excludes confidential riskware reports.

Council's 2018/19 lost time injury threshold of 25 was **not achieved** with 30 LTI occurring.

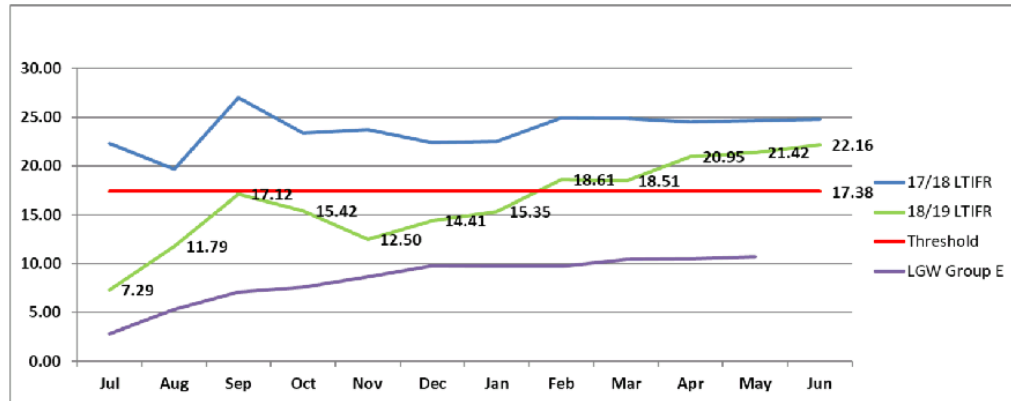


Department	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
RRC	-	-	-	-	-	-	-	1	-	-	-	-	1
Advance	-	-	-	-	-	-	-	-	-	-	-	-	0
Community	-	1	4	-	-	2	2	3	1	2	-	1	16
Corporate	-	-	-	-	-	1	-	1	-	-	1	-	3
Office CEO	-	-	-	-	-	-	-	-	-	-	-	-	0
Regional	1	1	-	1	-	-	-	-	2	3	2	-	10
Council	1	2	4	1	0	3	2	5	3	5	3	1	30

Lost Time Injury Frequency Rate

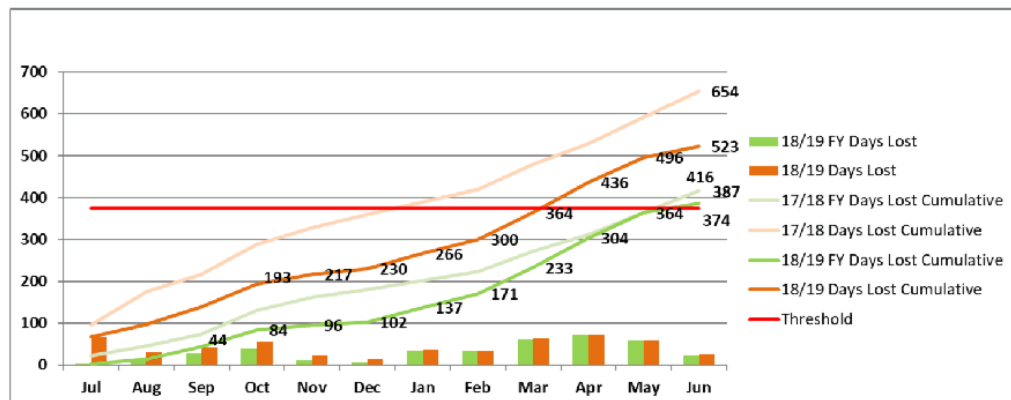
(Number of lost time injuries per million man hours worked)

Council's 2018/19 lost time injury frequency rate threshold of 17.38 was **not achieved** with rate of 22.16.



Days Lost due to Injury

Council's 2018/19 days lost due to injury threshold is 374 was **not achieved** with 387 days lost due to injuries sustained in the financial year and 523 days lost due to all injuries sustained which includes injuries in the previous financial year.



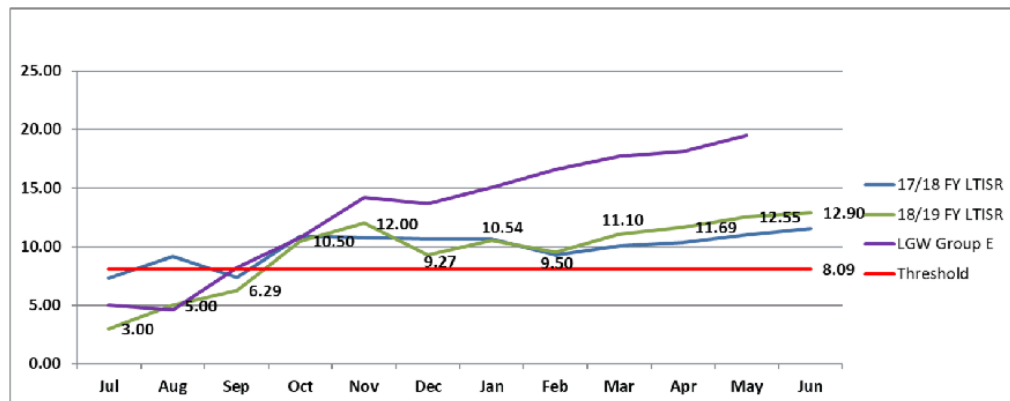
Department	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Advance	-	-	-	-	-	-	-	-	-	-	-	-	0
Community	39	13	31	41	12	3	36	34	41	38	20	23	331
Corporate	-	-	-	-	-	3	-	-	1	14	5	-	23
Office CEO	-	-	-	-	-	-	-	-	-	-	-	-	0
Regional	28	17	10	14	12	7	-	-	22	20	35	4	169
Council	67	30	41	55	24	13	36	34	64	72	60	27	523

* This data includes days lost from injuries which occurred in or before the 2018/19 financial year.

Lost Time Injury Severity Rate

(Average number of lost days per lost time injury)

Council's 2018/19 lost time injury severity rate threshold of 8.09 was **not achieved** at 12.9.



12 NOTICES OF MOTION

Nil

13 QUESTIONS ON NOTICE

Nil

14 URGENT BUSINESS/QUESTIONS

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

15 CLOSED SESSION

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

RECOMMENDATION

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

16.1 Legal Matters Report - April to June 2019

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

16 CONFIDENTIAL REPORTS

16.1 LEGAL MATTERS REPORT - APRIL TO JUNE 2019

File No: 1830

Attachments: 1. Legal Matters Report - 1 April 2019 to 30 June 2019

Authorising Officer: Tracy Sweeney - Manager Workforce and Governance

Author: Allysa Brennan - Coordinator Legal and Governance

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

SUMMARY

Presenting an update of current legal matters that Council is involved in as at 30 June 2019.

17 CLOSURE OF MEETING