



ORDINARY MEETING

AGENDA

24 OCTOBER 2017

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 24 October 2017 commencing at 9.00am for transaction of the enclosed business.

A handwritten signature in black ink, appearing to be the initials "CR" followed by a long horizontal stroke.

CHIEF EXECUTIVE OFFICER
18 October 2017

Next Meeting Date: 07.11.17

Please note:

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

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1 OPENING

2 PRESENT

Members Present:

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

In Attendance:

Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

Councillor Rose Swadling - Leave of Absence from 24 October 2017 to 29 October 2017 inclusive

4 CONFIRMATION OF MINUTES

Minutes of the Ordinary Meeting held 10 October 2017

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COMMITTEE REPORTS

9.1 AUDIT AND BUSINESS IMPROVEMENT COMMITTEE MEETING - 6 OCTOBER 2017

RECOMMENDATION

THAT the Minutes of the Audit and Business Improvement Committee meeting, held on 6 October 2017 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 Audit and Business Improvement Committee, 6 October 2017

9.1.1 COMMITTEE MEETING DATES - CALENDAR

File No: 5207
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: John Wallace - Chief Audit Executive

SUMMARY

Consideration of meeting dates for the third and fourth quarters.

COMMITTEE RECOMMENDATION

THAT the report be received and the Committee confirms previously suggested meeting dates of 9 February 2018 and 4 May 2018.

Recommendation of the Audit and Business Improvement Committee, 6 October 2017

9.1.2 AUDIT CLOSING REPORT

File No: 8151

Attachments: 1. **Audit Closing Report Rockhampton Regional Council**

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

Author: **Alicia Cutler - Acting General Manager Corporate Services**

SUMMARY

Council's auditors, Thomas Noble and Russell (TNR) have provided an Audit Closing Report for the 2016/2017 audit.

COMMITTEE RECOMMENDATION

THAT the Audit Closing Report prepared by Thomas Noble and Russell for the 2016/2017 audit be received.

Recommendation of the Audit and Business Improvement Committee, 6 October 2017

9.1.3 UPDATE ON FINANCIAL STATEMENTS 30 JUNE 2017

File No: 9509
Attachments: 1. 2016/17 Draft Financial Statements
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Alicia Cutler - Acting General Manager Corporate Services

SUMMARY

Chief Financial Officer presenting an update on the Annual Financial Statements.

COMMITTEE RECOMMENDATION

1. THAT the Update on Financial Statements report be received.
2. THAT the Committee endorse the Draft Financial Statements subject to minor amendments.

Recommendation of the Audit and Business Improvement Committee, 6 October 2017**9.1.4 RISK REGISTERS - QUARTERLY UPDATE AS AT 25 AUGUST 2017****File No: 8780****Attachments:**

1. **Potential and Current Risk Exposure Profile as at 25 August 2017**
2. **Comparison of Current and Potential Exposure Risk Ratings Broken down by Level of Consequence as at 25 August 2017**
3. **Corporate Risk Register - Quarterly Update as at 25 August 2017**
4. **Operational Risk Register - Quarterly Update as at 25 August 2017**
5. **New and Old Risk Area Categories**

Authorising Officer: **John Wallace - Chief Audit Executive
Evan Pardon - Chief Executive Officer****Author:** **Kisane Ramm - Senior Risk and Assurance Advisor**

SUMMARY

Submission of the quarterly risk register updates, as at 25 August 2017, for the Committee's information.

COMMITTEE RECOMMENDATION

THAT the quarterly risk register updates as at 25 August 2017, as presented in the attachments to this report, be "received" by the Committee.

Recommendation of the Audit and Business Improvement Committee, 6 October 2017**9.1.5 ANNUAL AUDIT PLAN 2016-17 PROGRESS REPORT**

File No: 5207

Attachments:

1. AUDIT PLAN PROGRESS 2016-17
2. 2016-17 HIGHLIGHTS -IA & RM FUNCTIONS

Authorising Officer: Evan Pardon - Chief Executive Officer

Author: John Wallace - Chief Audit Executive

SUMMARY

The Annual Audit Plan Progress Report and associated Highlights Report are presented for the information of the Committee. These reports show unit key accomplishments and the status of work finalised vs work planned for the year.

COMMITTEE RECOMMENDATION

THAT the Annual Audit Plan 2016-17 Progress Report be received.

Recommendation of the Audit and Business Improvement Committee, 6 October 2017**9.1.6 ANNUAL AUDIT PLAN 2017-18 PROGRESS REPORT**

File No: 5207
Attachments: 1. Annual Audit Plan Progress
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: John Wallace - Chief Audit Executive

SUMMARY

The Annual Audit Plan Progress Report is presented for the information of the Committee. This report shows the status of completion of planned audits for the financial current year. Since the original tabling of the original plan, some additional detail has now been added (to High-Level Scope column) following ongoing consultation with Executives from each review area.

COMMITTEE RECOMMENDATION

THAT the Annual Audit Plan 2017-18 Progress Report be received.

Recommendation of the Audit and Business Improvement Committee, 6 October 2017**9.1.7 ACTION PROGRESS REPORT**

File No: 5207
Attachments: 1. Open Items - 22 September 2017
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: John Wallace - Chief Audit Executive

SUMMARY

The Action Progress Report is provided for the information of the Committee. This report shows the 14 new assurance recommendations added since 30 June. This report has been requested to be presented to each audit committee meeting. Total Open Assurance = 44.

COMMITTEE RECOMMENDATION

THAT the Action Progress Report be received.

Recommendation of the Audit and Business Improvement Committee, 6 October 2017

9.1.8 PLANNED REVIEW - FOLLOW UP REVIEWS

File No: 5207
Attachments: 1. Follow-Up of Audit Recommendations
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: John Wallace - Chief Audit Executive

SUMMARY

The planned report is now finalised and presented for review by the Committee.

COMMITTEE RECOMMENDATION

THAT the Planned Review – Follow Up Reviews report be received.

Recommendation of the Audit and Business Improvement Committee, 6 October 2017

9.1.9 PLANNED REVIEW - BLUE CARD

File No: 5207
Attachments: 1. Blue Card Review
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: John Wallace - Chief Audit Executive

SUMMARY

The planned assurance review of Public Safety – Blue Card System, is now finalised and presented to the committee.

COMMITTEE RECOMMENDATION

THAT the Planned Review – Blue Card report be received.

Recommendation of the Audit and Business Improvement Committee, 6 October 2017**9.1.10 PLANNED REVIEW - INSURANCE LESSEES**

File No: 5207
Attachments: 1. INSURANCE- Property Lessees
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: John Wallace - Chief Audit Executive

SUMMARY

The planned assurance review of Insurance – Lessees, is now finalised and presented to the committee.

COMMITTEE RECOMMENDATION

1. THAT the Planned Review – Insurance Lessees report be received; and
2. THAT recommendation 1.3.2 of the report regarding checking of financial transactions for leases be carried out.

Recommendation of the Audit and Business Improvement Committee, 6 October 2017

9.1.11 LOSS/THEFT ITEMS - MAY 2017 - JULY 2017

File No: 3911
Attachments: 1. Loss/Theft Report May-July 2017
Authorising Officer: Drew Stevenson - Manager Corporate and Technology Services
Ross Cheesman - Deputy Chief Executive Officer
Author: Kellie Anderson - Coordinator Property and Insurance

SUMMARY

Presenting details of the Loss/Theft register for the period 1 May to 31 July 2017.

COMMITTEE RECOMMENDATION

THAT the Committee 'receives' the Loss/Theft Report for the period 1 May to 31 July 2017.

Recommendation of the Audit and Business Improvement Committee, 6 October 2017

9.1.12 INVESTIGATION AND LEGAL MATTERS AS AT 31 AUGUST 2017

File No: 5207
Attachments: 1. Legal Matters as at 31 August 2017
Authorising Officer: Alicia Cutler - Chief Financial Officer
Author: Travis Pegrem - Coordinator Industrial Relations and Investigations

SUMMARY

Coordinator Industrial Relations and Investigations presenting an update of financial year to date Investigative Matters and the current Legal Matters as at 31 August 2017.

COMMITTEE RECOMMENDATION

THAT the update of investigative and legal matters for Rockhampton Regional Council be received.

Recommendation of the Audit and Business Improvement Committee, 6 October 2017

9.1.13 CEO PLACEHOLDER

File No: 5207
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: John Wallace - Chief Audit Executive

SUMMARY

The CEO will update the Committee on any matters of importance.

COMMITTEE RECOMMENDATION

THAT the introduction, welcome and update from the CEO be received.

10 COUNCILLOR/DELEGATE REPORTS

Nil

11 OFFICERS' REPORTS

11.1 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 SEPTEMBER 2017

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

SUMMARY

The Chief Financial Officer presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 30 September 2017.

OFFICER'S RECOMMENDATION

THAT the Rockhampton Regional Council Summary Budget Management Report for the Period ended 30 September 2017 be 'received'.

COMMENTARY

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

1. Income Statement (Actuals and Budget for the period 1st July 2017 to 30 September 2017), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

The attached financial statement provides Council's position after the first three months of the 2017/18 financial year. After the third month results should be approximately 25% of the adopted budget. All percentages for operational revenue and operational expenditure are measured against the adopted budget.

The percentages reported for capital revenue and capital expenditure are measured against the adopted budget with carryovers i.e. including carry-over capital budgets from 2016/17.

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

Total Operating Revenue is reported at 37% of adopted budget. Key components of this result are:

- Net Rates and Utility Charges are at 43% of budget. Council's rates and utility charges for the first six months ending 31 December 2017 of the financial year have been raised and were due on 30 August 2017.
- Private and recoverable works is at 15% of adopted budget. This is mostly due to the normal catch-up period between work completed and the billing cycle.
- Grants Subsidies and Contributions is slightly behind budget at 18%. Some quarterly grant funding was not received in September but is expected in October.
- All other revenue items are in proximity to the adopted budget.

Total Operating Expenditure is at 30% of the adopted budget with committals, or 25% of budget without committals. Key components of this result are:

- Contractors & Consultants is ahead of budget due to committals as actual expenditure to date is 18% of adopted budget when committals aren't included. Annual committals have been raised for services during the year.

- Materials and Plant is at 34% of budget. Similar to Contracts and Consultants, this result is heavily influenced by committals as actual expenditure is at 20% of budget.
- Asset Operational is ahead of the adopted budget at 43% including committals or 34% without committals as a number of annual insurance premiums have been paid.
- Administrative Expenses are at 58% of adopted budget with committals or 30% without committals as some annual licences have been paid.
- All other expense items are in proximity to the adopted budget.

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

Total Capital Income is at 23% of budget. During September Council received its 50% allocation of Works 4 Queensland round 2 funding being \$4,524,000.

Total Capital Expenditure is at 20% of the budget without committals. This represents an actual spend of \$24.3M for the first three months of the financial year. During September \$8.6M was spend of the capital program. A large portion of capital projects are underway with \$53.6M of committals raised.

Total Investments are approximately \$117.7M as at 30 September 2017.

Total Loans are \$138.5M as at 30 September 2017 after the first quarter loan repayment was made during September.

CONCLUSION

After the first quarter of the financial year, few financial trends have emerged. Operational Income is well ahead of budget due to the levying of the General Rates and Utility Charges for the six months ending 31 December 2017. Operational expenditure is on budget after the first three months of the financial year with a number of annual payments already being made and committals for future expenditure being raised.

The capital program saw \$8.6M spent during September. It is anticipated that capital expenditure will continue to gain momentum over the coming months with the ongoing roll out of the capital works program for 2017/18.

**SUMMARY BUDGET MANAGEMENT
REPORT FOR THE PERIOD ENDED
30 SEPTEMBER 2017**

Income Statement- September 2017

Meeting Date: 24 October 2017

Attachment No: 1

Income Statement
For Period July 2017 to September 2017
25% of Year Gone



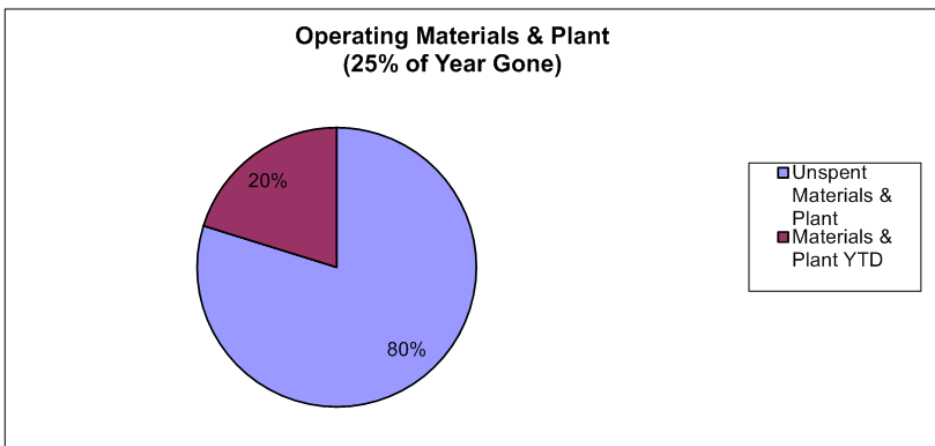
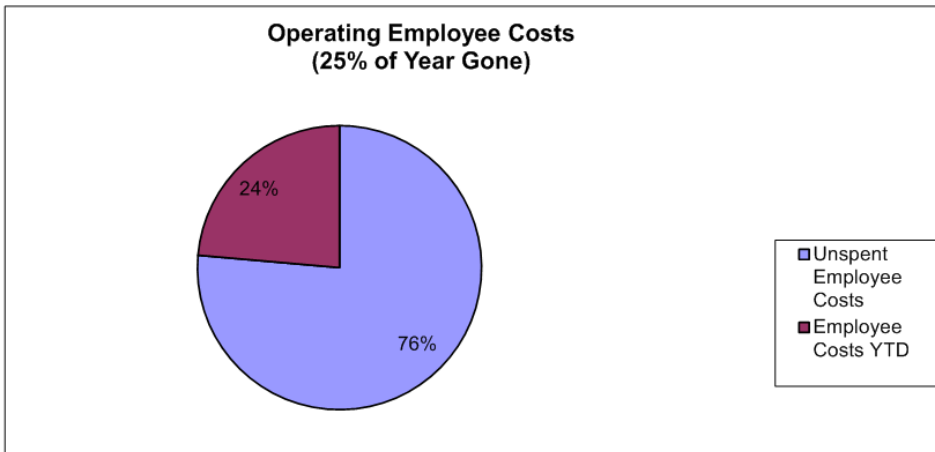
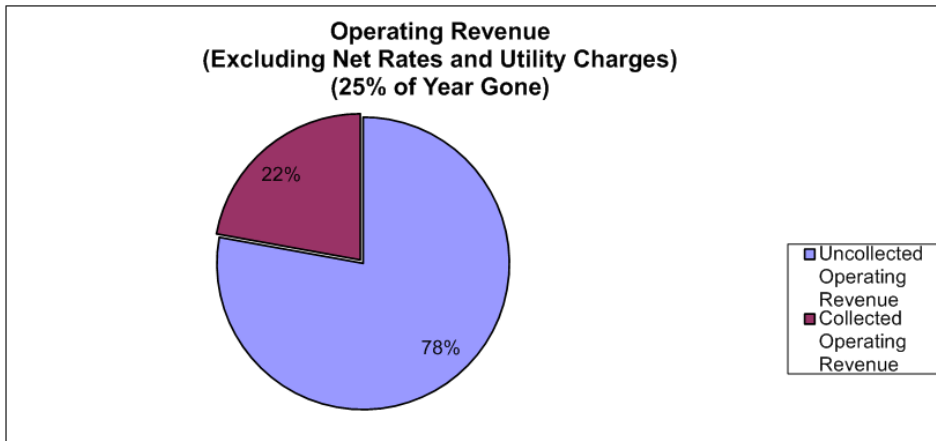
	Adopted Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Adopted Budget	
	\$	\$	\$	\$		
OPERATING						
Revenues						
Net rates and utility charges	(138,887,139)	(59,892,181)	0	(59,892,181)	43%	
Fees and Charges	(24,433,952)	(5,717,100)	0	(5,717,100)	23%	
Private and recoverable works	(6,859,879)	(1,033,192)	0	(1,033,192)	15%	
Rent/Lease Revenue	(3,029,760)	(667,988)	0	(667,988)	22%	
Grants Subsidies & Contributions	(11,345,807)	(2,065,424)	0	(2,065,424)	18%	
Interest revenue	(2,290,920)	(754,332)	0	(754,332)	33%	
Other Income	(4,084,728)	(1,285,976)	0	(1,285,976)	31%	
Total Revenues	(190,912,185)	(71,416,192)	0	(71,416,192)	37%	
Expenses						
Employee costs	75,800,127	17,893,019	217,415	18,110,433	24%	
Contractors & Consultants	17,266,762	3,068,626	3,884,830	6,953,456	40%	
Materials & Plant	11,369,796	2,296,041	1,519,118	3,815,159	34%	
Asset Operational	19,083,885	6,577,438	1,683,677	8,261,115	43%	
Administrative expenses	12,932,949	3,861,700	3,696,192	7,557,892	58%	
Depreciation	52,868,882	13,217,220	0	13,217,220	25%	
Finance costs	7,942,283	2,027,165	0	2,027,165	26%	
Other Expenses	1,138,777	318,926	(3,972)	314,954	28%	
Total Expenses	198,403,461	49,260,135	10,997,260	60,257,395	30%	
Transfer / Overhead Allocation						
Transfer / Overhead Allocation	(8,004,600)	(2,644,005)	0	(2,644,005)	33%	
Total Transfer / Overhead Allocation	(8,004,600)	(2,644,005)	0	(2,644,005)	33%	
TOTAL OPERATING POSITION (SURPLUS)/DEFICIT	(513,324)	(24,800,063)	10,997,260	(13,802,863)	2689%	
CAPITAL						
	Adopted Budget	Revised Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Revised Budget
Total Developers Contributions Received	(2,554,854)	(2,554,854)	(16,129)	0	(16,129)	1%
Total Capital Grants and Subsidies Received	(29,900,183)	(33,831,972)	(7,595,002)	0	(7,595,002)	25%
Total Proceeds from Sale of Assets	(1,000,000)	(1,000,000)	0	0	0	0%
Total Capital Income	(33,455,037)	(37,386,826)	(7,611,131)	0	(7,611,131)	23%
Total Capital Expenditure	118,039,150	119,623,635	24,372,940	53,674,161	78,047,101	66%
Net Capital Position	84,584,113	82,236,809	16,761,809	53,674,161	70,435,970	83%
TOTAL INVESTMENTS					117,716,716	
TOTAL BORROWINGS					138,510,672	

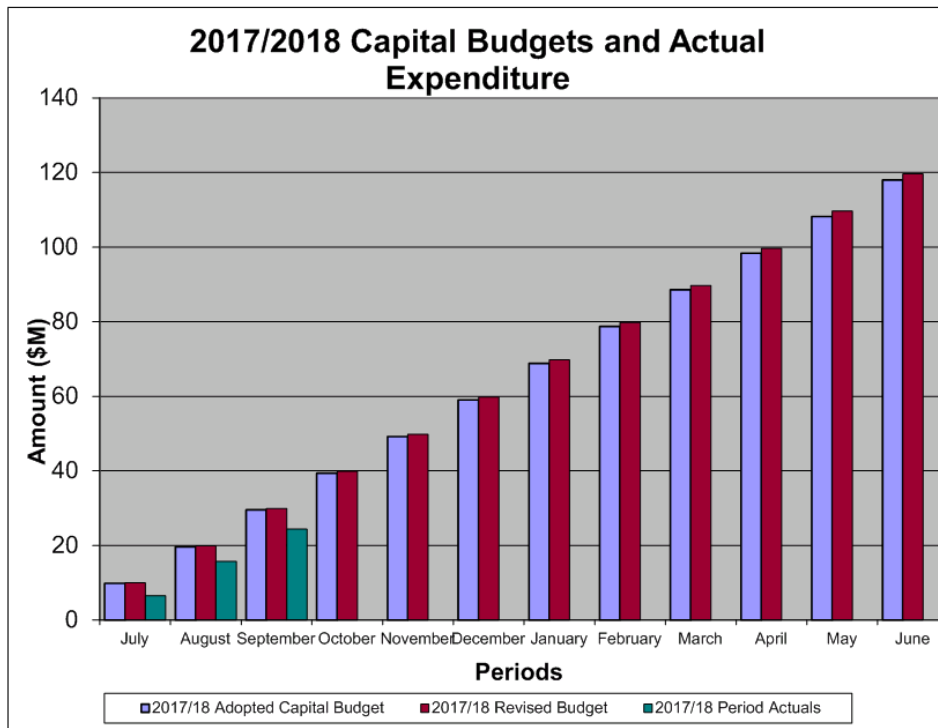
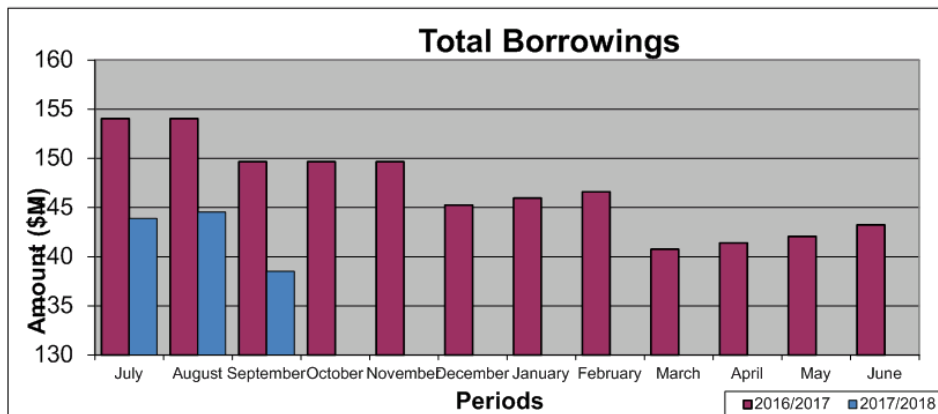
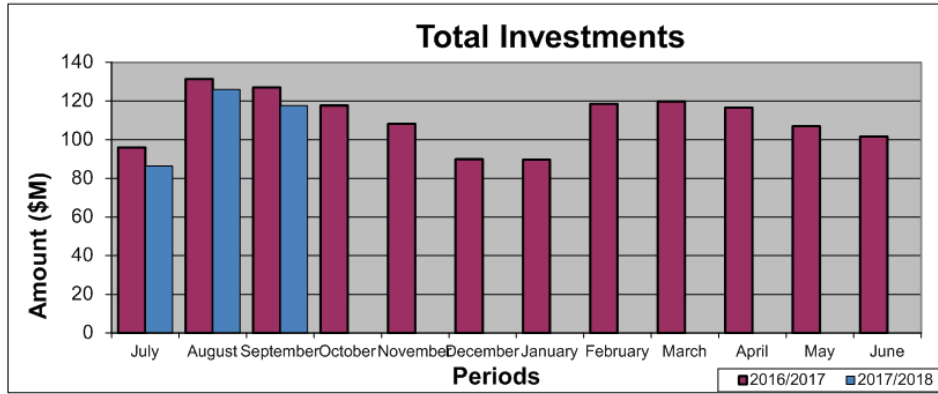
SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 SEPTEMBER 2017

Key Indicator Graphs- September 2017

Meeting Date: 24 October 2017

Attachment No: 2





11.2 NEW PORT ALMA BOAT RAMP PROPOSALS

File No:	8026
Attachments:	1. Map of Proposed Casuarina and Inkerman Creek boat launching sites 2. Preliminary Cost for Casuarina Creek and Inkerman Creek Boat Ramp
Authorising Officer:	Chris Ireland - Manager Regional Development and Promotions Martin Crow - Manager Engineering Services Peter Kofod - General Manager Regional Services
Author:	Wade Clark - Regional Business Development Officer

SUMMARY

Port Alma and the wider Fitzroy Delta provide a significant opportunity for improved local amenity whilst enabling various tourism initiatives. Under the Rockhampton Recreational Fishing Development Strategy a new Port Alma Boat Ramp is a priority action and it is recommended that sites adjacent to Casuarina Creek and Inkerman Creek be endorsed to the Department of Transport and Main Roads (DTMR).

OFFICER'S RECOMMENDATION

THAT:

1. Council endorses the locations of Casuarina Creek and Inkerman Creek (as specified in this report) for two modern boat launching facilities requesting Department of Transport and Main Roads undertake planning;
2. Council agrees to be appointed facility manager under the Transport Infrastructure Act (1994) in the event of a new boat launching facility in Casuarina Creek and Inkerman Creek proceeding;
3. Council develops with Department of Transport and Main Roads and Gladstone Ports Corporation a Deed of Agreement to direct capital, resourcing and staging for the proposed boat launching facilities; and
4. Council takes a cost neutral approach for the potential development of the boat launching facilities including ongoing maintenance through grant funding and cost sharing.

COMMENTARY

Building a modern boat launching facility in the Port Alma area has been identified as a priority action by the Rockhampton Recreational Fishing Development Strategy (the strategy). This priority action is at a stage whereby an approach is being recommended.

The approach being put forward is for two boat launching facilities to be developed in the Port Alma area, one to access the northern section of the Fitzroy Delta via Casuarina Creek and the second to access the southern section of the Fitzroy Delta via Inkerman Creek. See Attachment 1 – Map of Proposed Casuarina and Inkerman Creek boat launching sites.

In the Rockhampton Region there are approx. 4,740 trailer loaded vessels which would be able to utilise the boat launching facilities. Regions outside of Rockhampton would potentially utilise the facility, including approx. 7,000 trailer loaded vessels in Gladstone.

It is proposed that the Casuarina Creek boat launching facilities would have four boat lanes, a pontoon and 120 car and trailer parks with this proceeding first as this site provides for easier launching and retrieving of larger trailer loaded vessels. Inkerman Creek, proposed to proceed second, would be a smaller boat launching facility with two boat lanes, a pontoon and 60 car and trailer parks.

Discussions with the Marine Infrastructure Taskforce group, GPC and Department of Transport and Main Roads (DTMR) have led to this approach because of the following reasons:

1. The current Port Alma boat ramp cannot be expanded:
 - The current Port Alma boat ramp (Raglan Creek) has the Port Alma Shipping Terminal directly adjacent to its North, an industrial site adjacent to its west and Matters of State of Ecological Significance (MSES) to its south.
 - The current Port Alma Shipping Terminal has products such as ammonium nitrate and explosives being offloaded at the terminal which is approx. 300 metres from the current Port Alma boat ramp. Any expansion of the current facility would not be supported by the Department of Natural Resources and Mines (DNRM) with GPC advocating for solutions in other areas of the Fitzroy Delta.
2. To provide equitable access to the Fitzroy Delta both Casuarina and Inkerman Creek would be required to be implemented together (potentially as a staged development).
3. Proposed locations of Casuarina and Inkerman Creek provide numerous advantages:
 - Both locations are well sheltered.
 - Both locations are adjacent to the Bajool - Port Alma Road.
 - Both locations do not impact on MSES.

Consultation with Stakeholders and the Community

New modern boat launching facilities in the Port Alma area was highlighted as a priority project through the Rockhampton Recreational Fishing Development Strategy engagement process (November 2015 to July 2016).

Part of the engagement process included the Community Boating and Fishing Survey (conducted: April 2016 to May 2016, N=485 responses), this survey indicated that:

- Only 14% of respondents rated the facilities at the current Port Alma boat ramp facilities as “Good” or “Very Good”.
- 80% of respondents indicated that an upgrade of the existing Port Alma facility is a preference for them.
- 75% of respondents indicated that a new boat ramp facility in the Port Alma area is a preference for them.

Council opened discussions with DTMR and GPC in 2016 on potential solutions including expansion of the current facility and potential locations for a new boat launching facility.

When exploring the option of expanding the current facility or relocating it close to the existing boat ramp DNRM (Explosives Inspectorate) advised that any locations inside the evacuation distances for Ammonium Nitrate or Class 1 explosives would be of great concern to the department and not supported.

Options were discussed in further detail at the Marine Infrastructure Taskforce Group meeting in April 2017 and it was concluded that having a combined approach with a boat launching facility at Casuarina Creek and Inkerman Creek could resolve the issue.

Dialogue with DTMR and GPC has progressed and it is now recommended that Council endorses the locations of Casuarina Creek and Inkerman Creek (See Attachment 1). By Council endorsing the sites and agreeing to be facility manager DTMR will begin more detailed planning on firstly the Casuarina Creek boat ramp site.

Cost to Council

It is recommended that Council takes a cost neutral approach for the potential development of the Casuarina Creek and Inkerman Creek boat launching areas including the ongoing maintenance through grant funding and cost sharing.

This would form a significant part of the proposed deed of agreement between the Council, DTMR and GPC.

There are various ways that this could be achieved. For example to plan/develop/construct the boat launching areas, the possible options include:

Option 1

- State Government to finalise the preliminary investigation for both sites.
- State Government funding the construction of the actual boat ramp structures and pontoons from the Marine Infrastructure Fund or or other State Government funding pool as they see fit.
- GPC fund the intersection, access and parking (land based) structures.

Option 2

- State Government to finalise the preliminary investigation for both sites.
- State Government funding the construction of the actual boat ramp structures and pontoons from the Marine Infrastructure Fund or or other State Government funding pool as they see fit.
- GPC contributing half of the site preparation, the approach roadway and parking area costs in cash / in kind with Council utilising this contribution in a grant application to either the State or Federal Government.

For the ongoing maintenance cost (rubbish disposal, maintenance of the boat ramp areas, cleaning of toilets), one option is:

- Council to contract out the caretaking duties with GPC providing an annual allocation to Council as part of GPC's community's program.

GPC has been a significant community investor over many years. For example they partnered in the East Shores – Gladstone Coal Exporters Maritime Precinct (\$42 million development) and recently announced a \$29.5M expansion of the East Shores precinct.

The Rockhampton Regional Council area, which the current Port Alma is situated in, has not received to date any dedicated funding from GPC for large scale community projects and it is proposed that their financial contribution to these proposed boat launching facilities would provide both Rockhampton and Gladstone communities with benefit.

Economic Impact

Construction

Construction: Casuarina Creek Launching Facility (four boat lanes, pontoon and 121 car parks), 33 jobs supported, Total economic impact for the Region – \$12.21M.

Construction: Inkerman Creek Launching Facility (two boat lanes, pontoon and 60 car parks) – 19 jobs supported, Total economic impact for the Region – \$7.13M.

PREVIOUS DECISIONS

13 SEPTEMBER 2016 COUNCIL RESOLUTION

THAT Council adopts the Rockhampton Recreational Fishing Development Strategy.

BUDGET IMPLICATIONS

There would be no capital cost to Council if Option 1 was agreed to and achieved.

There would be an opportunity cost to Council if Option 2 for capital was agreed to and achieved.

It is proposed that the ongoing maintenance for Casuarina Creek and Inkerman Creek boat ramps would also be cost neutral through grant funding and/or cost sharing.

The drafting of the deed of agreement will require resourcing from Council staff in its preparation and an anticipated \$10,000 for legal services.

STAFFING IMPLICATIONS

The development of the deed of agreement will be overseen by the Manager for Engineering Services with support from the Regional Business Development Officer.

CORPORATE/OPERATIONAL PLAN**Social – Community Expectation – Regional Infrastructure and Facilities**

Safe, accessible, reliable and sustainable infrastructure and facilities

Regional public places that meet our community's needs

Economic – Community Expectation – Regional Profile and Services

A destination sought for lifestyle, community events and tourism

Service Excellence – Community Expectation – Regional Planning and Development

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

CONCLUSION

With the nearing completion of the North Rockhampton boat ramp the next major marine infrastructure development is recommended to be in the Fitzroy Delta system with boat launching facilities into Casuarina Creek and Inkerman Creek. These proposed facilities will be an ongoing asset for locals and for the recreational fishing tourism industry.

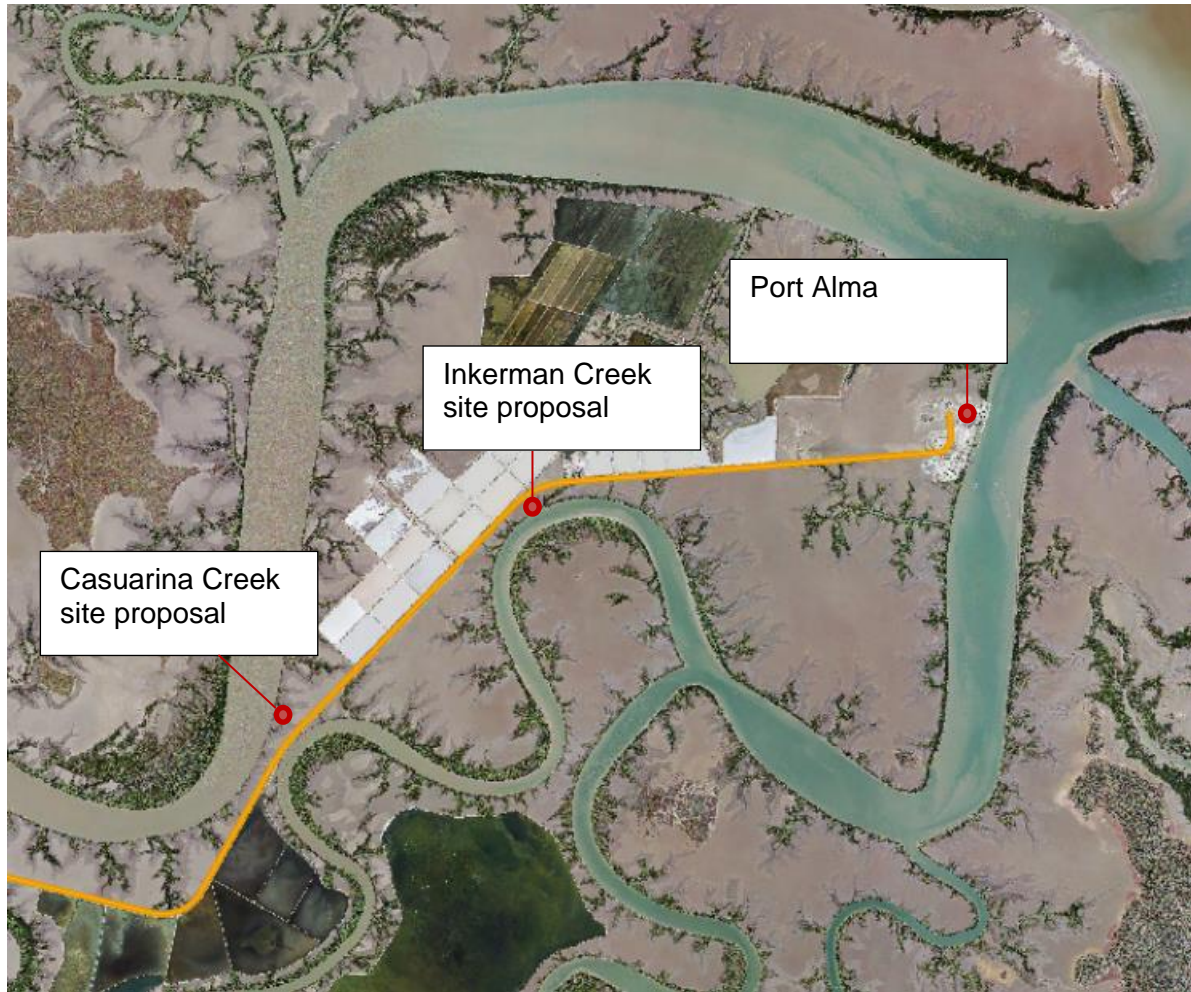
NEW PORT ALMA BOAT RAMP PROPOSALS

Map of Proposed Casuarina and Inkerman Creek boat launching sites

Meeting Date: 24 October 2017

Attachment No: 1

Attachment 1 – Map of Proposed Casuarina and Inkerman Creek boat launching sites



NEW PORT ALMA BOAT RAMP PROPOSALS

Preliminary Cost for Casuarina Creek and Inkerman Creek Boat Ramp

Meeting Date: 24 October 2017

Attachment No: 2

Preliminary Cost for Casuarina Creek and Inkerman Creek Boat Ramp

The following table provides an approximate costing for the proposed Casuarina Creek and the Inkerman Creek boat launching areas based on preliminary concepts.

	Casuarina Creek Boat Ramp (four boat lanes, pontoon and 121 car parks)	Inkerman Creek Boat Ramp (two boat lanes, pontoon and 60 car parks)
1. Preliminary investigation	\$47,500	\$47,500
2. Site preparation and management of project	\$518,460	\$396,250
3. Constructing the approach roadway and parking area	\$3,741,690	\$1,921,490
4. Constructing the boat ramp and pontoon	\$1,897,000	\$1,273,000
Contingency (25%)	\$1,551,162	\$909,560
Total Cost	\$7,755,812	\$4,547,800

11.3 MEMBERSHIP PROPOSAL - THE FITZROY CLUB

File No:	5016
Attachments:	1. Membership Invitation to Mayor Strelow from The Morning Bulletin 2. The Fitzroy Club - Season Guide 2017-2018
Authorising Officer:	Evan Pardon - Chief Executive Officer
Author:	Damon Morrison - Executive Coordinator to the Mayor

SUMMARY

This report details an invitation from the Morning Bulletin for the Mayor to become a foundation member of the 'Fitzroy Club.'

OFFICER'S RECOMMENDATION

THAT the report be received and payment for membership of the Fitzroy Club be approved.

COMMENTARY

The Morning Bulletin has launched 'The Fitzroy Club' targeting local business and industry with the aim of creating "a reputation as one of the leading corporate engagement programs in the region."

A business networking group with print and digital advertising opportunities for members, discounted membership to the 'Fitzroy Club' for its "Essential" membership package has been offered in exchange for:

- 2x tickets to each of three signature events at The Rockhampton Leagues Club including a seated dinner.
- A total of 156 print advertising modules to be used throughout the year.
- A digital advertising package across the 2017/2018 year on The Morning Bulletin website.
- A digital subscription with full access to www.themorningbulletin.com.au as well as one printed copy per day.

In the 2016/2017 financial year, Council's expenditure on print, digital subscription and advertising with The Morning Bulletin exceeded the costs of the current proposal.

On current rates, the proposal for membership to the Fitzroy Club would result in an offset of existing Council expenditure for print/digital advertising and subscriptions in excess of the membership costs.

BUDGET IMPLICATIONS

The total cost of membership is \$3,374.80 which will be funded within the Office of the CEO 2017/2018 operational budget.

CONCLUSION

It is recommended that Council receives this report and approves payment for membership of the Fitzroy Club.

MEMBERSHIP PROPOSAL – THE FITZROY CLUB

Membership Invitation to Mayor Strelow from The Morning Bulletin

Meeting Date: 24 October 2017

Attachment No: 1

Damon Morrison

Subject: FW: 8452320 - Extended Invitation To The Inaugural Fitzroy Club

From: Jens Kraeft [mailto:Jens.Kraeft@capnews.com.au]
Sent: Tuesday, 5 September 2017 5:15 PM
To: Mayor
Subject: 8452320 - Extended Invitation To The Inaugural Fitzroy Club



The

FITZROY

CLUB

AN INITIATIVE OF THE MORNING BULLETIN

Dear Mayor Strelow;

WELCOME TO THE INAUGURAL FITZROY CLUB!

The Morning Bulletin has launched a new initiative particularly for Rockhampton based, local businesses called **The Fitzroy Club**.

Combining local businesses' yearly advertising, networking and entertainment needs into one weekly membership investment, every foundation member will benefit from building and strengthening long-lasting relationships with key customers, attracting new clients and enhancing staff morale.

Above all, much needed funds will be raised for local charities, community groups and not-for profit organisations.

The prime peer networking opportunities of this initiative will be our signature events, which will cement their place as not only the most highly attended business events in the region, but as a fun, social, networking environment. Each membership will entitle its owner to two tickets to each of these charity dinners featuring *Kirk Pengilly* from INXS on November 24 (2017), *Turia Pitt* on March 23 (2018) and outback wrangler *Matt Wright* on July 20 (2018).

All memberships also include substantial stand-alone advertising benefits through *The Morning Bulletin*.

Whilst predominantly addressing local businesses to come on board as inaugural members, we would like to extend an invitation to you as Councillor and representative of both businesses and the public alike within your respective division. For a discounted membership of \$3,374.80 incl. GST, evenly billed over 52 consecutive weeks from November 1, 2017, you would receive the following benefits:

- 2x tickets to each of our three signature events at The Rockhampton Leagues Club including a seated dinner and all expenses paid for...
- A total of 156 print advertising modules to be used throughout the year (e.g. self-promotion, advertising upcoming events and/or highlighting recent achievements)...
- A digital component on www.themorningbulletin.com.au to drive readers to your very own URL

- A digital subscription with full access to www.themorningbulletin.com.au as well as one printed copy per day delivered to your preferred address...

If you are interested and would like to discuss this opportunity in more detail, please reply to this email and I will endeavour to arrange for a meeting.

Kind regards,

JENS KRAEFT
Media Advertising Manager

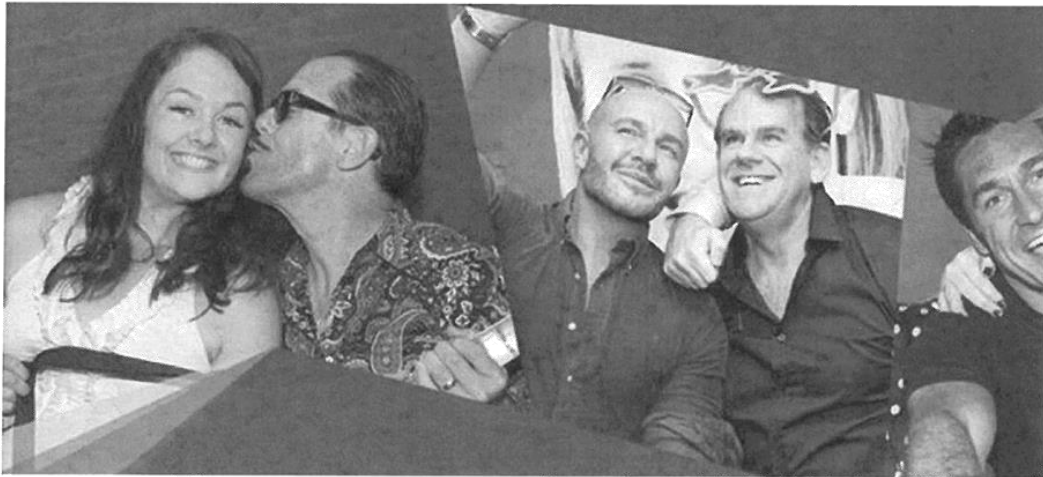
220 Bolsover Street Rockhampton QLD 4700
T +61 7 4930 4201 M +61 427 006 532
E jens.kraeft@capnews.com.au
W NewsCorpAustralia.com

*The***Bulletin**

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News Corp Australia



MEMBERSHIP PROPOSAL – THE FITZROY CLUB

The Fitzroy Club Season Guide 2017-18

Meeting Date: 24 October 2017

Attachment No: 2







WELCOME TO THE FITZROY CLUB

We are very proud to launch The Fitzroy Club for 2017/2018 as an exciting new initiative of The Morning Bulletin, combining your advertising, networking and entertainment needs into one weekly membership investment over 12 months.

Joining The Fitzroy Club as a foundation member, ensures you will build and strengthen long-lasting relationships with key customers, attract new clients and enhance staff morale.

The amount of exposure and support The Fitzroy Club will generate can be used to not only strengthen the profile of your company, but also help build and enrich your brand image locally, particularly through your advertising allocations.

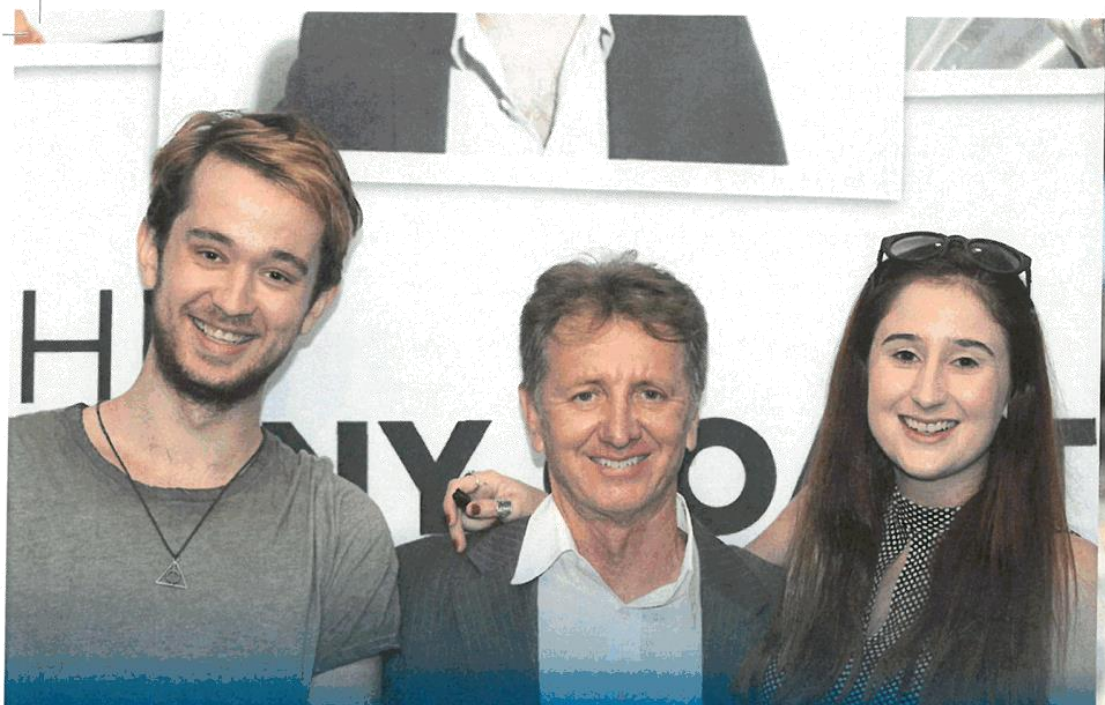
Above all, you will assist in raising much needed funds for local charities, community groups and not-for profit organisations. It is with much pleasure we introduce to you our initiatives for 2017/2018, as we look to grow the work of The Fitzroy Club within our region.

With our ethos of providing a mix of entertainment, key note speakers and specially-themed events, The Fitzroy Club will forge a reputation as one of the leading corporate engagement programs in the region.

Your prime peer networking opportunities will be our key events, which will cement their place as not only the most highly attended business events in the region, but as a fun, social, networking environment. These charity events are included with your annual patron subscription.

The success of The Fitzroy Club will be built by our loyal and passionate members. As we look to the future, we want you to be a part of the ongoing success of our endeavours. The Fitzroy Club will support efforts to strengthen our community, families, and individuals, particularly those with limited resources, to improve the quality of life for the selected recipients.

Please enjoy our 2017/2018 Season Guide and we look forward to welcoming you as a foundation member.



PAST GUESTS TO OUR CLUB NETWORK





THE IDEAL MEDIUM FOR YOUR BUSINESS... EVERYDAY

The Morning Bulletin mirrors the Central Queensland region that it services. A vibrant and successful publication of over 155 years, The Morning Bulletin reflects the dynamic growth and affluence of The Morning Bulletin region.

Catering to residents and visitors to one of Australia's most popular areas, the Morning Bulletin is a comprehensive daily read that features a number of high-quality supplements, including a full-colour property guide, along with dedicated informative features through our suite of special sections including Motoring, The Guide, Better Business, Easy Eating, Weekend and Newspapers in Education.

The Monday to Friday print edition of The Morning Bulletin on average has a massive 37,000* readers making it an

essential member of your media mix. The Fitzroy Club provides businesses throughout the region with a complete marketing, entertainment and networking year, all by way of a single weekly membership subscription. The Morning Bulletin, is simply the #1 read daily newspaper in Rockhampton**.

The Morning Bulletin reaches an audience of over 200,000 each week across our print and digital platforms*. As the only local daily newspaper dedicated to the area, The Morning Bulletin has long been considered an inherent feature of community culture, and is loved by its readers.

* emma 12 months ending December 2016; M-F, Sat average daily readership
 ** Rockhampton primary distribution area
 # Publishers Claim

A promotional graphic for an event. The background features a close-up of a man in a blue jacket with a red star badge on the lapel and a woman in a red shirt sitting in a chair. The text is overlaid on the bottom left and right.

Friday
24 Nov 2017
Doors open 6pm sharp
**Attendance for two included
in your membership**

With special guest interviewer
SOFIEFORMICA

NEVER TEAR US APART

A special evening with Kirk Pengilly from INXS

Kirk Pengilly was born in Kew, Victoria on July 4, 1958. At the age of 8, he and his family relocated to Cottage Point, a remote "weekender" village nestled in the middle of the Kuringai Chase National Park on the outskirts of Sydney. With no electricity and a 10km dirt road to civilization, Kirk's early years were spent either outdoors or teaching himself guitar.

In 1971 while at high school Kirk started a friendship with Tim Farriss. They formed a garage band, Guinness, in which Kirk was the principal songwriter and lead singer. In 1976, Guinness disbanded and less than a year later, The Farriss Brothers was born. Michael Hutchence and Kirk shared lead vocals for a short time but, as Michael didn't play an instrument, it made sense for Kirk to step down and concentrate on guitar.

With over 30 million records sold worldwide, including number ones in 4 different continents and a performance history of over 4,000 live shows to over 25 million people in almost 50 countries, INXS not only established themselves as Australia's all-time most successful rock band, but also boast a vast international following.

INXS went on to receive 5 MTV awards for 'Need You Tonight' from the iconic album 'KICK', 2 Brit awards for Best International Group, 10 Countdown Awards, 6 ARIA Awards and were also inducted into the ARIA Hall of Fame in 2001. The 'KICK' album also brought the band the first of three Grammy nominations.

On November 22, 1997, while about to start a tour of Australia with INXS, lead singer Michael Hutchence tragically died, sending shockwaves around the world.

Thirty years on and Kirk has had a definitive place in INXS, being principal backing vocalist, saxophonist and guitarist. Apart from his co-writes with Michael

"Michael rang me that night and left a message for me to come to his room at the Ritz Carlton. I never went. Maybe if I had, things would have turned out differently"

on a number of INXS albums, he has written, produced and performed numerous "B-side singles" and most recently, co-wrote the song 'Like It Or Not', which appears on the band's most recent release, 'Switch'.

Kirk has been one of the key publicity spokespersons for INXS and also holds the distinction of being the band's archivist, faithfully logging daily entries in diaries that date back to the beginning of INXS. He was heavily involved in the band's recent and only authorised biographical book, *Story to Story*, in which he wrote the book's forward.

www.inxs.com





Everything TO LIVE FOR

with **TURIA PITT**

The story of one young woman's survival against extraordinary odds, a testament to the human spirit.

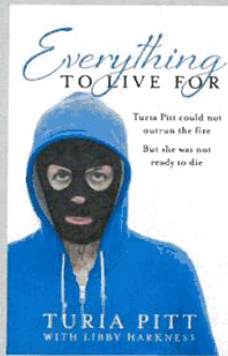
The story of one young woman's survival against extraordinary odds, a testament to the human spirit.

proof that, with the right mindset, we truly can achieve anything.

At 24, Turia was an ex-model, fitness junkie and successful mining engineer whose life was turned upside down when she became trapped in a grass fire while competing in a 100km ultramarathon.

She was chopped out of the remote desert barely alive, with full thickness burns to 65 per cent of her body. Renowned for her pure grit, indomitable spirit and passion for humanitarian work, Turia has gone on to thrive in the ultimate story of triumph over adversity.

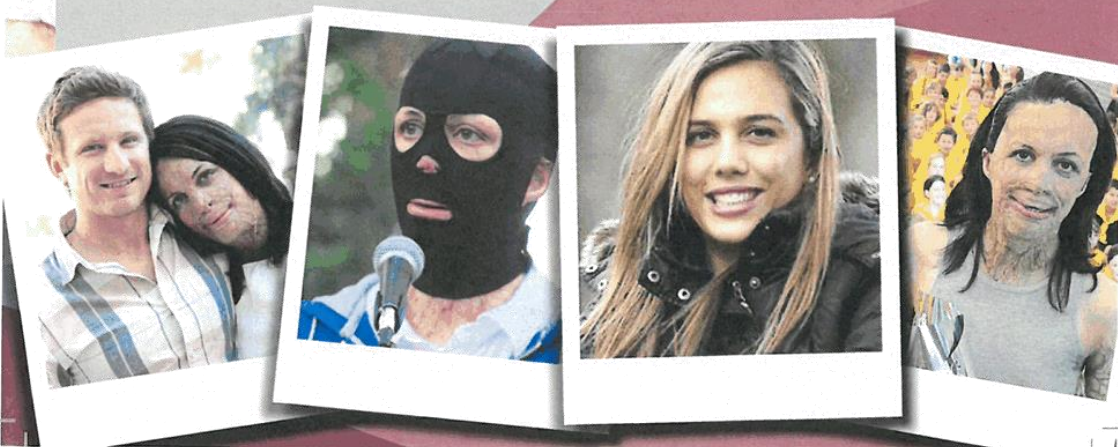
Turia lost seven fingers, endured six gruelling months in hospital, underwent over 200 operations and spent two years in recovery. Surviving against overwhelming odds, Turia rebuilt her life and defied every expectation placed on her. She is living



While the story of Turia's survival involves many people - other race competitors, her rescuers, medical professionals - at its core is the strong will of Turia herself as she continues the long rehabilitation process with the loving support of her partner, Michael Hoskin, and that of their families in their New South Wales south coast hometown of Ulladulla, where the local community has rallied, raising funds to help with huge medical bills.

In 2016, Turia realised a goal she'd been working towards since the early days of her recovering: competing in her first IRONMAN competition. She also mentored over 6,000 people through her online programs before heading to Hawaii to take on the gruelling and internationally renowned Ironman World Championships in Kona.

www.turiapitt.com





Friday
20 Jul 2018
Doors open 6pm sharp
Attendance for two included
in your membership

THE OUTBACK WRANGLER

with MATT WRIGHT

Big country. Big crocs. Big man.

Chopper pilot and dangerous animal expert Matt Wright has spent his life in the great outdoors drawn to creatures that most of us would run away from.

As a child he was raised in the wilds of Papua New Guinea and the Australian outback where living off the land and being comfortable with animals such as deadly snakes, spiders, stampeding cattle and even sharks was simply way of life.

By the age of ten Matt had a collection of some of Australia's most lethal animals - including three deadly King Brown snakes - living in his bedroom and was frequently in trouble at home and at school for eagerly sharing his 'pets' with his class mates and family.

As an adult his career path has seen him tackle a range of jobs that require both nerves of steel and a practical can do attitude. Spending time as an outback musterer (horse wrangler), oil rig worker, soldier in the Australian Army, crocodile egg collector and more recently a professional chopper pilot and instructor.

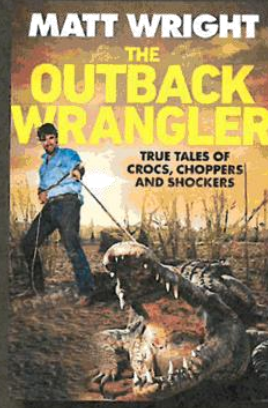
Today, Matt's passions and unique skill set have turned into a career as a wildlife re-locator; tracking down, capturing and transporting a diverse range of dangerous animals including crocodiles, wild buffalo and even Polar Bears.

His objective is based on the preservation of wildlife: to remove and relocate problem animals rather than kill.

Working in a specific junction between the world of the wild and the world of humans, Matt's moto is: any animal, anywhere, any time and he has plied his unique trade all over Australia as well as North America.

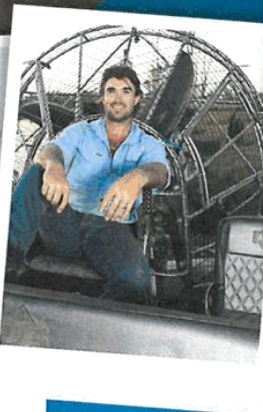
As a chopper pilot Matt is able to access areas that would otherwise be impossible to reach; as a conservationist he brings a unique practical skills set and a perspective based on hands-on experience and a genuine compassion.

Matt works closely with scientists, wildlife management authorities, indigenous elders (traditional land owners) and cattle station owners to ensure a win/win situation for both the animals at hand as well as the humans that need his help.



Matt Wright's series Outback Wrangler debuted globally on National Geographic in 2011. Outback Wrangler's second season was launched in November 2015 and was seen in over 50 countries and will premiere on the Nine Network in late 2016 and in the United States on Nat Geo WILD in January 2017.

Following off the back of Outback Wrangler's success, Matt Wright published his first book through Penguin Random House in August 2016.









DIAMOND MEMBERSHIP

\$219*/week

\$22,011.12* in value including 12 months print advertising valued at \$18,360.00

FULL COLOUR AD WEEKLY valued at \$236.34*



Diamond Membership to The Fitzroy Club affords you a quarter page of advertising, every week, across the 2017/2018 year. Full colour M6x3 advertisement measuring 188mm high x 129mm wide. UPGRADE TO A 1/2 PAGE ADVERTISEMENT - 16 TIMES A YEAR

DIGITAL ADVERTISING valued at \$2,700*



Diamond Membership to The Fitzroy Club affords you digital advertising across the 2017/2018 year on The Morning Bulletin website. This includes 1 x MREC branding advertisement with a guaranteed 5,000 views per month across the full year, along with 1 x The Morning Bulletin website take over package on your selected date (subject to availability).

DIGITAL HEALTH CHECK valued at \$500*



If you are interested in viewing your digital rating and want to gain some insights around competitor activity and how to optimise your business profile and grow sales online, we can help! The NewsXtend local team will provide a comprehensive audit on your digital presence to help you gain the competitive edge.

FITZROY CLUB EVENT ATTENDANCE valued at \$2,200*



It would not be a Fitzroy Club year without a massive line up of special VIP guests and gala event functions. Your Diamond Membership allows you two seats to each of our Fitzroy Club charity functions.

- Two seats to our special function with Kirk Pengilly
- Two seats to our special function with Turia Pitt
- Two seats to our special function with Matt Wright

ANNUAL DIGITAL SUBSCRIPTION valued at \$540*



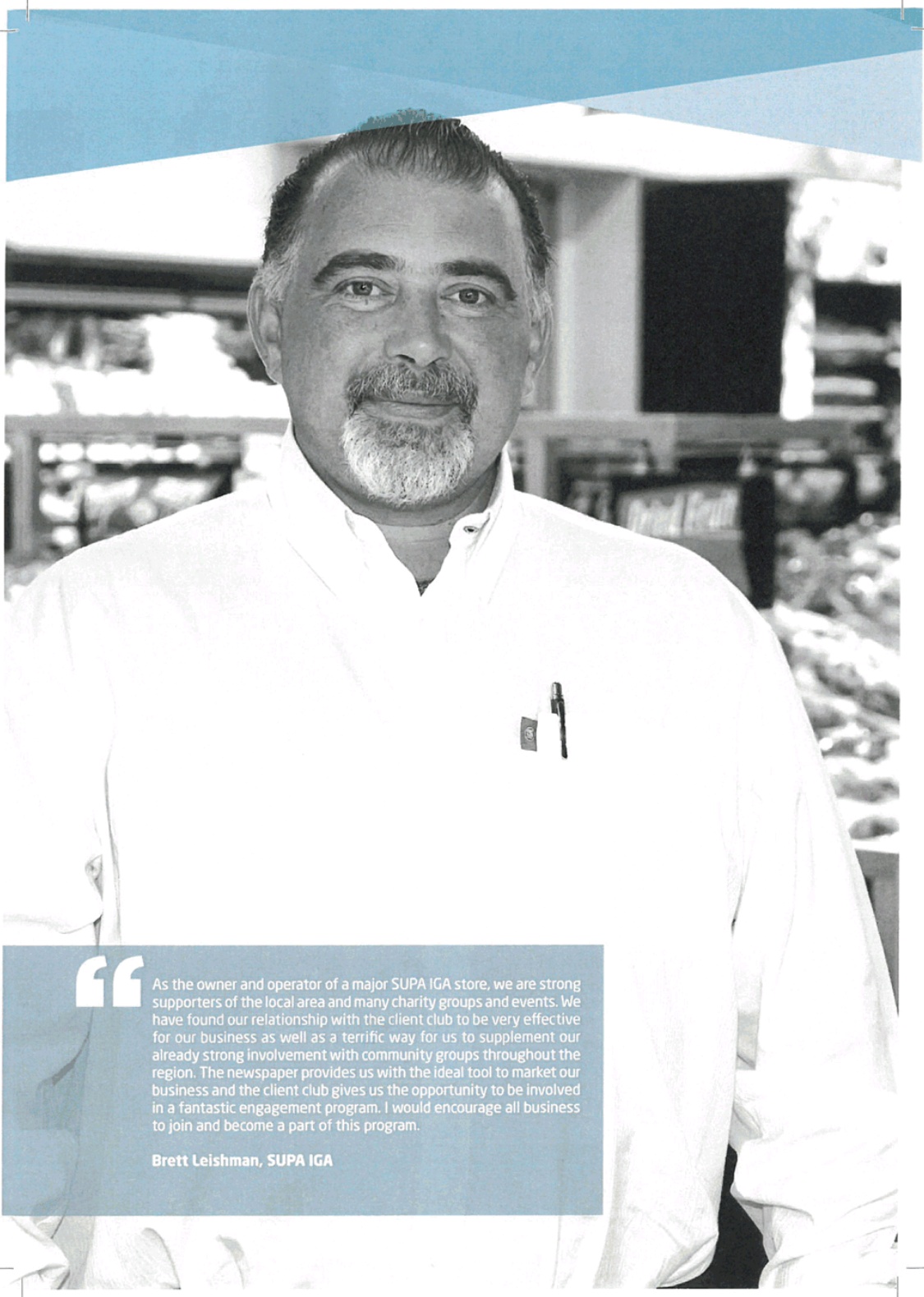
As a Fitzroy Club member for 2017/2018, you will receive an annual digital subscription to The Morning Bulletin which includes 6-day home delivery along with unlimited digital access.

ONGOING ADVERTISING SAVINGS 20% saving



Your Diamond Membership affords you a 20% saving on all nominated The Morning Bulletin promotions throughout 2017/2018.

* All prices subject to GST. Terms and Conditions apply.



“ As the owner and operator of a major SUPA IGA store, we are strong supporters of the local area and many charity groups and events. We have found our relationship with the client club to be very effective for our business as well as a terrific way for us to supplement our already strong involvement with community groups throughout the region. The newspaper provides us with the ideal tool to market our business and the client club gives us the opportunity to be involved in a fantastic engagement program. I would encourage all business to join and become a part of this program.

Brett Leishman, SUPA IGA



FULL COLOUR ADVERTISING valued at **\$202.50***



Platinum Membership to The Fitzroy Club affords you an eighth page of advertising, every week, across the 2017/2018 year. Full colour M3x3 advertisement measuring 92mm high x 129mm wide. UPGRADE TO A 1/4 PAGE ADVERTISEMENT - 12 TIMES A YEAR

DIGITAL ADVERTISING valued at **\$1,488***



Platinum Membership to The Fitzroy Club affords you digital advertising across the 2017/2018 year on The Morning Bulletin website. This includes 1 x MREC branding advertisement with a guaranteed 2,000 views per month across the full year, along with 1 x The Morning Bulletin Daily website take over package on your selected date (subject to availability).

DIGITAL HEALTH CHECK valued at **\$500***



If you are interested in viewing your digital rating and want to gain some insights around competitor activity and how to optimise your business profile and grow sales online, we can help! The NewsXtend local team will provide a comprehensive audit on your digital presence to help you gain the competitive edge.

FITZROY CLUB EVENT ATTENDANCE valued at **\$2,200***



It would not be a Fitzroy Club year without a massive line up of special VIP guests and gala event functions. Your Platinum Membership allows you two seats to each of our Fitzroy Club charity functions.

- Two seats to our special function with Kirk Pengilly
- Two seats to our special function with Turia Pitt
- Two seats to our special function with Matt Wright

ANNUAL DIGITAL SUBSCRIPTION valued at **\$540***



As a Fitzroy Club member for 2017/2018, you will receive an annual digital subscription to The Morning Bulletin which includes 6-day home delivery along with unlimited digital access.

ONGOING ADVERTISING SAVINGS 20% saving



Your Diamond Membership affords you a 20% saving on all nominated The Morning Bulletin promotions throughout 2017/2018.

* All prices subject to GST. Terms and Conditions apply.

GOLD MEMBERSHIP
\$99*/week
 \$13,848.00* in value including 12 months print advertising valued at \$9,449.46*

Backcare

Coffs Physiotherapy & Backcare - Faye and Sean Wiffen

FULL COLOUR ADVERTISING valued at **\$253.17***
 Gold Membership to The Fitzroy Club affords you an eighth page of advertising, every fortnight, across the 2017/2018 year. Full colour M3x3 advertisement measuring 92mm high x 129mm wide. UPGRADE TO A 1/4 PAGE ADVERTISEMENT - 12 TIMES A YEAR

DIGITAL ADVERTISING valued at **\$1,488***
 Gold Membership to The Fitzroy Club affords you digital advertising across the 2017/2018 year on The Morning Bulletin website. This includes 1 x MREC branding advertisement with a guaranteed 2,000 views per month across the full year, along with 1 x The Morning Bulletin website take over package on your selected date (subject to availability).

FITZROY CLUB EVENT ATTENDANCE valued at **\$2,200***
 It would not be a Fitzroy Club year without a massive line up of special VIP guests and gala event functions. Your Gold Membership allows you two seats to each of our Fitzroy Club charity functions.
 • Two seats to our special function with Kirk Pengilly
 • Two seats to our special function with Turia Pitt
 • Two seats to our special function with Matt Wright

ANNUAL DIGITAL SUBSCRIPTION valued at **\$540***
 As a Fitzroy Club member for 2017/2018, you will receive an annual digital subscription to the The Morning Bulletin which includes 6-day home delivery along with unlimited digital access.

* All prices subject to GST. Terms and Conditions apply.



ESSENTIAL MEMBERSHIP

\$59*/week

\$8,634.28* in value including 12 months print advertising valued at \$5,460*

FULL COLOUR ADVERTISING valued at **\$213.78***

 Essential Membership to The Fitzroy Club affords you a twelfth of a page of advertising, every fortnight, across the 2017/2018 year. Full colour M3x2 at 92mm high x 85mm wide.

DIGITAL ADVERTISING valued at **\$336***

 Essential Membership to The Fitzroy Club affords you digital advertising across the 2017/2018 year on The Morning Bulletin website. This includes 1 x MREC branding advertisement with a guaranteed 2,000 views per month across the full year.

FITZROY CLUB EVENT ATTENDANCE valued at **\$2,200***


 It would not be a Fitzroy Club year without a massive line up of special VIP guests and gala event functions. Your Essential Membership allows you two seats to each of our Fitzroy Club charity functions.

- Two seats to our special function with Kirk Pengilly
- Two seats to our special function with Turia Pitt
- Two seats to our special function with Matt Wright

ANNUAL DIGITAL SUBSCRIPTION valued at **\$540***

 As a Fitzroy Club member for 2017/2018, you will receive an annual digital subscription to The Morning Bulletin which includes 6-day home delivery along with unlimited digital access.

* All prices subject to GST. Terms and Conditions apply.



WANT TO FIND MORE CUSTOMERS ONLINE?

LET NEWS XTEND SHOW YOU HOW

We work hand-in-hand with our clients to understand their business goals and in response, develop a customised digital marketing campaign to achieve them.

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newsXtend

LET'S GET SOCIAL   

XTEND PRODUCTS



TARGETED DISPLAY & MOBILE
Target your customers by location, demographics and online behaviour and deliver your brand to them across premium websites



RETARGETING
Keep top of mind by retargeting customers and bringing them back to your website



SEARCH ENGINE MARKETING
Place your brand in a premium position on Google to help drive more leads to your business



SEARCH ENGINE OPTIMISATION
Audit your website and build a strategy on how to improve your search engine rankings to drive more customers to your website



SOCIAL MEDIA
Drive new business through your Facebook and Twitter platforms with engaging content and targeted paid ads



EMAIL
Deliver targeted messages straight into the inboxes of those interested in your services



VIDEO
Reach and engage your target customers through Video across YouTube and other premium websites



LANDING PAGES
Create a campaign landing page that is built to deliver the highest ROI based on your campaign goals



WEBSITES
First impressions are everything – ensure your business makes the right one, with a mobile responsive website designed to suit your business needs and your budget

XTEND SERVICES

- ✓ Work with a local Digital Specialist
- ✓ Dedicated Campaign Manager
- ✓ 24/7 Campaign Results Dashboard
- ✓ FREE Creative Services
- ✓ Call Tracking



News Corp Australia

ADVERTISING SIZE GUIDE



Full colour **M6x3**
advertisement
(188mm high x 129mm wide)



Full colour **M3x3** advertisement
(92mm high x 129mm wide)



Full colour **M3x2** advertisement
(92mm high x 85mm wide)





**11.4 CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT
SEPTEMBER 2017****File No:** 1392**Attachments:**

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

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 September 2017 is presented for Councillor's information.

OFFICER'S RECOMMENDATION

THAT the Corporate Services Departmental Operations Report as at 30 September 2017 be "received".

COMMENTARY

It is recommended that the monthly operations for Corporate Services Department as at 30 September 2017 be received.

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

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

Meeting Date: 24 October 2017

Attachment No: 1



Monthly Operations Report

Workforce and Strategy Section

Period Ended September 2017

1. Highlights

Some 529 applications were received and processed for 25 positions during September 2017. The significant effort for the Workforce & Strategy team in managing this increased workload and achieving all timeframes is acknowledged.

2. Innovations, Improvements and Variations

(Operational Plan Ref:

5.3.2.1 Identify at least one operational saving per section of responsibility

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

Operational Savings	Action
Workforce & Strategy Directorate	
YTD – Nil	
Human Resources & Payroll	
YTD – Nil	
Safety & Training	
YTD – Nil	
Industrial Relations & Investigations	
YTD - Nil	
Corporate Improvement & Strategy	
The cost of the documentation design being outsourced (Jul 17)	Council's Corporate and Operational Plans were designed in-house.
Improved Process	Action
Workforce & Strategy Directorate	
Communications Committee (Aug 17)	Establishment of committee to identify and implement initiatives to improve communication across all of Council
Workforce and Strategy Administration (Aug 17)	Improvements made to recordkeeping processes, reducing paperwork and filing requirements for W&S and Records.
Human Resources & Payroll	
MYPlan Performance Review (Jul 17)	MYPlan implemented for 17/18 year to replace current Performance Review Form. Focus of new form is to

	encourage regular conversations; discuss value based behaviours and encourage professional and personal development.
Safety & Training	
YTD – Nil	
Industrial Relations & Investigations	
YTD - Nil	
Corporate Improvement & Strategy	
Corporate Delegations (Jul 17)	Human Resource Delegations Policy replaced Corporate Delegation Bands with delegation levels now included in relevant policy document/s.

3. Customer Service Requests

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

Response times for completing customer requests in this reporting period for September 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) Q1	
			Received	Completed												
Administrative Action Complaints	0	0	0	0	0	0	36	●	0.00	●	0.00	●	0.00	0.00	●	0.00
W&S - Complaints Management Process (NOT CSO USE)	4	4	4	3	1	0	30	●	0.67	●	12.36	●	10.39	9.05	●	8.71

COMMENTS

Matters are being addressed within the set timeframes.

4. Service Delivery

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

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
Corporate Improvement and Strategy			
Policies reviewed within 10 working days	100%	100%	Operational
Industrial Relations and Investigations			
Assess and initiate action of corrupt conduct matters, public interest disclosures and administrative action complaints within 3 business days upon receipt of a complaint.	100%	100%	Operational
Human Resources and Payroll			
Employee pays processed and paid within 3 working days after the period end date	100%	100%	Operational
Payroll accuracy	100%	99.88%	Operational
Acknowledge job applications within 2 working days of the advertising close date. (as per policy/procedure)	100%	100%	Operational
	Aug 2017	Sept 2017	YTD
Number of job applications processed for current reporting period	164	529	893
Number of positions advertised for current reporting period	29	25	72

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

(Operational Plan Ref: 5.2.1.1 Comply with legislative requirements)

Legislative Compliance and Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
Corporate Reporting			
2016/17 Operational Plan report as at 30 June 2017	August 2017	100%	The annual (Quarter 4) assessment as at 30 June 2017 was presented at the Ordinary Council meeting in August 2017.
2017/18 Operational Plan quarterly status report	October 2017	50%	The report template has now been finalised. The 1 st quarter report as at 30 September 2017 will be presented at the last Ordinary Council meeting in October 2017.

Legislative Compliance Matter	Due Date	% Completed	Comments
2018/19 Operational Plan	30 June 2018	0%	Plan to be prepared and adopted with the 2018/19 budget. Planning to commence late January 2018.
Safety			
Update of Workplace Health & Safety documents to meet the new legislative requirements		Ongoing	Updates to documents are ongoing in accordance with legislative changes.
Report breaches of the Workplace Health & Safety Act and Regulation as necessary to the division within specified legislative timeframes	Immediately after becoming aware that a notifiable incident has occurred	100%	On 7 September 2017 a notifiable incident occurred when a crew came into contact with an underground electrical service. The incident was reported within the required timeframes.
Workplace Health and Safety Audit (WHSQ External Audit)	2017	75%	All required documentation has been submitted for the Workplace Health and Safety Queensland Audit. Site attendance and inspection by Auditor scheduled for 11-13 October 2017.
WHS Infringement Notices issued to Council are remedied within required timeframes	As per notice	100%	Council is likely to receive an Improvement Notice for failing to ensure the provision and maintenance of safe systems of work associated with the contact of a HV underground electrical service on 7 September 2017.

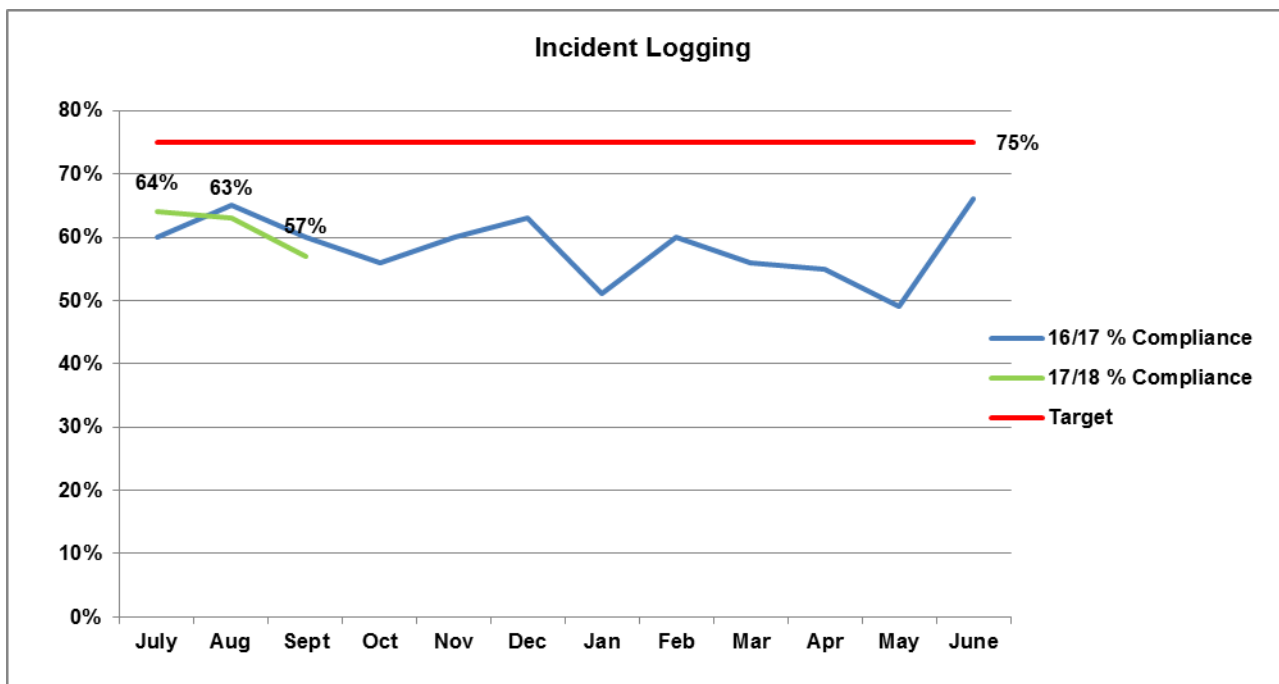
Risk Management Summary (excludes risks accepted/ALARP):

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Comp	Comments
Corporate Risks					
A legislatively compliant SafePlan is not implemented, monitored and reviewed effectively, for the whole of council, its workers and contractors, to achieve the acceptable compliance level with annual WH&S audits resulting in: increased worker injuries, legislative breaches/legal action, reputational damage, reduced service levels, increased costs and non-compliance with a key council objective.	Low	Work continues to rectify the actions from the 2016 Safety Audit. Rectifications resulting from the Workplace Health & Safety system audit will be addressed and assessed in the annual internal audit of the Workplace Health & Safety system.	Recommendations due for completion by April 2018	82%	53 recommendations from the 2016 LGW Audit. 27 are complete, 20 are in progress, 6 have not yet commenced.

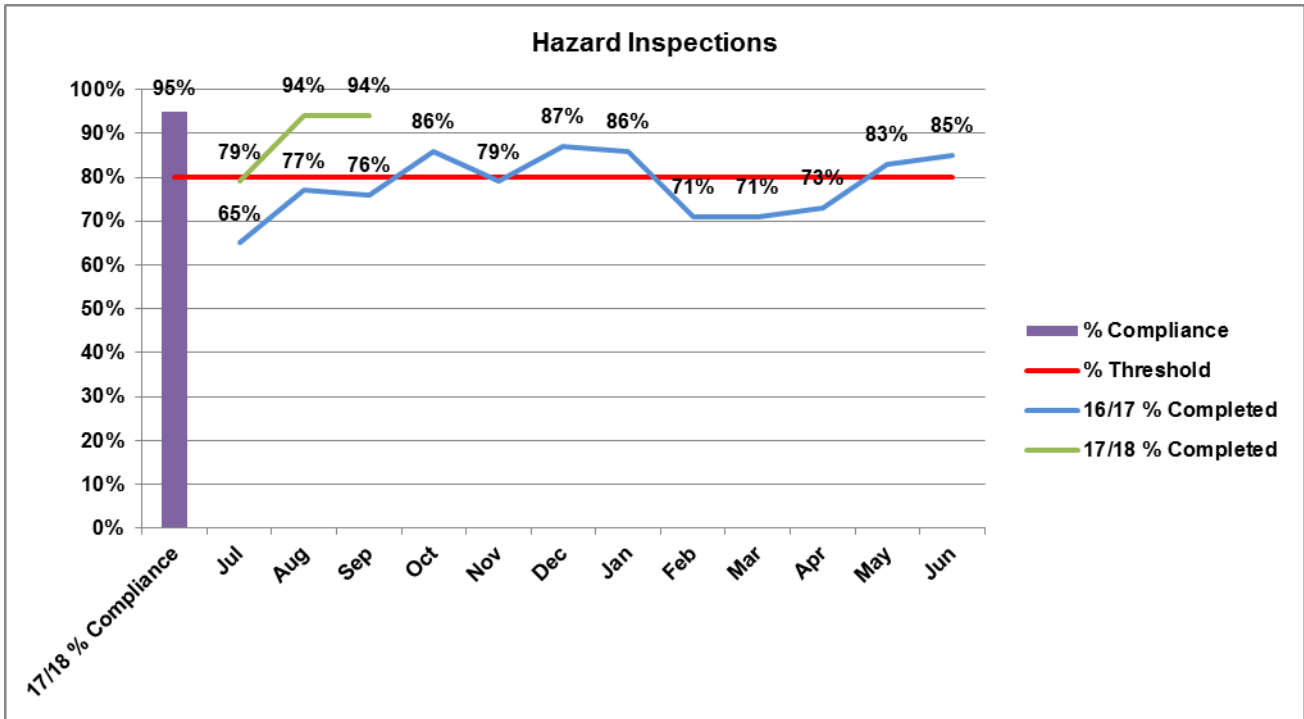
6. Operational Plan Targets by Section

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

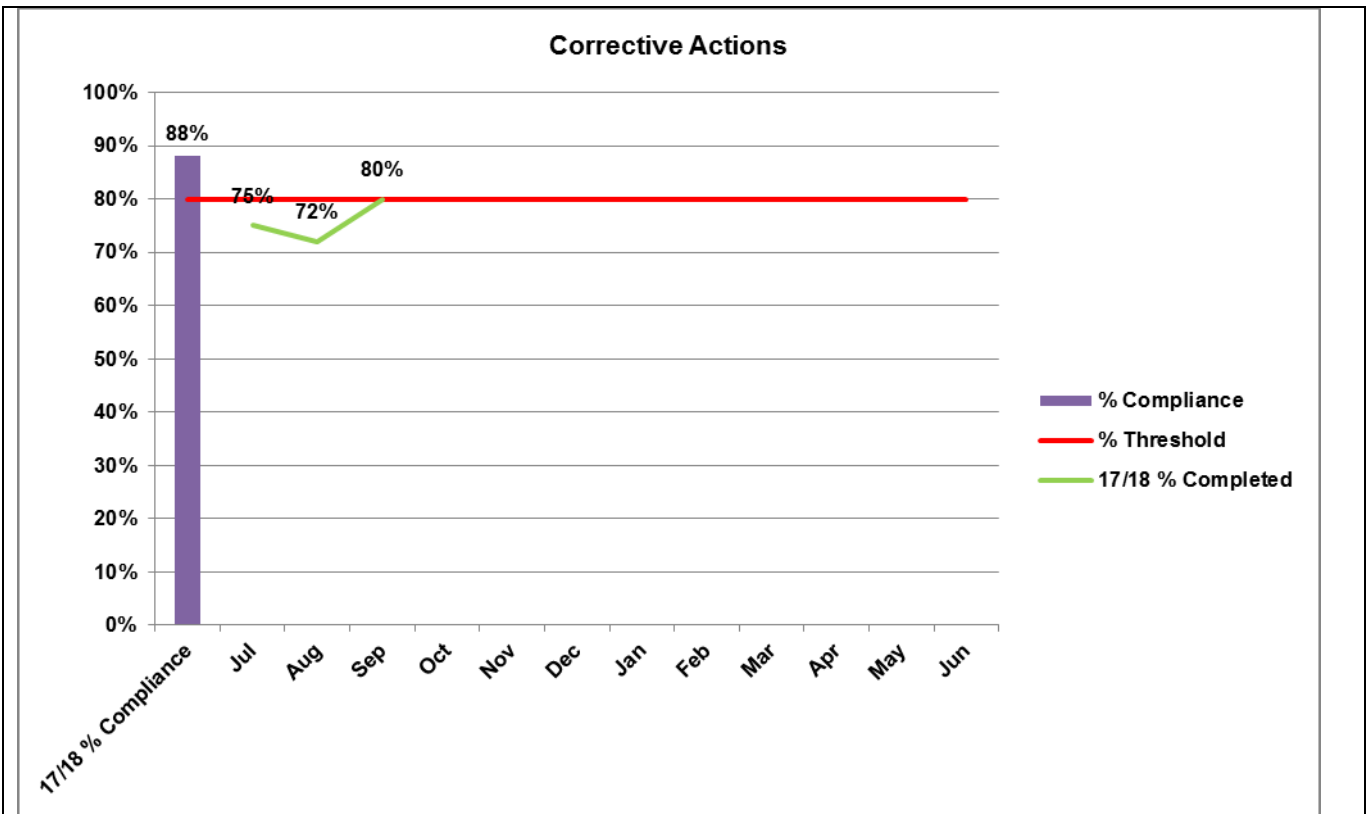
Operational Plan Ref	Action	Target	Status		
1.3.4.1	Provide a safety management system that minimises the risk to all people and property	Achievement of KPIs in accordance with the Workplace Health & Safety Management System Plan	Specific KPI targets and actual performance detailed below and shown in graphical form		
KPI	Incidents logged in Riskware by end of next business day	17/18 Target	75%	Actual	57%



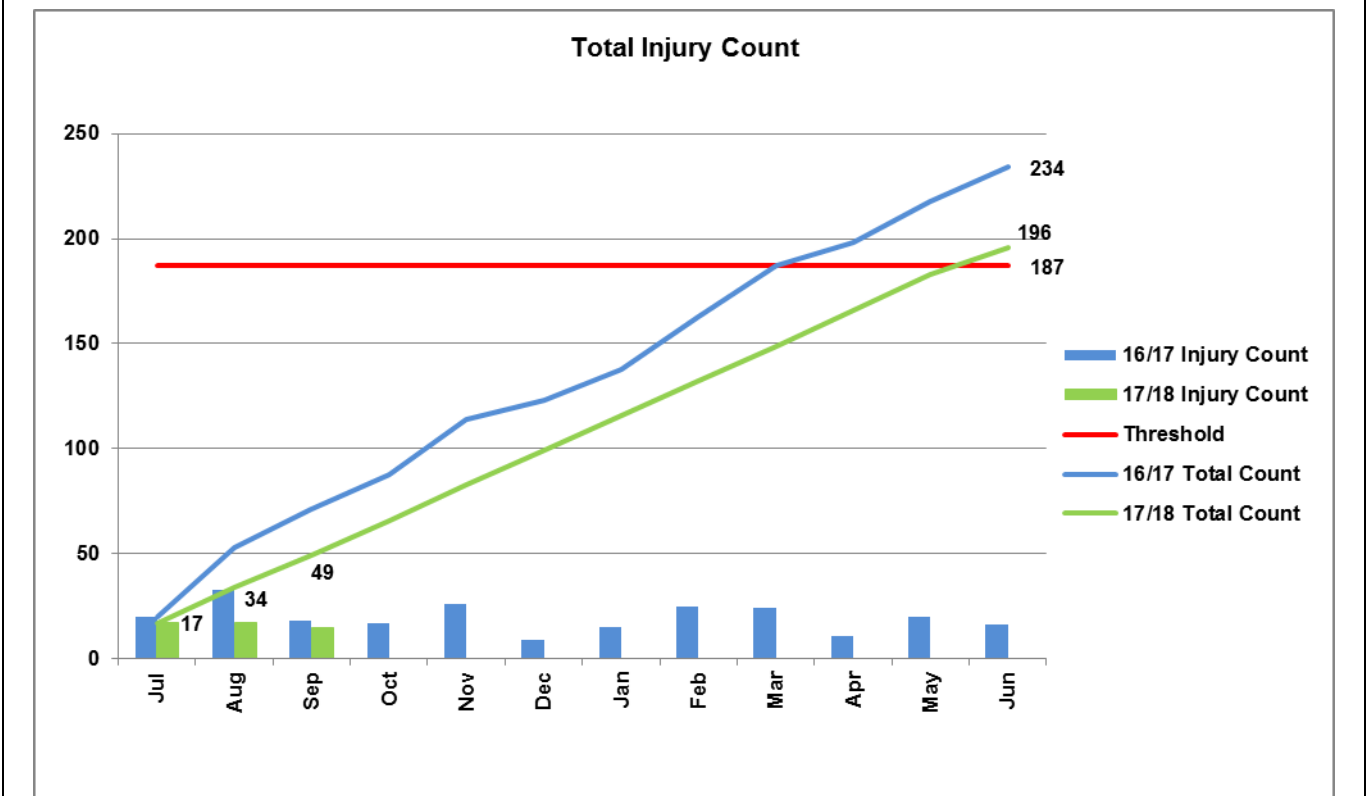
KPI	Completion of scheduled hazard inspections	17/18 Target	80%	Actual	94%
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KPI	Completion of corrective actions by nominated due date	17/18 Target	80%	Actual	80%
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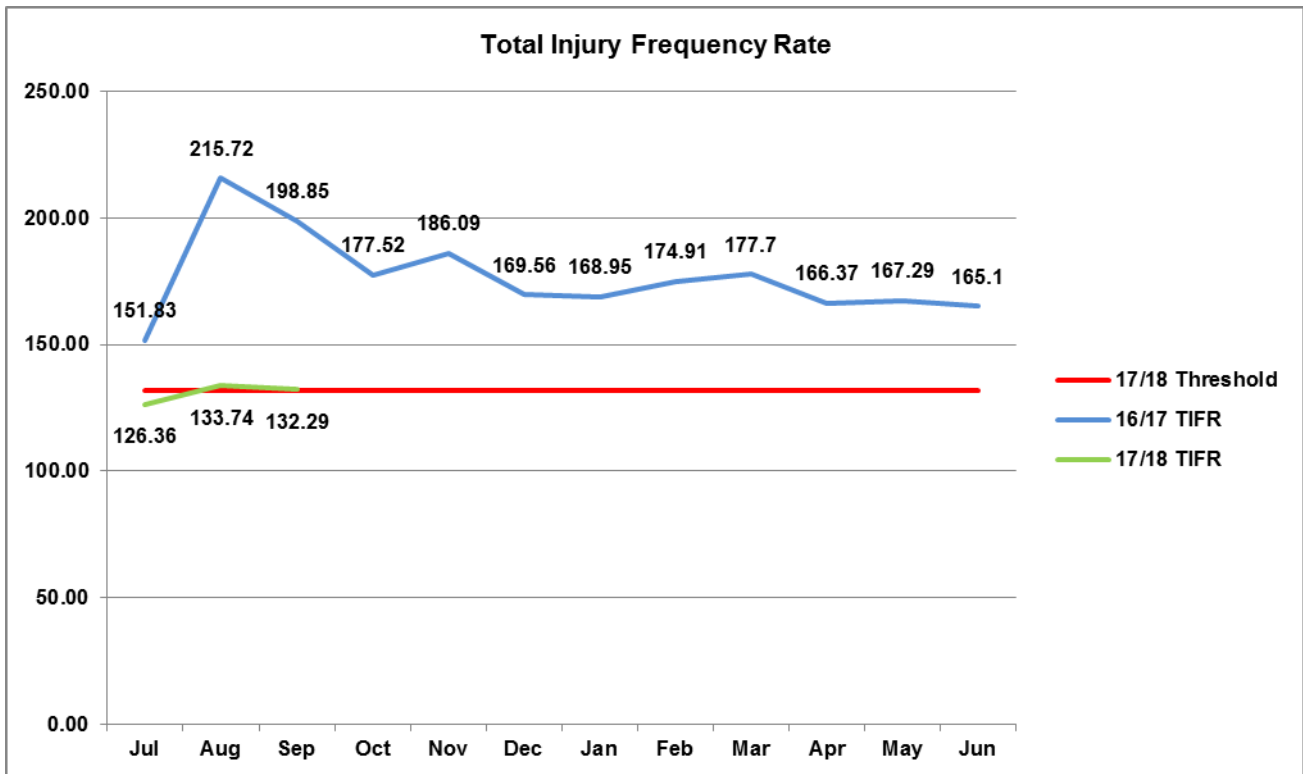


KPI	Total Injury Count	17/18 Target	187	Actual (YTD)	49
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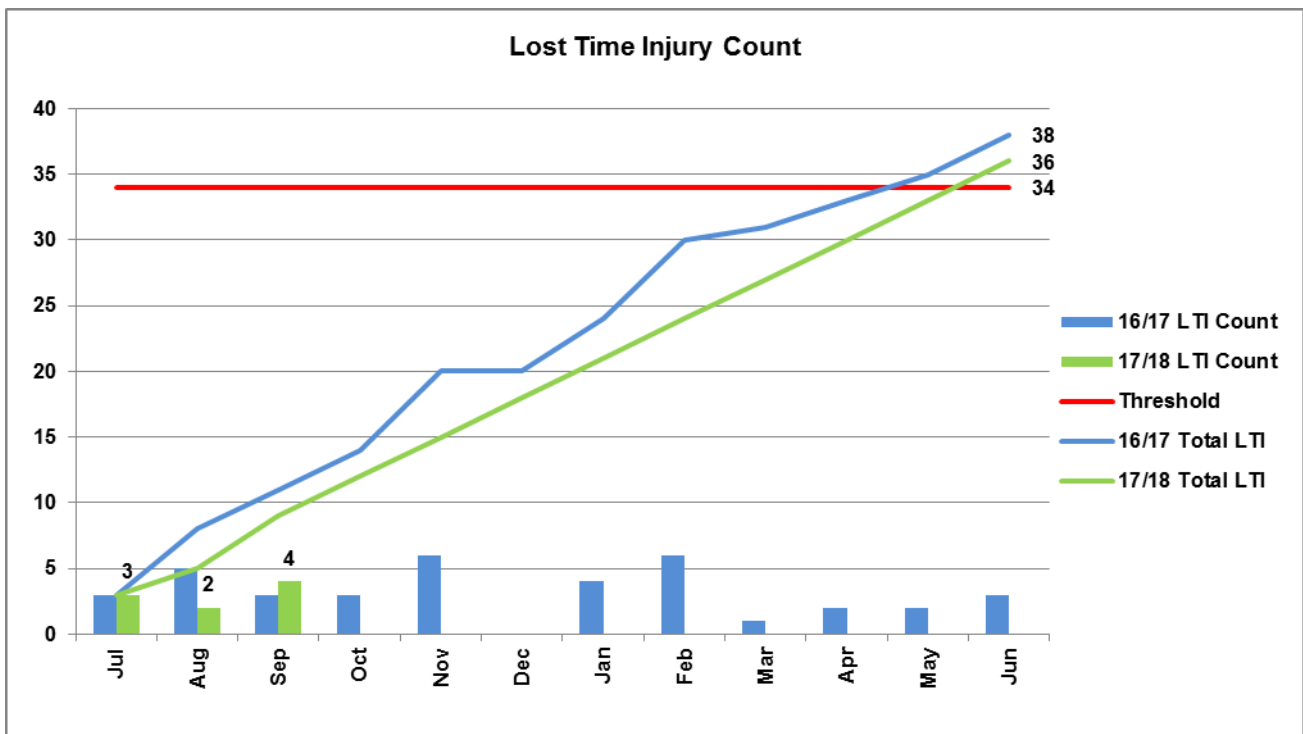


Based on the current rate it is projected that the 2017/18 Total Injury Count would be 196 which would exceed the threshold.

KPI	Total Injury Frequency Rate	17/18 Target	132.08	Actual	132.29
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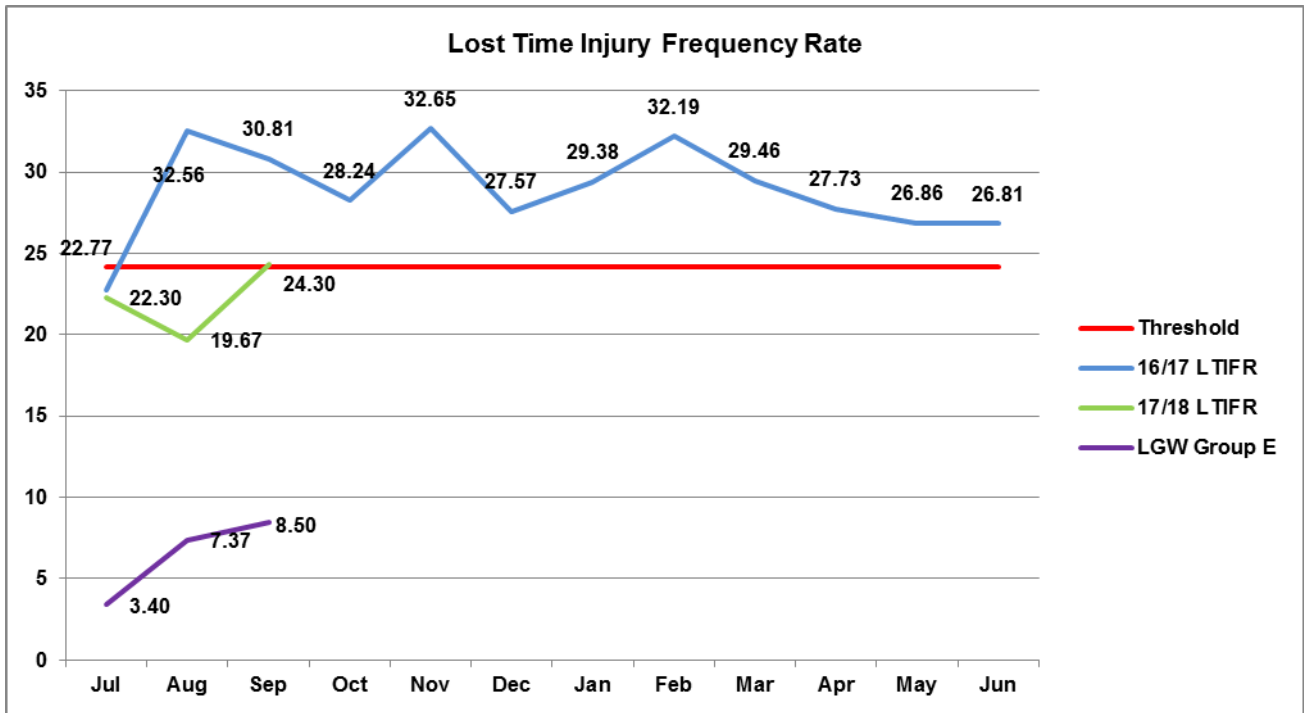


KPI	Lost Time Injury Count	17/18 Target	34	Actual (YTD)	9
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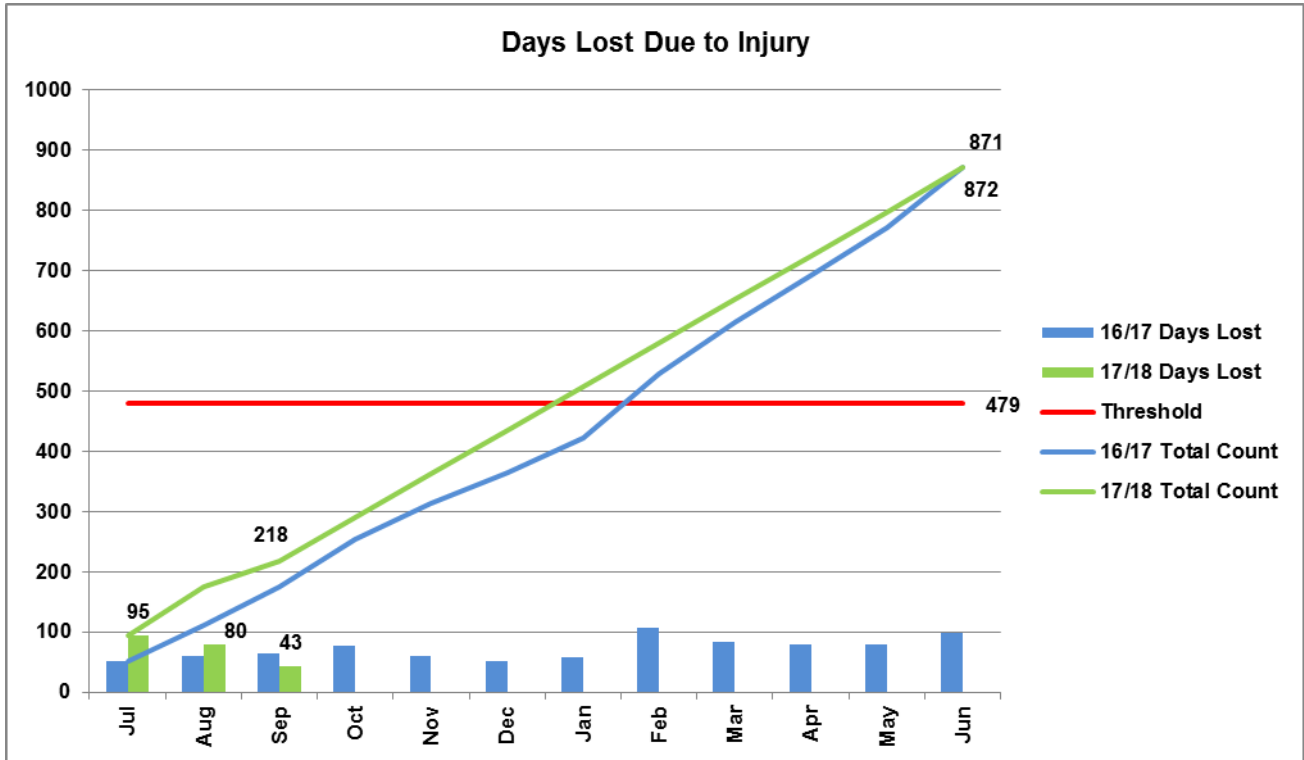


Based on the current data it is projected that the 2017/18 Lost Time Injury Count would be 36 which would exceed the threshold.

KPI	Lost Time Injury Frequency Rate	17/18 Target	24.13	Actual	24.30
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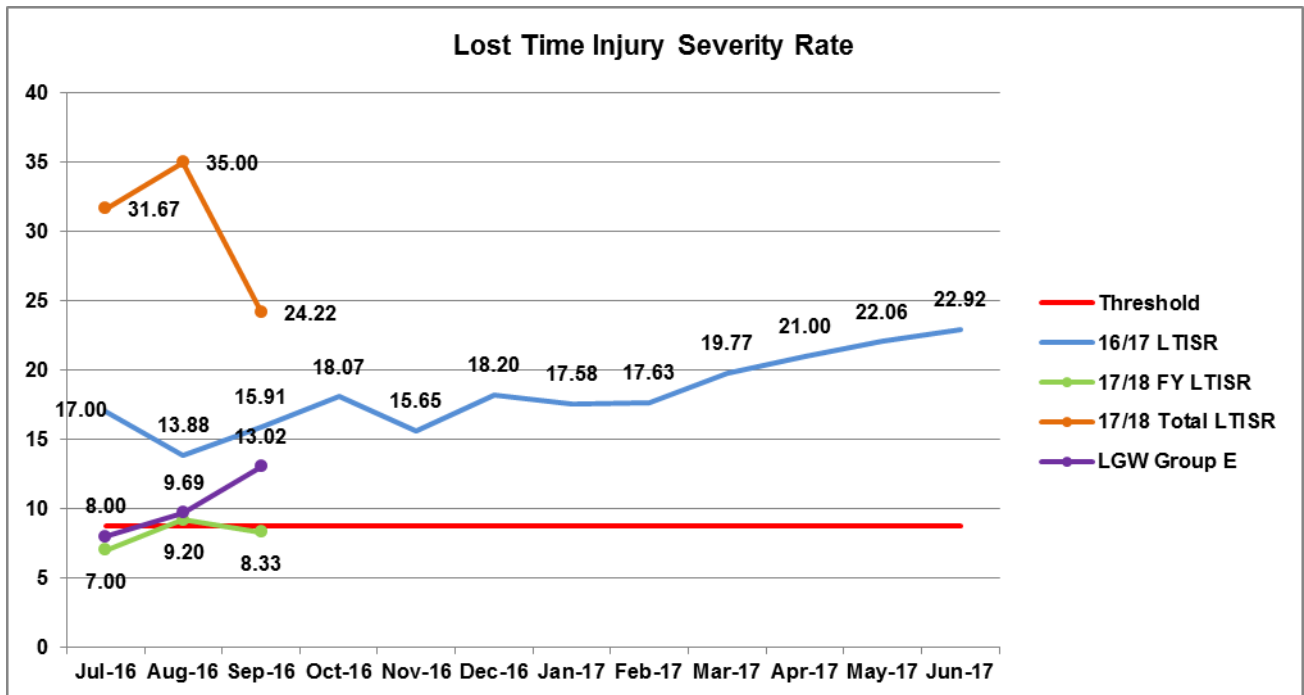


KPI	Days Lost due to Injury	17/18 Target	479	Actual (YTD)	218
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Based on the current data the Days Lost Due to Injury for 2017/18 are projected to reach 871. These figures far exceed our threshold. Further hazard and risk management training will be rolled out to all staff with the intention of reducing workplace injuries.

KPI	Lost Time Injury Severity Rate	17/18 Target	8.71	Actual	24.22
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Operational Plan Ref	Action	Target	Status
4.3.3.1	Implement a rehabilitation fitness for work program	90% of workers on fit for work programs are placed within their own department	Progressing at 100%
5.2.1.5	Manage employee complaints and grievances in accordance with legislation and policy requirements.	100% actioned in accordance with Council policy and procedure	All complaints received within the reporting period have been assessed and actioned pursuant to applicable statutory and policy obligations.
5.4.4.2	Implement Improved internal communication strategies to ensure all staff are informed.	Staff newsletter is distributed to all staff on a monthly basis	Progressing at 100%

7. Capital Projects

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

8. Operational Projects section

As at period ended **September** – 25% of year elapsed

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (incl committals)
Corporate Improvement and Strategy					
Create a system to automate the delegation and authorisation process (5.4.2.3)	July 2017	30 June 2018	Data has been entered into a master spreadsheet. The automated process within external and internal registers has been designed and implementation has now begun. Discussions are underway with LGAQ in relation to a new delegation process they are in the process of developing.	Labour Only	Labour Only for W&S
Simplify and streamline the approval process - Develop a Delegations Policy, incorporating Corporate Delegation Bands. (5.4.2.4)	July 2017	30 December 2017	Corporate Delegation Bands are being relocated from the Corporate Delegations Reference Table and incorporated into relevant policy document/s. Approximately 45% of delegated authority/powers have been processed.	Labour Only	Labour Only for W&S
Strategic Framework Project (5.2.1.2)	July 2017	30 June 2018	Currently researching the governance framework of other Councils.	Labour Only	Labour Only for W&S

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (incl committals)
Ensure legislative updates are communicated and implemented in areas on responsibility - Undertake a legislative compliance review project (4.2.2.2)	July 2017	30 June 2018	A scope is being developed for endorsement.	Labour Only	
Industrial Relations and Investigations					
Undertake Certified Agreement negotiations that consider the application of the new Queensland Local Government Industry Award – State 2017 and the <i>Industrial Relations Act 2017</i> (5.4.2.2)		30 June 2018	Industrial Relations Project: Management meetings have progressed. Planning and preparations of management's preferred certified agreement position and costing models are continuing.	Labour Only	Labour Only for W&S
Human Resources and Payroll					
Aurion Project (5.4.3.1)		31 December 2017	Aurion web recruitment consultant commencing scoping, requirements and design 16/17 October 2017.	Funded by IT	W&S Labour only when supporting testing processes & installation
Implement programs that support leadership development (4.3.2.1) - Development and implement mentoring program and performance review system by 30 June 2018		30 June 2018	My Plan for officers award employees launched in July for use in 17/18 year. Our Plan for external staff to be implemented in 2018	Labour Only	Labour Only for W&S
Safety and Training					
WHS Data Management System (1.3.4.1)			V2.14.6 has been applied to production. First upgrade since June 2016.	Funded by IT	W&S Labour only when supporting testing processes & installation
Implement programs that support leadership development (4.3.2.1) - Deliver leadership program every six months			Program has recently been updated to ensure currency of information delivered. The next round of the program is scheduled for delivery in February 2018	Labour Only	Labour only for W&S

9. Budget

Financial performance as expected for the reporting period

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

As At End Of September

Report Run: 03-Oct-2017 10:57:07 Excludes Nat Accts: 2802,2914,2917,2924



	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Variance %	On target 25% of Year Gone
	\$	\$	\$	\$	\$	%	
CORPORATE SERVICES							
WORKFORCE & STRATEGY							
<i>Human Resources and Payroll</i>							
Expenses	1,431,756	0	77,612	329,232	406,844	28%	✘
Transfer / Overhead Allocation	11,126	0	0	3,401	3,401	31%	✘
Total Unit: Human Resources and Payroll	1,442,882	0	77,612	332,633	410,244	28%	✘
<i>Safety & Training</i>							
Revenues	(42,500)	0	0	(14,842)	(14,842)	35%	✓
Expenses	1,167,500	0	66,460	268,101	334,561	29%	✘
Transfer / Overhead Allocation	(20,410)	0	0	(6,454)	(6,454)	32%	✓
Total Unit: Safety & Training	1,104,590	0	66,460	246,804	313,265	28%	✘
<i>Corporate Improvement & Strategy</i>							
Revenues	0	0	0	(231)	(231)	0%	✓
Expenses	376,640	0	10,000	91,474	101,474	27%	✘
Total Unit: Corporate Improvement & Strategy	376,640	0	10,000	91,243	101,243	27%	✘
<i>Workforce & Strategy Management</i>							
Expenses	785,243	0	29,831	80,509	110,340	14%	✓
Total Unit: Workforce & Strategy Management	785,243	0	29,831	80,509	110,340	14%	✓
<i>Investigations and Industrial Relations</i>							
Expenses	304,945	0	0	64,854	64,854	21%	✓
Total Unit: Investigations and Industrial Relations	304,945	0	0	64,854	64,854	21%	✓
Total Section: WORKFORCE & STRATEGY	4,014,301	0	183,903	816,042	999,945	25%	✓
Total Department: CORPORATE SERVICES	4,014,301	0	183,903	816,042	999,945	25%	✓
Grand Total:	4,014,301	0	183,903	816,042	999,945	25%	✓

10. Section Statistics

Establishment – Workforce and Strategy

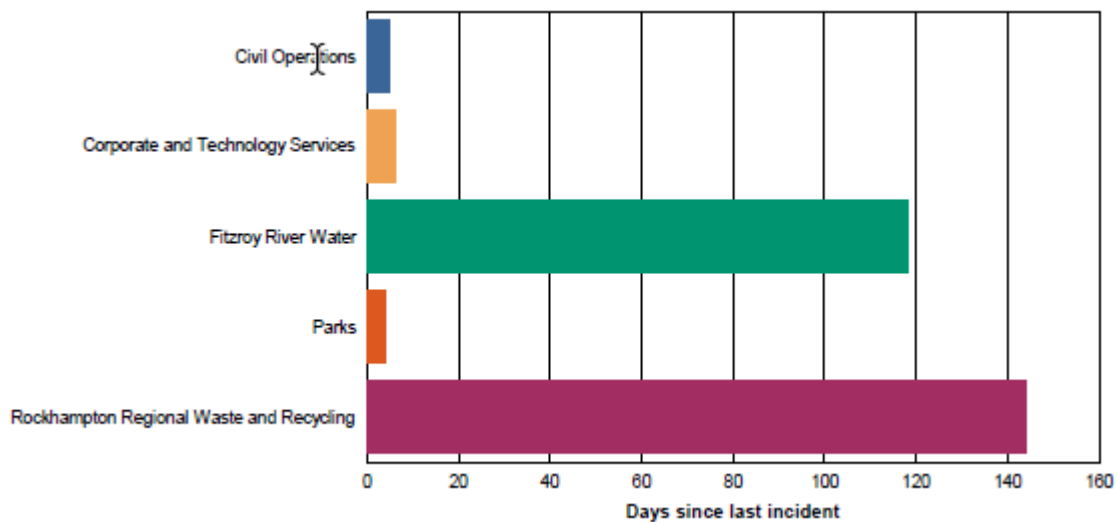
FTE Positions	Period	Workforce & Strategy
Starting Point	1 January 2014	30.05
Same Time Previous Year	30 September 2016	34
Previous Month	31 August 2017	34
Current Month	30 September 2017	34

11. Whole of Council Statistics

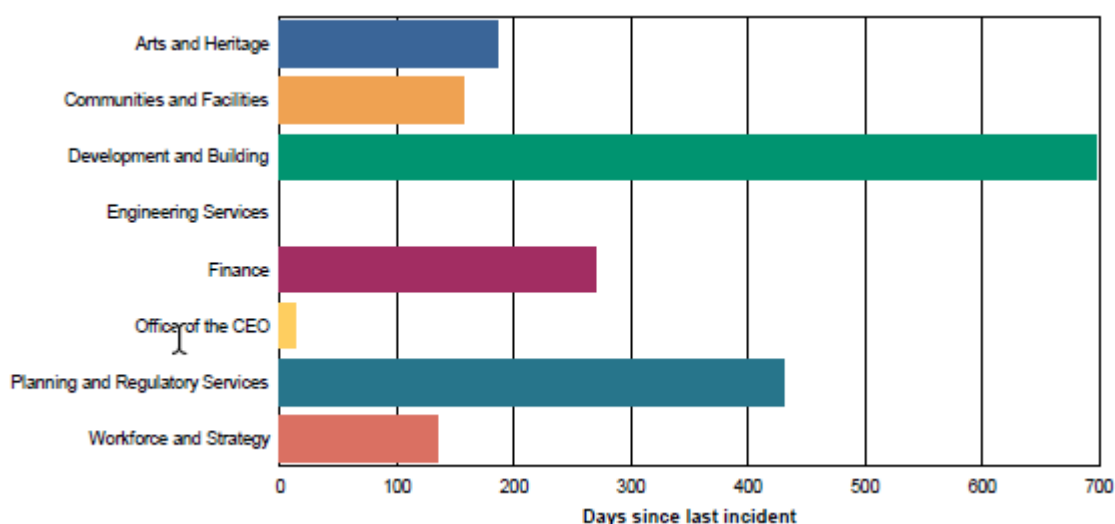
Safety Statistics

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

Lost time injury free days as at 31 August 2017 (sections identified as High Risk)



Lost time injury free days as at 30 September 2017 (Sections identified as Low Risk)



Establishment

Establishment – Whole of Council

FTE Positions	Period	Council
Starting Point	1 January 2014	838.9
Same Time Previous Year	30 September 2016	879.52
Previous Month	31 August 2017	906.47
Current Month	30 September 2017	917.73

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

FTE positions include 59.37 supplementary positions which have been created for a number of reasons including: short term projects, co-op students and funded positions. All of these positions have an end date and will reduce the FTE once the tenure has been completed.

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

Apprentices	Trainees
14	16

Changes to Council Establishment

- General Manager Advance Rockhampton – created in accordance with structure adopted on 12 September 2017.
- 2 x Corporate Applications Analysts – Corporate Services, Corporate & Technology Services, created.
- Truck Driver/Labourer – Regional Services, RRWR supplementary position created for 12 months.

- Gardener – Position hours reduced to accommodate ill employee (0.685 reductions in FTE).
- Assets Officer – Corporate Services, Finance, supplementary position abolished.
- Coordinator Procurement & Logistics system discrepancy corrected.

Apprentice & Trainees

- Business Administration Trainee – Community Services, Local Laws, created.
- Business Administration Trainee – Community Services, Directorate, created.
- Business Administration Trainee – Corporate Services, Smart Regional Centre, created.
- Business Administration Trainee – Regional Services, FRW created.
- Pest Management Trainee – Community Services, Health and Environment created.
- 3 x Civil Construction Trainees – Regional Services, Civil Operations, created.
- Apprentice Mechanical Fitter – Regional Services, FRW, created.

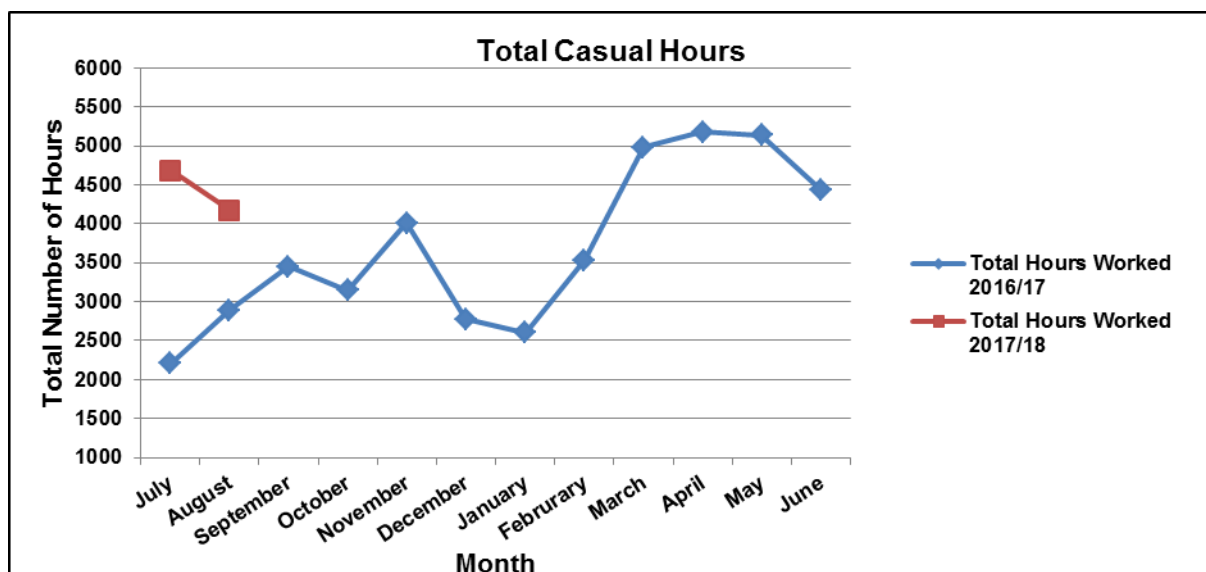
FTE Positions Internal / External Split

The percentage split for approved full time equivalent positions excluding casual positions and including approved vacancies currently sits at 58% (534.67) internal and 42% (383.06) external. The internal definition is based on staff appointed in accordance with RRC’s Internal Certified Agreement and it should be noted that there are a number of supervisors and technical staff on this award that work predominately in the field.

	Feb 2014	Aug 2017	Sept 2017
External	371.91	378.74	383.06
Internal	465.68	527.73	534.67
TOTAL	837.44	906.47	917.73

Casual Hours – August 2017 (reported one month in arrears)

All casual hours worked will now be reported one month in arrears so that actual hours worked can be accurately reported. There are currently a total of 61 casuals actively employed by Council of which 56 were engaged during the reporting period. The engaged casual employees collectively have worked the total number of 4172.17 hours during the month of August 2017.



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

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

Section	Unit	Commentary	No. of hours	Percentage of cost recovery
Arts and Heritage	Art Gallery	To assist with the delivery of ongoing programs. Expenditure is in some cases offset by earned income but not directly recovered.	248.5	0%
Arts and Heritage	Heritage Services	Assist in Food and Beverage roles for catered function - all wages costs are generally recovered as a fee for service operation.	329.07	100%
Arts and Heritage	Major Venues	Casual staff used by hirers, wages costs in box office and production departments are fully recovered.	948.66	99.78%
Communities and Facilities	City Child Care Centre	Backfilling for staff leave to maintain required child to staff ratios.	27	
Communities and Facilities	Client Services	Backfilling for RDOs and staff leave, with some HERO hours for staff leave.	429.75	
Communities and Facilities	Facilities	Backfilling for RDOs and leave for cleaning staff, with some works for other units.	110.6	
Parks	Parks and Visitor Services	Cemeteries: Covering employee on Suitable Duties Plan and employees participating in training to maintain appropriate service levels Zoo: Covering leave/RDOs and maintaining appropriate levels of care and management of the collection. Kershaw: Backfilling employees on Suitable Duties Plans	572.43	
Parks	Parks Operations	Backfilling for staff absences in order to maintain suitable service levels.	314.29	
Planning and Regulatory Services	Local Laws	Assist with workload.	27.5	

Section	Unit	Commentary	No. of hours	Percentage of cost recovery
Planning and Regulatory Services	Health and Environment	Backfilling for staff absences.	127.25	
Corporate Services	Workforce and Strategy	Backfilling vacancies within the area.	11	
Corporate and Technology	Customer Services	Training within customer service and to cover staff absences	97.5	
Corporate and Technology	Property and Insurance	Backfilling vacancy and carrying out the administrative duties of vacant position.	141	
Corporate Services Directorate		Managing the Works for Queensland Project.	7.6	
Regional Development and Promotions	Regional Promotions and Tourism	Assisting with content writing required for Council's website, my Rockhampton publication and out brain news stories.	36	
Governance Support	Committee Support	Backfilling for staff absences.	8	
Office of the Mayor	Media and Engagement	Assisting with work undertaken for Media and Engagement related specifically to the Gracemere post code survey and compilation of survey results and reporting.	24	
Office of the Mayor	Executive Support	Backfilling for staff absences.	7	
Civil Operations	Urban Operations	Assist in finishing projects and backfilling for employees on sick leave.	25.35	
Civil Operations	Rural Operations	Working on various funded projects (Work for Qld Flood Ways, Nine Mile Floodway) and backfilling for employees on long term sick leave and long service leave.	187.25	
Fitzroy River Water	Network Operations	Backfilling for long term sick leave.	284.3	
Rockhampton Regional Waste and Recycling	Directorate	Assisting with back log of work.	55	
Rockhampton Regional Waste and Recycling	Collections	Backfilling for staff absences.	153.12	

Section	Unit	Commentary	No. of hours	Percentage of cost recovery
TOTAL			4172.17	

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

Volunteer Hours by Section – September 2017

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

Section	Unit	No. of Hours
Arts & Heritage	Art Gallery	471.55
Arts & Heritage	Heritage Village	4365.55
Arts & Heritage	Pilbeam Theatre	849.25
Communities & Facilities	Libraries	244.5
Parks	Rockhampton Zoo	105
TOTAL		6035.85

Work Experience Placements – September 2017

Work Experience Applications Received During the Month of September 2017		5
Placement Type	Section	Placed
Safety	Safety and Training	Withdrawn
Library	Library	No
Business Administration	Multiple areas	No
Theatre	Pilbeam Theatre	No
Civil Engineering	Civil Operations	Being considered
Work Experience Placements Occurring During the Month of September 2017		5
Placement Type	Section	Dates
Civil Engineering	Civil Operations	12-15 Sept
Information Technology	IT Services	18-22 Sept
Mechanical	Fleet Services	14-15 Sept
Mechanical	Fleet Services	18-22 Sept
Water Treatment	Fitzroy River Water	11-15 Sept

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

CTS Monthly Report - September 2017

Meeting Date: 24 October 2017

Attachment No: 2



Monthly Operations Report

Corporate and Technology Services

September 2017

1. Highlights

Smart Hub Events

Lunch and Learn Events

Each month The Smart Hub hosts a lunch and learn event. These sessions are designed to expand the capabilities and capacity of startup founders and small business owners. They exist to educate, inspire and facilitate real business growth and results. Octobers Lunch and Learn presenter was Sara McCartney from Master Results. Sara's topic "Mindset for Business" was discussing how to make decisions that will assist you to evaluate your mindset setting yourself up for success.

2. Innovations, Improvements and Variations

ITS Project Updates

Relocation to 175 East Street

The Corporate and Technology Services team successfully relocated to 175 East Street. The IT team Procurement and Logistics, Property and Insurance and Drew Stevenson are now all settled in. Anyone wanting IT assistance can still call 8181 or call in and see them at their new location.

3. Customer Service Requests

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

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

	Balance B/F	Completed in Current Mth	Current Month NEW Request		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q1
			Received	Completed								
Accounts Payable Enquiry	0	0	0	0	0	0	2	● 0.00	● 4.00	● 2.50	0.80	● 0.00
Bookings Enquiry	1	1	5	5	0	0	5	● 0.00	● 2.85	● 2.61	0.44	● 1.57
Insurance: Mower / Slasher / Whipper / Snipper	2	2	0	0	0	0	90	● 0.00	● 14.20	● 11.08	9.85	● 15.00
Insurance: Personal Accident / Injury	2	2	0	0	0	0	120	● 0.00	● 12.20	● 41.67	45.04	● 4.00
Insurance: Public Liability / Property Damage Public Property	6	6	5	3	0	2	90	● 6.00	● 12.48	● 18.56	16.03	● 14.44
Leased Premises - General Enquiry	0	0	0	0	0	0	5	● 0.00	● 1.50	● 1.17	1.43	● 0.00
Rates Searches	14	14	111	98	13	0	4	● 2.83	● 3.02	● 2.31	2.04	● 3.08

4. Service Delivery

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

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
IT support services provided within service levels outlined in the IT Service Catalogue.	95%	93%	Operational
Ensure availability of system up-time during core business hours (excluding planned outages).	99%	100%	Operational
Maintain the ratio of customer queries satisfied by Customer Service Officers, without referral to departments.	80%	92%	Operational
Customer Service Call Centre answering 75% of incoming calls within 45 seconds.	75%	78%	Adopted
Process records on the day of receipt as per Recordkeeping Charter.	95%	100%	Operational
Ensure supplier payments are made within stated trading terms.	90%	97%	Operational
Ensure top 100 suppliers by dollar value under formal purchasing agreements (contracts).	90%	96%	Operational
Maximise Council property occupancy rates.	98%	100%	Operational
Ensure tenanted properties in any month, have current lease agreements and public liability insurance.	80%	90%	Operational
Process insurance claims within procedural timeframes.	100%	100%	Operational

5. Compliance

(Operational Plan Ref: 5.2.1.1 Comply with legislative requirements)

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

Safety Statistics

The safety statistics for the reporting period are:

	First Quarter		
	July	Aug	Sep
Number of Lost Time Injuries	0	0	1
Number of Days Lost Due to Injury	0	0	4
Total Number of Incidents Reported	0	0	0
Number of Incomplete Hazard Inspections	0	0	1

Risk Management Summary

Section Risk Register (excludes risks accepted/ALARP)

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Operational degradation or failure of Council's Two-way radio communications system resulting in failed regional communications for daily operations and emergency disaster management.	High	Commence planning and implement a replacement RRC regional two-way radio communications system. Two stage plan- 1. Replace the Rockhampton City Two-way system. 2. Integrated regional solution taking in the Gracemere infrastructure.	(1) Jun 16 (2) Jun 18	100% 65%	Contract awarded to a local company – Beaney's Communications Stage 1 completed. Stage 2 delayed for land tenure issues with Mt Pinnacle communications tower.

6. Operational Plan Targets by Section

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

Operational Plan Ref	Action	Target	Status
2.2.4.1	Council purchases are in line with the Local Preference Policy guiding tender/quote evaluations.	Annual local goods/services spend analysis $\geq 70\%$ local.	Annual review due November 2017 Review period 1 Nov 16 to 31 Oct 17.

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

7. Capital Projects

As at period ended **September** – 25% of year elapsed

Project	Planned Start Date	Planned End Date	Status	Adopted Budget	YTD actual (incl committals)
CORPORATE & TECHNOLOGY CAPITAL WORKS PROGRAM					
Fleet Asset Renewal Program (CP440)	1 Jul 17	30 Jun 18	Asset renewal program progressing on schedule	\$6,682,000	\$3,928,504
IT Asset Renewal & Upgrade Program (CP230)	1 Jul 17	30 Jun 18	IT Asset capital program progressing as directed by ISSG	\$1,250,000	\$450,902
Smart Hub – Customs House – Fitout (CP235)	Jan 17	Dec 17	Work scheduled to commence mid-Sep 17.	\$508,000	\$607,342
Contract award on schedule for mid-August, with work expected to commence late August/early September. BOR funding grant = \$250K					
CBD & Riverfront Smart Technology (CP235)	Dec 16	Jun 18	Stage 1B completed Stage 1 C&D – work in progress Stage 2 (lower bank) – work in progress Stage 3A (East St – Fitzroy to William St) – contract awarded Stages 3 B, C & D – detailed design in progress	\$4,235,000	\$1,989,406
BOR funding grant = \$2.02M					

8. Operational Projects

As at period ended **September** – 25% of year elapsed

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (incl committals)
Startup Club programs (1 and 2)	Jun 17	Dec 17	First Startup Club program cohort on schedule for completion mid-Aug 17 (\$15,325 Federal grant funding).	\$30,650	\$15,000
Startup Stars	Jul 17	Dec 17	Program commenced in July, with Seven startup teams (\$17,237 Advance QLD grant funding).	\$34,474	\$23,287

9. Budget

Financial performance as expected for the reporting period

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Var %	On target 8.3% of Year Gone
CORPORATE AND TECHNOLOGY							
<i>Fleet</i>							
Revenues	(263,000)	0	0	(95,604)	(95,604)	36%	✓
Expenses	11,703,938	0	811,060	3,493,820	4,304,879	37%	✗
Transfer / Overhead Allocation	(17,419,500)	0	0	(4,780,803)	(4,780,803)	27%	✓
Total Unit: Fleet	(5,978,562)	0	811,060	(1,382,587)	(571,527)	10%	✗
<i>Property & Insurance</i>							
Revenues	(421,782)	0	0	(52,500)	(52,500)	12%	✗
Expenses	3,129,686	0	27,609	2,255,040	2,282,648	73%	✗
Transfer / Overhead Allocation	9,000	0	0	1,553	1,553	17%	✓
Total Unit: Property & Insurance	2,716,904	0	27,609	2,204,093	2,231,702	82%	✗
<i>Corporate & Technology Management</i>							
Expenses	913,341	0	27,277	156,508	183,785	20%	✓
Transfer / Overhead Allocation	0	0	0	555	555	0%	✗
Total Unit: Corporate & Technology Management	913,341	0	27,277	157,062	184,340	20%	✓
<i>Information Systems</i>							
Revenues	(25,000)	0	0	(4,927)	(4,927)	20%	✗
Expenses	6,831,822	0	248,269	2,660,763	2,909,032	43%	✗
Transfer / Overhead Allocation	19,399	0	0	3,326	3,326	17%	✓
Total Unit: Information Systems	6,826,221	0	248,269	2,659,162	2,907,431	43%	✗
<i>Procurement & Logistics</i>							
Revenues	0	0	0	(186)	(186)	0%	✓
Expenses	1,781,875	0	35,850	447,943	483,793	27%	✗
Transfer / Overhead Allocation	(14,244)	0	0	(7,631)	(7,631)	54%	✓
Total Unit: Procurement & Logistics	1,767,631	0	35,850	440,126	475,976	27%	✗
<i>Customer Service</i>							
Revenues	(201,000)	0	0	(38,482)	(38,482)	19%	✗
Expenses	1,680,435	0	523	433,961	434,483	26%	✗
Total Unit: Customer Service	1,479,435	0	523	395,479	396,001	27%	✗
<i>Smart Regional Centre</i>							
Revenues	(18,000)	0	0	(455)	(455)	3%	✗
Expenses	315,856	0	11,518	69,590	81,108	26%	✗
Transfer / Overhead Allocation	0	0	0	228	228	0%	✗
Total Unit: Smart Regional Centre	297,856	0	11,518	69,363	80,881	27%	✗
Total Section:	8,022,826	0	1,162,106	4,542,697	5,704,804	71%	✗

10. Section Statistics

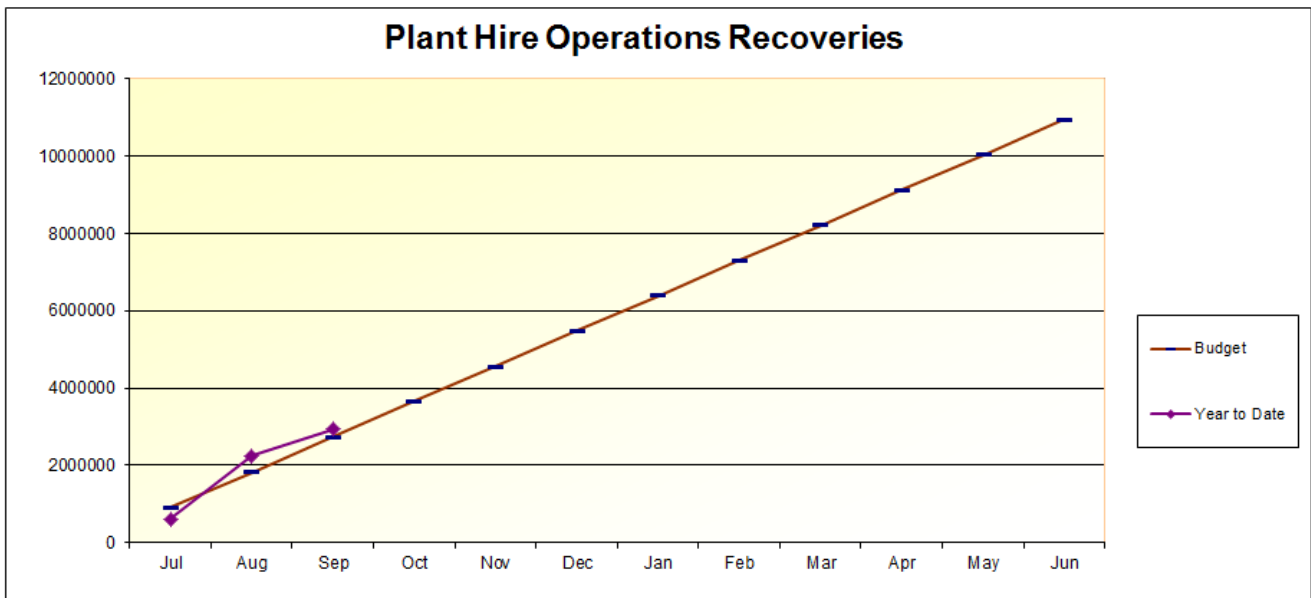
The following programs and activities were undertaken during this month:

Program/Activity	Date(s) Held	Visitor/Participation Numbers	Comments

11. Whole of Council Statistics

Fleet Services

Ensure internal plant hire operations deliver budgeted net surplus.



Plant Hire Operations Budget (Surplus)	\$ 10,947,538
Year to Date (Surplus)	\$ 2,941,635

Procurement & LogisticsContracts Awarded for September – **8**

TEN12668 - D&C New Methane Flaring System at SRSTP - Ealpha Biogas Pty Ltd- \$215,165
TEN12676 - Smart Hub Fitout at Custom House - JM Kelly Builders Pty Ltd - \$593,383
TEN12720 - Mount Archer Raised Boardwalk - Taboh Pty Ltd T/A BT Builders (Qld) - \$854,050
QUO12754 - Elfin House Roof Replacement - Justin Roth Plumbing Pty Ltd - \$111,343
QUO12776 - Archer Park Railway Station Restoration Works - Linbridge Builders Pty Ltd - \$25,180
QUO12785 - Events 2018 - Feasibility Study – APP Corporation Pty Ltd - \$35,000
QUO12786 - Zoo Lower Pathway and Entrance Upgrade - K & N Services QLD Kabra Pty Ltd - \$82,470
QUO12841 - Agribusiness Investment Project - Pre & Feasibility Study – CQG Consulting - \$68,000

Tenders / quotes in progress: **30**

Customer Requests Completed Monthly & Top 5 Customer Requests												
	October	November	December	January	February	March	April	May	June	July	August	September
Requests Logged	3163	3011	2565	3241	3235	3912	2884	2742	3521	3429	3907	3221
Same month Completed	2604	2449	1839	2525	2564	2929	2180	2914	2870	2671	3112	2570
% completed same month	82%	81%	71%	77%	79%	75%	75%	77%	81%	77%	79%	79%
Completed Total for Month	3169	3041	2383	2973	3121	3379	2194	3742	3656	3417	3848	3337
Total Pending	1607	1195	1419	1704	1844	2331	2107	2158	1992		1778	1850
Top 5 Requests for Month	An/Dog T/Trim Bin RRC W/Leak D/Plan	An/Dog W/Leak D/Plan P/Gen W/Ani	W/Leak An/Dogr T/Trim W/Animal D/Plan	W/Leak An/Dogr P/Gen T/Trim W/Animal	W/Leak D/Plan T/Trim An/Dogr P/Gen	T/Trim W/Leak S/Blockage Bin RRC Misc Road	W/Leak P/Gen Misc Road O/Grown An/Dog	P/Gen Food Eng W/Leak An/Dogr W/Animal	Food Eng W/Leak An/Dogr Wan Ani Pk Gen	An/Dog Food Eng W/Animal W/Leak P/Gen	AN/Dog W/Animal P/Gen W/Leak M/Maint	AN/Dog W/Animal P/Gen W/Leak M/Maint

Total uncompleted customer requests up to 3 months old:	1294
Total uncompleted customer requests between 3 to 6 months old:	187
Total uncompleted customer requests greater than 6 months old:	369

Conquest Work Order & Investigation Long Term up to 3 months old:	525
Conquest Work Order & Investigation Long Term between 3 to 6 months old:	144
Conquest Work Order & Investigation Long Term greater than 6 months old:	333

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

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

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

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

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

Finance Monthly Report - September 2017

Meeting Date: 24 October 2017

Attachment No: 3



Monthly Operations Report

Finance Section

September 2017

1. Highlights

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

Financial Statements have been completed and accepted by Audit Committee and forwarded to the Queensland Audit Office for Signing.

A budget revision is planned during October that will update the budget for the increased grants expected in 2017/18 as well as any other major project impacts at that stage.

2. Innovations, Improvements and Variations

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

Further review is being undertaken to finalised the detailed planning of the implementation of the Technology One Asset Management System.

3. Customer Service Requests

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

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

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (day)	Avg Completion Time (day)			Avg Duration (day) 12 Months (complete and incomplete)	Avg Completion Time (day) Q1
			Received	Completed				Current Mth	6 Months	12 Months		
Rates Equity	8	8	73	70	3	0	3	1.83	1.31	1.61	1.00	1.47

4. Service Delivery

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

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
Unpaid rates and charges are managed in accordance with the Revenue Management Policy, achieving an overdue balance of less than 3% at its lowest point.	<3%	6.65% achieved in September	Operational
Rates are levied within one week of dates stipulated in the Revenue Statement.	100%	100%	Operational

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

(Operational Plan Ref: 5.2.1.1 Comply with legislative requirements)

Legislative timeframes

Item	Due Date	Compliant?	Status
Updates to be presented to Council in sectional monthly reports.	Ongoing	100%	
Council's annual financial statements are "unqualified"	31/10/17	99%	Awaiting stamping from the QAO
There are no internal controls as rated by the QAO deemed "ineffective".	31/10/17	85%	Awaiting final report from External Audit.
The timelines of the annual financial statements as rated by the QAO is not "untimely"	31/10/17	100%	Expected to have a green traffic light for timeliness of Financial Statements.
The quality of financial statements is not rated "below average" by the QAO	31/10/17	100%	Expected to have a green traffic light for timeliness of Financial Statements. al Audit.
Long Term Financial Forecast updated at each budget and budget revision.	Ongoing	100%	Undertaken at 17-18 Budget Adoption. Will be updated again during October.
Annual Operating Surplus Ratio between 0% & 10%	Ongoing	100%	Compliant at 17-18 Budget Adoption. 4.37% report in draft Financial Statements

Item	Due Date	Compliant?	Status
Annual Net Financial Asset/Liability Ratio not greater than 60%	31/10/17	100%	34.77% reported in 16/17 draft Financial statements.
Annual Interest Cover Ratio between 0% & 5%	31/10/17	100%	2.77% in 17/18 Adopted Budget
Annual Debt Service Cover Ratio greater than two times	31/10/17	100%	2.2 times reported in Adopted Budget
Annual Review of asset management plans by 30 June 2018.	30/06/18	Yes	Planning has commenced
Annual asset sustainability ratio is greater than 90%	31/10/17	90%	86.45% reported in 16/17 Draft Financial Statements

6. Operational Plan Targets by Section

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

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

7. Capital Projects

N/A

8. Operational Projects

N/A

9. Budget

Financial performance as expected for the reporting period.

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

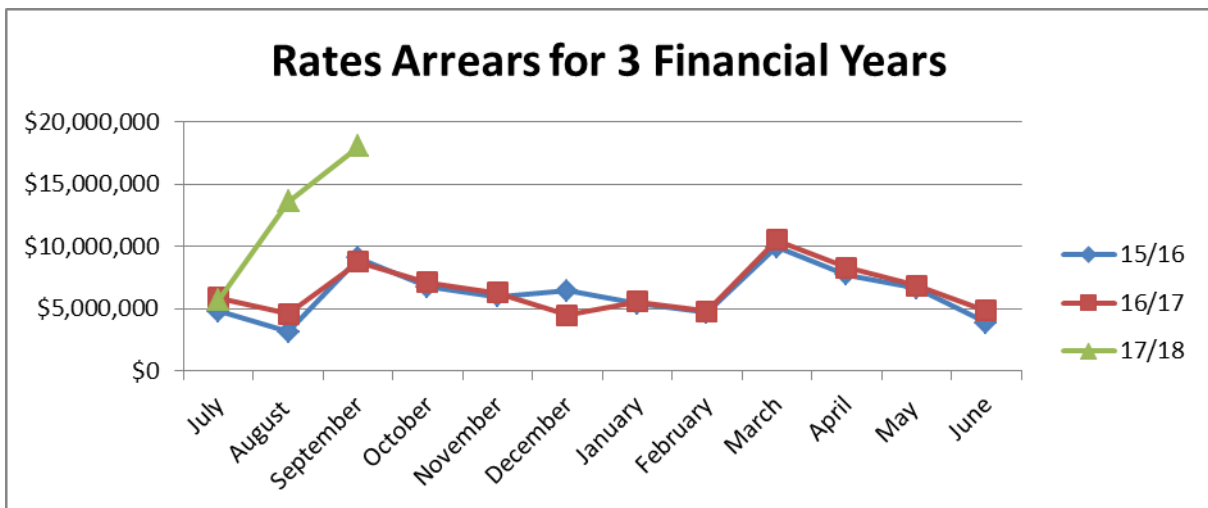
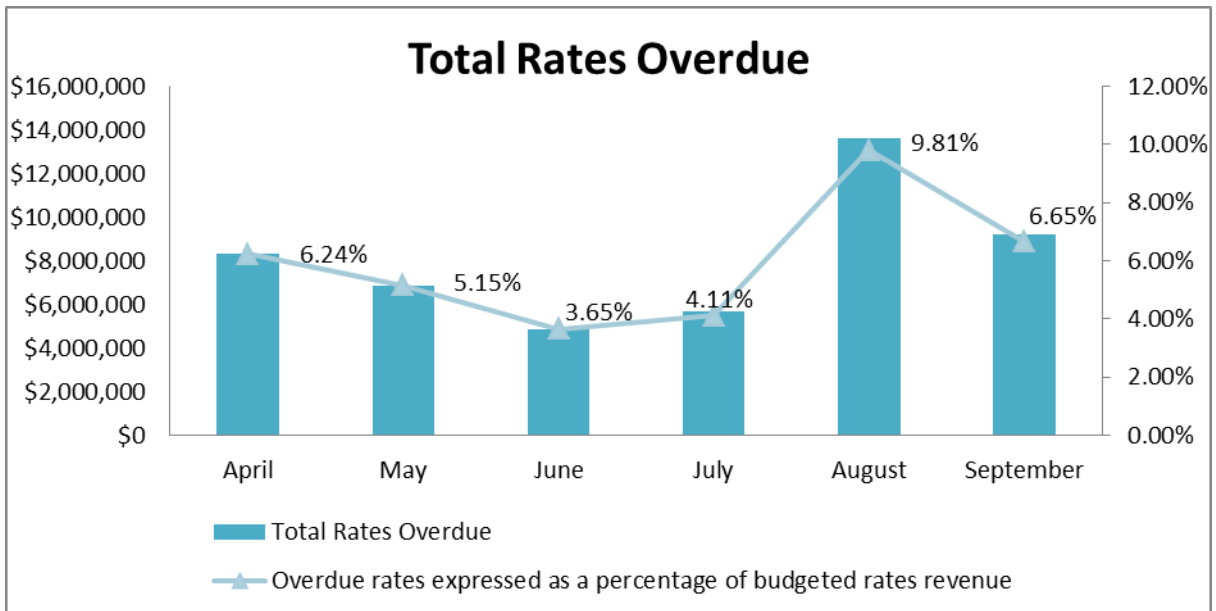
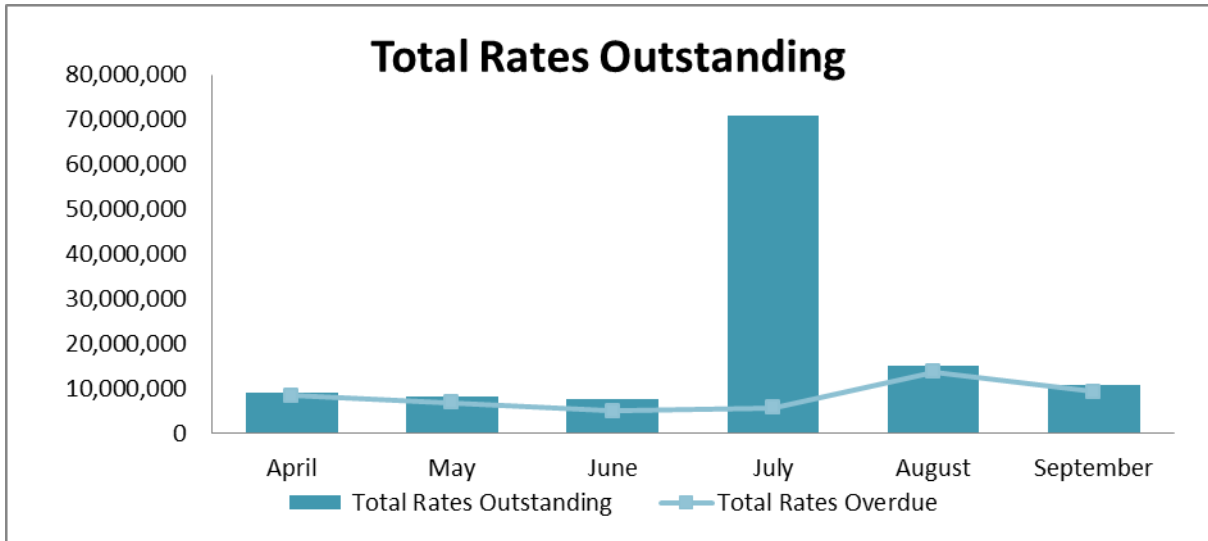
As At End Of September

Report Run: 06-Oct-2017 11:54:22 Excludes Nat Accts: 2802,2914,2917,2924



	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 25% of Year Gone
CORPORATE SERVICES							
FINANCE							
<u>Finance Management</u>							
Expenses	562,938	0	44,494	199,530	244,024	43%	*
Transfer / Overhead Allocation	0	0	0	277	277	0%	*
Total Unit: Finance Management	562,938	0	44,494	199,807	244,301	43%	*
<u>Accounting Services</u>							
Expenses	1,255,726	0	0	313,798	313,798	25%	✓
Total Unit: Accounting Services	1,255,726	0	0	313,798	313,798	25%	✓
<u>Financial Systems</u>							
Expenses	380,690	0	0	91,251	91,251	24%	✓
Transfer / Overhead Allocation	600	0	0	555	555	92%	*
Total Unit: Financial Systems	381,290	0	0	91,806	91,806	24%	✓
<u>Assets & GIS</u>							
Revenues	0	0	0	(1,091)	(1,091)	0%	✓
Expenses	1,967,851	0	40,854	457,921	498,774	25%	*
Transfer / Overhead Allocation	37,251	0	0	9,954	9,954	27%	*
Total Unit: Assets & GIS	2,005,102	0	40,854	466,783	507,637	25%	*
<u>Rates & Revenue</u>							
Revenues	(446,132)	0	0	(50,224)	(50,224)	11%	*
Expenses	1,809,043	0	475,646	356,422	832,068	46%	*
Transfer / Overhead Allocation	750	0	0	0	0	0%	✓
Total Unit: Rates & Revenue	1,363,661	0	475,646	306,198	781,844	57%	*
Total Section: FINANCE	5,568,717	0	560,994	1,378,392	1,939,386	35%	*
Total Department: CORPORATE SERVICES	5,568,717	0	560,994	1,378,392	1,939,386	35%	*
Grand Total:	5,568,717	0	560,994	1,378,392	1,939,386	35%	*

10. Section Statistics



Note that the rates fell due the 1 September just after the month end.

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

The safety statistics for the reporting period are:

	Injury Summary		
	July	August	September
Number of Lost Time Injuries	0	0	0
Number of Days Lost Due to Injury	0	0	0
Total Number of Incidents Reported	0	0	0
Number of Incomplete Hazard Inspections	0	0	0

Risk Management Summary

All Finance's Risks are now ALARP.

11.5 INLAND QUEENSLAND ROADS ACTION PLAN

File No: 2756
Attachments: Nil
Authorising Officer: Chris Ireland - Manager Regional Development and Promotions
Tony Cullen - General Manager Advance Rockhampton
Author: Rick Palmer - Senior Executive Industry Engagement

SUMMARY

Council has received a request for further funding for the Inland Queensland Roads Action Plan.

OFFICER'S RECOMMENDATION

THAT Council not make a contribution to the Inland Queensland Roads Action Plan of \$1100.

BACKGROUND

Since 2014 Rockhampton Regional Council has been a member of the Inland Queensland Roads Action Plan which was established by the Regional Development Australia Townsville and North West Queensland Committee to develop and advocate for an inland roads action plan.

IQRAP held forums in Longreach in December 2013 and Mount Isa in August 2014 which resulted in 33 local governments, including Rockhampton Regional Council, becoming members. There were an additional 16 members including Regional Roads and Transport Groups, RDA committees, NQ RDA Alliance and RACQ.

The roads action plan, which the group developed, focused on the development of road systems which run north-south rather the traditional Queensland system of east-west.

Council has contributed \$10,000 plus GST to IQRAP since 2014.

COMMENTARY

IQRAP has now requested a further payment of \$1100 from Council to update its roads action plan.

11.6 PROPOSED INTERNATIONAL TRAVEL TO CHINA NOVEMBER 2017

File No: 8308
Attachments: Nil
Authorising Officer: Tony Cullen - General Manager Advance Rockhampton
Author: Chris Ireland - Manager Regional Development and Promotions

SUMMARY

This report details a proposal relating to opportunities that exist for Council to lead a trade mission to participate in the Huizhou Agriculture Expo in order to assist local companies to identify and develop opportunities existing in China and promote Beef Australia 2018.

OFFICER'S RECOMMENDATION

THAT Council approves a delegation consisting of General Manager Advance Rockhampton, and Senior Executive for Trade and Investment, to lead an agricultural delegation to Huizhou, Guangdong Province, the People's Republic of China from 22 November to 28 November 2017.

BACKGROUND**1. Huizhou Agriculture Expo**

Huizhou Municipal Government has sent Rockhampton Regional Council an official invitation to attract Rockhampton Regional Council and relevant businesses to Huizhou Agriculture Expo on 24-27 November 2017.

The Council Economic Development Team secured sponsored booths, accommodation, transport and meals from Huizhou Municipal Government for the visit.

Huizhou Agriculture Expo was initiated in 2008 and has been held 4 times until present. It was supported by all levels of Chinese Government, academics, industry experts and businesses as it provides a platform for agricultural trade and investment in particular through Hong Kong, Macau and Guangdong Province.

At the Expo, a wide range of agricultural products will be exhibited with a high level of media exposure including China News Service, Guangdong TV, Nanfang Daily, Hong Kong Commercial Daily and Huizhou TV.

The theme of the Expo is Green Agriculture, Green Huizhou. Events at the Expo include demonstrations of rural area development achievement, exhibition of featured agricultural products, 'Vote to My Favourite Agricultural Product', and Green Agriculture Forum.

This year's Expo is expected to attract over 350,000 participants.

2. Huizhou

Huizhou is a city in southeast Guangdong Province, China. With a population of 4.5 million residents, Huizhou is considered to be a third tier city by Chinese standards. There is a strong focus on the development of the petro-chemical, industrial chemical, heavy industry, and nuclear energy industries.

There is significant existing capability in the food supply chain. Approximately forty per cent of the food leaving China for Hong Kong passes through the area.

In April 2015 North Queensland Regional Organisation of Councils and the Port of Townsville signed Framework Agreements with Huizhou City, Huizhou Port and Guangdong Logistic Industry Association for trade and investment. Minister Bill Byrne attended the signing ceremony.

The Port of Huizhou is a natural coastal port located east of Shenzhen and Hong Kong which opens into Daya Bay. It was established 20 years ago and has grown from a small fishing village to become a significant part of the Pearl River Delta shipping hub.

Huizhou Municipal Government is interested in establishing a relationship with Rockhampton as it is the Beef Capital of Australia.

COMMENTARY

Formal Invitation

1. The Investment Association of China

The Investment Association of China was established in 2001 by the Chinese Central Government in Beijing to facilitate international investment (Statutory Authority similar to Trade and Investment Queensland or Austrade). Investment Association of China provides services to Chinese enterprises and makes recommendations to Government agencies.

It carries out training programs for management professionals for construction projects, actively establishes certification systems in the investment sector, and explores ways for investment information sharing. The main difference from Austrade is the Investment Association of China makes its own investments overseas for example, in Queensland, they have a 250MW solar power development project in George Town.

This agency selected Rockhampton to invite to the Expo and have sent a formal invitation.

2. Huizhou Municipal Government

Huizhou Municipal Government sent Rockhampton Regional Council a formal invitation to Huizhou Agricultural Expo. They have a keen interest in establishing a sister city relationship with Rockhampton and indicated that they can send a delegation to our region early next year to explore potential to work in a range of industries including agriculture and education.

Objectives

The primary aims of the proposed visit to the People's Republic of China are to:

- strengthen Rockhampton's trade and investment relationship with China, by exploring opportunities to further develop international linkages, collaborations and partnerships with public and private sector Chinese entities
- promote Rockhampton's capabilities and expertise in the agribusiness, infrastructure and services sectors and the region's ability to supply premium quality agri-food products to meet growing demand from China
- promote Rockhampton's agribusiness sector as an attractive destination for Chinese investment.

Due to the strong interest from China in working with Rockhampton some cooperation between the two areas are already in discussion. The areas are:

- Global supply chain development project: CQUniversity, CQG Consulting, RRC and farmers will team up to work with several China based investors and government agencies to develop two horticultural projects in Huizhou and Rockhampton.
- Investment attraction and provision of professional services opportunities in the areas of aquaculture and horticulture.

Target Industry Sectors

Target industry sectors include:

- Agricultural trade and investment opportunities
- Beef Australia 2018
- Professional service firms for agriculture

Rockhampton Businesses for Participation

Presently, there are six organisations who have confirmed their participation, with another two interested.

Proposed Outbound Delegation

In light of the background described below, it is proposed that the Council approve a delegation to travel China to represent the interests of Council and the region.

BUDGET IMPLICATIONS

Expenditure associated with the investment/trade mission will be funded within the proposed Regional Development and Aviation 2017/2018 operational budget

Note: Huizhou Municipal Government had advised through William Sun, China Invest the following expenses will be borne by the Huizhou Municipal Government:

- Booth space at the Expo ; and
- Accommodation, meals and transportation in Huizhou (transportation includes a pick-up and drop-off between Guangzhou Airport and Huizhou).

CORPORATE/OPERATIONAL PLAN

The proposed trade mission and the targeted industry sectors are consistent with Council's existing Corporate Plan and strategic direction as identified and summarised in its Economic Development Strategy and Economic Action Plan.

CONCLUSION

The Rockhampton Regional Council is committed to playing an active role in the economic development of the region with the longer term aim of stimulating economic growth and employment in the region through ongoing diversification of the region's economic base.

Council's economic development function will continue to be supported and enhanced in Council participation in trade missions and fostering existing and developing new engagements.

China is Australia's largest trading partner and will become an increasingly important market for Rockhampton in particular for Agriculture. As such, maintaining a strong relationship with China will position businesses in the region to establish successful trade relationships in the country.

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 Acquisition of Land for Road and Drainage Purposes at Parkhurst

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

16.2 Legal Matters Report - 30 September 2017

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

16.3 Events 2018

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

16 CONFIDENTIAL REPORTS

16.1 ACQUISITION OF LAND FOR ROAD AND DRAINAGE PURPOSES AT PARKHURST

File No: 1743

Attachments:

1. RRC NIR Background Information Document
2. RRC Land Requirements Plans
3. TMR Land Requirements Consultation Plans
4. RNAU Land Requirements Locality Plan

Authorising Officer: Peter Kofod - General Manager Regional Services

Author: Angus Russell - Senior Executive Strategic Projects

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

SUMMARY

The report seeks Council approval to compulsorily acquire the land identified in the report for road and drainage purposes and to progress other land transactions associated with the Rockhampton Northern Access Upgrade project.

16.2 LEGAL MATTERS REPORT - 30 SEPTEMBER 2017

File No: 1392
Attachments: 1. Legal Matters Report 1 September 2017 to 30 September 2017
Authorising Officer: Tracy Sweeney - Manager Workforce and Strategy
Author: Allysa Brennan - Coordinator Corporate Improvement and Strategy

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

SUMMARY

Presenting an update of current legal matters that Council is involved in as at 30 September 2017.

16.3 EVENTS 2018

File No: 6097
Attachments: 1. Site Selection
Authorising Officer: Tony Cullen - General Manager Advance Rockhampton
Evan Pardon - Chief Executive Officer
Author: Chris Ireland - Manager Regional Development and Promotions

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

SUMMARY

The purpose of this report is to outline a possible event in the 2018/19 financial year.

17 CLOSURE OF MEETING