



ORDINARY MEETING

AGENDA

28 AUGUST 2018

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 28 August 2018 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
23 August 2018

Next Meeting Date: 11.09.18

Please note:

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

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1 OPENING

2 PRESENT

Members Present:

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

In Attendance:

Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

Councillor Neil Fisher previously granted leave of absence from 24 August 2018 to 2 September 2018

4 CONFIRMATION OF MINUTES

Minutes of the Ordinary Meeting held 14 August 2018

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COMMITTEE REPORTS

9.1 PLANNING AND REGULATORY COMMITTEE MEETING - 21 AUGUST 2018

RECOMMENDATION

THAT the Minutes of the Planning and Regulatory Committee meeting, held on 21 August 2018 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Planning and Regulatory Committee, 21 August 2018**9.1.1 BUSINESS OUTSTANDING TABLE FOR PLANNING AND REGULATORY COMMITTEE**

File No: 10097
Attachments: 1. Business Outstanding Table
Authorising Officer: Steven Gatt - Acting General Manager Community Services
Author: Steven Gatt - Acting General Manager Community Services

SUMMARY

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

COMMITTEE RECOMMENDATION

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

Recommendation of the Planning and Regulatory Committee, 21 August 2018**9.1.2 REQUEST FOR EXTENSION TO THE RELEVANT PERIOD FOR DEVELOPMENT INCENTIVES APPLICATION FOR D/75-2015/A FOR A BULK STORE**

File No: D/75-2015/A

Attachments:

1. Locality Plan
2. Applicant's request letter

Authorising Officer: Tarnya Fitzgibbon - Coordinator Development Assessment
Steven Gatt - Acting General Manager Community Services

Author: Thomas Gardiner - Planning Officer

SUMMARY

Development Application Number: D/75-2015

Applicant: J & S Drilling

Real Property Address: Lot 68 on RP604012, Parish of Gracemere

Common Property Address: 89 Douglas Street, Gracemere

Planning scheme zoning: Gracemere-Stanwell Zone – Medium Impact Industry Precinct

Type of Approval: Development Permit for a Material Change of Use for a Bulk Store

Date of Decision: 28 July 2015

Application Lodgement Fee: \$1,635.00

Infrastructure Charges: \$11,662.00

Infrastructure charges incentive: Precinct 2 – 50% discount

Incentives sought: Development facilitation
Refund of Development Application Fees
Refund of service and connection fees

COMMITTEE RECOMMENDATION

THAT Council choose Option 2 as outlined in the report.

Recommendation of the Planning and Regulatory Committee, 21 August 2018**9.1.3 DECISIONS UNDER DELEGATION - JULY 2018**

File No: 7028
Attachments: Nil
Authorising Officer: Steven Gatt - Manager Planning & Regulatory Services
Colleen Worthy - General Manager Community Services
Author: Tarnya Fitzgibbon - Coordinator Development Assessment

SUMMARY

This report outlines the properly made development applications received in July 2018 and whether they will be decided under delegation or decided by Council.

COMMITTEE RECOMMENDATION

THAT this report into the applications lodged in July 2018 be received.

Recommendation of the Planning and Regulatory Committee, 21 August 2018**9.1.4 ANIMAL MANAGEMENT - SURRENDERED AND UNCLAIMED ANIMALS POLICY**

File No: 1464
Attachments: 1. Animal Management - Surrendered and Unclaimed Animals Policy
Authorising Officer: Steven Gatt - Acting General Manager Community Services
Author: Nishu Ellawala - Coordinator Local Laws

SUMMARY

Manager Planning and Regulatory Services presenting the report on the draft Animal Management – Surrendered and Unclaimed Animals Policy which has been approved

COMMITTEE RECOMMENDATION

That the report for Animal Management – Surrendered and Unclaimed Animals Policy noted and 'received'.

Recommendation of the Planning and Regulatory Committee, 21 August 2018
9.1.5 D/117-2017 - INFRASTRUCTURE CHARGES FOR DEVELOPMENT PERMIT FOR RECONFIGURING A LOT (ONE LOT INTO 126 LOTS) (121 RESIDENTIAL LOTS, 2 MANAGEMENT LOTS, 1 ACTIVE OPEN SPACE LOT, 1 LINEAR OPEN SPACE LOT, AND 1 BALANCE LOT)

File No: D/117-2017

Attachments:

1. Locality Plan
2. Site Plan

Authorising Officer: Tarnya Fitzgibbon - Coordinator Development Assessment
Steven Gatt - Acting General Manager Community Services

Author: Thomas Gardiner - Planning Officer

SUMMARY

Development Application Number: D/117-2017

Applicant: Stockland Development Pty Ltd C/O RPS

Real Property Address: 23-27 William Palfrey Road, 923-947 Yaamba Road and 985-1005 Yaamba Road, Parkhurst

Common Property Address: Lot 5 on SP238731, Lot 22 and Lot 23 on SP134380, Lot 49 on SP129857 and Lot 41 on SP226571, Parish of Murchison

Area of Site: 77.36 hectares

Planning Scheme: Rockhampton Region Planning Scheme 2015

Planning Scheme Zone: Low-Medium Density Residential Zone

Planning Scheme Overlays: Bushfire Hazard Overlay (Medium, High and Very High Hazard)
Creek Catchment Flood Overlay (Planning Area 1 and 2)
Steep Land Overlay (15-20%, 20-25% and 25%+ slope)
Biodiversity Waterways Overlay

Existing Development: Nil

Existing Approvals: D/89-2014 – Earthworks and Landscaping (Ellida Estate – Stages 1, 2 and 3)
D/171-2014 – Road Works, Drainage Works, Stormwater Works, Water Infrastructure and Sewer Infrastructure
Development Application for Reconfiguring a Lot (one lot into 126 lots) (121 residential lots, 2 management lots, 1 active open space lot, 1 linear open space lot, and 1 balance lot)

Level of Assessment: Code Assessable

Referral Agency(s): Department of Infrastructure, Local Government and Planning

Ergon Energy (Advice Agency)

Infrastructure Charges Area:

Charge Area 1

COMMITTEE RECOMMENDATION

THAT in relation to the infrastructure charges associated with a Development Permit (D/117-2017) for Reconfiguring a Lot (one lot into 126 lots) (121 residential lots, 2 management lots, 1 active open space lot, 1 linear open space lot and 1 balance lot) made by Stockland Development Pty Ltd C/o RPS, located at 23-27 William Palfrey Road, Parkhurst, described as Lot 5 on SP238731, Lot 22 and Lot 23 on SP134380, Lot 49 on SP129857 and Lot 41 on SP226571, Parish of Murchison, Council resolves to issue an Infrastructure Charges Notice containing the following:

- (a) A total charge of \$2,646,000.00 applicable for the creation of 126 allotments;
- (b) An infrastructure credit of \$4,951,340.31 applicable for the construction of the trunk infrastructure networks conditioned as part of the approval;
- (c) An infrastructure credit of \$21,000.00 applicable for the existing allotment; and
- (d) A refund of \$2,326,340.31 to be paid after five (5) years following the delivery of the trunk infrastructure networks which have been conditioned as part of the approval.

Recommendation of the Planning and Regulatory Committee, 21 August 2018
9.1.6 D/90-2015 - DEVELOPMENT APPLICATION FOR A MATERIAL CHANGE OF USE FOR A HOUSE

File No: D/90-2015

Attachments:

1. Locality Plan
2. Proposed Site Plan

Authorising Officer: Tarnya Fitzgibbon - Coordinator Development Assessment
Steven Gatt - Acting General Manager Community Services

Author: Amanda O'Mara - Senior Planning Officer

SUMMARY

Development Application Number: D/90-2015

Applicant: St Luke's Healing Foundation

Real Property Address: Lot 153 on RP866052, Parish of Archer

Common Property Address: 342-350 Holt Street, Frenchville

Area of Site: 12.11 Hectares

Planning Scheme: Rockhampton City Plan 2005

Rockhampton City Plan Area: Berserker Foothills Residential Area and Berserker Range Environmental Protection Area

Planning Scheme Overlays: Airport Height Limitations; Remnant Vegetation; Steep Land; and Bushfire Hazard

Existing Development: Vacant Land

Existing Approvals: Nil

Approval Sought: Development Permit for a Material Change of Use for a House (assessed under the superseded planning scheme)

Level of Assessment: Impact Assessable

Submissions: Thirty-nine (39) submissions received

Referral Agency(s): Nil

Adopted Infrastructure Charges Area: Charge Area 3

COMMITTEE RECOMMENDATION
RECOMMENDATION A

THAT in relation to the application for a Development Permit for a Material Change of Use for a House, made by Beal Building Design on behalf of St Luke's Healing Foundation, on land described as Lot 153 on RP866052, Parish of Archer, located at 342-350 Holt Street, Frenchville, Council resolves to Approve the application subject to the following conditions:

1.0 ADMINISTRATION

1.1 The Developer and his employee, agent, contractor or invitee is responsible for ensuring compliance with the conditions of this development approval.

- 1.2 Where these Conditions refer to “Council” in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
- 1.3 All conditions, works, or requirements of this development approval must be undertaken, completed, and be accompanied by a Compliance Certificate for any operational works required by this development approval:
- 1.3.1 to Council’s satisfaction;
- 1.3.2 at no cost to Council; and
- 1.3.3 prior to the issue of the Certificate of Classification for the Building Works, unless otherwise stated.
- 1.4 Infrastructure requirements of this development approval must be contributed to the relevant authorities, where applicable, at no cost to Council, prior to the issue of the Certificate of Classification for the Building Works, unless otherwise stated.
- 1.5 The following further Development Permits must be obtained prior to the commencement of any works associated with their purposes:
- 1.5.1 Operational Works:
- (i) Access Works;
- (ii) Stormwater Works;
- (iii) Roof and Allotment Drainage; and
- (iv) Site Works.
- 1.5.2 Plumbing and Drainage Works
- 1.5.3 Building Works
- 1.6 All Development Permits for Operational Works and Plumbing and Drainage Works must be obtained prior to the issue of a Development Permit for Building Works.
- 1.7 All works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards, unless otherwise stated.
- 1.8 All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant *Australian Standards* and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.
- 2.0 APPROVED PLANS AND DOCUMENTS
- 2.1 The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by any condition of this development approval:

<u>Plan/Document Name</u>	<u>Plan/Document Reference</u>	<u>Dated</u>
Bushfire Assessment and Management Plan	QEJ16019 Rev 1	18 June 2018
Layout & Details	0731415-01 Rev F	26 June 2018
Longsection	0731415-02 Rev F	26 June 2018
Cross Sections 1	0731415-03 Rev F	26 June 2018
Cross Sections 2	0731415-04 Rev F	26 June 2018
Proposed Site Plan	1402-01 DA1.1	3 July 2018

<u>Plan/Document Name</u>	<u>Plan/Document Reference</u>	<u>Dated</u>
Slope Stability Assessment	16064-001-Rev 0	1 April 2016
Stormwater Management Plan	Revision B	2 September 2016

2.2 Where there is any conflict between the conditions of this development approval and the details shown on the approved plans and documents, the conditions of this development approval must prevail.

2.3 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for approval by Council prior to the submission of an application for a Development Permit for Operational Works/Building Works.

3.0 ACCESS WORKS

3.1 A Development Permit for Operational Works (access works) must be obtained prior to the commencement of any access works on the development site.

3.2 All access works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*, *Australian Standard AS2890 "Parking facilities"* and the provisions of a Development Permit for Operational Works (access works).

3.3 Suitable guardrails must be installed along the downslope side of the proposed access as per the requirements of Austroads. Details of the guardrails must be submitted with the Operational Works application.

3.4 The access must be privately owned and maintained by the owner of Lot 153 on RP866052.

3.5 All access areas must be paved or sealed to Council's satisfaction. Design and construction must be in accordance with the provisions of a Development Permit for Operational Works (access works).

3.6 All vehicles must ingress and egress the development in a forward gear.

4.0 PLUMBING AND DRAINAGE WORKS

4.1 All internal plumbing and drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*, *Water Supply (Safety and Reliability) Act 2008*, *Plumbing and Drainage Act 2002*, Council's Plumbing and Drainage Policies and the provisions of a Development Permit for Plumbing and Drainage Works.

4.2 The development must be connected to Council's reticulated sewerage and water networks. The owner must enter into a special water supply and sewerage arrangement for the provision of these services.

4.3 Adequate domestic and fire-fighting protection must be provided to the development, and must be certified by a hydraulic engineer or other suitably qualified person. This may include on-site storage tanks and associated pumping equipment.

4.4 Sewer connections and water meter boxes located within trafficable areas must be raised or lowered to suit the finished surface levels and must be provided with heavy duty trafficable lids.

4.5 The development must comply with *Queensland Development Code, Mandatory Part 1.4 "Building over or near relevant infrastructure."* Any permit associated with the Building Over/Adjacent to Local Government Sewerage Infrastructure Policy must be obtained prior to the issue of a Development Permit for Building Works.

5.0 STORMWATER WORKS

5.1 A Development Permit for Operational Works (stormwater works) must be obtained prior to the commencement of any stormwater works required by this development approval.

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- 5.2 All stormwater drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Queensland Urban Drainage Manual*, *Capricorn Municipal Development Guidelines*, sound engineering practice and the provisions of a Development Permit for Operational Works (stormwater works).
- 5.3 All stormwater must drain to a demonstrated lawful point of discharge and must not adversely affect surrounding land or infrastructure in comparison to the pre-development conditions, including but not limited to blocking, altering or diverting existing stormwater runoff patterns or having the potential to cause damage to other infrastructure.
- 5.4 Any application for a Development Permit for Operational Works (stormwater works) must be accompanied by an amended Stormwater Management Plan, prepared and certified by a Registered Professional Engineer of Queensland. The amended Stormwater Management Plan must clearly demonstrate that:
- 5.4.1 all content of the stormwater management plan is in accordance with the *Queensland Urban Drainage Manual*, *Capricorn Municipal Development Guidelines*, stormwater management design objectives in *State Planning Policy 2014* and sound engineering practice;
 - 5.4.2 the Stormwater discharge is to a lawful point of discharge in accordance with the *Queensland Urban Drainage Manual*;
 - 5.4.3 it includes detailed engineering plans with details of any new drainage systems, or the amendment and upgrading of existing drainage systems to implement the proposed drainage strategy.
- 6.0 ROOF AND ALLOTMENT DRAINAGE WORKS
- 6.1 A Development Permit for Operational Works (roof and allotment drainage works) must be obtained prior to the commencement of any drainage works on the development site.
- 6.2 All roof and allotment drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Queensland Urban Drainage Manual*, *Capricorn Municipal Development Guidelines*, sound engineering practice and the provisions of a Development Permit for Operational Works (roof and allotment drainage works).
- 6.3 All roof and allotment runoff from the development must be directed to a lawful point of discharge and must not restrict, impair or change the natural flow of runoff water or cause a nuisance to surrounding land or infrastructure.
- 7.0 SITE WORKS
- 7.1 A Development Permit for Operational Works (site works) must be obtained prior to the commencement of any site works on the development site.
- 7.2 Any application for a Development Permit for Operational Works (site works) must be accompanied by an earthworks plan that clearly identifies the following:
- 7.2.1 the location of cut and/or fill;
 - 7.2.2 the type of fill to be used and the manner in which it is to be compacted;
 - 7.2.3 the quantum of fill to be deposited or removed and finished cut and/or fill levels;
 - 7.2.4 details of any proposed access routes that are intended to be used to transport fill to or from the development site; and
 - 7.2.5 the maintenance of access roads to and from the development site so that they are free of all cut and/or fill material and cleaned as necessary.
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- 7.3 Cut and fill of the subject allotment must only be undertaken in areas where site-specific slope stability assessments have been carried out by a *Registered Professional Engineer of Queensland* experienced in Geotechnical investigations. In this regard, any works must comply with the recommendations of the site-specific assessments as approved by Council.
- 7.4 Cut and fill of the subject allotment must be undertaken in accordance with the recommendations of the *Slope Stability Report* (refer to condition 2.1).
- 7.5 Slope stability must be managed as follows:
- 7.5.1 all engineering drawings/specifications and designs must be in accordance with the requirements of the relevant *Australian Standard AS3798 "Guidelines on earthworks for commercial and residential developments"* and must be approved by a Registered Professional Engineer of Queensland;
- 7.5.2 site inspections must be undertaken by a Registered Professional Engineer of Queensland to confirm the design; and
- 7.5.3 full engineering certification must be undertaken by a Registered Professional Engineer of Queensland.
- 7.6 All earthworks must be undertaken in accordance with *Australian Standard AS3798 "Guidelines on earthworks for commercial and residential developments"*.
- 7.7 Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to surrounding land or infrastructure.
- 7.8 Vegetation must not be cleared unless and until written approval has been provided by Council. A Development Permit for Operational Works constitutes written approval, only for the purposes of clearing vegetation directly pertinent to the operational works that are the subject of the Development Permit.
- 7.9 Any vegetation cleared or removed must be:
- (i) mulched on-site and utilised on-site for landscaping purposes to Council's satisfaction, or in accordance with the approved landscaping plan; or
- (ii) removed for disposal at a location approved by Council, within sixty (60) days of clearing. Any vegetation removed must not be burnt.
- 8.0 **BUILDING WORKS**
- 8.1 The House must be constructed in accordance with *Australian Standard AS3959 "Construction of buildings in bushfire-prone areas"* and the approved Bushfire Assessment and Management Plan (refer to condition 2.1).
- 9.0 **GEOTECHNICAL**
- 9.1 All construction works must be designed and completed in accordance with the recommendations in the Slope Stability Assessment report (refer to condition 2.1).
- 9.2 Slope stability must be managed as follows:
- 9.2.1 all engineering drawings/specifications and designs must be in accordance with the requirements of relevant *Australian Standards* and must be approved by a Registered Professional Engineer of Queensland;
- 9.2.2 site inspections must be undertaken by a Registered Professional Engineer of Queensland to confirm the design; and
- 9.2.3 full engineering certification must be undertaken by a Registered Professional Engineer of Queensland.
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10.0 ELECTRICITY

10.1 Electricity services must be provided to the development in accordance with the standards and requirements of the relevant service provider.

11.0 TELECOMMUNICATIONS

11.1 Telecommunications services must be provided to the development in accordance with the standards and requirements of the relevant service provider. Unless otherwise stipulated by telecommunications legislation at the time of installation, this includes all necessary pits and pipes, and conduits that provide a connection to the telecommunications network.

12.0 ASSET MANAGEMENT

12.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.

12.2 Any damage to existing stormwater, water supply and sewerage infrastructure, kerb and channel, pathway or roadway (including removal of concrete slurry from public land and Council infrastructure), that occurs while any works are being carried out in association with this development approval must be repaired at full cost to the developer. This includes the reinstatement of any existing traffic signs or pavement markings that may have been removed or damaged.

12.3 'As Constructed' information pertaining to assets to be handed over to Council and those which may have an impact on Council's existing and future assets must be provided prior to the commencement of the use. This information must be provided in accordance with the *Asset Design and As Constructed Manual (ADAC)*.

13.0 ENVIRONMENTAL

13.1 Any application for a Development Permit for Operational Works must be accompanied by an Erosion and Sediment Control Plan that addresses, but is not limited to, the following:

- (i) objectives;
- (ii) site location and topography;
- (iii) vegetation;
- (iv) site drainage;
- (v) soils;
- (vi) erosion susceptibility;
- (vii) erosion risk;
- (viii) concept;
- (ix) design; and
- (x) implementation,

for the construction and post-construction phases of work.

13.2 The Erosion Control and Stormwater Control Management Plan prepared by a Registered Professional Engineer of Queensland in accordance with the *Capricorn Municipal Design Guidelines*, must be implemented, monitored and maintained for the duration of the development works, and until all exposed soil areas are permanently stabilised (for example, turfed, hydromulched, concreted, landscaped). The plan must be available on-site for inspection by Council Officers whilst all works are being carried out.

- 13.3 The development must be undertaken in accordance with the recommendations in the approved Bushfire Hazard Assessment and Management Plan (refer to condition 2.1).
- 13.4 An Environmental Management Plan must be prepared and submitted with the submission of the first application for a Development Permit for Operational Works / prior to the commencement of any works on the development site. The Environmental Management Plan must be supported by an Ecological Report, identifying all ecologically attributes and values of the site in addition to the potential impacts (with the necessary mitigation and rehabilitation measures) as set out in *Planning Scheme Policy No. 1 Preparation of Ecological Assessment Report and Environmental Management Plans* in the *Rockhampton City Plan 2005*.
- 14.0 OPERATING PROCEDURES
- 14.1 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the development site. Storage of materials or parking of construction machinery or contractors' vehicles must not occur within Woodland Drive.
- 14.2 The owner or occupier must place Council's standard 240 litre wheelie bins at the end of Woodland Drive for collection.

ADVISORY NOTES

NOTE 1. Aboriginal Cultural Heritage

It is advised that under section 23 of the *Aboriginal Cultural Heritage Act 2003*, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the "cultural heritage duty of care"). Maximum penalties for breaching the duty of care are listed in the Aboriginal cultural heritage legislation. The information on Aboriginal cultural heritage is available on the Department of Aboriginal and Torres Strait Islander and Partnerships website www.datsip.qld.gov.au.

NOTE 2. General Environmental Duty

General environmental duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.

NOTE 3. General Safety Of Public During Construction

The *Work Health and Safety Act 2011* and *Manual of Uniform Traffic Control Devices* must be complied with in carrying out any construction works, and to ensure safe traffic control and safe public access in respect of works being constructed on a road.

NOTE 4. Infrastructure Charges Notice

Council has resolved not to issue an Infrastructure Charges Notice for this development because the new infrastructure charges arising from the development are less than the credits applicable for the new development.

RECOMMENDATION B

That in relation to the application for a Development Permit for a Material Change of Use for a House, made by Beal Building Design on behalf of St Luke's Healing Foundation, on land described as Lot 153 on RP866052, Parish of Archer, located at 342-350 Holt Street, Frenchville, Council resolves not to issue an Infrastructure Charges Notice.

Recommendation of the Planning and Regulatory Committee, 21 August 2018**9.1.7 PROPOSED ANIMAL INSPECTION PROGRAM**

File No:	11741
Attachments:	1. Gracemere Map 2. Notice of Approved Systematic Inspection Program
Authorising Officer:	Steven Gatt - Acting General Manager Community Services
Author:	Nishu Ellawala - Coordinator Local Laws

SUMMARY

This report presents an Animal Inspection Program for consideration by Council. Prior to Rockhampton Regional Council officers undertaking an inspection program, the Systematic Inspection Program, to monitor compliance with the Animal Management (Cats and Dogs) Act 2008, Rockhampton Regional Council Local Law 1 (Administration) 2011, and Rockhampton Regional Council Local Law 2 (Animal Management) 2011 must be approved by Council.

COMMITTEE RECOMMENDATION

THAT in accordance with the *Animal Management (Cats and Dogs) Act 2008* and *Local Government Act 2009*, Council approves an inspection program, the Systematic Inspection Program, for the locality of Gracemere, between 1 May 2019 and 2 June 2019.

Recommendation of the Planning and Regulatory Committee, 21 August 2018**9.1.8 D/91-2017/A - APPLICATION UNDER THE DEVELOPMENT INCENTIVES POLICY FOR DEVELOPMENT PERMIT D/91-2017 FOR A MATERIAL CHANGE OF USE FOR AN OFFICE**

File No: D/91-2017/A

Attachments: 1. Locality Plan
2. Site Plan

Authorising Officer: Tarnya Fitzgibbon - Coordinator Development Assessment
Steven Gatt - Acting General Manager Community Services

Author: Amy Johnson - Acting Planning Officer

SUMMARY

Development Application Number: D/91-2017/A

Applicant: DR Moore Construction Pty Ltd

Real Property Address: Lot 1 on RP602561, Parish of Rockhampton

Common Property Address: 248 George Street, Rockhampton City

Planning Scheme Zone: Low Density Residential Zone

Type of Approval: Development Permit for a Material Change of Use for an Office

Date of Decision: 22 November 2017

Application Lodgement Fee: \$2,561.00

Infrastructure Charges: \$3,193.12

Infrastructure charges incentive: All other areas - 50%
Eg. Precinct 2 unchanged GFA – 50%
Amount of discount - \$1,596.56

Incentives sought: Refund of Development Application Fees
50% discount on Infrastructure Charges

COMMITTEE RECOMMENDATION

THAT in relation to the application under the Development Incentives Policy for Development Permit for a Material Change of Use for an Office, situated at 248 George Street, Rockhampton City, described as Lot 1 on RP602561, Parish of Rockhampton. Council resolves to Approve the following incentives if the use commences prior to 22 November 2020:

- a) A 50% percent reduction of infrastructure charges to the amount of \$1,596.56;
- b) A refund of the development application fee of \$2,561.00; and
- c) That Council enter into an agreement with the applicant in relation to (a) and (b).

Recommendation of the Planning and Regulatory Committee, 21 August 2018
9.1.9 D/41-2018 - DEVELOPMENT APPLICATION FOR OPERATIONAL WORKS FOR AN ADVERTISING DEVICE (BILLBOARD SIGN)

File No: D/41-2018

Attachments:

1. Locality Plan
2. Site Plan
3. 3D Images

Authorising Officer: Tarnya Fitzgibbon - Coordinator Development Assessment
Steven Gatt - Acting General Manager Community Services

Author: Amy Johnson - Acting Planning Officer

SUMMARY

Development Application Number: D/41-2018

Applicant: Matzin Capital Pty Ltd C/- Jensen Bowers Group Consultants Pty Ltd

Real Property Address: Lots 0, 1 and 2 on BUP100002, Parish of Rockhampton

Common Property Address: 102, 1/102 and 2/102 Denham Street, Rockhampton City

Area of Site: 696 square metres

Planning Scheme: Rockhampton Region Planning Scheme 2015

Planning Scheme Zone: Specialised Centre Zone

Planning Scheme Overlays: None Applicable

Existing Development: Two (2) office units

Existing Approvals: Various building approvals

Approval Sought: Development Permit for Operational Works for an Advertising Device (billboard sign)

Level of Assessment: Code Assessable

Referral Agency(s): None Applicable

Infrastructure Charges Area: Charge Area 1

Application Progress:

<i>Application Lodged:</i>	4 May 2018
<i>Request for Further Information sent:</i>	21 May 2018
<i>Request for Further Information responded to:</i>	24 July 2018
<i>Last receipt of information from applicant:</i>	24 July 2018
<i>Statutory due determination date:</i>	7 September 2018

COMMITTEE RECOMMENDATION

THAT in relation to the application for a Development Permit for Operational Works for an Advertising Device (Billboard Sign), made by Matzin Capital Pty Ltd C/- Jensen Bowers Group Consultants Pty Ltd, on land located at 102, 1/102 and 2/102 Denham Street, Rockhampton City, described as Lots 0-2 on BUP100002, Parish of Rockhampton, Council resolves to Approve the application subject to the following conditions:

1.0 ADMINISTRATION

- 1.1 The Developer and his employee, agent, contractor or invitee is responsible for ensuring compliance with the conditions of this development approval.
- 1.2 Where these Conditions refer to "Council" in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
- 1.3 All conditions of this approval must be undertaken and completed to the satisfaction of Council, at no cost to Council.
- 1.4 The following further Development Permits must be obtained prior to the commencement of any works associated with their purposes:
- 1.4.1 Building Works.
- 1.5 All works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards, unless otherwise stated.

2.0 APPROVED PLANS AND DOCUMENTS

- 2.1 The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by the conditions of this permit:

<u>Plan/Document Name</u>	<u>Prepared by</u>	<u>Date</u>	<u>Reference No.</u>	<u>Version/Issue</u>
Site Plan	Espin Capital Pty Ltd	2 July 2018	S1 of 2	Rev 3
Site and Plan View	Espin Capital Pty Ltd	2 July 2018	S2 of 2	Rev 3
Traffic Engineering Assessment	Pekol Traffic & Transport	19 July 2018	18-403	Version 2
Material Selection	Maarch*	13 July 2018	18021	-

- 2.2 A set of the above approved plans are returned to you as the Consultant. The Consultant is to supply one (1) Approved set to the contractor to be retained on site at all times during construction.
- 2.3 Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.
- 2.4 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council prior to the submission of a Development Application for Building Works.
- 2.5 The Developer is responsible for ensuring compliance with this approval and the Conditions of the approval by an employee, agent, contractor or invitee of the Developer.

3.0 OPERATING PROCEDURES

- 3.1 All text and images displayed on the billboard must be static, not imitate a traffic control device or include traffic instructions (for example 'stop'), and not involve moving parts or flashing lights.
- 3.2 Any lighting devices associated with the signage, such as sensory lighting, must be positioned on the site and shielded so as not to cause glare or other nuisance to nearby residents or motorists. Night lighting must be designed, constructed and operated in accordance with '*Australian Standard AS4282 – Control of the obtrusive effects of outdoor lighting*'.

4.0 DIGITAL SCREEN DISPLAY FEATURES

- 4.1 The digital display screen of the Advertising Device must incorporate an automatic error detection system which will turn off the screen display or display a blank screen should the Advertising Device malfunction.
- 4.2 The Advertising Device display screen must incorporate a minimum of two (2) automated ambient light sensors capable of supporting a minimum of five (5) levels of stepped dimming to ensure display screen luminance can adjust automatically in response to surrounding ambient light conditions from dark of night to fully sunlit conditions.
- 4.3 The Advertising Device display screen must provide for on-site, operation, configuration and diagnosis of the screen display.
- 4.4 Messages must remain static for a minimum dwell time of 10 seconds and are not to scroll across the screen or incorporate flashing, blinking, revolving, pulsating, high contrast or rotating effects animation.
- 4.5 Each change of advertisement is to be completed instantaneously (i.e. within 0.1 of a second).

5.0 DIGITAL SCREEN ADVERTISEMENTS AND MOVEMENT

- 5.1 The Advertising Device display screen must not be split to display multiple advertisements on the one display screen.
- 5.2 Advertisements must not display text, photographs or symbols depicting, mimicking or that could be reasonably interpreted as a traffic control device.
- 5.3 Advertisements must not invite traffic to move contrary to any traffic control device, or turn where there is fast moving traffic.
- 5.4 Advertisements must only promote a single, self-contained advertising message that is clear, succinct, legible and easily understood at a glance. The use of text components in a sequential manner, whereby text refers to or is reliant on previous or successive screen displays in order to convey an advertising message is not permitted.

Note: An advertising message refers to the main point the advertisement is attempting to convey to its target audience. This condition seeks to ensure that drivers in particular are not required to spend an excessive amount of time reading and interpreting advertisements.

- 5.5 Changeover animation effects such as 'fade', 'zoom', or 'fly-in' between advertisements must not be used.
- 5.6 A blank black, white, or any coloured screen must not be displayed between advertisements.
- 5.7 Advertisement that comprise of, or incorporate moving visual images, such as videos or animations must not be displayed.

Note: Video refers to a recording or the streaming of moving visual images captured by or using a video camera. Animation refers to a simulation of movement created by displaying a series of pictures or frames either digitally or otherwise.

- 5.8 The Advertising Device must not be capable of playing audio nor synchronised with any outdoor sound system utilised for advertising purposes.

6.0 ASSET MANAGEMENT

- 6.1 Any damage to, or alterations necessary, to electricity, telephone, water mains, sewerage mains, stormwater drains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken immediately at full cost to the Developer.

7.0 ADVERTISING DEVICE CONSTRUCTION AND MAINTENANCE

- 7.1 Council reserves the right for uninterrupted access to the site at all times during construction.
- 7.2 All Construction work and other associated activities are permitted only between 0630 hours and 1800 hours Monday to Saturday. No work is permitted on Sundays or public holidays. All requirements of the Environmental Protection Act 1994 and Environmental Protection Regulations 2008 must be observed at all times.
- 7.3 Construction materials, waste, waste skips, machinery and contractors' vehicles must not be located and stored or parked in George Street.
- 7.4 Any proposed works within the vicinity (or zone of influence) of existing Council infrastructure will not adversely affect the integrity of the infrastructure. Any restoration works required on existing Council infrastructure as a result of proposed works will be at developer's expense.
- 7.5 The Advertising Device (Digital Billboard Sign) must be designed and certified by a Registered Professional Engineer of Queensland and constructed in accordance with the requirements of the Queensland Development Code and the Building Code of Australia.
- 7.6 All conduits, wiring, switches or other control apparatus installed on an Advertising Device must be concealed from general view, with control apparatus secured in a manner to prevent unauthorised entry and display setting tampering.
- 7.7 All electrical services and systems must comply with 'Australian and New Zealand Standard AS/NZS 3000:2007 - Electrical Installations'.
- 7.8 The Advertising Device (Digital Billboard Sign) must be maintained in a safe, clean, tidy and sightly condition at all times.

ADVISORY NOTES

NOTE 1. Aboriginal Cultural Heritage Act, 2003

It is advised that under Section 23 of the *Aboriginal Cultural Heritage Act 2003*, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage (the "cultural heritage duty of care"). Maximum penalties for breaching the duty of care are listed in the Aboriginal Cultural Heritage legislation. The information on Aboriginal Cultural Heritage is available on the Department of Aboriginal and Torres Strait Islander and Multicultural Affairs website www.datsima.qld.gov.au.

NOTE 2. Asbestos Removal

Any demolition and/or removal works involving asbestos materials must be undertaken in accordance with the requirements of the *Workplace Health and Safety* legislation and *Public Health Act 2005*.

NOTE 3. General Environmental Duty- *Environmental Protection Act 1994, sec.319*

A person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm (the *general environmental duty*).

In deciding the measures required to be taken, regard must be had to, for example—

- (a) the nature of the harm or potential harm; and
- (b) the sensitivity of the receiving environment; and
- (c) the current state of technical knowledge for the activity; and
- (d) the likelihood of successful application of the different measures that might be taken; and
- (e) the financial implications of the different measures as they would relate to the type of activity.

NOTE 4. General Safety Of Public During Construction

The *Work Health and Safety Act* and *Manual of Uniform Traffic Control Devices* must be complied with in carrying out any construction works, and to ensure safe traffic control and safe public access in respect of works being constructed on a road.

RECOMMENDATION B

That in relation to the application for a Development Permit for Operational Works for an Advertising Device (Billboard Sign), made by Matzin Capital Pty Ltd C/- Jensen Bowers Group Consultants Pty Ltd, on land located at 102, 1/102 and 2/102 Denham Street, Rockhampton City, described as Lots 0-2 on BUP100002, Parish of Rockhampton, Council resolves not to issue an Infrastructure Charges Notice.

Recommendation of the Planning and Regulatory Committee, 21 August 2018**9.1.10 MONTHLY OPERATIONS REPORT FOR PLANNING AND REGULATORY SERVICES - JULY 2018**

File No: 1464

Attachments: 1. **Monthly Operations Report for Planning and Regulatory Services - July 2018**

Authorising Officer: **Steven Gatt - Acting General Manager Community Services**

Author: **Steven Gatt - Acting General Manager Community Services**

SUMMARY

The Monthly Operations Report for the Planning and Regulatory Services Section for July 2018 is presented for Councillor's information.

COMMITTEE RECOMMENDATION

THAT the Planning and Regulatory Services Monthly Operations Report for July 2018 be 'received'.

Recommendation of the Planning and Regulatory Committee, 21 August 2018**9.1.11 CUSTOMER REQUESTS WITH COUNCILLOR OR PUBLIC INTEREST AT BUILDING, PLUMBING AND COMPLIANCE**

File No: 4842
Attachments: Nil
Authorising Officer: Steven Gatt - Acting General Manager Community Services
Philip Harrison - Coordinator Building Plumbing and Compliance
Author: Brett Robson - Building Certifier

SUMMARY

This report summarises the continued safety issues around the dilapidated building.

COMMITTEE RECOMMENDATION

THAT Council adopt Option Two as detailed in the report.

9.2 INFRASTRUCTURE COMMITTEE MEETING - 21 AUGUST 2018**RECOMMENDATION**

THAT the Minutes of the Infrastructure Committee meeting, held on 21 August 2018 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 Infrastructure Committee, 21 August 2018**9.2.1 BUSINESS OUTSTANDING TABLE FOR INFRASTRUCTURE COMMITTEE**

File No: 10097
Attachments: 1. Business Outstanding Table
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Peter Kofod - General Manager Regional Services

SUMMARY

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

COMMITTEE RECOMMENDATION

THAT the Business Outstanding Table for the Infrastructure Committee be received.

Recommendation of the Infrastructure Committee, 21 August 2018**9.2.2 CYCLONE DEBBIE FLOOD DAMAGE**

File No: 3676
Attachments: Nil
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: David Bremert - Manager Civil Operations

SUMMARY

Following the Severe Tropical Cyclone Debbie and Associated Rainfall and Flooding, 28 March to 6 April 2017 event, Council has applied for a range of funding streams, under the Natural Disaster Relief and Recovery Arrangements (NDRRA). This report details the projects submitted and the projects which have been successful in receiving funding.

COMMITTEE RECOMMENDATION

THAT Council receive the Cyclone Debbie Flood Damage report.

Recommendation of the Infrastructure Committee, 21 August 2018**9.2.3 KERSHAW GARDENS - SOUTHERN CAR PARK**

File No: 8032
Attachments: 1. Dowling Street Flood Levee Plans
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: David Bremert - Manager Civil Operations

SUMMARY

This report provides responses to the questions raised in relation to the construction of a car park at the southern end of Kershaw Gardens.

COMMITTEE RECOMMENDATION

THAT the Kershaw Gardens – Southern Car Park report be noted.

Recommendation of the Infrastructure Committee, 21 August 2018**9.2.4 INFRASTRUCTURE PLANNING MONTHLY OPERATIONS REPORT - AUGUST 2018**

File No: 7028
Attachments: 1. Infrastructure Planning Monthly Operations Report - August 2018
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Martin Crow - Manager Infrastructure Planning

SUMMARY

This report outlines Infrastructure Planning Monthly Operations Report for the period to the end of July 2018.

COMMITTEE RECOMMENDATION

THAT the Infrastructure Planning Monthly Operations Report for August 2018 be received.

Recommendation of the Infrastructure Committee, 21 August 2018**9.2.5 CIVIL OPERATIONS MONTHLY OPERATIONS REPORT**

File No: 7028
Attachments: 1. Civil Operations Monthly Operations Report - July 2018
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: David Bremert - Manager Civil Operations

SUMMARY

This report outlines Civil Operations Monthly Operations Report on the activities and services July 2018.

COMMITTEE RECOMMENDATION

THAT the Civil Operations Monthly Operations Report on the activities and services in July 2018 be received.

9.3 AIRPORT, WATER AND WASTE COMMITTEE MEETING - 21 AUGUST 2018**RECOMMENDATION**

THAT the Minutes of the Airport, Water and Waste Committee meeting, held on 21 August 2018 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 Airport, Water and Waste Committee, 21 August 2018**9.3.1 ROCKHAMPTON AIRPORT MONTHLY OPERATIONS REPORT - JULY 2018**

File No: 7927
Attachments: 1. Monthly Report
Authorising Officer: Tony Cullen - General Manager Advance Rockhampton
Author: Tracey Baxter - Manager Airport

SUMMARY

The monthly operations and annual performance plan report for the Rockhampton Airport for July 2018 is presented for Councillors information.

COMMITTEE RECOMMENDATION

THAT the Rockhampton Airport Operations and Annual Performance Plan Report for July 2018 be 'received'.

Recommendation of the Airport, Water and Waste Committee, 21 August 2018**9.3.2 FRW MONTHLY OPERATIONS REPORT - JULY 2018**

File No: 1466
Attachments: 1. FRW Monthly Operations Report - July 2018
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Jason Plumb - Manager Fitzroy River Water

SUMMARY

This report details Fitzroy River Water's financial position and other operational matters for the Council's information as at 30 June 2018.

COMMITTEE RECOMMENDATION

THAT the FRW Monthly Operations Report for July 2018 be received.

Recommendation of the Airport, Water and Waste Committee, 21 August 2018**9.3.3 FRW ANNUAL PERFORMANCE PLAN AS AT 30 JUNE 2018**

File No: 1466

Attachments:

1. **Customer Service Standards as at 30 June 2018**
2. **Customer Service and Financial Targets as at 30 June 2018**
3. **Non Compliance Comments as at 30 June 2018**

Authorising Officer: Peter Kofod - General Manager Regional Services

Author: Jason Plumb - Manager Fitzroy River Water

SUMMARY

Fitzroy River Water's performance against financial and non-financial targets and key strategies is reported to Council on a quarterly basis in accordance with the adopted Annual Performance Plan for 2018/19. This report as at 30 June 2018 is presented for the Committee's information.

COMMITTEE RECOMMENDATION

THAT the Fitzroy River Water Annual Performance Plan quarterly report as at 30 June 2018 be received.

Recommendation of the Airport, Water and Waste Committee, 21 August 2018**9.3.4 ROCKHAMPTON REGIONAL WASTE AND RECYCLING MONTHLY OPERATIONS REPORT**

File No: 7927

Attachments: 1. Rockhampton Regional Waste and Recycling Operations Report July 2018

Authorising Officer: Peter Kofod - General Manager Regional Services

Author: Michael O'Keeffe - Manager Rockhampton Regional Waste and Recycling

SUMMARY

The purpose of this report is to provide Council with an overview of Rockhampton Regional Waste and Recycling (RRWR) for the month of July 2018.

COMMITTEE RECOMMENDATION

THAT the *Rockhampton Regional Waste and Recycling Operations Report* for period ended 31 July 2018 be received.

Recommendation of the Airport, Water and Waste Committee, 21 August 2018**9.3.5 ROADSIDE BIN STATIONS INTERIM SOLUTIONS**

File No: 7284
Attachments: Nil
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Michael O'Keeffe - Manager Rockhampton Regional Waste and Recycling

SUMMARY

Rockhampton Regional Waste and Recycling (RRWR) is seeking Council approval to undertake a number of interim solutions following the closure of Roadside Bin Stations and Operation of New Waste Transfer Stations.

COMMITTEE RECOMMENDATION

THAT Council approve the following actions:

1. Adjust Fees and Charges to reduce the minimum charge of half a 240 litre wheelie bin from \$8.50 to \$5.00 at all Waste Facilities from 1 October 2018; and
2. Work with the impacted rural communities to agree on a workable solution for the provision of a weekly waste and recycling solution at specific locations, implemented from 1 October 2018.
3. A survey be undertaken of impacted residents outlining options for hours of operation.

Recommendation of the Airport, Water and Waste Committee, 21 August 2018**9.3.6 RECYCLABLES PROCESSING CONTRACT UPDATE REPORT**

File No: 80001
Attachments: Nil
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Michael O'Keeffe - Manager Rockhampton Regional Waste and Recycling

SUMMARY

The purpose of this report is to provide Council with an update on the Recyclables Processing Contract and proposed way forward.

COMMITTEE RECOMMENDATION

THAT Council endorse the actions within this report.

9.4 COMMUNITY SERVICES COMMITTEE MEETING - 22 AUGUST 2018

RECOMMENDATION

THAT the Minutes of the Community Services Committee meeting, held on 22 August 2018 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 Community Services Committee, 22 August 2018**9.4.1 BUSINESS OUTSTANDING TABLE FOR COMMUNITY SERVICES COMMITTEE**

File No: 10097
Attachments: 1. Business Outstanding Table
Authorising Officer: Steven Gatt - Acting General Manager Community Services
Author: Steven Gatt - Acting General Manager Community Services

SUMMARY

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

COMMITTEE RECOMMENDATION

THAT the Business Outstanding Table for the Community Services Committee be received.

Recommendation of the Community Services Committee, 22 August 2018
9.4.2 COMMUNITIES AND CULTURE SOLE PROVIDER PROVISION

File No: 7104
Attachments: Nil
Authorising Officer: Steven Gatt - Acting General Manager Community Services
Author: John Webb - Acting Manager Communities and Culture

SUMMARY

Council Presents an annual program of exhibitions and performance, it is necessary to resolve that it would be impractical of Council to invite quotes for the content and physical productions.

COMMITTEE RECOMMENDATION

THAT Council resolve that 'it is satisfied the there is only one supplier for the individual itemised productions and programs as listed who are reasonably available' and that because of the specialised nature of the services that are sought, it would be impractical for Council to invite quotes for the supply of the productions and programs.

Date	Company	Production / Exhibition	Supplier
Theatre Performances / Productions			
23/02/19	Ensemble	TWO	Ensemble/ Arts on Tour
16/03/2018	RRC Musical	Performance Rights	Music Theatre International (Australasia) Pty Ltd
16/03/2018	RRC Musical	Director and Choreographer for Musical	Kermond Creative
16/03/2018	RRC Musical	Design and Production of Program and other materials	Creative Avenue
03/04/19	Flying Fruit Fly Circus	JUNK	Flying Fruit Fly Circus/Art on Tour
05/05/2018	MICF	2019 Roadshow	Melbourne International Comedy Festival Company
28/05/19	Expressions Dance Company	The Dinner Party	Expressions Dance Company
17-18/06/19	CDP	Billionaire Boy	CDP Pty Ltd
16/07/19	Opera Australia	Madam Butterfly	Opera Australia
31/07/19	Performing Lines	My Urawai	Performing Lines
1-2/08/19	Monkey BAA	Possum Magic	Monkey BAA Theatre Co./ Arts on Tour
03/08/19	Yamato Drummers	Yamato Drummers	Knock on Entertainment
10/09/19	Bell Shakespeare	Much Ado About Nothing	Bell Shakespeare

Art Gallery Exhibitions / Programs			
22/10/19	Australian Chamber Orchestra Collective	Beethoven and Beyond	Australian Chamber Orchestra/Arts on Tour
2018	<i>The Spaces of and Between</i>	Artist fee – Exhibition & Programs	Jon Cattapan
2018	<i>The Gold Award 2018</i>	Artist fee – Programs	Richard Bell, Dale Frank, Richard Lewer, Jan Nelson, Bundit Puangthong, Paul Ryan, Huseyin Sami
2018	<i>Some things on the table</i>	Artist fee – exhibitions	Anitha Menon
2018	<i>Experimenta Make Sense: International Triennial of Media Art</i>	Exhibition Fee	<i>Experimenta</i>
2018	<i>Cymatic</i>	Artist fee – exhibitions	Belinda McGrath
2018	<i>Laser Beak Man</i>	Artist fee – exhibitions & Programs	Tim Sharpe & Judy Sharpe
2019	<i>To be titled (Project)</i>	Artist fee – exhibitions & Programs	Erin Dunne
2019	<i>To be titled (Project)</i>	Artist fee – exhibitions & Programs	Emma Ward
2019	<i>Safe Space: Contemporary Australian Sculpture</i>	Exhibition Fee	Museums and Galleries Queensland

Recommendation of the Community Services Committee, 22 August 2018**9.4.3 ARTS AND HERITAGE OPERATIONAL REPORT FOR JUNE 2018**

File No: 1464

Attachments: 1. Arts and Heritage Operational Report for June 2018

Authorising Officer: Steven Gatt - Acting General Manager Community Services

Author: John Webb - Acting Manager Communities and Culture

SUMMARY

The report provides information on the programs and activities of the Arts and Heritage section for June 2018.

COMMITTEE RECOMMENDATION

THAT the Arts and Heritage Operational Report for May 2018 be received.

Recommendation of the Community Services Committee, 22 August 2018**9.4.4 COMMUNITIES AND FACILITIES MONTHLY OPERATIONAL REPORT - JUNE 2018**

File No: 1464

Attachments: 1. **Communities and Facilities Monthly Operational Report June 2018**

Authorising Officer: **Steven Gatt - Acting General Manager Community Services**

Author: **Naomi Brownless - Acting Coordinator Library and Child Services**

SUMMARY

This report provides information on the activities of the Communities and Facilities section for June 2018.

COMMITTEE RECOMMENDATION

THAT the Monthly Operational Report on the activities of the Communities and Facilities section for June 2018 be received.

Recommendation of the Community Services Committee, 22 August 2018**9.4.5 COMMUNITY ASSISTANCE PROGRAM - MAJOR SPONSORSHIP (BLACK DOG BALL)**

File No: 12535
Attachments: Nil
Authorising Officer: Steven Gatt - Acting General Manager Community Services
Author: Kerri Dorman - Administration Supervisor

SUMMARY

An application from the Black Dog Ball Incorporation for Major Sponsorship assistance towards The Black Dog Ball event is presented for Council consideration.

COMMITTEE RECOMMENDATION

THAT Council approves the application from Black Dog Ball Incorporation for funding to assist with the staging of The Black Dog Ball to be held on 6 October 2018 in the amount of \$7,000.00.

Recommendation of the Community Services Committee, 22 August 2018**9.4.6 COMMUNITY ASSISTANCE PROGRAM - MAJOR SPONSORSHIP (RIVER GLOW)**

File No: 12535
Attachments: Nil
Authorising Officer: Steven Gatt - Acting General Manager Community Services
Author: Kerri Dorman - Administration Supervisor

SUMMARY

An application from the RACQ Capricorn Helicopter Rescue Service for Major Sponsorship Assistance towards the River Glow event is presented for Council consideration.

COMMITTEE RECOMMENDATION

THAT Council approves the application made under the Major Sponsorship scheme for cash assistance towards the staging of the River Glow event to be held on 27 October 2018 and approves \$5,000.00 cash sponsorship.

Recommendation of the Community Services Committee, 22 August 2018
9.4.7 COMMUNITY ASSISTANCE PROGRAM - ROUND 1

File No: 12535
Attachments: 1. Applications
Authorising Officer: Steven Gatt - Acting General Manager Community Services
Author: Kerri Dorman - Administration Supervisor

SUMMARY

Eight applications for funding were received for the first round of the Community Assistance Program for the current financial year.

COMMITTEE RECOMMENDATION

THAT Council approves the allocation of funding from the Community Assistance Program for the following:

Applicant	Purpose of Grant/Sponsorship	Amount
Alton Downs Rural Fire Brigade	Purchase and supply of one (1) Battery Charger for UHF/VHF Radio	\$ 1,839.71
Brothers Australian Football Club	Back to Basics	\$ 4,466.00
Capricorn Community Radio 4YOU Incorporated	Letter Box and Timber Signage	\$ 1,600.00
Fitzroy Parish UCA	Window Tinting for Administrative Hub – 321 Berserker Street	\$ 1,990.00
Rockhampton Bowls Club Incorporated	2018 Mayoral Trophy	\$1,500.00
Rockhampton PCYC Baton Twirlers	Australian Baton Twirling National Championships	\$ 3,600.00
Rockhampton Saloon Car Club Inc	Streeties 1000	\$4,500.00

9.5 PARKS, RECREATION AND SPORT COMMITTEE MEETING - 22 AUGUST 2018

RECOMMENDATION

THAT the Minutes of the Parks, Recreation and Sport Committee meeting, held on 22 August 2018 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 Parks, Recreation and Sport Committee, 22 August 2018**9.5.1 LIFTING MATTERS FROM THE TABLE**

File No:	11979
Attachments:	Nil
Authorising Officer:	Blake Hunton - Manager Parks Steven Gatt - Acting General Manager Community Services
Author:	Alyce James - Acting Senior Parks Planning Advisor

SUMMARY

Items lying on the table require a report to be lifted from the table before being dealt with. This report is designed to lift all necessary reports from the table to be dealt with at the Council meeting on 22 August 2018.

COMMITTEE RECOMMENDATION

THAT the following matter “laying on the table” be lifted from the table and be dealt with accordingly:

- Nature Strip (Footpath) Mowing Policy – THAT the matter lay on the table pending a Councillor Workshop

Recommendation of the Parks, Recreation and Sport Committee, 22 August 2018**9.5.2 REQUEST FOR EXTENSION OF LEASED AREA - ROCKHAMPTON
OUTRIGGER CANOE CLUB**

File No: 9790

Attachments:

1. Proposed Lease Extensions
2. Photos of Unauthorised Material

Authorising Officer: Blake Hunton - Manager Parks
Steven Gatt - Acting General Manager Community Services

Author: Jacinta James - Acting Senior Sports and Education Advisor

SUMMARY

Rockhampton Outrigger Canoe Club hold a Trustee lease over part of the Ski Gardens Reserve. Rockhampton Outrigger Canoe Club is seeking permission to amend their leased area in three directions in order to carry out improvement works.

COMMITTEE RECOMMENDATION

THAT:

1. Council approve the request from the Rockhampton Outrigger Canoe Club to extend the existing lease boundary to the West of the existing shed to allow the construction of a canoe rack;
2. Council deny the request from the Rockhampton Outrigger Canoe Club to extend the existing lease boundary to the North of the existing shed and the subsequent removal of unauthorised material; and
3. Council deny the request from Rockhampton Outrigger Canoe Club to extend the existing lease boundary to the East of the existing shed to allow the construction of an additional storage shed.

Recommendation of the Parks, Recreation and Sport Committee, 22 August 2018**9.5.3 BUSINESS OUTSTANDING TABLE FOR PARKS, RECREATION AND SPORT COMMITTEE**

File No: 10097
Attachments: 1. Business Outstanding Table
Authorising Officer: Steven Gatt - Acting General Manager Community Services
Author: Steven Gatt - Acting General Manager Community Services

SUMMARY

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

COMMITTEE RECOMMENDATION

THAT the Business Outstanding Table for the Parks, Recreation and Sport Committee be received.

Recommendation of the Parks, Recreation and Sport Committee, 22 August 2018**9.5.4 NATURE STRIP (FOOTPATH) MOWING POLICY**

File No: 11979
Attachments: 1. Footpath Mowing Policy
Authorising Officer: Blake Hunton - Manager Parks
Steven Gatt - Acting General Manager Community Services
Author: Alyce James - Acting Senior Parks Planning Advisor

SUMMARY

A draft policy that will underpin Council's responsibilities in relation to the mowing of nature strips (footpaths).

COMMITTEE RECOMMENDATION

THAT the matter lay on the table until the next Parks, Recreation and Sport Committee Meeting on 19 September 2018.

Recommendation of the Parks, Recreation and Sport Committee, 22 August 2018**9.5.5 COL BROWN PARK GARDEN UPGRADE**

File No: 5918
Attachments: 1. Concept Plan
Authorising Officer: Blake Hunton - Manager Parks
Steven Gatt - Acting General Manager Community Services
Author: Alyce James - Acting Senior Parks Planning Advisor

SUMMARY

This report provides a concept plan of the proposed garden upgrade of Col Brown Park.

COMMITTEE RECOMMENDATION

THAT Council receives the plan of the proposed garden upgrade of Col Brown Park.

Recommendation of the Parks, Recreation and Sport Committee, 22 August 2018**9.5.6 FRASER PARK REDEVELOPMENT NAMING ELEMENTS**

File No: 5918
Attachments: Nil
Authorising Officer: Blake Hunton - Manager Parks
Steven Gatt - Acting General Manager Community Services
Author: Brett Nicholls - Coordinator Community Projects and Open Space Facilities

SUMMARY

This report outlines the background to the naming of various elements of the Fraser Park Redevelopment Project, which represents a suite of related projects resulting from the Mount Archer Activation Master Plan.

COMMITTEE RECOMMENDATION

THAT the report on the Fraser Park Redevelopment Naming Elements be received.

Recommendation of the Parks, Recreation and Sport Committee, 22 August 2018**9.5.7 TREE PLANTING REPORT AND IMPLEMENTATION PLAN**

File No: 5918

Attachments:

1. Tree Planting Report 2017-18
2. Planting Palette Implementation Plan

Authorising Officer: Blake Hunton - Manager Parks
Steven Gatt - Acting General Manager Community Services

Author: Aaron Pont - Coordinator Parks Operations

SUMMARY

The purpose of this report is to deliver a summary of Parks' recent tree planting and provide a discussion paper on the implementation plan of the Planting Palette.

COMMITTEE RECOMMENDATION

THAT:

1. Council receives the 2017-18 Parks Tree Planting Report; and
2. The Planting Palette Implementation Plan be referred to a Workshop.

Recommendation of the Parks, Recreation and Sport Committee, 22 August 2018**9.5.8 PARKS OPERATIONAL REPORT – JULY 2018**

File No: 1464
Attachments: 1. Parks Operational Report - July 2018
Authorising Officer: Blake Hunton - Manager Parks
Colleen Worthy - General Manager Community Services
Author: Jacinta James - Acting Senior Sports and Education Advisor

SUMMARY

This report provides information on the activities and services of Parks section for July 2018.

COMMITTEE RECOMMENDATION

THAT the report on the activities and services of Parks Section for July 2018 be received.

Recommendation of the Parks, Recreation and Sport Committee, 22 August 2018**9.5.9 42ND BATTALION MEMORIAL POOL - OPERATIONAL COSTS ASSOCIATED WITH WATERSLIDES**

File No: 11795
Attachments: Nil
Authorising Officer: Blake Hunton - Manager Parks
Steven Gatt - Acting General Manager Community Services
Author: Jacinta James - Acting Senior Sports and Education Advisor

SUMMARY

The Waterslides at the 42nd Battalion Memorial Pool opened to the public on 16 December 2017. This report summarises the operational costs associated with the Waterslides for the 2017/18 Financial Year and the projected costs for the 2018/19 Financial Year.

COMMITTEE RECOMMENDATION

THAT Council endorse the Waterslide entry fees proposed by Aqualification & Fitness from 1 September 2018.

10 COUNCILLOR/DELEGATE REPORTS

11 OFFICERS' REPORTS

11.1 FRASER PARK - PROPOSED COMMUNITY-BASED BUSH REGENERATION WORKS

File No:	1174
Attachments:	1. Project fact sheet ↓ 2. Proposal from Capricornia Catchments (in Confidential)
Authorising Officer:	Ross Cheesman - Deputy Chief Executive Officer
Author:	Christine Bell - Coordinator Environmental Sustainability

SUMMARY

This report tables a proposal for long term community-based natural resource management works at Fraser Park (Mount Archer summit). The works are designed to enhance Fraser Park as a significant nature-based asset, whilst connecting our community with nature and supporting the Region's strategic social, economic and environmental goals.

OFFICER'S RECOMMENDATION

That Council:

1. Approve a program of long-term community-based bush regeneration works at Fraser Park (Mount Archer summit); and
2. Approve the sole source of Capricornia Catchments to implement community-based bush regeneration works at Fraser Park for the period 1 September 2018 to 30 June 2020, subject to satisfactory performance.

COMMENTARY

As a significant natural and cultural asset, Mount Archer is renowned by the local community for its value as a wilderness area that supports a range of recreation pursuits and provides a setting in which to protect, celebrate and connect with culture and our environment. Council owns and manages 44 ha of land at the Mount Archer summit, known as Fraser Park. As part of Stage 1 of the Fraser Park Redevelopment Project, construction of the Nurim Circuit has delivered a high-value nature-based tourism and recreation drawcard for the Rockhampton Region.

Council's routine parks maintenance activities at Fraser Park focus predominantly on the amenities block, grass and picnic areas. Other highly visible parts of Fraser Park are subject to a range of weed and litter issues which are beyond Parks current maintenance capabilities. As such, they are not addressed within the Parks maintenance schedule. Over the last decade, a range of activities have been undertaken at the site in an attempt to address this gap. This includes clean up days, Green Army projects and a competitive tender for contract-based weed control and bush regeneration works. These projects were successful in the short-term however a long-term coordinated approach is required.

It is proposed to establish a 'Mount Archer Environmental Program', as outlined in the Mount Archer Activation Master Plan. The Program will:

1. improve environmental amenity by delivering a range of on-ground works activities within Fraser Park;
 2. build sustainability awareness and capability within our local community;
 3. promote nature-based recreation in our parks and open spaces; and
-

4. generate opportunities for the wider community to contribute to the protection, maintenance and enhancement of our Region's urban environment, key natural areas and biodiversity corridors.

As a local not-for-profit community based group, Capricornia Catchments has submitted a proposal to implement bush regeneration works at Fraser Park which will encompass a large part of the overarching Mount Archer Environmental Program. On-ground activities will include initial bush regeneration works to establish native and bush tucker plantings, plus long-term weed control, maintenance and litter removal. Associated activities may also include community workshops and planting days (in conjunction with Council's Bringing Nature Back program) and collaboration with a range of other local stakeholders including the Queensland Parks and Wildlife Service, Capricornia Correctional Centre, the Darumbal people, Native Plants Capricornia and Birdlife Capricornia. Capricornia Catchments proposes to access labour support from Capricornia Correctional Centre and other job skilling programs where possible.

Council maintains an existing Memorandum of Understanding with both Capricornia Catchments (local not for profit, natural resource management group) and Capricornia Correctional Centre (prisoner labour). These agreements are designed to support collaborative natural resource management and on-ground works.

Due to the unique nature of this proposal, quotations from other entities are unlikely to yield a better result for Council. Due to the MOU's already established, there are also significant efficiencies that will be gained via this approach. Capricornia Catchments' proposal offers exceptional value for money when compared to quotes from Council's competitive tendering of a similar scope of bush regeneration works for Fraser Park in early 2017. With previous experience undertaking similar works both at Fraser Park and across the broader region, this proposal also offers a low risk approach with multiple value added benefits including opportunities for community engagement and a flexible rolling program that integrates with the needs of the Fraser Park Redevelopment Project. It is proposed therefore that Capricornia Catchments be approved as a sole supplier to implement the proposed body of work.

PREVIOUS DECISIONS

13 October 2015 - Council adopted the Mount Archer Activation Master Plan including specific objectives to activate the Mount Archer area, create a place for everyone to take pride and ownership, control weeds and improve environmental amenity, increase community participation and to develop Mount Archer as a significant tourism experience.

12 August 2016 – Memorandum of Understanding between Council and Capricornia Correctional Centre (executed by CEO).

19 April 2018 – Memorandum of Understanding between Council and Capricornia Catchments (executed by CEO).

BUDGET IMPLICATIONS

Short term, Council maintains an approved operational budget for a Natural Environment Program which could be used to establish the program and complete the initial works. The rolling works program could then be funded in FY2018-19 via the existing capital budget allocation for the Fraser Park Redevelopment Project. Longer term, budgetary consideration should be given in FY2019-20 and beyond for the purpose of implementing long-term ongoing works as part of the Parks operating budget.

Table 1: Proposed budget implications for Fraser Park bush regeneration works

	2018/19	2019/20 and beyond
Program establishment and initial works	\$20,600	-
Rolling works program (\$10,000 per quarter)	\$30,000	\$40,000

STAFFING IMPLICATIONS

Program establishment will be overseen by Project Delivery as part of the Fraser Park Redevelopment Project, with support from the Environmental Sustainability Unit. Upon completion of the Redevelopment Project, Parks Operations will assume responsibility for overseeing the program as part of the ongoing maintenance for Fraser Park. The scope and on-ground performance of the program will need to be reviewed every 6 months.

CORPORATE/OPERATIONAL PLAN

This report progresses key actions as specified in the *Corporate Plan 2017-2021* (CP) and *Operational Plan 2018-2019* (OP):

CP community expectations for environment - Protect, enhance and sustain our natural environment. Minimise the environmental footprint.

CP performance measures - Increase the effectiveness of environmental programs undertaken by Council. Develop strong community and stakeholder ownership/partnerships.

OP 3.1.1.1 Contribute to healthy natural ecosystems - Develop strong regional partnerships to maintain and enhance the condition of our natural assets.

OP 3.2.2.1 Sustainable and innovative environmental practices - Develop and implement engagement programs that increase sustainability awareness and action.

This report also progresses key actions outlined within the following Council strategies:

Mount Archer Activation Master Plan - By implementing this program, Council will establish the first component of the 'Mount Archer Environmental Program' identified as a key outcome within the Master Plan.

Proposed Environmental Sustainability Strategy -

Strategic action 1.2 - Implement programs and foster strong partnerships to maintain and enhance the various values of our natural areas, waterways and green corridors.

Strategic action 2.1 - Bring nature back into the community's hearts, minds and everyday lives by creating opportunities to connect with nature and get involved with Council's natural environment program.

CONCLUSION

A long term program of community-based natural resource management works at Fraser Park will enhance Mount Archer as a significant nature-based regional tourism asset, whilst connecting our community with nature and supporting our strategic social, economic and environmental goals.

FRASER PARK - PROPOSED COMMUNITY-BASED BUSH REGENERATION WORKS

Project fact sheet

Meeting Date: 28 August 2018

Attachment No: 1



PROJECT FACT SHEET

Project: Fraser Park - bush regeneration works

Fund: Mount Archer Activation / Operational Works

Delivery: September 2018 – June 2020



Purpose

This project fact sheet provides an overview of Rockhampton Regional Council's proposal for bush regeneration works at Fraser Park (Mount Archer summit). This work forms part of the Fraser Park Redevelopment Project and delivers on key aspects of the overarching Mount Archer Activation Master Plan.

As a significant natural and cultural asset, Mount Archer is renowned by the local community for its value as a wilderness area that supports a range of recreation pursuits and provides a setting in which to protect, celebrate and connect with culture and our environment. As part of Stage 1 of the Fraser Park Redevelopment Project, construction of the Nurim Circuit has delivered a high-value nature-based tourism and recreation drawcard for the Rockhampton Region. Long term bush regeneration works will enhance the Nurim Circuit as a significant asset, whilst connecting our community with nature and supporting our strategic social, economic and environmental goals.

Project outputs

This project will establish a valuable component of the 'Mount Archer Environmental Program', identified as a key outcome within the Activation Master Plan, and in turn:

- improve environmental amenity by delivering a range of on-ground activities focussed on the natural areas in and around the Nurim Circuit and other targeted areas within Fraser Park;
- build sustainability awareness and capability within our local community;
- promote nature-based recreation in our parks and open spaces; and
- generate opportunities for the wider community to contribute to the protection, maintenance and enhancement of our Region's urban environment, key natural areas and biodiversity corridors.

On-ground activities will include initial bush regeneration works to establish native and bush tucker plantings, plus long-term weed control, maintenance and litter removal. Associated activities may also include the coordination of community workshops and planting days (in conjunction with Council's Bringing Nature Back program).

Key project facts

Focus:	Bush regeneration works including plantings, weed control, long-term maintenance and litter removal and community engagement activities
Project cost:	\$20,600 (initial works) plus \$10,000/qtr (ongoing coordination and maintenance)
Project duration:	September 2018 to June 2020
Project contact:	Tom Olsen (Project Manager, Fraser Park Redevelopment Project) and Christine Bell (Coordinator, Environmental Sustainability)
Project partners:	Lead coordinator - Capricornia Catchments, with input from Rockhampton Regional Council, the Queensland Parks and Wildlife Service, Capricornia Correctional Centre, Native Plants Capricornia, Birdlife Capricornia and the Darumbal people.

11.2 DRAFT REVISED ADVERTISING SPENDING POLICY

File No: 5883
Attachments: 1. Draft Revised Advertising Spending Policy [↓](#)
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Drew Stevenson - Manager Corporate and Technology Services

SUMMARY

Presenting the draft revised Advertising Spending Policy for Council's consideration and adoption.

OFFICER'S RECOMMENDATION

THAT, in accordance with s197 of the *Local Government Regulation (2012)*, Council adopts the draft revised Advertising Spending Policy attached to this report.

COMMENTARY

Section 197 of the Local Government Regulation (2012) requires Council to prepare and adopt a policy about Council's spending on advertising.

The attached revised policy, originally adopted on 13 October 2015, presents the proposed changes using 'track changes'. In summary the proposed changes clarify:

- The types of advertising Council considers appropriate;
- Restrictions on advertising during local government elections; and
- Approving officer's financial delegation requirements.

LEGISLATIVE CONTEXT**197 Advertising spending**

- (1) A local government must prepare and adopt a policy about the local government's spending on advertising (an ***advertising spending policy***).
- (2) A local government may spend money on advertising only—
 - (a) if—
 - (i) the advertising is to provide information or education to the public; and
 - (ii) the information or education is provided in the public interest; and
 - (b) in a way that is consistent with the local government's advertising spending policy.
- (3) *Advertising* is promoting, for the payment of a fee, an idea, goods or services to the public.

DRAFT REVISED ADVERTISING SPENDING POLICY

Draft Revised Advertising Spending Policy

Meeting Date: 28 August 2018

Attachment No: 1



1 Scope

This policy applies to ~~paid advertisements in various media to promote, inform and educate the public about Rockhampton Regional Council's services, facilities, activities and programs. Rockhampton Regional Council employees spend expenditure on advertising on behalf of Council. This includes electronic advertising (including the use of internet), paid advertising or notice in any medium to promote goods or services (including facilities) provided by the Council.~~

~~This policy excludes advertising for:~~

- ~~• Employees (i.e. recruitment);~~
- ~~• The acquisition or disposal of property, plant and equipment used, or to be used by the Council in its business;~~
- ~~• Tenders or expressions of interest under section 228(4) of the Local Government Regulation 2012; or~~
- ~~• Reports published in the media where no payment is made for the report or where publicity is achieved (free of charge) for promotion of ideas, goods and services provided by Council.~~

2 Purpose

The purpose of this policy is to ensure Council complies with legislative advertising requirements ~~whilst obtaining value for money in advertising placement.~~

3 Related Documents

3.1 Primary

Local Government Regulation 2012

3.2 Secondary

Local Government Act 2009

[Local Government Electoral Act 2011](#)

[Caretaker Period Policy](#)

Purchasing Policy – Acquisition of Goods and Services

4 Definitions

To assist in interpretation, the following definitions apply:

Advertising	As defined in the Regulation: Advertising is promoting, for the payment of a fee, an idea, goods or services to the public. Examples include - magazines, newspaper, radio, television, social media platforms.
-------------	---

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Corporate Services
Version:	3	Section:	Corporate and Technology Services
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Caretaker Period	As per section 90A of the <i>Local Government Act 2009</i> : The period during an election for a local government that starts on the day when the public notice of the holding of the election is given and ends at the conclusion of the election.
CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Council	Rockhampton Regional Council
Councillor/s	The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> .
Election Period	As defined in the <i>Local Government Electoral Act 2011</i> , the period: (a) Starting on the day when public notice of the holding of the election is given under section 25(1); and (b) Ending on the close of the poll for the election.
Employee	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Regulation	<i>Local Government Regulation 2012</i>

5 Policy Statement

Section 197 of the regulation stipulates that Council must prepare and adopt an advertising spending policy.

Advertising should only be used where the purposes of Council or the benefit of the community is advanced. It should not be used to promote achievements or plans of a particular Councillor or groups of Councillors. In particular, advertising should not be used to influence electors during an election period.

5.1 Allowable Expenditure

Council may incur expenditure for advertising only if the:

- Advertising provides information or education to the public; and
- Information or education is provided in the public interest; and
- Advertising falls into one of the categories set out in paragraph 5.2.

5.2 Appropriate Advertising

The types of advertising Council considers appropriate include:

- To advise the public of a new or continuing service, program, facility or activity;
- To advise the public about changes to an existing service, program, facility or activity;
- To increase the use of a service, program, facility or activity;
- To promote a Council sponsored or organised event;
- ~~To change the behaviour of people in the Council's area for the benefit of all or some of the community and/or to achieve the plans, goals and objectives of Council;~~

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Adopted/Approved:	Draft	Department:	Corporate Services
Version:	3	Section:	Corporate & Technology Services
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- (f) To advise the public of Council meetings, outcomes, legislation and proposed policies;
- (g) To seek public feedback or comment on Council's business;
- (h) To advertise matters required by legislation;
- (i) ~~Where the advertisement facilitates the administration of Council; To recruit staff, acquire or dispose of property, plant and equipment, promote tenders and expressions of interest; or~~
- (j) To promote the economic development and sustainability of the Region.

5.3 Restrictions during Local Government Elections

~~Council must not during the period of three months preceding an election of the local government other than a by-election; or during the period after the date of a by-election is advertised until the day of the election; Council must ensure that any advertising expenditure during a caretaker period is in accordance with the provisions in sections 90A through to 90D of the Local Government Act 2009~~

- ~~(a) Place advertisements relating to future plans unless, and only to the extent that, those plans have been formally adopted by the Council;~~
- ~~(b) Advertise the activities, programs and facilities of the Council otherwise than in the manner and form it is customary for the Council to advertise its activities;~~
- ~~(c) Place advertisements which seek to influence support for particular candidates, groups of candidates or potential candidates in the election; and~~
- ~~(d) Must not bear the cost of advertisements featuring one or more Councillors or containing quotations attributed to individual Councillors.~~

~~Note: this does not prevent Councillors appearing in unpaid publicity or other publicity where the cost is not borne by the Council. Refer to the Caretaker Period Policy.~~

5.35.4 Approving Officer's Responsibilities

Advertising expenditure must be approved by the CEO or an employee appointed to a position with a relevant financial delegation. ~~delegated officer~~. The approving officer must ensure the:

- (a) Expenditure is in accordance with this policy;
- (b) Cost of the advertisement is appropriate for the number of people it is intended to inform and provides a quantifiable benefit to Council or to the public;
- (c) Funds are available in the relevant budget line and meets the requirements for expenditure approvals; and
- (d) A purchase order is raised (where applicable) prior to confirmed bookings.

6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) As required by legislation;
- (b) The related information is amended or replaced; or
- (c) Other circumstances as determined from time to time by Council.

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7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Deputy Chief Executive Officer
Policy Owner	Manager Corporate and Technology Services
Policy Quality Control	Legal and Governance

OUR VALUES



Draft

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Adopted/Approved:	Draft	Department:	Corporate Services
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11.3 THE SPIRE VISITOR INFORMATION CENTRE

File No:	12614
Attachments:	1. Request for Proposal - Capricorn Spire Visitor Information Centre ↓ 2. RRC Spire Led Quote ↓ 3. Digital Signage Mock-up ↓
Authorising Officer:	Tony Cullen - General Manager Advance Rockhampton
Author:	Chris Ireland - Manager Regional Development and Promotions

SUMMARY

This report canvasses renovation possibilities for The Spire Visitor Information Centre.

OFFICER'S RECOMMENDATION

THAT Council enter into an agreement with SMR Advertising for co-ownership of digital signage for the Spire Visitor Information Centre.

COMMENTARY

Rockhampton Regional Council commenced management of the Capricorn Spire Visitor Information Centre in February 2017. Council has undertaken significant upgrades to the inside of the Visitor Information Centre, and is looking to commence external upgrades.

Advance Rockhampton's Tourism Unit wishes to upgrade the billboards at the front of the building, pulling down existing billboards and information structures to provide a cohesive approach through digital signage.

A Request for Proposal for the implementation and management of a digital billboard was submitted to three digital design agencies:

- Paradise Outdoor Advertising;
- Bishopp Outdoor Advertising; and
- SMR Advertising.

A Proposal was received from SMR Advertising on 2 July 2018.

Attached to this report is:

- Request for Proposal;
- SMR Advertising quotation; and
- Mock-up of the proposed signage.

OBLIGATIONS

SMR Advertising will commit to the following obligations:

- Supply Digital Billboard;
- 80% content from inside the Rockhampton Region boundaries;
- 20% content from outside the Rockhampton Region;
- 10% content provided to Rockhampton Regional Council for use;
- A 'special' package developed for tourism operators in the Rockhampton Region;
- Responsibility for design, fabrication, installation and management of the digital billboard.

Rockhampton Regional Council will commit to the following obligations:

- Provide power and land; and
 - Remove all pre-existing signage.
-

PREVIOUS DECISIONS

Ordinary Council – 14 August 2018

THAT Council:

1. *Approve the draft concept plan;*
2. *Authorise the Chief Executive Officer (Manager Regional Development and Promotions) to seek additional funding to cover the unfunded project balance; and*
3. *Approve the Chief Executive Officer (Manager Regional Development and Promotions) to develop a design and construct package to implement the draft concept plan.*

THE SPIRE VISITOR INFORMATION CENTRE

Request for Proposal - Capricorn Spire Visitor Information Centre

Meeting Date: 28 August 2018

Attachment No: 1

REQUEST FOR PROPOSAL

DIGITAL BILLBOARD

CAPRICORN SPIRE VISITOR INFORMATION CENTRE

Proposals required: 13 July 2018

Project Overview:

Rockhampton Regional Council commenced management of the Capricorn Spire Visitor Information Centre in February 2017. Council has undertaken significant upgrades to the inside of the Visitor Information Centre and will be commencing within the next 12 months upgrades externally to the building.

Advance Rockhampton's Tourism unit is looking to upgrade the billboards at the front of the building, pulling down existing billboards and information structures to provide a cohesive approach through digital signage. ([Google Map Image](#) for reference)

Advance Rockhampton is requesting proposals for the implementation and management of a digital billboard at the Capricorn Spire Visitor Information Centre.

Proposal Outline

Proposal for the implementation and management of a digital billboard at the Capricorn Spire Visitor Information Centre to include:

- Proposal for Option for co-share / ownership between Council and supplier and full ownership by supplier
- Stipulation of time frames / period for proposal
- Inclusions of:
 - Digital Billboard appropriate for this space, but roughly between 3m – 6m in width
 - 80% content from inside the Rockhampton Region boundaries
 - 20% content from outside the Rockhampton Region
 - 10% content provided to Rockhampton Regional Council for use
 - A 'special' package developed for tourism operators in the Rockhampton Region.
- The Successful Offerer is responsible for design, fabrication, installation and management of the digital billboard.

Proposal Process

Advance Rockhampton will review all proposals to identify the preferred option that meets the needs of the Capricorn Spire Visitor Information Centre.

Proposal to include:

- Basic concept designs
- Proposed time frames for project implementation
- Potential rate cards and package concepts for four operators

The successful offerer will be required to enter into an agreement with Council. The terms and conditions of the agreement will be negotiated between the parties once the billboard management structure has been finalised.

Timeframes (indicative only):

Proposals due: 13 July 2018

Preferred option notification: 01 August 2018

Additional Information

- Structure at front of Visitor Information Centre will be pulled down and is the preferred location for the digital billboard.
- While there is an [existing existing billboard](#) sign on-site, a proposal for a larger sign (assuming a larger sign-face area), that is digital (change displays) and includes illumination is not considered a like-for-like replacement of the existing sign and therefore would require planning approval.
- The site is designated in the Open Space Zone and a billboard sign proposal in this zone requires an impact assessable development application required to undergo a period of public notification. The successful offerer is required to lodge and pay any fees associated with required planning or building applications (where applicable).
- The planning application must address the 'advertising devices code' and any other relevant codes of the *Rockhampton Region Planning Scheme 2015*, most likely at least the relevant zone code.
- As the sign would be facing Gladstone Road, a State-controlled road, the application may be sent by the assessment manager to the Department of Transport and Main Roads for their comments. It is recommended an assessment against the Roadside Advertising Manual is also included in the application.
- There is a Council assessment fee cost for 3rd part advertising devices under the 2017/2018 fees and charges schedule.
- It is expected that the final decision for the planning application would be made at a Council Meeting.

THE SPIRE VISITOR INFORMATION CENTRE

RRC Spire Led Quote

Meeting Date: 28 August 2018

Attachment No: 2

Sweeney Vaughan Communications Pty Ltd T/A
AD STRATEGY
ABN: 85 108 581 068

Paul Sweeney – 0408 210 505
paul@smradvertising.com.au

QUOTATION

Date: 29th June, 2018
By: Paul Sweeney

To: Rockhampton Regional Council

DESCRIPTION

Supply and install Single Sided 6m x 3m P8 LED Digital Billboard.
Steel structure, 2 pack painted colour to be advised
1500mm to underside of sign.
Landscaping as per Image supplied
All media players included with 3/4G comms
Content Management System Training
Power connected to sign
Remove existing signage
RRC Application Fees
Planning Consultant Fees
Traffic Management Consultant Fees
Refer client image for general intent and location in Rockhampton

Option 1 - Purchase

Sub Total	\$137,340.00
Plus GST	<u>\$13,734.00</u>
TOTAL	\$151,074

Option 2 - Rental

5 Year Rental Agreement (60 Months)

Monthly Rent	\$2,849.80
Plus GST	<u>\$284.98</u>
TOTAL	\$3,134.78
60 Months	\$170,988.00
Plus GST	<u>\$17,098.00</u>
TOTAL	\$188,086

Regards
Paul Sweeney

THE SPIRE VISITOR INFORMATION CENTRE

Digital Signage Mock-up

Meeting Date: 28 August 2018

Attachment No: 3

Digital Signage: Mock-up V3



inkspin.com.au
1300 20 12 20

11.4 SUBMISSION TO STANDING COMMITTEE ON INDUSTRY, INNOVATION, SCIENCE AND RESOURCES

File No: 8444
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Damon Morrison - Executive Coordinator to Mayor

SUMMARY

Minister for Resources and Northern Australia, Senator the Hon Matthew Canavan has asked the Standing Committee on Industry, Innovation, Science & Resources to inquire into and report on how the mining sector can support businesses in regional economies..

OFFICER'S RECOMMENDATION

THAT Council endorse the distributed submission.

COMMENTARY

The Standing Committee on Industry, Innovation, Science and Resources is holding a public hearing in Rockhampton on 29 August 2018 into the ways the mining sector can support businesses in regional economies.

The Committee has invited interested persons and organisations to make submissions addressing the terms of reference below.

Terms of Reference:

- The appropriateness of the payment terms offered to businesses by the mining sector;
- Best practices between the mining sector and businesses, especially in regards to how they can support regional communities and economies;
- Barriers to the greater use of regional businesses in the procurement of services by the mining sector;
- Building the skills and expertise of businesses to leverage opportunities in the mining sector;
- Opportunities for businesses to diversify to other markets; including the mining industry in Australia and overseas, and across different industries;
- The role of mining equipment, technology and services (METS) organisations in R&D and innovation and how payment terms impact on companies' ability to invest in these areas;
- How the Federal Government can support businesses in regional economies benefit from mining development;
- How royalties are shared between landholders on gas fields and State and Territory Governments; and
- Any other related matter.

A draft submission will be distributed to Councillors prior to the meeting.

**11.5 CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT
JULY 2018****File No:** 1392**Attachments:**

1. **CTS Monthly Report - July 2018**[↓](#)
2. **ES Monthly Report - July 2018**[↓](#)
3. **Finance Monthly Report - July 2018**[↓](#)

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

SUMMARY

The monthly operations report for the Corporate Services Department as at 31 July 2018 is presented for Councillors information.

OFFICER'S RECOMMENDATION

THAT the Corporate Services Departmental Operations Report as at 31 July 2018 be "received".

COMMENTARY

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

**CORPORATE SERVICES
DEPARTMENT - MONTHLY
OPERATIONAL REPORT JULY 2018**

CTS Monthly Report - July 2018

Meeting Date: 28 August 2018

Attachment No: 1

MONTHLY OPERATIONS REPORT
CORPORATE AND TECHNOLOGY SERVICES
PERIOD ENDED JULY 2018



1. Operational Summary

Property & Insurance:

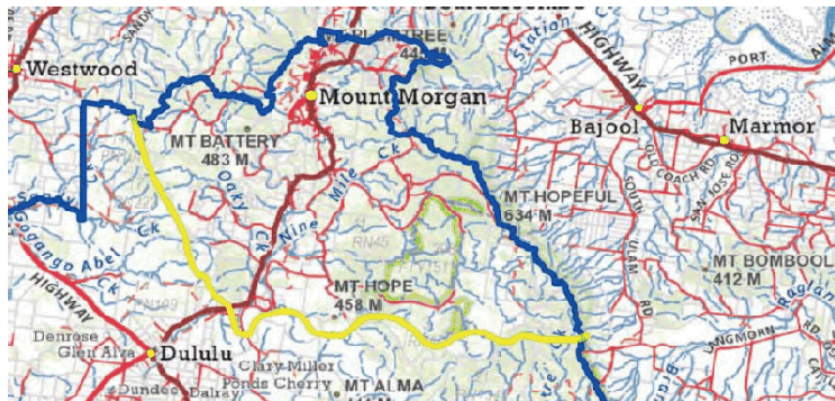
Native Title

Council has received a notice advising that the Warrabal claim was to be publicly notified from 25 July 2018, with the notice period ending on 24 October 2018. The extent that the claim affects Rockhampton Regional Council LGA is indicated in the table below (Mt Morgan area).

Local Government	Applicant Name	Claim Area over LGA (external boundary only) Km ²	Percentage % of LGA covered by claim
Banana	Warrabal People	6077.28	21.29%
Central Highlands Regional		523.67	0.88%
Gladstone Regional		2.33	0.01%
Rockhampton Regional		629.69	9.58%

This claim has not been accepted for registration. It partly overlaps the Gaangalu Nation People claim and both the Warrabal and the Gaangalu claims are listed for a contested hearing of the "connection" question (though a hearing date is yet to be set). Local government are not actively participating in the hearing of this separate question.

Local Buy appointed solicitors (Marawah Law Pty Ltd) recommend that Councils join as respondent parties to this claim, during this public notice period, so that RRC is on the record in the event the Warrabal People are found to have connection to the area and the claim then proceeds to consideration of extinguishment and the other interests in the area. If more than one Council instructs Marawah Law to lodge a party notice on their behalf, Marawah Law will also lodge a group application for financial assistance with the AGD native title division. We have been advised Central Highlands Regional Council is joining as a respondent party, and Rockhampton Regional Council will also join as respondent parties.



Corporate & Technology Services Monthly Operations Report

Yellow line signifies approximate RRC boundary

Blue line shows approximate Warrabal People claim boundary in relation to RRC boundary.

Fleet:

Fleet Capital expenditure has started the year ahead of budget due to the carryover of committals. Delivery of three new prime movers is expected week beginning 13 August.

Plant hire operations commenced the year on budget and with the expected high capital activity this year, the operating surplus should remain as budgeted.

The contract has been awarded for the new Corporate Communications site at Pinnacle Mountain, Mt Morgan. The contractor is expected onsite late September with completion in late October.

SmartHub:

Evans Edwards Accountants held an evening session at the SmartHub for members to talk about how to get better value from accountants.

Juliana Medina, Colombian Digital Influencer, vlogger for aca en Australia, visited the SmartHub during her time in Rockhampton to explore the region on behalf of Study Queensland. She interviewed our SmartHub Administrator and youngest SmartHub member Cooper who talked about the opportunities for people to do business in the region and the benefits of connecting with the startup community.

Our SmartHub Business Manager attended multiple sessions in Brisbane involving Startup Community Leaders from Queensland and the Chief Entrepreneur, Steve Baxter, to discuss funding support for regional startup hubs, impact measurement, collaboration, sustainability, leadership and culture.

SmartHub members and the wider business community attended the monthly lunch and learn session with communications technician, Brian Bartlett to talk about effective communication and innovation titled "The Big Wheel".

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







2. Customer Service Requests

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

	Balance B/F	Completed in Current Month	Current Month NEW Request		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed							
Accounts Payable Enquiry	1	1	1	1	0	0	2	● 1.00	● 1.17	● 1.22	0.86
Insurance: Mower / Slasher / Whipper / Snipper	1	1	0	0	0	0	90	● 0.00	● 13.21	● 12.26	12.65
Insurance: Personal Accident / Injury	0	0	3	0	0	0	120	● 0.00	● 0.40	● 9.22	45.52
Insurance: Public Liability / Property Damage Public Property	8	7	5	1	1	0	90	● 1.00	● 4.44	● 6.94	16.17
Leased Premises - General Enquiry	0	0	0	0	0	0	5	● 0.00	● 0.00	● 0.80	1.00

3. Capital Projects


Details of capital projects not reported regularly to Council or a particular Committee in other project specific report updates as at period ended July 2018 – 8% of year elapsed

Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	Life to date actual (incl committals)
Fleet Asset Renewal Program (CP440)	01/07/2018	30/06/2019		\$6,270,000	\$2,643,488
Comments	Fleet Capital expenditure has started the year ahead of budget due to the carryover of committals. Delivery of three new prime movers is expected week beginning 13 August.				
IT Asset Renewal & Upgrade Program – excluding RAMP (CP230)	01/07/2018	30/06/2019		\$2,168,707	\$53,150
Comments					
RRC Asset Management Project RAMP (CP230)	22/01/2018	30/09/2019		\$2,023,396	\$1,478,853
Comments	Business Process Review workgroup sessions in progress with FRW nearing completion. Budget review underway.				
Stage 3d Smart Technology – Victoria Parade – Fitzroy to Archer (CP235)	01/12/2016	01/03/2019		\$568,110 (18/19 budget allocation)	\$34,156 (18/19)
Comments	Detailed design completed, final quotes being assessed and work is expected to commence in late August.				
Stage 2 Smart Parking – Disability ePermit (CP235)	22/01/2018	14/12/2018		\$250,000	\$234,179
Comments	Installation of the 375 parking bay sensors and communications equipment was completed in July. Parking wayfinding is scheduled for installation in late August.				
CCTV System Upgrade	01/07/2018	14/12/2018		\$184,000	\$141,696
Comments	OLGR grant (Safe Night Precinct) \$100,000. Smart CCTV software (VideoXpert) implemented and additional data storage commissioned. Now working through upgrading specified cameras and network equipment.				



4. Operational Projects

As at period ended July – 8% of year elapsed

Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	YTD Actual
Smart Hub Programming	01/07/2018	30/06/2019		\$61,725	\$4000
YCA & YINC	Date 25/07/2018 – 27/07/2018, 06/09/2018 (Pitch Night) and 2019	<p>Description of strategy</p> <p>Young Change Agents Program (YCA)</p> <p>The YCA high school program (grades 7-12) is built as a train-the-trainer model for teachers and runs for two and half days. This is a cross-curricular program that encompasses elements of civics & citizenship, social studies, commerce, english, maths, drama, IT and art.</p> <p>Youth Incubator Program (YINC)</p> <p>YINC is Young Change Agents youth incubator program for selected alumni of the YCA program. YINC is a mix of masterclasses, activities, networking and group work including:</p> <ul style="list-style-type: none"> - a cycle of prototyping and customer validation that allows teams to iterate their solutions in line with customer needs; - engagement with mentors to create confidence and a transfer of knowledge and skills; - exposure to industry experts, professionals and potential clients; - specific new learning topics including sales, partnerships, financing, marketing, legal, finance and risk; - showcases at the end of each 3 day session to allow teams to access support and/or reflect on their learnings. 			
<p><u>Comments re status/success/outcome</u></p> <p>The YCA workshops held this month were sponsored by Telstra. Glenmore State High School (2 Teams) and North Rockhampton State High School (4 teams) where the two schools that participated in our region and Jim Callan and Tanya Rutherford assisted with the facilitation with Margaret O'Brien from YCA. The students were engaged and the program gave them, the teachers and parents involved the opportunity to trial and learn what it means to be entrepreneurial. The workshops are scheduled to run in two of the independent High Schools (Emmaus and Heights College) in October. There will be a Pitch Night held on 6 September at CQUniversity where the high school (YCA) and primary school (Design Thinking Challenge – see details below) teams will come together and share their ideas with teachers and parents and obtain feedback and encouragement from the experienced mentors and judges.</p> <p>The dates for the YINC program, sponsored by Ergon Energy are yet to be scheduled as YCA have suggested that at least 10 schools participate for the best outcomes. Therefore it is likely that more rounds of the YCA program will be required this year and early next year to increase the number of schools participating which will ensure the YINC is worthwhile.</p>					
Startup OnRamp	Date 09/2018 – 12/2018	<p>Description of strategy</p> <p>The 12 week Startup Onramp program is for startup founders who are at the beginning of their startup journey, including those who currently have a day job and want to make the transition from <i>employee</i> to <i>startup founder</i>. The program comprises a two-hour workshop each week, plus weekly individual mentoring sessions, and culminates in a pitch night in which all participants pitch their startup and share their learnings with fellow entrepreneurs.</p>			

Corporate & Technology Services Monthly Operations Report

<p><u>Comments re status/success/outcome</u></p> <p>Advance Qld have approved funding for the program to run in regional areas of Queensland and Elize is attending facilitator training in August along with Bill McKeague and Scott Thomas who will be the other facilitators for Rockhampton. Dates are to be set soon but it is expected to run from September to December this year. Once determined the application forms and marketing will be finalised to start promoting the event.</p>		
Design Thinking Challenge	Date TBA	<p>Description of strategy</p> <p>This design-thinking based program for primary school (grades 5 – 6) will be two mini-versions of the Young Change Agents (YCA) high school program and will run for 1 full day across 2 schools (1 State and 1 Independent). The program involves teachers and provides a scaffold for the high school version - helping build the empathy, enquiry, prototyping, validation and pitching skills of the youth.</p>
<p><u>Comments re status/success/outcome</u></p> <p>YCA have been engaged to run this program in primary schools but the dates and schools participating are yet to be confirmed. They have been in discussion with Glenmore Primary School (20) and Heights College (60) who have both expressed interest to participate but details and dates are to be finalised.</p>		
GovHack and Startup Weekends	Date 07/09/2018 – 09/09/2018 and 09/11/2018- 11/11/2018	<p>Description of strategies</p> <p>GovHack 2018 (yearly)</p> <p>GovHack is an open data hackathon held across Australia. It's all about encouraging and celebrating people's technical and creative capacity with government for great outcomes, and building upon the social and economic value of Open Data published by government.</p> <p>Startup Weekends (2 per year)</p> <p>In just 54 hours, participants experience the highs, lows, fun, and pressure that make up life as a startup. They learn how to create a real company, meet great mentors, investors, co-founders, and sponsors who are ready to help turn their idea into an actual business with paying customers.</p>
<p><u>Comments re status/success/outcome</u></p> <p>Registrations for GOVHack 2018 open on Friday 16 August. Elize has been participating in weekly zoom meetings with the GOVHack committee. As the venue provider, the SmartHub team, with the assistance of the IT department are working through the checklist provided by Scott Thomas to ensure that the event volunteers, mentors and participants have the resources and technology they need. We are also assisting with promotion of the event through our social media platforms and mailing list.</p> <p>The Startup Weekend organising committee met on the 31 July to discuss feedback from the June Startup Weekend and roles for the November Startup Weekend which is at the end of Global Entrepreneur Week. It was decided that there would be no theme for the event so that our audience is not restricted. Registration for the event with Techstars will happen shortly and the committee will start meeting regularly to discuss planning, sponsorship, mentors, judges and marketing for the event to attract participants.</p>		



5. Budget

Financial performance as expected for the reporting period.

	Adopted Budget	EOM Commitments	YTD Actual	Commit + Actual	Var	On target
	\$	\$	\$	\$	%	8.3% of Year Gone
CORPORATE & TECHNOLOGY SERVICES						
<i>Fleet</i>						
Revenues	(283,000)	0	(1,436)	(1,436)	1%	✗
Expenses	11,900,948	779,501	1,241,823	2,021,324	17%	✗
Transfer / Overhead Allocation	(17,803,700)	0	(1,791,678)	(1,791,678)	10%	✓
Total Unit: Fleet	(6,185,752)	779,501	(551,291)	228,210	-4%	✗
<i>Property & Insurance</i>						
Revenues	(439,352)	0	(45,885)	(45,885)	10%	✓
Expenses	3,554,418	2,202,880	802,591	3,005,472	85%	✗
Transfer / Overhead Allocation	9,171	0	552	552	6%	✓
Total Unit: Property & Insurance	3,124,237	2,202,880	757,259	2,960,139	95%	✗
<i>Corporate & Technology Management</i>						
Expenses	664,420	23,049	31,124	54,173	8%	✓
Transfer / Overhead Allocation	555	0	564	564	102%	✗
Total Unit: Corporate & Technology Management	664,974	23,049	31,687	54,736	8%	✓
<i>Information Systems</i>						
Revenues	(22,500)	0	(1,233)	(1,233)	5%	✗
Expenses	7,205,775	615,120	1,383,977	1,999,097	28%	✗
Transfer / Overhead Allocation	19,768	925	7,677	8,602	44%	✗
Total Unit: Information Systems	7,203,043	616,045	1,390,420	2,006,465	28%	✗
<i>Procurement & Logistics</i>						
Expenses	1,731,614	805	114,246	115,051	7%	✓
Transfer / Overhead Allocation	37,454	0	3,227	3,227	9%	✗
Total Unit: Procurement & Logistics	1,769,068	805	117,474	118,278	7%	✓
<i>Smart Hub Business</i>						
Revenues	(59,000)	0	(27)	(27)	0%	✗
Expenses	393,971	4,853	9,798	14,651	4%	✓
Total Unit: Smart Hub Business	334,971	4,853	9,771	14,624	4%	✓
Total Section: CORPORATE & TECHNOLOGY SERVICES	6,910,541	3,627,132	1,755,320	5,382,452	78%	✗

Comments

Property & Insurance - \$2.86M expenditure refers to pre-paid rent for 175 East Street, and pre-paid insurance premiums.

Information Systems – Approx \$1.8M expenditure refers to pre-paid subscription, maintenance and licensing fees.

Fleet – Expenses are ahead of target due to block payment of vehicle registrations and insurance.

6. Section Statistics

Safety Statistics

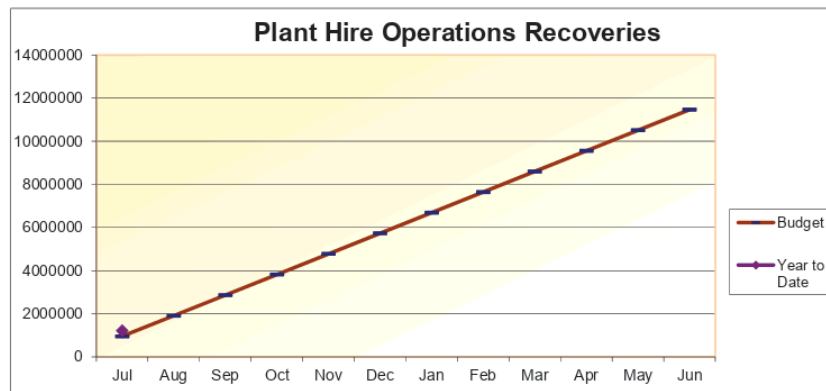
	First Quarter		
	July	August	September
Number of Lost Time Injuries	0		
Number of Days Lost Due to Injury	0		
Total Number of Incidents Reported	2		
Number of Incomplete Hazard Inspections	1 (Hard copy done – yet to enter into Riskware)		

Service Delivery

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
IT support services provided within service levels outlined in the IT Service Catalogue.	95%	91%	Operational
Ensure availability of system up-time during core business hours (excluding planned outages).	99%	100%	Operational
Process records on the day of receipt as per Recordkeeping Charter.	95%	100%	Operational
Ensure supplier payments are made within stated trading terms.	90%	96%	Operational
Ensure top 100 suppliers by dollar value under formal purchasing agreements (contracts).	90%	90%	Operational
Maximise Council property occupancy rates.	98%	100%	Operational
Ensure tenanted properties in any month, have current lease agreements and public liability insurance.	80%	95%	Operational
Process insurance claims within procedural timeframes.	100%	100%	Operational
SmartHub Membership (Target 2018 - 20)	50	38	Operational

7. Whole of Council Reports and Statistics

Fleet Services



Plant Hire Operations Budget (Surplus)	\$11,463,100
Year to Date (Surplus)	\$ 1,226,317

Procurement & Logistics

Contracts Awarded for July – 11

Tender/Contract No.	Contract Name	Awarded	Amount
TEN12921	Kerbside Recycling	JJ Richards & Sons Pty Ltd	SOR
TEN12975	RPQS Wet Cement Products	Various	SOR
QUO12997	Daily Locking for Mt Morgan Toilets	Glen & Judith Lee	\$6,810.03 per year
QUO13002	Replacement of Office Building at Airport	M & P Services (Qld) Pty Ltd	\$147,673
TEN13016	Rockhampton Region Signage Fabrication	Church Communities Australia Ltd T/A Danthonia Designs	SOR
TEN13038	Cleaning of Rooves, Gutters and Downpipes	Paul Langdon Plumbing Pty Ltd	SOR
QUO13046	Irrigation System Maintenance	Think Water Rockhampton	SOR
TEN13036	Kalka Shades Redevelopment Light Poles	Rocla Pty Ltd	\$71,050
TEN13071	Operation of Wet Play Areas	Steve & Tracy Doherty Pty Ltd T/A Poolwerx Rockhampton	SOR
QUO13076	Inner Rockhampton Mesoscopic Transport Model	AECOM Australia Pty Ltd	\$61,980
QUO13087	Fraser Park Redevelopment Masterplan	McMurtrie Consulting Engineers	\$190,870

Tenders / quotes in progress - 24

**CORPORATE SERVICES
DEPARTMENT - MONTHLY
OPERATIONAL REPORT JULY 2018**

ES Monthly Report - July 2018

Meeting Date: 28 August 2018

Attachment No: 2

MONTHLY OPERATIONS REPORT

FINANCE – ENVIRONMENTAL SUSTAINABILITY

PERIOD ENDED JULY 2018



1. Operational Summary

Environmental Sustainability Strategy

- Council's 6 week public consultation period on the proposed Strategy closed 13 July 2018.
- Council received a total of 14 submissions covering some 100 individual suggestions.
- The Sustainability Strategy Executive Group will meet to consider the input and a revised Strategy will be sent to Council for consideration and adoption in the coming months.

Natural Environment Program

- Recruitment commenced for a new Project Officer position to progress Council's new Natural Environment Program.
- As part of the Program, planning is also underway to progress bush regeneration works at Fraser Park (Mount Archer summit), creek rehabilitation works on Frenchmans, Thozets and Moores Creek and volunteer support to enhance the capacity of the Nursery to support Council's free native plants program.

Bringing Nature Back Program

- As part of the Building Better Regions – Community Investment Fund, Council secured a grant to establish the Bringing Nature Back program (\$19,990 FY18/19).
- It is anticipated that the program will be launched at Tropicana on 07 October 2018, with an interactive nature-based community workshop series and native plant giveaway.

Living Sustainably Program

- To promote sustainability awareness and action, Council launched a new calendar competition for both primary and secondary schools. 'Sustainability in Action!' will feature sustainability messages and photographs from students across the Region. Winning schools will be recognised at Tropicana 2018.
- The resulting calendar will be distributed directly to schools, as well as the community both online and in limited hard copy. Hardcopies will also be made available via Customer Services Centres, the annual CBD Christmas Fair and through an allocation to all Councillors. This calendar builds upon, and replaces, the successful recycling calendar delivered by Council over the past decade.

Second Nature Program

- Internal Sustainability Working Group – The next working group meeting is scheduled for 29 August 2018 and will focus on renewable energy and energy efficiency measures with a field trip to the solar installation at the Gracemere library.
- Sustainability seed fund initiatives – The preparation and roll-out of the 2018 seed fund initiatives is continuing with commencement of the black soldier fly trial at Rockhampton Zoo and composting at the City Childcare Centre. During August, the office recycling trial is scheduled to commence with the Marketing team on Quay Street and units located on the top floor of the Walter Reid building.

2. Customer Service Requests

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

3. Capital Projects




Details of capital projects not reported regularly to Council or a particular Committee in other project specific report updates as at period ended July – 8% of year elapsed.




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





4. Operational Projects





As at period ended July – 8 % of year elapsed.





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

		
on track	generally on track, with minor issues	off track

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc commitments)
Environmental Sustainability Strategy (ESS): Develop Council's Strategy with input from internal and external stakeholders. Stage 1 – Initial review (completed Jan 2018) Stage 2 – Visioning (completed Mar 2018) Stage 3 – Strategy development (completed Apr 2018) Stage 4 – Strategy validation (completed May 2018) Stage 5 – Consultation and adoption (Jun-Oct 2018) Stage 6 – Implementation (upon adoption of the Strategy)	Oct 17	Dec 18		<ul style="list-style-type: none"> Public consultation completed 13 July 2018. Community input to be considered by the Sustainability Strategy Executive Group, with the final revised Strategy to be presented to Council for consideration and adoption. 	\$0	\$0
Pathway 1 – Natural environment (partnerships and programs)						
Natural environment planning: Identify and map priority natural assets for protection and enhancement. This work will update and replace the natural environment study completed in 2010 (covering the amalgamated regions) and will inform works for the Natural Environment Program, identify areas for future development offsets and also inform future iterations of the Planning Scheme.	Sep 18	Jun 19		<ul style="list-style-type: none"> Pending commencement of new Project Officer. 	\$65,000	\$0
Natural Environment Program: On-ground works projects to maintain and enhance key natural areas, green corridors and urban waterways in conjunction with key stakeholders and the community. It may also provide seed funding to help address environmental projects on Council land.	Jul 18	Jun 19		<ul style="list-style-type: none"> Exploring potential works programs with Capricornia Catchments and Multicultural Development Australia (MDA). Planning for potential projects at Fraser Park, Council's Nursery and Frenchmans/Moores Ck. 	\$50,000	\$0

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc committals)
Fish hotels – Yeppen and Woolwash Lagoons: Fitzroy Basin Association secured funding to install additional fish hotels at Yeppen and Woolwash Lagoons. The ES Team is coordinating Council interests and Parks is providing in-kind support to this project via the Jobs Queensland crew and the use of the Green Waste Compound for assembly activities at the Rockhampton Botanic Gardens.	Apr 18	Sep 18		<ul style="list-style-type: none"> Water levels necessitated a change of installation location to Yeppen and Crescent Lagoons. Construction completed Jul 2018. Installation and media scheduled for Aug 18. 	FBA	FBA
Riparian study – Frenchmans and Thozets Creek: Regional Services has formed a cross-disciplinary Council team to explore opportunities for integrated floodplain management within the Frenchmans and Thozets Creek areas. The ES Team is part of the project team providing input to this study.	Mar 18	Jul 18		<ul style="list-style-type: none"> Final report received, project completed. Collaboratively exploring opportunities to support and fund proposed program of riparian works, such as grants and labour support. 	Regional Services	Regional Services
Pathway 2 – Empowering our community (external programs)						
Bringing Nature Back program: Long-term nature-based community engagement program, designed to bring nature back into the community's hearts, minds and everyday lives by creating opportunities to connect with nature and get involved with the natural environment program. Sponsored by the Australian Government as part of the <i>Building Better Regions – Community Investments Stream</i> . The Program will deliver a workshop series and engagement activities and tools that help the community to improve urban canopy cover in their own backyards, local streets, nearby creeks and on Council land.	Jul 18	Jun 19		<ul style="list-style-type: none"> Negotiating grant agreement with Building Better Regions Fund / AusIndustry. Launched native plants program in conjunction with National Tree Day / Emergency Services Day. 500+ trees provided to residents with supporting plant information flyer and fertiliser. Bringing Nature Back workshop program under development. Official program launch scheduled for Tropicana on 07 Oct 2018. 	\$29,305 + \$19,990 grant	\$21,500
Living Sustainably program: Long-term behaviour change program designed to encourage the community to adopt a wide array of actions and behaviours that support Council's sustainability goals. The program will recognise and reward sustainability awareness and action in schools as part of the annual schools calendar competition, Council's annual	Jul 18	Jun 19		<ul style="list-style-type: none"> Launched 'Sustainability in Action!' schools calendar competition (closes 31 Aug 18). Commenced preparations for production of Council's annual sustainability calendar. Commenced preparations for a rolling communications program focussed on a monthly 	\$25,000 + \$10,000 RRWR contribution	\$0

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc committals)
sustainability calendar in both electronic and hardcopy formats, a sustainability resolutions calendar for residents and a rolling monthly communications program commencing in January 2019.				sustainability action for residents to implement in their own home, supported by a range of associated information and events should they wish to learn more.		
Community assistance program (environment and sustainability): A grants program designed to support community-based environment and sustainability initiatives. Funds will be administered as part of the Community Assistance Program and ensure that community environment and sustainability objectives are met by contributing to the establishment of a specific funding stream. It is anticipated that the program will support a wide range of community workshops and on-ground activities.	Jan 19	Jun 19		<ul style="list-style-type: none"> Pending integration with Council's existing Community Assistance Program. 	\$10,000	\$0
Reef Guardian Stewardship grant: The Great Barrier Reef Marine Park Authority awarded Council a Reef Guardian Stewardship grant to encourage environmental initiatives in our local communities. As part of this grant, Council will develop an education resource kit to provide local schools across the Rockhampton Region with action learning opportunities focussed on waterway awareness and source reduction.	Jul 18	Jun 19		<ul style="list-style-type: none"> Pending development of resource materials for rollout in Jan 19 	\$1700	0
Pathway 3 – Industry and infrastructure						
Clean growth choices for communities in transition: Queensland Government program designed to assist communities to become more resilient by acquiring new skills and technologies, mastering the transition to a low carbon technology and adapting to changing climate – all while creating the new jobs of tomorrow.	Aug 18	TBC		<ul style="list-style-type: none"> Program start-up meeting scheduled for Brisbane 16/17 August 2018. 	TBC	TBC
Sustainable Rockhampton Investment Fund: Supports projects that deliver both positive environmental outcomes and real operational savings for Council.	Jul 18	TBC		<ul style="list-style-type: none"> Pending confirmation of fund guidelines. 	TBC	TBC

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc committals)
Pathway 4 – Council operations (advancing corporate sustainability)						
Second Nature program: Council's internal sustainability engagement program has been designed to advance sustainability awareness and action within Council's operations. The Internal Sustainability Working Group champion sustainability initiatives across departments, act as a conduit for information and support sustainability action across the organisation.	Jul 18	Jun 19		<ul style="list-style-type: none"> Next working group meeting scheduled for 29 Aug 18 (Gracemere library solar installation). 	\$0	\$0
Sustainability Seed Fund program: As a key part of the internal sustainability engagement program, seed fund initiatives provide the opportunity to trial staff-initiated sustainability projects that foster sustainable behaviour whilst improving Council's wise use of resources.	Feb 18	Dec 18		2018 trial initiatives progressing as planned: <ul style="list-style-type: none"> Composting at City Childcare Centre (delivered) Black soldier fly trial at Zoo (in progress) Energy efficient behaviour (pending) Enhanced public place recycling at Zoo (pending) Transitioning to electronic forms (pending) Management of runoff from the Nursery (pending) Transition to recycled paper (in progress) Reusable coffee cups (in progress) Office recycling across Council (in progress). 	\$20,000	\$0
Queensland Climate Resilient Councils (QCRC): The QCRC is a free three year Program which Council subscribed to in mid-2017. Led by LGAQ, in partnership with the Queensland Government, the Program is designed to strengthen Council decision-making processes to respond to climate change.	Feb 18	Dec 18		<ul style="list-style-type: none"> Draft report received, pending review and finalisation. 	\$0	\$0
Energy Action Plan: Council facilities and services consume a significant amount of energy. This plan aims to identify Council's key strategic opportunities to achieve cost savings, improve environmental sustainability and recognise wider economic and social benefits.	Apr 18	Oct 18		<ul style="list-style-type: none"> Final draft under development, including more detailed information on site feasibility. To be presented for Council consideration upon completion. 	\$0	\$0

5. Budget

Financial performance as expected for the reporting period.



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

As At End Of July

Report Run: 15-Aug-2018 09:34:49 Excludes Nat. Accts: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	FOH Commitments	YTD Actual	Commit + Actual	Variance	Use Target
	\$	\$	\$	\$	\$	%	11.7% of Year Cost
CORPORATE SERVICES							
FINANCE							
<i>Natural Resource Management</i>							
Expenses	53,335	0	21,615	12,460	34,075	6%	✓
Transfer / Overhead Allocation	18,000	0	0	(3,913)	(3,913)	-38%	✓
Total Unit: Natural Resource Management	543,335	0	21,615	2,547	28,162	4%	✓
Total Section: FINANCE	543,335	0	21,615	2,547	28,162	4%	✓
Total Department: CORPORATE SERVICES	543,335	0	21,615	2,547	28,162	4%	✓
Grand Total:	543,335	0	21,615	2,547	28,162	4%	✓

Comments
Budget on track.

6. Section Statistics

Program/Activity	Date/s	Attendees	Comments
Completed activities			
NAIDOC Day (City Hall): Presentation of native plants at City Hall for tree planting activities at the Cricket Grounds	13 July 18	>500	>150 trees planted at Cricket Grounds
Emergency Services Day (Heritage Village): Native plant giveaway to celebrate National Tree Day	29 Jul 18	>5,000	>500 native plants provided to the community
Upcoming activities			
Girl Guides Environment Day (Leamington Street): Native plants and information flyers to support environmental education workshops and increased urban canopy cover	04 Aug 18	~300	100 native plants provided to attendees
Sustainability Strategy Executive Group workshop (internal): Workshop to review community input to the Environmental Sustainability Strategy and confirm final document prior to seeking adoption by Council	Aug 18	~20	
Internal Sustainability Working Group workshop (internal): Field trip to learn about the solar installation at Gracemere library	Aug 18	~20	
Small Landholders Day: Native plant giveaway	06 Oct 18	~700	
Tropicana (Rockhampton Botanic Gardens): Official launch of the Bringing Nature Back program including an interactive workshop series, native plant giveaway and presentation to winners of the 'Sustainability in Action' schools calendar competition	07 Oct 18	~1,500	
Tilapia Terminator and Wetland Care Day (Murray Lagoon): Support to Fitzroy Partnership for River Health, support education activities with Council's Environmental Resource Unit trailer	21 Oct 18	~100	
CBD Christmas Fair (CBD): Encouraging sustainability awareness and action via Council's 'Sustainability in Action!' calendar and 'Sustainability Resolutions' fridge calendar	01 Dec 18	~2,000	

7. Whole of Council Reports and Statistics

Nil to report.

8. Sustainability Events and Media Coverage



Support to NAIDOC Day ceremony tree planting activity (13 Jul 18).



Support to NAIDOC Day ceremony tree planting activity (13 Jul 18).



Council's native plant program at the Emergency Services Day event (29 Jul 18).

Over 500 free native plants were provided to residents of the Rockhampton Region to celebrate National Tree Day (thanks to Council's Nursery for providing appropriate plant stock for the day). All plants were provided a species information flyer (developed in collaboration with Native Plants Capricornia) and a slow release fertiliser pack.



Council's native plant program at the Emergency Services Day event (29 Jul 18).



Council's native plant program at the Emergency Services Day event (29 Jul 18).



Council's native plant program at the Emergency Services Day event (29 Jul 18).



Council's native plant program at the Emergency Services Day event (29 Jul 18).

This project was made possible via collaboration between the Environmental Sustainability Team, Council's Nursery and Native Plants Capricornia.

**CORPORATE SERVICES
DEPARTMENT - MONTHLY
OPERATIONAL REPORT JULY 2018**

Finance Monthly Report - July 2018

Meeting Date: 28 August 2018

Attachment No: 3

MONTHLY OPERATIONS REPORT**FINANCE****PERIOD ENDED JULY 2018****1. Operational Summary**

Sale of properties for overdue rates was held on Thursday 23rd August, a total of 6 properties sold on day of auction.

External Auditors Thomas, Noble Russell are onsite Monday 27th August to Friday 31st August.

2. Customer Service Requests

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



All Monthly Requests (Priority 3)
Finance 'Traffic Light' report
July 2018

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed							
Rates Enquiry	1	1	31	31	0	0	3	0.97	1.32	1.28	0.79



All Monthly Requests (Priority 3)
Corporate and Technology 'Traffic Light' report
July 2018

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed							
Rates Searches	14	14	126	105	21	0	5	2.89	2.95	2.98	2.80

V1 | Monthly Operations Report for Section

3. Capital Projects

No Capital Projects

4. Operational Projects

As detailed in the Environmental Sustainability section report.

5. Budget

Financial performance as expected for the reporting period.



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

As At End Of July

Report Run: 06-Aug-2018 16:19:50 Excludes Nat Accts: 2802,2914,2917,3524

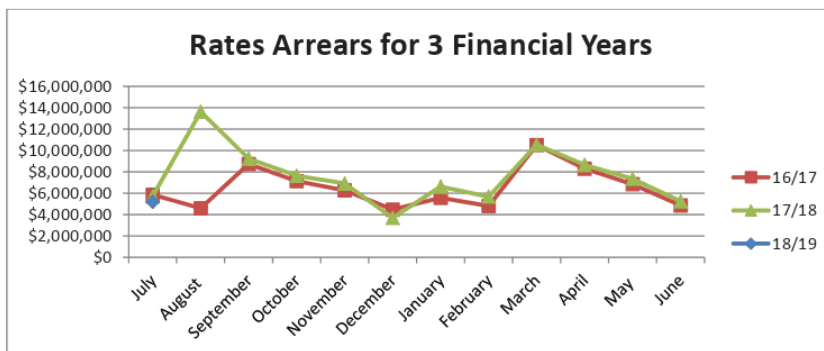
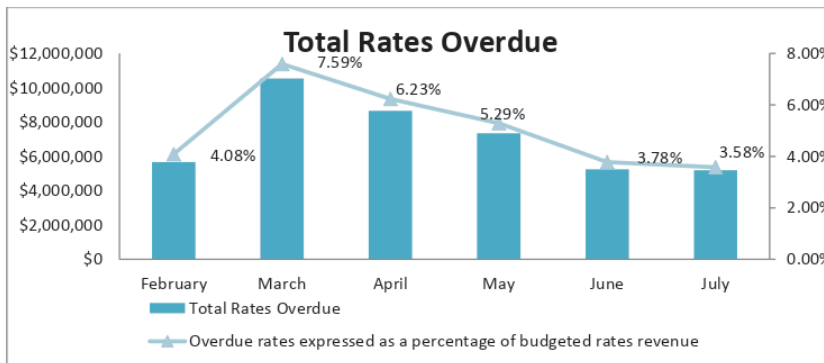
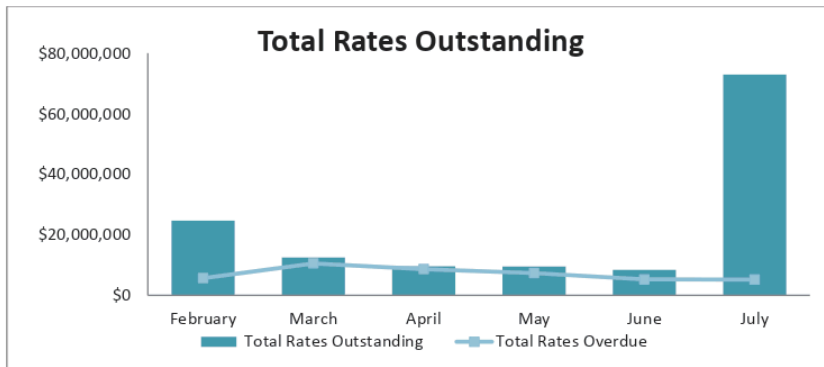
	Adopted Budget	Revised Budget	FOM Commitments	YTD Actual	Commit + Actual	Variance %	On Target 0.3% of Year Goals
	\$	\$	\$	\$	\$		
CORPORATE SERVICES							
FINANCE							
<i>Finance Management</i>							
Expenses	563,292	0	127,190	38,144	165,335	30%	✗
Total Unit: Finance Management	563,292	0	127,190	38,144	165,335	30%	✗
<i>Accounting Services</i>							
Expenses	1,854,584	0	0	87,534	87,534	5%	✓
Transfer / Overhead Allocation	0	0	0	257	257	0%	✗
Total Unit: Accounting Services	1,854,584	0	0	87,791	87,791	5%	✓
<i>Financial Systems</i>							
Revenues	(1,143)	0	0	0	0	0%	✗
Expenses	305,441	0	0	22,774	22,774	7%	✓
Transfer / Overhead Allocation	600	0	0	0	0	0%	✓
Total Unit: Financial Systems	304,898	0	0	22,774	22,774	7%	✓
<i>Customer Service</i>							
Revenues	(200,900)	0	0	(15,070)	(15,070)	7%	✗
Expenses	1,708,333	0	8,530	95,780	104,310	6%	✓
Transfer / Overhead Allocation	0	0	0	15	15	0%	✗
Total Unit: Customer Service	1,489,145	0	8,530	80,725	89,255	6%	✓
<i>Rates & Revenue</i>							
Revenues	(452,834)	0	0	(77,830)	(77,830)	17%	✓
Expenses	1,778,706	0	394,406	327,802	782,380	45%	✗
Transfer / Overhead Allocation	750	0	0	0	0	0%	✓
Total Unit: Rates & Revenue	1,326,622	0	394,406	250,172	704,550	54%	✗
<i>Natural Resources Management</i>							
Expenses	533,335	0	21,815	12,460	34,075	6%	✓
Transfer / Overhead Allocation	18,000	0	0	(9,313)	(9,313)	99%	✓
Total Unit: Natural Resource Management	542,335	0	21,815	2,547	24,762	4%	✓
Total Section: FINANCE	4,882,136	0	642,741	642,132	1,302,876	19%	✗
Total Department: CORPORATE SERVICES	5,882,435	0	591,741	552,433	1,483,825	19%	✗
Grand Total:	5,882,435	0	591,741	552,433	1,483,825	19%	✗

Comments

N/A

6. Section Statistics

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
Unpaid rates and charges are managed in accordance with the Revenue Management Policy, achieving an overdue balance of less than 3% at its lowest point.	<3%	3.58%	Operational
Rates are levied within one week of dates stipulated in the Revenue Statement.	100%	100%	Operational
Maintain the ratio of customer queries satisfied by Customer Service Officers, without referral to departments.	80%	89%	Operational
Customer Service Call Centre answering 75% of incoming calls within 45 seconds.	75%	85%	Adopted



7. Whole of Council Reports and Statistics

Nil to report.

V1 | Monthly Operations Report for Section

Customer Requests Completed Monthly & Top 5 Customer Requests

	July	August	September	October	November	December	January	February	March	April	May	June
Requests Logged	3388											
Same month Completed	2647											
% completed same month	78%											
Completed Total for Month	3263											
Total Pending	1889											
Top 5 Requests for Month	An/Dogr An/Wand Fac Man W/Leak R/Bin											

Total uncompleted customer requests up to 3 months old:	1463
Total uncompleted customer requests between 3 to 6 months old:	249
Total uncompleted customer requests greater than 6 months old:	177

Conquest Work Order & Investigation Long Term up to 3 months old:	595
Conquest Work Order & Investigation Long Term between 3 to 6 months old:	198
Conquest Work Order & Investigation Long Term greater than 6 months old:	36

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
	MMaint - Meter Maintenance	R/Bin - Replacement Bin	W/Leak - Water Leak
	Bin RRC - Replace Bin RRC	D/Plan - Duty Planner (New Enq)	S/Blockage - Reactive Sewerage Block

11.6 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 JULY 2018

File No:	8148
Attachments:	1. Income Statement July 2018 2. Key Indicator Graphs July 2018
Authorising Officer:	Ross Cheesman - Deputy Chief Executive Officer
Author:	Alicia Cutler - Chief Financial Officer

SUMMARY

The Chief Financial Officer presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 July 2018.

OFFICER'S RECOMMENDATION

THAT the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 July 2018 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 2018 to 31 July 2018), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

The attached financial statement provides Council's position after the first month of the 2018/19 financial year. After the first month results should be approximately 8.3% of the adopted budget.

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

Total Operating Revenue is reported at 33% 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 2018 of the financial year have been raised and are due on 29 August 2018.
- All other revenue items are in proximity to the adopted budget. To date 6% of all other revenue budgeted to be received has been collected.

Total Operating Expenditure is at 15% of the adopted budget with committals, or 7% of budget without committals. Key components of this result are:

- Committals are impacting the results of several Expenditure Account Groups. In some cases a number of annual committals have been raised for services and materials. Percentages for Expenditure Account Groups with and without committals is as follows:

Account Group	With committals	Without committals
Employee costs	7%	6%
Contractors & Consultants	36%	7%
Materials & Plant	14%	4%
Asset Operational	31%	8%
Administrative expenses	36%	12%
Depreciation	8%	8%
Finance costs	9%	9%
Other expenses	20%	12%
Total Expenses	15%	7%

- The majority of Expenditure Account Groups are within proximity of budget year to date when committals are excluded.
- Administrative Expenses are at 12% without committals as some software licences have been paid for the full year.

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

Total Capital Income is at 1% of adopted budget. The majority of capital revenue budgeted to be received in 2018/19 is from grants and subsidies tied to performance obligations. As Council progresses through the year and meets performance milestones grants will be claimed.

Total Capital Expenditure is at 2.4% of the adopted budget without committals. This represents an actual spend of \$3.2M for the first month of the financial year. To achieve the capital program of \$131.2M in 2018/19 an average monthly spend of \$10.9M is required. A large portion of capital projects are underway with \$47.4M of committals raised.

Total Investments are approximately \$71.3M as at 31 July 2018.

Total Loans are \$124.5M as at 31 July 2018.

CONCLUSION

At this early stage 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 2018. Operational expenditure is on budget after the first month of the financial year with a number of annual payments already being made and a large number of committals being raised.

The capital program saw \$3.2M spent during the first month of the financial year and will need to gain momentum over the coming months to deliver the projects budgeted for 2018/19.

The end of year results for the 2017/18 Financial Year are close to being finalised with a report that will be presented at the September Council meeting.

**SUMMARY BUDGET MANAGEMENT
REPORT FOR THE PERIOD ENDED
31 JULY 2018**

Income Statement July 2018

Meeting Date: 28 August 2018

Attachment No: 1



Income Statement
For Period July 2018 to July 2018
8.3% Of Year Gone

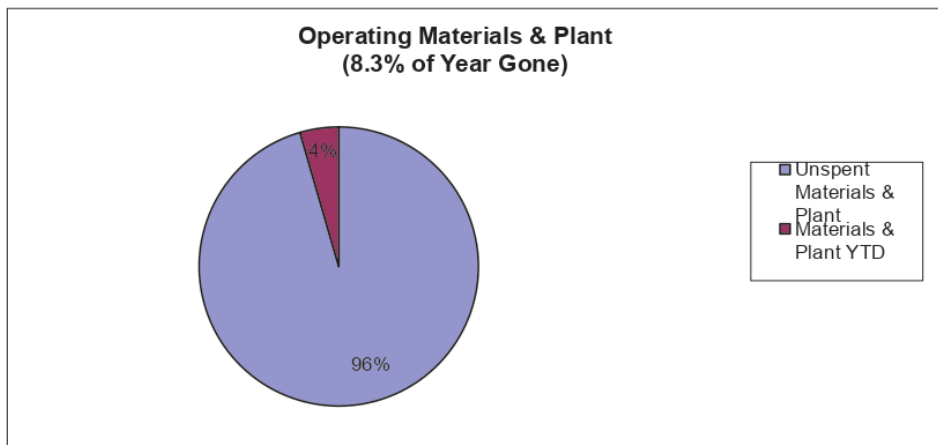
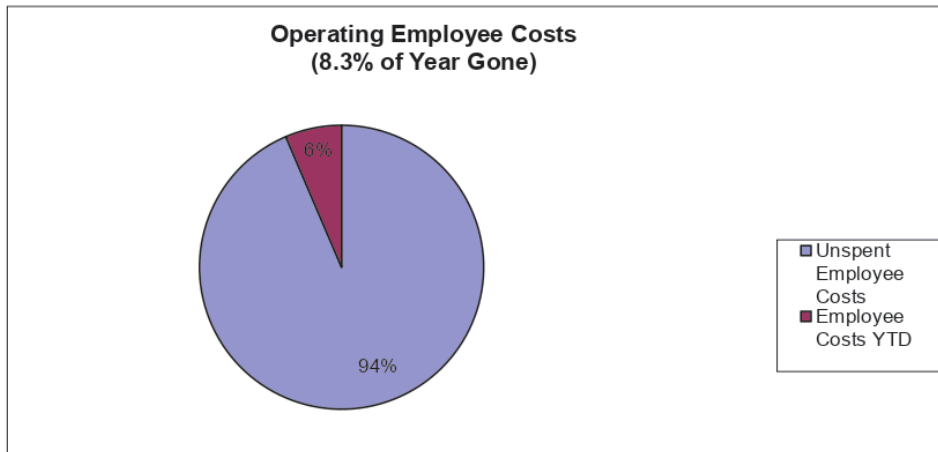
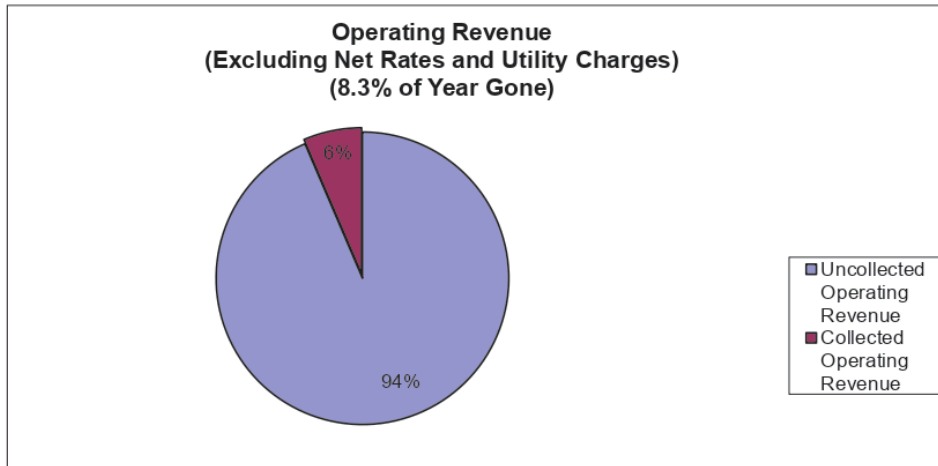
	Adopted Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Adopted Budget
	\$	\$	\$	\$	
OPERATING					
Revenues					
Net rates and utility charges	(145,182,957)	(83,071,062)	0	(83,071,062)	43% A
Fees and Charges	(24,840,946)	(1,858,827)	344	(1,858,283)	7% A
Private and recoverable works	(15,850,497)	(675,693)	4,455	(671,239)	4% A
Rent/Lease Revenue	(3,072,340)	(346,895)	0	(346,895)	11% A
Grants Subsidies & Contributions	(7,431,709)	(242,927)	45,455	(197,473)	3% A
Interest revenue	(1,581,517)	(180,019)	0	(180,019)	11% A
Other Income	(4,224,795)	(364,574)	0	(364,574)	9% A
Total Revenues	(202,199,762)	(66,738,597)	50,253	(66,689,349)	33% A
Expenses					
Employee costs	78,647,831	5,054,271	285,973	5,340,244	7% A
Contractors & Consultants	17,227,336	1,171,352	5,041,674	6,213,026	36% A
Materials & Plant	21,058,807	943,980	2,010,288	2,954,266	14% A
Asset Operational	20,349,070	1,727,686	4,828,982	6,356,668	31% A
Administrative expenses	14,408,616	1,665,549	3,460,174	5,125,723	36% A
Depreciation	52,553,886	4,379,474	0	4,379,474	8% A
Finance costs	6,804,535	585,421	0	585,421	9% A
Other Expenses	1,204,503	150,457	88,035	238,492	20% A
Total Expenses	212,252,384	15,678,190	15,515,123	31,193,313	15% A
Transfer / Overhead Allocation					
Transfer / Overhead Allocation	(8,287,308)	(758,231)	925	(757,306)	9% A
Total Transfer / Overhead Allocation	(8,287,308)	(758,231)	925	(757,306)	9% A
TOTAL OPERATING POSITION (SURPLUS)/DEFICIT	1,765,314	(51,819,639)	15,566,301	(36,253,338)	-205.4% A
CAPITAL					
Total Developers Contributions Received	(1,814,000)	(66,888)	0	(66,888)	4%
Total Capital Grants and Subsidies Received	(29,017,883)	(90,000)	0	(90,000)	0%
Total Proceeds from Sale of Assets	0	0	0	0	#DIV/0!
Total Capital Income	(30,831,883)	(156,886)	0	(156,886)	1%
Total Capital Expenditure	131,162,197	3,194,066	47,438,010	50,632,076	39%
Net Capital Position	100,330,514	3,037,181	47,438,010	50,475,191	50%
TOTAL INVESTMENTS		71,255,003			
TOTAL BORROWINGS		124,525,493			

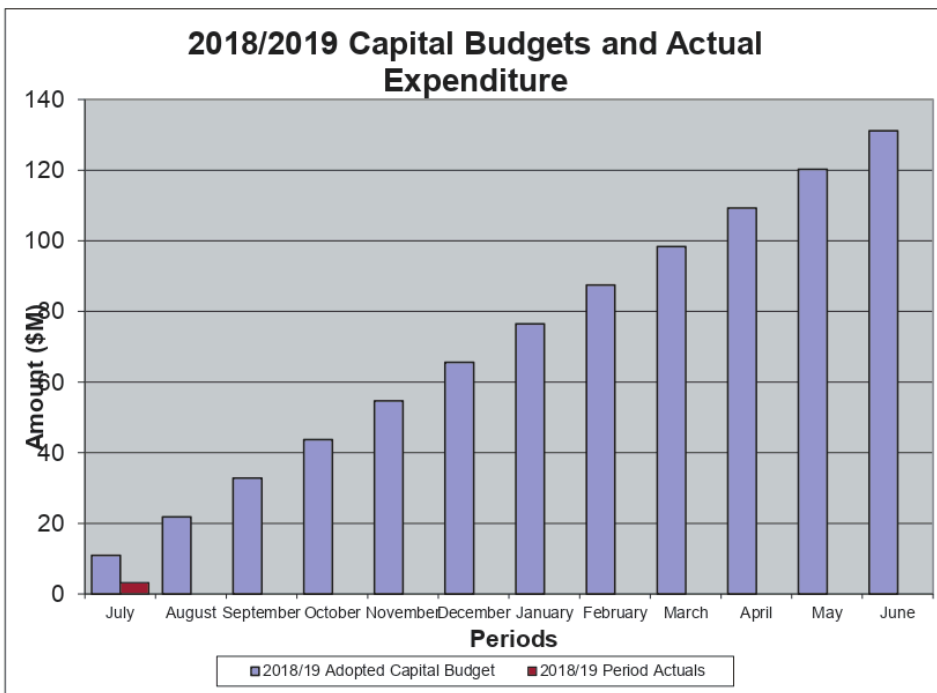
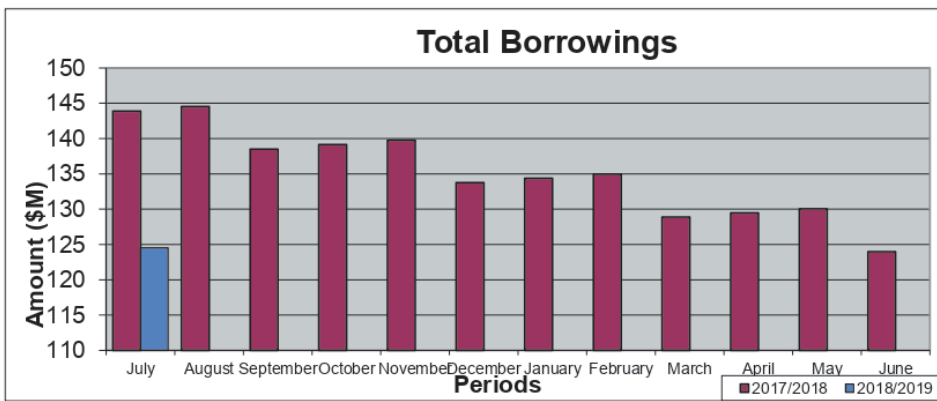
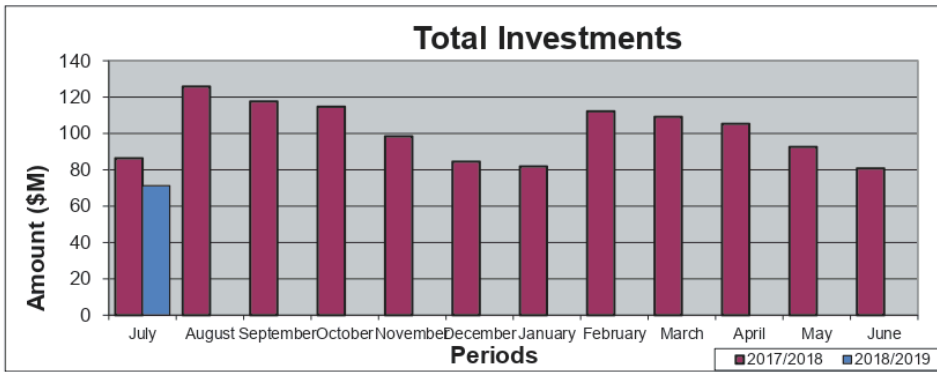
SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 JULY 2018

Key Indicator Graphs July 2018

Meeting Date: 28 August 2018

Attachment No: 2





**11.7 OFFICE OF THE CEO DEPARTMENT - MONTHLY OPERATIONAL REPORT
JULY 2018****File No:** 1830**Attachments:**

1. Office of the CEO & Office of the Mayor Monthly Report - July 2018 [↓](#)
2. Workforce and Governance Monthly Report - July 2018 [↓](#)

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

SUMMARY

The monthly operations report for the Office of the CEO Department as at 31 July 2018 is presented for Councillors information.

OFFICER'S RECOMMENDATION

THAT the Office of the CEO Departmental Operations Report as at 31 July 2018 be "received".

COMMENTARY

The Office of the CEO Department includes the following sections:

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

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

General section and organisational performance statistics will be reported quarterly.

**OFFICE OF THE CEO DEPARTMENT -
MONTHLY OPERATIONAL REPORT
JULY 2018**

**Office of the CEO & Office of the Mayor
Monthly Report - July 2018**

Meeting Date: 28 August 2018

Attachment No: 1

MONTHLY OPERATIONS REPORT

OFFICE OF THE CEO & OFFICE OF THE MAYOR

PERIOD ENDED JULY 2018



1. Operational Summary

Office of the CEO

The Department of Local Government, Racing and Multicultural Affairs will deliver an awareness training session on the outcomes of Belcarra and Separation of Powers to Councillors and senior staff to assist in the understanding and the implementation of the new legislation on Monday 3 September.

Office of the Mayor

Executive Support Unit

The Executive Support Unit facilitated a number of civic events during the reporting period as detailed below:

Program/Activity	Date/s Held	Visitor/Participation Numbers	Comments
<i>Volunteer Appreciation Event</i>	<i>12 July 2018</i>	<i>Approximately 150 volunteers</i>	<i>Appreciation event held at Arboria pre-River Festival to thank Council volunteers</i>
<i>Citizenship Ceremony</i>	<i>24 July 2018</i>	<i>28 candidates and family and friends</i>	<i>Australian citizenship confirmation ceremony</i>

Preparations for the official opening of Kershaw Gardens and a Civic Reception for the Region's International Students continued during the period.

Media and Communications

The Media and Communications Unit prepared and distributed 26 media releases and undertook 7 media opportunities during the course of the reporting period that in turn generated:

- 751 stories
- An audience total of 5.78 million
- Advertising equivalent - \$491,000.00

Social Media Statistics

- Facebook likes increased 0.6% to 20,700.
- 542,100 impressions (people seeing the posts) - increase of 52% on previous month
- 4,294 engagements (people liking, commenting, sharing) - down 9% on previous months
- 1,939 clicks (clicks on posts to follow links)
- Top post was the carousel sneak peek for River Festival.

The top story during the period was the promotion of baby Capri taking her first steps at the zoo which received national coverage.

2. Customer Service Requests

Response times for completing customer requests in this reporting period for July are outside the set timeframes due to requests relating to Councillor requested contact by customer which had not been confirmed within established service guidelines.



All Monthly Requests (Priority 3) Governance 'Traffic Light' report July 2018

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days)		Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed				Current Mth	6 Months		
Media All Enquiries	0	0	0	0	0	0	1	● 0.00	● 1.00	● 1.20	0.00
Citizenship Request/Enquiry	0	0	0	0	0	0	5	● 0.00	● 0.00	● 0.00	0.00
Committee Support - Meetings/Agendas etc	0	0	0	0	0	0	2	● 0.00	● 0.00	● 0.00	0.00
CEO General Request	2	0	0	0	2	0	1	● 0.00	● 21.00	● 16.00	0.00
Councillor General Enquiry	4	2	0	0	2	0	2	● 0.00	● 13.09	● 11.73	15.58
Mayor's Personal (Mayor's General Info) DEPT USE	0	0	0	0	0	0	2	● 0.00	● 4.00	● 4.00	0.00

It should be noted that the completion standards are currently being reviewed and the report updated to reflect response to customer and referral to the appropriate officer or Councillor. An updated report will be available in the next reporting period.

Service Standards Commentary

Media and Communication

During the reporting period, the Media and Communications Unit received 50 enquiries from media outlets with response times for completion within established timeframes.

Executive Support

70 of 79 Pathway Requests were logged by the Executive Support Unit on behalf Councillors during the reporting period.

3. Capital Projects



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





4. Operational Projects

As at period ended 31 July – 8.3% of year elapsed



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

		
on track	generally on track, with minor issues	off track

Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl committals)
Office of the CEO						
Meeting Procedures Policy	July 18	September 18		Review of existing policy and incorporation of legislative changes	Labour	Labour
Travel and Conference Attendance Policy	April 18	September 18		Review of existing policy with a view to streamlining processes	Labour	Labour
Office of the Mayor						
Social Media Audit	July 18	June 19		Implementation of a range of actions identified to establish a consistent approach to ongoing management of Council's social media platforms continuing	Labour	Labour
Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy	May 18	August 18		Implementation of amendments to Policy endorsed by Council continuing	Labour	Labour

5. Budget

Financial performance as expected for the reporting period.

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

As At End Of July
 Report Run: 20-Aug-2018 08:05:00 Excludes Nat Accts: 2802,2514,2917,2924

	Adopted Budget \$	Revised Budget \$	SUM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 8.3% of Year Goal
OFFICE CHIEF EXECUTIVE OFFICER							
CHIEF EXECUTIVE OFFICER							
<i>CEO Management</i>							
Expenses	8,000	0	0	0	0	0%	✓
Total Unit: CEO Management	8,000	0	0	0	0	0%	✓
Total Section: CHIEF EXECUTIVE OFFICER	8,000	0	0	0	0	0%	✓
GOVERNANCE SUPPORT							
<i>Executive Support</i>							
Expenses	79,500	0	4,576	0	4,576	6%	✓
Total Unit: Executive Support	79,500	0	4,576	0	4,576	6%	✓
Total Section: GOVERNANCE SUPPORT	79,500	0	4,576	0	4,576	6%	✓
MEDIA & COMMUNICATION							
<i>Media & Communication</i>							
Expenses	6,000	0	0	0	0	0%	✓
Total Unit: Media & Communication	6,000	0	0	0	0	0%	✓
Total Section: MEDIA & COMMUNICATION	6,000	0	0	0	0	0%	✓
Executive Co-ordinator to the Mayor							
<i>Mayors Office</i>							
Expenses	10,000	0	0	0	0	0%	✓
Total Unit: Mayors Office	10,000	0	0	0	0	0%	✓
Total Section: Executive Co-ordinator to the Mayor	10,000	0	0	0	0	0%	✓
Total Department: OFFICE CHIEF EXECUTIVE OFFICER	103,500	0	4,576	0	4,576	4%	✓
Grand Total:	103,500	0	4,576	0	4,576	4%	✓

Comments

No variances to date

6. Section Statistics

No specific section statistics to report

7. Whole of Council Reports and Statistics

No specific whole of Council statistics to report

**OFFICE OF THE CEO DEPARTMENT -
MONTHLY OPERATIONAL REPORT
JULY 2018**

**Workforce and Governance Monthly
Report - July 2018**

Meeting Date: 28 August 2018

Attachment No: 2

MONTHLY OPERATIONS REPORT

WORKFORCE AND GOVERNANCE

PERIOD ENDED JULY 2018



1. Operational Summary

Organisational Structure Implementation

During the month of July, Workforce & Governance worked closely with operational areas to implement the Organisational Structure. This included the recruitment of new and vacant positions, provision of formal advice to employees whose position was impacted, updates to position descriptions, classification evaluations, review of personnel in Fire Warden, First Aid and Safety Representative Roles and updates to delegations and authorisations. Whilst the majority of the changes have been finalised there remains a few positions awaiting recruitment and other minor changes.

Operational Plan

The Operational Plan 2018-2019 was adopted by Council on 13 July 2018. The Operational Plan outlines the activities and actions Council will undertake throughout the financial year, in line with the Budget.

Changes to Monthly Operations Reports

Changes have been made to the information contained in the monthly operation reports presented to Council and Committee meetings. The major change to the report template includes the removal of monthly operational plan progress updates. Operational plan progress reports will continue to be presented to Council on a quarterly basis as required by the *Local Government Regulation 2012*.

Health and Safety Strategic Plan

A Strategic Plan has been developed for 2018 – 2021 following the outcomes of the Work Health Safety Queensland external audit. The plan is based on the top risks identified for Council and covers 6 key elements:

Categories included in the Strategy are:

- o Risk Reduction
- o Leadership
- o One Team
- o Contractor Management
- o Culture & Capability
- o Health & Wellbeing

The expected outcomes from implementing the plan include the following:

- o Reduction in work-related injuries and illnesses
- o Reduction in exposure to hazards and risks
- o Improved health and safety technology and equipment
- o Improved safety culture
- o Consistent implementation of our safety management system within all areas of Council

2. Customer Service Requests

Response times for completing customer requests in this reporting period for July 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)
			Received	Completed							
Administrative Action Complaints	0	0	0	0	0	0	36	● 0.00	● 0.00	● 0.00	0.00
W&S - Complaints Management Process (NCT CSO USE)	5	5	6	1	6	0	30	● 3.00	● 8.91	● 6.93	6.78

3. Capital Projects




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

4. Operational Projects

As at period ended July – 8.3 % of year elapsed



Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl committals)
Certified Agreements	July 2018	March 2019		Negotiations for both certified agreements are continuing with positive progress being accomplished.	\$10,000	\$343
Staff Health and Wellbeing Program	July 2018	June 2019		A meeting is being arranged in Mid-August with Qld Health to discuss the Health & Wellness program. At this stage, the programs being considered include: <ul style="list-style-type: none"> • Quit Smoking • Breast Cancer • Alcohol & Other Drugs • Organ Donation • Mental Health 	\$16,000	\$0

Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl committals)
				Separate to Qld Health, Council will also be providing a skin check program for all staff.		
Legislative Compliance Training Program	July 2018	June 2019		The program is being delivered as scheduled. The following courses were held: <ul style="list-style-type: none"> • Working Safely at Heights • Chainsaw Level 2 • CPR 	\$313,000	\$103,256
Leadership and Cultural Development Program	July 2018	June 2019		A leadership development program to replace the in house programs that have existed for approximately 4 years is due for discussion by Leadership team on 17 August, as well associated development programs	\$75,000	\$0
Learning Management System Project	July 2018	June 2019		A Concept Brief was tabled and discussed at the ISSG meeting on 25 June 2018. The Committee's decision was to proceed to Business Case. A draft business Case has been submitted to IT. IT has assigned an Analyst to work with the W&G Team. A project meeting has been scheduled for 7 August 2018 to determine roles and responsibility and the way forward.	Business Case Stage is Labour Only	NA

5. Budget

Financial performance as expected for the reporting period.



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

As At End Of July

Report Run: 02-Aug-2018 10:14:33 Excludes Nat Accts: 2602,2914,2917,2924

	Adopted Budget	Revised Budget	FOM Commitments	YTD Actual	Commit - Actual	Variance	On target
	\$	\$	\$	\$	\$	%	8.3% of Year Gone
OFFICE CHIEF EXECUTIVE OFFICER							
WORKFORCE & GOVERNANCE MANAGEMENT							
<i>Human Resources and Payroll</i>							
Expenses	1,443,013	0	0	71,007	71,007	5%	✓
Transfer / Overhead Allocation	6,242	0	0	333	333	5%	✓
Total Unit: Human Resources and Payroll	1,449,255	0	0	72,140	72,140	6%	✓
<i>Safety & Training</i>							
Revenues	(88,880)	0	0	(2,270)	(2,270)	3%	✗
Expenses	1,359,116	0	177,475	58,893	236,168	17%	✗
Transfer / Overhead Allocation	(20,410)	0	0	2,321	2,321	-11%	✗
Total Unit: Safety & Training	1,270,626	0	177,475	58,744	236,220	19%	✗
<i>Legal & Governance</i>							
Expenses	440,486	0	1,135	26,009	27,144	6%	✓
Total Unit: Legal & Governance	440,486	0	1,135	26,009	27,144	6%	✓
<i>Workforce & Governance Management</i>							
Expenses	899,769	0	36,649	44,776	81,425	9%	✗
Transfer / Overhead Allocation	0	0	0	282	282	0%	✗
Total Unit: Workforce & Governance Management	899,769	0	36,649	45,058	81,707	9%	✗
<i>Investigations and Industrial Relations</i>							
Expenses	262,680	0	1,734	11,863	13,597	5%	✓
Total Unit: Investigations and Industrial Relations	262,680	0	1,734	11,863	13,597	5%	✓
Total Section: WORKFORCE & GOVERNANCE MANAGEM	4,322,216	0	216,952	213,815	430,808	10%	✗
Total Department: OFFICE CHIEF EXECUTIVE OFFICER	4,322,216	0	216,992	213,915	430,808	10%	✗
Grand Total:	4,322,216	0	216,992	213,915	430,808	10%	✗

Comments

Safety & Training Expenses tracking at 17% with only 8.3% of year gone due to the committal orders raised for legislative and compliance training to be undertaken by staff between July and December.

6. Section Statistics Reported Quarterly

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

7. Whole of Council Reports & Statistics Reported Quarterly

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

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 Chief Executive Officer Monthly Report

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

16 CONFIDENTIAL REPORTS

16.1 CHIEF EXECUTIVE OFFICER MONTHLY REPORT

File No: 1830

Attachments: Nil

Authorising Officer: Evan Pardon - Chief Executive Officer

Author: Evan Pardon - Chief Executive Officer

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

SUMMARY

Chief Executive Officer presenting monthly report for the period ending 20 August 2018.

17 CLOSURE OF MEETING