



ORDINARY MEETING

AGENDA

25 OCTOBER 2016

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 25 October 2016 commencing at 9.00 am for transaction of the enclosed business.

A handwritten signature in black ink, appearing to be "C. R.", written over a horizontal line.

CHIEF EXECUTIVE OFFICER
20 October 2016

Next Meeting Date: 08.11.16

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
Councillor N K Fisher

In Attendance:

Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

Minutes of the Ordinary Meeting held 11 October 2016

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COMMITTEE REPORTS

9.1 AUDIT AND BUSINESS IMPROVEMENT COMMITTEE MEETING- 14 OCTOBER 2016

RECOMMENDATION

THAT the Minutes of the Audit and Business Improvement Committee meeting, held on 14 October 2016 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Audit and Business Improvement Committee, 14 October 2016**9.1.1 ANIMAL MANAGEMENT REVIEW RECOMMENDATIONS IMPLEMENTATION PLAN****File No:** 1825

- Attachments:**
1. **Animal Management Strategy Report to Planning & Regulatory Committee 19 July 2016**
 2. **Attachment to the Animal Management Strategy Report to the Planning & Regulatory Committee 19 July 2016**
 3. **Committee recommendation from Minutes from the Planning & Regulatory Committee 19 July 2016 to the Council meeting 26 July 2016**
 4. **Minute from Council meeting 26 July 2016 adopting the recommendations of Planning & Regulatory Committee 19 July 2016**
 5. **Combined Work Plans - sorted by recommendation - 7 Sep 2016**

Authorising Officer: Steven Gatt - Manager Planning & Regulatory Services
Michael Rowe - General Manager Community Services**Author:** Shane Turner - Strategic Process 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

This report is presented to the Audit & Business Improvement Committee to provide relevant background of the Animal Management Review, commissioned by the CEO and undertaken by Reinforcements Management Consulting. The outcome of the review was a revised Animal Management Strategy and a comprehensive report with fifty-seven recommendations to guide the implementing of the strategy. The attachments assist in providing the background information and list the actions that council will need to take to implement the Animal Management Strategy and review recommendations.

COMMITTEE RECOMMENDATION

THAT the information provided in the Animal Management Review Recommendations Implementation Plan Report be received.

Recommendation of the Audit and Business Improvement Committee, 14 October 2016**9.1.2 FINANCIAL STATEMENTS 2015/2016**

File No:	9509
Attachments:	1. Representation by Management of RRC for the Year Ended 30 June 2015 and Events Subsequent to that Date 2. Unaudited Financial Statements 2015-2016
Authorising Officer:	Ross Cheesman - Deputy CEO/General Manager Corporate Services
Author:	Alicia Cutler - Manager Finance

SUMMARY

Finance Manager presenting the draft financial statements as audited by Deloitte as well as the draft presentation of audit matters for discussion. Following this meeting, the Financial Statements, Audit Certificate and Management Letter will be signed and finalised.

COMMITTEE RECOMMENDATION

THAT feedback and comments be provided to the Mayor and CEO prior to signing the Financial Statements.

THAT the General Manager Regional Services addresses the Audit Committee at their next meeting on:

- Asset Management Plans
- Progress on Capital Works

THAT further discussions happen with the external auditors on the wording of their recommendation on related parties control issues.

THAT the Audit Committee has reviewed and endorses the Financial Statements for signing subject to minor amendments.

Recommendation of the Audit and Business Improvement Committee, 14 October 2016**9.1.3 RISK REGISTERS - QUARTERLY UPDATE AS AT 26 AUGUST 2016****File No: 8780**

- Attachments:**
1. **Potential and Current Risk Exposure Profile as at 26 August 2016**
 2. **Comparison of Current and Potential Exposure Risk Ratings Broken Down by Level of Consequence as at 26 August 2016**
 3. **Assorted New and Amended Risks as at 26 August 2016**
 4. **Corporate Risk Register - Quarterly Update as at 26 August 2016**
 5. **Office of the CEO Risk Register - Quarterly Update as at 26 August 2016**
 6. **Community Services Risk Register - Quarterly Update as at 26 August 2016**
 7. **Corporate Services Risk Register - Update as at 26 August 2016**
 8. **Regional Services Risk Register - Quarterly Update as at 26 August 2016**

Authorising Officer: **Drew Stevenson - Manager Corporate and Technology Services**
Ross Cheesman - Deputy CEO/General Manager Corporate Services**Author:** **Kisane Ramm - Risk Management Officer**

SUMMARY

Presenting the quarterly risk register updates, as at 26 August 2016, adopted at the Ordinary Council meeting on 27 September 2016.

COMMITTEE RECOMMENDATION

THAT the quarterly risk register updates as at 26 August 2016, as presented in the attachments to this report, be received.

THAT the Manager Corporate and Technology Services presents a report at the next Audit Committee meeting on Risk Management framework options with regard to reporting, and the way forward with the implementation of the new risk management system.

Recommendation of the Audit and Business Improvement Committee, 14 October 2016**9.1.4 COMMITTEE SELF-ASSESSMENT**

File No: 5207
Attachments: 1. Self-Assessment Response
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: John Wallace - Chief Audit Executive

SUMMARY

The Committee is required to self-assess. Self-assessment provides the CAE with an opportunity to improve committee operations and effectiveness moving forward.

COMMITTEE RECOMMENDATION

THAT the report containing comments on self-assessment be received.

Recommendation of the Audit and Business Improvement Committee, 14 October 2016

9.1.5 MEETING DATES

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

SUMMARY

The Committee should consider the date for its next meeting.

COMMITTEE RECOMMENDATION

THAT Committee meetings be scheduled for mid-February, May, and late September/October 2017.

Recommendation of the Audit and Business Improvement Committee, 14 October 2016**9.1.6 CAE TRIP REPORT**

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

SUMMARY

A brief trip report and feedback to the committee is provided. Some COSO related material relevant to the committee's operations will be briefly discussed at an overview level.

COMMITTEE RECOMMENDATION

THAT the report and discussion be received on Internal Control Frameworks.

Recommendation of the Audit and Business Improvement Committee, 14 October 2016**9.1.7 COMMITTEE EDUCATION-LINES OF DEFENSE-GOVERNANCE**

File No: 5207
Attachments: 1. IPPF Practice Guide-IA & 2nd Line of Defense
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: John Wallace - Chief Audit Executive

SUMMARY

A short committee education session will be provided by the CAE. This will cover the 'Lines-of-Defense' Model for Good Governance. The Lines of Defense model describes responsibilities for effective risk management and related internal control.

COMMITTEE RECOMMENDATION

THAT the Committee Education Lines of Defense – Governance report and presentation be received.

Recommendation of the Audit and Business Improvement Committee, 14 October 2016**9.1.8 BUSINESS IMPROVEMENT ACTIVITY-ACTION PROGRESS REPORT**

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

SUMMARY

The requested 6-monthly progress report is provided for review by the Committee.

COMMITTEE RECOMMENDATION

THAT the Business Improvement Activity Action Progress Report be received.

THAT the Chief Audit Executive and Chief Executive Officer discuss resourcing, including the possibility of a part-time administration resource.

Recommendation of the Audit and Business Improvement Committee, 14 October 2016**9.1.9 ASSURANCE STRATEGY & RISK-BASED INTERNAL AUDIT PLAN 2016-17**

File No: 5207
Attachments: 1. Assurance Strategy & Audit Plan 2016-7
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: John Wallace - Chief Audit Executive

SUMMARY

The annual Risk Based Audit Plan and Assurance Strategy is provided for Committee review and comment.

COMMITTEE RECOMMENDATION

THAT the Assurance Strategy and Risk-Based Internal Audit Plan 2016-17 Report be reviewed by the Committee and received.

Recommendation of the Audit and Business Improvement Committee, 14 October 2016

9.1.10 IA PLAN & PROGRESS REPORT

File No: 5207
Attachments: 1. 2016 Progress Report
2. 2017 Progress report
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: John Wallace - Chief Audit Executive

SUMMARY

The progress of planned internal audits is provided for the Committee.

COMMITTEE RECOMMENDATION

THAT the reports be received for progress of planned audits relating to 2015-2016 Full Year, and 2016-2017 First Quarter.

Recommendation of the Audit and Business Improvement Committee, 14 October 2016**9.1.11 FRAUD PREVENTION PROCESS**

File No: 5207
Attachments: 1. Fraud Prevention Process
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: John Wallace - Chief Audit Executive

SUMMARY

The planned audit from 2015-16 is provide to the committee for review.

COMMITTEE RECOMMENDATION

THAT the Fraud Prevention Process Report be received.

THAT an update on cash handling be provided at the next Audit Committee meeting.

Recommendation of the Audit and Business Improvement Committee, 14 October 2016

9.1.12 PLAYGROUND HAZARD INSPECTIONS PROCESS

File No: 5207
Attachments: 1. Playground Hazard Inspections Process
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: John Wallace - Chief Audit Executive

SUMMARY

The 2015-16 review of Playground Hazard Inspections is provided for review by the committee.

COMMITTEE RECOMMENDATION

THAT the Playgroup Hazard Inspections Process Report be received.

Recommendation of the Audit and Business Improvement Committee, 14 October 2016

9.1.13 FOLLOW-UP REVIEWS

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

SUMMARY

The planned review from 2015-16 is presented to the committee for comment.

COMMITTEE RECOMMENDATION

THAT the Follow-Up Reviews Report be received.

Recommendation of the Audit and Business Improvement Committee, 14 October 2016**9.1.14 STATUS UPDATE ON VENDOR FRAUD AND SUPPLIER MASTERFILE AUDIT**

File No: 11979

Attachments:

1. QAO - Vendor Frauds Alert
2. CEO Communique - Fraudulent Suppliers and Invoice Fraud

Authorising Officer: Ross Cheesman - Deputy CEO/General Manager
Corporate Services

Author: Drew Stevenson - Manager Corporate and Technology
Services

SUMMARY

Reporting on the actions taken by Council in regard to recent successful vendor / supplier fraud attacks reported by other local governments and the outcome of the supplier masterfile audit.

COMMITTEE RECOMMENDATION

THAT the report on the actions taken by Council to mitigate against vendor/supplier fraud and the outcome of the supplier masterfile audit, noting no suspicious or inappropriate changes, be 'received'.

Recommendation of the Audit and Business Improvement Committee, 14 October 2016**9.1.15 LOSS/THEFT ITEMS - MAY TO SEPTEMBER 2016**

File No: 3911

Attachments: 1. **Loss/Theft Report - 1 May to 30 September 2016**

Authorising Officer: **Drew Stevenson - Manager Corporate and Technology Services**
Ross Cheesman - Deputy CEO/General Manager Corporate Services

Author: **Kellie Anderson - Coordinator Property and Insurance**

SUMMARY

Presenting details of the Loss/Theft register for the period 1 May to 30 September 2016.

COMMITTEE RECOMMENDATION

THAT the Committee 'receives' the Loss/Theft Report for the period 1 May to 30 September 2016.

Recommendation of the Audit and Business Improvement Committee, 14 October 2016**9.1.16 INVESTIGATION AND LEGAL MATTERS AS AT 31 AUGUST 2016**

File No: 5207
Attachments: 1. Legal Matters as at 31 August 2016
Authorising Officer: Ross Cheesman - Deputy CEO/General Manager
Corporate Services
Author: Travis Pegrem - Coordinator Industrial Relations and
Investigations

SUMMARY

Coordinator Industrial Relations and Investigations presenting an update of financial year to date Investigative Matters and the current Legal Matters as at 31 August 2016.

COMMITTEE RECOMMENDATION

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

Recommendation of the Audit and Business Improvement Committee, 14 October 2016

9.1.17 CEO UPDATE TO COMMITTEE

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

SUMMARY

The CEO will update the committee on matters of importance.

COMMITTEE RECOMMENDATION

THAT the CEO Update to Committee Report be received.

Recommendation of the Audit and Business Improvement Committee, 14 October 2016

9.1.18 CLOSING COMMENTS FOR THIS AUDIT & BI COMMITTEE

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

SUMMARY

The CEO and Mayor will address the Committee by way of closing comments.

COMMITTEE RECOMMENDATION

THAT the Closing Comments for Audit and Business Improvement Committee Report be received.

9.2 PLANNING AND REGULATORY COMMITTEE MEETING - 18 OCTOBER 2016

RECOMMENDATION

THAT the Minutes of the Planning and Regulatory Committee meeting, held on 18 October 2016 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, 18 October 2016**9.2.1 BUSINESS OUTSTANDING TABLE FOR PLANNING AND REGULATORY COMMITTEE**

File No: 10097
Attachments: 1. Business Outstanding Table
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

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 RESOLUTION

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

Recommendation of the Planning and Regulatory Committee, 18 October 2016

9.2.2 PLANNING SECTION - SEPTEMBER OPERATIONS REPORT

File No: 1464

Attachments: 1. Monthly Operations Report

Authorising Officer: Michael Rowe - General Manager Community Services

Author: Steven Gatt - Manager Planning & Regulatory Services

SUMMARY

The monthly operations report for the Planning and Regulatory as at 30 September 2016 is presented for Councillors information.

COMMITTEE RESOLUTION

THAT Planning and Regulatory Section report for September 2016 be received.

Recommendation of the Planning and Regulatory Committee, 18 October 2016**9.2.3 D/137-2016 - DEVELOPMENT APPLICATION FOR A REQUEST TO APPLY A SUPERSEDED PLANNING SCHEME FOR AN OPERATIONAL WORKS APPLICATION**

File No: D/137-2016
Attachments: 1. Locality Plan
Authorising Officer: Steven Gatt - Manager Planning & Regulatory Services
Michael Rowe - General Manager Community Services
Author: Philip Benfield - Operational Works Administrator

SUMMARY

This report outlines the decision process undertaken to assess a request for assessment under a superseded planning scheme for proposed operational works (D/137-2016) at 2 Pilbeam Drive, Frenchville.

COMMITTEE RESOLUTION

THAT the report on D/137-2016 Development Application for a Request to Apply a Superseded Planning Scheme for an Operational Works Application be received.

Recommendation of the Planning and Regulatory Committee, 18 October 2016
9.2.4 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
3. Floor Plan and Elevation

Authorising Officer: Tarnya Fitzgibbon - Coordinator Development Assessment
Steven Gatt - Manager Planning & Regulatory Services
Michael Rowe - General Manager Community Services

Author: Anton de Klerk - 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

Application Progress:

<i>Application Lodged:</i>	3 July 2015
<i>Application Properly Made:</i>	21 July 2015
<i>Acknowledgment Notice issued:</i>	28 July 2015
<i>Request for Further Information sent:</i>	11 August 2015
<i>Applicant Request an extension to the Information Response Period (until 25 February 2016)</i>	12 February 2016
<i>Request for Further Information responded to:</i>	24 February 2016
<i>Council Requested further clarification as per items</i>	3 March 2016

<i>detailed within the original Information Request:</i>	
<i>Applicant Requested to Extend the Time Period to Commence Public Notification (until 22 April 2016)</i>	21 March 2016
<i>Submission period commenced:</i>	22 April 2016
<i>Submission period end:</i>	18 May 2016
<i>Notice of Compliance to Public Notification received:</i>	25 May 2016
<i>Applicant request for additional time to the Decision Making period: (until 21 July 2016):</i>	20 June 2016
<i>Applicant request additional time to the Decision Making period: (until 15 September 2016):</i>	21 July 2016
<i>Council requested additional time (until 28 October 2016):</i>	15 September 2016
<i>Last receipt of information from applicant:</i>	2 September 2016
<i>Statutory due determination date:</i>	28 October 2016

COMMITTEE RESOLUTION

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 under section 304(1) of the *Sustainable Planning Act 2009*:

- a) that it is satisfied that the non-compliances with the public notification procedures have not:
 - (i) adversely affected the awareness of the public of the existence and nature of the application; or
 - (ii) restricted the opportunity of the public to make properly made submissions; and
- b) to assess and decide the application despite a requirement for public notification not being complied with.

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 to Refuse the application for the following reasons:

- a) The *State Planning Policy 2015* and the new *Rockhampton Regional Planning Scheme 2015* seeks to restrict development in areas adversely affected by natural hazards.
- b) The site-specific Bushfire Management Plan which supported this proposal, indicates the development to remain a high risk;
- c) The proposal did not adequately address all aspects of the development vs supporting documentation and contains a number of discrepancies between the Bushfire Management Report and the engineering solutions / drawings; and
- d) The proposal fails to comply with a number of Specific Outcomes within the Biodiversity / Nature Conservation Code and the Bushfire Risk Minimisation Code as per the *Rockhampton City Plan 2005*.

9.3 INFRASTRUCTURE COMMITTEE MEETING - 18 OCTOBER 2016

RECOMMENDATION

THAT the Minutes of the Infrastructure Committee meeting, held on 18 October 2016 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, 18 October 2016**9.3.1 BUSINESS OUTSTANDING TABLE FOR INFRASTRUCTURE COMMITTEE**

File No: 10097
Attachments: 1. Business Outstanding Table
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

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, 18 October 2016**9.3.2 ENGINEERING SERVICES MONTHLY OPERATIONS REPORT - OCTOBER 2016**

File No: 7028
Attachments: 1. Monthly Operations Report Engineering Section
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Martin Crow - Manager Engineering Services

SUMMARY

This report outlines Engineering Services Monthly Operations Report for the period to the end of September 2016.

COMMITTEE RECOMMENDATION

THAT the Engineering Services Monthly Operations Report for October 2016 report be received.

Recommendation of the Infrastructure Committee, 18 October 2016**9.3.3 CIVIL OPERATIONS MONTHLY OPERATIONS REPORT - OCTOBER 2016****File No: 7028****Attachments:**

1. **Monthly Operations Report - Civil Operations 30 September 2016**
2. **Works Program November - December 2016**

Authorising Officer: Peter Kofod - General Manager Regional Services**Author: David Bremert - Manager Civil Operations**

SUMMARY

This report outlines Civil Operations Monthly Operations Report 30 September 2016, and also Works Program of planned projects for the months October – November 2016.

COMMITTEE RECOMMENDATION

THAT the Civil Operations Monthly Operations Report for October 2016 be received.

Recommendation of the Infrastructure Committee, 18 October 2016**9.3.4 COWAN STREET RAILWAY CROSSING**

File No: 215643, 7028
Attachments: 1. Aurizon Letter to Owner
2. Location of Cowan Street
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: David Bremert - Manager Civil Operations

SUMMARY

The property owner currently has access to the property by a railway crossing located opposite the property.

Aurizon has stated that this crossing was only a maintenance crossing for its staff and will be closing this crossing as part of a risk reduction plan. Aurizon has also stated that the crossing would need to be upgraded to meet current standards.

COMMITTEE RECOMMENDATION

1. THAT Council not support the closure of the railway crossing.
2. THAT Council writes to Aurizon to state that the closure is not supported and request that the crossing be upgraded to improve safety.
3. THAT Council arrange a meeting between Cr Williams and available Councillors with Aurizon to discuss other proposed rail crossing closures in the region.
4. THAT Council gives strong support to the LGAQ motion that suggests that Aurizon Holdings Limited pay general rates.

Recommendation of the Infrastructure Committee, 18 October 2016

9.3.5 WEBBER PARK STAGE 1

File No: 8055, 2479

Attachments: Nil

Authorising Officer: Peter Kofod - General Manager Regional Services

Author: Martin Crow - Manager Engineering Services

SUMMARY

This report proposes to bring forward some minor preparatory works at Webber Park from the 2017/18 financial year into the 2016/17 financial year.

COMMITTEE RECOMMENDATION

THAT the matter be referred to Council.

Recommendation of the Infrastructure Committee, 18 October 2016**9.3.6 SOMERSET ROAD DRAINAGE****File No:** 8055, 2479**Attachments:** Nil**Authorising Officer:** Martin Crow - Manager Engineering Services
Peter Kofod - General Manager Regional Services**Author:** Angus Russell - Coordinator Strategic Infrastructure

SUMMARY*The report proposes to progress negotiations to acquire property for drainage purposes.***COMMITTEE RECOMMENDATION**

THAT Council proceed with negotiating the acquisition of land outlined in this report.

9.4 AIRPORT, WATER AND WASTE COMMITTEE MEETING - 18 OCTOBER 2016

RECOMMENDATION

THAT the Minutes of the Airport, Water and Waste Committee meeting, held on 18 October 2016 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, 18 October 2016**9.4.1 CORPORATE SERVICES DEPARTMENT - ROCKHAMPTON AIRPORT - MONTHLY OPERATIONS AND ANNUAL PERFORMANCE PLAN REPORT**

File No: 7927

Attachments: 1. Airport Monthly Operations Report Sept 2016

Authorising Officer: Ross Cheesman - Deputy CEO/General Manager
Corporate Services

Author: Scott Waters - Acting Executive Manager Regional
Development

SUMMARY

The monthly operations and annual performance plan report for the Rockhampton Airport as at 30 September 2016 is presented for Councillors information.

COMMITTEE RECOMMENDATION

THAT the Corporate Services Departmental Operations and Annual Performance Plan Report for the Rockhampton Airport as at 30 September 2016 be "received"; and

THAT the Airport, Water and Waste Committee acknowledge and appreciate the efforts of staff involved with the greeting of Singapore Defence personnel as part of the recent military exercise.

Recommendation of the Airport, Water and Waste Committee, 18 October 2016**9.4.2 ROCKHAMPTON REGIONAL WASTE AND RECYCLING OPERATIONAL REPORT FOR PERIOD 1 TO 30 SEPTEMBER 2016**

File No: 7927
Attachments: 1. Rockhampton Regional Waste and Recycling Monthly Report - September 2016
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Craig Dunglison - Manager RRWR

SUMMARY

The purpose of this report is to provide Council with an operational overview of Rockhampton Regional Waste and Recycling (RRWR) for the month of September 2016.

COMMITTEE RECOMMENDATION

THAT the RRWR Operations report for September 2016 be received.

Recommendation of the Airport, Water and Waste Committee, 18 October 2016**9.4.3 FRW MONTHLY OPERATIONS AND ANNUAL PERFORMANCE PLAN
QUARTERLY REPORT AS AT 30 SEPTEMBER 2016****File No:** 1466**Attachments:**

1. **FRW Monthly Operations and Annual Performance Plan as at 30 September 2016**
2. **Customer Service Standards as of 30 September 2016**
3. **Customer Service and Financial Targets as at 30 September 2016**
4. **Non Compliance Comments as at 30 September 2016**

Authorising Officer: Peter Kofod - General Manager Regional Services**Author:** Jason Plumb - Manager Fitzroy River Water

SUMMARY

The Monthly Operations and Annual Performance Plan Report for Fitzroy River Water (FRW) as at 30 September 2016 are presented for Councillors information.

COMMITTEE RECOMMENDATION

THAT the FRW Monthly Operations Report and Annual Performance Plan quarterly report as at 30 September 2016 be received.

9.5 COMMUNITY SERVICES COMMITTEE MEETING - 19 OCTOBER 2016

RECOMMENDATION

THAT the Minutes of the Community Services Committee meeting, held on 19 October 2016 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, 19 October 2016**9.5.1 BUSINESS OUTSTANDING TABLE FOR COMMUNITY SERVICES COMMITTEE**

File No: 10097
Attachments: 1. Business Outstanding Table
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

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, 19 October 2016**9.5.2 ARTS AND HERITAGE MONTHLY OPERATIONS REPORT FOR AUGUST 2016****File No: 1464****Attachments: 1. Arts and Heritage Monthly Operations Report
for August 2016****Authorising Officer: Michael Rowe - General Manager Community Services****Author: Peter Owens - Manager Arts and Heritage**

SUMMARY

The report provides information on the programs and activities of the Arts and Heritage section for August 2016.

COMMITTEE RECOMMENDATION

THAT the Arts and Heritage Monthly Operations Report for August 2016 be received.

Recommendation of the Community Services Committee, 19 October 2016**9.5.3 ARTS AND HERITAGE MONTHLY OPERATIONS REPORT FOR SEPTEMBER 2016**

File No: 1464
Attachments: 1. Arts and Heritage Monthly Operations Report for September 2016
Authorising Officer: Michael Rowe - General Manager Community Services
Author: John Webb - Acting Manager Arts and Heritage

SUMMARY

The report provides information on the programs and activities of the Arts and Heritage section for September 2016.

COMMITTEE RECOMMENDATION

THAT the Arts and Heritage Monthly Operations Report for September 2016 be received.

Recommendation of the Community Services Committee, 19 October 2016**9.5.4 COMMUNITIES AND FACILITIES MONTHLY OPERATIONAL REPORT****File No: 1464****Attachments: 1. Monthly Operations Report
August/September 2016****Authorising Officer: Michael Rowe - General Manager Community Services****Author: Sharon Sommerville - Acting Manager Communities and
Facilities**

SUMMARY

This report provides information on the activities of the Communities and Facilities section for August and September 2016.

COMMITTEE RECOMMENDATION

THAT the Monthly Operational Report on the activities of the Communities and Facilities section for August and September 2016 be received.

Recommendation of the Community Services Committee, 19 October 2016**9.5.5 COMMUNITY ASSISTANCE PROGRAM**

File No: 7822
Attachments: Nil
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Sharon Sommerville - Acting Manager Communities and Facilities

SUMMARY

An application from the Rockhampton Panthers AFC has been received for funding from the Community Assistance Program to assist with the 2016 AFL Capricornia Grand Final.

COMMITTEE RECOMMENDATION

THAT Council declines the funding request of \$1,500 from the Community Assistance Program to the Rockhampton Panthers AFC.

Recommendation of the Community Services Committee, 19 October 2016
9.5.6 REGIONAL ARTS DEVELOPMENT FUND 2016-17 ROUND 1 FUNDING RECOMMENDATIONS

File No: 8944
Attachments: Nil
Authorising Officer: Michael Rowe - General Manager Community Services
Author: John Webb - Acting Manager Arts and Heritage

SUMMARY

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

COMMITTEE RECOMMENDATION

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

Applicant	Purpose of Grant	Grant Recommended
Rockhampton Regional Council (Art Gallery)	Cost of Arts Law centre of Australia facilitating the arts law workshop and advice clinic at Rockhampton Art Gallery	\$1,904
Capricornia Printmakers Inc	Artist fees to run four community art workshops and design and marketing fees	\$2,600
Arts Central QLD Inc.	Commissioning five local playwrights to write scripts based on incidents of local history to be performed during market and open days at site specific locations at the Rockhampton Heritage Village	\$5,000
CQU	Employing 4 artists to work with year 1/2/3 students in 2 CQ Schools and to deliver children's activities at the Romp in the Park (under 8's week). A text tile artist is also included to construct garment/costumes.	\$10,450
	TOTAL	\$19,954

9.6 PARKS, RECREATION AND SPORT COMMITTEE MEETING - 19 OCTOBER 2016

RECOMMENDATION

THAT the Minutes of the Parks, Recreation and Sport Committee meeting, held on 19 October 2016 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, 19 October 2016**9.6.1 BUSINESS OUTSTANDING TABLE FOR PARKS, RECREATION AND SPORT COMMITTEE**

File No: 10097
Attachments: 1. Business Outstanding Table
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

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, 19 October 2016**9.6.2 PARKS AND OPEN SPACE OPERATIONS REPORT - SEPTEMBER 2016****File No:** 1464**Attachments:** 1. Parks and Open Space Operations Report -
September 2016**Authorising Officer:** Michael Rowe - General Manager Community Services**Author:** Margaret Barrett - Manager Parks

SUMMARY

This report provides information on the activities and services of Parks and Open Space Unit for the month of September 2016.

COMMITTEE RECOMMENDATION

THAT the report on the activities and services of Parks and Open Space Unit for September 2016 be received.

Recommendation of the Parks, Recreation and Sport Committee, 19 October 2016**9.6.3 2015-16 ANNUAL OPERATIONS REPORT FOR 2ND WORLD WAR MEMORIAL AQUATIC CENTRE AND MT MORGAN SWIMMING POOL**

File No: 1464
Attachments: Nil
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Margaret Barrett - Manager Parks

SUMMARY

Council entered into a new operating agreement with Lane 4 Aquatics for the operation and management of 2nd World War Memorial Aquatic Centre and Mount Morgan Swimming Pool. This report summarises the annual operations for the facilities.

COMMITTEE RECOMMENDATION

THAT the Annual Operations Report for 2nd World War Memorial Aquatic Centre and Mt Morgan Swimming Pool be received.

Recommendation of the Parks, Recreation and Sport Committee, 19 October 2016**9.6.4 REQUEST FOR PERMISSION TO ENTER INTO A FREEHOLD LEASE WITH GLENMORE BULLS AUSTRALIAN FOOTBALL CLUB INC AT STENLAKE PARK****File No:** 374**Attachments:** 1. **Map showing proposed Lease area for Glenmore Bulls****Authorising Officer:** **Margaret Barrett - Manager Parks
Michael Rowe - General Manager Community Services****Author:** **Sophia Czarkowski - Sports and Education Supervisor**

SUMMARY

This report presents background to a request for approval to enter into a Freehold Lease with Glenmore Bulls Australian Football Club Inc over part of Stenlake Park as detailed in the report.

COMMITTEE RECOMMENDATION

THAT Council accedes to the request to enter into a Freehold Lease with Glenmore Bulls Australian Football Club Inc over part of Stenlake Park, 20 McLaughlin Street, Kawana (being part of Lot 1 on RP612169) for a period of five (5) years.

Recommendation of the Parks, Recreation and Sport Committee, 19 October 2016**9.6.5 POLICY - CEMETERIES**

File No: 11979

Attachments:

1. Draft Cemeteries Policy
2. FACT SHEET Cemetery Memorial Guide

Authorising Officer: Margaret Barrett - Manager Parks
Michael Rowe - General Manager Community Services

Author: Vincent Morrice - Coordinator Parks and Visitor Services

SUMMARY

A policy has been developed as part of a framework for the management and operation of Council's cemeteries. It aims to provide clarity and consistency in decision making and to promote a safe and respectful environment for all users.

COMMITTEE RECOMMENDATION

THAT The Cemeteries Policy be adopted.

10 COUNCILLOR/DELEGATE REPORTS

Nil

11 OFFICERS' REPORTS

11.1 LEAVE OF ABSENCE - COUNCILLOR STEPHEN SCHWARTEN - MONDAY 17 OCTOBER TO SUNDAY 18 DECEMBER 2016

File No: 10072

Attachments: 1. Request for leave for absence from Councillor Schwarten (Confidential attachment)

Authorising Officer: Evan Pardon - Chief Executive Officer

Author: Evan Pardon - Chief Executive Officer

SUMMARY

Councillor Stephen Schwarten is seeking leave of absence from Monday 17 October 2016 up to and including Sunday 18 December 2016.

OFFICER'S RECOMMENDATION

THAT Councillor Stephen Schwarten be granted leave of absence from Monday 17 October 2016 up to and including Sunday 18 December 2016.

BACKGROUND

Councillor Stephen Schwarten has previously been granted leave of absence from 13 September up to and including Friday 14 October 2016.

On Monday 17 October 2016, Councillor Schwarten has advised the Chief Executive Officer that he wishes to take leave of absence from Monday 17 October 2016 up to and including Sunday 18 December 2016 as per the attached confidential letter and medical certificate (*located in Confidential Agenda*).

11.2 COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER

File No:	4107
Attachments:	1. Instrument of Delegation - Environmental Protection Regulation 2008
Authorising Officer:	Tracy Sweeney - Manager Workforce and Strategy Ross Cheesman - Deputy CEO/General Manager Corporate Services
Author:	Travis Pegrem - Coordinator Industrial Relations and Investigations

SUMMARY

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

OFFICER'S RECOMMENDATION

THAT:

1. Council resolves as per section 518(1)(b) of the *Environmental Protection Act 1994* to delegate to the Chief Executive Officer, the exercise of powers contained in Schedule 1 of the Instrument of Delegation - *Environmental Protection Regulation 2008* attached to this report; and
2. These powers must be exercised subject to any limitations contained in schedule 2 of the Instrument of Delegation attached to the report.

COMMENTARY

MacDonnells Law has identified changes to existing delegable powers under the *Environmental Protection Regulation 2008*. Subsequently, the Instrument of Delegation containing the change has been prepared for Council's consideration and is attached to this report.

Changes to Existing Delegable Powers**Attachment 1 – *Environmental Protection Regulation 2008***

The *Environmental Protection Regulation 2008* has been amended by the *Waste Reduction and Recycling and Other Legislation Amendment Regulation (No. 1) 2016*. The amendment has extended the expiry date of Chapter 5A Waste Management by Local Governments. The chapter expired on 1 September 2016 and has been extended to 1 July 2017. This change has been amended in the footnote of the attached Instrument of Delegation. There have been no changes to the delegable powers.

Once Council has resolved to delegate to the CEO, the exercise of powers contained in schedule 1 of the Instruments of Delegation attached to this report, subject to any limitations contained in schedule 2, the sub-delegates will be given specific delegations according to their respective areas of responsibility subject to the same general conditions and, where appropriate, specific limitations. Without such powers and delegations, officers would be unable to complete work activities related to their position under required Acts without reference to Council.

BACKGROUND

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

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

PREVIOUS DECISIONS

The previous Instrument of Delegation for the *Environmental Protection Regulation 2008* was last considered and adopted by Council at the 24 March 2015 Performance and Service Committee meeting.

LEGISLATIVE CONTEXT

Section 518 of the *Environmental Protection Act 1994* allows Council to delegate its powers to an appropriately qualified entity, being the Mayor, standing committee or chairperson of a standing committee, CEO or an employee having the qualifications, experience or standing appropriate to exercise the power. Pursuant to section 257(4) of the *Local Government Act 2009* a delegation to the CEO must be reviewed annually by Council.

To further streamline the decision making process, section 518 of the *Environmental Protection Act 1994* allows the CEO to sub-delegate the powers (including those delegated to him by Council) to another Council employee where appropriate.

LEGAL IMPLICATIONS

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

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

CONCLUSION

This report includes an Instrument of Delegation for *the Environmental Protection Regulation 2008* incorporating sections to be delegated from the Council to the CEO.

Once Council has resolved to delegate to the CEO, the exercise of powers contained in schedule 1 of the Instrument of Delegation attached to this report subject to any limitations contained in schedule 2 of the Instrument of Delegation, the sub-delegates will be given specific delegations according to their respective areas of responsibility subject to the same general conditions and, where appropriate, specific limitations.

COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER

Instrument of Delegation - Environmental Protection Regulation 2008

Meeting Date: 25 October 2016

Attachment No: 1



INSTRUMENT OF DELEGATION

Environmental Protection Regulation 2008

Under section 518(1)(b) of the *Environmental Protection Act 1994*, **Rockhampton Regional Council** resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

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

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

Schedule 1

Environmental Protection Regulation 2008 ("ENPR")**CHAPTER 3 – ENVIRONMENTALLY RELEVANT ACTIVITIES****Part 1 - Environmentally Relevant Activities – General Matters****Division 3A – Development Application relating to concurrence ERAs**

Entity power given to	Section of ENPR	Description
Local Government	19C	In assessing the application, power to consider the following matters as a code for IDAS under the Planning Act: <ul style="list-style-type: none"> a) an environmental objective assessment (to be carried out in accordance with Schedule 5, Part 2) against the environmental objectives and performance outcomes mentioned in schedule 5, part 3, table 2; b) the standard criteria; c) if the activity is to be carried out in a strategic environmental area – the impacts of the activity on the environmental attributes for the area under the <i>Regional Planning Interests Act 2014</i>.

CHAPTER 4 - REGULATORY REQUIREMENTS**Part 2 - Regulatory Requirements for all Environmental Management Decisions**

Entity power given to	Section of ENPR	Description
Administering Authority	51(1)	When making an environmental management decision relating to an activity, other than a prescribed ERA, power to: <ul style="list-style-type: none"> a) carry out an environmental objective assessment (to be carried out in accordance with Schedule 5, Part 2) against the environmental objective and performance outcomes mentioned in schedule 5, part 3, tables 1 and 2; b) consider the environmental values declared under this regulation; ba) if the activity is to be carried out in a strategic environmental area – consider the impacts of the activity on the environmental attributes for the area under the <i>Regional Planning Interests Act 2014</i>; c) consider each of the following under any relevant environmental protection policies: <ul style="list-style-type: none"> (i) the management hierarchy; (ii) environmental values; (iii) quality objectives; (iv) the management intent; and d) consider the matters of national environmental significance.
Administering Authority	51(2)	For an environmental management decision relating to a prescribed ERA, power to: <ul style="list-style-type: none"> a) carry out an environmental objective assessment (to be carried out in accordance with Schedule 5, Part 2) against the environmental objective and performance outcomes mentioned in schedule 5, part 3, table 1; and b) consider the matters mentioned in subsection (1)(b), (ba) and (c).
Administering Authority	52(1)	When making an environmental management decision relating to an activity, power to consider imposing conditions about the specified matters.

Entity power given to	Section of ENPR	Description
Administering Authority	53(1)	When making an environmental management decision relating to an activity, power to consider whether to impose conditions about the release of contaminants from the activity on the receiving environment.
Administering Authority	53(2)	Power to consider the specified matters when considering whether to impose a monitoring condition.

Part 3 - Additional Regulatory Requirements for Particular Environmental Management Decisions

Entity power given to	Section of ENPR	Description
Administering Authority	58(2)	When making an environmental management decision relating to an activity that involves, or may involve the release of water or waste to a referable wetland or a significant coastal wetland for treatment, power to refuse to grant the application after considering the specified matters.
Administering Authority	63(2)	When making an environmental management decision relating to an activity that involves, or may involve, the release of waste directly to groundwater, power to refuse to grant the application after consideration of the specified matters.

CHAPTER 5 – MATTERS RELATING TO ENVIRONMENTAL MANAGEMENT AND ENVIRONMENTAL OFFENCES

Part 9 - Waste Tracking

Division 4 – Miscellaneous

Entity power given to	Section of ENPR	Description
Waste Handler	81U(1)(b)	Power to enter a written agreement with another person (the agent) to do the thing for the waster handler.
Person	81W(1)	Power to apply to the administering executive for approval of a particular way of giving prescribed information to the administering authority under division 3.
Person	81X(1)	Power to apply to the administering executive for a consignment number for a number of matters.
Person	81Y(1)	Power to apply to the administering authority for an exemption for the transportation of trackable waste to this part applies.

CHAPTER 5A – WASTE MANAGEMENT BY LOCAL GOVERNMENTS¹

Part 2 - Waste Management in Local Government Areas

Division 1 – Storage of general waste

Entity power given to	Section of ENPR	Description
Local Government	81ZF(1)(b)	Power to require the owner or occupier of relevant premises in the local government area, to supply at the relevant premises, enough waste

¹ Section 81ZS – Devolution – Waste Management in Local Government Areas – Act, 514, the administration and enforcement of Part 2 is devolved to each local government for its local government area.
Section 81ZT – Devolution – Receiving and Disposing of Waste – Act, 514, the administration and enforcement of Part 3, to the extent it relates to a waste facility owned, operated or otherwise controlled by a local government, is devolved to the local government.
Section 81ZU, Chapter 5A expires on 1 July 2017.

		containers, other than standard general waste containers, to contain the general waste produced at the relevant premises.
Local Government	81ZF(2)	Power to consider reasonable, the number of standard general waste containers required at the relevant premises.
Local Government	81ZG(1)(a)	Power to require the occupier of the relevant premises to store general waste at the relevant premises in another type of waste container other than a standard general waste container.
Local Government	81ZH(1)(a)	Power to require a waste container supplied for the premises to be kept at a particular place at the premises.
Local Government	81ZH(2)(a)	Power to arrange to collect waste from the container at the place.
Local Government	81ZI(2)	Power to require the prescribed person to ensure certain things are supplied at the premises.
Local Government	81ZI(2)(a)(i)	Power to require the level of an elevated stand for the holding of all waste containers.
Local Government	81ZI(2)(a)(ii)	Power to require drainage of an imperviously paved area where all waste containers can be placed.

Division 2 – Removal of General Waste

Entity power given to	Section of ENPR	Description
Local Government	81ZJ(2)	Power to give a written notice to the occupier of the relevant premises stating a number of matters listed in s81ZJ(2)(a) – (c).
Local Government	81ZK(2)(a)	Power to approve and give written approval to the owner or occupier of the relevant premises for depositing or disposing of the waste.
Local Government	81ZK(2)(b)	Power to impose conditions on the approval.

Division 3 – Storage and treatment of industrial waste

Entity power given to	Section of ENPR	Description
Local Government	81ZL(1)	Power to require the occupier of the relevant premises where there is industrial waste to do a number of things as set out in section 81ZL(1)(a) – (c).
Local Government	81ZL(1)(a)	Power to require the number of industrial waste containers to be supplied at the premises for storing the waste at the premises safely, efficiently and without causing a nuisance.
Local Government	81ZL(1)(b)	Power to require the occupier of the relevant premises to keep the waste containers at a place at the premises.
Local Government	81ZL(4)	Power to approve a type of container as an industrial waste container for the storing of industrial waste at the premises within the local government area.
Local Government	81ZM	Power to require the occupier of the relevant premises where there is industrial waste to treat the waste to a standard.
Local Government	81ZM	Power to approve the standard to treat waste for the occupier of the relevant premises where there is industrial waste.

Part 3 - Receiving and Disposing of Waste

Entity power given to	Section of ENPR	Description
Waste Facility	81ZQ(1)	Power to consent to the matters set out in section 81ZQ(1)(a) – (c).

Owner or Operator		
Waste Facility Owner or Operator	81ZR(2)(b)	Power to give reasonable instructions to a person to deal with waste.

CHAPTER 8 - FEES**Part 3 - Annual Fees****Division 2 - Reduced Annual Fees in Particular circumstances*****Subdivision 3 - Offences and Record Keeping***

Entity power given to	Section of ENPR	Description
Administering Authority	133	Power to require the holder of a relevant authority to pay the authority the difference between the annual fee and the reduced annual fee.

CHAPTER 9 - REPEAL, TRANSITIONAL AND SAVINGS PROVISIONS**Part 2 - Transitional and Savings Provisions****Division 2 - Transitional Provisions about Environmentally Relevant Activities*****Subdivision 1 – General***

Entity power given to	Section of ENPR	Description
Administering Authority	150(3)	In the specified circumstances, as soon as practicable after commencement, power to: (a) give the holder of the registration certificate a notice stating that, under this regulation, the activity is no longer an environmentally relevant activity; and (b) from the anniversary day of the registration certificate, the holder no longer needs a registration certificate to carry out the activity.
Administering Authority	151(2)	In the specified circumstances, as soon as practicable after commencement, power to give the holder of a relevant authority a notice stating that: (a) under this regulation, the activity is still an environmentally relevant activity; (b) the provision of schedule 2 applicable to the holder's activity; (c) from the anniversary day of the relevant authority, the holder is taken to have a relevant authority to carry out the activity mentioned in the provision of schedule 2 applicable to the holder's activity.
Administering Authority	153(2)	In the specified circumstances, as soon as practicable after commencement, power to give the holder of an environmental authority a notice stating that: (a) under this regulation, the activity is still an environmentally relevant activity; (b) the provision of schedule 5 or 6 applicable to the holder's activity; (c) from the anniversary day of the former environmental authority, the holder is taken to have an environmental authority to carry out the activity mentioned in the provision of schedule 5 or 6 applicable to the holder's activity.

Schedule 2

Schedule 2 Limitations to the Exercise of Power	
1.	Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, the delegate in exercising delegated power in relation to that matter, Will only commit the Council to reasonably foreseeable expenditure up to the amount allocated.
2.	The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge adversely affects, or is likely to adversely affect, the Council's relations with the public at large.
3.	The delegate will not exercise any delegated power in relation to a matter which has already been the subject of a resolution or other decision of the Council (including a policy decision relating to the matter).
4.	The delegate will not exercise any delegated power in a manner, or which has the foreseeable affect, of being contrary to an adopted Council policy or procedure.
5.	The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
6.	The delegate will not exercise any power which can not lawfully be the subject of delegation by Council.

11.3 PROPOSED FREEHOLD LEASE TO OPTUS (TELECOMMUNICATIONS CO-LOCATE) - PART OF 239 ROCKONIA ROAD, KOONGAL

File No:	12355
Attachments:	1. Site Layout 2. Proposed lease area survey plan 3. Detailed Drawings 4. Valuation Report
Authorising Officer:	Drew Stevenson - Manager Corporate and Technology Services Ross Cheesman - Deputy CEO/General Manager Corporate Services
Author:	Kellie Anderson - Coordinator Property and Insurance

SUMMARY

Reporting on a request received from Optus Mobile Pty Ltd to enter into a Freehold Lease over part of 239 Rockonia Road, Koongal for the purpose of constructing an equipment shelter adjoining the existing Telstra Lease.

OFFICER'S RECOMMENDATION

THAT pursuant to section 236 (1)(f) of the *Local Government Regulation 2012*, the Chief Executive Officer (Coordinator Property & Insurance) be authorised to negotiate a freehold Lease with Optus Mobile Pty Ltd over part of 239 Rockonia Road, Koongal as described as Lease B on SP289758, subject to the following conditions:

1. The rental amount is to be \$10,000 per annum + GST, to be increased annually by 3%;
2. The total term of the Lease is to expire on the 30th June 2044, consistent with the expiry date of the adjoining Telstra lease;
3. The Lease is subject to the applicant obtaining all necessary approvals from Council and other Government agencies (if applicable); and
4. The applicant is responsible for all survey and registration costs, and Council's reasonable legal costs with regards to the Lease.

That the Chief Executive Officer is authorised to provide Owner's Consent to Optus Mobile Pty Ltd for the purposes of submitting a Development Application and/or Building Application to install an equipment shelter on the proposed lease area.

COMMENTARY

Optus Mobile Pty Ltd are proposing to lease a small portion of land (46m²) adjoining the Telstra Lease site. Telstra has an existing lease in place for the construction of a telecommunications tower and associated equipment shelter. Optus had initially sought a lease for an additional tower. However, Council Officer's insisted they seek to co-locate with Telstra; noting that Council would be unlikely to approve another tower within such close proximity.

Optus will co-locate their equipment on the Telstra tower (when constructed) but need to lease a small portion of land for the construction of an equipment shelter. Attached are the maps and plans for the proposal, including an example of the type of equipment shelter proposed.

The proposed Telstra Tower on the adjoining lease area has Development Approval (D/440-2013) and Building Approval (42-2015-BPCCOM). Optus will be required to submit Council applications for the construction of the equipment shelter on the proposed lease area.

Optus has already obtained an independent market valuation (attached) which values the proposed lease area at \$10,000 per annum. This assessment is consistent with other telecommunication leases.

BUDGET IMPLICATIONS

The granting of these leases will provide Council with additional commercial leasing revenue. As per the Telecommunication Facilities on Council Land Policy, the rental amount must be determined by a market valuation to be provided at the applicant's cost.

LEGISLATIVE CONTEXT

Under the *Local Government Regulation 2012*, section 236 (1) (c) (vi) states that Council may dispose of a valuable non-current asset other than by tender or auction if the disposal is for the purpose of a lease for a telecommunication tower, and that Council has decided, by resolution, that the exception may apply to the disposal.

CONCLUSION

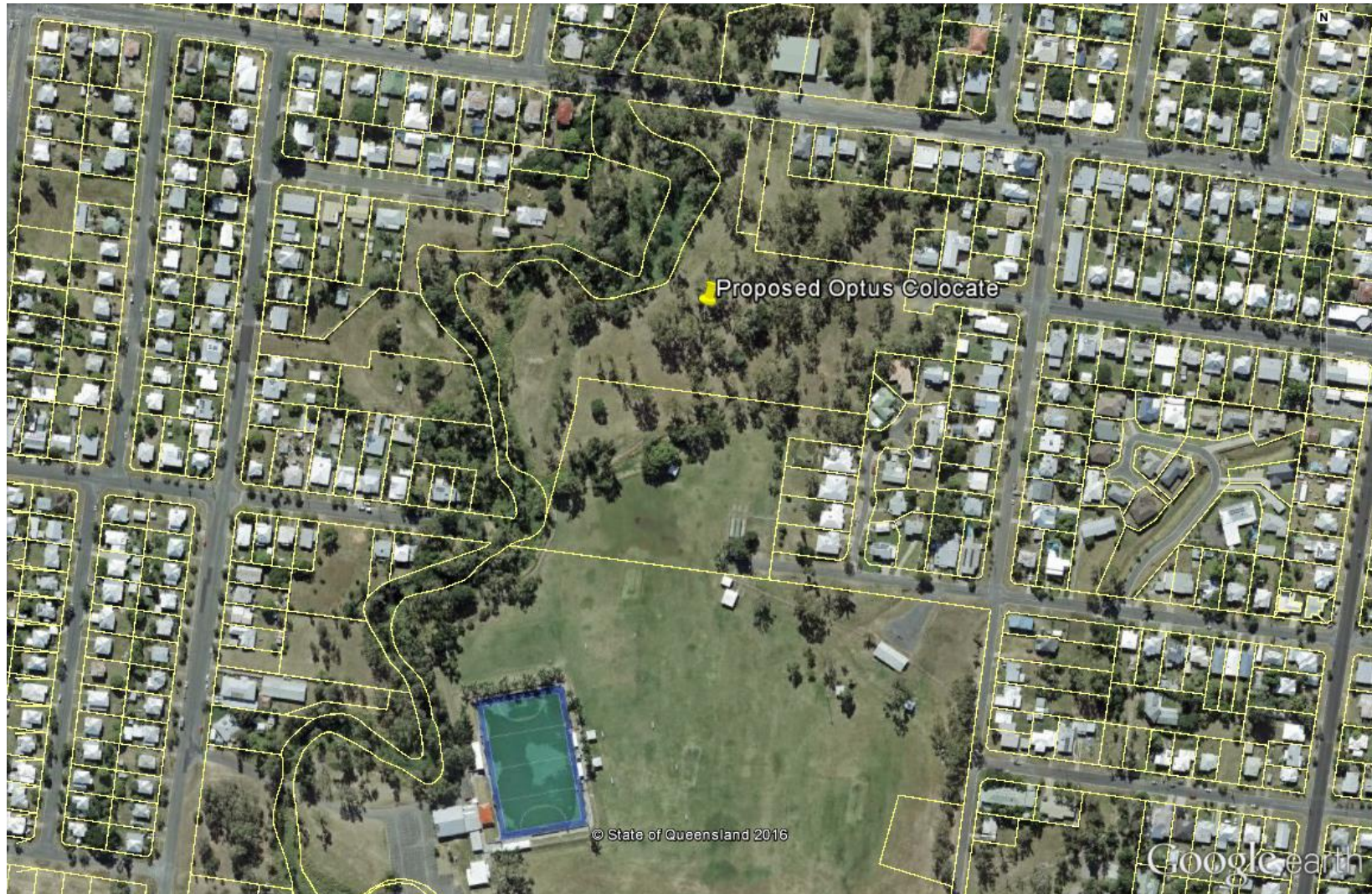
It is recommended that Council enter into a Lease agreement with Optus Mobile Pty Ltd for 239 Rockonia Road, Koongal described as Lease B on SP289758 for the construction of an equipment shelter associated with the adjoining Telstra lease which is for a telecommunications tower.

**PROPOSED FREEHOLD LEASE TO
OPTUS (TELECOMMUNICATIONS CO-
LOCATE) - PART OF 239 ROCKONIA
ROAD, KOONGAL**

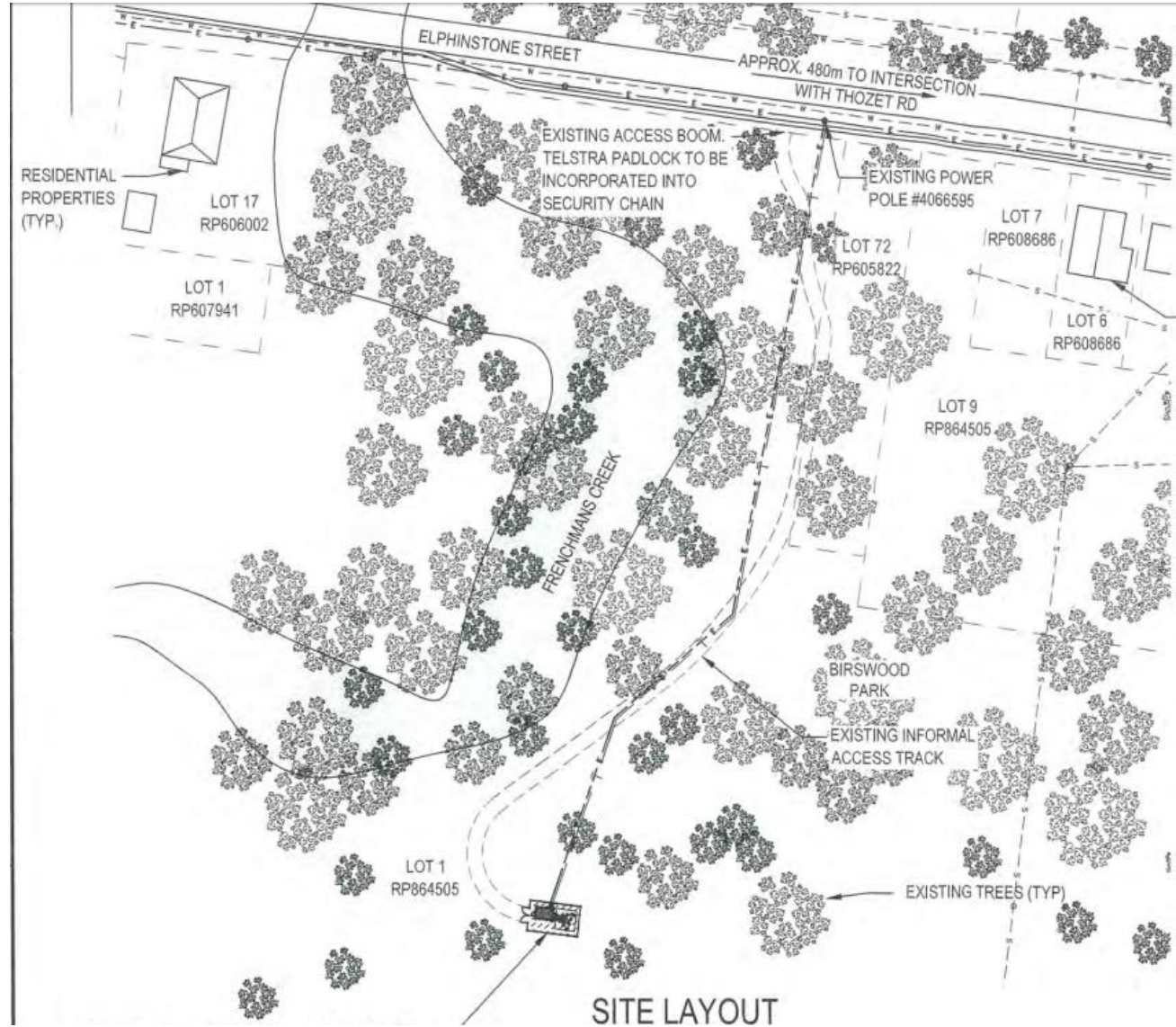
Site Layout

Meeting Date: 25 October 2016

Attachment No: 1





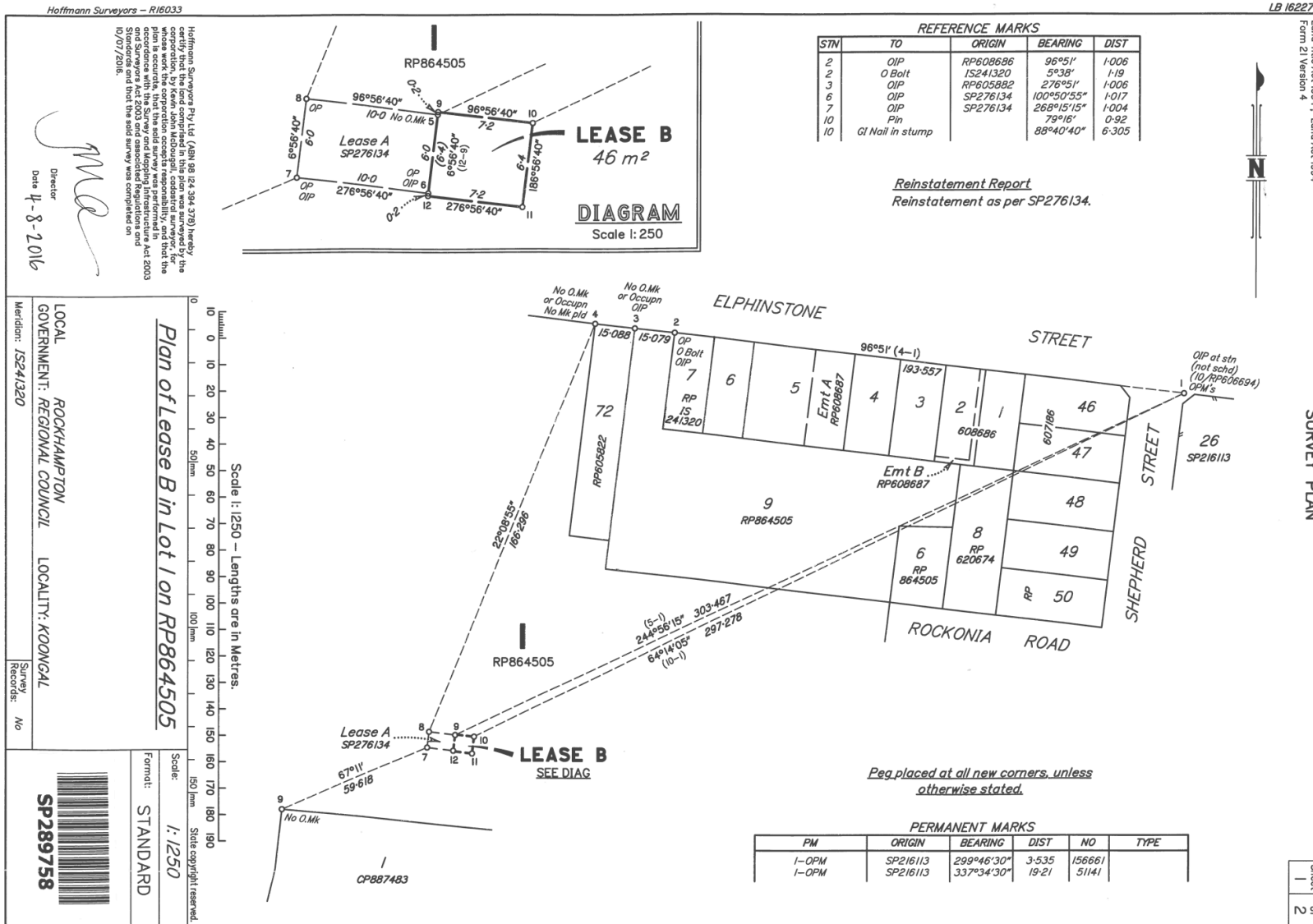


**PROPOSED FREEHOLD LEASE TO
OPTUS (TELECOMMUNICATIONS
CO-LOCATE) - PART OF
239 ROCKONIA ROAD, KOONGAL**

Proposed lease area survey plan

Meeting Date: 25 October 2016

Attachment No: 2



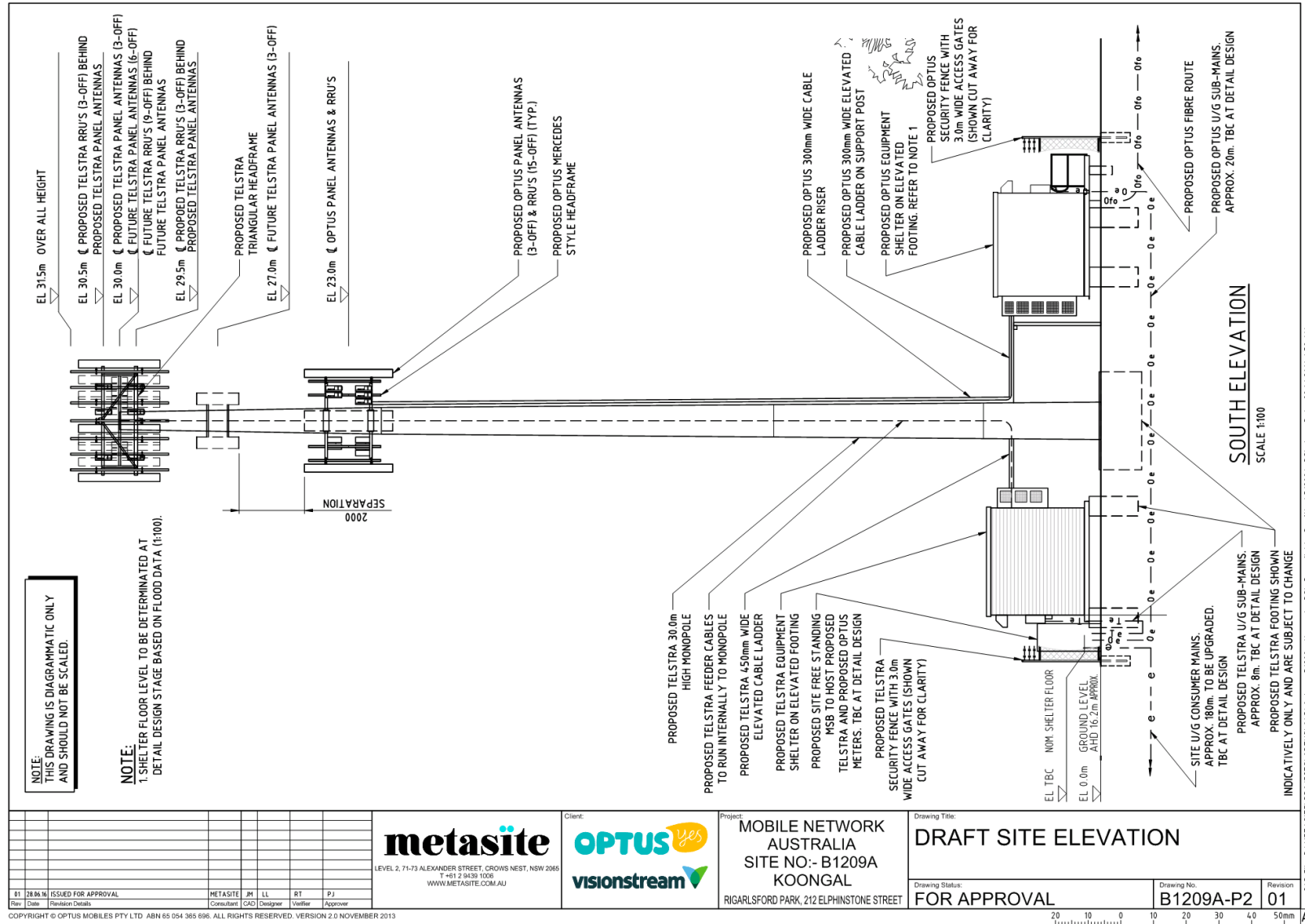
<p>Land Title Act 1994; Land Act 1994 Form 21B Version 1</p> <p style="text-align: center;">(Dealing No.)</p>	<p>WARNING : Folded or Mutilated Plans will not be accepted. Sheet 2 of 2 Plans may be rolled. Information may not be placed in the outer margins.</p> <p>5. Lodged by</p> <p>(Include address, phone number, reference, and Lodger Code)</p>															
<p>1. Certificate of Registered Owners or Lessees.</p> <p>I/We <u>ROCKHAMPTON REGIONAL COUNCIL</u></p> <p>.....</p> <p>.....</p> <p>(Names in full)</p> <p>* as Registered Owners of this land agree to this plan and dedicate the Public Use Land as shown hereon in accordance with Section 50 of the Land Title Act 1994.</p> <p>* as Lessees of this land agree to this plan.</p> <p>Signature of *Registered Owners *Lessees</p> <p>.....</p> <p>* Rule out whichever is inapplicable</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2">6. Existing</th> <th colspan="3">Created</th> </tr> <tr> <th>Title Reference</th> <th>Description</th> <th>New Lots</th> <th>Road</th> <th>Secondary Interests</th> </tr> <tr> <td>50008039</td> <td>Lot 1 on RP864505</td> <td></td> <td></td> <td>Lease B</td> </tr> </table>	6. Existing		Created			Title Reference	Description	New Lots	Road	Secondary Interests	50008039	Lot 1 on RP864505			Lease B
6. Existing		Created														
Title Reference	Description	New Lots	Road	Secondary Interests												
50008039	Lot 1 on RP864505			Lease B												
<p>2. Planning Body Approval.</p> <p>* hereby approves this plan in accordance with the: %</p> <p>Dated this day of</p> <p>..... #</p> <p>..... #</p> <p>* Insert the name of the Planning Body. % Insert applicable approving legislation. # Insert designation of signatory or delegation</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Lots</th> <th>Orig</th> </tr> <tr> <td></td> <td></td> </tr> </table> <p>7. Orig Grant Allocation :</p> <p>8. Passed & Endorsed :</p> <p>By: Hoffmann Surveyors Date: 4-8-2016 Signed: <i>MA</i> Designation: Liaison Officer</p>	Lots	Orig													
Lots	Orig															
<p>3. Plans with Community Management Statement :</p> <p>CMS Number : Name :</p>	<p>4. References :</p> <p>Dept File : Local Govt : Surveyor : R16033</p>															
<p>9. Building Format Plans only.</p> <p>I certify that : * As far as it is practical to determine, no part of the building shown on this plan encroaches onto adjoining lots or roads. * Part of the building shown on this plan encroaches onto adjoining * lots and road</p> <p>Cadastral Surveyor/Director * Date delete words not required</p>																
<p>10. Lodgement Fees :</p> <table style="width:100%;"> <tr><td>Survey Deposit</td><td style="text-align: right;">\$</td></tr> <tr><td>Lodgement</td><td style="text-align: right;">\$</td></tr> <tr><td>.....New Titles</td><td style="text-align: right;">\$</td></tr> <tr><td>Photocopy</td><td style="text-align: right;">\$</td></tr> <tr><td>Postage</td><td style="text-align: right;">\$</td></tr> <tr><td>TOTAL</td><td style="text-align: right;">\$</td></tr> </table>		Survey Deposit	\$	Lodgement	\$New Titles	\$	Photocopy	\$	Postage	\$	TOTAL	\$			
Survey Deposit	\$															
Lodgement	\$															
.....New Titles	\$															
Photocopy	\$															
Postage	\$															
TOTAL	\$															
<p>11. Insert Plan Number SP289758</p>																

**PROPOSED FREEHOLD LEASE TO
OPTUS (TELECOMMUNICATIONS
CO-LOCATE) - PART OF
239 ROCKONIA ROAD, KOONGAL**

Detailed Drawings

Meeting Date: 25 October 2016

Attachment No: 3



Rev	Date	Revision Details	Consultant	CAD Designer	Verifier	Approver
01	28.06.16	ISSUED FOR APPROVAL	METASITE	JM	LL	RT
						PJ

metasite
LEVEL 2, 71-73 ALEXANDER STREET, CROWS NEST, NSW 2065
T +61 2 9430 1006
WWW.METASITE.COM.AU

Client: **OPTUS** *yes*
visionstream

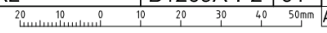
Project: **MOBILE NETWORK AUSTRALIA**
SITE NO:- B1209A KOONGAL
RIGARLSFORD PARK, 212 ELPHINSTONE STREET

Drawing Title: **DRAFT SITE ELEVATION**

Drawing Status: **FOR APPROVAL**

Drawing No: **B1209A-P2**

Revision: **01**



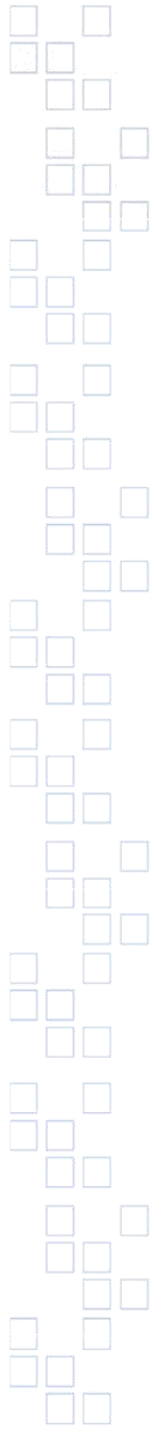
CAD File D:\METASITE\PROJECTS\OPTUS\GLD\Optus - B1209A - Koongal - DSL Greenfield - Drafting\B1209A-DSL.dwg Date: 28.06.2016 6:59 AM

**PROPOSED FREEHOLD LEASE TO
OPTUS (TELECOMMUNICATIONS
CO-LOCATE) - PART OF
239 ROCKONIA ROAD, KOONGAL**

Valuation Report

Meeting Date: 25 October 2016

Attachment No: 4



VALUATION REPORT

Rental Assessment



Prepared For:

**Metasite
Level 2 71 Alexander Street
Crows Nest NSW 2065**

Attention:

Mike Singer

Date of Inspection and Valuation:

30th August 2016

Title Details:

Lot 1 Registered Plan 864505

Valuation (Rental Assessment):

\$10,000 per annum

Valuation No:

CH0860348

Liability limited by a scheme approved under Professional Standards Legislation.

Director | Cameron Halliday Consulting Valuer | Mark Gabriel Robert Woodward
MVS National Rockhampton Pty Ltd – ABN 99 162 715 424
Part of the MVS National Group | Valuations and Property Consulting

T | 07 4922 6985 F | 07 4922 8497
E | admin.rockhampton@mvsvaluers.com.au
W | www.mvsvaluers.com.au
P | PO Box 1284, Rockhampton Q 4700



Address: 239 Rockonia Road, Koongal QLD 4701
Date: 30th August 2016

1. Address:

239 Rockonia Road
Koongal QLD 4701

2. Purpose:

To prepare a report on behalf of Metasite to determine the Leasehold gross rental value (p.a.) for an Optus co-location facility. This Optus co-location relies upon an existing or incumbent carrier (in this case Telstra) having a structure (pole/tower/mast) upon which Optus will Licence an aperture for their antennae.

This is to be undertaken in accordance with and to satisfy the below requirement as instructed:

5.2.8 An independent Market Rental Valuation carried out by a Licensed Valuer operating in the Rockhampton Region will be required prior to Council making an application to the Minister for Local Government for exemption under section 185(1)(e) of the *Local Government (Finance, Plans and Reporting) Regulation 2010*.

3. Title Details:

Proposed Lease over
Lot 1 in Registered Plan 864505, Title Reference: 50008039.
LGA of Rockhampton Regional Council.

Encumbrances and Restrictions:

1. Rights and interests reserved to the Crown by Deed of Grant No. 19505018 (POR 12)
2. Lease No 716271247 21/01/2015 at 11:40 Telstra Corporation Limited A.B.N. 33 051 775 556 Lease A on SP 276134 Term: 01/07/2014 to 30/06/2024 Option Nil
3. Lease No 716271249 21/01/2015 at 11:41 Telstra Corporation Limited A.B.N 33 051 775 556 Lease A on SP276134 Term: 01/07/2024 to 30/06/2034 Option Nil
4. Lease No 716271251 21/01/2015 at 11:41 Telstra Corporation Limited A.B.N 33 051 775 556 Lease A on SP276134 Term: 01/07/2034 to 30/06/2044 Option Nil

The covenants on Title have not been searched. The valuation assumes that the covenant is complied with and does not impact on the marketability of the property or the ability for the property to achieve its highest and best use.

This valuation is made on the basis that the property is free of mortgages, charges and other financial liens.

4. Identification:

The subject property has been identified by street address, title search, site plan and property data search.

5. Land Area:

Site area – 39.68 m² as per Site Plan.



Address: 239 Rockonia Road, Koongal QLD 4701
 Date: 30th August 2016

6. Location:

The subject site is located on the southern side of Elphinstone Street, within Bill Crane Park, in an older established residential area in the north eastern environs of North Rockhampton known as Koongal. Surrounding development comprises a mixture of generally highset chamferboard/fibre cement dwellings of a similar age and nature.





Address: 239 Rockonia Road, Koongal QLD 4701
 Date: 30th August 2016

7. Site Description and Topography:

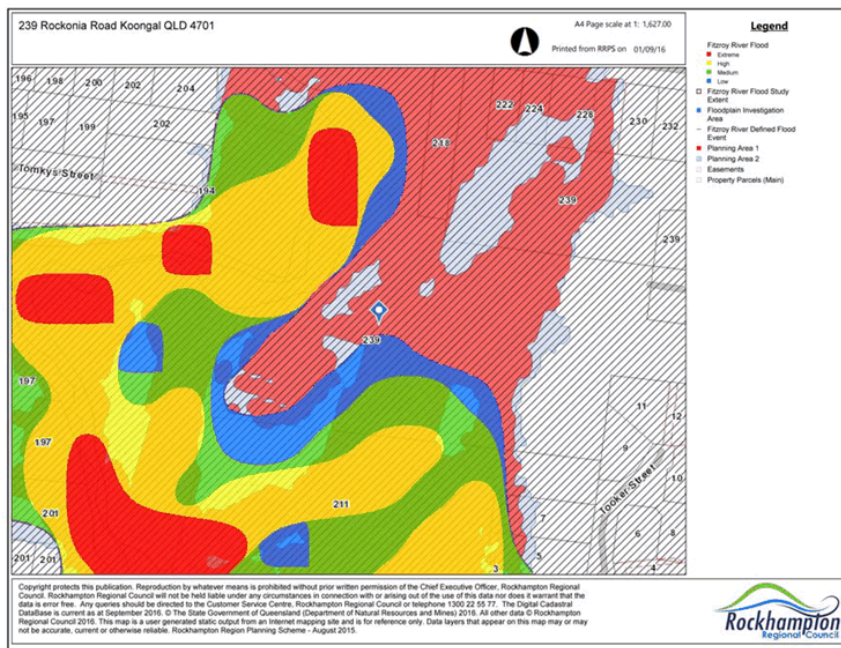
The site under review is rectangular in shape and has a natural fall in topography to the south. The site will need to have minor earthworks to provide a satisfactory building platform.

The aerial map shown on the previous page indicates the size and nature of the large original parcel.

Services: Electricity, Water, Sewer, Telephone, Gas available if required.

Environmental Hazards (site contamination, asbestos, flooding, landslip or other problems):

The property is located within the Rockhampton Regional Council Planning Scheme Fitzroy River Flood Overlay Map and is noted as Planning Area 1, Planning Area 2, Low, Medium, High and Extreme Risk. Without the benefit of a formal flood survey the valuer is unable to confirm whether the existing residence is built above the flood level. In this instance the valuation is on the basis that the residence is above the flood level, unless advised or supplied with a formal flood survey. Any reduced marketability as a result of the flood prone designation has been considered by the valuer in respect of sales and final assessment. Flood mapping included hereunder.



The subject parent property is currently used as a Community Space. The property is considered to represent a low environmental risk.

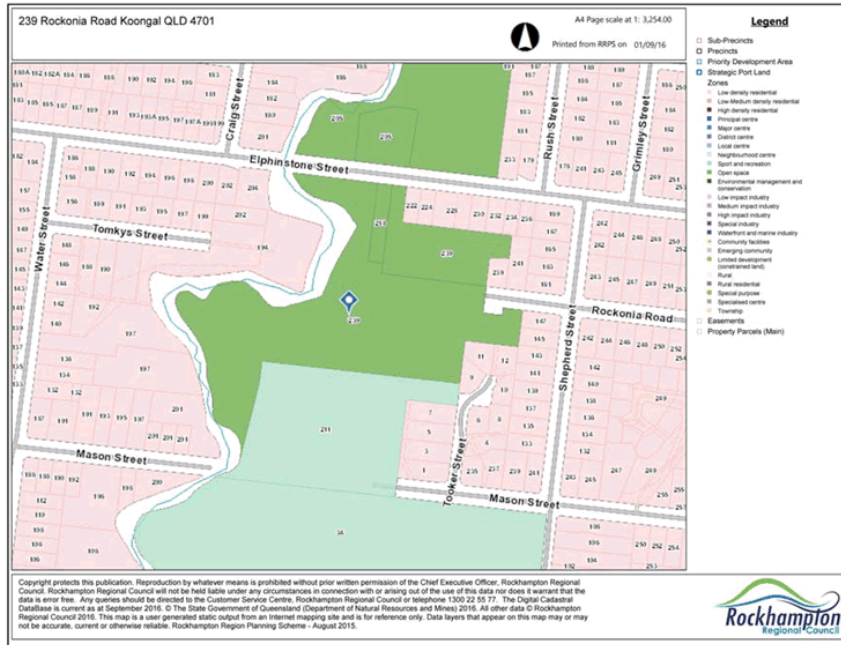


Address: 239 Rockonia Road, Koongal QLD 4701
 Date: 30th August 2016

8. Zoning and Planning Instrument:

Enquiries indicate the property is zoned 'Koongal - Environmental Management and Conservation' under Rockhampton Regional Planning Scheme - August 2015.

Effect: The existing use as open parkland is permitted under the provisions of the zoning





Address: 239 Rockonia Road, Koongal QLD 4701
Date: 30th August 2016

9. Monopole/Communications Tower:

To be erected on the site is a precast concrete 30 metre high communications tower.

This type of pole is generally described as a concrete pole made from high density steel reinforced concrete, using a centrifugal spinning process that produces a hollow pole with the strength and stiffness necessary, as well as a long maintenance free service life. Annexed is a layout plan showing its location (ie Aerial Mast 1).

A copy of the Design of this pole is also annexed to this report.

Other Improvements will include:

- Security fencing to upper level around tower/generator).
- Equipment shelters.
- Cable ladder access.
- Security handrails.
- Additional improvement consist of service pits, communication racks, meter boards etc.

All licensee improvements are excluded from this assessment.

10. General Comments:

The Optus facility will be co-location.

The Optus co-location relies upon an existing or incumbent carrier (in this case Telstra) having a structure (pole / tower / mast) upon which Optus will Licence an aperture for their antennae.

These arrangements are 'in house' 'carrier to carrier' and part of the fabric of the Telco industry – as encouraged by Council.

As noted previously, a copy of the Design of this pole is annexed to this report.



Address: 239 Rockonia Road, Koongal QLD 4701
Date: 30th August 2016

11. Market Evidence:

Rentals for land upon which significant telecommunication towers with infrastructure are erected range from \$8,000/annum to \$15,000/annum.

This sector often has substantial privacy guidelines therefore often comparable information is difficult to obtain.

In finalising the assessment of rental value, we have had regard to the following activity:

Lease Evidence No.	Address	Lessee	Annual Gross Rental	Area	Commencement Date	Terminating Date	Options
1	239 Rockonia Road Koongal Qld 4701	Telstra Corporation Limited	\$10,000	60 m ²	01/07/2014	30/06/2024	Nil
2	73 George Street Bundaberg Qld 4670	Telstra Corporation Limited	\$11,000	140 m ²	01/10/2010	02/03/2025	Nil but two consecutive ten year leases signed
3	Lot 2 Atkinsons Road Elliott Heads Qld 4670	Telstra Corporation Limited	\$10,000	32 m ²	01/10/2010	31/12/2019	Nil but consecutive ten year lease signed
4	Lot 2 Atkinsons Road Elliott Heads Qld 4670	Optus Mobile Pty Ltd	\$15,000	80 m ²	01/10/2010	31/12/2019	Nil but consecutive ten year lease signed
5	84 Wood Street Mackay Qld 4740	Optus Networks Pty Ltd	\$8,000	170 m ²	07/07/2009	06/07/2029	Nil
6	Lot 2 RP 97021 Bucca Qld 4670	NBN Co Limited	\$8,000	40 m ²	06/10/2014	05/10/2024	Nil but consecutive ten year lease signed



Address: 239 Rockonia Road, Koongal QLD 4701
Date: 30th August 2016

12. Valuation Rationale:

Having regard to the above activity and taking into consideration the subject's size, location and nature of improvements, we are of the opinion that the Leasehold gross rental value (p.a.) for the Optus co-location is \$10,000 per annum (assuming 10-year lease)

13. Annexures:

- Letter of Instruction.
- Title Search for original parcel.
- Site Plan.
- Site Elevation
- Photographic Study.

This valuation should be read in its entirety, inclusive of any summary and annexures. MVS Valuers Australia Pty Ltd bears no responsibility to the instructing party, or any other party, where part of this report has been relied upon without reference to the full context of the valuation report document.



Address: 239 Rockonia Road, Koongal QLD 4701
Date: 30th August 2016

14. Valuation Statement:

The Leasehold gross rental value (p.a.) for the Optus co-location on the above-described property, and subject to the comments contained within the report, is the sum of:

\$10,000 PER ANNUM GROSS

(TEN THOUSAND DOLLARS PER ANNUM GROSS)

DATE OF INSPECTION: 30th August 2016

DATE OF VALUATION: 30th August 2016

A handwritten signature in black ink, appearing to read 'Cameron Halliday', written over a faint, light-colored rectangular stamp or watermark.

CAMERON HALLIDAY
(Director/Principal)
AAPI B. Bus. (Property Studies)
Certified Practising Valuer (2928)

This valuation should be read in its entirety, inclusive of any summary and annexures. The valuer and MVS Valuers Australia Pty Ltd do not accept any responsibility where part of this report has been relied upon without reference to the full context of the valuation report.

Independence of Valuer:

I hereby certify that I do not have any direct, indirect or financial interest in the property described.



Address: 239 Rockonia Road, Koongal QLD 4701
Date: 30th August 2016

15. Qualifications and Disclaimers:

The name MVS Valuers contained in this report relates to MVS Valuers Australia Pty Limited.

This report and recommendation has been prepared for and under the instructions of the client, Metasite.

Liability limited by a scheme approved under Professional Standards Legislation.

This valuation is current at the date of valuation only. The value assessed herein may change significantly unexpected over a relatively short period (including as a result of general market movements or factors specific to particular property). We do not accept liability for losses arising from such subsequent changes in value. Without limiting the generality of the above comment, we do not assume any responsibility or accept any liability where this valuation is relied upon after the expiration of three months from the date of the valuation, or such earlier date if you become aware of any factors that have an effect on the valuation.

Whilst the land appears suitable for the existing use, **no** soil tests or environmental studies have been made available to MVS Valuers Australia Pty Ltd. This valuation is on the basis that the property is not affected by any hazardous or unsafe material or condition that adversely affects its existing utility or reduces its marketability. Should an environmental consultant's report indicate otherwise, then this valuation report is to be requisitioned for comment.

The client acknowledges and recognises that MVS Valuers Australia Pty Ltd is not an expert in identifying environmental hazards and compliance requirements affecting properties. This valuation is on the basis that **no** outstanding orders from the Department of Environment & Climate Change (NSW) exist, and MVS Valuers Australia Pty Ltd reserves the right to reconsider the findings, should this not be the case.

This valuation is made on the basis that the property is free of mortgages, charges and other financial liens.

From inspection, there are no apparent encroachments by or upon the subject property apart from possible minor irregularities; however, a Survey Certificate has not been sighted to verify the same.

Comments in relation to zoning, heritage conservation orders/classification, road widening or realignment proposal or any Council policy restricting the development of the land by reason of likelihood of landslip, flooding or drainage issues are based on verbal advice or records available to the public and have not been confirmed by review of a Section 149 Certificate under the Environmental Planning and Assessment Act 1979.

The report is not to be relied upon by any other party for any other purpose. MVS Valuers accept no liability to other parties nor do we contemplate that this report will be relied upon by other parties. Other parties who may come into possession of this report are invited to seek our written consent to them relying on this report. We reserve the right to withhold consent or to review the contents of this report in the event that our consent is sought. In summary, this valuation report is for the use of and may be relied upon only by the parties to whom it is addressed. No other party is entitled to use or rely upon it without our specific written consent and MVS Valuers and the reporting valuer shall have no liability to any party who does so.

In accordance with a condition of our Professional Indemnity Insurance Policy, it is advised that this is a Market Valuation Report and **not** a Structural Survey.

Neither the whole nor any part of this report, nor any reference thereto, may be included in any document, circular or statement, without written approval from MVS Valuers Australia Pty Ltd of the form and context in which it will appear.

It is confirmed that MVS Valuers Australia Pty Ltd and the inspecting valuer have **no** pecuniary interest that could conflict with the valuation of this property.



Address: 239 Rockonia Road, Koongal QLD 4701
Date: 30th August 2016

Letter of Instruction:

From: michael singer [<mailto:michael.singer@metasite.com.au>]
Sent: Thursday, 11 August 2016 1:48 PM
To: admin.rockhampton@mvsvaluers.com.au
Subject: Optus Request for Valuation at Koongal (Rockhampton City Council)
Importance: High

Att: Cameron Halliday

As discussed, we require a quotation for Valuation Services as part of a policy / compliance exercise with Rockhampton City Council. This is to be undertaken in accordance and to satisfy the below the below:

5.2.8 An independent Market Rental Valuation carried out by a Licensed Valuer operating in the Rockhampton Region will be required prior to Council making an application to the Minister for Local Government for exemption under section 185(1)(e) of the Local Government (Finance, Plans and Reporting) Regulation 2010.

The Optus facility will be co-location. The Optus colocation relies upon an existing or incumbent carrier (in this case Telstra) having a structure (pole / tower / mast) upon which Optus will Licence an aperture for their antennae. These arrangements are in house carrier to carrier and part of the fabric of the Telco industry – as encouraged by Council.

Your requirement is to assess the Leaschold gross rental value (p.a.) for an Optus colocation, as per the plans attached. Optus Premises being

The Subject Optus site is at 239 Rockonia Road Koongal, Rockhampton Regional, also known as 218 Elphinstone St, Koongal Qld, 4701 and formally known as Lot 1 RP864505 and I attach for your reference:

- 1) Site Plans showing Optus proposed area of 6.2m * 6.4m = 39.68m²
- 2) RP
- 3) Current Title Search
- 4) Current Telstra Lease adjoining proposed Optus (Commencing 2014).

We look forward to your quotation, and relevant credentials regarding the above request for service.

Kind Regards,

MIKE SINGER | SENIOR ACQUISITION CONSULTANT
+61 (0)412 250 278

metasite

metasite Level 2, 71 Alexander Street Crows Nest NSW 2065
post PO box 31 Crows Nest NSW 1585 t +61 2 9439 1006 f +61 2 9436 1089
www.metasite.com.au



A JAS-ANZ SAFETY
ENVIRONMENTAL AND QUALITY
CERTIFIED COMPANY

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Please consider the environment before printing this e-mail

From: michael singer [<mailto:michael.singer@metasite.com.au>]
Sent: Thursday, 25 August 2016 10:33 AM
To: Admin Rockhampton <admin.rockhampton@mvsvaluers.com.au>
Subject: RE: Optus Request for Valuation at Koongal (Rockhampton City Council)

Hi Michelle,

Your quotation has been approved.

Can you please send through certificate of currency for Professional Indemnity; Workers Comp. & Public Liability.
Also please advise of Time Frame for completion? We would be seeking 1-2 weeks.

We will then issue PO to confirm the instruction.

Thanks in advance.

Kind Regards,

MIKE SINGER | SENIOR ACQUISITION CONSULTANT
+61 (0)412 250 278

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Page 10 of 14



Address: 239 Rockonia Road, Koongal QLD 4701
 Date: 30th August 2016

Title Search – Original Parcel:



**239 Rockonia Road
 Koongal, Rockhampton Regional**

CURRENT TITLE SEARCH
 DEPT OF NATURAL RESOURCES AND MINES, QUEENSLAND
 Request No: 24010751
 Search Date: 11/08/2016 13:27
 Title Reference: 50008039
 Date Created: 10/08/1994

Previous Title: 30596017

REGISTERED OWNER

Dealing No: 700116315 20/07/1994
 ROCKHAMPTON REGIONAL COUNCIL

ESTATE AND LAND

Estate in Fee Simple

LOT 1 REGISTERED PLAN 864505
 Local Government: ROCKHAMPTON

EASEMENTS, ENCUMBRANCES AND INTERESTS

1. Rights and interests reserved to the Crown by Deed of Grant No. 19505018 (FOR 12)
2. LEASE No 716271247 21/01/2015 at 11:40
 TELSTRA CORPORATION LIMITED A.B.N. 33 051 775 556
 LEASE A ON SP276134
 TERM: 01/07/2014 TO 30/06/2024 OPTION NIL
3. LEASE No 716271249 21/01/2015 at 11:41
 TELSTRA CORPORATION LIMITED A.B.N. 33 051 775 556
 LEASE A ON SP276134
 TERM: 01/07/2024 TO 30/06/2034 OPTION NIL
4. LEASE No 716271251 21/01/2015 at 11:41
 TELSTRA CORPORATION LIMITED A.B.N. 33 051 775 556
 LEASE A ON SP276134
 TERM: 01/07/2034 TO 30/06/2044 OPTION NIL

ADMINISTRATIVE ADVICES - NIL
 UNREGISTERED DEALINGS - NIL

CERTIFICATE OF TITLE ISSUED - No

Caution - Charges do not necessarily appear in order of priority

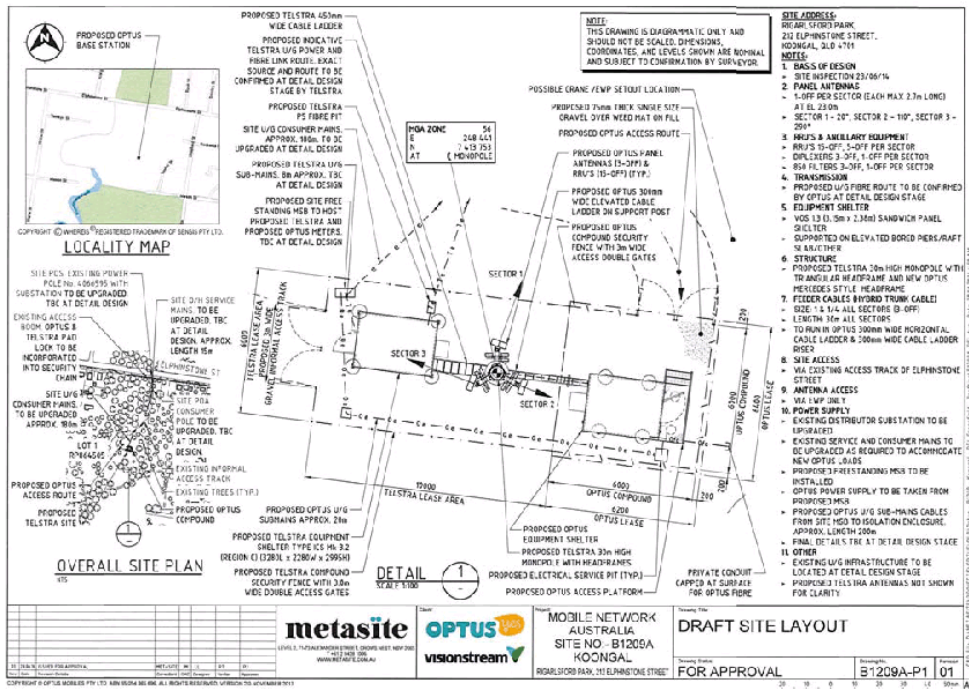
** End of Current Title Search **

COPYRIGHT THE STATE OF QUEENSLAND (DEPT OF NATURAL RESOURCES AND MINES) [2016]
 Requested By: D-ENQ SAI GLOBAL



Address: 239 Rockonia Road, Koongal QLD 4701
 Date: 30th August 2016

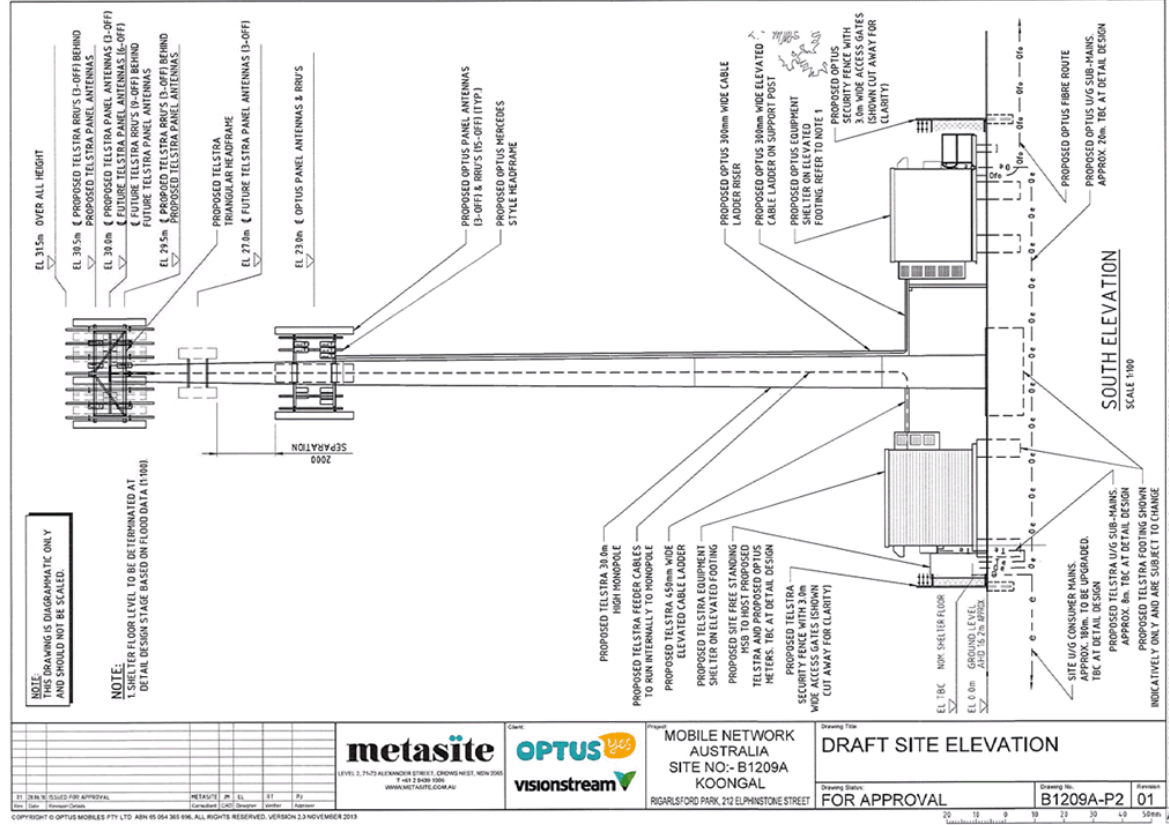
Site Plan:





Address: 239 Rocktonia Road, Koongal QLD 4701
 Date: 30th August 2016

Site Elevation:



				Client: MOBILE NETWORK AUSTRALIA SITE NO:- B1209A KOONGAL RIGARLSFORD PARK, 212 ELPHINSTONE STREET		Drawing Title: DRAFT SITE ELEVATION	
31 28/08/16 ISSUED FOR APPROVAL Name: Project Manager		METASITE 28 EL 31 Headframe: CAD Designer: System:		Copyright © OPTUS MOBILES PTY LTD. ASN 01 564 361 566. ALL RIGHTS RESERVED. VERSION 1.3 NOVEMBER 2015		Drawing Status: FOR APPROVAL Drawing No: B1209A-P2 Revision: 01	



Address: 239 Rockonia Road, Koongal QLD 4701
Date: 30th August 2016

Photographic Study:



NB. Pegs shown on photos indicate the proposed site for the Tower

11.4 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 SEPTEMBER 2016

File No: 8148
Attachments: 1. Income Statement - September 2016
2. Key Indicator Graphs - September 2016
Authorising Officer: Ross Cheesman - Deputy CEO/General Manager
Corporate Services
Author: Alicia Cutler - Manager Finance

SUMMARY

The Manager Finance presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 30 September 2016.

OFFICER'S RECOMMENDATION

THAT the Rockhampton Regional Council Summary Budget Management Report for the Period ended 30 September 2016 be 'received'.

COMMENTARY

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

1. Income Statement (Actuals and Budget for the period 1st July 2016 to 30 September 2016), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

Council should note in reading this report that normally after the completion of the third month of the financial year, operational results should be approximately 25% of budget. All percentages for operational revenue and operational expenditure are measured against the adopted budget.

The percentages reported for capital revenue and capital expenditure are measured against the adopted budget with carryovers i.e. including carry-over capital budgets from 2015/16. The net carry over Capital budget is \$22.8M, comprising carry over expenditure budgets totaling \$23.0M less carry over revenue budgets totaling \$0.2M.

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

Total Operating Revenue is reported at 38%. Key components of this result are:

- Net Rates and Utility Charges are at 44% of budget. This positive variance is due to General Rates and Utility Charges for the six months ending 31 December 2016 having been processed in July.
- Private and Recoverable Works are behind budget at 15%. This is mostly due to the normal catch-up period between work completed and the billing cycle.
- Other revenue items are all in proximity to budget year to date.

Total Operating Expenditure is at 29% of budget with committals, or 24% of budget without committals. Key components of this result are:

- Contractors and Consultants expenditure is ahead of budget at 45%. This is solely due to committed expenditure, as actual expenditure is 19% of budget.
 - Materials and Plant is at 31% of budget. Similar to Contracts and Consultants, this result is heavily influenced by committals as actual expenditure is at 21% of budget.
 - Asset Operational Expenditure is ahead of budget at 38%. Again, committals are driving up the year to date percentage as the actual result is 31% of budget. Actual costs are above budget as Council has already paid annual insurance premiums.
-

- Administrative Expenses are ahead of budget at 44%. Committals for some annual items such as lease agreements are influencing the year to date percentage as the actual result is 27% of budget.
- Other Expenses is at 31% of budget. This is influenced by committals as actual expenditure is at 27% of budget.
- Other expenditure items are in proximity to budget year to date.

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

Total Capital Income is at 16% of budget. Receipt of Capital Income is anticipated to increase in coming months as restoration works in relation to TC Marcia are completed and claims for reimbursement are submitted.

Total Capital Expenditure is at 45% of budget with committals, or 15.3% of budget without committals.

Total Investments are approximately \$125.2M as at 30 September 2016. Investments have decreased from \$131.4M reported in August 2016, mostly due to the QTC Loan Repayment occurring in September 2016.

Total Loans are \$149.6M as at 30 September 2016.

CONCLUSION

After taking into account the advance beneficial rating impact of the first rating cycle for the six months ending 31 December 2016 along with various advance annual payments, it would appear that both operational revenue and expenses are mostly in line with budget expectations at 24%.

Capital Revenue is behind budget at 16% and Capital Expenditure excluding committals is currently sitting at 19.1% of Adopted Budget or 15.2% of the increased August Carry-Over Revised Budget. Capital expenditure was slow to start the year with \$2.7M expenditure recorded in July (after the processing of accruals), however expenditure has increased substantially in August (\$6.8M) and September (\$7.5M). It is anticipated that Capital Expenditure will continue to gain momentum with the ongoing roll out of the capital works program for 2016/17.

A review of the Budget is currently in progress (for end of September) in which we will likely see the overall Capital program reduce for the year based upon expected completion. The change will also incorporate the expected change to Depreciation (following on new information from the 15/16 Financial statements) and any other movements since the budget adoption.

**SUMMARY BUDGET MANAGEMENT
REPORT FOR THE PERIOD ENDED
30 SEPTEMBER 2016**

Income Statement - September 2016

Meeting Date: 25 October 2016

Attachment No: 1



Income Statement
For Period July 2016 to September 2016
25% of Year Gone

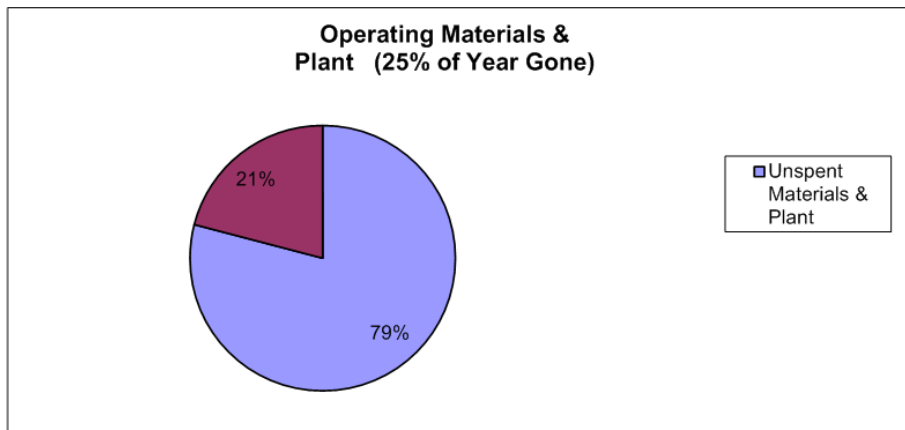
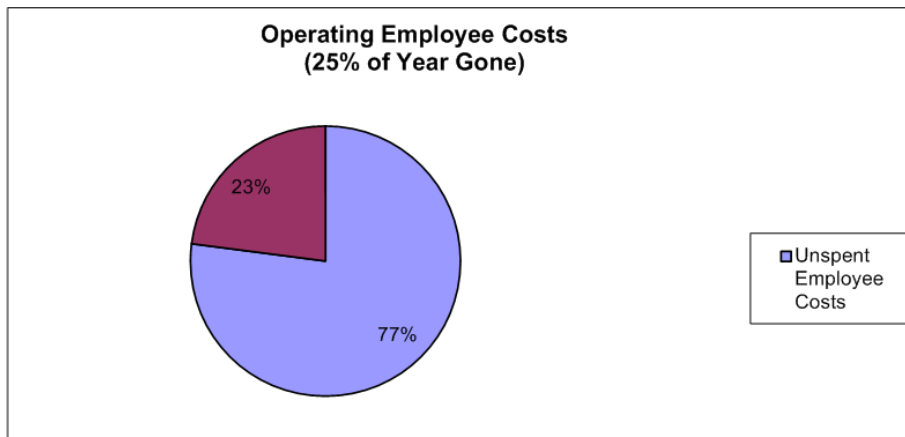
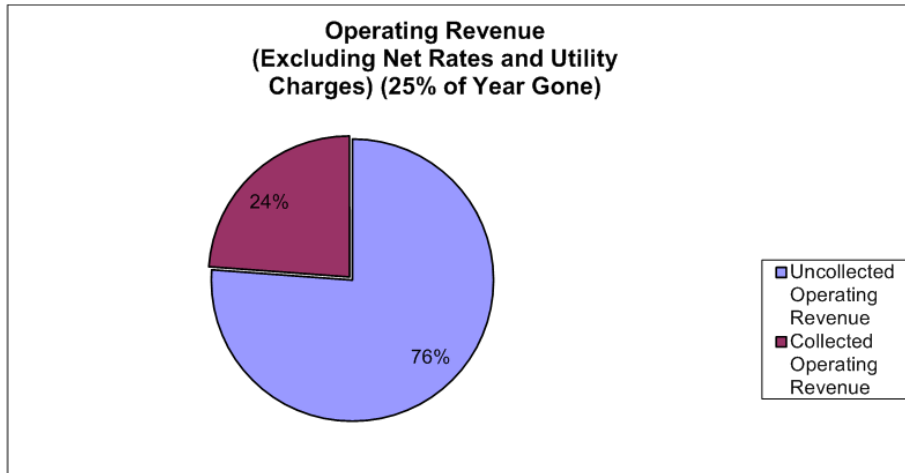
	Adopted Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Adopted Budget	
	\$	\$	\$	\$	\$	
OPERATING					01	
					03	
Revenues						
Net rates and utility charges	(133,058,706)	(58,030,516)	0	(58,030,516)	44% A	
Fees and Charges	(25,844,218)	(6,015,870)	1,501	(6,014,369)	23% A	
Private and recoverable works	(6,387,977)	(987,895)	0	(987,895)	15% A	
Rent/Lease Revenue	(3,050,752)	(752,389)	0	(752,389)	25% A	
Grants Subsidies & Contributions	(10,559,423)	(2,925,871)	0	(2,925,871)	28% A	
Interest revenue	(3,018,000)	(841,822)	0	(841,822)	28% A	
Other Income	(4,797,801)	(1,220,247)	53	(1,220,194)	25% A	
Total Revenues	(186,516,876)	(70,774,410)	1,554	(70,772,856)	38% A	
Expenses						
Employee Costs	76,845,985	17,635,342	235,863	17,871,206	23% A	
Contractors & Consultants	17,324,546	3,256,443	4,473,277	7,729,719	45% A	
Materials & Plant	10,700,883	2,240,484	1,103,010	3,343,494	31% A	
Asset Operational	18,663,845	5,698,308	1,432,944	7,131,252	38% A	
Administrative Expenses	12,435,624	3,310,717	2,104,120	5,414,838	44% A	
Depreciation	47,164,385	11,791,096	0	11,791,096	25% A	
Finance costs	8,684,407	2,243,705	0	2,243,705	26% A	
Other Expenses	1,381,963	372,376	52,364	424,739	31% A	
Total Expenses	193,201,637	46,548,471	9,401,578	55,950,048	29% A	
Transfer / Overhead Allocation						
Transfer/Overhead Allocation	(7,734,627)	(2,087,606)	4,075	(2,083,531)	27% A	
Total Transfer / Overhead Allocation	(7,734,627)	(2,087,606)	4,075	(2,083,531)	27% A	
TOTAL OPERATING POSITION (SURPLUS)/DEFICIT	(1,049,867)	(26,313,545)	9,407,207	(16,906,338)	1610% A	
CAPITAL	Adopted Budget	August Revised (inc Carry Forward)	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Revised Budget
Total Developers Contributions Received	(3,925,700)	(3,925,700)	(574,424)	0	(574,424)	15%
Total Capital Grants and Subsidies Received	(30,026,787)	(30,289,613)	(4,875,338)	0	(4,875,338)	16%
Total Proceeds from Sale of Assets	0	0	(6,818)	0	(6,818)	
Total Capital Income	(33,952,487)	(34,215,313)	(5,456,580)	0	(5,456,580)	16%
Total Capital Expenditure	88,730,329	111,754,535	17,042,693	33,488,128	50,530,821	45%
Net Capital Position	54,777,842	77,539,222	11,586,113	33,488,128	45,074,241	58%
TOTAL INVESTMENTS			127,075,761			
TOTAL BORROWINGS			149,647,968			

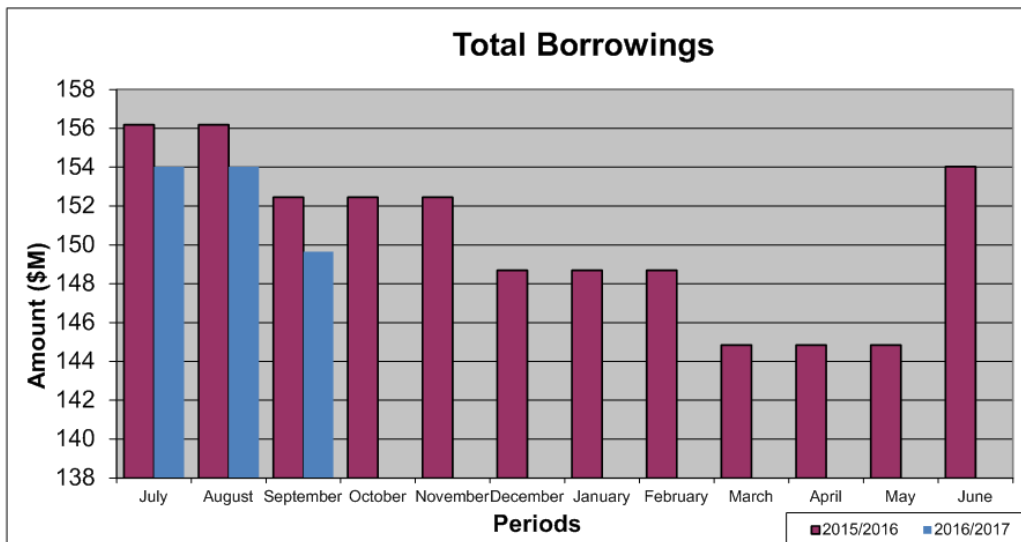
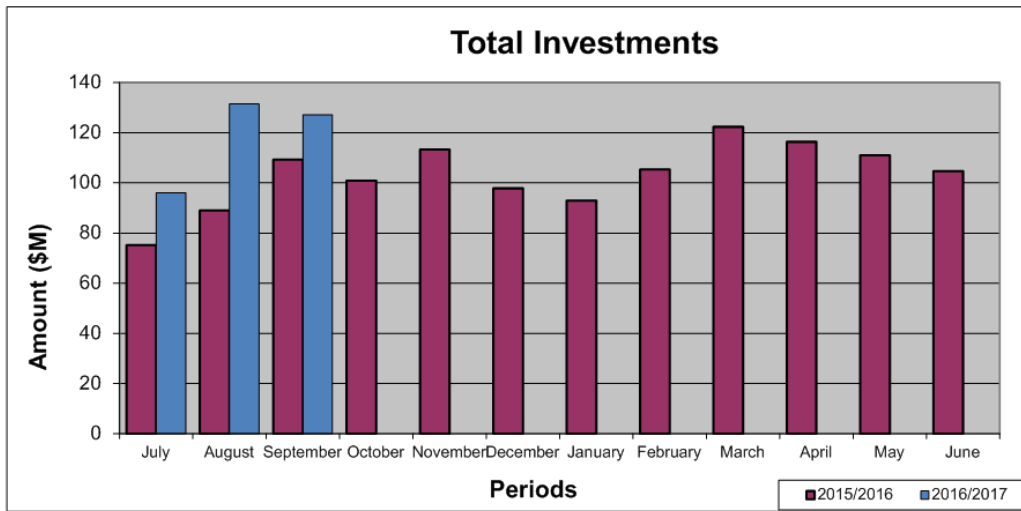
**SUMMARY BUDGET MANAGEMENT
REPORT FOR THE PERIOD ENDED
30 SEPTEMBER 2016**

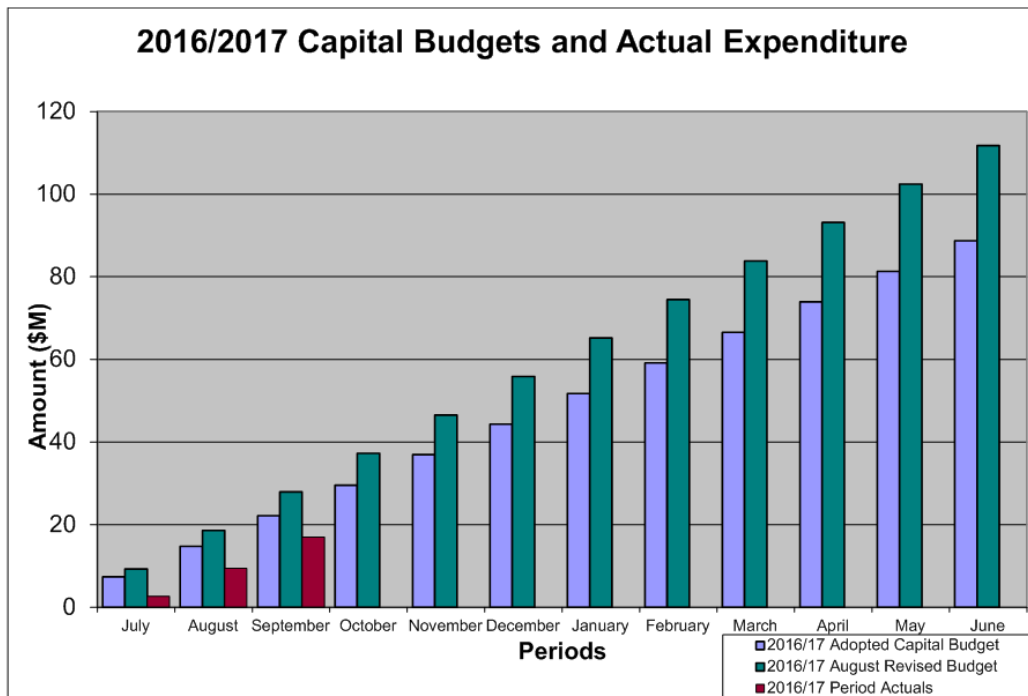
Key Indicator Graphs - September 2016

Meeting Date: 25 October 2016

Attachment No: 2







11.5 2016-2017 FEES AND CHARGES AMENDMENTS

File No:	7816
Attachments:	1. 2016/2017 Fees and Charges Amendments - October 2016
Authorising Officer:	Ross Cheesman - Deputy CEO/General Manager Corporate Services
Author:	Alicia Cutler - Manager Finance

SUMMARY

The intention of this report is to submit minor amendments to Council's Fees and Charges Schedule for the 2016-2017 financial year.

OFFICER'S RECOMMENDATION

THAT in accordance with the requirements of the Local Government Act 2009, Council adopts the amendments to the Fees and Charges schedule for the 2016-2017 financial year as attached to the report.

BACKGROUND

Since Council adopted the fees and charges for 2016-2017 on 22 June 2016 a number of minor issues have been identified which require amendment to provide clarity and ensure customers are being charged the correct fees.

The below information details the amendments to the current Fees and Charges schedule, while the updated Fees and Charges Schedule for the relevant sections has been provided as an attachment.

Corporate Services**Maps**

GIS are proposing to introduce a new fee for a copy of the Rockhampton local government area street index. This index will be produced in AO format for \$61.00. As a result of this addition the title of the section will change from Road Register to Road Register/Street Maps and the fee at line 13 titled "Full Shire" will change to "A4 whole of Council road register booklet" to give customers a clearer understanding of what the fee includes.

Fee number	Item name	Current Fee 2016/2017	Proposed Fee 2016/2017
12	Road Register/Street maps		
13	A4 whole of Council road register booklet	\$61.00	no change
14	A0 township street index		\$61.00

Community Services**Community Halls**

It is proposed that no fees are required for the hire of the Gracemere Community Hall and Mt Morgan School of Arts if the applicant can demonstrate they are a not for profit organisation.

Fee number	Item name	Current Fee 2016/2017	Proposed Fee 2016/2017
1	Gracemere Community Centre		
2	Hall		
3	Maximum 8 hours		

4	Commercial organization, private individual	\$357.50	no change
5	Non-profit organization	\$159.50	FREE
6			
7	<i>Hourly rate - max 4 hours</i>		
8	Commercial organization, private individual	\$45.00	no change
9	Non-profit organization	\$27.50	FREE
10			
11	<i>Day and night</i>		
12	Commercial organization, private individual	\$462.00	no change
13	Non-profit community organization	\$187.00	FREE
14	Security deposit - refundable if facility left in clean and tidy state, no damages, building secured	\$250.00	no change
15			
16	<i>Training Rooms (per room)</i>		
17	Commercial organization, private individual	\$42.00	no change
18	Non-profit community organization	\$20.50	FREE
19	Incorporated Seniors Group - meetings only	\$11.00	FREE
20	*Seniors Groups entitled to 4 free uses of the meeting room per year		
21	Cleaning fee (per hour) - if room not left clean and tidy	\$60.00	no change
22			
23	Mt Morgan School of Arts		
24	<i>Maximum 8 hours (hourly rate applies for additional hours)</i>		
25	Commercial organization, private individual	\$110.00	no change
26	Non-profit organization	\$60.50	FREE
27			
28	<i>Hourly rate - max 4 hours</i>		
29	Commercial organization, private individual	\$22.00	no change
30	Non-profit organization	\$11.00	FREE
31	Incorporated Seniors Group (meetings only)	\$7.70	FREE
32			
33	<i>Day and night</i>		
34	Commercial organization, private individual	\$143.00	no change
35	Non-profit community organization	\$82.50	FREE
36	Security deposit - refundable if facility left in clean and tidy state, no damages, building secured	\$250.00	no change
37			
38	Calliungal Youth Centre (Green Shed)		
39	<i>Hire of Centre (max 4 hours). Centre not available for hire to individuals for parties</i>		
40	Government Funded agencies and programs	\$41.30	FREE
41	Not-for-profit Community Groups supported by Membership Fees	\$31.00	FREE

42	Please note: All fees subject to the facility being left in a clean and tidy state after use, with any costs of additional cleaning required after a hire being passed onto the hirer.		
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Theatre and Showgrounds

Theatre and Showgrounds are proposing to make the hire of the James Lawrence Pavilion free for Not for Profit Organisations.

Fee number	Item name	Current Fee 2016/2017	Proposed Fee 2016/2017
85	James Lawrence Pavilion		
86	James Lawrence Pavilion Function / Wedding Hire Bond	\$1,580.00	no change
87	James Lawrence Room A - Function	\$632.50	no change
88	James Lawrence Room B - Function	\$475.00	no change
89	James Lawrence Room A or B - Meeting (min. 2hrs)	\$53.00	no change
90	James Lawrence Room A or B - Meeting (max. 6hrs)	\$210.00	no change
92	James Lawrence Pavilion - Not For Profit Organisations		FREE

Parks

Parks are proposing to waive the Admin booking fee associated with temporary events and parks hire charges for Not for Profit Organisations. This is to encourage community based organisational involvement in the utilisation of public space.

Fee number	Item name	Current Fee 2016/2017	Proposed Fee 2016/2017
1	Temporary Event Form Lodgement Fee		
2	*Admin Booking Fee - Parks & Reserves etc	\$30.50	no change
3	Not for Profit Organisations		FREE
34	Park Hire Charges		
35	*Admin Booking Fee Applies	\$30.50	no change
36	Not for Profit Organisations		FREE

Local Laws – Community Compliance

Greyhound registration is proposed is change from 50% of the applicable fee for each animal to now be capped at \$454 or registration of each dog, whichever is lesser. This amendment is to rectify an error to the Greyhound registration amount in the Fees and Charges adopted on 22 June 2016.

Fee number	Item name	Current Fee 2016/2017	Proposed Fee 2016/2017
33	Greyhounds - Must hold a current Multiple Animal Permit or DA approval, evidence is to be provided	50% of applicable fee	\$454 or registration of each dog, whichever is the lesser

BUDGET IMPLICATIONS

The fees and charges set by the attached schedules form a significant part of Council's revenue raising requirements and provide a source of funding and/or contribution to programs delivered by Council.

The fees and charges are set in conjunction with the Budget each year to ensure appropriate and responsible revenue raising.

The effect of the changes is not yet known, however it is expected that some revision to these areas may be made in the next Budget Revision.

LEGISLATIVE CONTEXT

Sections 97 and 262 of the Local Government Act apply to the setting of fees and charges and have been applied.

POLICY IMPLICATIONS

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

CONCLUSION

These minor amendments are recommended for inclusion in the 2016-2017 Fees and Charges Schedule.

Upon approval by Council, these amendments to the 2016-2017 Fees and Charges Schedule are to be uploaded and presented on the Council's website.

2016-2017 FEES AND CHARGES AMENDMENTS

2016/2017 Fees and Charges Amendments - October 2016

Meeting Date: 25 October 2016

Attachment No: 1

SECTION:		Maps						
Fee number	Item name	Fee Type	GST Authority	Current Fee (incl GST)	Proposed Fee	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
1	GIS Mapping Products							
2	<i>Map Printed - Preconfigured and customised maps.</i>							
3	A4 SIZE	Commercial	GST Applies	\$17.00	\$17.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
4	A3 SIZE	Commercial	GST Applies	\$28.50	\$28.50	each	Local Government Act 2009	Part 6 S262 (3) (c)
5	A2 SIZE	Commercial	GST Applies	\$45.00	\$45.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
6	A1 SIZE	Commercial	GST Applies	\$69.00	\$69.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
7	A0 SIZE	Commercial	GST Applies	\$98.00	\$98.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
8	<i>Hourly Rate - Customised mapping products and data creation</i>							
9	GIS Consultancy	Commercial	GST Applies	\$112.00	\$112.00	Minimum 1 Hr	Local Government Act 2009	Part 6 S262 (3) (c)
10	Other Department	Commercial	GST Applies			each	Local Government Act 2009	Part 6 S262 (3) (c)
11								
12	Road Register/Street maps							
13	A4 whole of Council road register booklet	Cost Recovery	GST Exempt	\$61.00	\$61.00	each	Local Government Act 2009	Council Local Law
14	A0 township street index	Commercial	GST Applies		\$61.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
15								
16	LIDAR Products - per tile							
17	Contours. Per tile 1km2	Commercial	GST Applies	\$11.00	\$11.00	1km2	Local Government Act 2009	Part 6 S262 (3) (c)
18	Contours. Per tile 2km2	Commercial	GST Applies	\$43.00	\$43.00	2km2	Local Government Act 2009	Part 6 S262 (3) (c)
19	DEM 1m grid (xyz) 1km2	Commercial	GST Applies	\$9.00	\$9.00	1km2	Local Government Act 2009	Part 6 S262 (3) (c)
20	DEM 1m grid (xyz) 2km2	Commercial	GST Applies	\$34.00	\$34.00	2km2	Local Government Act 2009	Part 6 S262 (3) (c)
21	LAS 1km2	Commercial	GST Applies	\$27.00	\$27.00	1km2	Local Government Act 2009	Part 6 S262 (3) (c)
22	LAS 2km2	Commercial	GST Applies	\$106.00	\$106.00	2km2	Local Government Act 2009	Part 6 S262 (3) (c)
23	Convert contours tiles to dxf.dwg	Commercial	GST Applies	\$11.00	\$11.00	each tile	Local Government Act 2009	Part 6 S262 (3) (c)
24								
25	Aerial Imagery							
26	Aerial Imagery < 100ha	Commercial	GST Applies	\$2.50	\$2.50	per Ha	Local Government Act 2009	Part 6 S262 (3) (c)
27	Aerial Imagery > 100ha	Commercial	GST Applies	\$45.00	\$45.00	per 1km2	Local Government Act 2009	Part 6 S262 (3) (c)
28								
29	Data Extraction							

SECTION:		Maps						
Fee number	Item name	Fee Type	GST Authority	Current Fee (incl GST)	Proposed Fee	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
30	Sewer layers	Commercial	GST Applies	\$0.05	\$0.05	per Ha	Local Government Act 2009	Part 6 S262 (3) (c)
31	Water layers	Commercial	GST Applies	\$0.05	\$0.05	per Ha	Local Government Act 2009	Part 6 S262 (3) (c)
32	Effluent layers	Commercial	GST Applies	\$0.05	\$0.05	per Ha	Local Government Act 2009	Part 6 S262 (3) (c)
33	Stormwater layers	Commercial	GST Applies	\$0.05	\$0.05	per Ha	Local Government Act 2009	Part 6 S262 (3) (c)
34	Road layers	Commercial	GST Applies	\$0.05	\$0.05	per Ha	Local Government Act 2009	Part 6 S262 (3) (c)
35	Contours (Custom Extraction)	Commercial	GST Applies	\$2.20	\$2.20	per Ha	Local Government Act 2009	Part 6 S262 (3) (c)
36								
37	Digital Data Media							
38	Supply DVD up to 4.5GB	Commercial	GST Applies	\$10.50	\$10.50	per DVD	Local Government Act 2009	Part 6 S262 (3) (c)
39	Supply external Hard Drive (500GB)	Commercial	GST Applies	\$112.00	\$112.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
40								
41	Hourly Rate / Data Handling							
42	GIS Staff time	Commercial	GST Applies	\$112.00	\$112.00	Minimum 1 Hr	Local Government Act 2009	Part 6 S262 (3) (c)
43	Data Handling Charge (Lidar only)	Commercial	GST Applies	\$55.00	\$55.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
44	Other							
45	* All GIS data is subject to Rockhampton Regional Council's Standard Terms for Access to Digital Data Products, Intellectual Property Rights and the discretion of the Assets & GIS Co-ordinator							

SECTION:		Community Halls						
Fee number	Item name	Fee Type	GST Authority	Current Fee (incl GST)	Proposed Fee	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
1	Gracemere Community Centre							
2	Hall							
3	Maximum 8 hours							
4	Commercial organization, private individual	Commercial	GST Applies	\$357.50	\$357.50	per day	Local Government Act 2009	Commercial Fee s36(2)(c)
5	Non-profit organization	Commercial	GST Applies	\$159.50	Free	per day	Local Government Act 2009	Commercial Fee s36(2)(c)
6								
7	Hourly rate - max 4 hours							
8	Commercial organization, private individual	Commercial	GST Applies	\$45.00	\$45.00	per hour	Local Government Act 2009	Commercial Fee s36(2)(c)
9	Non-profit organization	Commercial	GST Applies	\$27.50	Free	per hour	Local Government Act 2009	Commercial Fee s36(2)(c)
10								
11	Day and night							
12	Commercial organization, private individual	Commercial	GST Applies	\$462.00	\$462.00	per day/night	Local Government Act 2009	Commercial Fee s36(2)(c)
13	Non-profit community organization	Commercial	GST Applies	\$187.00	Free	per day/night	Local Government Act 2009	Commercial Fee s36(2)(c)
14	Security deposit - refundable if facility left in clean and tidy state, no damages, building secured	Commercial	GST Exempt	\$250.00	\$250.00	per booking	Local Government Act 2009	Commercial Fee s36(2)(c)
15								
16	Training Rooms (per room)							
17	Commercial organization, private individual	Commercial	GST Applies	\$42.00	\$42.00	per hour	Local Government Act 2009	Commercial Fee s36(2)(c)
18	Non-profit community organization	Commercial	GST Applies	\$20.50	Free	per hour	Local Government Act 2009	Commercial Fee s36(2)(c)
19	Incorporated Seniors Group - meetings only	Commercial	GST Applies	\$11.00	Free	per hour	Local Government Act 2009	Commercial Fee s36(2)(c)
20	*Seniors Groups entitled to 4 free uses of the meeting room per year							
21	Cleaning fee (per hour) - if room not left clean and tidy	Commercial	GST Applies	\$60.00	\$60.00	per hour	Local Government Act 2009	Commercial Fee s36(2)(c)
22								
23	MT Morgan School of Arts							
24	Maximum 8 hours (hourly rate applies for additional hours)							

SECTION:		Community Halls						
Fee number	Item name	Fee Type	GST Authority	Current Fee (incl GST)	Proposed Fee	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
25	Commercial organization, private individual	Commercial	GST Applies	\$110.00	\$110.00	per day	Local Government Act 2009	Commercial Fee s36(2)(c)
26	Non-profit organization	Commercial	GST Applies	\$60.50	Free	per day	Local Government Act 2009	Commercial Fee s36(2)(c)
27								
28	<i>Hourly rate - max 4 hours</i>							
29	Commercial organization, private individual	Commercial	GST Applies	\$22.00	\$22.00	per hour	Local Government Act 2009	Commercial Fee s36(2)(c)
30	Non-profit organization	Commercial	GST Applies	\$11.00	Free	per hour	Local Government Act 2009	Commercial Fee s36(2)(c)
31	Incorporated Seniors Group (meetings only)	Commercial	GST Applies	\$7.70	Free	per hour	Local Government Act 2009	Commercial Fee s36(2)(c)
32								
33	<i>Day and night</i>							
34	Commercial organization, private individual	Commercial	GST Applies	\$143.00	\$143.00	per day/night	Local Government Act 2009	Commercial Fee s36(2)(c)
35	Non-profit community organization	Commercial	GST Applies	\$82.50	Free	per day/night	Local Government Act 2009	Commercial Fee s36(2)(c)
36	Security deposit - refundable if facility left in clean and tidy state, no damages, building secured	Commercial	GST Exempt	\$250.00	\$250.00	per day/night	Local Government Act 2009	Commercial Fee s36(2)(c)
37								
38	Calliungal Youth Centre (Green Shed)							
39	<i>Hire of Centre (max 4 hours). Centre not available for hire to individuals for parties</i>							
40	Government Funded agencies and programs	Commercial	GST Applies	\$41.30	Free	per booking	Local Government Act 2009	Part 6 S262 (3) (c)
41	Not-for-profit Community Groups supported by Membership Fees	Commercial	GST Applies	\$31.00	Free	per booking	Local Government Act 2009	Part 6 S262 (3) (c)
42	Please note: All fees subject to the facility being left in a clean and tidy state after use, with any costs of additional cleaning required after a hire being passed onto the hirer.							
43								
44	Bauhinia House							
45	<i>Maximum 8 hours, additional hours at hourly rate</i>							
46	Commercial, private individual - maximum 8 hours (including set up time)	Commercial	GST Applies	\$451.00	\$451.00	per day	Local Government Act 2009	Commercial Fee s36(2)(c)

SECTION:		Community Halls						
Fee number	Item name	Fee Type	GST Authority	Current Fee (incl GST)	Proposed Fee	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
47	Non-profit incorporated community organization	Commercial	GST Applies	\$242.00	\$242.00	per day	Local Government Act 2009	Commercial Fee s36(2)(c)
48	Airconditioning fee	Commercial	GST Applies	\$110.00	\$110.00		Local Government Act 2009	Commercial Fee s36(2)(c)
49	Hourly rate (maximum 4 hours) - all hires per hour	Commercial	GST Applies	\$45.00	\$45.00	per hour	Local Government Act 2009	Commercial Fee s36(2)(c)
50	Airconditioning fee	Commercial	GST Applies	\$55.00	\$55.00		Local Government Act 2009	Commercial Fee s36(2)(c)
51	Security bond - all hirers, (refundable subject to post event inspection)	Commercial	GST Exempt	\$350.00	\$350.00	per booking	Local Government Act 2009	Commercial Fee s36(2)(c)
52	Incorporated Seniors Group - permanent hire agreement	Commercial	GST Applies	as per agreement	as per agreement	per quarter	Local Government Act 2009	Commercial Fee s36(2)(c)
53								
54	Schotia Place							
55	Commercial, private individual - maximum 8 hours (including set up time)	Commercial	GST Applies	\$451.00	\$451.00	per day	Local Government Act 2009	Commercial Fee s36(2)(c)
56	Non-profit incorporated community organization	Commercial	GST Applies	\$242.00	\$242.00	per day	Local Government Act 2009	Commercial Fee s36(2)(c)
57	Hourly rate (maximum 4 hours) - all hires per hour	Commercial	GST Applies	\$45.00	\$45.00	per hour	Local Government Act 2009	Commercial Fee s36(2)(c)
58	Security bond - all hirers, (refundable subject to post event inspection)	Commercial	GST Exempt	\$350.00	\$350.00	per booking	Local Government Act 2009	Commercial Fee s36(2)(c)
59	Incorporated Seniors Group - permanent hire agreement	Commercial	GST Applies	as per agreement	as per agreement	per quarter	Local Government Act 2009	Commercial Fee s36(2)(c)

SECTION:		Theatre and Showgrounds						
Fee number	Item name	Fee Type	GST Authority	Current Fee (incl GST)	Proposed Fee	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
1	COM - Commercial							
2	NFP – RRC Area Not for profit organisations							
3	PNP - ARTS Companies							
4								
5	Pilbeam Theatre							
6	Venue Costs							
7	Security Deposit							
8	Performance Rental (base) for COM	Commercial	GST Applies	\$1,160.00	\$1,160.00	per session	Local Government Act 2009	Part 6 S262 (3) (c)
9	Performance Rental (base) for NFP	Commercial	GST Applies	\$635.00	\$635.00	per session	Local Government Act 2009	Part 6 S262 (3) (c)
10	vs Percentage of Gross Box Office-Plus GST for COM	Commercial	GST Applies	10%	10%	per session	Local Government Act 2009	Part 6 S262 (3) (c)
11	vs Percentage of Gross Box Office-Plus GST for NFP	Commercial	GST Applies	10%	10%	per session	Local Government Act 2009	Part 6 S262 (3) (c)
12	Conference / Meeting Full Day for COM	Commercial	GST Applies	\$1,925.00	\$1,925.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
13	Conference / Meeting Full Day for NFP	Commercial	GST Applies	\$1,425.00	\$1,425.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
14	Rehearsal and Set-Up for COM	Commercial	GST Applies	\$76.50	\$76.50	per hour	Local Government Act 2009	Part 6 S262 (3) (c)
15	Rehearsal and Set-Up for NFP	Commercial	GST Applies	\$63.50	\$63.50	per hour	Local Government Act 2009	Part 6 S262 (3) (c)
16	Eisteddfod/ Dance Festival (min. 3hr per session) per hour	Commercial	GST Applies	\$63.50	\$63.50	per hour	Local Government Act 2009	Part 6 S262 (3) (c)
17								
18	Theatre Bar	Commercial	GST Applies	\$205.00	\$205.00	per session	Local Government Act 2009	Part 6 S262 (3) (c)
19	Front of House Staff							
20	Merchandise Seller per hour	Commercial	GST Applies	\$47.50	\$47.50	per hour	Local Government Act 2009	Part 6 S262 (3) (c)
21	Duty Manager per hour	Commercial	GST Applies	\$63.50	\$63.50	per hour	Local Government Act 2009	Part 6 S262 (3) (c)

SECTION:		Theatre and Showgrounds						
Fee number	Item name	Fee Type	GST Authority	Current Fee (incl GST)	Proposed Fee	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
22	Ushers (up to 6 / performance) for COM	Commercial	GST Applies	\$460.00	\$460.00	per session	Local Government Act 2009	Part 6 S262 (3) (c)
23	Ushers (up to 6 /performance) for NFP	Commercial	GST Applies	\$230.00	\$230.00	per session	Local Government Act 2009	Part 6 S262 (3) (c)
24	Ushers Eisteddfod/ Dance Festival per day	Commercial	GST Applies	\$380.00	\$380.00	per session	Local Government Act 2009	Part 6 S262 (3) (c)
25								
26	Additional Cleaning Charges							
27	Charged at award rates + applicable on-cost. Plus GST							
28	Production Charges							
29	Standing Charge per performance for COM	Commercial	GST Applies	\$320.00	\$320.00	per session	Local Government Act 2009	Part 6 S262 (3) (c)
30	Standing Charge per performance for NFP	Commercial	GST Applies	\$160.00	\$160.00	per session	Local Government Act 2009	Part 6 S262 (3) (c)
31	Stage Electricity as metered per KwHr	Commercial	GST Applies	\$0.95	\$0.95	per unit	Local Government Act 2009	Part 6 S262 (3) (c)
32	Use of Steinway Grand Piano (Tuning additional)	Commercial	GST Applies	\$260.00	\$260.00	per session	Local Government Act 2009	Part 6 S262 (3) (c)
33	Production Staff (Level 4/5) per hour	Commercial	GST Applies	\$63.50	\$63.50	per hour	Local Government Act 2009	Part 6 S262 (3) (c)
34								
35	Venues and Events Box Office Charges							
36	All Venues							
37	Event Creation Fee per performance for COM	Commercial	GST Applies	\$73.50	\$73.50	per session	Local Government Act 2009	Part 6 S262 (3) (c)
38	Event Creation Fee per performance for NFP	Commercial	GST Applies	\$73.50	\$73.50	per session	Local Government Act 2009	Part 6 S262 (3) (c)
39	Event Creation Fee Eisteddfod/ Dance Festival per total event	Commercial	GST Applies	\$385.00	\$385.00	per session	Local Government Act 2009	Part 6 S262 (3) (c)
40								
41	Booking Fee for NFP							
42	Zero Price Ticket Charges (1st 20 at no charge) for NFP	Commercial	GST Applies	\$2.50	\$2.50	per unit	Local Government Act 2009	Part 6 S262 (3) (c)

SECTION:		Theatre and Showgrounds						
Fee number	Item name	Fee Type	GST Authority	Current Fee (incl GST)	Proposed Fee	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
43	Credit Card Charge (charged to Hirer)	Commercial	GST Applies	3.5%	3.5%		Local Government Act 2009	Part 6 S262 (3) (c)
44	Ticket with a net Ticket value < \$25.00	Commercial	GST Applies	\$2.50	\$2.50	per unit	Local Government Act 2009	Part 6 S262 (3) (c)
45	Ticket with a net Ticket value > \$25 and < \$50	Commercial	GST Applies	\$2.75	\$2.75	per unit	Local Government Act 2009	Part 6 S262 (3) (c)
46	Ticket with a net Ticket value > \$50 and < \$100	Commercial	GST Applies	\$3.00	\$3.00	per unit	Local Government Act 2009	Part 6 S262 (3) (c)
47	Ticket with a net Ticket value > \$100	Commercial	GST Applies	\$3.80	\$3.80	per unit	Local Government Act 2009	Part 6 S262 (3) (c)
48	Eisteddfod/ Dance Festival GA Session Ticket	Commercial	GST Applies	\$1.35	\$1.35	per unit	Local Government Act 2009	Part 6 S262 (3) (c)
49	Eisteddfod/ Dance Festival Reserved Session Ticket	Commercial	GST Applies	\$1.55	\$1.55	per unit	Local Government Act 2009	Part 6 S262 (3) (c)
50	Eisteddfod/ Dance Festival Season Ticket	Commercial	GST Applies	\$2.50	\$2.50	per unit	Local Government Act 2009	Part 6 S262 (3) (c)
51	Cancellation Fee (200% of the applicable Booking Fee)							
52	Booking Fee for COM							
53	Zero Price Ticket Charges (1st 20 at no charge) for COM	Commercial	GST Applies	\$3.15	\$3.15	per unit	Local Government Act 2009	Part 6 S262 (3) (c)
54	Credit Card Charge (charged to Hirer)							
55	Ticket with a net Ticket value < \$25.00	Commercial	GST Applies	\$3.70	\$3.70	per unit	Local Government Act 2009	Part 6 S262 (3) (c)
56	Ticket with a net Ticket value > \$25 and < \$50	Commercial	GST Applies	\$4.20	\$4.20	per unit	Local Government Act 2009	Part 6 S262 (3) (c)
57	Ticket with a net Ticket value > \$50 and < \$100	Commercial	GST Applies	\$5.20	\$5.20	per unit	Local Government Act 2009	Part 6 S262 (3) (c)
58	Ticket with a net Ticket value > \$100	Commercial	GST Applies	\$7.25	\$7.25	per unit	Local Government Act 2009	Part 6 S262 (3) (c)
59	Credit Card Charge (charged to PATRON in conv. fee)			2%	2%			
60	Refunds and exchanges per ticket	Commercial	GST Applies	\$3.15	\$3.15	per unit	Local Government Act 2009	Part 6 S262 (3) (c)
61	Internet Convenience Fee per ticket	Commercial	GST Applies	\$1.60	\$1.60	per unit	Local Government Act 2009	Part 6 S262 (3) (c)
62	Telephone Service Fee per Transaction	Commercial	GST Applies	\$5.25	\$5.25	per unit	Local Government Act 2009	Part 6 S262 (3) (c)
63	Ticket Postage Fee - Standard Mail	Commercial	GST Applies	\$3.50	\$3.50	per unit	Local Government Act 2009	Part 6 S262 (3) (c)

SECTION:		Theatre and Showgrounds						
Fee number	Item name	Fee Type	GST Authority	Current Fee (incl GST)	Proposed Fee	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
64	Ticket Postage Fee - Registered Mail	Commercial	GST Applies	\$6.50	\$6.50	per unit	Local Government Act 2009	Part 6 S262 (3) (c)
65								
66	Showgrounds Hire of Facilities - Commercial							
67	Costs of materials required for events is the responsibility of the hirer							
68	All electricity and water is an additional charge to hirer using the facilities							
69	Set-up / Bump-in / Bump-Out charged at 50% of day rate							
70	Local NFP organisation - hire rate less 20% - applies only to base rental							
71	Weekly hire - 7 days at cost of 6 days							
72	Main Arena Hire	Commercial	GST Applies	\$1,630.00	\$1,630.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
73	Whole Showgrounds Hire	Commercial	GST Applies	\$9,485.00	\$9,485.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
74	or 50% of above plus Gate Levy							
75	Gate Levy (Adult/Pen/Student)	Commercial	GST Applies	\$1.35	\$1.35	each	Local Government Act 2009	Part 6 S262 (3) (c)
76	Gate Levy (Family)	Commercial	GST Applies	\$3.15	\$3.15	each	Local Government Act 2009	Part 6 S262 (3) (c)
77	Commercial concert event % of GBO			5%	5%			
78								
79	Cremerne Area Hire	Commercial	GST Applies	\$1,630.00	\$1,630.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
80	Rotunda (weddings etc) Hire	Commercial	GST Applies	\$262.50	\$262.50	per day	Local Government Act 2009	Part 6 S262 (3) (c)
81	Fairground Area Hire - Commercial event	Commercial	GST Applies	\$685.00	\$685.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
82								
83	Walter Pierce Pavilion Hire	Commercial	GST Applies	\$1,265.00	\$1,265.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
84	Walter Pierce Pavilion Kitchen Hire	Commercial	GST Applies	POA	POA	per day	Local Government Act 2009	Part 6 S262 (3) (c)

SECTION:		Theatre and Showgrounds						
Fee number	Item name	Fee Type	GST Authority	Current Fee (incl GST)	Proposed Fee	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
85								
86	James Lawrence Pavilion							
87	James Lawrence Pavilion Function / Wedding Hire Bond	Commercial	GST Applies	\$1,580.00	\$1,580.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
88	James Lawrence Room A - Function	Commercial	GST Applies	\$632.50	\$632.50	per day	Local Government Act 2009	Part 6 S262 (3) (c)
89	James Lawrence Room B - Function	Commercial	GST Applies	\$475.00	\$475.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
90	James Lawrence Room A or B - Meeting (min. 2hrs)	Commercial	GST Applies	\$53.00	\$53.00	per hour	Local Government Act 2009	Part 6 S262 (3) (c)
91	James Lawrence Room A or B - Meeting (max. 6hrs)	Commercial	GST Applies	\$210.00	\$210.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
92	James Lawrence Pavilion - Not For Profit Organisations	Commercial	GST Applies		Free	per day	Local Government Act 2009	Part 6 S262 (3) (c)
93	Kele Pavilion Hire (Commercial use)	Commercial	GST Applies	\$525.00	\$525.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
94	McCamley Hall Hire (including kitchen)	Commercial	GST Applies	\$367.00	\$367.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
95								
96	Robert Schwarten Pavilion							
97	Robert Schwarten Pavilion (open pavilion) Hire	Commercial	GST Applies	\$525.00	\$525.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
98	Robert Schwarten Pavilion (closed pavilion) Hire commercial eg trade show	Commercial	GST Applies	\$3,100.00	\$3,100.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
99	Robert Schwarten Pavilion (closed pavilion) Hire function/wedding	Commercial	GST Applies	\$895.00	\$895.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
100	Robert Schwarten Pavilion hire of kitchen	Commercial	GST Applies	\$525.00	\$525.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
101	Robert Schwarten Pavilion cleaning	Commercial	GST Applies	POA	POA	per day	Local Government Act 2009	Part 6 S262 (3) (c)
102	Post Event Cleaning	Commercial	GST Applies	\$316.00	\$316.00	each event	Local Government Act 2009	Part 6 S262 (3) (c)
103	Peoples Bar Hire - Commercial	Commercial	GST Applies	\$525.00	\$525.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
104	Cattle Sheds Hire (including Panels)	Commercial	GST Applies	\$632.50	\$632.50	per day	Local Government Act 2009	Part 6 S262 (3) (c)
105	Camping (Showgrounds and Victoria Park)	Commercial	GST Applies	\$25.00	\$25.00	per night per camp for 2 people	Local Government Act 2009	Part 6 S262 (3) (c)

SECTION:		Theatre and Showgrounds						
Fee number	Item name	Fee Type	GST Authority	Current Fee (incl GST)	Proposed Fee	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
106	portable fence hire - dry hire	Commercial	GST Applies	\$5.25	\$5.25	per metre	Local Government Act 2009	Part 6 S262 (3) (c)
107	General Waste Removal	Commercial	GST Applies	POA	POA	per bin per lift	Local Government Act 2009	Part 6 S262 (3) (c)
108	Recycle waste removal	Commercial	GST Applies	POA	POA	per bin per lift	Local Government Act 2009	Part 6 S262 (3) (c)
109	Chair Hire for tradeshows, expos etc	Commercial	GST Applies	\$3.00	\$3.00	per chair	Local Government Act 2009	Part 6 S262 (3) (c)
110	6ft rectangle Tables for tradeshows, expo's etc	Commercial	GST Applies	\$9.50	\$9.50	per table	Local Government Act 2009	Part 6 S262 (3) (c)
111	round tables	Commercial	GST Applies	\$16.00	\$16.00	per table	Local Government Act 2009	Part 6 S262 (3) (c)
112	Stage	Commercial	GST Applies	POA	POA	each	Local Government Act 2009	Part 6 S262 (3) (c)
113								
114	Mount Morgan Showgrounds							
115	Hire of Grounds and Buildings (not covered by long term lease)	Commercial	GST Applies	\$755.00	\$755.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
116	Main Arena Hire	Commercial	GST Applies	\$195.00	\$195.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
117	Show Society and annual show on separate lease Light Horse on separate lease							
118	Building Hire	Commercial	GST Applies	\$82.00	\$82.00	per day	Local Government Act 2009	Part 6 S262 (3) (c)
119								
120	Rockhampton Music Bowl							
121	Venue Costs							
122	Security Deposit							
123	Performance Rental (base) - Commercial	Commercial	GST Applies	\$1,000.00	\$1,000.00	per event day	Local Government Act 2009	Part 6 S262 (3) (c)
124	vs Percentage of BBO - Plus GST	Commercial	GST Applies	5%	5%		Local Government Act 2009	Part 6 S262 (3) (c)
125								
126	Performance Rental (base) - Local Not-for-Profit	Commercial	GST Applies	\$250.00	\$250.00	per event day	Local Government Act 2009	Part 6 S262 (3) (c)

SECTION:		Theatre and Showgrounds						
Fee number	Item name	Fee Type	GST Authority	Current Fee (incl GST)	Proposed Fee	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
127	Rehersal and Set-ups	Commercial	GST Applies	\$40.00	\$40.00	per hour	Local Government Act 2009	Part 6 S262 (3) (c)
128								
129	FOH/Gate Staff							
130	Duty Manager	Commercial	GST Applies	\$62.00	\$62.00	per hour	Local Government Act 2009	Part 6 S262 (3) (c)
131	Gate staff/performance - Commercial	Commercial	GST Applies	\$350.00	\$350.00	per session	Local Government Act 2009	Part 6 S262 (3) (c)
132	Gate staff/performance - Local Not-for-profit	Commercial	GST Applies	\$175.00	\$175.00	per session	Local Government Act 2009	Part 6 S262 (3) (c)
133	Additional Cleaning Charges							
134	Charged at award rates + applicable on-costs. Plus GST							
135								
136	Productions Charges							
137	Standing Charge (Electricity) per performance - Commercial	Commercial	GST Applies	\$350.00	\$350.00	per session	Local Government Act 2009	Part 6 S262 (3) (c)
138	Standing Charge (Electricity) per performance - Local Not-for-Profit	Commercial	GST Applies	\$175.00	\$175.00	per session	Local Government Act 2009	Part 6 S262 (3) (c)
139	Production Staff (if required)	Commercial	GST Applies	\$62.00	\$62.00	per hour	Local Government Act 2009	Part 6 S262 (3) (c)

SECTION:		Parks Sport and Rec						
Fee number	Item name	Fee Type	GST Authority	Current Fee (incl GST)	Proposed Fee	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
1	Temporary Event Form Lodgement Fee							
2	*Admin Booking Fee - Parks & Reserves etc	Commercial	GST Applies	\$30.50	\$30.50	per function	Local Government Act 2009	Part 6 S262 (3)(c)
3	Not for Profit Organisations	Commercial	GST Applies		Free	per function	Local Government Act 2009	Part 6 S262 (3)(c)
4								
5	Botanic Gardens and Kershaw Gardens							
6	*Admin Booking Fee Applies	Commercial	GST Applies	\$30.50	\$30.50	per function	Local Government Act 2009	Part 6 S262 (3)(c)
7	Rental fee for use of electrical service at Botanic Gardens	Commercial	GST Applies	\$22.85	\$22.85	per function	Local Government Act 2009	Part 6 S262 (3)(c)
8	Weddings	Cost-Recovery	GST Applies	\$225.00	\$225.00	per wedding	Local Government Act 2009	Part 6 S262 (3)(c)
9								
10	Environmental Education							
11	School Tours - Guided School Tours - up to 30 students	Commercial	GST Applies	\$3.65	\$3.65	per student	Local Government Act 2009	Part 6 S262 (3)(c)
12	General Tours - Minimum Charge - minimum number of people 5 - maximum number of people 30	Commercial	GST Applies	\$9.50	\$9.50	per person	Local Government Act 2009	Part 6 S262 (3)(c)
13								
14	Friends of the Gardens							
15	Individual Initial Membership Fee	Commercial	GST Applies	\$10.00	\$10.00	per person	Local Government Act 2009	Part 6 S262 (3)(c)
16	Annual Membership Fee	Commercial	GST Applies	\$2.00	\$2.00	per annum / per person	Local Government Act 2009	Part 6 S262 (3)(c)
17								
18	Rockhampton Plant Nursery							
19	Nursery Plant Hire - Per Plant	Commercial	GST Applies	\$11.40	\$11.40	per plant	Local Government Act 2009	Part 6 S262 (3)(c)
20	Nursery Plant Hire - Delivery / Pick Up	Commercial	GST Applies	\$113.00	\$113.00	per service	Local Government Act 2009	Part 6 S262 (3)(c)
21	Security Bond (external hire)	Commercial	GST Applies	\$225.00	\$225.00	per service	Local Government Act 2009	Part 6 S262 (3)(c)
22	Nursery Plant Hire by NFP or Community Service group - delivery and pick-up by group	Commercial	GST Applies	No Charge	No Charge	per plant	Local Government Act 2009	Part 6 S262 (3)(c)
23								
24	Parks Minor Private Works							

SECTION:		Parks Sport and Rec						
Fee number	Item name	Fee Type	GST Authority	Current Fee (incl GST)	Proposed Fee	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
25	Where work will be carried out by Council for a private person - Charge as per Council's estimate of cost which is to include standard on-costs applicable to Private Works.	Commercial	GST Applies	Quote	Quote	per service	Local Government Act 2009	Part 6 S262 (3)(c)
26								
27	Parks, Properties and Structures							
28	Usage Charges for Sport and Recreation Clubs and Associations							
29	Consumables (power for field lighting) will be billed to the user, as outlined in permit for use							
30	Building Site leased by organisation (unless there is an existing lease agreement)	Commercial	GST Applies	\$600.00	\$600.00	per annum	Local Government Act 2009	Part 6 S262 (3)(c)
31	Outdoor sporting areas (field, court, rink, track and trail and combinations) – examples cricket, football, hockey, tennis, netball, bowls, cycling and equestrian activities.	Commercial	GST Applies	No Charge	No Charge	per field/per annum	Local Government Act 2009	Part 6 S262 (3)(c)
32	Council owned multipurpose building (use)	Commercial	GST Applies	\$1,940.00	\$1,940.00	per annum	Local Government Act 2009	Part 6 S262 (3)(c)
33	Sporting Field Hire Application Form (NFP sporting events on sporting fields only)	Commercial	GST Applies	No Charge	No Charge	per annum	Local Government Act 2009	Part 6 S262 (3)(c)
34	Park Hire Charges							
35	*Admin Booking Fee Applies	Commercial	GST Applies	\$30.50	\$30.50	per function	Local Government Act 2009	Part 6 S262 (3)(c)
36	Not for Profit Organisations	Commercial	GST Applies		Free	per function	Local Government Act 2009	Part 6 S262 (3)(c)
37	Parks - Weddings	Commercial	GST Applies	\$113.00	\$113.00	per wedding	Local Government Act 2009	Part 6 S262 (3)(c)
38	Park Hire - Commercial Use (any park)	Commercial	GST Applies	\$560.00	\$560.00	per day	Local Government Act 2009	Part 6 S262 (3)(c)
39	Park Hire - Non-Commercial Use (any park, includes access to and consumption of electricity, mowing or maintenance service as required - bin provision and collection extra)	Commercial	GST Applies	\$225.00	\$225.00	per day	Local Government Act 2009	Part 6 S262 (3)(c)
40	Extra Mowing Service required	Commercial	GST Applies	\$165.00	\$165.00	per request	Local Government Act 2009	Part 6 S262 (3)(c)
41								
42	Parks for Circuses & Other Shows (Local Organisations by negotiation)							
43	*Admin Booking Fee Applies	Commercial	GST Applies	\$30.50	\$30.50	per function	Local Government Act 2009	Part 6 S262 (3)(c)

SECTION:		Parks Sport and Rec						
Fee number	Item name	Fee Type	GST Authority	Current Fee (incl GST)	Proposed Fee	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
44	Security Deposit (This is refundable subject to the area being left in a clean & tidy condition and against damage or loss being caused to council property, including toilets, and against the cost of additional security to protect council property)	Commercial	GST Exempt	\$2,160.00	\$2,160.00	per event	Local Government Act 2009	Part 6 S262 (3)(c)
45	Electricity Deposit (Deposit is refundable less electricity used)	Commercial	GST Applies	\$760.00	\$760.00	per event	Local Government Act 2009	Part 6 S262 (3)(c)
46	Cleaning Deposit (which is refundable upon the park being left in a clean & tidy condition. Any charges incurred by Council for cleaning of the area following the event will be deducted from the deposit amount)	Commercial	GST Applies	\$1,720.00	\$1,720.00	per event	Local Government Act 2009	Part 6 S262 (3)(c)
47								
48	Rowing Course - Fitzroy River	Commercial	GST Applies	10% of installation costs	10% of installation costs	per service	Local Government Act 2009	Part 6 S262 (3)(c)

SECTION:		Local Law - Community Compliance						
Fee number	Item name	Fee Type	GST Authority	Current Fee (incl GST)	Proposed Fee	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
1	Keeping of Animals							
2	Application for Approval							
3	3 to 5 Cats and Dogs	Cost-Recovery	GST Exempt	\$212.00	\$212.00	per application	Local Government Act 2009	Council Local Law
4	6 to 15 Cats and Dogs	Cost-Recovery	GST Exempt	\$309.00	\$309.00	per application	Local Government Act 2009	Council Local Law
5	16 or more Cats and Dogs	Cost-Recovery	GST Exempt	\$379.00	\$379.00	per application	Local Government Act 2009	Council Local Law
6	Guard Dog	Cost-Recovery	GST Exempt	\$211.00	\$211.00	per application	Local Government Act 2009	Council Local Law
7	All other animals or combination of animals (excluding cats and dogs)	Cost-Recovery	GST Exempt	\$211.00	\$211.00	per application	Local Government Act 2009	Council Local Law
8	Application to Amend Conditions (excludes new animals)	Cost-Recovery	GST Exempt	\$189.00	\$189.00	per application	Local Government Act 2009	Council Local Law
9	Application for Renewal	Cost-Recovery	GST Exempt	\$189.00	\$189.00	per application	Local Government Act 2009	Council Local Law
10	Notes: Approvals are not transferrable to other owners							
11								
12	Dog Registration							
13	Note: All registrations are for a year or part thereof. Evidence of desexing and microchipping must be provided in the form of a Vet certificate.							
14	Note: Pension Card holder defined as a holder recognised by Council's Rating Policy							
15	Part Year Registration							
16	Prorata fee applies to animals registered from 1 March to 31 August and is applicable to the first year registration within RRC only (does not apply to renewals or Regulated Dogs)	Cost Recovery	GST Exempt	50% of the applicable fee	50% of the applicable fee	per animal	Local Government Act 2009	Council Local Law
17	Refunds							

SECTION:		Local Law - Community Compliance						
Fee number	Item name	Fee Type	GST Authority	Current Fee (incl GST)	Proposed Fee	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
18	Note: Refunds are only given in the current registration period where the registration was paid up to and including 28 February. No refunds are given for payments from 1 March. Application must be made on an Amendment to Cat and Dog Registration form.							
19	Puppy fee - registration for a dog up to 6 months old for the first year	Cost-Recovery	GST Exempt	\$30.00	\$30.00	per animal	Local Government Act 2009	Council Local Law
20	Desexed Dog - Owner must provide a desexing certificate or letter issued by a vet	Cost Recovery	GST Exempt	\$80.00	\$80.00	per animal	Local Government Act 2009	Council Local Law
21	Desexed Dog - Pension Card holder, owner must provide a desexing certificate or letter issued by a vet	Cost Recovery	GST Exempt	\$46.00	\$46.00	per animal	Local Government Act 2009	Council Local Law
22	Deceased - Owner must provide adequate proof such as a euthanasia certificate, letter issued by a vet, or surrender the registration tag. Refund will not be given where registration has been transferred.	Cost Recovery	GST Exempt	Prorata based on unused portion of registration	Prorata based on unused portion of registration	per animal	Local Government Act 2009	Council Local Law
23	<u>Dog Registration</u>							
24	Assistance Dogs with NGO Certificate - Certificate must be provided	Cost Recovery	GST Exempt	NIL	NIL	Exempt	Local Government Act 2009	Council Local Law
25	Desexed (before renewal due date or any non-renewal)	Cost Recovery	GST Exempt	\$33.50	\$33.50	per animal	Local Government Act 2009	Council Local Law
26	Desexed - Pension Concession Card holders only	Cost Recovery	GST Exempt	\$17.00	\$17.00	per animal	Local Government Act 2009	Council Local Law
27	Desexed and Microchipped	Cost Recovery	GST Exempt	\$17.00	\$17.00	per animal	Local Government Act 2009	Council Local Law
28	Desexed and Microchipped - Pension Concession Card holders only	Cost Recovery	GST Exempt	\$8.50	\$8.50	per animal	Local Government Act 2009	Council Local Law
29	Entire	Cost Recovery	GST Exempt	\$113.50	\$113.50	per animal	Local Government Act 2009	Council Local Law
30	Entire - Pension Concession Card holders only	Cost Recovery	GST Exempt	\$63.50	\$63.50	per animal	Local Government Act 2009	Council Local Law
31	Entire owned by a member of Canine Control Council - Documentation of membership to be provided	Cost Recovery	GST Exempt	50% of applicable fee	50% of applicable fee	per animal	Local Government Act 2009	Council Local Law
32	Farm Dogs - For rural areas and/or areas 20,000m2 only, must be a Primary Producer and evidence is to be provided	Cost Recovery	GST Exempt	\$12.00	\$12.00	per animal	Local Government Act 2009	Council Local Law

SECTION:		Local Law - Community Compliance						
Fee number	Item name	Fee Type	GST Authority	Current Fee (incl GST)	Proposed Fee	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
33	Greyhounds - Must hold a current Multiple Animal Permit or DA approval, evidence is to be provided	Cost Recovery	GST Exempt	50% of applicable fee	\$454 or registration of each dog, whichever is the lesser	per animal	Local Government Act 2009	Council Local Law
34	Multiple Dog Registration - 3 or more dogs owned by one(1) owner only (excludes greyhounds). Must hold current Keeping of Animals permit.	Cost Recovery	GST Exempt	\$454 or registration for each dog, whichever is the lesser	\$454 or registration for each dog, whichever is the lesser	per owner	Local Government Act 2009	Council Local Law
35	Replacement Registration Tag	Cost Recovery	GST Exempt	\$5.00	\$5.00	per tag	Local Government Act 2009	Council Local Law
36	Transfer of Registration Between Animals - From a deceased dog to a new dog registration, for the current registration period only, and where a refund has not been given	Cost Recovery	GST Exempt	\$7.50	\$7.50	per event	Local Government Act 2009	Animal Management Act 2008
37	Transfer of Current Registration from Another Local Government - For the current registration period only, evidence of current registration to be provided	Cost Recovery	GST Exempt	\$7.50	\$7.50	per event	Local Government Act 2009	Animal Management Act 2008
38								
39	Regulated Dogs							
40	Declared Dangerous							
41	Initial Registration - Includes Regulated Dog Management Kit (1 approved tag and 2 approved signs)	Cost Recovery	GST Exempt	\$615.00	\$615.00	per animal	Local Government Act 2009	Animal Management Act 2008
42	Annual Renewal	Cost Recovery	GST Exempt	\$478.00	\$478.00	per animal	Local Government Act 2009	Animal Management Act 2008
43	Restricted							
44	Initial Registration - Includes Regulated Dog Management Kit (1 approved tag and 2 approved signs)	Cost Recovery	GST Exempt	\$615.00	\$615.00	per animal	Local Government Act 2009	Animal Management Act 2008
45	Annual Renewal	Cost Recovery	GST Exempt	\$478.00	\$478.00	per animal	Local Government Act 2009	Animal Management Act 2008
46	Menacing							
47	Initial Registration - Includes Regulated Dog Management Kit (1 approved tag and 2 approved signs)	Cost Recovery	GST Exempt	\$387.00	\$387.00	per animal	Local Government Act 2009	Animal Management Act 2008

SECTION:		Local Law - Community Compliance						
Fee number	Item name	Fee Type	GST Authority	Current Fee (incl GST)	Proposed Fee	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
48	Annual Renewal	Cost Recovery	GST Exempt	\$289.00	\$289.00	per animal	Local Government Act 2009	Animal Management Act 2008
49	Reduced Annual Renewal - For approved applicant's only	Cost Recovery	GST Exempt	\$155.00	\$155.00	per animal	Local Government Act 2009	Animal Management Act 2008
50	Replacement Signage/Tags (only available to owners of Regulated Dogs)							
51	Sign - Only available to owners of Regulated Dogs	Commercial	GST Applies	\$31.50	\$31.50	per item	Local Government Act 2009	Animal Management Act 2008
52	Replacement Regulated Dog Tag - Only available to owners of Regulated Dogs	Cost Recovery	GST Exempt	\$10.00	\$10.00	per item	Local Government Act 2009	Council Local Law
53								
54	Overgrown Land (Land Clearing/Slashing)							
55	Mowing, Slashing or Clean Up of an Overgrown Allotment - following non-compliance with an Overgrown or Unsightly Compliance Notice	Cost Recovery	GST Exempt	cost plus admin fee of \$83.00	cost plus admin fee of \$83.00	per allotment	Local Government Act 2009	Council Local Law
56								
57	Commercial Use of Roads							
58	Note: All permits/licenses are subject to annual renewal. A copy of the current Public Liability Insurance Cover must accompany application (minimum of \$10 Million for Local Govt controlled areas and \$20 Million for State Govt controlled areas).							
59	Signs & Advertising Devices							
60	Application Fee - For any sign up to and including 18m2 in the surface area (per m2 or part thereof)	Cost Recovery	GST Exempt	\$44.00	\$44.00	per application	Local Government Act 2009	Council Local Law
61	Application Fee - For any sign over 18m2 (per m2 or part thereof)	Cost Recovery	GST Exempt	\$69.00	\$69.00	per item	Local Government Act 2009	Council Local Law
62	Annual Renewal Fee - Signs & Advertising Devices For any sign up to and including 18m2 in the surface area (per m2 or part thereof)	Cost Recovery	GST Exempt	\$44.00	\$44.00	per application	Local Government Act 2011	Council Local Law
63	Annual Renewal Fee - Signs & Advertising Devices For any sign over 18m2 (per m2 or part thereof)	Cost Recovery	GST Exempt	\$69.00	\$69.00	per application	Local Government Act 2012	Council Local Law

SECTION:		Local Law - Community Compliance						
Fee number	Item name	Fee Type	GST Authority	Current Fee (incl GST)	Proposed Fee	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
64	Release Fee for Impounded Sign	Cost Recovery	GST Exempt	\$76.00	\$76.00	per item	Local Government Act 2009	Council Local Law
65								
66	Mobile Roadside Vending							
67	Application Fee	Cost Recovery	GST Exempt	\$215.00	\$215.00	per application	Local Government Act 2009	Council Local Law
68	Annual Licence Renewal Fee	Cost Recovery	GST Exempt	\$108.00	\$108.00	per application	Local Government Act 2009	Council Local Law
69	Stationery Roadside Vending							
70	Application Fee	Cost Recovery	GST Exempt	\$287.00	\$287.00	per application	Local Government Act 2009	Council Local Law
71	Annual Renewal Fee	Cost Recovery	GST Exempt	\$179.00	\$179.00	per application	Local Government Act 2009	Council Local Law
72								
73	Goods for Sale on Footpath							
74	Application Fee (excludes groupd constituted for religious, charitable or educational purposes or any not-for-profit)	Cost Recovery	GST Exempt	\$237.00	\$237.00	per application	Local Government Act 2010	Council Local Law
75	Annual Renewal Fee (excludes groupd constituted for religious, charitable or educational purposes or any not-for-profit)	Cost Recovery	GST Exempt	\$146.00	\$146.00	per application	Local Government Act 2010	Council Local Law
76								
77	Footpath Dining							
78	Application Fee	Cost Recovery	GST Exempt	\$237.00	\$237.00	per application	Local Government Act 2009	Council Local Law
79	Annual Licence Renewal Fee	Cost Recovery	GST Exempt	\$75.00	\$75.00	per application	Local Government Act 2009	Council Local Law
80								
81	Parking Permits							
82	Parking Permit Application (All types)	Cost Recovery	GST Exempt	\$215.00	\$215.00	per application	Local Government Act 2009	Council Local Law
83	Annual Permit Renewal Fee	Cost Recovery	GST Exempt	\$108.00	\$108.00	per application	Local Government Act 2009	Council Local Law

SECTION:		Local Law - Community Compliance						
Fee number	Item name	Fee Type	GST Authority	Current Fee (incl GST)	Proposed Fee	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
84	<p>Types of parking permits</p> <p>Community service organisation parking permit where the person will use the parking permit for an activity, which is consistent with the objectives of the community service organisation, and parking is regulated by time.</p> <p>Resident parking permit where the person resides in a residence situated on a section of road and parking immediately adjacent to the residence is regulated by time, and the residence does not have adequate off-street parking. To be eligible for a resident parking permit, residents must be a primary owner occupier and/or tenant of the property. Eligible residents are entitled to one residential permit (non-transferable) for each vehicle registered to the address.</p> <p>Visitor parking permit where the parking permit is to be made available by the resident for use by another person who is visiting or attending at the residence.</p> <p>Temporary parking permit where it is not reasonably practical for the applicant to carry out the activity unless the designated parking space or spaces are allocated to the applicant's exclusive use for the duration of the activity.</p> <p>Works zone parking permit where the part of the road is adjacent to a site at which the person is proposing to undertake building or construction work, and it is not reasonably practical for all work activity and movements to be confined within the site.</p>							
85								
86	General Approval/Permit/Licence fee							
87	Note: This permit fee is for an approval permit that are not specifically detailed in the above sections							
88	Short-Term Permit/Approval - Issued for periods up to 1 month	Cost Recovery	GST Exempt	\$149.00	\$149.00	per application	Local Government Act 2009	Council Local Law
89	Long-Term Permit/approval - Issued for periods over 1 month	Cost Recovery	GST Exempt	\$149 for the first month plus \$50 for each additional month	\$149 for the first month plus \$50 for each additional month	per application	Local Government Act 2009	Council Local Law
90								
91	Pay and Display Parking							
92	Car parking fees per hour	Cost Recovery	GST Exempt	\$0.70	\$0.70	per hour	Local Government Act 2009	Council Local Law

SECTION:		Local Law - Community Compliance						
Fee number	Item name	Fee Type	GST Authority	Current Fee (incl GST)	Proposed Fee	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
93	Car parking fees per day	Cost Recovery	GST Exempt	\$5.00	\$5.00	per day	Local Government Act 2009	Council Local Law
94	Weekly car parking passes	Cost Recovery	GST Exempt	\$20.00	\$20.00	per week	Local Government Act 2009	Council Local Law
95								
96	Motor Vehicle Ownership Searches - Conducted to determine ownership of a vehicle eg CITEC	Cost-Recovery	GST Exempt	\$25.00	\$25.00	per search	Local Government Act 2009	

**11.6 CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT
SEPTEMBER 2016****File No:** 1392**Attachments:**

1. CTS Monthly Report - September 2016
2. Finance Monthly Report - September 2016
3. Workforce & Strategy Monthly Report - September 2016

Authorising Officer: Evan Pardon - Chief Executive Officer**Author:** Ross Cheesman - Deputy CEO/General Manager
Corporate Services

SUMMARY

The monthly operations report for the Corporate Services department as at 30 September 2016 is presented for Councillor's information.

OFFICER'S RECOMMENDATION

THAT the Corporate Services Departmental Operations Report as at 30 September 2016 be 'received'.

COMMENTARY

It is recommended that the monthly operations report for Corporate Services department as at 30 September 2016 be received.

**CORPORATE SERVICES
DEPARTMENT - MONTHLY
OPERATIONAL REPORT
SEPTEMBER 2016**

CTS Monthly Report - September 2016

Meeting Date: 25 October 2016

Attachment No: 1

MONTHLY OPERATIONS REPORT

CORPORATE & TECHNOLOGY SECTION

Period Ended September 2016

VARIATIONS, ISSUES AND INNOVATIONS

Section Update

RTI / IP Application Status

Two new applications were received under the Right to Information Act/Information Privacy Act this month. Three applications were completed during the month, leaving four outstanding.

One request for documents was released administratively, and no external reviews were received.

All current applications are progressing in accordance with legislative timeframes.

Innovations – Smart Way Forward

Federal Government Smart Cities and Suburbs Roundtable – Rockhampton 22 September 2016

The Roundtable events, coordinated by the Department of Prime Minister and Cabinet, encouraged input from Councils, business and the community on how the \$50M Smart Cities and Suburbs Funding Program could be designed to best meet the needs of the broader region.

As an enormous and exciting boost for our region, Rockhampton was selected for one of the Roundtable forums. Rockhampton was the only regional centre Australia-wide to be included in the predominantly capital city centric roundtable schedule.

The event was well attended with more than 60 participants from state and local government (Central Highlands, Gladstone, Livingstone and Rockhampton councils), RDA and CQ businesses. One participant was from Charles Darwin University, travelled from Alice Springs.

Economic Development Australia (EDA) 2016 Awards – Digital Entrepreneur Finalist

The CBD Smart Technologies and Hub project has been announced as a finalist in the EDA 2016 Awards under the category of Digital Entrepreneur. The winners will be announced during the EDA national conference 5 to 7 October 2016.

Postscript:- We **WON**



LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

The response times for completing the predominant customer requests in the reporting period for September 2016 are as below:

	Balance B/F	Completed in Current Mth	Current Month NEW Request		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	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)	Ave completion time (days) Q1
			Received	Completed								
Accounts Payable Enquiry	0	0	0	0	0	0	2	● 0.00	● 1.50	● 1.00	0.25	● 0.00
Bookings Enquiry	0	0	1	1	0	0	5	● 0.00	● 1.20	● 1.25	0.94	● 1.00
Insurance: Mower / Slasher / Whipper / Snipper	1	1	4	1	0	0	90	● 2.00	● 13.62	● 19.07	16.26	● 13.20
Insurance: Personal Accident / Injury	16	16	2	0	0	0	120	● 0.00	● 40.00	● 45.20	53.71	● 44.00
Insurance: Public Liability / Property Damage Public Property	6	6	8	2	0	0	90	● 7.50	● 8.59	● 18.86	18.98	● 7.00
Leased Premises - General Enquiry	0	0	0	0	0	0	5	● 0.00	● 1.67	● 1.83	1.20	● 0.00
Rates Searches	16	16	135	133	2	0	4	● 1.23	● 1.36	● 1.54	1.43	● 1.36

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

Safety Statistics

The safety statistics for the reporting period are:

	Third Quarter		
	July	August	September
Number of Lost Time Injuries	0	0	0
Number of Days Lost Due to Injury	0	0	0
Total Number of Incidents Reported	1	7	1
Number of Incomplete Hazard Inspections	0	0	1

Risk Management Summary

Section Risk Register (excludes risks accepted/ALARP)

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Corporate Recordkeeping software (ECM) doesn't meet strategic records management requirements in relation to systematic electronic records archival and disposal resulting in failure to dispose/archive eRecords.	High	The Records Archiving, Retention and Disposal (RARRD) project commenced in 2012 to develop a corporate solution to cover eRecords (including more effective hardcopy disposal recording).	TBA	90%	Hardcopy records retention and disposal processes documented and implemented. ECM 4.03 Live, new File Plan (90% complete).
Operational degradation or failure of Council's Two-way radio communications system resulting in failed regional communications for daily operations and emergency disaster management.	High	Commence planning and implement a replacement RRC regional two-way radio communications system. Two stage plan- 1. Replace the Rockhampton City Two-way system. 2. Integrated regional solution taking in the Gracemere infrastructure.	(1) Jun 16 (2) Oct 16	100% 60%	Contract awarded to a local company – Beaney's Communications Stage 1 completed. Stage 2 delayed for land tenure issues with Mt Pinnacle communications tower. Report to Council – 11 Oct 16.
Ensure Council operations are performed considering and addressing all potential risk occurrences to Council and the community.	Mod	Research and implement a risk management software application to support ERM functions.	30/06/17	5%	ISSG approved as a project to assess the suitability of either the TechnologyOne or the RiskWare software applications.

Legislative Compliance & Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
A local government must review its procurement policy annually.	30/06/17		

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

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
CAPITAL WORKS PROGRAM					
FLEET (CP440)					
Fleet Asset Renewal Program	1/07/2015	30/06/2016	Ongoing	\$6,055,000	\$1,914,832
Comment: Carry over committals included in the actual YTD.					
INFORMATION TECHNOLOGY (CP230)					
IT Asset Renewal & Upgrade Program	1/07/2015	30/06/2016	Ongoing	\$1,551,715	\$204,671
Comment:					
BUSINESS SUPPORT & DEVELOPMENT (CP630)					
Property Sales	1/07/2015	30/06/2016	Ongoing	\$906,764	\$6,818
Comment:					

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

As at period ended September 25% of year elapsed.

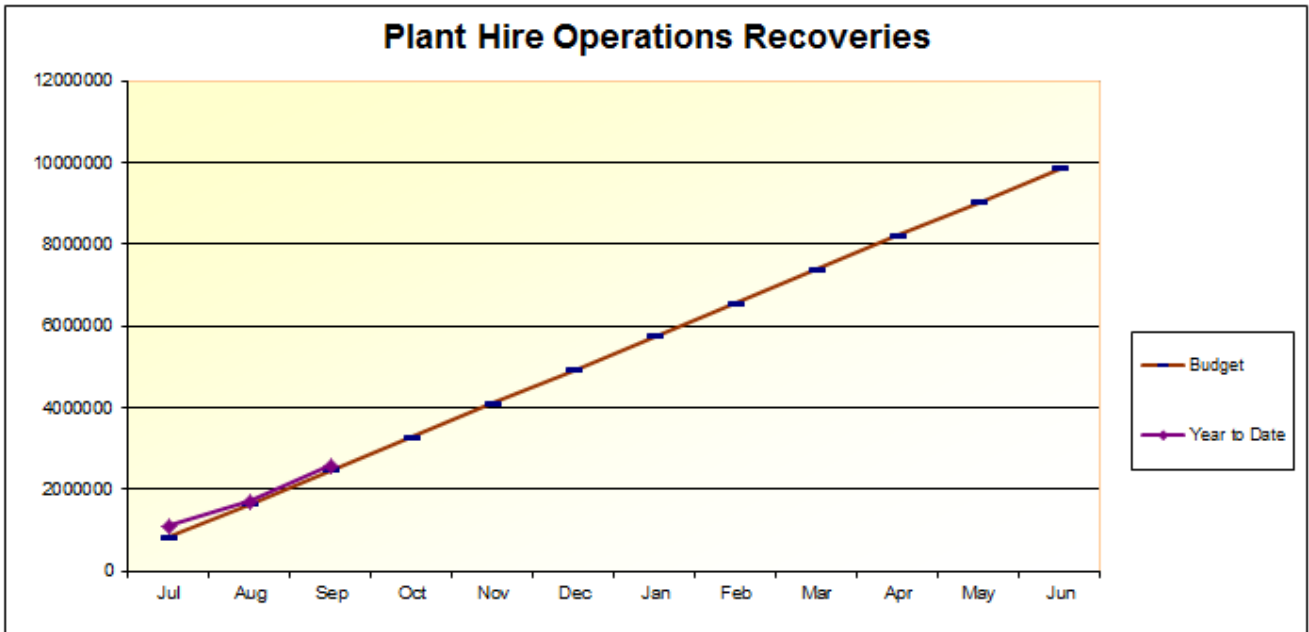
Project	2015/16 Budget	Actual (incl. committals)	% budget expended	Explanation
Customer Service After Hours Operation	\$60,000	\$14,136.	24%	Propel after hours call centre service.
Project	Project Start Date	Project Completion Date	% Completed	Comments
Planned implementation of Aurion System Improvement Project recommendations	Aug 2016	Jun 2017	20%	Planning for Web Recruitment
Phase 2 eServices implementation of ePathway and Pathway mobile improvements throughout 2016/17.	Jul 2016	Jun 2017	15%	A proof of concept is underway for applications
Develop and implement a solution for managing and processing tax invoices in digital format.	Sep 2016	Dec 2016	30%	Had a demonstration and pricing has been obtained. Due to workload now scheduled commence implementation Oct 16.
Smart Hub, 212Quay, design and fitout.	Sep 2016	Feb 2017		RRC Capital budget allocation of \$250K BOR application for \$250K. Submitted shortlisted submission, announcement expected Dec 16. Plan to engage with an architect and the startup community to design the hub layout during Oct 16.

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

Service Delivery Standard	Target	Current Performance
IT support services provided within service levels outlined in the IT Service Catalogue.	95%	95%
Ensure availability of system up-time during core business hours (excluding planned outages).	99%	100%
Maintain the ratio of customer queries satisfied by Customer Service Officers, without referral to departments.	80%	90%
Customer Service Call Centre answering 75% of incoming calls within 45 seconds.	75%	86%
Process records on the day of receipt as per Recordkeeping Charter.	95%	100%
Process Right to Information/Information Privacy (RTI/IP) applications within legislative timeframes.	100%	100%
Manage centralised tendering and contracting functions in accordance with legislative requirements and Council policy.	100%	100%
Ensure supplier payments are made within stated trading terms.	90%	92%
Ensure staff purchasing activity is compliant with legislation and policy.	100%	100%
Ensure top 100 suppliers by dollar value under formal purchasing agreements (contracts).	90%	93%
Maximise Council property occupancy rates.	98%	100%
Ensure tenanted properties in any month, have current lease agreements and public liability insurance.	80%	87%
Process insurance claims within procedural timeframes.	100%	100%
Maintenance of the risk monitoring and reporting regime by providing a quarterly risk report to the Council and Leadership Team on all current high and very high risks assessed as not ALARP (unacceptable).	100%	100%

Fleet Services

Ensure internal plant hire operations deliver budgeted net surplus.



Plant Hire Operations Budget (Surplus)	\$9,839,500
Year to Date (Surplus)	\$2,580,489

Procurement & Logistics

Contracts Awarded for September Qty: 10

11897 - Construction of Two Bird Aviaries at Rockhampton Zoo -BT Builders (QLD) - \$362,210
12205 – Supply and Delivery of Bagged Cement - Finch's Hardware - Schedule of Rates
12216 - Provision of Employee Functional Screening Services - Panel of Providers - Schedule of Rates
12260 - Demolition of Rotunda, East St - JM Kelly Builders Pty Ltd - \$147,726
12209 - Servicing of Overhead Cranes - NQ Cranes Pty Ltd - Schedule of Rates
12218 – Supply and Delivery Soil to Kershaw Gardens - Hopeman Pty Ltd T/as Hopkins Brothers - Schedule of Rates
12293 - ITQ Supply and Delivery of Transportable Amenities Building - ATCO Structures & Logistics Pty Ltd - \$14,000
12302 - ITQ NDRRA Asset Inspection and Coordination - Harrison Infrastructure Group Pty Ltd - Schedule of Rates
12316 - ITQ Mt Morgan Pump Station Upgrade - Rocky Industrial Controls - \$21,863
12327 - CBD Multi-Level Car Park Architectural Services - Carl Brown Architects Pty Ltd - Schedule of Rates

Customer Requests Completed Monthly & Top 5 Customer Requests												
	October	November	December	January	February	March	April	May	June	July	August	September
Requests Logged	3294	3173	2791	3243	4062	3935	3171	3335	3393	3745	4155	3429
Same month Completed	2705	2550	2351	2559	3035	3052	2519	2731	2842	2940	3337	2903
% completed same month	82%	80%	84%	78%	86%	75%	79%	81%	83%	78%	80%	84%
Completed Total for Month	3331	3103	2807	2968	3502	4056	3321	3736	3342	3481	4175	4029
Total Pending	1718	1717	1700	1928	2410	2271	2045	1660	1645	2102	2183	1572
Top 5 Requests for Month	An/Dogr D/Plan W/Leak W/Animal Rate Enq	An/Dogr Inf Enq W/Leak D/Plan W/Animal	T/Trim AN/Dogr D/Plan W/Leak P/Gen	W/Leak An/Dogr D/Plan Inf Enq T/Trim	An/Dogr W/Leak P/Gen D/Plan T/Trim	O/Allot P/Gen W/Leak T/Trim D/Plan	P/Gen W/Leak D/Plan An/Dogr Wani/An	W/Leak F/Enq P/Gen An/Dogr P/Trim	An/Dogr F/Enq W/Ani D/Plan T/Trim	An/Dogr F/Enq T/Trim W/Ani D/Plan	An/Dogr D/Plan T/Trim W/Leak W/Ani	An/Dogr P/Gen W/Leak D/Plan M/Mtce

Total uncompleted customer requests up to 3 months old:	915	Conquest Work Order & Investigation Long Term up to 3 months	1021
Total uncompleted customer requests between 3 to 6 months old:	123	Conquest Work Order & Investigation Long Term between 3 to 6 months old:	146
Total uncompleted customer requests greater than 6 months old:	308	Conquest Work Order & Investigation Long Term greater than 6 months old:	405

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

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

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

Key:	T/Trim - Tree Trimming	Inf Enq - Infringement Enquiry - Local Laws	An/Dogr - Dog Registration Enquiry
	D/Plan - Duty Planner	W/Animal - Wandering Animal	W/Leak - Water Leak
	Bin RRC - Replace Bin RRC	D/Plan - Duty Planner (New Enq)	P/Gen - Parks General Enquiry

FINANCIAL MATTERS

Operational Budget Status for month ending September 2016

	Adopted Budget	Revised Budget	EOM Commitmen ts	YTD Actual	Commit + Actual	Var	On target
	\$	\$	\$	\$	\$	%	25% of Year Gone
CORPORATE AND TECHNOLOGY							
<i><u>Fleet</u></i>							
Revenues	(263,000)	(263,000)	0	(104,885)	(104,885)	40%	✓
Expenses	12,631,419	12,631,419	805,090	3,249,735	4,054,825	32%	✗
Transfer / Overhead Allocation	(16,966,000)	(16,966,000)	0	(4,561,787)	(4,561,787)	27%	✓
Total	(4,597,581)	(4,597,581)	805,090	(1,416,937)	(611,846)	13%	✗
<i><u>Property & Insurance</u></i>							
Revenues	(607,500)	(607,500)	0	(180,767)	(180,767)	30%	✓
Expenses	3,070,923	3,036,065	44,508	1,931,929	1,976,437	64%	✗
Transfer / Overhead Allocation	9,940	9,940	0	1,499	1,499	15%	✓
Total	2,473,363	2,438,505	44,508	1,752,661	1,797,168	73%	✗
<i><u>Corporate & Technology Management</u></i>							
Revenues	0	0	0	(7,603)	(7,603)	0%	✓
Expenses	680,113	654,379	33,103	152,598	185,702	27%	✗
Total	680,113	654,379	33,103	144,996	178,099	26%	✗
<i><u>Information Systems</u></i>							
Revenues	(20,000)	(20,000)	0	(8,244)	(8,244)	41%	✓
Expenses	6,727,476	6,589,441	176,439	2,554,492	2,730,931	41%	✗
Transfer / Overhead Allocation	19,000	19,000	0	6,585	6,585	35%	✗
		6,588,441	176,439	2,552,833	2,729,271	41%	✗
<i><u>Procurement & Logistics</u></i>							
Revenues	(11,100)	(11,100)	0	(3,120)	(3,120)	28%	✓
Expenses	1,677,234	1,589,637	1,046	419,583	420,629	25%	✗
Transfer / Overhead Allocation	36,000	36,000	0	9,282	9,282	26%	✗
Total	1,702,134	1,614,537	1,046	425,746	426,791	25%	✗
<i><u>Customer Service</u></i>							
Revenues	(210,000)	(210,000)	0	(60,615)	(60,615)	29%	✓
Expenses	1,758,969	1,673,290	4,240	410,810	415,050	24%	✓
Transfer / Overhead Allocation	0	0	0	(208)	(208)	0%	✓
Total	1,548,969	1,463,290	4,240	349,987	354,227	23%	✓
<i><u>Smart Regional Centre</u></i>							
Revenues	(45,000)	(45,000)	0	0	0	0%	✗
Expenses	354,776	331,811	847	33,754	34,601	10%	✓
Total	309,776	286,811	847	33,754	34,601	11%	✓
Total	8,843,250	8,448,383	1,065,273	3,843,038	4,908,311	56%	✗

**CORPORATE SERVICES
DEPARTMENT - MONTHLY
OPERATIONAL REPORT
SEPTEMBER 2016**

**Finance Monthly Report -
September 2016**

Meeting Date: 25 October 2016

Attachment No: 2

MONTHLY OPERATIONS REPORT
FINANCE SECTION
Period Ended September 2016

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

The month of September saw the Finance team absorbed in the external auditing process, with Deloitte on-sight for 3 out of the 4 weeks. The Statements were finalised at the Audit committee held on the Friday 14th October and are now awaiting certification by the Queensland Audit Office.

A review of the Financial Results was reported to Council and is now resulted in a budget revision which commenced early October. This budget revision should allow for the major adjustments such as Depreciation but also provide information to discuss the 2017/18 Capital Budget.

QAO release their performance Audit on "Forecasting long-term sustainability of Local Government". There are key messages within this report for Council which will be discussed at a workshop in November.

LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

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

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q1
			Received	Completed								
Rates Enquiry	4	3	63	62	2	0	3	● 1.27	● 1.34	● 1.30	1.07	● 1.17

Comments & Additional Information

Nil.

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

Safety Statistics

The safety statistics for the reporting period are:

	FIRST/SECOND QUARTER		
	July	August	September
Number of Lost Time Injuries	0	0	0
Number of Days Lost Due to Injury	0	0	0
Total Number of Incidents Reported	0	0	0
Number of Incomplete Hazard Inspections	0	0	0

Risk Management Summary

All Finance's Risks are now ALARP

Legislative Compliance & Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
Audited Statement completed by end of October	31/10/16	100%	Final Audited Statements now certified by CEO & mayor on 14 October.
Annual Budget adopted by 1 August	01/08/16	100%	Budget adopted in July
Asset Register must record its non-current physical assets	30/06/17	100%	Completed
A community financial report must be prepared for the Annual Report	30/10/16	80%	In Final Stage
A Local Government must have a Debt Policy, Investment Policy and a Revenue Policy	01/08/16	100%	All policies now adopted.
Trust Fund Management in accordance with the Local Government Regulation	30/06/17	100%	Completed
Monthly Financial report prepared for the monthly meeting of Council	30/06/16	100%	Completed
A Local Government must set an Asset Recognition threshold	30/06/17	0%	Not yet reviewed for year.

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

No capital projects are relevant to the Finance Section.

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

No Operational Projects to highlight within the Adopted Budget.

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

Service Level	Target	Current Performance
Levy rates within 1 week of predicted dates in revenue statement	100%	100%
Manage the recovery of unpaid rates and charges in accordance with the Revenue Management Policy, achieving an overdue balance of less than 3% at its lowest point.	<3%	3.46% achieved in August – recovery of rates process commenced.

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

6. 'LIVE' GRANT APPLICATIONS: AS AT 07 SEPTEMBER 2016

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

Grants & Awards Report: As at 12 October 2016

Grants

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

#	Project Name	Project Inclusions	Part of a Council Strategy?	Project Total (\$Million)	Fund	Funding Sought	Final Decision ESTIMATED
1	Rockhampton CBD Smart Technologies & Working Hub	Smart Poles, Free Wi-Fi, CCTV, Smart Lighting, Digital Signage, Parking Sensors, Smart Working Hub.	Smart Way Forward	\$4.54	(QG) Building our Regions: Regional Capital Fund	\$2.27 m	December 2016
2	First Turkey Mountain Bike Reserve	Mountain bike trails, toilet, vehicular access causeway, and area for events/education.	Mount Archer Activation Master Plan	\$0.5	(QG) Building our Regions: Regional Capital Fund	\$0.25 m	December 2016
3	Derby & East Street Intersection	Upgrade to single lane roundabout.		\$921,537	(Cth) Black Spot	\$921,537	May 2017
4	Alma & Stanley Street Intersection	Construct kerb islands to bring forward hold line.		\$935,719	(Cth) Black Spot	\$935,719	May 2017
5	Denham & Campbell Street Intersection	Upgrade to single lane roundabout.		\$222,162	(Cth) Black Spot	\$222,162	May 2017
6	212 Quay	EXPRESSION OF INTEREST (EOI) SUBMITTED. \$6m fund.	The Smart Way Forward	TBA (Subject to Criteria)	(QG) Advance Queensland - Regional Innovation Hubs - <i>Fund not open yet.</i>	TBA	June 2017.
7	Community Musical Reach & Impact Boost Project	Marketing Plan development and trial for the use of digital tools to promote local arts to Airport passengers, using the Rockhampton Community Musical as the event for trial.	The Smart Way Forward + Economic Development Strategy	\$325,000 (Inc RRC \$300k budget for event.)	(QG) Regional Arts Fund	\$25,000	December 2016
8	Pilbeam Drive Slips [MINISTERIAL BRIEFING NOTE]	Funding requested by the end of September 2016 to address 24 slips (works to complete the project, which are beyond the existing provisions of Categories A, B and C of the NDRRA).		\$1.72	Additional NDRRA funding under Schedule A of NPA requested via submission to MP Landry and Minister Keenan.	\$1.2 m	November 2016
9	Pilbeam Drive Walkway - Stage 1	Construction of first section of walkway on Pilbeam Drive – the first of multiple stages. Application under development for release of funds.	Mount Archer Activation Masterplan	\$1.5 million	Community Development Grants Programme (Landry MP & Senator Nash)	\$1.5 m	November 2016
10	Remembering Alton Downs and District Veterans	Photographic display and biographical record booklets commemorating World War One & Two Servicemen, for display in Rockhampton Library History Centre Collection and Community Hall.		\$8,340	Queensland Centenary Grants Program – Spirit of Service	\$8,340	February 2017.

#	Project Name	Project Inclusions	Part of a Council Strategy?	Project Total (\$Million)	Fund	Funding Sought	Final Decision ESTIMATED
11	Schotia Place Lighting Modernisation Project	Safer and better lighting for Schotia Place, via LED Lighting Ceiling Panels and		\$0.016 m (\$15,664)	Ergon Energy Community Fund	50% (\$7832)	November 2016.
12	1. Stanwell-Waroula Road Upgrades	Paving and sealing of 4.5 km of gravel road and reconstruction and widening of 2 m of narrow sealed pavement on Stanwell Waroula Rd.		\$1.62	2016-17 Local Government Grants & Subsidies Programs	\$0.9 m	Any time prior to June 2017
13	2. Artificial Hockey Surface Construction at Parkhurst	Hockey surface and associated access, carparking and utility services for a national standard hockey facility for Central Queensland.		\$2.67 m (2,665,700)	2016-17 Local Government Grants & Subsidies Programs	\$1.07 m (1,066,280)	Any time prior to June 2017
14	3. Rockhampton CBD Smart Technologies & Working Hub	Smart Poles, Free Wi-Fi, CCTV, Smart Lighting, Digital Signage, Parking Sensors, Smart Working Hub.	Smart Way Forward	\$4.54	2016-17 Local Government Grants & Subsidies Programs	\$2.27 m	Any time prior to June 2017
15	4. Nine Mile Floodway Reconstruction & Widening	Reconstruction and widening of 1.4km of concrete floodway along Nine Mile Road.		\$1.56 m	2016-17 Local Government Grants & Subsidies Programs	\$0.87 m	Any time prior to June 2017
16	5. Mount Morgan Streetscape Improvements	To upgrade the Morgan St median and streetscape (between East and Central Streets), in Mount Morgan.	DRAFT Mount Morgan Streetscape Redevelopment Plan	\$0.61 M	2016-17 Local Government Grants & Subsidies Programs	\$0.348 M	Any time prior to June 2017
17	6. Rockhampton Music Bowl Upgrade	Upgrade to the sound shell super structure and associated support structures and services to accommodate community needs and demand for longer term one to three day events (e.g. music festivals).	Economic Development Strategy	\$1.00 m (\$1,004,000)	2016-17 Local Government Grants & Subsidies Programs	\$0.4 (\$396,174)	Any time prior to June 2017
18	7. Central Park Redevelopment	Installation of modern pathways and tropical planting in the feature garden, directional signage for tourists to find parking, shade shelters and trees that will provide quality shade in the future.		\$0.445	2016-17 Local Government Grants & Subsidies Programs	\$0.267	Any time prior to June 2017
19	8. Sewer Main Relining Program	Subsidy sought to expand the scope of the relining program planned for 2017/18 - cleaning, CCTV inspection, condition assessment and refurbishment of critical sewerage infrastructure.	Sewer Main Relining Program	\$1.632 m	2016-17 Local Government Grants & Subsidies Programs	\$0.612	Any time prior to June 2017

#	Project Name	Project Inclusions	Part of a Council Strategy?	Project Total (\$Million)	Fund	Funding Sought	Final Decision ESTIMATED
20	9. South Rockhampton Local Catchment Flood Modelling and Assessment	Develop a flood model for the South Rockhampton local catchment using new LiDAR data captured in 2015, incorporating the piped stormwater network.		\$0.20 m	2016-17 Local Government Grants & Subsidies Programs	\$0.12 m	Any time prior to June 2017
21	10. Community Water Supply Backup Generator - Thozet Road WPS	Install backup power supply that fills both the Forbes Ave & Rogar Av Reservoirs, to increase the reliability and allow continuity of supply during power outages (e.g. during natural disasters).		\$0.40 m	2016-17 Local Government Grants & Subsidies Programs	\$0.24 m	Any time prior to June 2017

Recent funding letters of offer received by Council include:

	Project Name	Project Description	Supporting Council Strategy	Project Total	Fund	Funding Awarded
1	Rockhampton Heritage Village Boardwalk and Viewing Platform Project	Boardwalk and viewing platform at the Heritage Village to establish an access walkway.	N/A	\$13,502 (RRC \$7560 In-Kind)	Commonwealth Government's Stronger Communities Programme (M.Landry MP)	\$5,942
2	Mafeking Bell Revitalisation Project		Mount Morgan Streetscape Redevelopment	\$20,000 (RRC \$10,000 In-Kind)	Commonwealth Government's Stronger Communities Programme (K.O'Dowd MP)	\$10,000
3	Pilbeam Walkway - Stage 1	Refer item 10 in the table above.	Mount Archer Activation Masterplan	\$1.5 million	Community Development Grants Programme (Landry MP & Senator Nash)	\$1.5 million (Subject to approval.)

Awards to support fundraising.

Rockhampton Regional Council has reviewed and/or is preparing to apply for the following awards to support grant applications:

#	Award Name	Category	Summary of submission.	Officer Assisting	Notes	Date Submitted	Expected Announcement Date
1	Environmental Health Association	NEWS	Zika VMO Team Recognition	Tracy Sweeney Trevor Green	Industry news feature article (now), with a follow up application at the end of the year for the 2016 Awards.	30 th August 2016	28 th October 2016
2	Planning Institute of Australia: Awards for Planning Excellence	"Small Project"	Helping the community deal with the loss of the Tree of Knowledge.	Margaret Barrett Wade Clark	"Best Planning Ideas – Small Project" Award: Represents a project that has a site or local place/ neighbourhood benefit. → Project: Tree of Knowledge Gazebo (Mount Morgan CBD Streetscape Design) Submitted to support 2016-17 Local Government Grants & Subsidies Programs application.	8 th August 2016	FINALIST! Winner Announced 11 TH November 2016

Recent Award outcomes received by Council include:

#	Award Name	Category	Summary of submission.	Officer Assisting	Notes	Date Submitted	Expected Announcement Date
1	EDA Economic Development Awards For Excellence	Digital Entrepreneurs	Showcase how the development of the 212 Quay operations plan was tailored to boost economy	Drew Stevenson	Showcase how the development of the 212 Quay operations plan was tailored to boost economy. Submitted to support Building our Regions and 2016-17 Local Government Grants & Subsidies Programs applications. Smart Way Forward	25 th July 2016	WINNER!

FINANCIAL MATTERS

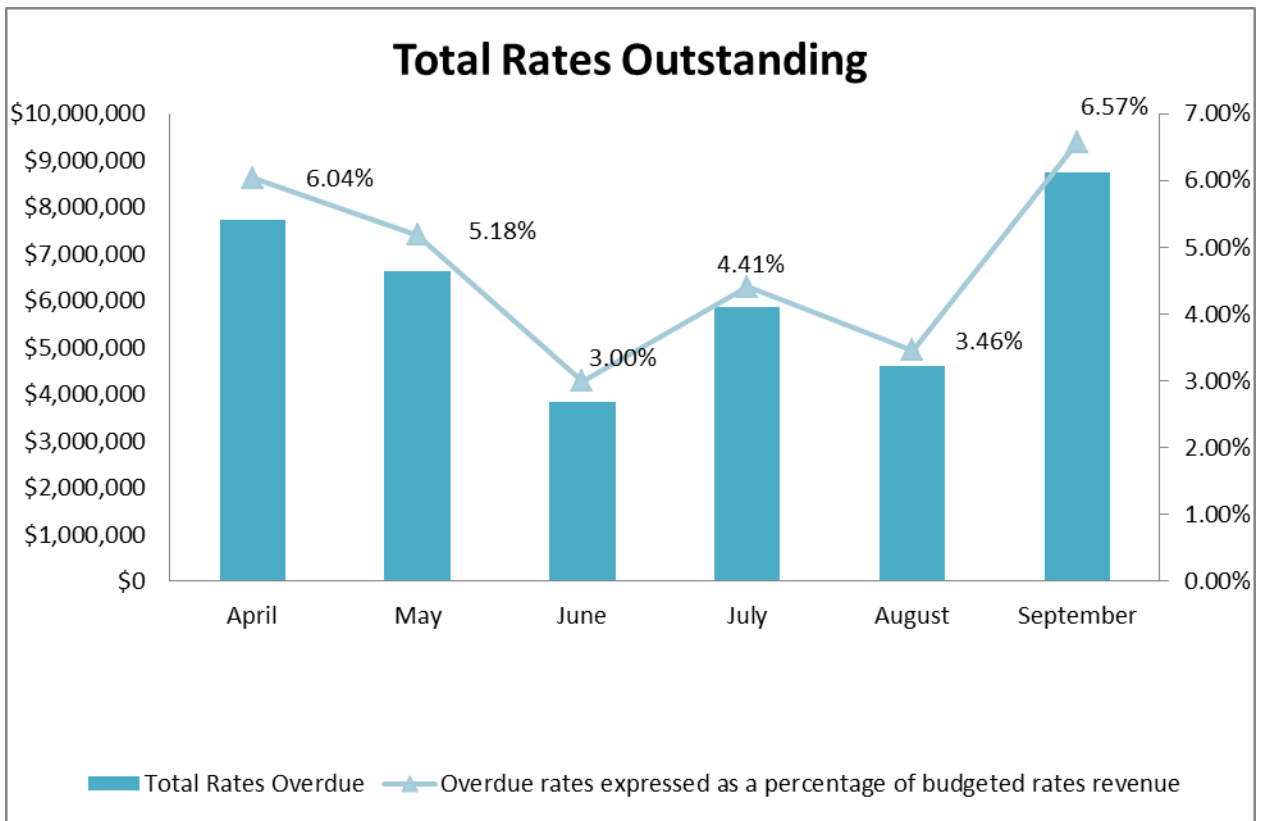
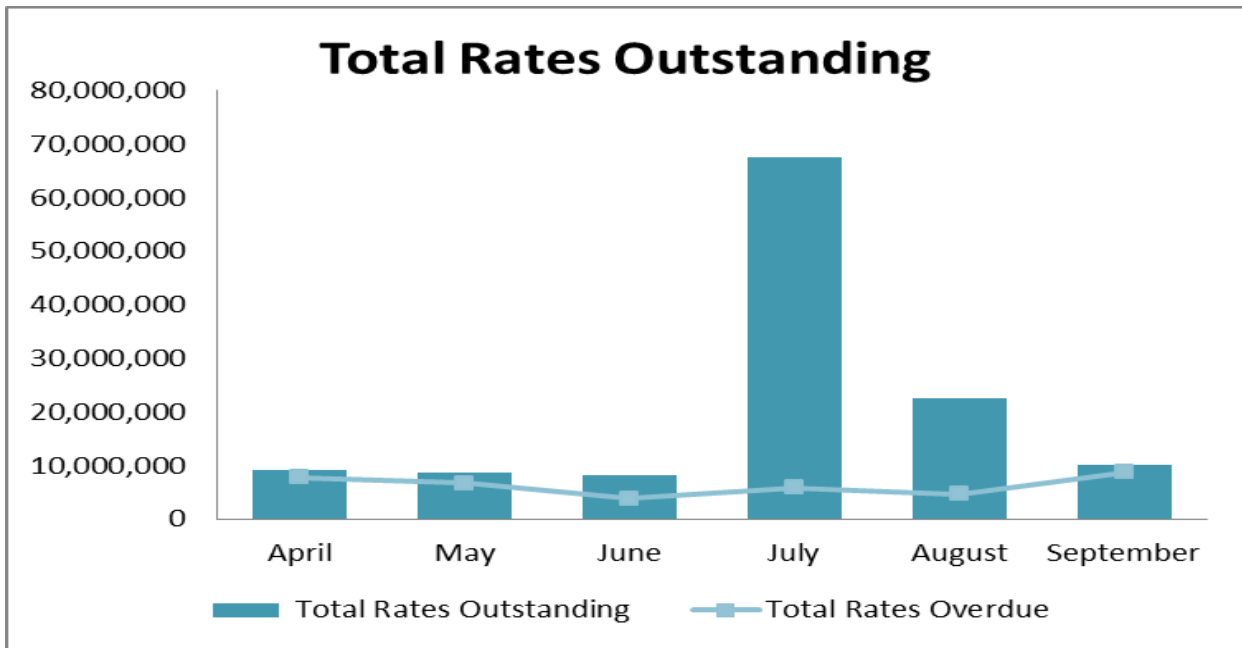
End of Month Job Costing Ledger - (Operating Only) -

As At End Of September

Report Run: 10-Oct-2016 14:14:04 Excludes Nat Accs: 2802,2914,2917,2924



	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 25% of Year Gone
CORPORATE SERVICES							
FINANCE							
<i>Finance Management</i>							
Expenses	714,676	692,799	82,648	78,792	161,440	23%	✓
Transfer / Overhead Allocation	0	0	0	606	606	0%	✗
Total Unit: Finance Management	714,676	692,799	82,648	79,398	162,046	23%	✓
<i>Accounting Services</i>							
Expenses	1,281,051	1,095,588	158	294,087	294,245	23%	✓
Transfer / Overhead Allocation	0	0	0	30	30	0%	✗
Total Unit: Accounting Services	1,281,051	1,095,588	158	294,117	294,275	23%	✓
<i>Financial Systems</i>							
Expenses	440,439	409,438	0	91,580	91,580	21%	✓
Total Unit: Financial Systems	440,439	409,438	0	91,580	91,580	21%	✓
<i>Assets & GIS</i>							
Revenues	0	0	0	(1,183)	(1,183)	0%	✓
Expenses	2,025,782	1,947,780	24,034	375,798	399,832	20%	✓
Transfer / Overhead Allocation	36,485	36,485	0	8,351	8,351	23%	✓
Total Unit: Assets & GIS	2,062,267	1,984,265	24,034	382,966	407,000	20%	✓
<i>Rates & Revenue</i>							
Revenues	(419,500)	(419,500)	53	(77,739)	(77,686)	19%	✗
Expenses	1,676,037	1,765,764	97,988	468,462	566,450	34%	✗
Transfer / Overhead Allocation	750	750	0	151	151	20%	✓
Total Unit: Rates & Revenue	1,257,287	1,347,014	98,041	390,874	488,915	39%	✗
Total Section: FINANCE	5,755,720	5,529,105	204,880	1,238,935	1,443,816	25%	✗
Total Department: CORPORATE SERVICES	5,755,720	5,529,105	204,880	1,238,935	1,443,816	25%	✗
Grand Total:	5,755,720	5,529,105	204,880	1,238,935	1,443,816	25%	✗



**CORPORATE SERVICES
DEPARTMENT - MONTHLY
OPERATIONAL REPORT
SEPTEMBER 2016**

**Workforce & Strategy Monthly Report -
September 2016**

Meeting Date: 25 October 2016

Attachment No: 3

MONTHLY OPERATIONS REPORT
WORKFORCE AND STRATEGY SECTION
Period Ended 30 September 2016

VARIATIONS, ISSUES AND INNOVATIONS**Innovations**Organisational Development

Council's Culture Program is progressing with 130 managers, coordinators and supervisors attended the "Bringing the Culture to Life" workshops. Further staff and team leaders will attend workshops in November and December 2016.

Some 22 Culture Champions both internal and external staff (includes one Councillor) will assist management in the roll out of the desired culture and operational efficiencies across Council.

The following values have been endorsed by Leadership and will replace the CRITICAL values. These values represent the desired culture determined from the survey undertaken of all staff, management and councillors.

- Accountable
- Customer Focused
- One Team
- Continuous Improvement
- People Development

The next stage of the Culture Program currently being undertaken is the 360 degree feedback for managers and coordinators. This process will assist our leaders in building their leadership effectiveness to enhance their ability to lead through the complex and rapidly changing environment in which we work.

Improvements / Deterioration in Levels of Services or Cost Drivers

Nil to report this month.

LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

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

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth		Avg Completion Time (days) 6 Months		Avg Completion Time (days) 12 Months		Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q1
			Received	Completed											
Administrative Action Complaints	0	0	0	0	0	0	36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
W&S - Complaints Management Process (NOT CSO USE)	1	1	7	5	2	0	30	4.60	9.92	9.28	6.50	6.69			

COMMENTS

Matters are being addressed within the set timeframes.

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

Safety Statistics

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

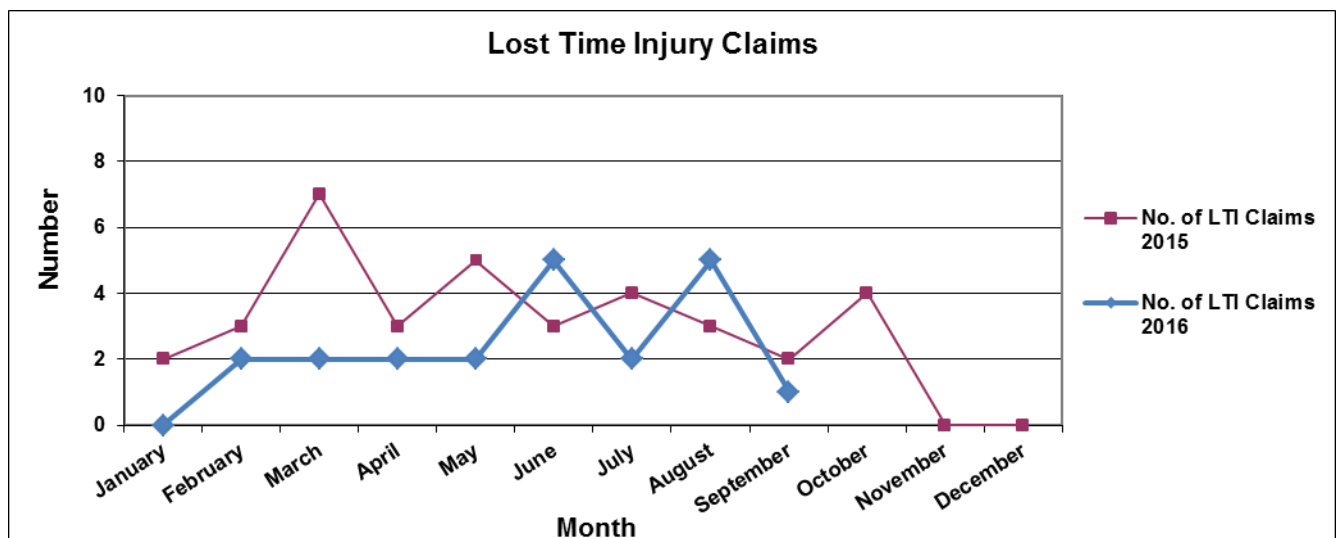
	July 16	August 16	September 16
Number of Lost Time Injuries	0	0	0
Number of Days Lost Due to Injury	0	0	0
Total Number of Incidents Reported	1	0	1
Total Number of Incomplete Hazard Inspections	0		

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

	July 16	August 16	September 16
Number of Lost Time Injuries	2	5	1
Number of Days Lost Due to Injury	51	60	66
Total Number of Incidents Reported	23	35	20
Total number of Incomplete Hazard Inspections	7		

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

The graph below displays the number of lost time injuries (LTI) claims lodged across Council. There was only **one** LTI claim lodged for September 2016.



Risk Management Summary

All Workforce & Strategy's Risks are now ALARP

Legislative Compliance & Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
Quarterly written assessment of progress towards implementing the 2016/17 annual operational plan	22 November 2016 – Council Agenda	0%	The first quarter review of the 2016/17 Operational Plan will be presented to the Ordinary Council meeting on 22 November 2016.
Report on the results of the implementation of the annual operational plan	August 2017	0%	The 2016/17 report will be combined with the Quarter 4 assessment and be presented and adopted at the Ordinary Council meeting in August 2017.
Update of Workplace Health & Safety documents to meet the new legislative requirements	2016	95%	Documents continue to be updated so that Council remains compliant.
Report breaches of the Workplace Health & Safety Act and Regulation as necessary to the division within specified legislative timeframes	As soon as practicable	100%	Council has been compliant in this regard for the current reporting period.
Workplace Health and Safety Audit	15 - 17 August 2016	100%	Safety Audit completed report yet to be received. RAP will be developed for implementation.
Rectification Action Plan (2014 Audit)	As soon as practicable	95%	The 2016 Safety Audit completed 15-17 August, report yet to be received. New RAP will be developed for implementation.
WHS Infringement Notices issued to Council are remedied within required timeframes	As per notice	100%	Nil.

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

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

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

As at period ended September 2016 – 25% of year elapsed.

Project	Explanation
WHS Data Management System	The claims module is in test mode and the Safety Team is working with Information Technology to configure system forms in the claims module to suit operational needs.

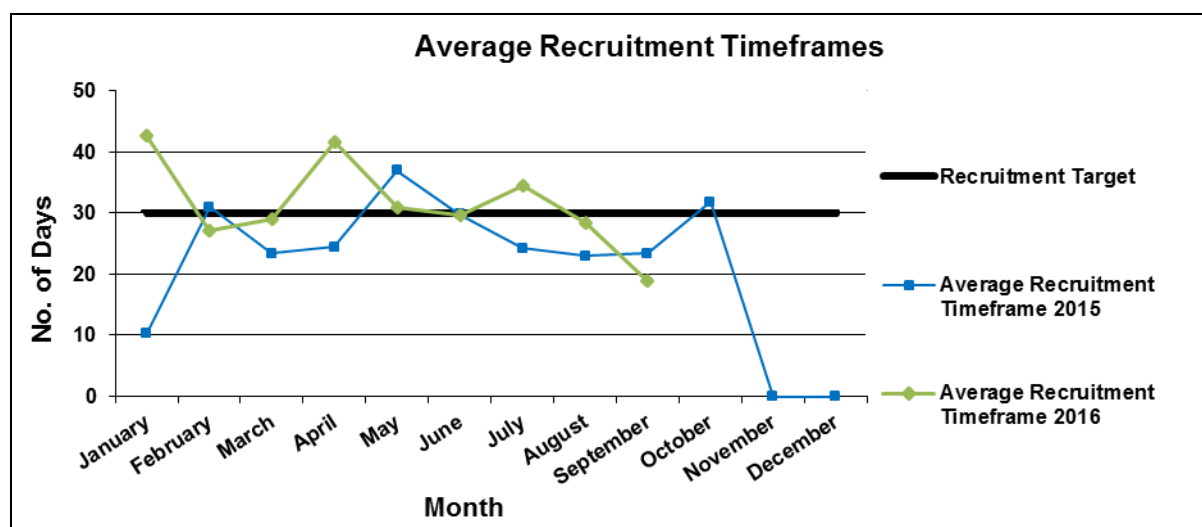
Project	Explanation
Service Level Review Project (SLR)	A report is being prepared by the General Manager Community Services on the schedules, costs and resources for Parks mowing to be presented to Council. No further action will be taken on this project until that report has been presented.
Aurion Project	Aurion 11.13 successfully implemented 10 August 2016. Next phase of project will be web recruitment.
Strategic Framework Project	At the Councillor forum held on 6 September 2016, the concept and themes for the 2017 – 2022 Corporate Plan was presented. The legislatively required community consultation is currently in the planning phase and it is envisaged the process will formally commence late October 2016 with the submission period concluding late November 2016.

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

Service Delivery Standard	Target	Current Month's Performance
Recruitment positions finalised within 30 working days (refer graph below)	100%	90%
Policies reviewed within 10 working days	100%	100%
Acknowledge job applications within 2 working days of the advertising close date. (as per policy/procedure)	100%	100%
Employee pays processed and paid within 3 working days after the period end date	100%	100%
Payroll accuracy	100%	99.946%
Hazard Inspections completed as per the adopted Matrix	100%	67%

Recruitment Timeframes

Some delays in recruitment have occurred during the reporting period. Of the 10 positions recruited in the reporting period, one was not finalised within the 30 day timeframe. This delay is due to the availability of candidates to attend pre-employment screening.



Establishment

FTE Positions	Period	Workforce & Strategy	Council
Starting Point	1 January 2014	30.05	838.9
Same Time Previous Year	30 September 2015	34.44	854.42
July 2016	31 July 2016	36	882.07
Previous Month	31 August 2016	34	876.13
Current Month	30 September 2016	34	879.52

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

FTE positions include 24 temporary or supplementary positions which have been created for a number of reasons including: short term projects, co-op students and funded positions. All of these positions have an end date and will reduce the FTE once the tenure has been completed.

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

Apprentices	Trainees
10	13

Changes to Workforce & Strategy Establishment

The total FTE for Workforce & Strategy has remained unchanged for the month of September 2016.

Changes to Council Establishment

The following changes have resulted in an increase to the Establishment by 3.39:

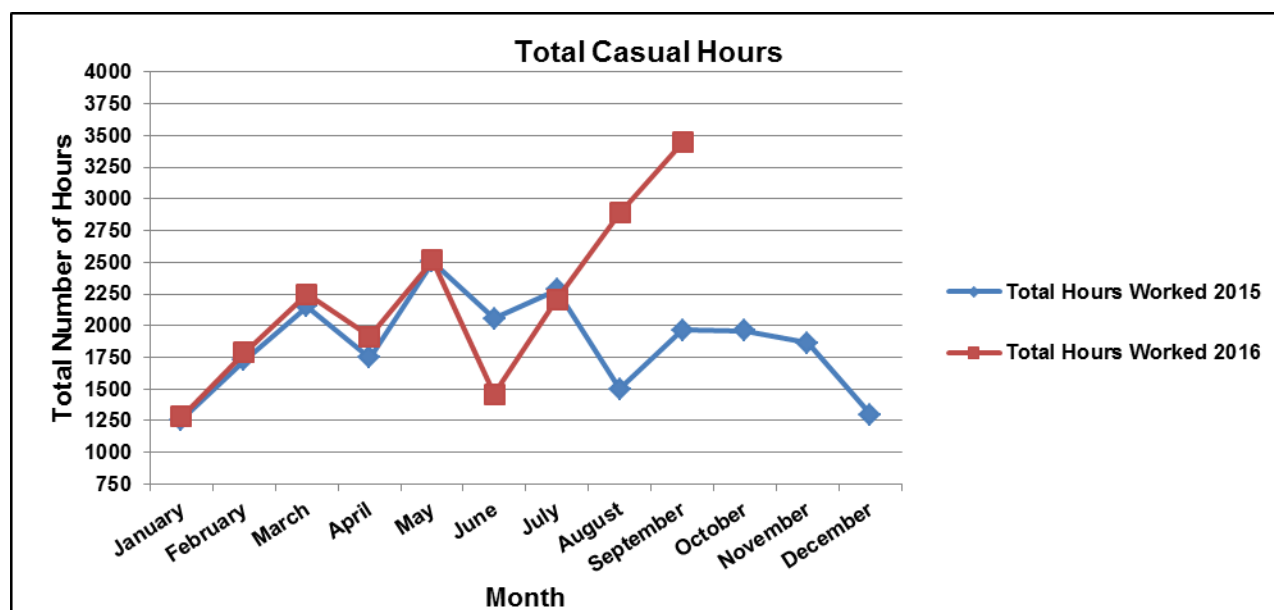
- One supplementary part time Project Officer position created to provide a high level of project support to assist the review of Local Laws and Animal Management legislation, policies and procedures.
- One supplementary Senior Contracts Officer position created due to a current high workload in the Contracts and Tenders unit. This role will provide specialist consultancy services and coordinate the contract and tender process at Council.
- Two established Apprentice Mechanic positions created to create apprenticeship opportunities locally and provide an intake cycle of first and third year apprentices at each workshop to support the Fleet Services unit.
- One supplementary Apprentice Arborist position created to provide apprenticeship opportunities and training in essential skills for Parks and Gardens, in particular arboriculture.
- One established Apprentice Electrician position to provide additional support to the Fitzroy River Water Electrical team.
- Two positions abolished including Carpenter and Programming Officer.
- One temporary Community Engagement Officer position transferred from Regional Services to Office of the CEO to better align position responsibilities within Council.
- One permanent Community Awareness Officer position transferred from Regional Services to Office of the CEO to better align position responsibilities within Council.

FTE Positions Internal / External Split

The percentage split for approved full time equivalent positions excluding casual positions and including approved vacancies currently sits at 58% (510.78) internal and 42% (368.74) external.

Casual Hours – September 2016

There are currently a total of 65 casuals actively employed by Council of which 54 were engaged during the reporting period. The engaged casual employees collectively have worked the total number of 3448.31 hours during the month of September 2016 (period does not cover data from Payroll 1 employees from 25 – 30 September 2016 due to pay period).



Casual Hours by Section – September 2016

The following list shows the total number of hours worked by casual employees by Section and Unit in the reporting period as provided by the responsible operational area. This reporting period does not capture data from 25-30 September 2016 due to pay cycle.

Section	Unit	Commentary	No. of hours	Percentage of cost recovery
Arts and Heritage	Art Gallery	Minimal hours required due to nature of operations.	14.5	0%
Arts and Heritage	Heritage Services	Utilised for food and beverage services which is fully recovered in revenue generation.	486.92	100%
Arts and Heritage	Major Venues	Utilised to assist in the provision of ticketing, production and venue delivery.	788.42	103%
Communities and Facilities	City Child Care Centre	To cover periods of leave and RDO's to maintain the required staff to child ratios in accordance with legislation.	341	
Communities and Facilities	Client Services	Utilised to cover periods of leave and RDO's to maintain adequate staffing levels.	447.58	
Communities and Facilities	Facilities	Utilised to cover periods of leave and RDO's as well as the Saturday cleaning of the Regional Library.	63.9	

Section	Unit	Commentary	No. of hours	Percentage of cost recovery
Parks	Parks and Visitor Services	To cover periods of leave and training.	159.3	
Parks	Parks Operations	Induction of new employees, to cover periods of unexpected leave and fulfilling requirements of project delivery.	278.97	
Corporate and Technology Services	Customer Service Centre	To cover staff leave and high volume periods.	26.5	
Corporate and Technology Services	Property and Insurance	Fulfilling administrative team while recruiting due to a vacancy within the team.	90	
Office of the CEO	Governance Support	Utilised to support the day to day tasks due to high workloads of the team.	44	
Civil Operations	Urban Operations	Utilised to cover staff leave and providing assistance to the Kerb and Channel crew.	386.17	
Fitzroy River Water	Mechanical, Electrical & General Maintenance	To provide additional support to crews due to staff leave and low resources.	206.15	
RR Waste & Recycling	Waste Collections	Backfilling employees on leave and while recruiting vacant roles.	16.9	
RR Waste & Recycling		Backfilling a vacancy within the administrative team.	98	
TOTAL			3448.31	

The above casual hours for September 2016 by employment type includes the following HERO hours. This reporting period does not capture data for Payroll 1 employees from 25 - 30 September 2016 due to the way the pay run is structured.

Section	Unit	No. of Hours
Corporate and Technology Services	Customer Service Centre	26.5
Corporate and Technology Services	Property and Insurance	90
TOTAL		116.5

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

Volunteer Hours by Section – September 2016

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

Section	Unit	No. of Hours
Arts & Heritage	Art Gallery	204
Arts & Heritage	Heritage Village	4458
Arts & Heritage	Pilbeam Theatre	940.25
Communities & Facilities	Libraries	202
Parks	Rockhampton Zoo	501
TOTAL		6305.25

Work Experience Placements – September 2016

Work Experience Applications Received During the Month of September 2016		12
Placement Type	Section	Placed
Fitting and Turning	Fleet	Yes
Electrical	Facilities	Yes
Civil Engineering	Civil Operations	No
Horticulture	Parks	No
Business Administration	Art Gallery	Yes
Horticulture	Parks	No
Library	South Side Library	Yes
Mechanical	Fleet	Yes
Zoo	Parks	Volunteer
Zoo	Parks	Volunteer
Information Technology	IT Services	No
Landscaping	Parks	No
Work Experience Placements Occurring During the Month of September 2016		10
Placement Type	Section	Dates
Library	South Side Library	29 Aug – 2 Sept
Information Technology	IT services	19-23 September
Library	South Side Library	19-23 September
Construction	Facilities	12-16 September
Business Administration	Airport	12-16 September
Fitting and Turning	Fleet	12-16 September
Electrical	Facilities	19-23 September
Electrical	Facilities	26-30 September
Fitting and Turning	Fleet	19-23 September
Mechanical	Fleet	26-30 September

FINANCIAL MATTERS

Financial performance as expected for reporting period.

End of Month Job Costing Ledger - (Operating Only) - FINANCE AND BUSINESS**As At End Of September**

Report Run: 06-Oct-2016 12:23:05 Excludes Nat Accts: 2802,2914,2917,2924

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 25% of Year Gone
CORPORATE SERVICES							
WORKFORCE & STRATEGY							
<i>Human Resources and Payroll</i>							
Revenues	0	0	0	(8,784)	(8,784)	0%	✓
Expenses	1,610,882	0	154,972	389,588	544,561	34%	✘
Transfer / Overhead Allocation	21,000	0	0	1,331	1,331	6%	✓
Total Unit: Human Resources and Payroll	1,631,882	0	154,972	382,135	537,107	33%	✘
<i>Safety & Training</i>							
Revenues	(74,250)	0	0	(25,224)	(25,224)	34%	✓
Expenses	1,315,785	0	74,681	290,910	365,591	28%	✘
Transfer / Overhead Allocation	55,000	0	0	8,746	8,746	16%	✓
Total Unit: Safety & Training	1,296,535	0	74,681	274,432	349,113	27%	✘
<i>Corporate Improvement & Strategy</i>							
Expenses	585,369	0	10,000	70,642	80,642	14%	✓
Transfer / Overhead Allocation	0	0	0	9	9	0%	✘
Total Unit: Corporate Improvement & Strategy	585,369	0	10,000	70,651	80,651	14%	✓
<i>Workforce & Strategy Management</i>							
Expenses	353,837	0	0	78,541	78,541	22%	✓
Total Unit: Workforce & Strategy Management	353,837	0	0	78,541	78,541	22%	✓
<i>Investigations and Industrial Relations</i>							
Expenses	353,972	0	11	61,251	61,262	17%	✓
Transfer / Overhead Allocation	0	0	0	83	83	0%	✘
Total Unit: Investigations and Industrial Relations	353,972	0	11	61,335	61,345	17%	✓
Total Section: WORKFORCE & STRATEGY	4,221,594	0	239,664	867,093	1,106,757	26%	✘
Total Department: CORPORATE SERVICES	4,221,594	0	239,664	867,093	1,106,757	26%	✘
Grand Total:	4,221,594	0	239,664	867,093	1,106,757	26%	✘

**11.7 REGIONAL DEVELOPMENT - MONTHLY OPERATIONAL REPORT -
SEPTEMBER 2016****File No:** 1860**Attachments:** 1. Regional Development Monthly Report -
Period Ending September 2016**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Scott Waters - Acting Executive Manager Regional
Development

SUMMARY

This report provides information on the activities of the Regional Development Unit during the month of September 2016.

OFFICER'S RECOMMENDATION

THAT the Regional Development Monthly report for the month of September 2016 be received.

**REGIONAL DEVELOPMENT -
MONTHLY OPERATIONAL REPORT -
SEPTEMBER 2016**

**Regional Development Monthly Report
- Period Ending September 2016**

Meeting Date: 25 October 2016

Attachment No: 1

MONTHLY OPERATIONS REPORT

REGIONAL DEVELOPMENT UNIT

Period Ended September 2016

REGIONAL DEVELOPMENT

Regional Development Overview:

The Regional Development and Promotions functions within Council continue to work through a transition process that is expected to be completed by the end of 2016. For the period ended September, significant progress occurred within the team deliverables of industry engagement, international trade and investment as well economic and business development.

Key elements of the transition included the development and supporting economic development forum, led by the Chief Executive Officer, to emphasise the importance of regional development across all facets of Council. External engagement included meetings and consultation with Capricorn Enterprise, the Queensland Government Department of State Development, Regional Development Australia and the Growing Central Queensland initiative. Empower Economics were appointed to consolidate Council's current Economic Development strategies and reports and are due to complete the work by the end of October. The consolidation project is led by the Acting Executive Manager Regional Development with governance oversight by the Chief Executive Officer

In addition to the team deliverables of industry engagement, economic and business development, international trade and investment, strategic projects and meetings were undertaken by the Acting Executive Manager Regional Development in consultation with Council's Elected Representatives and Chief Executive Officer.

Highlights included:

- Completion and presentation of Council's proposal to Adani Enterprises
- Commencement of the Mining Equipment, Technology and Services project (METS)
- Attendance at the Queensland Beef Expo and Farming Field Days in Toowoomba
- Discussions commenced in relation to the support of the CQUniversity Aviation program
- Meetings held with Australian Defence Force and the Department of Defence in Canberra
- Dinner function attendance for the Minister of State for Defence and Foreign Affairs, Republic of Singapore
- Meetings held with Virgin Australia, Jetgo Airways, QantasLink, Wellcamp Brisbane West Airport
- Forward planning meetings – military exercise Talisman Sabre

Economic and Business Development:

Over the month of September 2016, the Economic Development team have been progressing the following projects to advance the economic and business development:

Project	Resource Sector Support
Ongoing	<ul style="list-style-type: none"> • Work finalised to progress the region's case in attracting regional office and resource sector transport operations in Rockhampton. • Capability document, presentation, local stakeholder engagement and arrangements finalised for resource sector representatives who visited the Rockhampton region in mid-September. • Resource sector reps provided very positive response to region's case, ongoing follow-up work will be undertaken over coming months to reinforce region's strengths and business case. • Organised meeting between RRC and Traditional Owner reps in the Galilee Basin area to secure a shared understanding of mutual support for resources projects.
Project	Singapore Defence Opportunities
Ongoing	<ul style="list-style-type: none"> • Engagement, promotional strategies, and material finalised for the SAF military exercise Wallaby being conducted from September to November.
Project	Capricornia Business Awards
Ongoing	<ul style="list-style-type: none"> • Awards arrangements and preparations further progressed. • The awards website outlining criteria, nomination and voting arrangements now live. • Awards are on schedule to be conducted on 11 November 2016.
Project	Carbine Resources Mount Morgan Mine Project
Ongoing	<ul style="list-style-type: none"> • Contact maintained with Carbine Resources, DNRM, Mount Morgan Promotion and Development (MMPAD) in relation to progress towards implementation of the project to extract gold, copper sulphate and pyrite from mine tailings. • Collaborated with planners and appropriate stakeholders to progress issues including Priority Living Area permitting, road impact assessment processes etc. to progress project development.
Project	Mad Lane Productions TV and Film Engagement
Ongoing	<ul style="list-style-type: none"> • Collaboration with Mad Lane Productions, internal and external stakeholders to further progress appropriate engagement and inter-activity between Council and Mad Lane Productions leading up to filming. • Filming of 'We are Tomorrow' continued through to 9 September 2016. • Several Council locations have been used for film locations such as the Rockhampton Heritage Village, Botanic Gardens, Archer Park Rail Museum, Rockhampton Airport and the Walter Reid Cultural Centre. • Production team extremely positive about local locations and support and committed to return for follow up filming in late September. Filming for this series now complete.
Project	Recreational Fishing Development Strategy
Ongoing	<ul style="list-style-type: none"> • Further developed Marketing and Business Taskforce including formation of marketing and business sub-groups.

	<ul style="list-style-type: none"> • Research commenced regarding licencing, permitting and other requirements for potential recreational fishing businesses.
Project	Athelstane House
Ongoing	<ul style="list-style-type: none"> • Work progressed with stakeholders to progress discussions regarding a sub-lease for a business to operate a premium wedding and function center out of Athelstane House.
Project	Small Business Support
Ongoing	<ul style="list-style-type: none"> • Continued to engage with and provide support to a range of small and medium businesses to identify how Council can best support them to thrive and provide employment opportunities to local people. • Identification and mitigation of constraints and addressing issues impacting on establishment, continued operations or expansion plans. • Facilitation of meetings between proponents and planners for initial discussions on project development ideas, attendance at pre-lodgement meetings for Development Applications, following up issues identified through the Mayor and Councillors, referring businesses to support agencies and consultants for appropriate support, linking them up with Council's Regional Promotions team to assist them promote their business (e.g. through My Rockhampton). • Assisted with CBD Reference Group formation. Participated in meetings to gather further perspectives and ideas on small business needs and opportunities.
Project	Partner With Agencies on Job Creation Initiatives
Ongoing	<ul style="list-style-type: none"> • Discussions have been further progressed to develop a job creation and job preparation initiative. • The project is being developed to potentially leverage Council's positioning as community lead agency to influence employment generation in the region. • Council will support the project through Work Experience, with a view to revisiting opportunities for paid work placements in next financial year.
Project	Agency Engagement
Ongoing	<ul style="list-style-type: none"> • Engagement progressed with key agencies to collaboratively progress economic development opportunities and strategies. • Capricornia Business Awards • Support for emerging digital enterprises such as Startup Capricorn, GovHack, and Digital Champion. • Attended CQ Industry breakfast on opportunities for local business in major projects. • Participated in Community Policing Board meeting.

Trade and Investment:

Over the month of September 2016, the Economic Development team have been progressing the following projects to advance trade and investment opportunities:

Project	China Trade, Investment and Engagement
Ongoing	<ul style="list-style-type: none"> Developed a Friendship and Partnership agreement with Zhenjiang Municipal Government with the signing ceremony date currently under negotiation. Meetings have been organised to establish new, and strengthen existing, relationships with business leaders, Government agencies and industry peak bodies in Shanghai and Zhenjiang. Negotiations have been initiated with Zhenjiang Municipal Education Bureau to drive some commercially focused study training groups to Rockhampton. Potential reciprocal visit by Zhenjiang Municipal Government to Rockhampton in mid-December 2016.
Project	Singapore Trade, Investment and Engagement
Ongoing	<ul style="list-style-type: none"> Detailed meeting appointments having been finalised and in contact with relevant agencies and companies to organise meetings. Main focus of the visit to Singapore is to strengthen existing military relationship to trade and investment.
Project	Japanese Sister City Relationship Revitalisation
Ongoing	<ul style="list-style-type: none"> Reconnection has been created with Ibusuki.
Project	Agricultural Investment Opportunity Profiling Information
Ongoing	<ul style="list-style-type: none"> In the process of creating Fitzroy Agriculture Corridor Prospectus. In the process of forming a Small Crop Working Group to study potential of growing high value small crops and create jobs for youth in the region.
Project	Property Development Investment Attraction
Ongoing	<ul style="list-style-type: none"> Have engaged with local agencies and secured positive agreement in working together to generate information for property development and potentially hosting bi-annual investment attraction meetings in Brisbane to promote opportunities.
Project	Study Rockhampton Initiative
Ongoing	<ul style="list-style-type: none"> Initial planning commenced in an effort to launch Study Rockhampton. The main objectives of this initiative will be: <ol style="list-style-type: none"> Increase participation rate of student students; and Attraction of students outside the region and international. Consultation with various stakeholders from government and the private sector have been conducted. Initiative is anticipated to launch in September 2017.

Industry Engagement:

Over the month of September 2016, the Economic Development team have been progressing the following projects to advance industry engagement:

Project	Women's National Basketball League Bid
Completed	<ul style="list-style-type: none"> • Council and the University have obtained 17 letters of support to attach to the licence application. • The bid document, which includes a four yearly budget, has been drafted and is being edited into a consistent marketing document. • Rockhampton Ravens is the name chosen for the team. • Three other directors are to be appointed to join the Mayor as its director on the company board. • Initial steps are being taken to lobby for the bid with the other WNBL teams.
Project	NBL Pre-Season Game
Completed	<ul style="list-style-type: none"> • The NBL pre-season game was held on Saturday, 3 September 2016 in the Community Sports Centre at the CQU North Rockhampton Campus. • Great success with 1500 supporters attending. • Council's half-share of the game loss was significantly reduced on the 2015 figure. • Executives from the WNBL and Queensland Basketball who attended the game were impressed with the crowd and facilities.
Project	Leichhardt Highway Promotions Association Inc.
Ongoing	<ul style="list-style-type: none"> • The annual general meeting of the LHPA is scheduled to be held in Biloela on 11 October 2016 following the Banana Shire Council's Industry Summit. • Committee Chair, Councillor Tony Williams and Council Officers will attend this meeting. • Meeting arranged with Australia's Country Way to discuss common issues.
Project	Resources Consultant
Ongoing	<ul style="list-style-type: none"> • Council continuing to develop a list of METS businesses carrying on business in the Rockhampton Region.

Regional Promotions:

Events

Regional Promotions are currently in the process of coordinating, planning and delivering the following upcoming events within the region:

Anticipated Delivery Date	Event
Saturday 19 September 2016	Secret Saturday 12 Days of Christmas Party
Saturday 31 December 2016	New Year's Eve Fireworks and family friendly event
Sunday 5 February 2017	Secret Sunday – Be my Valentine
Sunday 9 April 2017	Secret Sunday – Easter launch
10-16 April 2017	Easter Egg Hunt
May 2017	Wholly Cow Month (including What's your Beef and Steak Madness Secret Sunday)

Marketing

The Regional Promotions team are progressing various marketing and engagement activities to reposition and promote the region. Current marketing projects include:

- The 5th edition of 'My Rockhampton' Magazine completed and distributed.
- Collaboration with Rockhampton Base Hospital to provide employee attraction material to take to the United Kingdom.
- Development of event calendar and funding applications for Wholly Cow and Rockhampton River Festival.
- Completion of brand architecture documentation.
- Development of preliminary Recreational Fishing brand.
- Ongoing project management of the Regional Wayfinding Strategy.

12 NOTICES OF MOTION

12.1 NOTICE OF MOTION - COUNCILLOR TONY WILLIAMS - COMMUNITY BANNER POLES

File No: 5550

Attachments:

1. Banner Pole Notice of Motion
2. Banner Pole Photos

Responsible Officer: Evan Pardon - Chief Executive Officer

SUMMARY

Councillor Tony Williams has indicated his intention to move a Notice of Motion regarding community banner poles at the next Ordinary Council Meeting on Tuesday 25 October 2016.

COUNCILLOR'S RECOMMENDATION

THAT Council take back ownership of the booking system of the two Community Banner Poles located on Bridge Street (PCYC) and Moores Creek Road (opposite Kershaw Gardens).

BACKGROUND

Councillor Tony Williams has indicated his intention to move the following Notice of Motion at the next Ordinary Council Meeting on Tuesday 25 October 2016:

"On 12 May 2014, Council made a decision to stop involvement in facilitating banner pole bookings. The Council wanted the community to self-regulate the placement of their banners. I was of the understanding this commenced from 12 May 2014 for a trial period of six months, with any complaints being recorded.

To the best of my knowledge minimal complaints have been received.

Although, over the last 2 and half years I have observed the placement of the banners by the various organisations. There is no respect given to banners already in place, with organisations hanging banners over the top of each other, leaving the banner poles looking very chaotic. Also, banners are not removed when the event is finished.

There is no structure, for not only our community organisations but Regional Promotions to promote their events in a fair and consistent manner.

Therefore, I would like to move a motion in respect for our Community and Charity Organisations for Council to take back ownership of the banner pole booking system.

This will alleviate the inconsistent visually unpleasant system currently in place which is clearly not working (as per the photos attached)."

**NOTICE OF MOTION -
COUNCILLOR TONY WILLIAMS -
COMMUNITY BANNER POLES**

Banner Pole Notice of Motion

Meeting Date: 25 October 2016

Attachment No: 1



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

05 October 2016

Mr Evan Pardon
Chief Executive Officer
Rockhampton Regional Council

Dear Evan

Notice of Motion

I hereby give notice of my intention to move the following motion at the meeting of Council on Tuesday 25 October 2016.

On 12 May 2014, Council made a decision to stop involvement in facilitating banner pole bookings. The Council wanted the community to self-regulate the placement of their banners. I was of the understanding this commenced from 12 May 2014 for a trial period of six months, with any complaints being recorded.

To the best of my knowledge minimal complaints have been received.

Although, over the last 2 and half years I have observed the placement of the banners by the various organisations. There is no respect given to banners already in place, with organisations hanging banners over the top of each other, leaving the banner poles looking very chaotic. Also, banners are not removed when the event is finished.

There is no structure, for not only our community organisations but Regional Promotions to promote their events in a fair and consistent manner.

Therefore, I would like to move a motion in respect for our Community and Charity Organisations for Council to take back ownership of the banner pole booking system.

This will alleviate the inconsistent visually unpleasant system currently in place which is clearly not working (as per the photos attached)

Yours faithfully

A handwritten signature in black ink, appearing to read "Tony Williams", written over a white background.

Councillor Tony Williams
Division 3
Rockhampton Regional Council



Rockhampton Regional
Council proudly supports
the CQ NRL BID

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

**NOTICE OF MOTION - COUNCILLOR
TONY WILLIAMS - COMMUNITY
BANNER POLES**

Banner Pole Photos

Meeting Date: 25 October 2016

Attachment No: 2



Banner Pole – Bridge Street (PCYC)



Banner Pole – Moores Creek Road (opp Kershaw Gardens)

13 QUESTIONS ON NOTICE

Nil

14 URGENT BUSINESS/QUESTIONS

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

15 CLOSED SESSION

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

RECOMMENDATION

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

16.1 Legal Matters as at 30 September 2016

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

16.2 Acquisition of land for drainage purposes, Webber Park Drainage Scheme

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

16.3 Organisational Structure

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

16 CONFIDENTIAL REPORTS

16.1 LEGAL MATTERS AS AT 30 SEPTEMBER 2016

File No: 1392

Attachments: 1. Legal Matters as at 30 September 2016

Authorising Officer: Tracy Sweeney - Manager Workforce and Strategy
Ross Cheesman - Deputy CEO/General Manager
Corporate Services

Author: Travis Pegrem - Coordinator Industrial Relations and
Investigations

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

SUMMARY

Coordinator Industrial Relations and Investigations presenting an update of current legal matters that Council is involved in as at 30 September 2016.

16.2 ACQUISITION OF LAND FOR DRAINAGE PURPOSES, WEBBER PARK DRAINAGE SCHEME**File No:** 8055, 2479**Attachments:** 1. Survey Plan RP615585**Authorising Officer:** Peter Kofod - General Manager Regional Services**Author:** Martin Crow - Manager Engineering Services

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

SUMMARY

This report seeks to obtain Council's approval to commence the 'Taking' of Land process to obtain land for drainage infrastructure required for the Webber Park Drainage Scheme

16.3 ORGANISATIONAL STRUCTURE**File No:** 289**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 advising a separate report will be distributed to Councillors regarding the organisational structure.

17 CLOSURE OF MEETING