



# ORDINARY MEETING

## AGENDA

**21 MARCH 2017**

*Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 21 March 2017 commencing at 9.00am 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**  
16 March 2017

Next Meeting Date: 11.04.17

**Please note:**

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

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**1 OPENING**

**2 PRESENT**

Members Present:

The Mayor, Councillor M F Strelow (Chairperson)  
Councillor C E Smith  
Councillor C R Rutherford  
Councillor M D Wickerson  
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**

Leave of Absence previously granted for Councillor Stephen Schwarten from 6 March 2017 to 13 April 2017.

**4 CONFIRMATION OF MINUTES**

Minutes of the Ordinary Meeting held 7 March 2017

**5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA**

**6 BUSINESS OUTSTANDING**

Nil

**7 PUBLIC FORUMS/DEPUTATIONS**

Nil

**8 PRESENTATION OF PETITIONS**

Nil



## **9 COMMITTEE REPORTS**

### **9.1 PLANNING AND REGULATORY COMMITTEE MEETING - 14 MARCH 2017**

#### **RECOMMENDATION**

THAT the Minutes of the Planning and Regulatory Committee meeting, held on 14 March 2017 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

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**Recommendation of the Planning and Regulatory Committee, 14 March 2017**
**9.1.1 D/181-2016 - DEVELOPMENT APPLICATION FOR A MATERIAL CHANGE OF USE FOR OUTDOOR SPORTS AND RECREATION (FOUR HOCKEY FIELDS AND CLUBHOUSE)**

**File No:** D/181-2016

**Attachments:**

1. Locality Plan
2. Site Plan

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

**Author:** Anton de Klerk - Senior Planner

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**SUMMARY**

*Development Application Number:* D/181-2016

*Applicant:* Rockhampton Regional Council

*Real Property Address:* Lot 2 on RP617657, Parish of Murchison

*Common Property Address:* 5-71 Olive Street, Parkhurst

*Area of Site:* 118.87 hectares

*Planning Scheme:* Rockhampton Region Planning Scheme 2015

*Planning Scheme Zone:* Emerging Community Zone

*Planning Scheme Overlays:* Biodiversity Areas Overlay, Biodiversity Waterways Overlay, Bushfire Hazard Overlay (very high and medium hazard), Creek Catchment Flood Overlay, Steep Land Overlay (15-25%+ slope)

*Existing Development:* Vacant Land

*Existing Approvals:* Nil

*Approval Sought:* Development Permit for a Material Change of Use for Outdoor Sport and Recreation (four hockey fields and clubhouse)

*Level of Assessment:* Impact Assessable

*Submissions:* Five (5) submissions were received

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

*Infrastructure Charges Area:* Charge Area 1 and 3

*Application Progress:*

<i>Application Lodged:</i>	17 November 2016
<i>Acknowledgment Notice issued:</i>	1 December 2016
<i>Request for Further Information sent:</i>	8 December 2016
<i>Request for Further Information responded to:</i>	22 December 2016
<i>Submission period commenced:</i>	9 January 2017
<i>Submission period end:</i>	20 February 2017

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<i>Advice Agency Response (Ergon Energy):</i>	<i>12 December 2016</i>
<i>Last receipt of information from applicant:</i>	<i>23 February 2017</i>
<i>Statutory due determination date:</i>	<i>23 March 2017</i>

## COMMITTEE RECOMMENDATION

THAT in relation to the application for a Development Permit for a Material Change of Use for Outdoor Sport and Recreation, made by Rockhampton Regional Council, on land described as Lot 2 on RP617657, Parish of Murchison, located at 5-71 Olive Street, Parkhurst, Council resolves to Approve the application subject to the following conditions:

### 1.0 ADMINISTRATION

- 1.1 The Developer is responsible for ensuring compliance with this approval and the Conditions of the approval by an employee, agent, contractor or invitee of the Developer.
  - 1.2 Where these Conditions refer to "Council" in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role of the Council may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
  - 1.3 All conditions of this approval must be undertaken and completed to the satisfaction of Council, at no cost to Council.
  - 1.4 All conditions, works, or requirements of this approval must be undertaken and completed prior to the commencement of the use, unless otherwise stated.
  - 1.5 Where applicable, infrastructure requirements of this approval must be contributed to the relevant authorities, at no cost to Council prior to the commencement of the use, unless otherwise stated.
  - 1.6 The following further Development Permits must be obtained prior to the commencement of any works associated with their purposes:
    - 1.6.1 Operational Works:
      - (i) Road Works;
      - (ii) Access and Parking Works;
      - (iii) Sewerage Works;
      - (iv) Water Works;
      - (v) Stormwater Works;
      - (vi) Roof and Allotment Drainage Works;
      - (vii) Site Works; and
    - 1.6.2 Plumbing and Drainage Works; and
    - 1.6.3 Building Works.
  - 1.7 All Development Permits for Operational Works and Plumbing and Drainage Works must be obtained prior to the issue of a Development Permit for Building Works.
  - 1.8 Unless otherwise stated, all works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards.
  - 1.9 All engineering drawings/specifications, design and construction works must comply with the requirements of the relevant *Australian Standards* and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.
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2.0 APPROVED PLANS AND DOCUMENTS

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

<u>Plan/Document Name</u>	<u>Plan/Document Number</u>	<u>Dated</u>
Field Levels Option 2	16-002804 Rev B	10/11/2016
Overall Site layout Option 2	16-002804 Rev B	10/11/2016
Indicative Staging Plan	16-002804 Rev A	February 2017

- 2.2 Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.
- 2.3 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council prior to the submission of a Development Application for Operational Works.

3.0 STAGED DEVELOPMENT

- 3.1 This approval is for a development to be undertaken in three (3) discrete stages, namely:

- 3.1.1 Synthetic Turf Hockey Field 1, Temporary Amenities Facility and Car Parking (Stage One);
- 3.1.2 Synthetic Turf Hockey Field 2 (Stage Two);
- 3.1.3 Grass Field 1 and 2 (Stage Three);

in accordance with the approved plan (refer to condition 2.1).

Stage one (1) must be completed prior to Stage two (2) and three (3).

Unless otherwise expressly stated, the conditions must be read as being applicable to all stages.

4.0 ROAD WORKS

- 4.1 A Development Permit for Operational Works (road works) must be obtained prior to the commencement of any road works on the site.
- 4.2 All works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*, relevant *Australian Standards* and the provisions of a Development Permit for Operational Works (road works).
- 4.3 A twenty (20) metre wide road reserve must be dedicated for the future widening/extension of Olive Street to the north within the subject site. The twenty (20) metre wide land dedication will be from McMillan Avenue to the eastern boundary of Lot 1 RP611477.
- 4.4 Norman Road/Olive Street intersection must be upgraded and the access to the proposed carpark area must be via this intersection only.
- 4.5 Traffic signs, pavement markings and any traffic calming devices as required, must be provided in accordance with the *Manual of Uniform Traffic Control Devices – Queensland*. Where necessary, existing traffic signs and pavement markings must be modified in accordance with the *Manual of Uniform Traffic Control Devices – Queensland*.
- 4.6 Any retaining structures within road reserves must not be constructed unless approved as part of a Development Permit for Operational Works (road works). Retaining walls must be wholly contained within the proposed private allotments and not be constructed as Council-owned infrastructure.

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## 5.0 ACCESS AND PARKING WORKS

- 5.1 A Development Permit for Operational Works (access and parking works) must be obtained prior to the commencement of any access and parking works on the site.
- 5.2 All works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines, Australian Standard AS2890 "Parking Facilities"* and the provisions of a Development Permit for Operational Works (access and parking works).
- 5.3 All parking spaces, access driveway(s), and vehicular manoeuvring areas associated with this proposed development must be concrete paved or asphalted.
- 5.4 The proposed access to the development at McMillan Avenue is NOT approved.
- 5.5 All vehicular access to and from the development must be via proposed new access at the Norman Road/Olive Street intersection only.
- 5.6 Service and delivery vehicles, including refuse collection vehicles must be via proposed new access at Norman Road/Olive Street intersection only.
- 5.7 All vehicles must ingress and egress the development in a forward gear.
- 5.8 Adequate sight distances must be provided for all ingress and egress movements at the access driveways in accordance with *Australian Standard 2890.2 "Parking Facilities - Off Street Commercial Facilities"*.
- 5.9 Parking spaces must be provided as per *Rockhampton Region Planning Scheme 2015* requirements.
- 5.10 Universal access parking spaces must be provided in accordance with *Australian Standard AS2890.6 "Parking Facilities - Off-Street parking for people with disabilities"*.
- 5.11 Any application for a Development Permit for Operational Works (access and parking works) must be accompanied by detailed and scaled plans which demonstrate the turning movements/swept paths of the largest vehicle to access the site including refuse collection vehicles.
- 5.12 All vehicle operations associated with the development must be directed by suitable directional, informative, regulatory or warning signs in accordance with *Australian Standard AS1742.1 "Manual of Uniform Traffic Control Devices"* and *Australian Standard AS2890.1 "Parking Facilities – Off-street Car Parking"*.
- 5.13 Road signage and pavement markings must be installed in accordance with the *Australian Standard AS1742.1 "Manual of Uniform Traffic Control Devices"*.
- 5.14 All vehicle operation areas must be illuminated in accordance with the requirements of *Australian Standard AS1158 "Lighting for Roads and Public Spaces"*.
- 5.15 All internal pedestrian pathways must be designed and constructed in accordance with *Australian Standard AS1428 "Design for Access and Mobility"*.
- 5.16 Bicycle parking facilities must be provided in accordance with *AUSTROADS Guide to Traffic Engineering Practice, Part 14 – Bicycles*. The location of the bicycle parking facilities must be located at basement or ground floor level and encourage casual surveillance.

## 6.0 SEWERAGE WORKS

- 6.1 A Development Permit for Operational Works (sewerage works) must be obtained prior to the commencement of any sewerage works on the site.
- 6.2 All works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines, Water Supply (Safety and Reliability) Act, Plumbing and Drainage Act* and the provisions of a Development Permit for Operational Works (sewerage works).

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- 6.3 The development must be connected to Council's reticulated sewerage network.
- 6.4 A new sewerage connection point must be provided at the existing gravity sewerage mains located near the Olive Street / Norman Road intersection. Any private sewerage pump station and associated infrastructure must be owned and maintained by the owner at no cost to Council.
- 6.5 Sewerage access chambers located within a park or reserve, or below a Q100 flood event, must be provided with bolt down lids.
- 6.6 The finished sewerage access chamber surface must be at a sufficient level to avoid ponding of stormwater above the top of the chamber. A heavy duty trafficable lid must be provided in the trafficable area.
- 6.7 Sewer connections located within trafficable areas must be raised or lowered to suit the finished surface levels and must be provided with trafficable lids.
- 7.0 WATER WORKS
- 7.1 A Development Permit for Operational Works (water works) must be obtained prior to the commencement of any water works on the site.
- 7.2 All works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines, Water Supply (Safety and Reliability) Act*, the *Plumbing and Drainage Act* and the provisions of a Development Permit for Operational Works (water works).
- 7.3 The development must be connected to Council's reticulated water network.
- 7.4 A new water connection point must be provided at 200 millimetre diameter water main located within the Olive Street road reserve.
- 7.5 Water meter boxes located within trafficable areas must be raised or lowered to suit the finished surface level and must be provided with heavy duty trafficable lids.
- 7.6 The applicant must ensure adequate firefighting protection is available from the existing hydrant within Olive Street road reserve and also from the On-site firefighting equipment for the proposed development. Should adequate protection not be achievable, upgrade the on-site firefighting equipment, internal pillar hydrant, water tanks, and pumps may be required. This must be designed by a suitably qualified registered hydraulic engineer of Queensland and must be finalised at the Operational Works (water supply) application stage.
- 8.0 PLUMBING AND DRAINAGE WORKS
- 8.1 A separate plumbing and drainage approval must be obtained from the Council for the proposed development.
- 8.2 All plumbing and sanitary drainage works must be in accordance with regulated work under the *Plumbing and Drainage Act* and Council's Plumbing and Drainage Policies.
- 8.3 Sewerage trade waste permits must be obtained for the discharge of any non-domestic waste into Council's sewerage reticulation. Arrester traps must be provided where commercial or non-domestic waste water is proposed to be discharged into the system.
- 8.4 Hoses must be provided at the refuse container area, and washdown must be drained to the sewer in accordance with a Plumbing and Drainage Permit and Sewerage Trade Waste Permit.
- 9.0 STORMWATER WORKS
- 9.1 A Development Permit for Operational Works (stormwater works) must be obtained prior to the commencement of any stormwater works on the site.
- 9.2 All stormwater drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Queensland Urban Drainage Manual*,
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- Capricorn Municipal Development Guidelines*, sound engineering practice and the provisions of a Development Permit for Operational Works (stormwater works).
- 9.3 All stormwater must drain to a demonstrated lawful point of discharge and must not adversely affect adjoining land or infrastructure in comparison to the pre-development condition by way of blocking, altering or diverting existing stormwater runoff patterns or have the potential to cause damage to other infrastructure.
- 9.4 The Operational Works (stormwater works) application must include an assessment of how the development meets the water quality objectives of the *State Planning Policy – Water Quality*.
- 9.5 The proposed development must achieve no increase in peak stormwater runoff for a selected range of storm events up to and including the one in one hundred year storm event (100 year Average Recurrence Interval) for the post development condition.
- 9.6 Easements must be provided over all land assessed to be within the one in one hundred year flood event (100 year Average Recurrence Interval) inundation area.
- 9.7 The installation of gross pollutant traps must be in accordance with relevant Australian Standards and all maintenance of the proposed gross pollutant traps must be the responsibility of the property owner or body corporate (if applicable).
- 9.8 Any application for a Development Permit for Operational Works (stormwater works) must be accompanied by a detailed Stormwater Management Plan, prepared and certified by a Registered Professional Engineer of Queensland. The Stormwater Management Plan must clearly demonstrate that;
- 9.8.1 All content of the stormwater management plan is in accordance with the *Queensland Urban Drainage Manual*, *Capricorn Municipal Development Guidelines*, *SPP – water quality guidelines*, and sound engineering practice;
- 9.8.2 identification of drainage catchment and drainage sub-catchment areas for the pre-development and post-development scenarios including a suitably scaled stormwater master plan showing the aforementioned catchment details and lawful point(s) of discharge that comply with the requirements of the *Queensland Urban Drainage Manual*;
- 9.8.3 an assessment of the peak discharges for all rainfall events up to and including the one in one hundred year flood event (100 year Average Recurrence Interval) for the pre-development and post-development scenarios;
- 9.8.4 The Stormwater discharge is to a lawful point of discharge in accordance with the *Queensland Urban Drainage Manual*;
- 9.8.5 Each part of the lot is self draining;
- 9.8.6 The volume of detention is sufficient to attenuate the peak discharge from the site to ensure non-worsening for a range of design rainfall events up to and including the 100 year Average Recurrence Interval (ARI) event, in accordance with the provisions of the *Queensland Urban Drainage Manual*;
- 9.8.7 The potential pollutants in stormwater discharged from the site are managed in accordance with current best industry practices and in accordance with *State Planning Policy 2016 – Water Quality*.
- 9.8.8 The stormwater management plan is accompanied by full calculations; including electronic modelling files from industry standard modelling software, (including both electronic model files and results files) and all details of the modelling assumptions to support both the proposed water quantity and quality management strategy.
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9.8.9 It includes detailed engineering plans with details of any new drainage systems, or the amendment and upgrading of exiting drainage systems to implement the proposed drainage strategy.

#### 10.0 ROOF AND ALLOTMENT DRAINAGE WORKS

10.1 A Development Permit for Operational Works (roof and allotment drainage works) must be obtained prior to the commencement of any drainage works on the site.

10.2 All roof and allotment drainage must be in accordance with the requirements of the *Queensland Urban Drainage Manual* and the *Capricorn Municipal Development Guidelines*.

10.3 All roof and allotment drainage must be discharged such that it does not restrict, impair or change the natural flow of runoff water or cause a nuisance to adjoining properties or infrastructure.

#### 11.0 SITE WORKS

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

11.2 Any application for a Development Permit for Operational Works (site works) must be accompanied by an earthworks plan which clearly identifies the following:

11.2.1 the location of cut and/or fill;

11.2.2 the type of fill to be used and the manner in which it is to be compacted;

11.2.3 the quantum of fill to be deposited or removed and finished cut and/or fill levels;

11.2.4 details of any proposed access routes to the site which are intended to be used to transport fill to or from the site; and

11.2.5 the maintenance of access roads to and from the site so that they are free of all cut and/or fill material and cleaned as necessary.

Note: Cut and fill of the subject allotment(s) may require a geotechnical investigation to be carried out by a certified Registered Professional Engineer of Queensland given the soil materials in this area and history of drainage issues.

11.3 All earthworks must be undertaken in accordance with *Australian Standards, AS3798 "Guidelines on Earthworks for Commercial and Residential Developments"*.

11.4 Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to adjoining properties or infrastructure.

11.5 The structural design of all retaining walls above one (1) metre in height must be separately and specifically certified by a Registered Professional Engineer of Queensland as part of the Operational Works submission. A Registered Professional Engineer of Queensland must on completion certify that all works are compliant with the approved design.

11.6 The approved design and/or the construction of the retaining walls must not be modified or altered without Council's prior written approval.

11.7 Vegetation must not be cleared unless and until written approval has been provided by Council. A Development Permit for Operational Works constitutes written approval, only for the purposes of clearing vegetation directly pertinent to the operational works which are the subject of the Development Permit. Details of vegetation proposed to be cleared should be provided as part of the Environmental Management Plan

11.8 All site works must be undertaken to ensure that there is:



- 11.8.1 no increase in upstream or downstream flood levels for all levels of immunity up to Q100;
- 11.8.2 no increase in velocity profiles, for which no remedy exists to prevent erosion and/or scouring. In the event that modelling shows non-compliance with the above, works must be undertaken within the system to satisfy the above criteria for development; and
- 11.8.3 a lawful point of discharge to which the developed flows from the land drain. Easements will be required over any other land to accommodate the flows.

## 12.0 BUILDING WORKS

- 12.1 A separate Building Works approval must be obtained for the development.
- 12.2 All external elements, such as air conditioners, pool and spa pumps and associated equipment, must be adequately screened from public view, to Council's satisfaction.
- 12.3 All waste storage areas must be provided in accordance with the *Environmental Protection Regulation 2008* and must be:
  - 12.3.1 designed and located so as not to cause a nuisance to neighbouring properties; and
  - 12.3.2 aesthetically screened from any road frontage or adjoining property;
  - 12.3.3 provided with a suitable hosecock and hoses at the refuse container area, and washdown must be drained to the sewer and fitted with an approved stormwater diversion valve arrangement in accordance with the Sewerage Trade Waste provisions and the *Plumbing and Drainage Act 2002*.

Note: As an alternative to a washdown facility, a fully contained commercial bin cleaning service is acceptable provided no wastewater is discharged from the site to the sewer.

## 13.0 LANDSCAPING WORKS

- 13.1 A Landscaping Plan must be submitted with the first application for a Development Permit for Operational Works. The landscaping must be constructed and/or established prior to the commencement of the use and the landscape areas must predominantly contain plant species that are locally native to the Central Queensland region due to their low water dependency.
- 13.2 Large trees must not be planted within one (1) metre of the centreline of any sewerage and/or water infrastructure; small shrubs and groundcover are acceptable
- 13.3 The landscaped areas must be subject to:
  - 13.3.1 a watering and maintenance plan during the establishment moment; and
  - 13.3.2 an ongoing maintenance and replanting programme.

## 14.0 ELECTRICITY

- 14.1 Electricity services must be provided to the development in accordance with the standards and requirements of the relevant service provider.
- 14.2 Evidence that the development is provided with electricity services from the relevant service provider must be provided to Council, prior to the commencement of the use.

## 15.0 TELECOMMUNICATION

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

- 15.2 Evidence that the development is provided with telecommunications services from the relevant service provider must be provided to Council, prior to the commencement of the use.

Note: For telecommunications services, written evidence must be in the form of either a "Telecommunications Infrastructure Provisioning Confirmation" where such services are provided by Telstra or a "Notice of Practical Completion" where such services are provided by the NBN.

#### 16.0 ASSET MANAGEMENT

- 16.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be at full cost to the Developer.
- 16.2 Any damage to existing kerb and channel, pathway or roadway (including removal of concrete slurry from public land, pathway, roads, kerb and channel and stormwater gullies and drainage lines) which may occur during any works carried out in association with the approved development must be repaired. This must include the reinstatement of the existing traffic signs and pavement markings which may have been removed.
- 16.3 'As constructed' information pertaining to assets to be handed over to Council and those which may have an impact on Council's existing and future assets must be provided prior to the commencement of the use. This information must be provided in accordance with the Manual for Submission of Digital As Constructed Information.

#### 17.0 OPERATING PROCEDURES

- 17.1 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the site. No storage of materials, parking of construction machinery or contractors' vehicles will be permitted in Olive Street, McMillan Avenue or Norman Road.
- 17.2 Any lighting devices associated with the development, such as sensory lighting, must be positioned on the development site and shielded so as not to cause glare or other nuisance to nearby residents and motorists. Night lighting must be designed, constructed and operated in accordance with *Australian Standard AS4282 "Control of the obtrusive effects of outdoor lighting"*.
- 17.3 Operations on the development site must have no significant impact on the amenity of adjoining premises or the surrounding area due to the emission of light, noise or dust.
- 17.4 Noise emitted from the activity must not cause an environmental nuisance.
- 17.5 When requested by Council, nuisance monitoring must be undertaken and recorded within three (3) months, to investigate any genuine complaint of nuisance caused by noise, light or dust. An analysis of the monitoring data and a report, including nuisance mitigation measures, must be provided to Council within fourteen (14) days of the completion of the investigation.
- 17.6 All waste storage areas must be:
- 17.6.1 kept in a clean and tidy condition; and
  - 17.6.2 maintained in accordance with *Environmental Protection Regulation 2008*.

#### ADVISORY NOTES

##### NOTE 1. Aboriginal Cultural Heritage

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

Aboriginal cultural heritage is available on the Department of Aboriginal and Torres Strait Islander and Partnerships website [www.datsip.qld.gov.au](http://www.datsip.qld.gov.au).

NOTE 2. General Environmental Duty

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

NOTE 3. General Safety Of Public During Construction

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

**Recommendation of the Planning and Regulatory Committee, 14 March 2017****9.1.2 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 RECOMMENDATION**

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

**Recommendation of the Planning and Regulatory Committee, 14 March 2017****9.1.3 MONTHLY OPERATIONS REPORT FOR PLANNING AND REGULATORY SERVICES FOR FEBRUARY 2017****File No: 1464****Attachments:**

1. **Traffic Light Report for February 2017**
2. **Financial Matters Report for February 2017**
3. **Monthly Operations Report for Planning, Building and Plumbing - February 2017**
4. **Monthly Operations for Local Laws - February 2017**
5. **Monthly Operations Report for Health and Environment - February 2017**

**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 Services Department as at 28 February 2017 is presented for Councillors information.*

**COMMITTEE RECOMMENDATION**

THAT the Planning and Regulatory Services Monthly Operations Report for February 2017 be 'received'.

**Recommendation of the Planning and Regulatory Committee, 14 March 2017****9.1.4 FORMATION OF A REGIONAL PEST MANAGEMENT SUB-COMMITTEE.**

**File No:** 11092  
**Attachments:** Nil  
**Authorising Officer:** Steven Gatt - Manager Planning & Regulatory Services  
**Author:** Catherine Hayes - Coordinator Health and Environment

---

**SUMMARY**

*This report presents a recommendation on Council's participation in the Regional Pest Management Sub-committee with other CQROC councils in response to LGAQ's request seeking confirmation of Council's willingness to form a sub-committee.*

**COMMITTEE RECOMMENDATION**

THAT pursuant to s7.6 and s40 *Council Meeting Procedures* the matter be referred to Council meeting for consideration.

**9.2 INFRASTRUCTURE COMMITTEE MEETING - 14 MARCH 2017****RECOMMENDATION**

THAT the Minutes of the Infrastructure Committee meeting, held on 14 March 2017 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

**Recommendation of the Infrastructure Committee, 14 March 2017****9.2.1 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, 14 March 2017****9.2.2 ENGINEERING SERVICES MONTHLY OPERATIONS REPORT - MARCH 2017**

**File No:** 7028  
**Attachments:** 1. Monthly Operations Report Engineering Services - February 2017  
**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 February 2017.*

**COMMITTEE RECOMMENDATION**

THAT the Engineering Services Monthly Operations Report for March 2017 report be received.

**Recommendation of the Infrastructure Committee, 14 March 2017****9.2.3 CIVIL OPERATIONS MONTHLY OPERATIONS REPORT - MARCH 2017**

**File No:** 7028

**Attachments:**

1. Monthly Operations Report - Civil Operations
2. Works Program March - April 2017

**Authorising Officer:** Peter Kofod - General Manager Regional Services

**Author:** David Bremert - Manager Civil Operations

---

**SUMMARY**

*This report outlines Civil Operations Monthly Operations Report 28 February 2017 and also Works Program of planned projects for the months March and April 2017.*

**COMMITTEE RECOMMENDATION**

THAT the Civil Operations Monthly Operations Report for March 2017 be received.

**Recommendation of the Infrastructure Committee, 14 March 2017****9.2.4 PILBEAM DRIVE RESEAL**

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

---

**SUMMARY**

*As part of the 2015/16 Cyclone Marcia Damage projects, Pilbeam Drive reconstruction was undertaken and many of the slips were rectified. This project was funded through NDRRA and Councils capital budget.*

*An assessment of the road surface after the flood damage works identified the need to reseal the road. This report presents four resealing options, all of which will have significant budget effects due to the slope and the number of bends on the road.*

**COMMITTEE RECOMMENDATION**

THAT Council endorse the proposed road treatment for Pilbeam Drive as 14mm single PMB spray seal with a 40mm asphalt overlay seal. The 14mm single PMB spray seal will be funded within the 16/17 budget and the 40mm asphalt seal will be funded in the 17/18 year; and

THAT a further report be presented on road safety considering pedestrians, cyclists and traffic for the upgraded road.

**Recommendation of the Infrastructure Committee, 14 March 2017****9.2.5 BUS STOPS COMPLIANCE WITH DISABILITY DISCRIMINATION ACT 1992**

**File No:** 1921 & 1659  
**Attachments:** Nil  
**Authorising Officer:** Peter Kofod - General Manager Regional Services  
**Author:** David Bremert - Manager Civil Operations

---

**SUMMARY**

*This report outlines Civil Operations' progress to ensure all Translink bus stops are accessible in line with Federal Government target dates for compliance.*

**COMMITTEE RECOMMENDATION**

THAT the update on the Bus Stop Disability compliance program be received; and  
THAT an additional report be presented to the Infrastructure Committee on the Bus Stop Shelters program and its implementation.

**Recommendation of the Infrastructure Committee, 14 March 2017****9.2.6 STREET SAFETY AND VEHICLE PARKING - FOULKES STREET AND SPRINGFIELD DRIVE**

**File No:** 377  
**Attachments:** 1. Foulkes St - Springfield Drive Intersection  
**Authorising Officer:** Martin Crow - Manager Engineering Services  
Peter Kofod - General Manager Regional Services  
**Author:** Jamie McCaul - Coordinator Development Engineering

---

**SUMMARY**

*Further to the Planning and Regulatory Committee meeting on 13 September 2016, Council Officers have undertaken investigations with a view to identify any potential parking issues and street safety issues within Springfield Drive and at the Foulkes Street / Springfield Drive intersection.*

**COMMITTEE RECOMMENDATION**

THAT Council monitor the intersection with regards to vehicles parking in Springfield Drive and should issues be evident, advise Local Laws accordingly.

**Recommendation of the Infrastructure Committee, 14 March 2017****9.2.7 REQUEST TO RENAME SECTION OF MAIN STREET**

**File No:** 8054

**Attachments:**

1. Snippets article
2. Main Street 'A' Section Map

**Authorising Officer:** Peter Kofod - General Manager Regional Services  
Martin Crow - Manager Engineering Services  
Stuart Harvey - Traffic Engineer

**Author:** Stuart Singer - Technical Officer

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**SUMMARY**

*A request has been received from a resident who resides on Main Street, Park Avenue to rename the section of Main Street from the Fitzroy River to Glenmore Road. This report seeks to gain Council endorsement to undertake a consultation process to gauge the breadth of confusion experienced and level of support for a renaming option from all residents and landowners within this section of Main Street.*

**COMMITTEE RECOMMENDATION**

THAT Council endorse Option 1 to undertake an engagement process to gauge the breadth of confusion experienced, and level of support for a renaming option from all residents and landowners within the 'A' section of Main Street. Depending on the engagement outcome, further action for renaming may be progressed.

**9.3 AIRPORT, WATER AND WASTE COMMITTEE MEETING - 14 MARCH 2017****RECOMMENDATION**

THAT the Minutes of the Airport, Water and Waste Committee meeting, held on 14 March 2017 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

**Recommendation of the Airport, Water and Waste Committee, 14 March 2017****9.3.1 REVISION OF UNDETECTED LEAK REBATE POLICY RESIDENTIAL**

**File No:** 11979  
**Attachments:** 1. Undetected Leak Rebate Policy Residential  
**Authorising Officer:** Peter Kofod - General Manager Regional Services  
**Author:** Jason Plumb - Manager Fitzroy River Water

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**SUMMARY**

*The Undetected Leak Rebate Policy for residential properties has been amended to take into account circumstances of higher than usual water consumption due to reasons other than a water leak.*

**COMMITTEE RECOMMENDATION**

THAT the Undetected Leak Rebate Policy – Residential as presented, be adopted.

**COMMITTEE RECOMMENDATION**

THAT Council be provided details of all the current Community Service Obligations payable to its commercialised business units.



**Recommendation of the Airport, Water and Waste Committee, 14 March 2017****9.3.2 PIGGY BACK EXPANSION OF THE LAKES CREEK ROAD LANDFILL PROJECT UPDATE AND CONCEPT**

**File No:** 12276  
**Attachments:** Nil  
**Authorising Officer:** Peter Kofod - General Manager Regional Services  
**Author:** Craig Dunglison - Manager RRWR

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**SUMMARY**

*The majority of Rockhampton Regional Council's (RRC) waste is disposed of at the Lakes Creek Road (LCR) Landfill. As the LCR Landfill is approaching the approved regulatory capacity, Council investigated various alternative options in the region for the disposal of waste. However with the development of new liner materials, the vertical expansion of LCR landfill became a viable option and in 2015 Council resolved to proceed with the development of new landfill cells to allow for the vertical expansion of the existing LCR Landfill, hereafter referred to as LCR Piggy Back Project. One of the objectives of the project is to provide a facility that would be able to accept waste for at least the next 20 years.*

*Council engaged Golder Associates Pty Ltd to develop:*

- an overall landfill concept plan;*
- detail design for the first cell, Cell A;*
- construction tender documents.*

*Golder has delivered the first draft of the concept and detail design documents and the purpose of this report is to provide Councillors with an overview of the concept*

**COMMITTEE RECOMMENDATION**

THAT the report be received for Council's information.

**Recommendation of the Airport, Water and Waste Committee, 14 March 2017****9.3.3 ROCKHAMPTON AIRPORT - MONTHLY OPERATIONS REPORT - FEBRUARY 2017**

**File No:** 7927  
**Attachments:** 1. Monthly Report - Airport  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Scott Waters - General Manager Regional Development and Aviation

---

**SUMMARY**

*The monthly operations and annual performance plan report for the Rockhampton Airport as at 28<sup>th</sup> February 2017 is presented for Councillors information.*

**COMMITTEE RECOMMENDATION**

THAT the Rockhampton Airport Operations and Annual Performance Plan Report as at 28 February 2017 be "received".

**Recommendation of the Airport, Water and Waste Committee, 14 March 2017****9.3.4 ROCKHAMPTON REGIONAL WASTE AND RECYCLING MONTHLY OPERATIONS AND ANNUAL PERFORMANCE PLAN AS AT 28 FEBRUARY 2017**

**File No:** 7927  
**Attachments:** 1. RRWR Operations and Annual Performance Plan Monthly Report February 2017  
**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 overview of Rockhampton Regional Waste and Recycling (RRWR) for the month of February 2017.*

**COMMITTEE RECOMMENDATION**

THAT the RRWR Operations and Annual Performance Plan report for February 2017 be received.

**Recommendation of the Airport, Water and Waste Committee, 14 March 2017****9.3.5 FRW MONTHLY OPERATIONS REPORT - FEBRUARY 2017**

**File No:** 1466  
**Attachments:** 1. FRW Monthly Operations Report - February 2017  
**Authorising Officer:** Peter Kofod - General Manager Regional Services  
**Author:** Jason Plumb - Manager Fitzroy River Water

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**SUMMARY**

*This report details Fitzroy River Water's financial position and other operational matters for the Council's information as at 28 February 2017.*

**COMMITTEE RECOMMENDATION**

THAT the FRW Monthly Operations Report for February 2017 be received.

**9.4 COMMUNITY SERVICES COMMITTEE MEETING - 15 MARCH 2017**

**RECOMMENDATION**

THAT the Minutes of the Community Services Committee meeting, held on 15 March 2017 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

**Recommendation of the Community Services Committee, 15 March 2017****9.4.1 COMMUNITIES AND FACILITIES MONTHLY OPERATIONAL REPORT**

**File No:** 1464  
**Attachments:** 1. Monthly Operations Report for February 2017  
**Authorising Officer:** Michael Rowe - General Manager Community Services  
**Author:** Cheryl Haughton - Manager Communities and Facilities

---

**SUMMARY**

*This report provides information on the activities of the Communities and Facilities section for February 2017.*

**COMMITTEE RECOMMENDATION**

THAT the Monthly Operational Report on the activities of the Communities and Facilities section for February 2017 be received.

**Recommendation of the Community Services Committee, 15 March 2017****9.4.2 ARTS AND HERITAGE MONTHLY OPERATIONS REPORT FOR FEBRUARY 2017****File No:** 1464**Attachments:** 1. Arts and Heritage Monthly Operations Report for February 2017**Authorising Officer:** Michael Rowe - General Manager Community Services**Author:** Peter Owens - Manager Arts and Heritage

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**SUMMARY**

*The report provides information on the programs and activities of the Arts and Heritage section for February 2017.*

**COMMITTEE RECOMMENDATION**

THAT the Arts and Heritage Monthly Operations Report for February 2017 be received.

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**Recommendation of the Community Services Committee, 15 March 2017**
**9.4.3 REGIONAL ARTS DEVELOPMENT FUND 2016/17 ROUND 2  
RECOMMENDATIONS**

**File No:** 8944  
**Attachments:** Nil  
**Authorising Officer:** Michael Rowe - General Manager Community Services  
**Author:** Peter Owens - Manager Arts and Heritage

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**SUMMARY**

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

**COMMITTEE RECOMMENDATION**

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

<b>Applicant</b>	<b>Purpose of Grant</b>	<b>Grant Recommended</b>
Anglicare CQ	Conducting three individual capacity building skills workshop through tribal drumming for people experiencing mental health challenges and their support people	\$2,100
Queensland Symphony Orchestra	Workshops by QSO musicians for members of the Capricornia Silver Band, culminating in a free Community Concert at Rockhampton Botanic Gardens. There will also be workshops for secondary school students.	\$3,450
Rockhampton Regional Council	Cost of funding seven out of a total eleven River Festival Art Program 'stages'	\$13,055
Royal Queensland Art Society	Cost of hiring two internationally recognized artist to conduct two different workshops tutoring new and advanced techniques for members and non-members of RQAS Rockhampton Br. Inc to have the opportunity to advance as emerging and professional artists.	\$1,600
Allana Gregson	Cost of attending a millinery workshop being taught by Mr Neil Grigg accredited milliner in Sydney	\$1,393
	<b>TOTAL</b>	<b>\$19,954</b>



**9.5 PARKS, RECREATION AND SPORT COMMITTEE MEETING - 15 MARCH 2017**

**RECOMMENDATION**

THAT the Minutes of the Parks, Recreation and Sport Committee meeting, held on 15 March 2017 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

**Recommendation of the Parks, Recreation and Sport Committee, 15 March 2017****9.5.1 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

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**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, 15 March 2017****9.5.2 PARKS AND OPEN SPACE OPERATIONS REPORT - FEBRUARY 2017****File No:** 1464**Attachments:** 1. Parks and Open Space Operations Report - February 2017**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 Section for the month of February 2017.*

**COMMITTEE RECOMMENDATION**

THAT the report on the activities and services of Parks and Open Space Section for February 2017 be received.

**Recommendation of the Parks, Recreation and Sport Committee, 15 March 2017****9.5.3 CEMETERIES POLICY: SUPPLEMENTARY REPORT**

<b>File No:</b>	<b>11979</b>
<b>Attachments:</b>	<b>1. Cemeteries Policy</b>
<b>Authorising Officer:</b>	<b>Margaret Barrett - Manager Parks Michael Rowe - General Manager Community Services</b>
<b>Author:</b>	<b>Vincent Morrice - Coordinator Park and Visitor Services</b>
<b>Previous Items:</b>	<b>9.6.5 - Policy - Cemeteries - Parks, Recreation and Sport Committee - 19 Oct 2016 12.30 pm</b>

---

**SUMMARY**

*Following adoption of the Cemeteries Policy (October 2016) further information was requested on the background and implications of clauses 5.2.4 and 5.2.6. It was also requested that Officers investigate the establishment of a "maintenance trust" for Cemeteries. This report addresses that request.*

**COMMITTEE RECOMMENDATION**

THAT:

1. The supplementary report on the Cemeteries Policy be received;
2. A further report be prepared on the impacts and implications of a Cemetery Maintenance Trust for the Gracemere Cemetery; and
3. A further report be presented in regard to the reservation and pre-purchase of burial plots at Gracemere Cemetery.

**Recommendation of the Parks, Recreation and Sport Committee, 15 March 2017****9.5.4 REQUEST FOR TENURE FROM ROCKHAMPTON MOUNTAIN BIKE CLUB INC AT FIRST TURKEY****File No:** 374**Attachments:**

1. Rockhampton Mountain Bike Club Trail Overview
2. Map showing proposed Freehold Licence area and current Trustee Permit area

**Authorising Officer:** Margaret Barrett - Manager Parks  
Michael Rowe - General Manager Community Services**Author:** Sophia Czarkowski - Sports and Education Supervisor

---

**SUMMARY**

*Rockhampton Mountain Bike Club Inc hold a Trustee Permit over part of Mount Archer (being Lot 41 LN2859 and Lot 2 LN2858) and are requesting to extend the tenured area to include adjacent freehold parcels Lot 1 RP618495 and Lot 83 LN2079.*

**COMMITTEE RECOMMENDATION**

THAT Council accede to the request from Rockhampton Mountain Bike Club Inc for a Freehold Licence over Lot 1 RP618495 and Lot 83 LN2079 for a period of three (3) years for the purposes of mountain bike riding and the creation, maintenance and upkeep of trails as detailed in the report.

**Recommendation of the Parks, Recreation and Sport Committee, 15 March 2017****9.5.5 UPDATE ON TENURE AT NORBRIDGE PARK**

<b>File No:</b>	<b>4247</b>
<b>Attachments:</b>	<b>1. Letter from Football Rockhampton seeking consideration for a further tenure period</b> <b>2. Football Rockhampton's Lease/Licence Renewal Application Form</b>
<b>Authorising Officer:</b>	<b>Margaret Barrett - Manager Parks</b> <b>Michael Rowe - General Manager Community Services</b>
<b>Author:</b>	<b>Sophia Czarkowski - Sports and Education Supervisor</b>
<b>Previous Items:</b>	<b>9.5.3 - Freehold Lease and Trustee Lease renewals for Parks until 30 June 2018 - Parks, Recreation and Sport Committee - 22 Jun 2016 12.30 pm</b>

---

**SUMMARY**

*Football Rockhampton hold a Freehold Lease and Freehold Licence over Norbridge Park and this report provides an update on dealings with Football Rockhampton and Football Central Queensland.*

**COMMITTEE RECOMMENDATION**

THAT Council renew the Freehold Lease and Freehold Licence with Football Rockhampton over Norbridge Park (Lot 1 RP613517) from 19 March 2016 to 31 January 2018.

**10 COUNCILLOR/DELEGATE REPORTS**

Nil

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## 11 OFFICERS' REPORTS

### 11.1 ELECTRIC VEHICLE CHARGING SUPERHIGHWAY - ROCKHAMPTON CHARGING STATIONS

<b>File No:</b>	<b>12472</b>
<b>Attachments:</b>	<b>1. EDQ EV Strategy for Regional QLD 2. Proposed Alma Street EV Charging Bays</b>
<b>Authorising Officer:</b>	<b>Evan Pardon - Chief Executive Officer</b>
<b>Author:</b>	<b>Drew Stevenson - Acting General Manager Corporate Services</b>

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#### SUMMARY

*This report provides a summary of the Economic Development QLD (EDQ) and Ergon initiative, in partnership with Councils, to establish an Electric Vehicle (EV) Charging Superhighway at designated centres along Queensland's east coast. Formal Council approval is also sought to establish the EV charging stations on Alma Street adjacent to the Rockhampton Regional Library public parking lot.*

#### OFFICER'S RECOMMENDATION

THAT Council:

1. Receives this report summarising the establishment of an electric vehicle charging superhighway along the QLD east coast; and
2. Approves the allocation of parking bays on Alma Street for designated electric vehicle charging stations as detailed in this report.

#### BACKGROUND

EDQ made contact with Council officers in early 2016 to discuss the draft strategy to establish an EV charging superhighway in designated centres along the east coast of Queensland. Rockhampton had been identified as one of the centres to be included in the EV charging superhighway.

The EV Charging Superhighway project is a joint EDQ and Ergon initiative in partnership with Councils to encourage a broader use of electric vehicles and provide charging infrastructure to allow uninhibited long-distance travel. The EDQ presentation, Attachment 1, summarises the EV charging strategy, including the concept of an EV charging superhighway from SEQ to Cairns and an example of the charging technology. EDQ are currently finalising the *Guideline for Site Selection of Electric Vehicle (EV) Charging Stations* which provides details regarding the program; in particular the location selection criteria of car parking bays for the installation of the EV charging stations. It is expected the final guideline document will be made available following State Cabinet approval of the EV Strategy now planned to be presented on 3 April 2017.

Based on the EDQ draft guideline and discussions with Ergon, it is proposed the EV charging stations be installed to service three parking bays on Alma Street adjacent to the Rockhampton Regional Library public parking lot (refer Attachment 2). With reference to the EDQ draft guideline, the Alma Street location was considered the most suitable when assessed against the following specific site selection criteria:

- **Prominent parking, but not premium** – The Alma Street parking bays are far enough away from the premium parking locations, and close enough for EV motorists to hook-up for charging and then visit the CBD. Depending on the vehicle make and model charging time ranges from 30 to 60 minutes.



- **Distance to amenities** – Wide streets, near enough to restroom facilities, food venues and the riverfront recreation area.
- **Electrical network infrastructure** – Adjacent to the Ergon electricity sub-station, providing adequate power to service the charging units.
- **Road access and safety.**
- **Legal and commercial considerations to operate** – RRC road reserve.

#### Parking Bay Configuration Consideration

It is noted the identified parking bays are currently reverse angle parking. Depending on the electric vehicle make and model, they either charge from the front or rear of the vehicle. This would require the vehicle to either nose-in or tail-in to accommodate connection to the charging unit. Therefore, the angle parking bays would need to permit nose-in and reverse parking or the charging bays may need to be reconfigured to kerbside parallel parking.

Following consultation with the Engineering Services team, it is recommended that the three EV charging parking bays are reconfigured as kerbside parallel parking. This proposed parking bay reconfiguration will impact five reverse angle parking bays, resulting in the loss of two parking spaces.

#### Status of EDQ Electric Vehicle Superhighway Strategy

The time from QLD EV superhighway concept to strategy adoption has spanned roughly 12 months, with the superhighway charging infrastructure running from the Gold Coast to Cairns. Early indications were that Cairns would be the first to receive the charging infrastructure, with the installation program to then progress down the QLD east coast. Ergon has now advised that Stage 1 of the project will include the Gold Coast and Rockhampton sites, along with Cairns.

At the time of writing this report, the EV strategy was to be presented to State Cabinet in mid-March, however this has now been delayed until Monday 3 April 2017.

#### **CONCLUSION**

Rockhampton has now been included in the first stage of the EV superhighway rollout. In consultation with EDQ and Ergon, three parking spaces on Alma Street adjacent to the Rockhampton Regional Council parking lot have been identified for installation of the EV charging units. It is recommended that Council approves the allocation of the three Alma Street parking bays as dedicated EV charging bays and be reconfigured to parallel kerbside parking.

# **ELECTRIC VEHICLE CHARGING SUPERHIGHWAY - ROCKHAMPTON CHARGING STATIONS**

## **EDQ EV Strategy for Regional QLD**

**Meeting Date: 21 March 2017**

**Attachment No: 1**

## Economic Development Queensland



## The Future is Electric – EV Strategies for Regional Queensland

## Economic Development Queensland

### What does EDQ do?

- EDQ is the planning and property development business unit of Department of Infrastructure, Local Government and Planning
- EDQ facilitates strategic development, aligned with government goals
- EDQ's Innovation and Futures Unit setup to integrate innovative solutions into development and infrastructure projects
- EDQ well placed to assist in development of Electric Vehicle (EV) strategy for Queensland, particularly in terms of delivering 'on the ground' cost-effective and innovative outcomes

# Economic Development Queensland

## Benefits of EV technology

- Economic
  - Opportunities to Improve Grid Utilisation
  - Transport economics
  - EV Tourism



## Economic Development Queensland

### Benefits of EV technology (continued)

- Environmental



- Energy Independence



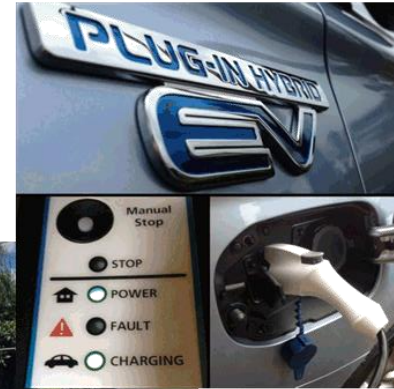
## Economic Development Queensland

### Benefits of EV technology (continued)

- Public Health



- Community Climate Resilience



## Economic Development Queensland

### Aims of Queensland's EV Strategy

- Encourage uptake of EVs in government fleet and by universities, and demonstrate workplace charging at schools and small business
- Support rollout of charging infrastructure across the state, starting with Electric Super Highway stretching from SEQ to Cairns
- Target regions to rollout local EV tourism strategies and programs
- Promote EV-Tourism



# Economic Development Queensland

## Examples of Current Plug-in EVs



Mitsubishi Outlander PHEV  
(50km Electric, up to 800km total)



BMW 330e  
(30km Electric, up to 600km total)

PHEVs



Nissan Leaf  
(up to 220 km Electric)



BMW i3  
(up to 130 km Electric)

BEVs



Tesla Model S  
(up to 550 km Electric)

## Economic Development Queensland

### Soon to be released EVs



2017: Tesla Model 3  
(up to 350km electric)



2017: Chevrolet Bolt  
(up to 350km electric)

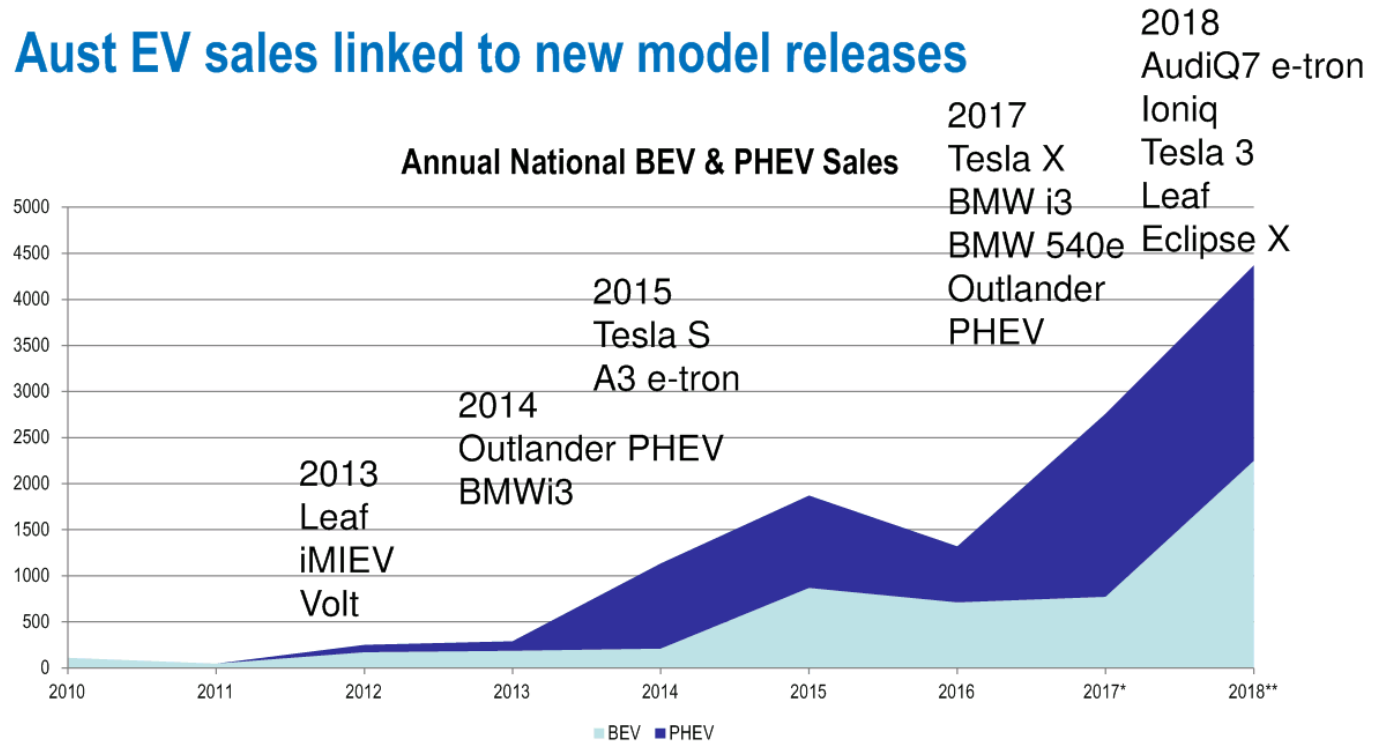


2018: Audi e-tron Quattro  
(up to 500km electric)



2017: Hyundai Ioniq  
(250km electric or PHEV up to 50km electric)

Aust EV sales linked to new model releases



## Economic Development Queensland

### Global EV Action

Country	EV Market Share	Policy action initiated in:
Norway	25%	2009 (and earlier..)
Netherlands	9%	2010
Sweden	3%	2011
UK	1.1%	2011
China	1.0%	2015
Germany	0.8%	2015
USA	0.7%	2009
California	3.1%	2010
Australia	0.1%	No National Policy Action

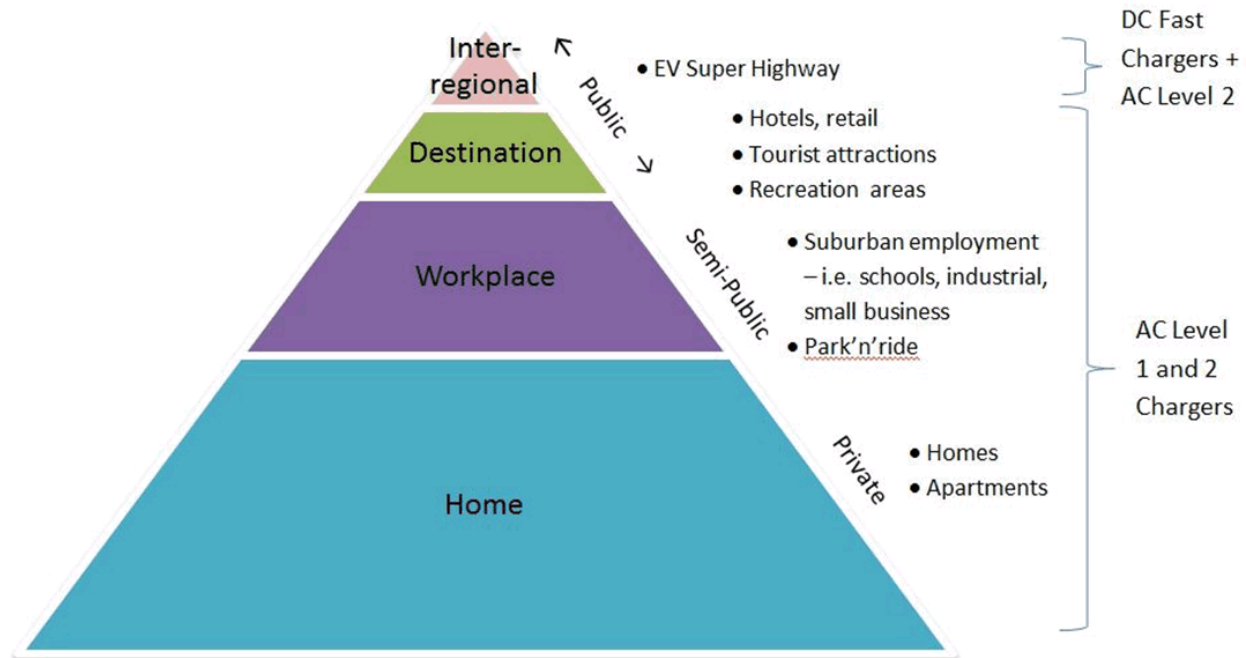
- Cumulative global EV sales targets of:
  - approx. 15 million EVs by 2020;
  - over 25 million EVs between 2025 & 2030

### EVs - Police and Emergency

- EV accident and emergency training
  - Accident site
  - Post accident with potentially damaged batteries
- Police and emergency services fleet transition
  - PHEV and climate / disaster resilience
  - Police specific charging infrastructure
  - LAPD general fleet
  - Tesla S pursuit vehicles pilot



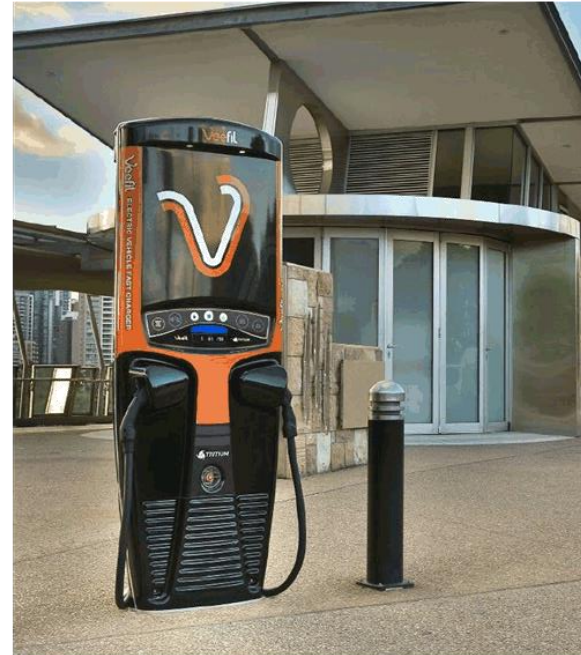
## Hierarchy of EV Charging Infrastructure categories



## Economic Development Queensland

### EV Charging Infrastructure

- Lack of infrastructure is regularly cited as a significant barrier to EV uptake
- Charging infrastructure should be installed in a planned manner to enable uninhibited long distance travel (and reduce perceived 'range anxiety')
- Inter-regional fast charging stations should be located at strategic locations along major transport routes with amenities



## Economic Development Queensland

### Queensland Electric Super Highway

- EDQ and Ergon are planning an extensive electric vehicle highway project:
- A planned network of DC fast-charging stations to enable convenient long distance travel from SEQ to Cairns
- Will be the world's longest electric vehicle highway (in a single state or jurisdiction)
- Ultimately an extensive network of electric highways, supported by regional implementation strategies to encourage tourism and fleet transition
- To be delivered in phases



## Economic Development Queensland

### Regional Implementation Strategies

- In addition to fast-charging stations, demonstration slower AC destination chargers will also be installed throughout regions
- Destinations (public and business) where users are expected to remain for several hours undertaking other activity
- E.g. hotels, shopping centres, tourist attractions, recreational areas, entertainment precincts etc
- Promoting a '*linger and spend*' model

## Roadside Fast Charging Station

- Example on the fringe of a town on the Bruce Hwy



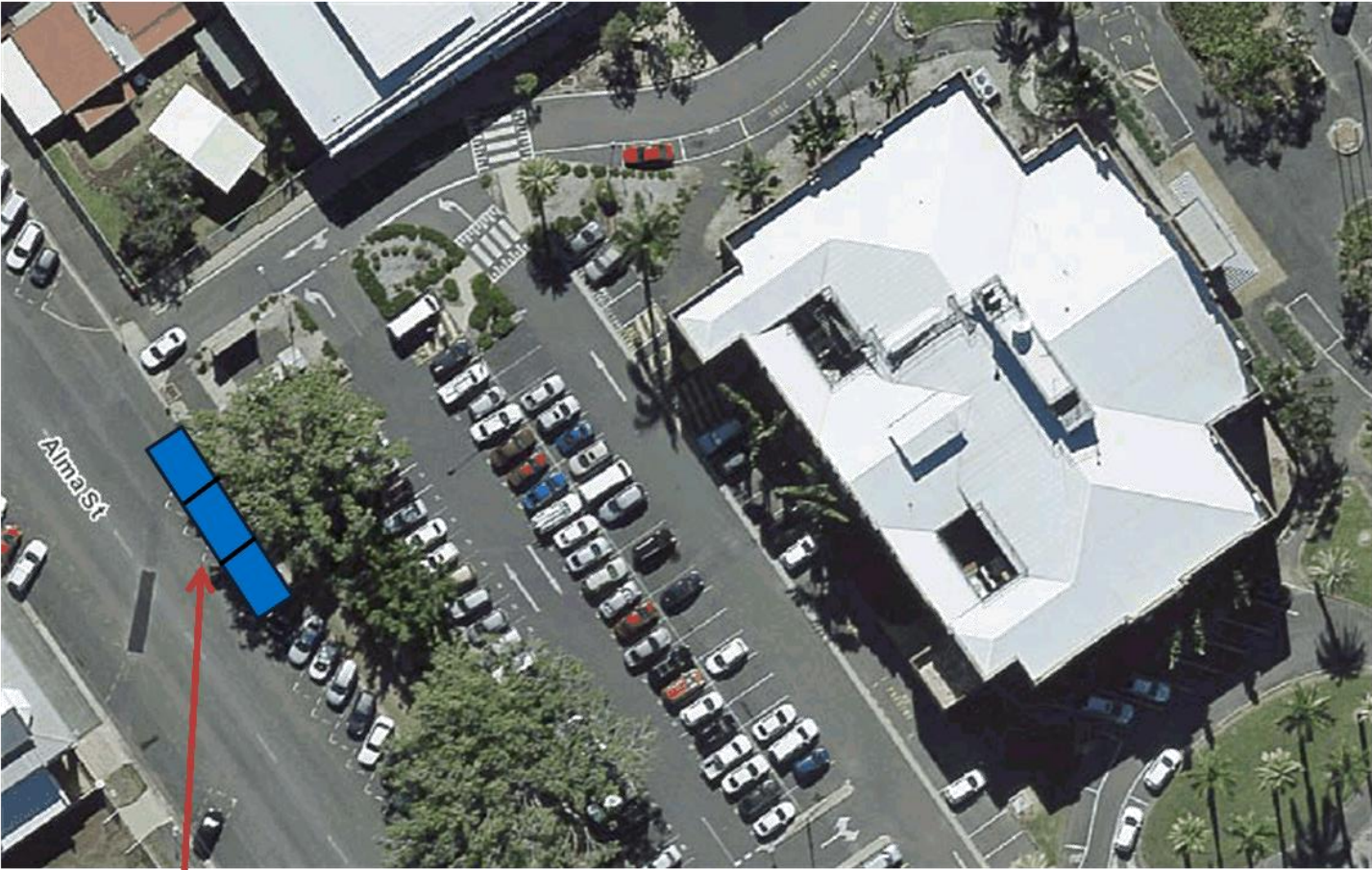
# **ELECTRIC VEHICLE CHARGING SUPERHIGHWAY - ROCKHAMPTON CHARGING STATIONS**

## **Proposed Alma Street EV Charging Bays**

**Meeting Date: 21 March 2017**

**Attachment No: 2**

**EV Super Highway – Rockhampton Charging Stations**



**Three parking bays on Alma Street proposed for establishing as electric vehicle (EV) charging stations**

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**11.2 COMMUNITY ASSISTANCE PROGRAM**

<b>File No:</b>	<b>12535</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Authorising Officer:</b>	<b>Michael Rowe - General Manager Community Services</b>
<b>Author:</b>	<b>Cheryl Haughton - Manager Communities and Facilities</b>

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**SUMMARY**

*An application from the RACQ Capricorn Helicopter Rescue Service for Major Sponsorship Assistance towards the CQ Mega Expo is presented for Council consideration.*

**OFFICER'S RECOMMENDATION**

THAT Council considers the application made under the Major Sponsorship scheme for cash funding of \$10,000 and in-kind assistance of \$2425 towards the staging of the CQ Mega Expo to be held from 26 to 28 May 2017, and determines if it wishes to make this a multi-year agreement as requested by the applicant.

**COMMENTARY**

An application has been received through the Major Sponsorship scheme for assistance with the staging of the CQ Mega Expo. The RACQ Capricorn Helicopter Rescue Service has sought a cash and in-kind contribution from Council, requesting that this amount be granted for a 3 year commitment to the event.

Through its Major Sponsorship Scheme Council provides financial assistance to organisations for major events that provide significant benefit to the region. Council's Policy also states that it may commit to providing corporate sponsorship on a recurrent basis for regional events deemed to be of significant community benefit. These will be subject to a multi-year sponsorship agreement.

**Application**

The CQ Mega Expo will be held at Callaghan Park from 26 – 28 May 2017 as a locally run exposition focusing on outdoor activity around Central Queensland. According to the organisation it will feature leading exhibitors in caravans, camping, hunting, fishing, 4 x 4 and droning, providing an opportunity for local businesses to show the community what products they have on offer and have the chance to expand their clientele. There will be food, children's rides, workshops, interactive displays, entertainment and prizes to be won.

RACQ Capricorn Helicopter Rescue Service will also be partnering with the Brahman BBQ Battle which is a 'low'n'slow' BBQ competition consisting of 20 teams. Additionally the Brahman BBQ Battle anticipates hosting a dinner in aid of Wholly Cow Month. As part of Wholly Cow Month the CQ Mega Expo will host a Hooked on Heifers 'reef'n'beef' Long Lunch on Friday 26 May in the members' area at Callaghan Park. All sponsors will receive complimentary tickets to the event with the opportunity to address the attendees.

The expo will be the largest fundraising event for the RACQ Capricorn Helicopter Rescue Service for the year, and the application seeks a cash contribution of \$10,000 plus \$2425 in-kind for the supply of bins and booking fee for park hire.

**Policy Framework**

Council's adopted Major Sponsorship Policy states that it will consider the provision of corporate sponsorship to organisations undertaking events that provide significant economic and community development outcomes for the region through:

- *Increased community participation in the region*
  - *Activation of civic spaces*
  - *Promotion of the region as a destination*
  - *A tangible benefit to Council e.g. enhanced corporate image or revenue potential*
-

The eligibility criteria provide that the following must be met:

5.1.1 The organization must:

- Be located and/or primarily operate within the Rockhampton Regional Council area
- Be properly constituted and incorporated (if a community organization)
- Be free of debt to the Rockhampton Regional Council
- Hold public liability cover in the amount of \$20,000,000 for the event for which assistance is sought
- Have properly acquitted any previous grants and/or sponsorship provided by Council
- Have the capacity to successfully manage the project; including meeting deadlines for grant expenditure and acquittal requirements

5.1.2 The event must:

- Provide identifiable economic and community development outcomes for the region
- Be open for participation by the general community
- Attract a significant number of visitors, including from outside the region
- Promote a positive image of the region as a 'destination'
- Have a solid business and marketing plan

The organisation generally meets these criteria in that the RACQ Capricorn Helicopter Rescue Service is based in Rockhampton and holds a public liability insurance cover in the amount of \$20,000,000.

It has organised a number of events and been the recipient of funding from Council's Community Assistance program over past years. Since 2008 this has been as follows:

**2008 - 2009**

Helicopter Rescue @ Paradise Lagoons	\$350
Sponsorship of Service	\$3000

**2009 - 2010**

Sponsorship of Service	\$5000
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**2010 – 2011**

Sponsorship of Service	\$5000
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**2013 - 2014**

Sponsorship of Service	\$5000
CBD Christmas Fair	\$19000
Rescue Chopper Day	\$5000

**2015 – 2016**

Rescue Chopper Day	\$2500 (2015 event)
St Valentine's Day dance (hall hire)	\$170
CBD Christmas Fair	\$20000
Rescue Chopper Day	\$2500 (2016 event)

These amounts have all been successfully acquitted in accordance with Council requirements.

The organisation has also received support from Council outside of the Community Assistance program, for example reimbursement of landing fees.

According to the applicant the event will promote the lifestyle and diversity of the region and assist local businesses to grow their customer base, while the partnership with the Braham BBQ Battle will allow that organisation to boost its audience and interest in the beef industry.

The event will be open to the community with the application showing an average entrance fee to the expo of \$8, and \$80 for the long lunch.

It will be promoted throughout the CQ area, and organisers anticipate there will be 15,000 or more people through the gates over the entire weekend, including some from out of town.

No business or marketing plan has been included for the event as required.

For its contribution Council will have the opportunity to be acknowledged through live media announcements at the event and address attendees at the long lunch and the expo.

### **Assessment**

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

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

As outlined above the application provides responses to most of these criteria, but does not provide any detail as to how the community need or desire for the event was determined. Councillors will be aware that a similar event has been held at the Rockhampton Showground over many years, and will again be held in August this year.

The budget for the event shows a total cost of \$161,476 with the major expenses being for marketing, promotion and media at a cost of \$79,270; equipment hire of \$17,500; and prize money of \$20,000. With the cash and in-kind contribution from Council factored in the projected income in the budget amounts to \$218,125, resulting in the event raising \$54,649 for the organisation.

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

**11.3 CBD REVITALISATION STEERING COMMITTEE**

<b>File No:</b>	<b>11359</b>
<b>Attachments:</b>	<b>1. Draft CBD Revitalisation Steering Committee Charter</b>
<b>Authorising Officer:</b>	<b>Evan Pardon - Chief Executive Officer</b>
<b>Author:</b>	<b>Peter Kofod - General Manager Regional Services</b>

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**SUMMARY**

*Council currently has a number of major projects at varying stages of implementation within the CBD. These are the Riverfront Revitalisation, Rockhampton CBD Redevelopment Framework, Smart Hub and the Cultural Precinct Projects. This report seeks to establish a specific committee to provide oversight to these projects.*

**OFFICER'S RECOMMENDATION**

THAT:

1. The CBD Revitalisation Steering Committee Charter, as attached to the report, be adopted;
2. The CBD Revitalisation Steering Committee be delegated to make decisions on the design, engagement and deployment of projects that are nominated by Council as a CBD Major Project. Matters that are not within the project budget or are assessed as major by the Committee should be referred to Council for determination;
3. Council nominate Councillors ....., ....., ..... and Councillor ..... as Chair to the Steering Committee; and
4. The following three projects be nominated as CBD Major Projects:
  - Riverfront
  - Cultural Precinct
  - Smart Hub
  - CBD Redevelopment Framework.

**COMMENTARY**

To ensure Council achieves its desire to revitalise the CBD and to progress these projects, it is proposed to establish a Council CBD Revitalisation Committee to have oversight on the implementation of the redevelopment framework and the nominated major projects.

The Committee would be delegated to make decisions on key unresolved issues to allow the projects to progress in a timely manner within budget allocations. Any variations to budget or major variations to the project would be formally reported to Council for authorisation.

At this stage it is proposed that the committee would be responsible for:

- Rockhampton CBD Redevelopment Framework
- Riverfront Revitalisation Project
- Cultural Precinct Project
- Smart Hub

This committee would meet regularly (and as required dependent on the project requirements) to be briefed on progress, issues, timeline and budget of the projects. The delivery of the current major projects would continue to be managed through a project steering group consisting of internal staff.

The use of a steering committee is appropriate for most CBD projects which have a strong focus on aesthetics, public use and stakeholder management during design, development and construction.

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It is proposed the Steering Committee would consist of four (4) Councillors, with one acting as the Chair. The minutes of the Steering Committee meeting would be reported to Council.

### **BACKGROUND**

Over the last 6 months there has been a significant focus on the strategic planning of the Rockhampton CBD with the development of the Rockhampton CBD Redevelopment Framework and supporting streetscape manual. The Framework identifies an extensive range of action to be investigated and implemented. There is already a number of major projects at varying stages of implementation as part of this CBD revitalisation. These are the Riverfront Revitalisation, Smart Hub and the Cultural Precinct Project.

### **PLANNING AND POLICY IMPACT**

The recommendation, if adopted, would require the delegation of items directly to the CBD Revitalisation Steering Committee.

### **BUDGET IMPLICATIONS**

There are no direct financial implications in the establishment of the Committee.

### **RISK ASSESSMENT**

These major CBD projects carry significant risks in design, stakeholder engagement and deployment. The establishment of a Steering Committee with delegations to make decisions on these projects will ensure that an appropriate project risk management strategy is in place and that emerging issues can be addressed in a timely fashion.

### **CONCLUSION**

In order to develop a clear and decisive model for the oversight and control of major projects it is recommended that a steering committee be established with a charter and delegations as attached.

# **CBD REVITALISATION STEERING COMMITTEE**

## **Draft CBD Revitalisation Steering Committee Charter**

**Meeting Date: 21 March 2017**

**Attachment No: 1**

## **CBD Revitalisation Steering Committee Charter**

### **PURPOSE**

Oversee the planning, progress of major CBD projects (as determined by Council), and where required make decisions on planning, engagement and deployment issues relating to these projects.

### **OBJECTIVES**

On any major CBD project that the Council so delegates, the Committee shall:

- Oversee project planning, engagement and deployment.
- Monitor project progress.
- Provide input into key design elements and engagement.
- Make decisions on project “matters for resolution” as required to ensure timelines are met.

### **MEMBERSHIP/REPRESENTATION**

- Four Councillors appointed by the Council.
- The Chair will be appointed by the Council.

### **CODE OF CONDUCT AND CODE OF MEETING PRACTICE**

- Term of appointment to be for one year and will be reviewed on an annual basis.
- Meetings will be as required to achieve the above objectives.
- A quorum will consist of half plus one.
- The Chair has no casting vote.
- In the absence of the Chair the meeting will appoint a chair.
- Councillors who are not members of the steering committee may attend meetings and may address the meeting at the invitation of the Chair.
- Matters that are unable to be resolved by the committee (ie. a tied vote) will be referred to Council for determination.

### **ACCOUNTABILITY**

- The minutes of the Steering Committee meeting will be reported to Council.
- Major project variations or budget variations will be submitted to Council for determination.
- Present a final project report to Council.

**11.4 WORKS FOR QUEENSLAND STEERING COMMITTEE**

<b>File No:</b>	<b>12534</b>
<b>Attachments:</b>	<b>1. Works for Queensland Steering Committee - Draft Charter</b>
<b>Authorising Officer:</b>	<b>Evan Pardon - Chief Executive Officer</b>
<b>Author:</b>	<b>Peter Kofod - General Manager Regional Services</b>

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**SUMMARY**

*This report seeks to establish a Councillor Steering Committee to provide project oversight for the current Works for Queensland Program. This program of works is made up of 14 individual projects and the deadline for completion of all projects is 30 November 2017.*

**OFFICER'S RECOMMENDATION**

THAT:

1. The Works for Queensland Steering Committee Charter, as attached to the report, be adopted;
2. The Works for Queensland Steering Committee be delegated to make decisions on the design, engagement and deployment of projects;
3. Matters that are not within the project budget or are assessed as major by the Committee should be referred to Council for determination; and
4. Council nominate Councillors ....., ....., ..... and Councillor ..... as Chair to the Steering Committee.

**COMMENTARY**

To ensure Council delivers the entire program with the grant funding deadlines, it is proposed to establish a Council Works for Queensland Committee to have oversight of all the nominated projects. Whilst these projects vary significantly in size and complexity, it is considered critical that the oversight by the committee will assist to provide timely decisions and to ensure the program deadline of 30 November 2017 is achieved.

The Committee would be delegated to make decisions on key unresolved issues to allow the project to progress within budget allocations. Any variations to budget or major variations to the project would be formally reported to Council for authorisation.

This committee would meet regularly (and as required dependent on the projects requirements) to be briefed on progress, issues, timeline and budget on the project. The delivery of the individual projects would continue to be managed through the assigned project manager.

The use of a steering committee is considered appropriate for these projects which have a strong focus on aesthetics, public use and stakeholder management. It is proposed the Steering Committee would consist of a number of Councillors, with one acting as the Chair. The minutes of the Steering Committee meeting would be reported to Council.

## BACKGROUND

In January 2017 Council was successful in receiving a \$9million from the State Government. The current projects approved within the W4Q programs are:

<b>Project</b>	<b>Cost</b>
Rockhampton Hockey Relocation	\$2,475,375
42 <sup>nd</sup> Battalion Pool Water Play	\$1,230,000
Cedric Archer Park Water Play	\$1,537,500
New North Rockhampton Boat Ramp Carpark and Walkways	\$1,500,000
Mount Morgan Streetscaping	\$1,060,686
Mt Archer Activation	\$300,000
Rockhampton Zoo & Botanical Gardens	\$300,000
Schotia Place Air Conditioning	\$250,000
Muellerville Walk	\$94,500
Rockhampton Showground Improvements	\$270,689
Welfare House Mount Morgan	\$153,000
Mount Morgan Skate Park Toilets	\$100,000
North Rockhampton Library	\$90,000
Child Care Centre Paint	\$18,250

## PLANNING AND POLICY IMPACT

The recommendations, if adopted, would require the delegation of items directly to the Works for Queensland Steering Committee.

## BUDGET IMPLICATIONS

There are no direct financial implications in the establishment of the Committee.

## RISK ASSESSMENT

The Works for Queensland Program carries significant risks given the tight construction timeframes. The establishment of a Steering Committee with delegations to make decisions on these projects will ensure emerging issues can be addressed in a timely fashion.

## CONCLUSION

In order to develop a clear and decisive model for the oversight and control of the \$9million construction program, it is recommended that a steering committee be established with a charter and delegations as attached.

# **WORKS FOR QUEENSLAND STEERING COMMITTEE**

## **Works for Queensland Steering Committee - Draft Charter**

**Meeting Date: 21 March 2017**

**Attachment No: 1**

## Works for Queensland Steering Committee Charter

### PURPOSE

Oversee the progress of Works for Queensland Program and where required make decisions on planning, engagement and project delivery issues.

### OBJECTIVES

The Committee shall:

- Monitor projects progress.
- Provide input into key design elements and engagement.
- Make decisions on project “matters for resolution” as required to ensure the successful delivery of the project within budget.

### MEMBERSHIP/REPRESENTATION

- Councillors appointed by the Council.
- The Chair will be appointed by the Council.

### CODE OF CONDUCT AND CODE OF MEETING PRACTICE

- Term of appointment is to 30 November 2017.
- Meetings will be as required to achieve the above objectives.
- A quorum will consist of half plus one.
- The Chair has no casting vote.
- In the absence of the Chair the meeting will appoint a Chair.
- Councillors who are not members of the steering committee may attend meetings and may address the meeting at the invitation of the Chair.
- Matters that are unable to be resolved by the committee will be referred to Council for determination.

### ACCOUNTABILITY

- The minutes of the Steering Committee meeting will be reported to Council.
- Major project variations or budget variations will be submitted to Council for determination.
- Present a final project report to Council.

**11.5 ROCKHAMPTON RIVERSIDE PRECINCT PROJECT**

**File No:** 11359  
**Attachments:** Nil  
**Authorising Officer:** Peter Kofod - General Manager Regional Services  
**Author:** Andrew Collins - Special Projects Officer

**SUMMARY**

*This report seeks Council's approval to procure paver products direct from the relevant suppliers to ensure uniformity with the earlier stages of the project.*

**OFFICER'S RECOMMENDATION**

THAT Council resolves to enter into a contractual arrangement to procure the dimensional paver products for use in Stages 1C & 1D from "Stonespec"; and "Capricorn Sandstone Quarries".

**BACKGROUND**

The Rockhampton Riverside Precinct Project is well into the construction phase of its delivery. Stages 1A & 1E are completed and stages 1B and Stage 2 are now underway.

The construction of Stage 1 is being carried with Council as the Principal Contractor on site. There are a number of subcontracts that have been let in Stage 1 to cover aspects of the project that were deemed outside council's resource capability and/or experience and encourage local sub-contract participation.

Council has reassessed its capacity and capability to deliver the paving scope in stages 1C & 1D and now will undertake these works.

To achieve the installation Council will need to procure the same materials used in the previous installation stages.

The suppliers of the paver product have been Queensland Based "Stonespec" and "Capricorn Sandstone Quarries".

**PROCUREMENT**

Given the need to match the existing pavers for colour and performance characteristic including warranties, it is proposed that in accordance with Chapter 6 Part 3 Division 3 Clause 235 of the Local Government Regulation 2012, Council resolve both *"that it is satisfied that there is only one supplier who is reasonably available"* and based on the unique qualities of the stone already laid on site *"it would be impractical or disadvantageous for the local government to invite quotes or tenders"*.

The estimate of cost for each paving type is listed in the following table:

<b>Paver Material</b>	<b>Probable Cost</b>
Granite	\$380,000
Sandstone	\$140,000



**CONCLUSION**

In conclusion it is recommended to ensure that these critical streetscape paving components are consistent in colour and performance characteristics that the same suppliers used in the previous sub stages be engaged by council to provide the granite and sandstone pavers for stages 1C & 1D.

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**11.6 SENATE SUBMISSION: RELOCATION OF GOVERNMENT BODIES TO REGIONAL AREAS**

**File No:** 5165

**Attachments:**

1. Senate Submission
2. Cover Letter

**Authorising Officer:** Robert Holmes - Acting General Manager Regional Development and Aviation

**Author:** Lee Sunderland - Senior Executive Economic and Business Development

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**SUMMARY**

*The Senate Finance and Public Administration References Committee has invited submissions into the operation, effectiveness and consequences of the Public Governance, Performance and Accountability (Location of Corporate Commonwealth Entities) Order 2016.*

**OFFICER'S RECOMMENDATION**

THAT Council endorses the submission to the Senate Finance and Public Administration References Committee.

**BACKGROUND**

Rockhampton Region and Commonwealth entities will benefit from decentralisation through investment in regional jobs and economic improvements whilst also providing improved economic, environmental and capability improvements for Commonwealth entities.

Rockhampton is a strategically strong regional capital to locate a range of Commonwealth entities, providing great scope to achieve improved outcomes for both the Region and Commonwealth entities.

These key points are detailed in the body of the submission and the covering letter attached to this report.

Council sought support from Capricornia Chamber of Commerce, CQUniversity and Beef Australia in making a submission to the Senate inquiry.

The submissions were sought within a very tight timeframe with submissions needing to be submitted by Friday 10 March 2017.

We are strongly supportive of the proposed policy of decentralisation of Commonwealth entities.

**CONCLUSION**

Accordingly, endorsement is sought retrospectively for the submission as presented.

# **SENATE SUBMISSION: RELOCATION OF GOVERNMENT BODIES TO REGIONAL AREAS**

## **Senate Submission**

**Meeting Date: 21 March 2017**

**Attachment No: 1**

Rockhampton Regional Council

# Senate Submission: Relocation of Government Bodies to Regional Areas.

THE SENATE FINANCE AND PUBLIC  
ADMINISTRATION REFERENCES COMMITTEE

The Operation, effectiveness and  
consequences of the Public Governance,  
Performance and Accountability  
[Location of Corporate  
Commonwealth Entities



*Rockhampton  
Region*

## Senate Submission: Relocation of Government Bodies to Regional Areas.

**Rockhampton Regional Council** welcomes this opportunity to make a submission to the Australian Senate inquiry on the relocation of government bodies to regional areas (**The Senate Finance and Public Administration References Committee: "The Operation, effectiveness and consequences of the Public Governance, Performance and Accountability [Location of Corporate Commonwealth Entities] Order 2016"**). Rockhampton Regional Council makes this submission with the support of and on behalf of Capricornia Chamber of Commerce, CQ University and Beef Australia. We note the Terms of Reference for this Australian Senate inquiry and this submission addresses the Terms of reference where appropriate and relevant. The submission in particular addresses part (b) of the Terms of Reference and considers the policy as it relates to a broad range of Commonwealth entities as well as those with agricultural policy or regulatory responsibilities.

### Summary of Key Points of This Submission

- We are strongly supportive of the proposed policy of decentralisation of Commonwealth entities.
- Regions and Commonwealth entities will benefit from decentralisation through investment in regional jobs and economic improvements whilst also providing improved economic, environmental and capability improvements for Commonwealth entities.
- Rockhampton is a strategically strong regional capital to locate a range of Commonwealth entities, providing great scope to achieve improved outcomes for both the Region and Commonwealth entities.

These key points are further detailed in the body of the submission below.

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## Rockhampton Region Overview

Rockhampton is centrally located in Queensland 40 kilometres inland of the Capricorn Coast, 620 kilometres North of Brisbane and 720 kilometres South of Townsville.

Rockhampton enjoys over 300 days of sunshine a year. The laid back lifestyle boasts top class sporting facilities, some of Australia's most prestigious education centres, exceptional hospital and health care facilities, award winning tourism and recreational facilities, gourmet restaurants and signature events.

Rockhampton is strategically positioned within Northern Australia (as defined by the Office of Northern Australia). Our geographic positioning is particularly strategic as Rockhampton is the gateway to the North but is regarded as the government and administrative hub of the broader Central Queensland region, including the Central Western Queensland. Rockhampton's population is 83,653 persons and the Central Queensland Statistical Area Level 4 (SA4) has a population of 235,789 persons (*source: ABS Regional Population growth, Australia 2014-15, as at 30 June 2015*).

## Economic Significance of Rockhampton

With a Gross Regional Product (GRP) of \$16.021 billion the surrounding region is a strongly significant contributor to the national economy (*source: REMPLAN data for Fitzroy SA4 incorporating ABS June 2016 Gross State Product*).

This regional economic significance is reinforced by data on Resident Annual Personal Income Tax Paid per Year for relevant electorates with Capricornia at \$2.1 billion and Flynn at \$1.97 billion (*source: data from ATO fy2013/14 by postcode-Net Tax*).

Rockhampton is regarded as a regional "Capital" in a government and administrative sense for the greater Central Queensland region stretching from Gladstone in the south to Mackay in the north. The city is traditionally the location of choice for many government and corporate entities that service this vast and hugely significant economic region for the national economy. Accordingly when data from the Mackay Region is taken into account an additional population base of 182,299 persons and GRP of \$14.930 billion can be factored in to the overall social and economic significance of this greater Central Queensland region that incorporates the Bowen Basin coal industry, vast agricultural interests, the industrial and energy powerhouse of Gladstone and some of Australia's busiest ports. (*sources: ABS Population Growth, Australia 2014-15 for Mackay-Isaac-Whitsunday SA4 and REMPLAN data for Mackay SD SA4 respectively*).

## Support For Policy of Decentralisation

We welcome and are strongly supportive of the proposed policy of decentralisation of Commonwealth entities. The policy, as outlined in the joint letter from Deputy Prime Minister Barnaby Joyce and Senator Fiona Nash will certainly achieve the aim of boosting jobs and genuinely investing in regional communities. Further to this, we strongly propose the policy will have a marked positive effect on the ability of Commonwealth entities to perform their functions and lead to improved economic, environmental and capability improvements of entities.

There is reportedly a growing sentiment that governments both within and outside of Australia are out of touch with their constituents. Rightly or wrongly there is a belief that there is a disconnect between centres of government and everyday people. Perceptions are offered that government is making policy and implementing services and programs in a “bubble” that is informed in the main by capital city, metropolitan, highly urbanised demographics that don’t adequately reflect the views, interests and true value of rural and regional communities.

Relocating Commonwealth entities in regional centres such as Rockhampton would be an extremely positive and welcomed step towards ensuring that Commonwealth government presence is not only manifestly displayed by geographic positioning but is also genuinely engaging with regional Australia.

## Opportunity for direct action to reverse regional viability and population decline

There is also concern for declining population levels in rural and regional areas. Regional Australia contributes great wealth to Australia’s economy but many regional communities struggle with viability and thus the sustainability of continued economic contribution with the drift of their population to urban areas. In a paper titled “Estimating society’s willingness to pay to maintain viable rural communities” (Authors: Jeff Bennett, Martin van Bueren and Stuart Whitten, published in *The Australian Journal of Agricultural and Resources Economics*, 2004) the authors examine the Australian public’s willingness to pay to avoid losses of people from rural and regional areas and conclude:

*“The results of the two studies presented in the present paper demonstrate that both rural and urban Australians value the maintenance of rural population levels. This finding is robust in that it has been replicated for three diverse and geographically separated regions across a variety of rural, regional and urban populations, as well as in the national context”*

This reinforces the view that Australians would be supportive of any endeavours to maintain viability of regional areas, including any initial costs associated with relocating Commonwealth entities to regional capitals such as Rockhampton. In any case, it is anticipated that any initial costs would be greatly offset over time by greatly reduced property and rental costs.



## Opportunity to improve partnerships and coordination through decentralisation

Capitals Australia report on Regional Capital's Contribution to Australia (*Future role and contribution of regional capitals to Australia Submission 48, April 2015*) includes the following:

*"Current regional development funding does not recognise the role of regional capitals as providing services and infrastructure hubs and gateways to international markets. Moving to investing in regional capitals based on their strategic importance rather than simply funnelling funding to outer metropolitan areas choked with congestion would add billions of dollars to Australia's economic output.*

*International evidence from the OECD (2014) suggests that the following should be considered in Australia:*

- *A focus on local factors as a means of generating new competitive advantages, such*
- *as amenities (environmental or cultural) or local products (traditional or labelled);*
- *A shift from a sectoral to a territorial policy approach, including attempts to integrate*
- *the various sectoral policies at regional and local levels and improve co-ordination at*
- *the national government level;*
- *Decentralisation of policy administration and, within limits, policy design to those*
- *levels; and*
- *Increased use of partnerships between public, private and voluntary sectors in the*
- *development and implementation of local and regional policies.*
- *Moreover, the effectiveness of public investment in regional capitals could be enhanced by*
- *recognising that:*
- *Effective public investment requires substantial co-ordination among all levels of*
- *government, particularly when there are overlaps in initiatives between*
- *governments;"*

Relocating Commonwealth Departments and agencies would immeasurably increase the scope for collaborative partnerships, integrated policy development and coordination of all levels of government. It is our view that this will inevitably provide great benefits to policy and service implementation. It will also maximise opportunities for program responses to issues and opportunities as they emerge but also to overall efficiencies and competitiveness in terms of government-enabling initiatives, industry engagement and overall economic output.

## Opportunity to truly invest in regions

It is our strong belief that funding of important infrastructure aside: the best way for Commonwealth government to invest in regions, develop effective partnerships and policies and directly contribute to sustained population levels is to locate Commonwealth entities in regional capitals such as Rockhampton. We propose this will have a strong positive effect on the economy and functional capability both at regional and national level as outlined below:

- The influx of Commonwealth officers and their families to regional centres will provide extra incomes, local spending, school and university enrolments;
- The increased presence of skilled workers, professional expertise and experience will improve the overall skill and education levels and diversity of regions;
- The placement of Commonwealth entities and their staff and families in regional areas will enrich the social capital, demographic diversity and exchange of ideas and perspectives;
- There will be increased engagement with industry, state and local government to better inform policy, program development and services;
- It will enable improved scope for synergies with state and local government program and policy development and implementation;
- Commonwealth entities have direct access to attract and recruit personnel from a diverse range of regionally skilled, industry-seasoned backgrounds;
- Property and rental costs are greatly reduced in regional areas in comparison to metropolitan cities thus greatly reducing operational costs;
- Indigenous people are strongly represented in regional areas such as Rockhampton and can directly contribute to workforce diversity, cultural competency and by offering perspectives that will enrich and strengthen policy and program delivery;
- Industries such as agriculture, mining, manufacturing, health care and social assistance are more directly or uniquely represented in regional areas;
- Regional people are seasoned innovators: Commonwealth entities have direct access to people coming up with real world solutions to real world problems.

### **Benefits of locating Commonwealth entities in Rockhampton**

Rockhampton is a strategically strong Region in which to relocate Commonwealth entities. In a geographic and representational sense it is the regional capital of a vast, industry-diverse and economically important area. Rockhampton is the gateway from the South to Central and Western Queensland, Northern Australia and the administrative and government hub for a vast tract of Queensland. It is well connected through major highways, rail, airport and nearby sea ports. The Rockhampton Airport in particular offers great connectivity to Brisbane (a one hour flight) and on to Canberra and all capital cities and is consistently listed in the top 15 airports in Australia.

Rockhampton has great communications and digital connectivity including through the NBN which facilitates first class communications and governance arrangements including videoconferencing, teleconferencing etc. Rockhampton Regional Council has implemented a Smart Regional Centre strategy and the adoption of technologies unique in regional Australia. This innovative strategy was recognised with the Economic Development Australia National 2016 Award for Excellence in the Digital Entrepreneurs category in October 2016. This achievement followed on from Rockhampton's selection as the only regional centre in Australia to host the Department of Prime Minister and Cabinet Smart Cities and Suburbs Roundtable event in September 2016.

Reflecting Rockhampton's regional capital status and representative reach, there has traditionally been several Commonwealth Departments or Agencies that have had a presence in Rockhampton. These include:

- Department of Employment
- Department of Education and Training
- Department of Defence
- Department of Human Services
- Department of Social Services
- CSIRO
- Department of Prime Minister and Cabinet
- Australian Broadcasting Corporation
- Aboriginal Hostels Limited
- Australia Post
- Australian Electoral Commission
- Australian Taxation Office
- Bureau of Meteorology
- Fair Work Ombudsman
- Family Court Australia
- Great Barrier Reef Marine Park Authority
- Regional Development Australia

Commonwealth centralisation in recent years has led to many of these agencies being withdrawn from this region. However, we urge this Senate Enquiry to not only reconsider the re-establishment of such agencies but to take the opportunity to take advantage of Rockhampton's strategic location and industry reach to benefit both the Region and improve function and performance of entities.

### **Agriculture, Agribusiness and Primary Production**

Rockhampton has a particularly strong agricultural and primary industry history and links. For over 160 years Rockhampton has serviced the greater Central and Western Queensland area with its huge and vitally important primary production activities including beef production, broadacre farming and horticulture. As the Beef Capital of Australia, Rockhampton has two of the largest beef processing plants in Australia and hosts one of the world's great beef events: **Beef Australia** every three years. **Beef Australia 2015** was attended by a record 90,000 people including 1,100 registered international guests from over 40 countries and contributed \$74 million to the local economy. Planning is well underway for **Beef Australia 2018** (May 6 to 12).

More importantly, the event underpins the economic importance of the beef industry on the national and world stage and how intrinsically linked Rockhampton is to the industry. As well as beef producers, processing plants, service providers and industry leads, Rockhampton has also traditionally been the location for industry research activities. For instance the CSIRO's Belmont

Tropical Cattle Research Centre and associated Rendel Laboratories were located in Rockhampton and contributed greatly to the beef industries efficiencies and competitiveness on the world stage.

CQUniversity, Australia's largest regional university has its main campus and administrative centre located in Rockhampton. CQUniversity has extensive research elements including those that are investigating how modern technologies and applications can assist in taking the beef and other agribusiness industries into the future. The Lower Fitzroy Infrastructure Project with its associated proposed Rookwood and Eden Bann weirs and the Fitzroy Agricultural Corridor are exciting developments that are expected to greatly increase agribusiness opportunities, production and export potential in this Region.

By relocating Commonwealth Departments or Agencies with an agricultural, agribusiness or primary production focus to Rockhampton, those agencies would have immediate access to industry leads and experts, CQUniversity, state and local government authorities with industry synergies and signature events on the world stage such as Beef Australia. There is also the opportunity for the Commonwealth to be in first-hand engagement with emerging challenges, issues, developments and opportunities. The Commonwealth and its agencies can more directly lead research and implement industry-enabling policy through being imbedded (both by locality and direct engagement) in the primary production industry. While some may regard agriculture as an "old" industry, everything points to it as the crucial industry of tomorrow to meet demand for food that meets quantity and quality and nutrition needs, is sustainable, ethically produced and environmentally sound. The Commonwealth has a unique opportunity to directly engage with and lead this industry development in Rockhampton for both the national and international interests.

Our view is that **Meat and Livestock Australia** would be an agency that would be ideally suited to relocation to Rockhampton for all of the above reasons and would benefit in terms of economic and functional capability as previously outlined above. Other agricultural agencies or entities identified as being a good fit in Rockhampton include the re-establishment of a **CSIRO** division (e.g. **Livestock Industries Division, Animal Food and Health Sciences**) or **Australian Meat Processor Corporation**.

### Scope for Relocation of Broad Range of Commonwealth entities to Rockhampton

As well as the agriculture industry, as previously outlined Rockhampton has a long standing history as a regional capital and a centre of government administration at all levels including Commonwealth. Its strategic location lends itself to establishing or re-establishing a wide range of Commonwealth Departments, Agencies or divisions thereof. Other major industries in the region include mining, health care and social assistance, education, public administration, manufacturing, construction, retail and others. Importantly, as a regional capital Rockhampton services many other Central Queensland centres, particularly in terms of government representation. As well, the intended enhancements to the Shoalwater Bay Training Area, the pre-eminent status of Rockhampton Airport as a defence airport (5<sup>th</sup> highest number of military movements in Australia)

and the potential to further develop the region as a defence precinct all build a case for locating defence elements in Rockhampton.

An important consideration for Commonwealth entities is representation of and reach to Indigenous Australians. Rockhampton has approximately 7% Indigenous population base and the broader region has significant Indigenous representation, including the nearby Woorabinda community.

In considering the broader region's industry and demographic reach and demographic representation (including Indigenous Australians) we consider there would be advantages in relocating divisions of the following agencies to Rockhampton:

- **Department of Prime Minister and Cabinet** (Indigenous Affairs Group)
- **Department of Human Services**
- **CSIRO** (Mining and Manufacturing, Renewables and Energy)
- **Department of Employment** (e.g. Employment Mobilisation and other branches)
- **Office of Northern Australia** (representative presence)
- **Department of Defence**

As well, we strongly urge the reconsideration of the closing or minimisation of the previously listed Commonwealth entities with a view to re-establishing a presence befitting Rockhampton's strategic reach.

### **Request for Hearing in Rockhampton**

Again, Rockhampton Regional Council, CQUniversity, Capricornia Chamber of Commerce and Beef Australia collectively welcomes the opportunity to make this submission to this very important Australian Senate enquiry. We would welcome the opportunity to further outline the scope to achieve improved economic outcomes and functional ability of a range of Commonwealth entities by relocating them to Rockhampton. We would further welcome the opportunity to discuss the potential for Rockhampton Regional Council to work with the Commonwealth on specific strategies or support measures to assist in relocation of entities. We therefore request that the Senate Reference Committee conduct a hearing in the regional capital of Rockhampton.

Regional Development and Aviation  
Rockhampton Regional Council  
PO Box 1860 Rockhampton QLD 4700

[www.rrc.qld.gov.au](http://www.rrc.qld.gov.au)  
[www.myrockhampton.com.au](http://www.myrockhampton.com.au)



# **SENATE SUBMISSION: RELOCATION OF GOVERNMENT BODIES TO REGIONAL AREAS**

## **Cover Letter**

**Meeting Date: 21 March 2017**

**Attachment No: 2**

*Office of the Mayor*  
*Rockhampton Regional Council*

*Mayor Margaret Strelow*

10 March 2017

Senate Finance and Public Administration Committees  
PO Box 6100  
Parliament House  
CANBERRA ACT 2600

Chair, References Committee

**Australian Senate Inquiry on the Relocation of Government Bodies to Regional Areas**

Rockhampton, as the capital of Central Queensland, is well positioned for the relocation of corporate Commonwealth entities. It is not only the principal service centre in the local area but across broader Central Queensland. Possessing the highest concentration and most diverse range of administrative, retail, health, education and Government services, the economic success and prosperity of the wider region is intrinsically linked to the continued growth and development of Rockhampton.

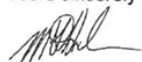
The relocation of government administrative services to regional areas over a period of time presents a range of opportunities to government including:

- An effective catalyst for regional growth and strengthened communication between regional and urban areas
- Cost savings through cheaper real estate, labour, rent or capital costs as well as through economies of scale and co-location
- Ameliorating cost of living pressures faced by government employees living in major metropolitan centres, enhancing their quality of life and impacting positively on their productivity

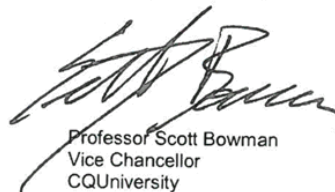
Rockhampton is uniquely positioned to overcome historical impediments to effective governance outside of the major cities. Courtesy of both the vision and significant investment from business and industry sectors throughout the region, together with the support of all levels of Government, Rockhampton is committed to meeting the challenges of tomorrow by becoming the most innovative regional city in Queensland.

Rockhampton Regional Council, CQUniversity, Capricornia Chamber of Commerce and Beef Australia collectively welcome the opportunity to make a submission to this very important Australian Senate Inquiry. We would be pleased to further outline the strategic advantages Rockhampton offers as a location for a range of Commonwealth entities, providing great scope to achieve improved outcomes for both the Region and the Government.

Yours sincerely



Margaret Strelow  
Mayor  
Rockhampton Region



Professor Scott Bowman  
Vice Chancellor  
CQUniversity

Peter Fraser  
President  
Capricornia Chamber of Commerce

Denis Cox  
Chief Executive Officer  
Beef Australia

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Rockhampton Regional Council PO Box 1860, Rockhampton Q 4700 |  
Phone 07 4936 8275 | Email [mayor@rrc.qld.gov.au](mailto:mayor@rrc.qld.gov.au) | Web [www.rrc.qld.gov.au](http://www.rrc.qld.gov.au)  
[twitter.com/margaretstrelow](https://twitter.com/margaretstrelow) | [facebook.com/margaretstrelow](https://facebook.com/margaretstrelow)



# Office of the Mayor

## Rockhampton Regional Council

Mayor Margaret Strelow

10 March 2017

Senate Finance and Public Administration Committees  
PO Box 6100  
Parliament House  
CANBERRA ACT 2600

Chair, References Committee

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The relocation of government administrative services to regional areas over a period of time presents a range of opportunities to government including:

- An effective catalyst for regional growth and strengthened communication between regional and urban areas
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Yours sincerely

  
Margaret Strelow  
Mayor  
Rockhampton Region

  
Peter Fraser  
President  
Capricornia Chamber of Commerce

Professor Scott Bowman  
Vice Chancellor  
CQUniversity

  
Denis Cox  
Chief Executive Officer  
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[twitter.com/margaretstrelow](https://twitter.com/margaretstrelow) | [facebook.com/margaretstrelow](https://facebook.com/margaretstrelow)

**11.7 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NATIONAL GENERAL ASSEMBLY "BUILDING TOMORROW'S COMMUNITIES"- CALL FOR MOTIONS**

**File No:** 11092  
**Attachments:** 1. ALGA seeking Notices of Motion  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Evan Pardon - Chief Executive Officer

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**SUMMARY**

*The 2017 National General Assembly of Local Government will be held in Canberra from 18 to 20 June 2017 and Australian Local Government Association are calling for notices of motion.*

**OFFICER'S RECOMMENDATION**

THAT Council consider submitting a Notice of Motion to the 2017 Australian Local Government National General Assembly.

**BACKGROUND**

The Australian Local Government Association (ALGA) is the national peak advocacy body for local government.

The 2017 National General Assembly of Local Government, to be held in Canberra from 18 to 20 June 2017, is an opportunity for individual Councils to identify matters of national relevance to the sector and to submit notices of motion to seek support at the National General Assembly as national policy, for its advocacy role or for more immediate action by ALGA on behalf of the sector.

ALGA are inviting Councils to participate in the 2017 NGA by submitting a notice of motion under this year's theme of "Building Tomorrow's Communities".

Motions should be submitted no later than Friday 21 April 2017.

**AUSTRALIAN LOCAL GOVERNMENT  
ASSOCIATION NATIONAL GENERAL  
ASSEMBLY "BUILDING TOMORROW'S  
COMMUNITIES"- CALL FOR MOTIONS**

**ALGA seeking Notices of Motion**

**Meeting Date: 21 March 2017**

**Attachment No: 1**

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## AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION

17 February 2017

Rockhampton Regional Council  
PO Box 1860  
ROCKHAMPTON QLD 4700

ROCKHAMPTON REGIONAL COUNCIL	
File: <u>11092</u>	Doc: _____
Links: _____	
Action Officer: _____	
<b>22 FEB 2017</b>	
Task to: <u>227 Movers PAs</u>	
<u>227 Councillor Support, 227 CEO's PAs</u>	
GDAN: <u>BEOS</u> v: _____	Ref: <u>1027</u>
Box No: _____	Years: <u>5</u>

To the Mayor, Councillors and CEO (please distribute accordingly)

### 2017 National General Assembly of Local Government – Call for Motions

The Australian Local Government Association (ALGA) is the national peak advocacy body for local government. ALGA's work includes but is not limited to the establishment of national policy and extensive liaison and lobbying with departments, Ministers and other parliamentarians at the Commonwealth level to achieve better outcomes for local councils.

The ALGA Board is comprised of delegates from each member association who refer matters of national relevance to the ALGA Board for consideration at regular Board meetings.

The 2017 National General Assembly of Local Government (NGA), to be held in Canberra from 18 to 21 June, is an opportunity for individual councils to identify matters of national relevance to the sector and to submit notices of motion to seek support at the NGA for these matters to be considered by ALGA as national policy, for its advocacy role or for more immediate action by ALGA on behalf of the sector.

On behalf of the ALGA Board I am writing to invite your council to participate in the 2017 NGA by submitting a notice of motion.

In doing so, please note the ALGA Board is calling for motions under the theme of 'Building Tomorrow's Communities'. This year, the NGA will focus debate on motions that address how councils can work in partnership with the Australian Government in particular to meet the current and future needs of local communities.

To assist you and your council to identify motions that address the theme of the NGA, the ALGA Secretariat has prepared the attached short discussion paper. You are encouraged to read all of the sections of the paper, but are not expected to respond to every question in each section. Your motion/s can address one or all of the issues identified in the discussion paper.

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. be relevant to the work of local government nationally;

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2. be consistent with the themes of the NGA;
3. complement or build on the policy objectives of your state and territory local government association;
4. be from a council which is a financial member of their state or territory local government association;
5. propose a clear action and outcome; and
6. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

In accordance with previous NGAs, the ALGA Board will consider notices of motions for inclusion in the NGA agenda and will align similar motions, prioritise motions according to the NGA theme and take any other steps required to facilitate an effective and productive NGA outcome for participants.

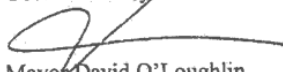
Motions should be lodged electronically using the online form available on the NGA website at: [www.alga.asn.au](http://www.alga.asn.au). All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council. Motions should be received by ALGA no later than 11:59pm on Friday 21 April 2017, electronically in the prescribed format. Any administrative inquiries can be directed to ALGA by calling 02 6122 9400.

I encourage you to ensure the views of your council and your community are represented at the 2017 NGA and accordingly look forward to receiving your council's notice of motion.

In addition to those councils sending delegates to debate motions, we welcome the attendance of all elected members and staff who are interested in this year's NGA theme and the engaging list of speakers and sessions we have planned for the event. The NGA will be held during a sitting week and you may also wish to consider meeting with a parliamentarian before, during or after the NGA to pursue matters of specific interest to your region or council.

In closing, please accept my thanks for all the work you do on behalf of your local community and I look forward to welcoming you at the 2017 NGA - the premier event for Australian councils.

Yours sincerely,



Mayor David O'Loughlin  
President, Australian Local Government Association

cc: State and Territory Local Government Associations

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AUSTRALIAN LOCAL  
GOVERNMENT ASSOCIATION

**National General Assembly of  
Local Government  
Building Tomorrow's Communities  
18 - 21 June 2017**

**Call for Motions Discussion Paper**

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### Submitting Motions

The National General Assembly of Local Government (NGA) is an important opportunity for you and your council to influence the national policy agenda.

To assist you to identify motions that address the theme of the NGA, the Australian Local Government Association (ALGA) Secretariat has prepared this short discussion paper. You are encouraged to read all of the sections of the paper, but are not expected to respond to every question in each section. Your motion/s can address one or all of the issues identified in the discussion paper.

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. be relevant to the work of local government nationally
2. be consistent with the themes of the NGA
3. complement or build on the policy objectives of your state and territory local government association
4. be submitted by a council which is a financial member of their state or territory local government association
5. propose a clear action and outcome
6. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

Motions should generally be in a form that seeks the NGA's support for a particular action or policy change at the Federal level which will assist local governments to meet local community needs. For example: *That this National General Assembly call on the Federal Government to restore indexation to local government financial assistance grants.*

Motions should be lodged electronically using the online form available on the NGA website at: [www.alga.asn.au](http://www.alga.asn.au). All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council. Motions should be received by ALGA no later than 11:59pm on Friday 21 April 2017.

Please note that for every motion it is important to complete the background section on the form. Submitters of motions should not assume knowledge. The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion.

All motions submitted will be reviewed by the ALGA Board's NGA Sub-Committee as well as by state and territory local government associations to determine their eligibility for inclusion in the NGA Business Papers. When reviewing motions, the sub-committee considers the importance and relevance of the issue to local government. Please note that motions should not be prescriptive in directing how the matter should be pursued. With the agreement of the relevant council, motions may be edited before inclusion in the NGA Business Papers to ensure consistency. If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association, and will not be included in the NGA Business Papers.

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### **Introduction**

This year, debate at the NGA will focus on the role of Local Government in building tomorrow's communities. The discussions will look at how councils can work in partnership with the Australian Government to meet the current and future needs of local communities.

Tomorrow's communities will undoubtedly be shaped by the ambition and drive of their people, as well as the investments that governments, businesses and individuals make in people, infrastructure and the places we live and work.

In the Australian context, governments at all levels must focus on creating the environment for people and businesses to innovate and prosper in both cities and the regions. Government service delivery needs to be appropriate and responsive to the needs of communities, and appropriate infrastructure must be provided to drive productivity and social equity.

Local government strives, wherever possible, to assist communities to be productive, innovative and cohesive. Councils can enhance their capacity to respond to new and unforeseen challenges and identify opportunities to help communities build resilience and increase overall prosperity.

The Australian Government has shown that it understands and appreciates that Local Government's strength lies in its capacity to identify and respond to the diverse and emerging needs of communities across Australia. The Australian Government has also shown its commitment to working with Local Government to achieve real and meaningful outcomes for local and regional communities.

ALGA is calling for notices of motions that outline policy suggestions or principles the Australian Government can implement to support Local Government. Notices of motions that meet the criteria will be included in the NGA Business Papers and debated at the NGA. Motions carried at the NGA will be considered by the ALGA Board, and will be forwarded to the Australian Government for their information, response and potential implementation.

### *Supporting our Cities*

The Australian Government has recently focused greater attention on the role of cities, and the Government's potential role in supporting them to be liveable, accessible and productive. Great cities attract, retain and develop increasingly mobile talent and organisations, encouraging them to innovate, create jobs and support growth.

Increased urbanisation is a major issue, globally and within Australia. The populations of Australia's major cities are at record levels, with the 2011 Census finding that 88.9 per cent of Australians live in urban Australia – people are following jobs to urban centres. The overwhelming majority of jobs are located in cities, which is where most new jobs are being created. Australia is among the most urbanised countries in the world. More than 75 per cent of Australia's population lives in the country's 20 largest cities, with more than 60 per cent alone living in Australia's 5 largest cities: Sydney, Melbourne, Brisbane, Perth and Adelaide.

The economic output of our major cities has grown and their importance to the national economy should not be underestimated. However, alongside that growth there is greater demand on transport systems than ever before. Issues of space and the potential conflicts of usability continue to



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challenge us, along with the utility and long term capacity of freight hubs, ports and airports and the movement of goods and people.

The Australian Government released its Smart Cities Plan in April 2016. The plan is just one of the ways that the Commonwealth aims to build an agile, innovative and prosperous nation. Key elements of the plan include establishing City Deals (one for each capital city and one for a regional centre in each state), the \$50 million Smart Cities and Suburbs Program (to fund innovative technology solutions to fix complex local problems) and the establishment of an Infrastructure Financing Unit to look at alternative infrastructure financing options such as value capture.

The Australian Government's National Innovation and Science Agenda (NISA), released in December 2015, is another strategy to encourage innovation, growth and productivity, and to increase Australia's capacity to compete in a global market. The NISA focuses on four key pillars - culture and capital, collaboration, talent and skills and government as an exemplar. These pillars provide a framework for Australian innovation policy with initiatives worth \$1.1 billion over four years designed to drive smart ideas that create business growth, local jobs and global success. From supporting start-ups and entrepreneurial activity to fostering R&D and developing the networks of people and technology that support innovation, NISA aims to improve Australia's ability to compete internationally and to harness new sources of growth to deliver the next age of economic prosperity in Australia.

The NISA also looks to address the educational requirements to position our children for the future given that 75 per cent of jobs in the fastest-growing industries in the next 5 to 10 years are likely to require science, technology, engineering and mathematics (STEM) skills. In developing their NGA motions, councils are encouraged to think about and focus on the strategic ways that the Australian Government can support Australian cities.

#### *Supporting Regional Australia*

The Australian Government has renewed its focus on our regions and regional development policy. Following the 2016 Federal election, Senator Fiona Nash was appointed Minister for Regional Development and Minister for Local Government and Territories. With the portfolio being elevated to Cabinet, the appointment was seen as a very positive step for local government and for regional development in Australia.

In November, last year the Government released details of the new Building Better Regions Fund (BBRF). The BBRF will invest \$297.7 million over four years in infrastructure projects and community investments to create jobs, drive economic growth and build stronger regional communities into the future. Minister Nash has indicated that the Government will release the Australian Regional Development Policy Statement early this year, which will highlight and focus political attention on Australia's regions.

Local governments are well-positioned to design, create and, above all, maintain tomorrow's communities. Whether these communities are metropolitan, urban, regional or remote, their local council knows the people best and understand the unique strengths of the area.

In developing their NGA motions, councils are encouraged to think about and focus on the strategic ways that the Australian Government can support regional Australia.

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### NGA Themes

ALGA is calling for motions for this year's NGA to explore the theme *Building Tomorrow's Communities* as well as the following six sub-themes:

1. Governance – community driven planning and development
2. Innovation – identifying and harnessing the key pillars of growth
3. Liveability – maximising amenity, design and community cohesion
4. Data driven public policy – using high quality data to grow the evidence base
5. Social capital – improving the capacity of citizens and optimising workforce trends
6. Technology and Infrastructure – identifying and investing in tomorrow's foundations.

This discussion paper provides some background and poses a number of questions for councils to consider when developing notices of motion for the NGA. This paper is not intended to limit the discussion or thinking around the theme, local governments roles or the sub-themes.

#### *1. Governance – community driven planning and development*

Good governance is essential to tomorrow's communities. Ensuring appropriate structures and institutions are in place to oversee the planning and development of the community is as critical as ensuring the community's access and involvement in these structures. The governance structures of tomorrow will cross traditional borders as cities grow, regions are redefined and their functionality (e.g environment, economic, social) changes.

Tomorrow's governance arrangements encompass, but go beyond, our current institutions, tools, or structures. Tomorrow's governance issues may often involve several layers of competency within agencies from across the different levels of government. Our communities need to consider not only the geographical borders but the very definition of these bodies as they grow to incorporate public, private, not-for-profit and community representation.

In strengthening governance, councils are looking to maximise community involvement in governance structures as well as considering ways to extend committees and sub-structures that inform and guide councils. Councils are also considering how best to encourage future leaders to get involved in local government.

In developing your council's notice of motion you may wish to consider:

- What support do you need from the Commonwealth to improve the governance arrangements in your community?

#### *2. Innovation – identifying and harnessing the key pillars of growth*

There are examples in Australia, and around the world, where local authorities have embraced innovation to increase economic activity in their communities. This promotes entrepreneurship, boosts the local workforces, diversifies the economic base and helps to future-proof communities.

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Councils have successfully enhanced their community's innovative spirit and reputation by: developing new innovation and commercial precincts such as in the City of Boston; improving council business and service delivery by capitalising on new technology such as using apps to enhance community engagement and communication or deliberately directing council business to support local start-up businesses such as in the City of Melbourne; and identifying changes in local industry and workforce trends, and adopting proactive strategies to ensure the community's ability to capitalise on the work of the future and areas of future economic growth such as in the North Melbourne region.

Underpinning these efforts are the networks and connections between people and technology. Innovation and experimentation are key, much like the ability to manage and leverage constant change. Innovation is an ongoing process. Councils need to extend and develop their networks with businesses, service providers and developers. Councils also need to consider how information can be used and shared, and how they can best harness technology to build and foster growth in their communities.

In developing your council's notice of motion, you may wish to consider:

- What support do you need from the Commonwealth to improve innovation within your community?

### *3. Liveability – maximising amenity, design and community cohesion*

Defining "community" can sometimes be difficult. In cities, we may commute many hours a week from work to home or we might be in walking distance. Transport congestion and the price of housing are among the chief concerns. In non-metropolitan areas, the challenges might appear different, such as ensuring ongoing economic development and protecting the sense of community that is so valued, but the fundamental work is the same. Local government has a core role to ensure that our communities, whether regional, urban, suburban or rural are places people want to live because they see the community's future is promising.

Liveability is defined as the sum of the factors that add up to a community's quality of life, including the built and natural environments, economic prosperity, social stability and equity, educational opportunity, and cultural, entertainment and recreation possibilities. Maximising the liveability of tomorrow's communities, wherever they are, is Local Government's core business.

Identifying the barriers to making your community more liveable can be key in directing thinking and work in this area. Councils around Australia are considering their roles and responsibilities in maximising community liveability.

In developing your council's notice of motion, you may wish to consider:

- What support do you need from the Commonwealth to enhance the liveability of your community?

### *4. Data driven public policy – using high quality data to grow the evidence base*

Data is ubiquitous in today's world. Not only is it the substance that drives information technology and the digital world, but data is the source of information that government and industry are using to plan for the future. It is fundamental that policy should be made based on the best available information. The challenge for government is not just having access to, and the use of, that data but

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also ensuring the quality of that information. Urban planning and renewal is one area in which digital innovations have huge potential. City planning projects require extensive public engagement and consultation. Data captured representing communities' concerns and ideas, and desired amenities and suggestions for development, paired with more effective, automated analysis could facilitate an unprecedented level of open engagement between citizens and government.

Rather than piecemeal data coming in from various channels, the simplification of communications through connected infrastructure could generate real-time data and allow governments to address problems more effectively. This enhanced engagement process would create more liveable cities with better services and a higher quality of life.

At the heart of addressing those macro challenges is the question of how data can be drawn on to gain a deeper understanding of the complex interrelationships at play in our communities, and how this may allow us to improve services and infrastructure for our communities.

Councils have access to and own a wide range of data sources. It is worth considering how these sources are used and whether there are untapped sources within council systems. Urban planning has been identified as an area where there maybe benefits from drawing on big data, however councils are considering what other functions enhanced data analytics could assist with. Sometimes knowing the right question to ask is as difficult as finding the answer, given the range of data sources available, there may be a range of insights and intelligence available that would directly enhance councils decision making.

In developing your council's notice of motion, you may wish to consider:

- What support do you need from the Commonwealth to tap into big data and data analytics to provide greater insights into your community and to enhance decision making?

*5. Social capital – improving the capacity of citizens and optimising workforce trends*

Our communities need to prepare for, and adapt to, the needs of the modern labour market while positioning themselves to provide jobs for future generations. This will be challenging given the rate of change occurring in the labour market. Some estimates claim that up to 40 per cent of the jobs that currently exist will disappear over the next 15 years with much of these losses predicted to be in manufacturing, mining and agriculture.

To offset declining demand for jobs in manufacturing, mining and agriculture, communities will need to implement proactive and strategic interventions such as investing in education around STEM (science, technology, engineering and maths) subjects as well as complementary skills such as language, culture, resilience and adaptability. Strong employment growth is also predicted in healthcare and social assistance, retail, and tourism and hospitality.

It is also anticipated that individuals will be required to take greater responsibility for keeping their skills up to date and in line with industry requirements through lifelong learning and training.

Our communities face the difficult task of identifying the most appropriate workforce investments for tomorrow's economy. Identifying the specific competitive advantages of your community and region will assist in guiding these decisions, and well as ensuring there are well-developed community engagement mechanisms around the issue.

In developing your council's notice of motion, you may wish to consider:

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- What support do you need from the Commonwealth to strengthen the social capital in your community?

6. *Technology and Infrastructure – identifying and investing in tomorrow’s foundations*

The current focus on smart cities looks at harnessing smart technology to improve the liveability and efficiency of large cities. Real-time traffic management, real-time energy consumption management, integrated public transport networks and data collecting sensors are examples of smart technology which may contribute to the efficiency of a city.

The Australian Government’s Department of the Prime Minister and Cabinet defines smart cities beyond the traditional view to include “support for productive, accessible, liveable cities that encourage innovation and create jobs and growth, with a commitment in both regional and metropolitan areas for smart investment, smart policy, and smart technology”. The Smart Cities and Suburbs Program, announced in 2016, encourages collaborative projects that apply innovative smart technology to solve complex urban problems. The program has a strong focus on “collaboration between local governments, private sector, research bodies and not-for-profit organisations to improve liveability, productivity, and sustainability of Australian regions”.

Other key elements of the Australian Government’s smart cities plan include the concept of the 30-minute city (where travel to and from any location within the city takes no longer than 30 minutes), City Deals and the establishment of the Infrastructure Financing Unit to identify smarter ways to finance investment in our cities.

The smart cities agenda isn’t just focused on large cities. The approaches and ideas can be applied to smaller cities, regions and towns. For councils of all sizes the opportunities technology brings to enhancing service provision and communication within your community are applicable; the careful prioritisation and investment in technology and infrastructure are some of the most important decisions your council will make to position your community for tomorrow.

In developing your council’s notice of motion, you may wish to consider:

- What support do you need from the Commonwealth to allow your community to benefit from the smart cities agenda?

**11.8 CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT  
FEBRUARY 2017****File No:** 1392**Attachments:**

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

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

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**SUMMARY**

*The monthly operations report for the Corporate Services department as at 28 February 2017 is presented for Councillor's information.*

**OFFICER'S RECOMMENDATION**

THAT the Corporate Services Departmental Operations Report as at 28 February 2017 be 'received'.

**COMMENTARY**

It is recommended that the monthly operations report for Corporate Services department as at 28 February 2017 be received.

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

**Finance Monthly Report February 2017**

**Meeting Date: 21 March 2017**

**Attachment No: 1**

**MONTHLY OPERATIONS REPORT**  
**FINANCE SECTION**  
**Period Ended January 2017**

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**VARIATIONS, ISSUES AND INNOVATIONS**

***Section News***

Rates Notices were issued on the 30<sup>th</sup> January 2017 to fall due on the 1<sup>st</sup> March 2017.

Operational Budget templates have been issued with Targets based upon the Long Term Financial Forecast which will be consolidated early March for Council discussions.

Asset revaluation work commencing for Buildings with the next few weeks.



**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)
			Received	Completed							
Rates Enquiry	5	3	61	56	7	0	3	● 0.82	● 1.27	● 1.63	1.24

***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		
	November	December	January
<b>Number of Lost Time Injuries</b>	0	0	0
<b>Number of Days Lost Due to Injury</b>	0	0	0
<b>Total Number of Incidents Reported</b>	0	0	0
<b>Number of Incomplete Hazard Inspections</b>	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	100%	Completed
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***

<b>Service Level</b>	<b>Target</b>	<b>Current Performance</b>
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%	4.19% achieved in January

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 09 February 2017**

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

## Grants Report: As at 09 February 2017

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 (Excluding GST)	Fund	Funding Sought	Final Decision ESTIMATED
9	<b>Learn to Earn</b>	Deliver a 3DS (three-day start-up) boot camp for 50 local young budding entrepreneurs. Partnership between RRC's Smart Hub, CQ University School of Business & Law, & The Capricornian.	Smart Way Forward	\$53,752	Advance Queensland – Young Starters' Fund	\$20,000	June 2017
8	<b>Revitalising Rocky's Heart</b>	To develop an integrated five year sport and recreation precinct master plan for the locality of 'The Common'.	Sport, Parks, Active Recreation and Community Strategy	\$130,040	Sport and Recreation Planning Program	\$75,000	July 2017
7	<b>Canning St on-road cycle lanes</b>	Canning St - Derby St to Cambridge St	CQ Principal Cycle Network Strategy	\$275,000	Cycle Network Local Government Program	\$137,500	September 2017
6	<b>North St on-road cycle lanes</b>	North St on-road cycle lanes – Victoria Pde to Campbell St	CQ Principal Cycle Network Strategy	\$384,000	Cycle Network Local Government Program	\$192,000	September 2017
5	<b>Community Seating Revitalisation Project</b>	To repaint community seating in the East Street Mall. (Note: Council is contributing Council \$1125 cash + \$11,000 in-kind.)		\$27,125	Gambling Community Benefit Fund (Queensland Government)	\$15,000	June 2017
4	<b>Rockhampton Kennel Club Facility</b>	Removal of existing timber Kennel Club structure and installation of new 28m x 8m colour band steel cyclone rated		\$35,000 (Plus \$7k in-kind =	Gambling Community Benefit Fund (Queensland	\$34,000 (The club is contributing	June 2017

<b>Replacement Project</b>	structure on the existing slab at the Rockhampton Showgrounds.	\$42000))	Government)	\$1000 cash.)	
<b>3 Denham &amp; Campbell Street Intersection</b>	Upgrade to single lane roundabout.	\$222,162	(Cth) Black Spot	\$222,162	May 2017
<b>2 Alma &amp; Stanley Street Intersection</b>	Construct kerb islands to bring forward hold line.	\$935,719	(Cth) Black Spot	\$935,719	May 2017
<b>1 Derby &amp; East Street Intersection</b>	Upgrade to single lane roundabout.	\$921,537	(Cth) Black Spot	\$921,537	May 2017

Note: Work is currently underway to prepare for multiple funding submissions that are open (including Jobs & Regional Growth Fund, 'Building Better Regions' & 'Building our Regions' Funds) and opening soon (including Bowen Basin Regional Jobs and Investment Package).

Funding secured by Council so far in 2016/17 includes:

Project Name	Project Description	Supporting Council Strategy	Project Total	Fund	Funding Awarded
<b>1 Rockhampton Heritage Village Boardwalk and Viewing Platform Project</b>	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
<b>2 Mafeking Bell Revitalisation Project</b>	Restoration and re-establishment of the Mafeking Bell Monument in Mount Morgan	Mount Morgan Streetscape Redevelopment	\$20,000 (RRC \$10,000 In-Kind)	Commonwealth Government's Stronger Communities Programme (K.O'Dowd MP)	\$10,000
<b>3 Pilbeam Walkway - Stage 1</b>	Delivery of the first stage of the Pilbeam Walkway.	Mount Archer Activation Masterplan	\$1.5 million	Community Development Grants Programme (Landry MP & Senator Nash)	\$1.5 m
<b>4 Schotia Place Lighting Modernisation Project</b>	Safer and better lighting for Schotia Place, via LED Lighting Ceiling Panels and other improvements.	Schotia Place Heritage Management Plan	\$0.016 m (\$15,664)	Ergon Energy Community Fund	\$4950.00
<b>5 Rockhampton CBD Smart Technologies &amp; Working Hub</b>	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	\$2.28 m
<b>6 First Turkey Mountain Bike Reserve</b>	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
<b>7 Stanwell-Waroula Road Upgrades</b>	Paving and sealing of 4.5 km of gravel road and reconstruction and widening of 2 m of narrow		\$1.62 m	2016-17 Local Government Grants & Subsidies Programs	\$0.9 m

	sealed pavement on Stanwell Waroula Rd.				
<b>8</b>	<b>Nine Mile Floodway Reconstruction &amp; Widening</b>	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
<b>9</b>	<b>Rockhampton River Festival 2017</b>				Tourism and Events Queensland's (TEQ) Queensland Destination Events Program \$0.015 m
<b>10</b>	<b>Rockhampton Cultural Festival 2017</b>				Celebrating Multicultural Queensland grants program. \$0.01 m
<b>11</b>	<b>Mount Morgan Streetscape Improvements</b>	To upgrade the Morgan St median and streetscape (between East and Central Streets), in Mount Morgan. (A key project within the wider Mount Morgan Streetscape Program of work.)	Mount Morgan Streetscape Redevelopment Plan	\$0.61 M	2016-17 Local Government Grants & Subsidies Programs \$0.348 m
<b>12</b>	<b>Remembering Alton Downs and District Veterans</b>	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
<b>13</b>	<b>42nd Battalion Memorial Pool - water play</b>	Redevelopment of site to include water play	42 <sup>nd</sup> Battalion Memorial Pool Masterplan	\$1,230,000	Works for Queensland \$9.38 m \$1,230,000
<b>14</b>	<b>Cedric Archer Park -</b>	Development of new water play	Cedric Archer	\$1,537,500	Works for Queensland \$9.38 m \$1,537,500

	<b>water play</b>		Park Masterplan			
<b>15</b>	<b>Development of supporting infrastructure for relocation of Rockhampton Hockey Association</b>	Development of artificial hockey surface and associated access and circulation infrastructure (accompany approved project for RHA)		\$2,475,375	Works for Queensland \$9.38 m	\$2,475,375
<b>16</b>	<b>Mount Morgan Streetscape renewal</b>	Streetscape renewal, public art, event space, lighting, landscape and accessibility upgrades	Mount Morgan Streetscape Redevelopment Plan	\$1,060,686	Works for Queensland \$9.38 m	\$1,060,686
<b>17</b>	<b>North Rockhampton Boat Ramp Carpark and Walkways</b>	Developing new boating facilities for fishing tourism.	Rockhampton Fishing Tourism Strategy	\$1,500,000	Works for Queensland \$9.38 m	\$1,500,000
<b>18</b>	<b>Mt Archer Activation Works</b>		Mount Archer Activation Master Plan	\$300,000	Works for Queensland \$9.38 m	\$300,000
<b>19</b>	<b>Rockhampton Zoo &amp; Botanical Gardens Works</b>			\$300,000	Works for Queensland \$9.38 m	\$300,000
<b>20</b>	<b>Schotia Place Air Conditioning</b>			\$250,000	Works for Queensland \$9.38 m	\$250,000
<b>21</b>	<b>Muellerville Walk</b>			\$94,500	Works for Queensland \$9.38 m	\$94,500
<b>22</b>	<b>Rockhampton Showground Improvements</b>			\$270,689	Works for Queensland \$9.38 m	\$270,689
<b>23</b>	<b>Welfare House Mount Morgan</b>			\$153,000	Works for Queensland \$9.38 m	\$153,000
<b>24</b>	<b>Mount Morgan Skate Park Toilets</b>			\$100,000	Works for Queensland \$9.38 m	\$100,000



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25	North Rockhampton Library Works	\$90,000	Works for Queensland \$9.38 m	\$90,000
26	Child Care Centre Paint	\$18,250	Works for Queensland \$9.38 m	\$18,250
<b>Total FY2016/17 To-Date:</b>				<b>\$15.583</b> <b>M</b>

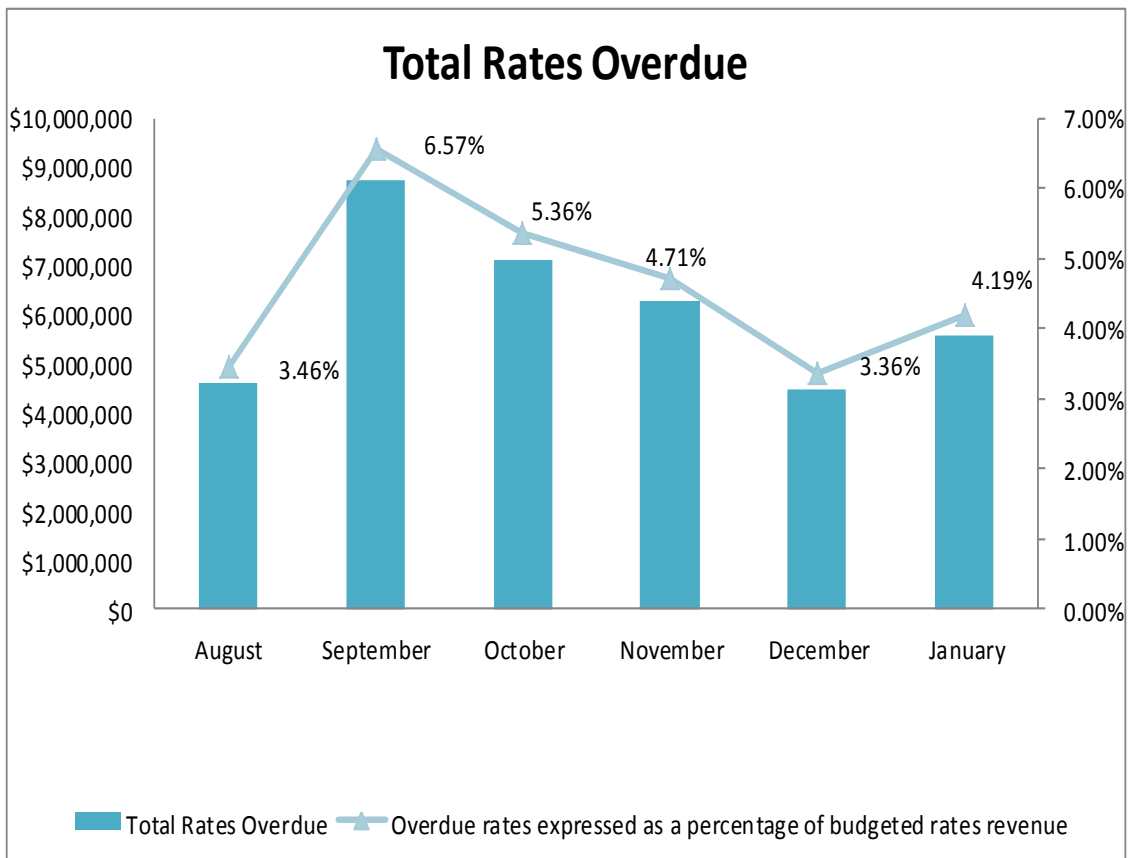
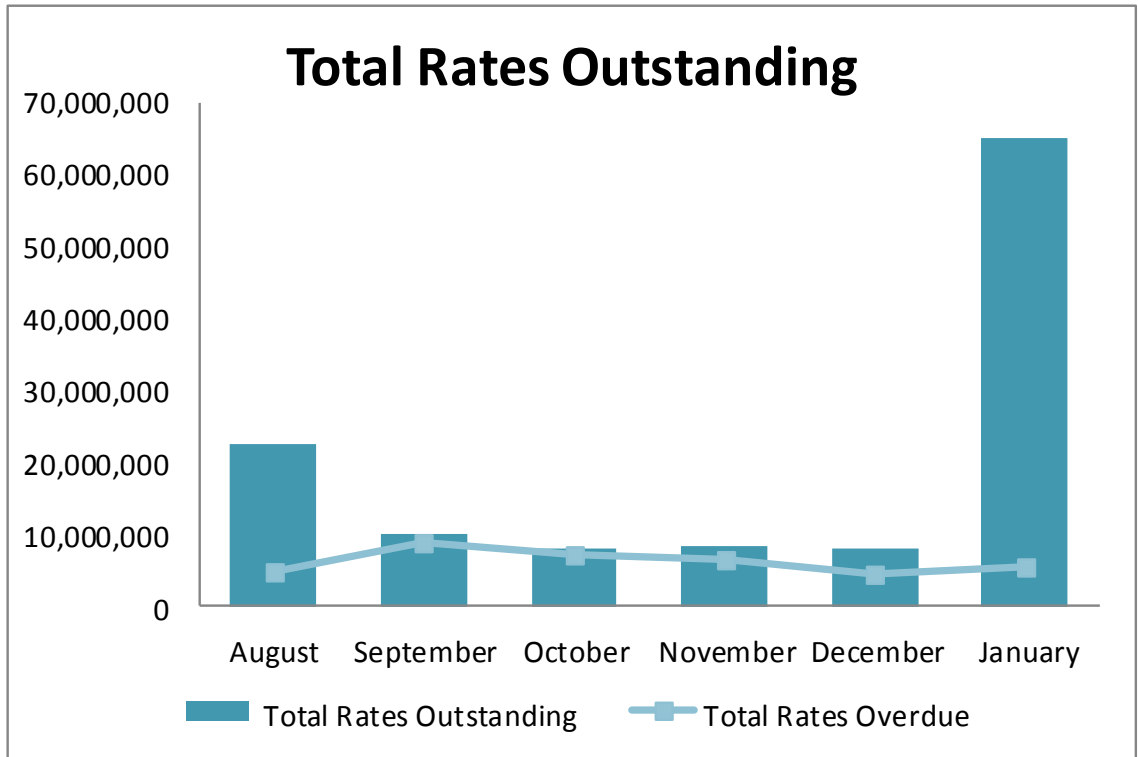
## FINANCIAL MATTERS

## End of Month Job Costing Ledger - (Operating Only) - FINANCE AND BUSINESS

## As At End Of January

Report Run: 06-Feb-2017 09:14:44 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 58.3% of Year Gone
<b>CORPORATE SERVICES</b>							
<u>Finance Management</u>							
Expenses	714,676	590,632	47,228	319,085	366,313	62%	✗
Transfer / Overhead Allocation	0	0	0	699	699	0%	✗
<b>Total Unit: Finance Management</b>	<b>714,676</b>	<b>590,632</b>	<b>47,228</b>	<b>319,784</b>	<b>367,012</b>	<b>62%</b>	<b>✗</b>
<u>Accounting Services</u>							
Expenses	1,281,051	1,259,134	600	670,832	671,432	53%	✓
Transfer / Overhead Allocation	0	0	0	45	45	0%	✗
<b>Total Unit: Accounting Services</b>	<b>1,281,051</b>	<b>1,259,134</b>	<b>600</b>	<b>670,877</b>	<b>671,477</b>	<b>53%</b>	<b>✓</b>
<u>Financial Systems</u>							
Expenses	440,439	379,877	0	191,676	191,676	50%	✓
Transfer / Overhead Allocation	0	300	0	273	273	91%	✗
<b>Total Unit: Financial Systems</b>	<b>440,439</b>	<b>380,177</b>	<b>0</b>	<b>191,949</b>	<b>191,949</b>	<b>50%</b>	<b>✓</b>
<u>Assets &amp; GIS</u>							
Revenues	0	0	0	(2,593)	(2,593)	0%	✓
Expenses	2,025,782	1,847,590	78,624	849,160	927,784	50%	✓
Transfer / Overhead Allocation	36,485	36,485	0	19,092	19,092	52%	✓
<b>Total Unit: Assets &amp; GIS</b>	<b>2,062,267</b>	<b>1,884,075</b>	<b>78,624</b>	<b>865,659</b>	<b>944,283</b>	<b>50%</b>	<b>✓</b>
<u>Rates &amp; Revenue</u>							
Revenues	(419,500)	(439,000)	470	(320,048)	(319,578)	73%	✓
Expenses	1,676,037	1,796,664	143,612	1,062,571	1,206,183	67%	✗
Transfer / Overhead Allocation	750	750	0	151	151	20%	✓
<b>Total Unit: Rates &amp; Revenue</b>	<b>1,257,287</b>	<b>1,358,414</b>	<b>144,082</b>	<b>742,674</b>	<b>886,756</b>	<b>65%</b>	<b>✗</b>
<b>Total Section: FINANCE</b>	<b>5,755,720</b>	<b>5,472,432</b>	<b>270,534</b>	<b>2,790,943</b>	<b>3,061,477</b>	<b>56%</b>	<b>✓</b>
<b>Total Department: CORPORATE SERVICES</b>	<b>5,755,720</b>	<b>5,472,432</b>	<b>270,534</b>	<b>2,790,943</b>	<b>3,061,477</b>	<b>56%</b>	<b>✓</b>
<b>Grand Total:</b>	<b>5,755,720</b>	<b>5,472,432</b>	<b>270,534</b>	<b>2,790,943</b>	<b>3,061,477</b>	<b>56%</b>	<b>✓</b>



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

**Workforce & Strategy Monthly Report  
February 2017**

**Meeting Date: 21 March 2017**

**Attachment No: 2**

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**MONTHLY OPERATIONS REPORT**  
**WORKFORCE AND STRATEGY SECTION**  
**Period Ended 31 January 2017**

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**VARIATIONS, ISSUES AND INNOVATIONS**

**Innovations:**

**Payroll**

Work has been continuing in identifying groups of employees who currently complete a timesheet for each day's work to transition to "exception" based thus removing the necessity to complete daily timesheets.

A further twelve employees in Local Laws have transitioned to exception based reducing paperwork for themselves, their supervisors and the payroll team. Employees will have immediate access to be able to view leave balances as well as pay slips. It brings to a total of approximately 460 employees onto the exception based system.

Further work is continuing to identify areas that can transition. There remain approximately 468 (including casuals) who are still required to complete a timesheet.

**Organisational Development**

**360 Degree Feedback**

360 Degree surveys and feedback have been completed for senior management and all coordinators.

Individual debrief for coordinators was held between 16 and 31 January.

***Culture Workshops***

Culture Workshops for leaders will re-commence again on 22 February and continue throughout 2017

***Improvements / Deterioration in Levels of Services or Cost Drivers***

Nil to report.

**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)
			Received	Completed							
Administrative Action Complaints	0	0	0	0	0	0	36	● 0.00	● 0.00	● 0.00	0.00
W&S - Complaints Management Process (NOT CSO USE)	5	4	7	3	5	0	30	● 6.67	● 7.62	● 9.12	6.88

**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:

	November 16	December 16	January 2017
<b>Number of Lost Time Injuries</b>	1	0	0
<b>Number of Days Lost Due to Injury</b>	5	0	0
<b>Total Number of Incidents Reported</b>	8	0	0
<b>Total Number of Incomplete Hazard Inspections</b>	0		

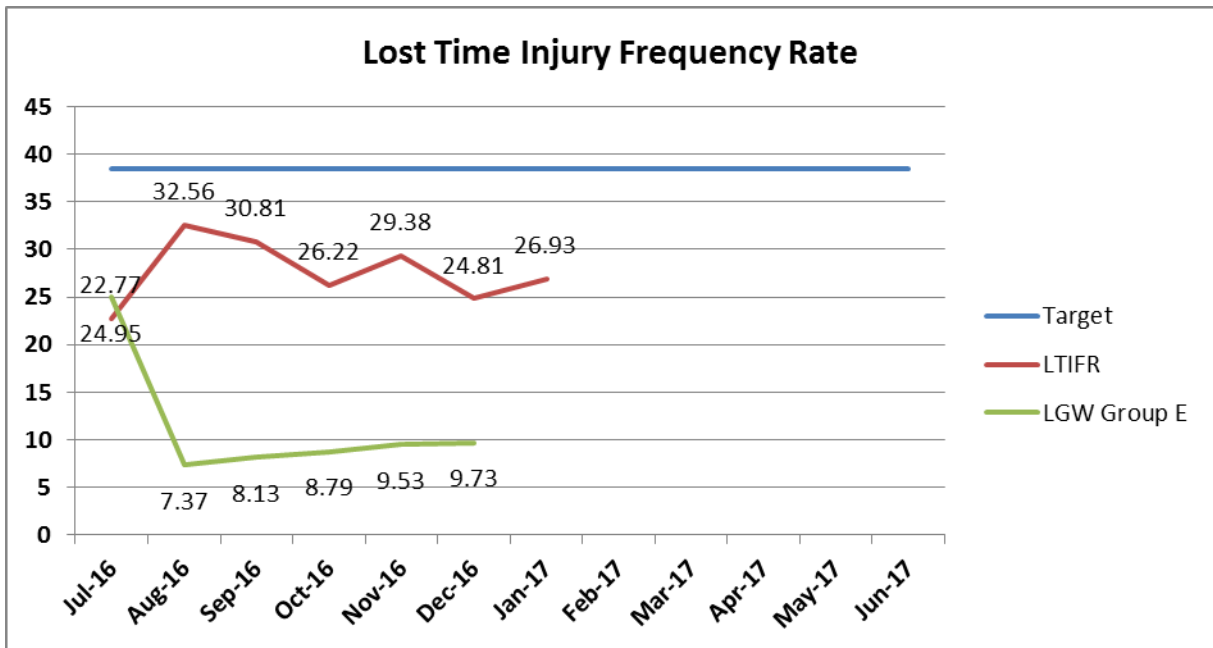
The safety statistics for All of Council in the reporting period are:

	Nov 16	Dec 16	Jan 17	Total 16/17 YTD
<b>Number of Lost Time Injuries</b>	4	0	4	21
<b>Number of Days Lost Due to Injury</b>	60	51	58	420
<b>Total Number of Injuries Reported</b>	24	8	21	156
<b>Total number of Incomplete Hazard Inspections</b>	3			

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

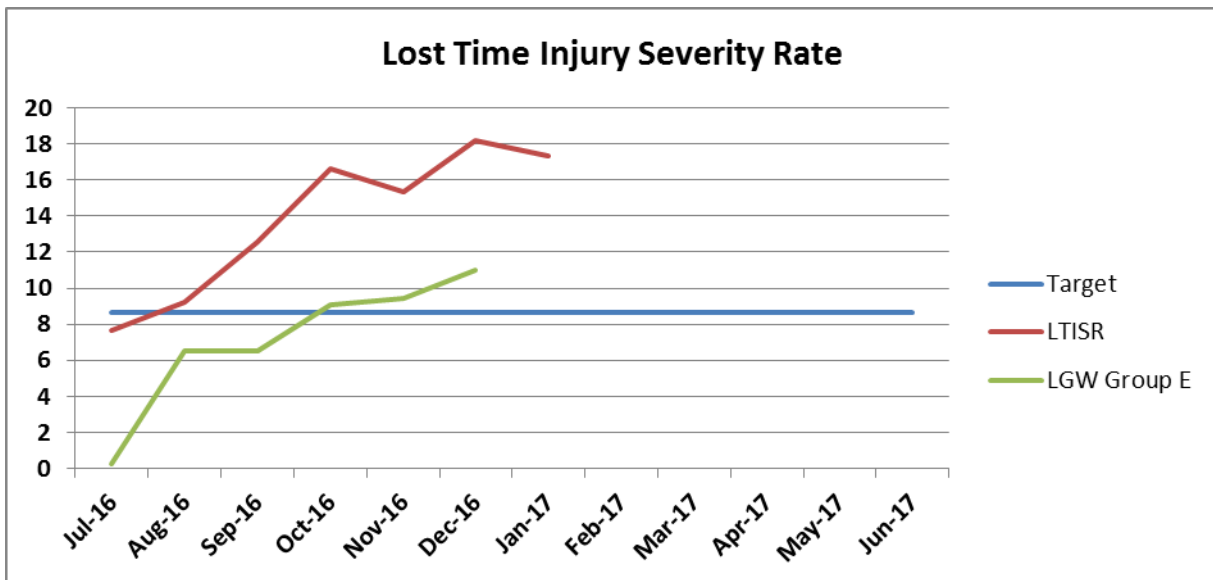
### **Lost Time Injury Frequency Rate**

Lost Time Injury Frequency Rate figures represent the average number of lost time injuries incurred per 1,000,000 employee hours worked (No of LTI's x 1,000,000 / actual employee hours). At this stage Council is tracking below targets based on 15/16 LTIFR, however are significantly higher than LGW Group E which are similar Councils.



Lost Time Injury Severity Rate

Lost Time Injury Severity Rate figures represent the average number of lost time days per lost time injury (No of lost time days / no of lost time injuries). Council is tracking considerably higher than our target and the LGW Group E statistics. This is due to some significant injuries that have resulted in long term absences from the workplace.



**Risk Management Summary**

Example from Section Risk Register (excludes risks accepted/ALARP):



Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Comp	Comments
<b>Corporate Risks</b>					
A legislatively compliant SafePlan is not implemented, monitored and reviewed effectively, for the whole of council, its workers and contractors, to achieve the acceptable compliance level with annual WH&S audits resulting in: increased worker injuries, legislative breaches/legal action, reputational damage, reduced service levels, increased costs and non-compliance with a key council objective.	Low	Ongoing annual audits will be conducted.  Work will commence to rectify the actions from the 2016 Safety Audit.  Rectifications resulting from the Workplace Health & Safety system audit will be addressed and assessed in the annual internal audit of the Workplace Health & Safety systems.	Due dates included into RAP and updates will be provided to management.	95%	Actions identified in the 2016 Safety Audit are being included into an Audit Rectification Action Plan.

### ***Legislative Compliance & Standards***

Legislative Compliance Matter	Due Date	% Completed	Comments
Quarterly written assessment of progress towards implementing the 2016/17 annual operational plan	21 February 2017 – Council Agenda	100%	The second quarter review of the 2016/17 Operational Plan will be presented for adoption at the Ordinary Council meeting on 21 February 2017.
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 will be presented at the Ordinary Council meeting in August 2017.
Update of Workplace Health & Safety documents to meet the new legislative requirements	2017	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	2017 (date to be advised)	100%	RAP is being developed for implementation.

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Legislative Compliance Matter	Due Date	% Completed	Comments
Rectification Action Plan (2016 Audit)	Due dates identified in RAP	95%	RAP is being 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 January 2017 – 58.3% of year elapsed.

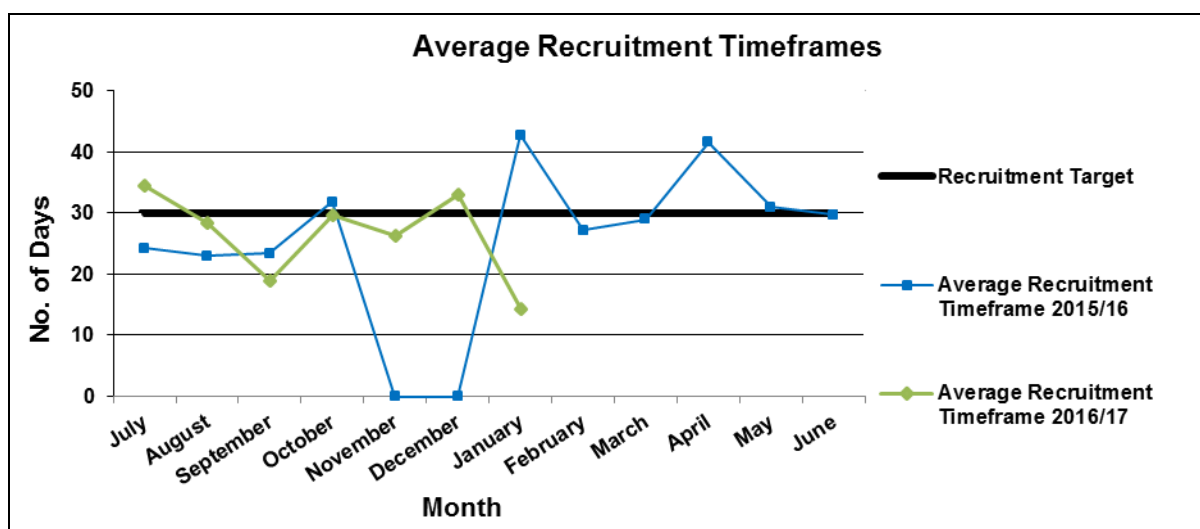
<b>Project</b>	<b>Explanation</b>
WHS Data Management System	The claims module undergoing some final configuration to suit operational needs. Have commenced to load back log of claims data from 2014 to bring in line with Incident data. 45% of back log has been entered into the system.
Service Level Review Project (SLR)	A report is being prepared by the General Manager Community Services on the schedules, costs and resources for Parks Tree Maintenance to be presented to Council. No further action will be taken on this project until that report has been presented.
Aurion Project	Initial discussions have taken place with Aurion in relation to the implementation of Web Recruitment in 2017
Strategic Framework Project	The 2017 – 2022 Corporate Plan statutory public consultation phase has concluded and corporate performance measures are being finalised. The 2017 – 2022 Corporate Plan will be presented for adoption at the Ordinary Council meeting on 21 March 2017. The development phase of the 2017/18 Operational Plan and associated key performance measures has commenced.

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

<b>Service Delivery Standard</b>	<b>Target</b>	<b>Current Month's Performance</b>
Recruitment positions finalised within 30 working days (10 positions recruited during reporting period)	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%	99.91%
Hazard Inspections completed as per the adopted Matrix	100%	86%

#### **Recruitment Timeframes**

Of the 10 positions recruited in the reporting period, 1 was not finalised within the 30 day timeframe. This delay was due to recruitment being undertaken over Council's Christmas closedown period and referee unavailability, however on average recruitment is well below the target for this period.



**Establishment**

FTE Positions	Period	Workforce & Strategy	Council
Starting Point	1 January 2014	30.05	838.9
Same Time Previous Year	31 January 2016	36.00	870.96
July 2016	31 July 2016	36	882.07
Previous Month	31 December 2016	33	887.17
Current Month	31 January 2017	34	900.17

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

**FTE positions include 53.74 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
13	13

**Changes to Workforce & Strategy Establishment**

The Workforce and Strategy has increased by one position due to the creation of a Strategic Projects Officer to lead a range of strategic HR/IR and organisational development projects.

**Changes to Council Establishment**

New positions

- Permanent Local Laws Officer created as part of Planning & Regulatory Services restructure.
- Permanent Supervisor Local Laws Officer created as part of Planning & Regulatory Services restructure.

- Permanent Cadet Building Surveyor created as part of Planning & Regulatory Services restructure.
- Permanent Project Officer created as part of Planning & Regulatory Services restructure.
- Permanent Strategic Projects Officer created in Workforce and Strategy to lead a range of strategic HR/IR and organisational development projects.
- Permanent Personal Assistant to the GM Regional Development & Aviation created to support the newly appointed General Manager Regional Development & Aviation.
- Permanent Manager Economic Development created to undertake coordination and management of the Economic Development Unit.
- Permanent Destination Coordinator created to coordinate tourism across the regional in accordance with Council resolution.
- Permanent Senior Civil Designer created to assist with increased capital works program and reduce reliance on external contractors.
- Permanent Cadet Civil Designer created to allow for succession planning and increased workload.
- Supplementary Senior Executive Strategic Projects created to manage the planning and delivery of major infrastructure and development projects.
- Supplementary Gardener created to facilitate temporary placement of employee undertaking suitable duties.

#### Positions Abolished

- Permanent Maintenance Safety/Security Officer abolished. This position was initially created to facilitate the transition to retirement of an employee.
- Permanent Compliance Assessment Administrator abolished as part of Planning & Regulatory Services restructure.

#### Works for Queensland funded positions

- Supplementary Senior Contracts Officer
- Supplementary Project Manager
- Supplementary Administration Officer
- Note that 10 Labourer positions will also be recruited for these projects however have not yet been added to the establishment figures.

#### **FTE Positions Internal / External Split**

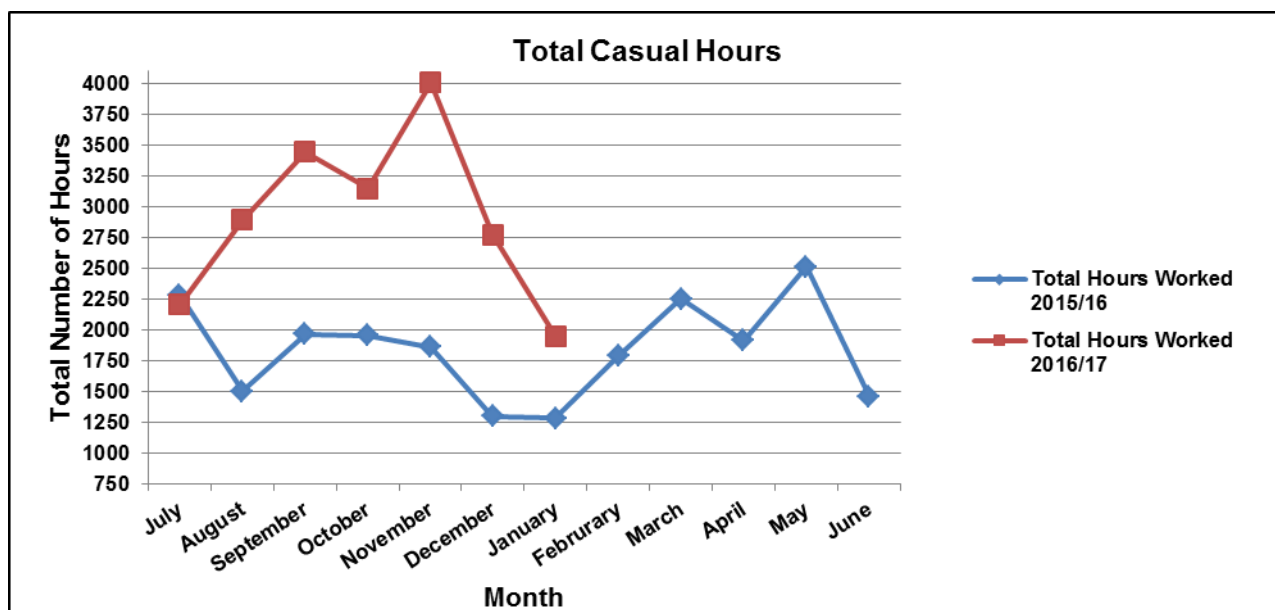
The percentage split for approved full time equivalent positions excluding casual positions and including approved vacancies currently sits at 58% (525.43) internal and 42% (374.74) external.

	Feb 14	Dec 16	Jan 17
External	371.91	374.74	374.74
Internal	465.68	511.43	525.43
TOTAL	837.44	886.17	900.17

#### **Casual Hours – January 2017**

There are currently a total of 61 casuals actively employed by Council of which 39 were engaged during the reporting period. The engaged casual employees collectively have

worked the total number of 1951.16 hours during the month of January 2017 (period does not cover data from Payroll 2 employees from 23 January 2017 due to pay periods).



**Casual Hours by Section – January 2017**

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. (Period does not capture data from Payroll 2 employees from 23 January 2017 due to pay periods). A significant increase in casual hours is a result of the development of casual pools for labourers and gardeners. This initiative has been implemented to provide access to trained resources during periods of staff shortages or high work demands as well as reduce the use of external labour hire.

Section	Unit	Commentary	No. of hours	Percentage of cost recovery
Arts and Heritage	Art Gallery	Casual staff are being used to back fill vacant curator position and to ensure the delivery of ongoing programs including the LEGO Towers of Tomorrow exhibition.	168	0%
Arts and Heritage	Heritage Services	Casual staff are used in Food and Beverage roles for catered function- all wages costs are fully recovered	130.75	100%
Arts and Heritage	Major Venues	Casual staff used by hirers, wages costs in box office and production departments are fully recovered. Casual cleaner used to back fill annual leave absences	230.25	41%
Communities and Facilities	Client Services	Used to cover leave and RDOs to maintain adequate staffing levels, and to supervise exams	278.67	
Communities and Facilities	Facilities	Used to cover leave and RDOs, and Saturday cleaning of the Regional Library	77.65	
Parks	Parks and Visitor Services	To backfill employees on leave and to cover whilst employees attended training	205.35	

Section	Unit	Commentary	No. of hours	Percentage of cost recovery
Parks	Parks Operations	To backfill employees on unexpected leave and backfilling current vacancies whilst being recruited	194.35	
Corporate and Technology Services	Customer Service Centre	Induction and start of training for new HERO, and coverage in the Western Office during unexpected absences	87.83	
Corporate and Technology Services	Property and Insurance	To backfill a vacancy within the team	52.5	
Office of the CEO	Governance Support	To cover for staff vacancy and provide assistance with Citizenship ceremony and Council meetings	16	
Office of the CEO	Regional Promotions	Additional hours for content writing required for a number of projects including My Rockhampton and some media releases	22	
Civil Operations	Urban & Rural Operations	Utilised to cover unexpected absences and to assist with a backlog of jobs which management have requested be completed early	405.11	
RRWR	Collections	To cover periods of unplanned leave	82.7	
<b>TOTAL</b>			<b>1951.16</b>	

The above casual hours for January 2017 by employment type includes the following HERO hours.

Section	Unit	No. of Hours
Office of the CEO		16
Corporate and Technology Services	Property and Insurance	52.5
Corporate and Technology Services	Customer Service Centre	87.83
<b>TOTAL</b>		<b>156.33</b>

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 – January 2017**

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

<b>Section</b>	<b>Unit</b>	<b>No. of Hours</b>
Arts & Heritage	Art Gallery	591.45
Arts & Heritage	Heritage Village	3015
Arts & Heritage	Pilbeam Theatre	15
Communities & Facilities	Libraries	153
Parks	Rockhampton Zoo	284
<b>TOTAL</b>		<b>4058.45</b>

**Work Experience Placements – January 2017**

<b>Work Experience Applications Received</b>		<b>0</b>
Placement Type	Section	Placed
<b>Work Experience Placements Occurring During the Month of September 2016</b>		<b>3</b>
Placement Type	Section	Dates
Water Treatment Plant	Fitzroy River Water	3 Jan – 24 Feb



## FINANCIAL MATTERS

Financial performance as expected for reporting period.



## End of Month Job Costing Ledger - (Operating Only) - FINANCE AND BUSINESS

As At End Of January

Report Run: 03-Feb-2017 14:16:35 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Variance	On target
	\$	\$	\$	\$	\$	%	58.3% of Year Gone
<b>CORPORATE SERVICES</b>							
<b>WORKFORCE &amp; STRATEGY</b>							
<i>Human Resources and Payroll</i>							
Revenues	0	(27,490)	0	(33,149)	(33,149)	121%	✓
Expenses	1,610,882	1,577,059	118,080	839,805	957,885	61%	✘
Transfer / Overhead Allocation	21,000	21,000	0	3,612	3,612	17%	✓
<b>Total Unit: Human Resources and Payroll</b>	<b>1,631,882</b>	<b>1,570,569</b>	<b>118,080</b>	<b>810,268</b>	<b>928,347</b>	<b>59%</b>	<b>✘</b>
<i>Safety &amp; Training</i>							
Revenues	(74,250)	(74,250)	0	(173,998)	(173,998)	234%	✓
Expenses	1,315,785	1,283,937	96,096	637,806	733,902	57%	✓
Transfer / Overhead Allocation	55,000	55,000	0	19,954	19,954	36%	✓
<b>Total Unit: Safety &amp; Training</b>	<b>1,296,535</b>	<b>1,264,687</b>	<b>96,096</b>	<b>483,763</b>	<b>579,858</b>	<b>46%</b>	<b>✓</b>
<i>Corporate Improvement &amp; Strategy</i>							
Expenses	585,369	512,277	6,000	178,322	184,322	36%	✓
Transfer / Overhead Allocation	0	0	0	554	554	0%	✘
<b>Total Unit: Corporate Improvement &amp; Strategy</b>	<b>585,369</b>	<b>512,277</b>	<b>6,000</b>	<b>178,876</b>	<b>184,876</b>	<b>36%</b>	<b>✓</b>
<i>Workforce &amp; Strategy Management</i>							
Expenses	353,837	444,754	670	180,474	181,144	41%	✓
Transfer / Overhead Allocation	0	0	0	14	14	0%	✘
<b>Total Unit: Workforce &amp; Strategy Management</b>	<b>353,837</b>	<b>444,754</b>	<b>670</b>	<b>180,488</b>	<b>181,158</b>	<b>41%</b>	<b>✓</b>
<i>Investigations and Industrial Relations</i>							
Expenses	353,972	341,726	95	153,384	153,479	45%	✓
Transfer / Overhead Allocation	0	0	0	98	98	0%	✘
<b>Total Unit: Investigations and Industrial Relations</b>	<b>353,972</b>	<b>341,726</b>	<b>95</b>	<b>153,482</b>	<b>153,578</b>	<b>45%</b>	<b>✓</b>
<b>Total Section: WORKFORCE &amp; STRATEGY</b>	<b>4,221,594</b>	<b>4,134,014</b>	<b>220,941</b>	<b>1,806,876</b>	<b>2,027,817</b>	<b>49%</b>	<b>✓</b>
<b>Total Department: CORPORATE SERVICES</b>	<b>4,221,594</b>	<b>4,134,014</b>	<b>220,941</b>	<b>1,806,876</b>	<b>2,027,817</b>	<b>49%</b>	<b>✓</b>
<b>Grand Total:</b>	<b>4,221,594</b>	<b>4,134,014</b>	<b>220,941</b>	<b>1,806,876</b>	<b>2,027,817</b>	<b>49%</b>	<b>✓</b>

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

**CTS Monthly Report February 2017**

**Meeting Date: 21 March 2017**

**Attachment No: 3**

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## MONTHLY OPERATIONS REPORT

### CORPORATE & TECHNOLOGY SECTION

#### Period Ended January 2017

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#### 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 one outstanding

No requests for documents were released administratively, and no external reviews were received, leaving three outstanding.

All current applications are progressing in accordance with legislative timeframes.

##### CBD Smart Technologies and Working Hub Project

##### CBD Smart Technologies

The project team has a meeting planned for 9 February to discuss the scope and detailed design with Andersons Consulting (electrical engineers).

##### Smart Working Hub

BEAT Architects were awarded the contract for the detailed design of the Bond Store Smart Hub. The project team has had a series of meetings with BEAT (and their consulting team) to work through the design requirements and heritage implications.

##### Smart Hub Operating Plan for 2017 and Startup Testimonials

##### *Elize Hattin – Smart Hub Business Manager*

As the Smart Hub enters its second year in operation there will be a focus on building momentum, increasing engagement as well as achieve outcomes that will benefit the Smart Hub's future ecosystem.

The following broadly outlines the plan for the Smart Hub during 2017.

##### Section 1:

The Bond Store Smart Hub fitout.

Ongoing liaison with the Smart Hub project team, architect and contractors to ensure the timely completion the hub by November 2017.

##### Section 2:

Daily operations of the temp Smart Hub (212 Quay St), including:

- Meeting with prospective members and supporting the resident startups.
- Venue and boardroom bookings.
- Managing the day to day operations of the Smart Hub.

Section 3:

Implementation of 3 key projects to further develop and grow the startup ecosystem:

**Project 1: Learn to Earn, Connect and Grow**

Goal: Promote and facilitate Youth Enterprise in CQ.

This program objective is to expose local youth (age 15 – 25) to enterprise, entrepreneurship and innovation. This initiative aims to encourage the region's youth to remain in Rockhampton and explore entrepreneurship / Startup as a career path.

Preliminary Brainstormed Action Plan:

- Collaborate with Jim Callan and Deb Friel from CQU.
- Apply for funding through YouthStart.
- Establish a working group of 8:
  - Elize -- RRC
  - Jim -- CQU
  - Deb -- CQU
  - Include business – CCIQ
  - Teacher Rep - public
  - Teacher Rep – private
  - Community organisation – The Capricornian
- Build an online course to teach young people about entrepreneurship and innovation.
- Run a 3DS Weekend for 40 – 50 youth at the end of May 2017.
- Run a one day Youth Enterprise Forum to promote the program. Live stream the event.
- Work towards making the program sustainable.

**Project 2: Start-up Club:**

Goal: To facilitate growth in our Startup and business community.

This program aims to attract more members to our Smart Hub by enrolling prospective members in Startup Club. Startup Club members will participate in a variety of educational events presented in our Smart Hub as well as virtually (using Facebook Live). These events will be facilitated by a range of speakers and experts. This program aims to support and encourage business growth and growth in our Smart Hub ecosystem.

Preliminary Brainstormed Action Plan:

- Weekly Coaching sessions with Smart Hub members.
- Weekly Business training events run by speakers and experts within the Rockhampton business network.
- Establish a Facebook page for RRC's Smart Hub, promote it and use Facebook Live to make these events accessible to wider business community.
- Plan and run a Startup weekend.

- Establish Book Club.

### **Project 3: Startup Stars**

Goal: To demonstrate that Rockhampton is the place to start and grow a successful business. This will be achieved by supporting six selected entrepreneurs for six months to start and rapidly scale their business to reach international markets. The selected six entrepreneurs will partake in an intensive mentoring program run by a nationally recognised expert mentor.

Delivery:- A combination of:

1. Series of Intensive face to face training and mentoring (group and individual)
2. Telephone and video call support and mentoring
3. Online startup group support

Budget: - \$25,000 (sought through the Federal Government - Incubator Support - Expert in Residence funding program or State Government – Advance Queensland program)

Preliminary Brainstormed Action Plan:

- Obtain Funding through Experts in Residence funding.
- Run a competition to select six entrepreneurs from the Rockhampton region with outstanding potential.
- This competition will also serve the purpose of advertising our Smart Hub. We will use social media (Facebook/LinkedIn) and the traditional advertising media channels to promote this competition.
- Engage an expert mentor to work directly with our six selected entrepreneurs to assist with rapid development of the Startup to international market readiness.
- Leverage the success stories as case studies to gain further publicity for the RRC Smart Hub. This will become the 'evidence' for attracting new startups to Rockhampton and to the Smart Hub.

### Smart Hub – 212 Quay Street – Startup Testimonials

The temporary 212 Quay St Smart Hub currently has five startups operating out of the Hub. There have also been ongoing discussions with another two startups considering taking-up a position in the Hub. The Hub startups were asked to respond to a very brief survey, the four startups available at the time responded as follows:

Business	Why you moved into the Smart Hub?	How working from the Smart Hub has helped your business?	New employment opportunities created and business growth since starting in the Smart Hub?	Other Comments
BitPlex Pty Ltd	A start up software development Company working from home was difficult and not appropriate for when I needed to hire an employee. Cost of office space was too expensive and not appropriate for a small start-up business.	Having a base of operations where I can meet clients and interact with other professionals.	I have hired one software developer and a casual staff member whose hours are increasing. Turnover has increased over 50%.	High end technology workers are difficult to retain in Rockhampton and the Smart Hub is instrumental in retaining these; my first employee was weeks away from beginning their job search in capital cities
Allied Business Group	Allowed strategic planning. Improved Communication with our business. Collaborate with other likeminded people. To assist and consult with others in starting up	Opportunities to connect to other businesses and to be involved and help shape the 'start-up' and growth of local small businesses	Recognised growth for our services in 2017 this will lead to appointing new local staff during the year	In the past operated from home office, customer sites and coffee shops, this has enables us to have a physical presence in Rockhampton which in turn provide a more professional and sustainable story for our current and potential new customers.
CQ Nutrition	Working from home wanting to expand a digital dietitian practice with a website concept that would provide services to central Qld with the potential of serving all Australia and expanding globally and we did not have the business environment at home to achieve this.	Within 2 months we were able to use the space for recruiting and training.	We have hired a school based trainee. Admin support who has been out of work for more than 52 weeks – back to work funding allowed us to hire her for 20 hrs a week. A new graduate dietician who relocated from Canberra. A casual CQU nutrition student.	<b>Because of the cost effective rent we were able to take the time to find the right premises to lease. We are now moving to 6/245 Victoria Place opposite Mandalay Medical</b> – this new space has allowed for us to expand into cooking classes and hydrogen breath testing.

<b>Business</b>	<b>Why you moved into the Smart Hub?</b>	<b>How working from the Smart Hub has helped your business?</b>	<b>New employment opportunities created and business growth since starting in the Smart Hub?</b>	<b>Other Comments</b>
Tutt Holland	A business and leadership coaching and consulting company.	Productivity has increased by providing the business a dedicated work space from which to both work and meet with customers and potential customers. Networking and sharing with other start up business owners is valuable.	Pending the results of a current marketing campaign for a coaching program in Feb 17, I expect to be able to employ a part time business development manager in the near future.	In the future Tutt Holland will be branching into non-profit activities, coaching and mentoring services to be provided to unemployed and underprivileged, in addition to its business owner and entrepreneur target market.

## LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

The response times for completing the predominant customer requests in the reporting period for January 2017 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)
			Received	Completed							
Accounts Payable Enquiry	0	0	2	2	0	0	2	● 1.00	● 0.67	● 1.25	0.67
Bookings Enquiry	0	0	0	0	0	0	5	● 0.00	● 1.86	● 1.41	1.04
Insurance: Mower / Slasher / Whipper / Snipper	3	3	1	1	0	0	90	● 7.00	● 10.00	● 12.41	13.14
Insurance: Personal Accident / Injury	1	1	2	1	0	0	120	● 18.00	● 14.50	● 24.67	39.58
Insurance: Public Liability / Property Damage Public Property	3	2	9	3	1	0	90	● 3.33	● 4.26	● 8.63	15.34
Leased Premises - General Enquiry	0	0	1	1	0	0	5	● 1.00	● 0.33	● 1.20	1.20
Rates Searches	13	13	105	98	4	0	4	● 1.37	● 1.33	● 1.32	1.27



## 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		
	January	February	March
<b>Number of Lost Time Injuries</b>	1		
<b>Number of Days Lost Due to Injury</b>	12		
<b>Total Number of Incidents Reported</b>	3		
<b>Number of Incomplete Hazard Inspections</b>	0		

### **Risk Management Summary**

Section Risk Register (excludes risks accepted/ALARP)

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
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).	TBA1	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) Jun 17	100% 65%	Contract awarded to a local company – Beaney's Communications  Stage 1 completed.  Stage 2 delayed for land tenure issues with Mt Pinnacle communications tower.
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	10%	TechnologyOne software suitability assessment underway.

**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)
<b>CAPITAL WORKS PROGRAM</b>					
<b>FLEET (CP440)</b>					
Fleet Asset Renewal Program	1/07/2015	30/06/2016	Ongoing	\$6,055,000	\$4,970,296
Comment: Carry over committals included in the actual YTD.					
<b>INFORMATION TECHNOLOGY (CP230)</b>					
IT Asset Renewal & Upgrade Program	1/07/2015	30/06/2016	Ongoing	\$1,551,715	\$523,543
Comment:					
<b>BUSINESS SUPPORT &amp; DEVELOPMENT (CP630)</b>					
Property Sales	1/07/2015	30/06/2016	Ongoing	\$906,764	\$360,716
Comment:					

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

As at period ended January 58% of year elapsed.

Project	2016/17 Budget	Actual (incl. committals)	% budget expended	Explanation
Customer Service After Hours Operation	\$60,000	\$34,269	57%	Propel after hours call centre service.

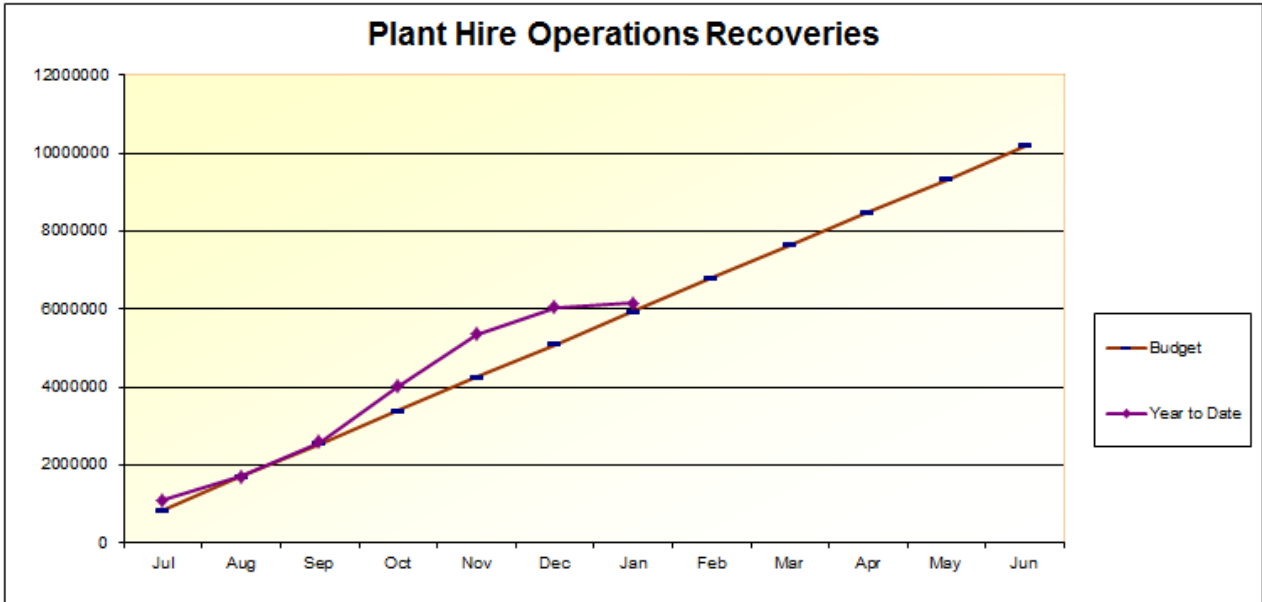
Project	Project Start Date	Project Completion Date	% Completed	Comments
Planned implementation of Aurion System Improvement Project recommendations	Aug 2016	Jun 2017	25%	Planning for Web Recruitment underway. Aurion upgrade required to progress.
Phase 2 eServices implementation of ePathway and Pathway mobile improvements throughout 2016/17.	Jul 2016	Jun 2017	20%	Development Applications are available via eServices. A pilot is underway for animal mobile for use by local law officers.
Develop and implement a solution for managing and processing tax invoices in digital format.	Sep 2016	Jun 2017	60%	Configuration is being finalised prior to final testing in Apr/May
Smart Hub design and fitout.	Sep 2016	Nov 2017	5%	BEAT Architects engaged to undertake detailed design for the Bond Store Smart Hub.  Project completion date modified to Nov 2017.

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

<b>Service Delivery Standard</b>	<b>Target</b>	<b>Current Performance</b>
IT support services provided within service levels outlined in the IT Service Catalogue.	95%	96%
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%	76%
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%	85%
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%	95%
Maximise Council property occupancy rates.	98%	100%
Ensure tenanted properties in any month, have current lease agreements and public liability insurance.	80%	78%
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.



<b>Plant Hire Operations Budget (Surplus)</b>	<b>\$ 10,183,500</b>
<b>Year to Date (Surplus)</b>	<b>\$ 6,153,004</b>

**Procurement & Logistics**

Contracts Awarded for January – 3

- 12471 - ITQ Construction of Concrete Footpath, Burnett Highway - Bell's Plant Hire - \$31,590.
- 12483 - ITQ Rockhampton Airport Wildlife Hazard Management - Avisure Pty Ltd – SOR.
- 12458 - ITQ Detail Design of Smart Working Hub - BEAT Architects - \$71,330.

Contracts in Progress Qty:31

Customer Requests Completed Monthly & Top 5 Customer Requests												
	February	March	April	May	June	July	August	September	October	November	December	January
<b>Requests Logged</b>	4062	3935	3171	3335	3393	3745	4155	3429	3163	3011	2565	3241
<b>Same month Completed</b>	3035	3052	2519	2731	2842	2940	3337	2903	2604	2449	1839	2525
<b>% completed same month</b>	86%	75%	79%	81%	83%	78%	80%	84%	82%	81%	71%	77%
<b>Completed Total for Month</b>	3502	4056	3321	3736	3342	3481	4175	4029	3169	3041	2383	2973
<b>Total Pending</b>	2410	2271	2045	1660	1645	2102	2183	1572	1607	1195	1419	1704
<b>Top 5 Requests for Month</b>	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 Wan/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	An/Dogr T/Trim Bin RRC W/Leak D/Plan	An/Dogr W/Leak D/Plan P/Gen W/Ani	W/Leak An/Dogr T/Trim W/Animal D/Plan	W/Leak An/Dogr P/Gen T/Trim W/Animal

<b>Total uncompleted customer requests up to 3 months old:</b>	<b>1190</b>	<b>Conquest Work Order &amp; Investigation Long Term up to 3 months old:</b>	<b>312</b>
<b>Total uncompleted customer requests between 3 to 6 months old:</b>	<b>175</b>	<b>Conquest Work Order &amp; Investigation Long Term between 3 to 6 months old:</b>	<b>101</b>
<b>Total uncompleted customer requests greater than 6 months old:</b>	<b>339</b>	<b>Conquest Work Order &amp; Investigation Long Term greater than 6 months old:</b>	<b>59</b>

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

<b>Key:</b>	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 January 2017

	Adopted Budget	Revised Budget	EOM Commitmen ts	YTD Actual	Commit + Actual	Var	On target
	\$	\$	\$	\$	\$	%	50% of Year Gone
<b><i>Fleet</i></b>							
Revenues	(263,000)	(263,000)	0	(226,728)	(226,728)	86%	✓
Expenses	12,631,419	11,504,619	772,701	6,371,770	7,144,471	62%	✗
Transfer / Overhead Allocation	(16,966,000)	(16,573,000)	0	(10,108,036)	(10,108,036)	61%	✓
<b>Total Unit</b>	<b>(4,597,581)</b>	<b>(5,331,381)</b>	<b>772,701</b>	<b>(3,962,995)</b>	<b>(3,190,293)</b>	<b>60%</b>	<b>✓</b>
<b><i>Property &amp; Insurance</i></b>							
Revenues	(607,500)	(607,500)	0	(315,540)	(315,540)	52%	✗
Expenses	3,070,923	3,032,111	27,565	2,295,693	2,323,258	77%	✗
Transfer / Overhead Allocation	9,940	9,940	0	3,936	3,936	40%	✓
<b>Total Unit</b>	<b>2,473,363</b>	<b>2,434,551</b>	<b>27,565</b>	<b>1,984,089</b>	<b>2,011,654</b>	<b>83%</b>	<b>✗</b>
<b><i>Corporate &amp; Technology Management</i></b>							
Revenues	0	0	0	(76)	(76)	0%	✓
Expenses	680,113	632,929	18,866	355,230	374,096	59%	✗
Transfer / Overhead Allocation	0	0	0	545	545	0%	✗
<b>Total Unit</b>	<b>680,113</b>	<b>632,929</b>	<b>18,866</b>	<b>355,700</b>	<b>374,566</b>	<b>59%</b>	<b>✗</b>
<b><i>Information Systems</i></b>							
Revenues	(20,000)	(25,792)	0	(15,021)	(15,021)	58%	✗
Expenses	6,727,476	6,907,285	133,560	4,286,317	4,419,878	64%	✗
Transfer / Overhead Allocation	19,000	24,034	0	12,709	12,709	53%	✓
<b>Total Unit</b>	<b>6,726,476</b>	<b>6,905,527</b>	<b>133,560</b>	<b>4,284,006</b>	<b>4,417,567</b>	<b>64%</b>	<b>✗</b>
<b><i>Procurement &amp; Logistics</i></b>							
Revenues	(11,100)	(2,658)	0	(2,658)	(2,658)	100%	✓
Expenses	1,677,234	1,804,218	1,680	962,035	963,715	53%	✓
Transfer / Overhead Allocation	36,000	36,074	0	24,891	24,891	69%	✗
<b>Total Unit</b>	<b>1,702,134</b>	<b>1,837,633</b>	<b>1,680</b>	<b>984,269</b>	<b>985,949</b>	<b>54%</b>	<b>✓</b>
<b><i>Customer Service</i></b>							
Revenues	(210,000)	(210,909)	0	(124,974)	(124,974)	59%	✓
Expenses	1,758,969	1,674,035	4,240	848,394	852,634	51%	✓
Transfer / Overhead Allocation	0	(208)	0	(5)	(5)	3%	✗
<b>Total Unit</b>	<b>1,548,969</b>	<b>1,462,918</b>	<b>4,240</b>	<b>723,415</b>	<b>727,655</b>	<b>50%</b>	<b>✓</b>
<b><i>Smart Regional Centre</i></b>							
Revenues	(45,000)	(18,750)	0	(4,314)	(4,314)	23%	✗
Expenses	354,776	300,069	1,418	129,977	131,396	44%	✓
Transfer / Overhead Allocation	0	0	0	15	15	0%	✗
<b>Total Unit</b>	<b>309,776</b>	<b>281,319</b>	<b>1,418</b>	<b>125,678</b>	<b>127,096</b>	<b>45%</b>	<b>✓</b>
<b>Total Section:</b>	<b>8,843,250</b>	<b>8,223,495</b>	<b>960,032</b>	<b>4,494,162</b>	<b>5,454,193</b>	<b>66%</b>	<b>✗</b>

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**11.9 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 28 FEBRUARY 2017**

**File No:** 8148

**Attachments:** 1. **Income Statement - February 2017**  
2. **Key Indicator Graphs - February 2017**

**Authorising Officer:** **Drew Stevenson - Acting General Manager Corporate Services**

**Author:** **Alicia Cutler - Manager Finance**

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**SUMMARY**

*The Manager Finance presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 28 February 2017.*

**OFFICER'S RECOMMENDATION**

THAT the Rockhampton Regional Council Summary Budget Management Report for the Period ended 28 February 2017 be 'received'.

**COMMENTARY**

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

1. Income Statement (Actuals and Budget for the period 1st July 2016 to 28 February 2017), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

Council should note in reading this report that normally after the completion of eight months of the financial year, operational results should be approximately 66.7% of budget. All percentages for both operating and capital budgets are measured against the September revised budget.

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

Total Operating Revenue is reported at 84% of revised budget. Key components of this result are:

- Net Rates and Utility Charges are at 92% of budget. This positive variance is due to the second levy of General Rates and Utility Charges for 2016/2017 being processed during January 2017.
- Fees and Charges are slightly behind revised budget at 61%. With some Council venues closing over the Christmas and New Year period the opportunity to generate income has resulted in a slight decrease in the variance for this period in time.
- Private and Recoverable Works revenue is behind budget at 54%. This is offset by a reduction in related operational expenditure.
- Grants and Subsidies are slightly ahead revised budget expectations at 71% due to receiving of a number of third quarter grant payments which included the FAGS grant.
- All other revenue items are in proximity to the revised budget.



Total Operating Expenditure is at 66% of the revised budget with committals, or 61% of budget without committals. Key components of this result are:

- Employee costs are below budget at 60%. This is partly due to the circumstance that transactions for employee benefit accruals are only done comprehensively at financial year-end.
- Contractors and Consultants expenditure is ahead of budget at 81%. This is solely due to committed expenditure, as actual expenditure is 55% of budget.
- Materials and Plant is at 72% of budget. Similar to Contractors and Consultants, this result is heavily influenced by committals as actual expenditure is at 58% of budget.
- Other Expenses is behind budget expectations at 51% mainly due to the ongoing rollout of the Community sponsorship program.
- All other expenses items are in proximity to the revised budget.

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

Total Capital Income is at 63% of revised budget. Council received \$7.4M of grant funding during the month from the State and Federal governments for the claims submitted so far on the Riverbank Redevelopment. Receipt of capital income will gain some momentum in coming months as restoration works for TC Marcia are finalised and the Works for Queensland funding is received.

Total Capital Expenditure is at 105% of the revised budget with committals. Capital expenditure excluding committals is currently sitting at 60% of the September Revised Budget. During February \$7.5M was spent on capital projects which is the average monthly spend for 2016/2017. It is anticipated that capital expenditure will continue this momentum as the capital program continues over the remaining months in this financial year.

Total Investments are approximately \$118.5M as at 28 February 2017 which is an increase from January of \$28.9M due to rates being received during February.

Total Loans are \$146.5M as at 28 February 2017.

## **CONCLUSION**

Total operational revenue is ahead of budget at 84% mostly due to the second levy of General Rates and Utility Charges for the year. Operational Expenditure is in line with budget at 66% when committed expenditure is included.

Capital Revenue is at 63% of revised budget due to the receipt of grants for the Riverbank Redevelopment. Capital Expenditure excluding committals is currently sitting at 60% of the September Revised Budget and is anticipated to continue strong performance to budget.

# **SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 28 FEBRUARY 2017**

## **Income Statement - February 2017**

**Meeting Date: 21 March 2017**

**Attachment No: 1**



**Income Statement**  
**For Period July 2016 to February 2016**  
**66.7% of Year Gone**

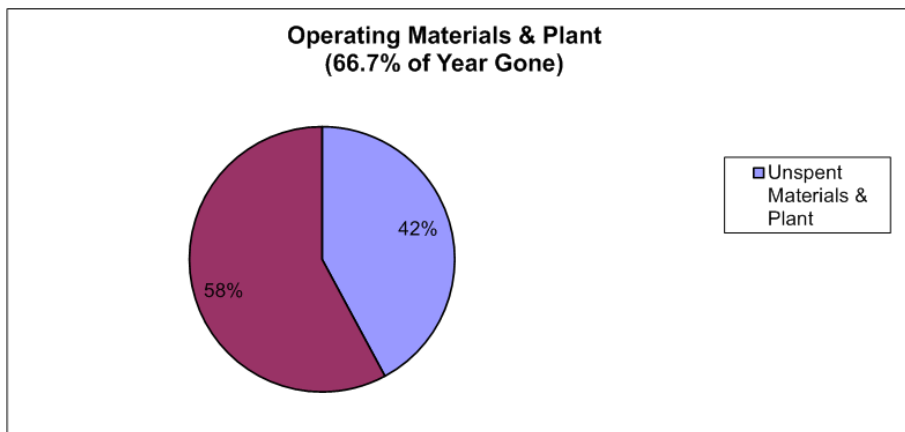
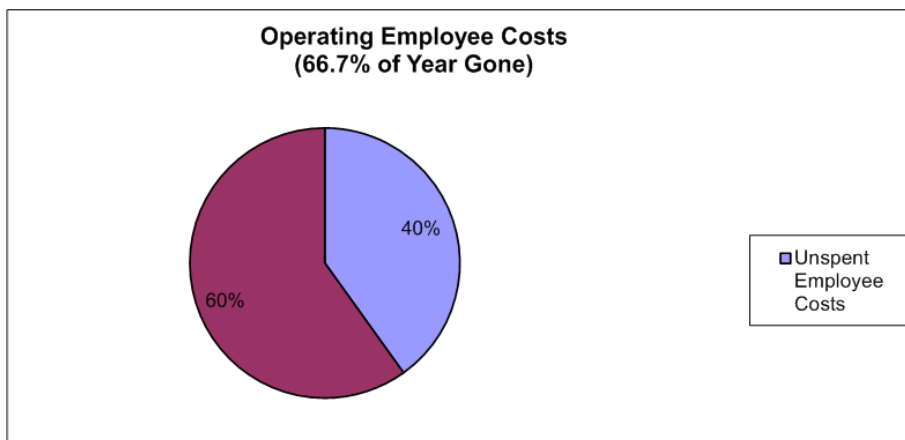
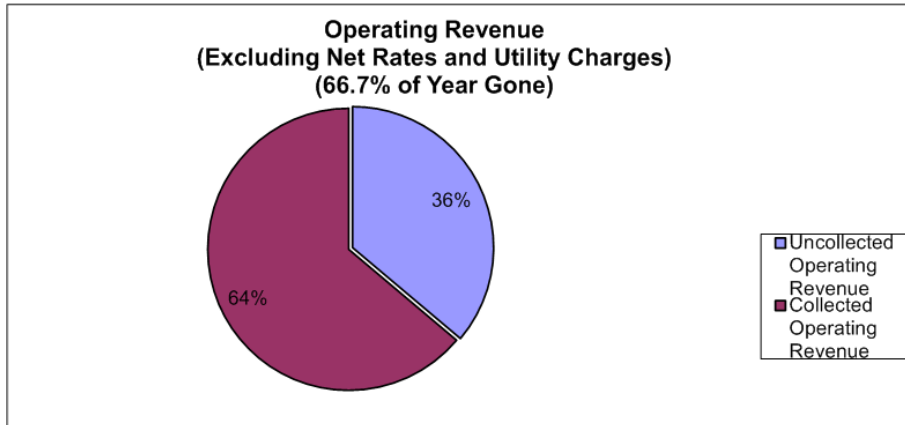
	Adopted Budget	Revised Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Adopted Budget
	\$	\$	\$	\$	\$	
<b>OPERATING</b>						
<b>Revenues</b>						
Net rates and utility charges	(133,058,706)	(132,915,844)	(122,755,652)	0	(122,755,652)	92%
Fees and Charges	(25,844,218)	(24,245,341)	(14,904,617)	0	(14,904,617)	61%
Private and recoverable works	(6,387,977)	(6,101,325)	(3,295,254)	0	(3,295,254)	54%
Rent/Lease Revenue	(3,050,752)	(3,018,652)	(2,016,675)	0	(2,016,675)	67%
Grants Subsidies & Contributions	(10,559,423)	(12,873,562)	(9,081,174)	0	(9,081,174)	71%
Interest revenue	(3,018,000)	(3,018,000)	(2,022,675)	0	(2,022,675)	67%
Other Income	(4,797,801)	(4,409,650)	(2,945,304)	1,360	(2,943,944)	67%
<b>Total Revenues</b>	<b>(186,516,876)</b>	<b>(186,582,374)</b>	<b>(157,021,350)</b>	<b>1,360</b>	<b>(157,019,990)</b>	<b>84%</b>
<b>Expenses</b>						
Employee Costs	76,845,985	73,633,384	44,106,093	191,431	44,297,524	60%
Contractors & Consultants	17,324,546	16,407,638	9,026,043	4,238,077	13,264,120	81%
Materials & Plant	10,700,883	10,343,311	5,963,930	1,418,206	7,402,137	72%
Asset Operational	18,663,845	18,283,420	11,441,581	1,230,727	12,672,308	69%
Administrative Expenses	12,435,624	12,855,088	7,023,727	1,901,907	8,925,634	69%
Depreciation	47,164,385	51,329,011	34,219,540	0	34,219,540	67%
Finance costs	8,684,407	8,684,407	5,787,249	0	5,787,249	67%
Other Expenses	1,381,963	1,415,783	726,226	1,000	727,226	51%
<b>Total Expenses</b>	<b>193,201,637</b>	<b>192,952,042</b>	<b>118,314,390</b>	<b>8,981,348</b>	<b>127,295,738</b>	<b>66%</b>
<b>Transfer / Overhead Allocation</b>						
Transfer/Overhead Allocation	(7,734,627)	(7,353,918)	(5,857,880)	4,059	(5,853,821)	76%
<b>Total Transfer / Overhead Allocation</b>	<b>(7,734,627)</b>	<b>(7,353,918)</b>	<b>(5,857,880)</b>	<b>4,059</b>	<b>(5,853,821)</b>	<b>76%</b>
<b>TOTAL OPERATING POSITION (SURPLUS)/DEFICIT</b>	<b>(1,049,867)</b>	<b>(984,251)</b>	<b>(44,564,839)</b>	<b>8,986,767</b>	<b>(35,578,073)</b>	<b>3389%</b>
<b>CAPITAL</b>						
	Adopted Budget	September Revised (Inc Carry Forward)	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Revised Budget
<b>Total Developers Contributions Received</b>	(3,925,700)	(1,446,024)	(1,202,968)	0	(1,202,968)	83%
<b>Total Capital Grants and Subsidies Received</b>	(30,026,786)	(35,458,956)	(22,076,832)	0	(22,076,832)	62%
<b>Total Proceeds from Sale of Assets</b>	0	(6,818)	(6,818)	0	(6,818)	100%
<b>Total Capital Income</b>	<b>(33,952,486)</b>	<b>(36,911,797)</b>	<b>(23,286,617)</b>	<b>0</b>	<b>(23,286,617)</b>	<b>63%</b>
<b>Total Capital Expenditure</b>	88,730,329	97,119,595	59,161,515	42,928,022	102,089,537	105%
<b>Net Capital Position</b>	<b>54,777,843</b>	<b>60,207,798</b>	<b>35,874,897</b>	<b>42,928,022</b>	<b>78,802,919</b>	<b>131%</b>
<b>TOTAL INVESTMENTS</b>			118,545,276			
<b>TOTAL BORROWINGS</b>			146,577,545			

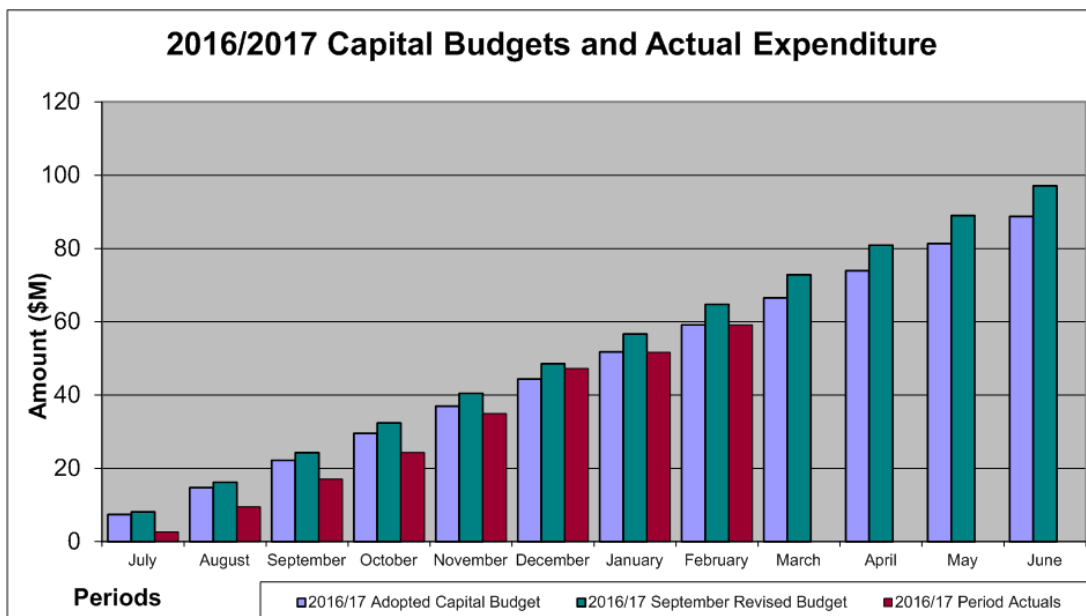
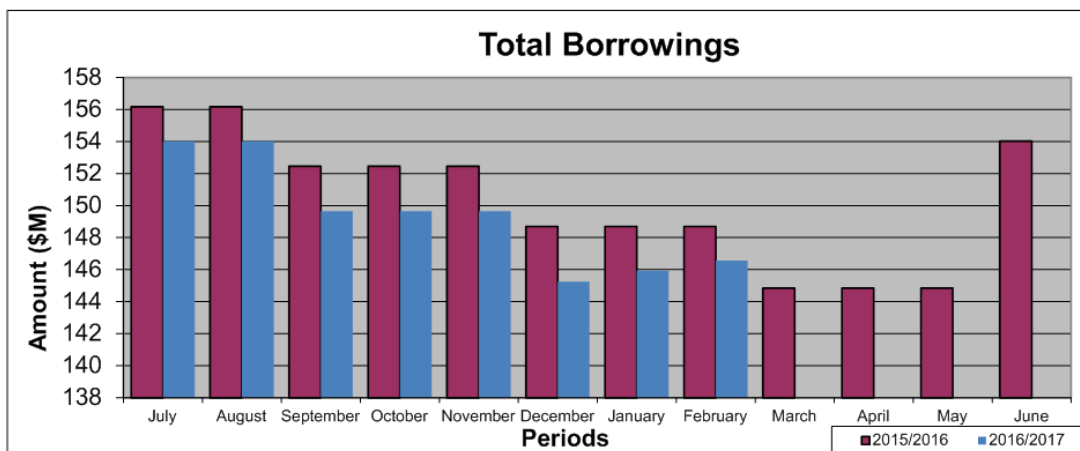
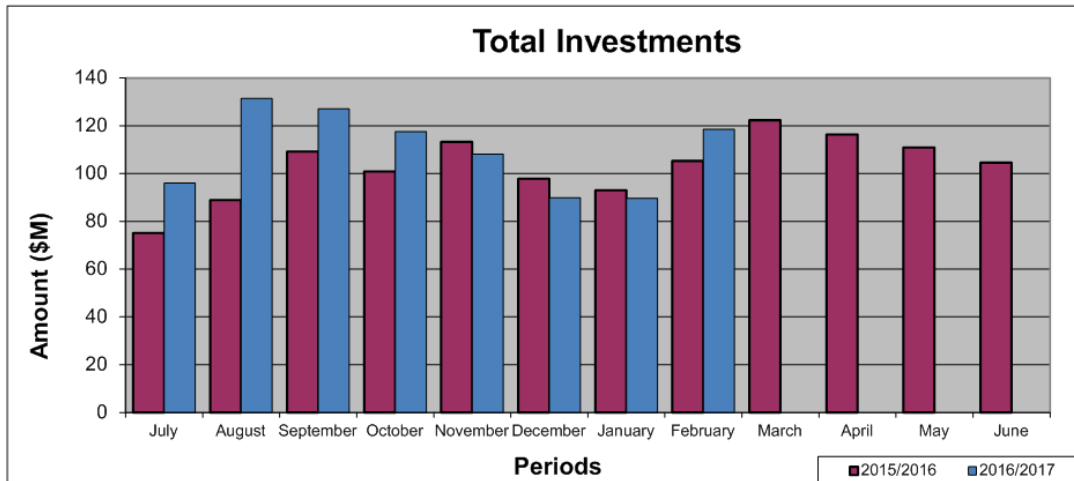
**SUMMARY BUDGET MANAGEMENT  
REPORT FOR THE PERIOD ENDED  
28 FEBRUARY 2017**

**Key Indicator Graphs - February 2017**

**Meeting Date: 21 March 2017**

**Attachment No: 2**





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**11.10 COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER**

<b>File No:</b>	<b>4107</b>
<b>Attachments:</b>	<b>1. Instrument of Delegation - Water Regulation 2016</b> <b>2. Instrument of Delegation - Water Act 2000</b>
<b>Authorising Officer:</b>	<b>Tracy Sweeney - Manager Workforce and Strategy</b> <b>Drew Stevenson - Acting General Manager Corporate Services</b>
<b>Author:</b>	<b>Travis Pegrem - Coordinator Industrial Relations and Investigations</b>

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**SUMMARY**

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

**OFFICER'S RECOMMENDATION**

THAT:

1. Council resolves as per section 257 of the *Local Government Act 2009* to delegate to the Chief Executive Officer, the exercise of powers contained in schedule 1 of the Instruments attached to this report:
  - a). *Water Regulation 2016*; and
  - b). *Water Act 2000*.
2. These powers must be exercised subject to any limitations contained in schedule 2 of the Instruments of Delegation attached to this report.

**COMMENTARY**

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

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

**New Legislation Added****Attachment 1 – *Water Regulation 2016***

MacDonnells Law has identified powers under the *Water Regulation 2016*. The *Regulation* is subordinate legislation to the *Water Act 2000*. The substance of the powers which relate to transfer, amendment and amalgamation of water licences, seasonal water assignments and metering.

**Changes to Existing Delegable Powers****Attachment 2 – *Water Act 2000***

In late 2014 the Queensland Government announced that extensive changes were proposed to the *Water Act 2000*. Some of these changes have not yet taken effect, however provisions regarding water supply emergency response, water restrictions, water plans and licences, water allocations and quarry materials allocations are in effect. Resulting in the addition of the following sections 25C(1)(d)(iii), 25C(1)(d)(v), 25ZA(1), 27(2)(b), 40, 40A, 49, 49A, 52B, 56, 61, 64, 69, 100, 101(1)(a), 101(1)(b), 101(1)(c), 105, 108A(1), 113, 114(2), 115(2), 118A(1), 118A(2), 118A(3), 118A(4), 119B(1)(b), 119B(2)(b), 122A(4)(a), 124, 127C(3), 128A(1), 128B(1), 129(2), 129A(2), 130(2), 132, 140(1), 142(1), 146, 146B(1), 146B(2)(b),

146B(2)(c), 179(1), 181, 184, 185A(1)(a), 186, 193(1), 195(2), 197(1), 198, 198A(2), 200(1), 200(2), 206(1), 206(4), 208, 212A(1), 216(1), 216(2), 220(1), 221(1), 222(1), 222(2B), 224(2), 224(3), 225(1), 228(5), 229(3), 229(8), 231(1), 236, 237(1), 243(1), 245(1), 266(1), 266(2A), 280(1), 288(1), 289(1), 291A(1), 333(1), 337(1), 338(1), 345, 354, 357(3), 357(4), 357(6), 358(5), 360(1), 360(2), 434(3), 556, 598A, 779, 862(1), 863(3) and 877(1). The following sections have been removed 698(1) and 698(2).

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

Legislation	Meeting Date
<i>Water Regulation 2016</i>	<i>NEW</i>
<i>Water Act 2000</i>	<i>10 December 2013</i>

## LEGISLATIVE CONTEXT

Section 257 of the *Local Government Act 2009* allows Council to delegate its powers to one or more individuals or standing committees, including to the CEO. Pursuant to section 257(4) of the *Local Government Act 2009* a delegation to the CEO must be reviewed annually by Council.

To further streamline the decision making process, section 259 of the *Local Government Act 2009* allows the CEO to sub-delegate the powers (including those delegated to him by Council) to another Council employee where appropriate.

## LEGAL IMPLICATIONS

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

- Council at all times retains power to revoke the delegation. Accordingly, Council retains ultimate control.
- Council, as delegator, has responsibility to ensure that the relevant power is properly exercised. Council will therefore continue to supervise and oversee the exercise of its powers.
- A delegation of power by Council may be subject to any lawful conditions which Council wishes to impose. The imposition of conditions enables Council to impose checks and balances on its delegations. However, the delegated power cannot be unduly fettered.



- The delegate must exercise a delegated power fairly and impartially, without being influenced by or being subject to the discretion of other individuals.

**CONCLUSION**

This report includes Instruments of Delegation for the relevant legislative Acts incorporating sections to be delegated from the Council to the CEO.

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

# **COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER**

## **Instrument of Delegation – Water Regulation 2016**

**Meeting Date: 21 March 2017**

**Attachment No: 1**

## **INSTRUMENT OF DELEGATION**

### ***Water Regulation 2016***

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

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

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

## Schedule 1

**Water Regulation 2016 ("WATR")**

Entity power given to	Section of WATR	Description
<b>Part 4 - Matters relating to water licenses</b>		
<b>Division 3 – Transfer, amendment or amalgamation of water licenses – Act, section 126</b>		
<b><i>Subdivision 2 – Process for dealing with application</i></b>		
Person	34(1)	Power to apply to the Chief Executive for a transfer, amendment or amalgamation of an original license.
Holder of original license	34(3)(b)(i)	Power to give a statutory declaration by the holder of the original license.
An interested entity	34(3)(b)(ii)	Power to give written consent to proposed transfer, amendment or amalgamation.
Applicant	37(2)	Power to give the Chief Executive notice in the approved form (a transfer notice).
<b>Part 5 - Water allocation</b>		
<b>Division 2 – Seasonal water assignments</b>		
<b><i>Subdivision 1 – Seasonal water assignments for water allocations not managed under resource operations licence</i></b>		
Holder of a Water Allocation	58(2)	Power to apply to the Chief Executive for a seasonal water assignment for the water allocation for the water year in which the application is made.
<b><i>Subdivision 2 – Seasonal water assignments for water allocations managed under resource operations licence</i></b>		
Holder of a Water Allocation	61(2)	Power in certain circumstances, to enter into an arrangement for a seasonal water assignment in relation to the allocation.
Holder of a Resource Operations Licence	61(2)(a)	Power to consent to the arrangement for a seasonal water assignment.
Distribution Operations Licence Holder	61(2)(b)	Power to consent to the arrangement for a seasonal water assignment
<b>Division 3 – Water allocation dealing rules applying to the whole of the State</b>		
<b><i>Subdivision 2 – Process for applying for and deciding particular water allocation dealings</i></b>		
Applicant for a water allocation	63	Power to apply for a water allocation in the approved form.
<b>Part 11 - Metering</b>		
<b>Division 4 – Reading meters</b>		
Holder of the metered entitlement	113(1)(a)	Power to give a notice to the Chief Executive of the reading of the meter.
Owner of the works	113(1)(b)	Power to give a notice to the Chief Executive of the reading of the meter.

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Entity power given to	Section of WATR	Description
Holder of the metered entitlement	114(a)	Power to make an application to the Chief Executive to read a meter.
Owner of the works	114(b)	Power to give the Chief Executive notice that the owner has decided to stop using the works
<b>Division 6 – Ownership</b>		
Holder or owner	119(3)	Power to give written notice to the Chief Executive of refusal to accept the transfer.

## Schedule 2

**Limitations to the Exercise of Power**

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

# **COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER**

## **Instrument of Delegation – Water Act 2000**

**Meeting Date: 21 March 2017**

**Attachment No: 2**



## INSTRUMENT OF DELEGATION

### *Water Act 2000*

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

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

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



## Schedule 1

**Water Act 2000 ("WATA")**

Entity power given to	Section of WATA	Description
<b>CHAPTER 2 – ALLOCATION AND SUSTAINABLE MANAGEMENT</b>		
<b>Part 2 - Water Rights</b>		
<b>Division 2A – Other water supply emergencies</b>		
<b>Subdivision 2 – Water supply emergency declaration and regulation</b>		
Service provider	25C(1)(d)(iii)	In certain circumstances, power to give the Minister for approval, within the time stated, a response (a <b>water supply emergency response</b> ) stating the way the service provider intends to ensure the restrictions are complied with
Service provider	25C(1)(d)(v)	In certain circumstances, power to give the Minister for approval, within the time stated, a response (also a <b>water supply emergency response</b> ) stating: <ul style="list-style-type: none"> <li>(a) the actions the service provider intends to take to achieve the outcomes; and</li> <li>(b) if the actions include imposing the restrictions mentioned in section 25D—the way the service provider intends to ensure the restrictions are complied with.</li> </ul>
<b>Division 2B – Restrictions on use of subartesian water</b>		
Water service provider	25ZA(1)	In certain circumstances, power to apply for written approval for the power to impose a restriction on the use of subartesian water by a customer of the water service provider in an area outside the SEQ region or a designated region if the water is taken.
<b>Division 3 – Other restrictions on taking or interfering with water</b>		
Owner of land a moratorium notice affects	27(2)(b)	In certain circumstances, power to apply to the Minister for an extension of the completion date.
<b>Part 3 -Water Planning</b>		
<b>Division 2 – Water resource plans</b>		
<b>Subdivision 2 – Consultation requirements for particular plans before their preparation</b>		
Entity	40	Power to make written submissions about the statement of proposals.
Entity	40A	Power to make written submissions about the updated statement of proposals.
<b>Subdivision 3 – Preparing and approving water resource plans</b>		
Entity	49	Power to make written submissions about the draft water resources plan.
Entity	49A	Power to make written submissions about the further draft water resources plan.
Entity	52B	Power to make written submissions about the proposal to postpone the expiry of the water resource plan.
Entity	56	Power to make written submissions in relation to a proposed amended

Entity power given to	Section of WATA	Description
		water resources plan or a proposed new draft water resources plan.
<b>Division 3 – Managing water use</b>		
<b><i>Subdivision 2 – Preparing and approving water use plans</i></b>		
Entity	61	Power to make written submissions about the proposed draft plan.
Entity	64	Power to make written submissions about the draft water use plan.
<b><i>Subdivision 3 – Amending or preparing new, water use plans</i></b>		
Entity	69	Power to make written submissions about the new draft water use plan.
<b>Part 4 - Implementing Water Resource Plans</b>		
<b>Division 2 – Resource operations plans</b>		
<b><i>Subdivision 1 – Preparing and approving resource operations plans</i></b>		
Entity	100	Power to make written submissions about the draft resources operation plan.
Existing water entitlement holders	101(1)(a)	In certain circumstances, power to give the chief executive a notice in the approved form stating the holders wish to be recorded on the water allocations register other than as tenants in common in equal shares.
Existing interest holders	101(1)(b)	In certain circumstances, power to give the chief executive a notice in the approved form stating the interest holder intends to take action to have the holder's interest recorded on the water allocations register.
Interest holder	101(1)(c)	In certain circumstances, power to give the chief executive notice of the consent in the approved form.
Proposed water allocation holder	101(1)(c)	In certain circumstances, power to consent to the encumbering of the proposed water allocation with the interest the interest holder has in the existing water entitlement or other authority to take water.
<b><i>Subdivision 2 – Amending resource operations plans</i></b>		
Entity	105	Power to make written submissions about the amended of a resources operation plan.
<b>Division 3 – Resource operations licences and distribution operations licences</b>		
<b><i>Subdivision 1 – Granting resource operations licences and distribution operations licences</i></b>		
Water infrastructure owner	107C(1)	Power to give the chief executive a notice in the approved form nominating an entity (a <i>nominee</i> ) to be the holder of a distribution operations licence.
<b><i>Subdivision 1A – Granting distribution operations licences other than under a resource operations plan</i></b>		
Person	108A(1)	Power to apply for a distribution operations licence not granted under a resource operations plan.
<b><i>Subdivision 3 – Amending resource operations licences and distribution operations licences</i></b>		
Licence holder	113	Power to agree to an amendment.

Entity power given to	Section of WATA	Description
<b>Subdivision 4 – Transferring or amalgamating resource operations licences and distribution operations licences</b>		
Holder of a resource operations licence or a distribution operations licence	114(1)	Power to apply to the chief executive to transfer all or part of the licence to another entity (the <i>transferee</i> ) that can hold the licence.
Current infrastructure owner	114(2)	Power to also apply, with or without the consent of the approved nominee, to transfer all or a part of the licence to the transferee.
Current infrastructure owner	114(3)(c)(ii)	Power to give written consent to the transfer.
Current infrastructure owner or Incoming owner	115(2)	Power to give written consent.
Holder of a resource operations licence	118A(1)	Power to apply to the chief executive to amalgamate, into a single licence, the resource operations licence with another resource operations licence in the same water supply scheme.
Holder of a distribution operations licence	118A(2)	Power to apply to the chief executive to amalgamate, into a single licence, the distribution operations licence with another distribution operations licence in the same water supply scheme.
Holder of the other licence	118A(3)	Power to give written consent.
Water infrastructure owner	118A(4)	Power to give written consent.
<b>Subdivision 5 – Cancelling resource operations licences and distribution operations licences</b>		
Resource operations licence holder	119B(1)(b)	Power to agree with the chief executive that the resource operations licence is no longer required.
Distribution operations licence holder	119B(2)(b)	Power to agree with the chief executive that the distribution operations licence is no longer required.
<b>Division 4 – Water allocations</b>		
<b>Subdivision 1A – Converting water entitlements and granting water allocations</b>		
Allocation holder or	122A(4)	Power to enter into a supply contract for the allocation.

Entity power given to	Section of WATA	Description
resource operations licence holder	(a)	
Licence holder	124	Power to enter require the allocation holder to give the licence holder reasonable security for supplying and storing the allocation.
Licence holder	127C(3)	Power to agree that the obligation has been satisfied and to give the chief executive notice in the approved form of the satisfaction.
<b><i>Subdivision 2 – Dealing with water allocations</i></b>		
Water allocation holder	128A(1)	Power to apply to the chief executive to: (a) amalgamate 2 or more water allocations into a single water allocation; or (b) subdivide a water allocation into 2 or more water allocations.
Water allocation holder	128A(1)	Power to propose to transfer or lease a water allocation not managed under a resource operations licence, and to give the chief executive notice of the proposed transfer or lease.
Allocation holder	129(2)	In certain circumstances, power to apply to the chief executive to change the allocation in accordance with the rules.
Allocation holder	129A(2)	In certain circumstances, power to apply to the chief executive to change the allocation in accordance with the rules.
Allocation holder	130(2)	In certain circumstances, power to apply to the chief executive to change the allocation.
Entity	132	Power to make written submissions about the application to change a water allocation.
Holder of a resource operations licence or holder of a distribution operations licence	140(1)	Power to exercise a power of sale in relation to a water allocation.
<b>Division 5 – Seasonal water assignments or water allocations</b>		
<b><i>Subdivision 1 – Allocations not managed under a resource operations licence</i></b>		
Water allocation holder or holder of a seasonal water assignment notice	142(1)	Power to enter apply for a seasonal water assignment for the water year in which the application is made.
Holder of a seasonal water assignment	146	Power to surrender a seasonal water assignment notice by giving the chief executive a notice of surrender.

Entity power given to	Section of WATA	Description
<b><i>Subdivision 2 – Allocations managed under a resource operations licence</i></b>		
Holder of a water allocation	146B(1)	Power to enter into an arrangement for a seasonal water assignment in relation to the water allocation.
Holder of the resource operations licence	146B(2) (b)	Power to consent to the arrangement.
Holder of the distribution operations licence	146B(2) (c)	Power to consent to the arrangement.

<b>Part 5 - Interim Allocation and Management Arrangements</b>		
<b>Division 2 – Interim resource operations licences</b>		
<b><i>Subdivision 4 – Amending interim resource operations licences on application of licence holder</i></b>		
Interim resource operations licence holder	179(1)	Power to apply to amend an interim resource operations licence.
Entity	181	Power to make written submissions about the application to amend an interim resources operations licence.
<b><i>Subdivision 5 – Amending interim resource operations licences by chief executive</i></b>		
Entity	184	Power to apply to make written submissions about the proposed amendment to an interim resource operations licence.
<b><i>Subdivision 5A – Other amendments to interim resource operations licences</i></b>		
Licence holder	185A(1) (b)	Power to apply request an amendment in accordance with the licence.
<b><i>Subdivision 6 – Transferring and cancelling interim resource operations licences</i></b>		
Holder of a resource operations licence or distribution operations licence/ current infrastructure owner/ incoming owner/holder of the other licence/water infrastructure owner	186	Power to exercise the particular entities powers under part 4, division 3, as if it were an application for the transfer or cancellation of a resource operations licence.

Entity power given to	Section of WATA	Description
<b>Division 3 – Interim water allocations</b>		
<b><i>Subdivision 4 – Dealing with interim water allocations</i></b>		
Interim resource operations licence holder or resource operations licence holder	193(1)	Power to apply to transfer all or part of an interim water allocation not attached to land.
Allocation holder	195(2)	Power to apply to the chief executive to transfer all or part of the authority in accordance with the regulation.
Holder of an interim water allocation	197(1)	Power to surrender the allocation by giving the chief executive a notice of surrender.
Joint holder of an interim water allocation	198	Power to make a written submission.
Licensee	198A(2)	Power to transfer an interim water allocation to the entity that acquired the land as if the allocation were a water licence.
<b><i>Subdivision 5 – Seasonal water assignments of interim water allocations</i></b>		
Holder of an interim water allocation	200(1)	Power to enter into an arrangement for a seasonal water assignment in relation to the allocation.
Holder of an interim resource operations licence or resource operations licence under which the allocation is managed	200(2)	Power to consent to the arrangement
<b>Part 6 - Water Licences and Permits</b>		
<b>Division 2 – Water licences</b>		
<b><i>Subdivision 1 – Granting water licences</i></b>		
Owner of a parcel of land or owner of contiguous parcels of land	206(1)	Power to apply for a water licence for the parcel or parcels and any other land of the owner or owners contiguous to the parcel or parcels.

Entity power given to	Section of WATA	Description
Local government	206(4)	Power to apply for a water licence for taking water or interfering with the flow of water.
Entity	208	Power to make written submissions about the application for a water licence.
Entity nominated by a relevant entity for a recycled water scheme	212A(1)	Power to apply for a water licence (a <b>transmission water licence</b> ) for taking water from a receiving water source.
<b>Subdivision 3 – Amending water licences</b>		
Licensee	216(1)	Power to apply to amend a water licence.
Entity	216(2)	Power to make written submissions about an application to amend a water licence.
<b>Subdivision 4 – Other dealings with water licences</b>		
Licensee	220(1)	Power to apply to renew a water licence before the licence expires.
Licensee or another owner of the land	221(1)	Power to apply to have the licence reinstated.
Licensee of a water licence	222(1)	Power to apply to transfer the licence.
Licensee	222(2B)	Power to apply to transfer the licence to a person who will be the owner of the land at the time the transfer is approved.
Licensee or licensee of 2 or more water licences relating to the same land or contiguous land or a licensee mentioned in section 213(e)	224(2)	Power to apply to amalgamate 2 or more water licences into a single licence.
Entity	224(3)	Power to make written submissions about the application to amalgamate a water licence.
Licensee of a water licence	225(1)	Power to apply to replace the original licence with 2 or more new licences.
Licensee	226(1)	Power to surrender a water licence by giving the chief executive a notice of surrender.

Entity power given to	Section of WATA	Description
<b>Subdivision 5 – Effects of land dealings on water licences</b>		
New licensee	228(5)	Power to must give the chief executive notice that the previous licensee has ceased to be the licensee.
Owner of land	229(3)	Power to apply for 1 or more water licences to replace the jointly held water licence.
Joint holder of a water licence	229(8)	Power to make a written submission about the proposal.
<b>Division 3 – Seasonal assignment of water licences</b>		
Licensee of a water licence or the holder of a seasonal water assignment notice	231(1)	Power to apply for a seasonal water assignment for the water year in which the application is made.
Permittee	236	Power to surrender a seasonal water assignment notice by giving the chief executive a notice of surrender.
<b>Division 4 – Water Permits</b>		
Person	237(1)	Power to apply for a water permit for taking water for an activity.
Permittee	243(1)	Power to surrender a water permit by giving the chief executive a notice of surrender.
<b>Division 5 – General</b>		
Licensee or permittee	245(1)	In certain circumstances, power to apply to the chief executive for a replacement licence or permit.
<b>Part 8 - Riverine Protection</b>		
<b>Division 1 – Granting permits for destroying vegetation, excavating or placing fill in a watercourse, lake or spring</b>		
Person	266(1)	Power to apply to the chief executive for a permit to do any or all of the following activities: (a) excavate in a watercourse, lake or spring; (b) place fill in a watercourse, lake or spring.
Registered owner of land	266(2A)	Power to give written consent.
<b>Part 9 - Quarry Materials</b>		
<b>Division 2 – Granting and selling allocations of quarry material</b>		
Person	280(1)	Power to apply for an allocation of quarry material.
<b>Division 4 – Dealing with allocations of quarry material</b>		
Allocation notice holder	288(1)	Power to apply to transfer all or part of the allocation to another person.



Entity power given to	Section of WATA	Description
Allocation notice holder	289(1)	Power to apply to renew the allocation notice before it expires.
Allocation notice holder	291A(1)	Power to surrender the allocation notice by giving the chief executive notice of its surrender.
<b>Part 11 - Operations licence</b>		
<b>Division 3 – Dealing with operations licences</b>		
Licensee	333(1)	Power to apply to amend an operations licence.
Licensee	337(1)	Power to apply to transfer the operations licence.
Licensee	338(1)	Power to surrender the operations licence by giving the chief executive notice of surrender.
<b>CHAPTER 2A – WATER SUPPLY AND DEMAND MANAGEMENT</b>		
<b>Part 2 - Water Security Planning</b>		
<b>Division 2 – Desired level of service objectives</b>		
Entity	345	Power to make written submissions about the proposed level of service objectives.
<b>Division 3 – Water Security Program</b>		
<b><i>Subdivision 3 – Preparing and finalising water security program</i></b>		
Designated water security entity	354	Power to prepare a draft water security program.
Designated water security entity	357(3)	Power to consider the request and decide whether to revise the draft program.
Designated water security entity	357(4)	In certain circumstances, power to prepare a revised draft water security program within 14 days after making the decision.
Designated water security entity	357(6)	Power to give the chief executive notice of the decision and the reasons for the decision.
Designated water security entity	358(5)	Power to decide not to publish or allow inspection of any part of the water security program the designated water security entity is reasonably satisfied contains sensitive security information.
<b><i>Subdivision 4 – Review and amendment of water security program</i></b>		
Designated water security entity	360(1)	Power to amend water security program.
Designated	360(2)	Power to consider it reasonably necessary to amend the program as a

Entity power given to	Section of WATA	Description
water security entity		result of a review under section 348.
<b>CHAPTER 3 – UNDERGROUND WATER MANAGEMENT</b>		
<b>Part 5 - Make Good Obligations for Water Bores</b>		
<b>Division 4 – Disputes about make good obligations</b>		
<b><i>Subdivision 4 – Land Court decision dispute</i></b>		
Eligible party	434(3)	Power to apply to the Land Court to decide the matter the subject of the election notice.
<b>CHAPTER 4 – WATER AUTHORITIES</b>		
<b>Part 2 - Establishing water authorities</b>		
<b>Division 2 – Procedure</b>		
Entity	556	Power to make written submissions on the proposed amendment to the chief executive.
<b>Part 4 - Board of Directors</b>		
<b>Division 1 – Appointment etc. of board of directors</b>		
Person	598A	Power to make written submissions on the proposed change to the chief executive.
<b>Part 7 - Amalgamating, Dissolving and Transferring Functions of Water Authorities</b>		
<b>Division 2 – Transferring water authority's functions to local government</b>		
	698(1)	Power to agree with a water authority to a proposed transfer to Council of all or part of the water authority's functions.
	698(2)	Subject to s698(3), power to, with the water authority, consider
Local Government	700A(1) (a)(i)	Power to agree in writing to a proposed transfer by the water authority to the local government of all or part of the authority's functions and on how to implement the proposed transfer.
Local Government	700A(1) (b)	Power to notify the Minister of an agreement regarding the proposed transfer and ask in writing for the Minister's approval of the proposed transfer.
<b>CHAPTER 5 – INVESTIGATIONS, ENFORCEMENT AND OFFENCES</b>		
<b>Part 2 - Enforcement Matters</b>		
<b>Division 1 – Show cause notices and compliance notices</b>		
Recipient of a show cause notice	779	Power to make written submissions about the show cause notice.
<b>CHAPTER 6 – REVIEWS AND APPEALS</b>		
<b>Part 2 - Internal Review of Decisions</b>		
Interested person	862(1)	Power to may apply for a review (an <i>internal review</i> ) of particular original decisions.
Applicant	863(3)	Power to give any other person who was given an information notice about the original decision the notice of the application (the <i>submitter</i>

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Entity power given to	Section of WATA	Description
		<i>notice</i> ) and a copy of the application and supporting documents.
<b>Part 3 - Appeals and External Reviews</b>		
Interested person for the original decision	877(1)	Power to appeal against or apply for a review of the review decision.

**Limitations to the Exercise of Power**

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

**12 NOTICES OF MOTION**

Nil

**13 QUESTIONS ON NOTICE**

Nil

**14 URGENT BUSINESS/QUESTIONS**

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

## 15 CLOSED SESSION

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

### RECOMMENDATION

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

#### 16.1 Legal Matters as at 28 February 2017

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

#### 16.2 Fraud and Corruption Risk Checklist - Annual Review

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.

#### 16.3 Quay Street Cultural Precinct - Business Case

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

#### 16.4 CBD Car Parking

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.

#### 16.5 5-71 Olive Street

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

#### 16.6 Acquisition of land - Mt Morgan

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

#### 16.7 Chief Executive Officer Monthly Report as at Wednesday 15 March 2017

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 28 FEBRUARY 2017

**File No:** 1392

**Attachments:** 1. Legal Matters as at 28 February 2017

**Authorising Officer:** Tracy Sweeney - Manager Workforce and Strategy  
Drew Stevenson - Acting 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.

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#### **SUMMARY**

*Coordinator Industrial Relations and Investigations presenting an update of current legal matters that Council is involved in as at 28 February 2017.*

**16.2 FRAUD AND CORRUPTION RISK CHECKLIST - ANNUAL REVIEW****File No:** 8780**Attachments:** 1. **Fraud and Corruption Risk Checklist Annual Presentation as at 3 February 2017****Authorising Officer:** **John Wallace - Chief Audit Executive  
Evan Pardon - Chief Executive Officer****Author:** **Kisane Ramm - Senior Risk and Assurance Advisor**

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

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**SUMMARY**

*The annual review of the Fraud and Corruption Checklist has been completed and is now presented for adoption.*

**16.3 QUAY STREET CULTURAL PRECINCT - BUSINESS CASE****File No:** 12155**Attachments:** 1. Quay Street Cultural Precinct - Stage 1  
Business Case**Authorising Officer:** Peter Kofod - General Manager Regional Services**Author:** Peter Owens - Manager Arts and Heritage

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

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**SUMMARY**

*Following Council approval to proceed with the preparation of detailed concept designs and project plans for the Quay Street Cultural Precinct in the CBD, this report seeks Council approval of a proposal to develop a detailed business case document supporting potential funding applications to government.*

**16.4 CBD CAR PARKING****File No:** 5252**Attachments:**

1. CBD Redevelopment Framework Extract
2. Draft Streetscape Design Manual Extract
3. Temporary Parking Sites Plan

**Authorising Officer:** Martin Crow - Manager Engineering Services  
Peter Kofod - General Manager Regional Services**Author:** Angus Russell - Coordinator Strategic Infrastructure

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

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**SUMMARY**

*The report recommends a number of actions in relation to CBD car parking in the context of previous reviews, Riverfront project and the draft CBD Revitalisation Framework.*

**16.5 5-71 OLIVE STREET****File No: 12408****Attachments:**

- 1. Potential Development Options**
- 2. Draft Structure Plan**
- 3. Draft Structure Plan Report**

**Authorising Officer: Peter Kofod - General Manager Regional Services****Author: Angus Russell - Coordinator Strategic Infrastructure**

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

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**SUMMARY**

*The report presents a number of options for Council owned land at 5-71 Olive Street.*

**16.6 ACQUISITION OF LAND - MT MORGAN****File No:** 2021**Attachments:**

1. Mt Morgan - Zoning Map
2. Mt Morgan - Aerial Map
3. Mt Morgan - Property List
4. Mt Morgan - Valuation
5. Mt Morgan - Letter

**Authorising Officer:** Drew Stevenson - Acting General Manager Corporate Services**Author:** Kellie Anderson - Coordinator Property and Insurance

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

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**SUMMARY**

*Coordinator Property & Insurance reporting on proposed acquisition of land at Mt Morgan.*

**16.7 CHIEF EXECUTIVE OFFICER MONTHLY REPORT AS AT WEDNESDAY 15 MARCH 2017****File No: 1830****Attachments: Nil****Authorising Officer: Evan Pardon - Chief Executive Officer****Author: Evan Pardon - Chief Executive Officer**

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

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**SUMMARY**

*Chief Executive Officer presenting monthly report for the period ending Wednesday 15 March 2017.*

**17 CLOSURE OF MEETING**