



ORDINARY MEETING

AGENDA

28 JUNE 2022

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 28 June 2022 commencing at 9:00am for transaction of the enclosed business.

A handwritten signature in black ink, appearing to be "C. Pe", written in a cursive style.

CHIEF EXECUTIVE OFFICER
27 June 2022

Next Meeting Date: 12.07.22

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

1.1 Acknowledgement of Country

2 PRESENT

Members Present:

The Mayor, Councillor A P Williams (Chairperson)
Deputy Mayor, Councillor N K Fisher
Councillor S Latcham
Councillor C E Smith
Councillor C R Rutherford
Councillor M D Wickerson
Councillor D Kirkland
Councillor G D Mathers

In Attendance:

Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE**4 CONFIRMATION OF MINUTES**

Minutes of the Ordinary Meeting held 14 June 2022

Minutes of the Special Meeting held 20 June 2022

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA**6 BUSINESS OUTSTANDING**

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COUNCILLOR/DELEGATE REPORTS

9.1 COUNCILLOR DISCRETIONARY FUND - ROCKHAMPTON YOUTH ORCHESTRA

File No: 8295
Attachments: Nil
Authorising Officer: Damon Morrison - Executive Manager Office of the Mayor
Author: Nicole Semfel - Executive Support Officer

SUMMARY

Councillor Cherie Rutherford is requesting approval for a donation from her Councillor Discretionary Fund to Rockhampton Youth Orchestra Inc.

OFFICER'S RECOMMENDATION

THAT Council approves the allocation of \$500.00 from Councillor Cherie Rutherford's Councillor Discretionary Fund to Rockhampton Youth Orchestra Inc. towards purchasing a commercial grade air purifier for their rehearsal/performance room.

BACKGROUND

The Rockhampton Youth Orchestra have applied for funding through Councillor Discretionary Fund allocation to assist in the purchase of a commercial grade air purifier for their main rehearsal and performance room in the Walter Reid Cultural Centre Rockhampton. The cost to purchase the air purifier is \$5889.00.

Councillor Donna Kirkland has already donated \$980.00 towards this air purifier and in accordance with Council policy and procedure approval is sought from Councillor Rutherford to make an additional donation of \$500.00.

10 OFFICERS' REPORTS

10.1 CIRCULAR ECONOMY DISCUSSION PAPER - SHIFTING ROCKHAMPTON TO A CIRCULAR ECONOMY

File No:	1291
Attachments:	1. Circular Economy Discussion Paper - Shifting Rockhampton to a Circular Economy ↓
Authorising Officer:	Greg Bowden - Executive Manager Advance Rockhampton
Author:	Wade Clark - Industry Engagement Manager

SUMMARY

As per the Rockhampton Regional Council Operational Plan (2021/22), Advance Rockhampton was tasked with preparing a discussion paper outlining the economic benefits of building a circular economy across the region (Action 2.6.1).

This report highlights the benefits, opportunities and a pathway forward to assist the Rockhampton Region to further drive the development of a sustainable and prosperous local economy through a circular economy approach versus a linear model that most economies currently operate under.

OFFICER'S RECOMMENDATION

THAT Council receives the Circular Economy Discussion Paper and adopts a Circular Economy pathway to further drive the development of a sustainable, prosperous and circularised local economy.

COMMENTARY

Advance Rockhampton engaged a Circular Economy specialist from Beca Pty Ltd to assist in developing a discussion paper (the paper) that focused on understanding the economic benefits of building a circular economy and how to progress a circular economy approach.

Please find attached: Circular Economy Discussion Paper – Shifting Rockhampton to a Circular Economy.

A Circular Economy approach designs out waste and pollution, keeps products, materials and assets cascading in use at their highest value and assists in regenerating natural systems.

This moves beyond the traditional take, make and dispose linear economic approach to a positive, value-add impact by keeping materials and products in use for longer through repair, repurpose, remanufacturing, and reuse with recycling a last resort after all other options are exhausted.

The paper was developed through stakeholder meetings, desktop research, context mapping, SWOT analysis and a review of key opportunities aligned to the region's strengths.

As part of the main findings from an industry perspective the Region has significant circular economy opportunities as outlined in Table 1 below.

Table 1 – Circular Economy Opportunities across Industry Areas

Agriculture	Civil Construction	Resources	Energy	Defence
Bio organics	Technical policy for Circular Economy	Use of secondary material	Regional recycling/ recovery facility	Sustainable defence facilities
Nutrient and water trading	Circular Infrastructure	Regional recovery facility	Renewable energy precincts	Waste management
Circular precincts	Capacity building	Circular Economy policy	Renewable commitments	Defence targets for Net Zero
Bio fuel	Circular supply chains	Technological innovation	Industry attraction	Sustainable land management
Green produce	Circular design innovation	Soil restoration	Renewable energy supply	Sovereign manufacturing
	Eco living / Circular Village	Sovereign manufacturing		Local supply chains

The paper also outlines significant Council driven opportunities, including:

- Commitment for the circular economy and net zero carbon emissions.
- Strategic land use planning (zoning and development controls).
- Waste minimisation and resource recovery.
- Circular economy capacity building.
- Embed circularity in procurement policies.
- Renewable energy.

To continue developing a Circular economy approach focusing on industry and Council opportunities the following pathway is recommended in Table 2:

Table 2 – Proposed Circular Economy (CE) Pathway

Step 1 Establish the need (COMPLETED)	Step 2 CE Framework/ Opportunity analysis	Step 3 Council Commitment	Step 4 Implementation
1.1 Understand the local context	2.1 Macro scale sector opportunities (COMPLETED)	3.1 Development the CE policy & roadmap	4.1 Feasibility studies
1.2 Stakeholder engagement	2.2 Stakeholder mapping	3.2 Collaborate with key industry sectors	4.2 Planning instruments to support the transition
1.3 Context mapping	2.3 In-depth economic analysis	3.3 Support research and development	4.3 Sequence implementation of CE project
	2.4 Material flow analysis for the region		
	2.5 Map & Prioritise CE opportunities for the region		

BACKGROUND

The Rockhampton Regional Council's Operational Plan (2021/22) through the Economy pillar directed the development of a Circular Economy Discussion Paper as per Action 2.6.1: Investigate economic benefits of building a circular economy across the Region.

BUDGET IMPLICATIONS

There has been funding allocated in the 2022/23 budget to assist circular economy development and this would be utilised to progress the pathway if Council adopts the recommended approach.

STAFFING IMPLICATIONS

The Executive Manager for Advance Rockhampton with the support of the Industry Engagement Manager will lead the development of the Circular Economy Framework/Opportunity Analysis in partnership with Rockhampton Regional Waste and Recycling, Fitzroy River Water, Strategy and Planning and Environmental Sustainability.

CORPORATE/OPERATIONAL PLAN

Corporate Plan

Regional Profile and Services

2.2 Value add to the strengths of industry to deepen regional economic activity.

Industry Growth

2.5 Promote industry diversification to enhance regional economic resilience.

Operational Plan

2.6.1: Investigate economic benefits of building a circular economy across the Region.

CONCLUSION

The Rockhampton Region has significant economic opportunities in industry sectors including: agriculture, civil construction, resources, energy and defence that can be initiated through a circular economy approach. Some Council services, policies and procedures can also assist in creating greater value from a circular economy approach.

A circular economy approach will also assist the region on a pathway of greater resilience and sustainability as it seeks to utilise and circularise economic value within the Rockhampton Region.

**CIRCULAR ECONOMY DISCUSSION
PAPER - SHIFTING ROCKHAMPTON
TO A CIRCULAR ECONOMY**

**Circular Economy Discussion Paper -
Shifting Rockhampton to a Circular
Economy**

Meeting Date: 28 June 2022

Attachment No: 1

DISCUSSION PAPER

Shifting Rockhampton to a Circular Economy

Prepared for Rockhampton Regional Council
By Beca Pty Ltd
14 June 2022




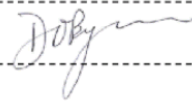

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DOCUMENT CONTROL

Revision History

Revision No	Prepared By	Description	Date
A	Dr Anumitra Mirti	Draft 1	08/06/2022
B	Dr Anumitra Mirti	Final	15/06/2022

Document Acceptance

Action	Name	Signed	Date
Prepared By	Dr Anumitra Mirti		15/06/2022
Reviewed By	Debbie O'Byrne		07/06/2022
Reviewed By	Debbie O'Byrne		15/06/2022
Approved By	Meredith Storey		15/06/2022
on behalf of	Beca Pty Ltd		

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1. EXECUTIVE SUMMARY

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EXECUTIVE SUMMARY

Purpose

Rockhampton Regional Council (the Council) is seeking to understand what the circular economy (CE) is and how differences in the circular economy approach, compared to the traditional linear economy approach, can assist the region in its transition into a higher value, socially acceptable and sustainable economy.

Problem/Issue

Whilst the *China National Sword Policy* forced Australia to rethink management of historical recycling strategies and resources, the Covid pandemic further highlighted economic vulnerability due to Australia's dependence on import markets. Increasing demand and costs of virgin material, particularly in the construction sector, highlighted a need for sovereign manufacturing capability and market off-takes for locally available secondary products and materials that are clean, affordable, and accessible. Additionally, the declining capacity of landfills and increasing waste levies, including those recently introduced by the Queensland Government, demonstrate that the traditional linear model of take, make and dispose is no longer economically sustainable and becoming socially unacceptable.



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Background

Many companies and governments are recognising that the current take-make-waste linear economy based on extraction, exponential growth and overconsumption of natural resources is a significant contributor to climate change, biodiversity loss, depletion of natural resources, ocean acidification, and pollution¹. There is acknowledgement that a **decoupling** of economic development from pure resource consumption and ecological degradation is urgently required. This is reflected in the global paradigm shift to a Circular Economy (CE) and the growing interest in Doughnut Economics, Planetary Boundaries, and the Sustainable Development Goals.

Previous efforts at achieving sustainable development have focused on policies and regulations aimed at addressing social problems and environmental impacts directly rather than addressing the underlying economic failures that generate systemic problems. Moving beyond siloed approaches, a circular economy takes a system lens to identify where key leverage points in our economic system could be regenerative, make cities and supply chains more local and resilient while ensuring our businesses are future proofing for climate change impacts. The Covid-19 pandemic has also highlighted the risks associated with hyper-efficient, low-cost global supply chains that have expose economies to significant disruption, further driving momentum in the circular economy space.

Following the 2017 *China National Sword Policy* to reduce the volume of recyclable material imported, the Queensland Government developed the *Waste Management and Resource Recovery Strategy* focusing on building economic opportunities as they transition to a circular economy. A circular economy approach is built on three principles that require:

1. Designing out waste and pollution,
2. Keeping products, material and assets cascading in use at their highest value
3. Regenerating natural systems.



This moves beyond the traditional take, make and dispose narrative to creating a positive, value-add impact by keeping materials and products in use for longer through repair, repurpose, remanufacturing and reuse with recycling only a last resort when all other options are exhausted. It challenges industries to restructure their business models for longer lasting products, information sharing and adoption of new technologies. This reduces the unsustainable extraction of virgin material and reduces the negative environmental impacts from our linear economic model. This circular approach is relevant across all sectors creating new business models and leveraging market demand for products and materials that are more resilient, cleaner, and sustainable.

Recent federal and state government initiatives in both the economic and environmental sectors have signalled a circular economy approach is the future. This has been noted in several documents including but not limited to the *National Waste Policy* and the *Queensland Waste Management and Resource Recovery Strategy*.

This Circular Economy Discussion Paper (The Paper) provides an overview of relevant circular economy issues, key industry sectors in the region and potential circular opportunities across each sector. It presents circular economy case studies both international and national, including local government across Australia, that provide a range of practical examples to draw on.

An in-depth economic analysis and community engagement is a natural next step in the circular economy process.

¹Ellen McArthur Foundation 2015

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Method

- **Desktop review** - The Paper draws from research on international and locally adopted best practices that can be applied to this region. It also included a review of internal and external documents provided by *Advance Rockhampton*.
- **Context mapping and SWOT analyses** were carried out to gain key insights from both objective and subjective sources.
- **Stakeholder Engagement** - The Paper has been developed in close consultation with *Advance Rockhampton* and is informed by relevant Council staff such as the Waste and Sustainability Teams. External stakeholders from key sectors in the region were also consulted in a workshop hosted by the Council and in one-to-one interviews. To further identify opportunities, internal and external stakeholders from key sectors across the region were also consulted at a workshop hosted by Advance Rockhampton at the Smarthub and subsequent one-to-one interviews.



Main Findings/Conclusions

- Circular economy principles have been adopted overseas over the last couple of decades. While Australia is a latecomer to the concept, significant momentum has built over the last couple of years and is growing exponentially. This is also demonstrated by the Rockhampton stakeholder engagement and how they are also trying to adopt the circular principle as their new business model.
- Adopting a circular economy approach can offer local governments and surrounding regions an opportunity to both better manage resources, as well as providing new economic opportunities whilst enhancing the local environment.
- The region's key strengths are its location in Central Queensland with high water security (due to its location in the Fitzroy Basin) and major transit corridors making Rockhampton highly accessible and an ideal local for growth of new innovative industries including agriculture built on renewable energy.
- The surrounding mines and investment in power generation in Central Queensland as well as Rockhampton can provide the much-needed green/renewable energy for the region and make the region attractive for green investments such as battery storage and new industries.
- The growth plan of Defence further contributes to regional economy with employment, supply of local goods and services. There are cross sectoral circular economy opportunities for industries that provide support for defence sector including production and servicing of defence materials and equipment.
- Council services in particular the Rockhampton Region Waste and Recycling will play a major role in circular economy activities and advancing cross sectoral investment and circular opportunities.

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Industry Opportunities



Figure 1 - Circular Economy Opportunities for Rockhampton

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RECOMMENDATIONS

1. **Agreement of the Circular Economy pathway:** The high-level opportunities identified in the discussion paper need to be discussed with all key stakeholders both internal and external and for Council to establish the way forward. This will inform the development of Council's CE policy and roadmap as indicated in **Figure 2**, under step 3.
2. **Further Analysis:** Further in-depth and detailed analysis is recommended that includes:
 - a material flow analysis for the region across all key sectors to assist in identifying regional resources and recognise potential opportunities for growth.
 - an economy wide, in-depth economic analysis to quantify the circular opportunities across each sector and region will provide clarity on opportunities for prioritisation and implementation.
3. **Continue engagement with industry:** The engagement with the key industry sector during the development of the discussion paper was well received. It is recommended that the engagement with the industry and key stakeholders is continued throughout the CE journey.
4. **Continue the research partnerships/industry specific:** Several research opportunities are already underway, and these research projects will provide the relevant, and necessary, insights to support the establishment of a circular economy. The evidence and data will build local capacity, as well as provide confidence in the regional market for new and innovative opportunities. It is essential that Council partner and collaborate with the relevant agencies on all circular opportunity investigation.

5. **Support businesses in CE transition:** Council's role in building the regional capacity for circular economy and supporting the local / regional businesses and industries to transition is crucial. This can be achieved through education or training sessions, forums and events, and innovation sprints in partnership with research, industry associations and other government agencies.

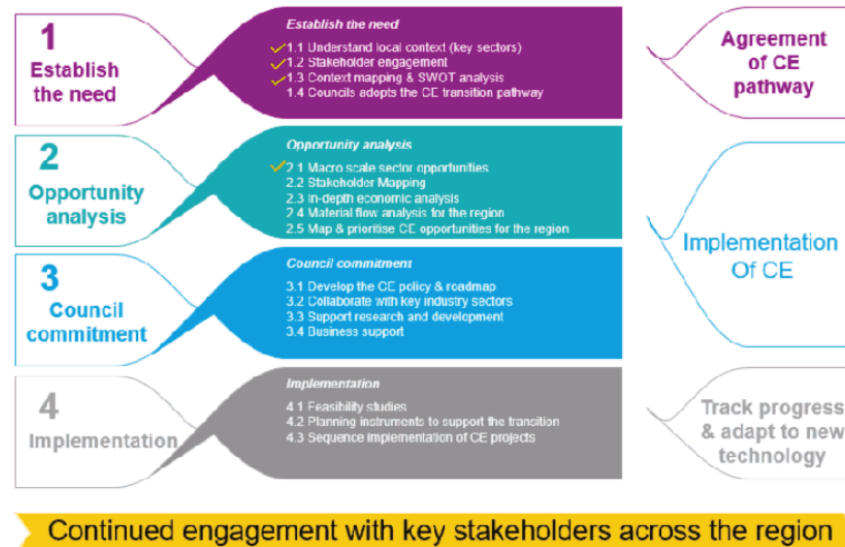


Figure 2 - Steps to Adopt & Implement Circular Economy (Note: The yellow ticks indicate the steps in covered in this paper).



2. OVERVIEW

Sensitivity: General

2.1 OVERVIEW OF THE ROCKHAMPTON REGION

Rockhampton Region is in the heart of the Fitzroy Basin, situated in Central Queensland, approximately 600kms north of Brisbane. The regional council area comprises of 6,560 square kilometres surrounded by preclearing remnants and a range of natural assets including State and National parks such as the Mount Archer National Park, Goodedulla National Park, Bouldercombe Gorge Reserve, freshwater lagoons across the Yeppen Plains and mangrove habitats in the Fitzroy delta. All of which make the region a major tourist attraction. Approximately 6% of the area is occupied by the Fitzroy River which is the largest river catchment flowing onto the Great Barrier Reef.

The region is a major economic hub and service centre in Central Queensland. Rockhampton's central location linking the major highways to the north, south and west as well as rail and air networks makes it a major resource and industrial hub. It is known as the *Beef Capital of Australia* as red meat accounts for 85% of regional agriculture value, which equates to \$1 billion. The \$5.6 billion regional economy is built on its diversity with Health Care and Social Assistance, Education and Training, Retail Trade and Construction driving employment and economic impact. Additionally, Electricity, Gas, Water and Waste Services, Mining and Agriculture providing additional value add to the Rockhampton economy.

Top 4 Industries in Rockhampton by Jobs & by Value Added - 2020



Source: NIEIR, 2021 | * % of local jobs in Rockhampton, ** % of value added in Rockhampton

Figure 3: Top four industries in Rockhampton region in 2020 (% of local jobs and % of value added)

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A desktop review of the State and Regional strategic documents and stakeholder engagement highlighted the key drivers in the region are:

1. Climatic and extreme weather events causing floods, heatwaves, and cyclones,
2. Changing government policies,
3. Investment, supply-chain, and international trading market risks,
4. Technological innovation,
5. Social licence to operate – the ability of an organisation to carry out its business because of the confidence society has that it will behave legitimately, with accountability and in a socially and environmentally responsible way, and
6. Increasing population, which equates to increasing consumption, generation of waste and demand for employment.

The region can experience various extreme climatic conditions from drought, heat waves, fires, storms, and intense rainfall incidences causing flooding. These weather conditions have increased in frequency and intensity over time and are expected to worsen in the future causing a major impact on the region’s natural ecosystems such as land degradation, soil erosion, water quality and quantity, and species extinction. In response to these climatic conditions, combined with the fast-changing market conditions, various policy changes are being imposed by all levels of government such as the Queensland Governments Net Zero Emissions target by 2050, the Federal and State waste recovery and recycling targets by 2030 and 2050 and renewable energy targets for the state.

The market economy is currently in a flux as it tries to recover from the impacts of the pandemic. The pandemic created many challenges such as disruption to imports and exports, and the supply chain but also generated opportunities to rethink and rebuild the economy to support international trade, invest in

sovereign manufacturing and technological innovations to expedite the economic recovery. As linear solutions cannot be applied in the circular economy, implementing circular thinking necessitates innovation and digital technology is a critical enabler of circular solutions. Innovation needs to be embedded across each sector to maximise circular opportunities from their individual lens as well as cross sectoral opportunities. Partnerships and a collaborative approach to unpacking the present days challenges and solutions is essential and needs to be supported by all levels of government and sectoral agencies.

Embracing a circular economy approach is indicative of a level of Sustainability Maturity (Figure 4) that is becoming increasingly important in market perception both for governments and for businesses in attracting investment and maintaining a social licence to operate. Expectations continue to grow from consumers, governments, and markets that more is done to tackle the impacts of climate change and concerted efforts are made to decarbonise the economy.



Figure 4: Sustainability Maturity

Sensitivity: General

The region has a current population of 82,311 which is forecasted to increase to 100,000+ by 2041. While the increasing population will have a positive impact on the economy, including the construction sector, it will also increase consumption and therefore the volume of municipal waste generated.

Council owns and manages all its waste management and recovery facilities which includes one active landfill site, 6 other waste transfer stations and an estimated 30 closed landfill sites. In 2017-18, of the 89,000 tonnes of waste generated by the LGA, approximately 37% of it was recycled in comparison to Queensland State's average recycling rate of 42%. Whilst the disposal of waste products at landfills is currently a relatively cheap option at the moment, costs will increase over time. In terms of municipal solid waste, the cost will increase as the state government rebate that Council receives will be slowly reduced over the next 10 years coupled with the increase of the actual levy amount. Over time it will become financially prudent for Council to seek alternatives such as an expanded Food Organics and Garden Organics (FOGO) program to counter these costs which is currently being trialled. FOGO trial is demonstrating success with a high recovery rate, only 6% contamination and increased presentation of FOGO from 39% to 63%.

In terms of Council generated waste from its own construction activities as well as solid waste from commercial activities (agriculture, retail, restaurants and other assets) the cost of waste disposal again will increase over time as the levy amount rises. Due to this, private industry/commercial sectors are already seeking and implementing more recycling measures for their generated waste. Consequently, Council is currently exploring various waste

management initiatives such as recycling soil, concrete from infrastructure projects, using recycled glass for lining cells at Lakes Creek Landfill site and trialling remanufactured glass filings in road resealing. An additional material recovery facility is being constructed to sort the material locally and distribute it to recyclers.



Sensitivity: General

2.2 STRATEGIC DRIVERS FOR A CIRCULAR ECONOMY

Global context on circular economy

Many companies and governments are recognising that the current take-make-waste linear economy based on extraction, exponential growth and overconsumption of natural resources is a significant contributor to climate change, biodiversity loss, depletion of natural resources, ocean acidification, and pollution². There is acknowledgement that a decoupling of economic development from resource consumption and ecological degradation is urgently required. This is reflected in the global paradigm shift to a circular economy (CE) and the growing interest in Doughnut Economics, Planetary Boundaries and the Sustainable Development Goals.



National Government is targeting 80% resource recovery for all waste streams by 2030

The Federal Government adopted the *National Waste Policy* in 2018 and *Action Plan* in 2019 which placed a ban on export for waste plastic, paper, glass, and tyres from 2020. These commonwealth strategic documents provide the framework for action by all levels of government, businesses including waste and resource recovery industries, and community. The *Action Plan* sets targets for:

- 80% resource recovery rate from all waste stream by 2030
- Phase out problematic and unnecessary single use plastic by 2025
- Halve organic waste sent to landfill by 2030
- Increase the use of recycled content by Government and industry
- Phase out problematic and unnecessary plastic

² Ellen McArthur Foundation 2015

Sensitivity: General

QLD Government is targeting a zero-waste society and net zero emissions by 2050

The 2019 *Waste Management and Resource Recovery Strategy* endorses the circular economy approach and provides the strategic direction for waste management, as well as identifying opportunities for economic growth from resource recovery. The strategy is supported by the waste disposal levy that came into effect in 2019 at \$70 per tonne, and increases by \$5 per year for 4 years, for all waste disposed in Queensland landfills. It sets targets for:

- 25% reduction in household waste
- 90% of waste is recovered and does not go to landfill
- 75% recycling rate across all waste types

The three strategic priorities and actions for local government in the strategy to facilitate the transition towards a zero-waste society include

- Reducing the impact of waste on the environment through interventions to overcome illegal dumping, setting targets and actions, education, and landfill management
- Transition towards a circular economy by optimising in waste collection, promoting recycling and waste avoidance
- Building economic opportunities through infrastructure planning, partnerships, and collaboration across government on provisions to optimise land use and transport.

The Queensland Government in 2021 released their Pathway to a clean growth economy – *Queensland Climate Transition Strategy*³, which set targets for net zero emissions by 2050, 30% emissions reduction below 2005 levels by 2030 and to generate 50% of their renewable energy by 2030.

The Rockhampton Regional Council is targeting an increase in recycling to 90% by 2050

The *Rockhampton Regional Council Operational Plan for 2021/22* – item 2.6.1 stated the objective for Council to “investigate benefits of building a circular economy across the region” as a key deliverable for *Advance Rockhampton* (Council’s economic arm) to achieve.

The *Rockhampton Waste Strategy* was developed in 2018 to address matters relating to the period up until 2030. The adoption of the circular economy is a key component of the report with Council strongly committed to the following items

- Reducing waste generated by residents
- Increase landfill diversion via resource recovery
- Reuse of council generated waste into their own construction projects

Council has already undertaken several waste and recycling initiatives that support the achievement of the above desired goals. These are noted later in this document.



³ <https://www.des.qld.gov.au/climateaction>

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2.3 APPROACH

The paper was developed in consultation with *Advance Rockhampton* and relevant council staff from waste, strategic planning, community development, and the sustainability team. The approach adopted for this Paper include:

1. **Desktop review** - The Paper draws from research on international and locally adopted best practices that can be applied to this region. It also included a review of internal and external documents provided by *Advance Rockhampton*.
2. **Context mapping and SWOT analyses** were carried out to gain key insights from both objective and subjective sources.
3. **Stakeholder engagement** – External stakeholders from key Council and industry sectors in the region were engaged. Three key methods of engagement were undertaken including:
 - Regular meetings with *Advance Rockhampton* - The Paper has been developed in close consultation with *Advance Rockhampton* and is informed by relevant Council staff such as the Waste and Sustainability Teams.
 - To further identify opportunities, internal and external stakeholders from key sectors across the region were also consulted at a workshop hosted by *Advance Rockhampton* at the Smarthub.

- One-to-one interviews with a small number of key stakeholders (internal and external both).

Key findings from these engagement activities informed the context map, the SWOT analysis and potential circular economy opportunities listed in this paper.



Sensitivity: General

The Context Map

The context map (**Appendix A**) comprises four sections (Key trends, Market forces, Macro-economic forces and Industry forces) and provides an overview of key factors that are important to consider for future decision making in the region. It includes internal and external forces, many of which are interrelated and amplify the need for change and support the case for implementation of a circular economy. The context map was created in collaboration with key stakeholders, who identified factors within the four sections of the context map. Some prominent findings were the push from stakeholders for sustainable products, sovereign/local manufacturing to decrease reliance on imports, Federal and State regulations, policies, and funding, shifting to renewables for energy, and a shortage in skilled labour (see **Appendix A** *note, needs to be printed on A3 size for full view).

1. Key trends – This highlights technology, regulatory, societal/cultural, and socioeconomic trends within the region.
2. Market forces – Highlights the market issues and segments, the needs and demands of the region, the costs of switching and the revenue attractions.
3. Macro-economic forces – Highlights the global market conditions, capital markets, economic infrastructure, and commodities/materials internal and external to the region which will impact on circular economy transition.
4. Industry forces – Highlights competitors, new entrants (such as new technologies), substitute products and/or services, stakeholders, and suppliers and/or value chain actors.

The SWOT analysis

The strengths, weaknesses, opportunities, and threats (SWOTs) analysis is informed by the desktop review and stakeholder engagement (**Figure 5**). In this context the SWOT covers:

- Strengths of the region to support the development of CE opportunities.
- Weaknesses of the region that need to be considered when considering CE initiatives.
- Opportunities are external factors that favour the development of CE opportunities across the region.
- Threats include external factors that can impact on CE transition across the region.

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STRENGTHS

- Strategic location of the region with two major highways, an airport, a rail line and a port
- High level of water security
- Availability of land & water licences for agricultural sector
- State policy/financial investment for Net Zero & Renewable energy targets
- Access to secondary material for infrastructure (fly ash, C&D waste)
- Reuse of recycled material is relatively strong for C&D waste
- Council procurement familiarity with CE/reuse practices

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WEAKNESSES

- Lack of sovereign manufacturing in the area
- Lack of CE policy & mandate at regional scale
- Distance for material travel
- Private sector has generally not adopted CE practices
- Reliance on external inputs in the agricultural sector

SWOT

- Increasing investment in renewable energy initiatives - Central REZ & battery storage projects
- Increasing demand for agriculture produce
- Increasing investment in agricultural activities – biomass to energy, CE agricultural precincts.
- Rockwood Weir – future opportunity
- Defence expansion plan – potential to incorporate organics & C&D waste
- Availability of high volume of organic matter & FOGO trial
- Innovative technology - potential to increase local solution/manufacturing/ remanufacturing
- New MRF facility will be built in 2023
- Growing momentum with local firms to process end of life materials, e.g. tyres, PV panels
- Education for private sector on CE principles

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- High compliance & operational cost
- Lack of policy direction – may change with recently elected government
- Lack of skilled labour – potential shortage
- Social licence to operate – social acceptance of a project or organisation by a community &/or stakeholders
- Growth in plant based market – threat to Beef industry
- Business community may regard CE as low priority due to other pressures
- Lack of infrastructure to process solar panels at end of life
- Defence sector operates under its own legislation
- Mines operate under state legislation - not Council
- Renewable sources of energy are currently unable to provide continuous stability

OPPORTUNITIES

THREATS

Figure 5: SWOT Analysis of the Rockhampton Region



3. WHY DOES ROCKHAMPTON NEED A CIRCULAR ECONOMY?



Sensitivity: General

3.1 WHAT IS THE CIRCULAR ECONOMY?

The current linear economy model, based on take, make and dispose, is no longer economically feasible due to the consumption of finite resources and environmental degradation caused by this model. Recent studies and practical experiences have clearly shown that a circular economy is the new economic model founded on sustainable consumption, that promotes economic prosperity whilst achieving sustainability. The circular economy can assist in tackling climate change, biodiversity loss, pollution and waste while creating new employment and economic opportunities, technological advances, and building the resilience of the region.

This approach can help to reduce waste and pollution by rethinking the production of products and services. Rather than disposing of products, a circular economy approach promotes the return of products to the manufacturer, where they are renewed or remanufactured using renewable resources to continue the cycle of use.

Rather than tackling the problem of waste, this approach reduces the production of waste and pollution from the beginning. Technological advancement, adoption of these technologies, and the sharing of information via collaborations are key to implementation of the circular economy in the region. Circular thinking presents a new vision for a

future economy that replaces dispose with reuse, recycling, remanufacturing, or repurposing of materials to keep them in use for longer, diverting valuable resources from the landfill (Figure 6).

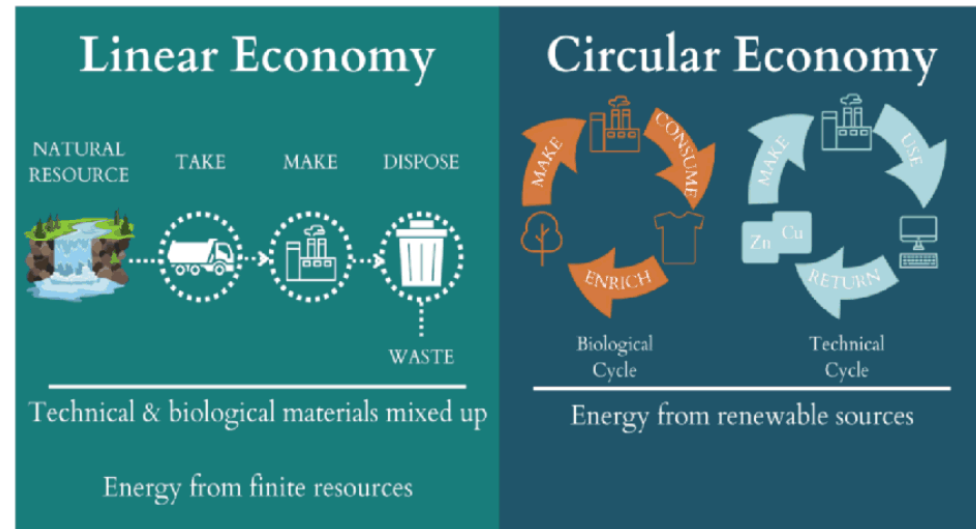


Figure 6: Linear and Circular Comparison

Sensitivity: General

The Ellen MacArthur Foundation established the three principles of the circular economy (Figure 7).



Figure 7: Circular economy (CE) principles

Sensitivity: General

The circular principles allow businesses to rethink and redesign their business model to remain competitive in the market as we transition towards a Net Zero Emissions economy.

Table 1 describes what each circular economy principle means for organisations to adopt circularity.

Table 1: Circular economy (CE) principles

Principles	Description
Designing out waste and pollution	<ul style="list-style-type: none"> • Removing waste and pollution in the production and the supply chain • Eliminate any wastage of material or cause of any pollutants from all stage of product/service development and use • Changing processes and services that generate waste and pollution (optimise resource use) • Eliminating waste and pollution through purchasing secondary materials
Keeping products and material in use	<ul style="list-style-type: none"> • Design products to be reused, repaired, and remanufactured to last longer • Share products and services • Mechanism to return recovered material to the source of production such as biological resources to the biosphere (reverse logistics)
Regenerate natural systems	<ul style="list-style-type: none"> • Purposefully regenerate natural systems as part of the design of new assets, amenities • Eliminate negative impacts from operations on natural systems • Protecting and investing in efforts to reclaim, retain and restore the health of the ecosystem through their operations and decision making • Operations (developing products and services) to internalise biodiversity values • Report on any impacts on natural systems caused by the organisation

Circular economy requires economics of scale and needs to be applied holistically in a local context to maximise the opportunities. For this reason, and the distance coverage between large local government areas and regional councils, the adoption of circular economy at local and regional scale has accelerated in the last 2 years across Australia.

Sensitivity: General

3.2 BENEFITS OF THE CIRCULAR ECONOMY

The Covid pandemic placed a spotlight on the Australian manufacturing sector and the urgent need for local production of goods and services. The high cost of virgin material due to low or no local supply and long waits for shipments made secondary and reusable materials much more valuable. This drove a significant increase in the circular economy approach – a new, more resilient economic model with the ability to turbo charge economic recovery post Covid.

Why is circular economy gaining traction? A key reason is in language and its perceived focus on the economy which makes economic sense for the businesses and government at all levels.

- **Facilitate decarbonisation of the economy and plan for a post-carbon economy:** the CE approach addresses the challenges that fossil fuel dominated regions and economies are facing. As well as supporting the transition to renewable energy, development and adoption of new technology and infrastructure, including new industries that are based on renewables sources e.g. hydrogen, wind, solar.
- **Create new markets** and service models, data insights, reverse logistics capability, and thereby new industries for reusable products and materials.
- **Employment opportunities and diversity:** Adopting a CE approach can







create new technologies, thus creating diversity and new employment opportunities for the region.

- **Waste minimisation and resource recovery:** a CE provides and fast tracks the opportunity to reuse, remanufacture and recycle materials creating less waste and access to secondary material.
- **Competitive advantage/future proof:** Early adopting of CE can give the region a competitive advantage and can assist in future proofing.
- **Transportation and logistics/airport:** The locale of the region across the major transit corridor further supports the CE transition across the region such as storage and transportation of goods and material.
- **Distribution at scale/sovereign manufacturing:** A CE approach can reduce the need to rely on imported goods and materials whilst distribution costs can be lower once sovereign manufacturing has been established.
- **Result in positive environmental outcomes** such as reducing waste and pollution, as well as economic benefits from reduction in fines and levies.

Sensitivity: General

3.3 CIRCULAR ECONOMY CASE STUDIES

Table 2: Case Studies of Circular Economy Planning in Local Councils

Stage	Council	Description
Circular Economy Policy / Strategic plan		Lake Macquarie City Council has been the first local government in NSW/ Australia to develop the first Circular Economy Policy and Framework and has led several circular initiatives in the Hunter Central Coast Region such as a regional City Scan to gather better insights on circular opportunities for the region. https://www.lakemac.com.au/Our-Council/Current-projects/Circular-Economy
		Circular Greater Bendigo project initiated in 2020. Development of a circular economy hub. Circular economy incorporated into Climate Change & Environment Strategy 2021-2026 as a key action area. https://www.bendigo.vic.gov.au/Services/General-Waste-Recycling-and-Organics/Circular-Economy
Circular procurement		Geelong City Council is the first local government in Australia to develop and implement an innovative approach for procurement for a 100-year maintenance-free bridge. (Procurement for Innovation/Cleantech Innovations Fund). Geelong Council has also developed an e-training course on Procurement for Innovation. https://www.geelongaustralia.com.au/fpg/industry/article/item/8d4393b2d5b7c94.aspx https://www.geelongaustralia.com.au/common/public/documents/8d67a19b282a523-cleantechinnovationsgeelong-casestudy-procurementforinnovationingeelongd18-510634.pdf
		Hume City Council have incorporated sustainable and circular economy principles into their procurement policy. https://www.hume.vic.gov.au/Your-Council/Governance/Council-Plans-Reports-and-Policies/Council-Policies/Procurement-Policy
Planning for Circular Economy		Parks Shire Council is first regional council in Australia to establish a Special Activation Precinct for circular economy. The Precinct is being designed in accordance with United Nations Industrial Development Organisation (UNIDO) principles and will bring together many industries to create sustainable economic growth, long term employment and innovative circular economy opportunities. https://www.rgdc.nsw.gov.au/precincts/parkes https://www.parkes.nsw.gov.au/construction-of-the-parkes-special-activation-precinct-is-underway/
Training Programs		Hunter 100: Circular Economy Youth Leadership Program – Run by City of Newcastle. https://newcastle.nsw.gov.au/business/opportunities-and-investment/newskills/hunter-100-circular-economy-youth-leadership-progr

Sensitivity: General

Table 3.1: Examples of Circular Economy Projects Relevant to Key Sectors in the Rockhampton Region (part 1)

Sector	Council	Description of initiatives
Agriculture	Nation wide	GoTerra is a private company offering food waste bioconversion by utilising insects. The insects that feed on the waste can be used as animal feed. The company is based in Canberra. (https://goterra.com.au/insect-protein-products/)
		Agricultural plastic waste recycled through Replas. (https://www.replas.com.au/)
	Sunshine coast	Organic waste being processed by a local organic processor to create mulch and compost that is being used on local farms and nurseries.
		Valorisation of the port/beef industry in a more recent report from CSIRO. Recycling of nutrients and waste from livestock can provide valuable resources in the form of fertilisers, new products, and energy. (https://www.publish.csiro.au/AN/pdf/AN20400)
Civil / Construction	Hume city	Have resurfaced 111 roads since 2018 using Reconophalt – an asphalt that utilises recycled soft plastics and glass.
	Lake Macquarie	Development of a low carbon roads tool, reuse of building materials in other local projects, and use of Reconophalt in trial for road resurfacing.
Resources	Several Councils	Use of fly ash in road projects.
	United Kingdom	Enso Tyres offer a product service model where they provide tyres to consumers, take back the used tyres and remanufacture them into new tyres.
	Gladstone Regional Council City of Kwinana	Industrial symbiosis models in Gladstone, QLD and Kwinana, WA. Further in terms of organic waste (both Green and Food) many councils are adopting a program whereby this waste is reused on Council infrastructure projects and parks.

Sensitivity: General

Table 3.2: Examples of Circular Economy Projects Relevant to Key Sectors in the Rockhampton Region (part 2)

Sector	Council	Description of initiatives
Energy	Southern Sydney Regional Organisation of Councils.	Renewable energy Power Purchase Agreement.
	Mosman City Council	Started solar panel recycling in March 2022.
	Banana Regional Council	Proposal in the pipeline to develop a recycling facility.
	Lismore / Lake Mac	Community led solar power projects which are supported by the council and utilised for council facilities.
Waste	Most Councils across Australia	FOGO – is fast becoming a normality for local government and being trialled or implemented by many council.
	Mosman City Council	Partnered with the Circular Centre and CTWS, in a pilot program to divert textile waste from landfill. Mosman City Council is the first council in Australia to tackle textile waste.
	Newcastle City Council	Purpose built recovery centre (100% renewable energy).
	City of Greater Bendigo	Bendigo council is undergoing a process where the existing landfill is soon to be exhausted, and Bendigo has called for tenders to ensure the reuse of all waste.



4. CIRCULAR OPPORTUNITIES FOR KEY INDUSTRY SECTORS



Sensitivity: General

4.1 AGRICULTURE AND WATER

Industry overview

The agricultural sector is the oldest and most significant industry in the Rockhampton region and highest priority for development to meet the increasing demand especially from international markets. The primary markets are grazing and beef cattle, irrigated and dryland cropping, horticulture and forestry. Agriculture provides a large commercial value (over \$200M) to the region coupled with a wide employment base as presented in **Figure 8** (adapted from *Grow Rockhampton* report).

Rockhampton also acts as a regional hub for agricultural service industries that support farms and grazing properties. Red meat and livestock production, in particular beef, is the largest produce from the region at approximately 5000 cattle processed per week, and subject to further growth due to the high demand for beef from the international market. Australia holds the largest global market for red meat and livestock at approximately \$9 billion in 2017 and growing. Yet, beef production is not free from challenges such as shortage of skilled labour, the high cost for feed lots, and processing of meat. The increasing cost is contributed by the legislative requirement to reduce the emissions, high cost for coal power energy, and ensuring the water quality from runoff is acceptable while managing the organic material, such as manure, from the feed lots. As a result, the feed lots have been moved outside Australia and livestock export has increased where it is cheaper to produce and process livestock, such as in Indonesia. Additionally, due to the automation of larger abattoirs, smaller abattoirs in the region have closed as there is not enough stock for processing.

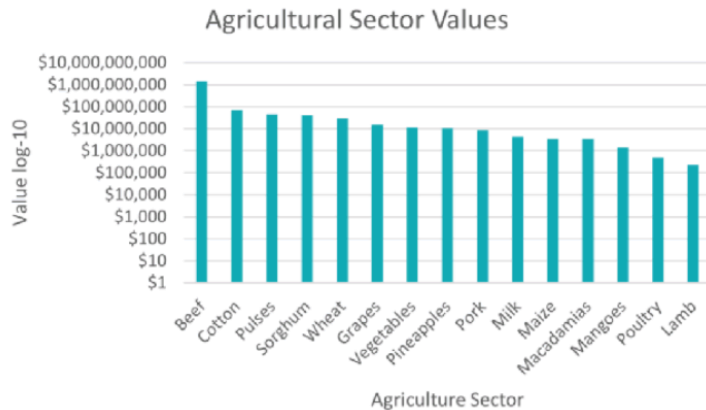


Figure 8: Agricultural Sector Values in log-10 scale



Sensitivity: General

The location of the region in the Fitzroy catchment indicates opportunities to expand irrigated cropping and service the global market of nearly \$3 billion, unmet demand for beef, onshore aquaculture, pulses, and avocados. This opportunity, however, needs to be further investigated including the allocation and efficient management of water, climatic and environmental hazard risks, as well as those associated with financing, investment planning, property rights and supply chain. This work is currently underway by the *Advance Rockhampton* team through the *Making Water Work* initiative.⁴

The Rockhampton region is fortunate to have a secure water supply, with the second largest water catchment area of the Fitzroy River. Whilst water security issues are not of high concern, water quality is administered under the *Reef 2050 Plan* by the State Government. The water allocation in the Fitzroy Catchment is administrated under three schemes that include the Fitzroy River Barrage, which is managed by the Rockhampton Regional Council, the Eden Bann Weir, owned and operated by SunWater, and the Rockwood Weir, which is owned by the State Government but managed by SunWater. The water allocation for agricultural activities is granted under licence arrangement as per the *Water Act (2000)* and the Fitzroy Water Plan provided by the Queensland Government.

There is much focus currently on irrigated agriculture due to the growing international demand for specific crops, such as macadamia. This highlights the demand for access to potential land and water rights as well as relevant infrastructure for processing, transportation, and systems or markets in place to manage the outputs from the farms, either organic or non-organic. Establishment of agricultural precincts and planning controls, or codes of practice, for land management provide consistency and clarity for the sector while facilitating its growth.

Currently, the organic matter is predominately composted at the primary site and reused in the farm. However, with increased agricultural activities, the opportunities from increased production of organic material in the region needs to be better understood. For instance, the establishment of local facilities and regional markets for commercial processing of organic material, the production of compost and fertilizer, or bio energy. This could help overcome the current issue of high transportation costs and travel miles of agricultural products, such as fertilizers faced, by the sector. The current Food Organics and Garden Organics (FOGO) trial by Council will provide many insights for the establishment of the organic markets in the region.

Likewise better understanding and management of the non-organic material, and outputs such as chemicals also needs to be considered in the long-term planning. The impact of policy changes also claims specific attention by the sector such as the *Reef 2050 Plan* which require farms to better manage their nutrient loads from agricultural development. Technological innovation in manufacturing and access to a renewable energy source will strengthen the agricultural sector by improving the production yield, meeting consumer expectation for green products, and better managing outputs from the production process such as beef waste or nutrient run-offs.





⁴ *Business Case Making Water Work in the Rockhampton Region, 2022.*

Sensitivity: General

Potential circular economy opportunities

Circular opportunities were identified from the various stakeholders (both internal and external) interviewed and consulted during the workshop. These opportunities are categorised into two timeframes and level of influence: short-term and long-term. Short-term options are those that Council has direct control over and can facilitate the transition whereas long-term options are where Council can influence and support the initiatives through their relationships, interactions, and direct influence (Table 4).

Table 4: Potential Circular Economy Opportunities – Agriculture and Water

Timeframe	Opportunities identified by stakeholders
<p>Short-term (Council Control)</p> 	<p>Bio organics: Council's FOGO program to recycle organic matter from domestic waste is currently being trialled and is expected to be rolled out. However, the establishment of a regional bio-organics facility, and a regional approach for composting and fertilizer manufacturing, can increase production in the region of all organic matter from various farming practice, and agriculture waste. Locally available organic fertilizers can be used by the agricultural sector to improve soil quality and product yield.</p> <p>Organic waste from beef production can also be composted and a private company Hyacinth is looking into undertaking a compost to soil conditioning pilot in the Fitzroy Food Bowl.</p> <p>The new sewage treatment plant, proposed by Council, will also be able to process organic waste and produce biochar for agricultural use.</p> <p>Extraction of nutrients from agricultural wastewater could be returned to the economy in the form of organic fertiliser. This could lead to extracting maximum value from agricultural waste, reducing the nutrient load of wastewater, and providing benefit to the local economy by reducing the reliance on imported goods. (https://www.bioazul.com/en/portfolio/water2return-circular-economy-in-the-meat-industry/)</p> <p>Nutrient and water trading: The incoming land management code of practice and the regulation restricts the nutrient run-off per farm (<i>Reef 2050 Plan</i>). This opens the opportunity for trading of the nutrient quota between farms with low run-off, to those with high run-offs. Council, as the local authority, can help establish such innovative options to support the local agricultural sector.</p> <p>Circular Precinct/Zoning: Establishment of agricultural precincts following circular principles and design – creating a diverse economic base, that is not reliant on one industry sector, but can focus on the complimentary industries where the region has a comparative advantage. This would encourage sustainable investors in the region and create a cluster of innovation around circular, low-carbon produce, such as carbon neutral beef. Another opportunity identified was the creation of beef corridor, dedicated zoning and area for beef production which will also encourage investment in relevant infrastructure and services, including road and utilities.</p>
<p>Long term (Council Influence)</p> 	<p>Biofuel/energy: Producing/capturing methane gas/biofuel from cattle feed lots, sew or from agricultural waste.</p> <p>Sustainable/Green produce: The region can lead in the production of sustainable and green produce, such as the carbon neutral beef. This will not only meet the increasing community demand for sustainable and responsibly sourced products, but also ensure the industry's competitive advantage to new products such as plant-based meat.</p> <p>Water recycling: Reuse of mining water for either site rehabilitation or agricultural activities.</p>

Sensitivity: General

4.2 CIVIL CONSTRUCTION

Industry overview

16% of the total businesses in the region are civil/construction industries comprising of both private and public sectors. Currently, it is the fourth largest employer in the Rockhampton Regional Council area after health, retail trade, and education, however it is projected to decline over the year.

Road infrastructure is the dominant market for the civil and construction works which is funded mainly from the State Department of Main Roads and Government Owned Corporation and Council. However, Council itself has undertaken much construction and maintenance works. Council have been incorporating secondary and recycled material in local infrastructure works, derived from construction and demolition waste, and includes (but is not limited to) concrete, soil, and timber mulch. Consequently, construction and demolition waste have a high recovery rate of over 85%. Whilst the council can trial the use of recycled material in the local roads, private businesses are restricted by the lack technical specification and standards for use of secondary material. Additionally, there is lack of knowledge and willingness to change or accept the use of non-virgin and secondary material. The current high demand for primary material, and the lack of local manufacturing for construction material, has created a major shortage in supply, as well as resulted in a significant increase in the price of construction material.

The current population is expected to increase by 2041 which is expected to further increase the demand for housing and the development of dwellings across the region from 35,003 in 2016 to 42,137 in 2041. Likewise, the increasing agricultural activities, and access to renewable energy in the region, will also contribute towards an increased need for industrial, manufacturing or processing facilities, and further boost the construction sector. However, this can also increase the waste from the sector and the need for its better management.



Sensitivity: General

Potential circular economy opportunities

These potential circular economy opportunities in the civil and construction sector were identified by the stakeholders engaged (Table 5).

Table 5: Potential Circular Economy Opportunities – Civil Construction

Timeframe	Opportunities identified by stakeholders
Short-term (Council Control)	Technical specification or policy for CE: Council can advocate for state policy or develop regional approach (policy, development controls, guideline): <ul style="list-style-type: none"> • to optimise material use/reuse • to increase the use of secondary and recycled material in construction • to incentivise take back schemes • to provide knowledge on circular design, building and decommissioning processes • to reduce/avoid the use of hazardous materials
	Circular infrastructure: Council is already using secondary material in construction, hence continue to utilise construction and demolition waste materials (such as concrete and soil) in council infrastructure projects, as well as support the industry to adopt circular design.
	Capacity building (circularity and sustainability): Host events and conduct seminars at Industry Groups showing opportunities for recycling and reuse of material.
Long term (Council Influence)	Circular supply chain: As one of the largest purchasers, the Council procurement policy and housing policy can trigger the establishment of regional market for secondary material for civil/construction. It can also create a local supply chain for the construction sector such as modular homes made from sustainable/affordable designs/materials.
	Circular design innovation: Support research and development, and pilot projects, to test and trial the use of secondary material in infrastructure projects. The region has approximately 100M tonnes of tailings and fly ash from the neighbouring mines that can use to in engineering works (concrete soil). Likewise, the use of processed mulch and compost in infrastructure works.
	Eco living/Circular Village: The concept of eco village or circular community is growing. Council can support the establishment of such sustainable/CE village living through their development and planning provision. Yarrabilba community provides an example of how this can be achieved. The community developers have committed to Net Zero targets, implemented a circular economy strategy, and have engaged with the local community (including contractors and builders) to educate on CE principles.
	(https://www.lwebstore.com/flippingbook/communities/yarrabilba/brochure/38/)



Sensitivity: General

4.3 RESOURCES (MINING)

Industry overview

Most mining activities in the Central Queensland region are located outside of the area of the Rockhampton Regional Council area. The value of the resources sector to the region is highlighted by the number of high-quality coking coal mines that are in the nearby Bowen Basin. Employment in the mining constitutes to 3% of the regions primary employment but generates a high number of secondary employments from infrastructure and services that support the mining sector. Some of these resource services include recycling activities on site including but not limited to:

- Reuse of vegetation for ground cover
- Reuse of treated water for rehabilitation and potentially agricultural activities
- Sorting and the transfer of tyres for recycling
- Sorting and transfer of metal waste

Mount Morgan gold mine, located within the region, is awaiting approval from State Government to reopen, which will boost the local economy with employment, mine services and revenue from the extractions of

resources from this site. The operation of this gold mine ceased due to high cost of operation. New technological innovation however makes it economically feasible to commence the extractions of both gold and other by-products from the tailing, which further contributes towards mitigating environmental impacts.

The resource and mining sector is at risk from rapidly shifting demands and markets due to community perceptions of environmental degradation, the cost of rehabilitating degraded sites, management of waste such as tailings and coal ash, declining investments, and government policies promoting sustainability. Some mines are exploring or transitioning towards producing renewable energy as potential new revenue source as well as reduce their operational cost.



Sensitivity: General

Potential circular economy opportunities

Opportunities identified by stakeholders for the resource sector are presented in the table below (Table 6).

Table 6: Potential Circular Economy Opportunities – Resources (Mining)

Timeframe	Opportunities identified by stakeholders
Short-term (Council Control) 	Use of secondary material: Council could use fly ash from the neighbouring mines in cement in their infrastructure projects. Likewise, recycling of tyres from mining vehicles to use in roads. This would create local jobs, support the economy, and generate income from waste (waste valorisation).
	Regional recovery facility: Council already has a recovery facility in the region which can be the initial stop to recover recyclable material, such as metals, from the resource sector and transported to a manufacturing facility.
	Circular Economy Policy: Policies that encourage recycling options for secondary grade metal and processing facilities to make new products from scrap metals.
Long term (Council Influence) 	Research and technological innovation: Explore and develop innovative mineral extraction and processing technologies that are sustainable and reduce environmental impacts. Support research on mineral by-product uses/applications and tyre processing solutions. Another suggestion was to review international standards to better understand the value of coal and not allowing to dig it below the threshold.
	Soil restoration initiatives: Support projects that <ul style="list-style-type: none"> • Build fertile soil with waste soil for re-use/restoration projects • Rehabilitate and restore land through top-soil cultivation and water reuse • Recycle options for excavated earth from potentially polluted sites and soils
	Sovereign manufacturing of mining equipment: Incentives and policy direction will encourage establishment of local industries that can recycle ageing mining equipment. A buy back mechanism can facilitate the remanufacturing and refurbishment of mining equipment or parts for re-use.

Sensitivity: General

4.4 ENERGY

Industry overview

Electrification is the fastest way to meet the national and individual state targets for net zero by 2050. The increasing demand for green energy now makes investment in the renewable energy initiative economically feasible, which has resulted in a rise in private renewable energy investors causing disruptions in the energy market and decentralisation of energy systems.

The Queensland Government has established a strong signal in the energy market, by declaring a 50% renewable/green energy supply target by 2030. The State Government has committed funding to establish three Renewable Energy Zones across the state: Northern, Central and Southern.

Central Queensland currently provides 50% of the state energy supply and is also the home of most of the renewable energy initiatives, including the opportunity for hydrogen supply. Several renewable energy initiatives have been announced in the Central Queensland area, some of which have already commenced and to be implemented over the next ten years. These include:

- Wind farms at Boulder Creek, approx. 372MW, up to 60 wind turbines; Clarke Creek Wind Farm, approx. 100 wind turbines exporting 450MW

(Stage 1 - Squadron Energy); Mount Hopeful Wind Farm, approx. 700MW, 116 wind turbines.

- Battery storage capacity, Bouldercombe Battery Storage Project (50MW/100MWh – Genex Power); Central Renewable Energy Zone Battery Storage Project (Stanwell Corporation).
- Solar farms.
- Waste to energy from Biogas Flare at Lakes Creek Road landfill site.
- Pumped hydro electricity from the Fitzroy River.
- Hydrogen production at Gladstone by CQP and Stanwell Corporate, as well as from sewerage waste treatment facilities.

Various partnerships and consortiums have formed in the region on various renewable energy projects. One such partnership is the Central Queensland Power (CQP) Consortium that is committed to delivering 10GW of renewable energy supply in the Rockhampton region over the next four to five years comprising of 4MW of wind, 3MW of solar and 3MW of battery storage. At Moah Creek, CQP is investing in approx. 200MW of solar, 414MW of wind and battery storage.

Sensitivity: General

The largest energy supplier in the Rockhampton region is Stanwell, which has begun its transition toward renewable energy supply. Likewise, fossil fuel mines outside Rockhampton have also commenced their transition to renewable energy supply to meet the increasing demand for green energy, which is currently outstripping supply. Investment in solar energy supply has grown in the last couple of years and continues to dominate the renewable supply market. However, solar energy peaks at midday and drops in the evening when there is a high demand which impacts on the pricing. Hence, there is an increasing need for other renewable sources outside solar hours, as well as demand for battery storage to ensure system security for guaranteed supply.

Wind power is the oldest and the most mature renewable energy business in Australia as it has been in operation since the 1970s. Wind turbines also have a longer life than solar panels and still years away from being replaced. However, both solar and wind material will be reaching their end of life and will need to be dismantled or disposed and replaced. Likewise, batteries have a much shorter life and more challenging to recycle or dispose. This presents another opportunity for local manufacturing and recycling of wind, solar and batteries which will create local employment and contribute to local GDP.

The key issues faced by the energy sector is the supply chain constraints such as the cost and supply of raw material, due to disruptions on the global supply chain. This emphasises the urgency for remanufacturing and recycling of material and local manufacturing of parts. Battery storage is also very expensive and is not commercially viable, and current renewable energy supply is unable to provide continuous grid stability, but improvements are ongoing. Additionally, there is a shortage of skilled and technically competent workforce in the energy sector.





Sensitivity: General

Potential circular economy opportunities

Key energy stakeholders were consulted, and the following opportunities were identified (Table 7).

Table 7: Potential Circular Economy Opportunities – Energy

Timeframe	Opportunities identified by stakeholders
Short-term (Council Control) 	Regional recycling/recovery facility: Recycling and remanufacturing of solar panels, batteries and wind turbines would create new jobs and contribute towards local GDP.
	Renewable energy precincts: Access to renewable energy for the region and the opportunity to create renewable energy precincts (SEPP) for industrial development. This will attract green and sustainable businesses in the region, further enhancing GDP.
	Council committing to 100% renewable: Council's commitment to transition towards renewable energy will send a strong signal to the industry and community, which can attract more green investors and renewable energy projects to the region.
Long term (Council Influence) 	Attract new industries in the sector: Rockhampton is ideally located in Central Queensland to establish local industries for recovery and remanufacturing of parts and material for the renewable energy sector. Council can facilitate this through planning and incentives.
	Renewable energy supply and storage (battery): Council policies and growth planning can promote further development of the renewable energy sector in the region. For greater stability and consistence in the renewable energy supply, the demand for battery storage is on the rise. A regional facility for battery maintenance, recycling and manufacturing will boost the local economy.

Sensitivity: General

4.5 DEFENCE

Industry overview

The defence sector offers significant growth opportunities for the Rockhampton region such as opportunities for sovereign manufacturing, recycling of defence equipment at end of life, and employment from the support services such as construction, education, and operational roles at the defence facilities. Rockhampton is the largest town centre in Central Queensland with a wide range of amenities and community services. This makes Rockhampton an ideal place for not just visiting defence trainees but also long-term accommodation of army personnel.

The Australian Defence Force (ADF) acknowledges the opportunities for expansion of military facilities for land, air, and naval domains in the Central Queensland region, across three local government areas: Rockhampton, Livingstone, and Gladstone. The ADF is also securing their capabilities for liquid fuel and developing sovereign industrial capabilities in the Central Queensland region.

The proposed facilities in Central Queensland are better placed to deal with any emerging threats arising from the South Pacific region as well as securing the northern region. The various proposed military facilities for training, new army barracks (Gallipoli Barracks), facilities for air force at Rockhampton Airport to accommodate defence equipment and crafts and supply chain logistics at the Alma and Gladstone ports will boost the local

economy. It is projected to add approximately 21,000 extra jobs in the broader region, increase the local population and contribute \$4.5 billion to the regional economy.

The Rockhampton Region encompasses several defence facilities, most notably the Shoalwater Bay Military Training Area. This facility includes bushland and infrastructure and is the home base for Australian and Singapore Military training. The army reserve headquarters is also located in the Rockhampton region. The Rockhampton Airport, Port Alma and Gladstone Port provide the logistics capabilities for major defence activities in the Central Queensland region. Currently, most defence material is imported and will be stored at the proposed new sights. This emphasises the opportunity for sovereign capabilities of defence material and equipment.





Sensitivity: General

Potential circular economy opportunities

Circular opportunities for the defence sector were identified from consultation with *Advance Rockhampton* and Defence’s strategic document for growth in the Central Queensland region (Table 8).

Table 8: Potential Circular Economy Opportunities – Defence

Timeframe	Opportunities identified by stakeholders
<p>Short-term (Council Control)</p> 	<p>Sustainability of defence facilities: The sustainability of proposed defence facilities in the Rockhampton Region can be addressed through development planning controls and guidelines and approvals by Council, as well supported by Council operations. An example of sustainability improvement includes access to renewable power for the airport site which is owned and managed by Council. Likewise, the design and development of other defence facilities such as training or accommodation buildings to be powered by renewable energy, include recycled content, and be designed for disassembly/adaptability making them far more resilient to external shocks.</p> <p>Waste Management: Councils to expand their resource recovery facilities that can also cater for defence waste, organic, metals and material from aging equipment and construction waste. Organic matter can be recycled as part of the FOGO program and generate revenue for Council if reused by other sectors such as Defence to improve their land and soil health, and recycled metals can be sold to manufacturing industries where they can be re-used and recycled.</p>
<p>Long term (Council Influence)</p> 	<p>Defence targets for Net Zero Emissions: Defence’s environmental policy sets their targets for emissions reduction and enhancing the sustainability performance of defence services. Some of the initiatives that could be supported locally are:</p> <ul style="list-style-type: none"> • Biodiesel for army vehicles (trucks/ tanks/ barges) and H2 fuel cells • Net zero emissions from training activities • Use of secondary material and recycled content in their infrastructure projects • Recycling of defence machinery and equipment upon being decommissioned • Defence facilities to be powered by renewable energy • Local sourcing of goods and services to reduce their transportation emissions footprint <p>Land Management and efficient, sustainable land use: Defence have a large area of land resources. Council can influence the management and sustainable use of land resources in the area through regional policies and strategies, and planning instruments.</p> <p>Sovereign manufacturing: Defence purchase a lot of their machinery, equipment, and ammunition from overseas. However, this increases the risk of accessible supply if global supply chain and markets are disrupted. Establishment of a local industrial precinct powered by renewable energy, and other incentives, is likely to encourage investment in local manufacturing and production of defence goods and services. This will create local employment, upskilling of local labour and de-risk defence’s reliance on international supply markets.</p> <p>Local supply chain: Expansion of defence in the region brings multiple opportunities for local supply of goods and services. Council can assist on several procurement contracts such as recycling and reuse of construction and development material, and water use.</p>



Sensitivity: General

4.6 ROCKHAMPTON REGIONAL COUNCIL SERVICES

Overview of Council services

Rockhampton Regional Council provides a number of commercial services for the region.

1. **The Fitzroy River Water** is Council's commercial business unit that operate and maintain water and sewer services across the region for urban, commercial and agricultural bulk water provision through the Fitzroy Barrage (11,610ML MP provision) purposes.
2. Council's **Rockhampton Regional Waste and Recycling (RRWR)** is the commercial business unit that is responsible for the operation and maintenance of waste and recycling assets.
3. **Rockhampton Airport** is responsible for the operation of the region's airport which is a major Australian regional airport that provides services for the Rockhampton region and Central Queensland. The airport is used for both domestic and international travels and also has car parking facilities.
4. **Civil and Rural Operations** is responsible for providing and maintaining approximately 840KM of sealed and 1138 unsealed roads.

5. **Communities Directorate** provides facilities and services recreation that include parks, botanic garden, zoo, theatres, library, art gallery, sports and aquatic centres.





Sensitivity: General

Potential circular economy opportunities

Circular opportunities for Council based on their services and influence across the sectors were identified and summarised in the table below (Table 9).

Table 9: Potential Circular Economy Opportunities – Council

Timeframe	Opportunities identified by stakeholders
Short-term (Council Control) 	<p>Council commitment for a circular economy and net zero state target: It is necessary that Council demonstrate their position for and commitment towards the establishment of a circular economy. This can be achieved through a policy or strategic document adopted by the council that outlines the pathway to transition the regional economy. Such a policy document will send a strong signal to the market and create a united front in driving the agenda with the local, regional and broader communities / stakeholders across the region. This policy position will also commit council services towards circularity.</p>
	<p>Strategic land use planning (zoning and development controls): Using the planning instruments Council can create special activation precincts and zones such as Circular Economy Precinct. These precincts can boost sovereign manufacturing by attracting new businesses that want to establish their products and services using renewable energy and sustainable consumption that include sourcing locally and using secondary material.</p>
	<p>Waste minimisation and resource recovery:</p> <ul style="list-style-type: none"> • Expansion of council's resource recovery facility to process, store and redistribute cross sectoral resources (defence, agricultural, domestic and commercial organic matter, metals and material from mine/industries aging equipment, and construction waste including road). A storage facility for recyclables material and metals for the broader Central Queensland area and transportation and logistical support can encourage new markets in the region for manufacturing of local products and services. • Continuation of the FOGO and production of by product .
Long term (Council Influence) 	<p>CE Capacity building: Building the capacity for circular economy across the region is critical. This can be achieved by establishing partnership and collaborating with the industry, academia and government agencies to undertake research, develop and provide education and training, host regional events and facilitate opportunities for innovation.</p>
	<p>Embedding circularity in procurement: Procurement has the biggest impact for organisations as it incorporates embodied carbon and upstream and downstream impacts. Council can provide leadership and clear direction through a procurement policy to embed circularity in their own purchasing and influencing the broader supply chain.</p> <p>Renewable energy: Establishment of a circular economy region requires ensuring secure renewable energy supply. Council can consider to partner with the private energy sector to explore and invest in various renewable energy opportunities such as generating bio-fuel from all organic matter processed at the waste and sewer facilities, generating solar energy from all council facilities for council operation and investing in renewable energy storage capacity.</p>



5. HIGH LEVEL CIRCULAR ECONOMY OPPORTUNITIES

Sensitivity: General

5.1 MACRO CIRCULAR OPPORTUNITIES MAPPING

Circular activities and processes not only extend the usable life of products but also extend their value, create new jobs, and generate economic growth. As these practices are adopted across industries there is the potential for benefits to the economy, businesses, and consumers. Key economic benefits that can be realised are⁵:

- **GDP Growth** – achieved through a combination of increased revenue from new or emerging circular activities and lower cost of production because of the more productive use of inputs
- **Job creation** – this is largely due to increased spending fuelled by lower prices; high-quality, labour-intensive recycling activities; and higher skilled jobs in remanufacturing. New jobs are created across industrial sectors, within small and medium enterprises, through increased innovation and a new service-based economy
- **Carbon Reduction** – cycling materials and assets at their highest value ensures less extraction of virgin resources and enables embodied energy to be captured in multiple lifecycles

With lower material costs and greater innovation companies could generate greater profits. Relying less on raw materials and moving towards recycled/secondary inputs may achieve greater security of supply over key inputs to the production process. There can also be the

opportunity for new businesses and industries to emerge. From an economic perspective, there is also the potential for individuals to benefit from the reduced cost of production as this is passed through as lower product prices.⁶

The literature examining the benefits of circular practises is well-developed for European economies and identifies substantial positive impacts from this transition. For example, the Waste and Resource Action Programme (WRAP) has estimated that 1.2 million jobs could be created across Europe by 2030.⁷ Economy specific research undertaken by Club of Rome (COR) indicates that up to 75,000 jobs in Sweden and half a million jobs in France could be created by 2030.⁸ Research undertaken by the Ellen MacArthur Foundation, over the same time period, found positive impacts on GDP, with an annual benefit of 0.6 trillion euros across Europe.

Research into the potential impacts on the Australian economy, or parts of the economy, is not as developed as in Europe. However, Australian-focused studies do indicate that there is the potential for similar benefits to be realised in our economy.


⁵ <https://archive.ellenmacarthurfoundation.org/explore/the-circular-economy-in-detail>

⁶ <https://archive.ellenmacarthurfoundation.org/explore/the-circular-economy-in-detail>

⁷ WRAP (2015) *The Economic Growth Potential of More Circular Economies*

⁸ COR (2015) *The Circular Economy and Benefits for Society*

Sensitivity: General



A study undertaken by the Institute for Sustainable Futures at the University of Technology, Sydney indicates a potential benefit of \$26 bn annually by 2025 to the Australian economy.⁹ This estimate is based on analysis undertaken by the World Economic Forum in 2013, which found that the circular economy could deliver up to \$4.5 trillion in economic benefits by 2030 through the waste elimination and the continual safe use of natural resources. These benefits are delivered through reducing pressure on the environment, improving the security and supply of raw materials, increasing economic competitiveness, stimulating innovation as well as stimulating economic growth and job creation.

In 2020, KPMG produced a report for the CSIRO that assessed the potential economic impacts of circular opportunities in three key sectors: food, transport, and the built environment.¹⁰ This report suggests a potential economic benefit of \$23 billion in present value GDP by 2025. By 2047-48, it is estimated that the benefit of a circular economy could rise to a present value of \$210 billion in GDP and an additional 17,000 full-time equivalent jobs for Australia. This study found that opportunities such as energy efficiency in dwellings and food waste reductions represent the greatest impacts, in part, due to the importance of these sectors in the Australian economy.

Much of the work undertaken to estimate the economic benefits of the introduction of circular economy practices within Australia has been undertaken at the national level. Looking at the benefits to the nation of industry-wise adoption or practices changing in a uniform manner across the country. However, it is also the case that local or regional-level adoption can deliver benefits at a local level.

More localised research indicates that there are also benefits at the state/regional level. A study focusing on the benefits of a circular economy to South Australia estimated 25,700 additional jobs could be created by 2030.¹¹ This analysis found the potential for job creation from implementing both efficient and renewable energy strategies and well as from keeping materials in circulation. A key finding was that implementing materials strategies could create many more jobs than simply implementing energy focussed responses, with materials strategies accounting for 80% of the jobs created within the modelling undertaken. Most of the jobs created in the modelled scenarios came from the services sectors – reflecting the need for design and technology professionals to achieve the transition and well as jobs focused on the repair and maintenance of goods, so that they can remain in circulation.

⁹ Florin, N., Dominish, E., Giurco, D. (2015) Action Agenda for resource productivity and innovation: opportunities for Australia in the circular economy. University of Technology Sydney

¹⁰ KPMG Economics (2020) Potential Economic Pay-off of a Circular Economy

¹¹ Lifecycles (2017) Creating Value: The Potential Benefits of a circular economy in South Australia

Sensitivity: General



5.2 MAIN FINDINGS/CONCLUSIONS

- Circular economy principles have been adopted overseas over the last couple of decades. While Australia is a latecomer to the concept, significant momentum has built over the last couple of years and is growing exponentially. This is also demonstrated by the Rockhampton stakeholder engagement and how they are also trying to adopt the circular principle as their new business model.
- Adopting a circular economy approach can offer local governments and surrounding regions an opportunity to both better manage resources, as well as providing new economic opportunities whilst enhancing the local environment.
- The region's key strengths are its location in Central Queensland with high water security (due to its location in the Fitzroy Basin) and major transit corridors (including the regional airport) making Rockhampton highly accessible and an ideal locale for growth of new innovative industries including agriculture built on renewable energy.
- The surrounding mines and investment in power generation in Central Queensland as well as Rockhampton can provide the much-needed green/ renewable energy for the region making it attractive for green investments such as battery storage and new industries.
- The growth plan of Defence further contributes to regional economy

with employment, supply of local goods and services. There are circular economy opportunities for industries that provide support for defence sector including production and servicing of defence materials and equipment. The Rockhampton airport is key in Defence's growth plan.

- Council services in particular the Rockhampton Regional Waste and Recycling will play a major role in Circular Economy activities.

Sensitivity: General

5.3 KEY OPPORTUNITIES ACROSS SECTORS

The various circular opportunities identified across the key sectors were compared holistically and the top priority opportunities for each sector were categorised: control, influence, and interest (Figure 9).

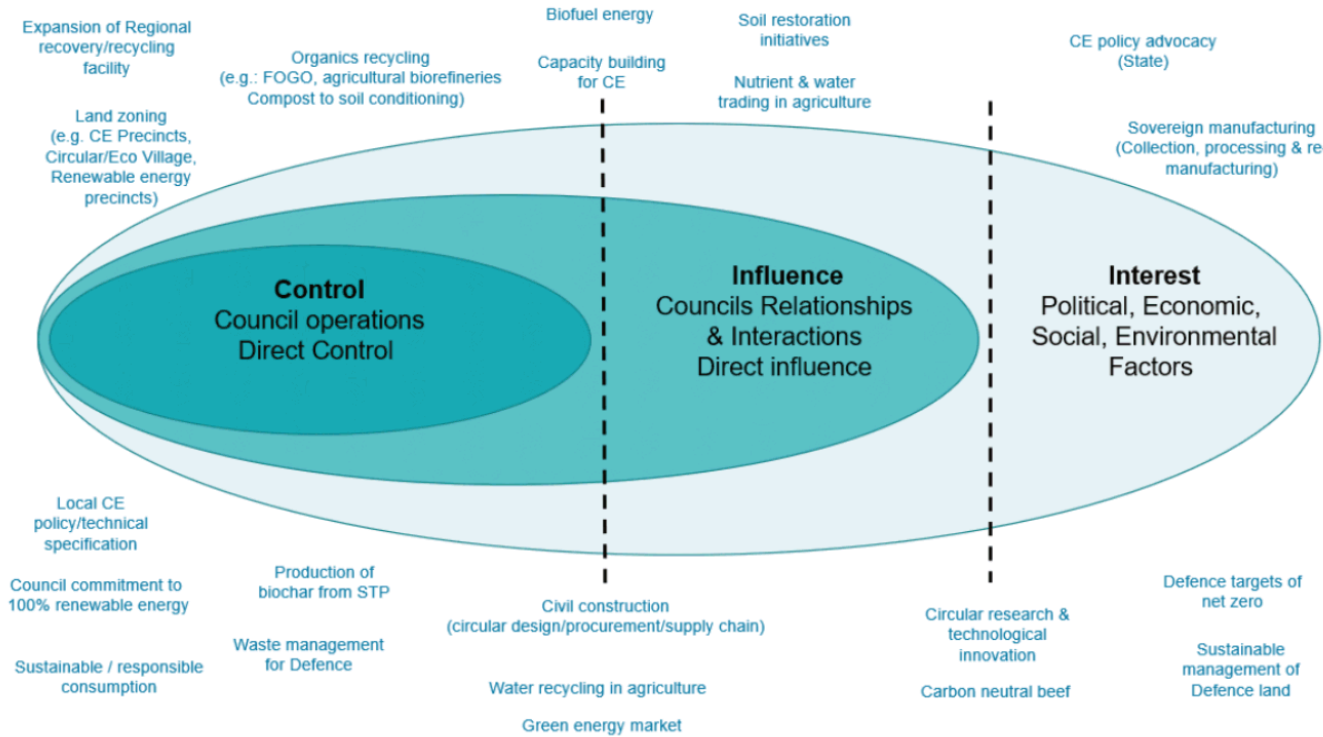


Figure 9: Key CE Opportunities Across the Region



6. RECOMMENDATIONS AND NEXT STEPS

Sensitivity: General

6.1 RECOMMENDATIONS

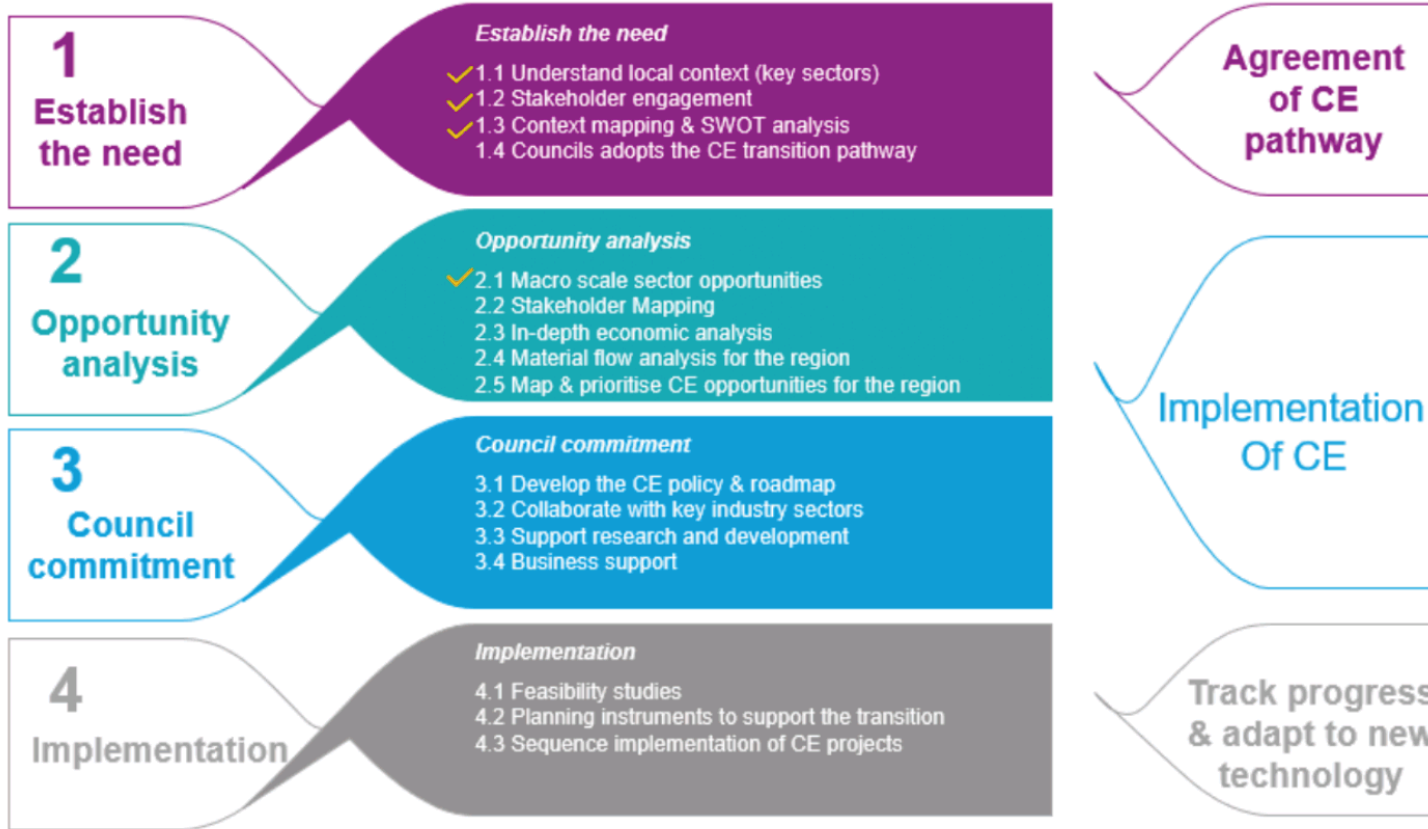
The recommendations from this paper are outlined as follows (Figure 10 - Sections 1.1, 1.2, 1.3 and 2.1 already completed in this discussion paper).

- 1. Agreement of the circular economy pathway:** The high-level opportunities identified in the discussion paper needs to be discussed with all key stakeholders both internal and external and for Council to establish the way forward. This will inform the development of Council's CE policy and roadmap as indicated in Figure 10, under step 3.
- 2. Further analysis:** Further in-depth and detailed analysis is recommended that includes:
 - a material flow analysis for the region across all key sectors to assist in identifying regional resources and recognise potential opportunities for growth.
 - an economy wide, in-depth economic analysis to quantify the circular opportunities across each sector and region will provide clarity on opportunities for prioritisation and implementation.
- 3. Continue engagement with industry:** The engagement with key industry sectors during the development of the discussion paper was

well received. It is recommended that the engagement with the industry and key stakeholders is continued throughout the CE journey.

- 4. Continue the research partnerships/industry specific:** Several research opportunities are already underway, and these research projects will provide the relevant, and necessary, insights to support the establishment of a circular economy. The evidence and data will build local capacity, as well as provide confidence in the regional market for new and innovative opportunities. It is essential that Council partner and collaborate with the relevant agencies on all circular opportunity investigation.
- 5. Support businesses in CE transition:** Council's role in building the regional capacity for circular economy and supporting the local / regional businesses and industries to transition is crucial. This can be achieved through education or training sessions, forums and events, and innovation sprints in partnership with research, industry associations and other government agencies.

Sensitivity: General



Continued engagement with key stakeholders across the region



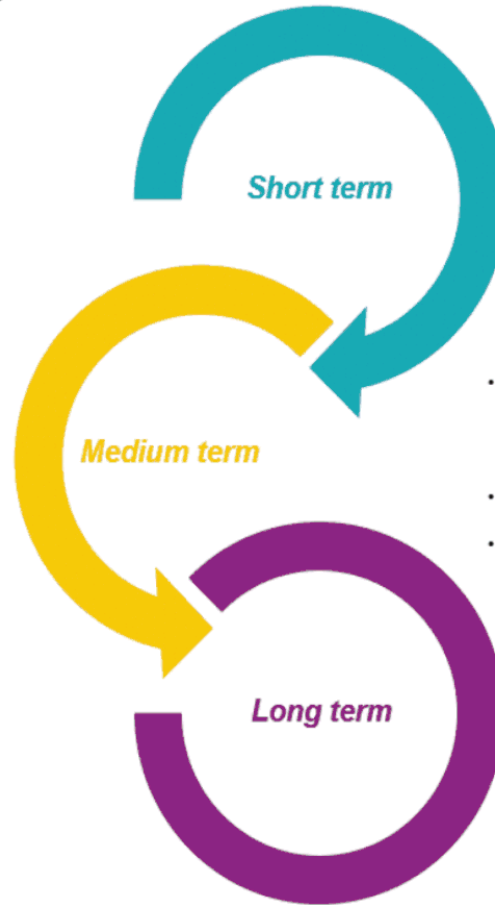
Figure 10: Steps to adopt & implement Circular Economy (Note: The yellow ticks indicate the steps in covered in this paper).

Sensitivity: General

6.2 NEXT STEPS



The below diagram highlights the short term, medium term and long term timeline for adaption to a circular economy (Figure 11) .



- **Agreement of the CE pathway:** The high-level opportunities identified in the discussion paper needs to be discussed with all key stakeholders both internal & external, & for Council to establish the way forward. This will inform the development of Council's CE policy and roadmap.
- **In-depth & detailed analysis** that include MFA for the region, & an in-depth economic analysis to quantify the CE opportunities across each sector.

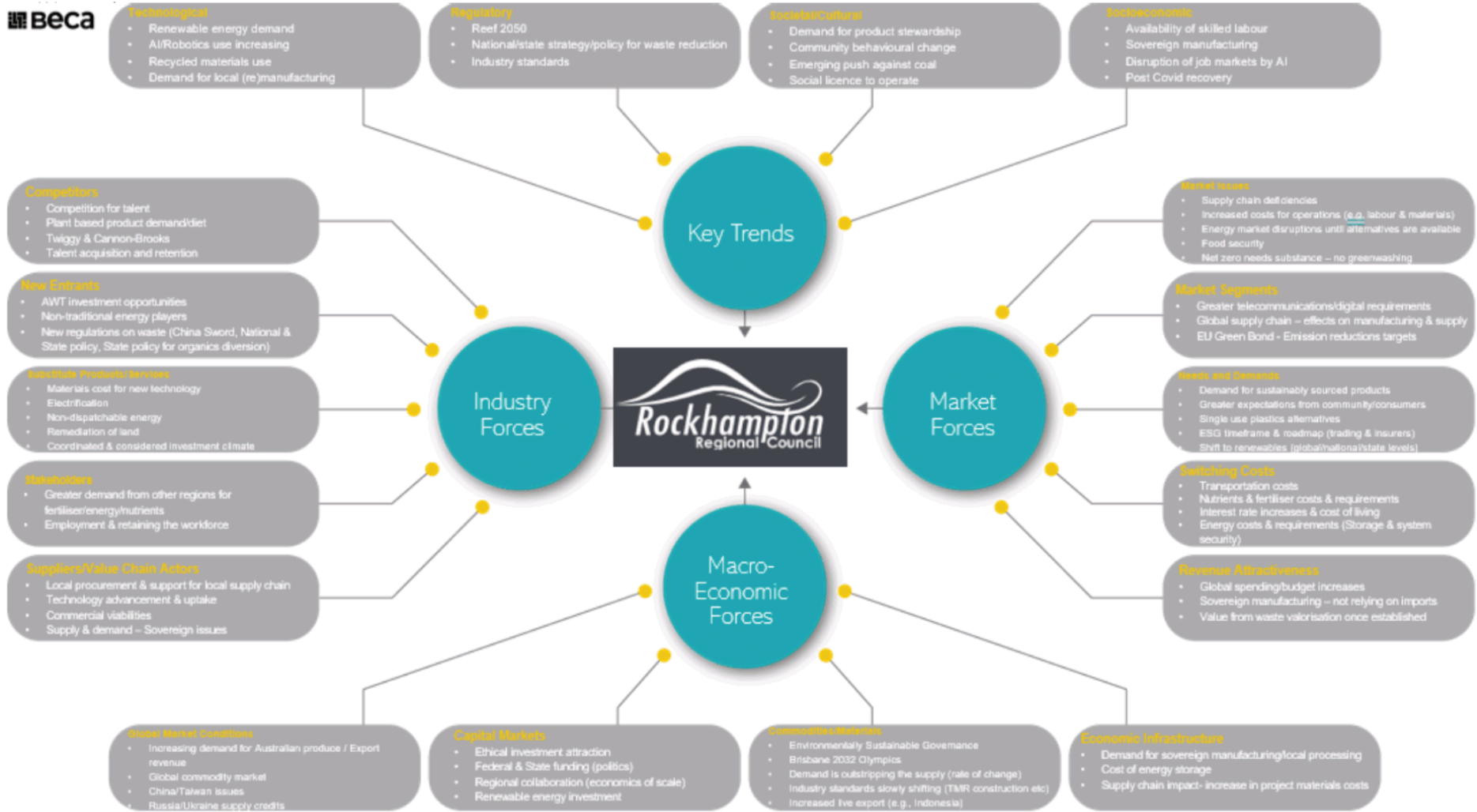
- **Continue research partnerships:** Several research opportunities are already underway, & these research projects will provide the relevant, & necessary, insights to support the establishment of a CE. It is essential that Council partner & collaborate with the relevant agencies on all circular opportunity investigation.
- **Council policy position for CE:** Council to decide on policy packages that can be easily implemented upon consultation.
- **Implement quick wins:** Identify projects which will be easy to implement and offer CE opportunities.

- **Continued engagement with industry:** The engagement with the key industry sector during the development of the discussion paper was well received. It is essential that the engagement with the industry & key stakeholders is continued throughout the CE journey.
- **Provide business support:** Building capacity of local businesses & industries to adopt a CE approach through education programs such as community workshops, training & events.

Figure 11: Circular Economy Timeline for Rockhampton Regional Council



APPENDIX A. CONTEXT MAP



10.2 7 ROCKY RIVER RUN**File No:****Attachments:**

1. [Event Impact Summary - State](#)
2. [Event Impact Summary - Local Region](#)

Authorising Officer: **Greg Bowden - Executive Manager Advance Rockhampton****Author:** **Eileen Brown - Events Coordinator**

SUMMARY

This report outlines a request for Rockhampton Regional Council to distribute Rocky River Run funds to charity.

OFFICER'S RECOMMENDATION

THAT Council determines charity amounts for the 7 Rocky River Run 2022 charities, R U OK and Ronald McDonald House Northern Australia.

BACKGROUND

This event is delivered in conjunction with Atlas Multisports and our sponsor agreements. Event sponsors and partners include: Channel 7, Macdonald's Rockhampton, City Centre Plaza, Empire Apartment Hotel and CQ Today.

These sponsors' agreements were established on the understanding that sponsorship and entrant fees enabled the donation to both noted charities for this event.

PREVIOUS DECISIONS

Previously committed sponsorship was in conjunction with sponsorship and entrant fees. A cash deliverable of \$10,000.00 was previously donated to each charity in 2021.

BUDGET IMPLICATIONS

These costs are allocated within the current Advance Rockhampton budget.

LEGAL IMPLICATIONS

There are no identified legal implications to Council relevant to this matter

STAFFING IMPLICATIONS

There are no staffing implications

CONCLUSION

The 2022 event attracted 1814 participants, 390 from outside the region, equating to an estimated combined total spend of \$234,000.00 to the local economy. The donation amounts provisioned to each charity provide a social benefit to the local region.

7 ROCKY RIVER RUN

Event Impact Summary - State

Meeting Date: 28 June 2022

Attachment No: 1

Event Impact Summary – State Significance			
Attendance: 390			
Rockhampton Regional Council area - Modelling the effect of \$156,000 from a Sports and Recreation Activities event with State significance			
	Output (\$)	Value-added (\$)	Local Jobs (annual jobs)
Direct impact	124,800	57,868	1.1
Industrial impact	24,401	9,579	0.1
Consumption impact	9,287	4,805	0.1
Total impact on Rockhampton Regional Council area economy	158,487	72,252	1
Source: National Institute of Economic and Industry Research (NIEIR)©2021. Compiled and presented in economy.id by.id (informed decisions).			

Impact on Output

The total visitor spend of \$156k attributed to staging the 7Rocky River Run 2022 event would lead to a direct impact on output of \$125k. This additional direct output from the economy would also lead to an increase in indirect demand for intermediate goods and services across related industry sectors. These indirect industrial impacts (Type 1) are estimated to be an additional \$24k in Output.

There would be an additional contribution to Rockhampton Regional Council area economy through consumption effects as correspondingly more wages and salaries are spent in the local economy. It is estimated that this would result in a further increase in Output of \$9,286.51.

The combination of all direct, industrial and consumption effects would result in total estimated rise in Output of \$158k in Rockhampton Regional Council area economy.

Impact on value added and GRP

The impact of an additional of \$156k spend to the local economy as a result of running the 7Rocky River Run 2022 event in Rockhampton Regional Council area would lead to a corresponding direct increase in value added of \$58k. A further \$10k in value added would be generated from related intermediate industries.

There would be an additional contribution to Rockhampton Regional Council area economy through consumption effects as correspondingly more wages and salaries are spent in the local economy. It is estimated that this would result in a further increase in value added of \$4,804.70.

The combination of all direct, industrial and consumption effects would result in an estimated addition in value added of \$72k in Rockhampton Regional Council area economy.

Value added by industry represents the industry component of Gross Regional Product (GRP). The impact on Rockhampton Regional Council area's GRP as a result of staging this event is directly equivalent to the change in value added outlined above.

In summary, GRP in Rockhampton Regional Council area is estimated to increase by \$72k.

Impact on Employment (local jobs, 12mth equivalent)

The employment impact of an event is expressed in local jobs. For example, an event that generates 4 weeks of work for 13 people (52 weeks of work in total), would have an employment impact equivalent to 1.0 annual local job.

The direct addition of \$156k spend to the local economy as a result of staging the 7Rocky River Run 2022 event in Rockhampton Regional Council area is estimated to lead to a corresponding direct increase of employment equivalent to 1.1 annual local jobs across a range of industries. From this direct expansion in the economy it is anticipated that there would be flow on effects into other related intermediate industries, creating an additional employment equivalent to 0.1 annual local jobs.

This addition of employment in the local economy would lead to a corresponding increase in wages and salaries, a proportion of which would be spent on local goods and services, creating a further increase equivalent to 0.1 annual local jobs through consumption impacts.

The combination of all direct, industrial and consumption effects would result in a total estimated increase of employment equivalent to 1.3 annual local jobs located in Rockhampton Regional Council area.

7 ROCKY RIVER RUN

Event Impact Summary - Local Region

Meeting Date: 28 June 2022

Attachment No: 2

Event Impact Summary – Regional Significance (CQ)			
Attendance: 1,424			
Rockhampton Regional Council area - Modelling the effect of \$78,320 from a Sports and Recreation Activities event with Region significance			
	Output (\$)	Value-added (\$)	Local Jobs (annual jobs)
Direct impact	67,324	29,430	0.6
Industrial impact	13,844	5,498	0.1
Consumption impact	4,964	2,569	0.0
Total impact on Rockhampton Regional Council area economy	86,132	37,496	1
Source: National Institute of Economic and Industry Research (NIEIR)©2021. Compiled and presented in economy.id by.id (informed decisions).			

Impact on Output

The total visitor spend of \$78k attributed to staging the 7Rocky River Run 2022 event would lead to a direct impact on output of \$67k. This additional direct output from the economy would also lead to an increase in indirect demand for intermediate goods and services across related industry sectors. These indirect industrial impacts (Type 1) are estimated to be an additional \$14k in Output.

There would be an additional contribution to Rockhampton Regional Council area economy through consumption effects as correspondingly more wages and salaries are spent in the local economy. It is estimated that this would result in a further increase in Output of \$4,964.24.

The combination of all direct, industrial and consumption effects would result in total estimated rise in Output of \$86k in Rockhampton Regional Council area economy.

Impact on value added and GRP

The impact of an additional of \$78k spend to the local economy as a result of running the 7Rocky River Run 2022 event in Rockhampton Regional Council area would lead to a corresponding direct increase in value added of \$29k. A further \$5k in value added would be generated from related intermediate industries.

There would be an additional contribution to Rockhampton Regional Council area economy through consumption effects as correspondingly more wages and salaries are spent in the local economy. It is estimated that this would result in a further increase in value added of \$2,568.52.

The combination of all direct, industrial and consumption effects would result in an estimated addition in value added of \$37k in Rockhampton Regional Council area economy.

Value added by industry represents the industry component of Gross Regional Product (GRP). The impact on Rockhampton Regional Council area's GRP as a result of staging this event is directly equivalent to the change in value added outlined above.

In summary, GRP in Rockhampton Regional Council area is estimated to increase by \$37k.

Impact on Employment (local jobs, 12mth equivalent)

The employment impact of an event is expressed in local jobs. For example, an event that generates 4 weeks of work for 13 people (52 weeks of work in total), would have an employment impact equivalent to 1.0 annual local job.

The direct addition of \$78k spend to the local economy as a result of staging the 7Rocky River Run 2022 event in Rockhampton Regional Council area is estimated to lead to a corresponding direct increase of employment equivalent to 0.6 annual local jobs across a range of industries. From this direct expansion in the economy it is anticipated that there would be flow on effects into other related intermediate industries, creating an additional employment equivalent to 0.1 annual local jobs.

This addition of employment in the local economy would lead to a corresponding increase in wages and salaries, a proportion of which would be spent on local goods and services, creating a further increase equivalent to 0.0 annual local jobs through consumption impacts.

The combination of all direct, industrial and consumption effects would result in a total estimated increase of employment equivalent to 0.7 annual local jobs located in Rockhampton Regional Council area.

10.3 COMMUNITY ASSISTANCE PROGRAM - MAJOR SPONSORSHIP APPLICATION

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

SUMMARY

An application from the Queensland Karate Association Inc for Major Sponsorship Assistance towards their 2022 AKF National Championships event is presented for Council consideration.

OFFICER'S RECOMMENDATION

THAT Council considers the Major Sponsorship application from Queensland Karate Association Inc for funding to assist with the staging of the 2022 AKF National Championships to be held from 5 – 7 August 2022 and approves a sponsorship amount of \$10,000.00 towards the event.

COMMENTARY

The applicant states this event will be the first National Championships for Karate in three years. The last championships was held in Launceston Tasmania in 2019 and due to COVID restrictions Western Australia and Victoria both were unable to confirm that they would be able to run the event which left hosting to New South Wales and Queensland.

Queensland Karate Association (QKA) was able to secure a venue in Rockhampton and with the help of a local Rockhampton club; Nihon Shotokan Karate a proposal put to the Australian Karate Federation (AKF) relatively quickly helped with QKA being able to secure the 2022 Championships.

The Championships will have athletes from 8 years of age through to 65 years. The applicant states that state teams from Victoria, New South Wales, South Australia, Tasmania and Queensland totalling approximately 600 competitors along with spectators, officials and volunteers will see approximately 1000 people attend the Championships.

The majority of the visitors have secured accommodation in the Rockhampton Riverside Precinct for at least 4 nights. Many of the visitors have already indicated that they are planning to stay in the region after the event to see what is on offer.

Local food vendors have been asked to participate in selling food and drinks (non-alcoholic) at the Championships.

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

QKA Tournament Directors in conjunction with AKF Tournament Directors have had in excess of 10 years' experience in running events of this size.

The club will acknowledge Council's sponsorship via the social media outlets, printed schedules and verbally throughout the Championships by the MC.

PREVIOUS DECISIONS

Over the period this event has been held, Council has not previously provided any funding to the QKA.

BUDGET IMPLICATIONS

Independent assessment by a panel of 4 have indicated an average sponsorship amount for each of the projects/events, which is within Council's Community Assistance Program Operational Budget, as well as taking into consideration the community value of events and projects.

LEGISLATIVE CONTEXT

Administered under the Major Sponsorship Policy and Procedure.

LEGAL IMPLICATIONS

Council administers the Community Assistance Program under a standard funding agreement and all funds are provided on a 'grants-basis'. Applicants are responsible for all aspects of event delivery.

STAFFING IMPLICATIONS

No staffing implications for this non-Council event.

RISK ASSESSMENT

Applicants are fully responsible for event delivery and must provide a final acquittal report outlining any receipts for expenditure, photographs, print media coverage, publications or other forms of documentation.

CORPORATE/OPERATIONAL PLAN

1.4.1 – Streamline Council's funding for community not for profit organisations to ensure fairness and equity.

CONCLUSION

Upon assessment of the information provided in the application against the rating tool and the community value of the event it is recommended Council approve the Assessment Panel's recommended funding allocation of \$10,000.00.

10.4 COMMUNITY ASSISTANCE PROGRAM - MAJOR SPONSORSHIP

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

Communities Committee at its meeting on 21 June 2022 resolved that the matter be referred to the Ordinary Meeting to be held on 28 June 2022.

SUMMARY

An application from the Black Dog Ball Inc for Major Sponsorship Assistance towards their Black Dog Ball 2022 event is presented for Council consideration.

OFFICER'S RECOMMENDATION

THAT Council considers the Major Sponsorship application from Black Dog Ball Inc for funding to assist with the staging of the Black Dog Ball 2022 to be held on Saturday 8 October 2022 and approves a sponsorship amount of \$10,000.00 towards the event.

COMMENTARY

Each year the ball is held in conjunction with the start of Queensland Mental Health Week. This year marks the ninth year for the Rockhampton region.

The Ball is managed by a committee of 3 ladies who are passionate and dedicated to raising awareness and support for essential mental health programs in Central Queensland. The applicant states to date they have raised \$290,000 and supported local programs and charities – Project Booyah, Access Recreation, Carinity Wharonga, Headspace, CQ Healthy Families, Anglicare, Mates in Construction, Carers Australia and +Assist. Application for this year's beneficiaries are still open.

Volunteers from local sporting clubs are also engaged to help with waitressing and bar staff for the evening. Donations to their sporting club are made in return for volunteering.

In the application it is stated the benefits to the Central Queensland region are three fold. Guests who support the Black Dog Ball have a belief that they can truly make a difference to those struggling in the community, if they work together. This provides a true sense of community spirit, and is displayed by the Ball's capacity to attract 800 plus guests.

The venue for the event is to yet to be confirmed, however the indicated the preferred location is at the Southside United Sports Club.

Guests attend from Rockhampton, Rural Central Queensland including Bauhinia, Monto, Biloela and Clermont, and in previous years the Ball has attracted guests from as far north as Townsville and south to Northern New South Wales. Feedback from local clothing stores, who greatly benefit through the purchase of ball gowns and suits, hairdressers, beauty therapists, etc all are kept incredibly busy by ball guests.

The Rockhampton Regional Council will be acknowledged by the display of our logo on all printed promotional materials, in media releases prior to the event, on social media, and at the event itself.

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

The Ball committee strive to ensure their sponsors receive maximum exposure for their generosity via a professionally produced audio-visual presentation, vocally by their Master of Ceremonies, and via printed guest programs that every guest receives on the evening. In addition to this, as an Event Partner, sponsorship level, the Rockhampton Regional Council would have the opportunity to make a speech to guests as part of their official program. Council's donation of \$981 toward the 2021 event has now been acquitted with 600 attendees to the event and the objective of \$30,000 funds raised.

PREVIOUS DECISIONS

Since 2013/2014 Financial Year, Council has provided a total of \$21,481.00 in sponsorship towards the event. Last year's major application was not received by closing date, hence a small application was submitted and approved for bins costs of \$981.00.

BUDGET IMPLICATIONS

Independent assessment by a panel of 4 have indicated an average sponsorship amount for each of the projects/events, which is within Council's Community Assistance Program Operational Budget, as well as taking into consideration the community value of events and projects.

LEGISLATIVE CONTEXT

Administered under the Major Sponsorship Policy and Procedure.

LEGAL IMPLICATIONS

Council administers the Community Assistance Program under a standard funding agreement and all funds are provided on a 'grants-basis'. Applicants are responsible for all aspects of event delivery.

STAFFING IMPLICATIONS

No staffing implications for this non-Council event.

RISK ASSESSMENT

Applicants are fully responsible for event delivery and must provide a final acquittal report outlining any receipts for expenditure, photographs, print media coverage, publications or other forms of documentation.

CORPORATE/OPERATIONAL PLAN

1.4.1 – Streamline Council's funding for community not for profit organisations to ensure fairness and equity.

CONCLUSION

Upon assessment of the information provided in the application against the rating tool and the community value of the event it is recommended Council approve the Assessment Panel's recommended funding allocation of \$10,000.00.

10.5 CMP UPDATES - HERITAGE MANAGEMENT STRATEGY

File No: 13866

Attachments:

1. Report to Communities 21 June 2022 [↓](#)
2. CMP Review Quote (CONFIDENTIAL)

Authorising Officer: Evan Pardon - Chief Executive Officer

Author: Alicia Cutler - General Manager Community Services

SUMMARY

Best practice guidelines suggest that for Heritage Listed assets a Conservation Management Plan should be prepared. A body of work is currently required to update a number of CMPs to reflect current condition and work required. Advice has been received that the Mount Morgan Commonwealth Bank Building does not meet the criteria of State Significance. As such, a recommendation is sought to apply to remove this building from the register.

COMMITTEE'S RECOMMENDATION

THAT Council resolves that the matter lay on the table until further consultation with the community.

COMMENTARY

The attached report was considered at Communities Committee meeting on 21 June 2022.

Following lengthy discussion, it was moved that the matter lay on the table until further consultation with the community. However, when the motion was voted on it was tied and in accordance with Council's Meeting Procedure Policy, a casting vote of the chairperson cannot be used and the matter is referred to Council for determination.

BACKGROUND

It is proposed that a review of the State listing is undertaken as the building does not appear to meet threshold for entry on the Queensland Heritage Register (QHR) but does meet the threshold at a local level (as a local heritage place).

Although the building is entered on the Queensland Heritage Register, there was a recommendation for it to be removed from the QHR but remain as a local heritage place.

CONCLUSION

The matter is referred to Council for determination.

CMP UPDATES - HERITAGE MANAGEMENT STRATEGY

Report to Communities 21 June 2022

Meeting Date: 28 June 2022

Attachment No: 1

COMMUNITIES COMMITTEE AGENDA

21 JUNE 2022

8.3 CMP UPDATES - HERITAGE MANAGEMENT STRATEGY

File No: 13866

Attachments:

1. Mt Morgan Commonwealth Bank CMP 2016
2. AHS Capability Statement
3. RRC CMP Review Quote (Confidential)

Authorising Officer: Alicia Cutler - General Manager Community Services

Author: Emma-Jane Dwyer - Manager Community Assets & Facilities

SUMMARY

Best practice guidelines suggest that for Heritage Listed assets a Conservation Management Plan should be prepared. A body of work is currently required to update a number of CMPs to reflect current condition and work required. Advice has been received that the Mount Morgan Commonwealth Bank Building does not meet the criteria of State Significance. As such, a recommendation is sought to apply to remove this building from the register.

OFFICER'S RECOMMENDATION

THAT Council resolves as per section 257 of the *Local Government Act 2009* to delegate to the Chief Executive Officer the exercise of powers under sections 36, 36A, 43, 46, 48 of the *Queensland Heritage Act 1992* to apply to remove the Mount Morgan Commonwealth Building from the Queensland Heritage Register based upon the updated Statement of Significance.

COMMENTARY

Council has a number of Heritage Listed Assets that require an updated Conservation Management Plan.

A Conservation Management Plan (CMP) is a practical tool that helps owners, managers and assessing authorities make sound decisions about conserving and managing heritage places. It identifies the place's cultural heritage significance, sets out conservation policies to protect the cultural heritage significance of the place in the light of change and provides a strategy for putting these policies into action.

Conservation Management Plans currently exist (at various levels of update) for the following sites but require update:

- Archer Park Railway Station
- Mount Morgan Railway Station
- Rockhampton School of Arts
- Walter Reid Building
- North Rockhampton Borough Chambers
- South Rockhampton Cemetery
- Mount Morgan Coronation Lamp & Boer War Memorial
- Rockhampton City Hall
- Mount Morgan School of Arts
- Scotia Place
- Mount Morgan Cemetery
- Mount Morgan Commonwealth Bank Building

Due to the nature of the work involved, it makes sense to update all the CMP's in the one process.

COMMUNITIES COMMITTEE AGENDA

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Updated information Mount Morgan Commonwealth Bank Building

It is proposed that a review of the state listing is undertaken as the building does not appear to meet threshold for entry on the Queensland Heritage Register (QHR) but does meet the threshold at a local level (as a local heritage place). Although the building is entered on the Queensland Heritage Register, there is a recommendation for it to be removed from the QHR but remain as a local heritage place.

The Mount Morgan Commonwealth Bank's current Statement of Significance is entered on the Queensland Heritage Register as provided below:

Cultural Heritage Significance	
Criterion A	The former Commonwealth Bank as a branch of the Queensland Government Savings Bank demonstrates the regional development of the state and its presence is suggestive of the large number of workers present in the town because of the Mount Morgan Mine.
Criterion D	The building is characteristic of small timber banks in regional towns, modest in scale and finish, but occupying a prominent corner site.
Criterion E	The former bank building has aesthetic value for its contribution to the Central State School site, a large complex of timber buildings similar in form, scale and material to which the former bank building, sited prominently at the street intersection, forms a centrepiece.
Criterion G	Mount Morgan's only bank for 21 years and one which served the community for the best part of the 20th century, and as the premises of the institution which acted as an agent of the Commonwealth during the war, the former bank building has an important connection with the Mount Morgan community.

The information prepared for the CMP enabled a reassessment of the QHR Statement of Significance for the Mount Morgan Commonwealth Bank. The following points provide additional information that can be used when revising the Statement of Significance.

Recommended revision of the QHR Statement of Significance:

Significance Discussion	
Criterion A	<p>Whilst the former Commonwealth Bank has a known history as a branch of the Queensland Government Savings Bank (1913-1920), and later as a Commonwealth Bank of Australia branch (1921-1998), this assessment finds that the place does not demonstrate 'regional development of the state' or 'that its presence is suggestive of the large number of workers present in the town because of the Mount Morgan Mine.' outlined by the QHR criterion.</p> <p>The place is therefore considered to be of local heritage significance rather than state heritage significance. Its association is linked to the development of the Mount Morgan Township in the twentieth Century, demonstrating the evolution or pattern of the local area's history.</p>
Criterion D	<p>This assessment accepts 'The building is characteristic of small timber banks in regional towns, modest in scale and finish, but occupying a prominent corner site'. It appears that whilst there is an unknown quantity of smaller regional examples of banks of this type, the place is not of State significance under this criteria, due particularly to the condition and integrity of the building.</p> <p>The place is considered to potentially meet threshold for entry at a local level rather than a state level.</p>

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Criterion G	<p>Whilst the place was Mount Morgan's only bank for 21 years (1929-1950) and 'served the community for the best part of the 20th century', the former bank building seems regarded for its function as a local bank, which in itself is not 'an important connection with the Mount Morgan community' at local or state heritage significance.</p> <p>All Commonwealth Banks acted as an agent of the Commonwealth during the war, not just Mount Morgan's branch.</p> <p>The place is not considered therefore to threshold for entry at a local or state level.</p>
--------------------	--

The removal of the Mount Morgan Commonwealth Bank from the State Heritage Register will allow the repairs required to protect this heritage asset to be completed at a lower cost to Council while remaining a useable building.

If the building is removed from the State Heritage Register, a CMP will no longer be required.

BACKGROUND

It is proposed to engage Heritage Consultants to undertake the following for each CMP:

- Desktop Review: Review of review of any previous reports, site information, and contextual history.
- Site Inspection Review of sites (as required), including changes and issues.
- Assessment of Significance: Review of each place's significance and significant elements, including a review of MM Commonwealth Bank proposed for removal from the QHR
- Identification of Issues: This will include the condition audit which outlines the condition issues for prioritisation and confirms the recommended approach for maintenance and repair.
- Conservation Policy: Development of conservation policies what assist decision-making for the future care and maintenance.
- Action Plan: Management guidelines and recommended action plan and maintenance schedules (with guidelines for proposes maintenance and repair works).

The final report(s) will be a culmination of the abovementioned information which incorporates a contextual history, significance assessment, conservation policies, management guidelines, and recommended maintenance and repair schedules / action plan.

PREVIOUS DECISIONS

NIL

BUDGET IMPLICATIONS

NIL – The removal of the building form the State Heritage Register will limit the need to keep a CMP updated and enable repairs to be undertaken at a lower cost.

LEGISLATIVE CONTEXT

Cultural heritage significance needs to be considered in all aspects of managing a heritage place, from routine maintenance through to proposing changes. A CMP complements and enhances these routine activities by clearly guiding maintenance and conservation priorities ensuring that all heritage considerations and statutory obligations are addressed in line with the *Queensland Heritage Act 1992* (Heritage Act) which aims to protect Queensland's heritage from incompatible development and neglect and conserve it for the benefit of the community and for future generations

LEGAL IMPLICATIONS

Nil

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STAFFING IMPLICATIONS

All works will be project managed by existing staff resources.

RISK ASSESSMENT

Nil

CORPORATE/OPERATIONAL PLAN

1.1.18 – Develop and implement three year forward community assets and facilities works program (renewals).

CONCLUSION

Queensland's heritage is embodied in its historic buildings, structures, gardens, cemeteries, archaeological sites, streetscapes, townscapes and landscapes and is a unique, diverse and irreplaceable cultural resource. Heritage values are the reasons why a place is important. Cultural heritage significance is the sum of these values and needs to be considered in all aspects of managing a heritage place, from routine maintenance through to proposing changes. A CMP complements and enhances these routine activities by clearly guiding maintenance and conservation priorities, ensuring that all heritage considerations and statutory obligations are addressed.

It is therefore recommended Council apply to update the Statement of Significance for the Mount Morgan Commonwealth Bank Building and as such apply to remove the building from the State Heritage Register.

CMP UPDATES - HERITAGE MANAGEMENT STRATEGY

Mt Morgan Commonwealth Bank CMP 2016

Meeting Date: 21 June 2022

Attachment No: 1

Mount Morgan
Commonwealth Bank Building
Conservation Management Plan
For Rockhampton Regional Council
AUGUST 2016



COMMUNITIES COMMITTEE AGENDA

21 JUNE 2022

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Document Verification				
Project	ROCKHAMPTON CMPs (Various Sites)			
Project Number	15038			
Document Title	Conservation Management Plan for Mount Morgan Commonwealth Bank			
File Location	Projects\15038 ROCKHAMPTON Various CMPs			
Client	Rockhampton Regional Council			
Version history				
Revision	Date	Nature of revision	Prepared by	Authorised by
00	03/06/2015	Draft report for client review	BG, GB, RL	BG
01	22/08/2015	Final	GB	LG



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1 Introduction

1.1 Background

The former Commonwealth Bank at Mount Morgan was constructed in 1913 as the Queensland Government Savings Bank, becoming a branch of the Commonwealth Bank of Australia in 1921. The bank closed in 1998 and has since been used for other commercial purposes. It is now vacant.

This Conservation Management Plan (CMP) has been prepared by Australian Heritage Specialists Pty Ltd (AHS), for Rockhampton Regional Council (RRC). The CMP is understood to be the first heritage report prepared for place since its entry onto the Queensland Heritage Register in 1992. This CMP was completed in June 2016.

1.2 Study Area

The study area comprises:

Item	Description
Address	38 Morgan Street, Mount Morgan QLD 4714
Description	Mount Morgan Commonwealth Bank Building (former)
LGA	Rockhampton Regional Council
Heritage Status	State Heritage Place (QHR 600746)
Property Description	118 RN1545



Figure 1: Location of the study area in red (Google Earth 2016)





Figure 2: QHR Boundary (Mount Morgan Commonwealth Bank), EHP 2012



CMP Mount Morgan Commonwealth Bank Building

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1.3 Aims

This report was prepared in accordance with guidelines and articles of the *Australia ICOMOS Burra Charter 2013* (Burra Charter) and James Semple Kerr's *Conservation Plan* (7th Edition, 2013).

The aim of this CMP is to provide:

- A brief and up to date history of the site based on existing records.
- Results of a brief site inspection including consideration of key significant elements.
- Review of the current significance statement and an update if necessary.
- An outline of issues and obligations arising from the significance of the place.
- Conservation policies, including general advice and conservation objectives.
- An Action Plan, including maintenance and action items to manage the place.

1.4 Previous Reports

No heritage reports appear to exist for the Commonwealth Bank Building Mount Morgan.

1.5 Dates

AHS commenced the CMP in April 2016. The fieldwork was undertaken on the 13th April 2016 and included brief stakeholder consultation with relevant parties. The CMP was completed in June 2016.

1.6 Personnel

The following personnel contributed to the development of this HAR:

- Benjamin Gall (AHS), Principal and Conservation Specialist.
- Gemmia Burden (AHS), Historian.
- Rochelle Lawrence, (AHS), Cultural Heritage Consultant.
- Darren Toohy, (RRC), Project Officer Communities and Facilities.

1.7 Glossary of Terms

Abbreviation	Definition
AHS	Australian Heritage Specialists Pty Ltd
Burra Charter	ICOMOS Australian Burra Charter for the Conservation of Heritage Places
CMP	Conservation Management Plan
EHP	Department of Environment and Heritage Protection
HAR	Heritage Assessment Report
LGA	Local Government Area
QHR	Queensland Heritage Register
QH Act	<i>Queensland Heritage Act 1992</i>
RRC	Rockhampton Regional Council
SLQ	State Library of Queensland



CMP - Mount Morgan Commonwealth Bank Building

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2 Historical Context

The following historical context for Mount Morgan Commonwealth Bank (former) is summarised from the Queensland Heritage Register entry for the place, prepared in 1992. The outline is brief and focussed on matters relating directly to the significance of the place, with limited scope and timing for significant historical research.

2.1 Mount Morgan Township

The township of Mount Morgan grew with the establishment of the Mount Morgan gold mine. It was originally part of Calliungal pastoral station, established as part of the pastoral expansion in the Rockhampton area following Charles and William Archer's settlement and development of Gracemere station (QHR 600508) in the mid-1850s. With the Fitzroy River used to receive goods and transport wool, the region quickly developed and Rockhampton became the major entry and exit port of central Queensland.

Stockman William Mackinlay originally discovered gold on Calliungal station. A year after his discovery, Edwin and Thomas Morgan took specimens to Gympie for assay (Fitzgerald 1982: 172; Queensland Places). Recognising the significant value of the gold, in 1887 the Morgan Brothers pegged claims, which encompassed most of the mountain top. In July, they formed a partnership with three Rockhampton businessmen before selling out to them 1886 when the Mount Morgan Gold Mining Company Limited was formed.

The township of Mount Morgan grew alongside the mine. In the 1880s, Mount Morgan had one of the richest gold deposits in the world and as this enormous value was realised, both Mount Morgan and Rockhampton boomed. Services and infrastructure were required by the growing population, which by 1889 reached 5,836. The first town survey was undertaken in 1884. The same year the state school was opened, which was quickly followed by a mail service, churches, and a hospital. In 1887 the Queensland National Bank, the first in the town, was opened, however this was a trading, rather than a savings bank, these activities at the time being kept separate. The Queensland National Bank was built on Morgan Street, with the later Queensland National Hotel separating it from the Post Office.



Figure 3: Town View of Mount Morgan, 1895 (SI Q Negative 9990)



Figure 4: Mount Morgan State School Building, 1914 (SI Q Negative 1914)





Figure 5: Queensland National Bank Building, Mount Morgan, c. 1888 (SLQ Negative 34248)

2.2 Government Savings Banks

2.2.1 Queensland Government Savings Bank

The Queensland Government Savings Bank was founded by one of the earliest pieces of legislation enacted by the government of the new colony of Queensland in 1861. Intended to encourage small deposit savings by working people, savings banks could be established by the gazettal of an application by ten or more house or landholders in any community of more than 500 people. In 1864, the Government Savings Bank Bill provided a government guarantee to protect trustees and deposits and to allow depositors to easily transfer accounts from one town to another. It was a great success and on 9 May 1887, the Savings Bank opened an agency at the Mount Morgan Post Office.

2.2.2 Commonwealth Bank

The Commonwealth Bank of Australia was founded under the Commonwealth Bank Act of 1911. This empowered the Bank to transact both savings and trading business under the security of a guarantee from the Federal government. It opened its first branch for business on 15 July 1912 in Melbourne and soon opened agencies in post offices throughout Victoria. The Queensland branch of the then Savings Bank Department of the Commonwealth Bank opened on 16 September 1912. The main office in Brisbane operated branches through 194 post offices across the state. Post offices were used as agencies throughout the country as they had been transferred to Commonwealth control after Federation. The Commonwealth Bank of Australia merged with the state banks of Tasmania in 1912, Queensland in 1920 and Western Australia and New South Wales in 1931.

In 1913, the Queensland Government Savings Bank opened its own branch on the corner of Morgan and Central Streets on an area that was designated a reserve for the purpose. It was a modest timber building with timber dowel balustrades along both streets.



CMP Mount Morgan Commonwealth Bank Building

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The site was adjacent to the Central State School, which had constructed its first building in 1887.

The business and assets of the Queensland Government Savings Bank were transferred to the Commonwealth Bank on 8 December 1920 and the Commonwealth Bank in Mount Morgan operated from the premises from 3 January 1921.



Figure 6: Commonwealth Bank, 1922 (SLQ Negative 17788)

2.3 Boom and Bust

By the 1920s, there were three banks operating in Mount Morgan: The Queensland National Bank, the Bank of New South Wales and the Commonwealth Bank. Following the closure of the Bank of New South Wales in 1928 and the Queensland National Bank in 1929, the Commonwealth remained the only bank in Mount Morgan until 1950 when the ANZ bank opened a branch there. During the Second World War the Commonwealth Bank, its branches and agencies, acted as an agent for the government. As part of post-war growth in Australia, home loans were offered from 1946.

An office extension and brick strong room appear to have been added around the interwar period. The original verandahs of the bank were enclosed with weatherboard and louvres around 1950-1960, probably coinciding with the construction of the rear skillion for toilets and wash area at the rear of the building.

The external walls of the main building have been cut through some time after the enclosure of the verandahs. This was done to increase the interior office space for the main room, possibly in the 1970s. A set of concrete steps was added around 1980.

In 1990, the Mount Morgan mine closed, leading to a reduction of population and business in the town. The Commonwealth Bank ceased trading from this site in 1998. The building was subsequently used as the offices of Learning Network Queensland and an additional entry door and ramp was installed during this period.



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A new roof has been installed also, presumed to have been undertaken in the last decade of the twentieth century. The original ridge ventilation detail appears to have been lost at this time (see figure 8). The building is not currently used for any permanent activity.



Figure 7: Commonwealth Bank, 1989 (SIQ Negative 201658)

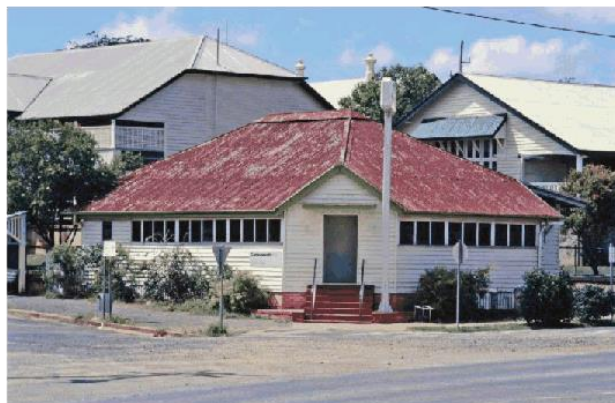


Figure 8: Commonwealth Bank Building, 1994 (QIR)



CMP Mount Morgan Commonwealth Bank Building

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Figure 9: Commonwealth Bank Building, 2001 (QHR)



Figure 10: Commonwealth Bank Building, 2016 (A115)



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2.4 Brief Timeline

The following brief timeline provides a background of the events related to the former Commonwealth Bank at Mount Morgan:

Table 1. Brief timeline of events

Date	Summary
1850s	Callungal pastoral station established following Charles and William Archer's settlement and development of Gracemere station.
1861	The Queensland Government established the Queensland Savings Bank.
1882	Morgan Brothers pegged claims at Mount Morgan. The township immediately followed.
1884	First town survey of Mount Morgan. School and hospital opened.
1887	Queensland Savings Bank agency commenced at the Mount Morgan Post Office.
1911	Commonwealth Bank Act of 1911 founded the Commonwealth Bank of Australia.
1913	The Queensland Government Savings Bank (the project site) opened on the corner of Morgan and Central Streets, Mount Morgan - on an area designated a reserve for the purpose.
1920s	The Commonwealth Bank of Australia merged with the Queensland Savings Bank. (The Commonwealth Bank in Mount Morgan operated from the premises from 3 January 1921). Three banks operating in Mount Morgan; the Queensland National Bank, the Bank of New South Wales and the Commonwealth Bank. Skillion office added to the southern elevation. Bank of NSW closed in Mount Morgan 1928. Queensland National Bank closed in Mount Morgan 1929
1950	ANZ bank opens in Mount Morgan.
1950s-1970s?	Enclosure of verandahs with weatherboard and louvres, removing dowel balustrades. Likely period of construction for strong room [note the 1922 photograph shows the northern verandah was possibly enclosed]. Likely phase for construction of skillion toilets (?). The exterior walls of the main building were largely removed to combine verandahs into the office space.
1980	A set of concrete steps were added, replacing the original timber entrance stairs.
1990	Mount Morgan Mine closed. Roof replaced with zinc/ume single sheet (custom crb), losing the vented ridge detail (c.1990)
1998	Commonwealth Bank ceased using the site
c. 2000	Learning Network Queensland commence use of the site and an additional entry door and ramp was installed during this period.
2016	Building not used for any fixed purpose.



CMP Mount Morgan Commonwealth Bank Building

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3 Site Description

3.1 Overview

The former Commonwealth Bank building is situated on the corner of Morgan and Central Streets, Mount Morgan, in the north east corner of the Central State School site. The building is a single storey, timber framed structure clad in weatherboards and set on low stumps.



Figure 11: Building from Central Street, showing enclosed verandah and skillion office extension (AHS 2016)

3.2 Exterior

The building has a rectangular plan, truncated at the north east to allow for a principal corner entrance, with concrete steps and a small cantilevered awning existing. To the south are two skillion extensions, one that houses the strong room and offices and the other on the south east corner, which accommodates toilets. Banks of glass louvres under the eaves line the north and west sides of the building on the enclosed verandahs. The eastern side of the main building has a pair of sash windows shaded by a single sunhood, as does the western and southern elevations of the skillion office.



Figure 12: Main office windows (east)



Figure 13: Skillion office windows (west) (AHS 2016)



3.3 Interior

The interior layout consists of the main building and enclosed verandahs, which are now open plan. There is a skillion office to the south west. The strong room and toilets are adjacent to the skillion office on the rear, the latter under its own roof.

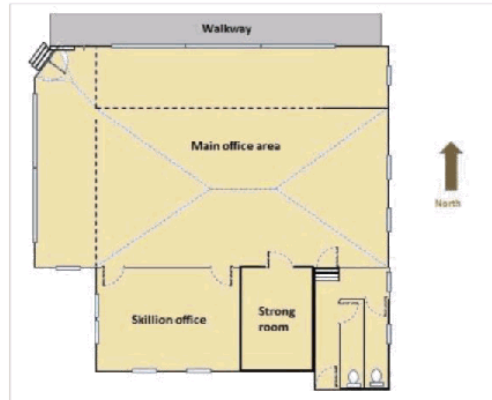


Figure 14: Internal floor plan (AHS 2016) [dotted lines show removed verandah walls]

A change in ceiling height demonstrates the position of former verandahs and associated walls, which have been cut out along most of the length of these elevations. The area in which the kitchenette exists shows evidence of a door frame which once lead from the main office onto the verandah.



Figure 15: Main office and enclosed former verandah (showing where how the walls have been removed)



The walls and ceiling of the main building, verandah and skillion office are lined with tongue and groove vertical joint (VJ) timber boards. To the south are offices and the concrete and masonry strong room, which is situated in-between the skillion office and fibrous cement (FC) clad toilet extension.

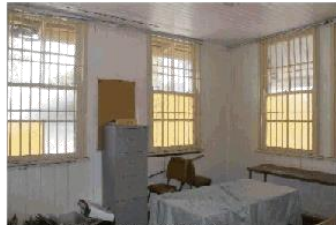


Figure 16: Skillion office (AHS 2016)



Figure 17: Strong room (AHS 2016)



Figure 18: Enclosed verandah / kitchenette (AHS 2016)

Limited fixtures and fittings exist from the period as a bank, apart from the counter and air-conditioning system in the main office (c.1960s) and a kitchenette on the north east section of the enclosed verandah (also c.1960s).



Figure 19: Toilet under skillion (AHS 2016)



3.4 Landscape and Setting

The building resides in a central location within the Mount Morgan township, on the corner of Morgan and Central Streets and in direct proximity to the school. The setting is simple and uncluttered, apart from the recent access ramp, which poorly corresponds with the original intention of the truncated entry from the street.



Figure 20: Morgan Street ramp and overgrown plants



Figure 21: Central Street landscaping (AHS 2016)

A few small hedges and plantings, overgrown in places, exist. A chain wire fence is located along various boundaries, including the rear from Central Street. There is a signpost (c.1990s) and memorial noting "The National Trail No. 166" with associated horseshoe motif located adjacent to the entrance.



Figure 22: The National Trail memorial



Figure 23: Rear yard looking west (AHS 2016)



3.5 Condition and Issues

This section outlines key condition and issues observed during the physical inspection and should be read in conjunction with Section 3.

Table 2: Condition and observations of Heritage Buildings

Element	Condition/Observation
Power	1 Power is currently disconnected at the site.
Walls	2 The external walls on the northern and western side of the building have been largely eroded and are in poor condition. This appears to have been the frame and external walls of the building.
Celling boards (allison office)	3 The ceiling boards in the allison office are loose in places, however it does not appear to be from timber damage.
Road	4 The road adjacent to the building is in good condition, however the road appears to be sagged on the northern side (this could be due to tree roots growing in the main office area where walls are eroding). The road surface appears to be made of concrete and is in good condition. A number of concrete slabs have tilted and/or are being washed onto the building and use-floor areas.
Roofs	5 Internal timber, building material, floor coverings, kitchenette, sink, furniture and fittings are all in extremely poor condition.
Internal	6 Internal timber, building material, floor coverings, kitchenette, sink, furniture and fittings are all in extremely poor condition.
External	7 External elements require repairing generally. In some areas, the substrate has been eroded away and the building is in a state of disrepair.
Vegetation	8 Vegetation in front of the building has grown well onto the building, which is a hazard. Other shrubs on the western and eastern sides are also promoting issues for building and pest management.
Toilets	9 Toilets are no longer functional and require repairs.

*For issues require to be repaired for the site and its reserved status (please refer to appendix B)

Note: Condition observations are based on elements of primary and secondary significance that are easily observable during a site inspection. The above observations are not considered to be a comprehensive condition assessment generally undertaken during a dilapidation survey or structural inspection.

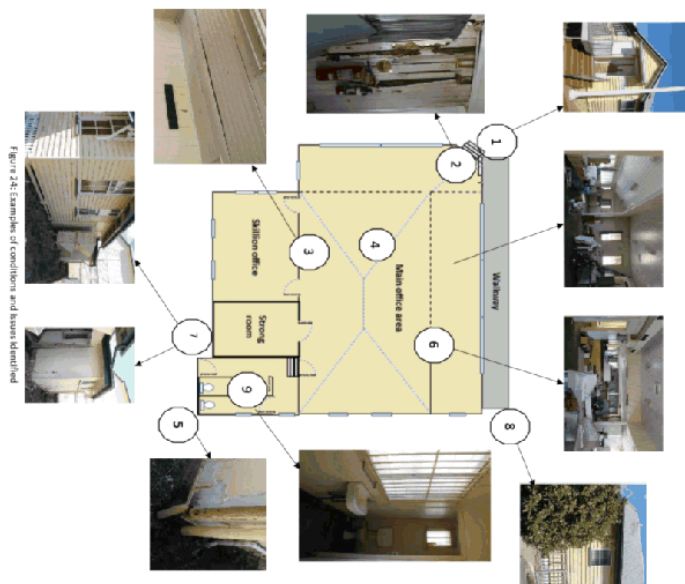


Figure 2A: Examples of conditions and issues identified

4 Cultural Heritage Significance

4.1 Determining Historic Cultural Heritage Significance

Heritage recognises that some things from the past are important to people in the present and should be conserved for future generations. Heritage can be both tangible (buildings, archaeological places, landscapes, objects) or intangible (traditions, ideas, cultural practices). While some things are important because of their age, others are recognised for their associations, regardless of age.

The significance of a place including its elements is determined through the application of heritage criteria. The assessment and management of heritage is therefore the assessment and management of significance. In Australia, best-practice frameworks are guided by the Burra Charter, which outlines that tangible heritage exists in a place if it holds aesthetic, historic, scientific or social value for past, present or future generations. It is these values that are used to frame heritage criteria used by heritage agencies and statutory authorities. In Queensland, the *Queensland Heritage Act 1992* (Qld) identifies significance as:

Table 3: QHR criterion for entry

Criterion for entry onto the Queensland Heritage Register (state significance)	
A	If the place is important in demonstrating the evolution or pattern of Queensland's history.
B	If the place demonstrates rare, uncommon or endangered aspects of Queensland's cultural heritage.
C	If the place has potential to yield information that will contribute to an understanding of Queensland's history.
D	If the place is important in demonstrating the principal characteristics of a particular class of cultural places.
E	If the place is important because of its aesthetic significance.
F	If the place is important in demonstrating a high degree of creative or technical achievement at a particular period.
G	If the place has a strong or special association with a particular community or cultural group for social, cultural or spiritual reasons.
H	If the place has a special association with the life or work of a particular person, group or organisation of importance in Queensland's history.

The relevant criteria for a place are grouped together into statements, which are collectively referred to as the statement of significance. (Note: a place must threshold for one or more criterion to be entered on the QHR).

4.2 Comparative Analysis

An assessment of significance is generally supported by a comparative analysis, which compares the place with other similar places to determine its degree of representativeness and rarity (amongst other things).



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Table 4: Comparative Analysis

Register ID	Place	Comparisons / Associations
602471	Commonwealth Bank of Australia (former) – Townsville	Regional CBA bank. Comparative period of construction (1923), Regional prominence architecturally more sophisticated, as expected for a regional city, compared with Mount Morgan.
601338	Commonwealth Bank Building (former) – Gladstone	Regional CBA bank. Comparative period of construction (1928-9), Regional prominence architecturally more sophisticated, as expected for a regional city, compared with Mount Morgan.
600571	Commonwealth Bank of Australia – Mackay	Regional CBA bank. Early period of construction (1880) as another bank, Regional prominence architecturally sophisticated compared with Mount Morgan.



Figure 25: Commonwealth Bank of Australia (former) Townsville



Figure 26: Commonwealth Bank Building (former) Gladstone



Figure 27: Commonwealth Bank of Australia Mackay



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4.3 Statement of Significance

4.3.1 Current Entry

The Mount Morgan Commonwealth Bank is entered on the Queensland Heritage Register as provided below.

Table 5: QHR Statement of Significance

Cultural Heritage Significance	
Criterion A	The former Commonwealth Bank as a branch of the Queensland Government Savings Bank demonstrates the regional development of the state and its presence is suggestive of the large number of workers present in the town because of the Mount Morgan Mine.
Criterion D	The building is characteristic of small timber banks in regional towns, modest in scale and finish, but occupying a prominent corner site.
Criterion E	The former bank building has aesthetic value for its contribution to the Central State School site, a large complex of timber buildings similar in form, scale and material to which the former bank building, sited prominently at the street intersection, forms a centrepiece.
Criterion G	As Mount Morgan's only bank for 21 years and one which served the community for the best part of the 20th century, and as the premises of the institution which acted as an agent of the Commonwealth during the war, the former bank building has an important connection with the Mount Morgan community.

4.4 Revised Statement of Significance

The information prepared for this CMP enables a reassessment of the QHR Statement of Significance for the Mount Morgan Commonwealth Bank. The following points provide additional information that can be used when revising the Statement of Significance:

Table 6: Recommended revision of the QHR Statement of Significance

Criteria	Significance Discussion
Criterion A	<p>Whilst the former Commonwealth Bank has a known history as a branch of the Queensland Government Savings Bank (1913-1920), and later as a Commonwealth Bank of Australia branch (1921-1998), this assessment finds that the place does not demonstrate 'regional development of the state' or 'that its presence is suggestive of the large number of workers present in the town because of the Mount Morgan Mine,' outlined by the QHR criterion.</p> <p>The place is therefore considered to be of local heritage significance rather than state heritage significance. Its association is linked to the development of the Mount Morgan Township in the twentieth Century, demonstrating the evolution or pattern of the local area's history.</p>
Criterion D	<p>This assessment accepts 'The building is characteristic of small timber banks in regional towns, modest in scale and finish, but occupying a prominent corner site'. It appears that whilst there is an unknown quantity of smaller regional examples of banks of this type, the place is not of State significance under this criteria, due particularly to the condition and integrity of the building.</p> <p>The place is considered to potentially threshold for entry at a local level rather than a state level.</p>



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Criteria	Significance Discussion
Criterion G	<p>Whilst the place was Mount Morgan's only bank for 21 years (1929-1950) and 'served the community for the best part of the 20th century', the former bank building seems regarded for its function as a local bank, which in itself is not 'an important connection with the Mount Morgan community' at local or state heritage significance.</p> <p>All Commonwealth Banks acted as an agent of the Commonwealth during the war, not just Mount Morgan's branch.</p> <p>The place is not considered therefore to threshold for entry at a local or state level.</p>

A recommendation for update of the QIR listing is included in the policies section.

4.5 Hierarchy of Significant Elements

Table 7: Criteria for hierarchy of significance.

Rating	Description
Primary	The element makes a primary contribution to the significance of the place.
Secondary	The element makes a secondary contribution to the significance of the place.
No Significance	The element does not contribute to or detract from the significance of the place.
Intrusive	The element intrudes upon or diminishes the significance of the place.



Table 8: Hierarchy of significant elements – Mount Morgan Commonwealth Bank (former)

Element	Grading	Comments
Setting with access to Morgan and Central Streets	Primary	Early design intention
Flipped roof (with skillion verandahs and gable entry)	Primary	Important design feature. Roof material replaced c.1990 removing original vented ridge detail and short sheet iron.
Main office building	Primary	Original bank structure, (however loss of integrity due to removal of main walls and enclosure of verandah(s).
Skillion extension (office / strong room)	Primary	Important design features, likely to date from early phase(s) and demonstrating expansion or competition of banking requirements during the 1920s.
Skillion toilet extension (c.1950-60s)	Secondary	Relevant to expanded use as a bank during post World War Two. No fabric of relevant significance (note door and fanlight from main office to toilets is original however).
Weatherboard cladding	Primary	Important design feature. Weatherboards on northern verandah may be early or even original (note 1922 photo) and therefore also potentially of primary significance. <u>Note:</u> Weatherboards on western verandah are from the later enclosure (c.1950?) and of secondary significance.
Sash windows and hoods	Primary	Important design feature for main office and skillion office.
VJ lining - main office and skillion office	Primary	Important design feature.
VJ lining - enclosed verandah(s)	Secondary	Later development, note however that the northern verandah may have been enclosed from original or early times (certainly by 1922).
Louvers (to enclosed verandahs)	Secondary	Relevant to expanded use as a bank during post World War Two, but not of any relevant heritage value.
Entrance door and concrete steps (main)	Secondary	Evidence of early design of main entry, however no original fabric remains.
The National Trail Memorial (at entrance / footpath)	Secondary	Not an important heritage feature relating to the site, but should be noted.
Electrical / Mechanical installations (internally and externally)	No significance	No relevant early fabric noted. (1950s air-conditioning intrusive)
Fixtures / furniture, including counter and kitchenette	No Significance	No relevant early fabric noted.
Stumps and battens screening (under)	No Significance	Original height and location of structure relevant only
Landscape features, including fences and plantings	No Significance	No relevant fabric noted apart from The National Trail memorial
Signpost	No significance	Remains from later period as a bank (CBA c.1970s)
Fixtures and fittings (other than those outlined)	None/ Intrusive	Internal fixtures such as lighting, electricals, floor coverings, fittings.
Air-conditioning	Intrusive	Impacts on visual amenity and use of the building (1950s).
Entrance door and PWD access ramp	Intrusive	Impacts on visual amenity and use of the building.



4.6 Archaeological Potential

No relevant archaeological potential was noted on site during the inspection, relating to the existing history of the place as a bank, or other former uses that may have taken place prior to the construction of the building in 1913.

As such, archaeological potential is considered to be low.



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5 Issues and Obligations

This chapter outlines issues and obligations associated with the place and is based upon the assessment completed in the previous sections of this report and its entry as a State heritage place on the QHR.

5.1 Obligations for Making Changes

Most changes proposed to heritage places are regarded as development and require approval before any work is undertaken. The Sustainable Planning Act 2009 (SPA) and the Queensland Heritage Act 1992 regulate development on State heritage places entered on the Queensland Heritage Register to protect their cultural heritage significance and ensure their values are not unduly or inadvertently reduced, damaged or destroyed. There are three different types of approvals required, (depending on the type of work proposed) on a State heritage place entered on the QHR:

1. **General Exemption Certificate:** Provides approval for certain work without the need for an application to FHP.
2. **Exemption Certificate:** Required for work that is not covered by the General Exemption Certificate, but will have a low impact on the significance of a place. Application is made directly to EHP.
3. **Development Approval:** Required for development activities that will impact the significance of the place. "Development" is defined by the *Sustainable Planning Act 2009*, and each definition includes additional clauses that apply only to places on the QHR.

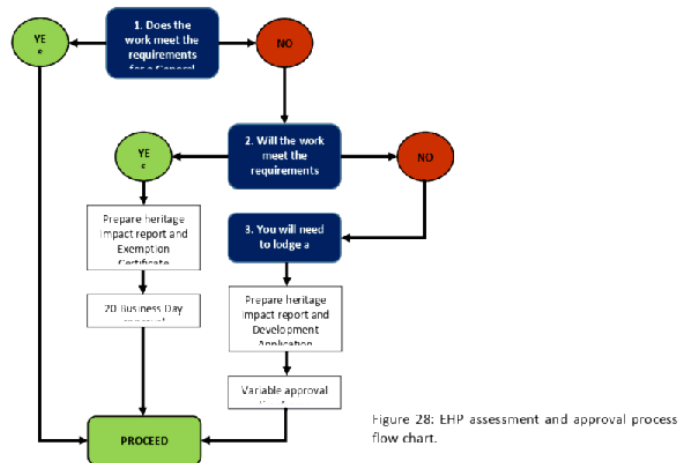


Figure 28: EHP assessment and approval process flow chart.

Should the place be removed from the Queensland Heritage Register, a local level of compliance under the provisions of the [Rockhampton Regional Plan - Heritage Place Overlay Code](#).



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Table 9: FIIP levels of assessment and approvals.

Level	Comments
General Exemption Certificate	<p>Approval, with conditions, for:</p> <ul style="list-style-type: none"> Regular maintenance and cleaning of structures to preserve their condition, prevent deterioration and monitor maintenance issues. Maintaining surface condition of painted finishes to extend the workable life of a paint system and protect building fabric from deterioration. Minor repairs, following the Burra Charter principle of doing as little as possible and only as much as is necessary to retain and protect the element (e.g. roof gutters, roof sheeting). Regular maintenance and ongoing care of parks, gardens and other landscape elements helps to preserve planting schemes, keep important specimens in good health and monitor arising maintenance issues. <p>Always read the General Exemption Certificate for particular actions in detail before undertaking work. Approved actions are supported by technical notes.</p>
Exemption Certificate	<p>Typical work may include (but not limited to):</p> <ul style="list-style-type: none"> Minor work to built structures. Removal of debris from former structures. Removal of intrusive elements (must demonstrate first the element is intrusive). Removal of healthy trees (and not a Class 1 declared pest). Prune more than 20% of the canopy (height or width) of trees. <p>Always contact EHP to determine if the proposed work will be covered by an Exemption Certificate.</p>
Development Approval	<p>All 'development' as defined in the <i>Sustainable Planning Act 2009</i> requires approval. Development to a QIR place includes:</p> <ul style="list-style-type: none"> Building work, as well as: <ul style="list-style-type: none"> Altering, repairing, maintaining or moving a built, natural or landscape feature on the place. Excavating, filling or other disturbances to land that damage, expose or move archaeological artefacts, as defined under the QHA, on the place. Altering, repairing or removing artefacts that contribute to the place's cultural heritage significance, including, for example, furniture and fittings. Altering, repairing or removing building finishes that contribute to the place's cultural heritage significance, including, for example, paint, wallpaper and plaster. Building work in these circumstances does not include development for which an Exemption Certificate has been issued.¹ Plumbing or drainage work. Operational work. Reconfiguring a lot. Material change of use.

¹ EHP should indicate which application is required in the early planning stage of a project.



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5.1.1 Essential Maintenance Work

EHP may give a notice to the owner of a Queensland heritage place that requires them to undertake [essential maintenance work](#). The work is generally of a 'minor nature' intended "to prevent serious or irreparable damage or deterioration". Examples of essential maintenance work provided by EHP include:

- Refixing loose roof or wallboards.
- Removing fire hazards.
- Maintaining existing fire management systems.
- Keeping a building secure.
- Shutting down electricity or gas services to an unoccupied building.
- Taking steps for managing or eradicating termites or other insects.

EHP will generally identify the need for essential maintenance during a review of places on the QHR. EHP will contact the owner and advise them of the required work. If the work is not carried out, then EHP will issue the notice requiring the work to be completed in a reasonable period of time.

5.1.2 Archaeological Potential

Archaeological potential is [protected](#) under the QHA. The relevant clauses of the QHA state:

Requirement to give notice about discovery of archaeological artefact:

- 1) A person who discovers a thing the person knows or ought reasonably to know is an archaeological artefact that is an important source of information about an aspect of Queensland's history must give the chief executive a notice under this section.
- 2) The notice must:
 - a) be given to the chief executive as soon as practicable after the person discovers the thing; and
 - b) state where the thing was discovered; and
 - c) include a description or photographs of the thing.

Offence about interfering with discovery

- 1) This section applies to a thing for which a person has, under section 89, given the chief executive a notice.
- 2) A person who knows that the notice has been given must not, without the chief executive's written consent or unless the person has a reasonable excuse, interfere with the thing until at least 20 business days after the giving of the notice.

5.1.3 Emergency Work

[Emergency work](#) is sometimes required if a structure fails and/or becomes a safety hazard (typically following a severe storm or flooding). Immediate emergency work to stabilise the structure is permissible according to the following conditions:

Emergency work can be carried out at a Queensland Heritage Place and a local heritage place without first seeking a permit. Emergency work is work that is necessary because of an emergency endangering the life or health of a person or the structural safety of a building. If practicable before starting the work, the advice of a registered engineer or heritage professional should be obtained. In planning and carrying out the emergency work, the person undertaking the work must take all reasonable steps to ensure the work is reversible.



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If it is not reversible, the person must be able to demonstrate that they have tried to keep the impact of the work on the cultural heritage significance of the place to a minimum. As soon as possible after starting the work, the person must:

- Give written notice to EHP that they are carrying out emergency work.
- Apply for any permits that would otherwise be required for the work.

If approval is subsequently refused, all emergency work must be removed as soon as practicable (EHP 2012).

5.2 Local Heritage Place Provisions

The obligations for a local heritage place are not as detailed or prescriptive as for the QHR entry and are mainly concerned with building exteriors and configurations. The key points are:

- Approval is not required by RRC for maintenance or minor work.
- The only time approval is required from the RRC is in the case of development, as defined by the *Sustainable Planning Act 2009*.
- 'Development' does not include the special clauses that apply to QHR places.
- If a development application is required, EHP approval is necessary before RRC can approve the development. If EHP approves the development, in theory RRC could still refuse the development (although in practice this is unlikely as EHP applies a more rigorous and stringent assessment process than local government).
- A development application requires a SOH. However, as EHP approval will also be required, the SOH for EHP will be suitable for the RRC.

The RRC will assess a development application using relevant local planning provisions and the Code for IDAS (contained within the *Queensland Heritage Regulation 2003*), which co exists with the [Rockhampton Regional Plan - Heritage Place Overlay Code](#).

Should the former Mount Morgan Commonwealth Bank be removed from the QHR, as recommended by this report, then the abovementioned compliance measures for a place entered on the Queensland Heritage Register (Section 5.2) will lapse. Those measures outlined above for a local heritage place (Section 5.3) will continue.

5.3 Condition of the Place

A general description of the condition of the former Mount Morgan Commonwealth Bank building is provided in Chapter 3. Overall, the building is in poor condition, with major issues that require urgent attention. The most pressing condition issues for the heritage buildings relate to urgent maintenance tasks, such as:

- No current use for the building.
- Power is disconnected.
- Termite damage to several sections of the building.
- The building may be impacted structurally by the removal of verandah walls.
- Vegetation across the site is overgrown and causing further issues.

Other condition issues noted include:

- Internal fixtures and fittings require upgrade (many are intrusive to the place's significance).
- Ceiling boards in the skillion office require refixing.
- Internal and external painting is required.



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- Groundwater is currently being discharged around and under the building. Downpipes have also failed.
- Options to reconstruct the verandahs and street entry should be considered.

All relevant issues are addressed in the conservation policies in the following chapter.

5.4 Opportunities

The following opportunities were identified during the preparation of this CMP.

5.4.1 Revision of the current status of heritage listing

This assessment has completed an up to date review of the significance of the former Mount Morgan Commonwealth Bank. This review has found that the place does not appear to threshold for entry on the Queensland Heritage Register, but does threshold at a local level (as a local heritage place).

In this instance, Section 36 of the *Queensland Heritage Act 1992*, permits a person or other entity to apply to the chief executive to have a State heritage place removed from the register. The application must be accompanied by a written statement about how the place does not satisfy each of the cultural heritage criteria relevant for the place.

In this case, it is recommended that a copy of this CMP be provided as evidence for the matters to be considered. Liaison with LHP Cultural Heritage officers is recommended prior to the application being lodged.

5.4.2 Heritage Options Study

Due to the lack of current use and the condition issues surrounding the building, there is an obvious opportunity for Rockhampton Regional Council to consider future re-use options for the site. As ownership of the building by Council is not linked to the significance of the place, a study should be prioritised to look practically at the options for retention or disposal of the site.

The options study should seek to find the best possible options to ensure a new use is found for the place, which is compatible with the heritage significance of the place.

Re-use of the building should consider the option to rectify the damaged (removed) sections of verandah walls, fixtures and fittings which have failed, as well as the front entry, which currently diminishes the cultural heritage significance of the place.

5.4.3 Interpretation Opportunities

A common misconception about heritage is that entry to a statutory register only ever implies obligations. Entry of a place to a register identifies that a place is significant to the community and therefore there are also other opportunities that may be explored and developed.

The former Mount Morgan Commonwealth Bank naturally presents an opportunity to interpret the space, in a simplistic manner. An important opportunity remains to ensure that the future re-use of the place capitalises with the heritage values of the place by emphasising significant elements and removing or reducing elements identified as intrusive in this report.



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6 Conservation Policies

This management plan has developed the following conservation policies for Mount Morgan Commonwealth Bank (former) using best practice principles. It provides the framework for managing the place's heritage values. The policies have been developed to reflect and support the assessment presented in this CMP in order to retain the heritage significance of the place.

The policies refer to specific terms outlined the *Burra Charter*.

Conservation	Conservation means looking after a heritage place to ensure its cultural significance is maintained and conserved.
Fabric	Fabric refers to all physical materials of the place, including elements, fixtures, contents and objects.
Restoration	Restoration means restoring existing fabric to an earlier condition.
Preservation	Preservation is the maintenance of the place's existing fabric in its present condition.
Adaptation	Adaptation refers to additions or changes for with compatible uses.

6.1 Conservation Approach

These policies underpin the management of the former Mount Morgan Commonwealth Bank's heritage values. All of the policies have been prepared in accordance with the *Burra Charter*, which states that places of cultural significance must be conserved for present and future generations.

The key conservation principals as outlined in the *Burra Charter* are:

- Places of cultural significance should be conserved.
- A place's significance should be retained.
- Conservation must form part of the place's management framework.
- Respect existing fabric, uses, associations and meanings.
- Uses qualified and experienced personnel.
- Do as much as necessary but as little as possible.

6.1.1 Conservation Overview

Policy 1: *The former Mount Morgan Commonwealth Bank should be managed in accordance with the statement of significance and the principles established in the Burra Charter.*

Policy 2: *People skilled and experienced in the conservation of historic places should assist with the planning, design and implementation of maintenance and re-use options for the place.*

Policy 3: *Activities that occur including re-use options, maintenance and new development, should not impact on the significance of the place as identified in the heritage citation and this CMP.*

Policy 4: *All work undertaken at the former Mount Morgan Commonwealth Bank should be in accordance with the Queensland Heritage Act 1992 (whilst entered) and the RRC planning scheme and the required policies and procedures.*

Policy 5: *Work undertaken to any significance element or feature of former Mount Morgan Commonwealth Bank, should be undertaken by suitably qualified professionals with experience working with heritage places.*



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6.1.2 [Documentation and Review](#)

This conservation plan is an important document relating to the management of the former Mount Morgan Commonwealth Bank.

Policy 6: *The CMP should be formally endorsed by the RRC as the framework for managing the former Mount Morgan Commonwealth Bank's heritage values.*

6.1.3 [Updating the QIR Entry](#)

The current QIR entry for the place is out of date and requires update. Importantly, this CMP finds that the former Mount Morgan Commonwealth Bank does not threshold for entry on the Queensland Heritage Register, but does threshold at a local level (as a local heritage place).

Policy 7: *Liaison with EHP Cultural Heritage officers should be undertaken, to discuss the removal of the former Mount Morgan Commonwealth Bank from the QIR. A copy of this CMP should be forwarded to EHP staff to assist with these discussions.*

Policy 8: *The former Mount Morgan Commonwealth Bank should be maintained as a local heritage place on the [Rockhampton Regional Plan - Heritage Place Overlay Code](#).*

6.1.4 [Updating this CMP](#)

This CMP is based on current circumstances and available evidence. To ensure the continued conservation of cultural significance and care of the place the management policies will require review.

Policy 9: *This CMP should be reviewed within five years of endorsement and revisions and amendments undertaken as necessary to maintain a current and relevant guide for the place's heritage values.*

6.1.5 [Access to this document](#)

The *Burra Charter* outlines that all records associated with a place must be made publicly accessible (where appropriate).

Policy 10: *A copy of this CMP should be kept by RRC as a record of the site's conservation program.*

Policy 11: *All RRC staff responsible for the former Mount Morgan Commonwealth Bank should receive a copy of this CMP to ensure the significant values and conservation policies are understood and implemented by the relevant department when planning, maintenance or development is undertaken that may impact the place.*

Policy 12: *A copy of this CMP should be made available to the general public and users of the place, for example a copy should be lodged in RRC Council Libraries or made available on-line.*

Policy 13: *In order to guide decisions to undertake work on the former Mount Morgan Commonwealth Bank in the future, consideration should be given to:*

- *Provision of copies of historical documents in hard copy to the RRC and to enable each associated party to gain access to information.*
- *Inclusion of all documents for repairs and new works carried out at the site.*
- *Inclusion of all conservation reports and conservation plans, including this CMP and any future revisions of the CMP.*



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6.1.6 Compliance and Training

Compliance and training measures should be implemented, so that people remain aware of the significance of the place and take appropriate steps to maintain the place's heritage values.

Policy 14: *Awareness training should be developed for all personnel that use or lease the premises as well as personnel who are involved with any repairs or maintenance on the site.*

Policy 15: *The information provided by the awareness training should seek to outline the significance of the place and responsibilities arising for each party – based upon this CMP.*

Policy 16: *Suitable supervision of repairs and maintenance activities should be completed, particularly when extensive works at the former Mount Morgan Commonwealth Bank are proposed.*

6.2 **Conserving the Place**6.2.1 General Principles

The following principles apply to the place generally:

Policy 17: *Elements identified in the Hierarchy of Significance should be retained and conserved unless these are identified as intrusive. Elements of secondary or no significance could be removed or altered if the overall conservation of the place is improved by this action.*

Policy 18: *Repair to significant fabric should use the same or similar materials to that used in the construction of the building. Expert advice should be sought for repairs to elements of primary significance.*

Policy 19: *A regular maintenance schedule, including termite protection, should be maintained for the building. (This should be based upon the recommended maintenance schedule).*

Policy 20: *Signs and other material (such as decals) should not be affixed directly to the building. The existing sign post at the entrance should remain as a sign post.*

Policy 21: *A paint scrape analysis could be undertaken to determine previous paint schemes if an alternative paint scheme is required.*

Policy 22: *General maintenance and condition issues presented in this CMP should be addressed (These are included in the action plan).*

6.2.2 Archival Recording

An Archival Recording is generally utilised when changes occur. The rigour of the details captured in the archival recording is generally dependent upon the level of work proposed and the significance of the fabric potentially affected.

Policy 23: *An archival recording to the Department of Environment and Heritage Protection (EHP) standards should be prepared prior to any significant changes to the place.*

Policy 24: *The archival recording should be prepared by a qualified heritage consultant and seek to ensure the current fabric and condition is recorded in detail and a record kept by RRC and the site manager for future reference.*



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6.2.3 Interpretation

The *Burra Charter* outlines that if the significance of a place is not readily available it should be explained through interpretation.

Policy 25: *An interpretation strategy should be developed that specifically focuses on measures to interpret the history of the former Mount Morgan Commonwealth Bank, as well as in relation to the fabric and setting of the heritage place.*

Policy 26: *Interpretation of the place should enhance its associations with Mount Morgan and the Commonwealth Bank and be culturally appropriate.*

6.3 Priority Works

6.3.1 Urgent Repairs

Overall, the building is in a very poor condition, with major issues that require urgent attention.

Policy 27: *Urgent repairs to the building should be considered as a priority, particularly the reconnection or repairs to power and services and the maintenance of overgrown vegetation across the site.*

Policy 28: *The building should be assessed by a structural engineer with regards to the removed verandah walls and previous termite damage to provide a more qualified level of advice regarding the overall condition and structural issues.*

Policy 29: *The Action Plan (Section 7.3) should be implemented as the recommended program to maintain the former Mount Morgan Commonwealth Bank. Items of HIGH priority work ideally should be undertaken as part of a single, coordinated program if possible.*

6.3.2 Maintenance and other works

Other further works are required around the site, including downpipes, repainting of external elements and repairs to existing services.

Policy 30: *Address the other minor repair issues noted in the condition assessment presented in this CMP (These are included also in the action plan) -*

6.4 Managing Change

6.4.1 Re-Use

The former Mount Morgan Commonwealth Bank is currently unused and should be considered immediately for re-use. A heritage options study is recommended to resolve this matter.

Policy 31: *A heritage options study should be implemented to develop appropriate options for re-use of the former Mount Morgan Commonwealth Bank.*

Policy 32: *Ideally the re-use of the building should be of a commercial nature, however residential use may be possible, depending on other planning requirements.*

Policy 33: *Any change of use of the building should be carefully considered to minimise the impact it will have on the significance of the place, including original significant fabric.*



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Policy 34: *Re-use of the building should also consider the possibility to rectify the damaged (removed) sections of verandah walls, as well as reconstruct a more suitable front entry, which currently diminishes the cultural heritage significance of the place.*

6.4.2 Changes to Existing Buildings

Policy 35: *Changes to significant elements of the building and its setting should be minimised and carried out in a reversible manner wherever possible.*

Policy 36: *Existing elements of intrusive heritage value should be removed as soon as opportunity arises.*

Policy 37: *Where significant changes are proposed to the former bank or its setting, it is recommended to seek advice from a qualified heritage consultant in the first instance to ensure that the proposed changes are suitably planned.*

6.4.3 New Development

Policy 38: *New development at the former Mount Morgan Commonwealth Bank should not impact upon the heritage significance of the place.*

Policy 39: *Where it is decided to introduce new structures or extensions to the site then the following general principles should apply:*

- *New work should not impact significant fabric, use or access of the existing heritage place.*
- *The form and scale of new work should be similar and compatible with existing structures and not dominate the setting.*
- *Any new building (or extension) should be designed as a secondary structure to the current building.*
- *The existing entrance for accessing the building and site should be retained.*
- *No period detailing or decorative elements should be applied to new buildings or extensions. Materials, finishes and colour schemes should not mimic historic themes but should be compatible.*
- *New infrastructure such as car parking and access ramps should be carefully designed to minimise impact on existing heritage values and where possible be reversible in nature.*

Policy 40: *Changes to the landscape and setting at the former Mount Morgan Commonwealth Bank are permissible, assuming that they do not alter the ability for the building to be interpreted as a former bank, or alter the access and use options for the place.*

6.4.4 Management of Archaeological Values

Policy 41: *Whilst a low potential, RRC should institute a stop work procedure in the event that archaeological material is identified to ensure Council conforms to the Queensland Heritage Act 1992. The procedure should be included in the training material for the place.*



7 Implementation Plan

7.1 Purpose of the Implementation Plan

The implementation plan consists of two 'plans': Action and Maintenance. The action plan applies to recommended actions identified in this document for particular elements of the former Mount Morgan Commonwealth Bank. The maintenance plan includes recommended maintenance tasks that should occur at regular intervals. A basic summary of planning requirements is provided for each task, but any proposal for work not covered by the General Exemption Certificate will generally require further planning prior to application to EHP or RRC.

7.2 Summary of CMP Findings

The following summary is provided to highlight the key points raised in the CMP.

- The former bank building was established in 1913. Further additions were added to the building in the interwar and post war periods respectively.
- The building is entered on the Queensland Heritage Register, however there is a recommendation for it to be removed from the QHR, but remain as a local heritage place (subject to further action).
- The building is currently unused and in a poor condition generally.
- The significance of the place is encapsulated by a heritage boundary and all work undertaken within the boundary must currently conform to the standards and conditions applied by EIP and Council's planning scheme.
- The standards and conditions generally (as a rule of thumb) consist of the following 'levels' at the State level:

Work	Standard	Actions
Maintenance	General Exemption Certificate	See General Exemption Certificate and technical notes .
Minor work	Exemption Certificate	Requires application to EHP.
Major work	Development application	Requires application to local government/IDAS system.

- Always consult the CMP for further information about the place and for more detailed information about obligations. It is also ideal to familiarise yourself with the [EIP website](#) and relevant [heritage publications](#).
- Work not covered by the General Exemption Certificate will generally require input from a qualified heritage professional.

7.3 Action Plan

Actions identified in this plan are organised according to priority. Each level of priority is identified by a colour system and a timeframe in which the action should ideally be completed.

The timeframe is based on a period of ten years, at which time a review should be completed.

- **HIGH** [*within 1-2 years*].
- **MEDIUM** [*within 3-5 years*].
- **LOW** [*within 5-10 years*].



Table 10: Action Plan.

Element	Action	Policy	Priority	Approval process	Planning
Endorsement of CMP	Endorsed this CMP (via appropriate delegates within RRC).	6	High	RRC	<ul style="list-style-type: none"> The CMP should be formally endorsed by the RRC as the framework for managing the former Mount Morgan Commonwealth Bank's heritage values.
Structural and Condition Issue	Investigate structural and condition issues of the building.	2/7	High	None	<ul style="list-style-type: none"> An engineer's assessment regarding the overall condition and structural issues should be prepared to inform the heritage options study and action plan. The report should look also at the previous white ant damage, as well as advice relating to any issues regarding the previously removed verandah walls. Subject to the engineer's advice, consider any additional factors that may be contributing to the overall conservation and re-use of the place within the action plan and heritage options study.
Heritage Options Study	Investigate the future use (re-use) options for the site.	30-33	High	None	<ul style="list-style-type: none"> Undertake a heritage options study to consider re-use option for the building. Consider options that are compatible with the significance of the place as a former bank and the adjacent commercial area within Mount Morgan. Consider whether the building should remain in Council ownership or whether it could be sold to another party.
Statutory listing	Liaise with EHP Officers regarding the removal of the place from the QHR.	7-8	High	Correspondence to CEO EHP	<ul style="list-style-type: none"> Contact FHP and discuss the recommendation and format of the proposal to remove the place from the QHR. Submit correspondence to the CFO FHP as directed.



Element	Action	Policy	Priority	Approval process	Planning
Training and Compliance	Develop a short induction or toolbox talk for all personnel that undertake maintenance, repairs and alterations to the place.	13 15	High	None	<ul style="list-style-type: none"> An Induction should be given prior to the involvement of personnel that undertake maintenance, repairs and alterations to the place, so that they understand the obligations necessary for their involvement. The information should be based upon this CMP.
Maintenance plan	Commence the maintenance plan.	18	High	None	<ul style="list-style-type: none"> Utilise maintenance plan to manage short, medium and long term condition issues. Update the maintenance plan to compensate for changes and condition issues as they arise.
Urgent Repairs	Address the urgent repair issues noted in the condition assessment (i.e.): <ul style="list-style-type: none"> Power is currently disconnected at the site. Vegetation in front of the access ramp has grown well out onto the footpath, which is a hazard. Other shrubs on the western and eastern sides are also promoting issues for building and pest management. Toilets are no longer functional and require repairs. 	26	High	To be determined	<ul style="list-style-type: none"> Commence a coordinated program to identify nature and extent of urgent repairs. Depending on the nature and extent of work, approval may be required from CHIP / RRC.



Element	Action	Policy	Priority	Approval process	Planning
	<p>Address the remaining repair issues noted in the condition assessment:</p> <ul style="list-style-type: none"> A number of downpipes have failed and/or are discharging water onto the footings and sub-floor areas. Internal finishes, including paintwork, floor coverings, kitchenette, toilets, furniture and fittings are all in extremely poor condition. The pine ceiling boards in the skillion office are loose in places; (however it does not appear to be from termite damage). External elements require repainting generally. In some areas the substrate has completely failed, including the front door. 	29	Medium	To be determined	<ul style="list-style-type: none"> Continue repairs to the remaining condition issues once the Heritage Options Study and Structural Condition assessment has been completed and a new use for the building has been confirmed. Depending on the nature and extent of work, approval may be required from FHP / RRC.
Interpretation	Develop an interpretation strategy	24-25	Low	To be determined	<ul style="list-style-type: none"> The strategy is required to address the overall significance of the bank as an individual place, and in relation to the commercial precinct of Mount Morgan. The strategy should be developed in conjunction with the other heritage listed places in the vicinity. Approval may be required for implementation of the strategy.





Element	Action	Policy	Priority	Approval process	Planning
General	Paint scrape analysis	20	Low	Not applicable	<ul style="list-style-type: none"> Exemption Certificate will be required to repaint the exterior of the building in a different paint scheme. Use a paint scrape to determine an appropriate paint scheme for the exterior and interior of the buildings if an alternate scheme is required from the current scheme. Until a new scheme is approved, repainting should match existing scheme. Once approved, the new paint scheme should be maintained. The paint scrape should be undertaken by a qualified heritage professional with relevant regional experience and conservation knowledge for buildings of this nature. The analysis should include all major elements of the place, including walls, ceilings, fascias and joinery. Submit scrape to an appropriate institution or organisation (e.g. Queensland Museum) for analysis. Update the CMP for the new paint scheme, once the results have been obtained.
Update CMP	Maintain the CMP in an up to date order.	9	Low	To be determined	<ul style="list-style-type: none"> Undertake revisions and amendments as necessary to maintain a current and relevant guide for the place's heritage values.

7.4 Maintenance Plan

Table 11: Maintenance plan (adapted from CIIP technical note: maintenance and cleaning).

Frequency	Item	Inspection notes
Half yearly	Roof	<p>Look for:</p> <ul style="list-style-type: none"> Loose sheets or missing fixings. Metal sheets for rust (particularly at the laps). Missing or loose flashings near chimneys or parapets.
	Gutters and downpipes	<ul style="list-style-type: none"> Gutters and downpipes, including guards, sumps and rainwater heads are clear or leaves and other debris. Gutters and downpipes for cracks, rust, drips on the outside, loose and missing brackets, moss and stains near downpipes. Fall of gutters. Discharge of downpipes adjacent to the building.
	Ceiling spaces	<ul style="list-style-type: none"> For light visible through holes or water staining on framing elements. Water often travels a tortuous path from where it enters a building to where it exits. For vermin or wildlife. Signs of termite infestation (this may be reduced to an annual inspection if an effective termite management system is in place).
	Interior	<ul style="list-style-type: none"> Timber cladding and joinery for splits, cracking joints or failed fixings. Condition of furnishings, including carpets and floor coverings. Sills and bottom rails of windows and doors to ensure they are solid. Check for condition of toilets, sinks and kitchenette (functionality). Check security for windows and doors. Check power is connected and lights are working.
	Exterior	<ul style="list-style-type: none"> External timber cladding for splits, cracking or failed fixings. For fire hazards, such as rubbish, undergrowth, combustible materials. That doors and windows are secure. Paint falling or chalking. That water is not entering the building. For cracks, leaning or subsidence in external walls. Overhanging tree branches, trim if necessary.



Frequency	Item	Inspection notes
Annual	Termite and Insect Inspections Fabric (generally)	<ul style="list-style-type: none"> For termite infestations and other notable insect or vermin attack. Grime, growth in mortar joints, bird excretion, graffiti, damp problem.
1-2 years	Roof flashings and capping	<ul style="list-style-type: none"> Loose or raised fixings to metal cappings. Cappings that have lifted, slipped or are deformed from wind damage.
	Steel gutters and downpipes	<p><u>Look for:</u></p> <ul style="list-style-type: none"> Rust stains around downpipe outlets, internal/external corners. Overhangs and downpipe offsets. Cracks in gutter and downpipe joints, incl. loose or missing brackets to gutters and downpipes. Organic growth, moss or stains surrounding downpipes—this can indicate blockages. Downpipes that are squashed or damaged and restrict water flow. Soundness of connection between downpipes and the stormwater system. Blockages of stormwater drains.
	Eaves	<ul style="list-style-type: none"> Holes from old service pipes where birds can nest. Surface stains to fascia and soffit that indicate roof or valley and gutter failure. Blocked ventilation holes and clear. Paint failure and/or decay to linings—this can indicate roof covering failure. Cobwebs and wasp or hornet nests and remove.
	Timber – fabric	<ul style="list-style-type: none"> Loose or missing cladding, corner stops, mouldings, soffits and fascias. For weathering and potential decay around window sills. Boarding in contact with the ground or plants. Termite activity.
5 years (structural condition audit by engineer)	Roof	<ul style="list-style-type: none"> Loose or raised fixings—loose fixings can indicate batten failure. Sheet edges and surfaces that are deformed from being walked on. Rust stains around fixings, where sheets are lapped around flashings.
	Building (timber, brickwork and stumps)	<ul style="list-style-type: none"> For cracks. Walls are straight and true. Loose, fretted, broken or missing mortar joints and bricks. Crumbling brickwork or timbers—this can indicate a moisture or termite problem. Air vents that are blocked or covered over with soil. Failed stumps or sub-floor members. Cracked or drummy render.



CMP Mount Morgan Commonwealth Bank Building

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Frequency	Item	Inspection notes
	Timber (framing)	<ul style="list-style-type: none"> Members are secure and true. For movement of vertical beams and posts. Members are not in direct contact with the ground. For termite activity.
As necessary	Broken glass	<ul style="list-style-type: none"> EHP advises using hardboard to cover broken glass as a temporary measure.
	Painting	<ul style="list-style-type: none"> Check internal and external paint condition (repaint every 7-10 years as required)
	Walls and structure	<ul style="list-style-type: none"> Record and monitor all cracks. Seek advice from a structural engineer for large cracks.
	Shrubs	<ul style="list-style-type: none"> Prune and maintain shrubs and plantings.
	Lawn	<ul style="list-style-type: none"> Mowing and brush cutting.

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8 References

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Appendices

Appendix 1 – Best Practice Methodology – *The Australian ICOMOS Burra Charter 2013*

This CMP was prepared in accordance with the principles expressed in the *Australia ICOMOS Burra Charter, 2013 (Burra Charter)*. The *Burra Charter* underpins all cultural heritage management and statutory regulation in Australia. In particular, the charter “sets a standard of practice for those who provide advice, make decisions about, or undertake works to places of cultural significance, including owners, managers and custodians” (*Burra Charter: 1*). It defines conservation as “the processes of looking after a place so as to retain its cultural significance” (*Burra Charter: Article 1.4*). Most importantly,

The *Burra Charter* advocates a cautious approach to change: do as much as necessary to care for the place and to make it usable, but otherwise change it as little as possible so that its cultural significance is retained (*Burra Charter: 1*).

This approach represents the paramount philosophy guiding cultural heritage management and, along with the definition of conservation, provides the simplest explanation for managing a heritage place.

The *Burra Charter* also provides a clear and precise process that guides the conservation of a place, which is represented in the figure below. This CMP is the product of steps 1-5 and steps 6-7 are the responsibility of the manager(s) of the place, with the assistance of qualified heritage practitioners.

A full copy of *The Australian ICOMOS Burra Charter 2013* is attached.



THE BURRA CHARTER

The Australia ICOMOS Charter for
Places of Cultural Significance 2013



Australia ICOMOS Incorporated
International Council on Monuments and Sites

ICOMOS

ICOMOS (International Council on Monuments and Sites) is a non-governmental professional organisation formed in 1965, with headquarters in Paris. ICOMOS is primarily concerned with the philosophy, terminology, methodology and techniques of cultural heritage conservation. It is closely linked to UNESCO, particularly in its role under the World Heritage Convention 1972 as UNESCO's principal adviser on cultural matters related to World Heritage. The 11,000 members of ICOMOS include architects, town planners, demographers, archaeologists, geographers, historians, conservators, anthropologists, scientists, engineers and heritage administrators. Members in the 103 countries belonging to ICOMOS are formed into National Committees and participate in a range of conservation projects, research work, intercultural exchanges and cooperative activities. ICOMOS also has 27 International Scientific Committees that focus on particular aspects of the conservation field. ICOMOS members meet triennially in a General Assembly.

Australia ICOMOS

The Australian National Committee of ICOMOS (Australia ICOMOS) was formed in 1976. It elects an Executive Committee of 15 members, which is responsible for carrying out national programs and participating in decisions of ICOMOS as an international organisation. It provides expert advice as required by ICOMOS, especially in its relationship with the World Heritage Committee. Australia ICOMOS acts as a national and international link between public authorities, institutions and individuals involved in the study and conservation of all places of cultural significance. Australia ICOMOS members participate in a range of conservation activities including site visits, training, conferences and meetings.

Revision of the Burra Charter

The Burra Charter was first adopted in 1979 at the historic South Australian mining town of Burra. Minor revisions were made in 1981 and 1988, with more substantial changes in 1999.

Following a review this version was adopted by Australia ICOMOS in October 2013.

The review process included replacement of the 1988 Guidelines to the Burra Charter with Practice Notes which are available at: australia.icomos.org

Australia ICOMOS documents are periodically reviewed and we welcome any comments.

Citing the Burra Charter

The full reference is *The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance, 2013*. Initial textual references should be in the form of the *Australia ICOMOS Burra Charter, 2013* and later references in the short form (*Burra Charter*).

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The Burra Charter consists of the Preamble, Articles, Explanatory Notes and the flow chart.

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ISBN 0 9578528 4 3

The Burra Charter

(The Australia ICOMOS Charter for Places of Cultural Significance, 2013)

Preamble

Considering the International Charter for the Conservation and Restoration of Monuments and Sites (Venice 1964), and the Resolutions of the 5th General Assembly of the International Council on Monuments and Sites (ICOMOS) (Moscow 1978), the Burra Charter was adopted by Australia ICOMOS (the Australian National Committee of ICOMOS) on 19 August 1979 at Burra, South Australia. Revisions were adopted on 23 February 1981, 23 April 1988, 26 November 1999 and 31 October 2013.

The Burra Charter provides guidance for the conservation and management of places of cultural significance (cultural heritage places), and is based on the knowledge and experience of Australia ICOMOS members.

Conservation is an integral part of the management of places of cultural significance and is an ongoing responsibility.

Who is the Charter for?

The Charter sets a standard of practice for those who provide advice, make decisions about, or undertake works to places of cultural significance, including owners, managers and custodians.

Using the Charter

The Charter should be read as a whole. Many articles are interdependent.

The Charter consists of:

- | | |
|--|----------------|
| • Definitions | Article 1 |
| • Conservation Principles | Articles 2–13 |
| • Conservation Processes | Articles 14–25 |
| • Conservation Practices | Articles 26–34 |
| • The Burra Charter Process flow chart | |

The key concepts are included in the Conservation Principles section and these are further developed in the Conservation Processes and Conservation Practice sections. The flow chart explains the Burra Charter Process (Article 6) and is an integral part of

The Burra Charter, 2013

the Charter. Explanatory Notes also form part of the Charter.

The Charter is self contained, but aspects of its use and application are further explained, in a series of Australia ICOMOS Practice Notes, in *The Illustrated Burra Charter*, and in other guiding documents available from the Australia ICOMOS web site: australia.icomos.org.

What places does the Charter apply to?

The Charter can be applied to all types of places of cultural significance including natural, Indigenous and historic places with cultural values.

The standards of other organisations may also be relevant. These include the *Australian Natural Heritage Charter*, *Ask First: a guide to respecting Indigenous heritage places and values* and *Significance 2.0: a guide to assessing the significance of collections*.

National and international charters and other doctrine may be relevant. See australia.icomos.org.

Why conserve?

Places of cultural significance enrich people's lives, often providing a deep and inspirational sense of connection to community and landscape, to the past and to lived experiences. They are historical records, that are important expressions of Australian identity and experience. Places of cultural significance reflect the diversity of our communities, telling us about who we are and the past that has formed us and the Australian landscape. They are irreplaceable and precious.

These places of cultural significance must be conserved for present and future generations in accordance with the principle of inter-generational equity.

The Burra Charter advocates a cautious approach to change: do as much as necessary to care for the place and to make it useable, but otherwise change it as little as possible so that its cultural significance is retained.

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Articles**Article 1. Definitions**

For the purposes of this Charter:

- 1.1 *Place* means a geographically defined area. It may include elements, objects, spaces and views. Place may have tangible and intangible dimensions.
- 1.2 *Cultural significance* means aesthetic, historic, scientific, social or spiritual value for past, present or future generations.
Cultural significance is embodied in the *place* itself, its *fabric*, *setting*, *use*, *associations*, *meanings*, records, *related places* and *related objects*.
Places may have a range of values for different individuals or groups.
- 1.3 *Fabric* means all the physical material of the *place* including elements, fixtures, contents and objects.
- 1.4 *Conservation* means all the processes of looking after a *place* so as to retain its *cultural significance*.
- 1.5 *Maintenance* means the continuous protective care of a *place*, and its *setting*.
Maintenance is to be distinguished from repair which involves *restoration* or *reconstruction*.
- 1.6 *Preservation* means maintaining a *place* in its existing state and retarding deterioration.
- 1.7 *Restoration* means returning a *place* to a known earlier state by removing accretions or by reassembling existing elements without the introduction of new material.
- 1.8 *Reconstruction* means returning a *place* to a known earlier state and is distinguished from *restoration* by the introduction of new material.
- 1.9 *Adaptation* means changing a *place* to suit the existing *use* or a proposed *use*.
- 1.10 *Use* means the functions of a *place*, including the activities and traditional and customary practices that may occur at the place or are dependent on the place.

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Explanatory Notes

Place has a broad scope and includes natural and cultural features. Place can be large or small; for example, a memorial, a tree, an individual building or group of buildings, the location of an historical event, an urban area or town, a cultural landscape, a garden, an industrial plant, a shipwreck, a site with *in situ* remains, a stone arrangement, a road or travel route, a community meeting place, a site with spiritual or religious connections.

The term cultural significance is synonymous with cultural heritage significance and cultural heritage value.

Cultural significance may change over time and with use.

Understanding of cultural significance may change as a result of new information.

Fabric includes building interiors and sub-surface remains, as well as excavated material.

Natural elements of a place may also constitute fabric. For example the rocks that signify a Dreaming place.

Fabric may define spaces and views and these may be part of the significance of the place.

See also Article 14.

Examples of protective care include:

- maintenance — regular inspection and cleaning of a place, e.g. mowing and pruning in a garden;
- repair involving restoration — returning dislodged or relocated fabric to its original location e.g. loose roof gutters on a building or displaced rocks in a stone beam;
- repair involving reconstruction — replacing decayed fabric with new fabric.

It is recognised that all places and their elements change over time at varying rates.

New material may include recycled material salvaged from other places. This should not be to the detriment of any place of cultural significance.

Use includes for example cultural practices commonly associated with Indigenous peoples such as ceremonies, hunting and fishing, and fulfilment of traditional obligations. Exercising a right of access may be a use.

The Burra Charter, 2013

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Articles

- 1.11 *Compatible use* means a use which respects the *cultural significance* of a place. Such a use involves no, or minimal, impact on *cultural significance*.
- 1.12 *Setting* means the immediate and extended environment of a place that is part of or contributes to its *cultural significance* and distinctive character.
- 1.13 *Related place* means a place that contributes to the *cultural significance* of another place.
- 1.14 *Related object* means an object that contributes to the *cultural significance* of a place but is not at the place.
- 1.15 *Associations* mean the connections that exist between people and a place.
- 1.16 *Meanings* denote what a place signifies, indicates, evokes or expresses to people.
- 1.17 *Interpretation* means all the ways of presenting the *cultural significance* of a place.

Conservation Principles**Article 2. Conservation and management**

- 2.1 Places of *cultural significance* should be conserved.
- 2.2 The aim of *conservation* is to retain the *cultural significance* of a place.
- 2.3 *Conservation* is an integral part of good management of places of *cultural significance*.
- 2.4 Places of *cultural significance* should be safeguarded and not put at risk or left in a vulnerable state.

Article 3. Cautious approach

- 3.1 *Conservation* is based on a respect for the existing *fabric*, *use*, *associations* and *meanings*. It requires a cautious approach of changing as much as necessary but as little as possible.
- 3.2 Changes to a place should not distort the physical or other evidence it provides, nor be based on conjecture.

Article 4. Knowledge, skills and techniques

- 4.1 *Conservation* should make use of all the knowledge, skills and disciplines which can contribute to the study and care of the place.

The Burra Charter, 2013

Explanatory Notes

Setting may include structures, spaces, land, water and sky, the visual setting including views to and from the place, and along a cultural route, and other sensory aspects of the setting such as smells and sounds. Setting may also include historical and contemporary relationships, such as use and activities, social and spiritual practices, and relationships with other places, both tangible and intangible.

Objects at a place are encompassed by the definition of place, and may or may not contribute to its cultural significance.

Associations may include social or spiritual values and cultural responsibilities for a place.

Meanings generally relate to intangible dimensions such as symbolic qualities and memories.

Interpretation may be a combination of the treatment of the fabric (e.g. maintenance, restoration, reconstruction), the use of and activities at the place, and the use of introduced explanatory material.

The traces of additions, alterations and earlier treatments to the fabric of a place are evidence of its history and uses which may be part of its significance. Conservation action should assist and not impede their understanding.

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Articles

4.2 Traditional techniques and materials are preferred for the conservation of significant fabric. In some circumstances modern techniques and materials which offer substantial conservation benefits may be appropriate.

Article 5. Values

5.1 Conservation of a place should identify and take into consideration all aspects of cultural and natural significance without unwarranted emphasis on any one value at the expense of others.

5.2 Relative degrees of cultural significance may lead to different conservation actions at a place.

Article 6. Burra Charter Process

6.1 The cultural significance of a place and other issues affecting its future are best understood by a sequence of collecting and analysing information before making decisions. Understanding cultural significance comes first, then development of policy and finally management of the place in accordance with the policy. This is the Burra Charter Process.

6.2 Policy for managing a place must be based on an understanding of its cultural significance.

6.3 Policy development should also include consideration of other factors affecting the future of a place such as the owner's needs, resources, external constraints and its physical condition.

6.4 In developing an effective policy, different ways to retain cultural significance and address other factors may need to be explored.

6.5 Changes in circumstances, or new information or perspectives, may require reiteration of part or all of the Burra Charter Process.

Article 7. Use

7.1 Where the use of a place is of cultural significance it should be retained.

7.2 A place should have a compatible use.

Explanatory Notes

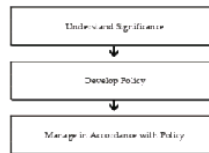
The use of modern materials and techniques must be supported by firm scientific evidence or by a body of experience

Conservation of places with natural significance is explained in the Australian Natural Heritage Charter. This Charter defines natural significance to mean the importance of ecosystems, biodiversity and geodiversity for their existence value or for present or future generations, in terms of their scientific, social, aesthetic and life support value

In some cultures, natural and cultural values are indivisible

A cautious approach is needed, as understanding of cultural significance may change. This article should not be used to justify actions which do not retain cultural significance.

The Burra Charter Process, or sequence of investigations, decisions and actions, is illustrated below and in more detail in the accompanying flow chart which forms part of the Charter.



Options considered may include a range of uses and changes (e.g. adaptation) to a place

The policy should identify a use or combination of uses or constraints on uses that retain the cultural significance of the place. New use of a place should involve minimal change to significant fabric and use, should respect associations and meanings, and where appropriate should provide for continuation of activities and practices which contribute to the cultural significance of the place.

Articles**Article 8. Setting**

Conservation requires the retention of an appropriate *setting*. This includes retention of the visual and sensory setting, as well as the retention of spiritual and other cultural relationships that contribute to the *cultural significance* of the *place*.

New construction, demolition, intrusions or other changes which would adversely affect the setting or relationships are not appropriate.

Article 9. Location

9.1 The physical location of a *place* is part of its *cultural significance*. A building, work or other element of a *place* should remain in its historical location. Relocation is generally unacceptable unless this is the sole practical means of ensuring its survival.

9.2 Some buildings, works or other elements of *places* were designed to be readily removable or already have a history of relocation. Provided such buildings, works or other elements do not have significant links with their present location, removal may be appropriate.

9.3 If any building, work or other element is moved, it should be moved to an appropriate location and given an appropriate use. Such action should not be to the detriment of any *place* of *cultural significance*.

Article 10. Contents

Contents, fixtures and objects which contribute to the *cultural significance* of a *place* should be retained at that place. Their removal is unacceptable unless it is: the sole means of ensuring their security and *preservation*; on a temporary basis for treatment or exhibition; for cultural reasons; for health and safety; or to protect the place. Such contents, fixtures and objects should be returned where circumstances permit and it is culturally appropriate.

Article 11. Related places and objects

The contribution which *related places* and *related objects* make to the *cultural significance* of the *place* should be retained.

Article 12. Participation

Conservation, *interpretation* and management of a *place* should provide for the participation of people for whom the place has significant *associations* and *meanings*, or who have social, spiritual or other cultural responsibilities for the place.

Article 13. Co-existence of cultural values

Co-existence of cultural values should always be recognised, respected and encouraged. This is especially important in cases where they conflict.

The Burra Charter, 2013

Explanatory Notes

Setting is explained in Article 1.12.

For example, the repatriation (returning) of an object or element to a place may be important to Indigenous cultures, and may be essential to the retention of its cultural significance.

Article 28 covers the circumstances where significant fabric might be disturbed, for example, during archaeological excavation.

Article 13 deals with significant fabric that has been removed from a place.

For some places, conflicting cultural values may affect policy development and management decisions. In Article 13, the term cultural values refers to those beliefs which are important to a cultural group, including but not limited to political, religious, spiritual and moral beliefs. This is broader than values associated with cultural significance.

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Articles

Conservation Processes**Article 14. Conservation processes**

Conservation may, according to circumstance, include the processes of: retention or reintroduction of a *use*; retention of *associations* and *meanings*; *maintenance*, *preservation*, *restoration*, *reconstruction*, *adaptation* and *interpretation*; and will commonly include a combination of more than one of these. Conservation may also include retention of the contribution that *related places* and *related objects* make to the *cultural significance* of a *place*.

Article 15. Change

15.1 Change may be necessary to retain *cultural significance*, but is undesirable where it reduces cultural significance. The amount of change to a *place* and its *use* should be guided by the *cultural significance* of the *place* and its appropriate *interpretation*.

15.2 Changes which reduce *cultural significance* should be reversible, and be reversed when circumstances permit.

15.3 Demolition of significant *fabric* of a *place* is generally not acceptable. However, in some cases minor demolition may be appropriate as part of *conservation*. Removed significant fabric should be reinstated when circumstances permit.

15.4 The contributions of all aspects of *cultural significance* of a *place* should be respected. If a *place* includes *fabric*, *uses*, *associations* or *meanings* of different periods, or different aspects of cultural significance, emphasising or interpreting one period or aspect at the expense of another can only be justified when what is left out, removed or diminished is of slight cultural significance and that which is emphasised or interpreted is of much greater cultural significance.

Article 16. Maintenance

Maintenance is fundamental to *conservation*. Maintenance should be undertaken where *fabric* is of *cultural significance* and its maintenance is necessary to retain that *cultural significance*.

Article 17. Preservation

Preservation is appropriate where the existing *fabric* or its condition constitutes evidence of *cultural significance*, or where insufficient evidence is available to allow other *conservation* processes to be carried out.

Explanatory Notes

Conservation normally seeks to slow deterioration unless the significance of the place dictates otherwise. There may be circumstances where no action is required to achieve conservation.

When change is being considered, including for a temporary use, a range of options should be explored to seek the option which minimises any reduction to its cultural significance.

It may be appropriate to change a place where this reflects a change in cultural meanings or practices at the place, but the significance of the place should always be respected.

Reversible changes should be considered temporary. Non-reversible change should only be used as a last resort and should not prevent future conservation action.

Maintaining a place may be important to the fulfilment of traditional laws and customs in some Indigenous communities and other cultural groups.

Preservation protects fabric without obscuring evidence of its construction and use. The process should always be applied:

- where the evidence of the fabric is of such significance that it should not be altered; or
- where insufficient investigation has been carried out to permit policy decisions to be taken in accord with Articles 26 to 28.

New work (e.g. stabilisation) may be carried out in association with preservation when its purpose is the physical protection of the fabric and when it is consistent with Article 22.

Articles**Article 18. Restoration and reconstruction**

Restoration and reconstruction should reveal culturally significant aspects of the place.

Article 19. Restoration

Restoration is appropriate only if there is sufficient evidence of an earlier state of the fabric.

Article 20. Reconstruction

20.1 *Reconstruction is appropriate only where a place is incomplete through damage or alteration, and only where there is sufficient evidence to reproduce an earlier state of the fabric. In some cases, reconstruction may also be appropriate as part of a use or practice that retains the cultural significance of the place.*

20.2 *Reconstruction should be identifiable on close inspection or through additional interpretation.*

Article 21. Adaptation

21.1 *Adaptation is acceptable only where the adaptation has minimal impact on the cultural significance of the place.*

21.2 *Adaptation should involve minimal change to significant fabric, achieved only after considering alternatives.*

Article 22. New work

22.1 *New work such as additions or other changes to the place may be acceptable where it respects and does not distort or obscure the cultural significance of the place, or detract from its interpretation and appreciation.*

22.2 *New work should be readily identifiable as such, but must respect and have minimal impact on the cultural significance of the place.*

Article 23. Retaining or reintroducing use

Retaining, modifying or reintroducing a significant use may be appropriate and preferred forms of conservation.

Article 24. Retaining associations and meanings

24.1 *Significant associations between people and a place should be respected, retained and not obscured. Opportunities for the interpretation, commemoration and celebration of these associations should be investigated and implemented.*

24.2 *Significant meanings, including spiritual values, of a place should be respected. Opportunities for the continuation or revival of these meanings should be investigated and implemented.*

The Burra Charter, 2013

Explanatory Notes

Places with social or spiritual value may warrant reconstruction, even though very little may remain (e.g. only building footings or tree stumps following fire, flood or storm). The requirement for sufficient evidence to reproduce an earlier state still applies.

Adaptation may involve additions to the place, the introduction of new services, or a new use, or changes to safeguard the place. Adaptation of a place for a new use is often referred to as 'adaptive re-use' and should be consistent with Article 7.2.

New work should respect the significance of a place through consideration of its siting, bulk, form, scale, character, colour, texture and material. Imitation should generally be avoided.

New work should be consistent with Articles 3, 5, 8, 13, 21 and 22.1.

These may require changes to significant fabric but they should be minimised. In some cases, continuing a significant use, activity or practice may involve substantial new work.

For many places associations will be linked to aspects of use, including activities and practices.

Some associations and meanings may not be apparent and will require research.

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Articles**Article 25. Interpretation**

The *cultural significance* of many *places* is not readily apparent, and should be explained by *interpretation*. Interpretation should enhance understanding and engagement, and be culturally appropriate.

Conservation Practice**Article 26. Applying the Burra Charter Process**

26.1 Work on a *place* should be preceded by studies to understand the *place* which should include analysis of physical, documentary, oral and other evidence, drawing on appropriate knowledge, skills and disciplines.

26.2 Written statements of *cultural significance* and policy for the *place* should be prepared, justified and accompanied by supporting evidence. The statements of significance and policy should be incorporated into a management plan for the *place*.

26.3 Groups and individuals with *associations* with the *place* as well as those involved in its management should be provided with opportunities to contribute to and participate in identifying and understanding the *cultural significance* of the *place*. Where appropriate they should also have opportunities to participate in its *conservation* and management.

26.4 Statements of *cultural significance* and policy for the *place* should be periodically reviewed, and actions and their consequences monitored to ensure continuing appropriateness and effectiveness.

Article 27. Managing change

27.1 The impact of proposed changes, including incremental changes, on the *cultural significance* of a *place* should be assessed with reference to the statement of significance and the policy for managing the *place*. It may be necessary to modify proposed changes to better retain cultural significance.

27.2 Existing *fabric*, *use*, *associations* and *meanings* should be adequately recorded before and after any changes are made to the *place*.

Article 28. Disturbance of fabric

28.1 Disturbance of significant *fabric* for study, or to obtain evidence, should be minimised. Study of a *place* by any disturbance of the fabric, including archaeological excavation, should only be undertaken to provide data essential for decisions on the *conservation* of the *place*, or to obtain important evidence about to be lost or made inaccessible.

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Explanatory Notes

In some circumstances any form of interpretation may be culturally inappropriate.

The results of studies should be kept up to date, regularly reviewed and revised as necessary.

Policy should address all relevant issues, e.g. use, interpretation, management and change.

A management plan is a useful document for recording the Burra Charter Process, i.e. the steps in planning for and managing a *place* of cultural significance (Article 6.3 and flow chart). Such plans are often called conservation management plans and sometimes have other names.

The management plan may deal with other matters related to the management of the *place*.

Monitor actions taken in case there are also unintended consequences.

The Burra Charter, 2013

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28.2 Investigation of a *place* which requires disturbance of the *fabric*, apart from that necessary to make decisions, may be appropriate provided that it is consistent with the policy for the place. Such investigation should be based on important research questions which have potential to substantially add to knowledge, which cannot be answered in other ways and which minimises disturbance of significant fabric.

Article 29. Responsibility

The organisations and individuals responsible for management and decisions should be named and specific responsibility taken for each decision.

Article 30. Direction, supervision and implementation

Competent direction and supervision should be maintained at all stages, and any changes should be implemented by people with appropriate knowledge and skills.

Article 31. Keeping a log

New evidence may come to light while implementing policy or a plan for a *place*. Other factors may arise and require new decisions. A log of new evidence and additional decisions should be kept.

Article 32. Records

32.1 The records associated with the *conservation* of a *place* should be placed in a permanent archive and made publicly available, subject to requirements of security and privacy, and where this is culturally appropriate.

32.2 Records about the history of a *place* should be protected and made publicly available, subject to requirements of security and privacy, and where this is culturally appropriate.

Article 33. Removed fabric

Significant *fabric* which has been removed from a *place* including contents, fixtures and objects, should be catalogued, and protected in accordance with its *cultural significance*.

Where possible and culturally appropriate, removed significant fabric including contents, fixtures and objects, should be kept at the place.

Article 34. Resources

Adequate resources should be provided for *conservation*.

Words in italics are defined in Article 1.

Explanatory Notes

New decisions should respect and have minimal impact on the cultural significance of the place.

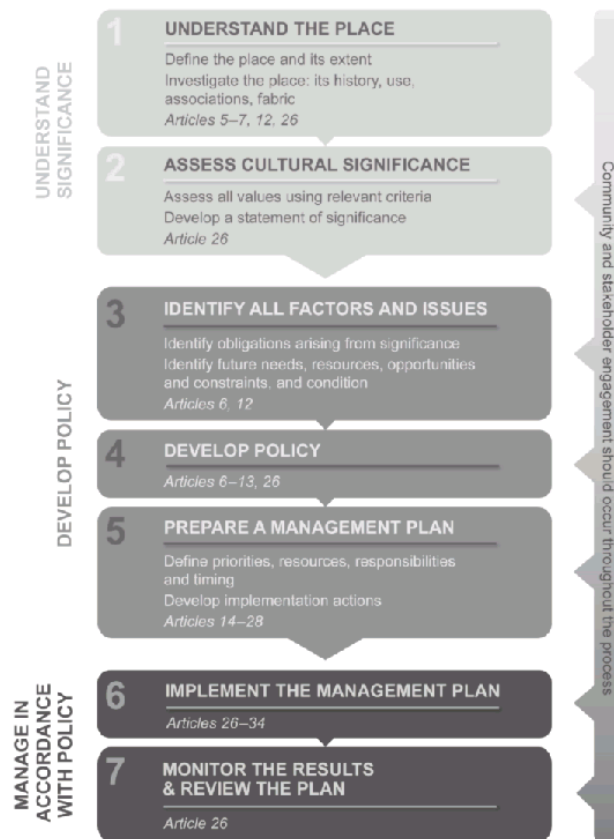
The best conservation often involves the least work and can be inexpensive

The Burra Charter Process

Steps in planning for and managing a place of cultural significance

The Burra Charter should be read as a whole.

Key articles relevant to each step are shown in the boxes. Article 6 summarises the Burra Charter Process.



Appendix 2 – QHR Heritage Register Entry (EPA 1992)



CMP – Mount Morgan Commonwealth Bank Building

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QUEENSLAND HERITAGE ACT 1992

Entry in the Heritage Register
State Heritage Place

Place ID	600746	
Name	Commonwealth Bank (former)	
Former name(s) / other	Queensland Savings Bank	
Location	38 Morgan Street MOUNT MORGAN 4714	
RPD	Lot 18 RN1545	
Local authority	ROCKHAMPTON REGIONAL COUNCIL	
Map Sheet	MOUNT MORGAN	
Map Projection	56	
Grid	Eastings:	233509
	Northing:	7382561
Boundary Description		
Other Listings	National Trust of Queensland - MTM 2/11 Register of the National Estate - 009847	

Heritage Significance

Commonwealth Bank (former) is a place that satisfies one or more of the criteria specified in s.35(1) of the Queensland Heritage Act 1992 as evidenced by, but not exclusive to, the following statement of cultural heritage significance, based on criteria A, D, E and G.

Criterion A	The former Commonwealth Bank as a branch of the Queensland Government Savings Bank demonstrates the regional development of the state and its presence is suggestive of the large number of workers present in the town because of the Mount Morgan Mine.
Criterion D	The building is characteristic of small timber banks in regional towns, modest in scale and finish, but occupying a prominent corner site.
Criterion E	The former bank building has aesthetic value for its contribution to the Central State School site, a large complex of timber buildings similar in form, scale and material to which the former bank building, sited prominently at the street intersection, forms a centrepiece.
Criterion G	As Mount Morgan's only bank for 21 years and one which served the community for the best part of the 20th century, and as the premises of the institution which acted as an agent of the Commonwealth during the war, the former bank building has an important connection with the Mount Morgan community.

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QUEENSLAND HERITAGE ACT 1992Entry in the Heritage Register
State Heritage Place**History**

The former Commonwealth Bank at Mount Morgan was constructed in 1913 as the Queensland Government Savings Bank, and became a branch of the Commonwealth Bank of Australia in 1921.

The Queensland Government Savings Bank was established by one of the earliest pieces of legislation enacted by the government of the new colony of Queensland in 1861. Intended to encourage small deposit saving by working people, savings banks could be established by the gazettal of an application by ten or more house or landholders in any community of more than 500 people. In 1864, the Government Savings Bank Bill provided a government guarantee to protect trustees and deposits and to allow depositors to easily transfer accounts from one town to another. It was a great success and on 9 May 1867, the Savings Bank opened an agency at the Mount Morgan Post Office.

The township of Mount Morgan grew with the establishment of what was to become the richest gold mine in the world. Although small mining claims occurred before 1882, the three Morgan Brothers pegged claims which encompassed most of the mountain top in that year. In July they formed a partnership with three Rockhampton businessmen before selling out to them 1886 when the Mount Morgan Gold Mining Company Limited was formed. The township quickly developed, establishing an infrastructure for the rapidly increasing population. The Queensland National Bank also opened in Mount Morgan in 1887, although this was a trading, rather than a savings bank, these activities at the time being kept separate.

The Commonwealth Bank of Australia was founded under the Commonwealth Bank Act of 1911. This empowered the Bank to transact both savings and trading business under the security of a guarantee from the Federal government. It opened its first branch for business on 15 July 1912 in Melbourne and soon opened agencies in post offices throughout Victoria. The Queensland branch was opened on 16 September 1912. Post offices were used as agencies throughout the country as they had been transferred to Commonwealth control after Federation. The Commonwealth Bank of Australia merged with the state banks of Tasmania in 1912, Queensland in 1920 and Western Australia and New South Wales in 1931.

In 1913 the Queensland Government Savings Bank opened its own branch on the corner of Morgan and Central Streets on an area that was designated a reserve for the purpose. It was a modest timber building with timber dowel balustrades along both streets. The site was adjacent to the Central State School which had constructed its first building nearby in 1887. Subsequent building at the school eventually wrapped around the corner site on which the bank was built.

The business and assets of the Queensland Government Savings Bank were transferred to the Commonwealth Bank on 8 December 1920 and this bank operated from the premises from 3 January 1921. In the 1920s, there were three banks operating in Mount Morgan; the Queensland National Bank, the Bank of New South Wales and the Commonwealth Bank. Following the closure of the Bank of NSW in 1928 and the QN in 1929, the Commonwealth remained the only bank in Mount Morgan until 1950 when the ANZ bank opened a branch there. During the Second World War the Commonwealth Bank, its branches and agencies, acted as an agent for the government. As part of the growth in Australia following the war, home loans were offered from 1946.

By the late 1970s the original verandahs of the bank were enclosed and the exterior walls on these sides were removed to enlarge the interior space available. A set of concrete steps was added around 1980.

In 1990 the Mount Morgan mine closed, leading to a reduction of population and business in the town. The Commonwealth Bank ceased trading from this site in 1993. The building is currently being used as

QUEENSLAND HERITAGE ACT 1992
Entry in the Heritage Register
State Heritage Place



the offices of Learning Network Queensland.

Description

The former Commonwealth Bank building is situated on the corner of Morgan and Central Streets, Mount Morgan, in the north east corner of the Central State School site. It is a single storey, timber framed structure, clad with horizontal weatherboards and set on low stumps. The building has a rectangular plan, truncated at the corner facing the intersection of the two streets to allow for a principal corner entrance. This is below an entrance gable and is accessed by concrete steps and shaded by a small cantilevered awning. The vented hipped roof is clad with corrugated iron sheeting which extends over the former verandahs. To the south is a skillion roof extension which houses the strong room and offices. There is also a fibrous cement clad extension on the south east corner which accommodates toilets. Banks of glass louvres under the eaves line the north and west sides of the building, which address the streets. The eastern side has a pair of sash windows shaded by a single sunhood.

The interior is now largely open plan, although a change in ceiling height demonstrates the position of former verandahs. The walls and ceiling are lined with tongue and groove boards. To the south are offices and a strong room with a heavy metal door inserted into a brick section between the timber office and toilets extension.

QUEENSLAND HERITAGE ACT 1992
Entry in the Heritage Register
State Heritage Place



images

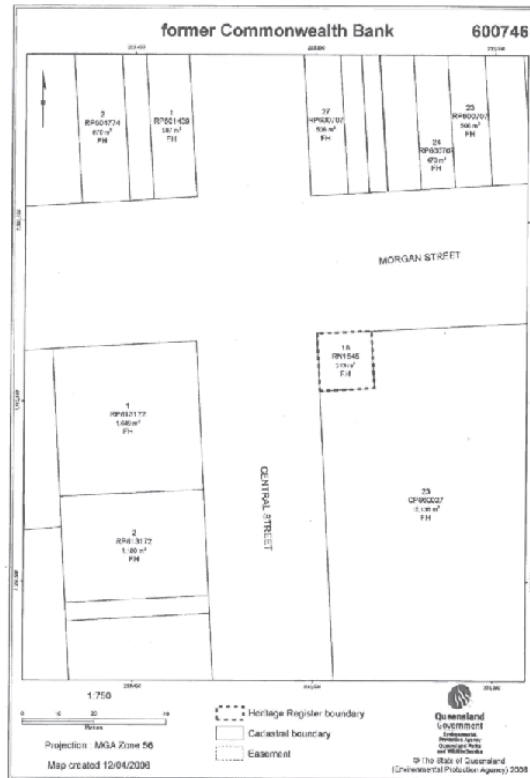


Former Commonwealth Bank (1994)

QUEENSLAND HERITAGE ACT 1992
Entry in the Heritage Register
State Heritage Place



Heritage Register Boundary



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QUEENSLAND HERITAGE ACT 1992
Entry in the Heritage Register
State Heritage Place

Process Statement: Pursuant to the transitional provisions of the Queensland Heritage Act 1992, all buildings listed in the Schedule to the Heritage Buildings Protection Act 1990 are to be taken to be places provisionally entered in the Heritage Register. This place has been transferred as a provisional entry to the Heritage Register on the basis that it was listed in the schedule to the Heritage Buildings Protection Act 1990. This decision was effective as from 21 August 1992, the date of proclamation of the Queensland Heritage Act 1992.

Further to the transitional provisions of the Queensland Heritage Act 1992, this place is entered permanently in the Heritage Register as of 21 October 1992.

Note: This document has been prepared on the basis of current information, and assessed under the criteria in the Queensland Heritage Act. This document may be reassessed if further evidence becomes available. The statement of significance specifies the most important heritage values of the place. The purpose of this document is to provide an informed evaluation for heritage registration. This does not negate the need for a thorough conservation study by a qualified practitioner, or Cultural Heritage Branch consultation, before any action is taken which may affect the significance of the place.

Appendix 3 – Asset Services Building Inspection (RRC 2011)



CMP – Mount Morgan Commonwealth Bank Building

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Asset Services
Building Inspection

Ex Commonwealth Bank Building



Address: 38 Morgan Street Mt Morgan.

Asset ID: 564821.
Inspected by: Dave Barnett
Inspection Date: 15 /9/11

Purpose: To provide a general assessment of the buildings current condition and an indicative repair cost.

I

1 Superstructure

Scrub obstructing footpath. (Photo 1)



Eastern side of the building overgrown. (Photo 2)



Scrubs against western side of the building. (Photo 3)



1.1 Staircases / Ramps

The disabled access ramp on the northern side of the building has two floor boards missing. Refer Photo 4.

Floor boards missing off the access ramp. (Photo 4)



Power supply disconnected to the building. (Photo 5)



Unsecured electrical cable. (Photo 6)



Power board and meters inside the building. (Photo 7)



Fascia board rotten. (Photo 8)



External paintwork flaking off. (Photo 9)

5



Weather board termite damaged. (Photo 10)



Paint flaking off asbestos wall. (Photo 11)

6



1.2 Internal Walls

The internal walls on the northern and western side of the building have had termite damage. Refer Photo 12 and 13.

Termite damaged internal walls. (Photo 12)



Termite damaged walls. (Photo 13)



1.3 Ceilings

The pine ceiling in the office is falling down in a couple of places. Refer Photo 14.

Ceiling boards falling down in office. (Photo 14)



Floor coverings are in poor condition. (Photo 15)



Ant cap not fitted properly will allow termites access. (Photo 16)



2 Finishes

2.1 Paint work

The external paintwork is in very poor condition with paint flaking off the weather boards and the asbestos sheeting. Refer Photo 9 and 11.

2.2 Floor Coverings

The floor coverings to the complete building are worn and in poor condition. Refer Photo 15.

3 Services

3.1 External Power

The aerial power service to the building has been disconnected. Refer Photo 5.

4 Site

4.1 Scrubs

There is a scrub growing out from under the access ramp on the northern side of the building blocking some of the foot path and the eastern side of the building is overgrown with vegetation. Refer Photo 1, 2 and 3.

5 Conclusions

The building is very old and has been altered over the years, the roof appears to have been replaced at some stage, except for the roof over the amenities building which is detached from the main building, the roof line appears to be sagged on the northern side this could be due to the excessive span in the main reception area where walls could have been removed at some stage.

There has been termite damage to the internal walls on the northern and western sides of the building, it appears to be only the pine wall sheeting that has been damaged, however it is hard to determine without removing the damaged sections to further investigate. The pine ceiling boards in the office are loose in places; however it does not appear to be from termite damage.

The overhead aerial power services to the building has been disconnected, this will be a major issue to get reconnected, firstly a new point of entry to the building may be required as the old service went over the roof of a bus shelter, and all of the existing electrical installations will have to comply with the current electrical code.

The building allotment is overgrown with scrubs and dead vegetation and the building could not be inspected on the external eastern side due to this, and

on the northern side in front of the access ramp a scrub has grown well out onto the foot path which is a hazard for pedestrians.

The substructure of the building is very low to the ground and has limited access and it appears that there are areas where water could pond under the building and one ant cap is not fitted properly which could allow termites to gain entry into the building.

6 Recommendations

Issues requiring attention

1. Provide termite treatment and inspection of the building.
2. Fire management systems. (extinguishers out of test date)
3. Replace missing floor boards on disabled ramp. (work order issued)
4. Remove scrub obstructing foot path.

An indicative price to repair the building to a reasonable standard is:

1. Rewire and reconnect electricity to current codes.	\$15,000
2. Replace all worn floor coverings (133m ² x \$80 P/M)	\$10,640
3. Repaint exterior and interior.	\$14,000
4. Repair the termite damaged walls and general repairs.	\$ 8,000
Total Price	\$47,640

No allowance has been made for lead paint, asbestos materials or any latent damages.

Further issues that may require attention and are not in the above allowances are.

1. Disabled amenities and access to them if required.
2. Any listings place on the building.
3. The condition of the air condition unit.

Appendix 4 – Asbestos Management Plan (Australian Asbestos Management, 2011)



CMP – Mount Morgan Commonwealth Bank Building

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ASBESTOS MANAGEMENT PLAN

Prepared for Rockhampton Regional Council

COMMONWEALTH BANK SITE- MEDICARE
38 MORGAN STREET, MT MORGAN QLD

AUSTRALIAN ASBESTOS
MANAGEMENT PTY LTD
PO BOX 5156
MAROOCHYDORE QLD 4558

P: 07 5450 1241
F: 07 5476 5604
E: aamoffice@bigpond.com

8 February 2011

AMP 210-22

COMMUNITIES COMMITTEE AGENDA

21 JUNE 2022

8 February 2011

ATTN: Sharon McNair
Rockhampton Regional Council
Po Box 1860
Rockhampton QLD 4700

Dear Sharon

We are pleased to **enclose** our Asbestos Management Plan (AMP) in relation to the premises situated at 38 Morgan Street, Mt Morgan QLD.

The AMP contains an Asbestos Materials Register (AMR) for the premises. Your attention is drawn to the recommendations contained in the AMP.

You are required to nominate a person whose responsibility will be:

- Advise any persons prior to carrying out maintenance or work on the premises of the existence of the AMP;
- Provide access to the AMP; and
- Updating the AMR where any asbestos removal or changes in the premises has occurred.

Please do not hesitate to contact us should you require any further information or assistance with the report or the recommendations.

Yours Sincerely

Michael Shaw
Senior Technician
Ph: 0457 057 288
Australian Asbestos
Management Services

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ANNEXURES

1. Asbestos Materials Register
2. Details of Re-inspection and Removal Status
3. Restricted Work Areas
4. Access Permit
5. Work Procedures for Access to and Working in a Restricted Area
6. Photographs
7. Sample Analysis Reports
8. Acknowledgments & References

Introduction

Workplace Asbestos Laws

The *Workplace Health and Safety Act 1995* prescribes mandatory requirements for managing and removing asbestos containing materials in the workplace by way of:-

- Workplace Health & Safety Regulation 1997
- National Code of Practice for the Management and Control of Asbestos in Workplaces (NOHSC: 2018 (2005))
- National Code of Practice for the Safe Removal of Asbestos 2nd Edition (NOHSC: 2002 (2005))

From 1 July 2006:

- An "A" class licence, also known as an Asbestos Removal Business Certificate, is required to remove 'friable' or loose asbestos in any quantity.
- A "B" class licence will be introduced, meaning only competent, licensed people can remove 'non-friable' asbestos (bonded materials such as cement sheeting) in quantities greater than 10m².

Part 11 of the *Workplace Health & Safety Regulation 1997* requires compliance with the national Asbestos Management and Asbestos Removal Codes of Practice.

Part 11 Division 3 of the *Workplace Health & Safety Regulation 1997* states that all building owners must comply with the National Asbestos Management Code by 1 January 2008.

Building Owners' Obligations

Building owners must engage an appropriately qualified person to find out whether there are any asbestos materials installed in the building.

The person must possess the qualification and experience necessary to find asbestos materials in a building. This person could be a builder, building surveyor, occupational hygienist, architect, or asbestos specialist.

The appropriately qualified person must give the owner an AMP that states:

- Where the asbestos materials were found in the building;
- The type of asbestos materials;
- The form of the asbestos materials;



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- Whether the asbestos materials is friable or poorly bonded or in an unstable condition and; and
- Any potential health risks to building occupants because of the presence to the asbestos materials.

If any asbestos material is found, the building owner must also establish and maintain an Asbestos Materials Register (AMR). The register must:

- Contain the information in the Asbestos Management Plan;
- Be made available to each occupant and anyone entering the building to perform work (a copy must be given to any employer, self-employed person or principal contractor who proposes to demolish or dismantle any part of the building); and
- Be given to the new owner when a building is sold.
- The owner must also display a notice in a prominent place in the building, stating:
 - That there is an asbestos materials register in the building; and
 - When and where a person can inspect it.

Controlling Exposure

If a building contains asbestos materials, the building owner must ensure that policies and procedures are in place to prevent people being exposed to asbestos materials. These policies must cover:

- The steps that can be taken to restrict access to prevent disturbance of the asbestos materials;
- Work practices undertaken in the same area as the asbestos materials; and
- Requirements for reassessment of the asbestos materials at regular intervals of at least one year and earlier if the nature or location of work in the same area as the asbestos material changes.

Asbestos materials that are friable, poorly bonded or unstable must be enclosed, sealed or removed. Removal must only be performed by an asbestos removalist who is certified by the Division of Workplace Health and Safety in the Queensland Department of Industrial Relations.



Executive Summary

The existence of asbestos in many buildings has created a need for management procedures to be developed. These procedures are designed to minimise health risks to building users and maintenance personnel, arising from the presence of asbestos.

The Asbestos Management Plan (AMP) outlines various types of Identified Asbestos Containing Materials (ACM) and their known locations on site. Management procedures and strategies for the ongoing monitoring of ACM present in the workplace are also contained within this document.

An officer designated as the "Nominated Officer" must be selected immediately to have authority and responsibility to control and ensure that any procedures implemented at the workplace for the management of any identified ACM are completed with by both workers and other persons that may be entering or working in restricted areas.

The Nominated Officer will also be responsible for updating the Register should any changes occur with regard to ACM removal.

The areas in which were examined are as follows:

Location	Type	Condition	Health risks
Core to vault door (Chubb)	Presumed	Good	Low
Sheeting to walls and ceilings of Male & Female toilets (Stamped)	Presumed	Good	Low
Sheeting within heat exchange of air-conditioning unit (No access)	Presumed	Good	Low
Sheeting to walls of toilets (Stamped)	Presumed	Good	Low

In the event of any maintenance work, or other works to be performed, a Nominated Officer and the Asbestos Register must be consulted by maintenance personnel/contractors prior to proceeding with the work.

All work involving ACM must comply with relevant State and Federal Legislation.

Warning labels (*available on request*) are required to be placed in the areas where asbestos is present.

Note: Friable ACM was not identified or detected during this survey inspection. The identification, collection of samples and asbestos analysis procedures were conducted in accordance with Legislative requirements including the relevant National Occupational Health and Safety Commission (NOHSC) Codes of Practice.



Purpose of the Asbestos Management Plan (AMP)

The purpose of the plan is to minimise the potential hazard associated with asbestos to all building users. This includes occupants, visitors, operators, maintenance personnel and construction workers.

The National Code of Practice for the Management and Control of Asbestos in Workplaces (NOHSC: 2018(2005)) stipulates "an asbestos management program, which identifies, evaluates and controls asbestos hazards, in conformity with this Guide, should be part of an organisation's overall approach to the identification, evaluation and control of all workplace hazards".

It also states that although the ultimate goal is for all Australian workplaces to be free of asbestos, the immediate removal of all asbestos is unnecessary if a suitable management plan is adopted.

Health Risks and Types of Asbestos

Asbestosis, mesothelioma and lung cancer, are the most prominent disease associated with asbestos are the result of excessive inhalation and exposure to respirable airborne asbestos fibres.

Airborne asbestos fibres must be respirable and generated either through severe deterioration or interference and disturbance (damage or work practices) for ACM to pose a potential health risk.

The degree of asbestos fibre release and inhalation exposure is in part dependent upon the matrix material binding the asbestos and its general condition.

The highest health risk is associated with exposure to amphibole asbestos (amosite, crocidolite) with crocidolite being cited as the material of greatest concern. Chrysotile is considered to be of lesser but still poses significant health risks.

The types of Asbestos are:

Chrysotile:	commonly known as white asbestos
Amosite:	commonly known as grey or brown asbestos
Crocidolite:	commonly known as blue asbestos



Principles of the Asbestos Management Plan (AMP)

General Principles

The principles of asbestos management have been adapted from general principles published by the National Occupational Health and Safety Commission. These principles are summarised below:

- The ultimate goal is for all workplaces to be free of asbestos.
- Asbestos removal may not be immediately necessary, but must be completed before a structure, or part of a structure, is demolished.
- Removal of asbestos should be subject to priority setting, determined by the condition, location of the asbestos as well as scheduled refurbishment works.
- Asbestos presents a risk only when it is airborne. The risk to health increases as the number of fibres inhaled increases.
- Wherever practicable, substitutes shall be found for asbestos products. Such substitutes shall be thoroughly evaluated before use, to ensure that they do not constitute a health hazard. Ultimately, all asbestos products should be eliminated.
- Asbestos which has been incorporated into a stable matrix can be found in many working environments. Provided the matrix remains stable and no airborne dust is produced, it presents a negligible health risk.
- The presence of asbestos should be identified.
- No person shall be exposed to the risk of inhalation of asbestos in the course of employment without being provided with full information of the occupational health and safety consequences of exposure and appropriate control strategies.
- At present it is not possible to assess whether there is a level of exposure to asbestos in humans below which an increased risk of cancer would not occur. Accordingly, exposure to asbestos should always be kept to a minimum.
- Asbestos removalists and maintenance workers in an asbestos environment must be suitably protected.
- The recognised occupational exposure standard for asbestos is that adopted by the National Occupational Health and Safety Commission. The method used to measure exposure to asbestos is the Membrane Filter Method as endorsed by the National Commission.



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- Where appropriate, products containing asbestos shall be labelled accordingly.
- The spraying of asbestos shall be prohibited. All future use of asbestos for insulation purposes shall be prohibited.
- Construction jobs including refurbishments impacting asbestos are to have the asbestos removed as part of the job.

The general principles of asbestos management are broadly covered by four separate phases and follow the risk assessment process. These are:

- Identification phase;
- Evaluation phase;
- Control phase; and
- On-going monitoring/re-assessment

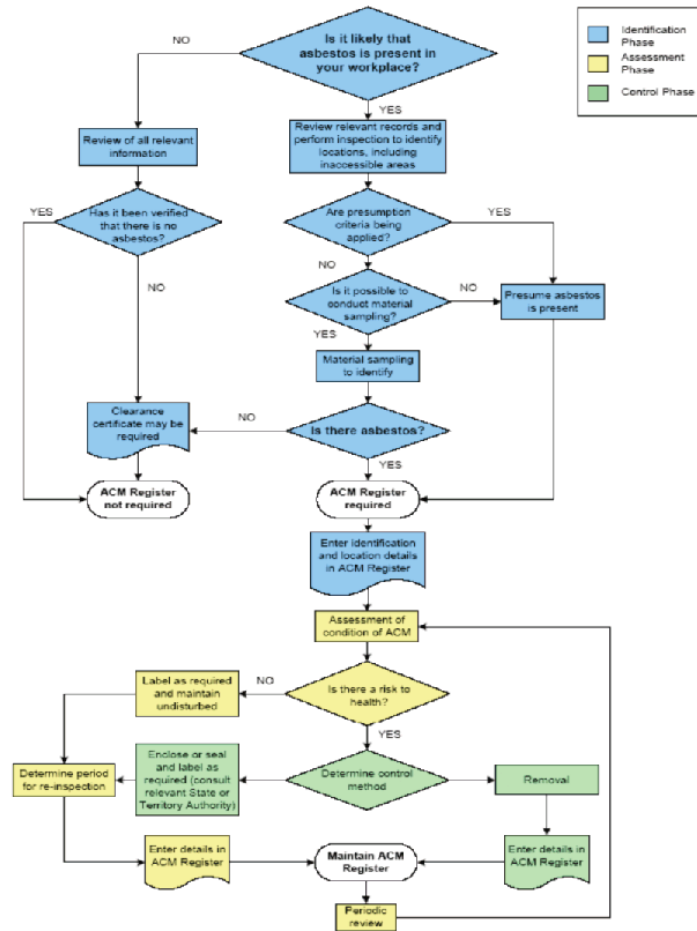
These phases are best illustrated by the flow chart in Figure 1.

Procedures need to be designed and implemented to appropriately control any asbestos hazard, to ensure that personnel are not exposed to asbestos to an extent likely to cause danger to health. The procedures required may include:

- removal;
- substitution;
- engineering controls;
- safe working procedures;
- personal protective equipment;
- cleaning, decontamination and waste disposal;
- education;
- environmental monitoring; and
- medical surveillance.



Figure 1. General principles of an asbestos management plan



Risk Assessment

The asbestos risk assessment process entails identifying, analysing, evaluating, controlling and monitoring sources of asbestos within buildings or other structures.

Asbestos within a building represents a health risk to people only when the asbestos fibres have become airborne, and are subsequently inhaled. The risk to health increases as the number of fibres inhaled increases, that is, the health risk is related to the dose, or level of exposure. Dose is a function of the amount, or concentration, of airborne asbestos fibres, and the duration of exposure. Asbestos that is in a stable matrix, or effectively encapsulated or sealed, and remains in a sound condition while left undisturbed, represents a negligible asbestos-related health risk.

It is necessary to differentiate between 'asbestos hazard' and 'asbestos risk'. 'Hazard' indicates a potential harm, while 'risk' refers to the probability of that harm becoming actual. For example, the presence of asbestos in a building is a hazard, but while that asbestos remains in sound condition and does not release fibres into the air, the risk is negligible.

A qualitative asbestos risk assessment is undertaken each time an asbestos survey is conducted. Each asbestos situation is allocated either a 'High', 'Medium' or 'Low' risk rating. These ratings are defined as follows:

High Risk:	<p>Friable (un-bonded) asbestos material that has deteriorated significantly. The material is readily accessible and prone to further disturbance, or</p> <p>Unsealed friable asbestos material located in air conditioning systems.</p>
Medium Risk:	<p>Minor deterioration of the asbestos material is evident and/or the asbestos material is prone to mechanical disturbance due to routine building activity and/or maintenance.</p>
Low Risk:	<p>Asbestos material shows no or very minor signs of damage/deterioration. Regular access to the asbestos material is unlikely to cause significant deterioration, or the material is adequately sealed.</p>



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Should materials of unknown composition, or materials suspected of containing asbestos, be encountered on site, and are not documented in the existing asbestos survey report, such materials should be sampled and treated as if they were asbestos until sample analysis confirms otherwise. In the event that additional asbestos is identified, a risk assessment shall then be conducted by an appropriately qualified and competent person. For example, in the event that demolition or refurbishment works are to be carried out in areas previously not inspected for the presence of asbestos, such as inaccessible wall cavities or beneath floors, an inspection and risk assessment should be performed by an appropriately qualified person prior to the commencement of the planned demolition/refurbishment works.



Report of Asbestos Testing

Introduction

The Asbestos Management Plan is developed as a result of a comprehensive inspection of the premises to identify the existence (if any) of Asbestos Containing Materials (ACM).

The Plan outlines the areas inspected and where sample materials suspected to contain asbestos were collected for analysis. The inspection was undertaken in such a manner that access was sought to all areas within the confines of the premises that were relevant to this inspection.

Analysis was undertaken in accordance with the methodology outlined in the Australian Standards (AS 4964-2004) Method for Qualitative Identification of Asbestos in Bulk Samples.

Recommended management strategies for identified ACMs are included in this plan (Section 6.1).

The AMP is site specific and to be utilised by the Nominated Officer (and other authorised personnel) for use on these premises only. It is a requirement of law that the AMP is continually updated and reviewed at a minimum interval of twelve (12) months unless any work is carried out which may disturb the ACM.

Survey Inspection Limitations

The inspection was undertaken in a non-destructive manner and as such there may be areas where unidentified ACM may still exist. Examples of such areas are wall cavities, beneath floors/slabs/floor coverings, hidden pipe work, inside of plant etc.

Areas that were not accessed during the inspection must be considered in the event of future refurbishment or demolition. It should be noted that a non-destructive inspection cannot be regarded as absolute, and all due care and caution must be included in the planning stages of any future building or demolition work.

Other areas that were not accessed during the course of this inspection are listed in Section 5.5 of the report.



Glossary of Terminology

Asbestos	Defined as the fibrous form of mineral silicates belonging to the serpentine and amphibole groups of rock-forming minerals, including actinolite, amosite (brown or grey asbestos), crocidolite (blue asbestos), chrysotile (white asbestos), tremolite, or any mixture containing one or more of these.
Risk	The probability that a potential harm may become actual.
Friable	Non-bonded asbestos fabric or material that is easily crumbled, pulverized or reduced to powder by hand pressure.
Non-Friable	Material, not in its natural state, that is bonded by a cement matrix, vinyl, resin, or other binding material.
Condition	The physical state of the material in question.
Authorised personnel	Persons who have been given clearance by the Nominated Officer.

Friable ACM

Good	The material is in a stable condition and is unlikely to present a significant risk if left in situ.
Poor	The material has deteriorated or been damaged or disturbed and should be considered for removal.

Asbestos-cement products

Good	The material is in stable condition with little or no deterioration evident and is unlikely to present any risk if left in situ.
Poor	The material has deteriorated to such an extent that peeling, cracking and structural instability has resulted and should be considered for removal.

Abbreviations

NAD	No asbestos detected
CH	The material has deteriorated to such an extent that peeling, cracking and structural instability has resulted and should be considered for removal.
C	Chrysotile
A	Amosite
CF	Compressed fibre
CA	Castable asbestos material
AC	Asbestos cement sheeting



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Pb	Polymer bound i.e. vinyl tiles, electrical switchboards
MB	Compressed millboard sheeting
TX	Textile woven sheet & rope
GB	Galbestos galvanized sheet/asbestos compound fixed to one side
MA	Machinery

Results of the Inspection

Locations and samples taken from identified materials within the premises that had the potential for containing asbestos fibres are as follows:

Asbestos was confirmed or presumed in products at the following locations.

Sample	Location
Presumed	Core to vault door (Chubb)
Presumed	Sheeting to walls and ceilings of Male & Female toilets (Stamped)
Presumed	Sheeting within heat exchange of air-conditioning unit (No access)
Presumed	Sheeting to walls of toilets (Stamped)

Areas not accessed

The inspection was undertaken in a non-destructive manner and as such there may be areas where unidentified ACM may still exist. Examples of such areas are wall cavities, beneath floors/slabs/floor coverings, hidden pipe work, inside of plant etc.

Areas that were not accessed during the inspection must be considered in the event of future refurbishment or demolition. It should be noted that a non-destructive inspection cannot be regarded as absolute, and all due care and caution must be included in the planning stages of any future building or demolition work.



Control of Asbestos Hazards

The control of asbestos hazards should utilise the most appropriate method applicable to the particular circumstances. Based upon the assessment of the condition of the asbestos, its potential to suffer damage or mechanically degrade, and the likelihood of exposing people to airborne asbestos, the following control strategies are relevant:

- Leave in situ (defer action);
- Encapsulation;
- Enclosure; and
- Removal.

These control strategies are discussed below:

Leave In Situ (defer action)

The identification of asbestos in a building does not automatically necessitate its immediate removal. Asbestos in a stable condition and not prone to mechanical damage can generally remain in situ. The asbestos will need to be inspected on a regular basis (every year, depending on risk) to ensure its integrity is maintained, should be labelled with an appropriate warning, and must be removed under controlled conditions prior to demolition or refurbishment works that may disturb the asbestos.

Encapsulation or Sealing

Encapsulation refers to the coating of the outer surface of the asbestos material by the application of some form of sealant compound that usually penetrate to the substrate and harden the material. Sealing is the process of covering the surface of the material with a protective coating impermeable to asbestos. Encapsulation or sealing helps protect the asbestos from mechanical damage, and is designed to reduce the risk of exposure by inhibiting the release of asbestos fibres into the airborne environment, and increase the length of serviceability of the product.

The use of encapsulation or sealing may be of limited application. It is not considered to be an acceptable alternative to repairing or removing severely damaged asbestos materials.

Enclosure

Enclosure involves installing a barrier between the asbestos material and adjacent areas. This is effective in inhibiting further mechanical damage to the asbestos, and friable products such as calcium silicate pipe lagging or sprayed limpet asbestos may be targeted for enclosure where removal is not an option. The type of barrier installed may include plywood or sheet metal products, constructed as a boxing around the asbestos.



Removal

Removal of asbestos must be performed under certain controlled conditions, depending on the type of asbestos product to be removed. Removal is considered preferable to the other abatement options such as enclosure or encapsulation, as it eliminates the hazard from the work place. The removal process, however, does pose an increased risk to personnel engaged in the removal, and may result in increased airborne fibre levels in adjacent occupied areas if the removal program is not strictly controlled. Asbestos removal is generally an expensive exercise, and can cause major disruptions to building occupants.

The removal of asbestos is considered appropriate when the asbestos product is deteriorated, has reached an unserviceable condition, or is at risk of being disturbed, and the other control options are not feasible. Where demolition or refurbishment works are to occur, and this work is likely to impact on asbestos must be removed under controlled conditions prior to the commencement of any site works.

Table 1 provides a summary of the relative advantages and disadvantages of each control method, as well as situations in which each may be considered appropriate.



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TABLE 1

Appropriate When	Not Appropriate When	Advantages	Disadvantages
<p>DEFER</p> <ul style="list-style-type: none"> Negligible risk of exposure; and Asbestos inaccessible and fully contained; or Asbestos stable and not liable to damage 	<ul style="list-style-type: none"> Possibility of deterioration or damage Airborne asbestos dust exceeds recommended exposure standard 	<ul style="list-style-type: none"> No initial cost Cost of removal deferred 	<ul style="list-style-type: none"> Hazard remains Need for continuing assessment Asbestos management program required
<p>ENCAPSULATE OR SEAL</p> <ul style="list-style-type: none"> Removal difficult or not feasible Firm bond to substrate Damage unlikely Short life of structure Readily visible for regular assessment 	<ul style="list-style-type: none"> Asbestos deteriorating Application of sealant may cause damage to material Water damage likely Large areas of damaged asbestos 	<ul style="list-style-type: none"> Quick and economical for repairs to damaged areas May be an adequate technique to control release of asbestos dust 	<ul style="list-style-type: none"> Hazard remains Cost for large areas may be near removal cost Asbestos management system required Eventual removal may be more difficult and costly
<p>ENCLOSURE</p> <ul style="list-style-type: none"> Removal extremely difficult Fibres can be completely contained within enclosure Most of surface already inaccessible Disturbance to, or entry into, enclosure area not likely 	<ul style="list-style-type: none"> Enclosure itself liable to damage Water damage likely Asbestos material cannot be fully enclosed 	<ul style="list-style-type: none"> May minimise disturbance to occupants Provides an adequate method of control for some situations 	<ul style="list-style-type: none"> Hazard remains Continuing maintenance of enclosure Asbestos management program required Need to remove enclosure before eventual removal of asbestos Precautions necessary for entry into enclosure
<p>REMOVAL</p> <ul style="list-style-type: none"> Surface friable or asbestos poorly bonded to substrate Asbestos is severely water damaged or liable to further damage or deterioration Located in A/C duct Airborne asbestos exceeds recommended exposure standard Other control techniques inappropriate 	<ul style="list-style-type: none"> Located on complex and inaccessible surfaces Removal extremely difficult and other techniques offer satisfactory alternative 	<ul style="list-style-type: none"> Hazard removed No further action required 	<ul style="list-style-type: none"> Increases immediate risk of exposure especially to removal workers Creates major disturbance in building Often highest cost, most complex and time consuming method Removal may increase fire risk within building; substitute required Possible contamination of whole building if removal done poorly



Name of Building

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All asbestos containing materials identified in this report were in a good and stable condition at the time of the inspection. Left undisturbed these areas pose very little health risks to personnel on the site.

In all locations where asbestos fibres were located:

- Avoid damage and abrasion of product;
- All areas should be kept well painted;
- Monitor condition of product and should significant damage or deterioration occur, then the product is to be removed in accordance with the relevant codes of practice and guidelines. A non-asbestos product is to be used as replacement material;
- Cutting, drilling and any other dust generating work should be avoided.
- Where it is necessary, dust suppression devices, measures to isolate the product and working area and personal protective equipment must be used.
- You must comply with all relevant State and Federal Legislation when working with asbestos.
- Asbestos Cement products that require extensive maintenance work should be removed and replaced with a non-asbestos product.
- A warning sign or label (**enclosed** for your convenience) should be displayed

Note: All respirable dust, of any type can be harmful to health. All precautions should be taken to minimise dust generation and appropriate respiratory protection should be worn at all times.



Name of Building

Re-Inspections

Re-Inspections of asbestos materials remaining on site are to be conducted by an appropriately qualified person. Such re-inspections will comprise a visual assessment of the condition of the materials to determine whether the material remains in a satisfactory condition, or if deterioration has occurred since the previous inspection. Such re-inspections will determine if any remedial action, such as encapsulation, isolation or removal of the asbestos materials, is required. Re-inspections will be performed on a regular basis every year.

Normally, re-sampling of materials would not be required during re-inspections. If, however, previously unidentified or undocumented asbestos, or materials suspected of containing asbestos, are encountered during the re-inspection process, sampling and analysis will need to be performed. The asbestos register, where necessary, will be updated and re-issued at the completion of the re-inspection work.



Name of Building

Co-ordination, Responsibilities and Restricted Work Areas

Coordination

The planning, control and monitoring measures outlined below are to be managed by the Nominated Officer who will be responsible for regularly reviewing these management strategies to ensure that they comply with current State and Federal legislation. The Register will continue to be maintained by the Nominated Officer and is to be amended following any building work or interference with the ACM, or in conjunction with any scheduled follow-up inspections.

Australian Asbestos Management will have the AMP on file and the Nominated Officer should contact us to make any amendments or discuss any issues relation to the AMP.

The Nominated Officer is responsible to all building occupants to ensure they are fully aware of the AMP.

Australian Asbestos Management will hold a copy of the AMP.

Responsibilities

Personnel carrying out work in the premises should be responsible for complying with the procedures stated in his document and any other procedures stipulated or specified in contract documents.

For maintenance and/or construction activities that may affect the current condition of identified ACM, the Nominated Officer should advise workers of their responsibility. For refurbishment work, contract documents should specify that the contractor is to advise his employees of their responsibility and obligations.

The transfer of responsibility to maintenance/construction workers could be formalised by the issue of an access permit. (see Annexure 4)

The Nominated Officer may make this document available, for perusal, to any interested persons upon request.

All work must be carried out to comply with the Workplace Health and Safety Act (1995), the Workplace Health and Safety Regulation (1997), and the National Code of Practices for the Management (NOHSC: 2013 (2005)) and Removal of Asbestos (NOHSC: 2002 (2005)).



Name of Building

Restricted Work Areas

Restricted work areas for maintenance and construction activities are listed in Annexure 3.

Access

All maintenance and construction activities in the restricted work area(s) should be carried out in accordance with Annexures 4 and 5.

Access to any restricted work area for maintenance and construction activities should be prohibited unless an Access Permit has been issued. The Nominated Officer will be responsible for issuing permits to personnel who are required to carry out work within restricted work areas.

The permit will authorise only the signatories listed to access the restricted work areas. It will detail the task to be performed and the condition to be complied with during the access period.

On completion of work, the authorised personnel will relinquish the permit (by signature) and return it to the Nominated Officer who will cancel it. It is recommended that used permits be returned and stored in Annexure 3.

The Nominated Officer will be responsible for supervision, enforcement and records of the permit system.



Name of Building

Annexure 1
Asbestos Material Register

ASBESTOS MATERIALS REGISTER

Premises: Medicare
38 Morgan Street, Mt Morgan QLD

Date of Inspection: 31 January 2011

Technician: Michael Shaw

Number of Samples: Nil

Samples Analysed by: Noel Arnold and Associates

Methodology: Samples are examined in accordance with the methodology outlined in Australian Standards (AS4964/2004) - Method for the Qualitative Identification of Asbestos in Bulk Samples.

Location	Sample Number	Type	Friable Bonded	Condition	Priority
Core to vault door (Chubb)	-	Presumed	Bonded	Good	Low
Sheeting to walls and ceilings of Male & Female toilets (Stamped)	-	Presumed	Bonded	Good	Low
Sheeting within heat exchange of air-conditioning unit (No access)	-	Presumed	Bonded	Good	Low
Sheeting to walls of toilets (Stamped)	-	Presumed	Bonded	Good	Low

The inspection was undertaken in a non-destructive manner and as such there may be areas where unidentified ACM may still exist. Examples of such areas are wall cavities, beneath floors/slabs/floor coverings, hidden pipe work, inside of plant etc.

Areas that were not accessed during the inspection must be considered in the event of future refurbishment or demolition. It should be noted that a non-destructive inspection cannot be regarded as absolute, and all due care and caution must be included in the planning stages of any future building or demolition work.

Annexure 2
Details of Re-Inspection and
Removal Status

Details of Re-inspection and Removal Status

AREA	LOCATION	DATE OF RE-INSPECTION	NAME OF INSPECTOR	CONDITION	PRIORITY	REMOVED BY	DATE
1	Core to vault door (Chubb)	31/01/2011					
		31/01/2012					
		31/01/2013					
		31/01/2014					
2	Sheeting to walls and ceilings of Male & Female toilets (Stamped)	31/01/2011					
		31/01/2012					
		31/01/2013					
		31/01/2014					
3	Sheeting within heat exchange of air-conditioning unit (No access)	31/01/2011					
		31/01/2012					
		31/01/2013					
		31/01/2014					
4	Sheeting to walls of toilets (Stamped)	31/01/2011					
		31/01/2012					
		31/01/2013					
		31/01/2014					

Annexure 3
Restricted Work Areas



Restricted Work Areas

The Asbestos Management Plan defines the situations on the premises where ACM has been identified.

The Restricted work areas comprise the following:-

Location
Core to vault door (Chubb)
Sheeting to walls and ceilings of Male & Female toilets (Stamped)
Sheeting within heat exchange of air-conditioning unit (No access)
Sheeting to walls of toilets (Stamped)

Any maintenance and construction activities that may affect the current condition of the identified ACM must comply with State and Federal legislation.

Access to carry out works that may in anyway disturb, damage or interfere with any ACM in any restricted work area, should be not allowed unless authorised by the Nominated Officer (or their authorised representatives) and an Access Permit has been issued.

All work in restricted work areas should be carried out in compliance with the conditions laid down within the Access Permit system.



Annexure 4
Access Permit



Access Permit

Access for maintenance and construction activities that may damage or interfere with the condition of the ACM in any area designated by the Nominated Officer should be prohibited unless an Access Permit has been issued to the personnel involved.

This Access Permit is issued to a nominated party for the specific instance indicated on the permit. The permit must be produced on request or prominently displayed at the premises.

The nominated party must ensure that all workers involved sign both parts of the form at Section 1 and return the access permit to the Nominated Officer at the completion of the work.



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Access Permit

LOCATION OF PREMISES: Medicare

38 Morgan Street, Mount Morgan QLD

RESTRICTED WORK AREAS

VALID FROM TO DATE

REASON FOR ACCESS

ASBESTOS CONTAINING MATERIAL (TYPE)

WARNING SIGNS/BARRIERS REQUIRED YES/NO

Special Conditions

Health and Safety Officer advised

Name: Date: / /

Work Place Representative advised

Name: Date / /

ACKNOWLEDGEMENT

I understand the above instructions and undertake to carry out all work in accordance with the requirements of the Workplace Health and Safety Act 1995 and Workplace Health and Safety Regulations 1997 and the relevant Codes of Practice. I have received instruction on Fire evacuation and Safety procedures.

Contractor/Supervisor Name: Signature:
Time: Date: / /

AUTHORISATION

Access to the Restricted Work Area is authorised according to the conditions of this permit. Nominated Officer

Time: Date: / /

CANCELLATION

Satisfactory Completion of work is acknowledged. The Workplace has been left in a clean and tidy condition. Nominated Officer

Time: Date: / /

Asbestos Management Report upgraded YES/NO Signature:

Time: Date: / /



Annexure 5
Working in a
Restricted Area



Procedures for Working in a Restricted Area

The Workplace Health and Safety Act (1995), the Workplace Health and Safety Regulation (1997), and the National Code of Practices for the Management (NOHSC: 2018 (2005)) and Removal of Asbestos (NOHSC: 2002 (2005)) must be complied with.

If maintenance is required, you must contact the nominated officer who will ascertain from the AMP the relevant matters that need to be addressed.

Should the maintenance and construction activities damage or interfere with any ACM the nominated officer must issue an Access Permit to authorise the work.

The person in charge of the workplace must submit a plan to the nominated officer outlining the work to be carried out, the timing and acknowledge any procedures or requirements which are to be followed.

Those procedures should include:

1. Preparation of site including the erection of barriers and posting of signage to restrict access to the work area.
2. Selections of appropriate Personal Protective Equipment (PPE).
3. The use of plastic drop sheets.
4. The control of dust and residues resulting from the work. **NB** Under no circumstances is a standard vacuum cleaner to be used! The **MINIMUM** requirement necessitates use of a spray bottle and/or HEPA Filter Equipped Vacuum.
5. Decontamination of personnel, tools and equipment.
6. The preparation and disposal of waste.



Annexure 6
Photographs



Identified as containing asbestos fibres.
Consider ongoing monitoring of condition.

Location 1: Core to vault door (Chubb)
Photograph 1



Photograph 2



Location 2: Sheeting to walls and ceilings of Male & Female toilets (Stamped)
Photograph 3



Photograph 4



Photograph 5





Location 3: Sheeting within heat exchange of air-conditioning unit (No access)
Photograph 5



Location 4: Sheeting to walls of toilets (Stamped)



Photograph 7



Annexure 7

Sample Analysis Reports

**ASBESTOS WAS PRESUMED IN THE
BUILDING**



Annexure 8
Acknowledgements and
References



Acknowledgment and References

1.	National Occupational Health and Safety Commission, Code of Practice for the Management and Control of Asbestos in Workplaces (NOHSC: 2018 (2005))
2.	Queensland Government, Workplace Health and Safety Act 1995 (amended) Government Printer.
3.	Queensland Government, Workplace Health and Safety Regulation 1997, Government Printer.

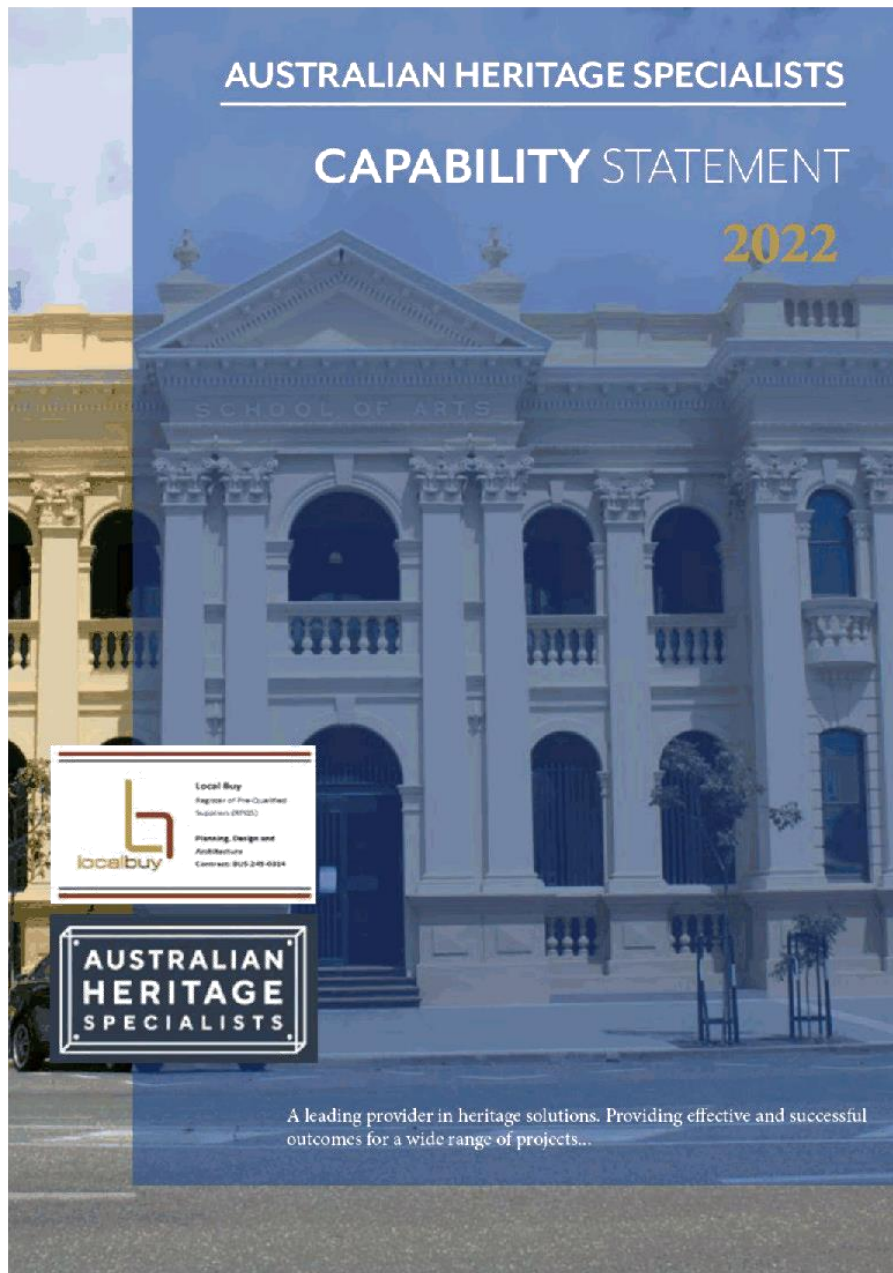


CMP UPDATES - HERITAGE MANAGEMENT STRATEGY

AHS Capability Statement

Meeting Date: 21 June 2022

Attachment No: 2



COMMUNITIES COMMITTEE AGENDA

21 JUNE 2022



Your heritage partners

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Australian Heritage Specialists Pty Ltd is a privately owned business with its headquarters in Brisbane and regional offices in Cairns and Mackay. Our directors and senior management team are highly qualified heritage consultants comprising historians, archaeologists, landscape architects, and project managers with offices in Brisbane, Mackay and Cairns.

As a leading provider of heritage solutions in the disciplines of planning, infrastructure, design, engineering, particularly in government sectors, AHS staff have played a key role in some of Australia's most significant projects for more than 20 years.

Our business also enjoys strong commercial links with a range of other skilled professionals, including heritage engineers, architects, and environmental scientists, who enable AHS to provide clients with a well-rounded pool of specialist expert advisers.

Our core team provides effective solutions for a wide range of heritage projects and issues, including Aboriginal heritage, and European built heritage and heritage landscapes and open space design. Our services include assessment, reporting, advice, design and management services, community consultation and facilitation and managing heritage compliance.

The AHS team of experienced consultants has worked on local, State, National and World heritage status sites. Our experts include:

- Heritage planners.
- Built heritage specialists.
- Historians.
- Interpretation – heritage sites and places.
- Conservation design advice.
- Adaptive reuse of heritage buildings.
- Master-planning & strategic heritage advice.
- Archaeologists.
- Anthropologists.
- Community consultation experts.
- Technical advisers.
- Human resource managers.
- Expert legal witnesses.
- Project Managers.
- Aboriginal cultural heritage.

AHS staff has been previously recognised by clients, industry, government and peers for the provision of best practice cultural heritage management and outcomes throughout Australasia.

The AHS group also work with Aboriginal Native Title Claimant and Traditional Owner groups to assist the groups with their management of Country.

We would be pleased to talk with you further regarding opportunities to assist your organisation's capability at any time on 07-3221 0000 or admin@ahspecialists.com.au.

Brisbane: Level 8, 231 North Quay, BRISBANE QLD 4000
 Cairns: M1, 'The Pier', 1 Pierpoint Road, CAIRNS QLD 4870
 Mackay: 11/16 Transport Avenue, PAGET QLD 4740

Capabilities

AHS staff have a strong record providing local, state and federal government agencies and departments with cultural heritage services.

Strategic / Expert Advice

We provide strategic expert advice on cultural heritage to a diverse range of organizations in both public and private enterprise.

- Concept and strategy advice for the development and delivery of heritage projects.
- Expert advice at Planning and Environment Court and tribunal hearings in Australia & New Zealand.
- Supervision and approvals of works in heritage listed areas and precincts.
- Independent assessments and peer reviews.

Government Services

AHS has a strong record providing local, State, and Federal government agencies and departments with cultural heritage services.

- Cultural heritage projects for Federal, State, and local government.
- Historical research, heritage studies.
- EIS, EIA, EPBC referrals and associated heritage impact assessments.
- Character and heritage overlays for planning schemes.
- Defence Estate initiatives, including HMPs and development control planning.
- Development Control, Precinct, and Archaeological Zoning Plans.
- Historical archaeology, including large scale urban excavation.
- Site analysis and recording of natural and built environments.
- Archival and photographic recording.
- Assessment of sites for nomination onto local, State and National heritage registers.
- Preparation and review of Conservation Management Plans for sites and complexes.
- Preparation and review of Heritage Management Plans for Commonwealth Heritage places and National Heritage Places.
- Undertaking Moveable Heritage assessments and preparing Moveable Heritage policies and procedures.
- Museum planning and services.
- Sophisticated interpretive signage.
- Development of heritage in partnership with tourism.
- Preparing Heritage Awareness Training packages.
- Development and facilitation of Local Government Indigenous Land Use Agreements.



COMMUNITIES COMMITTEE AGENDA

21 JUNE 2022

Infrastructure Services

AHS has experience working with a diverse range of clients in the infrastructure industry, including mining, transport, pipelines, gas, electricity, and water.

- Field surveys, heritage assessment, impact advice, and mitigation strategies for Technical Reports and Environmental Impact Statements.
- Indigenous cultural heritage assessment and survey in consultation with Traditional Owners.
- Due Diligence reports.
- Preparing Heritage Awareness Training packages.
- Site analysis and recording of natural and built environments.
- Preparing and renewing Conservation Management Plans for sites and complexes.
- Archival and photographic recording.
- Works supervision for heritage sites.

Indigenous Consultation and Native Title

AHS works extensively on issues relating to Indigenous cultural heritage and Native Title

- Indigenous cultural heritage management projects for local, State and National governments, major companies, and private business.
- Development and implementation of cultural heritage compliance procedures, strategic advice, and assessment obligations.
- Consultation and facilitation with Aboriginal parties, including development and facilitation of Indigenous Land Use Agreements (ILUAs).
- Preparation and presentation of specific cultural heritage inductions and awareness training packages.
- Environmental review and EIS assessment and reporting for Indigenous heritage.

Conservation Management

Our conservation management capabilities encompass all aspects of planning, assessment, interpretation, and adaptive re-use of historic buildings.

- Physical site assessments of historic and cultural places (including natural, historic and Indigenous heritage) – for local, State, National and World Heritage sites and places.
- Conservation Management Plans (CMPs) for heritage and historic places consistent with the policies and guidelines in the Burra Charter 1999 (Aust ICOMOS).
- Heritage Management Plans (HMPs) for holistic heritage management.
- Conservation and adaptive re-use of historic buildings and site interpretation.
- Specification, supervision and project management of detailed conservation works (local, State, National, and World Heritage).
- Artefact analysis and conservation, including museum collection and exhibition programs.



AHS CAPABILITY STATEMENT

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COMMUNITIES COMMITTEE AGENDA**21 JUNE 2022**

Compliance / Approvals

We have a broad ranging experience in all Compliance and Approvals relating to cultural and Indigenous heritage:

- Indigenous and non-Indigenous (historic) Cultural Heritage Compliance Manuals (for government and corporate sectors).
- Cultural Awareness Training and Inductions.
- Archaeological field surveys and zone plans to identify levels of significance and sensitivity for infrastructure and mining projects.
- Initial Advice and Due Diligence Assessments for infrastructure and development projects.
- Heritage Impact Statement reports and other heritage development approvals.
- Consultation programs with Indigenous groups for compliance with Cultural Heritage legislation.
- Indigenous Land Use Agreement (ILUA) developed under Native Title Act 1993.
- Cultural Heritage Management Plans (CHMP) & Cultural Heritage Agreements (CHA) include 'Whole of Country' Agreements.
- Environmental Impact Statements (EIS) and other broad scale projects.

Heritage Planning and Design

AHS provides a wide range of heritage planning and design consulting services.

- Heritage master planning, revitalisation, and adaptive re-use initiatives.
- Built heritage, landscape heritage and gardens.
- Local and Regional Heritage Studies.
- Development of Local Planning Schemes and Conservation Areas.
- Strategic frameworks, codes, and policies for heritage and character.
- Design archaeological zone planning and management for proposed developments.
- Museum and gallery planning services.

Community Consultation and Facilitation

AHS understands that heritage is about community. We have the skills and experience work with communities at all levels to achieve positive cultural heritage outcomes.

- Community consultation and facilitation for major projects.
- Development of heritage in partnership with tourism and urban development.
- Facilitation with Traditional Owner groups.
- Cultural heritage management plans and agreement making under relevant provisions and Aboriginal cultural heritage legislation.
- Indigenous cultural mapping.



AHS CAPABILITY STATEMENT

4

COMMUNITIES COMMITTEE AGENDA

21 JUNE 2022

Archaeology and Anthropology

AHS is one of Australia's most experienced providers of Indigenous and historical archaeology services.

- Field and site surveys for broad scale developments and infrastructure programs.
- Archaeological Management Plans (AMPs).
- Artefact analysis.
- Due Diligence and planning assessments.
- Mapping of Indigenous cultural heritage sites and landscapes.
- Consultation with Indigenous groups.
- Urban archaeological excavation.
- Connection Reports to assist with Native Title Claims.

Heritage Assessment

Heritage assessment and interpretation skills are fundamental to AHS's core services and capabilities.

- Historical and archival research.
- Physical site assessments of historic and cultural places (including natural, historic and Indigenous heritage) – for local, State, National and World Heritage sites and places.
- Heritage Interpretation Strategies and Interpretative Centres.
- Local and Regional Heritage Studies, including assessment of sites for nomination onto local, state, and national heritage registers.
- Character and Heritage assessments and review.
- Heritage Impact Statement reports and other heritage development approvals.
- EPBC Referrals.
- Photographic and archival recording.
- Moveable Heritage Assessments including preparation of Moveable Heritage Policies and Procedures.



Previous Performance

The following are some of the many case studies exemplifying the variety of heritage services AHS have provided to various councils across Queensland in the last three years.



Rockhampton Regional Council (2017-Present)

AHS have been a pre-qualified supplier for RRC for the last three years (2017-2020) and in that time have completed a variety of Conservation Management Plans (CMPs), Heritage Impact Statements (HIS), Exemption Certificate (EC) Approval applications, Scope of Works specifications (SoW Spec), Interpretation Plans, Archaeological Management, and more.

The projects undertaken by AHS in Rockhampton include:

- Archer Park Railway Station (CMP, HIS, EC, SoW Spec).
- Mount Morgan Railway Station (CMP, SoW Spec, HIS, Interpretation Plan).
- Rockhampton City Hall (CMP, HIS).
- Rockhampton Customs House (CMP).
- South Rockhampton Cemetery (CMP, HIS, Archaeological Management).
- Rockhampton Botanic Gardens and Zoo (various HIS reports).
- Schafia Place (HIS, SoW Spec).
- North Rockhampton Borough Chambers (CMP).
- Mount Morgan Cemetery (CMP).
- Rockhampton School of Arts Building (CMP).
- Walter Reid Building (CMP).
- Mount Morgan Commonwealth Bank (CMP).
- Mount Morgan Coronation Lamp (CMP)
- Mount Morgan School of Arts Building and Library (CMP).

Many of these reports included detailed site assessments, consultation, and a review of each site's history, physical fabric, assessment of significance, the identification (and rectification) of key management and condition issues, and the development of strategic opportunities.

RRC Representatives:

- Darren Toohey (Community Projects Manager - Darren.Toohy@rc.qld.gov.au | 07 4936 8692).
- Michael Elgey (Curator of Rockhampton Botanic Gardens - Michael.Elgey@rc.qld.gov.au | 07 4936 8064)
- Sophia Czarkowski (Coordinator Community Facilities Sophia.Czarkowski@rc.qld.gov.au | 07 4936 8825).





Cairns Regional Council (2018-Present)

AHS have been commissioned by Cairns Regional Council (CRC) for the last two years (2018-2020) to provide all heritage services for their Cairns Court House revitalisation project. The refurbishment of the Court House is the first stage in what Council hopes will be the development of a large Cairns gallery precinct.



In 2018, AHS developed a CMP for the Court House which has been the primary guiding document for the masterplanning and construction of the site and outlined a list of policies and directions for the restoration and adaptive re-use works.

Not only did AHS complete a CMP for the project, but has developed Heritage Impact Statements (HIS), assisted in development and exemption certificate applications to DES, created a Historic Paint Scrape Report which utilised microscopic analysis to inform a new colour scheme, and has now developed an Interpretation Plan which outlines all the historic and Indigenous interpretive opportunities for the place. The Interpretation Plan process involved a day of consultation with the various Traditional Owner groups of Cairns.

AHS have also been the lead archaeologist on call for the site and have assisted with numerous archaeological finds (such as shackles).

Through careful restoration, original fabric has been conserved and urgent repairs undertaken which will allow the site to have a continued use and presence in the Cairns community for many years to come.



CRC Representatives

- John Menzies (Senior Project Engineer Construction | j.menzies2@cairns.qld.gov.au | 07 – 4044 3421).
- Stephen Foster (Manager Cultural Services | S.Foster@cairns.qld.gov.au | 07 – 4032 6612).



Redland City Council (2017 – 4 months)

AHS were commissioned by Redland City Council to review and revitalise its current approach to local heritage protection, update existing Redland heritage citations, and provide a priority ranking for listing sites on the Council's heritage overlay.



The project required an extensive regional study to be undertaken in a short timeframe (4 months), so that RCC could re-evaluate its current approach to local heritage protection in the City. The scope of the project was to prepare a prioritised list of all places in the City identified as being of local heritage significance, including the potential for privately owned places.



COMMUNITIES COMMITTEE AGENDA

21 JUNE 2022



AIIS was able to meet all project objectives outlined in the commissioned scope and increased the outcomes in several areas where opportunities were identified. This was further enabled by positive communication and collaboration with the RCC Project Manager at all stages.

Close liaison with the Mayor, Councilors and Senior Executive at RCC was initiated at key intervals in the project to ensure very clear and expert advice for these matters was available from the project.

The project promotes an innovative approach to the identification and protection of heritage places within the Redlands Region, including the promotion of local and State heritage values of prominence within the region at a tourism and economic development perspective.

RCC Representative

- Isabel Lockwood (Strategic Planning Officer | Isabel.lockwood@redland.qld.gov.au | 07 - 3829 8439).



Moreton Bay Regional Council (2018-2020)

AIIS were commissioned by Moreton Bay Regional Council (MBRC) to undertake a suite of studies for Wyllie Park, a Queensland State Heritage-listed road rest area located within the Patrie Mill Priority Development Area, in the suburb of Patrie.

As part of the redevelopment of the Patrie Mill university, a major upgrade was proposed for the adjacent Wyllie Park rest area, which had fallen into disrepair and a number of trees required attention. AHS were commissioned to prepare a Conservation Management Plan (CMP) for the park in order to protect and manage the heritage values of the place.

Based on the findings of the CMP, AIIS worked in collaboration with MBRC and DES to refine a Heritage Landscape Master Plan, which conserved the heritage fabric of the rest area whilst ensuring its continued use as a rest stop offering shade and amenity. As required for PDA, the Master Plan was presented to and approved by the Heritage Council and is currently under construction.

AHS also undertook an Archival Recording and Site Induction as part of pre-start works. The Heritage Master Plan was one of the AILA 2020 QLD Winners under the category of 'Cultural Heritage'.

MBRC Representative

- Kirsten Giffins (MBRC Project Manager | Kirsten.Giffins@moretonbay.qld.gov.au | 0408 451 203).



AHS CAPABILITY STATEMENT

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COMMUNITIES COMMITTEE AGENDA

21 JUNE 2022



Gold Coast City Council / John Gaskell Planning Consultants for Department of State Development (2018).

Australian Heritage Specialists (AHS), in collaboration with the Dangan Balun (Five Rivers) People, the Department of State Development, Manufacturing, Infrastructure and Planning, Gold Coast City Council and the Gold Coast Waterways Authority, were commissioned to undertake a Cultural Heritage Assessment (CHA) which is guiding the development of a Master Plan for the Southport Spit (The Spit). The aim of the Master Plan is to revitalise The Spit and increase its benefit to the Gold Coast community, while also improving connections to the surrounding marine environment and ensuring that environmental values are protected.

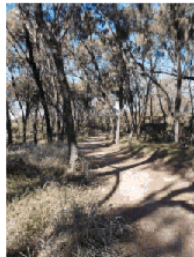


AHS's role was to facilitate communication and collaboration with the Dangan Balun (Five Rivers) People to assess the cultural heritage requirements for the preparation of the Master Plan.



A Cultural Heritage Survey (CHS) was undertaken within the Study Area, and the results of this survey were then compiled into a Cultural Heritage Assessment (CHA).

The CHA outlined engagement strategies and protocols, assessed tangible and intangible aspects of Aboriginal cultural heritage, adopted specific management outcomes relating to any objects or areas determined to hold Aboriginal cultural heritage significance and then outlined recommendations and compliance strategies for the short, medium and long term.



AHS also recorded oral histories within the CHS with permission from the Aboriginal Party which were utilised for interpretation strategies and outcomes for the Master Plan, through expert consultations with Traditional Custodians.

The project was completed in parallel to the overall Master Planning Study, which was an extremely short timeframe for such activities. The works were completed on time and on budget, utilising existing relationships held with the Traditional Owners, including Uncle Graeme Dillon.

Project Representatives

- Joanna Blyth (John Gaskell Planning Lead Consultant | joanna@jgplan.com.au | 07 3392 1911).
- Anthony Dillon (Five Rivers Coordinator | a.dillon@fiverivers.net.au | 0401 922 955).



AHS CAPABILITY STATEMENT

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COMMUNITIES COMMITTEE AGENDA

21 JUNE 2022



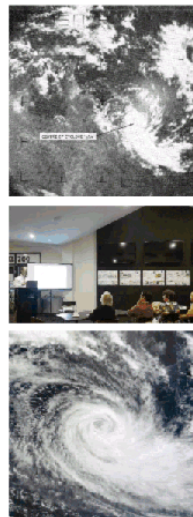
Southern Downs Regional Council (2019 – 4months)

Southern Downs Regional Council (SDRC) is making a range of amendments to the Southern Downs Planning Scheme, which was adopted in 2012. As part of the amendment process, a review of local historic and Indigenous heritage is required to inform the preparation of new planning measures, which will support key heritage legislation obligations.

Australian Heritage Specialists (AHS) were commissioned by the SDRC to prepare a review of local historic and Indigenous heritage matters for the Southern Downs Region. The purpose of the review was to provide information that will enable SDRC to re-evaluate its current approach to cultural heritage protection and recognition, including recommendations for the incorporation of planning measures in the new scheme to support the legislative requirements of the Queensland Heritage Act 1992 (QHA), Aboriginal Cultural Heritage Act 2003 (ACHA), the Planning Act 2016 and the State Planning Policy 2017 (SPP).

SDRC Representative:

- Angela O'Mara (Manager Strategic Planning & Prosperity – Angela.OMara@sdrc.qld.gov.au | 1300 697 372).



Whitsunday Regional Council (2017 – 3months)

Focussing predominantly on coastal areas in the Whitsunday region, Australian Heritage Specialists (AHS) were commissioned by the Whitsunday Regional Council to prepare a historical report of weather events. AHS was to identify significant weather events and outline the impacts and effects of extreme weather on the Whitsunday communities.

Analysing both historical climate data and historic weather events, Australian Heritage Specialists provided the Whitsunday Regional Council with a complete outline of notable weather events for the Whitsunday region. The aim of the project to match historical weather data with a timeline of extreme weather events for coastal regions (Bowen and Proserpine), including relevant islands, from the earliest records available. The project was compiled as part of the QCoast 2100 Coastal Hazards Adaptation Strategy program.

The report included numerous recommendations for further reviews of other natural events, as well as community consultation advice.

WRC Representative:

- Adam Folkers (Manager, Environment & Climate – Adam.Folkers@whitsundayrc.qld.gov.au | 07- 4945 0289).



AHS CAPABILITY STATEMENT

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Key Personnel



Benjamin Gall (Managing Director and Principal) [M.ICOMOS & M.PIA]

Ben is Managing Director of AHS and has substantial experience delivering strategic outcomes for a wide variety of heritage places across Australasia, including many local heritage studies and reviews, CMPs and adaptive re-use of buildings. Ben has provided key advice to multiple government agencies and Councils since 1999, including advice to Qld Government, Defence and a large range of CMPs, restorations, adaptive re-use programs and studies and assessments across Australia and New Zealand. Ben has also worked closely with multiple government and private sector clients and stakeholders for numerous years and maintains a good working relationship with many Traditional Owner groups across Queensland.



Ann Wallin (Principal Consultant)

Ann is respected for her twenty-five plus years' experience in cultural heritage projects. Ann's wide range of skills embrace all facets of built, archaeological and Aboriginal heritage, management plans, excavations, and community consultation.

Ann has worked as a specialist consultant on heritage issues with a range of organisations, including work in the Far North area previously and is a trusted adviser to a significant number of Councils due to her experience working with a diverse range of clients and community groups in Queensland and New South Wales.

Australian Heritage Specialists have assembled a highly regarded team who have the capability and expertise to provide various services. Key personnel hold many decades of experience working across Australia and have received multiple awards and industry recognition for cultural heritage projects.

Our consultants have a proven track record of delivering efficient and effective results that save clients time and money and protect and enhance their reputations. They have played major roles in many of Queensland's most recognised cultural heritage projects received numerous awards for the practical outcomes they have achieved across many industries.

Ann and Ben are supported by the following team (at minimum):

- Linda Gall (Director – Business Services).
- Fiona Calladina (Senior Cultural Heritage Consultant FNQ).
- Amy Aitken (Senior Cultural Heritage Consultant | Archaeologist).
- Julia Piagno (Senior Cultural Heritage Consultant | Built Heritage).
- Ianie Metcher (Senior Heritage Landscape Architect [M.ICOMOS]).
- Owen Budd (Archaeologist / Cultural Heritage Consultant).
- Damian Wood (Archaeologist / Cultural Heritage Consultant).
- Theresa Maloney (Administration).

CVs for Key staff and personnel are attached to this Capability Statement.



COMMUNITIES COMMITTEE AGENDA

21 JUNE 2022

All staff have relevant memberships of Professional Cultural Heritage Associations or body including ICOMOS and/or Queensland National Trust, and are qualified in relation to the European heritage environment, including:

- Built Environment.
- Planning.
- Project Management.
- Archaeology.
- Conservation.
- Professional Historians.
- Design and structural advice.

Please see attached CVs for individual members qualifications and experience.



AHS CAPABILITY STATEMENT

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10.6 BLACKSPOT FUNDING APPLICATIONS 2023/24

File No:	5252
Attachments:	<ol style="list-style-type: none">1. Upper Dawson Road / Derby Street Concept↓2. Stanley Street / Bolsover Street Concept↓3. Denham Street Concept Design↓4. Razorback Road Concept Design↓
Authorising Officer:	Martin Crow - Manager Infrastructure Planning Peter Kofod - General Manager Regional Services
Author:	Stuart Harvey - Coordinator Infrastructure Planning

SUMMARY

The following report highlights the proposed Blackspot Projects to be nominated for next round of funding (2022/23).

OFFICER'S RECOMMENDATION

THAT Council endorse the following applications for 2023/24 Blackspot funding round:

1. Upper Dawson Road and Derby Street, Upper Dawson Road and Canning Street
2. Stanley Street and Bolsover Street
3. Denham Street intersection improvements
4. Razorback Road alignment improvements

COMMENTARY

Council officers have been preparing applications for the 2023/24 round of Blackspot Funding. The program is fully funded by the Federal Government, and administered through the State, to address areas with a proven crash history through proposing safety treatments with a known benefit.

As part of the application process, a benefit cost analysis is performed on each proposed site. This is based upon the benefits of the proposed treatment measured against the crash history and is expressed as a Benefit Cost Ratio (BCR). To be eligible for blackspot funding, the proposed treatment must score a BCR of 2.0 or greater. This often limits the scope of works for Blackspot intersections.

In the previous rounds application (22/23) Council successfully applied for funding for Stanley Street and East Street intersection. In the 2021/22 round, Council successfully applied for funding to undertake safety improvements on the Upper Dawson Road / Caroline Street intersection and Waterloo Street intersections with Stewart and Robinson Streets.

For the 2023/24 Round, Council officers are proposing the following locations and treatments:

- Upper Dawson Road / Derby Street and Upper Dawson Road / Canning Street intersections. Proposing to remove and formalise intersection movements. Estimated cost \$901,500. This is a resubmission from last year.
 - Stanley Street / Bolsover Street intersection. Proposing to install a single lane roundabout. Estimated cost \$1,095,000. This is a resubmission from last year.
 - Denham Street between Murray Street and Canning Street. Proposing to undertake intersection improvements and line marking along the route. Estimated cost \$1,080,000
-

- Razorback Road “Jump Up” Northern curve and alignment to Poison Creek Road. Proposing to improve horizontal alignment through road widening and improve superelevation on select curves. Estimated costs \$1,894,000

The concept designs for the proposed treatments are attached to the report.

Officers are still in the process of finalising options for the Derby Street and Denison Street intersection and will present a recommended solution in a separate report to Council. This will detail the options considered, given the ongoing crash history at this location and it is still the intention to include a submission on this intersection in the 2023/24 round of funding.

Council will expect to know the outcome of our applications in June 2023 with design and construction to commence in the 23/24 financial year.

BACKGROUND

The Federal Blackspot Program is a federal funding grant, administered by the State, to improve the safety at Blackspot locations. A blackspot intersection is defined as an intersection with over 3 casualty crashes in the past 5 years. The blackspot program aims to fully fund the works submitted in the application and the works must be completed within the nominated financial year. Blackspot treatments can also be submitted proactively through the completion of a road safety audit.

An investigation into the effectiveness of the historically completed treatments constructed through Blackspot funding identified that between 2002 and 2015 RRC received funding to upgrade 27 sites totalling \$5,301,000. The implementation of the identified treatments at these sites provided a total estimated saving of \$4,062,763.50 per year in targeted crash costs, or an average annual saving of \$150,472.72 per site. The findings of this investigation also identified that the treatments implemented under the Blackspot Program had a dramatic effect on crash reduction at the sites, with a 54.58% drop in all crash types and a 43.26% reduction in crashes specifically attributed to the installed treatment type (i.e. target crashes).

BUDGET IMPLICATIONS

Projects nominated under the Federal Blackspot Fund will receive up to \$2.0M in funding. Although Council can elect to contribute to the project, a contribution to Blackspot proposals is not mandatory.

RISK ASSESSMENT

The Federal Government Blackspot Funding program assists Council and State Government Departments to reduce the number of casualty and fatality crashes within the Rockhampton Regional Council area. The systematic treatment of Blackspot identified intersections reduce the overall crash risks within our region.

CORPORATE/OPERATIONAL PLAN

This project aligns with the corporate plan outcome 1.1: Safe, accessible, reliable and sustainable infrastructure and facilities.

CONCLUSION

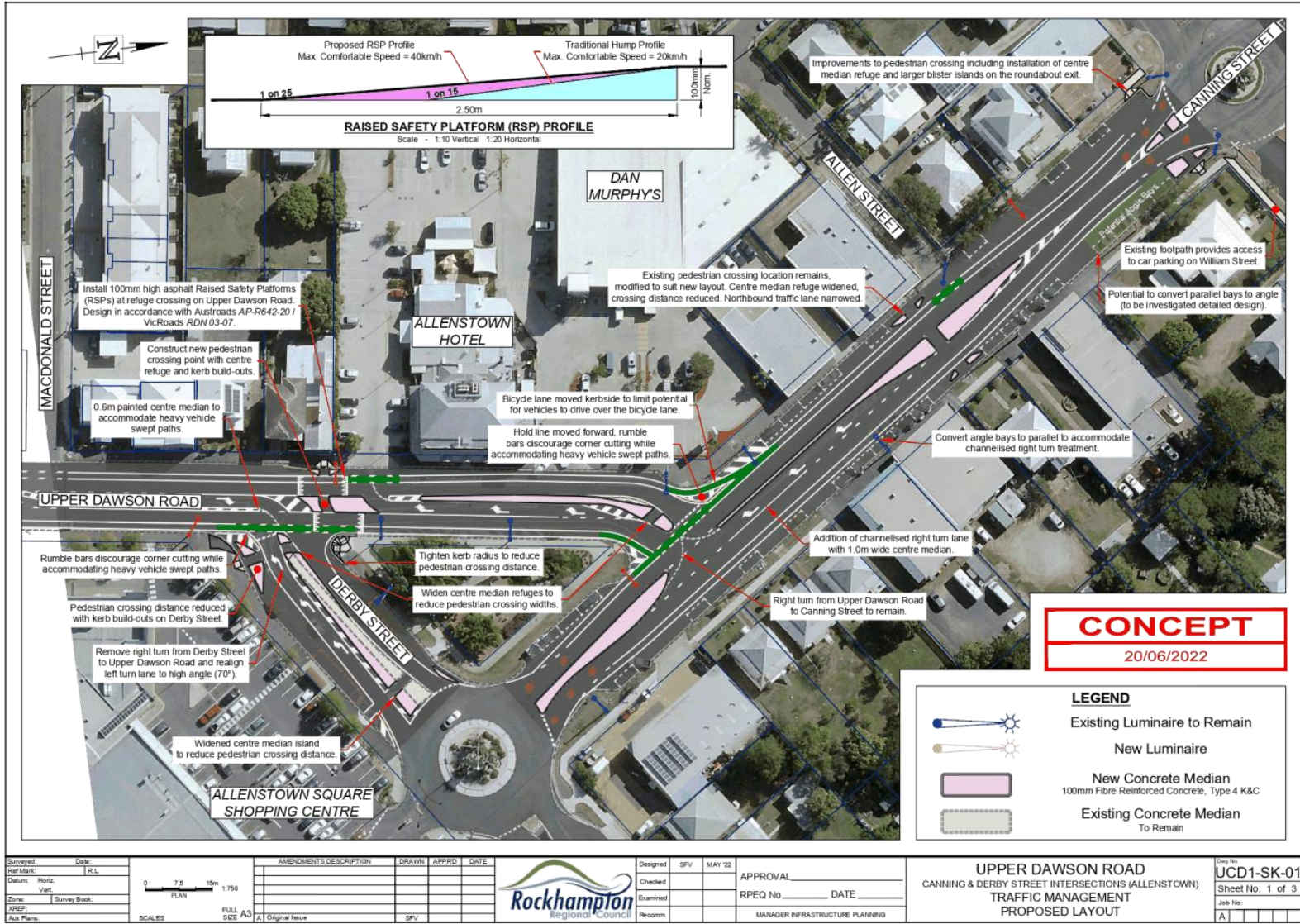
Council officers have proposed several locations to apply for under the Blackspot Funding program. This report seeks Council's endorsement of these proposed locations.

BLACKSPOT FUNDING APPLICATIONS 2023/24

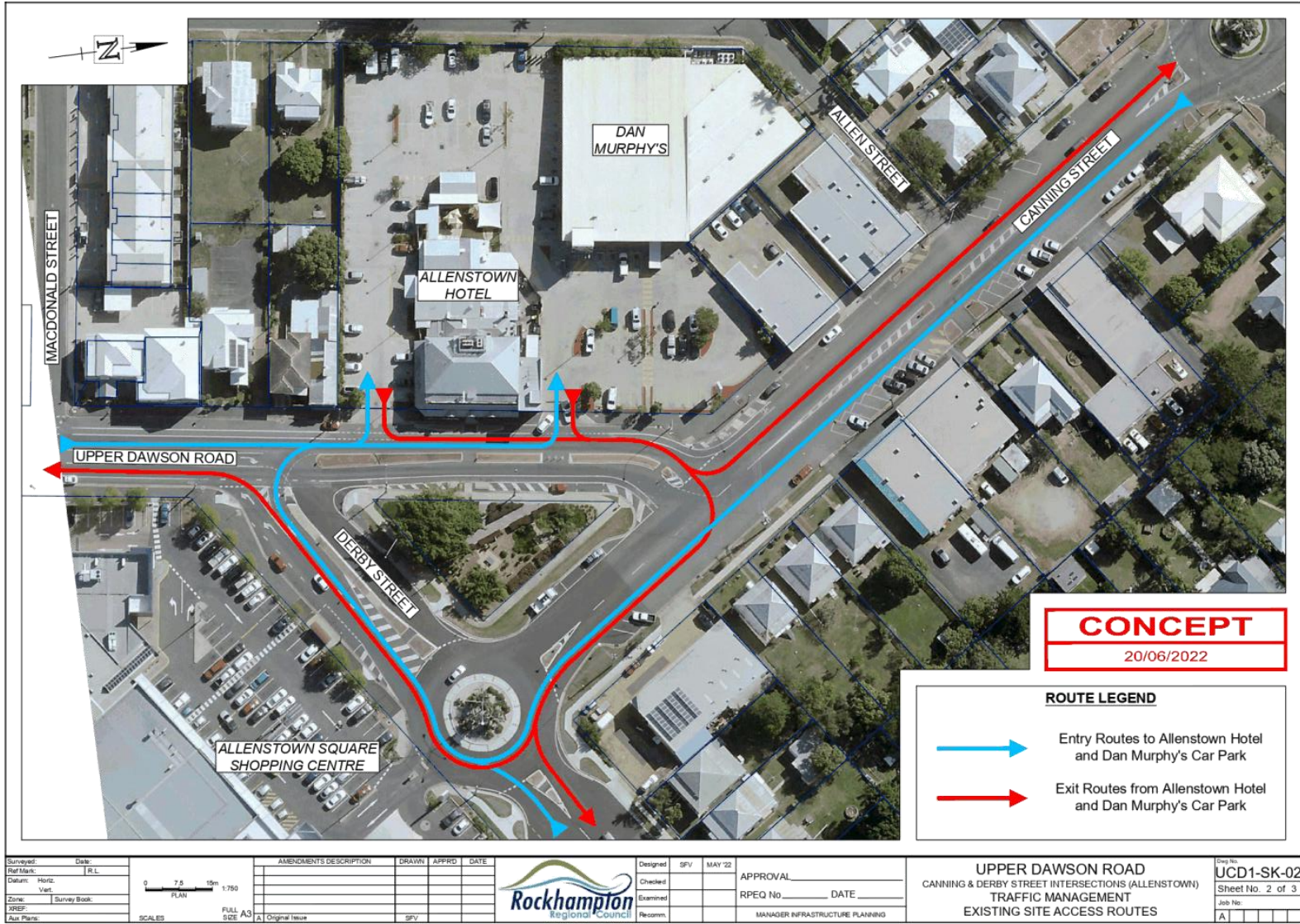
Upper Dawson Road / Derby Street Concept

Meeting Date: 28 June 2022

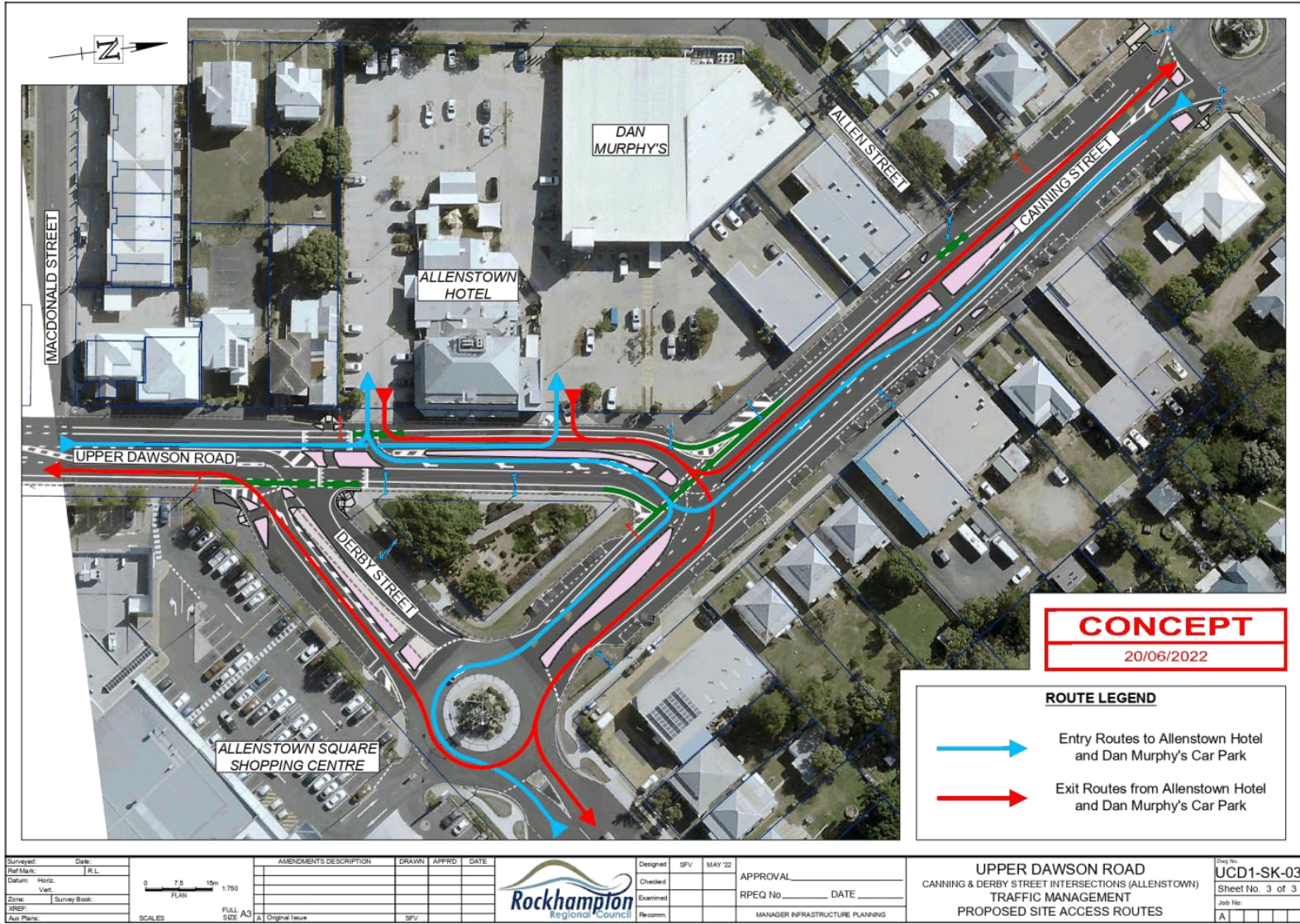
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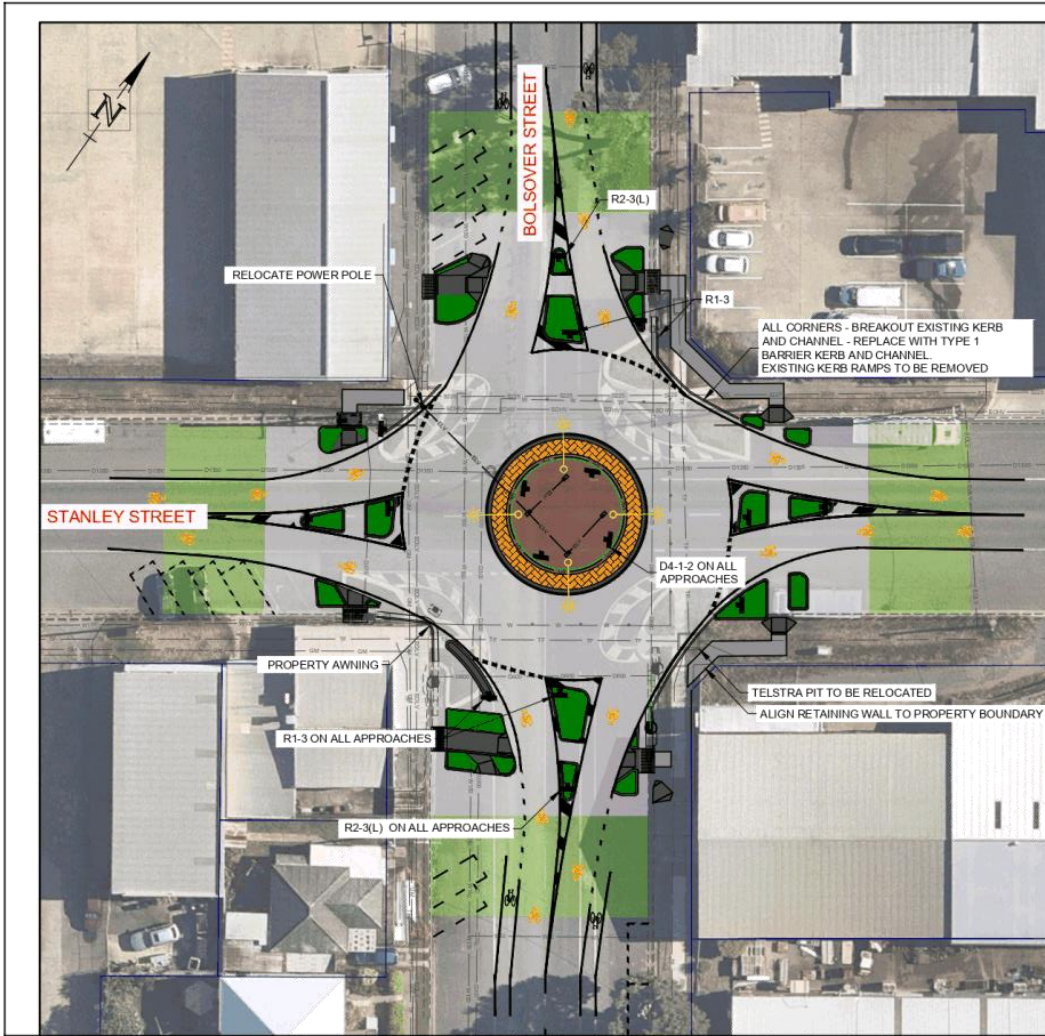
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BLACKSPOT FUNDING APPLICATIONS 2023/24

Stanley Street / Bolsover Street Concept

Meeting Date: 28 June 2022

Attachment No: 2



LEGEND

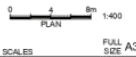
- D480 PROPOSED STORMWATER PIPE
- W150 EXISTING WATER MAIN
- D375 EXISTING STORMWATER PIPE
- EXISTING TELSTRA CABLE
- EXISTING GAS MAIN
- EXISTING K & C
- PROPOSED KERB
- PROPOSED STORMWATER INLET
- EXISTING STORMWATER INLET
- EXISTING KERB RAMP
- PROPOSED KERB RAMP
- PROPOSED PEDESTRIAN GRATE
- PROPOSED PROFILE AND ASPHALT SURFACING
- PROPOSED AREA FOR PAVEMENT RE-CONSTRUCTION AND ASPHALT RE-SURFACING
- PROPOSED CONCRETE APRON
- PROPOSED ARTIFICIAL TURF
- PROPOSED LANSCAPED AREA
- PROPOSED CONCRETE FOOTPATH
- PROPOSED SIGN
- PROPOSED STREET LIGHT

SIGN LEGEND

- ROUNDABOUT SIGN
- R1-3A
- KEEP LEFT
- R2-3A (L)
- UNI DIRECTIONAL HAZARD MARKER SIGN
- D4-1-2 (L)

CONCEPT
17/06/2022

Surveyed:	Date:
Staff Mem:	R.L.
Details:	Horiz. R.L.
	Vert.
Zone:	Survey Book:
UNSP:	
Asn Plans:	



AMENDMENTS DESCRIPTION	DRAWN	APPRD	DATE



Designed	SJS	APRIL/22
Checked		
Examined		
Recomm.		

APPROVAL _____
RPEQ No. _____ DATE _____
MANAGER INFRASTRUCTURE PLANNING

STANLEY STREET / BOLSOVER STREET
ROCKHAMPTON CITY
INTERSECTION UPGRADE TO ROUNDABOUT
CONCEPTUAL DRAWING

Draw No:	STAN-BOLS
Sheet No. 01 of 01	
Job No:	
A	

BLACKSPOT FUNDING APPLICATIONS 2023/24

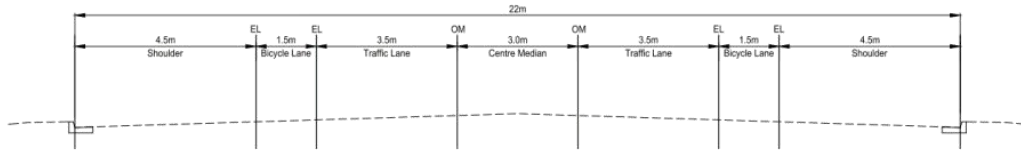
Denham Street Concept Design

Meeting Date: 28 June 2022

Attachment No: 3



OVERALL LAYOUT



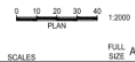
**TYPICAL SECTION
CANNING ST TO MURRAY ST**
Scale - 1:100

LEGEND

- PROPOSED PEDESTRIAN GRATE
- PROPOSED KERB RAMP
- PROPOSED AREA FOR 50mm ASPHALT RE-SURFACING
- PROPOSED CONCRETE FOOTPATH
- PROPOSED STREET LIGHT
- PROPOSED SIGN
- BICYCLE SYMBOL
- BICYCLE AWARENESS ZONE SYMBOL
- EXISTING LANDSCAPING TREE

CONCEPT
20/06/2022

Surveyed:	Date:
Plan Name:	EL
Client:	Horis, GDA 20 Year.
Zone:	Survey Book:
File Ref:	
USER:	
Asn Plans:	



AMENDMENTS DESCRIPTION	APPRD	DATE



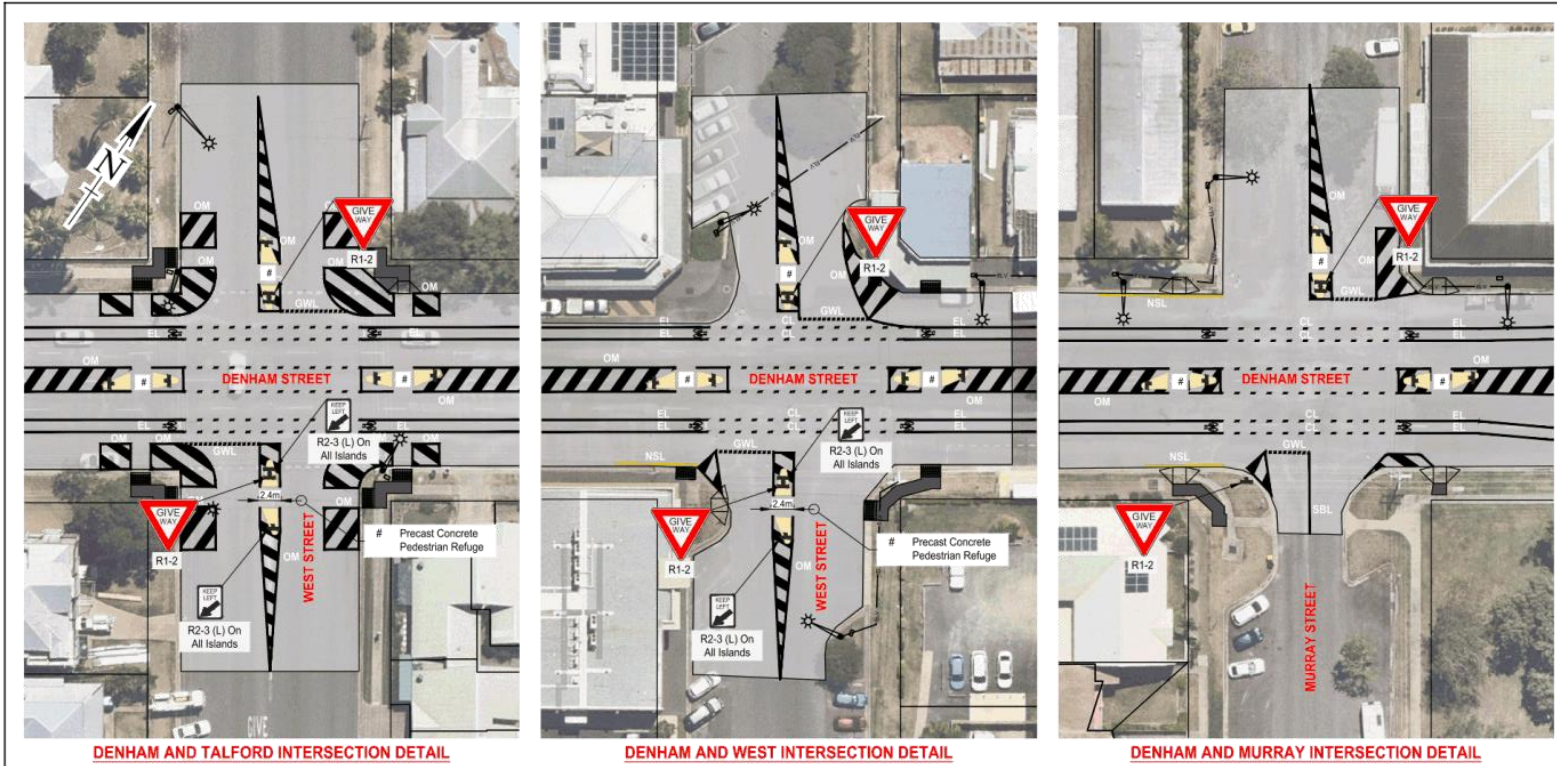
Designed	SJS	MAY '22
Checked		
Examined		
Recomm.		

APPROVAL _____
RPEQ No _____ DATE _____
MANAGER ENGINEERING SERVICES

DENHAM STREET
CANNING STREET TO GEORGE STREET (ROCKHAMPTON CITY)
TRAFFIC MANAGEMENT
OVERALL LAYOUT AND TYPICAL SECTIONS

Draw No:	DENHAM01
Sheet No. 01 of 02	
Job No:	
A	

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DENHAM AND TALFORD INTERSECTION DETAIL

DENHAM AND WEST INTERSECTION DETAIL

DENHAM AND MURRAY INTERSECTION DETAIL

PAVEMENT MARKING LEGEND

EL (Edge Line)		150mm Wide (White)	BDL (Broken Dividing Line)		100mm Wide (White)
CL (Continuity Line)		200mm Wide (White)	OM (Outline Marking)		150mm Wide (White)
NSL (No Stopping Line)		100mm Wide (Yellow)	GWL (Give Way Line)		300mm Wide (White)

CONCEPT
20/06/2022

Surveyed: _____ Date: _____ Plan No: _____ Datum: GDA 20 Spt. Zone: _____ File Ref: _____ UTM: _____ Axis Plans: _____	 PLAN 1:500 FULL SIZE A3	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>AMENDMENTS DESCRIPTION</th> <th>APPROVED</th> <th>DATE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	AMENDMENTS DESCRIPTION	APPROVED	DATE										 Designed: SJS MAY '22 Checked: _____ Examined: _____ Recomm: _____	APPROVAL: _____ RPEQ No: _____ DATE: _____ MANAGER ENGINEERING SERVICES	DENHAM STREET CANNING STREET TO GEORGE STREET (ROCKHAMPTON CITY) TRAFFIC MANAGEMENT PROPOSED INTERSECTION TREATMENTS	Draw No: DENHAM02 Sheet No. 02 of 02 Job No: _____ A
AMENDMENTS DESCRIPTION	APPROVED	DATE																

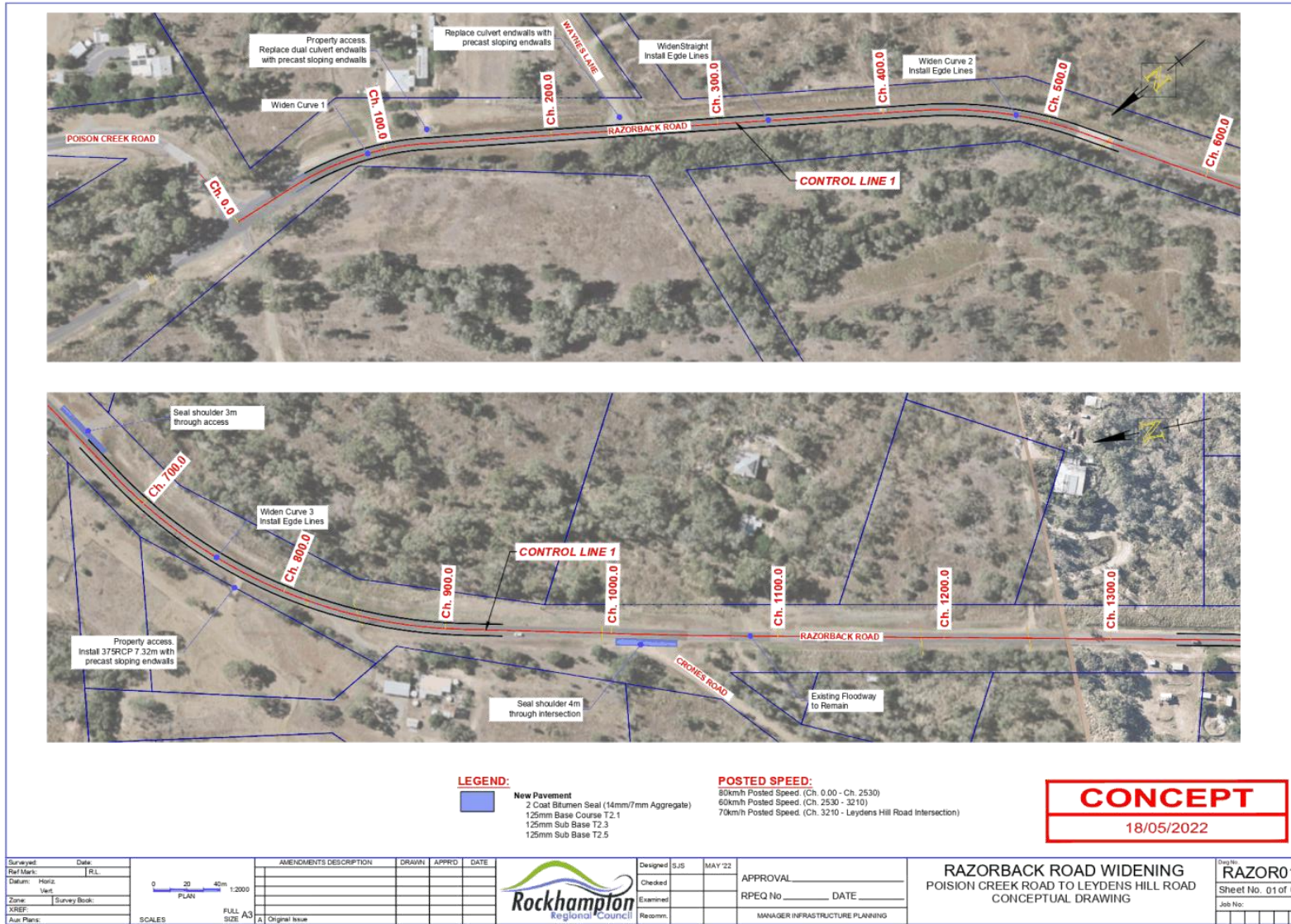
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BLACKSPOT FUNDING APPLICATIONS 2023/24

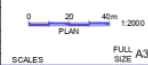
Razorback Road Concept Design

Meeting Date: 28 June 2022

Attachment No: 4



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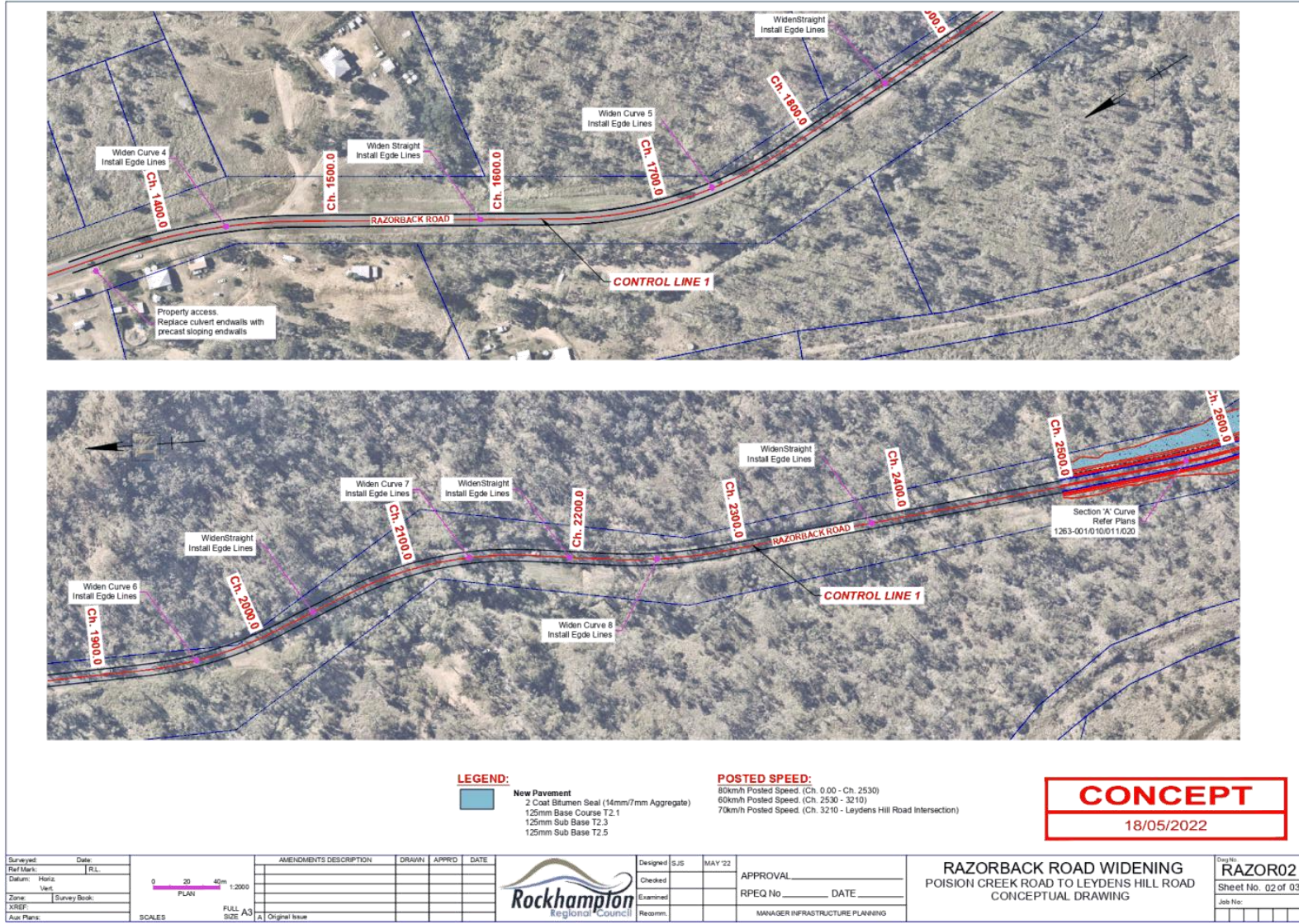
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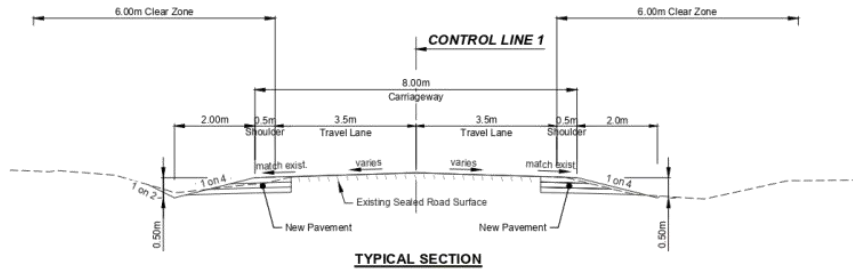
POSTED SPEED:
 80km/h Posted Speed. (Ch. 0.00 - Ch. 2530)
 60km/h Posted Speed. (Ch. 2530 - 3210)
 70km/h Posted Speed. (Ch. 3210 - Leydens Hill Road Intersection)

CONCEPT
18/05/2022

RAZORBACK ROAD WIDENING
 POISON CREEK ROAD TO LEYDENS HILL ROAD
 CONCEPTUAL DRAWING

Drawn:	RAZOR01
Sheet No.:	01 of 03
Job No.:	





LEGEND:
 New Pavement
 2 Coat Bitumen Seal (14mm/7mm Aggregate)
 125mm Base Course T2.1
 125mm Sub Base T2.3
 125mm Sub Base T2.5

NOTES:

1. Widening assumed both sides for Concept Design.
2. Ensure table drains have minimum 0.5% grade longitudinally, unless otherwise specified.
3. Provide guide posts in accordance with MUTCD Part 2 Clause 4.2.4.
 - Straights nominal 150m spacing (both sides)
 - Culvert locations (both sides)
 - Horizontal curve tangent points (both sides)
 - Horizontal Shoulder widening points (both sides)
5. All existing signs to be removed and re-erected. Existing sign condition to be checked on-site before re-use.
7. Road Edge Lines and Road Centre Line to have with RRRPMs
8. Installation of RC Pipe Culverts to be in accordance Standard Drawing OMDG-D-010.

POSTED SPEED:

- 80km/h Posted Speed (Ch. 0.00 - Ch. 2530)
- 60km/h Posted Speed (Ch. 2530 - 3210)
- 70km/h Posted Speed (Ch. 3210 - Leydens Hill Road)

CONCEPT
15/06/2022

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AMENDMENTS DESCRIPTION	DRAWN	APPRD	DATE																			



LOCALITY
NTS

Drawing Index	
Sheet Number	Sheet Title
1263-001	LOCALITY
1263-010	GENERAL ARRANGMENT
1263-011	TYPICAL CROSS SECTIONS SHEET 1
1263-012	TYPICAL CROSS SECTIONS SHEET 2
1263-020	WORKING PLAN SECTION A
1263-021	WORKING PLAN SECTION B
1263-022	WORKING PLAN SECTION C
1263-030	ANNOTATED CROSS SECTIONS SHEET 1
1263-031	ANNOTATED CROSS SECTIONS SHEET 2
1263-032	ANNOTATED CROSS SECTIONS SHEET 3
1263-033	ANNOTATED CROSS SECTIONS SHEET 4

CONCEPT
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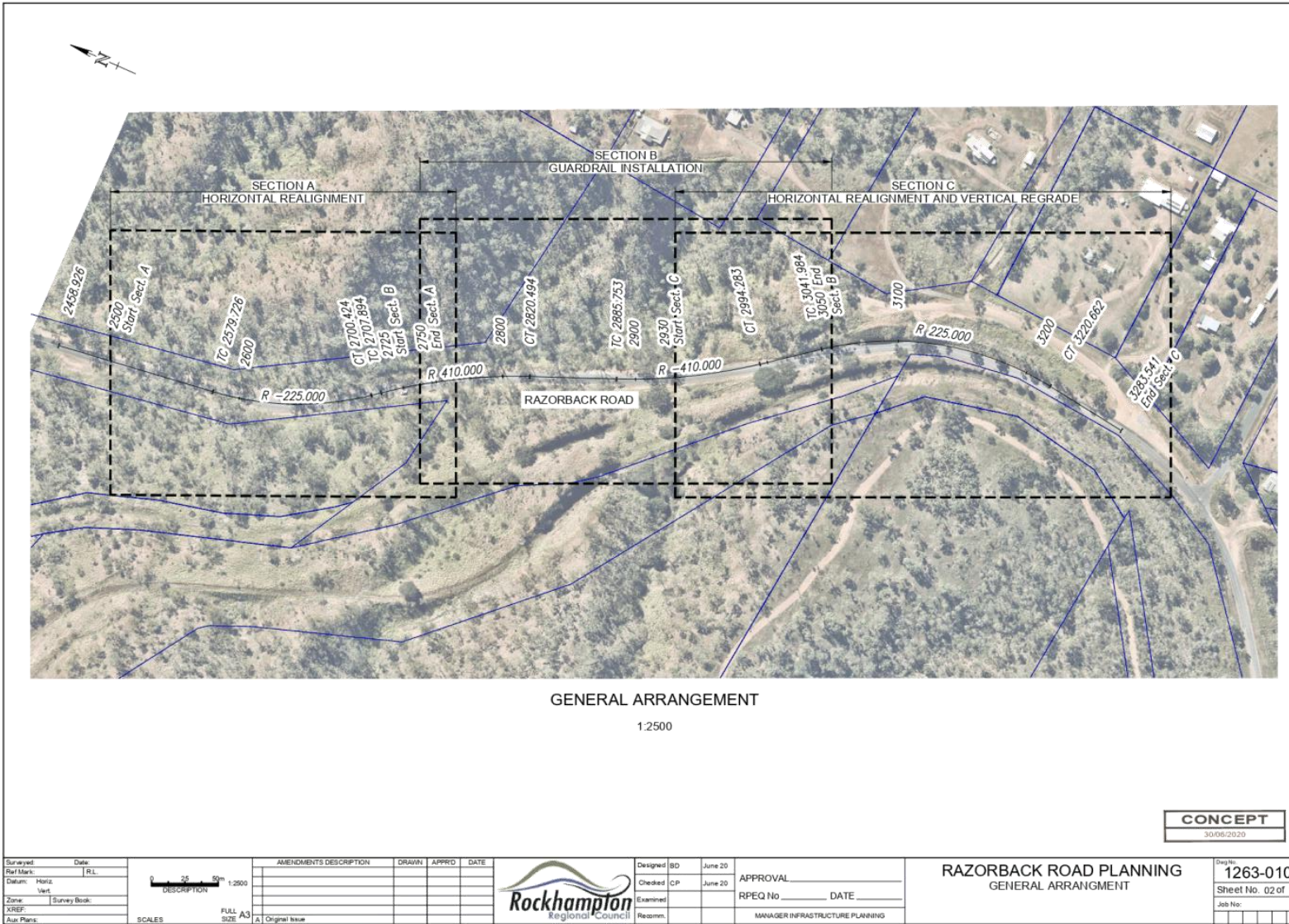
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Recomm: _____	
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MANAGER INFRASTRUCTURE PLANNING	

RAZORBACK ROAD PLANNING
LOCALITY

Design: 1263-001
Sheet No. 01 of 11
Job No: _____



CONCEPT
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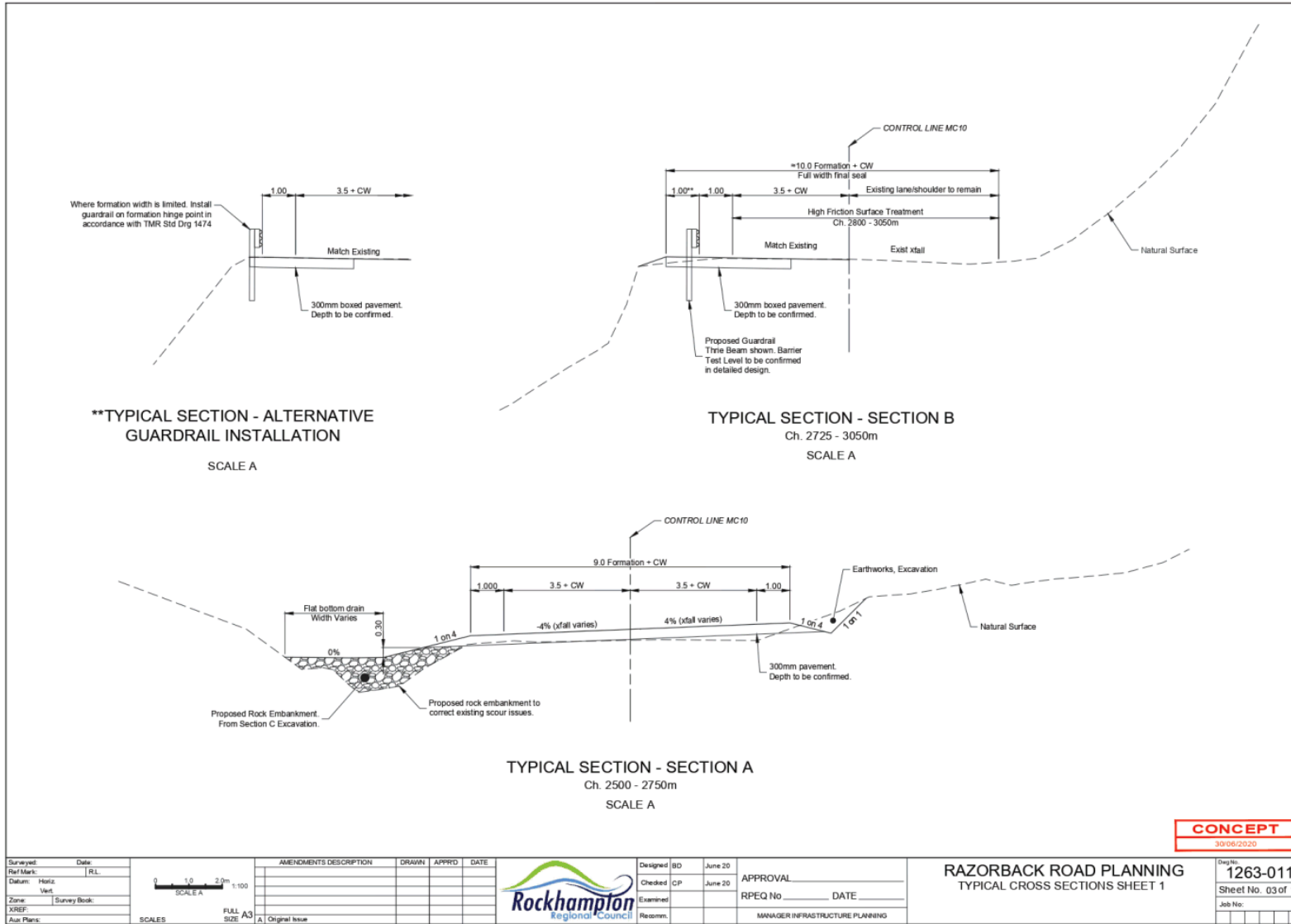


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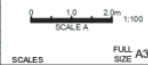
RAZORBACK ROAD PLANNING
GENERAL ARRANGMENT

Design:	1263-010
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Job No:	



CONCEPT
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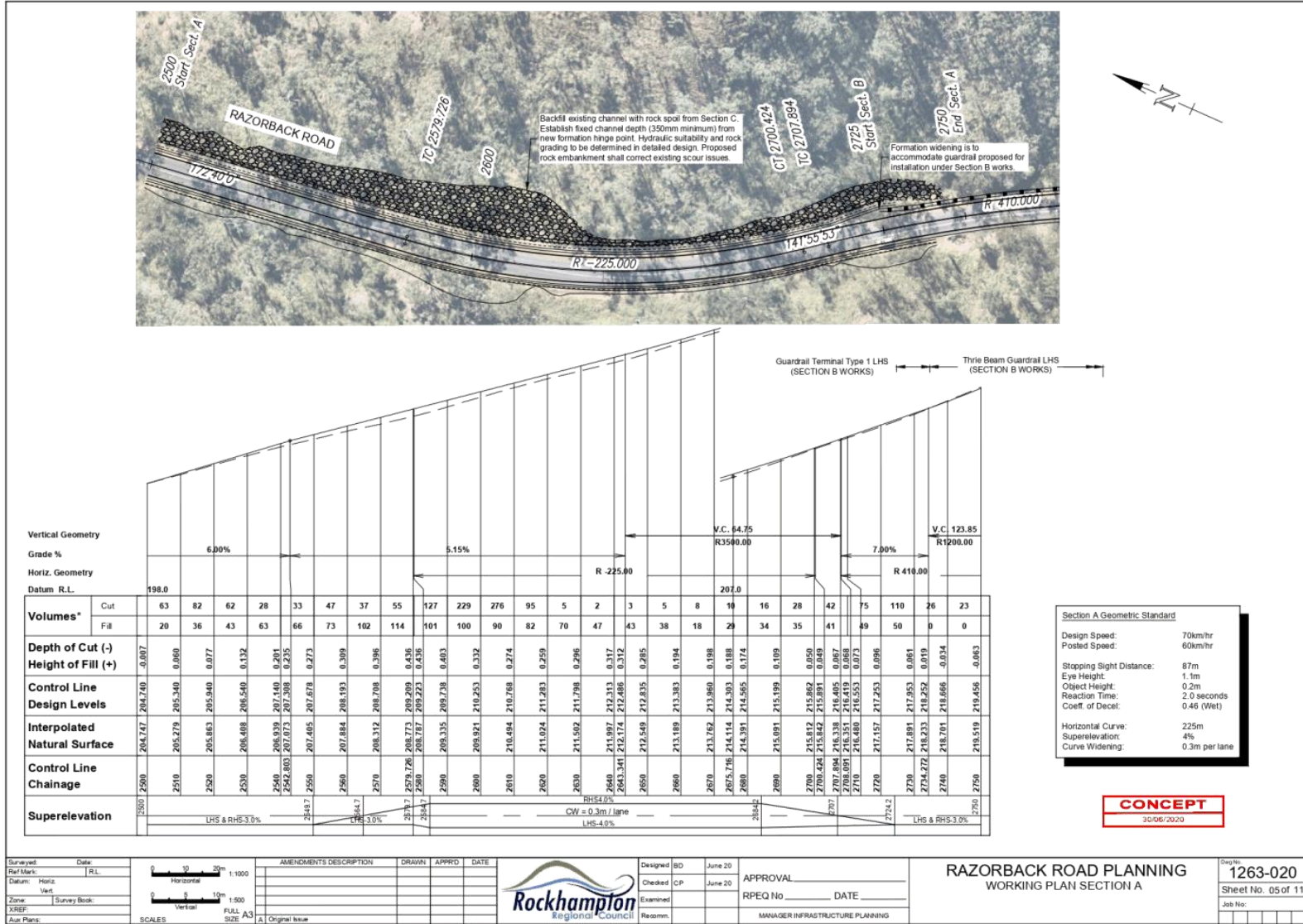


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Recomm.		

APPROVAL
RREQ No. _____ DATE _____
MANAGER INFRASTRUCTURE PLANNING

RAZORBACK ROAD PLANNING
TYPICAL CROSS SECTIONS SHEET 1

Design:	1263-011
Sheet No.	03 of 11
Job No:	



Vertical Geometry		Grade %		Horiz. Geometry	
Datum R.L.		Datum R.L.		Datum R.L.	
198.0		198.0		198.0	
6.00%		5.15%		R 225.00	
V.C. 64.75		V.C. 123.85		R 410.00	
R3540.00		R1200.00			
7.00%					

Station	Cut	Fill	Depth of Cut (-)	Height of Fill (+)	Control Line	Interpolated	Control Line	Superelevation
Chainage	Volume	Volume	Height	Height	Design Levels	Natural Surface	Chainage	Superelevation
2500	63	20	-0.007	0.007	204.747	204.747	2500	LHS & RHS 3.0%
2510	82	36	0.060	0.060	205.279	205.279	2510	
2520	62	43	0.077	0.077	205.863	205.863	2520	
2530	28	63	0.132	0.132	206.408	206.408	2530	
2540	33	66	0.204	0.204	206.930	207.140	2540	
2550	47	66	0.235	0.235	207.403	207.707	2550	
2560	37	73	0.273	0.273	207.845	208.278	2560	
2570	55	102	0.309	0.309	208.312	208.708	2570	
2580	127	114	0.396	0.396	208.726	209.209	2580	
2590	229	101	0.436	0.436	209.187	209.723	2590	
2600	276	100	0.493	0.493	209.635	209.738	2600	
2610	95	90	0.532	0.532	209.921	210.253	2610	
2620	5	82	0.574	0.574	210.494	210.768	2620	
2630	2	70	0.598	0.598	211.024	211.283	2630	
2640	3	47	0.696	0.696	211.502	211.798	2640	
2650	5	43	0.712	0.712	211.987	212.313	2650	
2660	8	38	0.785	0.785	212.341	212.830	2660	
2670	10	18	0.848	0.848	212.549	213.335	2670	
2680	16	16	0.944	0.944	212.689	213.833	2680	
2690	28	10	1.088	1.088	212.762	213.960	2690	
2700	42	29	1.174	1.174	212.716	214.303	2700	
2710	75	34	1.212	1.212	212.631	214.565	2710	
2720	110	35	1.099	1.099	212.501	214.599	2720	
2730	26	41	0.865	0.865	212.312	214.602	2730	
2740	0	49	0.667	0.667	212.081	214.415	2740	
2750	23	50	0.496	0.496	211.817	214.157	2750	
2760	0	0	-0.053	-0.053	211.517	213.753	2760	
2770	0	0	-0.053	-0.053	211.181	213.253	2770	
2780	0	0	-0.053	-0.053	210.807	212.666	2780	
2790	0	0	-0.053	-0.053	210.394	211.994	2790	

Section A Geometric Standard	
Design Speed:	70km/hr
Posted Speed:	60km/hr
Stopping Sight Distance:	87m
Eye Height:	1.1m
Object Height:	0.2m
Reaction Time:	2.0 seconds
Coeff. of Decel:	0.46 (Wet)
Horizontal Curve:	225m
Superelevation:	4%
Curve Widening:	0.3m per lane

CONCEPT
30/06/2020

Surveyed: _____ Date: _____ Drawn: _____ R.L.: _____ Datum: Horiz. _____ Vert. _____ Zone: _____ Survey Book: _____ TREF: _____ Aux Plans: _____	AMENDMENTS DESCRIPTION DRAWN _____ APPRD _____ DATE _____		Designed: BD June 20 Checked: CP June 20 Examined: _____ Reamom: _____	APPROVAL RPEQ No. _____ DATE _____ MANAGER INFRASTRUCTURE PLANNING	Design: 1263-020 Sheet No. 05 of 11 Job No: _____
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10.7 LOCAL GOVERNMENT INFRASTRUCTURE PLAN 5 YEAR REVIEW

File No:	11344
Attachments:	1. LGIP Amendment Project Plan ↓
Authorising Officer:	Stuart Harvey - Coordinator Infrastructure Planning Martin Crow - Manager Infrastructure Planning Peter Kofod - General Manager Regional Services
Author:	Jamie Meyer - Infrastructure Planning Engineer

SUMMARY

A five-year review of the Local Government Infrastructure Plan (LGIP) has been undertaken as required by the Planning Act 2016. Subsequently, this report seeks Council endorsement to commence an amendment of the Local Government Infrastructure Plan (LGIP).

OFFICER'S RECOMMENDATION

THAT Council resolves to commence a Local Government Infrastructure Plan amendment.

THAT Council write to the chief executive, advising that a 5-year review has been completed, and seeks to amend the Local Government Infrastructure Plan.

COMMENTARY

Section 25(3) of the Planning Act 2016 (the Act) requires a local government to review its Local Government Infrastructure plan (LGIP) within five years of the LGIP being included in the planning scheme. The LGIP commenced 3 July 2017 meaning Council must undertake a review by 3 July 2022 in accordance with the Act. The five-year review must consider the accuracy, currency and relevance of the current LGIP, and whether or not Council should undertake a LGIP amendment.

Council officers have reviewed the current LGIP and recommend that an amendment be undertaken. This will ensure that Council plans for the provision of trunk infrastructure in an efficient and orderly manner, estimates the cost of that infrastructure to assist long term financial planning and allows Council to continue to levy infrastructure charges and stipulate conditions for trunk infrastructure on development approvals.

The amendment will require a large body of work to be undertaken. The project plan (Attachment 1) provides a project overview and scope, outlines deliverables and estimated timing.

One of the key components of the LGIP amendment will be updating the planning assumptions. The planning assumptions state the assumptions about population and employment growth and about the type, scale, location and timing of development (up to 2041), including the demand for each trunk infrastructure network. These will be updated to reflect changes to the Planning Scheme, 2021 census data, 2023 Queensland Government Statistician's Office (QGSO) population projections and available economic data.

Once the planning assumptions have been updated, a planning assumptions report will be presented to Council for adoption prior to commencement of the LGIP amendment. It is anticipated the planning assumptions report will be completed by September 2023.

The LGIP amendment will include:

- A review and update of the priority infrastructure area (PIA). The PIA identifies the area prioritised for the provision of trunk infrastructure to service the existing urban development and to accommodate up to 15 years of urban development growth.
 - A review and update of the desired standard of service (DSS). These state the key standards of performance for a trunk infrastructure network.
-

- A review and update of plans for trunk infrastructure (PFTI). The PFTI must identify the trunk infrastructure that is necessary to service at least the projected urban development for the PIA, at the DSS. This will require a review of all trunk infrastructure projects across all networks and may include preliminary design, cost estimate and timing.
- Preparation of mapping
- An update of the schedule of works (SOW) model
- An update of extrinsic material.

If Council decides to amend the LGIP, Council must write to the Chief Executive advising of the decision. There is no time frame in which the amendment must be completed but it is anticipated that the amendment will commence early 2023 and be completed by January 2025. This is largely reliant on the latest QGSO population projections (which inform the planning assumptions) being released by July 2023.

BACKGROUND

The Local Government Infrastructure Plan (LGIP) is a part of the Rockhampton Regional Planning Scheme that highlights how Council will provide adequate trunk infrastructure to service the proposed development growth in the region.

The purpose of the local government infrastructure plan (LGIP) is to:

- integrate infrastructure planning with the land use planning identified in the planning scheme
- provide transparency regarding a local government's intentions for the provision of trunk infrastructure;
- enable a local government to estimate the cost of infrastructure provision to assist its long-term financial planning;
- ensure that trunk infrastructure is planned and provided in an efficient and orderly manner; and
- provide a basis for the imposition of conditions about infrastructure on development approvals.

The document is underpinned by the Planning Assumptions Model data and desired standards of service and these are used to plan and forecast required trunk infrastructure projects across the networks of Water, Sewer, Transport, Stormwater and Parks.

PREVIOUS DECISIONS

On 13 June 2017 Council adopted the most recent amendment to the Local Government Infrastructure Plan.

On 4 February 2020 Council adopted the Interim Local Government Infrastructure Plan Amendment.

BUDGET IMPLICATIONS

A Local Government is required to fund the trunk infrastructure identified in the LGIP from a combination of sources including infrastructure charges and rates revenue. The projects and timings in the LGIP should be reflected in the Long-Term Financial Forecast and future capital works programs.

LEGISLATIVE CONTEXT

The requirements to make and administer amendments to the LGIP must comply with the requirements under the Planning Act 2016 and the Ministers Guidelines and Rules under the Planning Act 2016.

CONCLUSION

Council officers have completed a 5-year review of the LGIP, as required by the Planning Act 2016, and recommend that an amendment of the LGIP is undertaken to update the planning assumptions and the LGIP.

LOCAL GOVERNMENT INFRASTRUCTURE PLAN 5 YEAR REVIEW

LGIP Amendment Project Plan

Meeting Date: 28 June 2022

Attachment No: 1



Local Government Infrastructure Plan 5 Year Review

Project Plan

June 2022

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Purpose of this Project Plan	3
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Appendix B: LGIP Review Checklist from 2017 Compliance Check...Error! Bookmark not defined.	

Introduction and Background

Successful local government infrastructure planning aims to maintain or improve the community's quality of life through delivery of infrastructure to enable essential services such as water, parks and community facilities, sewerage, transportation, and storm water.

The Local Government Infrastructure Plan (LGIP) is part of the Planning Scheme and identifies Council's plans for trunk infrastructure that are necessary to service urban development at the desired standard of service (DSS) in a coordinated, efficient and financially sustainable manner.

The LGIP must only identify trunk infrastructure which is 'development infrastructure' as defined in Schedule 2 of the Planning Act 2016 (the Act).

Local governments with an LGIP can levy infrastructure charges and stipulate development approval conditions for local trunk infrastructure on development approvals.

Council adopted the LGIP in 2017 and a five year review must now be undertaken as required under section 25(3) of the Act.

Purpose of this Project Plan

The purpose of this Project Plan is to provide a framework for the management and implementation of the LGIP review and subsequent amendment. This includes:

- Providing context as to the need for the LGIP review
- Providing details of the scope of the LGIP review
- Identifying key stakeholders and responsibilities
- Identifying outcomes and deliverables
- Providing a practical implementation plan for the project
- Identifying and managing project risk

Project Background

The LGIP is defined in the Act as follows:

LGIP (local government infrastructure plan) means the part of a local government's planning scheme that—

(a) has been prepared under the Minister's rules; and

(b) does any or all of the following—

- (i) identifies a PIA;
- (ii) states assumptions about population and employment growth;
- (iii) states assumptions about the type, scale, location and timing of future development;
- (iv) includes plans for trunk infrastructure;
- (v) states the desired standard of service for development infrastructure.

The purpose of an LGIP is to:

- integrate infrastructure planning with the land use planning identified in the planning scheme;
- provide transparency regarding a local government's intentions for the provision of trunk infrastructure;
- enable a local government to estimate the cost of infrastructure provision to assist its long term financial planning;
- ensure that trunk infrastructure is planned and provided in an efficient and orderly manner; and
- provide a basis for the imposition of conditions about infrastructure on development approvals.

The LGIP is underpinned by the Planning Assumptions Report (PAR) which state assumptions about the type, scale, location and timing of future development and subsequent population and employment growth. Council's Planning Assumptions Model (PAM) provides output that informs the PAR. The PAM was developed using ESRI ArcGIS and examines existing land use and development, models projected future dwelling, population, GFA and employment growth and calculates the ultimate development capacity of the Rockhampton Region Planning Scheme (including consideration of planning scheme provisions and planning scheme overlay constraints, existing land uses and development approvals).

The LGIP identifies the existing and future trunk infrastructure for the following networks:

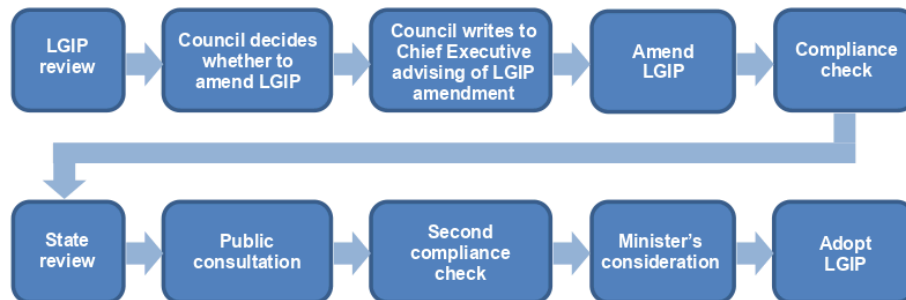
- water supply;
- sewerage;
- stormwater;
- transport; and
- parks and land for community facilities;

The LGIP is located under Part 4 and Schedule 3 of the Rockhampton Region Planning Scheme.

Council adopted the LGIP on 13 June 2017 with a commencement date of 3 July 2017. An interim amendment to the LGIP was adopted on 4 February 2020. The interim LGIP amendment largely included removing projects that were no longer required or projects that were not required until later (due to changes in population forecasts) and providing more accurate project designs and cost estimates. In addition to this, the Planning Assumptions model (Adopted by Council in June 2019) included changes to the region's population forecasts that needed to be reflected in the timings of proposed trunk infrastructure projects.

Section 25 of the Act requires that Council review its LGIP (LGIP review) within 5 years of its adoption into the planning scheme in accordance with the Minister's Guidelines and Rules (MGR). This means the LGIP review must be completed by 3 July 2022. Council, through the LGIP review, must consider the accuracy, currency and relevance of the current LGIP by using the Review checklist to identify any non-compliance of the current LGIP with the matters under Part 6 of the MGR.

It is assumed that an amendment to the LGIP will be undertaken once the LGIP review has been completed. A summary of the process is shown in Figure 1 below.



Project Scope

The following defines the project scope and provides an overview of the project objectives, tasks that will be undertaken and the desired project outcomes and deliverables.

Project Objectives and Outcomes

This project will ensure Council meets its obligations under the Act by undertaking a five year review of the LGIP and subsequent amendment of the LGIP in accordance with the Minister's Guidelines and Rules (MGR). The planning assumptions will be updated to reflect changes to the Planning Scheme, 2021 census data and 2022 Queensland Government Statistician's Office (QGSO) growth projections. Importantly, the LGIP review and amendment will ensure Council plans for the provision of trunk infrastructure in an efficient and orderly manner, estimates the cost of that infrastructure to assist long term financial planning and allows Council to continue to levy infrastructure charges and stipulate conditions for local trunk infrastructure on development approvals.

Project Outputs and Deliverables

The primary output of this project is to provide an updated LGIP.

The key deliverables will include:

- LGIP five year review
- Updated PAM (version 4) including
 - population and employment growth
 - assumption of type, scale, location and timing of development.
- Updated PAR (version 4)
- Amended LGIP including
 - priority infrastructure area (PIA)
 - desired standard of service (DSS)
 - plans for trunk infrastructure (PFTI);
 - mapping
 - schedule of works (SOW) model
 - extrinsic material.

Project Management

The following project management structure will be established to oversee delivery of this project.

Project Leader	General Manager Regional Services RRC
Project Working Group	Coordinator Infrastructure Planning Coordinator Infrastructure Assets and GIS Coordinator Strategic Planning Infrastructure Planning Engineer Technical Officer Strategic Mapping
Project Manager	Infrastructure Planning Engineer
Specialist Expertise	The project will engage specialist expertise for the compliance check

Project Constraints

The primary constraints to initiating and completing the project include:

- Release of QGSO growth projections and ABS data from 2021 Census
- Adoption of Planning Scheme amendments
- Availability of internal resources

A number of these constraints and other project risks are addressed in the risk management section of this project plan. The project constraints also link to key performance indicators outlined below.

Performance Indicators

The principle performance indicator for the LGIP amendment will be the efficient and orderly planning of trunk infrastructure to service future development and a costed schedule of works to assist Council's long-term financial planning.

Other key project performance indicators include:

- Updated PAM
- Updated PIA
- Updated SOW
- Updated PFTIs
- Managed project risk

- Managed project timelines

Procurement

The only component of this project requiring procurement is the appointment of an independent reviewer to review the LGIP amendment. An appointed reviewer must be selected from the Panel of approved LGIP reviewers maintained by the state government. The current panel details are available in the [Local infrastructure planning – Guidance for local government and applicants](#).

Deliverables and Milestones

The following table outlines the key project milestones which will be used to track the progress of the project.

Milestone	Start Date	End Date
LGIP Review	May 2022	June 2022
Council resolves to undertake LGIP amendment	July 2022	July 2022
Update PAM <ul style="list-style-type: none"> • Review and update development density assumptions and dwelling occupancy rates • Review and update Employee to GFA ratios • Update PIA • Update existing land uses eg review approvals and development since previous PAM, check cadastre/zoning • Calculate existing dwelling and GFA capacity • Calculate existing population and employment capacity • Review and update development constraints including natural hazard, biophysical, land tenure, existing land uses and land slope and scaled development yield in constrained areas • Calculate developable land area based on constraints and scaling back of yield • Calculate ultimate dwelling, population, GFA and employment capacity • Project dwelling, population, GFA and employment growth forecasts for a 20 year horizon • Sequence residential and non-residential growth, based on existing dwelling density and dwelling mix assumptions to the 5 years cohorts • Update Planning Assumptions Report (PAR) 	February 2023	September 2023
Draft LGIP <ul style="list-style-type: none"> • Review and update DSS • Review and update existing trunk infrastructure • Update network demand generation rates and projected demand • Review and update PFTIs • Align LGIP with LTFF and AMP's • Define infrastructure catchment areas • Update SOW model • Prepare LGIP maps • Prepare extrinsic material • Complete review checklist • Prepare draft LGIP 	September 2023	April 2024
Compliance Check (Appointed reviewer)	April 2024	July 2024

Milestone	Start Date	End Date
Final Draft LGIP	July 2024	July 2024
Council resolves to submit LGIP for Minister's consideration	July 2024	July 2024
Minister's review	July 2024	August 2024
Public consultation	September 2024	September 2024
Consideration of consultation submissions	October 2024	October 2024
Submit LGIP to Minister for approval	November 2024	December 2024
Council adopt LGIP	January 2025	January 2025

Considerations from 2017 Review:

As a part of the adoption of the initial LGIP in 2017, a State Appointed Reviewer undertook a compliance check of the LGIP against the requirements of the Planning Act, State Planning Policy, Queensland Planning Provisions and the Ministers Guidelines and Rules. There were some key items identified in the review that will need to be addressed as a part of this LGIP amendment.

- Adoption of smaller, more discrete service catchments for infrastructure. The reviewer and general MGR recommends that service catchments are delineated for key infrastructure networks to identify what infrastructure is required to service particular areas. This is particularly relevant when setting infrastructure charges for defined areas within the PIA. This is something that Council officers will need to further refine in this LGIP amendment.
- Review of planning densities to align with development trends. In the last LGIP there was a focus to consider smaller lot development within the LGIP, given that it is permissible under the planning scheme and that the PDA site had proposed smaller lot development. Council will be required to liaise with the development industry as well as internally to confirm that the development densities used in the PAM align with current development trends.
- Ability to verify spare capacity within the existing network to accommodate growth in each projection area. Through use of Council's various infrastructure models there is a need to understand spare capacity in the existing network and use this to inform infrastructure requirements for development within the existing built environment. This will inform discussions on adoption of different infrastructure charges in each service catchment area.
- Alignment between the LGIP and the LTFF. The reviewer noted the requirements for alignment between the infrastructure identified within the LGIP and the Council's LTFF to ensure that the LGIP is financially sustainable. This is something that Council are working towards but there will be an increased emphasis on this through this LGIP review.

Risk Management

The potential major risks factors for the project have been considered and are presented in the following table along with strategies to mitigate these risks. The likelihood of occurrence is rated as either likely (L), possible (P), or unlikely (U), while the risk level has been assessed as either high (H), medium (M) or low (L).

Description of Risk	Likelihood	Consequence	Risk	Management Strategy
Significant changes to the statutory framework affect the LGIP amendment process	U	Impacts on project timing	L	Continue to monitor any proposed changes to the Minister's guidelines and maintain communication with local State Planning office.
Delay in QGSO and/or census data	P	Impacts on project timing	M	Maintain communication with QGSO. Follow up with QGSO in June/July on progress of updates.
Planning assumptions not supported by State	P	Impacts on project outcomes and timing	H	The planning assumptions underpin the LGIP. Considered analysis of the latest QGSO and census data; historical development patterns; planning scheme policy will help to develop appropriate assumptions.
Council not supporting LGIP Amendment	U	Existing LGIP not compliant and not supported by State. Outdated infrastructure planning, costs and timings	H	Communicate to Council the importance of LGIP amendment and implications of not supporting the amendment. Progress reporting / information briefings at key milestones.
Departure of key project personnel	P	Impacts on project timing	L	Regular documentation of project status and tasks. Regular project meetings and minutes. Review / maintain PAM update guidelines.
Timeframes exceed planned schedule of activities. Key areas of risk include: <ul style="list-style-type: none"> ■ Review of density assumptions ■ Review of employee ratios ■ Sequencing of development ■ Review of DSS ■ Defining catchment areas ■ Alignment with LTFF 	P	Impacts on project timing	M	Timeframes and milestones will need to continually be monitored and managed as part of the project. This will be managed by the Project Manager through the established governance framework.
Community not supportive	P	Impacts on project outcomes and timing	H	Consider each properly made submission and whether changes should be made
Changes to projects identified within LGIP occur before proposed adoption date	L	Impacts on how development is conditioned, Infrastructure charges levied and LGIP projects delivered	H	Consider interim LGIP amendment before commencing Major Amendment in February 2023. This will be contingent on planning for new LGIP projects being complete before this time.

Effective project management during the project will be critical to the project's success.

Project Cost

The only project cost will be for an independent reviewer to review the LGIP amendment. An appointed reviewer must be selected from the Panel of approved LGIP reviewers maintained by the state government. It is anticipated the reviewer fees may be in the order of \$40,000 - \$50,000. All other project costs will be RRC in-kind.

Policy Context and Alignment

Council currently levies infrastructure charges under the Rockhampton Regional Council Charges Resolution No. 1 of 2022 to help fund the provision of trunk infrastructure required to service new development. Under the Act, only a local government that has a LGIP in place, can adopt an infrastructure charges resolution to levy infrastructure charges. The adoption of a LGIP also allows Council to impose conditions on development for the provision of trunk infrastructure.

Stakeholder and Community Engagement

The MGR provides specific direction around public consultation under chapter 5 section 11. On completion of the State review of the LGIP amendment and the Minister advises Council that public consultation can proceed, public consultation must be undertaken for a period of at least 15 days. A summary of the requirements are as follows:

During the consultation period, Council must—

- a) place a public notice in a newspaper circulating generally in the local government's area;
- b) display a copy of the public notice in an obvious place in each of the local government's offices;
- c) keep a copy of the proposed LGIP, LGIP amendment or interim LGIP amendment including the SOW model, extrinsic material referenced in the LGIP and completed Review checklist in each of the local government's offices, available for inspection and purchase; and
- d) make the public notice and proposed LGIP, LGIP amendment or interim LGIP amendment including the SOW model, extrinsic material referenced in the LGIP and completed Review checklist available on the local government's website.

The local government must consider every properly made submission received as a result of the consultation undertaken. Council must advise each person in writing who made a properly made submission about how the local government has dealt with their submission. If Council makes changes based on submissions received and considers the changes result in the LGIP amendment being significantly different to the version released for public consultation, the local government must repeat the public consultation process.

Whilst the MGR states a mandatory engagement period, it is envisaged that Council will undertake consultation with key stakeholders during the initial commencement of the LGIP update and at several key stages throughout the project. The following stakeholders will be engaged with throughout the project.

Stakeholders

Stakeholders for the project include:

Internal

- Infrastructure Planning
- Assets
- Civil Ops
- FRW
- Parks
- Development Assessment
- Development Engineering
- Finance

External

- Department of Transport and Main Roads
- Queensland Government Statisticians Office (QGSO)
- Department of State Development, Infrastructure, Local Government and Planning
- General public
- Developers (UDIA)

The update to the LGIP is anticipated to involve the following internal and external impacts that will affect both internal and external stakeholders identified above:

ImpactsInternal

The potential impacts internal to Council may include:

- The project will require allocation of time of the resource personnel– particularly for infrastructure programs within Engineering, Commercial & Infrastructure and Development Services
- The project has the potential to impact the development of future LTFF and Capital Program through annual budget processes
- There may be a need to make other subsequent amendments to the Rockhampton Regional Planning Scheme to ensure integration of infrastructure and land use planning.

External

The potential impacts external to Council may include:

- The assumptions or expectations of the development industry and Land owners may be impacted where there is new infrastructure identified that impacts their properties or where the amended LGIP differs significantly to the existing LGIP in terms of the growth assumptions, the identified infrastructure and/or timing of that infrastructure.

Appendix A: Project Plan

ID	Task Name	Duration	Start	Finish	21 Feb '22	28 Feb '22	07 Mar '22	14 Ma
					M T W T F S S	M T W T F S S	M T W T F S S	M T
1	Five Year Review	38 days	Mon 02/05/22	Wed 22/06/22				
2	Review LGIP with Review Checklist	25 days	Mon 02/05/22	Fri 03/06/22				
3	Council report to amend LGIP	1 day	Tue 21/06/22	Tue 21/06/22				
4	Write to chief executive advising decision to amend LGIP	1 day	Wed 22/06/22	Wed 22/06/22				
5	Update PAM	157 days	Mon 06/02/23	Tue 12/09/23				
6	Task 1- Prepare ArcMap MXD and geodatabase	1 day	Mon 06/02/23	Mon 06/02/23				
7	Task 2 - Review and update cadastre and zoning in PAM	1 day	Tue 07/02/23	Tue 07/02/23				
8	Task 3 - Review and update dwelling density, dwelling mix, and non-residential development density assumptions based on Rockhampton Region Planning Scheme densities	30 days	Mon 06/02/23	Fri 17/03/23				
9	Review and update development density assumptions	19 days	Mon 06/02/23	Thu 02/03/23				
10	Review and update dwelling occupancy rates	3 days	Fri 03/03/23	Tue 07/03/23				
11	Review and update Employee to GFA ratio	3 days	Wed 08/03/23	Fri 10/03/23				
12	Update PAM tools and scripts with density assumptions	3 days	Mon 13/03/23	Wed 15/03/23				

Project: Project Schedule Date: Mon 20/06/22	Task		Inactive Summary		External Tasks	
	Split		Manual Task		External Milestone	
	Milestone		Duration-only		Deadline	
	Summary		Manual Summary Rollup		Progress	
	Project Summary		Manual Summary		Manual Progress	
	Inactive Task		Start-only			
	Inactive Milestone		Finish-only			

ID	Task Name	Duration	Start	Finish	21 Feb '22							28 Feb '22							07 Mar '22							14 Ma	
					M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
13	Update PIA	2 days	Thu 16/03/23	Fri 17/03/23																							
14	Task 4 - Update base date residential and non-residential data, including population, dwellings, employment and non-residential GFA	13 days	Mon 20/03/23	Wed 05/04/23																							
15	Update existing land uses eg review approvals and development since previous PAM, check cadastre/zoning	10 days	Mon 20/03/23	Fri 31/03/23																							
16	Update existing population and employment geo-processing tools	2 days	Mon 03/04/23	Tue 04/04/23																							
17	Calculate existing dwelling and GFA capacity	1 day	Wed 05/04/23	Wed 05/04/23																							
18	Calculate existing population and employment capacity	1 day	Wed 05/04/23	Wed 05/04/23																							
19	Task 5 - Review and update development constraints including natural hazard, biophysical, land tenure, existing land uses and land slope and scaled development yield in constrained areas	10 days	Mon 10/04/23	Fri 21/04/23																							

Project: Project Schedule Date: Mon 20/06/22	Task		Inactive Summary		External Tasks	
	Split		Manual Task		External Milestone	
	Milestone		Duration-only		Deadline	
	Summary		Manual Summary Rollup		Progress	
	Project Summary		Manual Summary		Manual Progress	
	Inactive Task		Start-only			
	Inactive Milestone		Finish-only			

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ID	Task Name	Duration	Start	Finish	21 Feb '22							28 Feb '22							07 Mar '22							14 Mar					
					M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T				
20	Task 6 - Calculate developable land area based on constraints and scaling back of yield	3 days	Mon 24/04/23	Wed 26/04/23																											
21	Task 7 - Calculate ultimate dwelling and GFA capacity	10 days	Thu 27/04/23	Wed 10/05/23																											
22	Task 8 - Calculate ultimate population and employment capacity	3 days	Thu 27/04/23	Mon 01/05/23																											
23	Task 9 - Project dwelling, population, GFA and employment growth forecasts for a 20 year horizon	10 days	Mon 31/07/23	Fri 11/08/23																											
24	Task 10 - Spatially allocate and sequence residential growth, based on existing dwelling density and dwelling mix assumptions to the 5 years cohorts	3 days	Mon 14/08/23	Wed 16/08/23																											
25	Task 11 - Spatially allocate and sequence non-residential growth, based on existing non-residential development density assumptions to the 5 years cohorts	3 days	Thu 17/08/23	Mon 21/08/23																											
26	Task 12 - Update Planning Assumptions Report (PAR)	15 days	Tue 22/08/23	Mon 11/09/23																											

Project: Project Schedule Date: Mon 20/06/22	Task		Inactive Summary		External Tasks	
	Split		Manual Task		External Milestone	
	Milestone		Duration-only		Deadline	
	Summary		Manual Summary Rollup		Progress	
	Project Summary		Manual Summary		Manual Progress	
	Inactive Task		Start-only			
	Inactive Milestone		Finish-only			

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ID	Task Name	Duration	Start	Finish	21 Feb '22					28 Feb '22					07 Mar '22					14 Ma		
					M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T		
27	Council report to adopt PAR	1 day	Tue 12/09/23	Tue 12/09/23																		
28	LGIP Amendment	519 days?	Mon 06/02/23	Thu 30/01/25																		
29	Review and update DSS	5 days?	Mon 06/02/23	Fri 10/02/23																		
30	Review and update existing trunk infrastructure	20 days	Mon 13/02/23	Fri 10/03/23																		
31	Update network demand generation rates and projected demand	5 days	Wed 13/09/23	Tue 19/09/23																		
32	Review and update PFTIs	120 days	Wed 20/09/23	Tue 05/03/24																		
33	Update SOW model	5 days	Wed 06/03/24	Tue 12/03/24																		
34	Prepare LGIP maps	10 days	Wed 06/03/24	Tue 19/03/24																		
35	Prepare extrinsic material	5 days	Wed 13/03/24	Tue 19/03/24																		
36	Complete review checklist	3 days	Wed 20/03/24	Fri 22/03/24																		
37	Prepare draft LGIP	10 days	Mon 25/03/24	Fri 05/04/24																		
38	Compliance check	66 days?	Mon 08/04/24	Mon 08/07/24																		
39	Request for quotes	10 days	Mon 08/04/24	Fri 19/04/24																		
40	Review quotes	1 day?	Mon 22/04/24	Mon 22/04/24																		
41	Compliance review by appointed reviewer	45 days	Tue 23/04/24	Mon 24/06/24																		
42	Amendments as required by Appointed Reviewer	10 days	Tue 25/06/24	Mon 08/07/24																		
43	Final draft LGIP	1 day?	Tue 09/07/24	Tue 09/07/24																		
44	Council report for submission to Minister	1 day?	Wed 10/07/24	Wed 10/07/24																		
Project: Project Schedule Date: Mon 20/06/22		Task		Inactive Summary		External Tasks																
		Split		Manual Task		External Milestone																
		Milestone		Duration-only		Deadline																
		Summary		Manual Summary Rollup		Progress																
		Project Summary		Manual Summary		Manual Progress																
		Inactive Task		Start-only																		
Inactive Milestone		Finish-only																				

ID	Task Name	Duration	Start	Finish	21 Feb '22							28 Feb '22							07 Mar '22							14 Mar '22	
					M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
45	Minister's review	30 days	Thu 11/07/24	Wed 21/08/24																							
46	Amendments as required by Minister	10 days	Thu 22/08/24	Wed 04/09/24																							
47	Public consultation	55 days?	Thu 05/09/24	Wed 20/11/24																							
48	Consultation	20 days	Thu 05/09/24	Wed 02/10/24																							
49	Consideration of submissions	20 days	Thu 03/10/24	Wed 30/10/24																							
50	Prepare response for each submission	5 days	Thu 31/10/24	Wed 06/11/24																							
51	Council report outlining consultation outcomes and submission for 2nd Minister's review	1 day?	Wed 20/11/24	Wed 20/11/24																							
52	Second Minister's review	20 days	Thu 21/11/24	Wed 18/12/24																							
53	Council report to adopt LGIP	1 day?	Wed 29/01/25	Wed 29/01/25																							
54	Public notice of LGIP adoption	1 day?	Thu 30/01/25	Thu 30/01/25																							

Project: Project Schedule
Date: Mon 20/06/22

Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			

10.8 DEVELOPMENT ASSESSMENT DECISIONS UNDER DELEGATION - APRIL AND MAY 2022

File No: 7028
Attachments: Nil
Authorising Officer: Doug Scott - Manager Planning and Regulatory Services
Alicia Cutler - General Manager Community Services
Author: Amanda O'Mara - Acting Coordinator Development Assessment

SUMMARY

This report outlines the properly made development applications received in April and May 2022 and whether they will be decided under delegation or decided by Council.

OFFICER'S RECOMMENDATION

THAT this report be received.

BACKGROUND

Matters are referred to Council for decision where:

- Refusals;
- The development is inconsistent with the intent of the zone; or
- Submissions are received during the public notification period.

The following properly made applications were received in April and May 2022. They will be decided in the following manner:

Application Number	Application type	Address	Decision
D/77-2022	Material Change of Use -Shopping Centre and Showroom and Multiple Dwelling (12 townhouses)	452-488 Yaamba Road, Norman Gardens	Impact assessable so may go to Council
D/76-2022	Reconfiguring a Lot - (one lot into 32 lots), one public use land lot and one balance lot (Edenbrook Estate - Precinct 2 - Stages 4A and 4B)	Lot 253 Edenbrook Drive, Parkhurst	Delegation
D/75-2022	Reconfiguring a Lot - (one lot into 44 lots), one public use land lot and one balance lot (Edenbrook Estate - Precinct 2 - Stages 3A-3C)	Lot 253 Edenbrook Drive, Parkhurst	Delegation
D/74-2022	Material Change of Use - Club (extension) and Operational Works for Advertising Devices	268 and 272 Eldon Street and 105 Clifton Street, Berserker	Impact assessable so may go to Council
D/73-2022	Material Change of Use - Low Impact Industry (extension to existing steel fabrication workshop)	206 Alexandra Street, Kawana	Delegation
D/72-2022	Building Works assessable against the Planning Scheme - As constructed shed (9m x 6m)	240 Talford Street, Allenstown	Delegation
D/71-2022	Reconfiguring a Lot - (One lot into thirty-five lots) plus balance lot (Edenbrook Estate - precinct 2 -	Lot 253 Edenbrook Drive, Parkhurst	Delegation

	Stages 2A - 2C)		
D/70-2022	Reconfiguring a Lot - (one lot into two lots)	812-818 Yaamba Road, Parkhurst	Delegation
D/69-2022	Reconfiguring a Lot - (one lot into forty-six) plus three public use lots (Edenbrook Estate - precinct 2 - Stages 1A to 1D)	Lot 253 Edenbrook Drive, Parkhurst	Delegation
D/68-2022	Operational Works - Road work, Stormwater, Water Infrastructure, Drainage work and Sewage Infrastructure <i>Associated with Reconfiguring a Lot – (two lots into six lots)</i>	185 and 187 Kerrigan Street, Frenchville	Delegation
D/67-2022	Operational Works - Road work, Sewage Infrastructure and Vehicle access <i>Associated with Reconfiguring a Lot – (two lots into two lots)</i>	28 Macquarie Street and 114 Foster Street, Gracemere	Delegation
D/66-2022	Material Change of Use - Shopping Centre Extension and Shop	331 Yaamba Road, Park Avenue	Delegation
D/65-2022	Building Works assessable against the Planning Scheme - Shed (9m x 9m)	116 Stanley Street, Allenstown	Delegation
D/64-2022	Material Change of Use - Health Care Services and Operational Works - Advertising Device	98 Upper Dawson Road, Allenstown	Impact assessable so may go to Council
D/63-2022	Reconfiguring a Lot - (one lot into two lots)	337-341 Yaamba Road, Park Avenue	Delegation
D/62-2022	Reconfiguring a Lot - (one into two lots)	119 Chippendale Road, Garnant	Already decided under delegation
D/58-2022	Material Change of Use - Club and Operational Works - Advertising Device	984-986 Yaamba Road, Parkhurst	Impact assessable so may go to Council
D/57-2022	Building Works assessable against the Planning Scheme -Storage above Carport	32 Reaney Street, Berserker	Delegation
D/56-2022	Operational Works - Access Works <i>Associated with Reconfiguring a Lot – (one lot into three lots) and access easement</i>	53199 Burnett Highway, Bouldercombe	Delegation
D/55-2022	Building Works assessable against the Planning Scheme - Alterations to Dwelling House (partial demolition)	40 Corberry Street, The Range	Delegation
D/54-2022	Operational Works - Earthworks	200 Poinciana Street, Koongal	Delegation
D/53-2022	Material Change of Use - Crematorium (pet crematorium)	240 Alma Street, Rockhampton City	Already decided under delegation
D/52-2022	Material Change of Use - Intensive Animal Industry	802, 1009 and Lot 2 Thirsty Creek Road, Gogango	Impact assessable so may go to Council
D/51-2022	Reconfiguring a Lot - Access Easement	10 Sleipner Street, and 20 Elida Street, Mount Archer	Already decided under delegation

D/50-2022	Material Change of Use - Utility Installation (expansion of sewage treatment plant)	108 Lakes Creek Road, The Common	Delegation
D/49-2022	Reconfiguring a Lot - (one lot into two lots) and Access Easement	Lot 6 Canoona Road, West Rockhampton	Delegation
D/48-2022	Material Change of Use - Two Food and Drink Outlets and Operational Works - Advertising Devices	6 Lawrie Street, Gracemere	Delegation
D/47-2022	Reconfiguring a Lot - Boundary Realignment (two lots into two lots)	1232 Capricorn Highway, Kabra	Already decided under delegation
D/46-2022	Reconfiguring a Lot - Boundary Realignment (two lots into two lots)	38 Wirraway Drive and Lot 255 Edenbrook Drive, Parkhurst	Delegation
D/45-2022	Reconfiguring a Lot - Dual Occupancy	194 Quay Street, Rockhampton City	Delegation
D/44-2022	Operational Works - Earthworks and Retaining Structure	3 Fryer Avenue, Frenchville	Already decided under delegation
D/43-2022	Reconfiguring a Lot - (one lot into two lots)	393-409 McLaughlin Street, Parkhurst	Delegation
D/42-2022	Building Works assessable against the Planning Scheme - Extension to Dwelling House (enclosed outbuilding)	77 Glencoe Street, The Range	Already decided under delegation
D/41-2022	Reconfiguring a Lot - (one lot into two lots)	451 Crane Avenue, Kawana	Delegation
D/39-2022	Material Change of Use - Medium Impact Industry (spray painting and abrasive blasting)	3 Sturt Street, Parkhurst	Impact assessable so may go to Council
D/31-2022	Reconfiguring a Lot - (one lot into 40 lots)	104 Washpool Road, Gracemere	Delegation
D/30-2022	Reconfiguring a Lot - (one lot into 43 lots)	104 Washpool Road, Gracemere	Delegation
D/29-2022	Reconfiguring a Lot - (one lot into 39 lots)	104 Washpool Road, Gracemere	Delegation

For some matters it is not possible to determine if they will go to Council until the notification period ends. If there have been submissions the application will go to Council to be decided.

CONCLUSION

This report outlines the applications received in April and May 2022 and the manner in which they will be decided.

**10.9 WHOLE OF COUNCIL CORPORATE PERFORMANCE REPORT FOR PERIOD
ENDING MAY 2022**

File No: 1392
Attachments: 1. Corporate Performance Report May 2022 [↓](#)
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Ross Cheesman - Deputy Chief Executive Officer

SUMMARY

Deputy Chief Executive Officer presenting the Whole of Council Corporate Performance Report for period ending 31 May 2022 for Councillors' information.

OFFICER'S RECOMMENDATION

THAT the Whole of Council Corporate Performance Report for period ending 31 May 2022 be 'received'.

COMMENTARY

The Whole of Council Corporate Performance Report for period ending 31 May 2022 is presented for Council's consideration.

**WHOLE OF COUNCIL CORPORATE
PERFORMANCE REPORT FOR PERIOD
ENDING MAY 2022**

**Corporate Performance Report May
2022**

Meeting Date: 28 June 2022

Attachment No: 1

Whole of Council



Corporate Performance Report

01 May 2022 – 31 May 2022

Corporate Performance Report | 01 May 2022 – 31 May 2022

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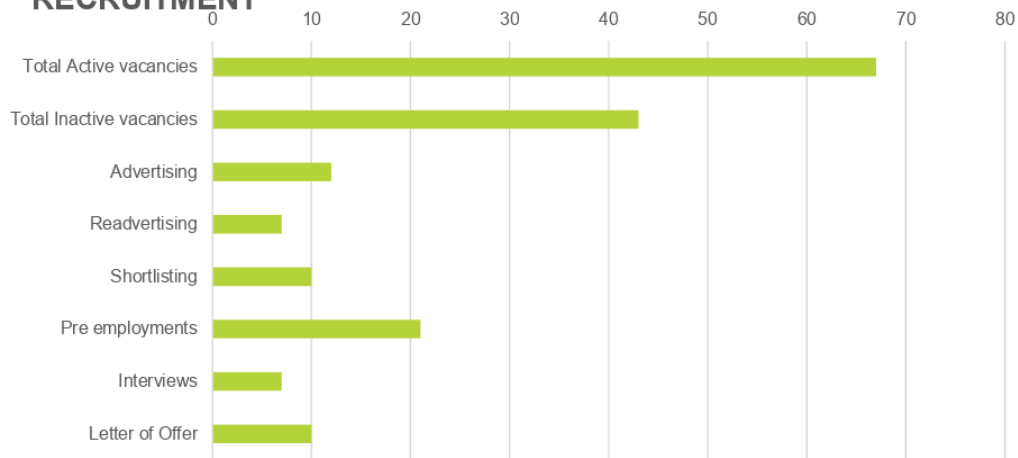
CORPORATE SERVICES
Human Resources

WORKFORCE



Commentary: Our workforce includes the total number of employees employed by Council including full time, part time and casual employees (excludes labour hire and contractors).

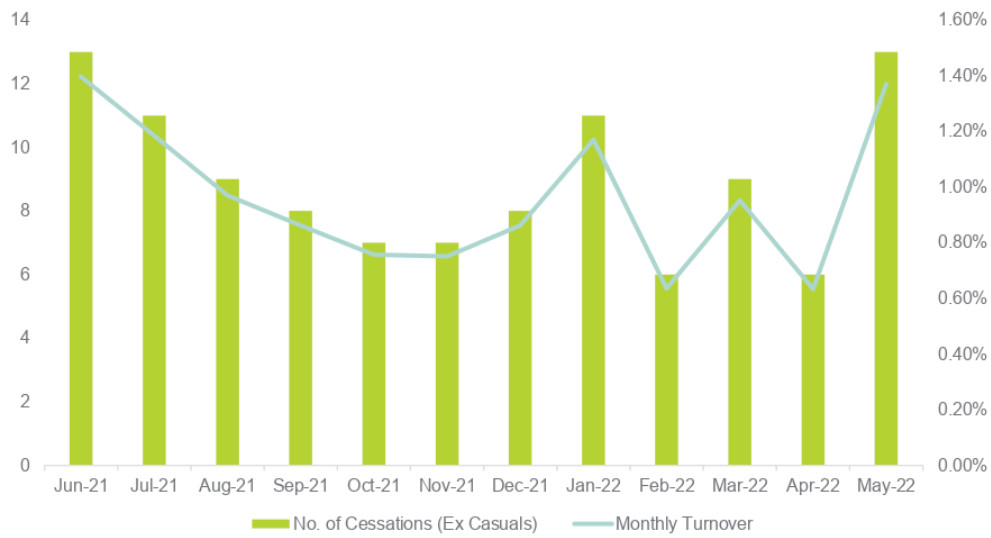
RECRUITMENT



Commentary: Active vacancies are those positions currently being recruited. Inactive vacancies are positions that are currently under review or on hold.

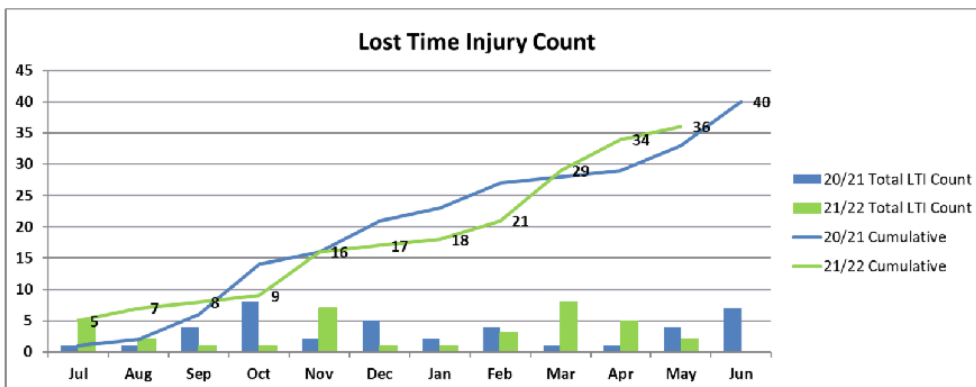
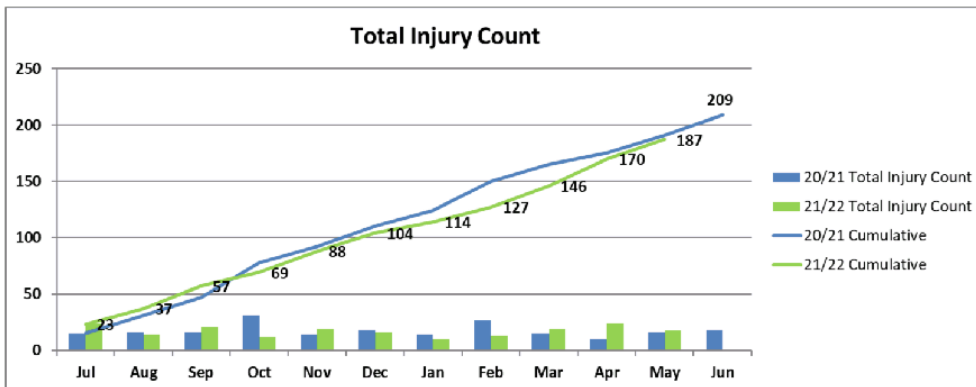
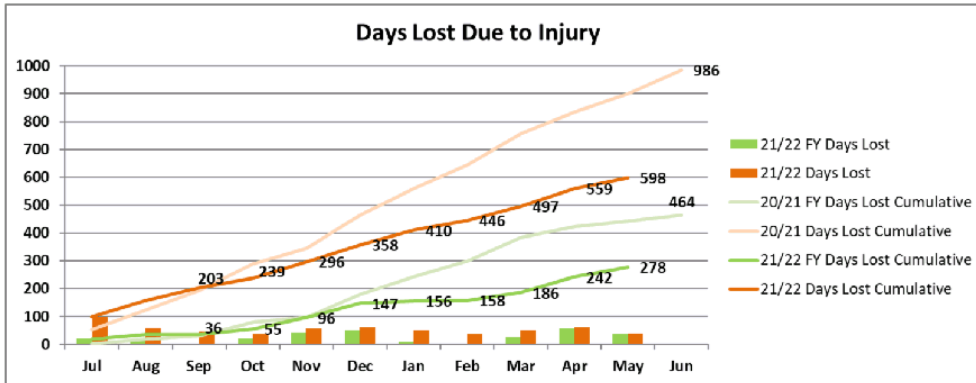
Corporate Performance Report | 01 May 2022 – 31 May 2022

STAFF TURNOVER - 11.54%



Commentary: Staff turnover for the previous 12 months is 11.54%. This is considered to be an acceptable level of employee turnover. Casual employees are excluded from staff turnover calculations.

Safety

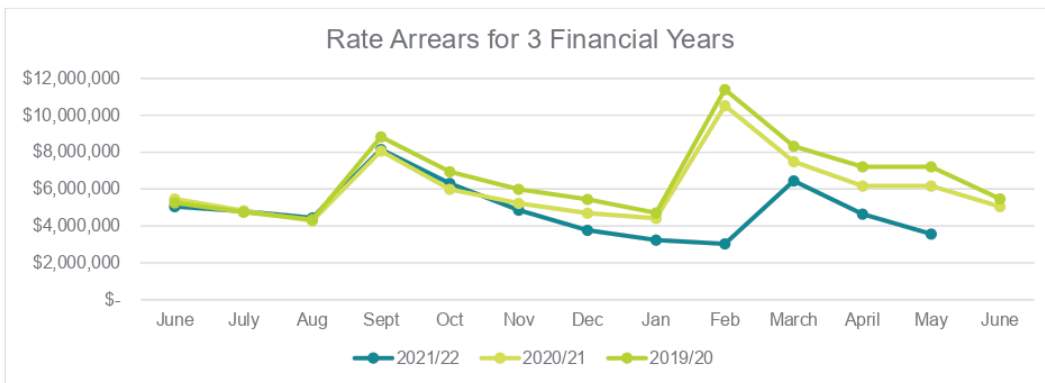
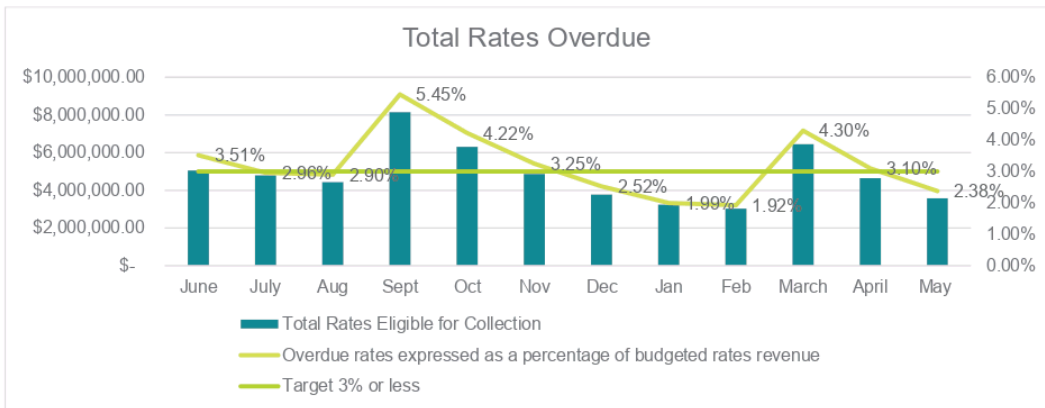


Corporate Performance Report | 01 May 2022 – 31 May 2022

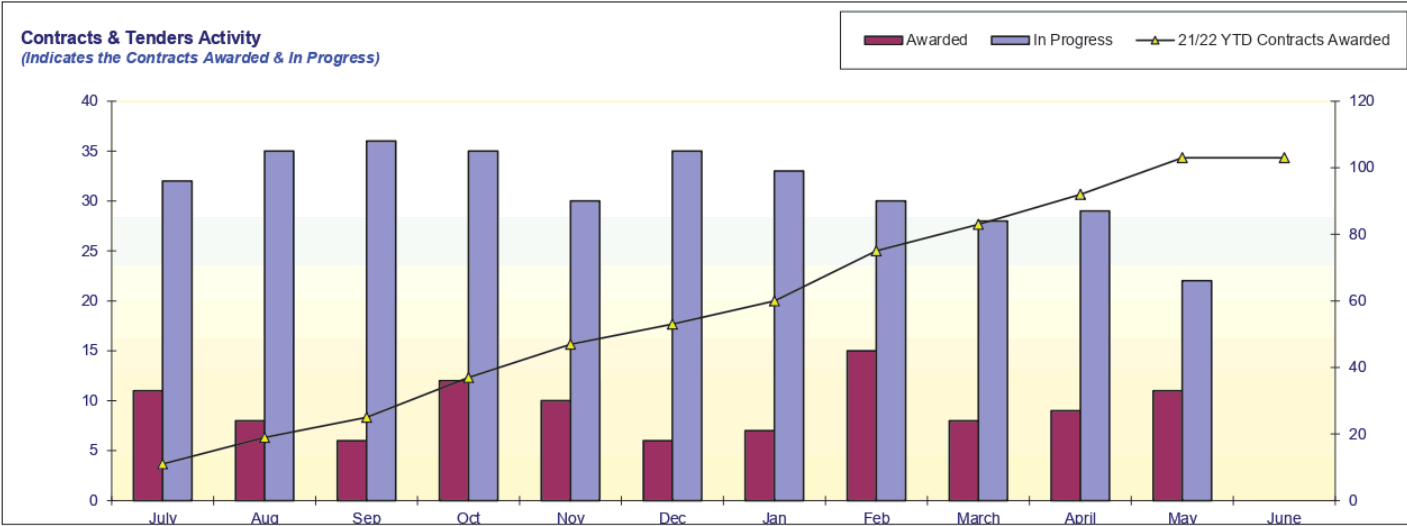
Service Level Statistics

Service Level	Target	Current Performance
Maintain the ratio of customer queries satisfied by Customer Service Officers, without referral to departments.	70%	96%
IT support services provided within service levels outlined in the IT Service Catalogue.	90%	84%
Ensure availability of system up-time during core business hours (excluding planned outages).	99%	100%
Process records on the day of receipt as per Recordkeeping Charter.	95%	100%
Ensure supplier payments are made within stated trading terms.	90%	88%

Rates



Procurement & Logistics



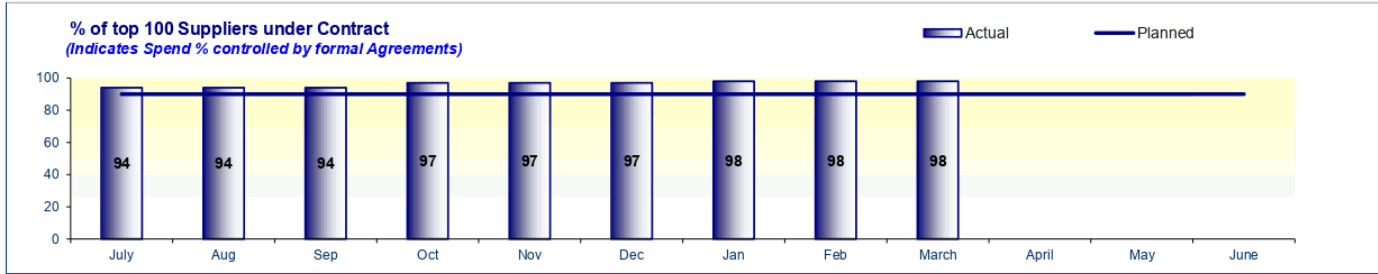
Contracts Awarded: 11

- TEN14921 - Roof Replacements 152 Lakes Creek Road - Johns Lyng (Qld) Central Pty Ltd - \$979,272.80
- TEN14922 - Dewatering of Sludge Lagoons at Three Existing Sewage Treatment Plants - Desilting Solutions Pty Ltd - SOR
- TEN14923 - RPQS for Supply of Safety Footwear - JC Rising Pty Ltd T/A Totally Workwear Rockhampton - SOR
- TEN14928 - Repair Hail Damaged Igloo Roofs - Bartlem Construction Services Pty Ltd - \$68,025
- QUO14930 - S&D of Aluminium Chlorohydrate to Glenmore Water Treatment Plant - Chemprod Nominees Pty Ltd - SOR
- TEN14944 - Mt Morgan Pool Redevelopment Concept Design Development & Independent Verification - GHD Pty Ltd - \$255,800
- QUO14947 - Supply & Delivery of Gaseous Chlorine - Ixom Operations Pty Ltd - SOR
- TEN14955 - Repairs to Hail Damaged Buildings at Kershaw Gardens Central Precinct Fraser Street Entrance - Ezy Projects Pty Ltd - \$213,059.13
- TEN14962 - Repairs to Hail Damaged Roof at 108 Lakes Creek Road - Johns Lyng (Qld) Central Pty Ltd - \$28,299.60
- QUO14977 - Construction of Wackford Street Stormwater Inlet Works - RMS Engineering & Construction Pty Ltd - \$76,725.00
- QUO14990 - HV Electrical System Maintenance at the Glenmore Water Treatment Plant - Nilsen (Qld) Pty Ltd - \$25,864.00

Contracts in Progress: 22

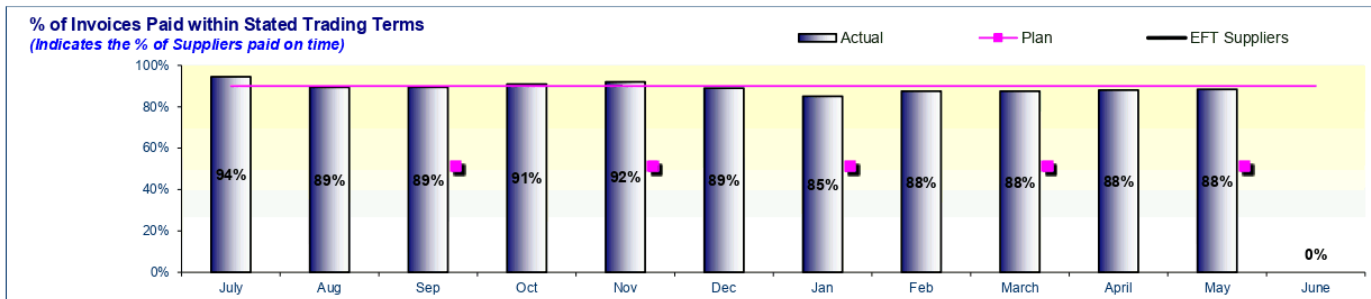
TENXXXX - RPQS Landscaping, Irrigation and Turf - Document Development
TEN14424 - Contract Refresh - Hire of Plant & Equipment 2022/2023 - Under Evaluation
TEN14623 - Temporary Labour Hire Services - Closed 16 Mar - Under Evaluation
TEN14684 - Provision of Security Services - Document Development
TEN14797 - Frenchmans and Thozets Creeks Flood Study - Document Development
TEN14893 - Corporate Salary Packaging Service - Closed 23 March - Under Evaluation
TEN14906 - Hire of a Package Water Treatment Plant for Mount Morgan Drinking Water Supply - Closed 23 March - Decision not to award.
TEN14907 - Construction of Gracemere Waste Transfer Station - Closed 23 March - Under Evaluation
TEN14917 - RPQS for Asbestos Removal Disposals - Closed 27 April - Under Evaluation
TEN14918 - Maintenance of Backflow Prevention Devices - Closes 15 June
TEN14920 - RPQS for Engineering Maintenance and Manufacturing - Closed 27 April - Under Evaluation
TEN14938 - Demolition & Removal of Various Council Assets - Closes 11 May
QUO14954 - Sale of Generator - Closed 4 May - No Submissions
TEN14963 - Recyclable Processing Services 2023-2033 - Document Development
TEN14968 - Master Plan Design for proposed Sporting Precinct - Closed 18 May - Under Evaluation
TEN14978 - Heritage Village Back of House Screening Fence - Closed 25 May - Under Evaluation
QUO14980 - Human Movement Data Services - Closed 25 May - Under Evaluation
QUO14986 - Corrective Works and Dam Deformation Survey - Closed 25 May - Under Evaluation
QUO14992 - Botanic Gardens & Zoo Enclosure Refurbishment - Closes 8 June
QUO15010 - Dooley Street Landscape and Irrigation - Closes 8 June
QUO15012 - Street Scaping William Street - Closes 8 June
QUO15077 - Demolition and Asbestos removal for Residential Dwelling and Ancillary Structures at 111 West Street - Closes 15 June
QUO15080 - Rectification of Window Seals at Rockhampton Library - Closes 15 June
TEN15082 - RPQS for the Provision of Pre-Employment Drug & Alcohol Testing - Document Development

% of top 100 Suppliers under Contract



The operational target is to have 90% of Council's top 100 suppliers covered by formal agreements. For the January to March quarter 98% of Council's top 100 suppliers were under formal agreements. The top 100 suppliers are the 100 suppliers with the largest reported quarterly Council expenditure and is reported quarterly. **Note:** The % of top 100 suppliers under Contract for the April to June quarter will be completed in July.

% of Invoices paid within stated trading terms



For this month, 88% of supplier invoices were paid within the Supplier's agreed payment terms (Op Target - 90% of Suppliers paid on time). The number of suppliers being paid by electronic funds transfer (EFT) is currently at 99% (target 90%).

Customer Request Statistics

Customer Requests Completed Monthly & Top 5 Customer Requests

	July	August	September	October	November	December	January	February	March	April	May	June
Requests Logged	3486	4028	3869	3648	4338	3408	3603	4075	4499	3465	4015	
Same month Completed	2715	3270	3150	2883	3233	2694	2612	3074	3473	2551	2883	
% completed same month	79%	81%	81%	79%	74%	79%	72%	75%	77%	74%	72%	
Completed Total for Month	4490	4415	4357	3857	4515	3871	3592	4339	4873	3521	4203	
Total Pending	2952	2713	2656	2539	2814	2583	2846	2907	2832	2964	3180	
Top 5 Requests for Month	Water Meter Replacement Financial Rate Search Assets & Facilities Management Duty Planner Wandering & Restrained Eze Collection	Water Meter Replacement Financial Rate Search Assets & Facilities Management Duty Planner Enquiry Water Leak	Financial Rate Search Water Meter Replacement Assets & Facilities Management Duty Planner Water Leak	Financial Rate Search Assets & Facilities Management Water Meter Replacement Wandering & Restrained Eze Collection Duty Planner	Financial Rate Search Assets & Facilities Management Water Meter Replacement Tree Trimming Wandering & Restrained Eze Collection	Financial Rates Search Overgrown Lot, Accumulation Of Materials Management Water Leak Water Meter Replacement	Financial Rates Search Assets & Facilities Management Overgrown Lot, Accumulation Of Materials Water Leak Tree Trimming - Request	Financial Rates Search Assets & Facilities Management Water Meter Replacement Water Leak Tree Trimming - Request	Financial Rates Search Assets & Facilities Management Water Meter Replacement Water Leak Tree Trimming - Request Missed General Bin Service	Financial Rates Search Assets & Facilities Management Missed General Bin Service Missed Bin Recycling Water Leak	Financial Rates Search Water Meter Replacement Wandering & Restrained Eze Collection Assets & Facilities Management Water Leak	

Total outstanding customer requests up to 3 months old:	1724	Current Under Investigation Long Term up to 3 months old:	298
Total outstanding customer requests between 3 to 6 months old:	352	Current Under Investigation Long Term between 3 to 6 months old:	58
Total outstanding customer requests greater than 6 months old:	1104	Current Under Investigation Long Term greater than 6 months old:	879

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

COMMUNITY SERVICES

Directorate

POINTS OF INTEREST

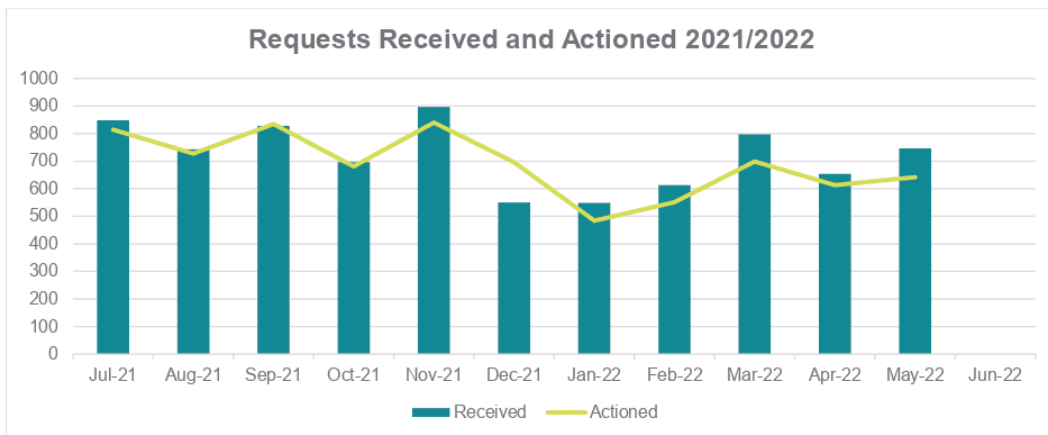
- 2022 Homeless Connect Event was successfully held 19th May 2022 at the Robert Schwarten Pavilion, Rockhampton Showgrounds.

135 clients took advantage of an array of services able to be accessed at the one venue. Besides welfare agencies in attendance, local businesses also donated their time and services i.e Moore Eyes and Birdie Hair Boutique providing free eye checks and haircuts respectively.

Community Assets & Facilities

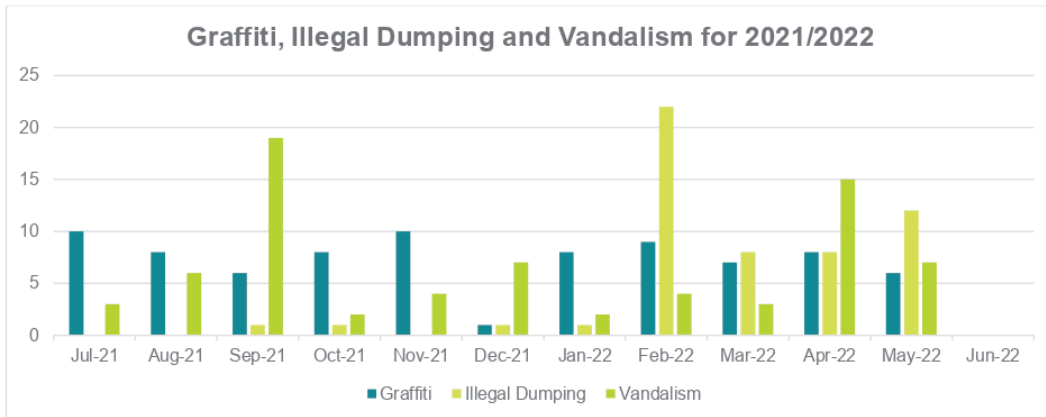
POINTS OF INTEREST

- Nil LTI's
- Due to the recent rain the below works were delayed
 - Replacement of shade sails
 - Heritage Village Carpark Redesign
- Rockhampton Showgrounds was broken into 3 times for the month of May, however no further break-ins occurred after the mobile CCTV was placed at the showgrounds.
- A number of vandalisms are still occurring at the public amenities within Mt Morgan and Rockhampton.
- New playground equipment installation at Lyle Albert Dobbs Park completed.

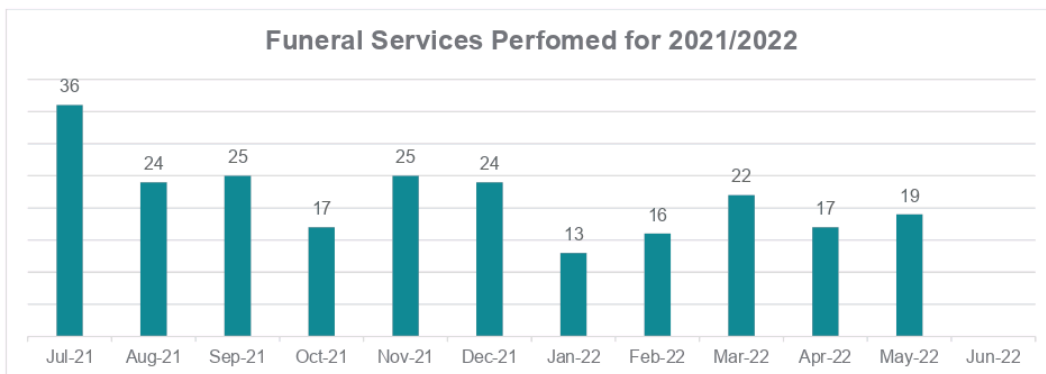


	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	TOTAL
Received	848	743	828	696	897	550	548	613	797	654	746		7174
Actioned	814	728	835	681	840	696	484	551	699	613	642		6941

Corporate Performance Report | 01 May 2022 – 31 May 2022

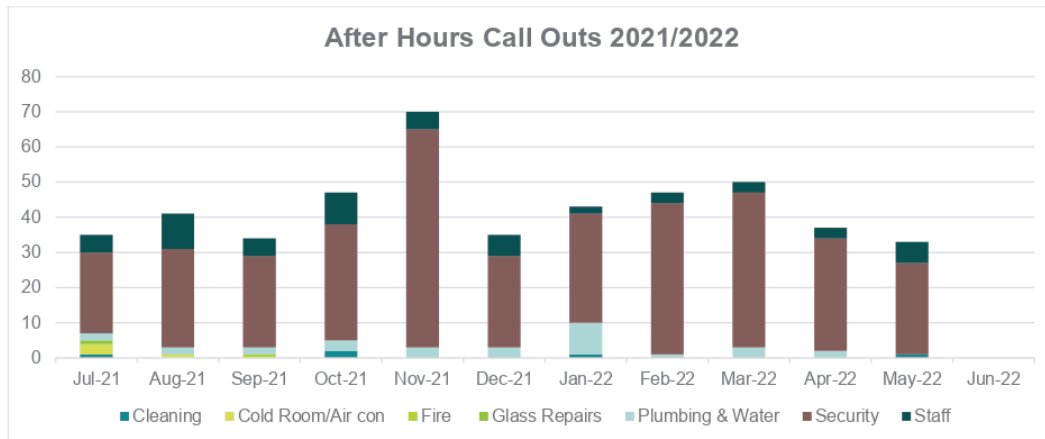


Graffiti, Illegal Dumping and Vandalism for 2021/2022													
	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	TOTAL
Graffiti	10	8	6	8	10	1	8	9	7	8	6		75
Illegal Dumping	0	0	1	1	0	1	1	22	8	8	12		42
Vandalism	3	6	19	2	4	7	2	4	3	15	7		65



Funeral Services Performed for 2021/2022													
Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	TOTAL	
36	24	25	17	25	24	13	16	22	17	19		219	

Corporate Performance Report | 01 May 2022 – 31 May 2022



After Hours Call outs 2021/2022													
	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	TOTAL
Cleaning	1			2			1				1		4
Cold Room/Air con	3	1											4
Fire			1										1
Glass Repairs	1												1
Plumbing & Water	2	2	2	3	3	3	9	1	3	2			30
Security	23	28	26	33	62	26	31	43	44	32	26		348
Staff	5	10	5	9	5	6	2	3	3	3	6		51

Communities & Culture

POINTS OF INTEREST

MAJOR VENUES

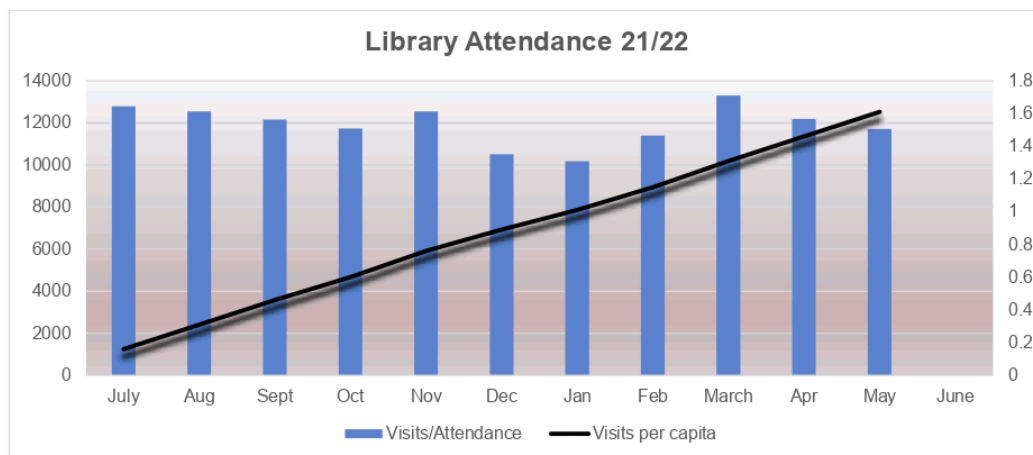
The second weekend of the community musical (Jersey Boys) was restaged after a COVID wave caused cancellation in March. The Pilbeam Theatre had a solid month of entertainment and community engagement, with both Camerata (chamber orchestra) and Opera Qld delivering community workshops for our region, both of which culminated in performances with our community members joining the professional organisations on stage.

Eisteddfod returned after two cancelled years due to COVID in both the Pilbeam Theatre and Walter Reid Cultural Centre. Numbers for Eisteddfod were down on previous years, typically due to group activities being unable to rehearse during the COVID outbreak earlier in the year. The Walter Reid Cultural Centre hosted the alliance French Film Festival as well as the regular Rocky Flix.

The Mt Morgan showgrounds welcomed the Annual Mt Morgan Rodeo early in the month, whilst the Rockhampton showgrounds had a busy month with Tastes of the World Cultural Festival, pre and on the day polling for the federal election, the annual Homeless Connect event and the final 'double header' saloon car finale to their 21/22 season.

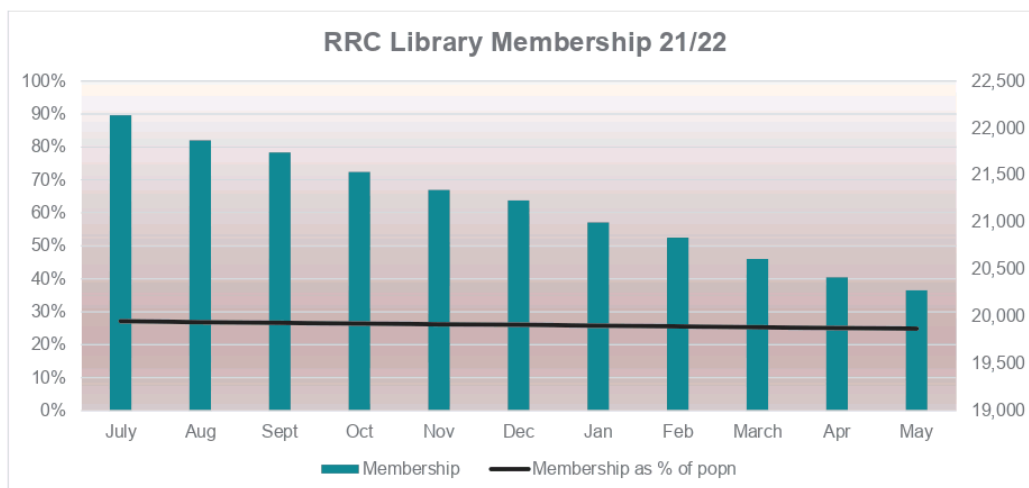
HERITAGE VILLAGE

- Mother's Day markets – approx. 3000 attendees
- Re-commencement of school tours (after the COVID restrictions eased)
- Capital works – widening of entry/exit point plus new kerbing complete



Corporate Performance Report | 01 May 2022 – 31 May 2022

Library	YTD	20/21	19/20	Population
Attendance	131,052	123,157	183,604	81,512
Ratio Measure	1.61	1.51	2.26	4.8 Target



Library	YTD	20/21	19/20	SLQ Target
Membership	20,278	22,340	25,601	
Membership as % of popn	24.88%	27.41%	31.58%	44%

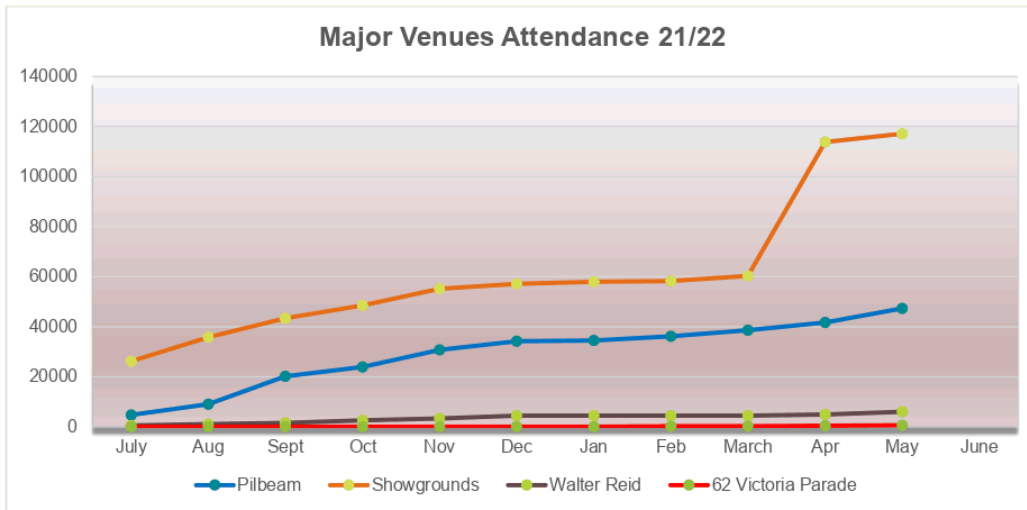
HISTORY CENTRE ATTENDANCE 21 /22

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD 21/22	20/21	19/20
Attendance	170	151	147	127	105	101	123	155	181	143	154		1403	1,557	1,820

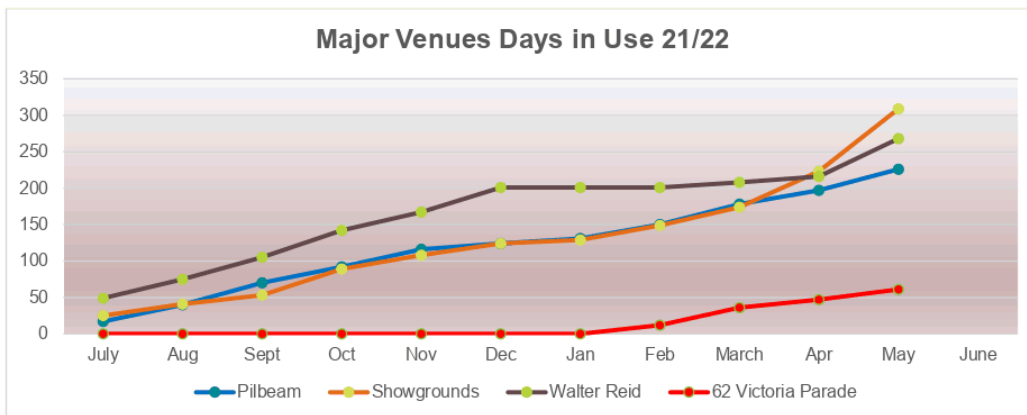
CHILDCARE STATISTICS UTILISATION % 21/22

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD 21/22	20/21
Utilisation%	97	96	98	99	98	98	94	93	91	74	92		96	95

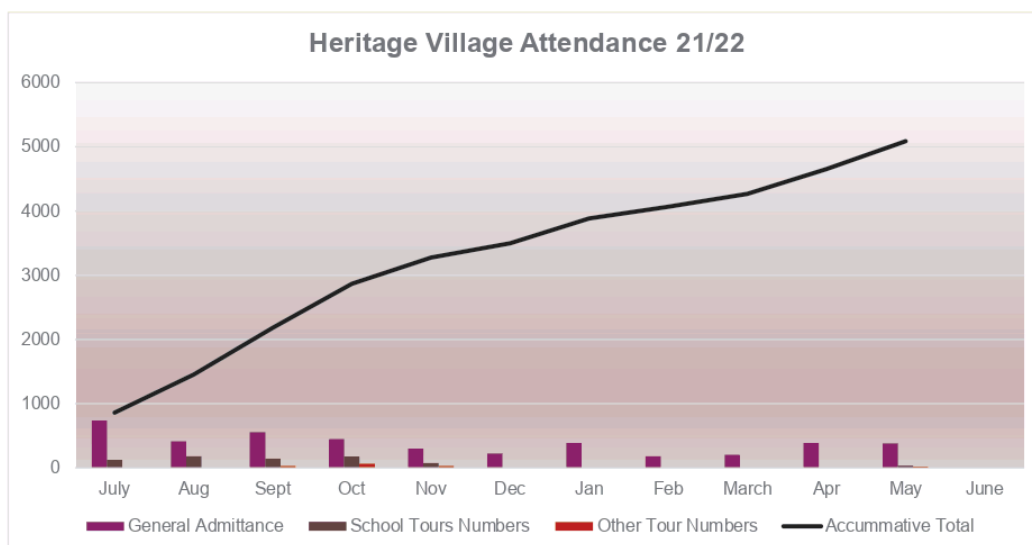
Corporate Performance Report | 01 May 2022 – 31 May 2022



Venue Attendance	YTD 21/22	20/21	Venue Days in Use	YTD 21/22	20/21	19/20
Pilbeam	47,300	28,131	Pilbeam	226	209	240
Showgrounds	117,166	301,660	Showgrounds	309	251	235
Walter Reid	5,973	5,100	Walter Reid	268	281	185
62 Victoria Parade	592	N/a	62 Victoria Parade	61	N/a	N/a



Corporate Performance Report | 01 May 2022 – 31 May 2022

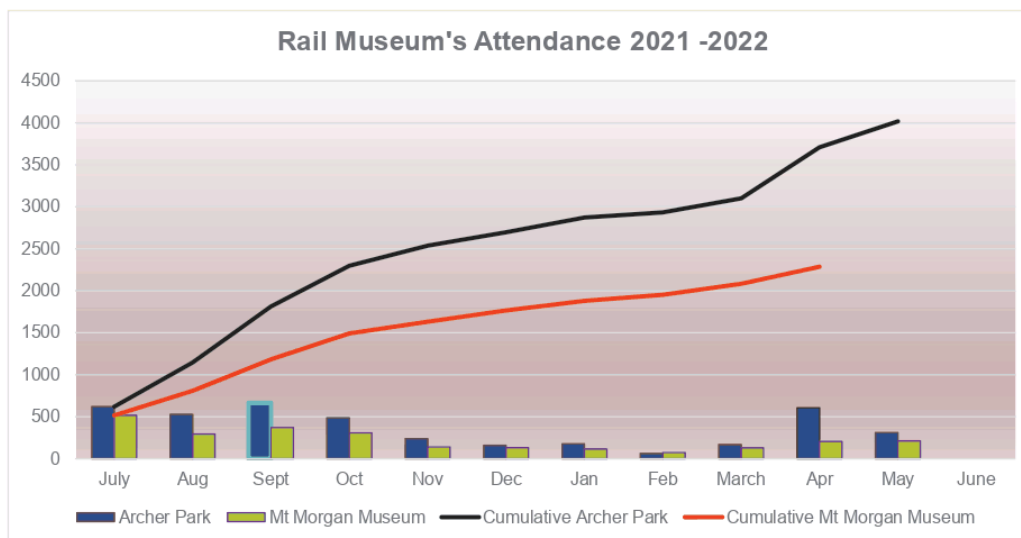
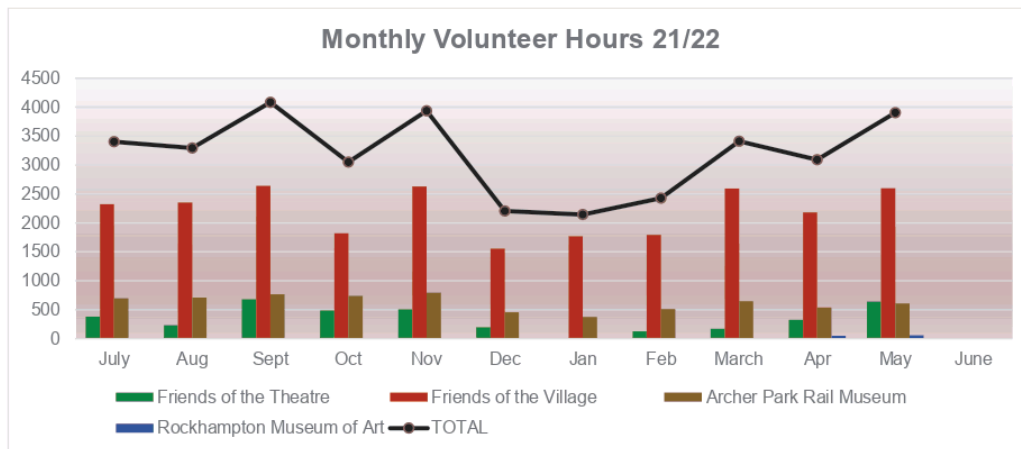


Heritage Village Visitor Types	YTD 21/22	2020/21	2019/20	2018/19
General Admittance	4,210	Closed	2,365	3,492
School Tours Numbers	731	Closed	1,747	1,741
Other Tour Numbers	146	Closed	277	655
TOTAL	5,087		4,389	5,888

Heritage Village Events & Markets	YTD 21/22	2020/21	2019/20	2018/19
School Holiday Activities July – 6 day period	1,801	Closed	1,520	1,876
School Holiday Activities Sept – 6 day period	803	Closed	797	523
School Holiday Activities Easter	967			
Cultural Festival	1,570	Closed	N/a	2,419
Markets	2,944	Closed	5,596	14,074
Emergency Service Day, Halloween, Heritage Festival.		Closed	1,241	10,532
TOTAL	8,085		9,154	27,005

Shearing Shed	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Actuals	1	2	3	4	1	1	0	0	1	2	5		15

Corporate Performance Report | 01 May 2022 – 31 May 2022

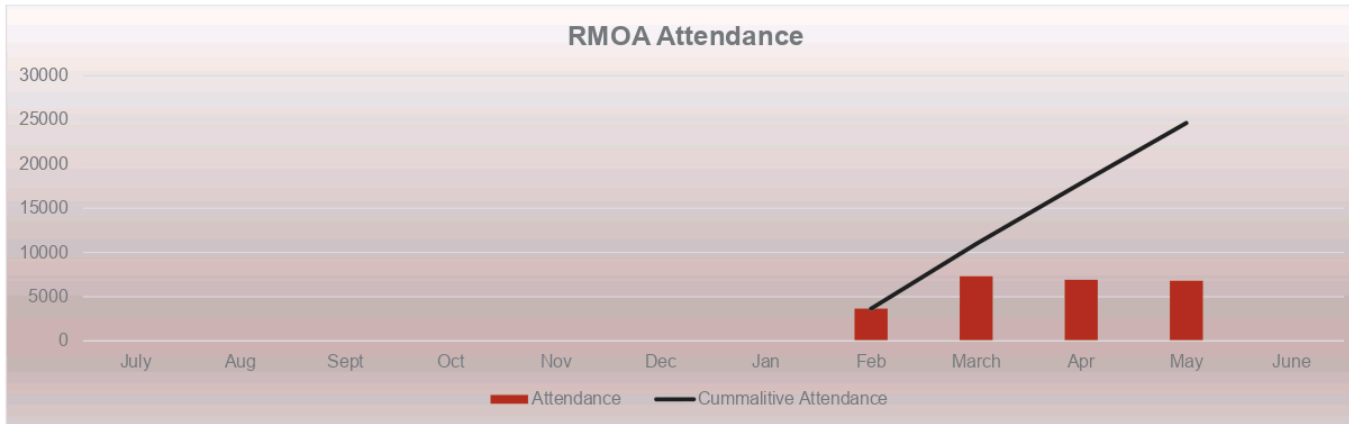
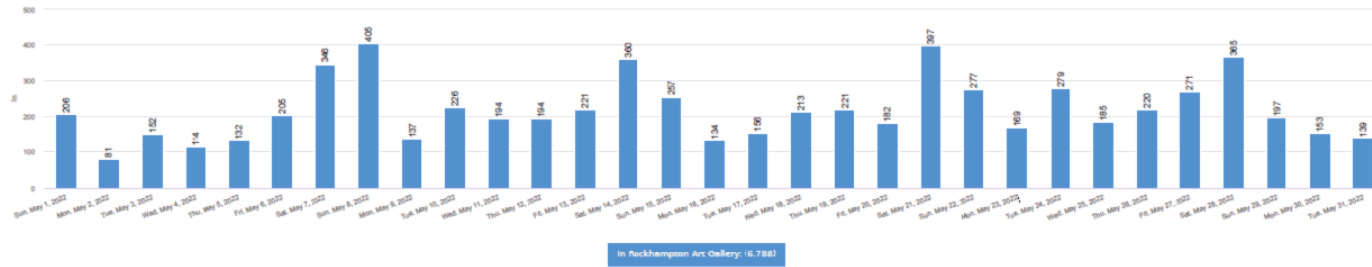


Museum Attendance	YTD 21/22	20/21	19/20
Archer Park Museum	3,708	4,072	5,211
Mount Morgan Museum	2,286	4,350	1,686

Rockhampton Museum of Arts

RAG Traffic - Last Month

Opening hours 08:00 - 20:00
 Period May 1, 2022 - May 31, 2022



HOME ASSIST**State Government – Department of Communities, Housing & Digital Economy – Home Assist Program**

Measured Service Type	Reporting Hrs/ Month	Monthly Output Target	Year To Date Actual	Output Service Delivery Targets
Info Refer	206 hrs	105.68 hrs	1,217 hrs	1,429.76
Home Maintenance	932 hrs	775.04 hrs	10,454hrs	9,300.56

CQ Home Assist Secure serviced 397 State Funded clients' homes services with a total of 601 jobs in May 2022

CHSP – Federal Funding

Measured Service Type	Current Monthly Outputs	Monthly Output Service Delivery Target	YTD Actual	Financial Year Service Delivery Target
Garden Maintenance	95.25 Hrs	See below	See below	See below
Major Home Maintenance	434 Hrs	See below	See below	See below
Minor Home Maintenance #incl Field Officer Travel, First Interviews/Info Refers Minor Home Maintenance Field Officer Additional Hours	282.5 Hrs	See below	See below	See below
Total Measure output hours	811.75 Hrs	467.75 Hrs	5492.83 Hrs	5,613 Hrs
Complex & Simple Mods	\$32,396	\$40,774	\$293,167	\$489,293

CQ Home Assist Secure serviced 408 Federally Funded clients' homes, with a total of 668 jobs in May 2022

The program CQ Home Assist Secure - 3,326 calls in May 2022

Parks

POINTS OF INTEREST

Parks has had a very damp month with several days, and weeks, washed out due to a late wet season following heavy downpours. Although this didn't stop ground crews from keeping up the hard work and staying on top of accelerated vegetation growth.

To make the most of lost time due to wet weather, the Northside and Sport & Irrigation teams completed a review of Work Instructions and Beacons at 175 East Street, to further improve their continuous development and ensure everyone is up-to-date.

TMR access permit applications (access to the median strips to perform maintenance) has seen progress, with the full TMR network now made.

Botanic Gardens Open Day – National exposure on BGANZ website and RRC media release. Rockhampton Botanic Garden participated with the re-launch of the Visitor Information Centre, free guided walks and plant sales, event was well attended by the public and had visitation from Councillors.

The Friends of the Gardens have now officially re-opened the Information Centre next to the Botanic Gardens administration building, they will be open three (3) days a week between 10am and 2pm on Monday, Thursday and Sunday to welcome visitors and assist where they can.

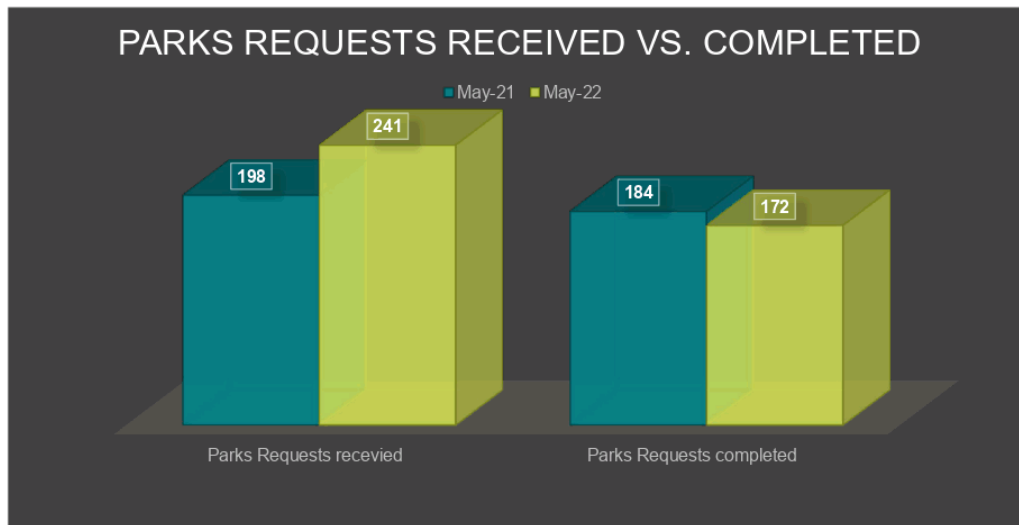
Flying Fox Dispersal and nudging program is working collaboratively with the Health and Environment team, the program began on the 15th May and was reasonably successful with a reduction of the colony of almost 50% and minimal numbers around the kiosk area with clear improvements in cleanliness and smell of the area. Sadly due to the arrival of Little Red Flying Foxes that are pregnant and a sighting of LRFF mothers carrying young the program was downgraded to a nudging activity at approximately halfway through the dispersal action which may have limited the effect of the program and overall result.

A total of \$6,174 in revenue was generated through the Zoo Encounters Program during the month of May.

On the safety front, zero claims against Council were made in May for projectile related incidents. Considering the level of production required in May, this is a significant success.

Col Brown park landscaping works were completed consisting of new soil, retaining blocks and garden plantings.

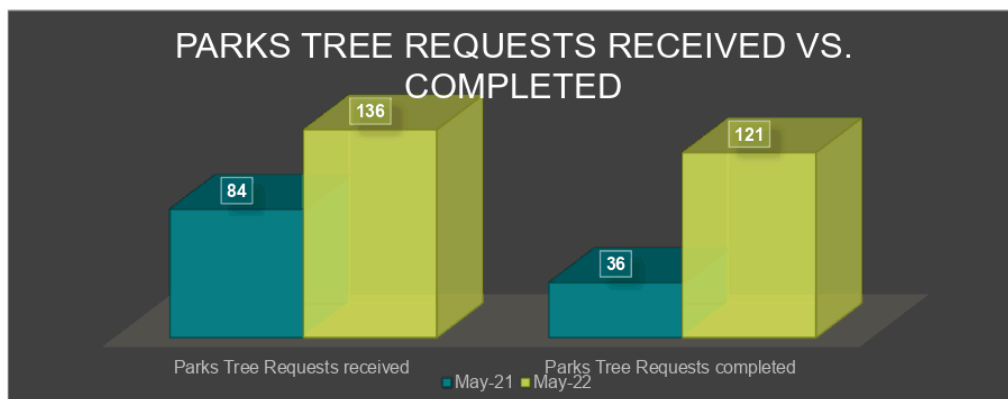
PARKS PATHWAY REQUESTS



Commentary: The above graph showcases the compared data for all Parks requests received and completed for May 2021 and 2022, noting there were more requests received than 2021 and a similar amount of requests completed.

- There was an increase of **19.59%** more requests received in May 2022

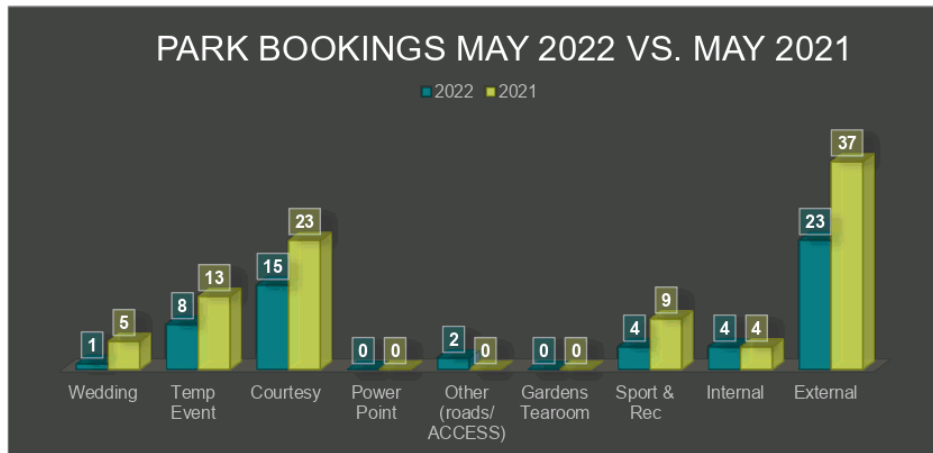
PARKS TREE PATHWAY REQUESTS



Commentary: The above graph showcases the compared data for Parks Tree requests received and completed for May 2021 and 2022, noting there were more requests received, *and* completed in 2022.

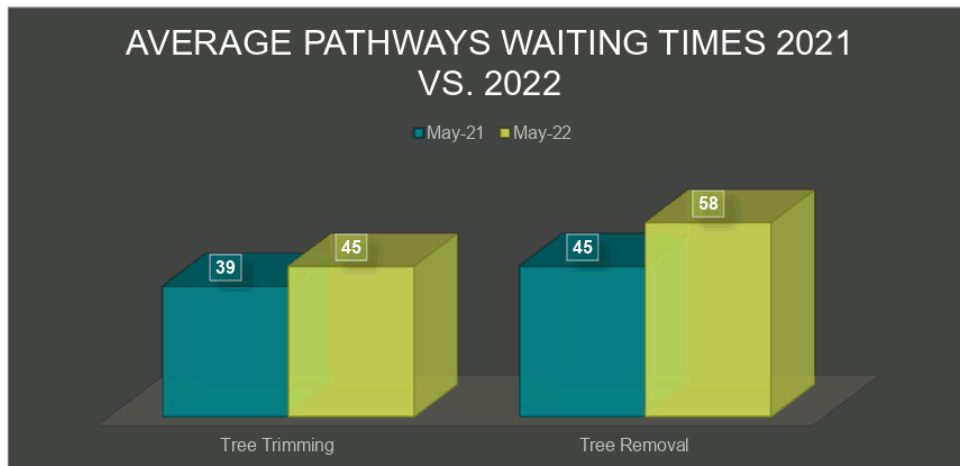
- There was an increase of **47.27%** more Tree requests received in May 2022.
- Meanwhile, there was an increase of **108.28%** in completed Tree requests during May 2022.

PARK BOOKINGS



Commentary: The data showcased highlights a **37.36% decline** of Parks bookings in the month of May, when comparing 2021 and 2022.

AVERAGE WAITING TIMES



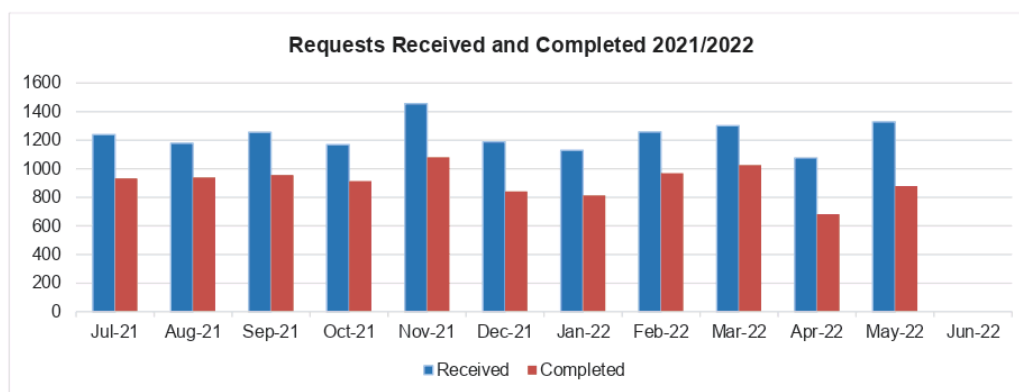
Commentary: The above graph showcases the compared data for average waiting times in Pathways for tree trimming and removal, for May 2021 and 2022. Noting there was a small increase in waiting times for both data groups.

- There was an increase of 14.28% in waiting time for Tree Trimming in 2022.
- Meanwhile, there was an increase of 25.24% of waiting time for Tree Removal in 2022.
- Wait times have been effected by the team placing focus on a number of long term outstanding requests that had not been completed due to system issues.

Planning & Regulatory Services

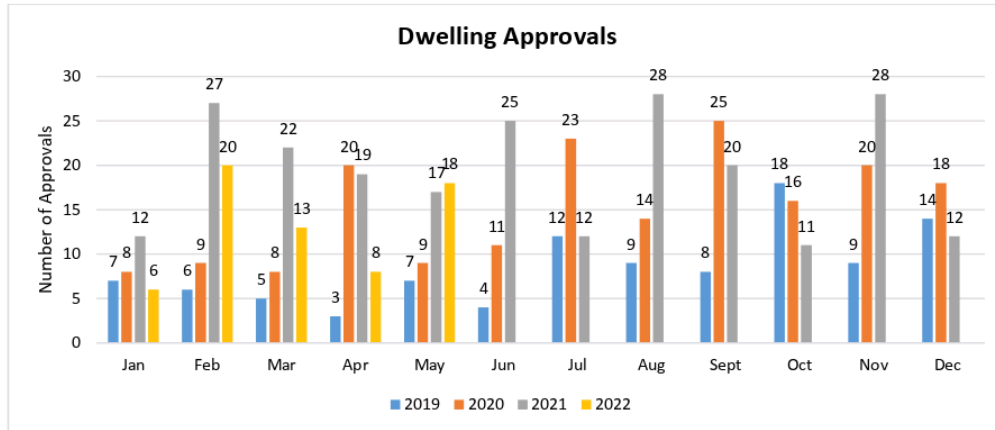
POINTS OF INTEREST

- RSPCA’s Operation Wanted commenced 1 June and runs through to 31 August. Capricorn Vet Surgery is our Regions participating vet offering 20% discount on desexing.
- There has been an increase in water lettuce in the main river channel post the May rainfall and river flow, with some flowing through the barrage to the saltwater side of the river. The water lettuce has come from Nord Say Lagoon in South Yaamba which has resulted in a 90% reduction of water lettuce in the lagoon. The pest management team are working to treat the water lettuce on the river.
- A development application for the old Bunnings site at 452-488 Yaamba Road, Norman Gardens has been received. Four stages are listed in the application:
 - Stage 1: Supermarket (Coles), foyer/ circulation, amenities, and liquor store (Liquorland),
 - Stage 2: Specialty store and outdoor seating,
 - Stage 3: Extension to Shopping centre (additional Specialty) and Showroom, and
 - Stage 4: Multiple dwelling (12 x 4 bed townhouses).

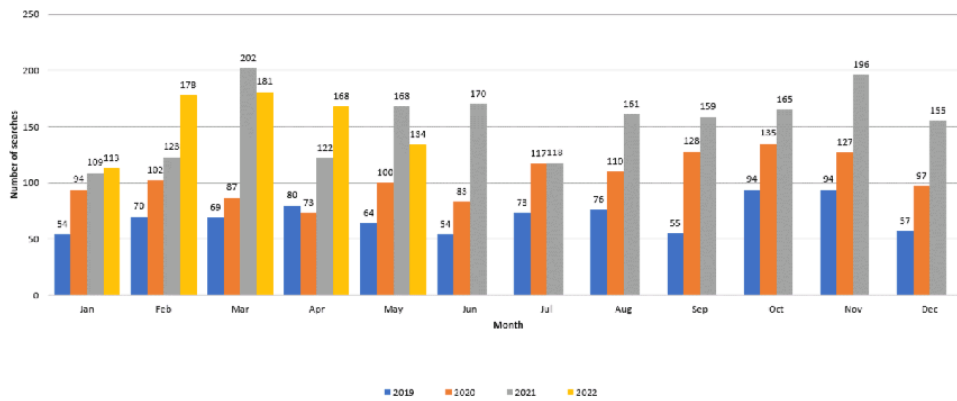


Requests Received and Completed 2021/2022													
	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	TOTAL
Received	1239	1178	1255	1169	1456	1188	1129	1257	1302	1076	1328	0	13577
Completed	933	939	956	914	1081	841	813	969	1026	682	879	0	10033

DWELLING APPROVALS IN THE REGION



PROPERTY SEARCHES

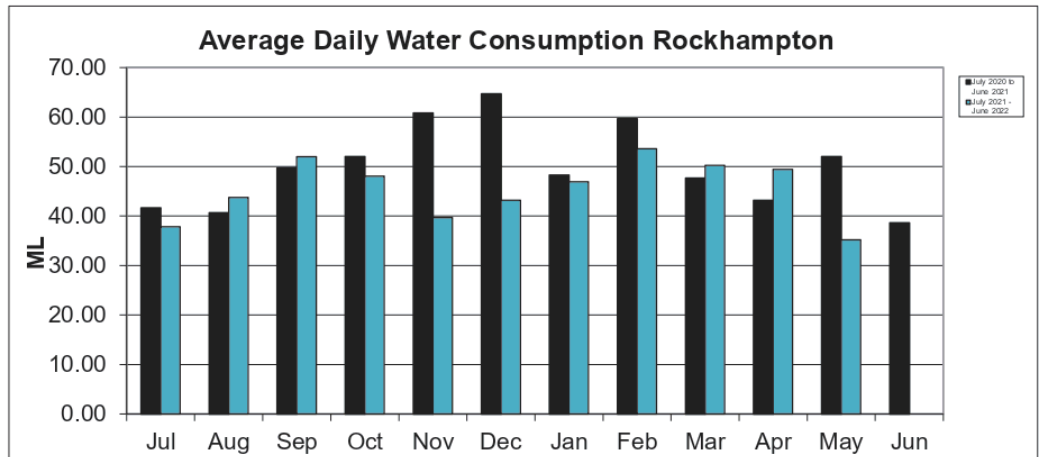


REGIONAL SERVICES
Fitzroy River Water

Drinking Water Supplied

Data is presented in graphs for each water year.

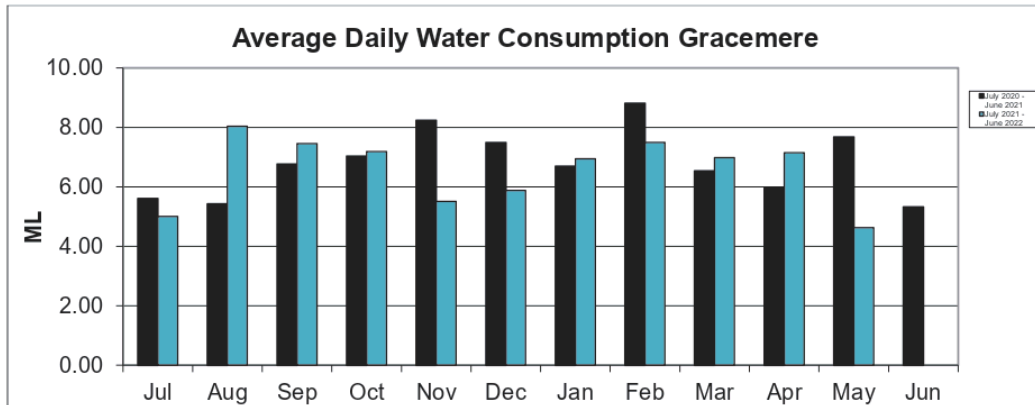
Rockhampton



Average daily water consumption during May (35.19 ML per day) decreased compared to that recorded in April (49.44 ML per day) and was lower than that reported in the same period last year. The decreased consumption was due to significant unseasonal rainfall in the catchment in May.

The Fitzroy Barrage Storage is currently at 100% of accessible storage volume and is therefore well above the threshold in the Drought Management Plan used to trigger the implementation of water restrictions.

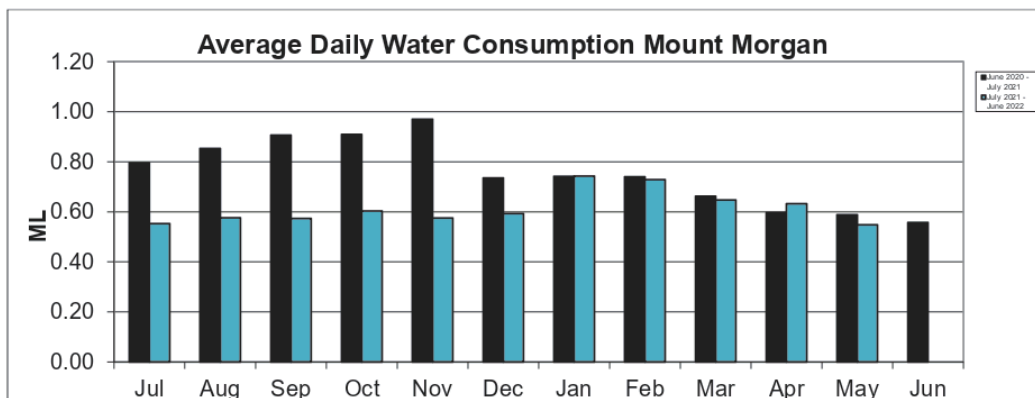
Gracemere



Average daily water consumption during May (4.63 ML per day) decreased compared to that recorded in April (7.15 ML per day) and was lower than that reported in the same period last year. The decreased consumption was due to significant unseasonal rainfall in the catchment in May.

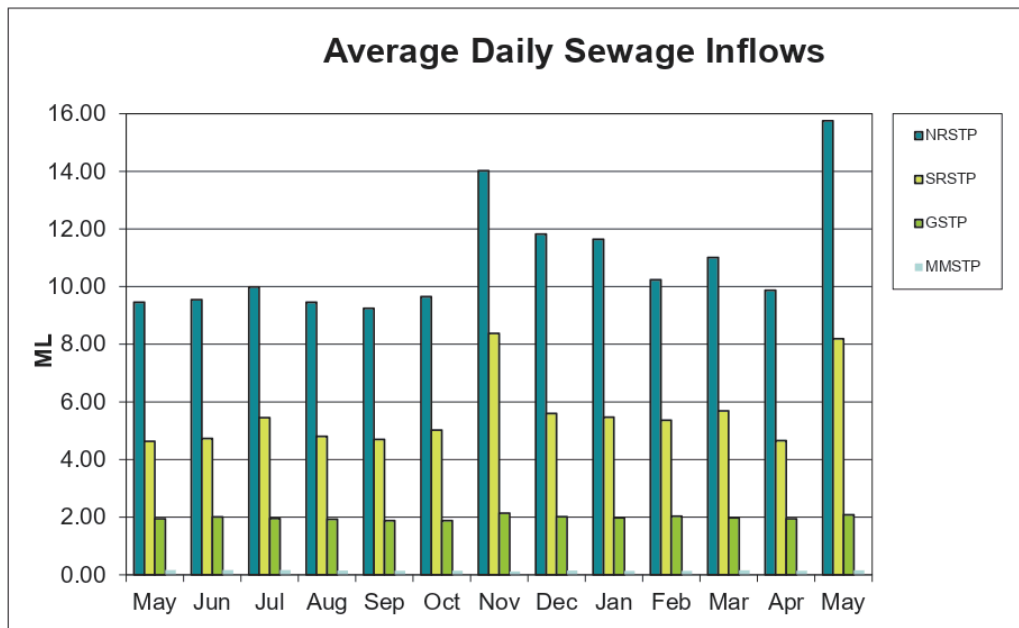
The Fitzroy Barrage Storage is currently at 100% of accessible storage volume and is therefore well above the threshold in the Drought Management Plan used to trigger the implementation of water restrictions.

Mount Morgan



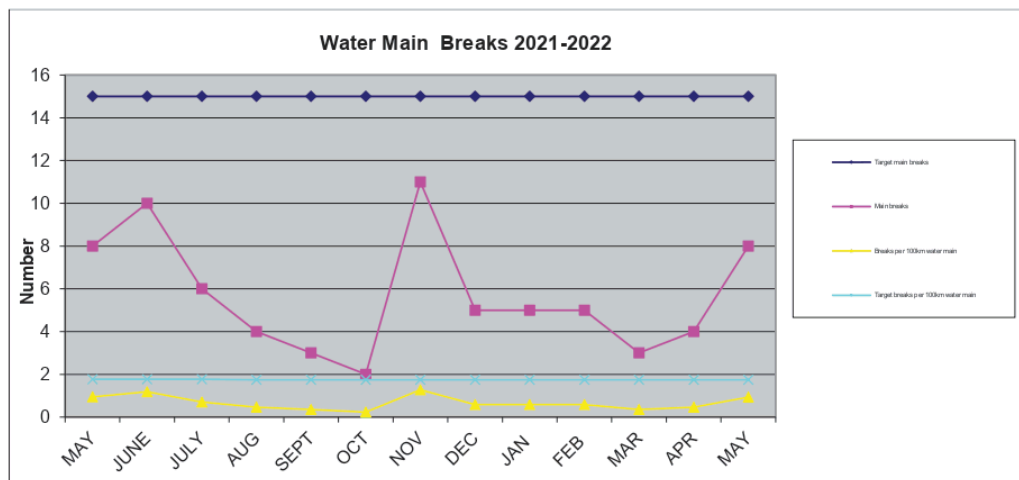
Average daily water consumption during May (0.55 ML per day) decreased compared to that recorded in April (0.63 ML per day) and was lower than that reported in the same period last year. The decreased consumption was due to some rainfall in the catchment in May.

Mount Morgan remains on Level 6 Water Restrictions. Mount Morgan No. 7 Dam storage is currently at 21%. The town water supply continues to be 100% supplied with tankered potable water from Gracemere.



Average daily sewage inflows during April increased in all STPs compared to that recorded in May. Inflows from all STPs were higher compared to that recorded in the same period last year. With NRSTP and SRSTP significantly higher due to significant unseasonal rain.

Regional Water Main Breaks



Performance

Target achieved with an increase in breaks from recent months, a continual reduction in water main breaks is evident. Changing weather conditions, reduced consumption and ground movement could well be contributing factors to this slight increase.

Response to Issues

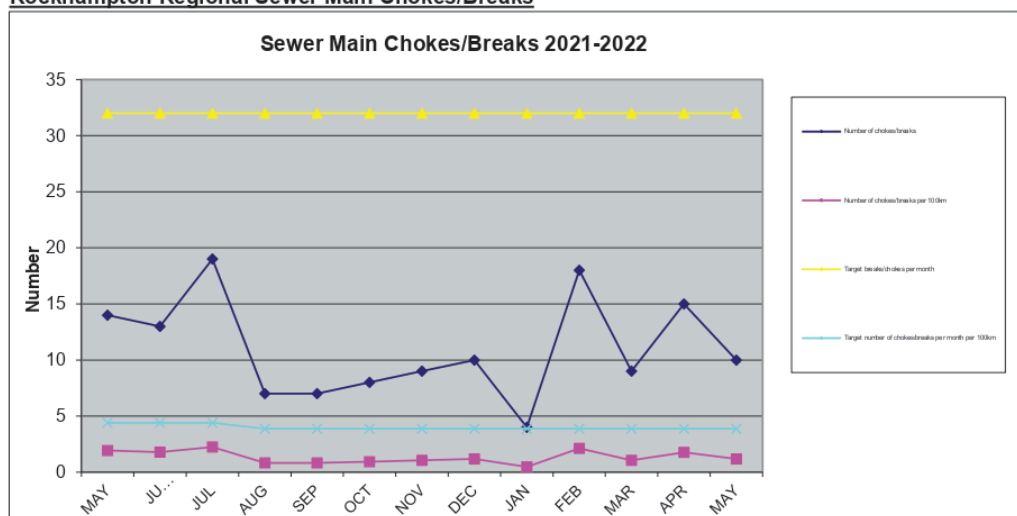
Continued defect logging and pressure management will help to reduce failure occurrences. Water mains experiencing repeated failures are assessed for inclusion in the annual Water Main Replacement capital program.

	Number of Main Breaks	Target Main Breaks	Breaks per 100 km	Target Breaks per 100 km	Rolling average per 100 km
May	8	15	0.93	1.77	0.59

Locality	Main Breaks
Rockhampton	8
Mount Morgan	0
Regional Total	8

Corporate Performance Report | 01 May 2022 – 31 May 2022

Rockhampton Regional Sewer Main Chokes/Breaks



Performance

Target achieved, it is still evident that mainline sewer blockages are continuing to remain at an acceptable level in line with capital sewer refurbishment programs.

Issues and Status

Data indicates that a high percentage of blockages / overflows continue to be caused by defective pipes resulting in tree root intrusion.

Response to Issues

Continued defect logging, CCTV inspection and assessment for inclusion in the Capital Sewer Main Relining and rehabilitation programs.

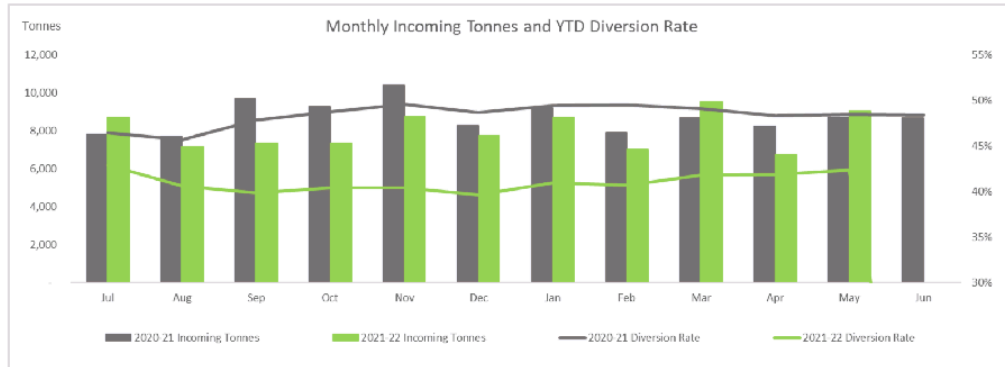
	Number of chokes/ breaks	Target chokes/breaks per month	Number of chokes/ breaks per 100 km	Target number of chokes / breaks per month per 100km	Rolling 12 month average per 100 km chokes / breaks
May	10	32	1.2	3.88	1.24

Locality	Surcharges	Mainline Blockages
Rockhampton	6	10
Mount Morgan	0	0
Regional Total	6	10

Water Meter Replacement	Number completed	FY to date totals
Reactive Replacement	42	1854
Planned Replacement	113	280
Regional Total	155	2134

Rockhampton Regional Waste and Recycling

Total Incoming Tonnes



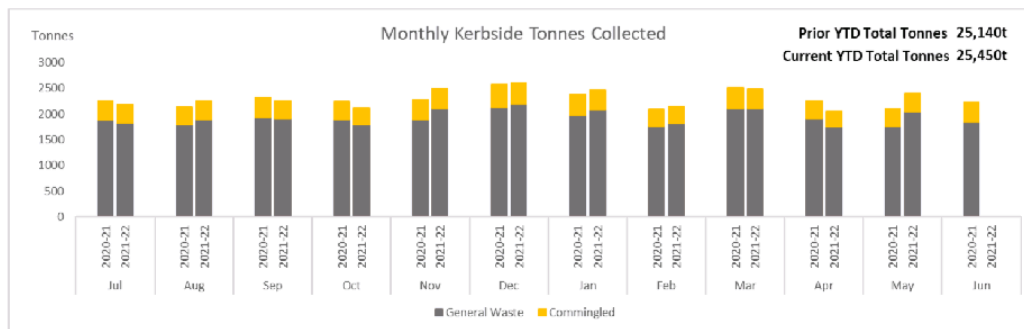
Reading this Chart

Diversion rate is % of incoming waste we recover as opposed to burying in landfill. This is a strategic KPI measuring our progress to zero waste to landfill by 2050. Incoming tonnes is an indicator of the waste generation trends in our region, and the impact our current strategies are having on reducing those trends. Current year performance is shown in green.

Current Commentary

YTD diversion rate is holding at 42%, against diversion rate of 48% in the previous two years. This continues to be driven by an increase in mixed waste going to landfill from both commercial and domestic source since the start of the pandemic, along with the drop in incoming green waste. Whilst RRWR continue to put in place several important strategies, to date these have been tackling relatively low tonnage waste streams such as solar panels and polystyrene.

Kerbside Tonnes



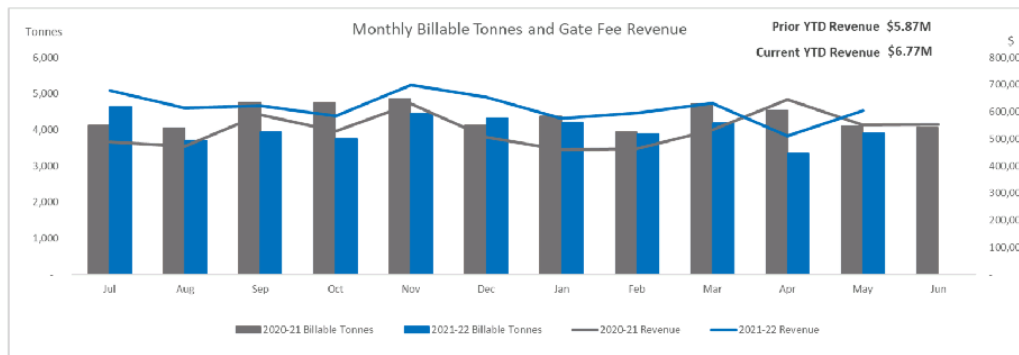
Reading this Chart

Showing the total waste generation and recovery rates at the kerbside, providing an indicator of the extent to which we are diverting household waste and meeting our strategic KPI to reduce household waste by 25% by 2050.

Current Commentary

May saw an upswing in general waste tonnes at the kerbside, now tracking 2.2% higher than last year, and 6.6% higher than 2019-20. There also continues to be a decrease in commingled recycling tonnes, down 3.7% YTD on last year and 5.5% on 2019-20. A community wide "Recycle Right" campaign remains in planning phase, pending sufficient resources being made available to facilitate a roll out now between August and December this year, to be followed by participation in a State Government "Get it Sorted" pilot program scheduled towards end of the year.

Billable Tonnes



Reading this Chart

This is a critical measure of waste facility activity levels, the long term financial sustainability of the business unit, as well as being a relatively strong indicator of economic activity levels in our region. Current year performance is shown in blue.

Current Commentary

Incoming billable tonnes continues to track lower than prior years, on account of a 24% YTD reduction in incoming green waste, but partially offset by 98% increase in inert construction waste. Self-haul commercial and domestic mixed material waste are holding par with last year, although YTD tyres and mattresses tonnes have increased by 41% and 35% respectively. Overall revenue continues to show strong growth, with April being the only month this year where revenue did not increase on last year. YTD revenue is now \$900K ahead of last year.

Infrastructure Planning

Civil Design

The 21/22 Design Program has been progressing well despite having to divert resources to the externally funded TMR footpath projects.

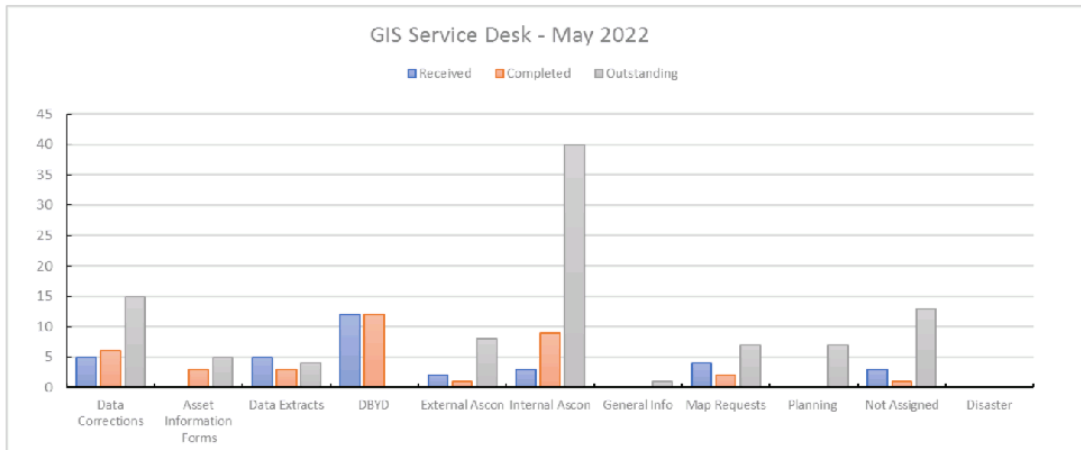
21/22 Design Program	Not Started	In Progress	Final Checking	Complete	Total
Civil Operations Major Capital program	0	6	6	24	36
FRW Major Capital program	1	3	2	4	10
Civil Operations Minor Capital program	0	4	1	7	12
Other Units Minor Capital program	0	3	1	6	10
External Funding	0	2	1	0	3
Totals	1	18	11	41	71

A start has been made on the 22/23 Design Program with this program still subject to change in response to Council's budget deliberations.

22/23 Design Program	Not Started	In Progress	Final Checking	Complete	Total
Civil Operations Major Capital program	19	2	2	4	27
Future Designs	1	4	0	0	5
Totals	20	6	2	4	32

Assets & GIS




The GIS team have been kept busy servicing the needs of all Council Departments. The following figure summarises the GIS Service Desk requests for May 2022.






Civil Operations – Operational Projects

Progress as at 31 May 2022

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

 on track
  generally on track, with minor issues
  off track

Project	Planned Start Date	Planned End Date	On Track	Comment	Approved Monthly Budget Review	YTD actual (incl committals)
Rural	1 July 2021	30 June 2022		77% - Progress as expected	\$8,305,400	\$6,362,869
Urban Central	1 July 2021	30 June 2022		72% - Progress has been hampered by staff shortages	\$22,721,500	\$16,381,984
Urban West	1 July 2021	30 June 2022		35%- Work programmed for later part of Financial year	\$1,022,200	\$361,820

ADVANCE ROCKHAMPTON**Events****EVENTS**

- 7 Rocky River Run | 22 May 2022 – final numbers 1814 entrants vs 2196 in 2021 which did include cancelled 2020 event nominations (unfortunately a wet week in the lead up may have halted ticket sales at the critical time).
- Rockhampton Agricultural Show | 8-10 June 2022 – final ‘through the gate’ numbers 30,500. Major sponsorships included Mr Real Estate, The Capricornian, Frenchville Sports Club and key entertainment including Guy McLean, FMX Kaos and the community stage were well attended as were the usual agricultural presentations in the centre ring and pavillions.
- CapriCon | 27 August 2022 - TEQ funding secured for \$10,000, program marketing has commenced.

Infrastructure**ASMTI Shoalwater Bay Project**

- Part of a \$2.25B investment in Central and Northern Queensland
- 122/202 work packages awarded
- Workers Onsite: 502 in October
- Scheduled completion - 2024

Rookwood Weir

- Project Cost: \$367 million
- Currently recruiting civil trades
- Completion expected mid-late 2023

Boulder Creek Wind Farm

- 16 Wind Turbines
- Project Cost: \$750 million
- DA application approved
- Completion expected end 2022/early 2023

Clarke Creek Wind Farm

- Official Sod Turning in July 2022
- 100 Wind Turbines
- Engineering estimated at 30% complete
- Procurement to commence early 2023
- Workforce mobilization early-mid 2023 (estimated 280 at peak)
- Completion date - tbc

Bravus Carmichael Mine & Rail Corridor

- 2000+ employees – continued recruitment for operators, trades and engineering personnel.
- CHPP and airport now operational.
- Continued procurement and commissioning of major plant throughout 2022.
- First Coal: December 2021

Tourism**TOURISM**

	Average Occupancy	Average Daily Rate	Inbound	Outbound
TY	65.7%	\$167	22,451	22,375
LY	75.5%	\$204	21,817	21,819
VAR	-9.8%	-\$37	+634	+556

May 2022 compared to May 2021

NB: Hotel occupancy and average daily rates are for 1-28 May only.

Inbound and outbound passenger numbers do not include SkyTrans.

Tourism Positioning**Marketing**

Billboards

- Rockhampton Airport (exit only) - 32K REACH
- Rockhampton Airport toilets (departures lounge) - 16.5K REACH
- East & Fitzroy - 203.6K REACH
- Bruce Highway (Explore Branding) – 1.2M REACH

Social, Print, Digital

- Ride Rocky, it's Rad campaign – 286K
- Curb your Caravan campaign – 68K
- Pop-Up Polo blog – 8K
- Top Tourism Town Awards – 18K
- Nurim Circuit campaign – 40K
- Winter Nomads campaign – 364K

TOTAL MARKETING REACH ACROSS ALL PLATFORMS = 2M+

Socials

@ExploreRockhampton

	Facebook			Instagram		
	Reach	Views	Likes	Impressions	Engagement	Followers
TM	301K	382	10K	33K	1200	2,473
LM	456K	923	9.9K	60K	1100K	2,391
VAR	-155K	-541	-171	-27K	-100	+82

May 2022 compared to April 2022

NB: Facebook reach and Instagram impressions significantly lower due to less paid social ads in-market.

@MyRockhampton

	Facebook				
	Reach	Views	Likes	Impressions	Engagements
TM	25K+	488	14K+	94K+	5K+
LM	17K+	384	14K+	81K	3K+
VAR	+8K	+104		+13K	+2K

May 2022 compared to April 2022

NB: Increase in reach and impressions this month with content being seen and shared multiple times.

@AdvanceRockhampton

	LinkedIn			
	Impressions	Engagements	Post Clicks	Followers
TM	9.5K+	847	606	1450
LM	7.8K+	581	366	1,423
VAR	+1.7K	+266	+240	+27

February 2022 compared to last period (January 2022)

NB: Visitation to LinkedIn increased this month with increased shares/referrals and increased engagement with our EDM's.

@FishingTheFitzroy

	Facebook		
	Reach	Views	Likes
TM	336K	583	23.7K
LM	274K	703	23.2K
VAR	+62K	-120	+471

February 2022 compared to January 2022

NB: Increase in Reach due to paid ads, organic posts remaining extremely high in engagement.

10.10 MAY MONTHLY BUDGET REVIEW

File No: 8785
Attachments: Nil
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Marnie Taylor - Chief Financial Officer

SUMMARY

Chief Financial Officer presenting updated budget estimates to 31 May 2022.

OFFICER'S RECOMMENDATION

THAT the report be received and the budget estimate changes be endorsed.

COMMENTARY

The Monthly Budget Review to 31 May 2022 provides updated budget estimates for the 2021/22 financial year.

The May Monthly Budget Review comprises a relatively small number of changes to the Operating Budget, however some revised budget estimates have been made at 'Whole of Council' level rather than for each individual Section or Unit.

During the last few months and the preparation of the 2022/23 budget, the capital program has been continually updated and refined. There has been a significant number of changes to the capital budget since the last budget review, including updating the timing of budgets across financial years, budget reallocations between projects as well as a number of new projects.

Operational Budget Estimate Changes

The December Budget Revision recorded an operational budget deficit of \$2.1M. However, operational results to the end of April were trending towards a slightly improved operational result.

With each budget revision, substantial organisational effort is required. It is considered that whilst it is important to update the operating position, forecasts compiled by the Finance team from a Whole of Council perspective would be sufficient in most cases given the relatively short time frame remaining for the current financial year.

The following outcomes are forecast at Whole of Council level, which are expected to improve Council's operational result by \$6.5M:

Account Group	Change	Comment
Grants & Subsidies	Increase of \$2,617,255	Federal Assistance Grant for the entire 22/23 financial year received in April 2022.
Interest Revenue	Increase of \$90,000	Higher than forecast cash holdings together with increasing interest rates in recent months.

Employee Expenses	Reduction of \$2,707,641	A portion of employee costs now charged directly to capital. Employee vacancies across various Sections/ Units.
Contractors and Consultants	Reduction of \$1,000,000	Based on actuals trend
Administrative Expenses	Reduction of \$1,500,000	Based on actuals trend
Depreciation Expense	Increase of \$1,400,000	Increase in depreciation to Stormwater assets due to revaluation in the 21/22 year, capitalisation of new or upgraded assets.

The above adjustments allows Council to update the expected operational result for the year. These adjustments have been made within the Resourcing area of the budget.

A number of operating budget changes have also been made outside of the Whole of Council review. The major operational budget movements are:

- Increase in Development Assessment Fees - \$150k
- Increase in Civil Operations' Recoverable Works revenue \$0.8M, offset by an increase in Materials and Plant \$1.2M
- Reduction of \$1.5M to Water Consumption revenue
- Increase of \$3.1M to Materials and Plant under FRW comprised of:
 - Chemicals for Glenmore Water Treatment Plant - \$0.7M
 - Mount Morgan Water Carting - \$1.3M
 - Plant Hire - \$0.6M
 - Mount Morgan Dam Maintenance - \$0.4M
- Increase in Waste Fees - \$544k

Total Operational Budget changes result in the net operating result improving by \$2.4M (from a deficit of \$2.1M to a surplus of \$0.3M).

Capital Budget Estimate Changes

The Capital Budget has been updated to reflect budget reallocations between projects, the timing of projects across the current and next two financial years and the transfers of responsibility for various projects within Council. There are also a number of new projects.

Capital Revenue budgets across the current and next two financial years has increased by \$59.9M, whilst Capital Expenditure budgets have increased by \$80.6M. Therefore, the net budget impact across the three financial years from the December Budget Revision is an increase of \$20.7M to net capital expenditure.

The major Capital Budget movements from the December Budget Review are:

Corporate and Technology Services

Corporate and Technology Services expenditure budget has decreased by \$8.2M mainly due to the withdrawal of proposed property purchases of \$7.9M.

Civil Operations

Civil Operations expenditure budget across the current and next two financial years has increased by \$10.3M. Major changes to projects include: Limestone Creek Diversion \$2.9M, River Rose Drive \$2.1M, William Palfrey Road \$3.8M, Footpath Works \$2.5M, William Palfrey Road / Olive Street \$2.5M, and Archer St Drainage \$4.8M.

Civil Operations revenue budget has increased by \$12.7M across the three financial years. This includes increases to Local Roads and Community Infrastructure Program \$3.0M, Footpath Works \$2.5M, Limestone Creek Diversion \$2.9M, Stanwell-Waroula Road \$1.7M, Archer St Stormwater \$2.4M.

Infrastructure Planning

Infrastructure Planning expenditure budget has increased by \$182k across the three financial years, mainly due to increased contributions to Casuarina and Inkerman Boat Ramps.

Infrastructure Planning revenue budget has increased by \$3.2M across the three financial years, including increases to Developer Contributions for Transport (\$2.2M) and Drainage (\$0.8M).

Community Services

Community Assets and Facilities has reallocated expenditure budgets between projects and across financial years, recording an overall increase of \$459k. This is offset by an increase of \$483k to Community Assets and Facilities revenue for grant funding for City Hall Generator (Local Disaster Control Centre).

Community and Culture has reallocated expenditure budgets between projects and across financial years, recording an overall decrease of \$578k. Community and Culture revenue budget has reduced by \$1.2M, with forecast reductions to contributions / donations.

Parks has reallocated expenditure budgets between projects and across financial years, recording an overall increase of \$413k. This is offset by an increase of \$637k in capital revenue including grant funding of \$500k for Bushfire Recovery.

Waste and Recycling Services

Waste and Recycling expenditure budget across the current and next two financial years has increased by \$3.3M. Major changes to projects include: Lakes Creek Road – Life Extension \$2.3M and Gracemere Waste Transfer Station \$1.4M.

Airport

Airport expenditure budget has decreased by \$1.7M across the current and two future years comprised of a number of projects.

FRW

FRW's expenditure budget has increased by \$12.5M. The major contributors to this increase are McLaughlin St Rising Main \$2.3M, Gracemere Sewerage Treatment Plant Diversion \$2.0M and South Rockhampton Sewerage Treatment Plant \$10.9M.

FRW's revenue budget has decreased by \$1.3M across the three financial years mainly due to reductions for Developers Contributions for Water Infrastructure of \$1.2M.

Project Delivery

Project Delivery's expenditure budget has increased by \$60.6M. The major contributors to this increase are Botanic Gardens and Zoo Redevelopment \$4.4M, Mount Morgan Pool Replacement \$1.5M, Mount Morgan Water Security \$44.0M, Glenmore Water Treatment Plant Upgrade \$17.1M, and North Rockhampton Sewerage Treatment Plant augmentation \$4.9M. These increases are offset by decreases to Gracemere Sewer Treatment Plant projects totalling \$13.0M.

Project Delivery's revenue budget has increased by \$45.5M across the three financial years. This includes new or increased grants for Botanic Gardens and Zoo Redevelopment \$2.0M,

Mount Morgan Pool Replacement \$2.0M, Mount Morgan Water Security \$43.5M, offset by a reduction of \$2.0M for Pilbeam Theatre Redevelopment (Business Case).

PREVIOUS DECISIONS

The October budget review was endorsed on 30 November 2021.
The December budget review was endorsed on 25 January 2022.

BUDGET IMPLICATIONS

This report provides estimated budget changes for the current financial year and two future financial years. The impact of these changes on future financial years will be modelled in the Long Term Financial Forecast to be prepared for the 2022/23 Budget.

LEGISLATIVE CONTEXT

There are no legislative requirements associated with this report as is not a budget amendment in accordance with the *Local Government Regulation 2012*, section 170 *Adoption and amendment of budget*.

LEGAL IMPLICATIONS

No related issues.

STAFFING IMPLICATIONS

No related issues.

RISK ASSESSMENT

The control of monthly oversight and reporting of expenditure against budget significantly reduces the risk of unplanned expenditure impacting on Council's financial position.

CORPORATE/OPERATIONAL PLAN

The Operational Plan outlines activities and actions Council will undertake for the financial year in accordance with the adopted budget. This report provides estimated budget changes for the current and two future financial years for Council's endorsement.

CONCLUSION

Total Operational Budget changes result in the net operating result improving by \$2.4M (from a deficit of \$2.1M to a surplus of \$0.3M).

The Capital Budget has been updated to reflect budget reallocations between projects, the timing of projects across the current and next two financial years and the transfers of responsibility within Council for various projects. There are also a number of new projects. The net budget impact across the three financial years from the December Budget Revision is an increase of \$20.7M to net capital expenditure.

10.11 INTERIM MANAGEMENT REPORT FOR THE ROCKHAMPTON REGIONAL COUNCIL 2021/2022

File No: 8151
Attachments: 1. RRC Interim Management Letter 2021/2022 [↓](#)
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Marnie Taylor - Chief Financial Officer

SUMMARY

Following the interim audit work performed to 12 May 2022, the Interim Management Letter was received from Thomas Noble & Russell (as delegate of the Auditor-General of Queensland). As required by the Local Government Regulation 2012, this is now presented to the next ordinary meeting of Council.

OFFICER'S RECOMMENDATION

THAT the Interim Management Letter for the 2021/2022 financial audit for Rockhampton Regional Council be received.

COMMENTARY

Interim Audit works performed to 12 May 2022, where assessment of the design and implementation of Council's internal controls and whether they are operating effectively was undertaken.

To date the Interim Management Letter has not identified any significant deficiencies in Council's internal controls.

It is a requirement under s213 of the *Local Government Regulation 2012* that this report be provided to the next ordinary meeting of Council.

This report will be provided to the next Audit and Business Improvement Committee in July as part of the quarterly action progress report.

**INTERIM MANAGEMENT REPORT FOR
THE ROCKHAMPTON REGIONAL
COUNCIL 2021/2022**

**RRC Interim Management Letter
2021/2022**

Meeting Date: 28 June 2022

Attachment No: 1



2022 INTERIM REPORT

Rockhampton Regional Council

20 June 2022



Our ref: 2022-4134

20 June 2022

Cr Tony Williams
Mayor
Rockhampton Regional Council
PO Box 1860
ROCKHAMPTON QLD 4700

Dear Cr Williams

2022 Interim report

We present to you our interim report for Rockhampton Regional Council for the financial year ending 30 June 2022.

This report details the results of our interim work performed to 12 May 2022. In this phase we assessed the design and implementation of your internal controls, and tested whether they are operating effectively. The internal controls that we assessed are those key controls we intend to rely on in auditing your financial statements. Our audit does not assess all controls that management have implemented across the organisation.

Under the Australian Auditing Standards, we are required to communicate to you any significant deficiencies in your control environment identified from our audit process. We have not identified any such significant deficiencies.

Please note that under section 213 of the *Local Government Regulation 2012*, you must present a copy of this report at your council's next ordinary meeting.

The *Auditor-General Act 2009* requires the Auditor-General to report to parliament on an issue raised during an audit if they consider it to be significant. The results of our audit will be included in our report to parliament.

If you have any questions or would like to discuss the audit report, please contact me on 5593 1601.

Yours sincerely

A handwritten signature in black ink, appearing to read "R. Watkinson", with a horizontal line underneath.

Richard Watkinson
Partner

Enc.

cc. Mr Evan Pardon, Chief Executive Officer
Mr Glen Mullins, Chair of the Audit and Business Improvement Committee

Queensland Audit Office
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 Queensland Audit Office (QAO)

2022 Interim report

1. Summary

We completed our audit planning phase and issued an external audit plan on 18 February 2022. This report details our audit findings from the work we performed on the key controls identified during the audit planning phase over the key transactional cycles being revenue, expenditure and payroll.

Internal controls

Deficiencies:

- One unresolved from prior years

Other matters:

- One unresolved from prior years

Based on the results of our testing completed to date and the resolution of prior year issues, we have determined that your internal control environment supports an audit strategy that can rely upon these controls.

Areas of audit focus – On track

Work over the areas of audit focus identified in our external audit plan will commence in June (for the revaluation of infrastructure assets) or as part of the year end audit. At this stage, we expect our progress against the areas of audit focus to remain on track.

Milestones—On track

At the date of this report the agreed financial reporting milestones have been met.

Audit fees—On track

- Invoiced to date: \$60,000
- Remaining fee: \$122,500

2. Status of issues

We have not identified any deficiencies in internal controls, financial reporting issues or other matters during our interim audit to report.

3. Prior year issues

The following table summarises the status of deficiencies, financial reporting issues and other matters reported in prior years.

Our risk ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.qao.qld.gov.au/information-internal-controls or scan the QR code.



SENSITIVE

1

2022 Interim report

Internal control issues


 Significant deficiency


 Deficiency




 Other matter

Financial reporting issues


 High


 Medium


 Low

Ref.	Rating	Issue	Status
20-CR-1		<p>Capitalisation of capital works in progress</p> <p>There were approximately \$98 million of completed projects in work-in-progress (WIP) at 30 June 2021 not transferred to infrastructure, Property, Plant and Equipment asset classes. Manual adjustments were processed at reporting date so that the financial statements were not materially misstated.</p>	<p>Work in progress</p> <p>Officers are working through processing of asset capitalisations for existing work in progress, where a significant focus will be on the larger value projects that have been completed. Resources are being directed to this work as a priority.</p> <p>It is expected that the \$98m in WIP will reduce to approximately \$45m by 30 June 2022. It is anticipated that total WIP eligible for capitalisation at 30 June 2022 will reduce to around \$92m, which includes the 20/21 estimates.</p> <p>Further staff resources have recently been dedicated to the asset capitalisation processes. As a result, increased processing of capitalisations is expected during 22/23, resulting in reductions in WIP balances by 30 June 2023.</p> <p>Responsible officer: Chief Financial Officer / Coordinator Accounting Services</p> <p>Original action date: 30 June 2021 Revised action date: 30 June 2023</p>
20-OM-1		<p>General data security</p> <p>This observation included various general observations to further strengthen the general data security environment.</p>	<p>Work in progress</p> <p>4 of 6 of the recommendations have been implemented. Remaining items are expected to be addressed as part of outstanding work associated with the M365 implementation, which is expected to be completed by 31 December 2022.</p> <p>Responsible officer: Coordinator Information Systems</p> <p>Original action date: 18 December 2020 Revised action date: 31 December 2022</p>


SENSITIVE



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10.12 COUNCILLOR CONDUCT INVESTIGATION REPORT

File No:	2030
Attachments:	1. Councillor Investigation Policy ↓ 2. Code of Conduct for Councillors in Queensland ↓ 3. Investigation Report (redacted) ↓ 4. Investigation Report (Confidential)
Authorising Officer:	Ross Cheesman - Deputy Chief Executive Officer Evan Pardon - Chief Executive Officer
Author:	Travis Pegrem - Coordinator Workforce Relations and Ethics

SUMMARY

For Council to consider the Councillor Conduct Tribunal (CCT) investigation report and decide whether or not Councillor Shane Latcham has engaged in inappropriate conduct.

OFFICER'S RECOMMENDATION

THAT Council considers the Councillor Conduct Tribunal's investigation report and determines that

BACKGROUND

In Queensland, complaints concerning Councillor conduct are referred to the Office of the Independent Assessor (OIA). After reviewing a matter, the OIA may decide to refer suspected inappropriate conduct to the relevant local government for investigation. The way in which Council manages referred investigations is outlined in Council's Councillor Investigations Policy (**Attachment 1**).

This report deals with one such complaint which was referred to the Mayor to investigate.

On 21 March 2022, the OIA received a complaint or information about the conduct of Councillor Shane Latcham of the Rockhampton Regional Council.

On 19 February 2022, councillor Latcham contacted a property co-owner to arrange a site visit for himself and other Councillors'. That same day he also contacted the Chief Executive Officer (CEO) requesting an inspection be arranged for 1.00pm on 21 February 2022.

Both actions were taken despite a Council resolution on 22 June 2021 for confidential agenda item 14.1 "That Council authorise the Chief Executive Officer (CEO) or delegate to enter into negotiations to purchase this property".

The allegation is that these actions were in breach of either or both of:

- a) Section 1.2 of the Code of Conduct for Councillors in Queensland (**Attachment 2**) which was approved by the Minister and took effect on 4 August 2020; and/or
- b) Section 150K(1)(b) of the Act, being conduct that contravenes a resolution of Council.

On 7 April 2022 the Deputy Independent Assessor wrote to the Cr Latcham and the CEO advising that he reasonably suspects, pursuant to section 150W(b) of the Act, that the complaint, if proven, involves inappropriate conduct and refers the conduct to Council to be dealt with under Chapter 5A, Part 2 Division 5 of the Act.

The OIA requested that Council investigate the conduct in accordance with Council's investigation policy adopted by Council on 27 October 2020.

On 7 April 2022 the CEO distributed the OIA referral to the Mayor and all Councillors, other than the Councillor who is subject of the complaint in accordance with Council's investigation

policy. Should the Mayor or a Councillor; other than the subject of the complaint or the complainant; disagree with any recommendation accompanying the OIA's referral notice or form the opinion that the complaint should be dealt with in a way other than under the investigation policy, the Mayor or Councillor may request the matter be placed on the agenda of the next Council meeting to decide on the appropriate process to investigate the complaint.

As there was no request for the matter to be placed on the agenda, the Mayor will manage the investigation of suspected inappropriate conduct of other Councillors. The Mayor believed it was in the best interests of the investigation to refer the matter for external investigation, and the CEO referred the suspected inappropriate conduct to the President of the Councillor Conduct Tribunal to investigate and make recommendations to the Council about dealing with the conduct on 13 May 2022.

On 8 June 2022 the CCT supplied the report. A redacted version of the report is set out in **Attachment 3**, this report is redacted due to matters pertaining to negotiations relating to a commercial matter, as described in section 254J(3)(g) of the Local Government Regulation 2012. A copy of the full CCT report (Confidential) is set out in Attachment 1, of a separate confidential Council report for the ordinary meeting agenda for 28 June 2022.

COMMENTARY

The CCT has investigated the suspected inappropriate conduct referred by Council pursuant to s150DL(1)(a)(i) of the Act and has formed the opinion that the evidence **is sufficient** to sustain an allegation of inappropriate conduct on the balance of probabilities.

Pursuant to s150AG(1) of the Act, after conducting the investigation, Council must decide:

- (a) whether or not the Councillor has engaged in inappropriate conduct; and
- (b) if Council decides the Councillor has engaged in inappropriate conduct, what action Council will take under section 150AH of the Act to discipline the Councillor.

The CCT recommends Council consider the attached report particularly paragraphs 15 to 31 in the report, in making its decision as to whether Councillor Latcham has engaged in inappropriate conduct.

If the Council's decision is that the complaint is not sustained, then Council will take no further action except to advise the Councillor of the outcome and update the Councillor Conduct Register as required by sections 150DX(1)(b) and 150DY of the Act.

If however, the Council finds the complaint of inappropriate conduct is sustained, Council consider:

- (a) any previous inappropriate conduct of the Councillor s150AG(2)(a) of the Act;
- (b) an order that no action be taken against the Councillor s150AH(1)(a) of the Act; or
- (c) make 1 or more of the following orders listed in s150AH(1)(b) of the Act -
 - (i) an order that the Councillor make a public admission that the councillor has engaged in inappropriate conduct;
 - (ii) an order reprimanding the Councillor for the conduct;
 - (iii) an order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense;
 - (iv) an order that the Councillor be excluded from a stated local government meeting;
 - (v) an order that the Councillor is removed, or must resign, from a position representing the local government, other than the office of Councillor;

- (vi) an order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct;
- (vii) an order that the Councillor reimburse the local government for all or some of the costs arising from the Councillor's inappropriate conduct.
- (d) on the making of the decision by Council, the relevant registers be updated; and
- (e) the Council advise the Councillor, the Registrar of the CCT and the OIA of the decision.

PREVIOUS DECISIONS

No previous decisions are relevant for this report.

BUDGET IMPLICATIONS

Council will be required to pay the cost of the CCT investigation which is yet to be received.

LEGISLATIVE CONTEXT

This report and the associated investigation comply with Council's legislative obligations, as outlined in the report, to investigate complaints where it is suspected that a Councillor may have engaged in inappropriate conduct, determine an outcome, and take any disciplinary action deemed appropriate as per the Act.

LEGAL IMPLICATIONS

Council must consider Councillor Shane Latcham's human rights under the Human Rights Act 2019 when making its decision.

STAFFING IMPLICATIONS

There are no staffing implications relating to this report.

RISK ASSESSMENT

There are no risk assessments required relating to this report.

CORPORATE/OPERATIONAL PLAN

Corporate Plan – 4.2 Practical and values based compliance frameworks.

CONCLUSION

Council considers the CCT's investigation report and must make a decision in accordance with s150AG of the Act, to whether or not Councillor Shane Latcham has engaged in inappropriate conduct based on the evidence provided in the report.

If the Council's decision is that the complaint is not sustained, then Council will take no further action except to advise the Councillor of the outcome and update the Councillor Conduct Register as required by sections 150DX(1)(b) and 150DY of the Act.

If the Council decides the complaint of inappropriate conduct is sustained, then Council must

- (a) decide what action the Council will take under s150AH of the Act to discipline the Councillor; and
- (b) ensure action is taken to update the relevant registers to record the making of the decision by Council and advise the Councillor, the Registrar of the CCT and the OIA of the decision.

COUNCILLOR CONDUCT INVESTIGATION REPORT

Councillor Investigation Policy

Meeting Date: 28 June 2022

Attachment No: 1

COUNCILLOR INVESTIGATION POLICY

STATUTORY POLICY



1 Scope

This policy applies to complaints about alleged inappropriate conduct of a Councillor/s which have been referred to Rockhampton Regional Council from the Independent Assessor. This policy does not apply to more serious Councillor conduct, such as misconduct or corrupt conduct.

2 Purpose

The purpose of this policy is to satisfy legislative obligations by establishing an investigation policy about how it deals with suspected inappropriate conduct of Councillors.

3 Related Documents

3.1 Primary

Local Government Act 2009

3.2 Secondary

Crime and Corruption Act 2001

Criminal Code Act 1899

Information Privacy Act 2009

Integrity Act 2009

Local Government Regulation 2012

Public Interest Disclosure Act 2010

Code of Conduct for Councillors in Queensland

Complaints Management Policy

Councillor Acceptable Request Guidelines Policy

Councillor Conduct Register

Council Meeting Procedures Policy

Corrupt Conduct Policy and Procedure

Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy

Public Interest Disclosure Policy and Procedure

Purchasing Policy – Acquisition of Goods and Services

4 Definitions

To assist in interpretation, the following definitions apply:

Act	<i>Local Government Act 2009</i>
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Assessor	The Independent Assessor appointed under section 150CV of the Act
Behavioural Standard	The standard of behaviour for Councillors set out in the Code of Conduct approved under section 150E of the Act.
CCC	Crime and Corruption Commission
CEO	Chief Executive Officer A person who holds an appointment under section 194 of the Act. This includes a person acting in this position.
Conduct	As defined in the Act, includes: (a) Failing to act; and (b) A conspiracy, or attempt, to engage in conduct.
Corrupt Conduct	As defined in the <i>Crime and Corruption Act 2001</i> , conduct of a person, regardless of whether the person holds or held an appointment, that fulfils each of the following elements: (a) Adversely affects, or could adversely affect, directly or indirectly, the performance of functions, or the exercise of powers of a Unit of Public Administration (UPA) or a person holding an appointment; (b) Results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that: (i) Is not honest or is not impartial; or (ii) Involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or (iii) Involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and (c) Would, if proved, be a criminal offence; or a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment. Corrupt conduct also means conduct of a person, regardless of whether the person holds or held an appointment, that fulfils each of the following elements: (a) Impairs, or could impair, public confidence in public administration; and (b) Involves, or could involve any of the following: (i) Collusive tendering; (ii) Fraudulent applications for licences, permits or other authorities under an Act with a purpose or object of any of the following (however described) – protecting health or safety of persons; protecting the environment or protecting or managing the use of the State's natural, cultural, mining or energy resources; (iii) Dishonestly obtaining, or helping someone to dishonestly obtain, benefits from the payment or application of public funds or the disposition of State assets; (iv) Evading State taxes, levies, duties or otherwise fraudulently causing a loss of State revenue; (v) Fraudulently obtaining or retaining an appointment; and (c) Would, if proved, be a criminal offence; or a disciplinary breach providing reasonable grounds for terminating a person's services, if the person is or were the holder of an appointment.
Council	Rockhampton Regional Council
Councillor/s	The Mayor and Councillors of Council, within the meaning of the Act.

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Councillor Conduct Register	The register required to be kept by Council as set out in section 150DX of the Act.
Councillor Misconduct	<p>As defined in the <i>Local Government Act 2009</i>:</p> <p>(1) The conduct of a Councillor is misconduct if the conduct:</p> <p>(a) Adversely affects, directly or indirectly, the honest and impartial performance of the Councillor's functions, or the exercise of the councillor's powers; or</p> <p>(b) Is or involves:</p> <p>(i) A breach of the trust placed in the Councillor, either knowingly or recklessly; or</p> <p>(ii) A misuse of information or material acquired in, or in connection with, the performance of the Councillor's functions, whether the misuse is for the benefit of the councillor or for the benefit, or to the detriment, of another person; or</p> <p>(c) Contravenes any of the following:</p> <p>(i) An order of Council or the conduct tribunal;</p> <p>(ii) The acceptable requests guidelines of Council under section 170A;</p> <p>(iii) A policy of Council about the reimbursement of expenses;</p> <p>(iv) Sections 150R(2), 150EK, 150EL, 150EQ, 150EW, 150EZ, 170(3), 171(3), 201A, 201B or 201C of the Act.</p> <p>(2) Also, the conduct of a Councillor is misconduct if the conduct is:</p> <p>(a) Part of a course of conduct leading to Council deciding to take action under section 150AG to discipline the Councillor for inappropriate conduct on three occasions within a period of one year; or</p> <p>(b) Of the same type stated in an order of Council that if the Councillor engages in the same type of conduct again, it will be dealt with as misconduct.</p> <p>(3) For subsection (2)(a), the conduct that led to the three occasions of disciplinary action, taken together, is the misconduct.</p> <p>(4) It does not matter if the conduct happened outside the State.</p>
Councillor Inappropriate Conduct	<p>As defined in the <i>Local Government Act 2009</i>:</p> <p>(1) The conduct of a Councillor is inappropriate conduct if the conduct contravenes:</p> <p>(a) A behavioural standard; or</p> <p>(b) A policy, procedure or resolution of Council.</p> <p>(2) Also, the conduct of a Councillor is inappropriate conduct if:</p> <p>(a) The conduct contravenes an order of the Chairperson of a Council meeting for the Councillor to leave and stay away from the place at which the meeting is being held; or</p> <p>(b) It is part of a course of conduct at Council meetings leading to orders for the Councillor's unsuitable meeting conduct being made on three occasions within a period of one year.</p> <p>(3) For subsection (2)(b), the conduct that led to the orders being made, taken together, is the inappropriate conduct.</p> <p>(4) However, inappropriate conduct does not include conduct that is:</p> <p>(a) Unsuitable meeting conduct, to the extent the conduct is not conduct mentioned in subsection (2); or</p> <p>(b) Misconduct; or</p> <p>(c) Corrupt conduct.</p>

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Investigation Policy	This policy as required by section 150AE of the Act.
Investigator	The person responsible under this policy for carrying out the investigation of the suspected inappropriate conduct of a Councillor or Mayor.
Local Government Meeting	A meeting of: (a) A local government; or (b) A committee of a local government.
Mayor	An elected member of Council, also referred to as a Councillor, with additional responsibilities as outlined in section 12(4) of the Act.
Natural Justice	A set of principles to ensure fair and just decision making, including a fair hearing, an absence of bias, decisions based on evidence, and the proper examination of all issues.
Referral Notice	The notice the Assessor refers to the local government about a Councillor/s conduct as required by section 150AC of the Act.
Regulation	<i>Local Government Regulation 2012</i>
Tribunal	The Councillor Conduct Tribunal as established under section 150DK of the Act.
Unsuitable Meeting Conduct	As defined in the Act, the conduct of a Councillor is unsuitable meeting conduct if the conduct: (a) Happens during a local government meeting; and (b) Contravenes a behavioural standard.
UPA	Unit of Public Administration As defined in the <i>Crime and Corruption Act 2001</i> , includes the following: (a) The Legislative Assembly, and the parliamentary service; (b) The Executive Council; (c) A department; (d) The police service; (e) A local government; (f) A corporate entity established by an Act or that is of a description of a corporate entity provided for by an Act which, in either case, collects revenues or raises funds under the authority of an Act; (g) A noncorporate entity, established or maintained under an Act, that is: (i.) Funded to any extent with State moneys; or (ii.) Financially assisted by the State; (h) A State court, of whatever jurisdiction, and its registry and other administrative offices; and (i) Another entity prescribed under a regulation.

5 Policy Statement

Council is committed to providing a contemporary and statutory compliant process for dealing with complaints relating to alleged inappropriate conduct of a Councillor.

Council acknowledges the right of a person to lodge a complaint and is committed to upholding its duty of care by aiming to provide an effective process to all complaints received.

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5.1 Confidentiality

Matters of suspected inappropriate conduct of a Councillor are confidential except as otherwise specifically provided for either in the Act or this policy.

It must be kept in mind that the matter is an allegation only and not yet proven. Further, there will be circumstances where the detail of the referral will need to remain confidential to Council. Any release of confidential information that a Councillor knows, or should reasonably know, to be confidential to Council may be contrary to section 171(3) of the Act and be dealt with as misconduct.

5.2 Natural Justice

Any investigation of suspected inappropriate conduct of a Councillor/s must be carried out in accordance with natural justice. An overview of the principles of natural justice follows.

Natural justice or procedural fairness, refers to three key principles:

- (a) The person being investigated has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken (fair hearing);
- (b) The investigator should be objective and impartial (absence of bias); and
- (c) Any action taken is based on evidence (not suspicion or speculation).

A fair hearing means the Councillor who is the subject of the suspected inappropriate conduct matter must be told of the case against them including any evidence and be provided with an opportunity to put their case in writing with the investigation report provided to the Councillors as part of the meeting agenda.

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

Decisions based on evidence requires that the investigation should not be based on mere speculation or suspicion but instead must be based upon evidence material.

A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.

5.3 Assessor's Referral

Council will receive from the Assessor a referral notice about the suspected inappropriate conduct of a Councillor/s.

The referral notice will include details of the conduct and any complaint received about the conduct, state why the Assessor reasonably suspects that the Councillor has engaged in inappropriate conduct, and include information about the facts and circumstances that form the basis of the Assessor's reasonable suspicion.

The referral notice may be accompanied by a recommendation from the Assessor about how the Council may investigate or deal with the conduct. The recommendation from the Assessor may be inconsistent with this policy.

The investigation must be conducted in a way consistent with:

- (a) Any recommendation of the Assessor;
- (b) To the extent that this policy is not inconsistent with the recommendation of the Assessor – this policy; or
- (c) In another way the Council decides by resolution.

A resolution under part (c) above must state the decision and the reasons for the decision.

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5.4 Receipt of Assessor's Referral

On receipt of a referral notice about the suspected inappropriate conduct of a Councillor from the Assessor, the CEO or a delegated officer will forward a copy of that referral notice to the Mayor and all Councillors, other than the Councillor who is the subject of the complaint; or the complainant if the complainant is a Councillor, as a confidential document.

Should the Mayor or a Councillor; other than the subject of the complaint or the complainant; disagree with any recommendation accompanying the Assessor's referral notice or form the opinion that the complaint should be dealt with in a way other than under this policy, the Mayor or Councillor may request the matter be placed on the agenda of the next Council meeting to decide on the appropriate process to investigate the complaint. Such a request must be made in accordance with the Council Meeting Procedures Policy.

5.5 Investigator

Unless otherwise resolved by Council, the Mayor will manage the investigation of suspected inappropriate conduct of other Councillors.

If the suspected inappropriate conduct involves conduct that in the circumstances, the Mayor believes, it is in the best interests of the investigation to refer the matter for external investigation, then the CEO must refer the suspected inappropriate conduct to the President of the Tribunal to investigate and make recommendations to the Council about dealing with the conduct.

If the suspected inappropriate conduct involves:

- (a) An allegation about the conduct of the Mayor, or
- (b) The Mayor as the complainant, then

the CEO must refer the suspected inappropriate conduct to the President of the Tribunal, or another entity, to investigate and make recommendations to the Council about dealing with the conduct.

5.6 Early Resolution

Before beginning an investigation, the Investigator must consider whether the matter is appropriate for resolution prior to the investigation. This consideration includes any recommendation made by the Assessor.

A matter is only appropriate for early resolution if the parties to the matter voluntarily agree to explore early resolution.

The Investigator may engage an independent person with suitable qualifications or experience to facilitate this process.

If the matter cannot be resolved, the matter will then be investigated as outlined in this policy.

If the matter is resolved prior to investigation, the Investigator will advise the CEO of this outcome. In turn, the CEO will advise the Mayor; if the Mayor is not the Investigator; and all Councillors that the matter has been resolved. The CEO or a delegated officer will also update the Councillor Conduct Register accordingly.

5.7 Timeliness

The Investigator will make all reasonable endeavours to complete the investigation and provide a report for inclusion on the agenda of a Council meeting no more than eight weeks after the receipt of the complaint.

If the Investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the Mayor; if the Mayor is not the Investigator; to seek an extension of time.

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5.8 Assistance for the Investigator

If the Mayor, or another Councillor appointed by Council resolution is the Investigator of a matter of suspected inappropriate conduct, the Mayor or Councillor may use section 170A of the Act to seek assistance during the investigation. The CEO or the Workforce Relations and Ethics unit via the CEO may provide assistance as required.

The Mayor is authorised by Council to expend money as reasonably needed to engage contractors/specialists in accordance with Council's Purchasing Policy.

The Assessor may make a recommendation for an external investigator to be engaged to undertake the investigation. The Assessor may provide a panel of external investigators for the Council to engage to undertake the investigation.

5.9 Possible Misconduct or Corrupt Conduct

If during the course of an investigation the Investigator obtains information which indicates a Councillor may have engaged in misconduct, the Investigator must cease the investigation and advise the CEO. The CEO or a delegated officer will then notify the Assessor of the possible misconduct.

If during the course of an investigation, the Investigator obtains information which indicates a Councillor/s may have engaged in corrupt conduct, the Investigator must cease the investigation and advise the CEO. The CEO or a delegated officer will then notify the CCC of the possible corrupt conduct.

Instances of suspected misconduct or corrupt conduct may be referred back to the Council if determined by the Assessor or the CCC to be inappropriate conduct.

5.10 Completion of Investigation

On the completion of an investigation, the Investigator or the CEO on the Investigator's behalf will provide a report to the Council outlining as appropriate:

- (a) The investigation process;
- (b) Any witnesses interviewed;
- (c) Documents or other evidence obtained;
- (d) A statement of the relevant facts ascertained;
- (e) Confirmation that the subject Councillor has been provided with an opportunity to respond to the complaint and evidence gathered;
- (f) The investigation findings;
- (g) A statement of any relevant previous disciplinary history;
- (h) Any recommendation about dealing with the conduct; and
- (i) A record of investigation costs.

If there is a risk to the health and safety of the complainant, under section 254J of the Regulation, Council may resolve that the meeting be closed to the public for the Councillors to consider the investigation report and any recommendations.

The Council, with the exception of the Councillor the subject of the investigation and the complainant, if another Councillor, will consider the findings and recommendations of the Investigator's report and decide whether the Councillor has engaged in inappropriate conduct and, if so, what action it will take under section 150AH of the Act.

In accordance with section 254J(6) of the Regulation, the resolution in relation to what action is to be taken as a result of the investigation must be made after the meeting has been re-opened to the public and the decision recorded in the meeting minutes.

The CEO is also required to ensure the details are entered into the Councillor Conduct Register.

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5.11 Disciplinary Action Against Councillors

If the Council decides at the completion of the investigation that the Councillor has engaged in inappropriate conduct, the Council may:

- (a) Order that no action be taken against the Councillor; or
- (b) Make an order outlining action the Councillor must undertake in accordance with section 150AH(1)(b) of the Act.

5.12 Notification About the Outcome of the Investigation

After an investigation is finalised, the Council must give notice about the outcome of the investigation to the person who made the complaint about the Councillor/s' conduct that was the subject of the investigation and the subject Councillor.

5.13 Councillor Conduct Register

The CEO must ensure decisions about suspected inappropriate conduct of a Councillor/s be entered into the Councillor Conduct Register.

Where a complaint has been resolved under paragraph 5.6 of this policy, the CEO or a delegated officer will update the register to reflect that the complaint was withdrawn.

5.14 Expenses

Council must pay any reasonable expenses of Council associated with the informal early resolution or the investigation of suspected inappropriate conduct of a Councillor including any costs of:

- (a) The President of the Tribunal undertaking an investigation for Council;
- (b) An independent investigator engaged on behalf of, or by the Tribunal;
- (c) An independent investigator engaged on behalf of Council;
- (d) A mediator engaged under this policy;
- (e) Travel where the Investigator needed to travel to undertake the investigation or to interview witnesses;
- (f) Seeking legal advice; and
- (g) Engaging an expert.

Council may order the subject Councillor reimburse it for all or some of the costs arising from the Councillor's inappropriate conduct. Any costs incurred by complainants or the subject Councillors will not be met by Council.

5.15 Publication

This policy is made available to the public via Council's website.

6 Review Timelines

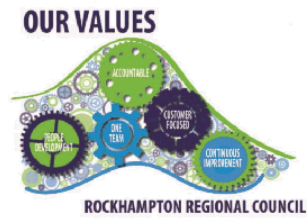
This policy is reviewed when any of the following occur:

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

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7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	Executive Manager Workforce and Governance
Policy Quality Control	Legal and Governance



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COUNCILLOR CONDUCT INVESTIGATION REPORT

Code of Conduct for Councillors in Queensland

Meeting Date: 28 June 2022

Attachment No: 2



Code of Conduct for Councillors in Queensland

Approved on 4 August 2020

| www.dlgrma.qld.gov.au |

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Purpose of the Code of Conduct

The Code of Conduct sets out the principles and standards of behaviour expected of Councillors and Mayors when carrying out their roles, responsibilities and obligations as elected representatives for their communities. By adhering to the behaviours set out below, Councillors will increase public confidence in local government and Council decisions.

Background

Under section 150D of the *Local Government Act 2009* (the LGA), the Minister for Local Government (the Minister) must make a Code of Conduct stating the standards of behaviour for Councillors in the performance of their responsibilities as Councillors. In addition to this, the Code of Conduct may contain anything the Minister considers necessary for, or incidental to, the standards of behaviour.

Before assuming public office, Councillors must understand and commit to complying with the local government principles and obligations of Councillors in accordance with section 169 of the LGA and 169 of the *City of Brisbane Act 2010* (CoBA), as well as the standards of behaviour set out in this Code of Conduct.

All Councillors are required to make a declaration of office under the applicable legislation. As part of that declaration, Councillors must declare that they will abide by this Code of Conduct.

The local government principles and values

The legislation is founded on five local government principles with which Councillors must comply while performing their roles as elected representatives. These principles are listed below:

1. Transparent and effective processes, and decision-making in the public interest
2. Sustainable development and management of assets and infrastructure, and delivery of effective services
3. Democratic representation, social inclusion and meaningful community engagement.
4. Good governance of, and by, local government
5. Ethical and legal behaviour of Councillors and local government employees.

This Code of Conduct provides a set of values that describe the types of conduct Councillors should demonstrate to ensure their compliance with the local government principles. These values are listed below:

1. In making decisions in the public interest, Councillors will:
 - make decisions in open council meetings
 - properly inform relevant personnel of all relevant information
 - make decisions in accordance with law and policy
 - commit to exercising proper diligence, care and attention.
2. To ensure the effective and economical delivery of services, Councillors will:
 - manage council resources effectively, efficiently and economically
 - foster a culture of excellence in service delivery.

3. In representing and meaningfully engaging with the community, Councillors will:

- show respect to all persons
- clearly and accurately explain Council's decisions
- accept and value differences of opinion.

4. In exercising good governance, Councillors are committed to:

- the development of open and transparent processes and procedures
- keeping clear, concise and accessible records of decisions.

5. To meet the community's expectations for high level leadership, Councillors will:

- be committed to the highest ethical standards
- uphold the system of local government and relevant laws applicable.

This Code of Conduct also sets out standards of behaviour aimed at helping Councillors understand how the principles and values are put into practice while performing their official duties as elected representatives.

Each standard of behaviour is not intended to cover every possible scenario. However, they provide general guidance about the manner in which Councillors are expected to conduct themselves.

It is important to note that the principles, values and standards set out in the Code of Conduct are of equal importance.

Standards of behaviour

This Code of Conduct sets out the standards of behaviour applying to all Councillors in Queensland. The behavioural standards relate to, and are consistent with, the local government principles and their associated values.

The standards of behaviour are summarised as the three Rs, being:

1. **RESPONSIBILITIES**
2. **RESPECT**
3. **REPUTATION.**

Each standard of behaviour includes, but is not limited to, several examples to guide Councillors in complying with the Code of Conduct when carrying out their role as elected officials. Councillors are to understand and comply with the following standards of behaviour as set out in the Code of Conduct listed below.

1. Carry out RESPONSIBILITIES conscientiously and in the best interests of the Council and the community

For example, Councillors will, at a minimum, have the following responsibilities:

- 1.1 Attend and participate meaningfully in all Council meetings, committee meetings, informal meetings, briefings, relevant workshops and training opportunities to assist them in fulfilling their roles other than in exceptional circumstances and/or where prior leave is given
- 1.2 Respect and comply with all policies, procedures and resolutions of Council
- 1.3 Use only official Council electronic communication accounts (e.g. email accounts) when conducting Council business
- 1.4 Report any suspected wrongdoing to the appropriate entity in a timely manner
- 1.5 Ensure that their behaviour or capacity to perform their responsibilities as a Councillor is not impaired by the use of substances that may put them or others at risk while performing their duties (for example, alcohol, illegal drugs or prescribed/non-prescribed and/or restricted substances)
- 1.6 Cooperate with any investigation being undertaken by the local government or other entity
- 1.7 Ensure that the Councillor's Advisor is aware of their obligations to comply with the standards of behaviour in the Code of Conduct for Councillor Advisors in Queensland.

2. Treat people in a reasonable, just, RESPECTFUL and non-discriminatory way

For example, Councillors will, at a minimum, act in the following ways:

- 2.1 Treat fellow Councillors, Council employees and members of the public with courtesy, honesty and fairness
- 2.2 Not use abusive, obscene or threatening language (either oral or written) or behaviour towards other Councillors, Council employees or members of the public
- 2.3 Have proper regard for other people's rights, obligations, cultural differences, safety, health and welfare.

3. Ensure conduct does not reflect adversely on the REPUTATION of Council

For example, Councillors will, at a minimum, conduct themselves in the following manner:

- 3.1 When expressing an opinion dissenting with the majority decision of Council, respect the democratic process by acknowledging that the Council decision represents the majority view of the Council
- 3.2 When making public comment, clearly state whether they are speaking on behalf of Council or expressing their personal views
- 3.3 At all times strive to maintain and strengthen the public's trust and confidence in the integrity of Council and avoid any action which may diminish its standing, authority or dignity.

Consequences of failing to comply with the Code of Conduct

Failure to comply with the standards of behaviour in this Code of Conduct, or other conduct prescribed in this code of conduct may give rise to a complaint against a Councillor's conduct and subsequent disciplinary action under the legislation.

A complaint about the conduct of a Councillor must be submitted to the Office of the Independent Assessor (OIA), who will assess the complaint and determine the category of the allegation. In order of least to most serious, the categories of complaint are **unsuitable meeting conduct, inappropriate conduct, misconduct**, and then **corrupt conduct**.

Unsuitable meeting conduct

Under the legislation, any conduct by a Councillor that is contrary to the standards of behavior in the Code of Conduct that occurs within a meeting of Council (including standing committee meetings), is dealt with as **unsuitable meeting conduct**.

Unsuitable meeting conduct by a Councillor is dealt with by the Chairperson of the meeting. It is important that the Chairperson deal with matters of unsuitable meeting conduct locally, and as efficiently and effectively as possible so that Council can continue with their business of making effective decisions in the public interest.

NOTE

Chairpersons of meetings are carrying out a statutory responsibility under the legislation to manage and lead the meeting. As such, where a Chairperson behaves inappropriately in a meeting this involves a serious breach of the trust placed in them as the Chairperson of the meeting and may be dealt with as misconduct (see right).

Inappropriate conduct

Under the legislation, any conduct by a Councillor that is contrary to the standards of behavior in the Code of Conduct or a policy, procedure or resolution of a Council, and is not unsuitable meeting conduct, misconduct or corrupt conduct is dealt with as **inappropriate conduct**.

The conduct of a Councillor is also inappropriate conduct if the conduct contravenes an order by the Chairperson of a meeting of Council for the Councillor to leave the meeting or is a series of conduct at Council meetings that leads to orders for the Councillor's unsuitable meeting conduct being made on three occasions within a period of one year. The local government is not required to notify the OIA and may deal with the conduct under section 150AG of the LGA (including Brisbane City Council).

The OIA is responsible for assessing allegations of suspected inappropriate conduct other than those arising from unsuitable meeting conduct. If the OIA chooses to refer the matter to the Council to deal with, the Council must deal with the matter as quickly and effectively as possible.

Misconduct

Councillors are required to comply with all laws that apply to local governments, this includes refraining from engaging in **misconduct**.

The OIA is responsible for assessing and investigating instances of suspected misconduct. The OIA may make an application to the Councillor Conduct Tribunal to be heard and determined.

The conduct of a Councillor is misconduct if the conduct:

- adversely affects, directly or indirectly, the honest and impartial performance of the Councillor's functions or exercise of the Councillor's powers, or
- is, or involves:
 - a breach of trust placed in the Councillor, either knowingly or recklessly
 - misuse of information or material acquired by the Councillor, whether the misuse is for the benefit of the Councillor or for the benefit or to the detriment of another person
 - a Councillor giving a direction to any Council employee (other than the Mayor giving direction to the Chief Executive Officer, or for Brisbane City Council, the Lord Mayor giving direction to the Chief Executive Officer and senior contract officers)
 - a release of confidential information outside of the Council
 - failure to declare a conflict of interest or appropriately deal with a conflict of interest in a meeting
 - attempting to influence a decision maker about a matter in which the Councillor has a conflict of interest
 - failure by a Councillor to report a suspected prescribed conflict of interest of another Councillor
 - failure to submit, update or review your registers of interests, or
- is a failure by the Councillor to comply with:
 - an order made by the Council or the Councillor Conduct Tribunal
 - any acceptable request guidelines of the Council made under the legislation
 - the reimbursement of expenses policy of the Council.

The conduct of a Councillor is also misconduct if the conduct leads to the Councillor being disciplined for inappropriate conduct on three occasions within a

¹Section 15, Crime and Corruption Act 2001
²Section 40, Crime and Corruption Act 2001

period of one year or is conduct that is identified in an order of Council that will be dealt with as misconduct if the Councillor engages in the conduct again.

The conduct of a Councillor may also be misconduct if a Councillor purports to direct the Chief Executive Officer in relation to disciplinary action regarding the conduct of a Councillor Advisor.

Corrupt conduct

Corrupt conduct is defined by, and dealt with, under the *Crime and Corruption Act 2001*¹ and must be referred to the Crime and Corruption Commission (CCC). For a Councillor, corrupt conduct involves behaviour that:

- adversely affects or could adversely affect the performance of the Councillor's responsibilities, and
- involves the performance of the Councillor's responsibilities in a way that:
 - is not honest or impartial, or
 - involves a breach of the trust placed in the Councillor, or
 - involves the misuse of information acquired by the Councillor, and
- is engaged in for the purpose of providing a benefit or a detriment to a person, and
- if proven would be a criminal offence.

Councillors are reminded of their obligations under section 38 of the *Crime and Corruption Act 2001* to report suspected corrupt conduct.

The OIA has entered into a section 40² arrangement with the CCC which allows the OIA to commence investigation into some allegations of corrupt conduct and report the matters to the CCC on a monthly basis, to provide the CCC with the opportunity to assume responsibility for or monitor an investigation, should the CCC consider that appropriate.

Further information about the CCC's jurisdiction and other topics in relation to local government is available at <https://www.ccc.qld.gov.au/sites/default/files/Docs/Publications/CCC/Corruption-in-focus-Guide-2020.pdf> (Chapter 4).

More information

The Department of Local Government, Racing and Multicultural Affairs website at www.dlgrma.qld.gov.au provides further information and resources for Councillors.

The Department also provides and facilitates training for Councillors and Council employees to assist them to develop the knowledge, skills and understanding necessary to undertake their roles and responsibilities effectively and in the best interests of their communities.

For more information, please contact your regional office within the Local Government Division of the Department of Local Government, Racing and Multicultural Affairs on:

Southern office

Phone: (07) 3452 6762

Email: southern@dlgrma.qld.gov.au

Northern office

Phone: (07) 4758 3472

Email: northern@dlgrma.qld.gov.au



Department of Local Government, Racing
and Multicultural Affairs

| www.dlgrma.qld.gov.au |



044-292118

COUNCILLOR CONDUCT INVESTIGATION REPORT

Investigation Report (redacted)

Meeting Date: 28 June 2022

Attachment No: 3

Councillor Conduct Tribunal: Inappropriate conduct complaint investigation and recommendation response to Council

Local Government Act 2009: Sections 150K, 150W, 150AC, 150AD, 150AE and 150DL

1. Complaint:

CCT Reference	F22/2921
Date of request from Council	10 May 2022
Subject councillor	Councillor Shane Latcham
Referring Council	Rockhampton Regional Council
Complainant	Not identified
Allegations	<p>On 19 February 2022, Cr Latcham contacted a [REDACTED] to arrange a site visit for himself and other Councillors. That same day he also contacted the CEO requesting an inspection be arranged for 1pm on 21 February 2022.</p> <p>Both actions were taken despite a Council resolution on 22 June 2021 for confidential agenda item 14.1 <i>“That Council authorise the Chief Executive Officer (CEO) or delegate to enter into negotiations to purchase this property”</i>.</p> <p>The allegation is that these actions were a breach of either or both of:</p> <p>a) Sections 1.2 of the Code of Conduct for Councillors in Queensland (“Code of Conduct”), which was approved by the Minister and took effect on 4 August 2020; and/or</p> <p>b) Section 150K(1)(b) of the Act, being conduct that contravenes a resolution of Council.</p>

2. Tribunal Member:

Tribunal Member	Brendan Walker-Munro ¹
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¹ This Tribunal member was nominated by the President of the Tribunal under s150DL(2) of the *Local Government Act 2009* to constitute the Tribunal to perform the functions mentioned in s150DL(1)(a) for the particular request made to the Council.

3. Conflict of interests disclaimer/declaration (s.150DT)

Having reviewed the material provided, the Tribunal Member confirmed that he did not have a real or perceived conflict of interest in proceeding to investigate the complaint.

4. Outcome of investigation:

Date	7 June 2022
Outcome	The Tribunal has investigated the suspected inappropriate conduct referred by the local government in accordance with the recommendation of the Independent Assessor (IA), pursuant to s150DL(1)(a)(i) and has formed the opinion that the evidence is sufficient to sustain an allegation of inappropriate conduct on the balance of probabilities.

5. Recommendations to local government:

Date of recommendations	7 June 2022
Recommendations	<p>The Tribunal recommends that:</p> <ol style="list-style-type: none"> a) The Council consider this report, particularly paragraphs 15-31, in making its decision as to whether or not the Councillor has engaged in inappropriate conduct as alleged; b) If the Council's decision is that the complaint is not sustained, the Council take no further action except to advise the Councillor and update the Councillor Conduct Register as required by sections 150DX(1)(b) and 150DY of the Act c) If however the Council has an alternative view, and finds the complaint of inappropriate conduct sustained, that the Council consider: <ul style="list-style-type: none"> • an order under section 150AG(1)(a) of the Act that the Councillor has engaged in inappropriate conduct as alleged and • that the Council take no further action against the Councillor under sections 150AG(1)(b) and 150AH(1)(a) of the Act. d) Relevant registers be updated; and e) The Council advise the Councillor, the Registrar, of the CCT and the IA of the decision of Council.

6. Reasons for Recommendations:**Abbreviations Used**

The following abbreviations have been used in this determination:

the Act	the <i>Local Government Act 2009</i>
the CCT or the Tribunal	the Councillor Conduct Tribunal established under the Act
the CEO	the Chief Executive Officer of the Council
the Code or the Code of Conduct	the Code of Conduct for Councillors in Queensland - approved by regulation on 3 December 2018
the complaint	the complaint made by the complainant as set out above
the complainant	the Councillor who forwarded to the CEO complaints from constituents
the council	Rockhampton Regional Council
the Councillor	Councillor Shane Latcham of the Council
the OIA	the Office of the Independent Assessor
the IA	the Independent Assessor appointed under the Act or a delegate
the Regulation	the <i>Local Government Regulation 2012</i>

Background:

- On or about 21 March 2022, the OIA received a complaint regarding the conduct of Councillor Shane Latcham of Rockhampton Regional Council. The OIA sought submissions from the Councillor regarding the allegation in writing under s150AA of the Act on 25 March 2022, advising that:
 - she reasonably suspected the conduct, the subject of the complaint, is inappropriate conduct;
 - the complaint should be referred to the Council to be dealt with; and
- The Councillor was provided with an opportunity to respond to the complaint and to address why the IA should not decide to refer the complaint to the Council to deal with. Those submissions were received on 1 April 2022.
- Having considered those submissions, on 7 April 2022 the OIA wrote to the Councillor setting out the allegation in the complaint and advising that the IA reasonably suspected, pursuant to s150W(b) of the Act that the complaint involves inappropriate conduct and was referring the conduct to local government to be dealt with under Chapter 5A, Part 2 Division 5 of the Act.
- The OIA requested that Council investigate the conduct in accordance with Council's investigation policy.
- On 10 May 2022, the CEO referred the complaint about the conduct of the Councillor to the Tribunal in accordance with section 5.5 of the Council's investigation policy, adopted by Council on 27 October 2020.

Procedural and statutory compliance:

- Following receipt of the complaint from the OIA, the required steps have been taken and the matter has now been referred to the CCT by the Council.

Functions of the Councillor Conduct Tribunal:

7. Section 150DL(1) of the Act provides that the functions of the conduct tribunal include-
 - a) at the request of the local government-
 - (i) to investigate the suspected inappropriate conduct of a Councillor referred to the local government, by the assessor, to be dealt with by the local government; and
 - (ii) to make recommendations to the local government about dealing with the conduct.
8. Section 150DL(2) provides that a member of the Tribunal chosen by the President may constitute the Councillor Conduct Tribunal to perform the functions mentioned in subsection (1)(a) for a particular request. For this particular request, the President has chosen Tribunal Member Walker-Munro to constitute the Tribunal to perform the functions mentioned.

Scope of the investigation:

9. Having regard to the provisions of the Act, there is no role for the Tribunal to make a finding of "inappropriate conduct" or finally determine the disciplinary action to be taken. Its role is to "investigate the suspected inappropriate conduct" and make recommendations to the council "about dealing with the conduct". It is also noted that the Tribunal's role in making recommendations is within the context that the overall responsibility for both the investigation of the matter and decision remains with the local government under section 150AF and section 150AG.
10. Because of the nature of the alleged inappropriate conduct, the scope of the investigation in this matter is limited to an investigation on the documents provided by the Council to the Tribunal, together with additional documents obtained by the CCT including further response from the Councillor. The investigation is conducted on the papers provided to the CCT from the Council.

Consideration of the elements of inappropriate conduct:

11. "Inappropriate conduct" is defined in s150K of the Act, so far as is relevant:

The conduct of a Councillor is inappropriate conduct if the Councillor contravenes...

- b) a policy, procedure or resolution of the local government.*

Subsection (2) and (3) of s 150K of the Act contain references to other conduct of a Councillor that is inappropriate conduct.

Importantly, subsection (4)(b) states that inappropriate conduct does not include conduct that is misconduct.

12. In addition, the Code of Conduct applies to all Councillors as a '*behavioural standard*' under section 150C of the Act. The Code of Conduct '*sets out the standards of behaviour applying to all Councillors in Queensland*', and in Part 2, includes the following terms:

- 1. Carry out RESPONSIBILITIES conscientiously and in the best interests of the Council and the community*

For example, Councillors will, at a minimum, act in the following ways:

- 1.2 Respect and comply with all policies, procedures and resolutions of Council...*

Facts and circumstances relating to the conduct:

13. The IA outlined the alleged Relevant Facts and Circumstances in the letter to the CEO of 7 April 2022 as follows:
- (a) On 22 June 2021, during a confidential session of an ordinary meeting – agenda item 14.1, Council considered the purchase of a property referred to as the [REDACTED]. During that meeting Council made the following unanimous resolution: *'That Council authorise the Chief Executive Officer (CEO) or delegate to enter into negotiations to purchase this property'*.
 - (b) That on or about 19 February 2022, when Council was undertaking the final stages of a due diligence period under the negotiations, Councillor Latcham contacted [REDACTED] to arrange a site visit for all councillors on Monday 21 February 2022 at 1pm.
 - (c) The council resolution on 22 June 2021 specifically delegated the negotiations to the CEO, not to any particular councillor, and any contact with owners of the property should have been made through the CEO's office, particularly when negotiations may have been at a sensitive and complex stage.
 - (d) Once due diligence was completed, a further report was to be presented to council to determine whether or not to proceed with entering into the contract.
 - (e) A confidential report on the purchase that detailed the due diligence findings was to be presented to Council on the 22 February 2022 meeting in a closed session.
 - (f) On 19 February 2022, Councillor Latcham emailed the CEO requesting an inspection be arranged for Councillors and relevant council officers to meet at the premises with the co-owner at 1pm on 21 February 2022 at [REDACTED].
 - (g) The CEO passed Councillor Latcham's emailed request to the deputy CEO, as his staff were dealing with the selling agency on the property purchase and were not dealing directly with the co-owners.
14. The material provided to the Tribunal (and which was reviewed in the course of this investigation) included copies of the letters between the Council, the Councillor and the OIA, as well as a response sought from the Councillor in writing.

Consideration of the evidence as to whether it tends to support or not support a finding of inappropriate conduct:

15. As noted above, the relevant definition of inappropriate conduct as set out in s 150K(1)(b) of the Act is conduct of a councillor that contravenes a policy, procedure or resolution of the local government.
16. The resolution passed by the Council in confidential session on 22 June 2021 was worded that only the CEO or his delegate was permitted to enter into and conduct *"negotiations to purchase the property"*.
17. On 25 January 2022, Councillors received a confidential report from Council officers. This report – according to Councillor Latcham's response of 1 April 2022 – indicated that the CEO had negotiated a purchase price of [REDACTED] but that further due diligence investigations were needed. Councillor Latcham indicated his view that this indicated that negotiations were no longer continuing, as the report did not include a recommendation to extend the CEO's negotiation period.

18. On 19 February 2022 the Councillor was alleged to have contacted [REDACTED] a co-owner of the property, by telephone and requested a site visit for the property as part of Council's consideration of the matter.
19. The day immediately prior to this phone call (18 February 2022) Councillors – including Councillor Latcham – had received a confidential report from Council officers. That report detailed the due diligence investigation's findings of a significant likelihood of increased maintenance and improvement costs associated with the purchase of the property and a recommendation from the Council officer to terminate the contract.
20. On 30 May 2022, the Tribunal sought further responses from the Councillor, specifically:
- (a) *Did the CEO delegate to you, or request that you conduct, any aspect of the negotiations relating to [REDACTED] If yes, please provide any document recording or showing that delegation or request.*
 - (b) *You stated in your response that you did not personally know [REDACTED] and had not met [REDACTED] How do you know [REDACTED] and what is your relationship (if any)?*
 - (c) *Did you make a telephone call to [REDACTED] on 19 February 2022?*
 - (d) *Did you make any written request of [REDACTED] to arrange a "site visit" of [REDACTED] at any time on or around 19 February 2022? If so, please provide a copy of that written request.*
 - (e) *Other than your response submitted on 1 April 2022, do you have any response you wish to provide in respect of the allegation detailed above?*

21. On 6 June 2022, the Councillor responded to the above questions, the majority of that response is included below:

Before I address the points of your email, I would like to suggest that the complainant be afforded the opportunity to reflect on and consider repealing their complaint. I imagine there are times when a person makes a complaint and then upon reflection, concedes that it wasn't warranted or may be deemed vexatious.

I do not accept that by contacting [REDACTED] for a site inspection for the Councillors prior to the Council Meeting held 22 February 2022 that there was intent to contravene section 150K(1)(b) of the Act: "a policy, procedure or resolution of the local government". I would suggest that it was carrying out my responsibilities conscientiously in the best interests of the Council and the community. With the benefit of hindsight, and despite the prohibitive timeframe to do sufficient Due Diligence on the said property, I would suggest that it may have been more desirable to seek advice from the CEO beforehand.

Notwithstanding, I do not accept that there was intent to conduct any aspect of the negotiations relating to the [REDACTED] given that a written decision by the RRC Officers (in the Council Report) had been made before [REDACTED] was contacted. I would suggest that the negotiations were completed beforehand.

As stated previously to the OIA, I do not personally know [REDACTED] There is no relationship with [REDACTED] I would not know what he looks like even if he was standing in front of me in a line-up. I have never contacted (or been contacted by) [REDACTED] at any other time.

There was a telephone call on 19 February 2022 to [REDACTED] verbally requesting, with his approval, a site visit for the Councillors to attend. There was no written request to [REDACTED] The CEO was then asked if Councillors could attend a site visit for Monday 21 February 2022.

At the Ordinary Council Meeting of 22 February 2022, the Officers recommendations were adopted.

I believe that this matter does not warrant being referred to Council to deal with; and dismissed accordingly by the Councillor Conduct Tribunal.

22. The dismissal of the complaint is not a matter for the CCT – under section 150DL(1)(a)(ii) of the Act, the Tribunal is only empowered to make recommendations about Council's handling of the complaint. Should Council wish to take no further action in relation to the complaint (under section 150AH(1)(a) of the Act), that is a matter for Council.
23. The Councillor admits that on 19 February 2022, he made a phone call to [REDACTED] the co-owner of the property, but denies this constituted a failure to comply with Council's resolution. His purpose for doing so was to organise a site visit for 21 February 2022 but denies that the negotiations were ongoing at that stage. The Councillor did not appear to answer the question as to whether the CEO delegated or requested that he make such an approach, but the Tribunal is satisfied on the evidence that the CEO did not do so.
24. The wording of Council's resolution was to delegate negotiations to the CEO to "purchase the property" of [REDACTED]. In the ordinary course of events, the process of a purchase of a commercial property concludes at only one of two points: either the property is subject to a successful settlement following the exchange of contracts, or the purchase does not proceed. The failure of a purchase to proceed may occur for a variety of reasons, which may include one or both parties failure to discharge obligations in the contract, or termination of the contract by operation of a contract clause.
25. Relevantly, the Councillor's view that negotiations had concluded was erroneous. Council neither owned the property nor had completed the termination of the contract by execution of a contractual clause: as at 19 February 2022, the other party [REDACTED] was unaware of the Council officer's proposal to terminate the contract.
26. Equally, the negotiations were not concluded once the purchase price was established, nor were they concluded once the due diligence investigations were completed. For example, though Council officers recommended termination of the contract in their report of 18 February 2022, this recommendation might not have been accepted by Council. Council may have requested more investigations be conducted, Council may have requested a business case to complete the maintenance and repair works, or Council may have requested an independent assessment be completed on financial viability of the purchase.
27. In any event, the negotiations which had been delegated to the CEO were not completed until either Council owned the property or the entire process had been terminated and the owners advised accordingly.
28. Council's resolution to delegate the negotiations to the CEO had a sound policy reason: that way, the Office of the CEO could centrally control what offers or commitments were made in the name of Council in respect of the property. Hypothetically, had Councillor Latcham made promises or assurances to [REDACTED] (though there is no evidence that he did so), these might have had the effect of compromising the negotiations by the CEO or placing Council in a difficult position regarding the purchase.
29. The proper course for the Councillor was to put any such requests to the CEO's office for their consideration, something the Councillor now recognises.
30. On that basis, Councillor Latcham contravened a resolution of Council, made on 22 June 2021, which is a ground for inappropriate conduct under section 150K(1)(b) of the Act.

31. The Tribunal's investigation has revealed that there is sufficient evidence which, if accepted by the decision-maker, could substantiate a finding of inappropriate conduct.

Human rights considerations:

32. As the decision-maker, the Council must consider the Councillor's human rights under the *Human Rights Act 2019* (Qld) (**the HRA**) when making its decision. In the present case, the Tribunal notes that a finding of inappropriate conduct by the Council may limit certain human rights, particularly the Councillor's freedom of expression.
33. Section 13 of the HRA states that human rights can be limited but any limits must be reasonable and justifiable. Section 13(2) of the HRA provides a number of factors which may be relevant to imposing reasonable and justifiable limits on human rights.
34. In the Tribunal's opinion, it is open to the Council to conclude that any limits imposed on the Councillor's human rights are reasonable and justifiable because such limits would be 'consistent with a free and democratic society based on human dignity, equality and freedom'. This echoes the wording of the local government principles in section 4(2) of the Act, particularly:
- (c) democratic representation, social inclusion and meaningful community engagement, and*
- (e) ethical and legal behaviour of councillors, local government employees and councillor advisors.*

Tribunal's recommendations for further action:

35. The Tribunal has investigated the suspected inappropriate conduct referred by the local council in accordance with the recommendation of the IA, pursuant to s150DL(1)(a)(i) and considers there is sufficient evidence to find that there has been a contravention of section 150K(1)(b) of the Act.
36. Section 150DL(1)(a)(ii) states that the Tribunal is to make recommendations to the local government about dealing with the conduct.

Tribunal's recommendations for Council's consideration:

37. The Council consider this Report particularly paragraphs 15 to 31 above, in making its decision as to whether the Councillor has engaged in inappropriate conduct;
38. If the Council's decision is that the complaint is not sustained, the Council take no further action except to advise the Councillor and update the Councillor Conduct Register as required by sections 150DX(1)(b) and 150DY of the Act.
39. If however, the Council finds the complaint of inappropriate conduct is sustained, the Council consider:
- any previous inappropriate conduct of the Councillor (150AG(2)(a));
 - An order that no action be taken against the Councillor(s150AH(1)(a));or
 - One or more orders from the list in s150AH(1)(b)
 - On the making of the decision by Council the relevant registers be updated; and
 - The Council advise the Councillor, the Registrar of the CCT and the IA of the decision.

Member Brendan Walker-Munro

Date 7 June 2022

11 NOTICES OF MOTION

Nil

12 QUESTIONS ON NOTICE

Nil

13 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.

14 CLOSURE OF MEETING