



# ORDINARY MEETING

## AGENDA

**26 JULY 2016**

*Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 26 July 2016 commencing at 9.00am for transaction of the enclosed business.*

*R Cheesman*

**ACTING CHIEF EXECUTIVE OFFICER**  
22 July 2016

Next Meeting Date: 09.08.16

**Please note:**

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

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**1 OPENING**

**2 PRESENT**

Members Present:

The Mayor, Councillor M F Strelow (Chairperson)  
Councillor C R Rutherford  
Councillor S J Schwarten  
Councillor A P Williams

In Attendance:

Mr E Pardon – Chief Executive Officer

**3 APOLOGIES AND LEAVE OF ABSENCE**

Councillor Swadling, Councillor Fisher, Councillor Smith and Councillor Wickerson have tendered their apologies as they are representing Council at the Queensland Mining and Engineering Exhibition in Mackay.

**4 CONFIRMATION OF MINUTES**

Minutes of the Ordinary Meeting held 12 July 2016

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

**6 BUSINESS OUTSTANDING**

Nil

**7 PUBLIC FORUMS/DEPUTATIONS**

Nil

**8 PRESENTATION OF PETITIONS**

Nil



## **9 COMMITTEE REPORTS**

### **9.1 PLANNING AND REGULATORY COMMITTEE MEETING - 19 JULY 2016**

#### **RECOMMENDATION**

THAT the Minutes of the Planning and Regulatory Committee meeting, held on 19 July 2016 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

**Recommendation of the Planning and Regulatory Committee, 19 July 2016****9.1.1 BUSINESS OUTSTANDING TABLE FOR PLANNING AND REGULATORY COMMITTEE**

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

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**SUMMARY**

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

**COMMITTEE RECOMMENDATION**

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

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**Recommendation of the Planning and Regulatory Committee, 19 July 2016**
**9.1.2 D/34-2016 - DEVELOPMENT APPLICATION FOR A MATERIAL CHANGE OF USE FOR HEALTH CARE SERVICES**

**File No:** D/34-2016

**Attachments:** 1. Locality Plan  
2. Site Plan

**Authorising Officer:** Tarnya Fitzgibbon - Manager Development and Building  
Robert Holmes - General Manager Regional Services

**Author:** Thomas Gardiner - Planning Officer

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**SUMMARY**

*Development Application Number:* D/34-2016

*Applicant:* Templeton Wholesale Pty Ltd

*Real Property Address:* Lot 6, Lot 7 and Lot 8 on RP600278, Parish of Rockhampton

*Common Property Address:* 233 Murray Street, Rockhampton City

*Area of Site:* 1,022 square metres

*Planning Scheme:* Rockhampton Region Planning Scheme 2015

*Planning Scheme Zone:* Low Density Residential Zone

*Planning Scheme Overlays:* Fitzroy River Flood Overlay – Low Hazard  
Fitzroy River Flood Overlay – Medium Hazard  
Fitzroy River Flood Overlay – High Hazard

*Existing Development:* Dwelling House

*Existing Approvals:* Dwelling House

*Approval Sought:* Development Permit for a Material Change of Use for Health Care Services

*Level of Assessment:* Impact Assessable

*Submissions:* Nil

*Infrastructure Charges Area:* Charge Area 1

*Application Progress:*

<i>Application Lodged:</i>	16 March 2016
<i>Acknowledgment Notice issued:</i>	30 March 2016
<i>Extension of Information Request Period (until 13 May 2016)</i>	14 April 2016
<i>Request for Further Information sent:</i>	22 April 2016
<i>Request for Further Information responded to:</i>	16 May 2016
<i>Submission period commenced:</i>	19 May 2016
<i>Submission period end:</i>	10 June 2016
<i>Notice of Compliance Received:</i>	13 June 2016
<i>Last receipt of information from applicant:</i>	13 June 2016

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**COMMITTEE RECOMMENDATION****RECOMMENDATION A**

THAT in relation to the application for a Development Permit for a Material Change of Use for Health Care Services, made by Templeton Wholesale Pty Ltd, on Lot 6 on RP600278, Lot 7 on RP600278 and Lot 8 on RP600278, Parish of Rockhampton, located at 233 Murray Street, Rockhampton City, Council resolves to Approve the application despite its conflict with the planning scheme and provide the following grounds to justify the decision despite the conflict:

- a) The proposal is for a small-scale Health Care facility for repairing and maintaining wheelchairs and other mobility aids only, which is located under an existing Dwelling House and occupies a maximum Gross Floor Area of 130 square metres;
- b) The proposed development will not compromise the primary purpose of the Low Density Residential Zone from providing predominantly dwelling houses supported by small-scale services and facilities that cater for local residents;
- c) The appearance of the existing Dwelling House will be maintained as a result of the proposal, and the scale and intensity of the use will not detract from the existing streetscape and residential amenity of the surrounding area;
- d) The proposed use does not compromise the strategic framework in the *Rockhampton Region Planning Scheme 2015*;
- e) Assessment of the development against the relevant zone purpose, planning scheme codes and planning scheme policies demonstrates that the proposed development will not cause significant adverse impacts on the surrounding natural environment, built environment and infrastructure, community facilities, or local character and amenity; and
- f) The proposed development does not compromise the relevant State Planning Policy.

**RECOMMENDATION B**

That in relation to the application for a Development Permit for a Material Change of Use for Health Care Services, made by Templeton Wholesale Pty Ltd, on Lot 6 on RP600278, Lot 7 on RP600278 and Lot 8 on RP600278, Parish of Rockhampton, located at 233 Murray Street, Rockhampton City, Council resolves to Approve the application subject to the following conditions:

**1.0 ADMINISTRATION**

- 1.1 The Developer is responsible for ensuring compliance with the conditions of this development approval and the Conditions of the approval by an employee, agent, contractor or invitee of the Developer.
- 1.2 Where these Conditions refer to "Council" in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role of the Council may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
- 1.3 All conditions, works, or requirements of this development approval must be undertaken and completed and be accompanied by a Compliance Certificate for any operational works required by this development approval:
  - 1.3.1 to Council's satisfaction;
  - 1.3.2 at no cost to Council; and
  - 1.3.3 prior to the commencement of the use, unless otherwise stated.

- 1.4 Infrastructure requirements of this development approval must be contributed to the relevant authorities, where applicable, at no cost to Council, prior to the commencement of the use, unless otherwise stated.
- 1.5 The following further Development Permits must be obtained prior to the commencement of any works associated with their purposes:
- 1.5.1 Operational Works:
- (i) Parking Works; and
- (ii) Stormwater Works
- 1.5.2 Plumbing and Drainage Works; and
- 1.5.3 Building Works
- 1.6 All works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards, unless otherwise stated.
- 1.7 All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant *Australian Standards* and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.
- 1.8 Lots 6, 7 and 8 on RP600278 must be amalgamated and registered as one lot prior to the commencement of the use.

## 2.0 APPROVED PLANS AND DOCUMENTS

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

<u>Plan/Document Name</u>	<u>Plan/Document Reference</u>	<u>Dated</u>
Proposed Site Plan	6387-99-MCU, Revision A	29 February 2016
Elevation and Floor Plan	6387-99-MCU, Revision A	29 February 2016
Stormwater Flooding Report (prepared by Davey Engineering Solutions)	Unnumbered	11 May 2016

- 2.2 Where there is any conflict between the conditions of this development approval and the details shown on the approved plans and documents, the conditions of this development approval must prevail.
- 3.0 PARKING WORKS
- 3.1 A Development Permit for Operational Works (parking works) must be obtained prior to the commencement of any parking works on the development site.
- 3.2 All parking works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*, *Australian Standard AS2890 "Parking facilities"* and the provisions of a Development Permit for Operational Works (parking works).
- 3.3 All car parking, access and vehicle manoeuvring areas associated with the proposed development must be concrete paved or asphalted.
- 3.4 Parking spaces must be line-marked as shown in the Site Plan (refer to condition 2.1) and in accordance with the *Australian Standard AS2890 "Parking facilities"* and the provisions of a Development Permit for Operational Works (access and parking works).
- 3.5 Any application for a Development Permit for Operational Works (parking works) must be accompanied by detailed and scaled plans, which demonstrate the turning movements/swept paths of the largest vehicle to access the development site.

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#### 4.0 PLUMBING AND DRAINAGE WORKS

- 4.1 All internal plumbing and drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines, Water Supply (Safety and Reliability) Act, Plumbing and Drainage Act* and Council's Plumbing and Drainage Policies.
- 4.2 The development must be remained connected to Council's reticulated water supply and sewerage network.
- 4.3 The existing sewerage and water connection point(s) must be retained, and upgraded if necessary, to service the development.
- 4.4 The finished sewerage access chamber surface must be at a sufficient level to avoid ponding of stormwater above the top of the chamber. A heavy duty trafficable lid must be provided in the trafficable area.
- 4.5 Sewer connection and water meter box located within trafficable areas must be raised or lowered to suit the finished surface levels and must be provided with heavy duty trafficable lids.
- 4.6 Alteration, disconnection or relocation of internal plumbing and sanitary drainage works associated with the existing building must be in accordance with regulated work under the *Plumbing and Drainage Act* and Council's Plumbing and Drainage Policies.

#### 5.0 STORMWATER WORKS

- 5.1 A Development Permit for Operational Works (stormwater works) must be obtained prior to the commencement of any stormwater works on the development site.
- 5.2 All stormwater drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Queensland Urban Drainage Manual, Capricorn Municipal Development Guidelines*, sound engineering practice and the provisions of a Development Permit for Operational Works (stormwater works).
- 5.3 All roof water including runoff water from car park must be collected and drained to the kerb and channel in Murray Street.
- 5.4 All roof and allotment runoff from the development must be discharge such that it must not restrict, impair or change the natural flow of runoff water or cause a nuisance or worsening to surrounding land or infrastructure.

#### 6.0 SITE WORKS

- 6.1 All earthworks must be undertaken in accordance with *Australian Standard AS3798 "Guidelines on earthworks for commercial and residential developments"*.
- 6.2 Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to surrounding land or infrastructure.

#### 7.0 BUILDING WORKS

- 7.1 All building works must be undertaken in accordance with *Queensland Development Code, Mandatory Part 1.4* for building over or near relevant infrastructure.
- 7.2 All electrical and telecommunication services and utilities connected to the property, including electrical outlets, must be designed and installed at such a height that they are a minimum of 500 millimetres above a one percent (1%) Annual Exceedance Probability defined flood event.
- 7.3 Any application for a Development Permit for Building Works must be accompanied by a detailed structural engineering report and a building certificate prepared by a suitably qualified Registered Professional Engineer of Queensland, which demonstrates that the building has been designed to withstand the forces created by floodwaters and debris loading.

## 8.0 ASSET MANAGEMENT

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

## 9.0 OPERATING PROCEDURES

- 9.1 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the development site. Storage of materials or parking of construction machinery or contractors' vehicles must not occur within Murray Street.
- 9.2 The use does not generate traffic exceeding ten (10) vehicle trips per day and the trips are not by a vehicle exceeding a gross vehicle mass of 4.5 tonnes tare weight.
- 9.3 The hours of operation for the Health Care Services must be limited to:
- 9.3.1 0900 to 1700 on Monday to Friday; and
  - 9.3.2 No operations on a Saturday, Sunday, or Public Holiday.

## 10.0 ENVIRONMENTAL HEALTH

- 10.1 Any lighting devices associated with the development, such as sensory lighting, must be positioned on the development site and shielded so as not to cause glare or other nuisance to nearby residents and motorists. Night lighting must be designed, constructed and operated in accordance with *Australian Standard AS4282 "Control of the obtrusive effects of outdoor lighting"*.
- 10.2 Noise emitted from the activity must not cause an environmental nuisance.
- 10.3 Operations on the site must have no significant impact on the amenity of adjoining premises or the surrounding area due to the emission of light, noise or dust.
- 10.4 Any waste storage areas must be:
- 10.4.1 maintained in accordance with the *Environmental Protection (Waste Management) Regulation*; and
  - 10.4.2 kept in a clean and tidy condition

## ADVISORY NOTES

### NOTE 1. Aboriginal Cultural Heritage

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

### NOTE 2. Asbestos Removal

Any demolition and/or removal works involving asbestos materials must be undertaken in accordance with the requirements of the *Work Health and Safety Act 2011* and *Public Health Act 2005*.

NOTE 3. General Environmental Duty

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

NOTE 4. General Safety Of Public During Construction

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

**RECOMMENDATION C**

That in relation to the application for a Development Permit for a Material Change of Use for Health Care Services, made by Templeton Wholesale Pty Ltd, on Lot 6 on RP600278, Lot 7 on RP600278 and Lot 8 on RP600278, Parish of Rockhampton, located at 233 Murray Street, Rockhampton City, Council resolves not to issue an Infrastructure Charges Notice.



**Recommendation of the Planning and Regulatory Committee, 19 July 2016****9.1.3 REQUEST FOR A COUNCIL RESOLUTION REGARDING APPLICATIONS TO BE ASSESSED UNDER A SUPERSEDED PLANNING SCHEME FOR STORAGE SHEDS ALONG BOWLIN ROAD, PORT CURTIS**

**File No:** 3565  
**Attachments:** 1. Locality Plan  
**Authorising Officer:** Tarnya Fitzgibbon - Manager Development and Building  
Robert Holmes - General Manager Regional Services  
**Author:** Anton de Klerk - Planning Officer

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**SUMMARY**

*An audit was undertaken by Council's Development Compliance Section to determine which structures were constructed on properties on Bowlin Road prior to the commencement of the Rockhampton Region Planning Scheme 2015; eleven (11) Class 10 structures were found on eleven (11) allotments (as listed below). A departmental decision was made that any application to apply the superseded planning scheme for these existing structures would be supported as they were exempt under the planning scheme which was applicable at that point in time. It was further decided that no new development on these lots would be supported due to the new zoning and severe flooding impacts; however, subsequent recommendations by the Planning and Regulatory Committee have supported that development as it was in compliance with the previous Planning Scheme which could still be applied until late August 2016. A Committee direction is sought on the direction to be taken on application that may be received for that area prior to the expiration of the opportunity to utilise the previous Planning Scheme.*

**COMMITTEE RECOMMENDATION**

That the matter lay on the table pending further information and is to return to the next Planning and Regulatory Committee meeting on 2 August 2016.

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**Recommendation of the Planning and Regulatory Committee, 19 July 2016****9.1.4 APPLICATION UNDER THE DEVELOPMENT INCENTIVES POLICY FOR DEVELOPMENT PERMIT FOR A MATERIAL CHANGE OF USE FOR BULK LANDSCAPING SUPPLIES**

<b>File No:</b>	<b>D/167-2015</b>
<b>Attachments:</b>	<b>1. Locality Plan 2. Site Plan</b>
<b>Authorising Officer:</b>	<b>Tarnya Fitzgibbon - Manager Development and Building Robert Holmes - General Manager Regional Services</b>
<b>Author:</b>	<b>Corina Hibberd - Planning Officer</b>

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**SUMMARY**

<i>Development Application Number:</i>	<i>D/167-2015</i>
<i>Applicant:</i>	<i>K Anderson and P L Anderson</i>
<i>Real Property Address:</i>	<i>Lot 3 on RP894582, Parish of Wiseman</i>
<i>Common Property Address:</i>	<i>320 Nicholson Road, Alton Downs</i>
<i>Planning Scheme:</i>	<i>Rockhampton Region Planning Scheme 2015</i>
<i>Planning Scheme Zones:</i>	<i>Rural Zone - Alton Downs Precinct</i>
<i>Type of Approval:</i>	<i>Development Permit for a Material Change of Use for Bulk Landscaping Supplies</i>
<i>Date of Decision:</i>	<i>3 May 2016</i>
<i>Application Lodgement Fee:</i>	<i>\$6,896.00</i>
<i>Infrastructure Charges:</i>	<i>\$385.00</i>
<i>Infrastructure charges incentive:</i>	<i>Not Eligible</i>
<i>Incentives sought:</i>	<i>Development facilitation - 'all other areas' (50% discount for infrastructure charges) Refund of Development Application Fees (100%)</i>

**COMMITTEE RECOMMENDATION**

THAT in relation to the application under the Development Incentives Policy for a Development Permit for a Material Change of Use for Bulk Landscaping Supplies, on Lot 3 on RP894582, Parish of Nicolson, located at 320 Nicholson Road, Alton Downs, Council recommends the following:

Option 2. Council resolves to Approve the following incentives if the use commences prior to 3 May 2019:

- a. A fifty per cent (50%) reduction of infrastructure charges to the amount of \$192.50;
- b. A refund of the application lodgement fee amounting to \$6,896.00 on completing the development; and

That Council enter into an agreement with the applicant in relation to 2(a) and 2(b).

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**Recommendation of the Planning and Regulatory Committee, 19 July 2016**
**9.1.5 DEVELOPMENT APPLICATION FOR A MATERIAL CHANGE OF USE FOR OUTDOOR SPORT AND RECREATION (OPEN GARDEN)**

**File No:** D/176-2015

**Attachments:** 1. Locality Plan  
2. Site Plan

**Authorising Officer:** Tarnya Fitzgibbon - Manager Development and Building  
Robert Holmes - General Manager Regional Services

**Author:** Corina Hibberd - Planning Officer

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**SUMMARY**

*Development Application Number:* D/176-2015

*Applicant:* Ross and Carol Mylrea C/- Reel Planning Pty Ltd

*Real Property Address:* Lot 3 on SP264078, Parish of Murchison

*Common Property Address:* 72 McMillan Avenue, Parkhurst

*Area of Site:* 8.209 hectares

*Planning Scheme:* Rockhampton City Plan 2005

*Planning Scheme Zone:* Parkhurst Future (Post 2015) Residential Area

*Planning Scheme Overlays:* Steep or Unstable Land, Waterways

*Existing Development:* House and established gardens and outbuildings

*Existing Approvals:* House and outbuildings

*Approval Sought:* Development Permit for a Material Change of Use for Outdoor Sport and Recreation (Open Garden)

*Level of Assessment:* Impact Assessable

*Submissions:* Nil

*Referral Agency(s):* Nil

*Infrastructure Charges Area:* Charge Area 3

**Application Progress:**

<i>Application Lodged:</i>	10 December 2015
<i>Application Properly Made:</i>	16 December 2015
<i>Acknowledgment Notice issued:</i>	5 January 2016
<i>Request for Further Information sent:</i>	8 January 2016
<i>Request for Further Information responded to:</i>	27 May 2016
<i>Submission period commenced:</i>	2 June 2016
<i>Submission period end:</i>	24 June 2016
<i>Last receipt of information from applicant:</i>	27 June 2016
<i>Statutory due determination date:</i>	25 July 2016

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**COMMITTEE RECOMMENDATION****RECOMMENDATION A**

That in relation to the application for a Development Permit for a Material Change of Use for Outdoor Sport and Recreation (Open Garden), made by Ross and Carol Mylrea C/- Reel Planning Pty Ltd, on Lot 3 on SP264078, located at 72 McMillan Avenue Parkhurst, Council resolves to Approve the application despite its conflict with the planning scheme and provide the following grounds to justify the decision despite the conflict:

- a) The gardens are already fully established and will allow for guided tours only;
- b) The guided tours will be limited in size per day to minimise any traffic or infrastructure impacts;
- c) The use is unique and will create a tourism driven interest niche in Rockhampton;
- d) The proposed use does not compromise the strategic framework in the Rockhampton City Plan 2005;
- e) Assessment of the development against the relevant area intent, planning scheme codes and planning scheme policies demonstrates that the proposed development will not cause significant adverse impacts on the surrounding natural environment, built environment and infrastructure, community facilities, or local character and amenity; and
- f) The proposed development does not compromise the relevant State Planning Policy.

**RECOMMENDATION B**

That in relation to the application for a Development Permit for a Material Change of Use for Outdoor Sport and Recreation (Open Garden), made by Ross and Carol Mylrea C/- Reel Planning Pty Ltd, on Lot 3 on SP264078, Parish of Murchison, located at 72 McMillan Avenue, Parkhurst, Council resolves to Approve the application subject to the following conditions:

**1.0 ADMINISTRATION**

- 1.1 The Developer is responsible for ensuring compliance with this approval and the Conditions of the approval by an employee, agent, contractor or invitee of the Developer.
- 1.2 Where these Conditions refer to "Council" in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role of the Council may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
- 1.3 All conditions, works, or requirements of this development approval must be undertaken and completed and be accompanied by a Compliance Certificate for any operational works required by this development approval:
  - 1.3.1 to Council's satisfaction;
  - 1.3.2 at no cost to Council; and
  - 1.3.3 prior to the commencement of the use, unless otherwise stated.
- 1.4 Infrastructure requirements of this development approval must be contributed to the relevant authorities, where applicable, at no cost to Council, prior to the commencement of the use, unless otherwise stated.
- 1.5 The following further Development Permits must be obtained prior to the commencement of any works associated with their purposes:
  - 1.5.1 Operational Works:
    - (i) Access and Parking Works.

- 1.5.2 Plumbing and Drainage Works; and
- 1.5.3 Building Works.
- 1.6 All Development Permits for Operational Works and Plumbing and Drainage Works must be obtained prior to the commencement of the use.
- 1.7 All works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards, unless otherwise stated.
- 1.8 All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant Australian Standards and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.

## 2.0 APPROVED PLANS AND DOCUMENTS

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

<u>Plan/Document Name</u>	<u>Plan/Document Number</u>	<u>Dated</u>
Site Plan	1087 SKSA01	25 September 2015
Proposed recovery shelter	1087 MD02	22 February 2010
Ross and Carol Mylrea Information Request Response On-site Sewerage Facility	Steer Environmental Consulting Document D176- 2015	20 May 2016

- 2.2 Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.
- 2.3 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council prior to the submission of a Development Application for Operational Works.
- ## 3.0 ACCESS AND PARKING WORKS
- 3.1 A Development Permit for Operational Works (access and parking works) must be obtained prior to the commencement of any access and parking works on the site.
- 3.2 All works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), Capricorn Municipal Development Guidelines, Australian Standard AS2890 "Parking Facilities" and the provisions of a Development Permit for Operational Works (access and parking works).
- 3.3 All parking spaces, access driveway(s), and vehicular manoeuvring areas associated with this proposed development must be concrete paved or sealed.
- 3.4 Any application for a Development Permit for Operational Works (access and parking works) must be accompanied by detailed and scaled plans which demonstrate the turning movements/swept paths of the largest vehicle to access the site.
- 3.5 A minimum of nineteen (19) parking spaces must be provided on-site. This includes two (2) universal access parking spaces and one (1) bus parking spaces.
- 3.6 Parking spaces must be line-marked as shown in the Site Plan (refer to condition 2.1) and in accordance with the Australian Standard AS2890 "Parking facilities" and the provisions of a Development Permit for Operational Works (access and parking works).

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#### 4.0 PLUMBING AND DRAINAGE WORKS

- 4.1 All internal plumbing and drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), Capricorn Municipal Development Guidelines, Water Supply (Safety and Reliability) Act, Plumbing and Drainage Act, Council's Plumbing and Drainage Policies and the provisions of a Development Permit for Plumbing and Drainage Works.
- 4.2 On-site water supply for domestic and firefighting purposes must be provided and may include the provision of a bore, dams, water storage tanks or a combination of each. This must be certified by a hydraulic engineer or other suitably qualified person.
- 4.3 The existing on-site sewerage facilities must be adequate for the proposed development. Should the existing on-site sewerage facilities not be adequate; an upgrade of the system must be provided. The upgrade must be in accordance with the Queensland Plumbing and Wastewater Code and Council's Plumbing and Drainage Policies
- 4.4 Alteration, disconnection or relocation of internal plumbing and sanitary drainage works associated with the existing building must be in accordance with regulated work under the Plumbing and Drainage Act and Council's Plumbing and Drainage Policies.
- 4.5 In accordance with the Site Evaluation Report (refer to condition 2.1) for on-site sewerage facility, the septic tank must be de-sludged each year and desludging must be in accordance with Australian Standard AS1547:2000 "On-site domestic-wastewater management".

#### 5.0 ROOF AND ALLOTMENT DRAINAGE WORKS

- 5.1 All roof and allotment drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), Queensland Urban Drainage Manual, Capricorn Municipal Development Guidelines, and sound engineering practice.
- 5.2 All roof and allotment runoff from the development must be discharged such that it must not restrict, impair or change the natural flow of runoff water or cause a nuisance or worsening to surrounding land or infrastructure.
- 5.3 Stormwater runoff from the car park must be discharged such that it must not cause a nuisance or worsening to surrounding land or infrastructure in comparison to the pre-development condition, including but not limited to blocking, altering or diverting existing stormwater runoff patterns or having the potential to cause damage to other infrastructure.
- 5.4 Easements must be provided over all land assessed to be within a one percent (1%) Annual Exceedance Probability defined flood inundation area.

#### 6.0 SITE WORKS

- 6.1 All earthworks must be undertaken in accordance with Australian Standards, AS3798 "Guidelines on Earthworks for Commercial and Residential Developments".
- 6.2 Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to surrounding land or infrastructure.

#### 7.0 BUILDING WORKS

- 7.1 No structures must be located within the on-site sewerage treatment and disposal area or conflict with the separation distances, in accordance with the Queensland Plumbing and Wastewater Code.

- 7.2 Impervious paved waste storage area must be provided in accordance with the approved plans (refer to condition 2.1) and the Environmental Protection Regulation 2008 and must be:
- 7.2.1 designed and located so as not to cause a nuisance to neighbouring properties;
  - 7.2.2 aesthetically screened from any road frontage or adjoining property;
  - 7.2.3 should the residential type bins not be adequate for the development; commercial type bins must be required and must be serviced by a commercial contractor.
- 8.0 ELECTRICITY AND TELECOMMUNICATIONS
- 8.1 Electricity and telecommunication connections must be provided to the proposed development to the standards of the relevant authorities.
- 9.0 ASSET MANAGEMENT
- 9.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be at full cost to the Developer.
- 9.2 Any damage to existing stormwater, water supply and sewerage infrastructure, kerb and channel, pathway or roadway (including removal of concrete slurry from public land and Council infrastructure) that occurs while any works are being carried out in association with this development approval must be repaired at full cost to the developer. This includes the reinstatement of any existing traffic signs or pavement markings that may have been removed or damaged.
- 10.0 OPERATING PROCEDURES
- 10.1 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the site. No storage of materials, parking of construction machinery or contractors' vehicles will be permitted in McMillan Avenue or Alfred Road.
- 10.2 All waste storage areas must be:
- 10.2.1 kept in a clean and tidy condition; and
  - 10.2.2 maintained in accordance with Environmental Protection Regulation 2008.
- 10.3 No more than twenty (20) visitors are allowed on site on any given day.

#### ADVISORY NOTES

NOTE 1. Aboriginal Cultural Heritage

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

NOTE 2. General Environmental Duty

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

**NOTE 3. General Safety Of Public During Construction**

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

**RECOMMENDATION C**

That in relation to the application for a Development Permit for a Material Change of Use for Outdoor Sport and Recreation (Open Garden), made by Ross and Carol Mylrea C/- Reel Planning Pty Ltd, on Lot 3 on SP264078, Parish of Murchison, located at 72 McMillan Avenue, Parkhurst, Council resolves not to issue an Infrastructure Charges Notice.



**Recommendation of the Planning and Regulatory Committee, 19 July 2016****9.1.6 ROCKHAMPTON REGIONAL COUNCIL ANIMAL MANAGEMENT STRATEGY**

<b>File No:</b>	<b>1464</b>
<b>Attachments:</b>	<b>1. Draft Rockhampton Regional Council Animal Management Strategy</b>
<b>Authorising Officer:</b>	<b>Evan Pardon - Chief Executive Officer</b>
<b>Author:</b>	<b>Peter Owens - Acting General Manager Community Services</b>

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**SUMMARY**

*The Rockhampton Regional Council Animal Management Strategy is presented for adoption by Council following the Councillor Workshop held on Tuesday 5 July 2016.*

*The strategy will provide an agreed direction designed to inform and guide Council operations, delivering industry best practice animal management in line with Council's Corporate Plan objectives.*

**COMMITTEE RECOMMENDATION**

THAT the Rockhampton Regional Council Animal Management Strategy, as attached to the report, be adopted and the CEO be authorised to take such action as required to implement the strategy so as to align with Council's Corporate Plan, Operational Plan, Budget and organisational resources; and

THAT the matter of combining Council awareness programs for school visitations and presentations be further investigated.

**9.2 INFRASTRUCTURE COMMITTEE MEETING - 19 JULY 2016****RECOMMENDATION**

THAT the Minutes of the Infrastructure Committee meeting, held on 19 July 2016 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

**Recommendation of the Infrastructure Committee, 19 July 2016**

**9.2.1 DEPARTMENT OF TRANSPORT AND MAIN ROADS UPDATE**

**File No:** 4932

**Responsible Officer:** Robert Holmes – General Manager Regional Services

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**SUMMARY**

*Mr Peter Trim from the Department of Transport and Main Roads will provide a briefing on TMR projects in the Rockhampton Region.*

**COMMITTEE RESOLUTION**

THAT the verbal update on local projects provided by Mr Peter Trim and Mr Paul Shelton of Department of Transport and Main Roads be received.

**Recommendation of the Infrastructure Committee, 19 July 2016****9.2.2 UPDATED FITZROY RIVER FLOOD MAPPING**

<b>File No:</b>	<b>1743</b>
<b>Attachments:</b>	<b>1. Updated Fitzroy River Flood Maps</b>
<b>Authorising Officer:</b>	<b>Martin Crow - Manager Engineering Services Robert Holmes - General Manager Regional Services</b>
<b>Author:</b>	<b>Angus Russell - Coordinator Strategic Infrastructure</b>

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**SUMMARY**

*Flood mapping for the Fitzroy River has been updated to recognise the North Rockhampton Flood Mitigation Project Stage 1 works. The mapping is presented for consideration and adoption by Council.*

**COMMITTEE RECOMMENDATION**

THAT Council:

1. Adopt the attached Fitzroy River Flood Maps;
2. Incorporate the attached Fitzroy River Flood Maps into the proposed Major Amendment of the Rockhampton Region Planning Scheme;
3. Review planning and development controls in the North Rockhampton Flood Management Area during the proposed Major Amendment of the Rockhampton Region Planning Scheme;
4. Make the attached Fitzroy River Flood Maps available on Council's web site and communicate them to the Insurance Council of Australia; and,
5. Recognise the North Rockhampton Flood Management Area in Council's Flood Searches and Planning and Development Certificates.

**Recommendation of the Infrastructure Committee, 19 July 2016****9.2.3 BUSINESS OUTSTANDING TABLE FOR INFRASTRUCTURE COMMITTEE**

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

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**SUMMARY**

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

**COMMITTEE RECOMMENDATION**

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

**Recommendation of the Infrastructure Committee, 19 July 2016****9.2.4 ENGINEERING SERVICES MONTHLY OPERATIONS REPORT - JULY 2016****File No: 7028****Attachments: 1. Engineering Monthly Operations Report -  
Period Ending 30 June 2016****Authorising Officer: Robert Holmes - General Manager Regional Services****Author: Martin Crow - Manager Engineering Services**

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**SUMMARY**

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

**COMMITTEE RECOMMENDATION**

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

**Recommendation of the Infrastructure Committee, 19 July 2016****9.2.5 CIVIL OPERATIONS MONTHLY OPERATIONS REPORT - JULY 2016****File No: 7028****Attachments:**

1. **Civil Operations Monthly Operations Report - July 2016**
2. **Capital Works Program July - August 2016**

**Authorising Officer: Robert Holmes - General Manager Regional Services****Author: David Bremert - Manager Civil Operations**

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**SUMMARY**

*This report outlines Civil Operations Monthly Operations Report 30 June 2016 and also Works Program of planned projects for the months of July and August 2016.*

**COMMITTEE RECOMMENDATION**

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

**Recommendation of the Infrastructure Committee, 19 July 2016****9.2.6 STORMWATER PROJECT PRIORITISATION FRAMEWORK**

<b>File No:</b>	<b>1743</b>
<b>Attachments:</b>	<b>1. Prioritisation Assessment Criteria 2. Initial Stormwater Priorities List</b>
<b>Authorising Officer:</b>	<b>Martin Crow - Manager Engineering Services Robert Holmes - General Manager Regional Services</b>
<b>Author:</b>	<b>Angus Russell - Coordinator Strategic Infrastructure</b>

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**SUMMARY**

*An initial stormwater project prioritisation framework has been developed for Council consideration and endorsement. This framework has been applied to current stormwater and drainage issues and projects to produce a prioritised list of projects for further investigation, design and delivery.*

**COMMITTEE RECOMMENDATION**

THAT Council:

1. Endorse the proposed stormwater project prioritisation framework;
2. Consider the framework and project priorities in future Budget planning.

**COMMITTEE RECOMMENDATION**

THAT an inspection be conducted of the proposed list of Stormwater projects.



**9.3 AIRPORT, WATER AND WASTE COMMITTEE MEETING - 19 JULY 2016****RECOMMENDATION**

THAT the Minutes of the Airport, Water and Waste Committee meeting, held on 19 July 2016 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

**Recommendation of the Airport, Water and Waste Committee, 19 July 2016****9.3.1 BUSINESS OUTSTANDING TABLE FOR AIRPORT, WATER AND WASTE COMMITTEE**

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

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**SUMMARY**

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

**COMMITTEE RECOMMENDATION**

THAT the Business Outstanding Table for the Airport, Water and Waste Committee be received.

**Recommendation of the Airport, Water and Waste Committee, 19 July 2016****9.3.2 CORPORATE SERVICES DEPARTMENT - ROCKHAMPTON AIRPORT -  
MONTHLY OPERATIONS AND ANNUAL PERFORMANCE PLAN REPORT**

**File No:** 7927  
**Attachments:** 1. Rockhampton Airport Monthly Operations Report  
**Authorising Officer:** Ross Cheesman - Deputy CEO/General Manager Corporate Services  
**Author:** Scott Waters - Manager Airport

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**SUMMARY**

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

**COMMITTEE RECOMMENDATION**

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

**Recommendation of the Airport, Water and Waste Committee, 19 July 2016****9.3.3 FRW MONTHLY OPERATIONS AND ANNUAL PERFORMANCE PLAN AS AT 30 JUNE 2016****File No: 1466****Attachments:**

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

**Authorising Officer: Robert Holmes - General Manager Regional Services****Author: Jason Plumb - Manager Fitzroy River Water**

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**SUMMARY**

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

**COMMITTEE RECOMMENDATION**

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

**Recommendation of the Airport, Water and Waste Committee, 19 July 2016****9.3.4 DECOMMISSIONING OF THE WEST ROCKHAMPTON SEWAGE TREATMENT PLANT - ADDITIONAL JUSTIFICATION**

<b>File No:</b>	<b>6210</b>
<b>Attachments:</b>	<b>1. Table 4 Comparison of Capital and Operating Costs - Options for WRSTP</b>
<b>Authorising Officer:</b>	<b>Robert Holmes - General Manager Regional Services</b>
<b>Author:</b>	<b>Jason Plumb - Manager Fitzroy River Water</b>

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**SUMMARY**

*Constructed in 1962, the West Rockhampton Sewage Treatment Plant (WRSTP) has an out-dated process design that produces an inferior quality final effluent compared to modern STP designs. This report therefore seeks to re-present this matter with reference to the ongoing planning associated with the CBD in order to provide some certainty about the future of the WRSTP and any future capital investment required. In addition, the report includes additional justification about significant site-related or technical constraints which each favour the decommissioning of the WRSTP. Based on consideration of its age, its physical condition and also its substandard design and environmental performance and the significant constraints inherent to the WRSTP site, the decommissioning of the WRSTP is strongly recommended to ensure that the STP infrastructure in Rockhampton can best meet the needs of the community and achieve the best overall outcome for the environment.*

**COMMITTEE RECOMMENDATION**

THAT Council proceed with the previously adopted decision to decommission the WRSTP and construct a rising main to divert all WRSTP flows to the SRSTP and capital funding as per Table 1 be given budgetary consideration at the earliest opportunity.

**Recommendation of the Airport, Water and Waste Committee, 19 July 2016****9.3.5 SEEKING APPROVAL OF THE DRAFT ROCKHAMPTON REGIONAL COUNCIL'S WASTE REDUCTION AND RECYCLING PLAN**

**File No:** 7927  
**Attachments:** 1. RRWR Waste Reduction and Recycling Strategy Summary  
**Authorising Officer:** Robert Holmes - General Manager Regional Services  
**Author:** Craig Dunglison - Manager RRWR

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**SUMMARY**

*In December 2015 a draft Waste Reduction and Recycling Plan was put to Council for approval and to place the Plan out for community comment which is required under the Waste Reduction and Recycling Act 2011. The period for comment has ended with no substantial comments being submitted and Council approval is now sought to adopt the Plan.*

**COMMITTEE RECOMMENDATION**

THAT the Waste Reduction and Recycling Plan 2016 – 2024 as presented be adopted.

**Recommendation of the Airport, Water and Waste Committee, 19 July 2016****9.3.6 BIRD MANAGEMENT PLAN LAKES CREEK ROAD LANDFILL**

**File No:** 7927  
**Attachments:** Nil  
**Authorising Officer:** Robert Holmes - General Manager Regional Services  
**Author:** Craig Dunglison - Manager RRWR

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**SUMMARY**

*Due to a change in guidelines released by the Department of Infrastructure and Regional Development in 2012 there is a requirement upon the operation of Lakes Creek Road Landfill to reduce the number of birds at the site so as to reduce the presence of birds that may impact upon the operation of the Rockhampton Airport.*

**COMMITTEE RECOMMENDATION**

THAT the Bird Management Plan for Lakes Creek Road Landfill report be received.

**Recommendation of the Airport, Water and Waste Committee, 19 July 2016**

**9.3.7 ROCKHAMPTON REGIONAL WASTE AND RECYCLING OPERATIONAL REPORT FOR JUNE 2016**

**File No:** 7927  
**Attachments:** 1. RRWR Operational Report June 2016  
**Authorising Officer:** Robert Holmes - General Manager Regional Services  
**Author:** Craig Dunglison - Manager RRWR

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**SUMMARY**

*The purpose of this report is to provide Council with an overview of Rockhampton Regional Waste and Recycling (RRWR) for the period 1 June to 30 June 2016.*

**COMMITTEE RECOMMENDATION**

THAT the RRWR Operational Report for June 2016 be received.



**Recommendation of the Airport, Water and Waste Committee, 19 July 2016****9.3.8 INVESTIGATIONS INTO CLOSED LANDFILLS**

**File No:** 7927  
**Attachments:** 1. RRC Closed Landfills A3  
**Authorising Officer:** Robert Holmes - General Manager Regional Services  
**Author:** Craig Dunglison - Manager RRWR

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**SUMMARY**

*After the impact of Tropical Cyclone Marcia upon Kershaw Gardens, which is a closed landfill, a general review of all closed landfills is being undertaken. The purpose of this report is to update Council on this program.*

**COMMITTEE RECOMMENDATION**

THAT the Investigations into Closed Landfills report be received.

**Recommendation of the Airport, Water and Waste Committee, 19 July 2016****9.3.9 LANDFILL ACCOUNTS**

**File No:** 7927  
**Attachments:** Nil  
**Authorising Officer:** Robert Holmes - General Manager Regional Services  
**Author:** Craig Dunglison - Manager RRWR

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**SUMMARY**

*As reported to Council previously at the August 2014 Business Enterprise Committee meeting an investigation into landfill accounts has been undertaken. The investigation of the last remaining accounts has been completed and based upon a previous legal opinion it is recommended that Council write off the listed debts in this report.*

**COMMITTEE RECOMMENDATION**

THAT the outstanding fees as detailed in the report be written off.

**9.4 COMMUNITY SERVICES COMMITTEE MEETING - 20 JULY 2016****RECOMMENDATION**

THAT the Minutes of the Community Services Committee meeting, held on 20 July 2016 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

**Recommendation of the Community Services Committee, 20 July 2016****9.4.1 COMMUNITIES AND FACILITIES MONTHLY OPERATIONAL REPORT**

**File No:** 1464  
**Attachments:** 1. Monthly operational report for July 2016  
**Authorising Officer:** Peter Owens - Acting General Manager Community Services  
**Author:** Cheryl Haughton - Manager Communities and Facilities

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**SUMMARY**

*This report provides information on the activities of the Communities and Facilities section for June 2016.*

**COMMITTEE RECOMMENDATION**

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

**Recommendation of the Community Services Committee, 20 July 2016****9.4.2 ARTS AND HERITAGE MONTHLY OPERATIONS REPORT FOR JUNE 2016****File No:** 1464**Attachments:** 1. Arts and Heritage Monthly Operations Report  
for June 2016**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Peter Owens - Acting General Manager Community  
Services

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**SUMMARY**

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

**COMMITTEE RECOMMENDATION**

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

**Recommendation of the Community Services Committee, 20 July 2016****9.4.3 ARTS AND HERITAGE SOLE PROVIDER PROVISION**

**File No:** 7104  
**Attachments:** Nil  
**Authorising Officer:** Peter Owens - Acting General Manager Community Services  
**Author:** Kerri Dorman - Administration Supervisor

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**SUMMARY**

*Council presents an annual program of exhibitions and performances for which it is necessary to resolve that it would be impractical for Council to invite quotes for the supply of the exhibition content and physical productions.*

**COMMITTEE RECOMMENDATION**

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

**Recommendation of the Community Services Committee, 20 July 2016****9.4.4 COMMUNITY ASSISTANCE PROGRAM - ADDITIONAL REQUEST FOR ASSISTANCE 2016 CONFRATERNITY AND QISSN CARNIVALS****File No:** 7822**Attachments:**

1. Letter from Mr Paul Dever dated 8 July 2016
2. Invoice for Charges for Park Hire and Waste Collection

**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Peter Owens - Acting General Manager Community Services

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**SUMMARY**

*The 2016 Confraternity and QISSN Carnivals Convenor has requested that Council give consideration to providing additional assistance to the event by reimbursing the Cathedral College for unbudgeted expenses.*

**COMMITTEE RECOMMENDATION**

THAT Council agrees to the request to reimburse the Cathedral College for the charges levied as detailed in the letter from Mr Paul Dever dated 8 July 2016.

**Recommendation of the Community Services Committee, 20 July 2016****9.4.5 APPOINTMENT OF RADF GRANT ASSESSMENT COMMITTEE**

**File No:** 8944  
**Attachments:** Nil  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Peter Owens - Acting General Manager Community Services

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**SUMMARY**

*Council has undertaken a process calling for applications from suitably qualified and/or experienced members of the local arts community to form a new RADF grant assessment committee to be appointed from 1 August 2016.*

**COMMITTEE RECOMMENDATION**

THAT Council appoint Mr Bob Heppell, Ms Carolyn Hewitt, Mr Rod Haynes, Ms Debbie Heineman, Ms Elspeth Donlen, Mr Oliver Skrypcznski and Ms Laurel Mason to the Rockhampton RADF grant assessment committee effective 1 August 2016 for a term of four years.



**Recommendation of the Community Services Committee, 20 July 2016****9.4.6 CURRENT VALUATION ASSESSMENT FOR 241 ROCKONIA ROAD**

**File No:** 1680  
**Attachments:** 1. Valuation of land at 241 Rockonia Road  
**Authorising Officer:** Peter Owens - Acting General Manager Community Services  
**Author:** Cheryl Haughton - Manager Communities and Facilities

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**SUMMARY**

*A further report with valuation assessment is presented for land owned by Council.*

**COMMITTEE RECOMMENDATION**

THAT Council receives the report, declines the offer, and continues discussions with the Endeavour Foundation as to the provision of services to the Rockhampton region.

**Recommendation of the Community Services Committee, 20 July 2016**

**9.4.7 DISCUSSION ON PROPERTY IN CHARLES STREET**

**File No:** 2021

**Responsible Officer:** Martin Crow – Manager Engineering Services

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**SUMMARY**

*Councillor Swadling raised the matter of a property in Charles Street.*

**COMMITTEE RECOMMENDATION**

THAT Council investigate options for a property in Charles Street.

**9.5 PARKS, RECREATION AND SPORT COMMITTEE MEETING - 20 JULY 2016****RECOMMENDATION**

THAT the Minutes of the Parks, Recreation and Sport Committee meeting, held on 20 July 2016 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

**Recommendation of the Parks, Recreation and Sport Committee, 20 July 2016****9.5.1 LIFTING MATTERS FROM THE TABLE**

<b>File No:</b>	<b>4229</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Authorising Officer:</b>	<b>Evan Pardon - Chief Executive Officer</b>
<b>Author:</b>	<b>Peter Owens - Acting General Manager Community Services</b>

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**SUMMARY**

*Items lying on the table require a report to be lifted from the table before being dealt with. This report is designed to lift all necessary reports from the table to be dealt with at the current meeting 20 July 2016.*

**COMMITTEE RECOMMENDATION**

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

- Request for Permission to Enter into a Freehold Licence and Trustee Permit with Rockhampton Police Citizens Youth Welfare Association Over Part of Stapleton Park.

**Recommendation of the Parks, Recreation and Sport Committee, 20 July 2016****9.5.2 REQUEST FOR PERMISSION TO ENTER INTO A FREEHOLD LICENCE AND TRUSTEE PERMIT WITH ROCKHAMPTON POLICE CITIZENS YOUTH WELFARE ASSOCIATION OVER PART OF STAPLETON PARK****File No:** 4229**Attachments:**

1. **Overview of Stapleton Park, Bridge Street, Berserker**
2. **Map indicating ownership of land at Stapleton Park**
3. **Map indicating proposed Trustee Permit and Freehold Licence area**

**Authorising Officer:** **Margaret Barrett - Manager Parks  
Peter Owens - Acting General Manager Community Services****Author:** **Sophia Czarkowski - Sports and Education Supervisor**

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**SUMMARY**

*Rockhampton Police Citizens Youth Welfare Association (PCYC) has a Freehold Lease over part of Stapleton Park. It is requested that the Club be issued with a Freehold Licence and Trustee Permit over parts of Stapleton Park for its events and activities as consistent with the purpose of the land and the constitution of the organisation. The proposed agreements do not remove the public's right to the land nor hinder a third party's ability to hire the land.*

*A report on this matter was presented to Parks, Recreation and Sport Committee on 18 May 2016 and was laid on the table pending further information.*

**COMMITTEE RECOMMENDATION**

THAT Council not accede to the request to enter into a Trustee Permit and Freehold Licence over part of Stapleton Park, Bridge Street, Berserker (being part of Lot 2 on SP262805 and part of Lot 3 on SP262805).

THAT Council commend PCYC on the work they continue to do in our community and look forward to working with them in any future development.

**Recommendation of the Parks, Recreation and Sport Committee, 20 July 2016****9.5.3 REQUEST TO ENTER INTO A TRUSTEE PERMIT WITH PEACE INTERNATIONAL ARCHERY CLUB INC AT ROSEL PARK****File No:** 374**Attachments:**

1. Background information on Peace International Archery Club Inc
2. Proposed Trustee Permitted area at Rosel Park
3. Proposed layout of Peace International Archery area at Rosel Park

**Authorising Officer:** Margaret Barrett - Manager Parks  
Peter Owens - Acting General Manager Community Services**Author:** Sophia Czarkowski - Sports and Education Supervisor**Previous Items:** 17.1 - Request for assignment of Trustee Lease from Neil Collins to Magnum Paintball - Ordinary Council - 12 May 2015 9.00 am

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**SUMMARY**

*Peace International Archery Club Inc currently uses a portion of the Rockhampton Clay Target Club Inc's Leased area at Weinholt Paddock, Dargel Road and it is proposed that the Club be provided with land at Rosel Park for its activities including archery, crossbow and medieval re-enactments.*

**COMMITTEE RECOMMENDATION**

THAT as Magnum Paintball has not entered into a Trustee Lease with Council, Council approve the request to enter into a Trustee Permit with Peace International Archery Club Inc at Rosel Park, 504 Quay Street (being part of Lot 439 on LN2827) subject to the conditions listed in the report.

**Recommendation of the Parks, Recreation and Sport Committee, 20 July 2016****9.5.4 EXTENSION TO LEASED AREA FOR VICTORIA PARK GYMNASTIC AND TRAMPOLINE CLUB INC****File No:** 4203**Attachments:**

1. Proposed drainage channel around the club house
2. Proposed Trustee Lease area

**Authorising Officer:** Margaret Barrett - Manager Parks  
Peter Owens - Acting General Manager Community Services**Author:** Sophia Czarkowski - Sports and Education Supervisor

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**SUMMARY**

*Victoria Park Gymnastic and Trampoline Club Inc hold a Trustee Lease over part of Victoria Park, 1A Lion Creek Road (being part of Lot 40 on SP240869) until 31 December 2020 for the purposes of conducting gymnastics and trampoline activities. It is proposed that the Trustee Lease area be extended to include the proposed drainage improvements on Victoria Park as detailed in the report.*

**COMMITTEE RECOMMENDATION**

THAT:

1. Council approve the extension to the Trustee Leased area of Victoria Park Gymnastic and Trampoline Club Inc over part of Victoria Park, 1A Lion Creek Road (being part of Lot 40 on SP240869), and that the following condition be added to the Trustee Lease's Special Conditions:
  - The Trustee Lessee is responsible for the general maintenance and upkeep of its Leased area including the drainage channel. This includes regular mowing and litter management as required.
2. Council cover the expenses related to re-issuing the Trustee Lease and that the expiry date be amended to 30 June 2021, as detailed in the report.

**Recommendation of the Parks, Recreation and Sport Committee, 20 July 2016****9.5.5 THIRD PARTY SIGNAGE ON PARKLAND POLICY**

**File No:** 11979  
**Attachments:** 1. Third Party Signage on Parkland Policy  
**Authorising Officer:** Margaret Barrett - Manager Parks  
Peter Owens - Acting General Manager Community Services  
**Author:** Sophia Czarkowski - Sports and Education Supervisor

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**SUMMARY**

*A new policy has been drafted for Third Party Signage on Parkland as detailed in the report.*

**COMMITTEE RECOMMENDATION**

THAT Council not adopt the Signage Policy and instead ask for a fact sheet to be established to allow signage of an acceptable size and format to be installed to allow fundraising for our sporting organisations.



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**Recommendation of the Parks, Recreation and Sport Committee, 20 July 2016****9.5.6 CQ SPORTS PRECINCT INC**

<b>File No:</b>	<b>5660</b>
<b>Attachments:</b>	<b>1. Proposed CQ Sports Precinct</b>
<b>Authorising Officer:</b>	<b>Margaret Barrett - Manager Parks Peter Owens - Acting General Manager Community Services</b>
<b>Author:</b>	<b>Brett Nicholls - Coordinator Parks Planning and Projects Rick Palmer - Manager Economic Development</b>

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**SUMMARY**

*CQ Sports Precinct Inc has requested Council contribute funds towards a feasibility study for a proposed specialist sporting precinct on the northern side of Lion Creek.*

**COMMITTEE RECOMMENDATION**

1. THAT Council contribute \$10,000 towards a feasibility study for sports development (in multiple locations around the region) subject to:
  - The active and ongoing involvement of Regional Development Australia in the development of the proposal;
  - The outcomes of the Regional Sport, Recreation and Open Space Strategy;
  - Central Queensland University contributing a similar amount and be involved where necessary;
  - Council Officers developing the scope of the feasibility study; and
  - Council engaging and instructing Central Queensland University for the parts of the feasibility study.
2. THAT Council is clear in its statement that we support augmentation of the rowing and other aquatic facilities on the Fitzroy River; and
3. THAT the proposed West Rockhampton site is only suitable for aquatic based facilities.

**Recommendation of the Parks, Recreation and Sport Committee, 20 July 2016****9.5.7 NAMING OF PARKS AND RESERVES**

**File No:** 1313  
**Attachments:** 1. Feedback in response to Public Notice  
**Authorising Officer:** Peter Owens - Acting General Manager Community Services  
**Author:** Margaret Barrett - Manager Parks

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**SUMMARY**

*Two reserves are to be named to reflect the contribution of local residents to the Region's communities.*

**COMMITTEE RECOMMENDATION**

THAT Council approve naming of the area:

1. between the Somerset Connection Rd and Gracemere Industrial Access Road as 'Bruce Russell Reserve'; and
2. at the junction of Poison Creek Road and Razorback Road as 'Ken Rowley Reserve'.

**Recommendation of the Parks, Recreation and Sport Committee, 20 July 2016****9.5.8 DOG OFF LEASH AREAS**

**File No:** 7437, 1464  
**Attachments:** Nil  
**Authorising Officer:** Peter Owens - Acting General Manager Community Services  
**Author:** Margaret Barrett - Manager Parks

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**SUMMARY**

*This report recommends the process be commenced to establish additional dog off leash areas in Parks.*

**COMMITTEE RECOMMENDATION**

THAT Council approve the following area be advertised as a future dog off leash area:

- Eddie Baker Park, Norman Gardens (access via Currawong Street and Rosella Court) but limited to the areas designated as a dog off leash area by signpost.

**Recommendation of the Parks, Recreation and Sport Committee, 20 July 2016****9.5.9 PARKS AND OPEN SPACE OPERATIONS REPORT - JUNE 2016**

**File No:** 1464

**Attachments:** 1. Parks and Open Space Operations Report - June 2016

**Authorising Officer:** Peter Owens - Acting General Manager Community Services

**Author:** Margaret Barrett - Manager Parks

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**SUMMARY**

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

**COMMITTEE RECOMMENDATION**

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

**Recommendation of the Parks, Recreation and Sport Committee, 20 July 2016**

**9.5.10 VERBAL REPORT ON ROWING COURSE**

**File No: 11460**

**Responsible Officer: Margaret Barrett – Manager Parks**

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**SUMMARY**

*Manager Parks presenting a verbal report on the Fitzroy River rowing course.*

**COMMITTEE RECOMMENDATION**

THAT the verbal report on the rowing course be received.

**10 COUNCILLOR/DELEGATE REPORTS**

Nil

## 11 OFFICERS' REPORTS

### 11.1 2016-2017 FEES AND CHARGES AMENDMENTS

File No:	7816
Attachments:	1. 2016-17 Fees and Charges Amendments
Authorising Officer:	Ross Cheesman - Deputy CEO/General Manager Corporate Services
Author:	Alicia Cutler - Manager Finance

#### SUMMARY

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

#### OFFICER'S RECOMMENDATION

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

#### COMMENTARY

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

The below information details the amendments to the current Fees and Charges schedule, while the full updated Fees and Charges Schedule is provided in the attachment.

#### Corporate Services

##### Customer Service – page 7

The Right to Information Act 2009 (Qld) (RTI Act) and the Right to Information Regulation 2009 (Qld) contain specific provisions relating to the application fee, processing charges and access charges for an application made under the RTI Act.

The Office of the Information Commissioner (OIC) has now provided notice of the increase to the RTI fees and charges effective 1 July 2016:

Fee Number	Description	Old Fee 2015/2016	New Fee 2016/2017
32	RTI Application Fee	\$44.85	<b>\$46.40</b>
33	RTI processing charge	\$6.95 for each fifteen minutes or part thereof.	<b>\$7.20</b> for each fifteen minutes or part thereof.

## Regional Services

## Civil Operations – page 32

There are some changes proposed for the Road Reserve work permits fees under Civil Operations to provide clarity around the type of work being conducted and the fees for such work.

Fee number	Item name	Fee Type	2016/2017 Current Fee (incl GST)	2016/2017 Current Fee (incl GST)
15	<b>Road Reserve - Works Permit ( Local Law 1 &amp; 4)</b>			
16	(Which are not part of a subdivision)			
17	Driveway/Vehicle Access - construction of a vehicle access to a single dwelling or single lot	Commercial	new	\$186.00
18	Driveway/Vehicle Access - construction of a vehicle access to a single dwelling or single lot	Residential	new	\$169.00
19	Property Stormwater, Erection or Installation of a Structure, Private Water Pipeline, Undergrounding of Services	Commercial	new	\$186.00
20	Property Stormwater, Erection or Installation of a Structure, Private Water Pipeline, Undergrounding of Services, Grazing - Short Term	Residential	new	\$169.00
21	Driveway/Vehicle Access - Supply and installation of concrete crossovers	Commercial	\$186.00	Private Works Quote
22	Driveway/Vehicle Access - Supply and installation of concrete crossovers	Residential	\$169.00	Private Works Quote
23	Major Work in Road Reserve (works not covered under the IPA) - Permit fee based on 1.5% of the approved estimate of cost of the works within the road reserve (work greater than \$35,000) - minimum fee (includes roadworks, stormwater, water supply, sewerage etc) 1.5% of the cost of works for works greater than \$35,000 with min fee of \$632.00	Cost-Recovery	\$632.00	Private Works Quote
24	Minor Work in Road Reserve (works not covered under SPA) – Permit fee of \$632.00 where approved estimate of cost of the works within the road reserve including roadworks, stormwater, water supply, sewerage and any other ancillary works is less than \$35,000	Cost-Recovery	\$632.00	Private Works Quote



The fee for Heavy Vehicles has been removed as Council cannot charge a fee as per National Heavy Vehicle Regulator guidelines.

Fee number	Item name	Fee Type	GST Authority	2016/2017 Current Fee (incl GST)	Proposed change
40	<b>Heavy Vehicles</b>				
41	Application for approval; from relevant (responsible) authority under the Heavy Vehicle Guidelines	Cost-Recovery	GST Exempt	\$150.00	remove

### Community Services

#### Cemeteries – page 93

Cemeteries are proposing to add a new fee for perpetual bronze flowers which can be added to plaques as an additional service at Memorial Gardens. The proposed fee is \$112.00.

Fee number	Item name	Fee Type	GST Authority	2016/2017 Current Fee (incl GST)
147	Perpetual Bronze flowers	Commercial	GST Applies	\$112.00

The below amendments are proposed to ensure consistency in fees charged for services at Councils Regional Cemeteries.

The new fees would be as follows:

Fee Number	Item Name	2016/17 Fee	Amended 2016/2017 fee
	<b>North Rockhampton Cemetery</b>		
4	Interment fees - Base Rate	\$ 1,385.00	\$1,385.00
	<b>Gracemere Cemetery, Mt Morgan, Bajool</b>		
28,69,96	Interment fees - Base Rate	\$1,387.00	\$1,385.00
	<b>North Rockhampton Cemetery</b>		
7	Late fee - not completed by 4.00pm Monday - Friday Extra	\$342.00	\$340.00
	<b>Gracemere Cemetery, Mt Morgan, Bajool</b>		
31, 72,99	Late fee - not completed by 4.00pm Monday - Friday Extra	\$340.00	\$340.00
	<b>North Rockhampton Cemetery</b>		
17	For permission to enclose grave and erect a headstone (not exceeding 1.8 metres)	\$248.00	\$282.00
	<b>Gracemere Cemetery, Mt Morgan, Bajool</b>		
44,85,109	For permission to enclose grave and erect a headstone (not exceeding 1.8 metres)	\$282.00	\$282.00

Fee Number	Item Name	2016/17 Fee	Amended 2016/2017 fee
	<b>North Rockhampton Cemetery</b>		
18	Attach plaque from other supplier	\$61.20	\$60.00
	<b>Gracemere Cemetery, Mt Morgan, Bajool</b>		
45,86,110	Attach plaque from other supplier	\$60.00	\$60.00
	<b>North Rockhampton Cemetery</b>		
21	Single Marker (concrete)	\$37.00	\$36.00
	<b>Gracemere Cemetery, Mt Morgan, Bajool</b>		
48,89,113	Single Marker (concrete)	\$36.00	\$36.00
	<b>Rockhampton Memorial Gardens</b>		
156,147,161,172	Interments of ashes	\$260.00	\$260.00
	<b>Gracemere Cemetery</b>		
52,57,62	Interments of ashes	\$260.00	\$260.00
	<b>Regional Cemeteries</b>		
11,37,78,103	Interments of ashes	\$265.00	\$260.00
149	Double Marker	\$448.00	\$448.00
162	Marker ( <b>Double Plots in any garden or edge:</b> )	\$450.00	\$448.00
58	Marker ( <b>Gracemere Cemetery -Double Plots in designated garden</b> )	\$448.00	\$448.00
	<b>Rockhampton Memorial Gardens</b>		
177	Interment of Ashes Garden Beds & Niche only - Saturday/Sunday Extra	\$345.00	\$340.00
	<b>Regional Cemeteries</b>		
12,37,78,104	Interment of Ashes (Grave or Niche only) Saturday/Sunday Extra	\$340.00	\$340.00
	<i>Please note it the crypte system is different)</i>		
	<b>Rockhampton Memorial Gardens</b>		
192	Services Saturday Fee Extra	\$345.00	\$340.00

### Parks Sport and Rec – page 103

Parks are proposing to include a new fee called Park Vending Fee to set at \$320.00 in 2016/2017.

From time to time a mobile food vendor may seek permission to setup in a park or open space area that is not covered under any other permit arrangements (e.g. local laws). In these situations the applicant may be provided with a (Trustee) Permit (12 months) for the non-exclusive operation of a food van at a park for example Huish Drive. Previously this charge was covered under the Specialist Area fee in parks fees and Charges, however, this fee no longer exists. This fee is separate from any local laws roadside vending permits. A permit can be issued over one or multiple parks.

The fee was \$320 when last included in the fees and charges under a specialist area. This is somewhat in line with Local Laws which can only set cost recovery fees on permits and currently has permits for roadside vending from \$215 to \$287.

Fee number	Item name	Fee Type	GST Authority	2016/2017 Current Fee (incl GST)
33	Park Vending Fee	Commercial	GST Applies	\$320.00

### Environmental and Public Health – page 116

Food Licence Application fee for a category 2 business is currently \$1,570.00, it should be amended to \$1,270.00. The current fee is larger than the fee for our Category 3 licences (large supermarkets). This may be seen as unfair as the lower risk category is charged more than the higher risk large supermarkets.

Fee number	Item name	Fee Type	GST Authority	2016/2017 Current Fee (incl GST)
8	<b>Food Business Licence Application with Food Safety Program</b>			
9	Category 1 - Excluding short term food businesses	Cost Recovery	GST Exempt	\$1,005.00
10	Category 2 - Excluding short term food businesses	Cost Recovery	GST Exempt	\$1,270.00
11	Category 3 - Excluding short term food businesses	Cost Recovery	GST Exempt	\$1,485.00
12	Short term food business	Cost Recovery	GST Exempt	\$625.00

### BUDGET IMPLICATIONS

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

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

### LEGISLATIVE CONTEXT

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

### POLICY IMPLICATIONS

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

### CONCLUSION

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

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

# **2016-2017 FEES AND CHARGES AMENDMENTS**

## **2016-17 Fees and Charges Amendments**

**Meeting Date: 26 July 2016**

**Attachment No: 1**

SECTION:		Customer service					
Fee number	Item name	Fee Type	GST Authority	2016/2017 Current Fee (incl GST)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
24	Per additional sheet	Commercial	GST Applies	\$4.25	each	Local Government Act 2009	Part 6 S262 (3)(c)
25							
26	<b>Printing</b>						
27	A4 Black & White Printing Single Sided (Self-Service)	Commercial	GST Applies	\$0.25	each	Local Government Act 2009	Part 6 S262 (3)(c)
28	A4 Black & White Printing Single Sided (Staff Assisted)	Commercial	GST Applies	\$0.65	each	Local Government Act 2009	Part 6 S262 (3)(c)
29	A4 Black & White Printing Double Sided (Staff Assisted)	Commercial	GST Applies	\$0.80	each	Local Government Act 2009	Part 6 S262 (3)(c)
30							
31	<b>Right to Information</b>						
32	Application Fee - for access to documents that do not concern the applicant's personal information	Cost-Recovery	GST Exempt	\$46.40	each	Right to Information Regulation 2009	Part 3.4
33	Processing Charge - If the agency spends no more than five hours processing the application, No processing charge applies. If the agency spends more than five hours processing the application, Processing charge applies	Cost-Recovery	GST Exempt	\$7.20	for each 15mins or part thereof	Right to Information Regulation 2009	Part 3.5
34	Access Charge - Black and white photocopy A4 Right To Information application	Cost-Recovery	GST Exempt	\$0.25	each	Right to Information Regulation 2009	Part 3.6
35	Access Charge - Black-and-white photocopy A4 Information Privacy application	Cost-Recovery	GST Exempt	\$0.25	each	Information Privacy Regulation 2009	Part 3.4
36							
37	<b>Tender Documents</b>						
38	Tender Document Fee (CD production )	Commercial	GST Applies	\$35.00	Each	Local Government Act 2009	Part 6 S262 (3)(c)
39							
40	<b>Records File Retrieval</b>						
41	Building file retrieval and copying - Domestic	Commercial	GST Applies	\$68.00	Each	Local Government Act 2009	Part 2 S97 (2) (c)
42	Building file retrieval and copying - Commercial	Commercial	GST Applies	\$112.00	Each	Local Government Act 2009	Part 2 S97 (2) (c)
43	Name and Address search fee	Commercial	GST Applies	\$25.00	Each	Local Government Act 2009	Part 2 S97 (2) (c)

SECTION:		Civil Operations					
Fee number	Item name	Fee Type	GST Authority	2016/2017 Current Fee (incl GST)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
1	<b>Rural Addressing</b>						
2	Rural Address Numbers			Nil			
3	Note: Council supplies and erects the initial rural address number at the property. The property owner is then responsible for maintenance, and where necessary, replacement of the number to the same standard.						
4	Additional or Replacement Rural Address Numbers (Self-installation)	Commercial	GST Applies	\$88.00		Local Government Act 2009	S262 (3) (c)
5	<i>Gates and Grids</i>						
6	- Application Fee only	Cost-Recovery	GST Exempt	\$230.00		Local Government Act 2009	Council Local Law
7	- Gate Sign	Commercial	GST Applies	Private Works Quote		Local Government Act 2009	S262 (3) (c)
8	2 advance warning signs, 4 hazard markers, and all posts and brackets)	Commercial	GST Applies	Private Works Quote		Local Government Act 2009	S262 (3) (c)
9	4 hazard markers, and all posts and brackets	Commercial	GST Applies	Private Works Quote		Local Government Act 2009	S262 (3) (c)
10	Notes: 1. Installation not included. 2. Fittings, and therefore cost, may be reduced, depending on construction materials for grids						
11							
12	<b>Roadworks/Drainage</b>						
13	Plans all sizes	Commercial	GST Applies	\$69.00	each	Local Government Act 2009	S262 (3) (c)
14							
15	<b>Road Reserve - Works ( Local Law 1 and 4)</b>						
16	(Which are not part of a subdivision)						
17	Driveway/Vehicle Access - construction of a vehicle access to a single dwelling or single lot	Commercial	GST Applies	\$186.00	each	Local Government Act 2009	S262 (3) (c)
18	Driveway/Vehicle Access - construction of a vehicle access to a single dwelling or single lot	Cost-Recovery	GST Exempt	\$169.00	each	Local Government Act 2009	Council Local Law
19	Property Stormwater, Erection or Installation of a Structure, Private Water Pipeline, Undergrounding of Services	Commercial	GST Applies	\$186.00	each	Local Government Act 2009	S262 (3) (c)

SECTION:		Civil Operations					
Fee number	Item name	Fee Type	GST Authority	2016/2017 Current Fee (incl GST)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
20	Property Stormwater, Erection or Installation of a Structure, Private Water Pipeline, Undergrounding of Services	Cost-Recovery	GST Exempt	\$169.00	each	Local Government Act 2009	Council Local Law
21	Driveway/Vehicle Access - Supply and installation of concrete crossovers	Commercial	GST Applies	Private Works Quote	each	Local Government Act 2009	S262 (3) (c)
22	Driveway/Vehicle Access - Supply and installation of concrete crossovers	Cost-Recovery	GST Exempt	Private Works Quote	each	Local Government Act 2009	Council Local Law
23	Major Work in Road Reserve (works not covered under the IPA) - Permit fee based on 1.5% of the approved estimate of cost of the works within the road reserve (work greater than \$35,000) - minimum fee (includes roadworks, stormwater, water supply, sewerage etc) 1.5% of the cost of works for works greater than \$35,000 with min fee of \$632.00	Cost-Recovery	GST Exempt	Private Works Quote	Minimum	Local Government Act 2009	Council Local Law
24	Minor Work in Road Reserve (works not covered under SPA) - Permit fee of \$632.00 where approved estimate of cost of the works within the road reserve including roadworks, stormwater, water supply, sewerage and any other ancillary works is less than \$35,000	Cost-Recovery	GST Exempt	Private Works Quote	Minimum	Local Government Act 2009	Council Local Law
25							
26	<b>Regulatory Documents/Studies/Infrastructure Models</b>						
27	Infrastructure Model Access Fee	Commercial	GST Applies	\$595.00		Local Government Act 2009	S262 (3) (c)
28							
29	<b>Miscellaneous Signage</b>						
30	Directional Signage	Commercial	GST Applies	\$305.00		Local Government Act 2009	S262 (3) (c)
31							
32	<b>Impounded Vehicles</b>						
33	Auctioneer fee	Commercial	GST Applies	As Charged by appointed storage/ auction compound		Transport Operations (Road Use Management) Act 1995	

SECTION:		Regional Cemeteries					
Fee number	Item name	Fee Type	GST Authority	2016/2017 Current Fee (incl GST)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
1	<b>North Rockhampton Cemetery</b>						
2	North Rockhampton - Plot Sale (Right to Bury) Single only	Commercial	GST Applies	\$750.00	per plot	Local Government Act 2009	Part 6 S262 (3) (c)
3	Interment Fees - Base rate grass top	Commercial	GST Applies	\$1,190.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
4	Interment Fees - Base rate cement enclosed	Commercial	GST Applies	\$1,385.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
5	Interment Fees- Full Set up grass top	Commercial	GST Applies	\$1,270.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
6	Interment Fees - Full Set Up cement enclosed	Commercial	GST Applies	\$1,530.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
7	Late fee - not completed by 4.00pm Monday - Friday Extra	Commercial	GST Applies	\$340.00	additional fee	Local Government Act 2009	Part 6 S262 (3) (c)
8	Saturday Extra	Commercial	GST Applies	POA	additional fee	Local Government Act 2009	Part 6 S262 (3) (c)
9	Sunday or Public Holiday Extra	Commercial	GST Applies	POA	additional fee	Local Government Act 2009	Part 6 S262 (3) (c)
10	<b>Ashes</b>						
11	Interment of Ashes	Commercial	GST Applies	\$260.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
12	Interment of ashes Saturday/Sunday Extra	Commercial	GST Applies	\$340.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
13	<b>Exhumations</b>						
14	Application Fee	Commercial	GST Applies	\$1,500.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
15	Exhumation Fee	Commercial	GST Applies	POA	each	Local Government Act 2009	Part 6 S262 (3) (c)
16	<b>Monument Fees</b>						
17	For permission to enclose grave and erect a headstone (not exceeding 1.8 metres)	Commercial	GST Applies	\$282.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
18	Attach plaque from other supplier	Commercial	GST Applies	\$60.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
19	Installation of standard beam (1200 x 300)	Commercial	GST Applies	\$490.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
20	Installation of full grave cover (flat top)	Commercial	GST Applies	\$1,850.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
21	Single Marker (concrete)	Commercial	GST Applies	\$36.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
22	Double Marker (concrete)	Commercial	GST Applies	\$62.00	each	Local Government Act 2009	Part 6 S262 (3) (c)



SECTION:		Regional Cemeteries					
Fee number	Item name	Fee Type	GST Authority	2016/2017 Current Fee (incl GST)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
23	Memorial Wall - Single Plaque Site (150mm x 130mm) including fixing (plaque additional)	Commercial	GST Applies	\$295.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
24							
25	<b>Gracemere Cemetery</b>						
26	Gracemere - Plot Sale (Right to Bury) Single only	Commercial	GST Applies	\$540.00	per plot	Local Government Act 2009	Part 6 S262 (3) (c)
27	Interment Fees - Base rate grass top	Commercial	GST Applies	\$1,190.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
28	Interment Fees - Base rate cement enclosed	Commercial	GST Applies	\$1,385.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
29	Interment Fees- Full Set up grass top	Commercial	GST Applies	\$1,270.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
30	Interment Fees - Full Set Up cement enclosed	Commercial	GST Applies	\$1,530.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
31	Late fee - not completed by 4.00pm Monday - Friday Extra	Commercial	GST Applies	\$340.00	additional fee	Local Government Act 2009	Part 6 S262 (3) (c)
32	Saturday Extra	Commercial	GST Applies	POA	additional fee	Local Government Act 2009	Part 6 S262 (3) (c)
33	Sunday or Public Holiday Extra	Commercial	GST Applies	POA	additional fee	Local Government Act 2009	Part 6 S262 (3) (c)
34	<b>Ashes</b>						
35	Single Niche	Commercial	GST Applies	\$295.00	per niche	Local Government Act 2009	Part 6 S262 (3) (c)
36	Double Niche	Commercial	GST Applies	\$590.00	per double	Local Government Act 2009	Part 6 S262 (3) (c)
37	Interment of Ashes (Grave or Niche)	Commercial	GST Applies	\$260.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
38	Plaque (150 x 130mm) - maximum 7 lines	Commercial	GST Applies	\$180.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
39	Interment of ashes Saturday/Sunday (Extra)	Commercial	GST Applies	\$340.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
40	<b>Exhumations</b>						
41	Exhumation - Application Fee	Commercial	GST Applies	\$1,500.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
42	Exhumation Fee	Commercial	GST Applies	POA	each	Local Government Act 2009	Part 6 S262 (3) (c)
43	<b>Monument Fees</b>						
44	For permission to enclose grave and erect a headstone (not exceeding 1.8 metres)	Commercial	GST Applies	\$282.00	each	Local Government Act 2009	Part 6 S262 (3) (c)

SECTION:		Regional Cemeteries					
Fee number	Item name	Fee Type	GST Authority	2016/2017 Current Fee (incl GST)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
45	Attach plaque from other supplier	Commercial	GST Applies	\$60.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
46	Installation of standard beam (1200 x 300)	Commercial	GST Applies	\$490.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
47	Installation of full grave cover (flat top)	Commercial	GST Applies	\$1,850.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
48	Single Marker (concrete)	Commercial	GST Applies	\$36.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
49	Double Marker (concrete)	Commercial	GST Applies	\$62.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
50	<b>Single Plots in designated gardens:</b>						
51	Plots	Commercial	GST Applies	\$278.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
52	Interments	Commercial	GST Applies	\$260.00	per service	Local Government Act 2009	Part 6 S262 (3) (c)
53	Marker	Commercial	GST Applies	\$278.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
54	Plaques (max 7 lines)	Commercial	GST Applies	\$180.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
55	<b>Double Plots in designated garden:</b>						
56	Plots	Commercial	GST Applies	\$500.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
57	Interment	Commercial	GST Applies	\$260.00	per service	Local Government Act 2009	Part 6 S262 (3) (c)
58	Marker	Commercial	GST Applies	\$448.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
59	Plaques (150 x 130mm) (max 7 lines etc)	Commercial	GST Applies	\$180.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
60	<b>Family Plots in designated garden:</b>						
61	Plots	Commercial	GST Applies	\$560.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
62	Interment	Commercial	GST Applies	\$260.00	per service	Local Government Act 2009	Part 6 S262 (3) (c)
63	Marker	Commercial	GST Applies	\$905.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
64	Plaques (150 x 130mm) (max 7 lines etc)	Commercial	GST Applies	\$180.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
65							
66	<b>Mt Morgan Cemetery</b>						
67	Mt Morgan - Plot Sale (Right to Bury) Single only	Commercial	GST Applies	\$433.50	per plot	Local Government Act 2009	Part 6 S262 (3) (c)
68	Interment Fees - Base rate grass top	Commercial	GST Applies	\$1,190.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
69	Interment Fees - Base rate cement enclosed	Commercial	GST Applies	\$1,385.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
70	Interment Fees- Full Set up grass top	Commercial	GST Applies	\$1,270.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
71	Interment Fees - Full Set Up cement enclosed	Commercial	GST Applies	\$1,530.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)

SECTION:		Regional Cemeteries					
Fee number	Item name	Fee Type	GST Authority	2016/2017 Current Fee (incl GST)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
72	Late fee - not completed by 4.00pm Monday - Friday Extra	Commercial	GST Applies	\$340.00	additional fee	Local Government Act 2009	Part 6 S262 (3) (c)
73	Saturday Extra	Commercial	GST Applies	POA	additional fee	Local Government Act 2009	Part 6 S262 (3) (c)
74	Sunday or Public Holiday Extra	Commercial	GST Applies	POA	additional fee	Local Government Act 2009	Part 6 S262 (3) (c)
75	<b>Ashes</b>						
76	Single Niche	Commercial	GST Applies	\$295.00	per niche	Local Government Act 2009	Part 6 S262 (3) (c)
77	Double Niche	Commercial	GST Applies	\$590.00	per double	Local Government Act 2009	Part 6 S262 (3) (c)
78	Interment of Ashes (Grave or Niche)	Commercial	GST Applies	\$260.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
79	Plaque (150 x 130mm) - maximum 7 lines	Commercial	GST Applies	\$180.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
80	Interment of ashes Saturday/Sunday	Commercial	GST Applies	\$340.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
81	<b>Exhumations</b>						
82	Exhumation - Application Fee	Commercial	GST Applies	\$1,500.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
83	Exhumation Fee	Commercial	GST Applies	POA	each	Local Government Act 2009	Part 6 S262 (3) (c)
84	<b>Monument Fees</b>						
85	For permission to enclose grave and erect a headstone (not exceeding 1.8 metres)	Commercial	GST Applies	\$282.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
86	Attach plaque from other supplier	Commercial	GST Applies	\$60.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
87	Installation of standard beam (1200 x 300)	Commercial	GST Applies	\$490.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
88	Installation of full grave cover (flat top)	Commercial	GST Applies	\$1,850.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
89	Single Marker (concrete)	Commercial	GST Applies	\$36.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
90	Double Marker (concrete)	Commercial	GST Applies	\$62.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
91	Memorial Wall - Single Plaque Site (150mm x 130mm) including fixing (plaque additional)	Commercial	GST Applies	\$295.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
92							
93	<b>Bajool Cemetery</b>						

SECTION:		Regional Cemeteries					
Fee number	Item name	Fee Type	GST Authority	2016/2017 Current Fee (incl GST)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
94	Bajool - Plot Sale (Right to Bury) Single only	Commercial	GST Applies	\$433.50	per plot	Local Government Act 2009	Part 6 S262 (3) (c)
95	Interment Fees - Base rate grass top	Commercial	GST Applies	\$1,190.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
96	Interment Fees - Base rate cement enclosed	Commercial	GST Applies	\$1,385.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
97	Interment Fees- Full Set up grass top	Commercial	GST Applies	\$1,270.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
98	Interment Fees - Full Set Up cement enclosed	Commercial	GST Applies	\$1,530.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
99	Late fee - not completed by 4.00pm Monday - Friday Extra	Commercial	GST Applies	\$340.00	additional fee	Local Government Act 2009	Part 6 S262 (3) (c)
100	Saturday Extra	Commercial	GST Applies	POA	additional fee	Local Government Act 2009	Part 6 S262 (3) (c)
101	Sunday or Public Holiday Extra	Commercial	GST Applies	POA	additional fee	Local Government Act 2009	Part 6 S262 (3) (c)
102	<b>Ashes</b>						
103	Interment of Ashes	Commercial	GST Applies	\$260.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
104	Interment of ashes Saturday/Sunday	Commercial	GST Applies	\$340.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
105	<b>Exhumations</b>						
106	Exhumation - Application Fee	Commercial	GST Applies	\$1,500.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
107	Exhumation Fee	Commercial	GST Applies	POA	each	Local Government Act 2009	Part 6 S262 (3) (c)
108	<b>Monument Fees</b>						
109	For permission to enclose grave and erect a headstone (not exceeding 1.8 metres)	Commercial	GST Applies	\$282.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
110	Attach plaque from other supplier	Commercial	GST Applies	\$60.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
111	Installation of standard beam (1200 x 300)	Commercial	GST Applies	\$490.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
112	Installation of full grave cover (flat top)	Commercial	GST Applies	\$1,850.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
113	Single Marker (concrete)	Commercial	GST Applies	\$36.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
114	Double Marker (concrete)	Commercial	GST Applies	\$62.00	each	Local Government Act 2009	Part 6 S262 (3) (c)

SECTION:		Regional Cemeteries					
Fee number	Item name	Fee Type	GST Authority	2016/2017 Current Fee (incl GST)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
115							
116	<b>South Rockhampton Cemetery (NO NEW BURIALS)</b>						
117	<b>Monument Fees Only</b>						
118	For permission to enclose grave and erect a headstone (not exceeding 1.8 metres)	Commercial	GST Applies	\$282.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
119	Memorial Plaque (small std) /sandstone block/beam (Permit extra)	Commercial	GST Applies	\$877.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
120							
121	<b>Rockhampton Memorial Gardens</b>						
122	Sale of Right to Bury in Crypts & Memorials						
123	Grave Site	Commercial	GST Applies	\$1,100.00	per site	Local Government Act 2009	Part 6 S262 (3) (c)
124	Baby's Grave (Max size: 800mm)	Commercial	GST Applies	\$580.00	per site	Local Government Act 2009	Part 6 S262 (3) (c)
125	Interment	Commercial	GST Applies	\$1,110.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
126	Interment (Child U10)	Commercial	GST Applies	\$780.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
127	Interment (Baby in baby's grave only)	Commercial	GST Applies	\$780.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
128	Interment of Ashes in Crypt	Commercial	GST Applies	\$780.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
129	Standard Plaque - 7 lines (150mm X 130mm) (Compulsory)	Commercial	GST Applies	\$180.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
130	Late fee for ALL services (services include interment/ashes/chapel/refreshments) - not completed by 4.00pm Monday - Friday	Commercial	GST Applies	\$340.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
131	Saturday Burial (Extra)	Commercial	GST Applies	POA	additional fee	Local Government Act 2009	Part 6 S262 (3) (c)
132	Sunday/Public Holiday Burial (Extra)	Commercial	GST Applies	POA	additional fee	Local Government Act 2009	Part 6 S262 (3) (c)
133	<b>Exhumations</b>						
134	Exhumation - Application Fee	Commercial	GST Applies	\$1,500.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
135	Exhumation Fee	Commercial	GST Applies	POA	each	Local Government Act 2009	Part 6 S262 (3) (c)

SECTION:		Regional Cemeteries					
Fee number	Item name	Fee Type	GST Authority	2016/2017 Current Fee (incl GST)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
136	<b>Miscellaneous Fees</b>						
137	Photos/Recess for plaque (Ceramic)	Commercial	GST Applies	\$175.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
138	Photos/Recess for plaque (Stainless Steel)	Commercial	GST Applies	\$285.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
139	Additional lines on standard plaque	Commercial	GST Applies	\$26.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
140	Standard large plaque - 6 lines (380mm x 220mm)	Commercial	GST Applies	\$290.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
141	Additional lines on standard large plaque	Commercial	GST Applies	\$31.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
142	Alternative Border Standard Plaque	Commercial	GST Applies	\$31.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
143	Alternative Border Standard Large Plaque	Commercial	GST Applies	\$52.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
144	Emblem on plaque	Commercial	GST Applies	\$58.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
145	Bronze vase attached to plaque (Niche wall)	Commercial	GST Applies	\$80.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
146	Chrome Vase (Niche wall)	Commercial	GST Applies	\$15.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
147	Perpetual bronze flowers	Commercial	GST Applies	\$112.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
148	<b>Memorials / Ashes Markers</b>						
149	Single Marker (Granite)	Commercial	GST Applies	\$278.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
150	Double Marker (Granite)	Commercial	GST Applies	\$448.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
151	Family Plot Marker (Granite)	Commercial	GST Applies	\$905.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
152	Memorial Block	Commercial	GST Applies	\$750.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
153	Babies Memorial Block	Commercial	GST Applies	\$350.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
154	<b>Fee for Ashes in Gardens/Columbarium</b>						
155	<b>Single Plots in any garden or edge:</b>						
156	Plots	Commercial	GST Applies	\$278.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
157	Interments	Commercial	GST Applies	\$260.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)

SECTION:		Regional Cemeteries					
Fee number	Item name	Fee Type	GST Authority	2016/2017 Current Fee (incl GST)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
158	Marker (Garden Only)	Commercial	GST Applies	\$278.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
159	Plaques (max 7 lines)	Commercial	GST Applies	\$180.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
160	<b>Double Plots in any garden or edge:</b>						
161	Plots	Commercial	GST Applies	\$500.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
162	Interment	Commercial	GST Applies	\$260.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
163	Marker	Commercial	GST Applies	\$448.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
164	Plaques (150 x 130mm) (max 7 lines etc)	Commercial	GST Applies	\$180.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
165	<b>Family Plots</b>						
166	Plots	Commercial	GST Applies	\$560.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
167	Interment	Commercial	GST Applies	\$260.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
168	Marker	Commercial	GST Applies	\$905.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
169	Plaques (150 x 130mm) (max 7 lines etc)	Commercial	GST Applies	\$180.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
170	<b>Niche Wall Alcove</b>						
171	Niche	Commercial	GST Applies	\$300.00	per niche	Local Government Act 2009	Part 6 S262 (3) (c)
172	Plaque (170 x 150cm)	Commercial	GST Applies	\$180.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
173	Interment	Commercial	GST Applies	\$260.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
174	<b>Ashes Scatter Garden</b>						
175	Garden Edge Space	Commercial	GST Applies	\$110.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
176	Plaque (small)	Commercial	GST Applies	\$180.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
177	Scatter	Commercial	GST Applies	\$55.00	per interment	Local Government Act 2009	Part 6 S262 (3) (c)
178	Interment of Ashes Garden Beds & Niche only - Saturday/Sunday Extra	Commercial	GST Applies	remove	additional fee	Local Government Act 2009	Part 6 S262 (3) (c)
179	<b>Memorialisation</b>						

SECTION:		Regional Cemeteries					
Fee number	Item name	Fee Type	GST Authority	2016/2017 Current Fee (incl GST)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
180	Gazebo's/roundtunda	Commercial	GST Applies	POA	each	Local Government Act 2009	Part 6 S262 (3) (c)
181	Seats - Donated (inc plaque)	Commercial	GST Applies	\$1,400.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
182	Small Vases (all gardens) installed by Gardens Staff (Extra)	Commercial	GST Applies	\$15.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
183	Large Vases (family ashes plots only) installed by Gardens Staff (Extra)	Commercial	GST Applies	\$25.00	each	Local Government Act 2009	Part 6 S262 (3) (c)
184	<b>Miscellaneous Services</b>						
185	<b>Chapel/Refreshment Area - Memorial Gardens</b>						
186	Chapel/Refreshment area Use	Commercial	GST Applies	\$66.00	per service	Local Government Act 2009	Part 6 S262 (3) (c)
187	Chapel area use - EXTRA MARQUEE SET UP	Commercial	GST Applies	\$105.00	per service	Local Government Act 2009	Part 6 S262 (3) (c)
188	Chapel + Refreshment use (Maximum 2 hours Refreshment)	Commercial	GST Applies	\$85.00	per service	Local Government Act 2009	Part 6 S262 (3) (c)
189	Refreshment per hour after	Commercial	GST Applies	\$60.00	per service	Local Government Act 2009	Part 6 S262 (3) (c)
190	Garden Setting Funeral Service set up (includes marquees)	Commercial	GST Applies	\$265.00	per service	Local Government Act 2009	Part 6 S262 (3) (c)
191	Services Saturday Fee Extra	Commercial	GST Applies	\$340.00	per service	Local Government Act 2009	Part 6 S262 (3) (c)
192	Services Sunday Fee Extra	Commercial	GST Applies	POA	per service	Local Government Act 2009	Part 6 S262 (3) (c)



SECTION:		Parks Sport and Rec					
Fee number	Item name	Fee Type	GST Authority	2016/2017 Current Fee (incl GST)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
21	Nursery Plant Hire by NFP or Community Service group - delivery and pick-up by group	Commercial	GST Applies	No Charge	per plant	Local Government Act 2009	Part 6 S262 (3)(c)
22							
23	<b>Parks Minor Private Works</b>						
24	Where work will be carried out by Council for a private person - Charge as per Council's estimate of cost which is to include standard on-costs applicable to Private Works.	Commercial	GST Applies	Quote	per service	Local Government Act 2009	Part 6 S262 (3)(c)
25							
26	<b>Parks, Properties and Structures</b>						
27	<b>Usage Charges for Sport and Recreation Clubs and Associations</b>						
28	<b>Consumables (power for field lighting) will be billed to the user, as outlined in permit for use</b>						
29	Building Site leased by organisation (unless there is an existing lease agreement)	Commercial	GST Applies	\$600.00	per annum	Local Government Act 2009	Part 6 S262 (3)(c)
30	Outdoor sporting areas (field, court, rink, track and trail and combinations) – examples cricket, football, hockey, tennis, netball, bowls, cycling and equestrian activities.	Commercial	GST Applies	No Charge	per field/per annum	Local Government Act 2009	Part 6 S262 (3)(c)
31	Council owned multipurpose building (use)	Commercial	GST Applies	\$1,940.00	per annum	Local Government Act 2009	Part 6 S262 (3)(c)
32	Sporting Field Hire Application Form (NFP sporting events on sporting fields only)	Commercial	GST Applies	No Charge	per annum	Local Government Act 2009	Part 6 S262 (3)(c)
33	Park Vending Fee	Commercial	GST Applies	\$320.00	per annum	Local Government Act 2009	Part 6 S262 (3)(c)
34	<b>Park Hire Charges</b>						
35	*Admin Booking Fee Applies	Commercial	GST Applies	\$30.50	per function	Local Government Act 2009	Part 6 S262 (3)(c)
36	Parks - Weddings	Commercial	GST Applies	\$113.00	per wedding	Local Government Act 2009	Part 6 S262 (3)(c)

SECTION:		Public and Environmental Health					
Fee number	Item name	Fee Type	GST Authority	2016/2017 Current Fee (incl GST)	Charge basis per unit (Optional)	Legislative Authority	Governing Specific Legislation
1	<b>Food Act 2006</b>						
2	<b>Food Business Licence Application Only (i.e. no Food Safety Program)</b>						
3	Category 1 - Businesses with breakfast preparation only (as part of accommodation activity), fruit and vegetable cutting only, icecream only, food vehicles and home base food businesses manufacturing non-potentially hazardous foods only, drinking-water carriers and food stores with pies or similar only (excluding short term food businesses)	Cost Recovery	GST Exempt	\$460.00	per application	Food Act 2006	S31 & S85
4	Category 2 - Hotels, resorts, restaurants, clubs, supermarkets and similar medium-large premises, takeaway food bars, cafes, bakeries, small convenience stores and similar small-medium premises, food vehicles and home based food businesses manufacturing potentially hazardous food (excluding short term food businesses)	Cost Recovery	GST Exempt	\$725.00	per application	Food Act 2006	S31 & S85
5	Category 3 - Large supermarkets (excluding short term food businesses)	Cost Recovery	GST Exempt	\$940.00	per application	Food Act 2006	S31 & S85
6	Short term food business (up to 52 days/year) in the RRC local government area	Cost Recovery	GST Exempt	\$80.00	per application	Food Act 2006	S31 & S85
7							
8	<b>Food Business Licence Application with Food Safety Program</b>						
9	Category 1 - Excluding short term food businesses	Cost Recovery	GST Exempt	\$1,005.00	per application	Food Act	S31, S85 & S102
10	Category 2 - Excluding short term food businesses	Cost Recovery	GST Exempt	\$1,270.00	per application	Food Act	S31, S85 & S102
11	Category 3 - Excluding short term food businesses	Cost Recovery	GST Exempt	\$1,485.00	per application	Food Act	S31, S85 & S102
12	Short term food business	Cost Recovery	GST Exempt	\$625.00	per application	Food Act	S31, S85 & S102
13							

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**11.2 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 JUNE 2016**

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

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**SUMMARY**

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

**OFFICER'S RECOMMENDATION**

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

**COMMENTARY**

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

1. Income Statement (Actuals and Budget for the period 1st July 2015 to 30 June 2016), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

The year to date percentages quoted within this report are based on the December Revised Budget adopted by Council on 22 June 2016.

The attached financial results provide a reasonable indication of Council's financial performance for the 2015/16 financial year. However, Councillors should note in reading this report that numerous end of financial year transactions such as accrued expenses are yet to be processed, which will influence the final financial results for 2015/16. These transactions will be processed throughout July and August.

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

Total Operating Revenue is reported at 101%. Key components of this result are:

- Net Rates and Utility Charges are at 102% of budget. This result is mainly attributable to an increase in water consumption and also the level of pre-paid rates during 2015/2016.
- Private and Recoverable Works revenue is below budget expectations at 88%, however this result is offset by expenses also being below budget in this area.
- Grants, Subsidies and Contributions achieved budget. Grants and subsidies were reviewed during the December Revised Budget process, with the draft budget improving by \$10.2 million in comparison with Adopted Budget. The additional grant funding is in relation to NDRRA grants for Cyclone Marcia.
- Interest Revenue achieved 109% of budget with the carryover of capital works to 2016/17 a contributing factor.
- Other revenue items are all in proximity to annual budgets.

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Total Operating Expenditure is in line with budget at 98% with committals, or 95% of budget without committals. Key components of this result are:

- Employee costs are below budget at 94%. Employee Costs are expected to increase following the finalisation of all entries for employee expenses and entitlements during July.
- Contractors and Consultants expenditure is above budget at 101%. This is solely due to committed expenditure, as actual expenditure is only 86% of budget. The final result will rest somewhere between the two percentages, depending on the transition from committed expenditure to actual (accrued) expenditure during July.
- Asset Operational expenditure is ahead of budget at 107%. A number of annual costs for 2016/17 such as insurance have been paid during June 2016; these expenses will be transferred to 2016/17 during end of financial year transaction processing.
- Other expenditure items are all in proximity to annual budgets.

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

Total Capital Income is in proximity of budget at 94%. Developers Contributions are yet to be finalised with contributions to be transferred to Capital Income on completion of related performance obligations. It is envisaged that final Capital Income for 2015/16 will be in proximity to budget.

Total Capital Expenditure is at 100% of budget with committals, or 72% of budget without committals.

Total Investments are \$104.6M as at 30 June 2016 down from \$110.9M at 31 May 2016.

Total Loans are \$154.0M as at 30 June 2016 following the final quarterly loan repayment for 2015/2016 and the drawdown of new loans.

## **CONCLUSION**

The main accounting processes for the 2015/16 financial year which remain to be completed include accrued revenue, employee entitlement adjustments, and creditor accruals. The value of these accounting entries is difficult to predict accurately at the time of writing this report. To a large extent, committed expenditure, which is not included in the final financial statements, should compensate for the impact of expenditure accruals.

The current operating surplus of \$20.0M (including \$5.1M of committed expenditure) is currently ahead of the December Revised Budget surplus of \$14.5M. However, it should be noted that there are still numerous and substantial entries to be processed which will impact the final result for the 2015/16 financial year results both positively and negatively.

Capital revenue is below behind budget at 94%, however the processing of Developers Contributions is yet to be finalised. Capital Expenditure, excluding committed expenditure is at 72% of budget. Given the large volume of committals, capital expenditure levels should increase due to end of financial year processing of accrued expenditure. Despite the potential level of accrued expenditure, current indications are that a significant portion of capital works will carry over to the 2016/17 financial year.

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

**Income Statement - June 2016**

**Meeting Date: 26 July 2016**

**Attachment No: 1**



**Income Statement**  
**For Period 1 July 2015 to 30 June 2016**  
**100% of Year Gone**

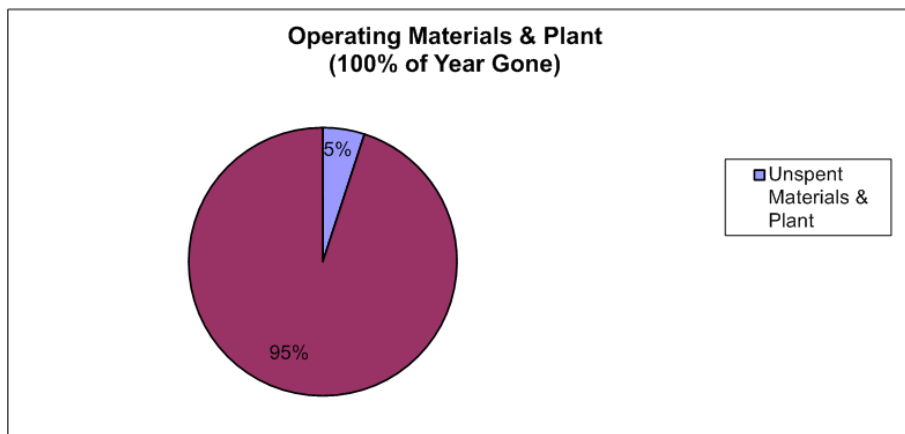
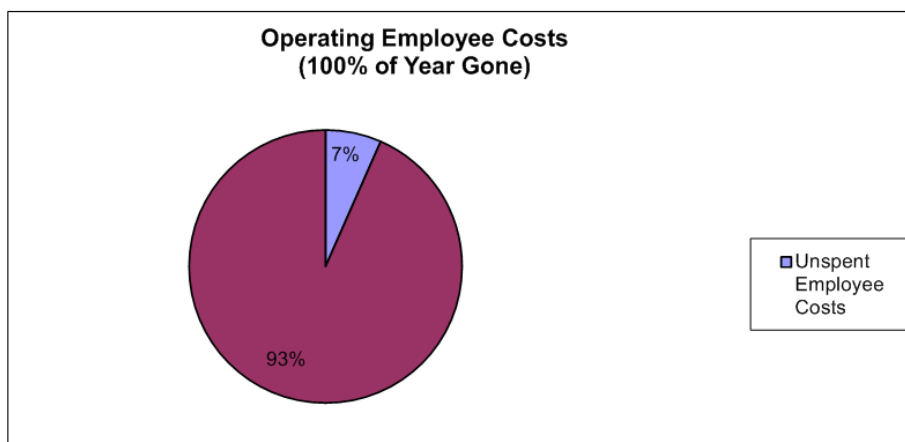
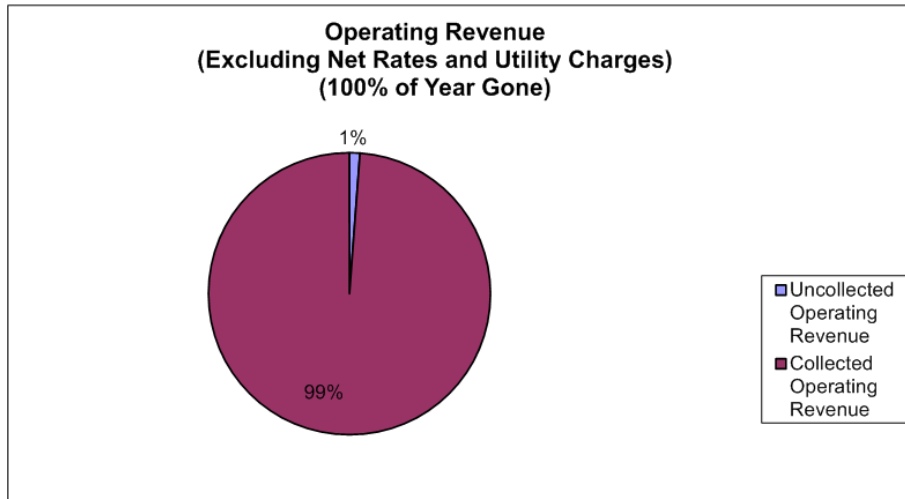
	Adopted Budget	December Revised Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of December Revised Budget
	\$	\$	\$	\$	\$	
<b>OPERATING</b>						
<b>Revenues</b>						
Net rates and utility charges	(127,976,985)	(127,996,681)	(131,002,249)	0	(131,002,249)	102%
Fees and Charges	(26,435,224)	(24,464,259)	(23,962,883)	3,002	(23,959,881)	98%
Private and recoverable works	(7,475,280)	(6,188,610)	(5,457,703)	0	(5,457,703)	88%
Rent/Lease Revenue	(2,940,659)	(2,953,613)	(3,026,811)	0	(3,026,811)	102%
Grants Subsidies & Contributions	(12,994,007)	(23,280,867)	(23,318,087)	0	(23,318,087)	100%
Interest revenue	(2,136,031)	(2,806,679)	(3,058,289)	0	(3,058,289)	109%
Other Income	(6,263,674)	(8,001,201)	(8,065,741)	0	(8,065,741)	101%
<b>Total Revenues</b>	<b>(186,221,860)</b>	<b>(195,691,912)</b>	<b>(197,891,762)</b>	<b>3,002</b>	<b>(197,888,760)</b>	<b>101%</b>
<b>Expenses</b>						
Employee Costs	72,845,534	73,470,767	68,618,684	292,948	68,911,632	94%
Contractors & Consultants	15,894,785	19,115,252	16,429,630	2,803,493	19,233,123	101%
Materials & Plant	11,812,191	10,646,199	10,111,791	342,132	10,453,923	98%
Asset Operational	18,362,005	17,978,977	18,552,074	640,330	19,192,404	107%
Administrative Expenses	11,856,429	12,374,968	10,778,165	986,405	11,764,570	95%
Depreciation	45,569,453	45,569,453	45,670,480	0	45,670,480	100%
Finance costs	8,854,931	8,906,860	8,895,801	0	8,895,801	100%
Other Expenses	1,249,087	1,291,228	1,326,822	10,143	1,336,965	104%
<b>Total Expenses</b>	<b>186,444,415</b>	<b>189,353,703</b>	<b>180,383,445</b>	<b>5,075,452</b>	<b>185,458,898</b>	<b>98%</b>
<b>Transfer / Overhead Allocation</b>						
Transfer/Overhead Allocation	(7,751,277)	(8,131,445)	(7,619,205)	7,659	(7,611,546)	94%
<b>Total Transfer / Overhead Allocation</b>	<b>(7,751,277)</b>	<b>(8,131,445)</b>	<b>(7,619,205)</b>	<b>7,659</b>	<b>(7,611,546)</b>	<b>94%</b>
<b>TOTAL OPERATING POSITION (SURPLUS)/DEFICIT</b>	<b>(7,528,723)</b>	<b>(14,469,654)</b>	<b>(25,127,522)</b>	<b>5,086,113</b>	<b>(20,041,408)</b>	<b>139%</b>
<b>CAPITAL</b>						
<b>Total Developers Contributions Received</b>	<b>(3,783,250)</b>	<b>(3,818,250)</b>	<b>(1,694,608)</b>	<b>0</b>	<b>(1,694,608)</b>	<b>44%</b>
<b>Total Capital Grants and Subsidies Received</b>	<b>(15,419,307)</b>	<b>(18,908,890)</b>	<b>(19,786,210)</b>	<b>0</b>	<b>(19,786,210)</b>	<b>105%</b>
<b>Total Proceeds from Sale of Assets</b>	<b>0</b>	<b>(13,237)</b>	<b>(6,470)</b>	<b>0</b>	<b>(6,470)</b>	<b>49%</b>
<b>Total Capital Income</b>	<b>(19,202,557)</b>	<b>(22,740,377)</b>	<b>(21,487,289)</b>	<b>0</b>	<b>(21,487,289)</b>	<b>94%</b>
<b>Total Capital Expenditure</b>	<b>69,974,704</b>	<b>87,742,944</b>	<b>62,991,371</b>	<b>24,636,893</b>	<b>87,628,264</b>	<b>100%</b>
<b>Net Capital Position</b>	<b>50,772,147</b>	<b>65,002,567</b>	<b>41,504,083</b>	<b>24,636,893</b>	<b>66,140,976</b>	<b>102%</b>
<b>TOTAL INVESTMENTS</b>			104,632,984			
<b>TOTAL BORROWINGS</b>			154,032,120			

# **SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 JUNE 2016**

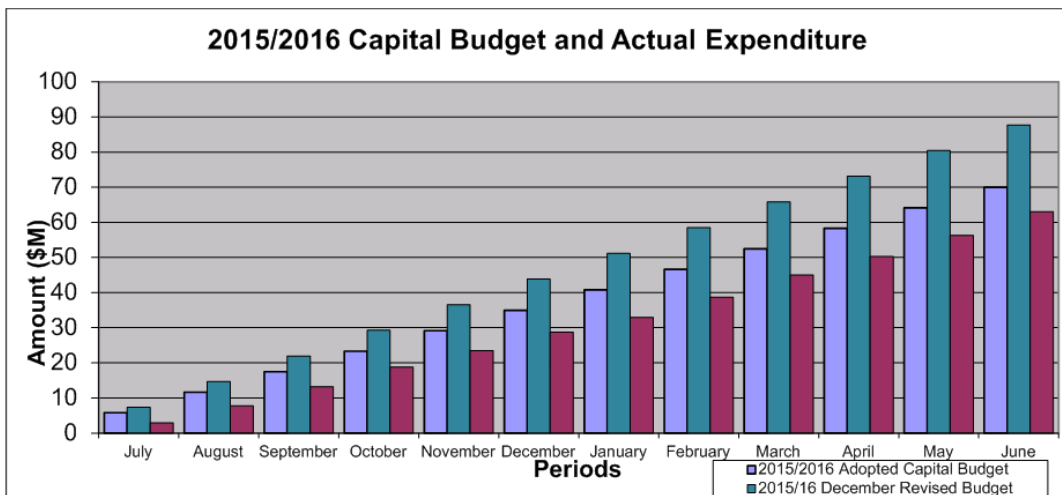
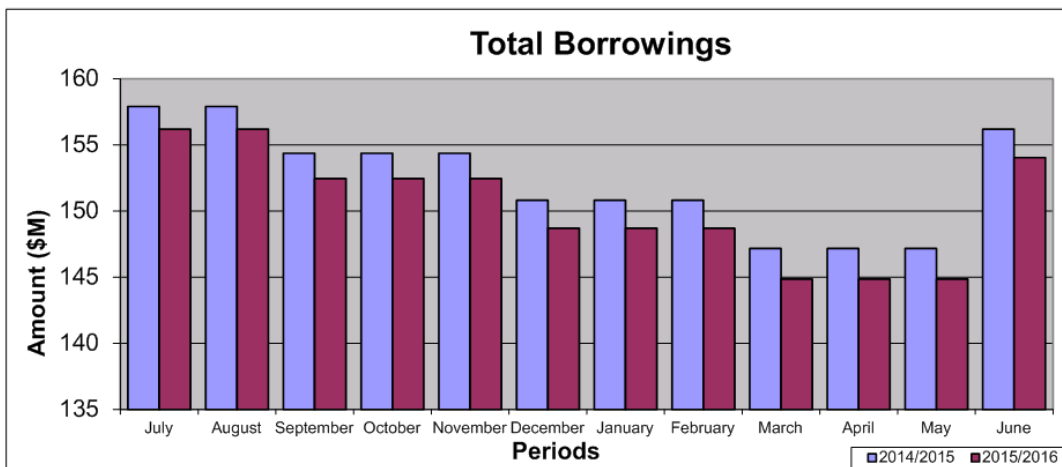
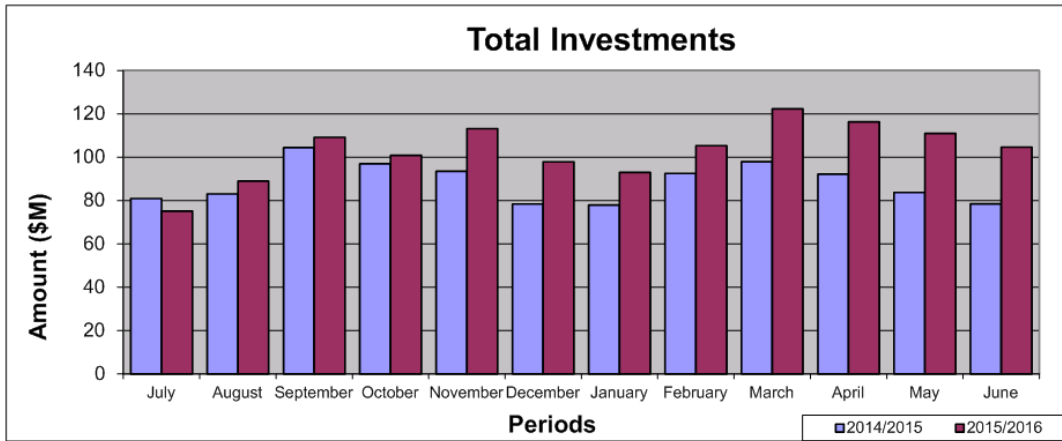
## **Key Indicator Graphs - June 2016**

**Meeting Date: 26 July 2016**

**Attachment No: 2**







**11.3 CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT  
JUNE 2016****File No:** 1392**Attachments:**

1. **Workforce & Strategy Monthly Operations Report - June 2016**
2. **Corporate & Technology Monthly Operations Report - June 2016**
3. **Finance Monthly Operations Report - June 2016**

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

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**SUMMARY**

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

**OFFICER'S RECOMMENDATION**

THAT the Corporate Services Departmental Operations Report as at 30 June 2016 be "received".

**COMMENTARY**

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

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

**Workforce & Strategy Monthly  
Operations Report - June 2016**

**Meeting Date: 26 July 2016**

**Attachment No: 1**

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**MONTHLY OPERATIONS REPORT**  
**WORKFORCE AND STRATEGY SECTION**  
**Period Ended 30 June 2016**

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**VARIATIONS, ISSUES AND INNOVATIONS**

**Innovations**

From 1 June to 15 June, all employees and Councillors were invited to complete either an online or paper based cultural survey.

There was a 67% valid response rate to our recent Cultural Assessment Survey, which means that nearly 7 out of every 10 employees completed a survey.

From 24 June to 29 June, nearly 200 staff from all ages, levels and areas attended focus group session to provide valuable insight into our current culture and what might need to be in place to create the culture for the future. Our partner, Reveur is collating all the information from the focus groups to present back to the Leadership Team in July.

Around the end of July, from all this information, a Cultural Development Plan will be developed.

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

Nil to report this month

**LINKAGES TO OPERATIONAL PLAN**

**1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS**

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

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth		Avg Completion Time (days) 6 Months		Avg Completion Time (days) 12 Months		Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q4
			Received	Completed											
Administrative Action Complaints	0	0	0	0	0	0	36	● 0.00	● 0.00	● 0.00	0.00	0.00	● 0.00		
W&S - Complaints Management Process (NOT CSO USE)	9	7	6	2	6	0	30	● 1.00	● 9.00	● 7.11	6.21	● 8.71			

**COMMENTS**

Matters are being addressed within the set timeframes.

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

**Safety Statistics**

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

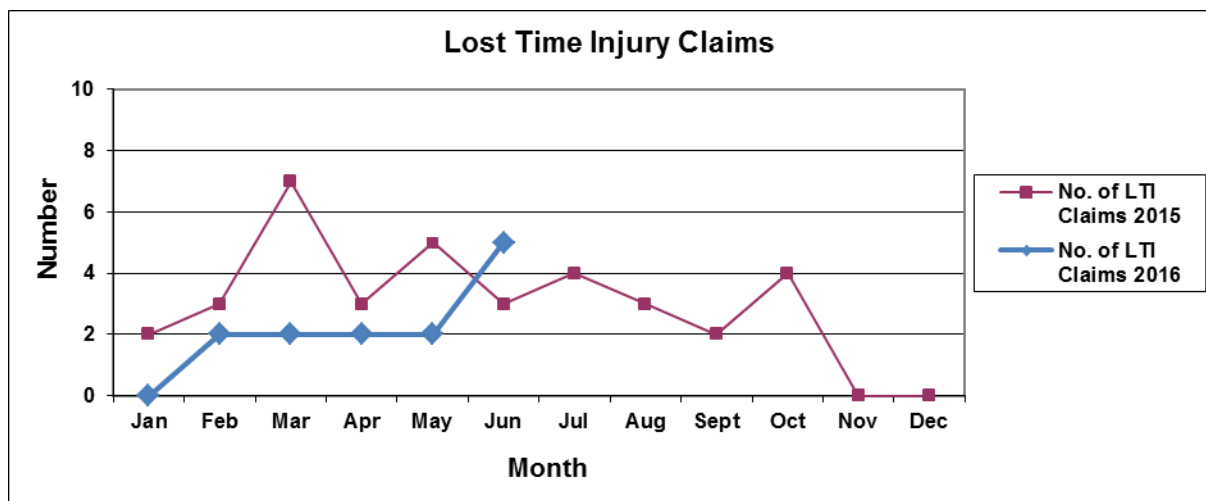
	April 16	May 16	June 16
Number of Lost Time Injuries	0	0	0
Number of Days Lost Due to Injury	0	0	0
Total Number of Incidents Reported	0	0	0
Total number of Incomplete Hazard Inspections	0		

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

	April 16	May 16	June 16
Number of Lost Time Injuries	2	2	6
Number of Days Lost Due to Injury	41	8	34
Total Number of Incidents Reported	19	21	29
Total number of Incomplete Hazard Inspections	13		

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

The graph below displays the number of lost time injuries (LTI) claims lodged across Council. There was a total of **five** lost time injury claims lodged for June 2016. It is extremely pleasing to note the downward trend when compared to the previous 12 months.



**Risk Management Summary**

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

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Comp	Comments
<b>Corporate Risks</b>					
A legislatively compliant SafePlan is not implemented, monitored and reviewed effectively, for the whole of council, its workers and contractors, to achieve the acceptable compliance level with annual WH&S audits resulting in: increased worker injuries, legislative breaches/legal action, reputational damage, reduced service levels, increased costs and non-compliance with a key council objective.	Low	Ongoing annual audits will be conducted.  Continuing to rectify the actions from the 2014 Workplace Health & Safety System Audit.  Rectifications resulting from the Workplace Health & Safety system audit will be addressed and assessed in the annual internal audit of the Workplace Health & Safety systems.	15-17 August 2016	95%	Safety Unit continue working to rectify actions identified as part of the 2014 WHA Audit which have now been included in the 2014 Audit Rectification Action Plan.  Note: Corporate reviews complete. Currently implementing in the operational areas.
<b>Section Risks</b>					
Council's payroll function fails to accurately record and process employee wages and entitlements resulting in an inability to pay employees on time and accurately, potential employee dissatisfaction, Industrial disputes, financial impacts and reputation damage.	Moderate	Multiskilling of Administration and HR staff	30 June 2015	100%	Rotation of Payroll staff to learn all duties commenced in July 2015); 3 Admin trained in data entry; all procedures being documented

**Legislative Compliance & Standards**

Legislative Compliance Matter	Due Date	% Completed	Comments
Quarterly written assessment of progress towards implanting the 2016/17 annual operational plan	22 November 2016 – Council Agenda	100%	The first quarter review of the 2016/17 Operational Plan will be presented to the Ordinary Council meeting on 22 November 2016.
Report on the results of the implementation of the annual operational plan	23 August 2016	25%	This 2015/16 report will be combined with the Quarter 4 assessment and presented to Ordinary Council meeting in 23 August 2016.
Update of Workplace Health & Safety documents to meet the new legislative requirements	2016	95%	Documents continue to be updated so that Council remains compliant.
Report breaches of the Workplace Health & Safety Act and Regulation as necessary to the division within specified legislative timeframes	As soon as practicable	100%	Council has been compliant in this regard for the current reporting period.
Workplace Health and Safety Audit	15-17 August 2016	0%	Preparations commenced
Rectification Action Plan (2014 Audit)	As soon as practicable	95%	Work through the RAP from the 2014 Audit. Corporate reviews complete. Currently implementing in the operational areas
WHS Infringement Notices issued to Council are remedied within required timeframes	As per notice	100%	No current notices to report.

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

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



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

As at period ended June 2016 – 100% of year elapsed.

Project	Explanation
WHS Data Management System	The claims module is in test mode and the Safety Team is working with IT to configure system forms in the claims module to suit operational needs.
Service Level Review Project (SLR)	A report is being prepared by the General Manager Community Services on the schedules, costs and FTE for parks mowing to be presented to Council. No further action will be taken on this project until that report has been presented.
Aurion Project	The implementation of Aurion is still progressing with some minor system errors still being investigated prior to implementation which has now been extended to 10 August 2016.
Policy Improvement Project	The final phase, Stage 3 has commenced and contains 26 policies for review, 7 policies are now complete with the project due for finalisation by the end July 2016.
Forms Improvement Project	Phase 4; the last phase of the project; is near complete with 14 forms remaining in the approval phase of the process. 135 forms are complete and uploaded for customer usage.

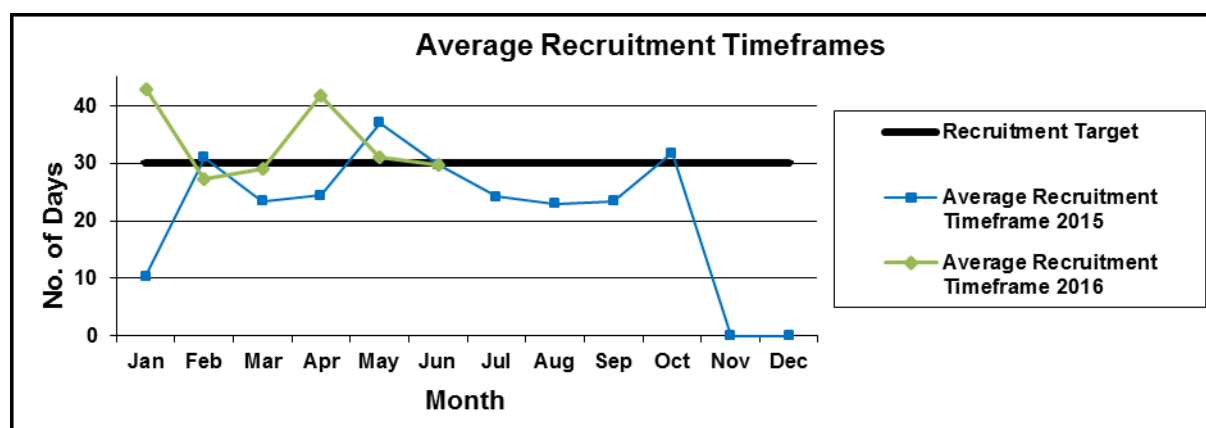
#### 5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS

Service Delivery Standard	Target	Current Month's Performance
Recruitment positions finalised within 30 working days (refer graph below)	100%	60%
Policies reviewed within 10 working days	100%	100%
Acknowledge job applications within 2 working days of the advertising close date. (as per policy/procedure)	100%	100%
Employee pays processed and paid within 3 working days after the period end date	100%	100%
Payroll accuracy	100%	100%
Hazard Inspections completed as per the adopted Matrix	100%	63.64%

##### Recruitment Timeframes

Some delays in recruitment have occurred during the reporting period. Of the 15 positions recruited in the reporting period, 6 were not finalised within the 30 day timeframes. These delays are due to a range of issues including:

- the length of time by panel members to conduct the shortlisting and providing recruitment documentation;
- Pre-Employment screening delays by provider;
- Panel members/applicants unavailable for interviews and pre-employment screens.



## Establishment

FTE Positions	Period	Workforce & Strategy	Council
Starting Point	1 January 2014	30.05	838.9
Same Time Previous Year	30 June 2015	32.44	851
Previous Month	31 May 2016	36.00	873.07
Current Month	30 June 2016	36	880.07

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

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

Apprentices	Trainees
8	14

## Changes to Workforce & Strategy Establishment

There has been no change to the establishment for Workforce & Strategy in June 2016

## Changes to Council Establishment

The following changes have resulted in an increase to the Establishment by seven (7):

- Creation of one (1) established Strategic Project Officer (3561) created to undertake key strategic projects including but not limited to the Local Laws review and Enforcement Strategy.
- Creation of one (1) established Valuation and Asset Accountant (3567) due to the expectations of the Asset Accounting Unit growing significantly from asset integrity to professional judgement and analysis.
- Creation of one (1) established Corporate Applications Project Officer (3566) due to the Animal Management Review being conducted identified that the this role and skillset was required at Council.
- Creation of one (1) established Smart Hub Business Manager (3562) to establish and oversee the smart hub facility. The Smart Hub Business Hub was endorsed at Council on 10 May 2016.
- Creation of one (1) established Logistics Supervisor (3418) to oversee all Council's material centres, inventory and warehouse management and the key super purchasing functions. These duties are currently being completed by the Coordinator which limits the capacity of the current role in other areas of responsibility.

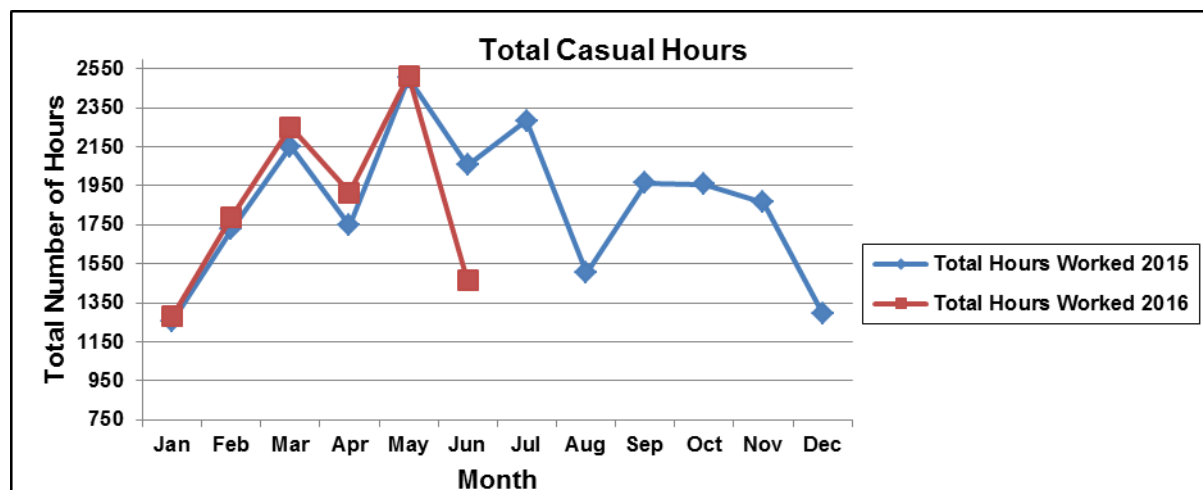
- Creation of one (1) supplementary Corporate Applications Officer (3563) due to the current incumbent taking extended leave. This position will provide extra support to the team during this time.
- Creation of one (1) established Technical Officer Strategic Mapping (3564) to significantly enhance the productivity of the Strategic Infrastructure and Strategic Planning units. There are currently limited resources in this team therefore this role will provide additional support for infrastructure network modelling, planning and land use planning.
- Inter-Departmental transfers of five (5) positions due to a review of Council's structure and operational requirements.
  - Administration Officer (1938) transferred from Community Services to the Office of the CEO;
  - Administration Officer (2542) transferred from Community Services to Regional Services;
  - Electrical Projects Officer (3477) transferred from Community Services to Regional Services;
  - Special Projects Officer (1348) transferred from Community Services to Regional Services;
  - Media and Communications Officer (2366) transferred from Regional Services to the Office of the CEO.

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

The percentage split for approved full time equivalent positions excluding casual positions and including approved vacancies currently sits at 58% (507.33) internal and 42% (365.74) external.

### Casual Hours – June 2016

There are currently a total of 47 casuals actively employed by Council of which 42 were engaged during the reporting period. The engaged casual employees collectively have worked the total number of 1462.19 hours during the month of June 2016 (period does not cover data from 27-30 June 2016 due to pay cycle).



### Casual Hours by Section – June 2016

The following list shows the total number of hours worked by casual employees by Section and Unit in the reporting period as provided by the responsible operational area. This reporting period does not capture data from 27-30 June 2016 due to pay cycle.

Section	Unit	Commentary	No. of hours	Percentage of cost recovery
Arts & Heritage	Art Gallery	General assistance to install exhibitions and present public programs and backfilling vacant positions	155.75	0%
Arts & Heritage	Heritage Services	100% recovery of Food and Beverage staff in the Heritage Village	288.75	100%
Arts & Heritage	Venue Operations	Casual technical staff and box office staff used in general operations and recovered from hirers	399.5	96.2%
Communities & Facilities	City Child Care Centre	To cover leave and RDO's to ensure child to staff ratios are maintained.	153	
Communities & Facilities	Client Services	To cover periods of leave and to assist with recovery clean up in History Centre following water ingress to building	241.99	
Communities & Facilities	Facilities	To cover periods of leave and cleaning the library on Saturdays	37.35	
Parks	Parks & Visitor Services	Casuals used at the Rockhampton Zoo to cover periods of leave and absence for training	124.6	
Corporate & Technology Services	Customer Service Centre	To assist the Customer Service Call Centre & training requirements	20	
Civil Operations	Support Services	To backfill a vacancy and periods of leave within the team.	41.25	
<b>TOTAL</b>			<b>1462.19</b>	

The above casual hours for June 2016 by employment type includes the following HERO hours. This reporting period does not capture data from 27-30 June 2016 due to the way the pay run is structured.

Section	Unit	No. of hours
Parks	Parks & Visitor Services	49.5
Corporate & Technology Services	Customer Service Centre	20
Civil Operations	Support Services	41.25
<b>TOTAL</b>		<b>110.75</b>

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

#### Volunteer Hours by Section – June 2016

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

Section	Unit	No. of hours
Arts & Heritage	Heritage Village	4070
Arts & Heritage	Pilbeam Theatre	316.25
Communities & Facilities	Libraries	174
Parks	Rockhampton Zoo	409
<b>TOTAL</b>		<b>4969.25</b>

#### Work Experience Placements – June 2016

Work Experience Applications received during the month of June 2016			15	
Placement Type	Section	Placed	Not Placed	Other
Childcare	Childcare	2		
Carpentry	Facilities	1		
Tourism/entertainment	Pilbeam Theatre	1		
Business Administration	Civil Operations	2		
Horticulture	Parks	5		
Tourism		2	2	
Community Services			2	

## FINANCIAL MATTERS

Financial performance as expected for reporting period.

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



As At End Of June

Report Run: 18-Jul-2016 14:24:19 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Com mit + Actual	Variance	On target 100% of Year Gone
	\$	\$	\$	\$	\$	%	
<b>CORPORATE SERVICES</b>							
<b>WORKFORCE &amp; STRATEGY</b>							
<i>Human Resources and Payroll</i>							
Revenues	0	0	0	(4,524)	(4,524)	0%	✓
Expenses	1,464,874	0	382	1,338,361	1,338,743	91%	✓
Transfer / Overhead Allocation	8,700	0	0	18,869	18,869	217%	✗
<b>Total Unit: Human Resources and Payroll</b>	<b>1,473,574</b>	<b>0</b>	<b>382</b>	<b>1,352,706</b>	<b>1,353,088</b>	<b>92%</b>	<b>✓</b>
<i>Safety &amp; Training</i>							
Revenues	(32,000)	0	0	(112,007)	(112,007)	350%	✓
Expenses	1,286,545	0	19,479	1,146,669	1,166,149	91%	✓
Transfer / Overhead Allocation	61,500	0	0	47,666	47,666	78%	✓
<b>Total Unit: Safety &amp; Training</b>	<b>1,316,045</b>	<b>0</b>	<b>19,479</b>	<b>1,082,328</b>	<b>1,101,807</b>	<b>84%</b>	<b>✓</b>
<i>Corporate Improvement &amp; Strategy</i>							
Expenses	457,843	0	1,000	422,825	423,825	93%	✓
Transfer / Overhead Allocation	0	0	0	619	619	0%	✗
<b>Total Unit: Corporate Improvement &amp; Strategy</b>	<b>457,843</b>	<b>0</b>	<b>1,000</b>	<b>423,443</b>	<b>424,443</b>	<b>93%</b>	<b>✓</b>
<i>Workforce &amp; Strategy Management</i>							
Expenses	383,545	0	1,860	356,940	358,800	94%	✓
<b>Total Unit: Workforce &amp; Strategy Management</b>	<b>383,545</b>	<b>0</b>	<b>1,860</b>	<b>356,940</b>	<b>358,800</b>	<b>94%</b>	<b>✓</b>
<i>Investigations and Industrial Relations</i>							
Revenues	0	0	0	(4,904)	(4,904)	0%	✓
Expenses	346,841	0	133	332,450	332,583	96%	✓
Transfer / Overhead Allocation	0	0	0	172	172	0%	✗
<b>Total Unit: Investigations and Industrial Relations</b>	<b>346,841</b>	<b>0</b>	<b>133</b>	<b>327,719</b>	<b>327,852</b>	<b>95%</b>	<b>✓</b>
<b>Total Section: WORKFORCE &amp; STRATEGY</b>	<b>3,977,848</b>	<b>0</b>	<b>22,854</b>	<b>3,543,136</b>	<b>3,565,990</b>	<b>90%</b>	<b>✓</b>
<b>Total Department: CORPORATE SERVICES</b>	<b>3,977,848</b>	<b>0</b>	<b>22,854</b>	<b>3,543,136</b>	<b>3,565,990</b>	<b>90%</b>	<b>✓</b>
<b>Grand Total:</b>	<b>3,977,848</b>	<b>0</b>	<b>22,854</b>	<b>3,543,136</b>	<b>3,565,990</b>	<b>90%</b>	<b>✓</b>

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

**Corporate & Technology Monthly  
Operations Report - June 2016**

**Meeting Date: 26 July 2016**

**Attachment No: 2**

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**MONTHLY OPERATIONS REPORT**  
**CORPORATE & TECHNOLOGY SECTION**  
**Period Ended June 2016**

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**VARIATIONS, ISSUES AND INNOVATIONS****Section Update**RTI / IP Application Status

One new application was received under the Right to Information Act/Information Privacy Act this month. No applications were completed during the month; none were withdrawn, leaving one outstanding.

No documents were released administratively, and no external reviews were received for the month.

All current applications are progressing in accordance with legislative timeframes.

***Innovations – Smart Way Forward*****ePathway / smart mobile implementation went live as planned on 1 June 2016**

The ePathway (RRC eServices) and smart mobile (RRC eServices Mobile) are key initiatives of Council's ICT Strategic Plan 2015/20, eServices Strategy, which aligns with the Smart Way Forward Strategy to provide alternative options for customer engagement with Council – anywhere and anytime.

**Open Data Publishing Portal - <http://localdata.net.au/>**

Data publishing framework and dataset prioritisation now completed. The first five datasets are being assessed and scheduled for publishing mid-July.

**Smart Rockhampton Blog - <http://smart.rockhamptonregion.qld.gov.au/>**

The smart way forward message continues to be presented via the smart Rockhampton blog.

**Rockhampton Riverside Precinct Stage 1 Upper Bank – Electrical Services and Smart Technologies Tender**

The contract was awarded to Stankey Electric (long standing local company). They will be liaising with the project team and Illuminating Concepts to install the Intellistreets Post Top Modules for our smart poles.

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

Nil to report



## LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

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

	Balance B/F	Completed in Current Mth	Current Month NEW Request		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q4
			Received	Completed								
Accounts Payable Enquiry	0	0	0	0	0	0	2	● 0.00	■ 3.00	● 1.00	0.25	■ 3.00
Bookings Enquiry	0	0	0	0	0	0	5	● 0.00	● 1.10	● 1.35	0.82	● 1.33
Insurance: Mower / Slasher / Whipper / Snipper	1	1	2	0	0	0	90	● 0.00	● 13.93	● 24.13	18.36	● 8.75
Insurance: Personal Accident / Injury	4	4	2	2	0	0	120	● 2.00	● 3.40	● 2.33	102.55	● 2.00
Insurance: Public Liability / Property Damage Public Property	5	5	12	9	0	1	90	● 1.22	● 10.69	● 13.14	16.27	● 1.45
Leased Premises - General Enquiry	0	0	1	1	0	0	5	● 2.00	● 2.50	● 1.36	1.00	● 2.50
Rates Searches	4	4	132	129	2	0	4	● 1.69	● 1.31	● 1.65	1.50	● 1.36

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

### **Safety Statistics**

The safety statistics for the reporting period are:

	Third Quarter		
	April	May	June
<b>Number of Lost Time Injuries</b>	1	1	1
<b>Number of Days Lost Due to Injury</b>	4	5	6
<b>Total Number of Incidents Reported</b>	1	4	5
<b>Number of Incomplete Hazard Inspections</b>	0	0	0

### **Risk Management Summary**

Section Risk Register (excludes risks accepted/ALARP)

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

**Legislative Compliance & Standards**

Legislative Compliance Matter	Due Date	% Completed	Comments
A local government must review its procurement policy annually.	30/06/16	100%	Revised draft policy presented at the 28 June Ordinary Council meeting

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

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
<b>CAPITAL WORKS PROGRAM</b>					
<b>FLEET (CP440)</b>					
Fleet Asset Renewal Program	1/07/2015	30/06/2016	Ongoing	\$4,470,000	\$4,104,427
Comment: YTD represents 92% of budget expenditure and includes committals.					
<b>INFORMATION TECHNOLOGY (CP230)</b>					
IT Asset Renewal & Upgrade Program	1/07/2015	30/06/2016	Ongoing	\$1,534,280	\$770,882
<p>Comment: YTD represents 51% of budget expenditure and includes committals. The following Projects total \$748,000 which make up the bulk of the unexpended IT Budget. The majority have been put on hold or have been rescheduled.</p> <ul style="list-style-type: none"> <li>• Mount Morgan Radio Link - <i>Awaiting tower construction</i></li> <li>• Microsoft Licence Acquisitions with SA - <i>Onhold - review of licencing model in progress</i></li> <li>• Performance Planning (Audit &amp; Risk Corporate Planning) - <i>To be scheduled, awaiting resource availability</i></li> <li>• Windows 10 Upgrade - <i>Onhold - review of licencing model in progress</i></li> <li>• Aurion Improvements/Upgrade - <i>Awaiting upgrade to Aurion 11 (Aug 16)</i></li> <li>• Infringements Handheld Devices - <i>Completed – Journals required</i></li> <li>• Invoice Scanning – <i>Scheduled</i></li> <li>• DR Site Related Projects – <i>On hold due to power capacity issues. Remediation currently progressing.</i></li> </ul>					
<b>BUSINESS SUPPORT &amp; DEVELOPMENT (CP630)</b>					
Property Sales	1/07/2015	30/06/2016	Ongoing	\$2,463,229	\$1,757,974
Comment: Part of budget includes the right-off of book value for the disposal of land to REACH. Another amount is quarantined for the planned purchase of property.					

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

As at period ended June 100% of year elapsed.

Project	2015/16 Budget	Actual (incl. committals)	% budget expended	Explanation
Customer Service After Hours Operation	\$60,000	\$54,068	91%	Propel after hours call centre service.

Project	Project Start Date	Project Completion Date	% Completed	Comments
Planned implementation of Aurion System Improvement Project recommendations.	Aug 2015	Aug 2016	80%	Aurion v11 rescheduled for 'go-live' Aug 16
Progress the implementation of ePathway and Pathway mobile Apps throughout 2015/16.	Oct 2015	Jun 2016	100%	eServices - payments and customer requests now live, with further improvements being scheduled.
Develop and implement a solution for managing and processing tax invoices in digital format.	Aug 2016	Oct 2016	30%	Had a demonstration and pricing has been obtain, Due to workload now scheduled to go-live Sep 16

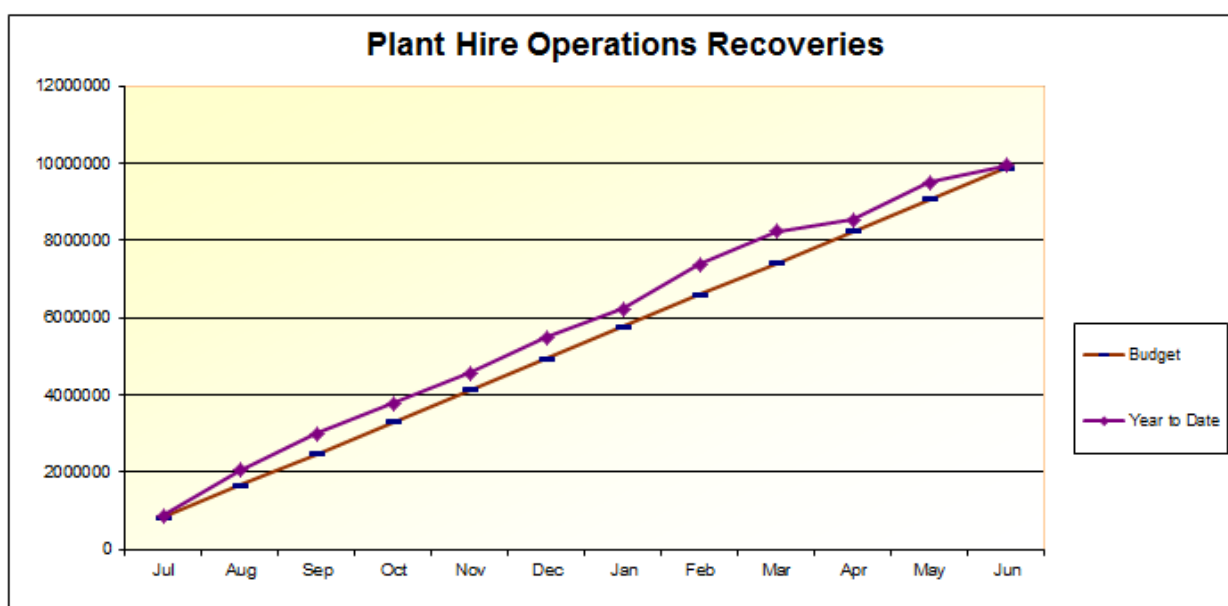
#### 5. **DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS**

Service Delivery Standard	Target	Current Performance
IT support services provided within service levels outlined in the IT Service Catalogue.	95%	95%
Ensure availability of system up-time during core business hours (excluding planned outages).	99%	100%
Maintain the ratio of customer queries satisfied by Customer Service Officers, without referral to departments.	80%	90%
Customer Service Call Centre answering 75% of incoming calls within 45 seconds.	75%	91%
Process records on the day of receipt as per Recordkeeping Charter.	95%	100%

Service Delivery Standard	Target	Current Performance
Process Right to Information/Information Privacy (RTI/IP) applications within legislative timeframes.	100%	100%
Manage centralised tendering and contracting functions in accordance with legislative requirements and Council policy.	100%	100%
Ensure supplier payments are made within stated trading terms.	90%	93%
Ensure staff purchasing activity is compliant with legislation and policy.	100%	100%
Ensure top 100 suppliers by dollar value under formal purchasing agreements (contracts).	90%	93%
Maximise Council property occupancy rates.	98%	100%
Ensure tenanted properties in any month, have current lease agreements and public liability insurance.	80%	92%
Process insurance claims within procedural timeframes.	100%	100%
Maintenance of the risk monitoring and reporting regime by providing a quarterly risk report to the Council and Leadership Team on all current high and very high risks assessed as not ALARP (unacceptable).	100%	100%

**Fleet Services**

Ensure internal plant hire operations deliver budgeted net surplus.



**Procurement & Logistics**

Contracts Awarded for June Qty 12

11875 - Rockhampton Riverside Precinct - Electrical Services Package - Stankey Electrics Contracting P/L - \$2,113,070
11931 - Green Waste Processing - Aegina P/L T/as ARG Trees - SOR
11962 - Hire of Plant and Equipment 2016/17 Panel of Providers - SOR
11977 - RPQS Supply and Delivery of Plumbing Pipes, Fixtures and Misc - Panel of Providers - SOR
11988 - Fire Protection Systems - Portions 1,2,3,4, and 12 - Hearn Investments P/L T/A Buddy's Fire – SOR; Portions 5,6,7,8,9,10 and 11 - SJ Enterprises P/L T/AS Firelec - SOR
12051 - Provision of Insurance Services - Aon Risk Services Australia Ltd - SOR
12052 - Fabrication and Delivery of Street Poles - Pierce Engineering P/L - \$130,121
12063 - RPQS Road Making Materials - Panel of Providers - SOR
12114 – ITQ Construction of Three Concrete Footbridge - Busby Contracting P/L - \$12,608
12187 - CSA Resource Industry Advisory Services - Jim Devine - SOR
12182 - ITQ Multi-Sport and Recreation Planning Study - Otium Planning Group P/L - \$18,850
12148 - ITQ Demolition of Rain Water Tanks at Georgeson Oval -JAL Demolitions - \$9,400

Customer Requests Completed Monthly & Top 5 Customer Requests												
	July	August	September	October	November	December	January	February	March	April	May	June
<b>Requests Logged</b>	3732	3883	4056	3294	3173	2791	3243	4062	3935	3171	3335	3393
<b>Same month Completed</b>	3212	3192	3391	2705	2550	2351	2559	3035	3052	2519	2731	2842
<b>% completed same month</b>	86%	82%	84%	82%	80%	84%	78%	86%	75%	79%	81%	83%
<b>Completed Total for Month</b>	3997	3777	4174	3331	3103	2807	2968	3502	4056	3321	3736	3342
<b>Total Pending</b>	1883	1957	1785	1718	1717	1700	1928	2410	2271	2045	1660	1645
<b>Top 5 Requests for Month</b>	D/Plan Inf Enq C/Dec T/Trim Food Enq	An/Dogr C/Dec Dev/Dpl Mt/Wlek Infrin/Enq	An/Dogr D/Plan Bin RRC W/Ani M/Leak	An/Dogr D/Plan W/Leak W/Animal Rate Enq	An/Dogr Inf Enq W/Leak D/Plan W/Animal	T/Trim AN/Dogr D/Plan W/Leak P/Gen	W/Leak An/Dogr D/Plan Inf Enq T/Trim	An/Dogr W/Leak P/Gen D/Plan T/Trim	O/Allot P/Gen W/Leak T/Trim D/Plan	P/Gen W/Leak D/Plan An/Dogr Wan/An	W/Leak F/Enq P/Gen An/Dogr P/Trim	An/Dogr F/Enq W/Ani D/Plan T/Trim
<b>Total uncompleted customer requests up to 3 months old:</b>						<b>1067</b>	<b>Conquest Work Order &amp; Investigation Long Term up to 3 months</b>					<b>1135</b>
<b>Total uncompleted customer requests between 3 to 6 months old:</b>						<b>215</b>	<b>Conquest Work Order &amp; Investigation Long Term between 3 to 6 months old:</b>					<b>242</b>
<b>Total uncompleted customer requests greater than 6 months old:</b>						<b>363</b>	<b>Conquest Work Order &amp; Investigation Long Term greater than 6 months old:</b>					<b>451</b>
<p>Request Completed: Requested task or action has been completed (not just work order raised), or complaint has been investigated, action taken and correspondence finalised.</p> <p>Conquest Work Order: A Work Order has been raised for maintenance, repair or future planned action.</p> <p>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</p>												
<b>Key:</b>	T/Trim - Tree Trimming	Inf Enq - Infringement Enquiry - Local Laws	An/Dogr - Dog Registration Enquiry									
	D/Plan - Duty Planner	W/Animal - Wandering Animal	W/Leak - Water Leak									
	Bin RRC - Replace Bin RRC	D/Plan - Duty Planner (New Enq)	P/Gen - Parks General Enquiry									

## FINANCIAL MATTERS

Operational Budget Status for month ending June 2016

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



As At End Of June

Report Run: 18-Jul-2016 14:22:35 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Variance	On target
	\$	\$	\$	\$	\$	%	100% of Year Gone
<b>CORPORATE SERVICES</b>							
<b>CORPORATE AND TECHNOLOGY</b>							
<i>Fleet</i>							
Revenues	(266,000)	0	0	(356,538)	(356,538)	134%	✓
Expenses	12,942,760	0	414,468	11,496,102	11,910,570	92%	✓
Transfer / Overhead Allocation	(17,053,000)	0	0	(16,580,847)	(16,580,847)	97%	✗
<b>Total Unit: Fleet</b>	<b>(4,376,240)</b>	<b>0</b>	<b>414,468</b>	<b>(5,441,284)</b>	<b>(5,026,816)</b>	<b>115%</b>	<b>✓</b>
<i>Property &amp; Insurance</i>							
Revenues	(591,200)	0	0	(773,107)	(773,107)	131%	✓
Expenses	2,944,667	0	5,750	3,496,086	3,501,835	119%	✗
Transfer / Overhead Allocation	9,740	0	0	8,187	8,187	84%	✓
<b>Total Unit: Property &amp; Insurance</b>	<b>2,363,207</b>	<b>0</b>	<b>5,750</b>	<b>2,731,166</b>	<b>2,736,915</b>	<b>116%</b>	<b>✗</b>
<i>Corporate &amp; Technology Management</i>							
Revenues	0	0	0	(3,950)	(3,950)	0%	✓
Expenses	667,268	309,000	7,138	1,039,546	1,046,684	157%	✗
Transfer / Overhead Allocation	0	0	0	1,812	1,812	0%	✗
<b>Total Unit: Corporate &amp; Technology Management</b>	<b>667,268</b>	<b>309,000</b>	<b>7,138</b>	<b>1,037,408</b>	<b>1,044,546</b>	<b>157%</b>	<b>✗</b>
<i>Information Systems</i>							
Revenues	(14,000)	0	0	(30,589)	(30,589)	218%	✓
Expenses	6,473,867	0	189,410	6,832,543	7,021,952	108%	✗
Transfer / Overhead Allocation	21,525	0	0	22,767	22,767	106%	✗
<b>Total Unit: Information Systems</b>	<b>6,481,392</b>	<b>0</b>	<b>189,410</b>	<b>6,824,721</b>	<b>7,014,130</b>	<b>108%</b>	<b>✗</b>
<i>Procurement &amp; Logistics</i>							
Revenues	0	0	0	(12,857)	(12,857)	0%	✓
Expenses	1,568,900	0	544	1,553,076	1,553,620	99%	✓
Transfer / Overhead Allocation	35,000	0	0	41,909	41,909	120%	✗
<b>Total Unit: Procurement &amp; Logistics</b>	<b>1,603,900</b>	<b>0</b>	<b>544</b>	<b>1,582,129</b>	<b>1,582,673</b>	<b>99%</b>	<b>✓</b>
<i>Customer Service</i>							
Revenues	(210,000)	0	0	(225,473)	(225,473)	107%	✓
Expenses	1,734,409	0	4,786	1,595,807	1,600,593	92%	✓
Transfer / Overhead Allocation	0	0	0	30	30	0%	✗
<b>Total Unit: Customer Service</b>	<b>1,524,409</b>	<b>0</b>	<b>4,786</b>	<b>1,370,364</b>	<b>1,375,150</b>	<b>90%</b>	<b>✓</b>
<i>Smart Regional Centre</i>							
Expenses	0	0	0	2,051	2,051	0%	✗
<b>Total Unit: Smart Regional Centre</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,051</b>	<b>2,051</b>	<b>0%</b>	<b>✗</b>
<b>Total Section: CORPORATE AND TECHNOLOGY</b>	<b>8,263,935</b>	<b>309,000</b>	<b>622,094</b>	<b>8,106,555</b>	<b>8,728,649</b>	<b>106%</b>	<b>✗</b>
<b>Total Department: CORPORATE SERVICES</b>	<b>8,263,935</b>	<b>309,000</b>	<b>622,094</b>	<b>8,106,555</b>	<b>8,728,649</b>	<b>106%</b>	<b>✗</b>
<b>Grand Total:</b>	<b>8,263,935</b>	<b>309,000</b>	<b>622,094</b>	<b>8,106,555</b>	<b>8,728,649</b>	<b>106%</b>	<b>✗</b>



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

**Finance Monthly Operations Report –  
June 2016**

**Meeting Date: 26 July 2016**

**Attachment No: 3**

**MONTHLY OPERATIONS REPORT**  
**FINANCE SECTION**  
**Period Ended June 2016**

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**VARIATIONS, ISSUES AND INNOVATIONS**

***Section News***

With the adoption of the Annual Budget the focus of Finance Team has now shifted to External Financial reporting with the Audit Committee to meet 2nd September to review the draft Financial Statements.

An addition has been made to the report which provides all Council's live applications for Grants that are in progress.

**LINKAGES TO OPERATIONAL PLAN**

**1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS**

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

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q4
			Received	Completed								
Rates Enquiry	1	0	32	32	1	0	3	● 1.00	● 1.39	● 1.37	0.97	● 1.55

***Comments & Additional Information***

Nil.

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

### ***Safety Statistics***

The safety statistics for the reporting period are:

	FIRST/SECOND QUARTER		
	April	May	June
<b>Number of Lost Time Injuries</b>	0	0	0
<b>Number of Days Lost Due to Injury</b>	0	0	0
<b>Total Number of Incidents Reported</b>	0	0	1
<b>Number of Incomplete Hazard Inspections</b>	0	0	0

### ***Risk Management Summary***

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

<b>Risk</b>	<b>Current Risk Rating</b>	<b>Future Control &amp; Risk Treatment Plans</b>	<b>Due Date</b>	<b>% Completed</b>	<b>Comments</b>
Lack of funds for capital works resulting in degradation of existing assets causing unusable assets and public liability claims	High 5	Enhanced capital expenditure reporting for monitoring purposes. Improved Asset Management and Financial Planning	30/6/16	100%	10 year Capital list now matched off with the LTFF, AM planning underway. Templates sent for Capital Review during January & February 2016
The use of inaccurate GIS data by external and internal users will lead to litigation and a lack of integrity for internal and external users.	Moderate 5	Continued review of integrity of existing data	30/06/16	100%	Additional consultant efforts employed to tidy footpath data

**Legislative Compliance & Standards**

Legislative Compliance Matter	Due Date	% Completed	Comments
Audited Statement completed by end of October	31/10/15	100%	Complete
Annual Budget adopted by 1 August	01/08/16	100%	Budget adopted in July
Asset Register must record its non-current physical assets	30/06/16	100%	Ongoing
A community financial report must be prepared for the Annual Report	30/10/15	100%	Completed
A Local Government must have a Debt Policy, Investment Policy and a Revenue Policy	01/08/16	100%	Included with the Budget adoption
Trust Fund Management in accordance with the Local Government Regulation	30/06/16	100%	Ongoing
Monthly Financial report prepared for the monthly meeting of Council	30/06/16	100%	Ongoing
A Local Government must set an Asset Recognition threshold	30/06/16	100%	Amount set – changes proposed in respect of Asset Classes only.

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

No capital projects are relevant to the Finance Section.

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

No Operational Projects to highlight within the Adopted Budget.

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

Service Level	Target	Current Performance
Levy rates within 1 week of predicted dates in revenue statement	100%	100%
Manage the recovery of unpaid rates and charges in accordance with the Revenue Management Policy, achieving an overdue balance of less than 3% at its lowest point.	<3%	3.00% achieved in June which is highlighting an increasing trend in debts outstanding

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

**6. 'LIVE' GRANT APPLICATIONS: AS AT 4 JULY 2016**

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

## 'Live' Grant Applications: As at 18th July 2016

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

#	Project Name	Project Inclusions	Supporting Council Strategy	Project Total (\$Million)	Fund	Funding Sought (\$Million)	Final Decision Due
1	<b>Rockhampton CBD Smart Technologies &amp; Working Hub</b>	Smart Poles, Free Wi-Fi, CCTV, Smart Lighting, Digital Signage, Parking Sensors, Smart Working Hub.	Smart Way Forward	\$4.54	(QG) Building our Regions: Regional Capital Fund	\$2.27	October 2016
2	<b>First Turkey Mountain Bike Reserve</b>	Mountain bike trails, toilet, vehicular access causeway, and area for events/education.	Mount Archer Activation Master Plan	\$0.5	(QG) Building our Regions: Regional Capital Fund	\$0.25	October 2016
3	<b>Mafeking Bell Revitalisation Project</b>	Revitalisation of bell, plaque, and stand.	N/A	\$0.01	(Cth) Stronger Communities Programme	\$0.01	June 2016*
4	<b>Gracemere Liveability and Recreation Redevelopment</b>	Water Play, Carpark, & Sediment Detention Basins.	Cedric Archer Park Master Plan	\$3.5	(Cth) National Stronger Regions Fund	\$1.7	July 2016
5	<b>Gracemere Sewerage Upgrade Boosts Local Community</b>	Augmentation of Gracemere Sewerage Plant plus new laboratory.	N/A	\$7.25	(Cth) National Stronger Regions Fund	\$3.0	July 2016
6	<b>Community Musical</b>	Marketing Plan development and trial for the use of digital tools to promote local events to Airport passengers, using the Rockhampton Community Musical as the event for the 1yr or 3yr trial.	The Smart Way Forward + Economic Development Strategy	\$108,000 (in addition to the annual \$300k gross for event)	(QG) Tourism and Events Queensland Destination Events Fund Round 4^	1yr Trial Option: \$24,999 3yr Trial: \$108,000	August 2016*
7	<b>Derby &amp; East Street Intersection</b>	Upgrade to single lane roundabout.	N/A	\$921,537	(Cth) Black Spot	\$921,537	May 2017
8	<b>Alma &amp; Stanley Street intersection</b>	Construct kerb islands to bring forward hold line.	N/A	\$935,719	(Cth) Black Spot	\$935,719	May 2017
9	<b>Denham &amp; Campbell Street Intersection</b>	Upgrade to single lane roundabout.	N/A	\$222,162	(Cth) Black Spot	\$222,162	May 2017
10	<b>212 Quay</b>	EXPRESSION OF INTEREST (EOI) SUBMITTED. Funding not open yet. Opens in August*.	The Smart Way Forward	TBA (Subject to Criteria)	Advance Queensland - Regional Innovation Hubs	TBA	TBA

\* Estimated date only. No formal decision date has been advised.

^ Unlikely to be approved, because TEQ are arguing that the Community Musical is an event that doesn't support tourism. Given over 500 attendees travel from outside CQ to attend, this may be challenged.

## FINANCIAL MATTERS

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

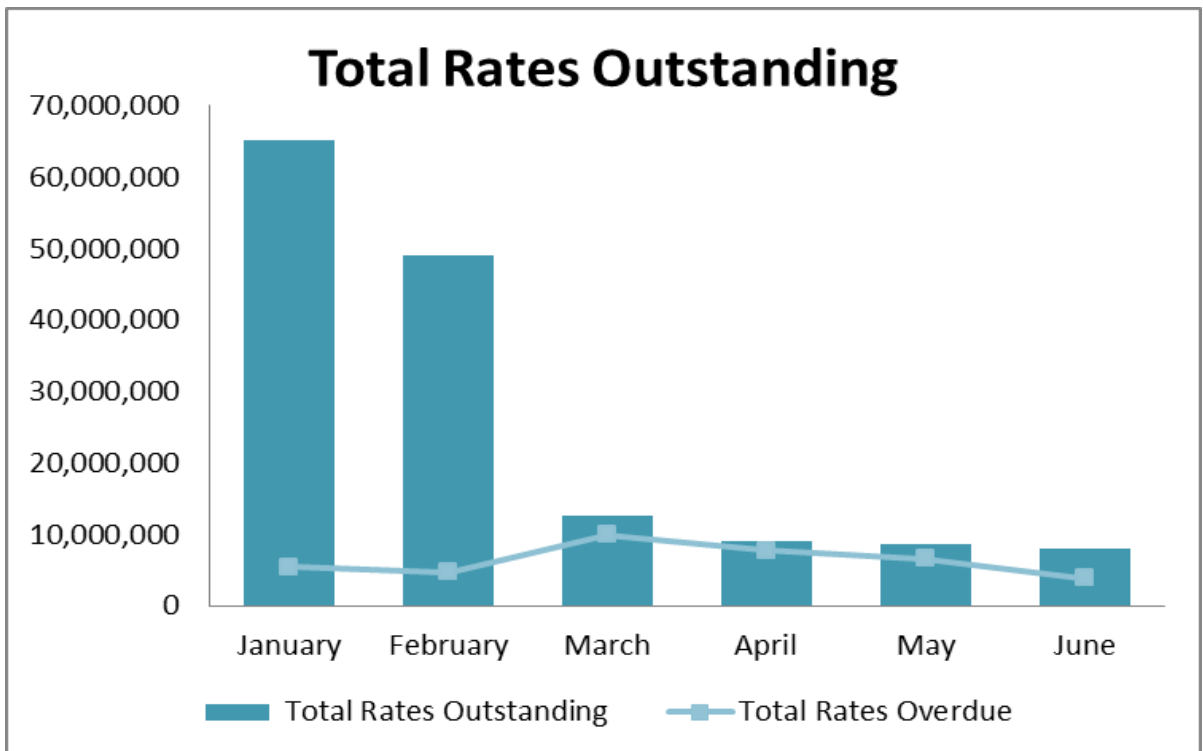
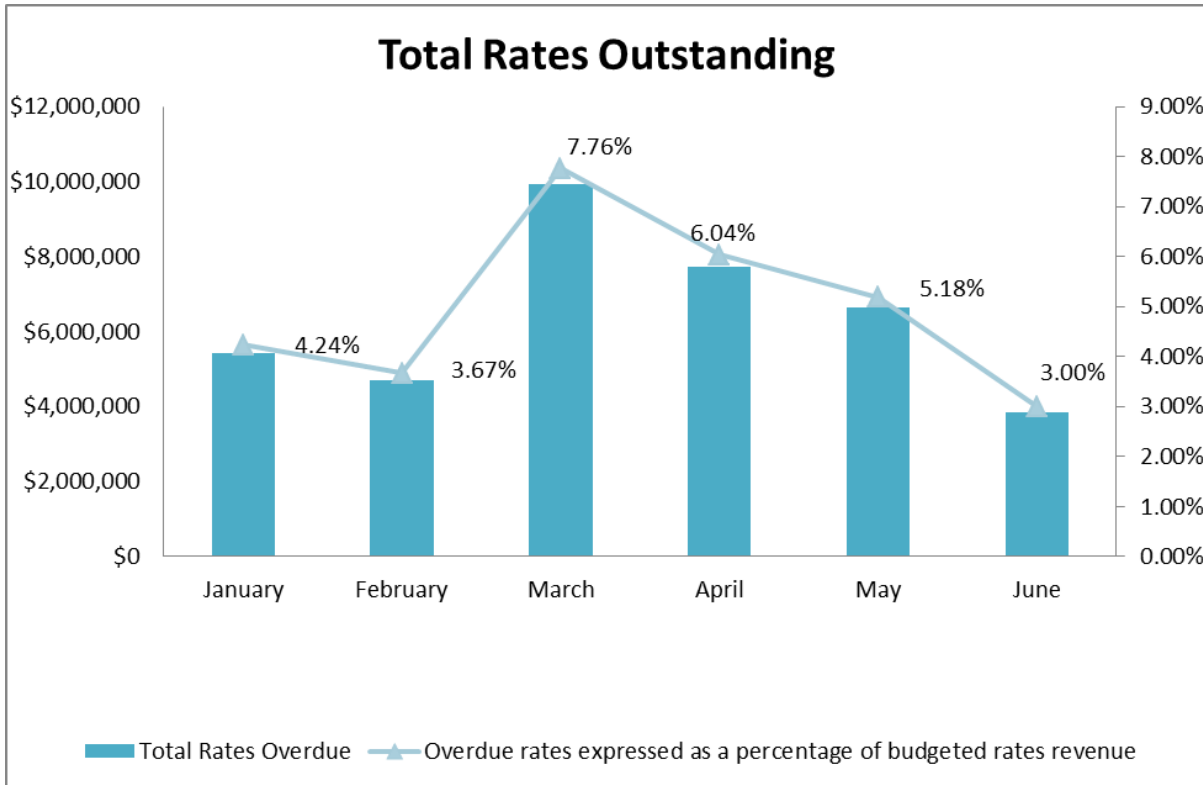
As At End Of June

Report Run: 18-Jul-2016 14:04:56 Excludes Nat Accs: 2802,2914,2917,2924



	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 100% of Year Gone
<b>CORPORATE SERVICES</b>							
<b>FINANCE</b>							
<i>Finance Management</i>							
Revenues	0	(9)	0	(9)	(9)	0%	✓
Expenses	700,228	739,526	53	617,368	617,421	88%	✓
Transfer / Overhead Allocation	0	0	0	45	45	0%	✗
<b>Total Unit: Finance Management</b>	<b>700,228</b>	<b>739,517</b>	<b>53</b>	<b>617,404</b>	<b>617,456</b>	<b>88%</b>	<b>✓</b>
<i>Revenue &amp; Accounting</i>							
Revenues	(458,160)	(590,860)	0	(578,657)	(578,657)	126%	✓
Expenses	2,937,430	2,965,500	14,602	2,747,165	2,761,767	94%	✓
Transfer / Overhead Allocation	9,000	4,255	0	11,882	11,882	132%	✗
<b>Total Unit: Revenue &amp; Accounting</b>	<b>2,488,270</b>	<b>2,378,895</b>	<b>14,602</b>	<b>2,180,390</b>	<b>2,194,992</b>	<b>88%</b>	<b>✓</b>
<i>Financial Systems</i>							
Expenses	413,831	413,002	0	368,803	368,803	89%	✓
Transfer / Overhead Allocation	0	830	0	779	779	0%	✗
<b>Total Unit: Financial Systems</b>	<b>413,831</b>	<b>413,832</b>	<b>0</b>	<b>369,582</b>	<b>369,582</b>	<b>89%</b>	<b>✓</b>
<i>Assets &amp; GIS</i>							
Revenues	(5,100)	(4,800)	0	(9,065)	(9,065)	178%	✓
Expenses	1,872,358	1,940,477	0	1,702,799	1,702,799	91%	✓
Transfer / Overhead Allocation	35,770	35,770	0	34,368	34,368	96%	✓
<b>Total Unit: Assets &amp; GIS</b>	<b>1,903,028</b>	<b>1,971,447</b>	<b>0</b>	<b>1,728,102</b>	<b>1,728,102</b>	<b>91%</b>	<b>✓</b>
<b>Total Section: FINANCE</b>	<b>5,505,358</b>	<b>5,503,691</b>	<b>14,655</b>	<b>4,895,478</b>	<b>4,910,133</b>	<b>89%</b>	<b>✓</b>
<b>Total Department: CORPORATE SERVICES</b>	<b>5,505,358</b>	<b>5,503,691</b>	<b>14,655</b>	<b>4,895,478</b>	<b>4,910,133</b>	<b>89%</b>	<b>✓</b>
<b>Grand Total:</b>	<b>5,505,358</b>	<b>5,503,691</b>	<b>14,655</b>	<b>4,895,478</b>	<b>4,910,133</b>	<b>89%</b>	<b>✓</b>





**11.4 REGIONAL DEVELOPMENT MONTHLY REPORT - JUNE 2016****File No:** 1830**Attachments:** 1. Regional Development Monthly Report June 2016 (Closed Session)**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Russell Claus - Executive Manager Regional Development

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**SUMMARY**

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

**OFFICER'S RECOMMENDATION**

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

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**11.5 SEWER CONNECTION TO 189 EAST STREET, ROCKHAMPTON**

**File No:** 7833053  
**Attachments:** Nil  
**Authorising Officer:** Russell Claus - Executive Manager Regional Development  
**Author:** Rick Palmer - Manager Economic Development

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**SUMMARY**

*Issue of new sewer main and connection point.*

**OFFICER'S RECOMMENDATION**

THAT Council construct or cover half the associated costs for a new jump-up required to facilitate development of a new restaurant and events/function centre at 189 East Street.

**COMMENTARY**

The Light Group (Gladstone based) has leased part of the Headrick's Building at 189 East Street Rockhampton and is in the process of developing it into a high class ground floor restaurant and upstairs event and function centre (200 person capacity). The building conversion is costing more than \$2 million.

The Headrick's Building is next to the Walter Reid Centre and is an integral part of the CBD heritage fabric. The event and function centre will be an important contributor to local economic activity and the CBD's redevelopment. The owners have indicated that this investment is being undertaken by themselves and the Light Group based on the Council's commitment to CBD revitalization.

During the course of building renovations they have encountered several unanticipated costs including the need for a new jump-up in Quay Lane to handle anticipated wastewater flow. Apparently the drainage plans obtained from Council indicated drainage going in the opposite direction to that found on site, thus the increase in costs. Drainage plans are supplied by Council as a guide, with the caveat that on-ground checks should be undertaken.

The required jump-up and 18m of new sewer main with 100mm connection point has been estimated by Fitzroy River Water to cost \$16,510.94. The Light Group is seeking Council assistance in covering this cost in the spirit of partnership with small business to deliver the Council's goals for CBD revitalization.

**Observations from Regional Services**

General Manager Bob Holmes commented:

"The condition of the combined line can be described as 'average'; however, it may operate in its current form without issue for many years into the future. This development provides an opportune time to have it replaced. The Council has an obligation to ensure the existing connection point and other infrastructure is in an acceptable condition. However, where a development is proposing to increase the loading on the infrastructure as a result of a change in use it is suggested that a cost sharing arrangement would be reasonable. The additional loading proposed, as a result of this development, could result in the rehabilitation/replacement works being required sooner, or contribute to a bigger problem in the future if it is not addressed now.

"It should be noted that the developer is unable to achieve grade back to the existing connection point anyway and this, it is suggested was due to a lack of initial investigation and unforeseen problems that arose during construction. It is suggested that it is unreasonable for the developer to ask Council to pay for a new connection point as a result of errors in planning and their processes.

“It is also worth noting that, due to the remaining uncertainty about the volume and content of the proposed loadings to sewer and possibly also the internally plumbing and pre-treatment devices required to meet Council’s overall plumbing and trade waste requirements, the quotation provided should be considered more as an estimate, and indeed the conditions in the quotation make provision for how any significant issues/changes in scope, etc. are to be considered.

“It is suggested that the developer should meet the full cost of these works; however, should the Council be of a mind to provide some level of rebate for this work that it should be no more than 50% of the cost of the works.”

**11.6 INFRASTRUCTURE AGREEMENT POLICY**

**File No:** 11979  
**Attachments:** 1. Infrastructure Agreement Policy  
**Authorising Officer:** Robert Holmes - General Manager Regional Services  
**Author:** Tarnya Fitzgibbon - Coordinator Development Assessment

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**SUMMARY**

*Coordinator Development Assessment is presenting a new policy – Infrastructure Agreement Policy for Council approval.*

**OFFICER'S RECOMMENDATION**

THAT the new Infrastructure Agreement Policy be adopted.

**COMMENTARY**

In June 2013 Council requested that a policy on Infrastructure Agreements be developed.

The attached policy encourages the efficient delivery of trunk infrastructure within the Rockhampton Regional Council area and details the circumstances in which it is appropriate for Council to provide infrastructure charges offsets to developers in exchange for the delivery of trunk infrastructure.

# **INFRASTRUCTURE AGREEMENT POLICY**

## **Infrastructure Agreement Policy**

**Meeting Date: 26 July 2016**

**Attachment No: 1**



## INFRASTRUCTURE AGREEMENT POLICY (ADMINISTRATIVE POLICY)

### 1 Scope:

This policy applies to development within the Rockhampton Regional Council area. Qualifying developments will be eligible to negotiate and enter into an infrastructure agreement with Council in relation to trunk infrastructure works or infrastructure charges.

### 2 Purpose:

To provide guidance in relation to the types of trunk infrastructure works or infrastructure charges for developments that Council will consider entering into an infrastructure agreement with a developer and/or owner.

### 3 Related Documents:

#### Primary

Nil

#### Secondary

*Local Government Act 2009*

*Sustainable Planning Act 2009*

*Sustainable Planning Regulation 2009*

Fitzroy Shire Planning Scheme 2005

Mount Morgan Shire Planning Scheme 2003

Rockhampton City Plan 2005

Rockhampton Regional Council Adopted Infrastructure Charges Resolution (No. 1) 2011

Rockhampton Regional Council Adopted Infrastructure Charges Resolution (No. 2) 2012

Rockhampton Regional Council Adopted Infrastructure Charges Resolution (No. 3) 2014

Rockhampton Regional Council Adopted Infrastructure Charges Resolution (No. 4) 2014

Rockhampton Regional Council Adopted Infrastructure Charges Resolution (No. 5) 2015

Rockhampton Region Planning Scheme 2015, including Part 4 Local Government Infrastructure Plan

State Planning Regulatory Provision (Adopted Charges) July 2012

### 4 Definitions:

To assist in interpretation, the following definitions apply:

Council	Rockhampton Regional Council
Infrastructure Agreement	As defined in the <i>Sustainable Planning Act 2009</i>
Infrastructure Charge	Infrastructure contributions relevant to a planning scheme policy for infrastructure, infrastructure charges relevant to an adopted infrastructure charges resolution, or infrastructure charges relevant to a priority infrastructure plan or Local Government

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	Infrastructure Plan (including infrastructure charges or regulated infrastructure charges).
Qualifying Development	A development permit for a material change of use or reconfiguration of a lot in which either: (a) Conditions of the development permit require the construction of trunk infrastructure; and/or (b) An infrastructure charges notice or negotiated infrastructure charges notice has been issued with the decision notice for the development permit.
Rockhampton Regional Council Area	Areas covered by the Rockhampton City Plan, Fitzroy Shire Planning Scheme, Mount Morgan Planning Scheme and Rockhampton Region Planning Scheme.
Trunk Infrastructure	As defined in the relevant planning scheme policies (also referred to as headworks infrastructure), adopted infrastructure charges resolution, priority infrastructure plan or Local Government Infrastructure Plan, and confirmed in Council's capital works program.

## 5 Policy Statement:

This policy encourages the efficient delivery of trunk infrastructure within the Rockhampton Regional Council area and details the circumstances in which it is appropriate for Council to provide infrastructure charges offsets to developers in exchange for the delivery of trunk infrastructure.

### 5.1 Trunk Infrastructure

The table below provides examples of trunk infrastructure (not an exhaustive list) taken from section 4.5 of Council's Local Government Infrastructure Plan.

Infrastructure Network	Trunk Infrastructure
Water Supply	Works for: <ul style="list-style-type: none"> <li>▪ Bulk transfer water mains;</li> <li>▪ Balance reservoirs and seasonal storages;</li> <li>▪ Elevated reservoirs serving a zone significant to the network;</li> <li>▪ Booster pump stations serving a zone significant to the network;</li> <li>▪ Rechlorination facilities as part of trunk facilities;</li> <li>▪ Water treatment and recycling facilities.</li> </ul>
Sewerage	Works for: <ul style="list-style-type: none"> <li>▪ Sewage treatment plants;</li> <li>▪ Sewage re-use systems;</li> <li>▪ Gravity sewers serving a catchment significant to the network;</li> <li>▪ Access chambers on trunk sewer mains;</li> <li>▪ Sewer rising (pressure) mains on trunk sewage pump stations;</li> <li>▪ Sewage pumping stations serving a catchment significant to the network.</li> </ul>
Stormwater	Works for: <ul style="list-style-type: none"> <li>▪ Natural waterways, watercourses, drainage features and riparian corridors;</li> <li>▪ Detention facilities if serving a catchment significant to the network;</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Retention facilities if serving a catchment significant to the network;</li> <li>▪ Gross pollutant capture devices if serving a catchment significant to the network;</li> <li>▪ Bio-retention basins.</li> </ul>
Transport	<p>Works for:</p> <ul style="list-style-type: none"> <li>▪ All local government owned urban arterial, rural arterial and major urban collector roads;</li> <li>▪ Associated intersections, traffic lights, lighting, bridges, culverts, kerb and channel, local road drainage, cycle lanes, pedestrian footpaths and cycleways within the road reserve.</li> </ul>
Public Parks and Land for Community Facilities	<p>Works for:</p> <ul style="list-style-type: none"> <li>▪ District and regional recreation parks, linkage parks and associated works and embellishments;</li> <li>▪ District and regional sporting parks and associated works and embellishments.</li> </ul>

#### 5.1.1 Trunk Infrastructure Necessary for the Particular Development

When trunk infrastructure is necessary for a development, or is located on the development site, the trunk infrastructure delivery and acquisition details will be considered in the development assessment process and will be specified as conditions in the development permit.

An infrastructure agreement may be entered into at any stage to clarify the obligations specified under the conditions of approval.

#### 5.1.2 A Portion of the Trunk Infrastructure is not Necessary for the Particular Development

When a portion of the trunk infrastructure is not necessary for the development and is not located within the development site, but there are efficiencies to be gained by Council through having the developer construct the trunk infrastructure, then the trunk infrastructure delivery and acquisition details will be defined in an infrastructure agreement to be entered into with the developer.

#### 5.2 Offsets for Networks

Council will recognise infrastructure charges offsets equal to the value of the trunk infrastructure delivered by the developer, and it does not need to be within the same infrastructure network and hierarchy. For example, water distribution mains can be offset against charges for the transport network.

#### 5.2.1 Calculation of Offsets

The valuation of the trunk infrastructure and value of any applicable offsets must be calculated in accordance with the Adopted Infrastructure Charges Resolution, Local Government Infrastructure Plan or other document regulating infrastructure that is made by Council that is applicable at the time the development permit to which the infrastructure obligations arise was issued by Council.

#### 5.3 Other Circumstances

Council may enter into an infrastructure agreement under any other circumstances that it considers appropriate.

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**6 Review Timelines:**

This policy will be reviewed when any of the following occur:

- 6.1. The related information is amended or replaced; or
- 6.2. Other circumstances as determined from time to time by Council.

**7 Responsibilities:**

Sponsor	Chief Executive Officer
Business Owner	General Manager Regional Services
Policy Owner	Manager Development and Building
Policy Quality Control	Corporate Improvement and Strategy

**EVAN PARDON  
CHIEF EXECUTIVE OFFICER**

**Corporate Improvement and Strategy use only**

**Adopted/Approved:** Draft  
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**11.7 NOMINATION FOR ELECTION OF LGAQ PRESIDENT**

**File No:** 4932  
**Attachments:** 1. Nomination for LGAQ President  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Evan Pardon - Chief Executive Officer

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**SUMMARY**

*LGAQ are seeking nominations for election of President for a term of four (4) years at the Annual Conference of the Association.*

**OFFICER'S RECOMMENDATION**

THAT Councillor \_\_\_\_\_ be nominated as LGAQ President.

**BACKGROUND**

The rules of the Local Government Association of Queensland (LGAQ) provide for the election of President for a term of four (4) years at the Annual Conference of the Association following the Local Government Quadrennial Elections.

Nominations for President are to be lodged no later than 4pm on Thursday 28 July 2016.

# **NOMINATION FOR ELECTION OF LGAQ PRESIDENT**

## **Nomination for LGAQ President**

**Meeting Date: 26 July 2016**

**Attachment No: 1**



4 July 2016

The Chief Executive Officer  
ALL MEMBER COUNCILS

Policy Executive Members  
LOCAL GOVERNMENT ASSOCIATION

Dear Sir/Madam

**NOMINATION FOR ELECTION OF LGAQ PRESIDENT**

The Rules of the Association provide for the election of President, for a term of four (4) years at the Annual Conference of the Association following the Local Government Quadrennial Elections.

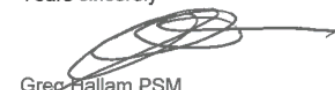
**PRESIDENT**

Member councils have the right to nominate any person who is an elected member of any member council as a candidate for the office of President of the Association, i.e. the nominee does not have to be a member of the Policy Executive to stand for the Office of President.

Nomination papers are enclosed for your convenience. They are to be signed by the Chief Executive Officer of the nominating council **and are also** to be signed by the nominee in acceptance of nomination. NB Both signatures are required.

Nominations for President are to be lodged with the Chief Executive Officer **no later than 4.00pm Thursday 28 July 2016.**

Yours sincerely



Greg Hallam PSM  
CHIEF EXECUTIVE OFFICER

P 1300 542 700  
F 07 3252 4473  
W [www.lgaq.asn.au](http://www.lgaq.asn.au)

Local Government House  
25 Evelyn Street  
Newstead Qld 4006

PO Box 2230  
Fortitude Valley BC  
Qld 4006

Local Government Association of Queensland Ltd  
ABN 11 010 883 293 ACN 142 783 917

LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND LTD  
NOMINATION FOR  
ELECTION OF PRESIDENT

The Council of \_\_\_\_\_

Hereby nominates

\_\_\_\_\_

As a candidate for the office of

\_\_\_\_\_

\_\_\_\_\_

For and on behalf of the

\_\_\_\_\_ Council

\_\_\_\_\_  
Chief Executive Officer

Dated \_\_\_\_\_ 2016

\_\_\_\_\_

I hereby consent to the above nomination

\_\_\_\_\_  
Dated \_\_\_\_\_ 2016

\_\_\_\_\_

Nomination forms are required to be returned to:

The Chief Executive Officer  
Local Government Association of Queensland Ltd  
PO Box 2230  
FORTITUDE VALLEY BC Q 4006

By 4.00pm THURSDAY 28 July 2016

**NB FAXED OR EMAILED NOMINATIONS WILL NOT BE ACCEPTED:**  
**BY REGISTERED POST OR HAND ONLY.**

**12 NOTICES OF MOTION**

Nil

**13 QUESTIONS ON NOTICE**

Nil



**14 URGENT BUSINESS/QUESTIONS**

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

## 15 CLOSED SESSION

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

### RECOMMENDATION

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

#### 16.1 Legal Matters as at 30 June 2016

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

## 16 CONFIDENTIAL REPORTS

### 16.1 LEGAL MATTERS AS AT 30 JUNE 2016

**File No:** 1392

**Attachments:** 1. Legal Matters as at 30 June 2016

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

**Author:** Travis Pegrem - Coordinator Industrial Relations and  
Investigations

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

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#### **SUMMARY**

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

**17 CLOSURE OF MEETING**