



ORDINARY MEETING

AGENDA

24 JULY 2018

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 24 July 2018 commencing at 9.00am for transaction of the enclosed business.

A handwritten signature in black ink that reads "R Chesman".

ACTING CHIEF EXECUTIVE OFFICER
19 July 2018

Next Meeting Date: 14.08.18

Please note:

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

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OPENING.....	1
2	PRESENT	1
3	APOLOGIES AND LEAVE OF ABSENCE	1
4	CONFIRMATION OF MINUTES.....	1
5	DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA	1
6	BUSINESS OUTSTANDING	2
	NIL	2
7	PUBLIC FORUMS/DEPUTATIONS	3
8	PRESENTATION OF PETITIONS.....	4
	NIL	4
9	COMMITTEE REPORTS.....	5
9.1	PLANNING AND REGULATORY COMMITTEE MEETING - 17 JULY 2018	5
9.2	INFRASTRUCTURE COMMITTEE MEETING - 17 JULY 2018	44
9.3	AIRPORT, WATER AND WASTE COMMITTEE MEETING - 17 JULY 2018	51
9.4	COMMUNITY SERVICES COMMITTEE MEETING - 18 JULY 2018	55
9.5	PARKS, RECREATION AND SPORT COMMITTEE MEETING - 18 JULY 2018.....	61
10	COUNCILLOR/DELEGATE REPORTS	67
	NIL	67
11	OFFICERS' REPORTS	68
11.1	2019 ROCKHAMPTON SHOW PUBLIC HOLIDAY	68
11.2	SOLE SOURCE SUPPLIER - CANTERBURY CONCEPTS	69
11.3	FORMER FRENCHVILLE RIFLE RANGE	71
11.4	CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT JUNE 2018	75
11.5	SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 JUNE 2018.....	128
12	NOTICES OF MOTION	135
	NIL	135
13	QUESTIONS ON NOTICE	136
	NIL	136

14	URGENT BUSINESS/QUESTIONS	137
15	CLOSED SESSION	138
16.1	COUNCIL TO COUNCIL ASSISTANCE IN NATURAL DISASTERS	138
16.2	LEGAL MATTERS REPORT - APRIL TO JUNE 2018	138
16.3	SCAVENGING SERVICES AND SHOP OPERATION AT THE LAKES CREEK ROAD WASTE FACILITY CONTRACT UPDATE.....	138
16.4	CBD DEVELOPMENT OPPORTUNITIES	138
16	CONFIDENTIAL REPORTS.....	139
16.1	COUNCIL TO COUNCIL ASSISTANCE IN NATURAL DISASTERS	139
16.2	LEGAL MATTERS REPORT - APRIL TO JUNE 2018	140
16.3	SCAVENGING SERVICES AND SHOP OPERATION AT THE LAKES CREEK ROAD WASTE FACILITY CONTRACT UPDATE.....	141
16.4	CBD DEVELOPMENT OPPORTUNITIES	142
17	CLOSURE OF MEETING.....	143

1 OPENING

2 PRESENT

Members Present:

The Mayor, Councillor M F Strelow (Chairperson)
Councillor C E Smith
Councillor C R Rutherford
Councillor S J Schwarten
Councillor A P Williams
Councillor N K Fisher

In Attendance:

Mr R Cheesman – Acting Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

Councillor Drew Wickerson and Councillor Rose Swadling previously granted leave of absence to attend the Queensland Mining Expo in Mackay.

4 CONFIRMATION OF MINUTES

Minutes of the Ordinary Meeting held 10 July 2018

Minutes of the Special Meeting held 13 July 2018

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

8 PRESENTATION OF PETITIONS

Nil

9 COMMITTEE REPORTS

9.1 PLANNING AND REGULATORY COMMITTEE MEETING - 17 JULY 2018

RECOMMENDATION

THAT the Minutes of the Planning and Regulatory Committee meeting, held on 17 July 2018 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Planning and Regulatory Committee, 17 July 2018**9.1.1 MONTHLY OPERATIONS REPORT FOR PLANNING AND REGULATORY SERVICES - JUNE 2018****File No:** 1464**Attachments:**

1. Monthly Operations Report for Planning and Regulatory Services - June 2018
2. Traffic Light Report - June 2018

Authorising Officer: Colleen Worthy - General Manager Community Services**Author:** Steven Gatt - Manager Planning & Regulatory Services

SUMMARY

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

COMMITTEE RECOMMENDATION

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

Recommendation of the Planning and Regulatory Committee, 17 July 2018**9.1.2 CUSTOMER REQUESTS WITH COUNCILLOR OR PUBLIC INTEREST AT BUILDING, PLUMBING & COMPLIANCE**

File No: 4842
Attachments: Nil
Authorising Officer: Steven Gatt - Manager Planning & Regulatory Services
Colleen Worthy - General Manager Community Services
Author: Philip Harrison - Coordinator Building Plumbing and Compliance

SUMMARY

The purpose of this report is to apprise Councillors of the Development Control issues subject to investigation at Building, Plumbing & Compliance.

COMMITTEE RECOMMENDATION

THAT the information regarding the Development Control issues be 'received'.

Recommendation of the Planning and Regulatory Committee, 17 July 2018
9.1.3 D/19-2017 - MINOR CHANGE APPLICATION FOR A DEVELOPMENT PERMIT FOR RECONFIGURING A LOT (TWO LOTS INTO FIVE LOTS) AND ACCESS EASEMENT

File No: D/19-2017

Attachments:

1. Locality Plan
2. Site Plan

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

Author: Bevan Koelmeyer - Planning Officer

SUMMARY

Development Application Number: D/19-2017

Applicant: Vicki Heilbronn

Real Property Address: Lot 1844 on LIV40662 and Lot 485 on LIV40112, Parish of Murchison

Common Property Address: 277 Yeppoon Road and 66 Alfred Road, Parkhurst

Planning Scheme: Rockhampton City Plan 2005

Planning Scheme Area: Yeppoon Road Corridor Environmental Protection Area

Approval Sought: Minor Change to a Development Permit for Reconfiguring a Lot (two lots into five Lots) and Access Easement

Submissions: Nil

Referral Agency(s): Nil Applicable

Infrastructure Charges Area: Charge Area 3

COMMITTEE RECOMMENDATION
RECOMMENDATION A:

THAT in relation to the application for a request for a Minor Change to a Development Permit for Reconfiguring a Lot (two lots into five Lots) and Access Easement, made by Vicki Heilbronn, located at 277 Yeppoon Road and 66 Alfred Road, Parkhurst, described as Lot 1844 on LIV40662 and Lot 485 on LIV40112, Parish of Murchison, Council resolves that:

1. Item 9 and Condition 2.1 to be amended by replacing:

Plan/Document Name	Plan Number	Dated
Flood Hazard Assessment	K3925-0002	21 February 2017
Proposed Subdivision Layout	R17006-001, Revision C	10 October 2017
Bushfire Hazard Assessment & Bushfire	Version 2	10 March 2017

Plan/Document Name	Plan Number	Dated
Management Plan		
Regulated Vegetation Impact Assessment and Mitigation	Version 2	29 March 2017

With

Plan/Document Name	Plan Number	Dated
Flood Hazard Assessment	K3925-0002	21 February 2017
Proposed Subdivision Layout	R17006-001, Revision D	Undated
Bushfire Hazard Assessment & Bushfire Management Plan	Version 2	10 March 2017
Regulated Vegetation Impact Assessment and Mitigation	Version 2	29 March 2017

2. Condition 3.1 to be amended by replacing:

3.1 This development approval is for a development to be undertaken in two (2) discrete stages, namely:

3.1.1 Lot 13 to Lot 14 (Stage One – two [2] lots); and

3.1.2 Lot 11 to Lot 12 (Stage Two – two [2] lots).

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

The stages are not required to be undertaken in any chronological order.

With

3.1 This development approval is for a development to be undertaken in two (2) discrete stages, namely:

3.1.1 Lots 12, 13 and 14 (Stage One – three [3] lots); and

3.1.2 Lot 11 (Stage Two – one [1] lot).

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

The stages are not required to be undertaken in any chronological order.

3. The Infrastructure Charges Notice (Item 5) to be amended by replacing:

The contribution required to be paid is **\$21,000.00** this charge may be subject to automatic increases from when the charges are levied until when they are paid in accordance with section 631 of the *Sustainable Planning Act 2009* and Council's Adopted Infrastructure Charges Resolution (No. 5) 2015.

The property falls within Charge Area 3 and the Infrastructure Charges have been calculated as follows:

(a) Stage 1 - A charge of \$14,000.00 for two (2) allotments; and

Stage 2 - A charge of \$14,000.00 for two (2) allotments.

(b) An Infrastructure Credit of \$7,000.00 for the existing allotment.

Therefore a total charge of \$21,000.00 is payable for the development.

With

The contribution required to be paid is **\$21,000.00** this charge may be subject to automatic increases from when the charges are levied until when they are paid in accordance with section 121 of the *Planning Act 2016* and Council's Adopted Infrastructure Charges Resolution (No. 5) 2015.

The property falls within Charge Area 3 and the Infrastructure Charges have been calculated as follows:

- (a) Stage 1 - A charge of \$21,000.00 for three (3) allotments; and
Stage 2 - A charge of \$7,000.00 for one (1) allotment.

- (b) An Infrastructure Credit of \$7,000.00 for the existing allotment.

Therefore \$14,000.00 is payable in Stage 1 and \$7,000.00 is payable in Stage 2 for a total overall charge of \$21,000.00 payable for the development.

RECOMMENDATION B:

That in relation to the above changes, Council resolves to issue an Amended Decision Notice:

1.0 ADMINISTRATION

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

- 1.2 Where these Conditions refer to "Council" in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.

- 1.3 All conditions, works, or requirements of this development approval must be undertaken, completed, and be accompanied by a Compliance Certificate for any operational works required by this development approval:

- 1.3.1 to Council's satisfaction;

- 1.3.2 at no cost to Council; and

- 1.3.3 prior to the issue of the Compliance Certificate for the Survey Plan, unless otherwise stated.

- 1.4 Infrastructure requirements of this development approval must be contributed to the relevant authorities, where applicable, at no cost to Council, prior to the issue of the Compliance Certificate for the Survey Plan, 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) Road Works; and

- (ii) Access 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 The access to Lot 12 and Lot 13 must be via Easement B over Lot 485 and Easement C over Lot 13. Easement documents must accompany the Survey Plan for endorsement by Council, prior to the issue of the Compliance Certificate for the Survey Plan.

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>
Flood Hazard Assessment	K3925-0002	21 February 2017
Proposed Subdivision Layout	R17006-001, Revision D	Undated
Bushfire Hazard Assessment & Bushfire Management Plan	Version 2	10 March 2017
Regulated Vegetation Impact Assessment and Mitigation	Version 2	29 March 2017

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

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

3.0 STAGED DEVELOPMENT

3.1 This development approval is for a development to be undertaken in two (2) discrete stages, namely:

3.1.1 Lots 12, 13 and Lot 14 (Stage One – three [3] lots); and

3.1.2 Lot 11 (Stage Two – one [1] lot).

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

The stages are not required to be undertaken in any chronological order.

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

4.0 ROAD WORKS

4.1 A Development Permit for Operational Works (road works) must be obtained prior to the commencement of any road works required by this development approval for Stage 2.

4.2 All road works for Stage 2 of the development must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*, and relevant *Australian Standards* and *Austroroads Guidelines* and the provisions of a Development Permit for Operational Works (road works).

4.3 As part of Stage 2, Olive Street must be constructed to a Rural Access standard from the intersection with McMillan Avenue to the access point for Lot 11.

4.4 As part of Stage 2 of the development, McMillan Avenue must be designed and constructed as a half road construction, with a minimum width of 5.5 metres from the end of the existing seal to the intersection with Olive Street. The edge line of the new construction must match the alignment of the existing kerb and channel on the western side of McMillan Avenue. Council will accept a two-coat seal in accordance with the requirements of the *Capricorn Municipal Development Guidelines* in lieu of asphalt surfacing for this section of roadway, with no kerb and channel construction required in this instance.

4.5 As part of Stage 2 of the development, the intersection of McMillan Avenue and Olive Street must be sealed with a minimum of a two-coat seal in accordance with the requirements of the *Capricorn Municipal Development Guidelines* such that it has a minimum width of 6.5 metres within the Olive Street road reserve and extends a minimum of ten (10) metres to the east along Olive Street.

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- 4.6 Traffic signs and pavement markings must be provided in accordance with the *Manual of Uniform Traffic Control Devices – Queensland*. Where necessary; existing traffic signs and pavement markings must be modified in accordance with the *Manual of Uniform Traffic Control Devices – Queensland*.
- 5.0 ACCESS WORKS
- 5.1 A Development Permit for Operational Works (access works) must be obtained prior to the commencement of any access works required by this development approval.
- 5.2 All access works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), and *Capricorn Municipal Development Guidelines*, and the provisions of a Development Permit for Operational Works (access works).
- 5.3 The internal access to Lot 12 and Lot 13 must be constructed from the end of Alfred Road to the southern boundary of Lot 12. Construction must be a minimum of four (4) metres wide with a low flow pipe and concrete spillway with a one (1) year ARI immunity through the existing natural channel.
- 5.4 A new access must be constructed for Lot 11 for Stage 2 of the development in accordance with the requirements of the *Capricorn Municipal Development Guidelines*.
- 5.5 Flood height markers must be installed along the access to Lot 12 and Lot 13, for the full extent of the 1% Average Exceedance Probability inundation area.
- 6.0 PLUMBING AND DRAINAGE WORKS
- 6.1 On-site sewage treatment and disposal must be in accordance with the Queensland Plumbing and Wastewater Code and Council's Plumbing and Drainage Policies. This can be completed at the building works application stage.
- 6.2 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 can be completed at the building works application stage.
- 7.0 STORMWATER WORKS
- 7.1 All stormwater must drain to a demonstrated lawful point of discharge and must not adversely affect surrounding land or infrastructure in comparison to the pre-development conditions, including but not limited to blocking, altering or diverting existing stormwater runoff patterns or having the potential to cause damage to other infrastructure.
- 8.0 SITE WORKS
- 8.1 All earthworks must be undertaken in accordance with *Australian Standard AS3798 "Guidelines on earthworks for commercial and residential developments"*.
- 8.2 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.
- 8.3 Vegetation must not be cleared unless and until written approval has been provided by Council. A Development Permit for Operational Works constitutes written approval, only for the purposes of clearing vegetation directly pertinent to the operational works that are the subject of the Development Permit.
- 8.4 All site works must be undertaken to ensure that there is:
- 8.4.1 no increase in upstream or downstream flood levels for all levels of immunity up to a one per cent (1%) Annual exceedance probability defined flood event;
- 8.4.2 no increase in velocity profiles, for which no remedy exists to prevent erosion and/or scouring. In the event that modelling shows non-compliance
-

with the above, works must be undertaken within the system to satisfy the above criteria for development; and

- 8.4.3 a lawful point of discharge to which the approved works drain during the construction phase.

9.0 ELECTRICITY

- 9.1 Electricity services must be provided in accordance with the standards and requirements of the relevant service provider, prior to the issue of the Compliance Certificate for the Survey Plan.

10.0 TELECOMMUNICATIONS

- 10.1 Evidence that the new lots can be provided with telecommunications services from the relevant service provider must be provided to Council, prior to the issue of the Compliance Certificate for the Survey Plan.

11.0 ASSET MANAGEMENT

- 11.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.
- 11.2 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.
- 11.3 'As Constructed' information pertaining to assets to be handed over to Council and those which may have an impact on Council's existing and future assets must be provided prior to the issue of the Compliance Certificate for the Survey Plan. This information must be provided in accordance with the Asset Design and As Constructed Manual (ADAC).

12.0 ENVIRONMENTAL

- 12.1 Any application for a Development Permit for Operational Works must be accompanied by an Erosion and Sediment Control Plan that addresses, but is not limited to, the following:
- (i) objectives;
 - (ii) site location and topography
 - (iii) vegetation;
 - (iv) site drainage;
 - (v) soils;
 - (vi) erosion susceptibility;
 - (vii) erosion risk;
 - (viii) concept;
 - (ix) design; and
 - (x) implementation,
- for the construction and post-construction phases of work.
- 12.2 The Erosion Control and Stormwater Control Management Plan prepared by a Registered Professional Engineer of Queensland in accordance with the *Capricorn Municipal Design Guidelines*, must be implemented, monitored and maintained for the duration of the works, and until all exposed soil areas are permanently stabilised (for example, turfed, hydromulched, concreted, landscaped). The plan must be

- available on-site for inspection by Council Officers whilst all works are being carried out.
- 12.3 The development must be undertaken in accordance with the recommendations in the approved Bushfire Management Plan (refer to condition 2.1).
- 12.4 The maintenance of the fire management trail must be the responsibility of the owner of the land (the Developer) until the subdivision is accepted by Council as being 'off defects' whereupon it must be the responsibility of the relevant property owners. All future owners of the proposed lots must be advised by the Developer in writing of their responsibility to comply with the requirements of the approved Bushfire Management Plan (refer to condition 2.1).
- 12.5 All future buildings on the proposed lots must be constructed in accordance with *Australian Standard AS3959 "Construction of buildings in bushfire-prone areas"* and the approved Bushfire Management Plan (refer to condition 2.1). A property note to this effect will be entered against Lots 11, 12, 13 and 14.

ADVISORY NOTES

NOTE 1. 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 2. General Safety Of Public During Construction

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

NOTE 3. Property Note (Bushfire)

All future buildings on the proposed lots must be constructed in accordance with *Australian Standard AS3959 "Construction of buildings in bushfire-prone areas"* and the approved Bushfire Management Plan.

NOTE 4. Infrastructure Charges Notice

This application is subject to infrastructure charges in accordance with Council policies. The charges are presented on an Infrastructure Charges Notice.

NOTE 5. Clearing within Road Reserve

An approval for a Tree Clearing Permit, issued by the Department of Environment and Heritage Protection in addition to the Operational Works (road works) permit, will be required when constructing the proposed new roads.

It is a requirement under the *Nature Conservation Act 1992* that an approved Tree Clearing Permit is obtained from the Department of Environment and Heritage Protection, prior to any tree clearing activities that are to occur within a road reserve that is under Council control.

NOTE 6. Provision for Sewer and Water services

Each lot must be provided with on-site sewerage treatment and disposal systems at the time of house construction. All systems must comply with the *Queensland Plumbing and Wastewater Code, Australian Standard AS1547:2012 "On-site domestic wastewater management"* and Council Plumbing and Drainage Policies. Sustainable Water sources including rainwater tanks, and a bore or small dam must be provided.

NOTE 7. Rural Addressing

Rural addressing must be provided to each lot in accordance with Council's rural addressing procedures.

Recommendation of the Planning and Regulatory Committee, 17 July 2018
9.1.4 D/146-2017 - DEVELOPMENT APPLICATION FOR A MATERIAL CHANGE OF USE FOR A SERVICE STATION AND ANCILLARY FOOD AND DRINK OUTLET

File No:	D/146-2017
Attachments:	<ol style="list-style-type: none"> 1. Locality Plan 2. Proposed Site Plan 3. Proposed Building Floor Plan 4. Proposed Building - Elevations Sheet 1 5. Proposed Building - Elevations Sheet 2 6. Proposed Car Canopy - Elevations Sheet 1 7. Proposed Car Canopy - Elevations Sheet 2 8. Proposed Truck Canopy - Elevations Sheet 1 9. Proposed Truck Canopy - Elevations Sheet 2 10. Pre-Development Flood Storage Plan 11. Post-Development Flood Storage Plan
Authorising Officer:	Tarnya Fitzgibbon - Coordinator Development Assessment Steven Gatt - Manager Planning & Regulatory Services Colleen Worthy - General Manager Community Services
Author:	Jonathon Trevett-Lyall - Planning Officer

SUMMARY

<i>Development Application Number:</i>	<i>D/146-2017</i>
<i>Applicant:</i>	<i>Corbet Property Pty Ltd</i>
<i>Real Property Address:</i>	<i>Lots 1 and 2 on RP617280, Parish of Gracemere</i>
<i>Common Property Address:</i>	<i>Lot 1 Capricorn Highway, Gracemere</i>
<i>Area of Site:</i>	<i>19,614 square metres</i>
<i>Planning Scheme:</i>	<i>Rockhampton Region Planning Scheme 2015</i>
<i>Planning Scheme Zone:</i>	<i>Rural Zone</i>
<i>Planning Scheme Overlays:</i>	<i>Flood Hazard Overlay</i>
<i>Existing Development:</i>	<i>Vacant Land</i>
<i>Existing Approvals:</i>	<i>Nil</i>
<i>Approval Sought:</i>	<i>Development Permit for a Material Change of Use for a Service Station and Ancillary Food and Drink Outlet</i>
<i>Level of Assessment:</i>	<i>Impact Assessable</i>
<i>Submissions:</i>	<i>Two (2) properly made submissions</i>
<i>Referral Agency:</i>	<i>Department of State Development, Manufacturing, Infrastructure and Planning</i>
<i>Infrastructure Charges Area:</i>	<i>Charge Area 3</i>
<i>Application Progress:</i>	

<i>Application Lodged:</i>	<i>19 December 2017</i>
<i>Confirmation Notice issued:</i>	<i>9 January 2018</i>
<i>Request for Further Information sent:</i>	<i>23 January 2018</i>

<i>Request for Further Information responded to:</i>	<i>18 April 2018</i>
<i>Submission period commenced:</i>	<i>8 May 2018</i>
<i>Submission period end:</i>	<i>31 May 2018</i>
<i>Government Agency Response:</i>	<i>8 May 2018</i>
<i>Last receipt of information from applicant:</i>	<i>14 June 2018</i>
<i>Statutory due determination date:</i>	<i>3 August 2018</i>

COMMITTEE RECOMMENDATION

THAT in relation to the application for a Development Permit for a Material Change of Use for a Service Station with Ancillary Food and Drink Outlet, made by Corbet Property Pty Ltd, on land located at Lot 1 Capricorn Highway, Gracemere, described as Lots 1 and 2 on RP617280, Parish of Gracemere, Council resolves to Approve the application subject to the following conditions:

1.0 ADMINISTRATION

- 1.1 The Developer and his employee, agent, contractor or invitee is responsible for ensuring compliance with the conditions of this development approval.
- 1.2 Where these Conditions refer to "Council" in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
- 1.3 All conditions, works, or requirements of this development approval must be undertaken, completed, and be accompanied by a Compliance Certificate for any operational works required by this development approval:
 - 1.3.1 to Council's satisfaction;
 - 1.3.2 at no cost to Council; and
 - 1.3.3 prior to the 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) Road Works;
 - (ii) Access and Parking Works;
 - (iii) Sewerage Works;
 - (iv) Water Works;
 - (v) Stormwater Works;
 - (vi) Roof and Allotment Drainage;
 - (vii) Site Works; and
 - (viii) Advertising device.

- 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 issue of a Development Permit for Building Works.
- 1.7 All works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards, unless otherwise stated.
- 1.8 All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant *Australian Standards* and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.
- 1.9 Lot 1 on RP617280 and Lot 2 on RP617280 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>
Contour and Detail Survey of Lot 1 & 2 on RP617280	R17005-1, Rev A1	23 Feb 2017
Proposed Site Plan	16273 D03, Rev B	11 Apr 2018
Proposed Building Floor Plan	16273 D04, Rev A	30 Nov 2017
Proposed Building Elevations Sheet 1	16273 D05, Rev A	30 Nov 2017
Proposed Building Elevations Sheet 2	16273 D06, Rev A	30 Nov 2017
Proposed Car Canopy Elevations Sheet 1	16273 D07, Rev A	30 Nov 2017
Proposed Car Canopy Elevations Sheet 2	16273 D08, Rev A	30 Nov 2017
Proposed Truck Canopy Elevations Sheet 1	16273 D09, Rev A	30 Nov 2017
Proposed Truck Canopy Elevations Sheet 2	16273 D10, Rev A	30 Nov 2017
Swept Path Analysis – Fuel Delivery Tankers	16273 D11, Rev B	11 Apr 2018
Swept Path Analysis – Service Vehicle	16273 D12, Rev B	11 Apr 2018
Swept Path Analysis – Truck parking	16273 D13, Rev B	11 Apr 2018
Swept Path Analysis – Queuing Plan	16273 D14, Rev B	11 Apr 2018
Conceptual Stormwater Management Plan	16273 D17, Rev B	11 Apr 2018
Post- Development Flood Storage Plan	16273 D18, Rev B	16 Apr 2018
Concept Landscape Plan	16273 D20, Rev B	11 Apr 2018

Turn Lane Concept – Channelised Right Turn	B17141-SK-003, Rev A	19 Mar 2018
Site Based Stormwater Management Plan	16273, Rev D	9 May 2018
Environmental Noise Impact Report	17061 Report rev.1	1 Dec 2017

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

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

3.0 ROAD WORKS

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

3.2 All road works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*, and relevant *Australian Standards* and *Austrroads Guidelines* and the provisions of a Development Permit for Operational Works (road works).

3.3 Wy Wurry Road must be upgraded to rural minor collector standard level with a minimum seal width of 6.5 metres to accommodate B-Triple vehicles for the full frontage of the development site.

Note: the existing crown elevation of the Wy Wurry Road must be maintained for the full frontage of the development site, no filling is permitted. Hydraulic capacity of the existing box culvert at Wy Wurry Road must be maintained.

3.4 The existing Malchi Nine Mile Road/Wy Wurry Road intersection must be upgraded to accommodate safe turning movements in all directions for multiple B-Triple vehicles at the same time.

3.5 The existing channelised right (CHR) from Malchi Nine Mile Road into Wy Wurry Road must be upgraded to accommodate B-Triple vehicles in accordance with the approved plans (refer to condition 2.1).

3.6 Traffic signs and pavement markings must be provided in accordance with the *Manual of Uniform Traffic Control Devices – Queensland*. Where necessary, existing traffic signs and pavement markings must be modified in accordance with the *Manual of Uniform Traffic Control Devices – Queensland*.

3.7 Any proposed retaining structure/retaining wall (irrespective of height) within a road reserve must be separately and specifically certified by a Registered Professional Engineer of Queensland and must be approved as part of a Development Permit for Operational Works (road works).

4.0 ACCESS AND PARKING WORKS

4.1 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 development site.

4.2 All access and 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 (access and parking works).

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- 4.3 All car parking and access areas must be paved or sealed to Council's satisfaction. Design and construction must be in accordance with the provisions of a Development Permit for Operational Works (access and parking works).
 - 4.4 A new two-way access cross-over to the development must be provided at Wy Wurry Road in accordance with the approved plans (refer to condition 2.1) to comply with the requirements of the *Capricorn Municipal Development Guidelines*.
 - 4.5 An 'Exit only' cross-over to the development must be provided at Wy Wurry Road in accordance with the approved plans (refer to condition 2.1) to comply with the requirements of the *Capricorn Municipal Development Guidelines*.
 - 4.6 Articulated Vehicles or higher must only egress from the development site via the 'Exit Only' crossover to Wy Wurry Road (refer to condition 2.1).
 - 4.7 Direct vehicle access to the development from Malchi Nine Mile Road is prohibited.
 - 4.8 All vehicles must ingress and egress the development in a forward gear.
 - 4.9 Adequate sight distances must be provided for all ingress and egress movements at the access driveways in accordance with *Australian Standard AS2890.2 "Parking facilities - Off street commercial vehicle facilities"*.
 - 4.10 A minimum of sixteen (16) parking spaces must be provided on-site for passenger cars in accordance with the approved plans (refer to condition 2.1). This includes a minimum of one (1) universal access parking space.
 - 4.11 A minimum of fourteen (14) truck parking spaces must be provided on-site in accordance with the approved plans (refer to condition 2.1).
 - 4.12 Universal access parking spaces must be provided on-site in accordance with *Australian Standard AS2890.6 "Parking facilities - Off-street parking for people with disabilities"*.
 - 4.13 Parking spaces must be line-marked in accordance with the approved 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).
 - 4.14 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 development site including refuse collection vehicles.
 - 4.15 All vehicle operations associated with the development must be directed by suitable directional, informative, regulatory or warning signs in accordance with *Australian Standard AS1742.1 "Manual of uniform traffic control devices"* and *Australian Standard AS2890.1 "Parking facilities – Off-street car parking"*.
 - 4.16 Road signage and pavement markings must be installed in accordance with *Australian Standard AS1742.1 "Manual of uniform traffic control devices"*.
 - 4.17 All vehicle operation areas must be illuminated in accordance with the requirements of *Australian Standard AS1158 "Lighting for roads and public spaces"*.
 - 4.18 All internal pedestrian pathways must be designed and constructed in accordance with *Australian Standard AS1428 "Design for access and mobility"*.
 - 5.0 **SEWERAGE WORKS**
 - 5.1 A Development Permit for Operational Works (sewerage works) must be obtained prior to the commencement of any sewerage works on the development site.
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- 5.2 All sewerage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines, Water Supply (Safety and Reliability) Act 2008, Plumbing and Drainage Act 2002* and the provisions of a Development Permit for Operational Works (sewerage works).
- 5.3 The development must be connected to Council's reticulated sewerage network via a 'Special Sewerage Arrangement'.
- 5.4 All sewerage infrastructure associated with the 'special sewerage arrangement' must be privately owned and maintained.
- 5.5 A 'Trade Waste Permit' must be obtained for the discharge of any non-domestic waste into Council's reticulated sewerage network. Arrestor traps must be provided where commercial or non-domestic waste is proposed to be discharged into the sewer system.

6.0 WATER WORKS

- 6.1 A Development Permit for Operational Works (water works) must be obtained prior to the commencement of any water works required by this development approval.
- 6.2 All water works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines, Water Supply (Safety and Reliability) Act 2008, and Plumbing and Drainage Act 2002* and the provisions of a Development Permit for Operational Works (water works).
- 6.3 The development must be connected to Council's reticulated water network via a 'Special Water Supply Arrangement'.
- 6.4 All water supply infrastructure associated with 'special water supply arrangement' must be privately owned and maintained.
- 6.5 Adequate firefighting protection must be provided to the development, and must be certified by a hydraulic engineer or other suitably qualified person in accordance with the *Capricorn Municipal Development Guidelines and Water Supply (Safety and Reliability) Act 2008*.

Note: This may include the provision of water storage tanks and connection to the reticulated water supply network.

7.0 PLUMBING AND DRAINAGE WORKS

- 7.1 A Development Permit for Plumbing and Drainage Works must be obtained for the development prior to commencement of any plumbing and drainage works within the development site.
- 7.2 All internal plumbing and drainage works must be designed and constructed in accordance with the *Capricorn Municipal Development Guidelines, Water Supply (Safety and Reliability) Act 2008, Plumbing and Drainage Act 2002*, and Council's Plumbing and Drainage Policies and the provisions of a Development Permit for Plumbing and Drainage Works.

8.0 STORMWATER WORKS

- 8.1 A Development Permit for Operational Works (stormwater works) must be obtained prior to the commencement of any stormwater works required by this development approval.
- 8.2 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*, and sound engineering practice and the provisions of a Development Permit for Operational Works (stormwater works).

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- 8.3 All stormwater must drain to a demonstrated lawful point of discharge and must not adversely affect surrounding land or infrastructure in comparison to the pre-development conditions, including but not limited to blocking, altering or diverting existing stormwater runoff patterns or having the potential to cause damage to other infrastructure.
- 8.4 The development must not increase peak stormwater runoff for a selected range of storm events up to and including a one per cent (1%) Annual exceedance probability storm event, for the post-development conditions.
- 8.5 The installation of gross pollutant traps and filters must be in accordance with the relevant *Australian Standards* and all maintenance of the proposed gross pollutant traps and filters must be the responsibility of the property owner or operator.
- 8.6 Any application for a Development Permit for Operational Works (stormwater works) must be accompanied by engineering plans with details of any new drainage systems including retention systems, inlet and outlet structures, or the amendment and upgrading of existing drainage systems to implement the proposed drainage strategy.
- 8.7 The detention basin/bio basin as identified on the approved plans (refer to condition 2.1) must be landscaped in accordance with Council's requirements. Any application for a Development Permit for Operational Works (stormwater works) must be accompanied by detailed plans and specifications for the detention basin/proposed within the development site, and the design must:
- 8.7.1 be suitable to the climate and incorporate predominately native species;
 - 8.7.2 maximise areas suitable for on-site infiltration of stormwater;
 - 8.7.3 incorporate shade trees;
 - 8.7.4 demonstrate that all areas apart from garden beds are fully turfed or hydromulched;
 - 8.7.5 include a maintenance plan for the proposed detention basin system; and
 - 8.7.6 ensure the safety of the public and/or tenants and where applicable include all required safety measures and facilities (for example, child proof fences).
- 9.0 ROOF AND ALLOTMENT DRAINAGE WORKS
- 9.1 A Development Permit for Operational Works (roof and allotment drainage works) must be obtained prior to the commencement of any drainage works on the development site.
- 9.2 All roof and allotment drainage works must be designed and constructed in accordance with the *Queensland Urban Drainage Manual, Capricorn Municipal Development Guidelines*, and sound engineering practice and the provisions of a Development Permit for Operational Works (roof and allotment drainage works).
- 9.3 All roof and allotment runoff from the development must be directed to a lawful point of discharge and must not restrict, impair or change the natural flow of runoff water or cause a nuisance to surrounding land or infrastructure.
- 10.0 SITE WORKS
- 10.1 A Development Permit for Operational Works (site works) must be obtained prior to the commencement of any site works on the development site.
- 10.2 Any application for a Development Permit for Operational Works (site works) must be accompanied by an earthworks plan that clearly identifies the following:
- 10.2.1 the location of cut and/or fill;
 - 10.2.2 the type of fill to be used and the manner in which it is to be compacted;
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- 10.2.3 the quantum of fill to be deposited or removed and finished cut and/or fill levels;
 - 10.2.4 details of any proposed access routes that are intended to be used to transport fill to or from the development site; and
 - 10.2.5 the maintenance of access roads to and from the development site so that they are free of all cut and/or fill material and cleaned as necessary.
- 10.3 All earthworks must be undertaken in accordance with *Australian Standard AS3798 "Guidelines on earthworks for commercial and residential developments"*.
 - 10.4 Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to surrounding land or infrastructure.
 - 10.5 Any retaining structures above one (1) metre in height that are not incidental works to a Development Permit for Building Works, must not be constructed unless separately and specifically certified by a Registered Professional Engineer of Queensland and must be approved as part of a Development Permit for Operational Works (site works).
 - 10.6 All site works must be undertaken to ensure that there is:
 - 10.6.1 no increase in upstream or downstream flood levels for all levels of immunity up to a one per cent (1%) Annual exceedance probability flood event;
 - 10.6.2 no increase in velocity profiles, for which no remedy exists to prevent erosion and/or scouring. In the event that modelling shows non-compliance with the above, works must be undertaken within the system to satisfy the above criteria for development; and
 - 10.6.3 a lawful point of discharge to which the approved works drain during construction phase.
- 11.0 **BUILDING WORKS**
- 11.1 A Development Permit for Building Works must be obtained prior to commencement of any works within the development site.
 - 11.2 All fuel bowsers must be located such that they are resilient to the 1% AEP inundation level.
 - 11.3 The underground petroleum storage system and associated structures must be designed and constructed as per *Australian Standard AS4897 "The design, installation and operation of underground petroleum storage systems"*. The design must be carried out and signed by a suitably qualified Registered Professional Engineer of Queensland.
 - 11.4 The underground petroleum storage system must have measures implemented that will mitigate the potential buoyancy of the underground tanks during a flood event.

Note: This may include increasing the burial depth, the use of deadmen anchors, adding extra weight with a concrete collar, using hold down straps attached to a bottom hold down pad, or a combination of these measures.
 - 11.5 All practicable measures must be taken to prevent loss of containment from any underground petroleum storage system. A leak detection system must be installed, maintained and documented in compliance with *Australian Standard AS4897 "The design, installation and operation of underground petroleum storage systems"* and manufacturer's instructions. The leak detection system must be inspected at a sufficient frequency, sensitivity and reliability to provide a high level of confidence that any release of a petroleum product will be detected.
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- 11.6 Stage 1 Vapour Recovery Systems must be installed for all tanks used for the storage of petroleum products. The Vapour Recovery System must be designed and installed in accordance with the following:
- 11.6.1 mixing of product must be prevented in pipework common to more than one tank;
 - 11.6.2 spring-loaded vapour return adaptor, which closes when the hose is disconnected, must be installed in the top of the riser; and
 - 11.6.3 the vapour recovery point must be located within 2 metres of the respective fill point.
- 11.7 Impervious paved waste storage area/s must be provided for the development in accordance with the *Environmental Protection Regulation 2008* and must be:
- 11.7.1 designed and located so as not to cause a nuisance to neighbouring properties;
 - 11.7.2 screened so as not to be visible from a public space;
 - 11.7.3 of a sufficient size to accommodate commercial type bins that will be serviced by a commercial contractor plus clearances around the bins for manoeuvring and cleaning;
 - 11.7.4 provided with a suitable hosecock and hoses at the refuse container area, and washdown must be drained to the sewer and fitted with an approved stormwater diversion valve arrangement in accordance with the Sewerage Trade Waste provisions and the *Plumbing and Drainage Act 2002*.
- Note: As an alternative to a washdown facility, a fully contained commercial bin cleaning service is acceptable provided no wastewater is discharged from the site to the sewer.
- 11.8 The finished floor level (refer to condition 2.1) must be a minimum of 500 millimetres above a one per cent (1%) Annual exceedance probability flood inundation level.
- 11.9 All non-habitable areas subjected to flood inundation during a one per cent (1%) Annual exceedance probability flood event, must be designed and constructed using suitable flood resilient materials.
- 11.10 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 per cent (1%) Annual exceedance probability flood level.
- 11.11 A Development Permit for Operational Works (Advertising device) must be submitted for approval by Council for the signage; other than those that are exempt or self-assessable under the applicable Advertising Devices Code in the Council Planning Scheme.
- 12.0 ELECTRICITY
- 12.1 Electricity services must be provided to the development in accordance with the standards and requirements of the relevant service provider.
- 13.0 TELECOMMUNICATIONS
- 13.1 Telecommunications services must be provided to the development in accordance with the standards and requirements of the relevant service provider. Unless otherwise stipulated by telecommunications legislation at the time of installation, this includes all necessary pits and pipes, and conduits that provide a connection to the telecommunications network.
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14.0 ASSET MANAGEMENT

- 14.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.
- 14.2 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.
- 14.3 'As Constructed' information pertaining to assets to be handed over to Council and those which may have an impact on Council's existing and future assets must be provided prior to the commencement of the use. This information must be provided in accordance with the *Asset Design and As Constructed Manual (ADAC)*.

15.0 ENVIRONMENTAL HEALTH

- 15.1 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"*.
- 15.2 Noise emitted from the activity must not cause an environmental nuisance.
- 15.3 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, odour or dust. Noise mitigation measures must be constructed and implemented in accordance with the recommendations in the report titled "Environmental Noise Impact Report", prepared for Corbet Property Pty Ltd, 1 December 2017, section 6.0, page 10.
- 15.4 When requested by Council, monitoring must be undertaken and recorded within three (3) months, to investigate any genuine complaint of nuisance caused by noise, light, odour or dust. The monitoring data, an analysis of the data and a report, including nuisance mitigation measures, must be provided to Council within fourteen (14) days of the completion of the investigation. Council may require any nuisance mitigation measures identified in the assessment to be implemented within appropriate timeframes.
- Note: Noise measurements must be compared with the acoustic quality objectives specified in the most recent edition of the *Environmental Protection (Noise) Policy*.
- 15.5 Plant and equipment must be maintained in proper working order at all times, in accordance with the manufacturer's directions to ensure the efficiency of the equipment.
- 15.6 Any spillage of environmentally hazardous liquids or other materials must be cleaned up as quickly as practicable. Any spillage of waste and/or contaminants must not be hosed or swept to any stormwater drainage system, roadside gutter or waters.
- 15.7 As soon as possible after becoming aware of any discrepancy detected by the leak detection system (refer to condition 11.6), action must be taken:
- 15.7.1 to investigate the discrepancy as per *Australian Standard AS4897 "The design, installation and operation of underground petroleum storage systems"*;
 - 15.7.2 if the discrepancy cannot be attributed to anything other than a leak, to confirm the existence of a leak; and
 - 15.7.3 if the existence of a leak is confirmed, to identify the source of the leak and cease using the tank until the leak is appropriately fixed.

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- 15.8 Stormwater must be prevented from entering contaminated work areas. Any stormwater which may enter into a contaminated area must not be drained to the stormwater drainage system.
- 15.9 No contaminants are permitted to be released to land or water, including soil, silt, oils, detergents, etcetera. Any wash-down areas used for the maintenance or cleaning of equipment (including vehicles) must be appropriately bunded and drained to the reticulated sewerage network in accordance with a trade waste permit.
- 16.0 OPERATING PROCEDURES
- 16.1 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 Malchi Nine Mile Road and Wy Wurry Road.
- 16.2 Where un-sealed surface treatments are utilised in access, parking and vehicle manoeuvring areas, contaminants such as oils or chemicals must not be released onto the surface treatment.
- 16.3 Where un-sealed surface treatments are utilised, Council may require these areas to be sealed if the unsealed surface creates a dust nuisance that cannot be rectified by other surface treatments.
- 16.4 All surface treatments must be operated and maintained in a manner so that there is no significant impact on the amenity of adjoining premises or the surrounding area being caused due to the emission of dust or resulting in sediment laden water.
- Note: If the amenity impacts cannot be mitigated, the area must be sealed to Council's satisfaction.
- 16.5 A review of the compacted gravel heavy vehicle parking area is to be undertaken every six (6) months or after a flood event and any issues must be rectified within three (3) months of the review. The review must be part of the site's operational management plan, must be documented, and a copy of the maintenance program must be available for inspection by Council officers on-site at all times.
- 16.6 All waste must be stored within a waste storage area. The owner of the land must ensure that:
- 16.6.1 the area is kept in a clean and tidy condition;
 - 16.6.2 fences and screens are maintained;
 - 16.6.3 no waste material is stored external to the waste storage area/s;
 - 16.6.4 all wash down of refuse containers takes place in the existing washdown facility;
 - 16.6.5 the area is maintained in accordance with *Environmental Protection Regulation 2008*; and
 - 16.6.6 all waste must be disposed via a private contractor.
- 16.7 Prior to a flood event, the owner or occupier must:
- 16.7.1 shut off all power to any underground petroleum storage system related equipment, including dispensers, pumps, and other associated devices;
 - 16.7.2 ensure that all openings on top of any tanks have been fastened and locked securely in place;
 - 16.7.3 ensure that the seals on the spill bucket plungers are operational; and
 - 16.7.4 close the shear valve on pressurised piping.
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- 16.8 Following a flood event, the owner or occupier must review the integrity of the underground petroleum storage system prior to recommencement of operations. The review of the underground petroleum storage system must follow these guidelines:
- 16.8.1 shut off all power to any underground petroleum storage system related equipment, including dispensers, pumps, and other associated devices;
 - 16.8.2 determine if the underground petroleum storage system has leaked. If a leak is discovered, isolate the area to prevent unauthorised access and notify the local authorities;
 - 16.8.3 determine if water or debris has entered the underground petroleum storage system by using daily inventory control and stock reconciliation as a method of leak detection. If excessive water is found or inventory control shows a loss of product, a suitably qualified person/contractor should be engaged to determine if the liquid should be removed from the tank. A full integrity test should be conducted and any repairs completed before the tank is put back into service;
 - 16.8.4 inspect all measures that have been implemented to mitigate the buoyancy of the underground petroleum storage system ensuring that the tank has not shifted and the integrity of the mitigation measures remain intact;
 - 16.8.5 all equipment including pumps, shear valves, fill pipes, and vent lines must be checked and cleaned;
 - 16.8.6 clean and empty spill boxes and sumps, including those under the dispensers. Inspect the piping and fittings for damage and possible leaks;
 - 16.8.7 drain and flush the interstitial space in double walled tanks and pipe work and check the leak detection system to ensure it is functioning as designed;
 - 16.8.8 any work carried out on the underground petroleum storage system must be conducted by an appropriately qualified person/contractor;
 - 16.8.9 maintain on-site all certification from the qualified person/contractor conducting the work that all aspects of the underground petroleum storage system have been checked and the system is safe to return to service; and
 - 16.8.10 return power to the underground petroleum storage system only after being cleared by a suitably qualified electrical contractor.
- 16.9 A Flood Contingency Plan must be submitted to Council prior to the issue of the Development Permit for Building Works. The plan must demonstrate that the subject development will not increase the flood debris loading of flood waters nor result in environmental harm. The Plan must also include details of how the customers and employees of the business will collect possessions, move their vehicle to appropriately high ground, clear the site and vacate the property in a flood event. The principles of the Contingency Plan will be entered as a property note against the property.
- NOTE: Council is not required to approve Contingency Plans. Council does not accept any liability for loss of or damage to property, or injury, or loss of life as a result of any person using or relying on the Contingency Plan or failing to use the Contingency Plan during a flood event.
- 16.10 It is the responsibility of the owner or occupier of the land from time to time to implement the Flood Contingency Plan during a flood event or if there is a risk of flooding near the land.
- 16.11 A review and amendment of the Flood Contingency Plan must be undertaken with any change in the owner or occupier of the land. The amended Flood Contingency Plan must demonstrate appropriate evacuation routes and preparation procedures during a flood event or if there is a risk of flooding near the land.
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- 16.12 A copy of the most up to date version of the Flood Contingency Plan must be available for inspection by Council officers on-site at all times.

ADVISORY NOTES

NOTE 1. Aboriginal Cultural Heritage

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

NOTE 2. General Environmental Duty

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

NOTE 3. Licensable Activities

Should an activity licensable by Rockhampton Regional Council be proposed for the premises, Council's Environment and Public Health Unit should be consulted to determine whether any approvals are required. Such activities would be the storage, preparation and sale of food. Approval for such activities is required before 'fitout' 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.

NOTE 5. Property Note (Access)

All vehicular access to and from the development site must be via Wy Wurry Road. Direct vehicular access to Malchi Nine Mile Road is prohibited.

NOTE 6. Property Note (Contingency Plan)

A complete copy of the Development Approval and any documents conditioned by this development approval (including the Contingency Plan or an updated Contingency Plan) must be given to the proposed purchaser when entering into a contract of sale or to the new registered proprietor upon any transfer of land for this lot.

NOTE 7. Infrastructure Charges Notice

This application is subject to infrastructure charges in accordance with Council policies. The charges are presented on an Infrastructure Charges Notice.

NOTE 8. Clearing within Road Reserve

It is a requirement under the *Nature Conservation Act 1992* that an approved Tree Clearing Permit is obtained from the Department of Environment and Heritage Protection, prior to any tree clearing activities that are to occur within a road reserve that is under Council control.

RECOMMENDATION B

THAT in relation to the application for a Development Permit for a Development Permit for a Material Change of Use for a Service Station with Ancillary Food and Drink Outlet, made by Corbet Property Pty Ltd, on land located on Lot 1 Capricorn Highway, Gracemere, described as Lot 1 and Lot 2 on RP617280, Parish of Gracemere, Council resolves to issue an Infrastructure Charges Notice for the amount of \$8,084.65.

Recommendation of the Planning and Regulatory Committee, 17 July 2018**9.1.5 BUSINESS OUTSTANDING TABLE FOR PLANNING AND REGULATORY COMMITTEE**

File No: 10097
Attachments: 1. Business Outstanding Table
Authorising Officer: Colleen Worthy - General Manager Community Services
Author: Colleen Worthy - General Manager Community Services

SUMMARY

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

COMMITTEE RECOMMENDATION

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

Recommendation of the Planning and Regulatory Committee, 17 July 2018**9.1.6 D/12-2018 - REQUEST FOR A NEGOTIATED DECISION NOTICE FOR DEVELOPMENT APPLICATION FOR A MATERIAL CHANGE OF USE FOR A FOOD AND DRINK OUTLET**

File No: D/12-2018

Attachments:

1. Locality Plan
2. Proposed Plan

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

Author: Brandon Diplock - Planning Officer

SUMMARY

Development Application Number: D/12-2018

Applicant: Kele Property Group (Qld) Pty Ltd

Real Property Address: Lot 2 and 3 on RP619302 and Lot 3 on RP602746, Parish of Rockhampton

Common Property Address: 106 George Street and 73 Archer Street, Rockhampton City

Area of Site: 1,686 square metres

Planning Scheme: Rockhampton Region Planning Scheme 2015

Planning Scheme Zone: Specialised Centre Zone (Gladstone Road and George Street Precinct) and Low-medium Density Residential Zone

Planning Scheme Overlays: Transport Noise Corridor (Category 2-4)

Existing Development: Office and Residential Dwelling

Existing Approvals: D/12-2018

Approval Sought: Negotiated Decision Notice for Development Permit D/12-2018 for a Material Change of Use for a Food and Drink Outlet

Level of Assessment: Impact Assessable

Submissions: Two (2)

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

Infrastructure Charges Area: Charge Area 1

COMMITTEE RECOMMENDATION

A1 THAT in relation to the application for a Negotiated Decision Notice for a Development Permit D/12-2018 for a Material Change of Use for a Food and Drink Outlet, made by Kele Property Group (QLD) Pty Ltd, on land located at 106 George Street and 73 Archer Street, Rockhampton City, formally described as Lot 2 and 3 on RP619302 and Lot 3 on RP602746, Parish of Rockhampton Council resolves that:

1. Conditions 2.1, 3.3, 3.5, 4.5, 4.6, 4.10, 9.7 and 16.2 be amended by replacing:
 - 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>
Demolition Plan	SK-003 Rev 4	8 March 2018
Proposal Plan	SK-004 Rev 4	8 March 2018
Elevations	SK-005 Rev 4	8 March 2018
Elevations	SK-006 Rev 4	8 March 2018
Conceptual Images	SK-008 Rev 4	8 March 2018
Site Layout	0711718-SK-0001 Rev B	1 March 2018
Preliminary Stormwater Pre Development	0711718-SK-0002 Rev B	1 March 2018
Preliminary Stormwater Post Development	0711718-SK-0003 Rev B	1 March 2018
Preliminary Roadworks and Swept Paths	0711718-SK-0004 Rev B	1 March 2018

- 3.3 An Auxiliary Left Turn and Channelised Right Turn into George Lane must be constructed along the Archer Street frontage of the site generally in accordance with McMurtrie Consulting Engineers Drawing 0711718-SK-0004 Rev B dated 1 March 2018.
- 3.5 Suitable pavement marking and signage must be installed in George Lane for the pedestrian crossing between the car park and the restaurant.
- 4.5 All service and delivery vehicles, including refuse collection vehicles must exit via Archer Street only. The Developer must install suitable signage that prevents patrons using the drive-through from exiting onto Archer Street.
- 4.6 All service and delivery vehicles must only access the site outside the approved operating hours.
- 4.10 Any application for a Development Permit for Operational Works (access and parking works) must demonstrate the provision of a minimum of seventeen (17) off-street parking spaces within the site.
- 9.7 A minimum 2.1 metre high acoustic screen fence must be erected along the common boundary of the subject development site and any adjoining residential properties.
- 16.2 The loading and/or unloading of delivery and waste collection vehicles is limited between the hours of 0700 and 1900 Monday to Saturday and between the hours of 0800 and 1500 on Sundays. No heavy vehicles must enter the development site outside these times to wait for unloading/loading.

With

- 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>
Demolition Plan	SK-003 Rev 4	15 June 2018
Proposal Plan	SK-004 Rev 5	15 June 2018
Elevations	SK-005 Rev 5	15 June 2018
3D Views	SK-006 Rev 5	15 June 2018
Conceptual Images	SK-008 Rev 4	8 March 2018
Site Layout	0711718-SK-0001 Rev B	1 March 2018
Preliminary Stormwater Pre Development	0711718-SK-0002 Rev B	1 March 2018
Preliminary Stormwater Post Development	0711718-SK-0003 Rev B	1 March 2018
Preliminary Roadworks and Swept Paths	0711718-SK-0004 Rev C	12 June 2018

- 3.3 An Auxiliary Left Turn and Channelised Right Turn into George Lane must be constructed along the Archer Street frontage of the site generally in accordance with McMurtrie Consulting Engineers Drawing 0711718-SK-0004 Rev C dated 12 June 2018.
- 3.5 Suitable pavement marking and signage must be installed in George Lane for both the pedestrian crossing between the car park and the restaurant, and the loading bay.
- 4.5 All service and delivery vehicles, including refuse collection vehicles must exit via Archer Street only. Any persons using the disabled parking bay must also exit the site via Archer Street only. The Developer must install suitable signage that facilitates these movements while preventing patrons using the drive-through from exiting onto Archer Street.
- 4.6 Service and delivery vehicles must only use the loading/waiting bay adjacent to the dining area outside of the approved operating hours.
- 4.10 Any application for a Development Permit for Operational Works (access and parking works) must demonstrate the provision of a minimum of fourteen (14) off-street parking spaces within the site.
- 9.7 An acoustic assessment must be undertaken to determine the height and type of fence required to be erected along the common boundary of the subject development site and any adjoining residential properties. The acoustic assessment must be provided to Council prior to the commencement of use.
- 16.2 The loading and/or unloading of delivery vehicles within the designated George Lane loading bay is limited between the hours of 0700 and 1900 Monday to Saturday and between the hours of 0800 and 1500 on Sundays. No heavy vehicles must use the loading bay outside these times to wait for unloading/loading.
- 2. Condition 1.5.1 be removed.**
- A2 That to reflect the above amendments, Kele Property Group (Qld) Pty Ltd be issued with a Negotiated Decision Notice for Development Permit D/12-2018 for a Material Change of Use for a Food and Drink Outlet.**

1.0 ADMINISTRATION

- 1.1 The Developer and his employee, agent, contractor or invitee is responsible for ensuring compliance with the conditions of this development approval.
- 1.2 Where these Conditions refer to “Council” in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
- 1.3 All conditions, works, or requirements of this development approval must be undertaken, completed, and be accompanied by a Compliance Certificate for any operational works required by this development approval:
- 1.3.1 to Council’s satisfaction;
 - 1.3.2 at no cost to Council; and
 - 1.3.3 prior to the 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) Road Works;
 - (ii) Access and Parking Works;
 - (iii) Stormwater Works;
 - (iv) Roof and Allotment Drainage;
 - 1.5.2 Plumbing and Drainage Works; and
 - 1.5.3 Building Works:
 - (i) Demolition Works; and
 - (ii) Building Works.
- 1.6 All Development Permits for Operational Works and Plumbing and Drainage Works must be obtained prior to the issue of a Development Permit for Building Works.
- 1.7 All works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards, unless otherwise stated.
- 1.8 All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant *Australian Standards* and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.
- 1.9 Lots 2 and 3 on RP619302 and Lot 3 on RP602746 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:
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<u>Plan/Document Name</u>	<u>Plan/Document Reference</u>	<u>Dated</u>
Demolition Plan	SK-003 Rev 4	15 June 2018
Proposal Plan	SK-004 Rev 5	15 June 2018
Elevations	SK-005 Rev 5	15 June 2018
3D Views	SK-006 Rev 5	15 June 2018
Conceptual Images	SK-008 Rev 4	8 March 2018
Site Layout	0711718-SK-0001 Rev B	1 March 2018
Preliminary Stormwater Pre Development	0711718-SK-0002 Rev B	1 March 2018
Preliminary Stormwater Post Development	0711718-SK-0003 Rev B	1 March 2018
Preliminary Roadworks and Swept Paths	0711718-SK-0004 Rev C	12 June 2018

- 2.2 Where there is any conflict between the conditions of this development approval and the details shown on the approved plans and documents, the conditions of this development approval must prevail.
- 2.3 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for approval by Council prior to the submission of an application for a Development Permit for Operational Works.
- 3.0 ROAD WORKS
- 3.1 A Development Permit for Operational Works (road works) must be obtained prior to the commencement of any road works required by this development approval.
- 3.2 All road works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*, relevant *Australian Standards* and *Austroroads Guidelines* and the provisions of a Development Permit for Operational Works (road works).
- 3.3 An Auxiliary Left Turn and Channelised Right Turn into George Lane must be constructed along the Archer Street frontage of the site generally in accordance with McMurtrie Consulting Engineers Drawing 0711718-SK-0004 Rev C dated 12 June 2018.
- 3.4 Where the existing bicycle lane along the Archer Street frontage of the site is diverted onto the footpath area, the existing pedestrian footpath must be widened to a minimum of 2.5 metres wide.
- 3.5 Suitable pavement marking and signage must be installed in George Lane for both the pedestrian crossing between the car park and the restaurant, and the loading bay.
- 3.6 Dedicated pedestrian linkages through the proposed development linking the car parking areas to the restaurant dining areas must be provided.
- 3.7 All pathways and access ramps must be designed and constructed in accordance with *Australian Standard AS1428 "Design for access and mobility"*.

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- 3.8 All pathways located within a road reserve or Public use land must be provided with public space lighting in accordance with *Australian Standard AS1158 "Lighting for roads and public spaces"*.
- 3.9 All pathways must incorporate kerb ramps at all road crossing points.
- 3.10 Traffic signs and pavement markings must be provided in accordance with the *Manual of Uniform Traffic Control Devices – Queensland*. Where necessary, existing traffic signs and pavement markings must be modified in accordance with the *Manual of Uniform Traffic Control Devices – Queensland*.
- 4.0 **ACCESS AND PARKING WORKS**
- 4.1 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 development site.
- 4.2 All access and 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 (access and parking works).
- 4.3 All car parking and access areas must be paved or sealed to Council's satisfaction. Design and construction must be in accordance with the provisions of a Development Permit for Operational Works (access and parking works).
- 4.4 All vehicular access to and from the development must be via George Lane only.
- 4.5 All service and delivery vehicles, including refuse collection vehicles must exit via Archer Street only. Any persons using the disabled parking bay must also exit the site via Archer Street only. The Developer must install suitable signage that facilitates these movements while preventing patrons using the drive-through from exiting onto Archer Street.
- 4.6 Service and delivery vehicles must only use the loading/waiting bay adjacent to the dining area outside of the approved operating hours.
- 4.7 Any redundant vehicular crossovers must be replaced by Council standard kerb and channel.
- 4.8 All vehicles must ingress and egress the development in a forward gear.
- 4.9 Adequate sight distances must be provided for all ingress and egress movements at the access driveways in accordance with *Australian Standard AS2890.2 "Parking facilities - Off street commercial vehicle facilities"*.
- 4.10 Any application for a Development Permit for Operational Works (access and parking works) must demonstrate the provision of a minimum of fourteen (14) off-street parking spaces within the site.
- 4.11 Universal access parking spaces must be provided on-site in accordance with *Australian Standard AS2890.6 "Parking facilities - Off-street parking for people with disabilities"*.
- 4.12 Parking spaces must be line-marked in accordance with the approved 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).
- 4.13 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 development site including refuse collection vehicles.
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- 4.14 All vehicle operations associated with the development must be directed by suitable directional, informative, regulatory or warning signs in accordance with *Australian Standard AS1742.1 "Manual of uniform traffic control devices"* and *Australian Standard AS2890.1 "Parking facilities – Off-street car parking"*.
- 4.15 Wheel stops must be included for all parking spaces in accordance with *Australian Standard AS2890.1 "Parking facilities – Off-street car parking"*.
- 4.16 Road signage and pavement markings must be installed in accordance with *Australian Standard AS1742.1 "Manual of uniform traffic control devices"*.
- 4.17 All vehicle operation areas must be illuminated in accordance with the requirements of *Australian Standard AS1158 "Lighting for roads and public spaces"*.
- 4.18 All internal pedestrian pathways must be designed and constructed in accordance with *Australian Standard AS1428 "Design for access and mobility"*.
- 4.19 Bicycle parking facilities must be provided in accordance with *AUSTROADS Guide to Traffic Engineering Practice, Part 14 – Bicycles*. The bicycle parking facilities must be located at basement or ground floor level and encourage casual surveillance.
- 5.0 **PLUMBING AND DRAINAGE WORKS**
- 5.1 A Development Permit for Plumbing and Drainage Works must be obtained for the removal and/or demolition of any existing structure on the development site.
- 5.2 All internal plumbing and drainage works must be designed and constructed in accordance with the *Capricorn Municipal Development Guidelines, Water Supply (Safety and Reliability) Act 2008, Plumbing and Drainage Act 2002*, and Council's Plumbing and Drainage Policies.
- 5.3 The development must be connected to Council's reticulated sewerage and water networks.
- 5.4 The existing sewerage and water connection point(s) must be retained, and upgraded if necessary, to service the development.
- 5.5 Internal Plumbing and Sanitary Drainage of existing buildings must be contained within the lot it serves.
- 5.6 Adequate domestic and fire-fighting protection must be provided to the development, and must be certified by an hydraulic engineer or other suitably qualified person.
- 5.7 Sewer connections and water meter boxes located within trafficable areas must be raised or lowered to suit the finished surface levels and must be provided with heavy duty trafficable lids.
- 5.8 Alteration or relocation of internal sanitary drainage works associated with the existing buildings must be in accordance with regulated work under the *Plumbing and Drainage Act 2002*.
- 5.9 Alteration, disconnection or relocation of internal plumbing and sanitary drainage works associated with the existing buildings must be in accordance with regulated work under the *Plumbing and Drainage Act 2002* and Council's Plumbing and Drainage Policies.
- 5.10 Amended sewerage/Sewerage trade waste permits must be obtained for the discharge of any non-domestic waste into Council's reticulated sewerage network. Arrestor traps must be provided where commercial or non-domestic waste is proposed to be discharged into the sewer system.
- 6.0 **STORMWATER WORKS**
- 6.1 A Development Permit for Operational Works (stormwater works) must be obtained prior to the commencement of any stormwater works required by this development approval.
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- 6.2 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).
- 6.3 All stormwater must drain to a demonstrated lawful point of discharge and must not adversely affect surrounding land or infrastructure in comparison to the pre-development conditions, including but not limited to blocking, altering or diverting existing stormwater runoff patterns or having the potential to cause damage to other infrastructure.
- 6.4 The development must not increase peak stormwater runoff for a selected range of storm events up to and including a one per cent (1%) Annual exceedance probability storm event, for the post-development conditions.
- 6.5 Any application for a Development Permit for Operational Works (stormwater works) must be accompanied by a detailed Stormwater Management Plan, prepared and certified by a Registered Professional Engineer of Queensland. The Stormwater Management Plan must clearly demonstrate that:
- 6.5.1 all content of the stormwater management plan is in accordance with the *Queensland Urban Drainage Manual, Capricorn Municipal Development Guidelines*, stormwater management design objectives in *State Planning Policy 2017*, and sound engineering practice;
 - 6.5.2 the Stormwater discharge is to a lawful point of discharge in accordance with the *Queensland Urban Drainage Manual*;
 - 6.5.3 each part of every lot is self-draining;
- 6.6 Any application for a Development Permit for Operational Works (stormwater works) must be accompanied by engineering plans with details of any new drainage systems including detention systems, inlet and outlet structures, or the amendment and upgrading of existing drainage systems to implement the proposed drainage strategy.
- 7.0 ROOF AND ALLOTMENT DRAINAGE WORKS
- 7.1 A Development Permit for Operational Works (roof and allotment drainage works) must be obtained prior to the commencement of any drainage works on the development site.
- 7.2 All roof and allotment drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Queensland Urban Drainage Manual, Capricorn Municipal Development Guidelines*, sound engineering practice and the provisions of a Development Permit for Operational Works (roof and allotment drainage works).
- 7.3 All roof and allotment runoff from the development must be directed to a lawful point of discharge and must not restrict, impair or change the natural flow of runoff water or cause a nuisance to surrounding land or infrastructure.
- 7.4 The development must not increase peak stormwater runoff for a selected range of storm events up to and including a one per cent (1%) Annual exceedance probability storm event, for the post-development conditions.
- 8.0 SITE WORKS
- 8.1 All earthworks must be undertaken in accordance with *Australian Standard AS3798 "Guidelines on earthworks for commercial and residential developments"*.
- 8.2 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.
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9.0 BUILDING WORKS

- 9.1 A Development Permit for Building Works must be obtained for the removal and/or demolition of any existing structure on the development site.
- 9.2 The existing dwellings on the subject land must be demolished and a Development Permit for Building Works (demolition) must be obtained prior to the commencement of demolition works on the development site.
- 9.3 All building works must be undertaken in accordance with Council's *Building Over/Adjacent to Local Government Sewerage Infrastructure Policy* and any permit obtained in respect of this policy.
- 9.4 All external elements, such as air conditioners, pool and spa pumps and associated equipment, must be adequately screened from public view, to Council's satisfaction.
- 9.5 Access to and use of the land the subject of this application must comply with the provisions of the *Disability Discrimination Act 1992* and/or the *Anti-Discrimination Act 1991*. If either of those statutes require the provision of access or facilities in a way that is inconsistent with this development approval, those facilities must be provided.
- 9.6 Impervious paved waste storage area/s must be provided in accordance with the approved plans (refer to condition 2.1) and the *Environmental Protection Regulation 2008* and must be:
- 9.6.1 designed and located so as not to cause a nuisance to neighbouring properties;
 - 9.6.2 aesthetically screened from any road frontage or adjoining property;
 - 9.6.3 of a sufficient size to accommodate commercial type bins that will be serviced by a commercial contractor plus clearances around the bins for manoeuvring and cleaning;
 - 9.6.4 setback a minimum of two (2) metres from any road frontage; and
 - 9.6.5 provided with a suitable hosecock and hoses at the refuse container area, and washdown must be drained to the sewer in accordance with the Sewerage Trade Waste provisions and the *Plumbing and Drainage Act 2002*.
- As an alternative to a washdown facility, a fully contained commercial bin cleaning service is acceptable provided no wastewater is discharged from the site to the sewer.
- 9.7 An acoustic assessment must be undertaken to determine the height and type of fence required to be erected along the common boundary of the subject development site and any adjoining residential properties. The acoustic assessment must be provided to Council prior to the commencement of use.
- 9.8 Any advertising device associated with or attached to the development must be carried out in accordance with the applicable Advertising Devices Code in the *Rockhampton Region Planning Scheme 2015*.

10.0 LANDSCAPING WORKS

- 10.1 All landscaping must be established generally in accordance with the approved plans (refer to condition 2.1). The landscaping must be constructed and/or established prior to the commencement of the use and the landscaped areas must predominantly contain plant species that are locally native to the Central Queensland region due to their low water dependency.
- 10.2 All landscaping must be of a mature height to ensure the amenity of surrounding land uses is maintained.
- 10.3 The landscaped areas must be subject to:
- 10.3.1 a watering and maintenance plan during the establishment moment; and
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- 10.3.2 an ongoing maintenance and replanting programme.
- 10.4 Council approval must be obtained prior to the removal of or interference with street trees located on Council land in accordance with Council's street tree policy.
- 10.5 Large trees must not be planted within one (1) metre of the centreline of any sewerage and/or water infrastructure; small shrubs and groundcover are acceptable.
- 11.0 ELECTRICITY
- 11.1 Electricity services must be provided to the development in accordance with the standards and requirements of the relevant service provider.
- 12.0 TELECOMMUNICATIONS
- 12.1 Telecommunications services must be provided to the development in accordance with the standards and requirements of the relevant service provider. Unless otherwise stipulated by telecommunications legislation at the time of installation, this includes all necessary pits and pipes, and conduits that provide a connection to the telecommunications network.
- 13.0 ASSET MANAGEMENT
- 13.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.
- 13.2 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.
- 13.3 'As Constructed' information pertaining to assets to be handed over to Council and those which may have an impact on Council's existing and future assets must be provided prior to the commencement of the use. This information must be provided in accordance with the *Asset Design and As Constructed Manual (ADAC)*.
- 14.0 ENVIRONMENTAL
- 14.1 Any application for a Development Permit for Operational Works must be accompanied by an Erosion and Sediment Control Plan that addresses, but is not limited to, the following:
- (i) objectives;
 - (ii) site location and topography;
 - (iii) vegetation;
 - (iv) site drainage;
 - (v) soils;
 - (vi) erosion susceptibility;
 - (vii) erosion risk;
 - (viii) concept;
 - (ix) design; and
 - (x) implementation,
- for the construction and post-construction phases of work.
- 14.2 The Erosion Control and Stormwater Control Management Plan prepared by a Registered Professional Engineer of Queensland in accordance with the *Capricorn Municipal Design Guidelines*, must be implemented, monitored and maintained for the duration of the development works, and until all exposed soil areas are

permanently stabilised (for example, turfed, hydromulched, concreted, landscaped). The plan must be available on-site for inspection by Council Officers whilst all works are being carried out.

15.0 ENVIRONMENTAL HEALTH

- 15.1 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"*.
- 15.2 Noise emitted from the activity must not cause an environmental nuisance.
- 15.3 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.
- 15.4 When requested by Council, noise monitoring must be undertaken and recorded within three (3) months, to investigate any genuine complaint of nuisance caused by noise. The monitoring data, an analysis of the data and a report, including noise mitigation measures, must be provided to Council within fourteen (14) days of the completion of the investigation. Council may require any noise mitigation measures identified in the assessment to be implemented within appropriate timeframes. Noise measurements must be compared with the acoustic quality objectives specified in the most recent edition of the *Environmental Protection (Noise) Policy*.

16.0 HOURS OF OPERATION

- 16.1 The hours of operations for the food and drink outlet must be limited to:
- (i) 0800 hours to 2300 hours on Monday to Thursday and Sunday, and
 - (ii) 0800 hours to 2400 hours on Friday and Saturday
- 16.2 The loading and/or unloading of delivery vehicles within the designated George Lane loading bay is limited between the hours of 0700 and 1900 Monday to Saturday and between the hours of 0800 and 1500 on Sundays. No heavy vehicles must use the loading bay outside these times to wait for unloading/loading.

ADVISORY NOTES

NOTE 1. 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 2. General Environmental Duty

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

NOTE 3. General Safety Of Public During Construction

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

NOTE 4. Infrastructure Charges Notice

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

NOTE 5. Licensable Activities

Should an activity licensable by Rockhampton Regional Council be proposed for the premises, Council's Health and Environment Unit should be consulted to determine whether any approvals are required. Such activities may include the storage, preparation, serving of food to the public.

Recommendation of the Planning and Regulatory Committee, 17 July 2018**9.1.7 MONTHLY OPERATIONS REPORT FOR PLANNING AND REGULATORY SERVICES - MAY 2018****File No:** 1464**Attachments:**

1. **Monthly Operations Report for Planning and Regulatory Services - May 2018**
2. **Traffic Light Report - May 2018**

Authorising Officer: Colleen Worthy - General Manager Community Services**Author:** Steven Gatt - Manager Planning & Regulatory Services

SUMMARY

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

COMMITTEE RECOMMENDATION

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

9.2 INFRASTRUCTURE COMMITTEE MEETING - 17 JULY 2018**RECOMMENDATION**

THAT the Minutes of the Infrastructure Committee meeting, held on 17 July 2018 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Infrastructure Committee, 17 July 2018**9.2.1 POISON CREEK ROAD IMMUNITY UPGRADE**

File No:	377
Attachments:	1. Poison Creek Floodways Concept Plan
Authorising Officer:	Martin Crow - Manager Engineering Services Peter Kofod - General Manager Regional Services
Author:	Stuart Harvey - Coordinator Strategic Infrastructure

SUMMARY

A preliminary investigation has been conducted into the works required to improve the flood immunity of the existing low level floodways on Poison Creek Road. A concept design and estimate to upgrade the floodway has been prepared.

COMMITTEE RECOMMENDATION

THAT:

1. Council receives this report which provides three upgrade options and estimated costs;
2. A further report be prepared identifying the number of flood events at which this road would have provided access, when no other road would have provided access; and
3. Council investigate the options of a flood warning system

Recommendation of the Infrastructure Committee, 17 July 2018**9.2.2 PROPOSED BUS SHELTER PROGRAM**

File No: 5252
Attachments: 1. Proposed Bus Shelter Locations
Authorising Officer: Martin Crow - Manager Engineering Services
Peter Kofod - General Manager Regional Services
Author: Stuart Harvey - Coordinator Strategic Infrastructure

SUMMARY

A preliminary investigation has been conducted to identify the most appropriate locations to provide shelter structures at existing bus stop locations in the region. This report highlights the recommended locations and associated costs for the consideration of Council.

COMMITTEE RECOMMENDATION

THAT:

1. Council consider, as part of future budget discussions, the upgrade of the identified 10 bus stop locations to provide shelter structures at a cost of approximately \$200,000;
2. A report be submitted on bus shelter design options and funding sources; and
3. Council look at the priorities around aged care facilities.

Recommendation of the Infrastructure Committee, 17 July 2018**9.2.3 ROAD NAMING ROCKHAMPTON NORTHERN ACCESS UPGRADE PROJECT****File No: 8054****Attachments:**

1. Section of road to be re-named
2. Road Naming Submissions (included in Confidential)
3. Assessment criteria and results (included in Confidential)

Authorising Officer: Peter Kofod - General Manager Regional Services
Martin Crow - Manager Engineering Services
Stuart Harvey - Coordinator Strategic Infrastructure**Author:** Stuart Singer - Technical Officer

SUMMARY

This report provides a recommendation for the renaming of a 650m section of Boundary Road, Parkhurst. This report seeks Council's adoption of this name

COMMITTEE RECOMMENDATION

THAT the Committee move onto the next item of business and that this matter be dealt with in Closed Session.

Recommendation of the Infrastructure Committee, 17 July 2018**9.2.4 CIVIL OPERATIONS MONTHLY OPERATIONS REPORT**

File No: 7028
Attachments: 1. Civil Operations Monthly Operations Report - June 2018
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Cornelius Claassen - Civil Works Manager

SUMMARY

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

COMMITTEE RECOMMENDATION

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

Recommendation of the Infrastructure Committee, 17 July 2018**9.2.5 ENGINEERING SERVICES MONTHLY OPERATIONS REPORT JULY 2018****File No: 7028****Attachments: 1. Engineering Services Monthly Operations Report June 2018****Authorising Officer: Peter Kofod - General Manager Regional Services****Author: Martin Crow - Manager Engineering Services**

SUMMARY

This report outlines Engineering Services Monthly Operations Report for the period to the end of June 2018.

COMMITTEE RECOMMENDATION

THAT the Engineering Services Monthly Operations Report for July 2018 be received.

Recommendation of the Infrastructure Committee, 17 July 2018**9.2.6 ROAD NAMING ROCKHAMPTON NORTHERN ACCESS UPGRADE PROJECT****File No: 8054****Attachments:**

1. Section of road to be re-named
2. Road Naming Submissions (included in Confidential)
3. Assessment criteria and results (included in Confidential)

Authorising Officer: Peter Kofod - General Manager Regional Services
Martin Crow - Manager Engineering Services
Stuart Harvey - Coordinator Strategic Infrastructure**Author:** Stuart Singer - Technical Officer

SUMMARY

This report provides a recommendation for the renaming of a 650m section of Boundary Road, Parkhurst. This report seeks Council's adoption of this name

COMMITTEE RECOMMENDATION

THAT the 650m section of Boundary Road, Parkhurst be re-named 'Gomersall Road' and the name be assigned to the new road alignment created by the Rockhampton Northern Access Upgrade Project.

9.3 AIRPORT, WATER AND WASTE COMMITTEE MEETING - 17 JULY 2018

RECOMMENDATION

THAT the Minutes of the Airport, Water and Waste Committee meeting, held on 17 July 2018 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Airport, Water and Waste Committee, 17 July 2018**9.3.1 ROCKHAMPTON AIRPORT MONTHLY OPERATIONAL REPORT - JUNE 2018****File No: 7927****Attachments: 1. Rockhampton Airport Monthly Operational Report - June 2018****Authorising Officer: Tony Cullen - General Manager Advance Rockhampton/
Acting General Manager Aviation Services****Author: Tracey Baxter - Manager Airport**

SUMMARY

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

COMMITTEE RECOMMENDATION

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

Recommendation of the Airport, Water and Waste Committee, 17 July 2018**9.3.2 ROCKHAMPTON REGIONAL WASTE AND RECYCLING MONTHLY OPERATIONS REPORT MAY AND JUNE 2018**

File No: 7927

Attachments: 1. RRWR Monthly Section Operations Report
May June 2018

Authorising Officer: Peter Kofod - General Manager Regional Services

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

SUMMARY

The Purpose of this report is to provide Council with an overview of Rockhampton Regional Waste & Recycling (RRWR) for the months of May and June 2018

COMMITTEE RECOMMENDATION

THAT the RRWR Operations Report for May and June 2018 be received.

Recommendation of the Airport, Water and Waste Committee, 17 July 2018**9.3.3 FRW MONTHLY OPERATIONS REPORT - JUNE 2018**

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

SUMMARY

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

COMMITTEE RECOMMENDATION

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

9.4 COMMUNITY SERVICES COMMITTEE MEETING - 18 JULY 2018

RECOMMENDATION

THAT the Minutes of the Community Services Committee meeting, held on 18 July 2018 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Community Services Committee, 18 July 2018**9.4.1 BUSINESS OUTSTANDING TABLE FOR COMMUNITY SERVICES COMMITTEE**

File No: 10097
Attachments: 1. Business Outstanding Table
Authorising Officer: Colleen Worthy - General Manager Community Services
Author: Colleen Worthy - General Manager Community Services

SUMMARY

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

COMMITTEE RECOMMENDATION

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

Recommendation of the Community Services Committee, 18 July 2018**9.4.2 COMMUNITIES AND FACILITIES MONTHLY OPERATIONAL REPORT - APRIL 2018**

File No: 1464
Attachments: 1. Monthly Operations Report April 2018 -
Communities and Facilities
Authorising Officer: Colleen Worthy - General Manager Community Services
Author: Naomi Brownless - Acting Manager Communities

SUMMARY

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

COMMITTEE RECOMMENDATION

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

Recommendation of the Community Services Committee, 18 July 2018**9.4.3 COMMUNITIES AND FACILITIES MONTHLY OPERATIONAL REPORT - MAY 2018**

File No: 1464
Attachments: 1. Monthly Operations Report May 2018 -
Communities and Facilities
Authorising Officer: Colleen Worthy - General Manager Community Services
Author: Naomi Brownless - Acting Manager Communities

SUMMARY

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

COMMITTEE RECOMMENDATION

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

Recommendation of the Community Services Committee, 18 July 2018**9.4.4 ARTS AND HERITAGE OPERATIONAL REPORT FOR APRIL 2018**

File No: 1464
Attachments: 1. Arts and Heritage Operational Report for April 2018
Authorising Officer: Colleen Worthy - General Manager Community Services
Author: Peter Owens - Manager Arts and Heritage

SUMMARY

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

COMMITTEE RECOMMENDATION

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

Recommendation of the Community Services Committee, 18 July 2018

9.4.5 ARTS AND HERITAGE OPERATIONAL REPORT FOR MAY 2018

File No: 1464
Attachments: 1. Arts & Heritage Monthly Report May 2018
Authorising Officer: Colleen Worthy - General Manager Community Services
Author: Peter Owens - Manager Arts and Heritage

SUMMARY

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

COMMITTEE RECOMMENDATION

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

9.5 PARKS, RECREATION AND SPORT COMMITTEE MEETING - 18 JULY 2018**RECOMMENDATION**

THAT the Minutes of the Parks, Recreation and Sport Committee meeting, held on 18 July 2018 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Parks, Recreation and Sport Committee, 18 July 2018**9.5.1 BUSINESS OUTSTANDING TABLE FOR PARKS, RECREATION AND SPORT COMMITTEE**

File No: 10097
Attachments: 1. Business Outstanding Table
Authorising Officer: Colleen Worthy - General Manager Community Services
Author: Colleen Worthy - General Manager Community Services

SUMMARY

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

COMMITTEE RECOMMENDATION

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

Recommendation of the Parks, Recreation and Sport Committee, 18 July 2018**9.5.2 NAMING OF MOUNT MORGAN SHELTERS**

File No:	12551
Attachments:	1. Shelter Name Suggestions
Authorising Officer:	Blake Hunton - Manager Parks Colleen Worthy - General Manager Community Services
Author:	Alyce James - Acting Senior Parks Planning Advisor

SUMMARY

This report seeks Council approval to name the four shelters in the Mount Morgan CBD.

COMMITTEE RECOMMENDATION

1. THAT Council approve the naming of the four shelters as Gold, Silver, Copper, Pyrite.
2. THAT the logo or insignia of the Mount Morgan Mine be placed on the Rotunda, and be done in a format that represents the era.

Recommendation of the Parks, Recreation and Sport Committee, 18 July 2018**9.5.3 NAMING OF REMEMBRANCE PARK**

File No: 1313
Attachments: 1. Email from Gracemere RSL
Authorising Officer: Blake Hunton - Manager Parks
Colleen Worthy - General Manager Community Services
Author: Alyce James - Acting Senior Parks Planning Advisor

SUMMARY

Request to name a maintained parkland in Gracemere to reflect the sacrifices of war.

COMMITTEE RECOMMENDATION

THAT Council:

1. Supports the naming of the maintained parkland on the corner of Platen Street and Arthur Street, Gracemere as 'Remembrance Park'; and
2. Endorses the public notification of the proposed naming to seek community opinion.

Recommendation of the Parks, Recreation and Sport Committee, 18 July 2018

9.5.4 APRIL/MAY/JUNE MONTHLY OPERATIONAL REPORT

File No: 1464
Attachments: 1. April/May/June Monthly Operational Report
Authorising Officer: Colleen Worthy - General Manager Community Services
Author: Blake Hunton - Manager Parks

SUMMARY

This report provides information on the activities and services of Parks section for April, May and June 2018.

COMMITTEE RECOMMENDATION

THAT the report on the activities and services of Parks Section for April, May and June 2018 be received.

Recommendation of the Parks, Recreation and Sport Committee, 18 July 2018**9.5.5 COL BROWN PARK****File No:** 787**Responsible Officer:** Blake Hunton – Manager Parks

SUMMARY

Councillors discussed design and planting options for Col Brown Park.

COMMITTEE RECOMMENDATION

1. THAT Col Brown Park should be designed as a showpiece of tropical colour with designs presented to the Council table; and
2. THAT Council explore ways to introduce tropical plantings on a wider scale, including medians and gardens.

10 COUNCILLOR/DELEGATE REPORTS

Nil

11 OFFICERS' REPORTS

11.1 2019 ROCKHAMPTON SHOW PUBLIC HOLIDAY

File No: 456
Attachments: Nil
Authorising Officer: Colleen Worthy - General Manager Community Services
Author: John Webb - Acting Manager Communities and Culture

SUMMARY

Each year the Queensland Government invites Council to nominate a date for the granting of a special public holiday for the holding of the annual agricultural show. The management committee of the Rockhampton Agricultural and Citizens Show Society has advised Council of its preferred date for this holiday in 2019.

OFFICER'S RECOMMENDATION

THAT Council authorises the Chief Executive Officer to complete the on-line form, nominating Thursday 13 June 2019 as a special agricultural show holiday for the Rockhampton Regional Council region.

COMMENTARY

The Office of Industrial Relations of the Queensland Treasury has contacted Council inviting Council to nominate a special holiday for the 2019 agricultural show.

The nomination process required the Chief Executive Officer to complete an on-line form, no later than Friday 10 August 2018.

The Rockhampton Agricultural and Citizens Show Society has advised that the 2019 Rockhampton Show will be held over three days commencing on Wednesday, 12 June 2019 and as a result has asked that Council nominate Thursday 13 June 2019 a special holiday for the 2019 Rockhampton Agricultural Show.

11.2 SOLE SOURCE SUPPLIER - CANTERBURY CONCEPTS

File No: 186
Attachments: Nil
Authorising Officer: Colleen Worthy - General Manager Community Services
Author: Naomi Brownless - Acting Coordinator Library and Child Services

SUMMARY

The purpose of this report is to seek a Council resolution that the nominated CQ Home Assist Secure Supplier can be deemed a Sole Supplier in accordance with Section 235 (a) of the Local Government Regulation 2012.

OFFICER'S RECOMMENDATION

THAT pursuant to s235(a) of the *Local Government Regulation 2012* Council approve the nominated CQ Home Assist supplier, known as Canterbury Concepts be approved as a Sole Supplier of grab rail modular systems.

COMMENTARY

CQ Home Assist Secure has procured the specialist modular grab rail system since the inception of our program over twenty years ago. Our ongoing business with this supplier is due to an unmatched and unique design in modular grab rail system designed by Canterbury Concepts founder in the early 1990s. The systems are aluminium powder coated rail with fibreglassed reinforced nylon end fits as they are the only supplier who stock this configuration of affordable, adaptable, cost effective, easy to install grab rails, toggles and sets. The systems are used by most nursing home and aged facilities and programs such as CQ Home Assist Secure.

In accordance with *Local Government Act 2009* and *Local Government Regulation 2012* supporting quotes have been sourced when generating Purchase Orders as all orders of stock are in excess of \$3000 per order. Deeming this supplier as a Sole Supplier will allow staff to place an order as required without calling other suppliers who are unable to supply the configuration with the same ease of install.

Supplier details –

Canterbury Concepts
 Braeside Business Centre
 Braeside VIC 3195
 Australia
 Phone: 0395801744
 Email: info@canterburyconcepts.com.au

Financial Year	Total Spend
2015-2016	\$22,463
2016-2017	\$41,639
2017-2018	\$38,582

LEGISLATIVE CONTEXT

Section 235 of the Local Government Regulation 2012 states that:

“Other exceptions

A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if—

(a) the local government resolves it is satisfied that there is only 1 supplier who is reasonably available;”

CONCLUSION

It is recommended that Council approve that Canterbury Concepts be deemed as a Sole Supplier to CQ Home Assist.

11.3 FORMER FRENCHVILLE RIFLE RANGE

File No:	2021
Attachments:	1. Aerial map of Lot 186 on SP 103550 ↓
Authorising Officer:	Ross Cheesman - Acting Chief Executive Officer Drew Stevenson - Manager Corporate and Technology Services
Author:	Michelle Mills - Property and Insurance Officer Kellie Anderson - Coordinator Property and Insurance

SUMMARY

Coordinator Property & Insurance reporting on an offer from the Department of Defence for Council to purchase the former Frenchville Rifle Range land, Lot 186 on SP 103550 - part of 714 Norman Road, Norman Gardens.

OFFICER'S RECOMMENDATION

THAT Council authorises the Chief Executive Officer (Coordinator Property & Insurance) to advise the Department of Defence that Council does not wish to purchase the former Frenchville Rifle Range land, Lot 186 on SP 103550 - part of 714 Norman Road, Norman Gardens.

COMMENTARY

On 14 March 2018, Council received correspondence from the Department of Defence (DoD) offering to sell the former Frenchville Rifle Range land (lot 186 on SP 103550 - part of 714 Norman Road, Norman Gardens) in an off market sale to Council; noting the Queensland State Government has advised DoD they are not interested in acquiring the land. DoD has requested Council's response by July 2018. An aerial view of Lot 186 on SP 103550 is attached to this report.

The relevant Council units have provided the following comments in relation to any strategic value of the property.

Development Assessment

The subject site is located within the Environmental Management Zone and is impacted by overlays including the Very High Bushfire Hazard and Steep Land. Future development of this site would be severely restricted.

Strategic Planning

Strategic Planning does not support the acquisition of the Lot 186 on SP103550 for the following reasons:

- It does not appear to pose any significant benefits to Council as a strategic site.*
- The land is outside the Urban Area within the Strategic Framework.*
- The land is zoned environmental management & conservation zone which does not promote any further development.*
- The land is subject to numerous constraints such as bushfire, steep land, matters of state ecological significance.*
- To manage this large parcel of land would require additional resources for general upkeep (fire trails, buffers, tracks, flora/fauna and weeds/pests management).*
- The site is un-serviced by infrastructure.*

Health & Environment

Health & Environment have no objections, but know that pest animals would be an issue on this land including wild dogs and feral pigs. Controlling them in this area would be extremely difficult. Due to no site inspection, Officers do not know the extent or distribution of pest plants but would assume that there is at least Lantana on site but highly likely to be more.

Development Engineering

There appears to be a significant number of constraints over the site with regards to what is identified in the RRPS.

- *The lot is zoned as Environmental Management & Conversation.*
- *Approximately 90% of the lot is located in the Matters of Local Environmental Significance (MLES) biodiversity area and the other 10% is located in the Matters of State Environmental Significance (MSES) biodiversity area.*
- *Approximately 60% of the lot is Wildlife habitat (MSES).*
- *Approximately 100% of lot is located within the very high Bushfire Hazard Classification area.*
- *Approximately 95% of the lot is 25% + steep land.*
- *There is a couple of small waterway areas located on the lot.*

In order to get infrastructure to the majority of the site will be difficult and costly given the site characteristics i.e. height, slope etc. Further, downstream infrastructure may require significant upgrades given any previous modelling undertaken would likely not have included any consideration for development over this site.

Strategic Infrastructure

Strategic Infrastructure have no foreseeable infrastructure interests for this parcel of land.

Natural Resource Management

The NRM unit has no specific interest in this site at this time. Given the location, and zoning, it would be good to see this area incorporated in the National Park.

Additional Summary Information

There is currently an existing Memorandum of Understanding between Council and Queensland Parks and Wildlife Services to maintain the controlled fire lines within this lot.

DoD has disclosed the subject site is assumed to have potential unexploded ordnance (UXO) issues. To clarify site concerns and inform the divestment, DoD is undertaking a Stage II Environmental & UXO Investigation, which is likely to conclude during the second half of 2018. This report would form part of any contract of sale, as a collateral document.

If the site is identified as having UXO issues, a land management plan would need to be adopted. This is likely to involve ongoing resourcing costs, additional to those noted in the internal stakeholder feedback; for example fire trails, buffers, tracks and flora/fauna and weeds / pests management.

BUDGET IMPLICATIONS

There is no budget allocation in the 2018-19 budget for this potential purchase. It is unknown at this time what the market value of the property would be.

CONCLUSION

It is recommended that Council advise the Department of Defence that it is not interested in purchasing the former Frenchville Rifle Range land.

FORMER FRENCHVILLE RIFLE RANGE

Aerial map of Lot 186 on SP 103550

Meeting Date: 24 July 2018

Attachment No: 1

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**11.4 CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT
JUNE 2018****File No:** 1392**Attachments:**

1. **Workforce & Strategy Monthly Report - June 2018**[↓](#)
2. **CTS Monthly Report - June 2018**[↓](#)
3. **Finance Monthly Report - June 2018**[↓](#)
4. **NRM Monthly Report - June 2018**[↓](#)

Authorising Officer: Ross Cheesman - Acting Chief Executive Officer**Author:** Ross Cheesman - Acting Chief Executive Officer

SUMMARY

The monthly operations report for the Corporate Services Department as at 30 June 2018 is presented for Councillors information.

OFFICER'S RECOMMENDATION

THAT the Corporate Services Departmental Operations Report as at 30 June 2018 be "received".

COMMENTARY

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

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

**Workforce & Strategy Monthly Report -
June 2018**

Meeting Date: 24 July 2018

Attachment No: 1



Monthly Operations Report

Workforce and Strategy Section

Period Ended June 2018

1. Highlights

Workforce & Strategy have successfully implemented online Web Recruitment on 1st June 2018. Together with IT, all staff worked as one team which resulted in a fantastic result to Council.

Workforce & Strategy were instrumental in the development and implementation of the organisational structure recently adopted by Council.

2. Innovations, Improvements and Variations

(Operational Plan Ref:

5.3.2.1 Identify at least one operational saving per section of responsibility

5.4.26. Identify at least two improved processes per section of responsibility)

Operational Savings	Action
Workforce & Strategy Directorate	
Training	The Administration Team has taken on all bookings for training compliance. This has streamlined our process and will allow for the Senior Trainer and Assessor to focus on the development and implementation of in-house compliance training.
Human Resources & Payroll	
Web Recruitment	Web Recruitment was implemented on 1 June and has significantly reduced manual processing time and streamlined processes in the way vacancies are advertised and recruited.
Electronic Timesheets	Electronic timesheet introduced to a number of external employees with the introduction of IPad's within Parks. Timesheets can now be completed and emailed to co-ordinators electronically.
Safety & Training	
Hazard Inspections	Developed and Implemented a process which allows each section to log their own hazard inspections into Riskware reducing processing time.
Site Sign - In Books	Now printed internally rather than external.
Industrial Relations & Investigations	
Employee Matters	Liaison with Human Resources team to reduce risk of duplication in the allocation of employee related matters.

V1 | Approved 31 July 2017

Corporate Improvement & Strategy	
The cost of the documentation design being outsourced	Council's Corporate and Operational Plans were designed in-house.
Legal Costs	Council's cost of obtaining legal advice in relation to property and commercial matters has significantly reduced due to the use of in-house resources to provide robust advice in the first instance on a number of other matters which would have previously been outsourced.
Improved Process	Action
Workforce & Strategy Directorate	
Workforce and Strategy Administration	Improvements made to recordkeeping processes, reducing paperwork and filing requirements for W&S and Records.
Working Groups	Working Groups have been developed with the team to research, develop and implement improvements. Initial group will prepare a recommendation for staff recognition which will apply across all of Council.
Human Resources & Payroll	
Payroll and HR	Improvement in HR/Payroll process flow for: <ul style="list-style-type: none"> • New Employee Kits/Appointment Letters • Updated HR forms including Commencing Recruitment Form and Selection Appointment Form. • Updated PDs to reflect specific qualifications to aid the recruitment process. • Electronic Timesheets with the introduction of Ipad in Parks. • Electronic Leave Data Entry.
Safety & Training	
Incident and Hazard reporting app (PocketSafety)	Testing of a Riskware's new incident and hazard reporting app, PocketSafety, has begun to identify bugs or possible improvements prior to implementation. PocketSafety will allow workers with access to a smart phone or tablet to enter incident and hazard reports into Riskware without the need to access a computer.
Industrial Relations & Investigations	
Complaint Management Framework	Council has adopted a suite of policy documents which have been developed to form the Complaints Management Framework in accordance with legislative requirements and to establish a consistent and transparent approach in assessing and dealing with a variety of complaint types. The new Framework has been streamlined and centralised that creates new administrative efficiencies and process improvements.
Operational Management Group	A cross departmental management group has been established, comprising in a mixture of Managers, Coordinators and the Leadership Team to discuss new initiatives, streamline processes and ensure consistency and fairness in decision making and the application of corporate processes. Primarily focussed on the external workforce.

Corporate Improvement & Strategy	
Corporate Delegations	Human Resource Delegations Policy replaced by Corporate Delegation Bands with delegation levels now included in relevant policy documents.
Corporate and Operational Plans	The completion of Operational Plan Progress reports are now facilitated using a shared network link instead of an email attachment. This will reduce the time spent reproducing the reporting data.
Reporting	The legal matters report is now presented to Council quarterly instead of monthly which has reduced the administrative tasks required to prepare the report. The policy section of departmental reports is now prepared using pivot tables linked to data contained in the policy register. This saves time preparing the report which is a cost saving.
Instruments of Delegation	Expiry dates on instruments of delegation have been removed. Previously every instruments of delegation had to be reissued every five years on their expiry date.

3. Customer Service Requests

(Operational Plan Ref: 4.1.1.1 Provide timely and accurate response to requests)

Response times for completing customer requests in this reporting period for June 2018 are within the set timeframes.

	Balance RF	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)	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
W&S - Complaints Management Process (NOT CSO USE)	3	2	6	1	6	0	30	● 0.00	● 7.13	● 7.20	7.21	● 0.36

COMMENTS
Matters are being addressed within the set timeframes.

4. Service Delivery

(Operational Plan Ref: 4.1.1.2 Provide effective delivery of Council Services)

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
Corporate Improvement and Strategy			
Policies reviewed within 10 working days	100%	100%	Operational
Industrial Relations and Investigations			
Assess and initiate action of corrupt conduct matters, public interest disclosures and administrative action complaints within 3 business days upon receipt of a complaint.	100%	100%	Operational
Human Resources and Payroll			
Employee pays processed and paid within 3 working days after the period end date	100%	100%	Operational
Payroll accuracy	100%	99.95%	Operational
Acknowledge job applications within 2 working days of the advertising close date. (as per policy/procedure)	100%	100%	Operational
	May	June	YTD
Number of job applications processed for current reporting period	226	167	2739
Number of positions advertised for current reporting period	17	13	105

5. Legislative Compliance and Standards (including Risk and Safety)

(Operational Plan Ref: 5.2.1.1 Comply with legislative requirements)

Legislative Compliance and Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
Corporate Reporting			
2017/18 Operational Plan quarterly status report	Quarterly	100%	The report for the 3 rd quarter is complete and has been presented to Council on 15 May 2018. The annual Operational Plan performance report as at 30 June 2018 will be presented to Council in August 2018.
2018/19 Operational Plan	30 June	95%	The draft 2018/19 Operational Plan has been updated to reflect the new

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Legislative Compliance Matter	Due Date	% Completed	Comments
	2018		structure. The proposed actions and targets were reviewed at a Council Workshop on 2 May 2018. The Plan was distributed with the budget documents on 26 June 2018 and is scheduled to be presented to Council for adoption on 13 July 2018.
Safety			
Update of Workplace Health & Safety documents to meet the new legislative requirements		Ongoing	Updates to documents are ongoing in accordance with legislative changes.
Report breaches of the Workplace Health & Safety Act and Regulation as necessary to the division within specified legislative timeframes	Immediately after becoming aware that a notifiable incident has occurred	100%	A notifiable incident occurred on 19 June 2018 when a worker was operating a chainsaw and it kicked back and struck the employee in the face resulting in hospital admission.
2017 Workplace Health and Safety Audit (WHSQ External Audit)	As per action plan	Ongoing	A re-audit will be conducted in the last week of August/first week in September. The auditor will focus on the top 7 actions identified in the 2017 Audit. Formal notification is yet to be received.
WHS Infringement Notices issued to Council are remedied within required timeframes	As per notice	100%	Three Improvement Notices have been issued to Council as a result of a Chain Saw incident within the Parks Section. The Safety unit is working with Parks staff to address the actions identified in the notices before the due date of 16 July.

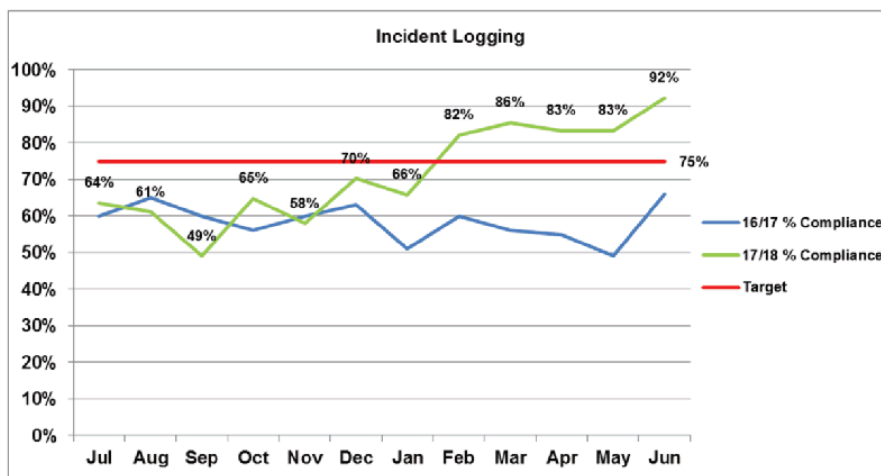
Risk Management Summary (excludes risks accepted/ALARP):

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Comp	Comments
Corporate Risks					
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	Work continues to rectify the actions from the 2016 Safety Audit. Rectifications resulting from the Workplace Health & Safety system audit will be addressed and assessed in the annual internal audit of the Workplace Health & Safety system.	June 2018	75%	53 recommendations from the 2016 LGW Audit. 40 are complete, 8 are in progress, 5 have not yet commenced.

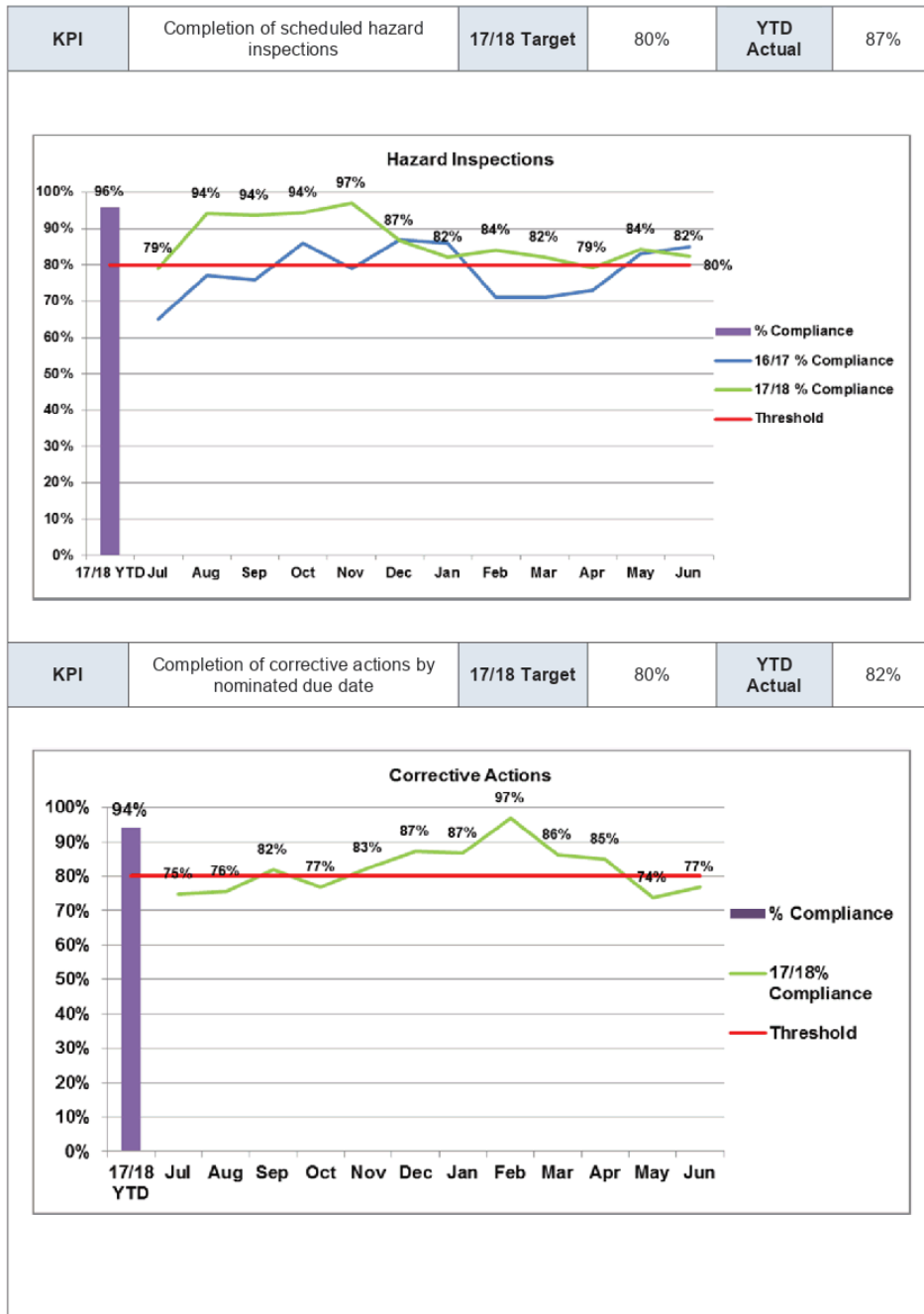
6. Operational Plan Targets by Section

The following Operational Plan actions and targets are required to be reported to Council on a monthly basis. This data will also form part of the Operational Plan quarterly report to Council:

Operational Plan Ref	Action	Target	Status
1.3.4.1	Provide a safety management system that minimises the risk to all people and property	Achievement of KPIs in accordance with the Workplace Health & Safety Management System Plan	Specific KPI targets and actual performance detailed below and shown in graphical form
KPI	Incidents logged in Riskware by end of next business day	17/18 Target	75%
		YTD Actual	71%

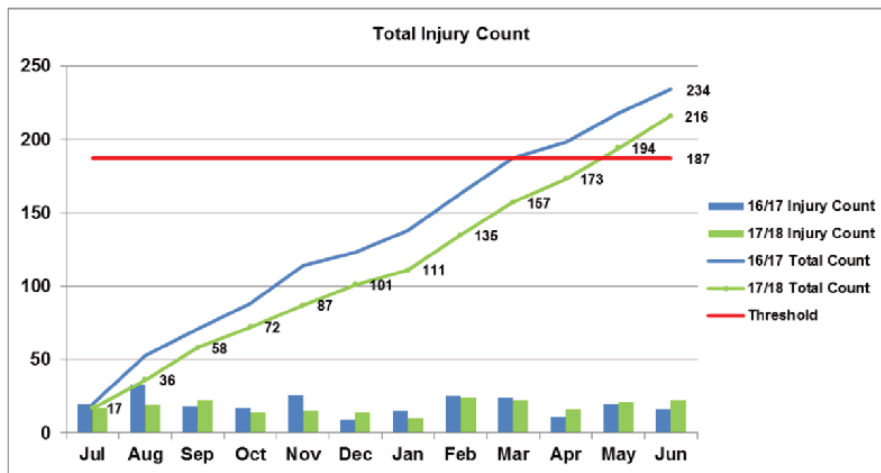


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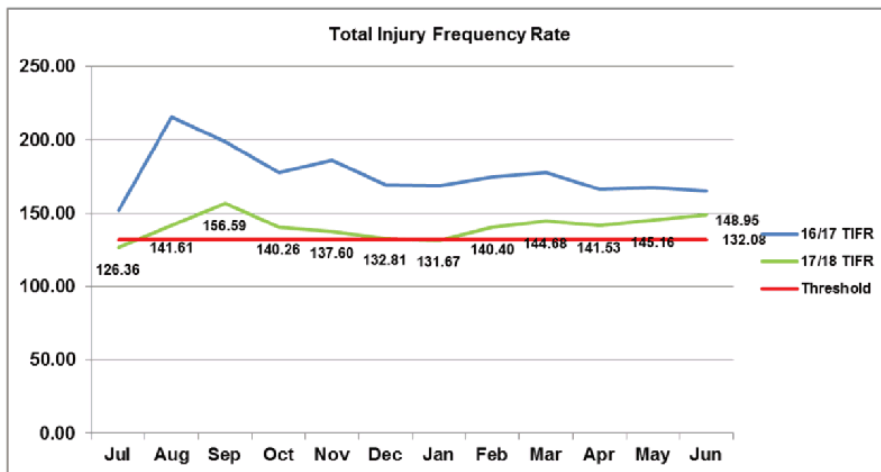


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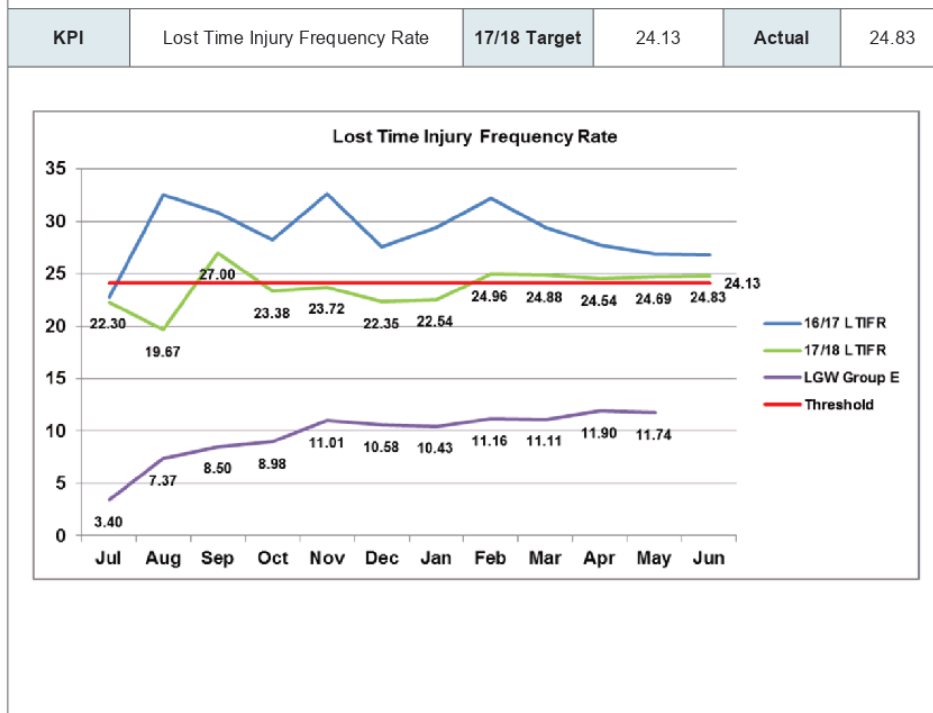
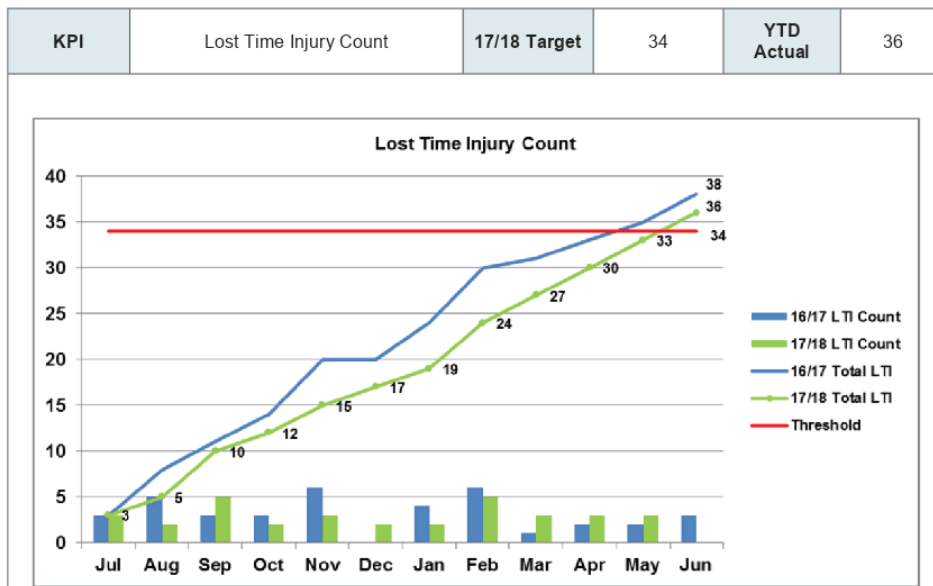
KPI	Total Injury Count	17/18 Target	187	YTD Actual	216
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KPI	Total Injury Frequency Rate	17/18 Target	132.08	Actual	148.95
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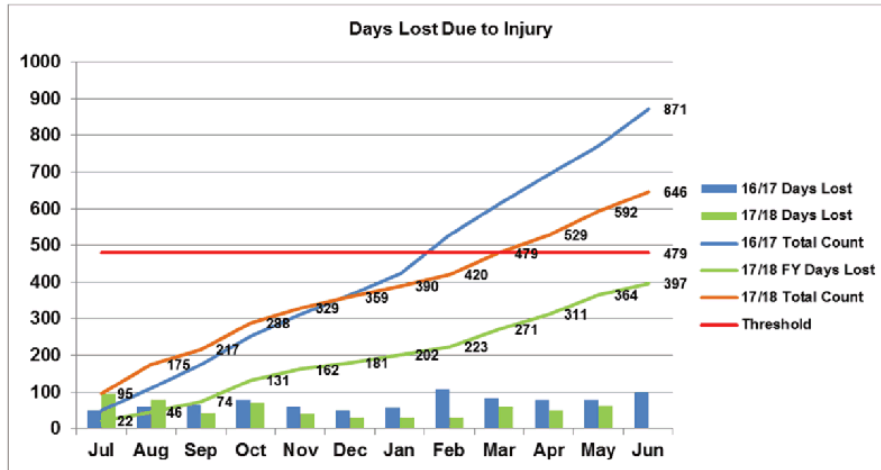
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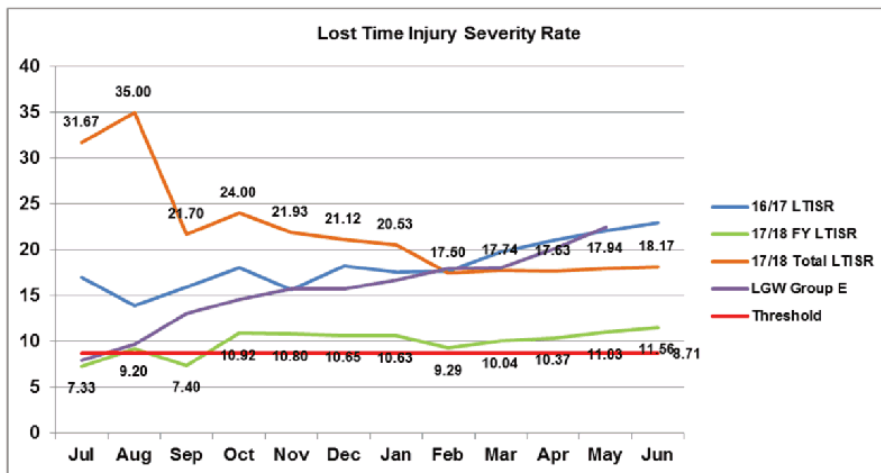
KPI	Days Lost due to Injury	17/18 Target	479	YTD Actual	416
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Note that YTD Actual of 416 is for lost time injuries sustained in the reporting period. Including days lost due to injuries sustained previous to the reporting period increase the total to 646.



KPI	Lost Time Injury Severity Rate	17/18 Target	8.71	Actual	11.56
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Note that YTD Actual of 11.56 is for lost time injury severity rate for injuries sustained in the reporting period. Including days lost due to injuries sustained previous to the reporting period increase the total to 18.17.



The total Lost Time Injury Severity Rate (17/18 Total LTISR) data includes lost days incurred from injuries sustained in the previous financial year whereby the FY (17/18 FY LTISR) and LGW Group E data only includes lost days from injuries sustained in the current financial year.

V1 | Approved 31 July 2017

Operational Plan Ref	Action	Target	Status
4.3.3.1	Implement a rehabilitation fitness for work program	90% of workers on fit for work programs are placed within their own department	As at the 30 June 100% of workers have been placed within their own department
5.2.1.5	Manage employee complaints and grievances in accordance with legislation and policy requirements.	100% actioned in accordance with Council policy and procedure	All complaints received within the reporting period have been assessed and actioned pursuant to applicable statutory and policy obligations.
5.4.4.2	Implement improved internal communication strategies to ensure all staff are informed.	Staff newsletter is distributed to all staff on a monthly basis.	Progressing at 100%

7. Capital Projects

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

8. Operational Projects section

As at period ended **June** – 100% of year elapsed

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (incl committals)
Corporate Improvement and Strategy					
Create a system to automate the delegation and authorisation process (5.4.2.3)	July 2017	30 June 2018	Data has been entered into a master spreadsheet and the automated process within external and internal registers has been created. The implementation of legislation into the new system is ongoing and will be done as delegations are reviewed by Council's solicitors.	Labour Only	Labour Only for W&S
Simplify and streamline the approval process - Develop a Delegations Policy, incorporating Corporate Delegation Bands. (5.4.2.4)	July 2017	30 December 2017	Delegation Policy has been finalised. Corporate Delegation Bands will continue being relocated from the Corporate Delegations Reference Table and incorporated into relevant policy document/s as they are reviewed.	Labour Only	Labour Only for W&S
Develop and Implement a Governance Framework (5.2.1.2)	July 2017	30 June 2018	A project concept has been submitted for approval.	Labour Only	Labour Only for W&S
Ensure legislative updates are	July	30 June	Following a demonstration of	Labour	

V1 | Approved 31 July 2017

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (incl committals)
communicated and implemented in areas on responsibility - Undertake a legislative compliance review project (4.2.2.2)	2017	2018	LGAQ's legislative compliance program, other Councils who have implemented a legislative compliance program are currently being benchmarked.	Only	
Industrial Relations and Investigations					
Undertake Certified Agreement negotiations that consider the application of the new Queensland Local Government Industry Award – State 2017 and the <i>Industrial Relations Act 2017</i> (5.4.2.2)		30 June 2018	Industrial Relations Project: Both Stream A & Stream B&C negotiation Committees have presented their Logs of Claims. All Parties are considering the other Parties' position and negotiation will recommence on 11 and 12 July. The certified agreements will not be ratified by 30 June 2018, the Council management team are endeavouring to have the two processes concluded by 31 December 2018 which will be reflected in the 2018/19 Operational Plan.	Labour Only	Labour Only for W&S
Human Resources and Payroll					
Aurion Project (5.4.3.1)		30 June 2018	Web Recruitment completed and implemented as at 1 st June 2018.	Funded by IT	W&S Labour only when supporting testing processes & installation
Implement programs that support leadership development (4.3.2.1) - Development and implement mentoring program and performance review system by 30 June 2018		30 June 2018	Supervisors have been trained in the OURPlan performance management process. It is now available for implementation throughout Council for external employees. MYPlan for internal employees was implemented in July 2017 and will be reviewed at the end of the 12 month cycle.	Labour Only	Labour Only for W&S
Safety and Training					
WHS Data Management System (1.3.4.1)			Work continues on actioning 18 outstanding items and regular catch-up meetings conducted with vendor. Version 2.15.5 released to cloud late February – Installed into RRC test environment late May. Version 2.15.6 released to cloud on 29 June 2018 – expected to be installed into RRC test	Funded by IT	W&S Labour only when supporting testing processes & installation

V1 | Approved 31 July 2017


Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (incl committals)
			environment early to mid-July. Upgrade has several fixes and improvements. Production will be upgraded once testing of version 2.15.6 is complete.		
Implement programs that support leadership development (4.3.2.1) - Deliver leadership program every six months			A leadership development program to replace the in house program that has existed for approximately 4 years is being currently being considered	Labour Only	Labour only for W&S

9. Budget

Financial performance as expected for the reporting period

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

As At End Of June
Report Run: 02-Jul-2018 12:12:40 Excludes Net Accts: 2802.2914.2517.2924



	Accepted Budget	Revised Budget	FOM Commitments	YTD Actual	Commit + Actual	Variance %	On target 100% of Year Gone
	\$	\$	\$	\$	\$	%	
CORPORATE SERVICES							
WORKFORCE & STRATEGY							
<i>Human Resources and Payroll</i>							
Expenses	1,443,013	1,411,750	0	0	0	0% ✓	
Transfer / Overhead Allocation	6,242	11,126	0	333	333	5% ✓	
Total Unit: Human Resources and Payroll	1,449,255	1,422,876	0	333	333	0% ✓	
<i>Safety & Training</i>							
Revenues	(66,680)	(42,500)	0	0	0	0% ✗	
Expenses	1,359,116	1,166,162	0	168	168	0% ✓	
Transfer / Overhead Allocation	(20,410)	(20,410)	0	2,168	2,168	-11% ✗	
Total Unit: Safety & Training	1,272,026	1,103,242	0	2,326	2,326	0% ✓	
<i>Corporate Improvement & Strategy</i>							
Expenses	440,486	376,640	0	0	0	0% ✓	
Total Unit: Corporate Improvement & Strategy	440,486	376,640	0	0	0	0% ✓	
<i>Workforce & Strategy Management</i>							
Expenses	899,769	805,243	0	0	0	0% ✓	
Total Unit: Workforce & Strategy Management	899,769	805,243	0	0	0	0% ✓	
<i>Investigations and Industrial Relations</i>							
Expenses	262,880	304,645	0	0	0	0% ✓	
Total Unit: Investigations and Industrial Relations	262,880	304,645	0	0	0	0% ✓	
Total Section: WORKFORCE & STRATEGY	4,322,216	4,012,993	0	2,660	2,660	0% ✓	
Total Department: CORPORATE SERVICES	4,322,216	4,012,993	0	2,660	2,660	0% ✓	
Grand Total:	4,322,216	4,012,993	0	2,660	2,660	0% ✓	

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10. Section Statistics

Establishment – Workforce and Strategy

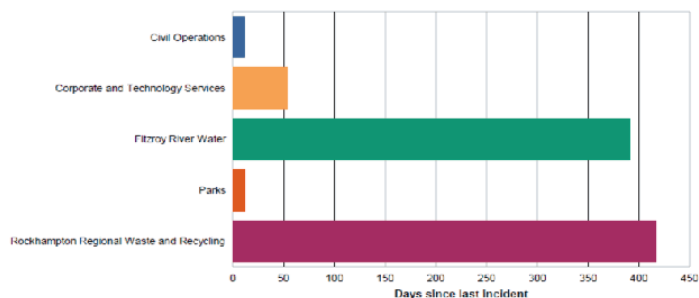
FTE Positions	Period	Workforce & Strategy
Starting Point	1 January 2014	30.05
Same Time Previous Year	30 June 2017	34
Previous Month	31 May 2018	35.39
Current Month	30 June 2018	36.39

11. Whole of Council Statistics

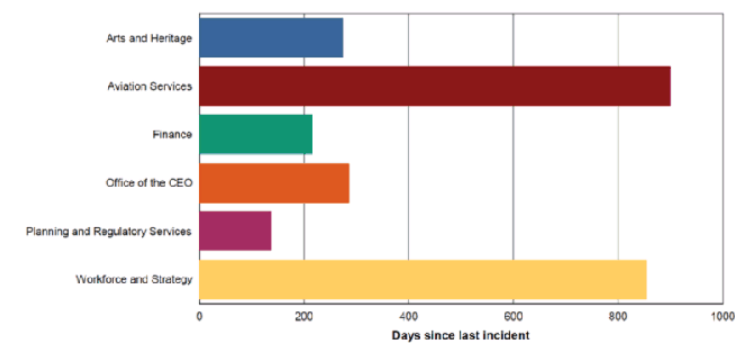
Safety Statistics

The following graphs show the number of lost time injury free days since the last workplace incident by section. These results reflect our employee's commitment to safety and recognise the organisations effort in the implementation of safe work practices.

Lost time injury free days as at 30 June 2018 (sections identified as High Risk)



Lost time injury free days as at 30 June 2018 (Sections identified as Low Risk)



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Establishment**Establishment – Whole of Council**

FTE Positions	Period	Council
Starting Point	1 January 2014	837.9
Same Time Previous Year	30 June 2017	901.17
Previous Month	31 May 2018	912.25
Current Month	30 June 2018	913.37

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
13	16

FTE by Section – Starting point and Current Month

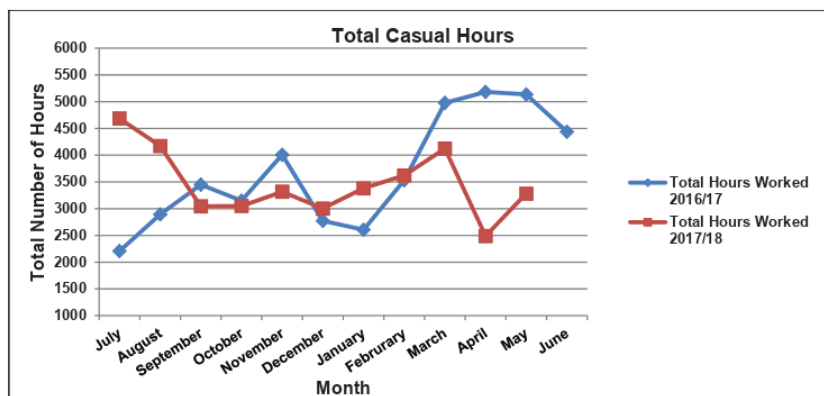
Community Services		
Section	Start 1 Jan 2014	Current 30 June 2018
Community Services Directorate	4.89	4
Arts and Heritage	25.48	24.22
Communities and Facilities	77.13	79.64
Health and Environment / Local Laws (<i>now Planning and Reg</i>)	35	72
Parks	116	130
Community Services Total	258.50	309.86
Corporate Services		
Section	Start 1 Jan 2014	Current 30 June 2018
Corporate Services Directorate	2	4
Corporate and Technology	103.5	111.67
Finance	38.5	40.47
Workforce and Strategy	30.05	36.39
Airport	25.64	-
Corporate Services Total	199.69	192.53
Aviation Services		
Section	Start 1 Jan 2014	Current 30 June 2018
Aviation Services Directorate	-	1
Airport	-	21.97
Aviation Services Total	-	22.97
Office of the CEO		
Section	Start 1 Jan 2014	Current 30 June 2018
Office of the CEO Directorate	1	1
Governance Support (<i>Marketing – now in Advance R'ton</i>)	13	3
Internal Audit	1	2
Economic Development	2	-
Office of the Mayor (<i>previously in Governance Support</i>)	-	9.89
Office of the CEO Total	17	15.89
Advance Rockhampton		
Section	Start 1 Jan 2014	Current 30 June 2018
Advance Rockhampton Directorate	-	7
Regional Development and Promotions	-	15
Strategic Planning	-	5
Advance Rockhampton Total	-	27

V1 | Approved 31 July 2017

Regional Services		
Section	Start 1 Jan 2014	Current 30 June 2018
Regional Services Directorate	4	4
Civil Operations	149	152
Fitzroy River Water	104.72	109
Engineering	38	38
Planning (currently incl in Planning & Reg in Comm Services)	34	-
Program Delivery	-	7
Rockhampton Regional Waste and Recycling	33	35
Regional Services Total	362.72	345.12

Casual Hours – May 2018 (reported one month in arrears)

All casual hours worked will now be reported one month in arrears so that actual hours worked can be accurately reported. There are currently a total of 64 casuals actively employed by Council of which 49 were engaged during the reporting period. The engaged casual employees collectively have worked the total number of 2488.27 hours during the month of May 2018.



Work Experience Placements – June 2018

Work Experience Applications Received During the Month of June 2018		3
Placement Type	Section	Placed
Administration or Hospitality	Planning & Regulatory Services	Yes
Art Gallery	Arts & Heritage	Yes
Tourism and Marketing	Advance Rockhampton	Yes
Work Experience Placements Occurring During the Month of June 2018		2
Placement Type	Section	Dates
Tourism and Marketing	Advance Rockhampton	26/06/18 – 17/07/18
Fitzroy River Water	Fitzroy River Water	18/06/18 – 06/07/18

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

CTS Monthly Report - June 2018

Meeting Date: 24 July 2018

Attachment No: 2



Monthly Operations Report

Corporate and Technology Services

June 2018

1. Highlights

SmartHub

Over the first weekend in June the SmartHub, in collaboration with CQUniversity and Startup Capricorn hosted the third TechStars Startup Weekend, facilitated by Darren Rogan with social media coverage by Beach City Life. This was another successful event where six teams were formed from the 24 participants who over the 54 hours learnt the methodology and skill behind starting a business and bringing an idea to reality.

SmartHub members and the wider business community attended the monthly lunch and learn session with Evans & Edwards Accountants presenting tax planning strategies for business.

The SmartHub is now participating in global free co-working day which is the first Thursday of every month where people can use the co-working facility free of charge on this day. We had three people visit and work from the hub on this day in June and hope this will continue to attract more people into the space every month.

Elize Hattin, SmartHub Business Manager was successful in obtaining sponsorship (\$5K) from Energy Queensland for the Young Change Agents Youth Incubator Program scheduled for October.

The Bond Store Collaboration MOU and Lease between Council and the CQUniversity was signed in June. As part of the Cultural Precinct, CQUniversity plan fitout the Bond store to transform it into a state-of-the-art community space to nurture digital creativity, disruption and innovation. This facility will compliment the activity happening at the SmartHub and help build our startup community.

The Brisbane Angelloop held their investment meeting in the SmartHub Annex bringing two startups seeking investment, one from Brisbane and the other from Sydney to pitch to our local Rockhampton Angel Investment group.

The SmartHub Team connected into a HotDesQ Host meeting happening in Brisbane via telephone to provide feedback on the recent Round 2 HotDesQ program and to gain information about the Round 3 program which is to commence in January 2019. Further information will be provided shortly as applications will close late this year with the assessment and selection process to be completed by November.

Elize Hattin, the SmartHub Business Manager attended the year 9 and 10 student presentations for the ConocoPhillips Science Experience Event that was held at the CQUniversity. Elize gave a short presentation about the SmartHub to promote youth entrepreneurship and advise what is happening at the SmartHub and ways they can connect with the startup community.

The Action plan for the SmartHub 2018/20 Operational plan was finalised by the SmartHub Team to track the ongoing status and progress of the strategies to be implemented over the next two years.

Enquiries and submissions for SmartHub Membership continue to be received and reviewed by the RRC SmartHub Working Group. We currently have a total of 39 members (24 resident and 15 monthly members).

As part of our Customs House SmartHub promotional material, one of our SmartHub members was engaged to produce a video of our new SmartHub. The YouTube link is to the 5 minute SmartHub video:

Smart Hub:- <https://youtu.be/XkxnGIA2ewg>

CBD & Riverside Smart Technology Project

The smart technology project is now roughly 90% completed with the installation work completed in William Street and the parking sensors installed in Bolsover Street in June.

Stage 2 Smart Parking – This stage has a \$250K budget co-funded by the Federal Government Smart Cities and Suburbs program. The project scope includes installation of an additional 375 parking sensors, 3 x digital parking wayfinding banners and disability ePermit collaboration. The sensor technology has been delivered to site and the contractor has been approved to finalise development of the parking wayfinding integration and ePermit webpage.

The YouTube link is to the updated 5 minute video showcasing the CBD and Riverside development and smart technology:

Smart Technology:- <https://youtu.be/4eoVpLj5f4Q>

2. Innovations, Improvements and Variations

The Rockhampton Asset Management Project (RAMP) to implement the TechnologyOne Asset Lifecycle Management software and business processes, replacing the current Conquest product, commenced in January 2018 and is on track for 'go-live' by 1 July 2019. The RAMP team has been consulting extensively with internal stakeholders and external subject matter experts to work through aligning business processes with the system functions. This work will lead to the final draft of the system design documents for system configuration.

3. Customer Service Requests

Response times for completing customer requests in this reporting period for June

	Balance B/F	Completed in Current Mth	Current Month NEW Request		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q4
			Received	Completed								
Accounts Payable Enquiry	1	1	2	1	1	0	2	● 1.00	● 1.00	● 1.00	0.57	● 1.00
Bookings Enquiry	0	0	1	0	0	0	5	● 0.00	● 1.20	● 2.00	1.31	● 0.75
Insurance: Mower / Slasher / Whipper / Snipper	2	2	0	0	0	0	90	● 0.00	● 12.29	● 11.53	11.56	● 11.00
Insurance: Personal Accident / Injury	0	0	4	0	0	0	120	● 0.00	● 0.50	● 8.27	36.75	● 0.50
Insurance: Public Liability / Property Damage Public Property	3	1	10	4	2	0	90	● 1.25	● 7.10	● 9.65	19.13	● 4.18
Leased Premises - General Enquiry	0	0	1	0	0	0	5	● 0.00	● 0.00	● 0.67	0.80	● 0.00
Rates Searches	9	9	98	84	14	0	5	● 3.35	● 2.96	● 3.02	2.81	● 3.03

4. Service Delivery

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
IT support services provided within service levels outlined in the IT Service Catalogue.	95%	87%	Operational
Ensure availability of system up-time during core business hours (excluding planned outages).	99%	100%	Operational
Maintain the ratio of customer queries satisfied by Customer Service Officers, without referral to departments.	80%	89%	Operational
Customer Service Call Centre answering 75% of incoming calls within 45 seconds.	75%	86%	Adopted
Process records on the day of receipt as per Recordkeeping Charter.	95%	100%	Operational
Ensure supplier payments are made within stated trading terms.	90%	95%	Operational
Ensure top 100 suppliers by dollar value under formal purchasing agreements (contracts).	90%	90%	Operational
Maximise Council property occupancy rates.	98%	100%	Operational
Ensure tenanted properties in any month, have current lease agreements and public liability insurance.	80%	98%	Operational
Process insurance claims within procedural timeframes.	100%	100%	Operational

5. Compliance

Legislative Compliance	Legislative Reference	Compliance %
Process Right to Information/Information Privacy (RTI/IP) applications within legislative timeframes (Op Plan Ref - 5.2.1.7.)	RTI Act (2009) IP Act (2009)	100%
Manage centralised tendering and contracting functions in accordance with legislative requirements and Council policy.	LG Reg (2012) Pt 3 & 4	100%
Ensure staff purchasing activity is compliant with legislation and policy.	LG Reg (2012) Pt 3 & 4	100%

Safety Statistics

The safety statistics for the reporting period are:

	Second Quarter		
	April	May	June
Number of Lost Time Injuries	0	1	0
Number of Days Lost Due to Injury	16	15	11
Total Number of Incidents Reported	1	5	1
Number of Incomplete Hazard Inspections	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
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) Dec 18	100% 65%	Contract awarded to a local company – Beaney's Communications Stage 1 completed. Stage 2 - Mt Pinnacle communications tower. Contract awarded for the design and construction of the tower and equipment.

6. Operational Plan Targets by Section

The following Operational Plan actions and targets are required to be reported to Council on a monthly basis. This data will also form part of the Operational Plan quarterly report to Council:

Operational Plan Ref	Action	Target	Status
2.2.4.1	Council purchases are in line with the Local Preference Policy guiding tender/quote evaluations.	Annual local goods/services spend analysis >=70% local.	Annual review completed November 2017 Review period 1 Nov 16 to 31 Oct 17 - 76% local spend on goods & services. Revised Purchasing Policy adopted 12 June 2018.

Corporate & Technology Monthly Report

Operational Plan Ref	Action	Target	Status
2.4.1.1	Implement Council's Smart Way Forward Strategy Action Plan	Complete installation of smart technology (lighting, CCTV, parking, digital banners and free public Wi-Fi) by 30 December 2018.	Stages 1 a, b, f & g completed Stages 1 c & d completed Stage 2 – Riverside completed. Stage 3a Pt1 & Pt2 – East St (Fitzroy to William) completed. Stage 3a Pt3 – East St (William to Derby) – design only completed Stage 3b – William St (Quay to East St) - completed. Stage 3c – Quay Lane - design only completed Stage 3d – Victoria Pde – finalising detailed design and scoping final stage based on outstanding budget.
2.5.5.1	Design and fitout the Customs House Smart Hub	Construction completed and Smart Hub opened by late Dec 17.	Practical completion and officially opened 9 Feb 18. Stage 2 Hub Annex – painting and floor coverings completed.
2.5.5.2	Implement the annual Smart Hub Operational Plan	Facilitate three smart hub programs: 1. Learn to Earn, Connect and Grow 2. Startup Club 3. Startup Stars	2017 Startup programs now complete. Startup Club # 1 – final pitch Completed mid-Aug 17. Startup Club # 2 – commenced Oct. Final pitch completed in Dec 17. Startup Stars – commenced Jul, completed – wrap-up session 16 Feb 18.
4.3.1.1	Implement ICT Strategic Plan 2015/20, including the eServices Strategy and IT Mobility	Achievement of 2017 - 18 targets as detailed in the ICT Strategic Plan	Strategy actions implementation progressing as scheduled. Asset Lifecycle Management project commenced Jan 18, scheduled completion early 2019. Key User engagement meetings commenced late June. Aurion Web Recruitment – went live on 01 June. Project team now assessing any feedback from users.

7. Capital Projects

As at period ended **June** - 100% of year elapsed

Project	Planned Start Date	Planned End Date	Status	Adopted/Revised Budget	YTD/LTD actual (inc committals)
CORPORATE & TECHNOLOGY CAPITAL WORKS PROGRAM					
Fleet Asset Renewal Program (CP440)	1 Jul 17	30 Jun 18	Asset renewal program progressing on schedule	\$7,250,240	\$10,613,059*
* Year to date amount currently doesn't account for plant/vehicles disposal sales. With the inclusion of sales revenue, budget is on track.					
IT Asset Renewal & Upgrade Program (CP230)	1 Jul 17	30 Jun 18	IT Asset capital program progressing as directed by ISSG	\$2,763,758	\$2,082,777
Smart Hub – Customs House – Fitout (CP235)	Jan 17	Dec 17	Project complete	\$750,205	\$738,728
Project completed, officially opened 09 Feb 2018. BOR funding grant = \$250K. Additional expenditure for Smart Hub Annex (Stage 2) revised from Operational budget. Still awaiting outcome from BOR 4 application (\$250K) for addition annex and facilities works.					
CBD & Riverfront Smart Technology (CP235)	Dec 16	Dec 18	Stage 1b – Quay St (Denham to William) completed Stage 1 c&d – Denham St (Quay to East) completed Stage 2 (Riverside) – completed Stage 3a Pt 1 & 2 - East St (Fitzroy to William) – completed. Stage 3a Pt 3 – East St (William to Derby) – design only completed. Stage 3b - William St (Quay to East) – completed. Stages 3c – Quay Lane – design only completed Stage 3d – Victoria Pde – Finalising detailed design and scoping final stage based on available budget.	\$4,040,000	\$3,588,919

Project	Planned Start Date	Planned End Date	Status	Adopted/Revised Budget	YTD/LTD actual (inc committals)
BOR funding grant = \$2.02M					
Stage 2 Smart Parking – Disability ePermit (CP235)	Jan 18	Dec 18	375 Stage 2 sensors and relays delivered to site in June. Installation planned for July 18. 3 x parking wayfinding digital banners ordered Supply & install of digital banners by Stanke Electrical expected by late Aug 18.	\$250,000	\$233,189
Smart Cities and Suburb Program = \$125,000					

8. Operational Projects

As at period ended **June – 100%** of year elapsed

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (incl committals)
Startup Club programs (1 and 2)	Jun 17	Dec 17	First Startup Club program No. 2 commenced Oct to Dec 17 (\$15,325 Federal grant funding). Programs completed no further expenditure expected.	\$30,650	\$28,458
Startup Stars	Jul 17	Jan 18	Program commenced in July, with Seven startup teams (\$17,237 Advance QLD grant funding). Program completed no further expenditure expected.	\$34,474	\$33,987

9. Budget

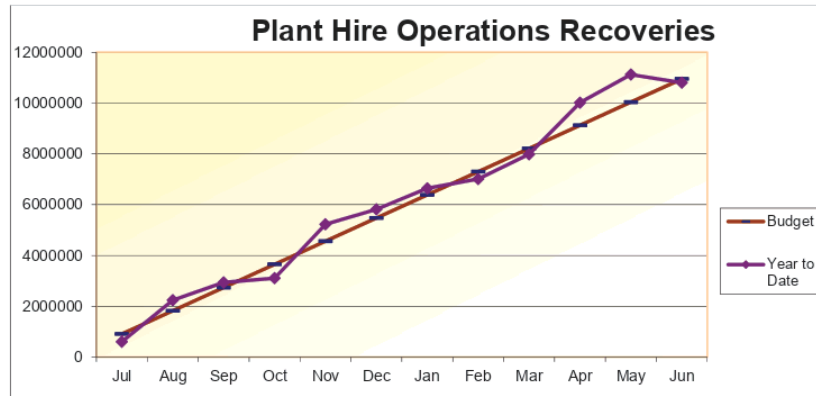
Financial performance as expected for the reporting period June 2018:

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Var	On target 100% of Year
	\$	\$	\$	\$	\$		
CORPORATE AND TECHNOLOGY							
<i>Fleet</i>							
Revenues	(263,000)	(263,000)	0	(363,577)	(363,577)	138%	✓
Expenses	11,703,938	11,900,638	385,901	11,614,634	12,000,535	101%	✗
Transfer / Overhead Allocation	(17,419,500)	(17,419,500)	0	(17,199,273)	(17,199,273)	99%	✗
Total Unit: Fleet	(5,978,562)	(5,781,863)	385,901	(5,948,216)	(5,562,316)	96%	✗
<i>Property & Insurance</i>							
Revenues	(421,782)	(424,899)	0	(502,040)	(502,040)	118%	✓
Expenses	3,129,686	3,423,072	26,471	3,985,712	4,012,183	117%	✗
Transfer / Overhead Allocation	9,000	9,000	0	7,784	7,784	86%	✓
Total Unit: Property & Insurance	2,716,904	3,007,173	26,471	3,491,456	3,517,926	117%	✗
<i>Corporate & Technology Management</i>							
Expenses	913,341	663,341	15,703	655,949	671,651	101%	✓
Transfer / Overhead Allocation	0	555	0	12,001	12,001	2164%	✗
Total Unit: Corporate & Technology Management	913,341	663,895	15,703	667,950	683,653	103%	✓
<i>Information Systems</i>							
Revenues	(25,000)	(22,500)	0	(30,480)	(30,480)	135%	✓
Expenses	6,831,822	6,925,120	601,713	7,330,497	7,932,210	115%	✗
Transfer / Overhead Allocation	19,399	19,399	0	13,573	13,573	70%	✓
Total Unit: Information Systems	6,826,221	6,922,019	601,713	7,313,589	7,915,302	114%	✗
<i>Procurement & Logistics</i>							
Revenues	0	(186)	0	(575)	(575)	309%	✓
Expenses	1,781,875	1,781,841	693	1,573,952	1,574,645	88%	✓
Transfer / Overhead Allocation	(14,244)	(14,244)	0	22,007	22,007	-155%	✗
Total Unit: Procurement & Logistics	1,767,631	1,767,411	693	1,595,385	1,596,077	90%	✓
<i>Customer Service</i>							
Revenues	(201,000)	(201,000)	0	(168,677)	(168,677)	84%	✗
Expenses	1,680,435	1,680,414	8,530	1,523,729	1,532,259	91%	✓
Transfer / Overhead Allocation	0	0	0	367	367	0%	✗
Total Unit: Customer Service	1,479,435	1,479,414	8,530	1,355,419	1,363,949	92%	✓
<i>Smart Regional Centre</i>							
Revenues	(18,000)	(18,000)	0	(36,974)	(36,974)	205%	✓
Expenses	315,856	344,971	17,457	441,592	459,049	133%	✗
Transfer / Overhead Allocation	0	228	0	4,398	4,398	1932%	✗
Total Unit: Smart Regional Centre	297,856	327,199	17,457	409,017	426,473	130%	✗
Total Section: CORPORATE AND TECHNOLOGY	8,022,826	8,385,249	1,056,467	8,884,598	9,941,065	119%	✗
Corporate & Technology Monthly Report							

10. Whole of Council Statistics

Fleet Services

Ensure internal plant hire operations deliver budgeted net surplus.



Plant Hire Operations Budget (Surplus)	\$10,947,538
Year to Date (Surplus)	\$10,799,030

Procurement & Logistics

Contracts Awarded for June – 12

TEN12880 - 2017 NDRRA Funded REPA Works - Restoration of Roads and Drainage Infrastructure - Golding Contractors Pty Ltd - \$4,197,435.
TEN12936 - RPQS Plant Hire – SOR.
TEN12976 - RPQS Supply & Delivery of Roadmaking Materials - Panel – SOR.
TEN12993 - Trade Services to CQ Home Assist Secure - Panel – SOR.
TEN12994 - RPQS for the Supply and Delivery of Bulk Diesel Fuel to Council Depots – Pre-qualified Panel – purchase via quotes.
TEN13007 - RPQS Engineering Maintenance and Manufacturing Services - Panel – SOR.
QUO13019 - Irrigation Designs for Multiple Parks & Sporting Fields - Hill and Canning Consulting Engineers Pty Ltd - \$52,690
CON13072 - Operation of Archer Park Rail Museum - Friends of Archer Park Stations and Steam Tram Museum Inc - \$23,356 per quarter
CON13073 - Operation of Mt Morgan Rail Museum - Mt Morgan Promotion and Development - \$18,251.20 per quarter
CON13079 - Consultancy Brief on Strategy for Future Recycling Processing - Short Environmental Pty Ltd - \$9,500
CON13095 - Management of Bird Species of Concern - Lakes Creek Road Landfill - Ecosure Pty Ltd - \$59,785
CON13099 - Rockhampton Botanic Gardens Bird Management Program - Ecosure Pty Ltd - \$39,482

Tenders / quotes in progress: 22

Corporate & Technology Monthly Report

Customer Requests Completed Monthly & Top 5 Customer Requests

	July	August	September	October	November	December	January	February	March	April	May	June
Requests Logged	3429	3907	3221	3074	3407	2367	3603	3541	3376	3154	3540	3082
Same month Completed	2671	3112	2570	2275	2606	1868	2911	2866	2696	2373	2862	2449
% completed same month	77%	79%	79%	74%	76%	79%	85%	80%	79%	75%	80%	79%
Completed Total for Month	3417	3848	3337	3016	3594	2563	3396	3387	3440	2890	2892	3133
Total Pending		1778	1850	1864	1683	1419	1665	1769	1616	1872	868	1979
Top 5 Requests for Month	Av/Dog Food Enq W/Animal W/Leak P/Gen	AN/Dog W/Animal P/Gen W/Leak MMaint	AN/Dog W/Animal P/Gen W/Leak MMaint	AN/Dog W/Animal P/Gen W/Leak D/Plan	P/Gen T/Trim W/Leak O/Grown An/Dogr	P/Gen W/Leak Bin RRC W/Animal O/Grown	T/Trim Pk Gen M/Leak MMaint Bin RRC	M/Maint P/Gen W/Leak T/Trim Wan Ani	P/Gen W/Leak T/Trim D/Plan	P/Gen W/Leak M/Maint T/Trim R/Bin	M/Maint Food Enq Wan Ani W/Leak P/Gen	Food Enq T/Trim W/Leak Wan Ani D/Plan

Total uncompleted customer requests up to 3 months old:	1400
Total uncompleted customer requests between 3 to 6 months old:	241
Total uncompleted customer requests greater than 6 months old:	156

Conquest Work Order & Investigation Long Term up to 3 months old:	604
Conquest Work Order & Investigation Long Term between 3 to 6 months old:	152
Conquest Work Order & Investigation Long Term greater than 6 months old:	105

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

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

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

Key:	T/Trim - Tree Trimming	Pk Gen - Parks General Request	Av/Dogr - Dog Registration Enquiry
	M/Maint - Meter Maintenance	R/Bin - Replacement Bin	W/Leak - Water Leak
	Bin RRC - Replace Bin RRC	D/Plan - Duty Planner (New Enq)	S/Blockage - Reactive Sewerage Block

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

Finance Monthly Report - June 2018

Meeting Date: 24 July 2018

Attachment No: 3



Monthly Operations Report

Finance Section

June 2018

1. Highlights

Include any highlights or achievements that have occurred during the month.

Interim audit report received from Thomas Noble Russel with no new audit matters raised.

2018/19 Budget Papers were distributed on Tuesday 26th June with Budget Adoption scheduled for Friday 13 July.

2. Innovations, Improvements and Variations

*(Operational Plan Ref: 5.3.2.1 Identify at least one operational saving per section of responsibility.
5.4.2.6 Identify at least two improved processes per section of responsibility)*

Operational Plan Reference 5.3.2.1
Removal of Priority Paid on the Rates envelopes due to the changes in Australia Post delivery structures.
Training manuals no longer printed for each participant – offered electronically. Savings in printing costs as well as trainer's time.
Working to stop issuing tenant advices for water rates - potential savings of up to \$30 000 pa
A reduction in Billpay service charges was negotiated with Australia Post prior to contract renewal. Indicative saving \$15,000 p.a.
Operational Plan Reference 5.4.2.6
Phone call analysis being undertaken in Rates team to provide learning opportunities and professional development to improve Customer Service.
Currently examining opportunities to improve interface and understanding for uploading of data into pathway to allow for more efficient processing of information.
Looking to improve the Customer education process around Rates; what they are used for, how and when they can be paid.
Monthly asset management meetings have now been scheduled with key operational staff from Parks. These meetings will facilitate more effective engagement and collaboration between Assets and Parks on asset management related matters.
Implementation of Capital Budget in budget module.
Apply Asset Management principles across the organisation.
Tailored Financials (Finance One) training for new Managers is available.
Allocation of Asset Management Plans in Conquest
A concept brief has been put forward for a Rate Modelling System which will allow Councillors much more user friendly information for budget rate modelling.
As part of the Asset Management System review, the potential exists to also standardise Council's Chart of Accounts with the 'One Council Chart of Accounts'. This process will lay the platform for system change into the future.
As part of the Asset Management System review a review of 'Cloud' capability will also be undertaken to look for savings in Capital outlays.

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3. Customer Service Requests

(Operational Plan Ref: 4.1.1.1 Provide timely and accurate responses to requests)

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

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q4
			Received	Completed								
Rates Enquiry	5	5	36	35	1	0	3	● 1.09	● 1.23	● 1.29	0.79	● 1.12

4. Service Delivery

(Operational Plan Ref: 4.1.1.2 Provide effective delivery of Council services)

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
Unpaid rates and charges are managed in accordance with the Revenue Management Policy, achieving an overdue balance of less than 3% at its lowest point.	<3%	3.78% achieved in June	Operational
Rates are levied within one week of dates stipulated in the Revenue Statement.	100%	100%	Operational

5. Legislative Compliance and Standards (including Risk and Safety)

(Operational Plan Ref: 5.2.1.1 Comply with legislative requirements)

Legislative timeframes

Item	Due Date	Compliant?	Status
Updates to be presented to Council in sectional monthly reports.	Ongoing	100%	Complete
Council's annual financial statements are "unqualified"	31/10/17	100%	Complete
There are no internal controls as rated by the QAO deemed "ineffective".	31/10/17	100%	Complete
The timelines of the annual financial statements as rated by the QAO is not "untimely"	31/10/17	100%	Complete
The quality of financial statements is not rated "below average" by the QAO	31/10/17	100%	As per report to Audit Committee in early October.
Long Term Financial Forecast updated at each budget and budget revision.	Ongoing	100%	Undertaken at 17-18 Budget Adoption. Will be updated again during 18-19 budget deliberations.
Annual Operating Surplus Ratio between 0% & 10%	Ongoing	100%	Compliant at 17-18 Budget Adoption. 4.37% report in Annual Financial Statements

V2 | Approved July 2017

Item	Due Date	Compliant?	Status
Annual Net Financial Asset/Liability Ratio not greater than 60%	31/10/17	100%	34.8% reported in 16/17 Annual Financial statements.
Annual Interest Cover Ratio between 0% & 5%	31/10/17	100%	2.77% in 17/18 Adopted Budget
Annual Debt Service Cover Ratio greater than two times	31/10/17	100%	2.2 times reported in Adopted Budget
Annual Review of asset management plans by 30 June 2018.	30/06/18	Yes	Planning has commenced. With loss of co-ordinator working through available resources.
Annual asset sustainability ratio is greater than 90%	31/10/17	90%	86.45% reported in 16/17 Annual Financial Statements

6. Operational Plan Targets by Section

The following Operational Plan actions and targets are required to be reported to Council on a monthly basis. This data will also form part of the Operational Plan quarterly report to Council:

Operational Plan Ref	Action	Target	Status
5.2.1.8	Monitor and review non-compliance of legislative requirements	Report on legislative non-compliance included in sectional reports presented to Council on a monthly basis.	Nothing to report
5.3.2.4	Financial systems and processes are managed to meet the appropriate audit requirements and community expectation	The required asset revaluations are completed by 30 April 2018 and integrated into asset management and relevant financial plans.	100%
5.3.4.1	Conduct review of viability in keeping Rockhampton Region Waste and Recycling commercialised	Review undertaken and options presented to Council by 30 June 2018.	90%

7. Capital Projects

N/A

8. Operational Projects

N/A

9. Budget

Financial performance as expected for the reporting period.



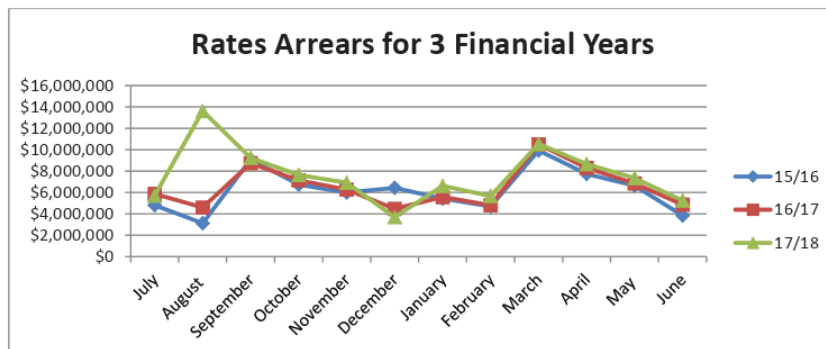
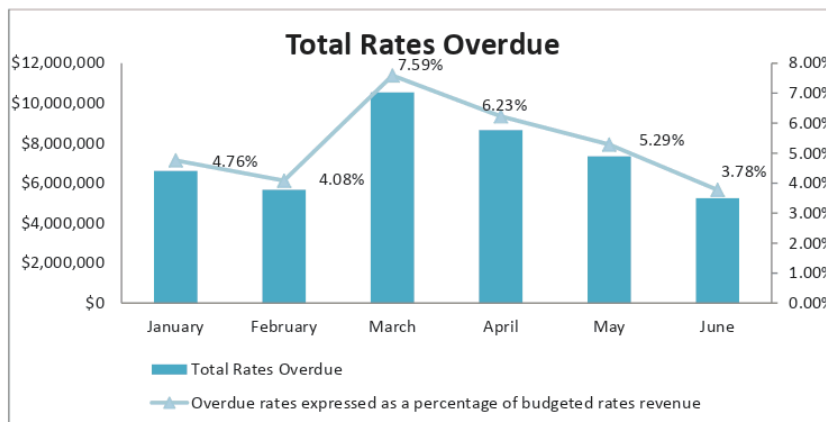
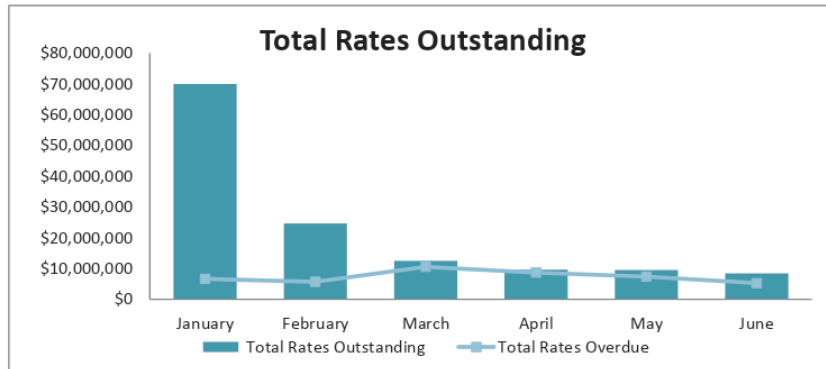
End of Month Job Costing Ledger - (Operating Only) - CORPORATE SERVICES

As At End Of June

Report Run: 12-Jul-2018 16:04:23 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 100% of Year Gone
CORPORATE SERVICES							
FINANCE							
<i>Finance Management</i>							
Expenses	553,292	0	0	28,752	28,752	5%	✓
Total Unit: Finance Management	553,292	0	0	28,752	28,752	5%	✓
<i>Accounting Services</i>							
Expenses	1,654,564	0	0	23,964	23,964	1%	✓
Total Unit: Accounting Services	1,654,564	0	0	23,964	23,964	1%	✓
<i>Financial Systems</i>							
Revenues	(1,143)	0	0	0	0	0%	✗
Expenses	305,441	0	0	8,840	8,840	3%	✓
Transfer / Overhead Allocation	600	0	0	0	0	0%	✓
Total Unit: Financial Systems	304,898	0	0	8,840	8,840	3%	✓
<i>Assets & GIS</i>							
Revenues	(1,300)	0	0	0	0	0%	✗
Expenses	1,738,215	0	0	28,539	28,539	2%	✓
Transfer / Overhead Allocation	37,959	0	0	1,502	1,502	4%	✓
Total Unit: Assets & GIS	1,774,874	0	0	30,042	30,042	2%	✓
<i>Rates & Revenue</i>							
Revenues	(452,834)	0	0	(1,056)	(1,056)	0%	✗
Expenses	1,778,786	0	0	46,512	46,512	3%	✓
Transfer / Overhead Allocation	750	0	0	0	0	0%	✓
Total Unit: Rates & Revenue	1,326,701	0	0	45,456	45,456	3%	✓
Total Section: FINANCE	5,614,329	0	0	137,053	137,053	2%	✓
Total Department: CORPORATE SERVICES	5,614,329	0	0	137,053	137,053	2%	✓
Grand Total:	5,614,329	0	0	137,053	137,053	2%	✓

10. Section Statistics



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11. Whole of Council Statistics***Safety Statistics***

The safety statistics for the reporting period are:

	Injury Summary		
	April	May	June
Number of Lost Time Injuries	0	0	0
Number of Days Lost Due to Injury	0	0	0
Number of Incomplete Hazard Inspections	0	0	0

Risk Management Summary

All Finance's Risks are now ALARP.

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

NRM Monthly Report - June 2018

Meeting Date: 24 July 2018

Attachment No: 4



Monthly Operations Report

Natural Resource Management (NRM)

June 2018

1. Highlights

Environmental Sustainability Strategy

- During the month of June, Council's proposed Environmental Sustainability Strategy was publicly exhibited online on Council's website and Facebook page, via a range of media outlets, as well as at Council's Customer Services Centres, the Rockhampton Regional Library, the Rockhampton Agricultural Show and the Kern Arcade 'For Lease' Space (see photos section 12 of this report).
- Associated activities saw extensive exposure across the community and direct discussions with local residents, key stakeholders and environmental groups. Council's new sustainability e-newsletter has also received over 150 signups to date. Submissions on the proposed Environmental Sustainability Strategy close 13 July 2018.

Sustainable Rockhampton Investment Fund

- The Mayor announced creation of a \$5 million Investment Fund to support projects that deliver both positive environmental outcomes and real operational savings for Council.

Sustainability Seed Fund initiatives

- Preparations are continuing for implementation of Council's 2018 Sustainability Seed Fund initiatives. A total of 9 projects were selected from a wide variety of applications submitted by staff and many incorporate components of behaviour change or revised work practices. Project plans have been developed for each initiative, purchasing undertaken where required and initial preparations completed, with some projects now set to commence trials from July 2018. Should trials prove successful, initiatives will be implemented more broadly across Council.
- The initiatives include trials for energy efficient behaviour, composting at City Childcare, enhanced public place recycling at the Zoo, management of organic waste at the Zoo, transitioning to electronic forms (such as Cracking the Code), management of runoff from the Nursery, transition to recycled paper, encouraging the use of reusable coffee cups and consistent office recycling across Council work areas.

2. Innovations, Improvements and Variations

The proposed Environmental Sustainability Strategy includes a goal to increase urban canopy cover across the Rockhampton Region. As the first component of Council's Bringing Nature Back program, local residents have been invited to take home a free native plant, accompanied by slow release fertiliser and a simple set of backyard planting tips to help them get started.

The initiative was successfully trialled at the Rockhampton Agricultural Show (13-15 June 2018), with a larger scale giveaway scheduled for Emergency Services Day at the Heritage Village (to coincide with National Tree Day celebrations on 29 July 2018). To ensure residents select 'the right plant for the right place for the right reasons', Council is also preparing local 'plant flyers' that provide key information about each species. This initiative has been made possible through collaboration between the Environmental Sustainability Team, Council's Nursery and Native Plants Capricornia.

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3. Customer Service Requests

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

4. Service Delivery

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
No established customer service standards at this time.			

5. Legislative Compliance and Standards (including Risk and Safety)

Item	Due Date	Compliant? (Yes/No)	Status
No compliance requirements monitored at this time.			

6. Operational Plan Targets by Section

The following Operational Plan actions and targets are required to be reported to Council on a monthly basis. This data will also form part of the Operational Plan quarterly report to Council:

Operational Plan Ref	Action	Target	Status
3.3.1.1	Determine current baseline data for Council's current activities	Develop baseline data and monitoring mechanisms by 30 Jun 2018	On track: Sustainability-related data opportunities have been outlined for consideration in Council's Dashboard project. Data monitoring requirements have been identified for consideration in the proposed Environmental Sustainability Strategy and Action Plan.
3.3.2.1	Develop an Environmental Sustainability Framework which defines Council's areas of focus and key priority actions	<ol style="list-style-type: none"> 1. Achieve guiding principles within the Environmental Policy 2. Develop an Environmental Sustainability Framework by 30 June 2018 3. Implement actions in accordance with the Environmental Sustainability Framework 	On track: Council endorsed an Environmental Sustainability Framework on 31 Jan 2018. Council then endorsed the proposed Environment Sustainability Strategy on 29 May 2018, with public consultation from 04 June – 13 July 2018.

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7. Capital Projects

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

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

8. Operational Projects

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

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (committals)
Sustainability strategy					
Environmental Sustainability Strategy (ESS):					
Stage 1 – Initial review (completed Jan 2018) Stage 2 – Visioning (completed Mar 2018) Stage 3 – Strategy development (completed Apr 2018) Stage 4 – Strategy validation (completed May 2018) Stage 5 – Consultation and adoption (Jun-Oct 2018)	01 Nov 17	30 Oct 18	On track: • Proposed Environmental Sustainability Strategy open for community feedback 04 Jun to 13 Jul 18	\$1000	\$1000
Pathway 1 – Natural environment (partnerships and programs)					
National Landcare Program – small grants funding:					
The National Landcare Program provides small grants for community-based environmental works (upto \$50,000). Capricornia Catchments sought the NRM Team's support and Parks' approval for a project site within the Rockhampton Region and subsequently submitted a proposal for weed control and revegetation works at Mount Archer during FY2018-19. Should this proposal be successful, there is no co-contribution required from Council.	01 Jul 18	30 Jun 19	Proposal stage: • NRM Team facilitated discussions and scope • Proposal submitted 19 Mar 18 • Pending announcement Jul 18	\$0	\$0
Fraser Park – bush regeneration works:					
Parks' sought assistance from the NRM Team to maintain and further enhance natural areas adjacent to the Nurim Circuit. As bush regeneration works are outside Parks' current capabilities, this project was scoped and a proposal sought from Capricornia Catchments.	01 Jul 18	30 Jun 20	Proposal stage: • Proposal submitted to Council by Capricornia Catchments • Pending budget consideration by Parks	Parks	Parks

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Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (committals)
Reef Guardian Stewardship Grants: The Great Barrier Reef Marine Park Authority awarded Council a Reef Guardian Stewardship grant to encourage environmental initiatives in our local communities. As part of this grant, Council will develop an education resource kit to provide local schools across the Rockhampton Region with action learning opportunities focussed on waterway awareness and source reduction.	01 Jul 18	30 Jun 19	On track for delivery: <ul style="list-style-type: none"> Grant awarded 31 May 18 Grant deed signed Jun 18 Pending development of resource materials for rollout in Jan 19 	\$1700	\$0
Fish hotels – Yeppen and Woolwash Lagoons: Fitzroy Basin Association secured funding to install additional fish hotels at Yeppen and Woolwash Lagoons. The NRM Team is coordinating Council interests and Parks is providing in-kind support to this project via the Jobs Queensland crew and the use of the Green Waste Compound for assembly activities at the Rockhampton Botanic Gardens.	01 Apr 18	30 Jul 18	On track for delivery: <ul style="list-style-type: none"> Planning completed Installation delayed but now scheduled to commence 09 Jul 18 	FBA	FBA
Riparian study – Frenchmans and Thozets Creek: Regional Services has formed a cross-disciplinary Council team to explore opportunities for integrated floodplain management within the Frenchmans and Thozets Creek areas. The NRM Team is part of the project team providing input to this study.	01 Mar 18	30 Jul 18	On track for delivery: <ul style="list-style-type: none"> Pending review of draft report 	Regional Services	Regional Services
Pathway 2 - Empowering our community (external programs)					
Boomerang Bags, scaling up the use of reusable bags in the Region: Queensland's State plastic bag ban commences on 01 July 2018. This local pilot project is designed to raise awareness of this issue within the wider community whilst building community capacity and partnerships that empower our community to live more sustainably through the local creation and distribution of reusable bags. Project partners include Boomerang Bags Rockhampton (not for profit), Endeavour Foundation (disability services), local schools and community groups.	05 Mar 18	03 Sep 18	On track for delivery: <ul style="list-style-type: none"> Council material drive completed Endeavour Foundation has supplied cut fabric Council provided media support Boomerang Bags to arrange sewing bees and trial at Kern Arcade Markets 	\$1,500	\$500
Nature Photography Competition for World Environment Day: This project enables Council to actively participate in the global campaign, cross promote both the environment and our Region, gather a suite of local photographs to use in sustainability communications and foster a sense of community ownership of the Environmental Sustainability Strategy by featuring local images and recognising the contributions of local community members.	01 Feb 18	28 Jun 18	Completed: <ul style="list-style-type: none"> Competition closed 18 May 18 Winners announced 28 May 18 >260 entries received Winning photos displayed at multiple locations during Jun 18 	\$1,500	\$1,500
Sustainability awareness and communications: A series of short video clips are being developed to increase environment and sustainability awareness within the community, build the local appreciation of our natural assets and support action associated with the proposed Environmental Sustainability Strategy.	03 Apr 18	30 Sep 18	On track for delivery: <ul style="list-style-type: none"> Contract awarded Local video footage collected Final scripting under development 	\$20,000	\$20,000

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (committals)
Bringing Nature Back program: Council's nature-based community engagement program, designed to bring nature back into the community's hearts, minds and everyday lives by creating opportunities to connect with nature and get involved with caring for our natural environment. The program aims to deliver community engagement activities/tools/incentives that help the community to improve urban canopy cover in their own backyards, local streets, nearby creeks and Council owned natural areas.	01 Jun 18	ongoing	Under development: <ul style="list-style-type: none"> Phase 1 in progress – Rollout of free native plants and plant flyers 	\$0	\$0
Pathway 3 – Industry and infrastructure					
Sustainable Rockhampton Investment Fund: Council's \$5 million Investment Fund aims to support projects that are good for the environment and which have potential to deliver real operational savings for Council. It is anticipated that the Fund will be administered by the Chief Financial Officer.	01 Jun 18	30 Sep 18	Drafted: <ul style="list-style-type: none"> Pending approval 	Finance	Finance
Pathway 4 – Council operations (advancing corporate sustainability)					
Second Nature program and Sustainability Seed Fund: Council's internal sustainability engagement program has been designed to advance sustainability awareness and action within Council's operations. The Internal Sustainability Working Group champion sustainability initiatives across departments, act as a conduit for information and support sustainability action across the organisation. As a key deliverable of the Working Group, the Sustainability Seed Fund encourages Council staff to identify and trial new sustainability initiatives. A total of 9 projects were endorsed as part of the 2018 Sustainability Seed Fund including trials for energy efficient behaviour, office recycling, composting at City Childcare, recycling at the Zoo, management of organic waste at the Zoo, transitioning to electronic forms (such as Cracking the Code), management of runoff from the Nursery, transition to recycled paper and encouraging use of reusable coffee cups.	01 Feb 18	ongoing	On track for delivery: <ul style="list-style-type: none"> Progressing 9 Sustainability Seed Fund projects including preparations and purchase of project materials Rolling program of internal communication materials (videos, toolbox talks, fact sheets) under development Next Working Group meeting and field trip scheduled for July 2018 	\$10,000	\$10,000
Queensland Climate Resilient Councils (QCRC): The QCRC is a free three year Program which Council subscribed to in mid-2017. Led by LGAQ, in partnership with the Queensland Government, the Program is designed to strengthen Council decision-making processes to respond to climate change. Project stages include: Stage 1 – face to face briefing Stage 2 – detailed governance assessment and detailed report Stage 3 and 4 – leading practice resources / community of practice	01 Feb 18	30 Dec 18	On track for delivery: <ul style="list-style-type: none"> Stage 1 and 2 completed Mar 18 LGAQ presented draft governance report (late Jun 18, currently under review) Watching brief on community of practice 	\$0	\$0
Energy action plan: Council facilities and services consume a significant amount of energy. This plan aims to identify Council's key strategic opportunities to achieve cost savings, improve environmental sustainability and recognise wider economic and social benefits.	01 Apr 18	30 Oct 18	Drafted pending review: <ul style="list-style-type: none"> Subject to further consideration by the Leadership Team 	\$0	\$0

9. Budget

Financial performance as expected for the reporting period.

**End of Month Job Costing Ledger - (Operating Only) - CORPORATE SERVICES
As At End Of June**

Report Run: 02-Jul-2018 10:21:42 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Variance	On target
	\$	\$	\$	\$	\$	%	100% of Year Gone
CORPORATE SERVICES							
NATURAL RESOURCE MANAGEMENT							
<i>Natural Resource Management</i>							
Expenses	0	272,579	56,515	193,920	250,435	92%	✓
Transfer / Overhead Allocation	0	0	0	8,737	8,737	0%	✗
Total Unit: Natural Resource Management	0	272,579	56,515	202,657	259,173	95%	✓
Total Section: NATURAL RESOURCE MANAGEMENT	0	272,579	56,515	202,657	259,173	95%	✓
Total Department: CORPORATE SERVICES	0	272,579	56,515	202,657	259,173	95%	✓
Grand Total:	0	272,579	56,515	202,657	259,173	95%	✓

10. Section Statistics

Events / Program / Activity	Date	Attendees	Comments
Completed activities			
Fitzroy Basin Report Card 2016-17: Attended Fitzroy Partnership for River Health's annual report card presentation as Council's representative	01 Jun 18	60	
Rockhampton Regional Library (Bolsover Street): Nature Photography Competition display and public exhibition of the proposed Environmental Sustainability Strategy	04 – 16 Jun 18	500+	Prize presentation and media coverage
Rockhampton Agricultural Show: Native plant giveaway, reusable bags and public exhibition of the proposed Environmental Sustainability Strategy	13 – 15 Jun 18	10,754	Directly engaged with 200+ residents
Kern Arcade 'For Lease' Space (CBD): Nature Photography Competition display, Boomerang Bags activity and public exhibition of the proposed Environmental Sustainability Strategy	18 – 28 Jun 18	500+	Directly engaged with 50+ residents
Upcoming activities			
NAIDOC Day (City Hall/Cricket Grounds): Supporting Council tree planting activity	13 July 18		
Emergency Services Day (Heritage Village): Native plant giveaway to celebrate National Tree Day	29 Jul 18	5,000+	
Tropicana (Rockhampton Botanic Gardens): Bringing Nature Back and Fostering Sustainable Behaviour programs	Sep 18		
Small Landholders Day: Bringing Nature Back - native plant giveaway	06 Oct 18		

11. Whole of Council Statistics

No whole of Council statistics at this time.

12. Sustainability events and media coverage

THE MORNING BULLETIN.COM.AU THURSDAY, MAY 31, 2018

Capturing nature in a photograph

LAUNCHED with a photo exhibition at the Rockhampton Regional Library, the winning entries of council's first Nature Photography Competition were announced on Monday.

Spectacular sunsets mirrored in the Yeppen Lagoon, views of the region's patchwork hills, and honey-eaters mid-flight are just some of the stunning images to take a top prize.

Council's environment spokesperson, councillor Drew Wickerson, said with more than 260 entries submitted, judging was no easy task.

"There is no doubt that our region is home to a unique and magnificent natural environment, and also to some very talented photographers," Cr Wickerson said.

"The entries submitted were outstanding to say the least and it's been a pleasure to see locals get behind this competition, get behind their lens, and share the stunning results with us."

There were three themes for people to explore through photography as part of the competition along with a professional category and a category for young budding photographers. In the junior category two winners were awarded, with one of the winners just five years old.

COMPETITION WINNERS

- Connecting with Nature Category: "Nature's Playground" by Hoyley Williamson
- Celebrating our Natural Landscapes Category: "Afterglow" by Russell Prothero
- Showcasing our Native Flora and Fauna Category: "Coming Home" by Rex Boggs
- Professional Category: "Murray Lagoon Sunset" by Madelyn Holmes
- Budding Young Photographer Category: "Rainbow over Water" by Trent Liedemann and "Green Bushland" by Claudia Brooks

The short-listed and winning entries will be on display at the Rockhampton Regional Library, in Bolsover St, until June 16.

"They're part of a display leading up to World Environment Day, which is on June 5, so be sure to stop in and have a look," Cr Wickerson said.

"Thank you again to all of our local shutterbugs and congratulations to our winners."



Entering into the Native Flora and Fauna section, Rex Boggs captured this picture entitled *Coming home*. Photo: Rex Boggs



This natural landscape picture was captured by Russell Prothero over the Yeppen Lagoon and is entitled *Afterglow*. Photo: Russell Prothero



Young photographer Claudia Brooks shot this *Green Bushland*. Photo: Claudia Brooks

Nature Photography Competition (featured in The Morning Bulletin)



Nature Photography Competition display and presentation to winners (Rockhampton Regional Library)



Native plant giveaway and consultation on the proposed Environmental Sustainability Strategy (Rockhampton Show)



Nature Photography Competition display and public consultation on proposed Environmental Sustainability Strategy ('For Lease' Space in CBD)



V2 | Approved July 2017

Let's climb that mountain



BY LIZ
FRAZER PEARCE

The eco-tourism section jumped out at me as I read the Rockhampton Regional Council's newly adopted draft environmental strategy.

This is an excellent vision to enhance our natural assets for use and enjoyment by residents but also to give an another dimension for tourists.

There is no argument the commercial sector has on the Fitzroy is working with evidence enhanced catches and visitors as a result of research and media coverage spreads the word of our beautiful paradise.

This will lead to new business start-ups as investors bank into the opportunities that come with the flow of fishermen eager to get a slice of the Fitzroy angling action.

When former Rocky MP Bill Byrne announced the fishing ban a few years back, I was taken by surprise but happy to see how it played out. Not only has it been super successful, but one would hope far it will take us as a fishing destination.

What makes me so the Mt Archer Adventure Park.

This isn't as simple as ban it and they will fish. The council build it and they will come. What we have to do is make it a natural wonderland on our doorstep.

Just look at the success of the upgrade mountain bike tracks to dirt, but I imagine our politicians to keep building further investment in the recreation plan to turn the area into an outdoor adventure wonderland.

It is a winner.

themorningbulletin.com.au

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SHARK more



PASSION PROJECT: Rockhampton Regional Councillor Drew Wickerson with Boomerang Bags
Rockhampton group members Jessica Gudmann, Rita Thompson and Kate Hollingsworth. Picture: Contributed

NEWS

Rockhampton council donates fabric to make boomerang bags

19th Jun 2018 5:02 PM

Media coverage of proposed Environmental Sustainability Strategy and support to Boomerang Bags (featured in The Morning Bulletin)

A greener future for Rocky region

Environmental strategy opens for public feedback

MICHELLE GATELY
michelle.gately@rockhampton.qld.gov.au

INCREASED water and energy efficiency, more urban canopies, eco-tourism, and continued clean-ups of waterways are just some of the opportunities identified in Rockhampton Regional Council's newly adopted draft environmental strategy.

The new eco-tourism program builds on the implementation of the Mount Archer Activation Plan and the Recreation Fishing Strategy in a bid to draw thousands of tourists to the region.

Councillor Drew Wickerson hailed the new green strategy as a milestone for the region.

It comes after a feasibility study showed the Glenmore Water Treatment Plant could be powered by a small solar farm, which would deliver a return on investment in six to seven years.

This alone would cut about \$3 million from council's operating budget.

The strategy maps the region's fauna, flora and environment and commits to a sustainable future based on four key

The vision

Natural environment

- Programs to maintain and enhance waterways and green spaces, protect remnant vegetation and support local biodiversity
- Embedding sustainability in planning policies
- Target of long-term trending improvement in net waterway health

Empowering community

- Community engagement programs and community-based sustainability initiatives encouraged and funded
- Increased canopy cover within urban footprint
- Recognition and support for sustainability improvements by individuals, schools, businesses, and community organisations
- Waste and recycling programs

Industry and infrastructure

- Encourage sustainable developments, embedding these considerations within planning, policy and infrastructure
- Achieve eco-tourism ratings for key local destinations
- Energy efficient and renewable projects, and active transport and land use planning

Council operations

- Integrate environmental sustainability as core council principle
- Encourage wise use of resources and implement a program to manage risk
- Measure progress through annual report

elements: natural environment, community, council operations, and industry and infrastructure.

"It identifies ways we can enhance the liveability of our region, empower our commu-

nity to live more sustainably, and ensure that what resources we have, we use wisely," Cr Wickerson said.

The strategy will be on council's website from Monday and is open to public feedback.

11.5 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 JUNE 2018

File No: 8148
Attachments: 1. [Income Statement June 2018](#)
2. [Key Indicator Graphs June 2018](#)
Authorising Officer: Ross Cheesman - Acting Chief Executive Officer
Author: Alicia Cutler - Chief Financial Officer

SUMMARY

The Chief Financial Officer presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 30 June 2018.

OFFICER'S RECOMMENDATION

THAT the Rockhampton Regional Council Summary Budget Management Report for the period ended 30 June 2018 be 'received'.

COMMENTARY

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

1. Income Statement (Actuals and Budget for the period 1st July 2017 to 30 June 2018), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

The attached financial results provide a reasonable indication of Council's financial performance for the 2017/2018 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 2017/2018. 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% of the March revised budget. Key components of this result are:

- Net Rates and Utility Charges are at 101% of budget. This result is mainly attributable to an increase in the level of pre-paid rates of \$1.0M to \$7.3M as at 30 June 2018.
- Fees and Charges revenue is slightly behind revised budget expectations at 94%. Aviation Services has experienced lower than expected Passenger Service charges which has impacted this area.
- Grants and Subsidies are on budget at 101% of the March Revised Budget as Council received \$3.97M as an advance payment of the 2018/2019 Federal Assistant Grant. An adjustment to the operational revised budget was made to account for this receipt of revenue.
- Interest Revenue is ahead of budget at 109%.
- Other Revenue is at 142% of revised budget partly due to receipt of insurance proceeds in relation to Tropical Cyclone Debbie.
- All other revenue items are in proximity to the revised budget.

Total Operating Expenditure is at 99% of the March revised budget with committals, or 96% of budget without committals. Key components of this result are:

- Employee Costs are at 94% of revised budget. Employee Costs are expected to increase following the finalisation of all entries for employee expenses and entitlements during July.

- Contractors & Consultants are at 99% of the revised budget and 85% when committals are excluded. End of year processing will influence this result due to the number of committals in this area.
- Materials and Plant is at 104% of revised budget. Similar to Contractors and Consultants, this result is heavily influenced by committals as actual expenditure is at 98% of revised budget.
- Asset Operational is ahead of the revised budget at 110% including committals or 103% without committals. End of year processing will impact on this area as a number of licences for 2018/2019 have been prepaid. Water consumption on Council owned properties is also contributing to this area being over budget.
- All other expense items are in proximity to the adopted budget.

The following commentary is provided in relation to capital income and expenditure, as well as investments and loans. The percentages reported for capital revenue and expenditure are measured against the March revised budget.

Total Capital Income is at 92% of the March revised budget after receiving \$43.3M during the year.

Total Capital Expenditure is at 91% of the revised budget without committals. This represents an actual spend of \$106.7M as at 30 June 2018. During June \$10.3M was spent on the capital program.

Total Investments are \$80.7M as at 30 June 2018.

Total Loans are \$123.9M as at 30 June 2018.

CONCLUSION

The main accounting processes for the 2017/2018 financial year are yet to be completed and 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 \$10M (including \$6.1M of committed expenditure) is currently ahead of the March Revised Budget surplus of \$3.97M. However, it should be noted that with end of year transactions yet to be processed the final result for the 2017/2018 financial year will change.

Total operational revenue is ahead of budget at 101%. Operational expenditure is in line with budget at 99% when committed expenditure is included and should finish the year in close proximity to the revised budget.

Capital revenue is below budget at 92%, however the processing of Developers Contributions is yet to be finalised. Capital Expenditure is at 91% when excluding committals. Given the large volume of committals, capital expenditure levels will increase due to end of financial year processing of accrued expenditure.

SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 JUNE 2018

Income Statement June 2018

Meeting Date: 24 July 2018

Attachment No: 1



Income Statement
For Period July 2017 to June 2018
100% of Year Gone

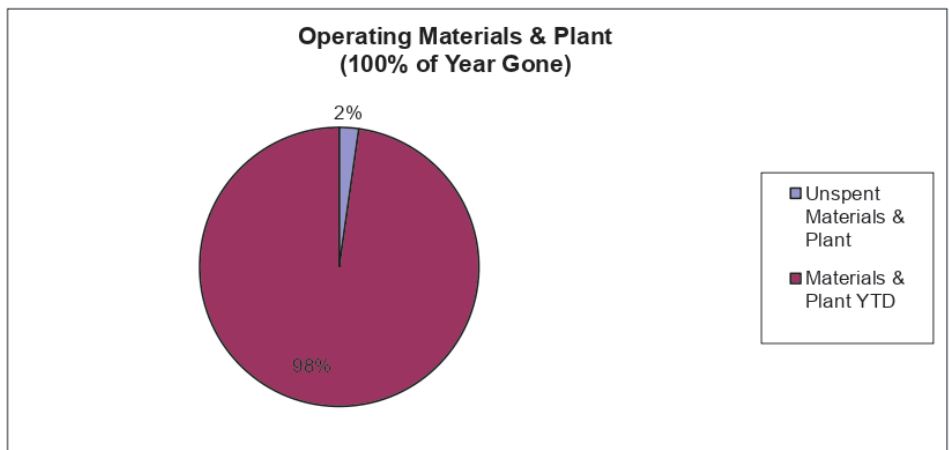
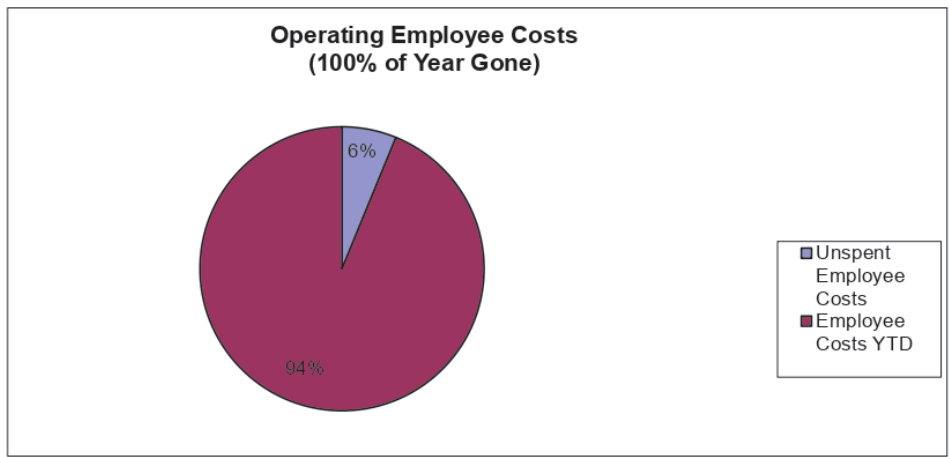
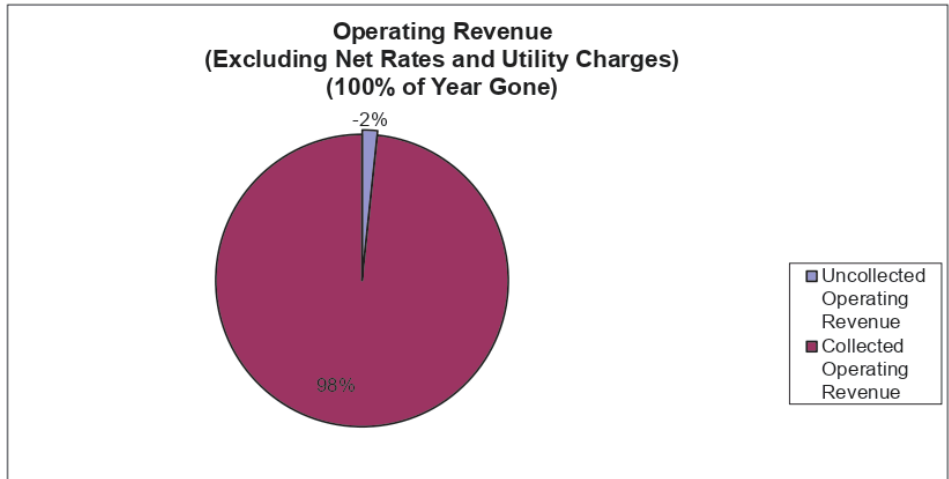
	Adopted Budget	Revised Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Revised Budget
	\$	\$	\$	\$	\$	
OPERATING						
Revenues						
Net rates and utility charges	(138,867,139)	(138,867,139)	(140,459,083)	0	(140,459,083)	101%
Fees and Charges	(24,433,952)	(24,297,630)	(22,854,150)	0	(22,854,150)	94%
Private and recoverable works	(6,859,879)	(6,859,879)	(6,848,547)	0	(6,848,547)	100%
Rent/Lease Revenue	(3,029,760)	(3,049,517)	(3,080,536)	0	(3,080,536)	101%
Grants Subsidies & Contributions	(11,345,807)	(14,186,439)	(14,343,304)	0	(14,343,304)	101%
Interest revenue	(2,290,920)	(2,290,920)	(2,501,067)	0	(2,501,067)	109%
Other Income	(4,084,728)	(4,753,157)	(6,770,156)	0	(6,770,156)	142%
Total Revenues	(190,912,185)	(194,304,682)	(196,856,843)	0	(196,856,843)	101%
Expenses						
Employee costs	75,800,127	76,850,277	72,083,595	114,271	72,197,866	94%
Contractors & Consultants	17,266,762	17,351,420	14,759,725	2,343,239	17,102,964	99%
Materials & Plant	11,369,796	11,443,186	11,185,285	764,863	11,950,148	104%
Asset Operational	19,083,885	19,413,621	19,994,585	1,322,503	21,317,089	110%
Administrative expenses	12,932,949	13,440,551	12,015,834	1,572,066	13,587,900	101%
Depreciation	52,868,882	50,789,908	50,789,908	0	50,789,908	100%
Finance costs	7,942,283	7,942,283	7,702,275	0	7,702,275	97%
Other Expenses	1,138,777	1,184,517	1,154,465	16,277	1,170,742	99%
Total Expenses	198,403,461	198,415,763	189,685,673	6,133,221	195,818,893	99%
Transfer / Overhead Allocation						
Transfer / Overhead Allocation	(8,004,600)	(8,081,081)	(8,993,636)	0	(8,993,636)	111%
Total Transfer / Overhead Allocation	(8,004,600)	(8,081,081)	(8,993,636)	0	(8,993,636)	111%
TOTAL OPERATING POSITION (SURPLUS)/DEFICIT	(513,324)	(3,970,000)	(16,164,807)	6,133,221	(10,031,586)	253%
CAPITAL						
Total Developers Contributions Received	(2,554,854)	(2,810,200)	(875,205)	0	(875,205)	31%
Total Capital Grants and Subsidies Received	(29,900,183)	(43,103,624)	(42,503,382)	0	(42,503,382)	99%
Total Proceeds from Sale of Assets	(1,000,000)	(1,000,000)	0	0	0	0%
Total Capital Income	(33,455,037)	(46,913,824)	(43,378,587)	0	(43,378,587)	92%
Total Capital Expenditure	118,039,150	117,988,810	106,796,370	41,555,622	148,351,992	126%
Net Capital Position	84,584,113	71,074,986	63,417,783	41,555,622	104,973,405	148%
TOTAL INVESTMENTS			80,793,765			
TOTAL BORROWINGS			123,958,994			

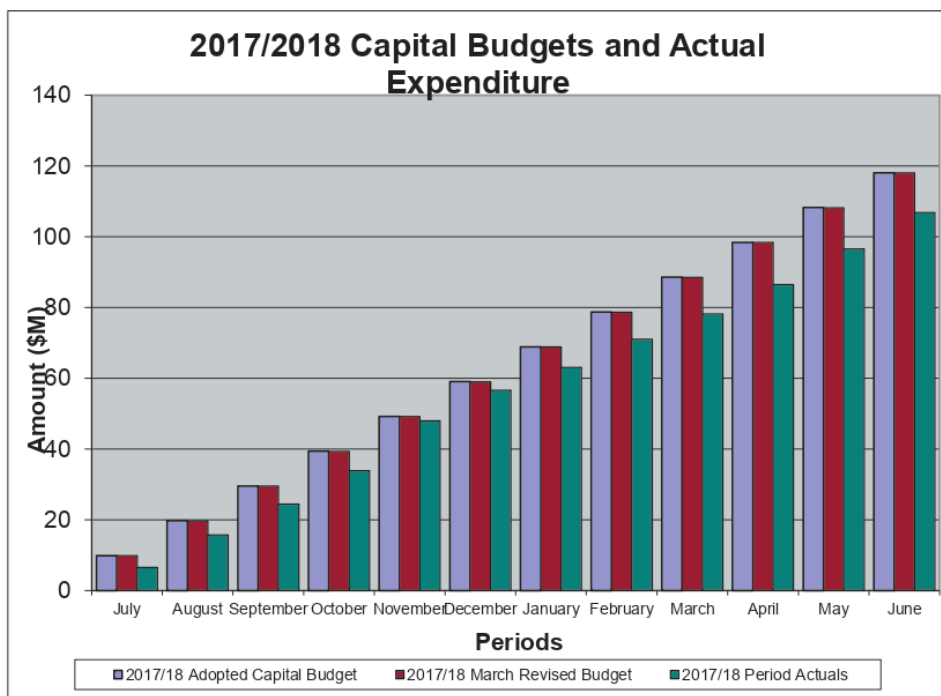
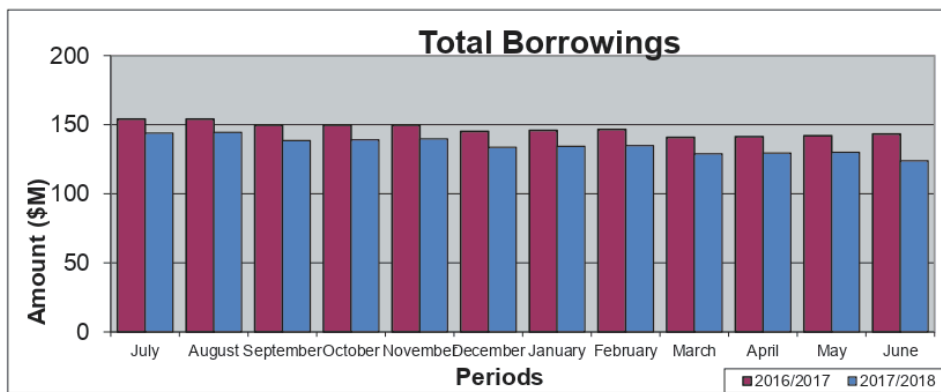
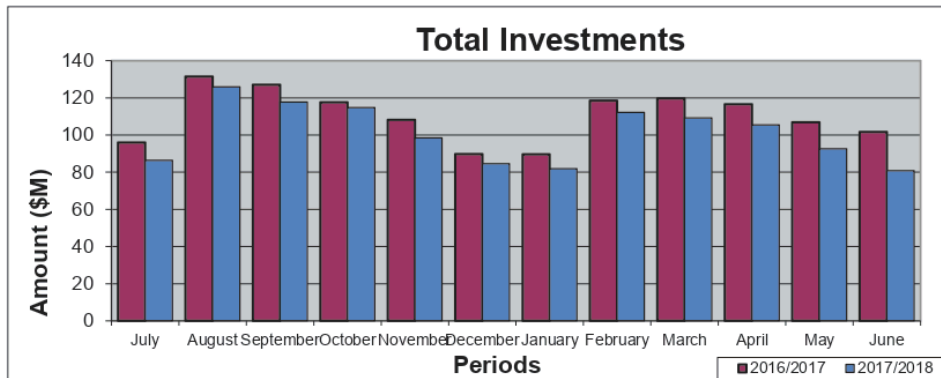
SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 JUNE 2018

Key Indicator Graphs June 2018

Meeting Date: 24 July 2018

Attachment No: 2





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 Council to Council Assistance in Natural Disasters

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

16.2 Legal Matters Report - April to June 2018

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.

16.3 Scavenging Services and Shop Operation at the Lakes Creek Road Waste Facility Contract Update

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

16.4 CBD Development Opportunities

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

16 CONFIDENTIAL REPORTS

16.1 COUNCIL TO COUNCIL ASSISTANCE IN NATURAL DISASTERS

File No: 3676

Attachments: Nil

Authorising Officer: Ross Cheesman - Acting Chief Executive Officer

Author: Alicia Cutler - Chief Financial Officer

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

SUMMARY

Chief Financial Officer providing update to Council and recommendations in relation to Council-to-Council assistance in Natural Disasters.

16.2 LEGAL MATTERS REPORT - APRIL TO JUNE 2018**File No:** 1392**Attachments:** 1. Legal Matters 1 April 2018 to 30 June 2018**Authorising Officer:** Tracy Sweeney - Manager Workforce and Governance**Author:** Allysa Brennan - Coordinator Legal and Governance

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

SUMMARY

Presenting an update of current legal matters that Council is involved in as at 30 June 2018.

16.3 SCAVENGING SERVICES AND SHOP OPERATION AT THE LAKES CREEK ROAD WASTE FACILITY CONTRACT UPDATE**File No: 7238****Attachments: Nil****Authorising Officer: Peter Kofod - General Manager Regional Services****Author: Michael O’Keeffe - Manager Rockhampton Regional Waste and Recycling**

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

SUMMARY

The purpose of this report is to provide Council with an update on the current Scavenging Services and Shop Operation at the Lakes Creek Road Waste Facility Contract and proposed way forward.

16.4 CBD DEVELOPMENT OPPORTUNITIES**File No:** 12433**Attachments:** 1. Development Proposal**Authorising Officer:** Peter Kofod - General Manager Regional Services
Tony Cullen - General Manager Advance Rockhampton**Author:** Angus Russell - Senior Executive Strategic Projects

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

SUMMARY

The report provides an update on CBD development opportunities.

17 CLOSURE OF MEETING