



ORDINARY MEETING

AGENDA

13 DECEMBER 2016

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 13 December 2016 commencing at 9.00am for transaction of the enclosed business.

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

CHIEF EXECUTIVE OFFICER
8 December 2016

Next Meeting Date: 10.01.17

Please note:

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

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 |
| | NIL | 3 |
| 8 | PRESENTATION OF PETITIONS..... | 4 |
| 8.1 | PETITION REQUESTING REVIEW OF TRAFFIC SAFETY CONCERNS IN WARD AND SPENCER STREETS, ALLENSTOWN..... | 4 |
| 9 | COMMITTEE REPORTS..... | 5 |
| 9.1 | PLANNING AND REGULATORY COMMITTEE MEETING - 6 DECEMBER 2016 | 5 |
| 9.2 | INFRASTRUCTURE COMMITTEE MEETING - 6 DECEMBER 2016..... | 23 |
| 9.3 | AIRPORT, WATER AND WASTE COMMITTEE MEETING - 6 DECEMBER 2016 | 27 |
| 9.4 | COMMUNITY SERVICES COMMITTEE MEETING - 7 DECEMBER 2016 | 32 |
| 9.5 | PARKS, RECREATION AND SPORT COMMITTEE MEETING - 7 DECEMBER 2016 | 40 |
| 10 | COUNCILLOR/DELEGATE REPORTS | 50 |
| 10.1 | LEAVE OF ABSENCE - COUNCILLOR ELLEN SMITH - 14 DECEMBER TO 16 DECEMBER 2016..... | 50 |
| 11 | OFFICERS' REPORTS | 51 |
| 11.1 | CONVERSION OF BOND STORE TO ACCOMMODATE A SMART WORKING HUB..... | 51 |
| 11.2 | PROPOSED TRUSTEE LEASE TO OPTUS (TELECOMMUNICATIONS TOWER) - PART OF 15 BIRKBECK DRIVE, PARKHURST..... | 86 |
| 11.3 | DEVELOPMENT INCENTIVES POLICY | 123 |
| 11.4 | FINAL MANAGEMENT REPORT FOR ROCKHAMPTON REGIONAL COUNCIL | 144 |
| 11.5 | SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 NOVEMBER 2016 | 158 |

| | | |
|-----------|---|------------|
| 11.6 | SUSTAINABLE PLANNING ACT 2009 - TEMPORARY DELEGATION OVER CHRISTMAS / NEW YEAR PERIOD | 166 |
| 12 | NOTICES OF MOTION | 169 |
| 12.1 | NOTICE OF MOTION - COUNCILLOR DREW WICKERSON - REVIEW OF ALLOCATED PARKING FOR ROCKHAMPTON REGIONAL COUNCIL VEHICLES IN EAST STREET | 169 |
| 13 | QUESTIONS ON NOTICE | 174 |
| | NIL | 174 |
| 14 | URGENT BUSINESS/QUESTIONS | 175 |
| 15 | CLOSED SESSION | 176 |
| 16.1 | CAPRICORN ENTERPRISE FUNDING AGREEMENT | 176 |
| 16.2 | UPCOMING EVENT UPDATE | 176 |
| 16.3 | BUILDING BETTER REGIONS (PREVIOUSLY BUILDING STRONGER REGIONS) FUNDING POOL | 176 |
| 16.4 | CAPITAL PROJECTS..... | 176 |
| 16 | CONFIDENTIAL REPORTS..... | 177 |
| 16.1 | CAPRICORN ENTERPRISE FUNDING AGREEMENT | 177 |
| 16.2 | UPCOMING EVENT UPDATE..... | 178 |
| 16.3 | BUILDING BETTER REGIONS (PREVIOUSLY BUILDING STRONGER REGIONS) FUNDING POOL | 179 |
| 16.4 | CAPITAL PROJECTS..... | 180 |
| 17 | CLOSURE OF MEETING..... | 181 |

1 OPENING

The opening prayer presented by Reverend Shaji Joseph from the Anglican Church St Luke's Wandal.

2 PRESENT

Members Present:

The Mayor, Councillor M F Strelow (Chairperson)
Councillor C E Smith
Councillor C R Rutherford
Councillor M D Wickerson
Councillor A P Williams
Councillor R A Swadling
Councillor N K Fisher

In Attendance:

Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

Councillor Stephen Schwarten previously granted Leave of Absence from 17 October 2016 to 18 December 2016 inclusive.

4 CONFIRMATION OF MINUTES

Minutes of the Ordinary Meeting held 22 November 2016

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

8.1 PETITION REQUESTING REVIEW OF TRAFFIC SAFETY CONCERNS IN WARD AND SPENCER STREETS, ALLENSTOWN

File No: 8054
Attachments: Nil
Responsible Officer: Evan Pardon - Chief Executive Officer

SUMMARY

Councillor Drew Wickerson has received a petition from 26 petitioners requesting a review of traffic safety concerns in Ward and Spencer Streets, Allenstown.

RECOMMENDATION

THAT the petition requesting traffic safety in Ward and Spencer Streets be received and that a report be prepared for the Infrastructure Committee.

OFFICER COMMENT

Councillor Wickerson has received a petition from 26 residents requesting a review of traffic safety concerns in Ward and Spencer Streets, Allenstown as follows:

“Recent redevelopment of the Mater Hospital has seen a significant increase in traffic movements in Spencer and Ward Streets.

The aim of this petition is to reduce the speed of traffic, particularly in the vicinity of Saint Peter’s School and intersections with Upper Dawson Road, through the installation of traffic calming devices.

There have been two recent serious traffic accidents in this area, one involving a pedestrian being severely injured. In addition, there have been numerous less serious collisions as vehicles attempt to exit both Ward or Spencer Streets onto Upper Dawson Rd, due to restricted visibility caused by parked cars. In this case, the petition has supported the installation of some form of aid such as a mirror to improve traffic safety.”

9 COMMITTEE REPORTS

9.1 PLANNING AND REGULATORY COMMITTEE MEETING - 6 DECEMBER 2016

RECOMMENDATION

THAT the Minutes of the Planning and Regulatory Committee meeting, held on 6 December 2016 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Planning and Regulatory Committee, 6 December 2016
9.1.1 D/151-2016 - DEVELOPMENT APPLICATION FOR OPERATIONAL WORKS FOR AN ADVERTISING DEVICE (BILLBOARD SIGN)

File No: D/151-2016

Attachments:

1. Locality Plan
2. East Street Elevation
3. Fitzroy Street Elevation
4. Photoshopped Image

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

Author: Anton de Klerk - Acting Coordinator Development Assessment

SUMMARY

Development Application Number: D/151-2016

Applicant: Bishopp Outdoor Advertising C/- Vision Surveys

Real Property Address: Lot 1 on RP608458, Parish of Rockhampton

Common Property Address: 36 East Street, Rockhampton City

Area of Site: 1,993 square metres

Planning Scheme: Rockhampton Region Planning Scheme 2015

Planning Scheme Zone: Principal Centre Zone

Planning Scheme Overlays: Not Applicable

Existing Development: Office Building

Existing Approvals: Office Building

Approval Sought: Development Permit for Operational Works for an Advertising Device (billboard sign)

Level of Assessment: Code Assessable

Submissions: Not Applicable

Referral Agency(s): Nil

Infrastructure Charges Area: Charge Area 2

Application Progress:

| | |
|--|-------------------|
| <i>Application Lodged:</i> | 21 September 2016 |
| <i>Application Properly Made:</i> | 26 September 2016 |
| <i>Council request for additional time (until 22 November 2016):</i> | 20 October 2016 |
| <i>Government Agency Response (as an advice agency, requested by Council):</i> | 12 October 2016 |
| <i>Last receipt of information from applicant:</i> | 1 November 2016 |
| <i>Council request for additional time (until 20 December 2016):</i> | 15 November 2016 |
| <i>Statutory due determination date:</i> | 20 December 2016 |

| | |
|--|--|
| | |
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COMMITTEE RECOMMENDATION

THAT in relation to the application for a Development Permit for Operational Works for an Advertising Device (billboard), made by Bishopp Outdoor Advertising c/- Vision Surveys on behalf of Smith Bros. Investments Pty Ltd, on land described as Lot 1 on RP608458, Parish of Rockhampton, located at 36 East Street, Rockhampton City, 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 of this approval must be undertaken and completed to the satisfaction of Council, at no cost to Council.
- 1.4 The following further Development Permits must be obtained prior to the commencement of any works associated with their purposes:
 - 1.4.1 Building Works.
- 1.5 All works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards, unless otherwise stated.

2.0 APPROVED PLANS AND DOCUMENTS

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

| <u>Plan/Document Name</u> | <u>Plan Number</u> | <u>Dated</u> |
|---|--------------------|-----------------|
| Level 2 Floor Plan | SK 01, Amendment A | 27 October 2016 |
| Fitzroy Street Elevation | SK 02, Amendment A | 27 October 2016 |
| East Street Elevation & Details | SK 03, Amendment A | 27 October 2016 |
| Unnamed (a photoshopped image illustrating the proposed sign on the building) | Unnumbered | Undated |

- 2.2 A set of the above approved plans are returned to you as the Consultant. The Consultant is to supply one (1) Approved set to the contractor to be retained on site at all times during construction.
- 2.3 Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.
- 2.4 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council prior to the submission of a Development Application for Building Works.

3.0 DIGITAL SCREEN DISPLAY FEATURES

- 3.1 The digital display screen of the Advertising Device must incorporate an automatic error detection system which will turn off the screen display or display a blank screen should the Advertising Device malfunction.

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- 3.2 The Advertising Device display screen must incorporate a minimum of two (2) automated ambient light sensors capable of supporting a minimum of five (5) levels of stepped dimming to ensure display screen luminance can adjust automatically in response to surrounding ambient light conditions from dark of night to fully sunlit conditions.
 - 3.3 The Advertising Device display screen must provide for on site control, operation, configuration and diagnosis of the screen display.
 - 3.4 Messages must remain static for a minimum dwell time of nine (9) seconds, and are not to scroll across the screen or incorporate flashing, blinking, revolving, pulsating, high contrast or rotating effects animation.
 - 3.5 Each change of advertisement is to be completed instantaneously (i.e. within 0.1 of a second).

4.0 DIGITAL SCREEN ADVERTISEMENTS AND MOVEMENT

- 4.1 The Advertising Device display screen must not be split to display multiple advertisements on the one display screen.
- 4.2 Advertisements must not display text, photographs or symbols depicting, mimicking or that could be reasonably interpreted as a traffic control device.
- 4.3 Advertisements must not invite traffic to move contrary to any traffic control device, or turn where there is fast moving traffic.
- 4.4 Advertisements must only promote a single, self-contained advertising message that is clear, succinct, legible and easily understood at a glance. The use of text components in a sequential manner, whereby text refers to or is reliant on previous or successive screen displays in order to convey an advertising message is not permitted.

Note: An advertising message refers to the main point the advertisement is attempting to convey to its target audience. This condition seeks to ensure that drivers in particular are not required to spend an excessive amount of time reading and interpreting advertisements.

- 4.5 Changeover animation effects such as 'fade', 'zoom', or 'fly-in' between advertisements must not be used.
- 4.6 A blank black, white, or any coloured screen must not be displayed between advertisements.
- 4.7 Advertisement that comprise of, or incorporate moving visual images, such as videos or animations must not be displayed.

Note: Video refers to a recording or the streaming of moving visual images captured by or using a video camera. Animation refers to a simulation of movement created by displaying a series of pictures or frames either digitally or otherwise.

- 4.8 The Advertising Device must not be capable of playing audio nor synchronised with any outdoor sound system utilised for advertising purposes.

5.0 ILLUMINANCE AND LUMINANCE

- 5.1 Any lighting devices associated with the signage, such as sensory lighting, must be positioned on the site and shielded so as not to cause glare or other nuisance to nearby residents or motorists. Night lighting must be designed, constructed and operated in accordance with '*Australian Standard AS4282 – Control of the obtrusive effects of outdoor lighting*'.
- 5.2 Luminance levels of the Advertising Device must not exceed the applicable levels listed in *Table 1* below.

Table 1: Luminance levels Advertising Device

| Ambient Condition Description | Dimming Level | Advertising Device Illuminance Vertical Component (lx) | All Colours | | Bailey's Sign Nit Setting | |
|-------------------------------|---------------|--|---|---|---------------------------|-----------|
| | | | Screen Luminance (Cd/m ²) Max | Screen Luminance (Cd/m ²) Min | Max (nit) | Min (nit) |
| Sunny Day | 5 | 40,000 | 6,300 | 2,800 | 6,000 | 2,800 |
| Cloudy Day | 4 | 4,000 | 1,100 | 500 | 1,100 | 500 |
| Twilight | 3 | 400 | 480 | 260 | 480 | 260 |
| Dusk | 2 | 40 | 380 | 120 | 380 | 120 |
| Night | 1 | < 4 | 340 | 80 | 270 | 80 |

Note: Illuminance refers to the intensity of light falling at a given place on a lighted surface when measured by a lux meter and expressed as luminous flux per unit area (otherwise known as lux (lx)). Luminance refers to the intensity of light per unit area of its source when measured by a luminance meter and expressed as candela per square metre (cd/m²). It is often used to describe the perceived brightness of a light source.

6.0 ASSET MANAGEMENT

6.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be at full cost to the Developer.

7.0 OPERATING PROCEDURES

7.1 When requested by Council, a lighting investigation must be undertaken by a qualified person to investigate any complaint of light nuisance, and the results notified within twenty-eight (28) days to Council.

7.2 The lighting investigation must be carried out generally in accordance with the relevant test methods contained section 5 of 'Australian Standard AS4282 – Control of the obtrusive effects of outdoor lighting' and Appendix A of 'Australian Standard AS4852.2:2009: Variable Message Signs - Portable Signs' as applicable to determine whether or not the illuminance and luminance levels listed within this Permit have been exceeded.

8.0 ADVERTISING DEVICE CONSTRUCTION AND MAINTENANCE

8.1 Council reserves the right for uninterrupted access to the site at all times during construction.

8.2 All Construction work and other associated activities are permitted only between 0630 hours and 1800 hours Monday to Saturday. No work is permitted on Sundays or public holidays. All requirements of the *Environmental Protection Act 1994* and *Environmental Protection Regulations 2008* must be observed at all times.

8.3 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the site.

8.4 Any proposed works within the vicinity (or zone of influence) of existing Council infrastructure will not adversely affect the integrity of the infrastructure. Any restoration works required on existing Council infrastructure as a result of proposed works will be at developer's expense.

- 8.5 The Advertising Device (Digital Billboard Sign) must be designed and certified by a Registered Professional Engineer of Queensland and constructed in accordance with the requirements of the Queensland Development Code and the Building Code of Australia.
- 8.6 All conduits, wiring, switches or other control apparatus installed on an Advertising Device must be concealed from general view, with control apparatus secured in a manner to prevent unauthorised entry and display setting tampering.
- 8.7 All electrical services and systems must comply with '*Australian and New Zealand Standard AS/NZS 3000:2007 - Electrical Installations*'.
- 8.8 The Advertising Device, including its display screen and supporting structure, must meet applicable wind loading requirements as specified in '*Australian Standard AS 1170.2: 2011 - Structural Design Actions Part 2 - Wind Actions*'.
- 8.9 The Advertising Device must be installed in such a fashion so that in the event that the advertising device is removed, the underlying wall surface is able to be made good. Upon removal of the Advertising Device, the wall surface must be restored to an original condition.
- 8.10 All signage must be maintained at all times on the premises by the owner of the premises to the same standard as it was when it was installed.
- 8.11 The Advertising Device (Digital Billboard Sign) must be maintained in a safe, clean, tidy and sightly condition at all times.
- 8.12 Digital advertising devices are an emerging technology and provide the opportunity for real time, attractive, changeable messaging to the public, including community information and emergency communications. The Developer must enter into an agreement with Council, prior to operation of the advertising device, clarifying guidelines / limitations to third party advertising, including potential advertising time for Council.

ADVISORY NOTES

NOTE 1. Aboriginal Cultural Heritage

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

NOTE 2. General Environmental Duty

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

NOTE 3. General Safety Of Public During Construction

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

Recommendation of the Planning and Regulatory Committee, 6 December 2016**9.1.2 REQUEST TO EXTEND THE RELEVANT PERIOD TO DEVELOPMENT PERMIT D/533-2008 FOR A MATERIAL CHANGE OF USE FOR MULTI UNIT DWELLINGS (FOUR UNITS)**

File No: D/533-2008
Attachments: 1. Locality Plan
Authorising Officer: Anton de Klerk - Acting Coordinator Development Assessment
Steven Gatt - Manager Planning & Regulatory Services
Michael Rowe - General Manager Community Services
Author: Alyce James - Planning Officer

SUMMARY

Development Application Number: D-R/533-2008
Applicant: R G Cooper
Real Property Address: Lot 43 on RP603342
Common Property Address: 369 Paterson Avenue, Koongal
Area of Site: 1,196 square metres
Current Planning Scheme: Rockhampton Region Planning Scheme 2015
Current Planning Scheme Zone: Low Density Residential Zone
Superseded Planning Scheme: Rockhampton City Plan 2005
Superseded Planning Scheme Zone/Area: Lakes Creek Residential Area
Planning Scheme Overlays: Nil
Existing Development: Dual Occupancy
Approval Sought: Extension to the Relevant Period to Development Permit D/533-2008 for a Material Change of Use for Multi Unit Dwellings (four units)
Referral Agency(s): Nil
Infrastructure Charges Area: Charge Area 1

COMMITTEE RECOMMENDATION

THAT in relation to the request to extend the relevant period for Development Permit D-R/533-2008 for a Material Change of Use for Multi Unit Dwellings (four units), made by R G Cooper, on land described as Lot 43 on RP603342, Parish of Archer located at 369 Paterson Avenue, Koongal, Council resolves that:

1. Condition 1.8 be amended by replacing the following condition:

“This approval is valid for a period of eight (8) years from the day the approval takes effect. If the use has not commenced in accordance with the approved conditions within eight (8) years the approval will lapse.”

With

This approval is valid for a period of ten (10) years from the day the approval takes effect. If the use has not commenced in accordance with the approved conditions within ten (10) years the approval will lapse.

2. Condition 9.1 be deleted;

“Contributions must be paid to Council prior to the issue of a Development Permit for Building Works.”

3. Condition 9.2 be deleted; and

“The contributions must be paid in accordance with the Council Policy rates at the date of payment. The following table sets out the contributions required to be paid:

| <i>Policy</i> | <i>Contribution</i> | <i>Current Total*</i> |
|---------------|-------------------------------|-----------------------|
| <i>LPP5</i> | <i>Water Supply Headworks</i> | <i>\$1,852.00</i> |
| <i>LPP5</i> | <i>Sewerage Headworks</i> | <i>\$2,178.00</i> |
| <i>PSP5</i> | <i>Park Contribution</i> | <i>\$2,350.00</i> |
| | <i>Footpath</i> | <i>\$2,988.25</i> |

**The sums of money quoted will remain firm for a period of twelve (12) months, after which time, Council reserves the right to review same in accordance with the policies and rates and charges current at the time of payment.”*

4. Note 5 be added:

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

5. Council issue an Infrastructure Charges Notice for the amount of \$42,000.00.

That to reflect the above changes to conditions, R G Cooper, be issued with an Amended Decision Notice for Development Permit D-R/533-2008 for a Material Change of Use for Multi Unit Dwellings (four units).

ADMINISTRATION

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

| Plan/Document Name | Plan Number | Dated |
|---------------------------|------------------|------------|
| Concept Landscape Plan | CF1001 DA Plan 1 | 06/2008 |
| Planting Plan | CF1001 DA Plan 2 | 06/2008 |
| Specifications | CF1001 DA Plan 3 | 06/2008 |
| Details | CF1001 DA Plan 4 | 06/2008 |
| Lower Floor Plan | M28007 Sheet 1 | 13/06/2008 |
| Upper Floor Plan | M28007 Sheet 2 | 13/06/2008 |
| Front and Right Elevation | M28007 Sheet 3 | 13/06/2008 |
| Left and Rear Elevation | M28007 Sheet 4 | 13/06/2008 |
| Site Plan | M28007 Sheet 5 | 13/06/2008 |
| Vehicle Manoeuvring | M28007 Sheet 6 | 13/06/2008 |
| Floor Plan | M28007 Sheet 7 | 13/06/2008 |
| Existing Dwelling | M28007 Sheet 8 | 13/06/2008 |

- 1.2 Where there is any conflict between conditions of this decision notice and details shown on the approved plans, the conditions of approval must prevail.

-
- 1.3 Where these Conditions refer to “Council” in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role of the Council may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
- 1.4 The Developer is responsible for ensuring compliance with this Approval and the Conditions of the Approval by an employee, agent, contractor or invitee of the Developer.
- 1.5 All conditions, works, or requirements of this approval must be undertaken and completed to the satisfaction of Council, prior to the commencement of the use or release of the building format plan, whichever occurs the sooner.
- 1.6 The following further development permits are required prior to the commencement of any works on the site:
- 1.6.1 Operational Works:
- (i) Access and Parking;
 - (ii) Sewerage Works;
 - (iii) Water Works;
 - (iv) Stormwater Works;
 - (v) Site Works; and
 - (vi) Landscaping;
- 1.6.2 Plumbing and Drainage Works; and
- 1.6.3 Building Works.
- 1.7 All Development Permits for Operational Works and Plumbing and Drainage Works must be obtained prior to the issue of a Development Permit for Building Works.
- 1.8 This approval is valid for a period of ten (10) years from the day the approval takes effect. If the use has not commenced in accordance with the approved conditions within ten (10) years the approval will lapse.
- 1.9 Any outstanding rates, charges or expenses levied by the Council over the subject land must be paid prior to the issue of a Development Permit for Building Works.
- 2.0 ACCESS AND PARKING
- 2.1 A Development Permit for Operational Works (access and parking) must be obtained prior to the commencement of any works on the site.
- 2.2 All car parking and access areas must be paved or sealed to the satisfaction of Council. Design and construction must be in accordance with the provisions of a Development Permit for Operational Works (access and parking). The layout must be generally in accordance with the endorsed plans (refer to condition 1.1).
- 3.0 SEWERAGE WORKS
- 3.1 A Development Permit for Operational Works (sewerage works) must be obtained prior to the commencement of any works on the site.
- 3.2 The development must be connected to Council’s reticulated sewerage network in accordance with the provisions of the *Water Act* and *Plumbing and Drainage Act*.
- 3.3 Construction works proposed in the vicinity of Council’s existing sewer infrastructure must not adversely affect the integrity of the infrastructure.
- 3.4 The proposed units must discharge into the combined sewer line down stream of the existing building’s connection point.
- 3.5 All sanitary drainage works must be in accordance with regulated work under the *Plumbing and Drainage Act*.
-

4.0 WATER WORKS

- 4.1 A Development Permit for Operational Works (water works) must be obtained prior to the commencement of any works on the site.
- 4.2 Construction works proposed in the vicinity of Council's existing water infrastructure must not adversely affect the integrity of the infrastructure.
- 4.3 The existing water connection point must be retained to service the proposed development.
- 4.4 In accordance with *Queensland Plumbing and Wastewater Code*, the proposed development must be provided with a master water meter at the property boundary and sub meters for each sole occupancy unit.
- 4.5 All plumbing works must be in accordance with regulated work under the *Plumbing and Drainage Act*.

5.0 STORMWATER WORKS

- 5.1 A Development Permit for Operational Works (stormwater works) must be obtained prior to the commencement of any works on the site.
- 5.2 All stormwater drainage works must be designed and constructed in accordance with the Queensland Urban Drainage Manual and the Capricorn Municipal Design Guidelines, and sound Engineering practice.
- 5.3 All stormwater runoff from the subject site, and roofwater and water from paved surfaces, must be collected within the site and directed to a lawful point of discharge (id est, the kerb and channel in Paterson Avenue), in accordance with Council's requirements. Design and construction must be in accordance with a Development Permit for Operational Works (stormwater works).

6.0 SITE WORKS

- 6.1 A Development Permit for Operational Works (site works) must be obtained prior to the commencement of any works on the site.
- 6.2 Any application for a Development Permit for Operational Works (site works) must be accompanied by an earthworks' plan which clearly identifies the following:
 - (i) the location of cut and/or fill;
 - (ii) the type of fill to be used and the manner in which it is to be compacted;
 - (iii) the quantum of fill to be deposited or removed and finished cut and/or fill levels;
 - (iv) details of any proposed access routes to the site which are intended to be used to transport fill to or from the site; and
 - (v) the maintenance of access roads to and from the site so that they are free of all cut and/or fill material and cleaned as necessary.
- 6.3 Any vegetation cleared or removed must be:
 - (i) mulched on-site and utilised on-site for landscaping purposes, in accordance with the landscaping plan approved by Council; or
 - (ii) removed for disposal at a location approved by Council;within sixty (60) days of clearing. Any vegetation removed must not be burnt

7.0 BUILDING

- 7.1 All external elements, such as air conditioners, must be adequately screened from public view, to Council's satisfaction. Noise from any external elements, such as air

conditioners, must not exceed 5dB(A) above the background ambient noise level, measured at the boundaries of the subject site

7.2 Any lighting devices associated with the development, such as sensory lighting, must be positioned on the 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*'.

7.3 A waste bin compound must be provided in the nominated position as indicated on the approved plan (refer to condition 1,1).

7.3.1 The waste compound must be:

- (i) located at least three (3) metres from any road frontage;
- (ii) surrounded by a fence, minimum 1.8 metres in height, which obstructs from view the contents of the compound from any public place;
- (iii) of a minimum size to accommodate four standard domestic wheelie bins;
- (iv) kept in a clean, tidy condition; and
- (v) provided with impervious paved and drained washdown areas

7.3.2 The refuse containers must be:

- (i) stored within the bin compound area;
- (ii) securely covered at all times; and
- (iii) maintained in a clean condition and in good repair.

8.0 LANDSCAPING

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

8.2 Any application for a Development Permit for Operational Works (landscaping) must be in accordance with the Rockhampton City Plan Landscape Code and include, but is not limited to, the following:

8.2.1 A plan documenting the "Extent of Works" and supporting documentation which includes:

- (i) location and name of existing trees, including those to be retained (the location of the trees shall be overlaid or be easily compared with the proposed development design);
- (ii) the extent of soft and hard landscape proposed;
- (iii) important spot levels and/or contours. The levels of the trees to be retained shall be provided in relation to the finished levels of the proposed buildings and works;
- (iv) underground and overhead services;
- (v) typical details of critical design elements (eg stabilisation of batters, retaining walls, podium/balcony planters, trees in car park areas, fences);
- (vi) details of landscape structures including areas of deep planting; and
- (vii) specification notes on mulching and soil preparation.

8.2.2 A "Planting Plan" and supporting documentation which includes:

- (i) trees, shrubs and groundcovers to all areas to be landscaped;
- (ii) position and canopy spread of all trees and shrubs;

- (iii) the extent and type of works (i.e. paving, fences, garden bed edging etc). All plants shall be located within an edged garden; and
 - (iv) a plant schedule with the botanic and common names, total plant numbers and pot sizes at the time of planting.
- 8.3 All fencing depicted on the approved plans along the western boundary must be of a solid construction, with no openings.
- 8.4 The landscaped areas must be subject to an ongoing maintenance and replanting programme (if necessary).
- 9.0 CONTRIBUTIONS/COSTS
- 9.1 Deleted.
- 9.2 Deleted.
- 9.3 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be at full cost to the developer.
- 9.4 '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 commence of the use or the release of the Building Format Plan, whichever occurs the sooner.
- 10.0 ENVIRONMENTAL
- 10.1 Any application for a Development Permit for Operational Works or a Development Permit for Building Works must be accompanied by a detailed Environmental Management Plan, which addresses, but is not limited to, the following matters:
- (i) water quality and drainage;
 - (ii) erosion and silt/sedimentation management;
 - (iii) vegetation management and clearing;
 - (iv) top soil management;
 - (v) interim drainage plan during construction;
 - (vi) construction programme;
 - (vii) weed control;
 - (viii) emergency vehicle access;
 - (ix) noise and dust suppression; and
 - (x) waste management.
- 10.2 Any application for a Development Permit for Operational Works or Development Permit for Building Works must be accompanied by an Erosion and Sediment Control Plan which addresses, but is not limited to, the following:
- (i) objectives;
 - (ii) site location / 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.

The erosion and sediment control plan must incorporate detailed plans, control measures, monitoring programmes and maintenance procedures to ensure appropriate development and management practices within and adjacent to the site.

10.3 The Environmental Management Plan and the Erosion and Sediment Control Plan approved as part of a Development Permit for Operational Works must be part of the contract documentation for the development works.

10.4 No works can commence on the site unless and until an Environmental Management Plan and an Erosion and Sediment Control Plan has been approved by Council as part of Development Permit for Operational Works.

11.0 OPERATING PROCEDURES

11.1 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the site. No storage of materials, parking of construction machinery or contractors' vehicles will be permitted in Paterson Avenue.

NOTES

NOTE 1: Dust Control

It is the developer's responsibility to ensure compliance with Part 2A - Environmental Nuisance of the Environmental Protection Regulation 1998 which prohibits unlawful environmental nuisance caused by dust, ash, fumes, light, odour or smoke beyond the boundaries of the property during all stages of the development including earthworks and construction.

NOTE 2: Sedimentation Control

It is the developer's responsibility to ensure compliance with Section 32 of the Environmental Protection (Water) Policy 1997 to prevent soil erosion and contamination of the stormwater drainage system and waterways.

NOTE 3: Noise During Construction And Noise In General

It is the developer's responsibility to ensure compliance with Section 6S General Emission Criteria and Section 6T Noise Emission Criteria of the Environmental Protection Regulation 1998.

NOTE 4: General Safety Of Public During Construction

It is the principal contractor's responsibility to ensure compliance with Section 31 of the Workplace Health and Safety Act 1995. Section 31(1)(c) states that the principal contractor is obliged on a construction workplace to ensure that work activities at the workplace are safe and without risk of injury or illness to members of the public at or near the workplace.

It is the responsibility of the person in control of the workplace to ensure compliance with Section 30 of the Workplace Health and Safety Act 1995. Section 30(1)(c) states that the person in control of the workplace is obliged to ensure there is appropriate, safe access to and from the workplace for persons other than the person's workers.

NOTE 5: Infrastructure Charges Notice

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

Recommendation of the Planning and Regulatory Committee, 6 December 2016**9.1.3 APPLICATIONS TO BE DECIDED UNDER DELEGATION**

File No: 7028
Attachments: Nil
Authorising Officer: Steven Gatt - Manager Planning & Regulatory Services
Michael Rowe - General Manager Community Services
Author: Tarnya Fitzgibbon - Coordinator Development Assessment

SUMMARY

This report outlines the new development applications that have been received during October 2016 and how the applications will be decided.

COMMITTEE RECOMMENDATION

THAT the report on applications to be decided under delegation be received.

Recommendation of the Planning and Regulatory Committee, 6 December 2016**9.1.4 FOOTPATH DINING FEE WAIVER**

File No: 11359
Attachments: Nil
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Steven Gatt - Manager Planning & Regulatory Services

SUMMARY

The Rockhampton CBD internal reference group has identified many towns and cities throughout Australia have introduced fee waivers for outdoor dining precincts (temporarily or permanently) to encourage vibrancy through a more prominent café culture.

To increase and encourage outdoor dining opportunities in the Rockhampton CBD and other centres it is proposed to trial an incentive program whereby footpath (outdoor) dining application fees are waived for a six month period for licenced food businesses in the region.

Footpath (outdoor) dining fees are currently (2016/17) \$237 per year. The trial incentive program would include a fee waiver for all licenced food businesses to trial outdoor dining, particularly within the CBD and other centres. It is requested that the Rockhampton Regional Council Outdoor Dining Incentive Program commence on the 1 January 2017.

COMMITTEE RECOMMENDATION

THAT Council undertakes to waive footpath (outdoor) dining application fees for licenced food businesses in the region for six months until the new financial year.

Recommendation of the Planning and Regulatory Committee, 6 December 2016**9.1.5 BUSKING FEE WAIVER**

| | |
|-----------------------------|---|
| File No: | 11359 |
| Attachments: | Nil |
| Authorising Officer: | Michael Rowe - General Manager Community Services |
| Author: | Steven Gatt - Manager Planning & Regulatory Services |

SUMMARY

The Rockhampton CBD internal reference group has identified the process of applying for a busking permit as an area in need of improvement. Busking is viewed as an important vehicle that can be utilised to showcase the regions talent and diversity.

Currently the application process is unclear and expensive for a busker who often receives very little revenue. Encouraging busking in the Rockhampton CBD and other centres will add vibrancy and promote arts and culture within our community.

An evaluation of processes and fees applied by other local governments has been completed. The results found there is an opportunity to more effectively promote busking in our region.

It is recommended that fees and charges for busking be free and a policy for busking be developed.

COMMITTEE RECOMMENDATION

THAT Changes to Council policy in regard to busking are required. The following recommendations apply:

1. That any applicable changes be made to the Local Laws;
2. That a policy for busking be developed, to include permitted locations and a monthly busking permit which can be withdrawn at the sole discretion of Council;
3. That the renewal form be simplified so that it can be processed by customer service;
4. That the permit application fee and permit renewal fee be free;
5. That resourcing is improved, as per the suggestions outlined under resources;
6. Changes to the fees and charges are undertaken to reflect permits are free; and
7. The necessary Insurance be available via Council.

Recommendation of the Planning and Regulatory Committee, 6 December 2016**9.1.6 AMENDMENT TO SUBORDINATE LOCAL LAW NO. 2 (ANIMAL MANAGEMENT) 2011****File No:** 7437, 1464**Attachments:**

1. Amended Subordinate Local Law No. 2 (Animal Management) 2011
2. Current Subordinate Local Law No. 2 (Animal Management) 2011

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

SUMMARY

This report provides the results of recent public consultation on the establishment of additional dog off leash areas in Parks and recommends approval for an amended Subordinate Local Law No2 (Animal Management) 2011.

COMMITTEE RECOMMENDATION

THAT Council approve the amended Subordinate Local Law No. 2 (Animal Management) 2011 as attached and resolves to proceed with the making of the subordinate local law with amendments as outlined in the report.

Recommendation of the Planning and Regulatory Committee, 6 December 2016**9.1.7 D/151-2016 - DEPUTATION REPORT FOR A DEVELOPMENT APPLICATION FOR OPERATIONAL WORKS FOR AN ADVERTISING DEVICE (BILLBOARD SIGN)**

File No: D151-2016
Attachments: Nil
Authorising Officer: Tarnya Fitzgibbon - Coordinator Development Assessment
Steven Gatt - Manager Planning & Regulatory Services
Michael Rowe - General Manager Community Services
Author: Anton de Klerk - Senior Planner

SUMMARY

Council in receipt of an application for a Development Application for Operational Works for an Advertising Device (billboard sign), made by Vision Surveys, on behalf of Bishopp Outdoor Advertising, on land described as Lot 1 on RP608458, Parish of Rockhampton, located at 36 East Street, Rockhampton City.

The application is to be presented to the Planning and Regulatory Committee at its meeting of 6 December 2016.

Nick McAlpine from Bishopp Outdoor Advertising (the applicant) has requested the opportunity to have a deputation with the Council at the Planning and Regulatory Committee meeting to provide a brief overview of the project and some advertising potential.

COMMITTEE RECOMMENDATION

THAT the deputation by Nick McAlpine from Bishopp Outdoor Advertising be 'received'.

9.2 INFRASTRUCTURE COMMITTEE MEETING - 6 DECEMBER 2016

RECOMMENDATION

THAT the Minutes of the Infrastructure Committee meeting, held on 6 December 2016 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Infrastructure Committee, 6 December 2016**9.2.1 BUSINESS OUTSTANDING TABLE FOR INFRASTRUCTURE COMMITTEE**

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

SUMMARY

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

COMMITTEE RECOMMENDATION

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

Recommendation of the Infrastructure Committee, 6 December 2016**9.2.2 MAIN STREET BUS STOPS**

File No: 4807
Attachments: 1. Proposed Main St Bus Stops
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: David Bremert - Manager Civil Operations

SUMMARY

The Department of Transport and Main Roads and Capricorn Sunbus have asked Council if two formal bus stops can be identified along Main Street, Park Avenue instead of the unofficial bus stops that are currently present. Council staff have inspected the area and spoken to the affected resident.

COMMITTEE RECOMMENDATION

THAT Council approves the construction of the following two formal bus stops on Main Street:

1. 10 Main Street, Park Avenue; and
2. 40 Main Street, Park Avenue; and

THAT Council writes to the Department of Transport and Main Roads and Capricorn Sunbus to inform them of the decision.

Recommendation of the Infrastructure Committee, 6 December 2016**9.2.3 SANDY CREEK ROAD**

File No: 215800, 7028
Attachments: 1. Sandy Creek Road location
2. Sandy Creek Road Letters of usage
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: David Bremert - Manager Civil Operations

SUMMARY

Property Owners have written to Council seeking Council to maintain Sandy Creek Road up to the corner of his allotment.

Property Owners have also attached support from other ratepayers, who would use this section of road once it has been upgraded to Councils standard.

COMMITTEE RECOMMENDATION

THAT Sandy Creek Road be extended to the chainage 4 or Black Flats gate once the road has been brought to a condition that satisfies Council.

9.3 AIRPORT, WATER AND WASTE COMMITTEE MEETING - 6 DECEMBER 2016

RECOMMENDATION

THAT the Minutes of the Airport, Water and Waste Committee meeting, held on 6 December 2016 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Airport, Water and Waste Committee, 6 December 2016**9.3.1 BUSINESS OUTSTANDING TABLE FOR AIRPORT, WATER AND WASTE COMMITTEE**

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

SUMMARY

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

COMMITTEE RECOMMENDATION

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

Recommendation of the Airport, Water and Waste Committee, 6 December 2016**9.3.2 ROCKHAMPTON REGIONAL WASTE AND RECYCLING PARTICIPATION AT ROCKY SWAP 2016**

File No: 1914
Attachments: Nil
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Craig Dunglison - Manager RRWR

SUMMARY

This report will put forward the results from Rockhampton Regional Waste and Recycling's participation in the 2016 Rocky Swap event. The aim of this involvement was to provide support to our Region's largest "re-use" event and to utilise the event as an opportunity for community engagement as well as collecting data on community recycling rates through an audit of the event's general waste and recycling bins. The report will present the data collected through the audit, the overall effectiveness of Rockhampton Regional Waste and Recycling's participation and also provide recommendations for future involvement with this event.

COMMITTEE RECOMMENDATION

THAT Rockhampton Regional Council approach the event coordinators to seek involvement and to provide support to the event in its approach to waste management and recycling.

Recommendation of the Airport, Water and Waste Committee, 6 December 2016**9.3.3 ROCKHAMPTON REGIONAL WASTE AND RECYCLING 2016-2017 ANNUAL PERFORMANCE PLAN**

File No: 7927
Attachments: 1. RRWR Annual Performance Plan 2016-17
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Craig Dunlison - Manager RRWR

SUMMARY

Rockhampton Regional Council's (Council) waste and recycling services were identified as a Type 2 business activities as defined in the Local Government Act.

Council, at its meeting on 24 August 2010, resolved that the waste and recycling business be commercialised.

Rockhampton Regional Waste & Recycling (RRWR) commenced operations as a Commercial Business Unit on 1 July 2011.

This plan is RRWR's agreement with Rockhampton Regional Council to deliver waste and recycling services. The plan describes RRWR's objectives and functions, commercialisation objectives, community service obligations, customer service objectives, reporting requirements, environmental management objectives, asset management objectives and financial policies.

This plan is required by Section 175 of the Local Government Regulation 2012 (the Regulation) which states that:

- 1. there must be an annual performance plan for each commercial business unit;*
- 2. a local government's operational plan must include the annual performance plan for each of its commercial business units; and*
- 3. a performance plan may be amended at any time before the end of the financial year for which it is prepared.*

Key financial and non-financial targets are detailed within this plan.

COMMITTEE RECOMMENDATION

The Committee made no resolution and moved to the next item of business.

Recommendation of the Airport, Water and Waste Committee, 6 December 2016**9.3.4 SEEKING APPROVAL TO AMEND COMMERCIAL CHARGING TO A PER TONNE RATE**

File No: 7816

Attachments:

1. Example impact from fees and charges being amended to per tonne rate
2. Comprison current vs proposed fees 2016-17

Authorising Officer: Peter Kofod - General Manager Regional Services

Author: Craig Dunglison - Manager RRWR

SUMMARY

As part of the 2016 / 2017 budget process the Waste Management Facility Fees and Charges were set so that commercial customers with Trailer / Utility / Tray Back / Van and Large Trailer would be charged on a per unit basis and not per tonne and that these charges be reviewed at December. This has seen a number of commercial customers modify their collection configuration so that they fall within this per unit charge definition. As a result the revenue received from these customers has reduced. Additionally, this has resulted in disparity in charging between certain local commercial customers which unintentionally creates inequity in the market resulting in a number of commercial customer complaints.

As part of the December review we are now recommending that all commercial customers regardless of size or collection configuration be charged on a per tonne basis.

COMMITTEE RECOMMENDATION

THAT all commercial customers be charged on a per tonne basis from 1 February 2017.

COMMITTEE RECOMMENDATION

THAT a workshop be organised for February 2017 to consider the operation of Waste facilities.

9.4 COMMUNITY SERVICES COMMITTEE MEETING - 7 DECEMBER 2016

RECOMMENDATION

THAT the Minutes of the Community Services Committee meeting, held on 7 December 2016 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Community Services Committee, 7 December 2016**9.4.1 LEASE FOR ROCKHAMPTON CATTLE CLUB INC. AT THE ROCKHAMPTON SHOWGROUNDS**

File No: 8763
Attachments: 1. Rockhampton Cattle Club Inc. Sketch Plan
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Peter Owens - Manager Arts and Heritage

SUMMARY

A trustee permit between Council and the Rockhampton Cattle Club Inc. for a parcel of land and associated building, wholly contained within the Rockhampton Showgrounds, has now expired and Council's resolution is required to issue the club with a new trustee lease over the property.

COMMITTEE RECOMMENDATION

THAT:

1. Pursuant to section 236(1)(b)(ii) and (c)(iii) of the Local Government Regulation 2012 (Qld), Council approve the issuing of a Trustee Lease to the Rockhampton Cattle Club Inc. for the property as shown in the attached sketch plan;
2. Council authorises the Chief Executive Officer (Manager Arts & Heritage) to negotiate the terms and conditions of the agreements with the Rockhampton Cattle Club Inc. in preparation for execution by the delegated officer; and
3. Council confirms its ongoing ownership of the fixed improvements on the parcel of land shown in the sketch plan and assumes responsibility for the ongoing maintenance of the building structure.

Recommendation of the Community Services Committee, 7 December 2016**9.4.2 WALTER REID CULTURAL CENTRE LEASE RENEWALS**

| | |
|-----------------------------|---|
| File No: | 2210 |
| Attachments: | 1. Table of Walter Reid Cultural Centre Leases and Licences 2. Walter Reid Cultural Centre Sketch Plan |
| Authorising Officer: | Michael Rowe - General Manager Community Services |
| Author: | Peter Owens - Manager Arts and Heritage |

SUMMARY

All current tenant leases and licences in the Walter Reid Cultural Centre are near the end of the current term and Council's approval to offer the existing tenants new agreements is required.

COMMITTEE RECOMMENDATION

THAT:

1. Pursuant to section 236(1)(b)(ii) and (c)(iii) of the Local Government Regulation 2012 (Qld), Council approve the renewal of the Freehold Leases and Licences as identified in the report; and
2. Council authorises the Chief Executive Officer (Manager Arts & Heritage) to negotiate the terms and conditions of the agreements with the organisations listed in the report in preparation for execution by the delegated officer.

COMMITTEE RECOMMENDATION

THAT the Committee recommends a workshop be held to discuss staff accommodation across Council facilities.

Recommendation of the Community Services Committee, 7 December 2016
9.4.3 COMMUNITY ASSISTANCE PROGRAM

File No: 1018
Attachments: 1. Community Assistance Program
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Cheryl Haughton - Manager Communities and Facilities

SUMMARY

Twelve applications for funding were received for the second round of the Community Assistance Program for the current financial year. The applications have been assessed and recommendations for funding are presented for Council consideration.

COMMITTEE RECOMMENDATION

THAT Council approves the allocation of funding from the Community Assistance Program for the following as amended, with a determination in regard to the application from Rockhampton SES Group to be made following the provision of additional information on current alternate funding rounds.

| Applicant | Purpose of Grant/Sponsorship | Amount |
|---|---|---------------|
| Central Queensland African Association Inc | Africa Day Celebrations 2017 | 352.00 |
| Central Queensland Swimming Association Inc | 2017 Central Queensland Swimming Championships | 400.00 |
| CQ Aquajets Swim Club Inc | Shut The Gate Learn 2 Swim - Roof Refurbishment | 20,000.00 |
| Friends Of The Rockhampton Heritage Village Association | Restored Vehicle Display Centre – Stage 1 | 5,000.00 |
| Mount Morgan Rodeo Association Inc | Mount Morgan Rodeo 2017 | 5,000.00 |
| Newcastle Northstars Ice Hockey Ass. Inc | Ice Hockey Exhibition Game - Rockhampton | 2,180.00 |
| Queensland Netball Association - Capricorn Branch Inc | 2017 Capricorn Claws Home Game | 1,365.00 |
| Rockhampton Bowls Club Inc | Increase the lighting of the footpath and garden section of the Rockhampton Bowls Club front entry of Victoria Parade | 490.00 |
| Rockhampton Saloon Car Inc | 2nd Annual Kids Day at the Speedway - 17 December 2016 | 5,000.00 |
| | | 34,787.00 |

Recommendation of the Community Services Committee, 7 December 2016**9.4.4 DRAFT SCHEDULE OF APPROVED COMMUNITY FACILITIES****File No: 11979****Attachments:**

- 1. Draft Appendix A Schedule of Approved Community Facilities**
- 2. Draft Appendix A Schedule of Approved Community Facilities with track changes**

Authorising Officer: Michael Rowe - General Manager Community Services**Author: Cheryl Haughton - Manager Communities and Facilities**

SUMMARY

Following adoption of the Community Grants and Minor Sponsorship Procedure a Schedule of Approved Community Facilities for the Facility Insurance Scheme has been developed for consideration by Council.

COMMITTEE RECOMMENDATION

THAT Council, subject to the amendments determined, adopts Appendix A Schedule of Approved Community Facilities as an attachment to the Community Grants and Minor Sponsorship Procedure.

Recommendation of the Community Services Committee, 7 December 2016**9.4.5 DRAFT EQUITABLE ACCESS POLICY**

File No: 11979
Attachments: 1. Draft Equitable Access Policy
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Cheryl Haughton - Manager Communities and Facilities

SUMMARY

In order to provide a framework to guide Council's commitment to equitable access to its facilities and services an Equitable Access Policy has been developed.

COMMITTEE RECOMMENDATION

THAT Council adopts the Equitable Access Policy.

Recommendation of the Community Services Committee, 7 December 2016**9.4.6 EXEMPTION OF FEES AND CHARGES FOR PUBLIC EVENTS POLICY**

| | |
|-----------------------------|--|
| File No: | 6237 |
| Attachments: | 1. Draft Exemption of Fees and Charges for Public Events Policy |
| Authorising Officer: | Michael Rowe - General Manager Community Services |
| Author: | Peter Owens - Manager Arts and Heritage |

SUMMARY

A policy under which the exemption of Rockhampton Regional Council adopted fees and charges for eligible public events being held at designated Rockhampton Regional Council owned or controlled roads, public reserves and/or community halls can be made, is presented for adoption.

COMMITTEE RECOMMENDATION

THAT the Exemption of Fees and Charges for Public Events Policy be adopted subject to the following changes:

- Excluding the Criteria
“suitable risk management measures for the event must be in evidence, for example road closure permits, public liability insurance and risk assessments in accordance with standard application and booking procedures” as this requirement is included in another process”; and
- Including the standard definition of Region into the Policy Definitions.

Recommendation of the Community Services Committee, 7 December 2016**9.4.7 2017 AUSTRALIA DAY EVENT GRANT FUND**

File No: 5095

Attachments:

1. Application - Gracemere Lions Club
2. Applications - Rotary Club of Mt Morgan
3. Application - Friends of the Heritage Village

Authorising Officer: Michael Rowe - General Manager Community Services

Author: Peter Owens - Manager Arts and Heritage

SUMMARY

In 2013 Council resolved to establish an Australia Day Community Grants Program to assist local organisations to coordinate community based Australia Day celebration across the region. Applications for funding to support activities for Australia Day 2017 are now presented for Council approval.

COMMITTEE RECOMMENDATION

THAT Council:

- award a grant of \$3,800 to the Rotary Club of Mt Morgan to assist the group in presenting a community-focused Australia Day celebration in Mt Morgan in 2017;
- award a grant of \$9,220 to the Lions Club of Gracemere to assist the group in presenting a community-focused Australia Day celebration in Gracemere in 2017; and
- award a grant of \$1,600 to the Friends of the Heritage Village to assist the group in presenting a community-focused Australia Day celebration in Rockhampton in 2017.

9.5 PARKS, RECREATION AND SPORT COMMITTEE MEETING - 7 DECEMBER 2016

RECOMMENDATION

THAT the Minutes of the Parks, Recreation and Sport Committee meeting, held on 7 December 2016 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Parks, Recreation and Sport Committee, 7 December 2016**9.5.1 BUSINESS OUTSTANDING TABLE FOR PARKS, RECREATION AND SPORT COMMITTEE**

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

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, 7 December 2016**9.5.2 FINAL CONCEPT FOR MOUNT MORGAN STREETScape****File No: 8044****Attachments:**

1. Mount Morgan Streetscape Map 1
2. Mount Morgan Streetscape Map 2
3. Mount Morgan Streetscape Map 3
4. Final Morgan CBD Streetscape Concept Consultation Report

Authorising Officer: Margaret Barrett - Manager Parks
Michael Rowe - General Manager Community Services**Author:** Brett Nicholls - Coordinator Parks Planning and Projects

SUMMARY

This report seeks endorsement of the final concept design for improvements to be made to the streetscape of Morgan Street, Mount Morgan.

COMMITTEE RECOMMENDATION

THAT Council endorses the final concept design plan for the Mount Morgan Streetscape.

Recommendation of the Parks, Recreation and Sport Committee, 7 December 2016**9.5.3 REQUEST FOR TENURE FROM FULL DRAW FIELD ARCHERS INC**

File No: 374

Attachments:

1. Lot 2 on RP616741 - Site Map
2. Lot 2 on RP616741 - UXO Map

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

Author: Brett Nicholls - Coordinator Parks Planning and Projects

SUMMARY

This report provides information in order to consider a request for approval to enter into a freehold lease with Full Draw Field Archers Inc. over Council owned land along Yeppoon Road at Limestone Creek.

COMMITTEE RECOMMENDATION

THAT Council will not support a freehold lease with the Full Draw Field Archers Inc. over the subject land due to the following:

1. Unsuitability of land
2. Constraints due to Unexploded Ordnance, Access and Planning Scheme requirements; and

THAT Council offer to work with the Club to find another location for their proposed activity.

Recommendation of the Parks, Recreation and Sport Committee, 7 December 2016**9.5.4 SUPPORT FOR 2018 MASTERS QUEENSLAND SWIMMING CHAMPIONSHIPS**

File No: 8052
Attachments: Nil
Authorising Officer: Margaret Barrett - Manager Parks
Michael Rowe - General Manager Community Services
Author: Sophia Czarkowski - Sports and Education Supervisor

SUMMARY

Caribee Rocky Crocs Masters Swimming Club, in partnership with Mackay Sinkers Masters Swimming Club, is seeking support from Council for its submission to host the 2018 Masters Queensland Swimming Championships at the 2nd World War Memorial Aquatic Centre.

COMMITTEE RECOMMENDATION

THAT Council provide in principle support to Caribee Rocky Crocs for its submission to host the 2018 Masters Queensland Swimming Championships at the 2nd World War Memorial Aquatic Centre.

Recommendation of the Parks, Recreation and Sport Committee, 7 December 2016**9.5.5 MOUNT ARCHER ACTIVATION IMPLEMENTATION PLAN UPDATE**

File No: 5918

Attachments:

1. Mount Archer - Activation Tasks
2. Fraser Park - Concept Design
3. Fraser Park - Proposed Staging

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

Author: Christine Bell - Parks Planning and Land Management Officer

SUMMARY

The Mount Archer Activation Master Plan identified a range of projects to create jobs and improve health and lifestyle opportunities, while preserving Mount Archer's natural beauty and environment. This report provides an update on the implementation and staging of priority projects including initial Mount Archer activation tasks, the First Turkey Mountain Bike Reserve, the Fraser Park Restoration and a range of other minor works.

COMMITTEE RECOMMENDATION

THAT Council:

1. Approves the concept design for Fraser Park;
2. Approves the proposed implementation packages for priority projects as part of the Mount Archer Activation Master Plan as outlined in the report; and
3. Approves collaborative planning and development of the Summit Circuit with the Department of National Parks, Sport and Racing.

Recommendation of the Parks, Recreation and Sport Committee, 7 December 2016**9.5.6 SPORT, PARKS, ACTIVE RECREATION AND COMMUNITY STRATEGY**

File No: 12379
Attachments: Nil
Authorising Officer: Margaret Barrett - Manager Parks
Michael Rowe - General Manager Community Services
Author: Christine Bell - Parks Planning and Land Management Officer

SUMMARY

Rockhampton Regional Council is developing a revised sport, recreation, parks and open space plan – the Sport, Parks, Active Recreation and Community (SPARC) Strategy. The community is engaged in the development of the Strategy primarily during November and December 2016 and will have the opportunity to review and provide feedback on the draft Strategy in May 2017. It is expected that the final Strategy will be presented for endorsement by Council in June 2017.

COMMITTEE RECOMMENDATION

THAT Council receives the report on the progress of the development of the SPARC Strategy.

Recommendation of the Parks, Recreation and Sport Committee, 7 December 2016**9.5.7 GRANT OPPORTUNITY - SPORT AND RECREATION PLANNING PROGRAM**

| | |
|-----------------------------|---|
| File No: | 1957 |
| Attachments: | 1. Funding Guidelines - Sport and Recreation Planning Program |
| Authorising Officer: | Margaret Barrett - Manager Parks Michael Rowe - General Manager Community Services |
| Author: | Christine Bell - Parks Planning and Land Management Officer |

SUMMARY

The Queensland Government's Sport and Recreation Planning Program encourages better planning and prioritisation of sport and recreation infrastructure across Queensland. The Program provides eligible organisations with funding to develop quality infrastructure planning documents. Rockhampton Regional Council is eligible to apply for the 2017 Program to progress sport and recreation precinct master planning.

COMMITTEE RECOMMENDATION

THAT Council

1. approves the submission of an application for funding under the Sport and Recreation Planning Program 2017; and
2. nominates The Common Sport and Recreation Precinct as the location for a Sport and Recreation Precinct Masterplan and funding application.

Recommendation of the Parks, Recreation and Sport Committee, 7 December 2016

9.5.8 SPRINGERS LAGOON GRACEMERE

File No: 2051

Responsible Officer: Margaret Barrett – Manager Parks

SUMMARY

Councillor Smith raised concerns regarding Springers Lagoon at Gracemere.

COMMITTEE RECOMMENDATION

That Council include Springers Lagoon in its regular maintenance programme and a report be brought back to the Parks and Recreation meeting early in 2017. This report to address the erosion and general condition and potential of the reserve.

Recommendation of the Parks, Recreation and Sport Committee, 7 December 2016

9.5.9 REVEGETATION PROJECTS

File No: 2051

Responsible Officer: Margaret Barrett – Manager Parks

SUMMARY

Councillor Wickerson requesting land currently being maintained by Council be considered for revegetation projects.

COMMITTEE RECOMMENDATION

That a report identifying suitable Council maintained land for revegetation projects be prepared for presentation in early 2017.

10 COUNCILLOR/DELEGATE REPORTS**10.1 LEAVE OF ABSENCE - COUNCILLOR ELLEN SMITH - 14 DECEMBER TO 16 DECEMBER 2016**

File No: 10072
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Megan Careless - Executive Support Officer

SUMMARY

Councillor Ellen Smith requesting leave of absence from Wednesday 14 December to Friday 16 December 2016.

OFFICER'S RECOMMENDATION

THAT leave of absence be granted for Councillor Ellen Smith from Wednesday 14 December to Friday 16 December 2016.

BACKGROUND

Councillor Ellen Smith has formally notified the Chief Executive Officer that she wishes to take leave of absence from Wednesday 14 December to Friday 16 December 2016.

11 OFFICERS' REPORTS

11.1 CONVERSION OF BOND STORE TO ACCOMMODATE A SMART WORKING HUB

| | |
|-----------------------------|--|
| File No: | 7322 |
| Attachments: | 1. QS Cost Report 2. Smart Hub Concept Designs 3. Gantt Chart |
| Authorising Officer: | Peter Kofod - General Manager Regional Services |
| Author: | Andrew Collins - Special Projects Officer |

SUMMARY

This report considers the Bond Store on the Customs House Site for re-purposing and retro fitting to accommodate the new "Smart Working Hub".

OFFICER'S RECOMMENDATION

THAT Council confirms its support for the adaptive re-use of the Bond Store to accommodate the "Smart Working Hub" and authorise the preparation of detailed design and specifications to enable procurement for construction to commence in April 2017.

COMMENTARY

The "Smart Working Hub" is currently working out of 212 Quay Street, in a temporary arrangement. To ensure its viability and long term sustainability the Smart Working Hub needs to be provided with a permanent home. The Bond Store on the Customs House site appears to provide the right fit for size and character for a Smart Working Hub.

Council has commissioned Bauhinia Architects whom in partnership with Brewster Hjorth Architects conducted a feasibility assessment on the adaptation potential, functional requirements, limitations and costs associated with the potential re-use of Customs House and Bond Store, the former SGIO building and the former Rockhampton Enterprise Centre Inc (RECI) building.

The Architects working with RRC Smart Hub staff have confirmed and provided a design detailing how the existing Bond Store may be converted to suit a flexible work space for the enterprise. The Architects and RRC Staff are satisfied the Smart Hub will fit efficiently into the Bond Store.

The Architects in summarising their vision for the Smart Hub in the Bond Store have quoted the following:

"The prospect of the Smart Hub in the single detached old Bond Store gives the opportunity for the Smart Hub to have its own unique identity. In these premises the Smart Hub will soon be associated with the vision of the old Bond Store as a fundamental element of Rockhampton commerce. The modern hi-tech use and fit out of a heritage building attends to urban revitalisation projects around the world, and like these projects, will transform concerns of a perceived "hidden" location into a new heart of the city"

BACKGROUND

Bond Store

The Smart Working Hub would be spatially set within the Bond Store. The Bond Store offers approximately 420m² of floor area in a heritage external brick façade.

The fitout will include the following spatial areas / zones:

Ground floor

- New entry area, reception lift and amenities;
- RRC office;
- A sound proof meeting room that doubles as a green room;
- Server room and
- Open plan work area.

First floor

Mostly open plan, with operable walls to compartmentalise the space as required. First floor to include:

- Smart hub lounge;
- Quiet areas;
- Touch down space and
- Open plan work area.

PREVIOUS DECISIONS

Council resolved in the Ordinary Meeting held on 8 August 2016 to submit the Rockhampton CBD Smart Technologies and Working Hub for funding application to the Building our Regions (Round 2) Regional Capital Fund. Council has also review the proposed designs on the Bond Store fit out in a presentation / workshop on 22 November 2016.

Work is programmed to commence on the restoration and refurbishment of the external façade of the building. This work is being separately funded from Councils minor capital works budget set at approximately \$380K. This work is outside the scope of this report.

BUDGET IMPLICATIONS

A funding grant under the Building Our Regions (BOR) Regional Infrastructure fund has recently been approved to the value of \$250K. A Quantity Surveyor was commissioned to provide a preliminary cost report on the conversion of the Bond Store for the new Smart Working Hub, measured from the Architects initial designs. The Cost Report details full project costs including the required IT connectivity, contingencies and the principals project costs. The total probable project cost for the woks is estimated at \$2,003,238.38.

The proposed project costs and funding allocations are listed in the following table:

| Description | BOR Funded | RRC Capital | TOTAL |
|----------------------------------|-------------------|-----------------------|-----------------------|
| <i>Internal Fit Out Cost</i> | \$250,000 | \$258,000 | \$ 508,000.00 |
| <i>Construction Cost</i> | | \$941,744.95 | \$ 941,744.95 |
| <i>Preliminary Cost</i> | | \$408,518.94 | \$ 408,518.94 |
| <i>Contingency Cost</i> | | \$144,974.49 | \$ 144,974.49 |
| Total Funding Allocations | \$250,000 | \$1,753,238.38 | |
| TOTAL PROBABLE COST | | | \$2,003,238.38 |

TIME FRAMES

Project delivery time frames will be subject to the Building & Heritage approval processes. The approval submissions will be carried out concurrently with the tender/procurement process to reduce the project timeframes. It is proposed to immediately commence on the detailed design, which is estimated to take until the end of February 2017 to complete. The approval and tender process is estimated to be finalised by mid-April 2017, with the building work to commence shortly after and take until the end of September 2017 to complete. Please see attached Gantt Chart.

LEGISLATIVE CONTEXT

The Customs House Precinct is heritage listed due to its historical and architectural significance. The Bond Store has had a recent Conservation Management Plan (CMP) developed, detailing the items of heritage significance. The redevelopment of the Bond Store as detailed would not appear to be in conflict with the recommendations in the CMP. This will be assessed during the Building Approval process through referral and review by the Department of Environment and Heritage Protection.

CONCLUSION

The feasibility assessment that was undertaken on the Bond Store confirmed that the Smart Working Hub will fit efficiently into the buildings space. It is recommended that the design be finalised, building and heritage approval sought and tenders called for the fit out of the bond Store to accommodate the "Smart Working Hub".

CONVERSION OF BOND STORE TO ACCOMMODATE A SMART WORKING HUB

QS Cost Report

Meeting Date: 13 December 2016

Attachment No: 1



**Queensland
Quantity
Surveying**

PRELIMINARY COST REPORT

ROCKHAMPTON REGIONAL COUNCIL

Refurbishment of Existing Bond Store for the Rockhampton Smart
Hub

Thursday 10th November 2016

TABLE OF CONTENTS

| | |
|--------------------------------------|---|
| INTRODUCTION | 3 |
| SUMMARY OF COSTS | 3 |
| METHODOLOGY | 4 |
| COSTING INCLUSIONS/ASSUMPTIONS | 5 |
| PRELIMINARY CONTRACT ESTIMATE..... | 6 |

INTRODUCTION

This report has been compiled to provide the projected cost review relating to the proposed design for the Refurbishment of the existing Bonds Store to create a fitout space for the Rockhampton Smart Hub for the Rockhampton Regional Council located on Quay Lane, Rockhampton, Central Queensland.

SUMMARY OF COSTS

Our Preliminary Contract Order of Costs for the works involved can be summarized into the following main areas:

Existing Building Works:

| | |
|--------------------------------------|-----------------------|
| Demolition | \$55,711.16 |
| Substructure/Floor | \$46,527.03 |
| Roofing | \$3,000.00 |
| Staircases | \$13,401.50 |
| Doors/Windows | \$56,492.55 |
| Internal Walls/Linings | \$211,993.65 |
| Floor Finishes | \$31,729.85 |
| Ceiling Finishes | \$95,780.85 |
| Fitments/Joinery | \$134,455.64 |
| Sanitary Fixtures/Plumbing | \$53,418.27 |
| Mechanical Services | \$138,409.36 |
| Fire Protection | \$23,698.96 |
| Electrical Services | \$80,840.00 |
| Communication Services | \$59,708.80 |
| Audio Visual Data Services | \$100,768.00 |
| Transportation Services | \$90,000.00 |
| <i>Total Existing Building Works</i> | <i>\$1,195,935.62</i> |

External Works:

| | |
|---------------------------------------|------------------------------|
| Road, Footpaths | \$24,388.40 |
| Design Contingency | \$61,016.20 |
| <i>Total External Costs</i> | <i>\$85,404.60</i> |
| Builders Preliminaries/Supervision | \$168,404.72 |
| <u>TOTAL CONSTRUCTION COST</u> | <u>\$724,839</u> |
| Contract Contingency/Escalation | \$144,974.49 |
| Development/Client Costs | \$136,000.00 |
| Statutory Charges | \$24,899.49 |
| Professional Fees | \$247,619.45 |
| <u>TOTAL ORDER OF COST</u> | <u>\$2,003,238.38</u> |

Note these costs exclude GST.

Refer to Section "Preliminary Contract Estimate" for a full elemental cost summary of the Total Order of Cost.

METHODOLOGY

To calculate the probable cost related to the pre-tender design provided we have used several methods of estimating to help derive our professional assessment of the cost to be incurred. These methods include the following:

- First Principle Estimating
- Square Meter Rates (based on similar projects/construction)

To calculate the preliminary cost estimate we have utilized these methods of estimating / cost planning principles which are relevant to this form of construction and industry. First principles' estimating is our preferred method of estimating and is mostly practiced in our profession with regards to estimating costs of construction. This method incorporates plant, labour, material costings, historical subcontract data and derived from preferably local suppliers, previous similar projects or similar construction methods.

The square meter rates incorporate area measurement techniques in accordance with our governing body AIQS, which involve the following areas: Gross Floor Area (GFA), Fully Enclosed Covered Area (FECA) and Unenclosed Covered Area (UCA). We have applied professionally calculated rates to each elemental code/trade in accordance with the existing building parameters.

The following paragraphs have been quoted from practice notes provided by the Australian Institute of Quantity Surveyors:

1. Gross Floor Area (GFA)

The sum of the 'Fully Enclosed Covered Area' and 'Unenclosed Covered Area' as defined.

Unit of Measurement: Square Metre (m²)

2. Fully Enclosed Covered Area (FECA)

The sum of all such areas at all building floor levels, including basements (except unexcavated portions), floored roof spaces and attics, garages, penthouses, enclosed porches and attached enclosed covered ways alongside building, equipment rooms, lift shafts, vertical ducts, staircases and any other fully enclosed spaces and useable areas of the building, computed by measuring from the normal inside face of exterior walls but ignoring any projections such as plinths, columns, piers and the like which project from the normal inside face of exterior walls. It shall not include open courts, light wells, connecting or isolated covered ways and net open areas of upper portions of rooms, lobbies, halls interstitial spaces and the like which extend through the storey being computed.

Unit of Measurement: Square Metre (m²)

3. UNENCLOSED COVERED AREA (UCA)

The sum of all such areas at all building floor levels, including roofed balconies, open verandas, porches and porticos, attached open covered ways alongside buildings, under crofts and useable space under buildings, unenclosed access galleries (including ground floor) and any other trafficable covered areas of the building which are not totally enclosed by full height walls, computed by measuring the area between the enclosing walls or balustrade (i.e. from the inside face of the UCA excluding the wall or balustrade thickness). When the covering element (i.e. roof or upper floor) is supported by columns, is cantilevered or is suspended, or any combination of these, the measurements shall be taken to the edge of the paving or to the edge of the cover, whichever is the lesser. UCA shall not include eaves overhangs, sun shading, awnings and the like where these do not relate to clearly defined trafficable covered areas, nor shall it include connecting or isolated covered ways.

Unit of Measurement: Square Metre (m²)

COSTING INCLUSIONS/ASSUMPTIONS

The Preliminary Cost Estimate has been based upon the following documentation:

- Proposed Internal Refurbishment Bond Store Rockhampton Smart Hub Preliminary Documents
[Documented by Brewster Hjorth Architects for Bauhinia Architects]:
 - DWG SK23.B Rev B Smart Hub Ground Level
 - DWG SK23.B Rev B Smart Hub Level 1

- Previously Designed Bond Store Fitout 2012 for Rockhampton Regional Council Pre Tender Documents
[Documented by Riddel Architecture]:
 - DWG 02.01 Rev 7 Existing Demolition – Ground Floor Plan
 - DWG 02.02 Rev 7 Existing Demolition – First Floor Plan
 - DWG 04.01 Rev 7 Existing Demolition – Elevations
 - DWG 04.02 Rev 7 Existing Demolition – Elevations

Our estimating of the proposed works excludes the following:

- Upgrade of major services
- Major structural works
- External cladding works
- Asbestos removal
- Latent conditions
- Heritage restrictions
- Escalation past January 2017
- Contamination
- Dewatering
- Work hour restrictions
- Staff relocation costs
- Council Fees

PRELIMINARY CONTRACT ESTIMATE

Queensland Quantity Surveying has completed the following Preliminary Cost Estimate based on the information stated in the previous sections.

This estimate was compiled by Tim Rawkins, Principal Quantity Surveyor of Queensland Quantity Surveying, who is a member of the Australian Institute of Quantity Surveyors [AIQS] as well as the Royal Institute of Chartered Surveyors [RICS].

PROJECT ORDER OF COST
Preliminary Design



Queensland
Quantity
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| | |
|---------------------------|--|
| Project Name: | Refurbishment of Existing Bonds Store Smart Hub Rockhampton Regional Council |
| Date of Cost Plan: | Thursday, 10 November 16 |
| QLD QS Project No: | 1116RSHR |
| CLIENT Project No: | TBA |
| QLD Region: | Central Queensland |

| | |
|------|-------|
| FECA | 376 |
| UCA | 0 |
| GFA | 376m2 |

| ELEMENTS | \$/M ² OF GFA | ELEMENT VALUE \$ | TOTAL \$ |
|--|--------------------------|---------------------|------------------------|
| CONTRACT ORDER OF COST | | | |
| Builders Preliminaries | | | |
| ON & OFF SITE PRELIMINARIES | | \$ 156,201.48 | |
| BUILDERS MARGIN | | \$ 12,203.24 | |
| TOTAL BUILDERS PRELIMINARIES | | | \$ 168,404.72 |
| Existing Buildings: | | | |
| DEMOLITION | | \$ 55,711.16 | |
| SUBSTRUCTURE/FLOORS | | \$ 46,527.03 | |
| ROOFING | | \$ 3,000.00 | |
| STAIRCASES | | \$ 13,401.50 | |
| DOORS/WINDOWS | | \$ 56,492.55 | |
| INTERNAL WALLS/LININGS | | \$ 211,993.65 | |
| FLOOR FINISHES | | \$ 31,729.85 | |
| CEILING FINISHES | | \$ 95,780.85 | |
| FITMENTS/JOINERY | | \$ 134,455.64 | |
| SANITARY FIXTURES/PLUMBING | | \$ 53,418.27 | |
| MECHANICAL SERVICES | | \$ 138,409.36 | |
| FIRE PROTECTION | | \$ 23,698.96 | |
| ELECTRICAL SERVICES | | \$ 80,840.00 | |
| COMMUNICATION SERVICES | | \$ 59,708.80 | |
| AUDIO VISUAL DATA SERVICES | | \$ 100,768.00 | |
| TRANSPORTATION SERVICES | | \$ 90,000.00 | |
| TOTAL EXISTING BUILDING WORKS | | | \$ 1,195,935.62 |
| External Works: | | | |
| ROADS, FOOTPATHS | | \$ 24,388.40 | |
| DESIGN CONTINGENCY | | \$ 61,016.20 | |
| TOTAL EXTERNAL WORKS | | | \$ 85,404.60 |
| TOTAL CONTRACT ORDER OF COST | | | \$ 1,449,744.94 |
| Contingency: | | | |
| CONTRACT CONTINGENCY ALLOWANCE | 10% | \$ 144,974.49 | |
| ESCALATION FORECAST [June 2017] | | Excl. | |
| TOTAL CONTINGENCY | | | \$ 144,974.49 |
| TOTAL CONSTRUCTION ORDER OF COST | | | \$ 1,594,719.43 |
| NON CONTRACT ORDER OF COST | | | |
| Development Costs: | | | |
| GEOTECHNICAL INVESTIGATION | | \$ 5,000.00 | |
| ENVIRONMENTAL INVESTIGATION | | N/a | |
| TRAFFIC SURVEYS | | Excl. | |
| POWER SUPPLY CHARGES | | Excl. | |
| HERITAGE ACT INVESTIGATION | | N/a | |
| DRAINAGE SURVEY | | \$ 5,000.00 | |
| TOTAL DEVELOPMENT COSTS | | | \$ 10,000.00 |
| Client Costs: | | | |
| FURNITURE COSTS | | Incl. | |
| IT ALLOWANCE | | \$ 126,000.00 | |
| TOTAL CLIENT COSTS | | | \$ 126,000.00 |
| Statutory Charges: | | | |
| OH&S FEES | | \$ 6,000.00 | |
| SEWERAGE & WATER FEES | | \$ 2,000.00 | |
| OLD FIRE SERVICE FEES | | \$ 2,250.00 | |
| BUILDING ACT COMPLIANCE FEES | | \$ 3,487.12 | |
| BUILDING SURVEYING FEES | | \$ 1,743.56 | |
| WORKPLACE HEALTH & SAFETY (WPHS) | | \$ 2,242.57 | |
| PORTABLE LONG SEVERVICE LEAVE LEVY (PLSL) | | \$ 7,176.24 | |
| TOTAL STATUTORY CHARGES | | | \$ 24,899.49 |
| TOTAL NON CONTRACT ORDER OF COST | | | \$ 160,899.49 |
| PROFESSIONAL FEES ORDER OF COST | | | |
| Professional Fees: | | | |
| CONSULTANT FEES @ 12.5% | | \$ 199,339.93 | |
| PROJECT MANAGER @ 2% | | \$ 35,112.38 | |
| QUANTITY SURVEYOR @ 0.75% | | \$ 13,167.14 | |
| TOTAL PROFESSIONAL FEES | | | \$ 247,619.45 |
| TOTAL PROFESSIONAL FEES ORDER OF COST | | | \$ 247,619.45 |
| TOTAL CONSTRUCTION ORDER OF COST | | | \$ 2,003,238.38 |

NOTE: ALL COSTS EXCLUDE GST.

Trade Summary

| | |
|---|----------------------------------|
| Project: Bauhinia Architects | Details: Smart Hub Fitout |
| Building: Quay St Smart Hub Design | |

| Code | Description | % of Cost | Quantity | Unit | Rate | SubTotal | Factor | Total |
|------|---|-----------|------------|-----------|-----------------|----------|--------|---------------------|
| SB | Substructure | 1.34 | 195 | m2 | 99.39 | 19,359 | | 19,358.80 |
| CL | Columns | 1.82 | 195 | m2 | 134.73 | 26,242 | | 26,242.27 |
| UF | Upper Floors | 1.88 | 180 | m2 | 150.63 | 27,168 | | 27,168.23 |
| SC | Staircases | 0.93 | | | | 13,402 | | 13,401.50 |
| RF | Roof | 0.21 | 180 | m2 | 16.63 | 3,000 | | 3,000.00 |
| EW | External Walls [Internal Face] | 3.22 | 454 | m2 | 102.61 | 46,584 | | 46,584.08 |
| WW | Windows | 1.90 | 63 | m2 | 435.31 | 27,424 | | 27,424.41 |
| ED | External Doors | 0.47 | 2 | No | 3,341.73 | 6,683 | | 6,683.46 |
| NW | Internal Walls | 0.65 | 1,857 | m2 | 5.03 | 9,332 | | 9,331.60 |
| NS | Internal Screens | 4.56 | 113 | m2 | 585.00 | 66,105 | | 66,105.00 |
| ND | Internal Doors | 1.55 | 9 | No | 2,487.19 | 22,385 | | 22,384.68 |
| WF | Wall Finishes | 4.40 | 240 | m2 | 265.54 | 63,731 | | 63,730.71 |
| FF | Floor Finishes | 2.19 | 376 | m2 | 84.39 | 31,730 | | 31,729.85 |
| CF | Ceiling Finishes | 6.61 | 376 | m2 | 254.74 | 95,781 | | 95,780.85 |
| FT | Fitments | 9.28 | | | | 134,456 | | 134,455.64 |
| SE | Special Equipment | 0.00 | | | | | | N/a |
| SF | Sanitary Fixtures | 2.55 | 16 | No | 2,307.38 | 36,918 | | 36,918.00 |
| PD | Sanitary Plumbing | 0.14 | | | | 2,010 | | 2,010.00 |
| WS | Water Supply | 1.00 | | | | 14,490 | | 14,490.27 |
| | BASIC BUILDING SUBTOTAL | | 376 | m2 | 1,720.21 | | | 646,799.34 |
| GS | Gas Services | 0.00 | | | | | | N/A |
| AC | Air Conditioning | 9.55 | 376 | m2 | 368.11 | 138,409 | | 138,409.36 |
| FP | Fire Protection | 1.64 | 376 | m2 | 63.03 | 23,699 | | 23,698.96 |
| LP | Electric Light and Power | 5.58 | 376 | m2 | 215.00 | 80,840 | | 80,840.00 |
| CM | Communications | 4.12 | 376 | m2 | 158.80 | 59,709 | | 59,708.80 |
| CM | Audio Visual - Data | 6.96 | 376 | m2 | 268.00 | 100,768 | | 100,768.00 |
| TS | Transportation Services | 6.21 | | | | 90,000 | | 90,000.00 |
| | BUILDING SERVICES SUBTOTAL | | 376 | m2 | 1,312.30 | | | 493,425.12 |
| | BUILDING SUBTOTAL (BASIC + SERVICES) | | 376 | m2 | 3,032.51 | | | 1,140,224.46 |
| XP | Demolition Works | 3.85 | 376 | m2 | 148.17 | 55,711 | | 55,711.16 |
| XR | Roads, Footpaths, Paved Areas | 1.69 | 20 | m2 | 1,219.42 | 24,388 | | 24,388.40 |
| XL | Landscaping | 0.00 | | | | | | Excl. |
| | SITWORKS SUBTOTAL | | | | | | | 80,099.56 |
| XK | External Stormwater Drainage | 0.00 | | | | | | Excl. |
| XD | External Sewer Drainage | 0.00 | | | | | | Excl. |
| XW | External Water Supply | 0.00 | | | | | | Excl. |
| XG | External Gas | 0.00 | | | | | | Excl. |

Trade Summary

| | |
|---|----------------------------------|
| Project: Bauhinia Architects | Details: Smart Hub Fitout |
| Building: Quay St Smart Hub Design | |

| Code | Description | % of Cost | Quantity | Unit | Rate | SubTotal | Factor | Total |
|------|-----------------------------------|-----------|----------|------|-----------------|----------|--------|---------------------|
| XF | External Fire Protection | 0.00 | | | | | | Excl. |
| XE | External Electrics | 0.00 | | | | | | Excl. |
| XC | External Communications | 0.00 | | | | | | Excl. |
| XS | External Special Services | 0.00 | | | | | | Excl. |
| | EXTERNAL SERVICES SUBTOTAL | | | | | | | 0.00 |
| PR | Preliminaries | 10.78 | 12.80 | % | 12,203 | 156,201 | | 156,201.48 |
| PR | Builders Margin | 0.85 | 1.00 | % | 12,203 | 12,203 | | 12,203.24 |
| | Design Contingency | 4.21 | 5 | % | 12,203 | 61,016 | | 61,016.20 |
| | BUILDING TOTAL | | | | 3,855.70 | | | 1,449,744.94 |
| | All costs exclude GST. | | | | | | | |
| | <u>AREAS:</u> | | | | | | | |
| | Fully Enclosed Covered Area FECA | | 376 | m2 | | | | |
| | Unenclosed Covered Area UCA | | 0 | m2 | | | | |
| | Gross Floor Area GFA | | 376 | m2 | | | | |

Trade Detail Summary

| | |
|---|----------------------------------|
| Project: Bauhinia Architects | Details: Smart Hub Fitout |
| Building: Quay St Smart Hub Design | |

| Code | Description | Total |
|------|-------------|-------|
|------|-------------|-------|

Substructure

| | | |
|--|---|-------|
| | <u>Lift Shaft Lift Pit</u> | |
| | Lift Shaft Base - 500mm thick reinforced concrete slab | 4,290 |
| | Allowance to cut existing concrete slab & breakup | 2,004 |
| | Dowel joints to perimeter @ 300crs | 1,288 |
| | <u>Blockwork Walls</u> | |
| | 200series blockwork walls including access equipment, core filling, reinforcement etc | |
| | Blockwork walls - Lift Pit Upstand Walls 1000H | 1,938 |
| | Waterproofing | 490 |
| | <u>Floor Levelling</u> | |
| | 50mm Topping slab to ground floor | 9,349 |

Columns

| | | |
|--|--|--------|
| | COLUMNS | |
| | <u>Shop Drawings</u> | |
| | Allow for the preparation and submission of shop drawings (3sets) | 1,572 |
| | <u>Attached Connections</u> | |
| | Allowance for connections, welded fixing plates, brackets etc. | 1,333 |
| | <u>Hold Down Bolts</u> | |
| | Supply of holding down bolt assemblies to last (with templates) | 1,600 |
| | Grout to underside of HD bolt sets. | 1,800 |
| | <u>Square Hollow Sections</u> | |
| | 100SHS6.0 Columns to stud framing | 10,660 |
| | EXISTING CONCRETE COLUMNS | |
| | <u>Column Cladding</u> | |
| | Allowance to clad existing columns including stud framing & paint finish | 9,278 |

Upper Floors

| | | |
|--|-----------------------------------|--------|
| | <u>Upper Floor Framing</u> | |
| | Allowance for false floor framing | 19,480 |
| | | |
| | <u>Plywood</u> | |
| | Plywood sheeting 19mm to Level 1 | 7,688 |

Staircases

| | | |
|--|---|-------|
| | <u>Existing Staircase</u> | |
| | Allowance to make good including paint finish | 8,000 |
| | Landing Tactile indicators | 2,184 |
| | Nose tread indicators to steps | 3,218 |

Trade Detail Summary

| | |
|---|----------------------------------|
| Project: Bauhinia Architects | Details: Smart Hub Fitout |
| Building: Quay St Smart Hub Design | |

| Code | Description | Total |
|------|-------------|-------|
|------|-------------|-------|

Roof

(Continued)

| | | |
|--|---|-------|
| | Allowance for minor roof repairs from services disconnections | 3,000 |
|--|---|-------|

External Walls [Internal Face]

| | | |
|--|--|--------|
| | EXISTING | |
| | Existing Walls | |
| | Allow to frame out and clad existing perimeter walls including paint finish | 31,630 |
| | BLOCKWORK WALLS | |
| | 200 thick block work; Including all reinforcement; Corefilling, damp proof courses etc, mitres, corners etc. | |
| | Block wall | 13,032 |
| | Sill | 104 |
| | Lintel above Openings | 332 |
| | Reinforcement Bar Supply | 1,485 |

Windows

| | | |
|--|--|--------|
| | EXISTING WINDOWS [INTERNAL] | |
| | Allow to make good existing windows, reset, reseal, sand, prep & paint finish. | 7,569 |
| | Allowance to retrofit lifting mechanics if necessary [p sum] | 7,350 |
| | | |
| | ROLLER BLINDS | |
| | Blockout roller blinds | 12,505 |

External Doors

| | | |
|--|--|-------|
| | External Swing Door | |
| | Steel framed solid core 1 1/2 leaf external grade doors including door hardware, paint finish, etc | |
| | 1370x2340mm Fire exit door | 1,973 |
| | E/O Stainless steel kickplate | 536 |
| | E/O door closer hold open delayed action closer | 320 |
| | | |
| | External Glazed Swing Door | |
| | Aluminium framed anodised fully glazed safety glass including door hardware, weather seals, safety decal etc | |
| | 1370x2340mm Glazed external doors | 3,535 |
| | E/O door closer hold open delayed action closer | 320 |

Internal Walls

| | | |
|--|--|-------|
| | Steel Wall Framing | |
| | 92mm Steel Stud Partitions with Insulation including tie downs, fixings, bracing, noggings etc | |
| | Steel wall framing | 6,855 |
| | Insulation to stud walls | 2,476 |
| | NOTE - Wall Linings measured in wall finishes | |
| | NOTE - Glazed Partitions measured in internal screens | |

Trade Detail Summary

| | |
|---|----------------------------------|
| Project: Bauhinia Architects | Details: Smart Hub Fitout |
| Building: Quay St Smart Hub Design | |

| Code | Description | Total |
|------|-------------|-------|
|------|-------------|-------|

Internal Screens

(Continued)

| | | |
|--|--|--------|
| | <u>Glazed Partitions Internally</u> | |
| | Acoustic glazed internal partitions including doors, seals, framing etc. | |
| | Glazed Partitions | 66,105 |

Internal Doors

| | | |
|--|--|-------|
| | <u>Internal Swing Door</u> | |
| | Steel framed solid core internal grade door including door hardware, seals, paint finish etc | |
| | 920x2040mm solid core internal door | 6,150 |
| | E/O door closer hold open delayed action closer | 1,280 |
| | E/O stainless steel kickplate | 783 |
| | | |
| | <u>Type O Internal Glazed Swing Door</u> | |
| | Aluminium framed anodised fully glazed safety glass including door hardware, weather seals, safety decal etc | |
| | 920x2040mm Glazed internal doors | 4,138 |
| | E/O door closer hold open delayed action closer | 640 |
| | | |
| | <u>Type R Internal Glazed Sliding Door</u> | |
| | Aluminium framed anodised fully glazed laminate glass including door hardware and safety decal etc | |
| | 1000x2400mm Glazed external door | 5,292 |
| | 1550x2400mm Glazed external door | 4,101 |

Wall Finishes

| | | |
|--|---|--------|
| | <u>Plasterboard Gyprock Wall Linings</u> | |
| | Plasterboard gyprock wall linings including tape, set, joints, finishing etc | |
| | Plasterboard gyprock wall linings | 4,920 |
| | Extra Over for plywood backing | 2,054 |
| | Extra Over for 6mm FC Wall Lining | 1,148 |
| | Paint Finish to wall linings | 2,854 |
| | <u>Wall Tiling</u> | |
| | Wall tile 100x100mm including trims, bedding, grout etc | |
| | Wall Tiling | 12,153 |
| | <u>Acoustic Panelling</u> | |
| | Acoustic panel "Instyle Ecooustic Moov Tile" including support system as per manufacturer | |
| | Acoustic allowance 1000H | 34,542 |
| | <u>Lift Shaft Wall Lining</u> | |
| | Plasterboard gyprock wall linings + battens | 4,640 |
| | Paint Finish to wall linings | 1,420 |

Trade Detail Summary

| | |
|---|----------------------------------|
| Project: Bauhinia Architects | Details: Smart Hub Fitout |
| Building: Quay St Smart Hub Design | |

| Code | Description | Total |
|------|-------------|-------|
|------|-------------|-------|

Floor Finishes

(Continued)

| | | |
|--|--|--------|
| | <u>Preparation</u> | |
| | Allow to prepare existing concrete slab for new floor finishes | 633 |
| | | |
| | <u>Ceramic Floor Tiles</u> | |
| | Ceramic floor tiles including trims, mortar bed, joints, laying, grouting/pointing etc | |
| | Internal Floor Tiles | 3,469 |
| | E/O for waterproofing of wet areas internally | 740 |
| | | |
| | <u>Rubber Flooring</u> | |
| | Anti static rubber flooring to concrete base | |
| | Rubber Flooring | 544 |
| | | |
| | <u>Carpet Tiles</u> | |
| | InterfaceFlor carpet tiles, 500 x 500 stitched up | |
| | Includes Edge Strips & Skirtings | |
| | Carpet Tiles | 24,440 |
| | Skirting to previous items | 1,904 |

Ceiling Finishes

| | | |
|--|---|--------|
| | <u>Feature Drop Ceiling</u> | |
| | SupawoodSupaslat Maxi Beam including support system etc | |
| | Stage 1 - Natural Timber Veneer Finish @ 150crs | 52,615 |
| | 7mm Supabab Black Acoustic Backing Board | 1,440 |
| | <u>Flush Feature Ceiling</u> | |
| | Flush feature ceiling including supports and premium finish | |
| | Stage 1 - Endurapanel | 8,600 |
| | <u>Flush Set Plasterboard Ceiling</u> | |
| | Flush set suspended ceiling on rondo steel framed suspension system including set & tape and paint finish | |
| | Set Ceilings | 16,525 |
| | Allowance for Access Panels | 975 |
| | E/o for plasterboard bulkheads | 1,320 |
| | E/o for acoustic insulation to ground floor ceilings | 3,662 |
| | | |
| | <u>Existing Ceiling</u> | |
| | Allow to paint Level 1 Ceiling Boards | 4,824 |
| | Allow to paint Existing Ceiling Trusses to Level 1 | 5,820 |

Trade Detail Summary

| | |
|---|----------------------------------|
| Project: Bauhinia Architects | Details: Smart Hub Fitout |
| Building: Quay St Smart Hub Design | |

| Code | Description | Total |
|------|-------------|-------|
|------|-------------|-------|

Fitments

(Continued)

| | | |
|--|--|--------|
| | Amenities Joinery | |
| | Vanity benchtop & underbench unit including hardware etc | |
| | Ground Floor | 1,620 |
| | | |
| | Joinery | |
| | Allowance for joinery items: | |
| | G Joinery Desks | 10,800 |
| | G Joinery Kitchen | 4,091 |
| | G Joinery Office/Audio Wall | 4,743 |
| | G Joinery Open Joinery | 3,050 |
| | G Joinery Planters | 2,652 |
| | G Joinery Reception Desk | 4,680 |
| | L1 Joinery Desks | 24,300 |
| | L1 Joinery Kitchen | 2,961 |
| | L1 Joinery Planters | 17,661 |
| | Credenzas Office Storage | 7,500 |
| | Meeting Table | 3,500 |
| | Round 800dia | 4,500 |
| | Loose Furniture | |
| | Task Chair | 12,950 |
| | Meeting Chair | 6,670 |
| | Lounge Chair | 3,000 |
| | | |
| | Amenities | |
| | Tea Towel rail | 220 |
| | Liquid soap dispenser | 345 |
| | Mirror 600w x 1100h | 450 |
| | Double Toilet paper dispenser | 207 |
| | Paper towel dispenser | 1,950 |
| | Shelf | 435 |
| | Coat hook | 70 |
| | Allow for sanitary bins | 1,000 |
| | | |
| | Whiteboards/Pinboards | |
| | Whiteboard 900x1200x15 thk | 909 |
| | Pinboard 1500x1200 | 1,795 |
| | | |

Trade Detail Summary

| | |
|---|----------------------------------|
| Project: Bauhinia Architects | Details: Smart Hub Fitout |
| Building: Quay St Smart Hub Design | |

| Code | Description | Total |
|------|-------------|-------|
|------|-------------|-------|

Fitments

(Continued)

| | | |
|--|-------------------|-------|
| | Grad Rails | |
| | Set of grab rails | 243 |
| | | |
| | Signage | |
| | Signage doors | 1,155 |
| | Building Signage | 8,000 |
| | Statutory Signage | 3,000 |

Sanitary Fixtures

| | | |
|--|--|-------|
| | Sanitary Fixtures include cold water supply, toilet flushing water supply and waste plumbing to external walls of building | |
| | Cleaners sink | 3,210 |
| | SS Double bowl sink | 3,140 |
| | WC suite | 5,940 |
| | PWD WC suite | 3,010 |
| | Wall basin | 8,460 |
| | Shower complete | 3,800 |
| | Drinking Fountain (Suitable for Wheelchair Access) | 2,960 |
| | Zip hydro tap 4 in 1 instant boiling and chilled, hot and cold filtered water, under sink unit | 4,870 |
| | Tundish as indicated on drawings | 1,528 |
| | Total Fixtures | |

Sanitary Plumbing

| | | |
|--|-------------------|-------|
| | Floor waste gully | 2,010 |
|--|-------------------|-------|

Water Supply

| | | |
|--|---|-------|
| | Cold water (CW) and hot water (HW) supply measured with Sanitary Fixtures | |
| | Hot water | |
| | Water heater electric continuous flow | 3,360 |
| | 25 dia Copper water reticulation including fittings | 3,306 |
| | Thermostatic mixing valve in SS wall mounted box | 4,950 |
| | | |
| | COLD WATER SUPPLY | |
| | Copper Pipework Type B | |
| | 20dia cold water pipe fixed to walls/ceilings | 2,624 |
| | | |
| | Valve Type B | |
| | 20dia control valve | 250 |

Air Conditioning

| | | |
|--|----------------------------|--|
| | Mechanical Services | |
|--|----------------------------|--|

Trade Detail Summary

| | |
|---|----------------------------------|
| Project: Bauhinia Architects | Details: Smart Hub Fitout |
| Building: Quay St Smart Hub Design | |

| Code | Description | Total |
|------|-------------|-------|
|------|-------------|-------|

Air Conditioning

(Continued)

| | | |
|--|--|---------|
| | Mechanical system including ducts, grilles, return air, airconditioning, controls, programming, specialty fittings, servicing, manuals etc | |
| | FECA | 138,409 |

Fire Protection

| | | |
|--|--|--------|
| | <u>Portable Fire Protection</u> | |
| | 4.5kg dry chemical fire extinguisher wall mounted | 1,407 |
| | 9.0lt water fire extinguisher wall mounted | 1,429 |
| | Fire blanket wall mounted | 459 |
| | | |
| | <u>Fire Detection System</u> | |
| | Thermal fire detection system including panel, wiring, ceiling detection units etc | |
| | FECA | 12,483 |
| | | |
| | <u>Fire Hose Reels</u> | |
| | Fire hose reels including pipework, housing cabinet, fixings etc | |
| | Fire hose reels | 7,920 |

Electric Light and Power

| | | |
|--|---|--------|
| | <u>Electrical Services</u> | |
| | Electrical services including wiring, lighting, power, outlets, conduits, security system, servicing, manuals etc | |
| | Electrical Services Allowances | 80,840 |

Communications

| | | |
|--|---|--------|
| | <u>Communications & Security Services</u> | 0 |
| | Communications equipment, security services, racks, outlets, wiring, trays, etc | |
| | Communications Allowance | 35,825 |
| | Security Allowance | 23,884 |

Audio Visual – Data

| | | |
|--|---|---------|
| | <u>Audio Visual Data Allowance</u> | |
| | Audio Visual - Data - Networking - Wireless Allowance | 100,768 |

Transportation Services

| | | |
|--|---|--------|
| | <u>Transportation Services</u> | |
| | Lift car supply & install including mechanics, plumbing, electrical, servicing, manuals etc | |
| | Lift Car | 90,000 |
| | Concrete base & suspended roof slab measured in Upper Floors | |
| | Masonry Block Lift Shaft measured in External Walls | |

Demolition Works

| | | |
|--|---------------------------------|-------|
| | <u>Demolition Works</u> | |
| | Demolish concrete/masonry walls | 4,949 |

Trade Detail Summary

| | |
|---|----------------------------------|
| Project: Bauhinia Architects | Details: Smart Hub Fitout |
| Building: Quay St Smart Hub Design | |

| Code | Description | Total |
|------|-------------|-------|
|------|-------------|-------|

Demolition Works

(Continued)

| | | |
|--|---|--------|
| | E/o for concrete cutting to walls | 8,246 |
| | Remove single door | 641 |
| | Remove hydraulic fixture and cap services | 1,865 |
| | Remove existing carpet/vinyl | 6,227 |
| | Remove existing ceiling | 3,252 |
| | Remove existing ceiling framing | 1,805 |
| | Remove existing joinery complete | 2,557 |
| | Disconnect & seal off water/gas supply | 2,210 |
| | Allowance to disconnect & make safe existing power | 3,180 |
| | Allowance to provide temporary propping during demolition | 2,500 |
| | Allow to strip finishes to existing perimeter walls | 4,802 |
| | General allowance across entire area | 3,478 |
| | | |
| | <u>Asbestos Removal</u> | |
| | Allowance for minor asbestos removal | 10,000 |

Roads, Footpaths, Paved Areas

| | | |
|--|--|--------|
| | <u>External Footpaths</u> | |
| | Allowance to remove existing entry paths | 1,112 |
| | Allow to construct new disabled concrete ramps | 2,776 |
| | Metal Balustrades to perimeter of ramps | 5,500 |
| | | |
| | | |
| | <u>Service Trenches</u> | |
| | Allowance for excavation, trenching, installation & backfill | 15,000 |

CONVERSION OF BOND STORE TO ACCOMMODATE A SMART WORKING HUB

Smart Hub Concept Designs

Meeting Date: 13 December 2016

Attachment No: 2

smart hub

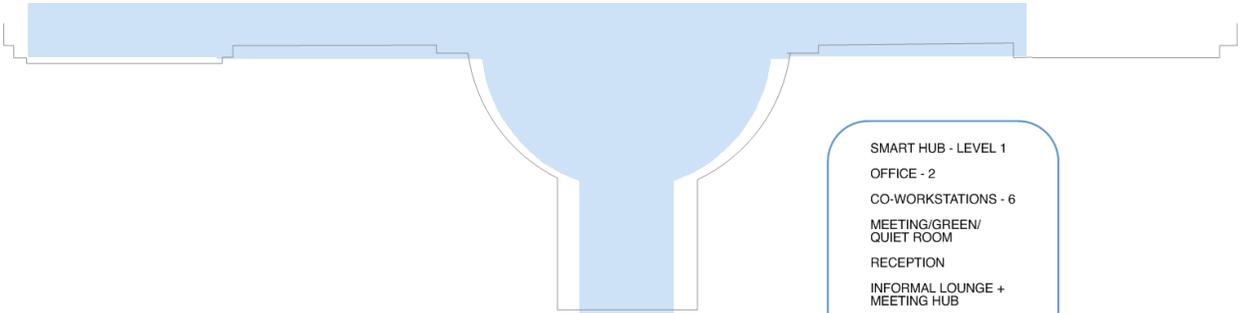
concept design

feasibility assessment for
quay street, rockhampton

prepared by

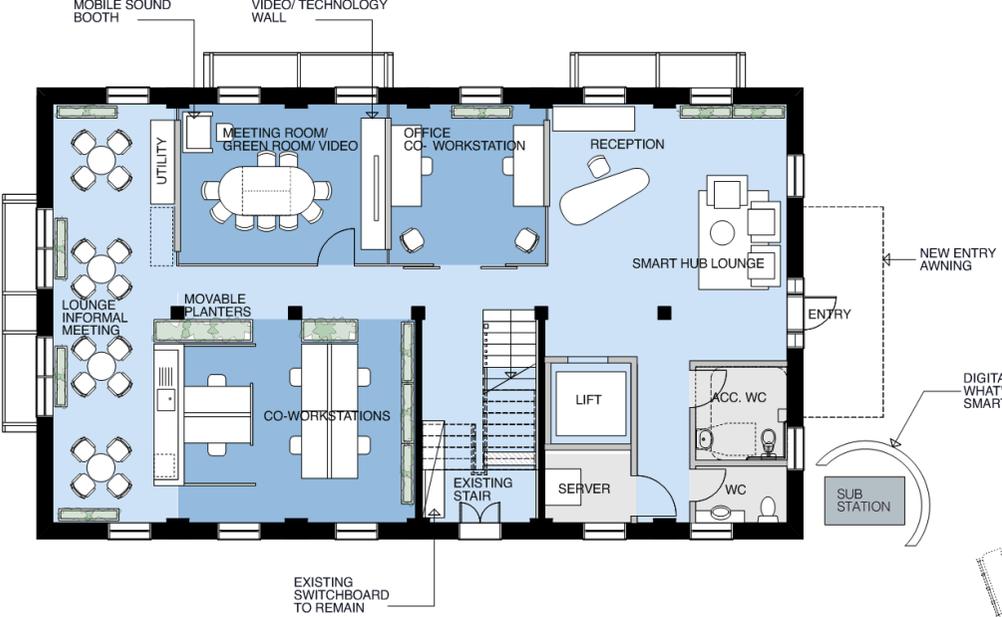
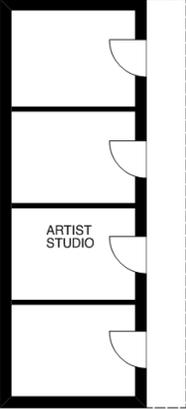
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- SMART HUB - LEVEL 1
- OFFICE - 2
- CO-WORKSTATIONS - 6
- MEETING/GREEN/ QUIET ROOM
- RECEPTION
- INFORMAL LOUNGE + MEETING HUB
- UTILITY UNISEX WC+ ACC WC
- SERVER ROOM

POSSIBLE MECHANICAL PLANT LOCATION WITH ARTWORK SCREEN



SK21
 Art gallery Smart hub
 212-208 Quay Street
 Level 1 - proposed
 Feasibility Assessment
 Quay St Rockhampton
 214 Quay Street
 Rockhampton
 13/11/16 Revision B



1000 0 AD

SK22

Art gallery
Smart hub

212-208
Quay Street

Level 2 -
proposed

Feasibility
Assessment
Quay St
Rockhampton

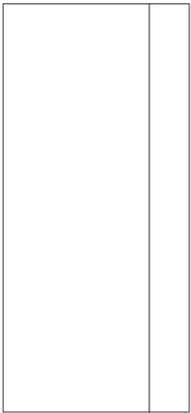
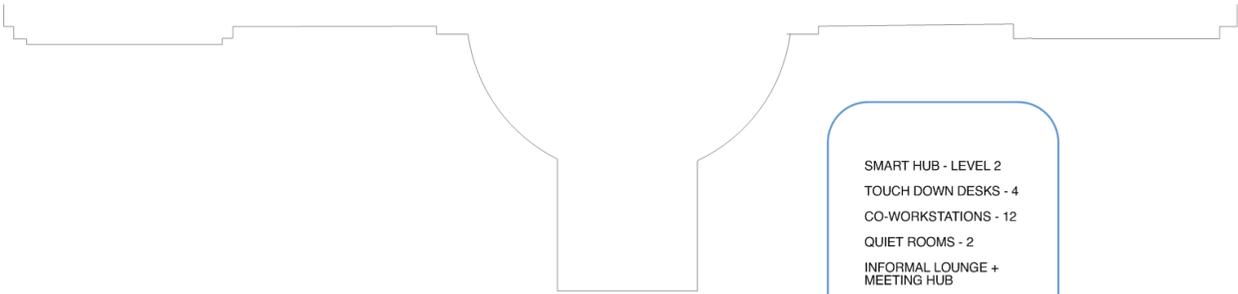
214 Quay Street

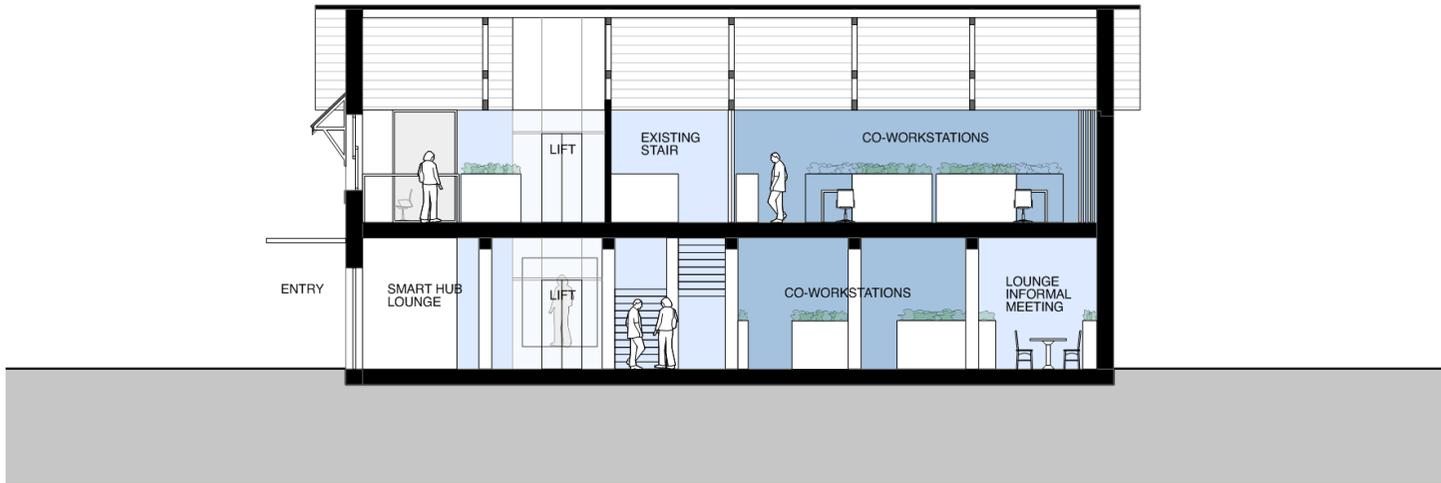
Rockhampton
13/11/16 Revision B



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SMART HUB - LEVEL 2
TOUCH DOWN DESKS - 4
CO-WORKSTATIONS - 12
QUIET ROOMS - 2
INFORMAL LOUNGE +
MEETING HUB
UTILITY





Section A

1:500 @ A1 1:500 @ A2

SK 23

Art gallery
Smart hub
212-208
Quay Street
Section A

Feasibility
Assessment
Quay St
Rockhampton
214 Quay Street

Rockhampton
11/11/16 Revision B



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SK24

Art gallery
Smart hub

212-208
Quay Street

3D view - Level 1

Feasibility
Assessment
Quay St
Rockhampton

214 Quay Street

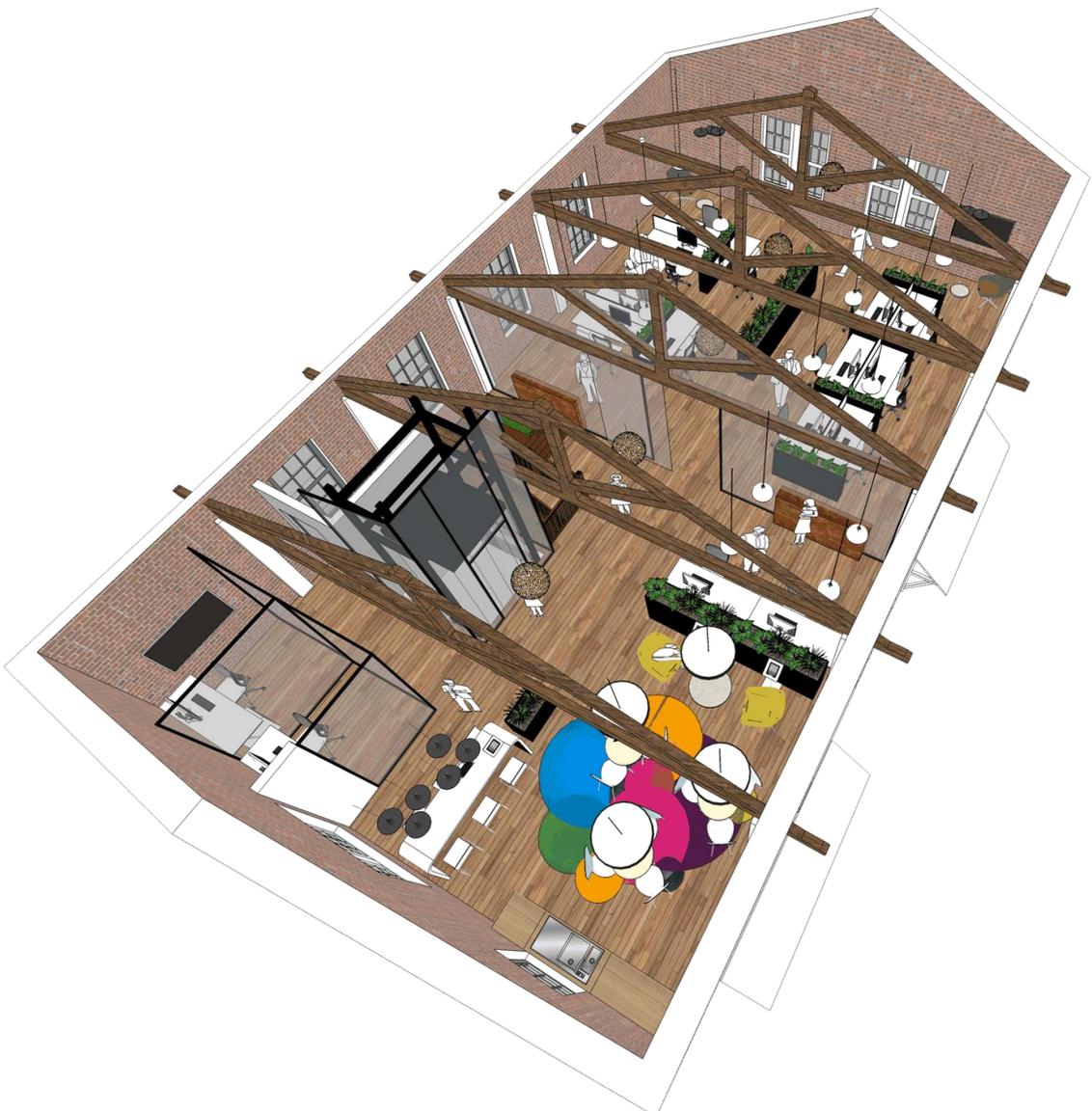
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Revision B



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SK25

Art gallery
Smart hub
212-208
Quay Street
3D view - Level 2

Feasibility
Assessment
Quay St
Rockhampton
214 Quay Street

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SK26

Art gallery
Smart hub
212-208
Quay Street
Entry View

Feasibility
Assessment
Quay St
Rockhampton

214 Quay Street

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13/11/16 Revision B



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SK27

Art gallery
Smart hub
212-208
Quay Street
Upper Level
View

Feasibility
Assessment
Quay St
Rockhampton

214 Quay Street

Rockhampton
13/11/16 Revision B



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SK28

Art gallery
Smart hub
212-208
Quay Street
Render L1

Feasibility
Assessment
Quay St
Rockhampton
214 Quay Street

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SK29

Art gallery
Smart hub
212-208
Quay Street
Render L2

Feasibility
Assessment
Quay St
Rockhampton
214 Quay Street

Rockhampton
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SK30

Art gallery
Smart hub
212-208
Quay Street
Smart Hub
Images

Feasibility
Assesment Quay
St Rockhampton

214 Quay Street

Rockhampton

11/11/16

Revision B



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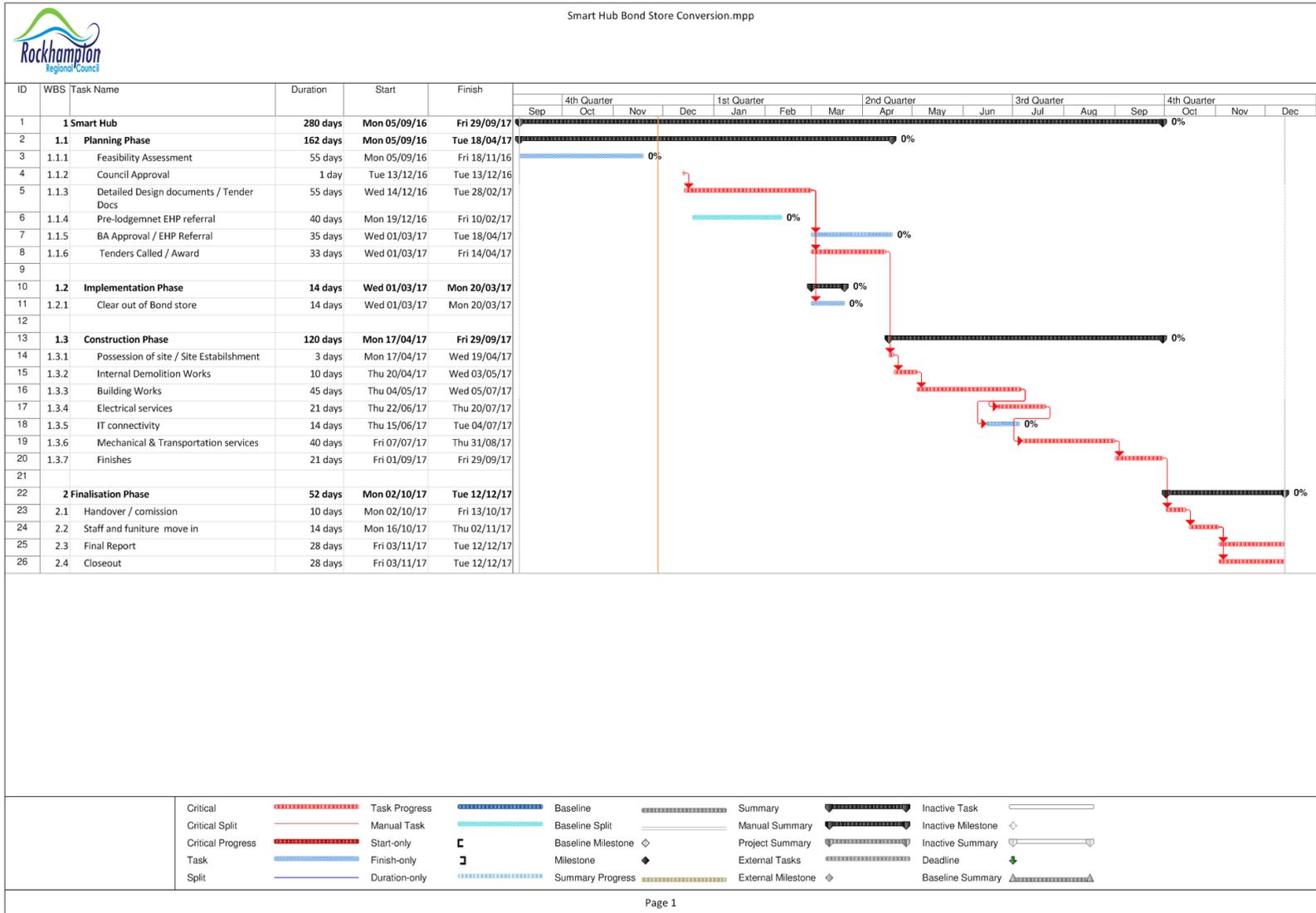
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CONVERSION OF BOND STORE TO ACCOMMODATE A SMART WORKING HUB

Gantt Chart

Meeting Date: 13 December 2016

Attachment No: 3



11.2 PROPOSED TRUSTEE LEASE TO OPTUS (TELECOMMUNICATIONS TOWER) - PART OF 15 BIRKBECK DRIVE, PARKHURST

| | |
|-----------------------------|---|
| File No: | 12445 |
| Attachments: | 1. Aerial Photo - 15 Birkbeck Drive 2. Optus intended coverage area 3. Photo Montage - view from Gremalis Drive 4. Planning Report |
| Authorising Officer: | Ross Cheesman - Deputy CEO/General Manager Corporate Services |
| Author: | Kellie Anderson - Coordinator Property and Insurance |

SUMMARY

Reporting on a request received from Optus Mobile Pty Limited to enter into a Trustee Lease over part of 15 Birkbeck Drive, Parkhurst for the purpose of constructing a telecommunications tower.

OFFICER'S RECOMMENDATION

THAT pursuant to section 236 (1)(c)(iv) of the *Local Government Regulation 2012*, the Chief Executive Officer (Coordinator Property & Insurance) be authorised to negotiate a trustee Lease with Optus Mobile Pty Limited over part of 15 Birkbeck Drive, Parkhurst (Lot 1 on CP898877) for an area of approximately 130m², subject to the following conditions:

1. The rental amount is to be \$15,000 per annum + GST, to be increased annually by 3%;
2. The total term of the Lease is to be 20 years;
3. The Lease is subject to the applicant obtaining all necessary approvals from Council and other Government agencies (if applicable);
4. The Lease is subject to obtaining consent from the Minister for Natural Resources & Mines; and
5. The applicant is responsible for all survey and registration costs, and Council's reasonable legal costs with regards to the Lease.

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

COMMENTARY

Optus Mobile Pty Limited is proposing to lease an area of 130m² of reserve land at 15 Birkbeck Drive, Parkhurst. The property is an operational reserve for Local Government and Water Reservoir purposes. There is a water reservoir located on the site.

Optus has identified that it has limited facilities serving the North Rockhampton area in general, leading to significant shortcomings in telecommunications services in the area. Optus proposes to install a new telecommunications tower at 15 Birkbeck Drive which will significantly improve network services for residents and businesses in Riverside Estate and the surrounding rural land uses as well as for travelers along the Bruce Highway and the North Coast Railway line.

Optus propose to install a 40 metre high monopole with associated equipment. It will be enclosed by a 2.4m high chainlink security fence.

In choosing this site, Optus normally reviews existing sites in the district. However, the closest facility is located approximately 2km to the south east of this site. For this reason, co-location was not a viable option.

Optus has already obtained an independent market valuation (attached) which values the proposed lease area at \$10,000 per annum. This assessment is consistent with other telecommunication leases. Under council's policy for Telecommunication Facilities on Council Land, if the facility is to be located on a reservoir site, then an additional \$5000 per annum is to be added to the rental. Optus have agreed to this.

Manager of Fitzroy River Water has been involved in the site selection process and has determined that the location of a telecommunications facility at this reservoir site will not have a detrimental impact on the current operations or possible future expansion of Council's use of the site.

The Optus proposal has met all requirements of Council policy for Telecommunication Facilities on Council owned or controlled land.

BUDGET IMPLICATIONS

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

LEGISLATIVE CONTEXT

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

CONCLUSION

It is recommended that Council enter into a Trustee Lease agreement with Optus Mobile Pty Limited for part of 15 Birkbeck Drive, Parkhurst for the construction of a telecommunications tower.

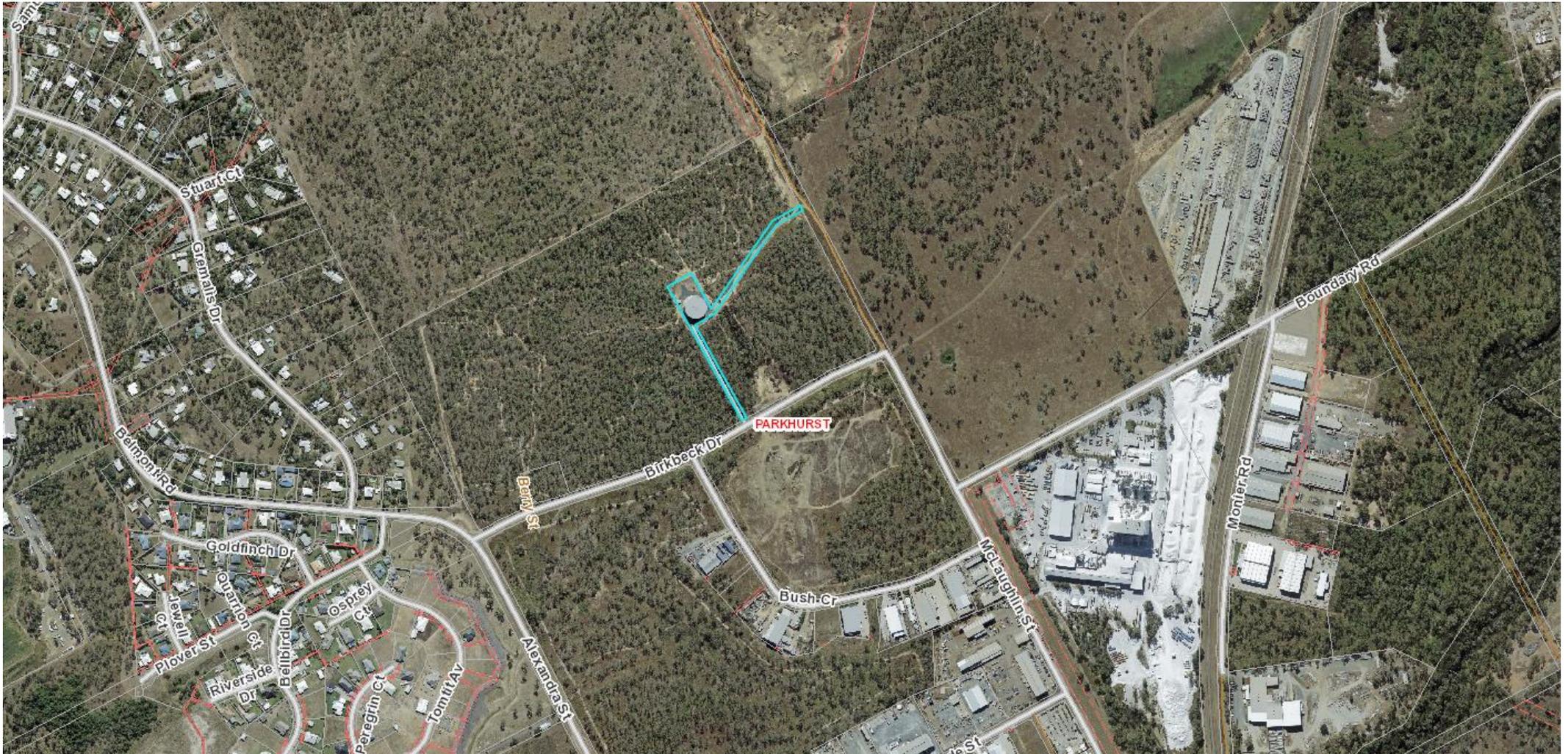
**PROPOSED TRUSTEE LEASE TO
OPTUS (TELECOMMUNICATIONS
TOWER) - PART OF 15 BIRKBECK
DRIVE, PARKHURST**

Aerial Photo - 15 Birkbeck Drive

Meeting Date: 13 December 2016

Attachment No: 1

15 Birkbeck Drive, Parkhurst



**PROPOSED TRUSTEE LEASE TO
OPTUS (TELECOMMUNICATIONS
TOWER) - PART OF 15 BIRKBECK
DRIVE, PARKHURST**

Optus intended coverage area

Meeting Date: 13 December 2016

Attachment No: 2

**PROPOSED TRUSTEE LEASE TO
OPTUS (TELECOMMUNICATIONS
TOWER) - PART OF 15 BIRKBECK
DRIVE, PARKHURST**

**Photo Montage –
View from Gremalis Drive**

Meeting Date: 13 December 2016

Attachment No: 3



**PROPOSED TRUSTEE LEASE TO
OPTUS (TELECOMMUNICATIONS
TOWER) - PART OF 15 BIRKBECK
DRIVE, PARKHURST**

Planning Report

Meeting Date: 13 December 2016

Attachment No: 4



Site information
For Pre DA lodgement
Proposed Telecommunications Facility

15 Birkbeck Drive, Parkhurst
QLD 4702
Lot 1 on CP898877

Prepared on behalf of **Optus Australia**
by Daly International Pty Ltd
September 2016



Pre-planning for New Telecommunications Facility
15 Birkbeck Drive, Parkhurst QLD 4702 (Lot 1 on CP898877)

TABLE OF CONTENTS

| <i>Section</i> | <i>Page</i> |
|---|-------------|
| (i) VERSION CONTROL..... | 3 |
| (ii) EXECUTIVE SUMMARY..... | 4 |
| 1 INTRODUCTION..... | 5 |
| 2 BACKGROUND..... | 6 |
| 2.1 What is a telecommunications base station facility and how does it work?... 6 | 6 |
| 2.2 Benefits of Mobile Technologies..... 6 | 6 |
| 2.3 Purpose of the Proposal..... 7 | 7 |
| 2.4 Network Coverage Objectives..... 7 | 7 |
| 3 SITE SELECTION..... | 9 |
| 3.1 Site Selection Process..... 9 | 9 |
| 3.2 Co-location Opportunities..... 10 | 10 |
| 3.3 Identification of Potential Sites..... 12 | 12 |
| 4 Specific Site Details..... | 15 |
| 4.1 Health and Safety..... 15 | 15 |
| 4.2 Proposed Vegetation Removal and Landscaping..... 16 | 16 |
| 4.3 Pre-lodgement Community Consultation..... 16 | 16 |
| 5 CONCLUSION..... | 17 |
| Appendix 1 Proposal Plans..... | 18 |
| Appendix 2 ARPANSA EME Report..... | 22 |
| Appendix 3- Community Consultation Letter..... | 26 |



Pre-planning for New Telecommunications Facility
15 Birkbeck Drive, Parkhurst QLD 4702 (Lot 1 on CP898877)

(i) VERSION CONTROL

| | | | | | |
|--|---|-------------------------------------|-------------------------------|--|-----------------------|
| CLIENT: Optus Australia | | | | | |
| PROJECT: Huawei Optus SA3 | | | | | |
| TITLE: B1411 Riverside Estate pre-planning report | | | | | |
| DOCUMENT REFERENCE NO: | | | | | |
| PROJECT MANAGER: Andrew Kardash | | | | FILE NO: B1141 Riverside Estate | |
| SPELL CHECK (WP OPERATOR) BY: N/A | | | | SECTION: N/A | |
| Document Details | | Preparation & Self Check | Independent Review By: | Corrective Action/ Approved by: | Sent To/ Date: |
| REV A Initial Draft Date | Name: Date: Signature: | Alissa Roxburgh | Andrew McLane | | |
| Rev B Second Draft Date | Name: Date: Signature: | | | | |
| Reviewers Comments: N/A | | | | | |



Pre-planning for New Telecommunications Facility
15 Birkbeck Drive, Parkhurst QLD 4702 (Lot 1 on CP898877)

(ii) EXECUTIVE SUMMARY

| | |
|-------------------------------------|--|
| Proposal | <p>Optus Mobile Pty Ltd (Optus) proposes installation of a new telecommunications facility at 15 Birkbeck Drive, Parkhurst QLD 4702. The proposal is part of a nationwide rollout to improve mobile coverage and access to enhanced services via the Optus mobile network in metropolitan, regional and rural areas across Australia. The proposed works involve installation of:</p> <ul style="list-style-type: none"> • One (1) 40 metre monopole; • Six (6) panel antennas (each less than 2.8 metres in length), mounted on a headframe on top of the monopole; • One (1) Optus prefabricated equipment shelter, with a floor area of not more than 7.5 square metres; and • Ancillary equipment associated with operation of the facility, including Remote Radio Units, Parabolic Antenna's, cable trays, cabling, safe access methods, bird proofing, earthing, electrical works and air-conditioning equipment. <p>The facility is to be located within a 130m² leased compound, enclosed by a 2.4m high chainlink security fence.</p> |
| Purposes | The primary objective of the site is to provide significantly improved network coverage and capacity to the Riverside Estate area and surrounding district, including parts of the Bruce Highway. |
| Property Details | 15 Birkbeck Drive, Parkhurst, QLD 4702 Lot 1 on CP898877 Site area: 8816 m ² Property Owner: Rockhampton Regional Council as Trustees |
| Planning Scheme Matters | <p>Planning Scheme: Rockhampton Regional Planning Scheme Use Definition: Telecommunication Facility Zoning: Special Purpose Zone Level of Assessment: Impact Assessable Material Change of Use</p> |
| State Matters & Referral | None |
| Application | Development permit for Material Change of Use for new Telecommunications Facility |
| Applicant | <p>Optus Mobile Pty Ltd C/- Daly International Level 1, 28 Fortescue Street SPRING HILL QLD 4000</p> <p>Contact: Alissa Roxburgh, Town Planner Phone: 07 3028 2700 Email: aroxburgh@dalyinternational.com.au Project Ref: B1411 Riverside Estate</p> |



Pre-planning for New Telecommunications Facility
15 Birkbeck Drive, Parkhurst QLD 4702 (Lot 1 on CP898877)

1 INTRODUCTION

This report has been prepared by Daly International Pty Ltd, acting on behalf of Optus Mobile Pty Ltd (herein referred to as Optus), seeking Council support for the installation of a new telecommunications facility at an existing Council water reservoir at 15 Birkbeck Drive, Parkhurst QLD 4702 (described as Lot 1 on CP898877).

There are currently limited Optus facilities servicing the North Rockhampton area in general, leading to significant shortcomings in telecommunications services in the City. In order to increase Optus services to the district, Optus proposes to install a new facility at the above address. The new facility will significantly improve network services for residents and businesses in Riverside Estate and the surrounding rural land uses, as well as for travellers along the Bruce Highway and the North Coast Railway line.

Optus propose to install the following:

- o One (1) 40 metre monopole;
- o Six (6) panel antennas (each less than 2.8 metres in length), mounted on a headframe on top of the monopole;
- o One (1) Optus prefabricated equipment shelter, with a floor area of not more than 7.5 square metres; and
- o Ancillary equipment associated with operation of the facility, including Remote Radio Units, Parabolic Antenna's, cable trays, cabling, safe access methods, bird proofing, earthing, electrical works and air-conditioning equipment.

The facility is to be located within a 130 m² leased compound, enclosed by a 2.4m high chainlink security fence. See **Appendix 1** for further details.

All mobile carriers are bound by the operational provisions of the *Telecommunications Act 1997* and *Telecommunications Code of Practice 1997*. While some works can be carried out under the *Telecommunications (Low Impact Facilities) Determination 1997* without development consent, this proposal is not defined as 'Low Impact' and requires Council development consent to proceed.

This report supports an application for a Material Change of Use for a new telecommunications facility servicing the North Rockhampton area, and specifically the Riverside Estate area. Optus consider that the proposed facility is an appropriate use in its current location, and warrants favourable consideration and progression by Rockhampton Regional Council.



Pre-planning for New Telecommunications Facility
15 Birkbeck Drive, Parkhurst QLD 4702 (Lot 1 on CP898877)

2 BACKGROUND

2.1 What is a telecommunications base station facility and how does it work?

A mobile base station is a facility that provides mobile telephone services to a geographical area. A mobile phone network is made up of base stations which operate together to provide service to users moving from place to place within the coverage area. A mobile base station typically consists of the following components: antennas, support structure, base station and transmission equipment. The antennas are connected by cable to radio equipment usually housed in a room, shelter or outdoor unit. Base stations are connected to the core network by microwave or fibre.

Mobile phones work by sending and receiving low power radio signals, much like a 2 way radio system. The signals are sent and received from antennas that are attached to radio transmitters and receivers, commonly referred to as mobile phone base stations. The base stations are linked to the rest of the mobile and fixed phone network and pass the signal/call on into those other parts of the network.

2.2 Benefits of Mobile Technologies

Mobile telecommunications play a central role in society and are becoming more deeply integrated into our day to day lives. Mobile communications networks shape how and when people communicate and how we access information on a daily basis. Today, improved connectivity means that mobile devices are used for everything from commerce and research to location-based services and social media. Individuals, families, businesses and society are all benefiting from the improved connectivity facilitated by mobile technologies.

In addition to its personal and social value, the evolution of mobile technologies has delivered significant benefits to the Australian economy by improving productivity, business management and customer engagement. Since its introduction, mobile technology has played a key role in stimulating labour productivity growth by allowing employees to be more efficient, with more productive use of time. According to Deloitte (2016), the Australian economy is approximately \$34 billion larger in 2015 than it would otherwise be due to the long-term productivity of mobile technologies.

Mobile technology's economic contribution is not limited to improving productivity. It improves connectivity and participation in the workforce. Mobile technology also provides employees with the flexibility to work from home, promoting sustainable commuting and also reducing traffic congestion. According to the Australian Mobile Telecommunications Association (AMTA), two decades ago only 4% of Australians owned a mobile device. According to the Australia Bureau of Statistics, there are now over 21 million subscribers with internet access connections via a mobile handset in Australia (ABS, 2015). Mobile technology's continual development has allowed it to become the preferred channel to access the internet for most people in Australia and the rest of the world.



Pre-planning for New Telecommunications Facility
15 Birkbeck Drive, Parkhurst QLD 4702 (Lot 1 on CP898877)

2.3 Purpose of the Proposal

To cater for the growing demand for mobile services, Optus has embarked on a nationwide rollout to deliver an improved, reliable telecommunications network to the Australian public. The rollout will provide improved mobile coverage and enhanced services in metropolitan, regional and rural areas throughout Australia. This rollout consists of the upgrade of existing telecommunications facilities and where required the installation of new mobile base stations to expand the coverage footprint and offer seamless mobile services.

Additional base stations are required where surrounding facilities cannot provide sufficient coverage to a target area. New facilities are also required when existing base stations are fully utilised and cannot serve additional users in the area.

Optus will normally review existing sites in a district, to confirm whether optimisation (upgrading) of these facilities will resolve network deficiencies in a particular area. However, in this case, there are limited Optus facilities servicing the Riverside Estate district at all – the closest Optus facilities are located adjacent to the Bruce Highway (approximately 2km to the south east). Accordingly, there is an obvious requirement for mobile communications services to be improved in the district, as none of these sites are close enough to provide services to Riverside Estate.

2.4 Network Coverage Objectives

Optus regularly undertake detailed assessments of the performance and coverage of the digital mobile telephone network to ensure the system is reliable and achieving the required objectives. Optus also monitor customer demand and feedback to identify areas where network performance is poor, or where coverage does not exist. Optus then seek to expand and improve the network through upgrading of existing mobile facilities and deployment of new ones.

Recently, the network has also experienced significant and growing demand for mobile broadband. As usage of smart phones, tablets and other wireless devices continues to rapidly expand, further demand is placed on the network. Optus are aware that their customers are sensitive to network dropouts and poor speed, and want to provide services that meet the expectations of the Australian community.

In this instance, Optus have identified significant demand for coverage in Riverside Estate and the surrounding district, including improved coverage to parts of the Bruce Highway. In addition to servicing Riverside Estate, this facility is intended to provide coverage as shown in **Figure 1**. Note actual coverage may vary as the coverage footprint can be affected by many factors, including terrain and the number of users at any one time.

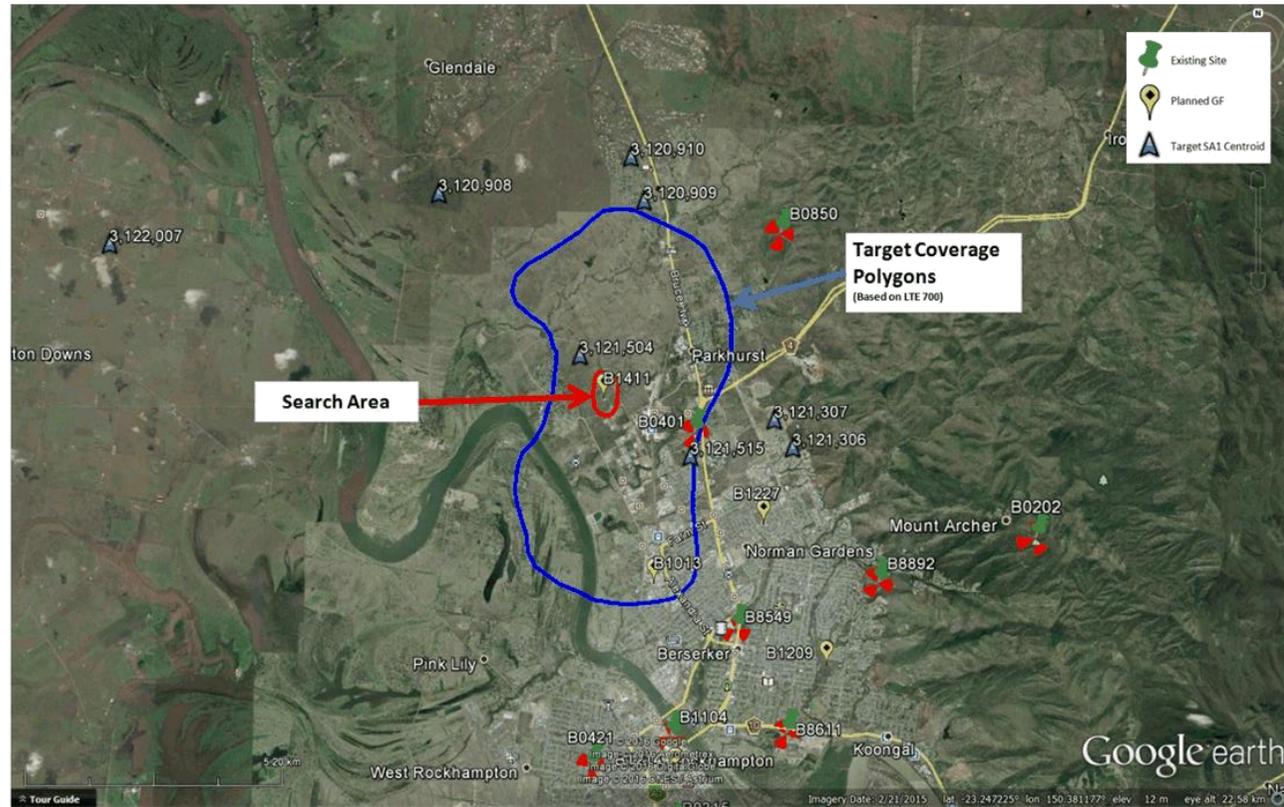


Figure 1: Optus' Intended Target Coverage Area (from Google Earth)



Pre-planning for New Telecommunications Facility
15 Birkbeck Drive, Parkhurst QLD 4702 (Lot 1 on CP898877)

3 SITE SELECTION

3.1 Site Selection Process

Optus are intending to provide mobile telephone coverage to the Riverside Estate, the surrounding rural areas and parts of the Bruce Highway. A new facility is required to provide a feasible level of coverage to these areas – accordingly, Optus have identified a search area within which a site could provide a feasible service outcome.

Optus investigated one search areas for this site, primarily on elevated terrain outside the residential centre of Riverside Estate.

A number of disciplines are involved in the site selection process including site acquisition consultants, engineers and town planners, as well as specialist experts where needed, such as ecologists, geotechnical engineers and other relevant consultants.

When considering potential new sites, an assessment of the search area is undertaken by the disciplines noted above. Prospective locations are identified and assessed against a number of key criteria, including:

- Radiofrequency requirements (that is, the ability of a site to provide a feasible extent and depth of coverage to the community);
- The availability of willing landowners to secure tenure;
- Visual impact and appropriateness, including any forms of visual impact mitigation available;
- Proximity of the site to sensitive or potentially inconsistent land uses, such as residential areas, childcare centres and schools;
- Specific town planning considerations, such as zoning, future development potential and Council strategic direction for an area;
- Environmental considerations such as vegetation clearing; and
- Engineering considerations and build feasibility (including assessment of soil conditions, slope and flood proneness, and confirmation of suitable access and power arrangements).

The site selection process is also strongly focused on the availability of existing telecommunications facilities, or other tall structures like water reservoirs or power pylons, that could present suitable options for co-location.



Pre-planning for New Telecommunications Facility
15 Birkbeck Drive, Parkhurst QLD 4702 (Lot 1 on CP898877)

3.2 Co-location Opportunities

Where possible, Optus endeavour to co-locate on existing telecommunications facilities if these are available. Where existing telecommunications facilities are not present, Optus explore other potential co-location options such as radio towers, power stanchions and tall buildings.

This approach is encouraged by the *Communications Alliance Industry Code – Mobile Phone Base Station Deployment* ('*The Deployment Code*'), which promotes the use of existing sites for reduced visual impact.

Co-location options may not be available in all circumstances – there may be no existing vertical structures in the area, or no rooftops high enough to provide a feasible co-location option. In these cases, a new 'greenfield' facility is required.

In this case, there are no existing telecommunications facilities or other tall structures capable of servicing the Riverside Estate area effectively. The closest mobile facilities in the area are as follows (for further information on these sites, see www.rfnsa.com.au):

- **RFNSA Ref #4701004: 20m Optus Monopole, 605 Yaamba Road, Kawana QLD 4701**
This site is approximately 2km south east of the current proposal. This tower provides Optus and Vodafone services to the Bruce Highway north out of Rockhampton and Coverage to CQU, but was too far from the search area to complete Optus service requirements for the Riverside Estate area.
- **RFNSA Ref #4702013 : Telstra Rooftop co-location, Central Queensland University, Bruce Highway, Norman Gardens QLD 4701**
This site is approximately 2.6km southeast of the current proposal. The site is located on the rooftop of Central Queensland University, and therefore, co-location opportunities on the Telstra infrastructure is not a feasible option. A similar rooftop proposal was also deemed unfeasible due to the distance from the required service area.

There were no other co-location opportunities within 5km of Riverside Estate.

Figure 2 shows the location of prospective co-location options within close proximity to the proposed Optus site at Scott Street.

Pre-planning for New Telecommunications Facility
15 Birkbeck Drive, Parkhurst QLD 4702 (Lot 1 on CP898877)



Figure 2: Existing Co-Location Opportunities in Riverside Estate (from Google Earth)



Pre-planning for New Telecommunications Facility
15 Birkbeck Drive, Parkhurst QLD 4702 (Lot 1 on CP898877)

3.3 Identification of Potential Sites

As no co-location options were suitable, Optus identified that a new telecommunications facility would be required to service the residential area of Riverside Estate, the Bruce Highway and surrounding district. Optus' site investigation focused predominantly on candidates away from residences and sensitive land uses to minimise impact on the local community.

Optus are intending to cover the Riverside Estate residential area, Rural land uses and a stretch of Bruce Highway and North Coast Rail line. Optus' site investigation focused on providing the maximum coverage for the community. Candidates on elevated locations, removed from the residential land uses were found particularly favourable because they could meet coverage objectives while being feasible from a construction standpoint, and maximising mobile coverage.

From an assessment of the area, four (4) potential sites were identified for detailed analysis. The locations of these candidates are shown in **Figure 3**, below.



Figure 3: Potential Candidates in Riverside Estate (from Google Earth)



Pre-planning for New Telecommunications Facility
15 Birkbeck Drive, Parkhurst QLD 4702 (Lot 1 on CP898877)

A detailed analysis of each candidate has been undertaken. **Table 1** below summarises the issues considered for each candidate.

Table 1 – Summary of the investigated alternative site candidates

| Candidate | Site Details | Facility Type | Description |
|-----------|---|--------------------------|--|
| A | 15 Birkbeck Drive Parkhurst, QLD, 4702 | Proposed 40m Monopole | Current candidate. See Appendix 1 for proposed plans of the development |
| B | 392 Alexandra Street Parkhurst, QLD, 4702 | Proposed 40m Monopole | Optus investigated a new 40m facility on elevated land adjacent to the Council reservoir site. This was identified as the backup option, but was less favourable due to complex tenure issues. |
| C | 392 Alexandra Street Parkhurst, QLD, 4702 | Proposed 40m Monopole | Optus investigated a New 40m monopole in the lower portion of the DNRM reserve. This site did not achieve RF objectives and would require a complex tenure arrangement with DNRM. |
| D | 2 William Palfrey Road, Parkhurst, QLD, 4702 | Proposed 40m Monopole | Optus investigated a new 40m facility on freehold land. The site was deemed unfeasible due to planning issues and the sites inability to achieve a favourable coverage outcome. |

In summary, a thorough examination of potential telecommunications base-station sites in the surrounding area has been undertaken. However, the majority of these sites have been ruled out for one or more reasons;

- Lack of required coverage and network performance
- Landowner refusal of the proposal
- Structural limitations
- Environmental and planning issues, including visual impact and proximity to housing

Optus has concluded that Candidate A is the most appropriate location for the installation of a new facility. Therefore, on behalf of Optus, we are planning to submit a Development Application for a new telecommunications facility to Rockhampton Regional Council.



Pre-planning for New Telecommunications Facility
15 Birkbeck Drive, Parkhurst QLD 4702 (Lot 1 on CP898877)

4 Specific Site Details

4.1 Health and Safety

Public health and safety is of paramount importance to Optus.

Optus operates within the operational standards set by the Australian Communication and Media Authority (ACMA) and Australian Radiation Protection and Nuclear Safety Agency (ARPANSA). ARPANSA is a Federal Government agency incorporated under the Health and Ageing portfolio and is charged with the responsibility for protecting the health and safety of both people and the environment from the harmful effects of radiation (ionising and non-ionising). The operational standards are based on international standards set by the International Commission for Non-Ionizing Radiation protection (ICNRP).

All Optus are installed, designed and certified by qualified professionals in accordance with all relevant Australian Standards. This ensures that the facility will not result in any increase in the level of risk to the public. This facility is to be operated in compliance with the mandatory standard for human exposure to EME – currently the *Radio communications (Electromagnetic Radiation Human Exposure) Standard 2003*.

In addition to this, Optus undertakes further measures when designing the facility, to minimise the EME exposure to the general public, by installing the facility in accordance with the Australian Mobile Telecommunications Association (AMTA) Radio frequency (RF) Safety Compliance Program – Base Station Design Guidelines Engineering for Access Control to minimise EME. Other preventative measures also include:

- Utilising Dynamic/Adaptive Power Control network feature that automatically adjusts the power and hence minimises EME from the facility.
- Varying the facility's transmit power to the minimal required level, minimising EME from the network, and
- Discontinuous transmission, a feature that reduces EME emissions by automatically switching the transmitter off when no data is being sent.

The proposed facility will also have restrictions aimed at preventing public access, including a secured compound fence with a locked gate and warning signs placed around the facility.

The EME Report associated with this site is attached in **Appendix 2**. The report shows that the maximum predicted EME levels will equate to **0.21%** of the maximum exposure limit under the Australian Standard.

This measurement is based on the maximum worst case scenario, considering direct exposure at full operational capacity of the facility which is generally not a true representation of a real life scenario. The signal from the facility is normally affected by various factors including service demand and call traffic, network support of surrounding base stations, distance, topography, physical and natural barriers (such



Pre-planning for New Telecommunications Facility
15 Birkbeck Drive, Parkhurst QLD 4702 (Lot 1 on CP898877)

as hills, trees, buildings etc), antenna specifications, azimuth and power input to name a few.

4.2 Proposed Vegetation Removal and Landscaping

The proposal is located on land in an area currently utilised for Council Water infrastructure area which has previously been disturbed. While there are a number of large mature trees in the vicinity of the proposed development site, there is no significant or mature vegetation that would require clearing as a result of the construction or operational phase of the proposed telecommunications facility.

The site is not considered to be of ecological significance by Rockhampton Regional Council, as it is not included in Council's Environmental Area's overlay. The lot is not within a DNRM Remnant Vegetation area or mapped on the DEHP Protected Plants Flora Survey Trigger Map.

Several steps have been taken to reduce the visual impact of the proposed facility. Aside from using the smallest height possible, Optus have chosen to utilise a slim monopole structure rather than a lattice tower or mast, reducing the visual bulk of the facility. Optus have also proposed that if a colour requirement for the monopole and associated equipment is required by Council, these be detailed in the appropriate condition as part of the approved DA.

Due to the location of the proposed development in an area surrounded on all sides by large mature vegetation, and with a significant buffer of over 640m to the closest residential land use, it is not proposed to include any other landscaping or screening as part of this proposal.

4.3 Pre-lodgement Community Consultation

Due to the relatively isolated location of the proposed development; the closest residential land use is over 642m to the west of the site, a targeted community consultation process was deemed most appropriate. An introductory letter (See **Appendix 3**) which included information and an invitation to make a pre-lodgement submission in regards to the proposed development

A letter was sent to the following residents:

- The residents on the east side of Gremalis Drive between the numbers of 2 and 20; and
- Number 9 and 11 Belmont Road.

There was no submissions received as a result of this consultation activity.



Pre-planning for New Telecommunications Facility
15 Birkbeck Drive, Parkhurst QLD 4702 (Lot 1 on CP898877)

5 CONCLUSION

Optus propose to install a new telecommunications facility at 15 Birkbeck Drive, Parkhurst (Lot 1 on CP898877). The facility is necessary to alleviate community need for improved mobile services in the north Rockhampton area, the surrounding rural community and along the Bruce Highway.

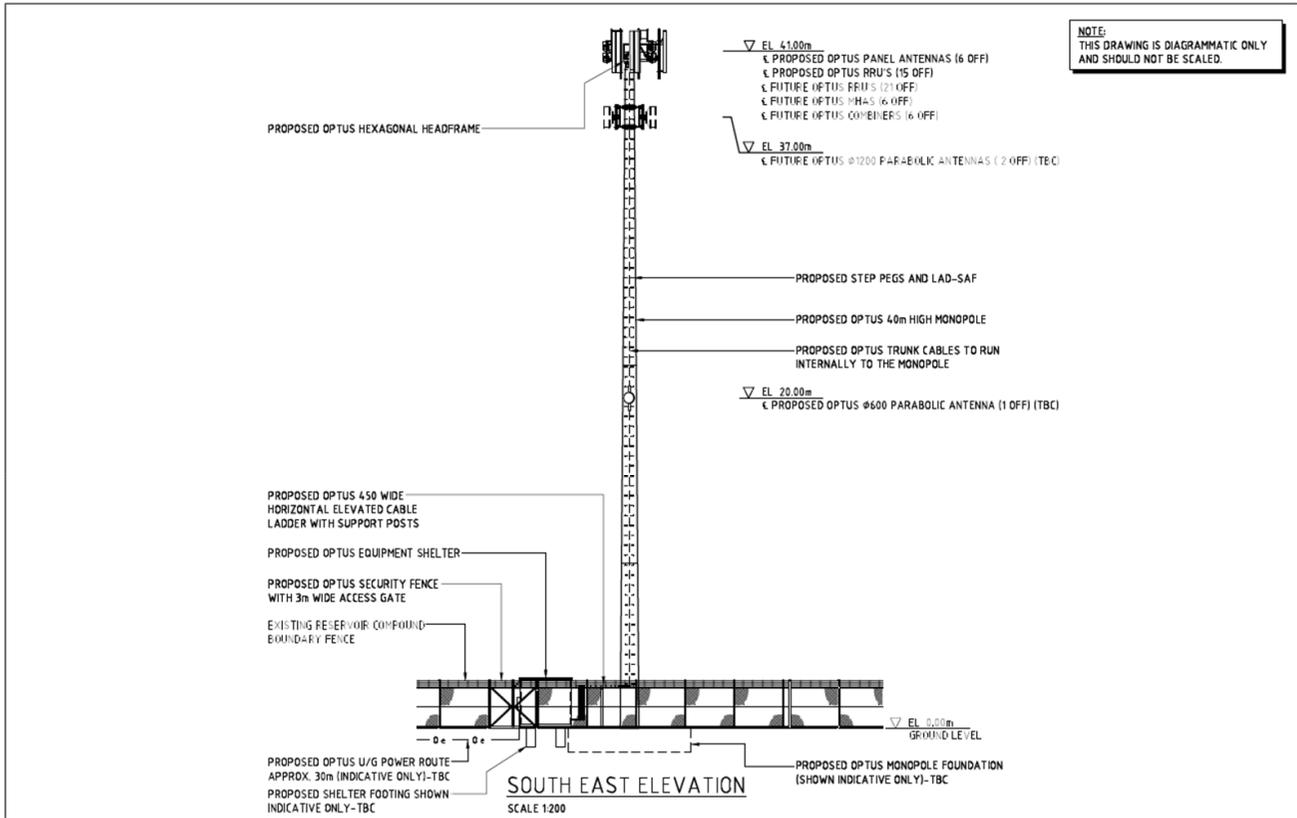
As described in this report, the proposed facility is considered appropriate in its current location. It will form an integral component in the Optus mobile phone network, and will provide an important community benefit through improved and reliable communications services.

The proposed development is considered appropriate in light of the relevant legislative, environmental, technical, radio coverage and public safety requirements.

The proposal is not likely to have any significant environmental impacts or raise significant community concern and it satisfactorily meets the requirements of the relevant state and local planning instruments and policies.

For these reasons, we consider that the proposed facility warrants favourable consideration from Council, and we look forward to submitting the associated development application as part of this development.

Appendix 1 Proposal Plans

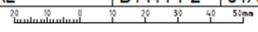


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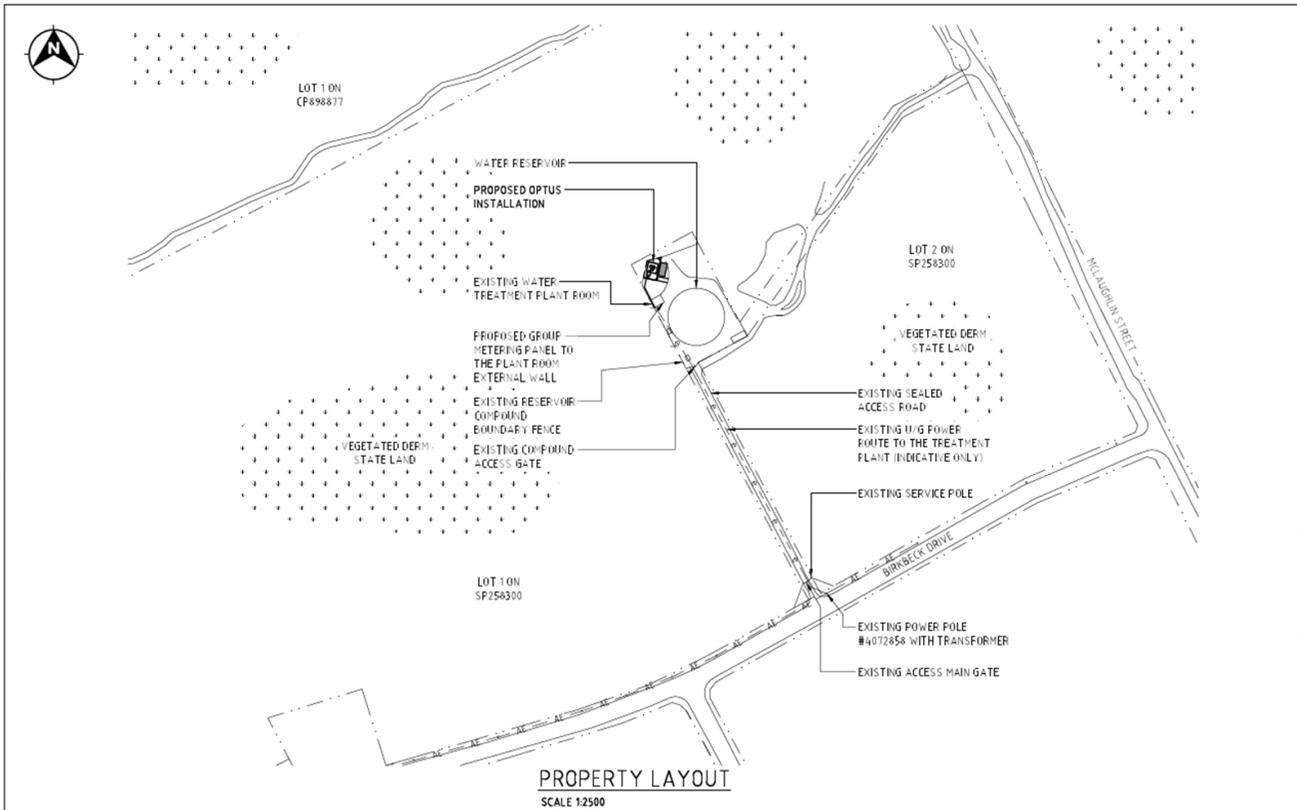


Client: OPTUS
 Project: MOBILE NETWORK AUSTRALIA
 SITE No: B1411 - A RIVERSIDE ESTATE
 15 BIRKBECK DRIVE, PARKHURST

Drawing Title: DRAFT SITE ELEVATION
 Drawing Status: FOR APPROVAL
 Drawing No: B1411-P2
 Revision: 01A



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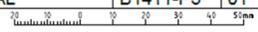
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Client: **OPTUS**
 Project: **MOBILE NETWORK AUSTRALIA**
 SITE No:- **B1411 - A RIVERSIDE ESTATE**
 15 BIRKBECK DRIVE, PARKHURST

Drawing Title: **DRAFT PROPERTY LAYOUT**
 Drawing Status: **FOR APPROVAL**
 Drawing No: **B1411-P3**
 Revision: **01**



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Appendix 2 ARPANSA EME Report



Environmental EME Report
15 Birkbeck Drive Parkhurst, PARKHURST QLD 4702

This report provides a summary of Calculated RF EME Levels around the wireless base station

Date 24/6/2016

RFNSA Site No. 4702110

Introduction

The purpose of this report is to provide calculations of EME levels from the existing facilities at the site and any proposed additional facilities.

This report provides a summary of levels of radiofrequency (RF) electromagnetic energy (EME) around the wireless base station at 15 Birkbeck Drive Parkhurst PARKHURST QLD 4702. These levels have been calculated by Huawei using methodology developed by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA).

The maximum EME level calculated for the proposed systems at this site is 0.21% of the public exposure limit.

The ARPANSA Standard

ARPANSA, an Australian Government agency in the Health and Ageing portfolio, has established a Radiation Protection Standard specifying limits for general public exposure to RF transmissions at frequencies used by wireless base stations. The Australian Communications and Media Authority (ACMA) mandates the exposure limits of the ARPANSA Standard.

How the EME is calculated in this report

The procedure used for these calculations is documented in the ARPANSA Technical Report "Radio Frequency EME Exposure Levels - Prediction Methodologies" which is available at <http://www.arpansa.gov.au>.

RF EME values are calculated at 1.5m above ground at various distances from the base station, assuming level ground.

The estimate is based on worst-case scenario, including:

- wireless base station transmitters for mobile and broadband data operating at maximum power
- simultaneous telephone calls and data transmission
- an unobstructed line of sight view to the antennas.

In practice, exposures are usually lower because:

- the presence of buildings, trees and other features of the environment reduces signal strength
- the base station automatically adjusts transmit power to the minimum required.

Maximum EME levels are estimated in 360° circular bands out to 500m from the base station.

These levels are cumulative and take into account emissions from all mobile phone antennas at this site.

The EME levels are presented in three different units:

- volts per metre (V/m) – the electric field component of the RF wave
- milliwatts per square metre (mW/m²) – the power density (or rate of flow of RF energy per unit area)
- percentage (%) of the ARPANSA Standard public exposure limit (the public exposure limit = 100%).

Results

The maximum EME level calculated for the proposed systems at this site is 2.31 V/m; equivalent to 14.094 mW/m² or 0.21% of the public exposure limit.

Radio Systems at the Site

There are currently no existing radio systems for this site.

It is proposed that this base station will have equipment for transmitting the following services:

| Carrier | Radio Systems |
|---------|--|
| Optus | LTE700 (proposed), WCDMA900 (proposed), LTE2600 (proposed), WCDMA2100 (proposed) |

Calculated EME Levels

This table provides calculations of RF EME at different distances from the base station for emissions from existing equipment alone and for emissions from existing equipment and proposed equipment combined.

| Distance from the antennas at 15 Birkbeck Drive Parkhurst in 360° circular bands | Maximum Cumulative EME Level – All carriers at this site | | | | | |
|--|--|---------------------------------|---------------------------|---|---------------------------------|---------------------------|
| | Existing Equipment | | | Proposed Equipment | | |
| | Electric Field V/m | Power Density mW/m ² | % ARPANSA exposure limits | Electric Field V/m | Power Density mW/m ² | % ARPANSA exposure limits |
| 0m to 50m | | | | 1.17 | 3.62 | 0.039% |
| 50m to 100m | | | | 1.046 | 2.9 | 0.038% |
| 100m to 200m | | | | 1.7 | 7.66 | 0.14% |
| 200m to 300m | | | | 2.31 | 14.094 | 0.21% |
| 300m to 400m | | | | 2.25 | 13.41 | 0.19% |
| 400m to 500m | | | | 1.82 | 8.74 | 0.12% |
| <i>Maximum EME level</i> | | | | 2.31 | 14.094 | 0.21 |
| | | | | 278.72 m from the antennas at 15 Birkbeck Drive Parkhurst | | |

Calculated EME levels at other areas of interest

This table contains calculations of the maximum EME levels at selected areas of interest that have been identified through the consultation requirements of the Communications Alliance Ltd Deployment Code C564:2011 or via any other means. The calculations are performed over the indicated height range and include all existing and any proposed radio systems for this site.

| Additional Locations | Height / Scan relative to location ground level | Maximum Cumulative EME Level All Carriers at this site Existing and Proposed Equipment | | |
|-------------------------|---|--|---------------------------------|------------------------------|
| | | Electric Field V/m | Power Density mW/m ² | % of ARPANSA exposure limits |
| No locations identified | | | | |

RF EME Exposure Standard

The calculated EME levels in this report have been expressed as percentages of the ARPANSA RF Standard and this table shows the actual RF EME limits used for the frequency bands available. At frequencies below 2000 MHz the limits vary across the band and the limit has been determined at the Assessment Frequency indicated. The four exposure limit figures quoted are equivalent values expressed in different units – volts per metre (V/m), watts per square metre (W/m²), microwatts per square centimetre (µW/cm²) and milliwatts per square metre (mW/m²). Note: 1 W/m² = 100 µW/cm² = 1000 mW/m².

| Radio Systems | Frequency Band | Assessment Frequency | ARPANSA Exposure Limit (100% of Standard) |
|--------------------------|-----------------|----------------------|---|
| LTE 700 | 758 – 803 MHz | 750 MHz | 37.6 V/m = 3.75 W/m ² = 375 µW/cm ² = 3750 mW/m ² |
| WCDMA850 | 870 – 890 MHz | 900 MHz | 41.1 V/m = 4.50 W/m ² = 450 µW/cm ² = 4500 mW/m ² |
| GSM900, LTE900, WCDMA900 | 935 – 960 MHz | 900 MHz | 41.1 V/m = 4.50 W/m ² = 450 µW/cm ² = 4500 mW/m ² |
| GSM1800, LTE1800 | 1805 – 1880 MHz | 1800 MHz | 58.1 V/m = 9.00 W/m ² = 900 µW/cm ² = 9000 mW/m ² |
| LTE2100, WCDMA2100 | 2110 – 2170 MHz | 2100 MHz | 61.4 V/m = 10.00 W/m ² = 1000 µW/cm ² = 10000 mW/m ² |
| LTE2300 | 2302 – 2400 MHz | 2300 MHz | 61.4 V/m = 10.00 W/m ² = 1000 µW/cm ² = 10000 mW/m ² |
| LTE2600 | 2620 – 2690 MHz | 2600 MHz | 61.4 V/m = 10.00 W/m ² = 1000 µW/cm ² = 10000 mW/m ² |
| LTE3500 | 3425 – 3575 MHz | 3500 MHz | 61.4 V/m = 10.00 W/m ² = 1000 µW/cm ² = 10000 mW/m ² |

Further Information

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is a Federal Government agency incorporated under the Health and Ageing portfolio. ARPANSA is charged with responsibility for protecting the health and safety of people, and the environment, from the harmful effects of radiation (ionising and non-ionising).

Information about RF EME can be accessed at the ARPANSA website, <http://www.arpansa.gov.au>, including:

- Further explanation of this report in the document 'Understanding the ARPANSA Environmental EME Report'
- The procedure used for the calculations in this report is documented in the ARPANSA Technical Report; 'Radio Frequency EME Exposure Levels - Prediction Methodologies'
- the current RF EME exposure standard
Australian Radiation Protection and Nuclear Safety Agency (ARPANSA), 2002, 'Radiation Protection Standard: Maximum Exposure Levels to Radiofrequency Fields — 3 kHz to 300 GHz', Radiation Protection Series Publication No. 3, ARPANSA, Yallambie Australia.
[Printed version: ISBN 0-642-79400-6 ISSN 1445-9760] [Web version: ISBN 0-642-79402-2 ISSN 1445-9760]

The Australian Communications and Media Authority (ACMA) is responsible for the regulation of broadcasting, radiocommunications, telecommunications and online content. Information on EME is available at <http://emr.acma.gov.au>

The Communications Alliance Ltd Industry Code C564-2011 'Mobile Phone Base Station Deployment' is available from the Communications Alliance Ltd website, <http://commsalliance.com.au>.

Contact details for the Carriers (mobile phone companies) present at this site and the most recent version of this document are available online at the Radio Frequency National Site Archive, <http://www.rfnsa.com.au>.

Appendix 3- Community Consultation Letter



Our Ref: B1411 Riverside Estate

3 August 2016

Address
Address
Address

Dear Sir/Madam,

Proposed Optus Mobile Base Station at 15 Birkbeck Drive, Parkhurst

We are writing to advise that Optus Australia is proposing to enhance mobile telecommunications services in the Riverside Estate area, with the development of a mobile base station at the Water Reservoir on Birkbeck Drive in Parkhurst.

The facility is comprised of a 40m steel monopole, panel antennas, ancillary equipment and a prefabricated equipment shelter all located within a 2.4m high security fence.

The facility has been proposed as part of the Optus' national rollout, which is designed to improve the telecommunications network service to residents and business in North Rockhampton and provide access to fast and reliable mobile services to the communities at Riverside Estate.

What is a Mobile Base Station and how does it work?

A mobile base station is a facility that provides mobile telephone services to a geographical area. A mobile phone network is made up of base stations which operate together to provide service to users moving from place to place within the coverage area. A mobile base station typically consists of antennas, a support structure, and base station and transmission equipment. The antennas are connected by cable to radio equipment usually housed in a room, shelter or outdoor unit. Base stations are connected to the core network by microwave or fibre.

Mobile phones work by sending and receiving low power radio signals, much like a 2 way radio system. The signals are sent and received from antennas that are attached to radio transmitters and receivers, commonly referred to as mobile phone base stations. The base stations are linked to the rest of the mobile and fixed phone network and pass the signal/call on into those other parts of the network.

Why we are proposing this Optus Mobile Base Station?

Mobile telecommunications play a central role in society and are becoming more deeply integrated into our day to day lives. Mobile communications networks shape how and when people communicate and how we access information on a daily basis. Today, improved connectivity means that mobile devices are used for everything from commerce and research to location-based services and social media. Individuals, families, businesses and society are all benefiting from the improved connectivity facilitated by mobile technologies.

Optus regularly undertake detailed assessments of the performance and coverage of the digital mobile telephone network to ensure the system is reliable and achieving the required objectives. Optus also monitor customer demand and feedback to identify areas where network performance is poor, or where coverage does not exist. Optus then seek to expand and improve the network through upgrading of existing mobile facilities and deployment of new ones.

DALY INTERNATIONAL Pty Ltd, A.C.N. 054 002 461
Level 1, 28 Fortescue Street, SPRING HILL QLD 4000
Telephone: 07 3028 2700 Facsimile: 07 3028 2799



Recently, the network has also experienced significant and growing demand for mobile broadband. As usage of smart phones, tablets and other wireless devices continues to rapidly expand, further demand is placed on the network. Optus are aware that their customers are sensitive to network dropouts and poor speed, and want to provide services that meet the expectations of the Australian community.

In this instance, Optus have identified significant demand for coverage in Riverside Estate and the surrounding district, including improved coverage to parts of the Bruce Highway.

Making a Submission or Enquiry

Optus Australia intends to lodge a development application with Rockhampton Regional Council to construct the proposed facility. When the application is lodged, formal consultation will be undertaken in accordance with Council's requirements, and submissions can be made to Council when the proposal formally goes on public notification. This will be broadly advertised as per the requirements of Council and the *Sustainable Planning Act 2009*.

If you have any enquiries regarding the proposed facility, please feel free to call Alissa Roxburgh directly on 07 3028 2700 or email at aroxburgh@dalbyinternational.com.au by **Friday 23 August 2016**.

Yours sincerely,

Alissa Roxburgh
Town Planner

P: 07 3028 2700 | F: 07 3028 2799
E: aroxburgh@dalbyinternational.com.au

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11.3 DEVELOPMENT INCENTIVES POLICY

| | |
|-----------------------------|---|
| File No: | 11982 |
| Attachments: | 1. Current Development Incentives Policy 2. Refund Applications 3. Recommendations |
| Authorising Officer: | Scott Waters - Acting Executive Manager Regional Development Evan Pardon - Chief Executive Officer |
| Author: | Rick Palmer - Senior Executive Industry Engagement |

SUMMARY

This report canvasses possible changes to Council's Development Incentives Policy.

OFFICER'S RECOMMENDATION

THAT Council extend the current development incentives policy for a further six months to 30 June 2017, to workshop a preferred model, consult with the development sector as well as the Advance Rockhampton Committee and provide a cost benefit analysis on the preferred model to Council by 30 April 2017, for commencement on 1 July 2017.

COMMENTARY

Council's Development Incentives Policy, a copy of which is attached to this report, is to expire on 31 December 2016.

Since 1 December 2013 Council has received 22 applications for refunds under this policy. Refunds have been paid to 20 of the applicants and two of the applications have been refused. Three applications are currently being assessed.

A schedule showing the amount of the refunds is also attached to this report. So far \$726,393.37 has been repaid under the policy, of which \$589,642.48 has been repaid as the refund of infrastructure charges, \$124,178.50 as the refund of development application fees and \$12,572.39 as the refund of service connection fees. There may be further refunds of service connection fees as the amounts only become clear when the connections are completed.

A group of Council officers involved in the operation of the development incentives policy has considered how this policy may operate in the future. This group included:

- General Manager Community Services Michael Rowe;
- Manager Planning & Regulatory Services Stephen Gatt
- Manager Engineering Services Martin Crowe;
- Coordinator Strategic Infrastructure Angus Russell;
- Coordinator Strategic Planning Bob Truscott;
- Senior Executive Industry Engagement Rick Palmer; and
- Senior Executive Economic & Industry Development Lee Sunderland.

A copy of their recommendation, which is based on the continued use of three geographic areas within the Region, is attached to this report.

This group recognized the primary need to redevelop the Rockhampton Central Business District and recommended that Council provide a refund of the maximum of 100 per cent of infrastructure charges for development in this area.

The group also recognized the need to redevelop an area immediately to the north of the CBD fronting the Fitzroy River and the Gracemere Industry Area.

As they saw these as secondary needs, they recommended that Council provide a refund of up to 50 per cent of infrastructure charges.

In addition, they recommended Council provide a refund of up to \$5000 on application fees which developers in these three precincts may have paid.

While the Council's Officer's detailed above have provided a preferred geographical model for Council's consideration. It is viewed prudent that a more detailed analysis be provided to Council on a cost benefit basis, coupled with a Councillor workshop and consultation with the development community.

Future Policy Operation

The geographical model would apply to development applications lodged for parcels of land located in:

- i) The Rockhampton Central Business District Area 1 which is bounded by Alma Street, Derby Street, Quay Street, Victoria Parade and Archer Street, included as part of the Rockhampton Region's Priority Infrastructure Area and marked pink on the plan of the Rockhampton Central Business District – maximum concession 100 per cent of infrastructure charges;
- ii) The Rockhampton Central Business District Area 2 which is bounded by Alma Street, Archer Street, Victoria Parade and North Street, included as part of the Rockhampton Region's Priority Infrastructure Area and marked purple on the plan of the Rockhampton Central Business District – maximum concession 50 per cent of infrastructure charges; and
- iii) The Gracemere Industrial Area being the industrial land between the Gracemere Industrial Access Road and Capricorn Street and included as part of the Rockhampton Region's Priority Infrastructure Area and marked brown on the plan of the Gracemere Industrial Area – maximum concession 50 per cent of infrastructure charges.

It is also recommended development application fees be refunded at Council's discretion for land in these three precincts to the maximum amount of \$5000. It should be noted that no recommendation was made about continuing to refund service connection fees.

Implications

The policy is designed to stimulate development particularly in Rockhampton's CBD (100 per cent infrastructure charge concession), and in the precinct to its immediate north (50 per cent infrastructure charge concession). The third area which is recommended receive a 50 per cent infrastructure charge concession is located in the eastern end of the Gracemere Industrial Area. All three areas are included in Council's Priority Infrastructure Area.

Alternative Approach

An alternative approach could be to use the key strategic opportunities which have been identified by Empower Economics as the basis for the Development Incentives Policy.

These are:

- Resources
- Agribusiness and water security
- Health care and social assistance services
- Education and training
- Defence
- Smart regional centre
- CBD development
- Tourism and events
- Transport and logistics
- International relations and trade

The recommendations involving Rockhampton CBD Areas 1 and 2 more or less cover the Smart Regional Centre and CBD development opportunities identified by Empower Economics, while the GIA recommendations include many of resources and transport and logistics opportunities.

Rather than adopt a geographic approach which is currently the basis of the Development Incentives Policy and which it is recommended Council continue to adopt, it is possible to focus the policy on particular development applications which principally the all or some of the opportunities identified by Empower Economics.

In general, Council officers believed it was important to restrict this policy so it applied to projects which were located within Council's Priority Infrastructure Area.

While it is also possible to mix both approaches, that would result in a complex system which is difficult for developers to follow and for Council to market.

However, it is acknowledged that the current policy regime remains complex in nature, the ultimate goal is to provide a balanced policy stimulating growth and development. To provide this outcome a consultative approach is required between Elected Representatives, Council Officers and the development community, followed by a cost benefit analysis. This will ensure that the policy is formed for the purpose of economic and regional development on a fiscally responsible basis.

BACKGROUND

Council adopted a Development Incentives Policy from 1 December 2013 until it expired on 31 December 2015. In 2015 Council extended the policy so it now expires on 31 December 2016.

DEVELOPMENT INCENTIVES POLICY

Current Development Incentives Policy

Meeting Date: 13 December 2016

Attachment No: 1



**DEVELOPMENT INCENTIVES POLICY
(COMMUNITY POLICY)**

1. **Scope:**
This policy applies to development within the Rockhampton Region

2. **Purpose:**
To provide guidance on applying for incentives for developments that will deliver significant and sustainable economic development and growth outcomes for the Region.

3. **Related Documents:**

Primary
Nil

Secondary
Sustainable Planning Act 2009
Sustainable Planning Regulation 2009
 Fitzroy Shire Planning Scheme 2005 (Superseded)
 Mt Morgan Shire Planning Scheme 2003 (Superseded)
 Rockhampton City Plan 2005 (Superseded)
 Rockhampton Region Planning Scheme 2015 (RockePlan)
 Rockhampton Regional Council Adopted Infrastructure Charges Resolution (No. 2) 2012
 Rockhampton Regional Council Adopted Infrastructure Charges Resolution (No. 3) 2014
 Rockhampton Regional Council Adopted Infrastructure Charges Resolution (No. 4) 2014
 Rockhampton Regional Council Adopted Infrastructure Charges Resolution (No. 5) 2015
 State Planning Regulatory Provision (adopted charges) July 2012

4. **Definitions:**
To assist in interpretation, the following definitions apply:

| | |
|------------------------|--|
| Qualifying Development | A development that has made application and been granted a development incentive under this policy |
| Region | All areas covered by the Rockhampton Region Planning Scheme (RockePlan), Rockhampton City Plan (Superseded), Fitzroy Shire Planning Scheme (Superseded) and Mount Morgan Shire Planning Scheme (Superseded). |

5. **Policy Statement:**
The Development Incentives Policy is designed to attract investment in qualifying developments in the Region in order to stimulate sustainable growth, diversify and value-add to our regional economy.

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Adopted/Approved: Adopted, 8 December 2015
Version: 3
Reviewed Date:

Department: Regional Services
Section: Development and Building
Page No.: Page 1 of 11

The focus of the Program is on developments that will:

- Create new jobs and investment;
- Value-add through enhanced service delivery or supply chains;
- Generate growth within identified strategic industrial and commercial locations;
- Diversify and make the local economy more sustainable; and
- Activate the Rockhampton Central Business District.

The Development Incentives Policy is a discretionary scheme which seeks to attract and support projects that will deliver the greatest economic benefits to the Region. It does not replace the function or application of Adopted Infrastructure Charge Resolution (No.2), Adopted Infrastructure Charges Resolution (No. 3), Adopted Infrastructure Charges Resolution (No. 4) and Adopted Infrastructure Charges Resolution (No. 5) or any representations made against an Infrastructure Charge Notice that may result in a Negotiated Infrastructure Charge Notice.

This policy supports key outcomes under the Rockhampton City Plan (Superseded) and RockePlan by maintaining the Central Business District as the central service centre for the Region, including the highest order goods and services and large scale offices. It also supports the purpose of the recent amendment to the Fitzroy Shire Planning Scheme (Superseded) and RockePlan to encourage and provide certainty for industrial development in the Gracemere – Stanwell zone.

It is not the purpose of the Development Incentives Policy to enhance the viability of marginal and/or speculative development. As a discretionary scheme, Council reserves the right to approve or refuse applications made under the Development Incentives Policy at its sole discretion.

Development that is ineligible under this policy will be subject to Council's Adopted Infrastructure Charges Resolution (No. 2) 2012 or Council's Adopted Infrastructure Charges Resolution (No. 3) 2014, Council's Adopted Infrastructure Charges Resolution (No. 4) and Council's Adopted Infrastructure Charges Resolution (No. 5).

5.1 Eligibility Criteria

To qualify for the Development Incentives Policy there must be a separate application on the prescribed forms.

To be eligible under Part 1 and Part 2 of the Development Incentives Policy, a development must meet all requirements:

5.1.1 Commencement of Policy

The Development Incentives Policy will only apply to development applications are received by Council after 1 December 2013. No consideration will be given to the reduction, deferment or repayment of infrastructure charges levied or received prior to this date.

5.1.2 Applicable Area

Developments will be located within the Priority Infrastructure Area (PIA) as identified in the State Planning Regulatory Provision (adopted charges) July 2012.

5.1.3 Use Category

The policy applies to making a material change of use or carrying out building works consistent with the RockePlan, Rockhampton City Plan (Superseded), Fitzroy Shire Planning Scheme (Superseded) or the Mount Morgan Planning Scheme (Superseded) for an Eligible Use (as identified in Appendix A and Appendix B).

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Adopted/Approved: Adopted, 8 December 2015
Version: 3
Reviewed Date:

Department: Regional Services
Section: Development and Building
Page No.: Page 2 of 11

5.1.4 Commencement of Use

This policy will be applied to properly made development applications received by Council between 1 December 2013 and 31 December 2016. The use must commence within three years of the properly made development application being approved by Council. For the avoidance of doubt, any approved incentive will be revoked and charges will revert to those notified on Council's adopted fees and charges schedule or in the Infrastructure Charges Notice or the Negotiated Infrastructure Charges Notice if the use is not commenced or building certificate of classification is not issued within three years of the properly made development application being approved by Council.

5.1.5 Non-Government Development

The development is not to be by or on the behalf of State or Federal Government Departments, Agencies or Government Owned Corporations.

5.1.6 Prior Agreements

The Development Incentives policy is not available to applicants who have previously entered into an Infrastructure Agreement for the development in accordance with clause 5.6 of the Adopted Infrastructure Charges Resolution (No. 2) 2012, clause 5.6 of the Adopted Infrastructure Charges Resolution (No. 3) 2014, clause 5.6 of the Adopted Infrastructure Charges Resolution (No. 4) 2014 and clause 5.6 of the Adopted Infrastructure Charges Resolution (No. 5) 2015 or have previously been granted a Development Incentive for the development.

6 Part 1 – Infrastructure Charges Incentives

Part 1 – Infrastructure Charges Incentives provides a concession mechanism for infrastructure charges, at the discretion of Council, as an incentive for developments that will deliver significant and sustainable economic development and growth outcomes in alignment with Council's planning objectives.

6.1 Infrastructure Charges Concession

The Infrastructure Charges Concession mechanism provides an immediate and permanent concession on infrastructure charges to be paid in accordance with clause 5.5 of the Adopted Infrastructure Charges Resolution (No. 2) 2012, clause 5.5 of the Adopted Infrastructure Charges Resolution (No. 3) 2014, clause 5.5 of the Adopted Infrastructure Charges Resolution (No. 4) 2014 or clause 5.5 of the Adopted Infrastructure Charges Resolution (No. 5) 2015.

6.1.1 Maximum Concession

The maximum concession on payment of infrastructure charges in accordance with the Adopted Infrastructure Charges Notice is:

| Location | Maximum Concession |
|--|--------------------|
| Rockhampton Central Business District – Precinct 1 | 100% |
| Rockhampton Central Business District – Precinct 2 (where Gross Floor Area or building footprint remain unchanged) | 100% |
| Precinct 2 (where Gross Floor Area or building footprint remain unchanged) | 50% |
| Rockhampton Central Business District – Precinct 1 – Special Use Precinct, Inner City North Cultural – Residential development | 50% |
| All other areas | 50% |

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 8 December 2015
Version: 3
Reviewed Date:

Department: Regional Services
Section: Development and Building
Page No.: Page 3 of 11

6.1.2 Application of Concession

The concession will be applied to the adopted infrastructure charge at the time of payment required by clause 5.5 of Council's Adopted Infrastructure Charges Resolution (No. 2) 2012, clause 5.5 of the Adopted Infrastructure Charges Resolution (No. 3) 2014, clause 5.5 of the Adopted Infrastructure Charges Resolution (No. 4) 2014 or clause 5.5 of the Adopted Infrastructure Charges Resolution (No. 5) 2015.

6.1.3 Treatment of Credits and Offsets

The concession applies to the applicable net infrastructure charges payable, calculated pursuant to the Council's Adopted Infrastructure Charges Resolution (No. 2) 2012, Adopted Infrastructure Charges Resolution (No. 3) 2014, Adopted Infrastructure Charges Resolution (No. 4) 2014 or Adopted Infrastructure Charges Resolution (No. 5) 2015 - that is the infrastructure charges less any applicable credits or offsets.

6.2 Ongoing Eligibility

The following will be applied to Part 1 – Infrastructure Charges Incentives:

6.2.1 Non-Commencement of Use

In the event that the use is not commenced within three years of the development approval being issued by Council, the Infrastructure Charges Incentive granted will be revoked and payment of the full value of infrastructure charges pursuant to the issued Adopted Infrastructure Charges Notice or Negotiated Adopted Infrastructure Charges Notice will be applicable.

6.2.2 Non-Payment of Infrastructure Charges

In the event that the infrastructure charges for a development are not received in accordance with the times of payment calculated in section 6.1.3, the Infrastructure Charges Incentive granted will be revoked and payment pursuant to the issued Adopted Infrastructure Charges Notice or Negotiated Adopted Infrastructure Charges Notice will be applicable.

7 Part 2 – General Incentives

Part 2 – General Incentives provides for a range of general incentives and concessions, at the discretion of Council, as an incentive for developments that will deliver significant and sustainable economic development and growth outcomes in alignment with Council's planning objectives.

The aim of the general incentives program is to reduce fees associated with qualifying development and processing times for development applications lodged with Council.

7.1 Additional Eligibility Criteria

To be eligible under Part 2 – General Incentives, development must meet all of the following requirements in addition to the requirements of section 5.1:

7.1.1 Scale

The development must be considered by Council to deliver significant and sustainable economic development and growth outcomes in alignment with Council's planning objectives.

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Adopted/Approved: Adopted, 8 December 2015
Version: 3
Reviewed Date:

Department: Regional Services
Section: Development and Building
Page No.: Page 4 of 11

7.1.2 Scope

Reconfiguring a Lot and Operational Works that is code assessable in relation to an Eligible Use contained in section 5.1 may be considered when assessing applications.

7.2 General Incentives Mechanisms

The General Incentives mechanisms are intended to provide a range of incentives and concessions for significant development located within the PIA:

7.2.1 Development Facilitation

It is recognised that the process of obtaining development approvals for significant projects can be complex. As such, Council is committed to facilitating development that meets the requirements of this policy.

Council's facilitation includes:

- Access to Council officers to provide advice on preparing development applications and applicability and incentives available,
- Free of charge pre-lodgement meetings with relevant Council officers; and
- Assistance with identifying and facilitating contact with the State Government agencies with a view to facilitating the development.

7.2.2 Refunding of development application fees

Development application fees associated with developments approved under Part 2 – General Incentives, and has been paid to Council; will be refunded on completion of the development.

7.2.3 Rockhampton CBD Parking Concessions

Council will give consideration to granting appropriate parking concessions for significant projects within the Rockhampton Central Business District Precincts 1 and 2 in particular where the intensity of use or the footprint of the development remains unchanged.

7.2.4 Service and Connection Fees

Council water meter and service connection fees associated with developments eligible under Part 2 – General Incentives will be refunded on completion of the development.

7.3 Ongoing Eligibility

The following will be applied to Part 2 – General Incentives:

7.3.1 When is Development Completed?

Completion of development will be taken as in the case of:

- A material change of use – once the change happens;
- Building work– once the certificate of classification for the building work is issued;
- Operational works – once the work is placed "on defects"; or
- Reconfiguring a lot – once the survey plan is endorsed with a compliance certificate by Council.

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 8 December 2015
Version: 3
Reviewed Date:

Department: Regional Services
Section: Development and Building
Page No.: Page 5 of 11

7.3.2 Non-Completion of Development

In the event that the development is not completed within three years of the development application being approved by Council, the General Incentives granted will be revoked and development application fees and service and connection fees will not be refunded.

8 Review Timelines:

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

- 8.2** Upon adoption of a new planning scheme for the Rockhampton Regional Council planning area;
- 8.3** The related information is amended or replaced; or
- 8.4** Other circumstances as determined from time to time by Council.

9 Responsibilities:

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

EVAN PARDON
CHIEF EXECUTIVE OFFICER

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Adopted/Approved: Adopted, 8 December 2015
Version: 3
Reviewed Date:

Department: Regional Services
Section: Development and Building
Page No.: Page 6 of 11

Appendix A
Eligibility Uses – Rockhampton Central Business District

Table 1 - Central Business District – Precincts 1 and 2 - Eligible Uses

| Column 1 Use Category | Column 2 Development under the Rockhampton City Plan 2005 | Column 3 Development under RockePlan |
|----------------------------|---|---|
| Residential | | |
| Residential | Multi unit dwelling – except when located at ground level in precinct 1 – retail core | Multiple dwelling |
| Accommodation (short term) | Accommodation building (motel) – except when located at ground level in precinct 1 – retail core Hotel (accommodation) | Short-term accommodation |
| Accommodation (long term) | Accommodation building (serviced apartments) – except when located at ground level in precinct 1 – retail core | Rooming accommodation |
| Non-Residential | | |
| Places of assembly | Club Community facility Restaurant (conference facility) | Club Community use Function facility |
| Commercial (bulk goods) | Showroom – except where the site does not have frontage to Fitzroy Street in precinct 2 – business services. | Showroom |
| Commercial (retail) | Commercial premises (personal service) Restaurant (not including conference facility) Shop – except where within precinct 2 – business services, each tenancy of the proposed use, including associated existing use if the proposed use is an extension of an existing use, occupies a total Gross Floor Area within the building or buildings on the site of greater than 250m ² Take-away food store | Shop Food and drink outlet |
| Commercial (office) | Commercial premises (office activities) | Office |
| Education facility | Child care centre Educational establishment | Child care centre Educational establishment |
| Entertainment | Cinema Hotel (non residential component) | Hotel Nightclub entertainment facility |

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Adopted/Approved: Adopted, 8 December 2015
Version: 3
Reviewed Date:

Department: Regional Services
Section: Development and Building
Page No.: Page 7 of 11

| Column 1 Use Category | Column 2 Development under the Rockhampton City Plan 2005 | Column 3 Development under RockePlan |
|--|--|--|
| Indoor sport and recreational facility | Indoor sport and recreation | Indoor sport and recreation |
| Essential services | Commercial premises (health or medical service) Emergency services – when not on flood prone land | Emergency services Health care services |
| Specialised uses | Car park Commercial premises (tourism service) | Parking station Tourist attraction |

Table 2 – Central Business District – Precinct 1 - Special Use Precinct, Inner City North Cultural – Eligible Uses

| Column 1 Use Category | Column 2 Development under the Rockhampton City Plan 2005 | Column 3 Development under RockePlan |
|---|--|---|
| Residential | | |
| Special Use Precinct, Inner City North Cultural | Accommodation building Multi unit dwelling | Multiple dwelling Rooming accommodation Short-term accommodation |

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 8 December 2015
Version: 3
Reviewed Date:

Department: Regional Services
Section: Development and Building
Page No.: Page 8 of 11

Appendix B
Eligibility Uses – Areas Other Than the Rockhampton Central Business District Precincts 1 and 2

Table 3- All Other Areas – Eligible Uses

| Column 1 Use Category | Column 2 Development under the applicable local planning instruments | | | |
|-----------------------------|--|---|--|---|
| | Rockhampton City Plan 2005 | Mount Morgan Shire Planning Scheme 2003 | Fitzroy Shire Planning Scheme 2005 | RockePlan 2015 |
| Non-residential | | | | |
| Places of assembly | Club, Restaurant (conference facility). | Commercial premises. | Indoor entertainment, Food premises (function centres), Commercial premises (funeral parlour). | Club, Community use, Function facility. |
| Commercial (bulk goods) | Showroom, Landscape supplies, Nursery/garden centre. | Commercial premises, Horticulture C. | Showroom, Landscape supplies, Plant nursery, Vehicle showroom. | Showroom, Bulk landscape supplies, Garden Centre, Warehouse. |
| Commercial (retail) | Shop Restaurant (not including conference facility), Take away food store, Service station, Car wash, Major shopping outlet, Commercial premises (personal service). | Commercial premises (retail). | Shop, Food premises (restaurants, cafes), Service station, Retail/commercial complex. | Shop, Shopping centre, Food and drink outlet, Service station. |
| Commercial (office) | Commercial premises (office activities), Display home / office. | Commercial premises (office). | Commercial premises (professional services). | Office. |
| Education facility | Child care centre, Educational establishment. | | Community purpose (Education Establishments, child care centre). | Child care centre, Educational establishment. |

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 8 December 2015
Version: 3
Reviewed Date:

Department: Regional Services
Section: Development and Building
Page No.: Page 9 of 11

| Column 1 Use Category | Column 2 Development under the applicable local planning instruments | | | |
|---|--|---|--|--|
| | Rockhampton City Plan 2005 | Mount Morgan Shire Planning Scheme 2003 | Fitzroy Shire Planning Scheme 2005 | RockePlan 2015 |
| Entertainment | Hotel (non residential component), Nightclub, Cinema. | Commercial premises. | Hotel (non residential component), Indoor entertainment (nightclub). | Hotel, Nightclub entertainment facility, Bar. |
| Indoor sport and recreational facility | Indoor sport and recreation. | | Indoor entertainment (indoor sports centre). | Indoor sport and recreation. |
| Industry | Low impact industry, Medium impact industry, Warehouse, Bulk store, Vehicle depot. | Industrial premises. | Low impact industry, Medium impact industry, Warehouse, Bulk store, Vehicle depot. | Low impact industry, Medium impact industry, Marine industry, Research and technology industry, Service industry, Special industry, Warehouse. |
| High impact industry | High impact industry. | Industry B. | High impact industry. | High impact industry. |
| Essential services | Public facility, Emergency services, Health care, Commercial premises (health or medical service), Special needs accommodation (non residential component), Aged care accommodation (non residential component), Veterinary clinic. | Commercial premises. | Community purpose (emergency services), Commercial premises (veterinary clinic), Public facility – other. | Emergency services, Health care services, Retirement facility, Veterinary services. |

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Adopted/Approved: Adopted, 8 December 2015
Version: 3
Reviewed Date:

Department: Regional Services
Section: Development and Building
Page No.: Page 10 of 11

| Column 1 Use Category | Column 2 Development under the applicable local planning instruments | | | |
|-----------------------------|--|---|--|---|
| | Rockhampton City Plan 2005 | Mount Morgan Shire Planning Scheme 2003 | Fitzroy Shire Planning Scheme 2005 | RockePlan 2015 |
| Specialised uses | Transport terminal, Crematorium, Indoor and outdoor sport and recreation (outdoor component only), Tourist facility, (non residential component), Commercial premises (tourism service). | Tourist business (non residential component). | Transport terminal, Community purpose (crematorium), Outdoor entertainment, Motor sport facility. | Transport depot, Crematorium, Motor sport facility, Tourist attraction, Air services, Environment facility, Nature-based tourism. |

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Adopted/Approved: Adopted, 8 December 2015
Version: 3
Reviewed Date:

Department: Regional Services
Section: Development and Building
Page No.: Page 11 of 11

DEVELOPMENT INCENTIVES POLICY

Refund Applications

Meeting Date: 13 December 2016

Attachment No: 2

| DEVELOPMENT INCENTIVES | | | | | | | |
|------------------------|-------------------------------------|---------------------------------------|--------------------------------|------------------|---------------------------|----------------------------------|-----------------------------------|
| App No. | Applicant | Location | Development Description | Status | Refund of Application Fee | Refund of Infrastructure Charges | Refund of Service connection fees |
| D433-2013 | Francis Freighters | 22 Hall Road, Gracemere | Vehicle Depot | Under assessment | | | |
| D299-2014 | The Presbyterian Church | 137-151 Farm Street, Kawana | Aged Care Accommodation | Under assessment | | | |
| D33-2014 | T Newberry | 100 Bolsover Street, Rockhampton City | Indoor Sport and Recreation | Under assessment | | | |
| D8-2014 | Frenchville Villas Pty Ltd | 175 Frenchville Road, Frenchville | Child Care Centre | Approved | \$4,865.00 | \$41,645.00 | \$8,641.34 |
| D65-2014 | Red Truck Pty Ltd | 23 Somerset Road, Gracemere | Vehicle Depot | Approved | \$7,879.50 | \$16,542.50 | |
| D125-2014 | Huntly Heavy Equipment | 232-272 Alexandra Street, Kawana | Low Impact Industry | Approved | \$7,180.00 | \$24,815.50 | \$3,931.05 |
| D200-2014 | Michalis Group Pty Ltd | 17 Dooley Street, Park Avenue | High Impact Industry | Approved | \$17,105.00 | \$15,402.00 | N/A |
| D221-2014 | The Planning Place | 368 McLaughlin Street, Parkhurst | Storage Sheds | Approved | \$18,613.00 | \$138,720.00 | |
| D293-2014 | NPM Constructions | 29 Macquarie Street, Gracemere | Vehicle Depot and Bulk Store | Approved | \$5,255.00 | \$42,260.73 | N/A |
| D4-2015 | Simon Price | 10 Derby Street, Rockhampton | Indoor Sport and Recreation | Approved | \$2,359.00 | \$30,590.00 | N/A |
| D41-2015 | Vida Fit Pty Ltd | 403 Yaamba Road, Park Avenue | Indoor Sport and Recreation | Approved | \$3,083.00 | \$7,990.50 | N/A |
| D58-2015 | Natural Wonders | 85-87 High Street, Berserker | Child Care Centre | Approved | \$5,782.00 | \$38,239.00 | |
| D69-2015 | McKenzie and Strelow | 91 Denham Street, Rockhampton | Commercial Premises | Approved | \$2,389.00 | \$5,057.50 | N/A |
| D79-2015 | Glen Reynolds | 44 Robinson Street, Park Avenue | Vehicle Depot | Approved | \$2,359.00 | \$6,630.00 | |
| D92-2015 | Reel Planning | 18-24 Power Street, Kawana | High Impact Industry | Approved | \$26,600.00 | \$12,648.00 | |
| D167-2015 | K & P Anderson | 320 Nicholson Road, Alton Downs | Bulk Landscape Supplies | Approved | \$6,896.00 | \$192.50 | N/A |
| D174-2015 | Rton Benevolent Homes | 60 West Street | Residential Care Facility | Approved | \$3,178.00 | \$171,938.25 | |
| D306-2014 | Michel group | 25 Bernard Street, Berserker | Service Station and Restaurant | Approved | \$9,000.00 | N/A | N/A |
| D571-2013 | Rockhampton Grammar School | 124 Quarry Street, The Range | Educational Establishment | Approved | N/A | \$31,140.00 | |
| D75-2015 | J & S Drilling | 89 Douglas Street, Gracemere | Bulk Store | Approved | 1635 | \$5,831.00 | |
| D423-2013 | Red Truck Pty Ltd | 78 Foster Street, Gracemere | Vehicle Depot | Refused | - | - | - |
| D32-2015 | The Synod of Diocese of Rockhampton | 12 Athelstane Street, The Range | Subdivision | Refused | - | - | - |
| | | | | | \$124,178.50 | \$589,642.48 | \$12,572.39 |
| | | | | | TOTAL | | \$726,393.37 |

DEVELOPMENT INCENTIVES POLICY

Recommendations

Meeting Date: 13 December 2016

Attachment No: 3

Rockhampton Regional Council Development Incentives Refund Policy

Meeting: Development Applications Meeting Room, Walter Reid Cultural Centre

Date: 13 October 2016

Present: Martin Crow, Stephen Gatt, Rick Palmer, Michael Rowe, Angus Russell, Lee Sunderland and Bob Truscott

Apology: Young Beamish

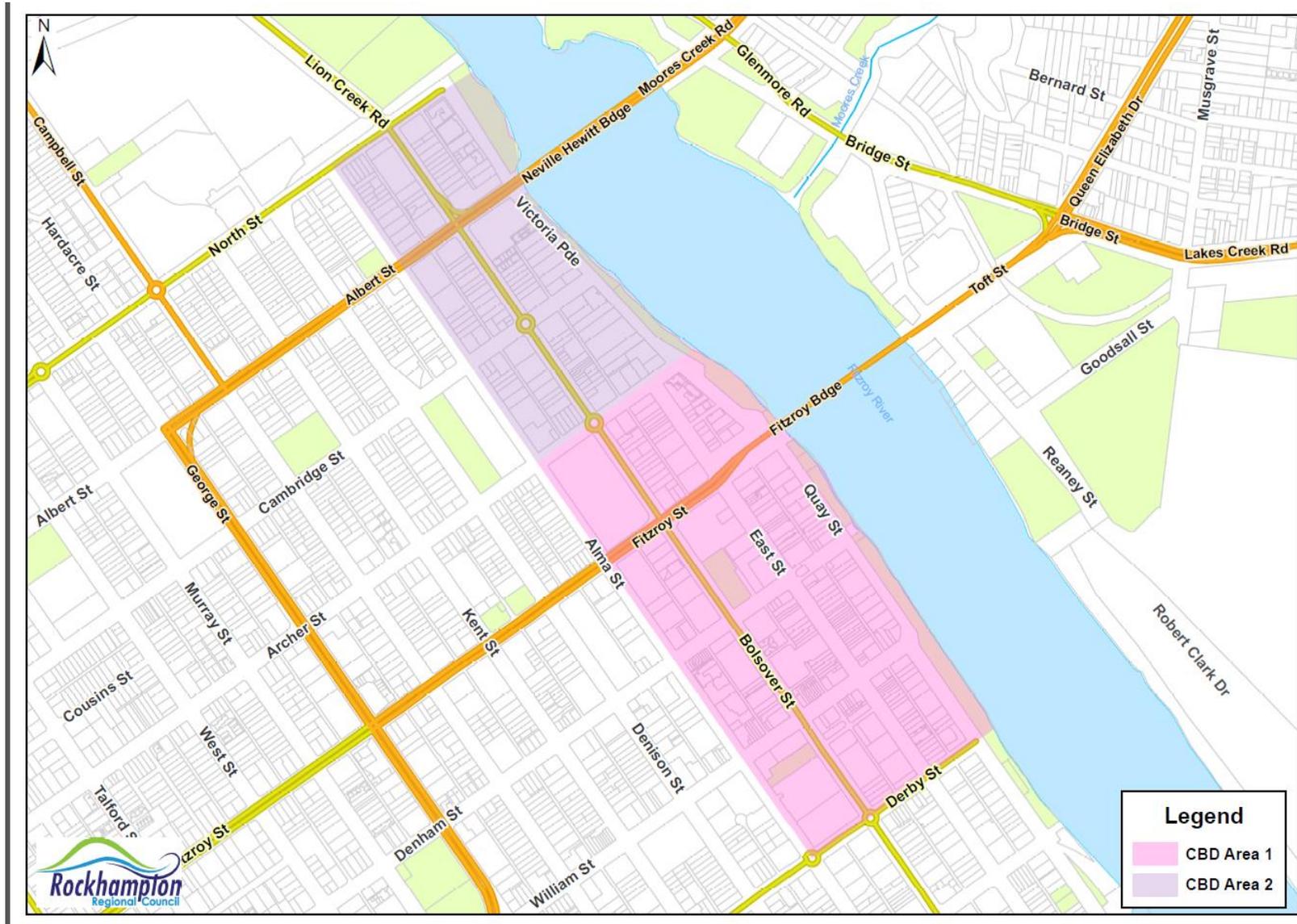
Recommendation:

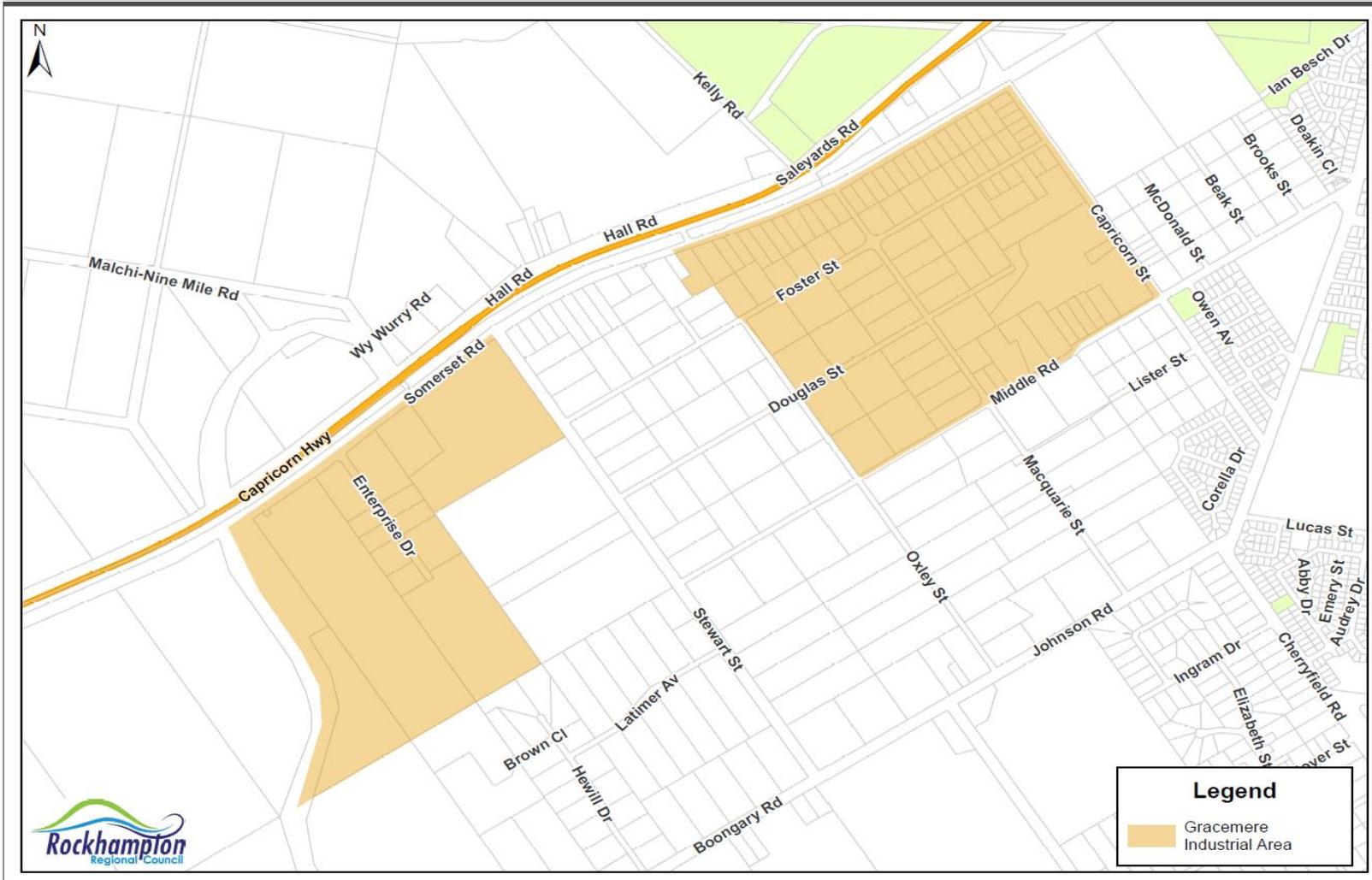
It was agreed to recommend the following changes to Council's development incentives refund policy, which applications will be granted at Council's discretion, for development applications lodged between 1 January 2017 and 31 December 2018:

- a) Incentives will apply to development applications lodged for parcels of land located in:
 - i) The Rockhampton Central Business District Area 1 which is bounded by Alma Street, Derby Street, Quay Street, Victoria Parade and Archer Street, included as part of the Rockhampton Region's Priority Infrastructure Area and marked pink on the attached plan of the Rockhampton Central Business District – maximum concession 100 per cent of infrastructure charges;
 - ii) The Rockhampton Central Business District Area 2 which is bounded by Alma Street, Archer Street, Victoria Parade and North Street, included as part of the Rockhampton Region's Priority Infrastructure Area and marked purple on the attached plan of the Rockhampton Central Business District – maximum concession 50 per cent of infrastructure charges; and
 - iii) The Gracemere Industrial Area being the industrial land between the Gracemere Industrial Access Road and Capricorn Street and included as part of the Rockhampton Region's Priority Infrastructure Area and marked brown on the attached plan of the Gracemere Industrial Area – maximum concession 50 per cent of infrastructure charges.

- b) Application fees may be refunded at Council's discretion for development applications for land in these three precincts to the maximum amount of \$5000.

Maps:





11.4 FINAL MANAGEMENT REPORT FOR ROCKHAMPTON REGIONAL COUNCIL

File No: 8151
Attachments: 1. Final Management Report for Rockhampton Regional Council 2015-2016
Authorising Officer: Ross Cheesman - Deputy CEO/General Manager Corporate Services
Author: Alicia Cutler - Manager Finance

SUMMARY

Following the certification of the Financial Statements for the period ended 30 June 2016, the Final Management Report was received from Deloitte (as delegate of the Auditor-General of Queensland). As required by the Local Government Regulation 2012, this is now presented to the next ordinary meeting of Council.

OFFICER'S RECOMMENDATION

THAT the Final Management Report for the 2015-16 Financial Statements for Rockhampton Regional Council be received.

COMMENTARY

An Audit Committee meeting was held on 14 October 2016, where the draft matters that are disclosed in this Final Management Letter were discussed. Since then, the letter has been finalised and is now attached for review.

It is a requirement under s213 of the *Local Government Regulation 2012* that this report be provided to the next ordinary meeting of Council.

Generally, all the matters listed and their action plans are in hand and will progress during the first half of 2017.

Council has been contacted from our new appointed Auditors being Thomas Noble and Russell and will receive an on-site planning and familiarization visit in the week beginning 28 November to enable a draft Audit Plan prior to Christmas.

FINAL MANAGEMENT REPORT FOR ROCKHAMPTON REGIONAL COUNCIL

Final Management Report for Rockhampton Regional Council 2015-2016

Meeting Date: 13 December 2016

Attachment No: 1

**IN-CONFIDENCE**

23 November 2016

Councillor Mayor Strelow
Mayor
Rockhampton Regional Council
PO Box 1860
Rockhampton, QLD 4700

Dear Councillor Strelow

Final Management Report for Rockhampton Regional Council

The 2015-16 audit for Rockhampton Regional Council has now been completed.

QAO has issued an unmodified audit opinion on your financial statements. An unmodified audit opinion was also issued on the current year financial sustainability statement. However, an emphasis of matter paragraph was included in the Independent Auditor's Report to highlight the use of the special purpose basis of accounting. These financial reports were returned to you by letter dated 19 October 2016.

The purpose of this letter is to provide the Council with details of significant audit matters and other important information related to the audited financial statements.

Our closing report was presented to the Audit and Business Improvement Committee (ABIC) on 14 October 2016 and provided the status of the audit as at that date. Since the presentation of the closing report, there have been no significant matters that have come to our attention.

For your information, Appendix A provides you with details of internal controls issues we have raised with management and an update on previously reported internal control issues. Appendix B provides you with details of financial reporting issues we have raised with management and an update on previously reported financial reporting issues.

Controlled entities

Council have two controlled entities which have been considered as part of the current year audit; the Rockhampton Art Gallery Trust and the Central Queensland Performing Arts Foundation. These controlled entities are not considered material for Council to prepare consolidated accounts.

The Auditor-General audits separate annual financial statements for The Rockhampton Art Gallery Trust (RAGT). Consistent with previous years, the QAO have issued a qualified opinion in relation to donations income. As RAGT has been wound up in the current year, the financial report has been prepared on a non-going concern basis and an emphasis of matter has been included in the audit opinion in relation to this.

Rockhampton Regional Council - Final Management Letter for the year ended 30 June 2016

1

The Central Queensland Performing Arts Foundation (CQPAF) Trust Deed requires the entity to perform an audit of proper accounts, books and records. We have audited the significant balances of CQPAF as disclosed in Council's financial statements.

Since the presentation of the closing report, there have been no significant matters that have come to our attention in relation to Council's controlled entities.

Report to parliament

Each year QAO report the results of all financial audits and significant issues to parliament. In this report, QAO will comment on the results of the audit of your financial report, financial performance and position and sustainability matters, and any significant control issues we identified, together with our audit recommendations.

You and the chief executive officer will be given an opportunity to comment and those comments will be reflected in the report.

Audit fees

The final audit fee (including out of pocket expenses) for this year is \$225,400 (prior year \$246,520).

We would like to thank you and your staff for the assistance provided to us during the audit.

If you would like to discuss these issues or any matters regarding the audit process, please feel free to contact me on (07) 3308 7258.

Yours sincerely



Steve Stavrou
Partner
(As delegate of the Auditor-General of Queensland)

Cc. Evan Pardon
Chief Executive Officer

Appendix A

Internal control issues formally reported to management

We have assessed all internal control deficiencies in this report based on their potential to cause a material misstatement in the financial statements. The risk assessment categories are as follows:

| Assessed category | Potential effect on the financial statements | Prioritisation of remedial action |
|------------------------|--|--|
| Significant deficiency | <p>This is a deficiency in internal control or combination of deficiencies in internal control that, in our professional judgement, may lead to a material misstatement of the financial statements.</p> <p>Significant deficiencies are always of sufficient importance to merit the attention of those charged with governance.</p> | This requires immediate management action to resolve. |
| Deficiency | <p>We have assessed that the control:</p> <ul style="list-style-type: none"> (i) is designed, implemented or operated in such a way that it is unable to prevent, or detect and correct, misstatements in the financial statements component on a timely basis, or (ii) is necessary to prevent, or detect and correct, misstatements in the financial statements component on a timely basis, but is missing. | <p>This requires management action to resolve within eight months of this report date.</p> <p>(This is not required to be resolved before the issuance of the current year audit opinion; however unless otherwise agreed it must be resolved before next year interim audit work is commenced.)</p> |

A.1 Internal control issues

This table provides you with an update on the issues formally reported to management in our interim management letter dated 19 May 2016.

| Component | Issue | Rating | Our recommendation | Management Response | Status |
|------------------------|--|------------|--|--|---|
| Information Technology | <p>Windows server security (access security)</p> <p><i>Initially reported 19 May 2016</i></p> <p><i>Observation:</i></p> <p>Regularly updating Windows servers supporting the Finance One and Aurion applications is essential in maintaining appropriate levels of security and availability for these applications.</p> <p>It was confirmed that application servers and SQL databases are not patched in line with the monthly Windows patching cycles. No patches were installed during the financial year.</p> <p><i>Implication:</i></p> <p>If the critical vendor updates and patches are not applied to the databases and operating systems on a regular basis there is an increased risk that the technology infrastructure may become susceptible to security vulnerabilities and reliability issues.</p> | Deficiency | We recommend that management implement a fixed patching cycle, preferable monthly or bi-monthly, and ensure that all servers are patched. This should be discussed and formalised with the various divisions at Council to ensure that a patching window is available. | <p>Agree with recommendation.</p> <p>Action plan:</p> <ol style="list-style-type: none"> 1. A server patch management procedure and implementation plan was finalised on 30 June 2016. 2. A set monthly patching cycle will be implemented subject to: <ul style="list-style-type: none"> • The assessment and selection of an appropriate automated patching tools; and • Input from business units on the assignment of a patching window. <p>A project has commenced with goal to implement patch management cycle by December 2016.</p> | <p>In progress</p> <p><i>Proposed action date:</i> 31 December 2016</p> <p><i>Responsible officer:</i> Coordinator Information Systems</p> |

A.2 Prior period internal control issues re-raised

| Component | Issue | Rating | Our recommendation | Management Response | Status |
|-----------------|--|------------|--|--|---|
| Related parties | <p>Identification of related parties Initially reported 18 November 2015</p> <p><i>Observation:</i> We noted that Council does not currently maintain a complete list of related parties. There is no formal process in place which allows Council to identify significant transactions and arrangements with related parties.</p> <p>Further, as AASB 124 <i>Related Party Disclosures</i> (AASB 124) becomes effective for Council from 1 July 2016, it is essential for Council to have the appropriate processes in place to be adequately prepared and facilitate a smooth transition.</p> <p><i>Implication:</i> Without the appropriate processes in place, there is a risk that not all significant related party transactions are identified and therefore, not subsequently disclosed or considered in key Council decisions.</p> | Deficiency | <p>We recommend that Council implement a process to identify related party transactions.</p> <p>A complete list of the related parties should be maintained by Council and any new or existing suppliers should be compared to this list to ensure that any transactions entered into are at arm's length.</p> <p>In addition, Council should implement a process to easily extract any transactions with related parties, in order for these to be appropriately disclosed in the financial statements in line with the requirements of AASB 124.</p> | <p>A timeline has been developed to ensure smooth implementation of AASB 124.</p> <p>The process has been delayed due to the preparation of the financial statements however will recommence with the main objective to report on transactions to the end of September 2016.</p> | <p>In progress</p> <p><i>Proposed action date:</i> 31 December 2016</p> <p><i>Responsible officer:</i> Manager Finance and Coordinator Procurement & Logistics</p> |

| Component | Issue | Rating | Our recommendation | Management Response | Status |
|-----------|---|--------|---|--|---|
| | Having adequate processes around identification and tracking of related party transactions would assist Council in managing its risk and reputation should transactions be questioned or come under scrutiny. | | | | |
| | <p><u>Additional issue identified in the current year</u></p> <p><i>Observation</i> As part of our audit procedures in the current year, we noted a related party that had not previously been identified by Council or considered in Council's procurement decision process.</p> <p><i>Implication</i> Without the appropriate processes in place, there is a risk that not all significant related party transactions are identified and therefore, not subsequently disclosed or considered in key procurement Council decisions.</p> <p>Having adequate processes around identification and tracking of related party transactions would assist Council in managing its risk and reputation should transactions be questioned or come under scrutiny.</p> | | <p><i>Recommendation for additional issue identified in the current year</i> Council should consider the adequacy of its current practices in identifying related parties before being engaged by Council. Where related parties are identified, Council's processes should ensure that transactions entered into are at arms length with appropriate documentation retained to support decisions made and appropriately included in all registers.</p> <p>We encourage management to re-emphasise the importance of identifying and disclosing all potential related parties, to assist in managing the risk of the integrity of Councillors and Key Management Personnel being challenged.</p> <p>We also recommend that the Finance team are involved in the process and responsible for assessing whether all related parties have been appropriately identified and disclosed.</p> | <p>Whilst there might be a heightened level of public interest, we believe that Council's current practices and processes are appropriate to ensure that all transactions entered into (including those with related parties) are at arms length.</p> <p>A new collection process has been undertaken to identify the related parties which will enable the related party disclosure requirements to be met.</p> | <p>In progress</p> <p><i>Proposed action date:</i> 31 December 2016</p> <p><i>Responsible officer:</i> Manager Finance and Coordinator Procurement & Logistics</p> |

Appendix B

Financial reporting issues formally reported to management

We have assessed all financial reporting issues in this report based on their potential to cause a material misstatement in the financial statements. The assessed risk ratings are as follows:

| Risk rating | Potential effect on the financial statements | Prioritisation of remedial action |
|-------------|---|---|
| High | We assess that there is a high likelihood of this causing a material misstatement, whether due to fraud or error, in one or more components (transactions, balances and disclosures) of the financial statements. | This requires immediate management action to resolve. (This must be resolved before we issue this year's audit opinion.) |
| Medium | We assess that there is a medium likelihood of this causing a material misstatement, whether due to fraud or error, in one or more components of the financial statements. | This requires management action to resolve within four months of this report date. (This is not required to be resolved before we issue this year's audit opinion.) |
| Low | We assess that there is a low likelihood of this causing a material misstatement, whether due to fraud or error, in one or more components of the financial statements. | We recommend management action to resolve; however, a decision on whether any action is taken is at management's discretion. (This is not required to be resolved before we issue this year's audit opinion.) |

B.1 Financial reporting issues formally reported to management

The following table summarises all financial reporting issues identified through our audit testing.

| Financial statement component(s) affected | Issue | Risk rating | Our Recommendation | Management Response | Status |
|---|--|-------------|--|--|---|
| Property, plant and equipment | <p>Road revaluations – governance and process</p> <p><i>Observation:</i></p> <p><u>Timing of revaluations:</u></p> <p>In the current year, Council undertook a process to restructure their road components to remove residual values and index the road asset class for the current RAVP unit rates.</p> <p>Due to the size of the road asset class this was a significant and time consuming process.</p> <p>We noted the following:</p> <ol style="list-style-type: none"> 1. The process to restructure the road components commenced in March 2016 as Council were waiting on guidance from RAVP. 2. Council waited for final RAVP unit rates before commencing the current year indexation. | High | <p>We recommend the following:</p> <p>1) Management commence the revaluation process earlier in the year to ensure revaluation adjustments are finalised prior to year-end. This will allow sufficient time for all relevant parties to consider the results, any significant issues identified to be resolved in a timely manner and discussed with the ABIC prior to the final ABIC meeting to approve the financial statements. This should include engaging with RAVP and other relevant valuers/experts earlier in the year to obtain draft unit rates so that if there is a delay in finalisation of rates, it would not have a significant impact on Council as only minimal adjustments would be required.</p> | <p>1. Agreed – and this was largely performed for the 15/16 year.</p> <p>2. Agreed – Additional resources have been added to this section to allow the Finance Manager to step away from the intense valuation work and undertake the review role.</p> | <p>In progress</p> <p><i>Proposed action date:</i> 31 December 2016</p> <p><i>Responsible officer:</i> Manager Finance</p> |

| | | | | | |
|--|---|--|---|--|--|
| | <p>3. The above resulted in Council not having finalised the road revaluation results prior to the planned asset audit visit in June 2016. This process was only finalised in September 2016 for inclusion in the 2015/16 Financial Statements. In addition to the \$128m adjustment posted in the current year relating to the revision of prior year RAVP unit rates, an error of \$5.7 million was identified by management relating to a unit rate which had not been correctly updated. Due to time constraints this was not corrected. Refer to section 4.2.</p> <p><u>Review of revaluations:</u></p> <p>The above restructure and revaluation process was complex and required management to make estimates and exercise judgements. The financial impacts of these transactions were mainly calculated in excel.</p> <p>Due to the complexity of these calculations there is a risk that the data and assumptions used in the calculations are not accurate or complete or that the calculations themselves are not mathematically accurate.</p> <p>Whilst we acknowledge that in the current year management have performed a high level analytical review of the adjustments and final balances as part of their review process in order to minimise the risk of error, we noted the following:</p> <ul style="list-style-type: none">• The workpapers provided were in certain instances unduly complex and did not facilitate ease of review;• The review was performed by personnel heavily involved in the preparation process; and | | <p>2) Management implement a stringent and timely review process to ensure that revaluation results are adequately reviewed prior to the revaluation adjustments being posted. This review should be performed by a suitably qualified person who is not heavily involved in the preparation process.</p> | | |
|--|---|--|---|--|--|

| | | | | | |
|--|--|--|--|--|--|
| | <ul style="list-style-type: none">We noted instances of formula errors and where source data was incorrectly linked, however this did not result in any differences above our error threshold. <p><i>Implication</i></p> <ul style="list-style-type: none">There is a risk that if revaluations are not performed in a timely manner, material differences may not be identified and adjusted in the financial statements.If the supporting calculations, inputs and assumptions are not subject to a robust review process, it may result in incorrect values being recorded in the financial records. This may impact the financial results reported. | | | | |
|--|--|--|--|--|--|

B.2 Prior period financial reporting issues re-raised

Below is an update on financial issues formally reported to management in prior year audits which remain open.

| Component | Issue | Rating | Our recommendation | Management Response | Status |
|-------------------------------|---|--------|---|--|---|
| Property, plant and equipment | <p>Maintenance of fixed asset register</p> <p><i>Initially reported 16 November 2012</i></p> <p>The reconciliation process between Geographical Information System (GIS) and the fixed asset register (Conquest) has previously resulted in identification of a significant amount of unrecorded assets.</p> | Medium | <p>We recommend that finance and asset management representatives should continually reassess Council's policies and processes in relation to all asset classes included within property, plant and equipment.</p> <p>Council is committed to improving the integrity of the asset information are currently managing this through focusing on high risk areas, with the plan to assess the entire asset class within the next three years.</p> | <p>In the last 5 years, Council have performed asset revaluations on the majority of its asset classes which has also involved the reconciliation of data between GIS and Conquest. The following asset types were reconciled in the current year</p> <ul style="list-style-type: none"> • Footpaths • Stormwater (majority) <p>Only immaterial assets (roundabouts and medians) are left to be reconciled in the next financial year.</p> | <p>In progress</p> <p><i>Proposed action date: 30 June 2017</i></p> <p><i>Responsible officer: Manager Finance</i></p> |

B.3 Previously reported internal control issues and financial reporting issues adequately resolved

The following matters raised in the prior year final and the current year interim management letters have now been adequately resolved and closed:

| Issue Type | Issue | Initially reported | Rating | Status |
|---------------------|---|--------------------|------------------------|----------|
| Internal Control | Expenditure: automated matching of invoice and purchase order | 19 May 2016 | Significant deficiency | Resolved |
| Internal Control | Employee benefits: access to EFT file and storage location | 19 May 2016 | Significant deficiency | Resolved |
| Internal Control | IT: password management | 8 May 2014 | Deficiency | Resolved |
| Internal Control | IT: password configuration settings (access security) | 19 May 2016 | Deficiency | Resolved |
| Internal Control | Corporate Governance: identification of controlled entities | 22 December 2015 | Deficiency | Resolved |
| Internal Control | IT: patch management and testing | 9 June 2015 | Deficiency | Resolved |
| Financial Reporting | PPE: stormwater assets – maintenance of the fixed asset register | 19 May 2016 | High | Resolved |
| Financial Reporting | PPE: road and drainage revaluations – review of valuation results* | 18 November 2015 | Medium | Resolved |
| Financial Reporting | PPE: treatment of assets with residual value | 9 June 2015 | Medium | Resolved |
| Financial Reporting | PPE: valuation of infrastructure assets | 9 June 2015 | Medium | Resolved |
| Financial Reporting | Provisions: parks remediation provision and consideration of accounting estimates | 18 November 2015 | Medium | Resolved |
| Financial Reporting | Provisions: long service leave provision assumptions | 18 November 2015 | Low | Resolved |

*This management letter point has been closed in the current year but a new issue has been raised in relation to the current year road revaluation. Refer to Appendix B1.

11.5 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 NOVEMBER 2016

File No: 8148

Attachments:

1. **Income Statement - November 2016**
2. **Key Indicator Graphs - November 2016**

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

Author: **Alicia Cutler - Manager Finance**

SUMMARY

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

OFFICER'S RECOMMENDATION

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

COMMENTARY

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

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

Council should note in reading this report that normally after the completion of the fifth month of the financial year, operational results should be approximately 41.7% of budget. All percentages for operational revenue and operational expenditure are measured against the adopted budget with the proposed revised budget provided for information.

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

The September Revised Budget was planned for adoption at the December Council meeting, however has been held over to enable further rigor around timing of projects as well as year 2 and 3 allocation. The Revised Operational Budget is near to settled, with Council maintaining its Surplus position.

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

Total Operating Revenue is reported at 45% of adopted budget. Key components of this result are:

- Net Rates and Utility Charges are at 48% of budget. This positive variance is due to General Rates and Utility Charges for the six months ending 31 December 2016 having been processed in July.
- Fees and Charges are behind budget at 39%, which has seen a reduction in the revised budget to compensate. This is mainly in the area of waste fees where there is reduced activity at the Landfill.
- Private and Recoverable Works revenue is behind budget at 28%. This is offset by a reduction in related operational expenditure.
- Grants and Subsidies is at 50% of adopted budget after receiving the second FAGS grant during November.

- Interest Revenue is ahead of budget at 46%. Interest revenue historically remains ahead of budget for the first six months of the financial year and then moves closer to budget during the second half of the financial year.
- Other revenue items are all in proximity to budget year to date.

Total Operating Expenditure is at 42% of adopted budget with committals, or 38% of budget without committals and the proposed revised budget. Key components of this result are:

- Employee Expenses are below budget at 37%, however are closer to the proposed Revised Budget which has been reduced. This reduction is a reflection of the change in working week assumption of wages. It is not a reflection of any reduced employee numbers.
- Contractors and Consultants expenditure is ahead of budget at 55%. This is solely due to committed expenditure, as actual expenditure is 32% of budget.
- Materials and Plant is at 44% of budget. Similar to Contracts and Consultants, this result is heavily influenced by committals as actual expenditure is at 34% of budget.
- Asset Operational Expenditure is ahead of budget at 50%. Again, committals are driving up the year to date percentage as the actual result is 42% of budget. Actual costs are above budget as Council has already paid annual insurance premiums.
- Administrative Expenses are ahead of budget at 56%. Committals for some annual items such as lease agreements are influencing the year to date percentage as the actual result is 39% of budget. Actual costs include the payment of annual software support agreements.
- Finance Costs are behind budget at 26%. Finance costs will remain below budget until the next quarterly loan repayment on Councils loan portfolio held with Queensland Treasury Corporation in December 2016.
- Other expenditure items are all in proximity to budget year to date.

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

Total Capital Income is at 26% of budget. Receipt of Capital Income is anticipated to increase in coming months as restoration works in relation to TC Marcia are completed and claims for reimbursement are submitted.

Total Capital Expenditure is at 61% of budget with committals, or 31% of budget without committals. The indicators continue to suggest that the full \$112 million will not be spent by the end of Financial year. This was the main point of contention in the Draft Revised Budget and as such, further review will be undertaken,

Total Investments are approximately \$108.1M as at 30 November 2016. Investments have decreased from \$117.6M reported in October 2016.

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

CONCLUSION

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

Capital Revenue is behind budget at 26% and Capital Expenditure excluding committals is currently sitting at 39% of Adopted Budget or 31% of the increased August Carry-Over Revised Budget. Capital expenditure was slow to start the year with \$2.7M expenditure recorded in July (after the processing of accruals), however expenditure has increased substantially in August (\$6.8M), September (\$7.5M), October (\$7.2M) and November (\$10.6M) It is anticipated that Capital Expenditure will continue this momentum with the ongoing roll out of the capital works program for 2016/17.

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

Income Statement - November 2016

Meeting Date: 13 December 2016

Attachment No: 1



Income Statement
For Period July 2016 to November 2016
41.7% of Year Gone

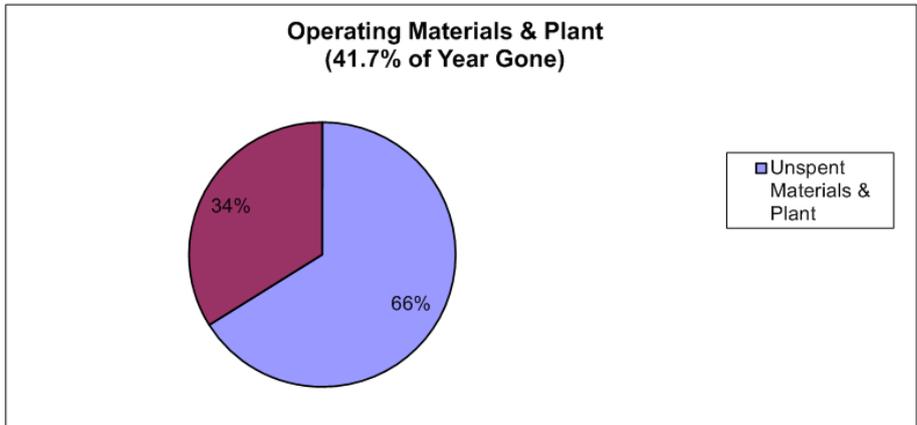
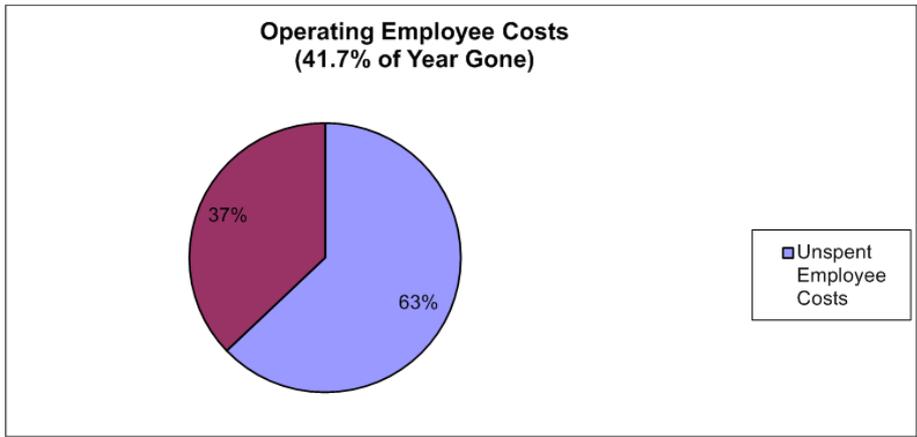
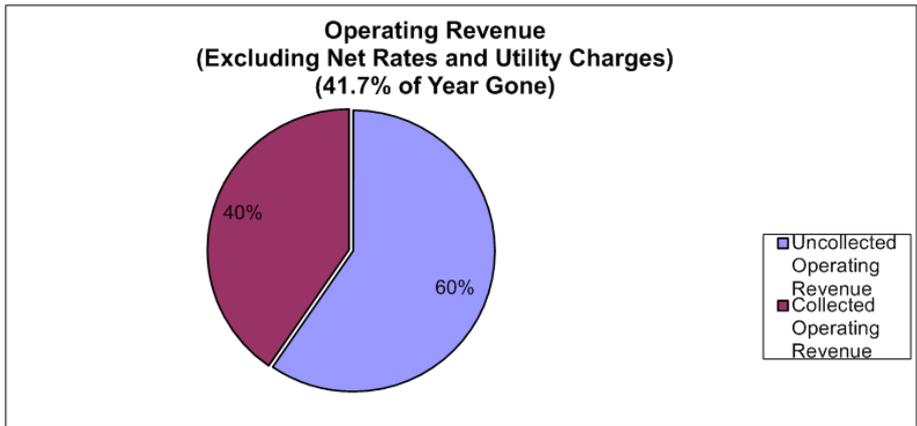
| | Adopted Budget | Proposed Revised Budget | YTD Actual | Commitments | YTD Actuals (inc commitments) | % of Adopted Budget |
|--|----------------------|------------------------------------|---------------------|-------------------|-------------------------------|---------------------|
| | \$ | \$ | \$ | \$ | \$ | |
| OPERATING | | | | | | |
| Revenues | | | | | | |
| Net rates and utility charges | (133,058,706) | (132,915,844) | (83,213,240) | 0 | (83,213,240) | 48% |
| Fees and Charges | (25,644,218) | (24,245,341) | (10,062,554) | 3,002 | (10,059,552) | 39% |
| Private and recoverable works | (6,387,977) | (6,101,325) | (1,778,135) | 0 | (1,778,135) | 28% |
| Rent/Lease Revenue | (3,050,752) | (3,018,652) | (1,224,307) | 0 | (1,224,307) | 40% |
| Grants Subsidies & Contributions | (10,559,423) | (12,873,562) | (5,246,598) | 0 | (5,246,598) | 50% |
| Interest revenue | (3,018,000) | (3,018,000) | (1,382,859) | 0 | (1,382,859) | 46% |
| Other Income | (4,797,801) | (4,409,650) | (1,910,437) | 477 | (1,909,960) | 40% |
| Total Revenues | (186,516,876) | (186,582,374) | (84,818,132) | 3,479 | (84,814,652) | 45% |
| Expenses | | | | | | |
| Employee Costs | 76,845,985 | 73,633,384 | 28,519,478 | 190,196 | 28,709,673 | 37% |
| Contractors & Consultants | 17,324,546 | 16,407,638 | 5,482,825 | 4,059,889 | 9,542,715 | 55% |
| Materials & Plant | 10,700,883 | 10,343,311 | 3,829,868 | 1,065,768 | 4,895,636 | 44% |
| Asset Operational | 18,663,845 | 18,283,420 | 7,819,695 | 1,516,889 | 9,336,584 | 50% |
| Administrative Expenses | 12,435,624 | 12,855,088 | 4,872,127 | 2,090,908 | 6,963,035 | 56% |
| Depreciation | 47,164,385 | 51,329,011 | 19,652,216 | 0 | 19,652,216 | 42% |
| Finance costs | 8,684,407 | 8,684,407 | 2,282,895 | 0 | 2,282,895 | 26% |
| Other Expenses | 1,381,963 | 1,415,783 | 439,643 | 51,216 | 490,859 | 36% |
| Total Expenses | 193,201,637 | 192,952,042 | 72,698,749 | 8,974,865 | 81,673,614 | 42% |
| Transfer / Overhead Allocation | | | | | | |
| Transfer/Overhead Allocation | (7,734,627) | (7,353,918) | (3,593,019) | 4,075 | (3,588,944) | 46% |
| Total Transfer / Overhead Allocation | (7,734,627) | (7,353,918) | (3,593,019) | 4,075 | (3,588,944) | 46% |
| TOTAL OPERATING POSITION (SURPLUS)DEFICIT | (1,049,867) | (984,251) | (15,712,402) | 8,982,419 | (6,729,983) | 641% |
| CAPITAL | | | | | | |
| | Adopted Budget | August Revised (inc Carry Forward) | YTD Actual | Commitments | YTD Actuals (inc commitments) | % of Revised Budget |
| Total Developers Contributions Received | (3,925,700) | (3,925,700) | (1,141,262) | 0 | (1,141,262) | 29% |
| Total Capital Grants and Subsidies Received | (30,026,787) | (30,289,613) | (7,754,108) | 0 | (7,754,108) | 26% |
| Total Proceeds from Sale of Assets | 0 | 0 | (6,818) | 0 | (6,818) | 0% |
| Total Capital Income | (33,952,487) | (34,215,313) | (8,902,188) | 0 | (8,902,188) | 26% |
| Total Capital Expenditure | 88,730,329 | 111,754,535 | 34,918,489 | 33,211,012 | 68,129,501 | 61% |
| Net Capital Position | 54,777,842 | 77,539,222 | 26,016,301 | 33,211,012 | 59,227,313 | 76% |
| TOTAL INVESTMENTS | | | 108,139,685 | | | |
| TOTAL BORROWINGS | | | 149,647,968 | | | |

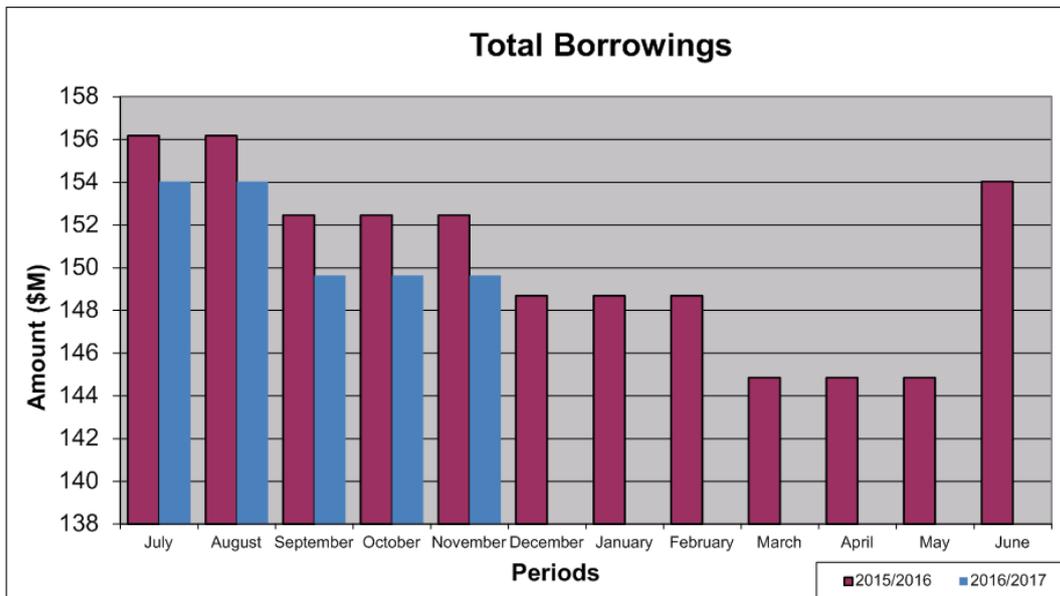
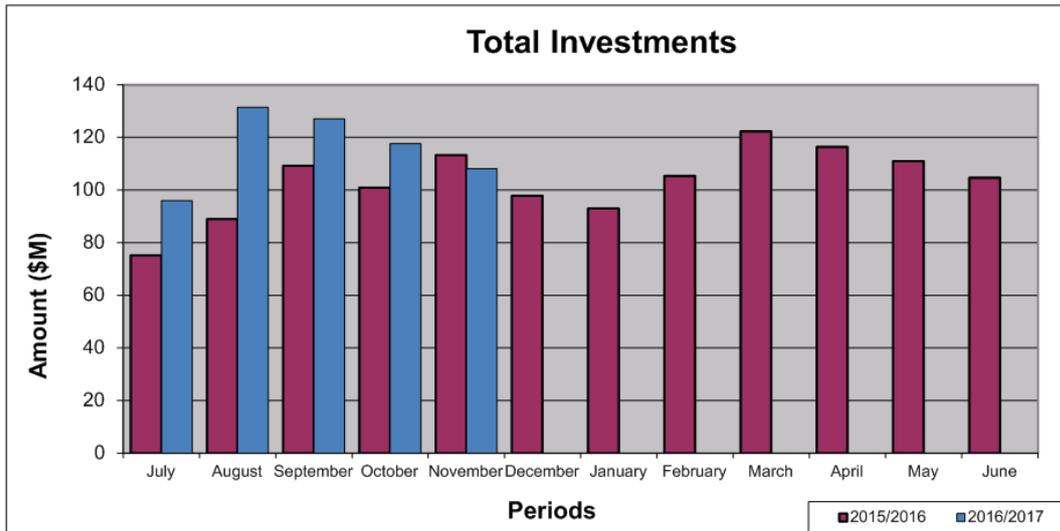
SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 NOVEMBER 2016

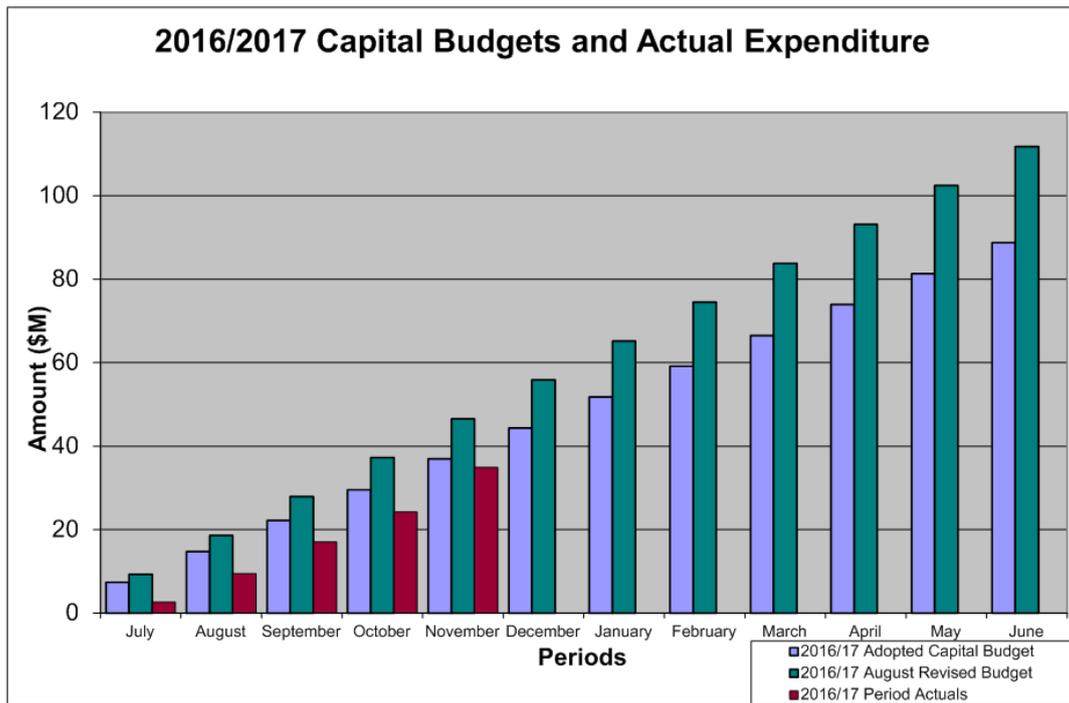
Key Indicator Graphs - November 2016

Meeting Date: 13 December 2016

Attachment No: 2







11.6 SUSTAINABLE PLANNING ACT 2009 - TEMPORARY DELEGATION OVER CHRISTMAS / NEW YEAR PERIOD

File No: 4107
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

SUMMARY

The purpose of this report is to obtain a temporary delegation for the Chief Executive Officer to facilitate the statutory requirements of the Sustainable Planning Act 2009 to accommodate the Council meeting recess over the December 2016 to January 2017 period.

OFFICER'S RECOMMENDATION

THAT pursuant to Section 257 of the *Local Government Act 2009* Council resolves to delegate its powers as 'Assessment Manager' under the *Sustainable Planning Act 2009* to the Chief Executive Officer for the period 14 December 2016 until 9 January 2017, both dates inclusive, subject to the following limitation:

- (1) The exercise of this delegation will only occur following consultation with, and written concurrence from, two elected members with one drawn from each of the below nominated groupings:
 - (a) Mayor or Acting Mayor, and
 - (b) A member of the Planning and Regulatory Standing Committee

BACKGROUND

Council's role under the *Sustainable Planning Act 2009* is both specific and time constrained as evidenced by the following sections of the *Sustainable Planning Act 2009*:

s247 - Role of assessment manager

The assessment manager for an application administers and decides the application, but may not always assess all aspects of development for the application.

s318 - Decision-making period—generally

- (1) *The assessment manager must decide the application within 20 business days after the day the decision stage starts (the decision-making period).*
- (2) *The assessment manager may, by written notice given to the applicant and without the applicant's agreement, extend the decision-making period by not more than 20 business days.*
- (3) *Only 1 notice may be given under subsection (2) and it must be given before the decision-making period ends.*

Council's Schedule of Meetings contains two Council meetings (13 December 2016 and 10 January 2017) and one Planning and Development Committee meeting (17 January 2017) by which it can exercise its power as Assessment Manager in compliance with the *Sustainable Planning Act 2009*.

Consequently, to ensure legislative compliance during this period, Council must consider the delegation of its powers as Assessment Manager.

This delegation can be achieved under section 257 of *Local Government Act 2009*:

Delegation of local government powers

- (1) *A local government may, by resolution, delegate a power under this Act or another Act to—*
 - (a) *the mayor; or*
 - (b) *the chief executive officer; or*
 - (c) *a standing committee, or joint standing committee, of the local government; or*
 - (d) *the chairperson of a standing committee, or joint standing committee, of the local government; or*
 - (e) *another local government, for the purposes of a joint government activity; or*
 - (f) *a councillor, for the purpose of exercising a power as a shareholder in relation to a corporate entity.*
- (2) *However, a local government must not delegate a power that an Act states must be exercised by resolution.*
- (3) *A joint standing committee, of the local government, is a committee consisting of councillors of 2 or more of the local governments.*

Delegations available to Council exist under section 257(a), (b), or (d) only as the Planning and Regulator Standing Committee does not meet in the period under review and the provisions within section 257 (e) and (f) do not apply.

In formulating a response to this need, consideration has been given to the following items:

- elected member availability;
- transparency of decision making;
- accountability of decision making;
- efficiency of decision making;

and the following table developed to illustrate the interaction of various personnel groupings:

| Delegation Interaction Table | | |
|-------------------------------------|---|---|
| Delegation Group | Consultation Group 1 | Consultation Group 2 |
| Chief Executive Officer | Mayor | Planning and Regulatory Committee Chairperson |
| Acting Chief Executive Officer | Acting Mayor | Planning and Regulatory Committee – Members |
| As appointed for periods of absence | Initially the Deputy Mayor or another Councillor appointed for periods of absence of both the Mayor and Deputy Mayor. | |

The recommendation as proposed is considered to provide the greatest flexibility to Council in meeting its statutory requirements over this period whilst maintaining the integrity, transparency and accountability of the administration of planning process.

LEGISLATIVE CONTEXT

The *Sustainable Planning Act 2009* identifies Council as the Assessment Manager for certain types of development. This Act also prescribes the process and timeframes by which Council must discharge its obligations as an Assessment Management.

Local Government Act 2009 provides the mechanism by which the Council may delegate its powers as Assessment Manager pursuant to the *Sustainable Planning Act 2009*.

RISK ASSESSMENT

Failure to meet the statutory requirements of the *Sustainable Planning Act 2009* is considered to be high in the absence of mitigating action. The action as proposed alleviates the risk.

CONCLUSION

Council has determined its meeting schedule for the period December 2016 to January 2017 to contain one Planning and Development Committee meeting (17 January 2017) and two Council meetings (13 December 2016 and 10 January 2017) by which it can exercise its power as Assessment Manager in compliance with the *Sustainable Planning Act 2009*.

Consequently, there is a period of approximately four weeks where some development applications may not be able to be processed in accordance with the requirements of the *Sustainable Planning Act 2009*.

It is considered appropriate to provide a temporary delegation to the Chief Executive Officer, subject to the limitations identified in the recommendation, to facilitate the statutory requirements of the *Sustainable Planning Act 2009*.

12 NOTICES OF MOTION

12.1 NOTICE OF MOTION - COUNCILLOR DREW WICKERSON - REVIEW OF ALLOCATED PARKING FOR ROCKHAMPTON REGIONAL COUNCIL VEHICLES IN EAST STREET

| | |
|-----------------------------|--|
| File No: | 8041 |
| Attachments: | 1. Notice of Motion - Review of Parking in East Street 2. Carparking photos |
| Responsible Officer: | Evan Pardon - Chief Executive Officer |

SUMMARY

Councillor Drew Wickerson has indicated his intention to move the following Notice of Motion at the next Council Meeting on Tuesday 13th December 2016. as follows:

COUNCILLOR'S RECOMMENDATION

THAT Council reallocate the existing twelve centre parking bays in East Street adjacent to Walter Reid building, that are currently reserved for Rockhampton Regional Council vehicles only, as regulated public parking."

BACKGROUND

Council does not currently allocate on-street carparks to businesses located within the CBD. Recent applications from CBD businesses for special permits for their staff work vehicles have been rejected. I have received complaints from a number of businesses in this area of the CBD regarding Council providing unique parking arrangements for its own vehicles and staff. I believe that Council should lead by example and utilise regulated public parking or designated long term parking options. I acknowledge that the current arrangement is convenient, as it would be for any business with work vehicles coming and going, however uniform parking arrangements would be more fair, consistent and acceptable to the community.

**NOTICE OF MOTION - COUNCILLOR
DREW WICKERSON - REVIEW OF
ALLOCATED PARKING FOR
ROCKHAMPTON REGIONAL COUNCIL
VEHICLES IN EAST STREET**

**Notice of Motion - Review of Parking in
East Street**

Meeting Date: 13 December 2016

Attachment No: 1



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

2 December 2016

Mr Ross Cheesman
Acting Chief Executive Officer
Rockhampton Regional Council
PO Box 1860
ROCKHAMPTON QLD 4700

Dear Sir

NOTICE OF MOTION

I hereby give notice of my intention to move the following motion at the meeting of Council on Tuesday 13 December 2016.

"That Council reallocate the existing twelve centre parking bays in East Street adjacent to Walter Reid Building, that are currently reserved for Rockhampton Regional Council vehicles only, as regulated public parking."

Background: Council does not currently allocate on-street carparks to businesses located within the CBD. Recent applications from CBD businesses for special permits for their staff work vehicles have been rejected. I have received complaints from a number of businesses in this area of the CBD regarding Council providing unique parking arrangements for its own vehicles and staff. I believe that Council should lead by example and utilise regulated public parking or designated long term parking options. I acknowledge that the current arrangement is convenient, as it would be for any business with work vehicles coming and going, however uniform parking arrangements would be more fair, consistent and acceptable to the community.

Yours faithfully

A handwritten signature in black ink, appearing to read "Drew Wickerson", is written over the typed name.

Councillor Drew Wickerson
Division 6
Rockhampton Regional Council



Rockhampton Regional
Council proudly supports
the **CQ NRL BID**

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

**NOTICE OF MOTION - COUNCILLOR
DREW WICKERSON - REVIEW OF
ALLOCATED PARKING FOR
ROCKHAMPTON REGIONAL COUNCIL
VEHICLES IN EAST STREET**

Carparking photos

Meeting Date: 13 December 2016

Attachment No: 2



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 Capricorn Enterprise Funding Agreement

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

16.2 Upcoming Event Update

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

16.3 Building Better Regions (previously Building Stronger Regions) Funding Pool

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 .

16.4 Capital Projects

This report is considered confidential in accordance with section 275(1)(c), of the *Local Government Regulation 2012*, as it contains information relating to the local government's budget.

16 CONFIDENTIAL REPORTS

16.1 CAPRICORN ENTERPRISE FUNDING AGREEMENT

File No: 7028

Attachments: 1. 2016/17 Funding Agreement

Authorising Officer: Evan Pardon - Chief Executive Officer

Author: Evan Pardon - Chief Executive Officer

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

SUMMARY

Capricorn Enterprise Board Members have been invited to attend the Ordinary Council Meeting to discuss the Funding Agreement.

16.2 UPCOMING EVENT UPDATE**File No:** 6097**Attachments:**

1. Final Proposed Route
2. Presentation Paper - October 2016

Authorising Officer: Evan Pardon - Chief Executive Officer**Author:** Scott Waters - Acting Executive Manager Regional Development

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

Following the previous Councillor briefing at the 26 July 2016 Ordinary Council meeting, Council Officers have received additional information relating to the upcoming event.

**16.3 BUILDING BETTER REGIONS (PREVIOUSLY BUILDING STRONGER REGIONS)
FUNDING POOL****File No: 1022****Attachments: 1. Building Better Regions Fact Sheet****Authorising Officer: Evan Pardon - Chief Executive Officer****Author: Ross Cheesman - Deputy CEO/General Manager
Corporate Services**

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

Building Better Regions (previously Building Stronger Regions) Funding pool has been announced with one of the funding streams closing on the 28 February 2017. This report outlines the details of the first funding stream titled the Infrastructure Projects Stream. A future report will be table in regards to the second funding stream.

16.4 CAPITAL PROJECTS**File No:** 8785**Attachments:** Nil**Authorising Officer:** Ross Cheesman - Deputy CEO/General Manager
Corporate Services**Author:** Alicia Cutler - Manager Finance

This report is considered confidential in accordance with section 275(1)(c), of the *Local Government Regulation 2012*, as it contains information relating to the local government's budget.

SUMMARY

A budget update is provided for Councillors in lieu of a formal Budget Revision. There are some projects that will require Council in-principle support to facilitate progress to be made prior to the Formal Budget revision being presented.

17 CLOSURE OF MEETING