ORDINARY MEETING

AGENDA

27 NOVEMBER 2018

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 27 November 2018 commencing at 8.30am for transaction of the enclosed business.

CHIEF EXECUTIVE OFFICER
22 November 2018

Next Meeting Date: 11.12.18

Please note:

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

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1 OPENING

2 PRESENT

Members Present:

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

4 CONFIRMATION OF MINUTES

Minutes of the Ordinary Meeting held 13 November 2018

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COMMITTEE REPORTS

9.1 PLANNING AND REGULATORY COMMITTEE MEETING - 20 NOVEMBER 2018

RECOMMENDATION

THAT the Minutes of the Planning and Regulatory Committee meeting, held on 20 November 2018 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Planning and Regulatory Committee, 20 November 2018

9.1.1 D/571-2013 - MINOR CHANGE APPLICATION FOR A DEVELOPMENT PERMIT FOR A MATERIAL CHANGE OF USE FOR AN EDUCATIONAL ESTABLISHMENT

File No:	**D/571-2013**
Attachments:	**1. Locality Plan** **2. Site Plan**
Authorising Officer:	**Tarnya Fitzgibbon - Coordinator Development Assessment** **Steven Gatt - Manager Planning and Regulatory Services** **Colleen Worthy - General Manager Community Services**
Author:	**Amanda O'Mara - Senior Planning Officer**

SUMMARY

Development Application Number:	*D/571-2013*
Applicant:	*The Rockhampton Grammar School*
Real Property Address:	*Lot 9 on CP908779, Parish of Rockhampton*
Common Property Address:	*124 Quarry Street, The Range*
Area of Site:	*1.15 Hectares*
Planning Scheme:	*Rockhampton City Plan 2015*
Planning Scheme Area:	*The Range North Residential Area, Precinct 2 – Special Use Precinct*
Current Planning Scheme:	*Rockhampton Region Planning Scheme 2015*
Current Planning Scheme Zone:	*Community Facilities Zone*
Planning Scheme Overlays:	*Nil Applicable*
Existing Development:	*Child Care Centre*
Approval Sought:	*Minor Change to Development Permit D/571-2013 for a Material Change of Use for an Educational Establishment*
Level of Assessment:	*Impact Assessable*

COMMITTEE RECOMMENDATION

RECOMMENDATION A:

THAT in relation to the application for a request for a Minor Change to Development Permit D/571-2013 for a Material Change of Use for an Educational Establishment, made by The Rockhampton Grammar School, on Lot 9 on CP908779, Parish of Rockhampton, located at 124 Quarry Street, The Range, Council resolves that:

1. Condition 12.5 be deleted:

Provide a 1.8 metre high solid fence between the subject site and adjacent residential properties north-west of the development. The fence must be constructed of materials and finishes that are aesthetically pleasing and commensurate with the surrounding residential area.

RECOMMENDATION B:

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

1.0 ADMINISTRATION

1.1 The Developer is responsible for ensuring compliance with this approval and the Conditions of the approval by an employee, agent, contractor or invitee of the Developer.

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

1.3 All conditions of this approval must be undertaken and completed to the satisfaction of Council, at no cost to Council.

1.4 All conditions, works, or requirements of this approval must be undertaken and completed prior to the commencement of the use, unless otherwise stated.

1.5 Where applicable, infrastructure requirements of this approval must be contributed to the relevant authorities, at no cost to Council prior to the commencement of the use, unless otherwise stated.

1.6 The following further Development Permits must be obtained prior to the commencement of any works associated with their purposes:

1.6.1 Operational Works:

(i) Road Works;

(ii) Access and Parking Works;

(iii) Stormwater Works; and

(iv) Roof and Allotment Drainage Works.

1.6.2 Plumbing and Drainage Works; and

1.6.3 Building Works.

1.7 All Development Permits for Operational Works and Plumbing and Drainage Works must be obtained prior to the issue of a Development Permit for Building Works.

1.8 Unless otherwise stated, all works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards.

1.9 All engineering drawings/specifications, design and construction works must comply with the requirements of the relevant *Australian Standards* and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.

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:

Plan/Document Name	Plan/Document Number	Dated
Stage 1 and Stage 2, Site Plan, MCU Application	MCU 01, Revision 2	5 December 2013
RGS ELC Stage 1 & 2, Floor Plans, MCU Application	MCU 02, Revision 2	5 December 2013
Stage 1 and Stage 2, Elevations,	MCU 03, Revision 2	5 December 2013

Plan/Document Name	Plan/Document Number	Dated
MCU Application		
Pedestrian Crossings and Intersection Concept Plan	R12310	18 August 2014
Infrastructure Report	R12310	December 2013

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

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

3.0 STAGED DEVELOPMENT

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

3.1.1 Room 1, Room 2 and carpark (Stage One); and

3.1.2 Room 3, Room 4 and Room 5 (Stage Two).

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

3.2 Stage one must be completed prior to Stage two.

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

4.0 ROAD WORKS

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

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

4.3 All pathways and access ramps must be designed and constructed in accordance with *Australian Standard AS1428 "Design for Access and Mobility"*. All pathways located within a road reserve or public use land must be provided with public space lighting in accordance with *Australian Standard AS1158 "Lighting for Roads and Public Spaces"*.

4.4 All pathways must incorporate kerb ramps at all road crossing points.

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

5.0 ACCESS AND PARKING WORKS

5.1 A Development Permit for Operational Works (access and parking works) must be obtained prior to the commencement of any access and parking works on the site.

5.2 All works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*, *Australian Standard AS2890 "Parking Facilities"* and the provisions of a Development Permit for Operational Works (access and parking works).

5.3 The existing access for the proposed development must be upgraded to accommodate two-way traffic and comply with the requirements of the *Capricorn Municipal Development Guidelines*.

5.4 A minimum of thirty-two (32) parking spaces must be provided on-site.

6.0 SEWERAGE WORKS

6.1 All works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*, *Water Supply (Safety and Reliability) Act*, *Plumbing and Drainage Act.*

6.2 The development must be connected to Council's reticulated sewerage network.

6.3 The existing sewerage connection point(s) must be retained and upgraded, if necessary, to service the development.

6.4 Sewer connections located within trafficable areas must be raised or lowered to suit the finished surface levels and must be provided with trafficable lids.

7.0 WATER WORKS

7.1 All works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*, *Water Supply (Safety and Reliability) Act*, the *Plumbing and Drainage Act*.

7.2 The development must be connected to Council's reticulated water network.

7.3 The existing water connection point(s) must be retained and upgraded, if necessary, to service the development.

7.4 Water meter boxes located within trafficable areas must be raised or lowered to suit the finished surface level and must be provided with heavy duty trafficable lids.

7.5 The applicant must ensure adequate fire fighting protection is available from the existing hydrant within the Reservoir Road reserve and also from the on-site fire fighting equipment for the proposed development. Should adequate protection not be achievable, upgrade of on-site fire fighting equipment, internal pillar hydrant, water tanks, and pumps will be required. The fire fighting strategy must be approved by a suitably qualified Hydraulic Consultant.

8.0 PLUMBING AND DRAINAGE WORKS

8.1 All plumbing and sanitary drainage works must be in accordance with regulated work under the *Plumbing and Drainage Act* and Council's Plumbing and Drainage Policies.

8.2 Alteration, disconnection or relocation of internal sanitary drainage works associated with the existing building must be in accordance with regulated work under the *Plumbing and Drainage Act.*

8.3 Sewerage/amended sewerage trade waste permits must be obtained for the discharge of any non-domestic waste into Council's sewerage reticulation. Arrester traps must be provided where commercial or non-domestic waste water is proposed to be discharged into the system.

8.4 Hoses must be provided at the refuse container area, and washdown must be drained to the sewer in accordance with a Plumbing and Drainage Permit and Sewerage Trade Waste Permit.

9.0 STORMWATER WORKS

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

9.2 All stormwater drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Queensland Urban Drainage Manual*, *Capricorn Municipal Development Guidelines*, sound engineering practice and the provisions of a Development Permit for Operational Works (stormwater works).

9.3 All stormwater must drain to a demonstrated lawful point of discharge and must not adversely affect adjoining land or infrastructure by way of blocking, altering or diverting existing stormwater runoff patterns or have the potential to cause damage to other infrastructure.

9.4 The Operational Works (stormwater works) application must include an assessment of how the development meets the water quality objectives of the *State Planning Policy*.

9.5 The proposed development must not increase peak stormwater runoff for a selected range of storm events up to and including the one in one hundred year storm event (100 year Average Recurrence Interval) for the post development condition.

9.6 Easements must be provided over all land assessed to be within the one in one hundred year rainfall event (100 year Average Recurrence Interval) inundation area.

9.7 Any application for a Development Permit for Operational Works (stormwater works) must be accompanied by a Drainage Strategy, prepared and certified by a Registered Professional Engineer of Queensland, which as a minimum includes:

9.7.1 details of any proposed on-site detention/retention systems and associated outlet systems required to mitigate the impacts of the proposed development on downstream lands and existing upstream and downstream drainage systems;

9.7.2 identification and conceptual design of all new drainage systems, and modifications to existing drainage systems required to adequately manage stormwater collection and discharge from the proposed development;

9.7.3 demonstration of how major design storm flows are conveyed through the subject development to a lawful point of discharge in accordance with the *Queensland Urban Drainage Manual* and the *Capricorn Municipal Development Guidelines*;

9.7.4 identification of the area of land inundated as a consequence of the minor and major design storm events in the catchment for both the pre-development and post-development scenarios; and

9.7.5 details of all calculations, assumptions and data files (where applicable).

10.0 <u>ROOF AND ALLOTMENT DRAINAGE WORKS</u>

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

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

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

11.0 <u>SITE WORKS</u>

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

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

11.3 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.

11.4 All site works must be undertaken to ensure that there is a lawful point of discharge to which the developed flows from the land drain. Easements will be required over any other land to accommodate the flows.

12.0 BUILDING WORKS

12.1 The existing demountable building and storage shed on the subject land must be removed.

12.2 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 the limits specified in the *Environmental Protection Act*.

12.3 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"*.

12.4 Childproof fencing must be provided between play areas and roads, carparks, driveways and neighbouring properties.

12.5 **Deleted**

12.6 All waste storage areas must be surrounded by at least a 1.8 metre high fence that obstructs from view the contents of the bin compound by any member of the public from any public place.

12.7 Impervious paved and drained washdown areas to accommodate all refuse containers must be provided. The areas must be aesthetically screened from any road frontage or adjoining property.

13.0 LANDSCAPING WORKS

13.1 Landscaping must be established generally in accordance with the approved plans (refer to condition 2.1).

13.2 All landscaping must predominantly contain plant species that are locally native to the Central Queensland region.

13.3 Landscaping, or any part thereof, upon reaching full maturity, must not:

(i) obstruct sight visibility zones as defined in the *Austroads 'Guide to Traffic Engineering Practice'* series of publications;

(ii) adversely affect any road lighting or public space lighting; or

(iii) adversely affect any Council infrastructure, or public utility plant.

13.4 Large trees must not be planted within one (1) metre of the centreline of any sewerage infrastructure. Small shrubs and groundcover are acceptable.

13.5 The landscaped areas must be subject to an ongoing maintenance and replanting programme (if necessary).

14.0 ELECTRICITY AND TELECOMMUNICATIONS

14.1 Underground electricity and telecommunication connections must be provided to the proposed development to the standards of the relevant authorities.

15.0 ASSET MANAGEMENT

15.1 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.

15.2 Any damage to existing kerb and channel, pathway or roadway (including removal of concrete slurry from public land, pathway, roads, kerb and channel and stormwater gullies and drainage lines) which may occur during any works carried out in association with the approved development must be repaired. This must include the reinstatement of the existing traffic signs and pavement markings which may have been removed.

15.3 'As constructed' information pertaining to assets to be handed over to Council and those which may have an impact on Council's existing and future assets must be provided prior to the commencement of the use. This information must be provided in accordance with the Manual for Submission of Digital As Constructed Information.

16.0 ENVIRONMENTAL

16.1 The Erosion Control and Stormwater Control Management Plan must be implemented and maintained on-site for the duration of the works, and until all exposed soil areas are permanently stabilised (for example, turfed, hydromulched, concreted, landscaped). The prepared Erosion Control and Stormwater Control Management Plan must be available on-site for inspection by Council Officers during those works.

17.0 OPERATING PROCEDURES

17.1 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the site. No storage of materials, parking of construction machinery or contractors' vehicles will be permitted in Archer Street, Quarry Street or Reservoir Street.

17.2 Noise from the activity must not cause an environmental nuisance.

17.3 All waste storage areas must be kept in a clean, tidy condition in accordance with *Environmental Protection (Waste Management) Regulations*.

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. Asbestos Removal

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

NOTE 3. General Environmental Duty

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

NOTE 4. Licensable Activities

The proposed activity will most likely require amendment to both the premises Food Business Licence and Food Safety Program, Council's Environment and Public Health Unit must be consulted to determine whether any amendment approvals are required prior to each stage of the development.

NOTE 5. General Safety Of Public During Construction

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

NOTE 6. Adopted Infrastructure Charges Notice

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

NOTE 7. 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.

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

NOTE 10. Licensable Activities

The proposed activity will most likely require amendment to both the premises Food Business Licence and Food Safety Program, Council's Environment and Public Health Unit must be consulted to determine whether any amendment approvals are required prior to each stage of the development.

NOTE 11. General Safety Of Public During Construction

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

NOTE 12. Adopted Infrastructure Charges Notice

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

Recommendation of the Planning and Regulatory Committee, 20 November 2018

9.1.2 DECISIONS UNDER DELEGATION - OCTOBER 2018

File No:	**7028**
Attachments:	**Nil**
Authorising Officer:	**Steven Gatt - Manager Planning and Regulatory Services** **Colleen Worthy - General Manager Community Services**
Author:	**Tarnya Fitzgibbon - Coordinator Development Assessment**

SUMMARY

This report outlines the properly made development applications received in October 2018 and whether they will be decided under delegation or decided by Council.

COMMITTEE RECOMMENDATION

THAT this report into the applications lodged in October 2018 be received.

Recommendation of the Planning and Regulatory Committee, 20 November 2018

9.1.3 MONTHLY OPERATIONS REPORT FOR PLANNING AND REGULATORY SERVICES - OCTOBER 2018

File No:	**1464**
Attachments:	**1. Monthly Operations Report for Planning & Regulatory Services - October 2018**
Authorising Officer:	**Colleen Worthy - General Manager Community Services**
Author:	**Steven Gatt - Manager Planning and Regulatory Services**

SUMMARY

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

COMMITTEE RECOMMENDATION

THAT the Planning and Regulatory Services Monthly Operations report for October 2018 be 'received'.

9.2 INFRASTRUCTURE COMMITTEE MEETING - 20 NOVEMBER 2018

RECOMMENDATION

THAT the Minutes of the Infrastructure Committee meeting, held on 20 November 2018 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Infrastructure Committee, 20 November 2018

9.2.1 CIVIL OPERATIONS MONTHLY OPERATIONS REPORT

File No:	**7028**
Attachments:	**1. Civil Operations Monthly Operations Report - October 2018**
Authorising Officer:	**Peter Kofod - General Manager Regional Services**
Author:	**David Bremert - Manager Civil Operations**

SUMMARY

This report outlines Civil Operations Monthly Operations Report on the activities and services in October 2018.

COMMITTEE RECOMMENDATION

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

Recommendation of the Infrastructure Committee, 20 November 2018

9.2.2 MAIN STREET BUS STOP

File No:	**4807**
Attachments:	**Nil**
Authorising Officer:	**Peter Kofod - General Manager Regional Services**
Author:	**David Bremert - Manager Civil Operations**

SUMMARY

In December 2016, Council approved creation of two formal bus stops along Main Street. This report is looking at the 40 Main Street, Park Avenue bus stop.

COMMITTEE RECOMMENDATION

THAT Council approves the constructed bus stop at 50 Main Street.

Recommendation of the Infrastructure Committee, 20 November 2018

9.2.3 PROGRESSION OF LAND BASED FISHING PLATFORMS

File No:	**8026**
Attachments:	**1. Map of locations for proposed land based fishing platforms**
Authorising Officer:	**Martin Crow - Manager Infrastructure Planning** **Tony Cullen - General Manager Advance Rockhampton** **Colleen Worthy - General Manager Community Services**
Author:	**Wade Clark - Acting Senior Executive Economic and Business Development**

SUMMARY

The Rockhampton Recreational Fishing Development Strategy advocates for the improvement of land based fishing opportunities in the Region. It is recommended that a further four land based fishing platforms be progressed to detailed design.

COMMITTEE RECOMMENDATION

THAT Council agrees to progress detailed designs for land based fishing platforms at Donovan Park (Koongal), Queens Park (Park Avenue), Lucius Street (Depot Hill) and the Ski Gardens (Wandal); and an additional design for a regional fishing platform be prepared.

Recommendation of the Infrastructure Committee, 20 November 2018

9.2.4 NORTH ROCKHAMPTON FLOOD MITIGATION INVESTIGATION STAGE 2 UPDATE

File No:	**1743**
Attachments:	**Nil**
Authorising Officer:	**Martin Crow - Manager Infrastructure Planning** **Peter Kofod - General Manager Regional Services**
Author:	**Stuart Harvey - Coordinator Strategic Infrastructure**

SUMMARY

Council has been progressively implementing the North Rockhampton Flood Mitigation Investigation Area implementation strategy over the past 4 years. Several Stage 2 investigations have taken place to mitigate internal drainage and sewerage impacts when the NRFMA scheme is in place. A review of these options and a concept design report has been developed, and this report provides an update on this project.

COMMITTEE RECOMMENDATION

THAT Council receive this project update.

Recommendation of the Infrastructure Committee, 20 November 2018

9.2.5 INFRASTRUCTURE PLANNING MONTHLY OPERATIONS REPORT OCTOBER 2018

File No:	**7028**
Attachments:	**1. Infrastructure Planning Monthly Operations Report October 2018**
Authorising Officer:	**Peter Kofod - General Manager Regional Services**
Author:	**Martin Crow - Manager Infrastructure Planning**

SUMMARY

This report outlines Infrastructure Planning Monthly Operations Report for the period to the end of October 2018.

COMMITTEE RECOMMENDATION

THAT the Infrastructure Planning Monthly Operations Report for October 2018 report be received.

Recommendation of the Infrastructure Committee, 20 November 2018

9.2.6 SADDLE REDEVELOPMENT PROJECT FUNDING SUBMISSION

File No:	**12534**
Attachments:	**1. Program Guidelines** **2. Saddle Redevelopment Concept Plan**
Authorising Officer:	**Peter Kofod - General Manager Regional Services**
Author:	**Martin Crow - Manager Infrastructure Planning**

SUMMARY

This report is seeking Council's endorsement to submit a funding submission under the State Government's Transport and Tourism Connections Program.

COMMITTEE RECOMMENDATION

THAT Council approve the submission of the Saddle Redevelopment Project for funding under the State Government's Transport and Tourism Connections Program.

Recommendation of the Infrastructure Committee, 20 November 2018

9.2.7 PROJECT DELIVERY MONTHLY REPORT - OCTOBER 2018

File No:	**7028**
Attachments:	**1. Project Delivery Monthly Report - October 2018**
Authorising Officer:	**Peter Kofod - General Manager Regional Services**
Author:	**Andrew Collins - Manager Program Delivery**

SUMMARY

Monthly report on the projects currently managed by Project Delivery.

COMMITTEE RECOMMENDATION

THAT the Project Delivery Monthly Report for October 2018 be received.

Recommendation of the Infrastructure Committee, 20 November 2018

9.2.8 BUSINESS OUTSTANDING TABLE FOR INFRASTRUCTURE COMMITTEE

File No:	**10097**
Attachments:	**1. Business Outstanding Table**
Authorising Officer:	**Peter Kofod - General Manager Regional Services**
Author:	**Peter Kofod - General Manager Regional Services**

SUMMARY

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

COMMITTEE RECOMMENDATION

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

9.3 AIRPORT, WATER AND WASTE COMMITTEE MEETING - 20 NOVEMBER 2018

RECOMMENDATION

THAT the Minutes of the Airport, Water and Waste Committee meeting, held on 20 November 2018 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Airport, Water and Waste Committee, 20 November 2018

9.3.1 ROCKHAMPTON AIRPORT MONTHLY OPERATIONS REPORT - OCTOBER 2018

File No:	**7927**
Attachments:	**1. Rockhampton Airport Monthly Operations Report - October 2018**
Authorising Officer:	**Chris Ireland - Acting General Manager Advance Rockhampton**
Author:	**Tracey Baxter - Manager Airport**

SUMMARY

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

COMMITTEE RECOMMENDATION

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

Recommendation of the Airport, Water and Waste Committee, 20 November 2018

9.3.2 FRW MONTHLY OPERATIONS REPORT - OCTOBER 2018

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

SUMMARY

This report details Fitzroy River Water's financial position and other operational matters for the Council's information as at 31 October 2018.

COMMITTEE RECOMMENDATION

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

Recommendation of the Airport, Water and Waste Committee, 20 November 2018

9.3.3 FRW ANNUAL PERFORMANCE PLAN AS AT 30 SEPTEMBER 2018

File No:	**1466**
Attachments:	**1. Customer Service Standards as at 30 September 2018** **2. Customer Service and Financial Targets as at 30 September 2018** **3. Non Compliance Comments as at 30 September 2018**
Authorising Officer:	**Peter Kofod - General Manager Regional Services**
Author:	**Jason Plumb - Manager Fitzroy River Water**

SUMMARY

Fitzroy River Water's performance against financial and non-financial targets and key strategies is reported to Council on a quarterly basis in accordance with the adopted Annual Performance Plan for 2018/19. This report as at 30 September 2018 is presented for the Committee's information.

COMMITTEE RECOMMENDATION

THAT the Fitzroy River Water Annual Performance Plan quarterly report as at 30 September 2018 be received.

Recommendation of the Airport, Water and Waste Committee, 20 November 2018

9.3.4 ROCKHAMPTON REGIONAL WASTE AND RECYCLING MONTHLY OPERATIONS REPORT OCTOBER 2018

File No:	**7927**
Attachments:	**1. RRWR Operations Report October 2018**
Authorising Officer:	**Peter Kofod - General Manager Regional Services**
Author:	**Michael O'Keeffe - Manager Rockhampton Regional Waste and Recycling**

SUMMARY

This report details Rockhampton Regional Waste and Recycling's financial position and other operational matters for the Council's information as at 31 October 2018.

COMMITTEE RECOMMENDATION

THAT the Rockhampton Regional Waste and Recycling Monthly Operations Report for October 2018 be received.

Recommendation of the Airport, Water and Waste Committee, 20 November 2018

9.3.5 COMMUNITY SERVICE OBLIGATIONS FOR ROCKHAMPTON REGIONAL WASTE & RECYCLING

File No:	**7927**
Attachments:	**1. Extract from RRWR's Performance Plan** **2. RRWR CSO Detailed Descriptions** **3. Revised 2018-19 CSO Schedule & Budget**
Authorising Officer:	**Peter Kofod - General Manager Regional Services**
Author:	**Michael O'Keeffe - Manager Rockhampton Regional Waste and Recycling**

SUMMARY

The purpose of this report is to provide an overview to Council of the Community Service Obligations summary for 2018-2019.

COMMITTEE RECOMMENDATION

THAT the Community Service Obligations allocations within Rockhampton Regional Waste and Recycling be revised as outlined in Attachment 3 of the report.

Recommendation of the Airport, Water and Waste Committee, 20 November 2018

9.3.6 KERBSIDE WASTE SERVICE EXTENSION TO ALTON DOWNS AND RIDGELANDS

File No:	**169**
Attachments:	**1. Kerbside Collection Survey Results map**
Authorising Officer:	**Peter Kofod - General Manager Regional Services**
Author:	**Michael O'Keeffe - Manager Rockhampton Regional Waste and Recycling**

SUMMARY

The report is to seek Council's endorsement to extend the kerbside collection service to include Alton Downs, Ridgelands, Pink Lily and environs.

COMMITTEE RECOMMENDATION

THAT :

- Council's Waste Collection Area be extended to include the localities of Alton Downs, Ridgelands, Pink Lily, Laurel Bank, Fairy Bower, Nine Mile and environs;
- The expanded domestic waste and recycle collection service commence on 1 January 2019 to the serviceable premises that have requested the service; and
- Council write to all residents to inform the community of the outcome of the survey and the proposed service expansion.

Recommendation of the Airport, Water and Waste Committee, 20 November 2018

9.3.7 RURAL WASTE SERVICE – INTERIM SOLUTION

File No:	**7284**
Attachments:	**Nil**
Authorising Officer:	**Peter Kofod - General Manager Regional Services**
Author:	**Michael O'Keeffe - Manager Rockhampton Regional Waste and Recycling**

SUMMARY

This report provides an update of the interim rural waste service which commenced on 1 October 2018.

COMMITTEE RECOMMENDATION

THAT the interim waste service consisting of weekly waste and fortnightly recycling collection service continue until the Waste Transfer Stations are operational.

9.4 COMMUNITY SERVICES COMMITTEE MEETING - 21 NOVEMBER 2018

RECOMMENDATION

THAT the Minutes of the Community Services Committee meeting, held on 21 November 2018 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Community Services Committee, 21 November 2018

9.4.1 COMMUNITY FACILITIES MONTHLY OPERATIONAL REPORT - AUGUST 2018

File No:	**10097**
Attachments:	**1. August Monthly Report - Community Facilities**
Authorising Officer:	**Colleen Worthy - General Manager Community Services**
Author:	**Sophia Czarkowski - Acting Coordinator Facilities**

SUMMARY

This report provides information on the activities of the Community Facilities section for August 2018.

COMMITTEE RECOMMENDATION

THAT the Community Facilities Monthly Operational Report for August 2018 be received.

Recommendation of the Community Services Committee, 21 November 2018

9.4.2 COMMUNITY FACILITIES MONTHLY OPERATIONAL REPORT - SEPTEMBER 2018

File No:	**10097**
Attachments:	**1. September Monthly Report**
Authorising Officer:	**Colleen Worthy - General Manager Community Services**
Author:	**Sophia Czarkowski - Acting Coordinator Facilities**

SUMMARY

This report provides information on the activities of the Community Facilities section for September 2018.

COMMITTEE RECOMMENDATION

THAT the Community Facilities Monthly Operational Report for September 2018 be received.

Recommendation of the Community Services Committee, 21 November 2018

9.4.3 COMMUNITY ASSETS AND FACILITIES MONTHLY OPERATIONAL REPORT - OCTOBER 2018

File No:	**10097**
Attachments:	**1. Operational Report for October 2018**
Authorising Officer:	**Colleen Worthy - General Manager Community Services**
Author:	**Sophia Czarkowski - Acting Coordinator Facilities**

SUMMARY

This report provides information on the activities of Community Assets and Facilities for the month of October 2018.

COMMITTEE RECOMMENDATION

THAT the Community Assets and Facilities monthly operational report for October 2018 be received.

Recommendation of the Community Services Committee, 21 November 2018

9.4.4 FUTURE USE OF COMMUNITY HOUSING UNITS OWNED BY COUNCIL

File No:	**10094**
Attachments:	**Nil**
Authorising Officer:	**Colleen Worthy - General Manager Community Services**
Author:	**Joanne Stratford - Acting Coordinator Community Assets**

SUMMARY

Council direction is sought in relation to Community Housing units owned by Council.

COMMITTEE RECOMMENDATION

THAT Council:

(i) Hand back the units located at 29 Darcy Street and 28 Pattison Street to the Department of Housing and Public Works; and

(ii) Transfer trusteeship of the land, Lot 2 on RN807937, to the Department of Housing and Public Works.

Recommendation of the Community Services Committee, 21 November 2018

9.4.5 DISPOSAL OF VACANT RESIDENTIAL PROPERTY OWNED BY COUNCIL

File No:	**4200**
Attachments:	**1. Comparative Market Analysis**
Authorising Officer:	**Colleen Worthy - General Manager Community Services**
Author:	**Joanne Stratford - Acting Coordinator Community Assets**

SUMMARY

Council direction is sought in relation to a vacant residential property owned by Council.

COMMITTEE RECOMMENDATION

THAT Council retain the property at 239 Rockonia Road.

Recommendation of the Community Services Committee, 21 November 2018

9.4.6 REGIONAL ARTS DEVELOPMENT FUND 2018/19 ROUND 1 FUNDING RECOMMENDATIONS

File No: **8944**

Attachments: **Nil**

Authorising Officer: **Colleen Worthy - General Manager Community Services**

Author: **John Webb - Acting Manager Communities and Culture**

SUMMARY

Applications received for Round One of the 2018/19 Regional Arts Development Fund have been assessed by the RADF Committee and five are recommended for funding.

COMMITTEE RECOMMENDATION

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

Applicant	Purpose of Grant	Grant Recommended
Allana Gregson	Professional Development Grant for flights and course costs to attend a five day Summer Millinery Intensive workshop in Melbourne.	$1,500
CQ Contemporary Artists	Bring two professional tutors to Rockhampton to facilitate two separate contemporary art workshops in visual art in 2019. One of the artists being formerly from Rockhampton.	$4,188
Erin Dunne	Professional Development Grant. Will cover costs of travelling to Sydney for first meeting of a structured two-year mentorship with artist, Todd Fuller. Cover attendance at the Dobell Prize and associated Drawing Symposium at the National Art School.	$1,500
Lapidary Club	To provide local lapidarists as well as people from other regional Queensland areas with access to specialist tuition in the art of carving bone, shell or stone. A recognized artist will conduct a short course in this skilled craft and provide additional tuition to suitable persons to enable them to become accredited judges in this area.	$1,750
National Seniors Australia Capricornia	Conducting creative community based arts workshops for over 50's during Seniors Week through The Journal Project 0 Connecting Community through Story Telling and Art.	$1,350
	total	$10,288

THAT Council approves the following application for funding from the Regional Arts Development Fund if the requested information is provided to the RADF Committee:

Applicant	Purpose of Grant	Grant Recommended
Rocky Instincts	The Deadly Skills Program aims to engage youth in positive and creative traditional bush craft and skills during a 5 day workshop in Mt Morgan, culminating in an exhibition. Request: Letter of support from Gangulu Elders to endorse the teaching of traditional skills on country by non-indigenous people.	$5,085
	total	$5,085

Recommendation of the Community Services Committee, 21 November 2018

9.4.7 CELEBRATING MULTICULTURAL QUEENSLAND PROGRAM GRANT 2018/19

File No:	**12534**
Attachments:	**Nil**
Authorising Officer:	**Colleen Worthy - General Manager Community Services**
Author:	**John Webb - Acting Manager Communities and Culture**

SUMMARY

An application has been submitted under the 2018-19 Celebrating Multicultural Queensland Program (CMQ). This report seeks retrospective approval for the application for external funding in support of the annual Cultural Festival.

COMMITTEE RECOMMENDATION

THAT Council retrospectively approve the Rockhampton Regional Council's application for $15,000 from the 2018-19 Celebrating Multicultural Queensland Program.

Recommendation of the Community Services Committee, 21 November 2018

9.4.8 COMMUNITIES AND CULTURE OPERATIONAL REPORT FOR SEPTEMBER 2018

File No:	**1464**
Attachments:	**1. Communities and Culture Operational Report for September 2018**
Authorising Officer:	**Colleen Worthy - General Manager Community Services**
Author:	**John Webb - Acting Manager Communities and Culture**

SUMMARY

The Report provides information on the programs and activities of the Communities and Culture section for September 2018

COMMITTEE RECOMMENDATION

THAT the Communities and Culture Operational Report for September 2018 be received

Recommendation of the Community Services Committee, 21 November 2018

9.4.9 MARMOR CWA HALL

File No:	**2021**
Attachments:	**Nil**
Authorising Officer:	**Colleen Worthy - General Manager Community Services**
Author:	**Joanne Stratford - Acting Coordinator Community Assets**

SUMMARY

Council has received a request to purchase the Marmor CWA Hall.

COMMITTEE RECOMMENDATION

THAT Council does not purchase the Marmor CWA Hall.

Recommendation of the Community Services Committee, 21 November 2018

9.4.10 PROPOSAL RECEIVED TO PURCHASE LAND OWNED BY COUNCIL

File No:	**4198**
Attachments:	**1. Proposal**
Authorising Officer:	**Colleen Worthy - General Manager Community Services**
Author:	**Joanne Stratford - Acting Coordinator Community Assets**

SUMMARY

An offer of purchase has been received for land owned by Council.

COMMITTEE RECOMMENDATION

THAT this matter be referred to Council.

Recommendation of the Community Services Committee, 21 November 2018

9.4.11 FUTURE USE OF RESIDENTIAL PROPERTY OWNED BY COUNCIL

File No:	**4185**
Attachments:	**Nil**
Authorising Officer:	**Colleen Worthy - General Manager Community Services**
Author:	**Joanne Stratford - Acting Coordinator Community Assets**

SUMMARY

Council direction is sought in relation to a residential property owned by Council.

COMMITTEE RECOMMENDATION

THAT Council resolves to retain the property at 190 Rush Street for the purpose of offering low rental accommodation.

9.5 PARKS, RECREATION AND SPORT COMMITTEE MEETING - 21 NOVEMBER 2018

RECOMMENDATION

THAT the Minutes of the Parks, Recreation and Sport Committee meeting, held on 21 November 2018 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Parks, Recreation and Sport Committee, 21 November 2018

9.5.1 PARKS OPERATIONAL REPORT - OCTOBER 2018

File No:	**1464**
Attachments:	**1. Parks Operational Report - October 2018**
Authorising Officer:	**Colleen Worthy - General Manager Community Services**
Author:	**Aaron Pont - Acting Manager Parks**

SUMMARY

This report provides information on the activities and services of the Parks section for October 2018.

COMMITTEE RECOMMENDATION

1. THAT the report on the activities and services of the Parks Section for October 2018 be received.
2. THAT a further report be prepared regarding treatment options on the Yeppen Roundabout.

10 COUNCILLOR/DELEGATE REPORTS

10.1 BOULDERCOMBE PROGRESS ASSOCIATION INC REQUESTING FINANCIAL ASSISTANCE THROUGH COUNCILLOR SMITH'S COUNCILLOR DISCRETIONARY FUND

File No:	**8295**
Attachments:	**Nil**
Authorising Officer:	**Evan Pardon - Chief Executive Officer**
Author:	**Megan Careless - Executive Support Officer**

SUMMARY

Bouldercombe Progress Association has made application through Councillor Ellen Smith's Councillor Discretionary Fund for financial assistance ($200.00) towards the purchase of hams for the ham wheel at the Bouldercombe Community Christmas Fair.

OFFICER'S RECOMMENDATION

THAT the Bouldercombe Progress Association be approved for the financial assistance to the value of $200.00 from Councillor Ellen Smith's Councillor Discretionary Fund for the purchase of hams for the ham wheel at the Bouldercombe Community Christmas Fair.

BACKGROUND

The Bouldercombe Progress Association have previously made application through Council's Community Assistance Program for financial assistance for their Community Christmas Fair. The Association has been successful in receiving $750.00 to be used for running costs to hold the fair.

The Association has been successful in receiving monies through Council's Community Assistance Program; therefore, Councillor Ellen Smith is seeking approval for $200 from her Councillor Discretionary Fund to be approved for the purchase of hams for the ham wheel.

11 OFFICERS' REPORTS

11.1 ADOPTION OF REVISED MEETING PROCEDURES

File No:	**8237**
Attachments:	**1. Revised Meeting Procedures - Marked Up Version⇩**
Authorising Officer:	**Evan Pardon - Chief Executive Officer**
Author:	**Evan Pardon - Chief Executive Officer**

SUMMARY

Chief Executive Officer presenting revised Meeting Procedures for adoption by Council.

OFFICER'S RECOMMENDATION

THAT Council adopt the Meeting Procedures as attached to the report.

BACKGROUND

The *Local Government (Councillor Complaints) and Other Legislation Amendment Act 2018* was passed on 21 May 2018.

To prepare for the implementation of the new Councillor complaints system, the Department of Local Government, Racing and Multicultural Affairs wrote to all Councils seeking comments on draft documents, including Model Meeting Procedures. These documents were aimed at providing Local Governments and Councillors with assistance in understanding the requirements around handling Councillors' personal interests and conduct while participating in Council and standing committee meetings.

Following the consultation process, the documents were finalised and distributed to Councils on 8 November 2018.

Councils must either adopt the Model Meeting Procedures or prepare and adopt their own procedures that are consistent with the Model Meeting Procedures. Similarly, if a Local Government chooses to continue using their existing standing orders, the Council must review the existing standing orders to ensure that they are consistent with the requirements of the Model Meeting Procedures.

If a Council has not adopted meeting procedures when the new Councillor complaints system commences on 3 December 2018, the Council will be taken to have adopted the Model Meeting Procedures until it formally adopts the Model Meeting Procedures or its own procedures.

CONCLUSION

Rather than adopt the Model Meeting Procedures, it is recommended that Council amend its existing Meeting Procedures to incorporate the new requirements (refer attached marked up Meeting Procedures).

ADOPTION OF REVISED MEETING PROCEDURES

Revised Meeting Procedures – Marked Up Version

Meeting Date: 27 November 2018

Attachment No: 1

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COUNCIL MEETING PROCEDURES POLICY

(COUNCILLOR POLICY) MARKED UP VERSION 9/11/18

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1 Scope:

This policy applies to Councillors and employees during ordinary meetings and committees of Rockhampton Regional Council.

2 Purpose:

To provide direction for the orderly and proper conduct of ordinary and committee meetings, including the post-election meeting.

3 Related Documents:

Primary
Nil

Secondary
Local Government Act 2009
Local Government Regulation 2012
Information Privacy Act 2009
Council Meeting Agenda Guideline
Deputation Factsheet
Deputation Guidelines
Petition Factsheet

4 Definitions:

To assist in interpretation, the following definitions apply:

Agenda	Compilation of reports to be discussed at an ordinary or committee meeting. The agenda for any meeting must indicate: ▪ Business to be conducted at the meeting, ▪ Business arising from previous meetings; and ▪ Any business for which due notice has been given (Notice of Motion, Questions on Notice). An agenda will not include any matter that is unlawful.
Alternative/ Foreshadowed Motion	A proposed suggestion, usually raised during debate, that there is an alternative proposal should the original motion be lost. Once moved, the same rules of debate as the original motion apply.
Amendment	In relation to a motion, means a motion moving an amendment to that motion. An amendment to a motion must retain the identity of the original motion and does not directly negative the motion. Amendment to a motion must be proposed before the debate

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	has been concluded, before the mover of the motion has exercised their right to reply and follows the same rules of debate as the original motion.
CEO	*Chief Executive Officer* A person who holds an appointment under section 194 of the *Local Government Act 2009*. This includes a person acting in this position.
Chairperson	Person presiding at an ordinary or committee meeting.
Committee	A group of Councillors created by a resolution of the Council to undertake functions as determined under the *Local Government Act 2009* or *Local Government Regulation 2012* decided by a Council resolution. A committee may either be a delegated or non-delegated committee.
Council	Rockhampton Regional Council
Councillor	The Mayor and/or Councillors of Rockhampton Regional Council, within the meaning of the *Local Government Act 2009.*
Day	A business day unless specified.
Delegated Committee	A committee that has the authorisation from the Council to make a decision and therefore a resolution of the Council
Deputation	A presentation from a member of the public (which could be on behalf of an organisation or individual) to an ordinary or committee meeting.
Employee	*Local government employee:* (a) the chief executive officer; or (b) a person holding an appointment under section 196 of the *Local Government Act 2009.*
Mayor	The Mayor is an elected member of Rockhampton Regional Council, also referred to as a Councillor, with additional responsibilities as outlined in section 12(4) of the *Local Government Act 2009.*
Meeting	Ordinary meeting or committee meeting at Council
Motion	A proposal to be considered by Council at a meeting. It is a request to do something or to express an opinion about something. A motion formally puts the subject of the motion as an item of business for the Council.
Non-Delegated Committee	A committee that does not have authorization from the Council to make a decision and therefore must recommend all motions to the next ordinary meeting for endorsement. Non-delegated committees have the delegation to resolve acceptance of minutes of previous meetings of that committee and to resolve procedural motions.
Petition	A request for action on a matter over which Council has the power to act. The "terms" of a petition consist of the reasons for petitioning Council and a request for action by Council.
Procedural Motion	A set of motions that can be employed in specific ways to control the conduct of meetings.
Record	A document (including any written or printed material) or object (including a sound recording, coded storage device, magnetic tape or disc, microfilm, photograph, film, map, plan or model or a painting or other pictorial or graphic work) that is or has been made or received in the course of official duties by a Councillor or an employee and, in particular, includes the minutes of meetings of the Council.

Report	Documents and information that relate to the business to be dealt with at the meeting. Reports may include personal information only to extent such is necessary to reflect the issue to be discussed without rendering the report meaningless, subject to Council's obligations under the *Information Privacy Act 2009*
Resolution	A motion that has been passed by a majority of Councillors at the meeting. While in practice it means the "Council decision", the word "resolution" also indicates the process by which the decision was made.
Seriatim	When a motion consists of more than one statement, action or concept a Councillor may request for each statement, action or concept to be voted on separately.

5 Policy Statement:

The *Local Government Act 2009* and *the Local Government Regulation 2012* provide core requirements for the conduct of ordinary meetings and committees of the local government.

Council is committed to conducting its meetings in accordance with the principles of the *Local Government Act 2009*, ensuring an efficient, accountable, transparent and sustainable delivery of effective services within our local government area.

5.1 Committees

5.1.1 Appointment of a Committee

The appointment of a committee will be made by resolution at an ordinary meeting and will include the following:

- The responsibilities to be entrusted to the committee;
- Any delegations assigned to the committee; and
- The committee membership.

The days and times of a committee will be resolved at an ordinary meeting. Changes for a particular meeting can be resolved at the relevant committee.

All Councillors must participate in policy development and decision making.

5.1.2 Delegated Committee

Reports and resolutions of a delegated committee do not need to be submitted to an ordinary meeting for consideration or endorsement.

This section does not limit the power of an ordinary meeting itself to deal with any matter which has been referred to or delegated to a committee.

5.1.3 Non-Delegated Committee

The reports and recommendations of a non-delegated committee must be submitted to an ordinary meeting for consideration.

This section does not limit the power of an ordinary meeting itself to deal with any matter which has been referred to or delegated to a committee.

5.1.4 Termination

A committee may only be abolished or disbanded by an ordinary meeting resolution.

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5.2 Special Meeting

The CEO must call a special meeting of the Council if:

- The special meeting is required by resolution; or
- A written request for the special meeting is lodged with the CEO signed by the Mayor or three or more Councillors which specifies the object of the special meeting and proposes the day and time for the holding the meeting; or
- A special meeting is required to comply with the *Local Government Act 2009* or some other legislation; or
- Where the CEO determines it is in the interests of the Council that a special meeting be held.

A special meeting may be for either an ordinary meeting or committee. The direction and conduct prescribed within this policy should be followed special meetings.

5.3 Meeting Cycle

Council will meet in accordance with its adopted meeting schedule.

Meetings must not start before the time provided in the notice of the meeting (refer to section 5.4).

5.4 Notice of Meetings

The dates and times of Council's ordinary meetings and committees will be published in the local newspaper and Council's website.

Written notice must be given to each Councillor at least two days before the meeting, unless it is impracticable to do so. If written notice of a rescission motion has been given, then each Councillor must be given at least five days notice before the meeting.

All Councillors will receive an agenda for each committee meeting, regardless whether they are a member or not.

Any reports provided to an individual Councillor for his/her use will also be provided to all other Councillors.

5.5 Public Notice of Meetings

Council will give notice to the public the times, dates, places and matters to be considered at its ordinary meetings and committees. These notices will be listed on the Council's website at least two days prior to each meeting.

5.6 Agenda for Meetings

A Councillor who wants an item of business included on the agenda for a particular meeting must give written notice to the CEO at least seven days before the meeting at which the proposal is to be made. Items for consideration may include questions on notice, notice of motions or rescission of motions.

Business not on the agenda or arising from the agenda must not be considered at the meeting unless Council agrees to admit such business at the meeting.

Special meetings of Council must only consider matters listed on the agenda.

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5.7 The agenda should clearly identify that the matter will be considered in closed session and name the topic to be discussed and a brief explanation of why it is deemed necessary to take the issue into closed session.

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~~5.7~~5.8 Order of Business

The order of business will be determined by resolution of an ordinary meeting.

However, an ordinary meeting or committee may resolve, and without notice, to alter the order in which it proceeds with the business for a particular meeting.

Unless otherwise resolved under, the order of business will be as follows:

- Opening of Meeting
- Attendance including Apologies and Leave of Absence
- Confirmation of Minutes of Previous Meetings
- Declaration of Interest on Matters on the Agenda
- Business Outstanding
  - Business Arising from Previous Meetings
  - Matters Lying on the Table and to be Dealt With
- Public Forums/Deputations
- Presentation of Petitions (for ordinary meetings only)
- Reports
  - Committee (for ordinary meetings only)
  - Councillor/Delegate (for ordinary meetings only)
  - Officers
  - Information
- Notice of Motions
- Questions on Notice (for ordinary meetings only)
- Urgent Business/Questions
- Closed Session
- Closure of Meeting

Ordinary meetings or committees will deal with items of business on its agenda in accordance with:

- Procedural directions given to the meeting by resolution; or
- Procedural directions specified in this policy; or
- If there is no procedural direction governing a particular matter, the chairperson's decision.

However, the meeting may, by resolution, overrule a decision on a procedural question made by the chairperson.

~~5.8~~5.9 Deputations

The maximum total time allocated per deputation will not exceed 10 minutes, unless otherwise agreed by the chairperson.

Unless the meeting otherwise resolves, the effect of calling on the next business is that the deputation will not be heard at the meeting and a fresh request will be given to the CEO if the deputation wishes to be heard at a subsequent meeting.

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The chairperson may terminate an address by a person in a deputation at any time where:

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- The chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors or members at the meeting; or
- The person uses insulting or offensive language; or
- If a member of the deputation, other than the appointed speakers, continues to interject or attempt to address the meeting after the chairperson has warned the member of the deputation.

Details for applying and approving deputation are located on the Council website.

~~5.9~~5.10 Petitions

A petition may be presented to an ordinary meeting by:

- A Councillor;
- CEO; or
- CEO delegate

who will read and state the nature of the petition, and become, as far as practicable, acquainted with the subject matter of the petition before presenting at a meeting.

A petition must have at least 10 signatures from people supporting the petition objective

Where a petition is presented to a meeting, no debate on or in relation to it will be allowed. However, a Councillor presenting a petition may speak in respect of the matter the subject of the petition for a period of not more than one minute.

The only motions which will be moved is that:

- The petition be received and referred to a committee or the CEO for consideration and report back to the Council; or
- The petition not be received.

Guidelines on submitting a petition is located on the Council website.

~~5.10~~5.11 Committee Reports

Non-delegated committees will submit reports and/or recommendations to the CEO who will list them on the agenda for the next available ordinary meeting.

Recommendations to an ordinary meeting from a committee are to be the same as that resolved by the committee.

If in a report of a committee distinct recommendations are made, the decision of the Council may be taken separately on each recommendation.

The chairperson of the ordinary meeting will decide whether the distinct recommendations or parts of recommendations are considered separately by the meeting of the Council.

The ordinary meeting can:

- adopt;
- amend and adopt; or
- reject

the recommendation.

Such amendments may alter the meaning or intention of the committee recommendation or it may simply correct the wording.

The committee recommendations adopted by Council are resolutions of the Council.

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~~5.11~~5.12 Mayoral Minute

The Mayor, as the chairperson at an ordinary meeting or chairperson of a committee of the whole, is entitled to put to the meeting without notice any matter or topic that is within the jurisdiction of the Council or of which the Council has officialknowledge.

Such a minute, when put to the meeting, takes precedence over all business on the agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of the minute without the motion being seconded.

A recommendation made in a minute of the chairperson (being the Mayor) or in a report made by an employee is, so far as adopted by the Council, a resolution of the Council.

Amendments to Mayoral Minutes that are consistent with the intent of the terms of the Minute are permitted, provided such amendments have the agreement of the Mayor.

~~5.12~~5.13 Notice of Motion

Submission of notice of motion must be given at least seven days before the meeting at which the proposal is to be made.

Councillors may advise whether the notice of motion is to go to the next ordinary meeting or next appropriate committee meeting. However the CEO, in setting the agendas, may determine that the notice of motion is best dealt with by another committee or ordinary meeting.

Where a Councillor who has given notice of a motion is absent from the meeting at which the motion is to be considered, the motion may be:

- Moved by another Councillor at the meeting; or
- Deferred to the next appropriate committee or ordinary meeting.

Notice of motions must:

- Be framed as succinctly as possible;
- Not include argument or discussion or excessive background material;
- Be relevant to the good order of the business of the local government;
- Not be an action that could be dealt within operational procedures.

~~5.13~~5.14 Questions on Notice

The questions on notice from a Councillor will be published in the agenda of the appropriate meeting providing such questions are received by the CEO in time for publishing of the agenda.

Questions on notice must:

- Be framed as succinctly as possible;
- Not include argument or discussion or excessive background material;
- Be relevant to the good order of the business of the local government; and
- Not be a question that could be answered under operational procedures.

Councillors can ask questions without notice where a genuine urgency exists, and the matter is not included in the agenda.

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~~5.1.4~~5.15 Urgent Business/Questions

A provision in the agenda for Councillors 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 meeting.

5.156 Closed Session

Meetings have limited powers under the *Local Government Act 2009* and *Local Government Regulation 2012* to close meetings to the public.

A resolution that a meeting be closed must state the nature of the matters to be considered while the meeting is closed.

Only procedural resolutions may be made during a closed session. The meeting must be reopened before any substantive resolution on the matter is made.

When a chairperson resolves to close a meeting to the public, the chairperson may direct all persons other than Councillors to leave the meeting place. The chairperson may allow additional persons (including selected employees, and legal and technical advisers) to remain in the meeting. All other persons must immediately leave the meeting place.

Unless the meeting, upon the resumption of its open session, resolves to the contrary, all matters discussed in a closed session must be kept confidential.

A meeting may resolve that any items proposed to be considered in a closed session will be considered in an open session of that meeting.

A closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation

The minutes of a Local Government must detail the matter discussed and reasoning for discussing the matter in closed session. The Local Government must also ensure that it complies with the statutory obligations associated with recording of passed resolutions.

6 Procedures for Making Determinations

6.1 Motions

A motion will not be debated at a meeting until the motion seconded (with the exception of procedural motions which are not debated at all).

A motion (other than a procedural motion relating to a point of order or a Mayoral Minute) that is not seconded, lapses for want of a seconder.

A Councillor who moves a motion may speak, with the permission of the chairperson, for the purpose of explaining the purport of that motion before it is seconded.

When a motion has been moved and seconded, it is subject to the control of the Council and may not be withdrawn without the consent of the Council.

Only one motion may be put at any one time.

6.2 Amendment to a Motion

A Councillor may move an amendment to any motion provided it does not change the original motion so substantially as to defeat its purpose.

Where an amendment to a motion is put before a meeting of the Council, no other amendment to the motion will be considered until after the first amendment has been determined.

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A Councillor who proposes or seconds a motion may propose or second an amendment to that motion.

If an amendment is carried it becomes the motion.

If an amendment has been rejected, a further amendment can be moved, and so on, but no more than one motion and one proposed amendment can be before the Council at any one time.

Where a motion is amended by another motion and determined, the original motion will not be put as a subsequent motion to amend the substantive motion.

6.3 Alternative or Foreshadowed Motions

During debate on a motion, a member may indicate an alternative or foreshadowed motion that the member intends to move after the motion under consideration has been dealt with.

Alternative motions can only be put to a vote if the original motion is lost.

6.4 Withdrawal of a Motion

If a motion has been moved and seconded, the mover of the motion may elect to withdraw the motion:

- Before the motion is voted on; or
- Before an amendment to the motion is moved and seconded

If a modification to a motion is accepted by the Councillors who have moved and seconded a motion, the original motion is deemed to be withdrawn and the motion, as accepted, will become the motion.

Once an amended motion has been moved and seconded and becomes the motion, the mover of that motion may elect to withdraw the motion before the motion is resolved.

6.5 Speaking to Motions and Amendments

The mover of a motion or amendment may read and state that it is moved but will not speak to it until the motion is seconded.

A Councillor may request the chairperson for further information before or after the motion or amendment is seconded.

The order of speakers will be:

- The Councillor moving the motion;
- Councillors alternatively against and for the motion;
- Once alternative speakers are exhausted, as determined by the chairperson;
- The mover of the motion has the final right of reply, provided there has been a speaker against the motion or amendment;
- The mover of an amendment motion will have no right of reply.

In the event that an amendment is passed, the Councillor who moved the original motion has a right of reply to the amended motion.

Once the right of reply has been exercised on a motion, debate on the motion is closed.

If a motion or amendment has been withdrawn by the mover, a Councillor will not speak to that motion or amendment. If an alternative motion is moved and seconded, only that alternative motion may be debated once moved and seconded.

Each speaker, including when exercising a right of reply, will be restricted to not more than three minutes and will speak directly to the motion.

Any extension of time for a Councillor to speak will only be granted by a resolution and any extension will be for a period of not more than three minutes.

When two or more Councillors indicate to speak at the same time, the chairperson will determine who will speak first.

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6.6 Method of Taking Vote

Before any matter is put to the vote, the chairperson may direct the motion or amendment to be read again by the CEO or employee who is taking the minutes of the meeting.

Councillors will vote by a show of hands.

A Councillor may call for a division on an item. If a division is called, the minutes will record the names of Councillors and how they voted.

The chairperson will declare the result of a vote as soon as it has been determined.

The minutes of the meeting will record the vote. A Councillor may request that their name be recorded against the vote.

Except upon a motion to rescind or alter it, the resolution will not be discussed after the vote on it has been declared.

6.7 Seriatim

When a motion consists of more than one statement, action or concept, a Councillor may request for the statement, actions or concepts be put seriatim.

If it is intended to debate a motion seriatim, then the request must be made immediately after the motion has been put and seconded.

If it is intended only to vote on a motion seriatim, then the request must be made prior to the mover of the motion exercising a right of reply.

6.8 Notice to Rescind or Repeal Previous Resolutions

A resolution can only be rescinded or repealed if it has not been acted upon.

If a Councillor wishes to rescind or repeal a resolution, a notice to rescind or repeal, along with a notice of intention to move an alternative motion must also be provided within the timeframes identified in section 5.12.

Where there is no objection to a motion to rescind or repeal a previous resolution, the chairperson may put the motion to the vote without discussion.

If the motion to rescind or repeal a previous resolution is carried, an alternative motion may be moved and seconded for discussion and voting thereon.

Where a motion to rescind or repeal a previous resolution is lost, a motion of the same or like effect is not to be moved until at least three months after the date on which the first mentioned motion to rescind was lost unless the Council, by resolution, decides otherwise.

7 Procedural Motions

A Councillor may, during the debate of a matter at the meeting, move any of the procedural motions listed.

~~With the exception of a point of order, all procedural motions will be seconded.~~

A procedural motion will not be debated and will be immediately put to the vote by the chairperson.

Where a procedural motion is carried the chairperson will immediately put the motion or amendment under consideration.

Where a procedural motion is lost, debate on the motion or amendment to that motion may continue.

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Where a procedural motion is lost, the chairperson will not accept a similar motion until the expiration of 15 minutes after the time the motion was lost.

7.1 That the Motion be Now Put

This procedural motion may be moved without notice and without comment, at the conclusion of the speech of any member, to the motion or amendment before the meeting, to bring on the finalisation of a motion.

Before the procedural motion can be put, the chairperson will ensure that the opportunity has been given for at least one speaker to be heard for the motion or amendment under consideration and at least one speaker to be heard against the motion or amendment.

A mover, seconder or speaker to the original motion or amendment to the motion, cannot move a procedural motion that the motion be put.

7.2 That the Speaker No Longer Be Heard

Where this procedural motion is carried, the member against whom the motion was moved must cease speaking and be seated.

7.3 That the Debate be Adjourned

A procedural motion "that the debate on the motion and/or amendment be adjourned" will specify a time or date to which the debate is to be adjourned.

A procedural motion may not adjourn debate for a period more than two months after the date of that procedural motion.

Where no time or date is specified in the procedural motion:

- A further motion may be moved to specify such a time or date; or
- The matter about which the debate is to be adjourned will be included in the agenda for the next ordinary meeting.

7.4 That the Meeting Proceed to the Next Item of Business

Where this procedural motion is carried, debate on the matter being considered will cease and the motion is deemed to have lapsed.

7.5 That the Matter Lay on the Table/Be Lifted from the Table

A procedural motion "that the matter lay on the table" will only be moved where the chairperson or a Councillor requires additional information on the matter, or the result of some other action of the Council or person is required, before the matter may be concluded at the meeting.

If the motion to lay the matter on the table is lost, debate continues and the "tabling motion" cannot be moved again in respect to that substantive motion.

If the motion to lay the matter on the table is moved and carried whilst an amendment is before the chair, both the motion and the amendment are layed on the table.

If the motion is carried, the matter is unable to be dealt with until a procedural motion "that the matter be lifted from the table and dealt with" is carried. This may be moved at the meeting at which the procedural motion to lay the matter on the table was carried or at any later meeting and placed in the order of business determined by Council at that meeting.

Matters layed on a committee table can only be lifted from that committee table by the same committee or the ordinary meeting.

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Once the matter is returned to the table, all members, whether or not they have previously spoken, have the right to speak.

7.6 That the Matter be Referred to a Committee

If a procedural motion "that the matter be referred to a committee" is carried, debate on the matter will cease and will proceed with the next matter on the agenda.

Any Councillor may move to amend the procedural motion in order to specify or clarify the terms of reference under which the matter is referred or the composition or identity of the committee to which the matter is to be referred.

7.7 That this Report/Document be Tabled

This motion may be used by a Councillor to introduce a report or other document to the meeting. Once the document is tabled, it ceases to be a confidential document and forms part of the minutes, unless otherwise resolved.

The only motion which will be moved following tabling is that:

- The report/document be received and referred to a committee or an employee for consideration and report back to the meeting; or
- The report/document not be received.

7.8 Points of Order

A Councillor may ask the chairperson to decide on a 'point of order' where it is believed that:

- Another Councillor has failed to comply with proper meeting procedures.
- A matter before the Council is in contravention of the *Local Government Act 2009* or the *Local Government Regulation 2012* or any other relevant State or Federal Legislation.
- A matter before the Council is beyond the Council's jurisdiction.

Points of order do not require a seconder, and cannot be used as a means of contradicting a statement made by the Councillor speaking.

Where a 'point of order' is moved, further consideration of any matter will be suspended until after the point of order is determined.

Upon a question of order arising during the process of a debate, a Councillor may rise to a point of order, and thereupon the Councillor against whom the point of order is raised, will immediately cease speaking and be seated when the point of order is submitted.

The chairperson will determine whether the point of order is upheld.

Notwithstanding anything contained in these meeting procedures or the *Local Government Regulation 2012* to the contrary, all questions of order at any time arising will, until decided, suspend the consideration and decision of every other question.

7.9 That the Chairperson's Ruling be Dissented From

A Councillor may move "a motion of dissent' in relation to a ruling of the Chairperson.

Where such a motion is moved, further consideration of any matter will be suspended until after the motion of dissent is determined.

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Only the mover of the motion of dissent and the chairperson will speak to the motion. The mover of the motion and the chairperson will speak only once to the motion with the mover speaking first and the chairperson second.

Where a motion of dissent is carried, the matter to which the ruling of the chairperson was made will proceed as though that ruling had not been made.

Where, as a result of that ruling, a matter was discharged as out of order, it will be restored to the agenda and be dealt with in the normal course of business.

Where a motion of dissent is not carried, the ruling of the chairperson will stand.

7.10 That a Provision of These Meeting Procedures be Suspended for a Specified Period

A procedural motion "that a provision of these meeting procedures be suspended for a specified period" may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule.

A procedural motion to suspend a provision will specify the reason and duration of such a suspension.

At the conclusion of the specified period, a procedural motion "to resume a provision of these meeting procedures" will be made to reinstate all provisions of the meeting procedures to the meeting.

7.11 That the Meeting be Closed or Opened

Where a procedural motion "that the meeting be closed to the public" is carried, the public will leave and not re-enter the room where the Council meeting is being held until a procedural motion "that the meeting be opened", is carried.

Other than procedural motions, no motion can be moved, seconded and voted on while the meeting is closed to the public.

Where the Council has resolved to close a meeting, all debate in the course of the closed meeting will be considered confidential.

7.12 That the Meeting Be Adjourned / Resumed

A procedural motion "that the meeting be adjourned" may be moved by a Councillor. The procedural motion must specify a time for the resumption of the meeting and, on resumption, will continue with the business before the meeting at the point where it was discontinued on the adjournment.

At the conclusion of the specified period, a procedural motion "that the meeting be resumed" be made.

8 Attendance at Meetings

8.1 Chairperson

The Mayor (or at the request or in the absence of the Mayor, the Deputy Mayor) will preside at the ordinary meetings.

If the Mayor and Deputy Mayor are absent from an ordinary meeting, a Councillor may be elected to the chair by the Councillors present at the meeting.

A Councillor will be appointed as chairperson for each committee at an ordinary meeting.

The Mayor (or at the request or in the absence of the Mayor, the Deputy Mayor) will preside at a committee meeting if the chairperson is absent.

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If the chairperson, Mayor and Deputy are absent from a committee meeting, a Councillor may be elected to the chair by the Councillors present at the meeting.

8.2 Quorum

Business must not be conducted at a meeting unless a quorum is present.

A Councillor is not deemed to be present at any meeting unless the Councillor is inside the meeting room or has been granted leave of absence to take part in a meeting by teleconferencing.

The chairperson is to be advised if a Councillor is unable to attend a meeting no later than 24 hour prior to the meeting, unless extenuating circumstances apply.

8.3 Leave of Absence from Meetings

Councillors must seek a leave of absence from an ordinary or committee meeting where a Councillor cannot attend a meeting for private or business purposes. Leave is granted at the discretion of the Council. The CEO may approve a leave of absence when the Councillor is required to travel for Councillor business and a report to Council is not necessary.

A leave of absence may be granted prior to the meeting or at the meeting itself. An application does not need to be made in person, and as a result, Council may grant such leave while a Councillor is absent.

Where a Councillor needs to seek leave from more than a single meeting, such applications are to be made in writing to the CEO specifying the dates of the meeting/s leave is being applied for.

Where a Councillor intends to attend a meeting when leave has been granted by the Council, two day's written notice will be provided to the CEO. This notice nullifies any future leave previously approved.

If a Councillor attends a meeting, for which leave has been granted previously, any future absence requires additional leave to be granted, regardless if the original leave covered any future meetings.

A leave of absence is automatically granted to a Councillor where the Council passes a formal resolution for a Councillor to attend a conference or event.

Where Councillors are appointed by the Council as a Council representative on a Committee or Association, a leave of absence is automatically granted for any events or travel associated with the Councillor's fulfilment of that role.

8.4 Absence from Meetings

A request by a Councillor for an apology for not attending a meeting will be recorded in the minutes. However, for the purpose of annual reporting, the Councillor will not be considered as having attended the meeting. (An apology is not considered a leave of absence request)

Where a Councillor is absent from a meeting without an approved leave of absence or submitted apology, the Councillor will not be listed in the attendance section of the meeting minutes.

A Councillor who fails to attend two or more consecutive ordinary meetings without obtaining a leave of absence over a two month period will be subject to section 162(1)(e) of the *Local Government Act 2009*.

In the event that a Councillor declares a conflict of interest in accordance with section 173 of the *Local Government Act 2009* and leaves the meeting place for the duration of the discussion of that item, the time of the absence will be recorded in

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the minutes. For the purpose of annual reporting though, the time the Councillor is absent from the meeting for the discussion will be recorded as being in attendance.

8.5 Employee Attendance

Before entering into discussion on any matter, a meeting may call on the relevant General Manager and/or the General Manager's nominee to be present at the discussion.

8.6 Attendance of Public and Media at Council and Committee Meetings

Reasonable accommodation and facilities to report proceedings will be provided within the meeting places of the meeting for representatives of the press, radio and television.

Copies of the meeting agenda, excluding confidential items, will be made available to the representatives of the press, radio and television. Reasonable access will be allowed to the representatives to correspondence and reports layed on the table or submitted to the meeting. However, access will be withheld where the Council by resolution so decides on the grounds that publication may prejudice the Council's interests.

Part of the meeting place will be made available for the accommodation of the public, and such number of public as can reasonably be accommodated will be permitted to attend at every meeting, except during a closed session.

When a meeting proposes to close a meeting pursuant to section 275 of the *Local Government Regulation 2012*, the chairperson will direct all persons, other than Council or Committee members, to leave the meeting and every person will immediately comply with the direction.

8.7 Public Participation at Council and Committee Meetings

Except when invited to do so by the chairperson, a member of the public will not take or attempt to take part in the proceedings of a meeting.

During a debate on a motion, the chairperson may invite submissions, comments or questions from members of the public.

Any person addressing a meeting will stand, act and speak with decorum and frame any remarks in respectful and courteous language.

The meeting may, as a mark of distinction, admit a non-member to a part of the meeting place normally reserved for Councillors during the conduct of a meeting to participate in the discussion of a particular item of business, on conditions decided by the meeting.

9 Conduct at Meetings

9.1 Councillor Conduct

After a meeting has been formally constituted and the business commenced, a Councillor will not enter or leave the meeting without first notifying the chairperson.

During a meeting, unless exempted by the chairperson, Councillors will address the chairperson while:

- Moving any motion or amendment; or
- Seconding any motion or amendment; or
- Taking part in any discussion; or
- Replying to any question; or

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- Addressing the Council for any other purpose.

Councillors will, during a meeting, address:

- Other Councillors by their respective titles, "Mayor" or "Councillor"; and
- Employees by designating them by their name or position title.

Councillors will confine their remarks to the matter under consideration.

Councillors will remain seated and silent while a vote is being taken.

Councillors will act with due decorum during meetings to ensure the meeting is conducted in an efficient and effective manner. Councillors will not make a noise or disturbance except to raise a point of order, nor converse aloud, while another person is addressing the meeting.

The chairperson may specify orally or in writing appropriate standards of decorum which will be observed by all Councillors and other persons attending a meeting.

Councillors will not make personal reflections on or impute improper motives to other Councillors, employees or members of the public.

A Councillor who is speaking will not be interrupted except upon a point of order being raised either by the chairperson or another Councillor.

When the chairperson speaks during the process of a debate, the Councillor then speaking or offering to speak, will immediately cease speaking and resume their seat, and each Councillor present will preserve strict silence so that the chairperson may be heard without interruption.

The chairperson may:

- Call the attention of the meeting to continued irrelevance or tedious repetition on the part of any Councillor; and
- Direct a Councillor to discontinue a speech.

The use of mobile phones in the meeting place or other meeting places is not permitted.

~~9.2 Inappropriate Conduct~~ Unsuitable Meeting Behaviour

~~Inappropriate conduct~~ Unsuitable meeting behaviour by a Councillor is committed at a meeting if:

- Obstructs or interrupts the proper conduct of the meeting;
- Uses indecent or offensive language;
- Makes a statement reflecting adversely on the reputation of the Council;
- Makes an intemperate statement reflecting adversely on the character or motives of a member or employee;
- Refuses or wilfully fails to comply with a direction given by the chairperson of the meeting; or
- Commits an act which, in the chairperson's opinion, constitutes an act of disorder.

~~On each occasion of inappropriate conduct, a warning and naming of the Councillor will be recorded in the minutes.~~

9.3 Process for dealing with unsuitable meeting conduct by a Councillor in a meeting:

When dealing with an instance of unsuitable conduct by a Councillor in a meeting, the following procedures must be followed:

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9.3.1 The Chairperson must decide whether or not unsuitable meeting conduct has been displayed by a Councillor.

9.3.2 If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson must consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the Chairperson decides the conduct is of a serious nature, refer to 1.7 for the steps to be taken.

9.2.3 If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:

9.3.3.1 Ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct

9.3.3.2 Apologising for their conduct

9.3.3.3 Withdrawing their comments.

9.3.4 If the Councillor complies with the Chairperson's request for remedial action, no further action is required.

9.3.5 If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request may result in an order being issued.

9.3.6 If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.

9.3.7 If the Councillor still continues to fail to comply with the Chairperson's request for remedial actions, the Chairperson may make one or more of the orders below:

9.3.7.1 an order reprimanding the Councillor for the conduct

9.3.7.2 an order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.

9.3.8 If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting by an appropriate officer. The meeting must be adjourned whilst the Councillor is being removed.

9.3.9 Following the completion of the meeting, the Chairperson must ensure:

9.3.9.1 details of any order issued is recorded in the minutes of the meeting

9.3.9.2 if it is the third (3rd) or more order within a 12-month period made against a Councillor or the Councillor has refused to leave following an order issued to leave the meeting, these matters are to be dealt with at the next meeting of the Local Government and treated as inappropriate conduct pursuant to the LGAQ.

9.3.9.3 the Local Government's Chief Executive Officer is advised to ensure details of any order made must be updated in the Local Government's Councillor Conduct Register pursuant to the LGA.

Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for parts 9.21, 9.2.7 and 9.2.8 above.

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~~9.3~~ Disclosures of Interest

~~Councillors must disclose any material personal interest or conflict of interest arising from any matters to be considered at the meeting, and comply with the *Local Government Act 2009*.~~

9.4 Material Personal Interest

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Councillors are ultimately responsible for informing of a material personal interest on matters to be discussed at a Council or committee meeting. When dealing with a material personal interest, Councillors must abide by the following procedures:

9.4.1 A Councillor with a material personal interest must inform the meeting of the Local Government of their material personal interest and set out the nature of the interest, including:

9.4.3.1.1.1 The name of the person or other entity who stands to gain a benefit, or suffer a loss, depending on the outcome of the consideration of the matter at the meeting

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9.4.1.2 How a person or other entity stands to gain the benefit or suffer the loss

9.4.1.3 If the person or other entity who stands to gain the benefit or suffer the loss is not the Councillor – the nature of the Councillor's relationship to the person or entity.

9.4.2 The Councillor must then leave the place of the meeting and stay away while the matter is being discussed and voted on unless the subject Councillor has Ministerial approval to participate in the matter. The Councillor must not influence or attempt to influence the remaining Councillors to vote on the matter in a particular way.

9.4.3 Once the Councillor has left the area where the meeting is being conducted, the Local Government can continue discussing and deciding on the matter at hand.

9.4.4 If a Councillor at a meeting reasonably believes, or reasonably suspects that another Councillor has a material personal interest in a matter to be discussed at the meeting and has not informed the meeting about the interest, the Councillor must advise the Chairperson of the meeting, as soon as practicable, about their belief or suspicion, and the facts and circumstances that form the basis of the belief or suspicion.

9.4.5 The Chairperson then should ask the Councillor with the suspected material personal interest whether they do in fact have a material personal interest. If that is the case, the Councillor must follow the above procedures from item 9.43.1.

9.4.6 In the event the majority of Councillors inform a meeting of a material personal interest regarding a matter:

9.4.6.1 the Local Government must resolve to delegate the consideration and decision on the matter, pursuant to section 257 of the LGA; or

9.4.6.2 if the matter cannot be delegated under section 257 of the LGA, the Local Government should seek Ministerial approval for the Councillors to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.

9.4.7 Where a Councillor informs a meeting of a material personal interest in a matter, the Chairperson must ensure the minutes of the meeting (to be posted on the Council's website) record:

9.4.7.1 The name of the Councillor who has a material personal interest in the matter

9.4.7.2 The material personal interest, including the particulars mentioned by the Councillor regarding the material personal interest

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9.4.7.3 Whether the Councillor participated in the meeting, or was present during the meeting, under an approval granted by the Minister for Local Government.

9.5 Conflict of Interest

Councillors are ultimately responsible for informing of any personal interest where they have a real or perceived conflict of interest on matters to be discussed at Council or committee meetings (other than ordinary business matters). When dealing with a conflict of interest, Councillors must abide by the following procedures:

9.5.1 A Councillor with a real or perceived conflict of interest must inform the meeting of the Local Government of their personal interest and set out the nature of the interest, including:

9.5.1.1 The nature of the interest

9.5.1.2 If the Councillor's personal interest arises because of the Councillor's relationship with, or receipt of a gift or benefit from, another person:

9.5.1.2.1 the name of the other person

9.5.1.2.2 the nature of the relationship or value and date of receipt of the gift or benefit received, and

9.5.1.2.3 the nature of the other person's interests in the matter.

9.5.2 The subject Councillor may themselves elect to leave the meeting while the matter is being discussed and voted on due to a perceived conflict of interest or conflict of interest. If the Councillor does not leave the meeting, they may advise the other Councillors why they believe they are able to act in the public interest while remaining in the meeting. This could include prior advice from the Integrity Commissioner on the personal interest.

9.5.3 The other Councillors entitled to vote at the meeting must then decide whether the subject Councillor has a conflict of interest (including a perceived conflict of interest) in the matter due to their personal interest. A Councillor who has declared a personal interest in relation to a matter, must not vote under Section 175E(4) as to whether another Councillor may stay in the meeting.

9.5.4 If the other Councillors decide there is no conflict of interest or a perceived conflict of interest, the subject Councillor may remain in the meeting and the meeting may continue.

9.5.5 If the other Councillors decide there is a conflict of interest they must then decide whether the subject Councillor must leave the meeting while the matter is being discussed and voted on or can participate in the meeting in relation to the matter including voting on the matter. If the Councillor must leave the place of the meeting the Councillor must not influence or attempt to influence the remaining Councillors to vote on the matter in a particular way.

9.5.6 When deciding whether a Councillor may stay in a meeting and vote following the decision of a conflict of interest, the other Councillors must consider significant variables including, but not limited to:

9.5.6.1 The size or significance of the benefit of the subject Councillor stands to receive or benefit

9.5.6.2 The benefit the subject Councillor stands to receive versus the benefit the community stands to receive from the potential decision

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9.5.6.3 The closeness of any relationship the subject Councillor may have with a given person or group.

9.5.7 In making the decision under 9.5.6, it is irrelevant how the subject Councillor intended to vote on the issue or any other issue (if known or suspected).

9.5.8 If a Councillor at a meeting reasonably believes, or reasonably suspects that another Councillor has a real or perceived conflict of interest in a matter to be discussed at the meeting and has not informed the meeting about the interest, the Councillor must advise the Chairperson of the meeting as soon as practicable, about their belief or suspicion, and the facts and circumstances that form the basis of the belief or suspicion.

9.5.9 The Chairperson should then ask the Councillor with the suspected conflict of interest to inform the meeting of any personal interest they have in the matter and follow the above procedures from 9.5.1.

9.5.10 In the event the majority of Councillors inform of a personal interest in a matter:

9.5.10.1 the Local Government must resolve to delegate the consideration and decision on the matter, pursuant to section 257 of the LGA, or

9.5.10.2 if the matter cannot be delegated under the section 257 of the LGA, the Local Government should seek Ministerial approval for the Councillors to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.

9.5.11 Where a Councillor informs the meeting of a personal interest in the matter, the Chairperson must ensure the minutes of the meeting (to be posted on the Council's website) record:

9.5.11.1 the name of the Councillor who has declared the conflict of interest

9.5.11.2 the nature of the personal interest, as described by the Councillor

9.5.11.3 the decisions made under 9.5.3 and 9.5.5 above

9.5.11.4 whether the Councillor participated in the meeting under an approval by the Minister

9.5.11.5 if the Councillor voted on the matter, how they voted

9.5.11.6 how the majority of Councillors voted on the matter

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9.4 9.6 **Acts of Disorder by a Person Other than a Member**

A person who is not a member of the meeting will not interrupt or obstruct the proper conduct of a meeting.

If a person (other than a member) interrupts or obstructs the proper conduct of a meeting, the chairperson may give the person a warning. If the chairperson reasonably believes that the person may continue to interrupt or obstruct the proper conduct of the meeting, the chairperson may ask the person to leave the meeting.

A person failing to comply with a direction to leave the meeting place may be removed from the meeting using reasonable necessary force. For the purpose of effecting the removal, the chairperson may call upon the assistance of a member of the Police Service.

The use of mobile phones in the area set aside for the representatives of the press, radio and television and the public in the meeting place or other meeting places is not permitted.

10 Meeting process for dealing with suspected Inappropriate Conduct which has been referred to a Local Government

Pursuant to section 150AF of the LGA, after receiving a referral by the Independent Assessor or under paragraph 1.9.2 of this document of an instance of suspected inappropriate conduct, the Local Government must complete an investigation into the alleged conduct.

After the completion of the investigation, the Local Government must decide whether the Councillor has engaged in inappropriate conduct in a Council meeting, unless it has delegated responsibility for this decision under section 257 of the LGA.

When dealing with an instance of suspected inappropriate conduct which has been referred to a Local Government by the Independent Assessor, the Local Government must:

10.1 Be consistent with the Local Government principle of transparent and accountable decision making in the public interest, by dealing with suspected inappropriate conduct in an open meeting of the Council. Where the complainant or other parties may be adversely affected due to the nature of the complaint, the Council may resolve to go into closed session under section 275 of the *Local Government Regulation 2012* (the LGR).

10.2 When deliberating on the issue the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public. Should the complainant be a Councillor, that Councillor must inform the meeting of a personal interest and follow the conflict of interest procedures in Section 4.

10.3 The Local Government should then debate the issue and decide whether the accused Councillor engaged in inappropriate conduct.

10.4 If the Local Government decides that the subject Councillor has engaged in inappropriate conduct, the Local Government is then required to decide what penalty or penalties from the following orders, if any, to impose on the subject Councillor:

10.4.1 an order that the Councillor make a public admission that the Councillor has engaged in inappropriate conduct

10.4.2 an order reprimanding the Councillor for the conduct

10.4.3 an order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense

10.4.4 an order that the Councillor be excluded from a stated Local Government meeting

10.4.5 an order that the Councillor is removed, or must resign, from a position representing the Local Government, other than the office of Councillor, for example, the Councillor is ordered to resign from an appointment representing the Local Government on a State board or committee

10.4.6 an order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct

10.4.7 an order that the Councillor reimburse the Local Government for all or some of the costs arising from the Councillor's inappropriate conduct.

10.5 When making an order, the Local Government can take into consideration any previous inappropriate conduct of the Councillor, and any allegation made in the investigation that was admitted, or not challenged and that the Local Government is reasonably satisfied is true.

10.6 The subject Councillor and where relevant the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made.

10.7 The Local Government must ensure the meeting minutes reflect the resolution made.

~~10~~ 11 Record of Meetings

~~10.1~~ 11.1 Confirmation of Minutes

The minutes of a meeting, not previously confirmed, will be taken into consideration at the next meeting of the relevant meeting, so that they can be confirmed.

The minutes of the final committee meetings for the term of Council must be confirmed at the final ordinary meeting in the Council term.

The minutes of the final ordinary meeting for the term of Council must be confirmed at the first ordinary meeting for the new term.

No discussion will be permitted on the minutes except to confirm or correct their accuracy as a record of proceedings.

~~10.2~~11.1 Audio and Video Recording of Meetings

Council may direct that an audio or video recording of a meeting of a meeting be made for the purpose of verifying the accuracy of the minutes of the meeting.

An audio or video recording made:

- May only be used for the purpose of verifying the accuracy of the minutes of the meeting; and
- After being used for that purpose, must be destroyed or dealt with as directed by the Council.

~~11~~12 Exclusions

Any provision of this policy may be suspended by resolution of any meeting.

~~12~~13 Review Timelines:

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

~~12.1~~13.1 The related information is amended or replaced; or

~~12.2~~13.2 Other circumstances as determined from time to time by Council.

~~13~~14 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	Manager Governance Support
Policy Quality Control	Corporate Improvement and Strategy

EVAN PARDON
CHIEF EXECUTIVE OFFICER

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11.2 COUNCILLOR INVESTIGATION POLICY

File No:	**8236**
Attachments:	**1. Draft Councillor Investigation Policy⇩**
Authorising Officer:	**Evan Pardon - Chief Executive Officer**
Author:	**Travis Pegrem - Coordinator Industrial Relations and Investigations**

SUMMARY

Presenting the draft Councillor Investigation Policy for Council's consideration and adoption.

OFFICER'S RECOMMENDATION

THAT, in accordance with s150AE of the *Local Government Act 2009,* Council adopts the Councillor Investigation Policy as attached to the report.

BACKGROUND

With the passing of the *Local Government (Councillor Complaints) and Other Legislation Amendment Act 2018* on 21 May 2018, the *Local Government Act 2009* now provides for a more effective and streamlined system for dealing with Councillor complaints and imposes a mandatory Code of Conduct for Councillors.

To prepare for the implementation of the new Councillor complaints system, the Department of Local Government, Racing and Multicultural Affairs prepared a suite of documents in May 2018 and wrote to all Councils seeking comments. These documents were aimed at providing Local Governments and Councillors with assistance in understanding the requirements around handling Councillors' personal interests and conduct while participating in Council and standing committee meetings.

Following the consultation process, the documents were finalised and distributed to Councils on 8 November 2018.

LEGISLATIVE CONTEXT

150AE Local government must adopt investigation policy

(1) A local government must adopt, by resolution, a policy (an ***investigation policy***) about how it deals with the suspected inappropriate conduct of councillors referred, by the assessor, to the local government to be dealt with.

CONCLUSION

The Councillor Investigation Policy has been prepared and is provided to Council for consideration and adoption.

COUNCILLOR INVESTIGATION POLICY

Draft Councillor Investigation Policy

Meeting Date: 27 November 2018

Attachment No: 1

COUNCILLOR INVESTIGATION POLICY

STATUTORY POLICY

Rockhampton Regional Council

1 Scope

This policy applies to the management of how complaints about the inappropriate conduct of Councillors will be dealt with as required by the *Local Government Act 2009*; however this policy does not relate to more serious Councillor conduct, such as misconduct or corrupt conduct.

This policy was adopted by Council resolution on *27 November 2018* and applies from 3 December 2018.

2 Purpose

The purpose of this policy is to outline the process that applies to investigations and determinations of a complaint about the alleged inappropriate conduct of a Councillor/s; which has been referred by the Independent Assessor.

3 Related Documents

3.1 Primary

Local Government Act 2009

3.2 Secondary

Crime and Corruption Act 2001

Criminal Code Act 1899

Information Privacy Act 2009

Integrity Act 2009

Local Government Regulation 2012

Public Interest Disclosure Act 2010

Complaint Management Policy

Councillors Code of Conduct

Corrupt Conduct Policy

Corrupt Conduct Procedure

Public Interest Disclosure Policy

Public Interest Disclosure Procedure

4 Definitions

To assist in interpretation, the following definitions apply:

Act	The *Local Government Act 2009*
Assessor	The Independent Assessor appointed under section 150CV of the Act

Behavioural Standard	The standard of behaviour for Councillors set out in the Code of Conduct approved under section 150E of the Act.
CCC	Crime and Corruption Commission
CEO	Chief Executive Officer A person who holds an appointment under section 194 of the Act. This includes a person acting in this position.
Conduct	Includes: (a) Failing to act; and (b) A conspiracy, or attempt, to engage in conduct.
Corrupt Conduct	As per the *Crime and Corruption Act 2001*, conduct of a person regardless of whether the person holds or held an appointment that fulfils **each** of the following elements: (a) Adversely affects, or could adversely affect, directly or indirectly, the performance of functions, or the exercise of powers of a Unit of Public Administration (UPA) or a person holding an appointment in a UPA; (b) Results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that is: (i) not honest or is not impartial; or (ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or (iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and (c) Is engaged in for the purpose of providing a benefit to the person or another person or causing a detriment to another person; and (d) Would, if proved, be a criminal offence; or a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.
Council	Rockhampton Regional Council.
Councillor/s	The Mayor and Councillors of Rockhampton Regional Council, within the meaning of the Act.
Councillor Conduct Register	The register required to be kept by Council as set out in section 150DX of the Act.
Councillor Misconduct	The conduct of a Councillor is misconduct if the conduct: (a) Involves or adversely affects, directly or indirectly, the honest and impartial performance of the Councillor's functions, or the exercise of the councillor's powers; or (b) Is or involves: (i) a breach of the trust placed in the Councillor, either knowingly or recklessly; or (ii) a misuse of information or material acquired in, or in connection with, the performance of the Councillor's functions, whether the misuse is for the benefit of the councillor or for the benefit, or to the detriment, of another person; or (c) Contravenes any of the following: (i) an order of the local government or the conduct tribunal; (ii) the acceptable requests guidelines of the local government under section

	170A; (iii) a policy of the local government about the reimbursement of expenses; (iv) sections 150R, 170(2), 171(3) or 173(4) or (5) of the Act. (2) Also, the conduct of a Councillor is misconduct if the conduct: (a) Is part of a course of conduct leading to the local government taking action to discipline the Councillor for inappropriate conduct on 3 occasions within a period of 1 year; or (b) Is of the same type stated in an order of the local government that if the Councillor engages in the same type of conduct again, it will be dealt with as misconduct. (3) For subsection (2)(a), the conduct that led to the 3 occasions of disciplinary action, taken together, is the misconduct.
Inappropriate Conduct	The conduct of a Councillor is inappropriate conduct if the conduct contravenes: (a) A behavioural standard; or (b) A policy, procedure or resolution of the local government. (2) Also, the conduct of a Councillor is inappropriate conduct if: (a) The conduct contravenes an order of the Chairperson of a local government meeting for the Councillor to leave and stay away from the place at which the meeting is being held; or (b) It is part of a course of conduct at local government meetings leading to orders for the Councillor's unsuitable meeting conduct being made on 3 occasions within a period of 1 year. (3) For subsection (2)(b), the conduct that led to the orders being made, taken together, is the inappropriate conduct. (4) However, inappropriate conduct does not include conduct that is: (a) Unsuitable meeting conduct, to the extent the conduct is not conduct mentioned in subsection (2); or (b) Misconduct; or (c) Corrupt conduct.
Investigations Policy	This policy as required by section 150AE of the Act.
Investigator	The person responsible under this policy for carrying out the investigation of the suspected inappropriate conduct of a Councillor or Mayor.
Local Government Meeting	A meeting of: (a) A local government; or (b) A committee of a local government.
Model Procedures	The Department's chief executive's procedures for the conduct of meetings of a local government and its committees as required by section 150F of the Act.
Natural Justice	A set of principles to ensure fair and just decision making, including a fair hearing, an absence of bias, decisions based on evidence, and the proper examination of all issues.
Referral Notice	The notice the Assessor refers to the local government about a Councillor/s conduct as required by section 150AC of the Act.
Tribunal	The Councillor Conduct Tribunal as established under section 150DK of the Act.

Unsuitable Meeting Conduct	The conduct of a Councillor is unsuitable meeting conduct if the conduct: (a) Happens during a local government meeting; and (b) Contravenes a behavioural standard.

5 Policy Statement

Council is committed to providing a contemporary and statutory compliant process for dealing with complaints relating to alleged inappropriate conduct of a Councillor.

Council acknowledges the right of a person to lodge a complaint and is committed to upholding its duty of care by aiming to provide an effective process to all complaints received.

5.1 Confidentiality

Matters of suspected inappropriate conduct of a Councillor are confidential except as otherwise specifically provided for either in the Act or this policy.

It must be kept in mind that the matter is an allegation only and not yet proven. Further, there will be circumstances where the detail of the referral will need to remain confidential to Council. Any release of confidential information that a Councillor knows, or should reasonably know, to be confidential to Council may be contrary to section 171(3) of the Act and be dealt with as misconduct.

5.2 Natural Justice

Any investigation of suspected inappropriate conduct of a Councillor/s must be carried out in accordance with natural justice. An overview of the principles of natural justice follows.

Natural justice or procedural fairness, refers to three key principles:

(a) The person being investigated has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken (fair hearing);

(b) The investigator should be objective and impartial (absence of bias); and

(c) Any action taken is based on evidence (not suspicion or speculation).

A fair hearing means the Councillor who is the subject of the suspected inappropriate conduct matter must be told of the case against them including any evidence and be provided with an opportunity to put their case in writing with the investigation report provided to the Councillors as part of the meeting agenda.

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

Decisions based on evidence requires that the investigation should not be based on mere speculation or suspicion but instead must be based upon evidence material.

A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.

5.3 Assessor's Referral

Council may receive from the Assessor a referral notice about the suspected inappropriate conduct of a Councillor/s. Council may also receive referrals directly.

On receipt of a referral notice about the suspected inappropriate conduct of a Councillor from the Assessor, the CEO or a delegated officer will forward a copy of that referral notice to the Mayor and all Councillors as a confidential document.

Should the Mayor or a Councillor; other than the subject of the complaint or the complainant; disagree with any recommendation accompanying the Assessor's referral notice or form the opinion that the complaint should be dealt with in a way other than under this policy, the Mayor or Councillor may request the matter be placed on the agenda of the next Council meeting to decide on the appropriate process to investigate the complaint. Such a request must be made in accordance with the Council's meeting procedure requirements.

5.4 Investigator

Unless otherwise resolved by Council, the Mayor will manage the investigation of suspected inappropriate conduct of other Councillors.

If the suspected inappropriate conduct involves conduct that in the circumstances, the Mayor believes, it is in the best interests of the investigation to refer the matter for external investigation, then the CEO must refer the suspected inappropriate conduct to the President of the Tribunal to investigate and make recommendations to the Council about dealing with the conduct.

If the suspected inappropriate conduct involves:

(a) An allegation about the conduct of the Mayor, or

(b) The Mayor as the complainant, then

the CEO must refer the suspected inappropriate conduct to the President of the Tribunal to investigate and make recommendations to the Council about dealing with the conduct.

5.5 Early Resolution

Before beginning an investigation, the Investigator must consider whether the matter is appropriate for resolution prior to the investigation. This consideration includes any recommendation made by the Assessor.

A matter is only appropriate for early resolution if the parties to the matter agree to explore early resolution.

The Investigator may engage an independent person with suitable qualifications or experience to facilitate this process.

If the matter cannot be resolved, the matter will then be investigated as outlined in this policy.

If the matter is resolved prior to investigation, the Investigator will advise the CEO of this outcome. In turn, the CEO will advise the Mayor; if the Mayor is not the investigator; and all Councillors that the matter has been resolved. The CEO or a delegated officer will also update the Councillor Conduct Register accordingly.

5.6 Timeliness

The Investigator will make all reasonable endeavours to complete the investigation and provide a report for inclusion on the agenda of a Council meeting no more than eight weeks after the receipt of the complaint.

If the Investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the Mayor; if the Mayor is not the Investigator; to seek an extension of time.

5.7 Assistance for the Investigator

If the Mayor is the Investigator of a matter of suspected inappropriate conduct, the Mayor may use section 170A of the Act to seek assistance during the investigation. The CEO or the Workforce Relations and Ethics unit via the CEO may provide assistance as required.

The Mayor is authorised by Council to expend money as reasonably needed to engage contractors/specialists in accordance with the Council's Purchasing Policy.

5.8 Possible Misconduct or Corrupt Conduct

If during the course of an investigation the Investigator obtains information which indicates a Councillor may have engaged in misconduct, the Investigator must cease the investigation and advise the CEO. The CEO or a delegated officer will then notify the Assessor of the possible misconduct.

If during the course of an investigation, the Investigator obtains information which indicates a Councillor/s may have engaged in corrupt conduct, the Investigator must cease the investigation and advise the CEO. The CEO or a delegated officer will then notify the CCC of the possible corrupt

conduct.

Instances of suspected misconduct or corrupt conduct may be referred back to the Council if determined by the Assessor or the CCC to be inappropriate conduct.

5.9 Completion of Investigation

On the completion of an investigation, the Investigator or the CEO on the Investigator's behalf will provide a report to the Council outlining the investigation process, the investigation findings, any recommendations about dealing with the conduct and a record of the investigation costs.

The Council will consider the findings and recommendations of the Investigator's report and decide whether the Councillor has engaged in inappropriate conduct and, if so, what action it will take under section 150AH of the Act.

Provisions for internal and external review of decisions are set out in sections 150CO to 150CS of the Act.

5.10 Notification About the Outcome of the Investigation

After an investigation is finalised, the Council must give notice about the outcome of the investigation to the person who made the complaint about the Councillor/s' conduct that was the subject of the investigation.

5.11 Councillor Conduct Register

The CEO must ensure decisions about suspected inappropriate conduct of a Councillor/s be entered into the Councillor Conduct Register.

Where a complaint has been resolved under paragraph 5.5 of this policy, the CEO or a delegated officer will update the register to reflect that the complaint was withdrawn.

5.12 Expenses

Council must pay any reasonable expenses of Council associated with the informal early resolution or the investigation of suspected inappropriate conduct of a Councillor including any costs of:

(a) The President of the Tribunal undertaking an investigation for Council;

(b) A mediator engaged under this policy;

(c) A private investigator engaged on behalf of or by the Investigator;

(d) Travel where the Investigator needed to travel to undertake the investigation or to interview witnesses;

(e) Seeking legal advice; and

(f) Engaging an expert.

Council may order the subject Councillor reimburse it for all or some of the costs arising from the Councillor's inappropriate conduct. Any costs incurred by complainants or the subject Councillors will not be met by Council.

5.13 Publication

This policy will be made available to the public via Council's website.

6 Review Timelines

This policy is reviewed when any of the following occur:

(a) As required by legislation;

(b) The related information is amended or replaced; or

(c) Other circumstances as determined from time to time by the Council.

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	Manager Workforce and Governance
Policy Quality Control	Legal and Governance

OUR VALUES

ROCKHAMPTON REGIONAL COUNCIL

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	Draft	Department:	Office of the CEO
Version:	1	Section:	Workforce and Governance
Reviewed Date:		Page No:	Page 7 of 7

11.3 FEEDBACK IN RELATION TO BOUNDARIES FOR THE 2020 LOCAL GOVERNMENT ELECTION

File No: **5827**

Attachments: **Nil**

Authorising Officer: **Evan Pardon - Chief Executive Officer**

Author: **Ross Cheesman - Deputy Chief Executive Officer**

SUMMARY

The Electoral Commission of Queensland (ECQ) are seeking feedback from Council in relation to the boundaries for the 2020 Local Government Election as per the requirements of the Local Government Act 2009.

OFFICER'S RECOMMENDATION

THAT Council consult with the community on its view towards removing the electoral boundaries and other relevant matters for the 2020 Local Government election.

COMMENTARY

Council has received correspondence from ECQ advising that any feedback in relation to the electoral boundaries of Council should be received by the Electoral Commissioner and the Minister for Local Government by 1 March 2019.

This date is set pursuant to *Local Government Act 2009.* This section of the Act goes on further to state that each division of a local government area must have a reasonable proportion of electors which is calculated by dividing the total number of electors by the number of councillors excluding the Mayor (called the quota), plus or minus 10% for a Council of Rockhampton Regions size.

The table below shows the current distribution of voters from data received from the ECQ.

Councillor	Division	Current Roll	2016 Roll	Difference
Swadling	1	7825	7607	218
Fisher	2	6908	7148	-240
Williams	3	7362	7460	-98
Smith	4	8704	8381	323
Rutherford	5	8033	8183	-150
Wickerson	6	8136	8414	-278
Schwarten	7	7067	7147	-80
		54035	54340	-305
Quota		7719		
Upper		8491		
Lower		6947		

Based on the current electoral roll Division 2 is slightly under the quota limits and Division 4 is above.

S16 of the *Local Government Act 2009* requires Council to review whether each of its divisions has a reasonable proportion of electors and provide advice to the Electoral Commissioner and the Minister.

OPTIONS

There are several approaches available to Council in undertaking this review. The first option is to consider the merits of an undivided Council for election purposes.

The second option is just for Councillors to provide feedback to the Deputy CEO by 31 January 2019 to collate a response for Council formal consideration.

The third option is a combination of both the above however consideration is given to how to undertake this review. It is recommended that Council undertake a Community Consultation process on this subject to ascertain the communities view to an undivided Council prior to responding to the ECQ. This consultation will allow any other community views to be communicated to Council before finalising its reply to the Electoral Commissioner and the Minister.

CONCLUSION

In conclusion it is recommended that Council undertake a Community Consultation process on this matter to ascertain the communities view to an undivided Council and any other relevant matters prior to responding to the ECQ. If this is undertaken a full report will be presented to Council to allow it to finalise its response to the Electoral Commissioner and the Minister by 1 March 2019.

11.4 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 OCTOBER 2018

File No:	**8148**
Attachments:	**1. Income Statement October 2018⇩** **2. Key Indicator Graphs October 2018⇩**
Authorising Officer:	**Ross Cheesman - Deputy Chief Executive Officer**
Author:	**Alicia Cutler - Chief Financial Officer**

SUMMARY

The Chief Financial Officer presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 October 2018.

OFFICER'S RECOMMENDATION

THAT the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 October 2018 be 'received'.

COMMENTARY

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

1. Income Statement (Actuals and Budget for the period 1st July 2018 to 31 October 2018), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

The attached financial statement provides Council's position after the first three months of the 2018/19 financial year. After the first three months results should be approximately 33.3% of the adopted budget.

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

Total Operating Revenue is reported at 42% of adopted budget. Key components of this result are:

- Net Rates and Utility Charges are at 46% of budget. Council's rates and utility charges for the first six months ending 31 December 2018 of the financial year have been raised and fell due on 29 August 2018.
- Total Fees and Charges revenue is approximate to budget at 32% year to date. However some components of Fees and Charges such as Venue and Events Fees are ahead of budget, whilst Airport Fees, Waste and Recycling Fees, and Development Fees are below budget year to date.
- Private and recoverable works are at 22% of adopted budget. This is mostly due to the timing of the works to be performed.
- Grants, Subsidies & Contributions are at 41% of budget due to CQ Home Assist receiving half their annual allocation in the first quarter of the financial year, as well as receiving the trainee and apprentice grant during October.
- 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.
- All other revenue items are in proximity to the adopted budget.

Total Operating Expenditure is at 38% of the adopted budget with committals, or 32% of budget without committals. Key components of this result are:

- Committals are impacting the results of several Expenditure Account Groups. In some cases a number of annual committals have been raised for services and materials. Percentages for Expenditure Account Groups with and without committals is a follows:

Account Group	With committals	Without committals
Employee costs	31%	31%
Contractors & Consultants	57%	30%
Materials & Plant	33%	23%
Asset Operational	51%	43%
Administrative expenses	55%	36%
Depreciation	33%	33%
Finance costs	34%	34%
Other expenses	45%	43%
Total Expenses	**38%**	**32%**

- The majority of Expenditure Account Groups are within proximity of budget year to date when committals are excluded.
- Materials and Plant is at 23% without committals. This result is influenced by the level of Private and Recoverable works being undertaken as the majority of the associated costs are budgeted against this account group. It is expected that the level of Private and Recoverable works will increase later in the year.
- Asset Operational Expenses are at 43% without committals due to Council paying various annual insurance premiums in the first quarter including vehicles, assets and public liability.
- Other expenses are at 43% without committals due to the payment of Council's LGAQ membership during August and payment of the Rural Fire Levy during October.

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

Total Capital Income is at 27% of adopted budget. The majority of capital revenue budgeted to be received in 2018/19 is from grants and subsidies and is tied to performance obligations. As Council progresses through the year and meets performance milestones, grants will be claimed. Grant acquittal for $0.7M is in progress for Riverfront.

Total Capital Expenditure is at 28% of the budget without committals. This represents an actual spend of $8.1M for the fourth month of the financial year. A large portion of capital projects are underway with $30.9M of committals raised.

Total Investments are approximately $76.3M as at 31 October 2018.

Total Loans are $119.5M as at 31 October 2018 after the first quarter loan repayment was made during September.

CONCLUSION

Operational Income is well ahead of budget due to the levying of the General Rates and Utility Charges for the six months ending 31 December 2018. Operational revenue excluding net rates and utility charges is at 31%. Operational expenditure excluding committals is on budget after the first four months of the financial year with a number of annual payments already being made.

The capital program saw $8.1M spent during October. It is anticipated that capital expenditure will continue to gain momentum over the coming months with the ongoing roll out of the capital works program for 2018/19.

SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 OCTOBER 2018

Income Statement October 2018

Meeting Date: 27 November 2018

Attachment No: 1

Income Statement
For Period July 2018 to October 2018
33.3% of Year Gone

	Adopted Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Adopted Budget	
	$	$	$	$		
						01
OPERATING						04
Revenues						
Net rates and utility charges	(145,182,957)	(66,472,198)	0	(66,472,198)	46%	A
Fees and Charges	(24,846,946)	(7,912,521)	0	(7,912,521)	32%	A
Private and recoverable works	(15,859,497)	(3,452,290)	0	(3,452,290)	22%	A
Rent/Lease Revenue	(3,072,340)	(1,091,369)	0	(1,091,369)	36%	A
Grants Subsidies & Contributions	(7,431,709)	(3,022,477)	0	(3,022,477)	41%	A
Interest revenue	(1,581,517)	(728,506)	0	(728,506)	46%	A
Other Income	(4,224,795)	(1,671,432)	0	(1,671,432)	40%	A
Total Revenues	***(202,199,762)***	***(84,350,793)***	***0***	***(84,350,793)***	***42%***	A
Expenses						
Employee costs	78,647,831	24,437,698	194,612	24,632,309	31%	A
Contractors & Consultants	17,227,336	5,215,984	4,619,456	9,835,441	57%	A
Materials & Plant	21,058,807	4,776,634	2,213,229	6,989,863	33%	A
Asset Operational	20,349,070	8,809,047	1,547,843	10,356,890	51%	A
Administrative expenses	14,406,616	5,124,471	2,733,945	7,858,415	55%	A
Depreciation	52,553,686	17,519,258	0	17,519,258	33%	A
Finance costs	6,804,535	2,338,019	0	2,338,019	34%	A
Other Expenses	1,204,503	515,014	29,692	544,706	45%	A
Total Expenses	***212,252,384***	***68,736,124***	***11,338,777***	***80,074,901***	***38%***	A
Transfer / Overhead Allocation						
Transfer / Overhead Allocation	(8,287,308)	(2,439,029)	497	(2,438,531)	29%	A
Total Transfer / Overhead Allocation	***(8,287,308)***	***(2,439,029)***	***497***	***(2,438,531)***	***29%***	A
TOTAL OPERATING POSITION (SURPLUS)/DEFICIT	***1,765,314***	***(18,053,697)***	***11,339,274***	**(6,714,423)**	**-380%**	A

CAPITAL	Adopted Budget	Revised Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Revised Budget
Total Developers Contributions Received	(1,814,000)	(1,814,000)	(99,787)	0	(99,787)	6%
Total Capital Grants and Subsidies Received	(29,017,683)	(31,608,143)	(8,381,511)	0	(8,381,511)	27%
Total Proceeds from Sale of Assets	0	(1,000,000)	(900,000)	0	(900,000)	90%
Total Capital Income	**(30,831,683)**	**(34,422,143)**	**(9,381,298)**	**0**	**(9,381,298)**	**27%**
Total Capital Expenditure	131,162,196	140,850,392	39,088,806	30,920,067	70,008,873	50%
Net Capital Position	**100,330,514**	**106,428,249**	**29,707,508**	**30,920,067**	**60,627,575**	**57%**
TOTAL INVESTMENTS			76,338,877			
TOTAL BORROWINGS			119,521,648			

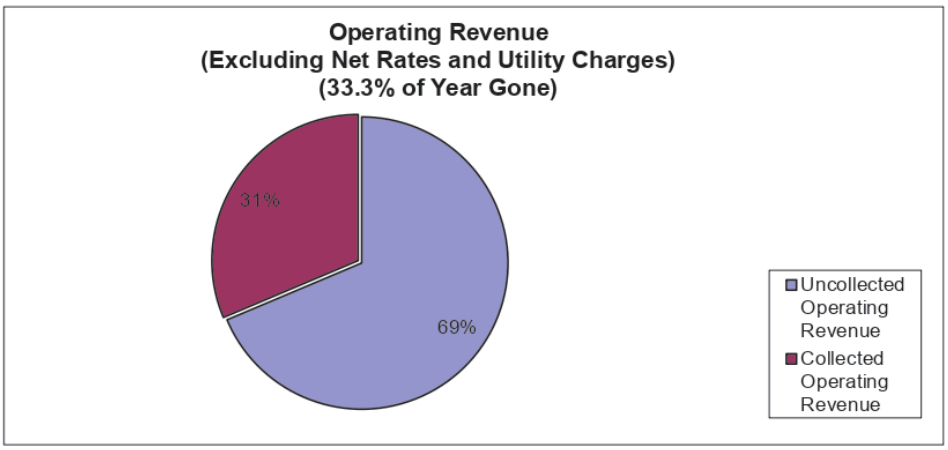
Page 1 of 1

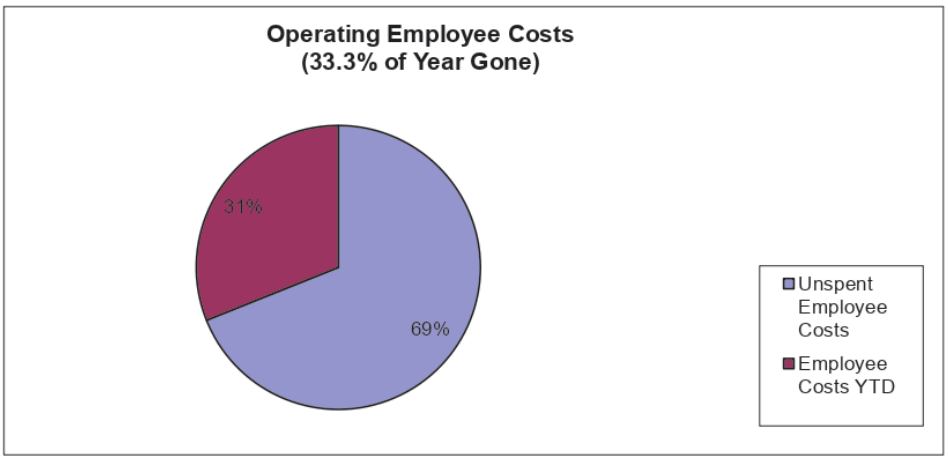
SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 OCTOBER 2018

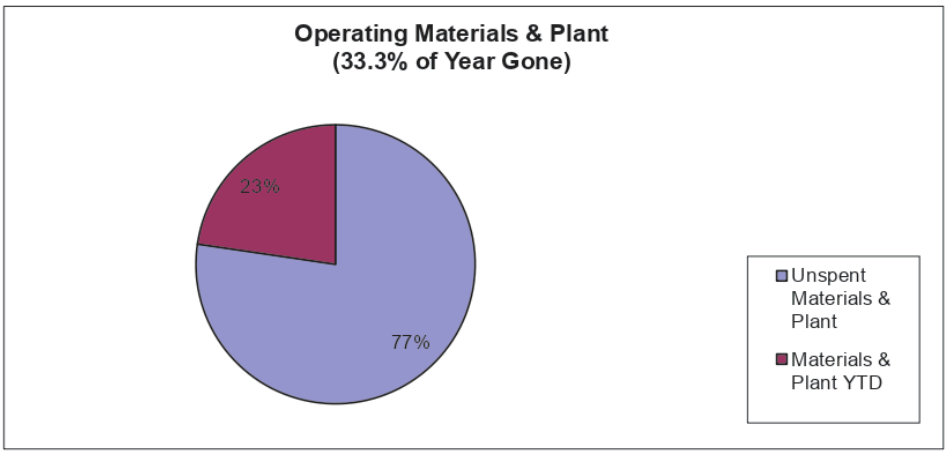
Key Indicator Graphs October 2018

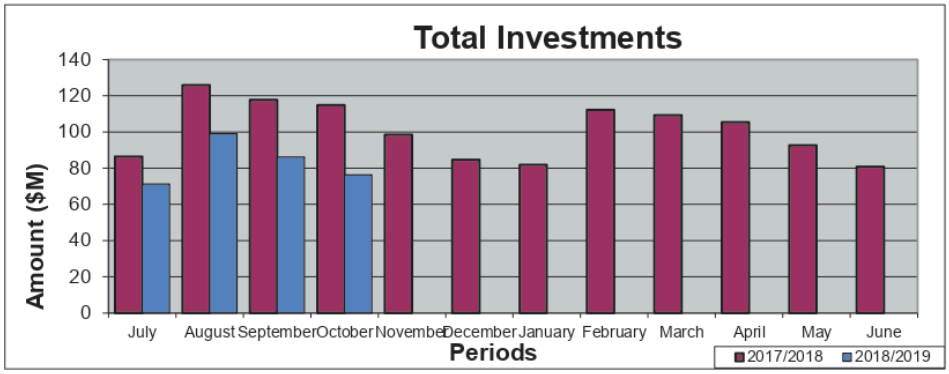
Meeting Date: 27 November 2018

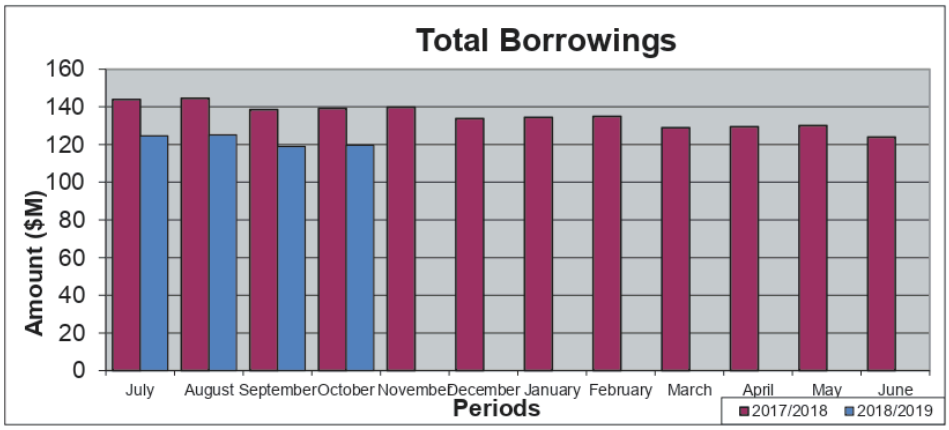
Attachment No: 2

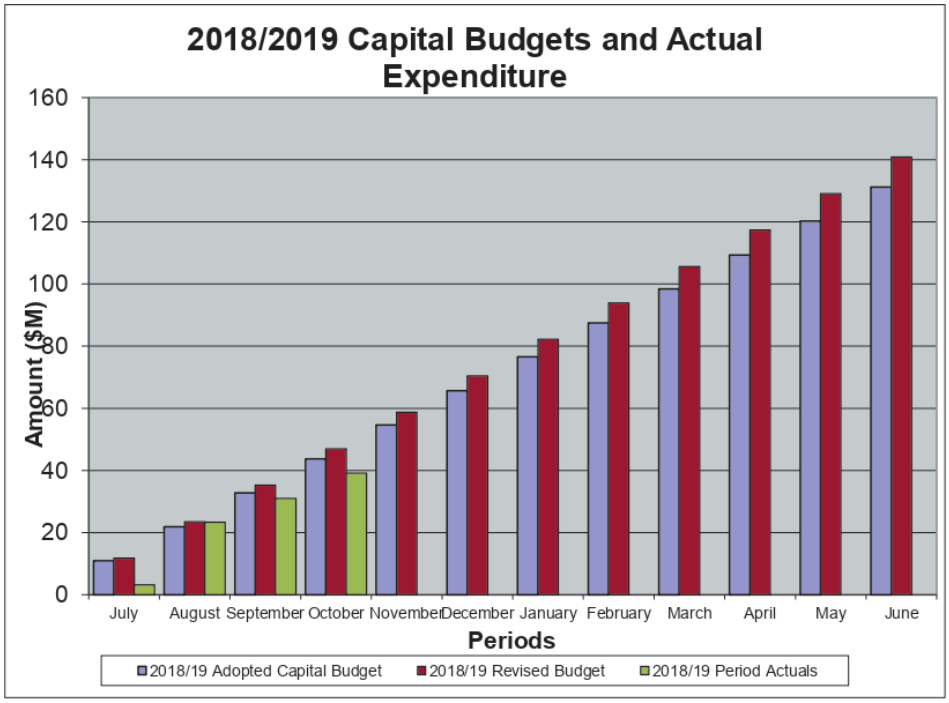

Operating Revenue
(Excluding Net Rates and Utility Charges)
(33.3% of Year Gone)
31%
69%
Uncollected Operating Revenue
Collected Operating Revenue


Operating Employee Costs
(33.3% of Year Gone)
31%
69%
Unspent Employee Costs
Employee Costs YTD


Operating Materials & Plant
(33.3% of Year Gone)
23%
77%
Unspent Materials & Plant
Materials & Plant YTD


Total Investments
Amount ($M)
140
120
100
80
60
40
20
0
July
August
September
October
November
December
January
February
March
April
May
June
Periods
2017/2018
2018/2019


Total Borrowings
Amount ($M)
160
140
120
100
80
60
40
20
0
July
August
September
October
November
December
January
February
March
April
May
June
Periods
2017/2018
2018/2019


2018/2019 Capital Budgets and Actual Expenditure
Amount ($M)
160
140
120
100
80
60
40
20
0
July
August
September
October
November
December
January
February
March
April
May
June
Periods
2018/19 Adopted Capital Budget
2018/19 Revised Budget
2018/19 Period Actuals

11.5 CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT OCTOBER 2018

File No:	**1392**
Attachments:	**1. Finance Monthly Report - October 2018⇩** **2. ES Monthly report - October 2018⇩** **3. CTS Monthly Report - October 2018⇩**
Authorising Officer:	**Evan Pardon - Chief Executive Officer**
Author:	**Ross Cheesman - Deputy Chief Executive Officer**

SUMMARY

The monthly operations report for the Corporate Services Department as at 31 October 2018 is presented for Councillors information.

OFFICER'S RECOMMENDATION

THAT the Corporate Services Departmental Operations Report as at 31 October 2018 be "received".

COMMENTARY

It is recommended that the monthly operations report for Corporate Services Department as at 31 October 2018 be received.

CORPORATE SERVICES DEPARTMENT MONTHLY OPERATIONAL REPORT OCTOBER 2018

Finance Monthly Report - October 2018

Meeting Date: 27 November 2018

Attachment No: 1

MONTHLY OPERATIONS REPORT

FINANCE

PERIOD ENDED OCTOBER 2018

1. Operational Summary

A high level budget review is being prepared and will be presented to Council for adoption during December.

QTC have advised that they will be undertaking a Credit review of Council this Financial Year.

V1 | Monthly Operations Report for Section

2. Customer Service Requests

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

All Monthly Requests (Priority 3)
Finance 'Traffic Light' report
October 2018

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed							
Bookings Enquiry	0	0	4	4	0	0	5	0.00	1.24	1.27	1.10
Rates Searches	17	17	140	117	23	0	5	2.88	2.98	2.98	2.81
Rates Enquiry	5	5	36	35	1	0	3	1.09	1.06	1.17	0.81

V1 | Monthly Operations Report for Section

3. Capital Projects

No Capital Projects

4. Operational Projects

As detailed in the Environmental Sustainability section report.

5. Budget

Financial performance as expected for the reporting period.

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

As At End Of October

Report Run: 09-Nov-2018 14:30:05 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget $	EOM Commitments $	YTD Actual $	Commit + Actual $	Variance %	On target 33.3% of Year Gone
CORPORATE SERVICES						
FINANCE						
Finance Management						
Expenses	553,292	35,205	281,472	316,678	57%	✗
Transfer / Overhead Allocation	0	0	223	223	0%	✗
Total Unit: Finance Management	**553,292**	**35,205**	**281,695**	**316,900**	**57%**	✗
Accounting Services						
Expenses	1,654,564	650	461,026	461,676	28%	✓
Transfer / Overhead Allocation	0	0	1,105	1,105	0%	✗
Total Unit: Accounting Services	**1,654,564**	**650**	**462,131**	**462,781**	**28%**	✓
Financial Systems						
Revenues	(1,143)	0	0	0	0%	✗
Expenses	205,499	0	55,274	55,274	27%	✓
Transfer / Overhead Allocation	600	0	0	0	0%	✓
Total Unit: Financial Systems	**204,957**	**0**	**55,274**	**55,274**	**27%**	✓
Customer Service						
Revenues	(200,988)	0	(89,836)	(89,836)	45%	✓
Expenses	1,700,333	9,164	521,390	530,554	31%	✓
Transfer / Overhead Allocation	0	0	(357)	(357)	0%	✓
Total Unit: Customer Service	**1,499,345**	**9,164**	**431,196**	**440,362**	**29%**	✓
Rates & Revenue						
Revenues	(452,834)	0	(348,764)	(348,764)	77%	✓
Expenses	1,778,786	277,106	601,946	879,053	49%	✗
Transfer / Overhead Allocation	750	0	0	0	0%	✓
Total Unit: Rates & Revenue	**1,326,701**	**277,106**	**253,183**	**530,289**	**40%**	✗
Natural Resource Management						
Expenses	533,335	48,396	114,327	162,723	31%	✓
Transfer / Overhead Allocation	10,000	497	(9,657)	(9,160)	-92%	✓
Total Unit: Natural Resource Management	**543,335**	**48,893**	**104,670**	**153,564**	**28%**	✓
Total Section: FINANCE	**5,782,193**	**371,019**	**1,588,150**	**1,959,169**	**34%**	✗
Total Department: CORPORATE SERVICES	**5,782,193**	**371,019**	**1,588,150**	**1,959,169**	**34%**	✗
Grand Total:	**5,782,193**	**371,019**	**1,588,150**	**1,959,169**	**34%**	✗

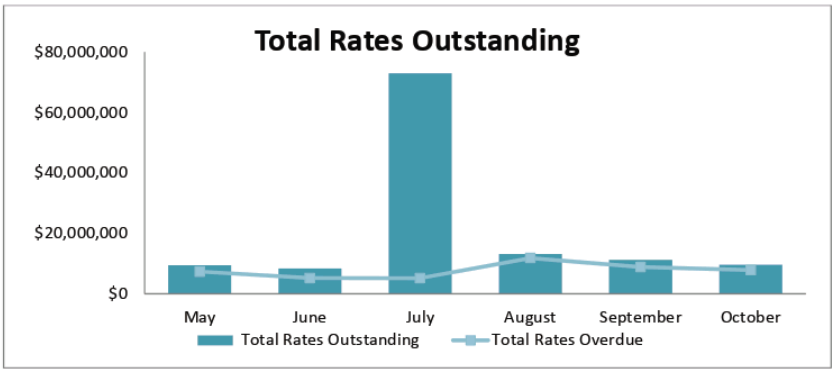
Comments

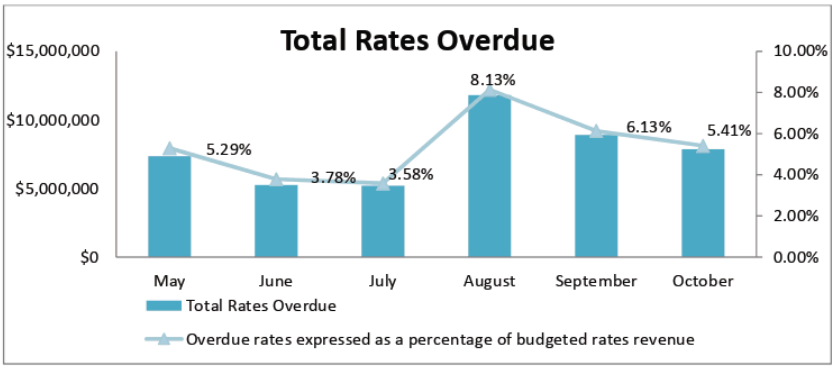
Committals raised for Audit Fees and legal collection action for the year are impacting on the final result in the Finance Management area as well as Rates & Revenue.

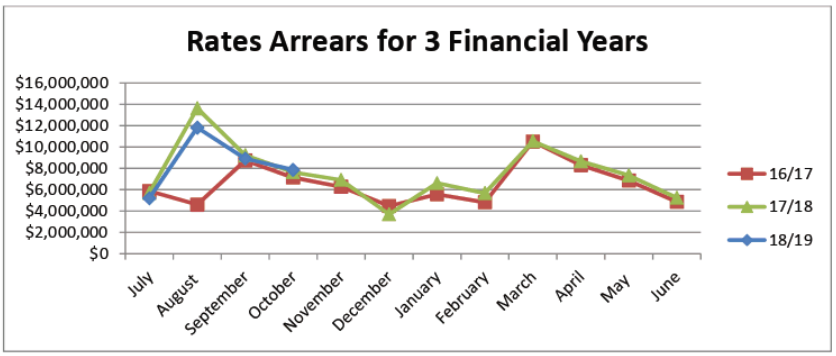
6. Section Statistics

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
Unpaid rates and charges are managed in accordance with the Revenue Management Policy, achieving an overdue balance of less than 3% at its lowest point.	<3%	5.41% in October	Operational
Maintain the ratio of customer queries satisfied by Customer Service Officers, without referral to departments.	80%	89%	Operational
Customer Service Call Centre answering 75% of incoming calls within 45 seconds.	75%	83%	Adopted

V1 | Monthly Operations Report for Section







V1 | Monthly Operations Report for Section

7. Whole of Council Reports and Statistics

Safety Statistics

Nil to report

V1 | Monthly Operations Report for Section

Customer Requests Completed Monthly & Top 5 Customer Requests

	July	August	September	October	November	December	January	February	March	April	May	June
Requests Logged	3388	4194	4183	3555								
Same month Completed	2647	3168	3527	2852								
% completed same month	78%	75%	84%	80%								
Completed Total for Month	3263	3455	3745	3475								
Total Pending	1889	2500	2942	3357								
Top 5 Requests for Month	An/Dogr An/Wand Fac Man W/Leak R/Bin	M/Maint An/Dogr WanAni Fac Man W/Leak	M/Replace An/Dogr Fac Man W/Ani P/Gen	M/Replace Fac Man W/Ani W/Leak Amend Dog								

Total uncompleted customer requests up to 3 months old:	3025
Total uncompleted customer requests between 3 to 6 months old:	178
Total uncompleted customer requests greater than 6 months old:	158

Conquest Work Order & Investigation Long Term up to 3 months old:	2179
Conquest Work Order & Investigation Long Term between 3 to 6 months old:	111
Conquest Work Order & Investigation Long Term greater than 6 months old:	111

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

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

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

Key:

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

CORPORATE SERVICES DEPARTMENT MONTHLY OPERATIONAL REPORT OCTOBER 2018

ES Monthly report - October 2018

Meeting Date: 27 November 2018

Attachment No: 2

MONTHLY OPERATIONS REPORT

FINANCE – ENVIRONMENTAL SUSTAINABILITY

PERIOD ENDED OCTOBER 2018

1. Operational Summary

Environmental Sustainability Strategy

- The Sustainability Strategy Executive Group met in early October to progress the annual action plan and prepare the quarterly progress report for Q1 FY2018-19. All actions are progressing on track or as scheduled.
- The first in a series of supporting videos have now been finalised and were shown at Tropicana 2018.

Bringing Nature Back Program

- October saw the official launch of Council's Bringing Nature Back program, with support from the Australian Government's Building Better Regions fund. The program saw over 25 presenters deliver a series of interactive nature-based community workshops at Tropicana 2018 covering a range of environment and sustainability issues of interest to local residents.
- As part of the Bringing Nature Back program, Council's Environmental Sustainability Team also had an educational presence at Small Landholders Day at the Rockhampton Showgrounds and worked with the Fitzroy Partnership for River Health to support Tilapia Terminator and Wetland Care Day at Yeppon Yeppon Lagoon.
- Community-based bush regeneration works at Fraser Park are progressing well with significant on-ground efforts from Capricornia Catchments, Capricornia Correctional Centre and Multicultural Development Australia. Already there has been a significant improvement in the amenity of the area through the removal of weeds and litter and the mulching of disturbed ground following the construction of Nurim Circuit. Preparations are now underway for community workshop opportunities in 2019.
- Planning has commenced for the production of a special local edition 'Rockhampton Regional Council Nature Play Passport' highlighting local parks and natural assets. The Passports are designed to increase the time kids spend in unstructured play outdoors and in nature. With over 400,000 passports already distributed as part of the Queensland Government sponsored program, the local passports provide a powerful nature education and engagement tool for our Region's youth.
- The Environmental Sustainability Team is also contributing content for new nature-based interpretive signage at Springers Lagoon.

Living Sustainably Program

- Council awarded the winners of the 'Sustainability in Action!' schools calendar competition at Tropicana 2018. Calendars were subsequently distributed to all schools across the Region, with electronic copies available on Council's website. Printing of the calendar was undertaken with thanks to the support of Rockhampton Regional Waste and Recycling.

Second Nature Program

- The Internal Sustainability Working Group extended the standardised office recycling trial to the Advance Rockhampton office on Quay Street and the Facilities Team at Dooley Street.
- With support from the Sustainability Seed Fund and Environmental Sustainability Team, Workforce and Governance also commenced a trial of recycled office paper.

2. Customer Service Requests

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

3. Capital Projects

Details of capital projects not reported regularly to Council or a particular Committee in other project specific report updates as at period ended October – 33% of year elapsed.

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

4. Operational Projects

As at period ended October – 33% of year elapsed.

In terms of scope, schedule and budget, the project is;

on track | generally on track, with minor issues | off track

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc com'tals)
Environmental Sustainability Strategy (ESS): Develop Council's Strategy with input from stakeholders: Stage 1 – Initial review (completed Jan 2018) Stage 2 – Visioning (completed Mar 2018) Stage 3 – Strategy development (completed Apr 2018) Stage 4 – Strategy validation (completed May 2018) Stage 5 – Consultation and adoption (completed Sep 2018) Stage 6 – Implementation (in progress)	Oct 17	Dec 18		• Public consultation completed 13 July 2018. • Community input considered by the Sustainability Strategy Executive Group on 31 Aug 2018. • Council adopted Strategy on 25 Sep 2018. • Sustainability Strategy Executive Group commenced implementation of the annual action plan to progress the Strategy.	$0	$0
Pathway 1 – Natural environment (partnerships and programs)						
Natural environment planning: Identify and map priority natural assets for protection and enhancement. This work will replace the natural environment study completed in 2010 (covering the amalgamated regions) and will inform future works, identify areas for future development offsets and also inform the Planning Scheme.	Sep 18	Jun 19		• Rapid urban canopy (i-Tree) assessment completed in Sep 18. • Initial scoping and mapping of natural assets commenced Oct 2018.	$65,000	$2,940
Bringing Nature Back – works program: On-ground works projects to maintain and enhance key natural assets, green corridors and urban waterways in conjunction with key stakeholders and the community. It may also provide seed funding to help address environmental projects on Council land.	Jul 18	Jun 19		• Fraser Park bush regeneration works with Capricornia Catchments – progressing on track. • Frenchmans/Moores Ck revegetation with Multicultural Development Australia (MDA) – pending Skilling Queenslanders for Work grant. • Springers Lagoon interpretive signage – under development.	$50,000	$20,600

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc com'tals)
Fish hotels: Fitzroy Basin Association (FBA) secured Australian government funding to install additional fish hotels at selected Lagoons. The ES Team is coordinating Council interests and Parks is providing in-kind support to this project via the Jobs Queensland crew and the use of the Green Waste Compound for assembly activities at the Rockhampton Botanic Gardens.	Apr 18	Sep 18		Completed: • Water levels necessitated a change of installation location to Yeppen and Crescent Lagoons. • Construction completed Jul 2018. • Installation and media completed Aug 2018.	FBA	FBA
Riparian study – Frenchmans and Thozets Creek: Regional Services has formed a cross-disciplinary Council team to explore opportunities for integrated floodplain management within the Frenchmans and Thozets Creek areas. The ES Team is part of the project team providing input to this study.	Mar 18	Jul 18		Completed: • Final report received, project completed. • Collaboratively exploring opportunities to support and fund proposed program of riparian works, via grants and labour support.	Regional Services	Regional Services
Pathway 2 – Empowering our community (external programs)						
Bringing Nature Back – engagement program: Long-term nature-based community engagement program, designed to bring nature back into the community's hearts, minds and everyday lives by creating opportunities to connect with nature and get involved with the natural environment program. Sponsored by the Australian Government as part of the *Building Better Regions – Community Investments Stream*. The Program will deliver a workshop series and engagement activities and tools that help the community to improve urban canopy cover in their own backyards, local streets, nearby creeks and on Council land.	Jul 18	Jun 19		• Council launched the Bringing Nature Back program at Tropicana in Oct 2018. • Delivered the Bringing Nature Back workshop program included over 25 different presenters, with more than 2,500 participants during the course of the day. • Preparations have commenced for community workshops at Fraser Park in 2019.	$29,305 + $19,990 grant	$21,500
Living Sustainably program: Long-term behaviour change program designed to encourage the community to adopt a wide array of actions and behaviours that support Council's sustainability goals. The program will recognise and reward sustainability awareness and action in schools as part of the annual schools calendar competition,	Jul 18	Jun 19		• Awarded the winners of the 'Sustainability in Action!' community calendar at Tropicana 2018. • Distributed the calendar to schools, Customer Service Centres and Councillors. • Facilitated EcoBiz workshop for community	$25,000 + $10,000 RRWR contribution	$15,000

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc com'tals)
2019 community calendar and a rolling monthly communications program commencing in January 2019.				members and Council lessees to learn about water, waste and energy efficiencies (07 and 08 Oct 2018). • Preparations continuing for a rolling communications program focussed on a monthly sustainability action for residents to implement in their own home, supported by a range of associated information and events should they wish to learn more.		
Community assistance program (environment and sustainability): A grants program designed to support community-based environment and sustainability initiatives. Funds will be administered as part of the Community Assistance Program and ensure that community environment and sustainability objectives are met by contributing to the establishment of a specific funding stream. It is anticipated that the program will support a wide range of community workshops and on-ground activities.	Jan 19	Jun 19		• Draft fact sheet for the proposed 'Environment and Sustainability Scheme' pending management consideration.	$10,000	$0
Reef Guardian Stewardship grant: The Great Barrier Reef Marine Park Authority awarded Council a Reef Guardian Stewardship grant to encourage environmental initiatives in our local communities. As part of this grant, Council will develop an education resource kit to provide local schools across the Rockhampton Region with action learning opportunities focussed on waterway awareness and source reduction.	Jul 18	Jun 19		• Pending development of resource materials for rollout in Jan 2019.	$1,700	$0
Nature Play passports: This project will deliver a special local edition 'Rockhampton Regional Council Nature Play Passport' highlighting local parks and natural assets, as part of the Queensland Government sponsored Nature Play QLD program.	Oct 18	Jun 19		• Commenced initial discussions with Nature Play QLD.	$14,000	$0

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc com'tals)
Pathway 3 – Industry and infrastructure						
Clean growth choices for communities in transition: Queensland Government program designed to assist communities to become more resilient by acquiring new skills and technologies, mastering the transition to a low carbon technology and adapting to changing climate – all while creating the new jobs of tomorrow.	Aug 18	Jun 20		• Attended Program start-up meeting in Brisbane Aug 2018. • Contributed to initial desktop review in Sep/Oct 2018. • Rockhampton based stakeholder workshop scheduled for 07 Nov 2018.	TBC	TBC
Sustainable Rockhampton Investment Fund: Supports projects that deliver both positive environmental outcomes and real operational savings for Council.	Jul 18	Jun 19		• Fund guidelines prepared, pending final approvals.	TBC	TBC
Pathway 4 – Council operations (corporate sustainability)						
Second Nature program: Council's internal sustainability engagement program has been designed to advance sustainability awareness and action within Council's operations. The Internal Sustainability Working Group champion sustainability initiatives across departments, act as a conduit for information and support sustainability action across the organisation.	Jul 18	Jun 19		• Commenced preparations for the Nov 2018 Working Group meeting. • Facilitated EcoBiz workshop for Council officers to learn about water, waste and energy efficiencies (08 Oct 2018). • Commenced preparations for Council EcoBiz efficiencies cluster to commence in Feb 2019.	$0	$0
Sustainability Seed Fund program: As a key part of the internal sustainability engagement program, seed fund initiatives provide the opportunity to trial staff-initiated sustainability projects that foster sustainable behaviour whilst improving Council's wise use of resources.	Feb 18	Dec 18		2018 trial initiatives progressing as planned: • Composting at City Childcare Centre (delivered) • Black soldier fly trial at Zoo (in progress) • Transition to recycled paper (in progress) • Reusable coffee cups (delivered) • Office recycling across Council (in progress) • Energy efficient behaviour (pending) • Enhanced public place recycling at Zoo (pending) • Transitioning to electronic forms (pending) • Nursery efficiencies (pending) •	$20,000	$1,000

V1 | Monthly Operations Report for Environmental Sustainability

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc com'tals)
Queensland Climate Resilient Councils (QCRC): The QCRC is a free three year Program which Council subscribed to in mid-2017. Led by LGAQ, in partnership with the Queensland Government, the Program is designed to strengthen Council decision-making processes to respond to climate change.	Feb 18	Dec 18		• Draft report received, pending review and finalisation.	$0	$0
Energy Action Plan: Council facilities and services consume a significant amount of energy. This plan aims to identify Council's key strategic opportunities to achieve cost savings, improve environmental sustainability and recognise wider economic and social benefits.	Apr 18	Dec 18		• Final draft under development, including more detailed information on site feasibility. • To be presented for Council consideration upon completion.	$0	$0
Initial Environmental Review: This project aims to identify the legal and other requirements associated with Council's operations and potential environmental risks and impacts.	Sep 18	Jun 19		• Contributed to initial project scoping in Sep 2018.	Chief Audit Executive	Chief Audit Executive

5. Budget

Financial performance is as expected for October – 33% of year elapsed.

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

Report Run: 15-Nov-2018 13:58:30 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Variance	On target
	$	$	$	$	$	%	33.3% of Year Gone
CORPORATE SERVICES							
FINANCE							
Natural Resource Management							
Expenses	533,335	0	48,396	114,327	162,723	31%	✓
Transfer / Overhead Allocation	10,000	0	497	(9,657)	(9,160)	-92%	✓
Total Unit: Natural Resource Management	***543,335***	***0***	***48,893***	***104,670***	***153,564***	**28%**	✓
Total Section: FINANCE	***543,335***	***0***	***48,893***	***104,670***	***153,564***	**28%**	✓
Total Department: CORPORATE SERVICES	**543,335**	**0**	**48,893**	**104,670**	**153,564**	**28%**	✓
Grand Total:	**543,335**	**0**	**48,893**	**104,670**	**153,564**	**28%**	✓

Comments
Budget on target.

V1 | Monthly Operations Report for Environmental Sustainability

6. Section Statistics

Program/Activity	Date/s	Attendees	Comments
Completed activities			
Small Landholders Day: Provided education and resources to support small landholders, including over 225 native plants and information flyers	06 Oct 18	~500	> 140 new signups to Council's sustainability e-newsletter
Tropicana (Rockhampton Botanic Gardens): Officially launched the Bringing Nature Back program including an interactive workshop series, presentation to winners of the 'Sustainability in Action' schools calendar competition and over 250 native plants given away to local residents	07 Oct 18	~2,500	> 180 new signups to Council's Sustainability e-newsletter
EcoBiz workshops (free QLD Government program): Council facilitated targeted workshops for the community, Council lessees and Council officers in order to help understand resource use and support energy, water and waste efficiencies across the Region	07 and 08 Oct 18	~70	Workshops were held at Tropicana (07 Oct 18) and at the Smart Hub (08 Oct 18)
Tilapia Terminator and Wetland Care Day (Murray Lagoon): Council's Environmental Sustainability Team supported community education activities at Yeppon Yeppon Lagoon in conjunction with the Fitzroy Partnership for River Health. Activities included water quality monitoring, waterbug identification and fishing for the pest fish 'Tilapia'	21 Oct 18	~100	
Upcoming activities			
Reef Guardian Councils: Council participates in the Great Barrier Reef Marine Park's Reef Guardian Councils program and will contribute to the annual collaborative working group meeting in Brisbane	01 Nov 18	~40	
Sustainability Seed Fund – Standardised office recycling: In conjunction with the Internal Sustainability Working Group, the Environmental Sustainability Team will coordinate a range of toolbox talks to support the roll-out of the standardised office recycling program across Council	Nov – Dec 18	~500	
CBD Christmas Fair (CBD): Council will encourage sustainability awareness and action via Council's 'Sustainability in Action!' calendar and 'Sustainability Resolutions' fridge flyer at the annual CBD Christmas Fair	01 Dec 18	~2,000	
Capricornia Catchments Annual General Meeting: Council has been invited to present on the Environmental Sustainability Strategy and Fraser Park bush regeneration project at Capricornia Catchments' Annual General Meeting	07 Dec 18	~50	

7. Whole of Council Reports and Statistics

No whole of Council statistics at this time.

V1 | Monthly Operations Report for Environmental Sustainability

8. Sustainability Events and Media Coverage

Council launched the Bringing Nature Back program in conjunction with Tropicana 2018. *The long-term nature-based community engagement program is proudly supported by the Australian Government's Building Better Regions – Community Investment Fund.*

Tropicana gardening and sustainable living expo 2018. *The event attracted over 2,500 people and encouraged residents to bring nature back into their hearts and minds at a free, grassroots, family-friendly event.*

Council's Environmental Sustainability stall at Tropicana 2018. *As part of the event, Council Officers from the Environmental Sustainability Team, Parks and Corporate Services were on hand to help residents select a free native plant to 'bring nature back' into their yards.*

Winners of the 'Sustainability in Action!' schools calendar competition awarded at Tropicana 2018. *12 local schools were recognised as 'sustainability champions' and received a prize pack and a $200 cheque to help encourage further sustainability awareness and action at their schools.*

Tilapia Terminator and Wetland Care Day 2018. *As part of the Fitzroy Partnership for River Health, Council continues to support the popular annual Tilapia Terminator and Wetland Care Day, assisting with local community education activities, water quality monitoring, fish assessment and a waterbug blitz. Over 100 participants attended this year's event which was held at Yeppon Yeppon Lagoon.*

Small Landholders Day 2018. *Council's Environmental Sustainability Team also supported Small Landholders Day at the Rockhampton Showgrounds, providing local landholders with a variety of free native trees for their properties.*

CORPORATE SERVICES DEPARTMENT MONTHLY OPERATIONAL REPORT OCTOBER 2018

CTS Monthly Report - October 2018

Meeting Date: 27 November 2018

Attachment No: 3

MONTHLY OPERATIONS REPORT

CORPORATE AND TECHNOLOGY SERVICES

PERIOD ENDED OCTOBER 2018

1. Operational Summary

Procurement & Logistics:

Confirmed Fraudulent Attempt to Redirect a Supplier Payment.

In early October, Council's Accounts Payable (AP) team reported a confirmed unsuccessful attempt to redirect a legitimate supplier payment to a fraudulent supplier's bank account. A summary of the details are as follows:

- The Council supplier had issued a legitimate invoice for $35K.
- Sometime before or after the supplier issued the invoice, the supplier's email account was 'hacked' by a third party and used the information available in the email account to make contact with Council.
- The fraudulent party then impersonated a legitimate supplier employee by using their email account to attempt to change the bank account details.
- This triggered a verification process, where AP quickly confirmed the unsuccessful fraudulent attempt.
- The AP Supervisor's investigation confirmed the supplier's email had been hacked by a successful email phishing attack on the supplier's employee. The employee essentially selected a link in the phishing email, possibly provided some critical information, and surrendered access to their email account.

Following confirmation of the attempted fraudulent attack the following actions were taken:

- Incident reported to the Deputy CEO and the ScamWatch website; and
- Liaised with the supplier's general manager to secure their email account and seek assurance of an email / network security education program within their business.

Suppliers Paid Within Terms

Council's supplier payment KPI is 90% of suppliers paid within 7 days of receipt of invoice.

October was an all-time high with **97%** of suppliers (3,837 invoices) paid within 7 days.

Property & Insurance:

Coordinator Property & Insurance working on the South Rockhampton Flood Levee (SRFL) project with respect to property acquisitions and land dealings with the Department Natural Resources, Mines & Energy.

Comments being sought from Council officers regarding DNRM referral requests in relation to applications received for road closures, enquires to purchase and lease renewals.

Negotiations continuing for various projects where land and easements are required for future proposed Council works.

Fleet:

Plant Hire Operations is showing slightly below budget which is due to a journal error, this error has been identified and Finance will make a correction for the November period Report which will show expenditure approximate to budget.

Capital renewals are progressing well with several items in the tender stage or on order. The recent asset losses (fire & accidents) will negatively impact expenditure by an estimated $340,000 due to the gap between insurance payout and new asset cost. This impact will be monitored and managed to keep expenditure to budget.

Site works commenced on 8 November for the new Pinnacle Mountain corporate communications site. The work to construct the tower portion of the project should be completed by 30 November, the equipment shelter is still in the design/production stage.

SmartHub:

Evans Edwards Accountants held a lunchtime session with our SmartHub members and the wider business community to talk about 'Is your business ready to employ staff?". This gave our attendees some great insight as to things business owners need to consider when employing staff and growing their businesses.

We hosted guest presenters Dimitri and Caroline, founders of Rewildin, Chad Renando of Startup Status and Shaun Restorick-Barton Associate of Law Squared (via Skype) to deliver some of the program topics to our Startup Onramp Rocky cohort this month.

SmartHub Member, Karyn Battersby of Liminal Coaching now facilitates an additional Mastermind Meetup session every second Monday from 9 – 11am at the request of the attendees. The group were lucky enough to get a surprise visit from Lisa Messenger and her tour manager Ian during the session.

Lisa Messenger, CEO and founder of Collective Hub held two great events in the space. An evening 'live in conversation' session with Lisa and a full day immersive 'daring and disruptive' workshop, which had great attendance from some of her biggest fans and followers who had travelled far and wide to be there.

Elize Hattin, SmartHub business Manager was one of the panel judges for the Young Change Agents school challenge which was held at CQUniversity.

Chad Renando of Startup Status visited the SmartHub as part of his regional tour and for the National Economic Development Conference. He interviewed key stakeholders and members of our startup community to gain some more insights to help him measure the valuable outcomes of building startup ecosystems.

One of our members, Abraham Zacharia from Xtras Health Plan had the opportunity to showcase and pitch his startup idea to the Rockhampton Angel Group at their monthly meeting.

The presenter for our October monthly lunch and learn session was SmartHub Member, Matthew Doyle, business coach for World Changers Collective and founder of Business in Bright Socks. He talked to our members and the wider business community about 'How to keep showing up when you just want to fall down'. He shared some very practical tips about how you can ensure that you are performing your best and remind us to check in with ourselves and others regularly.

Our SmartHub Business Manager, Elize Hattin attended the Life Sciences Queensland's Innovation Week event. She made some great connections with the delegation of industry experts that were visiting for a panel discussion to share their knowledge and experiences with our local stakeholders.

Enquiries and submissions for SmartHub Membership continue to be received and reviewed by the RRC SmartHub Working Group – currently 46 members.

Corporate & Technology Services Monthly Operations Report

2. Customer Service Requests

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

	Balance B/F	Completed in Current Month	Current Month NEW Request		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed							
Accounts Payable Enquiry	0	0	1	1	0	0	2	2.00	1.13	1.00	0.75
Insurance: Mower / Slasher / Whipper / Snipper	0	0	2	0	0	0	90	0.00	17.67	12.58	15.51
Insurance: Personal Accident / Injury	1	1	0	0	0	0	120	0.00	22.10	19.69	37.54
Insurance: Public Liability / Property Damage Public Property	4	4	2	1	0	0	90	1.00	6.33	10.89	13.82
Leased Premises - General Enquiry	0	0	1	1	0	0	5	0.00	0.00	0.50	0.57

3. Capital Projects

Details of capital projects not reported regularly to Council or a particular Committee in other project specific report updates as at period ended October 2018 – 33% of year elapsed

Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	Life to date actual (incl committals)
Fleet Asset Renewal Program (CP440)	01/07/2018	30/06/2019		$6,986,178	$4,241,577
Comments	Capital renewals are progressing well with several items in the tender stage or on order. The recent asset losses (fire & accidents) will negatively impact expenditure by an estimated $340,000 due to the gap between insurance payout and new asset cost. This impact will be monitored and managed to keep expenditure to budget.				
IT Asset Renewal & Upgrade Program – excluding RAMP (CP230)	01/07/2018	30/06/2019		$2,159,766	$284,694
Comments					
RRC Asset Management Project RAMP (CP230)	22/01/2018	30/09/2019		$2,075,762	$1,582,940
Comments	Business Process workshops, data migration, interface development progressing.				
Stage 3d Smart Technology – Victoria Parade – Fitzroy to Archer (CP235)	01/12/2016	01/03/2019		$571,226 (18/19 budget allocation)	$573,862
Comments					
Stage 2 Smart Parking – Disability ePermit (CP235)	22/01/2018	14/12/2018		$250,000	$239,396
Comments	.				
CCTV System Upgrade	01/07/2018	14/12/2018		$184,000	$172,031
Comments					

Corporate & Technology Services Monthly Operations Report

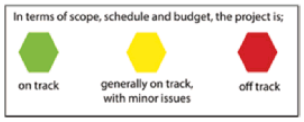
4. Operational Projects

As at period ended October – 33% of year elapsed

Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	YTD Actual
Smart Hub Programming	**01/07/2018**	**30/06/2019**		**$61,725**	**$545**
YCA & YINC	Date 25/07/2018 – 27/07/2018, 06/09/2018 (Pitch Night) and 2019 – **completed** October and Jan 2019	Young Change Agents Program (YCA) The YCA high school program (grades 7-12) is built as a train-the-trainer model for teachers and runs for two and half days. This is a cross-curricular program that encompasses elements of civics & citizenship, social studies, commerce, english, maths, drama, IT and art. Youth Incubator Program (YINC) YINC is Young Change Agents youth incubator program for selected alumni of the YCA program. YINC is a mix of masterclasses, activities, networking and group work including: - a cycle of prototyping and customer validation that allows teams to iterate their solutions in line with customer needs; - engagement with mentors to create confidence and a transfer of knowledge and skills; - exposure to industry experts, professionals and potential clients; - specific new learning topics including sales, partnerships, financing, marketing, legal, finance and risk; - showcases at the end of each 3 day session to allow teams to access support and/or reflect on their learnings.			
Comments YCA workshops were held at CQUniversity for two of the independent High Schools (Emmaus and Heights College) and Elize was a Judge in addition to one of our SmartHub members, Gideon Genade and Scott Thomas from CQUniversity. Discussions were had around the most suitable dates for the YINC Program and it was determined that during the Easter School Holidays in April will be he best time for this and the exact dates will be set next month.					
Startup OnRamp	Date 27/09/2018 – 06/12/2018	The 12 session Startup Onramp program is for startup founders who are at the beginning of their startup journey, including those who currently have a day job and want to make the transition from *employee* to *startup founder*. The program comprises a two-hour workshop each week, two additional weekend sessions, plus weekly individual mentoring sessions and culminates in a pitch night in which all participants pitch their startup and share their learnings with fellow entrepreneurs.			
Comments Our Startup Onramp participants are progressing their ideas and have been treated to some fantastic guest presenters and mentors this month. We had Dimitri and Caroline, founders of Rewildin talk about the importance of building a brand, Chad Renando of Startup Status sharing his knowledge on product development and Shaun Restorick-Barton Associate of Law Squared (via Skype) to deliver the law basics topic.					

Corporate & Technology Services Monthly Operations Report

GovHack and Startup Weekends	Date 07/09/2018 – 09/09/2018 – **Completed** and 09/11/2018-11/11/2018	GovHack 2018 (yearly) GovHack is an open data hackathon held across Australia. It's all about encouraging and celebrating people's technical and creative capacity with government for great outcomes, and building upon the social and economic value of Open Data published by government. Startup Weekends (2 per year) In just 54 hours, participants experience the highs, lows, fun, and pressure that make up life as a startup. They learn how to create a real company, meet great mentors, investors, co-founders, and sponsors who are ready to help turn their idea into an actual business with paying customers.
Comments This year's five GovHack teams collectively received six state and two national award nominations. Qld state awards that were held in Brisbane this month and The Rockhampton node preformed exceptionally well with teams managing to take out three top prizes, one runner-up (of only three runner-up prizes offered) and two honourable mentions across four challenges/categories. The national awards are to be held next month in Sydney. Startup Weekend committee meetings are now occurring weekly. The early bird registration offer resulted in some early ticket sales and the marketing push will continue up until the start of the event. Travel arrangements were made for the Techstars Facilitator and Media correspondent for Beach City Life. Sponsorship was obtained from Kanguru and BOQ North Rocky to provide some beverages for the event.		



Corporate & Technology Services Monthly Operations Report

5. Budget

Financial performance as expected for the reporting period.

	Adopted Budget	EOM Commitments	YTD Actual	Commit + Actual	Variance
	$	$	$	$	%
CORPORATE & TECHNOLOGY SERVICES					
Fleet					
Revenues	(283,000)	0	(95,692)	(95,692)	34%
Expenses	11,900,948	567,151	4,440,500	5,007,651	42%
Transfer / Overhead Allocation	(17,803,700)	0	(5,456,642)	(5,456,642)	31%
Total Unit: Fleet	***(6,185,752)***	***567,151***	***(1,111,835)***	***(544,683)***	**9%**
Property & Insurance					
Revenues	(439,352)	0	(159,267)	(159,267)	36%
Expenses	3,554,418	178,607	2,761,734	2,940,341	83%
Transfer / Overhead Allocation	9,171	0	2,660	2,660	29%
Total Unit: Property & Insurance	***3,124,237***	***178,607***	***2,605,128***	***2,783,734***	**89%**
Corporate & Technology Management					
Revenues	0	0	(1,117)	(1,117)	0%
Expenses	664,420	44,934	190,584	235,518	35%
Transfer / Overhead Allocation	555	0	1,706	1,706	308%
Total Unit: Corporate & Technology Management	***664,974***	***44,934***	***191,172***	***236,107***	**36%**
Information Systems					
Revenues	(22,500)	0	(15,403)	(15,403)	68%
Expenses	7,205,775	211,296	3,465,013	3,676,309	51%
Transfer / Overhead Allocation	19,768	0	11,277	11,277	57%
Total Unit: Information Systems	***7,203,043***	***211,296***	***3,460,887***	***3,672,183***	**51%**
Procurement & Logistics					
Revenues	0	0	(151)	(151)	0%
Expenses	1,731,614	230	575,136	575,366	33%
Transfer / Overhead Allocation	37,454	0	15,133	15,133	40%
Total Unit: Procurement & Logistics	***1,769,068***	***230***	***590,118***	***590,347***	**33%**
Smart Hub Business					
Revenues	(59,000)	0	(12,320)	(12,320)	21%
Expenses	393,971	1,853	93,883	95,736	24%
Transfer / Overhead Allocation	0	0	898	898	0%
Total Unit: Smart Hub Business	***334,971***	***1,853***	***82,462***	***84,315***	**25%**

Comments

Property & Insurance - $2.94M expenditure refers to pre-paid rent for 175 East Street, Rates on Council owned properties and pre-paid insurance premiums.

Insurance premium expenditure reduced in October due to $374,416 being transferred to Fleet.

Corporate & Technology Services Monthly Operations Report

Information Systems – Approximately $1.8M expenditure refers to pre-paid subscription, maintenance and licensing fees.

Fleet – Plant Hire Operations is showing slightly below budget which is due to a journal error ($575,000 in internal revenue understated). This error has been identified and Finance will make a correction for the November period Report which will show expenditure approximate to budget.

Expenses are ahead of target due to block payment of vehicle registrations and insurance.

Corporate & Technology Services Monthly Operations Report

6. Section Statistics

Safety Statistics

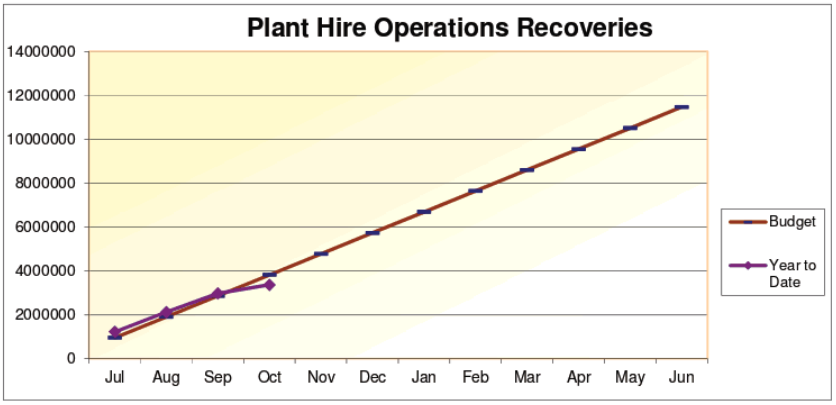
	Second Quarter		
	October	November	December
Number of Lost Time Injuries	0		
Number of Days Lost Due to Injury	0		
Total Number of Incidents Reported	4		
Number of Incomplete Hazard Inspections	0		

Service Delivery

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
IT support services provided within service levels outlined in the IT Service Catalogue.	95%	91%	Operational
Ensure availability of system up-time during core business hours (excluding planned outages).	99%	100%	Operational
Process records on the day of receipt as per Recordkeeping Charter.	95%	100%	Operational
Ensure supplier payments are made within stated trading terms – 7 days.	90%	97%	Operational
Ensure top 100 suppliers by dollar value under formal purchasing agreements (contracts).	90%	95%	Operational
Maximise Council property occupancy rates.	98%	100%	Operational
Ensure tenanted properties in any month, have current lease agreements and public liability insurance.	80%	97%	Operational
Process insurance claims within procedural timeframes.	100%	100%	Operational
SmartHub Membership (Target 2018 - 20)	50	46	Operational

7. Whole of Council Reports and Statistics

Fleet Services



Plant Hire Operations Budget (Surplus)	**$11,463,100**
Year to Date (Surplus)	**$ 3,366,334**

Fleet – Plant Hire Operations is showing slightly below budget which is due to a journal error ($575,000 in internal revenue understated). This error has been identified and Finance will make a correction for the November period Report which will show expenditure approximate to budget

Procurement & Logistics

Contracts Awarded for October – 10

Tender/ Contract No.	Contract Name	Awarded	Amount
TEN13052	Rockhampton Hockey Redevelopment at Kalka Shades	Paynter Dixon Queensland	$3,880,519
TEN13128	RPQS for Provision of Real Estate Agency Services	Various	SOR
QUO13203	Asset Revaluation Land, Water and Sewer	AssetVal (Water & Sewer) Australis Advisory Group(Land & Indices)	$20,000 $40,250
TEN13037	Cleaning Products, Chemicals and Cleaning Consumables	Various	SOR
TEN13142	Refurbishment of Half Bridge Scrapers at SRSTP	CQ Steel Industries Pty Ltd	$136,739
TEN13155	Pilbeam Drive Reconstruction Tropical Cyclone Debbie NDRRA Betterment Works	JRT Civil Pty Ltd	$3,151,580
TEN13020	Manufacture of Two Road Maintenance Bodies	Flocon Engineering	$360,989

Tender/ Contract No.	Contract Name	Awarded	Amount
QUO13204	Demolition & Asbestos Removal of Archer Hotel	Busby House Removals Pty Ltd	$45,250
TEN13183	Construction of Amphitheatre, Fraser Park Redevelopment	BT Builders	$430,780
TEN13157	Design and Construction of Nature Play Experience Fraser Park Redevelopment	Plantability Constructions Pty Ltd	$150,000

Tenders / quotes in progress - 34

Corporate & Technology Services Monthly Operations Report

11.6 OFFICE OF THE CEO DEPARTMENT - MONTHLY OPERATIONAL REPORT OCTOBER 2018

File No:	**1830**
Attachments:	**1. Office of the CEO and Office of the Mayor Monthly Report - October 2018⇩** **2. Workforce and Governance Monthly Report - October 2018⇩**
Authorising Officer:	**Evan Pardon - Chief Executive Officer**
Author:	**Tracy Sweeney - Manager Workforce and Governance**

SUMMARY

The monthly operations report for the Office of the CEO Department as at 31 October 2018 is presented for Councillors information.

OFFICER'S RECOMMENDATION

THAT the Office of the CEO Departmental Operations Report as at 31 October 2018 be "received".

COMMENTARY

The Office of the CEO Department includes the following sections:

- Office of the CEO and Office of the Mayor (Attachment 1)
- Workforce and Governance (Attachment 2)

Specific highlights from the reporting period as well as significant achievements and non-compliances have been detailed in the attachments.

OFFICE OF THE CEO
MONTHLY OPERATIONAL REPORT
OCTOBER 2018

Office of the CEO and
Office of the Mayor Monthly Report - October 2018

Meeting Date: 27 November 2018

Attachment No: 1

MONTHLY OPERATIONS REPORT

OFFICE OF THE CEO & OFFICE OF THE MAYOR

PERIOD ENDED OCTOBER 2018

1. Operational Summary

Office of the CEO

Directorate

CEO and Leadership Team met with CEO of LGAQ on 26 September 2018 and discussed matters of mutual interest, including new Belcarra legislation.

Discussions continue on Councillor Conflict of Interest & Declaration of Gift Discussions and introduction of Policy and Procedure to assist Councillors.

Mayor, Deputy Mayor and CEO attended CQ-ROC meeting in Yeppoon on 4 October 2018.

Discussions continue with Department of Natural Resources, Mines and Energy regarding access to Mount Morgan Fireclay Caverns.

Other items of interest:

- CEO met with representatives of Laing O'Rourke on 11 October 2018
- RRC hosted very successful NEDC Conference on 17 October 2018
- Discussions continue with relevant parties following JM Kelly bankruptcy
- CEO met with CEO of Queensland Reconstruction Authority on 22 October 2018
- Reception Room restoration on track
- Preparations on track for RRC to host LGMA (Qld) Rural Management Challenge on 22 November 2018, after winning 1st and 2nd place at 2017 event

Committee Support

- Trial has commenced for downloading of Council and Committee Agendas via One Drive.
- Trial to commence shortly with Advance Rockhampton for electronic lodgement of Travel Proposal Forms.
- International travel successfully completed to China and Singapore in November 2018.

Office of the Mayor

Preparations for the convening of a roundtable meeting with the Mount Morgan community to identify and consider future opportunities and priority projects in the town, pursuant to Council's resolution of 9 October 2018, was undertaken including consultation with community stakeholders and review of previous reports and literature.

Support and coordination for a range of community engagement activities (both underway and proposed) for Council projects and initiatives were undertaken during the reporting period including:

- SRFL landholder consultations with Projects Team;
- Quay Street business consultation with Civil Ops;
- Smart tech rollout business consultation with design team;

- Gates and Grids consultation was activated in conjunction with Local Laws and Regional Services;
- Mount Archer resident consultation around closure of Pilbeam Drive;
- Finalised roadside bin station consultations with RRWR;
- Began planning for consultation around new WTS with RRWR;
- Supported community conversation campaign;
- Began organising Mount Morgan Roundtable for November;
- Met with strategic planning team to discuss future engagements.

Executive Support Unit

There were no civic events held during the reporting period. Preparations for a civic event to commemorate the centenary of the Armistice that ended the First World War proposed for Remembrance Day continued.

Media and Communications

The Shoalwater Bay Singapore Investment (The Australian) and SRFL Federal funding commitments were the two biggest stories during the reporting period. The Australian article reached more than 800,000 on its own nationally while the series of stories around the SRFL Federal Government funding announcement was widely covered by all local media.

2. Customer Service Requests

All Monthly Requests (Priority 3)
Governance 'Traffic Light' report
October 2018

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed							
Media All Enquiries	1	0	1	1	1	0	5	0.00	0.00	1.00	0.00
Citizenship Request/Enquiry	0	0	0	0	0	0	5	0.00	0.00	0.00	0.00
Committee Support - Meetings/Agendas etc	0	0	0	0	0	0	2	0.00	0.00	0.00	0.00
CEO General Request	0	0	1	0	1	0	1	0.00	23.17	22.18	1.00
Councillor General Enquiry	1	0	5	3	3	0	5	3.67	11.29	14.56	9.70
Mayor's Personal (Mayor's General Info) DEPT USE	0	0	0	0	0	0	2	0.00	4.00	4.00	0.00

Service Standards Commentary

CEO Office
Outstanding matter has now been closed.

Media and Communication
During the reporting period, the Media and Communications Unit received 44 enquiries from media outlets with all response times completed in line with established timeframes. 34 of the 44 enquiries were received in response to proactive media releases from Council.

The incomplete customer request was incorrectly classified and has now been corrected.

Executive Support
58 of 69 Pathway Requests were logged by the Executive Support Unit on behalf of Councillors during the reporting period.

Response times for completing customer requests in this reporting period for October are outside the established service timeframes due to requests from customers requesting a response direct from Councillor which has yet to be confirmed/forthcoming.

3. Capital Projects

There are no capital projects scheduled for the Office of the CEO or the Office of the Mayor.

4. Operational Projects

As at period ended October – 33.3% of year elapsed

In terms of scope, schedule and budget, the project is;
on track | generally on track, with minor issues | off track

Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl committals)
Office of the CEO						
Meeting Procedures Policy	July 18	November 18		Model received from Department 8/11/18 and report going to Council 27/11/18 for adoption of new Meeting Procedures	Labour	Labour
Travel and Conference Attendance Policy	April 18	November 18		Review of existing policy with a view to streamlining processes – trial to commence shortly with Advance Rockhampton on electronic lodgement of Travel Proposal Forms.	Labour	Labour
Office of the Mayor						
Community Engagement resourcing and policy and procedure	August 18	January 19		CEO has requested overarching strategy document be prepared to present to Councillors for review and comment prior to policy and procedure is finalised. Drafting of this strategy document has commenced with new completion date for policy and	Labour	Labour

Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl committals)
				procedure amendments estimated for January 2019.		

5. Budget

Financial performance as expected for the reporting period.

End of Month Job Costing Ledger - (Operating Only) - OFFICE OF CEO

As At End Of November

Report Run: 14-Nov-2018 13:03:23 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget $	Revised Budget $	EOM Commitments $	YTD Actual $	Commit + Actual $	Variance %	On target 41.7% of Year Gone
OFFICE CHIEF EXECUTIVE OFFICER							
CHIEF EXECUTIVE OFFICER							
CEO Management							
Expenses	510,840	0	0	234,160	234,160	46%	✗
Total Unit: CEO Management	***510,840***	***0***	***0***	***234,160***	***234,160***	**46%**	✗
Total Section: CHIEF EXECUTIVE OFFICER	***510,840***	***0***	***0***	***234,160***	***234,160***	**46%**	✗
GOVERNANCE SUPPORT							
Executive Support							
Revenues	(26,630)	0	0	(12,660)	(12,660)	48%	✓
Expenses	1,803,357	0	0	800,488	800,488	44%	✗
Transfer / Overhead Allocation	176,368	0	0	51,341	51,341	29%	✓
Total Unit: Executive Support	***1,954,095***	***0***	***0***	***839,168***	***839,168***	**43%**	✗
Total Section: GOVERNANCE SUPPORT	***1,954,095***	***0***	***0***	***839,168***	***839,168***	**43%**	✗
MEDIA & COMMUNICATION							
Media & Communication							
Expenses	414,703	0	0	130,995	130,995	32%	✓
Transfer / Overhead Allocation	0	0	0	274	274	0%	✗
Total Unit: Media & Communication	***414,703***	***0***	***0***	***131,269***	***131,269***	**32%**	✓
Total Section: MEDIA & COMMUNICATION	***414,703***	***0***	***0***	***131,269***	***131,269***	**32%**	✓
Executive Co-ordinator to the Mayor							
Mayors Office							
Expenses	557,388	0	0	142,179	142,179	26%	✓
Total Unit: Mayors Office	***557,388***	***0***	***0***	***142,179***	***142,179***	**26%**	✓
Total Section: Executive Co-ordinator to the Mayor	***557,388***	***0***	***0***	***142,179***	***142,179***	**26%**	✓
Total Department: OFFICE CHIEF EXECUTIVE OFFICER	**3,437,026**	**0**	**0**	**1,346,776**	**1,346,776**	**39%**	✓

Comments
No variances to date

V1 | Monthly Operations Report for Office of CEO and Office of Mayor

6. Section Statistics

The following statistics have been provided on the responsibilities and workload for the Office of the CEO:

Media & Communications		
Description	*No*	*Comments*
Media Releases – distributed	23	Generated: - 543 stories - Audience total of 2.97 million - Advertising equivalent - $316,474
Media Opportunities	8	
Social Media – Facebook likes	21.101	Increase of 0.6%
Social Media – Impressions	694,041	People liking, commenting and sharing down 16% from previous month
Social Media – Clicks	3,546	Clicks on posts to follow links

7. Whole of Council Reports and Statistics

No specific whole of Council statistics to report

OFFICE OF THE CEO
MONTHLY OPERATIONAL REPORT
OCTOBER 2018

Workforce and Governance
Monthly Report - October 2018

Meeting Date: 27 November 2018

Attachment No: 2

MONTHLY OPERATIONS REPORT

WORKFORCE AND GOVERNANCE

PERIOD ENDED OCTOBER 2018

1. Operational Summary

Organisational Structure Implementation
With the implementation of the Organisational structure in July, the majority of recruitment to new and vacant positions has been completed with the exception of Community Services who are in the process of recruiting positions caused by retirement or cessation.

Commencing Recruitment
A new initiative which commenced on 22 October in line with our value of Continuous Improvement is streamlining the commencing recruitment process. The process will see 'like for like' positions advertised internally more expediently without the need for the submission of forms and with a simplified approval process.

Operational Plan
The Operational Plan 2018-2019 was adopted by Council on 13 July 2018. The Quarter 1 Operational Plan Quarterly Progress Report is scheduled to be presented to Council on 13 November 2018.

2. Customer Service Requests

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

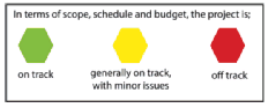
	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed							
Administrative Action Complaints	0	0	0	0	0	0	36	0.00	0.00	0.00	0.00
W&S - Complaints Management Process (NOT CSO USE)	3	3	6	4	1	0	30	4.00	12.88	9.24	8.03

3. Capital Projects

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

4. Operational Projects

As at period ended October – 33.3% of year elapsed



Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl committals)
Certified Agreements	July 2018	March 2019		Negotiations for both certified agreements are continuing with positive progress being accomplished and final offers are being made.	$10,000	$7662
Staff Health and Wellbeing Program	July 2018	June 2019		A program is being finalised this month in liaison with Qld Health for the delivery of the programs below: • Quit Smoking • Breast Cancer • Alcohol & Other Drugs • Organ Donation • Mental Health Separate to Qld Health, Council will also be	$16,000	$0

Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl committals)
				providing a skin check program for all staff.		
Legislative Compliance Training Program	July 2018	June 2019		The program is being delivered as scheduled. The following courses were held during the reporting period: • Traffic Management Implementation • Confined Space and Breathing Apparatus • CPR • First Aid	$313,000	$119,630
Leadership and Cultural Development Program	July 2018	June 2019		A leadership capability framework encompassing leadership development will be developed for roll out.	$75,000	$0
Learning Management System Project	July 2018	June 2019		The team is in the process of reviewing various LMS software packages. An Information session for managers and major stakeholders is being planned for late 2018.	Business Case Stage is Labour Only	NA

5. Budget

Financial performance as expected for the reporting period.

End of Month Job Costing Ledger - (Operating Only) - OFFICE OF CEO

As At End Of October

Report Run: 01-Nov-2018 11:10:59 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget $	Revised Budget $	EOM Commitments $	YTD Actual $	Commit + Actual $	Variance %	On target 33.3% of Year Gone
OFFICE CHIEF EXECUTIVE OFFICER							
WORKFORCE & GOVERNANCE MANAGEMENT							
Human Resources and Payroll							
Expenses	1,365,706	0	4	437,566	437,569	32%	✓
Transfer / Overhead Allocation	6,242	0	0	2,316	2,316	37%	✗
Total Unit: Human Resources and Payroll	***1,371,948***	***0***	***4***	***439,882***	***439,886***	**32%**	✓
Safety & Training							
Revenues	(68,680)	0	0	(233,228)	(233,228)	340%	✓
Expenses	1,359,116	0	100,394	371,011	471,405	35%	✗
Transfer / Overhead Allocation	(20,410)	0	0	13,578	13,578	-67%	✗
Total Unit: Safety & Training	***1,270,026***	***0***	***100,394***	***151,361***	***251,755***	**20%**	✓
Legal & Governance							
Expenses	440,486	0	1,900	152,699	154,599	35%	✗
Total Unit: Legal & Governance	***440,486***	***0***	***1,900***	***152,699***	***154,599***	**35%**	✗
Workforce & Governance Management							
Expenses	977,076	0	36,589	272,171	308,760	32%	✓
Transfer / Overhead Allocation	0	0	0	3,108	3,108	0%	✗
Total Unit: Workforce & Governance Management	***977,076***	***0***	***36,589***	***275,279***	***311,868***	**32%**	✓
Investigations and Industrial Relations							
Expenses	262,680	0	1,548	73,182	74,730	28%	✓
Transfer / Overhead Allocation	0	0	0	15	15	0%	✗
Total Unit: Investigations and Industrial Relations	***262,680***	***0***	***1,548***	***73,197***	***74,745***	**28%**	✓
Total Section: WORKFORCE & GOVERNANCE MANAGEM	***4,322,215***	***0***	***140,435***	***1,092,418***	***1,232,852***	**29%**	✓
Total Department: OFFICE CHIEF EXECUTIVE OFFICER	**4,322,215**	**0**	**140,435**	**1,092,418**	**1,232,852**	**29%**	✓
Grand Total:	**4,322,215**	**0**	**140,435**	**1,092,418**	**1,232,852**	**29%**	✓

Comments
Safety & Training Expenses tracking at 35% with only 33% of year gone due to the committal orders raised for legislative and compliance training to be undertaken by staff between July and December.

6. Section Statistics Reported Quarterly

Data will now be updated quarterly for periods ended 30 September, 31 December, 31 March and 30 June.

The next quarterly report will be reporting in January 2019.

7. Whole of Council Reports & Statistics Reported Quarterly

Data will now be updated quarterly for periods ended 30 September, 31 December, 31 March and 30 June.

The next quarterly report will be reporting in January 2019.

11.7 ROCKY RIVER RUN

File No:	**12535**
Attachments:	**1. Letter from CTC Employment⇩**
Authorising Officer:	**Tony Cullen - General Manager Advance Rockhampton**
Author:	**Chris Ireland - Manager Regional Development and Promotions**

SUMMARY

This report outlines a request for Rockhampton Regional Council to run and manage the Rocky River Run.

OFFICER'S RECOMMENDATION

THAT Council accept the invitation to manage and deliver the Rocky River Run into the future.

BACKGROUND

In 2015 CTC was asked by the Rockhampton Rotary Club to take on management of the Rocky River Run event as it had grown too large for the Club's membership to manage. CTC accepted the request and has been responsible for the Rocky River Run for the past three years with the event growing from strength to strength.

CTC is now asking for Council to manage the event into the future, due to the increased growth and development of the event.

PREVIOUS DECISIONS

THAT Council sponsor the 2018-2020 '7Rocky River Run' event to the value of:

2018 - $25,000 (plus GST) plus in-kind support

2019 - $20,000 (plus GST) plus in-kind support

2020 - $20,000 (plus GST) plus in-kind support

(*In-kind* support of road closures; traffic management and waste management)

BUDGET IMPLICATIONS

Previously committed sponsorship will be used in conjunction with sponsorship and entrant fees to deliver a cost neutral event.

STAFFING IMPLICATIONS

Event staffing from the Advance Rockhampton directorate will be called upon to manage the event.

CONCLUSION

The Rocky River Run is a prominent feature on the Rockhampton events calendar and drives significant visitation to the region. It is imperative that the event continue and shows growth in capacity and participant numbers and continues to strive as a premier running event on the Queensland calendar.

ROCKY RIVER RUN

Letter from CTC Employment

Meeting Date: 27 November 2018

Attachment No: 1

CTC - Shaping Futures
ABN 13 419 019 806
38 Armstrong St
North Rockhampton QLD 4701
p 1300 999 CTC (282)
e info@ctcqld.com.au
ctcqld.com.au

Rockhampton Regional Council
Mayor Margaret Strelow
232 Bolsover Street
Rockhampton City Qld 4700

5 November 2018

Dear Mayor Strelow

Rocky River Run

CTC has been responsible for the Rocky River Run for 3 years now and we have been very pleased that each year since then the event has grown in size and stature. Nearly four years ago, CTC had been asked by the Rockhampton Rotary Club to take on oversight of the event as it had grown too large for the Rotary Club's membership to manage. As a committed local not for profit organisation we agreed to take oversight of this important community event as we did not want to see such a vibrant event disappear from the City of Rockhampton.

Over the past 3 years we have seen a number of improvements including a new running course designed which has incorporated Rockhampton's wonderful new river side precinct, delivering fantastic views of the city as the sun appears over the Berserkers just when the runners of the 21km are setting off for their run. The run route now includes East Street as the main retail street in Rockhampton. This improvement has seen the city traders positively embrace this event, with cafes being extremely busy with feedback from these traders that it is their busiest day of their year.

We are also delighted that the Rocky River Run has also grown overnight visitor numbers staying in Rockhampton from under 100 people to now well over 600 visitors in the short space of 3 years. This has led to accommodation being fully booked, and a roaring restaurant trade on the Saturday night before the event.

We are also very proud of the charity benefit of the event. We will have raised and donated over $80,000 in the 3 years that we have been responsible for the event. Under our management of the Run the profile of Rockhampton has been raised so much that R U OK? came to Rockhampton this year as only one of 5 cities around Australia to hold a function to raise awareness of the challenges associated with mental health in the community. In addition, we also have rooms in Ronald McDonald House in Brisbane named after the Rocky River Run event that offers a place for our local families to stay when they have loved ones in hospital.

We strongly believe it is important for the event to remain as a community event under the control of a not for profit organisation and, with this in mind, we think that the Rockhampton Regional Council would be best entrusted to take over such an iconic event for our region. At this time in the life cycle of the event we feel that it is time for the event to grow further. However we would not wish to see this event turn into a commercial venture as it would lose the essential community engagement which makes it such a great event.

Thank you for your serious consideration of this opportunity and we ask that you confirm Rockhampton Regional Council's willingness to take future carriage of this great event and thus retain and respect the community foundation of this event.

CTC would also like to keep involved in a similar manner to the way that we are currently with the River Festival.

Kind Regards

Kevin Breen
Chair, CTC

Proudly part of intowork Australia

11.8 REGIONAL SKILLS INVESTMENT STRATEGY

File No:	**8965**
Attachments:	**Nil**
Authorising Officer:	**Tony Cullen - General Manager Advance Rockhampton**
Author:	**Chris Ireland - Manager Regional Development and Promotions**

SUMMARY

Advance Rockhampton have been successful in obtaining funding under the Regional Skills Investment Strategy.

OFFICER'S RECOMMENDATION

THAT Council approves for the Chief Executive Officer on behalf of Rockhampton Regional Council to enter into the Agreement with the Department of Employment, Small Business and Training.

COMMENTARY

The Regional Skills Investment Strategy (RSIS) is a $9 million initiative funded over four years that supports selected regional communities to identify current and emerging jobs in key industries and ensure there is a supply of skilled local people to meet this demand.

RSIS aims to bridge the gap between existing training opportunities provided through the Queensland Government's Annual VET Investment Plan and current workforce skill needs in targeted regions.

Rockhampton Regional Council has been successful in obtaining grant funding of $385,000.00 over two years to support the employment of an RSIS Coordinator within the Advance Rockhampton (AR) directorate.

BACKGROUND

The Department of Employment, Small Business and Training, in collaboration with the RSIS Advisory Committee, identifies suitable host agencies that can deliver RSIS projects. Host agencies can include local government authorities and economic development organisations.

Selected host agencies then deliver RSIS projects throughout Queensland. The funded agency will appoint an RSIS project coordinator to collaborate with local industry and other relevant stakeholders to explore skills gaps and identify barriers to training. The coordinator will then work with the department to identify suitable training pathways and strategies to address gaps in local service delivery.

In September 2018 Advance Rockhampton applied for an RSIS Coordinator after some initial consultation with the Department of Employment, Small Business and Training. Engagement around the funding was initiated from the Regional Employment Seminar hosted by AR in August 2018.

PREVIOUS DECISIONS

NIL

BUDGET IMPLICATIONS

The Department of Employment, Small Business and Training will provide $385,000.00 (incl. GST) over the two (2) year term of employment to cover the following items for the employee:

- Wages,
- Superannuation,
- Associated on costs,

- Office rental and
- Stationery

LEGAL IMPLICATIONS

NIL

STAFFING IMPLICATIONS

One full time employee (FTE) will be sought through Council's external recruitment process.

CONCLUSION

Project outcomes will vary based on local economic conditions and labour market opportunities, and will be determined by the department and local reference groups established for each project.

It is anticipated that RSIS project milestones will include determining local skills priorities (e.g. industry, location, target groups), establishing a local reference group and collaborative networks, identifying skills and workforce challenges, and partnering with the department to develop effective training solutions.

11.9 PROPOSED CHANGE TO THE ROCKHAMPTON REGION PLANNING SCHEME MAJOR AMENDMENT

File No:	**RRPS-PRO-2015/001-01-06**
Attachments:	**1. Register of Changes⇩** **2. Draft Notice Under s18 Planning Act 2016⇩**
Authorising Officer:	**Cameron Wyatt - Coordinator Strategic Planning** **Angus Russell - Manager Strategy and Planning** **Ross Cheesman - Deputy Chief Executive Officer**
Author:	**Alyce James - Strategic Planner**

SUMMARY

The purpose of this report is to seek approval from Council to amend the notice (tailored major amendment process) under section 18(3)(b) of the Planning Act 2016 and to resubmit the proposed major amendment to the Rockhampton Region Planning Scheme to the Director-General of the Department of State Development, Manufacturing, Infrastructure and Planning to recommence the State interest review as a result of additional changes.

OFFICER'S RECOMMENDATION

THAT:

1) Council requests an amendment to the notice given under section 18 (3)(b) of the *Planning Act 2016* for the major amendment of the Rockhampton Region Planning Scheme to the Director-General of the Department of State Development, Manufacturing, Infrastructure and Planning and provides the nature and details of the changes as outlined in this report; and

2) Upon receipt of the amended notice given under section 18 of the *Planning Act 2016*, Council resubmits the proposed major amendment for the Rockhampton Region Planning Scheme to the Director-General of the Department of State Development, Manufacturing, Infrastructure and Planning to recommence the State interest review.

COMMENTARY

Council submitted the proposed major amendment to the Minister for Planning for a State Interest Review in accordance with the *Planning Act 2016* on 4 December 2017.

On 7 September 2018 Council received advice from the Minister that it may proceed to the Public Consultation stage, subject to the following condition being complied:

1) Update the relevant overlay and strategic framework maps to align with the available state mapping for the following:
   a) Matters of State Environmental Significance; and
   b) Transport Noise Corridor (Railway)

Council has responded to condition 1 (a) and 1 (b) under this amendment package to ensure the proposed amendment reflects the most up-to-date state government mapping. Amendments have been made to the Matters of State Environmental Significance (MSES) mapping by removing land that is within the urban area and had been cleared and land where buildings or structures had been constructed. These changes have been identified in the Register of Changes (refer to attachment).

Since this time, additional changes have been proposed to the current amendment package prior to public consultation.

The proposed changes include the following:

1) Tourist Park in the Open Space Zone when undertaken by a Public Sector Entity being accepted development, subject to requirements. This reduces the provisions and processing time for consistent uses and allows greater flexibility for the parking of caravans in a recreation area; and

2) Remove the proposed amendments to the creek catchment overlay mapping extent from the major amendment package. This will allow further time to refine the mapping, seek Council endorsement on the flood studies and provide sufficient time to undertake public consultation. The revised mapping will be considered in a future amendment package.

On 8 November 2018 the State Government advised that the proposed changes to the open space zone and the removal of creek catchment overlay mapping will result in the recommencement of the State Interest Review process. This is to ensure that the changes are assessed against the State Planning Policy and the social, cultural and natural values have been considered.

Prior to the commencement of the revised state interest review; Council must update the tailored major amendment process by requesting an amended notice under section 18 (3) (b) of the *Planning Act 2016.* The amendment to the notice ensures that only the matters being changed are assessed during the state interest review. This will ensure that no other matters are considered, resulting in a shorten process. Once the amended notice has been given, the state interest review can recommence, whereby only those matters that have been changed are assessed by the State Government.

Tailored Major Amendment Process

In accordance with the tailored process, Council will submit the following information to the State:

1) a letter to the Director-General of the Department of State Development, Manufacturing, Infrastructure and Planning requesting an amendment to the notice given under section 18 of the *Planning Act 2016* for a tailored major amendment process.
2) a letter to the Director-General of the Department of State Development, Manufacturing, Infrastructure and Planning requesting the recommencement of the state interest review of the proposed major amendment and the Director-General's agreement to publicly consult on the proposed major amendment;
3) a written statement (state interest report) outlining how the proposed major amendment reflects all relevant State Planning Instruments; and
4) additional information such as reports, community engagement strategy, register of changes occurring that informed the major amendment process.

Once a response has been received from the State Government, further consultation will be undertaken with Councillors prior to the contents of the draft planning scheme being publicly released via the formal public consultation process. The public consultation process must be undertaken for a minimum of twenty (20) business days.

BACKGROUND

Council resolved on 27 October 2015 to prepare a major amendment to the Rockhampton Region Planning Scheme under the Planning Act 2016.

Since that time, Council have made a number of draft changes, including the new North Rockhampton Flood Management Area & updated Creek Catchment Overlay Mapping, a precinct to accommodate fishing and recreational activities along the Fitzroy River, Air B&B's within residential areas, Office accommodation – Quay Street, Commercial character overlay and building controls, development code updates, terminology changes and the removal of provisions dealt with by other legislations and guidelines.

Council submitted the proposed major amendment to the Minister for Department of State Development, Manufacturing, Infrastructure and Planning in accordance with the *Planning Act 2016* and the *Minister's Guidelines and Rules* in December 2017. On 7 September 2018 Council received advice from the Minister that it may proceed to the Public Consultation, subject to complying with a number of conditions to ensure the planning scheme properly addresses all State Interest and is legislatively compliant.

CONCLUSION

The proposed major amendment to the Rockhampton Region Planning Scheme is presented to Council for referral to the Director-General of the Department of State Development, Manufacturing, Infrastructure and Planning to request an amended notice under section 18 of *Planning Act 2016* and to recommence the State interest review.

PROPOSED CHANGE TO THE ROCKHAMPTON REGION PLANNING SCHEME MAJOR AMENDMENT

Register of Changes

Meeting Date: 27 November 2018

Attachment No: 1

RRPS Major Amendment Register of Proposed Changes

Summary of major changes

Note: The additional changes to recommence the State interest review have been highlighted.

General

Removal of provisions dealt with by other legislation and guidelines
Current requirements already covered by Commonwealth or State legislation are proposed to be removed from the planning scheme. In addition, some provisions already contained within the Capricorn Municipal Development Guidelines (CMDG) have been removed from the planning scheme (the planning scheme continues to refer to the CMDG for assessment purposes).

Terminology changes
Terminology throughout the planning scheme has been changed by using the words 'avoid' or 'minimise' rather than ambiguous terms such appropriate, suitable, desired and preferred. This proposed change provides more certainty to the user of the planning scheme and ensures clearer policy intent. This change through the strategic framework, zone codes and overlay codes (particularly within codes related to natural hazards) ensure the vertical alignment of policy directions is consistently achieved and removes a potential source of dispute.

Changes with zone/overlay and development codes
Revised wording within zone, overlay and development codes, including more consistent terminology, removal of unclear provisions and consolidation of requirements where similar outcomes have occurred. Many changes related to acceptable outcomes becoming performance outcomes or vice versa. This is to ensure a consistent approach throughout the planning scheme.

Some acceptable outcomes have also been made more measurable, providing clarity to the user. Otherwise, where the acceptable outcome cannot provide a measurable outcome, no acceptable outcome is nominated to allow more flexibility for performance-based outcomes to be achieved in the development assessment process.

Planning Scheme

Flood Hazard overlay code mapping
The flood hazard overlay mapping has been updated to include the following:

- Revised flood hazard riverine mapping with new hazard categories (H1 – H6); and
- North Rockhampton Flood Management Area (within the current Fitzroy River flood hazard area).

The tables of assessment, flood hazard overlay code and flood hazard planning scheme policy has been updated to align with the new mapping. The Fitzroy River hazard overlay mapping has been updated to provide six (6) different hazard categories instead of four (4) in the current planning scheme.

Table of Assessment – Open Space Zone
Changes have been undertaken to allow a tourist park when undertaken by a Public Sector Entity within the open space zone. This change will allow greater flexibility for the parking of caravans within recreational areas.

Fitzroy River accommodation precinct & Fitzroy River industry precinct
The major amendment includes an area along the Fitzroy River (between Stanley Street and Arthur Street) to allow for fishing and boating related activities, accommodation activities and other service-related land use activities. The proposed change will include:

- Amended zoning of Low Impact Industry to Waterfront and marine industry zone – Fitzroy River industry precinct to provide for service industry, marine river-related industry, boat storage and servicing and hire; and
- The inclusion of low-density residential zone – Fitzroy River accommodation precinct to provide for short-term accommodation (reuse of existing buildings) and river/fishing related convenience services such as food and drink outlet/bait and tackle shop / small boat storage and the like.

Airbnb / Short-term accommodation
Changes have been undertaken to allow Airbnb's and other similar land use activities within residential zones. Changes include an adjustment to the provisions related to short-term accommodation and the modification of the tables of assessment for residential zones.

High Density Residential Zone and Table of Assessment
The High Density Residential zone levels of assessment have been reduced to enable the conversion of existing buildings (such as apartments) to become short-term accommodation, retirement villages, rooming accommodation etc. This amendment aligns with future demands for aged care living, assisted living and vertical retirement; the planning scheme enables this land use where within an existing building as Accepted Subject to Requirements.

Office accommodation – Quay Street precinct
Provisions related to office activities along within the Principal Centre zone - Quay Street precinct have been updated. These changes will allow office accommodation at the ground floor level (currently only allowed above ground floor level) along Quay Lane. The table of assessment has also removed the trigger relating to offices being located within a premise containing another use.

Character overlay code and mapping
New mapping and provisions have been introduced pertaining to demolition controls for commercial buildings in the principal centre zone as well as residential character dwellings throughout South Rockhampton (Wandal, West Rockhampton, Allenstown, and The Range). Design controls have been refined and also been introduced for residential buildings identified as having character in The Range.

Stormwater management code and Stormwater Management Planning Scheme Policy
New provision in relation to detention systems has been included which regulate the design, location and construction. The Acceptable Outcomes in the code refer to the updated Planning Scheme Policy (SC6.18 Stormwater management planning scheme policy). The inclusion of Water Sensitive Urban Design (WSUD) principles are reflected in the Planning Scheme Policies for which applicants will need to address in development applications particularly in relation to new subdivisions.

Revised provisions related to advertising devices
The advertising devices levels of assessment have been revised to ensure a clearer understanding of the triggers for development. The advertising devices code has been changed with the separation of sign types and specific requirements related to each sign. In addition, signs already covered by the subordinate local law no. 1.4 (installation of advertising devices) will be removed from the advertising devices code.

Table of Proposed Changes – Planning Scheme

PROPOSED CHANGE	JUSTIFICATION
Part 1 About the Planning Scheme	
Updated wording related to the planning scheme horizon, tables of contents, figures and tables and planning scheme components	▪ Updated planning horizon to be consistent with changes made within the strategic framework ▪ Minor changes in relation to page / table / figure renumbering / administrative changes ▪ Renaming and reformatting of the neighbourhood character overlay code to the character overlay code
Section 1.6 – Building work regulated under the planning scheme The inclusion of statements related matters applicable to the *Building Act* 1975 and Building *Regulations 2006*, under the planning scheme. Section 1.7 – Local government administrative matters The inclusion of tables identifying the mapping of bushfire prone areas, flood hazard areas (new hazard categories) and creek catchments (Planning Area 1 and Planning Area 2) and the transport noise corridors for the purposes of the *Building Act 1975*, *Building Regulations 2006* and the Queensland Development Codes.	▪ Provide a quick reference for assessment managers involved with building applications (particularly for private certifiers) and what aspects of the planning scheme are applicable under the *Building Act 1975*, *Building Regulations 2006* and the Queensland Development Codes.
Part 2 State Planning Provisions	
Section 2.4 – Regulated Requirements The Planning Scheme adopts the definitions as stated under the *Planning Regulation 2017*.	▪ Ensuring that the planning scheme now aligns with the land use and administrative definitions stated under the *Planning Regulation 2017*. This will provide a consistent approach and avoid potential conflicts with definitions used with the *Planning Act 2016* and planning scheme
Part 3 Strategic framework	
General	
Amendments to wording, less use of unclear/uncertain terms such as: • Appropriate; • Mitigate • Suitable • Desired • Support • Preferred	▪ Removed complexity and unnecessary wording within the strategic framework and to ensure more clarity and certainty for users.

PROPOSED CHANGE	JUSTIFICATION
There has been some minor rewording in the strategic framework which establishes or clarifies exactly what the outcome being achieved is.	
There has been an increase in wording to provide clear policy direction by stating “avoided” and “does not occur” which provides a more measurable outcome.	
More consistency in wording when dealing with the same aspect in more than one place (i.e. between the strategic framework themes)	
Removal of duplication and discrepancies in policy. In addition, some similar provisions have been combined.	
Improved tests for whether development should occur in flood/hazard areas (avoiding extreme/high hazard areas and minimising impacts within low/medium hazard areas)	
Amendments to editor’s notes to ensure they are helpful, consistent with policy and not introducing possibly a reason to misinterpret or confuse policy position	
The adoption of the Character overlay results in additional wording pertaining to the commercial character which has been reflected throughout the strategic framework.	▪ To ensure consistency throughout the document and to align with the likely adoption date for the major amendment.
The planning horizon has been removed from all aspects of the planning scheme to limit timeframe issues and to ensure flexibility in relation to different growth scenarios	▪ This will remove outdated timeframes from development applications.
Provisions that are written more as a description of the process (e.g. “will not be supported”, “address natural hazards” “acknowledged by establishing precincts” etc.) have been changed to outcomes. All provisions have been written to state what the actual outcome expected.	▪ Provisions within the strategic framework form the critical tests against which development is to be assessed; therefore some provisions have been changed from a description to an outcome.
The inclusion of additional provisions related to the desired streetscape, built form and creating a quality urban environment.	▪ To ensure consistency between the zone codes and strategic framework – strategic and specific outcomes and to align with the State Planning Policy – State interest – liveable communities, providing for a quality urban environment.
3.1 Preliminary	
No Changes.	N/A
3.2 Strategic intent	
Remove growth rate timeframe reference Minor change to renaming central business district to **principal centre.** ~~It is accepted that over the next twenty (20) years~~ The changing age demographic and a desire for more affordable and efficient lifestyles will start shifting the preferred dwelling preferences away from suburban dwelling houses towards more compact dwelling styles closer to centres, transport infrastructure and services.	▪ Refer to tracked changes. ▪ Removed from planning scheme to eliminate time damage for future development.

<table>
<tr><th>PROPOSED CHANGE</th><th>JUSTIFICATION</th></tr>
<tr><td colspan="2">3.3.1 Strategic Outcomes</td></tr>
<tr><td>~~(1)~~ The pattern of settlement is reinforced in accordance with the Strategic framework – settlement pattern maps (SFM-1 to SFM-4) and as defined in Table 3.3.2.2 – Strategic map designations and descriptions. ~~Sufficient land has been allocated for residential, commercial, industrial and community uses to meet the needs of the region for at least twenty (20) years.~~
Rewording changes made to Item (9) and (11) for clearer policy direction.</td><td>▪ Remove timeframe reference from this policy outcome.
▪ Refer to tracked changes.</td></tr>
<tr><td colspan="2">3.3.2 Planning scheme places</td></tr>
<tr><td><u>Table 3.3.2.2 — Strategic map designations and descriptions</u>
The addition of Parkhurst (Boundary Road) as a District centre and removed as a Local centre.
<table>
<tr><td>District centre</td><td>A concentration of land uses including retail, residential, small-scale offices, administrative and health services, community, entertainment and recreational facilities capable of servicing a catchment area of 5,000 to 8,000 households.</td><td>• Allenstown
• Gracemere
• Parkhurst (Boundary Road)</td></tr>
<tr><td>Local centre</td><td>Provides for the day-to-day convenience needs of the surrounding catchment area of between 3,000 to 5,000 households. The convenience needs include medical and personal services, food and drink outlets, shops and a hotel or other uses that provide a community focal point. Community services that directly support the immediate community and residential development are supported within these centres.</td><td>• Frenchville (Dean Street)
• Norman Gardens (Farm Street)
• Norman Gardens (Norman Road)
• Mount Morgan
~~• Parkhurst (Boundary Road)~~
• Parkhurst (William Palfrey Road – Lot 5 on SP238731)</td></tr>
</table></td><td>▪ Parkhurst (Boundary Road) Local centre has been changed to a District centre.
▪ This is based upon the current approval over the land and additionally, the new zone accords to the “Review of Centre Policy and Provisions, Draft Planning Scheme” report undertaken by Buckley Vann and Urban Economics in October 2014. The report recommended that the Parkhurst (Boundary Road) local centre would evolve into a district level centre as population growth occurs in Parkhurst and the surrounding localities.

The Parkhurst shopping centre currently aligns with the district centre characteristics with the inclusion of full-line shopping centre.

▪ The report was commissioned to respond to zoning submissions for various commercial centres during the initial planning scheme consultation in 2014.</td></tr>
<tr><td colspan="2">3.3.3 Nature conservation, open space and natural corridor or link</td></tr>
<tr><td>(1) Nature conservation and open space areas contain national parks, public open space, environmentally significant areas (including corridors) as shown on strategic framework maps (SFM-1 to SFM-4) and other important ecological and landscape values. These areas are protected from urban development.
~~(6) Environmentally significant areas and corridors as shown on the strategic framework maps (SFM-1 to SFM-4) will be appropriately managed in accordance with best practice methods.~~</td><td>▪ Consolidated (1) and (6) into 1 specific outcome.</td></tr>
</table>

3.3.4 Townships	
~~(4) Development does not occur on or adjacent to land identified on the Agricultural Land Classification (ALC) overlay maps.~~	▪ Removed from the Townships section, as this provision is already stated in the rural section
(5) No expansion or infill of residential development beyond a single dwelling house on a single existing lot (~~except for a dwelling house, caretaker's accommodation or home based business~~) within the Kabra and Stanwell townships is to occur due to conflicts with existing and potential future land uses (such as the Gracemere Industrial Area) and the impact of flooding.	▪ Reworded for clarity.
3.3.5 Rural Residential	
Specific outcome 3 has been reworked to provide clearer tests. (3) Home based businesses involving (heavy vehicles ~~business~~) may establish within rural residential areas, where no significant impact occurs ~~subject to mitigating against adverse amenity impacts~~ on adjoining sensitive land uses. However, larger scale transport and freight use (which do not fall within the definition of a ~~are not defined as a~~ home-based business) ~~involving(heavy vehicles business)~~ must be located within the designated industrial areas or areas specifically identified elsewhere within this strategic framework, rather than in rural residential areas.	▪ Reworded to be specific that no significant impacts will occur.
(5) New subdivisions within rural residential areas must be serviced to an urban standard (including constructed roads and stormwater drainage). ~~Water and sewer services can be located on site~~	▪ Reference to water and sewer services has been removed given these provisions are listed in the code. It also removes wording of "can be" located on site which is ambiguous.
Editor's note—~~The current extent of r~~ Rural residential land will continue to be reviewed to reduce the extent within areas that are suitable for ~~limit further expansion into viable~~ rural activities. ~~land and in response to take up rate of identified rural residential land, natural constraints and emerging population and growth trends.~~	▪ The editor's note has been changed to remove ambiguity relating to the expansion of rural residential land. It now ties in with specific outcome 3.3.5.1 (2).
3.3.6 Rural	
Specific Outcome (2) – removal of planning scheme horizon.	▪ The removal of the timing enables reliance on the new urban and future urban strategic outcomes for timing as opposed to applicants attempting to justify premature urban development within the rural zone.
Specific Outcome (3) – more concise wording	▪ New language specifying that sensitive land uses will not occur when in proximity to incompatible development as opposed to "are not supported" provide for more clear policy direction within the planning scheme.

(4) Development will not alienate or impact on the productive agricultural capacity of rural areas. ~~(a) there is a significant and demonstrated need and public benefit from the proposal. It must also be demonstrated that the proposal can not be located on alternative sites of lesser agricultural value; or~~ ~~(b) the subject land is located so that farming, either alone or in association with surrounding parcels, is not practicable.~~ ~~Editor's note—Productive agricultural land has been identified on the Agricultural Land Classification (ALC) overlay maps.~~	▪ Duplication with 3.8.4 Rural Land with provisions related to Agricultural Land Classification overlay and ensuring these areas are protected.
(5)Separation areas from existing and future planned residential land uses are provided to maximise, preserve and protect agricultural production capacity and amenity values.	▪ Addition of separation areas to protect the productive capacity and amenity values of rural land.
(6) Subdivision of rural land will be regulated by minimum lot sizes established to maintain ~~land in viable sized parcels (no further fragmentation), aimed at maximising~~ the productive potential of the land. The amalgamation of existing smaller lots into larger proportions is encouraged.	▪ Reworked provision to give a clear direction of minimum lot size within the Rural Zone and its objectives. ▪ In circumstances where applicants have less than the minimum lot size, amalgamation is encouraged. This gives certainty to the user of the planning scheme and ensures clearer policy intent
(8) Dwellings are not established and further subdivision does not occur in historic subdivisions. ~~Residential and rural residential development is directed away from historical subdivisions as these areas are subject to constraints (such as flooding), have limited or no access to services and infrastructure and are isolated from community and other urban facilities.~~ Editor's note—Historical subdivisions throughout the region have been zoned limited development.	▪ Reworked provision to give more clarity of 'historic subdivision' by adding editor's note for the Limited Development Zone. ▪ This new provision gives clear indication that dwellings are not supported in historic subdivisions within Limited Development Zone.
(16) Renewable energy technology uses will be supported where there are no ~~potential~~ adverse impacts on adjoining and nearby uses ~~can be mitigated~~, including impacts associated with noise, light, emissions, infrastructure requirements or transport movements on transport networks.	• Reworded to provide less ambiguous wording • Removal of 'can be mitigated'
(17) Sustainable forestry and processing of forestry products will be encouraged, however, are located in less productive agricultural areas. ~~In preferred locations such as designated state forest areas.~~	• Protection of high-value rural lands.
3.3.7 Industrial (existing, new and future)	
(3) (c) new development does not expand into areas affected by natural hazards, ~~the physical characteristics of the land are suitable for development. If the land is subject to adverse impacts from natural hazards, development is avoided unless the risk can be mitigated to protect people and property to an acceptable level;~~	▪ Reworded for clarity and simplified/clear policy direction for natural hazards.
(3) (f) development of ~~suitable~~ land within the industrial and new industrial areas occurs prior to ~~is preferred over~~ future industrial areas; and	▪ Clarity purposes – Remove 'preferred over' and adding "occurs prior to" provides clear direction and timing for when and where industrial development should occur.
~~Editor's note—Unless land is already constrained by natural hazards or environmental constraints and no further land remains within industrial and new industrial areas, development may proceed to future industry areas.~~	▪ Policy intent to protect planned industrial areas

	from incompatible land uses and for future industrial development.
~~(7)~~ The ~~operational and~~ functional needs of the industrial use prevail over the built form except where adjoining visually sensitive areas, including residential areas and major road corridors. Ancillary office and sales areas are to be sited and orientated towards the primary street frontage. ~~a residential premise or zone and when located on the edge of the industrial area or adjoining a highway.~~	▪ This provision has been reworded to provide clear intent relating to industrial uses prevailing except where adjoining visually sensitive areas (that include residential areas and major road corridors). This replaces a residential premise which is vague.
(10) To eliminate land use conflicts within and bordering onto ~~throughout the~~ urban areas, it is preferred that historically located, medium impact, high impact and special industries at Lakes Creek, Depot Hill and Port Curtis are relocated to the Gracemere industrial area. In the interim, lawful uses on their current sites can continue to operate; however, increased production or any diversification must address impacts on adjoining sensitive land uses (including environmental nuisances) and maintain appropriate separation distances. ~~and address natural hazards.~~	▪ Reworked wording for clarity and to provide measurable intent. ▪ Proposed changes replace “throughout” with “within and bordering onto”. This removes ambiguity.
~~(11)~~ The Parkhurst and Lakes Creek precincts will continue to accommodate existing high impact industries (acknowledged by establishing precincts within the high impact industry zone). The future expansion of existing industries within these two (2) precincts must be controlled and environmental nuisances such as noise, dust, light and odour are contained onsite to ensure surrounding residential communities (including future residential communities) are not impacted upon.	▪ Provides more clarity for the user.
(12) The Parkhurst and Park Avenue industrial areas (excluding areas zoned high impact industry) will accommodate primarily low and medium impact industries due to their proximity to residential communities.	▪ Provides more clarity for the user.
~~(13) The Fitzroy River will continue to provide for waterfront and marine industry uses (acknowledged by the waterfront and marine industry zone). These areas will provide for boat storage, maintenance and construction facilities associated with waterfront and marine industry.~~ Replaced with: (15) The Waterfront and marine industry zone and Fitzroy River industry precinct facilitates marine industry related uses. These areas will provide for boat storage, maintenance and marine servicing facilities.	▪ Reworded provision to align with the direction and intent of the new Fitzroy River industry precinct. ▪ This ensures vertical alignment from the zone codes, overall outcomes to the strategic framework.
~~(17) The Gracemere industrial area is ideally located at the junction of the north, south and western road and rail corridors to function as a significant regional and interregional logistics hub.~~	▪ Relocated to 3.8.3
(20) Significant regional facilities ~~which are not located within a designated industrial~~ area such as the Bajool explosives reserve are to be buffered from sensitive land use(s). Future expansion of these industries, while supported due to the contribution to the local economy, must minimise ~~mitigate~~ impacts upon nearby or adjoining sensitive land use(s).	▪ Removal of ambiguity in the provision

3.3.8 Urban and new urban	
(1) Urban and new urban areas are characterised by walkability between housing and activity nodes, such as a park, shop or bus stop. They offer a choice of housing types, including dwelling houses, semi-detached or dual occupancy housing, row or terrace houses, some multiple dwellings (in accordance with the specific outcome (6) below) and small-scale live/work buildings (i.e. home based businesses). While dwelling houses are the most common use, many dwelling houses are on a range of smaller lots.	▪ Additional wording for clarity
(2) Urban and new urban areas allow for adaptable ~~small-scale multiple~~ dwellings that provide intergenerational housing options catering to young people, families and support for ageing in place. ~~In this regard, development for multiple dwellings is directed to the low-medium and high density residential zones or where located in proximity to centres, services and the public transport network.~~	▪ Remove small scale, to reflect all dwelling types. ▪ Facilitate intergenerational housing options to cater for young people, families and the aging population; it should not be restrictive to a multiple dwelling use.
(5) Urban development is contained within the urban and new urban areas to achieve the following outcomes: (a) the impacts from natural hazards are mitigated or avoided, including the potential future impacts resulting from climate change; (b) ~~biophysical~~ environmental values and green breaks are maintained; ~~(c) land identified on the Agricultural Land Classification (ALC) overlay maps is protected and not compromised by urban development;~~ (d) rural, natural asset, landscape and environmental values are protected; (e) a coordinated sequence that ensures the efficient delivery of infrastructure and services; (f) safe and efficient access to retail goods and services, community and recreational facilities and employment opportunities; (g) a range of housing and lifestyle options consistent with the forecast changing demographic characteristics and expectations; (h) the opportunity for increasingly sustainable and healthy lifestyles, including a reduced dependence on motor vehicles by providing convenient access to public transport, walking and cycling; and (i) infill and intensification is focused around centres and transport facilities.	▪ Delete duplication of ALC mapping as this is reflected under s3.8.4 Rural Land Element.
(6) Housing other than dwelling houses is located ~~preferred~~ on lots with particular attributes, like corner lots, lots with rear lane access, and lots located on higher order roads and with convenient walking distance to centres, parks and major community facilities or public transport. ~~near open space, centres or public transport and are within easy walking and cycling distance to a range of local facilities, like shops, schools and parks.~~	▪ Overall outcome has been reworded to align with the residential zones.
(7) A variety of residential lot sizes and designs is provided to cater for diverse and changing housing needs within the community. The scale of buildings is appropriate to the size of the lot and to the character of the neighbourhood.	▪

(8) Urban and new urban areas (excluding neighbourhood centres) contain existing land uses that provide for a localised service function such as small-scale food and drink outlets, community uses and services. These land uses can continue; however, the expansion of these uses or the establishment of new uses must function to service the needs of the immediate local residential community ~~provide for a local convenience function~~, not conflict with sensitive land uses, not compromise the role and function of designated centres and be consistent with the relevant zone code.	▪ Reworded 'local convenience function' to provide a function to service the needs of the immediate local residential community. ▪ Provide clarity regarding defining a small-scale centre.
(12) ~~These n~~New communities are well planned and demonstrate the following: a) subdivision occurs in a sequenced manner and coordinated with surrounding land ~~in coordination with future planned infrastructure and services~~; b) provide for attractive streets that are well-connected to parks, community facilities and centres to support sustainable lifestyles including pedestrian and cycle transport; c) the land does not have significant environmental or ecological values, including but not limited to areas of environmental significance, wildlife and environmental corridors and waterways and wetlands; d) the physical characteristics of the land are suitable for development. If the land is subject to adverse impacts from natural hazards, development in greenfield areas is avoided ~~unless the risk can be mitigated~~ to protect people and property to an acceptable level; e) development will protect significant landscape features and areas of high scenic value ~~not result in visual impacts, loss of scenic values and permanent scarring of the landscape~~; f) future social and economic needs and characteristics are catered for; g) development does not cause or exacerbate existing land use conflicts with respect to major industrial uses (including the Gracemere and Parkhurst industrial areas) or other land uses such as existing intensive rural land uses or extractive industry; h) ~~development~~ provides for a variety of residential lot sizes and designs; i) the balance of land or future stages of large greenfield sites are retained in large parcels; j) development is sequenced and coordinated ~~occurs~~ in a way that provides for the most efficient connection and maintenance of existing and future ~~trunk~~ infrastructure and services; and k) development is consistent with the strategic framework maps (SFM-1 to SFM-4).	▪ The new wording aligns more closely with the zone (e.g. LDR 6.2.1.2(d)) ▪ Clear and concise wording which results in the removal of 'mitigated', providing more certainty for the community and developers. ▪ (j) – Cleaned up wording relating to sequencing and coordination
~~(17) Infill development is encouraged in existing urban areas, particularly within proximity to centres, transport, and community and recreation facilities.~~	▪ Remove of duplication as this is covered within the Strategic Framework under 3.3.10 Element - Urban Infill and Intensification.
(19) The Fitzroy River accommodation precinct provides for short-term accommodation in the form of the re-use of an existing dwelling and small-scale non-residential uses directly associated with boating activities (for example bait and tackle shops, food and drink outlets), provided they do not adversely affect residential amenity.	▪ The inclusion of an additional provision to reflect the introduction of the Fitzroy River accommodation precinct within the Low Density Residential Zone in the planning scheme.

(25) Mount Morgan currently provides an affordable housing option; however, there will be no expansion of the current urban areas due to insufficient ~~new residential greenfield development will not be supported outside of the current urban area until adequate~~ infrastructure and local employment opportunities are available. Challenges include providing a reliable water supply, sewerage treatment capacity and safe commuter road access to other centres.	▪ Reworded to provide more clarity for this provision.
~~(25) Residential infill development will be supported within the existing urban area.~~	▪ Duplication of 3.3.10 for urban infill and intensification.
3.3.9 Future Urban	
Gracemere The area immediately adjacent to the landfill site in Lucas Street may be suitable for urban development in the long-term after the landfill function of the facility ceases. ~~If the residential growth experienced prior to the resource industry downturn returns, some residential development in future urban areas may be supported earlier than identified, subject to satisfactory arrangements for the supply of trunk infrastructure.~~	▪ The reference to residential growth has already been stated previously. Where a residential need arises, consideration can be given to a future urban area.
3.3.10 Urban infill and intensification	
(7) No further expansion of commercial, retail or industrial uses along High Street, and east and west of Musgrave Street (outside of the specialised centre) will occur ~~be supported~~.	▪ Provides more clear intent for no further expansion of commercial, industry and retail outside of the specialised centre.
~~(8) Residential development in proximity to Moores Creek will be required to be resilient to potential flood events.~~	▪ Duplication provisions within 3.4.3 Natural hazards and climate change.
3.3.11 Centres	
(2) The centre's hierarchy is maintained to ensure a concentration of employment and business activity that services the planning scheme area. This concentration of activities will ensure: (a) efficient use of existing infrastructure provided by both the public and private sectors; (b) efficient means of undertaking activities within the one area, reducing the need for multiple trips; (c) co-location of activities to promote choice for users and competition between businesses; (d) public transport networks, based around a concentration of critical mass of activities and people, are supported; (e) business activity is maintained and vacancies and low levels of amenity are reduced; and (f) increased confidence in investment decisions.	▪ The new policy introduced to provide more informative wording around the centre's hierarchy.
(21) The Quay Street precinct will accommodate retail, tourism, markets, short-term and permanent accommodation. This precinct will provide a focal point for active frontages by accommodating food and drink outlets (cafe and restaurants) and entertainment facilities, taking advantage of being located close to the riverbank and access to the Fitzroy River. ~~Other~~ Uses that do not support an active frontage such as offices at the ground floor level are not preferred in this precinct. However, small-scale offices may face Quay Lane where they create fine-grained facades and provide for extensive overlooking of the street.	▪ Additional wording under Quay Street precinct specific outcome to reflect policy change that supports offices at ground level in Quay Lane in accordance with Principal centre zone code.

Allenstown, ~~and~~ Gracemere and Parkhurst district centres (30) District centres provide for household's major weekly or fortnightly shopping and therefore are the intended location for a full-line supermarket. New full-line supermarkets are to be located in the Gracemere district centre (not the Allenstown district centre) and Parkhurst (Boundary Road) district centre (limited to one (1) full-line supermarket to service the Parkhurst catchment) or higher order ~~level~~ centres and not in lower order centres or out of centre locations, unless specifically provided for elsewhere. Parkhurst (Boundary Road) is deleted from Local and neighbourhood centre.	▪ New wording introduced to provide clear direction of the intent for the northern catchment of Rockhampton in relation to centres. ▪ Due to the construction of the Parkhurst (Boundary Road) centre that operates as a full-line supermarket. ▪ Refer to 3.3.2 Planning scheme places response for further justification.
(36) No additional local centres (beyond those that are zoned) are required within the existing urban areas. ~~and e~~Existing neighbourhood centres are not to expand beyond serving a wider local centre catchment. Greenfield areas may accommodate new centres, with a local centre in North Parkhurst (along William Palfrey Road on Lot 5 SP238731) being required where commensurate with the growth of the immediate catchment and that does not detract from the ~~planned~~ Parkhurst (Boundary Road) district centre. Gracemere may also require a neighbourhood centre in the southern growth area to service the predicted population growth. It is not expected that local or neighbourhood centres will accommodate a full-line supermarket.	▪ Removal of the "planned" for the Parkhurst (Boundary Road) centre, as this centre already exists; ▪ Clear indication that not full-line supermarkets are expected in local/neighbourhood centres in the life of this planning scheme.
3.3.13 – Specific use	
(5) Development within specific use areas does not detract from the role and viability of centres ~~Rockhampton's principal centre including large-scale offices~~.	▪ Removal of a land use which has the potential to make this misleading by primarily focusing on large-scale offices. Inconsistent development should not detract from the role and viability of centres.
(6) Development within the Rockhampton Airport area (identified by the Rockhampton airport precinct) provides for airport-related activities and supporting services. Supporting services includes commercial, retail, low impact industry and short-term accommodation that primarily serve the commuting passenger and military activities. Future expansion of commercial uses servicing the airport is supported south of Hunter Street within the airport precinct. All development must be in accordance with the intent of the designated sub-precincts and must not detract from the orderly development of existing centres. The new development will be required to mitigate against known flood impacts through appropriate design and siting to ensure prompt recovery after flood events. ~~Development will only be appropriate where natural hazards and environmental constraints are properly addressed.~~	▪ The new policy introduced to provide more informative wording around the centre's hierarchy.
(7) Rockhampton Base Hospital and Rockhampton Mater Hospital and associated uses will continue to develop as the regional health services centre. ~~Future growth will be protected from conflicting development.~~ Development that assists the amenity and functionality of this centre for patients and their families, including some short-term accommodation and car parking will be supported provided that the development of these uses does not detract from the role, function and vitality of Rockhampton's principal centre and other nearby centres.	▪ The sentence is ambiguous as there is no clarity of what a conflicting development is in this context. ▪ Surrounding land uses are primarily residential therefore the urban strategic outcomes will cater for conflicting development. ▪ To remove any uncertainty, this sentence has been deleted.

(8) CQUniversity ~~and CQ Tafe~~ will remain the focus of tertiary education and vocational training. Expansion of the~~se~~ university facilities is supported. Opportunities exist for the future redevelopment of the CQUniversity ~~TAFE~~ site on Canning Street for either community or residential related land uses.	▪ CQUniversity and Rockhampton TAFE have merged.
3.4.3 Natural hazards and climate change	
~~(1) Development minimises the risk to human life and property (including risks to infrastructure and economic assets) from coastal processes, natural hazards (including flood, erosion, storm tide, bushfire and landslide) and the possible impacts as a result of climate change as established by the best science of the day (precautionary approach).~~ Development in areas subject to natural hazards (including flood, bushfire, steep land, erosion and storm tide) avoids an acceptable increase in the extent or the severity of the natural hazard, and the safety of people is maintained and damage to property is not increased. ~~(2) Development occurs in areas where it is commensurate with the identified level of risk to persons, property and infrastructure.~~ ~~(3) Development maximises flood immunity by avoiding planning area 1 in identified creek catchments, high or extreme hazard riverine flooding areas and not increasing flood impacts within existing areas.~~ ~~(4) The identified settlement pattern is adhered to as it has been determined to avoid further expansion of urban and rural residential uses into high and extreme hazard areas and to mitigate the hazard risk in built-up urban areas.~~ Urban and rural residential areas do not expand into areas of natural hazard and the risks in existing built-up areas is not increased. (3) Significant areas of the Rockhampton region are already established within the Fitzroy River floodplain and creek catchment areas. Within these areas, the flood risk will be managed by avoiding the intensification of development ~~and the subdivision of land~~ in high or extreme hazard areas and planning area 1. (4) The creation of new lots within all Fitzroy River flood hazard areas, North Rockhampton flood management area and the creek catchment planning areas will also be avoided. ~~(6) Development must be able to withstand the short-term impacts of cyclones, including high wind loadings, erosion and flash flooding.~~ (7) Land identified ~~in statutory planning instruments as required~~ for future hazard mitigation works is protected from development that compromises these projects.	▪ Clear and concise wording (use of wording such as avoided as oppose to mitigated) ▪ Removal of *mitigate the hazards*. ▪ Clear and direct provisions relating to no further development into areas of natural hazards and for the risk not to increase.

3.4.4 Coastal environment	
~~Editor's note – Coastal dependent land uses refers to a land use that adjoins the waterfront or access to the water is essential to its operation, including industrial and commercial facilities, such as ports, harbours, jetties, pontoons, marinas, ramps and slipways, coastal or marine (boating) tourism facilities and appropriate marine service industries.~~	▪ A definition has been added within the planning scheme which covers this editor's note. Hence the removal as an editor's note. ▪ The planning scheme definition aligns with the State Planning Policy definition
3.4.5 Water resources, catchment management and healthy waters	
(6) Land development enables sustainable stormwater infrastructure which protects water quality, environmental values and maintains or enhances community health, safety and amenity.	▪ The new provision provides support for water sensitive urban design which is reflected in the planning scheme policies and stormwater management code.
(8) Public access and use of the state coastal land, watercourses and water bodies is maintained but does not diminish environmental values, water supply reliability and recreational benefits for future generations.	▪ Introduction of state coastal land in accordance with latest SPP requirements
3.5.1 Community identity and diversity	
(3) Cultural heritage is conserved and the ~~including~~ character and identity of communities in urban and rural areas is ~~housing and heritage buildings are~~ conserved and enhanced.	▪ Reworded provision for clarity.
~~(5) Crime prevention through environmental design is achieved in urban areas including public spaces to improve public safety.~~	▪ The requirement already stated above in outcome (4).
3.5.2 Housing diversity, safe communities and equitable access	
(2) Residential development provides for a range of housing types that recognise a range of income levels, the changing household demographic and physical needs of residents during their lifetime. This is achieved by providing: (a) dwellings in a range of sizes ~~at different densities~~ to maximise choice and affordability across the community; (b) adaptable accommodation to suit the needs of residents throughout their lifetime without the need for major adaptation or specialised design ~~This accommodation shall be mainly located within proximity to public transport, community facilities and centres~~; and (c) a dwelling mix that allows residents to remain living in their preferred community as they age (ageing in place).	▪ Removal of duplication of urban and new urban outcomes which specifies a location to public transport and other amenities.

3.5.4 Heritage and character	
(4) Rockhampton and Mount Morgan possess specific areas of residential and commercial character. These areas are maintained by retaining specific buildings and ensuring sensitive redevelopment and demolition controls to preserve the streetscape and built form. ~~Specific areas of pre-1946 housing character exist within Rockhampton (particularly in The Range) and Mount Morgan. Housing within these areas is conserved and enhanced and new developments are in keeping with the surrounding streetscape and built form.~~	▪ Reworded to remove the wording relating to pre-1946 house characters and provide further clarification relating to protection and conservation of the character buildings.
3.5.5 Sport and recreation and open space	
(4) Further development of regional level sporting facilities located at the Rockhampton major sports precinct (Wandal) is encouraged by co-locating community, entertainment, sporting and recreational uses, within current and new multi-use facilities. This will strengthen the Region's capability of holding major sporting and entertainment events, within proximity to existing commercial centres (including accommodation), infrastructure services and community assets.	▪ This provision provides strategic acknowledgement of a regional level sporting level to be located within the major sports precinct in Wandal. The provision reinforces co-location of sporting clubs for the establishment of a multi-use facility to attract larger sporting and entertainment events. ▪ The addition to the strategic framework provides clear indication for sporting growth to be concentrated within the Wandal major sports precinct.
3.8.3 Industrial development	
(5) The Gracemere industrial area is ideally located at the junction of the north, south and western road and rail corridors to function as a significant regional and interregional logistics hub.	▪ Provision relocated from section 3.3.7 – Settlement pattern – Industrial area
3.8.8 Tourism	
~~(2)Existing and planned tourism developments within areas as shown on the strategic framework maps (SFM-1 to SFM-4), including short-term residential accommodation, are encouraged.~~	▪ The provisions related to tourism are already covered within the strategic framework, and this provision repeats previous requirements. Repeating provisions with different wording can lead to ambiguity within the scheme, hence the removal of this provision.
Part 4 Local Government Infrastructure Plan	
No changes.	

Part 5 Tables of assessment	
General	
Throughout the tables of assessment minor changes have been proposed to provisions related to the reuse of existing buildings and structures where involving an extension and to the gross floor area wording (including removal of the editor's note). This is reflected in the centre's zones.	▪ Removed complexity and improve the readability and interpretation of the tables of assessment
Short term accommodation has been in low density and low-medium density residential zones for where they are located within an existing dwelling house.	▪ This enables lawful short-term accommodation within existing buildings should applicants comply with the appropriate requirements (eg. Air BnB, Stayz.com).
Low density residential zone, Low density residential zone — Fitzroy River accommodation precinct, Low-medium density residential zone	
• The **Short-term accommodation** use becomes accepted subject to requirements if it is for the reuse of existing dwelling(s).	▪ As above.
▪ Introduction of **Table 5.4.1.1.2 — Low density residential zone — Fitzroy River accommodation precinct**	▪ The table of assessment has been updated to reflect the requirements within the Low density residential zone code. ▪ This table provides the permitted land uses within the fishing precinct ▪ To encourage short-term accommodation in existing buildings and small-scale boating and fishing related land uses.
Low-medium density residential zone	
• Community-related uses and accommodation activities to be code assessable when located on a road classified minor urban collector or higher.	▪ This aligns with higher level policy intent relating to being accessible and close to public transport. Therefore, should these uses be located on the appropriate road, they remain as code assessable.
High density residential zone	
• Multiple dwelling, Residential care facility, Retirement facility, Rooming accommodation, Short-term accommodation have become Accepted Subject to Requirements if the reuse of existing building(s) or structure(s) and not involving more than minor building work, otherwise Code.	▪ The table of assessment has been updated to reflect current trends in ageing population and enables apartments, units to be converted into another residential use without being triggered by the planning scheme as assessable development.
Principal centre zone — Quay Street precinct	
▪ Office If: (a) the reuse of existing building(s) or structure(s) and not involving more than minor building work; (b) not located at ground floor level when having a frontage to Quay Street; ~~and~~ or (c) ~~located within premises containing another use~~ the gross floor area is less than or equal to 150 square metres when having a frontage to Quay Lane.	▪ Changes are made to make offices accommodation impact assessable should they be proposed on the ground floor, facing Quay Street within the Quay Street precinct. ▪ Amendments encourage offices facing Quay Lane where they are less than 150 square metres or less in gross floor area.

District centre zone, Local centre zone and Neighbourhood centre zone	
• ~~Editor's note – The gross floor area threshold is calculated for a new use or an extension to an existing use. It is not the cumulative total of the existing centre and the additional gross floor area forming part of the development~~	▪ The removal of this threshold aligns with the industry categories table of assessment. The site cover for centres is covered under the provisions of the zone code and therefore this requirement is not relevant.
Sport and recreation	
• Indoor sport and recreation use is accepted (*no assessment criteria)* where the development is undertaken by a public sector entity, otherwise, Code Assessment is required. • Community use has been made accepted development where undertaken by a public sector entity (also reflected in the precinct).	▪ Enables public sector to undertake an indoor sport and recreation without requiring a development permit. ▪ Should the development be undertaken by the private sector, these uses will be code assessable; ▪ Reduced provisions for community uses undertaken by Council within the sport and recreation and open space zones.
Open space zone	
• Community use is no longer triggered as impact assessable when not undertaken by a public sector entity.	▪ Reduce processing time for consistent uses on public open zone land.
• Tourist Park is accepted development subject to requirements (Open Space Zone Code and Works Code) when undertaken by a public sector entity.	▪ Enables public sector to undertake a Tourist Park without requiring a development permit. ▪ Reduced provisions for a small non-commercial tourist park when undertaken by Council within the open space zone.
Low impact industry zone	
• Removal of Renewable Energy Facility as code assessable	▪ Removal of renewable energy facilities within Low Impact Industry ensures public consultation for development applications. Low impact industry zones are generally within proximity to residential areas, and renewable energy facilities such as wind farm/solar farm will result in a loss of amenity to adjoining residents
• *Where within South Rockhampton Precinct* A warehouse use is impact assessable unless reusing an existing building or structure and not involving more than minor building work.	▪ Updated provision to include where involving the reuse of an existing building to align with the flood hazard overlay code requirements.
Waterfront and marine industry zone — Fitzroy River industry precinct	
• Refer to new **Table 5.4.5.1.1 — Waterfront and marine industry zone — Fitzroy River industry precinct.**	▪ This new precinct enables new small-scale fishing related industrial development to occur where associated with the Fitzroy River and supports boating and other fishing-related activities. ▪ These are the identified suitable land uses the planning scheme will support once adopted.

Rural zone (including both precincts)	
• Aquaculture is made Accepted subject to a higher threshold and reference update to *Accepted development requirements for material change of use that is aquaculture*.	▪ Small-scale aquaculture is already regulated by the State government. Changes have been made to align with current State government thresholds. ▪ The threshold is now 10 hectares in total water surface area as opposed to 5 hectares in total size under the current planning scheme.
• Home based business has a threshold of two heavy vehicles and trailers being accepted development.	▪ The table of assessment has been updated to reflect the requirements within the rural zone code.
Rural residential zone	
• Home based business has a threshold of two heavy vehicles and trailers being accepted development.	▪ The table of assessment has been updated to reflect the requirements within the rural and rural residential zone codes.
Reconfiguring a lot	
• Relocation of Limited development (constrained land) zone from being grouped with the rural zone to allow for boundary realignments otherwise the creation of additional lots becomes impact assessable.	▪ This aligns with the Reconfiguring of a lot code in Part 9 Development Codes. ▪ There is no minimum lot size for the Limited development (constrained land) zone so therefore it is clearer to separate the two zones in the table of assessment.
Building Works	
Removed from Planning Scheme.	▪ Removal of triggers associated with class 10a structures or buildings from the planning scheme in relation to zone code requirements. Provisions are to remain within overlay codes in relation to flooding etc.
Operational work associated with an advertising device	
Operational work associated with an advertising device table of assessment has been reworked.	• The changes will improve the useability of the table, showing clearly what is triggered in each zone. • There are changes in the wording of a billboard/pylon sign to be a freestanding sign which has been consequently updated through the Table of Assessment. • The number of signs subject to accepted development has been increased. • Small-scale or temporary signage is no longer triggered for assessment under the planning scheme; these devices may potentially be regulated by Local Laws.

Overlays	
Airport environs overlay	
Refinement of triggers related to animal keeping, cropping, aquaculture, low impact industry and utility installation uses. In addition, some assessments have now been made accepted development under the overlay code and therefore, resulted in changes to the editor's note.	▪ Airport environs overlay table of assessment has been updated with the inclusion of new land uses.
Character overlay	
Two new overlay triggers for Residential character demolition control area and Commercial character demolition control area regarding building work (minor demolition, relocation of a building on the same site / off-site or total demolition). New triggers for Residential character design control areas for external alterations or minor building work.	▪ Allow additional protection for significant commercial character buildings.
Coastal protection overlay	
Table of assessment includes for caretaker's accommodation to become accepted development in the relevant zone.	▪ In any event, it would be highly likely that they would already be triggered by the flood hazard overlay (flood hazard area has a greater extent).
Flood hazard overlay	
▪ Wording changes to the Table of Assessment relating to the new Fitzroy River flood hazard categories (H1 – H6).	▪ Alignment of the Table of assessment to reflect the new Fitzroy River flood hazard categories (H1 – H6). ▪ It is noted that the same earthworks triggers for operational works remains, the ROL trigger does not change
Within the Fitzroy River flood high / extreme hazard and creek catchment flood planning area 1, provision has been made for a dwelling house or dwelling unit where accepted in the relevant zone (mainly within low density residential zone) to be accepted development where involving the replacement or alteration to an existing dwelling.	▪ The Fitzroy River flood high / extreme hazard and creek catchment flood planning area 1 table of assessment includes provisions for a dwelling house as accepted development, providing the opportunity for property owners to replace or undertake minor alterations to an existing dwelling house (subject to freeboard minimum requirements) and not require a material change of use application.
Land uses which are already code or impact throughout all zones, have been removed from the Flood hazard overlay table of assessment, as these land uses are already triggered via the "any other material change of use" section.	▪ Reduces the size and complexity of the flood hazard overlay table of assessment.
Heritage place overlay	
Removal of alterations and other aspects already regulated under the *Queensland Heritage Act 1992*.	▪ Remove duplication that is already covered by other legislation.

Special management overlay	
The inclusion of accepted development options for dwelling house and dwelling unit in the special management area overlay.	▪ This enables existing dwellings to carry out renovations and replacements of those dwellings are already having use rights. Otherwise, the provisions are implemented to trigger dwelling houses as impact assessable.
Steep land overlay	
Caretaker's accommodation inclusion.	▪ Caretaker's accommodation currently has no change to the level of assessment should applicants sought carry out this land use within a steep land overlay. ▪ The amendment proposed to trigger caretaker's accommodation (currently dwelling houses are triggered) where within the 25% slope or greater.
Part 6 Zones	
General	
▪ Low density and low-medium density overall outcomes relating to short-term accommodation have been added – (a) short-term accommodation only occurs where it: (i) is established in an existing dwelling; (ii) does not adversely impact on the amenity of the surrounding residential area; (iii) maintains the appearance of an ordinary dwelling that is consistent with the intentions of the zone; and (iv) is limited in scale and duration; Note—Use of a dwelling for short-term accommodation in this context may take the form of short-term rental, Airbnb or similar accommodation. Purpose built commercially run short-term accommodation facilities are not intended. Short-term accommodation does not include a party house, which is separately defined.	▪ New provisions relating to the Fitzroy River accommodation precinct which are centred upon reusing existing dwelling houses for short-term accommodation. ▪ The overall outcomes further support boating activities and small-scale non-residential as listed in 4 (c). ▪ New overall outcomes relating to short-term accommodation for Airbnb and stayz.com.
▪ Performance outcomes and Acceptable Outcomes are listed for 'requirements for accepted development' throughout low and low-medium density residential zone relating to short-term accommodation provisions.	▪
Low Density Residential Zone	
▪ Overall outcome 2(b), the inclusion of the wording "not providing for short-term accommodation except in the circumstances stated in (d)".	▪ Reference to a new provision relating to short-term accommodation for where they are established within existing dwelling houses (which supports Airbnb developments).

▪ Overall outcome 2(c), removal of tourist parks.	▪ The intent of the zone is to provide for permanent long-term residents, whereby a tourist park provides for short-term accommodation only. The relocatable home park definition already covers the long-term accommodation of residents.
▪ Overall outcome (4) Fitzroy River accommodation precinct (4) The following overall outcomes of the Fitzroy River accommodation precinct are additional to those of the low density residential zone and take precedence in the event of a conflict: (a) due to extreme flood constraints, no new or further intensification of residential uses occur, (except for the reuse of an existing dwelling for short-term accommodation). Note—Short-term accommodation is intended as set out under (2)(d) above. (b) development does not result in a density of more than one (1) dwelling per lot; (c) small-scale non-residential uses directly associated with boating activities (for example bait and tackle shops, food and drink outlets) may be established provided they do not adversely affect the character and amenity of the precinct.	▪ New provisions relating to the Fitzroy River accommodation precinct which are centred upon reusing existing dwelling houses for short-term accommodation. ▪ The overall outcomes further support boating activities and small-scale non-residential as listed in 4 (c).
▪ **PO26:** New development within greenfield areas for urban purposes on lots greater than five (5) hectares:	▪ Providing users with more guidance on the applicability of this provision by stating a land parcel size where structure planning is required.
▪ **PO28 – PO30:** New provisions for the Fitzroy River accommodation precinct which provide acceptable outcomes for food and drink outlets, shops, retail uses, outdoor sales and the like.	▪ The new provisions provide applicants measurable gross floor areas to adhere to as well as ensure that any stand-alone offices, shopping centres, showrooms and hardware and trade supplies are not supported.
Centre zones category	
Updated concept plans for the Principal Centres Zone.	▪ Concept plans have been updated resulting from the adoption of CBD Redevelopment Framework in 2017. These updates include pedestrian laneways/cross block linkages.
Principal Centres Zone	
▪ **Quay Street precinct** (6) The following overall outcomes of the Quay Street precinct are additional to the overall outcomes of the principal centre zone and take precedence in the event of a conflict: (a) the following development is located in the precinct: (i) offices only where they are: (A) above ground level with a frontage to Quay Street - (to ~~encourage~~ ensure active uses such as restaurants, cafes or shops at the ground floor level); or (B) small-scale, create a fine-grained façade and provide for extensive overlooking of the street when at ground level in premises with a frontage to Quay Lane;	▪ The amendment to the overall outcome provides clear direction for office accommodation within the precinct. When fronting Quay Street, offices are to be above ground level and when fronting Quay Lane, they can be at ground level and create a fine-grained façade and provide for extensive overlooking of the street.

▪ **Quay Street precinct** ▪ The inclusion of PO20 and AO20.1 into Accepted Subject to Requirements provisions. ▪ An editor's note has been added to give the user direction as to what Council prefers to see – "Council's preference that studio and boutique style offices front Quay Lane and larger scale commercial offices reside within the Core Precinct."	▪ PO20 and AO20.1 provide outcomes specific to office accommodation within the Quay Street precinct fronting Quay Lane.
▪ **Quay Street precinct** ▪ Removal of AO41.1 and AO41.2 from Acceptable outcomes and reworded into POs as they are not measurable outcomes. ▪ The inclusion of PO43 and PO44 into Table 6.3.1.3.2 — Development outcomes for assessable development	▪ The current acceptable outcome has been moved to a performance outcome, whereby be allowing flexibility with "no acceptable outcomes" being nominated.
District Centres Zone	
The only amendments in relation to the District Centres Code relate to the Parkhurst (Boundary Road) Centre becoming a District Centre from a Local Centre. A submission was made to Rockhampton Regional Council by the owners in relation to the amending the zone to a higher order centre. Amendments listed as follows: ▪ Overall Outcome (2) (f) – reworded to provide more appropriate language: "southern catchment" as oppose to "southern part" ▪ Overall Outcome (2) (g) – delete sections about Parkhurst (Boundary Road) will evolve into a District Centre and reword **that it will accommodate for a full-line supermarket**. ▪ Add Overall Outcome (8) and (9) – Inclusion of Parkhurst (Boundary Road) district centre. ▪ Throughout the District Centre code, there are consequential changes by way of the inclusion of additional figures for the Parkhurst (Boundary Road) District Centre. The figures are: » Parkhurst (Boundary Road) district centre concept plan (accepted subject to requirements and assessable elements » Parkhurst (Boundary Road) district centre concept plan (assessable elements)	▪ All the characteristics of this centre align with a District Centre as opposed to a Local Centre. ▪ Refer to 3.3.2 Planning scheme places response for further justification.
Local Centres Zone	
Removal of all references to Parkhurst (Boundary Road) Local Centre.	Consequential amendments throughout the code due to Parkhurst (Boundary Road) becoming a district centre.
Recreation zones category	
No changes	N/A
Environmental zones category	
No changes	N/A
Industry zones category	
Minor wording changes throughout all zone codes.	Removing ambiguity from provisions to ensure there is clear intent of the provisions.

Medium Impact Industry Zone	
▪ The inclusions break up PO23 and provide additional performance outcomes which clear policy intent of the Gracemere saleyards precinct. ▪ The inclusion of PO24, PO25, PO26 for the Gracemere saleyards precinct	▪ The initial PO23 has been altered and subsequently 3 new PO's have been introduced which provide a clearer intent of this precinct for the users.
High Impact Industry Zone	
Lakes Creek precinct The amendments have combined AO20 and AO21 together which the one PO20 can accompany for. The PO enables a greater range of items under the AOs. Refer to tracked changes for amendments.	▪ The AOs allow redevelopment for existing high impact industry uses where they are carried out within an existing building or previous or the use has previously been used for a high impact industry use or it does not increase the gross floor area by greater than twenty-five square metres ($25m^2$). ▪ It is acknowledged the tables of assessment states that development must not be greater than minor building works (5% expansion) – therefore any development greater than 5% will be triggered for Code Assessable development.
Parkhurst precinct Similar changes as per the Lakes Creek precinct by consolidating PO22 and PO23 into one new PO and providing all the previous AO's to be either AO21.1 **or** AO21.2	▪ This change provides more clarity within the AO's for when there is non-compliance for AO21.1. ▪ To consolidate the provisions into AO21.2 enables users to either comply with AO21.1 or alternatively address AO21.2.
Waterfront and Marine Industry zone	
▪ The inclusion of Fitzroy River Industry Precinct within overall outcomes (overall outcome 3). ▪ The inclusion of PO14 and AO14.1 – AO14.4 – these relate to developing a home base business within the zone and provide provisions relating to that land use. ▪ The inclusion of PO15 and AO15.1 – AO15.3 – these provisions relate to non-industrial land uses (such as food and drink, outdoor sales, and small-scale retail). ▪ A new heading for Land Uses which captures new PO17 and PO18 ▪ PO17 enables food and drink within the zone only where ▪ PO21 is solely based on the Fitzroy River Industry Precinct to ensure that no larger scale development such as shopping centre, showroom or hardware and trade supplies is carried out within the precinct.	▪ The provisions within the Fitzroy River Industry Precinct provide new regulation of land uses that are specific to the precinct. In this instance, a lot of the boating and marine industry land use is dealt with under the existing zone requirements. ▪ The new provisions in the assessable development table of the zone code protect existing centres and food and drink outlets to ensure that any development of that nature does not detract from existing land uses.
Other zones category	
Rural Zone ▪ Alignment of 10-hectare threshold in AO2.1 and AO18.1 for aquaculture land uses.	▪ This aligns with State Planning Policy whereby thresholds for aquaculture are 10 hectares.

Rural Residential Zone ▪ Overall outcome 2(a) amended sentence structure based upon ancillary uses that do not compromise the residential amenity of the area ▪ The inclusion of Overall outcome 2(d) "transport and freight uses, which do not meet the definition of a home-based business, are not established in the rural residential zone;" ▪ Deletion of *Water and sewer services can be located on site* as this does not provide clear scope whether these services must be located on site;	▪ Minor changes based on sentence structure. ▪ Overall outcome 2(d) echo's the rural zone and additionally, this it is dealt with in the Strategic Framework for rural residential. To ensure horizontal alignment, this provision has been added. ▪ The deletion of *water and sewer services can be located* on site is dealt with by the water and sewer code.
Part 7 Local plans	
No changes.	No local plans exist under the Rockhampton Region Planning Scheme
Part 8 Overlays	
General	
Using the words 'avoid' or 'minimise' rather than unclear or uncertain terms such appropriate, suitable, desired and preferred.	▪ This provides for certainty to the user of the planning scheme and ensures clearer policy intent. ▪ This change through the strategic framework and overlay codes (particularly within codes related to natural hazards) ensures the vertical alignment of policy directions is more consistently achieved.
The wording of – essential community infrastructure and community facilities have replaced community infrastructure wording.	
Acid sulfate soils overlay	
No changes.	N/A
Airport environs overlay code	
No changes.	N/A
Biodiversity overlay code	
No changes.	N/A
Bushfire hazard overlay code	
▪ Overall outcome 2(f) has been amended to remove "wherever practical" and reword part of the provision to become more simplified to be essential community infrastructure and community facilities	▪ The removal of 'where practical' removes ambiguity.
▪ Remove heading "Development within the buffer & medium bushfire hazard areas" ▪ Remove PO4, PO5 and PO6 and associated acceptable outcomes	▪ Currently, the buffer/medium and high/very high have similar requirements (with the exception of one requirement). Rather than repeating these requirements, they have been combined under the one heading.
▪ AO1.1.1 change of driveway length to 60 metres	▪ To align with the Capricorn Municipal Development Guidelines

▪ AO1.1.2 new provisions in relation buffer areas and access	▪ Provisions have been incorporated to include adequate separation distances from bushfire hazard areas. In addition, driveway length provisions have been reduced to ensure appropriate access for emergency service vehicles and turn around areas.
▪ AO2.1.1 the current requirement removed and replaced with specific requirements for residential, commercial and industrial areas.	▪ Provide more flexibility for commercial and industrial areas, rather than a single provision across all areas.
▪ AO3.1.1 has been removed (*now AO4.1.1)*	▪ The mapping already triggers development within high and very bushfire areas
▪ PO3 and AO3.1 have been introduced which is based on Activities involving hazardous material. The provisions are as follows: AO3.1 Development does not involve the manufacture or storage of hazardous materials within a bushfire hazard area	▪ Provides clear policy direction that manufacturing or storing hazardous material within a bushfire area does not occur.
▪ The inclusion of AO4.1 specifying that development with high and very high bushfire hazards has a BAL level of less than 12.5.	▪ The provision gives clear assessable outcomes for structures within the high and very high hazard areas.
▪ PO5 – wording amendment for Essential community infrastructure and community facilities.	▪ This is a consistent approach within the planning scheme and with the State Planning Policy.
▪ PO7 to be removed	▪ Bushfire management plans are required to address other provisions within the bushfire hazard overlay code and there is no need for a separate section
▪ Remove PO6 to PO9 provide new ROL provisions that relate to urban and non-urban areas	▪ Rather than providing general provisions across all areas, it is important to recognise that urban areas and non-urban areas require different standards in relation to the subdivision of land. Requirements within non-urban areas have greater flexibility as the risk is lower than in urban areas where there is a greater population.
▪ Remove PO10 and PO11 regarding Avoiding the hazard.	▪ PO10 and PO11 are repeated from earlier provisions. Therefore, there is no need for them to remain.
Character overlay code (previously Neighbourhood Character Overlay)	
General ▪ The overlay code has been updated to reflect changes in the demolition extent for residential areas within Wandal, The Range and Allenstown and the introduction of controls for commercial character building in the principal centre. ▪ Removal of wording relating to 1946 dwelling houses has occurred throughout the entire code	▪ A detailed analysis has been undertaken to determine significant character housing and commercial buildings throughout Rockhampton. The policy direction is to continue to preserve these buildings and areas due to their economic, social

▪ Reworded overall outcomes and performance outcomes which include provisions relating to retaining the traditional streetscape character. Given the increase in mapped residential character houses, the demolition provisions sought to protect character features of the identified	and community value.
▪ With the inclusion of demolition controls for the residential character demolition control areas as well as the commercial character demolition control area, additional provisions within the **overall outcomes** have been added to reinforce the protection of buildings that value-add to the streetscape. (d) development (including renovations and extensions) in the residential character design control area ensures: (i) that the design is sensitive to the built form, scale and character of the original building and surrounding buildings in the streetscape; (ii) the protection and retention of buildings that contribute to the character and architectural form of the area; (iii) the roof profile and building materials used are consistent with adjoining buildings; (iv) the front façade of buildings is consistent with the predominant front façade profiles of other character dwelling houses in the street and include a verandah which addresses the street; (v) enclosing the ground floor of a building does not have an adverse impact on its character; (vi) carports and garages do not dominate the frontage and are subservient to the predominant building; and (vii) low-rise (up to two (2) storeys) infill dwelling types such as dual occupancies and multiple dwelling units are at a dwelling house scale and incorporate design features that are compatible with the established character within the streetscape; (e) sites within the residential character demolition control area are identified to value-add to the existing streetscape throughout the region. Demolition controls ensure: (i) development protects residential buildings (or a part of a building) that forms part of a character streetscape primarily consisting of residential dwellings; (ii) development involving minor demolition work is facilitated through appropriate built form measures; and (iii) development permits demolition or removal of residential character buildings that are structurally unsound and incapable of repair; and (f) development (including renovations and demolition) on sites within the commercial character demolition control area ensure: (i) the protection and retention of buildings containing a concentration of character features; (ii) development permits demolition or removal of commercial character buildings that are structurally unsound and incapable of repair; and (iii) retention of facades that contribute to the continuation of facades in the streetscape.	▪ The updated provisions ensure the protection of significant character buildings (residential and commercial) throughout Rockhampton.

<table>
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New provisions in PO1 and AO1.1 relating to set backs which ensure that front setbacks are consistent with the residential street character.
<table>
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<td>PO1
The front setback of buildings is consistent with the urban form of the surrounding residential character area.</td>
<td>AO1.1
Development for any building which is not on a rear access lot is set back from any road alignment (excluding eaves, awnings, stairs and garage), within twenty (20) per cent of the average front setback of the adjoining houses fronting the same street.</td>
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▪ This ensures the protection of the streetscape and urban form by enabling a 20% setback on the average setback of the adjoining houses.
▪ This encourages new buildings to be closer to the street which enhances visual amenity and the character buildings. Provisions do not relate to car ports, garages and other enclosed outbuildings.
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PO3 – removal of pre-1946 dwelling houses.
AO3.1– Provisions reworked to ensure that verandahs are to have an opening to the street, such as windows, louvres or screens.
AO3.2 – proposes to add shade hoods if windows do not have roof overhang or a verandah.
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▪ Provision sought to maintain character elements within the residential design control area in relation to front verandahs and their interaction with the streetscape.
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AO4 – new editor’s note that relates to fencing for timber picket fencing.

Editor’s note—Residential character areas mainly contain timber picket fencing and it is recommended that this type of fencing be used throughout the area.
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▪ There is aspiration by the planning scheme that within the residential design control area timber picket fencing is used throughout.

▪ The editor’s note gives the users some guidance of what fencing style is sought by Council. This is not enforceable so therefore the editor’s note is relevant in this instance.
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PO5 – reworked PO to remove pre-1946 dwelling houses
AO5.1 / AO5.2 – reworded both provisions.
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<td>~~PO4~~PO5
Building materials ~~used~~ have a lightweight appearance and assist in reducing bulk and form. ~~for the development are consistent with or replicates those used for the pre-1946 dwelling houses, being primarily timber and tin.~~

Editor’s note—Figure 8.2.59.3.1a identifies a typical character streetscape to be achieved.</td>
<td>AO5.1
A minimum of fifty (50) per cent of the walls are clad with lightweight materials with an expressed surface profile. ~~Building materials consist primarily of:~~
~~(a) roofing of custom orb profile metal roof sheeting and quad or half round guttering; and~~
~~(b) light weight wall cladding (such as timber or fibre cement sheeting).~~

AND

AO5.2
Windows are timber-framed or have the appearance of being timber. ~~Building materials do not consist of:~~</td>
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▪ The new provisions sought to achieve a reduction in bulk form through the rewording of the code.
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	~~(a) tile roofing; or~~ ~~(b) exterior wall materials made of clay, concrete, stone or the like, that exist in various forms such as bricks, blocks and tiles.~~	
PO6 – removal of pre-1946 wording that is replaced with Editor's note – the provision of AO6.2 has now become an editor's note as there are not measurable outcomes stated. The provision is relevant and informative and therefore an editor's note is most appropriate.		▪ AOs are to provide measurable and assessable outcomes for the assessing officer. AO6.2 did not provide an adequate outcome and therefore it has become an editor's note.
New provisions in PO7 and AO7.1.		▪ These provisions continue to uphold the character elements associated within the code. ▪ Ground floor stories are to maintain a valance in accordance with the setbacks listed in (a) and (b). ▪ This also occurs where buildings are facing the street frontage.
PO7 Enclosing the ground floor storey of an existing character building does not have an adverse impact on the character of the building and ensures the original fabric of the building is identifiable.	**AO7.1** Where buildings front the street the ground floor storey includes a valance and: (a) is set back the full depth of all open or enclosed verandahs; or (b) is set back one (1) metre from the upper level of an exterior wall where there is no verandah.	
▪ AO8.1.1 (b) – reworded to ensure garages, carports and outbuildings are equal or of a greater distance from the street as the main building (being the dwelling house). ▪ AO8.1.2 – new provisions relating to where an open car port is located in the front of the main building. ▪ Refer to tracked changes.		▪ This provision will regulate garages, car ports and outbuildings being built to the boundary. It specifies that they must be located behind the main face of the dwelling house or be equal to greater distance from the main street and no garage door or solid face presented to the street.
▪ PO9 – The new heading with PO9 is Commercial character demolition control area ▪ This provision removes a lot of the 1946 wording and regulation which is not monitored as part of the major amendment. ▪ The provision included incorporating "Relocation of an existing building on site remains consistent with the scale, form and height of nearby buildings in the street"		▪ Reworded to align to the policy direction of commercial character demolition provisions
The inclusion of a new title – **Residential character demolition control areas and commercial character demolition control area**		▪ The new title covers the two demolition control areas for this planning scheme being: » Residential character demolition control areas; and » Commercial character buildings demolition control area.

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Commercial character demolition control area
PO9 – All new provisions from PO9 to PO12 which relate to assessable development within the overlays. The provisions refine the previous code and add numerous provisions relating to relocating a dwelling house,

Relocation of an existing building on site remains consistent with the scale, form and height of nearby buildings in the street.

</td><td>

- There is currently no regulation from a land use perspective in relation to demolition control for Rockhampton.
- This provision is based off maintaining the existing streetscape which is to be in keeping with surrounding buildings.

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PO10 has been added to reinforce commercial character regulation.

PO10 The façade of any commercial character building is protected from being significantly altered except if:
(a) it is not capable of structural repair; or
(b) it is proposed to be incorporated into a development that has been designed to retain and enhance the traditional principal centre streetscape character.

Editor's note—Façade protection may involve retention of traditional parapets, building names, signage and the preservation of continuous shop front awnings.

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- This provision will protect commercial building facades through clear and concise wording.

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Additional PO11 and AO11.1 which centres upon protection from total demolition. There is a set of criteria enlisted under PO11. If

<table>
<tr><th colspan="2">Residential character demolition control area and commercial character demolition control area</th></tr>
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PO11
The removal, relocation, minor demolition or total demolition of a building only occur if it can be demonstrated that:
(a) total or partial loss of the building will not contribute to the loss of character values; or
(b) it is no longer recognisable as having character value; or
(c) it is a building that does not contribute positively to the character of the street; or
(d) it is a building incapable of structural repair; or
(e) is a risk to people and property.

Editor's note—An impact statement produced by a suitably qualified professional may be required to demonstrate that there is no adverse impact to the character of the area due to the loss of the place.

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AO11.1
The building proposed to be demolished or altered is the subject of a certificate submitted to Council that is from a registered professional engineer, which states that the building is structurally unsound and is incapable of reasonably being made structurally sound in terms of the financial cost for the required works.

Editor's note—A suitably qualified professional provides a report on the building's condition, demonstrating that the place is not capable of repair.

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PO12

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- New PO/AO providing both residential and commercial character buildings protection against total demolition from applicants.
- Alteration, demolition for mapped residential and commercial character buildings are to be subject to certification from an RPEQ which demonstrates that the building is structurally unsound.
- PO12 requires integral aspects to be maintained by the applicants which protect specific streetscapes.

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</table>

	Integral components of the building are retained including an awning over the footpath and street front entrance, which contribute to its traditional character and architectural style.	No acceptable outcome is nominated.	
Coastal protection overlay code			
▪ Removal of the coastal management district overlay map and defined storm tide event level to information only mapping ▪ Introduction of wordings for “to and along state coastal land” in alignment with the SPP.			▪ These maps do not trigger a higher level of assessment are proposed not to be referred to in the recommended changes.
Removal of accepted development provisions			▪ It is proposed that the coastal protection overlay no longer triggers accepted development and therefore it is not necessary to have any accepted development requirements. ▪ It is important to note, that the areas subject to coastal mapping, are already within the high/extreme hazard flood areas (as a result would most likely be triggered by the flood overlay code in any event)
AO1.1 has been broken up into separate Acceptable Outcomes (AO1.1 – AO1.4) Editor's note to provide for finished floor levels Editor’s Note—The following defined storm tide event level applies: • Rockhampton HAT Zone: 9.90 metres AHD • Port Alma HAT Zone: 10.75 metres AHD To determine finished floor level, 500 millimetres is to be added to the DSTE level. Editor’s Note— Refer to overlay map OM-16B-1-0 and OM-16C-2-0 for information regarding the defined storm tide event level.			▪ Breaking up of the previous AO1.1 provides more weight for assessment for each item that was listed. It further gives more weight for compliance for users ▪ The editor’s note provides finished floor levels (FFL) which references an information map. It is noted applicants are to be 500mm above the FFL. ▪ This is relevant for dwelling houses, caretaker’s accommodation that is ‘Accepted subject to requirements’ under the table of assessment and provides a regulated floor level within the overlay.
PO2 has been edited and reworded.			▪ Additional provisions have been added to the performance outcome to provide alternatives when (a) (b) and (c) cannot be achieved.
PO3 has been reworked to remove provisions and summarise into a more simplified PO. AO3.1 added to give measurable outcomes for setbacks of development that is not coastal dependent development AO3.1 provides a 6m setback for permanent structures such as swimming pools and retaining walls to be set back from the seaward boundary of a lot. This gives clarity and clear/concise direction where within this overlay.			▪ Some of the current provisions are not relevant (located outside the hazard area) or require more certainty in the outcome being achieved. ▪ The inclusion of clearer wording such as, “as far landward as possible” provides intent of the planning scheme and removes ambiguity. ▪ The changes provide for more certainty and reduce complexity.

PO4 adds the item (c) which provides another more clarity for coastal dependent development. "Coastal dependent development minimises the risk to people and property from adverse coastal erosion impacts by: (a) installing and maintaining coastal protection works; or (b) locating, designing and constructing relevant buildings or structures to withstand coastal erosion impacts; or. (c) allowing for natural fluctuations of the coast to occur, including appropriate allowance for climate change and sea level rise, and avoids the need for additional coastal protection work."	▪ Provides more detail relating to coastal-dependent development and how it minimises risk to people and property can be achieved. ▪ The changes, however, continue to align with the outcomes contained within the strategic framework and the overall outcomes of the coastal protection overlay code.
PO6 – the inclusion of item (e) for "allow for natural fluctuations of the coast to occur which minimises the need for additional coastal protection work."	▪
The current PO9 has been removed. PO9 (currently PO10) has been edited. The current PO11 has been removed. PO12 has been removed and PO10 (currently PO13) has been edited	▪ Several provisions have been removed and consolidated into three performance outcomes. ▪ The current performance outcome PO12 duplicates other legislation and not required to be assessed under the planning scheme. PO10 / AO10 have been reduced to provide a clear outcome and provide certainty.
New PO10 for Public Access has been included: "Development ensures public access to and along the state coastal land and coastal waters is provided to a safe and serviceable standard and is not impeded by the private use of the coastal resource."	▪ Adopts SPP wording being "to and along the state coastal land" ▪ PO provides more clarity and certainty and removes AO's enabling flexibility for applicants.
Coastal-dependent development – minor public marine development New PO11. PO12 (previous PO14) and the removal of PO15 The new definition of what Coastal-dependent development under Schedule 1. PO12 provides clear provisions for new development. The AOs have been replaced with no acceptable outcomes being nominated which enables more flexibility.	▪ The two performance outcomes achieve similar outcomes and therefore have been combined to reduce duplication. PO11 has been added to ensure collocation of existing public marine infrastructure where possible or otherwise appropriately located.
Extractive industry overlay code	
No changes.	N/A
Flood hazard overlay code	
General – The entire code has changed its hazard category language in accordance with – Land identified in the following sub-categories: Fitzroy River flood hazard overlay maps: ▪ H6 (Extreme hazard area sub-category); ▪ H5 (Extreme hazard area sub-category); ▪ H4 (High hazard area sub-category);	▪ The new flood hazard overlay mapping adopts the hazard categories. Consequently, the planning scheme has amended its provisions to align with the flood mapping. ▪ Titles have been updated to align with the new hazard categories.

▪ H3 (High hazard area sub-category); ▪ H2 (Medium hazard area sub-category); and ▪ H1 (Low hazard area sub-category). ▪ North Rockhampton food management area Creek catchment flood overlay map: ▪ Planning Area 1 ▪ Planning Area 2 Floodplain investigation area	
Additional notes have been included in the application section of the code	▪ Further notes have been added to provide guidance to the user including, where the flood hazard overlay code does apply, information regarding mitigation works, and building regulation requirements.
Overall outcomes have been reworded and amended. Refer to tracked changes. New OO – (e) new development within H1 – H2 (low and medium areas), North Rockhampton Flood Management Area, planning area 2 must not increase the known flood risk through appropriate flood resilient siting and design methods; (f) ~~or the creation of~~no additional lots are created in the Fitzroy River flood hazard areas, North Rockhampton Flood Management Area or creek catchment planning areas. ~~high or extreme flood hazard area or creek catchment – planning area;~~	▪ The overall outcomes in the flood hazard overlay code have been combined into eight outcomes (currently 15 separate outcomes). The main reason for this change is to improve the terminology, consistency and alignment with the strategic framework and to avoid the duplication of requirements. ▪ It is important to clearly articulate that no subdivision can occur within planning area 1 and 2 yet. ▪ Removal of ambiguous words with the replacement of wording that provides clear and concise direction ▪ New overall outcomes which refer to the Fitzroy River flood area and new hazard categories.
Removal of AO1.1.2 and replaced with AO1.2, and PO2 (including associated acceptable outcomes) AO2.2 reworded Replaced with reference to an RPEQ report to certify that the development does not result in a material increase in flood level or flood hazard upstream, downstream or adjacent properties.	▪ These provisions are either referred to under the building regulations or no longer relevant to this code, as the triggers requiring accepted development when subject to the overlay code have been reduced ▪ RPEQ now referenced to demonstrate compliance for a development. This allows flexibility and removes complexity for Council.
PO5 – more concise and clear wording. AO5.1.3 – wording that changes the number of bedrooms to no increased gross floor area. AO5.1.4 – wording for class 10a buildings/structures in the rural zone to ensure they do not exceed $50m^2$ and remain setback 20m from all boundaries.	▪ Removal of 'avoid' and replaced with 'does not'. ▪ Providing clear provisions.

Development in floodplain investigation area PO7 – reworded PO for clarity. AO7.1 – AO has reduced its length by summarising and simplifying the code.	▪ Simplified AO which removes numerous provisions and editor's notes by rewording as *"Flood resilience is optimised by ensuring new habitable rooms are located on the highest part of the site to minimise entrance of floodwaters"*. ▪ This statement achieves the previous provisions.
AO8.1 (current AO7.1.2) has been amended with the removal of AO7.1.2 as it conflicts with AO7.1.1.	▪ AO7.1.2 enables hazardous manufacturing equipment, and material to be stored on site "only on the highest part". ▪ To provide a simplified approach, the AO is worded to state that material is not hazardous in nature and if applicants propose to store hazardous material, then assessment against the PO can be undertaken which states that hazardous material is not released into floodwaters.
PO9 does not have an acceptable outcome. The PO is as follows: "Development is located to minimise susceptibility to and potential impacts of flooding".	▪ The PO provides flexibility for the user with the statement that can protect Council and subsequently enable applicants to provide justifiable solutions.
PO10 (new PO) is based on underground car parks preventing the intrusion of flood waters. AO10.1 – "Development with underground car parking is designed to prevent the intrusion of floodwaters by the incorporation of a bund or similar barrier a minimum of 500 millimetres above the defined flood level."	▪ The PO provides flexibility for the user with the statement that can protect Council and subsequently enable applicants to provide justifiable solutions. ▪ The AO provides measurable outcomes for 500mm above the defined flood level. This will act as a levee to reduce any intrusion and storage of floodwater.
Remove current PO10	▪ This provision is covered elsewhere within the code and overall outcomes; therefore it is recommended that this provision is removed.
PO11 (previous PO8) the acceptable outcome has been incorporated into the performance outcome	▪ Provide flexibility to the user by removing the acceptable outcome and nominating no acceptable outcome.
PO13 (previously PO11) has been reworded in line with the essential community infrastructure and community facilities. AO13.1 has been reworded to provide more concise and direct AOs.	▪ Remove lengthiness of the AO.

PO15 reworked and a new PO16 provided	▪ The floodplain investigation area is a broad map covering possible areas of flood inundation. For new subdivision, it is important that the applicant demonstrates that access to a road or building area is safe during a flood event. ▪ General requirements have been provided, however, provisions are required to ensure people and property is not at risk during a flood event.
8.2.7.3.4 have been updated	▪ For rural areas, the trafficable access requirements have been made more flexible and to be determined by Council on a case by case basis.
Heritage place overlay code	
No changes	N/A
Special management area overlay code	
The inclusion of accepted development requirements for the alteration and extension to existing dwelling houses (refer to AO1.1 and AO1.2 and PO1).	▪ Reduces the current limitations for the alteration or extension to an existing dwelling house in proximity to areas with a high level of amenity impacts.
Steep land overlay code	
PO1 – the inclusion of PO2 into PO1 and additional wording relating to the protection of people and property (as well as adjoining properties) from landslide events. AO1.1 – removed to be no acceptable outcomes.	▪ Additional wording to PO1 and the removal of AO1.1 provides direct wording which removes the complexity for all development within the steep land overlay code.
AO3.1 – removal of outcomes and replaced with no acceptable outcomes to maintain the simplicity of the provisions.	▪ Removed wording to maintain a concise approach and reduce the complexity.
PO4 (current) – removed. PO5 – relocation of items within PO to place the future building location as item (a). Provisions relating to access requirements incorporated from PO4.	▪ Provisions relocated to the reconfiguring a lot section as the vehicle and pedestrian access is better assessed when a ROL application is submitted. ▪ Relocation of access provisions for development is more effective during the ROL stage to ensure assessment is carried out prior to future dwellings are proposed on allotments affected by the steep land overlay.
PO6 (current PO8) has merged PO9 to reduce the length and reduce complexity through simplifying the Operational Works provisions. Removal of PO9 (current).	▪ Reduced complexity in the provisions. ▪ Reference to the Planning Scheme Policy for guidance for applicants.
Water resource catchment overlay code	
No changes	N/A

Part 9 Development codes	
Extractive industry code	
No changes	N/A
Telecommunications facilities and utilities code	
No changes	N/A
Access, parking and transport code	
No changes	N/A
Advertising devices code	
The advertising devices code amendments are summarised below: ▪ Sign types have been relocated to Schedule 1, Definitions ▪ Specific requirements related to each sign has a new table which provides sign face area as a separate column ▪ Sign types specifically related to the road reserve or similar in definition to other sign types have been removed. In addition, signs and requirements already covered by Council local laws have been removed from the planning scheme ▪ Additional overall outcome relating to advertising devices not impacting on residents nearby. ▪ Additional provisions relating to advertising devices (digital displays)	▪ The proposed change improves the useability of the code and removes irrelevant sign types. The separation of sign definitions from their associated requirements will improve the legibility of the code and allow the online environment (Rock-e-plan) to produce a hyperlink that will display the definition for each sign type throughout the scheme. ▪ In addition, similar sign types such as pylon and billboard signs have been combined (freestanding sign).
The inclusion of new overall outcome (e) (e) advertising devices do not unreasonably impact upon residents on adjoining sites or create a nuisance as a result of flashing or illuminated devices.	▪ This aligns with new safety provisions that are implemented in the planning scheme.
AO1.1 – Inclusion of editor's note that explains that planning schemes determination of sign face area.	▪ This will align with the planning scheme policy for advertising devices. The editor's note clearly explains the method to establish the permissible sign face area.
Provisions related to illumination (digital signage) – acceptable outcomes AO2.1-AO2.5 AO2.3 and AO2.4 have been deleted as they relate to flashing signs which are not a defined sign. The provisions – AO2.1 (a) *is not located in a low-density residential zone, low-medium density residential zone, rural residential zone or township zone;* (b) *has a minimum dwell time of eight (8) seconds per advertisement; and* (c) *has an instantaneous transition from one message to the next within 0.5 seconds;* *Editor's note— Instant changes for digital displays are recommended to minimise flash distractions. For example, when the display change includes high contrast change.*	▪ The AO2.1 provisions relate to new digital advertising devices which are becoming very prominent in the outdoor media industry. ▪ The provisions will provide appropriate regulation that aligns with the outdoor media association best practice and the industry standards.

PO3 / AO3.1, 3.2, 3.3 relate to Safety to pedestrians and vehicles. AO3.1 The advertising device does not physically obstruct the passage of pedestrians or vehicles. **AND** AO3.2 The advertising device does not restrict sight lines at intersections and site access points into the property. Editor's note—A traffic management statement produced by a registered professional engineer may be required to demonstrate that there is no adverse impact to vehicle and pedestrian safety. **AND** AO3.3 The advertising device does not revolve, contain moving parts or have a moving border.	▪ The proposed provisions within the planning scheme provide measurable outcomes that applicants will need to meet to achieve compliance with the planning scheme. ▪
PO4 - Editor's note added for tradition and appropriate locations for signs for guidance. A04.2 – provides clear indication of what signs are not to be proposed on or adjoining buildings that are mapped within the heritage place overlay or character overlay. The following advertising devices are not proposed on or adjoining premises that are listed as a local heritage place, shown on the heritage place overlay or character overlay map: (a) creative awning sign; or (b) free standing sign; or (c) ground sign; or (d) sign written roof sign; or (e) three-dimensional sign.	▪ The editors provide clarity for positioning of signs. ▪ AO4.2 provides clear direction that these signs are not supported by the planning scheme.
A new table has been introduced which provides the sign specific outcomes as well as sign size areas. **Table 9.3.2.3.2 — Sign specific outcomes**	▪ This table improves the useability of the code. Currently, when using the planning scheme online, users must scroll between the definitions and requirements. ▪ The major amendment has relocated advertising devices definitions to the definition schedule and solely focused on measurable outcomes within the sign specific outcomes. ▪ Any duplication of advertising devices definitions and sign requirements has been deleted to avoid confusion.

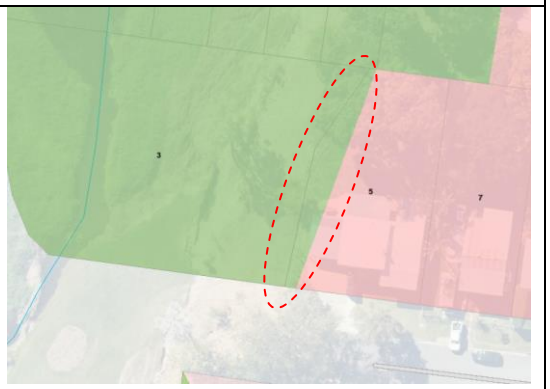
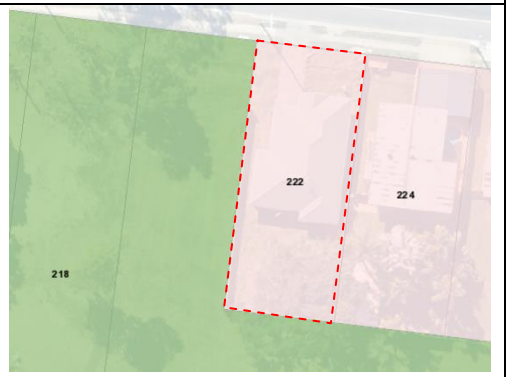
The previous luminance table has been deleted and replaced with a new one under Table 9.3.2.3.4 — Maximum luminance of an advertising device for land use zones.	The new table provides further detail into the luminance output for advertising devices by adopting the outdoor media association suggestions with: ▪ Sun on face of signage ▪ Day time (full light conditions) ▪ Day time (dawn, dusk and inclement weather) ▪ Night time Various times of the day require different output levels for digital advertising. The new table seeks to provide measurable outcomes for assessment.
Filling and excavation code	
No changes	N/A
Landscape code	
No changes	N/A
Reconfiguring a lot	
AO29.1 is relocated as an editor's note to PO29.	This is the relocation of AO29.1 as it is not measurable and is better used as an editor's note for subdivision layout and design.
Stormwater management code	
Update the code in relation to requirements under the Capricorn Municipal Development Guidelines, SC6.19 – stormwater management planning scheme policy and the Queensland Urban Drainage Manual.	Several requirements repeat the contents of the Capricorn Municipal Development Guidelines, SC6.19 – stormwater management planning scheme policy and the Queensland Urban Drainage Manual. Therefore, some provisions have been removed or incorporated into the one outcome.
Removal of stormwater provisions specifically related to private ownership of waterways, drainage corridors and the like.	The general provisions within the stormwater management code already deal with all aspects of stormwater whether in private or public ownership.
Detention Systems have been added from PO7 to PO10 which provide AO's that reference to the updated planning scheme policies.	The new updated PSPs provide detailed provisions relating to detention systems. In addition, the PSPs provide specific requirements for the types of reporting required to satisfy Council requirements.
Waste management code	
No changes	N/A
Water and sewer code	
No changes	N/A
Part 10 Other plans	
No changes	N/A

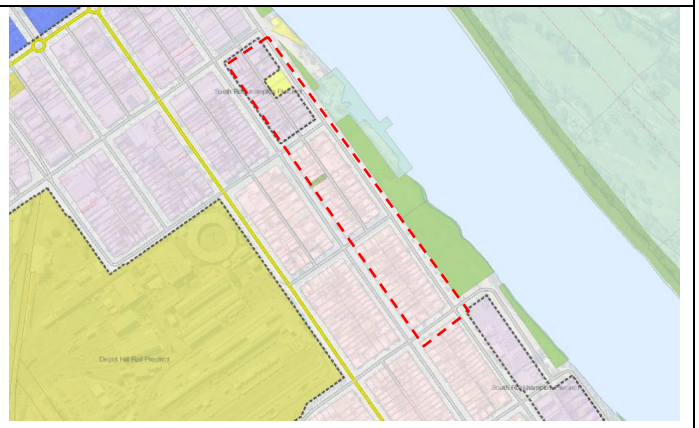
Schedule 1 Definitions	
All definitions have adopted the *Planning Regulation 2017* definitions and therefore they have all been amended in alignment with the legislation.	Administrative change
Schedule 2 Mapping Index	
Mapping to be renumbered	Administrative change
Removal and/or relocation of updated maps	Administrative change
Schedule 3 LGIP Mapping & Supporting information	
No Change	N/A
Schedule 4 Notations	
Updated Schedule 4 – Inclusion of decisions which conflict with the planning scheme since the commencement of the Planning Scheme.	Administrative change that incorporated impact assessable development approvals since the alignment amendment.
Schedule 5 Land designated for community infrastructure	
No Change	N/A
Schedule 6 Planning Scheme Policies	
SC6.2 Advertising devices planning scheme policy	
▪ Changes relating to clearly articulating what maximum sign face area is versus total sign face area. ▪ A new example is included to provide a scenario of how to calculate and differentiate total sign face area and maximum sign face area.	This removes ambiguity in the planning scheme for the quantity and area of signs that can occur on a single premise. The changes provide more clear direction of Council's position on advertising devices.
SC6.5 Bushfire management planning scheme policy	
▪ Update link to State interest—natural hazards**:** Guidance on flood, bushfire and landslide Hazards pdf file.	Administrative change.
SC6.6 Coastal protection management planning scheme policy	
▪ Inclusion of wording related to projected climate change: "projected climate change impact to 2100 (0.8 metre increase in sea level."	Administrative change.
SC6.10 Flood hazard planning scheme policy	
Additional regulation and new provisions related to flood impact report, diagrams and requirements.	The flood hazard overlay planning scheme policy has been updated to provide additional and updated guidance in relation to flood impact report requirements.
SC6.12 Landscape design and street trees planning scheme policy	
▪ Updated policy to include specification around bio-detention basins and the construction and design requirements. ▪ The inclusion of Rockhampton CBD Redevelopment Framework, Rockhampton CBD Streetscape	The Capricorn Municipal Development Guideline has requirements in relation to planting in streetscapes, parks and open space.

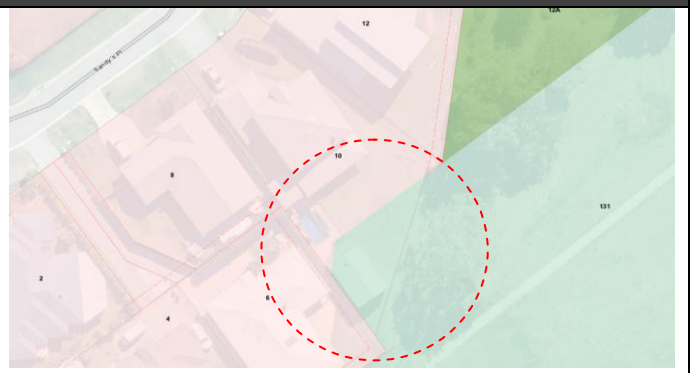
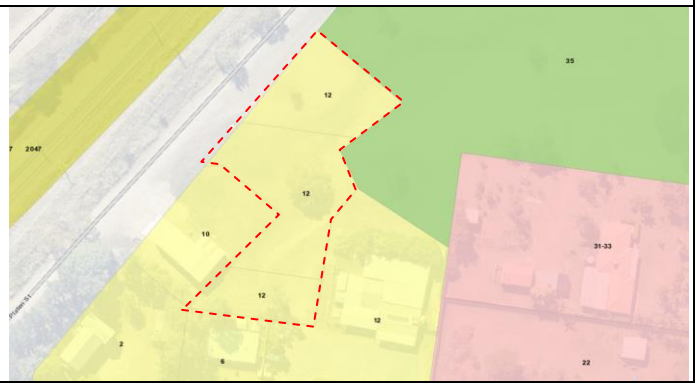
Design Manual, Planting Palette into the preferred species and specification section.	
SC6.18 Stormwater management planning scheme policy	
The planning scheme policy has been reworked to include an updated stormwater regulation: ▪ High-level amendments relating to water quality and water sensitive urban design have been implemented throughout the entire planning scheme policy. ▪ Stormwater infrastructure standards for flow management, stormwater quality management, drainage objectives, inter-allotment drainage, stormwater runoff etc (*refer to the Planning Scheme Policy – Tracked Changes)* ▪ The PSP further provides additional stormwater infrastructure standards and documentation	The new PSP provides detailed regulation which can be referred to by officers during development assessment of proposals. The PSP adopts water sensitive urban design (WSUD) principles to achieve water quality objectives which are set out by the State Planning Policy 2017. Duplication of QUDM, CMDG has been reduced given the planning scheme refers to these documents already.
Appendix 1 Index and glossary of abbreviations and acronyms	
No proposed change	
Appendix 2 Table of amendments	
To be updated to reflect all proposed amendments. These changes haven't been inserted into the document, as they are pending outcomes from the state interest review. It is likely that the table of amendments will align with the summary of major changes (with additional detail) as outlined on page 1 of this document.	Administrative change

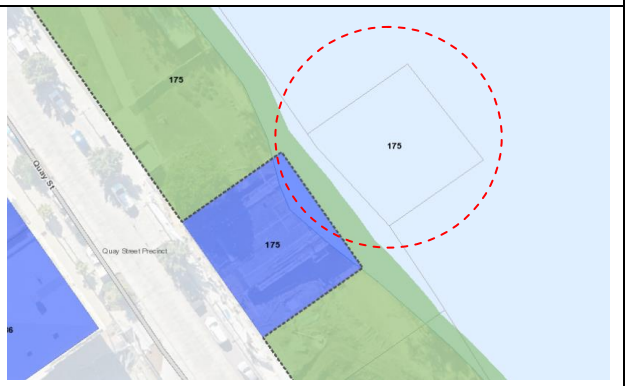
Register of Proposed Changes – Mapping

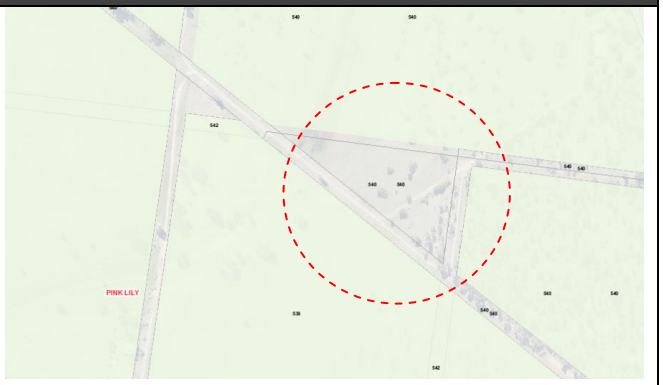
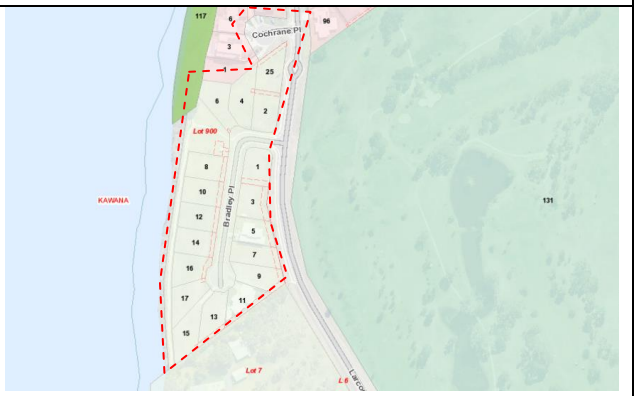
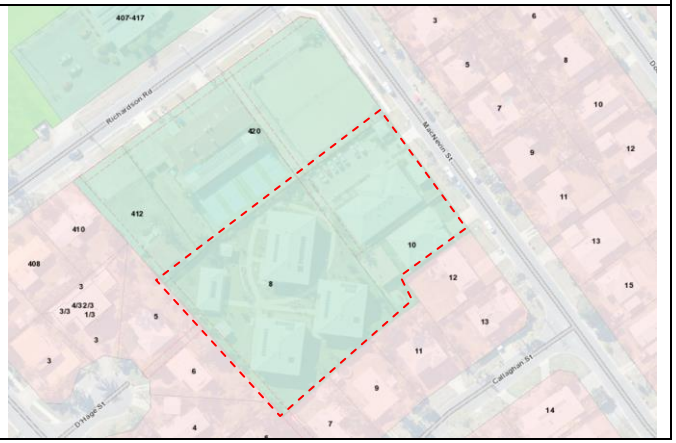
MAP	PROPOSED CHANGE
Strategic Framework	
Strategic Framework Map – Settlement Pattern	Gracemere – the flood area extent has been updated to reflect 1% AEP
	Parkhurst Local Centre – identified as District Centre as per zone framework
	Part of 2 Pilbeam Drive (L1 RP608067) has been included in the urban footprint. The new urban area follows the new zoning line work for consistency.
Strategic Framework Map – Environmental	Updated to reflect Biodiversity overlay maps
Strategic Framework Map – Infrastructure	Updated to include Gladstone to Stanwell Infrastructure corridor and Rockhampton ring road alignment change
Zones	
Zone Map	**Address:** 100 Diploma Street **Lot Plan:** Lot 504 SP266441 **Zone change from:** Environmental management and Conservation **To:** Low density residential **Justification:** To reflect approved subdivision for eleven lots.

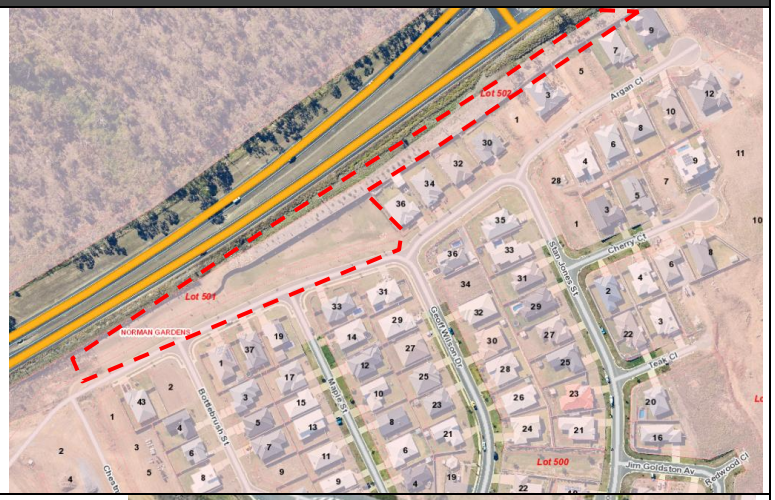
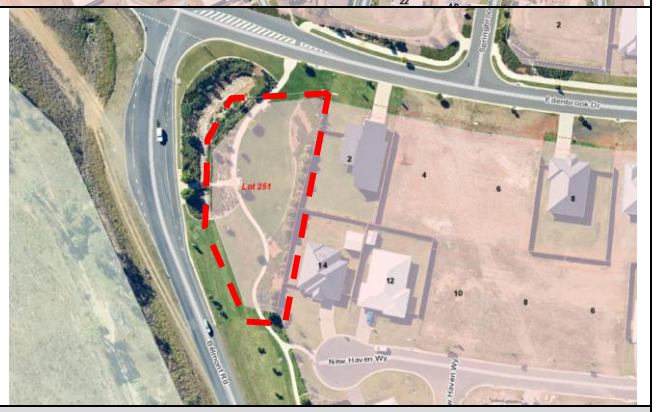
MAP	PROPOSED CHANGE
Zone Map	**Address:** 29 Emu Park Road **Lot Plan:** Lot 1 SP26394 **Zone change from:** No Zone **To:** Waterfront and marine industry **Justification:** Currently no zone as created in 2013 and extends into Fitzroy River.
Zone Map	**Address:** 5 Burnett Street **Lot Plan:** Lot 40 SP284249 **Zone change from:** Split zone **To:** Split zone **Justification:** Boundary realignment has resulted in a split zone of Open space and Low-medium density residential zone. Mapping updated so entire lot is zoned Low-medium density residential. 
Zone Map	**Address:** 222 Elphinstone Street **Lot Plan:** Lot 7 RP608686 **Zone change from:** Low density residential **To:** Open space **Justification:** Due to flooding impacts. The property has been purchased by Council and dwelling demolished. 

MAP	PROPOSED CHANGE
Zone Map	**Address:** Several **Lot Plan:** Lot 2 on SP296977 **Zone change from:** Split zone **To:** Split zone **Justification:** A strip of Open space zoned land adjacent to SP296977/2 and the Fitzroy River has had a boundary realignment resulting in a portion of the lot being removed from the cadastre and the remainder being zoned Sport and recreation.
Zone Map	**Address:** Several, Rockhampton City / Depot Hill **Lot Plan:** Several **Zone change from:** Low Impact Industry (South Rockhampton precinct) **To:** Waterfront and Marine Industry zone – Fitzroy River industry precinct **Zone change from:** Low density residential **To:** Low density residential zone – Fitzroy River accommodation precinct. **Justification:** Mapping updated to reflect the zone framework and introduction of precincts along Fitzroy River encouraging fishing and boating related activities and associated short-term accommodation. 
Zone Map	**Address:** 888-896 Yaamba Road, Parkhurst **Lot Plan:** Lot 1 RP609294 **Zone change from:** Sport and Recreation **To:** Low density residential **Justification:** Council owned parcel previously used as a tennis court, adjoins residential area and has been zoned Low density residential in the major amendment. Lease for the tennis club over this land has expired.

MAP	PROPOSED CHANGE
Zone Map	**Address:** 10 Sandy's Place, Kawana **Lot Plan:** Lot 118 SP181943 **Zone change from:** Split zone **To:** Split zone **Justification:** Boundary realignment has resulted in a split zone of Sport and Recreation and Low Density Residential. Mapping updated so an entire lot is zoned Low density residential. 
Zone Map	**Address:** 800 & 810-818 Yaamba Road, Parkhurst **Lot Plan:** Lot 2 RP609987, Lot 15 SP224442 **Zone change from:** Local Centre **To:** District Centre **Justification:** The owner has requested a zone change to District Centre. Council decision to zone District Centre based on catchment area and population growth in this area and accords to the Commercial Centres Study.
Zone Map	**Address:** 12 Platen Street, Gracemere **Lot Plan:** Lots 708 & 709 AP15654 **Zone change from:** Community Facilities **To:** Open Space **Justification:** Land is used as an overland flow path and is vacant state-owned land. These lots have been changed to the Open space zone in the major amendment. 

MAP	PROPOSED CHANGE
Zone Map	**Address:** 2 Pilbeam Drive, Frenchville **Lot Plan:** Lot 1 RP608067 **Zone change from:** Environmental management and conservation **To:** Split zone with Low density residential and Environmental management and conservation **Justification:** An approval for an eleven-lot subdivision at the front of the lot adjacent to Frenchville Road has been given. The applicant has requested that the zoning in the major amendment reflects this approval and therefore a portion of the lot has been changed to the Low density residential zone.
Zone Map	**Address:** 175 Quay Street, Rockhampton City **Lot Plan:** Lot 1 SP294309 **Zone change from:** No zone **To:** Principal centre zone – Quay Street precinct **Justification:** The lot on which the newly constructed Boathouse Restaurant 'sits' is currently unzoned. 
Zone Map	**Address:** 45 Lucas Street, Gracemere **Lot Plan:** Lot 11 SP297004 **Zone change from:** Split zone of Community facilities and Special purpose **To:** Special purpose **Justification:** Mapping updated so entire lot is zoned Special purpose.

MAP	PROPOSED CHANGE
Zone Map	**Address:** 540 Ridgelands Road, Alton Downs **Lot Plan:** Lot 3 SP281987 **Zone change from:** No zone **To:** Rural **Justification:** Road closure has occurred leaving new freehold land unzoned. 
Zone Map	**Address:** Bradley Place, Kawana **Lot Plan:** Multiple lots on SP282890 **Zone change from:** Rural **To:** Low density residential **Justification:** 14 Lot subdivision that has sealed plans for this stage during the course of the planning scheme. 
Zone Map	**Address:** 8 & 10 MacNevin Street, Norman Gardens **Lot Plan:** Lot 12 SP239589 and Lot 3 SP148723 **Zone change from:** Sport and Recreation **To:** Low density residential **Justification:** Reflective of existing uses and growth of sport and recreation within this area is not required. 

MAP	PROPOSED CHANGE
Zone Map	**Address:** Lot 501 and Lot 502 Yeppoon Road, Norman Gardens QLD 4701 **Lot Plan:** Lot 501 on SP275164 and Lot 502 on SP285468 **Zone change from:** Low density residential **To:** Open Space **Justification:** Bio detention basin and parkland for Crestwood estate. 
Zone Map	**Address:** Lot 251 Edenbrooke Drive, Parkhurst **Lot Plan:** Lot 251 on SP266440 **Zone change from:** Low density residential **To:** Open Space **Justification:** Parks and Public Use Land. 
Overlays	
Biodiversity areas overlay	The mapping has been updated to align with the SPP mapping however the mapping has been amended slightly to remove built up areas and areas of cleared vegetation, subject to an approved development.
Bushfire Hazard Overlay	Bushfire mapping has been updated and removed from certain areas to reflect the expansion of the urban footprint. Addition of mapping in certain areas to reflect SPP mapping.
Character Overlay Map	Introduction of Character Overlay Map (currently named Neighbourhood character overlay map) which identifies character housing to be preserved in the Residential Character Design Control Area and Residential Character Demolition Control Area throughout The Range, Wandal and Allenstown. A Commercial Character Demolition Control Area has also been introduced to prevent removal and demolition of character buildings primarily in the Principal Centre zone.
Coastal Management	The Coastal management district overlay map OM-5A has been relocated as an information only map OM-15.

<table>
<tr><th>MAP</th><th>PROPOSED CHANGE</th></tr>
<tr><td>District Overlay</td><td></td></tr>
<tr><td>Coastal Erosion Prone Area Overlay</td><td>The area has been extended in alignment with the SPP mapping (above barrage and Port Curtis rural area).</td></tr>
<tr><td>Coastal Hazard Overlay</td><td>Aligned with the SPP mapping.</td></tr>
<tr><td>Defined Storm Tide Event Level Overlay</td><td>The Rockhampton and Port Alma Defined Storm Tide Event Level Overlay maps OM-5D have been relocated as information only maps 16A, 16B and 16C. Mapping has been updated to introduce the define storm tide event levels for Rockhampton and Port Alma HAT zones. In addition, a note specifying that the finished floor levels are 500mm above the DTSE level.</td></tr>
<tr><td>Extractive Resources Overlay</td><td>Map number change from OM6 to OM7.</td></tr>
<tr><td>Fitzroy River Flood Overlay</td><td>Map number change from OM7A to OM8A. New flood hazard categories have been introduced to adopt a hazard vulnerability classification. The new hazards are “H” designations are listed in brackets to translate the 4 hazard categories of the current QRA Hazard classification to the updated ARR Hazard Categories.
<table>
<tr><th></th><th>Hazard Vulnerability Classification</th><th>Description</th></tr>
<tr><td rowspan="1">Low Hazard (H1)</td><td>H1</td><td>Generally safe for vehicles, people and buildings.</td></tr>
<tr><td>Medium Hazard (H2)</td><td>H2</td><td>Unsafe for small vehicles.</td></tr>
<tr><td rowspan="2">High Hazard (H3&H4)</td><td>H3</td><td>Unsafe for vehicles children and the elderly.</td></tr>
<tr><td>H4</td><td>Unsafe for vehicles and people.</td></tr>
<tr><td rowspan="2">Extreme Hazard (H5&H6)</td><td>H5</td><td>Unsafe for vehicles and people. All buildings vulnerable to structural damage. Some less robust buildings subject to failure.</td></tr>
<tr><td>H6</td><td>Unsafe for vehicles and people. All building types considered vulnerable to failure.</td></tr>
</table></td></tr>
<tr><td>Fitzroy River Flood Overlay</td><td>North Rockhampton Flood Management Area – adopts the flood mapping that has been modelled from the levee and additional infrastructure that has been constructed in North Rockhampton.</td></tr>
<tr><td>Floodplain investigation Area Overlay</td><td>Map number change from OM7B to OM8B. Floodplain investigation mapping to be updated with latest State Government Level 2 mapping</td></tr>
<tr><td>Floodplain Investigation Area Overlay</td><td>Improved flooding (QRA – level 2) has been undertaken by the State government in relation to Gogango, Westwood and Bouldercombe.</td></tr>
<tr><td>Creek Catchment Flood Overlay</td><td>Map number change from OM7C to OM8C.</td></tr>
<tr><td>Heritage Place Overlay</td><td>Map number change from OM8 to OM9.</td></tr>
<tr><td>Steep land</td><td>Steep land to be updated with a different filter to remove the irrelevant slopes (+15% usually) which are mapped in the overlay (eg. Retaining walls, dams, small steep gradients in backyards etc.).</td></tr>
<tr><td>Regional</td><td>Updated to include the Gladstone to Stanwell Infrastructure corridor SDA.</td></tr>
</table>

MAP	PROPOSED CHANGE
Infrastructure Corridors Overlay	
Road Hierarchy Overlay	Road Hierarchy Map to be updated to reflect new roads or updates, and the internal review currently being undertaken by strategic infrastructure engineering.
Transport noise corridors	Updated transport noise corridors for state-controlled roads (mandatory only) and transport noise corridors for railways as provided by the State government (information only mapping)

Other matters

Consultation:

No previous consultation has been undertaken for this major amendment.

Targeted consultation

- Residential Character Demolition Control Area & Commercial Character Demolition Control Area
  - During the public consultation stage, additional properties included in the residential demolition control areas for The Range, Allenstown and Wandal will be notified of the proposed changes.
  - Property owners within the principal centre zone will also be notified regarding the proposed changed to commercial character demolition provisions.
- Fishing precincts: Fitzroy River Accommodation Precinct & Fitzroy River Industry Precinct
  - A separate consultation process potentially could be undertaken for properties within the creek catchment overlay, including provisions as outlined under the major amendment, insurance and other matters.

Except for the above, normal procedures will be followed as per the approved tailored process and requirements under the *Planning Act 2016*, regarding public consultation.

Development of guidelines

Specific guidelines can be produced for changes resulting from this major amendment. This may include character areas (demolition guidelines for character buildings (residential and commercial), urban design principles, water sensitive urban design, erosion and sediment control etc.

PROPOSED CHANGE TO THE ROCKHAMPTON REGION PLANNING SCHEME MAJOR AMENDMENT

Draft Notice Under s18 Planning Act 2016

Meeting Date: 27 November 2018

Attachment No: 2

Chief Executive Notice

Pursuant to section 18 of the *Planning Act 2016*

Rockhampton Regional Council – Notice about the process for making a planning scheme amendment under section 18(3) of the *Planning Act 2016*

In accordance with section 18(4) of the *Planning Act 2016* (the Planning Act), the Chief Executive has considered the Minister's Guidelines and Rules when preparing this notice under section 18(3)(b) of the Planning Act.

- Notice was given by Rockhampton Regional Council (the council) under section 18(2) of the Planning Act on 4 December 2017.
- The Chief Executive gave a notice under section 18(3)(a) of the Planning Act on 19 January 2018.
- The council requested an amendment to the notice given under section 18(3)(b) on 27 November 2018.
- Under section 18(6) of the Planning Act, the council must make the planning scheme amendment by following the process in this notice.
- Unless stated otherwise, the process described in this notice is to be undertaken in the order in which it is prescribed.
- A communications strategy that the council must implement about the instrument is also described in this notice.

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Requesting information

- The Chief Executive, or Minister for Planning, as relevant to the process, may, at any time, give the council a notice requesting further information.

Managing timeframes

- The Minister for Planning, the Chief Executive or the council may pause a timeframe (provided it is not during public consultation) for an action for which it is responsible by giving notice to any other party in the relevant step of the process stating how long the timeframe will be paused and a date upon which the timeframe will restart.
- If a notice to pause a timeframe is issued, the process is paused from the day after the notice is given until the date stated in the notice, unless the notice is withdrawn by the party that gave the notice.
- If the pause a timeframe notice is withdrawn, the process restarts from the day after the party gives the notice to withdraw the notice.

Public consultation

In accordance with the Planning Act, the council is required to:

- Publish at least one (1) public notice about the proposal to make the planning scheme amendment.
- Keep the instrument available for inspection and purchase for a period (the consultation period) stated in the public notice of at least 20 business days after the day the public notice is published in a newspaper circulating in the local government area.
- Ensure the public notice states that any person may make a submission about the instrument to the council within the consultation period.
- Consider all properly made submissions about the proposed planning scheme amendment.
- Notify persons who made properly made submissions about how the council dealt with the submissions.
- Give the Minister for Planning a notice containing a summary of the matters raised in the properly made submissions and stating how the council dealt with the matters.

Communications Strategy

The proposed communications engagement strategy has the aim to enable meaningful engagement on the proposed planning scheme amendment.

The council is required to apply the following:

- Comply with the minimum public consultation standards prescribed in the Planning Act.
- Identify the relevant key stakeholders for its public consultation.
- Undertake a range of consultation methods that can be considered 'best practice' and are fit-for-purpose for the Rockhampton Region, generally in accordance with its 'Proposed Communication Engagement – Major Amendment' submitted under cover of a letter to the former Department of Infrastructure Local Government and Planning dated 27 November 2018.
- Document its public consultation and prepare a report on its public consultation to the Minister for Planning when submitting the proposed planning scheme amendment for adoption.

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Chief Executive actions

For chief executive actions under section 18 of the Planning Act, the chief executive includes the Director-General, the Planning Group Deputy Director-General, Executive Director, Director and Manager.

Tailored Process – Rockhampton Regional Council – Notice about the process for amending a planning scheme under section 18(3) of the *Planning Act 2016* (the Act)

Step	Type of action	Summary of action	Specific actions	Entity responsible for task	Indicative timeframes (Business days)
Step 1	Planning and preparation	Local government prepares a draft planning scheme amendment	The local government must prepare a draft planning scheme amendment.	Local government	60
Step 2	Planning and preparation	Local government consults with state agencies	The local government must consult with state agencies, while preparing the draft planning scheme amendment.	Local government	
Step 3	State interest review	Local government provides notice to commence the state interest review process	The local government must give a notice to the Chief Executive to commence the state interest review that includes— 1. An electronic copy of the proposed planning scheme amendment (proposed amendment) in the format identified by the Department of State Development, Manufacturing, Infrastructure and Planning. 2. A written statement addressing the state interests in the relevant regional plan and State Planning Policy (SPP) which includes— a) how the state interests are integrated in the proposed amendment; b) reasons why any state interests have not been not integrated in the proposed amendment; and c) any state interests that are not relevant. 3. A written statement about how the key elements of a planning scheme mentioned in section 16(1) of the Act have been addressed and if the proposed amendment is consistent with the regulated requirements. 4. A proposed communications strategy if one has not been given with the notice under section 18(2) of the Act. 5. Any background studies or reports that informed the preparation of the proposed amendment, including any strategic study or report, or review required under section 25(1) of the Act. 6. Any natural hazards, risk and resilience evaluation report prepared having regard to the SPP. 7. Any draft feasible alternatives report prepared for a planning	Local government	5

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			change made to reduce the risk of natural hazards, including details of the potentially affected premises and any relevant supporting information. 8. Shapefiles of any mapping. 9. A summary of consultation with state agencies and the outcome of the consultation. 10. Any other information considered relevant by the local government.		
Step 4	State interest review	Chief Executive undertakes the state interest review and provides outcomes.	The Chief Executive must undertake a state interest review with relevant state agencies.	Chief Executive	60
Step 5	State interest review	Chief Executive considers key Act and regulation matters.	As part of the state interest review, the Chief Executive must consider if the proposed amendment— a) advances the purpose of the Act b) is consistent with section 16(1) of the Act c) is consistent with the regulated requirements prescribed in the Planning Regulation d) is well drafted and clearly articulated; and e) accords with the result of any strategic study or report, or review required under section 25(1) of the Act.	Chief Executive	
Step 6	State interest review	Chief Executive advises of changes required.	The Chief Executive may give notice to the local government advising of any changes – a) to the proposed amendment required to address state interests b) to the proposed communications strategy as a result of the state interest.	Chief Executive	
Step 7	State interest review	Chief Executive provides outcomes of state interest review.	The Chief Executive must give notice to the local government of the outcome of the state interest review.	Chief Executive	
Step 8	State interest review	Chief Executive provides outcomes of state interest review.	The Chief Executive may include conditions that apply to the proposed amendment and/or proposed communications strategy, including the timing on when the conditions must be complied with.	Chief Executive	
Step 9	Changing the proposed instrument	Local government makes changes prior to public consultation.	The local government may make changes (other than changes required by conditions applied in Step 8) to the proposed amendment prior to undertaking public consultation.	Local government	

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Step 10	Changing the proposed instrument	Local government ensures changes made still meet relevant state interests.	The local government must ensure any changes made to the proposed amendment continue to appropriately integrate and address relevant state interests, including those identified in a state interest review.	Local government	10
Step 11	State interest review	Local government provides notice to re-commence the state interest review process	Where changes to the proposed amendment are made under Step 9, the local government must give a notice to the Chief Executive to re-commence the state interest review that includes— 1. An electronic copy of the proposed planning scheme amendment (proposed amendment) in the format identified by the Department of State Development, Manufacturing, Infrastructure and Planning. 2. A written statement identifying changes to the proposed amendment in response to conditions applied in Step 8. 3. A written statement identifying changes made to the proposed amendment under step 9. 4. A written statement addressing the state interests in the relevant regional plan and State Planning Policy (SPP) which includes— d) how the state interests are integrated in the proposed amendment; e) reasons why any state interests have not been not integrated in the proposed amendment; and f) any state interests that are not relevant. 5. A written statement about how the key elements of a planning scheme mentioned in section 16(1) of the Act have been addressed and if the proposed amendment is consistent with the regulated requirements. 6. A proposed communications strategy if: (i) one has not been given with the notice under section 18(2) of the Act; or (ii) updates to the strategy are required as a result of changes made to the proposed amendment 7. Any background studies or reports that informed the preparation of the proposed amendment, including any strategic study or report, or review required under section 25(1) of the Act. 8. Any natural hazards, risk and resilience evaluation report prepared having regard to the SPP. 9. Any draft feasible alternatives report prepared for a planning change made to reduce the risk of natural hazards, including	Local government	5

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			details of the potentially affected premises and any relevant supporting information. 10. Shapefiles of any mapping. 11. A summary of consultation with state agencies and the outcome of the consultation. 12. Any other information considered relevant by the local government.		
Step 12	State interest review	Chief Executive undertakes the state interest review and provides outcomes.	The Chief Executive must undertake a state interest review with relevant state agencies. This review is limited to the changes that have been made to the proposed amendment as identified by the local government under action 3 in Step 11.	Chief Executive	30
Step 13	State interest review	Chief Executive considers key Act and regulation matters.	As part of the state interest review, the Chief Executive must consider if the proposed amendment— a) advances the purpose of the Act b) is consistent with section 16(1) of the Act c) is consistent with the regulated requirements prescribed in the Planning Regulation d) is well drafted and clearly articulated; and e) accords with the result of any strategic study or report, or review required under section 25(1) of the Act.	Chief Executive	
Step 14	State interest review	Chief Executive advises of changes required.	The Chief Executive may give notice to the local government advising of any changes – a) to the proposed amendment required to address state interests b) to the proposed communications strategy as a result of the state interest.	Chief Executive	
Step 15	State interest review	Chief Executive provides outcomes of state interest review.	The Chief Executive must give notice to the local government of the outcome of the state interest review.	Chief Executive	
Step 16	State interest review	Chief Executive provides outcomes of state interest review.	The Chief Executive may include conditions that apply to the proposed amendment and/or proposed communications strategy, including the timing on when the conditions must be complied with.	Chief Executive	
Step 17	Public consultation	Local government commences public notice as per the Act, Minister's Guidelines and Rules (MGR), etc.	The local government must give public notice in accordance with: a) the public notice requirements prescribed in the Act Schedule 2, definition of public notice, paragraph (b) b) Schedule 4 of MGR; and c) the communications strategy, including any amended	Local government	-

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			strategy requested by the Chief Executive.		
Step 18	Public consultation	Local government publishes a public notice – minimum 20 business days.	The local government must publish a public notice about the proposal to amend the planning scheme. It must state that any person may make a submission about the instrument to the local government within the consultation period.	Local government	The consultation period must be a minimum period of 20 business days, commencing after the day the public notice is published in a newspaper circulating in the local government area.
Step 19	Considering submissions	Local government considers all properly-made submissions.	The local government must consider all properly made submissions about the proposed amendment.	Local government	-
Step 20	Considering submissions	Local government notifies submitters about the submissions consideration process.	The local government must notify persons who made properly made submissions about how the local government has dealt with the submissions.	Local government	-
Step 21	Considering submissions	Local government prepares written compilation report.	The local government must prepare a written consultation report that is: • available to view and download on the local government's website; and • available to inspect and purchase in each of the local government's offices.	Local government	Within 40 days of the completion of the consultation period
Step 22	Changing the proposed instrument	Local government makes changes as a result of submissions, changed circumstance, etc.	The local government may make changes to the proposed amendment to: • address issues raised in submissions • amend a drafting error; or • address new or changed planning circumstances or information.	Local government	-
Step 23	Changing the proposed instrument	Local government ensures changes made still meet relevant state	The local government must ensure any changes made to the proposed amendment continue to appropriately integrate and address relevant state interests, including those identified in a state interest review.	Local government	10

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		interests.			
Step 24	Changing the proposed instrument	Local government restarts or repeats consultation if changes made result in the proposed amendment being significantly different.	If the local government changes the proposed amendment and the changes result in the proposed amendment being significantly different (having regard to Schedule 2 of the MGR) to the version released for public consultation, and public consultation has started or been completed, the local government must repeat the public consultation required for the proposed amendment.	Local government	-
Step 25	Changing the proposed instrument	Local government limits public consultation to only those aspects changed.	If public consultation is required by step 16 to be repeated (as a result of changes which result in the instrument being significantly different), the local government may choose to limit the public consultation to only those aspects of the proposed amendment that have changed.	Local government	-
Step 26	Changing the proposed instrument	Local government repeats public consultation actions.	If public consultation has to be repeated, the local government must go back to step 9 for the repeated consultation.	Local government	-
Step 27	Endorsement	Local government requests adoption of the proposed amendment.	The local government must give the Minister a notice to request adoption of the proposed amendment that includes: a) an electronic copy of the amended planning scheme, clearly identifying any change that has been made to the proposed amendment since the state interest review b) a summary of the matters raised in the properly made submissions and an explanation of how the local government dealt with the matters raised c) the reasons why the local government doesn't consider the proposed amendment to be significantly different from the version for which public consultation has been undertaken.	Local government	Within 40 days of the completion of the consultation period
Step 28	Endorsement	Minister considers if the local government may adopt the proposed amendment.	The Minister must consider if the local government may adopt the proposed amendment by considering: a) if the adoption version of the proposed amendment is significantly different to the version released for public consultation; and b) if the proposed amendment: a. advances the purpose of the Act b. is consistent with section 16(1) of the Act c. is consistent with the regulated requirements prescribed in the Planning Regulation	Minister	40

			d. is well drafted and clearly articulated; and c) accords with the result of any relevant study or report, or review required under section 25(1) of the Act.		
Step 29	Endorsement	Minister provides approval to adopt.	The Minister must give the local government a notice stating: a) if the local government may adopt the proposed amendment; and b) the Minister's conditions, if any, that apply to the proposed amendment; or c) if the proposed amendment may not be adopted, and the reasons why it may not be adopted.	Minister	
Step 30	Endorsement	Minister provides conditions of adoption.	Any Ministerial conditions stated on the notice given must be complied with before the local government may adopt the proposed amendment.	Minister	
Step 31	Adoption	Local government decides to adopt scheme.	The local government must decide to adopt or not proceed with the proposed amendment.	Local government	20
Step 32	Adoption	Local government publicly notifies adoption.	If the local government decides to adopt the proposed amendment, the local government must publish a public notice in accordance with the requirements of the Act, Schedule 2, definition of public notice, paragraph (c) that must state: a) the name of the local government b) the decision made by the local government about the amendment c) the date the amendment was adopted d) the commencement date for the amendment (if different to the adoption date) e) the title of the amendment f) if the amendment only applies to part of the local government area, a description of the location of that area g) the purpose and general effect of the amendment; and h) where a copy of the amendment may be inspected and purchased.	Local government	5
Step 33	Adoption	If local government does not adopt, local government publicly notifies decision not to adopt	If the local government decides not to proceed with an amendment to the planning scheme, the local government must publish a public notice in accordance with the requirements of the Act, Schedule 2, definition of public notice, paragraph (c) that must state: a) the name of the local government b) the decision made by the local government about the amendment; and c) the reasons for not proceeding with the amendment.	Local government	5

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Step 34	Adoption	Local government provides a public notice and copy of the amended scheme to the Chief Executive	The local government must give the Chief Executive a copy of the public notice; and if adopted, a certified copy of the amended planning scheme including: a) a certified copy of the instrument b) a copy of all electronic planning scheme amendment spatial data files (mapping) relevant to the instrument.	Local government	5

Dated this day of 2018

Michael Schaumburg
Director-General

12 NOTICES OF MOTION

Nil

13 QUESTIONS ON NOTICE

Nil

14 URGENT BUSINESS/QUESTIONS

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

15 CLOSED SESSION

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

RECOMMENDATION

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

16.1 Land Use Analysis - Depot Hill Site

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

16.2 Proposal received to purchase land owned by Council

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 Chief Executive Officer Monthly Report

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

16 CONFIDENTIAL REPORTS

16.1 LAND USE ANALYSIS - DEPOT HILL SITE

File No:	**8024**
Attachments:	**1. Assessment Review** **2. Strategic Site Assessment**
Authorising Officer:	**Cameron Wyatt - Coordinator Strategic Planning** **Angus Russell - Manager Strategy and Planning** **Ross Cheesman - Deputy Chief Executive Officer**
Author:	**Alyce James - Strategic Planner**

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 interest of the local government or someone else, or enable a person to gain a financial advantage.

SUMMARY

This report has been prepared to review the Strategic Site Assessment provided to Council.

16.2 PROPOSAL RECEIVED TO PURCHASE LAND OWNED BY COUNCIL

File No:	**4198**
Attachments:	**1. Proposal**
Authorising Officer:	**Colleen Worthy - General Manager Community Services**
Author:	**Joanne Stratford - Acting Coordinator Community Assets**

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

An offer of purchase has been received for land owned by Council.

16.3 CHIEF EXECUTIVE OFFICER MONTHLY REPORT

File No:	**1830**
Attachments:	**Nil**
Authorising Officer:	**Evan Pardon - Chief Executive Officer**
Author:	**Evan Pardon - Chief Executive Officer**

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

SUMMARY

Chief Executive Officer presenting monthly report for the period ending 19 November 2018.

17 CLOSURE OF MEETING