



COMMUNITIES COMMITTEE MEETING

AGENDA

15 APRIL 2025

Your attendance is required at a Communities Committee meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 15 April 2025 commencing at 11:00 AM or at the conclusion of Infrastructure Committee for transaction of the enclosed business.

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

ACTING CHIEF EXECUTIVE OFFICER

9 April 2025

Next Meeting Date: 20.05.25

Please note:

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

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1 OPENING

1.1 Acknowledgement of Country

2 PRESENT

Members Present:

The Mayor, Councillor A P Williams (Chairperson)
Deputy Mayor, Councillor M D Wickerson
Councillor S Latcham
Councillor E W Oram
Councillor C R Rutherford
Councillor M A Taylor
Councillor G D Mathers
Councillor E B Hilse

In Attendance:

Mr R Cheesman – Deputy Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

Minutes of the Communities Committee held 18 March 2025

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

6.1 LIFTING MATTERS FROM THE TABLE

File No: 11715

Attachments: Nil

Authorising Officer: Alicia Cutler - General Manager Community Services

Author: Alicia Cutler - General Manager Community Services

SUMMARY

This report is being presented in order for matters that have been laid on the table at previous meetings to be formally lifted from the table prior to being dealt with at this meeting.

OFFICER'S RECOMMENDATION

THAT the following matter be lifted from the table and dealt with accordingly:

- Community Petition – Enhancement of Facilities at Duthie Park

6.2 BUSINESS OUTSTANDING TABLE FOR COMMUNITIES COMMITTEE

File No: 10097
Attachments: 1. April 2025 [↓](#)
Authorising Officer: Alicia Cutler - General Manager Community Services
Author: Alicia Cutler - General Manager Community Services

SUMMARY

The Business Outstanding Table is used as a tool to monitor outstanding items resolved at previous Council or Committee meetings. The current Business Outstanding Table for Communities Committee is presented for Councillors' information.

OFFICER'S RECOMMENDATION

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

BUSINESS OUTSTANDING TABLE FOR COMMUNITIES COMMITTEE

April 2025

Meeting Date: 15 April 2025

Attachment No: 1

<div> <div> <div>Division:</div> <div>Committee:</div> <div>Officer:</div> </div> <div>Communities Committee</div> </div> <div> <div>Date From:</div> <div>Date To:</div> </div>					
Action Sheets Report			Printed: Monday, 7 April 2025 3:49:49 PM		
Meeting Date	Subject	Resolution	Officer	Target Date	Notes
20/08/2024	Playground Renewal - Victoria Park Cableway	COMMITTEE RESOLUTION THAT Council endorse the allocation of \$100,000 from the Community Services contingency budget to fund the replacement of the Victoria Park Cableway.	Richardson, Damon	03/09/2024	11 Sep 2024 8:21am Dorman, Kerri Waiting on quotes to be received. 06 Nov 2024 11:02am Dorman, Kerri Change is proposed in latest budget amount 11 Feb 2025 3:20pm Richardson, Damon Cable way scheduled to be installed April 2025
19/11/2024	Gracemere Swimming Pool Lease Renewal	COMMITTEE RECOMMENDATION THAT: <ol style="list-style-type: none"> Council agrees to renew the Lease Agreement with Department of Education for the Gracemere Swimming Pool upon appointment of an operator and authorise the Chief Executive Officer (Coordinator Property and Insurance) to proceed with negotiations with Department of Education and Training to finalise the Lease Agreement. Council resolves to investigate the cost to purchase a disability hoist for Gracemere pool. Council prioritise the Gracemere heated pool for public use in the upcoming tender for operations. 	Dwyer, Emma-Jane	03/12/2024	11 Feb 2025 3:15pm Dwyer, Emma-Jane Lease has been renewed with the Department of Education for the Gracemere Swimming pool., Currently investigating pricing for hoist. 10 Mar 2025 3:15pm Dwyer, Emma-Jane Pricing for hoists to be considered in the 25/26 FY Capital budget
19/11/2024	Amenities Renewal Program Update	COMMITTEE RECOMMENDATION THAT Council endorse the renewal of the amenities located at the Mount Morgan #7 Dam.	Dwyer, Emma-Jane	03/12/2024	11 Feb 2025 3:17pm Dwyer, Emma-Jane Renewal of Mount Morgan #7 Dam amenities scheduled for May 2025.

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COMMITTEE REPORTS

Nil

10 COUNCILLOR/DELEGATE REPORTS

10.1 PORTFOLIO UPDATE

File No: 10097

Attachments: Nil

Authorising Officer: Alicia Cutler - General Manager Community Services

Author: Alicia Cutler - General Manager Community Services

SUMMARY

Portfolio Councillors for Communities and Heritage; Parks, Sport and Public Spaces; Planning and Regulation; Environmental Sustainability will provide an update on matters of interest within their portfolio.

OFFICER'S RECOMMENDATION

THAT the Portfolio Updates for Communities and Heritage, Parks Sport and Public Spaces, Planning and Regulation and Environmental Sustainability be received.

BACKGROUND

Councillors have requested an opportunity to speak about their relevant Portfolio during Committee Meetings.

The following Councillors will provide an update on their Portfolio at Communities Committee:

Deputy Mayor, Councillor Drew Wickerson – Communities and Heritage Portfolio

Councillor Cherie Rutherford – Parks, Sport and Public Spaces Portfolio

Councillor Grant Mathers – Planning and Regulation Portfolio

Councillor Elliot Hilse – Environmental Sustainability

11 OFFICERS' REPORTS

11.1 SPONSORSHIP REQUEST - CQSHINES FOUNDATION

File No: 12535
Attachments: 1. [Presentation to CQROC](#)
Authorising Officer: Alicia Cutler - General Manager Community Services
Author: Kerri Dorman - Supervisor Community Services Directorate

SUMMARY

CQShines Foundation seeking financial assistance towards the services they provide to the community dealing with health issues.

OFFICER'S RECOMMENDATION

THAT CQShines Foundation's request for financial support be 'received' and the Foundation be encouraged to apply for funding under the Community Assistance Program's *Community Development Grant*.

COMMENTARY

CQShines Foundation are seeking an annual contribution of \$10,000 over 3 years to ensure the foundation's sustainability in the care and services they provide to the Rockhampton community.

The foundation has already raised over \$375,000 in the past 12 months alone, supporting critical hospital and community healthcare initiatives, including:

- Upgrading medical equipment and technology
- Enhancing patient comfort and care
- Providing essential supplies for vulnerable patients and families
- Supporting the next generation of healthcare workers

The foundation is a not-for-profit organisation and is eligible under the Community Assistance Program's *Community Development Grant* criteria with a maximum funding of \$1,000.00 available to applicants.

BACKGROUND

Further to a presentation (*copy attached*) to CQROC in May 2024, CQShines Foundation is following-up on their request for Councils financial support towards their organisation's operations.

CQShines Foundation was established in 2021 and despite being a relatively new organisation have already delivered significant healthcare improvements across the Region. A not-for-profit organisation, the foundation does not receive funding from the State or Australian Governments for their day-to-day operations.

While they continue to build partnerships with industry and philanthropic donors and explore sustainable funding models, CQ Shines urgently requires financial support to sustain and grow its impact. Without this, CShines faces the risk of ceasing operations, which would leave a significant gap in healthcare support across Central Queensland.

PREVIOUS DECISIONS

Nil

BUDGET IMPLICATIONS

Existing budget allocations under 2024/2025 Community Assistance Program's *Community Development Grant Scheme* to a maximum amount of \$1,000.00.

There is room in the existing budget for 24/25 to accommodate the request should Council desire to do so.

LEGISLATIVE CONTEXT

Type text

LEGAL IMPLICATIONS

Type text

STAFFING IMPLICATIONS

Nil

RISK ASSESSMENT

Nil

CORPORATE/OPERATIONAL PLAN

Type text

CONCLUSION

As a not-for-profit community organisation, CQ Shines is eligible for funding under Council's Community Assistance Program's *Community Development Grant* which provides financial support to a maximum amount of \$1,000. Applications under this scheme are open all year round dependent on budget availability.

The organisation will be required to apply on the relevant application form in accordance with Council's Community Assistance Program Policy and Procedure.

It is recommended that they be invited to apply under this scheme.

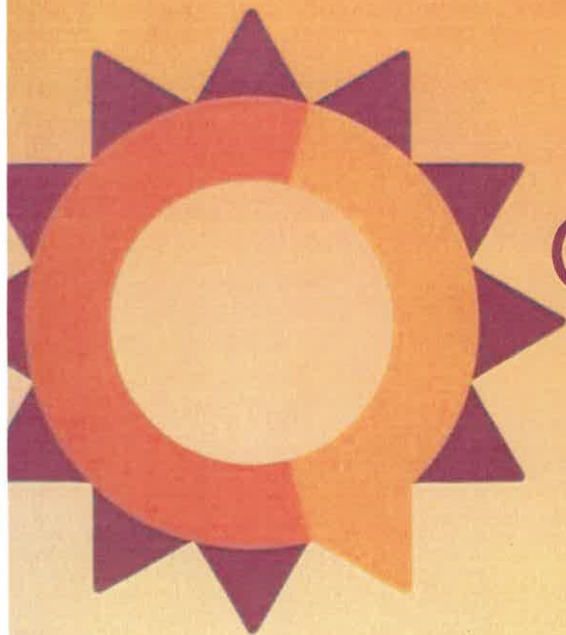
SPONSORSHIP REQUEST – CQSHINES FOUNDATION

Presentation to CQROC

Meeting Date: 15 April 2025

Attachment No: 1

Presentation to CQ ROC



CQShines
Foundation

Better Health.
Brighter Futures.

a charity partner of
 The Hospital Research
Foundation Group

Document Set ID: 41020313
Version: 1, Version Date: 05/03/2025

Why does CQShines exist?



Our mission is
dedicated to advancing,
supporting, and
promoting the health
and well-being of
Central Queenslanders

How do we do this?

We raise money to invest in the
local gaps in health

Infrastructure

Equipment

Services

People

Document Set ID: 41020313
Version: 1, Version Date: 05/03/2025



Why we want to meet with CQROC

CQShines Foundation aims to deliver significant projects across Central Queensland that support our communities to achieve better health options locally and to do this we need your support.

Document Set ID: 41020313
Version: 1, Version Date: 05/03/2025

Our Foundation Projects

Based on community consultation,
engagement with health specialists and
advice from the Central Queensland Health
and Hospital Service Board and Executive

We are raising money to deliver...

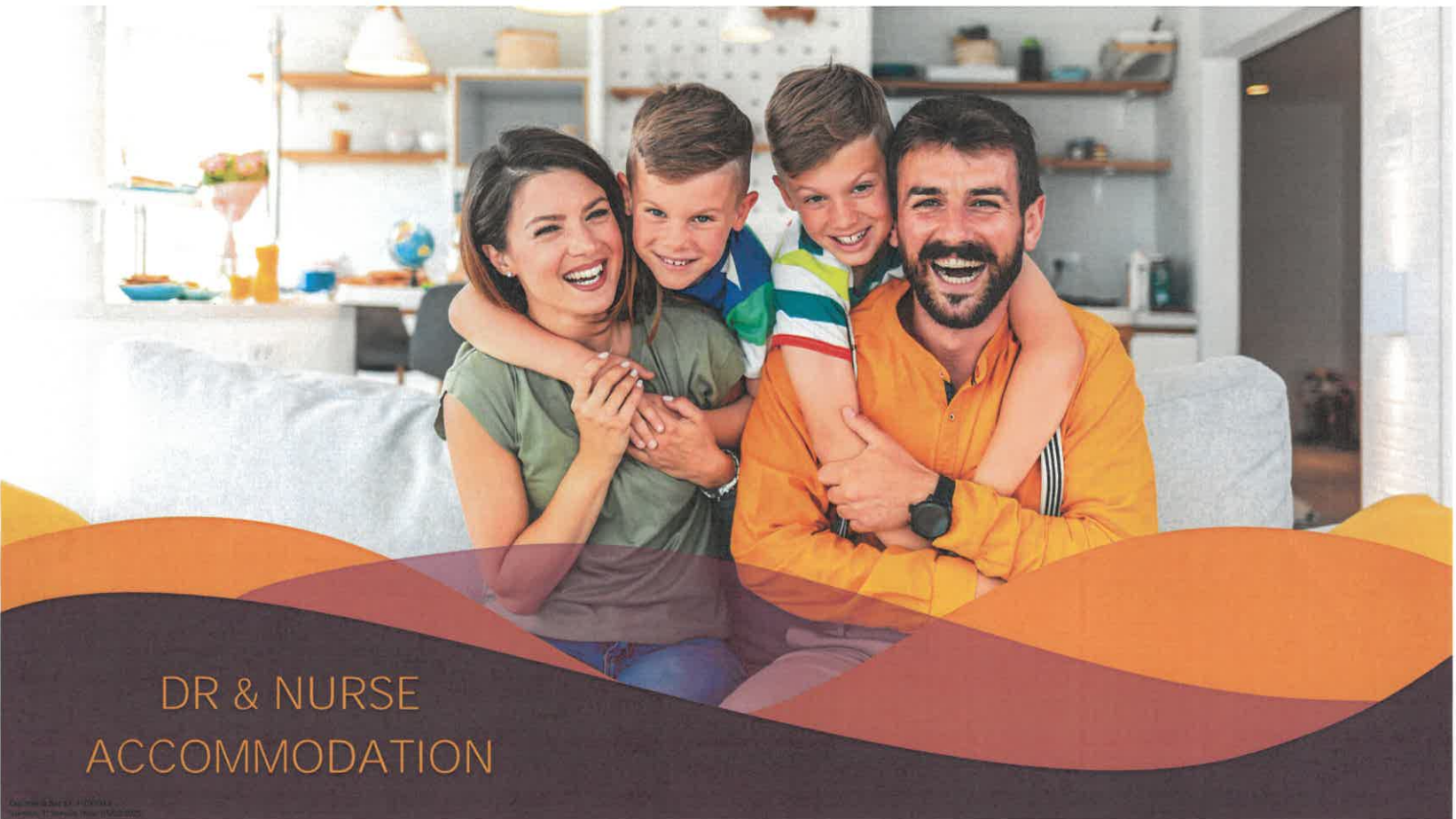


PATIENT ACCOMMODATION





Document Set ID: 41020313
Version: 1, Version Date: 05/03/2025





Our Challenge

While we are growing this critical organisation we need to develop financial resources to sustain it and ensure the magnification of our impact.

It is our aim to achieve financial self-sustainability by 2030.

As part of our ongoing commitment to serving Central Queenslanders, we are developing financial strategies to sustain ourselves now and into the future.

How do we want to achieve Financial Sustainability?

Financial respite for 2024-2030

- Engage CQHHS
- Engage CQROC
- Continued support from THRF
- Business Sponsorship Program
- Philanthropic Donations

Build income generating assets

- Patient Accommodation
- Health Staff Accommodation
- Social Enterprise

Build regular income streams

- Payroll giving
- Partnerships with community organisations
- Management of community funds leveraging deductible gift status.

Financial Respite for 2024-2030



CQShines is requesting an annual contribution of \$40,000 across six local governments within our catchment area.

Document Set ID: 41020313
Version: 1, Version Date: 05/03/2025

How can your council help?

- Providing small amounts of ongoing financial support
- Written support for grant applications to fund infrastructure that will benefit your community
- Access to Council owned land to build infrastructure within your community
- Access to rate subsidies for any property owned by CQ Shines
- Utilisation of Council owned venues for fundraising events
- Nominating potential board members from your community to advocate for your needs
- Providing introductions to key community members and corporates that would like to support our aims

What will your help achieve?

When better health infrastructure, equipment, and services are available in our communities, together we will have achieved:

- 1.Stronger local healthcare delivery
- 2.Enhanced quality of life
- 3.Improved liveability
- 4.Increased community engagement
- 5.Community growth and retention
- 6.Strengthened regional healthcare ecosystem

*Support CQShines to strengthen
the Central Queensland
community.*



info@cqshines.org.au
chair@cqshines.org.au



www.cqshines.org.au



0493 551 422

Document Set ID: 41020313
Version: 1, Version Date: 05/03/2025

11.2 THE BAYTON AWARD - PRIZE PRE-APPROVAL

File No: 3147
Attachments: Nil
Authorising Officer: John Webb - Manager Communities and Culture
Alicia Cutler - General Manager Community Services
Author: Jonathan McBurnie - Museum of Art Director

SUMMARY

Rockhampton Museum of Art presents a biennial Award, The Bayton Award. The Bayton Award is open to artists residing in the Central Queensland region. The Bayton Award prizes are cumulatively valued at \$18,200.

OFFICER'S RECOMMENDATION

THAT Council approves the prizes for the winning artworks for The Bayton Award 2025 as outlined in the report as sole supplier to Council in accordance with Section 235(a) of the *Local Government Regulation 2012*.

COMMENTARY

Due to the nature of an Award this report seeks the winner of The Bayton Award 2025 to receive The Bayton Award prize value under the sole provider provision.

BACKGROUND

The Bayton Award highlights the creativity and the variety of artistic endeavor in Central Queensland. Drawing on artwork produced over the last twelve months, the Award and resulting finalist exhibition reveals the shared concerns of artists living in Central Queensland. It is a snapshot of the many ways artists create and indicates the depth of creative skill across the community. An initiative of Rockhampton Regional Council and hosted by the Rockhampton Museum of Art the Award is named in recognition of the Right Reverend John Bayton AM for his significant contribution to the development of the Rockhampton Museum of Art Collection.

The award is shortlisted by an external panel of three and the winner is chosen by an invited external judge, with the winner announcements on 22 November 2025. Due to the nature of the purchase, being an artwork award, this purchase is sought as sole supplier to Council in accordance with s.235(a) of the Local Government Regulation 2012. The artists have been identified through a public callout to Central Queensland artists, and assessed by a panel of industry experts. Additionally the winning work is sometimes considered for acquisition, in line with the Collection Management Plan 2021-2025.

Due to an artworks bespoke nature there is only one supplier and therefore any acquisitions must occur through sole provider provision.

PREVIOUS DECISIONS

In February 2023, Council approved the use of nominated suppliers as specialised or sole suppliers to supply productions, exhibitions and services detailed: The 2023 Bayton Award, prize money for winning artists, Winning Entrant.

In July 2019, Council resolved "THAT The Bayton Award winning artist be approved as a sole supplier to Council in accordance with s.235(a) of the Local Government Regulation 2012 to receive The Bayton Award 2019 prize value."

BUDGET IMPLICATIONS

Itemised:

The Bayton Award: \$10,000 (funded by Rockhampton Museum of Art's Acquisition Fund in the Operational Budget)

The Bayton Award Runner-Up: \$5,000

The Bayton Award People's Choice: \$1,000

Chris Warby Emerging Artist Bursary x 2: \$1,000 each (funded by philanthropic donation)

Mini Bayton Ages 5-9: \$100 (parent or guardian must receive payment)

Mini Bayton Ages 10-14: \$100 (parent or guardian must receive payment)

The prizes and acquisitions are funded by Rockhampton Regional Council.

LEGISLATIVE CONTEXT

Under Section 235, Other Exceptions, of the Local Government Regulation 2012:

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

(a)the local government resolves it is satisfied that there is only one supplier who is reasonably available"

LEGAL IMPLICATIONS

N/A

STAFFING IMPLICATIONS

N/A

RISK ASSESSMENT

A risk assessment is not required

CORPORATE/OPERATIONAL PLAN

2022-2027 Corporate Plan:

Goal 1.1 We are fiscally responsible,

Effort 1.1.3 We have effective governance with accountable decision-making practices.

Goal 1.2 We are respected and recognised for our engagement with the community and our contributions to the Region

Effort 1.2.3 We have a strong relationship with the community, built on trust and shared goals for the Region.Type text

CONCLUSION

Rockhampton Museum of Art seeks pre-approval for the prize monies for The Bayton Award 2025. As there is only one supplier able to create each bespoke artwork the artists or their representing gallery are sought as sole suppliers to Council in accordance with s235(a) of the Local Government Regulation 2012 for their 2025 The Bayton Award artwork.

11.3 DISPOSAL OF COUNCIL ASSETS

File No: 1464
Attachments: 1. **Community Engagement Procedure**[↓](#)
Authorising Officer: Alicia Cutler - General Manager Community Services
Author: Emma-Jane Dwyer - Manager Community Assets and Facilities
Kellie Roberts - Coordinator Property and Insurance

SUMMARY

The properties nominated in this report are at, or approaching, end of life and require significant remedial or maintenance works in order to retain them. This report details a plan to dispose of the nominated properties as a cost saving measure.

OFFICER'S RECOMMENDATION

THAT:

1. Council approves the plan as outlined in the report and authorises the Chief Executive Officer (Manager Community Assets and Facilities) to dispose of the following properties and associated structures:
 - Former Pigeon Club Building, Church Park
 - Amenities, Church Park
 - Amenities, Pilbeam Park
 - Amenities, Bencke Park
 - Amenities next to Rod Laver Hall, Victoria Park Tennis
2. Council approved the plan as outlined in the report and authorises the Chief Executive Officer (Manager Community Assets and Facilities) to dispose of the Former Scout Hall and sheds at 54 Dee Street, Mount Morgan and the land be used as an open park space area.

COMMENTARY

The nominated properties have been constructed or acquired by Council via various means over a number of years and have reached end of life. The properties, in most instances, are vacant, derelict, non-compliant or condemned and in some cases, boarded up to prevent further vandalism and squatting.

The vacant properties have deteriorated to a point where maintenance and renewal are not financially viable due to issues such as termite infestation, compliance issues, and general deterioration of building fabric and interior. In addition, many of the properties have been deemed hazardous and unsafe for occupation.

The combined current written down value is \$138,802.

Ongoing ownership of all these buildings over the next 3 years will require significant capital funding along with operational investment to ensure that the properties are maintained or replaced to a suitable standard. These funds can be considered a saving with the approved proposal.

In accordance with Council's Asset Disposal Policy, it must be determined that it is appropriate to dispose of the assets, considering the carrying value of the asset along with the following common criteria for determining whether assets may be suitable for disposal:

- a) No longer required.
- b) Unserviceable or beyond economic repair.

- c) Technologically obsolete.
- d) Operationally inefficient.
- e) Surplus to current or immediately foreseeable needs.
- f) Part of an asset replacement program; and/or
- g) Contains any environmentally sensitive or hazardous material.

Removing the amenities identified in this report will reduce the service to the community however, all sites have alternative amenities within 2.8km. The approximate cost to replace these amenities buildings with new is approximately \$270,000 each with additional costs expected for Pilbeam Park due to flood zoning. To replace the amenities will require in excess of \$1.1 million of new capital budget.

The former Pigeon Club building at Church Park is recently vacant, with the Pigeon Club surrendering its lease to Council.

The former Scout Hall in Mount Morgan has been vacant and closed for many years. It is proposed that the structures are disposed of, and the land converted into open park space. The bell stand, signage and emblem items will not be disposed off and instead recycled into features within the park.

It is proposed to undertake community engagement in accordance with the attached community engagement matrix. Due to their existing level of usage, it is proposed to undertake consultation at the "Level 4 - Low Local" which aims to inform the public of the decision and incorporates:

- Advice to local Councillor and photo opportunity where requested
- Council website
- Signage or Poster
- Advice to customers during interactions with Council staff

BACKGROUND

The following properties are proposed for demolition, removal or recycling given their age and condition:

	Use Status	Written Down Value	Repair \$	Replace \$
Former Pigeon Club building, Church Park*	Closed	\$0	\$50k	\$100k
Amenities, Church Park	Closed	\$11,192.16	N/A	\$270k
Amenities, Pilbeam Park	Open	\$6,878.31	N/A	\$270k
Amenities, Bencke Park	Open	\$30,209.79	\$250k	\$270k
Amenities, next to Rod Laver Hall	Closed	\$33,712.56	N/A	\$270k
Former Scout Hall & 2 sheds, Mt Morgan	Closed	\$56,808.93	\$300k Sheds N/A	\$300k Sheds \$30k

*Pigeon Club Building can only be repaired / replaced in conjunction with the Church Park Amenities as they are adjoining buildings.

The tenure and zoning of the land is:

Site	Tenure	Zoning
Church Park	Freehold	Sport & Recreation
Pilbeam Park	Freehold	Sport & Recreation
Bencke Park	Park & Recreation Reserve	Open Space
Victoria Park	Park & Recreation Reserve	Open Space
Former Scout Hall & 2 sheds, Mt Morgan	Park & Recreation Reserve	Community Facilities

Former Pigeon Club Building, Church Park



Amenities, Church Park



Amenities, Pilbeam Park



Amenities, Bencke Park



Amenities, Rod Laver Hall



Former Scout Hall & Associated Sheds, Mt Morgan





A tender shall be called for appropriate and suitably qualified contractors to remove, demolish or recycle the assets.

PREVIOUS DECISIONS

Nil

BUDGET IMPLICATIONS

There is sufficient budget in the 25/26 FY and 26/27 FY capital budget to cover the cost of disposal.

There are no current or forward budget allocations for the repair or replacement of these buildings.

LEGISLATIVE CONTEXT

Nil foreseen

LEGAL IMPLICATIONS

Nil foreseen

STAFFING IMPLICATIONS

There are adequate resources within Community Assets and Facilities team to manage the works.

RISK ASSESSMENT

Council manages all works in accordance with the relevant Service Agreement. Delivery partners develop a detailed risk assessment for each works project and must comply with all relevant workplace health and safety laws, standards, codes of practice, Council policies and procedures.

If Council does not dispose of the buildings, they continue to sit vacant and closed and become more unsightly and dilapidated as they attract vandalism and antisocial behavior.

CORPORATE/OPERATIONAL PLAN

Goal 2.1: Council ensures community assets are utilised and appropriate for the needs of the community.

Goal 5.1 Our Region has infrastructure that meets current and future needs.

CONCLUSION

The nominated structures and associated structures are nearing or have reached end of life and would require significant capital funding to complete maintenance works in order to make safe and meet current building compliance. This report proposes to dispose of the nominated properties.

DISPOSAL OF COUNCIL ASSETS

Community Engagement Procedure

Meeting Date: 15 April 2025

Attachment No: 1



COMMUNITY ENGAGEMENT PROCEDURE

1 Scope:

This procedure applies to Rockhampton Regional Council employees and external consultants undertaking Council projects and services that require community engagement.

2 Purpose:

To outline the process for developing and facilitating community engagement activities for Council projects, facilities, items of infrastructure and services.

3 Related Documents:

Primary

Community Engagement Policy

Secondary

Community Engagement Plan

Community Engagement Register

Example Community Engagement Plan

4 Definitions:

To assist in interpretation, the following definitions apply:

Council	Rockhampton Regional Council
Council Table	The body of elected Councillors of Rockhampton Regional Council
Community	Residents, ratepayers, businesses, organisations and groups who have a stake or interest in the area served by the Rockhampton Regional Council.
Community Engagement	A planned process with the specific purpose of working with identified groups of people, whether they are connected by geographic location, special interest, affiliation or identity to help in the development of policies, planning, service provision that impacts on the community's wellbeing.
Region	Area defined by the electoral boundaries of Rockhampton Regional Council.

5 Procedure:

Community engagement may be required for a Council project, facility, item of infrastructure or service. The specific type of community engagement will vary and is dependent on the potential level of impact, subject matter, those involved, potential legislative requirements and budget considerations.

Corporate Improvement and Strategy use only

Adopted/Approved: Approved, 9 August 2016

Version: 2

Reviewed Date:

Department: Office of CEO

Section: Governance Support

Page No.: Page 1 of 8

5.1 Community Engagement Examples

Community engagement may be required to be undertaken if legislation or a funding agreement requires it, the Council table resolves it, or a new or changed service, facility or event is being proposed. Refer to the Community Engagement Policy for specific requirements.

Examples of when community engagement should be undertaken include, but are not limited to:

- Changing the operating hours of the libraries;
- Closing a facility temporarily;
- Closing access to or within a street for road works;
- Developing a community policy or plan that will guide Council's actions or services;
- Discontinuing a rural waste transfer station;
- Educating the public about a requirement to keep walkways clear;
- Introducing mandatory requirements for microchipping of dogs;
- Installing a dog park in a residential area;
- Opening a recreational facility eg. playground, skate park; or
- Requiring community input into a new youth service.

5.2 Roles and Responsibilities

5.2.1 Unit/Section

The relevant unit/section will be responsible for the development and delivery of the

- Community Engagement Plan
- Community Engagement Project

5.2.2 Communications Unit

The Communications unit will be responsible for:

- Collaborating with units/sections undertaking engagement; and
- Supporting with communications of the engagement activities and outcomes.

The Community Engagement Officer will be responsible for:

- Managing the Community Engagement Register;
- Discussing potential community engagement methods with units/sections;
- Reviewing and making recommendations relating to community engagement plans;
- If deemed necessary, assisting in resourcing/coordinating selected engagements; and
- If deemed necessary, developing and supporting the community engagement.

Corporate Improvement and Strategy use only

Adopted/Approved: Approved, 9 August 2016
Version: 2
Reviewed Date:

Department: Office of CEO
Section: Governance Support
Page No.: Page 2 of 8

6 Community Engagement Process

6.1 Community Engagement Matrix

Review Appendix A - Community Engagement Matrix to determine the type of engagement that will be required.

The type of engagement will be linked to the level of impact that the service or activity could have on our Region, user groups or residents. There are mandatory levels of community engagement for each level of impact, however engagement which exceeds these mandatory requirements will be considered favourable in some circumstances.

6.1.1 Levels of Impact

Level 1: High Regional – High level of real or perceived impact across the Region

Level 2: High Local – High level of real or perceived impact or risk on a local area, small community or user group of a specific facility or service

Level 3: Low Regional – Lower, although still some real or perceived impact or risk across our Region

Level 4: Low Local – Lower level of real or perceived impact or risk on a local area, small community or user group of a specific facility or service

6.2 Community Engagement Plan

Draft a Community Engagement Plan considering the following:

- Access and equity;
- Potential cultural or linguistic barriers;
- Target audience/s;
- Locality differences/barriers;
- Historical and current issues relating to the audience/topic;
- Review the community engagement register for information/reports that may be relevant;
- Set realistic and achievable timeframes;
- What budget is available or what is needed.

Once drafted, seek review and recommendation of the Community Engagement Plan from the Community Engagement Officer.

Seek approval for the Community Engagement Plan from the relevant General Manager.

6.3 Communications Calendar

Send an electronic meeting request to invite 'Communications' to the community engagement event.

6.4 Notify Councillors

Councillors will need to be notified or briefed on the community engagement. This may include presenting a report to the Council table.

Corporate Improvement and Strategy use only

Adopted/Approved: Approved, 9 August 2016
Version: 2
Reviewed Date:

Department: Office of CEO
Section: Governance Support
Page No.: Page 3 of 8

6.5 Website

Once Councillors have been briefed the project plan and community engagement overview will be placed on the Council website.

6.6 Undertake Community Engagement

Once approved, community engagement can be undertaken in line with the Community Engagement Plan.

6.7 Post Community Engagement

Once community engagement has been completed, the unit/section will:

6.7.1 Medium to Larger Scale Projects

- Present a report to the Council table within six weeks of completion outlining the:
 - Community engagement program undertaken;
 - Level of participation;
 - Quality of input;
 - Findings from the engagement; and
 - Intended and actual outcomes achieved.
- Evaluate the engagement through a debrief process; and
- Update information on Council's website.

6.7.2 Smaller Scale Projects

- Provide an update the committee chair and divisional Councillor;
- Respond to participants with the outcomes;
- Evaluate the engagement through a debrief process; and
- Update information on Council's website.

7 Review Timelines:

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

7.1 The related information is amended or replaced; or

7.2 Other circumstances as determined from time to time by the General Manager.

8 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Procedure Owner	Chief Executive Officer
Procedure Quality Control	Corporate Improvement and Strategy

EVAN PARDON
CHIEF EXECUTIVE OFFICER

Corporate Improvement and Strategy use only

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APPENDIX A

COMMUNITY ENGAGEMENT MATRIX

Determining Level of Impact, Mandatory Engagement Required and Lead Times

The criteria that should be used to determine the level of impact of a project, issue, service or action is detailed in the table below. To determine the level of impact, you will need to determine the stakeholders that are affected by the project and the risks that may apply to Council in regards to the project/service. It may be appropriate to involve other Council staff in making these decisions.

Community Engagement Matrix			
Level of Impact	Criteria (one or more of the following examples)	Mandatory Engagement	Timeframes
Level 1: High Regional High level of real or perceived impact across our Region	<ul style="list-style-type: none"> ▪ Any significant impact on attributes that are considered to be of high value to the whole of our Region such as the natural environment or heritage ▪ Any impact on the health, safety or wellbeing of our regional community ▪ Potential high degree of controversy or conflict ▪ Likely high level of interact across our Region ▪ Community and Council Plans, Budget, Regional Planning Scheme ▪ Disability Action Plan ▪ Strategy Plans e.g. Youth, Aged ▪ Removal of a facility or service catering across our Region e.g. library, swimming pool ▪ Provision of a regional facility i.e. skate park, sports centre ▪ Key changes to Region-wide service e.g. waste services 	<ul style="list-style-type: none"> ▪ Flyer or similar ▪ Letterbox drop or written correspondence ▪ Notice in local newspaper ▪ Media promotion inviting comment (incl. advertising) ▪ Public event ▪ Meeting with key users or stakeholder groups (may include one-on-ones) ▪ Website presence with FAQs, Engagement Plan, Project Outline and associated plan, graphics, progress photographs ▪ Briefing and involvement of all Councillors ▪ Signage and/or posters ▪ Potential Advisory Committee/Taskforce requirement ▪ Notice in established communication channels e.g. Message on Hold, Council generated newsletter etc 	<p>Engagement must commence before decisions as made or plans are finalized. Stakeholders must be involved, not just informed.</p> <p>Recommended lead time, including planning, is between 3-6 months</p>

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Community Engagement Matrix			
Level of Impact	Criteria (one or more of the following examples)	Mandatory Engagement	Timeframes
Level 2: High Local High level of real or perceived impact or risk on a local area, small community or user group of a specific facility or service	<ul style="list-style-type: none"> ▪ The loss of or significant change to any facility or service to a local community ▪ Potential high degree of controversy or conflict at the local level ▪ Removal or relocation of a local playground or kindergarten ▪ Change to or loss of valued activity or program e.g. local youth activity ▪ Re-development of a sportsground ▪ Increase or removal of car parking in a local shopping centre ▪ Removal of a tree from a public space, median strip or neighbourhood ▪ Road closure (could be a Level 4 impact depending upon circumstance and history) 	<ul style="list-style-type: none"> ▪ Written correspondence or letterbox drop to affected residents ▪ Advice to local user groups ▪ Media Release ▪ Councillor involvement ▪ Signage and/or posters Suggested where applicable: <ul style="list-style-type: none"> ▪ Individual meetings offered to affected persons ▪ Community Meeting or TaskForce ▪ Public Notice 	6 weeks to 3 months Notification must be given to affected persons prior to any action, with an opportunity to provide comment or ask questions, and to receive a response.
Level 3: Low Regional Lower, although still some real or perceived impact or risk across our Region	<ul style="list-style-type: none"> ▪ Potential for some controversy or conflict ▪ Changes to our Region wide service e.g. temporary or permanent variation to opening hours of a customer service centre ▪ Changes to customer service processes e.g. payment of rates ▪ Changes to the format of the website 	<ul style="list-style-type: none"> ▪ Media Release ▪ Notification to all Councillors ▪ Signage of Posters ▪ Notice on website ▪ Notice in established communication channels e.g. Messages on Hold, Council generated newsletter 	2-6 weeks It is preferable that affected communities are informed or the decision to engage with an appropriate lead time, to enable any input and assessment of concerns to be addressed prior to implementation.

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Community Engagement Matrix			
Level of Impact	Criteria (one or more of the following examples)	Mandatory Engagement	Timeframes
Level 4: Low Local Lower level of real or perceived impact or risk on a local area, small community or user group of a specific facility or service	<ul style="list-style-type: none"> Only a small change or improvement to a facility or service at the local level Low or no risk of controversy or conflict at the local level Upgrade of a local playground e.g. installation of new equipment Local streetscape upgrade e.g. additional tree planting Changes to an activity such as Verybl's school holiday activities Local street road closure 	<ul style="list-style-type: none"> Advice to local Councillor and photo opportunity where requested Council website Signage or Poster Advice to customers during interactions with Council staff 	1-4 weeks The appropriate level of engagement here aims to 'inform'.

Note: At any time during the Engagement Process, it may be necessary to reassess the level of impact and vary the engagement approach accordingly.

Flexibility

Council's intention is to be flexible and responsive in its approach. While there are mandatory requirements set out in the table above, these may be altered within reason. The timeframes are recommended as there may be instances when a community issue arises which needs to be addressed or responded to immediately. The most important aspect of engagement is that we inform any affected or potentially affected community in our Region, of any action, change or decision, in advance of it occurring.

Urgent Repairs

It is acknowledged that in Council's day to day operations, staff may be required to act immediately to repair an amenity or facility (eg. a burst pipeline). The intent of this Procedure is not to delay or stop these urgent matters being addressed. There are policies and procedures that will supersede these requirements.

Disaster or Crisis Communications

Any engagement that forms part of a disaster or crisis response will be handled separate to this Procedure through the Local Disaster Management Group.

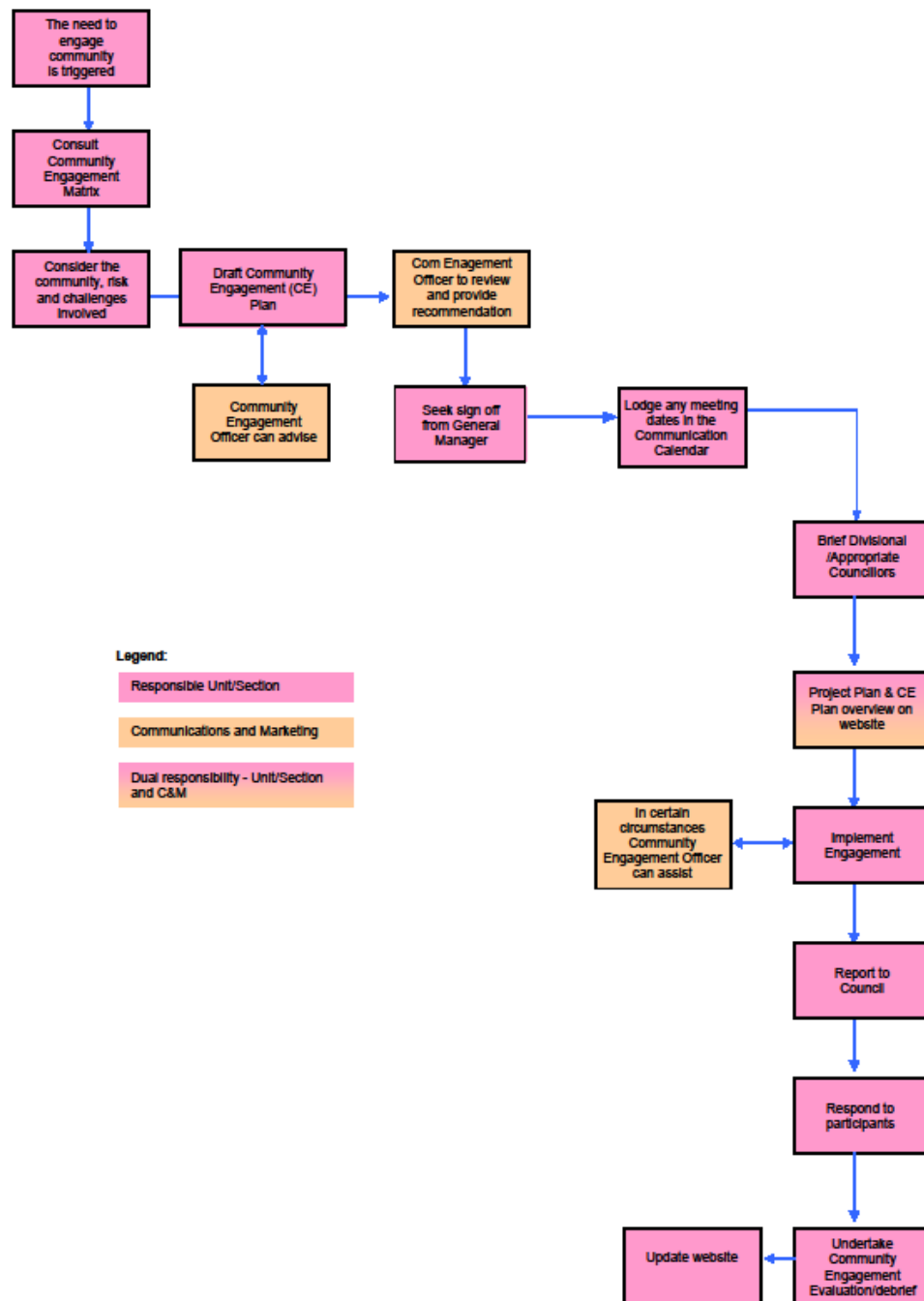
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APPENDIX B

PROCESS FOR COMMUNITY ENGAGEMENT

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11.4 PLAYGROUND DISPOSAL

File No: 1464
Attachments: 1. [Community Engagement Procedure](#)
Authorising Officer: Alicia Cutler - General Manager Community Services
Author: Emma-Jane Dwyer - Manager Community Assets and Facilities

SUMMARY

The playgrounds nominated in this report are at, or are approaching, end of life and require renewal over the next 3 years. This report details a plan to dispose of the nominated playgrounds as a cost saving measure.

OFFICER'S RECOMMENDATION

THAT Council approves the plan as outlined in the report and authorises the Chief Executive Officer (Manager Community Assets and Facilities) to dispose of the following playgrounds and associated structures:

- Thomas Hilcher Playground
- Littler Cum-Ingham Playground

COMMENTARY

The nominated playgrounds have been constructed by Council over a number of years and have reached end of life.

The combined current written down value is \$2,133.56.

In accordance with Council's Asset Disposal Policy, it must be determined that it is appropriate to dispose of the assets, considering the carrying value of the asset along with the following common criteria for determining whether assets may be suitable for disposal:

- a) No longer required.
- b) Unserviceable or beyond economic repair.
- c) Technologically obsolete.
- d) Operationally inefficient.
- e) Surplus to current or immediately foreseeable needs.
- f) Part of an asset replacement program; and/or
- g) Contains any environmentally sensitive or hazardous material.

Removing the playgrounds identified in this report will reduce the service to the community however, all sites have alternative playgrounds within 1.5km walking distance.

These sites are not captured within the renewal program currently based on the LGIP, the demographic that they serve and their proximity to alternative playgrounds.

It is proposed to undertake community engagement in accordance with the attached community engagement matrix. Due to their existing level of usage, it is proposed to undertake consultation at the "Level 4 - Low Local" which aims to inform the public of the decision and incorporates:

- Advice to local Councillor and photo opportunity where requested
 - Council website
 - Signage or Poster
 - Advice to customers during interactions with Council staff
-

BACKGROUND

The following playgrounds are proposed for disposal given their age, condition and location:

	Written Down Value	Playground Renewal \$	Park Renewal \$	Total Budget required \$
Thomas Hilcher Playground	\$1,631.02	\$80k	\$300k	\$380k
Littler Cum-Ingham Playground	\$502.54	\$80k	\$120k	\$200k

In addition to the playground renewal, if the playgrounds were to be renewed there are other works are required at Thomas Hilcher Park and Littler Cum-Ingham to ensure safe ongoing use of the sites:

Thomas Hilcher – other works required

- Demarcated access road and parking including creek crossing
- Bollards to separate parking / access road from the playground
- Improved seating options
- Shade structure

Littler Cum-Ingham – other works required

- Shade Structure

Thomas Hilcher



Littler Cum-Ingham**PREVIOUS DECISIONS**

Nil

BUDGET IMPLICATIONS

There is sufficient operational budget in the 25/26 FY and 26/27 FY to cover the cost of disposal.

There are no current or forward budget allocations for the renewal of these playgrounds or any site improvements.

LEGISLATIVE CONTEXT

Nil foreseen

LEGAL IMPLICATIONS

Nil foreseen

STAFFING IMPLICATIONS

There are adequate resources within Community Assets and Facilities team to manage the works.

RISK ASSESSMENT

Council manages all works in accordance with the relevant Service Agreement. Delivery partners develop a detailed risk assessment for each works project and must comply with all relevant workplace health and safety laws, standards, codes of practice, Council policies and procedures.

If Council does not dispose or renew the playgrounds they will continue to deteriorate and pose a risk to the community.

CORPORATE/OPERATIONAL PLAN

Goal 2.1: Council ensures community assets are utilised and appropriate for the needs of the community.

Goal 5.1 Our Region has infrastructure that meets current and future needs.

CONCLUSION

The nominated playgrounds are nearing or have reached end of life and required additional capital funding to renew in order to provide safe playgrounds for the community. This report proposed to dispose of the nominated playgrounds

PLAYGROUND DISPOSAL

Community Engagement Procedure

Meeting Date: 15 April 2025

Attachment No: 1



COMMUNITY ENGAGEMENT PROCEDURE

1 Scope:

This procedure applies to Rockhampton Regional Council employees and external consultants undertaking Council projects and services that require community engagement.

2 Purpose:

To outline the process for developing and facilitating community engagement activities for Council projects, facilities, items of infrastructure and services.

3 Related Documents:

Primary

Community Engagement Policy

Secondary

Community Engagement Plan

Community Engagement Register

Example Community Engagement Plan

4 Definitions:

To assist in interpretation, the following definitions apply:

Council	Rockhampton Regional Council
Council Table	The body of elected Councillors of Rockhampton Regional Council
Community	Residents, ratepayers, businesses, organisations and groups who have a stake or interest in the area served by the Rockhampton Regional Council.
Community Engagement	A planned process with the specific purpose of working with identified groups of people, whether they are connected by geographic location, special interest, affiliation or identity to help in the development of policies, planning, service provision that impacts on the community's wellbeing.
Region	Area defined by the electoral boundaries of Rockhampton Regional Council.

5 Procedure:

Community engagement may be required for a Council project, facility, item of infrastructure or service. The specific type of community engagement will vary and is dependent on the potential level of impact, subject matter, those involved, potential legislative requirements and budget considerations.

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5.1 Community Engagement Examples

Community engagement may be required to be undertaken if legislation or a funding agreement requires it, the Council table resolves it, or a new or changed service, facility or event is being proposed. Refer to the Community Engagement Policy for specific requirements.

Examples of when community engagement should be undertaken include, but are not limited to:

- Changing the operating hours of the libraries;
- Closing a facility temporarily;
- Closing access to or within a street for road works;
- Developing a community policy or plan that will guide Council's actions or services;
- Discontinuing a rural waste transfer station;
- Educating the public about a requirement to keep walkways clear;
- Introducing mandatory requirements for microchipping of dogs;
- Installing a dog park in a residential area;
- Opening a recreational facility eg. playground, skate park; or
- Requiring community input into a new youth service.

5.2 Roles and Responsibilities

5.2.1 Unit/Section

The relevant unit/section will be responsible for the development and delivery of the

- Community Engagement Plan
- Community Engagement Project

5.2.2 Communications Unit

The Communications unit will be responsible for:

- Collaborating with units/sections undertaking engagement; and
- Supporting with communications of the engagement activities and outcomes.

The Community Engagement Officer will be responsible for:

- Managing the Community Engagement Register;
- Discussing potential community engagement methods with units/sections;
- Reviewing and making recommendations relating to community engagement plans;
- If deemed necessary, assisting in resourcing/coordinating selected engagements; and
- If deemed necessary, developing and supporting the community engagement.

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6 Community Engagement Process

6.1 Community Engagement Matrix

Review Appendix A - Community Engagement Matrix to determine the type of engagement that will be required.

The type of engagement will be linked to the level of impact that the service or activity could have on our Region, user groups or residents. There are mandatory levels of community engagement for each level of impact, however engagement which exceeds these mandatory requirements will be considered favourable in some circumstances.

6.1.1 Levels of Impact

Level 1: High Regional – High level of real or perceived impact across the Region

Level 2: High Local – High level of real or perceived impact or risk on a local area, small community or user group of a specific facility or service

Level 3: Low Regional – Lower, although still some real or perceived impact or risk across our Region

Level 4: Low Local – Lower level of real or perceived impact or risk on a local area, small community or user group of a specific facility or service

6.2 Community Engagement Plan

Draft a Community Engagement Plan considering the following:

- Access and equity;
- Potential cultural or linguistic barriers;
- Target audience/s;
- Locality differences/barriers;
- Historical and current issues relating to the audience/topic;
- Review the community engagement register for information/reports that may be relevant;
- Set realistic and achievable timeframes;
- What budget is available or what is needed.

Once drafted, seek review and recommendation of the Community Engagement Plan from the Community Engagement Officer.

Seek approval for the Community Engagement Plan from the relevant General Manager.

6.3 Communications Calendar

Send an electronic meeting request to invite 'Communications' to the community engagement event.

6.4 Notify Councillors

Councillors will need to be notified or briefed on the community engagement. This may include presenting a report to the Council table.

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6.5 Website

Once Councillors have been briefed the project plan and community engagement overview will be placed on the Council website.

6.6 Undertake Community Engagement

Once approved, community engagement can be undertaken in line with the Community Engagement Plan.

6.7 Post Community Engagement

Once community engagement has been completed, the unit/section will:

6.7.1 Medium to Larger Scale Projects

- Present a report to the Council table within six weeks of completion outlining the:
 - Community engagement program undertaken;
 - Level of participation;
 - Quality of input;
 - Findings from the engagement; and
 - Intended and actual outcomes achieved.
- Evaluate the engagement through a debrief process; and
- Update information on Council's website.

6.7.2 Smaller Scale Projects

- Provide an update the committee chair and divisional Councillor;
- Respond to participants with the outcomes;
- Evaluate the engagement through a debrief process; and
- Update information on Council's website.

7 Review Timelines:

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

7.1 The related information is amended or replaced; or

7.2 Other circumstances as determined from time to time by the General Manager.

8 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Procedure Owner	Chief Executive Officer
Procedure Quality Control	Corporate Improvement and Strategy

EVAN PARDON
CHIEF EXECUTIVE OFFICER

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APPENDIX A

COMMUNITY ENGAGEMENT MATRIX

Determining Level of Impact, Mandatory Engagement Required and Lead Times

The criteria that should be used to determine the level of impact of a project, issue, service or action is detailed in the table below. To determine the level of impact, you will need to determine the stakeholders that are affected by the project and the risks that may apply to Council in regards to the project/service. It may be appropriate to involve other Council staff in making these decisions.

Community Engagement Matrix			
Level of Impact	Criteria (one or more of the following examples)	Mandatory Engagement	Timeframes
Level 1: High Regional High level of real or perceived impact across our Region	<ul style="list-style-type: none"> ▪ Any significant impact on attributes that are considered to be of high value to the whole of our Region such as the natural environment or heritage ▪ Any impact on the health, safety or wellbeing of our regional community ▪ Potential high degree of controversy or conflict ▪ Likely high level of interact across our Region ▪ Community and Council Plans, Budget, Regional Planning Scheme ▪ Disability Action Plan ▪ Strategy Plans e.g. Youth, Aged ▪ Removal of a facility or service catering across our Region e.g. library, swimming pool ▪ Provision of a regional facility i.e. skate park, sports centre ▪ Key changes to Region-wide service e.g. waste services 	<ul style="list-style-type: none"> ▪ Flyer or similar ▪ Letterbox drop or written correspondence ▪ Notice in local newspaper ▪ Media promotion inviting comment (incl. advertising) ▪ Public event ▪ Meeting with key users or stakeholder groups (may include one-on-ones) ▪ Website presence with FAQs, Engagement Plan, Project Outline and associated plan, graphics, progress photographs ▪ Briefing and involvement of all Councillors ▪ Signage and/or posters ▪ Potential Advisory Committee/Taskforce requirement ▪ Notice in established communication channels e.g. Message on Hold, Council generated newsletter etc 	<p>Engagement must commence before decisions as made or plans are finalized. Stakeholders must be involved, not just informed.</p> <p>Recommended lead time, including planning, is between 3-6 months</p>

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Community Engagement Matrix			
Level of Impact	Criteria (one or more of the following examples)	Mandatory Engagement	Timeframes
Level 2: High Local High level of real or perceived impact or risk on a local area, small community or user group of a specific facility or service	<ul style="list-style-type: none"> ▪ The loss of or significant change to any facility or service to a local community ▪ Potential high degree of controversy or conflict at the local level ▪ Removal or relocation of a local playground or kindergarten ▪ Change to or loss of valued activity or program e.g. local youth activity ▪ Re-development of a sportsground ▪ Increase or removal of car parking in a local shopping centre ▪ Removal of a tree from a public space, median strip or neighbourhood ▪ Road closure (could be a Level 4 impact depending upon circumstance and history) 	<ul style="list-style-type: none"> ▪ Written correspondence or letterbox drop to affected residents ▪ Advice to local user groups ▪ Media Release ▪ Councillor involvement ▪ Signage and/or posters Suggested where applicable: <ul style="list-style-type: none"> ▪ Individual meetings offered to affected persons ▪ Community Meeting or TaskForce ▪ Public Notice 	6 weeks to 3 months Notification must be given to affected persons prior to any action, with an opportunity to provide comment or ask questions, and to receive a response.
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Community Engagement Matrix			
Level of Impact	Criteria (one or more of the following examples)	Mandatory Engagement	Timeframes
Level 4: Low Local Lower level of real or perceived impact or risk on a local area, small community or user group of a specific facility or service	<ul style="list-style-type: none"> Only a small change or improvement to a facility or service at the local level Low or no risk of controversy or conflict at the local level Upgrade of a local playground e.g. installation of new equipment Local streetscape upgrade e.g. additional tree planting Changes to an activity such as Verybl's school holiday activities Local street road closure 	<ul style="list-style-type: none"> Advice to local Councillor and photo opportunity where requested Council website Signage or Poster Advice to customers during interactions with Council staff 	1-4 weeks The appropriate level of engagement here aims to 'inform'.

Note: At any time during the Engagement Process, it may be necessary to reassess the level of impact and vary the engagement approach accordingly.

Flexibility

Council's intention is to be flexible and responsive in its approach. While there are mandatory requirements set out in the table above, these may be altered within reason. The timeframes are recommended as there may be instances when a community issue arises which needs to be addressed or responded to immediately. The most important aspect of engagement is that we inform any affected or potentially affected community in our Region, of any action, change or decision, in advance of it occurring.

Urgent Repairs

It is acknowledged that in Council's day to day operations, staff may be required to act immediately to repair an amenity or facility (eg. a burst pipeline). The intent of this Procedure is not to delay or stop these urgent matters being addressed. There are policies and procedures that will supersede these requirements.

Disaster or Crisis Communications

Any engagement that forms part of a disaster or crisis response will be handled separate to this Procedure through the Local Disaster Management Group.

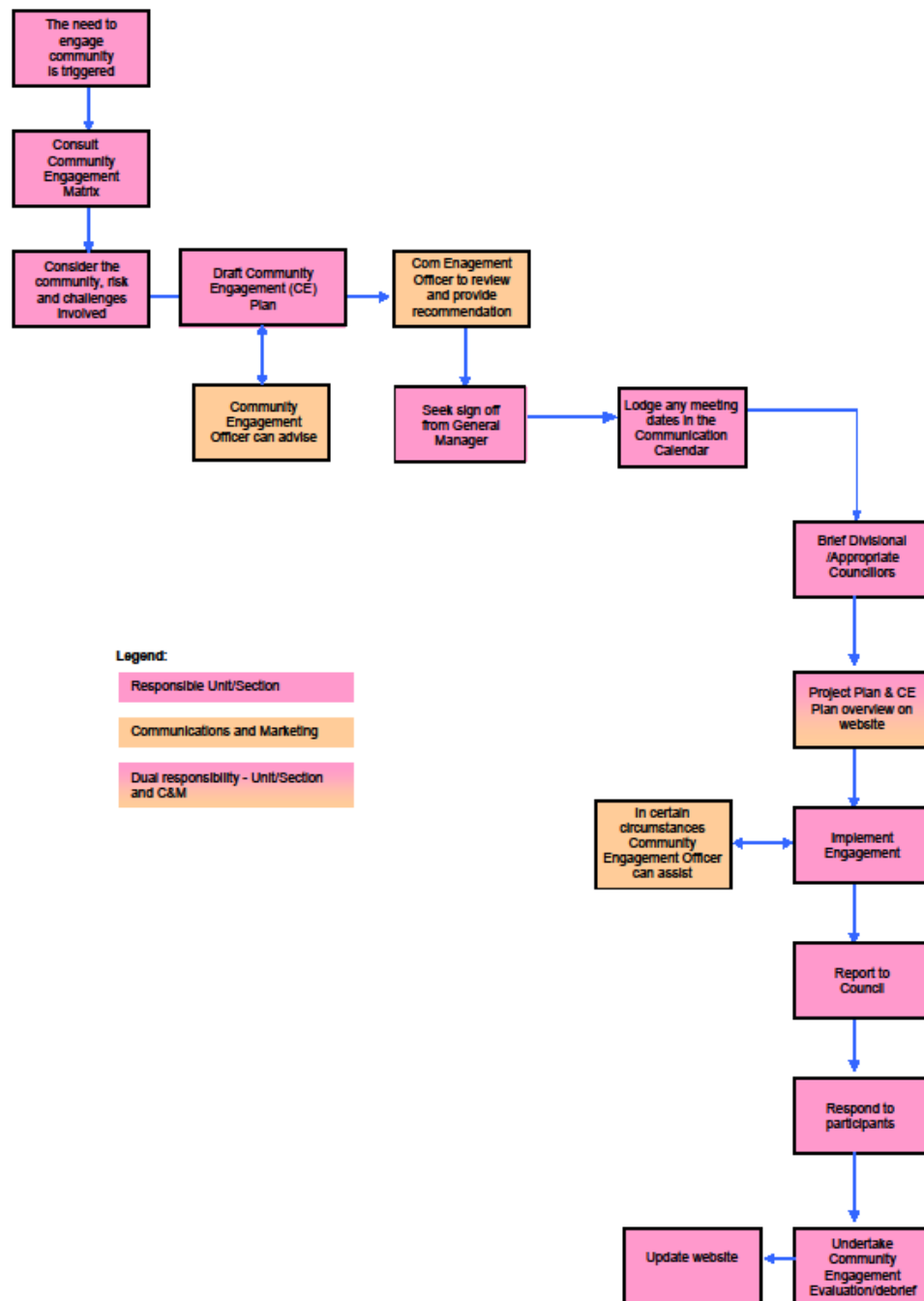
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APPENDIX B

PROCESS FOR COMMUNITY ENGAGEMENT

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11.5 COMMUNITY PETITION - ENHANCEMENT OF FACILITIES AT DUTHIE PARK

File No: 11206
Attachments: 1. [Map Rigarlsford Park - Dog Off Leash Area](#)
Authorising Officer: Doug Scott - Acting Manager Parks
Alicia Cutler - General Manager Community Services
Author: Justin Bulwinkel - Sports and Active Communities Coordinator

SUMMARY

Officers have investigated and reviewed the petition submitted to Council from the Duthie Park Four Paws Off-Leash Dog Owners Group and other community members, seeking facility improvements at Duthie Park. This report provides four potential options for Council consideration to enhance public amenities at the park while considering operational, financial, and community implications.

OFFICER'S RECOMMENDATION

THAT:

1. Council endorses Option 5 outlined in the report and proceeds with community consultation regarding the development of an unfenced dog off-leash area (DOLA) on part of Rigarlsford Park (Lot 3, RP811176, 191 Rush Street, Koongal) and;
2. Officers report back to Council with the outcomes of community consultation.

COMMENTARY

The petition submitted to Council highlights the community's desire for improved public amenities at Duthie Park, specifically calling for the addition of public toilets, barbeques, and a water bubbler with a bottle refill and dog drinking station. This request, supported by 79 signatures, reflects a broader effort by the community to increase accessibility, usability, and inclusivity of the park facilities for all users, rather than limiting them to specific groups.

Officers' investigations have considered the community's needs and the current use and occupancy arrangements with the Rockhampton Dog Obedience Club, which has operated at Duthie Park for many years under a trustee lease. While the Club has contributed significantly to the park's activities and infrastructure, historical limitations on public access to the Club's facilities have led to periodic conflict and dissatisfaction among broader park users. Additionally, as the Club pursues further improvements through grants, it becomes increasingly important to balance their needs with the wider community's expectations for accessible public amenities.

Given the existing infrastructure and the need to balance community and lessee interests, officers have identified four potential options for consideration. The preferred recommendation involves re-purposing and upgrading the existing Club facilities for public access, offering a cost-effective and efficient means to meet community needs. Consultation with the resident Rockhampton Dog Obedience Club has been undertaken, and they have provided in-principal support for this change, noting that the proposed investment would benefit their members and programs through enhanced facilities. This approach would require rescinding and restructuring the current lease arrangements while ensuring the Club can continue its activities with minimal disruption.

The other options, including constructing standalone amenities blocks or reconsidering enhancements altogether, present varying levels of financial and operational implications. Ultimately, the officer's recommendation seeks to optimise the use of existing assets, address public demand, and ensure community inclusivity while balancing cost considerations.

To address the need for smaller embellishments, officers consider these additions reasonable and consistent with services provided in other highly used DOLA parks. The 2024/25 DOLA Capital Budget will include scope for the installation of a dog drinking station and water bubbler. However, the addition of BBQ facilities will be considered in the future, subject to budget availability and a comprehensive review of community BBQ facilities across the region.

Options for Consideration

Option 1:

Council supports a 2025/26 capital budget submission for the re-purposing and upgrade of existing amenities currently leased by the Rockhampton Dog Obedience Club at Duthie Park to provide community access. This option aims to address the community's request for enhanced public facilities, while utilising existing infrastructure to minimise new construction costs. Key elements of this option include:

- *Estimated Cost:* \$200,000 with confirmation of budget to be provided during the development of the 2025-26 capital budget. It should be noted that this amount presently has a high level of contingency as this project is not yet fully scoped.
- *Security Measures:* Installation of a Gallagher locking system to secure amenities overnight, reducing the risk of antisocial behavior in the park's secluded areas.
- *Operational Costs:* Ongoing costs are estimated up to \$30,000 per annum for daily cleaning and restocking of the upgraded facilities.
- *Trustee Lease Changes:* Council will rescind its previous decision of 21 November 2023 to renew the Rockhampton Dog Obedience Club Inc. Trustee Lease for six years. A new lease agreement will be approved, extending the term up to 31 June 2031, with adjustments to the lease footprint to exclude areas annexed for public amenities while maintaining other leased spaces for the Club's use.
- *Lease Survey:* Council will fund and arrange for a lease survey to define the new lease boundaries, ensuring clarity and proper allocation of public and Club use areas.

This option maximises the utility of existing infrastructure, balances community accessibility needs, and maintains the operational activities of the Rockhampton Dog Obedience Club with minimal disruption. It offers a cost-effective solution, addressing community priorities while considering financial, operational, and logistical impacts.

Option 2:

Council to construct standalone public amenities block within Duthie Park to service the play space and dog off-leash area, with an estimated cost of \$350,000. While this option directly addresses community requests for new public facilities, it involves a higher capital expenditure. Additionally, operational costs for cleaning and restocking the new facilities would be up to \$30,000 per annum for daily cleaning. The new block would also deliver security measures, such as overnight locking systems, to mitigate potential antisocial behavior.

Option 3:

Council to build standalone public amenities block and decommission existing amenities within the Rockhampton Dog Obedience Club's building, converting these areas to storage, subject to community consultation. The estimated cost for this option ranges from \$350,000 to \$370,000. Like Option 1 & 2, it would incur annual operational costs of up to \$30,000 for cleaning and restocking, in addition to any costs associated with the decommissioning and repurposing of the existing space. Security considerations would also be addressed.

Option 4:

Council acknowledges the community's request for improved public amenities at Duthie Park but has declined the request, determining that such enhancements would constitute an over-embellishment based on Duthie Park's classification as a local park under the Rockhampton Regional Planning Scheme.

This decision aligns with existing local standards, typically referred to as Park classification (Local, District, Regional). These standards work toward delivering a consistency in the level of embellishments provided across the regions open space and parks network. Council works to adhere to these standards, to ensure there is an appropriate level of open space and park facilities across the region to services the community, while balancing Councils operational and maintenance commitments for the regions open spaces and parks. Local parks are intended to offer minor embellishments and facilities that serve the community within the immediate area (within walking distance), hence the reason modern Local Parks are no longer designed with public toilets typically seen in District or Regional parks that encourage longer stays with greater embellishments and facilities.

Option 5 (Recommended Option):

Council to consider part of Rigarlsford Park, being Lot 3 on RP811176 (191 Rush Street), as an alternative site for a like-for-like unfenced Dog Off-Leash Area (DOLA) in response to the community's submission to offer an area fit for purpose with improved access to public amenities. The primary entrance to Rigarlsford Park is located 1.6 km (22 min walk / 2 min drive) from Duthie Park and offers a range of amenities, including public toilets, car parking, a fenced playground, and ample open space suitable for introducing a DOLA, subject to community consultation.

Attachment 1 indicates the proposed DOLA, which is considered comparable in size to Duthie Park. With a small capital investment (e.g., signage, drinking stations, bench seating), it would create a practical and effective DOLA facility for the community, bolstering existing pathway networks (both formed and natural) with plenty of natural shade. The DOLA would start roughly 100 meters from the car park and playground area.

If this option is endorsed, Councils commitment would be to further investigate a DOLA within Rigarlsford Park and take it to community consultation, at minimum this would consider neighboring residents, and the representatives of the petition submitted. While this option is still conceptual, the option presents considerable cost savings against a scope of works targeted to refurbish or build new amenities at Duthie Park where capacity issues exist with Club programs taking place.

Rigarlsford Park Capital investment:

- 2x bubbler with doggy bowl: \$16,000
- 5x bench seats with slab: \$10,500
- 2x bin stands: \$660
- Signage: \$5,500

Rationale:

Conflict Mitigation: This option aims to mitigate existing conflicts between community users and the Rockhampton Dog Obedience Club, who regularly occupy the primary DOLA within Duthie Park to run their programs consistent with their Trustee Permit provided by Council.

Community Consultation: Engaging the community in the consultation process before implementing the DOLA to ensure the design and amenities meet community needs and references. This approach fosters a sense of ownership and responsibility among community members and helps address any concerns or suggestions they may have.

Cost Efficiency: This option attracts a maximum capital cost of \$30,000. This cost-effective approach leverages existing infrastructure and encourages practical use of the underutilised open space at Rigarlsford Park.

BACKGROUND

Council has recently received a petition supported by the Duthie Park Four Paws Off-Leash Dog Owners Group and other community members, requesting improved public facilities at Duthie Park. The petition specifically calls for the addition of public toilets, barbeques, and a water bubbler with bottle refill and dog drinking station, emphasising community access over restricted or exclusive use.

The Rockhampton Dog Obedience Club currently holds a trustee lease for a building within Duthie Park and a trustee permit for designated land. The Club has occupied the area for several decades, running training programs and applying for grants to enhance their facilities, such as the installation of fencing for safety. Historically, while the Club's amenities, including toilets, were intended for broader use, public access has been inconsistent, leading to conflicts during Club activities when the facilities were inaccessible to the public.

Given this context, the reported options aim to balance the needs of the community, the Club's ongoing activities, and efficient use of public infrastructure.

PREVIOUS DECISIONS

THAT the matter lay on the table pending further investigations into alternative options for dog off leash areas near to other amenities and a updated report to be brought back to the next communities committee meeting.

BUDGET IMPLICATIONS

All options, except for Option 4, would involve an initial capital expenditure and an increase in annual operational costs. The following cost estimates are based on current market conditions and recent expenditure trends within Community Assets and Facilities capital and operating budgets:

Option 1:

- Capital Cost: \$200,000
- Annual Operational Cost: \$30,000

Option 2:

- Capital Cost: \$350,000
- Annual Operational Cost: \$30,000

Option 3:

- Capital Cost: \$350,000 - \$370,000
- Annual Operational Cost: \$30,000

Option 5:

- Capital: \$62,500

LEGISLATIVE CONTEXT

Option 1 and 3 would consider section 236(1)(c)(iii) of the Local Government Regulation 2012 (Qld) allows a Local Government to renew a Lease to the existing tenant, provided that that Council has decided, by resolution, that the exception applies to the leasing of valuable non-current assets (i.e., land) other than by tender or auction.

LEGAL IMPLICATIONS

Option 1 and 3 would consider Council entering a Trustee Lease with the tenant which satisfies the requirements of the Land Act 1994(Qld).

STAFFING IMPLICATIONS

Existing resources within Community Services, Corporate Services, and the Office of the CEO can adequately manage the inherent actions each option presents.

RISK ASSESMENTOption 1 - 3

Over-Embellishment: The co-location of both Club-operated and new public amenities within a single local park may lead to perceived over-embellishment. This poses a risk of long-term financial strain on Council due to the responsibilities of ownership and maintenance.

Proximity to Existing Facilities: Given the proximity of other public play spaces and amenities within 1,500 meters (Rigarlsford Park), there is a risk of redundancy and unnecessary expenditure if additional standalone facilities are developed, potentially leading to underutilisation of resources.

Option 5

Perception of Relocation: The community representation driving the petition could perceive this option unfavourably as it relocates their interests to another facility.

Their geographical location as a resident may not align with Rigarlsford Park and could hinder practical access to a DOLA.

CORPORATE/OPERATIONAL PLAN

The proposal aligns with the following Corporate Plan objectives:

- 2.1 – Our places and spaces enhance the livability and diversity of our communities
- 2.2 – We support our communities through our activities and programs.
- 5.1 – Our Region has Infrastructure that meets current and future needs

CONCLUSION

Council should consider part of Rigarlsford Park as an alternative site for a like-for-like unfenced Dog Off-Leash Area (DOLA) in response to the community's submission. This option leverages existing infrastructure, promotes practical use of underutilised open space, and offers significant cost savings compared to refurbishing or building new amenities at Duthie Park. Engaging the community in the consultation process first will ensure the design, service offerings, and overall solution meet their needs and preferences.

COMMUNITY PETITION - ENHANCEMENT OF FACILITIES AT DUTHIE PARK

Map Rigarlsford Park Dog Off Leash Area

Meeting Date: 15 April 2025

Attachment No: 1

OBJECTID4614

Lot3

PlanRP811176

Lot Area (m2)74634.000000

TenureFH

Accuracy CodeB&D PLOT CONTROLLED - 2M

GISREFRP811176/3

Address191 Rush Street Koongal

Land UseVacant Land

Lot on Plan:3 on RP811176

Parcel Address:191 Rush Street Koongal

Land Use:Vacant Land

[View in Google Maps](#)

Related Records

Rates

Plans

HDP

Dev apps

Engi >

☆

Assessment - 114721 >

11.6 PROPOSED ANIMAL SYSTEMATIC INSPECTION PROGRAM

File No: 11741

Attachments:

1. **Public Notice for Proposed Animal Inspection Program - Norman Gardens**[↓](#)
2. **Map of Locality of Norman Gardens**[↓](#)

Authorising Officer: Angela Arnold - Acting Manager Planning and Regulatory Services
Alicia Cutler - General Manager Community Services

Author: Jon Buckenham - Coordinator Local Laws

SUMMARY

This report presents an Animal Systematic Inspection Program for the suburb of Norman Gardens for consideration by Council. In accordance with Animal Management (Cats and Dogs) Act 2008 and Local Government Act 2009, the Systematic inspection program must be approved by Council. The Systematic Inspection Program will monitor compliance with the Animal Management (Cats and Dogs) Act 2008, Rockhampton Regional Council Local Law 1 (Administration) 2011, and Rockhampton Regional Council Local Law 2 (Animal Management) 2011.

OFFICER'S RECOMMENDATION

THAT in accordance with the *Animal Management (Cats and Dogs) Act 2008* and *Local Government Act 2009*, Council approves a Systematic Inspection Program for the locality of Norman Gardens between 7 July 2025 and 28 September 2025.

COMMENTARY

The *Animal Management (Cats and Dogs) Act 2008* ('The Act') places a mandatory requirement throughout Queensland for all dogs over the age of twelve weeks to be registered with the Local Authority in which the dog(s) reside.

Dog registration identifies the animal owner and their key contact information together with a description of the registered dog on the corporate animal management system. In the event the dog escapes, gets lost or wanders, identification (registration tag and microchip) is vital to helping with prompt reunification with the owner. Registration also assists to identify the number and type of dogs residing within the Rockhampton Regional Council and their demographic location.

Under Section 113 of the *Act* and Section 134 of the *Local Government Act 2009*, Council may, by resolution, approve a program (an approved inspection program) under which an authorised person may enter a place to monitor compliance with, or aspects of, the Acts.

It is proposed to undertake a systematic inspection program of all properties within the locality of Norman Gardens. The program is to be undertaken between 7 July 2025 and 28 September 2025 by visiting, and if necessary, entering yards of premises to monitor compliance with the *Act* with regards to registration and microchipping requirements, *Rockhampton Regional Council Local Law 1 (Administration) 2011*, and *Rockhampton Regional Council Local Law 2 (Animal Management) 2011* concerning the keeping of animals (dogs) requirements including the number of animals kept.

Notice is required to be given of the proposed inspection program at least 14 days, but no more than 28 days before an inspection program commences. Notice of the program must be published in a newspaper circulating generally in the local government's area and must be placed on Council's website. A proposed copy of the notice is attached.

If non-compliances are identified, compliance notices and/or infringement notices may be issued.

BACKGROUND

Council undertakes these inspection programs to monitor compliance with the *Act* with regards to registration and microchipping requirements, *Rockhampton Regional Council Local Law 1 (Administration) 2011*, and *Rockhampton Regional Council Local Law 2 (Animal Management) 2011* concerning the keeping of animals (dogs) requirements including the number of animals kept.

PREVIOUS DECISIONS

There are no previous decisions in relation to this proposed inspection program.

BUDGET IMPLICATIONS

The program is funded within the 2025/2026 Local Laws operational budget.

LEGISLATIVE CONTEXT

Local Government is responsible for the administration of the Animal Management (Cats and Dogs) Act 2008 (the Act) and Council's Local Laws.

LEGAL IMPLICATIONS

There are no legal implications in undertaking the Proposed Inspection Program.

STAFFING IMPLICATIONS

The Proposed Inspection Program will be staffed using existing full time and casual positions.

RISK ASSESSMENT

The risk of undertaking the program for the community and staff is low although the risk of not undertaking the program is moderate as Council is not administering the *Animal Management (Cats and Dogs) Act 2008* (the Act) and Council's Local Laws to the extent of community expectations.

CORPORATE/OPERATIONAL PLAN

The selective inspection programs support Goal 2.2 of the Operational Plan, "We support our communities through our activities and programs".

CONCLUSION

This report presents to Council a Systematic Inspection Program for consideration and approval. The implementation of this Systematic Inspection Program assists Council to fulfill its responsibilities under the *Animal Management (Cats and Dogs) Act 2008* and *Local Government Act 2009* by allowing Council to monitor compliance with the requirements of the *Animal Management (Cats and Dogs) Act 2008*, *Rockhampton Regional Council Local Law 1 (Administration) 2011*, and *Rockhampton Regional Council Local Law 2 (Animal Management) 2011*.

PROPOSED ANIMAL SYSTEMATIC INSPECTION PROGRAM

Public Notice for Proposed Animal Inspection Program - Norman Gardens

Meeting Date: 15 April 2025

Attachment No: 1



**PUBLIC NOTICE OF APPROVED SYSTEMATIC INSPECTION PROGRAM
ROCKHAMPTON REGIONAL COUNCIL**

Animal Management (Cats and Dogs) Act 2008 Section 113 Local Government Act 2009 Section 134.

Survey Area: Property inspections will be conducted throughout part of the Rockhampton Regional Council area focusing on the locality of Norman Gardens.

Area Selection Criteria: The focus areas are a portion of Rockhampton Regional Council, being the locality of Norman Gardens, for which inspection by authorised persons is feasible within twelve weeks and are considered a high priority for monitoring compliance with the *Animal Management (Cats and Dogs) Act 2008*, *Rockhampton Regional Council Local Law 1 (Administration) 2011* and *Rockhampton Regional Council Local Law 2 (Animal Management) 2011*.

Program Purpose: To monitor compliance with the *Animal Management (Cats and Dogs) Act 2008*, *Rockhampton Regional Council Local Law 1 (Administration) 2011* and *Rockhampton Regional Council Local Law 2 (Animal Management) 2011* in relation to the keeping of dogs.

Properties Inspected: Inspections will be conducted on all properties within the above stated areas.

Commencement and Duration of Survey: This survey will commence on 7 July 2025 and will be in force for a period of twelve weeks expiring on 28 September 2025. Properties will be inspected from 7:00 am to 6:00 pm Monday to Sunday.

A copy of the program may be purchased at the public offices of Rockhampton Regional Council until the end of the program. The price of a copy of the program is \$2. By resolution of Rockhampton Regional Council Meeting on <DATE>.

CHIEF EXECUTIVE OFFICER

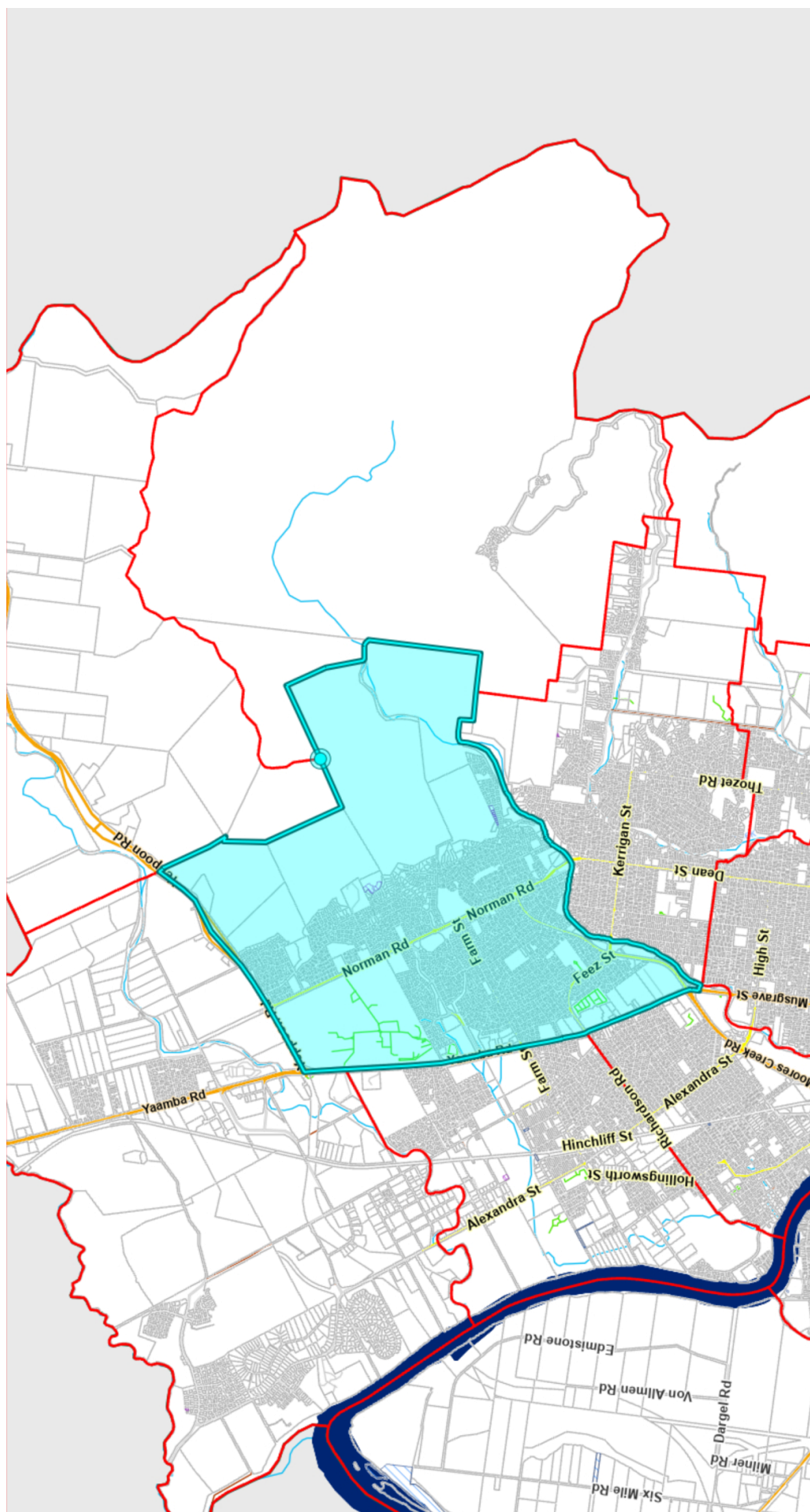
ROCKHAMPTON REGIONAL COUNCIL

PROPOSED ANIMAL SYSTEMATIC INSPECTION PROGRAM

Map of Locality of Norman Gardens

Meeting Date: 15 April 2025

Attachment No: 2



11.7 BODY WORN CAMERA POLICY

File No: 11979
Attachments: 1. Draft Body Worn Camera Policy [↓](#)
Authorising Officer: Angela Arnold - Acting Manager Planning and Regulatory Services
Alicia Cutler - General Manager Community Services
Author: Jon Buckenham - Coordinator Local Laws

SUMMARY

Council has developed a Body Worn Camera Policy to compliment authorising legislation in circumstances where authorised persons are responsible for engaging with individuals or entities for the purpose of prevention, detection, investigation, prosecution or punishment of offences and other breaches of local government acts.

OFFICER'S RECOMMENDATION

THAT Council adopt the Body Worn Camera Policy.

COMMENTARY

Body worn cameras have become an essential tool for investigators in today's world due to their ability to provide an unbiased, real-time account of events. These devices enhance transparency and accountability, ensuring that interactions between Council and the public are accurately documented. This can be crucial in resolving disputes, verifying statements, and providing clear evidence in court. Additionally, body-worn cameras can deter misconduct by both officers and the public, fostering trust within the community. Their footage can also be used for training purposes, helping to improve techniques and strategies. Overall, the use of body-worn cameras supports a more just and effective investigative process.

The Body Worn Camera Policy provides a framework for the use of the Body Worn Cameras to drive councils' compliance with legislation permitting their use, Human Rights, Information Privacy and authorised access to Council information.

BACKGROUND

The Body Worn Camera Policy has been developed to drive transparency and provide a framework for the use of Body Worn Camera's into the future.

PREVIOUS DECISIONS

The Body Worn Camera Policy was presented at a briefing session on 12 February 2025.

BUDGET IMPLICATIONS

There are no budget implication as a result of this policy.

LEGISLATIVE CONTEXT

There are no legislative implications as a result of this policy.

LEGAL IMPLICATIONS

Council is permitted to record for the purpose of prevention, detection, investigation, prosecution or punishment of offences and other breaches of local government acts. Body Worn Camera's are the devices utilised to undertake this recording.

STAFFING IMPLICATIONS

There are no staffing implications as a result of this policy.

RISK ASSESSMENT

Use of Body Worn Camera's is common practice throughout investigative organisations and is permitted under legislation. The risk of utilising Body Worn Cameras from a legislative viewpoint is low.

CORPORATE/OPERATIONAL PLAN

There is no links to the Corporate or Operational Plan.

CONCLUSION

Body Worn Camera's are an essential tool for investigative organisation and the Policy provides a framework for the use of the Body Worn Cameras to drive councils' compliance with legislation permitting their use, Human Rights, Information Privacy and authorised access to Council information.

BODY WORN CAMERA POLICY

Draft Body Worn Camera Policy

Meeting Date: 15 April 2025

Attachment No: 1

BODY WORN CAMERA POLICY

COMMUNITY POLICY



1 Scope

This policy applies to Rockhampton Regional Council employees or contractors who use or manage the operations of body worn cameras and the recorded data.

This policy does not apply to CCTV and camera surveillance systems or other digital recording devices.

2 Purpose

The purpose of this policy is to outline the principles relating to the use of BWCs and the management of the recorded data.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Crime and Corruption Act 2001

Criminal Code Act 1899

Environmental Protection Act 1994

Evidence Act 1977

Human Rights Act 2019

Information Privacy Act 2009

Local Government Act 2009

Privacy Act 1988 (Cwth)

Public Records Act 2002

Right to Information Act 2009

Administrative Access Scheme

Body Worn Camera Work Instruction

Camera Surveillance Policy

Body Worn Camera Footage Release Request Form (Council Employees)

Body Worn Camera Footage Release Request Form (External Regulatory Body)

Body Worn Camera Footage Release Request Form (QPS)

Code of Conduct

Creating Privacy Collection Notices Guideline

Enforcement Strategy

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General Retention and Disposal Schedule – Queensland State Archives

Guidelines *Information Privacy Act 2009*, Camera Surveillance and Privacy, Office of the Information Commissioner

Investigation Procedure

Large File Recordkeeping Whole of Council Work Instruction

Prevention in Focus, Body Worn Cameras – Their Role in Complaint Resolution, November 2018, Crime and Corruption Commission Queensland

Privacy Policy

Records Governance Policy – Queensland State Archives

Recording of Investigative Activities Procedure

Recordkeeping Policy

Right to Information and Information Privacy Access Application Form

Right to Information Policy

Standing Authorisation to Destroy Records in the Council Records Repository

4 Definitions

To assist in interpretation of this policy the following definitions apply:

Authorised Person	A person who is appointed under a Local Government Act to ensure members of the public comply with the relevant Local Government acts in relation to the local government and the Region.
BWC	Body worn camera, a wearable camera system incorporating an audio and video, or photographic recording system used to record events when authorised persons are performing their duties. Includes the use of a mobile phone device whilst using the Axon Capture application.
Camera Surveillance	Includes any equipment used to observe and record images and audio, such as CCTV, temporary or fixed cameras and trail cameras. This excludes body worn cameras and drones.
CCTV	Closed circuit television, the use of video cameras to transmit images to a specific site where it can be monitored by authorised employees, contractors or QPS staff for surveillance in public spaces or the protection of assets in accordance with the Camera Surveillance Policy.
CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Contractor	A person, organisation or entity that performs a specific act or acts including the provision of services and/or materials to another person, organisation or entity under an agreement enforceable by law.
Council	Rockhampton Regional Council
Covert Recording	Occurs when one or more parties to a conversation or event are unaware a recording is taking place.

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Employee	Local government employee: a) The CEO; or b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
General Manager	An employee appointed to a position with a corporate band 2 delegated in accordance with the Delegation and Authorisation Policy and detailed in the Delegations Corporate Register.
Incident	Incidents whilst conducting compliance and enforcement activities including but not limited to: a) An engagement with a member of the public which in the opinion of the authorised person is, or may become, confrontational; b) An authorised person being approached by a member of the public in a manner perceived as aggressive or threatening; c) The authorised person is witnessing behaviour that they consider constitutes an offence as prescribed by the local government acts; or d) Any instance in which the authorised person feels they may be required to substantiate their actions or decisions, or manner of interaction with a member of the public.
Law Enforcement Agency	As defined in Schedule 5 of the <i>Information Privacy Act 2009</i> : An agency, to the extent it has responsibility for the performance of functions or activities directed to the prevention, detection, investigation, prosecution or punishment of offences and other breaches of laws for which penalties or sanctions may be imposed. Council is a law enforcement agency for the purposes of the <i>Information Privacy Act 2009</i> however this does not extend to other legislation unless stated.
Local Government Acts	As detailed in Schedule 4 of the <i>Local Government Act 2009</i> , a law under which a local government performs the local government's responsibilities, including for example: a) This Act; b) A local law; c) The Building Act; d) The Planning Act; e) A planning scheme; f) The Plumbing and Drainage Act; g) The <i>Water Act 2000</i> ; and h) The <i>Water Supply (Safety and Reliability) Act 2008</i> .
Manager	An employee appointed to a position with a corporate band 3 delegated in accordance with the Delegation and Authorisation Policy and detailed in the Delegations Corporate Register.
NDAA	National Defence Authorisation Act
QPS	Queensland Police Service
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.

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5 Policy Statement

Council endeavours to protect the community through effective and efficient compliance and enforcement activities in accordance with local government acts and policy. Monitoring compliance and enforcement activities are undertaken in a variety of ways including the use of BWCs and evidence management systems of these recordings.

Council authorises the use of BWCs in circumstances where authorised persons are responsible for engaging with individuals or entities for the purpose of prevention, detection, investigation, prosecution or punishment of offences and other breaches of local government acts.

Depending on an authorised persons purpose of entry and legislation under which entry to property is made, authorised persons may have a number of specified powers such as "inspect, test, photograph or film anything that is in or on the property" detailed in the following legislation:

- (a) *Local Government Act 2009*, section 135;
- (b) *Animal Management (Cats and Dogs) Act 2008*, section 123;
- (c) *Environmental Protection Act 1994*, section 460;
- (d) *Food Act 2006*, section 182;
- (e) *Public Health Act 2005*, section 399; and
- (f) *Public Health (Infection Control for Personal Appearance Services) Act 2003*, section 86.

5.1 Usage

BWCs and evidence management systems are operated within applicable legislation and only for the intended purposes which may include:

- (a) Assist in the lawful collection of evidence for actual or suspected breaches of local government acts;
- (b) Maintain and improve community safety;
- (c) Mitigate identified risks to the health, safety and welfare of employees and/or contractors in the execution of their duties;
- (d) Provide a record of the interaction between an authorised person and a potential complainant in situations that may result in an allegation of inappropriate behaviour or other complaint;
- (e) Assist in the investigation of allegations of inappropriate conduct by authorised persons; and/or
- (f) Assist in circumstances where an authorised person considers an interaction may develop into an incident.

Authorised persons issued with a BWC must ensure the BWC is positioned in a prominent location on the authorised person's body, uniform or clothing. Authorised persons must ensure the BWC is not deliberately concealed and a collection notice is given in accordance with paragraph 5.1.1. If asked, an authorised person must confirm use of the BWC.

Recordings should only commence when:

- (a) Exercising the powers of an authorised person for example, identifying minor traffic offences, warrant entry or seizure;
- (b) Investigating customer requests where interactions with alleged offenders or complainants are likely;
- (c) Potential threatening interactions, incidents or safety observations; and
- (d) Gathering evidence to support an administrative decision or action that provides a record of events for example impounding a wandering animal or impounding a vehicle.

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BWCs should not be used:

- (a) In places where a reasonable expectation of privacy exists for example changing rooms, toilets etc;
- (b) On Australian Defence Force facilities;
- (c) Within the precincts of a court;
- (d) To record a medical procedure or medical record at a medical facility;
- (e) In a correctional or asylum facility where CCTV is operational;
- (f) Covertly to capture imagery into a private place or record any conversations, unless the recording is specifically authorised in accordance with the Recording of Investigative Activities Procedure;
- (g) To record private conversations that you are not directly involved in; and
- (h) For off duty activities.

Recordings should be uninterrupted and commenced prior to the start of an activity, interaction or incident until a short period after the conclusion of the interaction or incident to clearly demonstrate that the matter has concluded.

Recordings must not be deleted from the BWC by an authorised person in the field.

5.1.1 Collection Notice

In accordance with the Creating Privacy Collection Notices Guideline the authorised person must inform the individual (or group) that the BWC is switched on and recording. There may be occasions when informing an individual or group of recording activity may have potential to escalate the incident or put the authorised person in danger. In these circumstances, the collection notice information may not be provided, the authorised person should verbally justify their decision before ending the recording.

5.2 Public Interest

BWCs are operated with due regard to the privacy and civil liberties of members of the public, employees and contractors by:

- (a) Maintaining this policy and the BWC Work Instruction that recognises privacy, security and integrity for the operation of BWCs and the use of the evidence management system;
- (b) Aligning the use of BWCs with the Information Privacy Principles; and
- (c) Informing authorised persons involved in the recording, observation and capture of images of the BWC Work Instruction and their responsibility to act in an ethical and lawful manner as required by legislation.

Operating BWCs must be undertaken with due regard to the principle that everyone has the right to respect for their private and family life in their home and that the use of BWCs must be authorised, justified, proportionate, legitimate and necessary.

To minimise collateral intrusion to those not involved, recordings must be restricted to areas and persons necessary in order to obtain evidence and intelligence relevant to the incident or the authorised person's official duties.

As far as practicable, children and minors aren't captured on video footage.

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5.3 Human Rights

In creating this policy Council has considered all human rights protected under the *Human Rights Act 2019* in order to identify which human rights are relevant to this policy. As a result of this consideration, Council identified that the human right to privacy and reputation are relevant to this policy. Any limitation of human rights are reasonable and justified in the circumstances in accordance with section 13 of the *Human Rights Act 2019*. When applying this policy, Council acts and makes decisions in a way that is compatible with human rights and gives proper consideration to a human right relevant to the decision in accordance with the *Human Rights Act 2019*."

5.4 Recordkeeping

Authorised persons using BWCs are able to view, label and categorise captured video files.

Videos, photos and other electronically recorded information captured from the BWCs are uploaded to the evidence storage system and should be labelled and categorised.

The following three fields are available and should be applied to the recorded information to satisfy the general retention and disposal schedule:

- (a) Identification number, usually the customer request number (mandatory);
- (b) Title, including the activity recorded, location and points of note, for example customer request type or offence type; and
- (c) Category, set fields to classify the retention and disposal requirements (mandatory).

The identification number and category fields are mandatory and should be completed on all videos, photos and other electronically recorded information.

These fields are searchable from the evidence management system and assists in retrieving records.

All data is recorded, kept and disposed in accordance with the Standing Authorisation to Destroy Records in the Council Records Repository as approved by the general manager.

If a recording is to be used as part of any internal or external investigation or it relates to the issue of any form of compliance document or penalty notice, the relevant recording is retained in accordance with the General Retention and Disposal Schedule and subsequently managed in accordance with Council's Recordkeeping Policy and the Large File Recordkeeping Whole of Council Work Instruction.

5.4.1 Access to Footage

Access to footage may be granted if the request relates to the purpose of the collection and required in relation to the investigation of incidents pertaining to work, health and safety; unlawful, suspicious, inappropriate or unauthorised activity; security; public safety; or serious allegations about conduct or behaviour.

5.4.1.1 Internal Requests

Employees who are not authorised to operate a BWC or the evidence management system must seek approval by submitting a Body Worn Camera Footage Release Request Form (Council Employees) to view any footage or images unless lawfully allowed under a legislative requirement. Approval may be granted by the manager of the section who manages the recording.

Access to view any recordings for investigation purposes may be authorised by the Manager Workforce and Governance within a scope approved under the Investigation Procedure.

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5.4.1.2 Law Enforcement Agencies or Regulatory Bodies

The QPS and/or other law enforcement agencies may request to view or retrieve a copy of BWC footage, if it is deemed reasonably necessary for a law enforcement activity. Such requests are assessed as soon as reasonably practicable.

Any request for footage must be made on the relevant form (Body Worn Camera Footage Release Request Form (External Regulatory Body) or Body Worn Camera Footage Release Request Form (QPS)) and include a detailed reason and legislative requirement to access the footage. QPS applications must be made by a sworn officer of the QPS. Applications from other Government agencies must be made by an officer with the appropriate delegation. Approval may be granted by the manager of the section who manages the recording.

5.4.1.3 Other External Requests

Any member of the public who has been recorded by a BWC may request access to the recording. Where the person requesting the recording is the only person recorded, Council may release it under the Administrative Access Scheme. Where there is more than one individual recorded, individuals may request access to the recording by completing a Right to Information and Information Privacy Access Application under the provisions of the *Information Privacy Act 2009* or *Right to Information Act 2009* to ensure all parties rights to privacy are considered.

Prior to information being released under the provisions of the *Information Privacy Act 2009* or *Right to Information Act 2009*, authorised persons may modify the footage to ensure the privacy of other persons is protected.

5.5 Security of Equipment and Recordings

The operation of BWCs and the evidence management system is restricted to authorised persons and use is in accordance with the BWC Work Instruction.

Authorised persons and contractors who have access to BWCs and the evidence management system must be subject to a criminal history check.

Measures are taken to protect against unauthorised access, alteration, dissemination, disclosure, loss or destruction of recorded material.

It is preferred for the BWC to be docked and stored at a Council office at the completion of each rostered day and collected at the start of each rostered day, unless required when on call, to ensure protection against unauthorised access, alteration, dissemination, disclosure, loss or destruction of recorded material and devices. Where work activities make it impractical to attend a Council office at the completion of the day it is sufficient to keep the BWC in a secure location and dock the next working day.

Equipment is to be inspected and maintained to ensure its effective operation and replaced when required. All body worn camera equipment purchased must be NDAA compliant.

The loss or theft of any BWC is investigated to minimise damage, especially in respect to the loss of any third party's personal information.

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5.6 Authorisation of Use

The following positions are authorised to approve the use of BWC devices:

- (a) CEO;
- (b) Deputy Chief Executive Officer;
- (c) General managers;
- (d) Managers;
- (e) Coordinator Local Laws; and
- (f) Local Laws Supervisors.

5.7 Complaints and Breaches

Breaches of this procedure by Council employees or contractor employees may constitute a breach of the Code of Conduct. Disciplinary action may be taken.

It is recognised that there may be concerns or complaints in respect to the operation of a body worn camera. Any concerns or complaints are managed in accordance with Council's Complaints Management Policy.

6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by the Council.

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Service
Policy Owner	Manager Planning and Regulatory Services
Policy Quality Control	Legal and Governance



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11.8 OVERGROWN AND UNSIGHTLY ALLOTMENT POLICY

File No: 11979

Attachments: 1. Draft Overgrown and Unsightly Allotments Policy [↓](#)

Authorising Officer: Angela Arnold - Acting Manager Planning and Regulatory Services
Alicia Cutler - General Manager Community Services

Author: Jon Buckenham - Coordinator Local Laws

SUMMARY

Council has developed an Overgrown and Unsightly Allotments Policy to compliment the Local Laws and provide guidance on investigations and reasonable enforcement action to impose rectification of the overgrown or unsightly allotment.

OFFICER'S RECOMMENDATION

THAT Council adopt the Overgrown and Unsightly Policy.

COMMENTARY

The purpose of the Overgrown and Unsightly Allotments Policy is to provide guidance on imposing reasonable rectification action complementary to the Local Laws. The purpose of Local Law No. 3 (Community and Environmental Management) 2011, is to protect the environment and public health, safety and amenity within the Region, with section 13 is specifically dedicated to the management of overgrown and unsightly allotments.

The policy differentiates reasonable rectification actions based on allotments in urban or rural areas, with greater action required in urban areas and smaller allotments.

BACKGROUND

The policy was recommended by the Queensland Ombudsman to provide transparency to the community.

PREVIOUS DECISIONS

The Overgrown and Unsightly Allotments Policy was presented at a briefing session on 19 November 2024 and as a result changes were made to the policy.

BUDGET IMPLICATIONS

There is no budget implication as a result of this policy.

LEGISLATIVE CONTEXT

The Overgrown and Unsightly Policy provides guidance on reasonable rectification actions Authorised Officers may require when undertaking an investigation under Local Law No. 3 (Community and Environmental Management) 2011, Section 13.

LEGAL IMPLICATIONS

There are no legal implications as a result of this policy.

STAFFING IMPLICATIONS

There are no staffing implications as a result of this policy.

RISK ASSESSMENT

The risk of implementing this policy is low risk.

CORPORATE/OPERATIONAL PLAN

There is no links to the Corporate or Operational Plan.

CONCLUSION

The Overgrown and Unsightly Allotment Policy is a guiding document outlining reasonable rectification actions, that in standard circumstances, Council deems as suitable. The policy drives transparency and provides the community with a greater understanding of their obligations and requirements Council may impose.

OVERGROWN AND UNSIGHTLY ALLOTMENT POLICY

Draft Overgrown and Unsightly Allotments Policy

Meeting Date: 15 April 2025

Attachment No: 1

OVERGROWN AND UNSIGHTLY ALLOTMENTS POLICY

COMMUNITY POLICY



1 Scope

This policy applies to investigations and actions taken by Rockhampton Regional Council under *Local Law No. 3 (Community and Environmental Management) 2011* in relation to overgrown and unsightly allotments excluding areas owned or controlled by Council.

2 Purpose

The purpose of this policy is to set out responsibilities of residents in relation to the maintenance of an allotment and provide guidance on investigations and reasonable enforcement action.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Building Act 1975

Local Government Act 2009

Local Law No. 1 (Administration) 2011

Local Law No. 3 (Community and Environmental Management) 2011

Public Health Act 2005

Public Health Regulation 2018

Subordinate Local Law No. 1.1 (Alteration or Improvement to Local Government Controlled Areas and Roads) 2011

Transport Operations (Road Use Management—Road Rules) Regulation 2009

Vegetation Management Act 1999

Enforcement Strategy

Overgrown and Unsightly Land Fact Sheet

Rockhampton Regional Council Road Register

Rockhampton Region Planning Scheme

4 Definitions

To assist in interpretation, the following definitions apply:

Allotment	As defined within <i>Local Law No. 3 (Community and Environmental Management) 2011</i> , an individual parcel or piece of land.
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Authorised Person	A person who is appointed under the <i>Local Law No. 3 (Community and Environmental Management) 2011</i> to ensure members of the public comply with the local law in relation to the local government and the Region.
Boundary Management Line	An area of an allotment, 10 meters wide, that is mowed or cleared to reduce vegetation and that bounds an external boundary.
Built-up Area	As defined in the <i>Transport Operations (Road Use Management – Road Rules) Regulation 2009</i> , in relation to a length of road, means an area in which either of the following is present for a distance of at least 500m or, if the length of road is shorter than 500m, for the whole road: (a) Buildings, not over 100m apart, on land next to the road; (b) Street lights not over 100m apart.
Council	Rockhampton Regional Council
Footpath	As defined in <i>Local Law No. 1 (Administration) 2011</i> , an area open to the public that is designated for, or has one of its main uses, use by pedestrians.
Overgrown or Unsightly Allotment	An allotment that, in an authorised person's opinion, satisfies <i>Local Law No. 3 (Community and Environmental Management) 2011</i> section 13(1).
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Responsible Person	As defined in <i>Local Law No. 3 (Community and Environmental Management) 2011</i> , the person who has control or management of the place and includes a person in charge of activities or structures in the place that may result in contravention of this local law.
Rural Area	Allotments located on length of road that are not defined as a built-up area.
Structure	As defined in <i>Building Act 1975</i> , includes a wall or fence and anything fixed to or projecting from a building, wall, fence or other structure.
Urban Area	Allotments located on a length of road that are defined as a built-up area
Vegetation	As defined in <i>Local Law No. 3 (Community and Environmental Management) 2011</i> , includes a tree, bush, shrub, plant or grass, but does not include vegetation that is protected under a law of the State or Commonwealth or under the local government's planning scheme.
Vermin	As defined within <i>Local Law No. 3 (Community and Environmental Management) 2011</i> , reptiles, bed bugs, lice, fleas, parasites and cockroaches, and guinea pigs and other rodents capable of carrying or transmitting a notifiable condition.

5 Policy Statement

The purpose of *Local Law No. 3 (Community and Environmental Management) 2011* is to protect the environment and public health, safety and amenity within the Region, with section 13 specifically dedicated to the management of overgrown and unsightly allotments.

Council is committed to maintaining the Region and encourages residents to maintain:

- (a) Their own allotment; and
- (b) Footpaths immediately adjacent to their allotment provided the activity is not likely to create a risk to the safety of pedestrian or vehicular traffic.

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5.1 Community Responsibilities

Under *Local Law No. 3 (Community and Environmental Management) 2011*, the responsible person for an allotment has the responsibility to maintain objects, materials or vegetation therein.

5.2 Overgrown and Unsightly Allotment Management

5.2.1 Investigation and Enforcement

Authorised persons undertake investigations into allotments reported as overgrown or unsightly.

When undertaking an investigation, authorised persons identify:

- (a) Whether the allotment meets the definition of an overgrown or unsightly allotment;
- (b) The responsible person for the allotment; and
- (c) The appropriate enforcement action.

To provide guidance on the definition of an overgrown or unsightly allotment, authorised persons should consider the below when undertaking their investigation:

- (a) The height of the unmaintained vegetation in comparison to neighbouring allotments; and
- (b) The percentage of the allotment that is maintained compared to the amount of the allotment that is not maintained.

As a general rule, unmaintained vegetation that is over 30cm tall and covers more than 30 percent of the allotment, excluding structures, and/or any material that is not stacked and stored in a neat manner that may harbour vermin meets the definition of an overgrown or unsightly allotment.

Should an authorised person form the opinion that an allotment meets the definition of an overgrown or unsightly allotment, they may take a variety of enforcement actions in accordance with Council's Enforcement Strategy, including education, issuing penalty infringement notices and issuing compliance notices.

5.2.2 Reasonable Rectification Action

Local Law No. 3 (Community and Environmental Management) 2011 provides general guidance on requirements under a compliance notice, being:

- (a) Remove objects, materials or vegetation that is causing the circumstance; or
- (b) Take other specified action to remedy the circumstance, and
- (c) An action can be required to be repeated at stated intervals or reappearance of an accumulation within a specific time period.

The following paragraphs do not limit the rectification actions an authorised person can require under *Local Law No. 3 (Community and Environmental Management) 2011*, they provide guidance on what is a general acceptable standard. Authorised persons may require other reasonable rectification actions above these actions as required by the individual circumstances of the case.

5.2.2.1 Overgrown Allotments

Where an authorised person believes an allotment is overgrown, they may require one or more of the below rectification actions to be undertaken or alternatively, another rectification action proportionate to the circumstances.

For allotments within the urban area:

- (a) Mow the entire allotment;
- (b) Mow a specified portion of the allotment;
- (c) Line trim along all adjoining boundary lines;

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- (d) Maintain or remove a specific type or area of vegetation; and/or
- (e) For allotments over 4000 square meters – clear or mow a boundary management line along a specified part of the external boundary or all external boundaries.

For allotments within the rural area:

- (a) Mow a specified portion of the allotment;
- (b) Maintain or remove a specific type or area of vegetation; and/or
- (c) Clear or mow a boundary management line along a specified part of the external boundary or all external boundaries.

5.2.2.2 Unsightly Allotments

Where an authorised person believes an allotment is unsightly, they may require one or more of the below rectification actions to be undertaken or alternatively, another rectification action proportionate to the circumstances.

For allotments within the urban area:

- (a) Clear or remove a specific amount or type of object/s or material/s from the allotment;
- (b) Clear or remove all objects or materials from the allotment;
- (c) Clear or remove known sources of vermin harbourage;
- (d) Clear and dispose of vegetation or garden waste; and/or
- (e) Stack and store securely, objects or materials appropriately on the allotment in accordance with the amenity of the locality.

For allotments within the Rural Area:

- (a) Clear or remove a specific amount or type of object/s or material/s from the allotment;
- (b) Clear or remove known sources of vermin harbourage; and/or
- (c) Stack and store securely, objects or materials appropriately on the allotment in accordance with the amenity of the locality.

5.2.3 Action After Compliance

Where the required action has not been completed following the issue of a compliance notice to the responsible person, Council may undertake the required action. Associated costs are recovered from the responsible person in accordance with the *Local Government Act 2009*.

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6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by the Council.

7 Document Management

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Business Owner	General Manager Community Services
Policy Owner	Manager Planning and Regulatory Services
Policy Quality Control	Legal and Governance



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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 CLOSURE OF MEETING