



ORDINARY MEETING

AGENDA

23 FEBRUARY 2021

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 23 February 2021 commencing at 9:00am for transaction of the enclosed business.

In line with section 277E of the Local Government Regulation 2012, it has been determined that it is not practicable for the public to attend Council meetings in person at the current time. Until further notice, Council meetings will instead take place via videoconference and will be livestreamed online.

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

CHIEF EXECUTIVE OFFICER
18 February 2021

Next Meeting Date: 09.03.21

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 N K Fisher
Councillor S Latcham
Councillor C E Smith
Councillor C R Rutherford
Councillor M D Wickerson
Councillor D Kirkland

In Attendance:

Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

Minutes of the Ordinary Meeting held 9 February 2021

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COUNCILLOR/DELEGATE REPORTS

Nil

10 OFFICERS' REPORTS

ADVANCE ROCKHAMPTON – ECONOMIC DEVELOPMENT AND EVENTS Councillor Portfolio – Mayor Williams

10.1 ROCKYNATS - TRADE FEES AND CHARGES

File No: 14299
Attachments: Nil
Authorising Officer: Annette Pearce - Manager Tourism, Events and Marketing
 Greg Bowden - Executive Manager Advance Rockhampton
Author: Tash Bury - Event Coordinator

SUMMARY

The intention of this report is to provide the Rockynats Food, Trade and Market Site Fees and Charges that have now been established.

OFFICER'S RECOMMENDATION

THAT in accordance with the requirements of the *Local Government Act 2009* Council adopts the Rockynats Food, Trade and Market Site Fees for the 2020 -2021 financial year.

COMMENTARY

The following Fees and Charges for Food, Trade and Markets have been set for the inaugural Rockynats Car Festival 2-5 April 2021.

| PRECINCT | TRADE | | | MARKET | | | POWER PER SITE (10AMP) |
|---------------------|---------|---------|-----------------|---------|---------|-----------------|------------------------|
| | 3M x 3M | 6M x 3M | Extra per metre | 3M x 3M | 6M x 3M | Extra per metre | |
| 3 DAYS TRADE | | | | | | | |
| BURNOUTS | \$850 | \$950 | \$40 | NA | NA | NA | \$55 |
| SHOWGROUNDS | \$850 | \$950 | \$40 | \$850 | \$950 | \$40 | \$55 |
| 2 DAYS TRADE | | | | | | | |
| CBD | \$450 | \$700 | \$40 | NA | NA | NA | \$55 |
| BIKES | \$400 | \$800 | \$40 | \$400 | \$800 | \$40 | \$55 |

Site fees are inclusive of GST.

| PRECINCT | FOOD VENDOR | | | POWER PER SITE (10AMP) |
|---------------------|-------------|---------|-----------------|------------------------|
| | 3M x 3M | 6M x 3M | Extra per metre | |
| 3 DAYS TRADE | | | | |
| BURNOUTS | \$750 | \$1050 | \$40 | \$55 |
| SHOWGROUNDS | \$750 | \$1050 | \$40 | \$55 |
| 2 DAYS TRADE | | | | |
| CBD | \$500 | \$750 | \$40 | \$55 |
| BIKES | \$400 | \$600 | \$40 | \$55 |

Site fees are inclusive of GST.

BACKGROUND

A report was presented to the Councillor Information Briefing on 5 February 2021 outlining the fees and charges for Trade Sites for Rockynats.

PREVIOUS DECISIONS

On 2 April 2019 Council resolved to proceed with a 5 year agreement to host the Rockynats event within the Rockhampton region.

BUDGET IMPLICATIONS

The fees and charges will offset the impact of operating costs for the event.

LEGISLATIVE CONTEXT

There is no legislative context.

LEGAL IMPLICATIONS

No legal implications.

STAFFING IMPLICATIONS

There are no implications to Council permanent staffing levels arising from this report.

RISK ASSESSMENT

Low risk of any adverse implications to Council.

CORPORATE/OPERATIONAL PLAN

2.1.3 Develop a calendar of events for the region to deliver economic growth that positions Rockhampton as the events Capital of Central Queensland

CONCLUSION

These additional fees and charges be included in the 2021-2021 Fees and Charges Schedule.

AIRPORT GROWTH AND DEVELOPMENT*Councillor Portfolio – Councillor Fisher*

No items for consideration.

COMMUNITIES*Councillor Portfolio – Councillor Wickerson*

10.2 HERITAGE VILLAGE - OPERATIONAL REVIEW AND BUSINESS PLAN

| | |
|-----------------------------|--|
| File No: | 11025 |
| Attachments: | 1. Heritage Village Business Review Report (Confidential attachment) 2. Summary Report ↓ |
| Authorising Officer: | Alicia Cutler - General Manager Community Services Evan Pardon - Chief Executive Officer |
| Author: | Damon Morrison - Manager Office of the Mayor |

SUMMARY

This report details the operational review of the existing business operations of the Heritage Village and a range of recommendations for future implementation at the facility for consideration and adoption by Council.

OFFICER'S RECOMMENDATION

THAT Council

1. receives the Heritage Village Business Review Report and Summary Report; and
2. approves the delivery of commercial hire functions at the Shearing Shed and broader Heritage Village site on its reopening on a dry-hire basis only; and
3. approves the initial Stage 1 – Capital Works Program of \$385,000.00 as detailed in the report with further stages to be subject to a further report to be presented for Council's consideration; and
4. approves community engagement be undertaken on the attached Summary Report; and
5. note that a further report will be presented to Council following completion of community engagement to consider and decide on matters involving the re-opening of the Heritage Village to the public.

COMMENTARY

A review of the existing business operations of the Heritage Village and development of an ongoing business plan for Council's consideration has been finalised with the relevant findings and operational recommendations outlined in the attached Heritage Village Business Review Report and Summary Report.

A comprehensive review of the existing operations of the Heritage Village has been undertaken with a view to identify opportunities for an improved visitor experience that will maximise patronage and activation of this valued community asset. A range of recommendations have been presented in the Summary Report and previously explored and discussed at a Council Workshop involving:

1. modifying commercial hire arrangements for the conduct of functions at the Shearing Shed and broader Heritage Village precinct (discussed further below); and

2. capital works at the Heritage Village within previously allocated budget (discussed further below); and
3. site governance and volunteer management; and
4. asset management; and
5. coordination with other sections of Council; and
6. collections management; and
7. identification of increased opportunities for activation and patronage at the Heritage Village including programs, workshops, festivals and events.

The opportunity for the Heritage Village to grow and further develop into a major regional heritage tourism asset in line with the broader long-term vision of Council remains for consideration and sits outside of the scope of this current business review process. A separate feasibility study will be required to be undertaken to further develop these opportunities and identify the resources required to achieve this vision and will be subject to a further report to Council and ongoing budget considerations by Council.

SHEARING SHED/HERITAGE VILLAGE – FUNCTIONS OPERATIONS

Council has previously offered commercial hire of the Shearing Shed and the broader Heritage Village site for catered functions. These commercial hire arrangements have consistently been delivered at a financial loss every year, largely due to increased labour costs incurred with the engagement of casual staff, often after hours and on weekends, resulting in the payment of overtime rates in accordance with Council's Certified Agreement.

It is therefore recommended that Council considers moving to a dry-hire only model for commercial hire of the Shearing Shed and broader Heritage Village site on its reopening. Such a model will still enable hirers of the venue or other facilities on-site to engage external local companies to provide catered events for functions which will in-turn improve the ongoing financial viability of function activities on site.

STAGE 1 - CAPITAL WORKS PROGRAM

As part of the operational review and business plan process, Council officers assessed a range of options for potential capital works to be undertaken at the Heritage Village. These works were separated into different stages and prioritised in accordance with identified need.

Capital works recommended for the first stage / year of capital expenditure to improve overall visitor experience and amenity on entry to the Heritage Village to the sum of \$385,000.00 include:

- The current carpark gardens are made to be more maintenance friendly and tree pruning be carried out;
- Signage – Wayfinding signage upon entering the carpark and to identify and guide visitors to the entrance;
- Entrance improvements, including fencing and visual screening around back of house – For an entrance feature to be installed to help identify the entrance of the village and for the back of house area to have a fencing treatment installed to block vision to these areas.

It is recommended that Council approves the initial stage 1 capital works program noted above with any future capital works expenditure to be subject to a further report to Council and following completion of the stage 1 program.

COMMUNITY ENGAGEMENT

The implementation of the measures detailed in the Business Review Report will require the input from Heritage Village staff, Friends of the Heritage Village Inc, the broader Heritage Village volunteer community and other key stakeholders concerning the findings and recommendations.

BACKGROUND

On 23 June 2020 Council resolved the ongoing operating hours of a range of Council facilities in light of COVID-19 which included the closure of the Heritage Village to the public for a period of 12 months to allow for a review of the existing business operations of the facility and development of a business plan.

An internal project working group was subsequently established with the purpose of undertaking the review process.

PREVIOUS DECISIONS

At its Ordinary Meeting on 23 June 2020 Council resolved:

1. THAT the report be received and operating hours for Council facilities below be endorsed however it should be noted that all reopenings are subject to the State Government Roadmap to Easing Restrictions continuing as planned.

| Facility | Opening Hours |
|--|---|
| Heritage Village | Closed – for a period of 12 months with a possible earlier re-opening |
| Heritage Village – Function Centre (Shearing shed) | Closed – current wedding bookings only |

2. THAT Council insert \$1,000,000 into the draft budget for Capital for the Heritage Village split over 2 years.
3. THAT Council continue to engage with volunteers at the Heritage Village and welcome their participation during the closure.

At its Ordinary Meeting on 11 August 2020 it was resolved that Council:

1. receive the report;
2. endorse the implementation of the operational review and business plan development in line with the proposed scope and project plan summary detailed as per attachment 1 and 2 of the report; and
3. Remove the words “one day per week” from Project Scope.

BUDGET IMPLICATIONS

Council’s capital budget includes an allocation for the Heritage Village of \$1,000,000.00 split over 2 years commencing 2020/2021. Stage 1 of the proposed capital works program will be undertaken in line with existing allocations. Future stages of capital works will be subject to a further Council report and endorsement.

LEGISLATIVE CONTEXT

There are no legislative implications to Council.

LEGAL IMPLICATIONS

There are no known legal implications relevant to the recommendation.

STAFFING IMPLICATIONS

There are no expected impacts to full time equivalent staffing levels relevant to the report and recommendations with implementation of the recommendations contained in the Summary Report being undertaken within existing staffing levels. It is expected that engagement of casual staff will no longer be required as a result of the proposed change in operations of the Shearing Shed.

RISK ASSESSMENT

Due to the nature of the recommendations contained in the Summary Report, a low risk of adverse implications to Council exists. Risk will be managed through planned engagement with stakeholders.

CORPORATE/OPERATIONAL PLAN

Operational Plan - 2020-2021 – section 2.1.6:

“Develop a Business Plan for the Heritage Village that rebrands and revitalises the venue that will create a space for events and a facility that attracts visitors to the Region.”

CONCLUSION

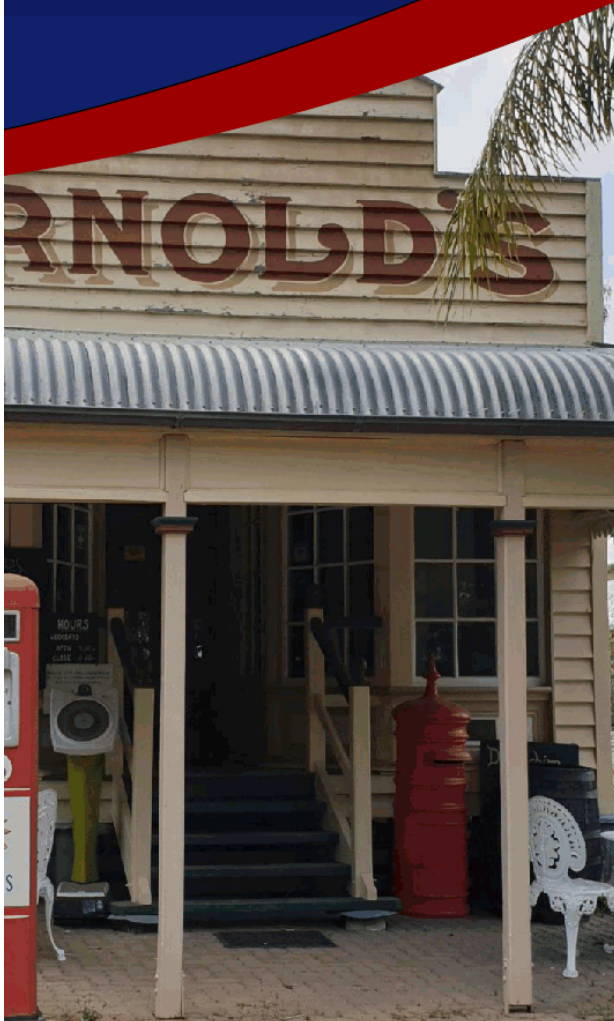
The Heritage Village Business Review Report and Summary Report has been developed collaboratively across Council and the recommendations contained in the Summary Report are now at a key milestone stage to progress to implementation including consultation with Heritage Village staff, volunteers and other stakeholders. There are many initiatives identified within the Summary Report which will require ongoing commitment from all stakeholders in order to be fully realised.

HERITAGE VILLAGE – OPERATIONAL REVIEW AND BUSINESS PLAN

Summary Report

Meeting Date: 23 February 2021

Attachment No: 2



Rockhampton Heritage Village

Summary Report

February 2020

Strategy & Planning

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1.0 EXECUTIVE SUMMARY

The Heritage Village Business Review project was initiated by Rockhampton Regional Council (Council) in response to action 2.1.6 of Council's 2020-2021 Operational Plan which states:

"Develop a business plan for the Heritage Village that rebrands and revitalises the venue that will create a space for events and a facility that attracts visitors to the Region"

Further to this, an objective was set by Council to explore opportunities for operational efficiencies and potential reduction in annual operating expenses.

This report:

1. summarises findings across *Site Assets, Financial Assessments, Governance, and Purpose*, which have been identified as the business 'pillars' that support operations at the Heritage Village, and
2. puts forward recommendations and considerations based on the objectives of rebranding and revitalising the Heritage Village, and broader Council direction.

1.1 Business Review process

The Business Review incorporates results from the information gathered from the Heritage Village and other areas of Council, and includes financial data, building assessments and resource requirements. In addition, analysis of tourism, heritage and volunteering sectors provided information to gauge how the Rockhampton Heritage Village compares to other similar sites and to provide direction based on current trends.

The Strategy and Planning team delivered this project with oversight from the Project Control Group (PCG). Council staff involved in the project include:

| | |
|---|--|
| Damon Morrison Manager, Office of the Mayor | Project sponsor |
| Paul Waiting Strategy and Planning | Project manager, until August 2020 |
| Ann Davie Strategy and Planning | Project manager, from September 2020 |
| Steve Ellis Strategy and Planning | Strategic planner, from September 2020 |
| Alicia Cutler Community Services | General Manager Community Services (Operational owner of Heritage Village) |
| John Webb Communities and Culture | Project Control Group member (Operational owner of Heritage Village) |
| Annette Pearce Advance Rockhampton | Project Control Group member (Tourism) |
| Amy Johnson Strategy and Planning | Project Control Group member, project support |
| Caitlin Pointing Office of the CEO | Project Control Group member, project support |

1.1.1 Project timeline

| | |
|-------------------------|---|
| 13 July 2020 | Project started |
| 16 July 2020 | Initial Councillor Workshop |
| July – August 2020 | Preliminary investigations |
| August – October 2020 | Operations assessment |
| October – November 2020 | Building audit |
| 28 November 2020 | Councillor site tour |
| 2 December 2020 | Councillor site tour and workshop |
| 16 December 2020 | Business Review Report draft delivered for PCG review |
| 2 February 2021 | Draft Business Review Report issues to Council for review |
| 23 February 2021 | Business Review Council Report and Recommendations |

Subject to Council endorsement of the Business Review report and recommendations, a range of ongoing activities will be required to be undertaken in the implementation phase which will include:

- internal and community consultation;
- determination of timeframe for re-opening of the Heritage Village;
- implementation of the endorsed capital works program
- implementation of the:
 - proposed asset management program;
 - governance program;
 - operational review recommendations.

1.1.2 Councillor Workshop on 2 December 2020

On 2 December 2020, an informal workshop was held involving Councillors, representatives of Council's Leadership Team and representatives of the PCG. Topics for discussions included the purpose, identity and long-term future of the Heritage Village and options for the Heritage Village as a heritage tourism asset were proposed requiring further investigation.

This Business Review has been conducted and the recommendations limited to identified outcomes achievable within the original scope and project constraints.

In order to properly consider, investigate and scope the broader long-term vision of the Heritage Village as a major regional heritage tourism asset, it is recommended that a separate feasibility study is undertaken.

1.2 Summary of Business Review findings

Site assets

1. Wayfinding, entrance and car park access are not clearly presented and lack street appeal.
2. The first visuals for visitors of the Heritage Village are back-of-house facilities and service entrance.
3. The conditions of the buildings is generally very good - 43 of the site's 55 buildings are in excellent or good condition (excluding shelters).

4. Improvements for the recording of site assets at the Heritage Village in Council's asset management system have been identified and to facilitate accurate insurance cover.
5. The use classification for the Shearing Shed needs to be changed to fit its current use.
6. Costs to make climate control and environmental improvements to the Shearing Shed have been estimated to be greater than \$1 million, depending on the extent of the work undertaken to retain the character of the structure.
7. The grounds and gardens of the site are maintained to an excellent standard courtesy of the Heritage Village volunteers. Some road surfaces may need attention to meet access requirements.
8. There will be a considerable body of work to bring all of the Heritage Village built assets into line with similar asset management practices across Council.
9. Within the collection, 25 of the buildings are original, 14 are replicas, and 19 are new buildings.

Financial - general operations

1. Operational expenditure savings are unlikely to be found through either:
 - a. modification of the Heritage Village activities without negatively impacting their quality, frequency or variety; or
 - b. reduction or redeployment of staff as all staff are needed across all activities.
2. Staff are dedicated and regularly go above and beyond their roles.
3. All staff work across all activities.
4. All staff are involved in supervising volunteers.
5. There are some tasks and functions within Heritage Village operations that are common across the organisation that are managed wholly by Heritage Village staff, such as some administrative tasks, marketing, asset management and maintenance.

Financial – delivery of activities

1. It may be possible to deliver additional or new activities, including arts and crafts workshops, specialised markets, and more community festivals. However, this is constrained by limited resources (staff and volunteers). The assessment of activities breaks down the resource requirements for each activity.
2. Functions at the Shearing Shed run at an operational deficit, with labour being the largest cost.
3. There are opportunities to make operational savings of between \$70,000-\$100,000 through adopting a dry-hire model for the Shearing Shed.
4. Excluding general operating expenses, other activities like markets, tours and planned events, recover their direct attributable costs and return modest profits.
5. Casual staff are used to deliver Shearing Shed functions and some activities during markets.
6. Volunteers and supported labour programs (Jobs Queensland and Corrections Community Service) are an integral to delivering activities to the village and undertaking regular maintenance to the site. However, reliable availability varies. Assessment of activities identified a lack of consistency in available volunteers to undertake required tasks, requiring staff and other volunteers to make up any shortfall.

Governance

1. There are a lack of governance processes/coordination between Council, Volunteers and the Friends of the Village (an incorporated association). Areas in need of governance structures include: WHS, capital works prioritisation, events scheduling and role definition for operational activities of the Heritage Village.
2. With the exception of Market Days, volunteers' time has not traditionally been scheduled or rostered, with the majority of volunteers providing assistance at the start of the week.
3. Updated safety processes have already previously put into place, and volunteers have undertaken safety training and induction programs.
4. There are no consistent lease arrangements/agreements for lessees.
5. There is no framework for managing community groups as casual, short-term or longer-term tenants, other than as a hirer of the venue.

Purpose

1. There are 7 types of activities traditionally delivered:
 - Site visits (casual tourism visitors);
 - Functions and site hires;
 - Markets;
 - Organised tours (schools and senior groups);
 - Festivals and other celebration events;
 - School holiday programs;
 - Workshops.
2. Different activities activate different parts of the site and to varying degrees. The site is most activated on Markets Days.
3. Daily site visitors experience the minimum offering of static displays of buildings and the collections. There is no consistent or ongoing activation outside markets, special events and some tours.
4. 90% of the visitors were there for community-related activities or events. The remaining 10% attended directly for heritage tourism purposes.
5. 50% of activities are directly tied to the site's heritage identity. 40% use the site as a backdrop, and 10% of activities are 'generic' in nature do not leverage the heritage identity of the Village.
6. As the Heritage Village is situated within a high-growth area, there is the potential for increasing the community value of the Heritage Village to meet demands for community resources in the north.

There are a number of appendices to this Report that include the detailed findings of the Business Review.

1.3 Considerations

This section includes pertinent information about organisational capacity and visitor demands that should be considered when making decisions about the Review's recommendations. It is also worth highlighting the constraints on the site's use. The appendices of this report include complete data gathered during the Review.

Capital works and built assets

- Capital expenditure has been set at \$1 million to be split over two financial years: 2021-22 and 2022-23
- Council owns and is responsible for all assets on site. However, the current asset register is incomplete and will take time and resources from both the Heritage Village and Community Assets and Facilities to complete. Further work may be identified and prioritised after this Review.

Staff and volunteers

- 4.8FTE for site operations:
 - Heritage Village Supervisor
 - Administration & Tourism Officer (0.8 FTE)
 - Team Leader – Functions
 - Team Leader - Workshop and Restoration
 - Maintenance and Livestock Assistant
- All staff are involved in the delivery of all activities, as well as day-to-day operations
- Casual staff are required to deliver functions and may be needed for other activities
- 175 volunteers available, 75 'core' who volunteer regularly, contributing 45,000+ hours of volunteering annually.

Visitors and activities

- Prior to COVID, the Heritage Village operated 7 days a week, open for 352 days per year
- In 2018-19, all activities combined brought 41,313 people to the site; this averages to approximately 9 visitors per day
- 3,492 casual site visitors in 2018-19, this does not include markets or other events
- 6 markets are delivered annually
- 44 school tours were conducted in 2018-19, with schools from the Rockhampton region and surrounding areas
- School holiday programs is run 18 days annually
- Approximately 3 'major' events are delivered at the site (e.g. Heritage Festival, Halloween)

Land Management Plan (LMP)

- The Heritage Village site is owned by the Queensland Government and administered by the Department of Natural Resources, Mines and Energy (DNRME). Rockhampton Regional Council is a trustee.
- Under the agreement with DNRME, the site must be used for heritage, historical and cultural purposes. Operations can generate revenue, but any revenue earned must be directed towards the ongoing management of the Trust land.
- Lease or permit holders who use the site must adhere to the primary use of the land for community purposes.
- Access by the public to the Trust land must be maintained and protected at all times.

2.0 RECOMMENDATIONS

2.1 Constraints

There were a number of constraints that were taken into account during the process of conducting the business review and affected the recommendations put forward. These included:

- No increase in operational budget
- identification of potential operational savings
- No changes to available FTE
- No additional capital works outside those prioritised for entrance, carpark, signage, and those required to bring buildings into line with access, safety and building standards where appropriate

2.2 Recommendations

Capital works

Below represents the capital works recommend for the first stage / year of capital expenditure to improve overall visitor experience and overall amenity on entry to the Heritage Village to the sum of \$385,000.00 including:

- The current carpark gardens are made to be more maintenance friendly and tree pruning be carried out.
- Signage – Wayfinding signage upon entering the carpark and to identify and guide visitors to the entrance
- Entrance improvements, including fencing and visual screening around back of house – For an entrance feature to be installed to help identify the entrance of the village and for the back of House area to have a fencing treatment installed to block vision to these areas
- Include identified projects and activities in Council's 2020-21 Operational Plan

Site governance and volunteer management

- Define roles and ascertain level of consistent availability and skill set to define the minimum active offering at the Heritage Village
- Ongoing implementation of WHS processes and requirements
- Create process on managing and monitoring volunteers numbers and work flow on site
- Learnings from this Review to inform organisation-wide volunteer management processes
- MOU between Council and the Friends of the Village
- Include identified projects and activities in Council's 2020-21 Operational Plan

Asset management

- Bring all building and assets at the Heritage Village into Council assets system and management
- Create processes to manage the delivery of any further assets to be delivered on the site
- Include identified projects and activities in Council's 2020-21 Operational Plan

Support from other areas of Council

- Integrate the Heritage Village to better utilise Council's internal management systems (Asset register and maintenance management)
- Equipment management
- Marketing
- Events management
- Include identified projects and activities in Council's 2020-21 Operational Plan

Collections management

- Continue cataloguing of on-site and off-site memorabilia, equipment and machinery
- Learnings from this Review to inform organisation-wide approach to managing heritage asset donations and acquisitions

Operations - Extending or modifying offering

- Shearing Shed dry hire – trial offering the Shearing Shed as a venue to be hired and catering functions arranged by those hiring the venue

Other opportunities that have been suggested throughout this review that are yet to be considered**Site Visits - Pay to enter daily visitors**

- Reduced General Admission / No entry Fee
- Reduce hours/days
- Scheduled tours
- Technology assisted tours
- Improve static offering by using item in storage

Markets

- Specialty markets
- Increase total number of markets: FOHV markets and markets run by RRC

School Tours

- Expanding the offering
- Schedule the day and time can they occur to avoid events and other open times

Senior and other tours, Workshops and educational programs

- What are the opportunities for further tours at the Village – new residents, historical societies, Beef Week, Rocky Nats, etc.
- Could the offering be linked with other attractions in the region, eg Dream Time

Festival and Events

- Other RRC events, celebrations and festivals be delivered at the Heritage Village. Advance Rockhampton or Communities and Culture teams would be responsible.
- COVID friendly events moved to Heritage Village
- Other organisations host their events. Communities and Culture team to liaise with community groups

School Holiday Program

- Can be expanded
- May be supported by Customer Service or *See it Live* booking

There are other opportunities to strengthen linkages with community as well as increase revenue generating activities:

- Meet demand for venues and open spaces for hire
- Provide casual commercial opportunities for artists, artisans, craftspeople, tradespeople, etc. either through short-term leases or opportunities at markets, workshops, etc.
- A separate Strategic Assessment and feasibility study are recommended to investigate the requirements to implement changes to the existing Heritage Village operations. Decisions about future directions will be made based on the information put forward in the Strategic Assessment.

INFRASTRUCTURE*Councillor Portfolio – Mayor Williams***10.3 ASSET MANAGEMENT POLICIES**

| | |
|-----------------------------|---|
| File No: | 5960 |
| Attachments: | 1. Asset Management Policy 2. Asset Custodianship Policy 3. Asset Management Responsibilities Policy |
| Authorising Officer: | Martin Crow - Manager Infrastructure Planning Peter Kofod - General Manager Regional Services |
| Author: | Andrew Whitby - Coordinator Assets and GIS |

SUMMARY

This report presents new asset management policies to Council. These policies are key components of Council's Asset Management Framework.

OFFICER'S RECOMMENDATION

THAT Council:

1. Adopt the Asset Management Policy;
2. Note the Asset Custodianship Policy; and
3. Note the Asset Management Responsibilities Policy.

COMMENTARY

A review of Council's Asset Management Policy has been undertaken. The review was undertaken in both the context of the strategic policy direction by Council and the operational implementation of this strategic direction by Council Officers. In accordance with Council's Governance Administration Policy Framework, strategic policy direction as been maintained in an Administrative Policy for adoption by Council with operational implementation captured in Management Directives.

Asset Management Policy

The Asset Management Policy presented has been reviewed and updated. The new Asset Management Policy provides clear principles for the implementation of consistent asset management practices throughout Council. It also outlines the asset management planning activities that will support these principles. Finally, the new Asset Management Policy provides for the formation of an Asset Management Steering Committee consisting of relevant stakeholders from all Council Departments. This committee will provide leadership on asset management at an operational level across Council. This policy remains an Administrative policy due to its strategic nature.

Asset Custodianship Policy

The Asset Custodianship Policy is a new policy that provides direction on the custodianship of assets across Council Departments. This policy is a Management Directive that supports the operational implementation of the Asset Management Policy.

Asset Management Responsibilities Policy

The Asset Management Responsibilities Policy is a new policy that outlines the responsibilities associated with asset custodianship. It also details the internal support provided to asset custodians under the current organisational structure to assist them in meeting these responsibilities. This policy is a Management Directive that supports the operational implementation of the Asset Management Policy.

BACKGROUND

The asset management policies presented in this report are key components of Council's Asset Management Framework. Asset management relies on the coordinated activities and practices of Council (technical, financial and operational) that collectively enable Council to realise value from its assets and sustainably deliver services to the community. Effective asset management requires strong leadership and clear direction at the strategic and operational level.

PREVIOUS DECISIONS

The previous Asset Management Policy was adopted by Council in March 2015.

BUDGET IMPLICATIONS

There are no budget implications.

LEGISLATIVE CONTEXT

These policies support Council's requirement to provide results that are consistent with the local government principles as outlined in Chapter 1 Section 4 of the Local Government Act 2009. The relevant local government principles are as follows.

- (b) sustainable development and management of assets and infrastructure, and delivery of effective services;
- (d) good governance of, and by, local government;

LEGAL IMPLICATIONS

There are no legal implications.

STAFFING IMPLICATIONS

There are no staff implications.

RISK ASSESSMENT

There are no risks associated with these policies. These policies represent control measures that support Council in meeting its legislative requirements under the Local Government Act 2009 and achieving its desired outcomes under the Corporate Plan.

CORPORATE/OPERATIONAL PLAN

These policies support of the following Corporate Plan objectives.

- 1.1 Safe, accessible, reliable and sustainable infrastructure and facilities
- 4.1 Customer focused services
- 5.3 Financially sustainable organisation

CONCLUSION

The asset management policies presented in this report are key components of Council's Asset Management Framework. They provide clear direction on asset management at the strategic and operational level, and support Council in meeting its legislative requirements under the Local Government Act 2009 and achieving its desired outcomes under the Corporate Plan.

ASSET MANAGEMENT POLICIES

Asset Management Policy

Meeting Date: 23 February 2021

Attachment No: 1

ASSET MANAGEMENT POLICY

ADMINISTRATIVE POLICY



1 Scope

This policy applies to all Rockhampton Regional Council departments responsible for the operation, maintenance, renewal, upgrade and expansion of Council's asset portfolio.

2 Purpose

The purpose of this policy is to establish clear principles for the implementation of consistent asset management practises throughout Council.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Local Government Act 2009

Asset Capitalisation Policy

Asset Disposal Policy

Asset Management Improvement Plan

Asset Management Plans

Asset Management Responsibilities Policy

Asset Management Strategy

Asset Management Standards (ISO 55000) – International Standard

Corporate Plan

Corporate Risk Register

Framework for the Preparation and Presentation of Financial Statements

International Infrastructure Management Manual

Long Term Financial Plan

Operational Plan

4 Definitions

To assist in interpretation, the following definitions apply:

| | |
|-----|---|
| AMP | <p>Asset Management Plan</p> <p>AMPs are compiled for asset classes, asset sub-classes or operational areas. An AMP includes levels of service, future demand, asset lifecycle management requirements, risk management strategies and long-term financial projections.</p> |
|-----|---|

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| | |
|------------------|---|
| AMSC | Asset Management Steering Committee |
| Asset | As defined in paragraph 49(a) of the Framework for the Preparation and Presentation of Financial Statements, a resource controlled by Council as a result of past events and from which future economic benefits are expected to flow to Council. Key features of an asset include: (a) Council must have control over the asset; (b) There was a past transaction or event which gave rise to the control; and (c) There must be future economic benefits expected to flow to Council. |
| Asset Class | A grouping of assets of a similar nature and use in an organisation's operations. |
| Asset Management | The coordinated activities and practises of an organisation (technical, financial and operational) that collectively enable the organisation to realise value from its assets and sustainably deliver on its objectives. |
| Council | Rockhampton Regional Council |
| Employees | Local government employee: (a) The Chief Executive Officer; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> . |
| Leadership Team | Chief Executive Officer, Deputy Chief Executive Officer, general managers, executive managers, Manager Office of the Mayor and Manager Strategy and Planning. |
| LTFP | Long Term Financial Plan The LTFP is developed for a minimum of 10 years, and is updated annually to ensure the Operational Plan remains current. The LTFP includes: (a) Projected maintenance and capital budget expenditure; and (b) Long term strategic planning directions and decision for new assets. |

5 Policy Statement

Council is committed to the sustainable development and management of its asset portfolio.

Council acknowledges that asset management practices impact directly on the core business of Council and appropriate asset management is required to achieve Council's strategic service delivery objectives.

Adopting clear asset management principles will assist Council in achieving its desired outcomes under the Corporate Plan and LTFP, and its legislative responsibilities under the *Local Government Act 2009*.

5.1 Asset Management Principles

Council will sustainably develop and manage its asset portfolio by:

- (a) Ensuring services and infrastructure are provided in a financially sustainable manner, with the appropriate levels of service to the community.
- (b) Safeguarding infrastructure assets by implementing appropriate asset and risk management strategies and providing appropriate financial resources for those assets.
- (c) Ensuring whole-of-life costs, risks, options and service delivery objectives are reviewed before investing in new or replacement assets.
- (d) Ensuring our asset information systems contain relevant and accurate asset information (technical, financial and operational) to inform decision making.
- (e) Meeting any legislative and regulatory requirements for asset management.

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- (f) Ensuring resources and operational capabilities are identified and asset management responsibilities are allocated.
- (g) Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.
- (h) Continuously improving our asset management systems and practises.

5.2 Asset Management Planning

Council's Asset Management Principles will be delivered by implementing sound asset management plans and strategies and by providing sufficient financial resources to accomplish them. This will be accomplished by:

- (a) Ensuring an Asset Management Strategy is developed and implemented and supports Council's Corporate Plan.
- (b) Ensuring asset management plans are prepared for all major asset classes, asset sub-classes and operational areas.
- (c) Expenditure projections from AMPs will inform Council's LTFP.
- (d) Regular and systematic reviews of AMPs to ensure assets are managed, valued, and depreciated in accordance with appropriate best practice.
- (e) Regular inspections will be used as part of the asset management process to ensure agreed service levels are maintained and to identify asset renewal priorities.
- (f) Asset renewals required to meet agreed service levels and identified in adopted asset management plans, and when applicable long term financial plans, will form the basis of annual budget estimates with the service and risk consequences of variations in defined asset renewals and budget resources documented.
- (g) Future lifecycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.
- (h) Future service levels with associated delivery costs will be determined in consultation with the community.
- (i) Ensuring necessary capacity and other operational capabilities are provided and Asset Management responsibilities are effectively allocated;
- (j) Creating a corporate culture where all employees play a part in the overall care of Council's assets by providing necessary awareness, training and professional development; and
- (k) Providing the community with services and levels of service for which they are willing and able to pay.

5.3 Asset Management Steering Committee

For the purpose providing leadership, direction and oversight to the asset management program across Council, an AMSC will be formed. The AMSC will consist of relevant stakeholders from all Council departments and will be responsible for:

- (a) Developing appropriate policies, strategies and systems aligned with the ISO 55000 Standards for Asset Management and the International Infrastructure Management Manual to ensure effective asset management across the organisation.
- (b) Reviewing asset management related risks contained in the Corporate Risk Register and identifying program related risks.
- (c) Prioritising, implementing and reviewing asset management objectives identified through the Corporate Plan, Corporate Risk Register, Asset Management Strategy and/or Asset Improvement Plan.
- (d) Informing Council's Leadership Team of progress, and recommended organisational change as required.

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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

| | |
|------------------------|-----------------------------------|
| Sponsor | Chief Executive Officer |
| Business Owner | General Manager Regional Services |
| Policy Owner | Manager Infrastructure Planning |
| Policy Quality Control | Legal and Governance |

OUR VALUES



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ASSET MANAGEMENT POLICIES

Asset Custodianship Policy

Meeting Date: 23 February 2021

Attachment No: 2

ASSET CUSTODIANSHIP POLICY MANAGEMENT DIRECTIVE



1 Scope

This policy applies to all Rockhampton Regional Council departments as potential custodians of Council assets.

2 Purpose

The purpose of this policy is to provide direction on the custodianship of assets across Council departments.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Asset Capitalisation Policy

Asset Disposal Policy

Asset Management Policy

Asset Management Responsibilities Policy

Framework for the Preparation and Presentation of Financial Statements

4 Definitions

To assist in interpretation, the following definitions apply:

| | |
|------------------|---|
| Assets | As defined in paragraph 49(a) of the Framework for the Preparation and Presentation of Financial Statements, a resource controlled by Council as a result of past events and from which future economic benefits are expected to flow to Council. Key features of an asset include: (a) Council must have control over the asset; (b) There was a past transaction or event which gave rise to the control; and (c) There must be future economic benefits expected to flow to Council. |
| Asset Class | A grouping of assets of a similar nature and use in an organisation's operations. |
| Asset Management | The coordinated activities and practises of an organisation (technical, financial and operational) that collectively enable the organisation to realise value from its assets and sustainably deliver on its objectives. |
| Council | Rockhampton Regional Council |
| Leadership Team | Chief Executive Officer, Deputy Chief Executive Officer, general managers, executive managers, Manager Office of the Mayor and Manager Strategy and Planning. |

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5 Policy Statement

Clear allocation of asset custodianship is critical for the effective management of assets owned by Council.

It is desirable for asset custodianship to align with the accountabilities and responsibilities of service delivery.

5.1 Allocating Asset Custodianship

Custodianship of assets owned by Council is allocated in the table below. This table specifically excludes the asset classes land, heritage and culture, and intangibles. For the plant and equipment asset class only smart technology assets have been included in this table.

| Asset Class | Asset Description | Asset Custodian | Exceptions |
|----------------------------|---|---|--|
| Airport Infrastructure | Aeronautical and HV electrical assets within the Rockhampton Airport Precinct. | Manager Airport | Nil |
| Bridges and Major Culverts | Road bridges, major culverts and pedestrian bridges within the road reserve. | Manager Civil Operations | Nil |
| | Road bridges, major culverts and pedestrian bridges within a defined Council site or precinct, and which service that site or precinct only. | Site Custodian | Nil |
| Buildings | Buildings within a defined Council site or precinct. | Site Custodian | Refer to paragraph 5.2 |
| | Buildings leased by Council. | Manager Corporate and Technology | The Manager Airport is custodian of all buildings leased by Council within the Rockhampton Airport Precinct. The Manager Communities and Culture is custodian of all Community Halls (i.e. Welfare House, Berserker Lodge). |
| | Buildings not within a defined Council site or precinct, or leased by Council. | Manager Community Assets and Facilities | The Manager Communities and Culture is custodian of the Walter Reid Cultural Centre. |
| Plant and Equipment | Smart technology assets. | Refer to paragraph 5.3 | Nil |
| Road Infrastructure | Roads, carparks, footpaths and traffic management devices within the road reserve. | Manager Civil Operations | Nil |
| | Access roads, carparks, footpaths and traffic management devices within a defined Council site or precinct, and which service that site or precinct only. | Site Custodian | Nil |

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| Asset Class | Asset Description | Asset Custodian | Exceptions |
|---------------------------|---|--------------------------|--|
| Sewer Infrastructure | Sewage collection and treatment assets from and including the property connection. | Manager FRW | Sewage pump stations and rising mains within the Kershaw Gardens Precinct, Lakes Creek Road Landfill and Littler-Cum-Ingram Park. Refer to paragraph 5.2, the site custodian is the custodian of these assets. |
| Site Improvements | Site improvements within a defined Council site or precinct. | Site Custodian | Refer to paragraph 5.2. |
| Stormwater Infrastructure | Stormwater assets. | Manager Civil Operations | Stormwater assets within a defined Council site or precinct, and which service that site or precinct only. Refer to paragraph 5.2, the site custodian is the custodian of these assets. |
| Water Infrastructure | Water treatment, distribution, storage and supply assets up to and including the water meter. | Manager FRW | Nil |
| | Water assets located after the water meter within a defined Council site or precinct. | Site Custodian | The Manager FRW is custodian of the water supply mains on the property side of the Airport water meter. |

Where matters arise that require further clarification, it is the responsibility of the Asset Management Steering Committee to review the matter and provide recommendations to the Leadership Team for consideration. The final outcome of such matters will be captured in future revisions of this policy.

5.2 Site Custodians

The following table contains a list of all defined Council sites/precincts, the site custodian and any further custodianship exceptions.

| Site Custodian | Site/Precinct Name | Exceptions |
|---------------------------------|--------------------------------------|------------|
| Manager Airport | Rockhampton Airport | Nil |
| Manager Communities and Culture | Archer Park Railway Station | Nil |
| | City Child Care Centre | Nil |
| | Heritage Village | Nil |
| | Mount Morgan Municipal Library | Nil |
| | Mount Morgan Railway Station Complex | Nil |
| | Mount Morgan School of Arts | Nil |
| | Mount Morgan Showgrounds | Nil |
| | Music Bowl | Nil |
| | North Rockhampton Library | Nil |

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| Site Custodian | Site/Precinct Name | Exceptions |
|---|---------------------------------------|---|
| Manager Communities and Culture | Pilbeam Theatre | Nil |
| | Rockhampton Art Gallery | Nil |
| | Rockhampton Museum of Art | Nil |
| | Rockhampton Showgrounds | Nil |
| Manager Community Assets and Facilities | Arthur Timms Lookout | Nil |
| | Bajool Cemetery | Nil |
| | Bauhinia House | Nil |
| | Boyd Park Precinct | Nil |
| | Customs House Precinct | Nil |
| | Dooley Street Works Depot | Nil |
| | Elfin House Child Care Centre | Nil |
| | Frank Golding Lookout | Nil |
| | Gracemere Administration Precinct | Manager Communities and Culture is custodian of the Gracemere Library |
| | Gracemere CDB Precinct | Nil |
| | Gracemere Cemetery | Nil |
| | Gracemere Community Services Precinct | Manager Infrastructure Planning is custodian of the Gracemere SES |
| | Gracemere Works Depot | Nil |
| | Janet Pujolas Park Precinct | Nil |
| | Memorial Gardens | Nil |
| | Mount Morgan CBD | Nil |
| | Mount Morgan Cemetery | Nil |
| | Mount Morgan Range Lookout | Nil |
| | Mount Morgan Works Depot | Nil |
| | North Rockhampton Cemetery | Nil |
| | Riverside Precinct | Nil |
| | Rockhampton Administration Precinct | Manager Communities and Culture is custodian of the Rockhampton Library |
| | Rockhampton CBD Precinct | Nil |
| South Rockhampton Cemetery | Nil | |
| Street Cleaning Depot | Nil | |
| Victoria Park Precinct | Nil | |
| Manager Corporate and Technology Services | Gracemere Saleyards | Nil |

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| Site Custodian | Site/Precinct Name | Exceptions |
|--|--|---|
| Manager FRW | Fitzroy River Barrage | Nil |
| | Sewage Pump Stations - All Sites | Nil |
| | Sewage Treatment Plants - All Sites | Nil |
| | Water Pump Stations - All Sites | Nil |
| | Water Reservoirs - All Sites | Nil |
| | Water Treatment Plants - All Sites | Nil |
| Manager Infrastructure Planning | Mount Morgan SES | Nil |
| | North Rockhampton SES | Nil |
| Manager Parks | Parks - All Sites | Nil |
| | Reserves - All Sites | Nil |
| | Memorials - All Sites | Nil |
| | Athelstane Bowls Club | Nil |
| | Athelstane Tennis Club | Nil |
| | Bartlem Oval | Nil |
| | Cedric Archer Sport and Recreation Reserve | Manager Community Assets and Facilities is custodian of the Swimming Pool |
| | Cyril Connell Fields | Nil |
| | Georgeson Oval | Nil |
| | Kershaw Gardens Precinct | Nil |
| | Newman Oval | Nil |
| | Rockhampton Botanic Gardens | Nil |
| | Rockhampton Bowls Club | Nil |
| | Rockhampton Cricket Ground | Nil |
| | Rockhampton Mallet Sports Club | Nil |
| | Rockhampton Zoo | Nil |
| Tom Nutley Field | Nil | |
| Manager Planning and Regulatory Services | Animal Management Facilities | Nil |
| Manager Rockhampton Regional Waste and Recycling | Alton Downs Waste Transfer Station | Nil |
| | Bajool Waste Transfer Station | Nil |
| | Bouldercombe Waste Transfer Station | Nil |
| | Bushley Waste Transfer Station | Nil |
| | Gracemere Waste Transfer Station | Nil |
| | Lakes Creek Road Landfill | Nil |
| | Mount Morgan Waste Transfer Station | Nil |

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5.3 Smart Technology Custodians

The following table contains a list of all smart technology assets, the custodian and any custodianship exceptions.

| Asset Custodian | Asset Description | Exceptions |
|----------------------------------|---|--|
| Manager Corporate and Technology | Pole top module | Nil |
| | OOD module | Nil |
| | WiFi | Nil |
| | Network switches | Nil |
| | Digital banners | Nil |
| | Microwave link | Nil |
| | Digital displays | Nil |
| | Data and communication pits | Nil |
| | Data and communication conduit | Nil |
| | Networking hardware | Nil |
| | CCTV | Site Custodians are custodian of the CCTV cameras. |
| | Push Blue | Nil |
| | Smart parking | Nil |
| | Manager Community Assets and Facilities | Luminaire (We-ef) |
| Façade lighting | | Nil |
| GPOs | | Nil |
| Circuit breakers | | Nil |
| Solar panels and batteries | | Nil |
| Power pits | | Nil |
| Power conduits | | Nil |
| Pop jets - Riverbank | | Nil |
| Smart Poles | | Nil |
| Waterfall curtain - Riverbank | Nil | |
| Manager Parks | Weather station | Nil |
| Manager Infrastructure Planning | Flood gauges | Nil |

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 CEO.

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7 Document Management

| | |
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| Business Owner | General Manager Regional Services |
| Policy Owner | Manager Infrastructure Planning |
| Policy Quality Control | Legal and Governance |



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ASSET MANAGEMENT POLICIES

Asset Management Responsibilities Policy

Meeting Date: 23 February 2021

Attachment No: 3

ASSET MANAGEMENT RESPONSIBILITIES POLICY

MANAGEMENT DIRECTIVE



1 Scope

This policy applies to all Rockhampton Regional Council asset custodians and the asset management support sections detailed within.

2 Purpose

The purpose of this policy is outline the asset management responsibilities associated with asset custodianship, and to provide direction on the internal asset management support services provided to asset custodians based on the current organisational structure.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Asset Custodianship Policy
 Asset Capitalisation Policy
 Asset Disposal Policy
 Asset Management Improvement Plan
 Asset Management Policy
 Asset Register
 Capricorn Municipal Development Guidelines
 Framework for the Preparation and Presentation of Financial Statements
 Local Government Infrastructure Plans
 Long Term Financial Plan

4 Definitions

To assist in interpretation, the following definitions apply:

| | |
|------------------|--|
| AMP | Asset Management Plan AMPs are compiled for asset classes, asset sub-classes or operational areas. An AMP includes levels of service, future demand, asset lifecycle management requirements, risk management strategies and long-term financial projections. |
| Asset Class | A grouping of assets of a similar nature and use in an organisation's operations. |
| Asset Management | The coordinated activities and practices of an organisation (technical, financial and operational) that collectively enable the organisation to realise value from its assets and sustainably deliver on its objectives. |

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| | |
|---------|---|
| Assets | As defined in paragraph 49(a) of the Framework for the Preparation and Presentation of Financial Statements, a resource controlled by Council as a result of past events and from which future economic benefits are expected to flow to Council. Key features of an asset include: (a) Council must have control over the asset; (b) There was a past transaction or event which gave rise to the control; and (c) There must be future economic benefits expected to flow to Council. |
| Council | Rockhampton Regional Council |

5 Policy Statement

Clearly defined asset management responsibilities are critical for the effective management of Council assets.

Effective asset management relies on the coordinated activities and practices of an organisation (technical, financial and operational).

5.1 Asset Custodians

Asset Custodians have primary responsibility for the management of assets under their control. These responsibilities include:

- (a) Asset maintenance and capital works planning;
- (b) Preparation of operating and capital budgets;
- (c) Delivery of maintenance and capital works programs, this may include works undertaken by internal service providers or external contractors (i.e. concept planning, detailed design, construction);
- (d) Financial monitoring and reporting;
- (e) Developing appropriate levels of service and associated reporting; including community education and consultation as required;
- (f) Identifying, monitoring and controlling asset/service related risks, including development and implementation of asset risk management strategies;
- (g) Monitoring asset condition (including defects) and performance;
- (h) Providing technical input to the Capricorn Municipal Development Guidelines and Local Government Infrastructure Plans;
- (i) Accepting new assets from developers and project delivery; and
- (j) Assisting the asset management support sections with the preparation of asset management plans, asset revaluations and asset impairment/obsolescence and useful life reviews.

5.2 Asset Management Support

Asset Custodians will be supported in the management of their assets by the following sections of Council:

- (a) Infrastructure Planning;
- (b) Community Assets and Facilities; and
- (c) Finance.

In defining the support services provided by these sections consideration has been given to the need for consistency in the way assets are managed across an asset class. For example there should be consistency in the way all buildings are:

- (a) Recorded on Council's Asset Register (including components and attribution);

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- (b) Valued;
- (c) Inspected and condition assessed;
- (d) Maintained (planned and unplanned maintenance management, including Council wide service contracts); and
- (e) Managed (asset management planning, including categorisation and prioritisation of assets across the asset class).

The allocation of asset management responsibilities between Infrastructure Planning, Community Assets and Facilities and Finance resulting from the current organisational structure is as follows:

5.2.1 Infrastructure Planning

The Infrastructure Planning section of Regional Services is responsible for:

- (a) Corporate Asset Management Governance as defined in Figure 1 below.
- (b) General Asset Management Governance as defined in Figure 2 below for the asset classes:
 - (i) Airport specialist infrastructure;
 - (ii) Bridges and major culverts;
 - (iii) Road infrastructure;
 - (iv) Stormwater infrastructure;
 - (v) Sewerage infrastructure; and
 - (vi) Water infrastructure.

| Figure 1: Corporate Asset Management Governance | |
|--|--|
| Asset Lifecycle Management: | |
| (a) Coordinate the development, review and adoption of the Strategic Asset Management Plan; | |
| (b) Develop guidelines and templates for the preparation of Asset Management Plans and provide general support; | |
| (c) Coordinate the development, review and adoption of Asset Management Plans; and | |
| (d) Undertake community education and consultation in relation to asset sustainability. | |
| Asset Information Management | |
| (a) Develop and maintain the Corporate Asset Management and GIS Systems; | |
| (b) Develop and maintain an overarching asset data framework that includes: <ul style="list-style-type: none"> (i) Asset classes, asset types and attribution; (ii) Other key asset data hierarchies; (iii) Asset register processes and procedures; and (iv) Asset data roles, responsibilities and system permissions; and | |
| (c) Training and support of system users. | |
| Accountability and Direction | |
| (a) Develop and update the Asset Management Framework, ensuring integration with the Corporate Governance Framework; | |
| (b) Develop and update this policy and the Asset Management Policy and the Asset Custodianship Policy; | |
| (c) Comply with the asset management principles stated in Council's Asset Management Policy; | |
| (d) Coordinate the Asset Management Improvement Program; | |

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- (e) Implement the assigned components of the Asset Management Improvement Plan with agreed resources and review the performance of those strategy elements;
- (f) Review and monitor legislation related to asset management planning and policy matters; and
- (g) Collaborate with other Councils and industry bodies in relation to strategic asset management matters.

Figure 2: General Asset Management Governance

Asset Lifecycle Management

- (a) Develop and review asset management plans using the guidelines and templates provided;
- (b) Develop guidelines and templates for:
 - (i) Condition assessment programs;
 - (ii) Asset risk management, including risk profiles and asset criticality;
 - (iii) Maintenance specifications;
 - (iv) Technical levels of service; and
- (c) Deliver agreed condition assessment programs and provide Asset Custodians with timely advice on defects and renewals

Asset Information Management

- (a) Develop and coordinate implementation of asset handover processes, including the capture of all relevant as-constructed information;
- (b) Maintain an asset register in the Corporate Asset Management system (R1 CiA) including financial and non-financial (maintenance only) assets and their associated types, attributes and values;
- (c) Review and prepare asset registers for revaluation; and
- (d) Contribute technical expertise to the following aspects of asset revaluations:
 - (i) Current condition of assets;
 - (ii) Expected useful life and remaining useful life assets;
 - (iii) Development of unit rates and the associated reports;
 - (iv) Cost Indices Reports;
 - (v) Assessment of market and cost values of assets; and
 - (vi) Data integrity/confidence rating check (asset component data only).

Accountability and Direction

- (a) Comply with the asset management principles stated in the Asset Management Policy; and
- (b) Implement the assigned components of the Asset Management Improvement Plan with agreed resources and review the performance of those strategy elements.

5.2.2 Community Assets and Facilities

The Community Assets and Facilities section of Community Services is responsible for:

- (a) General Asset Management Governance as defined in Figure 2 above for the asset classes:
 - (i) Buildings; and
 - (ii) Site improvements.

| LEGAL AND GOVERNANCE USE ONLY | | | |
|-------------------------------|-------|-------------|-------------------------|
| Adopted/Approved: | Draft | Department: | Regional Services |
| Version: | 1 | Section: | Infrastructure Planning |
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5.2.3 Finance

The Finance section of Corporate Services is responsible for:

- (a) General Asset Management Governance as defined in Figure 2 above for the asset classes:
 - (i) Heritage and culture;
 - (ii) Land;
 - (iii) Plant and equipment (information technology assets only);
 - (iv) Intangible assets; and
- (b) Corporate finance governance as defined in Figure 3 below.

| Figure 3: Corporate Finance Governance | |
|--|--|
| Financial Management | |
| (a) Develop and update the Long term Financial Plan; and | |
| (b) Ensure budget processes and procedures capture whole-of-life costs. | |
| Asset Lifecycle Management | |
| (a) Develop, update and coordinate implementation of the Asset Capitalisation Policy and the Asset Disposal Policy; and | |
| (b) Coordinate the budget planning process (capital works and operational works proposals). | |
| Asset Information Management | |
| (a) Maintain the financial asset register including relevant information regarding asset transactions ensuring that sufficient information is available including for external audit purposes. | |
| Accountability and Direction | |
| (a) Monitor and review Australian Accounting Standards, local government legislative requirements along with external audit requirements to ensure the financial asset register and asset transactions comply with all requirements; | |
| (b) Coordinate and provide guidance regarding all asset revaluations and indexations and maintain appropriate information; | |
| (c) Undertake the processing of depreciation of all assets and monitoring the integrity of the information; | |
| (d) Develop guidance, criteria, processes and procedures for the accounting treatment and recognition of work in progress and asset related transactions; | |
| (e) Coordinate the external audit process for asset and work in progress related items and identify any potential issues and develop relevant recommendations to rectify or mitigate; | |
| (f) Coordinate and collate the financial asset sustainability reporting requirements for capital expenditure; and | |
| (g) Preparation of the Financial Statements for asset related aspects. | |

6 Review Timelines

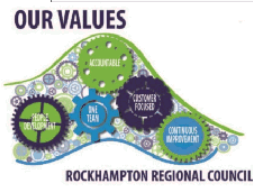
This policy is reviewed when any of the following occur:

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

| LEGAL AND GOVERNANCE USE ONLY | | | |
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| Adopted/Approved: | Draft | Department: | Regional Services |
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| Reviewed Date: | | Page No: | Page 5 of 6 |

7 Document Management

| | |
|------------------------|-----------------------------------|
| Sponsor | Chief Executive Officer |
| Business Owner | General Manager Regional Services |
| Policy Owner | Manager Infrastructure Planning |
| Policy Quality Control | Legal and Governance |



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| Adopted/Approved: | Draft | Department: | Regional Services |
| Version: | 1 | Section: | Infrastructure Planning |
| Reviewed Date: | | Page No: | Page 6 of 6 |

10.4 RENEWAL OF NEARMAP SUBSCRIPTION

File No: 10323

Attachments: 1. **Memo - Renewal of Nearmap Subscription**[↓](#)
2. **Quotation - Nearmap Renewal**[↓](#)

Authorising Officer: **Martin Crow - Manager Infrastructure Planning**
Peter Kofod - General Manager Regional Services

Author: **Andrew Whitby - Coordinator Assets and GIS**

SUMMARY

This report seeks Council approval for the renewal of the Nearmap subscription for a further two (2) year period. Approval of Council is sought under S. 235(b) of the Local Government Regulation 2012 as Nearmap provides a specialised service and it would be disadvantageous for Council to consider procuring this service from another supplier at this time.

OFFICER'S RECOMMENDATION

THAT Council approves the supply for two (2) years from Nearmap under S. 235(b) of the Local Government Regulation 2012 due to the specialised nature of the services that are sought.

COMMENTARY

Nearmap is subscription service providing access to a web based GIS portal that contains high resolution aerial imagery. (<http://www.nearmap.com.au/>).

BACKGROUND

In March 2015 Council purchased a one year subscription to the Nearmap service to assist in assessing the damage caused by Cyclone Marcia. Council has subsequently continued to subscribe to this service on account of its usefulness in many areas across Council.

In 2017 and 2019 Council approved the supply from Nearmap under S. 235(a) of the Local Government Regulation 2012 as they were the only supplier reasonably available.

Since 2019 a second supplier has become available. Officers have investigated the second supplier's ability to provide historical aerial imagery and found that it only has imagery from 2019 onwards, and that this imagery does not cover Mount Morgan.

Nearmap provides historical aerial imagery for Rockhampton, Gracemere and Mount Morgan. The aerial imagery captured by Nearmap is updated up to 3 times per year for Rockhampton and Gracemere, and annually for Mount Morgan. Nearmap has historical imagery for Rockhampton from 2012 onwards, Gracemere from 2013 onwards, and Mount Morgan from 2019 onwards. Council does not have access to this particular imagery via any other means.

PREVIOUS DECISIONS

In March 2017 and February 2019 Council approved the supply for two years from Nearmap under S. 235(a) of the Local Government Regulation 2012 as they were the only supplier reasonably available.

BUDGET IMPLICATIONS

The cost of the Nearmap subscription is \$30,000 ex. GST per year. This subscription includes 30GB of data per month. To date Council has not exceeded this monthly data allocation.

LEGISLATIVE CONTEXT

Under S. 235 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 (b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders.

LEGAL IMPLICATIONS

There are no legal implications.

STAFFING IMPLICATIONS

There are no staffing implications.

RISK ASSESSMENT

There are no risk implications.

CORPORATE/OPERATIONAL PLAN

There is no impact on the Corporate or Operation Plans.

CONCLUSION

The general consensus amongst staff is that Nearmap is a valuable tool that assists Council Officers with their daily tasks.

RENEWAL OF NEARMAP SUBSCRIPTION

Memo - Renewal of Nearmap Subscription

Meeting Date: 23 February 2021

Attachment No: 1



Memo

Date: 9 February 2021
To: Coordinator Assets & GIS
From: Kylie Day, GIS Administrator
Subject: Renewal of Nearmap Subscription

1. Background

Nearmap is a subscription service to access a web based GIS portal that contains high resolution aerial imagery. (<https://www.nearmap.com.au/>).

In March 2015 Council purchased a one year subscription to this service to assist in assessing the damage caused by Cyclone Marcia.

This subscription was subsequently renewed in 2016 on the basis that the service was seen as a valuable tool due to the available historical imagery and the ongoing regular aerial capture.

In March 2017 and February 2019 Council approved supply for two years from Nearmap under S. 235(a) of the Local Government Regulation 2012.

2. Nearmap Imagery

Nearmap provides historical aerial imagery for Rockhampton, Gracemere and Mount Morgan. The aerial imagery captured by Nearmap is updated up to 3 times per year for Rockhampton and Gracemere, and annually for Mount Morgan. Nearmap has historical imagery for Rockhampton from 2012 onwards, Gracemere from 2013 onwards, and Mount Morgan from 2019 onwards. Council does not have access to this imagery via any other means.

3. Other Suppliers

A second supplier now has aerial imagery for Rockhampton and Gracemere. This supplier began capturing aerial imagery in 2019. Unfortunately this supplier does not have any aerial imagery for Mount Morgan. Due to the limited content currently available through this supplier, it is disadvantageous for Council to consider procuring this specialised service from them at this time.

4. Usage within Rockhampton Regional Council

The Nearmap service is currently used by Officers in the following areas:

- Assets & GIS
- Civil Design
- Civil Operations
- Property & Insurance
- Parks
- Development Engineering
- Office of the CEO
- Rates & Revenue

5. Usage in QLD

In Queensland there are 16 Local Governments, including Rockhampton, that are subscribed to Nearmap. These Local Governments are:

- Brisbane City Council
- Fraser Coast Regional Council
- Gold Coast City Council - Parks
- Ipswich City Council
- Livingstone Shire Council
- Lockyer Valley Regional Council
- Logan City Council
- Maranoa Regional Council
- Moreton Bay Regional Council
- Noosa Shire Council
- Redland City Council
- Rockhampton Regional Council
- Scenic Rim Regional Council
- Sunshine Coast Regional Council
- Townsville City Council
- Western Downs Regional Council

6. Budget Implications

The cost of an annual subscription is set at \$30,000 excluding GST, which includes 30GB of data per month. To date Council has not gone close to exceeding this monthly data allocation.

This cost is unchanged for the next 2 years. Please see attached quotation.

Subscriptions can be purchased on a single year basis or for multiple years. For multiple year subscription, the payment is still an annual payment and not lump sum payment.

7. Recommendation

It is recommended that Council subscribes to the Nearmap service for additional 2 years. The total cost for the Nearmap subscription for 2 years at an entry level plan of 30GB per month will be \$30,000 (excl. GST) per year with a total cost of \$60,000 (excl. GST) over 2 years.

RENEWAL OF NEARMAP SUBSCRIPTION

Quotation - Nearmap Renewal

Meeting Date: 23 February 2021

Attachment No: 2



RENEWAL QUOTE

Nearmap Australia Pty Ltd

Level 4, Tower One,
International Towers, 100 Barangaroo Avenue,
Barangaroo, NSW, 2000, Australia

ABN 16 120 677 250

Email orders@nearmap.com

Fax (02) 8076 0701

| | | | |
|--------------------------|---|-----------------------|---|
| Customer ACN/ABN | 59 923 523 766 | Quote Number | Q061184 |
| Customer Name | Rockhampton Regional Council | Date Issued | 15/12/2020 |
| | | Quote Expiry | 31/03/2021 |
| Subscription Term | 24 Month | Account Rep | Emma Lewis emma.lewis@nearmap.com |
| Start Date | 06/03/2021 | Payment Terms | Net 30 |
| | | Payment Method | Invoice |
| Bill To | Rockhampton Regional Council Kylie Day 232 Bolsover Street Rockhampton Queensland 4700 Australia +61 7 4936 8762 kylie.day@rrc.qld.gov.au | Ship To | Rockhampton Regional Council Kylie Day 232 Bolsover Street Rockhampton Queensland 4700 Australia +61 7 4936 8762 kylie.day@rrc.qld.gov.au |

| PRODUCT | ALLOWANCE | SEATS | PRICE | TOTAL PRICE |
|----------------------|------------------|-----------|-------------------|-----------------------|
| Advantage LGA Tier 1 | 30720 MB / Month | Unlimited | \$30,000.00/ year | \$60,000.00 |
| Subtotal | | | | \$60,000.00 |
| GST | | | | \$6,000.00 |
| Total | | | | AUD\$66,000.00 |

| | |
|---|--|
| ACCEPTANCE OF Q061184 | |
| By selecting "Yes" or signing below, you acknowledge that (a) you have read, understood and agreed to the most recent Products Agreement and Product-Specific Terms which can be found at https://www.nearmap.com/au/en/legal/agreements-page , (b) you have the authority to agree to this Quote, (c) you agree to pay the fees set out above and (d) this Quote constitutes the terms applicable to your renewal Term. You acknowledge that the Coverage Area by Nearmap is outlined at https://www.nearmap.com/au/en/current-aerial-maps-coverage . | |
| NOTE: As provided in the Products Agreement, this subscription will automatically renew for successive renewal terms of twelve (12) months each unless (a) the Licensee notifies Nearmap of its intention to not renew at least 7 days before the expiry of the Subscription Term, (b) the renewal clause is amended by Nearmap and the Licensee, or (c) another renewal Term applies to you. | |
| Signature / Digital Acceptance: _____ | Are you a Small Business (less than 20 employees)? (Write Yes or No if accepting quote manually) _____ |
| Full Name: _____ | Date _____ |
| Position: _____ | PO Number (if required) _____ |



Schedule 1

Additional Terms and Conditions

1. The Licensee may give written notice to Nearmap within 30 days prior the expiry of the first year of the Term to terminate the Agreement, where it has not obtained sufficient government funding and is able to provide reasonable documentation to support the inability to obtain funding

PLANNING AND REGULATION*Councillor Portfolio – Councillor Smith***10.5 D/66-2019 - DEVELOPMENT APPLICATION FOR A PRELIMINARY APPROVAL FOR A VARIATION REQUEST - ROCKHAMPTON RAILYARDS LOCAL PLAN**

| | |
|-----------------------------|--|
| File No: | D/66-2019 |
| Attachments: | <ol style="list-style-type: none"> 1. Locality Plan↓ 2. Site Plan↓ 3. Rockhampton Railyards Local Plan Code↓ |
| Authorising Officer: | Tarnya Fitzgibbon - Coordinator Development Assessment Doug Scott - Manager Planning and Regulatory Services Alicia Cutler - General Manager Community Services |
| Author: | Amanda O'Mara - Senior Planning Officer |

SUMMARY

| | |
|--|---|
| Development Application Number: | <i>D/66-2019</i> |
| Applicant: | <i>Aurizon Operations Limited</i> |
| Real Property Address: | <i>Lots 1, 2 and 3 on SP318446 (Previously known as Lot 32 and 33 on SP131823 and Lot 38 on SP131824)</i> |
| Common Property Address: | <i>338-380 and 338-380A Bolsover Street, Depot Hill</i> |
| Area of Site: | <i>31.087 Hectares</i> |
| Planning Scheme: | <i>Rockhampton Region Planning Scheme 2015 (version 1.1)</i> |
| Planning Scheme Zone: | <i>Special Purpose Zone, Depot Hill Rail Precinct</i> |
| Planning Scheme Overlays: | <i>Acid Sulfate Soils Overlay; Flood Hazard Overlay; and Heritage Place Overlay.</i> |
| Existing Development: | <i>Railyards (currently not operational)</i> |
| Approval Sought: | <i>Preliminary Approval for a Variation Request – Rockhampton Railyards Local Plan</i> |
| Level of Assessment: | <i>Impact Assessable</i> |
| Submissions: | <i>One Properly Made Submission</i> |
| Referral Agency: | <i>Queensland Treasury (State Assessment and Referral Agency Department)</i> |
| Infrastructure Charges Area: | <i>Charge Area 1</i> |

OFFICER'S RECOMMENDATION

THAT in relation to the application for a Preliminary Approval for a Variation Request – Rockhampton Railyards Local Plan, made by Aurizon Operations Limited, located at 338-380 and 338-380A Bolsover Street, Depot Hill - described as Lots 1, 2 and 3 on SP318446 (Previously known as Lot 32 and 33 on SP131823 and Lot 38 on SP131824), Council resolves to provide the following reasons for its decision:

RECOMMENDATION A

STATEMENT OF REASONS

| | | |
|--|--|---|
| Description of the development | The proposed development is for a Preliminary Approval for a Variation Request – Rockhampton Railyards Local Plan | |
| Reasons for Decision | <p>a) The proposal will provide for a mix of uses which will make a valuable addition to the employment and community fabric of the region.</p> <p>b) The heritage listed buildings will be retained on site and will not be adversely impacted by the proposal, with appropriate and consistent land uses being proposed.</p> <p>c) Assessment of the development against the Strategic Framework and relevant zone purpose, planning scheme codes and planning scheme policies demonstrates that the proposed development will not cause significant adverse impacts on the surrounding natural environment, built environment and infrastructure, community facilities, or local character and amenity; and</p> <p>d) On balance, the application should be approved because the circumstances favour Council exercising its discretion to approve the application even though the development does not comply with an aspect of the assessment benchmarks.</p> | |
| Assessment Benchmarks | <p>The proposed development was assessed against the following assessment benchmarks:</p> <ul style="list-style-type: none"> • Strategic Framework; • Special Purpose Zone Code; • Reconfiguring a Lot Code; • Advertising Devices Code; • Flood Hazard Overlay Code; • Acid Sulfate Soil Overlay Code; • Heritage Place Overlay Code; • Access, Parking And Transport Code; • Filling and Excavation Code; • Landscape Code; • Stormwater Management Code; • Work Code; and • Water and Sewer Code. | |
| Compliance with assessment benchmarks | The development was assessed against all of the assessment benchmarks listed above and complies with all of these with the exception(s) listed below. | |
| | Assessment Benchmark | Reasons for the approval despite non-compliance with benchmark |

| | | |
|---|---|--|
| | Special Purpose Zone Code – Depot Hill Rail Precinct | <p>6.7.6.2 (3) (c)</p> <p>The purpose of the Depot Hill Rail Precinct does not support Medium Impact Industry uses.</p> <p>The proposed Rockhampton Railyards Local Plan Code identifies Medium Impact Industry uses as consistent. However, the Code has Performance Outcomes / Acceptable Outcomes in place to ensure there will be minimal impact on the surrounding area. In addition, the site has historically been utilised for a range of industrial uses ancillary to the railway operations, which were similar in nature to Medium Impact Industry uses.</p> |
| Matters raised in submissions | Issue | How matter was dealt with |
| | Concerned the introduction of sensitive land uses on the site will not give rise to reverse amenity issues or lead to restrictions on Linfox's current operation or impede growth or intensification of their operations into the future. | The applicant has provided an updated Rockhampton Railyards Local Plan Code which includes additional Performance Outcomes to ensure sensitive land uses do not compromise the productivity of the surrounding industrial uses and that internal rooms and spaces are designed, located and constructed to minimise noise intrusion from external sources. Furthermore, outdoor activity areas are required to be screened from adjoining properties and the street. The inclusion of these provisions will ensure the impacts of air and noise emissions from surrounding industrial uses do not give rise to reverse amenity issues. |
| | Concerned the ability for trucks to access the intermodal terminal will be diminished by incompatible uses, as Bolsover Street is a vital arterial road that is relied upon by the intermodal operation. | The proposed Rockhampton Railyards Local Plan Code requires roads and other infrastructure to have a sufficient capacity to accommodate demands generated by the development. Any development triggering a development application under the Rockhampton Railyards Local Plan Code will also be required to meet the requirements of the Access, Parking and Transport Code in the <i>Rockhampton Region Planning Scheme 2015</i> . Therefore, the proposal should not impact on the ability for trucks to access the adjoining property. |
| Matters prescribed by regulation | <ul style="list-style-type: none"> • The <i>Rockhampton Region Planning Scheme 2015</i>; and • The common material, being the material submitted with the application. | |

RECOMMENDATION B

THAT in relation to the application for a Preliminary Approval for a Variation Request – Rockhampton Railyards Local Plan, made by Aurizon Operations Limited, located at 338-380 and 338-380A Bolsover Street, Depot Hill - described as Lots 1, 2 and 3 on SP318446 (Previously known as Lot 32 and 33 on SP131823 and Lot 38 on SP131824), Council resolves to Approve the application subject to the following conditions:

1.0 ADMINISTRATION

- 1.1 Where these Conditions refer to “Council” in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
- 1.2 Unless otherwise agreed, all conditions, works, or requirements of this approval must be undertaken and completed to Council’s satisfaction, at no cost to Council.
- 1.3 Infrastructure requirements of this development approval must be contributed to the relevant authorities, where applicable, at no cost to Council, prior to the commencement of the use, unless otherwise stated.
- 1.4 All works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards, unless otherwise stated.
- 1.5 All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant *Australian Standards* and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.

2.0 APPROVED PLANS AND DOCUMENTS

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

| Drawing/report title | Prepared by | Date | Reference number | Rev |
|---|---------------------------------|------------------|------------------|-----|
| Rockhampton Railyards Local Plan Code | Aurizon | 11 February 2021 | - | 8 |
| Engineering Advice for MCU Preliminary Approval | McMurtrie Consulting Engineers | 15 May 2020 | 0911819 | - |
| Rockhampton Railyards Illustrative Masterplan | Place design group | 18 June 2019 | 3019023S | A |
| Figure 6 – Masterplan | Place Design Group | - | - | - |
| Rockhampton Workshops and Roundhouse Conservation Management Plan | Thom Blake & Peter Marquis-Kyle | July 2019 | - | 2.3 |

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

- 2.3 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for approval by Council prior to the submission of the first application for a Development Permit over the subject land.
- 3.0 REQUIRED DEVELOPMENT PERMIT(S)
- 3.1 Other development permits which are necessary to allow the development to be undertaken are listed below and these conditions do not affect the need to obtain such permits, namely:
- 3.1.1 Development permit(s) for Material Change of Use (where required);
- 3.1.2 Development permit(s) for carrying out Operational Work (where required);
- 3.1.3 Development permit(s) for all necessary Plumbing and Drainage Works; and
- 3.1.4 Development permit(s) for carrying out Building Work.
- 4.0 PLANNING FRAMEWORK
- 4.1 The Rockhampton Railyards Local Plan Code is an independent document which is the reference for the determination of any development over the subject land. (refer to condition 2.1).
- 4.2 All development *must* be in accordance with the Rockhampton Railyards Local Plan Code (refer to condition 2.1).
- 4.3 All Other Development Codes and Overlay Codes referenced in the Rockhampton Railyards Local Plan Code Table of Assessment are contained in the *Rockhampton Region Planning Scheme 2015*. These Codes will apply and must be addressed when undertaking an assessment against the Rockhampton Railyards Local Plan Code (refer to condition 2.1). If an amendment has been made to the *Rockhampton Region Planning Scheme 2015* then the updated version must take precedence
- 4.4 All Impact Assessable development applications identified in the Rockhampton Railyards Local Plan Code (refer to condition 2.1) must address and be in accordance with the Strategic Framework in the *Rockhampton Region Planning Scheme 2015*. If an amendment has been made to the *Rockhampton Region Planning Scheme 2015* then the updated version must take precedence.
- 5.0 INFRASTRUCTURE
- Preamble – In order for development to proceed, infrastructure must be available (or be capable of being made available) to service the development proposed on the Subject Land.*
- 5.1 Infrastructure must be provided by the Developer in a coordinated and a planned manner having regard to the staging of the development in a logical and orderly sequence.
- 6.0 ROAD WORKS
- 6.1 All road and transport Infrastructure must be provided in accordance with the Rockhampton Railyards Local Plan Code and the *Capricorn Municipal Development Guidelines* or Council approved alternative. Where the Rockhampton Railyards Local Plan Code and the *Capricorn Municipal Development Guidelines* conflict, the *Capricorn Municipal Development Guidelines* prevail.
- 6.2 Any application for a Development Permit for Material Change of Use or Building Works against *Rockhampton Region Planning Scheme 2015* / Rockhampton Railyards Local Plan Code or Operational Works (Road Works) must be accompanied by a Traffic Impact Assessment Report prepared and certified by a Registered Professional Engineer of Queensland (as approved by Council), which addresses, but is not necessarily limited to the following:
- 6.2.1 Existing traffic volumes on the adjacent roads and intersections expected to absorb development generated traffic;

- 6.2.2 Predicted future traffic volumes on the surrounding roads and intersections expected to absorb development generated traffic for a 10 year planning horizon starting from the year after the last stage of the development is expected to be completed;
- 6.2.3 The total traffic expected to be generated by the proposed development in AM. and PM. peak hours and total daily traffic;
- 6.2.4 The distribution of the development generated traffic to the local road network; and
- 6.2.5 An assessment of the impacts of the development generated traffic on the adjacent roads and intersections expected to absorb development generated traffic and recommendations regarding managing these impacts. In this regard, Council expects traffic modelling to be carried out using Sidra or alternatively approved traffic modelling software that addresses issues such as expected delays, queue lengths, Degree of Saturation, Level of Service and safety.

7.0 ACCESS AND PARKING WORKS

- 7.1 All Access and Parking must be provided in accordance with the *Rockhampton Region Planning Scheme 2015*, *Rockhampton Railyards Local Plan Code*, the *Capricorn Municipal Development Guidelines* and *Australian Standard AS2890 "Parking facilities"*. Where the *Rockhampton Railyards Local Plan Code* and the *Rockhampton Region Planning Scheme 2015 / Capricorn Municipal Development Guidelines* conflict, the *Capricorn Municipal Development Guidelines* prevail.
- 7.2 All internal access, parking and vehicle manoeuvring areas must be paved or sealed to Council's satisfaction.
- 7.3 Any redundant vehicular crossovers must be replaced by Council standard kerb and channel.
- 7.4 Adequate sight distances must be provided for all ingress and egress movements at the access driveways in accordance with *Australian Standard AS2890.2 "Parking facilities - Off street commercial vehicle facilities"*.
- 7.5 Universal access parking spaces must be provided on-site in accordance with *Australian Standard AS2890.6 "Parking facilities - Off-street parking for people with disabilities"*.
- 7.6 Any application for a Development Permit for Operational Works (access and parking works) must be accompanied by detailed and scaled plans, which demonstrate the turning movements/swept paths of the largest vehicle to access the development site including refuse collection vehicles.
- 7.7 All vehicle operations associated with the development must be directed by suitable directional, informative, regulatory or warning signs in accordance with *Australian Standard AS1742.1 "Manual of uniform traffic control devices"* and *Australian Standard AS2890.1 "Parking facilities – Off-street car parking"*.
- 7.8 Road signage and pavement markings must be installed in accordance with *Australian Standard AS1742.1 "Manual of uniform traffic control devices"*.
- 7.9 All vehicle operation areas must be illuminated in accordance with the requirements of *Australian Standard AS1158 "Lighting for roads and public spaces"*.
- 7.10 All internal pedestrian pathways must be designed and constructed in accordance with *Australian Standard AS1428 "Design for access and mobility"*.

8.0 SEWERAGE

- 8.1 All Sewerage Infrastructure must be provided in accordance with *Rockhampton Railyards Local Plan Code*, *Capricorn Municipal Development Guidelines*, *Water Supply (Safety and Reliability) Act* and the *Plumbing and Drainage Act*.

- 8.2 Any application for a Development Permit for Material Change of Use or Building Works against *Rockhampton Region Planning Scheme 2015 / Rockhampton Railyards Local Plan Code* or Operational Works (Sewerage Works) must be accompanied by a Sewerage Network Analysis Report. The size and layout of the proposed reticulation mains must be in accordance with the Sewerage Network Analysis Report (as approved by Council).
- 8.3 The development (all uses) must be connected to Council's reticulated sewerage network.
- 8.4 The existing sewerage connection point(s) must be retained and upgraded, if necessary, to service the development.
- 8.5 Easements must be provided over all sewerage infrastructure located within private property. The easement location(s) and width(s) must be in accordance with the requirements of the *Capricorn Municipal Development Guidelines*.
- 9.0 WATER WORKS
- 9.1 All Water Supply Network Infrastructure must be provided in accordance with *Rockhampton Railyards Local Plan Code*, *Capricorn Municipal Development Guidelines*, *Water Supply (Safety and Reliability) Act* and the *Plumbing and Drainage Act*.
- 9.2 Any application for a Development Permit for Material Change of Use or Building Works against *Rockhampton Region Planning Scheme 2015 / Rockhampton Railyards Local Plan Code* or Operational Works (Water Works) must be accompanied by a Water Supply Network Analysis Report. The size and layout of the proposed reticulation mains must be in accordance with the Water Supply Network Analysis Report (as approved by Council).
- 9.3 The development (all uses) must be connected to Council's reticulated water supply network.
- 9.4 The existing water supply connection point(s) must be retained and upgraded, if necessary, to service the development.
- 9.5 Adequate domestic and fire-fighting protection must be provided to the development, and must be certified by an hydraulic engineer or other suitably qualified person.
- 9.6 Easements must be provided over all water infrastructure located within private property. The easement location(s) and width(s) must be in accordance with the requirements of the *Capricorn Municipal Development Guidelines*.
- 10.0 PLUMBING AND DRAINAGE WORKS
- 10.1 A Development Permit for Plumbing and Drainage Works must be obtained for the removal and/or demolition of any existing structure on the development site.
- 10.2 All internal plumbing and drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*, *Water Supply (Safety and Reliability) Act 2008*, *Plumbing and Drainage Act 2018*, Council's Plumbing and Drainage Policies and the provisions of a Development Permit for Plumbing and Drainage Works.
- 10.3 Alteration, disconnection or relocation of internal plumbing and sanitary drainage works associated with the existing building must be in accordance with regulated work under the *Plumbing and Drainage Act 2018* and Council's Plumbing and Drainage Policies.
- 10.4 Sewerage trade waste permits must be obtained for the discharge of any non-domestic waste into Council's reticulated sewerage network. Arrestor traps must be provided where commercial or non-domestic waste is proposed to be discharged into the sewer system.

11.0 STORMWATER WORKS

- 11.1 All stormwater drainage works must be designed and constructed in accordance with the Rockhampton Railyards Local Plan Code, *Queensland Urban Drainage Manual*, *Capricorn Municipal Development Guidelines*, *State Planning Policy 2017* and sound engineering practice.
- 11.2 Any application for a Development Permit for Material Change of Use or Building Works against *Rockhampton Region Planning Scheme 2015* / Rockhampton Railyards Local Plan Code or Operational Works (Stormwater Works) must be accompanied by Stormwater Management Plan, prepared and certified by a Registered Professional Engineer of Queensland (as approved by Council) that as a minimum includes:
- 11.2.1 identification of drainage catchment and drainage sub-catchment areas for the pre-development and post-development scenarios and lawful point(s) of discharge that comply with the requirements of the *Queensland Urban Drainage Manual*;
 - 11.2.2 an assessment of the peak discharges for all rainfall events up to and including a one percent (1%) Annual Exceedance Probability defined flood event, for the pre-development and post-development scenarios;
 - 11.2.3 details of any proposed on-site detention/retention systems and associated outlet systems required to mitigate the impacts of the proposed development on downstream lands and existing upstream and downstream drainage systems;
 - 11.2.4 identification and conceptual design of all new drainage systems, and modifications to existing drainage systems required to appropriately and adequately manage stormwater collection and discharge from the proposed development;
 - 11.2.5 demonstration of how major design storm flows are conveyed through the subject development to a lawful point of discharge in accordance with the *Queensland Urban Drainage Manual* and the *Capricorn Municipal Development Guidelines*;
 - 11.2.6 identification of the area of land inundated as a consequence of the minor and major design storm events in the catchment for both the pre-development and post-development scenarios;
 - 11.2.7 the potential pollutants in stormwater discharged from the development site are managed in accordance with current water quality best industry practices and in accordance with *State Planning Policy 2017*;
 - 11.2.8 identification of all areas of the proposed development, and all other land (which may include land not under the control of the Developer) that need to be dedicated to, or encumbered in favour of Council or other statutory authority, in order to provide a lawful point of discharge for the proposed development. The areas identified must satisfy the requirements of the *Queensland Urban Drainage Manual*. All land proposed as major overland flow paths must include appropriate freeboard, access and maintenance provisions consistent with the *Queensland Urban Drainage Manual*;
 - 11.2.9 details of all calculations, assumptions and data files (where applicable);
 - 11.2.10 it incorporates details of ongoing maintenance and management actions required with regard to any proposed bio-retention systems, sediment traps and other elements of the approved stormwater strategy; and

- 11.2.11 it includes sufficient documentary evidence to demonstrate that the maintenance of the bio-retention systems, sediment traps and other element of the approved stormwater strategy must be the responsibility of the property owner / body corporate at no cost to Councils.
- 11.3 All Roof and Allotment or Inter-allotment Drainage Works must be designed and constructed in accordance with the Rockhampton Railyards Local Plan Code, *Queensland Urban Drainage Manual*, *Capricorn Municipal Development Guidelines*, *State Planning Policy 2017* and sound engineering practice.
- 11.4 All Roof and Allotment or Inter-allotment Drainage runoff from the development must be directed to a lawful point of discharge and must not restrict, impair or change the natural flow of runoff water or cause a nuisance or worsening to surrounding land or infrastructure.
- 11.5 All the non-council structures (railway structures including fence) must be completely removed from the drainage area (main drain area).
- 12.0 SITE WORKS
- 12.1 All earthworks must be undertaken in accordance with *Australian Standard AS3798 "Guidelines on earthworks for commercial and residential developments"*.
- 12.2 Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to surrounding land or infrastructure.
- 12.3 Retaining structures above one (1) metre in height that are not incidental works to a Development Permit for Building Works, must not be constructed unless separately and specifically certified by a Registered Professional Engineer of Queensland and must be approved as part of a Development Permit for Operational Works (site works).
- 13.0 BUILDING WORKS
- 13.1 A Development Permit for Building Works must be obtained for the removal and/or demolition of any existing structure on the development site.
- 13.2 All building works must be undertaken in accordance with *Queensland Development Code, Mandatory Part 1.4* for building over or near relevant infrastructure.
- 13.3 Any application for a Development Permit for Material Change of Use or Building Works against *Rockhampton Region Planning Scheme 2015 / Rockhampton Railyards Local Plan Code* must be accompanied by waste management report (general, recyclable and toxic waste) including but not limited to amount of waste generated from the development, bin types, number of bins, detail drawing of bin collection location, collection method, bin wash-down area etc.
- 14.0 STREET LIGHTING
- 14.1 The developer/contractor is responsible for all costs associated with the supply and installation of any road lighting or public space lighting in accordance with *Australian Standard AS1158 'Lighting for roads and public spaces'*.
- 14.2 A suitably qualified Electrical Engineering Consultant shall liaise with Council for the approval of street lighting design. The Consultant must appear on Ergon Energy's list of Public Lighting Designers and be a Registered Professional Engineer of Queensland.
- 15.0 ASSET MANAGEMENT
- 15.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.

- 15.2 Any damage to existing stormwater, water supply and sewerage infrastructure, kerb and channel, pathway or roadway (including removal of concrete slurry from public land and Council infrastructure), that occurs while any works are being carried out in association with this development approval must be repaired at full cost to the developer. This includes the reinstatement of any existing traffic signs or pavement markings that may have been removed or damaged.
- 15.3 'As Constructed' information pertaining to assets to be handed over to Council and those which may have an impact on Council's existing and future assets must be provided prior to the commencement of the use. This information must be provided in accordance with the *Asset Design and As Constructed Manual (ADAC)*.
- 16.0 ENVIRONMENTAL
- 16.1 Any application for a Development Permit for Material Change of Use or Building Works against *Rockhampton Region Planning Scheme / Rockhampton Railyards Local Plan Code* must be accompanied the Erosion Control and Stormwater Control Management Plan prepared by a Registered Professional Engineer of Queensland in accordance with the *Capricorn Municipal Design Guidelines*, must be:
- 16.1.1 implemented, monitored and maintained for the duration of the works, and until all exposed soil areas are permanently stabilised (for example, turfed, hydromulched, concreted, landscaped); and
- 16.1.2 available on-site for inspection by Council Officers whilst all works are being carried out.
- 17.0 OPERATING PROCEDURES
- 17.1 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the development site. Storage of materials or parking of construction machinery or contractors' vehicles must not occur within Stanley Street, Denison Street, South Street, Bolsover Street, Francis Street, Arthur Street, Wood Street, Kent Street, Campbell Street and Arthur Street.
- 17.2 All waste storage areas must be:
- 17.2.1 kept in a clean and tidy condition; and
- 17.2.2 maintained in accordance with *Environmental Protection Regulation 2008*.

ADVISORY NOTES

NOTE 1. Aboriginal Cultural Heritage

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

NOTE 2. Asbestos Removal

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

NOTE 3. General Environmental Duty

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

NOTE 4. General Safety Of Public During Construction

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

NOTE 5. Infrastructure Charges

Any development applications within the Rockhampton Railyards Local Plan are subject to infrastructure charges in accordance with Council policies.

NOTE 6. Building Works

A Building Works Permit for a change of building classification may be required in accordance with the *Building Act 1975*.

PROPOSAL

The proposal is for a Variation Request seeking to vary the effect of the *Rockhampton Region Planning Scheme 2015*. The proposed Variation Request is to renew the offerings of the existing Rockhampton Railyards through the provision of a range of uses. The proposed Rockhampton Railyards Local Plan Code includes the following precincts:

- Precinct 1 – Roundhouse

This precinct contains the majority of the heritage buildings on the site, including the roundhouse building. The master plan envisages this precinct for uses that complement the Railyards including educational establishments, community uses and industrial uses.

- Precinct 2 – Railyards

This precinct retains a range of viable existing structures and buildings and includes a parking layout that allows reuse and repurposing of many modern industry structures. The intent of this precinct is to allow a range of industrial uses.

- Precinct 3 – Industry Services

This precinct provides for larger footprint uses such as Hardware and Trade Supplies, Garden Centres and Warehouses.

The purpose of the proposal is to enable a range of mixed uses to fall under either accepted or code assessable criteria and to ensure future land uses are consistent with an appropriate land use zone that is reflective of the predominantly industrial nature of the site.

SITE AND LOCALITY

The railyard site occupies an area of approximately 30 hectares to the immediate south of the region's city centre. The subject site contains over two (2) square hectares of buildings and almost four (4) square hectares of hardstand area. In addition, the site includes a roundhouse which along with some of the surrounding buildings is heritage listed.

Immediately north and east of the site is a mix of industry and residential uses. The site has undergone numerous changes and adaptations over time, however, its main purpose has always been as an operational railway workshop maintaining and repairing railway rolling stock.

PLANNING ASSESSMENT**MATTERS FOR CONSIDERATION**

This application has been assessed by relevant Council planning, engineering, environmental health, and other technical officers as required. The assessment has been in accordance with the assessment process provisions of the Development Assessment Rules, based on consideration of the relevant State Planning Policy; State Government guidelines; the Council's Town Planning Scheme, Planning Policies and other general policies and procedures, as well as other documents as considered relevant.

Development Engineering Comments

Support, subject to conditions.

Public and Environmental Health Comments

Support.

Economic Consultant

Support.

A review of the requested Economic Impact Assessment was undertaken in accordance with the *Rockhampton Region Planning Scheme 2015*, SC6.9 Economic Impact Assessment Planning Scheme Policy.

The economic consultant supported the development subject to the removal of any retail and large scale commercial uses on the site to ensure the role and function of centres within the region would not be impacted. The applicant agreed to removing the uses and the Rockhampton Railyards Local Plan was amended accordingly.

TOWN PLANNING COMMENTS**State Planning Policy 2017**

Section 2.1 of *Rockhampton Region Planning Scheme 2015* noted the *State Planning Policy 2017* is integrated in the planning scheme. The State planning interests are therefore addressed as part of this assessment of the development against the *Rockhampton Region Planning Scheme 2015*.

Central Queensland Regional Plan 2013

The *Central Queensland Regional Plan 2013* is a statutory document which came into effect on 18 October 2013. The Regional Plan is identified as being appropriately integrated with the Planning Scheme and therefore an assessment against the Planning Scheme is taken to be an assessment against the *Central Queensland Regional Plan 2013*.

Rockhampton Region Planning Scheme 2015 (version 1.1)**Strategic framework**

This application is situated within the Urban Area designation under the scheme's strategic framework map. The strategic framework themes and their strategic outcomes, as identified within Part 3 of the *Rockhampton Region Planning Scheme 2015* are applicable:

(i) Settlement pattern

- (1) The pattern of settlement is reinforced in accordance with the Strategic framework – settlement pattern maps (SFM-1 to SFM-4) and as defined in Table 3.3.2.2 – Strategic map designations and descriptions. Sufficient land has been allocated for residential, commercial, industrial and community uses to meet the needs of the region for at least twenty (20) years.
- (2) Residential development within Rockhampton and Gracemere will occur in urban areas, urban infill and intensification areas and new urban areas (greenfield areas). These areas are shown on the strategic framework maps SFM-2 to SFM-3.
- (3) Urban development in Mount Morgan will only occur within the urban area and local centre as shown on strategic framework map SFM-4.
- (4) Residential development is compact, encourages strong neighbourhoods with attractive places for residents, makes efficient use of land and optimises the delivery and use of infrastructure and services. Expansion beyond these identified areas will not occur to ensure a focus on urban infill and intensification areas and to avoid further encroachment on natural assets and ecologically vulnerable areas.

- (5) Sufficient land for employment growth has been identified in industrial areas, new industrial areas and centres (including proposed centres) at locations that can be most efficiently serviced with infrastructure and facilities.
- (6) Future urban areas and future industrial areas are the preferred location for greenfield development beyond 2026.
- (7) The settlement pattern provides for a diverse range of housing to meet changing demographic needs, and creates opportunities for more affordable living close to services and facilities. These housing options will help stimulate centres and community focal points, and assist in making the most efficient use of infrastructure and other public investment.
- (8) Higher density development is focussed around centres and public transport nodes and corridors. Increased residential densities will be encouraged in the urban infill and intensification areas in a range of dwelling types that are located to make public transport, walking and cycling more convenient, safe and viable.
- (9) The design of the built environment (including buildings, streets and public spaces) is consistent with the existing or desired character of the area and buildings are oriented to the street and public places. Development is undertaken in accordance with urban design principles.
- (10) Centres provide for employment, retail, accommodation, entertainment and community services that meet the needs of residential communities that are well connected by the public transport network.
- (11) Centres are based on a hierarchy that ensures the scale and form of development is appropriate to the location, and that the centres' roles and functions are appropriate within the wider planning scheme area.
- (12) Centres are consolidated within designated areas, and expansion does not occur into adjoining residential areas.
- (13) An integrated and high quality public open space network caters for the needs of residents, particularly in and around centres and higher density areas.
- (14) The continuing viability of areas that provide for economic development such as industrial and specific use areas is protected from incompatible land uses.
- (15) Limited rural residential areas provide for semi-rural living; however, these areas do not expand beyond the areas designated.
- (16) The productive capacity of all rural land is protected.
- (17) Rural lands and natural areas are maintained for their rural and landscape values.
- (18) The scenic and environmental values of areas identified as nature conservation or natural corridor link are protected.
- (19) The cultural heritage of Rockhampton is conserved for present and future communities.
- (20) Development responds to natural hazards (flooding, bushfire, steep land, storm tide inundation and coastal erosion) by avoiding, mitigating, adapting and building resilience to natural hazards in areas mapped as being susceptible.

Complies – The subject site is within the Depot Hill Rail Precinct, which historically has been utilised for industrial uses. The proposed development will continue industrial uses over the site, therefore aligning with the settlement pattern.

(ii) Natural environment and hazards

- (1) The natural environment and landscape are highly valued by the community for their contribution to the planning scheme area's biodiversity, economic prosperity, culture, character and sense of place. These areas are to be protected from incompatible development.
- (2) Development does not create unsustainable impacts on:
 - (a) the natural functioning of floodplains;
 - (b) environmentally significant areas, including areas of state and locally significant vegetation, which provide fauna habitat and support biodiversity; and
 - (c) the quality of water entering waterways, wetlands and local catchments.
- (3) Development does not increase the risk to human life and property in areas that are affected, or potentially affected, by storm-surge, erosion, sea-level rise or other coastal processes, flooding, bushfire, or landslide. This occurs through the avoidance of natural hazards in new development areas, particularly greenfield areas and the mitigation of risks in existing built up areas.
- (4) Strategic and iconic scenic and landscape values are protected from potential adverse impacts of development.

Complies – The subject site is within a flood area. Notwithstanding, the development can achieve the strategic outcomes of the Planning Scheme relating to the natural environment and hazards. The site has been historically operating as an industrial area, therefore, there is no increased impacts with regards to risk to human life or property.

(iii) Community identity and diversity

- (1) The quality of life of residents is enhanced through equitable access to social infrastructure, community services and facilities necessary to support community health and well-being.
- (2) The community is self-sufficient and does not rely on services and facilities located in other regions. Development contributes to the provision of new social infrastructure, including land.
- (3) Cultural heritage including character housing and heritage buildings are conserved and enhanced.
- (4) Public places are safe, functional, characterised by good urban design, and include a range of facilities to encourage healthy and active lifestyles.
- (5) Crime prevention through environmental design is achieved in urban areas including public spaces to improve public safety.

Complies – The site contains several heritage listed buildings. The Rockhampton roundhouse is identified in the north-eastern section of the site and is a significant heritage building. The heritage listed buildings on the subject site will not be adversely impacted by the proposal, as the development will retain the existing historic buildings as identified in the Rockhampton Workshop and Roundhouse Conservation Management Plan provided by the applicant.

(iv) Access and mobility

- (1) Connectivity is achieved between residential uses, employment centres and services through the provision of active transport infrastructure integrated with efficient public transport services.
- (2) The trunk transport network (as shown on the strategic framework maps SFM-9 to SFM-12 and in plans for trunk infrastructure in the local government

infrastructure plan) supports the settlement pattern and the local economy by facilitating the efficient and safe movement of people and goods both within the planning scheme area (especially between the main urban centres of Rockhampton and Gracemere), and to and from other locations.

- (3) The transport network encourages and supports active living in centres by providing for integrated walking, cycling, and public transport infrastructure to support a progressive reduction in car dependency.
- (4) The safety and efficiency of transport infrastructure, including the Bruce and Capricorn highways and other state and local roads, rail, airport and seaports, are not compromised by development.

Complies – The subject site will not impact on the transport network. Furthermore, the site is well serviced by existing public transport.

(v) **Infrastructure and services**

- (1) Infrastructure and services are planned and delivered in a logical and cost efficient manner in support of the planned settlement pattern. It is fit for purpose and is sensitive to cultural and environmental values. In particular:
 - (a) efficient, affordable, reliable, timely and lasting infrastructure makes best use of public resources;
 - (b) the long-term needs of the community, industry and business are met; and
 - (c) the desired standards of service in Part 4 — Local government infrastructure plan are achieved.

Complies – The subject site has historically been utilised for a range of industrial uses, therefore is serviced by all necessary infrastructure and services.

(vi) **Natural resources and economic development**

- (1) The economy of the planning scheme area continues to grow and provides the community with diverse and new employment opportunities. Rockhampton continues to strengthen as the retail, service, cultural and administrative centre for both the planning scheme area and the wider Central Queensland region.
- (2) The strategic importance of Rockhampton for transport and logistics industries is fostered, given its central location at the junction of the Bruce Highway, the Capricorn Highway (through to the Landsborough Highway) and the Burnett Highway (through to the Leichhardt Highway).
- (3) The local community continues to value its traditional economic assets and natural resources and protects and conserves them and the contribution they make to maintaining and growing the region's economic prosperity, culture, character and sense of place. The region's traditional economic sectors of tourism and agriculture (including the iconic beef industry) continue to strengthen.
- (4) Development protects and, where possible, leverages the intrinsic economic value of the region's natural resources, including productive grazing, agricultural and forestry land, extractive and mineral resources, marine and coastal resources, and existing and planned water resources, including watercourses, water bodies and groundwater.
- (5) Natural assets identified by this planning scheme are protected as they underpin current and emerging tourism opportunities and important lifestyle values for residents.

Complies – The proposal will provide the community with diverse and new employment opportunities. The proposal involves a diverse range of uses, which will enhance economic development within Rockhampton.

The performance assessment of the proposal demonstrates that the development will not compromise the *Rockhampton Region Planning Scheme 2015* strategic outcomes.

Special Purpose Zone, Depot Hill Rail Precinct

The subject site is situated within the Depot Hill Rail Precinct under the *Rockhampton Region Planning Scheme 2015*. The purpose of the Special Purpose Zone identifies that: -

1. *The purpose of the special purpose zone code is to:*
 - (a) *protect important special purpose sites from the establishment of inappropriate land uses;*
 - (b) *minimise land use conflict and ensure that development does not adversely affect the amenity and characteristics of the surrounding area; and*
 - (c) *ensure that development within the zone has appropriate standards of infrastructure and essential services.*
2. *The purposes of the zone will be achieved through the following outcomes:*
 - (a) *land uses which are ancillary to the main land use of the site (such as caretaker's accommodation) are compatible with and support the development of the primary land use;*
 - (b) *development will not affect the ongoing operation of existing special purpose facilities or impact upon new facilities;*
 - (c) *development has a scale that reflects the operational, functional and location needs of the use without undermining the role and function of centres;*
 - (d) *development does not impact upon the character and amenity of the surrounding area;*
 - (e) *development is located and designed to respond to local heritage features, natural landscape features and environmental constraints;*
 - (f) *development is serviced by infrastructure that is commensurate with the needs of the use; and*
 - (g) *the establishment of two (2) precincts within the zone where particular requirements are identified:*
 - (i) *Depot Hill rail precinct; and*
 - (ii) *Rockhampton Airport precinct.*

Depot Hill rail precinct

1. *The following overall outcomes of the Depot hill rail precinct are additional to those of the special purpose zone, and take precedence in the event of a conflict:*
 - (a) *the precinct functions as the principal location for railway workshops and supporting facilities including warehousing and low impact industry uses;*
 - (b) *transportation related services including passenger terminals, depots and utility installations are supported provided that the use does not impact upon the surrounding residential amenity;*
 - (c) *Residential uses (except for a caretaker's accommodation), medium impact industry, high impact industry, special industry and community related activities are not intended to be located in this precinct;*
 - (d) *commercial and retail uses are not supported in this precinct. This includes office activities (such as the expansion of the existing administrative offices onsite), which are preferred in the principal centre – core precinct;*
 - (e) *heavy vehicle traffic (including the haulage of cargo and shipping containers) are not to access streets within the principal centre – core or Quay Street*

precincts and directed around the principal centre, via Stanley Street and Gladstone Road;

(f) buildings with cultural heritage value (such as the round shed which houses the train turn around) are to be integrated with new development; and

(g) subdivision of land and the establishment of new streets within the precinct are to continue the traditional grid pattern that links with the surrounding street network.

This application is not consistent with the purpose of the Precinct. The proposed Rockhampton Railyards Local Plan Code identifies Medium Impact Industry uses as consistent. However, the Code has Performance Outcomes / Acceptable Outcomes in place to ensure there will be minimal impact on the surrounding area. In addition, the site has historically been utilised for a range of industrial uses ancillary to the railway operations, which were similar in nature to Medium Impact Industry uses.

Rockhampton Regional Planning Scheme Codes

The following codes are applicable to this application:

- Special Purpose Zone Code;
- Reconfiguring a Lot Code;
- Advertising Devices Code;
- Flood Hazard Overlay Code;
- Acid Sulfate Soil Overlay Code;
- Heritage Place Overlay Code;
- Access, Parking And Transport Code;
- Filling and Excavation Code;
- Landscape Code;
- Stormwater Management Code;
- Work Code; and
- Water and Sewer Code.

Based on a performance assessment of the abovementioned codes, it is determined that the proposal is acceptable. The Rockhampton Railyards Local Plan Code has incorporated the above secondary codes and other relevant codes in the *Rockhampton Region Planning Scheme 2015* ensuring future development of the subject site is consistent with the Planning Scheme.

INFRASTRUCTURE CHARGES

Adopted Infrastructure Charges Resolution (No. 5) 2015 will apply to any future development applications assessed against the Rockhampton Railyards Local Plan Code.

CONSULTATION

The proposal was the subject of public notification between 4 July 2020 and 21 July 2020, in accordance with the requirements of the *Planning Act 2016* and the Development Assessment Rules, and one (1) properly made submission was received.

The following is a summary of the submissions lodged, with Council officer comments:

| Issue | Officer's Response |
|--|---|
| <p>Concerned the introduction of sensitive land uses on the site will not give rise to reverse amenity issues or lead to restrictions on Linfox's current operation or impede growth or intensification of their operations into the future.</p> | <p>The applicant has provided an updated Rockhampton Railyards Local Plan Code which includes additional Performance Outcomes to ensure sensitive land uses do not compromise the productivity of the surrounding industrial uses and that internal rooms and spaces are designed, located and constructed to minimise noise intrusion from external sources. Furthermore, outdoor activity areas are required to be screened from adjoining properties and the street. The inclusion of these provisions will ensure the impacts of air and noise emissions from surrounding industrial uses do not give rise to reverse amenity issues.</p> |
| <p>Concerned the ability for trucks to access the intermodal terminal will be diminished by incompatible uses, as Bolsover Street is a vital arterial road that is relied upon by the intermodal operation.</p> | <p>The proposed Rockhampton Railyards Local Plan Code requires roads and other infrastructure to have a sufficient capacity to accommodate demands generated by the development. Any development triggering a development application under the Rockhampton Railyards Local Plan Code will also be required to meet the requirements of the Access, Parking and Transport Code in the <i>Rockhampton Region Planning Scheme 2015</i>. Therefore, the proposal should not impact on the ability for trucks to access the adjoining property.</p> |

REFERRALS

The application was referred to the Queensland Treasury (State Assessment and Referral Agency Department) as a Concurrence Agency. The Department assessed the application and provided a referral agency response on 12 February 2021.

CONCLUSION

The proposed development is considered to be in keeping with the purpose of the Depot Hill Rail Precinct. Furthermore, the proposal generally with the provisions included in the applicable codes and the Strategic Framework. The proposal is, therefore, recommended for approval in accordance with the approved plans and subject to the conditions outlined in the recommendation.

**D/66-2019 - DEVELOPMENT
APPLICATION FOR A PRELIMINARY
APPROVAL FOR A VARIATION
REQUEST - ROCKHAMPTON
RAILYARDS LOCAL PLAN**

Locality Plan

Meeting Date: 23 February 2021

Attachment No: 1

D/66-2019 - Locality Plan



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**D/66-2019 - DEVELOPMENT
APPLICATION FOR A PRELIMINARY
APPROVAL FOR A VARIATION
REQUEST - ROCKHAMPTON
RAILYARDS LOCAL PLAN**

Site Plan

Meeting Date: 23 February 2021

Attachment No: 2



The master plan vision is implemented through the action and intent of the precincts. Three interrelated and complementary precincts support the implementation and outcomes of the plan.

PRECINCT 1 ROUNDHOUSE

The oldest part of the Railyards site containing the majority of the heritage buildings for the site.

PRECINCT 2 RAILYARDS

The industrial heart of the proposal which contains a range of buildings that have been purpose built for industry uses.

PRECINCT 3 INDUSTRY SERVICES

This precinct will provide a range of supporting uses that complement the Railyards Precinct.



**D/66-2019 - DEVELOPMENT
APPLICATION FOR A PRELIMINARY
APPROVAL FOR A VARIATION
REQUEST - ROCKHAMPTON
RAILYARDS LOCAL PLAN**

**Rockhampton Railyards Local Plan
Code**

Meeting Date: 23 February 2021

Attachment No: 3

Rockhampton railyards local plan code

(a) Application

This code applies to assessing development, where the code is identified as applicable in the table of assessment for the Rockhampton railyards local plan code.

The following supporting material may guide the assessment of development within this local plan:

- (a) Rockhampton Illustrative Master Plan (Drawing No. 24, Revision A, dated 18 June 2019), prepared by Place Design Group, or otherwise changed and approved.
- (b) Rockhampton Railyards Precinct Plan (dated June 2019), prepared by Place Design Group, or otherwise changed and approved.
- (c) Rockhampton Workshops and Roundhouse Conservation Management Plan (Version 2.3), prepared by Thom Blake and Peter Marquis-Kyle, dated July 2019, or otherwise changed and approved.

Note - The following purpose, overall outcomes, performance outcomes and acceptable outcomes comprise the assessment benchmarks of this code.

(b) Purpose

(1) Land in the Rockhampton railyards local plan area is identified on the Rockhampton Railyards Master Plan map and includes the following precincts:

- (a) Precinct 1 – Roundhouse;
- (b) Precinct 2 – Railyards; and
- (c) Precinct 3 – Industry Services.

(2) The purpose of the Rockhampton railyards local plan code will be achieved through the following overall outcomes:

- (a) A range of industrial, commercial, service and community uses are established, providing a high level of economic and social activity, employment opportunities and a vibrant mixed-use destination for Rockhampton.
- (b) Community and event spaces that capitalise of the uniqueness of the Roundhouse building and adjacent area provide a setting for the creative arts in Rockhampton.
- (c) New development manages visual, air, odour, light and noise impacts through appropriate siting and building design, to achieve a level of amenity consistent with the zone and local plan outcomes.
- (d) The cultural heritage significance of the Rockhampton Railway Workshops as a State Heritage Place is conserved, including significant views, fabric and setting.
Editor's note – The Australian ICOMOS Charter for Places of Cultural Significance (Burra Charter) provides guidance on best practice conservation and/or management of the cultural heritage significance of heritage places.
- (e) Movement, access and parking accommodates all modes of transport and achieves a high level of internal and external connectivity.
- (f) Building and public realm design responds to the cultural heritage significance of the place, the subtropical climate and reflects and reinforces the unique urban form.
- (g) Development achieves a high level of environmental performance and design with visually appealing development and complementary landscaping where appropriate.
- (h) The preferred uses within the local plan area include:
 - a. Bulk landscape supplies;
 - b. Caretaker's accommodation;
 - c. Community care centre;
 - d. Community use;
 - e. Educational establishment;
 - f. Emergency services;
 - g. Food and drink outlet (not exceeding 150 square metres gross floor area);
 - h. Function facility
 - i. Garden centre;
 - j. Hardware and trade supplies;
 - k. Indoor sport and recreation;
 - l. Low impact industry;
 - m. Medium impact industry;
 - n. Research and technology industry;

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- o. Sales office;
 - p. Service industry;
 - q. Service station;
 - r. Theatre;
 - s. Warehouse; and
 - t. Any ancillary uses required to support specified activities.
- (i) Operations at the existing railway marshalling yards and intermodal terminal within Depot Hill and in proximity to the local plan area will continue and may potentially expand in the future. The design and construction of new development for sensitive land uses (including Caretaker's accommodation, Child care centre or Educational establishment) reduces the impacts of air and noise emissions from these existing transportation-related facilities.

Where in the Roundhouse precinct (Precinct 1):

(3) The overall outcomes of the Roundhouse precinct are additional to the overall outcomes of the Rockhampton railyards local plan code and take precedence in the event of a conflict:

- (a) The Roundhouse precinct is the focal point for the Rockhampton railyards local plan area. Development in the Roundhouse precinct, provides for the future protection of the heritage place, does not damage or diminish its cultural heritage significance and provides for its revitalisation as a community and event space for locals and visitors.
- (b) The precinct's unique history is celebrated and promoted through the retention, conservation and adaptive reuse of the heritage place for a mix of community and finer-grain uses, such as Function facilities and Food and drink outlets, that facilitate public access, enjoyment and appreciation of the place while protecting its cultural heritage significance.
- (c) Development responds sympathetically to the form, scale and setting of the heritage place and provides a built or landscaped form that maintains the cultural heritage significance of existing buildings, spatial patterns, views, access and layout.
- (d) Development optimises public access through and around the precinct.
- (e) New development mitigates potential impacts on sensitive land uses (including Caretaker's accommodation, Child care centre or Educational establishment) with respect to noise and dust emissions from adjacent existing transport-related facilities.

Where in the Railyards precinct (Precinct 2):

(4) The overall outcomes of the Railyards precinct are additional to the overall outcomes of the Rockhampton railyards local plan code and take precedence in the event of a conflict:

- (a) Development provides for the future protection and conservation of the former Carriage Shop and former Paint Shop buildings of the Rockhampton Railway Workshops heritage place.
- (b) This precinct provides a strategically important inner-city industrial employment area and is developed for a range of industry uses including:
 - a. Low impact industry;
 - b. Medium impact industry;
 - c. Service industry;
 - d. Transport depot; and
 - e. Warehouse.
- (c) New development mitigates potential impacts on sensitive land uses (including Caretaker's accommodation, Child care centre or Educational establishment) with respect to noise and dust emissions from adjacent existing transport-related facilities.
- (d) Non-industrial uses, such as Indoor sport and recreation and Food and drink outlets will also be accommodated within this precinct.
- (e) Development provides for an integrated movement and parking layout that enables the re-use of viable existing industrial buildings and structures and the integration of new buildings of a similar bulk and scale.

Where in the Industry Services precinct (Precinct 3):

(5) The overall outcomes of the Industry Services precinct are additional to the overall outcomes of the Rockhampton railyards local plan code and take precedence in the event of a conflict:

- (a) This precinct supports the nearby city centre and residential development through providing larger-footprint buildings accommodating uses such as Hardware and trade supplies, Garden centre and Warehouse.
- (b) This precinct does not accommodate large-scale retail shops such as discount department stores, supermarkets or shopping centres.

1.3 Categories of assessment

Editor's note – Development identified as 'Accepted' or 'Accepted subject to requirements' in section 1.3 may still require a development application to be submitted to the Chief Executive administering the *Planning Act 2016* for assessment when the premises are on or adjoining a Queensland heritage place.

1.3.1 Categories of assessment – Material change of use

The following tables identify the categories of assessment for a Material change of use for each precinct within the Rockhampton railyards local area plan.

| Table 1: Rockhampton railways local plan - Material change of use - Precinct 1 Roundhouse | | |
|---|---|--|
| Use | Categories of development and assessment | Assessment benchmarks for assessable development and requirements for accepted development |
| <ul style="list-style-type: none"> • Park | Accepted | |
| | | Not applicable |
| <ul style="list-style-type: none"> • Caretaker's accommodation • Community care centre • Community use • Emergency services • Sales office | Accepted subject to requirements | |
| | If involving the reuse of existing building(s) or structure(s). | Rockhampton railyards local plan code Other development codes: Works code |
| | Code assessment | |
| | Otherwise | Rockhampton railyards local plan code Other development codes: Access, parking and transport code Landscape code Stormwater management code Waste management code Water and sewer code |

| Table 1: Rockhampton railyards local plan - Material change of use - Precinct 1 Roundhouse | | |
|--|---|--|
| Use | Categories of development and assessment | Assessment benchmarks for assessable development and requirements for accepted development |
| <ul style="list-style-type: none"> • Child care centre • Educational establishment • Food and drink outlet • Theatre | Code assessment | |
| | All circumstances | Rockhampton railyards local plan code Other development codes: Access, parking and transport code Landscape code Stormwater management code Waste management code Water and sewer code |
| <ul style="list-style-type: none"> • Low impact industry • Research and technology industry • Service industry • Warehouse | Accepted subject to requirements | |
| | If: (a) involving the reuse of existing building(s) or structure(s); or (b) any additional gross floor area is less than or equal to 1,000m ² and the total gross floor area is less than 8,000 m ² | Rockhampton railyards local plan code Other development codes: Works code |
| | Code assessment | |
| | Otherwise | Rockhampton railyards local plan code Other development codes: Access, parking and transport code Landscape code Stormwater management code Waste management code Water and sewer code |
| Impact assessment | | |
| <ul style="list-style-type: none"> • Any other use not listed in this table. • Any use listed in this table and not meeting the description listed in the "Categories of development and assessment" column. • Any other undefined use. | | Rockhampton railyards local plan code The planning scheme |

Editor's note — The above categories of development and assessment apply unless otherwise prescribed within the Regulation.

Table 2: Rockhampton railways local plan - Material change of use - Precinct 2 Railyards

| Use | Categories of development and assessment | Assessment benchmarks for assessable development and requirements for accepted development |
|---|---|--|
| <ul style="list-style-type: none"> • Bulk landscape supplies • Caretaker's accommodation • Carwash • Sales office • Substation • Telecommunications facility • | Accepted subject to requirements | Rockhampton railyards local plan code Other development codes: Works code |
| | If: (a) involving the reuse of existing building(s) or structure(s); and (b) not located within 25 metres of the rail corridor. | Code assessment |
| | Otherwise | Rockhampton railyards local plan code Other development codes: Access, parking and transport code Landscape code Stormwater management code Waste management code Water and sewer code |
| <ul style="list-style-type: none"> • Educational establishment • Food and drink outlet • Garden centre • Hardware and trade supplies • Indoor sport and recreation • | Code assessment | Rockhampton railyards local plan code Other development codes: Access, parking and transport code Landscape code Stormwater management code Waste management code Water and sewer code |
| | All circumstances | |

Table 2: Rockhampton railways local plan - Material change of use - Precinct 2 Railyards

| Use | Categories of development and assessment | Assessment benchmarks for assessable development and requirements for accepted development |
|--|---|--|
| <ul style="list-style-type: none"> • Low impact industry • Medium impact industry • Renewable energy facility • Research and technology industry • Warehouse • Service industry | Accepted subject to requirements | |
| | If: (a) not located within 25 metres of the rail corridor; and (b) involving the reuse of existing building(s) or structure(s); or (c) any additional gross floor area is less than or equal to 1,000m ² and the total gross floor area is less than 8,000 m ² | Rockhampton railyards local plan code Other development codes: Works code |
| | Code assessment | |
| | Otherwise | Rockhampton railyards local plan code Other development codes: Access, parking and transport code Landscape code Stormwater management code Waste management code Water and sewer code |
| <ul style="list-style-type: none"> • Transport depot | Code assessment | |
| | All circumstances | Rockhampton railyards local plan code Other development codes: Access, parking and transport code Landscape code Stormwater management code Waste management code Water and sewer code |
| Impact assessment | | |
| <ul style="list-style-type: none"> • Any other use not listed in this table. • Any use listed in this table and not meeting the description listed in the “Categories of development and assessment” column. • Any other undefined use. | | Rockhampton railyards local plan code The planning scheme |

Editor’s note — The above categories of development and assessment apply unless otherwise prescribed within the Regulation.

| Table 3: Rockhampton railways local plan - Material change of use - Precinct 3 Industry Services | | |
|--|--|--|
| Use | Categories of development and assessment | Assessment benchmarks for assessable development and requirements for accepted development |
| <ul style="list-style-type: none"> • Adult store • Agricultural supplies store • Garden centre • Hardware and trade supplies • Outdoor sales • Service Station • Veterinary services | Accepted subject to requirements | |
| | If: (a) not located within 25 metres of the rail corridor; and (b) involving the reuse of existing building(s) or structure(s); or (c) any additional gross floor area is less than or equal to 1,000m ² | Rockhampton railyards local plan code Other development codes: Works code |
| | Code assessment Otherwise | Rockhampton railyards local plan code Other development codes: Access, parking and transport code Landscape code Stormwater management code Waste management code Water and sewer code |
| <ul style="list-style-type: none"> • Food and drink outlet • Indoor sport and recreation • | Code assessment All circumstances | Rockhampton railyards local plan code Other development codes: Access, parking and transport code Landscape code Stormwater management code Waste management code Water and sewer code |

| Table 3: Rockhampton railways local plan - Material change of use - Precinct 3 Industry Services | | |
|---|---|--|
| Use | Categories of development and assessment | Assessment benchmarks for assessable development and requirements for accepted development |
| <ul style="list-style-type: none"> • Low impact industry • Medium impact industry • Service industry • Warehouse | Accepted subject to requirements | |
| | If: (a) not located within 25 metres of the rail corridor; and (b) involving the reuse of existing building(s) or structure(s); or (c) any additional gross floor area is less than or equal to 1,000m ² and the total gross floor area is less than 8,000 m ² | |
| | Code assessment | |
| | Otherwise | Rockhampton railyards local plan code Other development codes: Access, parking and transport code Landscape code Stormwater management code Waste management code Water and sewer code |
| Impact assessment | | |
| <ul style="list-style-type: none"> • Any other use not listed in this table. • Any use listed in this table and not meeting the description listed in the “Categories of development and assessment” column. • Any other undefined use. | | Rockhampton railyards local plan code The planning scheme |

Editor's note — The above categories of development and assessment apply unless otherwise prescribed within the Regulation.

1.3.2 Categories of assessment – Building work

Not applicable.

Editor's note—The planning scheme also regulates building work associated with an overlay through the tables of assessment under section 5.9.

1.3.3 Categories of assessment – Operational works associated with an advertising device

The following table identifies the categories of assessment for Operational works associated with an Advertising device within the Rockhampton railyards local plan area.

| Table 4: Rockhampton railways local plan – Operational works associated with an Advertising device - All Precincts | | |
|---|--|---|
| Precinct | Categories of development and assessment | Assessment benchmarks for assessable development and requirements for accepted development |
| <ul style="list-style-type: none"> All Precincts | <p>Accepted</p> <p>If:</p> <p>(a) an advertising device that is:</p> <ul style="list-style-type: none"> (i) located internally within a building; and (ii) not visible from outside; or <p>(b) an advertising device that is:</p> <ul style="list-style-type: none"> (i) a blind sign; or (ii) a business hours sign; or (iii) a business name plate sign; or (iv) a canopy sign; or (v) a election sign; or (vi) a flag sign that is no higher than six (6) metres from ground level; or (vii) a hamper sign; or (viii) a park sign; or (ix) a public notification sign; or (x) a real estate sign; or (xi) a sporting field fence sign; or (xii) a stallboard sign; or (xiii) a street furniture sign; or (xiv) a trade sign; or (xv) a window sign. | Not applicable |

Table 4: Rockhampton railways local plan – Operational works associated with an Advertising device - All Precincts

| Precinct | Categories of development and assessment | Assessment benchmarks for assessable development and requirements for accepted development |
|----------|--|--|
| | Accepted subject to requirements | |
| | If for the following advertising devices: (a) animated sign; (b) awning fascia sign; or (c) balloon or kite sign; (d) banner sign; or (e) bunting; or (f) creative awning sign; or (g) fence sign; or (h) flag sign; or (i) footpath sign; or (j) ground sign; or (k) information board sign; or (l) newsagency sign; or (m) panel sign; or (n) pole sign; or (o) pylon sign not exceeding 2m in height; or (p) road reserve sign; or (q) three-dimensional sign; or (r) under awning sign; or (s) wall sign (where 10m ² or less in total area) | Other development code: Advertising devices code |
| | Code assessment | |
| | Otherwise. | Other development code: Advertising devices code |

Editor's note — Schedule 2 Dictionary of the *Planning Act 2016* provides that building work involving a Queensland heritage place includes:

- altering, repairing, maintaining or moving a built, natural or landscape feature on the place; and
- excavating, filling or other disturbances to land that damage, expose or move archaeological artefacts, as defined under the *Queensland Heritage Act 1992*, on the place; and
- altering, repairing or removing artefacts that contribute to the place's cultural heritage significance (furniture or fittings for example); and
- altering, repairing or removing building finishes that contribute to the place's cultural heritage significance (paint, wallpaper or plaster, for example).

Any applications for operational works associated with an advertising device which involve any of the above building works and is located within the boundary of the Queensland heritage place will require an exemption certificate issued under the *Queensland Heritage Act 1992* or assessment by the Chief Executive administering the *Planning Act 2016*.

1.3.4 Categories of assessment – Reconfiguring a lot

No variation to the Planning Scheme.

1.3.5 Categories of Assessment – Operational Works (excluding operational works associated with an advertising device)

No variation to the Planning Scheme.

1.3.6 Categories of Assessment – Overlays

The following table identifies where an overlay changes the categories of assessment from that stated in Table 1 – Table 5 of this document and the relevant assessment benchmarks.

| Table 5: Rockhampton railways local plan – Overlays - All Precincts | | |
|--|--|--|
| Development subject to overlay | Categories of development and assessment | Assessment benchmarks for assessable development and requirements for accepted development |
| Acid sulfate soils overlay | | |
| All development | No change | Acid sulfate soils overlay code |
| Airport environs overlay | | |
| All development | No change | Airport environs overlay code |
| Flood hazard overlay | | |
| All material change of use and reconfiguring a lot (if new lots are created) | Code assessable | Flood hazard overlay code |
| Heritage place overlay | | |
| All development | No change | Heritage place overlay code |
| Steep land overlay | | |
| All development | No change | Steep land overlay code |

Editor's note — the above categories of development and assessment apply unless otherwise prescribed within the Regulation.

Editor's note - where development is proposed on premises partly affected by an overlay, the assessment benchmarks for the overlay only relates to the part of the premises affected by the overlay.

1.4 Specific benchmarks for assessment

| Table 6: Development outcomes for assessable development and requirements for accepted development | |
|--|---|
| Performance outcomes | Acceptable outcomes |
| Where involving a new building or expansion to an existing building | |
| PO1 Development does not adversely impact on the character of the locality, having regard to the scale and visibility of buildings. | AO1.1 The height of new buildings and structures does not exceed 20 metres above ground level. AO1.2 Site cover does not exceed 80 percent of the total site area for all precincts. |
| PO2 Building setbacks contribute to an attractive streetscape and provide for landscaping at the front of the site. | AO2 New buildings and structures are set back from street frontages: (a) Within 20 per cent of the average front setback of adjoining buildings; or (b) where there are no adjoining buildings a minimum of 6 metres. |
| PO3 Development has a high-quality appearance and makes a positive contribution to the character of the area having regard to orientation of buildings to the street and incorporation of directional elements. | AO3 Development ensures that the main pedestrian entry to the buildings are: (a) Easily identifiable; (b) Clearly visible from the street and visitor car parking areas; and (c) Where appropriate, incorporate sun and rain shelter, such as overhangs or awnings. |
| PO4 Landscaping to road frontages must make a positive contribution to the streetscape and incorporate landscape elements that screen the scale and bulk of buildings. | AO4 Landscaping is provided along the frontages of the site. |
| Effects of development | |
| PO5 Outdoor lighting does not adversely affect the amenity of adjoining premises or create a traffic hazard on adjacent roads. | AO5 Outdoor lighting is designed, installed and maintained in accordance with the parameters and requirements of the <i>Australian Standard AS 4282 — Control of the obtrusive effects of outdoor lighting</i> as updated from time to time. |

| Table 6: Development outcomes for assessable development and requirements for accepted development | |
|---|---|
| Performance outcomes | Acceptable outcomes |
| PO6 Development prevents or minimises the generation of any noise, dust and odour so that: (a) nuisance is not caused to adjoining sensitive land use(s); and (b) desired ambient noise levels in residential zones are not exceeded. | AO6.1 The noise generation levels set out in the <i>Environmental Protection (Noise) Policy 2019</i> , is achieved for all development. |
| | AO6.2 The air quality design objectives set out in the <i>Environmental Protection (Air) Policy 2019</i> , is achieved for all development. |
| PO7 Development provides for the appropriate storage, collection, treatment and disposal of liquid wastes or sources of contamination such that off-site releases of contaminants do not occur. All storage areas are screened from the streetscape and adjoining residential zones. | AO7.1 Development that involves the storage of materials on site that are capable of generating air contaminants either by wind or when disturbed are managed by: (a) being wholly enclosed in storage bins; or (b) a watering program so material cannot become airborne. |
| | AO7.2 Areas where potentially contamination substances are stored or used, these are: (a) roofed and sealed with concrete, asphalt or similar impervious substance; and (b) not located within a flood area. |
| | AO7.3 Roof water is piped away from areas of potential contamination. |
| | AO7.4 Outdoor storage areas are: (a) screened from view from off-site public places; and (b) screened from adjoining sensitive land use(s) by a 1.8 metre high solid screen fence. |
| PO8 Development is designed and managed so that it provides appropriate protection for community safety and health and avoids unacceptable risk to life and property. | No acceptable outcome is nominated. |
| PO9 Development does not create adverse impacts on the amenity of adjacent residential areas by the way of noise, dust, lighting, hours of operation or unsightly activities. | AO9 Noise generating activities, access and driveways and outdoor activities are not located directly adjacent to a residential zone or sensitive land use and are restricted to between the hours of 07:00 and 19:00 Monday to Saturday. |

| Table 6: Development outcomes for assessable development and requirements for accepted development | |
|--|-------------------------------------|
| Performance outcomes | Acceptable outcomes |
| PO10 Non-industrial uses do not reduce the functionality of industrial uses. | No acceptable outcome prescribed |
| PO11 Site layout facilitates the security of people and property having regard to: (a) visitor parking being appropriately located near the building; (b) the provision of a safe and suitable pedestrian entry to the site and main buildings from any vehicular entry points and manoeuvring areas; (c) opportunities for passive surveillance and sightlines; (d) exterior building designs which promote safety; (e) adequate lighting; (f) appropriate directional mechanisms (for example signage); (g) no entrapment locations; and (h) building entrances, loading and storage areas being well lit and lockable after hours. | No acceptable outcome prescribed. |
| PO12 Development responds sensitively to on- site and surrounding topography, drainage patterns, utility services, access, vegetation and adjoining land uses, such that: (a) any earthworks are minimised; (b) the retention of natural drainage lines is maximised; (c) the retention of existing vegetation is maximised; (d) damage or disruption to sewer, stormwater and water infrastructure is avoided; and (e) there is adequate buffering, screening and separation to sensitive land use(s). | No acceptable outcome is nominated. |
| PO13 Roads and other infrastructure are of a sufficient capacity to accommodate the demands generated by the development. | No acceptable outcome is nominated. |
| PO14 Development protects the cultural heritage significance of the Rockhampton Railway Workshops heritage place, including the setting and significant views to the listed place. Editor's note—A heritage impact assessment report, prepared by a suitably qualified person, may be required to demonstrate compliance with this performance outcome. | No acceptable outcome is nominated. |

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| Table 6: Development outcomes for assessable development and requirements for accepted development | |
|---|--|
| Performance outcomes | Acceptable outcomes |
| <p>PO15 Development provides a stormwater management system which achieves the integrated management of stormwater to:</p> <ul style="list-style-type: none"> (a) ensure that flooding impacts do not increase, including upstream or downstream of the development site; (b) avoid net worsening of stormwater peak discharges and runoff volumes; (c) utilises the use of water sensitive urban design principles; and (d) ensure the site maximizes opportunities for capture and reuse. <p>Editor's note—A stormwater management plan may be required to demonstrate compliance with the performance outcome.</p> | <p>AO15.1 Development provides a stormwater management system which is designed in compliance with Rockhampton Regional Council's SC6.18— Stormwater management planning scheme policy, SC6.10 — Flood hazard planning scheme policy, the Queensland Urban Drainage Manual, the Capricorn Municipal Development Guidelines and Australian Rainfall and Runoff.</p> <p>AND</p> <p>AO15.2 Stormwater is conveyed to a lawful point of discharge in accordance with the Queensland Urban Drainage Manual.</p> |
| <p>PO16 Development provides a stormwater management system which:</p> <ul style="list-style-type: none"> (a) has sufficient capacity to safely convey run-off taking into account increased run-off from impervious surfaces and flooding in local catchments; (b) maximises the use of natural waterway corridors and natural channel design principles; and (c) efficiently integrates with existing stormwater treatments upstream and downstream. | <p>AO16 Development provides a stormwater management system which is designed in compliance with Rockhampton Regional Council's SC6.18 — Stormwater management planning scheme policy, the Queensland Urban Drainage Manual, the Capricorn Municipal Development Guidelines and Australian Rainfall and Runoff.</p> |
| <p>PO17 Development ensures that the location and design of stormwater detention and water quality treatment facilities:</p> <ul style="list-style-type: none"> (a) minimise risk to people and property; (b) provide for safe access and maintenance; and (c) provide for the safe recreational use of stormwater management features. | <p>AO17.1 Development provides for stormwater detention and water quality treatment facilities which are located outside of a waterway.</p> <p>AND</p> <p>AO17.2 Development provides a stormwater quality treatment system which is designed in accordance with State Planning Policy - Water Quality.</p> |
| <p>PO18 Development facilitates the orderly provision and upgrading of the transport network or contributes to the construction of transport network improvements.</p> | <p>No acceptable outcome is nominated.</p> |
| <p>PO19 On-site transport network infrastructure integrates safely and efficiently with surrounding networks.</p> | <p>AO19.1 Intersections, connections and access arrangements are designed in accordance with the Capricorn Municipal Development Guidelines and Australian Standard AS 2890.</p> |
| Land use | |
| Caretaker's accommodation | |
| <p>PO20 Development does not compromise the productivity of the surrounding uses.</p> | <p>AO20 No more than one (1) caretaker's accommodation is established within the local plan area.</p> |
| <p>PO21 Development ensures that internal rooms and</p> | <p>AO21 Caretaker's accommodation is designed and</p> |

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| Table 6: Development outcomes for assessable development and requirements for accepted development | |
|---|---|
| Performance outcomes | Acceptable outcomes |
| spaces are designed, located and constructed to minimise noise intrusion from external sources. | constructed using materials which ensure that habitable rooms meet the following internal noise criteria: (a) ≤45 dB(A) single event maximum sound pressure level. |
| Land Use | |
| Child care centre | |
| PO22 Development ensures that internal rooms and spaces are designed, located and constructed to minimise noise intrusion from external sources in indoor education areas and indoor play areas. | AO22.1 Development is designed and constructed using materials which ensure indoor education areas and indoor play areas meet the following internal noise criteria: (a) ≤50 dB(A) single event maximum sound pressure level. AO22.2 Development is designed and constructed using material which ensure sleeping rooms in a childcare centre meet the following internal noise criteria: (a) ≤45 dB(A) single event maximum sound pressure level. |
| PO23 Outdoor activity areas are screened from adjoining properties and from the street. | AO23 Each outdoor education area and outdoor play area is shielded from adjacent industrial uses by a building, a solid gap-free fence, or other solid gap-free structure. |
| Land use | |
| Educational Establishment | |
| PO24 Development minimises noise intrusion from external sources in indoor education areas and indoor play areas. | AO24 Development is designed and constructed using materials which ensure indoor education areas and indoor play areas meet the following internal noise criteria: (a) ≤50 dB(A) single event maximum sound pressure level. |
| PO25 Outdoor activity areas are screened from adjoining properties and from the street. | AO25 Each outdoor education area and outdoor play area is shielded from adjacent industrial uses by a building, a solid gap-free fence, or other solid gap-free structure. |

SPORTS, PARKS AND PUBLIC SPACES
Councillor Portfolio – Councillor Rutherford

No items for consideration.

WASTE AND WASTE TO RESOURCE IMPLEMENTATION
Councillor Portfolio – Councillor Latcham

No items for consideration.

WATER AND SUPPORTING A BETTER ENVIRONMENT
Councillor Portfolio – Councillor Kirkland

10.6 COMMITMENT TO BUILDING OUR REGIONS PROJECT

| | |
|-----------------------------|--|
| File No: | 1466 |
| Attachments: | Nil |
| Authorising Officer: | Peter Kofod - General Manager Regional Services |
| Author: | Jason Plumb - Manager Fitzroy River Water Evan Davison - Coordinator Network Operations |

SUMMARY

Council has a funding agreement with the Queensland Government as part of the Building Our Regions Round 5 program for the North Rockhampton Flood Backflow Prevention. The funding agreement lists as a milestone requirement for Council to provide a resolution that confirms its financial contribution to this project, and its commitment to delivering the project as well as accepting responsibility for any funding shortfall if costs or other contributors change.

OFFICER'S RECOMMENDATION

THAT Council confirms it has budgeted for the amount of \$961,750 to be Council's contribution to project, is committed to delivering the project, and acknowledges responsibility for any funding shortfall if costs or other contributors change.

COMMENTARY

The funding agreement for funding from the Queensland Government Building Our Regions Round 5 program includes some changes to the way in which project milestone requirements are listed and processed with respect to milestone payments. Previously the Queensland Government would accept a copy of the Council adopted budget as confirmation of the Council's commitment to funding the nominated project to completion, however, recent changes based on legal advice obtained by the Queensland Government now require Council's to provide the following information as part of the first project milestone requirements:

- (a) A resolution from the Recipient confirming it has budgeted the Recipient's financial contribution to the project (if applicable), is committed to delivering the Project, and acknowledges responsibility for any funding shortfall if costs or other contributors change.

This resolution along with a revised Approved Project Plan, draft Project Benefits Report and a Project Progress Report will be forwarded to the Building Our Regions program team for processing to allow the first milestone payment of \$435,875 to be made to Council.

BACKGROUND

The North Rockhampton Flood Backflow Prevention project is an important project that will significantly improve the ability of the North Rockhampton Flood Mitigation Area (NRFMA) to remain protected during riverine flood events where there is the potential for flood waters to flow back through the sewerage network and inundate the NRFMA. This reverse flow of flood waters could occur if the sewerage network or pumping infrastructure within the flooded part of The Common ceases operating as expected. Once completed this project will allow additional pumping and backflow prevention of flood waters to be managed at strategic locations to further protect the integrity of the NRFMA and the upstream sewerage network.

This project is one part of a range of initiatives that Council continues to work through to improve the resilience of parts of our community to Fitzroy River flooding events. Projects such as this protect both private and public property and infrastructure and are also important in facilitating post-disaster recovery within the community.

PREVIOUS DECISIONS

The 2020-21 Council Budget includes the NRFMA Sewer Upgrade capital project for the completion of the work within the scope of the North Rockhampton Flood Backflow Prevention project co-funded by the Building Our Regions program.

BUDGET IMPLICATIONS

The 2020-21 Council Budget contains funding of \$1.58 M within the above-mentioned capital project and other specific capital budget allocations for sewerage works.

CORPORATE/OPERATIONAL PLAN

This capital project relates specifically to Corporate Plan outcomes in the Community theme that are associated with Safety and Regional Infrastructure and Facilities.

CONCLUSION

Council is required to confirm the commitment as described in the report recommendation as part of its milestone requirements in order for funding to be obtained from the Building Our Regions Round 5 program for the North Rockhampton Flood Backflow Prevention project.

BUDGET, GOVERNANCE AND OTHER MATTERS

10.7 REQUEST FOR OWNER'S CONSENT INVOLVING COUNCIL LAND

| | |
|-----------------------------|--|
| File No: | 8023 & 7218 |
| Attachments: | <ol style="list-style-type: none">1. Request for RRC owner's consent2. Site Plan of D/123-20203. Aerial map showing Council Land - 4 Goodsall Street |
| Authorising Officer: | Drew Stevenson - Manager Corporate and Technology Services Ross Cheesman - Deputy Chief Executive Officer |
| Author: | Kellie Anderson - Coordinator Property & Insurance Michelle Mills - Property and Resumptions Officer |

SUMMARY

Coordinator Property and Insurance reporting on a request for owner's consent to the making of a development application involving Council land.

OFFICER'S RECOMMENDATION

THAT the Chief Executive Officer be authorised to provide owner's consent relating to development application D/123-2020 over 6 Goodsall Street (Lot 1 on RP618797) for the application to include Council land at 4 Goodsall Street (lot 2 on RP618797), subject to the following conditions:

1. Council's owner's consent is subject to the adjoining owner's agreement to Council's easement terms to grant a right of way (access) easement to 6 Goodsall Street over part of 4 Goodsall Street for nominal compensation;
2. The easement will be in accordance with Council's D/123-2020 Decision Notice conditions, which will include easement area maintenance provisions; and
3. The owner of 6 Goodsall Street will be responsible for all costs associated with entering into the easement including but not limited to, stamp duty, Grantee's legal costs (if applicable) and registration fees.

COMMENTARY

In November 2020, the owner of 6 Goodsall Street, The Common (lot 1 on RP618797) lodged their Development Application (DA) for Material Change of Use for Shop. 6 Goodsall Street is the location of Doblo's Farmers Market. The DA lodged includes the use of Council land at 4 Goodsall Street to be deemed properly made, they are requesting for owner's consent (see attachment 1 and 2) involving the adjoining Council land, situated at 4 Goodsall Street, The Common (lot 2 on RP618797). Attachment 3 is an aerial map showing the Council lot. The owner of 6 Goodsall Street is requesting delivery vehicle access and shared use of the North Rockhampton Sewage Treatment Plant (NRSTP) access road through the Council lot.

The Council lot at 4 Goodsall Street is approximately 1,728m² in size. Council became the owner in 2006, when it was transferred from Queensland Rail. 4 Goodsall Street is primarily used for the only access to the North Rockhampton Sewerage Treatment Plant (NRSTP).

Comments were sought from relevant Council officers in relation to the request.

Fitzroy River Water (FRW) have advised they don't support any changes to access or other entitlements that increase the public use of the NRSTP access road and have repeatedly requested that this be discontinued to improve the safety of this roadway for all. It is FRW's

opinion that the movement of more traffic further into the NRSTP access road is a significant concern. FRW's preference is that all carpark access for the development is direct off Goodsall Street and that the only access over Council's land to Doblo's Farmers Market's site is for delivery vehicles as it is now. FRW is concerned that if the proposed access is allowed, it will only exacerbate the problems associated with members of the public pulling out into the path of Council or other contractor vehicles in an unsafe way.

The Development Engineering Unit (DEU) have advised even though the MCU application for the adjoining owner's development is yet to be finalised, at this stage, it looks as though there will be limited public access to the portion of the NRSTP access road within Council's lot. The only public vehicles likely to use this section will be the delivery vehicles and the occasional pick-up of heavy items associated with Doblo's Farmers Market, as well as any contractors vehicles associated with the NRSTP. DEU will also condition that public egress from the easternmost access (the one to the Council lot) is to be restricted to delivery / pick-up vehicles only. DEU is likely to condition that the easement be extended adjacent to the eastern boundary to encompass the turning / reversing movements of the semi-trailer delivery vehicle associated with Doblo's Farmers Market. The General Manager Regional Services is supportive of DEU's proposal.

Possible Options for Council's Consideration

Option 1

That Council:

Authorises the Chief Executive Officer to provide owner's consent relating to development application D/123-2020 over 6 Goodsall Street (Lot 1 on RP618797) for the application to include Council land at 4 Goodsall Street (lot 2 on RP618797), subject to the following conditions:

- 1. Council's owner's consent is subject to the adjoining owner's agreement to Council's easement terms to grant a right of way (access) easement to 6 Goodsall Street over part of 4 Goodsall Street for nominal compensation;*
- 2. The easement will be in accordance with Council's D/123-2020 Decision Notice conditions, which will include easement area maintenance provisions; and*
- 3. The owner of 6 Goodsall Street will be responsible for all costs associated with entering into the easement including but not limited to, stamp duty, Grantee's legal costs (if applicable) and registration fees.*

Option 2

That Council:

- 1. Rejects the request from the adjoining owner of 6 Goodsall Street, The Common (lot 1 on RP618797) to provide owner's consent to the making of a development application involving Council land, situated at 4 Goodsall Street, The Common (lot 2 on RP618797); and*
- 2. Authorises the Chief Executive Officer (Property & Resumptions Officer) to take no further action.*

PREVIOUS DECISIONS

There are no previous decisions relating to the proposed owner's consent and subsequent proposed easement.

BUDGET IMPLICATIONS

As per Council's 2018 Land Asset Valuation Schedule, the book value for 4 Goodsall Street is \$1,700.

The only budget implications for this matter will be the ongoing maintenance of the proposed easement area, which if the easement is granted, is to be shared equally amongst Council and the owner of 6 Goodsall Street.

LEGISLATIVE CONTEXT

The proposed owner's consent will be in accordance with section 51(2) of the Planning Act 2016 and the easement will be in accordance with section 82(1) of the Land Title Act 1994.

LEGAL IMPLICATIONS

If Council agrees to provide owner's consent and the easement is granted, the owner of 6 Goodsall Street will be required to enter into a formalised easement with Council in accordance with the written decision notice for their development application.

STAFFING IMPLICATIONS

The Property & Insurance unit have the resources to carry out necessary requirements if Council proceed.

RISK ASSESSMENT

The granting of an easement is considered appropriate to allow delivery vehicle access and shared use of the access road to the owner of 6 Goodsall Street, as dedicating the Council lot as road would legally increase the public use of the NRSTP access road.

CORPORATE/OPERATIONAL PLAN

4.1 – Customer focused services.

CONCLUSION

It is recommended that Council proceed with Option 1 and provide owner's consent to the making of a development application involving Council land, situated at 4 Goodsall Street to the adjoining owner of 6 Goodsall Street subject to the following conditions:

1. Council's owner's consent is subject to the adjoining owner's agreement to Council's easement terms to grant a right of way (access) easement to 6 Goodsall Street over part of 4 Goodsall Street for nominal compensation;
2. The easement will be in accordance with Council's D/123-2020 Decision Notice conditions, which will include easement area maintenance provisions; and
3. The owner of 6 Goodsall Street will be responsible for all costs associated with entering into the easement including but not limited to, stamp duty, Grantee's legal costs (if applicable) and registration fees.

REQUEST FOR OWNER'S CONSENT INVOLVING COUNCIL LAND

Request for RRC owner's consent

Meeting Date: 23 February 2021

Attachment No: 1



REEL PLANNING CO
URBAN AND RURAL STRATEGIES

6 November 2020

The Chief Executive Officer
Rockhampton Regional Council
PO Box 1860
ROCKHAMPTON QLD 4700

Sent via email: DevelopmentAdvice@rrc.qld.gov.au

Attn: Property and Development Assessment units

Dear Sir/Madam,

REQUEST FOR LANDOWNER CONSENT FROM ROCKHAMPTON REGIONAL COUNCIL – PROPOSED DEVELOPMENT APPLICATION FOR A DEVELOPMENT PERMIT FOR MATERIAL CHANGE OF USE – SHOP INVOLVING LAND AT 4 & 6 GOODSALL ST, THE COMMON

On behalf of the applicant, Hudco Pty Ltd A.C.N. 134 428 149, we lodge herewith a request for Council's consent as owner of 4 Goodsall Street, formally described as Lot 2 on RP618797, to the making of the abovementioned development application.

Based on internal advice, Council considers Doblo's Farmers Market at 6 Goodsall Street, formally described as Lot 1 on RP618797, to be an assessable material change of use under the *Rockhampton Region Planning Scheme 2015* (Version 2.1). Council's development compliance and planning units have requested that a development application be made to address the land use compliance issue. The application material is enclosed.

Lot 2 is necessarily associated with the assessable development on Lot 1 as it provides vehicle access for deliveries to the rear of the latter premises via the North Rockhampton Sewage Treatment Plant Access Road. This access arrangement has occurred since at least the early 1990s when the site was used as the North Rockhampton Sawmill and then a Garden Centre. The access road is mapped on Rock-e-Plan and is not contained in road reserve but instead on Council freehold property.

For this application, the access and parking arrangement for Lot 1 has been analysed in detail by McMurtrie Consulting Engineers. While a direct access point from Goodsall Street could be formalised at the south-west corner of Lot 1, the swept path analysis has determined that service vehicle access to Lot 1 is not possible without using Lot 2 to some extent. The method of delivering fresh produce to Lot 1 each day is a key development assessment matter and cannot be considered in isolation from Lot 2.

In considering access options, the applicant has also engaged with Mr Jason Plumb, Coordinator of Treatment and Supply at Fitzroy River Water (FRW), who indicated support for the on-going use of the access road for purposes associated with Lot 1, subject to the arrangement being formalised via the correct avenue with Council, which has been confirmed to be through a development application.

The inclusion of Lot 2 will enable Council to:

- Consider all options associated with delivery vehicle access for the Farmers Market;
- Enable assessment benchmarks for delivery vehicle access to be met;
- Consider FRW's interest in the shared use of this access road; and

138 East Street, Rockhampton Qld 4700
PO Box 437, Rockhampton QLD 4700

camail@reelplanning.com
ABN: 49 116 492 123

reelplanning.com
Reel Planning Pty Ltd

REEL PLANNING

PAGE 2

- Enable Council's development engineers to recommend conditions to be imposed on the developer's use of the access road and any contributions towards its maintenance.

It is acknowledged that supplying landowner consent to Lot 2 does not prejudice Council's role as Assessment Manager or pre-empt a decision of approval for the application.

Once owner's consent is supplied, the application can be properly made to Council in accordance with section 51 of the *Planning Act 2016*, as follows:

- It is made in the approved form (DA form 1 is correctly filled out);
- The application is accompanied by the documents required under the form (supporting information addressing relevant assessment benchmarks and plans of development area provided);
- The application will be accompanied by the written consent of the owner of the subject land to the extent necessary (to be supplied by Council); and
- The applicant will pay the development assessment fee as per Council's 20/21 fee schedule once the fee notice is issued.

The development application fee is expected to be:

- Base fee for Shop: \$1,861
- 251m2 to 500m2 GFA = \$2,136

Total fee = \$3,997

Owner's consent from Council would be appreciated at the earliest convenience so that the application can be processed in accordance with Council advice about the development compliance matter.

If you have any queries concerning this request please contact the undersigned on (07) 4927 3878 or email rachel@reelplanning.com.

Yours faithfully,



Rachel Ovenden
Senior Town Planner
Reel Planning Pty Ltd

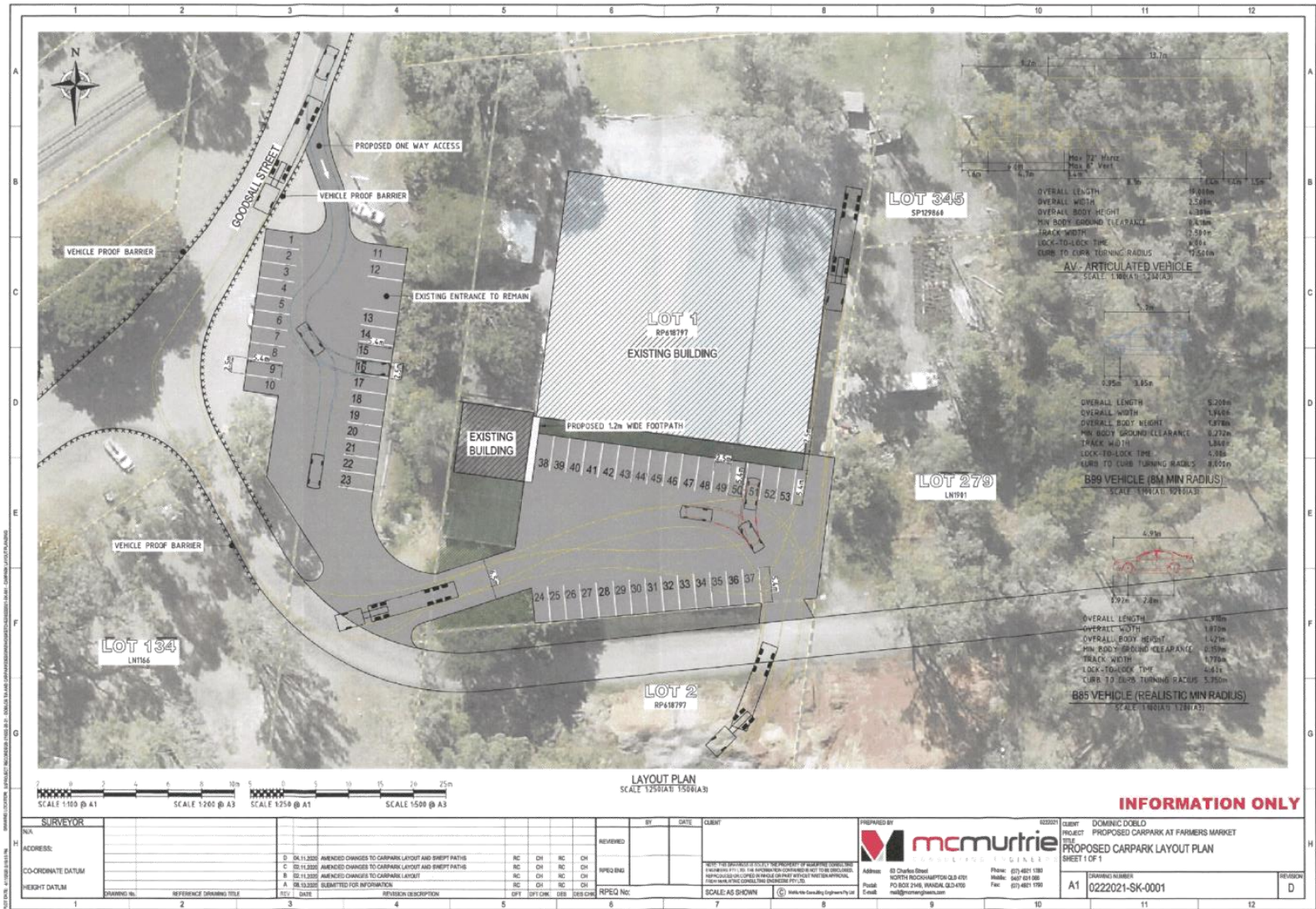
Encl.

REQUEST FOR OWNER'S CONSENT INVOLVING COUNCIL LAND

Site Plan of D/123-2020

Meeting Date: 23 February 2021

Attachment No: 2



REQUEST FOR OWNER'S CONSENT INVOLVING COUNCIL LAND

Aerial map showing Council Land – 4 Goodsall Street

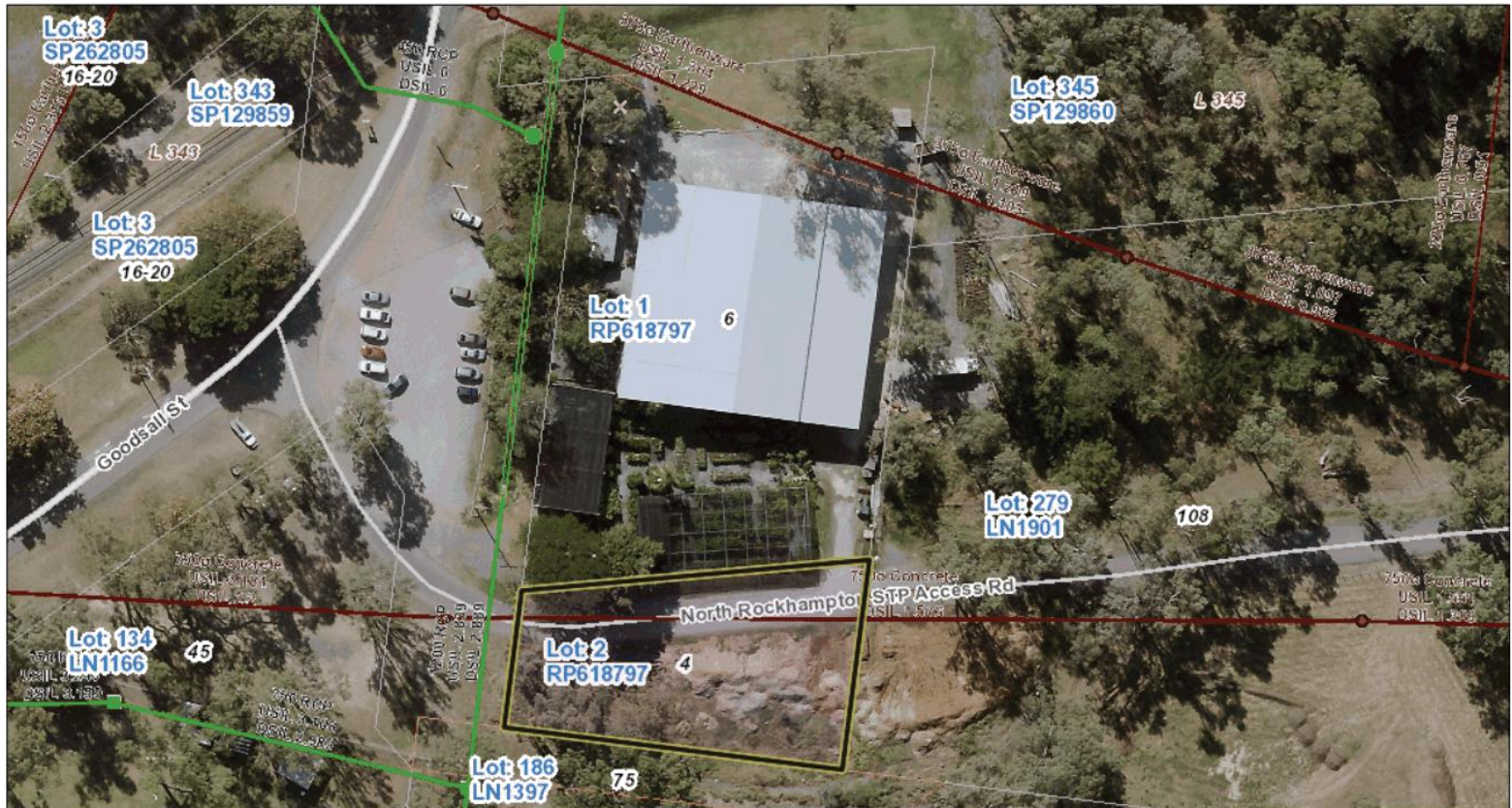
Meeting Date: 23 February 2021

Attachment No: 3

Aerial map - 4 Goodsall Street, The Common



A4 Page scale at 1: 944.96
Printed from GeoCortex on 09/02/2021



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10.8 PROPOSED SALE OF COUNCIL LAND

| | |
|-----------------------------|--|
| File No: | 1680 |
| Attachments: | 1. Valuation certificate dated 18 November 2020 ↓ 2. Aerial map ↓ 3. Adjoining owner consultation ↓ 4. Photo evidence of cleared vegetation ↓ |
| Authorising Officer: | Drew Stevenson - Manager Corporate and Technology Services Ross Cheesman - Deputy Chief Executive Officer |
| Author: | Kellie Anderson - Coordinator Property & Insurance Michelle Mills - Property and Resumptions Officer |

SUMMARY

Coordinator Property and Insurance reporting on a request to purchase Council land at 24 Port Curtis Road, Port Curtis (lot 1 on RP609569).

OFFICER'S RECOMMENDATION

THAT pursuant to section 236(1)(c)(iv) of the *Local Government Regulation 2012*, the Chief Executive Officer (Property and Resumptions Officer) be authorised to negotiate and enter into a contract for the sale of 24 Port Curtis Road, Port Curtis (lot 1 on RP609569) to the adjoining owner of Lot 5 Moffatt Street, Port Curtis (lot 5 on SP238735), subject to the following conditions:

1. The sale price will be the amount specified in the valuation certificate dated 18 November 2020;
2. The purchaser must amalgamate 24 Port Curtis Road, Port Curtis with their adjoining lot; and
3. All costs incurred will be paid by the purchaser, including but not limited to stamp duty, survey costs, planning application costs (if applicable), purchaser's legal costs (if applicable) and registration fees.

COMMENTARY

Council received an offer to purchase the Council freehold property located at 24 Port Curtis Road, Port Curtis (lot 1 on RP609569) for \$6,000. This is the amount specified in the valuation certificate dated 18 November 2020 (see attachment 1), produced at the request of the prospective buyer.

24 Port Curtis Road (see attachment 2) is approximately 1,255m² in size. Freehold ownership of this property transferred to Council in 1983. The purpose of the acquisition at the time is unknown.

Under the *Local Government Regulation 2012*, Council is permitted to sell directly to an adjoining owner without going to tender or auction, provided that the property is not suitable to sell on the open market, no other adjoining owner wishes to purchase it, it is in the public interest not to sell on the open market, and it is sold in accordance with the sound contracting principles.

The only other adjoining property, being 22 Port Curtis Road, has confirmed they have no interest in acquiring the Council property (refer attachment 3).

Comments were sought from relevant Council officers in relation to the disposal, resulting in no objections to the proposed sale to the adjoining owner, subject to amalgamation with their adjoining lot.

The property is affected by extreme and high hazard flooding, therefore development is restricted. The Development Engineering Unit has advised any future development on the site will be assessed against the Flood Hazard Overlay Code and for the extreme and high hazard flooding areas it recommends that any development does not involve new buildings or structures. Therefore, the property is not suitable for sale on the open market.

BACKGROUND

After receiving the request to purchase, it was reported that the interested buyer had cleared vegetation on the Council property without approval. Attachment 4 is photo evidence of the cleared vegetation not authorised by Council.

Property and Insurance has since advised the interested buyer that whilst Council considers their request to purchase, they are not authorised to carry out any works on the Council land.

PREVIOUS DECISIONS

There are no previous decisions relating to the sale of this Council owned property.

BUDGET IMPLICATIONS

As per Council's 2018 Land Asset Valuation Schedule, the book value for 24 Port Curtis Road is \$5,000.

LEGISLATIVE CONTEXT

Section 236 of the Local Government Regulation 2012 details a series of exceptions when disposing of a valuable non-current asset (land). Section 236(1)(c)(iv), (2) and (3) describes the process for disposal of land to an adjoining property owner.

236 Exceptions for valuable non-current asset contracts

- (1) Subject to subsections (2) to (4), a local government may dispose of a valuable noncurrent asset other than by tender or auction if—*
 - (c) for the disposal of land or an interest in land—*
 - (iv) the land is disposed of to a person who owns adjoining land if—*
 - (A) the land is not suitable to be offered for disposal by tender or auction for a particular reason, including, for example, the size of the land or the existence of particular infrastructure on the land; and*
 - (B) there is not another person who owns other adjoining land who wishes to acquire the land; and*
 - (C) it is in the public interest to dispose of the land without a tender or auction; and*
 - (D) the disposal is otherwise in accordance with sound contracting principles;*
- (2) An exception mentioned in subsection (1)(a) to (e) applies to a local government disposing of a valuable non-current asset only if, before the disposal, the local government has decided, by resolution, that the exception may apply to the local government on the disposal of a valuable non-current asset other than by tender or auction.*
- (3) A local government may only dispose of land or an interest in land under this section if the consideration for the disposal would be equal to, or more than, the market value of the land or the interest in land, including the market value of any improvements on the land.*

LEGAL IMPLICATIONS

The adjoining owner of Lot 5 Moffatt Street will be required to enter into a REIQ Contract of Sale which will contain conditions that require the amalgamation of the property with their adjoining lot at settlement.

STAFFING IMPLICATIONS

Existing resources within Property and Insurance can adequately manage the sale of the property.

RISK ASSESSMENT

If Council proceeds with the sale, it will be a low risk to Council and reduce Council's land maintenance obligations.

CORPORATE/OPERATIONAL PLAN

5.3 – Financially sustainable organisation.

CONCLUSION

As this property is of no strategic value or use to Council, it is recommended that Council proceed with the sale to the adjoining owner, subject to the following conditions:

1. The sale price will be the amount specified in the valuation certificate dated 18 November 2020;
2. The purchaser must amalgamate 24 Port Curtis Road with their adjoining lot; and
3. All costs incurred will be paid by the purchaser, including but not limited to stamp duty, survey costs, planning application costs (if applicable), purchaser's legal costs (if applicable) and registration fees.

PROPOSED SALE OF COUNCIL LAND

**Valuation Certificate Dated
18 November 2020**

Meeting Date: 23 February 2021

Attachment No: 1

the Valuer

Valuation Certificate

Client: Mr [REDACTED]
Purpose of Valuation: Acquisition Purposes
Property Address: 24 Port Curtis Road, Port Curtis Qld 4700
Title Details: Lot: 1 **RP:** 609569 **Site Area:** 1.255m²
Encumbrances/Restrictions: None disclosed or evident.
Site Dimensions: Refer to Registered Plan
Zoning: Rural Zone **Instrument:** Rockhampton Region Planning Scheme 2015
LGA: Rockhampton Regional Council
Site Description: An irregular shaped allotment on a near level contour below the road.
Environmental Issues: Situated within a High to Extreme Fitzroy River Flood Zone **Heritage Issues:** No
Other features: Near new boundary fencing supplied by Mr [REDACTED] and not included within this valuation. All legal and transfer costs are to be borne by Mr [REDACTED] and are reflected within this valuation.

SALES EVIDENCE:

| Address | Sale Date | Price | Brief Comments | In Comparison to Subject |
|--|--|---|--|--|
| Lots 2 & 3 Dunlop Street Port Curtis | 23/10/2019 Reflects: | \$6,000 \$3.93/m² | Vacant land with an area of 1,526m ² . Site Description: An irregular shaped property comprising of part of a decommissioned railway holding yard. Other features: Includes railway line stone ballast and concrete drainage pipes. | A larger allotment. Superior land improvements. Inferior location. |
| 26 Port Curtis Road Port Curtis | 20/07/2020 Reflects: | \$55,000 \$5.33/m² | Vacant land with an area of 1.03ha. Site Description: An irregular shaped allotment on a near level contour below the road. Other features: Includes earthen/gravel full-width track and boundary fencing. | A larger allotment next door to the subject property. Superior boundary fencing including an access track. Similar location. |
| 431 Port Curtis Road Port Curtis | 11/12/2019 less Improvements Reflects: | \$20,000 -\$5,000 \$3.37/m² | Land with an area of 4,441/m ² . Site Description: An irregular shaped allotment gently rising to crest above the road, then gently falling to the rear. Other features: Power connected; remnant fencing; 6m x 6m zincalume shed; 1-bay relocatable carport; large water tank. | A larger allotment. Vastly inferior presentation. Superior building improvements. Inferior location. |



I hereby certify that the above property was inspected on the date below and that the above assessments were carried out as at that date. Neither I nor any member of this firm, have any conflict of interest or financial interest in relation to this property that is not disclosed herein. This report is for the use only of the party to which it is addressed for an application for acquisition purposes and is not to be used for any other purpose. No responsibility is accepted or undertaken to third parties in respect thereof. This report does not constitute a structural survey. This certificate is based on notes held at this office which can be used for a full valuation, which may be requested in writing. This valuation is valid for three months. This valuation excludes GST.

CURRENT MARKET VALUE: \$6,000 at \$4.93/m² overall

(SIX THOUSAND DOLLARS)

Valuer: Michael Murphy **Office:** 139 Bond Road, Alton Downs Qld 4702
Qualifications/Reg.#: AAPI, CPV / Registered Valuer No. 2855 **Mobile:** 0427 282 583
Inspection Date: 18/11/2020 **Email:** admin@thevaluer.com.au
Valuation Date: 18/11/2020 **Valuer's File Ref:** 6248
Signature:

LIABILITY LIMITED BY A SCHEME APPROVED UNDER PROFESSIONAL STANDARDS LEGISLATION

PROPOSED SALE OF COUNCIL LAND

Aerial map

Meeting Date: 23 February 2021

Attachment No: 2

Aerial map - 24 Port Curtis Road, Port Curtis



A4 Page scale at 1: 1,084.67
Printed from GeoCortex on 08/02/2021



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PROPOSED SALE OF COUNCIL LAND

Adjoining owner consultation

Meeting Date: 23 February 2021

Attachment No: 3

16167348 - 27/10/2020



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

7 October 2020

| | |
|-------------------------------------|------------|
| ROCKHAMPTON REGIONAL COUNCIL | |
| File: 1680 | Doc: _____ |
| Links: _____ | |
| Action Officer: ZZF Prop Management | |
| 27 OCT 2020 | |
| Task to: _____ | |
| QBAN: GRWS | Ref: 1190 |
| Box No: _____ | Years: 12+ |

Our Ref: MRM: 1680
Enquiries: Michelle Mills
Telephone: 1300 22 55 77
Facsimile: 1300 22 55 79
Email: PropertyInsurance@rrc.qld.gov.au

Port Curtis Rd
PORT CURTIS QLD 4700

Dear Mr [REDACTED]

**DISPOSAL OF COUNCIL LAND
24 PORT CURTIS ROAD, PORT CURTIS – LOT 1 ON RP609569**

I refer to the above matter and advise that Council has received an enquiry from an adjoining lot owner who wishes to acquire Council's Lot 1 on RP609569 as outlined on the enclosed map.

Please note that Lot 1 on RP609569 adjoins your Lot [REDACTED] on RP [REDACTED] known as [REDACTED] Port Curtis Road, Port Curtis.

Please complete one of the following (please tick) and sign and date below:

- I have no interest in acquiring the abovementioned Council owned land.
- I am interested in acquiring the abovementioned Council owned land.
- I object to the disposal of the abovementioned Council owned land due to the following reasons:

Signature - [REDACTED]

Dated: 20/10/2020

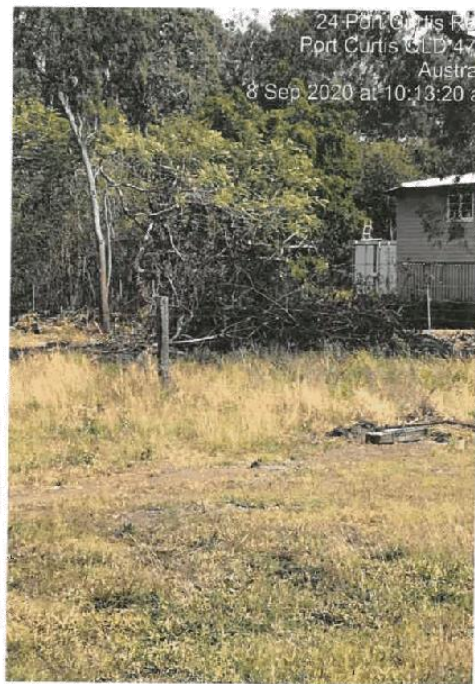
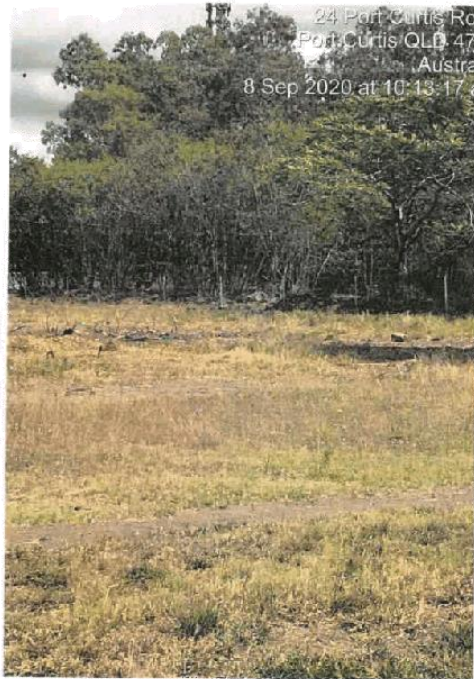


PROPOSED SALE OF COUNCIL LAND

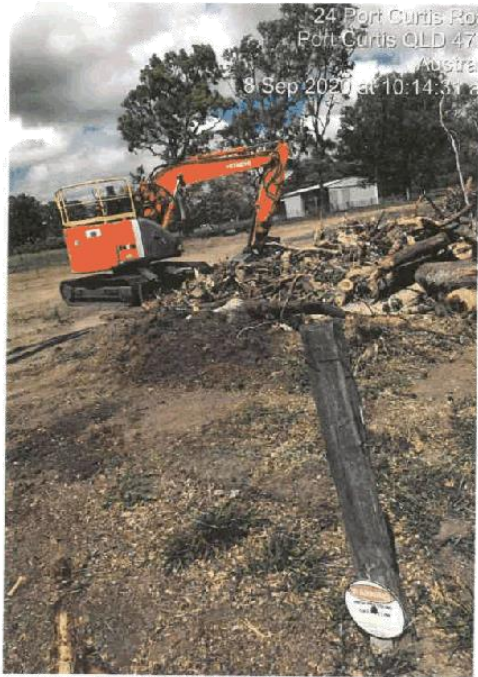
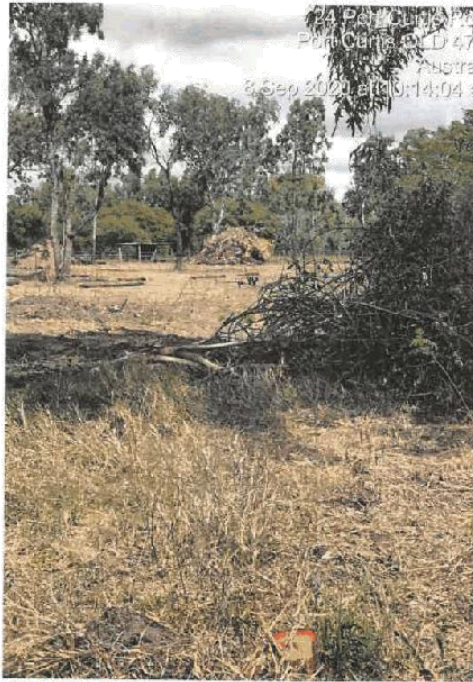
Photo evidence of cleared vegetation

Meeting Date: 23 February 2021

Attachment No: 4







10.9 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 JANUARY 2021

File No: 8148
Attachments: 1. [Income Statement - January 2021](#)
2. [Key Indicator Graphs - January 2021](#)
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Marnie Taylor - Chief Financial Officer

SUMMARY

The Chief Financial Officer presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 January 2021.

OFFICER'S RECOMMENDATION

THAT the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 January 2021 be 'received'.

COMMENTARY

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

1. Income Statement (Actuals and Budget for the period 1 July 2020 to 31 January 2021), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

The attached financial statement provides Council's position after seven months of the 2020/2021 financial year. Results should be approximately 58.3% of the revised budget on an even monthly distribution basis.

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

Total Operating Revenue is at 86% of the revised budget. Key components of this result are:

- Net Rates and Utility Charges are 97% of the budget. Council's rates and utility charges for the second six months of the financial year ending 30 June 2021 have been raised and are due on 24 February 2021.
- Private works and recoverable works are at 65% of the budget due to higher than budgeted bulk water sales and the timing of the works done by the Civil Operations teams for Department of Main Roads.
- Grants, subsidies and contributions are behind budget at 47%. This is due to the timing of receipt of the Federal Assistance Grant.
- Interest revenue is ahead of budget at 69%. Interest revenue historically remains ahead of budget for the first six months of the financial year and then moves closer to budget during the second half of the financial year.
- All other revenue items are in proximity to budget.

Total Operating Expenditure is at 54% of the revised budget. Key components of this result are:

- Contractors and consultants are at 50%. Professional consultancies and other contractors are below budget due to the timing of works planned during the year. It is expected as the year progresses these works will be completed and paid.
- Asset operational is at 51%. This is due to electricity, cleaning and security costs being below budget. This is mostly due to the timing of billing. There has been some savings in security costs for the airport due to low passenger numbers earlier in the year.

- Administrative expenses are at 38% of budget attributable to reduced activity for Council's venues and events due to COVID-19 restrictions. Some events, such as RockyNats are to be held later in the financial year when the related event costs will be incurred.
- Other expenses are at 38% of the budget mostly due to the timing of Council grants, contributions and sponsorships.
- All other expenditure items are in proximity to budget.

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

Total Capital Income is at 46% of the revised budget and in line with expectations at this stage of the financial year. The majority of capital revenue budgeted to be received in 2020/21 is from grants and subsidies tied to performance obligations. As Council progresses through the year and meets performance milestones, grants will be claimed.

Total Capital Expenditure is at 41% of the revised budget. Major projects such as the Art Gallery construction and the Airport Terminal refurbishment are progressing well. Capital expenditure was tracking quite well in recent months, however expenditure in January dropped off considerably. It is expected that capital expenditure will gain momentum as the end of the financial year approaches.

Total Investments are \$51.8M as at 31 January 2021.

Total Loans are \$128M as at 31 January 2021.

CONCLUSION

After seven months of the 2020/2021 financial year operational income and expenses are mostly in line with expectations.

The capital program saw \$3.2M spent during January. This is significantly lower than previous months this year. Momentum will need to increase again in the coming months to deliver the projects budgeted for 2020/21.

SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 JANUARY 2021

Income Statement - January 2021

Meeting Date: 23 February 2021

Attachment No: 1



Income Statement
For Period July 2020 to January 2021
58.3% of Year Gone

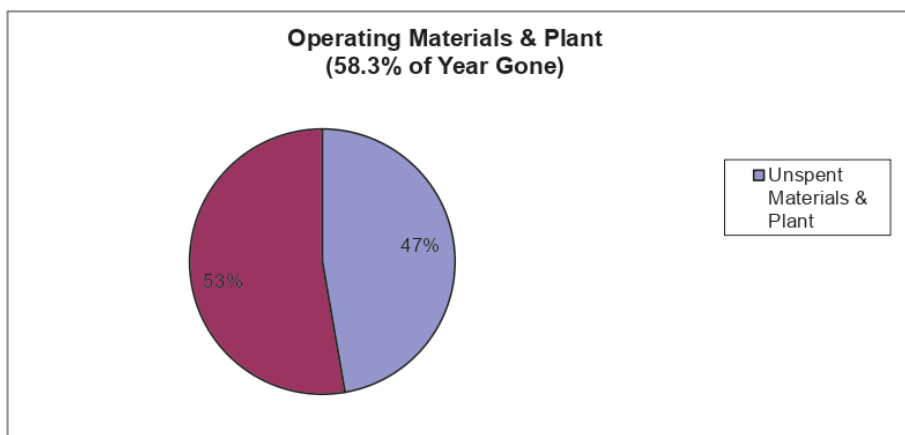
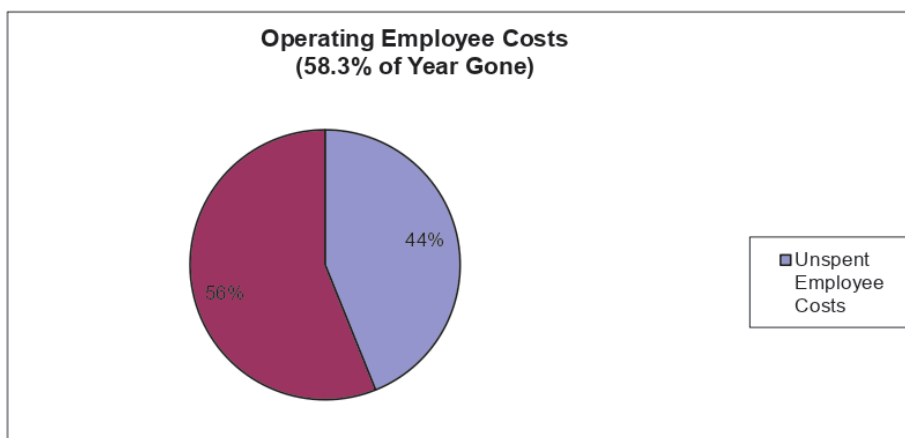
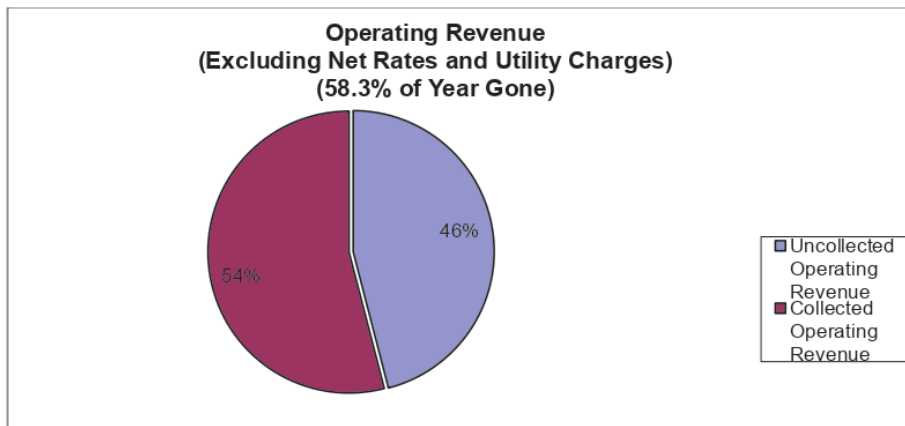
| | Adopted Budget | Revised Budget | YTD Actual | Commitments | YTD Actuals (inc commitments) | % of Revised Budget |
|--|----------------------|----------------------|----------------------|-------------------|----------------------------------|---------------------|
| | \$ | \$ | \$ | \$ | \$ | |
| OPERATING | | | | | | |
| Revenues | | | | | | |
| Net rates and utility charges | (153,000,167) | (153,000,167) | (147,916,164) | 0 | (147,916,164) | 97% |
| Fees and Charges | (22,458,987) | (22,803,673) | (12,114,731) | 0 | (12,114,731) | 53% |
| Private and recoverable works | (5,989,487) | (6,179,225) | (4,017,387) | 0 | (4,017,387) | 65% |
| Rent/Lease Revenue | (3,017,353) | (2,990,743) | (1,597,439) | 0 | (1,597,439) | 53% |
| Grants Subsidies & Contributions | (14,150,094) | (14,468,044) | (6,754,503) | 0 | (6,754,503) | 47% |
| Interest revenue | (508,000) | (508,000) | (351,906) | 0 | (351,906) | 69% |
| Other Income | (6,020,926) | (6,103,020) | (3,824,821) | 0 | (3,824,821) | 63% |
| Total Revenues | (205,145,014) | (206,950,872) | (176,576,952) | 0 | (176,576,952) | 86% |
| Expenses | | | | | | |
| Employee costs | 85,489,929 | 85,383,046 | 47,897,007 | 94,433 | 47,991,440 | 56% |
| Contractors & Consultants | 17,952,970 | 19,216,491 | 9,527,251 | 6,479,805 | 16,007,056 | 50% |
| Materials & Plant | 13,518,209 | 13,373,896 | 7,051,600 | 2,207,628 | 9,259,228 | 53% |
| Asset Operational | 25,808,718 | 25,808,285 | 12,974,108 | 2,388,016 | 15,362,124 | 51% |
| Administrative expenses | 15,170,473 | 13,901,268 | 5,309,710 | 1,962,539 | 7,272,249 | 38% |
| Depreciation | 54,989,352 | 55,851,316 | 32,065,455 | 0 | 32,065,455 | 57% |
| Finance costs | 5,373,800 | 5,368,800 | 3,145,386 | 0 | 3,145,386 | 59% |
| Other Expenses | 1,797,295 | 1,843,495 | 699,017 | 10,991 | 710,008 | 38% |
| Total Expenses | 219,880,746 | 220,546,398 | 118,669,535 | 13,143,412 | 131,812,947 | 54% |
| Transfer / Overhead Allocation | | | | | | |
| Transfer / Overhead Allocation | (9,303,324) | (9,355,480) | (4,755,253) | 0 | (4,755,253) | 51% |
| Total Transfer / Overhead Allocation | (9,303,324) | (9,355,480) | (4,755,253) | 0 | (4,755,253) | 51% |
| TOTAL OPERATING POSITION (SURPLUS)/DEFICIT | 5,432,409 | 5,140,047 | (62,662,671) | 13,143,412 | (49,519,259) | -1219% |
| CAPITAL | | | | | | |
| Total Developers Contributions Received | (2,940,300) | (2,719,800) | (581,667) | 0 | (581,667) | 21% |
| Total Capital Grants and Subsidies Received | (61,409,409) | (44,171,565) | (20,983,124) | 0 | (20,983,124) | 48% |
| Total Proceeds from Sale of Assets | 0 | 0 | 0 | 0 | 0 | 0% |
| Total Capital Income | (64,349,709) | (46,891,365) | (21,564,791) | 0 | (21,564,791) | 46% |
| Total Capital Expenditure | 170,583,964 | 153,811,643 | 63,273,724 | 42,449,591 | 105,723,315 | 41% |
| Net Capital Position | 106,234,255 | 106,920,278 | 41,708,933 | 42,449,591 | 84,158,524 | 39% |
| TOTAL INVESTMENTS | | | 51,751,067 | | | |
| TOTAL BORROWINGS | | | 128,034,409 | | | |

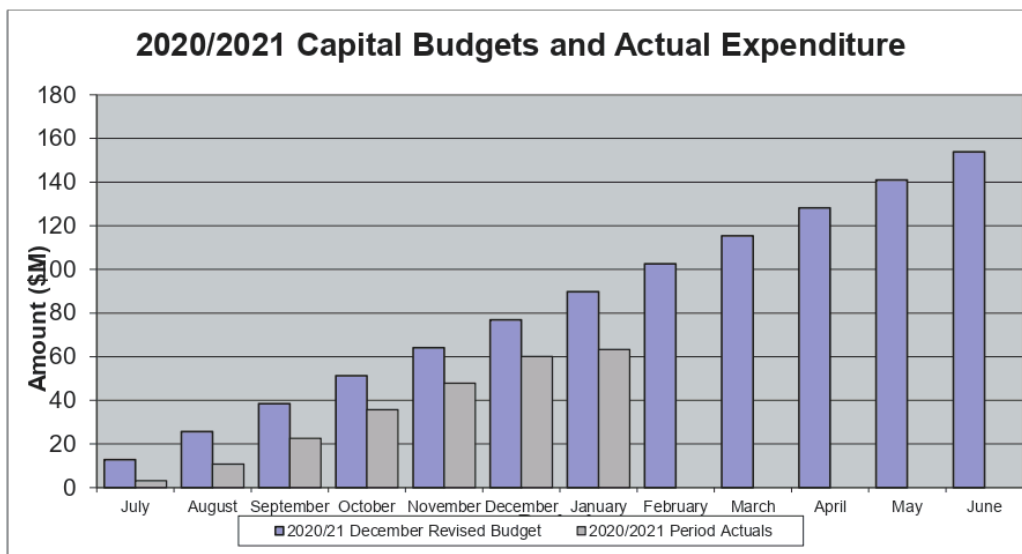
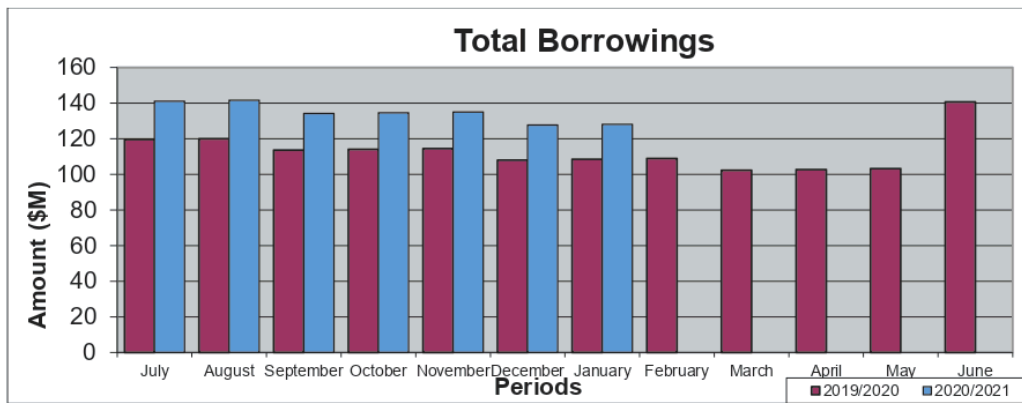
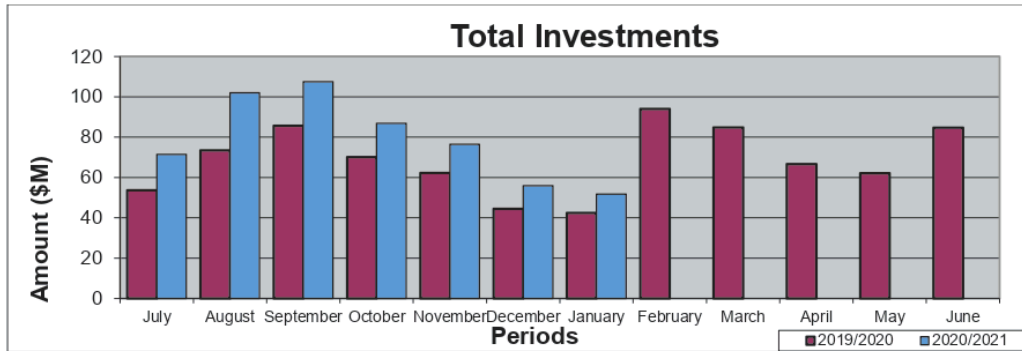
SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 JANUARY 2021

Key Indicator Graphs - January 2021

Meeting Date: 23 February 2021

Attachment No: 2





10.10 APPOINTMENT TO COUNCIL'S AUDIT AND BUSINESS IMPROVEMENT COMMITTEE

| | |
|-----------------------------|---|
| File No: | 5207 |
| Attachments: | 1. Terms of Reference - Audit and Business Improvement Committee ↓ |
| Authorising Officer: | Ross Cheesman - Deputy Chief Executive Officer Evan Pardon - Chief Executive Officer |
| Author: | Damon Morrison - Manager Office of the Mayor |

SUMMARY

This report seeks the appointment of a Councillor to Council's Audit and Business Improvement Committee and an alternate member to the Committee.

OFFICER'S RECOMMENDATION

THAT Council appoint Councillor _____ to Council's Audit and Business Improvement Committee.

COMMENTARY

At the present time Councillor Latcham is Council's sole Councillor appointed representative to the Audit and Business Improvement Committee.

The committee structure has more recently consisted of three independent external members and two Councillors (including the Mayor) which is consistent with the relevant provisions of the *Local Government Regulation 2012*.

Whilst the legislation stipulates that Council only needs to appoint one Councillor, two appointments has been Council's preferred position which is reflected in the attached Terms of Reference of the Committee.

PREVIOUS DECISIONS

At its ordinary meeting on 14 April 2020 Council resolved:

"That Mayor Strelow and Councillor Latcham be appointed to Council's Audit and Business Improvement Committee."

BUDGET IMPLICATIONS

Committee expenses are included in Council's annual operating budget.

LEGISLATIVE CONTEXT

Section 210 of the *Local Government Regulation 2012*:

- (1) The audit committee of a local government must -
 - (a) consist of at least 3 and no more than 6 members; and
 - (b) include -
 - (i) 1, but no more than 2, councillors appointed by the local government; and
 - (ii) at least 1 member (external) who has significant experience and skills in financial matters.
- (2) The chief executive officer cannot be a member of the audit committee but can attend meetings of the committee.
- (3) The local government must appoint 1 of the members of the audit committee as chairperson

LEGAL IMPLICATIONS

There are no legal implications as a result of the recommendation.

STAFFING IMPLICATIONS

There will be no implications to Council permanent staffing levels if Council adopts the recommendations.

RISK ASSESSMENT

Nil

CORPORATE/OPERATIONAL PLAN

Corporate Plan 2017-2022 – Section 5.2 Strong leadership that provides quality governance to support and service the community

CONCLUSION

It is recommended that Council continue to have two Councillors appointed to its Audit and Business Improvement Committee.

APPOINTMENT TO COUNCIL'S AUDIT AND BUSINESS IMPROVEMENT COMMITTEE

Terms of Reference - Audit and Business Improvement Committee

Meeting Date: 23 February 2021

Attachment No: 1



Subject: Terms of Reference – Audit and Business Improvement Committee

File Ref: 8237

1 Establishment of the Audit and Business Improvement Committee

The Audit and Business Improvement Committee (committee) is established in accordance with section 105 of the *Local Government Act 2009*.

This committee, having no delegated authority, is a source of independent advice to Council and the CEO. It does not replace the responsibilities of executive management. Accordingly, the committee is not responsible for supervising the performance of officers and it is not to become involved in the day-to-day operations, management functions, or decision making of Council.

The committee can make recommendations to Council for consideration, or where the CEO has approval authority for an item under discussion, the committee can make recommendations directly to the CEO for consideration.

2 Purpose

The Audit and Business Improvement Committee is constituted under the *Local Government Act 2009*. It provides direction and leadership on the functional responsibilities detailed in paragraph 4 Duties and Responsibilities.

3 Objectives of the Committee

The overall objective of the committee is to assist Council and the CEO to discharge their duties by providing specialist high level advice, with respect to matters of financial reporting, corporate governance, risk and control and internal and external audit functions.

4 Duties and Responsibilities

The committee has a key role in strengthening the control environment and ascertaining the establishment of an appropriate ethical culture. The main responsibilities of the committee are to:

(a) Monitor and review:

- (i) The integrity of financial documents;
- (ii) The internal audit function; and
- (iii) The effectiveness and objectivity of the local government's internal auditors.

This will be achieved by the following activities.

4.1 Financial Reporting

The financial reporting activities include:

- (a) Review with management and the external auditors the results of audit engagements, including any difficulties encountered, significant accounting and reporting issues, and recent professional and regulatory changes, and understand their impact on the financial statements.
- (b) Understand strategies, assumptions and estimates that management has made in preparing financial statements, budgets and investment plans.

| LEGAL AND GOVERNANCE USE ONLY | | | |
|-------------------------------|--------------------------|-------------|--------------------|
| Adopted/Approved: | Adopted, 8 December 2020 | Department: | Corporate Services |
| Version: | 9 | Section: | Internal Audit |
| Reviewed Date: | | Page No: | Page 3 of 6 |

- (c) Understand how management develops interim financial information and the nature and extent of internal and external auditor involvement in the process.
- (d) Review, for the preceding financial year, the draft Financial Statements, before the statement is certified, and the Auditor General's report about Council's financial statements and consider whether they are complete and consistent with the information known to the committee members.

4.2 Audit

The audit activities include:

- (a) Ascertain that the activities undertaken by the Internal Audit function are in accordance with relevant charters, international standards, professional practices etc. through the annual and periodic Quality Assurance and Improvement Program process.
- (b) Ascertain the objectivity and independence of both the internal and external audit functions.
- (c) Monitor cooperation levels of management with the relevant audit functions.
- (d) Monitor and review, providing input for consideration to, Internal and External Audit's annual risk-based plans, which may include providing possible areas for inclusion and input to the scope.
- (e) Review the results of the internal audit reports.
- (f) At least twice during the year, review and track the recommendations, and the actions in response, to address the results of the audit engagements and improve the control environment.
- (g) Review the progress report for the internal audit recommendations and actions for the preceding financial year.
- (h) Monitor and review results of periodic surveys undertaken on the effectiveness of Internal Audit.
- (i) The committee may meet with Internal and External Audit independent of management as determined necessary.

4.3 Other

Other activities include:

- (a) To obtain reasonable assurance with respect to Council's governance processes, the committee will monitor and provide advice on the processes and procedures established and maintained to ascertain they are operating as intended.
- (b) Consider the effectiveness of Council's control environment including information technology, security, and the status of any significant breaches.
- (c) Receive reports on all matters of significance arising from work performed by other providers.
- (d) Review the effectiveness of risk management through monitoring of the Enterprise Risk Management risk registers, and Fraud and Corruption Risk Checklist.
- (e) Ascertain that management has appropriate antifraud programs and controls in place and investigations are undertaken if fraud is detected.
- (f) Monitor the standard of corporate conduct, for example conflicts of interest, and take an interest in ethical considerations regarding Council policies and practices.
- (g) Monitor the quality and scope of Council's insurance cover.
- (h) Monitor significant litigation issues.
- (i) Review any other matters referred to it by the CEO.
- (j) The committee will self-assess annually and confirm that all responsibilities outlined in the Terms of Reference (this document) have been carried out.

| LEGAL AND GOVERNANCE USE ONLY | | | |
|-------------------------------|--------------------------|-------------|--------------------|
| Adopted/Approved: | Adopted, 8 December 2020 | Department: | Corporate Services |
| Version: | 9 | Section: | Internal Audit |
| Reviewed Date: | | Page No: | Page 4 of 6 |

5 Composition and Membership

In accordance with section 210 of the *Local Government Regulation 2012*:

1. The audit committee of a local government must:
 - (a) consist of at least 3 and no more than 6 members; and
 - (b) include:
 - (i) 1, but no more than 2, councillors appointed by the local government; and
 - (ii) at least 1 member who has significant experience and skills in financial matters.
2. The chief executive officer can not be a member of the audit committee but can attend meetings of the committee.

The membership of the committee is to be as follows:

- (a) 2 Councillors; and
- (b) 3 independent external members with appropriate qualifications and experience.

5.1 Appointments

Councillors will be appointed by resolution to the committee for the full Council term unless otherwise determined by the Council.

Independent external members will be recruited through expressions of interest, publicly advertised, and appointed based on merit for a two year term. Council will appoint members to the committee by Council resolution. Upon completion of the term, the position would be declared vacant and expressions of interest may be sought. An outgoing external member may be re-appointed by the CEO without the position being declared vacant, however, the maximum period an external member can serve is for three consecutive terms being a maximum of six years.

In accordance with section 210(3) of the *Local Government Regulation 2012*, the local government must appoint one member of the audit committee as chairperson.

Best practice indicates the chairperson should be one of the independent external members. The committee will discuss and recommend to Council one member to be the chairperson. The appointment of the chairperson will be approved through formal Council resolution.

Council may appoint a Councillor to be an alternate member of the committee. An alternate member is a person who attends meetings of the committee and acts as a member of the committee only if another Council member of the committee is absent. Other elected members of Council may participate in committee meetings, however, will not be a member and will not have voting rights.

6 Role of Chairperson

The committee chairperson will assume overall responsibility for:

- (a) The good governance and order of the committee;
- (b) Providing assurance that the committee responsibilities as per the Terms of Reference (this document) have been met;
- (c) Acting as the chairperson of each committee meeting; and
- (d) Providing leadership in promoting and supporting appropriate committee culture.

7 Voting

Motions are decided on by a majority of the votes of the members present.

If the votes are equal, the chairperson will have a casting vote.

| LEGAL AND GOVERNANCE USE ONLY | | | |
|-------------------------------|--------------------------|-------------|--------------------|
| Adopted/Approved: | Adopted, 8 December 2020 | Department: | Corporate Services |
| Version: | 9 | Section: | Internal Audit |
| Reviewed Date: | | Page No: | Page 5 of 6 |

8 Quorum

A quorum of the committee is a majority of its members. However, if the number of members is an even number, one half of the number is the quorum.

9 Meetings

The committee will meet at least twice each financial year in accordance with section 211 of the *Local Government Regulation 2012*. The CEO in conjunction with the CAE will determine the number of meetings, meeting dates and venue (i.e. a site or teleconference meeting).

Meetings, including reports, will be closed to the public, unless resolved by the committee.

The committee may invite others to attend. Invitees are not members of the committee and have no voting rights. Permanent invitees include:

- (a) Councillors;
- (b) General managers;
- (c) Chief Financial Officer;
- (d) Representatives from internal audit and risk management; and
- (e) Representatives from external audit.

9.1 Agendas for Meetings

The CEO and CAE will determine the agenda presented to a committee meeting.

At a minimum, the agenda will be distributed at least 2 working days before the meeting.

The agenda with attachments are designed for internal reporting purposes only and shall not be released to the general public.

The minutes of the committee meetings will be provided to Council as soon as practicable after each meeting and upon adoption by Council, extracts will be distributed to relevant officers for information and action.

9.2 Administrative Support

The CEO will make administrative arrangements so that an agenda, supported by the relevant explanatory documentation, is circulated to all committee members and any other invitees, as well as providing secretarial functions to the meetings and preparation of the minutes.

10 Access to Information

The committee has the authority to seek information it deems necessary to fulfil its duties and responsibilities. All requests are to be submitted through the CEO in line with the Councillor Acceptable Request Guidelines Policy.

EVAN PARDON

CHIEF EXECUTIVE OFFICER

| LEGAL AND GOVERNANCE USE ONLY | | | |
|-------------------------------|--------------------------|-------------|--------------------|
| Adopted/Approved: | Adopted, 8 December 2020 | Department: | Corporate Services |
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10.11 APPOINTMENTS OF REPRESENTATIVES OF COUNCIL TO EXTERNAL ORGANISATIONS

File No: 10072
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Damon Morrison - Manager Office of the Mayor

SUMMARY

This report seeks the appointment of Councillors to represent Council on a number of external organisations.

OFFICER'S RECOMMENDATION

THAT Council appoint members to represent Rockhampton Regional Council on external organisations, associations or bodies as below:

| Organisation | Council Representative |
|---|------------------------|
| Rockhampton Museum of Art Philanthropy Board | |
| Queensland Futures Institute | |
| Regional Capitals Australia | |
| Rockhampton Regional Roads and Transport Group | |
| University of Queensland Rural Clinical School Community Advisory Committee | |
| GKI Progress Association Inc | |

COMMENTARY

At the commencement of each term of Council, appointments to a range of external organisations are made. The former Mayor was previously appointed by Council to represent it on the:

- Rockhampton Museum of Art Philanthropy Board (formerly the Art Gallery Philanthropy Board);
- Queensland Futures Institute;
- Regional Capitals Australia;
- Rockhampton Regional Roads and Transport Group;
- University of Queensland Rural Clinical School Community Advisory Committee (formerly the CQ Health Community Consultant Committee).

Aside from the Rockhampton Regional Roads and Transport Group, of which the Mayor was previously appointed by Council, the remaining organisations, associations and bodies do not currently have formal Councillor representation to them.

In addition, an invitation for Mayor to join the recently formed GKI Progress Association has been received.

PREVIOUS DECISIONS

At its ordinary meeting of 14 April 2020 Council resolved to appoint members to represent Rockhampton Regional Council on organisations, associations or bodies as below:

| Organisation | Council Representative |
|---|---|
| Art Gallery Trust | Mayor Strelow |
| Australian Local Government Women's Association | Councillor Smith |
| CQ Airport Group | Councillor Fisher |
| Capricorn Pest Management Group | Councillor Smith Councillor Kirkland |
| Capricornia Domestic & Family Violence Steering Committee | Councillor Wickerson |
| Fitzroy Basin Association | Councillor Kirkland |
| Fitzroy Partnership for River Health | Councillor Kirkland |
| Fitzroy River Restocking Group | Councillor Williams |
| Great Barrier Reef Marine Park Authority/Reef Guardian | Councillor Kirkland |
| Leichhardt Way/Drive Inland Promotions Association | Councillor Williams |
| Local Authority Waste Management Advisory Committee | Councillor Fisher Councillor Latcham |
| Queensland Futures Institute | Mayor Strelow |
| Regional Arts Development Fund Committee | Councillor Wickerson |
| Regional Capitals Australia | Mayor Strelow |
| Rockhampton Regional Roads and Transport Group | Councillor Williams Mayor Strelow |
| Safe Night Rockhampton CBD Precinct Inc | Councillor Wickerson |
| CQ Health Community Consultant Committee | Mayor Strelow |

BUDGET IMPLICATIONS

Any membership fees associated with representation to those organisations under consideration have been paid for the 2020/2021 financial year from Council's current operational budget.

LEGISLATIVE CONTEXT

There are no legislative implications associated with Council representation on external organisations.

LEGAL IMPLICATIONS

Decisions made by external organisations are not binding on Council in the absence of a formal Council resolution.

STAFFING IMPLICATIONS

There are no implications to Council permanent staffing levels arising from this report.

RISK ASSESSMENT

Low risk of any adverse implications to Council.

CORPORATE/OPERATIONAL PLAN

Corporate Plan 2017-2022 – Section 5.1 Productive partnerships with all levels of government and relevant stakeholders

CONCLUSION

Council has existing representation on a number of organisations, association and bodies and it is recommended that Council determine its ongoing representation and appoint members as appropriate.

10.12 COUNCILLOR'S DISCRETIONARY FUND

| | |
|-----------------------------|---|
| File No: | 5238 |
| Attachments: | <ol style="list-style-type: none">1. Community Grants and Minor Sponsorship Policy - Tracked Changes↓2. Amended Community Grants and Minor Sponsorship Policy↓3. Councillor Discretionary Fund Policy - Tracked Changes↓4. Draft Councillor's Discretionary Fund Policy↓5. Community Grants Procedure - COVID-19 Financial Hardship and Assistance Scheme↓ |
| Authorising Officer: | Evan Pardon - Chief Executive Officer |
| Author: | Damon Morrison - Manager Office of the Mayor |

SUMMARY

This report provides details of a number of proposals relevant to Council's existing Community Grants and Minor Sponsorship Policy and Councillor's Discretionary Fund Procedure is presented, together with a proposal for operational budget allocation for Council's consideration and adoption.

OFFICER'S RECOMMENDATION

THAT Council:

1. Adopt the amended Community Grants and Minor Sponsorship Policy; and
2. Rescind the Community Grants and Minor Sponsorship Procedure – Councillor Discretionary Funds; and
3. Rescind the Community Grants Procedure – COVID-19 Financial Hardship and Assistance Scheme; and
4. Adopt the draft Councillor's Discretionary Fund Policy; and
5. Approve a reallocation to the current operational budget for Councillor discretionary funding to \$5,625.00 for each Councillor.

COMMENTARY

Councillors are allocated discretionary funds to use in assisting eligible community organisations across the Rockhampton Local Government Area. These funds are used at a Councillor's discretion to provide one-off donations to community organisations for a community purpose.

It has been recommended that the Councillor's Discretionary Fund Procedure be replaced by a policy as per the attached draft. The contents of the existing procedure have been reflected in the new policy with the addition of minor amendments which have been recommended to formalise processes where a Councillor may have a real or perceived conflict of interest with respect to an application for funding, together with a number of minor administrative amendments.

Further, recent legislative changes to the *Local Government Regulation 2012* require the amount of discretionary funds a local government budgets for allocation by each Councillor in a financial year to be the same for all Councillors.

Council has allocated a total amount of \$45,000.00 for Councillor discretionary funds for 2020/21. In 2020/2021 the amounts allocated was \$10,000.00 for the Mayor and \$5,000.00 for each Councillor. In light of the recent legislative changes, it is necessary to either reduce

the discretionary fund allocation to the Mayor to \$5,000.00, or adjust the total allocation for discretionary funds across all Councillors which would equate to \$5,625.00.

In May 2020, Council approved the establishment of a COVID-19 Financial Hardship and Assistance Scheme allowing for up to \$5,000 grants to eligible community organisations to assist in meeting their ongoing expenses despite loss of revenue/income as a result of the COVID-19 pandemic and to support their continued operation within the Rockhampton Local Government Area. The COVID-19 Financial Hardship and Assistance Scheme concluded as at 31 December 2020 and as a formality it is recommended that the accompanying procedure be formally rescinded to reflect the conclusion of this program.

PREVIOUS DECISIONS

At its ordinary meeting of 26 May 2020 Council resolved to *'adopt the attached amended Community Grants and Minor Sponsorship Policy and draft Community Grants Procedure – COVID-19 Financial Hardship and Assistance Scheme'*.

BUDGET IMPLICATIONS

The 2020/2021 operational budget provides for the allocation of \$45,000.00 in accordance with the Councillor's Discretionary Fund Procedure which are within the prescribed amount established by the *Local Government Regulation 2012*.

LEGISLATIVE CONTEXT

Section 194 of the *Local Government Regulation 2012* – Grants to community organisations

"A local government may give a grant to a community organisation only-

(a) If the local government is satisfied-

- i. The grant will be used for a purpose that is in the public interest; and*
- ii. The community organization meets the criteria stated in the local government's community grants policy; and*

(b) In a way that is consistent with the local government's community grants policy."

Section 201B of the *Local Government Regulation 2012* - Requirements for local government about discretionary funds

- (1) A local government may, for a financial year, budget an amount of discretionary funds for use by councillors for either or both of the following purposes—*
 - (a) capital works of the local government that are for a community purpose;*
 - (b) other community purposes.*
- (2) However, the amount a local government budgets as discretionary funds for a financial year under subsection (1)(b) must not be more than the prescribed amount for the local government for the financial year.*
- (3) The amount of discretionary funds a local government budgets for allocation by each councillor in a financial year must be the same for all councillors.*

...

LEGAL IMPLICATIONS

There are no known legal implications relevant to the recommendation.

STAFFING IMPLICATIONS

No additional staff is required and all activities relevant to the report and recommendation will be undertaken within existing operational activities and staffing availability.

RISK ASSESSMENT

There is a high risk of adverse implications to Council if recommendations 2, 4 and 5 under consideration are not approved by Council.

CORPORATE/OPERATIONAL PLAN

Nil

CONCLUSION

To ensure legislative compliance and continued good governance over Council's Councillor Discretionary Fund scheme it is proposed that the recommendations outlined in this report be adopted and approved by Council.

COUNCILLOR'S DISCRETIONARY FUND

Community Grants and Minor Sponsorship Policy - Tracked Changes

Meeting Date: 23 February 2021

Attachment No: 1

COMMUNITY GRANTS AND MINOR SPONSORSHIP POLICY

STATUTORY POLICY



1 Scope

This policy applies to Rockhampton Regional Council grants, donations, and minor sponsorship to eligible community organisations for initiatives within the Region.

This policy does not apply to the following financial assistance and grants programs:

- (a) Remission of Rates;
- (b) Regional Arts Development Fund; or
- (c) Major Sponsorship.

2 Purpose

The purpose of this policy is to ensure a fair, equitable and transparent framework when approving or administering community grants, donations and minor sponsorship.

3 Related Documents

3.1 Primary

Local Government Regulation 2012

3.2 Secondary

Crime and Corruption Act 2001

Local Government Act 2009

Public Sector Ethics Act 1994

Code of Conduct

Community Grants and Minor Sponsorship Procedure – Community Assistance Program

[Community Grants and Minor Sponsorship Procedure—Councillor’s Discretionary Funds Policy](#)

[Community Grants Procedure—COVID-19 Financial Hardship and Assistance Scheme](#)

4 Definitions

To assist in interpretation, the following definitions apply:

| | |
|------------------------|---|
| Community Organisation | As defined in schedule 8 of the <i>Local Government Regulation 2012</i> : (a) An entity that carries on activities for a public purpose; or (b) Another entity whose primary object is not directed at making a profit. |
| Council | Rockhampton Regional Council |
| Donation | Contribution of goods or cash without an expectation of direct counter-supply or serviceable deliverables, given unconditionally and voluntarily. |

LEGAL & GOVERNANCE USE ONLY

| | | | |
|-------------------|---|-------------|--------------------|
| Adopted/Approved: | Adopted-26-May-2020 DRAFT | Department: | Community Services |
| Version: | 4 | Section: | Community Services |
| Reviewed Date: | | Page No: | Page 1 of 3 |

| | |
|-------------|---|
| Grant | Financial payment towards a project usually tied to specific eligibility criteria for the applicant or project. |
| Region | Rockhampton Regional Area defined by the Local Government Areas of Queensland. |
| Sponsorship | Negotiated arrangement involving the provision of funds, or in-kind support in exchange for advertising, publicity or other benefits. |

5 Policy Statement

Council is committed to supporting eligible community organisations undertaking projects or events that contribute to building:

- (a) A safe, caring and healthy community;
- (b) A healthy and liveable environment; and
- (c) A strong, resilient and diversified economy

Council will allocate funds within its annual budget for the provision of assistance through the Community Assistance Program [and](#) Councillor's Discretionary Fund [and COVID-19 Financial Hardship and Assistance Scheme](#).

The eligibility criteria and processes for applying and administering these funds have been adopted as procedures to this policy (Community Grants and Minor Sponsorship Procedure – Community Assistance Program, [and Community Grants and Minor Sponsorship Procedure – Councillor's Discretionary Fund Policy](#)) [and Community Grants Procedure – COVID-19 Financial Hardship and Assistance Scheme](#).

All requests will be subject to application, assessment, approval, acknowledgement and acquittal requirements, specific to the type of support and appropriate for the level of funding provided.

These procedures will facilitate a fair, accountable and transparent process for the distribution of funds across the community and ensure that Council's contribution is recognised and recorded, as required by the *Local Government Regulation 2012*.

6 Review Timelines

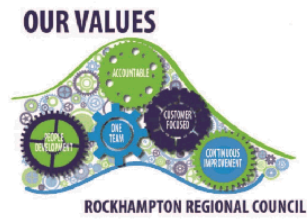
This policy is reviewed when any of the following occur:

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

| LEGAL & GOVERNANCE USE ONLY | | | |
|-----------------------------|---|-------------|--------------------|
| Adopted/Approved: | Adopted-26-May-2020 DRAFT | Department: | Community Services |
| Version: | 4 | Section: | community Services |
| Reviewed Date: | | Page No: | Page 2 of 3 |

7 Document Management

| | |
|------------------------|------------------------------------|
| Sponsor | Chief Executive Officer |
| Business Owner | General Manager Community Services |
| Policy Owner | General Manager Community Services |
| Policy Quality Control | Legal and Governance |



| LEGAL & GOVERNANCE USE ONLY | | | |
|-----------------------------|---|-------------|--------------------|
| Adopted/Approved: | Adopted - 26 May 2020 DRAFT | Department: | Community Services |
| Version: | 4 | Section: | community Services |
| Reviewed Date: | | Page No: | Page 3 of 3 |

COUNCILLOR'S DISCRETIONARY FUND

Amended Community Grants and Minor Sponsorship Policy

Meeting Date: 23 February 2021

Attachment No: 2

COMMUNITY GRANTS AND MINOR SPONSORSHIP POLICY

STATUTORY POLICY



1 Scope

This policy applies to Rockhampton Regional Council grants, donations, and minor sponsorship to eligible community organisations for initiatives within the Region.

This policy does not apply to the following financial assistance and grants programs:

- (a) Remission of Rates;
- (b) Regional Arts Development Fund; or
- (c) Major Sponsorship.

2 Purpose

The purpose of this policy is to ensure a fair, equitable and transparent framework when approving or administering community grants, donations and minor sponsorship.

3 Related Documents

3.1 Primary

Local Government Regulation 2012

3.2 Secondary

Crime and Corruption Act 2001

Local Government Act 2009

Public Sector Ethics Act 1994

Code of Conduct

Community Grants and Minor Sponsorship Procedure – Community Assistance Program

Councillor's Discretionary Funds Policy

4 Definitions

To assist in interpretation, the following definitions apply:

| | |
|------------------------|---|
| Community Organisation | As defined in schedule 8 of the <i>Local Government Regulation 2012</i> : (a) An entity that carries on activities for a public purpose; or (b) Another entity whose primary object is not directed at making a profit. |
| Council | Rockhampton Regional Council |
| Donation | Contribution of goods or cash without an expectation of direct counter-supply or serviceable deliverables, given unconditionally and voluntarily. |

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| | | | |
|-------------------|-------|-------------|--------------------|
| Adopted/Approved: | DRAFT | Department: | Community Services |
| Version: | 4 | Section: | Community Services |
| Reviewed Date: | | Page No: | Page 1 of 3 |

| | |
|-------------|---|
| Grant | Financial payment towards a project usually tied to specific eligibility criteria for the applicant or project. |
| Region | Rockhampton Regional Area defined by the Local Government Areas of Queensland. |
| Sponsorship | Negotiated arrangement involving the provision of funds, or in-kind support in exchange for advertising, publicity or other benefits. |

5 Policy Statement

Council is committed to supporting eligible community organisations undertaking projects or events that contribute to building:

- (a) A safe, caring and healthy community;
- (b) A healthy and liveable environment; and
- (c) A strong, resilient and diversified economy

Council will allocate funds within its annual budget for the provision of assistance through the Community Assistance Program and Councillor's Discretionary Fund.

The eligibility criteria and processes for applying and administering these funds have been adopted as procedures to this policy (Community Grants and Minor Sponsorship Procedure – Community Assistance Program, and Councillor's Discretionary Fund Policy).

All requests will be subject to application, assessment, approval, acknowledgement and acquittal requirements, specific to the type of support and appropriate for the level of funding provided.

These procedures will facilitate a fair, accountable and transparent process for the distribution of funds across the community and ensure that Council's contribution is recognised and recorded, as required by the *Local Government Regulation 2012*.

6 Review Timelines

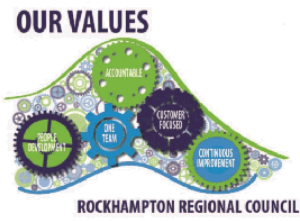
This policy is reviewed when any of the following occur:

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

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7 Document Management

| | |
|------------------------|------------------------------------|
| Sponsor | Chief Executive Officer |
| Business Owner | General Manager Community Services |
| Policy Owner | General Manager Community Services |
| Policy Quality Control | Legal and Governance |



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| Adopted/Approved: | DRAFT | Department: | Community Services |
| Version: | 4 | Section: | community Services |
| Reviewed Date: | | Page No: | Page 3 of 3 |

COUNCILLOR'S DISCRETIONARY FUND

Councillor Discretionary Fund Policy - Tracked Changes

Meeting Date: 23 February 2021

Attachment No: 3

COMMUNITY GRANTS AND MINOR SPONSORSHIP PROCEDURE - COUNCILLOR'S DISCRETIONARY FUNDS POLICY



1 Scope

This [procedure policy](#) applies to Rockhampton Regional Council ~~employees and Councillors who request, approve or administer Councillor Discretionary Funds grants, donations and minor sponsorships~~ to eligible community organisations within the [Rockhampton Regional Council area Region](#).

2 Purpose

The purpose of this [procedure policy](#) is to ensure a fair, equitable and transparent framework when requesting, approving or administering from Councillor's Discretionary Funds.

3 Related Documents

3.1 Primary

~~Community Grants and Sponsorship Policy Nil~~

3.2 Secondary

Crime and Corruption Act 2001

Local Government Act 2009

Local Government Regulation 2012

Public Sector Ethics Act 1994

Councillor Discretionary Fund Application Form

Councillor Discretionary Fund Donation Received Form

[Community Grants and Minor Sponsorship Policy](#)

Financial Delegations Policy

[Procurement and Logistics – Ethical Behaviour and Disclosure of Information Relating to Procurement Policy](#)

Purchasing Policy – Acquisition of Goods and Services

Recordkeeping Policy

4 Definitions

To assist in interpretation, the following definitions apply:

| | |
|------------------------|--|
| 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. |
| Community Organisation | As defined in schedule 8 of the <i>Local Government Regulation 2012</i> : (a) An entity that carries on activities for a public purpose; or |

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| Adopted/Approved: | Draft | Department: | Office of the CEO |
| Version: | | Section: | Office of the Mayor |
| Reviewed Date: | | Page No: | Page 1 of 3 |

| | |
|-------------------------------|--|
| | (b) Another entity whose primary object is not directed at making a profit. |
| Council | Rockhampton Regional Council |
| Councillor/s | The Mayor and/or Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> . |
| Council Table | The body of elected Councillors of Council. |
| Donation | Contribution of goods or cash without an expectation of direct counter-supply or serviceable deliverables, given unconditionally and voluntarily. |
| One-Off Funding | Financial assistance that is provided as a one-off allocation, with no obligation to provide additional assistance in subsequent grant and sponsorship rounds or on a recurrent ongoing basis. |
| Region | Rockhampton Regional Area defined by the electoral boundaries of Council Local Government Areas of Queensland . |

5 [ProcedurePolicy Statement](#)

5.1 [Allocation](#)

Councillors are allocated discretionary funds to use in assisting eligible community organisations across the Region. These funds are used at a Councillor's discretion to provide one-off donations in any of the following ways:

- (a) To spend for a community purpose;
- (b) To allocate for capital works of Council that are for a community purpose, but only with the approval of:
 - (i) If the Councillor is the Mayor – the Deputy Mayor and the CEO; or
 - (ii) Otherwise – the Mayor and the CEO; or
- (c) To allocate to a community organisation for a community purpose.

5.2 [Eligibility](#)

Councillors have the discretion of allocating those funds to community organisations in accordance with the Community Grants and [Minor](#) Sponsorship Policy and the following criteria:

- (a) Requests must be for a community based purpose;
- (b) Funds allocated ~~will~~ [must](#) result in beneficial projects and activities for the Region;
- (c) Funds can be allocated for any project or activity which the Councillor believes is of local or regional importance;
- (d) Requests must be in writing setting out details of the request and its purpose; and
- (e) Applications for funding must meet or exceed the minimum value of \$50.00; and
- (f) Political parties including activities associated with a political party are ineligible to apply.

5.3 [Application and Approval Process](#)

Community organisations wishing to apply for funds must complete the Councillor Discretionary Fund Application Form and return to the Councillor whose support they seek.

Having satisfied themselves that a request complies with the Community Grants and [Minor](#) Sponsorship Policy and this [procedurepolicy](#), Councillors may approve allocations from their individual discretionary funds for amounts up to and including \$1,000.00.

Amounts greater than \$1,000.00 are referred to the Council Table for determination.

Regardless of the amount requested, applications that have obtained additional funding or grants for the same purpose in the current financial year are referred to the Council Table for determination.

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| Reviewed Date: | | Page No: | Page 2 of 3 |

5.4 Conflicts of Interest

Councillors must declare any conflicts of interest in relation to each application received. Where a conflict of interest is declared and the Councillor supports the request, the application must be referred to the Council Table for determination.

5.45.5 Acknowledgment

The recipient is required to sign a Councillor's Discretionary Fund Donation Received Form as acceptance of the donation.

5.55.6 Reporting

The CEO maintains a record of all funding approved under this program and provides Councillors with an itemised status report each month.

As soon as practicable after an amount has been allocated from a Councillor's Discretionary Fund, Council publishes a notice on the website and in the public office stating:

- (a) The amount and purpose of the allocation; and
- (b) Where an amount has been allocated to a community organisation, the name of that community organisation.

6 Review Timelines

This [procedure-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 [CEOCouncil](#).

7 Document Management

| | |
|------------------------|---|
| Sponsor | Chief Executive Officer |
| Business Owner | Manager Office of the Mayor Chief Executive Officer |
| Policy Owner | Manager Office of the Mayor |
| Policy Quality Control | Legal and Governance |



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| Adopted/Approved: | Draft | Department: | Office of the CEO |
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| Reviewed Date: | | Page No: | Page 3 of 3 |

COUNCILLOR'S DISCRETIONARY FUND

Draft Councillor's Discretionary Fund Policy

Meeting Date: 23 February 2021

Attachment No: 4

COUNCILLOR'S DISCRETIONARY FUNDS POLICY

COMMUNITY POLICY



1 Scope

This policy applies to Rockhampton Regional Council grants, donations and minor sponsorships to eligible community organisations within the Region.

2 Purpose

The purpose of this policy is to ensure a fair, equitable and transparent framework when requesting, approving or administering from Councillor's Discretionary Funds.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Crime and Corruption Act 2001

Local Government Act 2009

Local Government Regulation 2012

Public Sector Ethics Act 1994

Councillor Discretionary Fund Application Form

Councillor Discretionary Fund Donation Received Form

Community Grants and Minor Sponsorship Policy

Financial Delegations Policy

Purchasing Policy – Acquisition of Goods and Services

Recordkeeping Policy

4 Definitions

To assist in interpretation, the following definitions apply:

| | |
|------------------------|---|
| 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. |
| Community Organisation | As defined in schedule 8 of the <i>Local Government Regulation 2012</i> : (a) An entity that carries on activities for a public purpose; or (b) Another entity whose primary object is not directed at making a profit. |
| Council | Rockhampton Regional Council |

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| Adopted/Approved: | Draft | Department: | Office of the CEO |
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| | |
|-----------------|--|
| Councillor/s | The Mayor and/or Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> . |
| Council Table | The body of elected Councillors of Council. |
| Donation | Contribution of goods or cash without an expectation of direct counter-supply or serviceable deliverables, given unconditionally and voluntarily. |
| One-Off Funding | Financial assistance that is provided as a one-off allocation, with no obligation to provide additional assistance in subsequent grant and sponsorship rounds or on a recurrent ongoing basis. |
| Region | Rockhampton Regional Area defined by the Local Government Areas of Queensland. |

5 Policy Statement

5.1 Allocation

Councillors are allocated discretionary funds to use in assisting eligible community organisations across the Region. These funds are used at a Councillor's discretion to provide one-off donations in any of the following ways:

- (a) To spend for a community purpose;
- (b) To allocate for capital works of Council that are for a community purpose, but only with the approval of:
 - (i) If the Councillor is the Mayor – the Deputy Mayor and the CEO; or
 - (ii) Otherwise – the Mayor and the CEO; or
- (c) To allocate to a community organisation for a community purpose.

5.2 Eligibility

Councillors have the discretion of allocating those funds to community organisations in accordance with the Community Grants and Minor Sponsorship Policy and the following criteria:

- (a) Requests must be for a community based purpose;
- (b) Funds allocated must result in beneficial projects and activities for the Region;
- (c) Funds can be allocated for any project or activity which the Councillor believes is of local or regional importance;
- (d) Requests must be in writing setting out details of the request and its purpose; and
- (e) Applications for funding must meet or exceed the minimum value of \$50.00; and
- (f) Political parties including activities associated with a political party are ineligible to apply.

5.3 Application and Approval Process

Community organisations wishing to apply for funds must complete the Councillor Discretionary Fund Application Form and return to the Councillor whose support they seek.

Having satisfied themselves that a request complies with the Community Grants and Minor Sponsorship Policy and this policy, Councillors may approve allocations from their individual discretionary funds for amounts up to and including \$1,000.00.

Amounts greater than \$1,000.00 are referred to the Council Table for determination.

Regardless of the amount requested, applications that have obtained additional funding or grants for the same purpose in the current financial year are referred to the Council Table for determination.

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| Adopted/Approved: | Draft | Department: | Office of the CEO |
| Version: | 3 | Section: | Office of the Mayor |
| Reviewed Date: | | Page No: | Page 2 of 3 |

5.4 Conflicts of Interest

Councillors must declare any conflicts of interest in relation to each application received. Where a conflict of interest is declared and the Councillor supports the request, the application must be referred to the Council Table for determination.

5.5 Acknowledgment

The recipient is required to sign a Councillor's Discretionary Fund Donation Received Form as acceptance of the donation.

5.6 Reporting

The CEO maintains a record of all funding approved under this program and provides Councillors with an itemised status report each month.

As soon as practicable after an amount has been allocated from a Councillor's Discretionary Fund, Council publishes a notice on the website and in the public office stating:

- (a) The amount and purpose of the allocation; and
- (b) Where an amount has been allocated to a community organisation, the name of that community organisation.

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 | Manager Office of the Mayor |
| Policy Owner | Manager Office of the Mayor |
| Policy Quality Control | Legal and Governance |



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| Reviewed Date: | | Page No: | Page 3 of 3 |

COUNCILLOR'S DISCRETIONARY FUND

Community Grants Procedure – COVID-19 Financial Hardship and Assistance Scheme

Meeting Date: 23 February 2021

Attachment No: 5

COMMUNITY GRANTS AND MINOR SPONSORSHIP POLICY

STATUTORY POLICY



1 Scope

This policy applies to Rockhampton Regional Council grants, donations, and minor sponsorship to eligible community organisations for initiatives within the Region.

This policy does not apply to the following financial assistance and grants programs:

- (a) Remission of Rates;
- (b) Regional Arts Development Fund; or
- (c) Major Sponsorship.

2 Purpose

The purpose of this policy is to ensure a fair, equitable and transparent framework when approving or administering community grants, donations and minor sponsorship.

3 Related Documents

3.1 Primary

Local Government Regulation 2012

3.2 Secondary

Crime and Corruption Act 2001

Local Government Act 2009

Public Sector Ethics Act 1994

Code of Conduct

Community Grants and Minor Sponsorship Procedure – Community Assistance Program

Community Grants and Minor Sponsorship Procedure – Councillor's Discretionary Funds

Community Grants Procedure – COVID-19 Financial Hardship and Assistance Scheme

4 Definitions

To assist in interpretation, the following definitions apply:

| | |
|------------------------|---|
| Community Organisation | As defined in schedule 8 of the <i>Local Government Regulation 2012</i> : (a) An entity that carries on activities for a public purpose; or (b) Another entity whose primary object is not directed at making a profit. |
| Council | Rockhampton Regional Council |
| Donation | Contribution of goods or cash without an expectation of direct counter-supply or serviceable deliverables, given unconditionally and voluntarily. |

LEGAL & GOVERNANCE USE ONLY

| | | | |
|-------------------|----------------------|-------------|--------------------|
| Adopted/Approved: | Adopted, 26 May 2020 | Department: | Community Services |
| Version: | 4 | Section: | Community Services |
| Reviewed Date: | | Page No: | Page 1 of 3 |

| | |
|-------------|---|
| Grant | Financial payment towards a project usually tied to specific eligibility criteria for the applicant or project. |
| Region | Rockhampton Regional Area defined by the Local Government Areas of Queensland. |
| Sponsorship | Negotiated arrangement involving the provision of funds, or in-kind support in exchange for advertising, publicity or other benefits. |

5 Policy Statement

Council is committed to supporting eligible community organisations undertaking projects or events that contribute to building:

- (a) A safe, caring and healthy community;
- (b) A healthy and liveable environment; and
- (c) A strong, resilient and diversified economy

Council will allocate funds within its annual budget for the provision of assistance through the Community Assistance Program, Councillor's Discretionary Fund and COVID-19 Financial Hardship and Assistance Scheme.

The eligibility criteria and processes for applying and administering these funds have been adopted as procedures to this policy (Community Grants and Minor Sponsorship Procedure – Community Assistance Program, Community Grants and Minor Sponsorship Procedure – Councillor's Discretionary Fund) and Community Grants Procedure – COVID-19 Financial Hardship and Assistance Scheme.

All requests will be subject to application, assessment, approval, acknowledgement and acquittal requirements, specific to the type of support and appropriate for the level of funding provided.

These procedures will facilitate a fair, accountable and transparent process for the distribution of funds across the community and ensure that Council's contribution is recognised and recorded, as required by the *Local Government Regulation 2012*.

6 Review Timelines

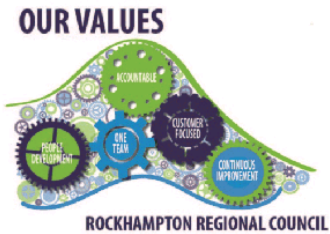
This policy is reviewed when any of the following occur:

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

| LEGAL & GOVERNANCE USE ONLY | | | |
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| Adopted/Approved: | Adopted, 26 May 2020 | Department: | Community Services |
| Version: | 4 | Section: | community Services |
| Reviewed Date: | | Page No: | Page 2 of 3 |

7 Document Management

| | |
|------------------------|------------------------------------|
| Sponsor | Chief Executive Officer |
| Business Owner | General Manager Community Services |
| Policy Owner | General Manager Community Services |
| Policy Quality Control | Legal and Governance |



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|-----------------------------|----------------------|-------------|--------------------|
| Adopted/Approved: | Adopted, 26 May 2020 | Department: | Community Services |
| Version: | 4 | Section: | community Services |
| Reviewed Date: | | Page No: | Page 3 of 3 |

11 NOTICES OF MOTION

Nil

12 QUESTIONS ON NOTICE

Nil

13 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.

14 CLOSURE OF MEETING