



# **ORDINARY MEETING**

## **AGENDA**

**18 FEBRUARY 2020**

*Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 18 February 2020 commencing at 9:00am for transaction of the enclosed business.*

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

**CHIEF EXECUTIVE OFFICER**  
13 February 2020

Next Meeting Date: 03.03.20

**Please note:**

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

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**1 OPENING**

**2 PRESENT**

Members Present:

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

In Attendance:

Mr E Pardon – Chief Executive Officer

**3 APOLOGIES AND LEAVE OF ABSENCE**

**4 CONFIRMATION OF MINUTES**

Minutes of the Ordinary Meeting held 4 February 2020

**5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA**

**6 BUSINESS OUTSTANDING**

Nil

**7 PUBLIC FORUMS/DEPUTATIONS**

Representatives from the Department of Natural Resources, Mines and Energy will attend the meeting at 10:30am to provide valuation advice for the Rockhampton Regional Council area in a Closed Session presentation to Councillors.

**8 PRESENTATION OF PETITIONS**

Nil

## **9 COMMITTEE REPORTS**

### **9.1 AUDIT AND BUSINESS IMPROVEMENT COMMITTEE MEETING - 6 FEBRUARY 2020**

#### **RECOMMENDATION**

THAT the Minutes of the Audit and Business Improvement Committee meeting, held on 6 February 2020 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

**Recommendation of the Audit and Business Improvement Committee, 6 February 2020****9.1.1 CEO UPDATE [STANDING PLACEHOLDER]**

**File No:** 13900  
**Attachments:** Nil  
**Authorising Officer:** John Wallace - Chief Audit Executive  
**Author:** John Wallace - Chief Audit Executive

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**SUMMARY**

*The CEO will update the Committee on matters of interest and importance including safety matters.*

**COMMITTEE RECOMMENDATION**

THAT the CEO's Committee update be received.

**Recommendation of the Audit and Business Improvement Committee, 6 February 2020****9.1.2 EXTERNAL AUDIT PLAN 2020**

**File No:** 9509

**Attachments:** 1. External Audit Plan 2020  
2. Briefing Note

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

**Author:** Michael Clerc - Coordinator Accounting Services

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**SUMMARY**

*The External Audit Plan from Councils Auditors, Thomas Noble & Russell Chartered Accountants (TNR) is provided for Committee review.*

**COMMITTEE RECOMMENDATION**

THAT the 2020 External Audit Plan be endorsed.

**Recommendation of the Audit and Business Improvement Committee, 6 February 2020****9.1.3 INDEPENDENT HIGH-LEVEL REVIEW OF RISK MANAGEMENT AT ROCKHAMPTON REGIONAL COUNCIL****File No:** 8780**Attachments:** 1. **Independent High-level Review of Risk Management at Rockhampton Regional Council****Authorising Officer:** John Wallace - Chief Audit Executive**Author:** John Wallace - Chief Audit Executive

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**SUMMARY**

*An external review of Council's risk management was commissioned by Council and the final report is provided for information.*

**COMMITTEE RECOMMENDATION**

THAT the Independent High-level Review of Risk Management at Rockhampton Regional Council report be received.



**Recommendation of the Audit and Business Improvement Committee, 6 February 2020****9.1.4 INDEPENDENT QUALITY ASSESSMENT OF INTERNAL AUDIT UNIT**

**File No:** 5207  
**Attachments:** 1. Independent QA of IA Unit Report  
**Authorising Officer:** John Wallace - Chief Audit Executive  
**Author:** John Wallace - Chief Audit Executive

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**SUMMARY**

*An independent external review of the Internal Audit Unit has been completed by the Institute of Internal Auditors Australia. This is a mandatory 5 yearly review required by the International Professional Practices Framework (IPPF).*

*Reporting on the results of the Quality Assessment is required by the IPPF to be made to senior management and the Board (Council), by the CAE.*

*Corrective Action Plans for improvement are included within the report, as well as the conclusions of the independent assessor. The assessment was completed through the IIA (Australia) by A Cox, PFIIA CIA CGAP, Manager Quality Services.*

*This review is part of ongoing periodic reviews of IA performed in house by the CAE to ensure continuing conformance with the IPPF, which govern internal audit functions.*

**COMMITTEE RECOMMENDATION**

THAT the Independent Quality Assessment of the IA Unit be received.

**Recommendation of the Audit and Business Improvement Committee, 6 February 2020****9.1.5 MAJOR SPONSORSHIPS - ACQUITTALS PROCESS**

**File No:** 5207

**Attachments:**

1. Major Sponsorships Audit Report
2. Internal Audit Client Questionnaire

**Authorising Officer:** John Wallace - Chief Audit Executive

**Author:** John Wallace - Chief Audit Executive

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**SUMMARY**

*The planned audit of Major Sponsorships – Acquittals Process is finalised for review by the Committee.*

**COMMITTEE RECOMMENDATION**

THAT Review of Major Sponsorships be received.

**Recommendation of the Audit and Business Improvement Committee, 6 February 2020****9.1.6 ANNUAL AUDIT PLAN PROGRESS AND UPDATE**

**File No:** 5207  
**Attachments:** 1. Audit Plan Update & Progress  
**Authorising Officer:** John Wallace - Chief Audit Executive  
**Author:** John Wallace - Chief Audit Executive

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**SUMMARY**

*The Local Government Regulation requires that an update to the plan and progress be provided to the Committee. The rolling audit plan has been updated to reflect input mid-year after consultation with stakeholders, and to accommodate emerging risks and needs. Additional audits have now been added to the plan to increase the number in line with the previous year.*

**COMMITTEE RECOMMENDATION**

THAT the progress report and update be received for comment. The new audit plan will then be authorised by the CEO.

**Recommendation of the Audit and Business Improvement Committee, 6 February 2020****9.1.7 QUARTERLY ACTION PROGRESS REPORT**

**File No:** 5207  
**Attachments:** 1. High Risk Items  
2. Overdue Items (H;M;L)  
**Authorising Officer:** John Wallace - Chief Audit Executive  
**Author:** John Wallace - Chief Audit Executive

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**SUMMARY**

*The requested Quarterly Action Progress Report (update) is presented to the Committee.*

**COMMITTEE RECOMMENDATION**

THAT the Action Progress Report as updated be received and actions taken by management noted.

**Recommendation of the Audit and Business Improvement Committee, 6 February 2020****9.1.8 POLICY UPDATES**

**File No:** 5207  
**Attachments:** Nil  
**Authorising Officer:** John Wallace - Chief Audit Executive  
**Author:** John Wallace - Chief Audit Executive

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**SUMMARY**

*A summary of approved policy updates for the Internal Audit Function and Audit & Business Improvement are provided for the information of the committee.*

**COMMITTEE RECOMMENDATION**

THAT the report be received and summary of changes noted.

**Recommendation of the Audit and Business Improvement Committee, 6 February 2020****9.1.9 RISK REGISTERS - ANNUAL PRESENTATION AND QUARTERLY UPDATE AS AT 10 JANUARY 2020****File No: 8780****Attachments:**

- 1. Corporate Risk Register - Quarterly Update as at 10 January 2020 and Annual Presentation**
- 2. Operational Risk Register - Quarterly Update as at 10 January 2020 and Annual Presentation**

**Authorising Officer: John Wallace - Chief Audit Executive  
Ross Cheesman - Acting Chief Executive Officer****Author: Kisane Ramm - Senior Risk and Assurance Advisor**

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**SUMMARY**

*Annual presentation of the risk registers, as at 10 January 2020, for adoption, including presentation of the quarterly risk register updates.*

**COMMITTEE RECOMMENDATION**

THAT the risk registers as at 10 January 2020, as presented in the attachments to this report, be adopted by Council.

**Recommendation of the Audit and Business Improvement Committee, 6 February 2020****9.1.10 ENVIRONMENTAL MANAGEMENT [STANDING PLACEHOLDER]**

**File No:** 13900  
**Attachments:** Nil  
**Authorising Officer:** John Wallace - Chief Audit Executive  
**Author:** John Wallace - Chief Audit Executive

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**SUMMARY**

*This is a requested standing placeholder for updating the Committee on matters relating to Environmental Management.*

**COMMITTEE RECOMMENDATION**

THAT the update on Environmental Management be received.

**Recommendation of the Audit and Business Improvement Committee, 6 February 2020****9.1.11 ASSET MANAGEMENT [STANDING PLACEHOLDER]**

**File No:** 13900  
**Attachments:** Nil  
**Authorising Officer:** John Wallace - Chief Audit Executive  
**Author:** John Wallace - Chief Audit Executive

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**SUMMARY**

*This is a standing placeholder to update the Committee on Asset Management and related areas such as the status of the RAMP (Asset Management) IT Project as requested.*

**COMMITTEE RECOMMENDATION**

THAT the update(s) be received.



**Recommendation of the Audit and Business Improvement Committee, 6 February 2020****9.1.12 SIGNIFICANT PROJECTS [STANDING PLACEHOLDER]**

**File No:** 13900  
**Attachments:** Nil  
**Authorising Officer:** John Wallace - Chief Audit Executive  
**Author:** John Wallace - Chief Audit Executive

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**SUMMARY**

*This is a standing placeholder, as requested, for updates on significant projects to be provided to the Committee. For example, the status of the Art Gallery Project.*

**COMMITTEE RECOMMENDATION**

THAT the update(s) be received.

**Recommendation of the Audit and Business Improvement Committee, 6 February 2020****9.1.13 QUARTERLY SAFETY REPORT**

**File No:** 13900  
**Attachments:** 1. Quarterly Safety Report  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Tracy Sweeney - Manager Workforce and Governance

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**SUMMARY**

*The Quarterly Safety Report for the period 1 October 2019 to 31 December 2019 is presented for information.*

**COMMITTEE RECOMMENDATION**

THAT the Quarterly Safety Report be 'received'.

**Recommendation of the Audit and Business Improvement Committee, 6 February 2020****9.1.14 INVESTIGATION AND LEGAL MATTERS PROGRESS REPORT**

**File No:** 5207  
**Attachments:** 1. Legal Matters as at 31 December 2019  
**Authorising Officer:** Tracy Sweeney - Manager Workforce and Governance  
**Author:** Travis Pegrem - Coordinator Workforce Relations and Ethics

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**SUMMARY**

*Coordinator Workforce Relations and Ethics presenting an update of financial year to date Investigative Matters and the current Legal Matters progress report.*

**COMMITTEE RECOMMENDATION**

THAT the update of investigative and legal matters for Rockhampton Regional Council be received.

**Recommendation of the Audit and Business Improvement Committee, 6 February 2020****9.1.15 LOSS / THEFT ITEMS - NOVEMBER 2019 TO JANUARY 2020****File No:** 3911**Attachments:** 1. **Loss/Theft Report - 1 November 2019 to 29 January 2020****Authorising Officer:** **Drew Stevenson - Manager Corporate & Technology****Author:** **Kellie Anderson - Coordinator Property and Insurance**

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**SUMMARY**

*Presenting details of the Loss / Theft register for the period 1 November 2019 to 29 January 2020.*

**COMMITTEE RECOMMENDATION**

THAT the Committee 'receives' the Loss/Theft Report for the period 1 November 2019 to 29 January 2020.

**Recommendation of the Audit and Business Improvement Committee, 6 February 2020****9.1.16 COMMITTEE CHAIR UPDATE [STANDING PLACEHOLDER]**

**File No:** 13900  
**Attachments:** Nil  
**Authorising Officer:** John Wallace - Chief Audit Executive  
**Author:** John Wallace - Chief Audit Executive

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**SUMMARY**

*This is a standing placeholder for the Chair to address and update the Committee.*

**COMMITTEE RECOMMENDATION**

THAT the Committee Chair Update be received and the meeting dates below be formally noted:

- 18 June 2020
- 1 October 2020
- 19 November 2020

**9.2 PLANNING AND REGULATORY COMMITTEE MEETING - 11 FEBRUARY 2020****RECOMMENDATION**

THAT the Minutes of the Planning and Regulatory Committee meeting, held on 11 February 2020 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

**Recommendation of the Planning and Regulatory Committee, 11 February 2020****9.2.1 CHANGES TO PUBLIC HEALTH REGULATION 2018**

<b>File No:</b>	<b>4894</b>
<b>Attachments:</b>	<b>1. Clandestine Drug Laboratories: A management guide for public health regulators</b>
<b>Authorising Officer:</b>	<b>Doug Scott - Manager Planning &amp; Regulatory Services Alicia Cutler - Acting General Manager Community Services</b>
<b>Author:</b>	<b>Karen Moody - Coordinator Health and Environment</b>

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**SUMMARY**

*This report presents to Council an update on changes to the Public Health Regulation 2018 and the implementation of the Clandestine Drug Laboratories: A management guide for public health regulators.*

*The implementation of these documents has significantly changed the manner in which Rockhampton Regional Council will deal with notifications from Queensland Police Service that a property is suspected of having a clandestine laboratory within it.*

**COMMITTEE RECOMMENDATION**

THAT Rockhampton Regional Council follows the Management Guideline provided by Queensland Health to response to Clandestine Laboratory notifications from Queensland Police Service.

THAT any outstanding records relating to Public Health Orders be advised as part of any property search.

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**Recommendation of the Planning and Regulatory Committee, 11 February 2020**
**9.2.2 D/78-2019 - DEVELOPMENT APPLICATION FOR A MATERIAL CHANGE OF USE FOR A HIGH IMPACT INDUSTRY (POULTRY ABATTOIR)**

**File No:** D/78-2019

**Attachments:**

1. Locality Plan
2. Site Plan
3. Floor and Elevations Plan

**Authorising Officer:** Tarnya Fitzgibbon - Coordinator Development Assessment  
 Doug Scott - Manager Planning & Regulatory Services  
 Alicia Cutler - Acting General Manager Community Services

**Author:** Bevan Koelmeyer - Planning Officer

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**SUMMARY**

*Development Application Number:* D/78-2019

*Applicant:* G Emmert

*Real Property Address:* Lot 19 on P4052, Parish of Faraday

*Common Property Address:* 56 Emmert Lane, Ridgeland

*Area of Site:* 20.23 hectares

*Planning Scheme:* Rockhampton Region Planning Scheme 2015

*Planning Scheme Zone:* Rural Zone (Cropping and Intensive Horticulture Precinct)

*Planning Scheme Overlays:* Nil

*Existing Development:* Dwelling house and ancillary domestic outbuildings

*Existing Approvals:* Nil Applicable

*Approval Sought:* Development Permit for a Material Change of Use for a High Impact Industry (poultry abattoir)

*Level of Assessment:* Impact Assessable

*Submissions:* Three (3)

*Referral Agency(s):* Nil

*Infrastructure Charges Area:* Charge Area 3

*Application Progress:*

<i>Application lodged:</i>	26 August 2019
<i>Confirmation Notice issued:</i>	10 September 2019
<i>Informal request for further information sent:</i>	25 September 2019
<i>Informal request for further information responded to:</i>	22 October 2019
<i>Submission period commenced:</i>	7 November 2019
<i>Submission period end:</i>	27 November 2019
<i>Council request for additional time:</i>	20 January 2020 (Applicant agreed to extend)

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<i>Last receipt of information from applicant:</i>	12 December 2019 (Response to submissions)
<i>Statutory due determination date:</i>	21 February 2020

## COMMITTEE RECOMMENDATION

### RECOMMENDATION A

THAT in relation to the application for a Development Permit for a Material Change of Use for a High Impact Industry (poultry abattoir), made by G Emmert, described as Lot 19 on P4052, Parish of Faraday, located at 56 Emmert Lane, Ridgeland – Council resolves to Approve the application subject to the following conditions:

#### 1.0 ADMINISTRATION

- 1.1 The Developer and their employee, agent, contractor or invitee is responsible for ensuring compliance with the conditions of this development approval.
- 1.2 Where these Conditions refer to “Council” in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
- 1.3 All conditions, works, or requirements of this development approval must be undertaken, completed, and be accompanied by a Compliance Certificate for any Operational Works required by this development approval:
  - 1.3.1 to Council’s satisfaction;
  - 1.3.2 at no cost to Council; and
  - 1.3.3 prior to the commencement of the use unless otherwise stated.
- 1.4 Infrastructure requirements of this development approval must be contributed to the relevant authorities, where applicable, at no cost to Council, prior to the commencement of the use, unless otherwise stated.
- 1.5 The following further Development Permits must be obtained prior to the commencement of any works associated with their purposes:
  - 1.5.1 Operational Works:
    - (i) Site Works
  - 1.5.2 Plumbing and Drainage Works; and
  - 1.5.3 Building Works:
    - (i) Building Works.
- 1.6 All Development Permits for Operational Works and Plumbing and Drainage Works must be obtained prior to the issue of a Development Permit for Building Works.
- 1.7 All works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards, unless otherwise stated.
- 1.8 All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant *Australian Standards* and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.

- 1.9 The approved use of the premises is for a High Impact Industry (poultry abattoir) to process (excluding cooking), a maximum of one-thousand (1,000) birds per calendar week. The type of birds approved for the poultry abattoir are limited to quails and pigeons.
- 1.10 The development must be designed, constructed and operated in accordance with *AS4465 'Australian standard for construction of premises and hygienic production of poultry meat for human consumption'*.

## 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	Issue
Site Plan	Capricorn Survey Group	21 October 2019	7466-01-MCU (Sheet 1 of 2)	B
Layout & Elevations	Capricorn Survey Group	21 October 2019	7466-01-MCU (Sheet 2 of 2)	B

- 2.2 Where there is any conflict between the conditions of this development approval and the details shown on the approved plans and documents, the conditions of this development approval must prevail.
- 2.3 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for approval by Council prior to the submission of an application for a Development Permit for Building Works.

## 3.0 ACCESS WORKS

- 3.1 All surface treatments must be constructed, operated and maintained in a manner so that there is no significant impact on the amenity of adjoining premises or the surrounding area being caused due to the emission of dust or resulting in sediment laden water.

## 4.0 PLUMBING AND DRAINAGE WORKS

- 4.1 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.
- 4.2 Adequate domestic and fire-fighting protection must be provided to the development, and must be certified by a hydraulic engineer or other suitably qualified person.
- 4.3 On-site sewerage treatment and disposal must be provided in accordance with the *Queensland Plumbing and Wastewater Code* and Council's Plumbing and Drainage Policies.
- 4.4 On-site sewerage treatment and disposal must be designed and constructed to achieve the performance objectives in *AS/NZS 1547 'On-site domestic wastewater management'*. The design must be undertaken by a Registered Professional Consultant with on-site sewerage qualifications in accordance with *AS/NZS 1547* and the *Queensland Plumbing and Wastewater Code*.
- 4.5 Arrestor traps must be installed on any non-domestic discharges to protect the on-site sewerage facilities.

- 4.6 All contaminated water must be directly piped to the on-site sewerage treatment and disposal system. Contaminants / wash-down is not permitted to discharge into drainage lines or onto adjoining properties.
- 5.0 ROOF AND ALLOTMENT DRAINAGE WORKS
- 5.1 All roof and allotment runoff from the development must not restrict, impair or change the natural flow of runoff water or cause a nuisance to surrounding land or infrastructure.
- 6.0 SITE WORKS
- 6.1 A Development Permit for Operational Works (site works) must be obtained prior to the commencement of any site works on the development site.
- 6.2 Any application for a Development Permit for Operational Works (site works) must be accompanied by an earthworks plan that clearly identifies the following:
- 6.2.1 the location of cut and/or fill;
- 6.2.2 the type of fill to be used and the manner in which it is to be compacted; and
- 6.2.3 the quantum of fill to be deposited or removed and finished cut and/or fill levels.
- 6.3 All earthworks must be undertaken in accordance with *Australian Standard AS3798 "Guidelines on earthworks for commercial and residential developments"*.
- 6.4 Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to surrounding land or infrastructure.
- 7.0 BUILDING WORKS
- 7.1 All buildings and structures must not be located within the on-site sewerage treatment and disposal area or conflict with the separation distance as detailed within the *Queensland Plumbing and Wastewater Code*.
- 7.2 Any lighting devices associated with the development, such as sensory lighting, must be positioned on the development site and shielded so as not to cause glare or other nuisance to nearby residents and motorists. Night lighting must be designed, constructed and operated in accordance with *Australian Standard AS4282 "Control of the obtrusive effects of outdoor lighting"*.
- 7.3 The compost shed building must not exceed the height above ground level of the meat processing shed being 3.582 metres to the pitch of the structure, in accordance with the approved plans (refer to condition 2.1).
- 8.0 LANDSCAPING WORKS
- 8.1 Landscaping must be established on top of and for the entire extent of the vegetated mounds, as shown on the approved plans (refer to condition 2.1). The landscaping must be established prior to the commencement of the use; and
- 8.1.1 Must be of a height and density to provide a visual buffer between the development and surrounding properties;
- 8.1.2 Must only use plant species that have a low water dependency; and
- 8.1.3 Must be the subject of a watering and maintenance plan from establishment and an ongoing maintenance and replanting programme.
- 9.0 ELECTRICITY
- 9.1 Electricity services must be provided to the development in accordance with the standards and requirements of the relevant service provider.

10.0 ASSET MANAGEMENT

- 10.1 Any alteration necessary to electricity, telephone and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.

11.0 ENVIRONMENTAL

- 11.1 An Erosion Control and Stormwater Control Management Plan in accordance with the *Capricorn Municipal Design Guidelines*, must be implemented, monitored and maintained for the duration of the development works, and until all exposed soil areas are permanently stabilised (for example, turfed, hydromulched, concreted, landscaped). The plan must be available on-site for inspection by Council Officers whilst all works are being carried out.

12.0 ENVIRONMENTAL HEALTH

- 12.1 Noise emitted from the activity must not cause an environmental nuisance.
- 12.2 Operations on the site must have no significant impact on the amenity of adjoining premises or the surrounding area due to the emission of light, noise, odour or dust.
- 12.3 Odour and visible contaminants, including but not limited to dust, fume, smoke, aerosols, overspray or particulates, must not be released to the environment in a manner that will or may cause environmental nuisance or harm unless such release is authorised by Council.
- 12.4 When requested by Council, nuisance monitoring must be undertaken and recorded within three (3) months, to investigate any genuine complaint of nuisance caused by noise, light, odour or dust. An analysis of the monitoring data and a report, including nuisance mitigation measures, must be provided to Council within fourteen (14) days of the completion of the investigation.
- 12.5 Where any genuine complaint of nuisance is received by Council in relation to odour or the ingress or harbourage of feral pests or vermin:
- 12.5.1 The compost activity must be ceased immediately when requested by Council;
- 12.5.2 All organic solid waste must be immediately stored in air-tight containers within the compost shed and be removed from the premises as soon as practical by a licensed regulated waste transporter; and
- 12.5.3 The compost activity may recommence only once nuisance monitoring is undertaken, recorded, and an analysis of the monitoring data with a report including mitigation measures is provided to Council, and Council advises that it is satisfied with the mitigation measures. The aforementioned must be undertaken by a suitably qualified professional consultant with expertise in abattoir waste management methods.
- 12.6 There shall be an effective and continuous program for the control of feral pests and vermin at all times to ensure the use is not an attractant and effectively prevents the ingress or harbourage of feral pests and vermin.
- 12.7 All plant and equipment including compressors, air conditioners and the like must be housed and maintained in proper working order at all times, in accordance with manufacturer's directions.
- 12.8 No contaminants are permitted to be released to land or water, including soil, silt, oils, detergents, etcetera. All contaminated water, including from any wash-down areas used for the maintenance or cleaning of equipment (including vehicles), must be directed to the on-site sewerage treatment and disposal system.
- 12.9 Regulated waste and any other waste must not be released to the environment, stored, transferred or disposed of in such a manner that it will or may cause

environmental harm or nuisance. This includes any waste being burnt or incinerated at the premises.

- 12.10 Where regulated waste is removed from the premises, records must be maintained for a period of five (5) years, and include the following:

12.10.1 the date, quantity and type of waste removed;

12.10.2 a copy of any licensed waste transport vehicle docket;

12.10.3 the name of the licensed regulated waste removalist and/or disposal operator; and

12.10.4 the intended treatment and/or disposal destination of the waste.

These records must be available for inspection by Council when requested.

13.0 OPERATING PROCEDURES

- 13.1 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 Emmert Lane.

- 13.2 The hours of operations for the High Impact Industry (poultry abattoir) must be limited to:

(i) 0700 hours to 1700 hours on Monday to Saturday,  
with no operations on Sundays or Public Holidays.

- 13.3 There are to be no sales of the processed poultry from the premises.

- 13.4 Access to the development and the loading and/or unloading of delivery vehicles (such as but not limited to water supply trucks and delivery/transport vehicles) is limited between the hours of 0700 and 1700 from Monday to Saturday. No vehicles are to enter the development site outside of these times to wait for unloading/loading.

- 13.5 From the time of delivery, live poultry must not be kept on site for a period exceeding forty-eight (48) hours. Records of delivery times and processing times must be kept at all times and made available for Council to view when requested.

- 13.6 The development must obtain and at all times maintain its accreditation with *Safe Food Queensland*.

- 13.7 Organic solid waste comprising of poultry feathers, viscera, ingesta, faeces etc. for compost must be:

13.7.1 Transported from the meat processing shed to the compost shed on the same day of processing, using air-tight containers;

13.7.2 Processed exclusively within a fully-enclosed, purpose built, compost shed, as shown on the approved plan (refer to condition 2.1); and

13.7.3 In accordance with the recommendations of Food Safe Australia's Newsletter 02/5 Meat Technology Update October 2002 '*Composting of slaughterhouse waste material and dead stock*'.

- 13.8 All waste storage areas must be kept in a clean and tidy condition and maintained in accordance with *Environmental Protection Regulation 2019*.

- 13.9 A maximum of one (1) employee, external to the subject site, may be employed by the operator to work on-site in the High Impact Industry (poultry abattoir).

- 13.10 A maximum of four (4) light vehicle trips per calendar week are permitted for the High Impact Industry (poultry abattoir). This excludes vehicle trips generated by the landowner(s) or an external employee working on-site in the High Impact Industry (poultry abattoir).

Note: One (1) trip equals arriving to and departing the development site or vice versa.

- 13.11 A maximum of one (1) heavy vehicle trip per calendar week is permitted to occur for the High Impact Industry (poultry abattoir). This trip must not be undertaken by any heavy vehicle which exceeds a maximum vehicle length of 19 metres, or equivalent to a semitrailer. Records of heavy vehicle movements must be kept at all times and made available for Council to view when requested.
- 13.12 The compost shed must be kept closed at all times:
- 13.12.1 Where not being used for processing or maintenance activities; and
- 13.12.2 Outside of the approved hours of operation (refer to condition 13.2).
- 13.13 The meat processing shed must be kept closed at all times:
- 13.13.1 Where not being used for transport, processing or maintenance activities; and
- 13.13.2 Outside of the approved hours of operation (refer to condition 13.2).

#### 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 Partnerships website: [www.datsip.qld.gov.au](http://www.datsip.qld.gov.au)

NOTE 2. General Environmental Duty

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

NOTE 3. Infrastructure Charges Notice

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

NOTE 4. Rating Category

Please note, a Material Change of Use approval may result in an adjustment to a property's rating category, particularly in residential and rural zones. Please contact Council's Rates Department should you require further information.

#### **RECOMMENDATION B**

That in relation to the application for a Development Permit for a Material Change of Use for a High Impact Industry (poultry abattoir), made by G Emmert, described as Lot 19 on P4052, Parish of Faraday, located at 56 Emmert Lane, Ridgeland - Council resolves not to issue an Infrastructure Charges Notice.

**9.3 AIRPORT, WATER AND WASTE COMMITTEE MEETING - 11 FEBRUARY 2020****RECOMMENDATION**

THAT the Minutes of the Airport, Water and Waste Committee meeting, held on 11 February 2020 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

**Recommendation of the Airport, Water and Waste Committee, 11 February 2020****9.3.1 REVIEW OF CHARGES FOR THE FITZROY BARRAGE WATER SUPPLY SCHEME**

**File No:** 1466  
**Attachments:** 1. FBWSS Charges Review Summary  
**Authorising Officer:** Peter Kofod - General Manager Regional Services  
**Author:** Jason Plumb - Manager Fitzroy River Water

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**SUMMARY**

*Fitzroy River Water (FRW) has recently completed a 5-yearly review of charges for the Fitzroy Barrage Water Supply Scheme (FBWSS) in accordance with conditions of the standard supply contract used to administer water use within this scheme. This report summarises the process used to complete this review of charges and proposes new charges for adoption by Council and implementation over the next five years.*

**COMMITTEE RECOMMENDATION**

THAT the proposed new charges and associated price path for the Fitzroy Barrage Water Supply Scheme as detailed in this report be adopted by Council for implementation to the period from 2019-20 to 2023-24.



**Recommendation of the Airport, Water and Waste Committee, 11 February 2020****9.3.2 RECYCLABLES PROCESSING SERVICES UPDATE**

**File No:** 169  
**Attachments:** 1. Pricing Schedule, Scenario Based  
**Authorising Officer:** Peter Kofod - General Manager Regional Services  
**Author:** Michael O'Keeffe - Manager Rockhampton Regional Waste and Recycling

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**SUMMARY**

*The purpose of this report is to provide Council with an update on cost scenarios for recyclables processing services.*

**COMMITTEE RECOMMENDATION**

THAT Council acknowledge the update provided on cost scenarios for recyclable processing services and note the uncertainties that can impact the waste and recycling industry which may affect Council's allocated budget.

**Recommendation of the Airport, Water and Waste Committee, 11 February 2020****9.3.3 ROCKHAMPTON AIRPORT MATTER - UPDATE ON BODY SCANNERS****File No: 3049****Author: Marcus Vycke – Manager Airport**

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**SUMMARY**

*Councillor Neil Fisher requested an update on the airport body scanners. Scanners technology shown to Committee of how the product interacts with the customers for increased levels of safety and security.*

**COMMITTEE RECOMMENDATION**

THAT the Committee receive the verbal update on the airport scanners.

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**Recommendation of the Airport, Water and Waste Committee, 11 February 2020**

**9.3.4 AIRPORT BUSINESS OPPORTUNITY**

**File No: 1689**

**Author: Marcus Vycke – Manager Airport**

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**SUMMARY**

*Manager of Airport provided a verbal update on a business opportunity.*

**COMMITTEE RECOMMENDATION**

THAT the Committee receive the verbal update.

**9.4 INFRASTRUCTURE COMMITTEE MEETING - 11 FEBRUARY 2020****RECOMMENDATION**

THAT the Minutes of the Infrastructure Committee meeting, held on 11 February 2020 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

**Recommendation of the Infrastructure Committee, 11 February 2020****9.4.1 ROAD NAME FOR ROCKHAMPTON GRACEMERE DUPLICATION PROJECT**

<b>File No:</b>	<b>8054</b>
<b>Attachments:</b>	<b>1. Assessment criteria and results (included in Confidential)</b> <b>2. Map location of Road to be Named</b>
<b>Authorising Officer:</b>	<b>Stuart Harvey - Coordinator Infrastructure Planning</b> <b>Martin Crow - Manager Infrastructure Planning</b> <b>Peter Kofod - General Manager Regional Services</b>
<b>Author:</b>	<b>Stuart Singer - Technical Officer</b>

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**SUMMARY**

*This report provides a recommendation for the naming of a new 450m Road located in Fairy Bower. A request has been received from the Department of Transport and Main Roads (TMR) to assist with the naming of a newly constructed road, which will be required due to the Rockhampton Gracemere Duplication Project. This report seeks Council's adoption of this name.*

**COMMITTEE RECOMMENDATION**

THAT the 450m section of new road in Fairy Bower, be named 'Farmers Lane'. This name will not take effect until after TMR construct the new road, and prior to opening the new road.

**Recommendation of the Infrastructure Committee, 11 February 2020****9.4.2 PROPOSED BUS SHELTER PRIORITIES FOR FUNDING SUBMISSION TO DEPARTMENT OF TRANSPORT AND MAIN ROADS**

**File No:** 1921  
**Attachments:** 1. Proposed Bus Shelter Locations  
**Authorising Officer:** Martin Crow - Manager Infrastructure Planning  
Peter Kofod - General Manager Regional Services  
**Author:** Stuart Harvey - Coordinator Infrastructure Planning

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**SUMMARY**

*Funding has opened again for the 2020/21 Round of the Department of Transport and Main Roads Bus Stop Shelter Program (BSSP). This report highlights the recommended locations for this round for Council's consideration.*

**COMMITTEE RECOMMENDATION**

THAT Council nominate the locations detailed in Attachment 1 of the report for funding under the 2020/21 Department of Transport and Main Roads Bus Stop Shelter Program.

**9.5 COMMUNITY SERVICES COMMITTEE MEETING - 12 FEBRUARY 2020**

**RECOMMENDATION**

THAT the Minutes of the Community Services Committee meeting, held on 12 February 2020 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

**Recommendation of the Community Services Committee, 12 February 2020****9.5.1 SOLE PROVIDER PROVISION ROCKHAMPTON ART GALLERY**

**File No:** 7104  
**Attachments:** Nil  
**Authorising Officer:** John Webb - Manager Communities and Culture  
Alicia Cutler - Acting General Manager Community Services  
**Author:** Bianca Acimovic - Gallery Director

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**SUMMARY**

*Council presents an annual program of exhibitions and performances for which it is necessary to resolve that it would be impractical for Council to invite quotes for the supply of the exhibition content and physical productions.*

**COMMITTEE RECOMMENDATION**

THAT Council resolve that 'it is satisfied that there is only one supplier who is reasonably available' and that 'because of the specialised nature of the services that are sought, it would be impractical for Council to invite quotes for the supply of the productions, exhibition and services' as detailed in the report.



**9.6 PARKS, RECREATION AND SPORT COMMITTEE MEETING - 12 FEBRUARY 2020**

**RECOMMENDATION**

THAT the Minutes of the Parks, Recreation and Sport Committee meeting, held on 12 February 2020 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

**Recommendation of the Parks, Recreation and Sport Committee, 12 February 2020****9.6.1 LIFTING MATTERS FROM THE TABLE**

**File No:** 11979  
**Attachments:** Nil  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Evan Pardon - Chief Executive Officer

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**SUMMARY**

*Items laid on the table require a report to be lifted from the table before being dealt with. This report is designed to lift all necessary reports from the table to be dealt with at the Parks Recreation and Sport Committee meeting on 12 February 2020.*

**COMMITTEE RECOMMENDATION**

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

- Cemetery Related Activities Policy

**Recommendation of the Parks, Recreation and Sport Committee, 12 February 2020****9.6.2 CEMETERY RELATED ACTIVITIES POLICY**

<b>File No:</b>	<b>11979</b>
<b>Attachments:</b>	<b>1. Draft Cemetery Related Activities Policy</b>
<b>Authorising Officer:</b>	<b>Richard Dunkley - Manager Community Assets and Facilities Alicia Cutler - Chief Financial Officer</b>
<b>Author:</b>	<b>Sophia Czarkowski - Coordinator Facilities</b>
<b>Previous Items:</b>	<b>8.1 - Gracemere Cemetery - Pre-purchase of Burial Rights - Parks, Recreation and Sport Committee - 26 Jun 2019 12.30pm 8.1 - Gracemere Cemetery - Pre-purchase of Burial Rights - Parks, Recreation and Sport Committee - 29 May 2019 12.30pm 9.5.5 - Gracemere Cemetery - Reservation and pre-purchase of burial plots - Parks, Recreation and Sport Committee - 16 Aug 2017 12.30 pm</b>

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**SUMMARY**

*This matter was laid on the table at the Parks, Recreation and Sport committee meeting on 26 June 2019 with the following resolution:*

*“THAT the matter be laid on the table pending a workshop.”*

*A workshop was held with Councillors on the 25 September 2019.*

**COMMITTEE RECOMMENDATION**

THAT the Cemetery Related Activities Policy be referred to a workshop with Council and that Officers prepare a scenario that would see Council assuming control of burial rights as a last resort.

**Recommendation of the Parks, Recreation and Sport Committee, 12 February 2020****9.6.3 ZOO AND AQUARIUM ASSOCIATION WILDLIFE FUNDRAISING**

**File No:** 1464  
**Attachments:** Nil  
**Authorising Officer:** Alicia Cutler - Acting General Manager Community Services  
**Author:** Aaron Pont - Manager Parks

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**SUMMARY**

*Rockhampton Zoo has identified an opportunity to support bushfire fundraising in aid of Australian native wildlife impacted by bushfire and drought.*

**COMMITTEE RECOMMENDATION**

THAT Council endorses the proposed fundraising to be undertaken by Rockhampton Zoo with donations going to Zoo and Aquarium Association:

- 1) Zoo donations received from patrons over the next 12 months, approximately \$15,000;
- 2) Offer a salary sacrifice option to RRC employees to donate for wildlife; and
- 3) Educating the public in daily talks on what is happening and how people can help (including donating then and there to the wildlife bushfire victims).

**Recommendation of the Parks, Recreation and Sport Committee, 12 February 2020****9.6.4 INCREASING ZOO SECURITY**

**File No:** 1464  
**Attachments:** Nil  
**Authorising Officer:** Alicia Cutler - Acting General Manager Community Services  
**Author:** Aaron Pont - Manager Parks

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**SUMMARY**

*Following a number of recent incidents at the Zoo, a budget review is proposed for Council's consideration that enables Zoo perimeter fencing upgrades in 2019-20.*

**COMMITTEE RECOMMENDATION**

THAT Council endorse the proposed Zoo budget review for inclusion into the Monthly Budget Review cycle.

**10 COUNCILLOR/DELEGATE REPORTS**

Nil

## 11 OFFICERS' REPORTS

### 11.1 2019-20 OPERATIONAL PLAN PROGRESS REPORT - QUARTER TWO

<b>File No:</b>	<b>8320</b>
<b>Attachments:</b>	<ol style="list-style-type: none"><li><b>Operational Plan Progress Report - Quarter Two (October to December 2019)</b><a href="#">↓</a></li><li><b>Operational Plan Progress Report Summary - Quarter Two (October to December 2019)</b><a href="#">↓</a></li></ol>
<b>Authorising Officer:</b>	<b>Tracy Sweeney - Manager Workforce and Governance</b>
<b>Author:</b>	<b>Allysa Brennan - Coordinator Legal and Governance</b>

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#### SUMMARY

*Presenting the 2019-20 Operational Plan progress report for quarter two as at 31 December 2019, pursuant to s174(3) Local Government Regulation 2012.*

#### OFFICER'S RECOMMENDATION

THAT the 2019-2020 Operational Plan progress report for quarter two as at 31 December 2019 be received.

#### COMMENTARY

Council's Operational Plan for financial year 2019-20 was approved on 26 June 2019.

The Operational Plan Progress Report for the quarter two (1 October 2019 to 31 December 2019) is presented for Council's consideration (Attachment 1).

The performance report displays actual performance against quarterly targets. The report records the status of each Operational Plan target using a 'completed', 'on track' and 'watching' mechanism. In addition, the report includes progress comments from responsible officers.

To ensure performance of the 2019-20 Operational Plan targets, standardised monthly departmental reports are also presented to Committees. This ensures the performance of each unit is consistent with Council's strategic direction.

A summary of each Department's performance during the reporting period is also attached (Attachment 2).

Overall the majority of Operational Plan activities have been achieved for the quarter. Comments in relation to any Operational Plan activities that have not been met have been provided in Attachment 1 against those items.

#### PREVIOUS DECISIONS

The 2019-20 Operational Plan was adopted at the Special Council Meeting on 26 June 2019.

#### BUDGET IMPLICATIONS

Not applicable.

#### LEGISLATIVE CONTEXT

Section 174(3) of the Local Government Regulation 2012 states:

The Chief Executive Officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.

**LEGAL IMPLICATIONS**

A failure to present quarterly operational plan progress reports is a non-compliance of Local Government legislation.

**STAFFING IMPLICATIONS**

Not applicable.

**RISK ASSESSMENT**

Not applicable.

**CORPORATE/OPERATIONAL PLAN**

This report shows displays actual performance against quarterly Operational Plan targets.

**CONCLUSION**

The 2019-20 Operational Plan progress report for quarter two as at 31 December 2019 has been prepared in accordance with legislation.



# **2019-20 OPERATIONAL PLAN PROGRESS REPORT - QUARTER TWO**

## **Operational Plan Progress Report - Quarter Two (October to December 2019)**

**Meeting Date: 18 February 2020**

**Attachment No: 1**

# 2019-20 Operational Plan

## Quarterly Progress Report



## OFFICE OF THE CEO

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Office of the CEO Directorate</b>					
3.3.1.1	Ensure climate change is factored into Council planning and decision making	Office of the CEO Directorate	Identify potential impacts of climate change and the Chief Executive Officer report to Council half yearly on outcomes for each department.	Yes	Council continues to implement the Environmental Sustainability Strategy actions which includes an action to develop resilience to our changing climate and extreme weather events. The Sustainability Strategy Executive Group meets quarterly to review progress against the annual action plan. All action items are on track at this time. Council's revised Environmental Sustainability Policy and the new Waste Strategy 2020–2030 were adopted in December continually ensuring Council's commitment to protect our environment.
4.1.1.1	Provide timely and effective delivery of Council's services	Office of the CEO Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	All requests are dealt with in accordance with customer service standards after liaison and input from various units.
5.2.1.2	Operational risks are monitored and managed in accordance with legislative requirements	Office of the CEO Directorate	Risk register is being maintained	Yes	Quarterly risk review undertaken.
5.2.1.5	Registers of Interest for Councillors are updated on the public website as per legislative requirements	Office of the CEO Directorate	Registers uploaded within three days of being notified of changes	Yes	Maintained as per legislative requirements.
5.2.1.7	Monitor and review non-compliance of legislative requirements	Office of the CEO Directorate	Report on legislative non-compliance included in sectional reports presented to Council on a monthly basis	Yes	No non-compliance in CEO directorate.
5.3.1.1	Review operational budgets to ensure effective capture and reporting of activities	Office of the CEO Directorate	Monthly review of the Operational Budget	Yes	Reported on monthly basis to Council.
5.3.1.5	Review operational budgets to ensure effective capture and reporting of activities	Office of the CEO Directorate	Carry out detailed review of departmental budget and report to Council on budget variances	Yes	Reported on monthly basis to Council.
5.4.1.1	Promote good democratic governance by adhering to legislative requirements for local governments	Office of the CEO Directorate	Present organisational updates and matters impacting local government to Council on a monthly basis	Yes	CEO includes relevant updates in monthly report.
5.4.2.3	Undertake process review on a key activity within the section	Office of the CEO Directorate	Identify key activity by 30 September and complete process review by 30 June	Watching	Due to other pending priorities this has not been done.

## OFFICE OF THE CEO

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Office of the Mayor</b>					
1.6.4.1	Deliver and support local events and celebrations	Office of the Mayor	Deliver civic events and ceremonies in collaboration with stakeholders	Yes	Two civic events were delivered during quarter two with expenditure for delivery of remaining event schedule to be monitored closely to ensure budgetary targets are met.
4.1.1.1	Provide timely and effective delivery of Council's services	Office of the Mayor	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Response times for officers completing customer requests met set service timeframes.
1.5.3.1	Deliver Community Engagement Strategy actions	Media & Communications	Deliver Community Engagement Strategy actions within agreed timeframes	Yes	Council added an additional 223 participants to its online engagement database during the reporting period. Six engagements were held in the quarter which exceeds the quarterly benchmark of five. Vehicle branding progressed to be delivered in quarter three which is on schedule. The Rural Digital Noticeboard Program has reached the project scoping stage and is on track.
1.5.3.2	Social media attract increasing levels of reach, engagement and interaction demonstrated by monitoring software	Media & Communications	Social media levels of reach, engagement and interaction meet benchmark targets	Watching	Council added an additional 223 participants to its online engagement database during the reporting period. Six engagements on its online engagement platform were held in the quarter which exceeds the quarterly benchmark. Vehicle branding progressed to be delivered in quarter three which is on schedule. The Rural Digital Noticeboard Program has reached the project scoping stage and is on track.
4.1.1.1	Provide timely and effective delivery of Council's services	Media & Communications	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Response times for officers completing customer requests met set service timeframes.
4.1.1.2	Respond to queries and engage with the public through Council's social media sites	Media & Communications	Service delivery in accordance with Social Media Strategy	Watching	Implementation of efficiency and risk management outcomes across Council's social media accounts continues in consultation across department's with expected finalisation extended to February 2020.

## OFFICE OF THE CEO

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Office of the Mayor</b>					
4.1.1.3	Respond to queries received from media organisations in a timely manner	Media & Communications	Provide responses to the media in accordance with the Media Strategy service standards	Yes	During quarter two, 129 enquiries were received from media organisations with response times in line with service standards established under the strategy.
4.1.1.3	Respond to queries received from media organisations in a timely manner	Media & Communications	Provide responses to the community in accordance with the Community Engagement Strategy service standards	Yes	Targets for reporting on engagement outcomes to community have been met during reporting period. Council's community engagement software was utilised as well as media releases detailing the outcomes. Investigations during quarter one with direct options to 'close the loop' for participants have concluded with participants receiving a personal email at the conclusion of the engagement. Six engagement projects undertaken with Council's community engagement software during the reporting period directly engaged with 223 participants.
<b>Workforce and Governance</b>					
4.1.1.1	Provide timely and effective delivery of Council's services	Workforce & Governance Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Response times in accordance with agreed targets.
4.2.2.1	Manage an annual compliance training program	Workforce & Governance Directorate	Implement a six monthly schedule of mandatory training at the end of July and end of January	Yes	The December to July training plan is in progress and due for completion by February 2020.
5.3.1.1	Review operational budgets to ensure effective capture and reporting of activities	Workforce & Governance Directorate	Monthly review of the Operational Budget	Yes	Operational budget is reviewed on a monthly basis and is tracking as expected.
5.4.2.3	Undertake process review on a key activity within the section	Workforce & Governance Directorate	Identify key activity by 30 September and complete process review by 30 June	Yes	A greater presence on work sites by Safety Advisors has received positive feedback from operational teams.
5.4.4.2	Update Annual Communication Plan for Internal Communications	Workforce & Governance Directorate	Implementation of actions from Annual Communication Plan in accordance with timeframes specified	Yes	Communications Plan and Branding for Safety First Initiative completed in quarter two. Code of Conduct Booklet finalised together with the launch plan for next quarter.

## OFFICE OF THE CEO

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Workforce and Governance</b>					
4.1.1.1	Provide timely and effective delivery of Council's services	HR & Payroll	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Payroll continues to pay staff on a fortnightly basis within accepted service levels.
4.3.2.1	Implement programs that support leadership development	HR & Payroll	Deliver approved 2019-20 outcomes from the People Strategy	Yes	Communication of Leadership Pipeline and Value aligned skills continuing with series of workshops available. Discussion taking a place with provider around Emerging Leaders Program.
4.3.3.2	Undertake an employee survey that measures employee engagement and satisfaction with the organisation	HR & Payroll	Employee survey has a 75% completion rate	Completed	Next survey scheduled for 2021.
5.4.2.1	Implement improved payroll processes that allow greater flexibility and more efficient processing of employee records	HR & Payroll	Undertake implementation of Aurion timekeeper module and award interpreter in accordance with agreed timeframes	Yes	Testing of the HR Information System continuing with proposed final implementation of Award interpreter and Timekeeper for all staff in July 2020 in conjunction with implementation of Asset Management Project.
5.4.3.1	Implementation of Learning Management System Project Plan	HR & Payroll	Implementation of Learning Management System Project Plan in accordance with approved timeframes	Yes	Trial of the Learning Management System in Workforce and Governance is underway from November to February with a proposed trial at the City Child Care Centre in January and in Waste and Recycling in March 2020 prior to wider rollout to Council.
5.4.4.1	Undertake a survey that show staff are proud to work at Council	HR & Payroll	Maintain 75% of staff that are proud to work at Council	Completed	Next Survey scheduled for 2021.
4.1.1.1	Provide timely and effective delivery of Council's services	Industrial Relations & Investigations	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Customer service targets are on track and have been satisfied for the reporting period.

OFFICE OF THE CEO						
Ref	Operational Action	Unit	Target	On Track	Quarter Two Status	Commentary
<b>Workforce and Governance</b>						
5.2.1.4	Manage Council's complaint management framework for internal and external complaints and grievances in accordance with legislation and policy requirements	Industrial Relations & Investigations	100% actioned in accordance with Council policy and procedure	Yes		Complaint assessments and investigative processes are continuing to be actioned in a timely manner pursuant to statutory and policy obligations.
5.4.2.2	Develop and implement required strategies and operational actions from the Certified Agreements	Industrial Relations & Investigations	A 100% actioned within the timeframes indicated in the Certified Agreements	Yes		92% of the organisation have participated in awareness sessions. Both the Productivity and Efficiency Working Groups have been established, terms of reference endorsed and action planning in progress.
4.1.1.1	Provide timely and effective delivery of Council's services	Legal & Governance	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes		During this period, 42 policies were reviewed with all policies completed within the agreed service level.
5.2.1.8	Work with stakeholders to develop an Implementation Plan identifying necessary delegable and authorised person powers and policies in accordance with newly adopted Local Laws	Legal & Governance	Monitor and report on the actions and timeframes within the Implementation Plan	Yes		This action has been split into two projects. Project 1 involves the identification and implementation of delegable and authorised person powers under the new Local Laws and Project 2 deals with Local Law Policy alignment/development. Project 1 continues to progress well throughout the period with a further 17 laws tabled at Council for delegation to CEO. At the end of the quarter, 11 of the 27 laws were fully complete with powers implemented to all relevant staff and the remaining laws well progressed. Project 2 will commence following the completion of Project 1.

OFFICE OF THE CEO

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
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Workforce and Governance

1.3.5.1	Provide a safety management system that minimises the risk to all people and property	Safety & Training	Implement actions as per the timeframes detailed within the Safety and Training Strategic Plan	Yes	A further review of the Strategic Plan was conducted resulting in a total of 14 programs, including 4 carried over from 2018-19. A temporary Senior Safety Advisor has been appointed to complete the WHS Risk Management Framework project and assist in the development of departmental risk registers as part of the Departmental Engagement Program. A working group has been established to work through the actions from the consultant report for the high-risk work activities review.
			Achievement of KPIs in accordance with the Workplace Health and Safety Performance Measures Procedure	Yes	Of the 10 KPIs, 6 are on track to meet the KPIs and 4 are tracking to exceed the KPIs: Incidents logged into Riskware by the end of the next business day - Target 90%, Actual 92% Completion of scheduled hazard inspections - Target 90%, Actual 88% Completion of corrective actions by nominated due date - Target 85%, Actual 85% Total Injury Count - Threshold 145, YTD Actual 89 Total Injury Frequency Rate - Threshold 114.25, YTD Actual 119.02 Lost Time Injury Count - Threshold 24, YTD Actual 12 Lost Time Injury Frequency Rate - Threshold 17.73, YTD Actual 16.05 Days Lost Due to Injury - Threshold 348, YTD Actual 158 Lost Time Injury Severity Rate - Threshold 8.06, YTD Actual 6.42 Asset Damage Count - Threshold 252, YTD Actual 157



**OFFICE OF THE CEO**

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Workforce and Governance</b>					
4.1.1.1	Provide timely and effective delivery of Council's services	Safety & Training	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Customer service standards are on track with no non-compliances for the reporting period.
4.3.3.1	Provide appropriate support and assistance to employees who are not fit for work, and ensure Council fulfils its duty of care obligations	Safety & Training	More than 95% of employees on approved suitable duties programs are placed within their own department	Yes	100% of rehabilitation and fitness for work programs have been placed within worker's own department during the quarter.
4.3.4.1	Implement compliance training programs that also support employee personal development	Safety & Training	Deliver annual compliance training program in accordance with the timeframes detailed within the Safety and Training Strategic Plan	Yes	The Strategic Plan actions are generally being completed in accordance with established timeframes, however operational requirements in some sections have delayed the delivery of some training. Delivery of the hazard and risk management and Load Restraint training to high-risk work groups is complete. Hazard and risk management training is being rolled out to low risk workgroups.

## CORPORATE SERVICES

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Corporate Services Directorate</b>					
3.3.1.1	Ensure climate change is factored into Council planning and decision making	Corporate Services Directorate	Identify potential impacts of climate change and the Chief Executive Officer report to Council half yearly on outcomes for each department	Yes	Council continues to implement the Environmental Sustainability Strategy which includes an action to develop resilience to our changing climate and extreme weather events. The Sustainability Strategy Executive Group meets quarterly to review progress against the annual action plan. All action items are on track at this time.
4.1.1.1	Provide timely and effective delivery of Council's services	Corporate Services Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	There were no instances of non-compliance this quarter.
5.2.1.2	Operational risks are monitored and managed in accordance with legislative requirements	Corporate Services Directorate	Risk register is being maintained	Yes	Risk Register reviewed for presentation to Audit Committee on 6 February 2020.
5.2.1.7	Monitor and review non-compliance of legislative requirements	Corporate Services Directorate	Report on legislative non-compliance included in sectional reports presented to Council on a monthly basis	Yes	There were no instances of non-compliance this quarter.
5.3.1.1	Review operational budgets to ensure effective capture and reporting of activities	Corporate Services Directorate	Monthly review of the Operational Budget	Yes	Review across the department and is tracking on target for second quarter.
5.3.1.5	Review operational budgets to ensure effective capture and reporting of activities	Corporate Services Directorate	Carry out detailed review of departmental budget and report to Council on budget variances	Yes	No overall budget variances for second quarter. Will continue to monitor pressures on the insurance budget.
5.4.2.3	Undertake process review on a key activity within the section	Corporate Services Directorate	Identify key activity by 30 September and complete process review by 30 June	Yes	In conjunction with Manager have brought the strategic project planning as designated by Council predominately in-house rather than consulting.

## CORPORATE SERVICES

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Corporate and Technology Services</b>					
2.4.1.1	Continued rollout of smart technologies infrastructure in public spaces as guided by the Smart Way Forward Strategy	Corporate & Technology Services Directorate	Implementation of Stage 3E Smart Technologies in partnership with Safer Communities grant program	Yes	Stage 3E Smart Technology rollout (Col Brown Park and Victoria Pde - North to Archer St) is progressing as scheduled. Milestone report 1 (finalise design and procurement of lights and cameras, and commence civil works for installation) for the Safer Communities Grant was submitted and accepted in October 2019.
4.1.1.1	Provide timely and effective delivery of Council's services	Corporate & Technology Services Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	No noted non-compliances for the Corporate and Technology Services directorate.
5.3.1.1	Review operational budgets to ensure effective capture and reporting of activities	Corporate & Technology Services Directorate	Monthly review of the Operational Budget	Yes	Corporate and Technology Services section operational budget is on track as expected for this time of the year.
5.4.2.3	Undertake process review on a key activity within the section	Corporate & Technology Services Directorate	Identify key activity by 30 September and complete process review by 30 June	Yes	A new three year Business Services Agreement for Council's network and telecommunications services has been signed and submitted and is currently being implemented by the service provider .
4.1.1.1	Provide timely and effective delivery of Council's services	Information Systems	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	No noted non-compliances for the Information Systems recordkeeping charter and IT service standards.
4.3.1.1	Ongoing implementation of the Information and Communication Technology Strategic Plan, including the associated eServices, Information Technology Mobility and Corporate System Consolidation Strategies	Information Systems	Deliver the 2019-20 Information and Communication Technology projects within the Information and Communication Technology Strategic Plan timelines	Yes	Identified 2019-20 ICT projects are progressing on schedule with some eServices delivered in quarter two (dog registration, development applications in ePathway and community engagement via Council's online engagement platform. Work continues to be done on mobility e.g. tablets in the field and infringements being issued by mobile devices. Asset Lifecycle Management scheduled 'go-live' is 1 July. End date for Learning Management System project is scheduled for 30 June.

CORPORATE SERVICES						
Ref	Operational Action	Unit	Target	On Track	Quarter Two Status	Commentary
<b>Corporate and Technology Services</b>						
5.2.1.6	Right to Information and Information Privacy applications are managed and processed in accordance with legislative requirements	Information Systems	100% of Right to Information and Information Privacy applications processed within legislative timeframes	Yes		Five new applications were received under the Right to Information and Information Privacy Act this quarter. Three applications were finalised, one application was withdrawn, leaving one outstanding. No documents were released administratively. One internal review was received and remains outstanding. No external reviews were received, three of the four from the previous quarter were completed, leave one outstanding). All current applications are progressing in accordance with legislative timeframes.
2.2.4.1	Council's procurement of goods and services are in line with the Local Preference Policy guiding purchasing decisions	Procurement & Logistics	Annual local goods and services spend analysis is greater than 70% local	Yes		During quarter two, Council spent \$124M on goods and services. Of that amount, \$96.4M, i.e. 78% as been spent within Council's boundaries.
4.1.1.1	Provide timely and effective delivery of Council's services	Procurement & Logistics	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes		The implementation of the upgrades to Council's Financial Systems continues to impact the Accounts Payable processes. Statistics indicate an average 89% of suppliers being paid within seven days (target 90%) in quarter two. The improved result this quarter is due in part to some technology improvements, but predominantly to the temporary engagement of a fifth Accounts Payable Officer to assist with workloads. Council continues to work with the Vendor to improve this process.
4.1.1.1	Provide timely and effective delivery of Council's services	Fleet Services	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes		No noted non-compliances for the Fleet Services service levels.
4.1.1.1	Provide timely and effective delivery of Council's services	Property & Insurance	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes		No noted non-compliances for the property management services levels and Insurance claims processing.

## CORPORATE SERVICES

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Corporate and Technology Services</b>					
2.2.5.1	On-going implementation of programs and activities guided by the SmartHub Operational Plan 2018-20, including the Turbo-Traction Lab program	Smart Hub	Maintain 25 to 45 participants of the Turbo-Traction Lab and 75 SmartHub memberships	Yes	Implementation of the SmartHub Operational Plan 2018-20 is progressing on schedule. Currently 79 SmartHub members. Turbo-Traction Lab 1 and 2 have concluded and applications are currently open for Lab 3. An application was lodged in December with METS Ignited to fund another CQ METS Accelerator Program in 2020.
2.5.4.1	Market, promote and deliver the SmartHub Turbo-Traction Lab program to ensure maximum participation of candidates best aligned to the program criteria	Smart Hub	25 to 45 participants of the Turbo-Traction Lab and program status reports demonstrating real growth of small business and startups in the SmartHub	Yes	Turbo-Traction Lab Program participation remains on track. Nine full time participants graduated from Lab 1 and 2 in quarter two, with the remaining 16 part-time participants due to complete the course by June 2020. At the conclusion of quarter two, 14 submissions for participation in Lab 3 were received, including several from interstate and southeast Queensland. Applications close on 15 January 2020.
4.1.1.1	Provide timely and effective delivery of Council's services	Smart Hub	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	No noted non-compliant service standards in the SmartHub.
4.1.1.1	Provide timely and effective delivery of Council's services	Finance Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	There were no instances of non-compliance this quarter.
5.3.1.1	Review operational budgets to ensure effective capture and reporting of activities	Finance Directorate	Monthly review of the Operational Budget	Yes	Monthly review process now initiated.

## CORPORATE SERVICES

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Finance</b>					
			Council's annual financial statements are 'unqualified'	Yes	Financial statements certified by QAO on the 4 October with unqualified audit opinion.
5.3.1.2	The annual financial statements meet governance standards	Finance Directorate	There are no internal controls as rated by the Queensland Audit Office deemed 'ineffective'	Yes	Only one high risk matter raised during interim audit.
			The timelines of the annual financial statements as rated by the Queensland Audit Office is not 'untimely'	Yes	All green traffic lights for timeliness of financial reporting.
			The quality of the financial statements are rated 'no significant adjustments' by the Queensland Audit Office	Yes	All green traffic lights for quality of financial statements.
5.3.1.3	Review and update long-term financial forecasts to attain a financially sustainable organisation	Finance Directorate	Long Term Financial Forecast updated at each budget and budget revision	Yes	Long Term Financial Forecast included in adopted budget in early July.
			Financial targets as set by the Department of Local Government, Racing and Multicultural Affairs are met in the Long Term Financial Forecast	Yes	All KPIs met within budget. Budget parameters for 2020-21 commenced in line with Long Term Financial Plan.
5.3.1.4	Financial systems and processes are managed to meet the appropriate audit requirements and community expectation	Finance Directorate	Unpaid rates and charges are managed in accordance with the Debt Recovery Policy, achieving an overdue balance of less than 3% at its lowest point	Watching	A 4.36% low point in the quarter with a slight change in calculation methodology. Watching for the next quarter and land sale will also bring improvement.
5.3.3.1	Contribute towards implementation of Technology One Asset Lifecycle Management System	Finance Directorate	New Asset System implemented by 1 February	Watching	The go-live date has been deferred to the 30 June 2020, with some additional costs to the project.
5.4.2.3	Undertake process review on a key activity within the section	Finance Directorate	Identify key activity by 30 September and complete process review by 30 June	Yes	Monthly budget process commenced. Initiative of updating knowledge base in Customer Service.

## CORPORATE SERVICES

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Finance</b>					
3.1.1.1	Leverage strong regional partnerships to protect, maintain and enhance the condition of our natural assets	Environmental Sustainability	Deliver at least three collaborative projects with positive environmental outcomes	Yes	Council progressed a range of collaborative environment and sustainability projects throughout quarter two. This included monthly Living Sustainably workshops; the 'Drain Buddies' stormwater source reduction trial within the CBD, Operational Natural Resource Management works, Sustainability Seed Fund projects, distribution of the Sustainability in Action 2020 community calendar, four new projects under the Community Assistance Program 'Environment and Sustainability Scheme', and a proposal to activate carbon farming in the Rockhampton Region. These projects are being delivered through a range of local partnerships with organisations including the Great Barrier Reef Marine Park Authority, Department of Environment and Science, Queensland Parks and Wildlife Service, Local Marine Advisory Committee, Fitzroy Basin Association, Capricornia Catchments, Capricorn Conservation Council, Clean Growth Choices Consortium, Native Plants Capricornia, Birds Capricornia, Darumbal and others.
3.2.1.1	Implement Environmental Strategy to encourage sustainability awareness and action	Environmental Sustainability	Deliver actions in the Environmental Strategy in accordance with agreed timeframes	Yes	Council continues to implement the Environmental Sustainability Strategy. The Sustainability Strategy Executive Group met in October to monitor and review progress against the 2019-20 annual action plan and the quarterly update was tabled at Council in November. All action items are on track at this time.
4.1.1.1	Provide timely and effective delivery of Council's services	Environmental Sustainability	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	There were no instances of non-compliance this quarter.
4.1.1.1	Provide timely and effective delivery of Council's services	Accounting Services	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	All compliance dates were met.
4.1.1.1	Provide timely and effective delivery of Council's services	Customer Service	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Target of answering 75% of calls within 45 seconds not always met, but continues to be an objective.

## CORPORATE SERVICES

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Internal Audit</b>					
5.2.1.1	Internal Audit function is undertaken in accordance with legislative requirements and timeframes	Internal Audit Directorate	Audit and Business Improvement Committee Meetings are held at least twice each financial year	Yes	Second meeting held on 28 November.
			Achievement of 85% of the annual audit plan completed	Yes	Progressing towards target.
5.2.1.5	Coordinate Council's Enterprise Risk Management Framework via provision of consulting and reporting services	Internal Audit Directorate	Risk register updates presented to Council as per the Enterprise Risk Management Framework	Yes	Presented to Audit Committee on 28 November.
<b>Strategy and Planning</b>					
4.1.1.1	Provide timely and effective delivery of Council's services	Strategy & Planning Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	There were no instances of non-compliance this quarter.
4.4.3.1	Amend the Planning Scheme as required to incorporate policy objectives and outcomes	Strategy & Planning Directorate	Planning Scheme Major Amendment is completed and subsequent amendments are initiated and progressed as required	Yes	The Rockhampton Region Planning Scheme Major Amendment was adopted by Council on 19 November and took effect on Monday 25 November.
4.4.4.1	Identify and pursue opportunities for improved land use planning and policy outcomes	Strategy & Planning Directorate	Complete a gap analysis of land use planning and policy	Yes	Gap analysis is currently underway.
4.4.5.1	Review, identify gaps and pursue augmentation of strategic plans and projects	Strategy & Planning Directorate	Develop and maintain a current operational register of strategic plans and priority projects	Watching	No action in this quarter.
5.1.2.1	Identify and pursue external funding opportunities in collaboration with other business units	Strategy & Planning Directorate	Develop and maintain a current operational register of capital grant applications and project information	Yes	Currently being maintained in a spreadsheet format. Further work required to embed into corporate systems.



## CORPORATE SERVICES

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Strategy and Planning</b>					
5.1.3.1	Identify and peruse opportunities for advocacy for regional policy and associated outcomes that benefit the Region	Strategy & Planning Directorate	Completed policy discussion papers and submissions	Yes	Continuing to review and provide comments on regional policy matters. Note upcoming State election in October 2020.
5.3.1.1	Review operational budgets to ensure effective capture and reporting of activities	Strategy & Planning Directorate	Monthly review of the Operational Budget	Yes	Strategy and Planning are on track with the Operational Budget. Currently at 45% at the end of December.
5.4.2.3	Undertake process review on a key activity within the section	Strategy & Planning Directorate	Identify key activity by 30 September and complete process review by 30 June	Yes	Ongoing.
4.1.1.1	Provide timely and effective delivery of Council's services	Strategic Planning	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	There were no instances of non-compliance this quarter.

## ADVANCE ROCKHAMPTON

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Advance Rockhampton Directorate</b>					
3.3.1.1	Ensure climate change is factored into Council planning and decision making	Advance Rockhampton Directorate	Identify potential impacts of climate change and the Chief Executive Officer report to Council half yearly on outcomes for each department	Yes	Advance Rockhampton continues to target behaviour change initiatives related to waste, water, energy and biodiversity protection while pursuing sustainable industry and infrastructure development opportunities.
4.1.1.1	Provide timely and effective delivery of Council's services	Advance Rockhampton Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Advance Rockhampton have no non-compliances in this quarter.
5.1.1.1	Review and audit existing organisations and advocacy groups where Council is represented and identify any groups where inclusion is considered appropriate and report to Council accordingly	Advance Rockhampton Directorate	Undertake a review by 31 December	Yes	A broader review of economic development and investment attraction groups and priorities will be considered as part of the development of a new Economic Development Plan post-March 2020.
5.2.1.2	Operational risks are monitored and managed in accordance with legislative requirements	Advance Rockhampton Directorate	Risk register is being maintained	Yes	Risks are monitored and register maintained.
5.2.1.7	Monitor and review non-compliance of legislative requirements	Advance Rockhampton Directorate	Report on legislative non-compliance included in sectional reports presented to Council on a monthly basis	Yes	Advance Rockhampton have no non-compliances in this quarter.
5.3.1.1	Review operational budgets to ensure effective capture and reporting of activities	Advance Rockhampton Directorate	Monthly review of the Operational Budget	Yes	Management review budgets on a monthly basis.
5.3.1.5	Review operational budgets to ensure effective capture and reporting of activities	Advance Rockhampton Directorate	Carry out detailed review of departmental budget and report to Council on budget variances	Yes	This quarter is on track and is reported monthly.
5.4.2.3	Undertake process review on a key activity within the section	Advance Rockhampton Directorate	Identify key activity by 30 September and complete process review by 30 June	Yes	The Economic Development Action Plan is under review and will be presented to Council for consideration in February 2020. The process for undertaking identified activities will be improved as an outcome.

## ADVANCE ROCKHAMPTON

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Airport</b>					
2.5.2.1	Establish additional commercial activities for Airport operations	Airport Directorate	An increase in revenue from commercial aviation activities	Yes	Investigations are currently underway to seek out alternate sites for commercial opportunities around the airport precinct.
2.6.1.1	Actively engage with the national and international defence forces to maintain and increase current levels of military engagement and exercises and advocate for an increase in exercise activity	Airport Directorate	Report quarterly to Council on engagement and advocacy actions	Yes	2019 Exercise Wallaby is now complete, the team will continue to work with Singaporean Armed Forces for Exercise Wallaby 2020.
4.1.1.1	Provide timely and effective delivery of Council's services	Airport Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	There are no outstanding non-compliance matters to report for this quarter.
5.3.1.1	Review operational budgets to ensure effective capture and reporting of activities	Airport Directorate	Monthly review of the Operational Budget	Yes	Revenue is slightly higher again in this quarter in comparison to the percentage of the year elapsed with expenditure slightly lower. Overall revenue is currently higher than expenditure resulting in a surplus position for the airport.
5.4.2.3	Undertake process review on a key activity within the section	Airport Directorate	Identify key activity by 30 September and complete process review by 30 June	Yes	New cameras and storage systems have been installed, and will continue to be monitored.
<b>Commercial</b>					
1.5.2.1	Deliver the Wayfinding Strategy	Commercial Directorate	Deliver the Wayfinding Strategy in accordance with agreed timeframes	No	This is on hold as it needs to be reviewed, and key stakeholders need to be consulted.
2.1.4.1	Identify and implement business development opportunities for the Airport	Commercial Directorate	Review the Airport Masterplan	Yes	Working through flood modelling with the Planning Section and consultants. Also looking at stand demand for parking bays and finalising terminal master plans.
2.3.1.1	Develop strategies to attract businesses within the Region's centres	Commercial Directorate	Support the key catalyst projects within the CBDs to assist in activating the Regions centres	Watching	On hold until further direction is given.
2.3.2.1	Provide strategies and marketing to support economic activity and business confidence within the CBD	Commercial Directorate	Consider a façade improvement scheme that encourages businesses within the East Street precinct to upgrade their facades	Yes	Continually working with CBD businesses to engage with this program.

## ADVANCE ROCKHAMPTON

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Commercial</b>					
3.2.2.1	Industry engagement and the provision of support for new energy generation options	Commercial Directorate	Develop a plan to engage with industry in order to develop new energy generation options	Yes	Continually reviewing and having discussions with companies.
4.1.1.1	Provide timely and effective delivery of Council's services	Commercial Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	No non-compliances this quarter.
4.4.2.1	Ensure land use instruments achieve policy objectives	Commercial Directorate	Continue the implementation of CBD Redevelopment Framework and catalyst projects throughout 2019-20	Yes	Continually reviewing the CBD framework and looking for new ways to engage with businesses and attract new businesses to the CBD's.
5.3.1.1	Review operational budgets to ensure effective capture and reporting of activities	Commercial Directorate	Monthly review of the Operational Budget	Yes	The Commercial unit is within budget and on track for the financial year.
5.4.2.3	Undertake process review on a key activity within the section	Commercial Directorate	Identify key activity by 30 September and complete process review by 30 June	Yes	Reviewed Facade Improvement Scheme and this is working well and will continue to be monitored through out the year.
<b>Economic Development</b>					
1.6.1.1	Inclusiveness in key projects and events	Economic Development Directorate	Facilitate identified celebrations	Yes	Continuing to work with other operational areas to facilitate international engagement and cultural diversity. Advance Rockhampton is working with the Rockhampton Chinese Association to plan a large cultural and business event in October 2020.
2.2.1.1	Work with key industry stakeholders to develop investment profile opportunities for national and international investors	Economic Development Directorate	Industry stakeholder engagement and opportunity development as per the Economic Development Action Plan update reports presented to Advisory Committee	Yes	Continuing to work with local, national and international partners to advocate investment opportunities in Rockhampton.
2.2.2.1	Support community training programs/education workshops held in the Region	Economic Development Directorate	Conduct 40 Certificate IV to assist business development by 30 June	Yes	Continuing to work with training providers. Positive feedback on courses, particularly at Mount Morgan.
2.4.2.1	Encourage further development of industrial estates to support future growth of a wide range of industries both inside and outside of the Region	Economic Development Directorate	Implementation of new Gracemere Industrial Area and Parkhurst Industrial Area documents/information	Yes	Brochures under development, for launch in early 2020.

## ADVANCE ROCKHAMPTON

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Economic Development</b>					
2.5.1.1	Deliver Advance Rockhampton forums	Economic Development Directorate	Deliver at least four sessions	Watching	Successful forum held on 22 November. Future forums will be arranged post-Council elections.
2.5.3.1	Engage Regional Skills Investment Strategy Coordinator to facilitate and liaise with business/industry regarding skilling required for our Region	Economic Development Directorate	Implement funded training programs in conjunction with State to regional businesses	Yes	Supplier tendering forum was held in conjunction with industry and Department of State Development, Infrastructure and Planning in December.
2.5.5.1	Strengthen relationships with our international partners, including Singapore, Japan, China and South Korea	Economic Development Directorate	Develop a strategy to strengthen relationship with our international partners by 30 December	Yes	Successful international delegations held to Zhenjiang and Korea in the quarter. Continuing to leverage connections and opportunities.
4.1.1.1	Provide timely and effective delivery of Council's services	Economic Development Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Economic Development team continues to provide timely and effective services to investment proponents, local businesses and other stakeholders.
4.4.1.1	Update the Economic Development Action Plan to include engagement initiatives with this sector	Economic Development Directorate	Update Economic Action Plan by December	Yes	Review in progress and on-track for consideration by Council in early February.
5.3.1.1	Review operational budgets to ensure effective capture and reporting of activities	Economic Development Directorate	Monthly review of the Operational Budget	Yes	Operational budget review undertaken as part of monthly activity report.
5.4.2.3	Undertake process review on a key activity within the section	Economic Development Directorate	Identify key activity by 30 September and complete process review by 30 June	Yes	Review of economic development activities on track for completion by 30 June 2020.
<b>Tourism, Events and Marketing</b>					
1.5.3.3	Position Council and My Rockhampton websites as the go-to place for the Region events and Council information	Tourism, Events & Marketing Directorate	My Rockhampton and the Council website is updated at least monthly	Yes	Live Rockhampton and Explore Rockhampton websites have been completed with My Rockhampton to be updated by 30 June 2020 within project timing.
1.5.3.4	Implement and deliver the My Rockhampton magazine and associated platforms	Tourism, Events & Marketing Directorate	Three magazines designed and distributed per annum	Yes	Spring and Summer editions published in 2019. Work is underway on Autumn edition.

## ADVANCE ROCKHAMPTON

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Tourism, Events and Marketing</b>					
1.6.4.3		Tourism, Events & Marketing Directorate	Deliver the Rockhampton River Festival with an increase in the number of people attending and conduct a satisfaction survey with traders and visitors	Yes	Planning for 2020 event including entertainment, art installations EOIs for trade and food & beverage underway.
1.6.4.3	Deliver and support major regional events	Tourism, Events & Marketing Directorate	Increase the number of regional events across the Region by 10%	Yes	Continued focus to provide and support a growing and diverse events calendar for the Region. New events include Rockynats inaugural event, Secret Sundays Program, Developing Northern Queensland Conference, Queensland Maroons fan day in May, Motocross Junior National Championships and Mystery Box Rally in July, and the Caravan Muster in October.
2.1.1.1	Implement Tourism Action Plan initiatives to promote and improve Regional tourism opportunities	Tourism, Events & Marketing Directorate	Activate Tourism Action Plan targets and guidelines	Yes	Refreshed tourism brand, new tourism video, and recruitment of new Tourism Co-ordinator completed.
2.1.3.1	Review current multi-layered marketing plans for Advance, Explore and Live Rockhampton	Tourism, Events & Marketing Directorate	Review Marketing Strategy and deliver actions in accordance with timeframe	Yes	Review across all channels is underway.
4.1.1.1	Provide timely and effective delivery of Council's services	Tourism, Events & Marketing Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	There has been no non-compliance within the reporting period.
5.3.1.1	Review operational budgets to ensure effective capture and reporting of activities	Tourism, Events & Marketing Directorate	Monthly review of the Operational Budget	Yes	Operational budget is tracking on target for the quarter.
5.4.2.3	Undertake process review on a key activity within the section	Tourism, Events & Marketing Directorate	Identify key activity by 30 September and complete process review by 30 June	Completed	Completed review of 2020 events calendar.

## COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status	Commentary
<b>Community Services Directorate</b>						
1.4.1.1	Provide community sponsorship for activities for various sectors	Community Services Directorate	Community sponsorship and grant funding applied in accordance with the guidelines	Yes		Upon closing time of Round 2 on 28 October, 15 applications were received totalling a requested sponsorship amount of \$102,044.36. Eleven applications received a total sponsored amount of \$76,448.10. Multi-year funding was not extended to this financial year, therefore the previous 10 applicants that fell under this category were advised to re-apply through the normal process.
1.4.3.2	Review and update Volunteer Manual	Community Services Directorate	Review and update Volunteer Manual by 31 October	Completed		Process completed.
1.6.1.2	Develop and deliver a Reconciliation Action Plan	Community Services Directorate	Deliver actions in the Reconciliation Action Plan within approved timelines	Watching		Council has approved the commencement of the first stage of a Reconciliation Action Planning process "Reflect" and the proposed actions for the development of the plan. Work is currently underway to establish an internal working group in accordance with the approved actions.
1.6.4.1	Deliver and support local events and celebrations	Community Services Directorate	Deliver Festive Season display throughout the Region	Yes		Festive display installed, new banners purchased and installed in the CBD with the Christmas Tree. Festive displays also installed in Gracemere and Mount Morgan.
3.3.1.1	Ensure climate change is factored into Council planning and decision making	Community Services Directorate	Identify potential impacts of climate change and the Chief Executive Officer report to Council half yearly on outcomes for each department	Yes		Climate change was considered in the major amendment to the Rockhampton Region planning scheme adopted by Council on 25 November.
4.1.1.1	Provide timely and effective delivery of Council's services	Community Services Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes		Customer service standards are largely met with minor variation.
5.2.1.2	Operational risks are monitored and managed in accordance with legislative requirements	Community Services Directorate	Risk register is being maintained	Yes		Risk is monitored and managed, with high priority area actioned in a timely manner.
5.2.1.7	Monitor and review non-compliance of legislative requirements	Community Services Directorate	Report on legislative non-compliance included in sectional reports presented to Council on a monthly basis	Yes		Legislative requirements are monitored and reported regularly.



## COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Community Services Directorate</b>					
5.3.1.1	Review operational budgets to ensure effective capture and reporting of activities	Community Services Directorate	Monthly review of the Operational Budget	Yes	Budget for the overall directorate is favourable.
5.3.1.5	Review operational budgets to ensure effective capture and reporting of activities	Community Services Directorate	Carry out detailed review of departmental budget and report to Council on budget variances	Yes	Budgets are closely monitored to meet compliance, all variations are reported.
5.4.2.3	Undertake process review on a key activity within the section	Community Services Directorate	Identify key activity by 30 September and complete process review by 30 June	Yes	Parks action plan endorsed by CEO.
<b>Communities and Culture</b>					
4.1.1.1	Provide timely and effective delivery of Council's services	Communities & Culture Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Reviewed and reported monthly, no non-compliance.
5.3.1.1	Review operational budgets to ensure effective capture and reporting of activities	Communities & Culture Directorate	Monthly review of the Operational Budget	Yes	Reviewed and reported monthly.
5.4.2.3	Undertake process review on a key activity within the section	Communities & Culture Directorate	Identify key activity by 30 September and complete process review by 30 June	Yes	Difficult Patron Training resource scoped for Libraries in partnership with Workforce and Governance.
1.2.1.1	Provide quality arts and cultural facilities throughout the Region	Art Gallery	Deliver 100% of the endorsed Rockhampton Art Gallery program	Yes	Six exhibitions delivered or currently on display.
1.4.1.2	Deliver a range of performances, programs and activities for various age groups	Art Gallery	Community programs and performances are delivered in accordance with contracts, schedules and funding agreements	Yes	Currently on track and in accordance with contracts, schedules and funding agreements.
1.6.4.2	Support regional events through the delivery of the Arts Program	Art Gallery	Deliver Arts Program at three major events	Yes	113 onsite programs and events, 11 offsite programs and events.
1.6.5.1	Deliver a diverse range of creative arts programs	Art Gallery	Programs are delivered in accordance with guidelines and schedules	Yes	Currently delivering approximately 1.3 programs per day.



## COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Communities and Culture</b>					
1.6.5.3	Support the creation of public art throughout the Region	Art Gallery	Deliver public art program	Yes	Design development for public art at Nirum, City Hall and Northside Rockhampton Pool.
4.1.1.1	Provide timely and effective delivery of Council's services	Art Gallery	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Reviewed and reported monthly, no non-compliance.
1.6.2.1	Implement Heritage Village Masterplan to increase visitation and revenue	Heritage Village	Increase annual visitors to the Heritage Village by 5% in comparison to previous year	Yes	Annual visitors for 2019 increased by 8%.
1.6.4.1	Deliver and support local events and celebrations	Heritage Village	Conduct Heritage Festival event	Yes	In planning stage for 2020. Focus on outdoor cooking through the ages. Event to be held on 30 May. Ranger Nick and Hillbilly Goats features of the festival.
4.1.1.1	Provide timely and effective delivery of Council's services	Heritage Village	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Reviewed and reported monthly, no non-compliance.
1.4.1.4	Deliver funded home maintenance and modification services to support seniors and people with a disability to continue living independently	Home Assist	Service delivered in accordance with eligibility and funding arrangements	Yes	On track across both State and Federal funding bodies of the CQ Home Assist Program. Department of Housing funding closely monitored as this funding has absorbed the loss of the funding for clients with a disability and are under the age of 65 but may not qualify for NDIS. Supplementary home modification payment of \$182,912 factored into the 2019-20 budget from the federal government. These additional funds allowed major home modifications to support a higher approval rate for occupational therapist applications for assistance.
4.1.1.1	Provide timely and effective delivery of Council's services	Home Assist	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	To counteract increasing demand evolving from the NDIS and Aged Home Care Package labour allocation to sub contractors has been increased to maintain service delivery. Appropriate measures in place to ensure that our registered contractors have supplied satisfactory and current criminal history checks as per our compliance obligations to the funding bodies and brokerage package clients.

## COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Communities and Culture</b>					
1.4.1.3	Provide library services	Library & Child Services	Library services delivered in accordance with Council standards	Yes	40,475 visits and 103,099 issues for the quarter.
1.4.3.1	Deliver programs and activities that promote development, lifelong learning, social inclusion and capacity building	Library & Child Services	Provide a minimum of 2500hrs of volunteer services per annum	Yes	In quarter two 689 hours of volunteer services were provided.
1.5.1.1	Deliver programs and activities that promote development, lifelong learning, social inclusion and capacity building	Library & Child Services	Deliver programs and activities	Yes	In quarter two there were 5,850 participants and 457 programs delivered.
1.5.1.2	Provide facilities and training through the Library Technology Centre and libraries to develop digital skills and reduce social exclusion	Library & Child Services	Deliver community development programs	Yes	In quarter two, there was 186 contact hours of community training provided.
1.5.1.3	Provide a home delivery library service to people who are housebound	Library & Child Services	Provide a home delivery service with a 70% satisfaction rating	Watching	The next satisfaction survey for Home Deliver is due at the end of January 2020. The satisfaction survey results for 2019 where 68 clients very satisfied and 10 clients satisfied with the home delivery service.
1.6.3.1	Preserve the documentary heritage of the Region through maintaining and developing the Local History Centre and its collection	Library & Child Services	Develop a guideline on the accession and deaccession of donated items	Watching	Development of an Accession and Deaccession Guideline underway.
2.2.3.1	Provide access to resources and free community technology training courses to develop skills	Library & Child Services	Conduct satisfaction survey to determine effectiveness of training provided	Watching	Survey to measure training effectiveness is being developed.
2.2.3.2	Provide quality child care services	Library & Child Services	Services provided meet the national quality standard	Yes	Council's Child Care Centre meets the National Quality Standards and has 2,394 places utilised with a 96.02% utilisation for the quarter.
4.1.1.1	Provide timely and effective delivery of Council's services	Library & Child Services	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	All of the Library and Child Services levels reported monthly are currently on target this quarter.

## COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Communities and Culture</b>					
1.2.1.1	Provide quality arts and cultural facilities throughout the Region	Major Venues	Community long-term use of available spaces at the Walter Reid Cultural Centre are 100% tenanted by the arts and cultural community	Yes	Directed by Council not to tenant vacant space.
			Deliver 100% of the See It Live program at Pilbeam Theatre	Yes	All shows within 2019 'See it Live' delivered and 2020 'See it Live' launched.
1.4.1.1	Provide community sponsorship for activities for various sectors	Major Venues	Administer the Rockhampton Regional Australia Day Fund in accordance with the guidelines	Yes	A fund of \$15,000 exists to support communities in celebrating Australia Day. Applications for 2020 celebrations were approved by Council to assist in Mount Morgan, Gracemere, Bouldercombe and at the Rockhampton Heritage Village. The unallocated funds were directed towards the Great Australian Bites celebration at Kershaw Gardens that is run by the Advance Rockhampton events team.
1.6.4.1	Deliver and support local events and celebrations	Major Venues	Conduct Rockhampton Carols by Candlelight annual event	Yes	Carols by Candlelight 2019 supported the Make-a-Wish Australia charity. \$9,393 was raised from tickets sales at the Pilbeam Theatre concert and donations at both the Pilbeam Theatre and Music Bowl events. The fireworks were cancelled with the cost being donated to the local Rural Fire Service Association along with a donation from the New Years Eve event.
			Conduct annual Rockhampton Cultural Festival	Yes	The Cultural Festival will be held on Saturday 22 August 2020 at the Riverside Precinct.
1.6.4.3	Deliver and support major regional events	Major Venues	Deliver one large music theatre production attended by in excess of 3000 patrons at the Pilbeam Theatre	Yes	Council will be presenting "Mamma Mia" as our community Musical in 2020. Cast and Creative team have been appointed. Rehearsals commence in January 2020.
1.6.4.4	Promote and facilitate the use of the Rockhampton Showgrounds for major events	Major Venues	Rockhampton Showgrounds is used 25% of the year for grounds and events uses	Watching	There have been 60 event days, or 16.44% used year to date.

## COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Communities and Culture</b>					
1.6.5.2	Deliver the Regional Arts Development Fund	Major Venues	All Regional Arts Development Fund applications are assessed in accordance with the guidelines	Yes	Round 1 of the Regional Arts Development Fund closed in November. Fifteen applications were received for a total requested amount of \$127,883. For the 2019-20 financial year there was a pool of \$60,190 available. Six of the applications are recommended in full. They cover a variety of target groups, geographical reach and art forms. The approval of the recommended applications will leave the fund exhausted for the 2019-20 financial year. This was deemed to be acceptable by the committee based on the number of highly regarded projects. It is hoped that the evidence of community need for arts funding is beneficial in the next request to Arts Queensland for Regional Arts Development Fund contribution for 2020-21 financial year.
4.1.1.1	Provide timely and effective delivery of Council's services	Major Venues	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Reviewed and reported monthly, no non-compliance.
<b>Community Assets and Facilities</b>					
1.1.6.1	Develop an All Abilities and Inclusion Plan	Community Assets & Facilities Directorate	Deliver actions in the All Abilities and Inclusion Plan within agreed timeframes	Yes	All abilities and inclusion plan currently being drafted.
1.1.8.1	Undertake required statutory maintenance	Community Assets & Facilities Directorate	Compliance standards met	Yes	Ongoing and routinely monitored.
1.3.1.1	Maintain and monitor CCTV systems	Community Assets & Facilities Directorate	System maintained in accordance with schedule, with less than 2% downtime	Yes	Less than 1% down time.

## COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Community Assets and Facilities</b>					
4.1.1.1	Provide timely and effective delivery of Council's services	Community Assets & Facilities Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	No issues to report.
5.3.1.1	Review operational budgets to ensure effective capture and reporting of activities	Community Assets & Facilities Directorate	Monthly review of the Operational Budget	Yes	No issues to report.
5.4.2.3	Undertake process review on a key activity within the section	Community Assets & Facilities Directorate	Identify key activity by 30 September and complete process review by 30 June	Yes	Scheduling process has been mapped out and opportunities for improvement are being identified.
1.1.1.1	Operate, maintain and repair infrastructure as detailed in the annual maintenance programs	Community Facilities	Achieve annual maintenance budget and program	Yes	Maintenance program being rolled out.
1.1.8.2	Clean and maintain Council buildings	Community Facilities	Buildings cleaned and maintained in accordance with the priority rating schedule and budget allocation	Yes	Maintenance program being rolled out.
1.1.8.3	Develop and implement conservation management plans for heritage listed buildings	Community Facilities	Conservation Management Plan review conducted in accordance with schedule	Yes	Conservation Management Plans have been identified and are awaiting final confirmation.
1.2.1.1	Provide quality arts and cultural facilities throughout the Region	Community Facilities	All venues are compliant with statutory requirements	Yes	Conservation Management Plans have been identified and are awaiting final confirmation.
1.2.1.2	Provide quality regional cemeteries for burial and memorialisation services	Community Facilities	Cemeteries have high community satisfaction with service provided resulting in less than five complaints annually	Yes	Less than 5 complaints received.
4.1.1.1	Provide timely and effective delivery of Council's services	Community Facilities	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Customers are satisfied.
4.1.1.1	Provide timely and effective delivery of Council's services	Community Assets	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	On track.

## COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Parks</b>					
1.1.7.1	Develop a program for recreation and open spaces	Parks Directorate	Develop the program by 30 June	Yes	Continued development of program.
1.4.3.3	Engage with and provide support to community and volunteer organisations in the delivery of sport and recreation activities	Parks Directorate	Make formal contact with all sporting clubs and associations in the Region	Watching	To be undertaken in quarter three and four.
2.1.2.1	Consider site options for preferred precinct and scope required works	Parks Directorate	Draft Sport Precinct concept by 31 July	Yes	Planning in progressing on a multi-precinct basis with Strategic Planning taking the lead.
3.1.4.2	Develop a Tree Canopy Plan	Parks Directorate	Develop a Tree Canopy Plan by 30 September and implement actions in accordance with approved timeframes	Yes	CBD Canopy has progressed to concept plans and remains on track for quarter four delivery by Regional Services. Plantings in parks and streetscapes are currently on hold due to prolonged dry weather and remain on track for quarter four delivery.
4.1.1.1	Provide timely and effective delivery of Council's services	Parks Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Compliant.
5.3.1.1	Review operational budgets to ensure effective capture and reporting of activities	Parks Directorate	Monthly review of the Operational Budget	Yes	On budget.
5.4.2.3	Undertake process review on a key activity within the section	Parks Directorate	Identify key activity by 30 September and complete process review by 30 June	Yes	Endorsed by CEO on 13 January, key outcomes to be delivered through 2020 and 2021.
1.2.1.3	Further development of the Kershaw gardens and the Botanic gardens	Botanic & Kershaw Gardens	Develop a program that considers the ongoing maintenance and long term improvement	Watching	To be reviewed in quarter three and four by Community Master planners.
1.6.2.2	Review and update Botanic Gardens Strategic Master Plan	Botanic & Kershaw Gardens	Review and update Botanic Gardens Strategic Master Plan by 30 June	Watching	Community master planning team commencing in January 2020. Master plan review to commence quarter three.
1.6.4.1	Deliver and support local events and celebrations	Botanic & Kershaw Gardens	All sites meet the requirements of events and celebrations	Yes	Continued commitment to providing quality sites for events including Botanic Gardens 150th celebrations.

## COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Parks</b>					
4.1.1.1	Provide timely and effective delivery of Council's services	Botanic & Kershaw Gardens	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Compliant.
1.2.3.1	Quantify mowing and horticultural service frequencies	Parks Operations	Develop and deliver a mowing program that meets seasonal changes by 31 March	Watching	Plans on hold due to extended dry weather, to be implemented once it rains.
4.1.1.1	Provide timely and effective delivery of Council's services	Parks Operations	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Compliant.
1.2.2.1	Work with stakeholders to promote the Zoo both regionally and nationally	Zoo	Maintain visitors to the Rockhampton Zoo to 140,000 and monitor through visitor intercept surveys	Yes	Surveys ongoing.
4.1.1.1	Provide timely and effective delivery of Council's services	Zoo	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Report submitted regarding Zoo security.
<b>Planning and Regulatory Services</b>					
4.1.1.1	Provide timely and effective delivery of Council's services	Planning & Regulatory Services Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Customer service standards continue to be met during this quarter, with small non-compliances reported through the monthly reports.
4.1.2.1	Provide opportunities for community access to discounted animal health services	Planning & Regulatory Services Directorate	Deliver two microchipping and/or vaccination clinics	Yes	Council's "Vac and Chip" Program is currently in progress with 101 application being approved for 192 vaccination and 102 microchips. The program continues to run until 31 March and is currently on budget for revenue and expenses.
4.1.3.1	Ensure educational programs are created and delivered to the community on assessment requirements	Planning & Regulatory Services Directorate	Create an educational plan for the community on pool safety, building requirements and planning scheme understanding	Completed	The Building, Plumbing and Compliance unit have completed the Education Plan with the assistance of the Education Officer. The Education Officer has commenced the implementation of the plan.
4.2.1.2	Provide formal and informal education opportunities to the public to ensure the community are aware of their legislative obligations	Planning & Regulatory Services Directorate	Education program implemented in accordance with program milestones	Watching	Local Laws unit has completed the majority of actions outlined in the Community Education Plan 2019-20 as per the timeframes. Slight delays with minor projects due to focus on school education program.



## COMMUNITY SERVICES

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Planning and Regulatory Services</b>					
4.2.2.2	Provide a diverse range of compliance tools to a wide range of amenity, health and safety issues across the community to enhance liveability	Planning & Regulatory Services Directorate	Review and update the enforcement manual by 30 June	Yes	Legal review of the Enforcement Manual was completed in November. The manual is currently with the Planning and Regulatory section to review the changes.
5.3.1.1	Review operational budgets to ensure effective capture and reporting of activities	Planning & Regulatory Services Directorate	Monthly review of the Operational Budget	Yes	Local Laws revenue budget is currently on track although expenses are under budget due to wages being underspend.
5.4.2.3	Undertake process review on a key activity within the section	Planning & Regulatory Services Directorate	Identify key activity by 30 September and complete process review by 30 June	Yes	The review of the warrant process has commenced with the template for the warrant being changed to ensure that the criteria set out in the <i>Animal Management (Cats and Dogs) Act 2008</i> is met as the standard proforma provided by the solicitors has unlabelled section.
4.1.1.1	Provide timely and effective delivery of Council's services	Development Engineering	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Customer service standards continue to be met. There were a small number of non-compliances reported through the monthly reports. Again this was mostly due to the applicant not providing adequate information for officers to be able to decide applications. No applications were decided outside the Planning Act's statutory timeframes.
3.1.3.1	Implement strategic plans to advise community on programs	Health & Environment	Achieve strategy outcomes in the Biosecurity Plan in accordance with timeframes	Yes	Outcomes of the plan continue to be implemented. Two deer traps have been set up in the Lakes Creek area to control wild deer. One Council trap and an engaged contractor have set traps in the Mount Archer area to control wild pigs, this work has been conducted in conjunction with Queensland Parks and Wildlife Service. 1080 baiting programs continue in rural areas to control wild animals. Invasive plant control continues on both water weeds and land weeds throughout the Region.
4.1.1.1	Provide timely and effective delivery of Council's services	Health & Environment	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Customer service standards continue to be met during this quarter, with small non-compliances reported through the monthly reports.



COMMUNITY SERVICES					
Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Planning and Regulatory Services</b>					
4.2.1.1	Provide effective development management programs in line with legislative requirements for environment health, food, safety, noise, odour and dust protection	Health & Environment	Compliance with development management programs	Yes	Programs continue as required. Food safety inspections at 45% of premises inspected. Inspections of markets conducted in November and December. Information provided via customer service and libraries for Food Safety Week in November. Compliance work undertaken in accordance with developed work instructions and programs.
1.3.2.1	Maintain effective disincentive and quarantine process as per the Animal Management Centre Manual Disease Management	Local Laws	Implement actions in accordance with the Animal Management Centre Manual	Yes	The Animal Management Centre has had one infectious outbreak in the last three months due to infected cats being surrendered to Council. Quarantine procedures were implemented and appropriate actions were taken in accordance with the Animal Management Centre Manual.
4.1.1.1	Provide timely and effective delivery of Council's services	Local Laws	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	There were no instances of non-compliance.
4.1.1.1	Provide timely and effective delivery of Council's services	Development Assessment	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	There were a small number of non-compliances with the timeframes for service level, especially to do with information requests. This is due to having a reduced number of qualified planners to conduct the assessments.
4.1.1.1	Provide timely and effective delivery of Council's services	Building, Plumbing and Compliance	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Customer service standards continue to be met during this quarter, with small non-compliances reported through the monthly reports.

## REGIONAL SERVICES

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Regional Services Directorate</b>					
3.3.1.1	Ensure climate change is factored into Council planning and decision making	Regional Services Directorate	Identify potential impacts of climate change and the Chief Executive Officer report to Council half yearly on outcomes for each department	Yes	Council adopted the new Waste Strategy 2020–2030 in December, and implementation has commenced. FRW continued working with consultants to develop the detailed design for the modifications to the Fitzroy River Barrage in order to raise the height of the full storage level and improve the resilience of our barrage storage to climate change and sea-level rise.
4.1.1.1	Provide timely and effective delivery of Council's services	Regional Services Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	There were no instances of non-compliance this quarter.
5.2.1.2	Operational risks are monitored and managed in accordance with legislative requirements	Regional Services Directorate	Risk register is being maintained	Yes	Risk Register reviewed for presentation to Audit Committee.
5.2.1.7	Monitor and review non-compliance of legislative requirements	Regional Services Directorate	Report on legislative non-compliance included in sectional reports presented to Council on a monthly basis	Yes	There were no non-compliances.
5.3.1.1	Review operational budgets to ensure effective capture and reporting of activities	Regional Services Directorate	Monthly review of the Operational Budget	Yes	Reviewed across the department and tracking on target.
5.3.1.5	Review operational budgets to ensure effective capture and reporting of activities	Regional Services Directorate	Carry out detailed review of departmental budget and report to Council on budget variances	Yes	Operational budgets on track.
5.4.2.3	Undertake process review on a key activity within the section	Regional Services Directorate	Identify key activity by 30 September and complete process review by 30 June	Yes	Civil Operations work planning has been revised to ensure optimum resources are applied to minimise construction times.

## REGIONAL SERVICES

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Civil Operations</b>					
1.1.1.1	Operate, maintain and repair infrastructure as detailed in the annual maintenance programs	Civil Operations Directorate	Achieve annual maintenance budget and program	Yes	Operational program on track.
1.1.1.2	Deliver the annual capital works program	Civil Operations Directorate	Achieve capital program within 95% of the budget	Yes	Capital expenditure is on target to reach 95% by June.
4.1.1.1	Provide timely and effective delivery of Council's services	Civil Operations Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	There were no instances of non-compliance this quarter.
5.3.1.1	Review operational budgets to ensure effective capture and reporting of activities	Civil Operations Directorate	Monthly review of the Operational Budget	Yes	Monthly review is undertaken and presented to Council each month in Civil Operations monthly report to Council.
5.4.2.3	Undertake process review on a key activity within the section	Civil Operations Directorate	Identify key activity by 30 September and complete process review by 30 June	Yes	A team has been formed to look at this activity.
4.1.1.1	Provide timely and effective delivery of Council's services	Rural Operations	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Requests are being dealt with inside the timings from Council.
4.1.1.1	Provide timely and effective delivery of Council's services	Civil Works	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Requests are being dealt with inside the timings from Council.
4.1.1.1	Provide timely and effective delivery of Council's services	Maintenance	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Requests are being dealt with inside the timings from Council.

## REGIONAL SERVICES

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Fitzroy River Water</b>					
1.1.1.1	Operate, maintain and repair infrastructure as detailed in the annual maintenance programs	Fitzroy River Water Directorate	Achieve annual maintenance budget and program	Yes	Operations budget and maintenance programs on-track.
1.1.1.2	Deliver the annual capital works program	Fitzroy River Water Directorate	Achieve capital program within 95% of the budget	Yes	Good progress towards achieving completion of capital program.
1.1.1.3	Ensure safe and reliable operation of raw water storages	Fitzroy River Water Directorate	Compliance with state legislation and national guidelines	Yes	Ongoing compliance with state legislation and national guidelines.
1.1.1.4	Ensure safe and reliable treatment and supply of drinking water	Fitzroy River Water Directorate	Compliance with Customer Service Standards, state legislation and national guidelines	Yes	100% compliance with drinking water quality requirements as outlined in customer service standards, Queensland legislation or Australian Guidelines.
1.1.1.5	Ensure safe and reliable transport and treatment of sewage	Fitzroy River Water Directorate	Compliance with Customer Service Standards, state legislation and national guidelines	Yes	>99% compliance with sewage transport and treatment requirements outlined in customer service standards and Council's Environmental Authority.
1.1.1.6	Ensure safe and reliable supply of non-potable water	Fitzroy River Water Directorate	Compliance with Customer Service Standards, state legislation and national guidelines	Yes	100% compliant with legislative requirements for the supply of non-potable water.
1.3.7.1	Ensure the safe and reliable operation of raw water storages	Fitzroy River Water Directorate	Compliance with legislative requirements for dam safety management	Yes	Ongoing compliance with state legislation for dam safety management.
3.1.2.1	Promote water wise behaviours and practices	Fitzroy River Water Directorate	Achievement of annual marketing communications plan activities in accordance with agreed timeframes	Yes	Review of FRW Marketing and Communications Plan nearing completion prior to implementation throughout 2020.
			Provide water rebates for residential water efficient products, and process all rebate applications within 10 business days	Yes	Completed in line with business performance indicator.
3.1.5.1	Minimise nutrient and sediment discharges to local waterways	Fitzroy River Water Directorate	Demonstrate compliance with Environmental Authority release limits and continuous improvement initiatives	Yes	Compliant with Environmental Authority and sustaining the reduced levels of nutrient releases achieved during recent years.

## REGIONAL SERVICES

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Fitzroy River Water</b>					
4.1.1.1	Provide timely and effective delivery of Council's services	Fitzroy River Water Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	A small number of minor non-compliances reported monthly or quarterly to Council.
5.3.1.1	Review operational budgets to ensure effective capture and reporting of activities	Fitzroy River Water Directorate	Monthly review of the Operational Budget	Yes	Operational expenditure reviewed monthly to ensure activities are being completed in line with budget forecast or to adjust forecasts based on seasonal variation.
5.4.2.3	Undertake process review on a key activity within the section	Fitzroy River Water Directorate	Identify key activity by 30 September and complete process review by 30 June	Yes	Further review of the monitoring and management of maintenance task completion is ongoing with new internal business processes identified for inclusion in the new asset and maintenance management system.
<b>Infrastructure Planning</b>					
4.1.1.1	Provide timely and effective delivery of Council's services	Infrastructure Planning Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Customer service standards are being met.
5.3.1.1	Review operational budgets to ensure effective capture and reporting of activities	Infrastructure Planning Directorate	Monthly review of the Operational Budget	Yes	Operational budgets are reviewed on a monthly basis and are on track.
5.4.2.3	Undertake a process review on a key activity within the section	Infrastructure Planning Directorate	Identify key activity by 30 September and complete process review by 30 June	Yes	Landscape architecture processes are continuously being refined.
1.1.2.1	Planned condition monitoring programs are completed	Assets & GIS	Planned road, bridge and footpath condition monitoring programs are completed, and the defects identified are provided to the relevant Asset Custodian	Yes	The bridge and major culvert condition assessment reports have been finalised and Civil Operations have been provided with a maintenance work program. The road condition reports have been received and are currently under review. All footpath inspections have been completed. Footpath defect lists are being prepared for each Asset Custodian.
4.1.1.1	Provide timely and effective delivery of Council's services	Assets & GIS	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Customer service standards are under development.
5.3.1.4	Financial systems and processes are managed to meet the appropriate audit requirements and community expectation	Assets & GIS	The required asset revaluations are completed in accordance with the timeframes set in 2020 External Audit Plan	Yes	Asset valuations are progressing. The 2020 External Audit Plan is yet to be finalised.

## REGIONAL SERVICES

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Infrastructure Planning</b>					
5.3.2.1	Refine the long-term asset management plans with asset custodians to guide the replacement and utilisation of resources	Assets & GIS	A program for the rolling review of Council's existing Asset Management Plans is prepared with the Water and Sewerage Asset Management Plan and the Bridges and Major Culverts Asset Management Plan to be reviewed by 31 December	Yes	The Water and Sewerage AMPs have been comprehensively reviewed. A draft version of the revised AMPs has been distributed to key internal stakeholders for comment. The Bridges and Major Culverts AMP will be reviewed in 2020.
			Asset Custodians are provided with long term renewal targets based on an asset sustainability ratio of greater than 90%	Yes	Asset Custodians have been provided with general advice regarding the asset sustainability ratio and long-term renewal targets.
1.1.4.1	Provide an effective quality assurance system which supports the civil design function	Civil Design	No major non-conformances identified in the annual audit	Yes	Quality Management Plan is continually discussed as a group to ensure staff are aware of its function, and regularly updated to remain relevant.
3.1.4.1	Improve parks and streetscapes to provide diversity of streetscapes	Civil Design	Planting in accordance with the Streetscape Design Manual	Yes	CBD Tree Planting Masterplan has been developed. Planting for 2019-20 currently being finalised.
4.1.1.1	Provide timely and effective delivery of Council's services	Civil Design	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Customer service standards are being met.
1.3.4.1	Natural and man-made hazard risk assessments are reviewed on a five yearly basis	Disaster Management	Review Natural Hazard Risk Assessment and complete annual maintenance check by March	Yes	To be undertaken in the third quarter.
1.3.6.1	Deliver and implement community disaster awareness education	Disaster Management	Review and update Local Disaster Management Group Communications Plan	Yes	Subplan being reviewed by the Media team. Marketing team requested to develop Marketing plan. Due at the end of January 2020, before being reviewed.
1.3.7.2	Conduct an annual review of the Local Disaster Management Plan in accordance with statutory requirements	Disaster Management	Annual review completed by 30 November each year	Completed	Annual review of Local Disaster Management Plan was completed and adopted by Council in August.

## REGIONAL SERVICES

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Infrastructure Planning</b>					
1.3.7.3	Conduct an annual preparedness activity in accordance with statutory requirements	Disaster Management	Undertake annual Local Disaster Management Group preparedness activity by 30 November	Completed	Local Disaster Management Group (LDMG) preparedness activity was completed on 6 September.
1.3.7.4	Ensure the Local Disaster Management Group meet regularly to coordinate disaster management activities	Disaster Management	Annual review of the Local Disaster Management Plan and deliver actions in accordance with the plan	Yes	LDMG scheduled to meet on 22 November, however postponed due to Fire operations - Cobraball Fires; Council's LDMG moved to Alert. Next LDMG meeting scheduled 28 February 2020.
4.1.1.1	Provide timely and effective delivery of Council's services	Disaster Management	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Customer service standards are being met.
1.1.3.1	Update Local Government Infrastructure Plan in Rockhampton Planning Scheme	Strategic Infrastructure	Complete amendment to Local Government Infrastructure Plan by June	Yes	Council have endorsed the commencement of public consultation from 11 December - 24 January. Submissions will be considered after this date with intention to submit for endorsement prior to Caretaker mode 2020.
1.1.5.1	Complete preliminary planning, design and cost estimating for projects identified from the Schedule of Works for Transport, Stormwater, Water and Sewerage Trunk Infrastructure that may be required in the near term to 2026	Strategic Infrastructure	Projects identified by 1 September with project development works completed by 30 June	Yes	Projects were identified through development of Local Government Infrastructure Plan update. Project costs were also reviewed and designs further progressed. Some projects remain identified but not yet progressed in terms of design. These will be progressed in the next two quarters.
1.4.2.1	Update traffic modelling for the urban areas of Rockhampton and Gracemere	Strategic Infrastructure	Complete Transport Corridor Studies for Arterial Roads by 30 June	Yes	Corridor Study for Upper Dawson Road continues. Finalisation of Alexandra Street / Farm Street works expected quarter three. Corridor Study for North Street will commence in quarter three. Canning Street to commence at conclusion of Upper Dawson Road in quarter four.
1.4.2.2	Consider the Environmental Sustainability Strategy in future planning	Strategic Infrastructure	Develop strategy and policy for Riparian Management by 30 June	Yes	Officers are collaboratively working with National Resource Management team to finalise activity procedure for minor works in a watercourse. Once endorsed by Council, policy development around Riparian Management will continue. Aim is to complete by quarter four.
4.1.1.1	Provide timely and effective delivery of Council's services	Strategic Infrastructure	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Customer service standards are being met.



REGIONAL SERVICES					
Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Project Delivery</b>					
1.1.1.2	Deliver the annual capital works program	Project Delivery Directorate	Achieve capital program within 95% of the budget	No	A review to be undertaken in January to assess and adjust budget cash flow forecasts. The SRFL which has a budget allocation of approximately \$36 million will obviously now not be fully expended due to development approval delays. A more realistic figure is in the vicinity of \$3 - \$5 million.
1.1.4.2	Effective delivery of major infrastructure projects	Project Delivery Directorate	Project meets objectives and completed on time and budget	Yes	Current projects are being delivered within agreed project scopes, budgets and timeframes.
2.2.3.1	Effectively deliver the construction of Art Gallery Project	Project Delivery Directorate	Project completed in accordance with allocated budget and timeframes	Yes	Current projects are being delivered within agreed project scopes, budgets and timeframes.
4.1.1.1	Provide timely and effective delivery of Council's services	Project Delivery Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Yes	Unit currently achieving a 3.7 day average completion time to pathway requests.
5.3.1.1	Review operational budgets to ensure effective capture and reporting of activities	Project Delivery Directorate	Monthly review of the Operational Budget	Yes	Operational costs, journalled to capital budgets on a monthly basis.
5.4.2.3	Undertake process review on a key activity within the section	Project Delivery Directorate	Identify key activity by 30 September and complete process review by 30 June	Yes	Project variation management.



## REGIONAL SERVICES

Ref	Operational Action	Unit	Target	On Track	Quarter Two Status Commentary
<b>Rockhampton Regional Waste and Recycling</b>					
1.1.1.1	Operate, maintain and repair infrastructure as detailed in the annual maintenance programs	Waste & Recycling Directorate	Achieve annual maintenance budget and program	Yes	Annual maintenance budget and program is on track.
1.1.1.2	Deliver the annual capital works program	Waste & Recycling Directorate	Achieve capital program within 95% of the budget	Yes	Annual capital program is currently beyond the year to date expectation, however plans in place to achieve 95% completion.
3.1.6.1	Develop and deliver an effective educational program to the community promoting kerbside recycling and general resource conservation	Waste & Recycling Directorate	Achieve targets in line with the Waste Reduction and Recycling Plan	Yes	Council's new Waste Strategy 2020 - 2030 was adopted by Council on 10 December. Key Actions have commenced in accordance with the Waste Strategy.
4.1.1.1	Provide timely and effective delivery of Council's services	Waste & Recycling Directorate	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Completed.
4.1.1.1	Provide timely and effective delivery of Council's services	Waste & Recycling Facilities	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	Completed	Completed.
4.1.1.1	Provide timely and effective delivery of Council's services	Waste & Recycling Collections	Non-compliances of the unit's customer service standards or adopted service levels reported monthly	No	The following customer service standards were not achieved during this quarter: missed services collection provided within 2 business days from notification, collection services made available within 4 business of notification and provision of assisted services within 10 working days of application and repair / replacement of stolen or damaged bin within 4 days from notification.
5.3.1.1	Review operational budgets to ensure effective capture and reporting of activities	Waste & Recycling Directorate	Monthly review of the Operational Budget	Completed	Completed.
5.4.2.3	Undertake process review on a key activity within the section	Waste & Recycling Directorate	Identify key activity by 30 September and complete process review by 30 June	Yes	Investigations into the expansion of Council's kerbside collection service into rural areas surrounding current rural service areas are underway with Kabra / Gracemere and Moongan areas completed. Limestone Creek Area to commence in quarter three.

# **2019-20 OPERATIONAL PLAN PROGRESS REPORT - QUARTER TWO**

## **Operational Plan Progress Report Summary - Quarter Two (October to December 2019)**

**Meeting Date: 18 February 2020**

**Attachment No: 2**

**OPERATIONAL PLAN REPORT SUMMARY**  
**QUARTER TWO 2019 – 2020**

**OFFICE OF THE CEO**

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Directorate

On 16 October the Queensland Parliament passed the Local Government Electoral (Implementing Stage 2 of Belcarra) and Other Legislation Amendment Bill 2019.

On 28 November, the Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Bill 2019 was introduced into Parliament.

Councillor Information Briefings will be introduced and held on Monday before Council meeting.

Committee Support and Travel

Investigations continue into alternative methods for processing travel requests, with the online trial of lodging travel requests expanded to include Regional Services as well as Advance Rockhampton.

Domestic and international travel for staff and Councillors was very busy in November and December, but decreased markedly during the December holiday period.

An additional Committee Support Officer was employed for a 12 month period to assist with the workload, and allow for succession planning in the unit.

International travel was successfully coordinated and completed in November and December.

Office of the Mayor

*Executive Support*

Scheduled civic events were delivered during the reporting period, including the 2019 Remembrance Day Ceremony, coordinated with the 9th Battalion AIF Living History Unit, conducted at the John Leak Memorial and an Australian Citizenship Ceremony where 38 residents in the Region were conferred citizenship.

Customer service targets continued to be met and ongoing executive support provided to the Mayor and Councillors during the quarter.

*Media and Communications*

One key metric for social media growth was exceeded during the reporting period with an increase in Facebook followers to Council's Facebook site. The other key metric in terms of levels of engagement (people liking, sharing and commenting on content) decreased from the previous quarter. This will be subject to continued monitoring to determine if it represents an isolated decline, or whether changes to Facebook's algorithm will require an alteration in future management of the platform to ensure targets are met.

A range of engagement activities were undertaken during the quarter in support of departmental activities across Council, and in furtherance of its engagement strategy. Highlights for the quarter included the delivery of the Growing Gracemere Community Roundtable event and the continued roll-out of Council's new online engagement platform with a total of six additional projects out to consultation and an increase in registrations of 223 residents.

Workforce and Governance

*Workforce Relations & Ethics*

Certified Agreement educational awareness sessions have been undertaken by 92% of the organisation with the remaining scheduled for early 2020.

The second ballot vote for the Rockhampton Regional Council Waste and Recycling Certified Agreement 2018 was held on 18 December, resulting in a 78% positive vote being received.

The Queensland Industrial Relations Commission has listed the hearing for the application of the Rockhampton Regional Council Child Care Certified Agreement 2018 for 31 January.

#### *Human Resources & Payroll*

A Code of Conduct video to replace the Cracking the Code suite of documents utilising staff from all departments as actors and speakers has been completed. The video will replace the Cracking the Code monthly questionnaire and will be completed annually by all staff commencing in February. It is intended to move this video onto the Learning Management system (LMS) once it commences full roll out. This move from paper to video and to the LMS system is estimated to eventually save approximately 18,000 sheets of paper each year as well as significant resource time.

The future direction of HR Information system, particularly external timesheet employees has been positively impacted by the decision of the Asset Management project to not require job numbers against work performed. This decision will mean that the complexity of timesheets will be greatly reduced to the extent that most employees of Council can be migrated to exception with the utilisation of timesheets to only show overtime and allowances. This reduction in complexity will further enhance the opportunity for electronic timesheets to be completed. At this stage it is envisaged that exception employees will be migrated prior to 1 July and the external or timesheet employees roll out will be in conjunction with the roll out of the Asset Management project.

Significant work was undertaken in the development of the organisation's People Strategy. Managing Our People, Employee and Our Leadership toolkits have been established on Council's intranet.

A trial of the learning management system with Take 5 safety compliance training is currently operational within Workforce and Governance and feedback received has been actioned in order to improve the efficiency of the product prior to wider rollout across the organisation. A wider trial of Take 5's is scheduled at the City Child Care Centre for January and Rockhampton Regional Waste and Recycling is planned for March. ELearning and Contractor modules are progressing.

#### *Safety & Training*

A working group has been established to review and implement approved recommendations from the consultant's report on Council's high risk work activities. Milestones in the Health and Safety Strategic Plan are being achieved, particularly with the engagement of a temporary Senior Safety Officer to lead the WHS Risk Management Framework review project which incorporates 11 of the 26 consultant recommendations.

Significant progress has been made in the quarter on the legislative compliance training program particularly in areas including verification of competency and advanced heavy vehicle driver training.

#### *Legal & Governance*

Authorisations and Delegations - Action has been split into 2 projects:

Project 1 - Identification and implementation of delegable and authorised person powers.

Project 2 - Local Law Policy alignment/development.

Project 1 is progressing well with delegations/sub-delegations and authorisations finalised for 11 of the 27 laws. The final batch of laws were delegated by Council to the CEO at the meeting on 10 December, however an error was uncovered following this which will necessitate one of the laws to be re-tabled at Council meeting 21 January. Despite this error, the project remains on track and it is envisaged the remaining 16 laws will be finalised by the planned end date.

### **CORPORATE SERVICES**

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#### Corporate and Technology Services

##### *Directorate*

Rockhampton Regional Council accepted an invitation to present at the China Hi-Tech Fair in Shenzhen in November. Council showcased advancements in building a Smart Regional Centre, and accepted the Asia-Pacific Smart Technology Award in recognition of the achievements made as a result of the implementation of the Smart Way Forward Strategy.

*Fleet Services*

The Fleet Renewal Program is progressing well with various construction type equipment being commissioned throughout January. Significant items have also been added to the capital program through the business case approvals process. Of note is a new 15 Tonne excavator which replaces a much larger 20 Tonne excavator. It was difficult to maintain high utilisation on the larger 20 Tonne machine with current and future works programs, while the new smaller 15 Tonne machine will be better utilised and increase Council's day labour work capacity. These items are mainly involved with urban type work in Civil Operations and Fitzroy River Water.

Workshop activity remains strong as Council is delivering infrastructure capital works at a high levels. Staff recruiting in the current mining boom environment continues to be a challenge.

*SmartHub*

SmartHub hosted the Turbo-Traction Lab (TTL) Program Demo Night in early December. The graduates from Lab 1 and Lab 2 delivered a short presentation highlighting their impressive achievements, and incredible business and personal growth during each 16 week program.

The part time participants from Lab 1 and Lab 2 will join the final cohort of full time attendees for Lab 3 due to commence on 10 February. At the conclusion of quarter two, 14 submissions were received for Lab 3 with applications closing on 15 January. An intensive public relations and marketing campaign has resulted in quality applications being received from candidates in New South Wales, Victoria, Western Australia, South East Queensland as well in in our local Region.

An application was lodged with Mining, Engineering, and Technology (METS) Ignited with a proposal to run another CQ METS Accelerator Program in early 2020. This funding opportunity, if successful, will allow Council to engage an industry expert to facilitate a program focussed on improvements in business capabilities for Small Medium Enterprises and Startups in the Regional Queensland METS sector.

Event spaces continue to be frequently utilised by members, external parties, and other Council units to host SmartHub events.

SmartHub membership is currently 79.

*Procurement and Logistics*

In November, local suppliers were invited to attend and take advantage of a forum designed to assist them to do business with Council. These free sessions covered upcoming tender opportunities, how to navigate the tender document and outlined how Council makes its procurement decisions. Council staff were also on hand to provide advice on how to improve submissions.

*ITS*

Considerable work was undertaken to implement a new solution for the underlying technology for Council's IT Disaster Recovery Plan. A new replication solution has been implemented to allow for quicker recovery times and reduced data loss in the event of a disaster. The solution also allows for testing an entire recovery without impacting on production systems.

Remediation and extension of the fibre network at the Botanical Gardens is well underway with all of the pit and pipe civil works being completed. The fibre installation and commission of the Zoo office, Chimp enclosure and administration building is expected to be completed in February.

Work has continued on the Asset Lifecycle Management (ALM) implementation and HR and Payroll system improvement projects with the Asset Lifecycle Management system to go live 1 July.

In conjunction with Fleet Services, a new data communications link to Mount Morgan administration building went live. This was made possible with the construction of a fully self-contained radio tower and communications facility at Pinnacle Mountain. The result is a faster and more cost effective network solution connecting Council's main administration site in Mount Morgan.

Stage 3E - Part 1 of the Smart City Riverbank Project has been brought on line.



Finance*Environmental Sustainability*

Council adopted the revised Environmental Sustainability Policy. The Sustainability Strategy Executive Group continued implementation of the 2019-20 annual action plan and commenced preparations for the 2020-21 annual action plan. The Internal Sustainability Working Group worked with a behaviour change expert to learn how to design and deliver effective change projects (Changeology workshop) and supported an annual recycling refresher, in conjunction with the Environmental Sustainability team and Rockhampton Regional Waste and Recycling, showing staff how to recycle right via a range of email communications, toolbox refreshers and visual bin audits. Council received the Natural Environment Study (2019). Council approved four applications for support as part of Council's Community Assistance Program – Environment and Sustainability Scheme. Over 40 schools received an allocation of Council's Sustainability in Action 2020 community calendar for distribution throughout their school communities.

Internal Audit

No reportable exceptions.

Unplanned external assessment of Internal Audit's conformance with the International Professional Practices Framework (Standard including Code of Ethics), which also included the risk management function, was undertaken in November. The Internal Audit function final report was released in December. This will negatively impact Internal Audit days available by approximately 10-15 days. The risk management function report has yet to be released.

Strategy and Planning

The Rockhampton Region Planning Scheme Major Amendment was adopted by Council on 19 November and took effect on Monday 25 November.

Coordination and support provided to multiple grant applications during the quarter.

**ADVANCE ROCKHAMPTON**

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Directorate

Advance Rockhampton Economic Development activities continued throughout the quarter. Feedback from business and government partners is positive, there are continued positive economic signs across Rockhampton. The official Rockhampton unemployment rate is now at 5 year low at 6.7%, the lowest figure since December 2014.

Highlights for Tourism, Events and Marketing in the reporting period included the delivery of the Christmas and New Year events attracting strong crowds. Confirmation of the naming rights sponsor for Rockynats plus two major sponsors for announcements in January. The Tourism brand project was completed with the new Explore Rockhampton marketing look and feel to roll out from January.

Airport

The Airport Management team continue to work with architects and the project team on the airport terminal redevelopment designs. The scope of works for the air-conditioner system updates is currently being reviewed. Passenger numbers have again been positive for the quarter.

Commercial

Commercial is continually working with the CBD's to improve activities and activation programs to assist in creating a positive environment. This quarter was successful in delivering more Riverside Alive performances, Rivernites Markets and Moonlight Movies in the Rockhampton CBD and Mount Morgan. The team is also continually working with CBD stakeholders to install two new dining platforms, and we are still receiving applications and interest in the Façade Improvement Scheme.

Economic Development

Advance Rockhampton Economic Development activities continued throughout the quarter. Feedback from business and government partners is positive, with continued positive economic signs across Rockhampton.

The official Rockhampton unemployment rate is now at a 5 year low at 6.7%, the lowest figure since December 2014.

A Resource Sector Forum was held on Monday 25 November. More than 70 business representatives attended and discussed the mining investment pipeline and local opportunities. Job advertisements online are also strong, showing continued demand for aged care nurses, mining engineers, mining operations and construction positions in particular.

Advance Rockhampton continues to promote resource sector opportunities to drive jobs and population growth. Key activities in the quarter included:

- Delivering a tendering workshop in partnership with mining industry and the Department of State Development to improve local suppliers' ability to win major project tenders.
  - The workshop was attended by more than 30 businesses, and feedback on the event was very positive, from both prospective local suppliers and major client projects.

Advance Rockhampton continued to represent Council's interests through a number of initiatives and fora:

- Attending an industry briefing in mid-December to receive an update on the project's progress.
  - The event followed an announcement of initial successful contractors for the project.
  - Local companies were successful in partnering on the Australia-Singapore Military Training Initiative at Shoalwater Bay to provide:
    - \$1.48 million for fencing works;
    - \$2.41 million contract for geotechnical work;
    - \$3.5-4 million for earthmoving; and
    - \$195,000 for potable water supply.
  - Advance Rockhampton will continue to work closely with suppliers to advocate local partnership opportunities, assist with skills needs and encourage employment relocations.

Advance Rockhampton is continuing to work with service providers to advocate local supplier opportunities for the Rookwood project, as well as to link-up the project team with local environmental offset projects and investments.

#### Tourism, Events and Marketing

The refresh of the tourism brand and positioning was completed in this quarter with initial roll out of marketing to commence in January with new look Explorerockhampton.com.au website, tourism video and collateral, including a tourism guide and billboards. A business case for social media pages Facebook and Instagram were also finalised for review to complete our core marketing assets required to drive tourism for the Region. Together with the appointment of a new Tourism Co-ordinator to commence in January the resources are in place to increase our tourism profile and focus on key initiatives around drive market, fishing and events.

The 2020 events calendar currently has 15 key events managed by the Events team with support for an additional 15+ events with funding, in kind marketing or operational assistance. These events are at various stages of planning including operations, entertainment, marketing, sponsorship and community engagement. Quarter two events were Christmas CBD traders, lighting of the Christmas tree and 'New Year's Eve Light up the Sky'. These were all well attended. Other focus was around operational plans and securing sponsorship for Rockynats. Spectator ticket sales also launched and car entry registrations are on track to target.

As well as supporting all the above events and the tourism rebrand, the Marketing team are working on a business case around the use of social media for events to be submitted in January. Council stakeholder marketing included Zoo, Disaster plan, Library 2020 What's on, Waste Strategy, My Rockhampton Summer edition and Live Rockhampton website.

**COMMUNITY SERVICES**

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Directorate

During this period the position of Coordinator Local Laws was filled and the roles of Coordinator Community Places and Master Planning and Community Master Planners were advertised. The Coordinator and one Community Master Planner will commence in January.

Directorate staff coordinated the installation of Christmas decorations throughout the Region working closely with Advance Rockhampton, Facilities and electrical staff.

Whilst the Music Bowl roof was removed in December a very successful Mayor's 'Carols by Candlelight' event occurred, with an additional carol event also produced at the Pilbeam Theatre.

Communities and Culture

During this period a realignment of the Major Venues unit occurred with the Production and Technical Supervisor now reporting to the Manager. The Major Venues Coordinator role was reclassified as a supervisor and this role was filled. The Libraries and Child Services Coordinator resigned and recruitment for the role has commenced.

The Art Gallery became the home of the Queensland Centre for Photography Collection as it was gifted the 108 piece collection and the Gallery unit continued to consult on and prepare for transition to the new gallery which name was announced as "The Rockhampton Museum of Art".

Major Venues hosted a range of events including the 'Les Miserable' and the 'Rockhampton Symphony Orchestra' at the Pilbeam Theatre and cast, was announced and commenced preparation for the 2020 musical 'Mamma Mia'. The unit worked with the Mount Morgan Show Society on the submission of an agricultural show infrastructure grant and managed the successful timing of the Music Bowl shell demolition and the delivery of the Mayors 'Carols by Candlelight' outdoor event on the reinstated site.

The Heritage Village hosted its most successful Halloween event along with normal operations. The Libraries and Child Services continued to deliver its range of services and reintroduced the 'Christmas Food for Fines' initiative.

Community Assets and Facilities

The section continues to carry out a range of planned and reactive maintenance works across Council's assets and parks. Community assets are continuing to work towards the implementation of the Asset Lifecycle Management system implementation with the development of maintenance strategies.

Parks

Hot dry conditions have drastically reduced grass growth and resulted in reduced mowing works for Parks Operations. Teams have focused on other maintenance tasks including median island refurbishment and tree pruning in parks.

Botanic Gardens team have continued to raise standards of horticultural presentation with focus on central areas in anticipation of the 150<sup>th</sup> birthday celebration.

The Zoo tragically lost Samantha's (chimpanzee) baby, however remain optimistic for the impending birth of Holly's baby in February.

Planning and Regulatory Services

Due to the impact of the drought, Rockhampton residents have experienced an increase of impacts of feral animals in the community. As a response Pest Management Officers have initiated trapping programs for both deer and feral pigs in the peri urban areas of North Rockhampton, with some success in trapping both animals.

Pest Management continue to control invasive plants on the Fitzroy River, with Hyacinth being the weed of most concern at the moment. Low water levels have resulted in some creek areas being inaccessible by boat to control the weeds. Biological controls continue to be released.

Local Laws continues to provide school based education through the 'Part of the Pack' program to schools in the Region as well as partnering with an independent social enterprise company to provide the 'Chip and Vac' Program. Both programs are currently tracking as expected.



The quarantine procedures were implemented at the Animal Management Centre when it was identified that a number of cats from a single property showed symptoms of cat flu shortly after arriving at the centre. These procedures were maintained until the outbreak was controlled and eliminated.

## **REGIONAL SERVICES**

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### Directorate

This second quarterly Operational Plan Report outlines Regional Services progress with the operational actions set to achieve the key strategies and overall themes in the Corporate Plan 2017-2022. The overall performance across the performance indicators is tracking well and expenditure is on target against the adopted budgets.

### Civil Operations

Operational and capital budget expenditure during the second quarter is tracking well and in line with expectation. This quarter has seen significant progress made with major capital projects including Wackford and Macquarie Streets which are well underway.

Continued hot and dry weather has led to reduced water being available for grading of gravel roads. This has added additional cost as additional water cartage has been added. The last real source of water for Civil Operations is the Fitzroy River.

Thirsty Creek Road upgrade has commenced with three construction crews undertaking the project.

Further recycling of material has been occurring at Dale Park since July, with over 22,000 tonnes of material brought in to be stockpiled and over 12,000 tonnes of material being reused already. This has led to roads being upgraded with all recycled materials (Rodboro Street).

### Fitzroy River Water

Water and sewerage operations have performed well during an uncharacteristically dry quarter which has seen very high levels of water consumption across the Region. As a result water production volumes are greater than 10% higher than the same period in 2018. This increased operational output for water will affect operational revenue and expenditure accordingly.

The Mount Morgan No. 7 Dam storage level continues to decline and by the end of the quarter was approaching the trigger for Level 4 restrictions. The storage level in the Fitzroy River Barrage had dropped to the lowest level since 2009 by the end of the quarter, further reflecting the lack of significant recent rainfall and high water consumption.

Capital program and project activities have progressed well during this quarter with water and sewerage network capital works generally on-track. Capital projects for specific active assets are slightly behind schedule due to various delays associated with procurement activities or minor technical issues but are otherwise on-track.

FRW has continued to work with colleagues in Regional Services to review the water and sewerage Asset Management Plans (AMP), with review and revision of draft documents, for each AMP currently underway prior to their completion.

FRW's involvement in the development of the new asset/maintenance management system has continued and increased as the project has progressed through the design and system configuration development stage prior to commencement of user acceptance testing.

Collaboration with other team members in Council has enabled the submission of a funding application to the Queensland government for funding to assist with the management of the sewerage network in the North Rockhampton flood mitigation area during major river flood events.

Work with consultants to develop the detailed design for the modifications to the Fitzroy River Barrage in order to raise the height of the full storage level has continued with completion of this work expected by the end of the next quarter.

Work with consultants to develop the detailed design for the proposed Stage 1 augmentation of the North Rockhampton Sewage Treatment Plant has continued with completion of this work expected by the end of the next quarter.

### Infrastructure Planning

Design work for the Regional Services 2019-20 capital program has been completed. This is a significant accomplishment for the Design Services team and allows survey and design works and scope clarification for the 2020-21 program to progress. Inclusion of landscape architecture considerations in the civil design works continues to evolve. The "Ski Gardens – Marine Infrastructure Projects: Options Analysis Report", was completed in readiness for delivery.

The Local Government Infrastructure Plan (LGIP) has been reviewed and community consultation has commenced. A corridor study has progressed for the Upper Dawson Road corridor to guide future upgrades. Updates to the Principle Cycle Network Plan Action Plan are also underway.

Further flood studies were completed for the developing areas in Gracemere. The results have been incorporated into the updated LGIP.

Sewer model validation has been completed which will allow further refinement of planning around network expansion and guide further investigations into infiltration and inflow. Work on the Water model validation is underway.

Routine condition assessments and defect monitoring activities for bridges and major culverts, footpaths, sealed and unsealed roads have been completed as planned. Civil Operations were provided information in relation to the bridges, major culverts and roads assets to assist in the development of future works programs. Defects and renewal information for the footpath network is currently being prepared.

The Water and Sewerage AMPs have been comprehensively reviewed. A draft version of the revised AMPs has been distributed to key internal stakeholders for comment.

Testing of the test environment for Council's mapping software upgrades has been completed. Preparation of the production environment is underway in preparation for an early 2020 go-live.

Applications for various projects to a value of \$520,000 were successful, under the CQ Bushfires Flexible Funding Grants scheme.

Disaster preparedness information was presented to a number of community groups and schools incorporating the promotion of the Rockhampton Emergency Dashboard.

The Rockhampton Local Disaster Management Group moved to *Alert* during the Cobraball fires in Livingstone Shire to ensure the group was at a heightened state of awareness, to support requests for assistance from neighbouring local governments and support requests for district communications. The Rockhampton SES unit supported Gladstone and Livingstone during the November bushfire events.

### Project Delivery

The capital budget will be reduced from \$86 million to approximately \$50 million with reduced expenditure planned for the South Rockhampton Flood Levee (SRFL) project in the current financial year. With the rescheduled delivery of the SRFL, the unit will not meet the 95% expenditure target for the capital budget. A revised cash flow forecast is being developed for the SRFL.

The Art Gallery has now moved into the construction phase, following the demolition of all buildings on site.

Works for Queensland (W4Q) Round 3 projects are underway with contracts awarded and work now nearing completion for the riverbank protection and the construction of three fishing platforms.

The tender for the new traffic lights at Red Hill (Black Spot) has been awarded. The electrical upgrade at the airport terminal has been completed, the mechanical services work is nearing completion.

### Rockhampton Regional Waste and Recycling

Rockhampton Regional Waste and Recycling has continued to provide waste collection and disposal services throughout the Region with teams focussed on safety, waste strategy, education, business improvement and efficiency.

Achievements and challenges encountered throughout the period are detailed below;

- Budgets tracking within expectation;

- Landfill expansion – tender was released for the construction of 'piggy back' Cell A1. Leachate and stormwater management works are in progress;
- Landfill Gas Management – tender submissions received and evaluation commenced;
- State Government Waste Levy – operational requirements continue to be implemented and refined;
- Bushley Waste Transfer Station (WTS) – Opening Day held on 10 December. Operation of Transfer Station has been successful;
- Expansion of Kerbside Collection Service to Rural Area – work has continued with new services rolled out to interested residents in the Kabra / Gracemere area. Letters have been sent out to the Moongan area, in line with Council endorsement;
- Waste Education – school based education, garage sale trail, national recycling week and Bushley WTS Open Day has been the focus; and
- Council's Waste Strategy 2020 - 2030 was endorsed by Council on 10 December. Implementation has commenced.

## 11.2 D/105-2019 - DEVELOPMENT APPLICATION FOR A MATERIAL CHANGE OF USE FOR A PLACE OF WORSHIP

**File No:** D/105-2019

**Attachments:**

1. [Locality Plan](#)
2. [Site Plan](#)
3. [Floor Plan](#)
4. [Elevation Plan](#)

**Authorising Officer:** Tarnya Fitzgibbon - Coordinator Development Assessment  
Doug Scott - Manager Planning & Regulatory Services  
Alicia Cutler - Acting General Manager Community Services

**Author:** Thomas Gardiner - Planning Officer

### SUMMARY

*Development Application Number:* D/105-2019

*Applicant:* Sri Lankan Association of Central Queensland

*Real Property Address:* Lots 27 and 28 on RP600807, Parish of Rockhampton

*Common Property Address:* 15 Jellicoe Street, Port Curtis

*Area of Site:* 1,563 square metres

*Planning Scheme:* Rockhampton Region Planning Scheme 2015 (superseded version 1.1)

*Planning Scheme Zone:* Rural Zone

*Planning Scheme Overlays:* Flood Hazard Overlay (Extreme Hazard)

*Existing Development:* Dwelling House

*Existing Approvals:* Dwelling House

*Approval Sought:* Development Permit for a Material Change of Use for a Place of Worship

*Level of Assessment:* Impact Assessable

*Submissions:* Nine (9) properly made submissions and seventeen (17) not-properly made submissions

*Infrastructure Charges Area:* Charge Area 3

*Application Progress:*

<i>Application Lodged:</i>	14 November 2019
<i>Confirmation Notice issued:</i>	27 November 2019
<i>Submission period commenced:</i>	16 December 2019
<i>Submission period end:</i>	22 January 2020
<i>Last receipt of information from applicant:</i>	23 January 2020
<i>Statutory due determination date:</i>	27 March 2020

**OFFICER'S RECOMMENDATION****RECOMMENDATION A**

THAT in relation to the application for a Development Permit for a Material Change of Use for Place of Worship (Samadhi Buddhist Temple), made by Sri Lankan Association Of Central Queensland, located at 15 Jellicoe Street, Port Curtis, described as Lots 27 and 28 on RP600807, Council resolves to Approve the application subject to the following conditions:

**1.0 ADMINISTRATION**

- 1.1 The Developer and their employee, agent, contractor or invitee is responsible for ensuring compliance with the conditions of this development approval.
  - 1.2 Where these Conditions refer to "Council" in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
  - 1.3 All conditions, works, or requirements of this development approval must be undertaken, completed, and be accompanied by a Compliance Certificate for any operational works required by this development approval:
    - 1.3.1 to Council's satisfaction;
    - 1.3.2 at no cost to Council; and
    - 1.3.3 prior to the commencement of the use,  
unless otherwise stated.
  - 1.4 Infrastructure requirements of this development approval must be contributed to the relevant authorities, where applicable, at no cost to Council, prior to the commencement of the use, unless otherwise stated.
  - 1.5 The following further Development Permits must be obtained prior to the commencement of any works associated with their purposes:
    - 1.5.1 Operational Works:
      - (i) Access and Parking Works;
    - 1.5.2 Plumbing and Drainage Works; and
    - 1.5.3 Building Works.
  - 1.6 All Development Permits for Operational Works and Plumbing and Drainage Works must be obtained prior to the issue of a Development Permit for Building Works.
  - 1.7 All works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards, unless otherwise stated.
  - 1.8 All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant *Australian Standards* and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.
  - 1.9 Lot 27 and Lot 28 on RP600807 must be amalgamated and registered as one lot prior to the commencement of the use.
- 2.0 APPROVED PLANS AND DOCUMENTS**
- 2.1 The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by any condition of this development approval:

<u>Plan/Document Name</u>	<u>Plan/Document Reference</u>	<u>Dated</u>
Site Plan	BA02	24 October 2019
Floor Plans	BA03	24 October 2019
Typical Section	BA05	24 October 2019
Elevation 1 / 2	BA06	24 October 2019
Elevation 2 / 2	BA07	24 October 2019

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

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

### 3.0 ACCESS AND PARKING WORKS

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

Note: In lieu of the Operational Works (access works) as described above, a Works in Road Reserve Permit (including a fee for the vehicle crossover and compliant with *Capricorn Municipal Development Guideline*) may be approved.

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

3.3 The existing access from Lee Street to the development must be upgraded to comply with the requirements of the *Capricorn Municipal Development Guidelines*.

3.4 All parking area must be constructed of Type 2 unbound material, Subtype 2.5, with minimum California Bearing Ratio (soaked) of 15. All surface treatments must be constructed, operated and maintained in a manner that no significant impact on the amenity of adjoining premises or the surrounding area is caused due to the emission of dust or results in sediment laden water.

3.5 When Council receives dust complaints, Council will conduct nuisance monitoring, to investigate any genuine complaint of nuisance caused by dust. If the complaints are genuine, the proposed gravel surface treated parking area must be paved or sealed to the satisfaction of Council for prevention of dust generation.

3.6 All vehicular access to and from the development must be via Lee Street only.

3.7 All vehicles must ingress and egress the development in a forward gear.

3.8 A minimum of six (6) parking spaces must be provided on-site, including one (1) universal access parking space.

3.9 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"*.

3.10 Parking spaces must be line-marked in accordance with the approved Site Plan (refer to condition 2.1) and in accordance with the *Australian Standard AS2890 "Parking facilities"* and the provisions of a Development Permit for Operational Works (access and parking works).

3.11 There must be no on-street car parking on Jellicoe Street.

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#### 4.0 PLUMBING AND DRAINAGE WORKS

- 4.1 Any proposed 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.
- 4.2 The development must remain connected to Council's reticulated water networks.
- 4.3 The existing water connection point(s) must be retained, and upgraded if necessary, to service the development.
- 4.4 Water meter boxes located within trafficable areas must be raised or lowered to suit the finished surface levels and must be provided with heavy duty trafficable lids.
- 4.5 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.
- 4.6 All sanitary drainage works, if required, must comply with *Australian Plumbing and Drainage Standard AS3500* Part 2 section 3 and 4 for flood affected areas.
- 4.7 The existing on-site sewerage facilities must be adequate for the proposed development. Should the existing on-site sewerage facilities not be adequate, upgrade of the system must be required in accordance with the *Queensland Plumbing and Wastewater Code* and Council's Plumbing and Drainage Policies.

#### 5.0 SITE WORKS

- 5.1 A Development Permit for Operational Works (site works) must be obtained prior to the commencement of any site works on the development site.
- 5.2 All earthworks must be undertaken in accordance with *Australian Standard AS3798 "Guidelines on earthworks for commercial and residential developments"*.
- 5.3 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.

#### 6.0 BUILDING WORKS

- 6.1 Structures must not be located within the on-site sewerage treatment and disposal area or conflict with the separation distances, in accordance with the *Queensland Plumbing and Wastewater Code*.
- 6.2 All new electrical outlets (if required), must be designed and installed at such a height that they are a minimum of 500 millimetres above a one per cent (1%) Annual exceedance probability flood level.

Note: Downstairs of the existing highset dwelling is surrounded by a slatted timber screen. Under no circumstances can these existing walls be fully enclosed. The downstairs area will be inundated in times of flood. Storage should be limited to items that have a low damage potential or can be easily moved to the upstairs portion of the building in times of flood.

#### 7.0 ASSET MANAGEMENT

- 7.1 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.
- 7.2 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
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markings that may have been removed or damaged.

#### 8.0 ENVIRONMENTAL HEALTH

- 8.1 Any lighting devices associated with the development, such as sensory lighting, must be positioned on the development site and shielded so as not to cause glare or other nuisance to nearby residents and motorists. Night lighting must be designed, constructed and operated in accordance with *Australian Standard AS4282 "Control of the obtrusive effects of outdoor lighting"*.
- 8.2 Noise emitted from the activity must not cause an environmental nuisance.
- 8.3 Operations on the site must have no significant impact on the amenity of adjoining premises or the surrounding area due to the emission of light, noise or dust.
- 8.4 When requested by Council, nuisance monitoring must be undertaken and recorded within three (3) months, to investigate any genuine complaint of nuisance caused by noise, light or dust. An analysis of the monitoring data and a report, including nuisance mitigation measures, must be provided to Council within fourteen (14) days of the completion of the investigation

#### 9.0 ENVIRONMENTAL

- 9.1 The Erosion Control and Stormwater Control Management Plan prepared in accordance with the *Capricorn Municipal Design Guidelines*, must be:
- 9.1.1 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
- 9.1.2 available on-site for inspection by Council Officers whilst all works are being carried out.

#### 10.0 OPERATING PROCEDURES

- 10.1 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 Lee Street and Jellicoe Street.
- 10.2 The hours of operations for the development site (place of worship) must be limited to:
- 10.2.1 0600 hours to 1800 hours on Saturday and Sunday,  
with no operations on week days or Public Holidays.
- 10.3 All waste storage areas must be:
- 10.3.1 kept in a clean and tidy condition; and
- 10.3.2 maintained in accordance with *Environmental Protection Regulation 2008*.
- 10.4 The number of persons attending the premises must not exceed the following:
- 10.4.1 A maximum of fifteen (15) children plus two (2) educators for mindfulness and Buddhist education programs; and
- 10.4.2 A maximum of twenty (20) adults for mindfulness classes every third and fourth Saturday of the month.

#### 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](http://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. Colorbond Fence

The proposed removable Colorbond fence must be removed completely during flooding to allow flood waters to evenly disperse.

**RECOMMENDATION B**

That in relation to the application for a Development Permit for a Material Change of Use for Place of Worship (Samadhi Buddhist Temple), made by Sri Lankan Association Of Central Queensland, located at 15 Jellicoe Street, Port Curtis, described as Lots 27 and 28 on RP600807, Parish of Rockhampton, Council resolves not to issue an Infrastructure Charges Notice.

**BACKGROUND**

**APPLICATION DATA**

<b>Gross Floor Area</b>	
Community Purpose	56.77 square metres
<b>Number of carparks</b>	
Community Purpose	Six (6) car parks

**PROPOSAL IN DETAIL**

The proposal is for the partial use of the premises for a Place of Worship located at 15 Jellicoe Street, Port Curtis. The site will accommodate persons associated with the Samadhi Buddhist Temple, who will use the ground floor of the existing Dwelling House to conduct mindfulness and Buddhist education programs. Activities associated with these programs includes sitting meditation, walking meditation, and sermon. The use will accommodate activities for adults and children at separate times (i.e. activities for adults and children will not occur at the same time) on the weekends only. The number of people attending sessions would be a maximum of 10 adults and 15 children plus two (2) educators.

The only new structure proposed on the site will be a concrete pagoda. This structure is proposed to be constructed over existing Lot 28 which will be approximately five (5) metres in height, with a diameter of 3.5 metres.

The intended operating hours for the use are from 6:00am until 6:00pm on weekends only, which will accommodate the following activities:

- Mindfulness and Buddhist Education sessions for students aged 5-15 years (every Sunday from 9:00am to 11:00am);
- Mindfulness classes for adults to occur every third and fourth Saturday of the month (up to eight (8) adults); and
- Monthly meetings for the Sri Lankan Association of Central Queensland.

During the week, maintenance activities will occur on the site to facilitate the overall up-keep of the premises. The site will also maintain the existing residence on the upper floor which will be used intermitently to accommodate visiting Monks to the site. There will be no evening activities or operations occurring on the site.

Access to the site will be from Lee Street which will connect to a new car park located at the rear of the existing Dwelling House. The car parking area will include six (6) car parks, including a disabled car park. The car park is not expected to be completely occupied when children's classes are on as they are typically dropped off. The parking spaces will be constructed of a blue metal stone. Given the small congregation, it is not anticipated that there will be significant, if any, on-street car parking utilised as a result of the use.

### **SITE AND LOCALITY**

The subject site is located in the Rural Zone under the *Rockhampton Region Planning Scheme 2015*. The site, and the surrounding Port Curtis area is affected by the Fitzroy River Flood Overlay (Extreme Hazard).

A single-detached Dwelling House is currently located on the subject site (Lot 27 on RP600807). Surrounding the site are predominantly single-detached dwelling houses, with large pockets of undeveloped rural land located immediately south of the site. Lee and Jellicoe Streets provide the site with two (2) road frontages, with the North Coast Railway line located approximately eighty (80) metres to the west of the site. There are several non-rural uses located in proximity to the site including the QRX/Toll Depot which gains access from Goss Street, the Hastings Deering facility to the east off Port Curtis Road, and an Engineering firm located to the east of the site which gains access from Jellicoe Street.

The site is located outside of the Priority Infrastructure Area and does not have access to Council's reticulated sewerage network. The Jellicoe Street road frontage contains Council water mains and a fire hydrant.

### **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 – 25 November 2019**

Support, subject to conditions.

#### **Public and Environmental Health Comments – 19 November 2019**

Support, subject to conditions.

#### **Other Staff Technical Comments**

Not applicable as the application was not referred to any other technical staff.

### **TOWN PLANNING COMMENTS**

#### **Central Queensland Regional Plan 2013**

The *Central Queensland Regional Plan 2013* is a statutory document which came into effect on 18 October 2013. The development is not required to be assessed against the Regional

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Plan if this document is appropriately reflected in the local planning scheme. It is considered that the Regional Plan is appropriately reflected in the current local planning scheme.

### **State Planning Policy 2017**

The current State Planning Policy (SPP) came into effect on 3 July 2017 and replaces the previous SPP (April 2016). The new policy expresses the state's interests in land-use planning and development and contains a number of changes to better align with the *Planning Act 2016*. This policy requires development applications to be assessed against its requirements where they have not been appropriately reflected in the local planning scheme.

#### **1. Planning for liveable communities and housing**

##### Housing supply and diversity

Not Applicable.

##### Liveable communities

Not Applicable.

#### **2. Planning for economic growth**

##### Agriculture

Not Applicable.

##### Development and construction

Not Applicable.

##### Mining and extractive resources

Not Applicable.

##### Tourism

Not Applicable.

#### **3. Planning for environment and heritage**

##### Biodiversity

Not Applicable.

##### Coastal environment

Not Applicable.

##### Cultural heritage

Not Applicable.

##### Water quality

Not Applicable.

#### **4. Planning for safety and resilience to hazards**

##### Emissions and hazardous activities

Not Applicable.

##### Natural hazard, risk and resilience

Not Applicable.

#### **5. Infrastructure**

##### Energy and water supply

Not Applicable.

##### Infrastructure integration

Not Applicable.

Transport infrastructure

Not Applicable.

Strategic airports and aviation facilities

Not Applicable.

Strategic ports

Not Applicable.

**Rockhampton Region Planning Scheme 2015****Strategic framework**

This application is situated within the Rural 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 proposal will not affect the current settlement pattern of the surrounding Port Curtis area or rural area. While the site is located in a Rural Zone, the use will not affect the productive capacity or scenic amenity of the surrounding rural area. As the immediate locality predominantly contains single-detached Dwelling Houses on small allotments, the surrounding area is largely used for urban purposes. In this regard, the proposal for a small-scale Place of Worship on the subject site is considered to integrate appropriately with the surrounding area. There are currently no rural uses on the subject site, and the size of the allotment restricts any future development for this purpose. As the current site, and immediate locality, are predominantly positioned on urban-sized allotments (with the exception of land located to the south) with no agricultural value or rural uses, the proposal is considered an appropriate form of development for the site. Given the limited operations of the use, occurring for a short period of time on weekends, it is not anticipated that the proposal will affect the residential amenity of surrounding residences.

The scale of the use will be conditioned to ensure that the activities remain small-scale and do not compromise the rural and residential amenity of the surrounding area. This includes limiting the number of persons attending the premises at any one time, restricting on-street car parking where not immediately fronting the subject premises, and undertaking nuisance monitoring when a genuine complaint of nuisance is received by Council. Restricting the operations of the use ensures that the proposal does not affect the safe and efficient use of nearby rural and residential uses, nor detract from the productivity or residential amenity of the surrounding rural-zoned area.

The proposed development is also not anticipated to worsen flood impacts, both on-site and to the surrounding area. This is due to the low flow velocity, the afflux due to the obstruction causing minimal flows, and the minimal loss of flood storage volume across the Fitzroy River floodplain. The only new structure proposed is a concrete

pagoda which will cause minimal loss in volume of flood storage. There is not anticipated to be any worsenment to surrounding properties as a result of the proposed development, in particular the construction of the concrete pagoda.

(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 affected by the Fitzroy River Flood Overlay (Extreme Hazard). Given the small-scale nature of the proposal, the use is not expected to cause any unsustainable impacts on the natural functioning of the Fitzroy River floodplain. This is due to the low flow velocity, the afflux due to the obstruction causing minimal flows, and the minimal loss of flood storage volume across the Fitzroy River floodplain caused by the proposal. The only new structure proposed is a concrete pagoda which will cause a minimal loss in volume of flood storage. There is not anticipated to be any worsenment to surrounding properties as a result of the proposed development.

(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 proposal will introduce an educational establishment associated with the Samadhi Buddhist Temple to the Rockhampton region. This proposal is considered to be new social infrastructure which will provide equitable access to cultural services for Central Queensland's Sri Lankan community which will promote and support community health and well-being.

**(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 proposal will not affect the safety and efficiency of surrounding transport infrastructure networks.

**(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 proposal will not result in the creation of new infrastructure networks and is located outside of the Priority Infrastructure Area.

**(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 maintain the economy of the planning scheme area.

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

### Rural Zone

The subject site is situated within the Rural Zone under the *Rockhampton Region Planning Scheme 2015*. The purpose of the Rural Zone identifies that: -

- (a) development in the zone accommodates predominantly rural uses;
- (b) development:
  - (i) does not detract from the scenic landscape features of rural land including the Fitzroy River, floodplains, lagoons, wetlands, salt pans, mountains and ridges and the coastline;
  - (ii) is responsive to the environmental characteristics and constraints of the land, and minimises impacts on natural features such as waterways, wetlands and remnant vegetation;
  - (iii) has legal and practical access to the road hierarchy;
  - (iv) is serviced by infrastructure that is commensurate with the needs of the use; and
  - (v) maximises energy efficiency and water conservation;
- (c) non-rural uses may be appropriate where they do not detract from the productivity or residential amenity of rural areas and can demonstrate:
  - (i) a direct relationship with the rural use in the immediate locality; or
  - (ii) the potential to make a contribution to primary production or the diversification of rural industries; or
  - (iii) a need to be remote from urban uses as a result of their impacts; or
  - (iv) a need for a larger land area than is generally available in urban areas (for example, development for outdoor sport and recreation or community use);
- (d) development does not alienate or impact on the productive agricultural capacity of rural areas, in particular on land identified on the agricultural land classification (ALC) overlay maps;

Editor's note—Agricultural land classified as Class A or Class B is identified on the agricultural land classification overlay map OM-13.

- (e) all rural land is protected from further fragmentation. A lack of viability for an existing farm or other small holdings does not justify their further subdivision or use for non-rural purposes;
- (f) animal keeping (being kennels and catteries), intensive animal industries, intensive horticulture, aquaculture and rural industries establish where they:
  - (i) are located on sites that are large enough to accommodate appropriate buffering to sensitive land uses, residential and emerging community zones. Intensive animal industries are preferred in proximity to the lower Fitzroy River, west of Ridgeland;
  - (ii) do not cause adverse impacts on sensitive land uses in relation to traffic, noise and air quality;
  - (iii) minimise water quality impacts;



- (iv) protect natural, scenic and environmental values;
- (v) do not diminish the productive capacity of other land nearby;
- (vi) gain access from roads which are constructed to accommodate the traffic generated by the use; and
- (vii) are not located in areas identified on the Agricultural Land Classification (ALC) overlay maps (except for intensive horticulture);
- (g) Rural workers' accommodation is appropriate where:
  - (i) directly associated with the primary rural use undertaken at the site;
  - (ii) compatible with the rural character of the zone;
  - (iii) not compromising the existing or potential future operation of rural uses on adjoining lots; and
  - (iv) not located in areas identified on the Agricultural Land Classification (ALC) overlay maps;
- (h) urban and rural residential development is contained within the designated growth areas and does not expand into the rural zone;
- (i) sensitive land uses are adequately separated from animal keeping (being kennels and catteries), intensive animal industry, aquaculture, rural industry, and industrial zoned areas (including the Gracemere industrial area, Stanwell power station, Bajool explosives reserve and Bouldercombe brickworks);
- (j) renewable energy facilities are located on sites that are large enough to accommodate appropriate buffering from sensitive uses and minimise adverse impacts on the natural environment;
- (k) extractive industries (including Marmor limeworks) on rural land are protected from development and encroachment by incompatible uses;
- (l) extractive industry minimises environmental and traffic impacts. Once the operation has ceased the site is rehabilitated;
- (m) aquaculture activities may be integrated with horticulture operations, where benefits of diversification are evident and there are no adverse impacts on amenity, water quality and ecological values;
- (n) reconfiguration of a lot only occurs if it results in new rural lots that:
  - (i) are related to the agricultural capability of the land;
  - (ii) are related to maintaining a viable rural business; and
  - (iii) have a minimum area of 100 hectares unless otherwise stated in a precinct; and
- (o) the establishment of two (2) precincts within the zone where particular requirements are identified:
  - (i) Alton Downs precinct; and
  - (ii) Cropping and intensive horticulture precinct.

This proposal is not consistent with the purpose of the Zone. However, the subject site is located in an area which is surrounded by single-detached Dwelling Houses positioned on urban-sized allotments. The size of the subject site restricts any future usage of the premises for rural purposes. Therefore, the proposal is physically unable to have a nexus to a rural use on the subject site. While the proposal does not have any direct relationship with any rural uses in the surrounding area, it is situated in a section of Port Curtis which accommodates several non-rural uses. These include single-detached Dwelling Houses on urban sized allotments, a Transport Depot located to the north (Goss Street) and an industrial use located to the east on Jellicoe Street. The use is therefore considered to

integrate appropriately with the immediate development pattern of the surrounding Port Curtis area and is subsequently not anticipated to detract from the scenic landscape features or impact the productive agricultural capacity of the surrounding Rural Zone.

The use is a small-scale Place of Worship which predominantly provides educational services to members of the Samadhi Buddhist Temple. The operations of the use are limited in nature, providing educational services for short periods on the weekends with no operations occurring during the week or evenings for a small congregation. The scale of the proposal will also be restricted to ensure that activities remain commensurate with the surrounding locality and are consistent with the zone. This includes restricting the number of persons attending the premises, limiting the operating hours of the use, and including appropriate nuisance monitoring conditions to mitigate potential impacts from noise and dust. The only activities occurring during the week will be for on-site maintenance activities to ensure the upkeep of the premises. Restricting the operations of the use ensures that the proposal does not restrict the safe and efficient use of nearby rural and residential uses, nor detract from the productivity or residential amenity of the surrounding rural-zoned area.

The use is considered an appropriate development for the subject site and the locality as it will not detract from the productivity or residential amenity of the immediate Port Curtis area. It is also located on a subject site which is unable to facilitate any rural development nor make a contribution to primary production or the diversification of rural industries. Given its small-scale nature, the proposal is considered an appropriate development for the subject site which will have negligible impacts on rural and residential amenity or on the productive capacity of the land.

### Rockhampton Regional Planning Scheme Codes

The following codes are applicable to this application: -

- Rural Zone Code;
- Flood Hazard Overlay Code;
- Access, Parking and Transport Code;
- Landscape Code;
- Stormwater Management Code;
- Waste Management Code; and
- Water and Sewer Code.

An assessment has been made against the requirements of the abovementioned codes and the proposed development generally complies with the relevant Performance outcomes and Acceptable outcomes. An assessment of the Performance outcome/s which the application is in conflict with, is outlined below:

<b>Rural Zone Code</b>	
<b>Performance Outcome/s</b>	<b>Officer's Response</b>
PO31 Development does not unduly impact on the existing amenity and character of the locality having regard to: <ul style="list-style-type: none"> <li>(a) the scale, siting and design of buildings and structures;</li> <li>(b) visibility of buildings and structures when viewed from roads and other public view points; and</li> <li>(c) any heritage places.</li> </ul>	The proposal includes the construction of a new concrete pagoda which will be partially visible from Jellicoe Street. The pagoda will be approximately five (5) metres in height, with a diameter of 3.5 metres.  Despite its visibility, this structure is not anticipated to detract from the existing rural and residential amenity of the surrounding Port Curtis area. The applicant has indicated that many of the existing trees located on Lot 27 will be retained – acting as an appropriate buffer to screen the

		<p>pagoda from both Jellicoe Street and the adjoining property positioned to the east. Its height also coincides with that of the existing Dwelling House located on the site. There is also no other development occurring on the site as part of the proposal which may enhance the visibility of the proposed pagoda.</p> <p>As such, the proposal is not expected to unduly impact on the existing amenity and character of the locality – having regard to the proposed built form.</p>
<p>PO33</p>	<p>Development is designed and managed so that it provides appropriate protection for community safety and health and avoids unacceptable risk to life and property.</p>	<p>The subject site is affected by the Fitzroy River Flood Overlay (Extreme Hazard). Given the small-scale nature of the proposal, the use is not expected to cause any unsustainable impacts on the natural functioning of the Fitzroy River floodplain. This is due to the low flow velocity, the afflux due to the obstruction causing minimal flows, and the minimal loss of flood storage volume across the Fitzroy River floodplain caused by the proposal. The only new structure proposed is a concrete pagoda which will cause a minimal loss in volume of flood storage. There is not anticipated to be any worsenment to surrounding properties as a result of the proposed development.</p>

<p><b>Flood Hazard Overlay Code</b></p>		
	<p><b>Performance Outcome/s</b></p>	<p><b>Officer’s Response</b></p>
<p>PO4</p>	<p>Development does not involve the further intensification of land uses or the construction of new buildings or structures (except involving the replacement, alterations or extensions to an existing building) in order to avoid potential flood impacts on people and property.</p>	<p>The proposal will involve the construction of a new concrete pagoda which will be wholly located within the Fitzroy River Flood Overlay (Extreme Hazard). The existing Dwelling House will be maintained with only minor modifications being made to the ground floor where the use will be operating.</p> <p>The use is not expected to cause any unsustainable impacts on the natural functioning of the Fitzroy River floodplain. This is due to the low flow velocity, the afflux due to the obstruction causing minimal flows, and the minimal loss of flood storage volume across the Fitzroy River floodplain caused by the proposal. The only new structure proposed is a concrete pagoda which will cause a minimal loss in volume of flood storage. There is not anticipated to be any worsenment to surrounding properties as a result of the proposed development.</p>

Based on a performance assessment of the above mentioned codes, it is determined that the proposal is acceptable and generally complies with the relevant Performance outcomes and where there is deviation from the codes, sufficient justification has been provided.

### **INFRASTRUCTURE CHARGES**

There are no infrastructure charges payable as the available infrastructure credit outweighs the infrastructure charge for the proposed use.

### **CONSULTATION**

The proposal was the subject of public notification between 16 December 2019 and 22 January 2020 as per the requirements of the *Planning Act 2016* and the Development Assessment Rules, and nine (9) properly made submissions were received. There were also 17 not properly made submissions that were received. There were two (2) submissions in support of the proposal and seven (7) submissions against it.

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

<b>Issue</b>	<b>Officer's Response</b>
<p><b>Consistency with the Planning Scheme:</b></p> <p>- <b>Strategic Framework</b></p> <p><i>Submissions have stated that the proposal is not consistent with the settlement pattern for the area outlined in the Strategic Framework. The subject site is identified as being within the "Rural Area designation". This designation states that rural land is not to be used for urban development and that land must be protected for its productive, landscape and natural resource values. Several submissions have stated that the proposal should not be supported because the use does not have a nexus to a rural use on the subject site or surrounding area.</i></p>	<p>An assessment has been made against the Strategic Framework and it was determined that the settlement pattern of the Rural Area designation will not be affected as a result of the proposal. While the site is located in this designation, the use will not affect the productive capacity or scenic amenity of the surrounding rural area. As the immediate locality predominantly contains single-detached Dwelling Houses on small allotments, the surrounding area is largely used for urban purposes. This is with the exception of rural land located immediately south of the subject site. In this regard, the proposal for a small-scale Place of Worship on the subject site is considered to integrate appropriately with the surrounding area.</p> <p>The proposal will not affect the economic, environmental and scenic values associated with the Rural Area designation and the surrounding Port Curtis area. While the proposal constitutes "urban development", the scale and intensity of the proposal will not have any implications for the productive or natural resource values of the surrounding rural area, nor will it compromise any future development for rural purposes.</p>
<p><b>Consistency with the Planning Scheme:</b></p> <p>- <b>Rural Zone</b></p> <p><i>Submissions have stated that the proposal is not consistent with the intent of the Rural Zone. The proposal does not have a relationship with an existing or proposed rural use on the subject site or in the surrounding locality. There are also concerns about the impacts of the use on surrounding rural and residential amenity.</i></p>	<p>The proposal is not consistent with the Rural Zone. However, the subject site is located in an area which is surrounded by single-detached Dwelling Houses positioned on urban-sized allotments. The size of the subject site restricts any future usage of the premises for rural purposes. Therefore, the proposal is physically unable to have a nexus to a rural use on the subject site. While the proposal does not have any direct relationship with any rural uses in the</p>

Issue	Officer's Response
	<p>surrounding area, it is situated in a section of Port Curtis which accommodates several non-rural uses. These include single-detached Dwelling Houses on urban sized allotments, a Transport Depot located to the north (Goss Street) and an industrial use located to the east on Jellicoe Street.</p> <p>The use is therefore considered to integrate appropriately with the immediate development pattern of the surrounding Port Curtis area and is subsequently not anticipated to detract from the scenic landscape features or impact the productive agricultural capacity of the surrounding Rural Zone. It will also have no implications for the future development of the surrounding Rural Zone from accommodating a range of existing and emerging rural uses.</p>
<p><b>Rural use nexus</b></p> <p><i>Submissions have argued that the proposal does not have a relationship or nexus to a rural use – either on the site or the surrounding area. This makes the proposal inconsistent with the intent of the Rural Zone.</i></p>	<p>The proposed Place of Worship does not have any relationship with a rural use in the immediate locality. However, the purpose of the Rural Zone Code states the following:</p> <p style="padding-left: 40px;"><i>“Non-rural uses may be appropriate where they do not detract from the productivity or residential amenity of rural areas...”</i></p> <p>The proposed use will not affect the productivity of surrounding rural areas. The subject site is on an urban-sized allotment that is unable to accommodate any future rural uses. The site is also in a location where the proposal is unlikely to cause any adverse impacts to surrounding rural uses (including immediately south of the subject site). There are also several conditions that will address any potential impacts on rural and residential amenity. These include conditioning the size of the congregation; limiting the operating hours of the use to weekends; and including nuisance monitoring conditions.</p> <p>It is considered that while the proposal does not have a relationship with a rural use in the immediate locality, it is not a use that will limit the productive capacity of the surrounding land nor affect the rural and residential amenity of the Port Curtis area.</p>
<p><b>Car parking requirements</b></p> <p><i>Submissions have raised concerns regarding car parking requirements. The concerns discuss the number of on-site car parks in relation to the number of people attending the premises for</i></p>	<p><i>Table 9.3.1.3.2 Parking requirements</i> in the <i>Rockhampton Region Planning Scheme 2015</i> (version 1.1) outlines the car parking requirements for different land uses. The car parking rates for a “Place of Worship” use is one (1) space per fifteen (15) square</p>

Issue	Officer's Response
<p><i>educational activities. There were also matters regarding on-street car parking (Lee and Jellicoe Streets), and the proposed material used to seal the car park.</i></p>	<p>metres or part thereof of gross floor area (GFA). The GFA proposed for the land use is approximately 57 square metres. The applicant is only required to provide four (4) on-site car parks using these rates. The proposed plan of development includes five (5) on-site car parking spaces, including one (1) disability space. Therefore, the proposal complies with the car parking requirements under the <i>Rockhampton Region Planning Scheme 2015</i>.</p> <p>Some submissions commented on the number of on-site car parks provided not being reflective of the true nature of the land use. The site will accommodate up to a maximum of fifteen (15) people at any one time. This has led to concerns regarding excessive on-street car parking, particularly on Lee and Jellicoe Streets.</p> <p>While there may be some on-street car parking as a consequence of the development, it is not anticipated to adversely affect the safety or capacity of the road network – in particular Lee and Jellicoe Streets. When Mindfulness and Buddhist Educations sessions are run for Children every Sunday, the parents are expected to drop off and pick-up their child and not remain on-site. There will be a maximum of two (2) educators facilitating sessions with the children, meaning that a maximum of two (2) car parking spaces would be occupied during this small period on Sunday mornings. Parents do not attend these sessions and subsequently there is not expected to be any on-street car parking when these sessions occur.</p> <p>Mindfulness classes for adults (occurring every third and fourth Saturday of the month) would accommodate a maximum of ten (10) adults as part of their congregation. While the on-site car parks cannot accommodate ten (10) vehicles, there is considered to be sufficient space immediately fronting the premises to accommodate the shortfall (which may be a maximum of five (5) vehicles) on the road verge. This shortfall is not expected to compromise the safety of the road network on Lee or Jellicoe Streets nor affect the amenity of surrounding premises. Condition 3.11 outlines that there is to be no on-street car parking on Jellicoe Street. Furthermore, the number of persons attending the premises at any time will be conditioned to</p>

Issue	Officer's Response
	<p>limit the scale and intensity of the use. This will ensure that any intensity in on-street car parking will not be increased over time. Council is unlikely to support a larger congregation on the site.</p> <p>It is therefore considered that the function and safety of the road network will not be compromised as a consequence of the proposed development. Matters relating to amenity impacts caused from potential dust generation from the proposed car park will be addressed in further detail below.</p>
<p><b>Number of persons attending (potential growth and expansion)</b></p> <p><i>Several submissions expressed concerns that the size of the congregation and number of persons using the site will increase over time. This would have implications on the surrounding rural and residential amenity of the surrounding Port Curtis area.</i></p>	<p>Council will condition the maximum number of persons who can attend the site. This is considered necessary to limit the scale and intensity of the proposed Place of Worship. If the congregation increases in size the applicant would need to apply for another development application. However, given the size of the site, Council is likely to discourage further expansion of the proposal on the current site and would recommend finding an alternative location for a larger congregation.</p> <p>There was also concern about the applicant acquiring adjoining land to construct a new car park and that this was an indication of further expansion in the future. There were no additional lots included as part of the current development application which would suggest additional lots were being used for car parking. Notwithstanding, Council is unlikely to support any future expansion of the use in the current area, including additional car parking spaces.</p>
<p><b>Noise generated from the use</b></p> <p><i>Several submissions expressed concern regarding the potential noise impacts emanating from the proposed use. The subject site is surrounded by several existing Dwelling Houses and there are concerns that the existing residential amenity will be affected from the proposed activities.</i></p>	<p>The application has documented that the proposal is for a small-scale Place of Worship which accommodates a small congregation, both adults and children. The activities proposed are associated with mindfulness and meditation which are not expected to create any noise. These classes will only occur for short periods on the weekends for a maximum of three (3) hours. There are no formal operations occurring during the week. The number of people attending the site has also been conditioned to ensure that the congregation using the site does not expand. A nuisance monitoring condition has also been included by Council to investigate any genuine complaint of noise which is made as a result of the activity.</p>
<p><b>Dust generation</b></p>	<p>The proposed car park has been</p>

Issue	Officer's Response
<p><i>Several submissions have expressed concern that excessive vehicle movements in and out of the proposed car park will cause a dust nuisance to surrounding residences. The proposed car park will be constructed of a Type 2 unbound material, Subtype 2.5, with minimum California Bearing Ratio (soaked) of 15.</i></p>	<p>conditioned to be constructed to an unbound material. Council considered that this material was appropriate for the use given its limited operations and small congregation using the site. Condition 3.4 requires that this surface treatment must be maintained in a manner that no significant impact on the amenity of adjoining premises is compromised. Condition 3.5 also requires the applicant to pave or seal the car parking area to the satisfaction of Council to avoid dust dispersing to adjoining premises if a genuine complaint of dust is received. The applicant also wishes to retain many of the existing trees on-site which will act as an appropriate buffer to prevent dust dispersion to the adjoining property described as Lot 29 on RP600807.</p> <p>Two (2) of the submissions which came from residents directly across from the subject site on Lee Street (which is in close proximity to the proposed car park) did not express any concern with the proposed sealing treatment of the car park.</p>
<p><b>Hours of operation (weekends)</b>  <i>Several submissions are concerned with the proposed operating hours for the use. The applicant has applied for operating hours from 6:00am until 6:00pm on Saturdays and Sundays with no operations during the week. The primary concern is the impact of the operating hours on the residential amenity which may restrict surrounding residents from carrying out residential activities on weekends.</i></p>	<p>The intent of the proposed operating hours is to facilitate classes for children and adults on Saturdays and Sundays. Classes are not anticipated to last more than three (3) hours in duration and occur primarily in the morning. Outside of formal classes, session organisers may meet either side of classes to discuss matters relating to the educational sessions. Further, monthly meetings for the congregation will be held monthly on a Saturday afternoon. It is not expected that the proposal will be fully operational across the extent of the proposed operating hours every weekend.</p> <p>The proposal is also designed and sited in a manner that it integrates with the existing Dwelling House on the site and does not adversely affect the safety and private recreation needs of adjoining premises. All activities associated with the use will be wholly contained within the subject site and primarily on the ground floor of the existing Dwelling House.</p> <p>Council has also included several conditions to mitigate the risk associated with the operation of the use. These include limiting the size of the congregation; and nuisance monitoring to ensure that impacts from noise and dust are managed appropriately.</p>
<p><b>Flood impacts from new structures</b></p>	<p>The subject site is affected by the extreme</p>



Issue	Officer's Response
<p><i>Several submissions opposed the construction of the concrete pagoda in the garden. The objections focussed on the approval of a new structure in flood affected areas. Several objections also referred to instances where submitters have been unable to obtain approval for new structures in this area due to the severity of the flood.</i></p>	<p>flood hazard overlay under the superseded planning scheme. The planning scheme states that any development must not cause an unacceptable increase in the severity of the flood hazard or the potential for damage on site or to other properties or infrastructure.</p> <p>The concrete pagoda will have a maximum width of 3.5 metres. The application was referred to Council's Development Engineering Unit and it was determined that the concrete pagoda would cause insignificant impacts to surrounding properties due to:</p> <ul style="list-style-type: none"> <li>• the low flow velocity;</li> <li>• the afflux due to the obstruction in the flow will be minimal (i.e. 10mm);</li> <li>• the loss in flood storage will be approximately 13m<sup>3</sup> which is considered minimal; and</li> <li>• the distribution of loss of flood storage volume across the Fitzroy River floodplain will be insignificant as a consequence of the development.</li> </ul> <p>There are no extensions proposed to the existing Dwelling House which would exacerbate any flood impacts to surrounding properties or infrastructure.</p> <p>Commentary on the non-support of structures located on other sites in the surrounding area is not a basis for assessing the current development application. Notwithstanding, any proposed new structure would need to be assessed on its merits and potential impacts caused by flooding addressed appropriately.</p> <p>Overall, the development (including the construction of the concrete pagoda) is considered to be compatible with the level of risk associated with the flood hazard. Furthermore, the development siting, layout and access responds to the flood hazard and minimises risk to personal safety.</p>
<p><b>Amenity from the proposed built form</b></p> <p><i>Several submissions expressed concern about the visual impact of the proposed concrete pagoda which will be located in the garden of the subject site. Specifically, concerns focussed on the height of the proposed structure which will be approximately five (5) metres in height.</i></p>	<p>The concrete pagoda complies with the height requirements of new buildings and structures in the Rural Zone. Table 6.7.4.3.1 in the Rural Zone Code stipulates that the height of new buildings and structures does not exceed two (2) storeys and ten (10) metres above ground level. The height of the concrete pagoda will not be taller than the current Dwelling House. There are no</p>

Issue	Officer's Response
	<p>other additional structures proposed as a consequence of the Place of Worship.</p> <p>The height of the concrete pagoda is taken to comply with the requirements of the planning scheme and is therefore not anticipated to adversely affect the rural or residential character of the Port Curtis area.</p>

### REFERRALS

There were no referrals as part of this application.

### STATEMENT OF REASONS

<b>Description of the development</b>	The proposed development is for a Material Change of Use for a Place of Worship	
<b>Reasons for Decision</b>	<p>a) The proposed use will not affect the productive capacity or scenic landscape features of the surrounding rural area;</p> <p>b) The scale of the proposal is restricted to ensure that activities remain commensurate with the surrounding locality and are consistent with the surrounding rural and residential amenity;</p> <p>c) The proposed use does not compromise the strategic framework in the <i>Rockhampton Region Planning Scheme 2015</i>;</p> <p>d) Assessment of the development against the 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;</p> <p>e) The proposed development does not compromise the relevant State Planning Policy; and</p> <p>f) 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>	
<b>Assessment Benchmarks</b>	<p>The proposed development was assessed against the following assessment benchmarks:</p> <ul style="list-style-type: none"> <li>• Rural Zone Code;</li> <li>• Flood Hazard Overlay Code;</li> <li>• Access, Parking and Transport Code;</li> <li>• Landscape Code;</li> <li>• Stormwater Management Code;</li> <li>• Waste Management Code; and</li> <li>• Water and Sewer Code.</li> </ul>	
<b>Compliance with assessment benchmarks</b>	The development was assessed against all of the assessment benchmarks listed above and complies with all of these with the exception(s) listed below.	
	<b>Assessment Benchmark</b>	<b>Reasons for the approval despite non-compliance with benchmark</b>
	Rural Zone Code (PO31)	<p>The proposal includes the construction of a new concrete pagoda which will be partially visible from Jellicoe Street.</p> <p>Despite its visibility, this structure is not anticipated to detract from the existing rural and residential amenity of the surrounding</p>

		<p>Port Curtis area. The applicant has indicated that many of the existing trees located on Lot 27 will be retained – acting as an appropriate buffer to screen the pagoda from both Jellicoe Street and the adjoining property positioned to the east. Its height also coincides with that of the existing Dwelling House located on the site. There is also no other development occurring on the site as part of the proposal which may enhance the visibility of the proposed pagoda.</p>
	<p>Rural Zone Code (PO33)</p>	<p>The subject site is affected by the Fitzroy River Flood Overlay (Extreme Hazard). Given the small-scale nature of the proposal, the use is not expected to cause any unsustainable impacts on the natural functioning of the Fitzroy River floodplain. This is due to the low flow velocity, the afflux due to the obstruction causing minimal flows, and the minimal loss of flood storage volume across the Fitzroy River floodplain caused by the proposal. The only new structure proposed is a concrete pagoda which will cause a minimal loss in volume of flood storage. There is not anticipated to be any worsenment to surrounding properties as a result of the proposed development.</p>
	<p>Flood Hazard Overlay Code (AO4.1.1)</p>	<p>The use is not expected to cause any unsustainable impacts on the natural functioning of the Fitzroy River floodplain. This is due to the low flow velocity, the afflux due to the obstruction causing minimal flows, and the minimal loss of flood storage volume across the Fitzroy River floodplain caused by the proposal. The only new structure proposed is a concrete pagoda which will cause a minimal loss in volume of flood storage. There is not anticipated to be any worsenment to surrounding properties as a result of the proposed development.</p>
<p><b>Matters raised in submissions</b></p>	<p><b>Issue</b></p> <p>Consistency with the Planning Scheme: Strategic Framework  <i>Submissions have stated that the proposal is not consistent with the settlement pattern for the area outlined in the Strategic Framework. The subject site is identified as being within the "Rural Area designation". This designation states</i></p>	<p><b>How matter was dealt with</b></p> <p>An assessment has been made against the Strategic Framework and it was determined that the settlement pattern of the Rural Area designation will not be affected as a result of the proposal. While the site is located in this designation, the use will not affect the productive capacity or scenic amenity of the surrounding rural area. As the immediate locality predominantly contains single-detached Dwelling Houses on small allotments, the surrounding area is largely used for urban purposes. This is with the exception of rural land located immediately south of the subject site. In this regard, the proposal for a small-scale Place of Worship on the subject site is considered to integrate</p>

	<p><i>that rural land is not to be used for urban development and that land must be protected for its productive, landscape and natural resource values. Several submissions have stated that the proposal should not be supported because the use does not have a nexus to a rural use on the subject site or surrounding area.</i></p>	<p>appropriately with the surrounding area. The proposal will not affect the economic, environmental and scenic values associated with the Rural Area designation and the surrounding Port Curtis area. While the proposal constitutes “urban development”, the scale and intensity of the proposal will not have any implications for the productive or natural resource values of the surrounding rural area, nor will it compromise any future development for rural purposes.</p>
	<p>Consistency with the Planning Scheme: Rural Zone Code <i>Submissions have stated that the proposal is not consistent with the intent of the Rural Zone. The proposal does not have a relationship with an existing or proposed rural use on the subject site or in the surrounding locality. There are also concerns about the impacts of the use on surrounding rural and residential amenity.</i></p>	<p>The proposal is not consistent with the Rural Zone. However, the subject site is located in an area which is surrounded by single-detached Dwelling Houses positioned on urban-sized allotments. The size of the subject site restricts any future usage of the premises for rural purposes. Therefore, the proposal is physically unable to have a nexus to a rural use on the subject site. While the proposal does not have any direct relationship with any rural uses in the surrounding area, it is situated in a section of Port Curtis which accommodates several non-rural uses. These include single-detached Dwelling Houses on urban sized allotments, a Transport Depot located to the north (Goss Street) and an industrial use located to the east on Jellicoe Street. The use is therefore considered to integrate appropriately with the immediate development pattern of the surrounding Port Curtis area and is not anticipated to detract from the scenic landscape features or impact the productive agricultural capacity of the surrounding Rural Zone. It will also have no implications for the future development of the surrounding Rural Zone from accommodating a range of existing and emerging rural uses.</p>
	<p>Relationship or nexus with a rural use <i>Submissions have argued that the proposal does not have a relationship or nexus to a rural use – either on the site or the surrounding area. This makes the proposal inconsistent with the intent of the Rural Zone.</i></p>	<p>The proposed use will not affect the productivity of surrounding rural areas. The subject site is on an urban-sized allotment that is unable to accommodate any future rural uses. The site is also in a location where the proposal is unlikely to cause any adverse impacts to surrounding rural uses (including immediately south of the subject site). There are also several conditions will address any potential impacts on rural and residential amenity. These include conditioning the size of the congregation; limiting the operating hours of the use to weekends; and including nuisance monitoring conditions. It is considered that while the proposal does</p>

		<p>not have a relationship with a rural use in the immediate locality, it is not a use that will limit the productive capacity of the surrounding land nor affect the rural and residential amenity of the Port Curtis area.</p>
	<p>Car parking requirements  <i>Submissions have raised concerns regarding car parking requirements. The concerns discuss the number of on-site car parks in relation to the number of people attending the premises for educational activities. There were also matters regarding on-street car parking (Lee and Jellicoe Streets), and the proposed material used to seal the car park.</i></p>	<p>The car parking rates for a “Place of Worship” use is one (1) space per fifteen (15) square metres or part thereof of gross floor area (GFA). The GFA proposed for the land use is approximately 57 square metres. The applicant is only required to provide four (4) on-site car parks using these rates. The proposed plan of development includes five (5) on-site car parking spaces, including one (1) disability space. Therefore, the proposal complies with the car parking requirements under the <i>Rockhampton Region Planning Scheme 2015</i>.</p> <p>While there may be some on-street car parking as a consequence of the development, it is not anticipated to adversely affect the safety or capacity of the road network – in particular Lee and Jellicoe Streets. Condition 3.11 outlines that there is to be no on-street car parking on Jellicoe Street. It is therefore considered that the function and safety of the road network will not be compromised as a consequence of the proposed development.</p>
	<p>Number of persons attending (potential growth and expansion)  <i>Several submissions expressed concerns that the size of the congregation and number of persons using the site will increase over time. This would have implications on the surrounding rural and residential amenity of the surrounding Port Curtis area.</i></p>	<p>Council has conditioned the maximum number of persons who can attend the site. This is considered necessary to limit the scale and intensity of the proposed Place of Worship. If the congregation increases in size the applicant would need to apply for another development permit or find an alternative site.</p>
	<p>Noise generated from the use  <i>Several submissions expressed concern regarding the potential noise impacts emanating from the proposed use. The subject site is surrounded by several existing Dwelling Houses and there are concerns that the existing residential amenity will be affected from</i></p>	<p>The proposal is for a small-scale Place of Worship which accommodates a small congregation, both adults and children. The activities proposed are associated with mindfulness and meditation which are not expected to create any noise. These classes will only occur for short periods on the weekends for a maximum of three (3) hours. There are no formal operations occurring during the week. The number of people attending the site has also been conditioned to ensure that the congregation using the site does not expand. A nuisance monitoring condition has also been included by Council to investigate any genuine complaint of noise which is made as a result</p>

	<i>the proposed activities.</i>	of the activity.
	<i>Dust generation from the use and car park. Several submissions have expressed concern that excessive vehicle movements in and out of the proposed car park will cause a dust nuisance to surrounding residences. The proposed car park will be constructed of a Type 2 unbound material, Subtype 2.5, with minimum California Bearing Ratio (soaked) of 15.</i>	The proposed car park has been conditioned to be constructed to an unbound material. Council considered that this material was appropriate for the use given its limited operations and small congregation using the site. Condition 3.4 requires that this surface treatment must be maintained in a manner that no significant impact on the amenity of adjoining premises is compromised. Condition 3.5 also requires the applicant to pave or seal the car parking area to the satisfaction of Council to avoid dust dispersing to adjoining premises if a genuine complaint of dust is received.
	<i>Hours of operation. Several submissions are concerned with the proposed operating hours for the use. The applicant has applied for operating hours from 6:00am until 6:00pm on Saturdays and Sundays with no operations during the week. The primary concern is the impact of the operating hours on the residential amenity which may restrict surrounding residents from carrying out residential activities on weekends.</i>	<p>The intent of the proposed operating hours (0600 to 1800 on Saturdays and Sundays) is to facilitate classes for children and adults on Saturdays and Sundays. Classes are not anticipated to last more than three (3) hours in duration and occur primarily in the morning. Outside of formal classes, session organisers may meet either side of classes to discuss matters relating to the educational sessions. Further, meetings for the congregation will be held monthly on a Saturday afternoon. It is not expected that the proposal will be fully operational across the extent of the proposed operating hours every weekend.</p> <p>The proposal is also designed and sited in a manner that it integrates with the existing Dwelling House on the site and does not adversely affect the safety and private recreation needs of adjoining premises. All activities associated with the use will be wholly contained within the subject site and primarily on the ground floor of the existing Dwelling House. Council has also included several conditions to mitigate the risk associated with the operation of the use. These include limiting the size of the congregation; and nuisance monitoring to ensure that impacts from noise and dust are managed appropriately.</p>
	<i>Flood impacts. Several submissions opposed the construction of the concrete pagoda in the garden. The objections focussed on the approval of a new structure in flood affected areas.</i>	<p>The concrete pagoda will have a maximum width of 3.5 metres. It was determined that the concrete pagoda would cause insignificant impacts to surrounding properties due to:</p> <ul style="list-style-type: none"> <li>• the low flow velocity;</li> <li>• the afflux due to the obstruction in the flow will be minimal (i.e. 10mm);</li> <li>• the loss in flood storage will be</li> </ul>

	<p><i>Several objections also referred to instances where submitters have been unable to obtain approval for new structures in this area due to the severity of the flood.</i></p>	<p>approximately 13m<sup>3</sup> which is considered minimal; and</p> <ul style="list-style-type: none"> <li>the distribution of loss of flood storage volume across the Fitzroy River floodplain will be insignificant as a consequence of the development.</li> </ul> <p>There are no extensions proposed to the existing Dwelling House which would exacerbate any flood impacts to surrounding properties or infrastructure. The development (including the construction of the concrete pagoda) is considered to be compatible with the level of risk associated with the flood hazard.</p>
	<p>Amenity of the proposed built form</p> <p><i>Several submissions expressed concern about the visual impact of the proposed concrete pagoda which will be located in the garden of the subject site. Specifically, concerns focussed on the height of the proposed structure which will be approximately five (5) metres in height.</i></p>	<p>The concrete pagoda complies with the height requirements for new buildings and structures in the Rural Zone. <i>Table 6.7.4.3.1</i> in the Rural Zone Code stipulates that the height of new buildings and structures does not exceed two (2) storeys and ten (10) metres above ground level. The height of the concrete pagoda will not be taller than the current Dwelling House. There are no other additional structures proposed as a consequence of the Place of Worship.</p>
<p><b>Matters prescribed by regulation</b></p>	<ul style="list-style-type: none"> <li>The <i>State Planning Policy – Part E</i>;</li> <li>The <i>Central Queensland Regional Plan</i>;</li> <li>The <i>Rockhampton Region Planning Scheme 2015</i>;</li> <li>Surrounding use of adjacent premises in terms of commensurate and consistent development form; and</li> <li>The common material, being the material submitted with the application.</li> </ul>	

## CONCLUSION

The proposal is not consistent with the intent of the Rural Zone. The use is considered an appropriate development for the subject site and the locality as it will not detract from the productivity or residential amenity of the immediate Port Curtis area. It is also located on a subject site which is unable to facilitate any rural development nor make a contribution to primary production or the diversification of rural industries. Given its small-scale nature, the proposal is considered an appropriate development for the subject site which will have negligible impacts on rural and residential amenity or on the productive capacity of the land. The proposal is therefore recommended for an approval, subject to the conditions outlined in this report.

**D/105-2019 - DEVELOPMENT  
APPLICATION FOR A MATERIAL  
CHANGE OF USE FOR A PLACE OF  
WORSHIP**

**Locality Plan**

**Meeting Date: 18 February 2020**

**Attachment No: 1**



D/105-2019 - Locality Plan



A4 Page scale at 1: 1,642.64  
Printed from GeoCortex on 12/02/2020



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**D/105-2019 - DEVELOPMENT  
APPLICATION FOR A MATERIAL  
CHANGE OF USE FOR A PLACE OF  
WORSHIP**

**Site Plan**

**Meeting Date: 18 February 2020**

**Attachment No: 2**



PROPOSED PAGODA (SIMILAR, IMAGE ONLY)  
LANDSCAPE FEATURE

DEVELOPMENT SCHEDULE

RPD

LOT 27 & 28 RP600807  
15 JELLCOE ST  
PORT CURTIS  
QLD 4700

CURRENT USE  
RESIDENTIAL

PROPOSED MCU  
PLACE OF WORSHIP WITH RESIDENCE.

PARKING	REQUIRED	PROVIDED
1 X DWELLING	2 CAR SPACES	2 CARS
PLACE OF WORSHIP	1 PER 15M2 (56 M2)	3.73 CARS (4)
TOTAL		6 CARS



2 Site  
Scale 1:250

			<p>Mailing Address 262 Grubb St Koongal QLD 4701 e: amfprojects@bigpond.com m 0423 375 400</p>		<p>Client Sri Lankan Association of Central Queensland Project Name <b>Proposed Place of Worship</b> 15 JELLCOE ST PORT CURTIS QLD 4700</p>		<p>Drawing Title: <b>Sketch Plans</b> <b>Site Plan</b></p>		<p>Scale: <b>As shown</b> Status: <b>SD</b> Project No: <b>19343</b></p>		<p>Date: <b>Oct 2019</b> Checked By: <i>AMF</i> Drawing No.: <b>BA02</b></p>	
01	24/10/2019	PRELIMINARY_MCU APPLICATION	<p>OBCC No 1068756 ABN 22143 527 198 all projects residential,commercial,industrial</p>								<p>Plot Date: 24/10/2019</p>	

**D/105-2019 - DEVELOPMENT  
APPLICATION FOR A MATERIAL  
CHANGE OF USE FOR A PLACE OF  
WORSHIP**

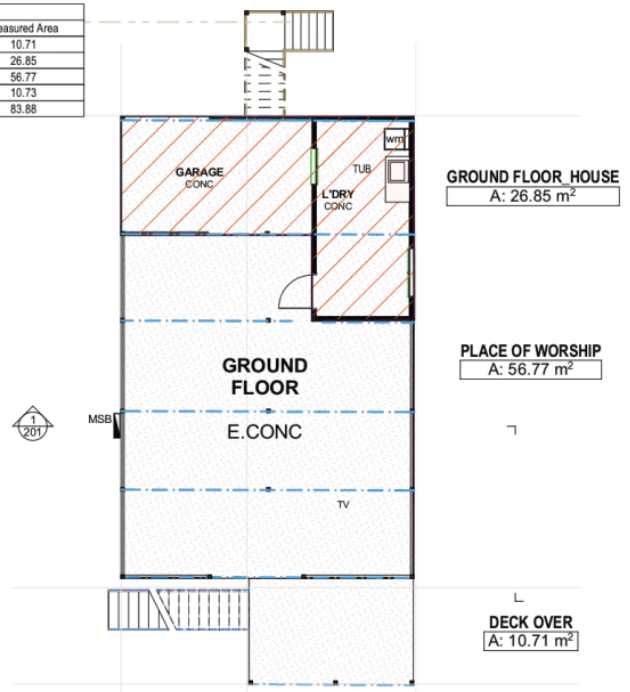
**Floor Plan**

**Meeting Date: 18 February 2020**

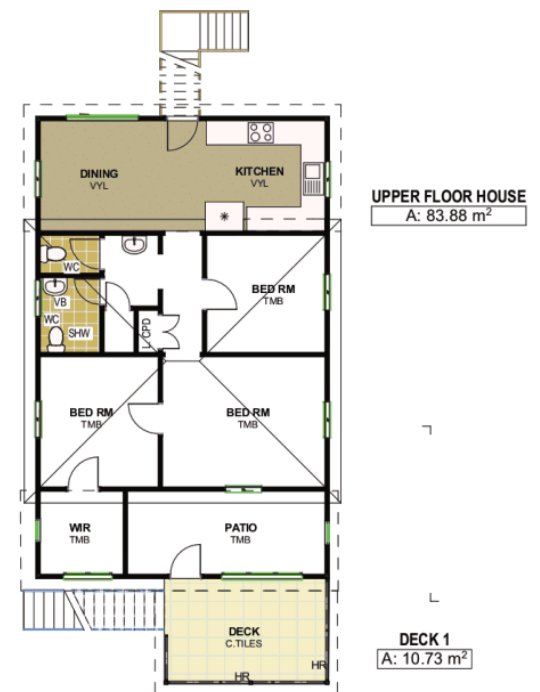
**Attachment No: 3**



FLOOR AREA		
Story	NAME	Measured Area
Ground Floor	DECK OVER	10.71
Ground Floor	GROUND FLOOR HOUSE	26.85
Ground Floor	PLACE OF WORSHIP	56.77
Upper Floor	DECK 1	10.73
Upper Floor	UPPER FLOOR HOUSE	83.88



3 Ground Floor Plan  
Scale 1:100



4 Upper Floor  
Scale 1:100

EXISTING UPPER FLOOR  
REMAINS UNALTERED.

**Legend**

- C.TILES CERAMIC TILES
- B/AC BOX AIR CONDITIONER
- DH DOUBLE HUNG WINDOW
- DP DOWNPIPE
- DW DISHWASHER
- MSB MAIN SWITCH BOARD
- REF REFRIDGERATOR
- Sa SMOKE ALARM
- SD SLIDING GLASS DOOR
- SHW SHOWER
- MY MECHANICAL VENT
- RD GARAGE DOOR
- SSS STAINLESS STEEL SINK
- SW SLIDING WINDOW
- S/AC SPLIT AIR CONDITIONER
- WC TOILET SUITE
- WM WASHING MACHINE
- VB VANITY BASIN
- D1 DOOR NUMBER 1
- WB WINDOW NUMBER B

REV ID	Issue Date	DESCRIPTION
01	24/10/2019	PRELIMINARY_MCU APPLICATION

Mailing Address  
262 Grubb St  
Koongal QLD 4701  
e: amfprojects@bigpond.com  
m 0423 375 400

OBCC No 1068756  
ABN 22143 527 198  
all projects  
residential.commercial.industrial



Client  
Sri Lankan Association of Central Queensland  
Project Name  
**Proposed Place of Worship**  
15 JELLCOE ST  
PORT CURTIS QLD 4700

Drawing Title:  
**Sketch Plans  
Floor Plans**

Scale: <b>As shown</b>	Date: <b>Oct 2019</b>
Status: <b>SD</b>	Checked By: <b>AMF</b>
Project No: <b>19343</b>	Drawing No.: <b>BA03</b>

Plot Date: 24/10/2019

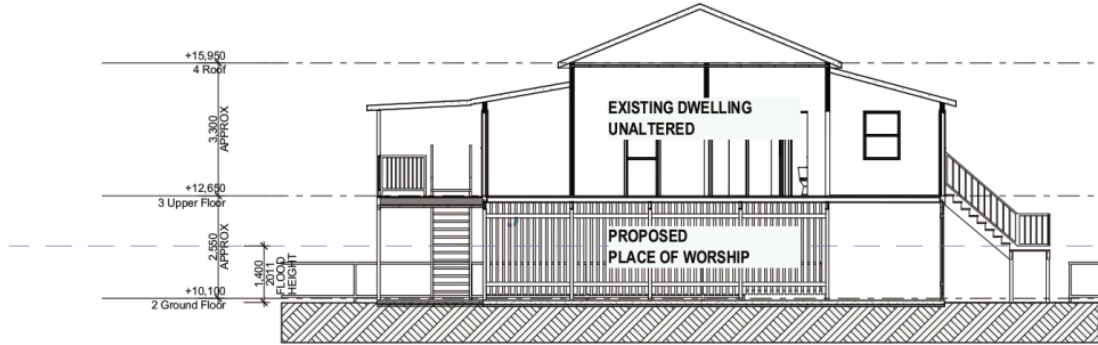


**D/105-2019 - DEVELOPMENT  
APPLICATION FOR A MATERIAL  
CHANGE OF USE FOR A PLACE OF  
WORSHIP**

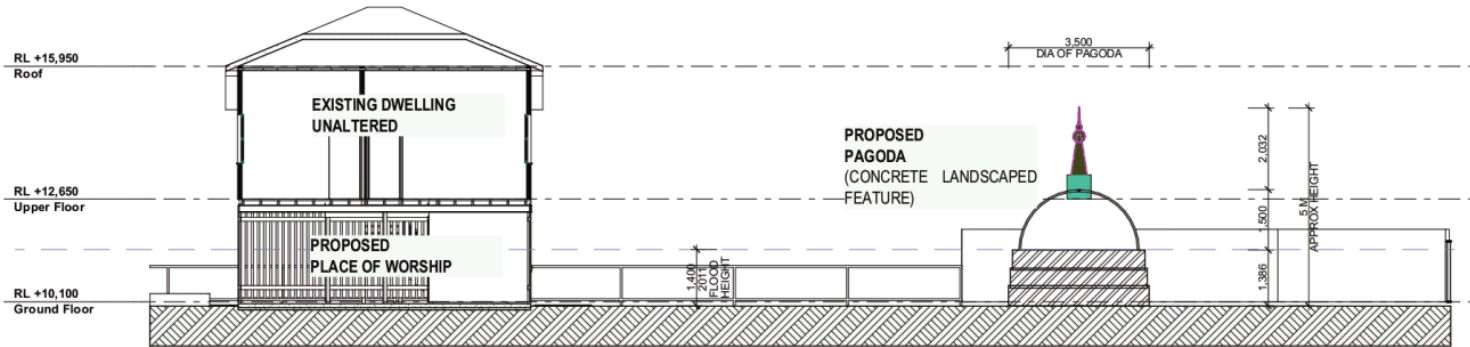
**Elevation Plan**

**Meeting Date: 18 February 2020**

**Attachment No: 4**



**S1** Section  
Scale 1:100



**S3** Section (1)  
Scale 1:100

			Mailing Address 262 Grubb St Koongal QLD 4701 e: amfprojects@bigpond.com m: 0423 375 400			Client Sri Lankan Association of Central Queensland Project Name <b>Proposed Place of Worship</b>		Drawing Title: <b>Sketch Plans Typical Section</b>		Scale: <b>As shown</b> Status: <b>SD</b>		Date: <b>Oct 2019</b> Checked By: <i>AMF</i>	
QBCC No 1068756 ABN 22143 527 198 all projects residential,commercial,industrial			15 JELLCOE ST PORT CURTIS QLD 4700			Project No: <b>19343</b>		Drawing No.: <b>BA05</b>		Plot Date: 24/10/2019			



1 North  
Scale 1:100



2 South  
Scale 1:100

			<p>Mailing Address 262 Grubb St Koongal QLD 4701 e: amfprojects@bigpond.com m 0423 375 400</p>		 <p>Client Sri Lankan Association of Central Queensland Project Name <b>Proposed Place of Worship</b> 15 JELICOE ST PORT CURTIS QLD 4700</p>		<p>Drawing Title: <b>Sketch Plans</b> <b>Elevation 1 / 2</b></p>		<p>Scale: <b>As shown</b>      Date: <b>Oct 2019</b></p>		
			<p>QBCC No 1068756 ABN 22143 527 198 all projects residential,commercial,industrial</p>				<p>Status: <b>SD</b>      Checked By: <i>AMF</i></p>		<p>Project No: <b>19343</b></p>		<p>Drawing No.: <b>BA06</b></p>
01	24/10/2019	PRELIMINARY_MCU APPLICATION									
REV ID	Issue Date	DESCRIPTION									

Plot Date: 24/10/2019





			<p>Mailing Address 262 Grubb St Koongal QLD 4701 e: amfprojects@bigpond.com m 0423 375 400</p>			<p>Client Sri Lankan Association of Central Queensland Project Name <b>Proposed Place of Worship</b> 15 JELlicoe ST PORT CURTIS QLD 4700</p>		<p>Drawing Title: <b>Sketch Plans Elevation 2 / 2</b></p>		<p>Scale: <b>As shown</b>      Date: <b>Oct 2019</b></p>	
			<p>QBCC No 1068756 ABIN 22143 527 198 all projects residential,commercial,industrial</p>					<p>Status: <b>SD</b>      Checked By: <i>AMF</i></p>		<p>Project No: <b>19343</b>      Drawing No.: <b>BA07</b></p>	
01	24/10/2019	PRELIMINARY_MCU APPLICATION									
REV ID	Issue Date	DESCRIPTION									

Plot Date: 24/10/2019

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**11.3 COMMUNITY ASSISTANCE PROGRAM - MAJOR SPONSORSHIP - CENTRAL QUEENSLAND MOTOR SPORTING CLUB INC**

**File No:** 12535  
**Attachments:** Nil  
**Authorising Officer:** Alicia Cutler - Acting General Manager Community Services  
**Author:** Kerri Dorman - Administration Supervisor

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**SUMMARY**

*An application from the Central Queensland Motor Sporting Club Inc for Major Sponsorship assistance towards the 2020 CQ Crane Hire Goldrush Hillsprint event is presented for Council consideration.*

**OFFICER'S RECOMMENDATION**

THAT Council considers the Major Sponsorship application from Central Queensland Motor Sporting Club Inc for funding to assist with the staging of the 2020 CQ Crane Hire Goldrush Hillsprint to be held on 11 – 12 July 2020 and approves an amount of \$10,500.00 in sponsorship.

**COMMENTARY**

Central Queensland Motor Sporting Club Inc had lodged an application under the Major Sponsorship scheme seeking \$25,000.00 to assist with the 2020 CQ Crane Hire Goldrush Hillsprint that will be held at Mount Morgan Range, Burnett Highway on 11 – 12 July 2020.

**Event**

The application states that this event is Australia's longest Hillclimb car race. There is no motorsport event like this for approximately 600 kilometres in any direction. This event will be a major event on the racing calendar for many years to come, it will become similar to a Bathurst weekend. The club has won the 2019 CAMS Queensland Event of the Year for the 2019 CQ Crane Gold Rush Hill Sprint.

The mountain track is 2,300 metres in length, 12 metres wide hot-mix bitumen, 24 corners which challenge the best drivers. The application states that this year the Club has allowed 150 drivers to compete in the 2 day event. Each team brings on average 4 crew or family members, bringing approximately 600 people to the region for a least 3 nights.

The event has attracted expression of interest from 1 team in South Australia, 8 teams from New South Wales, 71 teams from SE Queensland and 21 teams from Far North Queensland.

**Sponsorship**

The Association has requested from Council a cash sponsorship of \$25,000, for which the event has projected a total cost of \$140,106.11. The submitted budget currently shows a deficit of \$3,312.11, however the Club have indicated the engagement of a volunteer to specifically grow the sponsors' portfolio will assist in obtaining further sponsorship for the event. Last year the Club was successful in obtaining \$30,000 in other sponsorship.

The budget submitted with the application details the major expenses being for:

- Bendline TV coverage \$40,000.00
- security \$7,500
- corporate catering \$7,474.95
- traffic controllers \$5,757.00
- cash prizes \$5,000.00

- road closure manning \$4,000.00
- PA system \$3,843.00
- QAS \$3,687.66
- toilets \$3,600.00
- gate manning fee \$3,000.00
- display boards \$2,100.00

The estimated income profit for the event, including \$30,000.00 (anticipated sponsorship) and the requested sponsorship of \$25,000.00 from Council is approximately \$26,500.00. This is made up of Competitors fees, entry fees and cash sponsorship.

It is proposed that Council's support would be acknowledged via Facebook, radio, TA media and signage around the track on race day, plus on day announcement via intercom around pit paddock and spectators area.

### **Assessment**

In accordance with the adopted Policy and Procedure applications received through the Major Sponsorship Scheme will be assessed by Council against the following criteria:

- Applicant's capacity to undertake the event including any experience with similar events, relevant approvals and permissions required
- Community need or desire for the event and how this was determined
- Economic and community outcomes anticipated from the event
- Number of participants, including out of area visitors; and
- Value for money, including realistic budget with projected cost recovery

A copy of the application has been supplied separately to Councillors for consideration, along with the rating tool as adopted by Council.

### **PREVIOUS DECISIONS**

Council's previous decisions pertaining to this event have provided the following sponsorships in past financial years:

- 2017/18 – Cash Sponsorship - \$25,000
- 2018/19 – Cash Sponsorship - \$10,000
- 2018/19 – Advanced Rockhampton – In-kind \$5,000

### **BUDGET IMPLICATIONS**

Independent assessment by a panel of 4 have indicated an average sponsorship amount of \$10,500.00, which is within Council's Community Assistance Program Operational Budget.

It should also be noted that Round 3 of the Community Assistance Program closes 16 March 2020 and the remaining limited budget for this program will be disbursed to successful applications.

### **LEGISLATIVE CONTEXT**

Administered under the Major Sponsorship Policy and Procedure.

### **LEGAL IMPLICATIONS**

No legal implications for this non-Council event.

### **STAFFING IMPLICATIONS**

No staffing implications for this non-Council event.

**RISK ASSESSMENT**

Non-Council event therefore risk assessment will be conducted by organising body.

**CORPORATE/OPERATIONAL PLAN**

1.4.1.1 – Provide community sponsorship for activities for various sectors.

**CONCLUSION**

Upon assessment of the information provided in the application against the rating tool it is recommended that a cash sponsorship of \$10,500.00 be provided to assist with the staging of the event. A copy of the application has been supplied separately to Councillors for consideration, along with the rating tool as adopted by Council.

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**11.4 COMMUNITY ASSISTANCE PROGRAM - MAJOR SPONSORSHIP - ROTARY CLUB OF ROCKHAMPTON NORTH - ROCKY SWAP 2020**

**File No:** 12535  
**Attachments:** Nil  
**Authorising Officer:** Alicia Cutler - Acting General Manager Community Services  
**Author:** Kerri Dorman - Administration Supervisor

---

**SUMMARY**

*An application from the Rotary Club of Rockhampton North Inc for Major Sponsorship assistance towards the Rocky Swap 2020 event is presented for Council consideration.*

**OFFICER'S RECOMMENDATION**

THAT Council considers the Major Sponsorship application from Rotary Club of Rockhampton North Inc for funding to assist with the staging of the Rocky Swap to be held on 1 August 2020 and approves an amount of \$15,000.00 in sponsorship.

**COMMENTARY**

Rotary Club of Rockhampton North Inc had lodged an application under the Major Sponsorship scheme seeking \$20,000.00 to assist with the Rocky Swap 2020 that will be held at Rockhampton Showgrounds on 1 August 2020.

**Event**

The application states that this event is a fund raising event conducted by the Club. All funds raised go to local charities, clubs and community service organisations. The Rocky Swap has run for 23 years and has the support of stall holders with 70% having rebooked 12 months in advance for 2020.

The Rocky Swap attracts close to 1000 stall holders and between 10,500 to 12,500 members of the public creating tourism opportunities for local business to supply fuel, food and accommodation. The Swap has an admission charge of \$6.00 per person.

The influx of stall holders prior to the event suggest 50% need accommodation prior to setting up, and have travelled from outside the local area. Public visitors from Mackay, Emerald and Bundaberg are very likely to make a weekend of it.

**Sponsorship**

The Association has requested cash sponsorship of \$20,000 from Council for the event, for which it has projected a total cost of \$157,400.

The budget submitted with the application details the major expenses being for:

- Community Services Funds \$58,050.00 (funds disbursed to other organisations)
- donation to volunteers' organisations \$37,000.00 (\$15,755 to Rotary Club of Rockhampton North)
- food and beverage \$25,000.00
- venue hire and waste management \$21,500.00
- marketing and promotion \$8,000.00
- equipment hire \$3,650.00
- market insurance \$2,300.00
- cleaning \$1,200.00

It is proposed that Council's support would be acknowledged on all Rocky Swap's publicity.

### **Assessment**

In accordance with the adopted Policy and Procedure applications received through the Major Sponsorship Scheme will be assessed by Council against the following criteria:

- Applicant's capacity to undertake the event including any experience with similar events, relevant approvals and permissions required
- Community need or desire for the event and how this was determined
- Economic and community outcomes anticipated from the event
- Number of participants, including out of area visitors; and
- Value for money, including realistic budget with projected cost recovery

A copy of the application has been supplied separately to Councillors for consideration, along with the rating tool as adopted by Council.

### **PREVIOUS DECISIONS**

Council's previous decisions pertaining to this event have provided the following sponsorships in past years:

- 2008 to 2015 – Cash Sponsorship totaling \$55,500
- 2015 to 2019 – Cash Sponsorship totaling \$80,000

### **BUDGET IMPLICATIONS**

Independent assessment by a panel of 4 have indicated an average sponsorship amount of \$15,000, which is within Council's Community Assistance Program Operational Budget.

It should also be noted that Round 3 of the Community Assistance Program closes 16<sup>th</sup> March 2020 and the remaining limited budget for this program will be disbursed to successful applications.

### **LEGISLATIVE CONTEXT**

Administered under the Major Sponsorship Policy and Procedure.

### **LEGAL IMPLICATIONS**

No legal implications for this non- Council event.

### **STAFFING IMPLICATIONS**

No staffing implication for this non-Council event.

### **RISK ASSESSMENT**

Non-Council event therefore risk assessment will be conducted by organising body.

### **CORPORATE/OPERATIONAL PLAN**

1.4.1.1 – Provide community sponsorship for activities for various sectors.

### **CONCLUSION**

Upon assessment of the information provided in the application against the rating tool it is recommended that a cash sponsorship of \$15,000.00 be provided to assist with the staging of the event. A copy of the application has been supplied separately to Councillors for consideration, along with the rating tool as adopted by Council.

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**11.5 COMMUNITY ASSISTANCE PROGRAM - MAJOR SPONSORSHIP - GOLDEN MOUNT FESTIVAL ASSOCIATION - GOLDEN MOUNT FESTIVAL 2020**

**File No:** 12535  
**Attachments:** Nil  
**Authorising Officer:** Alicia Cutler - Acting General Manager Community Services  
**Author:** Kerri Dorman - Administration Supervisor

---

**SUMMARY**

*An application from the Golden Mount Festival Association Inc for Major Sponsorship assistance towards the Golden Mount Festival 2020 event is presented for Council consideration.*

**OFFICER'S RECOMMENDATION**

THAT Council considers the Major Sponsorship application from Golden Mount Festival Association Inc for funding to assist with the staging of the Golden Mount Festival 2020 to be held on 1 - 3 May 2020 and approves an amount of \$20,000.00 cash sponsorship.

**COMMENTARY**

Golden Mount Festival Inc had lodged an application under the Major Sponsorship scheme seeking \$20,000.00 to assist with the Golden Mount Festival 2020 that will be held at various locations at Mount Morgan on 1 – 3 May 2020.

**Event**

The application states the Golden Mount Festival is a 3 day event that holds an assortment of activities, stalls and entertainment for all ages. The Festival is a positive way to unite the community, cultural heritage and promotes Central Queensland. The Golden Mount Festival was established in 1977 with this year's event being its 44<sup>th</sup> and is one of the premium events for the township of Mount Morgan.

Event activities include:

- Running of the Cutters (Senior and Junior)
- Variety of on stage live music and other entertainers
- BBQ breakfast at the dam
- Market Stalls
- Street procession
- Children's fun rides and face painting

The applicant advises the Festival attracts an average of 4,800 attendees and generates direct and incremental expenditure of \$110,000 attributable to the Rockhampton region economy and \$107,000 to Queensland economy.

**Sponsorship**

The Association has requested cash sponsorship of \$20,000 from Council for the event, for which it has projected a total cost of \$58,303.33.

The budget submitted with the application details the major expenses being for:

- Marketing and promotion \$8,621.00
- prize money \$5,600.00
- fireworks \$2,500.00

- traffic control and street clean \$2,500.00
- food and beverages \$2,000.00
- buskers and CQ entertainers \$1,280.00
- insurance \$1,680.00
- permits/approvals/licences \$1,600.00
- Saint John's first aid \$1,550.00

It is proposed that Council's support would be acknowledged on all printed pamphlets and brochures, promotion by newspaper, radio and television and displaying of Council banners.

### **Assessment**

In accordance with the adopted Policy and Procedure applications received through the Major Sponsorship Scheme will be assessed by Council against the following criteria:

- Applicant's capacity to undertake the event including any experience with similar events, relevant approvals and permissions required
- Community need or desire for the event and how this was determined
- Economic and community outcomes anticipated from the event
- Number of participants, including out of area visitors; and
- Value for money, including realistic budget with projected cost recovery

A copy of the application has been supplied separately to Councillors for consideration, along with the rating tool as adopted by Council.

### **PREVIOUS DECISIONS**

Council's previous decisions pertaining to this event have provided the following sponsorships in the past years:

- 2008 to 2015 – Cash Sponsorship totaling \$73,000
- 2016 to 2019 – Cash Sponsorship totalling \$80,000

### **BUDGET IMPLICATIONS**

Upon an independent assessment by a panel of 4 it is recommended that Council as per previous years provide sponsorship in the amount of \$20,000.00, which is within Council's Community Assistance Program Operational Budget.

It should also be noted that Round 3 of the Community Assistance Program closes 16 March 2020 and the remaining limited budget for this program will be disbursed to successful applications.

### **LEGISLATIVE CONTEXT**

Administered under the Major Sponsorship Policy and Procedure.

### **LEGAL IMPLICATIONS**

No legal implications for this non-Council event.

### **STAFFING IMPLICATIONS**

No staffing implications for this non-Council event.

### **RISK ASSESSMENT**

Non-Council event therefore risk assessment will be conducted by organising body.

### **CORPORATE/OPERATIONAL PLAN**

1.4.1.1 – Provide community sponsorship for activities for various sectors.



**CONCLUSION**

Upon assessment of the information provided in the application against the rating tool it is recommended that a cash sponsorship of \$20,000.00 be provided to assist with the staging of the event. A copy of the application has been supplied separately to Councillors for consideration, along with the rating tool as adopted by Council.

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**11.6 COMMUNITY ASSISTANCE PROGRAM - MAJOR SPONSORSHIP - UNITING CARE COMMUNITY (T/A LIFELINE) - LIFELINE ROCKHAMPTON BOOKFEST 2020**

**File No:** 12535  
**Attachments:** Nil  
**Authorising Officer:** Alicia Cutler - Acting General Manager Community Services  
**Author:** Kerri Dorman - Administration Supervisor

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**SUMMARY**

*An application from the Uniting Care Community (T/A Lifeline) for Major Sponsorship assistance towards the Lifeline Rockhampton Bookfest 2020 event is presented for Council consideration.*

**OFFICER'S RECOMMENDATION**

THAT Council considers the Major Sponsorship application from Uniting Care Community (T/A Lifeline) for funding to assist with the staging of the Lifeline Rockhampton Bookfest 2020 to be held on 8 - 10 May 2020 and approves an amount of \$5,500.00 in sponsorship.

**COMMENTARY**

Uniting Care Community (T/A Lifeline) had lodged an application under the Major Sponsorship scheme seeking \$7,000.00 to assist with the Lifeline Rockhampton Bookfest 2020 that will be held at the Rockhampton Showgrounds on 8 – 10 May 2020.

**Event**

The application states that the Rockhampton event is an annual major fundraising event. The funds raised are for the Community Service Programs operated by Lifeline in the local area as well as supporting and assisting in the funding of the National 13 11 14 Crises Line (Suicide Prevention). The two and a half day event meets the needs of the Rockhampton Community by selling books, DVD and clothing, and the goal is to raise in excess of \$50,000.00.

Currently Lifeline operates facilities across the Rockhampton Regional Council area. For the event itself Lifeline will committee 6 paid staff and over 1000 hours of volunteer resources to assist in the delivery of the event to the community.

This year the applicant states the organisation would expect to continue the annual increase and see more than 3,000 people visit the event. As the event grows the organisation is starting to see people plan a trip to Rockhampton around being able to attend the event and make the most of availability of books.

**Sponsorship**

The Association has requested cash sponsorship of \$7,000 from Council for the event, for which it has projected a total cost of \$9,854.63. This represents a Council contribution of 71% of the cost of staging the event.

The budget submitted with the application details the major expenses being for:

- marketing and promotion \$3185.05
- equipment hire \$3,149.58
- venue hire \$2,895.00
- volunteer cost \$300.00
- food and beverage \$175.00

- cleaning \$150.00

The estimated profit for the event, including the requested sponsorship of \$7,000.00 from Council is approximately \$42,145.37. This is made up of product sales.

It is proposed that Council's support would be acknowledged by Logo attachment and display on all paid marketing material.

### **Assessment**

In accordance with the adopted Policy and Procedure applications received through the Major Sponsorship Scheme will be assessed by Council against the following criteria:

- Applicant's capacity to undertake the event including any experience with similar events, relevant approvals and permissions required
- Community need or desire for the event and how this was determined
- Economic and community outcomes anticipated from the event
- Number of participants, including out of area visitors; and
- Value for money, including realistic budget with projected cost recovery

A copy of the application has been supplied separately to Councillors for consideration, along with the rating tool as adopted by Council.

### **PREVIOUS DECISIONS**

Council's previous decisions pertaining to this event have provided the following sponsorships in the past years:

- 2012 to 2016 – Cash Sponsorship totaling \$ 9,204.00
- 2016 to 2019 – Cash Sponsorship totaling \$21,000.00.

### **BUDGET IMPLICATIONS**

Independent assessment by a panel of 4 have indicated an average sponsorship amount of \$5,500, which is within Council's Community Assistance Program Operational Budget.

It should also be noted that Round 3 of the Community Assistance Program closes 16<sup>th</sup> March 2020 and the remaining limited budget for this program will be disbursed to successful applications.

### **LEGISLATIVE CONTEXT**

Administered under the Major Sponsorship Policy and Procedure.

### **LEGAL IMPLICATIONS**

No legal implications for this non-Council event.

### **STAFFING IMPLICATIONS**

No staffing implication for this non-Council event.

### **RISK ASSESSMENT**

Non-Council event therefore risk assessment will be conducted by organising body.

### **CORPORATE/OPERATIONAL PLAN**

1.4.1.1 – Provide community sponsorship for activities for various sectors.

### **CONCLUSION**

Upon assessment of the information provided in the application against the rating tool it is recommended that a cash sponsorship of \$5,500.00 be provided to assist with the staging of the event. A copy of the application has been supplied separately to Councillors for consideration, along with the rating tool as adopted by Council.

**11.7 QUEENSLAND SCHOOLS ROWING CHAMPIONSHIPS 2020**

**File No:** 6097  
**Attachments:** Nil  
**Authorising Officer:** Annette Pearce - Manager Tourism, Events and Marketing  
Evan Pardon - Chief Executive Officer  
**Author:** Bev Marston - Supervisor Events

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**SUMMARY**

*The Queensland Schools Rowing Championships run from Saturday 19 to Monday 22 September 2020. Rockhampton Fitzroy Rowing Club Inc. have sought a sponsorship arrangement from Rockhampton Regional Council.*

**OFFICER'S RECOMMENDATION**

THAT the funding contributions set out in this report to the value of \$12,000 (excluding GST) made of cash and in kind support be endorsed by Council.

**COMMENTARY**

Council has received a Sponsorship request from the Rockhampton Fitzroy Rowing Club for the September 2020 event.

The proposed financial contribution sought is \$12,000.

Rockhampton Fitzroy Rowing Club Incorporated seek sponsorship in the following capacity:

- Temporary Event Application fee
- Provision and removal of rubbish bins
- Loan of Council's portable toilets if available
- Provisions of plants and trees for decorative and theming purposes
- Financial Contribution \$10,000 excluding GST

**BACKGROUND**

Last held in Rockhampton in 2018. 768 athletes, approximately 2200 supporters, 1200 boat nominations, 50 staff and officials attended.

**PREVIOUS DECISIONS**

2018 Council's Community Assistance Program sponsored the regatta \$10,000 plus in-kind support.

**BUDGET IMPLICATIONS**

Advance Rockhampton is willing to commit to the following financial contributions funded by the Advance Rockhampton Event operational budget for the 2020 Queensland Schools Rowing Championships:

- The value of \$10,000 (excluding GST) in monetary contribution for the event
- The value of \$2,000 in-kind contribution for the event

**LEGISLATIVE CONTEXT**

No legislative process required.

**LEGAL IMPLICATIONS**

No identified legal implications.

**STAFFING IMPLICATIONS**

Advance Rockhampton events team will assist to provide agreed in kind support.

**RISK ASSESSMENT**

Rowing Queensland will provide a risk assessment within the event management plan.

**CORPORATE/OPERATIONAL PLAN**

The 2020 Queensland Schools Rowing Championships aligns with Councils Corporate Plan to provide an active and healthy lifestyle for the community.

**CONCLUSION**

Rowing Queensland are keen to bring the event back to Rockhampton and support regional Queensland. The above financial commitments will support Rockhampton Fitzroy Rowing Club in providing a successful event.

**11.8 RURAL MAINTENANCE - LIMITED SERVICE ROADS**

**File No:** 6833, 7028  
**Attachments:** Nil  
**Authorising Officer:** Peter Kofod - General Manager Regional Services  
**Author:** David Bremert - Manager Civil Operations

**SUMMARY**

*This report identifies the current rural roads not maintained by Council which are servicing properties and recommends that they be added to the road maintenance program.*

**OFFICER'S RECOMMENDATION**

THAT Council accepts the responsibility for the maintenance of the roads listed.

**COMMENTARY**

Council has a series of roads, which are generally in the rural area, that are not currently maintained by Council. These roads have historically not been maintained on the basis of the low numbers properties serviced. There some exceptions where Council has accepted the maintenance and this has led to confusion in the community. A review has been undertaken to identify the current roads providing access and not maintained by Council (Table 1). Given the relatively small length it is proposed, that these roads be added to Council's road maintenance program.

Table 1

<b>ROAD</b>	<b>CURRENT LENGTH</b>	<b>RECOMMENDED LENGTH</b>	<b>INCREASE</b>
540 Ridglands Road	0	1.10	1.10
Greens Road, Alton Downs	0	0.60	0.60
R Pierce Road	0.95	1.60	0.65
Whyte Road	0.45	1.00	0.55
924 Upper Ulam Road	0	0.45	0.45
Stoneleigh Road Extended	0	2.50	2.50
163 Dalma Ridglands Road Access	0	0.80	0.80
L725 Bruce Highway Bouldercombe	0	2.10	2.10
Lot 24 Sugarloaf Road	0	5.10	5.10
		<b>Total additional</b>	<b>13.85</b>

**PREVIOUS DECISIONS**

Nil.

**BUDGET IMPLICATIONS**

An estimated Operational cost of \$20,000 per annum and Capital Cost \$50,000 per annum is anticipated to complete the additional maintenance.

The frequency of road maintenance will be adjusted across the entire road network to cater for this additional length.

**LEGISLATIVE CONTEXT**

Under the Local Government Act, Council has control of all roads (except Department of Transport and Main Roads roads) in its Council area.

**LEGAL IMPLICATIONS**

Nil

**STAFFING IMPLICATIONS**

Nil

**RISK ASSESSMENT**

Council will be adopting a consistent approach across the Council area.

**CORPORATE/OPERATIONAL PLAN**

Section 1.1.1, 1.1.2 and 1.1.4 of the Corporate Plan provides direction for Council on providing roads for the community.

**CONCLUSION**

It is recommended that Council takes over the ongoing maintenance of these roads.

**11.9 KERBSIDE WASTE SERVICE EXTENSION TO LIMESTONE CREEK**

<b>File No:</b>	<b>169</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Authorising Officer:</b>	<b>Peter Kofod - General Manager Regional Services</b>
<b>Author:</b>	<b>Michael O'Keeffe - Manager Rockhampton Regional Waste and Recycling</b>

**SUMMARY**

*The purpose of this report is to provide Council with an update on the roll out of domestic waste and recycle collection services to the properties situated in Limestone Creek, which is adjacent to Access 8, on the Yeppoon Road.*

**OFFICER'S RECOMMENDATION**

THAT Council endorse extension of the waste and recycling collection service area to include the properties situated in Limestone Creek. Uptake of the service shall be on an elective basis at the discretion of the resident.

**BACKGROUND**

At the Airport, Water and Waste Committee Meeting held on 24 September 2019, Council was presented with a report that identified non-serviced rural residential areas and ranked these in a priority order based on number of occupied properties. Council resolved to approve the priority orders in which a systematic investigation is to be undertaken to determine the viability of rolling out the service. Ranking of areas and number of letters mailed out within the 1 kilometre radius of the town centre or closest service is presented in *Table 1*.

*Table 1 – Priority Order of Investigation*

Township Area	1 Km	Mail Out Figures
Kabra/Gracemere	67	92
Moongan	34	35
Limestone Creek	33	35
Bouldercombe	27	
Marmor	17	
Westwood	13	
Bajool	12	
Stanwell	8	
Gogango	4	



## COMMENTARY

The Limestone Creek area was inspected to determine the number of properties and viability of providing a waste collection serve. Criteria assessed to enable collection run structure include;

1. Road Standards – these are bitumen all weather access roads.
2. Waste Collections Services – a number of properties were noted to have industrial bins including and neighbours sharing a bin. For the remainder of properties it is assumed that residents manage their waste by taking to a waste facility for resource recovery or disposal.
3. Structure of Collection Run – the collection for Limestone Creek will be on a Thursday. The waste collection vehicle currently services properties up to Access 2 on the Yeppoon Road and the Limestone Creek turnoff is located adjacent to Access 8.

Table 2, provides a summary of survey results which reveals an uptake of 10 services out of a possible 35. 19 properties did not respond despite including a pre-paid envelope.

Table 2 – Summary of Survey Results

Township Area	1 Km	Mail Out Figures	Responses	
			Yes	No
Limestone Creek	35	35	10	6

The roll out of bins with information packs is scheduled for 27 February 2020 with the first service commencing on the 5 March 2020.

## BUDGET IMPLICATIONS

There are no significant budget implications associated with servicing of these additional properties. An overall increase in the number of rated properties improves Council's revenue base and provides economies in scale.

## LEGAL IMPLICATIONS

There are no legal implications associated with the provision of this service.

## CONSULTATION EXTERNAL/INTERNAL

Both external and internal consultation was undertaken with stakeholders:

- JJ Richards and Sons Pty Ltd – advised of Council's proposed service extension as recycle services are provided to these properties in conjunction with waste. A coordinated approach is planned for delivery of waste and recycling bins with an information pack. The contractor is keen to see a growth of service in this area.
- Civil Operations - no discussions held as roads are bitumen sealed all weather access.
- RRWR Collection Team – to achieve efficiency in the delivery of this service consultation is held with Team Leaders and Drivers as this input is important to ensure the best approach is adopted. Support is provided for expansion of services.

## CORPORATE/OPERATIONAL PLAN

Section 3 Environment of the Corporate Plan 2017-2022 includes the Waste Reduction and Recycling Plan as a related strategy for protection and enhancement of the environment. Reducing waste to landfill by recycling and the management of resources align with plan objectives.

## CONCLUSION

Whilst the response to uptake of the service is considered fair, Council has made an effort to provide this service to the residents of the rural community of Limestone Creek. As seen with other rural areas service numbers will continue to grow.

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**11.10 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDING  
31 JANUARY 2020**

**File No:** 8148

**Attachments:** 1. [Income Statement - January 2020](#)  
2. [Key Indicators Graphs January 2020](#)

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

**Author:** Michael Clerc - Acting Chief Financial Officer

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**SUMMARY**

*The Acting Chief Financial Officer presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 January 2020.*

**OFFICER'S RECOMMENDATION**

That the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 January 2020 be 'received'

**COMMENTARY**

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

1. Income Statement (Actuals and Budget for the period 1st July 2019 to 31 January 2020), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

The attached financial statement provides Council's position after seven months of the 2019/20 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 2020 have been raised and are due on 26<sup>th</sup> February 2020.
- Grants, subsidies and contributions are behind budget at 45%. This is due to the timing of receipt of the Federal Assistance Grant with 50% of the 19/20 Grant being received in the 18/19 financial year. The final result for Grants and Subsidies for 19/20 will be influenced by the timing of payments for the Federal Assistance Grant for the 20/21 financial year.
- Interest revenue is ahead of budget at 70%. Interest revenue historically remains ahead of budget for the first half of the financial year and then moves closer to budget during the second half of the financial year.
- Other income is at 71% of the budget partly due to receipt of unbudgeted insurance proceeds received and airport commissions higher than expected year to date.
- All other revenue items are in proximity to the revised budget.

Total Operating Expenditure is at 56% of the revised budget. Key components of this result are:

- Contractors and consultants are at 50% due to the timing of contract payments across several areas of Council's operations.

- Other expenses are only at 33%. This is partly due to the timing of grants and sponsorships to local community groups.
- All other expenditure items are in proximity to the revised budget.

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

Total Capital Income is at 19% of the revised budget. The majority of capital revenue budgeted to be received in 2019/20 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 28% of the revised budget. This represents an actual spend of \$48.6M for the financial year. Some of the large projects are still in early project delivery stages – once construction starts it is expected that the capital spend will accelerate.

Total Investments are \$42.5M as at 31 January 2020.

Total Loans are \$108.4M as at 31 January 2020 after the second quarter loan repayment was made during December.

### **PREVIOUS DECISIONS**

In the current financial year, Monthly Budget Management Reports have been provided to Council for the months of July 2020 to October 2020, and December 2020.

### **BUDGET IMPLICATIONS**

This Report provides a high level summary of Council's overall financial results to 31 January 2020 compared to the latest Monthly Budget Review.

### **LEGISLATIVE CONTEXT**

The *Local Government Regulation 2012*, section 203 (2) stipulates "The accounting records for a financial year must give a comparison with its annual budget for the financial year".

### **LEGAL IMPLICATIONS**

No related issues.

### **STAFFING IMPLICATIONS**

No related issues.

### **RISK ASSESSMENT**

The control of monthly oversight and reporting of expenditure against budget significantly reduces the risk of unplanned operating expenditure impacting on Council's financial position.

### **CORPORATE/OPERATIONAL PLAN**

The Operational Plan outlines activities and actions Council will undertake for the financial year in accordance with the adopted budget. This Report provides a high level summary of Council's overall financial results to 31 January 2020 compared to the latest Monthly Budget Review.

### **CONCLUSION**

Total operational revenue is ahead of budget at 86% due to the second levy of General Rates and Utility Charges for the year being raised. Operational income and expenses are mostly in line with expectations for the 2019/20 financial year.

The capital program saw \$7.3M spent during January and will need to gain momentum in the coming months to deliver the projects budgeted in 2019/20.

# **SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDING 31 JANUARY 2020**

## **Income Statement - January 2020**

**Meeting Date: 18 February 2020**

**Attachment No: 1**



**Income Statement**  
**For Period July 2019 to January 2020**  
**58.3% of Year Gone**

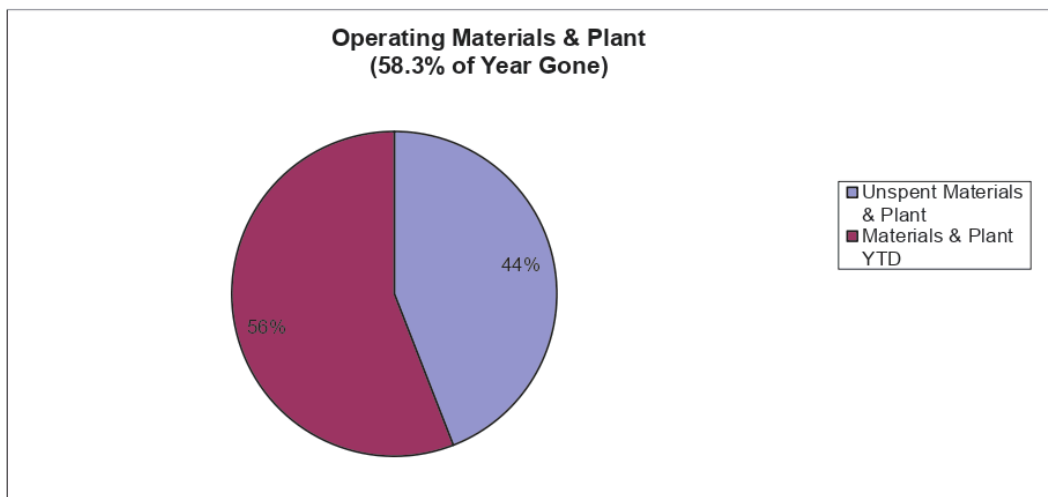
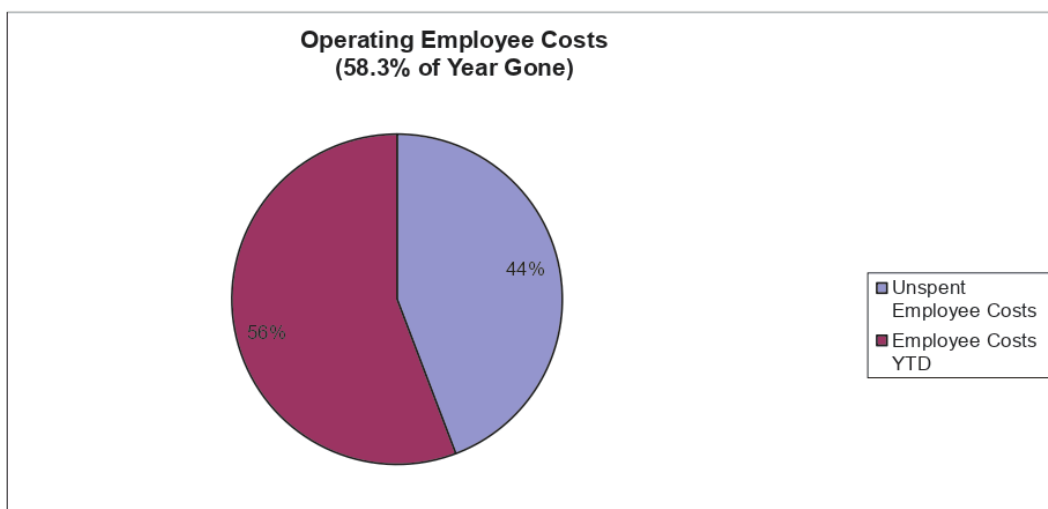
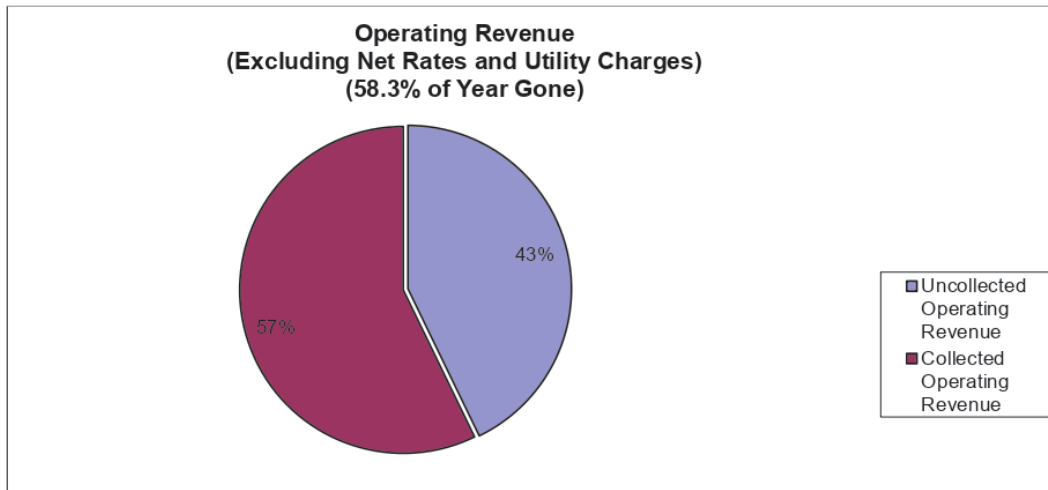
	Adopted Budget	Monthly Budget Review	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Monthly Budget Review
	\$	\$	\$	\$	\$	
<b>OPERATING</b>						
<b>Revenues</b>						
Net rates and utility charges	(149,627,173)	(150,551,151)	(146,590,447)	0	(146,590,447)	97%
Fees and Charges	(26,271,007)	(26,455,465)	(15,606,940)	0	(15,606,940)	59%
Private and recoverable works	(13,262,943)	(7,065,722)	(3,988,299)	0	(3,988,299)	56%
Rent/Lease Revenue	(3,117,903)	(3,117,903)	(1,811,381)	0	(1,811,381)	58%
Grants Subsidies & Contributions	(14,762,254)	(12,875,009)	(5,780,427)	0	(5,780,427)	45%
Interest revenue	(934,000)	(984,000)	(692,156)	0	(692,156)	70%
Other Income	(4,423,646)	(6,586,616)	(4,702,914)	0	(4,702,914)	71%
<b>Total Revenues</b>	<b>(212,428,927)</b>	<b>(207,635,866)</b>	<b>(179,233,564)</b>	<b>0</b>	<b>(179,233,564)</b>	<b>86%</b>
<b>Expenses</b>						
Employee costs	83,397,224	83,512,637	46,581,178	174,003	46,755,181	56%
Contractors & Consultants	17,959,240	17,914,472	9,025,776	7,699,268	16,725,044	50%
Materials & Plant	19,244,295	13,938,008	7,792,891	3,831,839	11,624,730	56%
Asset Operational	25,149,294	25,381,290	13,681,477	2,276,998	15,958,475	54%
Administrative expenses	14,368,947	14,367,448	7,794,998	1,945,743	9,740,741	54%
Depreciation	54,365,738	54,087,810	31,551,223	0	31,551,223	58%
Finance costs	6,046,530	6,046,530	3,480,784	0	3,480,784	58%
Other Expenses	1,247,340	1,747,340	577,418	32,218	609,636	33%
<b>Total Expenses</b>	<b>221,778,608</b>	<b>216,995,535</b>	<b>120,485,743</b>	<b>15,960,070</b>	<b>136,445,813</b>	<b>56%</b>
<b>Transfer / Overhead Allocation</b>						
Transfer / Overhead Allocation	(9,382,328)	(9,382,327)	(5,355,559)	0	(5,355,559)	57%
<b>Total Transfer / Overhead Allocation</b>	<b>(9,382,328)</b>	<b>(9,382,327)</b>	<b>(5,355,559)</b>	<b>0</b>	<b>(5,355,559)</b>	<b>57%</b>
<b>TOTAL OPERATING POSITION (SURPLUS)/DEFICIT</b>	<b>(32,647)</b>	<b>(22,659)</b>	<b>(64,103,379)</b>	<b>15,960,070</b>	<b>(48,143,309)</b>	<b>282906%</b>
<b>CAPITAL</b>						
<b>Total Developers Contributions Received</b>	<b>(2,262,800)</b>	<b>(2,352,800)</b>	<b>(197,668)</b>	<b>0</b>	<b>(197,668)</b>	<b>8%</b>
<b>Total Capital Grants and Subsidies Received</b>	<b>(63,900,122)</b>	<b>(77,742,624)</b>	<b>(14,771,258)</b>	<b>0</b>	<b>(14,771,258)</b>	<b>19%</b>
<b>Total Proceeds from Sale of Assets</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Capital Income</b>	<b>(66,222,922)</b>	<b>(80,095,424)</b>	<b>(14,968,926)</b>	<b>0</b>	<b>(14,968,926)</b>	<b>19%</b>
<b>Total Capital Expenditure</b>	<b>149,316,405</b>	<b>173,791,410</b>	<b>48,638,817</b>	<b>60,606,117</b>	<b>109,244,934</b>	<b>28%</b>
<b>Net Capital Position</b>	<b>83,093,482</b>	<b>93,695,986</b>	<b>33,669,891</b>	<b>60,606,117</b>	<b>94,276,008</b>	<b>36%</b>
<b>TOTAL INVESTMENTS</b>			<b>42,462,794</b>			
<b>TOTAL BORROWINGS</b>			<b>108,426,549</b>			

# **SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDING 31 JANUARY 2020**

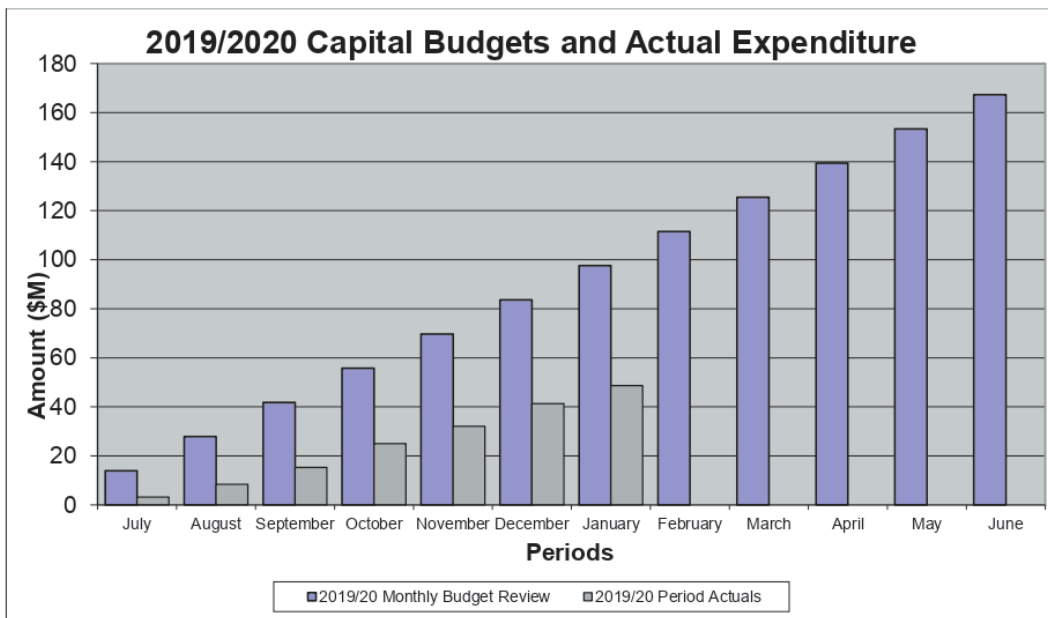
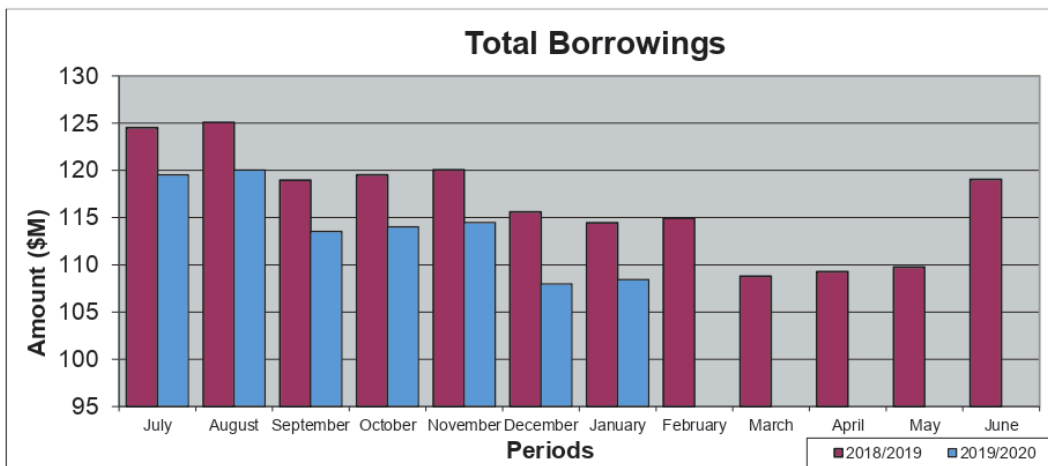
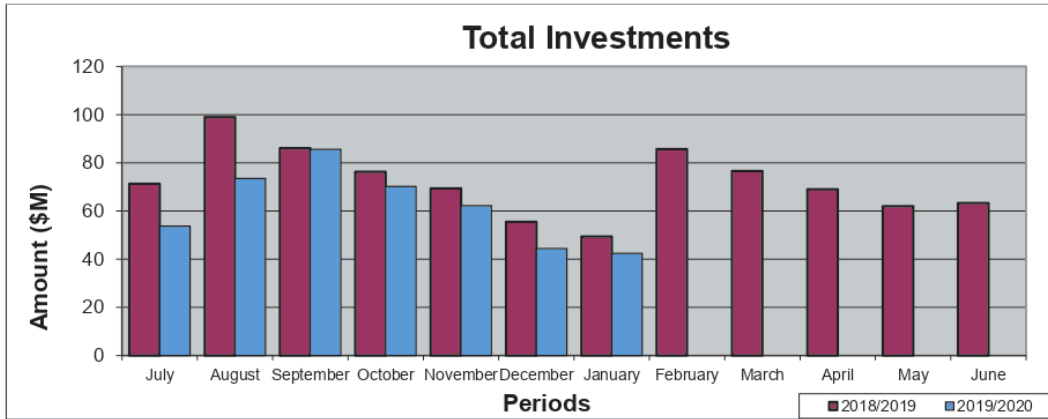
## **Key Indicators Graphs January 2020**

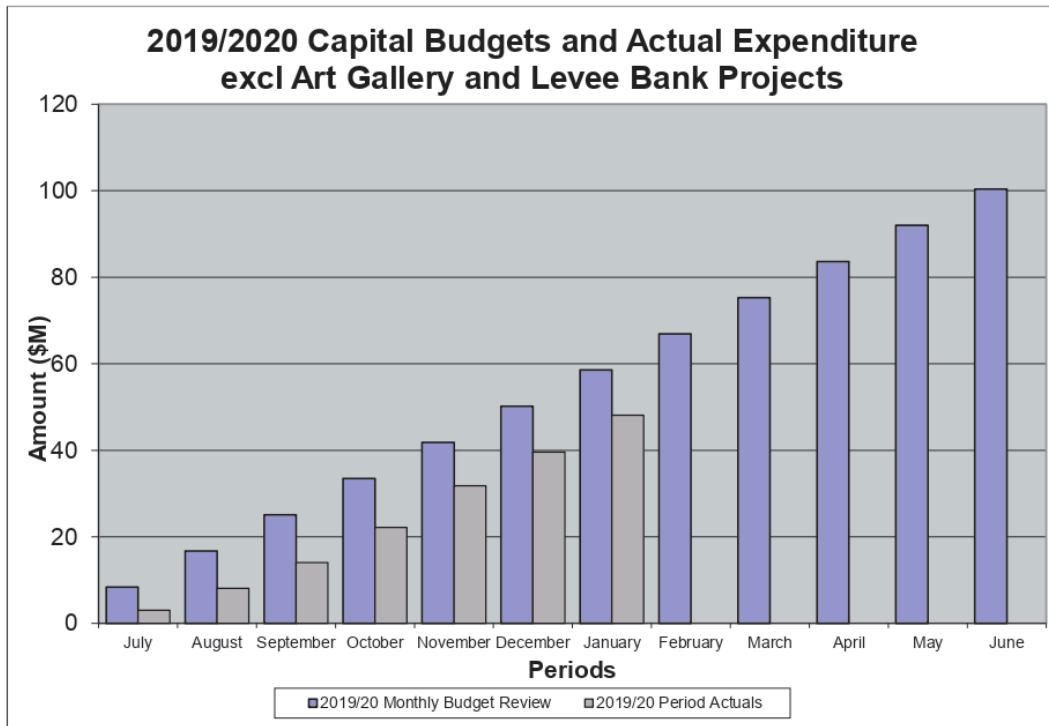
**Meeting Date: 18 February 2020**

**Attachment No: 2**









## 12 NOTICES OF MOTION

### 12.1 NOTICE OF MOTION - COUNCILLOR DREW WICKERSON - STREET TREE LEAF MAINTENANCE

**File No:** 6120

**Attachments:** 1. Request for scheduled street tree leaf litter maintenance [↓](#)

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

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#### SUMMARY

*Councillor Drew Wickerson has indicated his intention to move the following Notice of Motion at the next Council meeting, as follows:*

#### COUNCILLOR'S RECOMMENDATION

THAT Council implements a scheduled programme of maintenance to remove street tree leaf litter from footpath awnings as requested by owners.

#### BACKGROUND

The Council and community highly value the amenity, cooling shade and aesthetic appeal created by the Region's many street trees. To mitigate potential damage that leaves may cause to adjacent awnings I believe Council has a duty of care, as 'good neighbours' to initiate a maintenance program to clean leaves should property owners request assistance.

**NOTICE OF MOTION –  
COUNCILLOR DREW WICKERSON -  
STREET TREE LEAF MAINTENANCE**

**Request for scheduled street tree leaf  
litter maintenance**

**Meeting Date: 18 February 2020**

**Attachment No: 1**

# Councillor Drew Wickerson

Division 6

Chair Environment & Sustainability Portfolio



31/01/2020

Mr Evan Pardon

Chief Executive Officer

Rockhampton regional Council

## Notice of Motion

Dear Evan,

I hereby give notice of my intention to move the following motion at the meeting of Council on Tuesday 18 February, 2020

“That Council implements a scheduled programme of maintenance to remove street tree leaf litter from footpath awnings as requested by owners.”

The Council and community highly value the amenity, cooling shade and aesthetic appeal created by the Region’s many street trees. To mitigate potential damage that leaves may cause to adjacent awnings I believe Council has a duty of care, as ‘good neighbours’ to initiate a maintenance programme to clean leaves should property owners request assistance.

Yours faithfully,

  
Drew Wickerson  
Division 6 Councillor

**13 QUESTIONS ON NOTICE**

Nil

**14 URGENT BUSINESS/QUESTIONS**

*Urgent Business is a provision in the Agenda for members to raise questions or matters of a genuinely urgent or emergent nature, that are not a change to Council Policy and can not be delayed until the next scheduled Council or Committee Meeting.*

## 15 CLOSED SESSION

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items, such that its Councillors or members consider it necessary to close the meeting.

### RECOMMENDATION

THAT the meeting be closed to the public to discuss the following items, which are considered confidential in accordance with section 275 of the *Local Government Regulation 2012*, for the reasons indicated.

**16.1 Deputation from Department of Natural Resources, Mines and Energy - Valuation Advice for Rockhampton Regional Council**

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

**16.2 Operation of 2nd World War Memorial Aquatic Centre**

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

**16.3 Motorsport Precinct Update**

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

**16.4 Business Training Venture**

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



**16 CONFIDENTIAL REPORTS****16.1 DEPUTATION FROM DEPARTMENT OF NATURAL RESOURCES, MINES AND ENERGY - VALUATION ADVICE FOR ROCKHAMPTON REGIONAL COUNCIL****File No:** 545 & 8238**Attachments:** Nil**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Evan Pardon - Chief Executive Officer

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

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**SUMMARY**

*Representatives from Department of Natural Resources, Mines and Energy will provide valuation advice for Rockhampton Regional Council area.*

**16.2 OPERATION OF 2ND WORLD WAR MEMORIAL AQUATIC CENTRE****File No:** 11178**Attachments:**

1. Comparison of similar aquatic facilities
2. Profit and Loss for 2nd World War Memorial Aquatic Centre
3. Request from Lane 4 regarding variation
4. Comparison of Council owned facilities

**Authorising Officer:** Richard Dunkley - Manager Community Assets and Facilities  
Alicia Cutler - Acting General Manager Community Services**Author:** Sophia Czarkowski - Coordinator Facilities**Previous Items:** 6.1 - Management and Operation of Aquatic Facilities - Ordinary Council - 19 Aug 2014 3pm (Special)

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

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**SUMMARY**

*This report is regarding the ongoing operation and management of the 2<sup>nd</sup> World War Memorial Aquatic Centre.*

**16.3 MOTORSPORT PRECINCT UPDATE****File No:** 6913**Attachments:** 1. Draft Motorsports Engagement Plan**Authorising Officer:** Angus Russell - Manager Strategy and Planning  
Ross Cheesman - Deputy Chief Executive Officer**Author:** Steven Ellis - Senior Strategic Planner

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

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**SUMMARY**

*This report presents an update to Council on the Motorsport Precinct planning.*

**16.4 BUSINESS TRAINING VENTURE****File No:** 12535**Attachments:** Nil**Authorising Officer:** **Jesse Gillard - Manager Economic Development**  
**Evan Pardon - Chief Executive Officer****Author:** **Rick Palmer - Senior Executive Industry Engagement**

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

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**SUMMARY**

*This report outlines a business training venture which can be of considerable assistance to Rockhampton Region businesses.*

**17 CLOSURE OF MEETING**