



ORDINARY MEETING

MINUTES

23 JUNE 2020

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**REPORT OF THE ORDINARY MEETING
HELD AT COUNCIL CHAMBERS, 232 BOLSOVER STREET, ROCKHAMPTON
ON TUESDAY, 23 JUNE 2020 COMMENCING AT 9.05AM**

1 OPENING

1.1 Acknowledgement of Country

2 PRESENT

Members Present:

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

In Attendance:

Mr E Pardon – Chief Executive Officer
Mr R Cheesman – Deputy Chief Executive Officer
Ms S Friske – Committee Support Officer

In Attendance via video stream:

Mr P Kofod – General Manager Regional Services
Mr D Scott – Acting General Manager Community Services
Ms A Cutler – Chief Financial Officer
Ms T Sweeney – Executive Manager Workforce and Governance
Mr A Russell – Acting Executive Manager Advance Rockhampton
Mr D Morrison – Manager Office of the Mayor
Mr M O’Keeffe – Manager RRWR
Mr D Bremert – Manager Civil Operations
Ms C Bell – Coordinator Environmental Sustainability
Ms A Brennan – Coordinator Legal and Governance
Ms A O’Mara – Acting Coordinator Development Assessment

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9:06AM Councillor Smith attended the meeting

COUNCIL RESOLUTION

THAT the minutes of the Ordinary Meeting held on 9 June 2020 and Special Meeting held on 11 June 2020 be taken as read and adopted as a correct record.

Moved by: Councillor Fisher

Seconded by: Councillor Smith

MOTION CARRIED

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

9:07AM

"I, Councillor Drew Wickerson, declare that I have a material personal interest in Item 16.1 – Bad Debt Write Offs which is being dealt with in closed business and will further disclose the details before the meeting enters closed session."

9:07AM

"I, Councillor Cherie Rutherford, declare that I have a conflict of interest in Item 16.2 - Motorsport Master Planning and Community Engagement as a relative lives close to the site and my family has a historic connection to Speedway, and I will further disclose the details before the meeting enters closed session."

9:08AM

"I, Councillor Ellen Smith, declare that I have a conflict of interest in Item 16.2 - Motorsport Master Planning and Community Engagement as I am related the owner of an adjoining property of the land which is identified in the report and I will further disclose the details before the meeting enters closed session."

6 BUSINESS OUTSTANDING

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

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 the reports that were laid on the table at the Ordinary Council Meeting on 9 June 2020.

COUNCIL RESOLUTION

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

- Proposed Animal Inspection Program
- Draft Revenue Policy for review

Moved by: Councillor Williams

Seconded by: Councillor Kirkland

MOTION CARRIED

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COMMITTEE REPORTS

9.1 AUDIT AND BUSINESS IMPROVEMENT COMMITTEE MEETING - 18 JUNE 2020

COUNCIL RESOLUTION

THAT the Minutes of the Audit and Business Improvement Committee meeting, held on 18 June 2020 as circulated, be received and that the recommendations contained within these minutes be adopted.

Moved by: Councillor Latcham

Seconded by: Councillor Kirkland

MOTION CARRIED

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

Recommendation of the Audit and Business Improvement Committee, 18 June 2020**9.1.1 INTERIM MANAGEMENT REPORT 2019/20****File No:** 8151**Attachments:**

1. **Audit and Business Improvement Committee Briefing Note**
2. **RRC Final Interim Management Letter**

Authorising Officer: **Ross Cheesman - Deputy Chief Executive Officer****Author:** **Alicia Cutler - Chief Financial Officer**

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

SUMMARY

Council's auditors, Thomas Noble and Russell (TNR) have finalised the Interim Management Report for the 2019/2020 audit.

COMMITTEE RECOMMENDATION

THAT the Interim Management Report prepared by Thomas Noble and Russell (TNR) for the 2019/2020 audit be received.

Recommendation of the Audit and Business Improvement Committee, 18 June 2020**9.1.2 RISK REGISTERS QUARTERLY UPDATE AS AT 29 MAY 2020****File No: 8780****Attachments:**

1. **Corporate Risk Register - Quarterly Update as at 29 May 2020**
2. **Operational Risk Register - Quarterly Update as at 29 May 2020**
3. **Potential and Current Risk Exposure Profile as at 29 May 2020**
4. **Comparison of Current and Potential Exposure Ratings Broken Down by Categories as at 29 May 2020**

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

SUMMARY

Submission of the quarterly risk register updates, as at 29 May 2020, for the Committee's consideration.

COMMITTEE RECOMMENDATION

THAT the Committee "receives" the quarterly risk register updates as at 29 May 2020, as presented in the attachments to this report, and recommends that they be presented to Council for consideration and adoption.

Recommendation of the Audit and Business Improvement Committee, 18 June 2020**9.1.3 PLANNED REVIEW - FOLLOW UP REVIEWS OF AGREED ACTION ITEMS**

File No: 5207
Attachments: 1. Follow Up Reviews - Final Audit Report
Authorising Officer: John Wallace - Chief Audit Executive
Author: John Wallace - Chief Audit Executive

SUMMARY

The planned Review of – Follow Up Reviews (miscellaneous agreed action items from a number of completed audits), is finalised and presented for the information of the committee.

COMMITTEE RECOMMENDATION

THAT the Final Report on Follow Up Reviews be received.

Recommendation of the Audit and Business Improvement Committee, 18 June 2020**9.1.4 QA&IP REPORT & UPDATE**

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

SUMMARY

Following the external IIA review of the internal audit and enterprise risk management functions, a number of recommendations were produced for IA, and additionally, optional suggestions for both IA and the risk management functions. The CAE will update the committee on the resultant status of progress.

COMMITTEE RECOMMENDATION

THAT the update from the CAE on the status of recommended improvements or suggestions for further improvement related to the internal audit and enterprise risk management functions, be received.

Recommendation of the Audit and Business Improvement Committee, 18 June 2020**9.1.5 FITNESS FOR WORK & SUITABLE DUTIES REVIEW**

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

SUMMARY

This planned review has been completed to draft stage, but will not be tabled until management finalisation and then endorsement by the CEO. The draft review is thus finalised from the internal audit perspective.

The 20 day planned review for these 2 areas was completed in approximately 10-15 days, thus reducing anticipated audit costs.

COMMITTEE RECOMMENDATION

THAT the status update on the Fitness For Work and Suitable Duties Review be received.

Recommendation of the Audit and Business Improvement Committee, 18 June 2020**9.1.6 INTERNAL AUDIT PARTNERSHIP MODEL**

File No: 5207
Attachments: 1. Internal Audit Partnership Model
Authorising Officer: John Wallace - Chief Audit Executive
Author: John Wallace - Chief Audit Executive

SUMMARY

An independent external review of Internal was conducted earlier in the year, by the Institute of Internal Auditors. One of the reviews major Good Practice Suggestions included the development of a partnership model with management. This document is now completed and provided for review and further comment by key stakeholders.

COMMITTEE RECOMMENDATION

THAT the Internal Audit Partnership Model, as a component of the Stakeholder Partnership Strategy, be received.

Recommendation of the Audit and Business Improvement Committee, 18 June 2020**9.1.7 FRAUD AND CORRUPTION RISK CHECKLIST - ANNUAL PRESENTATION**

File No: 8780

Attachments: 1. Annual Presentation of the Fraud and Corruption Risk Checklist as at 29 May 2020

Authorising Officer: John Wallace - Chief Audit Executive
Ross Cheesman - Deputy Chief Executive Officer

Author: Kisane Ramm - Senior Risk and Assurance Advisor

SUMMARY

Presentation of the Fraud and Corruption Risk Checklist for the Committee's information and adoption by Council.

COMMITTEE RECOMMENDATION

THAT the Committee "receives" the report and attachment providing the update on the Fraud and Corruption Risk Checklist and that Council adopt the Fraud and Corruption Risk Checklist.

Recommendation of the Audit and Business Improvement Committee, 18 June 2020**9.1.8 ANNUAL AUDIT PLAN 2019-20 PROGRESS AND OUTLOOK**

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

SUMMARY

*The progress against the Annual Audit Plan is provided for the information of the committee.
This report is a requirement as per the local Government Regulation – S207 (1)(c).*

COMMITTEE RECOMMENDATION

THAT the Annual Audit Plan Progress Report be received and progress noted.

Recommendation of the Audit and Business Improvement Committee, 18 June 2020**9.1.9 FRAUD DATA ANALYSIS REPORT FOR PERIOD 2016-2019**

File No: 8780
Attachments: 1. Fraud Data Analysis 2016-2019
Authorising Officer: John Wallace - Chief Audit Executive
Ross Cheesman - Deputy Chief Executive Officer
Author: Kisane Ramm - Senior Risk and Assurance Advisor

SUMMARY

Analysis of fraud and corruption data supplied by Coordinator Workforce Relations and Ethics.

COMMITTEE RECOMMENDATION

THAT the Committee “receives” the report and attachment which provides results, including graphs, of the fraud and corruption data analysis that has been undertaken.

Recommendation of the Audit and Business Improvement Committee, 18 June 2020**9.1.10 ANNUAL AUDIT PLAN 2020-2023**

File No: 5207

Attachments: 1. Draft Audit Plan 2020-2021
2. Assurance Map and Gap Analysis

Authorising Officer: John Wallace - Chief Audit Executive

Author: John Wallace - Chief Audit Executive

SUMMARY

The Summary 3 Year Annual Audit Plan 2020-2023, is presented to the committee and key stakeholders for information, comment and input, prior to finalisation, update and endorsement by the CEO.

COMMITTEE RECOMMENDATION

THAT the Risk-Based Rolling 2020-2023 Annual Audit Plan be received and endorsed by the committee, prior to further review, and then signoff by the Chief Executive Officer.

Recommendation of the Audit and Business Improvement Committee, 18 June 2020**9.1.11 COMMITTEE CHAIR UPDATE [STANDING PLACEHOLDER]**

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

SUMMARY

The Chair will update the committee on matters of importance.

COMMITTEE RECOMMENDATION

THAT the Chair's update be received.

Recommendation of the Audit and Business Improvement Committee, 18 June 2020**9.1.12 CEO UPDATE [STANDING PLACEHOLDER]**

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

SUMMARY

The CEO will update the committee on matters of importance.

COMMITTEE RECOMMENDATION

THAT the CEO's update be received.

Recommendation of the Audit and Business Improvement Committee, 18 June 2020**9.1.13 ASSET MANAGEMENT [STANDING PLACEHOLDER]**

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

SUMMARY

The committee has requested a standing update occur on asset management and related areas, including a request for more information about significant projects.

COMMITTEE RECOMMENDATION

THAT the updates be received and noted.

Recommendation of the Audit and Business Improvement Committee, 18 June 2020**9.1.14 LOSS / THEFT ITEMS - FEBRUARY TO MAY 2020**

File No: 3911

Attachments: 1. Loss/Theft Report - 1 February to 31 May 2020

Authorising Officer: Drew Stevenson - Manager Corporate and Technology Services

Author: Kellie Anderson - Coordinator Property and Insurance

SUMMARY

Presenting details of the Loss / Theft register for the period 1 February to 31 May 2020.

COMMITTEE RECOMMENDATION

THAT the Committee 'receives' the Loss/Theft Report for the period 1 February to 31 May 2020.

Recommendation of the Audit and Business Improvement Committee, 18 June 2020**9.1.15 ENVIRONMENTAL MANAGEMENT [STANDING PLACEHOLDER]**

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

SUMMARY

The committee has requested a standing update on environmental management, for each meeting.

COMMITTEE RECOMMENDATION

THAT the update on environmental management be received and noted.

Recommendation of the Audit and Business Improvement Committee, 18 June 2020**9.1.16 INVESTIGATION AND LEGAL MATTERS PROGRESS REPORT**

File No: 5207
Attachments: 1. Legal Matters as at 31 March 2020
Authorising Officer: Tracy Sweeney - Executive Manager Workforce and Governance
Author: Travis Pegrem - Coordinator Workforce Relations and Ethics

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, 18 June 2020

9.1.17 THANK YOU TO COUNCILLOR SMITH

File No: 10072

Responsible Officer: John Wallace – Chief Audit Executive

COMMITTEE RECOMMENDATION

THAT the Committee would like to thank Councillor Ellen Smith for her service to the Audit and Business Improvement Committee Meeting.

Recommendation of the Audit and Business Improvement Committee, 18 June 2020**9.1.18 ASSET REVALUATION 2019/20**

File No: 5960
Attachments: Nil
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Alicia Cutler - Chief Financial Officer

SUMMARY

The purpose of this report is to inform the Audit and Business Improvement Committee regarding the Asset Revaluation for the 2019/20 reporting year.

Key items included are summary comments/highlights regarding the outcome of the Roads Infrastructure revaluation, change to valuation methodology from revaluation to cost for Site Improvements, and indices analysis for 2019/20.

COMMITTEE RECOMMENDATION

THAT the members of the Audit and Business Improvement Committee note the contents of this report.

10 COUNCILLOR/DELEGATE REPORTS

10.1 COUNCILLOR DISCRETIONARY FUND - BARKING DOG COLLARS

File No: 8295
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Damon Morrison - Manager Office of the Mayor

SUMMARY

This report requests Council consideration and approval of the reallocation of funding from Councillor Rutherford's Councillor Discretionary Fund.

9:09AM Mr D Morrison entered the meeting room

COUNCIL RESOLUTION

THAT Council approves the reallocation of \$1,000.00 from Councillor Rutherford's Councillor Discretionary Fund for the purpose of purchasing barking dog collars for community use.

Moved by: Councillor Rutherford

Seconded by: Councillor Smith

MOTION CARRIED

9:12AM Mr D Morrison left the meeting room

11 OFFICERS' REPORTS

AIRPORT GROWTH AND DEVELOPMENT

Nil

INFRASTRUCTURE

11.1 RURAL MAINTENANCE - LIMITED SERVICE ROADS

File No: 6833, 7028
Attachments: 1. Road Maps
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: David Bremert - Manager Civil Operations

SUMMARY

This report identifies a number of rural roads not maintained by Council which are servicing properties with habitable dwellings and recommends that they be added to the road register and Council accepts maintenance responsibility.

COUNCIL RESOLUTION

THAT Council adds the listed road segments to Council's Road Register and accepts maintenance responsibility.

Moved by: Councillor Williams
Seconded by: Councillor Rutherford

MOTION CARRIED

PLANNING AND REGULATION

11.2 REQUEST FOR A NEGOTIATED DECISION NOTICE FOR DEVELOPMENT PERMIT D/99-2019 FOR A MATERIAL CHANGE OF USE FOR SHORT TERM ACCOMMODATION AND RELOCATABLE HOME PARK

File No: D/99-2019

Attachments:

1. D/99-2019 - Locality Plan
2. D/99-2019 - Master Site Plan

Authorising Officer: Tarnya Fitzgibbon - Coordinator Development Assessment
Jamie McCaul - Acting Manager Planning and Regulatory Services
Doug Scott - Acting General Manager Community Services

Author: Amanda O'Mara - Senior Planning Officer

SUMMARY

Development Application Number: D/99-2019

Applicant: M Demedio and G Demedio

Real Property Address: Lot 3 and Lot 4 on SP316476 (previously known as Lot 80 on SP300143 and Lot 4 on SP307744), Parish of Murchison

Common Property Address: 998-1002 and 1014-1016 Yaamba Road, Parkhurst

Area of Site: 8.46 Hectares

Planning Scheme: Rockhampton Region Planning Scheme 2015

Planning Scheme Zone: Low Density Residential Zone

Planning Scheme Overlays: Flood Hazard Overlay
Steep Land Overlay

Approval Sought: Negotiated Decision Notice for Development Permit D/99-2019 for a Material Change of Use for Short Term Accommodation and Relocatable Home Park

Referral Agency(s): Department of State Development, Manufacturing, Infrastructure and Planning

Infrastructure Charges Area: Charge Area one

COUNCIL RESOLUTION**RECOMMENDATION A**

THAT in relation to the request for a Negotiated Decision Notice for Development Permit D/99-2019 for a Material Change of Use for Short Term Accommodation and Relocatable Home Park, Council resolves that:

1. Condition 1.9 be added:

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

- i. Short Term Accommodation - Stage 4; and
- ii. Relocatable Home Park - Stage 5,

in accordance with the approved plans (refer to condition 2.1). Stage 4 must be completed prior to stage 5.

2. Condition 1.10 be added:

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

3. Condition 2.1 be amended and replaced with the following condition:

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	Revision
Engineering Infrastructure Report	Calibre	10 October 2019	18-002864	A
Proposed Site Plan	Calibre	9 October 2019	18-002864 – SK002	2
Stormwater Layout Plan	Calibre	9 October 2019	18-002864 – SK004	2
Services Layout	Calibre	9 October 2019	18-002864 – SK006	2
Vehicle Swept Paths	Calibre	25 November 2019	18-002864 – SK007	3
Vehicle Swept Paths	Calibre	25 November 2019	18-002864 – SK008	3
Floor Plan and Elevations	Rufus Design Group	4 October 2019	181015 – 02	01
Floor Plan and Elevations	Rufus Design Group	4 October 2019	181015 – 03	01
Floor Plan and Elevations	Rufus Design Group	4 October 2019	181015 – 04	01
Floor Plan	Rufus Design Group	4 October 2019	181015 – 05	01
Floor Plan	Rufus Design Group	4 October 2019	181015 – 06	01
Elevations	Rufus Design Group	4 October 2019	181015 – 07	01
Landscape Master Plan	AT Landscape	19 September 2019	008554	A
Stormwater Quality (Section 5)	Calibre	-	18-002864-CSMP01B	B
Master Site Plan	Rufus Design Group	20 May 2020	181015-02	07
Cabins Setout Plan	Rufus Design Group	20 May 2020	181015-03	07

4. Condition 3.5 be amended and replaced with the following condition:

A minimum of 22 parking spaces must be provided on-site for the Short Term Accommodation. This includes 20 covered car parking spaces and 2 visitor parking spaces.

5. Condition 3.6 be amended and replaced with the following condition:

A minimum of 83 parking spaces must be provided on-site for the Relocatable Home Park. This includes 55 covered car parking spaces and 28 visitor parking spaces.

6. Condition 5.13.4 be amended and replaced with the following condition:

Detailed engineering plans with a one percent (1%) Annual Exceedance Probability defined flood level and freeboard within the internal, external and storage channel.

7. Condition 5.13.6 be amended and replaced with the following condition:

Detailed design of the internal and external channel with velocity, channel lining, size, slopes etc. The design of the channels (internal and external) to be in accordance with *Queensland Urban Drainage Manual* and must ensure that no adverse flood impacts are caused on downstream properties, in particular, the 'True Blue Motel' (Lot 5 on SP307745) and the property to the south (Lot 4 on SP316476).

Note: If the existing drainage easement width is not suitable to accommodate proposed required channel, then the width of the easement must be increased.

8. Condition 8.6 be amended and replaced with the following condition:

Approval from Council must be required for any works proposed within the sewerage easement area.

RECOMMENDATION B

That to reflect the above changes, M Demedio and G Demedio, be issued with a Negotiated Decision Notice:

1.0 ADMINISTRATION

1.1 The Developer and his employee, agent, contractor or invitee is responsible for ensuring compliance with the conditions of this development approval.

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

1.3 All conditions, 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) Parking Works;

- (ii) Stormwater Works;
 - (iii) Roof and Allotment Drainage;
 - (iv) Site Works;
- 1.5.2 Plumbing and Drainage Works; and
- 1.5.3 Building Works:
- (i) Demolition Works; and
 - (ii) 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 This development approval is for a development to be undertaken in two (2) discrete stages, namely:
- 1.9.1 Short Term Accommodation - Stage 4; and
 - 1.9.2 Relocatable Home Park - Stage 5,
- in accordance with the approved plans (refer to condition 2.1). Stage 4 must be completed prior to stage 5.
- 1.10 Unless otherwise expressly stated, the conditions must be read as being applicable to all stages.
- 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	Revision
Engineering Infrastructure Report	Calibre	10 October 2019	18-002864	A
Proposed Site Plan	Calibre	9 October 2019	18-002864 – SK002	2
Stormwater Layout Plan	Calibre	9 October 2019	18-002864 – SK004	2
Services Layout	Calibre	9 October 2019	18-002864 – SK006	2
Vehicle Swept Paths	Calibre	25 November 2019	18-002864 – SK007	3
Vehicle Swept Paths	Calibre	25 November 2019	18-002864 – SK008	3
Floor Plan and Elevations	Rufus Design Group	4 October 2019	181015 – 02	01
Floor Plan and	Rufus Design	4 October 2019	181015 – 03	01

Elevations	Group			
Floor Plan and Elevations	Rufus Design Group	4 October 2019	181015 – 04	01
Floor Plan	Rufus Design Group	4 October 2019	181015 – 05	01
Floor Plan	Rufus Design Group	4 October 2019	181015 – 06	01
Elevations	Rufus Design Group	4 October 2019	181015 – 07	01
Landscape Master Plan	AT Landscape	19 September 2019	008554	A
Stormwater Quality (Section 5)	Calibre	-	18-002864-CSMP01B	B
Master Site Plan	Rufus Design Group	20 May 2020	181015-02	07
Cabins Setout Plan	Rufus Design Group	20 May 2020	181015-03	07

Note: 'Concept Stormwater Management Plan & Flood Impact Assessment Report' dated 26 November 2019, Revision B has not been approved. An updated report accompanied with appropriate modelling is to be provided at Operational Works stage.

- 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 **PARKING WORKS**
- 3.1 A Development Permit for Operational Works (parking works) must be obtained prior to the commencement of any parking works on the development site.
- 3.2 All 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 (parking works).
- 3.3 All car parking, internal access and vehicle manoeuvring area must be concrete paved or asphalt sealed.
- 3.4 All vehicles must ingress and egress the development in a forward gear.
- 3.5 A minimum of 22 parking spaces must be provided on-site for the Short Term Accommodation. This includes 20 covered car parking spaces and 2 visitor parking spaces.
- 3.6 A minimum of 83 parking spaces must be provided on-site for the Relocatable Home Park. This includes 55 covered car parking spaces and 28 visitor parking spaces.
- 3.7 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"*.
- 3.8 Parking spaces must be line-marked in accordance with the approved Site Plan (refer to condition 2.1) and in accordance with *Australian Standard AS2890 "Parking facilities"* and the provisions of a Development Permit for Operational Works (parking

works).

- 3.9 All vehicle operations associated with the development must be directed by suitable directional, informative, regulatory or warning signs in accordance with *Australian Standard AS1742.1 "Manual of uniform traffic control devices"* and *Australian Standard AS2890.1 "Parking facilities – Off-street car parking"*.
- 3.10 Road signage and pavement markings must be installed in accordance with *Australian Standard AS1742.1 "Manual of uniform traffic control devices"*.
- 3.11 All vehicle operation areas must be illuminated in accordance with the requirements of *Australian Standard AS1158 "Lighting for roads and public spaces"*.
- 3.12 All internal pedestrian pathways must be designed and constructed in accordance with *Australian Standard AS1428 "Design for access and mobility"*.
- 3.13 The car parking proposed within the Energy Queensland easement must be trafficable to ensure Energy Queensland's heavy vehicles can traverse the easement corridor.

4.0 PLUMBING AND DRAINAGE WORKS

- 4.1 A Development Permit for Plumbing and Drainage Works must be obtained for the removal and/or demolition of any existing structure on the development site.
- 4.2 All internal plumbing and drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines, Water Supply (Safety and Reliability) Act 2008, Plumbing and Drainage Act 2018*, Council's Plumbing and Drainage Policies and the provisions of a Development Permit for Plumbing and Drainage Works.
- 4.3 The development must be connected to Council's reticulated sewerage and water networks.
- 4.4 The existing sewerage and water connection point(s) must be retained, and upgraded if necessary, to service the development.
- 4.5 The finished sewerage access chamber surface must be at a sufficient level to avoid ponding of stormwater above the top of the chamber. A heavy duty trafficable lid must be provided in the trafficable area.
- 4.6 The proposed development must be provided with a master meter at the development site boundary and sub-meters for each sole occupancy building in accordance with the *Queensland Plumbing and Drainage Code* and Council's Sub-metering Policy.
- 4.7 Adequate domestic and fire-fighting protection must be provided to the development, and must be certified by an hydraulic engineer or other suitably qualified person.
- 4.8 All internal plumbing and sanitary drainage works must be completely independent for each unit / tenancy.
- 4.9 Sewer connections and 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.
- 4.10 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.
- 4.11 All sanitary drainage works must comply with *Australian Plumbing and Drainage Standard AS3500 Part 2 section 3 and 4* for flood affected areas.
- 4.12 Sewerage trade waste permits must be obtained for the discharge of any non-domestic waste into Council's reticulated sewerage network. Arrestor traps must be provided where commercial or non-domestic waste is proposed to be discharged into

the sewer system.

5.0 STORMWATER WORKS

5.1 A Development Permit for Operational Works (stormwater works) must be obtained prior to the commencement of any stormwater works required by this development approval.

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

5.3 All stormwater must drain to a lawful point of discharge and must not adversely affect surrounding land or infrastructure in comparison to the pre-development conditions, including but not limited to blocking, altering or diverting existing stormwater runoff patterns that has the potential to cause damage to other infrastructure.

Note: The peak water surface elevation (PWSE), extent, depth and velocity for the pre and post development scenarios along with comparison maps demonstrating no external impacts are to be provided.

5.4 The development must not increase peak stormwater runoff for a selected range of storm events up to and including a one per cent (1%) Annual Exceedance Probability defined flood / storm event, for the post-development conditions.

5.5 Easements must be provided over all land assessed to be within a one percent (1%) Annual Exceedance Probability defined flood / storm event, inundation area that convey the upstream external runoff / flood.

5.6 The installation of bio-retention basin and detention basin must be in accordance with relevant *Australian Standards* and Section 5 of the Stormwater Quality Report (refer to Condition 2.1). All maintenance of the proposed bio-retention basin must be the responsibility of the property owner.

5.7 Sediment Forebay must be provided upstream of all proposed bio-retention basin. Sediment Forebay must be designed to:

5.7.1 remove particles that are one (1) millimetre or greater in diameter from the three (3) month average recurrence interval (ARI) storm event; and

5.7.2 provide appropriate storage for coarse sediment to ensure desilting is required once every year.

5.7.3 Alternatively, a proprietary product may be approved, if it is demonstrated that similar result will be achieved.

5.8 All nominated major overland flow paths (i.e. channels conveying one percent (1%) Annual Exceedance Probability defined flood / storm event), must be able to contain all batters necessary to accommodate the one percent (1%) Annual Exceedance Probability defined flood / storm event flows. Consideration must be given to incorporating a minimum blockage factor plus relevant channel freeboard and access provisions in accordance with the *Queensland Urban Drainage Manual*.

5.9 The proposed volume of storage (storage channel and within main channel) must be sufficient to attenuate the peak discharge from the development site to ensure non-worsening for a range of design storm events up to and including a one per cent (1%) Annual exceedance probability storm event plus the relevant storage freeboard and access provisions in accordance with the *Queensland Urban Drainage Manual*.

5.10 All proposed internal channel must be constructed as two-stage vegetated channel and floodway, where the main channel capacity must be within the range of Sixty-three percent (63%) to ten percent (10%) Annual Exceedance Probability storm flow and floodway capacity must be a one percent (1%) Annual Exceedance Probability storm flow in accordance with the *Queensland Urban Drainage Manual* requirements.

Alternatively, any other drainage channel configuration will be approved, if it demonstrates a good hydraulic efficiency for a selected range of flood / storm events up to and including a one percent (1%) Annual Exceedance Probability defined flood / storm.

- 5.11 The proposed cross drainage structure across internal channel must be designed and constructed considering appropriate blockage factor and must have immunity (and appropriate freeboard) during a one percent (1%) Annual Exceedance Probability defined storm / flood event. Alternatively, overtopping of the culvert is acceptable if it complies with condition 5.12.
- 5.12 The proposed cross drainage structure across the internal channel must be designed and constructed considering appropriate blockage factor and allowable depth velocity product(s) to ensure public / patrons safety in accordance with *Queensland Urban Drainage Manual* requirements.
- 5.13 Any application for a Development Permit for Operational Works (stormwater works) must be accompanied by an updated Concept Stormwater Management Plan and Flood Impact Assessment Report, prepared and certified by a Registered Professional Engineer of Queensland that as a minimum includes:
- 5.13.1 that the submitted flood models must be updated with a sensitivity analysis by removing surface storage / hydraulic choking within the upstream catchment(s) and fully developed upstream catchment(s);
 - 5.13.2 the developed scenario probable maximum flood (PMF) model and the consequences due to the PMF;
 - 5.13.3 severe storm impact statements which include how the proposed drainage system will address the performance objectives listed in *Queensland Urban Drainage Manual* section 7.2.4;
 - 5.13.4 detailed engineering plans with a one percent (1%) Annual Exceedance Probability defined flood level and freeboard within the internal, external and storage channel;
 - 5.13.5 how the flow from upstream northern catchment will be accommodated within the development site;
 - 5.13.6 detailed design of the internal and external channel with velocity, channel lining, size, slopes etc. The design of the channels (internal and external) to be in accordance with *Queensland Urban Drainage Manual* and must ensure that no adverse flood impacts are caused on downstream properties, in particular, the 'True Blue Motel' (Lot 5 on SP307745) and the property to the south (Lot 4 on SP316476).

Note: If the existing drainage easement width is not suitable to accommodate proposed required channel, then the width of the easement must be increased.
 - 5.13.7 storage details including high / low flow outlets details with pre and post development flow from the development;
 - 5.13.8 cross section details of internal, external and storage channels at appropriate location;
 - 5.13.9 identification and detailed design of all new drainage systems and modifications to existing drainage systems required to appropriately and adequately manage stormwater collection and discharge from the proposed development;
 - 5.13.10 the detailed design at the open channel transitions which as minimum should avoid excessive energy losses and surface waves or other turbulence;

5.13.11 full calculations with tuflow modelling files (both electronic model files and results files) and all details of the modelling assumptions to support the stormwater quantity and flood management strategy.

Note: Electronic copy of the model (containing five folders) / result / check files is to be provided. The data needs to be provided in the Rockhampton Regional Council format. A tuflow log (read me) file should be included for a reviewer to understand how and which files within the folders have been modified. Rockhampton Regional Council has provided the similar log file which needs to be updated. Please refer to section 2.3 and 1.1.2 of the document provided by Council for Naming Convention and example hydraulic model log.

5.14 All maintenance of the bio-retention systems, sediment basin / forebay, channels and other elements of the approved stormwater strategy must be the responsibility of the property owner / developer at no cost to Council.

6.0 ROOF AND ALLOTMENT DRAINAGE WORKS

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

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

6.3 All roof and allotment runoff from the development must be directed to a lawful point of discharge and must not restrict, impair or change the natural flow of runoff water or cause a nuisance to surrounding land or infrastructure.

7.0 SITE WORKS

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

7.2 Any application for a Development Permit for Operational Works (site works) must be accompanied by an earthworks plan that clearly identifies the following:

7.2.1 the location of cut and/or fill;

7.2.2 the type of fill to be used and the manner in which it is to be compacted;

7.2.3 the quantum of fill to be deposited or removed and finished cut and/or fill levels;

7.2.4 details of any proposed access routes that are intended to be used to transport fill to or from the development site; and

7.2.5 the maintenance of access roads to and from the development site so that they are free of all cut and/or fill material and cleaned as necessary.

7.3 All earthworks must be undertaken in accordance with *Australian Standard AS3798 "Guidelines on earthworks for commercial and residential developments"*.

7.4 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.

7.5 Retaining structures above one (1) metre in height that are not incidental works to a Development Permit for Building Works, must not be constructed unless separately and specifically certified by a Registered Professional Engineer of Queensland and must be approved as part of a Development Permit for Operational Works (site works).

- 7.6 Retaining structures close to or crossing sewerage infrastructure must comply with *Queensland Development Code, Mandatory Part 1.4 "Building over or near relevant infrastructure."* The structure must be self-supporting and no additional load must be applied to Council's sewerage infrastructure.
- 7.7 All site works must be undertaken to ensure that there is:
- 7.7.1 no increase in upstream or downstream flood levels for all levels of immunity up to a one per cent (1%) Annual exceedance probability flood event;
 - 7.7.2 no increase in velocity profiles, for which no remedy exists to prevent erosion and/or scouring. In the event that modelling shows non-compliance with the above, works must be undertaken within the system to satisfy the above criteria for development; and
 - 7.7.3 a lawful point of discharge to which the approved works drain during construction phase.

Easements will be required over any other land to accommodate the flows.

8.0 BUILDING WORKS

- 8.1 A Development Permit for Building Works must be obtained prior to the commencement of any building works on the development site.
- 8.2 The existing dwelling at the rear of the subject land must be demolished and a Development Permit for Building Works (demolition) must be obtained prior to the commencement of demolition works on the development site.
- 8.3 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"*.
- 8.4 Impervious paved waste storage area/s must be provided in accordance with the approved plans (refer to condition 2.1) and the *Environmental Protection Regulation 2008* and must be:
- 8.4.1 designed and located so as not to cause a nuisance to neighbouring properties;
 - 8.4.2 surrounded by at least a 1.8 metre high screen fence that obstructs from view the contents of the waste storage area by any member of the public from any public place;
 - 8.4.3 of a sufficient size to accommodate commercial type bins that will be serviced by a commercial contractor plus clearances around the bins for manoeuvring and cleaning;
Note: Waste collection must be on the site. Kerb side collection is not approved.
 - 8.4.4 setback a minimum of two (2) metres from any road frontage;
 - 8.4.5 provided with a suitable hosecock and hoses at the washdown bay and washdown must be drained to the sewer and fitted with an approved stormwater diversion valve arrangement in accordance with the Sewerage Trade Waste provisions and the *Plumbing and Drainage Act 2018*.
Note: Arrestor traps must be provided where commercial or non-domestic waste is proposed to be discharged into the sewer system.
- 8.5 The finished floor level for habitable areas (refer to condition 2.1) must be a minimum of 500 millimetres above a one per cent (1%) Annual exceedance probability flood / storm inundation level. This level should be demonstrated for each proposed unit /

dwelling at the Operational Works application stage.

8.6 Approval from Council must be required for any works proposed within the sewerage easement area.

8.7 Gates must be installed within the Energy Queensland easement at the northern and southern property boundaries to allow Energy Queensland unimpeded access along the easement. The gates must be six (6) metres wide comprising of two (2) three (3) metre gates that swing open.

9.0 LANDSCAPING WORKS

9.1 All landscaping must be established generally in accordance with the approved plans (refer to condition 2.1). The landscaping must be constructed and/or established prior to the commencement of the use and the landscape areas must predominantly contain plant species that have low water dependency.

9.2 Large trees must not be planted within one (1) metre of the centreline of any sewerage and/or water infrastructure; small shrubs and groundcover are acceptable.

9.3 The landscaped areas must be subject to:

9.3.1 a watering and maintenance plan during the establishment moment; and

9.3.2 an ongoing maintenance and replanting programme.

10.0 ELECTRICITY

10.1 Underground electricity services must be provided to the development in accordance with the standards and requirements of the relevant service provider.

11.0 TELECOMMUNICATIONS

11.1 Telecommunications services must be provided to the development in accordance with the standards and requirements of the relevant service provider.

12.0 ASSET MANAGEMENT

12.1 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.

12.2 Any damage to existing stormwater, water supply and sewerage infrastructure, kerb and channel, pathway or roadway (including removal of concrete slurry from public land and Council infrastructure), that occurs while any works are being carried out in association with this development approval must be repaired at full cost to the developer. This includes the reinstatement of any existing traffic signs or pavement markings that may have been removed or damaged.

12.3 'As Constructed' information pertaining to assets to be handed over to Council and those which may have an impact on Council's existing and future assets must be provided prior to the commencement of the use. This information must be provided in accordance with the *Asset Design and As Constructed Manual (ADAC)*.

13.0 ENVIRONMENTAL

13.1 An Erosion Control and Stormwater Control Management Plan prepared by a Registered Professional Engineer of Queensland in accordance with the *Capricorn Municipal Design Guidelines*, must be:

13.1.1 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

13.1.2 available on-site for inspection by Council Officers whilst all works are being carried out.

14.0 ENVIRONMENTAL HEALTH

- 14.1 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.
- 14.2 Air conditioning units must be located so as not to cause a noise nuisance and maintained in proper working order at all times.
- 15.0 OPERATING PROCEDURES
- 15.1 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 Yaamba Road.
- 15.2 All waste must be stored within a waste storage area (for example, general waste, recyclable waste, pallets, empty drums etcetera) in accordance with the approved plans (refer to condition 2.1). The owner of the land must ensure that:
- 15.2.1 the area is kept in a clean and tidy condition;
- 15.2.2 fences and screens are maintained;
- 15.2.3 no waste material is stored external to the waste storage area/s;
- 15.2.4 all wash down of refuse containers takes place in the proposed wash-down facility; and
- 15.2.5 the area is maintained in accordance with *Environmental Protection Regulation 2008*.
- 15.3 A Medium Rigid Vehicle (8.80 metres) or smaller must be used to supply and remove goods or services to / from the development site.

ADVISORY NOTES

NOTE 1. Aboriginal Cultural Heritage

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

NOTE 2. Asbestos Removal

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

NOTE 3. General Environmental Duty

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

NOTE 4. Licensable Activities

Should an activity licensable by Rockhampton Regional Council be proposed for the development site, Council's Environment and Public Health Unit must be consulted to determine whether any approvals are required. Such activities may include food preparation. Approval for such activities is required before 'fit out' and operation.

NOTE 5. 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 6. Infrastructure Charges Notice

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

Moved by: Councillor Smith
Seconded by: Councillor Latcham
MOTION CARRIED

11.3 PROPOSED ANIMAL INSPECTION PROGRAM

File No: 11741
Attachments: 1. Notice of Proposed Inspection Program
Authorising Officer: Doug Scott - Acting General Manager Community Services
Author: Jamie McCaul - Acting Manager Planning and Regulatory Services
Clint Swadling - Coordinator Local Laws

SUMMARY

This report was presented to Council during the Ordinary Council meeting on 9 June 2020 and the matter was laid on the table for further consideration. Officers have consulted with Councillors who raised concerns and provided additional information to further explain the proposal.

This report requests Council approval for an Animal Inspection Program to occur in accordance with the Rockhampton Regional Council Local Law 1 (Administration) 2011, and Rockhampton Regional Council Local Law 2 (Animal Management) 2011. The program is intended to be selective, not systematic, and it is proposed to undertake the inspection of properties with a stables approval previously issued under any current or superseded local law or where a stable is located within a relevant zone per the Rockhampton Regional Planning Scheme.

Further, it is requested to waive the application / renewal fee until the 31 December 2020 to assist with Council being able to consolidate the status of all stables through the region.

9:18AM Mr J McCaul entered the meeting room
9:18AM Chief Executive Officer left the meeting room and Deputy Chief Executive Officer assumed the role of Executive Officer
9:21AM Chief Executive Officer returned to the meeting room

COUNCIL RESOLUTION

THAT :

1. In accordance with the *Local Government Act 2009*, Council approves the inspection program considering properties previously issued with an approval, or located within a relevant planning scheme zone.
2. Council agrees to waive the stables renewal/application fee up to an including the 31 December 2020.

Moved by: Councillor Smith
Seconded by: Councillor Williams
MOTION CARRIED

9:24AM Mr J McCaul left the meeting room

SPORTS, PARKS AND PUBLIC SPACES

11.4 CALLIUNGAL RURAL FIRE BRIGADE LEASE RENEWAL

File No: 7840
Attachments: Nil
Authorising Officer: Aaron Pont - Manager Parks
Doug Scott - Acting General Manager Community Services
Author: Justin Bulwinkel - Supervisor - Sports and Administration

SUMMARY

Calliungal Rural Fire Brigade are seeking to renew their lease for 20 years to support further development.

COUNCIL RESOLUTION

THAT:

1. Pursuant to Section 236(1)(c)(iii) of the *Local Government Regulation 2012* (Qld) Council approve the renewal of the Freehold Lease for a period of twenty years as identified in the report; and
2. Council authorises the Chief Executive Officer (Supervisor Sports and Administration) to negotiate the terms and conditions of the agreement with the Calliungal Rural Fire Brigade.

Moved by: Councillor Rutherford**Seconded by:** Councillor Wickerson**MOTION CARRIED**

WASTE AND WASTE TO RESOURCE IMPLEMENTATION

11.5 RECYCLING OF SOLAR PANELS

File No: 1914
Attachments: Nil
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Michael O'Keeffe - Manager Rockhampton Regional Waste and Recycling

SUMMARY

The purpose of this report is to seek Council resolution to release an Invitation to Tender for the recycling of solar panels with a view that if a viable proposal is received, Council consider a unit price fee for the disposal of solar panels in conjunction with the commencement of solar panel recycling.

COUNCIL RESOLUTION

THAT Council:

1. resolves to invite Public Expressions of Interest for Solar Panel Recycling as provided for in section 228(3) of the *Local Government Regulation 2012*. The Expression of Interest will allow for greater ability to refine the best recycling outcome for the community once submissions are received from respondents; and
2. enter into discussion with the Office of Resource Recovery with regards to other options.

Moved by: Councillor Latcham

Seconded by: Councillor Fisher

MOTION CARRIED

WATER AND SUPPORTING A BETTER ENVIRONMENT

11.6 FITZROY RIVER WATER SPECIALISED ITEMS - SOLE SUPPLIER REQUEST

File No: 1466
Attachments: Nil
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Jason Plumb - Manager Fitzroy River Water

SUMMARY

This report details a number of items of equipment or products that are important to Fitzroy River Water's water and sewerage operations for which Council approval is sought for these items to be provided by the listed sole suppliers in accordance with s235(b) of the Local Government Regulation (2012).

COUNCIL RESOLUTION

THAT pursuant to s235(b) of the *Local Government Regulation 2012*, Council approves the use of the nominated suppliers for the items listed without the need to seek additional quotes or tenders.

Moved by: Councillor Kirkland
Seconded by: Councillor Wickerson

MOTION CARRIED

11.7 REEF GUARDIAN COUNCILS - RENEWED MEMORANDUM OF UNDERSTANDING

File No: 10928

Attachments:

1. Memorandum of Understanding 2020-2024
2. MOU Schedule B - Terms of Reference

Authorising Officer: Alicia Cutler - Chief Financial Officer
Ross Cheesman - Deputy Chief Executive Officer

Author: Christine Bell - Coordinator Environmental Sustainability

SUMMARY

This report provides an update on the Reef Guardian Councils program and the renewed Memorandum of Understanding for 2020-2024.

COUNCIL RESOLUTION

That Council endorse the renewed Reef Guardian Council Memorandum of Understanding for 2020-2024.

Moved by: Councillor Kirkland
Seconded by: Councillor Wickerson

MOTION CARRIED

BUDGET, GOVERNANCE AND OTHER MATTERS

11.8 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDING 31 MAY 2020

File No: 8148

Attachments:

1. Income Statement - May 2020
2. Key Indicators Graphs- May 2020

Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer

Author: Alicia Cutler - Chief Financial Officer

SUMMARY

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

COUNCIL RESOLUTION

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

Moved by: Mayor Strelow

Seconded by: Councillor Kirkland

MOTION CARRIED

11.9 PROPOSED FEES AND CHARGES 2020-2021

File No: 7816

Attachments:

1. **Summary of proposed changes to Fees and Charges 2020-2021**
2. **Proposed Fees and Charges 2020-2021**

Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer

Author: Alicia Cutler - Chief Financial Officer

SUMMARY

The Fees and Charges Schedule for the 2020–2021 financial year is submitted for adoption.

COUNCIL RESOLUTION

THAT in accordance with the requirements of the *Local Government Act 2009*, Council adopts the Fees and Charges schedule for the 2020-2021 financial year.

Moved by: Mayor Strelow
Seconded by: Councillor Williams

MOTION CARRIED

11.10 DRAFT REVENUE POLICY FOR REVIEW

File No: 11979

Attachments:

1. Draft Revenue Policy 2020-2021
2. Draft Revenue Policy 2020-2021 Track Changes

Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer

Author: Alicia Cutler - Chief Financial Officer

SUMMARY

Chief Financial Officer presenting reviewed Revenue Policy to Council for adoption. This policy is integral to the Annual Budget and as such is presented prior to the adoption of the Budget.

COUNCIL RESOLUTION

THAT the Revenue Policy as detailed in the report be adopted.

Moved by: Mayor Strelow

Seconded by: Councillor Latcham

MOTION CARRIED

11.11 COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER

File No: 12660

Attachments:

1. Delegations Register - Waste Reduction and Recycling Act 2011
2. Delegations Register - Waste Reduction and Recycling Regulation 2011
3. Delegation Register - Waste Reduction and Recycling Act 2011 - Tracked
4. Delegation Register - Waste Reduction and Recycling Regulation 2011 - Tracked

Authorising Officer: Tracy Sweeney - Executive Manager Workforce and Governance

Author: Allysa Brennan - Coordinator Legal and Governance

SUMMARY

This report seeks Council's approval for delegations under State legislation to the position of Chief Executive Officer.

COUNCIL RESOLUTION

THAT:

1. Council resolves as per section 257 of the *Local Government Act 2009* to delegate to the Chief Executive Officer, the exercise of powers contained in schedule 1 of:
 - a. Attachment 1 – Delegations Register - *Waste Reduction and Recycling Act 2011*; and
 - b. Attachment 2 – Delegations Register - *Waste Reduction and Recycling Regulation 2011*.
2. These powers must be exercised subject to any limitations contained in schedule 2 of the relevant Delegation Register attached to this report.

Moved by: Mayor Strelow
Seconded by: Councillor Latcham

MOTION CARRIED

11.12 ROCKHAMPTON REGIONAL COUNCIL DRAFT CREST DESIGN

File No: 34
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Damon Morrison - Manager Office of the Mayor

SUMMARY

A design for a variation of the crest of the City of Rockhampton which represents the Rockhampton Region and which will then be used when the elected Council is represented is presented for Council's consideration and adoption.

9:44AM Mr D Morrison re-entered the meeting room

COUNCIL RESOLUTION

THAT Council approves the draft crest design for further development into finished artwork and for community consultation to be undertaken on the draft design.

Moved by: Mayor Strelow
Seconded by: Councillor Fisher

MOTION CARRIED

9:49AM Mr D Morrison left the meeting room

11.13 PROPOSED RE-OPENING HOURS OF COUNCIL'S FACILITIES

File No:	3086
Attachments:	Nil
Authorising Officer:	Evan Pardon - Chief Executive Officer
Author:	Ross Cheesman - Deputy Chief Executive Officer

SUMMARY

This report considers the re-opening hours of Council's facilities. COVID-19 has had a major impact on these facilities and Council's operating budget. As Queensland moves to Stage 3 re-opening according to its Roadmap to Easing Restrictions, Council's facilities can also continue to re-open. Included in the body of the report is a list of Council facilities and the proposed opening hours until further notice.

COUNCIL RESOLUTION

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

Facility		Opening Hours
2 nd World War Aquatic Centre (Southside)		Monday - Friday: 7:00am - 11:00am and 3:00pm - 7:00pm Saturday: 7:00am - 12:00pm Sunday: CLOSED
Heritage Village		Closed – for a period of 12 months with a possible earlier re-opening
Heritage Village – Function Centre (Shearing shed)		Closed to the public – current wedding bookings only
Zoo		From 29 June 2020 Monday – Friday 10am - 4.30pm
Libraries	Southside	<u>All Libraries from 29 June 2020</u> Mon – Fri 9am - 5.30pm Sat & Sun - Closed
	Northside	Wed – Fri 9am - 5.30pm Mon, Tue, Sat & Sun - Closed
	Mt Morgan	Tue – Thu 9am-1pm & 2pm-5pm Mon, Fri, Sat & Sun - Closed
	Gracemere	Mon – Wed 9am-4.30pm Thu –Sun -Closed
History Centre		Closed
Hire facilities		Open
Facilities with leases (eg WRCC)		Open
Development Advice Centre		Open - normal business hours
Animal Management Centre		Open Monday, Wednesday, Thursday and Friday 7am – 4:30pm Tuesday 7.00am-8:30am and 2.00pm-4:30pm Saturday, 7-10am Sunday and Public Holidays – By Appointment Only
Customer Service		Rockhampton Mon-Fri 9am- 4.30pm

	From 15 June 2020
	Mt Morgan Mon-Fri 9am- 4.30pm From 22 June 2020
	Gracemere Mon-Fri 9am- 4.30pm From 29 June 2020
Airport Management Office	Mon – Fri 7.30am – 4.00pm

2. THAT a further report is presented to the Council table regarding future Zoo operating hours.
3. THAT Council insert \$1,000,000 into the draft budget for Capital for the Heritage Village split over 2 years.
4. THAT Council continue to engage with volunteers at the Heritage Village and welcome their participation during the closure.

Moved by: Mayor Strelow
Seconded by: Councillor Wickerson
MOTION CARRIED

ADVANCE ROCKHAMPTON – ECONOMIC DEVELOPMENT AND EVENTS

11.14 GROWING TOURISM INFRASTRUCTURE FUND

File No: 12534
Attachments: 1. GTIF Guidelines
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Angus Russell - Acting Executive Manager Advance Rockhampton

SUMMARY

The report provides details of the Queensland Growing Tourism Infrastructure Fund and proposes a project for submission.

COUNCIL RESOLUTION

THAT a submission be made for Capital improvements to the Rockhampton Zoo to enhance its function as a significant tourist attraction.

Moved by: Mayor Strelow
Seconded by: Councillor Rutherford

MOTION CARRIED

12 NOTICES OF MOTION

Nil

13 QUESTIONS ON NOTICE

Nil

14 URGENT BUSINESSQUESTIONS

The Chief Executive Officer presented the Council table with clarification regarding Conflicts of Interest

- (2) *The councillor must inform the meeting about the councillor's personal interests in the matter, including the following particulars about the interests—*
- (a) *the nature of the interests;*
 - (b) *if the councillor's personal interests arise because of the councillor's relationship with, or receipt of a gift from, another person—*
 - (i) *the name of the other person; and*
 - (ii) *the nature of the relationship or value and date of receipt of the gift; and*
 - (iii) *the nature of the other person's interests in the matter.*

Maximum penalty—100 penalty units or 1 year's imprisonment.

10:16AM

"I, Councillor Drew Wickerson, declare that I have a conflict of interest in Item 16.1 – Bad Debt Write Offs being that Geoff Murphy, Director of JM Kelly Builders Pty Ltd was a donor of the Team McMillan 2016 election campaign to the value of \$5,000 and I will be dealing with this declared conflict of interest by leaving the meeting while this matter is discussed and voted on."

10:16AM

"I, Councillor Ellen Smith, declare that I have a conflict of interest in Item 16.2 - Motorsport Master Planning and Community Engagement as I am related to Gerard Halbestater who owns an adjoining property of the land which is identified in the report and I will be dealing with this declared conflict of interest by leaving the meeting while this matter is discussed and voted on."

10:17AM

"I, Councillor Cherie Rutherford, declare that I have a perceived conflict of interest in Item 16.2 - Motorsport Master Planning and Community Engagement. As I have previously declared my cousin Sandra Boag and her husband Ian Boag own a property in the vicinity of the land identified for the motor sport precinct. Council subsequently voted: THAT Councillor Cherie Rutherford does not have either a perceived or real conflict of interest in this matter and is accordingly free to participate in the meeting while this matter is discussed, including by voting on the matter. However since that time Council is now holding conversations with various proposed user groups which includes Speedway (solo motorbikes). My family through my father, Ken Mathers a former rider, has a historical link to Speedway and my Uncle Winston Mathers is still involved locally with the sport. Further my husband Michael and I volunteer during Speedway events on occasion. When all this information is pieced together I acknowledge it could be perceived that I have a conflict of interest in this matter and will leave the meeting while the matter is discussed and voted on."

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.

10:14AM Councillor Wickerson left the meeting room having earlier declared an interest Item 16.1

COUNCIL RESOLUTION

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 Bad Debt Write Offs

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.

Moved by: Councillor Smith
Seconded by: Councillor Rutherford

MOTION CARRIED

10:15AM Councillor Wickerson returned to the meeting room

10:16AM Councillor Smith and Councillor Rutherford left the meeting room having earlier declared an interest in Item 16.2

10:16AM Mr C Wyatt entered the meeting room

COUNCIL RESOLUTION

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.

16.2 Motorsport Master Planning and Community Engagement

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.

Moved by: Councillor Wickerson
Seconded by: Councillor Latcham

MOTION CARRIED

10:17AM Councillor Smith and Councillor Rutherford returned to the meeting room

COUNCIL RESOLUTION

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.

16.3 Chief Executive Officer - Performance Review

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.

Moved by: Councillor Kirkland

Seconded by: Councillor Fisher

MOTION CARRIED

COUNCIL RESOLUTION

10:18AM

THAT pursuant to s5.11 *Council Meeting Procedures* the meeting moves into Closed Session and be closed to the public.

Moved by: Councillor Wickerson

Seconded by: Councillor Kirkland

MOTION CARRIED

10:18AM Mayor declared a recess until 10:30am

10:32AM Mayor resumed meeting

Members Present:

The Mayor, Councillor M F Strelow (Chairperson)
Deputy Mayor, Councillor N K Fisher
Councillor S Latcham
Councillor A P Williams
Councillor C E Smith
Councillor C R Rutherford
Councillor D Kirkland

In Attendance:

Mr E Pardon – Chief Executive Officer
Ms T Sweeney – Executive Manager Workforce and Governance
Mr C Wyatt – Acting Manager Strategy and Planning
Ms S Friske – Committee Support Officer

In Attendance via video stream:

Mr R Cheesman – Deputy Chief Executive Officer
Mr D Scott – Acting General Manager Community Services
Mr A Russell – Acting Executive Manager Advance Rockhampton
Ms A Cutler – Chief Financial Officer
Mr M O’Keeffe – Manager RRWR
Mr D Morrison – Manager Office of the Mayor

- 10:37AM Councillor Wickerson attended the meeting after Item 16.1 was discussed having earlier declared an interest
- 10:38AM Chief Executive Officer and all staff excluding Executive Manager Workforce and Governance left the meeting during the discussion for Item 16.3
- 10:40AM Chief Executive Officer and all staff returned to the meeting

COUNCIL RESOLUTION**10:40AM**

THAT pursuant to s5.11 *Council Meeting Procedures* the meeting moves out of Closed Session and be opened to the public.

Moved by: Councillor Fisher

Seconded by: Councillor Wickerson

MOTION CARRIED

16 CONFIDENTIAL REPORTS

16.1 BAD DEBT WRITE OFFS

10:41AM Councillor Wickerson left the meeting room having earlier declared an interest

File No: 1117

Attachments: 1. Write Offs Over \$3000

Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer

Author: Alicia Cutler - Chief Financial Officer

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

SUMMARY

Chief Financial Officer submitting a schedule of amounts considered to be uncollectable for approval to be written off as bad debts.

COUNCIL RESOLUTION

That a total amount of \$10,963.50 owing from JM Kelly Builders Pty Ltd be written off as a Bad Debt.

Moved by: Mayor Strelow

Seconded by: Councillor Kirkland

MOTION CARRIED

10:42AM Councillor Wickerson returned to the meeting room

16.3 CHIEF EXECUTIVE OFFICER - PERFORMANCE REVIEW

File No: 6947
Attachments: Nil
Authorising Officer: Tracy Sweeney - Executive Manager Workforce and Governance
Author: Tracy Sweeney - Executive Manager Workforce and Governance

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

SUMMARY

This report is presented for Councillors to consider the annual performance review process for the Chief Executive Officer.

COUNCIL RESOLUTION

THAT

1. A review Committee be formed to undertake the annual performance of the Chief Executive Officer; and
2. The following Councillors be appointed to the Chief Executive Officer Review Committee:
 - Mayor Margaret Strelow
 - Deputy Mayor, Councillor Neil Fisher
 - Councillor Ellen Smith

Moved by: Mayor Strelow
Seconded by: Councillor Latcham

MOTION CARRIED UNANIMOUSLY

COUNCIL RESOLUTION**10:42AM**

THAT pursuant to s5.11 *Council Meeting Procedures* the meeting moves into Closed Session and be closed to the public.

Moved by: Councillor Smith

Seconded by: Councillor Kirkland

MOTION CARRIED

10:43AM Councillor Rutherford the meeting room for discussion of Item 16.2 having earlier declared an interest

10:43AM Councillor Smith left the meeting room for discussion of Item 16.2 having earlier declared an interest and did not return

COUNCIL RESOLUTION**11:14AM**

THAT pursuant to s5.11 *Council Meeting Procedures* the meeting moves out of Closed Session and be opened to the public.

Moved by: Councillor Latcham

Seconded by: Councillor Wickerson

MOTION CARRIED

16.2 MOTORSPORT MASTER PLANNING AND COMMUNITY ENGAGEMENT**File No:** 13762**Attachments:**

1. **Motorsports Project Flowchart**
2. **Motorsports Community Engagement Plan**

Authorising Officer: **Angus Russell - Acting Executive Manager Advance Rockhampton**
Evan Pardon - Chief Executive Officer**Author:** **Cameron Wyatt - Acting Manager Strategy and Planning**

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

SUMMARY

This report provides an overview of the motorsports master planning process and seeks endorsement of the Community Engagement Plan.

COUNCIL RESOLUTION

THAT:

- 1) Council endorse the Community Engagement Plan for the Motorsports Precinct at 53199 Burnett Highway, Bouldercombe;
- 2) The community engagement be undertaken and lead by the Media and Communications unit;
- 3) A further report will be presented to Council following completion of due diligence investigations, consultation and master planning to decide if contract conditions have been satisfied and confirm if the contract will be completed; and
- 4) Council make available this report and its attachments to the public.

Moved by: **Mayor Strelow****Seconded by:** **Councillor Fisher****MOTION CARRIED UNANIMOUSLY**

17 GENERAL BUSINESS

11:16AM Councillor Rutherford returned to the meeting

17.1 LEAVE OF ABSENCE - COUNCILLOR NEIL FISHER

File No: 10072

Responsible Officer: Damon Morrison – Manager Office of the Mayor

SUMMARY

Councillor Neil Fisher is seeking leave of absence from Friday 3 July to Tuesday 7 July 2020 and Wednesday 29 July to Saturday 1 August 2020 inclusive.

COUNCIL RESOLUTION

THAT Councillor Neil Fisher be granted leave of absence from Friday 3 July to Tuesday 7 July 2020 (will attend the Councillor Workshop via Webex), and from Wednesday 29 July to Saturday 1 August 2020 inclusive.

Moved by: Mayor Strelow

Seconded by: Councillor Williams

MOTION CARRIED

Councillor Neil Fisher noted that this week is the last week of printed Morning Bulletin, and would like to give acknowledgement to the staff, past and present throughout 160 years for their support to the community. Councillors acknowledged this with a round of acclamation.

17.2 MOUNTAIN BIKE OPPORTUNITY - FIRST TURKEY

File No: 12721

Responsible Officer: Andrew Collins – Manager Project Delivery

SUMMARY

Councillor Tony Williams requested that officers present a report to the Council table in relation to an additional Mountain Bike Trail opportunity.

COUNCIL RESOLUTION

THAT Officers present a report to the Council table regarding an additional Mountain Bike opportunity at Mount Archer – Blue Dawg trail.

Moved by: Councillor Williams

Seconded by: Councillor Fisher

MOTION CARRIED

18 CLOSURE OF MEETING

There being no further business the meeting closed at 11:20am.

SIGNATURE

CHAIRPERSON

DATE