



## **ORDINARY MEETING**

## **AGENDA**

**20 FEBRUARY 2018**

*Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, Emu Park Cultural Hall, 9 Hill Street on 20 February 2018 commencing at 9:30am for transaction of the enclosed business.*

A handwritten signature in black ink, appearing to read "Alan Jones", is positioned above the title of the Chief Executive Officer.

**CHIEF EXECUTIVE OFFICER**  
15 February 2018

Next Meeting Date: 06.03.18

**Please note:**

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

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**1 OPENING**

**2 ATTENDANCE**

Members Present:

Mayor, Councillor Bill Ludwig (Chairperson)  
Deputy Mayor, Councillor Nigel Hutton  
Councillor Adam Belot  
Councillor Jan Kelly  
Councillor Glenda Mather  
Councillor Tom Wyatt

In Attendance:

Ms Chris Murdoch – Chief Executive Officer  
Ms Andrea Ellis – Acting Director Corporate Services  
Mr Brett Bacon – Director Community and Planning Services  
Mr Mike Prior – Acting Director Infrastructure Services  
Ms Debra Howe – Director Strategic Growth and Development

### **3 LEAVE OF ABSENCE / APOLOGIES**

Nil

## **4 PUBLIC FORUMS/DEPUTATIONS**

Nil

**5 MAYORAL MINUTE**

Nil



## **6      CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

Minutes of the Ordinary Meeting held 6 February 2018.

**7      DECLARATION OF INTEREST IN MATTERS ON THE AGENDA**

## **8 BUSINESS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS**

### **8.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING**

**File No:** GV13.4.1

**Attachments:** 1. **Business Outstanding Table - 20 February 2018**[↓](#)

**Responsible Officer:** Chris Murdoch - Chief Executive Officer

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#### **SUMMARY**

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

#### **OFFICER'S RECOMMENDATION**

THAT the Business Outstanding table for the Ordinary Council Meeting be received.

## **8.1 - BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING**

### **Business Outstanding Table - 20 February 2018**

**Meeting Date: 20 February 2018**

**Attachment No: 1**

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
25 February 2014	City Status Classification	THAT Council resolves to: 1. Proceed with a formal city status classification application for the Livingstone Shire Council area; and 2. Enter into consultation with the community to determine an appropriate name, suggesting the Capricorn Coast City Council as a possible option.	Director Strategic Growth and Development	31/03/2018	<i>13 Feb 2018 - 3:19 PM – Project Support Officer</i>  This action has been reinstated and reallocated from Governance to Strategic Growth and Development to review. This was presented at a Cabinet meeting on 6 February 2018 and as a result Mayor will discuss with the Minister before moving forward.
08 December 2015	Notice of Motion – Councillor Glenda Mather – Drainage/Health Issue Scenic Highway, Kinka	THAT a report come back to Council as to what appropriate action may be taken to address the drainage issues at 1043 Scenic Highway, Kinka which has been allowed to become an overgrown swamp in recent years, posing a potential health hazard to residents in the area.	Director Infrastructure Services	31/03/2018	<i>13 Feb 2018 - 9:33 AM – EA Director Infrastructure Services</i>  This report has been moved to the Workshop on 5 March 2018 pending further investigation.
09 February 2016	Notice of Motion – Councillor Glenda Mather – Relocatable Dwellings Draft Policy	THAT the Planning Department be asked to report back to Council on the possibility of formulating a Draft Policy or alternatively, an enforceable procedure which would ensure Council had decision rights to determine the suitability of urban form within the Shire.	Coordinator Development Assessment	31/03/2018	<i>14 Feb 2018 - 4:32 PM – Coordinator Support Services</i>  Report anticipated proceeding adoption of new scheme. Officers to meet with Cr Mather on 1 March 2018.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
10 October 2016	Acquisition of Easements – Scenic Highway, Statue Bay – Report 1	<p>THAT Council resolves to:</p> <p>1) Serve a Notice of Intention to Resume including a background information document in accordance with section 7 of the <i>Acquisition of Land Act 1967</i> and thereafter proceed in accordance with the requirements of the said Act with the intention of procuring the publication in the Queensland Government Gazette of a proclamation vesting the easement in Council subject to due consideration of all objections made in accordance with the provisions of the said Act; and</p> <p>2) Authorise the Director Infrastructure Services to:</p> <p>a. Negotiate and enter into on behalf of Council a Resumption Agreement pursuant to section 15 of the <i>Acquisition of Land Act 1967</i> with the owner and any mortgagee of the land described as Lot 9 LN1023, Lot 4 LN1023 and Lot 2 LN1023, in relation to the acquisition of an easement over part of the land, being for works for any public works, or other work or purpose of a similar nature (being works to stabilise a cliff face being part of the road reserve for Scenic Highway); and</p> <p>b. Negotiate and agree upon the amount of compensation to be paid to the landowner and any mortgagee of the land, pursuant to the <i>Acquisition of Land Act. 1967</i>, up to the limit identified in the body of this report; and</p>	Policy and Planning Officer	31/03/2018	<p>13 Feb 2018 - 10:20 AM – Policy and Planning Officer</p> <p>No further action can be taken until after construction is completed. Upon completion of construction easements will be gazetted.</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		c. To either: (i) make application to the Minister for Natural Resources and Mines in accordance with section 15C of the <i>Acquisition of Land Act 1967</i> for the easement to be taken; or declare by gazette notice, pursuant to section 15D of the <i>Acquisition of Land Act 1967</i> , that the easement is taken.			
10 October 2016	Acquisition of Easements – Scenic Highway Statue Bay – Report 2	<p>THAT Council resolves to:</p> <p>1) Serve a Notice of Intention to Resume including a background information document in accordance with section 7 of the <i>Acquisition of Land Act 1967</i> and thereafter proceed in accordance with the requirements of the said Act with the intention of procuring the publication in the Queensland Government Gazette of a proclamation vesting the easement in Council subject to due consideration of all objections made in accordance with the provisions of the said Act; and</p> <p>2) Authorise the Director Infrastructure Services to:</p> <p>(a) Negotiate and enter into on behalf of Council a Resumption Agreement pursuant to section 15 of the <i>Acquisition of Land Act 1967</i> with the owner and any mortgagee of the land described as Lot 1 LN1023 and Lot 5 LN1023, in relation to the acquisition of an easement over part of the land, being for works for any public</p>	Policy and Planning Officer	31/03/2018	<p>13 Feb 2018 - 10:20 AM – Policy and Planning Officer</p> <p>No further action can be taken until after construction is completed. Upon completion of construction easements will be gazetted.</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		works, or other work or purpose of a similar nature (being works to stabilise a cliff face being part of the road reserve for Scenic Highway); and (b) Negotiate and agree upon the amount of compensation to be paid to the landowner and any mortgagee of the land, pursuant to the Acquisition of <i>Land Act 1967</i> , up to the limit identified in the body of this report; and (c) To either: (i) make application to the Minister for Natural Resources and Mines in accordance with section 15C of the Acquisition of <i>Land Act 1967</i> for the easement to be taken; or declare by gazette notice, pursuant to section 15D of the Acquisition of <i>Land Act 1967</i> , that the easement is taken.			
22 November 2016	Notice of Motion – Councillor Adam Belot – Livingstone Shire Council's Meeting Procedures Policy	THAT pursuant to s34(1)(d) and s37 Council Meeting Procedures the debate on the motion and/or amendment now before the meeting be adjourned until February 2017 for policy review.	Governance Officer	31/03/2018	16 Nov 2017 - 10:50 AM – Executive Support Officer  Policy currently on hold awaiting implementation of outcomes from review of Councillor Complaint Processes by the State Government.



Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
22 November 2016	Resada Esplanade and Coolwaters Holiday Village	<p>THAT</p> <p>1. Council decide, by resolution, that the exception mentioned in Section 236(c)(iv) of <i>Local Government Regulation 2012</i> may apply in its dealing with Coolwaters Holiday Village over part of Lot A on AP7651;</p> <p>2. Council resolve to provide a short term tenure arrangement to Coolwaters Holiday Village over part of Resada Esplanade currently identified as the 'soft camping' area for a period of twelve (12) months with 2 options to extend for up to a maximum tenure period of three (3) years;</p> <p>3. Council review the current masterplans drafted in 2015 by the Economic &amp; Property Development team and consider Coolwaters Holiday Village's long term tenure options as part of the outcome for the masterplan.</p>	Coordinator Property and Procurement	31/03/2018	<p>13 Feb 2018 - 11:37 AM – EA Corporate Services</p> <p>Waiting to receive hardcopies back from Resada for CEO sign-off.</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
13 December 2016	Yeppoon Homemaker Centre Stage 1 Business Case and Tender Report	THAT Council delegates the Chief Executive Officer to negotiate and enter into a contract for the sale of all three lots within Stage One of the Yeppoon Homemaker Centre as per the offer contained in the report.	Manager Growth and Economic Development	30/09/2018	<p>13 Feb 2018 - 1:54 PM – Project Support Officer</p> <p>Contract negotiations with the successful tenderer have been finalised.</p> <p>The Put and Call contract was signed on 19 December 2017, the second phase of the contract is expected to be finalised in late April with deposits paid in mid-2018 with final payment due in September 2018.</p>
07 February 2017	Outstanding Policy Documents	<p>THAT the following policies be adopted:</p> <ol style="list-style-type: none"> <li>1. Encroachment on Public Land Policy;</li> <li>2. Equal Employment Opportunity Policy;</li> <li>3. Failure to Renew Licence Response Policy;</li> <li>7. Telecommunications Facilities on Council Land Policy; and</li> <li>8. Unlicensed Premises Response Policy.</li> </ol> <p>With policies 4, 5 and 6 to be further reviewed.</p>	Governance Officer	31/03/2018	<p>13 Jun 2017 - 4:54 PM – Governance Officer</p> <p>Three policies currently under review and will be resubmitted back to Council once finalised.</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
28 February 2017	Yeppoon Foreshore and Town Centre Revitalisation – Tender Packages	<p>1. THAT Council endorses the release of eight lump sum tender packages as outlined in this report.</p> <p>2. THAT Council acknowledges that the Chief Executive Officer will award the following tender packages upon receipt of tenders subject to being within the approved budget in order to meet the critical delivery timeframes of the project:</p> <ul style="list-style-type: none"> <li>- <b>2017.020 – Lagoon Access Road</b></li> <li>- <b>2017.021 – Appleton-Barry Intersection</b></li> <li>- <b>2017.025 – Normanby-Queen Streetscape</b></li> <li>- <b>2017.031 – Public Art Design and Install Yeppoon Town Centre Carpark</b></li> <li>- <b>2017.033 – Multiple Public Art Installations</b></li> </ul> <p>3. THAT Council acknowledges the following tender packages upon receipt of tenders will be presented to a future Council Meeting prior to Chief Executive Officer awarding.</p> <ul style="list-style-type: none"> <li>- <b>2017.022 – Lagoon Precinct Construction</b></li> <li>- <b>2017.023 – Kraken Beachside Access and Beach Amphitheatre Stage Roof</b></li> <li>- <b>2017.032 – Footbridge to Cooe Bay</b></li> </ul>	Project Manager	28/02/2018	<p>13 Feb 2018 - 10:49 AM – Project Support Officer</p> <p>All tenders relating to the Yeppoon Foreshore and Town Centre Revitalisation Project have been awarded or re-scoped in the priorities of the final project outcomes. There is no further action required in relation to this resolution.</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
07 March 2017	Councillor Interaction with the Organisation Policy	<p>THAT Council adopts the Councillor Interaction with the Organisation Policy.</p> <p>THAT the matter lay on the table pending further discussions in Workshop Meeting and to return to a future Council Meeting.</p>	Governance Officer	31/03/2018	<p>16 Nov 2017 - 10:56 AM – Executive Support Officer</p> <p>Policy currently on hold awaiting implementation of outcomes from review of Councillor Complaint Processes by the State Government.</p>
21 March 2017	Petition From Residents of Mt Chalmers – Sale of Mt Chalmers State School and Adjoining Land	THAT the petition against the sale of the old Mt Chalmers State School and adjoining land be received	Manager Growth and Economic Development	31/03/2018	<p>13 Feb 2018 - 1:55 PM – Project Support Officer</p> <p>A Town Planning consultant was engaged in August 2017 to prepare a development application to reconfigure the lot into two lots at 18 School Street, Mt Chalmers.</p> <p>An application was lodged with Council on 4 December 2017 to subdivide the lots. Council's Development Assessment issued an Information Request on 19 December 2017, the items on the information request are being addressed. Strategic Growth and Development met with Planning consultant on site 02 February 2018 to go through what is needed. Strategic Growth and Development are engaging a valuer to determine the value of the property.</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
18 April 2017	Standing Orders for Council Meetings Policy	THAT the matter lay on the table pending further discussion and to return to a future Council Meeting.	Governance Officer	31/03/2018	16 Nov 2017 - 10:57 AM – Executive Support Officer  Policy currently on hold awaiting implementation of outcomes from review of Councillor Complaint Processes by the State Government.
20 June 2017	Smart Cities and Suburbs Program – Yeppoon Town Centre Smart Precinct – Solar Lighting and Interactive Kiosk	THAT Council resolve to submit an application to the Australian Government Smart Cities and Suburbs Program, seeking a grant amount of \$200,000, with the co-funding requirement of the additional \$200,000 being met from current projects towards the cost of smart energy efficient infrastructure necessary to complete the Yeppoon Town Centre Smart Precinct. The total project costs are estimated at approximately \$400,000.	Senior Economic Development Officer	31/03/2018	13 Feb 2018 - 10:57 AM – Project Support Officer  Council's application was successful. Council received \$200,000 funding from the Smart Cities and Suburbs Program with a co-funding requirement of \$200,000 which has been allocated from the 2017-2018 Infrastructure Services Budget. The grant agreement is undergoing finalisation prior to commencement of the project.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
18 July 2017	Volunteer Policy, Procedure and Handbook	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. Adopt the Livingstone Shire Council Volunteer Handbook.</li> <li>2. Adopt the Livingstone Shire Council Volunteer Policy.</li> <li>3. Adopt the Livingstone Shire Council Volunteer Procedure.</li> </ol>	Resilience and Volunteer Coordination Officer	31/03/2018	<p>17 Jan 2018 - 4:34 PM Coordinator Support Services</p> <p>Matter ongoing - currently working on database to capture current volunteers within organisation and skillset. Working with IT to explore possibility of a module within Pathway - awaiting 2018/2019 budget.</p>
08 August 2017	Local Disaster Coordination Centre – CQU Centre of Excellence Opportunity	<p>THAT Council authorises the Mayor and Chief Executive Officer to negotiate appropriate terms and conditions and seek all relevant Ministerial and Departmental support, as detailed in the Confidential Report to Council on 8 August 2017, to establish a Disaster Management Centre of Excellence located within the Local Disaster Coordination Centre and Community Resilience Hub in Yeppoon and bring back a further report for Council to consider.</p>	Director Strategic Growth and Development	31/03/2018	<p>13 Feb 2018 - 3:49 PM – Project Support Officer</p> <p>A meeting has been conducted with the Department of Education, CQU and the Minister of Training. Council is working on the tenancy strategy.</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
15 August 2017	Resident Maintenance and Enhancement of Council Land	THAT Council implement a permit process for residents to undertake unsupervised work within Council controlled reserves, foreshore and park areas. Individuals will sign an Indemnity Agreement with conditions and Council will cover public liability insurance for the individual.	Senior Land Protection Officer	31/03/2017	<p>13 Feb 2018 - 11:47 AM – Senior Land Protection Officer</p> <p>Permit application for Resident Maintenance and Enhancement of Council Land is now complete. Draft letter of acceptance being reviewed. Departmental officer will meet with Director Community and Planning Services for final authorisation prior to application form being uploaded to Council web page.</p>
15 August 2017	Sale of Vacant Residential Land 5-7 Golding Street, Emu Park	THAT Council accept the offer outlined in this report for the vacant land at 5-7 Golding Street, Emu Park, based on the business case provided (refer Attachment 1).	Manager Growth and Economic Development	31/03/2018	<p>13 Feb 2018 - 1:55 PM – Project Support Officer</p> <p>Head works for 5-7 Golding Street, Emu Park are being undertaken. This property will settle on 19 February 2018. The sewage works will be finalised after settlement as the owners' works are not finished.</p>



Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
15 August 2017	Acquisition of Land for Road Purposes - Wildin Way, Mulambin	THAT Council: 1. Discontinue discussions with the owners of Lot 43 SP202178 regarding the acquisition of land for road purposes; 2. Commence negotiations with the owner of Lot 4 RP620054 to acquire a portion of their property as a 10m wide road reserve along the southern boundary; and 3. Endorse the submission of an Application to Dedicate State Land as Road to the Department of Natural Resources & Mines as shown on Drawing No 17-006-51.	Policy and Planning Officer	31/03/2018	13 Feb 2018 - 10:19 AM – Policy and Planning Officer  Negotiations ongoing.
05 September 2017	Sir Joseph Banks Park, Keppel Sands	THAT a three-year unregistered lease of the building site plus one metre be offered to the Australian South Sea Islander Movement (Qld) Inc. from the date of this resolution to include: 1) a peppercorn rental of \$110 per annum; 2) that the Lessee pays all electricity and telephone costs, insurance and expenses associated with the lease area; and 3) an annual review of the lease agreement and the alignment of uses and activities to community aspirations.	Coordinator Community Partnership	28/02/2018	13 Feb 2018 - 9:21 AM – Coordinator Community Partnership  Lease has been signed and key has been handed over.



Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
19 September 2017	Petitions – Great Keppel Island	That the petition be received.	Director Infrastructure Services / Director Strategic Growth and Development	30/06/2018	14 Jan 2018 - 1:52 PM – EA Director Infrastructure Services  Ordinary meeting report in relation to waste issues being presented to Council on 20 February 2018. Six-month trial of 2 unisex toilets (installed and opened on 24 December 2017) is continuing.
03 October 2017	Notice of Motion – Councillor Glenda Mather – Regulated Parking	THAT due to the severe financial impact the lack of regulated parking is having on traders in the Yeppoon CBD and foreshore, Council reaffirm this as a priority issue and provide a community update on Council's action plan and strategy.	Manager Infrastructure Services	31/03/2018	14 Feb 2018 - 3:19 PM - Manager Infrastructure Services  Plans are being drafted for the installation of the necessary signage. The Local Law amendments are being drafted.
03 October 2017	EOI for the Lagoon Building Tenancy	THAT Council adopts a two stage tender process consisting of an Expression of Interest (EOI) followed by an Invitation to Tender (ITT) for the lease of Lagoon Precinct building tenancies. It is in the public interest to invite EOI's prior to ITT's to manage and control the process within desired timeframes and budget resources.	Manager Growth and Economic Development	31/03/2018	13 Feb 2018 - 3:21 PM – Project Support Officer  The Expression of Interest tender process for the Lagoon Building Commercial Tenancies has closed. Council officers are currently working through the process.
16 October 2017	Acquisition of Easement for Drainage Purposes – Clayton Road, Lammermoor	THAT Council commence negotiations with the owner of Lot 2 RP618801 to obtain a drainage easement generally in accordance with Drawing Nos 17-135-01 (ver B) and 17-135-02.	Policy and Planning Officer	31/03/2018	13 Feb 2018 - 10:18 AM – Policy and Planning Officer  Report to be presented back to Council in near future.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
16 October 2017	Retaining Wall at Gus Moore Street, Yeppoon	THAT Council authorise the Chief Executive Officer to negotiate for the purchase of Lot 1 RP602464 and Lot 20 RP611855 as outlined in Option 1 of this report.	Policy and Planning Officer	31/03/2018	13 Feb 2018 - 10:18 AM – Policy and Planning Officer  Correspondence received from owners' legal representative. Negotiations ongoing.
07 November 2017	Mayoral Minute – Long Term Financial Sustainability	THAT Council resolves to: a. Identify opportunities to reduce the capital budget as part of the 2017-18 Quarter 2 budget review process to minimise the amount of borrowings in the current year. b. Reduce our overall capital budget spend in 2017-18 to make better use of Council's cash reserves rather than borrowing the full amount that was initially planned. c. Relieve some of the pressure on the organisation to deliver a capital program that history tells us will be difficult to achieve, by smoothing the amount of capital work over a number of years rather than having the projected sudden decrease in capital projects with the potential consequential impact on local contractors, in order to also set a solid foundation for the development of the 2018-19 budget and associated ten year LTFP review.	Acting Director Corporate Services	28/02/2018	13 Feb 2018 - 12:20 PM – EA Corporate Services  18Q2 Revised Budget to be tabled for adoption on 20 February 2018.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
07 November 2017	Petition from Graham Miller, Milman – The Caves Square and Public Amenities	THAT the petition requesting maintenance of The Caves Square and public amenities be received.	Director Infrastructure Services	31/03/2018	<p>13 Feb 2018 - 9:46 AM – EA Director Infrastructure Services</p> <p>The Manager Assets and GIS has completed the assessment of the current contract cleaners and cleaning frequency. The results of this assessment will be provided to Council shortly.</p>
07 November 2017	Livingstone Façade Improvement Scheme – Revised Guidelines	That Council adopt the amended Livingstone Façade Improvement Scheme Application Guidelines as per the changes highlighted in the attached documentation, refer Attachments 1 and 2.	Project Support Officer	30/06/2018	<p>13 Feb 2018 - 1:56 PM – Project Support Officer</p> <p>Round 1 of the Livingstone Facade Improvement Scheme closed on 1 December 2017. Applications submitted are being assessed and approvals issued progressively. Improvement works are anticipated to be completed between February to June 2018.</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
07 November 2017	Final Draft Capricorn Coast Region Economic Development Plan for Public Consultation	THAT Councillors endorse the final draft of the Capricorn Coast Region Economic Development Plan for online consultation for a period of four weeks commencing 8 November 2017.	Senior Economic Development Officer	31/03/2018	<p>13 Feb 2018 - 10:58 AM – Project Support Officer</p> <p>Public consultation has been completed, submissions have been received and any changes required have been made to the draft Economic Development Plan in response to submissions.</p> <p>There is no further action required. Finalisation and adoption of the Plan is expected by early March 2018.</p>
21 November 2017	Nerimbera Boat Ramp	<p>THAT Council;</p> <p>1. accept the offer from the Department of Transport and Main Roads to fund construction of a bitumen sealed 90 car-trailer unit car park adjacent to the Nerimbera boat ramp;</p> <p>2. Authorise the Chief Executive Officer to sign the Deed of Agreement with the Department of Transport and Main Roads;</p> <p>3. Acknowledge that it will be required to fund the construction of the realigned section of St Christophers Chapel Road and a new vehicular access to Lot 88 CP899973 in the 2018/19 financial year.</p>	Manager Infrastructure Operations	31/03/2018	<p>14 Feb 2018 - 3:21 PM – Manager Infrastructure Operations</p> <p>A signed Agreement has been returned to DTMR 13/2/18. Necessary actions to include this as a project in the 2018/19 program are in hand.</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
21 November 2017	Potential Sale of Lot 17 Macadamia Drive, The Gateway	THAT Council accept the offer outlined in this report for the vacant land at Lot 17 Macadamia Drive, Hidden Valley.	Project Support Officer	31/03/2018	13 Feb 2018 - 1:57 PM – Project Support Officer  The contract documentation is being finalised with the Purchaser who has been overseas.
21 November 2017	Yeppoon Town Clock	THAT 1. Council defer any decision in relation to the clock until we have explored the suggestions put forward from Keppel Coast Arts (KCA) to find a decorative concept that will be in keeping with our Placemaking Strategy. 2. Council have further consultation with Rotary, KCA and other community stakeholders.	Urban Strategist	31/03/2018	13 Feb 2018 - 1:52 PM – Project Support Officer  Council have been in discussions with Keppel Coast Arts and are awaiting suggestions on potential treatments to the town clock to progress the consultation with Rotary and other community stakeholders.
21 November 2017	Female Facilities Programme – Application for Funding	THAT Council supports an application for \$500,000 from the Queensland Government's <i>Female Facilities Programme</i> for the construction of an amenities building and change room at the Barmaryee Multisport Precinct to support increased female participation in physical activity and meet the current and future needs of sport and recreation participants	Senior Sport and Education Officer	28/02/2018	13 Feb 2018 - 12:12 PM – Senior Sport and Education Officer  Contacted State Advisors for update on notification - expected by end of February 2018.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
5 December 2017	Road Naming Pacific Heights Road	THAT Council resolves that the western end of Pacific Heights Road severed by the construction of Panorama Drive be re-named generally in accordance with AS/NZS 4819:2011 and the owners of the affected properties be given another opportunity to suggest a suitable road name, however, in the absence of the affected property owners suggesting a suitable road name, the western end of Pacific Heights Road severed by the construction of Panorama Drive be re-named 'Barwell Place'.	Manager Infrastructure Operations	31/03/2018	17 Jan 2018 – 3:23 PM – Manager Infrastructure Operations  Meeting on site with Mayor Ludwig and residents Tony Rowe and Mr and Mrs Smith, and Council officers Craig Jepson and Michael Prior. Resolved that the residents will write in with their submission to retain the road name and that a new report will be prepared for a Council workshop in the near future. All three emergency services agencies to be consulted.
5 December 2017	Regulated Car Parking Yeppoon Foreshore and Town Centre	THAT Council resolve to: 1) Declare a Traffic Area having a default parking limit of one hour, with the inclusion of two and three hour designations being established in specific precincts as supported by Attachment Four Community Engagement WrAPup Car Parking Strategy Yeppoon CBD and as shown in Attachment One (Schedule One - Declaration of Traffic Area); (2) Endorse and enact the regulated parking strategy once the changes to the Subordinate Local Law No. 5 (Parking) 2011 Schedule One and Schedule Two take effect and regulated parking signage is in place;	Senior Economic Development Officer	31/03/2018	16 Jan 2018 - 4:16 PM – Project Support Officer  Council have commenced amending the Local Laws and are preparing the necessary plans. A budget for the required signage has been allocated within the 2017/18 Quarter 2 budget review.



Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		<p>(3) Once enacted adequately inform the community of the regulated parking areas (via engagement, media and signage). An initial warning period of one month will be afforded to motorists found overstaying the timed period. After one month the monetary value of an infringement will resume;</p> <p>(4) Consider a budget allocation at the 17/18 Quarter Two Budget review for updated parking signage in the amount of \$30,000;</p> <p>(5) Endorse the installation of smart parking beacons and technology to the designated one hour regulated traffic area to be funded from the Yeppoon Town Centre Smart Lighting Project;</p> <p>(6) Amend <i>Subordinate Local Law No. 5 (Parking) 2011</i> Schedule One Declaration of traffic area to define a Traffic Area for Yeppoon as shown in Attachment One (Schedule One - Declaration of Traffic Area);</p> <p>(7) Amend <i>Subordinate Local Law No. 5 (Parking) 2011</i> Schedule Two Declaration of off-street regulated parking areas to include off-street regulated parking for Queen Street (Lot 10 on Y17136), the Yeppoon Town Centre Car Park (Lot 10 on SP289416) and the Yeppoon Foreshore (part of Lot 65 on SP234671); and</p>			

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		(8) Amend <i>Subordinate Local Law No. 5 (Parking) 2011</i> Schedule Two Declaration of off-street regulated parking areas to rescind all reference and plans associated with the region of Rockhampton Regional Council.			
12 December 2017	Results of Community Engagement regarding the Yeppoon Place Making Strategy	<p>THAT Council acknowledge the summary of responses stemming from community engagement undertaken through the Council website to solicit feedback on the draft <i>Yeppoon Place Making Strategy</i>.</p> <p>THAT Council adopt the <i>Yeppoon Place Making Strategy</i> and acknowledge that the Strategy and associated Policy and Guidelines will be utilised by Council to inform future project design, place making project prioritisation and budgetary considerations.</p>	Urban Strategist	28/02/2018	<p>13 Feb 2018 - 1:53 PM – Project Support Officer</p> <p>The Yeppoon Place Making Strategy was adopted in December 2017 and is now in implementation phase. There is no further action required in relation to this action. The implementation of the strategy will be ongoing and the progress reported intermittently to Council.</p>
18 December 2017	Request to Consider Balance Outstanding Water Consumption	<p>a) In view of the information provided in the request letter, and taking into account the endeavours of the rate payer to address the debt, Council resolves to adopt option 2 as presented in the report.</p> <p>b) Council also refers this matter to a future workshop as a case study for the development of a future policy in relation to hardship matters.</p>	Coordinator Revenue	31/03/2018	<p>13 Feb 2018 - 11:27 AM – EA Corporate Services</p> <p>Part (a) actioned and completed.</p> <p>Part (b) Hardship Policy - In progress.</p>



Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
23 January 2018	Notice of Motion – Councillor Glenda Mather – Replacement of Wheelie Bins Yaamba, Keppel Sands Caravan Park	THAT the matter be referred to a Workshop meeting for further discussion and consideration.	Director Infrastructure Services	31/03/2018	13 Feb 2018 - 9:41 AM – EA Director Infrastructure Services  A workshop report has been prepared by the Director Infrastructure Services and will be presented to Workshop on 19 February 2018.
06 February 2018	Mayoral Minute – Save our Schoolkids Campaign	THAT Council endorse support of the “Save our Schoolkids” campaign and formally write to the Premier and respective Ministers to request the Government give the proposed certified swim programs due consideration.	EA to the Mayor	31/03/2018	14 Feb 2018 – 11:17AM – EA to the Mayor  Draft letter has been written and awaiting approval.
06 February 2018	Mayoral Minute – GKI Heads of Agreement	THAT Council endorse the Heads of Agreement document as approved by the Director, DITID and authorizes Mayor to sign on behalf of Livingstone Shire Council.	EA to the Mayor	31/03/2018	14 Feb 2018 – 11:25 AM – EA to the Mayor  Document awaiting signature and will be returned to DITID.

## **9 PRESENTATION OF PETITIONS**

Nil

**10    AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE  
      REPORTS**

Nil

## **11 COUNCILLOR/DELEGATE REPORTS**

Nil

## 12 REPORTS

### 12.1 YEPPOON SENIOR CITIZENS – USE OF YEPPOON TOWN HALL

**File No:** CP5.10.1  
**Attachments:** Nil  
**Responsible Officer:** Andrea Ellis - Acting Director Corporate Services  
**Author:** Trish Weir - Manager Customer Service

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#### SUMMARY

*This report pertains to the Yeppoon Senior Citizens group and its hire of Yeppoon Town Hall (BK#4982) for the 2018 and 2019 calendar years and their request for financial assistance regarding hire fees.*

#### OFFICER'S RECOMMENDATION

THAT Council resolve that:

- 1) Booking Number #4982 reflect the booking times requested by Yeppoon Senior Citizens and the group agrees to reschedule regular meetings/sessions when provided more than three months advance notice regarding alternative hirer(s);
- 2) the payment for the use of the Yeppoon Town Hall by the Yeppoon Senior Citizens group for 2018 and 2019 (amounting to approximately \$1,935 per calendar year) be funded from Council's sponsorship budget allocation;
- 3) the use of the Yeppoon Town Hall by the Yeppoon Senior Citizens group for future years be funded from Council's sponsorship budget allocation; and
- 4) the Yeppoon Senior Citizens be issued a freehold license over a section of the storage shed at the back of the Yeppoon Town Hall at a rate of \$1 per annum.

#### BACKGROUND

The Yeppoon Senior Citizens group is a not-for-profit entity which provides an opportunity for fellowship amongst senior citizens via meetings, entertainment, day outings and trips (for example, the 2018 trip is to Canberra). By its account, the membership of the Yeppoon Senior Citizens group exceeds 100 and it is not unusual to have over 100 members attend the monthly meeting.

The group has traditionally met at the Community Centre; however, it has outgrown the facility and now uses the Yeppoon Town Hall. Whilst the use of the Community Centre was at no cost as Council does not charge community groups for the hire of the Community Centre, the group is charged for the hire of the Yeppoon Town Hall, which has been funded through the Mayor's Discretionary Fund.

It was also raised with Council that storage is a continuing issue for the Yeppoon Senior Citizens (currently storage space is leased). Various solutions have been explored including:

- 1) rationalising space in the storage shed at the back of the town hall to allow space for the group; or
- 2) the group purchases a shipping container to be located somewhere within proximity of the town hall.

An inspection of the storage shed at Yeppoon Town Hall has identified that the relocation of some items (such as furniture) and better storage of paraphernalia associated with events such as the Great Australia Day Beach Party will create a space which could be leased by the senior citizens (in the same way that the Historical Society leases a section of the same storage shed).

**COMMENTARY**

The Yeppoon Senior Citizens group has been using the Yeppoon Town Hall for its monthly meetings; a consequence of outgrowing the facilities available at the Community Centre. The hire of the Yeppoon Town Hall by the group is currently funded through the Mayor's Discretionary Fund. The Yeppoon Senior Citizens group receives a discount of fifty (50) per cent on all booking fees, thus paying \$425.50 for 2017.

Their usage of the Yeppoon Town Hall will increase in 2018 from once per month to twice per month. Consequently, for 2018, the Yeppoon Senior Citizens group has the following bookings:

- 1) Thursday monthly meeting (09:30 – 11:30) generally within the foyer area; and
- 2) Third Thursday of each month (08:30 – 14:00) for music concerts in the auditorium.

Based on current hire schedule (not assuming any increase for the 2018-2019 financial year), the group would incur costs of approximately \$1,935. The cost is only approximate as not all scheduled bookings may eventuate and the group would be charged only for the days it actually uses.

The *Community Assistance Programme Procedure - Mayor's Discretionary Fund* allows for donations of up to \$500 to be approved by the Chief Executive Officer, based upon the Mayor's recommendation. Any quantum greater than \$500 must be referred to Council, consequently, the reason for this report.

The *Community Assistance Programme Procedure - Mayor's Discretionary Fund* provides grants for not-for-profit organisations and/ or individuals for projects, activities, events or items which:

- (i) can demonstrate a benefit to the broader community;
- (ii) do not form part of Council's Capital Works Programme; and
- (iii) have not received adequate funding from other sources.

The procedure stipulates, inter alia, the following criteria:

- (i) requests must be for community based purposes;
- (ii) funds allocated will benefit the community;

The Yeppoon Senior Citizens group is a not-for-profit organisation whose charter can demonstrate a benefit to the broader community. The payment of the hire fees would be for a community based purpose. Consequently, that component of the procedure is satisfied.

The *Community Assistance Programme Procedure - Mayor's Discretionary Fund* states that such funding applies as a 'one-off allocation'. If 'one-off' is interpreted as unique, then the Yeppoon Senior Citizens group has benefited from the Mayor's Discretionary Fund for the same purposes that it now applies. If 'one-off' is interpreted as applying to a single calendar or financial year, then the group could avail itself of the funds. The Yeppoon Senior Citizens group has received funding for the 2017-2018 financial year (in August 2017) but not for the 2018 calendar year.

The use of the Mayor's Discretionary Fund to cover the hire of the Yeppoon Town Hall by the Yeppoon Senior Citizens group is considered reasonable and consistent with the requirements of the *Community Assistance Programme Procedure - Mayor's Discretionary Fund*. Consequently, it is supported at an operational level.

It has subsequently been advised by the Mayor that the preference would be for the hire of the Yeppoon Town Hall to be accommodated within Council's sponsorship budget allocation, rather than the Mayor's Discretionary Fund. This was generally supported by councillors at a recent workshop, thus the recommendation within this report that sponsorship budget allocation be used to cover the hire.

In order to enable use of the available space in the storage shed at the back of the Yeppoon Town Hall by the Yeppoon Senior Citizens, the group will be required to enter a freehold

license. In the same way that the Capricorn Coast Historical Society has been issued a freehold license by Council over a section of the storage shed, the Yeppoon Senior Citizens use of the storage shed at the back of Town Hall must be formalised through a tenure agreement.

It is proposed that the Yeppoon Senior Citizens would have the same arrangements as the Capricorn Coast Historical Society, namely a defined area at a rate of \$1 per annum. If supported, the *Local Government Regulation (2012) Section 236 (2)* necessitates that this decision must be confirmed through formal resolution. With this in mind, a report will be prepared for a forthcoming Ordinary Meeting to satisfy this requirement.

### **PREVIOUS DECISIONS**

This subject matter has not been the subject of any Council resolution nor direction.

### **BUDGET IMPLICATIONS**

Payment for the use of the Yeppoon Town Hall by the Yeppoon Senior Citizens group for 2018 and 2019 would be approximately \$1,935 per annum, which is proposed to be from the sponsorship budget annual allocation.

### **LEGISLATIVE CONTEXT**

The use of the Mayor's discretionary fund to pay for the hire of the Yeppoon Town Hall is governed by the *Community Assistance Programme Policy* and the accompanying *Community Assistance Programme Procedure - Mayor's Discretionary Fund*.

### **LEGAL IMPLICATIONS**

There are no legal implications associated with the hiring of the Yeppoon Town Hall by the Yeppoon Senior Citizens.

### **STAFFING IMPLICATIONS**

There are no staffing implications associated with the use of the Yeppoon Town Hall.

### **RISK ASSESSMENT**

The principal risks associated with the use the Yeppoon Town by the Yeppoon Senior Citizens group are:

- 1) in the event that Council opts not to fund the hire charge from the Mayor's Discretionary Fund, disquiet within the group's membership that it has to raise the funds to cover the hire fee; and
- 2) potential for lost revenue, associated with other full fee paying entities not being able to hire the facility during the times it is booked for the Yeppoon Senior Citizens.

The group is generally content with using Yeppoon Town Hall, despite the fact that the hall cannot be its permanent and 'exclusive' home. The nominated dates and times have already been booked and are now quarantined, even if the group does not use the facility on that particular day (due to outings, trips or other reasons).

### **CORPORATE/OPERATIONAL PLAN**

Strategy CO3 of Council's Corporate Plan states: '*Provide community facilities and services to encourage and enable participation in active and healthy lifestyles.*'

### **CONCLUSION**

The use of Council's sponsorship budget allocation to cover the hire costs associated with the use of the Yeppoon Town Hall by the Yeppoon Senior Citizens group is reasonable.

**12.2 REGIONAL ARTS DEVELOPMENT FUND ROUND 2 2017/2018****File No:** GS15.2.5**Attachments:** Nil**Responsible Officer:** David Mazzaferri - Manager Disaster Management, Recovery and Resilience  
Brett Bacon - Director Community & Planning Services**Author:** Judy Couttie - Cultural Development Officer**SUMMARY**

*The second round of the 2017-2018 Livingstone Shire Council Regional Arts Development Funds closed on Monday 29 January 2018. A total of seventeen (17) applications were received and subsequently assessed by the Funding Panel. This report provides an overview of the assessment and makes recommendations pertaining to the distribution of funds from the current round.*

**OFFICER'S RECOMMENDATION**

THAT in accordance with the recommendation of the Livingstone Regional Arts Development Fund Committee, the following grant applications be funded from the Regional Arts Development Fund.

<b>Name</b>	<b>Purpose of Grant</b>	<b>\$Total Project Expenses</b>	<b>\$ Grant Requested</b>	<b>\$ Grant Recommended</b>
Julie Barratt Individual Professional Development (IPD)	Towards fees, travel and accommodation to attend Impact 10 International Multi-disciplinary Printmaking Conference in Santander, Spain.	\$3,840	\$1,980	\$1,980
Angela Burke Maaret Sinkko	Towards venue hire costs at the Mill Gallery for a month-long exhibition of works in pottery, paintings and print, inspired by Ross Creek.	\$5,402	\$2,024	\$1,100
Capricorn Gospel Choir	Towards fees, travel and accommodation costs to conduct a 2.5 day workshop led by Tony Backhouse (NZ), to develop choirmaster and choristers skills and performance levels.	\$13,892	\$6,292	\$6,292
Footlights Theatre Restaurant	Towards costs of 2 tutor's fees to implement a drama skills workshop for children on the Autism Spectrum aged 7-15 years. Venue charges not included.	\$4,600	\$2,990	\$940
Gallery of Fine	Towards costs of tutors for	\$15,705	\$8,970	\$8,970



Arts	a series of twelve visual arts workshops at Emu Park Gallery.			
Kym Therese Harris Individual Professional Development IPD	Towards attending the Summer School in Winter run by the Calligraphy Society of Victoria, especially 2 workshops by international artist Rachel Yallop.	\$1,681	\$1,000	\$1,000
Keppel Coast Camera Club	Towards costs of flights and accommodation for a specialist photographer to present and demonstrate the art of macro photography.	\$3,235	\$1,160	\$1,160
Lock & Hock	Towards providing the region with the highest quality standards and practices in the art form of stage combat and fight directing.	\$7,874	\$3,834	\$3,834
Erin Messenger	Towards fees to contract a local silversmith artist to collaborate and assist with the completion of artworks to exhibition readiness.	\$4,750	\$2,050	\$1,750
Rotary Club of Yeppoon	Towards costs of airfares, accommodation, composition and printing of music for a week-long festival event culminating in a gala concert with ensemble pieces and the finale composed by students from the Conservatorium of music and performed by the three combined schools.	\$26,240	\$9,740	\$7,100
Tropical Bloom	Towards indigenous culture workshops and performance.	\$12,000	\$5,500	\$5,500
Uniting Care	Towards costs of a local artist facilitating 5 free visual arts workshops, to a wide demographic of the community, collecting stories of the impact of recent disasters, using art as recovery/resilience building; towards an exhibition and the development of a placemaking concept.	\$2,792	\$870	\$870

Yeppoon Little Theatre	Towards costs of engaging skilled presenters to deliver a two day workshop to develop and support prospective and existing directors in community theatre.	\$1,700	\$1,200	\$1,200
Youth Arts Yeppoon (YAY)	Towards costs of three artists to conduct a Pilot programme of three workshops with youth. Venue hire included.	\$13,951	\$9,367	\$2,215

## BACKGROUND

The Regional Arts Development Fund is a partnership between state and local governments which invests in quality arts and cultural experiences across Queensland based on locally determined priorities. The Regional Arts Development Fund 2017-18 promotes the significance and value of arts, culture and heritage as the key to:

- (1) supporting diversity and inclusivity;
- (2) growing stronger regions; and
- (3) provide training, education and employment opportunities for Queensland artists and local communities.

The budget available for the 2017/2018 rounds of Regional Arts Development Fund is \$65,000 (comprising \$35,000 from State Government Arts Queensland and \$30,000 from Livingstone Shire Council).

Round 2 of the 2017/2018 Regional Arts Development Fund closed on Monday 29 January 2018. Seventeen (17) applications were received with a total amount of \$70,522 requested. Budget available for Round 2 is \$48,359.50.

## COMMENTARY

Seventeen (17) applications were received for Round Two of the 2017/2018 Regional Arts Development Fund which closed on Monday 29 January 2018 with a total amount of \$70,522 requested.

The Regional Arts Development Fund Committee has assessed the applications against the programme criteria, prioritised and in some cases, excluded budget items not eligible for funding. Thirteen applications meet the programme criteria and are recommended to be funded for the amount of \$43,911.

## PREVIOUS DECISIONS

This specific matter has not been the subject to any Council decision. At its meeting of the 23 January, 2018 Council resolved to approve an individual grant to another artist. This request is consistent with previous decisions.

## BUDGET IMPLICATIONS

Council has \$65,000 (comprising \$35,000 from State Government Arts Queensland and \$30,000 from Council) allocated for grants pursuant to the Regional Arts Development Fund. \$48,359.50 was available for this round and the applications recommended for approval can be accommodated within the budget allocation for the purposes of the Regional Arts Development Fund.

## LEGISLATIVE CONTEXT

There is no legislative context applicable to the administration of the Regional Arts Development Fund.

**LEGAL IMPLICATIONS**

There are no legal implications associated with administering the Regional Arts Development Fund.

**STAFFING IMPLICATIONS**

The administration of the Regional Arts Development Fund is managed within existing Council staff resources.

**RISK ASSESSMENT**

The principal risk associated with the grant is the misappropriation of money. Strict acquittal processes are established to ensure that all grant money is spent in accordance with its designated purpose.

The risk associated with not implementing a Regional Arts Development Fund is a weakened arts and cultural community within Livingstone Shire and a commensurate loss of reputation for Council and the Shire among the broader arts community.

**CORPORATE/OPERATIONAL PLAN**

Strategy CO2 of Council's Corporate Plan states: *'Facilitate programs and support local social, cultural, artistic and community building initiatives.'*

**CONCLUSION**

The Regional Arts Development Committee considers that the recommended applications fulfil the criteria for this funding programme and that the proposed projects will offer benefits to the Livingstone Shire.

**12.3 10:30AM MORNING TEA FOR BENDIGO BOARD MEMBERS**

**File No:** GV13.4.1  
**Attachments:** Nil  
**Responsible Officer:** Chris Murdoch - Chief Executive Officer  
**Author:** Lucy Merry - Executive Support Officer

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**SUMMARY**

*Board members from Emu Park Bendigo Bank will attend the Council Meeting for a morning tea with Councillors and Directors.*

**OFFICER'S RECOMMENDATION**

THAT Councillors break at 10.30am for morning tea with Emu Park Bendigo Bank Board Members.

**CORPORATE/OPERATIONAL PLAN**

**Corporate Plan Reference:** Strategy GO1: Inform and empower the community through ongoing engagement and communication.

**12.4 OPERATIONAL PLAN 2017-18 Q2 PROGRESS REPORT****File No:** CM4.6.2**Attachments:** 1. Q2 Operational Plan Review 2017-2018 [↓](#)**Responsible Officer:** Andrea Ellis - Acting Director Corporate Services**Author:** Suzanne Pambid - Governance Officer

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**SUMMARY**

*The 2017-18 Operational Plan progress report for Quarter 2 as at 31 December 2017 is presented, pursuant to section 174(3) of the Local Government Regulation 2012.*

**OFFICER'S RECOMMENDATION**

THAT the 2017-18 Operational Plan Progress Report for Quarter 2 as at 31 December 2017 be received.

**COMMENTARY**

The Operational Plan Progress Report for the period 1 October to 31 December 2017 is attached for Council's consideration.

Areas of exception have also been extrapolated for Councillors information and actioning as necessary by Directors.

The second quarter (Q2) of the 2017-18 financial year saw steady progress across most departments with a large amount of the 296 KPI's meeting or exceeding Q2 targets, of these:

- 34 (11.4%) were achieved and therefore complete for the financial year;
- 161 (54.4%) were on track;
- 20 (6.8%) were not applicable for measurement or achievement in Q2;
- 5 (1.7%) require monitoring; and
- 76 (25.7%) were off track;

Due to the Organisational Health Check and the significant involvement of staff in that process, timeframes have been pushed out on certain projects which as indicated below shows a lot of KPI's off track. It is anticipated that performance will improve in Q3 as more targets are able to be measured and deadlines approach.

**BACKGROUND**

Q2 2017-18 organisational performance showed some improvement on the Q2 2016-17 benchmark of:

- 30 (8.5%) were achieved and therefore complete for the financial year;
- 238 (68%) were on track;
- 59 (17%) were not applicable for measurement or achievement in Q2;
- 6 (2%) require monitoring;
- 9 (2.5%) were off track; and
- 6 (2%) were not achieved

**PREVIOUS DECISIONS**

The 2017-18 Operational Plan was adopted by Council on 12 July 2017, as part of the Budget and Operational Plan.

**BUDGET IMPLICATIONS**

Council's annual budget must be consistent with the Corporate Plan 2014-19 and the 2017-18 Operational Plan.

**LEGISLATIVE CONTEXT**

Section 104(5) of the *Local Government Act 2009* and section 174 of the *Local Government Regulation 2012* require a local government to prepare an Annual Operational Plan that is consistent with the annual budget and progresses the implementation of the Corporate Plan.

Section 174 of the *Local Government Regulation 2012* states:

- (3) 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**

There are no legal implications associated with this matter.

**STAFFING IMPLICATIONS**

There are no staffing implications associated with this matter.

**RISK ASSESSMENT**

Council will be non-compliant if the 2017-18 Operational Plan progress report for Quarter 2 is not adopted within the determined legislative timeframe.

**CORPORATE/OPERATIONAL PLAN**

**Corporate Plan Reference:**     **Strategy GO2: Develop strategic plans and policies to address local and regional issues and guide service provision.**

**CONCLUSION**

The second quarter of the 2017-18 financial year saw good progress across the organisation in delivering the Operational Plan with 66% of Q2 KPI's meeting or exceeding expectations. Due to the Organisational Health Check which involved a significant number of staff, some projects have been placed on hold which has effected time frames being achieved.

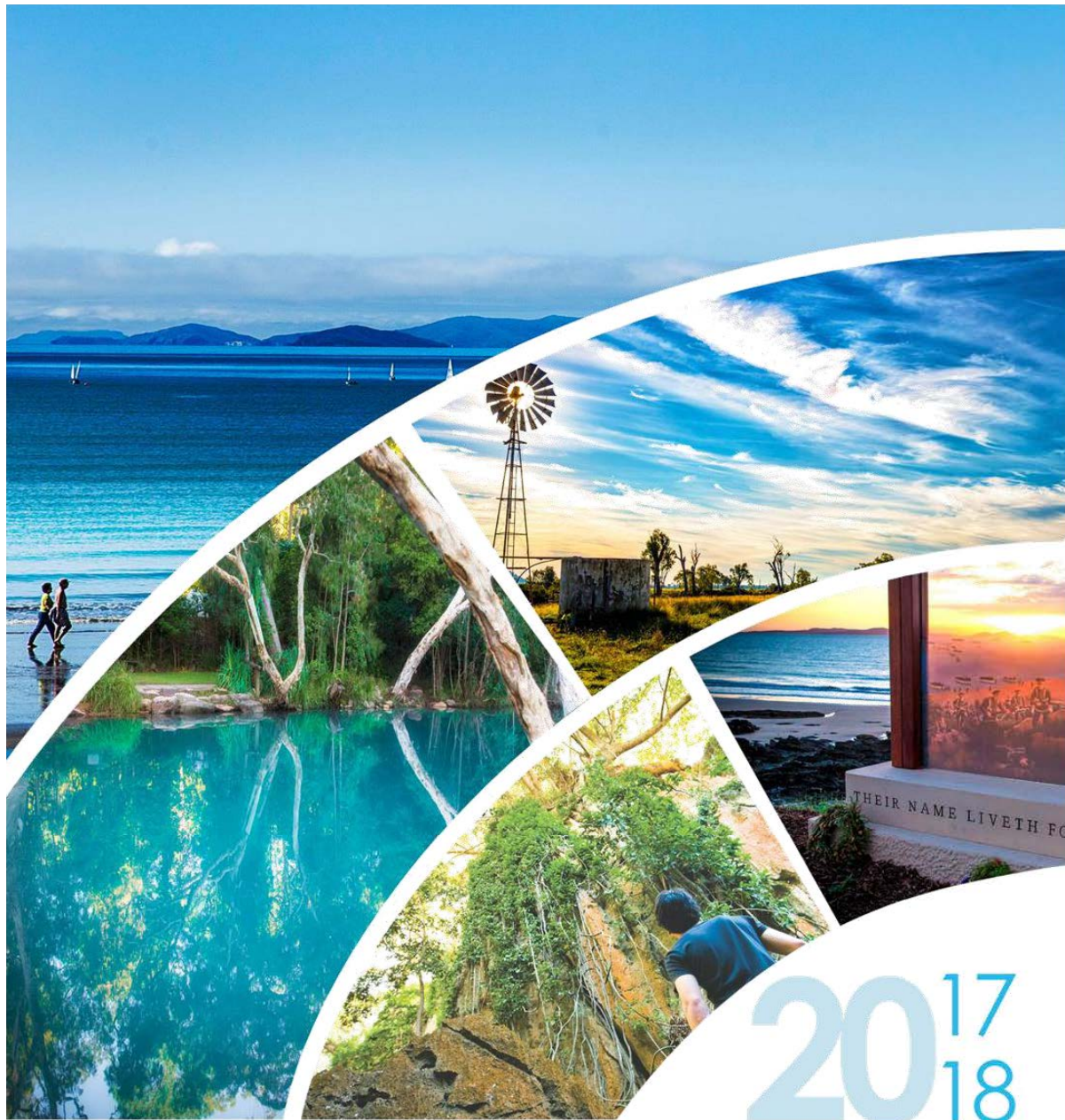
The 2017-18 Operational Plan progress report for Quarter 2 as at 30 December 2017 has been prepared in accordance with legislation for consideration and adoption by Council.

## **12.4 - OPERATIONAL PLAN 2017-18 Q2 PROGRESS REPORT**

### **Q2 Operational Plan Review 2017-2018**

**Meeting Date: 20 February 2018**

**Attachment No: 1**



20<sup>17</sup>  
18

Q2  
REVIEW

Operational Plan

 Livingstone  
SHIRE COUNCIL



## QUARTER 2 OPERATIONAL PLAN 2017-18



COMMUNITY & PLANNING KEY PERFORMANCE INDICATORS	2017-18 Operational KPI Targets	Q1 Result	Q1 Comments	Q2 Result	Q2 Comments
Disaster Management	100% of Get Ready initiatives are implemented with community engagement to coincide with bushfire, storm and cyclone seasons	100%	100 per cent completed including Storm Tide and Tsunami Engagement and Education	100%	Ongoing engagement and education activities including Get Ready Get Active and launch of Storm Tide interactive mapping and Storyboard online
	Four Local Disaster Management meetings conducted per annum	100%	Meetings held quarterly and extra meetings conducted due to TC Debbie and the Fitzroy River Flood	1	
	Four Recovery and Resilience Taskforce meetings conducted per annum	75%	All Task force meetings conducted with the exception of Built (Infrastructure)	3	All Task force meetings conducted with the exception of Built Environment (Infrastructure)
Strengthening Family Connections	4752 funded output hours delivered per annum	1188	1,188 hours for quarter	1,074	Slight reduction in hours due to staff resignation in December, however still meets target variance of ten (10) per cent
	4 Strength Based Network meetings to be facilitated	2	Two (2) Strength Based Networks meetings (an extra due to sector movements)	2	
Community Centre	750 hours of room hire per month for Yeppoon Community Centre	2607	July - 875 hours, August - 975 hours and September - 757 hours	2,586	October - 1,008 hours, November - 1,019 hours and December - 559 hours
	An average of 200 people (community groups) per month accessing Information and Referral Advice	346	Breakdown of people per month includes July - 337, August - 318 and September - 384	407	Breakdown of people per month includes October - 401, November - 503, December - 318
	8 community education programmes and/ or activities to be delivered per annum	4	Seniors Week, Tax Help, Facebook for beginners, Japanese Language	5	Seven (7) sessions Tech Savy Seniors, one (1) session Tax Help, eight (8) sessions Japanese Language, four (4) sessions KidSpeak, and one (1) session Basic Camer Settings
	8 Livingstone Loop events to be delivered per annum	9	Delivered eight (8) activities across July and August at Emu Park and Zilzie through partnerships	3	Two (2) sessions Baby Beatz, four (4) sessions Beginners Chair Yoga, and four (4) sessions KidSpeak
Arts & Culture	RADF Grants provided to 40 organisations and/or individuals per annum	N/A	2017/18 Round One closed 2 October 2017	9	2017/18 Round One - six (6) successful applications and three (3) Individual Professional Development out of round
	10 community workshops hosted across the shire per annum	2	1 Million Stars workshops and Cabaret Workshop	3	Michael Fix Fingerstyle Guitar Workshop, Vance Gilbert Collision Course Workshop, Julie Barratt Curating Workshop in three (3) high schools
	10 community events hosted/supported across the shire per annum	4	Naidoc week, Creek Sessions, Seniors Week, Manhattan SHORT films	1	Creek Sessions
	6 community shows provided across the shire per annum	4	Astronomical (by three), I Can keep a Secret	1	Acoustic Guitar Spectacular
	4 Exhibitions facilitated in the Yeppoon Town Hall per annum	3	Kim Warcon, Village Festival, Jet James	2	Jet James Exhibition, Year's end Schools Exhibition
Youth Services	1,056 funded output hours of case management delivered per annum	N/A met	Eleven (11) hours provided - Reduced for quarter due to recruitment process - position vacant. Within contractual requirements and department was advised and in agreement to reduce case management until vacancy filled.	18	*Seventy-seven (77) hours per quarter target; reduced for quarter because of staffing (role unfilled in October) and school holidays (clients all offered services over holidays and all declined).
	4 Funding avenues identified and applications submitted seeking funding to provide programmes and activities for children and young people living in Livingstone Shire	1	Beach Day Out was an activity delivering inclusive activities for young people and their families (September 2017). Applied for Social Services Inclusiveness Communities Grants - Under eighteen (18) Services and enagement collaboration.	0	Limited opportunities for funding throughout quarter
	12 youth programmes/activities delivered per annum	3	Youth Movies and Beach Day Out. Note a staff vacancy and recruitment process impact operational workload in this quarter.	3	Three (3) Chess club, thirteen (13) school holiday activities, youth movies

	30 Students from Emu Park and 40 Students from Yeppoon accessing Alternative Learning Spaces	On track	Sixteen (16) students at Emu Park and twenty-two (22) at Yeppoon. New intake to commence in January 2018. Currently fifteen (15) students for each space and further referrals being received.	Emu Park - 16 Yeppoon - 22	Loss of many students graduating at the end of 2017; numbers listed reflect numbers at week one of 2018
	100 % of enrolled students attending Alternative Learning Spaces	100%	All students enrolled are attending	100%	All students enrolled are attending
Community Development	8 programs/activities for community capacity building to be delivered per annum	3	Three (3) delivered for quarter. Most occur in quarters two (2) and three (3).	1	Jack's Paddock planning session.
	2 rounds of the Community Grants Scheme to be delivered and funds fully disbursed per annum	1	Round opening usually August but was delayed. Round opened 11 September 2017 and closed on 25 October 2017. Funding for round will be paid to successful applicants by 30 November 2017.	N/A	Upcoming round opening 5th Feb, closing 23rd March. Review in progress, to be completed/adopted by August round 2018
	2 community needs analysis assessments to be completed per annum	1	Interim Youth Needs Analysis completed. Final Youth Needs Analysis to be completed December 2017.	0	Youth Analysis will be completed in Q3 in line with ABS data release timeframe.
Libraries	One hundred adult activities hosted annually	34	Two knitting groups operate at Yeppoon and Emu Park	78	Two knitting groups operate at Yeppoon and Emu Park. Beezasheba, Styx River and railway Hotel
	One hundred children/youth activities hosted annually	53	This includes holiday programme events	100	Holiday programmes, Baby time, and Story Bites. First Five forever sessions
	5% increase in new memberships per annum	2%	Steady growth in new members	2%	
	5% increase in total loans of hard copy resources per annum	2%	Hard copy loans still very popular	2%	
	10% Increase in number of digital library borrowing including eBooks, eAudiobooks, Zinio Digital Magazines, Freegal Music and Beamafilm	13%	Steady growth in loaning from our digital library platforms	13%	
Sport & Recreation	Four author events including book launches and author talks	1	Mary O'Brien Cap Coast Historical Society	4	
	8 club engagement activities reviewed, developed and delivered per annum	2	Strategic Planning and Disaster Management Quick Guide Updates	6	Sports Nutrition and Sports Strapping Workshops delivered in conjunction with Sport and Recreation Services (State Government)
	4 funding submissions submitted to provide programs and infrastructure for the community annually	3	Get Out, Get Active - Get Playing Places and Spaces - Female Facilities Fund	0	No current funding opportunities, next rounds of Sport and Recreation Services (State Government) funding to be released late February 2018
	4 community active recreation education sessions per annum	N/A	Live Well, Get Active Programme to commence 22 January 2018	N/A	Live Well, Get Active Programme to commence 22 January 2018
Compliance	100% of licence renewals completed within legislative or policy timeframes	100%	Administrative work flow	100%	
	100% of customer complaint responses within Customer Service Charter timelines	100%	Administrative work flow	100%	
	100% of licence/permit applications processed within 10 days	100%	Administrative work flow	100%	
	5% per annum of notifiable plumbing works (Form 4) audits completed	5%	Invoices completed to Queensland Building and Construction Commission	5%	
	1 Microchip day per annum	1	Including Donations \$5,000 to each animal agency (RSCPA, Capricorn Animal Aid and Fourpaws)	N/A	
	Less than 5% of infringements waived due to incorrect issuing of ticket	0%		0%	
Development Assessment	90% of development applications determined within 30 business days from the commencement of the decision stage	95%		94%	
	100% of development applications considered by the Development Control Unit within five business days of being properly made	100%		100%	
	85% of development related Customer Requests responded to within two business days	88%		81%	394 requests lodged during review period. It must be noted that Pathways reporting uses completed date rather than initial response date - options to address this are being investigated
	80% of operational works applications determined within 20 business days from commencement of the decision stage	100%		100%	
	90% of survey plans endorsed within 20 business days of being properly made	100%		100%	
	100% of a randomised review of 12 development approvals comply with relevant standards	100%	Internal reviews conducted ( external options currently being explored)	100%	Internal peer reviews conducted
	100% of a randomised review of 8 operational works approvals comply with relevant standards	100%	Internal reviews conducted ( external options currently being explored)	100%	Internal peer reviews conducted
	100% development applications lodged electronically using Council's online services	On track	Thirty (30) applications lodged electronically for the quarter	90%	thirty-one (31) applications for the review period



Construction Services	Increase share of the building certification market within Livingstone Shire to 40% (percentage based on number of applications per annum currently 36%)	51%		36%	
	95% of building development approvals issued within 10 business days from the commencement of the decision stage	98%		99%	
	95% of building related customer requests responded to within two business days	72%	Level less than planned due to resourcing impact of transitioning to new Planning Act and transitioning to electronic applications/assessment/approval and inspection system for building certification activities (It is also to be noted that Pathways reporting uses completed date rather than initial response date - options to address this are being investigated)	90%	It must be noted that Pathways reporting uses completed date rather than initial response date - options to address this are being investigated
	90% of plumbing and drainage applications determined with a compliance permit within 10 business days from the commencement of the decision stage	98%		100%	
	95% of plumbing and drainage related customer requests responded to within two business days	90%	Minor variation from target considered acceptable ( It is also to be noted that Pathways reporting uses completed date rather than initial response date - options to address this are being investigated)	88%	Pathways reporting uses completed date rather than initial response date - options to address this continue to be investigated
	100% of Plumbing and Drainage compliance certificates issued within two business days of assessing the completed stage of work	98%	Minor variation from target considered acceptable	100%	
	100% of a randomised review of 12 building approvals comply with relevant standards	In progress	Arrangement with Rockhampton Regional Council to undertake audits agreed to and applications currently being audited	100%	Three (3) applications reviewed by external party
	100 per cent of a randomised review of 12 plumbing and drainage approvals comply with relevant standards	In progress	Arrangement with Rockhampton Regional Council to undertake audits agreed to and applications currently being audited	100%	Three (3) applications reviewed by external party
Environmental Health	100% of food licence/permit applications completed within 30 business days	100%		100%	
	90% food licence audits to be completed annually	On-track	Forty (40) per cent - seventy-four (74) out of the required 166	55%	Fifty-five (55) per cent of licences audited to date
	All customer complaint responses to be within Customer Service Charter	100%		100%	
	All licence/permit applications (not legislated) processed within 10 days	N/A	Not applicable as no relevant applications	N/A	no such applications received
	Annual audits of licenced businesses licenced pursuant to the Public Health	N/A	Not applicable to Quarter One	N/A	Not applicable to Quarter Two
	Annual public health licence renewals distributed to customers by 1 June 2018	N/A	Not applicable to Quarter One	N/A	Not applicable to Quarter Two
Natural Resource Management	All licence/permit applications processed within 10 days	100%	All short term applications processed within ten (10) days. All other applications within Legislation; seven (7) temporary event licences in first quarter with average turnaround of 7.5 days	100%	
	20 vector surveys undertaken each month between 1 October 2017 and 31 May 2018	N/A	Not applicable to Quarter One	40	Extended sick leave for month of November impacted on ability to undertake surveys
	100% of permanent vector control sites monitored weekly	100%		100%	100 per cent for October and December, however extended sick leave for month of November impacted on monitoring
	2 new rehabilitation sites established annually	3	Three (3) sites: Extension of National Tree Day Site Mullambin Beach; Kempsea Avenue repair of illegal clearing; Fig Tree Creek near Information Centre (install plants to fill cleared area in existing fenced revegetation area)	1	Lammermoor Beach rehab assoc with new Pathway Construction
	6,000 volunteer hours undertaken in land rehabilitation programmes	On-track	year to date - 1,385 hours	853	Year to date - 2,238 hours. Dry conditions unsuitable for undertaking significant planting exercises
	2,000 hours of on-ground pest management work undertaken	On-track	year to date - 517 hours	553	Year to date - 1,070 hours
Community Sustainability	30% increase in membership of the Habitat Stepping Stones programme	35%	Membership increased by thirty-five (35) per cent - from from thirty-two (32) to forty-nine (49)	38%	Membership is now fifty-two (52), up from thirty-two (32) at start of reporting year.
	External funding secured for 2 environmental initiatives	N/A	\$420k worth of funding applied for in Quarter One	N/A	Awaiting response from LGAQ for \$420,000 funding application. More funding opportunities available in third quarter

## QUARTER 2 OPERATIONAL PLAN 2017-18



INFRASTRUCTURE SERVICES KEY PERFORMANCE INDICATORS	2017-18 Operational KPI Targets	Q1 Result	Q1 Comments	Q2 Result	Q2 Comments
Assets & GIS	100% of asset registers and spatial data updated within 2 months from formal acceptance for Capital Works and Development Contributions	80%	Hold ups with As Cons delay this process . However we are using the design AutoCad Dwg as a starter.	80%	Commencing initial capitilisation works. Unable to process to Conquest for certain asset classes due to revaluations in progress and EOFY processing
	99% uptime for interactive online mapping functionality	95%	DEKHO has been off line occasionally over the past 6 months	95%	Dekho continued to have downtime. Portal will be implemented during Q3
	100% of Dial Before You Dig Requests completed within 2 working days of request	98%		98%	Some remained unactioned over the christmas shutdown
	100% of external GIS/Asset enquiries responded to within 5 working days	98%		100%	
	100% of internal GIS/Asset enquiries responded to within 3 working days	95%		100%	
	Maintain and update DCDB within 1 week of new data provision by DNRM including integration updates with other Council systems (Pathway) and provide Departments with current infrastructure updates	98%		100%	
	Annual update of Road Register (Qld LG Reg requirement) by end Q2	100%		100%	
	50% (100% bi annual) Annual update /review of asset management plans	50%	Roads and Bridges underway	50%	Water and Sewer, Roads currently under review
Facilities	Audit 100% of all facilities assets utilising the electronic condition assessment program	85%		85%	No further assessments undertaken during the quarter, working through the previous quarters assessments
	100% of Councils facilities are safe, clean and compliant 90% of the time	100%		100%	
	100% of Council Playgrounds inspected in accordance with the adopted inspection program to ensure safety, compliance and minimisation of downtime	98%		100%	All playgrounds inspected during the quarter
Open Spaces	Unit rates for major activities no greater than 10% above industry standards	80%	Information now being captured through "Survey 123" which will provide sufficient data to determine actual unit rates. Final results expected in May or June of 2018	80%	Information now being captured through "Survey 123" which will provide sufficient data to determine actual unit rates. Final results expected in May or June of 2018
	80% of grass height in all maintained open space areas is below adopted intervention levels at any one time	90%		90%	Extended dry period resulted in slowing of grass growth
	100% of internment requests actioned in required time frames	100%		100%	
Fleet Services	95% of annual Asset Renewals achieved on schedule, on budget and in accordance with optimal replacement guidelines	45%		90%	Believe this may have been incorrectly reported in Q1
	95% target for overall plant, vehicle and equipment availability	95%		95%	
	95% of forecast services completed within 1 month of service due advice being issued	98%		85%	
	70% of user departments have met minimum plant utilisation targets	80%		70%	
	Internal annual customer satisfaction survey results above 65 average percentile	N/A	Survey Still to be conducted	N/A	Survey Still to be conducted
Development Engineering & Land Acquisitions	95% of referrals from Development Assessment are responded to within the statutory timeframes	97.35%	97.35% achieved (110/113 referrals)	98.00%	98% achieved; (144/146 referrals)
	100% of inspections of assets to be contributed are completed at hold points identified in the Decision Notice for the development	100%		100%	
	100% of land dealings are commenced within 10 business days of referral	100%		100%	
Infrastructure Planning & Design	At least 100 infrastructure planning and design, drafting, surveying and 'as constructed' activities for projects completed within the Infrastructure Design Program milestones	45	45 projects	46	Currently 91 projects in Design Program for 2017/18, 39 of which have been completed.
	At least 15 designs completed for projects expected in the 2018/19 capital works program by 30 June 2018	26%	4 projects	4%	Draft 2018/19 capital works program currently contains 27 projects. Currently one completed with several in progress. Some already completed projects have been removed from program.
Infrastructure Projects	Allocated capital projects delivered within +/- 10% of total project budget	39%	Unavoidable project delays have been experienced	88%	Unavoidable project delays but generally on-track



Waste Collection & Disposal	Less than 2% missed services measured by number of customer requests notifying of missed services against total number of services as supplied by contractor	0.10%		100%	
	100% of missed services as notified through customer requests rectified within 2 days	100%		97%	Some non compliances at Emu Park STP
	98% of bins for new services supplied within 4 days of customer request application	100%		100%	
	Undertake 20 community contact activities	25%		N/A	None planned this financial year due to Sewerage Treatment Plant upgrade
Water & Sewerage Operations	98% of Drinking Water samples taken from network comply with Drinking Water Quality Management Plan	100%		100%	
	95% of Waste Water Samples of Sewage Treatment Plant discharges to comply with Environmental Authority standards	100%		100%	
	Water meters to be read-at intervals of 90 – 100 days in accordance with Local Government Act Requirements	100%		100%	
	Undertake 1 Treatment Plant Open Day/ community education event per year	N/A	None planned this financial year due to Sewerage Treatment Plant upgrade	25%	Newspaper Articles
Urban & Rural Operations	90% of unsealed roads maintained below a roughness of 7 IRI	80%	Level was 80% for first quarter due to extended dry period which caused a large percentage of roads to corrugate	80%	Extended dry period resulted in large proportion of roads corrugating. Additional grading crew engaged and catch up expected to be achieved by Feb 2018.
	70% of sealed roads shoulders have grass less than 750mm	80%		90%	Extended dry period resulted in lack of growth in roadside grass.
	Unit rates for major activities to be no greater than 10% above industry	25%	Data currently being collected. Final analysis to occur in May or June of 2018.	50%	Data currently being collected. Final analysis to occur in May or June of 2018.

## QUARTER 2 OPERATIONAL PLAN 2017-18



STRATEGIC GROWTH & DEVELOPMENT KEY PERFORMANCE INDICATORS	2017-18 Operational KPI Targets	Q1 Result	Q1 Comments	Q2 Result	Q2 Comments
Economic & Property Development	Engage with 100 businesses to provide support and development activities	69	Business mapping exercise completed within Emu Park Town Centre with 25 businesses. Monthly meetings with The T@ble Capricorn Coast Business Community and Shop 4703 business to engage directly with businesses - 28. Ongoing consultation with businesses to encourage participation in the Yeppoon and Capricorn Coast Region Joblink - 15. Assisted with establishing one new business in Yeppoon Town Centre.	96	Letters were sent to 51 property owners and 33 businesses were visited to provide information about the Façade Improvement Scheme. The T@ble business networking event attended by 34. Digital grant information night advice 23 businesses. Digital grant workshop night 6 businesses. Ongoing consultation with businesses to encourage participation in Yeppoon and Capricorn Coast Region Joblink - 10. Direct enquiries general business advice and help - 30.
	Quarterly workshops to increase the skill level of local business and industry operators	1	Co-operatively delivered with Capricornia Chamber of Commerce, Startup Capricorn and Advance QLD, the Chief Entrepreneur (Mark Sowerby) Angel Investing Forum attended by 40 businesses.	3	Co-operatively with The T@ble business group hosted a networking night attended by 34 businesses. Co-operatively deliver with DSITI a digital grant information night attended by 23 businesses. Host with Easy as Marketing a digital grant workshop night attended by 6 businesses 3 of which were successful in their applications totalling \$15,195 (altogether Keppel received \$26,000).
	Ensure 90% of Capricorn Enterprise funding agreement initiatives are completed	N/A	Actively delivered required key performance indicators throughout this quarter.	N/A	Actively delivered required key performance indicators throughout this quarter.
	5 land sales in The Gateway Business and Industry Park - Stages 1 and 2	0	Interest in the Gateway lots has slowed with no sales recorded this quarter. Actively working with local Real Estate Agents to gain exposure and market the lots for sale.	0	The interest in these lots is still slow, given the time of the year leading into Christmas this market is historically slow. Lot 15 has settled and the owner has started building. Lot 16 sale fell through due to ill health.
	3 sales of Council owned land in accordance with Council's Property Development Strategic Plan	1	One block, Golding Street Emu Park, sold this quarter. There is some interest in other blocks however no firm offers received at this stage. Council will continue to work with the interested parties.	0	Have followed up with interested parties but can not reach terms with any buyers.

## QUARTER 2 OPERATIONAL PLAN 2017-18



CORPORATE SERVICES KEY PERFORMANCE INDICATORS	2017-18 Operational KPI Targets	Q1 Result	Q1 Comments	Q2 Result	Q2 Comments
Governance	100% Policy Reviews are communicated to policy owner 3 months prior to review date	100%		60%	No communications sent in the month of December 2017 due to annual leave and Christmas break.
	100% of grant opportunities identified and distributed	100%		100%	
	100% of grant reconciliations reported monthly	0%	No process in place for reporting.	0%	Process reviewed for reporting and Project Managers to provide milestones met each month to Governance. Reconciliation reporting to commence in Q3.
	100% of Delegations – Annual review completed by March each year	N/A	Review to occur in Q3	100%	Review completed December 2017.
	100% of Delegated and Authorised Persons powers issued within 10 working days.	100%		100%	
	100% of investigations finalised within agreed timelines	0%		100%	
	100% of Right to Information requests responded in accordance with legislation.	100%		100%	
	100% of Risk Registered reviewed and signed off every 6 months	100%		100%	
HR & Training	100% of recruitment completed within 30 working days from the position closing date	100%		100%	
	90% of performance reviews completed (excludes outdoor employees) by 31 October 2017	98.9%		98.9%	
	100% of new employees complete Induction within first month of employment	67.5%		100%	
	100% of compliance training achieved	100%		99.7%	Employee has been booked in for refresher training and was unable to complete within required timeframes.
Workplace Health & Safety	100% of monthly WHS reports provided by 10th of the month following	100%	We are now working with Quarterly reports not monthly.	100%	
	100% of WHS issues raised are actioned within 5 days	100%		100%	
	100% of employees who sustain a work related injury are contacted within 24hrs of the WHS Unit becoming aware of the event	100%		100%	
	More than 70% compliance with the annual LGW Self Insurance Audit (30 November)	70.3%		N/A	
Customer Service	95% of rates searches processed in 4 business days	98%	Continue to track on time	98%	Continue to track on time
	Average Handling time 4 minutes or less	N/A	Average Handling Time Q1 = 4.10 mins	4.24mins	AHD 4.24 Mins
	85% of calls wrapped up to Call Centre	84.33%		85.00%	Continue to track on time
	5% decrease in front counter interactions	7% decrease	Based on previous quarter, due to rates and animals due	1.2% decrease	Q2 reflects YTD decrease as compared to the 16/17 Full year total
	5% increase in online enquiries via CSR Module	40% increase	Introduction of all property searches coming online	57%	671 online enquiries received in Q2. Total YTD = 1372. Online property searches available in Q2.
	5% increase in online payments	28% increase	Rates and animal renewals	-17%	1083 online payments received in Q2, YTD Total = 3266, On track to meet annual KPI target
	5% decrease in calls to After Hour Service	No	11 calls more in Q1 17 vs Q1 16	8%	Increase over shut down period
	75% of Customer Satisfaction Surveys achieve satisfactory or above	N/A	Survey to occur Q2	N/A	Survey delayed due to shut down - Q3
	80% overall Duty Officer satisfaction with After Hours Service	N/A	Survey to occur Q3/4	N/A	Survey to occur Q3/4
	5% increase in online booking of facilities	Yes	Enquiries via website portal	N/A	Online booking of facilities available in Q3 2018
Marketing & Communications	Develop and implement 4 new specialised marketing projects for Council departments.	4		4	Sign up of digital delivery (Rates) Waste - Reduce, Reuse, Recycle Events - Calendar 12 months LinkedIn established
	20% increase in Facebook likes achieved	9.70%	Annual target, 9.7% for Q1 reporting period	N/A	Annual target
	3 proactive media releases per week	3		3	As per target



	Conduct annual survey regarding media release process	N/A	Yet to occur - Q4	N/A	Q4
Events & Engagement	100% monitoring of compliance with event sponsorship criteria for events where Council provides sponsorship	100%		100%	Sponsorship process and approval was adhered to with no issues - new feedback survey post event was completed and in circulation by end of Q1
	90% of post event feedback survey responses received are satisfactory	100%		100%	new feedback survey was completed and being sent to all events approved by council, post events by the end of Q1
	Deliver 2 Connect with Council rounds	N/A	To occur in Q3/Q4	N/A	First Connect with Council dates are booked and confirmed for Q3 - Q4 visits still to be confirmed
	Deliver 6 x bi-monthly Business eBulletins	Yes		100%	business bulletins sent about every 6 weeks since Q1 and well received with great feedback from business. This activity will be managed by SGD in Q3 and Q4
	Deliver 1 annual Community Meeting Round and provide feedback to Councillors within 1 month	Yes	All Community Meetings occurred during Q1 and minutes currently with ELT for approval	Yes	Community meetings minutes all approved and placed on website for community viewing.
Finance & Accounting	Unqualified external audit opinion on 2017-18 General Purpose Financial Statements	Unqualified	Unqualified audit received 19.10.17	Unqualified	Unqualified audit received 19.10.17
	Zero significant deficiencies identified in 2017-18 external audit report	Zero Deficiencies	No significant deficiencies identified	Zero Deficiencies	No significant deficiencies identified
	100% of taxation requirements completed and lodged within Australian Taxation Office and Queensland Office of State Revenue within required timeframes	100%	All lodged on time	100%	All lodged on time
	Average annual interest return of at least 1% more than the Reserve Bank of Australia's cash rate (14/15 0.95%, 15/16 0.91%)	2.59%	The current Reserve Bank of Australia cash rate is 1.5% p.a. The average return on Council's investments with Queensland Treasury Corporation and other financial institutions during the September 2017 quarter was 2.59% p.a. This is 0.09% p.a. above the Reserve Bank of Australia's cash rate.	2.58%	The current Reserve Bank of Australia cash rate is 1.5% p.a. The average return on Council's investments with Queensland Treasury Corporation and other financial institutions during the December 2017 quarter was 2.58% p.a. This is 0.08% p.a. above the Reserve Bank of Australia's cash rate.
Rates & Revenue	1.5% reduction in the level of outstanding rates as a percentage of rates levied (14/15 8%, 15/16 5.59%)	14.81%	16/17 Oct 14.58%, 14.81% Oct 17/18 As % of BudgetRev October 7.13% 17/18, 6.81% 16/17, 15/16 7.24%.	5.82%	16/17 Dec 11.32% 17/18 Dec 5.82%  As % of BudgetRev December 2.97% 17/18, 5.61% 16/17, 5.62% 15/16.
	50% of invoices paid within 60 days (14/15 18%, 15/16 23%, 16/17 30%)	69%		87%	EOM Dec
Procurement	Improve purchasing compliance by 50%	80%		80%	
	60% of total purchasing spend occurs under a buying arrangement	50%		50%	
	Annual inventory turnover greater than 4 times	N/A		N/A	
	Inventory Stock Cover (Stock cover = Stock on Hand x 52/12 months turnover) equal to the 12 weeks (being the maximum quantity of stock carried)	N/A		N/A	
Property & Insurance	100% compliance with tenure arrangements	100%		100%	
	95% of public liability and general insurance claims lodged within timeframe Public Liability Risk Audit is completed by May 31 to enable savings on LGM annual premium	95% Complete		95% Complete	
Information Systems	98% Network and telecommunications uptime availability to the organisation	99.99%	No significant outages during the period.	99.99%	No significant outages during the period.
	100% of incidents where systems are unavailable to more than 10 users, for more than 4 hours investigated and reported	100%	No issues of this type during the period.	100%	No issues of this type during the period.
	100% Disaster Recovery testing undertaken with Business Units - Quarterly	30%	Disaster verification testing conducted but not involving Business Units. Waiting on new LDCC building.	50%	Disaster verification testing conducted but not involving Business Units. Waiting on new LDCC building.
	100% of Windows patches applied within 30 days of receipt	100%		100%	
	90% of corporate applications updated to the current acceptable version	100%		100%	



	An annual vulnerability assessment by external party	N/A	Annual assessment scheduled in Q3.	N/A	Annual assessment scheduled in Q3. Vendor have been engaged as to scope for this year's test.
	90% Level 1 (critical) problems and faults resolved within 1 working day	95.24%	3 Requests out of 63 took longer than 24hrs.	95.24%	3 Requests out of 63 took longer than 24hrs.
	90% Level 2 (high) problems and faults resolved within 3 working days	91.53%	15 requests out of 177 took longer than 72hrs.	91.53%	15 requests out of 177 took longer than 72hrs.
Records	100 % of records registered in ECM within 14 business hours of receipt	100%	Unless email is sent over weekend	100%	Unless email is sent over weekend
	All files requested from secondary storage (Grace) delivered to requestor within 5 days	100%	Typically next day delivery	100%	Typically next day delivery
	100% response to all requests for creation of files both electronic and physical within 14 business hours of receipt	100%		100%	
	100% records are appraised, sentenced and disposed of using Retention and Disposal Authorities( or Legislative Retention Schedules)	100%		100%	
	100% of ECM user entered precis reviewed for compliance to standards	20%	Need to established a set process for reviewal. Random review done.	20%	Need to established a set process for reviewal. Random review done.

## QUARTER 2 OPERATIONAL PLAN 2017-18



COMMUNITY & PLANNING PROJECTS	2017-18 Operational Project Targets	Target Timeframe	Q1 Result	Q1 Comments	Q2 Result	Q2 Comments
Disaster Management	Storm Tide and Tsunami Community Education	31-December-2017	Completed	Interactive mapping live, International Tsunami Day Emu Park held and Community Engagement Strategy in draft	Completed	
	Review of Local Disaster Management Plan	31-August-2017	Completed	Plan reviewed and endorsed	Completed	
	Establishment of Local Disaster Coordination Centre and Community Hub	30-January-2018	On Track	Due to open February 2018	Off Track	Due to be opened 14 March 2018
Community Centre	Seniors Week Event Funded	31-August-2017	Completed	Twenty-three (23) events. Well attended	Completed	
	NAIDOC Week Event Funded	31-July-2017	Completed	Record Numbers attended	Completed	
	International Women's Day	31-March-2018	Ongoing	Funding submission prepared	On Track	
	Livingstone Loop	30-June-2018	Ongoing	Monthly programme	On Track	Monthly programme
	Yeppoon Community Centre Open Day	31-October-2017	Completed	Community Patch Flyer production as a result of engagement conducted at the Open Day	Completed	
	Planning and Introduction of ICARE Program (community donation drive)	30-June-2018	Ongoing		Completed	Icare implemented with over \$8,000 in donations and \$2,000 worth of vouchers provided.
	Capricorn Coast Interagency Network	30-June-2018	Ongoing	Regular meetings conducted. Average thirty (30) to forty (40) agency representatives	On Track	Last meeting conducted in December
Youth Services	Youth Needs Analysis review	30-December-2017	95 per cent	Interim report complete. Final Report due by December 2017	Off Track	Final report expected February 2018
	School holiday programme	30-April-2018	Ongoing	Regular events and activities conducted	On Track	
	Youth Leaders in Livingstone	31-May-2018	Ongoing	Currently reviewing an engagement methodology	On Track	Promotion of new programme commenced
	Youth Advisory Group	31-May-2018	Ongoing	Currently reviewing an engagement methodology	On Track	Currently reviewing an engagement methodology
	Youth Week	31-May-2018	Ongoing		On Track	
Community Development	Beach Day Out	30-September-2017	Completed	4,600 recognised as the largest disability access week event in Queensland	Completed	
	Disability Action Week Funded	30-September-2017	Completed	Refer to Beach Day Out	Completed	
	NAIDOC Week Event	31-July-2017	Completed	Record Numbers attended	Completed	
	Queensland Women's Week Funded	30-March-2018	Ongoing	Funding submission prepared	On Track	Funding submission - event planned for March 2018.
	Common Unity Plan	30-June-2018	Ongoing	In draft	On Track	
	Families' Needs Analysis	30-March-2018	Ongoing	To commence in February 2018	On Track	
	Review - Seniors Needs Analysis	30-June-2018	50 per cent complete	Data comparison completed. Community engagement to commence February	On Track	
Libraries	LEGO Robotics programme partnership with two local schools	31-July-2017	Completed	Engagement with two local primary schools of which one had never been involved.	Completed	
	Tech Savvy Seniors computer training programme	30-June-2018	Ongoing	Six (6) workshops completed multiple workshops planned	On Track	Nine (9) workshops completed
Sport & Recreation	Active Recreation and Infrastructure Plan	30-April-2018	N/A	Consultant engaged to undertake planning, on track for completion as planned in June 2018	On Track	Baseline facility audit and GIS mapping review completed, community engagement / consultation to commence 5 February 2018
	Live Well Get Active	31-December-2017	N/A	Twenty (20) week programme to commence from January 2018	Off Track	Twenty (20) week programme to commence from January 2018. Revised completion date of June 2018.
	Hartley Street Stage two, three and four planning, design and construction	30-April-2018	On track	Construction on track for completion as planned in April 2018	On Track	April 2018 completion still anticipated
	Barmah tree planting	30-June-2018	N/A	Tree species to be determined and planted early in 2018	On Track	Planting scheduled for third quarter
Compliance	Pet Animal Day in the Park	31-May-2018	Ongoing	Microchipping day completed for 2017.	On Track	
	Local Law Review	31-December-2017	Ongoing		Off Track	

Construction Services	Develop and implement a marketing and engagement strategy for Council's building certification service to assist in increasing Council's market share of the building certification work within Livingstone Shire	30-September-2017	In progress	First draft finalised	Off Track	Communication sub-plan developed in consultation with Marketing and Engagement and is currently being implemented. Revised completion date of 30 March 2018.
Growth Management	Finalise and commence Livingstone Planning Scheme	30 September 2017 Revised date of 30 March 2018	In progress	Final draft currently with the Department of Infrastructure, Local Government and Planning for ministerial approval (delayed with caretaker mode)	Off Track	Final draft is still with the Department of Infrastructure, Local Government and Planning for ministerial approval. Anticipated target date timeframe now 30th March 2018
	Amendment No1 to the Livingstone Planning Scheme	31-May-2018	N/A		Off Track	No action yet taken in relation to scheme amendment as new scheme has not yet commenced - relevant officers are currently assisting with the completion of the Local government Infrastructure Plan
	Undertake coastal and inland storm surge mapping for Yeppoon, Lammermoor, Roslyn, Mulambin and Zilzie to refine habitable floor levels for developments.	30-November-2017	In progress	Majority of works have been undertaken by Aurecon with final GIS mapping currently being undertaken	Completed	Project completed
Natural Resource Management	New Nursery Opening	31-July-2017	Completed		Completed	
	Pest animal management plan	31-December-2017	N/A	Changes to BioSecurity Act	Off Track	Changes being considered in response to amendments to the Biosecurity Act
	Vector management plan	31-December-2017	Ongoing	Current review of all plans and requirements	Completed	
Community Sustainability	QCoast2100 Project Phases 1 and 2	31-December-2017	On track	Responding to issues raised through final state government review	Completed	
	Organisational Carbon Audit	30-June-2018	On Track	Draft report in development	On Track	Awaiting Draft Report from consultant
	Reef Guardian Council Action Plan 2017/18	30-June-2018	Completed		Completed	



## QUARTER 2 OPERATIONAL PLAN 2017-18



INFRASTRUCTURE PROJECTS	2017-18 Operational Project Targets	Target Timeframe	Q1 Result	Q1 Comments	Q2 Result	Q2 Comments
Assets & GIS	Portal online viewer to replace DEKHO functionality	31-October-2017	On track		Off Track	Implementation of Portal expected during March 2018
	Arc Online to support the 24/7 online information access project, Disaster Management, Planning 2016 online interactive Web Maps	31-October-2017	In progress		Off Track	Expected to be completed 31 March 2018
	Enhance the use of ARC GIS (Fulcrum/Collector/Survey 123) into the business processes for condition assessment and process monitoring.	30-June-2018	On track		On Track	Use of these products continue to grow throughout the organisation and Assets staff continue to work with units to develop to meet units requirements
	Explore Automation of Dial Before You Dig (DBYD) utility management including costing comparison	31-December-2017	In progress		Off Track	Information received from providers and assessment underway on provider vs internal costs. Completion 31 March 2018
	Development of specification/project plan for Asset Management System replacement	31-December-2017	In progress		Off Track	Scope received from RRC to assist with process. Still to be reviewed in detail. Timeframe 30 June 2018
	Development of an Asset Management Strategy	31-December-2017	On track		Off Track	Making progress. Timeframe 30 April 2018
Facilities	Electronic Condition Assessments - Development of System	30-June-2018	On Track		On Track	
	Develop Staff Succession Plan	31-December-2017	In progress	Currently developing training for staff and work procedures to ensure succession planning is effective	Off Track	Currently have coverage for RDO's and Leave, just work instructions to be finalised. Timeframe 30 April 2018
	Review Service Contracts, Implement Efficiencies & Cost Savings	31-December-2017	In progress		Off Track	This will be ongoing as contracts fall due
	Implement Asbestos Monitoring System	30-June-2018	In progress		On Track	Investigated systems and very expensive. Will have new Coordinator review further
	Review of Work Order Processes to streamline works planning	30-June-2018	In progress		On Track	Working more efficiently
	Development of strategic programs that enhance council assets and facilities through the delivery of a 0 - 5 year plan for maintenance and capital	31-March-2018	In progress		On Track	New Coordinator to progress
Open Spaces	Mapping and categorisation of maintained Open Space areas	31-August-2017	On track		Completed	New areas to be added as they become Council's responsibility
	Implementation of ARC GIS (Survey 123) data acquisition software to monitor maintenance practices and works completion	31-August-2017	On track		Off Track	Project delayed due to Arc Portal having not been fully implemented. Survey 123 to go live after training is undertaken in late Feb 2018. Revised target date 31 March 2018
Fleet Services	Implement recommendations from the Fleet Business Service Level Review	30-June-2018	On track		On Track	
Development Engineering & Land Acquisitions	Comprehensive review of processes and templates to accommodate the requirements of the new Planning Act.	27-October-2017	In progress	Project commenced. Delays due to staff availability	Off Track	Project commenced. Delay is due to staff shortage and increase in DA activity. New target completion date 30 June 2018.
Infrastructure Planning & Design	Provide input and expertise to the Q2100 Coastal Hazard Project and the Storm Tide Mapping Project.	31-December-2017	On track	Input provided as required	Completed	Completed end of December 2017.
	Purchase and implement new technology survey equipment that will improve efficiency and accuracy by allowing single person RTK survey in heavily vegetated	30-September-2017	Completed		Completed	
	Present to Council for adoption the "Adopted Infrastructure Charges Resolution (No. 3) 2017"	31-July-2017	On track		Completed	
	Present to Council for adoption the Local Government Infrastructure Plan (No. 1) 2017	31-December-2017	On track		Off Track	Draft LGIP with DSDMIP for approval. Target timeframe extended to 31 July 2018 to allow for public notification period and review of submissions, following approval from DSDMIP.
Infrastructure Projects	Yeppoon STP Augmentation	30-September-2018	Off Track	Delays due to extended tender evaluation process. Revised completion date of December 2018	Off Track	Delayed due to extended evaluation of complex tenders. Revised completion date February 2019
	Capricorn Coast Memorial Gardens	30-June-2019	Off Track	Delayed due to resourcing. Revised completion date of December 2018	On track	Revised completion date of February 2019
	New Depot Masterplanning	30-September-2017	On Track		Off Track	Deadline extended to March 2018 due to additional work requested from Consultant
	Sewer Main Relining	30-November-2017	On Track		Off Track	Deadline extended to Mar 2019 due to additional work requested from Contractor

	Emu Park Reservoir Roof Replacement	31-October-2017	Off track	Roof design delayed. Revised completion date of April 2018	Off Track	Deadline extended to April 2018 due to Contractor delays
	Williamson Ck Footbridge	31-August-2017	Off track	Project deferred - additional funding being sought	Off Track	Project re-included in works program - initially deferred until 18/19 capital works program - May 2018 completion date
	Taranganba Rd Floodway Culverts	30-June-2018	N/A	Project may be deferred.	Off Track	Project deferred indefinitely
	2017/18 Urban Reseal Program	30-June-2018	On Track		Off Track	Project deferred until 18/19 capital works program
	Gus Moore St Retaining Wall Stabilisation	30-June-2018	On Track		On track	
	Panorama Drive	30-September-2017	Completed		Completed	As-con Drawings and Close-out Report to be finalised
	Scenic Highway Statue Bay	31-January-2018	Off track	Delays due to wall foundation redesign necessitated by poor subsurface geology. Expected completion by March/April 2018	Off Track	Sub-standard performance by contractor - completion date extended to 30 June 2018
	Emu Park Foreshore Project	30-September-2018	On Track		Off Track	Project delayed awaiting advice on success of additional funding application - February 2019 completion date
Waste Collection & Disposal	Develop and Implement plan for community education/awareness in waste reduction and recycling following 16/17 Waste Audit	30-June-2018	N/A	Not commenced	On track	Some preliminary work with Marketing and Engagement
	Review Yeppoon Landfill fill plan and closure plan and costs	31-December-2017	On track		Off Track	Consultant engaged but delays with getting report. New target June 2018
	Undertake survey of customers to gauge stakeholder satisfaction and identify community expectations	31-December-2017	N/A	Not commenced	Off Track	Not commenced. Currently preparing. New Target date June 2018
Water & Sewerage Operations	Finalise Implementation of Trade Waste Environmental Management Plan	30-April-2018	On track		On track	
	Implement electronic work order system to field staff utilising existing systems	30-June-2018	On track		On track	Some preliminary work done
Urban & Rural Operations	Adoption of Version 1 of Project Management methodology and templates	As required	On Track		On track	V1 being used on all projects which commenced prior to release of V2.2. All PMP commenced after 22 Jan 2018 will use V2.2
	Develop procedure and software to prioritise defects found during routine road and drainage inspections	31-December-2017	On track		Off Track	Technical officer workload of an order such that this project did not get full attention by target date. Project now 70% complete and revised target date is now 31 March 2018
	Develop procedure to measure initial response times to Customer Requests	30-June-2018	In progress	In conjunction with Customer Service	On Track	In conjunction with Customer Service



## QUARTER 2 OPERATIONAL PLAN 2017-18



STRATEGIC GROWTH & DEVELOPMENT PROJECTS	2017-18 Operational Project Targets	Target Timeframe	Q1 Result	Q1 Comments	Q2 Result	Q2 Comments
Economic & Property Development	Capricorn Coast Region Economic Development Plan Year 1 Actions	30-June-2018	On Track	The Economic Development Plan is in its final draft and in graphic design phase prior to going out for public consultation in Quarter 2.	On track	Public consultation completed. Submissions received and suggested changes will be presented to Council January 2018 and then the graphic design can be completed ready for adoption by Council.
	Develop the Capricorn Coast Smart Region Strategy	30-June-2018	On Track	Applied for the Building Better Regions - Community Stream funding to assist in developing the Capricorn Coast Smart Region Strategy, awaiting outcome.	On track	\$20,000 received in funding from Building Better Regions. Three internal, community and business digital literacy surveys were distributed at the end of 2017. The Senior Digital, Innovation and Economic Strategist is developing the framework of the Strategy and early in 2018 will seek professional services to assist in developing the Strategy.
	Deploy technology throughout the Yeppoon Town Centre and Foreshore – WIFI, smart lighting or similar app's to engage with locals and visitors	30-June-2018	On Track	Council sought funding of \$200,000 for the Yeppoon Town Centre Smart Precinct Project from the Smart Cities and Suburbs Program, with a co-funding contribution of \$200,000. The outcome is expected to be known in Quarter 2.	On track	Funding was received for two "smart" projects in the Yeppoon Town Centre due to an additional funding stream being identified. <b>Project 1:</b> Yeppoon Town Centre Smart Precinct (\$400,000 project total) Received \$200,000 from Australian Government's Smart Cities and Suburbs Funding for smart lighting, public Wi-Fi, data capture and analytics, local vendor advertising and bin sensors. <b>Project 2:</b> Yeppoon Town Centre Smart Lighting Project (\$495,000 project total). Received \$289,000 funding from the State Government's Local Government Grants and Subsidies funding for smart lighting, parking, public Wi-Fi.
	Establish Friendship City Partnership with Yangzhong, Zhenjiang Prefecture in China	31-December-2017	Completed	In early September a delegation consisting of the Mayor, Deputy Mayor and Director Strategic Growth and Development travelled to China to sign a Friendship City Agreement with the City of Yangzhong and also signed a Yeppoon and Xinba Friendship Town Agreement.	Completed	Even though the target of signing the agreements has been achieved, as part of the newly adopted Sister City Policy, currently establishing the Sister City Advisory Group (which will be a sub-committee of the Economic Development Advisory Committee). Ongoing liaison is occurring with both Yangzhong and Xinba to invite delegations to visit the Capricorn Coast region in 2018 and investment enquiries are being dealt with appropriately.

	Capricorn Coast Homemaker Centre Stage 1 Infrastructure	30-November-2017	On Track	Final planning and contract negotiations are progressing well with tenders for the bulk earthworks to be released in Quarter 2. Contract of Sale expected to be signed in Quarter 2.	On Track	The Works 4 Queensland funding for the Homemaker Centre is \$3,112,300 and the funded component was completed by the deadline of 30 November. During contract negotiations with the purchaser of the land additional work were requested to facilitate their proposed development of large scale retail.  Therefore, Council will be undertaking a Stage 1A to provide additional electrical capacity, retaining walls, signalised intersection, fencing and removal of the site from the Environmental Management Register, which will be fully funded by Council. The project is proceeding well with balance of bulk earthworks to be completed by early February and the civil works for the roads and services are expected to be complete by the end of April 2018.
	Yeppoon Town Centre and Foreshore Revitalisation Project - Lagoon Precinct	31-December-2017	Other	Construction is well underway after some delays were experienced. The completion date has been revised to end of April 2018.	On Track	Date for project completion is April 2018 and construction is in progress. Appleton Play Equipment is scheduled for May 2018, due to the delivery timeframes, which is the final area for development.
	Balance of Foreshore and Town Centre Revitalisation	31-March-2018	On Track	The detailed designs for the balance of the project have been approved by Council and the Project Steering Committee. This will be delivered in stages and completed by early April 2018.	On Track	Construction is in progress for an April 2018 completion. Foreshore (the beachside parkland) Play Equipment is scheduled for May 2018 now due to delivery timeframes, which is the final area for development of the Project.
	Local Disaster Coordination Centre and Community Resilience Hub	31-December-2017	Other	Construction is progressing well after some delays have been experienced. The revised completion date is end of January 2018.	On Track	Date for project completion has been revised to end of February 2018 due to an issue obtaining some of the finishing materials. Opening event scheduled for mid-March 2018.
	Yeppoon Placemaking Strategy Year 1 Initiatives	30-June-2018	On Track	The Yeppoon Place Making Strategy was developed and endorsed by Council to go out for Community Consultation which is expected to be completed in Quarter 2. Place making initiatives delivered include Barry Street Art Wall and murals throughout the Yeppoon Town Centre Car Park.	On Track	Community consultation completed and endorsed by Council on 12 December 2017. The Placemaking Advisory Group (internal) has been formed and the Strategy is being implemented in accordance with priorities recommended by the Placemaking Advisory Group. Recruitment for community members to nominate for the Placemaking Reference Group (external) has occurred which drew limited interest. Currently working with external parties to seek out some suitably skilled participants.
	Adoption of The Gateway Strategic Plan	30-September-2017	Other	Development of the Plan is delayed and expected to be completed in Quarter 3 post the development of the Property Development Strategic Plan.	On Track	The Gateway Strategic Plan is on progressing to be completed in the Q3. This will include a Marketing Plan and website and also look at the uses of each blocks/stages moving forward.
	Adoption of Property Development Strategic Plan	31-December-2017	On Track	The draft Plan has been developed and the final draft is expected to be adopted by Council by mid-December 2017.	On Track	The draft Plan was presented to a workshop in December 2017, which requires further work and consultation internally to prepare for land sales strategy. Expected to be completed by March 2018.



## QUARTER 2 OPERATIONAL PLAN 2017-18



CORPORATE SERVICES PROJECTS	2017-18 Operational Project Targets	Target Timeframe	Q1 Result	Q1 Comments	Q2 Result	Q2 Comments
Governance	Implement Delegation System	31-December-2017	In Progress	Report being presented to Council to have Powers Delegated to the CEO.	Off Track	Powers delegated to CEO in December 2017. Powers to be sub-delegated to positions after Health Check has been finalised. Target timeframe has now changed to June 2018.
	Business Continuity Plan Test	31-December-2017	In Progress	Target timeframe has now changed to 30 June 2018.	On Track	
HR & Training	Online Recruitment	31-December-2017	Off track	Awaiting Aurion upgrade and impacts of Health Check on HR Team	Off Track	Awaiting Aurion upgrade and impacts of Health Check on HR Team
Workplace Health & Safety	Health Monitoring Program	30-June-2018	On track		On Track	
	Immunisation Program Implemented	31-December-2017	On track		Off Track	Target Timeframe has been moved to Q3/Q4 due to Healthcheck
	Review to ensure compliance with Council and Regulatory requirements	31-December-2017	On track		Off Track	Target Timeframe has been moved to Q3/Q4 due to Healthcheck
Customer Service	Further rollout of Online Services including Property Searches	30-June-2018	N/A		On Track	Focus is on Bookings Module - due to go live Feb 18
	Auto Registration for Online Services	31-March-2018	N/A		On Track	Needs more investigation by INFOR
Marketing & Communications	Staff Induction Video	31-May-2018	N/A	Inconjunction with HR - Q4 or Q3 Project	Off Track	Will recommence when HR and M&C regroup after structure changes
	Review, update and monitor LSC style guide to ensure consistency across the organisation	31-December-2017	N/A	To occur in Q2	Off Track	New Coordinator is currently reviewing and new completion date is June 18
	Conduct full Audit of LSC Corporate Website to ensure consistency and work with internal groups to ensure Online Service Portal is expanded as required.	31-March-2018	N/A		On Track	New Coordinator is currently reviewing and new completion date is March 18
Events & Engagement	Full automation of the temporary events booking and approval process	30-September-2017	Off Track	Final Golve pending assistance from IT with Bookings Module	Off Track	Tracking on schedule to go live Feb 18
	Internal awareness training in Engagement Framework	30-November-2017	N/A		Completed	Completed in November 2018
	Undertake feasibility study of the automation of the citizenship process	31-December-2017	N/A		Off Track	Still working on this option. Revised completion date of Q3.
Finance & Accounting	Chart of Accounts Simplification	31-March-2018	On Track		On Track	Council staff in collaboration with external consultants have finalised the design of the re-configured chart of accounts in October 2017. A budget is now needed for implementation of this design. The 2017-18 Q2 Budget Review incorporates an operational budget for implementation of this design.
	Organisational Overhead & Oncost Review	31-December-2017	On Track		Off Track	Staff Council are currently working with external consultants to finalise the design of the organisational overheads model. It is envisaged that this body of work will be completed in the March 2018 Quarter.
	Strategic Financial Plan	30-June-2018	N/A		On Track	
Rates & Revenue	Fees and Charges Software Implementation	30-March-2018	In progress		On Track	Data implementation file completed. Review of Fees and Charges being undertaken (Fees 17/18 and GST coding legislation etc).
	Long Term Financial Rating Strategy	31-December-2017	In progress		Completed	IBIS Implemented Modelling progressing
	Debt Recovery Strategy Implementation	28-February-2018	In progress		On Track	Debt Recovery Policy Drafted ready for presentation to Council
Procurement	Procurement Transformation Program - Stage 1	30-June-2018	In progress		On Track	
	Develop and deliver procurement training for staff	30-April-2018	On track		Completed	
Property & Insurance	Deliver Insurance Education Program to whole of Council	30-April-2018	In progress		On Track	
	Trustee Lease Caravan Parks	01-November-2017	Complete		Complete	
Information Systems	iFerret implementation	31-July-2017	Complete		Complete	
	ePlan implementation	31-August-2017	In progress	Setup is complete- Business unit updating planning scheme with revision from minister	Off Track	Setup is complete- Business unit updating planning scheme with revisions from minister. Revised completion date of March 2018.



	Service Desk AD Automation	31-October-2017	In Progress	Waiting on Aurion Upgrade	Off Track	Waiting on Aurion Upgrade. Revised completion date of April 2018.
	ArcPortal (Dehko Replacement)	30-November-2017	In Progress	Target date has been moved to Jan 2018	Off Track	End user training currently done by GIS team. Revised completion date of February 2018.
	Switch Upgrade	31-December-2017	In Progress		Off Track	New switching to be deployed with LDCC building. Revised completion date of April 2018.
	Windows 10 Rollout	31-December-2017	In Progress		Off Track	20% complete on hold due to staff shortages. Revised completion date of May 2018.
	ISDN SIP Connect Replacement	31-January-2018	N/A	Telstra has advised that our current ISDN copper services will remain in service until 2020. Project has been re-prioritised for reconsideration in FY2018/19.	Off Track	Telstra has advised that our current ISDN copper services will remain in service until 2020. Project has been re-prioritised for reconsideration in FY2018/19.
	Conduct a review of Infrastructure/Core Applications	30-June-2018	N/A		On Track	
	Hardware replacement rollout undertaken in accordance with approved timeframes	30-June-2018	N/A		On Track	Audit begun of computers requiring refresh. Dell to provide quotes.
Records	Completion of Building and Plumbing Digitisation	31-December-2017	In Progress		Off Track	Cannot be completed until remaining 200 or so boxes are scanned in Brisbane. Records are still working on naming and registering boxes we have received. Revised completion date of 30 April 2018.
	Grace Rockhampton Retention and Disposal Schedule - destruction	30-April-2018	In Progress		On Track	Draft Digitisation policy is currently being reviewed.
	Conduct a review of ECM System	30-April-2018	N/A		On Track	

	Infrastructure Services	Community & Planning Services	Corporate Services	Strategic Growth & Development	TOTAL
Complete	5	15	13	1	34
On Track	36	68	50	7	161
Not Applicable	2	7	10	1	20
Require Monitoring	3	1	1		5
Off Track	80	36	23	7	146
<b>TOTAL</b>	<b>76</b>	<b>107</b>	<b>97</b>	<b>16</b>	<b>296</b>

**12.5 UPDATED 2017-18 ANNUAL INTERNAL AUDIT PLAN**

**File No:** CM4.2.2  
**Attachments:** 1. 2017-18 Annual Audit Plan Detail - Revised Plan [↓](#)  
**Responsible Officer:** Andrea Ellis - Acting Director Corporate Services  
**Author:** Scott Williams - Internal Auditor

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**SUMMARY**

*After the Annual Internal Audit Plan for 2017-18 was approved, there have been a number of impacts on the plan and the available capacity. This has prompted a review of the topics included. This report presents an updated plan for 2017-18 that can be delivered in the remainder of the year.*

**OFFICER'S RECOMMENDATION**

THAT Council approve the updated 2017-18 Internal Audit Plan.

**BACKGROUND**

The Annual Internal Audit Plan for 2017-18 was initially developed in March 2017. The proposed topics were thoroughly discussed in the April Audit Committee meeting with no changes proposed. Further details of the reviews for 2017-18 were then presented in the July meeting, the plan was then endorsed by the committee, and subsequently approved by Council on 1 August 2017.

**COMMENTARY**

The Audit Committee have been kept informed of changes that have occurred that impacted the original plan. A decision on changes was deferred on the basis that further impacts on the plan could occur and the plan had been sequenced to commence higher priority reviews first. At this point in the year it is considered timely to now seek approval of an amended plan.

The following table summarises what has impacted the plan.

Review	Change	Reason
Business Continuity Plan	Added 12 days	This review is following organisation progress on BCP. Work can't be completed until later in 2017-18.
Internal Control Framework – Stage 1	Added 12 days	Training and rollout of the new approach carried over into new year.
Expense Claims Process	Added 10 days	Emerging risk area added to the plan following discussion with the CEO.
Internal Control Framework – Stage 2	Expect to add 5 days	Following success with assurance statements at manager level, planning to rollout to all budget holders in June.
Total	39 days	

To accommodate these impacts the following changes are proposed:

Review	Change	Reason
Planning Scheme	Defer review – reduce 15 days	Approval of the new planning scheme has been delayed at State level. Limited value in reviewing procedures before changes.
Property Disposal Compliance	Defer review – reduce 15 days	There has been reduced activity on sales in this financial year. Strategic Growth and Development are under pressure with other projects.
Software License Compliance	Reduce scope – reduce 7 days	Agreed with A/Manager IS that we can review process and records and suggest improvements without a formal ToR and reporting. Can review deeper next year if findings suggest this is needed.
ARaBIC Support	Reduce budget 2 days	This item is tracking below budget and can be reduced to balance the overall plan.
Total	39 days	

An updated Detailed Audit Plan for 2017-18 reflecting these changes is attached.

Planning for 2018-19 and following years will commence in March 2018. The deferred reviews will be considered for inclusion, alongside other potential reviews, in that process.

### PREVIOUS DECISIONS

The original Annual Internal Audit Plan for 2017-18 was approved on 1 August 2017.

### BUDGET IMPLICATIONS

Consideration was given to addressing the shortfall through contracted resources. No budget is currently available to Internal Audit for consultancies in 2017-18. The impact of the proposed changes on overall assurance is manageable and not sufficient to warrant a transfer of budget from another area.

### LEGISLATIVE CONTEXT

This update to the plan has continued to consider Council's operational risks as required by section 207 of the *Local Government Regulations 2012*.

### LEGAL IMPLICATIONS

No legal implications are anticipated from the changes.

### STAFFING IMPLICATIONS

The plan changes are structured to not require additional staffing.

### RISK ASSESSMENT

There is some increase in the risk regarding effective internal audit associated with deferring a review and reducing the effort on another. However, this increase will not change the current risk rating and is not sufficient to warrant a change in approach.

### CORPORATE/OPERATIONAL PLAN

**Corporate Plan Reference:** Strategy GO4: Provide transparent and accountable decision making reflecting positive leadership to the community.

### CONCLUSION

The proposed changes to the Annual Internal Audit Plan ensure that additional priority areas can be covered with a manageable impact on overall assurance provided by Internal Audit.

## **12.5 - UPDATED 2017-18 ANNUAL INTERNAL AUDIT PLAN**

### **2017-18 Annual Audit Plan Detail - Revised Plan**

**Meeting Date: 20 February 2018**

**Attachment No: 1**

## Description of Activities and Reviews on the Draft 2017-18 Audit Plan

Review / Activity	Description	Budget Days
<b>Selected Reviews</b>		
<b>Quarter 1</b>		
Business Continuity Planning	Continue review commenced in June to provide ongoing feedback on the project to develop Council's Business Continuity Plan.	12
Internal Control Framework	Complete the rollout of the updated risk management framework and assurance statements. Provide support to initial rounds of completion.	12
Road Maintenance Scheduling	Examine processes for planning and managing the portfolio of road maintenance activities. The review would consider risks around resource utilisation, management of dependencies, risks of disruptions e.g. weather and estimation and tracking. The review will not be a review of engineering decisions; this is a process review assessing against project/portfolio management techniques coupled with consideration of risks and controls.	15
Portable and Attractive Items	The previous procurement review identified some potential risks regarding controls over portable and attractive assets. This review is to assess the risks and controls to mitigate risk of loss of portable and attractive items such as IT equipment and tools. The review will be scoped to include different asset custodians, assessing how the risk relates to them and what their existing and potential controls are.	10
<b>Quarter 2</b>		
Expense Claims Process	Review the adequacy and effectiveness of controls within the processes for Councillor Expense Claims, including considering the compliance of the process and policy with legislation.	10
Community Grants Program	Ensure appropriate controls within the processes, including an assessment process that is consistent with agreed objectives and an acquittal process that helps ensure value is realised. The scope includes the Livingstone Shire Council / Keppel Bay Sailing Club Community Grants Scheme and the Regional Arts Development Fund.	10
<b>Quarter 3</b>		
ICT Security Management	Review the strategies and procedures for ensuring security of ICT systems. I.e. design methodologies, testing strategies, change controls, system risk assessment, monitoring of emerging threats, event logging and monitoring, patching of systems, supervision of vendors. Review would be guided by ISO 27001 and the Australian Signals Directorate Essential Eight.	15
Social Media Management	The review would focus on process risks and controls in the official use of social media by Council teams to ensure quality and appropriateness of content. Review would consider areas including access controls, process for development and release of content, monitoring of activity and response to negative or abusive public comments.	10

Review / Activity	Description	Budget Days
<b>Quarter 4</b>		
External Grant Acquittal	Examine processes by which Council acquits for grant funding received. Including how relevant expenditure is identified and captured, how decisions on expenditure are made within restrictive grant approvals, how reports are prepared and internal QA or review of expenditure and reporting. Will also consider early stage elements around grant application, review of agreements and caveats, and assessment of capability to deliver as per agreement.	20
Internal Control Framework Stage 2	Rollout of the updated risk management framework and assurance statements to lower levels of management (to all budget holders).	5
Software Licensing Compliance	Basic confirmation of procedures, systems and records in place to help ensure ongoing compliance with license obligations for software.	3
<b>Recurring Reviews and Activities</b>		
ARaBIC	Time preparing reports and attending ARaBIC and other associated administrative activities.	18
Annual Planning	Time to develop the Annual and Strategic (3 year) Audit Plans including consultation with EMT and other managers, research on potential auditable areas, updates to the plan and preparation of documentation.	8
Advice and Assistance (AA) to Management	Time allowance to provide general advice and assistance on matters where a formal review isn't required.	4
AA - Business Improvement	Time to provide input to business improvement activities, particularly regarding appropriate controls within processes.	4
AA - Policy and Procedure Review	Time to provide feedback during the update of formal policies and procedures.	4
AA - Risk Management	Time to provide assistance to the risk management function including discussion of methodology, QA of registers and reports, input on risk mitigation and input regarding confidence in or adequacy of mitigation / controls.	4
AA - Projects	A time provision to allow for advice and assistance to key projects particularly regarding adequacy of their project management controls and risk management. This time may also be used to provide input to projects on process risks and internal controls.	7
Data Analytics	Uses data extracted from systems and targeted reports and queries to assess whether controls are operating as expected and to potentially identify transactions to be investigated.	10
Follow Up	Follow up of agreed actions from internal and external audit reports to confirm that the underlying risk is being appropriately mitigated and to provide a status to the Audit Committee.	7
Leave	Includes Annual and Sick Leave, plus Public Holidays.	45
Administration	Allowance of 1 day per month for meetings with CEO, involvement in team activities, budget, procurement and other miscellaneous activities.	12
Training	Structured internal and external training.	10
Internal Audit Methodology	Time for developing, and reviewing, the internal audit methodology including the procedures manual and supporting tools and templates.	5

**12.6 MONTHLY FINANCIAL REPORT FOR PERIOD ENDING 31 JANUARY 2018****File No:** FM12.14.1**Attachments:** 1. Monthly Financial Report January 2018 [↓](#)**Responsible Officer:** Andrea Ellis - Acting Director Corporate Services**Author:** Matthew McGoldrick - Interim Chief Financial Officer**SUMMARY**

*Presentation of the Livingstone Shire Council Monthly Financial Report for the period ended 31 January 2018 by the Chief Financial Officer.*

**OFFICER'S RECOMMENDATION**

THAT the Livingstone Shire Council Monthly Financial Report for the period ended 31 January 2018 be received.

**COMMENTARY**

The Financial Report compares actual performance to date with Council's Adopted Budget for 2017/18 and identifies, for Councillor's information, significant variances or areas of concern. It also provides information about additional areas of financial interest to Council and reinforces sound financial management practices throughout the organisation. This information is provided through the attached Monthly Financial Report.

**Financial Performance**

The operating performance for the month to 31 January 2018 shows an operating surplus of \$27.99m at the end of January (Refer to Table A in attachment 1). The Financial Performance Summary below compares year to date surplus to the year to date budgeted Surplus of \$23.49m.

<b>Financial Performance Summary to 31 January 2018</b>					
	<b>YTD Budget (\$m)</b>	<b>YTD Actual (\$m)</b>	<b>Variance (\$m)</b>	<b>Variance YTD %</b>	<b>Status</b>
Operating Revenue	\$74.871	\$75.766	\$0.895	(1%)	✓
Operating Expense	(\$52.278)	(\$46.879)	\$5.4	(10%)	✓
<i>Operating Surplus</i>	<i>\$23.488</i>	<i>\$27.993</i>	<i>\$4.505</i>	<i>19%</i>	<i>✓</i>
Capital Income	\$26.11	\$25.359	(\$0.752)	(3%)	✓
Capital Expenditure	\$55.482	\$44.192	(\$11.291)	(20%)	✓

Note: Actual results exclude purchase order commitments.

Status Legend:

- Above budgeted revenue or under budgeted expenditure ✓
- Below budgeted revenue or over budgeted expenditure <10% ■
- Below budgeted revenue or over budgeted expenditure >10% ✗

**Operating Revenue**

The year to date operating revenue has a variance of \$895k above budget. All revenue line items are exceeding budget or in line with budget except for sales revenue is the only revenue item which is well below budget. Table A:1 in the Monthly Financial Report (Attachment 1) shows operating revenue by major category of actuals to budget variances by line item.

### **Operating Expenses**

The year to date operating expenditure as at 31 January 2018 is below budget by \$5.4m, which excludes \$6.814m in committals. Table A:1 in the Monthly Financial Report (Attachment 1) reports operating expenditure by major category of actuals to budget variances by line item. All expenditure YTD is below or compares favourably to Budget

### **Capital Income**

Total capital income is below budget by \$752k, which compares well with the YTD Budget and shows that the claims process and receipt of grants and subsidies is on target.

### **Capital Expenditure**

Capital expenditure incurred as at 31 January 2018 is summarized in Table D.1 and D.2 in Attachment 1. The current adopted budget is \$97.43m with total capital expenditure spend for the current financial year at \$45.63m with a further \$24.51m in committals.

Table D.3 highlights the significant capital works projects with an adopted budget greater than \$1m and includes this year's budget and spend to date, and project life-to-date costs and budget.

### **Statement of Financial Position as at 31 January 2018**

A detailed balance sheet is provided in Table B.1 in Attachment 1 as at 31 January 2018.

The balance sheet shows a low level of liabilities consisting predominantly of trade and other payables, and indicates that Council is currently in a sound financial position.

Council's total loan balances are currently \$77.7m with the first and second quarter loan repayments having been made. Interest on long term borrowings range from 3.123% to 5.554%, with the average being 4.54%.

### **Cash Flow**

The statement of cash flows provided in Table C in Attachment 1 shows Council's expected cash flows for the financial year and the actual cash flow to the end of January 2018. The cash position remains in line with expectations with cash totaling \$31m at the end of January 2018.

The interim cash flow statement shows a strong surplus from operating activities, primarily from \$44.116m in rating revenue received. The surplus from operating activities is being utilised to fund Council's investment activities, predominantly for investment into Council's assets.

Available cash is either invested with the Queensland Treasury Corporation (QTC) Capital Guaranteed Cash Fund or held in fixed term deposits with financial institutions. The annual effective interest rate for the QTC at call deposits, at the end of January was 2.45%. Interest rates for the three (3) term deposits, range between 2.65% and 2.69% and reflect the fixed interest rate for the term of the investment.

Interest earned on cash and investments for the month of January was \$67k.

### **Outstanding Debtors**

At 31 January 2018, outstanding debtors stand at \$688,214. This balance comprises a current portion of debtors and that balance is \$132,456, or 19% of this balance. There are 27 accounts which are over 60 days and are valued at \$325,671 which represents 47% of the total outstanding debtors.



## Rates and Charges

The total rates debtor balance at 31 January 2018 stands at \$35,150,933. The current levy (due 28 February for water rates and 14 March for general rates) is \$33,136,215 which represents 94% of the balance outstanding. The revenue generated from rates through the levy in January is in line with budget expectations.

The following table analyses this overdue amount by age of debt.

Aging Period	Arrears balance (before deducting prepaid rates)	% of total eligible for collection
<b>Current</b>	\$33,136,215	94.27%
<b>1 year</b>	\$1,148,638	3.27%
<b>2 years</b>	\$459,260	1.31%
<b>3 years</b>	\$249,294	0.71%
<b>4 years</b>	\$114,739	0.33%
<b>5 years</b>	\$42,787	0.12%
<b>TOTAL</b>	\$35,150,933	

Note - The current balance includes the water consumption billing of \$1.871m raised prior to the 31 January and the rates levy also raised before the end of January.

The next round of eligible properties for sale for rate arrears will be presented to Council for consideration this month.

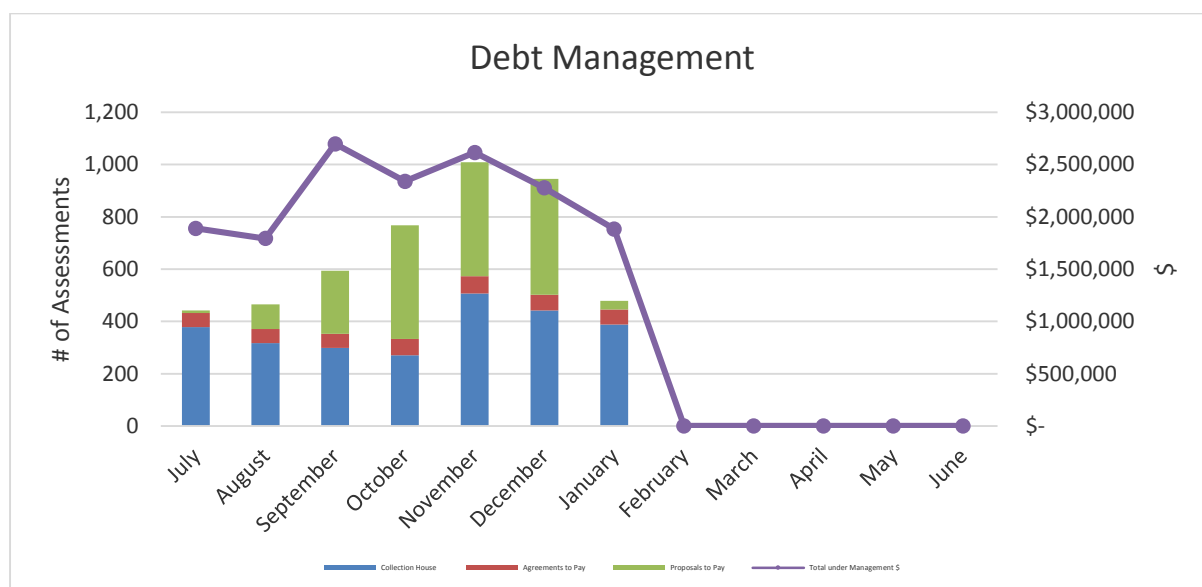
Council offers a direct debit facility with 2,463 direct debits totaling \$190,596 processed in January.

**Debt Management** – Ratepayers always have the option to enter into formal payment arrangements, which prevents legal action being progressed by Council's debt collection agency. Interest is applied at a rate of 11% per annum, compounding monthly, on all overdue balances, including those under a formal payment arrangement.

In total 51% of the overdue balance is under management, this reflects 442 assessments out of 17,388 rateable assessments (2.5%).

January saw a decrease of 2 ratepayers entering into proposals to pay (32 in total), representing a total of \$56,125. Proposals to pay require all current arrears to be paid in full prior to the next rates issue, all arrangements to pay up to December are now revisited at the end of the current discount period. There are 58 (December: 60) assessments under long term arrangements (agreements to pay) with a total of \$268,458 with varying settlement periods.

A total of 388 (December: 442) assessments, representing \$1,557,799 (December: \$1,713,650) are currently being managed by Council's debt collection agency. There were no new accounts were referred to Collection House in January 2018.



### Procurement Activities

Council strongly supports locally-owned and operated businesses, including those with an office or branch in our region. Council is able to report on direct local spend for both operational and capital expenditure in addition to employee salaries & wages. The data provided is only reflective of the payments made through Accounts Payable and via corporate credit cards and does not make any consideration for other economic impacts.

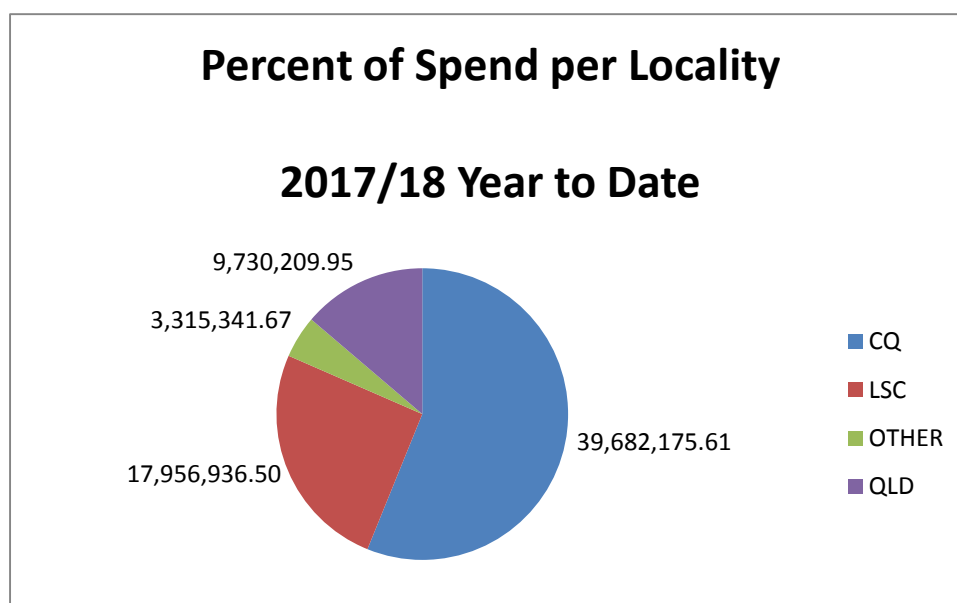
LSC = Businesses located within the shire boundaries.

CQ = Business completely set up and run outside of LSC boundaries but within the Central Queensland.

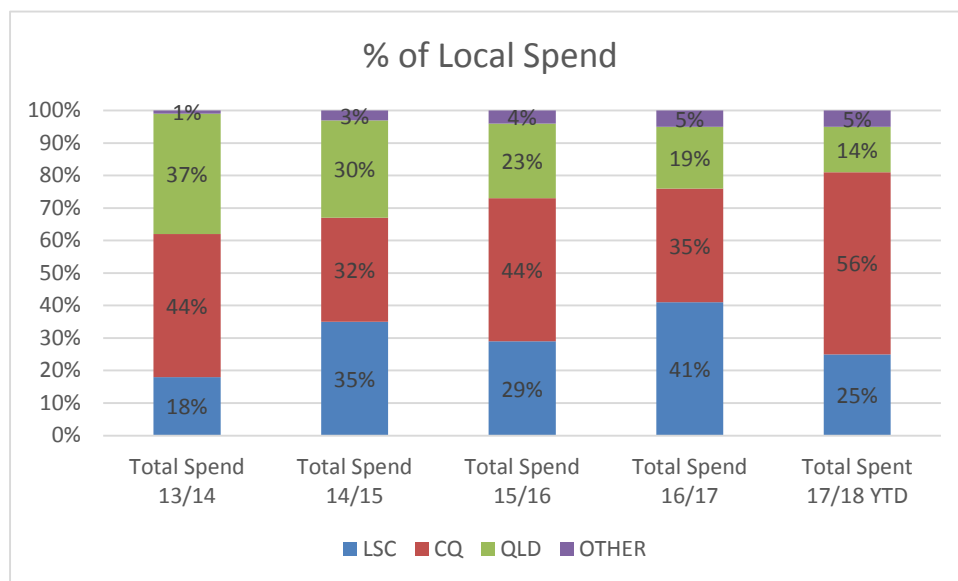
QLD = Business based outside of Central Queensland but within Queensland

OTHER = Business based outside of Queensland.

The following pie chart illustrates the total dollars spent this financial year by geographical categories. Of the \$39.7m spent in CQ, \$26.5m of this represents payments made to three (3) of the principal contractors delivering major projects.



YTD local spend for January 2018 was 25% or \$17.9m. The tables below summarises the allocation by local spend categories per financial year since 2013/14.



## BACKGROUND

The attached financial report has been compiled from information within Council's Finance One and Pathway systems. The report presented includes:

1. Key Strategic Financial Indicators
2. Summary of Financial Results
3. Detailed Statements

The attached financial information presents a snapshot of the month (January) and year-to-date position of Council's financial performance for the 2017-2018 financial year.

Commitments are now excluded in the reported operating & capital costs.

All variances are reported against the 2017-2018 Adopted Budget. All operating budgets have been developed on a monthly basis; therefore there may be timing variances between actual position and adopted budget. In these instances, the variance will be identified as a timing variance in the commentary.

For the month of January for the first time Business Unit reporting has been included. These reports show the Business Units segregated Revenue and Expenditure Statements and Balance Sheets. This report is provided for the first time to inform Council of the performance of the business units within Council.

## PREVIOUS DECISIONS

Council adopted the 2017/2018 budget on 27 June 2017.

## BUDGET IMPLICATIONS

The monthly financial report shows Council's financial position in relation to the adopted budget.

## LEGISLATIVE CONTEXT

In accordance with Section 204 of the *Local Government Regulation 2012*, a financial report is to be presented to Council on at least a monthly basis.

## LEGAL IMPLICATIONS

Not applicable.

**STAFFING IMPLICATIONS**

Not applicable

**RISK ASSESSMENT**

Regular robust reporting of Council's financial results assists in creating a framework of financial responsibility within the Council and providing sound long term financial management of Council's operations.

**CORPORATE/OPERATIONAL PLAN**

**Corporate Plan Reference:**    **Strategy GO3: Pursue financial sustainability through effective use of the Council's resources and assets and prudent management of risk.**

**CONCLUSION**

The financial report provides information about Council's financial performance and position for the month ending 31 January 2018.

## **12.6 - MONTHLY FINANCIAL REPORT FOR PERIOD ENDING 31 JANUARY 2018**

### **Monthly Financial Report January 2018**

**Meeting Date: 20 February 2018**

**Attachment No: 1**



**Livingstone**  
SHIRE COUNCIL

**Monthly Financial Report  
for period ending  
31/01/2018**

**Contents**

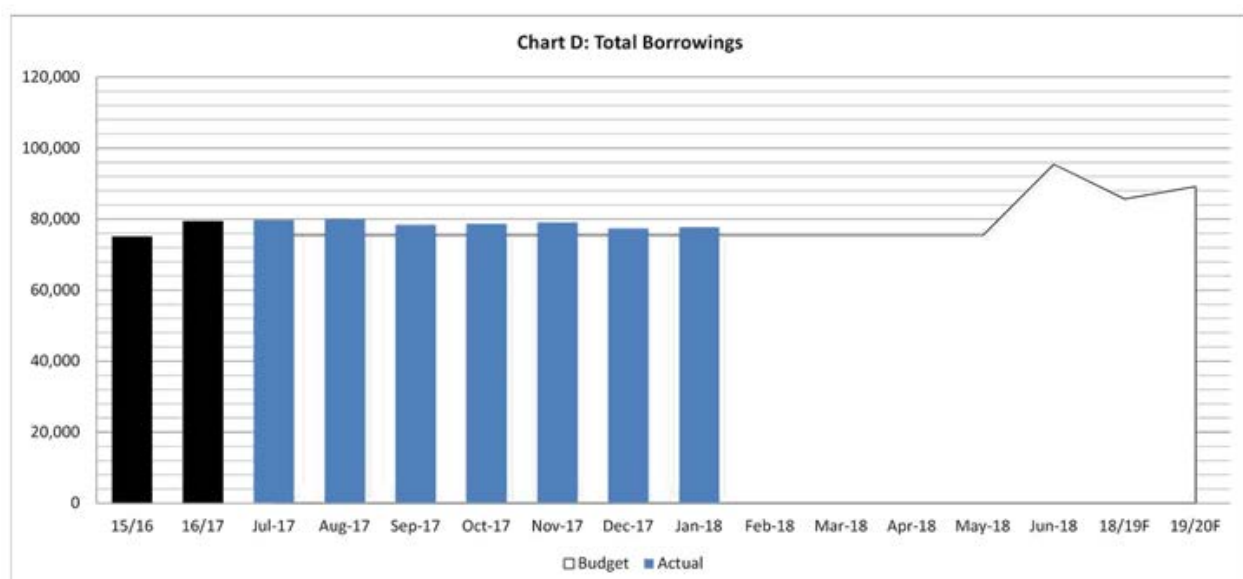
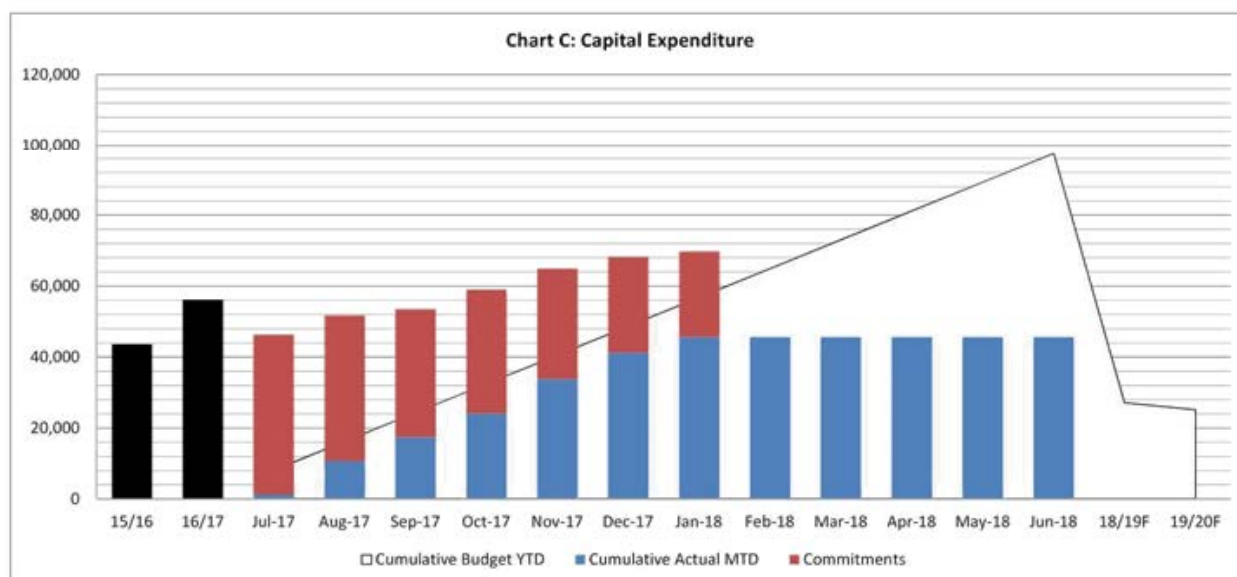
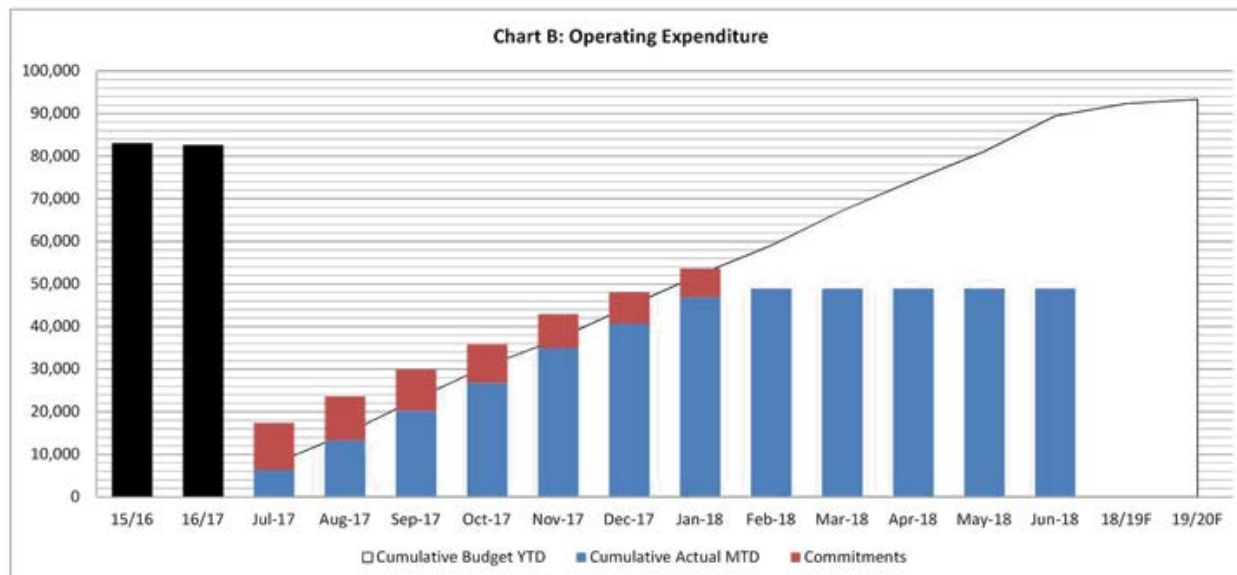
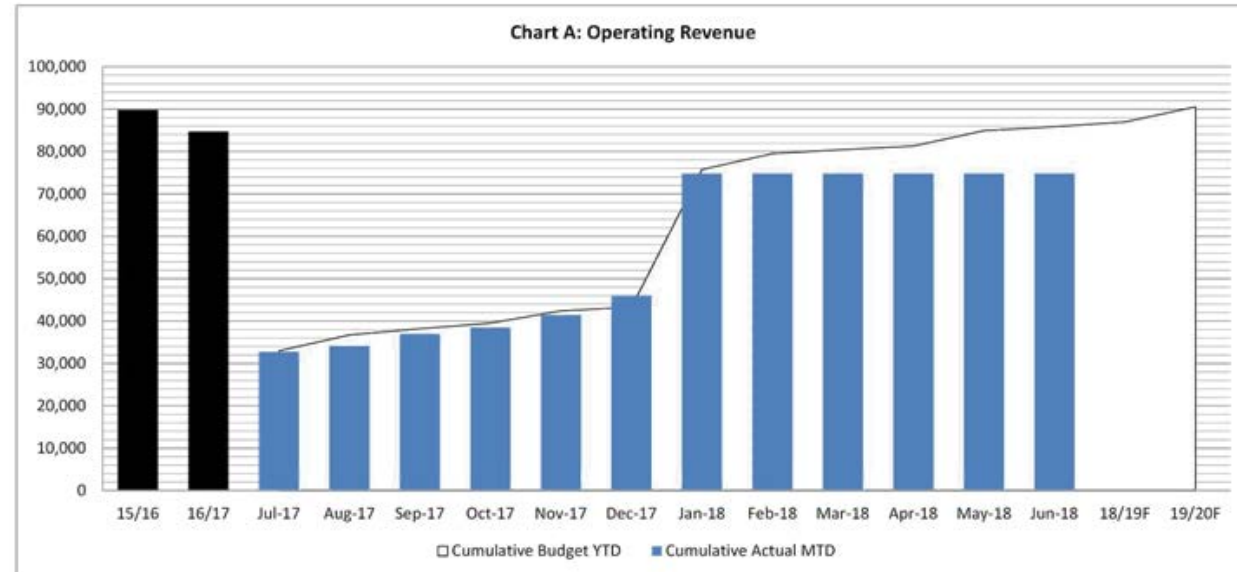
**Financial Health Indicators**

- Key strategic financial indicators
- Summary financial statements

**Attachments: Detailed financial statements**

## Financial Health Indicators

## Key strategic financial indicators: trend analysis





### Key strategic financial indicators as at: 31/01/2018

Operating performance					
	Target Benchmark	Adopted Budget	YTD Actual	Status	Commentary
<b>Operating surplus ratio</b>					
Operating surplus/operating revenue	10%	-4.2%	37.4%	✓	Whilst both of these ratios have decreased from the end of November, both ratios remain favourable due to the levy of the first half-yearly rates & utility charges. These ratios indicate that operating revenue is greater than operating expenses and this assists with funding capital expenditure.
<b>Operating efficiency ratio</b>					
Operating revenue/operating expense	110%	96%	160%	✓	
Fiscal flexibility					
	Target Benchmark	Adopted Budget	YTD Actual		Commentary
<b>Net financial liabilities ratio</b>					
Total liabilities - current assets /operating revenue	<60%	105%	37%	✓	The Net Financial Liabilities ratio is currently favourable and this is indicative of the second half-yearly rates generation in January 2018.
<b>Own-source operating revenue ratio</b>					
Own source/operating revenue	>60%	80.3%	94%	✓	The own-source operating revenue ratio is favourable when compared to the target benchmark as General Rates and Utility Charges and Fees and Charges for the half year ending 31 December 2017 are comparatively higher when compared to all sources of Revenue.
<b>Interest cover ratio</b>					
Net Interest Expense / Total Operating Revenue	0% - 5%	4.9%	3.3%	✓	The interest cover ratio at 3.3% within the target benchmark range due to the levy of half-yearly rates & utility charges and Council having made 2 quarterly repayments on the loan portfolio in September and December.
Liquidity					
	Target Benchmark	Adopted Budget	YTD Actual		Commentary
<b>Cash balances - Cash capacity in months</b>					
Cash at bank/cash operating expense	3.0	3.0	7.1	✓	This ratio indicates that Council has sufficient cash to meet current cash operating expenses for approximately 7.1 months due to the collection of the vast majority of half-yearly General Rates and Utility Charges.
<b>Ability to pay our bills - Current Ratio (times)</b>					
Current assets/current liabilities	2.0	1.7	6.3	✓	The current ratio is well above the target benchmark of 2.0 due to General Rates and Utility Charges for the half year ending 31 December 2017 being levied and substantially paid as at the end of the second quarter.
Asset sustainability					
	Target Benchmark	Adopted Budget	YTD Actual		Commentary
<b>Asset Sustainability Ratio</b>					
Renewal expenditure/depreciation	90%	60%	22%	✗	Asset sustainability ratio will remain lower than the target benchmark due to the large proportion of new assets not requiring renewal at this stage. Capital renewal projects are progressing as per the capital works schedule with 21.2% of the renewal budget spent YTD.
Status Legend					
KPI target (budget) achieved or exceeded		✓	KPI target (budget) not achieved		✗

#### Commentary

The adopted budget ratios for 2017/18 have not incorporated any changes from the unaudited 2016/17 financial statements



Summary financial statements for the year to date ending  
31/01/2018

A. Summary of financial results

A. Income Statements

	Year-to-date		Variance		Status	Comments
	Budget	Actual				
	(\$m)	(\$m)	\$	%		
Own-source Revenues	68.26	70.32	2.06	3%	✓	Total revenue is reported as ahead of budget by \$30.69m. This is due a number of reasons including the second half-yearly rates run in January 2018 which were budgeted for in March 2018 and water consumption notices in December which were budgeted for in February 2018. Operating Grants are reported as well ahead of the YTD Budget due to the receipt of NDRRA funding. Finance are currently reviewing to ensure the appropriate allocation of these funds between capital revenue and operating revenue in accordance with the nature of the disaster works undertaken. Employee expenses are under budget primarily due to leave reduction strategies and the tightening of recruitment processes for vacant roles. Overall operating expenses are under YTD budget by \$5.40m which is mostly due to underspend of \$2.48m in employee benefits and \$2.92m in materials & services. The 2017-18 Quarter 2 budget review will improve budget phasing as this accounts for the variances (timing variance) in materials & services.
Total Revenues	75.77	74.87	(0.89)	-1%	✓	
Employee Expenses	(20.15)	(17.66)	2.48	-12%	✓	
Total Expenses	(52.28)	(46.88)	5.40	-10%	✓	
<b>Operating Result</b>	<b>23.49</b>	<b>27.99</b>	<b>4.50</b>	<b>19%</b>		

B. Balance Sheet

	Year-to-date		Variance		Status	Comments
	Budget	Actual				
	(\$m)	(\$m)	\$	%		
Cash and Cash Equiv	18.62	31.04	12.41	67%	✓	Total current assets are above budget as second half-yearly rates notices were issued during January ahead of their budgeted timeframe. The \$3.0m increase in land for resale is due to the recognition of the Capricorn Homemaker Centre lots as inventory as well as an increase in cash. Borrowings are currently reported as above budget as the interest is now recognised monthly with the next quarterly repayment scheduled March 2018. It is expected that the 2017-18 Quarter 2 budget review will update the budget for these balances.
Current Assets	22.84	69.82	46.98	206%	✓	
Current Liabilities	18.97	11.09	(7.89)	-42%	✓	
Non-Current assets	911.09	935.96	24.87	3%	✓	
Borrowings	75.44	77.75	2.31	3%	✗	
Non-Current Liabilities	80.62	86.47	5.85	7%	✗	
<b>Net Assets</b>	<b>834.33</b>	<b>908.22</b>	<b>73.88</b>	<b>9%</b>		

C. Cash flows

	Year-to-date		Variance		Status	Comments
	Budget	Actual				
	(\$m)	(\$m)	\$	%		
Net Operating	5.57	8.78	3.21	58%	✓	In line with total cash & cash equivalents being above budget, net operating cash flows are above budget, due mostly to the savings outlined above in relation to employee benefits and materials & services. The variance in net investing cash flows is mostly due to cash outlays on the construction of assets being behind the YTD Budget which was recognised in 1/12th instalments. Alignment of budgets to the capital works delivery schedule will be part of the 2017-18 Quarter 2 budget review.
Net Investing	(29.23)	(20.03)	9.20	-31%	✓	
Net Financing	(1.71)	(1.71)	0.00	0%	✓	
<b>Closing Cash Balance</b>	<b>18.62</b>	<b>31.04</b>	<b>12.41</b>	<b>67%</b>		

D. Capital program

	Year-to-date		Variance		Status	Comments
	Budget	Actual				
	(\$m)	(\$m)	\$	%		
Renewal	8.26	3.01	(5.25)	-64%	✗	Total renewals are reported as less than budget partly due the capital works program not being delivered in 1/12 equal portions during the year (budget timing difference). Re-prioritisation of capital projects due to the requirement to meet funding expenditure deadlines has resulted in an increase in expenditure on new/upgrade capital projects. Council currently has \$69m either spent (\$45.6m) or committed (\$24m) towards the adopted capital budget of \$97.4m.
New/Upgrade	48.58	42.63	(5.95)	-12%	✓	
<b>Total Capital Program</b>	<b>56.83</b>	<b>45.63</b>	<b>(11.20)</b>	<b>-20%</b>		

Status Legend:

Above budgeted revenue or under budgeted expenditure  
Below budgeted revenue or over budgeted expenditure <10%  
Below budgeted revenue or over budgeted expenditure >10%



## Attachments

## A.1: Monthly Summary revenue and expenditure report (by line item) YTD 58%

	This period				Year-to-date				Full year		
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Adopted Budget	Revised Budget	%YTD (Incl Committals) of Adopted Budget
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	%
<b>Revenues</b>											
Rates & Utility Charges	31,589	31,545	(44)	0%	65,362	66,952	1,590	2%	68,903	68,903	97%
User fees & charges	333	(629)	(962)	-289%	2,525	2,872	347	14%	4,197	4,197	68%
Operating grants	63	(2,236)	(2,299)	-3668%	2,473	2,662	189	8%	4,798	4,798	55%
Interest	84	67	(17)	-20%	589	541	(48)	-8%	1,010	1,010	54%
Sales revenue	366	31	(335)	-92%	4,442	1,349	(3,093)	-70%	6,297	6,297	21%
Other	48	41	(7)	-15%	375	495	120	32%	651	651	76%
<b>Total operating revenues</b>	<b>32,483</b>	<b>28,819</b>	<b>(3,664)</b>	<b>-11%</b>	<b>75,766</b>	<b>74,871</b>	<b>(895)</b>	<b>-1%</b>	<b>85,856</b>	<b>85,856</b>	<b>87%</b>
<b>Expenses</b>											
Employee benefits	(2,701)	(2,053)	649	-24%	(20,147)	(17,665)	2,482	-12%	(33,807)	(33,807)	-53%
Materials & Services	(2,691)	(1,751)	940	-35%	(15,479)	(12,368)	3,111	-20%	(26,557)	(26,557)	-71%
Depreciation	(1,954)	(1,954)	(1)	0%	(13,675)	(13,680)	(5)	0%	(23,452)	(23,452)	-58%
Interest	(14)	(347)	(333)	2421%	(2,135)	(2,443)	(308)	14%	(4,243)	(4,243)	-58%
Other	(121)	(128)	(7)	6%	(842)	(722)	119	-14%	(1,400)	(1,400)	-60%
<b>Less: Total operating expenses</b>	<b>(7,481)</b>	<b>(6,232)</b>	<b>1,248</b>	<b>-17%</b>	<b>(52,278)</b>	<b>(46,879)</b>	<b>5,400</b>	<b>-10%</b>	<b>(89,459)</b>	<b>(89,459)</b>	<b>-60%</b>
<b>Net operating result</b>	<b>25,003</b>	<b>22,587</b>	<b>(2,415)</b>		<b>23,488</b>	<b>27,993</b>	<b>4,505</b>	<b>19%</b>	<b>(3,602)</b>	<b>(3,602)</b>	<b>-588%</b>
<b>Capital Income</b>											
Capital Grants	3,350	4,917	1,567	47%	23,451	23,237	(215)	-1%	40,202	40,202	4%
Infrastructure Charges	375	52	(323)	-86%	2,625	1,476	(1,149)	-44%	4,500	4,500	0%
Contributed Assets	-	-	-	0%	0	0	0	0%	0	0	0%
Other capital income	17	137	120	722%	117	647	530	455%	200	200	0%
<b>Asset Revaluation movement</b>	-	-	-	0%	-	-	-	0%	0	0	0%
<b>Less: capital expenses</b>	<b>(12)</b>	<b>0</b>	<b>12</b>	<b>-100%</b>	<b>(82)</b>	<b>0</b>	<b>82</b>	<b>-100%</b>	<b>(140)</b>	<b>(140)</b>	<b>-18114%</b>
<b>Net Capital Income</b>	<b>3,730</b>	<b>5,106</b>	<b>1,375</b>	<b>37%</b>	<b>26,111</b>	<b>25,359</b>	<b>(752)</b>	<b>-3%</b>	<b>44,762</b>	<b>44,762</b>	<b>104%</b>
<b>Total comprehensive income</b>	<b>28,733</b>	<b>27,693</b>	<b>(1,040)</b>		<b>49,599</b>	<b>53,352</b>	<b>3,753</b>		<b>41,160</b>	<b>41,160</b>	<b>0%</b>

## A.2: Monthly Summary revenue and expenditure report (by program) YTD 58%

	This period				Year-to-date				Full year		
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Adopted Budget	Revised Budget	%YTD (Incl Committals) of Adopted Budget
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	%
<b>Office of the CEO</b>											
Revenue	-	-	-	0%	-	0	0	0%	-	-	0%
Expenses	(149)	(120)	29	-20%	(1,119)	(1,088)	30	-3%	(1,896)	(1,896)	61%
<b>Corporate Services</b>											
Revenue	98	86	(12)	-12%	689	1,124	435	63%	1,182	1,182	-95%
Expenses	(1,792)	(937)	855	-48%	(9,568)	(7,850)	1,718	-18%	(15,736)	(15,736)	-57%
<b>Community &amp; Planning Services</b>											
Revenue	179	244	65	36%	1,731	1,975	244	14%	2,887	2,887	-68%
Expenses	(805)	(602)	203	-25%	(5,846)	(5,066)	780	-13%	(9,908)	(9,908)	-55%
<b>Strategic Growth &amp; Economic Development</b>											
Revenue	-	-	-	0%	-	1	1	0%	-	-	0%
Expenses	(176)	(147)	29	-16%	(1,047)	(789)	258	-25%	(1,639)	(1,639)	-55%
<b>Infrastructure Services</b>											
Revenue	287	10,852	10,565	3681%	17,944	31,842	13,898	77%	34,815	34,815	-91%
Expenses	(4,926)	(4,558)	368	-7%	(35,949)	(32,866)	3,082	-9%	(62,048)	(62,048)	-61%
<b>Central Funds</b>											
Revenue	329	17,637	17,308	5264%	23,814	39,930	16,116	68%	46,972	46,972	-85%
Expenses	367	131	(235)	-64%	1,250	781	(469)	-37%	1,768	1,768	-44%



B: Monthly summary of assets and liabilities report YTD 58%

	Year-to-date				Full year		
	Budget	Actual	Variance	Variance	Adopted Budget	Revised Budget	%YTD (Incl Committals) of Adopted Budget
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	%
<b>Assets</b>							
Cash and cash equivalents	15,625	28,038	12,413	79%	15,337	15,337	183%
Investments	3,000	3,000	0	0%	-	-	0%
Inventory	1,350	409	(941)	-70%	7,405	7,405	6%
Receivables:							
Rates	-	33,948	33,948	0%	1,350	1,350	2515%
Land - for resale	6,495	9,560	3,065	47%	6,495	6,495	147%
Infrastructure:							
PPE	905,170	843,475	(61,695)	-7%	992,547	992,547	85%
Capital WIP	-	85,781	85,781	0%	-	-	0%
Other assets	2,281	1,560	(721)	-32%	2,281	2,281	68%
<b>Total Assets</b>	<b>933,921</b>	<b>1,005,772</b>	<b>71,851</b>	<b>8%</b>	<b>1,025,415</b>	<b>1,025,415</b>	<b>98%</b>
<b>Liabilities</b>							
Employee benefits	5,025	8,373	3,348	67%	5,025	5,025	167%
Trade creditors and accruals	8,921	957	(7,964)	-89%	8,921	8,921	11%
Borrowings:							
Short-term	5,026	2,631	(2,395)	-48%	5,026	5,026	52%
Long-term	70,418	75,122	4,704	7%	90,418	90,418	83%
Other liabilities	10,199	10,473	274	3%	10,199	10,199	103%
<b>Total Liabilities</b>	<b>99,589</b>	<b>97,555</b>	<b>(2,034)</b>	<b>-2%</b>	<b>119,589</b>	<b>119,589</b>	<b>82%</b>
<b>Current assets</b>	<b>22,836</b>	<b>69,817</b>	<b>46,981</b>	<b>206%</b>	<b>29,254</b>	<b>29,254</b>	<b>239%</b>
<b>Current liabilities</b>	<b>18,972</b>	<b>11,086</b>	<b>(7,886)</b>	<b>-42%</b>	<b>17,059</b>	<b>17,059</b>	<b>65%</b>
<b>Non-current assets</b>	<b>911,085</b>	<b>935,955</b>	<b>24,870</b>	<b>3%</b>	<b>996,161</b>	<b>996,161</b>	<b>94%</b>
<b>Non-current liabilities</b>	<b>80,617</b>	<b>86,469</b>	<b>5,852</b>	<b>7%</b>	<b>102,529</b>	<b>102,529</b>	<b>84%</b>
<b>Net community assets</b>	<b>834,332</b>	<b>908,217</b>	<b>73,885</b>	<b>9%</b>	<b>905,826</b>	<b>905,826</b>	<b>100%</b>

C: Monthly summary cash flow report YTD 58%

	This period				Year-to-date				Full year		
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Adopted Budget	Revised Budget	%YTD (Incl Committals) of Adopted Budget
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	%
<b>Cash inflows from operations -</b>											
Rates & utility charges	0	3,077	3,077	0%	33,773	44,116	10,343	31%	68,903	68,903	64%
User fees and charges	472	(573)	(1,045)	-221%	5,383	4,413	(969)	-18%	7,777	7,777	57%
Operating grants	63	(2,236)	(2,299)	-3668%	2,473	2,584	111	4%	4,798	4,798	54%
Interest	84	67	(17)	-20%	589	541	(48)	-8%	1,010	1,010	54%
Other	274	1,571	1,297	473%	1,960	377	(1,583)	-81%	7,889	7,889	5%
<b>Total operating cash inflows</b>	<b>894</b>	<b>1,907</b>	<b>1,014</b>	<b>113%</b>	<b>44,177</b>	<b>52,031</b>	<b>7,854</b>	<b>18%</b>	<b>90,377</b>	<b>90,377</b>	<b>58%</b>
<b>Cash outflows from operations -</b>											
Employee entitlements	(2,701)	(2,053)	649	-24%	(20,147)	(17,612)	2,535	-13%	(33,807)	(33,807)	52%
Payments to suppliers	(2,691)	(1,904)	787	-29%	(15,479)	(21,919)	(6,440)	42%	(26,557)	(26,557)	83%
Interest	(14)	(347)	(333)	2421%	(2,135)	(2,443)	(308)	14%	(4,243)	(4,243)	58%
Other	(121)	(240)	(119)	98%	(842)	(1,274)	(432)	51%	(3,241)	(3,241)	39%
<b>Total operating cash outflows</b>	<b>(5,527)</b>	<b>(4,543)</b>	<b>983</b>	<b>-18%</b>	<b>(38,603)</b>	<b>(43,247)</b>	<b>(4,644)</b>	<b>12%</b>	<b>(67,848)</b>	<b>(67,848)</b>	<b>64%</b>
<b>Net cash flows from operations</b>	<b>(4,633)</b>	<b>(2,636)</b>	<b>1,997</b>	<b>-43%</b>	<b>5,574</b>	<b>8,784</b>	<b>3,210</b>	<b>58%</b>	<b>22,530</b>	<b>22,530</b>	<b>39%</b>
<b>Investing cash flows -</b>											
Proceeds on disposal of assets	25	137	112	448%	175	611	436	249%	300	300	204%
Capital grants & Infrastructure Charges	3,725	4,968	1,243	33%	26,076	23,549	(2,528)	-10%	44,702	44,702	53%
Net tfr from cash investments	0	0	0	0%	0	0	0	0%	0	0	0%
Acquisition of assets	(7,926)	(2,941)	4,985	-63%	(55,482)	(44,192)	11,291	-20%	(95,112)	(95,112)	46%
<b>Net investing cash flows</b>	<b>(4,176)</b>	<b>2,164</b>	<b>6,340</b>	<b>-152%</b>	<b>(29,231)</b>	<b>(20,032)</b>	<b>9,199</b>	<b>-31%</b>	<b>(50,110)</b>	<b>(50,110)</b>	<b>40%</b>
<b>Financing cash flows</b>											
New borrowings	0	0	0	0%	0	0	0	0%	20,000	20,000	0%
Repayment of borrowings	340	340	(0)	0%	(1,710)	(1,706)	4	0%	(4,098)	(4,098)	42%
<b>Net financing cash flows</b>	<b>340</b>	<b>340</b>	<b>(0)</b>	<b>0%</b>	<b>(1,710)</b>	<b>(1,706)</b>	<b>4</b>	<b>0%</b>	<b>15,902</b>	<b>15,902</b>	<b>-11%</b>
<b>Net combined cash flows</b>	<b>(8,469)</b>	<b>(132)</b>	<b>8,337</b>	<b>-98%</b>	<b>(25,367)</b>	<b>(12,954)</b>	<b>12,413</b>	<b>-49%</b>	<b>(11,678)</b>	<b>(11,678)</b>	<b>111%</b>
<b>Add: Opening cash balance</b>	<b>27,094</b>	<b>31,170</b>	<b>4,076</b>	<b>15%</b>	<b>43,992</b>	<b>43,992</b>	<b>4,076</b>	<b>9%</b>	<b>27,017</b>	<b>27,017</b>	<b>163%</b>
<b>Closing cash balance</b>	<b>18,625</b>	<b>31,038</b>	<b>12,413</b>	<b>67%</b>	<b>18,625</b>	<b>31,038</b>	<b>12,413</b>	<b>67%</b>	<b>15,339</b>	<b>15,339</b>	<b>202%</b>

**D.1: Monthly summary capital revenue and expenditure report by category (all projects)** **YTD 58%**

	This period				Year-to-date				Full year		
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Adopted Budget	Revised Budget	%YTD (Incl Committals) of Adopted Budget
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	%
<b>Renewal of existing assets -</b>											
Capital grants and contributions	0	(135)	(135)	0%	-	(984)	(984)	0%	-	-	0%
Renewal expenditure	1,180	193	(987)	-84%	8,257	3,006	(5,251)	-64%	14,156	14,156	27%
<b>New assets/Upgrade of existing assets</b>											
Capital grants and contributions	(3,350)	(5,937)	-2,587	77%	(23,451)	(25,341)	(1,890)	8%	(40,202)	(40,202)	63%
New/upgrade expenditure	6,939	4,261	(2,678)	-39%	48,575	42,627	(5,948)	-12%	83,272	83,272	79%
<b>Total</b>											
Capital grants and contributions	(3,350)	(6,072)	(2,722)	81%	(23,451)	(26,325)	(2,874)	12%	(40,202)	(40,202)	65%
Renewal, upgrade and acquisition	8,119	4,454	(3,665)	-45%	56,833	45,633	(11,200)	-20%	97,428	97,428	72%

**D.2: Monthly summary capital revenue and expenditure report by asset class (all projects)** **YTD 58%**

	This period				Year-to-date				Full year		
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Adopted Budget	Revised Budget	%YTD (Incl Committals) of Adopted Budget
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	%
<b>Land</b>											
Capital grants and contributions	-	600	600	0%	-	(607)	607	0%	-	-	0%
Renewal, upgrade and acquisition	13	6	7	-52%	88	33	(55)	-62%	150	150	34%
<b>Buildings</b>											
Capital grants and contributions	84	(588)	504	602%	(587)	(5,865)	(5,278)	900%	(1,006)	(1,006)	583%
Renewal, upgrade and acquisition	441	695	254	58%	3,086	4,175	1,089	35%	5,290	5,290	113%
<b>Plant &amp; Equipment</b>											
Capital grants and contributions	0	(137)	(137)	0%	-	(670)	(670)	0%	-	-	0%
Renewal, upgrade and acquisition	190	10	(180)	-95%	1,328	1,067	(261)	-20%	2,276	2,276	76%
<b>Roads &amp; Drainage</b>											
Capital grants and contributions	(1,125)	(3,279)	(2,154)	192%	(7,873)	(9,799)	1,926	24%	(13,496)	(13,496)	73%
Renewal, upgrade and acquisition	2,221	1,476	(745)	-34%	15,546	12,330	(3,216)	-21%	26,650	26,650	81%
<b>Bridges</b>											
Capital grants and contributions	-	-	-	0%	-	0	0	0%	-	-	0%
Renewal, upgrade and acquisition	-	-	-	0%	-	-	-	0%	-	-	0%
<b>Water</b>											
Capital grants and contributions	0	(6)	(6)	0%	0	(532)	(532)	0%	-	-	0%
Renewal, upgrade and acquisition	311	205	(106)	-34%	2,179	1,720	(459)	-21%	3,735	3,735	59%
<b>Sewerage</b>											
Capital grants and contributions	(250)	(4)	246	-98%	(1,750)	(153)	1,597	-91%	(3,000)	(3,000)	5%
Renewal, upgrade and acquisition	1,355	24	(1,331)	-98%	9,485	620	(8,865)	-93%	16,260	16,260	4%
<b>Site Improvements</b>											
Capital grants and contributions	(1,792)	(735)	1,057	-59%	(12,542)	(7,013)	5,529	-44%	(21,500)	(21,500)	33%
Renewal, upgrade and acquisition	3,397	1,762	(1,635)	-48%	23,781	21,836	(1,945)	-8%	40,767	40,767	82%
<b>Land Development</b>											
Capital grants and contributions	(100)	(722)	(622)	622%	(700)	(1,684)	(984)	141%	(1,200)	(1,200)	140%
Renewal, upgrade and acquisition	192	275	83	43%	1,342	3,850	2,508	187%	2,300	2,300	183%



## D.3: Summary capital expenditure report by project (&gt;\$1 million)

	% Project Complete	Project Dates		WIP B/F FY 16/17	Project Costs YTD FY17/18			Project EOFY Forecast Cost*	Budget FY17/18			Project Life Costs	
		Planned Start Date*	Planned Completion Date*		Actual	Commitments	Total Project Costs		Adopted Budget	Revised Budget*	Variance	Project LTD Costs Exc Cap	Approved Project Life Budget
<b>Major projects (&gt;\$1m)</b>				(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)
<u>Scenic Hwy Reconstruction at Statue Bay</u>													
1050897 (U) UEC-RC-Scenic Hwy - Statue Bay Downslope	40%	27/09/16	31/05/18	2,307	2,738	6,161	8,899	7,400	6,450	6,450	0	11,206	0
1068232 (U)-UC-RC-Scenic Hwy at Statue Bay-Clayt	40%	3/07/17	31/05/18	1,660	55	52	107	1,630	800	800	0	1,767	16,500
1103745 (N)-UC-NC-Scenic Hwy - Statue Bay Upslope	40%	26/03/17	31/05/18	382	3,751	2,775	6,526	7,350	6,190	6,190	0	6,908	0
<i>Subtotal of Scenic Hwy Reconstruction at Statue Bay</i>				4,349	6,544	8,988	15,532	16,380	13,440	13,440	0	19,881	16,500
<u>Panorama Drive</u>													
1025985 (U) REC-NC-Panorama Drv-Segment 1A T-43	100%	-	22/12/17	0	7	0	7	0	0	0	0	4,037	9,690
1067045 (N) REC-NC-Panorama Drv project management T-39 T-43 T-13	100%	-	22/12/17	6,635	65	6	71	75	0	0	0	6,706	8,810
1067046 (N) REC-NC-Panorama Drv Segment 2 design T-43 T-13	100%	-	22/12/17	777	0	0	0	0	0	0	0	777	0
1067047 (N) REC-NC-Panorama Drv Segment 2 civil	99%	-	22/12/17	16,254	2,110	97	2,207	2,300	1,251	1,251	0	18,461	11,500
1067048 (U) REC-RC-Panorama Drv Segment 1B Limestone Creek Rd T-39	0%	-	2/07/18	76	1	0	1	8	220	220	0	77	0
1070314 (N)-RC-RC-Gate 5 Property Access St Bren				0				0	0	0	0	370	0
<i>Subtotal of Panorama Drive</i>				23,743	2,183	103	2,286	2,383	1,471	1,471	0	30,429	30,000
<u>Yeppoon Foreshore Redevelopment</u>													
0976018 (N) Foreshore Design & Project Managemen	85%	-	30/06/18	2,762	1,162	158	1,320	1,612	1,173	1,173	0	4,082	1,500
1074103 (N) Foreshore Multi-Deck Carpark and Ten	100%	-	31/07/16	615	160	0	160	161	210	210	0	10,870	12,000
1074104 (N) Foreshore Service Road, Paths to Wal	100%	-	15/12/17	1,779	1,395	0	1,395	1,345	1,175	1,175	0	3,174	2,000
1074106 (N) Foreshore Water Park Precinct (pool,	75%	-	30/04/18	820	12,826	6,580	19,406	19,886	17,623	17,623	0	20,226	13,000
1074107 (U) Foreshore Anzac Parade Shared Zone a	55%	3/07/17	30/04/18	225	1,341	2,211	3,552	4,567	3,916	3,916	0	3,777	8,250
1074108 (U) Foreshore Revetment Wall, Timber Boardwalk and Wharf	100%	-	30/11/17	42	53	0	53	53	1,713	1,713	0	95	4,000
1074109 (N) Foreshore Contingency and Management Reserve	100%	-	30/11/17	281	31	0	31	25	245	245	0	312	3,500
1074111 (U) Foreshore Road Realignment (Appleton	100%	15/05/17	15/12/17	1,738	1,885	0	1,885	1,859	1,664	1,664	0	3,623	3,000
1108216 (R) Foreshore Rd Realign Anzac Pde carpark at Sailing Club southern end	0%			0	0	0	0	0					
<i>Subtotal of Yeppoon Foreshore Redevelopment</i>				8,263	18,853	8,949	27,802	29,507	27,719	27,719	0	46,160	47,250
<u>Gateway Land Development</u>													
1051624 (N) Gateway Stg1 Land Development	99%	-	31/07/16	0	136	0	136	158	0	0	0	136	0
1051625 (N) Gateway 1.4 Infrastructure Construct	0%			0	0	0	0	0	0	0	0	0	0
1063754 (N) Gateway General	70%	-	31/07/16	0	146	13	159	140	0	0	0	159	0
1067294 (N) Gateway Stg2 Land Development	95%	-	31/07/17	0	668	9	677	760	0	0	0	2,650	1,800
1067296 (N) Gateway Stg3 Land Development	0%			0	0	0	0	0	0	0	0	552	0
<i>Subtotal of Gateway Land Development</i>				0	950	22	972	1,058	0	0	0	3,497	1,800
<u>Homemaker Centre</u>													
1067267 (N) PED Homemaker Centre Demolition & Site Fencing	60%	-	30/03/18	0	117	120	236	300	0	0	0	436	200
1067268 (N) PED Homemaker Centre General	50%	-	-	0	57	6	63	100	0	0	0	81	0
1067269 (N) Homemaker Centre Land Development	40%	6/09/17	16/01/18	0	700	69	769	2,300	1,100	1,100	0	1,182	3,000
1108266 (N) Homemaker Centre Service Relocation	85%	6/09/17	19/01/18	0	802	85	886	450	0	0	0	886	0
1108267 (R) Homemaker Centre SPS replacement	20%	6/09/17	16/02/18	0	50	31	81	200	0	0	0	81	0
1108268 (N) Homemaker Centre Earthworks	85%	6/09/17	2/02/18	0	1,317	125	1,442	2,741	0	0	0	1,442	0
1108269 (N) Homemaker Centre SRM 300mm trunk sewer rising main	10%	6/09/17	16/02/18	0	29	3	31	50	0	0	0	31	0
<i>Subtotal of Homemaker Centre Land Development</i>				0	3,071	438	3,509	6,141	1,100	1,100	0	4,140	3,200
0971753 (R)-REC-GR-Gravel Resheet Program A	60%	3/07/17	12/04/18	0	402	12	414	779	1,131	1,131	0	414	779
1105686 (U)-RC-RC-Coowonga Road-26km	12%	8/11/17	28/03/18	0	80	7	87	1,400	1,500	1,500		87	1,500
1105687 (U)-RC-RC-St Christopher Chapel Rd	5%	8/01/18	15/06/18	0	11	0	11	1,000	1,000	1,000		11	1,000
1100767 (N)-PED-Emu Park Village & Forshore Revitalisation	10%	3/07/17	21/12/18	60	45	123	169	800	4,250	4,250	0	229	4,500
1100768 (N)-CC-Emu Park multi-sports Complex Stg2 & 3	58%	3/07/17	27/03/18	215	2,329	2,068	4,397	4,926	3,870	3,870	0	4,611	4,500
1074856 (N)-UC-SW-Taranganba Rd culverts at Ross	5%	1/08/17	3/10/18	21	60	5	65	1,300	1,300	1,300		86	1,300
1100771 (N)-UC-Misc-Various Infrastructure Agree	0%	3/07/17	26/06/18	0	0	0	0	500	1,000	1,000	0	0	1,000
0983816 (R)-Fleet Renewal Program	58%	3/07/17	27/06/18	0	704	630	1,334	2,650	2,250	2,250	0	1,334	2,250
0988058 (N) Capricorn Coast Cemetery Roadworks	32%	8/05/17	6/03/18	725	168	523	691	1,850	2,500	2,500	0	1,417	2,500
0988173 (N) Capricorn Coast New Cemetery Internal	5%	2/03/18	21/08/18	0	34	28	62	1,000	1,500	1,500		62	1,500
1100027 (N) Local Disaster Coordination Centre	90%	2/01/17	31/01/18	451	3,659	1,656	5,315	5,774	5,015	5,015	0	5,766	6,220
1070087 (R)-WC-W-Main Replacement Reticulation	5%	9/01/18	20/06/18	0	2	0	2	860	1,000	1,000		2	1,000
0959072 (N) SN STP YPN Augmentation SEW-33	15%	4/12/16	21/12/18	254	261	66	327	3,500	15,000	15,000	0	581	15,000

\*18Q1 estimates

E.1: Business Unit summary revenue and expenditure report (by line item)																YTD				58%	
	Water				Sewer				Waste				Council				Consolidated				
	Budget	YTD Actual	Variance	Variance	Budget	YTD Actual	Variance	Variance	Budget	YTD Actual	Variance	Variance	Budget	YTD Actual	Variance	Variance	Adopted Budget	Actual	Variance	Variance	
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	
Revenues																					
Rates & Utility Charges	(14,581)	(12,808)	1,773	-12%	(9,267)	(9,703)	(435)	5%	(5,665)	(5,961)	(296)	5%	(39,389)	(38,480)	909	-2%	(68,903)	(66,952)	1,951	-3%	
User fees & charges	(304)	(203)	101	-33%	(108)	(121)	(13)	12%	(1,173)	(609)	564	-48%	(2,612)	(1,939)	673	-26%	(4,197)	(2,872)	1,325	-32%	
Operating grants	0	0	0	0%	0	0	0	0%	0	0	0	0%	(4,798)	(2,662)	2,136	-45%	(4,798)	(2,662)	2,136	-45%	
Interest	0	0	0	0%	0	0	0	0%	0	0	0	0%	(1,010)	(541)	469	-46%	(1,010)	(541)	469	-46%	
Sales revenue	0	0	0	0%	0	0	0	0%	0	0	0	0%	(2,937)	0	2,937	-100%	(2,937)	0	2,937	-100%	
Other	(212)	(51)	161	-76%	(40)	(45)	(5)	13%	(19)	(21)	(2)	13%	(3,740)	(1,727)	2,013	-54%	(4,011)	(1,844)	2,167	-54%	
Total operating revenues	(15,097)	(13,062)	2,036	-13%	(9,415)	(9,869)	(453)	5%	(6,857)	(6,592)	265	-4%	(54,486)	(45,349)	9,137	-17%	(85,856)	(74,871)	10,985	-13%	
Expenses																					
Employee benefits	1,960	1,076	(884)	-45%	1,777	868	(909)	-51%	404	221	(183)	-45%	29,665	15,500	(14,165)	-48%	33,807	17,665	(16,142)	-48%	
Materials & Services	8,431	4,512	(3,919)	-46%	3,526	1,668	(1,859)	-53%	4,439	1,528	(2,911)	-66%	10,161	4,661	(5,500)	-54%	26,557	12,368	(14,189)	-53%	
Depreciation	4,858	2,834	(2,024)	-42%	2,936	1,713	(1,223)	-42%	780	455	(325)	-42%	14,878	8,679	(6,199)	-42%	23,452	13,680	(9,772)	-42%	
Interest	1,024	372	(652)	-64%	0	238	238	0%	661	393	(267)	-40%	2,559	1,440	(1,118)	-44%	4,243	2,443	(1,800)	-42%	
Other	0	(0)	(0)	0%	(0)	0	0	-159%	10	8	(2)	-24%	1,390	715	(675)	-49%	1,400	722	(677)	-48%	
Less: Total operating expenses	16,273	8,793	(7,480)	-46%	8,240	4,487	(3,753)	-46%	6,293	2,604	(3,689)	-59%	58,653	30,995	(27,658)	-47%	89,459	46,879	(42,580)	-48%	
Net operating result	1,176	(4,269)	(5,444)	(5)	(1,176)	(5,382)	(4,207)	358%	(564)	(3,968)	(3,423)	607%	4,166	(14,354)	(18,521)	-445%	3,602	(27,993)	(31,595)	-877%	

E.2: Business Unit summary of assets and liabilities report												YTD	58%
	Water	Sewerage	Waste	Council	Year-to-date				Full year				
					Budget	Actual	Variance	Variance	Adopted Budget	Revised Budget	%YTD (Incl Committals) of Adopted Budget		
	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	%		
<b>Assets</b>													
Cash and cash equivalents	10,960	9,466	9,190	1,422	15,625	31,038	12,413	79%	15,337	15,337	183%		
Inventory	0	0	0	409	1,350	409	(941)	-70%	7,405	7,405	6%		
Receivables:	0	0	0	0	0	0	0	0%	0	0	0%		
Rates	6,384	4,723	2,862	19,979	0	33,948	33,948	0%	1,350	1,350	2515%		
Land – for resale	0	0	0	9,560	6,495	9,560	3,065	47%	6,495	6,495	147%		
Infrastructure:	0	0	0	0	0	0	0	0%	0	0	-		
PPE	193,002	119,813	9,918	520,742	905,170	843,475	(61,695)	-7%	992,547	992,547	85%		
Capital WIP	2,471	1,157	127	82,026	0	85,781	85,781	0%	0	0	0%		
Other assets	112	(0)	204	1,244	2,281	1,560	(721)	-32%	2,281	2,281	68%		
<b>Total Assets</b>	<b>212,929</b>	<b>135,159</b>	<b>22,301</b>	<b>635,383</b>	<b>933,921</b>	<b>1,005,772</b>	<b>71,851</b>	<b>8%</b>	<b>1,025,415</b>	<b>1,025,415</b>	<b>98%</b>		
<b>Liabilities</b>													
Employee benefits	(655)	(653)	(55)	(7,010)	5,025	8,373	3,348	67%	5,025	5,025	167%		
Trade creditors and accruals	(36)	(45)	(60)	(816)	8,921	957	(7,964)	-89%	8,921	8,921	11%		
Borrowings:	0	0	0	0	0	0	0	0%	-	-	0%		
Short-term	(387)	(247)	(410)	(1,586)	5,026	2,631	(2,395)	-48%	5,026	5,026	52%		
Long-term	(10,840)	(6,931)	(11,241)	(46,110)	70,418	75,122	4,704	7%	90,418	90,418	83%		
Other liabilities	0	0	(9,742)	(731)	10,199	10,473	274	3%	10,199	10,199	103%		
<b>Total Liabilities</b>	<b>(11,918)</b>	<b>(7,876)</b>	<b>(21,510)</b>	<b>(56,252)</b>	<b>99,589</b>	<b>97,555</b>	<b>(2,034)</b>	<b>-2%</b>	<b>119,589</b>	<b>119,589</b>	<b>82%</b>		
<b>Current assets</b>	<b>17,456</b>	<b>14,189</b>	<b>12,256</b>	<b>25,916</b>	<b>22,836</b>	<b>69,817</b>	<b>46,981</b>	<b>206%</b>	<b>29,254</b>	<b>29,254</b>	<b>239%</b>		
<b>Current liabilities</b>	<b>(1,039)</b>	<b>(907)</b>	<b>(526)</b>	<b>(8,615)</b>	<b>18,972</b>	<b>11,086</b>	<b>(7,886)</b>	<b>-42%</b>	<b>17,059</b>	<b>17,059</b>	<b>65%</b>		
<b>Non-current assets</b>	<b>195,473</b>	<b>120,970</b>	<b>10,045</b>	<b>609,467</b>	<b>911,085</b>	<b>935,955</b>	<b>24,870</b>	<b>3%</b>	<b>996,161</b>	<b>996,161</b>	<b>94%</b>		
<b>Non-current liabilities</b>	<b>(10,879)</b>	<b>(6,969)</b>	<b>(20,984)</b>	<b>(47,637)</b>	<b>80,617</b>	<b>86,469</b>	<b>5,852</b>	<b>7%</b>	<b>102,529</b>	<b>102,529</b>	<b>84%</b>		
<b>Net community assets</b>	<b>201,012</b>	<b>127,283</b>	<b>791</b>	<b>579,131</b>	<b>834,332</b>	<b>908,217</b>	<b>73,885</b>	<b>9%</b>	<b>905,826</b>	<b>905,826</b>	<b>100%</b>		

**13 QUESTIONS/STATEMENT/MOTIONS ON NOTICE FROM  
COUNCILLORS**

Nil

## 14 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.

#### 15.1 GKI Waste

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 .

#### 15.2 Water Charges Dispute - 10 Maida Street, Lammermoor

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 .



## 15 CONFIDENTIAL REPORTS

### 15.1 GKI WASTE

**File No:** CP5.8.1

**Attachments:** Nil

**Responsible Officer:** Dan Toon - Director Infrastructure Services

**Author:** Sean Fallis - Manager Water and Waste Operations

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 provides an update to the previous report regarding ongoing issues with the Great Keppel Island waste service and a number of commercial properties generating volumes in excess of the service they receive.*

**15.2 WATER CHARGES DISPUTE - 10 MAIDA STREET, LAMMERMOOR****File No:** RV25.5.7**Attachments:** Nil**Responsible Officer:** Dan Toon - Director Infrastructure Services**Author:** Sean Fallis - Manager Water and Waste Operations

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 provides details on an exceptional circumstance where new property owners did not receive their first two (2) water use notices. The owners were not aware of their ongoing water use which resulted in high consumption and charges.*

**16 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*

## **17 CLOSURE OF MEETING**