



ORDINARY MEETING

AGENDA

21 MAY 2019

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 4 Lagoon Place, Yeppoon on 21 May 2019 commencing at 8.30am for transaction of the enclosed business.

CHIEF EXECUTIVE OFFICER
15 May 2019

Next Meeting Date: 04.06.19

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:

Acting Mayor, Councillor Nigel Hutton (Chairperson)
Councillor Adam Belot
Councillor Pat Eastwood
Councillor Jan Kelly
Councillor Glenda Mather
Councillor Tom Wyatt

Officers in Attendance:

Mrs Chris Murdoch – Chief Executive Officer
Mr Brett Bacon – Executive Director Liveability and Wellbeing
Mr Dan Toon – Executive Director Infrastructure
Mrs Andrea Ellis – Chief Financial Officer
Mr Matthew Willcocks - Chief Technology Officer
Mr Nick Sheehan - Chief Human Resources Officer

Apologies:

Mayor, Bill Ludwig

3 LEAVE OF ABSENCE / APOLOGIES

Councillor Bill Ludwig - Leave of Absence from 8 May 2019 to 29 June 2019 .

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes of the Ordinary Meeting held 7 May 2019.

5 DECLARATION OF INTEREST IN MATTERS ON THE AGENDA

6 PUBLIC FORUMS/DEPUTATIONS

Nil

7 BUSINESS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS

7.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

File No: GV13.4.1

Attachments: 1. Business outstanding as at 21 May 2019 [J](#)

Responsible Officer: Chris Murdoch - Chief Executive Officer

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.

7.1 - BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

**Business outstanding as at 21 May
2019**

Meeting Date: 21 May 2019

Attachment No: 1

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
07 February 2017	Outstanding Policy Documents	<p>THAT the following policies be adopted:</p> <ol style="list-style-type: none"> 1. Encroachment on Public Land Policy; 2. Equal Employment Opportunity Policy; 3. Failure to Renew Licence Response Policy; 4. Telecommunications Facilities on Council Land Policy; and 5. Unlicensed Premises Response Policy. <p>With policies 4, 5 and 6 to be further reviewed.</p>	Governance Officer	30/06/2019	<p>02 Aug 2018 - 8:49 AM – Governance Officer</p> <p>Three policies still under review and will be re-submitted back to Council once finalised.</p>
15 August 2017	Acquisition of Land for Road Purposes - Wildin Way, Mulambin	<p>THAT Council:</p> <ol style="list-style-type: none"> 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	30/04/2019	<p>13 May 2019 - 11:09 AM - Policy and Planning Officer</p> <p>Survey plan and associated documents to be lodged for registration on 16 May 19.</p>
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.	Executive Director Infrastructure	30/04/2019	<p>09 Apr 2019 - 9:56 AM - Executive Director Infrastructure</p> <p>Continued delay due to Officer's absence. Anticipating a report to be presented to briefing on 2 May 2019.</p>
5 December 2017	Regulated Car Parking Yeppoon Foreshore and Town Centre	<p>THAT Council resolve to:</p> <p>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);</p> <ol style="list-style-type: none"> 1. 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; 	Manager Engineering Services	30/04/2019	<p>01 May 2019 - 2:34 PM Administration Engineering Services</p> <p>Plans for regulated parking signs in Yeppoon CBD have been finalised and signed off for passing to Construction & Maintenance for installation. Plans for Lagoon precinct</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		<p>2. 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>3. Consider a budget allocation at the 17/18 Quarter Two Budget review for updated parking signage in the amount of \$30,000;</p> <p>4. 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>5. Amend Subordinate Local Law No. 5 (Parking) 2011 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>6. Amend Subordinate Local Law No. 5 (Parking) 2011 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> <p>7. Amend Subordinate Local Law No. 5 (Parking) 2011 Schedule Two Declaration of off-street regulated parking areas to rescind all reference and plans associated with the region of Rockhampton Regional Council.</p>			regulated and paid parking have also been finalised.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
18 December 2017	Request to Consider Balance of 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	31/07/2019	<p>22 Mar 2019 - 5:46 PM – Coordinator Revenue</p> <p>Part (b) discussed in Budget Workshop will be further reviewed and presented to Council for adoption of Policy in order to be effective 1 July 2019.</p>
17 July 2018	Draft Fig Tree Creek Masterplan	THAT Council endorse the Fig Tree Creek Master Plan for further public consultation and integration into the Council's Strategic Planning Framework.	Coordinator Natural Resource Management	30/04/2019	<p>14 May 2019 - 11:05 AM – Support Services Officer – Community Wellbeing</p> <p>Public consultation on the draft Fig Tree Creek Masterplan not yet started due to other projects and priorities.</p>
18 September 2018	Opening of Road – Gunder Road, The Caves	THAT Council authorise the Chief Executive Officer to commence negotiations with the owners of Lot 69 RP891987 to open new road as shown on Drawing No. 17-112-04.	Policy and Planning Officer	30/04/2019	<p>13 May 2019 - 11:08 AM – Policy and Planning Officer</p> <p>Instructed by Manager Construction and Maintenance to take no action until further advised.</p>
18 September 2018	Properties Eligible for Land Sale	THAT (a) pursuant to section 140(2) of the Local Government Regulation 2012 Council proceed with action to sell the land listed below, and also detailed in attachment 1 to the report for overdue rates and charges; and (b) that Council delegate to the Chief Executive Officer the power to take all further steps under Chapter 4, Part 12, Division 3 of the <i>Local Government Regulation 2012</i> to effect sale of the	Coordinator Revenue	30/04/2019	<p>22 Mar 2019 - 5:45 PM – Coordinator Revenue</p> <p>Auction Date 25.03.19 at 12pm. 2 properties remain as of 5.30pm 22.03.19.</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		land (including, for avoidance of doubt, the power to end sale procedures). 127881 - L31 E 15616 140365 - L3 RP 614619 129980 - L15 RP 618406 40394 - L15 RP 613481 130164 - L4 BUP 60007 141203 - L4 SP 223821 130381 - L80 SP 140933 141607 - L53 SP 167021 133658 - L15 RP 608960 142478 - L110 SP187967 134346 - L42 RP 602148 143907 - L179 SP 217255 136948 - L1 RP 612575 303528 - L51 SP 239036 137355 - L4 RP 618814 131688 - L1 RP 609496 137839 - L34 RP 860164 138232 - L124 RP 842258			
16 October 2018	Proposed Trustee Leases – Capricorn Tourism and Economic Development Limited and Keppel Coast Arts Council Inc.	<p>THAT Council resolve to:</p> <ol style="list-style-type: none"> 1. apply the exception mentioned in Section 236(1)(b)(ii) of the <i>Local Government Regulation 2012</i> to its dealings with Capricorn Tourism and Economic Development Limited and Keppel Coast Arts Council Incorporated for issue of Trustee Leases over land currently described as Lot 2 on Survey Plan 104438, Merv Anderson Park Yeppoon; and 2. provide Trustee Leases over land currently described Reserve for Recreation, Public Boat Ramp, Jetties and Landing Place over Lot 2 on Survey Plan 104438 to: <ol style="list-style-type: none"> a) Capricorn Tourism and Economic Development Limited for a term of 20 years for operation of the Capricorn Coast Visitor Information Centre and Shell World; and b) Keppel Coast Arts Council Incorporated for a term of 5 years for operation of the Artship. 	Property Officer	30/04/2019	<p>11 Dec 2018 – 7:57 AM – Property Officer</p> <p>Draft documents being prepared however execution of some cannot occur until the new title is registered over the land. Council is unable to proceed with this matter until notification of registration is received from DNRME.</p>
16 October 2018	Potential Sale of Lots 2 and 3 - The Gateway Business and Industry Park	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. reconfirms its previous decision on 1 May 2018, to sell Lots 2 and 3, known as 3 and 5 Pineapple Drive, Hidden Valley, within Stage One of The Gateway Business and Industry Park, at the 	Executive Director Liveability and Wellbeing	30/04/2019	08 Apr 2019 - 11:03 AM – Director Liveability and Wellbeing

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		<p>nominated offer and acknowledges the new entity (purchaser) listed in this report;</p> <p>2. confirms its preparedness to accept the option two payment terms and conditions for Lots 2 and 3, outlined in this report, and if deemed acceptable to the purchaser through further negotiation;</p> <p>3. confirms in lieu of discounting infrastructure charges, it would favourably consider entering into an infrastructure agreement for the deferred payment of infrastructure charges, in accordance with the general terms prescribed by Council's <i>Development Incentive Policy for Reconfiguring a Lot</i>, based on the terms outlined in this report; and if deemed acceptable to the purchaser through further negotiations;</p> <p>4. authorises the Chief Executive Officer to finalise negotiations with the purchaser, taking into consideration the terms and conditions outlined in this report, and execute a contract of sale for Lots 2 and 3, having due regard to the provisions for the disposal of non-current assets contained in the <i>Queensland Local Government Regulation 2012</i> and Livingstone Shire Council's Procurement Policy;</p>			Further action pending the return of an executed contract of sale
06 November 2018	Notice of Motion - Councillor Adam Belot - Wreck Point Pathway	<p>THAT LSC review the current design of the proposed walking path from Cooe Bay to Lammermoor Beach including:</p> <p>Consideration of redesigning path alignment/direction</p> <p>b) Design that will best accommodate users of all abilities</p>	Executive Director Infrastructure Services	30/04/2019	<p>12 Mar 2019 - 8:11 AM – Executive Director Infrastructure</p> <p>Investigations continuing.</p>
20 November 2018	Yeppoon Surf Life Saving Club – Renewal of Tenure Agreement	<p>THAT Council resolve to:</p> <p>1. apply the exception mentioned in Section 236(1)(b)(ii) of the <i>Local Government Regulation 2012</i> to its dealings with the Yeppoon Surf Life Saving Club Incorporated for issue of a Reserve Lease over Lot 74 on SP234671; and</p>	Senior Sport and Education Officer	30/04/2019	<p>14 May 2019 - 3:05 PM – Senior Sport and Education Officer</p> <p>Response from DNRME provided, agreement to be signed by Club</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		2. provide a ten (10) year Reserve Lease to the Yeppoon Surf Life Saving Club Incorporated over Lot 74 on SP234671.			
20 November 2018	Ogmore Community and Recreation Committee Incorporated Request for Tenure over a Portion of Lot 8 07508 (Bicentennial Park)	THAT Council resolves to 1) apply the exception mentioned in Section 236(1)(b)(ii) of the <i>Local Government Regulation 2012</i> to its dealings with the Ogmore Community and Recreation Committee Incorporated for issue of a Reserve Lease over a portion of land currently described as Lot 8 on O7508, Bicentennial Park Ogmore; and 2) provide a one (1) year Reserve Lease over a portion of Bicentennial Park, Lot 8 on O7508 to the Ogmore Community and Recreation Committee Incorporated to enable it to seek opportunities to further develop the site as a public space for the Ogmore community and its visitors.	Community Development Officer	30/04/2019	14 May 2019 - 11:32 AM – <i>Community Development Officer</i> Properties team are still working on finalising this lease.
04 December 2018	Acquisition of Easements for Drainage Purposes - Zilzie	THAT Council resolve to authorise the Chief Executive Officer to commence negotiations with the owners of Lot 70 RP604071 and Lot 71 RP604071 to dedicate drainage easements as shown on Drawing No 18-093-01.	Policy and Planning Services	30/04/2019	13 May 2019 - 11:06 AM - <i>Policy and Planning Services</i> Lot 70 RP604071 Survey plan and easement documents lodged for registration on 29 April 19. Lot 71 RP604071 Survey plan and easement documents sent to owner for signing on 16 April 19.
18 December 2018	Councillor Portfolios	That the matter lay on the table pending further discussion and return to a Council Meeting in 2019.	Senior Investigations Officer	30/04/2019	
05 February 2019	Mayoral Minute – Capricorn Coast International Women's Day event committee contribution to a shade	THAT Council resolves to: 1. recognise the generous offer from the Capricorn Coast International Women's day event committee to raise funds for the erection of	Executive Director Liveability and Wellbeing	30/04/2019	14 May 2019 - 11:31 AM – <i>Executive Director Liveability</i>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
	structure for the Yeppoon Lagoon	shade structures within the Yeppoon Lagoon precinct and offer its support to the committee in its endeavours; 2. recognise that the Capricorn Coast International Women's day event committee may undertake fund raising over a two-year period; and 3. give consideration to the inclusion of additional shade structures in the capital works programme for the relevant financial year as well as seeking matching funding from all appropriate State and Federal funding streams.			Met with representative from the Capricorn Coast International Women's day 17 April 2019. Council is currently finalising a business case for a suite of projects around the lagoon. Once complete, that will be provided to the group to identify a specific item and to assist with sourcing further funds towards the construction of that item.
05 February 2019	Establishment of Tenure Agreement - Capricorn Coast Landcare Incorporated and NAG Broadcasting Association	THAT Council resolves to enter individual tenure agreements with Capricorn Coast Landcare Incorporated and NAG Broadcasting Association Incorporated over the shared space known as Room D within the Education Centre (78 John Street, Yeppoon) for a period of one (1) year with an option to renew for a further three (3) year period.	Administration Supervisor	30/04/2019	14 May 2019 - 4:19 PM - Administration Supervisor Community Centre Documents have been processed and handed to Capricorn Coast Landcare and Radio 4NAG for signing
19 February 2019	Sale of 18 School Street, Mount Chalmers	THAT Council resolves to: 1. adopts a two stage Expression of Interest and Invitation to Tender process, in accordance with section 228(2)(b) of the <i>Local Government Regulation 2012</i> , for the sale of proposed Lot 10, known as 18 School Street, Mount Chalmers, acknowledging the reason for adopting the two-stage process is to gauge market interest and achieve the best possible outcome for Council and the Community; 2. delegate authority to the Chief Executive Officer to enter into negotiations with the potential purchasers subject to the CEO providing a briefing to the Council on completion of the first stage; and	Project Support Officer	30/04/2019	14 May 2019 - 11:30 AM – Project Support Officer Council have requested proposals from three Real Estate Agencies to commence the Expression of Interest process and gauge the current market.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		3. write to the residents of Mt Chalmers and provide an update of the current status and planned actions.			
19 February 2019	Acquisition of Easement for Water Supply Purposes - Ironpot	THAT Council resolve to authorise the Chief Executive Officer to commence negotiations with the owner of Lot 156 SP213739 to dedicate a water supply easement as shown on Drawing Nos 19-091-01 and 19-091-02.	Policy and Planning Officer	30/04/2019	13 May 2019 - 11:05 AM - Property Officer Valuation received - offer made to landowner 13 May 19
19 March 2019	Request for comment - Lot 109 on SP178490 to become transferable land under Aboriginal Land Act 1991	THAT Council advise the Department of Natural Resources, Mines and Energy that it has no objection to the expression of interest for the recreation and environmental reserve described as Lot 109 on Survey Plan 178490 to become transferable land under the Aboriginal Land Act 1991.	Property Officer	30/04/2019	09 Apr 2019 - 2:29 PM – Property Officer The Department of Natural Resources, Mines and Energy were notified on 25 March 2019, that Council has no objection to the expression of interest for Lot 109 on Survey Plan 178490 to become transferable land under the Aboriginal Land Act 1991
19 March 2019	Request for renewal of lease - the caves rural fire brigade	THAT Council resolve: 1. that the exception mentioned in Section 236(1)(b)(i) of the <i>Local Government Regulation 2012</i> may apply in its dealing with the State of Queensland (represented by Public Safety Business Agency) on behalf of The Caves Rural Fire Brigade over Lot 8 on Registered Plan 605788; and 2. to provide a twenty (20) year lease with one five-year option to the State of Queensland	Property Officer	30/04/2019	13 May 2019 - 2:27 PM - Principal Property Officer Council has advised the Public Safety Business Agency in relation to the provision of a further lease over this property, and is awaiting a draft lease agreement from that agency.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		(represented by Public Safety Business Agency) on behalf of The Caves Rural Fire Brigade, at a nominal rent amount of \$1 per annum, over Lot 8 on Registered Plan 605788.			
19 March 2019	Refund of disabled parking fine - Yeppoon Lagoon	<p>THAT Council resolves to:</p> <ol style="list-style-type: none"> 1. refund the amount of \$52 on compassionate grounds for infringement notice 11579 2. amend the Chief Executive Officer Financial Delegations to include the provision for the Chief Executive Officer to reimburse, in appropriate circumstances, Council issued infringement notices that have been satisfied in full to the value of not more than \$500 	<p>1.Coordinator Public Environments</p> <p>2. Coordinator Governance</p>	30/04/2019	
01 April 2019	Recyclables Processing Service Contract	That Council authorise the Chief Executive Officer to proceed in the manner as outlined within the report.	Manager, Water and Waste Operations	30/04/2019	<p>09 Apr 2019 - 9:29 AM - Executive Assistant to Executive Director Infrastructure</p> <p>Manager Water and Waste Operations notified Director Infrastructure who notified CEO. A meeting has been arranged for CEOs from applicable Councils where this matter will be discussed.</p>
01 April 2019	Proposed permanent road closure adjoining Lot 41 on SP153929	THAT Council resolve to advise the Department of Natural Resources, Mines and Energy that it offers no objection to the proposed permanent closure of approximately 14.9 square metres of road reserve adjoining Lot 41 on Survey Plan 153929.	Property Officer	30/04/2019	<p>09 Apr 2019 - 11:59 AM - Property Officer</p> <p>The Department of Natural Resources, Mines and Energy notified on 3 April 2019 that Council does not object to the proposal to permanently close this area of road.</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
01 April 2019	PALM CREEK PARK, CAWARRAL	THAT Council resolves to accept trusteeship of Reserve for Park and Environmental Purposes – Lot 7 on Survey Plan 167135.	Principal Property Officer	30/04/2019	13 May 2019 - 2:25 PM - <i>Principal Property Officer</i> Council is awaiting further advice from the Department of Natural Resources, Mines and Energy in relation to this matter.
16 April 2019	Mayoral Minute - Memorial Jason Marks	<p><i>THAT in relation to the establishment of the memorial of Jason Marks who was killed in Afghanistan Council engage:</i></p> <ol style="list-style-type: none"> 1. with relevant Government agencies and the Vietnam Legion in relation to the provision of the plaque and, 2. with the family to ensure their wishes are respected, if they wish a plaque and where they would like to see the memorial located. 	Manager Disaster Management and Communities	31/05/19	14 May 2019 - 2:12 PM – <i>Coordinator Support Services</i> Council to contact Jason's family 15/5/2019 to ensure the family is fully engaged in the process including if a memorial is actually wanted and then location. Further updates will be provided after meeting.
16 April 2019	Assessment of further dealing of Term Lease over Lot 102 on Crown Plan LN1939	<p>THAT Council resolve to provide the Department of Natural Resources, Mines and Energy with the following response in relation to its request for views and/or requirements regarding further dealing with Term Lease 0/214673 over Lot 102 on Crown Plan LN1939:</p> <ol style="list-style-type: none"> 1) Council has not identified any reason which would indicate that the public interest could 	Property Officer	30/04/19	13 May 2019 - 10:58 AM – <i>Property Officer</i> The Department of Natural Resources, Mine and Energy was notified of Council's decision on 16 April 2019. This action is now complete.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		<p>be adversely affected if the term lease over Lot 102 on Crown Plan LN1939 is renewed;</p> <p>2) Lot 102 on Crown Plan LN1939 has a high environmental value being in the Serpentine geology which gives rise to unique plant communities. Limestone Creek, a significant waterway, runs through the lease land and is mapped Matter of Local Environment Significance – Wetland. The land is totally covered by the Protected Plant trigger mapping and Remnant Vegetation including a large area of Endangered Vegetation. The Vegetation of the lease land is also mapped under the Planning Scheme as Matters of State and Local Significance;</p> <p>3) there is a road reserve which runs through the lease land although it appears the road reserve may not have been surveyed. It also appears that the existing constructed road may be partly outside the road reserve and constructed on part of the lease land;</p> <p>4) grazing or agricultural use, properly managed, is an appropriate use for the lease land;</p> <p>5) part of the lease land may be required for road purposes in the future. A survey would be required to confirm this and to identify the extent. It is Council's position that the cost to survey the road area should be at the</p>			

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		<p>expense of the leaseholder if conversion to freehold tenure is approved by the Department of Natural Resources, Mines and Energy; and</p> <p>6) Council does not object to the renewal of the term lease over Lot 102 on Crown Plan LN1939. However, given the extensive environmental constraints and limited development opportunities, freeholding of Lot 102 on Crown Plan LN1939 is not supported. In addition to protected vegetation, the land is also subject to poor drainage and periodic flooding limiting the available area for any dwelling or infrastructure.</p>			
16 April 2019	Consideration of renewal of Term Lease over Lot 18 on Crown Plan PALM40143	<p>THAT Council resolve to advise the Department of Natural Resources, Mines and Energy that:</p> <p>1) the camping and water reserve described as Lot 18 on Crown Plan PALM40143 is still required for its gazetted purpose and Council would not support freeholding of the term lease over same;</p> <p>2) on the expiry of the existing term lease Council would not be prepared to issue a Trustee Lease or Trustee Permit for grazing purposes over Lot 18 on Crown Plan PALM40143; and</p>	Property Officer	30/04/19	<p>13 May 2019 - 10:59 AM – Property Officer</p> <p>The Department of Natural Resources, Mine and Energy was notified of Council's decision on 16 April 2019. This action is now complete.</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		3) Lot 18 on Crown Plan PALM40143 is significant in terms of the environmental values, with Remnant Vegetation mapped for the entire area and also wetlands of local and state significance. The current grazing on the land is quite heavy but does provide some fire hazard reduction for the land. Council offers no objection to the granting of a new term lease over Lot 18 on Crown Plan PALM40143 on the condition that the current land condition is maintained or improved. Given the wetland and waterways, future grazing should be required to present a Best Management Practice plan to ensure adequate groundcover and riparian vegetation is retained throughout the year. Ongoing pest management by the lessee is also recommended.			
18 April 2019	OPTIONS FOR TENANCIES - CENTRE OF XCELLENCE FOR DISASTER MANAGEMENT, INNOVATION AND COMMUNITY RESILIENCE (THE HUB)	<p>THAT Council resolve:</p> <ol style="list-style-type: none"> As the exception mentioned in Section 236(1)(b)(i) of the <i>Local Government Regulation 2012</i> may apply in its dealing with the parties mentioned in the report on the lease of a tenancy on the first floor of the Centre of Excellence for Disaster Management, Innovation and Community Resilience (The Hub), Council 	Principal Property Officer	31/05/19	<p>13 May 2019 - 2:52 PM - Principal Property Officer</p> <p>The Property team has provided the prospective tenant for the front section of the first floor of the building with details on the proposed tenancy, lease term and rental. A response is now awaited.</p> <p>The Property team is progressing the tender for tenancies on the</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		<p>authorises officers to proceed with those discussions and report back to Council prior to the execution of any lease;</p> <p>2. Further, officers are authorised to proceed to tender on the provision of tenancies over all available space on the ground floor of the Centre of Excellence for Disaster Management, Innovation and Community Resilience (The Hub), and to engage an external probity officer to oversee the tender process and report back to Council prior to the execution of any lease;</p> <p>3. Council commits to fund the installation within the Centre of Excellence for Disaster Management, Innovation and Community Resilience (The Hub) the following:</p> <p>(a) air conditioning, ceilings and lighting on the ground and first floors;</p> <p>(b) dividing walls between tenancies, if required, on the ground and first floors; and</p> <p>(c) external doors to any areas on the ground floor over which a lease is negotiated and which direct access does not currently exist.</p>			ground floor of the building with officers from Council's Procurement team.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
07/05/19	Loading Zone on Anzac Parade	THAT Council authorise the installation of a loading zone on Anzac Parade, taking up the necessary number of existing car-parking bays in front of the Echelon building.	Manager – Infrastructure Services	31/05/19	
07/05/19	Proposed permanent road closure adjoining Lot 17 on Crown Plan LI58	THAT Council resolve to: 1) advise the owner of Lot 17 on LI58 that it does not support the proposal to permanently close the areas of road reserve adjoining Lot 17 known as Princhester Road and Atkinson Road; and 2) authorise officers to investigate the temporary closure of the areas of road reserve adjoining Lot 17 known as Princhester Road and Atkinson Road.	Property Officer	31/05/19	
07/05/19	PAINT POT GALLERY ACCOMMODATION	THAT Council resolve to: 1) meet the cost of a further eight (8) month lease arrangement to accommodate the Paint Pot Gallery at Shop 3, 18 James Street Yeppoon from 1 July 2019 to 29 February 2020; and 2) provide an eight (8) month lease to the Capricorn Society of Arts Incorporated over Shop 3, 18 James Street Yeppoon from 1 July 2019 to 29 February 2020 at a rental of \$1,000 inclusive of Goods and Services Tax.	Principal Property Officer	31/05/19	

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
07/05/19	ROMAN CATHOLIC CHURCH LAND - MARLBOROUGH	<p>THAT Council resolve to:</p> <p>1) authorise Council officers to enter into negotiations with The Roman Catholic Trust Corporation for the Diocese of Rockhampton for the purchase of Lots 12, 13, 14 and 15 on Registered Plan 602167;</p> <p>2) authorise Council officers to negotiate with The Roman Catholic Trust Corporation for the Diocese of Rockhampton on the purchase of Lots 12, 13, 14 and 15 on Registered Plan 602167 in accordance with Option Two, as detailed within this report.</p>	Principal Property Officer	31/05/19	
07/05/19	Opening of Todds Road Through Greenlake Station	<p>THAT Council resolve to reopen the section of road described as the last four kilometres of the constructed section of Ingrey Road, which was previously closed to traffic pursuant to s69 of the <i>Local Government Act 2009</i> and;</p> <p>In relation to the matter of the proposed road opening that Council resolve to pursue Option 1 as detailed in the report below.</p>	Manager – Infrastructure Services	31/05/19	
07/05/19	Great Keppel Island Revitalisation Project	THAT Council resolve to adopt recommendations 1 and 2 contained in the conclusion section of this report and that the Project Team be advised accordingly.	Executive Director Infrastructure	31/05/19	
07/05/19	Kerr Park - Purchasing policy Compliance for Installation of Playground	THAT Council resolves for the Emu Park Village and Foreshore – Kerr Park Project to;	Engineering Consultant	31/05/19	

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
	Equipment and Shade Structure	<ol style="list-style-type: none"> 1. Award the installation of the playground equipment purchased by Council and softfall to Playscape Creations as a Sole Supplier; and 2. Award the installation of the shade structure purchased by Council to Fabritecture Australia as a Sole Supplier; <p>in accordance with S229 of the Local Government Regulation 2019.</p>			

8 PRESENTATION OF PETITIONS

Nil

9 MAYORAL MINUTE

Nil

10 COUNCILLOR/DELEGATE REPORTS

Nil

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

Nil

12 REPORTS

12.1 COUNCILLOR AGENDA ITEM REQUESTS

File No: GV13.4.1
Attachments: Nil
Responsible Officer: Chris Murdoch - Chief Executive Officer
Author: Sue Schluter - Executive Assistant to Mayor

SUMMARY

This report is to provide information in relation to Councillor requests for agenda items.

OFFICER'S RECOMMENDATION

THAT Council receive the report in relation to the following items requested by Councillors for inclusion in an agenda:

- Reticulated Water to Mabel Edmund Park
- Audit of Shire Intersections
- Breakwater Drive

BACKGROUND

The information contained in the commentary of this report is being provided in accordance with *Council Meeting's Procedures Policy*, s2.9.2 Request by a Councillor to Place an Item on the Agenda.

COMMENTARY

Councillor	Subject	Action	Outcome / Update
Kelly	Reticulated Water to Mabel Edmund Park	Referred to a Briefing Session in the first instance.	Briefing was provided to Councillors on 18/3/19. Further investigation of options and an onsite meeting has occurred. Information will be brought back to Council once feasibility has been assessed.
Mather	Audit of Shire Intersections	Referred to Executive Director for investigation with DTMR due to the intersections being on State controlled roads	Consultation has commenced. Awaiting response from DTMR. Councillors will be provided a briefing upon receipt of the information.
Belot	Breakwater Drive parking	Referred to a Briefing session	Referred to Briefing Session 27 May prior to resolution on 4 June. Works on hold until Council resolution

CORPORATE/OPERATIONAL PLAN

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

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

- (a) Transparent and effective processes, and decision-making in the public interest; and
- (b) Sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) Democratic representation, social inclusion and meaningful community engagement; and
- (d) Good governance of, and by, local government; and
- (e) Ethical and legal behaviour of councillors and local government employees.

CONCLUSION

This report, presented in accordance with the *Meeting Procedures Policy* is provided for the information of Councillors.

**12.2 YEPPOON RUGBY LEAGUE FOOTBALL CLUB - REQUEST TO WAIVE
SEWERAGE CONNECTION CHARGES****File No:** FM12.1.10**Attachments:**
1. Request for Waiver of Connection Fees [↓](#)
2. Quotation for Sewerage Connection [↓](#)**Responsible Officer:** Chris Murdoch - Chief Executive Officer**Author:** Dan Toon - Executive Director Infrastructure

SUMMARY

The Yeppoon Rugby League Football Club has requested Council consider waiving the fees associated with providing a connection to the sewerage system for the club facilities at Webb Park.

RECOMMENDATION

THAT Council resolve to:

1. endorse payment of the amount of \$1,900.00 from the Mayor's Discretionary Fund towards the cost of the sewerage connection fee of \$2,042.90; and
2. waive the balance of the sewerage connection fee of \$142.90 and the cost of the infrastructure contribution in the sum of \$4,250.00.

BACKGROUND

The Yeppoon Rugby League Football Club requested, and was provided, a quotation to connect the amenities at Webb Park to the sewerage system. The connection would be via a Special Sewerage Arrangement as the lot is not included in the declared service area and cannot be provided with a standard service. The club would be required to install and operate their own private pumping station in addition to paying annual sewerage charges which they have acknowledged and accepted.

COMMENTARY

The attached request seeks Council's agreement to waive the charges associated with connecting the club amenities to the sewerage system. The charges quoted are comprised of two parts; an infrastructure contribution of \$4,250.00 and sewerage connection of \$2,042.90. The infrastructure contribution could be considered a "non-cash" cost if the request was granted but the sewerage connection charge is related to actual costs to supply and install fittings and pipe from the existing sewer rising main to the boundary of the club property.

Advice was sought regarding the possible relocation of the club to the Barmaryee sporting complex and information was received that in the medium term Webb Park will continue to be utilised, hence, connection to sewerage is a viable undertaking.

PREVIOUS DECISIONS

There are no known previous decisions relevant to this request

BUDGET IMPLICATIONS

As noted above the request to waive charges involves both cash and non-cash components.

LEGISLATIVE CONTEXT

Nil

LEGAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

RISK ASSESSMENT

The request itself has no obvious risk for Council and connection to sewerage would eliminate the club risk associated with their onsite treatment and disposal facility for sewage generated on the site.

CORPORATE/OPERATIONAL PLAN

Corporate Plan Reference: Strategy CO1: Facilitate, encourage and enable self-sustainable community associations and volunteer groups to pursue their diverse aspirations.

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

- (a) Transparent and effective processes, and decision-making in the public interest; and
- (b) Sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) Democratic representation, social inclusion and meaningful community engagement; and
- (d) Good governance of, and by, local government; and
- (e) Ethical and legal behaviour of councillors and local government employees.

CONCLUSION

The request from the Yeppoon Rugby League Football Club to waive charges associated with effecting a connection to the sewerage system is provided for Council resolution.

12.2 - YEPPOON RUGBY LEAGUE FOOTBALL CLUB - REQUEST TO WAIVE SEWERAGE CONNECTION CHARGES

Request for Waiver of Connection Fees

Meeting Date: 21 May 2019

Attachment No: 1

Yeppoon Rugby League Football Club INC
Webb Park
 PO Box 1602,
 YEPPOON QLD 4703



President: Steve Stafford 0407391123
 Secretary: Steve Ellis 0477066082
 Treasurer: Bindi Minto 0408964787

SPECIAL SEWERAGE ARRANGEMENT AND PRIVATE WORKS CONNECTION PPTY:
 123 Tanby Road, Yeppoon QLD 4703 (L 30 CP 899136) - 5-2019/PQUOTE

LSC Resource Management	
File No:	FM 12.1.10
Date:	26 MAR 2019
Action Officer:	Mayor PA
Reviewed:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Waiver of Infrastructure Contribution and Sewage Connection fees.

Dear Mayor Bill Ludwig

Yeppoon Rugby League Club Inc is a small community non -profit organization. One of our goals is to support local community events at Webb Park.

We have hosted events by Yeppoon High School, Primary School, District Junior, Senior Rugby League and in partnership with the Livingstone Shire Council events that the council has been part of. We also encourage Yeppoon Junior Rugby League Club to fundraise at Webb Park during events. We do this at our own cost and we do not charge any entrance fees for school or junior events or for the cost of lighting at night events, which is one of our main expenses.

The upkeep and maintenance at Webb Park are totally funded by Yeppoon Rugby League, in which we rely on the business houses of the Livingstone Shire to support us in presenting Webb Park as a major sporting field in Yeppoon. The business houses that support us have advertising signage at Webb Park including Livingstone Shire Council.

Approving the requested fee waiver for the Infrastructure Contribution and Sewage Connection of \$6292.00 will reduce costs for Yeppoon Rugby League, which may then be used to implement improvements at Webb Park. One of the main projects we are looking at is a female amenities block for women in sport allowing them a safer environment.

The connection of the sewer to the existing rising sewer main will make the existing septic system redundant, producing a cleaner and environmentally safe area for all attending Webb Park.

We understand the Special Sewerage Arrangement Conditions and the Private Works Connection Conditions. It is also understood, once connected to the network, sewer access rate charges will apply. We accept the responsibility for those types of charges associated with the concurrent processing.

Therefore, we are requesting that Livingstone Shire Council consider our requested submittal and the Infrastructure Contribution – Sewage Connection fees be waived.

Regards,

Steven Ellis
 Yeppoon Rugby League Club, Secretary

12.2 - YEPPOON RUGBY LEAGUE FOOTBALL CLUB - REQUEST TO WAIVE SEWERAGE CONNECTION CHARGES

Quotation for Sewerage Connection

Meeting Date: 21 May 2019

Attachment No: 2



25 February 2019

Application No: 21-2019/PQUOTE SF:ac
Enquiries: Livingstone Shire Council
Telephone: 07 4913 5000 or 1300 790 919
Email: enquiries@livingstone.qld.gov.au

S N Stafford
PO BOX 1248
YEPPOON QLD 4703

Dear Sir/Madam,

SPECIAL SEWERAGE ARRANGEMENT AND PRIVATE WORKS CONNECTION
PPTY: 123 Tanby Road, Yeppoon QLD 4703 (L 30 CP 899136)

Reference is made to your application to connect the above property L 30 CP 899136 to the Livingstone Shire Council Sewerage Network (the 'network').

Due to the lay of the land, and/or the design level limitations of the existing sewerage scheme, provision of a conventional gravity sewer service to this lot is not possible. At present this property is outside the declared sewer area and not subject to sewer access charges. Council can approve a connection to the sewerage network under a Special Sewer Arrangement (SSA).

Under the SSA, you are required to install a private domestic on-site sewerage pump station at the property to be connected to a "connection point" on the road reserve at the front of the property. You will also be responsible for the cost to construct a 50mm sewer rising service line, the valve box (including valves) and your 50mm private sewer rising main (Shown in attachment B). The 50mm sewer rising service line from the connection point to valve box will become the property of Council. Please see attachment B showing the connection point and location of rising mains.

Works on the property including the installation of the on-site sewerage pump station and pipework to the valve box are 'Private Reticulation Works' and are regulated works under the *Plumbing & Drainage Act 2002*. These works require a Council Plumbing and Drainage Compliance permit & certificate. You are responsible for all costs associated with the design, plumbing application (*via Application for Compliance Assessment - Form 1*), installation, operation and maintenance in relation to these works.

A private works quote has been provided for Council to construct the rising main within the road reserve and connection to the existing network. You have the option to construct the rising main. This work would be subject to an Operational Works Approval including design and approval of works within a road reserve. If you were to construct the rising main, council would need to provide a quote for the connection to the existing network.

Upon connecting to the Council sewer network, standard sewer access charges will apply to your property. The sewer access charges are listed in Council's Revenue Statement on Council's website www.livingstone.qld.gov.au.

PO Box 2292 Yeppoon Qld 4703
Phone 07 4913 5000 or 1300 790 919

www.livingstone.qld.gov.au
enquiries@livingstone.qld.gov.au

ABN 95 399 253 048

You will also be responsible for the operation and maintenance of the privately owned domestic sewage pump well and private pipework to the ball valve in the valve box.

Please find enclosed a quotation and agreement for connection under private works via a SSA, including the associated terms and conditions.

Should you wish to proceed with the Special Sewerage Arrangement and Private Works Connection, you are required to accept this quotation and the applicable conditions by submitting the following:

- Signed Quotation and Special Sewerage Arrangement conditions document;
- Payment in full

If you have any enquiries in relation to this matter please do not hesitate to contact Council on 07 4913 5000 or 1300 790 919 and quote application number 5-2019/PQUOTE.

Yours sincerely



Sean Fallis
**Manager Water and Waste Operations
Infrastructure**

ABN 95 399 253 048

Enquiries: 4913 5000 or 1300 790919
 Address: PO Box 2292, YEPPOON QLD 4703
 Email: enquiries@livingstone.qld.gov.au
 Web: www.livingstone.qld.gov.au



PRIVACY NOTICE: Livingstone Shire Council is collecting the personal information you supply on this form for the purpose of updating our records. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

**21-2019/PQUOTE - Special Sewerage Arrangement and Point of Discharge Connection
 – 123 Tanby Road, Yeppoon QLD 4703 - 1 x new 50mm sewer connection point and
 special sewer arrangement**

I/We as owners of the abovementioned property, hereby request Livingstone Shire Council to provide a Special Sewerage Arrangement and Private Works connection to the Livingstone Shire Council Sewer Network.

Connection Details		
Works description:	1 x new 50mm sewer connection point and Special Sewer Arrangement	
Address of property requiring work:	123 Tanby Road, Yeppoon QLD 4703 (L 30 CP 899136)	
Quotation	Infrastructure Contribution	\$4250.00
	Sewerage Connection	\$2042.90
	TOTAL:	\$6292.90
Date of quotation:	Monday, 25 February 2019	
Property owner Details		
Full Name:	Yeppoon Rugby League	
Company Name:		
Postal Address:		
Telephone:		
Mobile phone:		
Email:		

I/We understand and accept the Special Sewerage Arrangement and Private Works Connection terms and conditions as detailed in the following pages.

SPECIAL SEWERAGE ARRANGEMENT CONDITIONS

1. This property is outside of the Livingstone Shire Council Sewerage Area and the sewage is to be discharged by a Special Sewer Arrangement (SSA). The Property owner agrees that the point of discharge (POD) may not be able to service one hundred percent of the lot area by conventional gravity sewers. A private pump station may be required in some circumstances.
2. The POD will be at the location as shown in Attachment A.
3. The property owner is to install a private domestic pump station and rising main. The pump station forms part of the SSA and must remain installed at the property.
4. The private rising main must discharge to Council's Point of Discharge (POD).
5. Private Sewerage Works includes:
 - a. Sanitary drainage works up to the POD. This is classed as regulated works under the *Plumbing and Drainage Act*.
 - b. Rising main to minimum Class 12 (1200kPa) pressure rating of the rising main pipeline material with a **grey/cream stripe**.
 - c. Domestic onsite sewerage pump station in accordance with the Capricorn Municipal Development Guidelines (CMDG) Purchase Specifications for Domestic On-site Sewerage Pump Stations. Refer www.cmdg.com.au
6. Council owns the sewerage infrastructure from the sewer main up to and including the POD, the property owner owns and is responsible for the infrastructure after the POD.
7. The private connection to the POD is to be constructed in accordance with Attachment B Pressure Main – Private Rising Main Connection.
8. All valves must be 316 Stainless Steel. Swing check valves must be used.
9. The pump specifications for the private sewerage pump must be able to meet a minimum of 21m head for the required flow rate. You the owner, are responsible for determining the required flow for your specific sewerage pump station size (CMDG minimum flow rate is 1 L/s). Note: Council advises to contact a pump specialist to determine pump selection.
10. The property owner agrees to pay the once off Infrastructure Contribution charge and also accepts that, once connected to the network, sewer access rate charges will apply.
11. If the lot is subdivided, then the SSA is applicable to only one lot and is not transferable to all. Council will advise which lot will retain the SSA rights.

PRIVATE WORKS CONNECTION CONDITIONS

1. All sewer connections, unless otherwise stated, terminate at the Point of Discharge (POD). Council does not connect to the property internal pipe work.
2. Under Division 38-I of the *A New Tax System (Goods and Services Tax) Act 1999*, the supply of water and sewerage services are GST free supplies. Therefore, any work performed by LSC relating to the connection and disconnection of water and sewer services does not attract GST.
3. Quotation is inclusive of all plant, material and labour necessary to complete the work.
4. Does not include the replacement of plants, trees, shrubs, turf or garden beds.

5. Does not make any allowance for rock which may be encountered during excavation. In the event of rock, additional costs of \$90.00 per cubic metre will apply. This would be subject to a general consensus based on the standard definitions of rock excavation.
6. Work required outside the parameters specified within the quotation will be treated as a variation of the private works contract and will incur additional charges
7. Livingstone Shire Council (LSC) reserves the right to alter the quotation should site conditions change from when the original quotation was prepared.
8. No allowance has been made for any traffic control as work will be at safe distance from roadway.
9. Payment is required in full upon acceptance of this quotation.
10. Quotation is valid for 90 days from the date of this letter.

Signature/s of Applicant/s (Owners):

<u>Yeppoon Rugby League</u>	_____	_____
Name	Signature	Date
<u>Yeppoon Rugby League</u>	_____	_____
Name	Signature	Date

Please return this document; signed and with payment in full

Attention: Water and Waste Operations
Livingstone Shire Council
PO Box 2292
YEPPOON QLD 4703

Email: enquires@livingstone.qld.gov.au

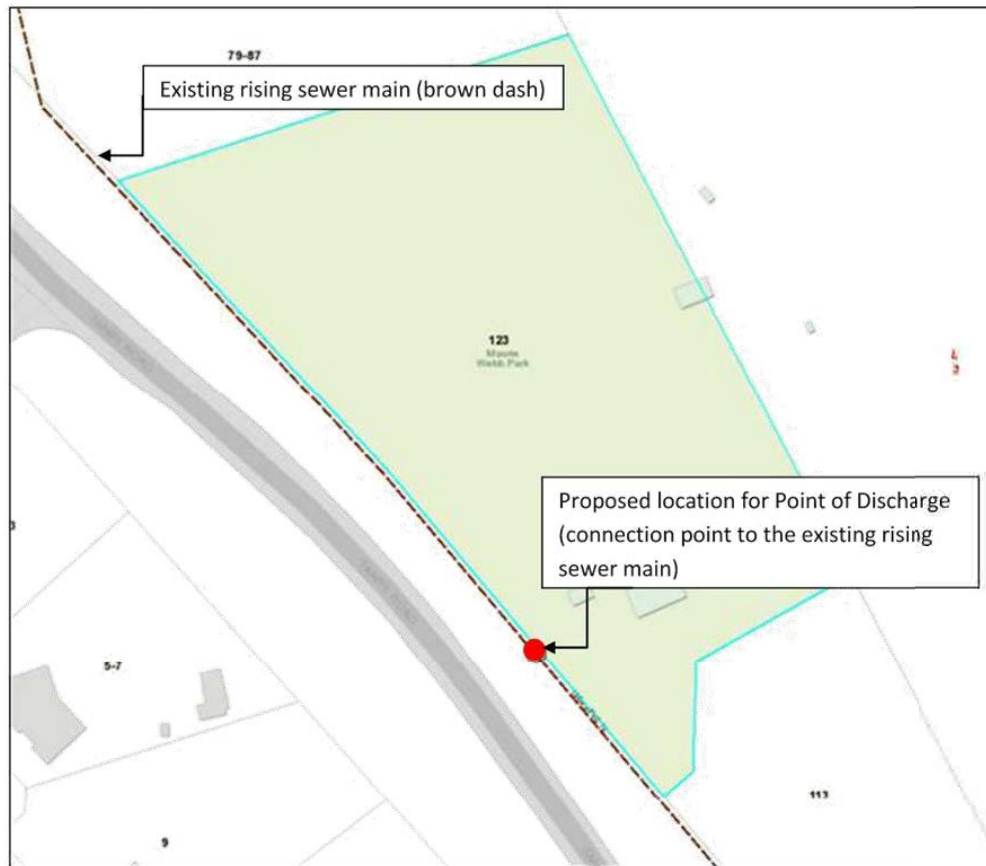
Payment Options

IN PERSON – You can pay at Council's Customer Service Centre 25 Normanby Street, Yeppoon (Yeppoon Town Hall).

MAIL – Make your cheques payable to 'Livingstone Shire Council' and send to PO Box 2292, Yeppoon, Queensland, 4703.

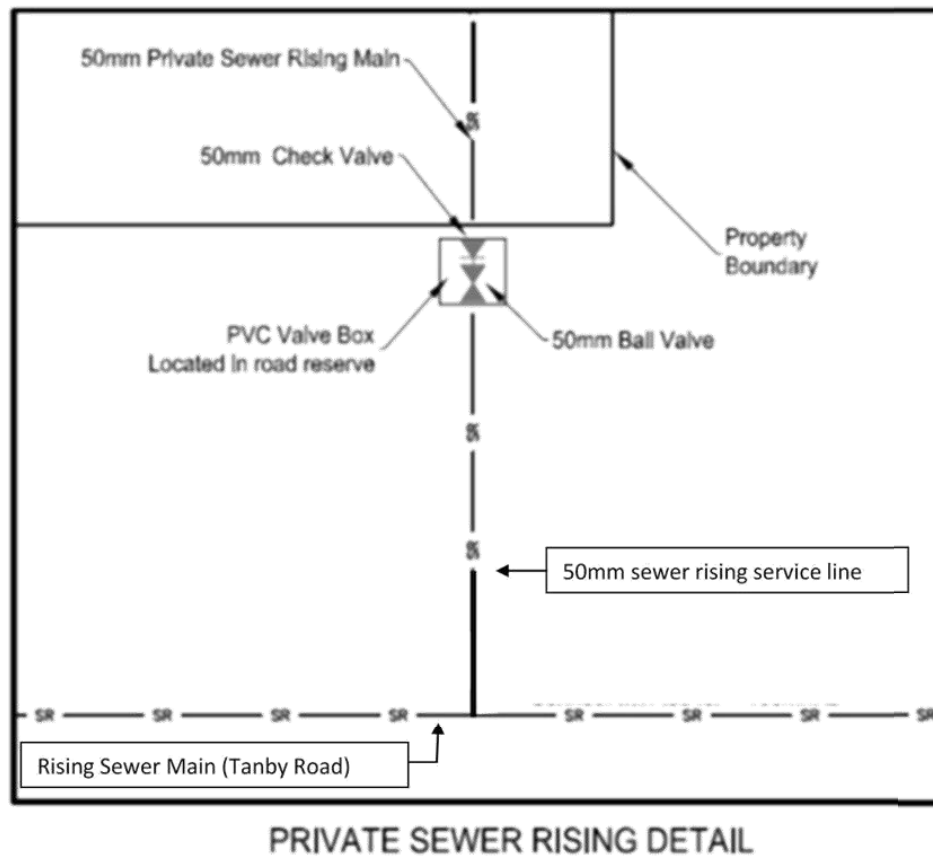
CREDIT CARD – Council complies with the Payment Card Industry Data Security Standard. Compliance helps to alleviate sensitive data being compromised and protects cardholder data. **Credit Card Numbers are NOT to be recorded on this form.** Please email this form to enquiries@livingstone.qld.gov.au requesting to make payment and Customer Service staff will contact you regarding payment once this form is received.

OFFICE USE ONLY	Date Rec'd	CSO	Rec No	Amount
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ENGINEERING ATTACHMENTS**Attachment A**

Attachment B

Private Sewer Rising Main Connection details



NOTE: Drawing is not to scale.

12.3 RURAL ADDRESSING POLICY (V3)

File No: 4.7.28
Attachments: 1. Draft Policy (v3)[↓](#)
2. Ordinary Meeting Agenda 7 February 2017[↓](#)
Responsible Officer: Dan Toon - Executive Director Infrastructure
Author: Carrie Burnett - Policy & Planning Officer

SUMMARY

This report seeks Council's adoption of Version 3 of the Rural Addressing Policy.

OFFICER'S RECOMMENDATION

THAT Council adopt the Rural Addressing Policy (v3).

BACKGROUND

Version 2 of the policy was adopted by Council at its 7 February 2017 Meeting. Councillors have previously been provided a briefing on Version 3 on 2 May 2019 and the policy is now presented to Council for adoption.

COMMENTARY

Staff undertake reviews of policy documents to ensure currency and relevance to Council practices.

PREVIOUS DECISIONS

At its 7 February 2017 Meeting, Council resolved:

'THAT Council:

- 1. Adopt the Rural Addressing Policy (v2);*
- 2. Endorse the approval of the Rural Addressing Procedure (v2) by the Director Infrastructure Service; and*
- 3. Amend page 43 of the Fees and Charges Register to reflect the following:*
Row 1 'Additional or replacement rural addressing sign' \$110 per sign; and
Row 2 'Supply and installation of rural addressing sign required as a result of development' \$110 per sign.'

BUDGET IMPLICATIONS

The review of the Rural Addressing Policy and Procedure has no impact on the budget.

LEGISLATIVE CONTEXT

The relevant legislation is identified in Item 3 References in the policy.

LEGAL IMPLICATIONS

Not applicable

STAFFING IMPLICATIONS

Existing staff and resources are utilised to implement the policy.

RISK ASSESSMENT

There is no risk associated with the proposed amendments to the Rural Addressing Policy as they are only administrative in nature and do not change current practices.

CORPORATE/OPERATIONAL PLAN

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

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

- (a) Transparent and effective processes, and decision-making in the public interest; and
- (b) Sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) Democratic representation, social inclusion and meaningful community engagement; and
- (d) Good governance of, and by, local government; and
- (e) Ethical and legal behaviour of councillors and local government employees.

CONCLUSION

It is important that Council policy documents remain current and are reflective of relevant work practices. Council should adopt the Rural Addressing Policy (v3) to ensure there are guidelines that address the use, supply, maintenance and replacement of rural addressing signs.

12.3 - RURAL ADDRESSING POLICY (V3)

Draft Policy (v3)

Meeting Date: 21 May 2019

Attachment No: 1



RURAL ADDRESSING POLICY (COMMUNITY POLICY)

1. Scope

The Rural Addressing Policy (this 'Policy') applies to addressing of rural properties within Council's local government area.

2. Purpose

This Policy provides guidelines for the standard use and supply, maintenance and replacement of rural addressing signs.

3. References (legislation/related documents)

Legislative reference

Local Government Act 2009 s 60

Transport Infrastructure Act 1994 s 45(1)

Related documents

AS/NZS 4819:2011: Rural and urban addressing

4. Definitions

To assist in interpretation, the following definitions shall apply:

Datum Point	The commencement point (commonly the start of the road) for any sequence of address numbers.
Local Government Area	Has the same meaning as local government area in the <i>Local Government Act 2009</i> .
Number sign	Includes all components of a rural addressing sign including the numbers.
Property Address	The officially recognised address allocated to a property by Council.
Road	Has the same meaning as road in the <i>Local Government Act 2009</i> .
Rural Addressing Number	A number derived from the distance between a datum point (start of road) and a property's vehicular access.

5. Policy Statement

The rural addressing number system has been established to assist rural property owners to be located by emergency services, postal and other service providers and the general public.

Rural Addressing Policy

Adopted/Approved: Draft

Version: 3

Portfolio: Infrastructure
Business Unit: Engineering Services

Page 1 of 4

The main objectives of rural addressing are to:

- 1) Provide a unique and identifiable address for each rural property; and
- 2) Facilitate emergency vehicle response and prompt, efficient responses from service providers.

5.1 General Guidelines

5.1.1 Numbering Conventions

A rural addressing number is determined in a logical sequence based on the distance of a property's vehicular access from a datum point. The number is calculated by dividing the distance in metres from the datum point by 10 and rounding to a whole number according to the convention of assigning odd numbers on the left and even numbers on the right in the direction of measurement. The general principle is that the road will commence in an area of higher population and terminate in an area with a lower population.

5.1.2 Standard for Use

The Australian/New Zealand Standard Rural and urban addressing (AS/NZS 4819:2011) is adopted by Council as a broad guideline for the implementation of rural addressing.

5.1.3 State Controlled Roads

Council will allocate rural addressing numbers and install number signs on State controlled roads.

5.2 Supply and Replacement of Number Signs

5.2.1 First Number Sign

a) Vacant Allotments

Upon request from a landowner and approval by the Manager Engineering Services, Council will allocate a rural addressing number and install a number sign free of charge.

b) Development

For each newly created lot in rural areas, developers are required to pay Council for the supply and installation of a number sign in accordance with Council's Fees and Charges Schedule.

5.2.2 Replacement Number Signs

If a number sign is damaged, stolen or has lost its night time reflective properties due to age, the property owner is required to pay Council for a replacement number sign in accordance with Council's Fees and Charges Schedule.

5.3 Location & Installation of Number Signs

5.3.1 Kerb and Channeled Roadways

The number sign is to be erected on the road frontage boundary of the property.

5.3.2 Non Kerbed Roadways

The number sign is to be erected at the far side of the vehicular access, approximately 1.0m outside the line of guideposts/shoulder of the road or on the property side of the piped crossing or adjacent to the mail box in a visible location.

5.3.3 Single Access to Multiple Lots (includes private access easements)

Where a combined vehicular access services two or more lots, number signs are to be placed at the near and far sides of the vehicular access reflecting the number of lots served (i.e. the lowest and the highest number). Where owner or property names are not displayed along the combined vehicular access, a secondary number sign is to be placed on the far side where each access branches from the common vehicular access. The rural addressing numbers issued will be determined by the position of the lots branching from the common vehicular access.

5.3.4 Number Sign Installation

The top of the number sign is to be 1.0m to 1.2m above the ground, where possible.

5.4 Maintenance of Number Signs

Property owners are responsible for maintenance of number signs. Maintenance includes removal of grass and vegetation from around the sign to ensure it is not obscured from sight.

5.5 Relocation of Number Signs

Because rural addressing is a distance based system, relocation of the number sign may require a change to one or more of the digits of the rural addressing number resulting in a change to the property address. For this reason, if a number sign needs to be relocated, Council will undertake the relocation.

5.6 Property Address

The rural addressing number will form part of an allotment's property address along with the road name and locality. The property address will represent the physical location of the property and will be recorded in Council's corporate mapping and the land record.

5.7 Service Providers

All new property addresses along with corresponding lot and plan numbers will be provided to the following service providers:

- a) Queensland Ambulance Service;
- b) Queensland Fire and Emergency Service;
- c) Queensland Police Service;
- d) Telstra;
- e) Ergon Energy;
- f) Australia Post;
- g) Department of Natural Resources, Mines & Energy;
- h) Australian Electoral Commission; and
- i) Livingstone Shire Council
 - i) Revenue; and
 - ii) Assets and GIS.

6. Changes to this Policy

This Policy is to remain in force until any of the following occur:

- 1) The related information is amended/replaced; or
- 2) Other circumstances as determined from time to time by Council.

7. Repeals/Amendments

This Policy repeals Livingstone Shire Council Policy titled 'Road-Rural Addressing Policy (v2.1)' and 'Road – Rural Addressing Procedure (v2.1)'.

Version	Date	Action
1	22/04/2014	Adopted
2	07/02/2017	Amended Policy Adopted
2.1	23/10/2018	Administrative Amendments – reflect organisational restructure
3		Draft

CHRIS MURDOCH
CHIEF EXECUTIVE OFFICER

12.3 - RURAL ADDRESSING POLICY (V3)

Ordinary Meeting Agenda 7 February 2017

Meeting Date: 21 May 2019

Attachment No: 2

ORDINARY MEETING AGENDA

7 FEBRUARY 2017

12 REPORTS**12.1 VERSION 2 RURAL ADDRESSING POLICY AND PROCEDURE**

File No:	4.7.28
Attachments:	1. Draft Policy (v2) <u>1</u> 2. Draft Procedure (v2) <u>2</u>
Responsible Officer:	Dan Toon - Director Infrastructure Services
Author:	Carrie Burnett - Policy & Planning Officer

SUMMARY

This report seeks Councils adoption of version 2 of the Rural Addressing Policy and Procedure.

OFFICER'S RECOMMENDATION

THAT Council:

1. Adopt the Rural Addressing Policy (v2);
2. Endorse the approval of the Rural Addressing Procedure (v2) by the Director Infrastructure Services; and
3. Amend page 43 of the Fees and Charges Register to reflect the following:
Row 1 'Additional or replacement rural addressing sign' \$110 per sign; and
Row 2 'Supply and installation of rural addressing sign required as a result of development' \$110 per sign.

COMMENTARY

The Policy and Procedure were discussed at the Council Workshop on 24 January 2017. The Policy is now presented to Council for adoption. The Director Infrastructure Services seeks Council endorsement of the Procedure before he authorises it.

BACKGROUND

Not applicable.

PREVIOUS DECISIONS

At its 22 April 2014 Meeting, Council resolved as follows:

'That Council:

1. *Adopt the Rural Addressing Policy; and*
2. *Endorse the approval of the Rural Addressing Procedure by the Director Infrastructure Services'*

BUDGET IMPLICATIONS

Not applicable.

LEGISLATIVE CONTEXT

Not applicable.

LEGAL IMPLICATIONS

Not applicable.

STAFFING IMPLICATIONS

Not applicable.

RISK ASSESSMENT

Not applicable.

CORPORATE/OPERATIONAL PLAN

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

ORDINARY MEETING AGENDA**7 FEBRUARY 2017**

CONCLUSION

It is important that Council policy documents remain current and are reflective of relevant work practices. Council should adopt the Rural Addressing Policy and endorse the associated procedure to ensure staff, the community and developers are aware of Council's requirements so far as they pertain to rural addressing.

12.1 - VERSION 2 RURAL ADDRESSING POLICY AND PROCEDURE

Draft Policy (v2)

Meeting Date: 7 February 2017

Attachment No: 1



ROAD – RURAL ADDRESSING POLICY (COMMUNITY POLICY)

1. Scope

The Rural Addressing Policy (this 'Policy') applies to addressing within the rural areas of Livingstone Shire Council.

2. Purpose

The numbering system has been established for rural property owners to assist them to be located by emergency services, postal and other service providers and the general public.

The main objectives of rural addressing are to:

- 1) Provide a unique and identifiable address for each rural property; and
- 2) Facilitate emergency vehicle response and prompt, efficient responses from service providers.

3. References (legislation/related documents)

Rural Addressing Procedure

4. Definitions

To assist in interpretation, the following definitions shall apply:

Rural Addressing Number	A number derived from the distance between a datum point (start of road) and a property's vehicular access.
Rural Addressing Site	A property in a rural area.

5. Policy Statement

Rural addressing sites may be assigned a rural addressing number in accordance with the Rural Addressing Procedure.

6. Changes to this Policy

This Policy is to remain in force until any of the following occur:

1. The related information is amended/replaced; or
2. Other circumstances as determined from time to time by Council.

Rural Addressing Procedure
Adopted/Approved: Draft
Version: 2

Department: Infrastructure Services
Section: Infrastructure Operations

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7. Repeals

This Policy repeals the former Livingstone Shire Council Policy 'Rural Addressing Policy (v1)' adopted 22 April 2014.

CHRIS MURDOCH
CHIEF EXECUTIVE OFFICER

Rural Addressing Procedure
Adopted/Approved: Draft
Version: 2

Department: Infrastructure Services
Section: Infrastructure Operations

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12.1 - VERSION 2 RURAL ADDRESSING POLICY AND PROCEDURE

Draft Procedure (v2)

Meeting Date: 7 February 2017

Attachment No: 2



ROAD – RURAL ADDRESSING PROCEDURE

1. Scope

The Rural Addressing Procedure (this 'Procedure') applies to addressing within the rural areas of Livingstone Shire Council.

2. Purpose

This Procedure provides guidelines for the standard use and supply, maintenance and replacement of rural addressing signs.

3. Related Documents

Primary

Rural Addressing Policy

Secondary

AS/NZS 4819:2011 : Rural and urban addressing

4. Definitions

To assist in interpretation, the following definitions shall apply:

Datum Point	The commencement point for any sequence of address numbers.
Number sign	Includes all components of a rural addressing sign including the numbers.
Property Address	The officially recognised address allocated to a property by Council.
Road	Has the same meaning as road in the <i>Local Government Act 2009</i> .
Rural Addressing Number	A number derived from the distance between a datum point (start of road) and a property's vehicular access.
Rural Addressing Site	A property in a rural area.

5. Procedure

A rural addressing number is determined in a logical sequence based on the distance of a property's vehicular access from a datum point. The number is calculated by dividing the distance in metres from the datum point by 10 and rounding to a whole number according to the convention of assigning odd numbers on the left and even numbers on the right in the direction of measurement.

Rural Addressing Procedure

Adopted/Approved: Draft
Version: 2

Department: Infrastructure Services
Section: Infrastructure Operations

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5.1 General Guidelines**5.1.1 Standard for Use**

The Australian / New Zealand Standard Rural and urban addressing (AS/NZS 4819:2011) is adopted by Council as the broad guidelines for the implementation of rural addressing.

5.1.2 Road Hierarchy

Council's Road Register will indicate the start of each road for the purpose of establishing the datum point. The general principle is that the road will commence in an area of higher population and terminate in an area with a lower population.

5.1.3 Main Roads

Council will allocate rural addressing numbers and install number signs on declared roads under the authority of the Department of Main Roads.

5.2 Supply and Replacement of Number Signs**5.2.1 First Number Sign****a) Vacant Allotments**

Upon request from a landowner and approval by the Manager Infrastructure Operations, Council will allocate a rural addressing number and install a number sign free of charge.

b) Development

For each newly created lot in rural areas, developers are required to pay Council for the supply and installation of a number sign in accordance with Council's Fees and Charges Schedule.

5.2.2 Replacement Number Signs

If a number sign is damaged, stolen or has lost its night time reflective properties due to age, the property owner is required to pay Council for a replacement number sign in accordance with Council's Fees and Charges Schedule.

5.3 Location of Number Signs**5.3.1 Kerb and Channeled Roadways**

The rural addressing number is to be painted or fixed to the kerb in addition to a number sign being erected on the road frontage boundary of the property.

5.3.2 Non Kerbed Roadways

The number sign is to be erected at the far side of the vehicular access, approximately 1.0m outside the line of guideposts/shoulder of the road or on the property side of the piped crossing or adjacent to the mail box in a visible location. The top of the sign is to be 1.0m to 1.2m above the ground, where possible.

5.3.3 Single Access to Multiple Lots (includes private access easements)

Where a combined vehicular access services two or more lots, number signs are to be placed at the near and far sides of the vehicular access reflecting the number of lots served (i.e. the lowest and the highest number). Where owner or property names are not displayed along the combined vehicular access, a secondary number sign is to be placed on the far side where each access branches from the common vehicular access. The rural addressing numbers issued will be determined by the position of the lots branching from the common vehicular access.

Rural Addressing Procedure

Adopted/Approved: Draft

Version: 2

Department: Infrastructure Services

Section: Infrastructure Operations

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5.4 Maintenance of Number Signs

Property owners are responsible for maintenance of number signs. Maintenance includes removal of grass and vegetation from around the sign to ensure it is not obscured from sight.

5.5 Relocation of Number Signs

Because rural addressing is a distance based system, relocation of the number sign may require a change to one or more of the digits of the rural addressing number resulting in a change to the property address. For this reason, if a number sign needs to be relocated, Council will undertake the relocation.

5.6 Property Address

The rural addressing number will form part of an allotment's property address along with the road name and locality. The property address will represent the physical location of the property and will be recorded in Council's corporate mapping and land record.

5.7 Service Providers

All new property addresses along with corresponding lot and plan numbers will be provided to the following service providers:

- Emergency Services
- Telstra
- Ergon
- Australia Post
- Department of Natural Resources & Mines
- Australian Electoral Commission

5.8 Materials**5.8.1 Council Controlled Roads**

Class 2 sign materials are to be used on Council controlled roads.

5.8.2 Declared Roads

Class 1 sign materials are to be used on declared roads.

6. Changes to this Procedure

This Procedure is to remain in force until otherwise amended/replaced by the Director Infrastructure Services.

7. Repeals

This Procedure repeals the former Livingstone Shire Council Procedure titled 'Rural Addressing Procedure (v1)' approved 22 April 2014.

DAN TOON
DIRECTOR INFRASTRUCTURE SERVICES

Rural Addressing Procedure

Adopted/Approved: Draft
Version: 2

Department: Infrastructure Services
Section: Infrastructure Operations

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12.4 METERING OF FIRE LINES POLICY (V2)**File No:** 4.7.32**Attachments:**

1. Draft Policy (v2)[↓](#)
2. Ordinary Meeting Agenda 27 September 2016[↓](#)

Responsible Officer: Dan Toon - Executive Director Infrastructure**Author:** Carrie Burnett - Policy & Planning Officer

SUMMARY

This report seeks Council's adoption of Version 2 of the Metering of Fire Lines Policy.

OFFICER'S RECOMMENDATION

THAT Council adopt the Metering of Fire Lines Policy (v2).

BACKGROUND

Version 1 of the policy was adopted by Council at its 27 September 2016 Meeting. Councillors have previously been provided a briefing on Version 2 on 2 May 2019 and the policy is now presented to Council for adoption.

COMMENTARY

Staff undertake reviews of policy documents to ensure currency and relevance to Council practices.

PREVIOUS DECISIONS

At its 27 September 2016 Meeting, Council resolved:

'THAT Council adopt the Metering of Fire Lines Policy.'

BUDGET IMPLICATIONS

This is a review of an existing policy. There are no budget implications.

LEGISLATIVE CONTEXT

The relevant legislation is identified in Item 3 References in the Policy.

LEGAL IMPLICATIONS

Not applicable

STAFFING IMPLICATIONS

Existing staff and resources are utilised to implement the policy and procedure.

RISK ASSESSMENT

There is no risk associated with the proposed amendments to the Metering of Fire Lines Policy as they are only administrative in nature and do not change current practices.

CORPORATE/OPERATIONAL PLAN

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

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

- (a) Transparent and effective processes, and decision-making in the public interest; and
 - (b) Sustainable development and management of assets and infrastructure, and delivery of effective services; and
 - (c) Democratic representation, social inclusion and meaningful community engagement; and
-

- (d) Good governance of, and by, local government; and
- (e) Ethical and legal behaviour of councillors and local government employees.

CONCLUSION

It is important that Council policy documents remain current and are reflective of relevant work practices. Council should adopt the Metering of Fire Lines Policy (v2) to ensure that Council's requirements for the metering of all fire lines are clearly identified.

12.4 - METERING OF FIRE LINES POLICY (V2)

Draft Policy (v2)

Meeting Date: 21 May 2019

Attachment No: 1



METERING OF FIRE LINES POLICY

(COMMUNITY POLICY)

1. Scope

The Metering of Fire Lines Policy (this 'Policy') applies to all properties in the declared water service area which require water connections for firefighting purposes.

2. Purpose

The purpose of this Policy is to provide Council's requirements for the metering of all fire lines to identify and eliminate avoidable system leakage and non-fire related water consumption through them.

3. References (legislation/related documents)

Legislative reference

Queensland Building and Construction Commission Act 1991
Water Supply (Safety and Reliability) Act 2008 ch 2 pt 4 div 6

Related documents

AS/NZS 2845.1:2010 : Water Supply - Backflow prevention devices – Materials, design and performance requirements

4. Definitions

To assist in interpretation, the following definitions shall apply:

Approved Certifier	Any person who performs or supervises fire protection work and has any of the following: <ul style="list-style-type: none"> • A fire protection occupational licence issued under the QBCC Act that authorises the licensee to personally carry out the work (as an employee or sub-trade contractor only); • A contractor's licence issued under the QBCC Act that authorises the licensee to personally carry out the work (under the contract for a builder or consumer); or • A licence, registration or authorisation under an Act, other than the QBCC Act, that authorises the person to personally supervise or carry out the work (for example, an occupational licence issued under the <i>Plumbing and Drainage Act 2002</i> or the <i>Electrical Safety Act 2002</i>).
Council	Livingstone Shire Council.
Declared Water Service Area	The area declared by Council at its 9 September 2014 Meeting and subsequently amended by resolution for a retail water service pursuant to s 161(1) and s 161(3) of the <i>Water Supply (Safety and Reliability) Act 2008</i> .

Metering of Fire Lines Policy

Adopted/Approved: DRAFT
Version: 2

Portfolio: Infrastructure
Business Unit: Water and Waste Operations

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Fire Line	A water service specifically and solely used for firefighting purposes.
QBCC Act	Queensland Building and Construction Commission Act 1991.

5. Policy Statement

Under s 144 of the *Water Supply (Safety and Reliability) Act 2008* Council is unable to charge for water taken from a firefighting system or a service provider's hydrant for firefighting purposes. However, Council may fix a meter and/or a seal to any private firefighting system.

Council will meter all fire lines through a combination of retrofitting existing fire lines with appropriate meters and the mandatory fitting of meters to all new fire lines.

5.1 New Fire Lines

Where a new fire line is required for any hose reels, hydrants or sprinkler systems:

- 1) The fire line will be metered via a non-restrictive type meter (eg magnetic flow meter);
- 2) The diameter of the fire line is to be determined and certified by an approved certifier; and
- 3) The property owner will be required to cover the cost of this installation under a private works arrangement.

5.2 Existing Fire Lines

Where a property has an existing fire line and:

- 1) It is supplied by a single metered connection - no action is required; or
- 2) It is supplied via a separate unmetered connection:
 - a) Council may arrange for the connection to be metered; and
 - b) The property owner will not be charged any fees for the installation of the meter, nor compensated for any interruption to the service during installation.

5.3 Access Charge

The water access charge for a fire line will generally be determined on the basis of a 20mm water connection. This will be subject to Council's Revenue Statement adopted annually in conjunction with the budget.

5.4 Water Consumption Adjustment for Firefighting

Where water is consumed for firefighting purposes, the following applies:

- 1) Within 24 hours, the occupier of the premises must provide written notice to Council that there has been consumption of water for firefighting purposes;
- 2) Council will arrange for the water meter to be read as soon as possible after notification; and
- 3) No charge will be levied for water consumed between the last meter read date and the meter reading after the fire notification.

6. Changes to this Policy

This Policy is to remain in force until any of the following occur:

- 1) The related information is amended/replaced; or
- 2) Other circumstances as determined from time to time by the Council.

7. Repeals/Amendments

This Policy repeals Livingstone Shire Council Policy titled 'Metering of Fire Lines Policy (v1.1)'.

Version	Date	Action
1	27/09/2016	Adopted
1.1	03/09/2018	Administrative Amendments – reflect organisational restructure
2		DRAFT

CHRIS MURDOCH
CHIEF EXECUTIVE OFFICER

Metering of Fire Lines Policy

Adopted/Approved: DRAFT
Version: 2

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Portfolio: Infrastructure
Business Unit: Water and Waste Operations

12.4 - METERING OF FIRE LINES POLICY (V2)

Ordinary Meeting Agenda 27 September 2016

Meeting Date: 21 May 2019

Attachment No: 2

ORDINARY MEETING AGENDA

27 SEPTEMBER 2016

12.4 POLICY REVIEW - METERING OF FIRE LINES POLICY

File No: CM4.7.32
Attachments: 1. Draft Policy
Responsible Officer: Dan Toon - Director Infrastructure Services
Author: Carrie Burnett - Policy & Planning Officer

SUMMARY

This report seeks Councils adoption of a new community policy titled Metering of Fire Lines.

OFFICER'S RECOMMENDATION

THAT Council adopt the Metering of Fire Lines Policy.

COMMENTARY

The Metering of Fire Lines Policy applies to all properties in Council's declared water area which require water connections for firefighting purposes and identifies Council's requirements for the metering of all fire lines. It was discussed at the Council Workshop on 6 September 2016 and is now presented to Council for adoption.

BACKGROUND

Not applicable.

PREVIOUS DECISIONS

Not applicable.

BUDGET IMPLICATIONS

Not applicable.

LEGISLATIVE CONTEXT

Not applicable.

LEGAL IMPLICATIONS

Not applicable.

STAFFING IMPLICATIONS

Not applicable.

RISK ASSESSMENT

Type text

CORPORATE/OPERATIONAL PLAN

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

CONCLUSION

Council should adopt the Metering of Fire Lines Policy as this will ensure that staff and the community have access to current and relevant policy documents.

12.4 - POLICY REVIEW - METERING OF FIRE LINES POLICY

Draft Policy

Meeting Date: 27 September 2016

Attachment No: 1



METERING OF FIRE LINES POLICY (COMMUNITY POLICY)

1. Scope

The Metering of Fire Lines Policy (this 'Policy') applies to all properties in the Livingstone Shire Council declared water area which require water connections for firefighting purposes.

2. Purpose

The purpose of this Policy is to provide Council's requirements for the metering of all fire lines in order to identify and eliminate avoidable system leakage and non-fire related water consumption through those services.

3. References (legislation/related documents)

AS/NZS 2845.1:2010 : Water Supply - Backflow prevention devices – Materials, design and performance requirements
Queensland Building and Construction Commission Act 1991
Water Supply (Safety and Reliability) Act 2008 (Ch 2, Pt 4, Div 6)

4. Definitions

To assist in interpretation, the following definitions shall apply:

Approved Certifier	Any person who performs or supervises fire protection work and has any of the following: <ul style="list-style-type: none"> • A fire protection occupational licence; • A contractor's licence that authorises the licensee to personally carry out the work; or • A licence, registration or authorisation under an Act, other than the QBCC Act, that authorises the person to personally supervise or carry out the work (for example, a licence issued under the <i>Plumbing and Drainage Act 2002</i>).
Contractor's Licence	Refer to s 30 of the QBCC Act.
Council	Livingstone Shire Council.
Fire Line	A designated fire service is defined as a water service specifically and solely used for firefighting purposes. The designated fire service could be a stand-alone service or may be a designated part of a split service.
Fire Protection Occupational Licence	Refer to s 30C of the QBCC Act.

Metering of Fire Lines Policy

Adopted/Approved: Draft
Version: 1

Department: Infrastructure Services
Section: Water and Waste Operations

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QBCC Act	Queensland Building and Construction Commission Act 1991.
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5. Policy Statement

Under s 144 of the *Water Supply (Safety and Reliability) Act 2008* Council is unable to charge for water taken from a firefighting system or a service provider's hydrant for firefighting purposes. However, Council may fix a meter and/or a seal to any private firefighting system.

Council will meter all fire lines through a combination of retrofitting existing fire lines with appropriate meters and the mandatory fitting of meters to all new fire line supplies.

5.1 New Fire Lines

Where a new fire line is required for any hose reels, hydrants or sprinkler systems:

- a) The fire line will be metered via a non-restrictive type meter (eg magnetic flow meter);
- b) The diameter of the fire line is to be determined and certified by an approved certifier; and
- c) The property owner will be required to cover the cost of this installation under a private works arrangement.

5.2 Existing Fire Lines

Where a property has an existing fire line and:

- 1) It is supplied by a single metered connection - no action is required; or
- 2) It is supplied via a separate unmetered connection:
 - a) Council may arrange for the connection to be metered; and
 - b) The property owner will not be charged any fees for the installation of the meter, nor compensated for any interruption to the service during installation.

5.3 Access Charge

The water access charge for a fire line will generally be determined on the basis of a 20mm water connection. This will be subject to Council's Revenue Statement adopted annually in conjunction with the budget.

5.4 Water Consumption Adjustment for Firefighting

Where water is consumed for firefighting purposes, the following applies:

- a) Within 24 hours, the consumer must provide written notice to Council that there has been consumption of water for firefighting purposes;
- b) Council will arrange for the water meter to be read as soon as possible after notification; and
- c) No charge will be levied for water consumed between the last meter read date and the meter reading after the fire notification.

6. Changes to this Policy

This Policy is to remain in force until any of the following occur:

1. The related information is amended/replaced; or
2. Other circumstances as determined from time to time by the Council.

Metering of Fire Lines Policy

Adopted/Approved: Draft
Version: 1

Department: Infrastructure Services
Section: Water and Waste Operations

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7. Repeals

This Policy repeals the former Rockhampton Regional Council Policy titled 'Metering of Fire Lines Policy'.

CHRIS MURDOCH
CHIEF EXECUTIVE OFFICER

Metering of Fire Lines Policy

Adopted/Approved: Draft
Version: 1

Department: Infrastructure Services
Section: Water and Waste Operations

Page 3 of 3

12.5 OPENING OF UNCONSTRUCTED ROADS POLICY AND PROCEDURE (V2)**File No:** 4.7.28**Attachments:**

1. Draft Policy (v2)[↓](#)
2. Draft Procedure (v2)[↓](#)
3. Ordinary Meeting Agenda 8 March 2016[↓](#)

Responsible Officer: Dan Toon - Executive Director Infrastructure**Author:** Carrie Burnett - Policy & Planning Officer

SUMMARY

This report seeks Council's adoption of Version 2 of the Opening of Unconstructed Roads Policy.

OFFICER'S RECOMMENDATION

THAT Council:

1. Adopt the Opening of Unconstructed Roads (v2); and
2. Endorse the approval of the Opening of Unconstructed Roads Procedure (v2) by the Executive Director Infrastructure.

BACKGROUND

Version 1 of the policy and procedure were adopted/endorsed by Council at its 8 March 2016 Meeting. Councillors have previously been provided a briefing on Version 2 on 2 May 2019 and the policy is now presented to Council for adoption. The Executive Director Infrastructure seeks Council endorsement of the procedure before he authorises it.

COMMENTARY

Staff undertake reviews of policy documents to ensure currency and relevance to Council practices.

PREVIOUS DECISIONS

At its 8 March 2016 Meeting, Council resolved:

'THAT Council:

1. *Adopt the Opening of Unconstructed Roads Policy; and*
2. *Endorse the approval of the Opening of Unconstructed Roads Procedure by the Director Infrastructure Services.'*

BUDGET IMPLICATIONS

The review of the Opening of Unconstructed Roads Policy and Procedure has no impact on the budget.

LEGISLATIVE CONTEXT

The relevant legislation is identified in Item 3 of the policy and procedure.

LEGAL IMPLICATIONS

Not applicable

STAFFING IMPLICATIONS

Existing staff and resources are utilised to implement the policy and procedure.

RISK ASSESSMENT

There is no risk associated with the proposed amendments to the Opening of Unconstructed Roads Policy and Procedure as they are administrative in nature and do not change current practices.

CORPORATE/OPERATIONAL PLAN

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

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

- (a) Transparent and effective processes, and decision-making in the public interest; and
- (b) Sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) Democratic representation, social inclusion and meaningful community engagement; and
- (d) Good governance of, and by, local government; and
- (e) Ethical and legal behaviour of councillors and local government employees.

CONCLUSION

It is important that Council policy documents remain current and are reflective of relevant work practices. Council should adopt the Opening of Unconstructed Roads Policy (v2) and endorse Version 2 of the associated procedure to ensure that requests to open unconstructed roads can be addressed in a consistent and fair manner.

12.5 - OPENING OF UNCONSTRUCTED ROADS POLICY AND PROCEDURE (V2)

Draft Policy (v2)

Meeting Date: 21 May 2019

Attachment No: 1



OPENING OF UNCONSTRUCTED ROADS POLICY

(COMMUNITY POLICY)

1. Scope

The Opening of Unconstructed Roads Policy (this 'Policy') applies to all unconstructed roads under the jurisdiction of Livingstone Shire Council.

2. Purpose

Council receives requests for an applicant to construct a road in an unconstructed road reserve at their own expense. This Policy outlines:

- Requests to which this Policy does not apply;
- Matters to be considered when assessing a request; and
- Funding responsibilities.

3. References (legislation/related documents)

Legislative reference

Local Government Act 2009 ss 59-60

Related documents

Opening of Unconstructed Roads Procedure

4. Definitions

To assist in interpretation, the following definitions shall apply:

Council	Livingstone Shire Council.
Dwelling	A building or structure which has been approved for use as a habitable building or structure.
Road	Has the same meaning as road in the <i>Local Government Act 2009</i> .
Unconstructed road	Is either a completely unformed road or a formed road that does not have gravel paving, but which is formed using a grader or similar machinery so that stormwater will drain off laterally.

5. Policy Statement

This Policy addresses the provision of access to land parcels with dwellings to the standard shown in Appendix 1 of the 'Opening of Unconstructed Roads Procedure'.

5.1 Application of Policy

This Policy does not apply to:

Opening of Unconstructed Roads Policy

Adopted/Approved: Draft
Version: 2

Portfolio: Infrastructure
Business Unit: Construction & Maintenance

- a) Driveway accesses from the road to the property boundary. The construction of a driveway access is the responsibility of the property owner; and
- b) The road reserve beyond the point adjacent to the nearest property boundary of the applicant's property. Construction of a road/driveway beyond the nearest property boundary may be considered.

5.2 Heads of Consideration

The Manager Construction & Maintenance will consider the following heads of consideration when assessing requests to open unconstructed roads.

5.2.1 Provision of access to a dwelling

This will be the primary consideration.

5.2.2 Construction Standards

The standard of road to be constructed must be in accordance with Appendix 1 of the 'Opening of Unconstructed Roads Procedure' based on an estimate of six vehicle movements per day, per lot, for all individual lots for which the road will pass.

5.2.3 Alternate Access

Approval is unlikely if:

- a) An alternative access is available via another constructed road, whether it is within a road reserve or not; and
- b) If a road could be constructed on the applicant's private land, providing the same access as the proposed road in the road reserve.

For the section of road reserve beyond the nearest boundary of the applicant's property, Council may allow the road to be constructed as a driveway. This will only be considered in situations where the road is utilised by very few users and it looks like a private access that does not invite the public to make use of it as a road.

5.2.4 Terrain/Vegetation/Environmental/Erosion/Visual Amenity

If construction of the road to the appropriate standard will be severely affected by terrain, approval is unlikely (for example, in very steep country or in areas subject to frequent floodwater inundation).

Applications may also be refused if the removal of protected, significant or marine vegetation is required for construction of the road.

5.2.5 Impact on Road Network/Connectivity

In some cases the opening of a road (particularly a connecting road) may lead to undesirable effects on the road network and may require the proposed road to be constructed to such a high standard that approval is unlikely.

5.2.6 Planning Scheme Compliance

5.2.7 Future Development Potential/Provisions

5.2.8 Legal and Statutory Requirements

This includes aspects such as Native Title and Cultural Heritage.

5.3 Funding Responsibilities

Construction must be undertaken by an approved/suitably qualified contractor.

5.3.1 Applicant is responsible for:

- a) Payment of any associated fees (eg. application fee);
- b) Formation and construction of the road;
- c) Installation of drainage structures;
- d) Road furniture;
- e) Cartage, spreading and compaction of gravel paving; and
- f) If part of the road is constructed as a driveway - maintenance of the driveway section.

5.3.2 Council is responsible for:

- a) Gravel paving materials of a standard nominated by the Manager Construction & Maintenance (the quantity to be supplied must be as per the coverage nominated in Appendix 1 of the 'Opening of Unconstructed Roads Procedure'); and
- b) Maintenance of the road dictated by current maintenance standards (following completion of the works to the satisfaction of the Manager Construction & Maintenance).

6. Changes to this Policy

This Policy is to remain in force until any of the following occur:

- 1) The related information is amended/replaced; or
- 2) Other circumstances as determined from time to time by the Council.

7. Repeals

This Policy repeals Livingstone Shire Council Policy titled 'Opening of Unconstructed Roads Policy (v1.1)'.

Version	Date	Action
1	08/03/2016	Adopted
1.1	02/10/2018	Administrative Amendments – reflect organisational restructure and update of Chief Executive Officer
2		Draft

CHRIS MURDOCH
CHIEF EXECUTIVE OFFICER

Opening of Unconstructed Roads Policy

Adopted/Approved: Draft
Version: 2

Portfolio: Infrastructure
Business Unit: Construction & Maintenance

12.5 - OPENING OF UNCONSTRUCTED ROADS POLICY AND PROCEDURE (V2)

Draft Procedure (v2)

Meeting Date: 21 May 2019

Attachment No: 2



OPENING OF UNCONSTRUCTED ROADS PROCEDURE

1. Scope

The Opening of Unconstructed Roads Procedure (this 'Procedure') applies to all unconstructed roads under the jurisdiction of Livingstone Shire Council.

2. Purpose

This Procedure addresses the provision and standard of construction of capital improvements to unconstructed road reserves that provide access to properties with a dwelling and details the responsibilities for funding the capital improvements. The steps set out in this Procedure will be applied when exercising a discretionary power in making an administrative decision in relation to the provision of access to properties on unconstructed road reserves.

3. Related Documents

Primary

Opening of Unconstructed Roads Policy

Legislative reference

Local Government Act 2009 ss 59-60

Planning Act 2016 ch 3

Transport Operations (Road Use Management) Act 1995 s 72

Work Health and Safety Regulation 2011 s 293

Related documents

ARRB Group

Unsealed Roads Manual – Guidelines to Good Practice (3rd ed March 2009)

4. Definitions

To assist in interpretation, the following definitions shall apply:

Application for Operational Works	DA Form 1 – Development application details
As Constructed Plans	Plans which show the dimensions and location of the constructed asset.
Council	Livingstone Shire Council.
Dwelling	A building or structure which has been approved for use as a habitable building or structure
Environmental Management Plan	A document which addresses the environmental impacts of a project and determines appropriate strategies to control or avoid environmental harm.
Road	Has the same meaning as road in the <i>Local Government Act 2009</i> .
Traffic Management Plan	A document which addresses:

Opening of Unconstructed Roads Procedure

Adopted/Approved: Draft
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	<ul style="list-style-type: none"> a) Safe movement of vehicular and pedestrian traffic; b) Protection of workers from passing traffic; c) Provision of access to properties; d) Provision of traffic controllers; e) Installation of temporary signs, road markings, lighting and safety barriers; and f) Maintenance of the existing road corridor (including the road and road shoulder) that may be used for the temporary diversion of traffic.
Unconstructed Road	Is either a completely unformed road or a formed road that does not have gravel paving, but which is formed using a grader or similar machinery so that stormwater will drain off laterally.

5. Procedure

All applications to construct a road are to be submitted to Council in writing. The submission must detail the reasons for the request, the extent of the road to be constructed and address the Heads of Consideration detailed in the Opening of Unconstructed Roads Policy.

5.1 Pre-Approval

If pre-approval is granted for the applicant to open the road (at their own cost), they will be informed in writing. This advice will not constitute approval to construct. It will inform the applicant that they must lodge an Application for Operational Works. It will also specify the standard to which the road must be designed and constructed and set out conditions that must be met prior to an approval being issued.

5.2 Application

The Application for Operational Works is to be lodged with the following:

- a) Plans showing the proposed road construction which contain a longitudinal section, plan view and typical cross section of the proposed road, including vertical and horizontal curve radius details, any required drainage structures and all appropriate road signage (the standard of construction must comply with Appendix 1 'Main Geometric Design Standards for Unsealed Roads');
- b) A Traffic Management Plan;
- c) An Environmental Management Plan which addresses the following issues, if applicable: noise, traffic, dust, weed and pest management, vibration, water quality, erosion and sedimentation, acid sulfate soils, flora and fauna, cultural heritage, land contamination, waste and site clean-up, rehabilitation, emergency situation management and fire management;
- d) An estimate of the cost of construction; and
- e) Copies of relevant State Government approvals, for example permits relating to vegetation clearing.

5.3 Approval

5.3.1 Approved Plans

A set of the plans outlined in cl 5.2 approved by Council will be returned to the applicant who is to supply a copy to the contractor. These plans are to be retained on site at all times during construction.

Opening of Unconstructed Roads Procedure

Adopted/Approved: Draft
Version: 2

Portfolio: Infrastructure
Business Unit: Construction & Maintenance

5.3.2 Conditions of Approval

An approval may be issued subject to the following conditions:

- a) If, after the approval is issued, errors, omissions or insufficient details are noted on the construction plans, such deficiencies are to be made good during construction;
- b) A pre-start meeting is to be held between the applicant, the principal contractor and Council prior to commencement of construction. At this meeting the following information is to be presented to Council:
 - i) A copy of the contractor's public liability insurance policy for the minimum amount required as per Council's current policies indemnifying Council against all claims resulting from the construction works; and
 - ii) Notification of the principal contractor for the works pursuant to s 293 of the *Work Health and Safety Regulation 2011* and evidence that the Portable Long Service Levy has been paid.
- c) Pursuant to s 72 of the *Transport Operations (Road Use Management) Act 1995*, the principal contractor and its employees must be prescribed persons for the purposes of installation of official traffic signs;
- d) All timber on road reserves is the property of the Crown. The Department of Agriculture and Fisheries (DAF) must be contacted prior to commencement of work to ascertain the existence or otherwise of millable timber in the area proposed to be cleared. Remaining vegetation that cannot be mulched on site for use on the works or an approved place of use is to be disposed of at a suitable place. Burning will not be permitted in a residential area.
DAF contact – Forest Ranger in Charge (Forest Products) at Daringa
Ph: (07) 4935 7140;
- e) All works must be supervised by a competent person who is experienced in roadwork construction and be conducted in accordance with environmental best practices;
- f) Work is to comply with the requirements of the ARRB Group – Unsealed Roads Manual - Guidelines to Good Practice (3rd ed March 2009); and
- g) A licensed surveyor may be required to certify that the road, as designed, is constructed wholly within the road reserve.

5.4 Inspection Requirements

Joint inspections with the applicant/superintendent, contractor and Council are required at the hold points identified in the site-specific inspection/testing plan.

Council's minimum inspection program is as follows:

- a) Roadworks – All roads are subject to the following minimum inspections:
 - Subgrade;
 - Pavement;
 - On defects liability; and
 - Off defects liability.
- b) Drainage Works
 - Prior to backfill.

Opening of Unconstructed Roads Procedure

Adopted/Approved: Draft
Version: 2

Portfolio: Infrastructure
Business Unit: Construction & Maintenance

5.5 As Constructed Requirements

As Constructed Plans are to be submitted to Council for review a minimum of 48 hours prior to the inspection for placing the construction 'On Defects Liability Period' and must satisfy the Manager Construction & Maintenance. A Defects Liability Period of 90 days will apply to the works.

6. Changes to this Procedure

This Procedure is to remain in force until otherwise amended/replaced by the Director Infrastructure Services.

7. Repeals/Amendments

This Procedure repeals Livingstone Shire Council Procedure titled 'Opening of Unconstructed Roads Procedure (v1.1).

Version	Date	Action
1	08/03/2016	Approved
1.1	30/11/2018	Administrative Amendments – reflect organisational restructure
2		Draft

DAN TOON
EXECUTIVE DIRECTOR INFRASTRUCTURE

Opening of Unconstructed Roads Procedure

Adopted/Approved: Draft
Version: 2

Portfolio: Infrastructure
Business Unit: Construction & Maintenance

APPENDIX 1

Main geometric design standards for unsealed roads																		
Road Classification (Operational Class)	150			125			100			75			30			10		
Typical Traffic Counts	125-150			100-125			75-100			30-75			10-30			<10		
Terrain type ¹	Flat	Rolling	M'tain	Flat	Rolling	M'tain	Flat	Rolling	M'tain	Flat	Rolling	M'tain	Flat	Rolling	M'tain	Flat	Rolling	M'tain
Main geometric characteristic																		
based on safety, cost and environmental considerations																		
Operating speed value km/h	80	70	50	70	50	30	70	50	30	60	40	20	60	40	20	n/a	n/a	n/a
Cross-section elements																		
number of traffic lanes	2	2	2	2	2	1	1	1	1	1	1	1	1	1	1	1	1	1
minimum cross fall unsealed road	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	4	4	4
Maximum superelevation % ²	6	8	10	6	8	10	6	8	10	6	8	10	6	8	10	n/a	n/a	n/a
minimum traffic lane width m ³	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
minimum shoulder width m	0.25	0	0	0	0	1	1.25	1	0.75	1	0.75	0.5	0.5	0.25	0	0	0	0
minimum carriageway width (lanes + shoulder) m	6.5	6	6	6	6	5	5.5	5	4.5	5	4.5	4	4	3.5	3	3	3	3
Horizontal geometry																		
minimum radius curve m ²	320	250	140	250	100	35	250	100	35	170	60	15	170	60	15	n/a	n/a	n/a
minimum stopping sight distance m ⁶	150	120	70	120	70	30	120	70	30	90	50	30	90	50	30	n/a	n/a	n/a
minimum meeting sights distance m ⁷	290	230	130	230	130	60	230	130	60	180	100	60	180	100	60	n/a	n/a	n/a
Vertical geometry																		
maximum vertical grade % ⁸	6	8	12	6	8	12	6	8	12	6	8	12	6	8	12	n/a	n/a	n/a
minimum crest vertical curve K values ⁹	50	30	10	30	10	5	30	10	5	19	8	2	19	8	2	n/a	n/a	n/a
Minimum sag vertical curve K values ¹⁰	11	8	4	8	4	3	8	4	3	6	3	2	6	3	2	n/a	n/a	n/a
Drainage																		
Cross Road Drainage Immunity -11	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Longitudinal Drainage Immunity - 12	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
RCP & RCBC desirable length	7.2	7.2	7.2	7.2	7.2	7.2	7.2	7.2	7.2	7.2	7.2	7.2	4.8	4.8	4.8	4.8	4.8	4.8
Floodway desirable width	6.5	6.5	6.5	6.5	6.5	6.5	4.2	4.2	4.2	4.2	4.2	4.2	4.2	4.2	4.2	4.2	4.2	4.2
Gravel Pavement																		
% of road length covered with imported gravel meeting unsealed road guidelines	75%	75%	75%	70%	70%	70%	60%	60%	60%	55%	55%	55%	25%	25%	25%	10%	10%	10%

1 Flat, rolling or mountainous terrain

2 The maximum superelevation values will need to take into account the use of the road by high loaded heavy vehicles, speed and curve radii

3 In cases where there are a high percentage of heavy vehicles (>20%) minimum lane widths can be increased by 0.5m

5 Values rounded up. For minimum radius curves widening on the inside of a curve may be necessary to accommodate longer vehicles.

6 Based on a reaction time of 2 seconds and surface coefficients relating to unsealed surfaces and values rounded up. Values based on flat grades and allowances will need to be made for up and down grades.

7 This is mainly a requirement of single lane two-way roads. Values rounded up.

8 In some cases higher grades of up to 20% can be allowed for short sections (about 150m). Keep grades on unsealed roads lower due to ravelling and scouring of surface.

9 Calculation of these values is to be based on information contained in Austroads (2003). The lengths of the vertical curve (L) is based on the production of K multiplied by the algebraic difference in grades percentage A (i.e. L = K x A).

10 Sag values are based on comfort or control criteria.

11. Class 10, 30 & 75 roads will require suitable gravel or hard surface treatments at gullies and creek crossing

12. Class 10, 30 & 75 roads shall have formation 300mm above natural surface or 300mm deep table drains

Opening of Unconstructed Roads Procedure

Adopted/Approved: Draft

Version: 2

Portfolio: Infrastructure
Business Unit: Construction and Maintenance

12.5 - OPENING OF UNCONSTRUCTED ROADS POLICY AND PROCEDURE (V2)

Ordinary Meeting Agenda 8 March 2016

Meeting Date: 21 May 2019

Attachment No: 3

ORDINARY MEETING AGENDA

8 MARCH 2016

12 REPORTS**12.1 POLICY REVIEW - OPENING OF UNCONSTRUCTED ROADS POLICY AND PROCEDURE**

File No: CM4.7.28
Attachments: 1. Draft Policy
2. Draft Procedure
Responsible Officer: Dan Toon - Director Infrastructure Services
Author: Carrie Burnett - Policy & Planning Officer

SUMMARY

This report seeks Councils adoption of a new community policy titled Opening of Unconstructed Roads.

OFFICER'S RECOMMENDATION

THAT Council:

1. Adopt the Opening of Unconstructed Roads Policy; and
2. Endorse the approval of the Opening of Unconstructed Roads Procedure by the Director Infrastructure Services.

COMMENTARY

The Policy and Procedure were discussed at the Council Workshop on 24 February 2016. The Policy is now presented to Council for adoption. The Director Infrastructure Services seeks Council endorsement of the Procedure before he authorises it.

The Policy and Procedure are intended to provide direction to staff on how to address applications to open unconstructed roads.

BACKGROUND

Not applicable.

PREVIOUS DECISIONS

Not applicable.

BUDGET IMPLICATIONS

Not applicable.

LEGISLATIVE CONTEXT

Not applicable.

LEGAL IMPLICATIONS

Not applicable.

STAFFING IMPLICATIONS

Not applicable.

RISK ASSESSMENT

Not applicable.

CORPORATE/OPERATIONAL PLAN

Corporate Plan Reference: Strategy AM3: Design and implement practical infrastructure solutions.

ORDINARY MEETING AGENDA

8 MARCH 2016

CONCLUSION

Not applicable.

12.1 - POLICY REVIEW - OPENING OF UNCONSTRUCTED ROADS POLICY AND PROCEDURE

Draft Policy

Meeting Date: 8 March 2016

Attachment No: 1



OPENING OF UNCONSTRUCTED ROADS POLICY (COMMUNITY POLICY)

1. Scope

The Opening of Unconstructed Roads Policy (this 'Policy') applies to all unconstructed roads under the jurisdiction of Livingstone Shire Council.

2. Purpose

Council receives requests for an applicant to construct a road in an unconstructed road reserve at their own expense. This Policy outlines:

- The exemptions to these requests;
- Considerations of requests; and
- Funding responsibilities.

3. References (legislation/related documents)

ARRB Group
Unsealed Roads Manual – Guidelines to Good Practice (3rd ed March 2009)
Local Government Act 2009
Opening of Unconstructed Roads Procedure
Sustainable Planning Act 2009

4. Definitions

To assist in interpretation, the following definitions shall apply:

Council	Livingstone Shire Council.
Dwelling	A building or structure which has been approved for use as a habitable building or structure.
Road	Has the same meaning as road in the <i>Local Government Act 2009</i> .
Unconstructed road	Is either a completely unformed road or a formed road that does not have gravel paving, but which is formed using a grader or similar machinery so that stormwater will drain off laterally.

5. Policy Statement

Opening of unconstructed roads is concerned with providing access to land parcels with dwellings to the standard shown in Appendix 1 of the 'Opening of Unconstructed Roads Procedure'.

Opening of Unconstructed Roads Policy

Adopted/Approved: Draft
Version: 1

Department: Infrastructure Services
Section: Infrastructure Operations

5.1 Exemptions

This Policy does not apply to:

- a) Driveway accesses from the road to the property boundary. The construction of a driveway access is the full responsibility of the property owner; and
- b) The road reserve beyond the point adjacent to the nearest property boundary of the applicant's property. Construction of a road/driveway beyond the nearest property boundary may be considered.

5.2 Heads of Consideration

The following heads of consideration will be assessed by the relevant Council employee for applications to open unconstructed roads.

5.2.1 Provision of access to a dwelling

This will be the primary consideration.

5.2.2 Construction Standards

The standard of road to be constructed shall be in accordance with Appendix 1 of the 'Opening of Unconstructed Roads Procedure' based on an estimate of six vehicle movements per day, per lot, for all individual lots for which the road will pass.

5.2.3 Alternate Access

Approval is unlikely if:

- a) An alternative access is available via another constructed road, whether it is within a road reserve or not; and
- b) If a road could be constructed on the applicant's private land, providing the same access as the proposed road in the road reserve.

For the section of road reserve beyond the nearest boundary of the applicant's property, Council may allow the road to be constructed as a driveway. This will only be considered in situations where the road is utilised by very few users and it looks like a private access that does not invite the public to make use of it as a road.

5.2.4 Terrain/Vegetation/Environmental/Erosion/Visual Amenity

If construction of the road to the appropriate standard will be severely affected by terrain, approval is unlikely (for example, in very steep country or in areas subject to frequent floodwater inundation).

Applications may also be refused if the removal of protected, significant or marine vegetation is required for construction of the road.

5.2.5 Impact on Road Network/Connectivity

In some cases the opening of a road (particularly a connecting road) may lead to undesirable effects on the road network and may require the proposed road to be constructed to such a high standard that approval is unlikely.

5.2.6 Planning Scheme/Integrated Local Transport Plan Compliance**5.2.7 Future Development Potential/Provisions****5.2.8 Legal and Statutory Requirements**

This includes aspects such as Native Title and Cultural Heritage.

Opening of Unconstructed Roads Policy

Adopted/Approved: Draft
Version: 1

Department: Infrastructure Services
Section: Infrastructure Operations

5.3 Funding Responsibilities

Construction must be undertaken by an approved/suitably qualified contractor.

5.3.1 Applicant is responsible for:

- a) Payment of any associated fees (eg. application fee);
- b) Formation and construction of the road;
- c) Installation of drainage structures;
- d) Road furniture;
- e) Cartage, spreading and compaction of gravel paving; and
- f) If part of the road is constructed as a driveway - maintenance of the driveway section.

5.3.2 Council is responsible for:

- a) Gravel paving materials of a standard nominated by the relevant Council employee (the quantity to be supplied shall be as per the coverage nominated in Appendix 1 of the 'Opening of Unconstructed Roads Procedure'; and
- b) Maintenance of the road dictated by current maintenance standards (following completion of the works to the satisfaction of the relevant Council employee).

6. Changes to this Policy

This Policy is to remain in force until any of the following occur:

- 1. The related information is amended/replaced; or
- 2. Other circumstances as determined from time to time by the Council

7. Repeals

This Policy repeals the former Rockhampton Regional Council Policy titled 'Opening of Unconstructed Roads Policy'.

JUSTIN COMMONS
CHIEF EXECUTIVE OFFICER

Opening of Unconstructed Roads Policy

Adopted/Approved: Draft
Version: 1

Department: Infrastructure Services
Section: Infrastructure Operations

12.1 - POLICY REVIEW - OPENING OF UNCONSTRUCTED ROADS POLICY AND PROCEDURE

Draft Procedure

Meeting Date: 8 March 2016

Attachment No: 2



OPENING OF UNCONSTRUCTED ROADS PROCEDURE

1. Scope

The Opening of Unconstructed Roads Procedure (this 'Procedure') applies to all unconstructed roads under the jurisdiction of Livingstone Shire Council.

2. Purpose

This Procedure addresses the provision and standard of construction of capital improvements to unconstructed road reserves that provide access to properties with a dwelling and details the responsibilities for funding the capital improvements. The steps set out in this Procedure will be applied when exercising a discretionary power in making an administrative decision in relation to the provision of access to properties on unconstructed road reserves.

3. Related Documents

Primary

Opening of Unconstructed Roads Policy

Secondary

ARRB Group

Unsealed Roads Manual – Guidelines to Good Practice (3rd ed March 2009)

Environmental Protection Act 1994

Local Government Act 2009

Sustainable Planning Act 2009

Transport Operations (Road Use Management) Act 1995

Vegetation Management Act 1999

Work Health and Safety Regulation 2011

4. Definitions

To assist in interpretation, the following definitions shall apply:

As Constructed Plans	Plans which show the dimensions and location of the constructed asset.
Council	Livingstone Shire Council.
Dwelling	A building or structure which has been approved for use as a habitable building or structure
Environmental Management Plan	A document which addresses the environmental impacts of a project and determines appropriate strategies to control or avoid environmental harm.
Road	Has the same meaning as road in the <i>Local Government Act 2009</i> .
Traffic Management	A document which addresses:

Opening of Unconstructed Roads Procedure

Adopted/Approved: Draft

Version: 1

Department: Infrastructure Services

Section: Infrastructure Operations

Plan	<ul style="list-style-type: none"> a) Safe movement of vehicular and pedestrian traffic; b) Protection of workers from passing traffic; c) Provision of access to properties; d) Provision of traffic controllers; e) Installation of temporary signs, road markings, lighting and safety barriers; and f) Maintenance of the existing road corridor (including the road and road shoulder) that may be used for the temporary diversion of traffic.
Unconstructed Road	Is either a completely unformed road or a formed road that does not have gravel paving, but which is formed using a grader or similar machinery so that stormwater will drain off laterally.

5. Procedure

All applications to construct a road are to be submitted to Council in writing. The submission must detail the reasons for the request, the extent of the road to be constructed and address the Heads of Consideration detailed in the Opening of Unconstructed Roads Policy.

5.1 Pre-Approval

If pre-approval is granted for the applicant to open the road (at their own cost), they will be informed in writing. This advice will not constitute approval to construct. It will inform the applicant that they must lodge an Application for Operational Works. It will also specify the standard to which the road must be designed and constructed and set out conditions that must be met prior to an approval being issued.

5.2 Application

The Application for Operational Works is to be lodged with the following:

- a) Plans showing the proposed road construction which contain a longitudinal section, plan view and typical cross section of the proposed road, including vertical and horizontal curve radius details, any required drainage structures and all appropriate road signage (the standard of construction must comply with Appendix 1 'Main Geometric Design Standards for Unsealed Roads');
- b) A Traffic Management Plan;
- c) An Environmental Management Plan which addresses the following issues, if applicable: noise, traffic, dust, weed and pest management, vibration, water quality, erosion and sedimentation, acid sulfate soils, flora and fauna, cultural heritage, land contamination, waste and site clean-up, rehabilitation, emergency situation management and fire management;
- d) An estimate of the cost of construction; and
- e) Copies of relevant State Government approvals, for example permits under the *Vegetation Management Act 1999*.

5.3 Approval

5.3.1 Approved Plans

A set of the plans outlined in Clause 5.2 approved by Council will be returned to the applicant who is to supply a copy to the contractor. These plans are to be retained on site at all times during construction.

Opening of Unconstructed Roads Procedure

Adopted/Approved: Draft
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Department: Infrastructure Services
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5.3.2 Conditions of Approval

An approval may be issued subject to the following conditions:

- a) If, after the approval is issued, errors, omissions or insufficient details are noted on the construction plans, such deficiencies are to be made good during construction;
- b) A pre-start meeting is to be held between the applicant, the principal contractor and Council prior to commencement of construction. At this meeting the following information is to be presented to Council:
 - A copy of the contractor's public liability insurance policy for the minimum amount required as per Council's current policies indemnifying Council against all claims resulting from the construction works; and
 - Notification of the principal contractor for the works pursuant to s 293 of the *Work Health and Safety Regulation 2011* and evidence that the Portable Long Service Levy has been paid.
- c) Pursuant to s 72 of the *Transport Operations (Road Use Management) Act 1995*, the principal contractor and its employees must be prescribed persons for the purposes of installation of official traffic signs;
- d) All timber on road reserves is the property of the Crown. The Department of Agriculture and Fisheries (DAF) must be contacted prior to commencement of work to ascertain the existence or otherwise of millable timber in the area proposed to be cleared. Remaining vegetation that cannot be mulched on site for use on the works or an approved place of use is to be disposed of at a suitable place. Burning will not be permitted in a residential area.
DAF contact – Forest Ranger in Charge (Forest Products) at Duaringa Ph: (07) 4935 7140;
- e) All works must be supervised by a competent person who is experienced in roadwork construction and be conducted in accordance with environmental best practices and in compliance with all environmental Acts and Regulations;
- f) Work is to comply with the requirements of the ARRB Group – Unsealed Roads Manual - Guidelines to Good Practice (3rd ed March 2009); and
- g) A licensed surveyor may be required to certify that the road, as designed, is constructed wholly within the road reserve.

5.4 Inspection Requirements

Joint inspections with the applicant/superintendent, contractor and Council are required at the hold points identified in the site-specific inspection/testing plan.

Council's minimum inspection program is as follows:

- a) Roadworks – All roads are subject to the following minimum inspections:
 - Subgrade;
 - Pavement;
 - On defects liability; and
 - Off defects liability.
- b) Drainage Works
 - Prior to backfill.

Opening of Unconstructed Roads Procedure

Adopted/Approved: Draft
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Department: Infrastructure Services
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5.5 As Constructed Requirements

As Constructed Plans are to be submitted to Council for review a minimum of 48 hours prior to the inspection for placing the construction 'On Defects Liability Period' and must satisfy the relevant Council employee. A Defects Liability Period of 90 days will apply to the works.

6. Changes to this Procedure

This Procedure is to remain in force until otherwise amended/replaced by the Director Infrastructure Services.

7. Repeals

This Procedure repeals the former Rockhampton Region Council Procedure titled 'Opening of Unconstructed Roads Procedure'.

DAN TOON
DIRECTOR INFRASTRUCTURE SERVICES

Opening of Unconstructed Roads Procedure

Adopted/Approved: Draft
Version: 1

Department: Infrastructure Services
Section: Infrastructure Operations

ORDINARY MEETING AGENDA

8 MARCH 2016

APPENDIX 1

Main geometric design standards for unsealed roads																		
Road Classification (Operational Class)		Main geometric design standards for unsealed roads												Comments				
Typical Traffic Counts		140			125			100			75			50			10	
Terrain type ¹		Flat			Flat			Flat			Flat			Flat			Flat	
Main geometric characteristics		Rolling			Rolling			Rolling			Rolling			Rolling			Rolling	
Based on safety, cost and environmental considerations		M'tain			M'tain			M'tain			M'tain			M'tain			M'tain	
Operating speed value km/h		80			70			60			50			40			30	
Cross-section elements		2			2			2			2			2			2	
Number of traffic lanes		2			2			2			2			2			2	
Minimum cross fall unsealed road		6			5			5			5			5			5	
Maximum super-elevation % ²		6			6			6			6			6			6	
Minimum traffic lane width m ³		3			3			3			3			3			3	
Minimum shoulder width m		0.25			0			0			0			0			0	
Minimum carriageway width (lanes + shoulders) m		6.5			6			5.5			5			4.5			4	
Horizontal geometry		320			250			200			150			100			80	
Minimum radius curve m ⁴		1500			1200			1000			800			600			500	
Minimum stopping sight distance m ⁵		200			150			120			100			80			60	
Minimum meeting sight distance m ⁶		200			150			120			100			80			60	
Vertical geometry		6			6			6			6			6			6	
Maximum vertical grade % ⁷		6			6			6			6			6			6	
Minimum crest vertical curve K value ⁸		60			50			40			30			20			10	
Minimum sag vertical curve K value ⁹		11			8			6			4			3			2	
Drainage		Q1			Q1			Q1			Q1			Q1			Q1	
Cross Road Drainage Intensity ¹¹		Q1			Q1			Q1			Q1			Q1			Q1	
Longitudinal Drainage Intensity ¹²		Q1			Q1			Q1			Q1			Q1			Q1	
Cross Road Drainage Intensity ¹²		Q1			Q1			Q1			Q1			Q1			Q1	
Cross Road Drainage Intensity ¹²		Q1			Q1			Q1			Q1			Q1			Q1	
Cross Road Drainage Intensity ¹²		Q1			Q1			Q1			Q1			Q1			Q1	
Cross Road Drainage Intensity ¹²		Q1			Q1			Q1			Q1			Q1			Q1	
Cross Road Drainage Intensity ¹²		Q1			Q1			Q1			Q1			Q1			Q1	
Cross Road Drainage Intensity ¹²		Q1			Q1			Q1			Q1			Q1			Q1	
Cross Road Drainage Intensity ¹²		Q1			Q1			Q1			Q1			Q1			Q1	
Cross Road Drainage Intensity ¹²		Q1			Q1			Q1			Q1			Q1			Q1	
Cross Road Drainage Intensity ¹²		Q1			Q1			Q1			Q1			Q1			Q1	
Cross Road Drainage Intensity ¹²		Q1			Q1			Q1			Q1			Q1			Q1	
Cross Road Drainage Intensity ¹²		Q1			Q1			Q1			Q1			Q1			Q1	
Cross Road Drainage Intensity ¹²		Q1			Q1			Q1			Q1			Q1			Q1	
Cross Road Drainage Intensity ¹²		Q1			Q1			Q1			Q1			Q1			Q1	
Cross Road Drainage Intensity ¹²		Q1			Q1			Q1			Q1			Q1			Q1	
Cross Road Drainage Intensity ¹²		Q1			Q1			Q1			Q1			Q1			Q1	
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Cross Road Drainage Intensity ¹²																		

12.6 ROADSIDE MEMORIALS POLICY (V3)**File No:** 4.7.28**Attachments:**

1. Draft Policy (v3)[↓](#)
2. Ordinary Meeting Agenda 22 November 2016[↓](#)

Responsible Officer: Dan Toon - Executive Director Infrastructure**Author:** Carrie Burnett - Policy & Planning Officer

SUMMARY

This report seeks Council's adoption of Version 3 of the Roadside Memorials Policy.

OFFICER'S RECOMMENDATION

THAT Council adopt the Roadside Memorials Policy (v3).

BACKGROUND

Version 2 of the policy and procedure were adopted/endorsed by Council at its 22 November 2016 Meeting. Councillors have previously been provided a briefing on Version 3 on 2 May 2019 and the policy is now presented to Council for adoption.

COMMENTARY

Staff undertake reviews of policy documents to ensure currency and relevance to Council practices.

PREVIOUS DECISIONS

At its 22 November 2016 Meeting, Council resolved:

'THAT Council:

1. *Council [sic] adopt the Roadside Memorials Policy (v2) with the exclusion of "for a period of two years" from clause 5; and*
2. *Endorse the approval of the Roadside Memorials Procedure by the Director Infrastructure Services subject to Item 5.3 subsection 1) d) being removed.'*

BUDGET IMPLICATIONS

The review of the Roadside Memorials Policy and Procedure has no impact on the budget.

LEGISLATIVE CONTEXT

The relevant legislation is identified in Item 3 References in the policy.

LEGAL IMPLICATIONS

Not applicable

STAFFING IMPLICATIONS

Existing staff and resources are utilised to implement the policy.

RISK ASSESSMENT

There is no risk associated with the proposed amendments to the Roadside Memorials Policy as they are only administrative in nature and do not change current practices.

CORPORATE/OPERATIONAL PLAN

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

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

- (a) Transparent and effective processes, and decision-making in the public interest; and
- (b) Sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) Democratic representation, social inclusion and meaningful community engagement; and
- (d) Good governance of, and by, local government; and
- (e) Ethical and legal behaviour of councillors and local government employees.

CONCLUSION

It is important that Council policy documents remain current and are reflective of relevant work practices. Council should adopt the Roadside Memorials Policy (v3) to ensure that the community is aware of Council's requirements and staff have guidelines on the management of roadside memorials.

12.6 - ROADSIDE MEMORIALS POLICY (V3)

Draft Policy (v3)

Meeting Date: 21 May 2019

Attachment No: 1



ROADSIDE MEMORIALS POLICY

(COMMUNITY POLICY)

1. Scope

The Roadside Memorial Policy (this 'Policy') applies to all roads under the jurisdiction of Livingstone Shire Council.

2. Purpose

The intention of this Policy is to provide direction for the management of roadside memorials on Council controlled roads.

3. References (legislation/related documents)

Legislative reference

Local Government Act 2009 s 60(1)

4. Definitions

To assist in interpretation, the following definitions shall apply:

Council	Livingstone Shire Council.
Road	Has the same meaning as road in the <i>Local Government Act 2009</i> .
Memorial	Any object placed within the road reserve which is intended to commemorate or indicate the location of a fatal crash site. Memorials may take a range of forms, but are typically wooden crosses, flowers or wreaths.

5. Policy Statement

A memorial will be permitted to remain within the road reserve provided it does not present a safety hazard or conflict with any works proposed by Council.

5.1 Application

An application to install a memorial must be made in writing to Council and include:

- 1) A description of the memorial and proposed location; and
- 2) A copy of written consent from the occupier of the property in front of which the memorial is intended to be located.

5.2 Approval

The Manager Engineering Services may approve an application to install a frangible memorial if:

Roadside Memorials Policy

Adopted/Approved: Draft

Version: 3

Portfolio: Infrastructure
Business Unit: Engineering Services

- 1) The occupier of the property in front of which the memorial is to be located has consented in writing; and
- 2) The memorial is located where it will not distract road users, become a hazard or interfere with road maintenance activities or traffic control devices.

5.3 Removal

- 1) Council will remove a memorial where one of the following applies:
 - a) It is located where it:
 - i) is likely to distract road users;
 - ii) is likely to be a hazard to road users (including visitors and persons installing the memorial);
 - iii) interferes with the effectiveness of a traffic control device; or
 - iv) impedes road maintenance activities.
 - b) It is constructed/installed in a manner such that it is likely to cause injury if struck by a road user; or
 - c) Regular correspondence about the memorial is received from local stakeholders (residents, local bodies, road users).
- 2) Prior to removing a memorial, Council will make all reasonable efforts to contact the person who installed it.
- 3) Relocation of the memorial by the person who initially installed it may be considered as an alternative to removal.
- 4) Where relocation of the memorial is considered, the final location will be determined by the Manager Engineering Services.

5.4 General

- 1) Council will not be responsible for maintenance of memorials and will not accept liability for losses arising as a result of their removal or relocation due to road maintenance or construction activities.
- 2) Non-frangible memorials are not permitted within the road reserve due to the potential hazard they pose to other road users.

6. Changes to this Policy

This Policy is to remain in force until any of the following occur:

- 1) The related information is amended/replaced; or
- 2) Other circumstances as determined from time to time by the Council.

7. Repeals/Amendments

This Policy repeals Livingstone Shire Council Policy titled 'Roadside Memorials Policy (v2.1)' and Procedure titled 'Roadside Memorials Procedure (v2.1)'.

Version	Date	Action
1	22/04/2014	Adopted
2	22/11/2016	Amended Policy Adopted
2.1	23/10/2018	Administrative Amendments – reflect organisational restructure

Roadside Memorials Policy

Adopted/Approved: Draft

Version: 3

Portfolio: Infrastructure
Business Unit: Engineering Services

3		Draft
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CHRIS MURDOCH
CHIEF EXECUTIVE OFFICER

Roadside Memorials Policy

Adopted/Approved: Draft
Version: 3

Portfolio: Infrastructure
Business Unit: Engineering Services

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12.6 - ROADSIDE MEMORIALS POLICY (V3)

Ordinary Meeting Agenda 22 November 2016

Meeting Date: 21 May 2019

Attachment No: 2

ORDINARY MEETING AGENDA

22 NOVEMBER 2016

12.5 VERSION 2 ROADSIDE MEMORIALS POLICY AND PROCEDURE

File No:	4.7.28
Attachments:	1. Draft Policy (v2) 2. Draft Procedure (v2)
Responsible Officer:	Dan Toon - Director Infrastructure Services
Author:	Carrie Burnett - Policy & Planning Officer

SUMMARY

This report seeks Councils adoption of version 2 of the Roadside Memorials Policy.

OFFICER'S RECOMMENDATION

THAT Council:

1. Adopt the Roadside Memorials Policy (v2); and
2. Endorse the approval of the Roadside Memorials Procedure (v2) by the Director Infrastructure Services.

COMMENTARY

Version 1 of the policy and procedure were adopted/approved by Council at its 22 April 2014 Meeting. Staff undertake reviews of policy documents to ensure currency and relevance to Council practices.

These documents were discussed at Councils 1 November 2016 Workshop and are now presented to Council for adoption. The Director Infrastructure Services seeks Council endorsement of the procedure before he authorises it.

BACKGROUND

Not applicable.

PREVIOUS DECISIONS

At its 22 April 2014 Meeting, Council resolved as follows:

'That Council:

1. *Adopt the Roadside Memorials Policy; and*
2. *Endorse the approval of the Roadside Memorials Procedure by the Director Infrastructure Services'.*

BUDGET IMPLICATIONS

Not applicable.

LEGISLATIVE CONTEXT

Not applicable.

LEGAL IMPLICATIONS

Not applicable.

STAFFING IMPLICATIONS

Not applicable.

RISK ASSESSMENT

Not applicable.

CORPORATE/OPERATIONAL PLAN

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

CONCLUSION

Council should adopted the Roadside Memorials Policy and endorse the associated procedure so that staff and the community have access to current and relevant policy documents,

It is important that Council policy documents remain current and are reflective of relevant work practices. Council should adopt the Roadside Memorials Policy and endorse the associated procedure to ensure staff and the community are aware of Council's requirements so far as they pertain to roadside memorials.

12.5 - VERSION 2 ROADSIDE MEMORIALS POLICY AND PROCEDURE

Draft Policy (v2)

Meeting Date: 22 November 2016

Attachment No: 1



ROADSIDE MEMORIALS POLICY

(COMMUNITY POLICY)

1. Scope

The Roadside Memorial Policy (this 'Policy') applies to all roads within the Livingstone Shire Council's area.

2. Purpose

The intention of this Policy is to provide direction for the management of roadside memorials on Council controlled roads.

3. References (legislation/related documents)

Local Government Act 2009 (Qld) s 60(1)
Roadside Memorials Procedure

4. Definitions

To assist in interpretation, the following definitions shall apply:

Council	Livingstone Shire Council.
Road	Has the same meaning as road under the <i>Local Government Act 2009</i> .
Memorial	Any object placed within the road reserve which is intended to commemorate or indicate the location of a fatal crash site. Memorials may take a range of forms, but are typically wooden crosses, flowers or wreaths.

5. Policy Statement

A memorial will be permitted to remain within the road reserve for a period of two years provided it does not present a safety hazard or conflict with any works proposed by Council.

A memorial will be removed when one of the criteria detailed in the Roadside Memorials Procedure applies.

6. Changes to this Policy

This Policy is to remain in force until any of the following occur:

1. The related information is amended/replaced; or
2. Other circumstances as determined from time to time by the Council

Roadside Memorials Policy

Adopted/Approved: Draft

Version: 2

Department: Infrastructure Services

Section: Infrastructure Operations

7. Repeals

This Policy repeals the former Livingstone Shire Council Policy titled 'Roadside Memorials Policy v1' adopted 22 April 2014.

**CHRIS MURDOCH
CHIEF EXECUTIVE OFFICER**

Roadside Memorials Policy
Adopted/Approved: Draft
Version: 2

Department: Infrastructure Services
Section: Infrastructure Operations

12.5 - VERSION 2 ROADSIDE MEMORIALS POLICY AND PROCEDURE

Draft Procedure (v2)

Meeting Date: 22 November 2016

Attachment No: 2



ROADSIDE MEMORIALS PROCEDURE

1. Scope

The Roadside Memorials Procedure (this 'Procedure') applies to all roads within the Livingstone Shire Council's area.

2. Purpose

The intention of this Procedure is to provide direction for the management of roadside memorials on Council controlled roads.

3. Related Documents

Primary

Roadside Memorials Policy

Secondary

Local Government Act 2009 (Qld) s 60(1)

4. Definitions

To assist in interpretation, the following definitions shall apply:

Council	Livingstone Shire Council.
Road	Has the same meaning as road under the <i>Local Government Act 2009</i> .
Memorial	Any object placed within the road reserve which is intended to commemorate or indicate the location of a fatal crash site. Memorials may take a range of forms, but are typically wooden crosses, flowers or wreaths.

5. Procedure

5.1 Application

An application to install a memorial must be made in writing to Council and include:

- 1) A description of the proposed memorial and proposed location; and
- 2) A copy of written consent from the occupier of the property in front of which the memorial is intended to be located.

5.2 Approval

The Manager Infrastructure Operations may approve an application to install a non-frangible memorial if:

- 1) The occupier of the property in front of which the memorial is to be located has consented in writing; and

Roadside Memorials Procedure

Adopted/Approved: Draft

Version: 2

Department: Infrastructure Services

Section: Infrastructure Operations

Page 1 of 2

- 2) The memorial is located where it will not distract road users, become a hazard or interfere with road maintenance activities or traffic control devices.

5.3 Removal

- 1) Council will remove a memorial where one of the following applies:
 - a) It is located where it:
 - i) Is likely to distract road users;
 - ii) Is likely to be a hazard to road users (including visitors and persons installing the memorial);
 - iii) Interferes with the effectiveness of a traffic control device; or
 - iv) Impedes road maintenance activities.
 - b) It is constructed/installed in a manner such that it is likely to cause injury if struck by a road user;
 - c) Regular correspondence about the memorial is received from local stakeholders (residents, local bodies, road users); or
 - d) Two years after placement of the memorial.
- 2) Prior to removing a memorial, Council will make all reasonable efforts to contact the person who installed it.
- 3) Relocation of the memorial by the person who initially installed it may be considered as an alternative to removal.
- 4) Where relocation of the memorial is considered, the final location will be determined by the Manager Infrastructure Operations.
- 5) The approved relocation of a memorial will not constitute the commencement of a new two year period referred to in Item 5.3 subsection 1) d).

5.4 General

- 1) Council will not be responsible for maintenance of memorials and will not accept liability for losses arising as a result of their removal or relocation due to road maintenance or construction activities.
- 2) Non-frangible memorials are not permitted within the road reserve due to the potential hazard they pose to other road users.

6. Changes to this Procedure

This Procedure is to remain in force until otherwise amended/replaced by the Director Infrastructure Services.

7. Repeals

This Procedure repeals the former Livingstone Shire Council Procedure titled 'Roadside Memorials Procedure' approved 22 April 2014.

DAN TOON
DIRECTOR INFRASTRUCTURE SERVICES

Roadside Memorials Procedure

Adopted/Approved: Draft
Version: 2

Department: Infrastructure Services
Section: Infrastructure Operations

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12.7 WATER METER POLICY (V3)**File No:** 4.7.32**Attachments:**
1. Draft Policy (v3)[↓](#)
2. Ordinary Meeting Agenda 18 April 2017[↓](#)**Responsible Officer:** Dan Toon - Executive Director Infrastructure**Author:** Carrie Burnett - Policy & Planning Officer

SUMMARY

This report seeks Council's adoption of Version 3 of the Water Meter Policy.

OFFICER'S RECOMMENDATION

THAT Council adopt the Water Meter Policy (v3).

BACKGROUND

Version 2 of the policy was adopted by Council at its 18 April 2017 Meeting. Councillors have previously been provided a briefing on Version 3 on 2 May 2019 and the policy is now presented to Council for adoption.

COMMENTARY

Staff undertake reviews of policy documents to ensure currency and relevance to Council practices.

PREVIOUS DECISIONS

At its 18 April 2017 Meeting, Council resolved:

'THAT Council adopt the Water Meter Policy (v2).'

BUDGET IMPLICATIONS

The review of the Water Meter Policy has no impact on the budget.

LEGISLATIVE CONTEXT

The relevant legislation is identified in Item 3 References in the policy.

LEGAL IMPLICATIONS

Not applicable

STAFFING IMPLICATIONS

Existing staff and resources are utilised to implement the policy.

RISK ASSESSMENT

There is no risk associated with the proposed amendments to the Water Meter Policy as they are only administrative in nature and do not change current practices.

CORPORATE/OPERATIONAL PLAN

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

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

- (a) Transparent and effective processes, and decision-making in the public interest; and
 - (b) Sustainable development and management of assets and infrastructure, and delivery of effective services; and
-

- (c) Democratic representation, social inclusion and meaningful community engagement; and
- (d) Good governance of, and by, local government; and
- (e) Ethical and legal behaviour of councillors and local government employees.

CONCLUSION

It is important that Council policy documents remain current and are reflective of relevant work practices. Council should adopt the Water Meter Policy (v3) to ensure that all properties accessing water from the reticulated water supply are metered.

12.7 - WATER METER POLICY (V3)

Draft Policy (v3)

Meeting Date: 21 May 2019

Attachment No: 1



WATER METER POLICY (COMMUNITY POLICY)

1. Scope

The Water Meter Policy (this 'Policy') applies to water connections in the declared water service area that are not used solely for fire services.

2. Purpose

To outline the process that Council will follow to ensure that all properties accessing water from the reticulated water supply are metered and that appropriate action is taken to rectify faulty or broken water meters.

3. References (legislation/related documents)

Legislative reference

Water Supply (Safety and Reliability) Act 2008 ch 2 pt 3 div 2

Related documents

Concealed Leak Refund Policy

Metering of Fire Lines Policy

Private Works Application for Water and Sewerage Services

Standard Water Connection / Disconnection

Sub-Metering Policy and Procedure

4. Definitions

To assist in interpretation, the following definitions shall apply:

Billing Period	The time between meter readings which occur four times per financial year.
Council	Livingstone Shire Council.
Declared Water Service Area	The area declared by Council at its 9 September 2014 Meeting and subsequently amended by resolution for a retail water service pursuant to s 161(1) and s 161(3) of the <i>Water Supply (Safety and Reliability) Act 2008</i> .
Resident	Property owners and tenants who reside in a property located in the declared water service area.
Water meter	A device and related equipment that measures the volume of water supplied (includes sub-meters).

5. Policy Statement

All connections to the reticulated water supply must be metered. Meters will be installed by Council at the time of connection.

Water Meter Policy

Adopted/Approved: Draft

Version: 3

Portfolio: Infrastructure

Business Unit: Water and Waste Operations

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5.1 Faulty or Broken Water Meters

- 5.1.1 Council will be responsible for the cost to repair or replace meters that are faulty due to deterioration or general wear and tear; and
- 5.1.2 If a meter is damaged by the careless or deliberate acts of a resident, the resident must enter into a private works agreement with Council, for Council to repair or replace the meter at the resident's expense.

5.2 Water Meter Testing

- 5.2.1 If a resident is concerned that their water meter is not functioning correctly, they may request that it be tested by Council at their expense;
- 5.2.2 If the test determines that the meter is not functioning correctly:
- a) The testing fee will be refunded;
 - b) The meter will be replaced at no cost to the resident;
 - c) The associated water usage notice will be adjusted by estimating the amount of water supplied. The estimate will be the lesser figure calculated by the following methods:
 - i) Average daily consumption for the previous billing period applied to the current period; or
 - ii) Average of the usages during the corresponding billing periods in the previous three years.
- 5.2.3 A water meter is deemed to be accurate if the reading is within 5% (+ or -) of the actual quantity of water passing through it.

5.3 Council May Disconnect Meter for Testing

Council may at any time disconnect any water meter for the purposes of maintenance or determining its accuracy.

6. Changes to this Policy

This Policy is to remain in force until any of the following occur:

- 1) The related information is amended/replaced; or
- 2) Other circumstances as determined from time to time by the Council.

7. Repeals/Amendments

This Policy repeals Livingstone Shire Council Policy titled 'Water Meter Policy (v2.1)'.

Version	Date	Action
1	10/06/2014	Adopted
2	18/04/2017	Amended Policy Adopted
2.1	23/10/2018	Administrative Amendments – reflect organisational restructure
3		Draft

CHRIS MURDOCH
CHIEF EXECUTIVE OFFICER

Water Meter Policy

Adopted/Approved: Draft
Version: 3

Portfolio: Infrastructure
Business Unit: Water and Waste Operations

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12.7 - WATER METER POLICY (V3)

Ordinary Meeting Agenda 18 April 2017

Meeting Date: 21 May 2019

Attachment No: 2

ORDINARY MEETING AGENDA

18 APRIL 2017

12.3 VERSION 2 WATER METER POLICY

File No: 4.7.32
Attachments: 1. Draft Policy (v2)[1](#)
Responsible Officer: Dan Toon - Director Infrastructure Services
Author: Carrie Burnett - Policy & Planning Officer

SUMMARY

This report seeks Councils adoption of version 2 of the Water Meter Policy.

OFFICER'S RECOMMENDATION

THAT Council adopt the Water Meter Policy (v2).

COMMENTARY

Version 1 of the policy was adopted by Council at its 10 June 2014 Meeting. Staff undertake reviews of policy documents to ensure currency and relevance to Council practices.

Version 2 was presented for discussion to Council's 21 March 2017 Workshop. As a result of those discussions a minor amendment was made to the wording at Cl 5.1.2 to reflect the expenses are to be covered by the resident.

Version 2 is now presented to Council for adoption.

BACKGROUND

Not applicable.

PREVIOUS DECISIONS

At its 10 June 2014 Meeting, Council resolved as follows:
'THAT Council adopt the Water Meter Policy'.

BUDGET IMPLICATIONS

Not applicable.

LEGISLATIVE CONTEXT

Not applicable.

LEGAL IMPLICATIONS

Not applicable.

STAFFING IMPLICATIONS

Existing staff and resources are utilised to implement the policy.

RISK ASSESSMENT

Not applicable.

CORPORATE/OPERATIONAL PLAN

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

CONCLUSION

It is important that Council policy documents remain current and are reflective of relevant work practices. Council should adopt the Water Meter Policy (v2) to ensure that staff and the community is aware of Council's requirements in relation to faulty or broken water meters.

12.3 - VERSION 2 WATER METER POLICY

Draft Policy (v2)

Meeting Date: 18 April 2017

Attachment No: 1



WATER METER POLICY (COMMUNITY POLICY)

1. Scope

The Water Meter Policy (this 'Policy') applies to water connections in the water service areas within Livingstone Shire that are not used solely for fire services.

2. Purpose

To outline the process that Council will follow to ensure that all properties accessing water from the reticulated water supply are metered and that appropriate action is taken to rectify faulty or broken water meters.

3. References (legislation/related documents)

Concealed Leak Rebate Policy
Local Government Act 2009 (Qld) s 9(1)
 Metering of Fire Lines Policy
 Private Works - Application for Water and Sewerage Services
 Sub-Metering Policy and Procedure
Water Supply (Safety and Reliability) Act 2008 (Qld) ch 2 pt 3 div 2

4. Definitions

To assist in interpretation, the following definitions shall apply:

Billing Period	The time between meter readings which occur four times per financial year.
Council	Livingstone Shire Council.
Resident	Property owners and tenants who reside in a property in a water service area.
Water meter	A device and related equipment that measures the volume of water supplied (includes sub-meters).

5. Policy Statement

All connections to the reticulated water supply must be metered. Meters will be installed by Council at the time of connection.

5.1 Faulty or Broken Water Meters

- 5.1.1 Council will be responsible for the cost to repair or replace meters that are deemed faulty due to deterioration or general wear and tear; and

Water Meter Policy
 Adopted/Approved: Draft
 Version: 2

Department: Infrastructure Services
 Section: Water and Waste Operations

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ORDINARY MEETING AGENDA

18 APRIL 2017

- 5.1.2 If a meter is damaged by the careless or deliberate acts of a resident, the resident must enter into a private works agreement with Council, for Council to repair or replace the meter at the residents expense.

5.2 Water Meter Testing

- 5.2.1 If a resident is concerned that their water meter is not functioning correctly, they may request that it be tested by Council at their expense;

- 5.2.2 If the test determines that the meter is not functioning correctly:

- a) The testing fee will be refunded;
- b) The meter will be replaced at no cost to the resident;
- c) The associated water usage notice will be adjusted by estimating the amount of water supplied. The estimate shall be the lesser figure calculated by the following methods:
 - i) Average daily consumption for the previous billing period applied to the current period; or
 - ii) Average of the usages during the corresponding billing periods in the previous three years.

- 5.2.3 A meter is deemed to be accurate if the reading is within 5% (+ or -) of the actual quantity of water passing through it.

5.3 Council May Disconnect Meter for Testing

Council may at any time disconnect any water meter for the purposes of maintenance or determining its accuracy.

6. Changes to this Policy

This Policy is to remain in force until any of the following occur:

1. The related information is amended/replaced; or
2. Other circumstances as determined from time to time by the Council

7. Repeals

This Policy repeals the former Livingstone Shire Council Policy titled 'Water Meter Policy v1' adopted 10 June 2014.

CHRIS MURDOCH
CHIEF EXECUTIVE OFFICER

Water Meter Policy
Adopted/Approved: Draft
Version: 2

Department: Infrastructure Services
Section: Water and Waste Operations

Page 2 of 2

12.8 LIVINGSTONE SHIRE COUNCIL BIOSECURITY PLAN 2019 - 2024**File No:** EM11.12.7**Attachments:**

1. Livingstone Shire Council Biosecurity Plan 2019 - 2024 [↓](#)
2. Stakeholders to whom draft Biosecurity Plan was sent for comment [↓](#)
3. Submissions received on draft Biosecurity Plan [↓](#)

Responsible Officer: Brett Bacon - Executive Director Liveability and Wellbeing**Author:** Leise Childs - Senior Land Protection Officer

SUMMARY

Livingstone Shire Council's five-year Biosecurity Plan has been developed for the benefit of the whole community and has application to the entire Shire. It is prepared in accordance with the requirements of the Queensland Biosecurity Act 2014.

The draft Livingstone Shire Council Biosecurity Plan was presented to Council on 4 March 2019 and subsequently key stakeholders were asked to provide feedback. The Livingstone Shire Council Biosecurity Plan (refer Attachment One) is now finalised.

Responsibilities for local government and the community are clearly identified in the Biosecurity Act 2014. Livingstone Shire Council has recognised its responsibilities and roles within the Biosecurity Act 2014 and has developed a biosecurity plan which addresses current legislation, guides effort and investment and endeavours to raise community awareness of invasive species and pest management. Limited resources continue to inhibit the achievement of desired pest management goals so the Biosecurity Plan prioritises actions to address invasive species which present the highest risk. It is anticipated that this plan will assist pest management planning and facilitate external partnerships in order to achieve pest management objectives.

OFFICER'S RECOMMENDATION

That Council adopt the Livingstone Shire Council Biosecurity Plan 2019 – 2024, as contained within Attachment One.

BACKGROUND

The *Biosecurity Act 2014* supports the prevention, eradication and effective management of invasive biosecurity matter in Queensland, by providing for the development of local or regional biosecurity plans. Under the *Biosecurity Act 2014*, local governments, together with the community, are required to have a biosecurity plan in place to manage invasive biosecurity matter in their local government areas.

The key purpose of a biosecurity plan is to bring all sectors of a local community together to manage invasive biosecurity matter in the local government area. The term 'invasive biosecurity matter' includes only invasive plants and animals listed as prohibited and restricted matter in schedules one and two of the *Biosecurity Act 2014*. Local governments may also address invasive plants and animals which are not listed on these schedules, but pose a threat to the area, such as species declared under local law. Diseases, crop pests and marine pests are not included, as these are addressed under the general biosecurity obligation and through Biosecurity Queensland's regulatory role.

COMMENTARY

A biosecurity plan covers all land within the boundaries of the local government area, including State land. Land owned by the Australian Government or held by Aboriginal and Torres Strait Islander communities under a Deed of Grant in Trust may also be included.

Part A of the *Biosecurity Plan* outlines the principles of biosecurity planning and strategies for management of biosecurity matters. The mission statement is to facilitate the co-operative management of pest plants and animals, involving all stakeholders within the Livingstone Shire Council area and adjoining local governments.

The *Biosecurity Plan* identifies six desired outcomes and the related key objectives which underpin the strategy:

1. prevention and early intervention;
2. monitoring and assessment;
3. awareness and education;
4. effective management systems;
5. strategic planning framework and management; and
6. commitment, roles and responsibilities.

Part B of the *Biosecurity Plan* contains the invasive species management programme based on a risk based prioritisation of invasive plants and animals in the Shire. Pest species are divided into strategic management categories; Prevention, Eradication, Reduction, Containment and Asset Protection.

The draft plan was forwarded to key stakeholders (identified in Attachment Two) for comment. Five organisations responded with comments (see Attachment Three) which have been incorporated in the final document. The final *Biosecurity Plan* is now being presented to Council for adoption.

PREVIOUS DECISIONS

The final approved *Biosecurity Plan* will replace the *Pest Management Plan* developed under the *Land Protection (Pest and Stock Route Management) Act 2002* for the amalgamated Rockhampton Regional Council.

BUDGET IMPLICATIONS

Existing operational budgets will support the implementation of the *Biosecurity Plan*.

LEGISLATIVE CONTEXT

Local governments are responsible for ensuring invasive biosecurity matter is managed within their jurisdiction and in accordance with locally or regionally developed biosecurity plans. Under the *Biosecurity Act 2014*, everyone has a General Biosecurity Obligation, that is, an obligation to take all reasonable and practical measures to prevent or minimise a biosecurity risk from invasive plants, animals and other biosecurity matter.

Under the *Biosecurity Act 2014*, 'Prohibited matter' (*Schedule 1*) and 'Restricted matter' (*Schedule 2*) replace the former declared pest classes. While prohibited biosecurity matter is illegal and not found in Queensland, restricted biosecurity matter may already be widely spread across Queensland but still needs to be contained.

There are seven restriction categories:

1. must be reported to a Biosecurity Queensland inspector within twenty-four (24) hours;
2. must be reported to a Biosecurity Queensland inspector or authorised person within twenty-four (24) hours;
3. must not distribute or dispose of unless under a regulation, restricted matter permit or by an authorised officer;
4. must not move or cause or allow to be moved;
5. must not keep in the person's possession or under the person's control;
6. must not feed; and

7. must dispose of noxious fish such as tilapia away from water bodies.

LEGAL IMPLICATIONS

The *Biosecurity Act 2014* requires local governments in Queensland to develop a biosecurity plan for their area. Local government biosecurity plans bring together all sectors of the local community to manage invasive plants and animals. Council will use the *Biosecurity Plan* to guide operational activities and community compliance. Livingstone Shire Council will review the invasive species management programme annually and a full revision of the plan will be done in five years or earlier if there is a significant change to State legislation or the State *Weed and Pest Animal Management Strategy* is amended.

STAFFING IMPLICATIONS

The *Biosecurity Plan* will be implemented using existing staff resources.

RISK ASSESSMENT

The process of developing the *Biosecurity Plan* has been a risk based approach providing a systematic method for the prioritisation of biosecurity risks.

CORPORATE/OPERATIONAL PLAN

Strategy EN4 of Council's Corporate Plan states: '*Actively participate in conservation and enhancement programs to ensure the preservation of natural assets and identifiable built form.*'

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

- (a) *Transparent and effective processes, and decision-making in the public interest; and*
- (b) *Sustainable development and management of assets and infrastructure, and delivery of effective services; and*
- (c) *Democratic representation, social inclusion and meaningful community engagement; and*
- (d) *Good governance of, and by, local government; and*
- (e) *Ethical and legal behaviour of councillors and local government employees.*

CONCLUSION

The draft *Livingstone Shire Council Biosecurity Plan* was reviewed and commented upon by relevant stakeholders. The *Livingstone Shire Council Biosecurity Plan 2019 - 2024* has been amended to take into account stakeholder comments and is now finalised.

12.8 - LIVINGSTONE SHIRE COUNCIL BIOSECURITY PLAN 2019 - 2024

Livingstone Shire Council Biosecurity Plan 2019 - 2024

Meeting Date: 21 May 2019

Attachment No: 1



BIOSECURITY PLAN 2019 - 2024



Livingstone Shire Council Draft Biosecurity Plan 2019-2024

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Executive Summary

Livingstone Shire Council's five-year Biosecurity Plan was developed for the benefit of the whole community and has application to the entire shire. It is prepared in accordance with the requirements of the Queensland *Biosecurity Act 2014*.

Responsibilities for local government and the community are clearly identified in the *Act*. Livingstone Shire Council has recognised its responsibilities and roles within the *Act* and has developed a Biosecurity Plan that addresses current legislation; guides effort and investment and endeavours to raise community awareness of invasive species and pest management. Limited resources continue to inhibit the achievement of desired pest management goals so the Biosecurity Plan prioritises actions to address invasive species that present the highest risk. It is anticipated that this Plan will assist pest management planning and facilitate external partnerships in order to achieve pest management objectives.

Location map of shire in region and state

Livingstone Shire Council Draft Biosecurity Plan 2019-2024

PART A: STRATEGIC OVERVIEW**1.0 INTRODUCTION****1.1 Purpose**

The *Biosecurity Act 2014* supports the prevention, eradication and effective management of invasive biosecurity matter in Queensland by providing for the development of biosecurity plans. Under the Act, local governments, together with the community, are required to have a biosecurity plan in place to manage invasive biosecurity matter in their local government areas.

The key purpose of a biosecurity plan is to bring all sectors of a local community together to manage invasive biosecurity matter in the local government area. The term 'invasive biosecurity matter' includes only invasive plants and animals listed as prohibited and restricted matter in schedules 1 and 2 of the *Biosecurity Act 2014*. Local governments may also address invasive plants and animals that are not listed on these schedules, but pose a threat to the area, such as species declared under local law. Diseases, crop pests and marine pests are not included, as these are addressed under the general biosecurity obligation and the regulatory role of Biosecurity Queensland.

1.2 Background

The Cooperative Research Centre (CRC) for Australian Weed Management estimated that impacts of invasive terrestrial weeds on agriculture cost the Australian economy approximately \$4 billion per year (Sinden et al. 2004). As Queensland is Australia's second largest state and has the highest proportion of land area in any state dedicated to agriculture, the costs associated with lost production and weed control in Queensland are considerable. According to the Invasive Animals CRC, the direct annual economic impact from pest animals on Australia is \$743 million (Gong et al. 2009). Weeds and pest animals cause degradation of natural resources including vegetation and pose a threat to wildlife. Foxes and feral cats have been implicated in the decline or possible local extinction of at least 17 native species listed as threatened or vulnerable. The potential for pest animals to act as vectors for zoonotic diseases is a concern for native and domestic animals. Invasive species can have impacts on human health and recreational activities.

1.3 Scope of the Plan

Local governments are responsible for ensuring invasive biosecurity matter is managed within their jurisdiction and in accordance with locally or regionally developed biosecurity plans. Local governments and their communities are well placed to control invasive biosecurity matter. Together, they can develop practical solutions that are appropriate to the levels and types of issues in their local area.

Under the *Biosecurity Act 2014*, everyone has a General Biosecurity Obligation, that is, an obligation to take all reasonable and practical measures to prevent or minimise a biosecurity risk from invasive plants, animals and other biosecurity matter.

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The management of invasive biosecurity matter (invasive plants and animals) is the shared responsibility of land managers, industry, the community and all levels of government. Whilst the primary responsibility rests with the land manager, collective actions using a nil-tenure approach is best practice, particularly for mobile species.

A biosecurity plan covers all land within the boundaries of the local government area, including state land. Land owned by the Australian Government or held by Aboriginal and Torres Strait Islander communities under a Deed of Grant in Trust are included.

Under the *Biosecurity Act 2014*, "Prohibited matter" (*Schedule 1*) and "Restricted matter" (*Schedule 2*) replace the former declared pest classes. While prohibited biosecurity matter is illegal and not found in Queensland, restricted biosecurity matter may already be widely spread across Queensland but still needs to be contained.

There are seven restriction categories;

- 1 – Must be reported to a Biosecurity Queensland inspector within 24 hours
- 2 – Must be reported to a Biosecurity Queensland inspector or authorised person within 24 hours
- 3 – Must not distribute or dispose of unless under a regulation, restricted matter permit or by an authorised officer
- 4 – Must not move or cause or allow to be moved
- 5 – Must not keep in the person's possession or under the person's control
- 6 – Must not feed
- 7 – Must dispose of noxious fish such as tilapia away from water bodies

The State Government along with federal authorities has the role to respond to the prevention and management of marine pests and other introduced pathogens.

1.4 Other Legislation and Plans

In addition to preparing this Biosecurity Plan in accordance with the *Biosecurity Act 2014*, other relevant legislation was incorporated including:

- *Local Government Act 2009*,
- *Local Law No. 1 (Administration) 2011*,
- *Local Law No. 3 (Community and Environmental Management) 2011*,
- *Subordinate Local Law No. 3 (Community and Environmental Management) 2011*.

In developing the Biosecurity Plan, consideration was also given compliance with the requirements of other legislation including:

- *Planning Act 2016*
- *Vegetation Management Act 1999*
- *Nature Conservation Act 1992*
- *Water Act 2000*
- *Environmental Protection Act 1994*
- *Animal Care and Protection Act 2001*
- *Agricultural and Veterinary Chemicals (Queensland) Act 1994*
- *Pest Management Act 2001*
- *Public Health Act 2005*

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Consideration was also given to statutory and non-statutory plans and strategies:

- Central Queensland Sustainability Strategy 2030 (CQSS:2030)
- Queensland Weed and Pest Animal Strategy 2016-2020
- Queensland Government, Wild dog management strategy 2011-16
- Queensland Government, Feral deer management strategy 2011-16.

1.5 Council Corporate and Operational Plans

The implementation of the Livingstone Shire Council Biosecurity Plan 2019-2024 is associated with various identified strategies in Council's Corporate and Operational Plans:

Corporate Plan 2014-2019

Theme - Environment

Goal - An environment which is valued and sustainable, and maintains a balance between the natural and built forms for the benefit of current and future generations

Strategies -

EN4 Actively participate in conservation and enhancement programs to ensure the preservation of natural and identifiable built form.

EN5 Proactively advocate to government on matters which impact on the health and wellbeing of our Shire's natural environment.

1.6 Reviewing the Biosecurity Plan

Livingstone Shire Council will review this Biosecurity Plan

- Annually – at least 3 months before the start of each financial year and
- Full review – in five years or earlier if there is a significant change to State legislation or the State Weed and Pest Animal Management Strategy is amended.

1.7 Stakeholders

Effective engagement of all relevant stakeholders is essential to the success of invasive biosecurity matter management. Stakeholders with interests in pest management in the region include:

Australian Government

The Australian Government provides the framework for weed and pest animal management in Australia and coordinates, facilitates and promotes national weed and pest animal management policies and programs including emergency responses to invasive biosecurity matters of national significance.

Queensland Government

Biosecurity Queensland, within the Department of Agriculture and Fisheries, is responsible for the development and implementation of invasive biosecurity matter management through legislation; invasive species response; research and education programs. Other Queensland Government departments are responsible for managing invasive biosecurity matter on state-managed land and waterways in accordance with agreed local and regional priorities.



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Local Government

Local government has the responsibility to develop and enforce local government area biosecurity plans and encourage and assist community groups, land holders and land managers in invasive biosecurity matter management. Local government are also required to manage invasive biosecurity matter on land they control and coordinate local invasive plant and animal surveillance and management programs.

Business and Industry organisations

Commercial entities and representative bodies promote and facilitate invasive plant and animal management and identify and fund research priorities to enable continued improvement in the management of invasive plants and animals.

Education and Research facilities

Universities and research groups undertake research on invasive biosecurity matter and train and educate people in best practice in the management of invasive plants and animals.

Natural Resource Management and Catchment Management groups

Community based regional Natural Resource Management groups promote and facilitate invasive plant and animal management. Local groups include Fitzroy Basin Association and Capricornia Catchments Inc. Not for profit corporations such as Greening Australia, Clean Up Australia and Planet Ark are stakeholders in this space.

Community groups

Community groups such as Landcare and environment based organisations promote awareness of invasive plant and animal issues within the wider community. On-ground demonstration projects and citizen science projects assist the implementation of innovations and assist in integrated management and improvements in techniques.

Land managers (public and private)

The owners and managers of land can implement best practice for invasive plant and animal management on their land in line with relevant legislation, policy, guidelines, management plans and codes of practice.

Residents

All residents have a general biosecurity obligation under the *Biosecurity Act 2014*.

Appendix A contains a list of relevant stakeholder groups in Livingstone Shire.

2.0 Principles for biosecurity planning

The principles and strategies for managing pests provided in the Queensland Weed and Pest Animal Strategy 2016–20 are considered core elements of biosecurity planning at a state-wide planning level, but are also relevant to biosecurity planning at local and regional levels.

2.1 Principles of effective pest management

Eight principles of pest management are outlined in the State strategy. The principles provide a common basis for management throughout Queensland and align with

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national strategies. The consideration of all these principles is critical to the success of any management activity, regardless of scope and scale.

The eight management principles for weeds and pest animals are:

1. Commitment

Effective weed and pest animal management requires shared responsibility, capability, capacity and a long-term commitment by land owners/managers, the community, industry groups and government. Those that create the risks associated with pest species introduction or spread and those that benefit from the pest management should help to minimise the impacts of weeds and pest animals and contribute to the costs of management.

2. Consultation and partnerships

Consultation and partnership arrangements between land managers, local communities, industry groups, state government agencies and local governments must be established to achieve a collaborative and coordinated approach to management.

3. Integration

Weed and pest animal management is an integral part of managing natural resources and agricultural systems.

4. Prevention and early detection

Preventive weed and pest animal management is generally more cost-effective than other strategies and is achieved by:

- preventing the spread of pest species and viable parts of these species, especially by human activity
- early detection and intervention.



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5. Planning

Planning for weed and pest animal management should be based on risk management to ensure that resources target the priorities identified at local, regional, state and national levels.

6. Improvement (research, monitoring and evaluation)

Research about weeds and pest animals and regular monitoring and evaluation of control activities is needed to make evidence-based decisions and improve management practices.

7. Public awareness

Public awareness and knowledge of weeds and pest animals must be raised to increase the capacity and willingness of individuals to participate in control.

8. Best practice

Weed and pest animal management must be based on ecologically and socially responsible practices that protect the environment and the productive capacity of natural resources while minimising impacts on the community. It should balance feasibility, cost-effectiveness, sustainability, humaneness, community perceptions, emergency needs and public safety.

2.2 Challenges to effective pest management

The predominant challenges for managing invasive biosecurity matter in the region include:

- Cost and effort required to deliver effective long-term control activities,
- Proximity of urban and peri-urban areas to protected areas (National Parks),
- Mobility of pest animals over a number of tenures,
- The distribution of pest species,
- The distribution of individuals across the large, less populated rural areas limits the ability of individuals to control and manage invasive biosecurity matter.
- Concerns over non-target impacts of control methods,
- Difficulties of control in urban and peri-urban areas,
- Changing land use and social demographics,
- Absentee landholders,
- Animal welfare obligations which may limit the use of some control methods,
- Stakeholder knowledge.

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3.0 Strategies for management of biosecurity matters**3.1 Vision**

Weed and pest animal impacts on the environment; the economy; human health and social amenity are cooperatively managed.

3.2 Mission Statement

To facilitate the cooperative management of pest plants and animals, involving all stakeholders within the Livingstone Shire Council area and adjoining local governments.

3.3 Desired Outcomes

The biosecurity plan identifies six desired outcomes and the related key objectives which underpin the strategy:

1. Prevention and early intervention
2. Monitoring and assessment
3. Awareness and education
4. Effective management systems
5. Strategic planning framework and management
6. Commitment, roles and responsibilities.



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3.4 Prevention and early intervention

Prevention and early intervention is generally the most cost-effective management strategy. Once an invasive species is introduced and becomes established, it is often very difficult or even impossible to eradicate and costly to control. Everyone has a role in preventing the introduction and spread of invasive plants and animals into and around our region.

Aim:

Prevent establishment and spread of new weeds and pest animals.

Objectives:

- Educate public about the potential for new invasive species to infest the shire
- Pursue compliance measures for illegal dumping
- Encourage use of local native plants in landscaping
- Maintain hygiene protocol for Council's equipment to prevent and reduce the movement of invasive plants by Council operations.
- Provide vehicle weed seed hygiene inspections /reports on a user pays basis
- Undertake surveillance for new invasive plants and animals by regular visits to sentinel sites. (abattoirs, nurseries, community markets, landfill and transfer stations, illegal dumping sites)
- Encourage stakeholders and public to report sightings of unusual or unknown species
- Monitor and investigate reports/sightings of unusual pest species
- Eradicate new incursions of identified high-risk species on public and private land

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3.5 Monitoring and assessment

Reliable data is needed to ensure that weeds and pest animals are managed holistically and for the long term. Weed and pest animal control requires an appropriate balance between prevention, surveillance and management techniques. An increasing amount of information is available on the distribution, abundance and impact of pests. However, there is scope to increase coordination of this information and make better use of existing and new technologies for monitoring and decision-making.

Aim:

Reliable information is the basis for decision-making.

Objectives:

- Utilise current research and engage with relevant stakeholders to ensure best practise management techniques are employed.
- Provide and maintain data collection equipment and data storage systems for relevant Council staff
- Collect and analyse spatial, quantitative and qualitative data to inform strategic planning and on-ground control programmes
- Document management practices and regularly review outcomes to enable the most effective and efficient application of control options.
- Undertake field trials to develop improved management techniques that are more effective, environmentally sustainable and financially efficient.



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3.6 Awareness and education

Effective management of weeds and pest animals relies on broad stakeholder knowledge of the problem and the management issues. Often people are not aware of the impacts that weeds and pest animals have on the natural environment or primary production, or that their own actions may be contributing to the problem. Many weed and pest animal problems are increased through lack of community knowledge and awareness. Overall community awareness will improve when stakeholders have accessible, science-based information on weeds and pest animals, their characteristics, their impacts and control methods. This awareness is needed to ensure ongoing public support for weed and pest animal management and research. Building this knowledge within the community will also enable people to take ownership of the issue, increase their confidence and make them more likely to act.

Aim:

Stakeholders are informed and knowledgeable, with the capability and capacity to take ownership of weed and pest animal management.

Objectives:

- Provide accurate, accessible and timely information material to stakeholders and the public
- Undertake awareness programs such as Weedbusters Week, community meetings, Council events and field days
- Provide warnings where human activities create favourable conditions for invasive plants and animals including signage for example tilapia signs at boat ramps
- Alert the public on any new incursion of exotic invasive plants and animals through media releases and web page updates
- Provide advice to land owners and managers regarding invasive biosecurity matter on their land
- Provide invasive plant awareness training to relevant Council staff and contractors
- Ensure pest management officers are appropriately qualified and trained in all aspects of invasive species management
- Provide ongoing professional development opportunities for Council staff

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3.7 Effective management systems

To effectively manage the risks and impacts of biosecurity matters, responsible agencies need to develop integrated approaches to address the problem, using multiple strategies over time, including technical knowledge, scientific data, new control methods and technologies, best management practices, monitoring and evaluating. Limited resources are an ongoing constraint and require that local government prioritise the allocation of resources to target the highest priority biosecurity matters.

Aim:

Minimise the impacts of invasive weeds and pest animals using a risk management framework to target the high priority biosecurity matters with the Shire with diverse management approaches.

Objectives:

- Use a risk assessment framework to prioritise invasive species based on current distribution, level of impact, level of threat and feasibility of control.
- Manage invasive species in cooperation with stakeholders and land managers and seek to coordinate control activities for successful long term management.
- Minimise impacts of invasive species on human health and amenity, the environment, agriculture and industry.
- Employ best practice techniques for effective control of pest species in appropriate locations including biological control agents, species competition, mechanical removal, chemical application and fire.
- Ensure pest control techniques to not adversely impact human health and amenity, the environment, agriculture or industry.
- Facilitate community compliance with obligations under the Biosecurity Act 2014 and Council's Local Laws, in line with the priorities and strategies of the biosecurity plan.

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3.8 Strategic planning framework and management

A strategic approach will only achieve common goals and priorities if there is effective communication and cooperation between key stakeholders such as land managers, natural resource management and community groups, industry, local governments and state government departments. Local government biosecurity plans offer a 'partnership' mechanism to achieve this level of coordination and efficiency, and the Biosecurity Act facilitates a risk-based approach to weed and pest animal management. To ensure resources are used as efficiently as possible a risk assessment is used to identify the high priority species and actions.

Aim :

Stakeholders are involved in setting and implementing strategic directions for weed and pest animal management and are informed by a risk management approach.

Objectives:

- Establish a working group with key stakeholders to prioritise invasive species management actions and foster partnerships to address invasive species impacts
- Develop individual and/or multi-species invasive plant and animal management plans to assist the implementation of co-ordinated and strategic actions using a nil-tenure approach
- Contribute to regional planning and strategic projects through the Regional Biosecurity Committee and State-wide Oversight Group.
- Facilitate partnerships to research, monitor, remove and replace invasive species at the local site level to regional and state level
- Investigate funding opportunities and apply for funding to support invasive species management programmes



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3.9 Commitment, roles and responsibilities

Management of weeds and pest animals is the shared responsibility of land managers, owners and occupiers, industry, the community and all levels of government. Under the *Biosecurity Act 2014* everyone has an obligation to take all reasonable and practical measures to prevent or minimise a biosecurity risk.

The broad scope and nature of invasive plant and animal problems demands a long-term commitment by all stakeholders. Council's Biosecurity Plan is crucial to the success of invasive plant and animal management and provides an opportunity to foster commitment to roles and responsibilities.

Aim:

All stakeholders understand, are committed to, and undertake coordinated pest management. The cost of this management is borne by the risk creators and those who benefit from the management.

Objectives:

- Communicate roles and responsibilities for invasive plant and animal management including making the Biosecurity Plan widely available to stakeholders and the public via range of communication channels and information sharing
- Maintain working relationships with diverse stakeholders to generate a holistic approach to invasive plant and animal management and a sense of community ownership of the problem
- Lead by example and ensure the objectives of the plan are implemented to generate trust and co-operation in the wider community
- Implement a compliance strategy, in line with the priorities and strategies of the biosecurity plan, to inform, educate and if necessary enforce the obligations under the Biosecurity Act 2014 and Council's Local Laws, as a last resort.



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4.0 Invasive Species in Livingstone Shire

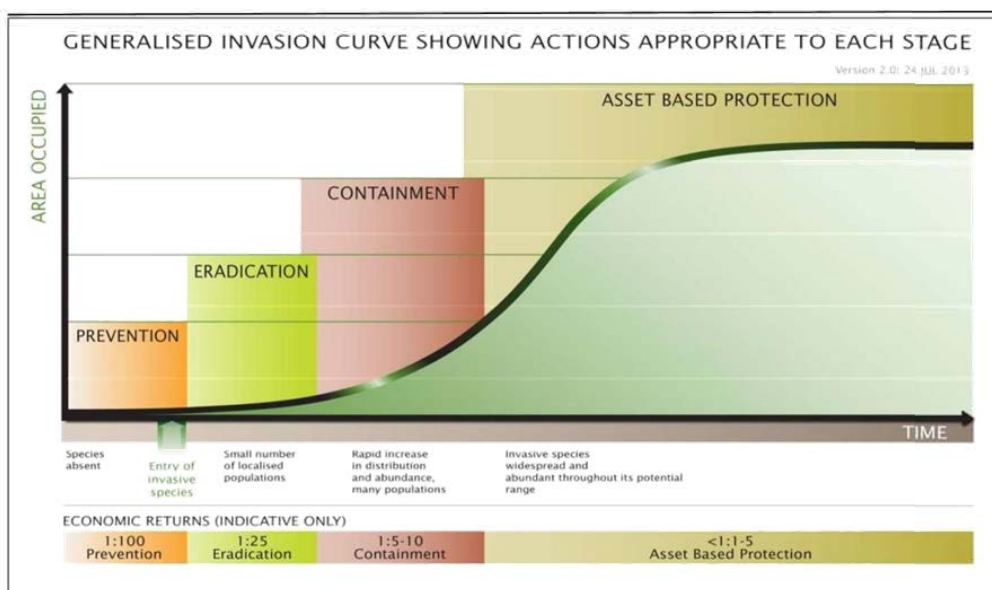
4.1 Risk Based Prioritisation

Invasive plants and animals present different levels of risk and hazard in different areas within the region. Determining risk and hazard is essential in defining priorities for prevention and management. The restriction category given to the invasive species under the regulations of the *Biosecurity Act* and the listing of pest plants as Weeds of National Significance (WoNS) assist to identify high risk species.

Weeds and pest animals are prioritised using a risk assessment framework based on current distribution, level of impact, level of threat and feasibility of control.

4.2 Strategic management actions

Invasive species management programme contains strategic management categories such as Prevention, Eradication, Reduction, Containment, Asset Protection.



Source: Queensland Weed and Pest Animal Strategy, Department of Agriculture and Fisheries, 2016

Livingstone Shire Council Draft Biosecurity Plan 2019-2024

PART B: INVASIVE SPECIES MANAGEMENT PROGRAMME

5.0 STRATEGIC MANAGEMENT CATEGORIES

5.1 Prevention

Management objective - Maintain pest-free status by monitoring and detecting any new incursions before they become established

Common Name	Scientific Name	Biosecurity Act 2014 Category Numbers	WoNS	Distribution
Plants				
African Boxthorn	<i>Lycium ferocissimum</i>	3	✓	Present in State
Alligator Weed	<i>Alternanthera philoxeroides</i>	3		Borders region
Annual Ragweed	<i>Ambrosia artemisiifolia</i>	3		Borders region
Balloon Vine	<i>Cardiospermum grandiflorum</i>	3		Present in State
Bitou Bush	<i>Chrysanthemoides monilifera</i> spp. <i>rotundifolia</i>	2, 3, 4, 5		Present in State
Blackberry	<i>Rubus anglocandicans</i> , <i>Rubus fruticosus</i> aggregate	3		Present in State
Boneseed	<i>Chrysanthemoides monilifera</i> ssp. <i>monilifera</i>)	2, 3, 4, 5		Present in State
Bridal Creeper	<i>Asparagus asparagoides</i>	2, 3, 4, 5	✓	Present in State
Cabomba	<i>Cabomba caroliniana</i>	3		Present in State
Candyleaf	<i>Stevia ovata</i>	4		Present in State
Chilean Needle Grass	<i>Nassella neesiana</i>	3	✓	Present in State
Chinese Celtis	<i>Celtis sinensis</i>	3		Present in State
Chinese violet	<i>Asystasia gangetica</i> ssp. <i>micrantha</i>			Present in State
Cholla Cacti with the following names:				
Coral Cactus	<i>Cylindropuntia fulgida</i>	3	✓	Borders region
Devil's Rope Pear	<i>C. imbricata</i>	3	✓	No mapping
Hudson Pear	<i>Cylindropuntia rosea</i> and <i>C. tunicata</i>	2,3,4,5	✓	Borders region
Jumping Cholla	<i>C. prolifera</i>	2,3,4,5	✓	No mapping
Snake Cactus	<i>C. spinosior</i>	3	✓	Present in State
Elephant Ear Vine	<i>Argyreia nervosa</i>	3		Present in State
Fireweed	<i>Senecio madagascariensis</i>	3		Present in State
Gamba Grass	<i>Andropogon gayanus</i>	3		Present in State
Giant Sensitive Plant	<i>Mimosa diplotricha</i> var. <i>diplotricha</i>	3		Present in State
Gorse	<i>Ulex europaeus</i>	3	✓	Not in State

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Harungana	<i>Harungana madagascariensis</i>	3		Present in State
Honey Locust	<i>Gleditsia triacanthos</i> including cultivars and varieties	3		Present in State
Hygrophilia	<i>Hygrophila costata</i>	3		Present in State
Koster's Curse	<i>Clidemia hirta</i>)	2, 3, 4, 5		Present in State
Kudzu	<i>Pueraria montana</i> var. <i>lobata</i> syn. <i>P. lobata</i> , <i>P. triloba</i> other than in the Torres Strait Islands)	3		Present in State
Limnocharis, yellow burrhead	<i>Limnocharis flava</i>	3		Present in State
Madras Thorn	<i>Pithecellobium dulce</i>	2, 3, 4, 5		Present in State
Mesquites (honey mesquite, mesquite or algarroba, Quilpie mesquite)	<i>Prosopis flandulosa</i> , <i>P. pallida</i> , <i>P. velutina</i>	3	✓	Borders region
Mexican Bean Tree	<i>Cecropia pachystachya</i> , <i>C. palmata</i> and <i>C. peltata</i>	2, 3, 4, 5		Present in State
Mexican Feather Grass	<i>Nassella tenuissima</i>)	2, 3, 4, 5		Present in State
Miconia	<i>Miconia calvenscens</i> , <i>M. cionotricha</i> , <i>M. nervosa</i> , <i>M. racemosa</i>	2, 3, 4, 5		Present in State
Mikania Vine	<i>Mikania micrantha</i>	2, 3, 4, 5		Present in State
Mimosa Pigra	<i>Mimosa pigra</i>	2, 3, 4, 5	✓	Present in State
Ornamental Gingers (Kahili ginger, white ginger, yellow ginger)	<i>Hedychium gardnerianum</i> , <i>H. coronarium</i> , <i>H. flavescens</i>	3		Present in State
Pond Apple	<i>Annona glabra</i>	3	✓	Present in State
Prickly Pears:				
Bunny Ears	<i>Opuntia microdasys</i>	2,3,4,5	✓	Present in State
Drooping Tree Pear	<i>O. monacantha</i> syn. <i>O. vulgaris</i>	3	✓	No mapping
Prickly Pear	<i>O. elata</i>	2,3,4,5	✓	No mapping
Tiger Pear	<i>O. aurantiaca</i>	3	✓	No mapping
Privets (broad-leaf privet, tree privet, small-leaf privet, Chinese privet)	<i>Ligustrum lucidum</i> , <i>L. sinense</i>	3	✓	Borders region
Sengal Tea	<i>Gymnocoronis spilanthoides</i>	3		Present in State
Sicklepods (foetid cassia, hairy cassia, sicklepod)	<i>Senna tora</i> , <i>S. hirsute</i> , <i>S. obtusifolia</i>	3		Borders region
Telegraph Weed	<i>Heterotheca grandiflora</i>	3		Present in State
Tobacco Weed	<i>Elephantopus mollis</i>	3		Present in State
Water Mimosa	<i>Neptunia oleracea</i> and <i>N.</i>	2,3,4,5		Present in State

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	<i>Plena</i>)			
Westwood Pear	<i>O. streptacantha</i>	3		Borders region
Willows	all <i>Salix</i> spp. other than <i>S. babylonica</i> , <i>S. x calodendron</i> and <i>S. x reichardtii</i>	3		Present in State
Animals				
Asian Honey Bee	<i>Apis cerana javana</i>	1		Present in State
Asian Tiger Mosquito	<i>Aedes albopictus</i>			Borders State
Barbary Sheep	<i>Ammotragus lervia</i>	2, 3, 4, 5, 6	-	Present in State
Blackbuck Antelope	<i>Antilope cervicapra</i>	2, 3, 4, 5, 6	-	Present in State
Electric Ant or Little Fire Ant	<i>Wasmannia auropunctata</i>	1		Present in State
Feral Red deer	<i>Cervus elaphus</i>	3, 4, 6	-	Present in State
Hog Deer	<i>Axis Porcinus</i>	2, 3, 4, 5, 6	-	Present in State
Red Eared Slider Turtle	<i>Trachemys scripta elegans</i>	2, 3, 4, 5, 6	-	Present in State
Red Imported Fire Ant	<i>Solenopsis invicta</i>)	1		Present in State
Sambar Deer	<i>Rusa unicolor</i> , syn. <i>Cervus unicolor</i>	2, 3, 4, 5, 6	-	Present in State
Yellow Crazy Ant	<i>Anoplolepis gracilipes</i>	3	-	Present in State

*Category

- 1 – Must report the presence of category 1 matter to an DAF inspector within 24 hours
- 2 – Must report the presence/sighting of category 2 matter to Biosecurity Queensland within 24 hours
- 3 – Must not distribute or dispose of unless under a regulation, restricted matter permit or by an authorised officer
- 4 – Must not move or cause or allow to be moved
- 5 – Must not keep in the person's possession or under the persons control
- 6 – Must not feed



Biocontrol – Rubbervine Rust

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5.2 Eradicate

Management objective - Return Livingstone Shire to pest-free status by eradicating all known infestations.

Common Name	Scientific Name	Biosecurity Act 2014 Category Numbers	WoNS	Distribution
Plants				
Dutchmans Pipe	<i>Aristolochia spp. other than native species</i>	3		Isolated
Grey Leaved Cordia	<i>Cordia sinensis</i>	Not declared		Borders region
Log Wood	<i>Haematoxylon campechianum</i>	-		Borders region
Siam Weed	<i>Chromolaena odorata, C. squalida</i>	3		Isolated
Thunbergias	<i>Thunbergia grandiflora syn. T. laurifolia</i>	3		Isolated

5.3 Reduce infestations/populations

Management objective - To significantly reduce the extent of the invasive plant species in the shire through destroying relevant infestations

Common Name	Scientific Name	Biosecurity Act 2014 Category Numbers	WoNS	Distribution
Plants				
Badhara Bush	<i>Gmelina elliptica</i>	3		Isolated
Belly-ache Bush	<i>Jatropha gossypifolia and hybrids</i>	3		Isolated
Cats Claw Creeper	<i>Dolichandra unguis-cati</i>	3	✓	Scattered
Chinee Apple	<i>Ziziphus mauritiana</i>	3		Isolated
Groundsel Bush	<i>Baccharis halimifolia</i>	3		Isolated
Madeira Vine	<i>Anredera cordifolia</i>	3		Isolated
Parkinsonia	<i>Parkinsonia aculeata</i>	3	✓	
Prickly Acacia	<i>Vachellia nilotica</i>	3	✓	Isolated/ Scattered
Rats Tail Grass (American rat's tail grass, Giant Parramatta grass, Giant rat's tail grass)	<i>Sporobolus jacquemontii, S. fertilis, S. pyramidalis and S. natalensis</i>	3		Isolated / Scattered

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Animals			
Feral Chital Deer	<i>Axis axis</i>	3, 4, 6	Isolated
Feral Fallow Deer	<i>Dama dama</i>	3, 4, 6	Isolated
Feral Red Deer	<i>Cervus elaphus</i>	3, 4, 6	Isolated

5.4 Containment

Management objective - Prevent spread to pest-free areas and minimise the impact on particular assets by containing and managing impacts on, and risk to, surrounding land uses

Common Name	Scientific Name	Biosecurity Act 2014 Category Numbers	WoNS	Distribution
Plants				
African Fountain Grass	<i>Cenchrus setaceum</i>	3		Isolated
Broad Leaved Pepper Tree	<i>Schinus terebinthifolius</i>	3		Scattered
Castor-oil Plant	<i>Ricinus communis</i>	Locally declared		Widespread
Devil's Apple	<i>Solanum aculeatissimum</i>	Locally declared		Widespread
Elephant Grass	<i>Penisetum purpureum</i>	Locally declared		Scattered
Feral Leucaena	<i>Leucaena leucocephala</i>	Locally declared		Widespread
Harrisia Cactus	<i>Harrisia martinii</i> , <i>H. tortuosa</i> and <i>H. pomanensis</i> syn. <i>Cereus pomanensis</i>	3		Scattered
Hymenachne	<i>Hymenachne amplexicaulis</i> and hybrids	3	✓	Scattered/ Widespread
Lion Tail	<i>Leonotis nepetifolia</i>	Locally declared		Isolated/Scattered
Maltese Cockspur	<i>Centaurea melitensis</i>	Locally declared		No mapping
Mother of Millions	<i>Bryophyllum delagoense</i> syn. <i>B. tubiflorum</i> , <i>Kalanchoe delagoensis</i>	3		Scattered
Parthenium	<i>Parthenium hysterophorus</i>	3		Scattered
Rubber Vine (ornamental rubber vine, rubber vine)	<i>Cryptostegia madagascariensis</i> , <i>C. grandiflora</i>	3	✓	Widespread
Salvinia	<i>Salvinia molesta</i>	3	✓	Scattered/ Widespread
Sisal	<i>Agave vivipara</i> (var. <i>vivipara</i> and cv. <i>Marginate (sisal)</i>), <i>Agave sisalana</i> (sisal/sisal hemp)	Locally declared		Scattered
Sword cactus	<i>Acanthocereus tetragonus</i>			Scattered
Water Hyacinth	<i>Eichhornia crassipes</i>	3		Widespread

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Water Lettuce	<i>Pistia stratiotes</i>	3		Scattered
Wild Sisal	<i>Furcraea selloa</i>	Locally declared		Isolated/Scattered
Yellow Bells	<i>Tecoma stans</i>	3		Scattered
Yellow Oleander, Captain Cook tree	<i>Cascabela thevetia</i> syn. <i>Thevetia peruviana</i>	3		Scattered
Animals				
Cat	<i>Felis catus</i> and <i>Prionailurus bengalensis</i> x <i>Felis catus</i> – other than a domestic cat	3, 4, 6	-	Widespread
Dingo	<i>Canis lupus dingo</i>	3, 4, 5, 6	-	Widespread
Dog	<i>Canis lupus familiaris</i> – other than a domestic dog	3, 4, 5, 6	-	Widespread
European fox	<i>Vulpes vulpes</i>	3, 4, 5, 6	-	Widespread
European rabbit	<i>Oryctolagus cuniculus</i>	3, 4, 5, 6	-	Widespread
Feral goat	<i>Capra hircus</i>	3, 4, 6	-	Isolated
Feral pig	<i>Sus scrofa</i>	3, 4, 6	-	Widespread
Feral Horse	<i>Equus caballus</i>			Isolated
Feral Rusa deer	<i>Rusa timorensis</i> , syn, <i>Cervus timorensis</i>	3, 4, 6	-	Scattered
Indian Mynah	<i>Acridothera fuscus</i>	Not declared		Scattered
Pandanus Plant Hopper	<i>Jamela spp</i>			Restricted
Tilapia	<i>Tilapia</i> , <i>Oreochromis</i> and <i>Sarotherodon spp.</i>	3, 5, 6, 7		Isolated

5.5 Asset Protection

Management objective - Minimise the impact on particular assets by reducing or containing infestations.

Common Name	Scientific Name	Biosecurity Act 2014 Category Numbers	WoNS	Distribution
Plants				
Agave	<i>Agave spp</i>	Locally Declared		Scattered
African Lovegrass	<i>Eragrostis curvula</i>			Isolated
African Tulip Tree	<i>Spathodea campanulata</i>	3		Isolated
Allaman grass				Widespread
Asparagus Fern	<i>Asparagus aethiopicus</i> , <i>A. africanus</i> and <i>A. plumosus</i> , <i>A. scandens</i>	3	✓	Scattered
Athel Pine	<i>Tamarix aphylla</i>	3		Isolated

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Bamboo	<i>Bambusa spp.</i>		Isolated
Blue heliotrope	<i>Heliotropium amplexicaule</i>		Scattered
Blue snakeweed	<i>Stachytarpheta spp</i>		Widespread
Brazilian cherry	<i>Eugenia uniflora</i>		Widespread
Brazilian Nightshade	<i>Solanum seaforthianum</i>		Widespread
Buffel grass	<i>Pennisetum ciliare</i>		Scattered
Cadaghi	<i>Corymbia torelliana</i>		Widespread
Caltrop	<i>Tribulus terrestris</i>		Scattered
Camphor Laurel	<i>Cinnamomum camphora</i>	3	Isolated
Ceylon Almond	<i>Terminalia catappa</i>		Scattered
Chinese burr	<i>Triumfetta rhomboidea</i>		Isolated
Clitoria	<i>Clitoria ternatea</i>		Scattered
Chinese violet	<i>Asystasia gangetica ssp. gangetica</i>		Widespread
Coconut palm	<i>Cocos nucifera</i>		Scattered
Cocos or Queen palm	<i>Arecastrum romanzoffianum</i>		Scattered
Coffee	<i>Coffea Arabica</i>		Isolated
Common sensitive plant	<i>Mimosa pudica</i>		Widespread
Coralberry	<i>Rivina humilis</i>		Widespread
Coral Creeper	<i>Barleria repens</i>		Scattered
Cumbungi	<i>Typha spp.</i>		Scattered
Devil's Fig	<i>Solanum torvum</i>	Locally declared	Widespread
Duranta Pigeon Berry	<i>Duranta repens, Duranta erecta</i>	Locally declared	Widespread
Easter cassia	<i>Senna pendula var. glabrata</i>		Widespread
Flea tree, Indian sirus	<i>Albizia lebbbeck</i>		Widespread
Gazania, Sand daisy	<i>Gazania spp.</i>		Scattered
Glory Lily	<i>Gloriosa superba</i>		Scattered
Golden Cane palm	<i>Dypsis lutescens</i>		Scattered
Golden rain tree	<i>Koelreuteria elegans ssp. formosana</i>		Isolated
Grader Grass	<i>Themeda quadrivalvis</i>		Widespread
Green Panic	<i>Panicum maximum</i>		Widespread
Guinea grass	<i>Megathyrsus maximus,</i>		Scattered
Inkweed	<i>Phytolacca octandra</i>		Scattered
Japanese sunflower	<i>Tithonia diversifolia</i>		Scattered
Johnson grass	<i>Sorghum halepense</i>		Scattered

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Khaki weed	<i>Alternanthera pungens</i>			Scattered
Lantana creeping lantana and lantana, common lantana	<i>Lantana montevidensis and Lantana camara</i>	3		Widespread
Lippia	<i>Phyla canescens</i>			Isolated
Mango				Widespread
Mexican Poppy	<i>Argemone ochroleuca Sweet subsp. Ochroleuca</i>	-		Widespread
Mission grass	<i>Pennisetum polystachion</i>			Scattered
Mock Orange	<i>Murraya paniculata</i>			Widespread
Molasses grass	<i>Melinis minutiflora</i>			Scattered
Morning Glory Vines	<i>Ipomea indica, Ipomea cairica Ipomoea purpurea, Ipomoea quamoclit</i>			Scattered / Widespread
Moses-in-the-cradle	<i>Rhoeo discolor</i>			Widespread
Mossman River grass	<i>Cenchrus echinatus</i>			Scattered / Widespread
Mother-in-law's Tongue	<i>Sansevieria trifasciata</i>			Scattered / Widespread
Neem tree	<i>Azadirachta indica</i>			Isolated
Noogoora Burr	<i>Xanthium strumarium</i>			Widespread
Ochna, Mickey mouse plant	<i>Ochna serrulata</i>			Widespread
Oleander	<i>Nerium oleander</i>			Widespread
Para grass	<i>Urochloa mutica</i>			Widespread
Caribbean pine	<i>Pinus caribaea</i>			Scattered
Honduras pine	<i>Pinus hondurensis</i>			Scattered
Slash pine	<i>Pinus elliottii</i>			Scattered
Painted spurge, Dwarf poinsettia	<i>Euphorbia cyathophora</i>			Scattered / Widespread
Pink periwinkle	<i>Catharanthus roseus</i>			Widespread
Pink antigonon (pink coral vine)	<i>Antigonon leptopus</i>			Scattered
Praxelis	<i>Praxelis clematidea</i>			Widespread
Common Pest Pear Spiny Pest Pear	<i>O. stricta syn. O.inermis</i>	3		Widespread
Sensitive plant	<i>Mimosa pudica</i>	Locally Declared		Scattered
Singapore Daisy	<i>Sphagneticola trilobata syn. Wedelia trilobata</i>	3		Widespread
Siratro	<i>Macroptilium atropurpureum</i>			Widespread
Sisal/ wild sisal	<i>Furcraea selloa</i>	Locally Declared		Scattered / Widespread



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Snake Weed	<i>Stachytarpheta</i> spp	-		Widespread
Spear thistle	<i>Cirsium vulgare</i>	Locally Declared		Scattered
Stylo	<i>Stylosanthes scabra</i>			Widespread
Thatch grass	<i>Hyparrhenia rufa</i>			Scattered
Tropical signal grass	<i>Urochloa subquadrifida</i>			Scattered/ Widespread
Umbrella sedge	<i>Cyperus involucreatus</i>			Widespread
Velvety Tree Pear	<i>O. tomentosa</i>	3	✓	Scattered
Verbena	<i>Verbena aristigera</i> , <i>Verbena bonariensis</i>			Scattered
Wandering Jew	<i>Tradescantia albiflora</i>			Widespread
Wild tobacco tree	<i>Solanum mauritianum</i>			Isolated
Yellow guava	<i>Psidium guajava</i>			Scattered
Animals				
Black rat	<i>Rattus rattus</i>			Widespread
Brown hare	<i>Lepus capensis</i>			Scattered
Cane toad	<i>Bufo marinus</i>			Widespread
Helmeted guineafowl	<i>Numida meleagris</i>			Isolated
House Mouse	<i>Mus mus</i>			Widespread
Norwegian rat	<i>Rattus norvegicus</i>			Widespread
Peafowl	<i>Pavo cristatus</i>			Isolated

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Glossary

asset something with environmental, social or economic value, whether publicly or privately owned, that invasive plants and animals may directly or indirectly affect.

biosecurity consideration can be human health, social amenity, the economy or the environment.

biosecurity matter is a living thing other than a human or part of a human, or a pathogen that can cause disease in a living thing other than a human or in a human body, or transmission from an animal to a human, or a disease, or a contaminant.

biosecurity risk is a risk of any adverse effect on a biosecurity consideration. A risk is or may be caused by biosecurity matter, dealing with biosecurity matter or a carrier or carrying out an activity relating to biosecurity matter or a carrier.

carrier anything, dead or alive, biological or inanimate, that is carrying or has the potential to carry biosecurity matter.

general biosecurity obligation an overarching obligation that requires all people who deal with biosecurity matter or a carrier to take all reasonable and practical measures to minimise the risk associated with that biosecurity matter.

incursion an isolated population of an invasive plant and animal recently detected in an area, not known to be established, but expected to survive for the immediate future.

invasive biosecurity matter includes only invasive plant and animals such as those listed as prohibited and restricted matter in Schedules 1 and 2 of the Biosecurity Act.

invasive animal an animal having, or with potential to have, an adverse environmental, economic, or social impact.

invasive plant a plant that requires some form of action to reduce its negative effects on the environment, the economy and human health and amenity.

land manager an individual, company, organisation or government that owns, leases or manages private, commercial or government land.

natural resource management (NRM) group an organisation that acts as a regional delivery agent and focuses on on-ground activities that protect, improve and restore waterways and rangelands by managing weeds and pests, and improving soil, vegetation and water quality at a river-catchment or other landscape level.

nil-tenure approach an approach in which a range of control methods are applied across all tenures by all stakeholders at a 'landscape' (rather than 'property') level in a cooperative and coordinated manner.

peri-urban - landscape that combines urban and rural activities. These areas commonly contain a mixture of land usages including suburban pockets, rural residential lots and small-to-medium agricultural holdings.

predation the killing of one animal (prey) by another animal (predator) for food.

risk management the process of identifying risks and selecting and implementing measures to reduce levels of risk.

Weeds of National Significance (WONS) weeds that have been identified as among Australia's worst weeds and for which a nationally coordinated management strategy has been developed and implemented, see <http://www.weeds.org.au/natsig.htm> for more details.



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Appendix A: A list of relevant stakeholder groups in Livingstone Shire.

Commonwealth Government;

- Department of Defence
- Great Barrier Reef Marine Park Authority
- Department of Agriculture, Fisheries and Forestry Australia

State Government Departments;

- Biosecurity Queensland
- Department of Agriculture and Fisheries
- Department of Environment and Science
- Department of Natural Resources, Mines and Energy
- Queensland Health
- Department of Transport and Main Roads

Local Governments

- Central Queensland Regional Organisation of Councils

Community groups;

- Landcare groups (Capricorn Coast, Marlborough)
- Environment groups (Capricorn Conservation Council, Capricorn Branch
- Wildlife Preservation Society of Queensland)
- Wildlife Groups (Birds Capricornia, Plants Capricornia)
- NRM groups (Fitzroy Basin Association, Capricornia Catchments)

Business and Industry:

- Ergon
- Telstra
- Sun Water
- Hancock Plantations Queensland
- Agforce
- GrowCom
- Leuceana Growers Network
- Retail Plant Nurseries

Suppliers of weed and pest control technologies;

- Vegetation Contractors
- Pest animal contractors



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Appendix B: Property Biosecurity Plans**Must I prepare a plan?**

A biosecurity plan is not a regulatory requirement unless landholders have been issued a control notice under the *Biosecurity Act 2014*, or the land is used in production of stock and producers need to meet the biosecurity requirements of the Livestock Production Assurance (LPA) Program.

A property biosecurity plan is an extremely useful management tool.

Having a plan also helps landowners, lessees, licensees or permittees to meet their statutory obligations to:

- Take all reasonable steps to keep their land free of restricted and prohibited invasive weeds and pest animals or prevent spread to neighbouring areas (as required by the *Biosecurity Act 2014*).
- Maintain a duty of care for, and control pests on, any state land under their control (as required by the *Land Act 1994*).

What are the benefits of having a plan?

Having a plan will help landholders:

- Manage weeds and pest animals on their properties.
- Integrate pest management activities with other components of a whole property plan.
- Improve profitability by ensuring resources are deployed at optimum times.
- Monitor how well control methods are working.
- Set and achieve goals.
- Apply for financial assistance and incentives for pest management.
- Report progress to funding bodies and local governments.

How do I prepare a property pest management plan?

Detailed information regarding property pest management planning can be found on the Department of Agriculture and Fisheries website;

<https://www.daf.qld.gov.au/business-priorities/biosecurity/animal-biosecurity-welfare/animal-health-pests-diseases/protect-your-animals/property-biosecurity>

Topics presented on the website include:

- Record details of your property.
- Find out how to complete a property pest management plan.
- Landholders' guidelines to property pest management plans.
- Pest management plan template/worksheets.
- Making a map.



12.8 - LIVINGSTONE SHIRE COUNCIL BIOSECURITY PLAN 2019 - 2024

**Stakeholders to whom draft
Biosecurity Plan was sent for comment**

Meeting Date: 21 May 2019

Attachment No: 2

Attachment 2

Stakeholders to whom draft Biosecurity Plan was sent for comment

Stakeholder Name	Stakeholder Agency
Allan Briggs	Birdlife Capricornia
Amanda Farrell	HQ Plantations
Brett Madigan	Dept of Natural Resources, Mines and Energy
Central Highlands Rangers	Central Highlands Regional Council
Susan Walters	
Chris Irving	Gladstone Regional Council
Craig Maddy	Ergon
Daniel Burg	Telstra
Gordon Twiner	Banana Shire Council
Holly Lambert	Fitzroy Basin Association
Jeff Krause	
Janine Clark	Growcom
John Reeve	Department of Agriculture and Fisheries
Justin Cagney	Department of Environment and Science
Scott Brook	
Louise Pinn	
Karen Moody	Rockhampton Regional Council
Kim Fleischfresser	Queensland Parks and Wildlife Service
Marie Vitelli	Agforce
Natalie Robertson	Department of Transport and Main Roads
Paul Florian	Department of Health
Rebecca Allen	Great Barrier Reef Marine Park Association
Sabrina Burke	Capricorn Coast Landcare
Shelly McArdle	Capricornia Catchments
Sherie Bruce	Capricorn Conservation Council
	Leucaena Growers' Network
	Native Plants Capricornia

12.8 - LIVINGSTONE SHIRE COUNCIL BIOSECURITY PLAN 2019 - 2024

Submissions received on draft Biosecurity Plan

Meeting Date: 21 May 2019

Attachment No: 3

ATTACHMENT 3 : SUBMISSIONS RECEIVED TO DRAFT BIOSECURITY PLAN

From: Janine Clark [<mailto:jclark@growcom.com.au>]
Sent: Wednesday, 24 April 2019 8:14 AM
To: Enquiries
Subject: FW: Livingstone Shire Council draft Biosecurity Plan 2018-2023

Dear Deanne,

Thank you for the opportunity to comment on the draft Livingstone Shire Council Biosecurity Plan. I would like to commend you on the comprehensiveness of this plan. It is well structured and well thought out. Having identified the challenges to achieving your pest management goals, you have clearly divided up the pests into categories that enable a targeted approach to their management. I do have one question about defining a column header in your Invasive Species Management table in Part B of the document. Forgive my ignorance but what is "WoNS"?

Also, some comments on the absence of marine based pests. I note that apart from a few aquatic plant pests, there is no reference to any marine animal pests for example crown of thorns starfish. In Gladstone just south of Livingstone Shire Council, there is a "keep watch" notice for Asian green mussel, black striped mussel, Asian shore crab, Asian basket clam, American slipper limpet, Chinese mitten crab, Asian paddle crab, rapa or veined whelk, and soft shell or long-necked clam. This could well be not part of your remit, but being a coastal Shire with a busy port and on the southern end of the GBR, I wonder should this have some inclusion? It may well be that responsibility in this area sits with a higher level of government, but I thought I worth asking.

Regards,

Janine Clark

Manager, Biosecurity, Pest Management and Chemical Access

Phone: 07 3620 3844 | **Direct:** 07 3620 3878 | **Email:** jclark@growcom.com.au
Primary Producers House, Level 3, 183 North Quay, Brisbane Qld 4000
PO Box 202, Fortitude Valley Qld 4006

From: FLEISCHFRESSER Kim [mailto:Kim.Fleischfresser@des.qld.gov.au]
Sent: Wednesday, 1 May 2019 9:06 AM
To: Deanne Rainbird
Cc: HENRY Leanne; SCOTT Naomi; HARRIS Paul (Byfield); BROOK Scott; NOLAN Barry
Subject: Feedback on draft Biosecurity Plan

Good morning Deanne,

I have reviewed the draft LSC Biosecurity Plan, and offer the following feedback:

1. Table 5.1 – consistent use of the word ‘boarders’ needs to be replaced with ‘borders’
2. Table 5.5 – insert *Solanum* in front of *mauritianum* for wild tobacco tree
3. In 1.2 Background, it might be beneficial to recognise also the potential for pest animals to act as vectors for zoonotic diseases which may threaten humans and domestic animals
4. Fraser Coast Regional Council has produced an easy to read flyer that is available to download from their website which I think a similar one-stop reference for residents regarding the most prevalent/threatening weeds which would be beneficial for Livingstone to develop something similar
<https://www.frasercoast.qld.gov.au/documents/4362881/41228244/Weed%20control%20on%20Fraser%20Island.pdf>

Other QPWS staff may offer you some more feedback separately.

With thanks and regards, Kim.

Kim Fleischfresser
A/Senior Ranger
Queensland Parks & Wildlife Service and Partnerships | Central Region
Department of Environment and Science

From: Karen Moody [mailto:Karen.Moody@rrc.qld.gov.au]
Sent: Monday, 13 May 2019 2:57 PM
To: Leise Childs
Subject: FW: Livingstone Shire Council draft Biosecurity Plan 2018-2023

Hi Leise,

Sorry that this is late, I have been away on holidays and for work. Your plan looks great to me, very thorough, but like us a lot of work with limited resources.

Thanks
Karen

From: Jeff Krause [mailto:Jeff.Krause@fba.org.au]
Sent: Tuesday, 14 May 2019 2:13 PM
To: Leise Childs
Subject: FW: Livingstone Shire Council draft Biosecurity Plan 2018-2023

Hi Leise

Thank you for forwarding the draft plan for review and comment.

Please note that Shannon has reviewed the plan and has no specific concerns. Please liaise with Shannon if there are any specific issues raised by others and he will be happy to comment.

Regards
Jeff

Jeff Krause | Transition Leader

Please note: My work hours are Tuesday to Thursday.

If you require my assistance or attendance at a meeting on a Monday or Friday, I am contactable on my mobile.

Fitzroy Basin Association Inc. | ABN: 30 802 469 401

Phone: (07) 4999 2834 | Mobile: 0407 700 131

Jeff.Krause@fba.org.au | www.fba.org.au

Level 1, 80 East Street | PO Box 139 | Rockhampton Q 4700

From: Allan Briggs [mailto:abriggs@irock.com.au]
Sent: Tuesday, 14 May 2019 5:30 PM
To: Leise Childs
Subject: Draft Biosecurity Plan 2018-2023

Hi Leise,

A few comments about the Draft Biosecurity Plan.

- The plan seems to be comprehensive and well focussed, however it poses a massive task in implementation and prompts the question 'is it too ambitious'.
- There does not seem to be any discussion about the funding that would be required for implementation except for;
 - "those that benefit from the pest management should help to minimise the impacts of weeds and pest animals and contribute to the costs of management."
 - One of the challenges is the "Cost and effort required to deliver effective long-term control activities."

I would suggest that funding sources for the control of various weed and animal invasive and pest species should be identified so that a realistic appraisal of the possibility of effective control can be determined.

- We agree that "weed and pest animal management should be based on risk management to ensure that resources target the priorities identified at local, regional, state and national levels." Priorities should be determined as soon as possible and should be achievable through whatever funding can be accessed.
- From our perspective the priorities would be feral cats, feral dogs and foxes which have the most impact on our native birdlife. LSC have been doing a good job with regards to foxes along the coast but the big issue is feral cats. Land owners do not seem to be too worried about feral cats because they mainly have an impact on our native fauna so getting funding from them may not be easy.

Just a few observations and happy to scope out any aspect of my comments with more detail if required.

Regards

Allan Briggs | Secretary
BirdLife Capricornia
192, Palm Valley Rd
Coowonga
Qld 4702
Tel: (07) 49354645

12.9 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 30 APRIL 2019**File No:** FM12.14.1**Attachments:** 1. **Monthly Financial Report - April 2019** [↓](#)**Responsible Officer:** Andrea Ellis - Chief Financial Officer**Author:** Damien Cross - Coordinator Accounting Services**SUMMARY**

Presentation of the Livingstone Shire Council Monthly Financial Report for the period ending 30 April 2019 by the Chief Financial Officer.

OFFICER'S RECOMMENDATION

THAT the Livingstone Shire Council Monthly Financial Report for the period ending 30 April 2019 be received.

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 (April) and year-to-date position of Council's financial performance for the 2018-19 financial year.

Commitments are excluded from the reported operating & capital expenditures.

All variances are reported against the 19Q2 Revised Budget as adopted by Council on 19 February 2019. All budgets have been developed on a monthly basis. The attached reports show the business units segregated revenue and expenditure statements and balance sheets.

COMMENTARY

The Financial Report compares actual performance to date with Council's 19Q2 revised budget and identifies 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 financial year to 30 April 2019 shows an operating surplus of approximately \$13.2 million compared to an YTD budgeted operating surplus of approximately \$6.5 million.

Financial Performance Summary to 30 April 2019					
	YTD 19Q2 Revised Budget (\$m)	YTD Actual (\$m)	Variance (\$m)	Variance YTD %	Status
Operating Revenue	\$81.6	\$81.0	(\$0.6)	(1%)	■
Operating Expense	(\$75.1)	(\$67.8)	\$7.2	(10%)	✓
<i>Operating Surplus</i>	\$6.5	\$13.2	\$6.7	102%	✓
Capital Revenue	\$12.6	\$11.7	\$0.9	(7%)	■
Capital Expenditure	(\$47.2)	(\$29.3)	(\$17.8)	(38%)	✓

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 is slightly below the year-to-date budget. The main contributing factors to this variance is an unfavorable variance in relation to sales revenue. Both Private Works and Roads Maintenance Performance Contracts (RMPC) revenues are behind the YTD 19Q2 revised budget. Council is currently in negotiations with the Australian Defence Force (ADF) seeking commitment to providing maintenance funding for roads in the Shoalwater Bay region as Council has budgeted for \$300,000 in funding to be received in 2018-19. Council is also to submit further funding claims in relation RMPC works recently undertaken. It should be noted that approximately \$800k in sales revenue was invoiced during April.

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

Year to date operating expenditure is below budget by \$7.2 million which excludes \$5.3 million 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.

Total operating expenses are under budget mostly due to an underspend of \$4.6M in materials & services and \$2.5 million in employee benefits. The \$4.6M variance in Materials & Services expenditure is partly due to expenditure accruals not being processed on a monthly basis and YTD underspends in relation to some contractors and consultancies.

The variance in relation to Employee Benefits relates to an underspend YTD operational wages which is mostly due to Infrastructure staff being focused on the delivery of the capital works program. This is consistent with the disclosures outlined below in relation to urban and rural maintenance. Of the smaller variances the most material are underspends YTD in non-wages employee costs including training. It should be noted that employee benefits expenditure does not include all wages accruals depending on the pay cycles.

A snapshot of the expenditure on the rural and urban roads maintenance programs in comparison to both the 19Q2 year to date revised budget and the full year 19Q2 revised budget is outlined below:

	YTD Actual (\$000's)	YTD 19Q2 Revised Budget (\$000's)	Full Year 19Q2 Revised Budget (\$000's)	% Full Year 19Q2 Revised Budget Spent
Rural Maintenance	\$3,120	\$3,509	\$4,245	73.5%
Urban Maintenance	\$1,394	\$1,840	\$2,206	63.2%

Note: Actual results exclude purchase order commitments.

Capital Revenue

Total capital revenue is behind the 19Q2 YTD budget by approximately \$0.9 million. This is mostly due to a budget timing variance with the next instalment of funding for the Yeppoon Sewerage Treatment Plant due budgeted to be received in April 2019.

The 19Q2 capital revenue budget for developer contributions is \$891k. Year to date developer's contributions are \$662k.

Capital Expenditure

Capital expenditure incurred as at 30 April 2019 is summarized in Table D.1 and D.2 in Attachment 1. The 19Q2 year to date total budgeted capital expenditure is approximately \$47.2 million with YTD actuals of \$29.3 million with a further \$16.6 million in committed expenditure.

Table D.3 highlights the significant capital works projects with a revised expenditure budget greater than \$1 million and includes the YTD actuals and project life-to-date costs in comparison to budget.

Statement of Financial Position as at 30 April 2019

A detailed balance sheet is provided in Table B in Attachment 1 as at 30 April 2019.

The balance sheet shows a low level of total liabilities in comparison to total assets and consists predominantly of loan borrowings and to a lesser extent trade & other payables and other provisions.

Council's total loan balances are approximately \$82.1 million with the September, December and March quarterly repayments having been made to the Queensland Treasury Corporation (QTC). Council has not accessed the approved working capital facility.

Interest on long term borrowings range from 3.123% to 5.554%, with the average cost of capital being 4.35%.

Statement of Cash Flows

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 flows. The cash position remains sound with cash totaling approximately \$43.8 million at 30 April 2019.

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 Capital Guaranteed Cash Fund at 30 April 2019 was 2.68% p.a. Interest rates for Council's current term deposit is 2.70% and reflects the fixed interest rate for the term of the investment.

Interest earned on cash and investments for the month of April was \$102k.

Outstanding Sundry Debtors

At 30 April 2019, outstanding sundry debtors stands at \$1,768,599 and of this balance \$1,354,388 is current. There are 30 accounts which are over 60 days totaling \$324,132 which represents approximately 18% of total outstanding sundry debtors.

Outstanding and Overdue Rates and Charges

The total rates debtor balance at 30 April 2019 stands at \$6,566,704. There is \$2,044,502 in prepaid rates as at the 30 April, with net rates outstanding being \$4,522,202 as at 30 April.

The KPI target for outstanding rates is to reduce rates receivables to less than 5% of total rates outstanding prior to the next six monthly billing cycle. Whilst the collection process of overdue rates receivables is proceeding, total rates receivables as at 30 April 2019 eligible for collection (excluding the current levy) is \$4,796,125 which is 7% of rates levied.

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

Aging Period	Arrears balance (before deducting prepaid rates)	% of eligible total for collection
Current	\$5,121,839	78.00%
1 years	\$684,482	10.42%
2 years	\$392,820	5.98%
3 years	\$163,727	2.49%
4 years	\$114,005	1.74%
5 years	\$89,831	1.37%
TOTAL	\$6,566,704	100%

Council offers a direct debit facility with 2,176 direct debits totaling \$177,474 processed in April.

Debt Management

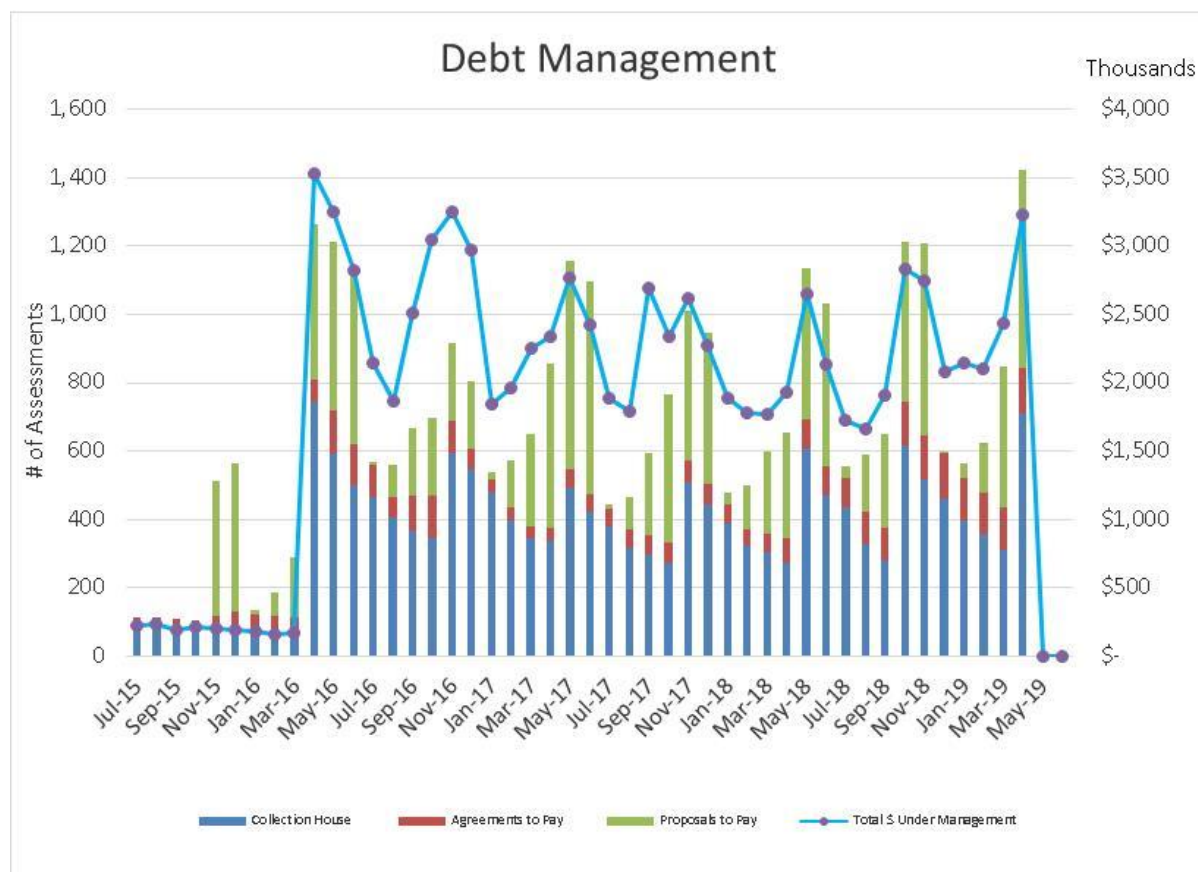
Ratepayers always have the option to enter into formal payment arrangements, which prevents legal action being progressed by Council's debt collection agency. Council resolved to reduce the overdue interest from 10% to 7% per annum in 2018-19, applied monthly, on all overdue balances, including those under a formal payment agreement.

In total, 44% of the overdue balances are under management, this reflects 1,421 assessments out of all (17,516) rateable assessments (8.11%).

Proposals to pay require all current arrears to be paid in full prior to the next rating period. Therefore, proposals to pay made prior to December 2018 have been cancelled and 578 proposals are now in place as of 30 April 2019 representing a total of \$633,283.

There are 131 (March: 125) assessments under long term arrangements (agreements to pay) with a total of \$473,143 with varying settlement periods.

A total of 712 (March: 309) assessments, representing \$2,216,607 (March: \$1,381,571) are currently being managed by Council's debt collection agency. Compared to April 2018, there are 439 more assessments under a debt management arrangement with an increase in the total value under management by \$850,815. There is usually an increase in the quantity of assessments managed by Council's debt collection agency following the conclusion of Council's in-house debt collection process. The increase in the number of assessments referred to Council's debt collection agency when compared to April 2018 is due to 2017-18 financial year general rates charges having a 49 day payment period for ratepayers compared to 35 days in the current year. This has meant that overdue general rates assessments following the conclusion of Council's in-house processes have been referred to Council's Debt Collection agency in April 2019 earlier than last financial year in May 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 purchase cards and does not make any consideration for other economic impacts.

LSC = Businesses located within the shire boundaries.

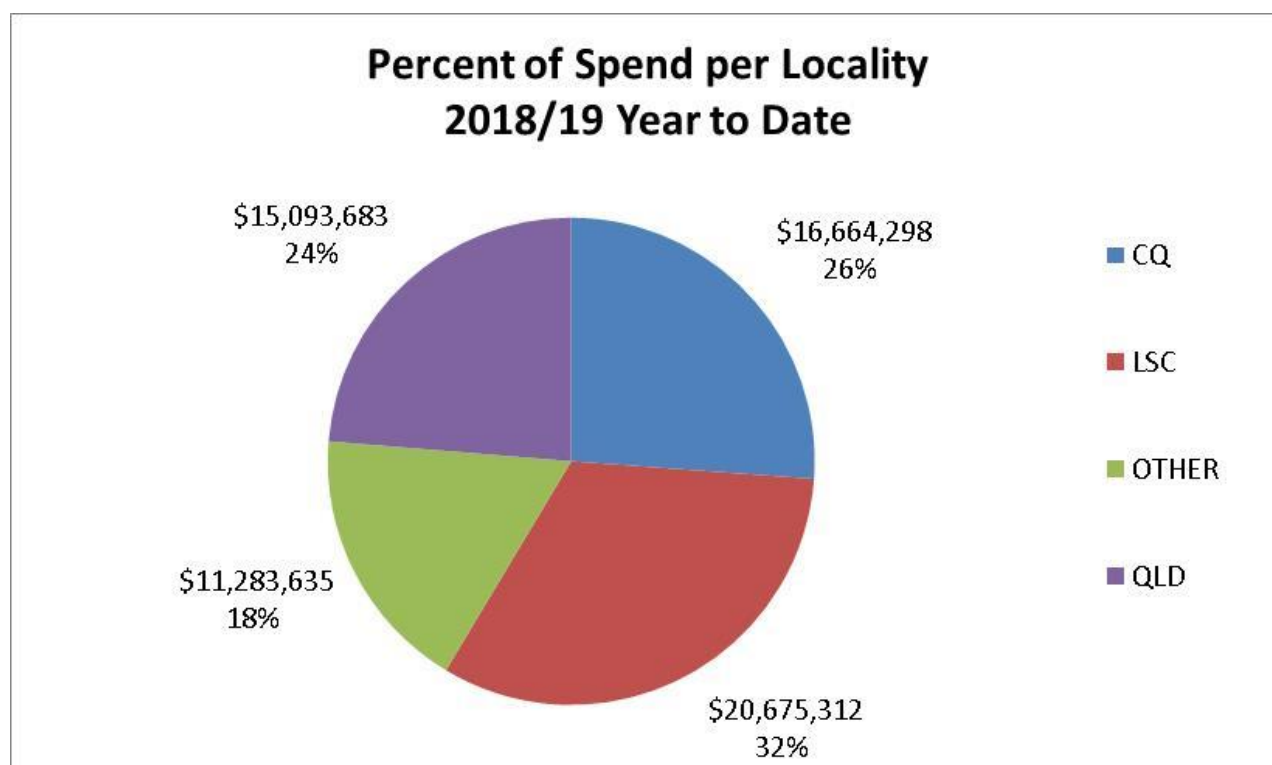
CQ = Business completely set up and run outside of LSC boundaries but within the Central Queensland.

QLD = Business based outside of Central Queensland but within Queensland

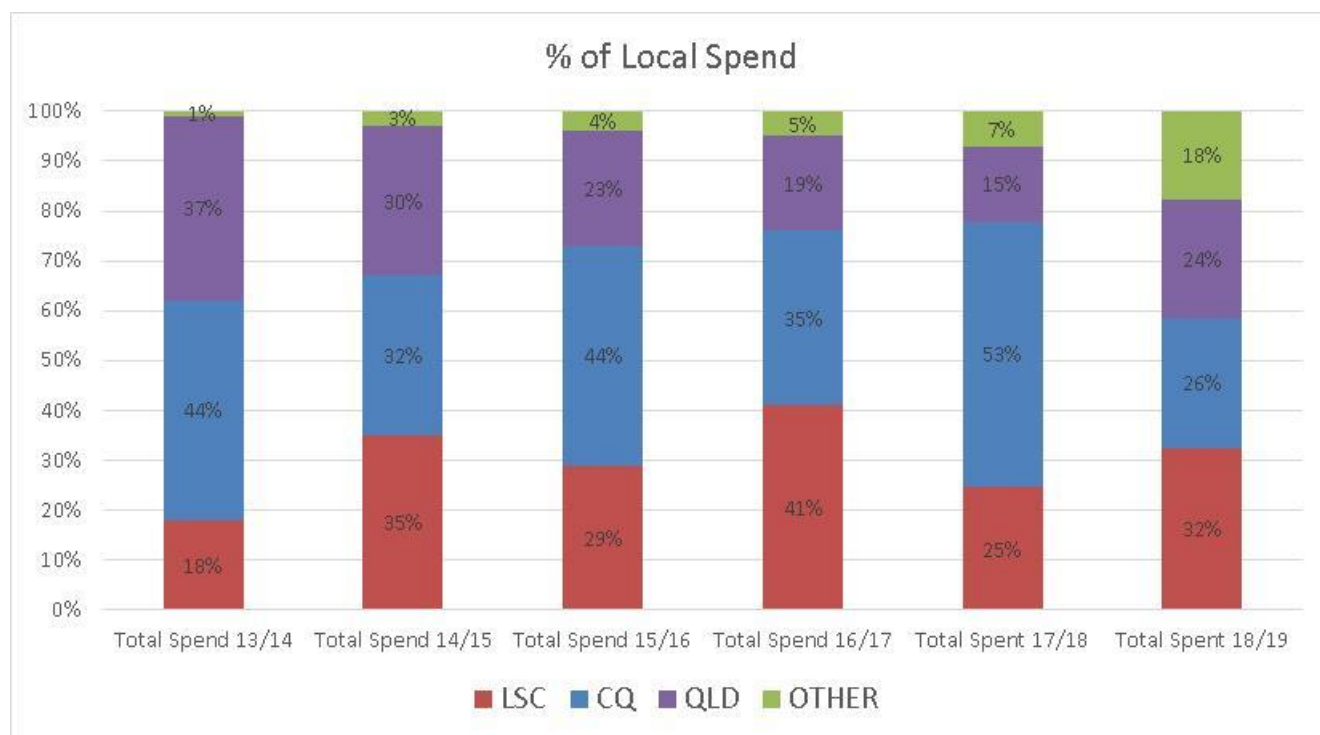
OTHER = Business based outside of Queensland.

The following pie chart illustrates the total dollars spent this financial year by geographical categories.

The total spend on businesses located within the Shire boundaries was 32% or \$20.7 million. For the financial year to 30 April 2019, Council has purchased more of its materials and services from businesses and industries that are located within the Shire boundaries.



The bar graph below summarises the allocation by local spend categories per financial year since 2013-14. Council procures, on average, 69% of materials & services from within the greater Central Queensland area, which includes Livingstone Shire Council.



PREVIOUS DECISIONS

Council adopted the 2018-19 Budget on 24 July 2018. The 19Q1 Revised Budget was adopted by Council on 6 November 2018 and the 19Q2 Revised Budget adopted by Council on 19 February 2019.

BUDGET IMPLICATIONS

The Monthly Financial Report shows Council's financial position in relation to the 19Q2 revised 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

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

STAFFING IMPLICATIONS

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

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 30 April 2019. The attached financial results are indication of Council's financial results in 2018-19 in comparison to the 19Q2 Revised Budget.

12.9 - MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 30 APRIL 2019

Monthly Financial Report - April 2019

Meeting Date: 21 May 2019

Attachment No: 1



**Monthly Financial Report
for period ending
30/04/2019**

Contents

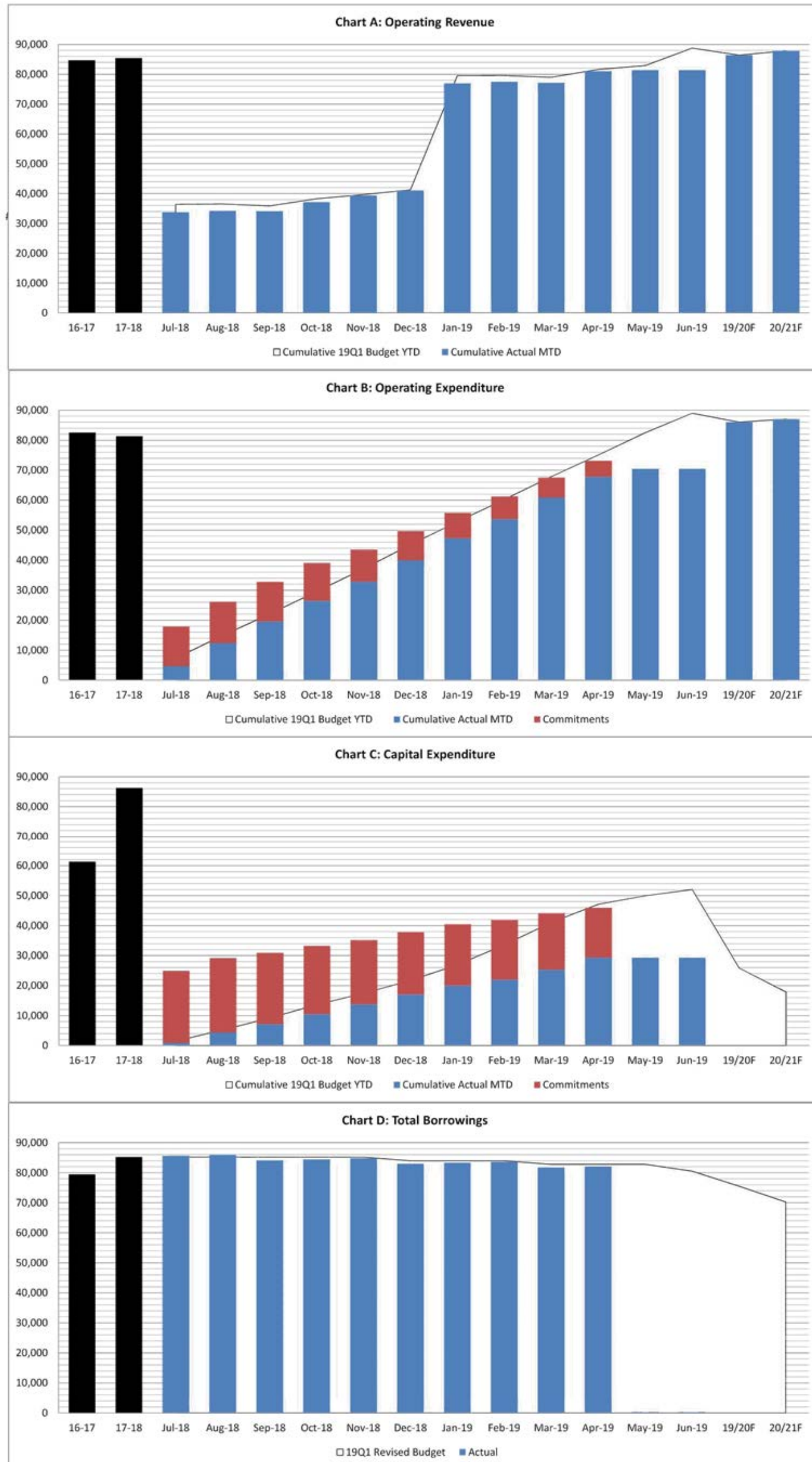
Financial Health Indicators

- 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: 30/04/2019					
Operating performance					
	Target Benchmark	19Q2 Revised Budget	YTD Actual	Status	Commentary
Operating surplus ratio					The operating surplus and operating efficiency ratios are well ahead of the target benchmark due to the levy half-yearly General Rates during January and total operational expenditure being below budget to the end of April. These ratios indicate that operating revenue is greater than operating expenses and this assists with funding capital expenditure.
Operating surplus/operating revenue	10%	-0.3%	16.3%	✓	
Operating efficiency ratio					
Operating revenue/operating expense	110%	99.7%	119.5%	✓	
Fiscal flexibility					
	Target Benchmark	19Q2 Revised Budget	YTD Actual		Commentary
Net financial liabilities ratio					The Net Financial Liabilities and Own-Source Operating Revenue ratios are within the target benchmark range. The own source operating revenue ratio is well ahead of the target benchmark as general rates and utility charges have only recently been levied in January. The own-source revenue ratio is expected to decrease in June following the receipt of the prepaid portion of the 2019-20 Financial Assistance Grant in June.
Total liabilities - current assets / operating revenue	<60%	70.9%	52.8%	✓	
Own-source operating revenue ratio					
Own source/operating revenue	>60%	86.8%	92.7%	✓	
Interest cover ratio					The interest cover ratio is within the target range of 0% - 5%.
Net Interest Expense / Total Operating Revenue	0% - 5%	4.9%	4.4%	✓	
Liquidity					
	Target Benchmark	19Q2 Revised Budget	YTD Actual		Commentary
Cash balances - Cash capacity in months					The YTD cash expense cover indicates that Council has sufficient cash to meet current cash operating expenses for 9.6 months. This is high due to an underspend in YTD cash flows from investing activities.
Cash at bank/cash operating expense	3.0	2.1	9.6	✓	
Ability to pay our bills - Current Ratio (times)					The current ratio is well above the target benchmark of 2.0 due to total cash being well ahead of the budgeted position as at the end of April.
Current assets/current liabilities	2.0	3.0	5.9	✓	
Asset sustainability					
	Target Benchmark	19Q2 Revised Budget	YTD Actual		Commentary
Asset Sustainability Ratio					Asset sustainability ratio will remain lower than the 90% target benchmark due to the large proportion of new assets not requiring renewal at this stage. Approximately only 31% of the capital renewal budget undertaken as at the end of April.
Renewal expenditure/depreciation	90%	49.0%	19%	✗	
Status Legend					
KPI target (budget) achieved or exceeded		✓	KPI target (budget) not achieved		✗

Summary financial statements for the year to date ending
30/04/2019

A. Summary of financial results

A. Income Statements

	Year-to-date 19Q2		Variance		Status	Comments
	Revised Budget	Actual				
	(\$m)	(\$m)	\$	%		
Own-source Revenues	74.93	75.12	0.19	0.3%	✓	Own source revenues are slightly ahead of the YTD 19Q2 revised budget with the half yearly general rates and the third quarter water consumption notices having been issued in April. Total operational revenue is slightly behind budget due to sales revenues being behind budget at 30 April. Total employee expenses are below YTD budget. This is mostly due to Infrastructure staff being focused on the delivery of the capital works program. Of the remaining smaller variances in Employee Expenses the most material variances are underspends in YTD in non-wages employee costs including training. The \$7.3M variance in total operational expenses is also a factor of expenditure accruals not being processed on a monthly basis for materials and services expenditure and YTD underspends in relation to some contractors and consultancies.
Total Revenues	81.64	81.05	(0.59)	-0.7%	✗	
Employee Expenses	(26.63)	(24.10)	2.53	-10%	✓	
Total Expenses	(75.10)	(67.84)	7.27	-10%	✓	
Operating Result	6.53	13.21	6.68	102%		

B. Balance Sheet

	Year-to-date 19Q2		Variance		Status	Comments
	Revised Budget	Actual				
	(\$m)	(\$m)	\$	%		
Cash and Cash Equivalents	29.61	43.86	14.25	48%	✓	Cash balances and total current assets are well ahead of the budgeted position at the end of April due to the drawdown of loans funds in June 2018 for the Yeppoon Sewerage Treatment Plant Augmentation Project and also due to YTD underspends in both total operational expenditure (as outlined above) and total capital expenditure.
Current Assets	31.51	58.25	26.75	85%	✓	
Current Liabilities	9.87	9.88	0.01	0%	✓	
Non-Current assets	978.11	972.42	(5.69)	-1%	✗	
Borrowings	82.80	82.08	(0.72)	-1%	✓	
Non-Current Liabilities	88.11	91.15	3.04	3%	✗	
Net Assets	911.64	929.64	18.00	2%		

C. Cash flows

	Year-to-date 19Q2		Variance		Status	Comments
	Revised Budget	Actual				
	(\$m)	(\$m)	\$	%		
Net Operating	23.90	24.86	0.96	4%	✓	Net Operating Cash Flows are slightly ahead of the 19Q2 budget. Net Investing Cash Flows are under budget YTD due to total capital expenditure being approximately \$18m behind the YTD budget.
Net Investing	(33.93)	(20.72)	13.20	-39%	✓	
Net Financing	(3.56)	(3.48)	0.09	-2%	✓	
Closing Cash Balance	29.61	43.86	14.25	48%		

D. Capital program

	Year-to-date 19Q2		Variance		Status	Comments
	Revised Budget	Actual				
	(\$m)	(\$m)	\$	%		
Renewal	9.10	3.52	(5.58)	-61%	✗	Whilst the capital program costs are significantly lower than the YTD budget it needs to be recognised that a further \$16.6m in capital expenditure commitments have been raised relating to the 2018-19 capital program. The capital budget has been aligned to the delivery program and has been reviewed in detail as part of the 19Q2 revised budget.
New/Upgrade	38.06	25.82	(12.24)	-32%	✗	
Total Capital Program	47.16	29.34	(17.82)	-38%		

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 83%

	This period				Year-to-date				Full year		
	19Q2 Revised Budget	Actual	Variance	Variance	19Q2 Revised Budget	Actual	Variance	Variance	Adopted Budget	19Q2 Revised Budget	Variance
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
Revenues											
Rates & Utility Charges	1,681	2,396	715	43%	71,056	71,369	312	0%	72,749	71,661	(1,089)
User Fees & Charges	312	235	(77)	-25%	3,138	2,892	(245)	-8%	3,714	3,728	14
Operating Grants	84	244	160	190%	3,046	3,052	6	0%	6,009	7,059	1,049
Interest	83	102	19	23%	830	905	75	9%	1,207	1,137	(69)
Sales Revenue	416	863	448	108%	2,835	1,971	(864)	-30%	2,448	3,364	917
Other	96	92	(3)	-4%	732	857	125	17%	747	865	117
Total operating revenues	2,672	3,932	1,261	47%	81,637	81,047	(590)	-1%	86,875	87,814	939
Expenses											
Employee Benefits	(2,616)	(2,421)	196	-7%	(26,630)	(24,098)	2,532	-10%	(31,729)	(31,640)	89
Materials & Services	(2,259)	(2,198)	61	-3%	(25,263)	(20,683)	4,580	-18%	(28,348)	(28,499)	(151)
Depreciation	(1,873)	(1,873)	0	0%	(18,722)	(18,726)	(4)	0%	(22,777)	(22,463)	314
Interest	(356)	(351)	5	-1%	(3,563)	(3,540)	23	-1%	(4,275)	(4,275)	(0)
Other	(102)	(105)	(4)	4%	(924)	(789)	135	-15%	(1,101)	(1,189)	(88)
Less: Total operating expenses	(7,206)	(6,948)	258	-4%	(75,102)	(67,836)	7,266	-10%	(88,230)	(88,067)	164
Net operating result	(4,535)	(3,016)	1,519		6,535	13,210	6,675	102%	(1,356)	(253)	1,103
Capital Income											
Capital Grants	2,525	(20)	(2,545)	-101%	11,217	9,542	(1,675)	-15%	10,335	13,473	3,138
Developer Contributions	46	35	(11)	-24%	500	662	162	32%	1,823	891	932
Other Capital Income	78	74	(4)	-6%	465	1,381	916	197%	543	543	-
Less: capital expenses	12	0	(12)	-100%	119	0	(119)	-100%	(143)	(143)	-
Net Capital Income	2,660	89	(2,572)	-97%	12,301	11,585	(716)	-6%	12,558	14,764	2,206
Total comprehensive income	(1,874)	(2,927)	(1,053)		18,836	24,795	5,959	32%	11,203	14,511	3,308

A.2: Monthly Summary revenue and expenditure report (by program) YTD 83%

	This period				Year-to-date				Full year		
	19Q2 Revised Budget	Actual	Variance	Variance	19Q2 Revised Budget	Actual	Variance	Variance	Adopted Budget	19Q2 Revised Budget	Variance
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
Office of the CEO											
Revenue	46	41	(6)	-13%	223	272	48	22%	188	254	66
Expenses	(962)	(939)	23	-2%	(10,908)	(9,351)	1,557	-14%	(12,275)	(12,737)	(462)
Liveability and Wellbeing											
Revenue	283	414	132	47%	3,224	3,293	69	2%	3,627	3,916	289
Expenses	(1,604)	(1,495)	109	-7%	(15,887)	(14,261)	1,626	-10%	(17,332)	(18,747)	(1,415)
Infrastructure											
Revenue	2,252	2,870	618	27%	34,622	35,031	409	1%	36,834	38,597	1,763
Expenses	(4,670)	(4,559)	111	-2%	(48,365)	(44,274)	4,091	-8%	(56,566)	(57,651)	(1,085)
Central Funds											
Revenue	90	607	517	574%	43,568	42,451	(1,116)	-3%	45,116	45,995	879
Expenses	30	45	15	50%	58	49	(9)	-15%	(946)	121	1,067

B: Monthly summary of assets and liabilities report**YTD 83%**

		Year-to-date				Full year		
		19Q2 Revised Budget	Actual	Variance	Variance	Adopted Budget	19Q2 Revised Budget	Variance
		(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
Assets								
Cash and cash equivalents		28,608	42,858	14,250	50%	13,945	11,845	(2,100)
Investments		1,000	1,000	0	0%	1,000	1,000	0
Inventory		1,198	430	(768)	-64%	1,511	10,407	8,896
Receivables:								
Trade & Other Receivables		702	9,060	8,358	1191%	8,069	8,287	218
Land - for resale		6,514	13,788	7,274	112%	6,967	6,514	(453)
Infrastructure:								
PPE		971,597	927,950	(43,647)	-4%	1,026,838	977,809	(49,029)
Capital WIP		-	35,154	35,154	0%	-	-	0
Other assets		-	431	431	0%	1,374	930	(444)
Total Assets		1,009,619	1,030,671	21,052	2%	1,059,704	1,016,792	(42,911)
Liabilities								
Employee benefits		4,777	7,788	3,011	63%	4,810	4,776	(34)
Trade creditors and accruals		504	1,255	751	149%	4,116	4,291	175
Borrowings:								
Short-term		4,587	1,711	(2,876)	-63%	4,989	4,989	0
Long-term		78,210	80,370	2,160	3%	75,527	75,541	14
Other liabilities		9,898	9,905	7	0%	10,606	9,898	(708)
Total Liabilities		97,976	101,028	3,052	3%	100,048	99,495	(553)
Current assets		31,508	58,253	26,745	85%	32,610	37,221	4,611
Current liabilities		9,868	9,880	12	0%	12,125	12,300	175
Non-current assets		978,111	972,418	(5,693)	-1%	1,027,094	979,571	-47,523
Non-current liabilities		88,108	91,149	3,041	3%	87,923	87,195	-728
Net community assets		911,643	929,642	17,999	2%	959,656	917,297	-42,358

C: Monthly summary cash flow report**YTD 83%**

	This period				Year-to-date				Full year		
	19Q2 Revised Budget	Actual	Variance	Variance	19Q2 Revised Budget	Actual	Variance	Variance	Adopted Budget	19Q2 Revised Budget	Variance
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
Cash inflows from operations -											
Rates & utility charges	3,093	2,239	(854)	-28%	72,126	70,022	(2,104)	-3%	73,749	74,448	699
User fees and charges	303	1,120	817	270%	3,402	5,324	1,921	56%	3,996	3,996	0
Operating grants	210	244	34	16%	4,743	2,944	(1,798)	-38%	6,009	7,010	1,001
Interest	97	102	5	5%	939	905	(33)	-4%	1,207	1,137	(70)
Other	(176)	123	299	-170%	519	(325)	(844)	-163%	1,445	337	(1,108)
Proceeds from sale of land inventory	0	0	0	0%	251	230	(21)	-8%	7,824	251	(7,573)
Total operating cash inflows	3,527	3,828	301	9%	81,979	79,100	(2,879)	-4%	94,230	87,179	(7,051)
Cash outflows from operations -											
Employee entitlements	(2,509)	(2,421)	88	-4%	(27,538)	(24,036)	3,501	-13%	(31,729)	(32,721)	(992)
Payments to suppliers	(2,136)	(2,254)	(118)	6%	(23,959)	(23,614)	344	-1%	(27,386)	(28,504)	(1,118)
Borrowing costs & bank charges	(356)	(351)	4	-1%	(3,561)	(3,540)	21	-1%	(4,275)	(4,109)	166
Other	(102)	(424)	(322)	315%	(980)	(1,327)	(347)	35%	(1,669)	(9,706)	(8,037)
Payments for land inventory	0	(189)	(189)	0%	(2,040)	(1,722)	318	-16%	(1,860)	(2,040)	(180)
Total operating cash outflows	(5,103)	(5,639)	(536)	11%	(58,078)	(54,240)	3,838	-7%	(66,919)	(77,080)	(10,161)
Net cash flows from operations	(1,576)	(1,811)	(235)	15%	23,902	24,860	958	4%	27,311	10,099	(17,212)
Investing cash flows -											
Proceeds on disposal of assets	0	36	36	0%	233	450	217	93%	233	233	0
Capital grants & infrastructure charges	1,823	15	(1,808)	-99%	10,570	13,519	2,949	28%	12,158	14,364	2,206
Acquisition of assets	(3,038)	(4,653)	(1,615)	53%	(44,730)	(34,693)	10,037	-22%	(46,410)	(50,106)	(3,696)
Other investing activities	0	0	0	0%	0	0	0	0%	(191)	(191)	0
Net investing cash flows	(1,215)	(4,602)	(3,387)	279%	(33,927)	(20,724)	13,203	-39%	(34,210)	(35,700)	(1,490)
Financing cash flows											
Repayments on borrowings	0	0	0	0%	(3,564)	(3,476)	88	-2%	(4,751)	(4,751)	0
Net financing cash flows	0	0	0	0%	(3,564)	(3,476)	88	-2%	(4,751)	(4,751)	0
Net combined cash flows	(2,791)	(6,413)	(3,622)	130%	(13,589)	660	14,250	-105%	(11,650)	(30,352)	(18,702)
Add: Opening cash balance	32,399	50,271	17,872	55%	43,197	43,198	1	0%	26,595	43,197	16,602
Closing cash balance	29,608	43,858	14,250	48%	29,608	43,858	14,250	48%	14,945	12,845	(2,100)

D.1: Monthly summary capital revenue and expenditure report by category (all projects) **YTD** **83%**

	This period				Year-to-date				Full year		
	19Q2 Revised Budget	Actual	Variance	Variance	19Q2 Revised Budget	Actual	Variance	Variance	Adopted Budget	19Q2 Revised Budget	Variance
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
Renewal of existing assets -											
Capital grants and contributions	(78)	(317)	(239)	306%	(898)	(675)	224	-25%	(958)	(1,155)	(197)
Renewal expenditure	1,918	567	(1,351)	-70%	9,100	3,519	(5,581)	-61%	11,528	11,015	(513)
New assets/upgrade of existing assets											
Capital grants and contributions	(2,571)	228	2,799	-109%	(11,663)	(11,023)	639	-5%	(11,834)	(14,210)	(2,376)
New/upgrade expenditure	4,128	3,482	(646)	-16%	38,060	25,817	(12,243)	-32%	36,742	41,041	4,299
Total											
Capital grants and contributions	(2,649)	(89)	2,560	-97%	(12,561)	(11,698)	863	-7%	(12,792)	(15,365)	(2,573)
Renewal, upgrade and acquisition	6,046	4,049	(1,997)	-33%	47,160	29,336	(17,824)	-38%	48,270	52,057	3,787

D.2: Monthly summary capital revenue and expenditure report by asset class (all projects) **YTD** **83%**

	This period				Year-to-date				Full year		
	19Q2 Revised Budget	Actual	Variance	Variance	19Q2 Revised Budget	Actual	Variance	Variance	Adopted Budget	19Q2 Revised Budget	Variance
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
Land											
Capital grants and contributions	-	-	-	0%	(251)	(251)	0	0%	37	(251)	(288)
Renewal, new/upgrade	8	79	71	942%	314	391	77	25%	100	330	230
Buildings											
Capital grants and contributions	-	0	0	0%	-	(20)	(20)	0%	-	(3)	(3)
Renewal, new/upgrade	110	0	(110)	-100%	895	485	(410)	-46%	777	1,007	230
Plant & Equipment											
Capital grants and contributions	(78)	36	42	-53%	(363)	(263)	100	-28%	(441)	(520)	(79)
Renewal, new/upgrade	190	14	(176)	-92%	2,096	870	(1,227)	-59%	2,138	2,477	339
Roads & Drainage											
Capital grants and contributions	(548)	(332)	216	-39%	(6,881)	(7,478)	(596)	9%	(6,892)	(8,873)	(1,981)
Renewal, new/upgrade	3,874	1,568	(2,306)	-60%	22,603	16,979	(5,624)	-25%	17,967	25,688	7,722
Bridges											
Capital grants and contributions	0	-	0	-100%	0	-	0	-100%	0	0	-
Renewal, new/upgrade	-	2	2	0%	78	5	(73)	-94%	1,048	78	(970)
Water											
Capital grants and contributions	(13)	(11)	2	-14%	(159)	(214)	(55)	34%	(611)	(184)	427
Renewal, upgrade and acquisition	225	101	(123)	-55%	1,687	658	(1,029)	-61%	2,100	1,985	115
Sewerage											
Capital grants and contributions	(1,508)	(7)	1,500	-100%	(3,077)	(1,607)	1,470	-48%	(3,213)	(3,092)	121
Renewal, upgrade and acquisition	1,214	1,940	726	60%	13,089	6,265	(6,824)	-52%	14,380	13,729	(651)
Site Improvements											
Capital grants and contributions	(503)	298	801	-159%	(1,600)	(1,634)	(35)	2%	(1,442)	(2,212)	(770)
Renewal, upgrade and acquisition	426	156	(270)	-63%	4,357	1,977	(2,380)	-55%	7,900	4,724	(3,176)
Land Development											
Capital grants and contributions	-	-	-	0%	(230)	(230)	0	0%	(230)	(230)	-
Renewal, upgrade and acquisition	-	189	189	0%	2,040	1,707	(333)	-16%	1,860	2,040	180

D.3: Summary capital expenditure report by project (>\$1 million)

	% Project Complete	Project Dates		WIP B/F FY 17/18	Project Costs YTD FY18/19			Project EOFY Forecast Cost	Budget FY18/19	Project Life Costs	
		Planned Start Date*	Planned Completion Date*		Actual	Commitments	Total Project Costs		19Q2 Revised Budget	Project LTD Costs	Project Life Budget
				(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)
Major projects (>\$1m)											
<u>Capricorn Coast New Cemetery</u>											
988058 (N) Capricorn Coast Cemetery Roadworks	100%	08/05/2017	09/11/2018	1,933	758	36	794	627	650	2,691	2,500
988173 (N) Capricorn Coast New Cemetery Internal	95%	16/04/2018	28/06/2019	130	260	126	385	1,770	1,770	390	1,770
1110324 (N) Cap Coast New Cemetery Internal R&D works PCL-530	90%	06/08/2018	01/05/2019	0	2,117	255	2,372	1,600	1,600	2,117	1,730
Subtotal of Capricorn Coast New Cemetery				2,063	3,135	417	3,552	3,997	4,020	5,198	6,000
<u>Emu Park Village & Forshore Revitalisation</u>											
1097725 (N) EPV&FR-Emu Park Foreshore Pre-project Plan	10%		30/06/2019	75	0	0	0	0	0	75	0
1100767 (N) EPV&FR Emu Park Village & Foreshore detailed design	70%	03/07/2017	30/06/2019	406	1,435	498	1,932	3,259	3,200	1,840	4,500
1105254 (U) EPV&FR Kerr Park Carpark (SLSC)	100%	06/11/2017	06/11/2017	0	0	0	0	0	0	0	0
1105255 (U) EPV&FR Tennent Memorial Dr	100%	04/12/2017	28/09/2018	17	0	0	0	0	0	18	0
1105256 (U) EPV&FR Emu St Stg1 Plans B to E	100%	04/12/2017	15/03/2019	63	163	14	177	0	0	226	0
1108479 (R) EPV&FR water main replacement Emu St	100%	15/03/2018	16/05/2018	0	0	0	0	0	0	0	0
Subtotal of Emu Park Village & Forshore Revitalisation				561	1,598	511	2,109	3,259	3,200	2,159	4,500
<u>Homemaker Centre</u>											
1067267 (N) Homemaker Centre Demolition & Site F	100%	01/11/2017	01/03/2019	442	0	0	0	0	0	442	0
1067268 (N) Homemaker Centre General	96%	01/03/2015	31/05/2019	88	158	15	172	0	0	246	0
1067269 (N) Homemaker Centre Land Development	96%	01/03/2015	31/05/2019	1,298	121	164	284	2,000	2,000	1,419	7,500
1108266 (N) Homemaker Centre Service Relocation	100%	01/10/2017	30/11/2018	1,122	33	0	33	0	0	1,154	0
1108267 (R) Homemaker Centre SPS replacement	100%	01/11/2017	01/03/2018	220	1	0	1	0	0	221	0
1108268 (N) Homemaker Centre Earthworks	98%	01/10/2017	01/03/2019	2,279	65	3	67	0	0	2,344	0
1108269 (N) Homemaker Centre SRM 300mm trunk sew	100%	01/01/2018	01/03/2019	53	1	0	1	0	0	54	0
1113203 (N) Homemaker Centre Civil Works	90%	01/07/2018	31/05/2019	0	1,314	261	1,575	0	0	1,314	0
Subtotal of Homemaker Centre				5,502	1,692	442	2,135	2,000	2,000	7,195	7,500
1066964 (N) UEC-NC-Intersection Taranganba Rd at	96%	30/10/2018	29/04/2019	39	983	104	1,087	1,300	1,296	1,022	1,296
1108790 (N)-RC-NC-Nerimbera Boat Ramp Car-traile	100%	23/10/2018	28/02/2019	0	790	66	856	1,200	1,200	790	1,200
1108221 (N)-RC-RC-Svendsen Road-Sealed Road Construction	100%	04/06/2018	28/09/2018	200	719	1	720	700	710	919	710
966564 (N)-UC-NC-R'ton Rd (Barmaryee & Condon Drive Intersection)	97%	27/04/2018	14/05/2019	668	2,086	209	2,295	1,630	1,823	2,754	1,823
(N)-UC-PW-Scenic Hwy Statue Bay to Kemp Beach Rosslyn St to											
1104375 Wildin Way	52%	08/10/2018	30/06/2019	35	1,100	448	1,548	2,607	2,613	1,135	2,613
959072 (U)-SP-SEW-33 STP YPN Augmentation Design & Construction	70%	12/06/2017	31/09/2019	2,050	5,715	7,315	13,030	12,950	12,950	7,765	15,000
1105687 (U)-RC-RC-St Christopher Chapel Rd	100%	20/11/2017	07/02/2019	11	918	0	919	1,000	970	930	970
1070087 (R)-WC-W-Main Replacement Reticulation V	40%	01/07/2018	30/06/2019	0	14	4	18	1,230	1,050	14	1,050
CP428 (R)-UEC-RS-AS/SS/SLS-Road Resurfacing Annual Program	2%	01/07/2018	30/06/2019	0	1	0	1	1,000	1,000	1	1,000
CP422 (R)-REC-GR-Gravel Resheet Program A	38%	01/07/2018	30/06/2019	0	427	0	428	1,100	1,100	427	1,100
CP427 (R)-UC-PR-Sealed Pavement Renewals AMP annual program	22%	01/07/2018	30/06/2019	0	359	750	1,109	1,000	1,000	359	1,000
CP440 (R)-Fleet Renewal Program	60%	01/07/2018	30/06/2019	0	687	466	1,153	2,280	2,280	687	2,280

E.1: Business Unit summary revenue and expenditure report (by line item)																YTD					83%
	Water				Sewer				Waste				Council				Consolidated				
	19Q2Revised Budget	YTD Actual	Variance	Variance %	19Q2Revised Budget	YTD Actual	Variance	Variance %	19Q2Revised Budget	YTD Actual	Variance	Variance %	19Q2Revised Budget	YTD Actual	Variance	Variance %	Adopted Budget	19Q2Revised Budget	Actual	Variance	Variance %
Rates & Utility Charges	(\$'000) 16,075	(\$'000) 15,502	(\$'000) (573)	-4%	(\$'000) 9,436	(\$'000) 9,796	(\$'000) 360	4%	(\$'000) 5,966	(\$'000) 6,028	(\$'000) 62	1%	(\$'000) 40,184	(\$'000) 40,043	(\$'000) (140)	0%	(\$'000) 72,749	(\$'000) 71,661	(\$'000) (1,088)	1%	0%
User fees & charges	347	166	(181)	-52%	138	146	8	6%	1,021	722	(299)	-29%	2,222	1,857	(365)	-16%	3,714	3,728	14	0%	-22%
Operating grants	0	0	0	0%	0	0	0	0%	0	10	10	0%	7,059	3,042	(4,016)	-57%	6,009	7,059	1,050	18%	-57%
Interest	0	0	0	0%	0	0	0	0%	0	0	0	0%	1,137	905	(232)	-20%	1,206	1,137	(69)	-6%	-20%
Sales revenue	200	122	(78)	-39%	70	67	(3)	-5%	0	0	0	0%	3,094	1,783	(1,311)	-42%	2,448	3,364	916	37%	-41%
Other	19	2	(16)	-87%	7	1	(6)	-90%	40	83	43	107%	799	771	(28)	-4%	747	864	117	16%	-1%
Total operating revenues	16,641	15,792	(849)	-5%	9,651	10,010	359	4%	7,026	6,843	(184)	-3%	54,495	48,402	(6,093)	-11%	86,875	87,814	939	1%	-8%
Expenses																					
Employee benefits	(2,385)	(1,824)	562	-24%	(1,472)	(1,024)	448	-30%	(367)	(260)	108	-29%	(27,415)	(20,990)	6,425	-23%	(31,729)	(31,640)	89	0%	-24%
Materials & Services	(7,481)	(6,236)	1,244	-17%	(2,697)	(2,447)	250	-9%	(4,385)	(3,496)	889	-20%	(13,937)	(8,503)	5,435	-39%	(28,348)	(28,499)	(151)	-0%	-27%
Depreciation	(4,884)	(3,483)	1,401	-29%	(2,959)	(1,918)	1,041	-35%	(780)	(481)	299	-38%	(13,840)	(12,845)	996	-7%	(22,777)	(22,463)	314	1%	-17%
Interest	(587)	(491)	96	-16%	(376)	(601)	(226)	60%	(620)	(519)	102	-16%	(2,691)	(1,928)	763	-28%	(4,275)	(4,275)	0	0%	-17%
Other	0	(0)	(0)	0%	(0)	(0)	(0)	0%	(10)	(8)	2	-21%	(1,179)	(781)	397	-34%	(1,101)	(1,189)	(88)	-8%	-34%
Less: Total operating expenses	(15,338)	(12,035)	3,303	-22%	(7,504)	(5,990)	1,514	-20%	(6,162)	(4,763)	1,399	-23%	(59,063)	(45,047)	14,015	-24%	(88,230)	(88,067)	163	0%	-23%
Net operating result	1,303	3,758	2,454	188%	2,147	4,019	1,872	87%	864	2,080	1,215	141%	(4,567)	3,355	7,922	-173%	(1,356)	(253)	1,103	81%	-5322%

E.2: Business Unit summary of assets and liabilities report											YTD		83%
	Water	Sewerage	Waste	Council	Year-to-date				Full year				
	19Q2 Revised Budget	Actual	Variance	Variance %	19Q2 Revised Budget	Actual	Variance	Variance %	Adopted Budget	19Q2 Revised Budget			
	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)			
Assets													
Cash and cash equivalents	16,000	6,850	11,435	9,573	29,608	43,858	14,250	48%	14,945	12,845			
Inventory	0	0	0	432	1,198	430	(768)	-64%	1,511	10,407			
Trade & Other Receivables	2,732	558	550	5,220	702	9,060	8,358	0%	8,069	8,287			
Land - for resale	0	0	0	13,786	6,514	13,788	7,274	112%	6,967	6,514			
Infrastructure:	0	0	0	0	0	0	0	0%	0	0			
PPE	194,420	115,936	8,653	608,941	971,597	927,950	(43,647)	-4%	1,026,838	977,809			
Capital WIP	1,112	8,922	238	24,882	0	35,154	35,154	0%	0	0			
Other assets	0	(0)	(0)	431	0	431	431	0%	1,374	930			
Total Assets	214,264	132,266	20,876	663,264	1,009,619	1,030,671	21,052	2%	1,059,704	1,016,792			
Liabilities													
Employee benefits	682	684	55	6,367	4,777	7,788	3,011	63%	4,810	4,778			
Trade creditors and accruals	24	28	85	1,118	504	1,255	751	149%	4,116	4,291			
Borrowings:													
Short-term	224	272	237	978	4,587	1,711	(2,876)	-63%	4,989	4,989			
Long-term	9,988	16,138	10,505	43,739	78,210	80,370	2,160	3%	75,527	75,541			
Other liabilities	0	0	9,416	489	9,898	9,905	7	0%	10,606	9,898			
Total Liabilities	10,917	17,122	20,299	52,691	97,976	101,028	3,052	3%	100,048	99,495			
Current assets	18,732	7,408	11,985	20,127	31,508	58,253	26,745	85%	32,610	37,221			
Current liabilities	887	942	378	7,672	9,868	9,880	12	0%	12,125	12,300			
Non-current assets	195,532	124,858	8,891	643,137	978,111	972,418	(5,693)	-1%	1,027,094	979,571			
Non-current liabilities	10,030	16,180	19,921	45,019	88,108	91,149	3,041	3%	87,923	87,195			
Net community assets	203,347	115,144	577	610,573	911,643	929,642	17,999	2%	959,656	917,297			

12.10 LOANS TO NON-PROFIT COMMUNITY GROUPS POLICY**File No:** FM12.11.1**Attachments:** 1. Loans to Non-Profit Community Groups Policy [↓](#)**Responsible Officer:** Andrea Ellis - Chief Financial Officer**Author:** Damien Cross - Coordinator Accounting Services

SUMMARY

Council's 'Loans to Non-Profit Community Groups Policy' has been reviewed and is now presented to Council for adoption.

RECOMMENDATION

THAT Council adopt the Livingstone Shire Council Loans to Non-Profit Community Groups Policy as contained in Attachment One.

BACKGROUND

Council's current Loans to Non-Profit Community Groups Policy was adopted by Rockhampton Regional Council on 25 June 2013. This policy was transitioned to Livingstone Shire Council in accordance with the Local Government (De-amalgamation Implementation) Regulation 2013. Council's current policy has not been reviewed since the de-amalgamation from Rockhampton Regional Council on 1 January 2014.

COMMENTARY

Finance officers have undertaken a comprehensive review of Councils current policy including a review of similar policies adopted by other Queensland local governments. The main changes to the current policy are to remove the majority of the administrative steps ensuring the updated policy has a strategic focus and to remove unnecessary duplication of wording throughout the current policy.

PREVIOUS DECISIONS

There have been no previous decisions made by Council in relation to the attached policy.

BUDGET IMPLICATIONS

There could potentially be budget impacts for Council, should Council in future resolve to provide a loan to or act as guarantor for a Non-Profit Community Group. In particular, the amount of any facility provided or guaranteed by Council would be taken into account by the Department of Local Government, Racing and Multicultural Affairs when assessing Council's own future borrowing capacity.

LEGISLATIVE CONTEXT

The provision of a loan to a non-profit community group by local governments is captured under the *Statutory Bodies Financial Arrangements Act 1982* and requires the Treasurers approval. The Queensland Government Department of Local Government, Racing and Multicultural Affairs has obtained from the Queensland Treasurer, on behalf of all Queensland local governments, a general approval for the provision of a loan to a non-profit community group. The conditions attached to this approval are listed in Section 5.1 of the attached policy.

LEGAL IMPLICATIONS

There are no foreseen legal implications associated with the consideration and adoption of the attached policy. This policy outlines additional criteria Council would apply when assessing any request for a facility from a Non-Profit Community Group.

STAFFING IMPLICATIONS

It is not foreseen that this Policy would have any staffing impact on Council.

RISK ASSESSMENT

The principal risk associated with not having a Council policy, is that Council would not have an open and transparent process by which to consider and evaluate any request for a facility from a Non-Profit Community Group.

Council would need to consider the relative security position of Council should the community group default on the debt and the impact the facility would have on Council's borrowing limit and its capacity to draw loans to fund its own needs.

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.

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

- (a) Transparent and effective processes, and decision-making in the public interest; and
- (b) Sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) Democratic representation, social inclusion and meaningful community engagement; and
- (d) Good governance of, and by, local government; and
- (e) Ethical and legal behaviour of councillors and local government employees.

CONCLUSION

A review of Council's Loans to Non-Profit Community Groups Policy has been undertaken. The updated Loans to Non-Profit Community Groups Policy is presented for Council's adoption.

12.10 - LOANS TO NON-PROFIT COMMUNITY GROUPS POLICY

Loans to Non-Profit Community Groups Policy

Meeting Date: 21 May 2019

Attachment No: 1



LOANS TO NON-PROFIT COMMUNITY GROUPS POLICY (COMMUNITY POLICY)

1. Scope

The Loans to Non-Profit Community Groups Policy (this 'Policy') applies to all requests from non-profit community groups and/or organisations seeking assistance from Council by way of direct loan and/or loan guarantee.

2. Purpose

Council is requested from time to time to offer loans and/or loan guarantees for non-profit community groups and/or organisations in order to fund augmentations/extensions to their facilities. This Policy establishes a framework within which loans and/or loan guarantees to non-profit community groups and/or organisations can be applied for, approved and administered.

3. References (legislation/related documents)

Legislative reference

Local Government Act 2009

Statutory Bodies Financial Arrangements Act 1982

Related documents

Community Assistance Programmes Policy

Rates, Rebates and Remissions Policy

4. Definitions

To assist in interpretation, the following definitions shall apply:

Applicant	Non-profit community groups and/or organisations seeking assistance from Council by way of direct loan and/or loan guarantee
Council	Livingstone Shire Council.
Facility	A loan or loan guarantee.
Financial Assistance Policy	Council's Community Assistance Programmes Policy.
Department	Department of Local Government, Racing and Multicultural Affairs.

5. Policy Statement

Council encourages the development of sustainable new and innovative facilities, both sporting and cultural, for the community at minimal cost to ratepayers. Council is looking to empower community groups to take a lead role in developing and funding these developments where possible.

Loans to Non-Profit Community Groups Policy

Adopted/Approved: Draft

Version: 1

Portfolio: Office of the CEO

Business Unit: Finance and Business Excellence

Page 1 of 4

Council's preferred method of supporting applicants is through Council's Community Assistance Programme and related rates concession policy, with loans and/or loan guarantees being considered a last resort where applicants are able to demonstrate that all other funding avenues have been exhausted.

Assessment of requests must be made within a structured framework and proper consideration given to minimising Council's exposure to loss. This can be achieved by a thorough assessment of the applicant's capacity to service the debt, the availability of security and the impact of the facility on Council's borrowing capacity.

5.1 Eligibility Criteria

The provision of a loan to a non-profit community group and/or organisation by local governments is captured under the *Statutory Bodies Financial Arrangements Act 1982* and, as such, requires the Treasurers approval. The Department has obtained from the Treasurer, on behalf of all local governments, a general approval for the provision of a loan to a non-profit community group and/or organisation. Conditions attached to this approval are as follows:

- The maximum loan amount for each community organisation will be the lesser of the amount set out in a local government's policy on financial assistance or \$120,000.00.
- The maximum repayment term for each loan will be the lesser of the term set out in a local government's policy on financial assistance or ten years.
- The total value of outstanding loans to community organisations provided under this approval does not exceed \$2 million at any time for an individual local government.

For any loans that fall outside the above limits, the normal approval process through the Department is required.

In addition to the above Department criteria applicants seeking provision of a facility will need to meet the following Council criteria:

- 1) A facility will only be available to applicants that have facilities constructed on Council owned freehold land or on reserve land administered by Council and for the latter if the proposed facility is consistent with the purpose of the reserve.
- 2) A facility will only be provided to fund the augmentation, extension or improvement of facilities. Maintenance, minor repairs, moveable items or plant will not be funded.
- 3) A facility will only be available where such improvements, in the opinion of Council, provide a community benefit.
- 4) The applicant satisfies Council that they have the capacity to service the debt and that there is a minimum risk of default.
- 5) A facility will only be provided on the basis that the amount of the guarantee reduces in line with the balance of the debt as the debt is repaid and/or with agreement struck at the commencement of the loan.
- 6) The applicant must be entirely free of debt to Council in relation to lease fees, rates or other debts.
- 7) Provide three financial years of audited financial statements (with the latest statement no more than 12 months old) to Council to allow Council to assess the applicants' capacity to service the debt and the availability of security for the proposed facility.
- 8) A detailed cash flow projection equal to the period of time for which the facility is sought.
- 9) A copy of the minute passed at a meeting of the applicant seeking a facility from Council.

- 10) The applicant must provide Council with written authority to undertake a written credit assessment check.
- 11) The applicant will enter into a written agreement with Council setting out the facility terms and conditions. Such agreement can only be altered in writing with the endorsement of Council's Chief Executive Officer.
- 12) The applicant must set up a direct debit payment facility in accordance with the agreement to Council's nominated account in order to repay any loan funds provided. Should the applicant miss three consecutive payments, the entire loan balance will become due and payable within 14 days of the third consecutive missed payment.

5.2 Council Approval

Prior to the approval of a facility Council will need to consider the relative security position of Council should the community group default on the debt and the impact the facility will have on Council's borrowing limit and its capacity to draw loans to fund its own needs.

5.2.1 Capacity to service debt

Council should satisfy itself that applicant has the capacity to service the debt which would comprise a review of the audited financial statements as provided by the applicant to form an assessment of the liquidity and financial stability of the applicant which must result in Council being satisfied that there are sufficient uncommitted funds available to service the debt.

In addition to satisfying itself of the financial stability of the applicant, Council should also review the stability of the membership of the applicant to ensure that current income generated by the applicant will be continued into the future to enable repayment of any lent funds.

5.2.2 Adequate Security

Council should satisfy itself that the applicant has adequate security to ensure such that any loss suffered by Council will be minimised if the applicant defaults on the provisions of the written agreement facility agreement.

Council should obtain reasonable assurance that it is not exposed to significant loss in the event that the applicant defaults on any facility provided. Council should always be aware that this is the risk that it exposes itself to in acting as a lender or guarantor for a loan.

5.2.3 Cumulative effect of providing facility

Council should review the cumulative effect of providing the facility on Council's total borrowing limit.

Loan guarantees provided by Council are included as debt by the Department when assessing Council's borrowing entitlements and total borrowing limits. There is a risk that if a number of loans and/or loan guarantees were provided over a period of time that the cumulative effect of these guarantees could have a significant impact on Council's borrowing entitlement.

Each request for a facility will be reviewed by Council's financial officers to ensure that it does not compromise Council's borrowing program and that it can be accommodated within Council's total borrowing limits.

5.2.4 Council Adoption

Should Council officers deem it appropriate to recommend a request to provide a facility to an applicant; this recommendation will be tabled for

adoption by Council subject to the Departments' provision as outlined in section 5.1 of this Policy.

6. Changes to this Policy

This Policy is to remain in force until any of the following occur:

- 1) The related legislation/documents is amended/replaced; or
- 2) Other circumstances as determined from time to time by the Chief Executive Officer.

7. Repeals/Amendments

This Policy repeals the former Rockhampton Regional Council Policy 'Loans to Non-Profit Community Groups Policy'.

Version	Date	Action
1		Draft

**CHRIS MURDOCH
CHIEF EXECUTIVE OFFICER**

12.11 OPERATIONAL PLAN 2018-19 Q3 PROGRESS REPORT**File No:** CM4.6.2**Attachments:** 1. [Organisational KPI's](#)
2. [Operational KPI's](#)**Responsible Officer:** Andrea Ellis - Chief Financial Officer**Author:** Suzanne Pambid - Governance Officer

SUMMARY

The 2018-19 Operational Plan progress report for Quarter 3 as at 31 March 2019 is presented, pursuant to Section 174(3) of the Local Government Regulation 2012.

OFFICER'S RECOMMENDATION

THAT the 2018-19 Operational Plan progress report for Quarter 3 as at 31 March 2019 be received.

BACKGROUND

The 2018-19 Operational Plan was prepared in response to achieving outcomes of the Corporate Plan 2014-2019. The development process was undertaken in conjunction with the 2018-19 budget process in consultation with key staff responsible for the delivery of the strategies. This report outlines the progress of activities during the financial year to date and is the third quarterly performance report on the Operational Plan 2018-19.

COMMENTARY

The Operational Plan progress report for the period 1 January to 31 March 2019 is attached for Council's consideration.

Organisational KPI's

Five (5) Organisational KPI's were adopted for the 2018-19 financial year to enable Council to track the performance of Council's critical areas.

For the five (5) individual KPI's, the attached report (Attachment 1) shows the Organisation progressing towards these targets.

Operational KPI's

With a total of 97 operational KPI's for the 2018-19 period, the Organisation has taken a more streamlined approach with reporting. Operational KPI's will be tracked and reported cumulatively on progression of work results (%) during the quarter towards respective annual and quarterly targets. For the 2018-19 Q3 results and moving forward our reporting format will now be Completed, On Track, Emergent, Needs Attention, and On Hold. The attached reports will now include traffic lights to show the result of each KPI and easily identify the areas and how they are tracking.

For Q3 period ending 31 March 2019, Council has achieved the following results:

	Finance & Business Excellence	ICT Services	People & Culture	Community & Wellbeing	Infrastructure
Total KPI's for 2018-19	14	7	10	43	23
Completed	3	0	2	2	2
On Track	5	2	3	36	18
Emergent	2	5	3	3	2

Needs Attention	3	0	2	2	1
On Hold	1	0	0	0	0

PREVIOUS DECISIONS

The 2018-19 Operational Plan was adopted by Council on 24 July 2018.

BUDGET IMPLICATIONS

Council's annual budget must be consistent with the Corporate Plan 2014-19 and the 2018-19 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 2018-19 Operational Plan progress report for Quarter 3 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






Quarterly reporting against the 2018-19 Operational Plan is a statutory requirement and informs Council and the community on the performance of Council against yearly programs and activities in line with the Corporate Plan 2014-2019.






12.11 - OPERATIONAL PLAN 2018-19 Q3 PROGRESS REPORT

Organisational KPI's

Meeting Date: 21 May 2019

Attachment No: 1

OPERATIONAL PLAN 2018-19 Q3 REPORT												
Organisational KPI's	Key Performance Indicator	Measures of success	Source of Validation Data	Target Due Date	Responsibility	Q1 Progress %	Q1 Progress Comments	Q2 Progress %	Q2 Progress Comments	Q3 Progress %	Q3 Progress Comments	Tracking
Financial Sustainability	Manage Councils budget in alignment with financial sustainability ratios	Operating Surplus Ratio, Net Financial Liabilities Ratio and Asset Sustainability Ratio are equal to or better than the adopted/revised budget	Monthly Financial Reports Annual Financial Statements Adopted/Revised Budget	30-June-2019	Finance & Business Excellence - Accounting	25%	The Operating Surplus Ratio at 30 Sept 2018 was above the target benchmark. The Net Financial Liabilities Ratio and Asset Sustainability Ratio as at 30 Sept 2018 were both outside of the 2018-19 adopted budget ratio benchmarks.	50%	The Operating Surplus Ratio at 31 Dec 2018 was above the Revised budget ratio but below the target benchmark. The Net Financial Liabilities Ratio and Asset Sustainability Ratio as at 31 Dec 2018 were both outside of the 2018-19 adopted budget ratio benchmarks.	75%	The Operating Surplus and Net Financial Liabilities Ratios were both better than their respective 19Q2 Budgeted Ratio and Target Benchmark as at 31 March 2019. The Asset Sustainability Ratio as at 31 March 2019 was outside of the 19Q2 Budgeted Ratio and target benchmark range.	
Safety	Provide a safe work environment for employees and encourage a proactive approach to Work Health and Safety	Lost Time Injury Frequency Rate equal to or less than 17	Safety statistics	30-June-2019	People and Culture - Safety	100%	Tracking at 100%	100%	LTIFR is below the established benchmark.	100%	LTIFR is below the established benchmark.	
Customer Service	Ensure provision of quality innovative customer service to internal and external customers	10% reduction in long term customer service requests	Monthly activity by parent report	30-June-2019	Community Engagement - Customer Support	65%	Previous Quarter 52, Quarter 1 - 81 requests noted as Under Investigation Long Term.	12% increase	Quarter 2 - 92 requests taken in period Oct-Dec noted as Under Investigation Long Term	32% increase to previous quarter	Quarter three - 121 customer service requests noted as Under Investigation Long Term.	
Asset Management	Organisational Asset Management	Implement Asset Management Strategy	Council Business Papers	31-December-2018	Community Assets - Asset Management	50%	Approx. 50% completed internally, working with QTC to develop a scope for 3rd party assistance to finalise strategy development.	60%	GHD have been appointed to assist Council in the finalisation of the AM Strategy. GHD will undertake a AM Gap Analysis workshop with key council staff on the 8th February to determine current status of Asset management to provide the road map for the strategy.	80%	GHD have provided a draft AM Strategy for Council's review. Council has requested update of the document to incorporate the Improvement Plan items from their Maturity Assessment in to the document as per scope of appointment. Further operational tasks will be required post completion of the strategy.	
Culture	Organisational culture development program	Cultural Values Assessment	Council Business Papers	01-March-2019	People and Culture - Organisational Development	25%	Progressing.	25%	New COP established for Culture. Meeting scheduled for early February 2019 to consider new initiatives for diversity, inclusion and employee	35%	New membership now confirmed. COP page established on intranet, regular meetings now in diary for COP members.	

Legend	
	Completed
	On Track
	Emergent
	Needs Attention
	On Hold






12.11 - OPERATIONAL PLAN 2018-19 Q3 PROGRESS REPORT






Operational KPI's








Meeting Date: 21 May 2019






Attachment No: 2










OPERATIONAL PLAN 2018-19 Q3 REPORT												
Finance and Business Excellence	Key Performance Indicator	Measures of success	Source of Validation Data	Target Due Date	Responsibility	Q1 Progress %	Q1 Progress Comments	Q2 Progress %	Q2 Progress Comments	Q3 Progress %	Q3 Progress Comments	Tracking
Accounting	2017-18 financial audit completed on program, with unmodified audit opinion	Unqualified external audit opinion on 2017-18 General Purpose Financial Statements	Auditor certification of financial statements	23-October-2018	Finance & Business Excellence - Accounting	100%	Independent Audit Opinion Issued 16 October 2018.	100%	Independent Audit Opinion Issued 16 October 2018.	100%	Independent Audit Opinion Issued 16 October 2018.	
	Sustainable financial position maintained	Strategic Financial Plan	Council Business Papers	31-March-2019	Finance & Business Excellence - Accounting	25%	Draft document to be discussed with Councils in December.	25%	Document to be discussed as part of 2019-20 budget discussions.	100%	Strategic Financial Plan was discussed with Councilors as part of Budget Workshop #1 on 11 February 2019.	
Business Transformation	Develop and implement a service review framework	Coordinate and conduct 4 service reviews in accordance with the approved service review framework	Council Business Papers	30-June-2019	Finance & Business Excellence - Business Transformation	40%	Service Delivery Review Framework, business case and programme of works completed in August 2018. 2 pilot programmes in progress in Library Arts and Culture and Waste Technical Services.	65%	Pilot projects in phase 4 (Service Delivery Review Framework). Pilot programmes 65% complete.	70%	Service Delivery Review Framework finalised and 2 pilot projects complete - Library Arts and Culture and Waste and Waste Technical. Commenced Built Environment and Urban and Rural Operations in March 2019.	
	Develop and implement a whole-of-organisational approach to quality assurance	Formal improvement framework established	Council Business Papers	20-May-2019	Finance & Business Excellence - Business Transformation	5%	In early planning phase.	20%	Business Case signed off, implementation plan drafted and with ELT for approval.	Deferred	ABEF deferred - as per ELT decision.	
	Implementation of business unit planning for all business units to capture forward planning and business as usual activities	100% completed (for all Units)	Business Unit Plans	01-February-2019	Finance & Business Excellence - Business Transformation	10%	To be developed as part of an integrated Reporting & Planning Framework, and to support the 2019-20 budget process.	20%	To be developed as part of an integrated Reporting & Planning Framework, and to support the 2019-20 budget process.	50%	Templates for Service Delivery Plans (4yr plans) have been distributed. Finals to be presented to ELT 17 May 2019.	
Governance	Review of Councils Risk Management Framework	Undertake a Risk Management Maturity Assessment	Council Business Papers	30-September-2018	Finance & Business Excellence - Governance	10%	Gap Analysis being undertaken by QTC as part of the Regional Capability Advancement Program.	50%	Further meetings with QTC and the allocated consultant were undertaken with strategies being developed for the planning and implementation of the assessment.	100%	Assessment has been completed by QTC consultant. Business case is currently being prepared to implement recommendations.	
	Compliance with statutory and corporate requirements for Council meetings and decision making	Implementation of online legislative compliance software and Implementation of authorisations and delegations software	Council Business Papers	31-December-2018	Finance & Business Excellence - Governance	15%	Planning and consultation currently underway. Legislative compliance software will be initially implemented for the Office of the CEO portfolio.	15%	Competing priorities in Q2 caused a delay in progress of this project.	50%	Legislative Compliance project will no longer be proceeding in 2018-19 due to prioritisation assessment. Further progress has been made on the authorisation and delegations project.	
	Validate Council can continue business operations in the unlikely event of an event impacting the organisation	Successful test of Business Continuity Plans	Business Continuity Test Plan	31-December-2018	Finance & Business Excellence - Governance	35%	Business Continuity Plan Project in progress for all critical functions. Project remains on track to be completed by end of December.	100%	All critical functions have completed their plans with a live test carried out during December 2018.	100%	All critical functions have completed their plans with a live test carried out during December 2018.	
Procurement	Procurement Transformation Program	Program of improvement initiatives delivered as per approved project baseline	Project Management Toolkit	30-June-2018	Finance & Business Excellence - Procurement	0%	Resourcing required.	25%	8 projects have been identified to be completed in 18/19FY.	50%	PTP Re-evaluated due to ICT Strategy (PTP Projects will roll into ICT Strategy or are no longer required) reducing current projects to 6.	
	Development of Annual Procurement Plan	60% of total purchasing spend occurs under a buying arrangement	Finance One Report	31-December-2018	Finance & Business Excellence - Procurement	25%	End of year measure.	100%	71% Q2 purchases are under an arrangement.	100%	68% Q3 purchases under an arrangement.	





	Develop and deliver a procurement and contract management training and development program	Training program delivered	90% of employees with financial delegation who attend training	30-June-2019	Finance & Business Excellence - Procurement	5%	Ongoing training to support the organisation in current	5%	Contract Management Framework required to be developed (is one of the 8 projects above)	25%	Contract Management Framework drafted - resources needed to finalise and deliver	
Project Management Office	Develop and implement a project governance framework	Project Portfolio Management system and reporting	Council Business Papers	31-March-2019	Finance & Business Excellence - Project Management Office	5%	Software project on hold subject to ICT strategy outcome. Forward Works Program is now being managed by the Project Management Office.	25%	Software project on hold subject to ICT strategy outcome. Forward Works Program is now being managed by the Project Management Office.	25%	Software project on hold subject to ICT strategy outcome. Forward Works Program is managed by the Project Management Office. Portfolio Governance Group involved in Budget investment prioritisation decision making.	
	Organisational project management capability	Project Management training and development programs delivered in the organisation	Council Business Papers	30-June-2019	Finance & Business Excellence - Project Management Office	25%	Training occurs on the 3rd Friday of every month between 0900-1100. 13 staff have taken up the opportunity attending the internally delivered training.	50%	Training occurs on the 3rd Friday of every month between 0900-1100. 31 staff have attended the internally delivered training.	75%	Training occurs on the 3rd Friday of every month between 0900-1100. 43 staff have attended the internally delivered training.	
Revenue	Debt recovery actions undertaken in accordance with Council policy and in a responsible manner to minimise outstanding balances with Council	<5% bi-annually rates outstanding as a percentage of rates levied, prior to six monthly rates billing	Monthly Financial Report	31-December-2018 30-June-2019	Finance & Business Excellence - Revenue	17%	16.96% of rates & charges levied are outstanding at 30 September. Payment for the first half yearly rates & utility charge levy was due on 5-September.	11%	10.81% of rates & charges levied are outstanding at 31 December. 2nd half yearly rates & utility charge levy & 2nd Qtr rates will issue 30 January 2019.	9%	9.18% of rates & charges levied are outstanding at 31 March 2nd half yearly rates & utility charge levy was due 6th March	
		50% of invoices paid within 60 days (14/15 18%, 15/16 23%, 16/17 30%)	Monthly Financial Report	30-June-2019	Finance & Business Excellence - Revenue	100%	51% of accounts are less than 60 days overdue.	100%	62% of accounts are less than 60 days overdue.	100%	58% of accounts are less than 60 days overdue.	

Legend	
	Completed
	On Track
	Emergent
	Needs Attention
	On Hold


OPERATIONAL PLAN 2018-19 Q3 REPORT												
ICT Services	Key Performance Indicator	Measures of success	Source of Validation Data	Target Due Date	Responsibility	Q1 Progress %	Q1 Progress Comments	Q2 Progress %	Q2 Progress Comments	Q3 Progress %	Q3 Progress Comments	Tracking
Applications	Develop and implement appropriate Service Level Agreements for customer requests	100% complete	Service Desk Plus Reporting	2018/2019	ICT Services - Applications and Service Desk	40%	SLAs created, to be reviewed and approved by module owners.	45%	SLAs refined, to be reviewed and approved by module owners.	65%	SLAs being determined by IT transformation program.	
	ICT Services Applications are available, secure and up-to-date	100% of ICT Applications are updated in accordance with patching Service Level Agreements	Service Desk Plus Reporting	2018/2019	ICT Services - Applications	25%	Upgrades and patching continuing with planned works.	45%	Upgrades and patching continuing with planned works - Finance One and ECM held up Errors in Testing - Awaiting Vendor solution.	65%	Upgrades and patching continuing with planned works - Finance One and ECM held up Errors in Testing - Awaiting Vendor solution.	
	ICT Improvement Initiatives are identified and scheduled for implementation	100% of Improvement Initiatives are assessed and actioned	Service Desk Plus Reporting	2018/2019	ICT Services - Applications	25%	Schedule of works being created.	30%	Schedule of works still under development.	70%	All identified improvement initiatives to date have been actioned.	
Infrastructure	ICT Services will provide a resilient, scalable and high performing platform for the delivery of IT services	Server and Storage uptime to be >= 98% uptime	ManageEngine OpsManager uptime reporting	2018/2019	ICT Services - Infrastructure	25%	There was one notable outage in the reporting period impacting email. This was resolved within a couple of hours and did not impact KPI result.	50%	No notable outages.	75%	No notable outages.	
		Successful delivery of Server and Storage Upgrade	All Production Servers migrated onto new server and storage platform	31-December-2018	ICT Services - Infrastructure	10%	Hardware platform has been identified. Procurement process is expected to conclude shortly with implementation phase following. It is expected this will be complete by Q2.	25%	Hardware installation underway. Configuration and testing to be started in coming weeks.	50%	Clusters functional, migration plan underway.	
		Successful delivery of 10G Networking across Council	All routing switches operating on 10G network.	31-March-2019	ICT Services - Infrastructure	15%	Switching Hardware has been procured and is being installed. It is expected to be completed by end of Q2.	80%	10G networking backbones created and currently undergoing testing.	90%	All major sites upgraded, finalising rollout.	
Service Desk	Develop Asset Management Plans for all ICT assets	100% complete	Active Directory Portable Hardware Spreadsheet	2018/2019	ICT Services - Service Desk	15%	Plans being created and tailored.	25%	Plan creations continuing.	35%	Plan creations continuing.	












Legend	
	Completed
	On Track
	Emergent
	Needs Attention
	On Hold

OPERATIONAL PLAN 2018-19 Q3 REPORT												
Livingstone Council												
People and Culture	Key Performance Indicator	Measures of success	Source of Validation Data	Target Due Date	Responsibility	Q1 Progress %	Q1 Progress Comments	Q2 Progress %	Q2 Progress Comments	Q3 Progress %	Q3 Progress Comments	Tracking
People and Culture	Annual Performance Reviews for Internal Staff	90% completed	Spreadsheet	31-October-2018	People and Culture - HR, Training and Payroll	100%	Achieved	100%	Achieved	100%	Achieved	
	Approved Recruitment of Vacancies	100% completed within 30 working days of position closing date	Aurion	2018-2019	People and Culture - HR, Training and Payroll	100%	Achieved	88%	Not achieved - of the 25 jobs recruited for in the period 6 exceeded the 30 day target.	76%	Not achieved - of the 18 jobs recruited for in the period 11 exceeded the 30 day target.	
	Facilitate Compliance Training for all Council employees	100% of staff compliant with position requirements	Aurion Spreadsheet	2018-2019	People and Culture - HR, Training and Payroll	98%	Almost achieved, employees unable to attend training due to leave.	97%	Almost achieved, employees unable to attend training due to leave.	98%	Almost achieved, employees unable to attend training due to leave.	
	Implement online recruitment program	100% complete	E-Recruitment (Aurion)	31-December-2018	People and Culture - HR, Training and Payroll	0%	On hold pending review of HR/Payroll software.	0%	On hold pending review of HR/Payroll software.	30%	Scoping IT requirements and completing process mapping. Subject to IT Project.	
Safety	Comply with Local Government WorkCover Self Insurance Audit	75% compliance achieved	Internal Audit Scores Local Government Self Insurance Audit workbook	30-November-2018	People and Culture - Safety	100%	Achieved	100%	Achieved	100%	Achieved	
	Regular review of Safe Work Method Statements	80% reviewed, updated and endorsed	Safe Work Method Statement (LSC)	30-June-2018	People and Culture - Safety	100%	All reviewed - completed	100%	Achieved	100%	Achieved	
	Workplace Hazard Inspections	90% completed to schedule per quarter	LSC Workplace Health and Safety Management System	2018-2019	People and Culture - Safety	80%	Rescheduled due to staffing implications.	86%	Achieved	91%	Achieved	
	Asbestos Health Monitoring Programme	100% complete	Asbestos Regulations and Asbestos Management Code of Practice Safe Work Method Statement (LSC)	30-June-2019	People and Culture - Safety	25%	Progressing	25%	Additional work to be undertaken in Q3 to catch up.	40%	Sessions have been conducted and round two is scheduled.	
Organisational Development	Develop Workforce Plan and identify key strategies and actions	100% complete	Workforce Plan	30-June-2019	People and Culture - Organisation Development	25%	Progressing	25%	Discussions occurring with CEO and ELT to identify desired content for LSC People Strategy.	25%	Progressing in line with planning framework.	
	Development of Leadership Program	100% complete	Workforce Plan	30-June-2019	People and Culture - Organisation Development	20%	Progressing	20%	Working with stakeholders to design content and sessions for 2019.	25%	Progressing and will develop with incoming Principal OD Consultant.	

Legend	
	Completed
	On Track
	Emergent
	Needs Attention
	On Hold





OPERATIONAL PLAN 2018-19 Q3 REPORT






Infrastructure	Key Performance Indicator	Measures of success	Source of Validation Data	Target Due Date	Responsibility	Q1 Progress %	Q1 Progress Comments	Q2 Progress %	Q2 Progress Comments	Q3 Progress %	Q3 Progress Comments	Tracking
Community Assets	Plant Replacement - Annual asset renewals program achieved in accordance with replacement guidelines	90% achieved in accordance with replacement thresholds	Conquest	2018-2019	Community Assets - Asset Management	30%	Only 3 renewals fully completed in Q1, two being light vehicles held over from 2017-18 year, neither met replacement thresholds.	87%	Q2 acquisitions have met either age or km / hr threshold.	90%	Q3 acquisitions have met either age or km/hr threshold.	
	Council business units have met minimum plant utilisation targets	70% of business units meeting target across all vehicles or plant	Conquest	2018-2019	Community Assets - Asset Management	5%	Working with Fleet Staff and Business Improvement on implementing meaningful utilisation reporting. Reporting to be implemented throughout Q2.	20%	Currently working through determination of utilisation parameters, this will form the basis for reporting.	20%	Working through determination of utilisation parameters, this will form the basis for reporting.	
	Availability of online mapping functionality	97% uptime	IT Service Requests E-pathway	2018-2019	Community Assets - Asset Management	25%	2 IT Requests raised during the quarter, neither related to Portal not being available.	50%	No downtime for ArcPortal in Q2.	74%	1 IT request during the period related to downtime of Portal.	
	Annual review of Asset Management Plans	100% reviewed (Roads, Water & Sewer, Fleet & Buildings) and updated	Conquest	31-March-2019	Community Assets - Asset Management	20%	Roads currently under development with ground proofing of future work programs currently being undertaken by Council. Scope being collated for further investigations of water trunk infrastructure.	40%	Draft Roads Modelling received and under review. Sewer Modelling has commenced, Water requires further investigation relating to trunk mains, in particular a direction forward with The Caves pipeline.	75%	Roads modelling has been completed and forwarded to consultant for inclusion in final AMP document. Water and Sewer AMP outputs accepted for 19/20 budget purposes, detailed condition assessment and valuation for Water and Sewer scheduled in 19/20 for update to AMPs late 2019, early 2020. Buildings will be reviewed post 2019/20 valuation.	
	Deliver Capital Program for building assets and community facilities	Allocated capital projects delivered within +/- 5% of total projects adopted/revised budget	Conquest Budget	2018-2019	Community Assets - Facilities Management	15%	Program is progressing.	50%	Program is on track, adjustment made in Q2 budget revision for YTH Rust Rectification works project via Variation request.	75%	Program is on track, YTH Rust Rectification requires review based on work estimates received.	
	Delivery of maintenance program (Facilities and Fleet)	95% of maintenance requirements delivered	Conquest	2018-2019	Community Assets - Asset Management & Facilities Management	30%	Program is progressing.	50%	Program is progressing.	75%	Program is progressing.	
Construction & Maintenance	Development of operational works program for roads and drainage infrastructure (2019/20)	Program of works 100% completed and entered into budget	Budget	31-March-2019	Construction and Maintenance	0%	As yet there is no requirement from Finance to input 19/20 budgets.	0%	As yet there is no requirement from Finance to input 19/20 budgets.	100%	All operational budgets for C&M have been submitted to Ex Dir on or prior to 15-3-19	
	Regularly inspect roads and drainage infrastructure and prioritise maintenance works	100% as per adopted inspection frequency	Conquest	30-June-2019	Construction and Maintenance - Urban Operations & Rural Operations	25%		50%		75%		
	2019/20 to 2028/29 Capital projects relevant to the business unit are identified and submitted for inclusion into the Corporate Project Register	100% complete prior to annual budget adoption	Business Cases Asset Management Plan Corporate Project Register	31-March-2019	Construction and Maintenance	25%	Future Construction and Maintenance projects are currently nominated in Capital Works Program.	50%	Future Construction and Maintenance projects are currently nominated in Capital Works Program, and updates are being provided to PM Office as new information becomes available.	75%	Future Construction and Maintenance projects are currently nominated in Capital Works Program, and updates are being provided to PM Office as new information becomes available.	
	Deliver roads and drainage capital works program	Allocated capital projects delivered within +/- 5% of total projects adopted/revised budget and 100% compliance with funding agreement	Budget On scope Funding agreements	30-June-2019	Construction and Maintenance - Urban Operations & Rural Operations	25%		50%		75%	Allocated projects are being delivered as per Q3 changes.	
	Deliver annual road and stormwater maintenance program	100% complete within budget	Budget Service levels On scope	30-June-2019	Construction and Maintenance - Urban Operations & Rural Operations	25%		50%		75%	Maintenance delivery is on track to meet Q3 budget allocation.	








	Minimise impact on the environment of all construction and maintenance activities	Zero breaches	Adhere to all environmental approvals and minimise construction footprints	30-June-2019	Construction and Maintenance - Urban Operations & Rural Operations	25%		50%		75%	No breach of environmental conditions have occurred.	
Engineering Services	Inspect assets to be contributed at hold points identified in development Decision Notice	100% of inspections complete	Inspection records, Pathway Reports	2018-2019	Engineering Services - Development Engineering	25%	All required inspections completed.	50%	All required inspections completed.	75%	All required inspections completed.	
	Development Applications responded to within statutory timeframes	95% of applications received responded to	Development Engineering Spreadsheet	2018-2019	Engineering Services - Development Engineering	22%	99 of 115 referrals met target.	47%	97 of 105 referrals met target.	69%	93 of 99 referrals met target.	
	Designs completed for projects in the Forward Works Program	10 completed and construction ready per annum	Design Program (Gantt Chart)	2018-2019	Engineering Services - Infrastructure Design	60%	6 projects completed in Q1.	100%	36 projects completed in Q2.	100%	10 projects completed in Q3.	
Infrastructure Planning	Review Adopted Infrastructure Charges Resolution (AICR) No.3 and Schedule of Trunk Works	Adopted Infrastructure Charges Resolution (AICR) No.4	Council Business Papers	01-June-2019	Infrastructure Planning & Design	25%	No change to AICR 3 as operating well at present.	50%	No change required to AICR 3 at this stage. Ongoing review during Q3.	75%	Draft AICR 4 presented to Council 18 March 2019. To be presented to Council for adoption at a future meeting.	
Infrastructure Project Management	Comprehensive project budget estimates are prepared for planning, project delivery and construction management, including contingencies	Allocated capital projects delivered within +/- 5% of total projects adopted/revised budget	2018/19 Budget	2018-19	Infrastructure Project Management	25%	On track.	50%	Project costs to date currently within budget / projects will be managed within their budget.	75%	Project Budget estimates constantly being monitored and reviewed - projects will be managed within their budget.	
	Projects are delivered within established timeframes	90% of preconstruction and construction activities are completed within the project program milestones	2018/19 Capital Works Program Project Management Framework	2018-19	Infrastructure Project Management	25%	On track.	50%	2 projects complete / others well underway and on track.	75%	2 projects complete. Other projects progressing well. Some delays but generally on track.	
Water & Waste	Provision of safe and reliable water supply	98% of samples taken to be compliant with Drinking Water Quality Management Plan	Drinking Water Quality Management Plan Australian Drinking Water Guidelines	2018-2019	Water and Waste Operations - Water Supply & Sewerage Operations	25%	On track.	50%	On track.	75%	On track.	
	Provision of reliable sewerage service	95% of Sewerage Treatment Plant discharges to comply with environmental authority requirements	Environmental Authorities Laboratory test results	2018-2019	Water and Waste Operations - Water Supply & Sewerage Operations	24%	On track.	48%	Some ongoing issues with Emu Park STP.	72%	Some ongoing issues with Emu Park STP.	
	Management of trade waste discharges to sewer	Trade waste approvals for 100% of relevant businesses operating	Trade Waste Environmental Management Plan Council Business Papers	2018-2019	Water and Waste Operations - Water Supply & Sewerage Operations	25%	3 outstanding.	50%	On track.	75%	1 outstanding.	
	Waste and recycling service delivered across the shire	98% of bins for new services provided within 4 days of receipt of customer request and 100% of missed services rectified within 2 days	Waste Reduction and Recycling Plan Contract meeting minutes Quarterly landfill volume surveys Pathway Reports	2018-2019	Water and Waste Operations - Water & Waste Technical Services	25%	On track.	50%	On track.	75%	On track.	
	Implementation of Waste Reduction and Recycling Plan	2 community education/awareness activities	Waste Reduction and Recycling Plan Waste Audit Waste Survey	2018-2019	Water and Waste Operations - Water & Waste Technical Services	0%	1st activity is in the second quarter.	50%	On track.	75%	On track.	











Legend	
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	Needs Attention





OPERATIONAL PLAN 2018-19 Q3 REPORT												
Liveability & Wellbeing	Key Performance Indicator	Measures of success	Source of Validation Data	Target Due Date	Responsibility	Q1 Progress %	Q1 Progress Comments	Q2 Progress %	Q2 Progress Comments	Q3 Progress %	Q3 Progress Comments	Tracking
Liveability & Wellbeing Director	Livingstone Shire Whole of Community Plan	The Whole of Community Strategic Plan completed that provides a blueprint for: - sustainability; - developing a practical sustainable growth management strategy with a focus on improving quality of life; - future focused and adaptable to changing circumstances;	Community Consultation outcomes report, Council reports, media releases, website, and social media.	01-March-2019	Executive Director Liveability and Wellbeing	10%	Invitation to quote process commenced.	15%	Consultant appointed and inception meeting scheduled for January 2019.	25%	Project progressing in accordance with adopted delivery schedule.	
	Manage Councils property portfolio	100% of tenures issued in accordance with relevant legislation; Zero deficiencies in Councils process identified by external stakeholders; Breaches of Council tenure actioned within 5 days; Breaches rectified by client within 2 weeks of notification from Council	Property Files Pathway Reports	2018/19	Community Wellbeing - Community Partnerships - Property	100%	All tenure has been issued in accordance with legislation. Zero deficiencies identified by external stakeholders. No breaches identified for Q1.	100%	All tenure has been issued in accordance with legislation. Zero deficiencies identified by external stakeholders. No breaches identified for Q2.	100%	All tenures have been issued in accordance with legislation. Zero deficiencies identified by external stakeholders. No breaches identified for Quarter Three.	
Community Wellbeing	Provide a broad range of opportunities for volunteers	Growth in number of new volunteers; Duration of volunteership (hours, years of service); Area of land maintained and Number of new sites established	Volunteer Database Volunteer Sign up forms (ECM) Volunteer Attendance Record Sheets Survey 1,2,3 NRM App (Arcportal) to map volunteer work areas	2018/19	Community Wellbeing - Natural Resource Management & Disaster Management and Resilience.	15%	New volunteers in community centre. IT conducting research on database. Duty plans for volunteers designed.	40%	New Yeeppoon Public Cyclone Shelter Manager (volunteer) endorsed. Trial underway with a cloud based volunteer impact software through IT. Workshop/meeting with Supervisors and Coordinators conducted to explain the procedure and process of volunteerism in Council. Public website design drafted and being reviewed prior to going live. Volunteer shirts designed and ready for printing dependant on demand. Memo to executive leadership team being finalised to discuss and consider appropriate date for commencement of volunteerism campaign including online promotion. NRM - New volunteer sites at Lammermoor and Midgambie. New volunteers	75%	Volunteer impact software purchase put on hold due to Council's Information Technology Transformation project. Public website went live. Volunteer promotion and recruitment on Council's social media. Meeting with Open Spaces to discuss formalisation of multiple volunteer groups. New volunteers appointed and inducted to Community Centre. Consideration of use of Survey 123 to record data.	




	A Local Disaster Management Group and Local Disaster Co-ordination Centre staff who are trained and prepared events.	100% compliance with the Disaster Management Act 2003 and the Inspector General Emergency Management framework and Get Ready initiatives implemented in accordance with funding agreement.	Inspector General Emergency Management (IGEM) Prioritisation Tool Inspector General Emergency Management (IGEM) Review feedback; Local Disaster Management Group meeting minutes Attendance at training and refresher courses.	2018/19	Community Wellbeing - Disaster Management and Resilience.	100%	Inspector General Emergency Management prioritisation tool conducted on Local Disaster Management Plan on 6 Sep 2018 Local Disaster Management Group meeting conducted 10 Sep 18 6 x training sessions offered and conducted for Local Disaster Management Group and Local Disaster Co-ordination Centre 1 x Energy Queensland Exercise conducted in The HUB	100%	Local Disaster Management Group meeting conducted 21 November 2018. Five (5) training sessions offered and conducted for Local Disaster Management Group and Local Disaster Co-ordination Centre. One exercise conducted in HUB and one exercise attended at Regional Operations Centre. Local Disaster Management Group and Local Disaster Co-ordination Centre activated as a result of extreme catastrophic fire danger and possibility of Tropical Cyclone Owen: 28 Nov 2018 - 17 Dec 2018 (seven Local Disaster Management Group meetings conducted and minutes) Get Ready Hub Open Day scheduled for 8 Dec cancelled due to rain.	100%	Yepoon Public Cyclone Shelter Management training for Shelter Manager on 18 January 2018. Hub Open Day held on 23 January 2019 with approximately fifty (50) attendees undertaking a tour. Local Disaster Management Group meeting conducted on 20 February 2019. Get Ready Get Resilient Day held on 23 February with 143 attendees undertaking a tour.	
	Delivery of community development programmes which build the capacity of Livingstone's community	100% compliance with Service Contracts (Strengthening Family Connections, Community Centre, Livingstone Loop (Emu Park and other communities) and Adherence to funding agreements	Online Acquittal support Information Service (OASIS) Government reporting portal Performance reporting and funding acquittals	2018/19	Community Wellbeing - Community Partnerships	100%	Community Partnership functions 100% compliant, Marlborough Intensive 24/10/18, LCG Policy / Procedure Update 100% complete. Strengthening Family Connections awarded new 5 year contract.	100% 50% Strengthening Family Connection	Community Centre 100 per cent Compliant with Service Contract and funding agreement. Yepoon Community Sessions - ten courses for a total of thirty-two (32) sessions. Emu Park Community Sessions nil due to Hall availability and lack of presenters in Emu Park and presenters willing to travel. Strengthening Family Connections On track: Strengthening Family Connection has completed quarterly performance report and met all key performance indicators for service delivery (performance report will be uploaded into OASIS within timeframe required). Quarterly Strength's Based Network facilitated by Strengthening Family Connection in December.	100%	100 per cent compliance with all service contracts agreements. Human Services Quality Framework Maintenance Audit conducted 27 March 2019 by external Auditor.	
	Maintain open spaces	Park maintenance service standards 100% achieved and 100% of works up to date	Pathway Reports Conquest	2018/19	Community Wellbeing - Open Spaces	100%	The current budget reflects the services delivered within the set budget. Projects - 75% complete with Lioness Irrigation to be completed by end of November 2018. In addition possibly Barmayee roundabout landscape and Emu Park Street, Emu Park, if the requisite budget allocation is secured.	100%	The current budget reflects the services delivered within the set budget. Project delivery has seen the completion of Lioness Park Irrigation. The Barmayee roundabout is anticipated to be landscaped post April 2019 pending budget allocation. Emu Park Street scape is still undecided on plant species as some were unavailable.	100%	The current budget reflects the services delivered. The reduction of overtime will be seen in the coming quarter after the Easter period as winter arrives. The Barmayee roundabout landscape is anticipated for completion April - May 2019. Emu Park street scape landscape works are completed.	



	Deliver projects to repair or restore native ecosystems	5 projects per annum	Council Business Papers 100 compliance with contract	2018/19	Community Wellbeing Natural Resource Management	40%	Projects - Fox Detection Project completed. National Tree Day planting, others in progress. Environment Taskforce Meeting. Volunteer programmes ongoing and further development in progress.	50%	Projects - Skilling Qld Team projects completed, NDRRA Projects prepared for delivery Feb-March. Quotation accepted for Bajool Marble Mine Cycad mitigation project.	70%	Project delivery on track, Natural Disaster Relief and Recovery Arrangements projects delivery in April/May.	
	Plan and deliver capacity building sessions / workshops to community organisations	4 per annum	Council Business Papers Attendance numbers	2018/19	Community Wellbeing	0%	Sessions / workshops to be delivered monthly in Q3 and Q4 (January - June)	0%	Sessions / workshops to be delivered monthly in Q3 and Q4 (January - June)	100%	Five sessions delivered in Quarter Three, with three planned in Quarter Four.	
Community Engagement	Ensure provision of quality innovative customer service to internal and external customers	95% accuracy with distribution of customer request to other areas of the organisation; 80% of Average Handling Times to be under 340 seconds and Annual increase of 10% users of Councils Online Services Portal	CISCO Phone Reports Pathway Reports Civic Plus Analytics	2018/19	Community Engagement - Customer Support	25%	95% of Customer Service Requests correctly logged. 80% of calls Average Handling Times at 201 seconds. Online to be measured annually (quarter 4)	50%	Ninety-five (95) per cent of Customer Service Requests correctly logged. 100 per cent of calls under Average Handling Times of 340 seconds. Online to be measured annually (quarter 4)	75%	Ninety-five (95) per cent of Customer Service Requests correctly logged. Eighty-two (82) per cent of calls under Average Handling Times of 340 seconds. Online to be measured annually (quarter four).	
	Develop a Records Management Strategy	Strategy 100 % complete	Project Management Toolkit	2018/19	Community Engagement - Customer Support	50%	50% completed and consultant returning in November to finalise	75%	Final draft completed and being presented to executive leadership team in late January for final approval. Due to be implemented end of February/early March.	90%	Returning to executive leadership team for final approval and subsequent implementation to commence April.	
	Complete and implement deliverables of the Channel Management Strategy	100 % of deliverables complete	Council Business Papers	30-March-2019	Community Engagement - Customer Support	75%	Final review to occur over November to February period	75%	Yet to be completed - due for final review in Q3.	75%	Further review of channels occurring in quarter four.	
	Maintain compliant and effective Record Management practices at all times with overall goal of digitisation	10% reduction in costs associated with storage	ECM Reports Pathway Reports Grace Storage Reports	2018/19	Community Engagement - Customer Support	25%	Consultant returning in November to assist with continuance of this	50%	Pending signage of Digitisation Framework - Q3 and Q4 to reflect cost savings. Reduction has been received with less files needing to be retrieved (not storage necessarily).	85%	Pending signage of Digitisation Framework, quarter four to reflect cost savings. Reduction has been received with less files needing to be retrieved (not storage necessarily).	
	Utilise marketing channels to successfully support and promote the region as a destination for business, tourism and lifestyle	Develop and implement 4 dynamic marketing plans per annum which promote Council services, tourism and our economy	ActiveCollab	2018/19	Community Engagement - Communications and Marketing	25%	Yeppoon Lagoon - Digital and hardcopy Map as part of School Holiday Winter Program	50%	Yeppoon Lagoon, Byfield, The Caves, Emu Park and surrounds promotions - scheduled posts occurring each weekend to encourage visitation to the region.	75%	Queensland Womens Week promotional campaign, continued lagoon promotion, development of Community Partnership and Safety branding, and development of Disaster Crusader campaign.	
	Partner with internal peers to develop a website that reflects the desires of the organisation and the evolving community	50% of project scope completed	CivicPlus	01-March-2019	Community Engagement - Communications and Marketing	10%	Review of some pages occurred in review period. Upgrade of site occurred 24/10/18 - Quarter 2 update will show more work that has occurred	10%	Further reviews to occur in Q3 and Q4 - working with Information Technology on solutions regarding restrictions with software verses desires.	40%	Hand over of internet/intranet site management from Information Technology. In the process of making cosmetic changes with website provider. Audit process begun.	
	Provide quality social inclusion and participation activities that cater to the diversity of the community	10% increase in library membership per annum and 10% annual participation increase at all Library and Cultural Events	Libero - Digital - borrow box, freegal and RB Digital, Beamafilm Eventbrite Library Stats Spreadsheet	2018/19	Community Engagement - Libraries, Arts and Culture	3%	Measure is annual - Quarter 4 will reflect details	5%	Measure is annual - Quarter 4 will reflect details.	9%	Measure is annual - quarter four will reflect details.	
	Completion of Library Service Review	Service review 100% completed and recommendations within review adopted	Project Management Toolkit	2018/19	Community Engagement - Libraries, Arts and Culture	65%	Business Innovation Team working with Library Team to ensure continuance of reviews	90%	All reviews have been finalised and Business Improvement team presenting results to Manager 09/1/19.	100%	Service Level Review completed and recommendations adopted, Business Unit to manage implementation.	
	Establish organisational Community Engagement Register	Register 100% developed, implemented and functioning	Pathway Register Office Suite Engagement Software	2018/19	Community Engagement - Engagement and Events	100%	Inhouse register exists and with recent establishment of Get Involved Livingstone, this key performance indicator has been achieved	100%	Inhouse register exists and with recent establishment of Get Involved Livingstone, this key performance indicator has been achieved.	100%	Inhouse register exists and with recent establishment of Get Involved Livingstone, this key performance indicator has been achieved.	






	Provide effective monitoring regarding delivery and approval processes for Event Management and Sponsorship	80% completion achieved with post event and sponsorship evaluation surveys	Bookings Module SurveyLegend Engagement Software Smarty Grants Software	2018/19	Community Engagement - Engagement and Events	80%	Surveys now set up in EngagementHQ. Approximately 25 surveys sent	80%	Surveys now set up in EngagementHQ. Approximately twenty-five (25) surveys sent.	85%	Surveys now set up in Get Involved. Every event which Council sponsors or approves through the temporary event process is sent a post event survey to complete.	
	Assist with the development of an Event Management Strategy	100% completion of business unit tasks required	Project Management Toolkit Office Suite	30-June-2019	Community Engagement - Engagement and Events	100%	Feedback shared with Economic Growth team and it is envisaged that the Strategy will be implemented early 2019	50%	Community Engagement to manage this project. external consultant has been appointed and workshop with external event organisers occurred. More details to come in Q3	70%	Stakeholder consultation underway as well as stakeholder survey. Reporting to be completed by June 2019.	
Liveability	Building and plumbing certification services comply with statutory requirements	100% of building and plumbing approvals determined within 10 business days from the commencement of the decision stage and Peer review of 12 Building and Plumbing approvals per annum	Pathway Reports Peer review of approvals	2018/19	Liveability - Built Environment	100%		94 % of approvals issue within 10 business days	Peer review of approvals to be undertaken during Q3.	100%	Peer review undertaken by Rockhampton Regional Council officers.	
	Building and plumbing certification services are client connected and outcome driven	100% of building and plumbing related customer requests responded to within two business days and 95% Customer satisfaction	Customer satisfaction surveys Pathway Reports	2018/19	Liveability - Built Environment	88%	Customer satisfaction survey being finalised.	92% of Customer requests initially responded to within 2 business days	Customer satisfaction survey format has been finalised and will commence at the beginning of february 2019.	98%	Customer satisfaction survey introduced March 2019 - no complaints received to date.	
	Development assessment services comply with statutory requirements	85% of development related approvals determined within twenty-five (25) business days. Note statutory period is thirty-five (35) business days	Pathway Reports	2018/19	Liveability - Development Assessment	70%	Result not achieved due to a number of long-term complex applications requiring significant assessment and decision at Council. All decisions were made with relevant extensions agreed to by the applicant.	85%	Result not achieved due to a number of long term complex applications requiring significant assessment and decision at Council or applications where the period was extended significantly due to compliance matters or on the applicants request. All decisions were made with relevant extensions agreed to by the applicant.	93%	Forty-four (44) decisions issued in Quarter Three reporting period.	
	Development assessment services are client connected and outcome driven	100% of development related Customer Requests responded to within 2 business days; 95% Customer satisfaction and 100% of development applications considered by the Development Control Unit within 5 business days	Customer satisfaction surveys Pathway Reports	2018/19	Liveability - Development Assessment	84% & 100%	Customer satisfaction survey being finalised.	82% & 100%	354 Customer Requests received in Q2. Customer satisfaction survey prepared for commencement 1. February 2019.	93% and 100%	Customer satisfaction survey initiated March 2019 - No negative feedback received 100 per cent of Development Applications considered by the Development Control Unit within five business days of receipt.	
	Undertake development compliance services	100% of Development Compliance complaints are risk rated in accordance with Councils Risk Based Land use Compliance Policy	Pathway Reports Reviews/Reports on actions taken under the Risk Based Land use Compliance Policy Compliance meetings	2018/19	Liveability - Development Assessment	100%		100%		100%	Development compliance actions undertaken in accordance with the policy via Development Control Unit Compliance meetings.	

	Planning scheme complies with legislative requirements and Councils growth management objectives	Livingstone Planning Scheme 2018 reviewed and 100% of relevant amendments initiated	Council Business Papers	2018/19	Liveability - Growth Management	25%	On track, with initial report to council workshop at the end of June 2018 about prioritising amendments to the new planning scheme. Work is underway on preparing detailed advice and background material on likely amendments.	50%	Preliminary research and clarification of what changes are to be made have been documented. Discussions have also been held with representatives of the relevant State Government Departments in relation to the proposed amendments and the new guidelines that are applicable. A workshop report was presented to Council on 3 December 2018 outlining details of the proposed scheme amendments. A further report on the proposed amendments will be presented to Council in February 2019 seeking a formal resolution to initiate the proposed amendments.	70%	Research and clarification of what changes are to be made have been documented and distributed internally for comment and information. The team has also made contact early with representatives of the relevant state government department to alert them of the pending amendments and work through new guidelines and requirements in this regard. Additional matters were raised since Quarter Two to include other matters for scheme amendments. These are being completed and are in relation to clearing for bushfire hazard. It is essential these amendments are included in the amendment package. A third report has been drafted for Council in to outline all amendments to be advanced. It is expected a resolution of Council will be by June 2019.	
	Environmental health services comply with statutory requirements	100% of food licence/permit applications completed in accordance with legislative requirements and 95% of food licence audits to be completed annually	Pathway Reports	2018/19	Liveability - Public Environments - Environmental Health	100%		100%		100%		
	Environmental health compliance activities are undertaken in accordance with Councils Risk Based Land use Compliance Policy	100% of relevant environmental health compliance complaints are risk rated in accordance with Councils Risk Based Land Use Compliance Policy	Pathway Reports Reviews/Reports on actions taken under the Risk Based Land use Compliance Policy Compliance meetings	2018/19	Liveability - Public Environments	100%		100%		100%		
	Environmental health services are client connected and outcome driven	100% of Environmental Health related customer requests are responded to within 2 business days	Pathway Reports	2018/19	Liveability - Public Environments	100%		100%		100%		
	Pest and vector services are client connected and outcome driven	100% of pest weed contracts completed within contractual time frames and 100% of pest and vector related customer requests are responded to within 2 business days	Contract timeframes met Pathway Reports	2018/19	Liveability - Public Environments	100%		100%		100%	Department of Transport and Main Roads' contract completed with additional contract expenditure of \$10,000 requested through the Department's application 	
	Vector breeding locations identified and managed to reduce potential impacts on the community	100% of permanent vector control sites monitored weekly and 20 vector surveys undertaken each month between 1 October 2018 and 31 May 2019	Pathways vector reporting system	2018/19	Liveability - Public Environments	100%		90%	Extended sick leave for Vector Officer has directly impacted site identification; however misting of identified areas has been maintained 100 per cent.	90%	Continued extended sick leave for Vector Officer directly impacted site identification; misting of areas identified through customer complaint maintained at 100 per cent 	
	Local law services comply with statutory requirements	100% of Local Law renewals completed within legislative or policy timeframes; 100% of licence/permit applications processed within 10 days and 2 Local Laws 'Work Instructions' reviewed for effectiveness	Pathway Reports Infringement notice reports 2 reviewed Work Instructions	2018/19	Liveability - Public Environments	80%	Work instructions processes stalled due to staff shortage Sick leave, annual leave and vacant position	80%	Work instructions processes stalled due to staff shortage, sick leave, annual leave and vacant position.	100%	Two work instruction reviews completed for this quarter. 	
	Local law services are client connected and outcome driven	100% of Local Law related customer requests responded to within 2 business days and proactive patrols undertaken	Pathway Reports Council Business Papers	2018/19	Liveability - Public Environments	96%		95%		100%		
	Local law requirements promoted through educational activities	2 dog in the park days conducted (micro-chipping)	Council Business Papers	2018/19	Liveability - Public Environments	3%	Due 3rd Quarter	8%	Due Third Quarter.	10%	Scheduled for May 2019. 	
	Building and plumbing compliance activities are undertaken in accordance with Councils Risk Based Land Use Compliance Policy	100% Building and Plumbing Compliance complaints are risk rated in accordance with Councils Risk Based Land use Compliance Policy and 5% of notifiable plumbing works (Form 4) audits are completed per annum	Pathway Reports Reviews/Reports on actions taken under the Risk Based Land use Compliance Policy Compliance meetings	2018/19	Liveability - Public Environments	100%		100%		100%	100 per cent risk rated Customer requests and on-target for five per cent Form 4 auditing for this quarter. 	

	Building and plumbing compliance Services are client connected and outcome driven	100% of Building and Plumbing Compliance complaints are responded to within 2 business days	Pathway Reports Reviews/Reports on actions taken under the Risk Based Land use Compliance Policy	2018/19	Liveability - Public Environments	92%		95%		100%		
	Strategies are developed through the QCoast2100 programme to address the potential impacts of coastal hazards	100% compliance with funding agreement	Signed QCoast2100 Funding agreement and sub agreement schedules	30-June-2019	Liveability - Sustainability	100%	On Track – Establishment of Carbon Technical Working Group and development of draft strategy. Research into suitable governance framework and liaison with Livingstone Shire Council's Governance Unit.	100%	Livingstone Coastal Hazards Adaptation Strategy project being carried out in accordance with funding framework. Phases three and four due for completion in Quarter Four.	100%	Livingstone Coastal Hazards Adaptation Strategy project being carried out in accordance with funding framework. Phases three and four due for completion in Quarter Four.	
	Climate Change mitigation and adaptation strategies adopted and embedded into Councils mainstream operations	1 organisational carbon strategy produced and Governance framework established for the organisation to address climate change	Council Business Papers	30-June-2019	Liveability - Sustainability	25%	On Track – Establishment of Carbon Technical Working Group and development of draft strategy. Research into suitable governance framework and liaison with Livingstone Shire Council's Governance Unit.	50%	On Track – Completion of draft Carbon Strategy with input from Carbon Technical Working Group. Draft Strategy to be presented to Executive Leadership Team and Council in Q3. Development of Climate Change Policy Framework in collaboration with Livingstone Shire Council's Governance Unit.	75%	Amendments being made to draft Carbon Strategy following advice from the Executive Leadership Team. Draft Climate Change Governance Framework to be presented to the Executive Leadership Team in Quarter four. Draft Climate Change Policy developed and continued participation in Queensland Climate Resilience Councils and Cities Power Partnerships programmes.	
Economy & Places	Implement Invest Capricorn Coast Region Economic Development Plan	100% of year 2 actions implemented; 1 quarterly workshop held and attendance numbers recorded; Number of business contacts made/inquiries fielded; The Invest Capricorn Coast Leadership Alliance operating successfully; Successful grant applications and Engagement with investors	Council Business Papers Business/investor contact register	30-June-2019	Economy and Places - Economic Development and Innovation	25%	Get Connected networking event held in September 2018 with 76 attendees. 22 direct engagements/contacts with local businesses. Connected 16 local businesses with grant opportunities. Supplied three with economic impact modelling reports for grant applications. Hosted four business development workshops attended by 57 local businesses. Received EOFs for Invest Capricorn Coast Region Leadership Alliance membership with establishment anticipated in November 2018. Launched updated investment attraction video in September 2018.	50%	Eighteen (18) direct engagements/contacts with local businesses. provided support to one business applying for the Rural Economic Development grant. supplied three businesses with economic impact modelling assessments. Hosted three business development workshops attended by twenty six (26) local businesses. Surveyed Emu Park and Keppel Sands businesses to determine business development need. Held the first Invest Capricorn Coast Region Leadership Alliance meeting in December 2018. Attended the METS leaders meeting and introduced two local METS businesses to the Indian Trade and Investment Commissioner to pitch their business opportunities one on one.	75%	Hosted "Visioning Our Future Together" The Futurist Business Workshop with thirty-nine (39) attendees in February 2019. Fourteen (14) small businesses attended the 'ADIZES' Business Organisational Lifestyle workshop in March 2019. Twenty four (24) direct engagements/contacts with local businesses. Connected three local businesses with grant opportunities. Council, in conjunction with the Australian Small Business Advisory Services, hosted four business development workshops attended by thirty-eight (38) local businesses. The Invest Capricorn Coast Region Leadership Alliance meetings are held monthly.	

	Implement Capricorn Coast Smart Region Strategy (Yeppoon Town Centre Smart Lighting Project and Yeppoon Town Centre Smart Precinct Project)	90% of actions achieved	Council Business Papers Acquittal reports for the grant funding	30-June-2019	Economy and Places - Economic Development and Innovation	25%	Capricorn Coast Smart Region Strategy launched in September 2018. Sponsored and attended GovHack Capricornia 2018. The Yeppoon Town Centre Smart Lighting and Smart Precinct Projects are progressing well. The Yeppoon Town Centre an dYeppoon Lagoon Smart Parking Projects tender closes in October 2018. Detailed design underway for Smart Lighting, CCTV and Public Wi-Fi, completed.	50%	The Yeppoon Town Centre and Yeppoon Lagoon Smart Parking Projects tender has been awarded. The Yeppoon Town Centre Smart Projects tender will be released early January 2019 for Smart Lighting, CCTV and Public Wi-Fi. An application to the Australian Government to engage a part-time Expert in Residence to support entrepreneurial events and provide startup and existing businesses mentoring advice was successful with the incumbent to commence in March 2019.	60%	The Yeppoon Town Centre and Yeppoon Lagoon Smart Parking Projects tender has been awarded and the Yeppoon Town Centre Smart Projects tender has been awarded. Both projects are due for completion by 30 June 2019. An application to the Australian Government to engage a part-time Expert in Residence to support entrepreneurial events and provide startup and existing businesses mentoring advice was successful and that programme commenced early March 2019.	
	Yeppoon Place Making Strategy Year 2 initiatives implemented	90% of actions achieved	Council Business Papers Acquittal reports for the grant funding	30-June-2019	Economy and Places (Place Making)	25%	Two projects in progress (Emu Park Swimming Pool mural and Yeppoon Bus Stop Upgrade Placemaking elements). Submitted Mill Gallery Expansion Funding Application and Yeppoon Town Centre Pedestrian Lighting Grant Application. Completed Town Clock consultation and arranged for demolition. Scoping commenced for the development of streetscaping design documents for the Yeppoon Town Centre, centred on James Street and finalised designs for several significant roundabout placemaking upgrades.	50%	Emu Park Swimming Pool mural has been completed. Yeppoon Bus Stop Artwork still pending completion of the shelter installation. Town Clock removed in December. Developing business case for streetscaping design documents for the Yeppoon Town Centre, centred on James Street and a major projects placemaking deficiencies review.	70%	Pending projects include James Street streetscape, Emu Park bikeways, Yeppoon bus shelter art installation, uplighting of significant Yeppoon trees, additional tree planting initiatives and projects in association with Smart City, domestic violence, Wreck Point augmented reality, and Tidal surge markers.	
	Capricorn Enterprise funding agreement established and yearly actions implemented	100% of year 1 actions complete	Funding Agreement Council Business Papers Capricorn Enterprise Annual Report	30-June-2019	Economy and Places - Economic Development and Innovation	25%	Implementation of actions on track. New four year funding agreement developed and being finalised. Working with Morning Bulletin and Capricorn Enterprise on establishing Capricorn Coast Region Business Awards. Progressed the development of the Invest Capricorn Region Events Strategy and establishment of the 'Welcome to Capricorn Coast Region' programme.	50%		75%	Implementation of actions on track. Working with Morning Bulletin and Capricorn Enterprise on the Capricorn Coast Region Business Awards, being hosted 30 May 2019. Progressed the development of the Invest Capricorn Region Events Strategy and establishment of the 'Welcome to Capricorn Coast Region' programme.	

	Leverage International Partnerships to attract investment, progress export-readiness of local businesses and international education opportunities	Progress of the Friendship City Partnership with Yangzhong, Zhenjiang Prefecture in China; International Education Partnerships established and Australia Singapore Military Training Initiative - Shoalwater Bay Training Area Expansion realised	Council Business Papers: Reciprocal delegations with Yangzhong International Education partnership agreements Number of businesses involved in Australia Singapore Military Training Initiative	30-June-2019	Economy and Places - Economic Development and Innovation	25%	Supported the Regional Capabilities for International Education Training Workshop attended by local schools. Co-funded the 2019 International Education Planning Day to plan and coordinate international education engagement activities for the formation of a regional cluster. Working with three key schools to develop an International Education focused attraction video which will be shot in October 2018.	50%	Itinerary being finalised for secondary schools to sign sister agreements with schools in Yangzhong.	75%	A delegation comprising representatives from Council, St Ursula's College, St Brendan's College, Yeppoon State High School and the Assistance Minister for Education travelled to Yangzhong, China in March 2019. The delegation met with their respective Sister Schools in Yangzhong and each school signed their Agreement. Mayor travelled to attend the Taiwan's Building Smart Cities Summit with a local business owner. The summit is congruent with Council's drive for smart regional development, striving for innovation and diversity within the Council and the broader community to further develop the capacity and capability of the local business community. Council has been advocating the Federal Government to explore Defence expansion options within the region, particularly within The Gateway Business and Industry Park.	
	The Gateway Business and Industry Park	Achieve 3 land sales in Stages 1 and 2	Council Business Papers: Contracts of sale	30-June-2019	Economy and Places - Economic Development and Innovation	0%	Contract negotiations are continuing for the sale of two lots within Stage 1. Additional interest has been received for another lot in Stage 1 and a number of Lots within Stage 2. The Gateway Business and Industry Website is under development and expected to go live in November 2018.	0%	Contract negotiations are continuing for the sale of two lots within Stage 1.	0%	Contract negotiations are continuing for the sale of two lots within Stage 1. The new Gateway website was launched and eight land enquiries have been received, with responses being provided to all. The establishment of the Prequalified Register for the Provision of Real Estate Agency Services is currently underway and will assist with future marketing.	

Legend	
	Completed
	On Track
	Emergent
	Needs Attention
	On Hold

12.12 LIVINGSTONE COMMUNITY GRANTS ROUND THREE 2018/19 ASSESSMENT.

File No: CR2.15.3

Attachments: 1. Livingstone Community Grants Procedure [↓](#)

Responsible Officer: Jared Thomsen - Senior Sport & Education Officer
David Mazzaferri - Manager Disaster Management, Recovery and Resilience
Brett Bacon - Executive Director Liveability and Wellbeing

Author: Molly Saunders - Community Development Officer

SUMMARY

This report outlines the outcome of assessments completed by the Assessment Panel for applications received to the Livingstone Community Grants Scheme, Round Three, 2018/19.

OFFICER'S RECOMMENDATION

THAT in accordance with the recommendation from the Livingstone Community Grants Assessment Panel, Council resolves to fund the following applicants:

Applicant	Detail	Amount
The Caves Progress and Agricultural Society Inc.	Repairs to the range hood fan in the cookhouse.	\$2,000.00
Rotary Club of the Capricorn Coast	Purchase of sandstone for Mulambin Beach Park development.	\$2,000.00
Yeppoon Junior Rugby League Club	Purchase of shade shelters.	\$1,963.50
Yeppoon State School Parents and Citizens	Purchase of air conditioner for tuckshop.	\$2,000.00
QCWA Emu Park	Purchase of ballet barres.	\$2,000.00

BACKGROUND

The Livingstone Community Grants programme provides an opportunity for eligible not-for-profit community organisations to support and enhance community wellbeing and liveability, by building capacity and increasing resilience of these organisations across the Shire.

At the completion of Round Two of the Livingstone Community Grants Scheme 2018/19 there were remaining funds within the 2018/19 Livingstone Community Grants budget allocation. It was determined by Council to deliver a once off additional round in 2018/19 to disperse remaining funds. Livingstone Community Grants Round Three 2018/19 opened on Monday 22 April 2019 and closed Friday 3 May 2019.

COMMENTARY

At the close of the application period eighteen (18) applications progressed to the assessment stage and were in turn reviewed and evaluated individually by the Assessment Panel, in line with the agreed criteria outlined in the Livingstone Community Grants Procedure (refer Attachment One). Individual assessments were completed by the Assessment Panel and then collated to inform the final outcome of the evaluation process.

The following table details eligible not-for-profit community organisations throughout the Shire which have been assessed successful in their application to Round Three of the Livingstone Community Grants Scheme 2018/19:

Applicant	Initiative Description	Amount
The Caves Progress and Agricultural Society Inc.	Repairs to the range hood fan in the cookhouse.	\$2,000.00
Rotary Club of the Capricorn Coast	Purchase of sandstone for Mulambin Beach Park development.	\$2,000.00
Yeppoon Junior Rugby League Club	Purchase of shade shelters.	\$1,963.50
Yeppoon State School Parents and Citizens	Purchase of air conditioner for tuckshop.	\$2,000.00
QCWA Emu Park	Purchase of ballet barres.	\$2,000.00
TOTAL		\$9,963.50

When combined with the applicant contributions and/or other financial support gained by individual applicants, the total value of initiatives delivered in line with Round Three of the Livingstone Community Grants Scheme 2018/19 is expected to total more than \$15,112.30.

PREVIOUS DECISIONS

No previous decisions have been made relating to the assessment of applications received to Round Three of the Livingstone Community Grants Scheme 2018/19.

BUDGET IMPLICATIONS

The provision of funds in line with the completed evaluation of applications will be accommodated within the existing Livingstone Community Grants programme budget allocation.

LEGISLATIVE CONTEXT

Section 194(a)(i), (ii), and (b) of the *Local Government Regulation (2012)*, states that:

'A local government may give a grant to a community organization only –

(a) If the local government is satisfied -

(i) the grant will be used for a purpose that is in the public interest; and

(ii) the community organisation meets the criteria stated in the local government's community grants policy; and

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

Section 195 of the *Local Government Regulation (2012)*, states that:

'A local government must prepare and adopt a policy about local government grants to community organisations (a community grants policy), which includes the criteria for a community organisation to be eligible for a grant from the local government.'

LEGAL IMPLICATIONS

There are no identified legal implications relating to the consideration of this matter.

STAFFING IMPLICATIONS

The delivery of the Livingstone Community Grants is accommodated within the existing operational capacity of the Community Development and Sport and Recreation team.

RISK ASSESSMENT

The following risks associated with not supporting the completed evaluation have been identified:

- 1) Governance – Council may potentially risk operating outside and approved policy and/or procedure should it not follow the requisite processes; and
- 2) Reputation – Council may risk reputational damage if it does not act with consistency throughout the delivery of this grant.

There have been no significant risks associated with supporting the completed evaluation.

CORPORATE/OPERATIONAL PLAN

Strategy CO1 of Council's Corporate Plan states: '*Facilitate, encourage and enable self-sustainable community associations and volunteer groups to pursue their diverse aspirations.*'

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

- (a) *Transparent and effective processes, and decision-making in the public interest; and*
- (b) *Sustainable development and management of assets and infrastructure, and delivery of effective services; and*
- (c) *Democratic representation, social inclusion and meaningful community engagement; and*
- (d) *Good governance of, and by, local government; and*
- (e) *Ethical and legal behaviour of councillors and local government employees.*

CONCLUSION

In confirming the evaluation process completed by the Assessment Panel, Council will enable the provision of funds to not-for-profit community organisations across the Shire to support a range of initiatives that build capacity and increase resilience of these organisations, and also provide enhanced community wellbeing and liveability outcomes for the wider Livingstone community.

12.12 - LIVINGSTONE COMMUNITY GRANTS ROUND THREE 2018/19 ASSESSMENT.

Livingstone Community Grants Procedure

Meeting Date: 21 May 2019

Attachment No: 1



LIVINGSTONE COMMUNITY GRANTS PROCEDURE

1. Scope:

This Procedure applies to all Livingstone Shire Council employees, Elected Members, and Assessment Panel Members associated with the administration of the Livingstone Community Grants to eligible community organisations within the Livingstone Shire local government area.

2. Purpose:

The purpose of the Livingstone Community Grants Procedure is:

1. to ensure a fair, equitable, accountable, and transparent framework is established and maintained in the administration and provision of funds for eligible initiatives within the Shire through the Livingstone Community Grants; and
2. to clearly establish a process which enables the allocation of funds through the Livingstone Community Grants to support and enhance community wellbeing and liveability by building the capacity and resilience of not-for-profit community organisations within the Shire.

3. Related Documents:

Primary

Community Assistance Programmes Policy

Secondary

Local Government Act 2009

Local Government Regulation 2012

Crime and Corruption Act 2001

Public Sector Ethics Act 1994

Queensland Government Guidelines for Local Government Administration of Community Grants

Code of Conduct

Financial Delegations Directive

Rates Rebates and Remissions Policy

Procurement Policy

4. Definitions:

To assist in interpretation, the following definitions shall apply:

Donation	Contribution of goods or cash without an expectation of direct counter-supply or serviceable deliverables, given unconditionally and voluntarily
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Adopted/Approved:
Version: 1

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Section: Community Wellbeing

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Grant	A financial payment from Council for non-commercial projects, activities or items which meet specific criteria within a formal application, assessment and acquittal process
Incorporated	A community organisation incorporated under the: (b) <i>Associations Incorporations Act 1981</i> (Qld); (c) <i>Corporations Act 2001</i> ; (d) <i>Cooperatives Act 1997</i> (Qld); or (e) <i>Corporations (Aboriginal and Torres Strait Islander) Act 2006</i> .
Not-For-Profit	An Organisation which does not operate for the profit, personal gain or other benefit of a particular person, people, or members
Once-off Funding	Financial assistance which is provided as a once-off allocation
Community Organisation	Interchangeable with a 'club', 'association', or 'community group', including those which meet the eligibility criteria outlined within this procedure and provides programmes and services to the community
Sponsoring Body	An incorporated community organisation sponsoring an application under Council's scheme where the applicant is a non-incorporated community organisation
Government Agency	A local, state, or federal government department, agency, or body

5. Procedure Statement:

5.1 Livingstone Community Grants Classifications

The programme provides once-off funding to initiatives which:

- (i) build the capacity and resilience of community organisations;
- (ii) strengthen social cohesion, inclusion, and collaboration;
- (iii) enhance the Shire's overall liveability; and
- (iv) meet one or more of the objectives outlined in Council's Corporate Plan.

5.1.1 Programme Rounds

Applications for funding from the Livingstone Community Grants will be called twice per financial year, generally February and August. Each round will be advertised publicly for a minimum of four (4) weeks prior to the nominated closing date.

The amount of funds available within each round will be determined following the adoption of Council's annual budget.

Council will establish an Assessment Panel to evaluate applications in order to ensure fair, accountable, and transparent practices are maintained and to ensure resources are utilised efficiently and effectively to maximise community benefit (as outlined in section 6.2.1).

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5.1.2 Eligible Applicants

Community Organisations must demonstrate compliance with the following criteria in order to be eligible to submit an application to the programme:

- (i) primary operation within the Shire;
- (ii) primary objectives provide a benefit to communities within the Shire;
- (iii) sole not-for-profit status is established and maintained;
- (iv) be properly constituted and incorporated;
- (v) hold public liability insurance (minimum \$20,000,000 coverage); and
- (vi) have no outstanding matters before Council.

5.1.3 Ineligible Applicants

The following entities are ineligible to submit an application to the programme:

- (i) community organisations which do not meet the requirements outlined in section 5.1.2;
- (ii) community organisations which have received funding through the Livingstone Community Grants round immediately previous to the current round;
- (iii) government agencies;
- (iv) for-profit organisations;
- (v) individuals;
- (vi) political organisations; and
- (vii) TAFE, Universities, or Colleges.

5.1.4 Ineligible Initiatives

Ineligible initiatives which will not be considered under the programme include:

- (i) ongoing or current maintenance, salaries, or standard costs associated with the operation of the organisation;
- (ii) initiatives which have already commenced or have been completed;
- (iii) initiatives which will be delivered (part or in full) outside the Shire;
- (iv) initiatives which support political or discriminatory ideologies and/or practices;
- (v) initiatives which contravene laws and regulations set by Government agencies; and
- (vi) initiatives which are eligible under the following alternative funding programmes:
 - (a) *Rates Rebates and Remissions Policy*;
 - (b) Regional Arts Development Fund;
 - (c) Event Sponsorship Programme;
 - (d) In-Kind Support Programme; and/or
 - (e) Mayor's Discretionary Fund.

5.1.5 Goods and Services Tax and Australian Business Number

Depending upon the applicant's status with the Australian Tax Office, funding from the Livingstone Community Grants may attract goods and services tax. Community organisations submitting an application for funding are therefore

required to declare whether or not they are goods and services tax registered and provide an Australian Business Number.

Organisations which do not have an Australian Business Number must supply a Statement of Supplier form indicating the reason for not quoting an Australian Business Number. Without an Australian Business Number or Statement of Supplier form, Council will be required to withhold and forward 48.5 per cent of any approved grant to the Australian Tax Office.

5.2 Assessment

5.2.1 Assessment Panel

The Chief Executive Officer or delegated officer will establish an Assessment Panel to evaluate applications received under the Livingstone Community Grants.

The Assessment Panel will consist of up to five (5) people which may include Council Officers, Councillors, and community representatives. The Chief Executive Officer or delegated officer will appoint one of the members of the Assessment Panel as Chairperson.

Pursuant to the *Local Government Act 2009*, *Public Sector Ethics Act 1994*, and Council's *Code of Conduct*, members of the Assessment Panel are required to declare any conflict of interest in the evaluation of applications, and if necessary withdraw from any evaluations of applications and/or round of applications. If such a person is the appointed Chairperson of the Assessment Panel, the Chief Executive Officer or delegated Officer will nominate a replacement Chairperson from the remaining Assessment Panel for the duration of the relevant evaluations.

The Chief Executive Officer or delegated Officer may appoint replacement members to the Assessment Panel where panel members are unable to take part in evaluations.

Should the Assessment Panel consider it appropriate, it may seek advice from appropriate Council officers on specialist matters relating to individual applications, however these officers will not take part in the decision making processes, deliberations, or evaluations completed by the Assessment Panel.

The Assessment Panel will evaluate all eligible applications in accordance with Council's *Community Assistance Programmes Policy*, the Livingstone Community Grants assessment criteria (as outlined in section 5.2.2), and with respect to the relevant Council budget allocation.

The Assessment Panel will ensure compliance with the evaluation process to ensure fair, equitable, accountable, and transparent evaluations are completed. The Assessment Panel will utilise the electronic platform established by Council and adhere to all associated requirements in the evaluation of eligible applications.

All records will be retained by Council in accordance with Council's *Recordkeeping Policy*.

The Assessment Panel will have its membership reviewed annually, generally in September, to inform and guide any associated updates and/or changes. This review process will be completed by the Chief Executive Officer or delegated officer.

5.2.2 Assessment Criteria

Eligible applications submitted to the Livingstone Community Grants will be evaluated in accordance with the following criteria:

- (i) evidence which confirms the initiative's budget, detailing requested funding amount, associated quotations, and (if required) applicant contribution;
- (ii) evidence which demonstrates the initiative can be delivered within the required timeframes;
- (iii) evidence which identifies the need for the initiative within the community;
- (iv) evidence which demonstrates the initiative will address the identified need;
- (v) evidence which clarifies alignment of the initiative to one or more objectives within Council's Corporate Plan;
- (vi) evidence which confirms the number of participants / community members who will benefit from the delivery of the initiative;
- (vii) evidence which details the initiative's potential to attract visitors to, or growth of the Shire; and
- (viii) evidence which demonstrates the initiative will support and enhance community wellbeing and liveability by building capacity and resilience of the applicant.

5.2.3 Offer of Funding

Following acceptance and endorsement of the Assessment Panel's recommendations by Council through formal resolution, applicants will be advised of the outcome of their application in writing within ten (10) working days.

Unsuccessful applicants will be notified accordingly and invited to request further clarification on the evaluation of the application. Council officers will provide feedback in accordance with the evaluation of the application by the Assessment Panel.

The requisite funding agreement, payment authority form, acquittal outcome report template, and other relevant operational requirements will be provided to successful applicants, detailing the conditions for receipt and acquittal of the approved funds, acknowledgement of Council's funding, and feedback requirements.

Confirmation and acceptance of the funding agreement and payment authority form are required in accordance with the Articles of Incorporation Rules for the incorporated body or sponsoring body, and must be returned by the specified date prior to the release of any funds. Successful applicants will be advised that failure to comply may result in the offer of funding being revoked.

Details of all approved applications and associated initiatives, including name of the successful applicant, a brief description of the initiative, and the amount funded will be made public via Council's standard media and communications channels.

Funding decisions formally resolved by Council are final, subject to any appeal to the Queensland Civil and Administrative Tribunal. Appeals for reassessment will not be considered by Council however applicants may seek feedback in relation to how to improve future applications. Where any funding decision appeal is made to the Queensland Civil and Administrative Tribunal, Council will fund all other successful applications in that round while awaiting the outcome of any such appeal.

Depending upon the quantum of the appeal to the Queensland Civil and Administrative Tribunal, Council may suspend or delay further rounds of the Livingstone Community Grants.

6. Changes to this Procedure

This Procedure is to remain in force until otherwise amended / replaced or other circumstances.

7. Repeals

This Procedure repeals the former Livingstone Shire Council Procedure titled 'Community Assistance Programme Procedure'.

**BRETT BACON
EXECUTIVE DIRECTOR LIVEABILITY AND WELLBEING**

Adopted/Approved:
Version: 1

Department: Liveability and Wellbeing
Section: Community Wellbeing

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13 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.

14.1 **Acquiring Land and Easements for Infrastructure Projects Policy (v3) and Procedure (v2)**

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.

14 CONFIDENTIAL REPORTS

14.1 ACQUIRING LAND AND EASEMENTS FOR INFRASTRUCTURE PROJECTS POLICY (V3) AND PROCEDURE (V2)

File No: 4.7.28

Attachments:

1. Draft Policy (v3)
2. Draft Procedure (v2)
3. Confidential Ordinary Meeting Agenda 13
January 2015
4. Confidential Ordinary Meeting Agenda 10
February 2015

Responsible Officer: Dan Toon - Executive Director Infrastructure

Author: Carrie Burnett - Policy & Planning Officer

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

SUMMARY

This report seeks Council's adoption of Version 3 of the Acquiring Land and Easements for Infrastructure Projects Policy.

15 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

16 CLOSURE OF MEETING