



ORDINARY MEETING

AGENDA

4 SEPTEMBER 2018

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 4 Lagoon Place, Yeppoon on 4 September 2018 commencing at 9:00am for transaction of the enclosed business.

A handwritten signature in dark ink, appearing to read "Mark Davis", is positioned above the title of the Chief Executive Officer.

CHIEF EXECUTIVE OFFICER
31 August 2018

Next Meeting Date: 18.09.18

Please note:

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

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1 OPENING

2 ATTENDANCE

Members Present:

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

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 Shane Weir - Acting Chief Human Resources Officer

3 LEAVE OF ABSENCE / APOLOGIES

Nil

4 PUBLIC FORUMS/DEPUTATIONS

Nil

5 MAYORAL MINUTE

Nil

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes of the Ordinary Meeting held 13 and 28 August 2018.

Minutes of the Ordinary Meeting held 21 August 2018.

7 DECLARATION OF INTEREST IN MATTERS ON THE AGENDA

8 BUSINESS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS

Nil

9 PRESENTATION OF PETITIONS

Nil

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

Nil

11 COUNCILLOR/DELEGATE REPORTS

Nil

12 REPORTS

12.1 2019 YEPPOON SHOW HOLIDAY

File No: LE19.2.1

Attachments: 1. Letter from the Office of Industrial Relations regarding 2019 Special Holidays [↓](#)

Responsible Officer: Chris Murdoch - Chief Executive Officer

Author: Lucy Walker - Executive Support Officer

SUMMARY

A letter has been received from the Office of Industrial Relations Policy and Regulation, Queensland Treasury to complete the on-line notification of our intended special holidays for 2019.

OFFICER'S RECOMMENDATION

THAT Councillors approve Friday 14 June 2019 as Livingstone Shire Council's Show Holiday.

BACKGROUND

A decision was made by Livingstone Shire Council in 2016 to move the public holiday from Thursday to Friday from 2017 onwards to allow members of the Shire to attend the Rockhampton Show.

In 2018, the Rockhampton Show Society show dates were from 13-15 June 2018, with Thursday 14 June being Rockhampton's public holiday and Friday 15 June being Livingstone Shire's public holiday.

A resolution at Rockhampton Regional Council's meeting on 24 July 2018 was resolved for the Rockhampton Show Holiday to be on Thursday 13 June 2019.

At Advisory Committee on 2 July 2018, Councillors supported the Yeppoon Show Holiday being held on Friday 14 June 2019.

COMMENTARY

Nil.

PREVIOUS DECISIONS

At Advisory Committee on 2 July 2018, Councillors supported the Yeppoon Show Holiday being held on Friday 14 June 2019.

BUDGET IMPLICATIONS

Nil.

LEGISLATIVE CONTEXT

Nil.

LEGAL IMPLICATIONS

Nil.

STAFFING IMPLICATIONS

Nil.

RISK ASSESSMENT

Nil.

CORPORATE/OPERATIONAL PLAN

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

CONCLUSION

Nil.

12.1 - 2019 YEPPOON SHOW HOLIDAY

Letter from the Office of Industrial Relations regarding 2019 Special Holidays

Meeting Date: 4 September 2018

Attachment No: 1



18 June 2018

Dear Chief Executive Officer,

As you may be aware, each year local governments are requested to nominate special and show holidays for the following year in line with the requirements of the *Holidays Act 1983*.

You are invited to make nomination/s for show or special holidays by completing and submitting the on-line form no later than Friday, 10 August 2018. Please access the [on-line form here](#).

Holidays appointed in respect of an annual agricultural, horticultural or industrial show are public holidays and those appointed for an event which has significance to a particular district are bank holidays.

Upon receiving Ministerial approval, the holidays will be published in the Queensland Government Gazette.

Confirmation of the approved special holidays together with a link to the Queensland Government Gazette will be emailed to your office.

Should you require further information regarding this process, please contact Ms Jacqui McGuire, Office of Industrial Relations on 3406 9854 or email jacqui.mcguire@oir.qld.gov.au.

Yours sincerely

A handwritten signature in blue ink, appearing to be "AJ James", written over a faint circular stamp.

A J (Tony) James
Executive Director
Industrial Relations Policy and Regulation
Office of Industrial Relations
Queensland Treasury

12.2 ANNUAL OPERATIONAL PLAN REPORT FOR THE PERIOD JULY 2017 TO JUNE 2018**File No:** CM4.6.2**Attachments:** 1. Q4/Annual Operational Plan Report 2017-2018 [↓](#)**Responsible Officer:** Rodney Chapman - Coordinator Governance
Andrea Ellis - Chief Financial Officer**Author:** Suzanne Pambid - Governance Officer

SUMMARY

The Annual Operational Plan Report for the period 1 July 2017 to 30 June 2018 is presented, pursuant to section 104(7) of the Local Government Act 2009 and section 174(3) of the Local Government Regulation 2012.

OFFICER'S RECOMMENDATION

THAT the 2017-18 Annual Operational Plan Report be received.

COMMENTARY

An operational plan is a legislatively required strategic document that details the operational direction for Council over a 12-month period. The 2017-18 Operational Plan identified the programmes, activities and targets for Council to deliver within the financial year in order to progress implementation of the Corporate Plan 2014-2019 goals and strategies.

An annual performance review of the 2017-2018 Operational Plan has been undertaken and as such, the Annual Operational Plan Report, including quarter 4 (Q4) results, is attached for Council's consideration.

Whole of Organisation

Organisational KPI's

Council adopted 3 Organisational KPI's for the 2017-2018 year. The results for those KPI's are documented below:

90% response to written communication, including emails, within 10 days of receipt – this KPI was unable to be reported on accurately due to the variety of communication Councils sends, there was no system in place to accurately measure and report this KPI.

98% of operational expenditure will not exceed the cost centre budget – Average across all Council functions of 90% for the financial year.

90% of capital works will be delivered within +/- 5% of budget excluding unknown variations – Average across all Council functions for 83% for the financial year.

Operational KPI's

Of the 296 Operational Plan targets:

- 221 (74.7%) were within 5% of the target and were therefore achieved;
- 4 (1.35%) were between 6-10% from the target and were therefore not achieved;
- 1 (0.35%) were not applicable as they were unable to be measured or were not required and were therefore not achieved; and
- 70 (23.7%) were 11% or more from the target and were therefore not achieved.

In 2016-17, 87% of targets were achieved; 9.5% were 11% or more from the target and 1% were not applicable.

Infrastructure Services

Of the 76 Infrastructure Services targets:

- 50 (65.79%) were within 5% of the target and were therefore achieved;
- 1 (1.32%) were not applicable as they were unable to be measured or were not required and were therefore not achieved; and
- 25 (32.89%) were 11% or more from the target and were therefore not achieved.

In 2016-17, 93% of targets were achieved; 3.5% were 11% or more from the target and 3.5% were between 6-10% from target.

Community & Planning Services

Of the 107 Community & Planning Services targets:

- 96 (89.72%) were within 5% of the target and were therefore achieved;
- 1 (0.93%) was between 6-10% from the target and was therefore not achieved; and
- 10 (9.35%) were 11% or more from the target and were therefore not achieved.

In 2016-17, 89.9% of targets were achieved; 6.7% were 11% or more from the target and 3.4% were between 6-10% from the target.

Corporate Services

Of the 97 Corporate Services targets:

- 65 (67.01%) were within 5% of the target and were therefore achieved;
- 3 (3.09%) were between 6-10% from the target and was therefore not achieved; and
- 29 (29.9%) were 11% or more from the target and were therefore not achieved.

In 2016-17, 81% of targets were achieved; 15% were 11% or more from the target and 4% were between 6-10% from target.

Strategic Growth & Development

Of the 10 Strategic Growth & Development targets:

- 10 (62.5%) were within 5% of the target and were therefore achieved; and
- 6 (37.5%) were 11% or more from the target and were therefore not achieved.

In 2016-17, 62% of targets were achieved and 37.5% were 11% or more from the target.

It is anticipated that future results from the streamlined 2018-19 Operational Plan will ensure operational targets are ingrained in organisational culture and individual performance plans.

PREVIOUS DECISIONS

The 2017-18 Operational Plan progress reports for quarters 1, 2 and 3 were received by Council on 5 December 2017, 20 February 2018 and 30 April 2018 respectively.

LEGISLATIVE CONTEXT

Section 104 of the *Local Government Act 2009* states:

- (7) A Local Government must carry out a review of the implementation of the annual operational plan annually.

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.

CORPORATE/OPERATIONAL PLAN

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

In accordance with section 175(1)(b)(i), Council must progress implementation of the five-year Corporate Plan during the period of the Annual Operational Plan.

CONCLUSION

The Operational Plan is the foundation for measuring the implementation of activities and services that Council has budgeted and committed to deliver to the community within that respective financial year.

A consolidation of efforts across the organisation realised an annual result with 74.7% of 2017-2018 Operational Plan targets achieved within the financial year.

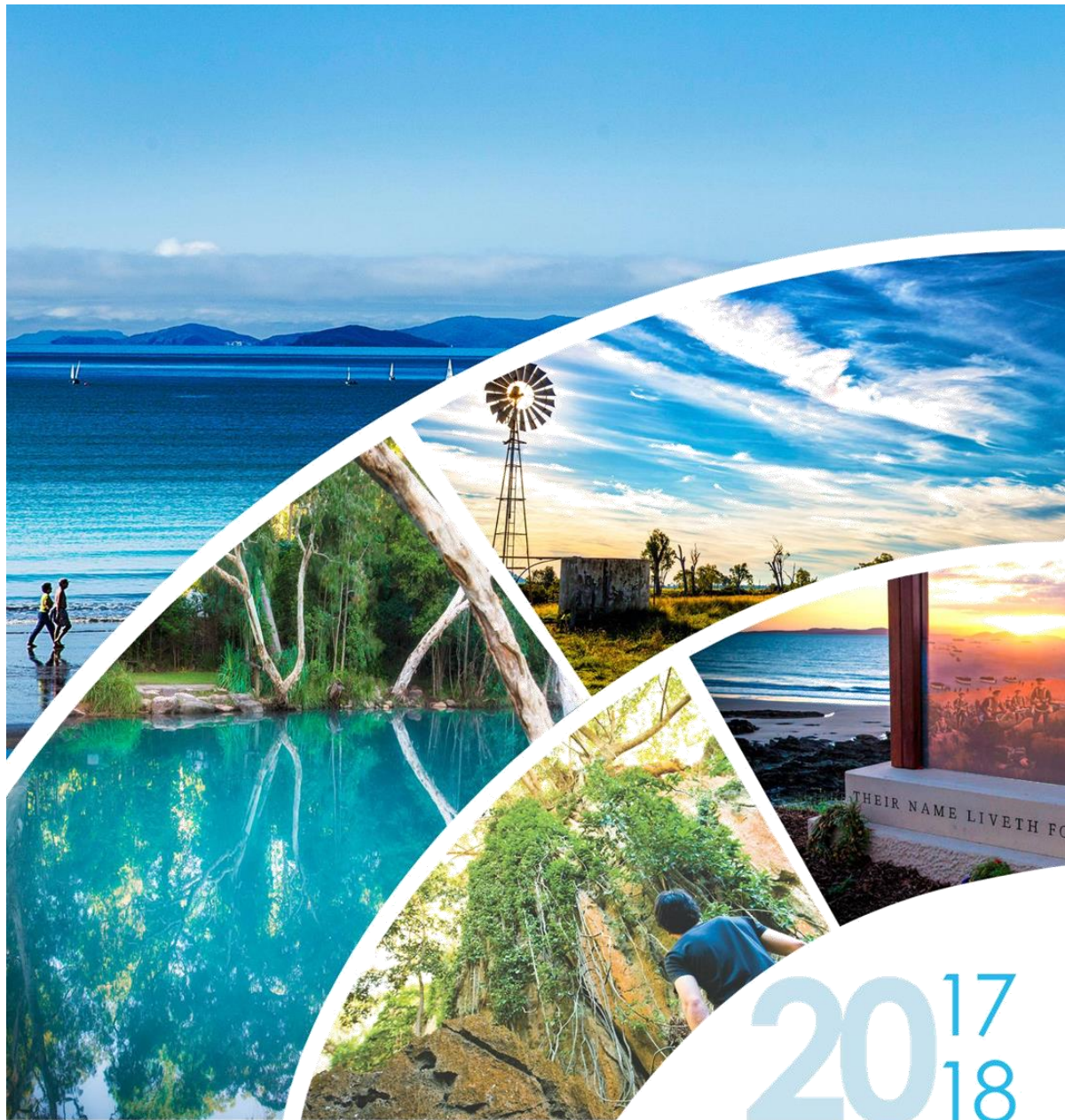
The 2017-18 Annual Operational Plan Report for the period 1 July 2017 to 30 June 2018 has been prepared in accordance with legislation for consideration by Council.

12.2 - ANNUAL OPERATIONAL PLAN REPORT FOR THE PERIOD JULY 2017 TO JUNE 2018

Q4/Annual Operational Plan Report 2017-2018

Meeting Date: 4 September 2018

Attachment No: 1



20¹⁷₁₈

Q4
REVIEW

Operational Plan


 Livingstone
SHIRE COUNCIL

QUARTER 4 OPERATIONAL PLAN 2017-18										
COMMUNITY & PLANNING KEY PERFORMANCE INDICATORS	2017-18 Operational KPI Targets	Q1 Result	Q1 Comments	Q2 Result	Q2 Comments	Q3 Result	Q3 Comments	Q4 Result	Q4 Comments	Annual Result
Disaster Management	100% of Get Ready initiatives are implemented with community engagement to coincide with bushfire, storm and cyclone seasons	100%	100 per cent completed including Storm Tide and Tsunami Engagement and Education	100%	Ongoing engagement and education activities including Get Ready Get Active and launch of Storm Tide interactive mapping and Storyboard online	100%	28 April - OFFICIAL OPENING Centre of Excellence for Disaster Management, Innovation and Community Resilience. "The Hub" with the 'Get Ready, Get Resilient Community Day'.	100%	Q4 Disaster Management Officers Network Forum Tours of Centre of Excellence for Disaster Management, Innovation and Community Resilience. "The Hub" - Schools, Daycare, Seniors and Volunteer groups.	100%
	Four Local Disaster Management meetings conducted per annum	100%	Meetings held quarterly and extra meetings conducted due to TC Debbie and the Fitzroy River Flood	1		75%	Fourth meeting is scheduled for 16 May 2018.	100%	Four meetings held: 23/8/17, 22/11/17, 21/2/18 and 16/5/18. All meetings had quorum.	100%
	Four Recovery and Resilience Taskforce meetings conducted per annum	75%	All Task force meetings conducted with the exception of Built Environment (Infrastructure)	3	All Task force meetings conducted with the exception of Built Environment (Infrastructure)	75%	All Task force meetings conducted (6 meetings) with the exception of Built Environment (Infrastructure).	100%	All Task force meetings conducted (8 meetings) with the exception of Built Environment (Infrastructure).	100%
Strengthening Family Connections	4752 funded output hours delivered per annum	1188	1,188 hours for quarter	1,074	Slight reduction in hours due to staff resignation in December, however still meets target variance of ten (10) per cent	100%	1210 funded output hours were delivered this quarter on track to be met annual target.	100%	Funded outputs were met , 1234 Output hours were delivered and the annual Client output hours were met. SFC also signed off new 5 year contract with the Department to fully fund SFC to continue to deliver the service.	100%
	4 Strength Based Network meetings to be facilitated	2	Two (2) Strength Based Networks meetings (an extra due to sector movements)	2		1	1 SBN facilitated on 13th March.	100%	SBN facilitated on 12th June with range of agencies attending.	100%
Community Centre	750 hours of room hire per month for Yepoon Community Centre	2607	July - 875 hours, August - 975 hours and September - 757 hours	2,586	October- 1,008 hours, November - 1,019 hours and December - 559 hours	2,549	January - 628.45 hours, February 958.21 hours, March-959.15 hours.	2,910	April-847 hours, May-1159 hours, June-913 hours.	118%
	An average of 200 people (community groups) per month accessing Information and Referral Advice	346	Breakdown of people per month includes July-337, August -318 and September-384	407	Breakdown of people per month includes October-401, November-503, December-318	831	Breakdown of people per month includes January-242, February 234, March-355.	336	Breakdown of people per month includes April-351, May-326 June-330.	165%
	8 community education programmes and/ or activities to be delivered per annum	4	Seniors Week, Tax Help, Facebook for beginners, Japanese Language	5	Seven (7) sessions Tech Savvy Seniors, one (1) session Tax Help, eight (8) sessions Japanese Language, four (4) sessions KidSpeak, and one (1) session Basic Camer Settings	4	Four (4) sessions Japanese, 4 (4) sessions NDIS, one sessions Budgeting for the Unexpected, one sessions (1) Navigating Aged Care.	7	Four (4) sessions Japanese, four sessions (4) French, one (1) session Switch On, three (3) sessions NDIS, three (3) sessions Creative Art, one (1) session Dot Mandala Painting, three (3) sessions Self Awareness.	20
	8 Livingstone Loop events to be delivered per annum	9	Delivered eight (8) activities across July and August at Emu Park and Zilzie through partnerships	3	Two (2) sessions Baby Beatz, four (4) sessions Beginners Chair Yoga, and four (4) sessions KidSpeak	2	6 sessions Tech Savvy Seniors Emu Park, 6 sessions Tech Savvy Seniors Keppel Sands.	8	Four (4) sessions Tech Savvy Seniors Emu Park, five (5) sessions Tech Savvy Seniors Keppel Sands, nine (9) sessions Tech Savvy Seniors Byfield, nine (9) sessions Tech Savvy Seniors Marlborough, nine (9) sessions Chair Yoga, two (2) sessions Baby Beatz, one (1) session Creative Art, one (1) session Dot Mandala Painting.	22
Arts & Culture	RADF Grants provided to 40 organisations and/or individuals per annum	N/A	2017/18 Round One closed 2 October 2017	9	2017/18 Round One - six (6) successful applications and three (3) Individual Professional Development out of round	14	2017/18 18 applications received 14 were successful, 1 withdrawn and 3 did not receive funding.	N/A	Next round opens August 2018.	23
	10 community workshops hosted across the shire per annum	2	1 Million Stars workshops and Cabaret Workshop	3	Michael Fix Fingerstyle Guitar Workshop, Vance Gilbert Collision Course Workshop, Julie Barratt Curating Workshop in three (3) high schools	1	Momigami Rub Crinkled Paper workshop.	2	Free Your Natural Voice Singing Workshop with Michaela Burger. Taking it from Page to Stage Workshop with Scott Sandwich.	8
	10 community events hosted/supported across the shire per annum	4	Naidoc week, Creek Sessions, Seniors Week, Manhattan SHORT films	1	Creek Sessions	0		0	Three shows were cancelled in circumstances beyond Council's control.	5
	6 community shows provided across the shire per annum	4	Astronomical (by three), I Can keep a Secret	1	Acoustic Guitar Spectacular	2	Over the Fence Film Festival, Morning Music	2	The Epic, Exposing Edith.	9
	4 Exhibitions facilitated in the Yepoon Town Hall per annum	3	Kim Warcon, Village Festival, Jet James	2	Jet James Exhibition, Year's end Schools Exhibition	1	Emu Park Gallery	1	St Ursulas Centenary Exhibition.	7

Youth Services	1,056 funded output hours of case management delivered per annum	Not met	Eleven (11) hours provided - Reduced for quarter due to recruitment process - position vacant. Within contractual requirements and department was advised and in agreement to reduce case management until vacancy filled.	19	*Seventy-seven (77) hours per quarter target; reduced for quarter because of staffing (role unfilled in October) and school holidays (clients all offered services over holidays and all declined).	30	Limited opportunity to provide support outside set times/days/locations (i.e. if young people cannot/do not attend meetings youth worker is unable to provide support; reduced services in January because of holidays)	25	Limited opportunity to provide support outside set times/days/locations (i.e. if young people cannot/do not attend meetings youth worker is unable to provide support; reduced services across school holidays).	143
	4 Funding avenues identified and applications submitted seeking funding to provide programmes and activities for children and young people living in Livingstone Shire	1	Beach Day Out was an activity delivering inclusive activities for young people and their families (September 2017). Applied for Social Services Inclusiveness Communities Grants - Under eighteen (18) Services and engagement collaboration.	0	Limited opportunities for funding throughout quarter	0	Limited opportunities for youth-specific funding which could realistically be completed throughout quarter - Youth Week funding not offered	1	ABC Heywire Youth Innovation Grant, no other opportunities identified.	2
	12 youth programmes/activities delivered per annum	3	Youth Movies and Beach Day Out. Note a staff vacancy and recruitment process impact operational workload in this quarter.	3	Three (3) Chess club, thirteen (13) school holiday activities, youth movies	13	Chess club x 3; youth movies x 2; school holiday activities x 7; Operation Education (distribution of donated items)	6	School holiday activities, Youth Movies, Youth Week.	25
	30 Students from Emu Park and 40 Students from Yeppoon accessing Alternative Learning Spaces	On track	Sixteen (16) students at Emu Park and twenty-two (22) at Yeppoon. New intake to commence in January 2018. Currently fifteen (15) students for each space and further referrals being received.	Emu Park - 16 Yeppoon - 22	Loss of many students graduating at the end of 2017; numbers listed reflect numbers at week one of 2018	Emu Park - 7 Yeppoon - 15	Two new referrals for Term 2; suggest revision of original expected figures (40 and 30)	Emu Park - 5 Yeppoon - 24	Enrolments managed through CSDE.	29
	100 % of enrolled students attending Alternative Learning Spaces	100%	All students enrolled are attending	100%	All students enrolled are attending	86%	Three truant students in Term 1	100%	All students enrolled are attending	96.5%
Community Development	8 programs/activities for community capacity building to be delivered per annum	3	Three (3) delivered for quarter. Most occur in quarters two (2) and three (3).	1	Jack's Paddock planning session.	4	Jack's Paddock Planning Session. QCWA Emu Park grant support. RSL Yeppoon grant support. ASSIM grant support. (Not true capacity building, support only). Suggestion is to host a number of information sessions per year corresponding with Community Grants - general 'how to apply for grants tips and tricks'.	1	NAIDOC Development and Support (Strat Planning, etc).	9
	2 rounds of the Community Grants Scheme to be delivered and funds fully disbursed per annum	1	Round opening usually August but was delayed. Round opened 11 September 2017 and closed on 25 October 2017. Funding for round will be paid to successful applicants by 30 November 2017.	N/A	Upcoming round opening 5th Feb, closing 23rd March. Review in progress, to be completed/adopted by August round 2018	1	Many concerns from assessment panel from Feb Round, to be taken into account alongside Director and Internal Audit reports. Smartygrants as new portal starting in August Round.	0	Upcoming round scheduled for opening late August in line with Policy / Procedure update and SmartyGrants implementation.	2
	2 community needs analysis assessments to be completed per annum	1	Interim Youth Needs Analysis completed. Final Youth Needs Analysis to be completed December 2017.	0	Youth Analysis will be completed in Q3 in line with ABS data release timeframe.	1	Youth Needs Analysis completed February 2018	0	Youth Needs Analysis completed. Distributed and presented to services / providers / community.	2
Libraries	One hundred adult activities hosted annually	34	Two knitting groups operate at Yeppoon and Emu Park	78	Two knitting groups operate at Yeppoon and Emu Park. Beezasheba, Styx River and railway Hotel	32	Lower period through the holiday period and back to school time. Not as many events. Knitting groups going very strongly.	29	Included here are knitting groups and meet at Yeppoon and Emu Park libraries weekly. They have both been involved in placemaking projects which have received much praise from the community. One Armchair Travel and one Dementia Drop in Clinic as well as three author events this quarter. Zilzie Book Club.	173
	One hundred children/youth activities hosted annually	53	This includes holiday programme events	100	Holiday programmes, Baby time, and Story Bites. First Five forever sessions	22	School holiday break from preliteracy programs. Some events in Summer Reading Club programme.	29	Storytime, Babytime, Rhymetime, F5F and school holiday programmes. Includes other outreach to youth and children, babies and preliteracy groups.	204
	5% increase in new memberships per annum	2%	Steady growth in new members	2%		1%	Continual membership increase	2%	Increased membership during Library and Information Week.	7%
	5% increase in total loans of hard copy resources per annum	2%	Hard copy loans still very popular	2%		1%		1%	Our hard copy collection is in constant circulation. It is the widest used resource.	6%
	10% Increase in number of digital library borrowing including eBooks, eAudiobooks, Zinio Digital Magazines, Freegal Music and Beamafilm	13%	Steady growth in loaning from our digital library platforms	13%		7%	We have a regular promotion of all our Eresources which are always popular.	11%	Usage for our digital resources continues to grow steadily. We constantly promote.	13%
	Four author events including book launches and author talks	1	Mary O'Brien Cap Coast Historical Society	4		0	no author events this period.	3	MC Melton, Jenn McLeod and Grave Tales	8
Sport & Recreation	8 club engagement activities reviewed, developed and delivered per annum	2	Strategic Planning and Disaster Management Quick Guide Updates	6	Sports Nutrition and Sports Strapping Workshops delivered in conjunction with Sport and Recreation Services (State Government)	2	Sports and Nutrition and Sports Psychology	0	Next sessions to be held in August - Grant Writing.	10
	4 funding submissions submitted to provide programs and infrastructure for the community annually	3	Get Out, Get Active - Get Playing Places and Spaces - Female Facilities Fund	0	No current funding opportunities, next rounds of Sport and Recreation Services (State Government) funding to be released late February 2018	2	Female Facility Program and Get Planning	0	No funding programmes identified.	5
	4 community active recreation education sessions per annum	N/A	Live Well, Get Active Programme to commence 22 January 2018	N/A	Live Well, Get Active Programme to commence 22 January 2018	N/A	Live Well, Get Active Programme to commence 22 January 2018	36	Live Well, Get Active Programme - January to June 2018.	36

Compliance	100% of licence renewals completed within legislative or policy timeframes	100%	Administrative work flow	100%		100%		100%		100%
	100% of customer complaint responses within Customer Service Charter timelines	100%	Administrative work flow	100%		100%		100%		100%
	100% of licence/permit applications processed within 10 days	100%	Administrative work flow	100%		100%		100%		100%
	5% per annum of notifiable plumbing works (Form 4) audits completed	5%	Invoices completed to Queensland Building and Construction Commission	5%		5%		5%		5%
	1 Microchip day per annum	1	Including Donations \$5,000 to each animal agency (RSCPA, Capricorn Animal Aid and Fourpaws)	N/A		1	Including Donations \$5,000 to each animal agency (RSCPA, Capricorn Animal Aid and Fourpaws)	1		1
	Less than 5% of infringements waived due to incorrect issuing of ticket	0%		0%		1%		1%		1%
Development Assessment	90% of development applications determined within 30 business days from the commencement of the decision stage	95%		94%		85%	Lower due to new assessment requirements, extensions sought from applicants and all applications determined within allowable legislative timeframe.	88%		91%
	100% of development applications considered by the Development Control Unit within five business days of being properly made	100%		100%		100%		100%		100%
	85% of development related Customer Requests responded to within two business days	88%		81%	394 requests lodged during review period. It must be noted that Pathways reporting uses completed date rather than initial response date - options to address this are being investigated	93%	443 requests lodged during review period. It must be noted that Pathways reporting uses completed date rather than initial response date - options to address this are being investigated.	91%		88%
	80% of operational works applications determined within 20 business days from commencement of the decision stage	100%		100%		46%	Lower due to new assessment requirements, extensions sought from applicants and all applications determined within allowable legislative timeframe.	82%		82%
	90% of survey plans endorsed within 20 business days of being properly made	100%		100%		100%		100%		100%
	100% of a randomised review of 12 development approvals comply with relevant standards	100%	Internal reviews conducted (external options currently being explored)	100%	Internal peer reviews conducted	100%	Internal peer reviews conducted.	100%		100%
	100% of a randomised review of 8 operational works approvals comply with relevant standards	100%	Internal reviews conducted (external options currently being explored)	100%	Internal peer reviews conducted	100%	Internal peer reviews conducted.	100%		100%
	100% development applications lodged electronically using Council's online services	On track	Thirty (30) applications lodged electronically for the quarter	60%	thirty-one (31) applications for the review period	47%	20 Applications lodged for review period (Note KPI should read 100 DAs lodged electronically for the year).	20%	KPI was intended to be 100 applications lodged online through the reporting period which has been achieved	100%
Construction Services	Increase share of the building certification market within Livingstone Shire to 40% (percentage based on number of applications per annum currently 36%)	51%		36%		40%		42%		42%
	95% of building development approvals issued within 10 business days from the commencement of the decision stage	98%		99%		98%		94%		97%
	95% of building related customer requests responded to within two business days	72%	Level less than planned due to resourcing impact of transitioning to new Planning Act and transitioning to electronic applications/assessment/approval and inspection system for building certification activities (It is also to be noted that Pathways reporting uses completed date rather than initial response date - options to address this are being investigated)	90%	It must be noted that Pathways reporting uses completed date rather than initial response date - options to address this are being investigated	93%	Pathways reporting uses completed date rather than initial response date - options to address this are being investigated.	91%		87%
	90% of plumbing and drainage applications determined with a compliance permit within 10 business days from the commencement of the decision stage	98%		100%		100%		100%		100%
	95% of plumbing and drainage related customer requests responded to within two business days	90%	Minor variation from target considered acceptable (It is also to be noted that Pathways reporting uses completed date rather than initial response date - options to address this are being investigated)	88%	Pathways reporting uses completed date rather than initial response date - options to address this continue to be investigated	94%	Pathways reporting uses completed date rather than initial response date - options to address this are being investigated.	93%		91%
	100% of Plumbing and Drainage compliance certificates issued within two business days of assessing the completed stage of work	98%	Minor variation from target considered acceptable	100%		100%		100%		100%
	100% of a randomised review of 12 building approvals comply with relevant standards	In progress	Arrangement with Rockhampton Regional Council to undertake audits agreed to and applications currently being audited	100%	Three (3) applications reviewed by external party	100%		100%		100%
	100 per cent of a randomised review of 12 plumbing and drainage approvals comply with relevant standards	In progress	Arrangement with Rockhampton Regional Council to undertake audits agreed to and applications currently being audited	100%	Three (3) applications reviewed by external party	100%		100%		100%

Environmental Health	100% of food licence/permit applications completed within 30 business days	100%		100%		100%		100%		100%
	90% food licence audits to be completed annually	On-track	Forty (40) per cent - seventy-four (74) out of the required 166	55%	Fifty-five (55) per cent of licences audited to date	75%	75% of licences audited to date	92%		92%
	All customer complaint responses to be within Customer Service Charter	100%		100%		100%		100%		100%
	All licence/permit applications (not legislated) processed within 10 days	N/A	Not applicable as no relevant applications	N/A	no such applications received	N/A	Review/remove - no licence of this type	N/A	Review/remove - no licence of this type	N/A
	Annual audits of licenced businesses licenced pursuant to the Public Health	N/A	Not applicable to Quarter One	N/A	Not applicable to Quarter Two	N/A	Not applicable to Q3	100%		100%
	Annual public health licence renewals distributed to customers by 1 June 2018	N/A	Not applicable to Quarter One	N/A	Not applicable to Quarter Two	N/A	Not applicable to Q3	Completed		100%
Natural Resource Management	All licence/permit applications processed within 10 days	100%	All short term applications processed within ten (10) days. All other applications within Legislation; seven (7) temporary event licences in first quarter with average turnaround of 7.5 days	100%		100%		100%		100%
	20 vector surveys undertaken each month between 1 October 2017 and 31 May 2018	N/A	Not applicable to Quarter One	10	Extended sick leave for month of November impacted on ability to undertake surveys	98	Up to date	100%		138
	100% of permanent vector control sites monitored weekly	100%		100%	100 per cent for October and December, however extended sick leave for month of November impacted on monitoring	95%	Continue medical treatment throughout Q3	100%		99%
	2 new rehabilitation sites established annually	3	Three (3) sites: Extension of National Tree Day Site Mullambin Beach; Kempsea Avenue repair of illegal clearing; Fig Tree Creek near Information Centre (install plants to fill cleared area in existing fenced revegetation area)	1	Lammermoor Beach rehab assoc with new Pathway Construction	4	Coowonga Cycad salvage; Two sites Figtree Creek; Flat Rock stange Bay	4	Panorama Drive, Statue Bay, Beachside Van Park, Wreck Point.	12
	6,000 volunteer hours undertaken in land rehabilitation programmes	On-track	year to date - 1,385 hours	853	Year to date - 2,238 hours. Dry conditions unsuitable for undertaking significant planting exercises	1272	Year to date - 3510 hours Dry period continued through January and February. Rain during March has provided opportunity to recommence planting	1885	Year to date 5853 hours (147 hours short of target) Substantially complete.	5853
	2,000 hours of on-ground pest management work undertaken	On-track	year to date - 517 hours	553	Year to date - 1,070 hours			2100		2100
Community Sustainability	30% increase in membership of the Habitat Stepping Stones programme	35%	Membership increased by thirty-five (35) per cent - from from thirty-two (32) to forty-nine (49)	38%	Membership is now fifty-two (52), up from thirty-two (32) at start of reporting year.	38%	Top 3 in program. 52 pledges	38%	Membership at 52. More media and an event planned for Q1 2018/19 to increase membership.	37%
	External funding secured for 2 environmental initiatives	N/A	\$420k worth of funding applied for in Quarter One	N/A	Awaiting response from LGAQ for \$420,000 funding application. More funding opportunities available in third quarter	N/A	Awaiting response from LGAQ for \$420,000 funding application. More funding opportunities available in third quarter	1	Approval granted for \$409,000 to undertake Phase 3-8 of QCoast2100 programme.	1


QUARTER 4 OPERATIONAL PLAN 2017-18										
										
CORPORATE SERVICES KEY PERFORMANCE INDICATORS	2017-18 Operational KPI Targets	Q1 Result	Q1 Comments	Q2 Result	Q2 Comments	Q3 Result	Q3 Comments	Q4 Result	Q4 Comments	Annual Result
Governance	100% Policy Reviews are communicated to policy owner 3 months prior to review date	100%		66%	No communications sent in the month of December 2017 due to annual leave and Christmas break.	100%		100%		92%
	100% of grant opportunities identified and distributed	100%		100%		100%		100%		100%
	100% of grant reconciliations reported monthly	0%	No process in place for reporting.	0%	Process reviewed for reporting and Project Managers to provide milestones met each month to Governance. Reconciliation reporting to commence in Q3.	10%	Process has been developed and in the initial stages of being documented.	90%	Project is 90% completed and training to be held in August 2018.	90%
	100% of Delegations - Annual review completed by March each year	N/A	Review to occur in Q3	100%	Review completed December 2017.	100%	Review completed previous qtr.	100%	Review completed in Qtr 2.	100%
	100% of Delegated and Authorised Persons powers issued within 10 working days.	100%		100%		100%		100%		100%
	100% of investigations finalised within agreed timelines	75%		100%		0%	Only 1 investigation for period. Prolonged due to multiple elements and historical nature.	100%		69%
	100% of Right to Information requests responded in accordance with legislation.	100%		100%		100%		100%		100%
	100% of Risk Registers reviewed and signed off every 6 months	100%		100%		100%		100%		100%
HR & Training	100% of recruitment completed within 30 working days from the position closing date	100%		100%		88%	Some recruitment went past 30 days due to the Organisational Change Process and the increased workload for HR.	92%	Some recruitment went past 30 days due to the Organisational Change Process and the increased workload for HR Team.	95%
	90% of performance reviews completed (excludes outdoor employees) by 31 October 2017	98.9%		98.9%		98.9%		98.9%	Achieved	98.9%
	100% of new employees complete Induction within first month of employment	87.5%		100%		88%	7 out of 8 employees attended Induction within 1st month of employment.	100%	Achieved	93.9%
	100% of compliance training achieved	100%		99.7%	Employee has been booked in for refresher training and was unable to complete within required timeframes.	100.0%		94.0%	Employees taking leave while course was being run and unable to attend training.	98.4%
Workplace Health & Safety	100% of monthly WHS reports provided by 10th of the month following	100%	We are now working with Quarterly reports not monthly.	100%		100%		100%	Achieved	100%
	100% of WHS issues raised are actioned within 5 days	100%		100%		100%		100%	Achieved	100%
	100% of employees who sustain a work related injury are contacted within 24hrs of the WHS Unit becoming aware of the event	100%		100%		100%		100%	Achieved	100%
	More than 70% compliance with the annual LGW Self Insurance Audit (30 November)	70.3%		N/A		N/A		N/A	Achieved	70.3%
Customer Service	95% of rates searches processed in 4 business days	98%	Continue to track on time	98%	Continue to track on time	98%	Continue to track on time.	95%		97%
	Average Handling time 4 minutes or less	No	Average Handling Time Q1 = 4.10 mins	4.24mins	AHD 4.24 Mins	3.96 Mins		4.01	Based on staffing levels	4.07%
	85% of calls wrapped up to Call Centre	84.33%		85.00%	Continue to track on time	86.33%		NA	No longer using this function to help with efficiencies in the call centre with lower staffing numbers.	85%
	5% decrease in front counter interactions	7% increase	Based on previous quarter, due to rates and animals due	1.2% decrease	Q2 reflects YTD decrease as compared to the 16/17 Full year total	22.5% increase	Q3 counter interactions vs Q3 2017. By-election March 2018 and rates were due.	N/A	No longer able to measure this function. Ceased to help with efficiencies at front counter with lower staffing numbers.	6%
	5% increase in online enquiries via CSR Module	40% increase	Introduction of all property searches coming online	57%	671 online enquiries received in Q2. Total YTD = 1372. Online property searches available in Q2.	14%	781 online enquiries received in Q3. Total YTD = 2152 incl online property searches.	21%	598 online enquiries. Total YTD = 2750 incl online property searches.	33%
	5% increase in online payments	28% increase	Rates and animal renewals	-17%	1083 online payments received in Q2. YTD Total = 3266. On track to meet annual KPI target	53%	2284 online payments received in Q3. YTD Total online = 5029 General Rates and Water Notices both due in this quarter.	50%	1149 online payments received in this quarter. Total online = 6178.	28.5%
	5% decrease in calls to After Hour Service	No	11 calls more in Q1 17 vs Q1 16	8%	Increase over shut down period	2%	5 more calls in Q3 18 vs Q3 17 (Easter).	17%	Increase - largely animal related	6.75%
	75% of Customer Satisfaction Surveys achieve satisfactory or above	N/A	Survey to occur Q2	N/A	Survey delayed due to shut down - Q3	77%	Survey issued 12/2/18.	N/A	No survey issued in this quarter due to software change	19%
	80% overall Duty Officer satisfaction with After Hours Service	N/A	Survey to occur Q3/4	N/A	Survey to occur Q3/4	N/A	Survey to occur Q4.	N/A	Was not delivered in this period and will be scheduled to occur in Q2. Regular contact with all officers however does occur daily with nil concerns	0%
	5% increase in online booking of facilities	Yes	Enquiries via website portal	N/A	Online booking of facilities available in Q3 2018	100%	Bookings module live on 22.2.18 & forms removed. Internal bookings online Q4.	30%	Increase in use of this application (includes internal hall bookings)	100%


Marketing & Communications	Develop and implement 4 new specialised marketing projects for Council departments.	4		4	Sign up of digital delivery (Rates) Waste - Reduce, Reuse, Recycle Events - Calendar 12 months LinkedIn established	4	Waste - continued Electronic Notices Eventbrite Project Updates continued	4	Yeppoon Lagoon CBD Parking Library Campaign Waste/Reef Education	16
	20% increase in Facebook likes achieved	9.70%	Annual target, 9.7% for Q1 reporting period	N/A	Annual target	N/A	To be reported in Q4	35%	YTD	35%
	3 proactive media releases per week	3		3	As per target	4	Busy period - rates/byelection etc.	4	On Track	14
	Conduct annual survey regarding media release process	N/A	Yet to occur - Q4	N/A	Q4	N/A	To be reported in Q4	N/A	Was not delivered in this period and will be scheduled to occur in Q2. Regular contact with all outlets however does occur daily with nil concerns	0%
Events & Engagement	100% monitoring of compliance with event sponsorship criteria for events where Council provides sponsorship	100%		100%	Sponsorship process and approval was adhered to with no issues - new feedback survey post event was completed and in circulation by end of Q1	100%	No concerns in this space.	100%	On Track	100%
	90% of post event feedback survey responses received are satisfactory	100%		100%	new feedback survey was complete and being sent to all events approved by council, post events by the end of Q1	100%	Nil negative feedback re the process.	100%	Nil concerns	100%
	Deliver 2 Connect with Council rounds	N/A	To occur in Q3/Q4	N/A	First Connect with Council dates are booked and confirmed for Q3 - Q4 visits still to be confirmed	N/A	Connect with Council dates to commence beginning of April.	100%	All connect sessions delivered in April and report taken to table	100%
	Deliver 6 x bi-monthly Business eBulletins	Yes		100%	business bulletins sent about every 6 weeks since Q1 and well received with great feedback from business. This activity will be managed by SGD in Q3 and Q4	100%		NA	Sits with Strategic Growth and Dev	100%
	Deliver 1 annual Community Meeting Round and provide feedback to Councillors within 1 month	Yes	All Community Meetings occurred during Q1 and minutes currently with ELT for approval	Yes	Community meetings minutes all approved and placed on website for community viewing. All CSR's were logged within 24hrs of the meetings occurring.	N/A	None in this period.	NA	Not until October	100%
Finance & Accounting	Unqualified external audit opinion on 2017-18 General Purpose Financial Statements	Unqualified	Unqualified audit received 19.10.17	Unqualified	Unqualified audit received 19.10.17	Unqualified	Unqualified audit received 19.10.17.	Unqualified	Unqualified audit received 19.10.17	Unqualified
	Zero significant deficiencies identified in 2017-18 external	Zero Deficiencies	No significant deficiencies identified	Zero Deficiencies	No significant deficiencies identified	Zero Deficiencies	No significant deficiencies identified.	Zero Deficiencies	No significant deficiencies identified.	Zero Deficiencies
	100% of taxation requirements completed and lodged within Australian Taxation Office and Queensland Office of State Revenue within required timeframes	100%	All lodged on time.	100%	All lodged on time.	100%	All lodged on time.	100%	All lodged on time.	100%
	Average annual interest return of at least 1% more than the Reserve Bank of Australia's cash rate (14/15 0.95%, 15/16 0.91%)	2.59%	The current Reserve Bank of Australia cash rate is 1.5% p.a. The average return on Council's investments with Queensland Treasury Corporation and other financial institutions during the September 2017 quarter was 2.59% p.a. This is 0.09% p.a. above the Reserve Bank of Australia's cash rate.	2.58%	The current Reserve Bank of Australia cash rate is 1.5% p.a. The average return on Council's investments with Queensland Treasury Corporation and other financial institutions during the December 2017 quarter was 2.58% p.a. This is 0.08% p.a. above the Reserve Bank of Australia's cash rate.	2.53%	The current Reserve Bank of Australia cash rate is 1.5% p.a. The average return on Council's investments with Queensland Treasury Corporation and other financial institutions during the March 2018 quarter was 2.53% p.a. This is 0.03% p.a. above the Reserve Bank of Australia's cash rate.	2.62%	The current Reserve Bank of Australia cash rate is 1.5% p.a. The average return on Council's investments with Queensland Treasury Corporation and other financial institutions during the June 2018 quarter was 2.62% p.a. This is 0.12% p.a. above the Reserve Bank of Australia's cash rate.	2.58%
Rates & Revenue	1.5% reduction in the level of outstanding rates as a percentage of rates levied (14/15 8%, 15/16 5.59%)	14.81%	16/17 Oct 14.58%, 14.81% Oct 17/18 As % of BudgetRev October 7.13% 17/18, 6.81% 16/17, 15/16 7.24%.	5.82%	16/17 Dec 11.32% 17/18 Dec 5.82%	8.85%	16/17 Mar 9.61% 17/18 Mar 8.85%	5.27%	16/17 5.28%, 15/16 5.59%. Outstanding balances greater than 90days have reduced by 2.23% for the 18/19 year.	9%
	50% of invoices paid within 60 days (14/15 18%, 15/16 23%, 16/17 30%)	69%		67%	EOM Dec	69%	EOM March	71%	EOM June	69%
Procurement	Improve purchasing compliance by 50%	80%		80%		96%	Achieved 50% improvement.	98%		89%
	60% of total purchasing spend occurs under a buying arrangement	50%		50%		50%		46%	Compliance Gate not active till Nov 13. 47% after 13 Nov (Only as reported within the PO - may not reflect true as codes have been entered incorrectly).	49%
	Annual inventory turnover greater than 4 times	N/A		N/A		N/A		3.70%	1st year benchmarking	3.7%
	Inventory Stock Cover (Stock cover = Stock on Hand x 52/12 months turnover) equal to the 12 weeks (being the maximum quantity of stock carried)	N/A		N/A		N/A		12	1st year benchmarking	12
Property & Insurance	100% compliance with tenure arrangements	100%		100%		100%		100%		100%
	95% of public liability and general insurance claims lodged within timeframe	95%		95%		95%		95%		95%
	Public Liability Risk Audit is completed by May 31 to enable savings on LGM annual premium	Complete		Complete		Complete		100%		100%

Information Systems	98% Network and telecommunications uptime availability to the organisation	99.99%	No significant outages during the period.	99.99%	No significant outages during the period.	99.99%	No significant outages during the period.	99.99%	No significant outages during the period	99.99%
	100% of incidents where systems are unavailable to more than 10 users, for more than 4 hours investigated and reported	100%	No issues of this type during the period.	100%	No issues of this type during the period.	100%	No issues of this type during the period.	100%	No issues of this type during the period	100%
	100% Disaster Recovery testing undertaken with Business Units - Quarterly	20%	Disaster verification testing conducted but not involving Business Units. Waiting on new LDCC building.	50%	Disaster verification testing conducted but not involving Business Units. Waiting on new LDCC building.	50%	Disaster verification testing conducted but not involving Business Units. Waiting on new LDCC building completion to free resources.	0%	Not completed	30%
	100% of Windows patches applied within 30 days of receipt	100%		100%		100%		100%		100%
	90% of corporate applications updated to the current acceptable version	100%		100%		100%		100%		100%
	An annual vulnerability assessment by external party	N/A	Annual assessment scheduled in Q3.	N/A	Annual assessment scheduled in Q3. Vendor have been engaged as to scope for this year's test.	N/A	Annual assessment delayed due to competing priorities. Scheduled for Q4.	100%	Completed by Data#3	100%
	90% Level 1 (critical) problems and faults resolved within 1 working day	95.24%	3 Requests out of 63 took longer than 24hrs.	95.24%	3 Requests out of 63 took longer than 24hrs.	82%	11 requests of 61 took more than 24 hours to close. All of these were IT maintenance tasks.	29%	14/58 requests marked critical took more than 24hrs. Only 1 of these was not an IT Maintenance task (backup checks, tape replacements, etc.) The one that went over was for the setup of the lagoon and took 18 days.	75%
	90% Level 2 (high) problems and faults resolved within 3 working days	91.53%	15 requests out of 177 took longer than 72hrs.	91.53%	15 requests out of 177 took longer than 72hrs.	92%	11 out of 140 Requests took longer than 72 hrs.	31%	51/164 requests marked high took more than 72hrs.	77%
Records	100 % of records registered in ECM within 14 business hours of receipt	100%	Unless email is sent over weekend	100%	Unless email is sent over weekend	100%	Unless email is sent over weekend.	100%	Unless over weekend	100%
	All files requested from secondary storage (Grace) delivered to requestor within 5 days	100%	Typically next day delivery	100%	Typically next day delivery	100%	Typically next day delivery.	100%	Typically next day delivery	100%
	100% response to all requests for creation of files both electronic and physical within 14 business hours of receipt	100%		100%		100%		60%	Based on staff learning new task	90%
	100% records are appraised, sentenced and disposed of using Retention and Disposal Authorities(or Legislative Retention Schedules)	100%		100%		100%		0%	Schedule yet to be approved	75%
	100% of ECM user entered records reviewed for compliance to standards	20%	Need to established a set process for reviewal. Random review done.	20%	Need to established a set process for reviewal. Random review done.	20%	No new updated : Need to established a set process for reviewal. Random review done.	0%	No QA has occurred in this quarter	15%


QUARTER 4 OPERATIONAL PLAN 2017-18										
Livingstone SHIRE COUNCIL										
INFRASTRUCTURE SERVICES KEY PERFORMANCE INDICATORS	2017-18 Operational KPI Targets	Q1 Result	Q1 Comments	Q2 Result	Q2 Comments	Q3 Result	Q3 Comments	Q4 Result	Q4 Comments	Annual Result
Assets & GIS	100% of asset registers and spatial data updated within 2 months from formal acceptance for Capital Works and Development Contributions	60%	Hold ups with As Cons delay this process. However we are using the design AutoCad Dwg as a starter.	60%	Commencing initial capitalisation works. Unable to process to Conquest for certain asset classes due to revaluations in progress and EOFY processing.	60%	Commencing initial capitalisation works. Unable to process in Conquest for certain asset classes due to revaluations in progress, GIS portion of work is well underway.	80%	Revaluations processed and capitalisations well underway	65%
	99% uptime for interactive online mapping functionality	95%	DEKHO has been off line occasionally over the past 6 months	95%	Dekho continued to have downtime. Portal will be implemented during Q3	98%	Changeover from Dekho to ArcPortal in Q3 with improved stability since Portal has been operational.	99%	ArcPortal has particularly stable post implementation	97%
	100% of Dial Before You Dig Requests completed within 2 working days of request	98%		98%	Some remained unactioned over the christmas shutdown	100%		100%		99%
	100% of external GIS/Asset enquiries responded to within 5 working days	98%		100%		95%		100%		98%
	100% of internal GIS/Asset enquiries responded to within 3 working days	95%		100%		98%		100%		98%
	Maintain and update DCDB within 1 week of new data provision by DNRM including integration updates with other Council systems (Pathway) and provide Departments with current infrastructure updates	98%		100%		95%		100%		98%
	Annual update of Road Register (Qld LG Reg requirement) by end Q2	100%		100%		100%		100%		100%
	50% (100% bi annual) Annual update /review of asset management plans	50%	Roads and Bridges underway	50%	Water and Sewer, Roads currently under review	60%	Some initial modelling underway for Water/Sewer. Roads will be updated post revaluation completion.	70%	Awaiting EOY finalisation of water and sewer registers for ease of modelling. Roads is progressing and will be finalised early Q1 2018/19.	58%
Facilities	Audit 100% of all facilities assets utilising the electronic condition assessment program	85%		85%	No further assessments undertaken during the quarter, working through the previous quarters assessments	87%	Inspections have re-commenced. Major buildings currently being completed, ie: administration buildings.	90%		87%
	100% of Councils facilities are safe, clean and compliant 90% of the time	100%		100%		100%		100%		100%
	100% of Council Playgrounds inspected in accordance with the adopted inspection program to ensure safety, compliance and minimisation of downtime	98%		100%	All playgrounds inspected during the quarter	100%	All playground inspections completed a scheduled.	100%	All playground inspections completed a scheduled.	100%
Open Spaces	Unit rates for major activities no greater than 10% above industry standards	80%	Information now being captured through "Survey 123" which will provide sufficient data to determine actual unit rates. Final results expected in May or June of 2018	80%	Information now being captured through "Survey 123" which will provide sufficient data to determine actual unit rates. Final results expected in May or June of 2018	90%	Information now being captured through "Survey 123" which will provide sufficient data to determine actual unit rates. Final results expected in May or June of 2018.	90%	Awaiting on Survey 123 to go live August 2018, proceeding this the captured information will provide accurate data to report on.	85%
	80% of grass height in all maintained open space areas is below adopted intervention levels at any one time	90%		90%	Extended dry period resulted in slowing of grass growth	70%	Prolonged wet period in Feb & March resulted in accelerated grass growth. Contractor's engaged to help Council crews address backlog.	90%	All customer request relating to parks grass were attended to in line with the weather periods. No outstanding slashing work were required to catch up any works and neither were contractors required for long periods as previously.	85%
	100% of internment requests actioned in required time frames	100%		100%		100%		100%		100%
Fleet Services	95% of annual Asset Renewals achieved on schedule, on budget and in accordance with optimal replacement guidelines	90%		90%	Believe this may have been incorrectly reported in Q1	90%		90%		90%
	95% target for overall plant, vehicle and equipment availability	95%		95%		95%		95%		95%
	95% of forecast services completed within 1 month of service due advice being issued	98%		85%		86%		67%	Considerable drop off in this period and to be focussed on. Mix of short staffed in the workshop and movement around across Council after restructure implementation.	84%
	70% of user departments have met minimum plant utilisation targets	80%		70%		75%		70%		74%
	Internal annual customer satisfaction survey results above 65 average percentile	N/A	Survey Still to be conducted	N/A	Survey Still to be conducted	N/A	Survey Still to be conducted.	N/A	Survey Still to be conducted.	N/A
Development Engineering & Land Acquisitions	95% of referrals from Development Assessment are responded to within the statutory timeframes	97.35%	97.35% achieved (110/113 referrals)	98.00%	98% achieved; (144/146 referrals)	100%	100% achieved; (134/134 referrals)	97%	97% achieved; (427/435 referrals)	98%
	100% of inspections of assets to be contributed are completed at hold points identified in the Decision	100%		100%		100%		100%		100%
	100% of land dealings are commenced within 10	100%		100%		100%		100%		100%

Infrastructure Planning & Design	At least 100 infrastructure planning and design, drafting, surveying and 'as constructed' activities for projects completed within the Infrastructure Design	45%	45 projects	46%	Currently 91 projects in Design Program for 2017/18, 39 of which have been completed.	53%	Currently 97 projects in Design Program for 2017/2018, 51 of which have been completed.	66%	66 projects completed with 57% of staff levels (4/7).	53%
	At least 15 designs completed for projects expected in the 2018/19 capital works program by 30 June 2018	26%	4 projects	4%	Draft 2018/19 capital works program currently contains 27 projects. Currently one completed with several in progress. Some already completed projects have been removed from program.	60%	Draft 2018/19 Capital Works Program has identified 27 construction projects that require detailed design by the Civil Design Unit, 9 of which have been completed.	60%	5 completed. Previous 4 completed & removed from 2018/19 program. Further 7 commenced but not completed, removed from 2018/19 program.	86%
Infrastructure Projects	Allocated capital projects delivered within +/- 10% of total project budget	39%	Unavoidable project delays have been experienced	85%	Unavoidable project delays but generally on-track	68%	Unavoidable project delays but generally on-track.	75%	Unavoidable project delays but generally on-track.	67%
Waste Collection & Disposal	Less than 2% missed services measured by number of customer requests notifying of missed services against total number of services as supplied by	100%		100%		100%		100%		100%
	100% of missed services as notified through customer requests rectified within 2 days	100%		97%	Some non compliances at Emu Park STP	99%		100%		99%
	98% of bins for new services supplied within 4 days of customer request application	100%		100%		100%		100%		100%
	Undertake 20 community contact activities	25%		N/A	None planned this financial year due to Sewerage Treatment Plant upgrade	25%	Monthly Facebook articles.	25%	monthly facebook articles	100%
Water & Sewerage Operations	98% of Drinking Water samples taken from network comply with Drinking Water Quality Management Plan	100%		100%		100%		100%		100%
	95% of Waste Water Samples of Sewage Treatment Plant discharges to comply with Environmental	100%		100%		97%	Some issues at Emu Park STP.	95%	ongoing Issues at Emu Park STP	98%
	Water meters to be read-at intervals of 90 - 100 days in accordance with Local Government Act	100%		100%		100%		100%		100%
	Undertake 1 Treatment Plant Open Day/ community education event per year	N/A	None planned this financial year due to Sewerage Treatment Plant upgrade	25%	Newspaper Articles	0%	None planned this financial year due to Sewerage Treatment Plant upgrade.	0%	WTP Open day scheduled for October	0%
Urban & Rural Operations	90% of unsealed roads maintained below a roughness of 7 IRI	80%	Level was 80% for first quarter due to extended dry period which caused a large percentage of roads to corrugate	80%	Extended dry period resulted in large proportion of roads corrugating. Additional grading crew engaged and catch up expected to be achieved by Feb 2018.	80%	Prolonged wet period in Feb & March resulted in accelerated deterioration of Council's unsealed road network. Contractor's to be engaged to undertake grading works in April & May to help Council crews address backlog. Programming of works for grading crews in 2018/19 program will ensure all crews are available for maintenance works during the wet season, with capital works that require grading crews to be programmed outside of wet season.	90%	Backlog of unsealed roads above intervention has been addressed by deployment of 4th grader and engagement of contractors	83%
	70% of sealed roads shoulders have grass less than 750mm	80%		90%	Extended dry period resulted in lack of growth in roadside grass.	70%	Prolonged wet period in Feb & March resulted in accelerated grass growth. Contractor's engaged to help Council crews address backlog.	80%	Backlog of road sides requiring slashing has been addressed by combination of internal crews and contractors. Now that Open Spaces is no longer with C&M future needs may need to be addressed by contractors	80%
	Unit rates for major activities to be no greater than 10% above industry	25%	Data currently being collected. Final analysis to occur in May or June of 2018	50%	Data currently being collected. Final analysis to occur in May or June of 2018	75%	Data currently being collected. Final analysis to occur in May or June of 2018	95%	Data has been collected and partially analysed. Final results for all nominated activities expected by end of July 2018.	61%

<div> <div>QUARTER 4 OPERATIONAL PLAN 2017-18</div> <div>  </div> </div>										
STRATEGIC GROWTH & DEVELOPMENT KEY PERFORMANCE INDICATORS	2017-18 Operational KPI Targets	Q1 Result	Q1 Comments	Q2 Result	Q2 Comments	Q3 Result	Q3 Comments	Q4 Result	Q4 Comments	Annual Result
Economic & Property Development	Engage with 100 businesses to provide support and development activities	69	Business mapping exercise completed within Emu Park Town Centre with 25 businesses. Monthly meetings with The T@ble Capricorn Coast Business Community and Shop 4703 business to engage directly with businesses - 28. Ongoing consultation with businesses to encourage participation in the Yeppoon and Capricorn Coast Region Joblink - 15. Assisted with establishing one new business in Yeppoon Town Centre.	96	Letters were sent to 51 property owners and 33 businesses were visited to provide information about the Façade Improvement Scheme. The T@ble business networking event attended by 34. Digital grant information night advice 23 businesses. Digital grant workshop night 6 businesses. Ongoing consultation with businesses to encourage participation in Yeppoon and Capricorn Coast Region Joblink - 10. Direct enquiries general business advice and help - 30.	199	Letters were sent to 94 property owners for Round 2 of the Façade Improvement Scheme. The Advance Queensland Breakfast in February 2018 with Steve Baxter and Guests was attended by approximately 75 businesses. Small Business Digital Grants Round 3 is now open and this is being communicated via email, e-business newsletter and Facebook campaign. Direct enquiries general business advice and help to 30 businesses owners.	120	The Invest Capricorn Coast Economic Development Plan was launched at the Hub on 30 April 2018 and attended by approximately 120 local businesses. Local business and industry key stakeholders were engaged directly during the Business and Industry Mapping project consultation for a week in June 2018.	484
	Quarterly workshops to increase the skill level of local business and industry operators	1	Co-operatively delivered with Capricornia Chamber of Commerce, Startup Capricorn and Advance QLD, the Chief Entrepreneur (Mark Sowerby) Angel Investing Forum attended by 40 businesses.	3	Co-operatively with The T@ble business group hosted a networking night attended by 34 businesses. Co-operatively deliver with DSITI a digital grant information night attended by 23 businesses. Host with Easy as Marketing a digital grant workshop night attended by 6 businesses 3 of which were successful in their applications totalling \$15,195 (altogether Keppel received \$26,000).	3	Co-operatively hosted with Digital Economy Team from QLD Government a Digital Readiness Workshop in March 2018 attended by 18 local businesses. Facilitated Advanced Facebook Training with CQ Small Business Solutions with 6 attendees and Zero Bookkeeping had 9 attendees.	2	Co-operatively hosted Beginners and Advanced Facebook training with CQ Small Business Solutions in June 2018 with 20 attendees.	9
	Ensure 90% of Capricorn Enterprise funding agreement initiatives are completed	N/A	Actively delivered required key performance indicators throughout this quarter.	N/A	Actively delivered required key performance indicators throughout this quarter.	N/A	Actively delivered required key performance indicators throughout this quarter. Worked with Capricorn Enterprise on preparing marketing material for the Commonwealth Games GC2018 Investment Forum on the Gold Coast in April.	99	99% of initiatives and actions contained in the Capricorn Enterprise funding agreement were achieved.	99
	5 land sales in The Gateway Business and Industry Park - Stages 1 and 2	0	Interest in the Gateway lots has slowed with no sales recorded this quarter. Actively working with local Real Estate Agents to gain exposure and market the lots for sale.	1	The interest in these lots is still slow, given the time of the year leading into Christmas this market is historically slow. Lot 15 has settled and the owner has started building. Lot 16 sale fell through due to ill health.	0	Have had strong interest in two lots in Stage 1 and are working with the interested party to move forward. Interest in Stage Two lots is still slow. Lot 14 is scheduled to settle in April.	1	Strong interest remains in two lots within Stage 1 and negotiations are progressing. Lots 14 in Stage 2 has now settled. Lot 17 in Stage 2 is under contract and will settle in July.	2
	3 sales of Council owned land in accordance with Council's Property Development Strategic Plan	1	One block, Golding Street Emu Park, sold this quarter. There is some interest in other blocks however no firm offers received at this stage. Council will continue to work with the interested parties.	0	Have followed up with interested parties but can not reach terms with any buyers.	0	Work is progressing for the release of tender for 10 Burnett Street for lease, along with two blocks in Red Emperor Way for tender to sell.	0	A tender process was undertaken for the lease of 10 Burnett Street, Yeppoon. Council have accepted an offer for lease and are in the process and preparing lease documentation. Council also undertook a tender process for 16 and 18 Red Emperor Way, Lammermoor and have accepted an offer for 18 Red Emperor Way, Lammermoor which is due to settle mid August 2018.	0

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COMMUNITY & PLANNING PROJECTS	2017-18 Operational Project Targets	Target Timeframe	Q1 Result	Q1 Comments	Q2 Result	Q2 Comments	Q3 Result	Q3 Comments	Q4 Result	Q4 Comments
Disaster Management	Storm Tide and Tsunami Community Education	31-December-2017	Completed	Interactive mapping live, International Tsunami Day Emu Park held and Community Engagement Strategy in draft	Completed		Completed		Completed	
	Review of Local Disaster Management Plan	31-August-2017	Completed	Plan reviewed and endorsed	Completed		Completed	LDMP review meeting for 2018 to commence on 3 May 2018	Completed	
	Establishment of Local Disaster Coordination Centre and Community Hub	30-January-2018	On Track	Due to open February 2018	Off Track	Due to be opened 14 March 2018	Off Track	Official opening scheduled 28 April 2018	Completed	
Community Centre	Seniors Week Event Funded	31-August-2017	Completed	Twenty-three (23) events. Well attended	Completed		Completed		Completed	Planning underway for August 2018 event
	NAIDOC Week Event Funded	31-July-2017	Completed	Record Numbers attended	Completed		Completed		Completed	
	International Women's Day	31-March-2018	Ongoing	Funding submission prepared	On Track		Off Track	21/2/18 Approval of \$1500. Unable to deliver original concept. Acquitted 30/3/18 \$300 with a request to spend extra funds on workshops waiting approval.	Completed	
	Livingstone Loop	30-June-2018	Ongoing	Monthly programme	On Track	Monthly programme	On Track	Monthly programme	Completed	
	Yeppoon Community Centre Open Day	31-October-2017	Completed	Community Patch Flyer production as a result of engagement conducted at the Open Day	Completed		Completed		Completed	Planning underway for October 2018 event
	Planning and Introduction of ICARE Program (community donation drive)	30-June-2018	Ongoing		Completed	icare implemented with over \$8,000 in donations and \$2,000 worth of vouchers provided.	On Track	2 contributions \$469.45 and 41 consumers \$2,440 value of vouchers distributed this quarter	Completed	7 contributions \$323.45 and 31 consumers \$2,140 value of vouchers distributed this quarter
	Capricorn Coast Interagency Network	30-June-2018	Ongoing	Regular meetings conducted. Average thirty (30) to forty (40) agency representatives	On Track	Last meeting conducted in December	On Track	Meeting 14 February 2018 59 participants representing 43 agencies	Completed	Meeting 6 June 2018, 40 participants representing 34 agencies
Youth Services	Youth Needs Analysis review	30-December-2017	95 per cent	Interim report complete. Final Report due by December 2017	Off Track	Final report expected February 2018	Completed	Needs analysis completed February 2018	Completed	
	School holiday programme	30-April-2018	Ongoing	Regular events and activities conducted	On Track		On Track	Easter/Commonwealth Games programme delivered with library services	Completed	
	Youth Leaders in Livingstone	31-May-2018	Ongoing	Currently reviewing an engagement methodology	On Track	Promotion of new programme commenced	On Track	Promotion has begun but a regular venue needs to be found	Completed	
	Youth Advisory Group	31-May-2018	Ongoing	Currently reviewing an engagement methodology	On Track	Currently reviewing an engagement methodology	On Track	Reviewing engagement methodology	Completed	
	Youth Week	31-May-2018	Ongoing		On Track		On Track	Collaborating with agencies to provide events as no funding has been delivered	Completed	
Community Development	Beach Day Out	30-September-2017	Completed	4,600 recognised as the largest disability access week event in Queensland	Completed		On Track		Completed	Event to be held September 2018
	Disability Action Week Funded	30-September-2017	Completed	Refer to Beach Day Out	Completed		On Track		Completed	
	NAIDOC Week Event	31-July-2017	Completed	Record Numbers attended	Completed		On Track		Completed	
	Queensland Women's Week Funded	30-March-2018	Ongoing	Funding submission prepared	On Track	Funding submission - event planned for March 2018.	Completed		Completed	
	Common Unity Plan	30-June-2018	Ongoing	In draft	On Track		On Track		Off Track	
	Families' Needs Analysis	30-March-2018	Ongoing	To commence in February 2018	On Track		On Track		Completed	
	Review - Seniors Needs Analysis	30-June-2018	50 per cent complete	Data comparison completed. Community engagement to commence February	On Track		On Track		Completed	
Libraries	LEGO Robotics programme partnership with two local schools	31-July-2017	Completed	Engagement with two local primary schools of which one had never been involved.	Completed		Completed		Completed	
	Tech Savvy Seniors computer training programme	30-June-2018	Ongoing	Six (6) workshops completed multiple workshops planned	On Track	Nine (9) workshops completed	On Track	Nine (9) workshops completed	Completed	
Sport & Recreation	Active Recreation and Infrastructure Plan	30-April-2018	N/A	Consultant engaged to undertake planning, on track for completion as planned in June 2018	On Track	Baseline facility audit and GIS mapping review completed, community engagement / consultation to commence 5 February 2018	On Track	Consultation and engagement completed, draft strategy to be reviewed by project group before finalised.	Completed	
	Live Well Get Active	31-December-2017	N/A	Twenty (20) week programme to commence from January 2018	Off Track	Twenty (20) week programme to commence from January 2018. Revised completion date of June 2018.	On Track	Programme commenced 22 January, to be finalised 5 May 2018.	Completed	
	Hartley Street Stage two, three and four planning, design and construction	30-April-2018	On track	Construction on track for completion as planned in April 2018	On Track	April 2018 completion still anticipated	On Track	On track to be finalised 30 April, opening scheduled for 19 May 2018	Completed	
	Barmah tree planting	30-June-2018	N/A	Tree species to be determined and planted early in 2018	On Track	Planting scheduled for third quarter	On Track	Nursery to provide species, SQFW participants to plant trees and install bollards.	Completed	

Compliance	Pet Animal Day in the Park	31-May-2018	Ongoing	Microchipping day completed for 2017.	On Track		On Track		Completed	
	Local Law Review	31-December-2017	Ongoing		Off Track		Off Track	Amendment to Local Law No.5 Parking commenced, Currently reviewing a new plan and resource allocation for completion of all local laws	Completed	Amendment to Local <Law No 5 Parking completed
Construction Services	Develop and implement a marketing and engagement strategy for Council's building certification service to assist in increasing Council's market share of the building certification work within Livingstone Shire	30-September-2017	In progress	First draft finalised	Off Track	Communication sub-plan developed in consultation with Marketing and Engagement and is currently being implemented. Revised completion date of 30 March 2018.	In Progress	Draft plan produced and being finalised.	Completed	
Growth Management	Finalise and commence Livingstone Planning Scheme	30 September 2017 Revised date of 30 March 2018	In progress	Final draft currently with the Department of Infrastructure , Local Government and Planning for ministerial approval (delayed with caretaker mode)	Off Track	Final draft is still with the Department of Infrastructure , Local Government and Planning for ministerial approval . Anticipated target date timeframe now 30th March 2018	On Track	Approval from the The Honorable, Cameron Dick - Minister for State Development, Manufacturing, Infrastructure and Planning. was received on 23 March 2018. Report prepared for Council to approve and commence scheduled to be decided on 5 April 2018. New Livingstone Planning Scheme set to commence on 1 May 2018	Completed	The new Livingstone Planning Scheme commenced on 1 May 2018 as scheduled in the previous third Quarter reporting.
	Amendment No1 to the Livingstone Planning Scheme	31-May-2018	N/A		Off Track	No action yet taken in relation to scheme amendment as new scheme has not yet commenced - relevant officers are currently assisting with the completion of the Local government Infrastructure Plan	On Track	Matters considered as potential first round amendments will be workshopped with council in May 2018.	Off Track	Council was presented on 18 June 2018 via an internal workshop with staff, preliminary details of potential amendments to the new planning scheme. There will be further workshops in the first quarter of the 2018/2019 financial year, with a report for a resolution of changes to be proposed scheduled for the second quarter of the 2018/2019 financial year.
	Undertake coastal and inland storm surge mapping for Yeppoon, Lammermoor, Roslyn, Mulambin and Zillie to refine habitable floor levels for developments.	30-November-2017	In progress	Majority of works have been undertaken by Aurecon with final GIS mapping currently being undertaken	Completed	Project completed	Completed	The refined mapping will be used by staff for development assessment purposes. If it is decided that this detail is to be included in the scheme or if indeed details are removed from the new scheme - this will be outlined in the May workshop report and matters to be considered as first round amendments.	Completed	
Natural Resource Management	New Nursery Opening	31-July-2017	Completed		Completed		Completed		Completed	
	Pest animal management plan	31-December-2017	N/A	Changes to BioSecurity Act	Off Track	Changes being considered in response to amendments to the Biosecurity Act	Off Track	Changes being considered in response to amendments to the Biosecurity Act	Off Track	Changes being considered in response to amendments to the Biosecurity Act
	Vector management plan	31-December-2017	Ongoing	Current review of all plans and requirements	Completed		Completed		Completed	
Community Sustainability	QCoast2100 Project Phases 1 and 2	31-December-2017	On track	Responding to issues raised through final state government review	Completed		Completed		Completed	
	Organisational Carbon Audit	30-June-2018	On Track	Draft report in development	On Track	Awaiting Draft Report from consultant	On Track	Report ready for ELT	Completed	Report scheduled for presentation to Executive Leadership Team
	Reef Guardian Council Action Plan 2017/18	30-June-2018	Completed		Completed		Completed		Completed	

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CORPORATE SERVICES PROJECTS	2017-18 Operational Project Targets	Target Timeframe	Q1 Result	Q1 Comments	Q2 Result	Q2 Comments	Q3 Result	Q3 Comments	Q4/Annual Result
Governance	Implement Delegation System	31-December-2017	In Progress	Report being presented to Council to have Powers Delegated to the CEO.	Off Track	Powers delegated to CEO in December 2017. Powers to be sub-delegated to positions after Health Check has been finalised. Target timeframe has now changed to June 2018.	Off Track	Discussions have commenced with Directors and Managers in relation to LGAQ delegations.	Off Track
	Business Continuity Plan Test	31-December-2017	In Progress	Target timeframe has now changed to 30 June 2018.	On Track		Off Track	Interruptions due to Organisational Change Process and change of Governance responsibilities.	Off Track
HR & Training	Online Recruitment	31-December-2017	Off track	Awaiting Aurion upgrade and impacts of Health Check on HR Team	Off track	Awaiting Aurion upgrade and impacts of Health Check on HR Team	Off track	Impacts of Aurion update not completed on time and also workload impacts on HR due to Organisational Change Process.	Off track
Workplace Health & Safety	Health Monitoring Program	30-June-2018	On track		On Track		Off Track	Target Timeframe has been moved to Q3/Q4 due to Organisational Change Process.	Off Track
	Immunisation Program Implemented	31-December-2017	On track		Off Track	Target Timeframe has been moved to Q3/Q4 due to Healthcheck	Off Track	Target Timeframe has been moved to Q3/Q4 due to Organisational Change Process.	Off Track
	Review to ensure compliance with Council and Regulatory requirements	31-December-2017	On track		Off Track	Target Timeframe has been moved to Q3/Q4 due to Healthcheck	Completed	Completed Q2	Completed
Customer Service	Further rollout of Online Services including Property Searches	30-June-2018	N/A		On Track	Focus is on Bookings Module = due to go live Feb 18	Off Track	Based on current staffing this will not occur. Requesting this be transferred to QA role.	Completed
	Auto Registration for Online Services	31-March-2018	N/A		On Track	Needs more investigation by INFOR	Off Track	Based on current staffing this will not occur. Requesting this be transferred to QA role.	Off Track
Marketing & Communications	Staff Induction Video	31-May-2018	N/A	Inconjunction with HR - Q4 or Q3 Project	Off Track	Will recommence when HR and M&C regroup after structure changes	Off Track	Need to confirm priority with HR	Off Track
	Review, update and monitor LSC style guide to ensure consistency across the organisation	31-December-2017	N/A	To occur in Q2	Off Track	New Coordinator is currently reviewing and new completion date is June 18	Off Track	based on staffing - this is not seen as high priority. QA occurring daily	Off Track
	Conduct full Audit of LSC Corporate Website to ensure consistency and work with internal groups to ensure Online Service Portal is expanded as required.	31-March-2018	N/A		On Track	New Coordinator is currently reviewing and new completion date is March 18	In Progress	Checks are occurring as time permits	Off Track
Events & Engagement	Full automation of the temporary events booking and approval process	30-September-2017	80%	Final Golive pending assistance from IT with Bookings Module	Off Track	Tracking on schedule to go live Feb 18	Completed	Went live March	Completed
	Internal awareness training in Engagement Framework	30-November-2017	N/A		Completed	Completed in November 2018	Completed		Completed
	Undertake feasibility study of the automation of the citizenship process	31-December-2017	N/A		Off Track	Still working on this option. Revised completion date of Q3.	Off Track	Not seen as high priority at this stage. Will consider in future months	Off Track
Finance & Accounting	Chart of Accounts Simplification	31-March-2018	On Track		On Track	Council staff in collaboration with external consultants have finalised the design of the re-configured chart of accounts in October 2017. A budget is now needed for implementation of this design. The 2017-18 Q2 Budget Review incorporates an operational budget for implementation of this design.	Off Track	The 2017-18 Q2 Budget Review incorporated the operational budget required for the implementation of the chart of accounts design. However due to other priorities this project has been deferred until later in the 2018 calendar year.	Off Track
	Organisational Overhead & Oncost Review	31-December-2017	On Track		Off Track	Staff Council are currently working with external consultants to finalise the design of the organisational overheads model. It is envisaged that this body of work will be completed in the March 2018 Quarter.	Off Track	Staff Council are currently working with external consultants to finalise the design of the organisational overheads model. Work has continued during the March 2018 quarter with the project expected to be completed early in the June 2018 quarter.	Completed
	Strategic Financial Plan	30-June-2018	N/A		On Track		On Track		Completed
Rates & Revenue	Fees and Charges Software Implementation	30-March-2018	In progress		On Track	Data implementation file completed. Review of Fees and Charges being undertaken (Fees 17/18 and GST coding legislation etc).	Completed		Completed
	Long Term Financial Rating Strategy	31-December-2017	In progress		Completed	IBIS Implemented Modelling progressing	Completed		Completed
	Debt Recovery Strategy Implementation	28-February-2018	In progress		On Track	Debt Recovery Policy Drafted ready for presentation to Council	Completed		Completed


Procurement	Procurement Transformation Program - Stage 1	30-June-2018	In progress		On Track		Off Track		Off Track	
	Develop and deliver procurement training for staff	30-April-2018	On track		Complete		Completed		Completed	
Property & Insurance	Deliver Insurance Education Program to whole of Council	30-April-2018	In progress		On Track		Off Track		Off Track	
	Trustee Lease Caravan Parks	01-November-2017	Complete		Complete		Completed		Completed	
Information Systems	iFerret implementation	31-July-2017	Complete		Complete		Complete		Completed	
	ePlan implementation	31-August-2017	In progress	Setup is complete- Business unit updating planning scheme with revision from minister	Off Track	Setup is complete- Business unit updating planning scheme with revisions from minister. Revised completion date of March 2018.	On Track	Remaining Tasks to be completed by vendor 28/29 April	Completed	
	Service Desk AD Automation	31-October-2017	In Progress	Waiting on Aurion Upgrade	Off Track	Waiting on Aurion Upgrade. Revised completion date of April 2018.	Completed		Completed	
	ArcPortal (Dehko Replacement)	30-November-2017	In Progress	Target date has been moved to Jan 2018	Off Track	End user training currently done by GIS team. Revised completion date of February 2018.	Completed		Completed	
	Switch Upgrade	31-December-2017	In Progress		Off Track	New switching to be deployed with LDCC building. Revised completion date of April 2018.	On Track	Townhall and LDCC switched in place. Anzac Parade and James Street remain	Completed	Staff resources were tasked with other priorities
	Windows 10 Rollout	31-December-2017	In Progress		Off Track	20% complete on hold due to staff shortages. Revised completion date of May 2018.	Off Track	20% complete on hold due to staff shortages. Revised completion date of May 2018.	Off Track	Deferred
	ISDN SIP Connect Replacement	31-January-2018	N/A	Telstra has advised that our current ISDN copper services will remain in service until 2020. Project has been re-prioritised for reconsideration in FY2018/19.	Off Track	Telstra has advised that our current ISDN copper services will remain in service until 2020. Project has been re-prioritised for reconsideration in FY2018/19.	In Progress	Telstra has advised that our current ISDN copper services will remain in service until 2020. Project has been re-prioritised for reconsideration in FY2018/19.	Off Track	Telstra has advised that our current ISDN copper services will remain in service until 2020. Project has been re-prioritised for reconsideration in FY2018/19.
	Conduct a review of Infrastructure/Core Applications	30-June-2018	N/A		On Track		Off Track	Delayed due to workload.	Completed	
	Hardware replacement rollout undertaken in accordance with approved timeframes	30-June-2018	N/A		On Track	Audit begun of computers requiring refresh. Dell to provide quotes.	In Progress	10 PCs ordered another 30 PC to be replaced.	Completed	
	Completion of Building and Plumbing Digitisation	31-December-2017	In Progress		Off Track	Cannot be completed until remaining 200 or so boxes are scanned in Brisbane - Records are still working on naming and registering boxes we have received. Revised completion date of 30 April 2018.	Off Track	Delayed due to Organisational Transformation	Off Track	Working with Grace Storage and Consultant on final version. Large clean up occurred in May and overall goal is reduction in storage costs. This project will continue through 18_2019.
Records	Grace Rockhampton Retention and Disposal Schedule - destruction	30-April-2018	In Progress		On Track	Draft Digitisation policy is currently being reviewed.	On Track	Delayed due to Organisational Transformation	Off Track	Delayed due to Organisational Transformation
	Conduct a review of ECM System	30-April-2018	N/A		On Track		Off Track	Delayed due to Organisational Transformation	Off Track	Delayed due to Organisational Transformation

QUARTER 4 OPERATIONAL PLAN 2017-18



INFRASTRUCTURE PROJECTS	2017-18 Operational Project Targets	Target Timeframe	Q1 Result	Q1 Comments	Q2 Result	Q2 Comments	Q3 Result	Q3 Comments	Q4 Result	Q4 Comments
Assets & GIS	Portal online viewer to replace DEKHO functionality	31-October-2017	On track		Off Track	Implementation of Portal expected during March 2018	Completed		Completed	
	Arc Online to support the 24/7 online information access project, Disaster Management, Planning 2016 online interactive Web Maps	31-October-2017	In progress		Off Track	Expected to be completed 31 March 2018	Off Track	No further update on this from Disaster Mgt. completion date expected June 2018.	Completed	
	Enhance the use of ARC GIS (Fulcrum/Collector/Survey 123) into the business processes for condition assessment and process monitoring.	30-June-2018	On track		On Track	Use of these products continue to grow throughout the organisation and Assets staff continue to work with units to develop to meet units requirements	On Track		Off Track	Development and investigations have continued with regard to mobile technology and is in progress at end of year.
	Explore Automation of Dial Before You Dig (DBYD) utility management including costing comparison	31-December-2017	In progress		Off Track	Information received from providers and assessment underway on provider vs internal costs. Completion 31 March 2018	Off Track	Await recruitment of new Coordinator Assets before proceeding further. New completion timeframe December 2018.	Off Track	Await recruitment of new Coordinator Assets before proceeding further. New completion timeframe December 2018.
	Development of specification/project plan for Asset Management System replacement	31-December-2017	In progress		Off Track	Scope received from RRC to assist with process. Still to be reviewed in detail. Timeframe 30 June 2018	Off Track	Await recruitment of new Coordinator Assets before proceeding further. New completion timeframe October 2018.	Off Track	For progression in Q1 2018/19
	Development of an Asset Management Strategy	31-December-2017	On track		Off Track	Making progress. Timeframe 30 April 2018	In Progress	Further work has been completed on the Strategy in the past month	Off Track	Further work has been completed on the Strategy in the past quarter.
Facilities	Electronic Condition Assessments - Development of System	30-June-2018	On Track		On Track		On Track		Completed	
	Develop Staff Succession Plan	31-December-2017	In progress	Currently developing training for staff and work procedures to ensure succession planning is effective	Off Track	Currently have coverage for RDO's and Leave, just work instructions to be finalised. Timeframe 30 April 2018	Off Track	No further work achieved on this front. Anticipated completion timeframe September 2018.	Off Track	Further work required on work instructions.
	Review Service Contracts, Implement Efficiencies & Cost Savings	31-December-2017	In progress		Off Track	This will be ongoing as contracts fall due	Completed	Major service contracts have been renewed, cost savings achieved.	Completed	
	Implement Asbestos Monitoring System	30-June-2018	In progress		On Track	Investigated systems and very expensive. Will have new Coordinator review further	In Progress	Asbestos inspections have been undertaken, awaiting updated management plans. No new system will be implemented to monitor as too expensive, will be maintained as per current spreadsheet.	Off Track	Asbestos inspections have been undertaken, updated management plans received. Asbestos register to be updated to reflect updated data.
	Review of Work Order Processes to streamline works planning	30-June-2018	In progress		On Track	Working more efficiently	Completed		Completed	
	Development of strategic programs that enhance council assets and facilities through the delivery of a 0 - 5 year plan for maintenance and capital	31-March-2018	In progress		On Track	New Coordinator to progress	In Progress		Off Track	To be linked with electronic condition assessment data to determine program.
Open Spaces	Mapping and categorisation of maintained Open Space areas	31-August-2017	On track		Completed	New areas to be added as they become Council's responsibility	Completed	New areas to be added as they become Council's responsibility	Completed	
	Implementation of ARC GIS (Survey 123) data acquisition software to monitor maintenance practices and works completion	31-August-2017	On track		Off Track	Project delayed due to Arc Portal having not been fully implemented. Survey 123 to go live after training is undertaken in late Feb 2018. Revised target date 31 March 2018	On Track	Software has been implemented and is currently being used to monitor maintenance practices and works completion.	Completed	
Fleet Services	Implement recommendations from the Fleet Business Service Level Review	30-June-2018	On track		On Track		Off Track	Await recruitment of new Coordinator Assets before proceeding further. Anticipated completion timeframe October 2018.	Off Track	No resource to allow progression of this task.
Development Engineering & Land Acquisitions	Comprehensive review of processes and templates to accommodate the requirements of the new Planning Act.	27-October-2017	In progress	Project commenced. Delays due to staff availability	Off Track	Project commenced. Delay is due to staff shortage and increase in DA activity. New target completion date 30 June 2018.	Off Track	Project commenced. Delay is due to staff shortage and increase in DA activity. New target completion date 30 June 2018.	Off Track	Completion of this task was not possible with workload and resources.
Infrastructure Planning & Design	Provide input and expertise to the Q2100 Coastal Hazard Project and the Storm Tide Mapping Project	31-December-2017	On track	Input provided as required	Completed	Completed end of December 2017.	Completed		Completed	
	Purchase and implement new technology survey equipment that will improve efficiency and accuracy by allowing single person RTK survey in heavily vegetated situations	30-September-2017	Completed		Completed		Completed		Completed	
	Present to Council for adoption the "Adopted Infrastructure Charges Resolution (No. 3) 2017"	31-July-2017	On track		Completed		Completed		Completed	
	Present to Council for adoption the Local Government Infrastructure Plan (No. 1) 2017	31-December-2017	On track		Off Track	Draft LGIP with DSDMIP for approval. Target timeframe extended to 31 July 2018 to allow for public notification period and review of submissions, following approval from DSDMIP.	Off Track	Current updated timeline (supported by DSDMIP) is for Report to be tabled at Council Meeting scheduled for 5 June 2018, for resolution to adopt proposed LGIP.	Completed	LGIP adopted by Council 19 June 2018, effective 25 June 2018.

Infrastructure Projects	Yeppoon STP Augmentation	30-September-2018	Other	Delays due to extended tender evaluation process. Revised completion date of December 2018	Off Track	Delayed due to extended evaluation of complex tenders. Revised completion date February 2019	In Progress	Delayed due to extended evaluation of complex tenders. Revised completion date July 2019.	Completed	D&C Contract awarded / design almost complete / Contractor established on-site. Completion rescheduled for July 2019
	Capricorn Coast Memorial Gardens	30-June-2019	Other	Delayed due to resourcing. Revised completion date of December 2018	On track	Revised completion date of February 2019	In Progress	Revised completion date of March 2019.	Completed	Masterplan almost complete / access road and intersection almost complete / internal earthworks and roadworks about to commence / revised completion date of March 2019
	New Depot Masterplanning	30-September-2017	On Track		Off Track	Deadline extended to March 2018 due to additional work requested from Consultant	In Progress	Deadline extended to May 2018 due to additional work requested from Consultant.	Completed	Plans completed with additional scope added
	Sewer Main Relining	30-November-2017	On Track		Off Track	Deadline extended to Mar 2019 due to additional work requested from Contractor	Completed	Reduced 17/18 project scope completed.	Completed	Reduced 17/18 project scope completed - close-out reports to be finalised
	Emu Park Reservoir Roof Replacement	31-October-2017	Other	Roof design delayed. Revised completion date of April 2018	Off Track	Deadline extended to April 2018 due to Contractor delays	Off Track	Deadline extended to end May 2018 due to Contractor delays and additional rectification work required on reservoir structure.	Completed	Contractor delays and additional rectification work completed on reservoir structure
	Williamson Ck Footbridge	31-August-2017	Other	Project deferred - additional funding being sought	Off Track	Project re-included in works program - initially deferred until 18/19 capital works program - May 2018 completion date	Off Track	Project re-included in 17/18 works program after initial deferral - May 2018 completion date.	Completed	Component of Lammermoor Pathway project
	Taranganba Rd Floodway Culverts	30-June-2018	N/A	Project may be deferred.	Off Track	Project deferred indefinitely	Completed	Project deferred indefinitely.	Completed	Project deferred indefinitely.
	2017/18 Urban Reseal Program	30-June-2018	On Track		Off Track	Project deferred until 18/19 capital works program	Completed	Project deferred until 18/19 capital works program.	Completed	Rescheduled and combined with 2018/19 program
	Gus Moore St Retaining Wall Stabilisation	30-June-2018	On Track		On track		In Progress	Offer made for purchase of land.	Completed	Land purchased - design & construction to be scheduled in 2018/19
	Panorama Drive	30-September-2017	Completed		Completed	As-con Drawings and Close-out Report to be finalised	Completed	Close-out Report to be finalised.	Completed	Close-out Report to be finalised.
	Scenic Highway Statue Bay	31-January-2018	Other	Delays due to wall foundation redesign necessitated by poor subsurface geology. Expected completion by March/April 2018	Off Track	Sub-standard performance by contractor - completion date extended to 30 June 2018	Off Track	Sub-standard performance by contractor - contracts terminated. Completion date extended to mid-July 2018.	Off Track	Construction contracts terminated due to performance of contractor / construction being completed by Council / 99% complete / completion date extended to end July 18.
	Emu Park Foreshore Project	30-September-2018	On Track		Off Track	Project delayed awaiting advice on success of additional funding application - February 2019 completion date	Off Track	Unsuccessful RJIP funding application - project proceeding well. March 2019 completion date.	Completed	Streetworks contract awarded and due for completion in Sept 18 / Kerr Pk masterplan completed / community consultation progressing / March 2019 completion date.
										Ongoing.
Waste Collection & Disposal	Develop and Implement plan for community education/awareness in waste reduction and recycling following 16/17 Waste Audit	30-June-2018	N/A	Not commenced	On track	Some preliminary work with Marketing and Engagement	On Track	Ongoing.	Off Track	
	Review Yeppoon Landfill fill plan and closure plan and costs	31-December-2017	On track		Off Track	Consultant engaged but delays with getting report. New target June 2018	On Track	Report Received.	Completed	
	Undertake survey of customers to gauge stakeholder satisfaction and identify community expectations	31-December-2017	N/A	Not commenced	Off Track	Not commenced. Currently preparing. New Target date June 2018	On Track	Survey developed.	Completed	Survey done. Results to be compiled.
Water & Sewerage Operations	Finalise Implementation of Trade Waste Environmental Management Plan	30-April-2018	On track		On track		On Track		Off Track	Practically Complete.
	Implement electronic work order system to field staff utilising existing systems	30-June-2018	On track		On track	Some preliminary work done	On Track		Off Track	No cooperation from IT.
Urban & Rural Operations	Adoption of Version 1 of Project Management methodology and templates	As required	On Track		On track	V1 being used on all projects which commenced prior to release of V2.2. All PMP commenced after 22 Jan 2018 will use V2.2	On Track	V1 being used on all projects which commenced prior to release of V2.2. All PMP commenced after 22 Jan 2018 will use V2.2.	Completed	V1 and V2.2 currently being used on project in progress prior to June 2018. V2.3 of toolkit, corrected by C&M will be utilised for all future C&M projects.
	Develop procedure and software to prioritise defects found during routine road and drainage inspections	31-December-2017	On track		Off Track	Technical officer workload of an order such that this project did not get full attention by target date. Project now 70% complete and revised target date is now 31 March 2018	On Track	Software has been developed and inspection frequencies formulated. Routine inspections have commenced.	Off Track	Inspection frequencies have been adopted and are being adhered to. Proofing of collected data and programming of backlog works to commence in August 2018.
	Develop procedure to measure initial response times to Customer Requests	30-June-2018	In progress	In conjunction with Customer Service	On Track	In conjunction with Customer Service	On Track	In conjunction with Customer Service.	Off Track	Little progress has been made on this issue as it is proving difficult to determine what is the actual initial response time.

<div> <div>QUARTER 4 OPERATIONAL PLAN 2017-18</div> <div>  </div> </div>								
STRATEGIC GROWTH & DEVELOPMENT PROJECTS	2017-18 Operational Project Targets	Target Timeframe	Q1 Result	Q1 Comments	Q2 Result	Q2 Comments	Q4/Annual Result	Q4 Comments
Economic & Property Development	Capricorn Coast Region Economic Development Plan Year 1 Actions	30-June-2018	On Track	The Economic Development Plan is in its final draft and in graphic design phase prior to going out for public consultation in Quarter 2.	On track	Public consultation completed. Submissions received and suggested changes will be presented to Council January 2018 and then the graphic design can be completed ready for adoption by Council.	Completed	The Invest Capricorn Coast Region Economic Development Plan was adopted by Council on 5 April 2018.
	Develop the Capricorn Coast Smart Region Strategy	30-June-2018	On Track	Applied for the Building Better Regions - Community Stream funding to assist in developing the Capricorn Coast Smart Region Strategy, awaiting outcome.	On track	\$20,000 received in funding from Building Better Regions. Three internal, community and business digital literacy surveys were distributed at the end of 2017. The Senior Digital, Innovation and Economic Strategist is developing the framework of the Strategy and early in 2018 will seek professional services to assist in developing the Strategy.	Off track	The Capricorn Coast Smart Region Strategy has completed public consultation as at 11 July 2018. Feedback is being incorporated with final adoption to go to Council in August 2018.
	Deploy technology throughout the Yeppoon Town Centre and Foreshore - WiFi, smart lighting or similar app's to engage with locals and visitors	30-June-2018	On Track	Council sought funding of \$200,000 for the Yeppoon Town Centre Smart Precinct Project from the Smart Cities and Suburbs Program, with a co-funding contribution of \$200,000. The outcome is expected to be known in Quarter 2.	On track	Funding was received for two "smart" projects in the Yeppoon Town Centre due to an additional funding stream being identified. Project 1: Yeppoon Town Centre Smart Precinct (\$400,000 project total) Received \$200,000 from Australian Government's Smart Cities and Suburbs Funding for smart lighting, public Wi-Fi, data capture and analytics, local vendor advertising and bin sensors. Project 2: Yeppoon Town Centre Smart Lighting Project (\$495,000 project total). Received \$289,00 funding from the State Government's Local Government Grants and Subsidies funding for smart lighting, parking, public Wi-Fi.	Off track	Adjustments to the scope have resulted in delayed the progress of this project and the tender process. It is anticipated that tender contract negotiations will be finalised in August 2018.
	Establish Friendship City Partnership with Yangzhong, Zhenjiang Prefecture in China	31-December-2017	Completed	In early September a delegation consisting of the Mayor, Deputy Mayor and Director Strategic Growth and Development travelled to China to sign a Friendship City Agreement with the City of Yangzhong and also signed a Yeppoon and Xinba Friendship Town Agreement.	Completed	Even though the target of signing the agreements has been achieved, as part of the newly adopted Sister City Policy, currently establishing the Sister City Advisory Group (which will be a sub-committee of the Economic Development Advisory Committee). Ongoing liaison is occurring with both Yangzhong and Xinba to invite delegations to visit the Capricorn Coast region in 2018 and investment enquiries are being dealt with appropriately.	Completed	The Friendship City Agreement with the City of Yangzhong was signed and also signed a Yeppoon and Xinba Friendship Town Agreement.

	Capricorn Coast Homemaker Centre Stage 1 Infrastructure	30-November-2017	On Track	Final planning and contract negotiations are progressing well with tenders for the bulk earthworks to be released in Quarter 2. Contract of Sale expected to be signed in Quarter 2.	Off track	The Works 4 Queensland funding for the Homemaker Centre is \$3,112,300 and the funded component was completed by the deadline of 30 November. During contract negotiations with the purchaser of the land additional work were requested to facilitate their proposed development of large scale retail. Therefore, Council will be undertaking a Stage 1A to provide additional electrical capacity, retaining walls, signalised intersection, fencing and removal of the site from the Environmental Management Register, which will be fully funded by Council. The project is proceeding well with balance of bulk earthworks to be completed by early February and the civil works for the roads and services are expected to be complete by the end of April 2018.	Completed	The Works 4 Queensland funded stage of the Homemaker Centre is completed and the grant acquitted.
	Yeppoon Town Centre and Foreshore Revitalisation Project - Lagoon Precinct	31-December-2017	Other	Construction is well underway after some delays were experienced. The completion date has been revised to end of April 2018.	Off track	Date for project completion is April 2018 and construction is in progress. Appleton Play Equipment is scheduled for May 2018, due to the delivery timeframes, which is the final area for development.	Completed	The Project was completed and officially opened on Saturday, 5 May 2018. The State and Australian Government grants have been acquitted and finalised.
	Balance of Foreshore and Town Centre Revitalisation	31-March-2018	On Track	The detailed designs for the balance of the project have been approved by Council and the Project Steering Committee. This will be delivered in stages and completed by early April 2018.	Off track	Construction is in progress for an April 2018 completion. Foreshore (the beachside parkland) Play Equipment is scheduled for May 2018 now due to delivery timeframes, which is the final area for development of the Project.	Completed	All balance components of the project including the Appleton Park and Kraken Play Equipment and Foreshore Information kiosk have been completed.
	Local Disaster Coordination Centre and Community Resilience Hub	31-December-2017	Other	Construction is progressing well after some delays have been experienced. The revised completion date is end of January 2018.	Off track	Date for project completion has been revised to end of February 2018 due to an issue obtaining some of the finishing materials. Opening event scheduled for mid-March 2018.	Completed	The Hub was completed in April and officially opened on Saturday, 28 April 2018. The State Government funding grant has been acquitted and finalised.
	Yeppoon Placemaking Strategy Year 1 Initiatives	30-June-2018	On Track	The Yeppoon Place Making Strategy was developed and endorsed by Council to go out for Community Consultation which is expected to be completed in Quarter 2. Place making initiatives delivered include Barry Street Art Wall and murals throughout the Yeppoon Town Centre Car Park.	On Track	Community consultation completed and endorsed by Council on 12 December 2017. The Placemaking Advisory Group (internal) has been formed and the Strategy is being implemented in accordance with priorities recommended by the Placemaking Advisory Group. Recruitment for community members to nominate for the Placemaking Reference Group (external) has occurred which drew limited interest. Currently working with external parties to seek out some suitably skilled participants.	Completed	The Place Making Reference Group has met seven times since it was inaugurated, providing advice on place making priorities, specific project outcomes and project selection. Multiple place making projects have been delivered in this quarter, primarily in Yeppoon and Emu Park. All operational funds budgeted for FY 17-18 have been expended, delivering over 30 projects in total.
	Adoption of The Gateway Strategic Plan	30-September-2017	Other	Development of the Plan is delayed and expected to be completed in Quarter 3 post the development of the Property Development Strategic Plan.	On Track	The Gateway Strategic Plan is on progressing to be completed in the Q3. This will include a Marketing Plan and website and also look at the uses of each blocks/stages moving forward.	Off track	The Gateway Strategic Plan has not yet been completed in full. The Marketing Plan is completed and the website is under development and expected to go live in August 2018.
	Adoption of Property Development Strategic Plan	31-December-2017	On Track	The draft Plan has been developed and the final draft is expected to be adopted by Council by mid-December 2017.	Off track	The draft Plan was presented to a workshop in December 2017, which requires further work and consultation internally to prepare for land sales strategy. Expected to be completed by March 2018.	Off track	The working draft of the Plan has not been finalised and requires a rewrite post feedback from internal stakeholders.

12.3 POLICY REVIEW - COMPLAINTS ABOUT THE CHIEF EXECUTIVE OFFICER**File No:** CM4.7.13**Attachments:** 1. **Complaints about the Chief Executive Officer Policy**[↓](#)**Responsible Officer:** Rodney Chapman - Coordinator Governance
Andrea Ellis - Chief Financial Officer**Author:** Poala Santini - Governance Officer

SUMMARY

This report presents a reviewed and subsequent update to the nominated person specified in the Complaints about the Chief Executive Officer Policy.

OFFICER'S RECOMMENDATION

THAT Council adopts the updated Complaints about the Chief Executive Officer Policy (v2).

BACKGROUND

So that transparency and integrity are maintained, section 48A of the *Crime and Corruption Act 2001* (CC Act), states that the Chief Executive Officer must have a policy about how Council will deal with a complaint that involves, or may involve, corrupt conduct by the Chief Executive Officer.

Currently Council has in place a policy to deal with complaints about the Chief Executive Officer, which was developed in consultation with the Crime and Corruption Commission (CCC), refer to Attachment 1.

Due to organisational changes the position of the nominated person has been made obsolete, being the Director Corporate Services. .

This report was presented at the Planning, Finance, Innovation and Business Excellence Committee on the 20 August 2018 for review.

COMMENTARY

Whilst it is not a requirement under the CC Act to specify a nominated person, the Crime and Corruption Commission advises that the Council may wish to consider best practice in managing conflicts of interest, principles of procedural fairness and, importantly, take steps to protect both the Chief Executive Officer and Council against claims of bias.

After consultation with stakeholders it was decided that the Mayor and Chief Financial Officer would be the nominated persons.

The Complaints about the Chief Executive Officer Policy has been updated to reflect this change, refer to Attachment One.

PREVIOUS DECISIONS

The current Complaints about the Chief Executive Officer Policy was previously adopted by Council on 9 June 2015.

BUDGET IMPLICATIONS

There are no budget implications identified.

LEGISLATIVE CONTEXT

Section 48A(1) of the *Crime and Corruption Act 2001* states:

A public official¹ must, in consultation with the chairperson, prepare a policy about how the unit of public administration² for which the official is responsible will deal with a complaint that involves or may involve corruption of the public official.

¹ A **public official** means - the chief executive officer of a unit of public administration, including the commissioner of police.

² Meaning of **unit of public administration** – a local government.

LEGAL IMPLICATIONS

Council is required to comply with the section 48A of the *Crime and Corruption Act 2001*.

STAFFING IMPLICATIONS

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

RISK ASSESSMENT

If the nominated person in this policy is not updated there will be no delegated person to notify the Crime and Corruption Commission should a complaint be made about the Chief Executive Officer, and no delegated officer to deal with the complaint as per the policy.

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

After feedback was received from relevant stakeholders, it was decided that the Mayor and Chief Financial Officer would be the nominated persons.

Adoption of the reviewed and subsequent update to the nominate person in the Complaints about the Chief Executive Officer Policy, will ensure that Council is compliant with section 48A of the *Crime and Corruption Act 2001*.

12.3 - POLICY REVIEW - COMPLAINTS ABOUT THE CHIEF EXECUTIVE OFFICER

Complaints about the Chief Executive Officer Policy

Meeting Date: 4 September 2018

Attachment No: 1



COMPLAINTS ABOUT THE CHIEF EXECUTIVE OFFICER POLICY (SECTION 48A OF THE *CRIME AND CORRUPTION ACT 2001*) (STATUTORY POLICY)

1. Scope

The Complaints about the Chief Executive Officer Policy: Section 48A of the *Crime and Corruption Act 2001* (this 'Policy') applies if there are grounds to suspect that a complaint may involve corrupt conduct of the Chief Executive Officer and to all persons who hold an appointment in, or are employees of Livingstone Shire Council.

2. Purpose

The purpose of this Policy is to set out how Livingstone Shire Council will deal with a complaint (also information or matter) that involves or may involve corrupt conduct of the Chief Executive Officer as defined in the *Crime and Corruption Act 2001*.

3. References (legislation/related documents)

Crime and Corruption Act 2001
Corruption in Focus (A guide to dealing with corrupt conduct in the Queensland public sector) <http://www.ccc.qld.gov.au/corruption-prevention/corruption-in-focus>
Local Government Act 2009
Local Government Regulation 2012
Public Interest Disclosure Act 2010
Public Sector Ethics Act 1994

4. Definitions

To assist in interpretation, the following definitions shall apply:

CC Act	<i>Crime and Corruption Act 2001.</i>
CCC	Crime and Corruption Commission.
CEO	Chief Executive Officer.
Council	Livingstone Shire Council.
Complaint	Includes information or matter. See definition provided by s 48A(4) of the <i>Crime and Corruption Act 2001</i> .
Contact details	Should include a direct telephone number, email address and postal address to enable confidential communications.
Corruption	Means corrupt conduct.
Corrupt Conduct	See s15 of the <i>Crime and Corruption Act 2001</i> .
Deal with	To deal with a complaint about corruption or information or matter involving corruption, includes—

Complaints About the Chief Executive Officer Policy (Section 48A of the *Crime and Corruption Act 2001*)

Adopted/Approved: Draft
Version: 2

Portfolio: Office of the CEO and Mayor
Business Unit: Finance and Business Excellence

	(a) investigate the complaint, information or matter; and (b) gather evidence for - (i) prosecutions for offences; or (ii) disciplinary proceedings; and (c) refer the complaint, information or matter to an appropriate authority to start a prosecution or disciplinary proceeding; and (d) start a disciplinary proceeding; and (e) take other action, including managerial action, to address the complaint in an appropriate way.
Nominated person	Person nominated to deal with the complaint under the <i>Crime and Corruption Act 2001</i> , refer to section 5.1 of this Policy.

5. Policy Statement

This Policy is designed to assist Council to:

- Comply with s 48A of the *Crime and Corruption Act 2001*;
- Promote public confidence in the way suspected corrupt conduct of the CEO is dealt with (s 34(c) of the CC Act); and
- Promote accountability, integrity and transparency in the way Council deals with a complaint that is suspected to involve, or may involve, corrupt conduct of the CEO.

5.1 Nominated Person

Having regard to s 48A(2) and (3) of the CC Act, this Policy nominates the Mayor and Chief Financial Officer as the nominated persons to notify the Crime and Corruption Commission (CCC) of the complaint and to deal with the complaint under the CC Act.¹

The nominated persons will, with or without consulting the CCC decide who will be the nominated person for a particular complaint; and the nominated person for that particular complaint will inform the CCC that they are the nominated person.

The CC Act applies as if a reference about notifying or dealing with the complaint to the CEO is a reference to the nominated person².

5.2 Complaints about the CEO

If a complaint may involve an allegation of corrupt conduct of the CEO of Council, the complaint must be reported to:

- the nominated persons; or
- a person to whom there is an obligation to report under an Act (this does not include an obligation imposed by s 37, 38 and 39(1) of the CC Act).

If there is uncertainty about whether or not a complaint should be reported, it is best to report it to the nominated persons.

If the nominated persons reasonably suspects the complaint may involve corrupt conduct of the CEO, they are to:

¹ Under Chapter 2, Part 3, Division 4, Subdivisions 1 & 2 of the CC Act
² See s48A(3) CC Act

- (a) notify the CCC of the complaint³; and
- (b) deal with the complaint, subject to the CCC's monitoring role, when —
 - directions issued under s 40 apply to the complaint, if any, or
 - pursuant to s 46. The CCC refers the complaint to the Director Corporate Services to deal with.

If the CEO is in receipt of a complaint and reasonably suspects that the complaint may involve corrupt conduct on their part, the CEO must:

- (a) report the complaint to the nominated person as soon as practicable and may also notify the CCC; and
- (b) take no further action to deal with the complaint unless requested to do so by the nominated person in consultation with the Mayor.

If directions issued under s 40 apply to the complaint:

- (a) the nominated person is to deal with the complaint; and
- (b) the CEO is to take no further action to deal with the complaint unless requested to do so by the nominated person in consultation with the Mayor.

5.3 Resourcing the Nominated Person

If pursuant to s 40 or 46, the nominated person has the responsibility to deal with the complaint:

- (a) Council will ensure that sufficient resources are available to the nominated person to enable them to deal with the complaint appropriately; and
- (b) the nominated person is to ensure that consultations, if any, for the purpose of securing resources sufficient to deal with the complaint appropriately are confidential and are not disclosed, other than to the CCC, without:
 - authorisation under a law of the Commonwealth or the State; or
 - the consent of the nominated person responsible for dealing with the complaint.
- (c) the nominated person must, at all times, use their best endeavours to act independently, impartially and fairly having regard to the:
 - purposes of the CC Act;
 - the importance of promoting public confidence in the way suspected corrupt
 - the importance of promoting public confidence in the way suspected corrupt conduct in Council is dealt with⁴; and
 - Council's statutory, policy and procedural framework.

If the nominated person has responsibility to deal with the complaint, they:

- are delegated the same authority, functions and powers as the CEO to direct and control staff of Council as if the nominated person is the CEO of Council for the purpose of dealing with the complaint only;
- are delegated the same authority, functions and powers as the CEO to enter into contracts on behalf of Council for the purpose of dealing with the complaint; and
- do not have any authority, function or power that cannot — under the law of the Commonwealth or the State — be delegated by either the Mayor or the CEO, to the nominated person.

³ Under ss37 or 38, subject to s40 of the CC Act

⁴ See s34(c) CC Act

5.4 Liaising with the CCC

The CEO is to keep the CCC and the nominated persons informed of:

- the contact details for the CEO and the nominated persons; and
- any proposed changes to this Policy.

5.5 Consultation with the CCC

The CEO will consult with the CCC when preparing any policy about how Council will deal with a complaint that involves or may involve corrupt conduct of the CEO.⁵

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 CEO

7. Review Date

This Policy must be reviewed every two years.

CHRIS MURDOCH
CHIEF EXECUTIVE OFFICER

⁵ Section 48A of the CC Act

**12.4 CONFIRMATION OF SUPPORT FOR EXPANSION OF GALLERY SPACE
ADJACENT TO THE MILL GALLERY**

File No: ED8.5.22

Attachments: 1. Mill Gallery Ministerial advice letter [↓](#)

Responsible Officer: Debra Howe - Director Strategic Growth & Development
Brett Bacon - Executive Director Liveability and Wellbeing

Author: Russell Claus - Urban Strategist

SUMMARY

This report pertains to a funding application pursuant to the Queensland Government's Building Our Regions programme.

OFFICER'S RECOMMENDATION

THAT Council resolves to confirm its support and commitment for the Mill Gallery expansion project and submit a funding application to the *Building Our Regions* programme, stating its commitment to delivering the approved project and acceptance of responsibility for any funding shortfall if project costs change.

BACKGROUND

An Expression of Interest for \$250,000 in matching grant funds was submitted to the Queensland Department of State Development, Manufacturing, Infrastructure and Planning on 27 April 2018 through the Building Our Regions programme to facilitate expansion of the Mill Gallery in Yeppoon.

Council was advised by The Honourable Cameron Dick MP, Minister for State Development, Manufacturing, Infrastructure and Planning on 27 July 2018 that this project had been shortlisted for second stage consideration (refer Attachment One).

The second stage submission is due by 7 September 2018. The \$250,000 grant application requires matched funding from Council.

COMMENTARY

Round Four of the Queensland Government's *Building Our Regions* Programme is currently open, with applications required to be lodged by 7 September 2018. The *Building Our Regions* Programme is described thus:

The Building our Regions: Regional Infrastructure Fund (known as Building our Regions) is a targeted infrastructure program that will provide \$200 million for local government projects.

The primary purpose of Building our Regions is to provide funding for critical infrastructure in regional areas of the state, while also supporting jobs, fostering economic development and improving the liveability of regional communities.

Council is in the process of preparing an application to the Building Our Regions programme to facilitate expansion of the Mill Gallery in Yeppoon.

One of the requirements for the submission is evidence of local government support and approval for the application. Hence this report. The intention is to request \$250,000 from the State, with Council covering the balance of the cost.

PREVIOUS DECISIONS

This matter has been discussed by Councillors at its Libraries, Arts, Culture Sport and Recreation and Youth Advisory Committee meeting of 20 August 2018. No decision was made at that meeting, however the general consensus was that the application would be supported.

BUDGET IMPLICATIONS

Funding has not been included in the adopted budget for 2018/19 financial year. Consequently, if successful, Council will need to reallocate resources.

LEGISLATIVE CONTEXT

The grant programme guideline stipulates that *“...resolution from Council that it has budgeted their financial contribution to the project, is committed to delivering the approved project, and acknowledges responsibility for any funding shortfall if costs of other contributors change.”*

LEGAL IMPLICATIONS

The grant conditions include standard requirements regarding legal liabilities to be assumed by Council in delivering the project in accordance with Queensland Government requirements.

STAFFING IMPLICATIONS

An internal project manager will need to be assigned from Infrastructure Services to oversee this project.

RISK ASSESSMENT

There are standard risks associated with all construction projects.

CORPORATE/OPERATIONAL PLAN

Strategy AM3 of Council's Corporate Plan states: *'Design and implement practical infrastructure solutions.'*

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

Council has been advised by The Honourable Cameron Dick MP, Minister for State Development, Manufacturing, Infrastructure and Planning that the Mill Gallery expansion project had been shortlisted for second stage consideration within the Building Our Regions grant programme. The second stage requires a formal resolution of Council indicating its support and commitment to the project.

12.4 - CONFIRMATION OF SUPPORT FOR EXPANSION OF GALLERY SPACE ADJACENT TO THE MILL GALLERY

Mill Gallery Ministerial advice letter

Meeting Date: 4 September 2018

Attachment No: 1



The Hon. Cameron Dick MP
Minister for State Development, Manufacturing,
Infrastructure and Planning

Our ref: MBN18/1489

27 July 2018

Councillor Bill Ludwig
Mayor
Livingstone Shire Council
PO Box 2292
YEPPOON QLD 4703

Email: bill.ludwig@livingstone.qld.gov.au

Dear Councillor Ludwig

Thank you for seeking funding through Round 4 of the Queensland Government's Building our Regions program.

The response to this round was very encouraging, especially given the focus on projects that will deliver sustainable economic outcomes for regional communities. The Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP) received 87 expressions of interest seeking over \$107 million in funding.

Based on DSDMIP's assessment of the expression of interest stage, I would like to invite Livingstone Shire Council to submit business cases for the following projects:

- Mill Gallery Expansion - Yeppoon
- Great Keppel Island Revitalisation Project

The requirements of the business case stage are outlined in the program guidelines, which are available at www.dsdmip.qld.gov.au/buildingourregions. Please note that the program is competitive and submitting a business case does not guarantee funding.

Business cases must be submitted through the online portal by 5.00pm on 7 September 2018. I encourage you to work with your regional DSDMIP office to access the support available to you. Officers from DSDMIP will contact council to provide feedback from the expression of interest assessment process.

Livingstone Shire Council will be notified in writing of the outcomes of Round 4 once the assessment process is finalised. I anticipate announcing projects towards the end of this year.

Separate advice about any other expressions of interest submitted by council will be provided by DSDMIP in due course.

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PO Box 15009 City East
Queensland 4002 Australia
Telephone +61 7 3719 7200
Email statedevelopment@ministerial.qld.gov.au
www.dsdmip.qld.gov.au

If you require any further information, please contact my office on 3719 7200 or via email statedevelopment@ministerial.qld.gov.au.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Cameron Dick', followed by a horizontal line.

CAMERON DICK MP
Minister for State Development, Manufacturing,
Infrastructure and Planning

12.5 DONATION TO QUEENSLAND DROUGHT APPEAL

File No: CR2.5.1
Attachments: Nil
Responsible Officer: Chris Murdoch - Chief Executive Officer
Author: Brett Bacon - Executive Director Liveability and Wellbeing

SUMMARY

This report pertains to Council contributing to the Queensland Drought Appeal.

OFFICER'S RECOMMENDATION

THAT Council resolves to participate in the Queensland Drought Appeal by matching the donations raised from staff contributions.

BACKGROUND

Several staff members have inquired about Council inviting all staff to make a donation to the Queensland Drought Appeal, in recognition of the importance of the rural industry to central Queensland and in light of the impact the current drought is having on that sector.

COMMENTARY

The request from staff for Council to actively participate in the Queensland Drought Appeal, by inviting employees to contribute and then matching their contributions is a fitting response to the dire circumstances facing farmers across New South Wales and Queensland. The rural sector has been fundamental to the development and growth of central Queensland. Thus staff wishing to participate in the appeal is a natural, logical and laudable response.

The adopted budget for the 2018/19 financial year does not include any provision for matching staff contributions to the Queensland Drought Appeal. Consequently, the need for a specific resolution. The matching funds will be found from within the existing budget, thus there will be no impact upon Council's end of year financial position.

PREVIOUS DECISIONS

Contributing to the Queensland Drought Appeal has not been the subject of any Council resolution nor direction.

BUDGET IMPLICATIONS

The adopted budget for the 2018/19 financial year does not include any provision for matching staff contributions to the Queensland Drought Appeal. However, it is believed that the matching amount can be found without impacting upon the adopted budget.

LEGISLATIVE CONTEXT

There is no legislation impacting upon Council and its staff contributing to the Queensland Drought Appeal.

LEGAL IMPLICATIONS

There are no legal implications associated with matching staff contributions to the Queensland Drought Appeal.

STAFFING IMPLICATIONS

There are no staffing implications associated with matching staff contributions to the Queensland Drought Appeal. Management of the process would be accommodated within existing workloads.

RISK ASSESSMENT

There are no organisational, strategic or financial risks associated with inviting staff to participate in the Queensland Drought Appeal and matching their contributions.

CORPORATE/OPERATIONAL PLAN

Strategy CO4 of Council's Plan states: *'Promote and encourage community health and wellbeing through programs addressing environmental health, community safety issues, social cohesion and inclusiveness.'*

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

Several staff members have inquired about Council inviting all staff to make a donation to the Queensland Drought Appeal, in recognition of the importance of the rural industry to central Queensland and in light of the impact the current drought is having on that sector. Participating in the appeal would demonstrate Council's support for and appreciation of the farming community.

12.6 AMENDMENT - SUBORDINATE LOCAL LAW (PARKING) 2018

File No:	TT30.8.3
Attachments:	1. Lagoon Precinct Traffic Area <u>↓</u> 2. Off Street Regulated Parking Area <u>↓</u> 3. Emu Park Traffic Area <u>↓</u>
Responsible Officer:	Brett Bacon - Executive Director Liveability and Wellbeing
Author:	Craig Newsome - Coordinator Public Environments

SUMMARY

This report recommends proposed amendments to Subordinate Local Law No 5 (Parking) 2018, relating to regulated car parking within the Lagoon precinct.

OFFICER'S RECOMMENDATION

THAT Council:

- 1) review draft amendments to *Subordinate Local Law No 5 (Parking) 2018*; and
- 2) resolve to propose to make Parking (Amendment No.2) *Subordinate Local Law (No. 5) 2018*.

BACKGROUND

At its Ordinary Meeting of 7 August 2018 Council resolved to progress the consideration of paid parking within the public road area of Lagoon Place and Anzac Parade Yeppoon.

The introduction of a paid parking regime by a local government is permissible where the installation of the paid parking device is done so in accordance with the *Manual of Uniform Traffic Control Devices*. The manual directs local government may under a local law define any part of its area for regulated parking however; this area must be authorised, defined and signed accordingly and before any regulated parking may commence.

General observations of the lagoon since its opening find the allocated parking insufficient and unable to sustain current public demand.

COMMENTARY

The primary purpose of the introduction of paid parking within the Lagoon Precinct is to encourage a user pays regime for those looking to park in proximity and also increase turnover of parking bays in support of the business community. The introduction of a paid parking regime triggers the need for amendment of the relevant subordinate local law. An outline of the proposed Lagoon Precinct is shown in attachment one.

Public attendance at the new lagoon, in the short period of time since opening, has exceeded the parking available within the immediate vicinity. Parking at the Lagoon is deemed insufficient in periods of high public demand, leading to high risk (often hazardous) creative parking measures by members of the public. With the potential to increase parking availability during weekends and after hours, Council is encouraged to consider the introduction of a Council Office staff parking off street regulated parking area and further amendment to the subordinate local law. An outline of the proposed Off Street Regulated Parking Area is shown in attachment two.

With a view to future development of Emu Park Town Centre it may be advantageous for Council to also consider the plausibility of creating a traffic area. Essentially the traffic area would remain latent until future growth determined otherwise. The addition of the Emu Park Traffic Area may be considered timely, negating further amendment of the subordinate law at a future date. An outline of the proposed Emu Park Precinct is shown in attachment three.

PREVIOUS DECISIONS

At the ordinary Council meeting on 7 August 2018 Council resolved to implement paid parking on Lagoon Place and Anzac Parade around the Yeppoon Lagoon (excluding disabled bays), to be funded from the Yeppoon Town Centre Smart Lighting Project and, that community consultation with key stakeholders occurs around the parameters of the proposed paid parking, once the details have been fully documented.

BUDGET IMPLICATIONS

The majority of costs associated with the amendment will be absorbed through internal resources. Minimal costs mainly associated with legal advice may be incurred. Where Council proceeds with the declaration of a Traffic Area, a budget provision would be required for the deployment of appropriate signage and the necessary infrastructure required for the implementation of a paid parking regime within the Lagoon Precinct.

The degree to which technology is applied to parking management and the level of compliance within the community will have a direct bearing on resourcing decisions.

Local laws enforcement costs

At minimum, in addition to current parking controls, the introduction of regulated parking regimes including response to overstays within the newly designated traffic area and the Yeppoon Lagoon area would initially require the addition of one fulltime local laws officer and half a fulltime local law administrator. This is to facilitate infringement work flows and State Penalties Enforcement Registry related functions.

The current practice is to utilise the local law on-call officer for weekend patrols with variable operating hours. Potential local laws resourcing costs for regulated and paid parking enforcement are:

- 1) Salary for Level 3.4 Local Laws Officer = \$98,469 per annum including on-costs;
- 2) Salary for 0.5 full time equivalent Level 3.4 Administration Officer = \$49,234 per annum including on-costs

Note: Overtime should also be taken into consideration, as any hours worked by a compliance officer on the weekend or outside of the span of hours incurs the appropriate penalty rates. As an indication, the amount of overtime worked by a Level 3 Local Laws Officer over the past twelve (12) months was \$14,500.

It should also be noted that some Councils (for example the Whitsundays) have engaged contractors to undertake regulated parking. In this scenarios, Council does not receive the full revenue from the paid parking but nor does it have to engage additional staff. This scenario would need careful consideration.

Paid parking signage costs

Legislative signage required to support paid parking has been estimated at approximately \$18,000. This amount will be refined at design stage and will need to be accounted for as part of one of the budget reviews for the 2018/19 financial year.

LEGISLATIVE CONTEXT

The management of local law and the regulation of car parking is guided by the following legislation:

- 1) Section 29(1) of the *Local Government Act 2009*;
- 2) *Subordinate Local Law No.5 (Parking) 2018*; and
- 3) *Legislative Standards Act 1992*.

LEGAL IMPLICATIONS

In the absence of adherence to the *Transport Operations (Road Use Management) Act 1995*, Manual of Uniform Traffic Control Devices and necessary amendment of *Subordinate*

Local Law No. 5 (Parking) 2018 Council is unable to implement a paid parking regime within the Lagoon Precinct.

STAFFING IMPLICATIONS

At minimum, in addition to current parking controls, the introduction of regulated parking regimes including response to overstays within the newly designated traffic area and the Yeppoon Lagoon area would initially require the addition of one fulltime local laws officer and half a fulltime local law administrator. This is to facilitate infringement work flows and State Penalties Enforcement Registry related functions. The current practice is to utilise the local law on-call officer for weekend patrols with variable operating hours.

Note: Overtime should also be taken into consideration, as any hours worked by a compliance officer on the weekend or outside of the span of hours incurs the appropriate penalty rates. As an indication, the amount of overtime worked by a Level 3 Local Laws Officer over the past twelve (12) months was \$14,500.

It should also be noted that some Councils (for example the Whitsundays) have engaged contractors to undertake regulated parking. In this scenarios, Council does not receive the full revenue from the paid parking but nor does it have to engage additional staff. This scenario would need careful consideration.

RISK ASSESSMENT

In the absence of appropriate legislative adherence and resolution of relevant amendments to subordinate law, Council is vulnerable to lawful challenge of any implemented paid parking fee.

CORPORATE/OPERATIONAL PLAN

Strategy CO4 of Council's Corporate Plan states: *'Promote and encourage community health and wellbeing through programs addressing environmental health, community safety issues, social cohesion and inclusiveness.'*

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 primary purpose of the introduction of regulated parking within the Lagoon Precinct is to encourage a user pays regime for those looking to park in proximity and also increase turnover of parking bays in support of the business community. However, the introduction of a paid parking regime triggers the need for amendment of the relevant subordinate local law.

The addition of an off street parking area will enable Council to provide addition parking spaces whilst managing Council staff and public parking through designated parking times. Additionally, free parking remains available within the multi-story Town Centre car park.

12.6 - AMENDMENT - SUBORDINATE LOCAL LAW (PARKING) 2018

Lagoon Precinct Traffic Area

Meeting Date: 4 September 2018

Attachment No: 1



12.6 - AMENDMENT - SUBORDINATE LOCAL LAW (PARKING) 2018

Off Street Regulated Parking Area

Meeting Date: 4 September 2018

Attachment No: 2



12.6 - AMENDMENT - SUBORDINATE LOCAL LAW (PARKING) 2018

Emu Park Traffic Area

Meeting Date: 4 September 2018

Attachment No: 3



13 QUESTIONS/STATEMENT/MOTIONS ON NOTICE FROM COUNCILLORS

13.1 NOTICE OF MOTION - COUNCILLOR ADAM BELOT - CHANGE TO MEDIA POLICY

File No: GV13.4.4

Attachments: 1. Notice of Motion [↓](#)

Responsible Officer: Chris Murdoch - Chief Executive Officer

SUMMARY

Councillor Adam Belot has indicated his intention to move the following Notice of Motion at the next Council Meeting 4 September 2018, as follows:

RECOMMENDATION

THAT a review be undertaken of the Media Policy Guidelines and roles/responsibilities, in order to encourage greater Councillors participation and freedom when commenting in the media.

BACKGROUND

Refer to attached notice of motion.

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.

13.1 - NOTICE OF MOTION - COUNCILLOR ADAM BELOT - CHANGE TO MEDIA POLICY

Notice of Motion

Meeting Date: 4 September 2018

Attachment No: 1

To the Office of the CEO
Livingstone Shire Council
Anzac Parade Yeppoon.
27/08/2018

I request that the attached Notice of Motion be included at the next available LSC meeting if at all possible.

That a review be undertaken of the Media Policy Guidelines and Roles / Responsibilities, in order to encourage greater Councillor participation and freedom when commenting in the Media.

Supporting Information:

Under current Media Policy Guidelines 5.1.4 Portfolio Councillors are the primary spokespersons in media releases relating to their portfolio where applicable. Furthermore under Roles and Responsibilities 5.2.2 Councillors are expected to comment on their Council portfolios if requested to do so by the Mayor.

Ultimately, commenting in the media *where applicable* and at the *expectation of the Mayor*, could be somewhat restricting and not necessarily conducive to Councillors being able to interact with the media and community in a meaningful, transparent and constructive manner .

Current Guidelines 5.1.4

Portfolio Councillors will be the primary spokesperson in media releases relating to their portfolio, where applicable.

Current Roles and Responsibilities

5.2.2 Councillors are expected to comment on their Council Portfolio if requested to do so by the mayor.

Sincerely,

Cr Adam Belot

14 CLOSED SESSION

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

RECOMMENDATION

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

15.1 Access to Land for Trunk Infrastructure Investigations

T-100 Tanby Road – Chandler Road Intersection and T-37 Chandler Road (new)

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

15.2 CAUSEWAY LAKE SEWERAGE SCHEME - CONNECTION TO REGISTERED SEWERAGE SERVICE

This report is considered confidential in accordance with section 275(1)(f), of the *Local Government Regulation 2012*, as it contains information relating to starting or defending legal proceedings involving the local government.

15.3 Yeppoon Smart Parking Projects

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

15 CONFIDENTIAL REPORTS

15.1 ACCESS TO LAND FOR TRUNK INFRASTRUCTURE INVESTIGATIONS T-100 TANBY ROAD – CHANDLER ROAD INTERSECTION AND T-37 CHANDLER ROAD (NEW)

File No: 5.2.5-004

Attachments: 1. Map 55-3 Transport Network Plans for Trunk
Infrastructure - (*Confidential*)

Responsible Officer: Dan Toon - Executive Director Infrastructure Services

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 provides information on investigations for the alignment of future trunk infrastructure and access to land to facilitate those investigations.

15.2 CAUSEWAY LAKE SEWERAGE SCHEME - CONNECTION TO REGISTERED SEWERAGE SERVICE**File No:** 29.9.1**Attachments:** 1. Confidential Ordinary Meeting Agenda 3
October 2017 - (*Confidential*)**Responsible Officer:** Dan Toon - Executive Director Infrastructure Services**Author:** Carrie Burnett - Policy & Planning Officer

This report is considered confidential in accordance with section 275(1)(f), of the *Local Government Regulation 2012*, as it contains information relating to starting or defending legal proceedings involving the local government.

SUMMARY

This report provides Council with an update on properties at the Causeway Lake which have not connected to sewerage.

15.3 YEPPOON SMART PARKING PROJECTS**File No:** ED8.5.17**Attachments:** 1. Memorandum of understanding Keppel Bay Sailing Club**Responsible Officer:** Debra Howe - Director Strategic Growth & Development
Brett Bacon - Executive Director Liveability and Wellbeing**Author:** Sonia Barber - Senior Economic Development Officer

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

SUMMARY

The Yeppoon Smart Lighting Project includes the provision of smart parking around the Yeppoon Lagoon. This report outlines options for consideration of the operating parameters for the smart parking solution and provides an update on the Tender process.

16 URGENT BUSINESS/QUESTIONS

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

17 CLOSURE OF MEETING