



## **ORDINARY MEETING**

### **AGENDA**

**5 FEBRUARY 2019**

*Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 4 Lagoon Place, Yeppoon on 5 February 2019 commencing at 9.00am for transaction of the enclosed business.*

A handwritten signature in black ink, appearing to be "M. Deane", is written over a thin horizontal line.

**CHIEF EXECUTIVE OFFICER**  
31 January 2019

Next Meeting Date: 19.02.19

**Please note:**

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

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**1 OPENING**

**2 ATTENDANCE**

Members Present:

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

Officers in Attendance:

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

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

Nil

#### **4      CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

Minutes of the Ordinary Meeting held 22 January 2019.

## **5      DECLARATION OF INTEREST IN MATTERS ON THE AGENDA**

**6 PUBLIC FORUMS/DEPUTATIONS**

Nil

**7 BUSINESS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS**

Nil

## **8 PRESENTATION OF PETITIONS**

Nil

**9 MAYORAL MINUTE**

Nil



## **10 COUNCILLOR/DELEGATE REPORTS**

Nil

## 11 AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE REPORTS

### 11.1 LIFTING MATTERS LAYING ON THE TABLE

**File No:** GV13.4.1  
**Attachments:** Nil  
**Responsible Officer:** Nicole Robertson - Coordinator Executive Support  
**Author:** Sue Schluter - Executive Assistant to Mayor

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#### SUMMARY

*This report is being presented to Council in order for the stated matters to be formally lifted from the table prior to being dealt with during this meeting of 5<sup>th</sup> February 2019.*

#### OFFICER'S RECOMMENDATION

THAT the following matter/s, that Council resolved to 'Lay on the Table' at a previous meeting, be lifted from the table to be dealt with later during this meeting:

- Audit, Risk and Business Improvement Committee Meeting – 10 December 2018.

#### PREVIOUS DECISIONS

This matter was presented to the Council meeting held on Tuesday 22 January 2019. The report content required updating with current information and therefore Council resolved to lay the matter on the table pending the return of an updated report.

#### 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

That the matter is to be lifted from the table and dealt with.

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**11.2 AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE MEETING - 10 DECEMBER 2018**

**File No:** GV13.4.2  
**Attachments:** Nil  
**Responsible Officer:** Rodney Chapman - Coordinator Governance  
Andrea Ellis - Chief Financial Officer  
**Author:** Tanya Callaghan - Support Services Officer

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**SUMMARY**

*This matter was presented to the Council meeting held on Tuesday 22<sup>nd</sup> January 2019 and was 'laid on the table' pending correction in the report. This matter is now presented to Council to be dealt with.*

*The Audit, Risk and Business Improvement Committee met on 10 December 2018 and this report provides the recommendations from the Committee for consideration and adoption by Council. The reports from the meeting are available for viewing by Councillors on the Councillor Portal.*

**OFFICER'S RECOMMENDATION**

THAT the unconfirmed minutes of the Audit, Risk and Business Committee held on 10 December 2018 be received and the following recommendations contained within those minutes be adopted.

**4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

12 THAT the minutes of the Audit, Risk and Business Improvement Committee held on October 2018 be taken as read and adopted as a correct record.

**7.1 COMMITTEE WORK PROGRAM STATUS**

THAT the Committee receives the status of the Annual Work Program.

**7.2 EXECUTIVE LEADERSHIP TEAM UPDATE TO THE COMMITTEE**

THAT the Committee receives the verbal updates provided by the Leadership Team on key activities or issues.

**7.3 ARABIC ANNUAL PROGRAM OF WORK FOR 2019**

THAT the Committee endorse the proposed Annual Program of Work for 2019.

**7.4 CFO UPDATE**

THAT the Audit Risk and Business Improvement Committee receive the Chief Financial Officer's update.

**7.5 ISSUES EMERGING FROM THE 2017-18 FINANCIAL STATEMENT PROCESS**

THAT the Audit Risk and Business Improvement Committee note the issues emerging from the financial statement process as reported.

**7.6 REVIEW OF EXTERNAL AUDITOR EFFECTIVENESS**

THAT it be noted that a discussion considering the effectiveness of the external audit has occurred.

**7.7 EXTERNAL AUDITOR'S UPDATE**

THAT the Committee receive the update from the external auditors.

**7.8 INTERNAL AUDIT METHODOLOGY**

THAT the Committee receive this report on the Internal Audit Methodology.

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**7.9 INTERNAL AUDIT UPDATE**

THAT the Committee receive the report on Internal Audit.

**7.10 OVERVIEW OF POLICY FRAMEWORK**

THAT the Committee receive the overview of the Policy Framework.

**7.11 REVIEW OF OPERATIONAL RISK REGISTER – INFRASTRUCTURE**

THAT the update of the overview of Enterprise Risk Management provided by the Executive Director of Infrastructure be received.

**7.12 BUSINESS IMPROVEMENT CHARTER AND APPROACH**

THAT the Audit, Risk and Business Improvement Committee receive the update report.

**7.13 BUSINESS TRANSFORMATION TEAM WORKS PROGRAMME**

THAT the Audit, Risk and Business Improvement Committee receive the report.

**7.14 BUSINESS IMPROVEMENT UPDATE**

THAT the Audit, Risk and Business Improvement Committee receive the Business Improvement update report.

**11.1 RISK MANAGEMENT**

THAT the Committee receive the Risk Management Report for information.

**11.2 CONFIRM WHETHER MEMBER'S BRIEFING SESSION IS REQUIRED**

THAT it is confirmed there is no requirement for a Member's Briefing following the meeting.

**11.3 CEO UPDATE ON EMERGING ISSUES**

THAT the Committee receives the verbal update provided by the Chief Executive Officer on emerging issues.

**BACKGROUND**

The Audit, Risk and Business Improvement Committee (ARaBIC) operates in accordance with the ARaBIC Policy and ARaBIC Terms of Reference.

**COMMENTARY**

The Chair determined that as no decisions were required, the resolution for agenda item 11.3 did not need to be moved, seconded or voted upon. A verbal update on topics was provided consistent with the content of the report.

**PREVIOUS DECISIONS**

This matter was 'laid on the table' at the Council meeting on 22 January 2019.

In addition, each report on a Committee meeting is considered separately from the previous reports.

**BUDGET IMPLICATIONS**

Section 105 of the *Local Government Act 2009* requires Council to establish an Audit Committee. Section 211 of the *Local Government Regulations 2012* requires this report to be presented to Council following each meeting of the Committee.

**LEGISLATIVE CONTEXT**

Section 105 of the *Local Government Act 2009* requires Council to establish an Audit Committee. Section 211 of the *Local Government Regulations 2012* requires this report to be presented to Council following each meeting of the Committee.

**LEGAL IMPLICATIONS**

There are no legal implications arising from the operation of the Committee.

**STAFFING IMPLICATIONS**

There are no staffing implications as a result of the Committee meeting.

**RISK ASSESSMENT**

The Audit, Risk and Business Improvement Committee is a key part of the governance structures established by Council that help ensure there is effective ongoing risk management.

**CORPORATE/OPERATIONAL PLAN**

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

**LOCAL GOVERNMENT PRINCIPLES**

The Local Government principles are –

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

**CONCLUSION**

Council is demonstrating strong governance responsibilities by enabling independent oversight of the management of risk; compliance with legislation and standards; internal audit function; and external audit and reporting requirements.

## 12 REPORTS

### 12.1 AMENDMENT TO ORDINARY COUNCIL MEETING SCHEDULE 2019

**File No:** GV13.4.1  
**Attachments:** Nil  
**Responsible Officer:** Dan Toon - Acting Chief Executive Officer  
**Author:** Sue Schluter - Executive Assistant to Mayor

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#### SUMMARY

*This report serves to amend the start time for the remaining Ordinary Council Meetings for 2019.*

#### OFFICER'S RECOMMENDATION

THAT Council resolve to amend the start time for Ordinary Council Meetings for the remainder of 2019 from 9am to 8.30am.

#### BACKGROUND

Council meetings were originally scheduled to commence at 9am for 2019. It is being recommended that the start time be moved forward to 8.30am to accommodate for other commitments that Councillors have and still allow for them to attend the full Council meeting.

#### COMMENTARY

The amended commencement time for Ordinary Council Meetings for 2019 will need to be advertised to the public.

#### PREVIOUS DECISIONS

The schedule for 2019 Council Meetings was resolved at the Ordinary Council Meeting, 18 December 2018.

#### BUDGET IMPLICATIONS

NIL

#### LEGISLATIVE CONTEXT

Public notification of the change in time is required

#### LEGAL IMPLICATIONS

n/a

#### STAFFING IMPLICATIONS

n/a

#### RISK ASSESSMENT

n/a

#### 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**

Should Council endorse this recommendation, the remainder of the Ordinary Council meetings for 2019 will scheduled to commence at 8.30am and public notification will be completed within the required timeframe.

**12.2 AMENDMENT TO ORDINARY COUNCIL MEETING - 5 MARCH 2019**

**File No:** GV13.4.1  
**Attachments:** Nil  
**Responsible Officer:** Nicole Robertson - Coordinator Executive Support  
**Author:** Sue Schluter - Executive Assistant to Mayor

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**SUMMARY**

*This report serves to amend the date and start time for the Ordinary Council meeting scheduled for 5 March 2019.*

**OFFICER'S RECOMMENDATION**

THAT Council resolve to amend the date and start time of the Ordinary Council meeting, currently scheduled for 5 March 2019, to 10.30am on Monday 4<sup>th</sup> March 2019.

**BACKGROUND**

Council adopted a meeting schedule for Ordinary Council meetings to be held in 2019.

The Mayor and Deputy Mayor will be unavailable to attend the meeting currently scheduled to be held on 5<sup>th</sup> March 2019. Due to this it is recommended that the date and start time be moved forward to 10.30am on Monday 4<sup>th</sup> March 2019.

**COMMENTARY**

The amended date and commencement time for this meeting will need to be advertised to the public.

**PREVIOUS DECISIONS**

The schedule for 2019 Council Meetings was resolved at the Ordinary Council Meeting, 18 December 2018.

**BUDGET IMPLICATIONS**

NIL

**LEGISLATIVE CONTEXT**

Public notification of the change in time is required

**LEGAL IMPLICATIONS**

n/a

**STAFFING IMPLICATIONS**

n/a

**RISK ASSESSMENT**

n/a

**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**

Should Council endorse this recommendation, the meeting will be scheduled accordingly and public notification will be completed within the required timeframe.

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**12.3 PROPOSED PERMANENT ROAD CLOSURE ADJOINING LOT 50 ON E15610 - 37-39 THOMAS STREET, EMU PARK**

**File No:** GR14.4.2

**Attachments:** 1. Aerial Image of 37-39 Thomas Street, Emu Park [↓](#)

**Responsible Officer:** Mark McLean - Principal Property Officer  
David Mazzaferri - Manager Disaster Management, Recovery and Resilience  
Brett Bacon - Executive Director Liveability and Wellbeing

**Author:** Maddie Crigan - Property Officer

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**SUMMARY**

*The purpose of this report is to provide information in relation to a proposal by the owner of Lot 50 on E15610 – 37-39 Thomas Street, Emu Park to close part of the road reserve adjoining his property, to align the front boundary of the property with the neighbouring properties.*

**OFFICER'S RECOMMENDATION**

THAT Council resolve to offer no objection to the proposed permanent road closure adjoining Lot 50 on E15610, known as 37-39 Thomas Street, Emu Park.

**BACKGROUND**

On 9 January 2019, Council received a request for its views on a proposal to close approximately 600 square metres of road reserve adjoining Lot 50 on E15610 located at Thomas Street, Emu Park, to align the front boundary of the property with the neighbouring properties (refer to Attachment One for an aerial image identifying the proposed road closure area).

**COMMENTARY**

Under the *Land Act 1994* an adjoining land owner may apply to have an area of road permanently closed and incorporated into the applicant's adjoining freehold land. The owner of Lot 50 on E15610 is seeking Council's views on the proposal prior to lodging an application with the Department of Natural Resources, Mines and Energy for the closure.

Comment was sought from Council's Development Assessment section, Infrastructure Portfolio, Natural Resource Management section and Community Partnerships section and no objections were raised to the proposed closure.

The proposed road closure would create a consistent road reserve boundary along the northern side of Thomas Street for the area where this property is located. The retention of the portion of road reserve proposed to be closed would not serve any practical or strategic purpose for Council. Consequently, given the circumstances specific to this circumstance, there is no objection.

**PREVIOUS DECISIONS**

There has been no previous Council decision relating to this matter.

**BUDGET IMPLICATIONS**

There are no known budget implications associated with the consideration of this matter.

**LEGISLATIVE CONTEXT**

The disposal of public land is undertaken in accordance with the provisions of the *Land Act 1994*.

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**LEGAL IMPLICATIONS**

There are no known legal implications associated with the consideration of this matter.

**STAFFING IMPLICATIONS**

There are no known staffing implications associated with the consideration of this matter.

**RISK ASSESSMENT**

The risks associated with allowing this section of road reserve to be closed are low, as the location of the boundaries of the adjoining properties prevent it from having any practical or strategic purpose for Council. Acquiescing to this closure will not precipitate a suite of other requests, due to the specific circumstances associated with the section of road reserve in question.

**CORPORATE/OPERATIONAL PLAN**

Strategy AM4 of Council's Corporate Plan states: '*Operate, maintain and use Council assets to deliver efficient and cost effective services 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**

The owner of Lot 50 on E15610 is seeking Council's views on a proposal to close an area of road reserve adjoining Lot 50 prior to lodging an application with the Department of Natural Resources Mines and Energy.

**12.3 - PROPOSED PERMANENT ROAD  
CLOSURE ADJOINING LOT 50 ON  
E15610 - 37-39 THOMAS STREET, EMU  
PARK**

**Aerial Image of 37-39 Thomas Street,  
Emu Park**

**Meeting Date: 5 February 2019**

**Attachment No: 1**





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**12.4 ESTABLISHMENT OF TENURE AGREEMENT - CAPRICORN COAST  
LANDCARE INCORPORATED AND NAG BROADCASTING ASSOCIATION**

**File No:** CP5.9.2

**Attachments:**

1. Room D Education Centre Community Centre [↓](#)
2. Fixed Term Joint Tenancy Agreement [↓](#)

**Responsible Officer:** David Mazzaferri - Manager Disaster Management, Recovery and Resilience  
Brett Bacon - Executive Director Liveability and Wellbeing

**Author:** Suzanne Hamilton - Administration Supervisor

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**SUMMARY**

*This report discusses the establishment of tenure agreements with Capricorn Coast Landcare Incorporated and NAG Broadcasting Association Incorporated, to formalise access to their respective spaces within the Education Centre (Community Centre).*

**OFFICER'S RECOMMENDATION**

THAT Council resolves to enter individual tenure agreements with Capricorn Coast Landcare Incorporated and NAG Broadcasting Association Incorporated over the shared space known as Room D within the Education Centre (78 John Street, Yeppoon) for a period of one (1) year with an option to renew for a further three (3) year period.

**BACKGROUND**

Since 2008, Capricorn Coast Landcare Incorporated and NAG Broadcasting Association Incorporated have shared access to Room D within the Education Centre at the Community Centre (refer Attachment One) under a 'Fixed Term Joint Tenancy Agreement' (refer Attachment Two), which has now been superseded.

Capricorn Coast Landcare Incorporated is well established within the Shire as a group of environmental volunteers working in partnership with the community and government to promote wise management of land, water and living natural resources for the benefit of all, through on-ground projects and education activities.

The space enables the following projects to be managed by Capricorn Coast Landcare Incorporated:

1. Junior Landcare;
2. community information and resource centre (id est, Envirolink);
3. land rehabilitation (salinity / erosion / weed removal / revegetation);
4. creek restoration;
5. seed collection and native plant propagation;
6. water quality monitoring and education;
7. nature discovery days; and
8. Weedbuster workshops.

NAG Broadcasting Association Incorporated has been the community radio station for the Capricorn Coast for many years. The studio enables many local announcers to present shows on a wide variety of topics and interest. It is also part of the community broadcasting



network and has a 'support local business' policy with many local businesses being station sponsors. It broadcasts community notices free of charge.

### **COMMENTARY**

Council officers met recently with representatives of Capricorn Coast Landcare Incorporated and NAG Broadcasting Association Incorporated to outline the process to formalise tenure arrangements in line with Council's requirements.

This meeting provided an opportunity for Council officers to outline the process involved and benefits provided in formalising tenure agreements. Representatives of Capricorn Coast Landcare Incorporated and NAG Broadcasting Association Incorporated understood the justification of the process to formalise tenure, and supported the appropriate activities. Both organisations were comfortable with the lease being for a period of one (1) year with an option to renew for a further three (3) year period.

### **PREVIOUS DECISIONS**

No previous decisions relating to this matter have been made.

### **BUDGET IMPLICATIONS**

There are no budget implications associated with the consideration of this matter.

### **LEGISLATIVE CONTEXT**

Section 236(1)(b)(ii) of the *Local Government Regulation 2012* states:

*'...subject to subsections (2) to (4), a local government may dispose of a valuable non-current asset other than by tender or auction if the valuable non-current asset is disposed of to a community organisation.'*

Section 236(2) of the *Local Government Regulation 2012* further states that:

*'...an exception mentioned in subsection (1)(a) to (e) applies to a local government disposing of a valuable non-current asset only if, before the disposal, the local government has decided, by resolution, that the exception may apply to the local government on the disposal of a valuable non-current asset other than by tender or auction.'*

### **LEGAL IMPLICATIONS**

There are no legal implications associated with the consideration of this matter.

### **STAFFING IMPLICATIONS**

There are no staffing implications surrounding this matter. The drafting and execution of the tenure agreements would be accommodated within the existing capacities of the Community Partnerships unit.

### **RISK ASSESSMENT**

The following risks associated with not establishing tenure agreements with Capricorn Coast Landcare Incorporated and NAG Broadcasting Association Incorporated have been identified:

- *Reputation – not providing support to the development of community clubs, associations, or organisations as per Corporate Plan; and*
- *Compliance – failing to establish an appropriate tenure agreement as per legislation.*

There have been no significant risks associated with establishing tenure agreements with Capricorn Coast Landcare Incorporated and NAG Broadcasting Association Incorporated.

### **CORPORATE/OPERATIONAL PLAN**

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

**LOCAL GOVERNMENT PRINCIPLES**

The local government principles are –

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

**CONCLUSION**

Formalising a tenure agreement with Capricorn Coast Landcare Incorporated and NAG Broadcasting Association Incorporated over Room D at the Community Centre will provide security, opportunity for growth, and also enable them to make applications for grants and other funding sources to support their continued development.



## **12.4 - ESTABLISHMENT OF TENURE AGREEMENT - CAPRICORN COAST LANDCARE INCORPORATED AND NAG BROADCASTING ASSOCIATION**

**Room D Education Centre Community  
Centre**

**Meeting Date: 5 February 2019**

**Attachment No: 1**



# **12.4 - ESTABLISHMENT OF TENURE AGREEMENT - CAPRICORN COAST LANDCARE INCORPORATED AND NAG BROADCASTING ASSOCIATION**

## **Fixed Term Joint Tenancy Agreement**

**Meeting Date: 5 February 2019**

**Attachment No: 2**

30/003/0010



# Livingstone Shire Council

## COMMUNITY DEVELOPMENT CENTRE FIXED TERM JOINT TENANCY AGREEMENT

<b>LESSOR</b>	Livingstone Shire Council
<b>CONTACT PERSON</b>	Community Development Centre Team Leader
<b>ADDRESS</b>	PO Box 600 YEPPOON QLD 4703
<b>TELEPHONE</b>	4939 4740
<b>FACSIMILE</b>	4939 3290
<b>PRINCIPAL TENANT</b>	Capricorn Coast Landcare Group Inc
<b>CONTACT PERSON</b>	Mr Alby Wooler President
<b>POSTAL ADDRESS</b>	PO Box 727 YEPPOON QLD 4703
<b>TELEPHONE</b>	4939 1002
<b>FACSIMILE</b>	4939 1668
<b>ADDRESS OF PREMISES</b>	78 John Street YEPPOON QLD 4703
<b>SUB-TENANT</b>	Radio NAG Broadcasting Inc.
<b>CONTACT PERSON</b>	Mr Wayne Carter President
<b>POSTAL ADDRESS</b>	PO Box 346 YEPPOON QLD 4703
<b>TELEPHONE</b>	4939 8211
<b>FACSIMILE</b>	4939 8271
<b>ADDRESS OF PREMISES</b>	78 John Street YEPPOON QLD 4703



TERM OF AGREEMENT	<p>Commencement Date: 1 March 2008 Review Date: 1 July 2009</p> <p><b><u>Please note:</u></b> Council reviews the <i>Fees and Charges Schedule</i> on an annual basis, hence the rental fee noted in this agreement may be subject to change upon review of Tenancy Agreement.</p>	
RENT AMOUNT PAYABLE	<ul style="list-style-type: none"> <li>• \$10.00 per week</li> <li>• Weekly rent payments of \$5.00 incurred by both groups.</li> <li>• Principal tenant responsible for payment of rent to Council quarterly in advance.</li> <li>• Sub-Tenant to ensure their contribution towards rental payments are forwarded to Principal Tenant quarterly in advance.</li> </ul>	
RENTAL BOND	N/A	
METHOD OF PAYMENT	<ul style="list-style-type: none"> <li>• Rent payable in the form of Cheque/Cash to Livingstone Shire Council.</li> <li>• Rent payable quarterly in advance.</li> <li>• Rent arrears must not exceed one month.</li> </ul>	
RENT PAYABLE TO	<p>Mail: Livingstone Shire Council PO Box 600 YEPPOON QLD 4703</p>	<p>In Person: Livingstone Shire Council Anzac Parade YEPPOON QLD 4703</p>
SERVICES SUPPLIED TO PREMISES FOR WHICH THE TENANT IS RESPONSIBLE	<ul style="list-style-type: none"> <li>• Cleaning</li> <li>• Electricity</li> <li>• Internet</li> <li>• Telephone</li> <li>• Wheelie Bin</li> <li>• All office furniture, equipment and resources.</li> </ul>	
SERVICES SUPPLIED TO PREMISES FOR WHICH THE LESSOR IS RESPONSIBLE	<ul style="list-style-type: none"> <li>• Building Repairs &amp; Maintenance</li> <li>• Building Security</li> <li>• Grounds Maintenance</li> </ul>	
NOMINATED REPAIRER	<ul style="list-style-type: none"> <li>• Contact Community Development Centre Team Leader for all Building Maintenance and/or Security Matters.</li> <li>• Phone: 4939 4740</li> </ul>	

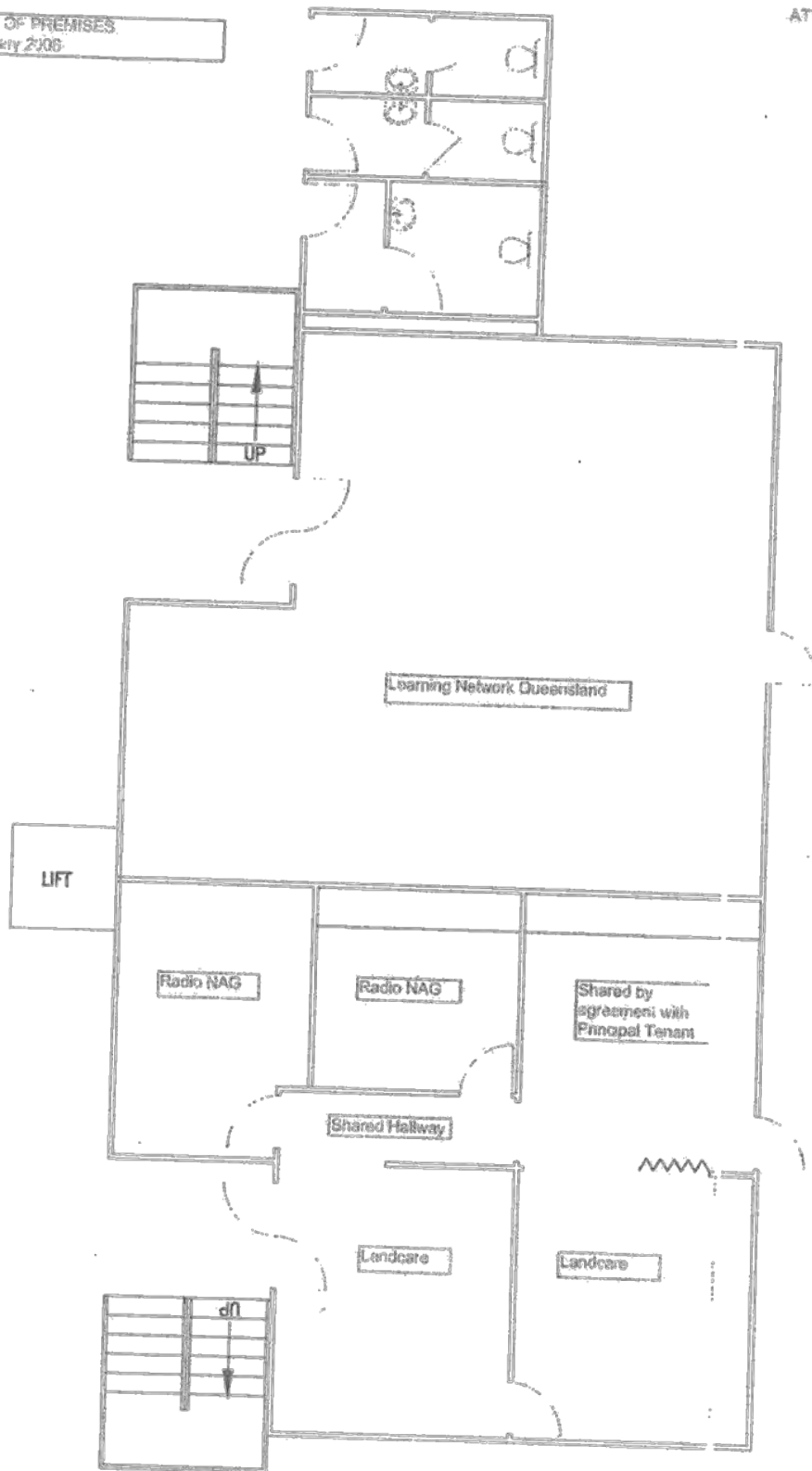
<b>SHARED SPACE</b>	<ul style="list-style-type: none"> <li>Principal Tenant and Sub-Tenant will occupy space as designated on plan of premises (refer attached).</li> <li>Principal Tenant and Sub-Tenant to ensure shared space is respected and kept in tidy condition.</li> </ul>
<b>HOUSEKEEPING</b>	<ul style="list-style-type: none"> <li>Principal Tenant and Sub-Tenant to respect the property and resources of others.</li> <li>Principal Tenant and Sub-Tenant to provide adequate resources/consumables for their members.</li> </ul>
<b>STORAGE SPACE</b>	<ul style="list-style-type: none"> <li>The Community Development Centre offers storage space to tenants upon approval.</li> <li>Principal Tenant and Sub-Tenant to ensure items placed in storage shed are positioned in allocated space without blocking access to other tenants storage areas/items.</li> <li>Principal Tenant and Sub-Tenant to manage quantity of items in storage shed and ensure any unwanted items are removed/disposed of.</li> <li>Storage of dangerous goods, flammables and poisons is not permitted under this agreement</li> </ul>
<b>ACCESS TO BUILDING</b>	<p>Principal Tenant to ensure that:</p> <ul style="list-style-type: none"> <li>Council has copies of all keys/swipe cards to building.</li> <li>Council is notified of any proposed changes to locks / entry systems being proposed by either of the joint tenants.</li> <li>If alterations to building locks / entry systems are approved that Council be provided with copies of all new keys / swipe cards.</li> </ul>
<b>BUILDING SECURITY</b>	<p>To facilitate the safety of patrons and the security of equipment and resources, Principal Tenant and Sub-Tenant must ensure that:</p> <ul style="list-style-type: none"> <li>Members / volunteers utilising the building are provided with the lock up and security procedures.</li> <li>The building is not left unsupervised while open.</li> <li>All external doors are locked when meeting and/or conducting business after hours.</li> <li>The building is secure upon departure.</li> </ul>
<b>ANNUAL GENERAL MEETINGS / NEW MEMBERS</b>	<p>Principal Tenant and Sub-Tenant must ensure that:</p> <ul style="list-style-type: none"> <li>Community Development Centre Fixed Term Joint Tenancy Agreement is tabled at Annual General Meetings.</li> <li>Council is notified of any changes to the contact details of Management Committee members.</li> <li>All new and existing members are informed of the terms and conditions of the Tenancy Agreement.</li> </ul>

<b>DISPUTES &amp; COMPLAINTS</b>	<p><b><u>Services Supplied by Council:</u></b></p> <ul style="list-style-type: none"> <li>• Contact Community Development Centre Team Leader.</li> </ul> <p><b><u>Principal Tenant and Sub Tenant Issues:</u></b></p> <ul style="list-style-type: none"> <li>• Council expects Principal Tenant and Sub-Tenant will endeavour to resolve any disputes and/or complaints, which may arise between themselves at the local level.</li> <li>• If complaints and disputes between the Principal Tenant and Sub-Tenant are not able to be resolved, Council recommends that both Tenants contact the Dispute Resolution Centre on 4938 4249 for assistance.</li> </ul>
<b>AMENDMENTS</b>	<ul style="list-style-type: none"> <li>• No amendment or variation to the Agreement is valid or binding on a party unless made in writing signed by all parties.</li> </ul>
<b>TERMINATION</b>	<p><b><u>Council:</u></b></p> <ul style="list-style-type: none"> <li>• This Agreement may be terminated at any time by Council by giving the Tenants 30 Calendar days prior written notice.</li> </ul> <p><b><u>Tenants:</u></b></p> <ul style="list-style-type: none"> <li>• This Agreement may be terminated at any time by either Tenant by giving Council 30 Calendar days prior written notice.</li> <li>• All such written notices are to be forwarded to:</li> </ul> <p style="padding-left: 40px;">Community Development Centre Team Leader PO Box 600 YEPPOON QLD 4703</p>

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PLAN OF PREMISES  
February 2006

ATTACHMENT 1



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**FIXED TERM JOINT TENANCY AGREEMENT - AUTHORISATION****LESSOR**

I hereby acknowledge I have read and agree to abide by the terms and conditions of this Fixed Term Joint Tenancy Agreement.

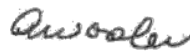


Mr Peter Franks  
CHIEF EXECUTIVE OFFICER  
LIVINGSTONE SHIRE COUNCIL

DATE:

**PRINCIPAL TENANT**

I hereby acknowledge I have read and agree to abide by the terms and conditions of this Fixed Term Joint Tenancy Agreement.




Mr Alby Wooler  
PRESIDENT  
CAPRICORN COAST LANDCARE GROUP INC

DATE: 29-2-08

**SUB-TENANT**

I hereby acknowledge I have read and agree to abide by the terms and conditions of this Fixed Term Joint Tenancy Agreement.



Mr Wayne Carter  
PRESIDENT  
RADIO NAG BROADCASTING INC

DATE: 14/3/08

**12.5 OPERATIONAL PLAN 2018-19 Q2 PROGRESS REPORT****File No:** CM4.6.2**Attachments:**

1. Organisational KPI's [↓](#)
2. Operational KPI's [↓](#)

**Responsible Officer:** Rodney Chapman - Coordinator Governance  
Andrea Ellis - Chief Financial Officer**Author:** Suzanne Pambid - Governance Officer

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**SUMMARY**

*The 2018-19 Operational Plan progress report for Quarter 2 as at 31 December 2018 is presented, pursuant to Section 174(3) of the Local Government Regulation 2012.*

**OFFICER'S RECOMMENDATION**

THAT the 2018-19 Operational Plan progress report for Quarter 2 as at 31 December 2018 be received.

**BACKGROUND**

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

**COMMENTARY**

The Operational Plan progress report for the period 1 October to 31 December 2018 is attached for Council's consideration.

**Organisational KPI's**

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

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

**Operational KPI's**

With a total of 97 operational KPI's for the 2018-19 period, the Organisation has taken a more streamlined approach with reporting. Operational KPI's will be tracked and reported cumulatively on progression of work results (%) during the quarter towards respective annual and quarterly targets. For the 2018-19 financial year our reporting format will include On Track, Off Track, Completed and Not Commenced.

For Q2 period ending 31 December 2018, Council has achieved the following results:

	Office of the CEO	Community & Wellbeing	Infrastructure
Total KPI's for 2018-19	31	43	23
On Track	21	37	22
Off Track	5	3	0
Completed	5	0	0
Not Commenced	0	3	1

**PREVIOUS DECISIONS**

The 2018-19 Operational Plan was adopted by Council on 24 July 2018, as part of the Budget and Operational Plan.

**BUDGET IMPLICATIONS**

Council's annual budget must be consistent with the Corporate Plan 2014-19 and the 2018-19 Operational Plan.

**LEGISLATIVE CONTEXT**

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

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

- (3) The Chief Executive Officer must present a written assessment of the Local Government's progress towards implementing the Annual Operational Plan at meetings of the Local Government held at regular intervals of not more than 3 months.

**LEGAL IMPLICATIONS**

There are no legal implications associated with this matter.

**STAFFING IMPLICATIONS**

There are no staffing implications associated with this matter.

**RISK ASSESSMENT**

Council will be non-compliant if the 2018-19 Operational Plan progress report for Quarter 2 is not adopted within the determined legislative timeframe.

**CORPORATE/OPERATIONAL PLAN**

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

**CONCLUSION**


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

## **12.5 - OPERATIONAL PLAN 2018-19 Q2 PROGRESS REPORT**

### **Oganisational KPI's**

**Meeting Date: 5 February 2019**

**Attachment No: 1**


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

# **12.5 - OPERATIONAL PLAN 2018-19 Q2 PROGRESS REPORT**

## **Operational KPI's**

**Meeting Date: 5 February 2019**

**Attachment No: 2**


OPERATIONAL PLAN 2018-19 Q2 REPORT									
									
Office of the CEO	Key Performance Indicator	Measures of success	Source of Validation Data	Target Due Date	Responsibility	Q1 Progress %	Q1 Progress Comments	Q2 Progress %	Q2 Progress Comments
Finance and Business Excellence	2017-18 financial audit completed on program, with unmodified audit opinion	Unqualified external audit opinion on 2017-18 General Purpose Financial Statements	Auditor certification of financial statements	23-October-2018	Finance & Business Excellence - Accounting	100%	Independent Audit Opinion Issued 16 October 2018.	100%	Independent Audit Opinion Issued 16 October 2018.
	Sustainable financial position maintained	Strategic Financial Plan	Council Business Papers	31-March-2019	Finance & Business Excellence - Accounting	25%	Draft document to be discussed with Councils in December.	25%	Document to be discussed as part of 2019-20 budget discussions.
	Develop and implement a service review framework	Coordinate and conduct 4 service reviews in accordance with the approved service review framework	Council Business Papers	30-June-2019	Finance & Business Excellence - Business Transformation	40%	Service Delivery Review Framework, business case and programme of works completed in August 2018. 2 pilot programmes in progress in Library Arts and Culture and Waste Technical Services.	65%	Pilot projects in phase 4 (Service Delivery Review Framework). Pilot programmes 65% complete.
	Develop and implement a whole-of-organisational approach to quality assurance	Formal improvement framework established	Council Business Papers	20-May-2019	Finance & Business Excellence - Business Transformation	5%	In early planning phase.	20%	Business Case signed off, implementation plan drafted and with ELT for approval.
	Implementation of business unit planning for all business units to capture forward planning and business as usual activities	100% completed (for all Units)	Business Unit Plans	01-February-2019	Finance & Business Excellence - Business Transformation	10%	To be developed as part of an Integrated Reporting & Planning Framework, and to support the 2019-20 budget process.	20%	To be developed as part of an Integrated Reporting & Planning Framework, and to support the 2019-20 budget process.
	Review of Councils Risk Management Framework	Undertake a Risk Management Maturity Assessment	Council Business Papers	30-September-2018	Finance & Business Excellence - Governance	10%	Gap Analysis being undertaken by QTC as part of the Regional Capability Advancement Program.	50%	Further meetings with QTC and the allocated consultant were undertaken with strategies being developed for the planning and implementation of the assessment.
	Compliance with statutory and corporate requirements for Council meetings and decision making	Implementation of online legislative compliance software and implementation of authorisations and delegations software	Council Business Papers	31-December-2018	Finance & Business Excellence - Governance	15%	Planning and consultation currently underway. Legislative compliance software will be initially implemented for the Office of the CEO portfolio.	15%	Competing priorities in Q2 caused a delay in progress of this project.
	Validate Council can continue business operations in the unlikely event of an event impacting the organisation	Successful test of Business Continuity Plans	Business Continuity Test Plan	31-December-2018	Finance & Business Excellence - Governance	35%	Business Continuity Plan Project in progress for all critical functions. Project remains on track to be completed by end of December.	100%	All critical functions have completed their plans with a live test carried out during December 2018.
	Procurement Transformation Program	Program of improvement initiatives delivered as per approved project baseline	Project Management Toolkit	30-June-2018	Finance & Business Excellence - Procurement	0%	Resourcing required.	25%	8 projects have been identified to be completed in 18/19FY.
	Development of Annual Procurement Plan	60% of total purchasing spend occurs under a buying arrangement	Finance One Report	31-December-2018	Finance & Business Excellence - Procurement	25%	End of year measure.	100%	71% Q2 purchases are under an arrangement.



	Develop and deliver a procurement and contract management training and development program	Training program delivered	80% of employees with financial delegation who attend training	30-June-2019	Finance & Business Excellence - Procurement	5%	Ongoing training to support the organisation in current	5%	Contract Management Framework required to be developed (is one of the 8 projects above).
	Develop and implement a project governance framework	Project Portfolio Management system and reporting	Council Business Papers	31-March-2019	Finance & Business Excellence - Project Management Office	5%	Software project on hold subject to ICT strategy outcome. Forward Works Program is now being managed by the Project Management Office.	25%	Software project on hold subject to ICT strategy outcome. Forward Works Program is now being managed by the Project Management Office.
	Organisational project management capability	Project Management training and development programs delivered in the organisation	Council Business Papers	30-June-2019	Finance & Business Excellence - Project Management Office	25%	Training occurs on the 3rd Friday of every month between 0900-1100, 13 staff have taken up the opportunity attending the internally delivered training.	50%	Training occurs on the 3rd Friday of every month between 0900-1100, 31 staff have attended the internally delivered training.
	Debt recovery actions undertaken in accordance with Council policy and in a responsible manner to minimise outstanding balances with Council	<5% bi-annually rates outstanding as a percentage of rates levied, prior to six monthly rates billing	Monthly Financial Report	31-December-2018 30-June-2019	Finance & Business Excellence - Revenue	17%	16.96% of rates & charges levied are outstanding at 30 September. Payment for the first half yearly rates & utility charge levy was due on 5 September.	11%	10.81% of rates & charges levied are outstanding at 31 December. 2nd half yearly rates & utility charge levy & 2nd Qtr rates will issue 30 January 2019.
		50% of invoices paid within 60 days (14/15 18%, 15/16 23%, 16/17 30%)	Monthly Financial Report	30-June-2019	Finance & Business Excellence - Revenue	100%	51% of accounts are less than 60 days overdue.	100%	62% of accounts are less than 60 days overdue.
ICT Services	Develop and implement appropriate Service Level Agreements for customer requests	100% complete	Service Desk Plus Reporting	2018/2019	ICT Services - Applications and Service Desk	40%	SLAs created, to be reviewed and approved by module owners.	45%	SLAs refined, to be reviewed and approved by module owners.
	ICT Services Applications are available, secure and up-to-date	100% of ICT Applications are updated in accordance with patching Service Level Agreements	Service Desk Plus Reporting	2018/2019	ICT Services - Applications	25%	Upgrades and patching continuing with planned works.	45%	Upgrades and patching continuing with planned works – Finance One and ECM held up Errors in Testing – Awaiting Vendor solution.
	ICT Improvement Initiatives are identified and scheduled for implementation	100% of Improvement Initiatives are assessed and actioned	Service Desk Plus Reporting	2018/2019	ICT Services - Applications	25%	Schedule of works being created.	30%	Schedule of works still under development.
	ICT Services will provide a resilient, scalable and high performing platform for the delivery of IT services	Server and Storage uptime to be >= 98% uptime	ManageEngine OpsManager uptime reporting	2018/2019	ICT Services - Infrastructure	25%	There was one notable outage in the reporting period impacting email. This was resolved within a couple of hours and did not impact KPI result.	50%	No notable outages.
	Successful delivery of Server and Storage Upgrade	All Production Servers migrated onto new server and storage platform		31-December-2018	ICT Services - Infrastructure	10%	Hardware platform has been identified. Procurement process is expected to conclude shortly with implementation phase following. It is expect this will be complete by 02.	25%	Hardware installation underway. Configuration and testing to be started in coming weeks.



People and Culture		Successful delivery of 10G Networking across Council	All routing switches operating on 10G network.	31-March-2019	ICT Services - Infrastructure	15%	Switching Hardware has been procured and is being installed. It is expect be completed by end of Q2.	80%	10G networking backbones created and currently undergoing testing.
	Develop Asset Management Plans for all ICT assets	100% complete	Active Directory Portable Hardware Spreadsheet	2018/2019	ICT Services - Service Desk	15%	Plans being created and tailored.	25%	Plan creations continuing.
	Annual Performance Reviews for Internal Staff	90% completed	Spreadsheet	31-October-2018	People and Culture - HR, Training and Payroll	100%	Achieved.	100%	Achieved.
	Approved Recruitment of Vacancies	100% completed within 30 working days of position closing date	Aurion	2018-2019	People and Culture - HR, Training and Payroll	100%	Achieved.	76%	Not achieved - of the 25 jobs recruited for in the period 6 exceeded the 30 day target.
	Facilitate Compliance Training for all Council employees	100% of staff compliant with position requirements	Aurion Spreadsheet	2018-2019	People and Culture - HR, Training and Payroll	98%	Almost achieved, employees unable to attend training due to leave.	97%	Almost achieved, employees unable to attend training due to leave.
	Comply with Local Government WorkCover Self Insurance Audit	75% compliance achieved	Internal Audit Scores Local Government Self Insurance Audit workbook	30-November-2018	People and Culture - Safety	100%	Achieved.	100%	Achieved.
	Regular review of Safe Work Method Statements	80% reviewed, updated and endorsed	Safe Work Method Statement (LSC)	30-June-2018	People and Culture - Safety	100%	All reviewed - completed	100%	Achieved.
	Workplace Hazard Inspections	90% completed to schedule per quarter	LSC Workplace Health and Safety Management System	2018-2019	People and Culture - Safety	80%	Rescheduled due to staffing implications.	95%	Achieved.
	Develop Workforce Plan and identify key strategies and actions	100% complete	Workforce Plan	30-June-2019	People and Culture - Organisation Development	25%	Progressing.	25%	Discussions occurring with CEO and ELT to identify desired content for LSC People Strategy.
	Development of Leadership Program	100% complete	Workforce Plan	30-June-2019	People and Culture - Organisation Development	20%	Progressing.	20%	Working with stakeholders to design content and sessions for 2019.
	Implement online recruitment program	100% complete	E-Recruitment (Aurion)	31-December-2018	People and Culture - HR, Training and Payroll	0%	On hold pending review of HR/Payroll software.	0%	On hold pending review of HR/Payroll software.
	Asbestos Health Monitoring Programme	100% complete	Asbestos Regulations and Asbestos Management Code of Practice Safe Work Method Statement (LSC)	30-June-2019	People and Culture - Safety	25%	Progressing.	25%	Additional work to be undertaken in Q3 to catch up.

OPERATIONAL PLAN 2018-19 Q2 REPORT									
									
Liveability & Wellbeing	Key Performance Indicator	Measures of success	Source of Validation Data	Target Due Date	Responsibility	Q1 Progress %	Q1 Progress Comments	Q2 Progress %	Q2 Progress Comments
Liveability & Wellbeing Director	Livingstone Shire Whole of Community Plan	The Whole of Community Strategic Plan completed that provides a blueprint for: - sustainability; - developing a practical sustainable growth management strategy with a focus on improving quality of life; - future focused and adaptable to changing circumstances;	Community Consultation outcomes report, Council reports, media releases, website, and social media.	01-March-2019	Executive Director Liveability and Wellbeing	10%	Invitation to quote process commenced.	15%	Consultant appointed and inception meeting scheduled for January 2019.
Community Wellbeing	Manage Councils property portfolio	100% of tenures issued in accordance with relevant legislation; Zero deficiencies in Councils process identified by external stakeholders; Breaches of Council tenure actioned within 5 days; Breaches rectified by client within 2 weeks of notification from Council	Property Files Pathway Reports	2018/19	Community Wellbeing - Community Partnerships - Property	100%	All tenure has been issued in accordance with legislation. Zero deficiencies identified by external stakeholders. No breaches identified for Q1.	100%	All tenure has been issued in accordance with legislation. Zero deficiencies identified by external stakeholders. No breaches identified for Q2.
	Provide a broad range of opportunities for volunteers	Growth in number of new volunteers; Duration of volunteership (hours, years of service); Area of land maintained and Number of new sites established	Volunteer Database Volunteer Sign up forms (ECM) Volunteer Attendance Record Sheets Survey1,2,3 NRM App (Arcportal) to map volunteer work areas	2018/19	Community Wellbeing - Natural Resource Management & Disaster Management and Resilience.	15%	New volunteers in community centre. IT conducting research on database. Duty plans for volunteers designed.	40%	New Yeeppoon Public Cyclone Shelter Manager (volunteer) endorsed. Trial underway with a cloud based volunteer impact software through IT. Workshop/meeting with Supervisors and Coordinators conducted to explain the procedure and process of volunteerism in Council. Public website design drafted and being reviewed prior to going live. Volunteer shirts designed and ready for printing dependant on demand. Memo to executive leadership team being finalised to discuss and consider appropriate date for commencement of volunteerism campaign.

	A Local Disaster Management Group and Local Disaster Co-ordination Centre staff who are trained and prepared events	100% compliance with the Disaster Management Act 2003 and the Inspector General Emergency Management framework and Get Ready initiatives implemented in accordance with funding agreement	Inspector General Emergency Management (IGEM) Prioritisation Tool Inspector General Emergency Management (IGEM) Review feedback; Local Disaster Management Group meeting minutes Attendance at training and refresher courses	2018/19	Community Wellbeing - Disaster Management and Resilience.	100%	Inspector General Emergency Management prioritisation tool conducted on Local Disaster Management Plan on 6 Sep 2018 Local Disaster Management Group meeting conducted 10 Sep 18 6 x training sessions offered and conducted for Local Disaster Management Group and Local Disaster Co-ordination Centre 1 x Energy Queensland Exercise conducted in The HUB	100%	Local Disaster Management Group meeting conducted 21 November 2018 Five (5) training sessions offered and conducted for Local Disaster Management Group and Local Disaster Co-ordination Centre. One exercise conducted in HUB and one exercise attended at Regional Operations Centre. Local Disaster Management Group and Local Disaster Co-ordination Centre activated as a result of extreme-catastrophic fire danger and possibility of Tropical Cyclone Owen: 28 Nov 2018 - 17 Dec 2018 (seven Local Disaster Management Group meetings conducted and minutes)
	Delivery of community development programmes which build the capacity of Livingstone's community	100% compliance with Service Contracts (Strengthening Family Connections, Community Centre, Livingstone Loop (Emu Park and other communities) and Adherence to funding agreements	Online Acquittal support Information Service (OASIS) Government reporting portal Performance reporting and funding acquittals	2018/19	Community Wellbeing - Community Partnerships	100%	Community Partnership functions 100% compliant, Marlborough Intensive 24/10/18, LCG Policy / Procedure Update 100% complete. Strengthening Family Connections awarded new 5 year contract.	100% 50% Strengthening Family Connection	Community Centre 100 per cent Compliant with Service Contract and funding agreement. Yeppoon Community Sessions - ten courses for a total of thirty-two (32) sessions. Emu Park Community Sessions nil due to Hall availability and lack of presenters in Emu Park and presenters willing to travel. Strengthening Family Connections On track- Strengthening Family Connection has completed quarterly performance report and met all key performance indicators for service delivery (performance report will be uploaded into OASIS within timeframe required). Quarterly Strength's Based Network facilitated by



	Maintain open spaces	Park maintenance service standards 100% achieved and 100% of works up to date	Pathway Reports Conquest	2018/19	Community Wellbeing - Open Spaces	100%	The current budget reflects the services delivered within the set budget. Projects - 75% complete with Lioness Irrigation to be completed by end of November 2018. In addition possibly Barmayee roundabout landscape and Emu Street, Emu Park, if the requisite budget allocation is secured.	100%	The current budget reflects the services delivered within the set budget. Project delivery has seen the completion of Lioness Park Irrigation. The Barmayee roundabout is anticipated to be landscaped post April 2019 pending budget allocation. Emu Park Street scape is still undecided on plant species as some were unavailable
	Deliver projects to repair or restore native ecosystems	5 projects per annum	Council Business Papers 100 compliance with contract	2018/19	Community Wellbeing Natural Resource Management	40%	Projects - Fox Detection Project completed, National Tree Day planting, others in progress. Environment Taskforce Meeting. Volunteer programmes ongoing and further development in progress.	50%	Projects - Skilling Qld Team projects completed, NDRRA Projects prepared for delivery Feb-March. Quotation accepted for Bajool Marble Mine Cycad mitigation project.
	Plan and deliver capacity building sessions / workshops to community organisations	4 per annum	Council Business Papers Attendance numbers	2018/19	Community Wellbeing	0%	Sessions / workshops to be delivered monthly in Q3 and Q4 (January - June)	0%	Sessions / workshops to be delivered monthly in Q3 and Q4 (January - June).
Community Engagement	Ensure provision of quality innovative customer service to internal and external customers	95% accuracy with distribution of customer request to other areas of the organisation; 80% of Average Handling Times to be under 340 seconds and Annual increase of 10% users of Councils Online Services Portal	CISCO Phone Reports Pathway Reports Civic Plus Analytics	2018/19	Community Engagement - Customer Support	25%	.95% of Customer Service Requests currently logged. 80% of calls Average Handling Times at 201 seconds. Online to be measured annually (quarter 4)	50%	Ninety-five (95) per cent of Customer Service Requests correctly logged. 100 per cent of calls under Average Handling Times of 340 seconds. Online to be measured annually (quarter 4).
	Develop a Records Management Strategy	Strategy 100 % complete	Project Management Toolkit	2018/19	Community Engagement - Customer Support	50%	50% completed and consultant returning in November to finalise	75%	Final draft completed and being presented to executive leadership team in late January for final approval. Due to be implemented end of February/early March.
	Complete and implement deliverables of the Channel Management Strategy	100 % of deliverables complete	Council Business Papers	30-March-2019	Community Engagement - Customer Support	75%	Final review to occur over November to February period	75%	Yet to be completed - due for final review in Q3.
	Maintain compliant and effective Record Management practices at all times with overall goal of digitisation	10% reduction in costs associated with storage	ECM Reports Pathway Reports Grace Storage Reports	2018/19	Community Engagement - Customer Support	25%	Consultant returning in November to assist with continuance of this	50%	Pending signage of Digitisation Framework - Q3 and Q4 to reflect cost savings. Reduction has been received with less files needing to be retrieved (not storage necessarily).

	Utilise marketing channels to successfully support and promote the region as a destination for business, tourism and lifestyle	Develop and implement 4 dynamic marketing plans per annum which promote Council services, tourism and our economy	ActiveCollab	2018/19	Community Engagement - Communications and Marketing	25%	Yeppoon Lagoon - Digital and hardcopy Map as part of School Holiday Winter Program	50%	Yeppoon Lagoon, Byfield, The Caves, Emu Park and surrounds promotions - scheduled posts occurring each weekend to encourage visitation to the region.
	Partner with internal peers to develop a website that reflects the desires of the organisation and the evolving community	50% of project scope completed	CivicPlus	01-March-2019	Community Engagement - Communications and Marketing	10%	Review of some pages occurred in review period. Upgrade of site occurred 24/10/18 - Quarter 2 update will show more work that has occurred	10%	Further reviews to occur in Q3 and Q4 - working with Information Technology on solutions regarding restrictions with software verses desires.
	Provide quality social inclusion and participation activities that cater to the diversity of the community	10% increase in library membership per annum and 10% annual participation increase at all Library and Cultural Events	Libero Digital - borrow box, freegal and RB Digital, Beamafilm Eventbrite Library Stats Spreadsheet	2018/19	Community Engagement - Libraries, Arts and Culture	0%	Measure is annual - Quarter 4 will reflect details	0%	Measure is annual - Quarter 4 will reflect details.
	Completion of Library Service Review	Service review 100% completed and recommendations within review adopted	Project Management Toolkit	2018/19	Community Engagement - Libraries, Arts and Culture	65%	Business Innovation Team working with Library Team to ensure continuance of reviews	90%	All reviews have been finalised and Business Improvement team presenting results to Manager 09/1/19.
	Establish organisational Community Engagement Register	Register 100% developed, implemented and functioning	Pathway Register Office Suite Engagement Software	2018/19	Community Engagement - Engagement and Events	100%	Inhouse register exists and with recent establishment of Get Involved Livingstone, this key performance indicator has been achieved	100%	Inhouse register exists and with recent establishment of Get Involved Livingstone, this key performance indicator has been achieved.
	Provide effective monitoring regarding delivery and approval processes for Event Management and Sponsorship	80% completion achieved with post event and sponsorship evaluation surveys	Bookings Module SurveyLegend Engagement Software Smarty Grants Software	2018/19	Community Engagement - Engagement and Events	80%	Surveys now set up in EngagementHQ. Approximately 25 surveys sent	80%	Surveys now set up in EngagementHQ. Approximately twenty-five (25) surveys sent.
	Assist with the development of an Event Management Strategy	100% completion of business unit tasks required	Project Management Toolkit Office Suite	30-June-2019	Community Engagement - Engagement and Events	100%	Feedback shared with Economic Growth team and it is envisaged that the Strategy will be implemented early 2019	50%	Community Engagement to manage this project, external consultant has been appointed and workshop with external event organisers occurred. More details to come in Q3.
Liveability	Building and plumbing certification services comply with statutory requirements	100% of building and plumbing approvals determined within 10 business days from the commencement of the decision stage and Peer review of 12 Building and Plumbing approvals per annum	Pathway Reports Peer review of approvals	2018/19	Liveability - Built Environment	100%		94 % of approvals issue within 10 business days	Peer review of approvals to be undertaken during Q3.
	Building and plumbing certification services are client connected and outcome driven	100% of building and plumbing related customer requests responded to within two business days and 95% Customer satisfaction	Customer satisfaction surveys Pathway Reports	2018/19	Liveability - Built Environment	88%	Customer satisfaction survey being finalised.	92% of Customer requests initially responded to within 2 business days	Customer satisfaction survey format has been finalised and will commence at the beginning of february 2019.

	Development assessment services comply with statutory requirements	85% of development related approvals determined within twenty-five (25) business days. Note statutory period is thirty-five (35) business days	Pathway Reports	2018/19	Liveability - Development Assessment	70%	Result not achieved due to a number of long-term complex applications requiring significant assessment and decision at Council. All decisions were made with relevant extensions agreed to by the applicant.	65%	Result not achieved due to a number of long-term complex applications requiring significant assessment and decision at Council or applications where the period was extended significantly due to compliance matters or on the applicants request. All decisions were made with relevant extensions agreed to by the applicant.
	Development assessment services are client connected and outcome driven	100% of development related Customer Requests responded to within 2 business days; 95% Customer satisfaction and 100% of development applications considered by the Development Control Unit within 5 business days	Customer satisfaction surveys Pathway Reports	2018/19	Liveability - Development Assessment	84% & 100%	Customer satisfaction survey being finalised.	82% & 100%	354 Customer Requests received in Q2.  Customer satisfaction survey prepared for commencement 1 February 2019.
	Undertake development compliance services	100% of Development Compliance complaints are risk rated in accordance with Councils Risk Based Land use Compliance Policy	Pathway Reports Reviews/Reports on actions taken under the Risk Based Land use Compliance Policy Compliance meetings	2018/19	Liveability - Development Assessment	100%		100%	
	Planning scheme complies with legislative requirements and Councils growth management objectives	Livingstone Planning Scheme 2018 reviewed and 100% of relevant amendments initiated	Council Business Papers	2018/19	Liveability - Growth Management	25%	On track, with initial report to council workshop at the end of June 2018 about prioritising amendments to the new planning scheme. Work is underway on preparing detailed advice and background material on likely amendments.	50%	Preliminary research and clarification of what changes are to be made have been documented. Discussions have also been held with representatives of the relevant State Government Departments in relation to the proposed amendments and the new guidelines that are applicable. A workshop report was presented to Council on 3 December 2018 outlining details of the proposed scheme amendments. A further report on the proposed amendments will be presented to Council in February 2019 seeking a formal resolution to initiate the proposed amendments.



Environmental health services comply with statutory requirements	100% of food licence/permit applications completed in accordance with legislative requirements and 95% of food licence audits to be completed annually	Pathway Reports	2018/19	Liveability - Public Environments - Environmental Health	100%		100%	
Environmental health compliance activities are undertaken in accordance with Councils Risk Based Land use Compliance Policy	100% of relevant environmental health compliance complaints are risk rated in accordance with Councils Risk Based Land Use Compliance Policy	Pathway Reports Reviews/Reports on actions taken under the Risk Based Land use Compliance Policy Compliance meetings	2018/19	Liveability - Public Environments	100%		100%	
Environmental health services are client connected and outcome driven	100% of Environmental Health related customer requests are responded to within 2 business days	Pathway Reports	2018/19	Liveability - Public Environments	100%		100%	
Pest and vector services are client connected and outcome driven	100% of pest weed contracts completed within contractual time frames and 100% of pest and vector related customer requests are responded to within 2 business days	Contract timeframes met Pathway Reports	2018/19	Liveability - Public Environments	100%		100%	
Vector breeding locations identified and managed to reduce potential impacts on the community	100% of permanent vector control sites monitored weekly and 20 vector surveys undertaken each month between 1 October 2018 and 31 May 2019	Pathways vector reporting system	2018/19	Liveability - Public Environments	100%		90%	Extended sick leave for Vector Officer has directly impacted site identification; however misting of identified areas has been maintained 100 per cent.
Local law services comply with statutory requirements	100% of Local Law renewals completed within legislative or policy timeframes; 100% of licence/permit applications processed within 10 days and 2 Local Laws 'Work Instructions' reviewed for effectiveness	Pathway Reports Infringement notice reports 2 reviewed Work Instructions	2018/19	Liveability - Public Environments	80%	Work instructions processes stalled due to staff shortage Sick leave, annual leave and vacant position	80%	Work instructions processes stalled due to staff shortage, sick leave, annual leave and vacant position.
Local law services are client connected and outcome driven	100% of Local Law related customer requests responded to within 2 business days and proactive patrols undertaken	Pathway Reports Council Business Papers	2018/19	Liveability - Public Environments	96%		95%	
Local law requirements promoted through educational activities	2 dog in the park days conducted (micro-chipping)	Council Business Papers	2018/19	Liveability - Public Environments	0%	Due 3rd Quarter	0%	Due Third Quarter.
Building and plumbing compliance activities are undertaken in accordance with Councils Risk Based Land Use Compliance Policy	100% Building and Plumbing Compliance complaints are risk rated in accordance with Councils Risk Based Land use Compliance Policy and 5% of notifiable plumbing works (Form 4) audits are completed per annum	Pathway Reports Reviews/Reports on actions taken under the Risk Based Land use Compliance Policy Compliance meetings	2018/19	Liveability - Public Environments	100%		100%	
Building and plumbing compliance Services are client connected and outcome driven	100% of Building and Plumbing Compliance complaints are responded to within 2 business days	Pathway Reports Reviews/Reports on actions taken under the Risk Based Land use Compliance Policy	2018/19	Liveability - Public Environments	92%		95%	

	Strategies are developed through the QCoast2100 programme to address the potential impacts of coastal hazards	100% compliance with funding agreement	Signed QCoast2100 Funding agreement and sub agreement schedules	30-June-2019	Liveability - Sustainability	100%	On Track – Establishment of Carbon Technical Working Group and development of draft strategy. Research into suitable governance framework and liaison with Livingstone Shire Council's Governance Unit.	100%	Livingstone Coastal Hazards Adaptation Strategy project being carried out in accordance with funding framework.
	Climate Change mitigation and adaptation strategies adopted and embedded into Councils mainstream operations	1 organisational carbon strategy produced and Governance framework established for the organisation to address climate change	Council Business Papers	30-June-2019	Liveability - Sustainability	25%	On Track – Establishment of Carbon Technical Working Group and development of draft strategy. Research into suitable governance framework and liaison with Livingstone Shire Council's Governance Unit.	50%	On Track – Completion of draft Carbon Strategy with input from Carbon Technical Working Group. Draft Strategy to be presented to Executive Leadership Team and Council in Q3. Development of Climate Change Policy Framework in collaboration with Livingstone Shire Council's Governance Unit.
Economy & Places	Implement Invest Capricorn Coast Region Economic Development Plan	100% of year 2 actions implemented; 1 quarterly workshop held and attendance numbers recorded; Number of business contacts made/inquiries fielded; The Invest Capricorn Coast Leadership Alliance operating successfully; Successful grant applications and Engagement with investors	Council Business Papers Business/investor contact register	30-June-2019	Economy and Places - Economic Development and Innovation	25%	Get Connected networking event held in September 2018 with 76 attendees. 22 direct engagements/contacts with local businesses, connected 16 local businesses with grant opportunities, supplied three with economic impact modelling reports for grant applications. Hosted four business development workshops attended by 57 local businesses. Received EOIs for Invest Capricorn Coast Region Leadership Alliance membership with establishment anticipated in November 2018. Launched updated investment attraction video in September 2018	50%	Eighteen (18) direct engagements/contacts with local businesses, provided support to one business applying for the Rural Economic Development grant, supplied three businesses with economic impact modelling assessments. Hosted three business development workshops attended by twenty-six (26) local businesses. Surveyed Emu Park and Keppel Sands businesses to determine business development need. Held the first Invest Capricorn Coast Region Leadership Alliance meeting in December 2018. Attended the METS leaders meeting and introduced two local METS businesses to the Indian Trade and Investment



	Implement Capricorn Coast Smart Region Strategy (Yeppoon Town Centre Smart Lighting Project and Yeppoon Town Centre Smart Precinct Project)	90% of actions achieved	Council Business Papers Acquittal reports for the grant funding	30-June-2019	Economy and Places - Economic Development and Innovation	25%	Capricorn Coast Smart Region Strategy launched in September 2018. Sponsored and attended GovHack. Capricornia 2018. The Yeppoon Town Centre Smart Lighting and Smart Precinct Projects are progressing well. The Yeppoon Town Centre and Yeppoon Lagoon Smart Parking Projects tender closes in October 2018. Detailed design underway for Smart Lighting, CCTV and Public Wi-Fi, completed.	50%	The Yeppoon Town Centre and Yeppoon Lagoon Smart Parking Projects tender has been awarded. The Yeppoon Town Centre Smart Projects tender will be released early January 2019 for Smart Lighting, CCTV and Public Wi-Fi. An application to the Australian Government to engage a part-time Expert in Residence to support entrepreneurial events and provide startup and existing businesses mentoring advice was successful with the incumbent to commence in March 2019.
	Yeppoon Place Making Strategy Year 2 initiatives implemented	90% of actions achieved	Council Business Papers Acquittal reports for the grant funding	30-June-2019	Economy and Places (Place Making)	25%	Two projects in progress (Emu Park Swimming Pool mural and Yeppoon Bus Stop Upgrade Placemaking elements). Submitted Mill Gallery Expansion Funding Application and Yeppoon Town Centre Pedestrian Lighting Grant Application. Completed Town Clock consultation and arranged for demolition. Scoping commenced for the development of streetscaping design documents for the Yeppoon Town Centre, centred on James Street and finalised designs for several significant roundabout placemaking upgrades.	50%	Emu Park Swimming Pool mural has been completed. Yeppoon Bus Stop Artwork still pending completion of the shelter installation. Town Clock removed in December. Developing business case for streetscaping design documents for the Yeppoon Town Centre, centred on James Street and a major projects placemaking deficiencies review.

	Capricorn Enterprise funding agreement established and yearly actions implemented	100% of year 1 actions complete	Funding Agreement Council Business Papers Capricorn Enterprise Annual Report	30-June-2019	Economy and Places - Economic Development and Innovation	25%	Implementation of actions on track. New four year funding agreement developed and being finalised. Working with Morning Bulletin and Capricorn Enterprise on establishing Capricorn Coast Region Business Awards. Progressed the development of the Invest Capricorn Region Events Strategy and establishment of the 'Welcome to Capricorn Coast Region' programme.	50%	
	Leverage International Partnerships to attract investment, progress export-readiness of local businesses and international education opportunities	Progress of the Friendship City Partnership with Yangzhong, Zhenjiang Prefecture in China; International Education Partnerships established and Australia Singapore Military Training Initiative - Shoalwater Bay Training Area Expansion realised	Council Business Papers Reciprocal delegations with Yangzhong International Education partnership agreements Number of businesses involved in Australia Singapore Military Training Initiative	30-June-2019	Economy and Places - Economic Development and Innovation	25%	Supported the Regional Capabilities for International Education Training Workshop attended by local schools. Co-funded the 2019 International Education Planning Day to plan and coordinate international education engagement activities for the formation of a regional cluster. Working with three key schools to develop an International Education focused attraction video which will be shot in October 2018.	50%	Itinerary being finalised for secondary schools to sign sister agreements with schools in Yangzhong.
	The Gateway Business and Industry Park	Achieve 3 land sales in Stages 1 and 2	Council Business Papers Contracts of sale	30-June-2019	Economy and Places - Economic Development and Innovation	0%	Contract negotiations are continuing for the sale of two lots within Stage 1. Additional interest has been received for another lot in Stage 1 and a number of Lots within Stage 2. The Gateway Business and Industry Website is under development and expected to go live in November 2018.	0%	Contract negotiations are continuing for the sale of two lots within Stage 1.

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



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

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**12.6 RECOVERY AND RESILIENCE IMPLEMENTATION PLAN CENTRAL  
QUEENSLAND FIRES - THE CAVES**

**File No:** ES9.10.2

**Attachments:** 1. Recovery and Resilience Implementation  
Plan Central Queensland Fires - The Caves [↓](#)

**Responsible Officer:** Brett Bacon - Executive Director Liveability and  
Wellbeing

**Author:** David Mazzaferri - Manager Disaster Management,  
Recovery and Resilience

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**SUMMARY**

*Following the Central Queensland Fires, a Recovery and Resilience Implementation Plan has been drafted. The plan is based on the principles of disaster recovery: community led approaches, co-ordination of all activities, effective communication and acknowledging and building capacity.*

**OFFICER'S RECOMMENDATION**

*That Council resolves to adopt the Recovery and Resilience Implementation Plan Central Queensland Fires – The Caves (as contained in Attachment One).*

**BACKGROUND**

At 0800 hours Wednesday 28 November 2018 the Livingstone Local Disaster Management Group moved to alert as a result of the extreme fire danger, the unprecedented weather conditions in the Capricorn district resulted in the increase of fire danger rating to catastrophic. At 1321 hours the Local Disaster Management Group moved to lean forward. Due to the increase of fires in the Shire and concerns over The Cave's fire the Local Disaster Management Group Stood Up and met at 1930 hours.

Conditions did not improve and by 1315 hours on 29 November 2018, fires were threatening properties of The Caves. Fire was reported travelling in a north-easterly direction from Barmoya Road towards Whittings Road, Ladynskis Road, Olsens Caves Road and The Caves Tourist Park. Queensland Fire and Emergency Services released a LEAVE NOW: Bushfire warning level: WATCH AND ACT at 1325 hours.

Queensland Fire and Emergency Services continued to build control lines and protect property around The Caves including The Caves Tourist Park. Aerial assets were deployed to fight this fire with concerns around The Caves Tourist Park. At 1435 hours Queensland Fire and Emergency Services downgraded the messaging to PREPARE TO LEAVE as the fire continued to burn a north-easterly direction from Barmoya Road towards Whittings Road, Ladynskis Road, Olsens Caves Road and The Caves Tourist Park.

Further control lines were established and asset protection of the Caves area proved successful and at 1735 hours Queensland Fire and Emergency Services issued a further PREPARE TO LEAVE with the fire travelling in a north-easterly direction from Barmoya Road towards Whittings Road, Ladynskis Road and Olsens Caves Road.

At 1900 hours, reports from Queensland Fire and Emergency Services said that the fire was contained in the vicinity of Ladynskis Road, Melanie Road and Dodds Lane and crews will remain on scene to monitor the blaze.

On the afternoon of 30 November The Caves fire flared once more requiring an Emergency Alert to be sent. At 1435 hours, a PREPARE TO LEAVE for The Caves was issued to residents as a large fire was travelling from The Mount Etna Caves National Park in south-westerly direction towards Spring Creek Close and Barmoya Road.

The Caves Hotel was utilised as a Place of Refuge with two Council liaison officers attending to ascertain numbers. As at 1800 hours, nil evacuees were at the location.

Fire was once again contained on the evening of 30 November 2018.

### **COMMENTARY**

Disaster Management, which includes mitigation, prevention, preparedness, response and recovery, is a core function of council and a legislative responsibility under the *Disaster Management Act 2003*. Recovery and Resilience Taskforces are activated and will co-ordinate the recovery effort with a focus on building resilience through Human Social (Community Development), Economic, Environment, and Built.

### **PREVIOUS DECISIONS**

A similarly structured recovery and resilience implementation plan was prepared and endorsed following the severe tropical cyclone Debbie and Fitzroy river flooding event in March/April 2017.

### **BUDGET IMPLICATIONS**

Dependent upon strategies and actions tabled by taskforces.

### **LEGISLATIVE CONTEXT**

Council, through the establishment of the Local Disaster Management Group, has an obligation to undertake disaster management within the local area. Section 14 of the *Disaster Management Act 2003* states that the meaning of disaster management is the: arrangements about managing the potential adverse effects of an event, including, for example, arrangements for mitigating, preventing, preparing for, responding to and recovering from a disaster.

### **LEGAL IMPLICATIONS**

There are no known legal implications associated with the consideration of this matter.

### **STAFFING IMPLICATIONS**

The ongoing administration of the recovery taskforces will be accommodated within existing staffing levels.

### **RISK ASSESSMENT**

There is a low level of risk associated with the Recovery and Resilience Group.

### **CORPORATE/OPERATIONAL PLAN**

Strategy GO1 of Council's Corporate Plan states: *'Inform and empower the community through ongoing engagement and communication.'*

### **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 Recovery and Resilience taskforces will meet as required by the group and provide reports to the quarterly Local Disaster Management Group meetings.

## **12.6 - RECOVERY AND RESILIENCE IMPLEMENTATION PLAN CENTRAL QUEENSLAND FIRES - THE CAVES**

### **Recovery and Resilience Implementation Plan Central Queensland Fires - The Caves**

**Meeting Date: 5 February 2019**

**Attachment No: 1**



# Central Queensland Fires 22 November 2018 – 06 December 2018

Livingstone Shire  
Recovery & Resilience Group

## Implementation Plan Version: 1.0

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## Recovery & Resilience Implementation Plan Version Control

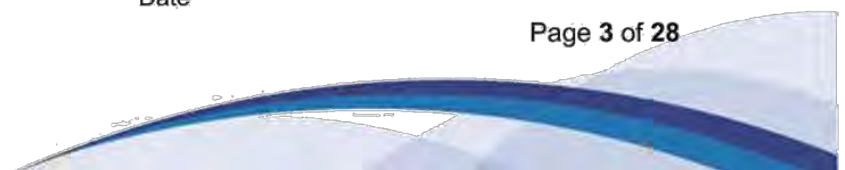
Version	Date	Approving Authority	Amendment Number and Comments
1.0	06/12/2018	Cr Bill Ludwig	<b>DRAFT:</b> Implemented as a result of the Central Queensland Fires

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> David Mazzaferri Local Disaster/Recovery Coordinator	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Cr Bill Ludwig Chair, Local Disaster Management Group
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## **1. Introduction**

### **1.1. Local Environment**

The Livingstone Shire covers an area of 11,700km<sup>2</sup> from Stanage Bay in the north, the Keppel Bay Islands to the east, Nerimbera in the south and Ogmoo and Mount Gardiner in the west some 600 kilometres from Brisbane along Queensland's Capricorn Coast.

The Shire boasts a unique and relaxed lifestyle, strong community values and diverse natural landscapes. The Shire has an average daily temperature range of 17.8°C to 27.1°C and on average receives 938mm of rainfall each year.

First established as a local government area in 1879, Livingstone Shire was amalgamated with three other Councils to become Rockhampton Regional Council in 2008. Following a successful de-amalgamation election in 2013, Livingstone Shire Council was re-established on 1 January 2014.

The Shire's solid economic growth is built on a variety of industries including agriculture, mining and retail, however, it is best known for tourism along with a variety of natural, cultural and entertainment attractions.

### **1.2. Recovery and Resilience Implementation Plan**

The Recovery & Resilience Implementation Plan is the post-event plan, prepared following the Central Queensland Bushfires that effected the Caves area on Wednesday 28th November to Thursday 06 December 2018.

This Implementation Plan has been based on a plan developed through past events. The Livingstone Shire Recovery and Resilience Taskforces work closely with Livingstone Shire Local Disaster Management Group.

### **1.3. Background**

At 0800hrs Wednesday 28 November 2018 the Livingstone Local Disaster Management Group (LDMG) moved to alert as a result of the extreme fire danger, the unprecedented weather conditions in the Capricorn district resulted in the increase of fire danger rating to catastrophic. At 1321hrs the LDMG moved to lean forward. Due to the increase of fires in the Shire and concerns over The Cave's fire the LDMG Stood Up and met at 1930hrs

Conditions did not improve and by 1315hrs on 29 November 2018 fires were threatening properties of The Caves. Fire was reported travelling in a north-easterly direction from Barmoya Road towards Whittings Road, Ladynskis Road, Olsens Caves Road and The Caves Tourist Park. Queensland Fire and Emergency Services (QFES) released a LEAVE NOW: Bushfire warning level: WATCH AND ACT at 1325hrs.

QFES continued to build control lines and protect property around The Caves including The Caves Tourist Park. Aerial assets were deployed to fight this fire with concerns around The Caves Tourist Park.

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At 1435hrs QFES downgraded the messaging to PREPARE TO LEAVE as the fire continued to burn a north-easterly direction from Barmoya Road towards Whittings Road, Ladynskis Road, Olsens Caves Road and The Caves Tourist Park.

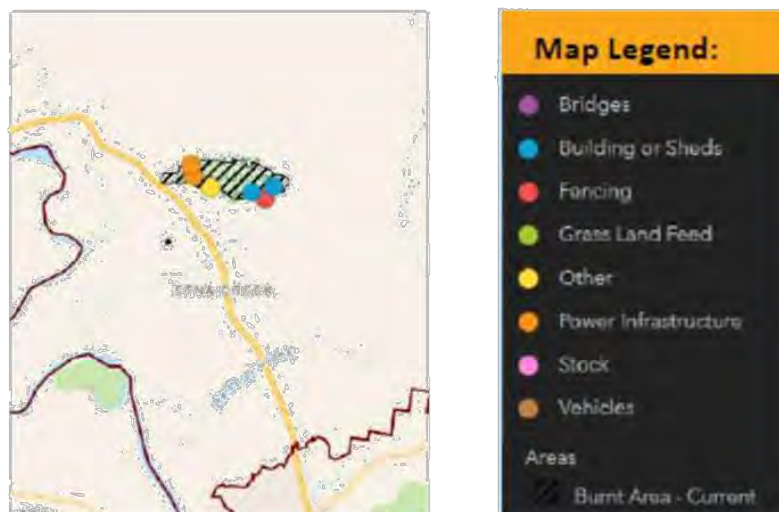
Further control lines were established and asset protection of the Caves area proved successful and at 1735hrs QFES issued a further PREPARE TO LEAVE with the fire travelling in a north-easterly direction from Barmoya Road towards Whittings Road, Ladynskis Road and Olsens Caves Road.

At 1900hrs reports from QFES that the fire was contained in the vicinity of Ladynskis Road, Melanie Road and Dodds Lane, and crews will remain on scene to monitor the blaze.

On the afternoon of 30 November The Caves fire flared once more requiring an Emergency Alert (EA) to be sent. At 1435hrs a PREPARE TO LEAVE for The Caves was issued to residents as a large fire was travelling from The Mount Etna Caves National Park in south-westerly direction towards Spring Creek Close and Barmoya Road,

The Caves Hotel was utilised as a Place of Refuge with two Council liaison officers attending to ascertain numbers. As at 1800hrs nil evacuees were at the location.

Fire was once again contained on the evening of 30 November 2018.





## **2. Principles for Disaster Recovery**

Successful recovery relies upon:

- COMMUNITY led approaches;
- COORDINATION of all activities;
- Effective COMMUNICATION; and
- Acknowledging and building CAPACITY.

The **CONTEXT** for disaster recovery is **COMPLEX**.

- Recovery is a long and challenging process that needs to recognise community diversity.
- Quick action is both crucial and expected, whilst resources may be compromised.
- Affected individuals and communities have diverse needs, wants and expectations.
- Demands are immediate, evolve rapidly and disaster effects and interventions may create long term legacies.
- Lots of "players" create complex organisational relationships.
- A diversity of effects and impacts require a variety of strategies.
- Existing community values and knowledge may conflict with external intentions.
- An environment of grief or blame may affect those involved.

### **COMMUNITY LED APPROACHES**

Successful recovery is responsive and flexible, engaging and empowering communities to move forward positively in such a way that is supported to build resilience.

Recovery activities should:

- Consider and address the needs of multiple affected communities.
- Use, and develop community knowledge, leadership, and resilience.
- Provide an opportunity, to improve previous conditions through enhancement of local economies, infrastructure, social and natural environments.
- Cater for communities that choose different paths to recovery.
- Ensure programs and services are flexible and adaptable, to meet the specific and changing needs of affected communities.
- Build strong partnerships between communities and all support agencies (incl. Government at all levels, NGO's).

### **COORDINATION OF ALL ACTIVITIES**

Successful recovery requires a coordinated adaptive approach and should:

- Be driven by those with experience and expertise, using skilled and trusted leadership.
- Be part of a holistic approach to emergency management.

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- Utilise relationships created before and after a disaster, with no one working in isolation.
- Have clearly articulated and shared goals that are directly connected to 10 desired outcomes.
- Be flexible to ensure that changes in community needs or stakeholder expectations are addressed.

### **EFFECTIVE COMMUNICATION**

Successful recovery is built on effective communication. This communication has to be a two-way approach with affected communities and all stakeholders.

Recovery activities should:

- Ensure all communication is relevant, timely, clear, accurate, targeted and credible.
- Recognise that communication with a community is two-way and that feedback should be both sought and considered.
- Ensure that information is accessible to all audiences in diverse situations and is provided through a range of mediums.
- Establish mechanisms for coordinated and consistent communication with all organisations and individuals.
- Ensure open communication with the affected community over an extended time.
- Repeat key messages to ensure information is available when recovery audiences are receptive.

### **ACKNOWLEDGING AND BUILDING CAPACITY**

Successful recovery recognises supports and builds on community and organisational capacity.

Recovery activities should:

- Provide appropriate support to people working in stressful situations.
- Quickly identify and mobilise community skills and resources.
- Establish a best-fit between identified need and support.
- Support the development of self-reliance.
- Recognise the window of opportunity that is offered to enhance community resilience, improve conditions, and build long term sustainability.
- Allow and enable individuals, families and communities to manage their own recovery.
- Provide a potential catalyst for ongoing emergency management development strategies.

### **3. Current situation - Immediate Recovery**

Currently, immediate / short term recovery is coordinated through the existing disaster management arrangements in Queensland. Summary of impact assessment to date and recovery progress is provided in Appendix 2: Recovery Currently Underway. This Appendix provides information on (a) impact assessment to date, (b) recovery completed/undertaken to date for each functional area of recovery (human-social, economic, built environment, natural environment) through the respective taskforces and (c) tactical issues to be considered. A transitional phase from response to recovery commenced on the 06 December 2018.

### **4. Recovery Arrangements**

#### **4.1. Governance Structure**

The Recovery & Resilience Group incorporates the Recovery and Resilience Taskforces reporting to the Local Disaster Management Group. Key Stakeholders include:

- Livingstone Shire Council – Mayor or Nominated Person (Chair);
- Chief Executive Officer;
- Livingstone Shire Council Recovery and Resilience Coordinator (RRC);
- District Community Recovery Coordinator – Department of Communities, Disability Services and Seniors;
- Queensland Police Service;
- Queensland Fire and Emergency Services;
- Queensland Health – Director of Nursing Capricorn Coast Hospital and Health Service;
- Community Development Taskforce representatives;
- Regional & Economic Development Taskforce representatives;
- Built Environment Taskforce representatives;
- Environment & Regulatory Taskforce representatives;
- Key agency representatives as required;
- Key community group representatives as required;
- Key business representatives as required and
- Management and administration support team.

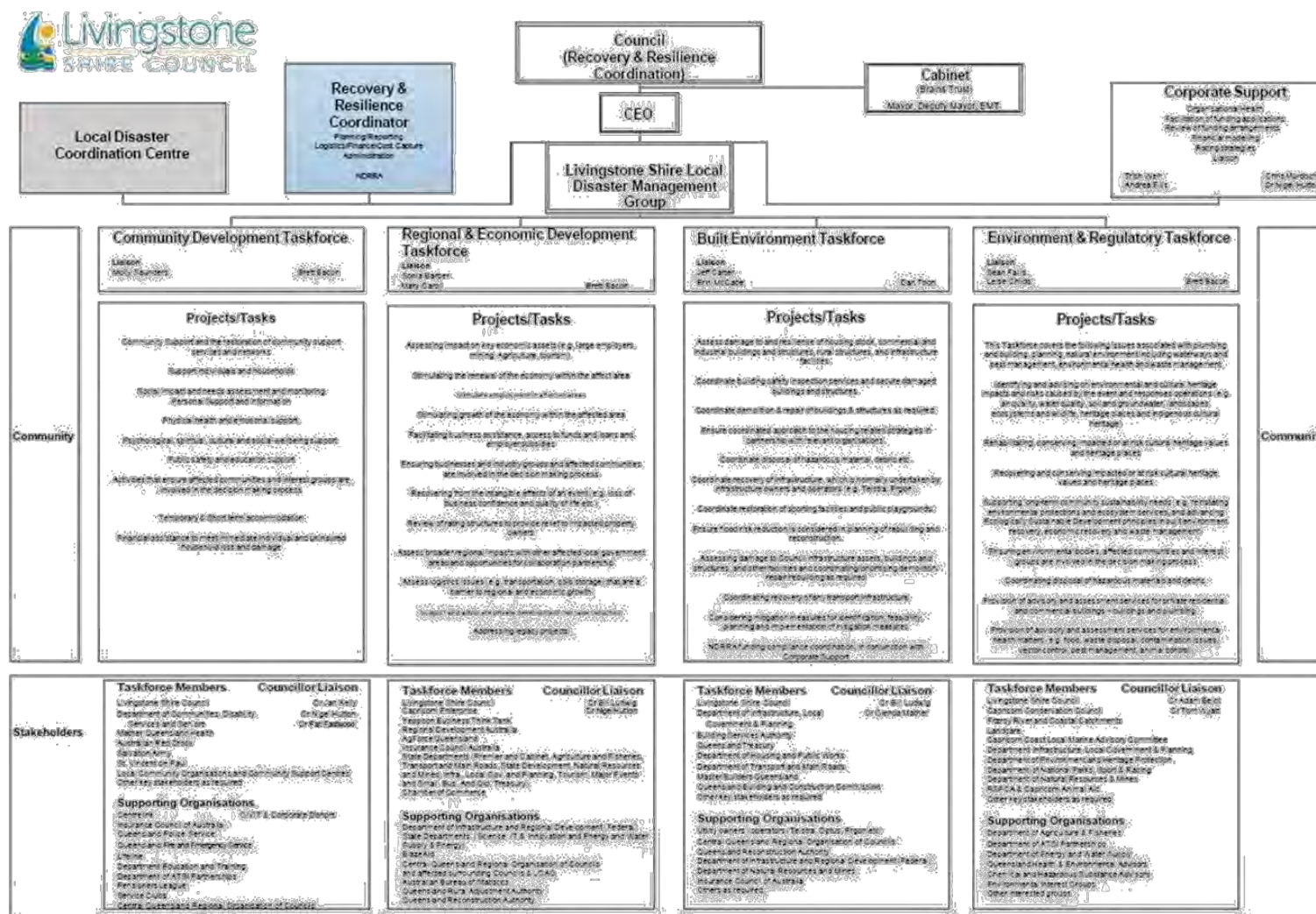
Decisions made by the taskforces shall be through a core structure comprising the Chair and the Chief Executive Officer, RRC, District Community Recovery Coordinator, and the Chairs of each of the four Taskforces.

**Diagram 1** below illustrates the Recovery and Resilience structure.

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**Diagram 1: Recovery and Resilience Structure**





#### **4.2.      Reporting Structure**

Recovery and Resilience progress will be monitored against taskforce tasks/projects by:

- Task force meetings minuted and action items captured.
- Minutes of task force meetings shared between taskforces.
- Task force minutes and action items reported to Livingstone Shire Local Disaster Management Group, in compiled report.
- Report furnished to Council from Recovery & Resilience meeting.
- Recovery and Resilience item included on the LDMG agenda.
- LDMG report to include Recovery and Resilience for District Disaster Management Group (DDMG)

#### **4.3.      Terms of Reference of the Livingstone Shire Council Recovery & Resilience Taskforces.**

- Coordinate community recovery and building community resilience from the Central Queensland Fires – The Caves.
- Assess the impacts of the event and identify and prioritise major areas of recovery.
- Develop and implement effective strategies for community participation and partnership in the recovery process.
- Develop medium and long term recovery policies and strategies.
- Develop and implement the Recovery and Resilience Implementation Plan.
- Identify and obtain required resources.
- Provide effective on-site leadership, to focus all necessary resources, and to achieve the most efficient and effective recovery of affected communities.
- Monitor recovery activities.
- Identify areas where the DDMG, Queensland Disaster Management Committee (QDMC) and the Premier need to make decisions beyond existing policies and procedures, and advise on recommended options.
- Provide advice and regular reports to the DDMG, QDMC and the Premier, as well as regular community and media information on recovery progress.
- Develop a final report at the conclusion of recovery operation.

#### 4.4.      **Recovery & Resilience Taskforces**

##### 4.4.1.    **Community Development Recovery**

Community recovery and resilience will be coordinated through the Community Development Taskforce.

**Role:** This Taskforce is to coordinate planning and implementation of recovery in the areas of safety and well-being, physical and psychological health, and social aspects.

##### **Responsibilities**

- Assess the impact of the event on human and social aspects.
- Manage financial and welfare support.
- Coordinate information provision and personal support.
- Coordinate psychological and counselling services.
- Coordinate ongoing medical and health services.
- Coordinate public health advice warnings and directions to combatants and the community.
- Coordinate temporary accommodation.
- Coordinate short term accommodation and repairs to dwellings.
- Provide specialist and outreach services.
- Coordinate case management, community development, support and referral to assist affected people, families and groups.
- Coordinate One Stop Shops and Recovery Centres.
- Coordinate/support re-opening of education facilities.
- Work with Council and community leadership groups to enable learning from their experiences in order to better prepare for the future adverse events.

##### **Reporting Responsibilities**

- The Taskforce is to meet as required at the discretion of the Chair.
- Agendas and Minutes of meetings to be copied to the Recovery & Resilience Group.

### **Community Development Taskforce composition**

#### ***Suggested members:***

- Livingstone Shire Council.
- Department of Communities, Disability Services and Seniors.
- Queensland Health.
- Australian Red Cross.
- Salvation Army.
- St Vincent de Paul.
- Local community organisations.
- Community Support Centres.
- Other key stakeholders as required.

#### ***Supporting organisations:***

- Centrelink.
- Insurance Council of Australia.
- Lifeline.
- Queensland Fire and Emergency Services.
- Queensland Police Service.
- Department of Education and Training.
- Department of Aboriginal and Torres Strait Islander Partnerships.
- Pensioners League.
- Service Clubs.
- Central Queensland Regional Organisation of Councils.
- GIVIT.
- Corporate Donors.
- Others as required.

### **4.4.2      Regional & Economic Development Recovery**

Economic recovery will be coordinated through the Regional & Economic Development Taskforce.

**Role:** This Taskforce is to coordinate planning and implementation of regional and economic recovery and resilience in the Livingstone Shire.

### **Responsibilities**

- Advocate at all levels of government for the region.
- Identify opportunities for additional events to stimulate the local economy.
- Work with insurance sector to ensure adequacy and a speedy reconstruction.
- Assess impact on key economic assets (e.g. large employers mining, agriculture and tourism).
- Assess employment issues and capacity of local business to operate.
- Facilitate business, industry and regional economic recovery, renewal and growth.
- Develop industry and business recovery plan and implementation strategies in conjunction with local government, relevant State Government agencies, regional economic development organisations and industry bodies.
- Facilitate financial assistance, access to funds and loans and employer subsidies.
- Monitor the impacts of the event on the Region's economic viability and develop strategies to minimise the effects on individuals and businesses.
- Where required, facilitate linkages with job providers and employment agencies to source labour, to re-establish supply chains and joint marketing activities.
- Develop a strategy to maximise use of local resources during reconstruction activities.
- Support small to medium enterprise (e.g. referral, business assistance).
- Coordinate support to farmers and rural landholders.
- Identify options for improvement or adjustment from agriculture, where required.
- Assist with contract arrangements where required.
- Ensure involvement of local business and industry representatives in decision making.
- Assess broader regional impacts where other local government areas have also been impacted by the event for collaboration and partnership opportunities.
- Ensure that the recovery plan informs broader planning and decision making activities across government and non-government agencies.
- Assess logistics issue such as transportation, cold storage etc. that inhibits or are a barrier to regional and economic growth.
- Support and advocate private development red tape reduction.



**Reporting Responsibilities**

- The taskforce is to meet as required at the discretion of the Chair.
- Agendas and minutes of meetings to be copied to the Recovery & Resilience Group.

**Regional and Economic Development Taskforce composition**

***Suggested members:***

- Livingstone Shire Council.
- Capricorn Enterprise.
- Yeppoon Business Think Tank.
- Department of Tourism, Major Events and Small Business.
- Regional Development Australia.
- AgForce Queensland.
- Queensland Treasury.
- Insurance Council Australia.
- Department of Premier and Cabinet.
- Department of Agriculture and Fisheries.
- Department of Transport and Main Roads.
- Department of State Development.
- Department of Natural Resources and Mines.
- Department of Infrastructure, Local Government and Planning.
- Chamber of Commerce.
- Other key business groups and stakeholders as required.

***Supporting organisations:***

- Department of Infrastructure and Regional Development (Federal).
- Department of Science, Information Technology and Innovation.
- Department of Energy and Water Supply.
- BlazeAid.
- Central Queensland Regional Organisation of Councils.
- Affected surrounding Councils.
- Australian Bureau of Statistics.
- Local Government Association of Queensland.
- Queensland Rural Adjustment Authority.
- Queensland Reconstruction Authority.

#### 4.4.3 Built Environment Recovery

Built environment recovery will be coordinated through the Built Environment Taskforce.

**Role:** This Taskforce is to coordinate planning and implementation of housing, commercial and industrial buildings and structures, physical infrastructure (including power, water, telecommunications, transport) recovery in the Shire as well as ensure recovery and rebuilding of damaged Council infrastructure.

##### **Responsibilities**

- Work with the insurance sector to ensure adequacy and speedy process of insurance cover.
- Assess damage to housing stock, commercial and industrial buildings and structures, rural structures, and infrastructure facilities.
- Assess resilience of critical infrastructure.
- Coordinate building safety inspection services and secure damaged buildings and structures.
- Coordinate demolition of unsafe buildings and structures.
- Coordinate repair and rebuilding matters of housing stock.
- Develop options for temporary accommodation (e.g. to support tourism).
- Ensure coordinated approach to the housing related strategies in partnership with relevant organisations.
- Coordinate disposal of hazardous material, debris etc.
- Coordinate recovery of infrastructure, which is normally undertaken by infrastructure owners and operators (e.g. Telstra, Optus, Ergon, NBN).
- Coordinate restoration of sporting facilities and public playgrounds.
- Prioritise repair and reconstruction activities where appropriate.
- Ensure relevant owners/operators are involved in the decision making process.
- Ensure community consultation and involvement in the decision making process.
- Ensure risk reduction is considered in planning of rebuilding and reconstruction.
- Assessing damage to Council infrastructure assets, buildings, structures and other facilities.
- Coordinating demolition of unsafe Council infrastructure assets, buildings, structures and other facilities.
- Coordinating repair and rebuilding of Council infrastructure assets, buildings, structures and other facilities.
- Coordinating of recovery of transport infrastructure.
- Prioritising repair and reconstruction activities, where possible.
- Considering mitigation measures for identification, feasibility, planning and implementation of mitigation measures.

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- NDRRA funding compliance coordination, in conjunction with Regional Development Taskforce.

#### **Reporting Responsibilities**

- The taskforce is to meet as required at the discretion of the Chair.
- Agendas and minutes of meetings to be copied to the Recovery & Resilience Group.

#### **Built Environment Taskforce composition**

##### ***Suggested members:***

- Livingstone Shire Council.
- Department of Infrastructure Local Government and Planning.
- Building Services Authority.
- Queensland Treasury.
- Department of Housing and Public Works.
- Department of Transport and Main Roads.
- Master Builders Queensland.
- Queensland Building and Construction Commission.
- Other key stakeholders as required.

##### ***Supporting organisations:***

- Utility owners / operators (Telstra, Optus, Ergon etc).
- Central Queensland Regional Organisation of Councils.
- Queensland Reconstruction Authority.
- Department of Infrastructure and Regional Development (Federal).
- Department of Natural Resources and Mines.
- Insurance Council of Australia.
- Others as required.

#### **4.4.4. Natural Environment Recovery**

Natural Environment recovery will be coordinated through the Environment & Regulatory Taskforce.

**Role:** This Taskforce is to coordinate recovery of the natural environment.

#### **Responsibilities**

- Coordinate assessment of event on natural environment (e.g. water quality, ecological impact, pollution).
- Provide advice on potential environmental issues (e.g. water quality).

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- Coordinate rehabilitation of natural environment including parks, waterways and wildlife.
- Coordinate preservation of community assets (e.g. reserves and parks).
- Consider mitigation strategies to reduce future impacts on natural environment where appropriate.
- Monitor any pollution issues.
- Coordinate waste management and disposals.
- Ensure there is effective consultation and communication with the community and relevant organisations.
- Ensure environmental bodies and interest groups are involved in the decision making process.
- Monitor and assess the environmental consequences of clean-up operations.
- Monitor and assess animal welfare issues.

#### **Reporting Responsibilities**

- The taskforce is to meet as required at the discretion of the Chair.
- Agendas and minutes of meetings to be copied to the Recovery & Resilience Group.

#### **Environment and Regulatory Taskforce composition**

##### ***Suggested members:***

- Livingstone Shire Council.
- Capricorn Coast Local Marine Advisory Committee.
- Capricorn Conservation Council.
- Fitzroy River and Coastal Catchments.
- Landcare.
- Department of Infrastructure, Local Government and Planning.
- Department of Environment and Heritage Protection.
- Department of National Parks, Sport and Racing.
- Department of Natural Resources & Mines.
- Royal Society for the Prevention of Cruelty to Animals.
- Capricorn Animal Aid.
- Other key stakeholders as required.

##### ***Supporting organisations:***

- Department of Agriculture and Fisheries.
- Department of ATSI Partnerships.
- Department of Energy and Water Supply.
- Queensland Health.

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- Environmental Advisors.
- Chemical and Hazardous Substance Advisors.
- Environmental Interest Groups.
- Other interested groups.

## **5. Action Plan**

Each Taskforce is to develop an action plan that together will inform the Recovery & Resilience Implementation Plan. Such plans are to:

- Develop recovery vision in consultation with the affected community.
- Use the impact assessment of the event to inform identification of issues and breaking them into the four major groups (human-social, economic, built environment, natural environment).
- Identify key short, medium and long term priorities.
- Obtain community views, vision and input.
- Set up informed vision, goals and projected outcomes.
- Identify and prioritise projects.
- Develop project costs and funding priorities.
- Develop project timeframes.
- Develop funding sources and strategies.
- Conduct second public meeting to unveil the action plan.
- Advertise and disseminate public information about the action plan.
- Distribute the action plan and other relevant material as appropriate.
- Develop priorities for implementation.
- Keep community informed on the progress of the action plan.
- Develop exit strategy and transition to line agency business as usual.
- Develop debriefing and evaluating strategies.

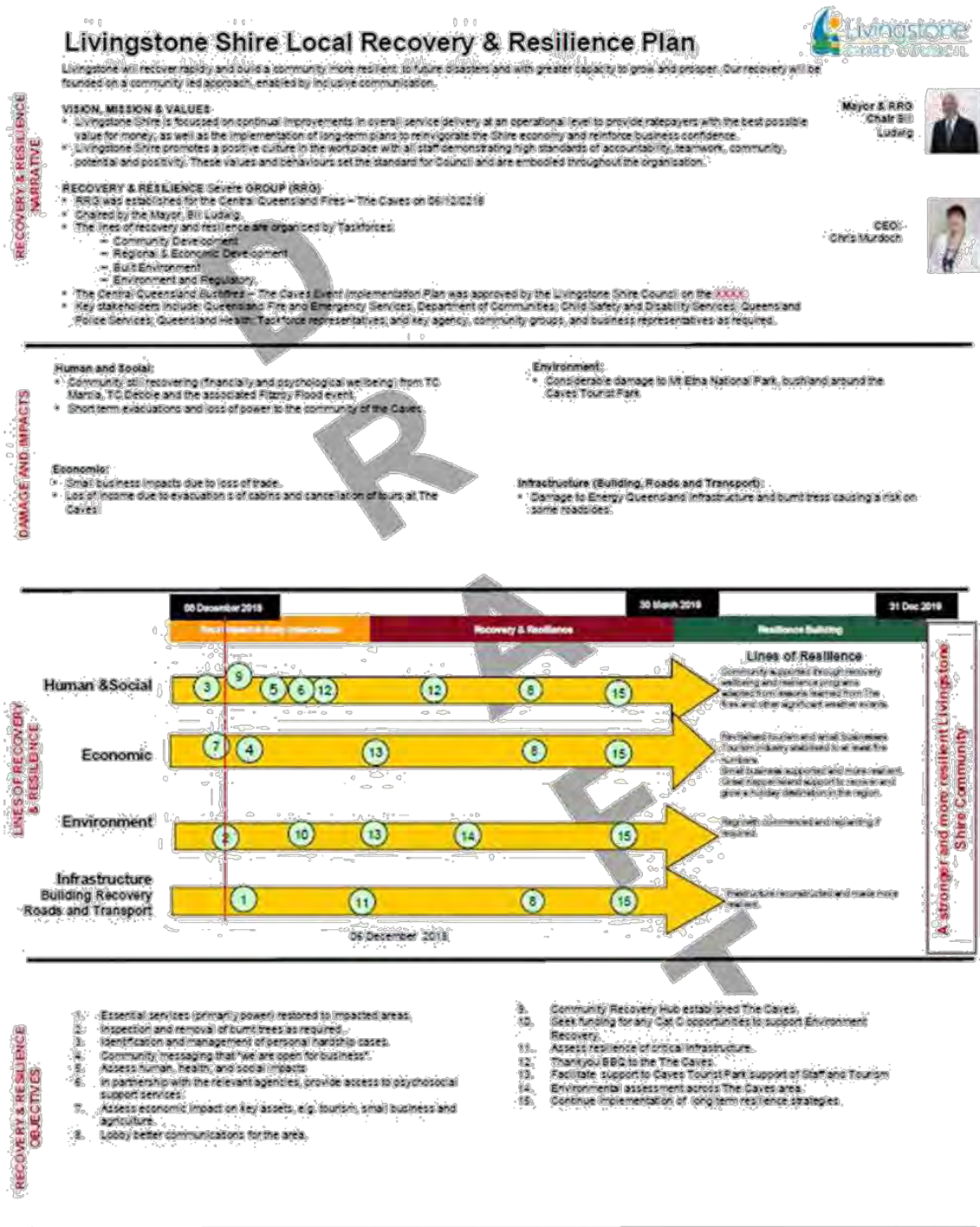
## **6. Proposed Milestones of the Recovery & Resilience Process**

Diagram 2 below illustrates the proposed milestones to be achieved in the first seven (7) weeks of the recovery process and those activities that will take longer to complete to fully recover and build community resilience.

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Diagram 2 Plan on a Page



## **7. Communication Plan**

A communication plan which should incorporate communication strategies from each taskforce. This will include:

- communication to the community regarding the recovery strategy;
- planned measures in place;
- and sources of recovery related information for individuals and communities.

The communication plan will also outline strategies for engaging with affected individuals and communities and building on existing links with community and cultural leaders and/or networks. This will ensure effective recovery related issues and possible strategies for their resolution are identified, and service delivery arrangements are in place.

The communication plan needs to identify communication pathways between the taskforces, other recovery groups/working groups, stakeholders and the media. It also needs to consider requirements for each stage of recovery operations and transitional arrangements.

The communication planning strategy should be incorporated in the relevant LDMP and functional lead agency recovery plans. The communication planning strategy should be consistent across all plans, so the strategy is executed smoothly during operations.

Communication plans should also consider the requirements outlined in the Queensland Government arrangements for coordinating public information during a crisis.

Taskforce communications plans will focus specifically on the role of each taskforce including the role of elected members as "Councillor Liaison". The elected members have a critical role to play with respect to their portfolio responsibilities and are to engage in the Shire in that respect; to gather and feedback to their respective taskforce relevant information.

Councillors are to confer with each other regarding portfolio related matters to ensure portfolio champions are across all relevant issues.



## **Appendix 1: Terms of Reference for the Livingstone Shire Council (LSC) Recovery & Resilience Coordinator**

The Terms of Reference for the LSC Recovery & Resilience Coordinator (RRC) are as follows:

- Coordinate establishment of the LSC Recovery & Resilience Group (RRG).
- Coordinate community recovery from the event with the LSC Recovery & Resilience Group.
- Assist the Chair to lobby State and Federal governments for funding.
- Coordinate short and medium term recovery to address the immediate effects of the event and development of longer term measures as appropriate.
- Ensure the recovery and resilience building strategies address all functional areas of recovery including human-social, built environment, economic and natural environment.
- Provide effective on-site leadership, to focus all necessary resources, and to achieve the most efficient and effective recovery of affected communities.
- Coordinate the provision of conduit between the community and the government.
- Develop and implement effective strategies for community participation and partnership in the recovery process.
- Ensure that Council arrangements are adaptable and able to respond to the changing priorities throughout the ongoing recovery process.
- Facilitate and coordinate the operation of agencies, organisations and Council resources involved in the recovery operations.
- Coordinate the ongoing government services aspects of community recovery.
- Coordinate the actions of peak community, business and non-government organisations in their contribution to the event recovery to ensure the most effective use of skills and resources.
- Provide advice to government of the needs and responses of the affected individuals, communities and other sectors.
- Identify areas where the LDMG, DDMG, QDMC and the Premier need to make decisions beyond existing policies and procedures, and advise on recommended options.
- Provide regular reports on recovery operations to the LDMG, DDMG, QDMC and the Premier, as well as regular community and media information on recovery progress.
- Provide final report at the conclusion of recovery operation.

Note with respect to the establishment of the four (4) taskforces for community development, regional and economic development, built environment and environment and regulatory the RRC will work with the Chairs and Councillor Liaison of each taskforce to stand them up and will have an oversight role however those taskforces are intended to be community led and as such the RRC is not responsible for the day to day operations of those taskforces.

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## **Appendix 2: Recovery currently underway**

This appendix provides a summary of issues derived from an environmental scan as at 6 December 2018 and represents the start point for the Livingstone Recovery Group.

### **Community Development & Engagement Recovery and Resilience**

#### **(a)      *Impact assessment available to date***

- Loss of critical power infrastructure to The Caves and surrounding areas.
- Sheds destroyed.
- Loss of income to Olsen Caves Employees due to closure.
- Evacuation of The Caves residents.

#### **(b)      *Recovery progress to date***

- A community recovery centre is currently operational in The Caves.
- Support agencies (i.e. Department of Communities, Disability Services and Seniors, Lifeline and Australian Red Cross) undertaking outreach services.
- Emergency assistant payments and grants to affected persons being made available (incl. local community and rural members).
- Available assistance communicated to community members by social, print and radio mediums.
- Critical/essential services operating (e.g. shops, schools, medical facilities).
- Risk minimisation strategies to reduce environmental and population health hazards.

#### **(c)      *Tactical issues***

- Ongoing identification of hardship cases – support agencies to continue with outreach services; in particular, rural areas.
- Ongoing awareness of emerging mental health issues amongst community members.
- Debrief sessions with The Caves Rural Fire Brigade volunteers.

### **Economic Recovery**

#### **(a)      *Impact assessment available to date***

In recent years the business and tourism sectors has become increasingly important to the growth and prosperity of the local economy. For instance, The Capricorn Caves as a major source of employment and revenue generation. Although there has been minimal damage to the business premises the environmental damage is significant and the trade within our local economy has

Page 23 of 28

been hit hard by this and previous disasters including Tropical Cyclone Marcia, Tropical Cyclone Debbie and the Fitzroy River Flooding.

**(b)      *Recovery progress to date***

- Capricorn Enterprise have distributed e-newsletters and have activated digital media campaigns to promote the region as being opened for business.
- Livingstone Shire Council have put out media releases to promote the message that businesses are also open.
- Visit conducted to the Olsen Caves.

**(c)      *Tactical issues***

- Ongoing identification of hardship cases/ persons temporarily unemployed due to effected businesses.

**Built Environment Recovery**

**(a)      *Impact assessment available to date***

- Rural roads inspected for burnt trees requiring clearing.

**(b)      *Recovery progress to date***

- Commencement of tree clearing.

**(c)      *Tactical issues***

- Minimise disruption/ displacement during rectification works.

**Natural Environment Recovery**

**(a)      *Impact assessment available to date***

- Significant damage to Mt Etna Natural Park and The Caves area.

**(b)      *Recovery progress to date***

- Damage assessment being conducted.

**(c)      *Tactical issues***

- Monitoring of population health caused by environmental issues.

### Appendix 3: Abbreviations

<b>ABS</b>	Australian Bureau of Statistics
<b>ADF</b>	Australian Defence Force
<b>BOM</b>	Bureau of Meteorology
<b>BSA</b>	Building Services Authority
<b>DDC</b>	District Disaster Coordinator,
<b>DDCC</b>	District Disaster Coordination Centre
<b>DDRG</b>	District Disaster Recovery Group
<b>DETA</b>	Department of Education, Training and the Arts
<b>DM Act</b>	Disaster Management Act 2003 (QLD)
<b>DOCCD</b>	Department of Communities, Child Safety and Disability Services
<b>EMA</b>	Emergency Management Australia
<b>EPA</b>	Environmental Protection Agency
<b>LDCC</b>	Local Disaster Coordination Centre
<b>LDMG</b>	Local Disaster Management Group
<b>LG</b>	Local Government
<b>LGAQ</b>	Local Government Association of Queensland
<b>LSC</b>	Livingstone Shire Council
<b>NDMP</b>	Natural Disaster Mitigation Program
<b>NDRRA</b>	Natural Disaster Relief and Recovery Arrangements
<b>NGO</b>	Non-Government Organisation
<b>NPSR</b>	Department of Natural Parks, Sport and Racing
<b>PSPA</b>	Public Safety Preservation Act 1989
<b>QDMC</b>	Qld Disaster Management Committee
<b>QRA</b>	Queensland Reconstruction Authority
<b>QRAA</b>	Queensland Rural Adjustment Authority
<b>RRC</b>	Recovery and Resilience Coordinator
<b>RRG</b>	Recovery and Resilience Group
<b>SDCC</b>	State Disaster Coordination Centre
<b>SRC</b>	State Recovery Coordinator

## **Appendix 4: Draft Agenda for Taskforce Meetings**

### **LIVINGSTONE SHIRE RECOVERY & RESILIENCE GROUP**

#### **[TASKFORCE NAME] MEETING**

#### **A G E N D A**

**[Day Date]**

**am – pm**

**[Meeting Venue]**

#### **Livingstone Shire Council**

Chairperson:

Secretariat:

- |   |                        |
|---|------------------------|
| 1. Welcome and apologies  | Chair                  |
| 2. Introductions  | Chair                  |
| - Council representative/s                                      |                        |
| - Membership  |                        |
| - Supporting agencies   |                        |
| 3. Charter  | Chair                  |
| 4. Reporting arrangements                                       | Chair                  |
| - Administration  |                        |
| 5. Council priorities   |                        |
| 6. Agency challenges  | Agency representatives |
| 7. Action Plan  | Chair                  |
| - Priorities (low, medium, high), agency, description, timeline |                        |
| 8. Communications (media – primary contact officer)             | Chair                  |
| 9. Public meeting (schedule week beginning)                     | Chair                  |



### Appendix 5: Livingstone Shire Recovery & Resilience Group – Example Taskforce Action Plan

[Insert name of Taskforce]: Action Plan							Completed
							On Track
							Requires Monitoring
							Of Concern
Strategy	Tasks	Term	AGENCIES	Contact Officer	Additional Resources Required/comments/description	Action	Status

## Appendix 6: Livingstone Shire Recovery & Resilience Group – Example Taskforce Membership Record

[illegible]

### Appendix 7: Livingstone Shire Recovery & Resilience Group – Example Industry Consultation Record

ASSISTANCE SOUGHT BY <INDUSTRY NAME> (TO DATE)	RESPONSE BY <LOCAL/ STATE/ FEDERAL> AGENCIES	FURTHER ASSISTANCE REQUESTED BY <INDUSTRY NAME>	AGREED STRATEGY/ACTION	ACTION OFFICER (DUE DATE)

**12.7 PROJECTS FOR THE 2019-21 LOCAL GOVERNMENT GRANTS AND SUBSIDIES PROGRAM (LGGSP) APPLICATION****File No:** GS15.2.7**Attachments:** 1. 2019-21 LGGS Program Guidelines [↓](#)**Responsible Officer:** Dan Toon - Acting Chief Executive Officer**Author:** Kat Groves - Executive Assistant to Director Infrastructure Services

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**SUMMARY**

*This report provides information regarding projects for an application to The Department of Infrastructure, Local Government and Planning which is responsible for administering the Local Government Grants and Subsidies Program (LGGSP). Funding available for the 2019-21 LGGSP is \$57.9 million.*

*Confirmation by resolution of Council is sought for projects to be submitted for the 2019-2021 Grants and Subsidies Program.*

**OFFICER'S RECOMMENDATION**

THAT Council resolves that:

1. The CEO is authorised to make application via the Grants and Subsidies Portal (as outlined in the attached LGGSP 2019-21 Guidelines) for subsidy funding for the projects identified in this report, with the priority as listed, to the Department of Infrastructure, Local Government and Planning for the 2019-21 Grants and Subsidies Program.
2. It acknowledges that the submission of the Funding Application does not guarantee funding approval for either all or part of the funding being sought and that Council will need to deliver the projects by 30 June 2021 if successful.
3. It acknowledges that should this application be successful, that the projects will not commence until funding has been approved and funding arrangements have been entered into with the Department.

**BACKGROUND**

The Local Government Grants and Subsidies Program (LGGSP) is a competitive grants program which aims to support local governments to meet the needs of their community by providing funding for the delivery of priority infrastructure projects and essential services.

The total funding for the 2019-21 LGGSP is \$57.9 million.

Projects approved for funding under the 2019-21 Program will be allocated a subsidy of up to 60 percent of eligible project costs. Eligible project costs are:

*Total project cost, less ineligible costs, less other financial contributions*

All local governments are expected to make a financial contribution to the projects approved for funding under the program. Applications must be submitted by 5:00pm, Friday 8 February 2019 and the works completed by 30 June 2021.

**COMMENTARY**

Livingstone Shire Council was successful in gaining approval for funding from previous rounds of the program. There is no set formula for funding and the attached guidelines indicate a broad range of projects are contemplated as appropriate.

The Forward Works Program was reviewed for projects which have a strong alignment with the program guidelines and the following shortlist is presented in order of priority for discussion with Council.

---

1. Yeppoon Sewage Treatment Plant – Installation of 120 kW Solar Array

Downer Utilities offered to supply and install a 120 kW solar array as part of its tender for augmentation of the Yeppoon Sewage Treatment Plant (YSTP) to provide partial power supply to the treatment plant as an optional extra. The provisional cost of this array was \$462,000 but, according to Downer, would result in considerable savings in power costs over the life of the system. A payback period of around 6-7 years was indicated.

While the concept of solar power was an attractive option, after further investigation it was determined that Downer's price for their proposed solar array appeared excessive, and that it may be more advantageous for Council to pursue the solar array as a separate procurement exercise rather than proceed with Downer's option. This approach was adopted by the YSTP PCG in October last year and the solar array was consequently removed from Downer's scope of work.

It was also considered prudent at the time to have the existing STP electrical control rooms and equipment upgraded by Downer as part of their current augmentation works, to enable the ready connection for a future solar array. This work was retained in Downer's scope of work.

In order to progress the solar option in the future, the PCG agreed to engage a consultant with suitable solar expertise and experience to prepare a Principal's Project Requirements (PPR) document and specifications for procurement of a solar array. Welcon Technologies (local Gladstone based electrical engineers and a member of Council's Register of Pre-Qualified Suppliers (RPQS) panel) has been approached for advice on procuring an industrial solar facility and to assist Council in preparing a PPR and specifications for procurement of the solar array.

This project has a very strong alignment with the program guidelines;

*Sewerage infrastructure*

- *Sewerage infrastructure from the wastewater treatment plant including the treatment plant and disposal of the treated effluent, e.g. treatment works, distribution of treated wastewater and beneficial wastewater re-use.*
- *Upgrades to components of sewerage infrastructure that will reduce operating costs and/or extend the life of existing infrastructure*

2. Emu Park Sewage Treatment Plant – Augmentation to Improve Performance

The Emu Park Sewage Treatment Plant was constructed by Fitzroy River Water and has presented a number of challenges since de-amalgamation. Several improvements have already been implemented and a recent review has identified additional augmentation required to ensure reliable compliance with the environmental licence conditions and production of recycled water for irrigation purposes at the Emu Park Golf Course and Hartley Street sports precinct. The works proposed as the subject of this application are estimated to cost \$920,000 inclusive of hydraulic improvements to the golf course irrigation system.

This project has a very strong alignment with the program guidelines;

*Sewerage infrastructure*

- *Sewerage infrastructure from the wastewater treatment plant including the treatment plant and disposal of the treated effluent, e.g. treatment works, distribution of treated wastewater and beneficial wastewater re-use.*
- *Upgrades to components of sewerage infrastructure that will reduce operating costs and/or extend the life of existing infrastructure*

3. Lammermoor Beach – New Ablution Facility adjacent to Williamson Creek

The Lammermoor Beach-Statue Bay coastal precinct has experienced a growth in recreational popularity with the progressive construction of the off road shared

---

pathway and completion of the Statue Bay reconstruction project. There is a significant distance between the public amenities at Lioness Park and then either the Harbour Precinct or the public amenities at the southern end of Kemp Beach. The location chosen adjacent to Williamson Creek is considered well positioned and the estimated cost of \$150,000 would provide an adequate ablution facility.

This project has a moderate alignment with the program guidelines;

*Economic and Tourism infrastructure*

- *Facilities such as camping grounds, heritage or natural attractions; foreshore developments,*
- *Streetscape enhancements*
- *Rest areas and amenities*
- *Technology such as internet kiosks and wireless access*
- *Resurfacing of Council owned and maintained airport runways*
- *Foreshore enhancement*

## **PREVIOUS DECISIONS**

NA

## **BUDGET IMPLICATIONS**

Project 1 – This project is included in the FWP with \$460,000 funded by Council in 2018-19.

Project 2 – This project is only partially included in the FWP with \$120,000 funded by Council in 2019-20.

Project 3 – This project is included in the FWP with \$150,000 funded by Council in 2020-21.

If Project 2 was successful there would be an implication of having to review other project funding to accommodate the unfunded portion, however, there is a risk of non-compliance with the environmental licence conditions for the treatment plant and this has been identified and included in the Corporate Risk Register as Risk Number 232.

## **LEGISLATIVE CONTEXT**

Nil

## **LEGAL IMPLICATIONS**

Nil

## **STAFFING IMPLICATIONS**

Nil

## **RISK ASSESSMENT**

The projects proposed would provide a variety of community benefits and address some existing risks, specifically Risk Number 232 for the Emu Park Sewage Treatment Plant. The projects will encounter the usual project delivery risks and several of them require an amount of detailed design and approvals. The lead time facilitated by this program not requiring completion before 30 June 2021 will accommodate adequate project delivery risk mitigation.

## **CORPORATE/OPERATIONAL PLAN**

Corporate Plan Reference: Strategy AM2: Identify infrastructure and asset requirements through community consultation and technical expertise.

## **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**

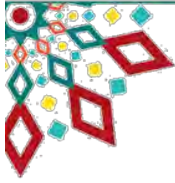
Local Government Grants and Subsidies Program provides an opportunity to secure up to 60% funding subsidy for important community infrastructure projects.

## **12.7 - PROJECTS FOR THE 2019-21 LOCAL GOVERNMENT GRANTS AND SUBSIDIES PROGRAM (LGGSP) APPLICATION**

### **2019-21 LGGSP Program Guidelines**

**Meeting Date: 5 February 2019**

**Attachment No: 1**



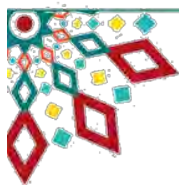
# Local Government Grants and Subsidies Program (LGGSP)

**2019-21 LGGSP Guidelines**

**October 2018**

Working towards White Ribbon accreditation





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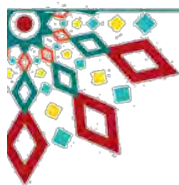
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## Introduction

The Department of Local Government, Racing and Multicultural Affairs is responsible for administering the *Local Government Grants and Subsidies Program* (LGGSP), which is a competitive grant program available to all Queensland Local Governments.

## Program aim

The primary aim of the 2019-21 LGGSP is to provide funding assistance to support Local Governments to deliver priority infrastructure and essential services that meet the identified needs of their communities.

## Program objectives

The objectives of the 2019-21 LGGSP are to support eligible projects that:

- align with State, regional and local priorities
- contribute to building safe, connected and liveable communities
- contribute to economic growth and employment
- maintain and extend the functional life of existing and future infrastructure assets through sustainable asset management
- build resilience against future natural disasters
- encourage collaboration and resource sharing between Local Governments.

The Department is also committed to supporting the Queensland Government's objectives for the community, outlined in *Our Future State: Advancing Queensland's Priorities* ([www.ourfuture.qld.gov.au](http://www.ourfuture.qld.gov.au)), by funding projects that demonstrate alignment with these priorities.

## Eligible applicants

Eligible applicants are:

- Local Government bodies constituted under the *Local Government Act 2009* and the *City of Brisbane Act 2010*;
- Other entities deemed eligible by the Minister for Local Government, Racing and Multicultural Affairs (the Minister).

## Funding

Funding for the 2019-21 LGGSP is \$57.906 million.

Approved projects will be allocated a subsidy of up to 60 per-cent of the Total Eligible Project Costs comprising of:

**Total Eligible Project Cost** = Total Project Cost – Ineligible Costs and other Financial Contributions

Local Governments are expected to make a financial contribution towards any approved project/s. While Local Governments may request a higher subsidy rate, the final funding percentage is at the discretion of the Minister responsible for Local Government.

All project costs are to exclude Goods and Services Tax (GST).





All unspent funds must be returned to the Department in accordance with Section 4.1.32 of the [Funding Deed of Agreement](#).

## Funding period

The 2019-21 LGGSP funding period is from **1 July 2019 to 30 June 2021**. All approved projects must be completed by **30 June 2021**.

## Eligible projects

Examples of *eligible projects* and associated costs for funding can be found in **Attachment 1**.

Note: the examples in this list are not exhaustive. Contact the Department if you require clarification on the eligibility of a proposed project and costs.

## Ineligible projects

Examples of the types of *ineligible projects* and associated costs can be found in **Attachment 2**.

## Assessment of Project Proposals

Local Governments are invited to submit a Project Proposal for each project for which funding is sought.

Project Proposals will be assessed by the Department and referred to a Moderation Panel for assessment and final recommendation to the Minister.

Assessment will be conducted against the Program Aim and Objectives, including the following Key Assessment Criteria required to be addressed by the applicants:

- delivery of essential public infrastructure, e.g. water and sewerage infrastructure
- financial soundness and value for money
- whole of asset life costs and the ability to manage such responsibilities
- community and/or economic need
- full time equivalent (FTE) jobs supported by the project
- capacity to deliver the project by 30 June 2021.

The Department will assess and determine eligible projects based on how well the project proposal meets the Key Assessment Criteria, while the Moderation Panel has discretion to recommend a subsidy less than 60 per cent.

Funding may be prioritised for projects where:

- they provide essential public infrastructure, i.e. water and sewerage infrastructure
- the Local Government has limited capacity to self-fund a project, and/or
- the project supports employment in local communities.

The Minister has discretion in the funding decision and is under no obligation to consider Project Proposals submitted after the application closing date.

Local Governments may be asked to provide additional information to support their submitted Project Proposals.



Applications must be submitted through the Grants and Subsidies Portal by the application closing date of **8 February 2019**.

The Grants and Subsidies Portal simplifies the Project Proposal process by allowing Local Governments to manage submissions for multiple projects under a single grant submission package, thus reducing double-handling and providing options for saving and editing Project Proposals before final submission.

To apply for funding under the 2019-21 LGGS:

- **Navigate to the Department's Planning website and online LGGS Grants Portal at:** <https://planning.dsdmip.qld.gov.au/grant>
- **Sign-in to the Portal.** Council super-users must give permission through the portal for any user to access grants. More information can be found here <https://planning.dsdmip.qld.gov.au/planning/online-services/help>
- **Follow the instructions** provided on the Portal to enter the required information directly into the provided fields for the Project Proposal
- **Ensure the Certification Form is completed and signed.**

The following resources will be available once the 2019-21 LGGS opens for application:

- An instructional video on the application process, provided on the Grants Dashboard as well as at <https://planning.dsdmip.qld.gov.au/planning/online-services/help>
- A User Manual available on the Department's website at [www.dlgrma.qld.gov.au](http://www.dlgrma.qld.gov.au)

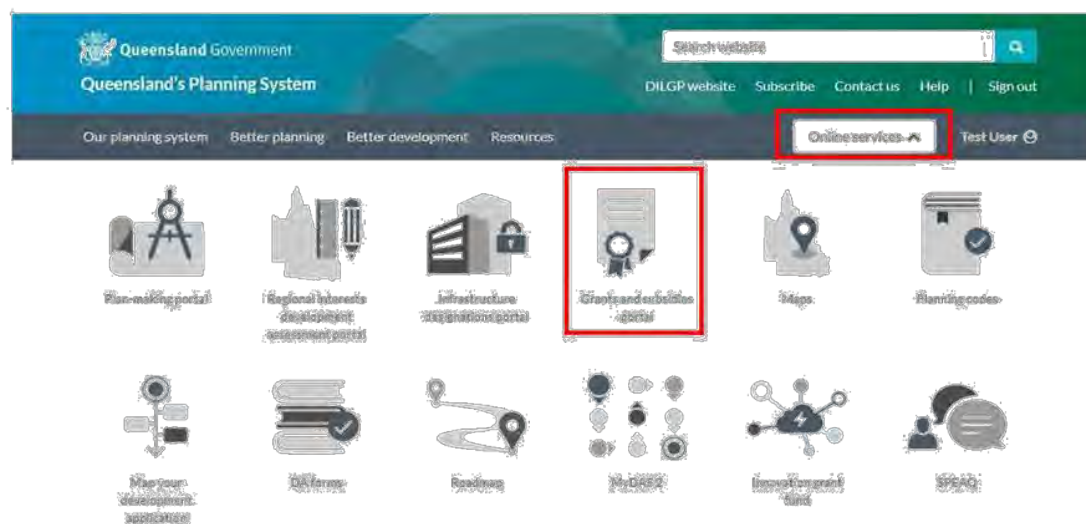


Figure 1: Queensland Grants and Subsidies Portal



## Claims for payment

Under the 2019-21 LGGSP, funding is administered on a 30:60:10 model. In particular circumstances, the Department may approve a different payment schedule.

PAYMENT SCHEDULE	
<b>First Payment</b> (30 percent of approved funding)	The Department will pay the Council upon receipt of a compliant Project Management Plan from the Council in the required format
<b>Second and Subsequent Payments</b> (up to 60 percent of approved funding)	The Department will pay the Council upon receipt of a completed subsidy claim form and a photograph of the project signage (where applicable) installed at the project site
<b>Final Payment</b> (10 percent of approved funding)	The Department will pay the Council upon receipt of a completed final report and subsidy claim form

Each claim for payment must be made on the prescribed form, with certification that the work has been completed satisfactorily, and that expenditure for the amount stated has been properly incurred on the approved work in accordance with the program guidelines, the Funding Deed of Agreement and Formal Advice of Funding. Certification must be made by the Council's Chief Executive Officer or authorised delegated officer, or other persons as agreed by the Department.

In accordance with Section 4.1.31 of the Funding Deed of Agreement all final reporting and claims for payment are provided to the Department within 30 days of the approved Funding Period End Date.

The prescribed forms for claiming payments are available on the Department's website at [www.dlgrma.qld.gov.au](http://www.dlgrma.qld.gov.au).

## Acknowledgment of the funding

In accordance with Section 6.1 of the Funding Deed of Agreement funding recipients must acknowledge the contributions of the Queensland Government funding.

This may include:

- placement of signage at project construction sites
- commemorative plaque for official openings
- acknowledgement in publicly made statements, on websites, or other appropriate documentation

Further information on acknowledgement requirements, including the use of the Queensland Government logo, is available on the Department's website at: <http://www.dlgrma.qld.gov.au/local-government/grants/acknowledgement-requirements.html>.

## Key dates

Opening date for Project Proposal submission:	9:00am, Monday 14 January 2019
Closing date for Project Proposal submission:	5:00pm, Friday 8 February 2019
Project Proposal assessment:	from Monday 11 February 2019
Projects considered for approval:	from Monday 11 March 2019



For more information, contact the Department:

NORTHERN REGION	
Cairns Office	Phone: (07) 4037 3407 or 4037 3411
Townsville Office	Phone: (07) 4758 3420 or 4758 3472
Rockhampton Office	Phone: (07) 4924 2908

SOUTHERN REGION	
Brisbane Office	Phone: (07) 3452 6762
Toowoomba Office	Phone: (07) 4616 7315
Maroochydore Office	Phone: (07) 5352 9711
Maryborough Office	Phone: (07) 4122 0410

BRISBANE PROGRAM OFFICE	Phone: (07) 3452 6724
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## Attachment 1 – Examples of Eligible Projects

### Essential public infrastructure:

#### Sewerage infrastructure

- Sewerage infrastructure from the wastewater treatment plant including the treatment plant and disposal of the treated effluent, e.g. treatment works, distribution of treated wastewater and beneficial wastewater re-use.
- Upgrades to components of sewerage infrastructure that will reduce operating costs and/or extend the life of existing infrastructure.

#### Water infrastructure

- Untreated water from the source to the treatment plant then to the first distribution reservoir, e.g. new source of supply, enhancement of existing weirs and bores, treatment works, pump stations, rising mains and delivery main up to the first distribution reservoir.
- Upgrades to components of water infrastructure that will reduce operating costs and/or extend the life of existing infrastructure.

#### Social and cultural infrastructure

- Community centres, halls, libraries, heritage sites, museums and cultural centres
- Modifications to public facilities

#### Economic and Tourism infrastructure

- Facilities such as camping grounds, heritage or natural attractions; foreshore developments,
- Streetscape enhancements
- Rest areas and amenities
- Technology such as internet kiosks and wireless access
- Resurfacing of Council owned and maintained airport runways
- Foreshore enhancement

#### Security and community safety infrastructure

- Security cameras
- Lighting in public places
- Emergency contact systems

#### Asset Management\*

- Asset condition assessments
- Asset geocoding
- Fit-for-purpose asset management software
- Other improvements to asset management systems

\* Every local government must prepare a long-term asset management plan as part of its system of financial management (*Local Government Act 2009*). This should be kept up to date as a result of Council's asset management system.

#### Disaster Resilience and Preparedness

Works that protect existing essential public infrastructure and/or build resilience to future natural disaster events.



## Attachment 2 – List of Ineligible Projects and Costs

The following list provides examples of **ineligible projects** that are not eligible to receive funding under the 2019-21 LGGSP:

- Feasibility and planning studies, including town planning schemes
- House raising or relocation
- Sewerage infrastructure to the treatment plant, e.g. household connections, manholes, pump stations and sewer lines
- Treated water from the first distribution reservoir and distribution network to household connections

### Pre-planning activities

- Conceptual design
- Works that have already commenced or been completed. This includes pre-planning and planning activities, and pre-construction, that commence prior to the date of formal advice of funding approval.

### Plant and equipment

- Purchase or lease of core business capital equipment such as motor vehicles and office equipment
- Furnishings and supplies
- Purchase of plant and equipment
- Leasing of vehicles or plant and other equipment unless directly associated with the project e.g. water trucks, excavators

### Core business costs (business as usual)

- Core business for an organisation, including ongoing costs for administration, operation and maintenance or engineering
- General overhead charges relating to the administration of project costs
- Ongoing costs for administration, operation and maintenance or engineering
- Corporate overheads and oncosts, including technical, professional and clerical salaries of Council employees
- Remuneration of Executive Officers
- Costs of preparing the Project Proposal for funding or associated supporting material
- Development of an Asset Management Plans (In accordance with the *Local Government Act 2009*, Councils must prepare a long-term asset management plan as part of its system of financial management)

### Project costs

- Official opening expenses (excluding permanent signage)
- Statutory fees, charges and costs associated with obtaining regulatory and/or development applications
- Temporary works, except where required as part of the construction of the eligible works or required to enable completion of the proposed project
- Land acquisition and associated costs (unless directly associated with the proposed project) or land buy back schemes

### Other costs

- Works on land that is not controlled or owned by Council
- Duplication of existing initiatives
- Legal expenses
- In-kind contributions, including contributions from Commonwealth or other State agencies

The above list identifies the most common examples of ineligible projects/costs and is not intended to be comprehensive. If there is any doubt about ineligible costs, please contact the Department.



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**12.8 AMENDMENT TO DECLARATION OF SERVICE AREA - YEPPOON EAST & YEPPOON WEST****File No:** SD29.9.3**Attachments:**

1. Map 10 - Sewerage Service Area - Yeppoon East [↓](#)
2. Map 11 - Water Service Area - Yeppoon East [↓](#)
3. Map 12 - Sewerage Service Area - Yeppoon West [↓](#)
4. Map 13 - Water Service Area - Yeppoon West [↓](#)

**Responsible Officer:** Dan Toon - Acting Chief Executive Officer  
Michael Prior - Manager Infrastructure Operations**Author:** Chris Wright - Graduate Engineer

---

**SUMMARY**

*This report seeks a Council resolution to amend the declaration of the Water Supply and Sewerage Service Area by adding the Yeppoon East and Yeppoon West areas to the service area.*

**OFFICER'S RECOMMENDATION**

THAT pursuant to s 161(3) of the *Water Supply (Safety & reliability) Act 2008*, Council resolves to:

1. Amend its previous declaration of the Sewerage Service Area by adding the parts of Yeppoon which are defined on:
  - a) Map 10 'Sewerage Service Area Yeppoon East'; and
  - b) Map 12 'Sewerage Service Area Yeppoon West'
2. Amend its previous declaration of the Water Service Area by adding parts of Yeppoon which are defined on:
  - a) Map 11 'Water Service Area Yeppoon East'; and
  - b) Map 13 'Water Service Area Yeppoon West'.

**BACKGROUND**

Starting on 9 September 2014, Council first resolved to declare its Water and Sewerage Service Areas which consisted of the Causeway Lake township and the Mulambin Beach area. Since then Council has resolved to amend its declaration of the Water and Sewerage Service Area by adding parts of Bangalee, Pacific Heights, Barlows Hill, Taranganba, Taroomball, Lammermoor, Cooe Bay and northern Emu Park.

Declaration of the Water and Sewerage Service Area and adding to those areas by resolution of Council identifies which areas are able to connect to the reticulated water supply and sewer networks, and the level of service that Council is able to provide to those areas. It also provides Council with the power to direct properties located within the Service Areas to connect to the reticulated water or sewerage services.

The existing service area maps can be viewed on Council's website.

<http://www.livingstone.qld.gov.au/139/Water-Sewerage>

There will be further reports to Council seeking resolutions to add to the service areas until the service areas encompass all properties currently served/connected to the reticulated

water supply and sewerage services and all properties that are or will be required to connect.

*Service area* maps display the service areas as having three levels of service:

1. Standard service.
2. Special water supply or sewerage service; and
3. No service.

## COMMENTARY

Under s 161(3) of the *Water Supply (Safety & Reliability) Act 2008* ('the Act'), Council may, by resolution, amend the Declaration of Service Areas by adding an area to the Service Area. This report seeks a resolution of Council to amend the Declaration of the Water and Sewerage Service Areas which was made at its 9 September 2014 Meeting to add the *Yeppoon East* and *Yeppoon West* areas. Refer to Attachments 1, 2, 3 & 4.

Publication of a notice will also be required to comply with s 162 of the Act.

## PREVIOUS DECISIONS

Council made its first declaration of the Water Supply Service Area and the Sewerage Service Area at its 9 September 2014 meeting. There have been several additions made to the service areas as resolved by Council.

## BUDGET IMPLICATIONS

*Water Supply (Safety & Reliability) Act 2008:*

Part 5 of *the Act* identifies certain obligations and entitlements for Council and owners of properties within the *service areas* and these are summarised in the following table.

	Obligations	Entitlements
Council	Provision of infrastructure to ensure each property within <i>service area</i> is able to be connected directly and separately.	Recovery of costs.
Property Owner	May be required to connect.	Able to connect directly and separately to the water supply and sewer networks.

Initially the *service areas* will only encompass properties which are able to be connected directly and separately, without the need for future infrastructure augmentations. This ensures that Council will not incur any additional costs. Future amendments to the *service areas* may include additional areas yet to be serviced but these will be subject to future Council resolutions.

Pursuant to s 94(1)(b) of the *Local Government Act 2009* Council is authorised to levy utility charges in relation to sewerage and water. Once a property is directed to connect to a water supply or sewerage service utility charges will be levied.

## LEGISLATIVE CONTEXT

The *Act* defines a *service area* as 'an area declared under section 161 for either or both of the following –

- a) a retail water service to customers;
- b) a sewerage service to customers.'

The *Act* also defines powers, rights and obligations of service providers and property owners within the *service areas*.

It should be noted that the Act does not **require** Council to declare a *service area*. It only states that "a local government **may**, by resolution, declare –

- a) *all or part of its local government area to be a service area for a retail water service or a sewerage service; and*
- b) *the service provider for the service area.*

The following provisions of the Act are also relevant:

Section 168 – provides the service provider with the power to give notice requiring the owner of premises within the service area to carry out works for connecting the premises to a registered service.

Section 165 - provides that the service provider may recover from a customer the reasonable cost of the service provider giving access to the registered services.

If Council resolves to add the Yeppoon East and Yeppoon West to the declared service areas for water and sewerage, the following are required.

- Notice of declaration of service area:
  - Section 162 of the Act states that Council must publish a notice of its amendment to the declaration and make the notice available for inspection and purchase.
- Map of the service area:
  - Section 163 of the Act outlines the requirements of the service area maps.

Council's Infrastructure Planning Unit has created the initial service area maps and it is intended that future amendments will be made to include the rest of the properties within the Livingstone Shire local government area which are currently connected to or able to be connected to the reticulated water supply and/or sewer networks.

## LEGAL IMPLICATIONS

By declaring service areas Council will be able to exercise its powers under the Act with certainty and authority.

## STAFFING IMPLICATIONS

Nil

## RISK ASSESSMENT

The declaration of service areas will minimise the risks to Council and residents by allowing Council to give notice and direct properties to connect to the reticulated sewer and water supply networks.

Another source of potential risk to Council is associated with service area maps, as required by s 163 of the Act. The maps identify which properties are located within the service areas along with the level of service that Council is obligated to provide them. Incorrectly identifying and including properties in the service areas could result in additional costs incurred by Council in order to enable those properties to connect to the reticulated services. To ensure the ongoing integrity of the service area, the maps will be regularly reviewed and any discrepancies or required amendments will be reported to Council for the necessary endorsement and resolution as required by the Act.

## CORPORATE/OPERATIONAL PLAN

**Corporate Plan Reference:** Strategy AM4: Operate, maintain and use Council assets to deliver efficient and cost effective services to the community.

## LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

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

**CONCLUSION**

This report concludes that a formal Council resolution with wording to amend its declaration made on 9 September 2014 of the Water and Sewerage Service Areas to add the Yeppoon East and Yeppoon West areas to the declared service area for retail water supply and sewerage service.

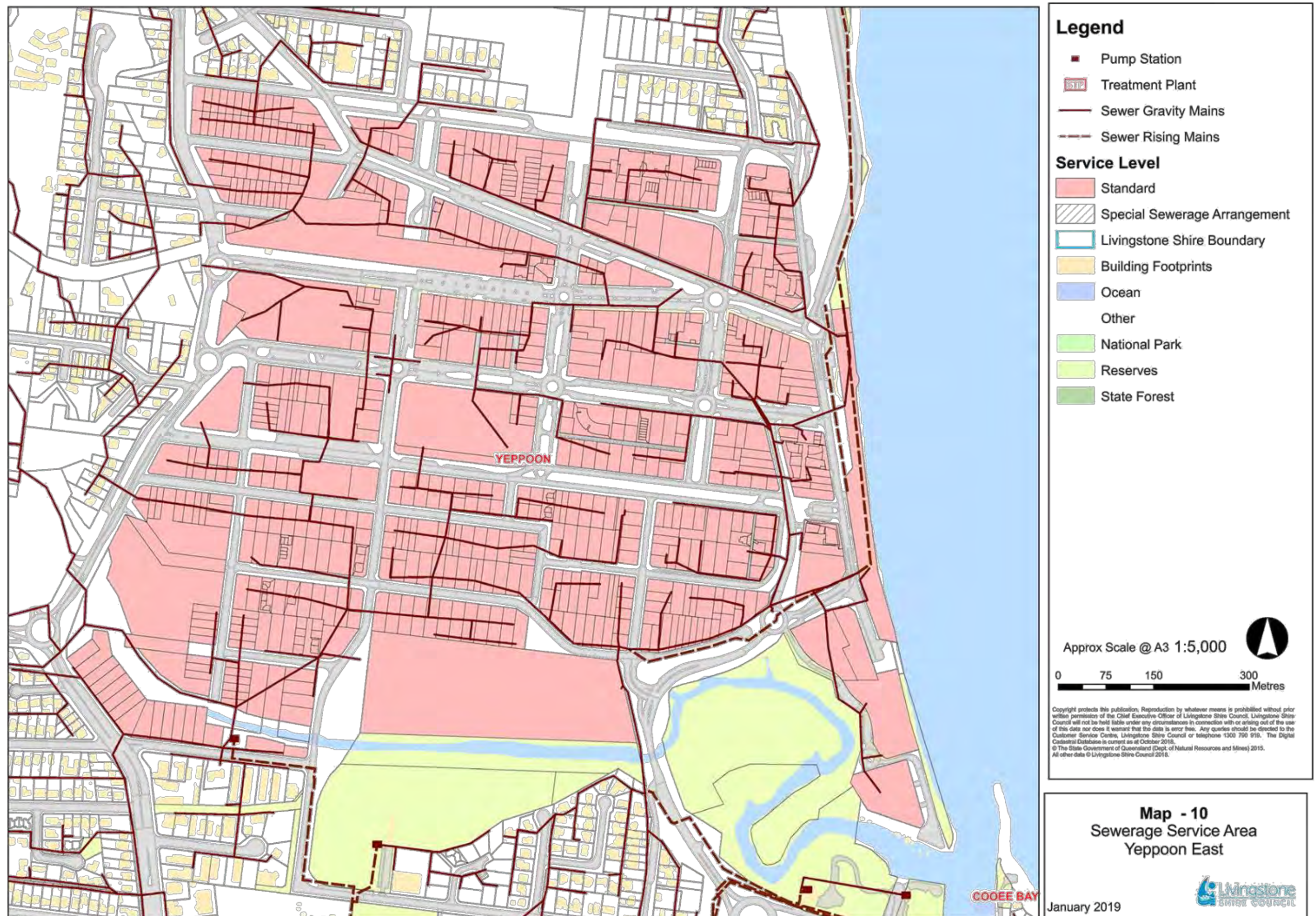
## **12.8 - AMENDMENT TO DECLARATION OF SERVICE AREA - YEPPOON EAST & YEPPOON WEST**

### **Map 10 - Sewerage Service Area - Yeppoon East**

**Meeting Date: 5 February 2019**

**Attachment No: 1**







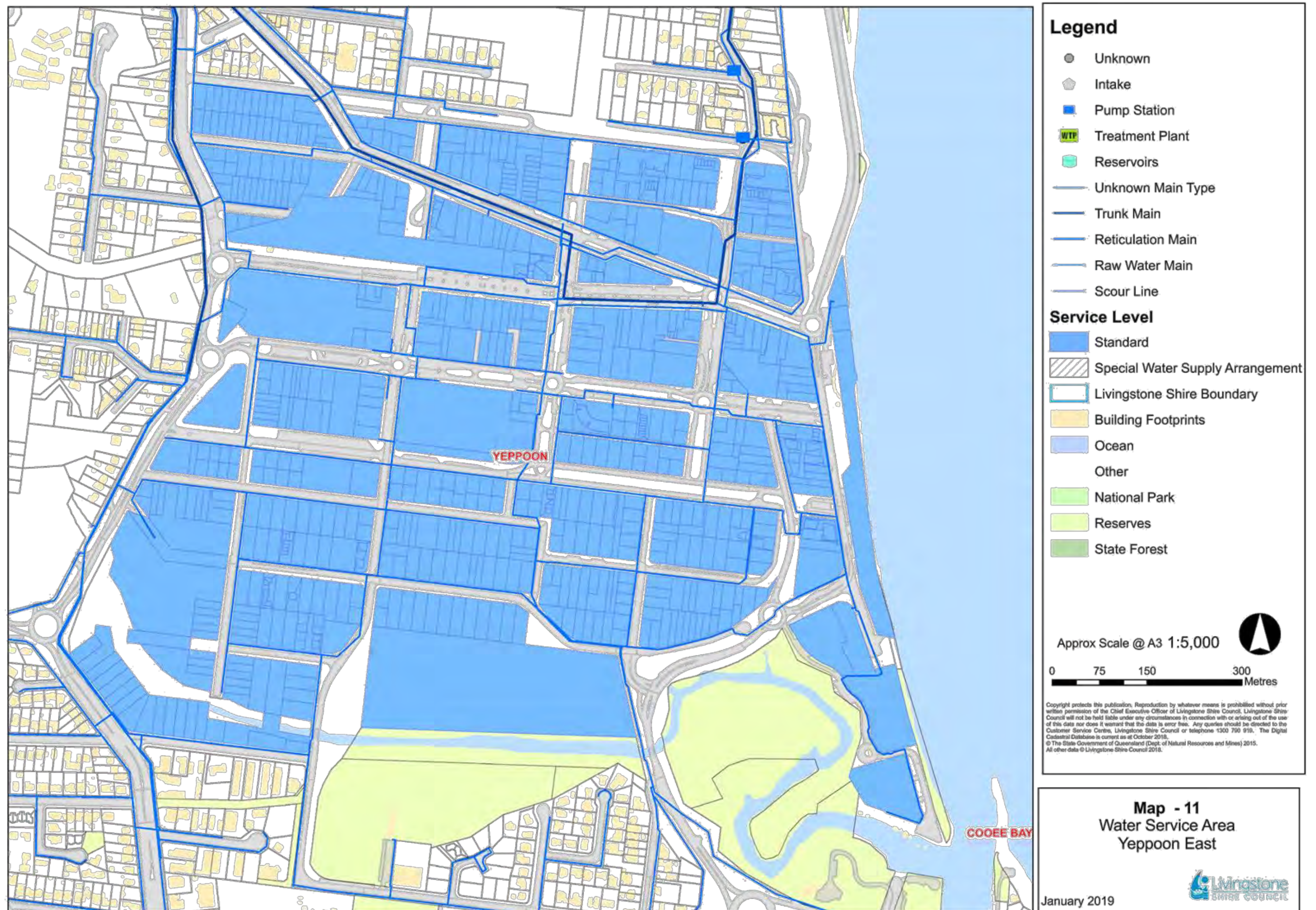
## **12.8 - AMENDMENT TO DECLARATION OF SERVICE AREA - YEPPOON EAST & YEPPOON WEST**

### **Map 11 - Water Service Area - Yeppoon East**

**Meeting Date: 5 February 2019**

**Attachment No: 2**







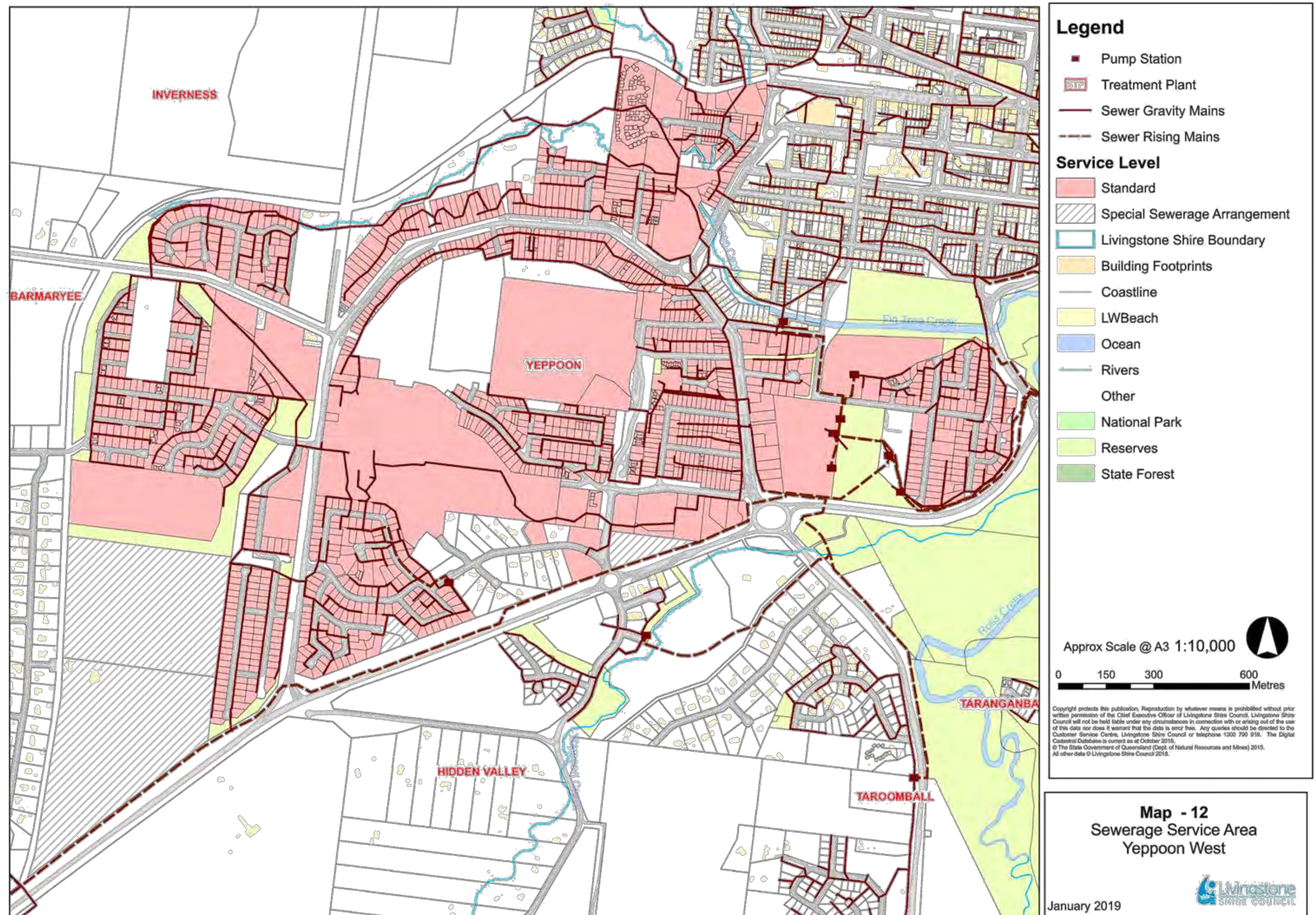
## **12.8 - AMENDMENT TO DECLARATION OF SERVICE AREA - YEPPOON EAST & YEPPOON WEST**

### **Map 12 - Sewerage Service Area - Yeppoon West**

**Meeting Date: 5 February 2019**

**Attachment No: 3**







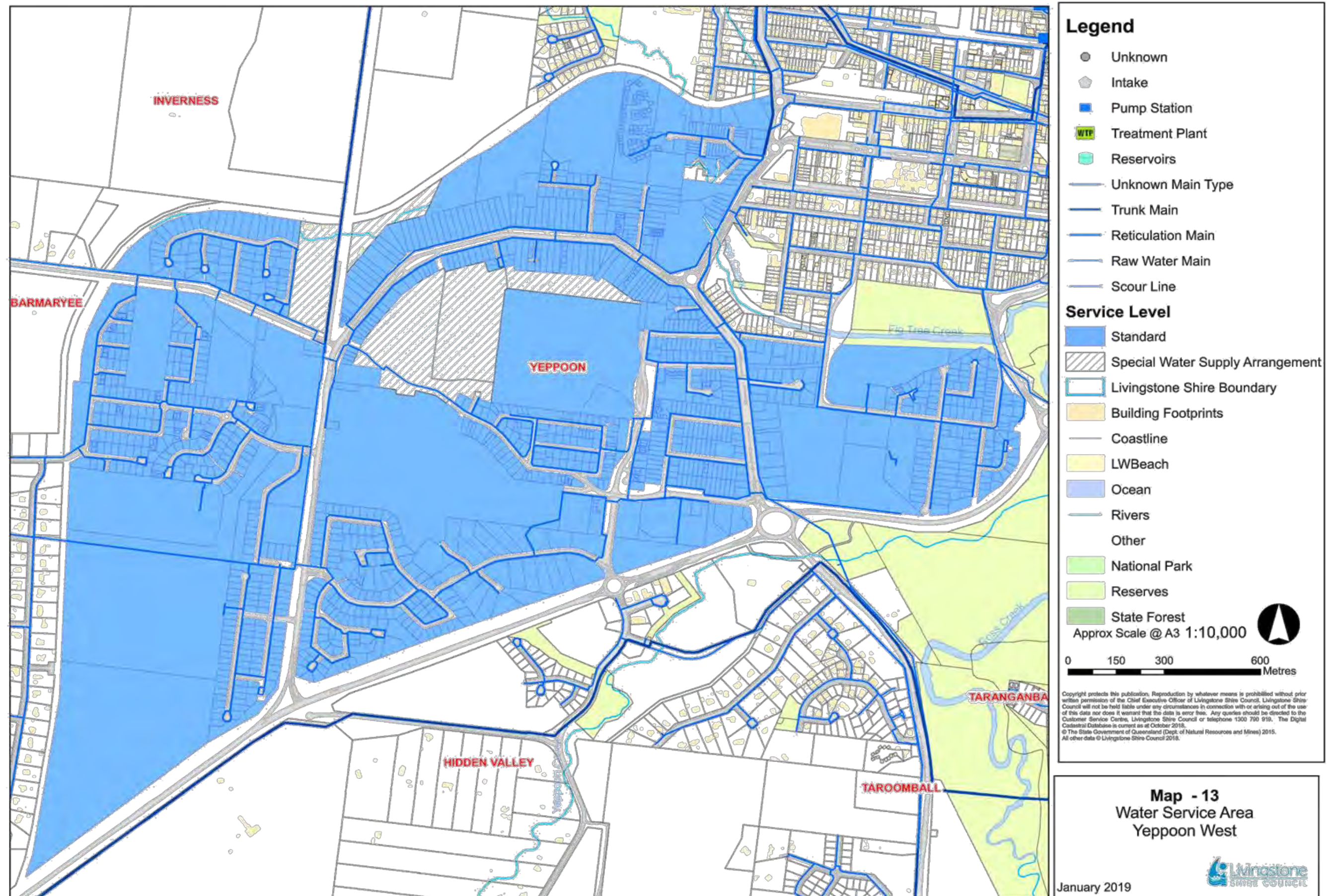
## **12.8 - AMENDMENT TO DECLARATION OF SERVICE AREA - YEPPOON EAST & YEPPOON WEST**

### **Map 13 - Water Service Area - Yeppoon West**

**Meeting Date: 5 February 2019**

**Attachment No: 4**







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**12.9 REQUEST FOR FEE REDUCTION FOR A DEVELOPMENT APPLICATION FOR AN EXTRACTIVE INDUSTRY**

**File No:** CR510468

**Attachments:**

1. [Locality Plan](#)
2. [Proposal Plan](#)
3. [Request for fee reduction](#)

**Responsible Officer:** Erin McCabe - Co-ordinator Development Assessment  
David Battese - Manager Strategy & Development

**Author:** Jenna Brosseuk - Senior Planning Officer

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**SUMMARY**

The report discusses a fee reduction requested for a proposed development application for a Development Permit for a Material Change of Use for an Extractive industry.

**OFFICER'S RECOMMENDATION**

THAT Council resolve to accept an application fee of \$20,000.00 for a development application for a Development Permit for a Material Change of Use for an Extractive industry generally in accordance with the proposal plan (dated 21 November 2018) over land at Lot 1668 Marlborough Road and Lot 1 Bundesen Road, Marlborough, described as Lot 1668 on SP185342 and Lot 1 on SP232628.

**BACKGROUND**

A pre-lodgement meeting was held with Mr Michael O'Sullivan of Extractive Industry Solutions (the consultant), in regards to a proposed development application for a quarry on land at Lot 1668 Marlborough Road and Lot 1 Bundesen Road, Marlborough. The advice from Council officers at the pre-lodgement meeting was that the proposal presented is a preferred use in the Rural zone and is considered to be suitably located to minimise adverse impacts on adjoining properties and that subject to demonstrated compliance with the code provisions of the planning scheme and the matters discussed at the pre-lodgement meeting, the proposal can be favourably considered. The applicant was also provided information in regards to the application fee which, based on the proposal is \$48,530.00.

**COMMENTARY**

The applicant is in the process of preparing a development application based on the pre-lodgement meeting and discussions with Council officers. The development is expected to occur over an area of 19.07 hectares inclusive of the internal driveway, extraction area and buffer areas.

The fee in accordance with the current Council Fees and Charges 2018-2019 is a 'per application' fee plus a 'per hectare of site area' charge. The fee is \$3,170.00 per application plus \$2,268.00 per hectare of site area of part thereof. The proposal, being for development over 19.07 hectares of site area results in an application fee of \$48,530.00.

The request from the applicant seeks a reduction of the fee to \$37,190.00. This fee is based on a site area calculation only taking into account areas which are disturbed and utilised by the activities associated with the extractive industry and excluding the buffer area and clear zone that whilst forming part of the development footprint, will not have work or activities occurring. This would therefore reduce the total site area, for the fee purposes, to 14.622 hectares resulting in an application fee of \$37,190.00.

Previous applications for extractive industry

Of the last five extractive industry applications lodged with Council, three (3) application fees have been reduced as follows:

- D-169-2016 for a Concurrence agency assessment at Belmont Road (partially in Rockhampton Regional Council land) – one third of the fee was charged and therefore reduced from \$27,585.00 down to \$9,195.00;
- D-174-2015 for an Extractive industry (Etna Creek Road) – The fee was estimated to be \$300,000.00 and it was reduced down to \$20,000.00; and
- D-281-2013 Extractive industry (Barlows, Emu Park Road) – the fee was \$1,036,140.00 and was reduced to \$25,000.00.

The other two applications whereby the fees were not reduced included:

- D-69-2014 for an Extractive industry (Flood Road, Yaamba) – the full fee of \$16,130.00 was charged and paid; and
- D-194-2011 for an Extractive industry and Environmentally relevant activity (Artillery Road, Mulara) – the full fee of \$12,800.00 was charged and paid.

### **PREVIOUS DECISIONS**

There are no previous decisions specifically relevant to this request however it is noted that Council has resolved to reduce application fees for other various developments including those listed above.

### **BUDGET IMPLICATIONS**

Council must be cognisant of the fact that the budget has been developed based upon the need to recuperate the operating costs associated with the administration of the development assessment process.

However in relation to this proposed application officer's consider that the fee of \$20,000.00 is adequate to cover the cost of the development assessment.

### **LEGISLATIVE CONTEXT**

A future application will be made pursuant to the *Planning Act 2016*.

### **LEGAL IMPLICATIONS**

Legal implications are not applicable to the determination of a fee reduction.

### **STAFFING IMPLICATIONS**

Staffing implications are not likely to occur as a result of the request or outcome of the recommendation.

### **RISK ASSESSMENT**

A financial risk applies to this request in terms of not recuperating the full fee as prescribed under the fees and charges and possible precedent set by such a determination.

### **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**

Further to the pre-lodgement meeting and discussions with the consultant, the proposal is suitable on the subject site in terms of minimal impacts on amenity or surrounding properties given the isolated location and minimal impact on the road network as it will join onto a State-controlled road. The scale of the development does not warrant the calculated application fee of \$48,530.00. Therefore, on this basis, it is recommended to reduce the application fee in line with other applications to \$20,000.00. This will afford approximately 130 hours of officer time (combined over various units) to process, assess and decide the application.

Officers consider that the fee of \$20,000.00 is adequate to cover the cost of the development assessment and will not result in Council being left exposed to financial liability and subsequently recommend the fee for the application.

## **12.9 - REQUEST FOR FEE REDUCTION FOR A DEVELOPMENT APPLICATION FOR AN EXTRACTIVE INDUSTRY**

### **Locality Plan**

**Meeting Date: 5 February 2019**

**Attachment No: 1**







# **12.9 - REQUEST FOR FEE REDUCTION FOR A DEVELOPMENT APPLICATION FOR AN EXTRACTIVE INDUSTRY**

## **Proposal Plan**

**Meeting Date: 5 February 2019**

**Attachment No: 2**







## **12.9 - REQUEST FOR FEE REDUCTION FOR A DEVELOPMENT APPLICATION FOR AN EXTRACTIVE INDUSTRY**

### **Request for fee reduction**

**Meeting Date: 5 February 2019**

**Attachment No: 3**



## Extractive Industry Solutions Geotechnical and Geologic Consultancy

P O Box 893 Emerald Qld 4720

Ph: 0488074728

Email: eis@activ8.net.au

20 December 2018.

Chief Executive Officer  
Livingstone Shire Council  
P O Box 2292  
Yeppoon Qld 4703

**Re: Application for Extractive Industry on Lot 1668 on Plan SP185342.**

**Attention:** Duty Planner

Dear Sir/Madam,

I am in the process of completing a Material Change in Use Application for an extractive industry on Lot 1668 on Plan SP185342 and Lot 1 on Plan SP232628.

I attended a pre-lodgement meeting with several of your staff on 5 December 2018, where I questioned the staff regarding a reduction in fees for the application, in particular, the fee per hectare that the application will cover.

The development application area will include:-

1. a vegetated buffer zone (20 metres wide), to comply with various sections of the codes in the Livingstone Planning Scheme, employ best practice environmental management and to protect the surrounding landscape both environmentally and aesthetically
2. a clear zone for essential management purposes as per Schedule 24 of the Planning Regulations 2017 (Fire break)
3. a haul road (4.6 kilometres long and 20 metres wide corridor)
4. a processing and stockpiling area
5. an extraction area.

The request is for a reduction of fees for the vegetated buffer zone and the clear zone, which are areas that will not be utilised for the activities associated with the production of crushed rock products.

As per the attached Plan (Drawing No: Mar/Mar/App19001), the area of the development application area is 9.873 hectares which consists of 2.431 hectares of vegetated zone (a 20 metres buffer surrounding the activity area), a clear Zone (a 20 metres bushfire clear buffer zone surrounding the activity area) and 5.425 hectares of activity area.

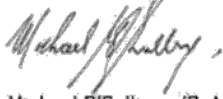
The road corridor is 4.6 kilometres long and 20 metres wide totalling an area of 9.2 hectares. The total application area is 19.07 hectares.

Using the current system, the application fee is \$46,420.76.

If a fee reduction was granted, for areas not utilised in the extractive industry process, the fee will be \$36,339.50.

I request that the council consider my proposal for a fee reduction so that only areas, which are disturbed and utilised in the activities are accountable for in the application fee>

Yours faithfully,

A handwritten signature in black ink, appearing to read "Michael O'Sullivan".

Michael O'Sullivan (B. App Sc), (FIQA), (MSusIMM).

**Principal – Extractive Industry Solutions**



**12.10 REQUEST FOR FEE WAIVER FOR DEVELOPMENT APPLICATIONS FOR CLEARING VEGETATION FOR BUSHFIRE MANAGEMENT PURPOSES**

**File No:** CR2.13.19  
**Attachments:** Nil  
**Responsible Officer:** Erin McCabe - Co-ordinator Development Assessment  
David Battese - Manager Strategy & Development  
**Author:** Jenna Brosseuk - Senior Planning Officer

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**SUMMARY**

This report provides background on the *Livingstone Planning Scheme 2018* provisions for clearing vegetation for bushfire management. In particular, this report focuses on the relevant application requirements and application fee and requests Council waive application fees for clearing for bona fide bushfire management purposes.

**OFFICER'S RECOMMENDATION**

THAT Council waive development application fees for development applications for clearing for bushfire management purposes and adopt option one for application requirements, as follows:

Option One:

1. The application fee be waived;
2. A completed checklist (to be compiled and be related to the Acceptable Outcomes of the Development Works Code and the relevant Acceptable Outcomes of the relevant Overlay Codes in a simple to respond to checklist);
3. A statement from a Queensland Rural Fire Regional Officer (recommended to be an inspector level and not a volunteer) stating the clearing is for bushfire management purposes or a Bushfire Management Plan;
4. A proposal plan, illustrating where clearing will occur including dimensions;
5. A site photos of the proposed clearing;
6. DA Form 1 for Operational Works; and
7. An Erosion and sediment control plan, if involving the removal of groundcover and the exposure of soil to weather.

**BACKGROUND**

Not applicable

**COMMENTARY**

The *Livingstone Planning Scheme 2018* contains overlays to highlight potential natural features, potential hazards and other matters to be considered in a development proposal. The need for a development application is determined by the tables of assessment in Part 5.

There are several overlays which reflect matters related to vegetation. A site may be mapped with one or all of the following:

- scenic amenity,
- protected areas,
- biodiversity (habitat and vegetation),
- bushfire hazard,

- landslide hazard area,
- erosion prone land; and
- heritage.

In many instances one element cannot be considered in isolation and must be considered for the impact on other features.

For land that is mapped as being prone to bushfire hazard, the creation of fire breaks or clearing for hazard management may also have implications for other overlay values such as biodiversity and scenic amenity. This report focuses on clearing for bushfire management purposes and the requirements for applications as they relate to fire hazard management and other values.

### Clearing

There are certain circumstances that require a land owner to undertake clearing, including bushfire management. The current planning scheme regulates clearing native vegetation (as Operational Works) under the Development works code.

The application fee for clearing native vegetation is \$1,019.00 and the decision assessment timeframe for an Operational Works application is thirty-five (35) business days.

Undertaking necessary and sustainable bushfire management measures identified by the fire services or in a Bushfire Management Plan such as fire management trails and hazard reduction zones on a property should be able to be undertaken. Bushfire management would include the following:

- a) A Material Change of Use, Reconfiguring a Lot or Building works regulated under the planning scheme that has an approved Bushfire Management Plan with specific clearing recommendations;
- b) Establishing or maintaining a necessary firebreak to protect sensitive land use and infrastructure (other than fences, roads and tracks) to a maximum width of twenty (20) metres or 1.5 times the height of the tallest adjacent tree, whichever is the greater; or
- c) A necessary fire management line to a maximum width of ten (10) metres; or
- d) Establishing a necessary road or vehicular track to a maximum width of ten (10) metres.

This report discusses consideration of a reduced or waived application fee for works for bushfire management on land, in circumstances the clearing triggers a planning application. It is considered that a reduced or waived fee coupled with a 'fast-tracked' assessment of competent applications will encourage land owners to submit applications and ensure essential and routine management of properties within the current statutory provisions. In this regard two options are presented for consideration for a fast-tracked clearing for bushfire management application:

### Option One:

1. The application fee be waived;
2. A completed checklist (to be compiled and be related to the Acceptable Outcomes of the Development Works Code and the relevant Acceptable Outcomes of the relevant Overlay Codes in a simple to respond to checklist);
3. A statement from a Queensland Rural Fire Regional Officer (recommended to be an inspector level and not a volunteer) stating the clearing is for bushfire management purposes or a Bushfire Management Plan;
4. A proposal plan, illustrating where clearing will occur including dimensions;
5. A site photos of the proposed clearing;
6. DA Form 1 for Operational Works; and

7. An Erosion and sediment control plan, if involving the removal of groundcover and the exposure of soil to weather.

Option Two:

1. The application fee be waived; and
2. Documentation, being a written statement, be provided to Council from the Queensland Fire and Emergency Services in accordance with the *Fire and Emergency Services Act 1990*; or
3. A Bushfire Management Plan, prepared by a suitably qualified professional, which addresses the relevant performance outcomes of the Development Works Code for Clearing native vegetation and the relevant performance outcomes of the applicable overlay; and
4. DA Form 1 for Operational Works.

Both options will require Council to respond to the applicant with a Decision Notice for Operational Works (clearing).

Option one will allow officers to review the proposed clearing and consider the code requirements of other overlay codes. It will also afford the opportunity to liaise with land owners in regards to not only bushfire management but also scenic amenity, coastal hazards or landslide hazard, which is an opportunity to educate the wider community and ensure the clearing is suitable against the planning scheme requirements.

Option two, either item two or three, are suitable if the clearing is of a higher risk or if there is no other overlay affecting the area. Option two is similar to State processes of making clearing for bushfire management (in accordance with the *Planning Regulations 2017*) exempt development.

Option one is recommended as it is clear and transparent to landowners as to what is required to be prepared and lodged prior to clearing vegetation for bushfire management purposes.

### **PREVIOUS DECISIONS**

There are no previous decisions specifically relevant to this request however it is noted that Council has resolved to reduce application fees for other various developments based on a cost recovery fee.

### **BUDGET IMPLICATIONS**

Council must be cognisant of the fact that the budget has been developed based upon the need to recuperate the operating costs associated with the administration of the development assessment process. Despite this, the processing of clearing applications where the material as required by option one is provided will be a relatively straightforward assessment and is not likely to involve significant officer resources. There is a clear need to ensure that bushfire management practices are able to occur in a timely manner and the removal of the application fee will assist with this.

### **LEGISLATIVE CONTEXT**

Applications will be made pursuant to the *Planning Act 2016* and the *Livingstone Planning Scheme 2018*.

### **LEGAL IMPLICATIONS**

Legal implications are not applicable to the determination of a fee reduction.

### **STAFFING IMPLICATIONS**

Staffing implications are not likely to occur as a result of the request or outcome of the recommendation.

**RISK ASSESSMENT**

A financial risk applies to this request in terms of not recuperating the full fee as prescribed under the fees and charges and possible precedent set by such a determination.

**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**

Officers are seeking support from Council in regards to waiving the application for Operational Works for vegetation clearing associated with necessary fire management measures.

## 13 CLOSED SESSION

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

### RECOMMENDATION

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

#### 14.1 Appointment of Members to Audit, Risk and Business Improvement Committee

This report is considered confidential in accordance with section 275(1)(a), of the *Local Government Regulation 2012*, as it contains information relating to the appointment, dismissal or discipline of employees .



## 14 CONFIDENTIAL REPORTS

### 14.1 APPOINTMENT OF MEMBERS TO AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE

**File No:** CM4.2.1

**Attachments:** 1. Summary from Interviews

**Responsible Officer:** Dan Toon - Acting Chief Executive Officer  
Andrea Ellis - Chief Financial Officer

**Author:** Scott Williams - Internal Auditor

This report is considered confidential in accordance with section 275(1)(a), of the *Local Government Regulation 2012*, as it contains information relating to the appointment, dismissal or discipline of employees .

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#### SUMMARY

*Following the resignation of two members of the Audit, Risk and Business Improvement Committee (ARaBIC) a call for expressions of interest was made and an evaluation of the responses completed. This report outlines the results of that process and recommends candidates for the positions.*

**15 URGENT BUSINESS/QUESTIONS**

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

## **16 CLOSURE OF MEETING**