



ORDINARY MEETING

AGENDA

24 MAY 2016

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 24 May 2016 commencing at 9.00am for transaction of the enclosed business.

A handwritten signature in black ink, appearing to be "C. R.", written in a cursive style.

CHIEF EXECUTIVE OFFICER
19 May 2016

Next Meeting Date: 14.06.16

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 PRESENT

Members Present:

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

In Attendance:

Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

Minutes of the Ordinary Meeting held 10 May 2016

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COMMITTEE REPORTS

9.1 PLANNING AND REGULATORY COMMITTEE MEETING - 17 MAY 2016

RECOMMENDATION

THAT the Minutes of the Planning and Regulatory Committee meeting, held on 17 May 2016 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Planning and Regulatory Committee, 17 May 2016

9.1.1 FITZROY BASIN ASSOCIATION - ENVIRONMENTAL IMPACT PROJECT

File No: 3084

Responsible Officer:

SUMMARY

Councillor Wickerson and Councillor Fisher met with representatives of Fitzroy Basin Association regarding a proposed environmental project.

COMMITTEE RECOMMENDATION

THAT Council invite representatives of Fitzroy Basin Association to outline it's proposed studies into the impact of run off on the environment in general and the Great Barrier Reef.

Recommendation of the Planning and Regulatory Committee, 17 May 2016**9.1.2 ANIMAL MANAGEMENT - SYSTEMATIC INSPECTIONS IN BOULDERCOMBE TOWNSHIP****File No:** 1464**Responsible Officer:**

SUMMARY

Councillor Smith has received multiple telephone calls regarding dog attacks in the Bouldercombe township and would like after hours patrols carried out.

COMMITTEE RESOLUTION

THAT the Council conduct an approved systematic inspection under the *Animal Management (Cats and Dogs) Act 2008* for the keeping of animals in the defined Bouldercombe township during the period 01 July – 30 September 2016.

Recommendation of the Planning and Regulatory Committee, 17 May 2016
9.1.3 D/106-2015 - DEVELOPMENT APPLICATION FOR A MATERIAL CHANGE OF USE FOR AN UNDEFINED USE (RURAL ENTERTAINMENT AND FUNCTION FACILITY WITH ANCILLARY ACCOMMODATION)

File No: D/106-2015

Attachments:

1. Locality Plan
2. Site Plan

Authorising Officer: Tarnya Fitzgibbon - Manager Development and Building
Robert Holmes - General Manager Regional Services

Author: Thomas Gardiner - Planning Officer

SUMMARY

Development Application Number: D/106-2015

Applicant: Cashmia Investments

Real Property Address: Lot 2330 on LIV40846, Parish of Calioran

Common Property Address: Lot 2330 South Yaamba Road, South Yaamba

Area of Site: 64.8 hectares

Planning Scheme: Fitzroy Shire Planning Scheme 2005

Planning Scheme Zoning: Rural zone

Planning Scheme Overlays: Agricultural Land Class Overlay (GQAL Class A1 and Class C1)
Bushfire Prone Land (Low Risk)

Existing Development: Two (2) Accommodation Buildings, Outdoor Covered Function Area, Shed, Gazebo and Barbecue Hit

Existing Approvals: Nil

Approval Sought: Development Permit for a Material Change of Use for an Undefined Use (Rural Entertainment and Function Facility with ancillary accommodation)

Level of Assessment: Impact Assessable

Submissions: Six (6) submissions

Referral Agency(s): Nil

Adopted Infrastructure Charges Area: Charge Area 3

Application Progress:

<i>Application Lodged:</i>	17 November 2015
<i>Acknowledgment Notice issued:</i>	25 November 2015
<i>Submission period commenced:</i>	11 January 2016
<i>Submission period end:</i>	1 February 2016
<i>Council request for additional time:</i>	22 February 2016
<i>Last receipt of information from applicant:</i>	1 February 2016
<i>Statutory due determination date:</i>	30 March 2016

COMMITTEE RESOLUTION**RECOMMENDATION A**

THAT in relation to the application for a Development Permit for a Material Change of Use for an Undefined Use (Rural Entertainment and Function Facility with ancillary accommodation) made by Cashmia Investments on Lot 2330 on LIV40846, Parish of Calioran, located at Lot 2330 South Yaamba Road, South Yaamba, Council resolves to Approve the application despite its conflict with the planning scheme and provide the following grounds to justify the decision despite the conflict:

- a) The proposed development for an Undefined Use (Rural Entertainment and Function Facility with ancillary accommodation) holds regional significance and is a form of development that was not anticipated by the *Fitzroy Shire Planning Scheme 2005*. Despite its non-compliance with the Rural zone code, the proposed development provides a unique venue which will accommodate a range of events that capitalise on the environmental and scenic amenity values defining the region's rural setting, making the proposed development considerably distinct from existing urban and town-based function venues. Therefore, the proposed development is regarded to be regionally significant as it is unique to the area and there are currently no similar function venues promoting the distinct rural amenity values which define the Rockhampton region;
- b) The activities associated with the proposed function facility are more suitably located on large lots within the Rural zone, in comparison to existing residential, commercial and industrial zones in the region. The location of the site in the Rural zone is situated in an area that is considered suitable for the activities associated with the proposed function facility as they coincide with the environmental and landscape values which define the Rural zone;
- c) The majority of activities associated with the proposal will be for receptions and functions which are small-scale in nature. The proposed facility is restricted to accommodate ten (10) events per calendar year where the number of persons attending an event is greater than two-hundred (200), but less than five hundred (500) persons. Large scale events with a capacity of greater than five hundred (500) persons are restricted to twice in a calendar year and must be the subject of a Temporary Events Application to Council. As such, due to the infrequent nature of large scale events on the site, there are expected to be minimal impacts on the local rural amenity as the facility will largely accommodate small-scale receptions and functions;
- d) The use area of the proposal is sufficiently setback from the nearest residential dwellings and is considered appropriate to mitigate impacts on rural amenity which may result from the proposed use;
- e) The size of the use area (approximately three per cent (3%) of the subject site) for the proposed function facility will ensure that the majority of the subject site can be utilised for its productive capacity and remains viable for agricultural and rural activities which are consistent with the Rural zone and will not unduly compromise the rural amenity or primary activities of the surrounding area;
- f) The proposed function facility will not compromise the viability of good quality agricultural land as the site proposed use area is not affected by the Agricultural Land Class Overlay under the *Fitzroy Shire Planning Scheme 2005*, or located in an area identified as Class A or Class B on the Agricultural Land Classification mapping;
- g) The outdoor entertainment and recreational activities accommodated on the subject site are considered to be compatible with the environmental and scenic amenity features which define the surrounding rural landscape;
- h) Mitigation measures to reduce impacts on the amenity and lifestyle values of surrounding properties have been incorporated as part of the development conditions. This includes establishing a cap on the maximum number of persons per function or event, hours of operation, noise and nuisance monitoring, and dust mitigation measures;

- i) An annual road maintenance contribution is conditioned to ensure that the efficiency of the gravel road network used to access the subject site is maintained to mitigate traffic impacts resulting from the proposed development on the local road network, community and the environment;
- j) The proposed use does not compromise the achievements of the Desired Environmental Outcomes in the *Fitzroy Shire Planning Scheme 2005*;
- k) An assessment of the development against the relevant zone outcomes, planning scheme codes and local planning policies demonstrates that the proposed development will not cause significant adverse impacts on the rural amenity of the surrounding area, the surrounding natural environment, built environment and infrastructure, community facilities, or local character; and
- l) The proposed development does not compromise the relevant State Planning Policy.

RECOMMENDATION B

That in relation to the application for a Development Permit for a Material Change of Use for an Undefined Use (Rural Entertainment and Function Facility with ancillary accommodation) made by Cashmia Investments on Lot 2330 on LIV40846, Parish of Calioran, located at Lot 2330 South Yaamba Road, South Yaamba, Council resolves to Approve the application subject to the following conditions:

1.0 ADMINISTRATION

- 1.1 The proposed development must be carried out in accordance with the following use definition:

Rural Entertainment and Function Facility with ancillary accommodation

“The use of the premises in a rural setting for social, recreational or festive occasions involving the primary conduct of:

- Receptions or functions; and
- Outdoor entertainment events that are held wholly or mainly outdoors and may include charity or corporate events involving rural or leisure pastimes and arena demonstrations or spectacles (such as competitor sports for rodeos or the like).

Ancillary to the primary land use are the following:

- The preparation and provision of food and liquor for consumption on-site;
- The provision of amenities, storage facilities and car parking associated with the use; and
- Short-term accommodation.

- 1.2 The Developer is responsible for ensuring compliance with this approval and the Conditions of the approval by an employee, agent, contractor or invitee of the Developer.
- 1.3 Where these Conditions refer to “Council” in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role of the Council may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
- 1.4 All conditions of this approval must be undertaken and completed to the satisfaction of Council, at no cost to Council.
- 1.5 All conditions, works, or requirements of this approval must be undertaken and completed prior to the commencement of the use, unless otherwise stated.
- 1.6 Where applicable, infrastructure requirements of this approval must be contributed to the relevant authorities, at no cost to Council prior to the commencement of the use, unless otherwise stated.

- 1.7 The following further Development Permits must be obtained prior to the commencement of any works associated with their purposes:
- 1.7.1 Operational Works:
- (i) Road Works;
- 1.7.2 Plumbing and Drainage Works; and
- 1.7.3 Building Works.
- 1.8 All Development Permits for Operational Works and Plumbing and Drainage Works must be obtained prior to the issue of a Development Permit for Building Works.
- 1.9 Unless otherwise stated, all works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards.
- 1.10 All engineering drawings/specifications, design and construction works must comply with the requirements of the relevant *Australian Standards* and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.
- 1.11 All conditions, works, or requirements of this development approval relating to the existing non-compliant Rural Entertainment and Function Facility with ancillary accommodation must be undertaken and completed:
- 1.11.1 to Council's satisfaction;
- 1.11.2 at no cost to Council; and
- 1.11.3 within six (6) months of the date of this development approval.
- 2.0 APPROVED PLANS AND DOCUMENTS
- 2.1 The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by the conditions of this permit:

<u>Plan/Document Name</u>	<u>Plan/Document Number</u>	<u>Dated</u>
Engineering Report	Austin Grillmeier	July 2015
Property Location Plan	Dwg 01	July 2015
Property Layout Plan	Dwg 02	July 2015
Site Plan	Dwg 03	July 2015
Site 3D View	Dwg 04	July 2015
Accommodation Building 1	Dwg 05	July 2015
Accommodation Bldg 1 Elevs	Dwg 06	July 2015
Accommodation Building 2	Dwg 07	July 2015
Accommodation Bldg 2 Elevs	Dwg 08	July 2015
Covered Function Area	Dwg 09	July 2015
Function Area Elevs 1	Dwg 10	July 2015
Function Area Elevs 2	Dwg 11	July 2015
Gazebo / BBQ	Dwg 12	July 2015
Site Based Management Plan (SBMP) for Rural Entertainment and Function Facility with ancillary accommodation	-	17 November 2015

2.2 Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.

2.3 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council prior to the submission of a Development Application for Operational Works.

3.0 ROAD WORKS

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

3.2 All works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*, relevant *Australian Standards* and the provisions of a Development Permit for Operational Works (road works).

3.3 Install 'Give Way' signage on one (1) of the approaches to both floodways on Seymour Road, with advanced warning signs depicting 'Floodway' and 'One Lane' on both approaches to both floodways.

3.4 Traffic signs must be provided in accordance with the *Manual of Uniform Traffic Control Devices – Queensland*. Where necessary, existing traffic signs must be modified in accordance with the *Manual of Uniform Traffic Control Devices – Queensland*.

3.5 The developer must pay a contribution to Council of \$6,000.00 per annum towards the maintenance of the gravel road network used to access the facility.

Note: Council reserves the right to change this contribution if the scale and intensity of the development, and the vehicle movements on the gravel road network, increase.

4.0 ACCESS AND PARKING WORKS

4.1 Parking of vehicles associated with the proposed use activities is restricted to the parking areas (patron parking and spillover parking) as shown on the approved site plan.

5.0 PLUMBING AND DRAINAGE WORKS

5.1 All sanitary drainage works must be in accordance with regulated work under the *Plumbing and Drainage Act* and Council's Plumbing and Drainage Policies.

5.2 All internal plumbing and sanitary drainage works must be in accordance with regulated work under the *Plumbing and Drainage Act*.

5.3 Alteration or relocation of internal sanitary drainage works associated with the existing building must be in accordance with regulated work under the *Plumbing and Drainage Act*.

5.4 On-site sewage treatment and disposal must be in accordance with the *Queensland Plumbing and Wastewater Code* and Council's Plumbing and Drainage Policies.

5.5 On-site water supply for domestic and fire-fighting purposes must be provided and may include the provision of a bore, dams, water storage tanks or a combination of each.

5.6 The two (2) accommodation buildings must be provided with water storage tanks and couplings for fire-fighting purposes in accordance with Plumbing and Drainage Act and Council's adopted *Bushfire Risk Study, Performance Criteria and Acceptable Solutions, Bushfire minimisation methods*.

6.0 STORMWATER WORKS

6.1 All stormwater must drain to a demonstrated lawful point of discharge and must not adversely affect adjoining land or infrastructure in comparison to the pre-

development condition by way of blocking, altering or diverting existing stormwater runoff patterns or have the potential to cause damage to other infrastructure.

7.0 ROOF AND ALLOTMENT DRAINAGE WORKS

7.1 All roof and allotment drainage must be in accordance with the requirements of the *Queensland Urban Drainage Manual* and the *Capricorn Municipal Development Guidelines*.

7.2 All roof and allotment drainage must be discharged such that it does not restrict, impair or change the natural flow of runoff water or cause a nuisance to adjoining properties or infrastructure.

8.0 SITE WORKS

8.1 Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to adjoining properties or infrastructure.

9.0 ASSET MANAGEMENT

9.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be at full cost to the Developer.

9.2 Any damage to existing kerb and channel, pathway or roadway (including removal of concrete slurry from public land, pathway, roads, kerb and channel and stormwater gullies and drainage lines) which may occur during any works carried out in association with the approved development must be repaired. This must include the reinstatement of the existing traffic signs and pavement markings which may have been removed.

10.0 ENVIRONMENTAL HEALTH

10.1 Operations on the development site must have no significant impact on the amenity of adjoining premises or the surrounding area due to the emission of light, noise or dust.

10.2 Noise from the activity must not cause an environmental nuisance.

10.3 The activity must not be conducted in a manner that achieves the acoustic quality objectives outlined in Schedule 1 of the *Environmental Protection (Noise) Policy*.

10.4 In the event of a genuine noise complaint being made to Council, conduct an appropriate investigation to determine whether the operation has exceeded the acoustic quality objectives outlined in Schedule 1 of the *Environmental Protection (Noise) Policy*.

10.5 If the acoustic quality objectives outlined in Schedule 1 of the *Environmental Protection (Noise) Policy* have been exceeded, and when requested by Council, noise monitoring must be undertaken and recorded within three (3) months, to investigate the genuine complaint of nuisance (as determined by Council) caused by noise. The monitoring data, an analysis of the data and a report, including noise mitigation measures, must be provided to Council within fourteen (14) days of the completion of the investigation. Council may require any noise mitigation measures identified in the assessment to be implemented within appropriate timeframes. Noise measurements must be compared with the acoustic quality objectives specified in the most recent edition of the *Environmental Protection (Noise) Policy*.

10.6 Appropriate dust suppression measures in the form of constant water spraying or other dust suppressants must be applied to the surrounding gravel road network prior to, and at the conclusion of, each event on the site to prevent dust nuisance to surrounding properties.

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- 10.7 A suitable dust suppressant must be applied to the internal road network, parking area, and any unsealed use areas within the site for the duration of each event to prevent dust from leaving the site.
- 10.8 Any lighting devices associated with the development, such as sensory lighting, must be positioned on the development site and shielded so as not to cause glare or other nuisance to nearby residents and motorists. Night lighting must be designed, constructed and operated in accordance with *Australian Standard AS4282 "Control of the obtrusive effects of outdoor lighting"*.
- 10.9 When requested by Council, nuisance monitoring must be undertaken and recorded within three (3) months, to investigate any genuine complaint of nuisance (as determined by Council) caused by noise, light or dust. An analysis of the monitoring data and a report, including nuisance mitigation measures, must be provided to Council within fourteen (14) days of the completion of the investigation.
- 10.10 The hours of operations for the Rural Entertainment and Function Facility component of the proposed use must be limited to:
- 10.10.1 1000 hours to 2200 hours on Monday to Thursday, and
- 10.10.2 0800 hours to 2400 hours on Friday to Sunday.
- Note: This excludes the operation of the ancillary accommodation component of the application which may occur for the duration of a specific function or event. The two (2) large scale events specified in condition 11.5 are also excluded from these hours of operation.
- 10.11 The use of the premises for short-term accommodation and camping, where not associated with the Rural Entertainment and Function Facility with ancillary accommodation, is not permitted.
- 10.12 The activity must be conducted in accordance with a site based management plan approved by Council and be in accordance with the approved plans (refer to condition 2.1).
- 10.13 Odour and visible contaminants, including but not limited to dust, fume, smoke, aerosols, overspray or particulates, must not be released to the environment in a manner that will or may cause environmental harm unless such release is authorised by Council.
- 10.14 All waste is to be collected from the site by a commercial waste collection contractor.
- 10.15 Waste and regulated waste and any other waste must not be released to the environment, stored, transferred or disposed of in such a manner that it will or may cause environmental harm or nuisance. This includes any waste being burnt or incinerated at the premises.
- 10.16 All traceable regulated waste must be removed from the premises by a licensed regulated waste transporter.
- 10.17 Where regulated waste is removed from the premises, records must be maintained for a period of five (5) years, and include the following:
- 10.17.1 the date, quantity and type of waste removed;
- 10.17.2 a copy of any licensed waste transport vehicle docket;
- 10.17.3 the name of the licensed regulated waste removalist and/or disposal operator; and
- 10.17.4 the intended treatment and/or disposal destination of the waste.
- 11.0 OPERATING PROCEDURES
- 11.1 The developer must prepare a Flood Contingency Plan for the subject site that addresses but is not limited to the following:
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- 11.1.1 Evacuation times;
 - 11.1.2 Evacuation routes
 - 11.1.3 Types of vehicles required for evacuation purposes; and
 - 11.1.4 Details the storage or removal of materials, goods or equipment during times of flood.
- 11.2 It is the responsibility of the owner or occupier of the land to implement the contingency plan during a flood event or if there is a risk of flooding near the land.
- 11.3 The maximum number of persons attending each event must not exceed two hundred (200) persons for receptions or functions and outdoor entertainment events.
- 11.4 There are to be no more than ten (10) events per calendar year where the number of persons attending the event exceeds two hundred (200) persons, and is not greater than five hundred (500) persons.
- 11.5 Large-scale events where the persons attending exceeds five hundred (500) persons, must not exceed two thousand (2000) persons, are limited to two (2) events per calendar year. Such events must be the subject of a Temporary Events Application approved by Council.
- 11.6 Any camping activities are restricted to the designated camping areas as shown on the approved site plan (refer to condition 2.1). No camping is permitted outside of the designated camping area.
- 11.7 The proposed development must not include any motorised forms of recreation and sport, unless it is ancillary to a primary outdoor entertainment event (for example: during the interval of an outdoor entertainment event).

ADVISORY NOTES

NOTE 1. General Environmental Duty

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

NOTE 2. Licensable Activities

Should an activity licensable by Rockhampton Regional Council be proposed for the premises, Council's Environment and Public Health Unit should be consulted to determine whether any approvals are required. Such activities may include storage of flammable and combustible liquid and environmentally relevant activities such as motor vehicle workshop operations. Approval for such activities is required before 'fit-out' and operation.

NOTE 3. General Safety Of Public During Construction

The *Work Health and Safety Act* and *Manual of Uniform Traffic Control Devices* must be complied with in carrying out any construction works, and to ensure safe traffic control and safe public access in respect of works being constructed on a road.

NOTE 4. Contingency Plans

Council is not required to approve contingency plans and Council does not accept any liability for loss of or damage to property, or injury or loss of life as a result of any person using or relying on the contingency plan, or failing to use the contingency plan during a flood event.

NOTE 5. Works in Road Reserve Permit

It is advised that a Works in Road Reserve Permit may be accepted in place of the Development Permit for Operational Works (roadworks).

Recommendation of the Planning and Regulatory Committee, 17 May 2016**9.1.4 D/151-2015 - DEVELOPMENT APPLICATION FOR A MATERIAL CHANGE OF USE FOR A CHILD CARE CENTRE**

File No: D/151-2015

Attachments:

1. Locality Plan
2. Site Plan
3. Floor Plan
4. Elevations

Authorising Officer: Tarnya Fitzgibbon - Manager Development and Building
Robert Holmes - General Manager Regional Services

Author: Corina Hibberd - Acting Senior Planning Officer

SUMMARY

Development Application Number: D/151-2015

Applicant: G. Shuker

Real Property Address: Lot 25 on SP238738, Parish of Archer

Common Property Address: 16 Alan Drive, Frenchville

Area of Site: 1.629 hectares

Planning Scheme: *Rockhampton Region Planning Scheme 2015*

Planning Scheme Zone: Sport and Recreation Zone

Planning Scheme Overlays: Nil Applicable

Existing Development: Little Zebra Child Care Centre and Goodlife Health Club

Existing Approvals: D-R/473-2003 Material Change of Use for Indoor Entertainment, Outdoor Entertainment, Professional Office and Caretakers – approved 21 October 2003 (and associated operational works)

D/37-2015 Indoor Sport and Recreation (amendment to hours of operation), approved 17 July 0251.

Approval Sought: Development Permit for a Material Change of Use for a Child Care Centre

Level of Assessment: Impact Assessable

Submissions: One Properly Made Submission

Referral Agency(s): Nil

Infrastructure Charges Area: Charge Area One

Application Progress:

Application Lodged:	6 November 2015
Acknowledgment Notice issued:	20 November 2015
Request for Further Information sent:	4 December 2015
Request for Further Information responded to:	1 March 2016

Submission period commenced:	3 March 2016
Submission period end:	30 March 2016
Council request for additional time:	Sent 27 April 2016
Statutory due determination date:	30 May 2016

COMMITTEE RESOLUTION

RECOMMENDATION A

That in relation to the application for a Development Permit for a Material Change of Use for Child Care Centre, made by Capricorn Survey Group (CQ) Pty Ltd on behalf of G Shuker, on Lot 25 on SP238738, Parish of Archer, located at 16 Alan Drive, Frenchville, Council resolves to Approve the application despite its conflict with the planning scheme and provide the following grounds to justify the decision despite the conflict:

- a) The use is highly compatible with the surrounding community and recreational uses and integrates well with the built and natural environment;
- b) The availability of land, the amenity, and the operational needs of different uses in the Sport and Recreation Zone are not compromised by the proposed development;
- c) The development is of a scale, size, appearance and built form which is consistent with amenity of the area;
- d) There is a high demand and need for child care centres in the Rockhampton area;
- e) The proposed use does not compromise the strategic framework in the *Rockhampton Region Planning Scheme 2015*;
- f) Assessment of the development against the relevant zone purpose, planning scheme codes and planning scheme policies demonstrates that the proposed development will not cause significant adverse impacts on the surrounding natural environment, built environment and infrastructure, community facilities, or local character and amenity; and
- g) The proposed development does not compromise the relevant State Planning Policy.

RECOMMENDATION B

That in relation to the application for a Development Permit for a Material Change of Use for Child Care Centre, made by Capricorn Survey Group (CQ) Pty Ltd on behalf of G Shuker, on Lot 25 on SP238738, Parish of Archer, located at 16 Alan Drive, Frenchville, Council resolves to Approve the application subject to the following conditions:

1.0 ADMINISTRATION

- 1.1 The Developer is responsible for ensuring compliance with this approval and the Conditions of the approval by an employee, agent, contractor or invitee of the Developer.
- 1.2 Where these Conditions refer to "Council" in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role of the Council may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
- 1.3 All conditions of this approval must be undertaken and completed to the satisfaction of Council, at no cost to Council.

- 1.4 All conditions, works, or requirements of this approval must be undertaken and completed prior to the commencement of the use, unless otherwise stated.
- 1.5 Where applicable, infrastructure requirements of this approval must be contributed to the relevant authorities, at no cost to Council prior to the commencement of the use, unless otherwise stated.
- 1.6 The following further Development Permits must be obtained prior to the commencement of any works associated with their purposes:
- 1.6.1 Operational Works:
- (i) Road Works;
 - (ii) Access and Parking Works;
 - (iii) Stormwater Works;
- 1.6.2 Plumbing and Drainage Works; and
- 1.6.3 Building Works.
- 1.7 All Development Permits for Operational Works and Plumbing and Drainage Works must be obtained prior to the issue of a Development Permit for Building Works.
- 1.8 Unless otherwise stated, all works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards.
- 1.9 All engineering drawings/specifications, design and construction works must comply with the requirements of the relevant *Australian Standards* and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.
- 2.0 APPROVED PLANS AND DOCUMENTS
- 2.1 The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by the conditions of this permit:

<u>Plan/Document Name</u>	<u>Plan/Document Number</u>	<u>Dated</u>
Site Plan	Project 15928 DA-101 Rev. A	8 February 2016
Floor Plan	Project 15928 DA-102 Rev. A	23 October 2015
Elevations	Project 15928 DA-200 Rev. A	23 October 2015
Sections	Project 15928 DA-300 Rev. A	23 October 2015
Traffic Impact Assessment Report	K3513-0002	29 February 2016
Conceptual Stormwater Management Plan	K3513-0003/A	29 February 2016

- 2.2 Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.
- 2.3 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council prior to the submission of a Development Application for Operational Works.
- 3.0 ROAD WORKS
- 3.1 A Development Permit for Operational Works (road works) must be obtained prior to the commencement of any road works on the site.
- 3.2 All works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*, relevant *Australian Standards* and the provisions of a Development Permit for Operational Works (road works).

- 3.3 A 1.5 metre wide pavement widening and sealing for Robinson Street (as shown in Figure 8 of the 'Traffic Impact Assessment Report') with additional tapering length and line marking for a Channelised Right turn into the site, must be provided in accordance with *Austrroads Guidelines – Part 4A*.
- 3.4 Traffic signs and pavement markings must be provided in accordance with the *Manual of Uniform Traffic Control Devices – Queensland*. Where necessary, existing traffic signs and pavement markings must be modified in accordance with the *Manual of Uniform Traffic Control Devices – Queensland*.
- 4.0 ACCESS AND PARKING WORKS
- 4.1 A Development Permit for Operational Works (access and parking works) must be obtained prior to the commencement of any access and parking works on the site.
- 4.2 All works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), Capricorn Municipal Development Guidelines, Australian Standard AS2890 "Parking Facilities" and the provisions of a Development Permit for Operational Works (access and parking works).
- 4.3 All parking spaces, access driveway, and vehicular manoeuvring areas associated with this proposed development must be concrete paved or asphalted.
- 4.4 All vehicles must ingress and egress the development in a forward gear.
- 4.5 Universal access parking spaces must be provided in accordance with *Australian Standard AS2890.6 "Parking Facilities - Off-Street parking for people with disabilities"*.
- 4.6 Road signage and pavement markings must be installed in accordance with the *Australian Standard AS1742.1 "Manual of Uniform Traffic Control Devices"*.
- 4.7 All vehicle operation areas must be illuminated in accordance with the requirements of *Australian Standard AS1158 "Lighting for Roads and Public Spaces"*.
- 4.8 All internal pedestrian pathways must be designed and constructed in accordance with *Australian Standard AS1428 "Design for Access and Mobility"*.
- 4.9 All vehicle operations associated with the development must be directed by suitable directional, informative, regulatory or warning signs in accordance with *Australian Standard AS1742.1 "Manual of Uniform Traffic Control Devices"* and *Australian Standard AS2890.1 "Parking Facilities – Off-street Car Parking"*.
- 4.10 Road signage and pavement markings must be installed in accordance with the *Australian Standard AS1742.1 "Manual of Uniform Traffic Control Devices"*.
- 4.11 Any application for a Development Permit for Operational Works (access and parking works) must be accompanied by detailed and scaled plans which demonstrate the turning movements/swept paths of the largest vehicle to access the site including refuse collection vehicles.
- 5.0 PLUMBING AND DRAINAGE WORKS
- 5.1 All internal plumbing and drainage works must be designed and constructed in accordance with the *Capricorn Municipal Development Guidelines, Water Supply (Safety and Reliability) Act, Plumbing and Drainage Act, Council's Plumbing and Drainage Policies* and the provisions of a Development Permit for Plumbing and Drainage Works.
- 5.2 The development must be connected to Council's reticulated water network.
- 5.3 The existing water connection point(s) must be retained and upgraded, if necessary, to service the development.
- 5.4 The development must be connected to Council's reticulated sewerage network.
- 5.5 The existing sewerage connection point(s) must be retained and upgraded, if necessary, to service the development.

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- 5.6 The proposed development must be provided with a master meter at the property boundary and sub meters for each sole occupancy building in accordance with the *Queensland Plumbing and Drainage Code* and Council's Sub-metering Policy.
- 5.7 Sewer connections and water meter boxes located within trafficable areas must be raised or lowered to suit the finished surface levels and must be provided with heavy duty trafficable lids.
- 6.0 STORMWATER WORKS
- 6.1 A Development Permit for Operational Works (stormwater works) must be obtained prior to the commencement of any stormwater works on the site.
- 6.2 All stormwater drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Queensland Urban Drainage Manual*, *Capricorn Municipal Development Guidelines*, sound engineering practice and the provisions of a Development Permit for Operational Works (stormwater works).
- 6.3 All stormwater must drain to a demonstrated lawful point of discharge and must not adversely affect adjoining land or infrastructure in comparison to the pre-development condition by way of blocking, altering or diverting existing stormwater runoff patterns or have the potential to cause damage to other infrastructure.
- 6.4 The proposed development must achieve no increase in peak stormwater runoff for a selected range of storm events up to and including the one in one hundred year storm event (100 year Average Recurrence Interval) for the post development condition.
- 7.0 SITE WORKS
- 7.1 All earthworks must be undertaken in accordance with *Australian Standards, AS3798 "Guidelines on Earthworks for Commercial and Residential Developments"*.
- 7.2 Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to adjoining properties or infrastructure.
- 8.0 BUILDING WORKS
- 8.1 Any lighting devices associated with the development, such as sensory lighting, must be positioned on the development site and shielded so as not to cause glare or other nuisance to nearby residents and motorists. Night lighting must be designed, constructed and operated in accordance with *Australian Standard AS4282 "Control of the obtrusive effects of outdoor lighting"*.
- 8.2 Noise emitted from the activity must not cause an environmental nuisance.
- 8.3 Operations on the site must have no significant impact on the amenity of adjoining premises
- 8.4 Waste storage and collection must take place within the site.
- 8.5 Impervious paved waste storage area/s must be provided in accordance with the *Environmental Protection Regulation 2008* and must be:
- 8.5.1 designed and located so as not to cause a nuisance to neighbouring properties;
 - 8.5.2 surrounded by at least a 1.8 metre high fence that obstructs from view the contents of the waste storage area by any member of the public from any public place;
 - 8.5.3 of a sufficient size to accommodate commercial type bins that will be serviced by a commercial contractor plus clearances around the bins for maneuvering and cleaning.
 - 8.5.4 setback a minimum of two (2) metres from any road frontage; and
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8.5.5 provided with a suitable hosecock and hoses at the refuse container area, and washdown must be drained to the sewer and fitted with an approved stormwater diversion valve arrangement in accordance with the Sewerage Trade Waste provisions and the *Plumbing and Drainage Act*.

As an alternative to a washdown facility, a fully contained commercial bin cleaning service is acceptable provided no wastewater is discharged from the site to the sewer.

9.0 LANDSCAPING WORKS

9.1 Appropriate landscaping must be constructed and/or established prior to the commencement of the use. The landscaped areas must predominantly contain plant species that are locally native to the Central Queensland region due to their low water dependency.

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

9.3 Landscaping, or any part thereof, upon reaching full maturity, must not:

- (i) obstruct sight visibility zones as defined in the *Austroads 'Guide to Traffic Engineering Practice'* series of publications;
- (ii) adversely affect any road lighting or public space lighting; or
- (iii) adversely affect any Council infrastructure, or public utility plant.

9.4 The landscaped areas must be subject to:

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

9.4.2 an ongoing maintenance and replanting programme.

10.0 ELECTRICITY AND TELECOMMUNICATIONS

10.1 Underground electricity and telecommunication connections must be provided to the proposed development to the standards of the relevant authorities.

11.0 ASSET MANAGEMENT

11.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be at full cost to the Developer.

11.2 Any damage to existing kerb and channel, pathway or roadway (including removal of concrete slurry from public land, pathway, roads, kerb and channel and stormwater gullies and drainage lines) which may occur during any works carried out in association with the approved development must be repaired. This must include the reinstatement of the existing traffic signs and pavement markings which may have been removed.

11.3 'As constructed' information pertaining to assets to be handed over to Council and those which may have an impact on Council's existing and future assets must be provided prior to the commencement of the use. This information must be provided in accordance with the Manual for Submission of Digital As Constructed Information.

12.0 ENVIRONMENTAL

12.1 Implement and maintain an Erosion Control and Stormwater Control Management Plan on-site for the duration of the works, and until all exposed soil areas are permanently stabilised (for example, turfed, hydromulched, concreted, landscaped). The prepared Erosion Control and Stormwater Control Management Plan must be available on-site for inspection by Council Officers during those works.

13.0 OPERATING PROCEDURES

- 13.1 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the site. No storage of materials, parking of construction machinery or contractors' vehicles will be permitted in any streets.
- 13.2 All external elements, such as air conditioners, pool and spa pumps and associated equipment, must be adequately screened from public view to Council's satisfaction.
- 13.3 All waste storage areas must be:
- 13.3.1 kept in a clean and tidy condition; and
 - 13.3.2 maintained in accordance with *Environmental Protection Regulation 2008*.
- 13.4 The hours of operations for the Child Care Centre (D/151-2015) must be limited to:
- 13.4.1 0630 hours to 1830 hours on Monday to Friday, and
 - 13.4.2 no operations on Saturdays, Sundays or Public Holidays,

ADVISORY NOTES**NOTE 1. Aboriginal Cultural Heritage**

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

NOTE 2. General Environmental Duty

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

NOTE 3. General Safety Of Public During Construction

The *Work Health and Safety Act* and *Manual of Uniform Traffic Control Devices* must be complied with in carrying out any construction works, and to ensure safe traffic control and safe public access in respect of works being constructed on a road.

NOTE 4. Licensable Activities

Should an activity licensable by Rockhampton Regional Council be proposed for the premises, Council's Environment and Public Health Unit should be consulted to determine whether any approvals are required. Such activities may include storage of flammable and combustible liquid and environmentally relevant activities such as motor vehicle workshop operations. Approval for such activities is required before 'fitout' and operation.

NOTE 5. Infrastructure Charges Notice

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

RECOMMENDATION C

That in relation to the application for a Development Permit for a Material Change of Use for Child Care Centre, made by Capricorn Survey Group (CQ) Pty Ltd on behalf of G Shuker, on Lot 25 on SP238738, Parish of Archer, located at 16 Alan Drive, Frenchville, Council resolves to issue an Infrastructure Charges Notice for the amount of **\$119,102.00**.

Recommendation of the Planning and Regulatory Committee, 17 May 2016
9.1.5 D/174-2015 - DEVELOPMENT APPLICATION FOR A MATERIAL CHANGE OF USE FOR A RESIDENTIAL CARE FACILITY

File No:	D/174-2015
Attachments:	<ol style="list-style-type: none"> 1. Locality Plan 2. Proposed Site Plan 3. Proposed Floor Plan - Ground 4. Proposed Floor Plan - Level 1 5. Proposed Floor Plan - Level 2 6. Proposed Floor Plan - Basement 7. Proposed Elevations
Authorising Officer:	Tarnya Fitzgibbon - Manager Development and Building Robert Holmes - General Manager Regional Services
Author:	Alyce McLellan - Planning Officer

SUMMARY

<i>Development Application Number:</i>	<i>D/174-2015</i>
<i>Applicant:</i>	<i>Rockhampton Benevolent Homes Society Incorporated C/- ADAMS + SPARKES Town Planning</i>
<i>Real Property Address:</i>	<i>Lot 2 on CP890319 and Lot 4 on SP220782, Parish of Rockhampton</i>
<i>Common Property Address:</i>	<i>60 West Street, The Range</i>
<i>Area of Site:</i>	<i>1.35 hectares</i>
<i>Planning Scheme:</i>	<i>Rockhampton City Plan 2005</i>
<i>Rockhampton City Plan Area:</i>	<i>Low Density Residential Area</i>
<i>Planning Scheme Overlays:</i>	<i>Steep Land</i>
<i>Existing Development:</i>	<i>Benevolent Aged Care Home</i>
<i>Existing Approvals:</i>	<i>D/597-2000 – Extension to Aged Persons Home – Approved 16 October 2000</i> <i>D/1247-2000 – Aged Persons Home – Approved 21 November 2000</i> <i>D/921-2001 – Special Purposes – Benevolent Home – Approved 21 September 2001</i> <i>D/1328-2005 – Redevelopment of Aged Care Persons Home - Approved 22 August 2005</i> <i>D/1240-2006 Material Change of Use (Aged Care Accommodation – 25 Beds) Approved 22 March 2007</i>
<i>Approval Sought:</i>	<i>Development Permit for a Material Change of Use for a Residential Care Facility</i>
<i>Level of Assessment:</i>	<i>Impact Assessable</i>
<i>Submissions:</i>	<i>One (1) Properly Made Submission</i>
<i>Referral Agency(s):</i>	<i>Nil</i>
<i>Adopted Infrastructure Charges Area:</i>	<i>Charge Area One</i>

Application Progress:

<i>Application Lodged:</i>	<i>8 December 2015</i>
<i>Acknowledgment Notice issued:</i>	<i>22 December 2015</i>
<i>Request for Further Information sent:</i>	<i>13 January 2016</i>
<i>Request for Further Information responded to:</i>	<i>28 January 2016</i>
<i>Submission period commenced:</i>	<i>5 February 2016</i>
<i>Submission period end:</i>	<i>26 February 2016</i>
<i>Council request for additional time:</i>	<i>30 March 2016</i>
<i>Minor Change to Development Application:</i>	<i>19 April 2016</i>
<i>Last receipt of information from applicant:</i>	<i>19 April 2016</i>
<i>Request for extension by agreement:</i>	<i>21 April 2016</i>
<i>Statutory due determination date:</i>	<i>30 May 2016</i>

COMMITTEE RESOLUTION**RECOMMENDATION A**

THAT in relation to the application for a Development Permit for a Material Change of Use for Residential Care Facility, made by Rockhampton Benevolent Homes Society Incorporated C/- ADAMS + SPARKES Town Planning, on Lot 2 on CP890319 and Lot 4 on SP220782, Parish of Rockhampton, located at 60 West Street, The Range, Council resolves to Approve the application subject to the following conditions:

1.0 **ADMINISTRATION**

- 1.1 The Developer is responsible for ensuring compliance with this approval and the Conditions of the approval by an employee, agent, contractor or invitee of the Developer.
- 1.2 Where these Conditions refer to "Council" in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role of the Council may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
- 1.3 All conditions of this approval must be undertaken and completed to the satisfaction of Council, at no cost to Council.
- 1.4 All conditions, works, or requirements of this approval must be undertaken and completed prior to the commencement of the use, unless otherwise stated.
- 1.5 Where applicable, infrastructure requirements of this approval must be contributed to the relevant authorities, at no cost to Council prior to the commencement of the use, unless otherwise stated.
- 1.6 The following further Development Permits must be obtained prior to the commencement of any works associated with their purposes:
 - 1.6.1 Operational Works:
 - (i) Road Works;
 - (ii) Access and Parking Works;
 - (iii) Sewerage Works;
 - (iv) Stormwater Works;

- (v) Roof and Allotment Drainage Works; and
 - (vi) Site Works.
- 1.6.2 Plumbing and Drainage Works; and
- 1.6.3 Building Works:
- (i) Demolition Works; and
 - (ii) Building Works.
- 1.7 All Development Permits for Operational Works and Plumbing and Drainage Works must be obtained prior to the issue of a Development Permit for Building Works.
- 1.8 Unless otherwise stated, all works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards.
- 1.9 All engineering drawings/specifications, design and construction works must comply with the requirements of the relevant *Australian Standards* and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.
- 2.0 APPROVED PLANS AND DOCUMENTS
- 2.1 The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by the conditions of this permit:

<u>Plan/Document Name</u>	<u>Plan/Document Number</u>	<u>Dated</u>
Proposed Floor Plan – Basement	BEAC0104 A02.02_C	6 April 2016
Proposed Floor Plan - Ground	BEAC0104 A02.03_C	6 April 2016
Proposed Floor Plan – Level 1	BEAC0104 A02.04_C	6 April 2016
Proposed Floor Plan – Level 2	BEAC0104 A02.05_C	6 April 2016
Site Sections	BEAC0104 A05.01_C	6 April 2016
Proposed Elevations	BEAC0104 A04.02_C	6 April 2016
Schematic Design – Landscaping Plan	1407800 SD-02 Issue A	23 October 2014
Civil Services Layout Plan	C01 Rev A	20 January 16
Site Based Stormwater Management Plan	B15-064	30 October 2015

- 2.2 Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.
- 2.3 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council prior to the submission of a Development Application for Operational Works.
- 3.0 ROAD WORKS
- 3.1 A Development Permit for Operational Works (road works) must be obtained prior to the commencement of any road works on the site.
- 3.2 All works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*, relevant *Australian Standards* and the provisions of a Development Permit for Operational Works (road works).
- 3.3 A concrete pathway, with a minimum width of 1.2 metres, must be constructed on the development side of Cambridge Street for the full frontage of the site.

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- 3.4 All pathways and access ramps must be designed and constructed in accordance with *Australian Standard AS1428 "Design for Access and Mobility"*. All pathways located within a road reserve or public use land must be provided with public space lighting in accordance with *Australian Standard AS1158 "Lighting for Roads and Public Spaces"*.
- 3.5 All pathways must incorporate kerb ramps at all road crossing points.
- 3.6 Traffic signs and pavement markings must be provided in accordance with the *Manual of Uniform Traffic Control Devices – Queensland*. Where necessary, existing traffic signs and pavement markings must be modified in accordance with the *Manual of Uniform Traffic Control Devices – Queensland*.
- 3.7 Any retaining structures above one metre in height must be separately approved for structural adequacy by a Registered Professional Engineer of Queensland at design submission and certified on completion of construction for compliance with the design.
- 4.0 ACCESS AND PARKING WORKS
- 4.1 A Development Permit for Operational Works (access and parking works) must be obtained prior to the commencement of any access and parking works on the site.
- 4.2 All works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*, *Australian Standard AS2890 "Parking Facilities"* and the provisions of a Development Permit for Operational Works (access and parking works).
- 4.3 All parking spaces, access driveway(s), and vehicular manoeuvring areas associated with this proposed development must be concrete paved or asphalted.
- 4.4 The existing access to the existing dwelling houses located along Cambridge Street must be closed.
- 4.5 Two (2) new accesses to the development must be provided at Cambridge Street and West Street.
- 4.6 Any redundant vehicular crossover must be replaced by Council standard kerb and channel.
- 4.7 All vehicles must ingress and egress the development in a forward gear.
- 4.8 Adequate sight distances must be provided for all ingress and egress movements at the access driveways in accordance with *Australian Standard 2890.2 "Parking Facilities - Off Street Commercial Facilities"*.
- 4.9 A minimum of thirty-two (32) additional parking spaces must be provided on-site.
- 4.10 Universal access parking spaces must be provided in accordance with *Australian Standard AS2890.6 "Parking Facilities - Off-Street parking for people with disabilities"*.
- 4.11 Any application for a Development Permit for Operational Works (access and parking works) must be accompanied by detailed and scaled plans which demonstrate the turning movements/swept paths of the largest vehicle to access the site including refuse collection vehicles.
- 4.12 All vehicle operations associated with the development must be directed by suitable directional, informative, regulatory or warning signs in accordance with *Australian Standard AS1742.1 "Manual of Uniform Traffic Control Devices"* and *Australian Standard AS2890.1 "Parking Facilities – Off-street Car Parking"*.
- 4.13 Road signage and pavement markings must be installed in accordance with the *Australian Standard AS1742.1 "Manual of Uniform Traffic Control Devices"*.
- 4.14 All vehicle operation areas must be illuminated in accordance with the requirements of *Australian Standard AS1158 "Lighting for Roads and Public Spaces"*.
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- 4.15 All internal pedestrian pathways must be designed and constructed in accordance with *Australian Standard AS1428 "Design for Access and Mobility"*.

5.0 SEWERAGE WORKS

- 5.1 A Development Permit for Operational Works (sewerage works) must be obtained prior to the commencement of any sewerage works on the site.
- 5.2 All works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines, Water Supply (Safety and Reliability) Act, Plumbing and Drainage Act* and the provisions of a Development Permit for Operational Works (sewerage works).
- 5.3 The development must be connected to Council's reticulated sewerage network.
- 5.4 The existing sewerage connection point(s) at each of the two dwelling houses must be disconnected.
- 5.5 A new sewerage connection point must be provided at proposed sewerage main to service the development.
- 5.6 A 150 millimetre diameter Gravity Sewer Main must be constructed in accordance with the approved plans (refer to condition 2.1).
- 5.7 The finished sewerage access chamber surface must be at a sufficient level to avoid ponding of stormwater above the top of the chamber. A heavy duty trafficable lid must be provided in the trafficable area.
- 5.8 Sewer connections located within trafficable areas must be raised or lowered to suit the finished surface levels and must be provided with trafficable lids.

6.0 WATER WORKS

- 6.1 All works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines, Water Supply (Safety and Reliability) Act, the Plumbing and Drainage Act*.
- 6.2 The development must be connected to Council's reticulated water network.
- 6.3 The existing water connection point(s) must be retained and upgraded, if necessary, to service the development.
- 6.4 Water meter boxes located within trafficable areas must be raised or lowered to suit the finished surface level and must be provided with heavy duty trafficable lids.
- 6.5 The applicant must ensure adequate firefighting protection is available from the existing hydrant within Cambridge Street and West Street road reserves and also from the on-site firefighting equipment for the proposed development. Should adequate protection not be achievable, upgrade of on-site firefighting equipment, internal pillar hydrant, water tanks, and pumps may be required.

7.0 PLUMBING AND DRAINAGE WORKS

- 7.1 All plumbing and sanitary drainage works must be in accordance with regulated work under the *Plumbing and Drainage Act* and Council's Plumbing and Drainage Policies.
- 7.2 Alteration, disconnection or relocation of internal plumbing and sanitary drainage works associated with the existing building must be in accordance with regulated work under the *Plumbing and Drainage Act*.
- 7.3 Sewerage/Amended Sewerage trade waste permits must be obtained for the discharge of any non-domestic waste into Council's sewerage reticulation. Arrester traps must be provided where commercial or non-domestic waste water is proposed to be discharged into the system.

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- 7.4 Hoses must be provided at the refuse container area, and washdown must be drained to the sewer in accordance with a Plumbing and Drainage Permit and Sewerage Trade Waste Permit.
- 8.0 STORMWATER WORKS
- 8.1 A Development Permit for Operational Works (stormwater works) must be obtained prior to the commencement of any stormwater works on the site.
- 8.2 All stormwater drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Queensland Urban Drainage Manual*, *Capricorn Municipal Development Guidelines*, sound engineering practice and the provisions of a Development Permit for Operational Works (stormwater works).
- 8.3 All stormwater must drain to a demonstrated lawful point of discharge and must not adversely affect adjoining land or infrastructure in comparison to the pre-development condition by way of blocking, altering or diverting existing stormwater runoff patterns or have the potential to cause damage to other infrastructure.
- 8.4 The Operational Works (stormwater works) application must include an assessment of how the development meets the water quality objectives of the *State Planning Policy 2014*.
- 8.5 The proposed development must achieve no increase in peak stormwater runoff for a selected range of storm events up to and including the one in one hundred year storm event (100 year Average Recurrence Interval) for the post development condition.
- 8.6 The installation of gross pollutant traps must be in accordance with relevant Australian Standards and all maintenance of the proposed gross pollutant traps must be the responsibility of the property owner or body corporate (if applicable).
- 8.7 Any application for a Development Permit for Operational Works (stormwater works) must be accompanied by a detailed Stormwater Management Plan, prepared and certified by a Registered Professional Engineer of Queensland. The Stormwater Management Plan must clearly demonstrate that;
- 8.7.1 All content of the stormwater management plan is in accordance with the *Queensland Urban Drainage Manual*, *Capricorn Municipal Development Guidelines*, *Healthy waters guidelines*, and sound engineering practice;
- 8.7.2 The Stormwater discharge is to a lawful point of discharge in accordance with the *Queensland Urban Drainage Manual*;
- 8.7.3 Each part of the lot is self-draining;
- 8.7.4 The volume of detention is sufficient to attenuate the peak discharge from the site to ensure non-worsening for a range of design rainfall events up to and including the 100 year Average Recurrence Interval (ARI) event, in accordance with the provisions of the *Queensland Urban Drainage Manual*;
- 8.7.5 The potential pollutants in stormwater discharged from the site are managed in accordance with current best industry practices and in accordance with *State Planning Policy 2014*.
- 8.7.6 The stormwater management plan is accompanied by full calculations; including electronic modelling files from industry standard modelling software, (including both electronic model files and results files) and all details of the modelling assumptions to support both the proposed water quantity and quality management strategy.
- 8.7.7 It includes detailed engineering plans with details of any new drainage systems, or the amendment and upgrading of exiting drainage systems to implement the proposed drainage strategy.
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9.0 ROOF AND ALLOTMENT DRAINAGE WORKS

- 9.1 A Development Permit for Operational Works (roof and allotment drainage works) must be obtained prior to the commencement of any drainage works on the site.
- 9.2 All roof and allotment drainage must be in accordance with the requirements of the *Queensland Urban Drainage Manual* and the *Capricorn Municipal Development Guidelines*.
- 9.3 All roof and allotment drainage must be discharged such that it does not restrict, impair or change the natural flow of runoff water or cause a nuisance to adjoining properties or infrastructure.

10.0 SITE WORKS

- 10.1 A Development Permit for Operational Works (site works) must be obtained prior to the commencement of any site works.
- 10.2 Any application for a Development Permit for Operational Works (site works) must be accompanied by an earthworks' plan which clearly identifies the following:
- 10.2.1 the location of cut and/or fill;
 - 10.2.2 the type of fill to be used and the manner in which it is to be compacted;
 - 10.2.3 the quantum of fill to be deposited or removed and finished cut and/or fill levels;
 - 10.2.4 details of any proposed access routes to the site which are intended to be used to transport fill to or from the site; and
 - 10.2.5 the maintenance of access roads to and from the site so that they are free of all cut and/or fill material and cleaned as necessary.
- 10.3 All earthworks must be undertaken in accordance with *Australian Standards, AS3798 "Guidelines on Earthworks for Commercial and Residential Developments"*.
- 10.4 Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to adjoining properties or infrastructure.
- 10.5 The structural design of all retaining walls above one (1) metre in height must be separately and specifically certified by a Registered Professional Engineer of Queensland as part of the Operational Works submission. A Registered Professional Engineer of Queensland must on completion certify that all works are compliant with the approved design.
- 10.6 All site works must be undertaken to ensure that there is:
- 10.6.1 no increase in upstream or downstream flood levels for all levels of immunity up to Q100;
 - 10.6.2 no increase in velocity profiles, for which no remedy exists to prevent erosion and/or scouring. In the event that modelling shows non-compliance with the above, works must be undertaken within the system to satisfy the above criteria for development; and
 - 10.6.3 a lawful point of discharge to which the developed flows from the land drain. Easements will be required over any other land to accommodate the flows.

11.0 BUILDING WORKS

- 11.1 The existing dwelling houses on the subject land must be demolished or relocated off-site.

-
- 11.2 All waste storage areas must be:
- 11.2.1 surrounded by at least a 1.8 metre high fence that obstructs from view the contents of the bin compound by any member of the public from any public place;
 - 11.2.2 of a minimum size to accommodate Skip type bins in accordance with the *Environmental Protection (Waste Management) Regulations*.
- 11.3 Impervious paved and drained washdown areas to accommodate all refuse containers must be provided. The areas must be aesthetically screened from any road frontage or adjoining property.
- 11.4 Any lighting devices associated with the development, such as sensory lighting, must be positioned on the development site and shielded so as not to cause glare or other nuisance to nearby residents and motorists. Night lighting must be designed, constructed and operated in accordance with *Australian Standard AS4282 "Control of the obtrusive effects of outdoor lighting"*.
- 11.5 All external elements, such as air conditioners and associated equipment, must be adequately screened from public view, to Council's satisfaction.
- 12.0 LANDSCAPING WORKS
- 12.1 All landscaping must be established generally in accordance with the approved plans (refer to condition 2.1). The landscaping must be constructed and/or established prior to the commencement of the use and the landscape areas must predominantly contain plant species that are locally native to the Central Queensland region due to their low water dependency.
- 13.0 ELECTRICITY AND TELECOMMUNICATIONS
- 13.1 Electricity and telecommunication services must be provided to the development in accordance with the standards and requirements of the relevant service provider.
- 14.0 ASSET MANAGEMENT
- 14.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be at full cost to the Developer.
- 14.2 Any damage to existing water supply and sewerage infrastructure, kerb and channel, pathway or roadway (including removal of concrete slurry from public land, pathway, roads, kerb and channel and stormwater gullies and drainage lines) which may occur during any works carried out in association with the approved development must be repaired. This must include the reinstatement of the existing traffic signs and pavement markings which may have been removed.
- 15.0 OPERATING PROCEDURES
- 15.1 Noise emitted from the activity must not cause an environmental nuisance.
- 15.2 Operations on the site must have no significant impact on the amenity of adjoining premises or the surrounding area due to the emission of light, noise or dust.
- 15.3 Medical waste including chemicals and sharps etcetera must be stored and disposed of in accordance with the *Environmental Protection (Waste Management) Regulations*. Licensed waste containers and approved contractors only are permitted for the collection and disposal of specialised waste.
- 15.4 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the site. No storage of materials, parking of construction machinery or contractors' vehicles will be permitted in Cambridge Street or West Street.
-

ADVISORY NOTES**NOTE 1. Aboriginal Cultural Heritage**

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

NOTE 2. Asbestos Removal

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

NOTE 3. General Environmental Duty

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

NOTE 4. General Safety Of Public During Construction

The *Work Health and Safety Act* and *Manual of Uniform Traffic Control Devices* must be complied with in carrying out any construction works, and to ensure safe traffic control and safe public access in respect of works being constructed on a road.

NOTE 5. Infrastructure Charges Notice

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

RECOMMENDATION B

That in relation to the application for a Development Permit for a Material Change of Use for Residential Care Facility, made by Rockhampton Benevolent Homes Society Incorporated C/- ADAMS + SPARKES Town Planning, on Lot 2 on CP890319 and Lot 4 on SP220782, Parish of Rockhampton, located at 60 West Street, The Range, Council resolves to issue an Adopted Infrastructure Charges Notice for the amount of \$229,251.00.

9.2 INFRASTRUCTURE COMMITTEE MEETING - 17 MAY 2016**RECOMMENDATION**

THAT the Minutes of the Infrastructure Committee meeting, held on 17 May 2016 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Infrastructure Committee, 17 May 2016**9.2.1 BUSINESS OUTSTANDING TABLE FOR INFRASTRUCTURE COMMITTEE**

File No:	10097
Attachments:	1. Business Outstanding table for Infrastructure Committee
Authorising Officer:	Evan Pardon - Chief Executive Officer
Author:	Evan Pardon - Chief Executive Officer

SUMMARY

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

COMMITTEE RECOMMENDATION

THAT the Business Outstanding Table for the Infrastructure Committee be received.

Recommendation of the Infrastructure Committee, 17 May 2016**9.2.2 IMPLEMENTATION OF ROAD REVIEW STATUS REPORT**

File No: 10738
Attachments: 1. Road Review Action Plan Status Report
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Robert Holmes - General Manager Regional Services

SUMMARY

An assessment has been undertaken of the implementation of the Combined Action Plan component of the 'Road Design, Construction and Maintenance Review – Project Report (22 April 2014)' completed for Council in mid-2014 and it was requested that a status report come back to the Council in six (6) months. A status report was submitted for the Council's information in January 2015; however, it was requested that a status review be conducted by the original consultant. That review has been undertaken and the report is now submitted for the Committee's information.

COMMITTEE RECOMMENDATION

1. THAT correspondence be sent to Aurecon conveying the Council's appreciation for the information and guidance provided through the Road Design, Construction and Maintenance Review and the recently completed Action Plan Status Report and indicating the value that it has provided the Council.
2. THAT all staff involved in the Road Design, Construction and Maintenance Review and the recently completed Action Plan Status Report be thanked for the open and participative manner of that involvement.
3. THAT the Road Review Action Plan Status Report be received.

Recommendation of the Infrastructure Committee, 17 May 2016**9.2.3 VICTORIA PARADE AND QUAY STREET ADDITIONAL SCOPE****File No:** 2759**Attachments:**

1. Location of three projects
2. Victoria Parade - Cambridge to Archer
3. Quay Street - William to Derby
4. Fitzroy Street Stage 1E

Authorising Officer: Robert Holmes - General Manager Regional Services**Author:** David Bremert - Manager Civil Operations

SUMMARY

As part of the 2015/16 Capital Budget, Council approved the Victoria Parade and Quay Street - William to Derby projects. As part of the Riverbank Precinct Works, the Fitzroy Street Stage 1E project was also approved.

Construction works have commenced and are well underway for two of the three projects. The scope has grown for all three of the projects, which require additional funds to be allocated to complete the works.

COMMITTEE RECOMMENDATION

THAT Council approves the additional funding, as indicated in Table 1, to the three projects indicated in that Table.

Recommendation of the Infrastructure Committee, 17 May 2016**9.2.4 CIVIL OPERATIONS MONTHLY OPERATIONS REPORT - MAY 2016****File No: 7028****Attachments:**

1. **Monthly Operations Report - Civil Operations
30 April 2016**
2. **Work Program May - June 2016**

Authorising Officer: Robert Holmes - General Manager Regional Services**Author: David Bremert - Manager Civil Operations**

SUMMARY

This report outlines Civil Operations Monthly Operations Report 30 April 2016 and also Works Program of planned projects for the month May to June 2016.

COMMITTEE RECOMMENDATION

THAT the Civil Operations Monthly Operations Report for May be received.

Recommendation of the Infrastructure Committee, 17 May 2016**9.2.5 ENGINEERING SERVICES MONTHLY OPERATIONS REPORT - MAY 2016****File No: 7028****Attachments: 1. Monthly Operations Report - Engineering Services - 30 April 2016****Authorising Officer: Robert Holmes - General Manager Regional Services****Author: Martin Crow - Manager Engineering Services**

SUMMARY

This report outlines Engineering Services Monthly Operations Report for the period to the end of April 2016

COMMITTEE RECOMMENDATION

THAT the Engineering Services Monthly Operations Report for April 2016 report be received.

Recommendation of the Infrastructure Committee, 17 May 2016**9.2.6 ROCKHAMPTON CBD BUS FACILITY CONCEPT DESIGN OPTIONS ANALYSIS AND EVALUATION REPORT****File No:** 237**Attachments:**

1. Option 1.1 Concept plan
2. Option 3.2 Concept Plan
3. Bolsover St 3D View
4. Alma St 3D View

Authorising Officer: Robert Holmes - General Manager Regional Services**Author:** Martin Crow - Manager Engineering Services

SUMMARY

Transport and Main Roads have completed the Rockhampton CBD Bus Facility Concept Design Options Analysis and Evaluation Report. This report has reviewed the operations of the bus services that use the main bus stops in Bolsover Street outside the Police Station, Kern Arcade and Denham Street outside the Leichhardt Hotel to determine the most cost effective and user friendly way to provide a public transport to service the CBD area. This report however has not been made publicly available and as yet has not been endorsed as State Government Policy.

COMMITTEE RECOMMENDATION

THAT the Rockhampton CBD Bus Facility Concept Design Options Analysis and Evaluation report be received.

9.3 AIRPORT, WATER AND WASTE COMMITTEE MEETING - 17 MAY 2016**RECOMMENDATION**

THAT the Minutes of the Airport, Water and Waste Committee meeting, held on 17 May 2016 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Airport, Water and Waste Committee, 17 May 2016**9.3.1 BUSINESS OUTSTANDING TABLE FOR AIRPORT, WATER AND WASTE COMMITTEE**

File No: 10097
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

SUMMARY

The Business Outstanding table is used as a tool to monitor outstanding items resolved at previous Council or Committee Meetings. The current Business Outstanding table for the Airport, Water and Waste Committee is presented for Councilors' information.

COMMITTEE RECOMMENDATION

THAT the Business Outstanding Table for the Airport, Water and Waste Committee be received.

Recommendation of the Airport, Water and Waste Committee, 17 May 2016**9.3.2 ROCKHAMPTON AIRPORT RESURFACING PROJECT - OPTIONS AVAILABLE FOR MAINTENANCE AND RENEWAL OF THE ROCKHAMPTON AIRPORT RUNWAYS, TAXIWAYS AND APRONS FOR THE NEXT 21 YEARS**

File No: 1689

Attachments: 1. Rockhampton Airport Resurfacing Project
(Closed Session)

Authorising Officer: Ross Cheesman - General Manager Corporate Services

Author: Trevor Heard - Manager Rockhampton Airport

SUMMARY

This report details the options available for maintenance and renewal of the Airport runways, taxiways and aprons.

COMMITTEE RECOMMENDATION

THAT Council prepare a submission for support from both major parties in the Federal government election and that Council present a case for support for resurfacing at the airport.

Recommendation of the Airport, Water and Waste Committee, 17 May 2016**9.3.3 FRW ANNUAL PERFORMANCE PLAN AS AT 31 MARCH 2016****File No:** 1466**Attachments:**

1. **Customer Service Standards as at 31 March 2016**
2. **Customer Service and Financial targets as at 31 March 2016**
3. **Non Compliance Comments as at 31 March 2016**

Authorising Officer: Robert Holmes - General Manager Regional Services**Author:** Jason Plumb - Manager Fitzroy River Water

SUMMARY

Fitzroy River Water's performance against financial and non-financial targets and key strategies is reported to Council on a quarterly basis in accordance with the adopted 2015/16 Performance Plan. This report as at 31 March 2016 is presented for the Committee's information.

COMMITTEE RECOMMENDATION

THAT the Fitzroy River Water Annual Performance Plan quarterly report as at 31 March 2016 be received.

Recommendation of the Airport, Water and Waste Committee, 17 May 2016**9.3.4 FRW MONTHLY OPERATIONS REPORT - APRIL 2016**

File No: 1466
Attachments: 1. FRW Monthly Operations Report - April 2016
Authorising Officer: Robert Holmes - General Manager Regional Services
Author: Jason Plumb - Manager Fitzroy River Water

SUMMARY

This report details Fitzroy River Water's financial position and other operational matters for the Council's information as at 30 April 2016.

COMMITTEE RECOMMENDATION

THAT the FRW Monthly Operations Report for April 2016 be received.

Recommendation of the Airport, Water and Waste Committee, 17 May 2016**9.3.5 CORPORATE SERVICES DEPARTMENT - ROCKHAMPTON AIRPORT -
MONTHLY OPERATIONS AND ANNUAL PERFORMANCE PLAN REPORT**

File No: 7927
Attachments: 1. Monthly Operations Report - April 2016
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Ross Cheesman - General Manager Corporate Services

SUMMARY

The monthly operations and annual performance plan report for the Rockhampton Airport as at 30 April 2016 is presented for Councillors information.

COMMITTEE RECOMMENDATION

THAT the Corporate Services Departmental Operations and Annual Performance Plan Report for the Rockhampton Airport as at 30 April 2016 be "received".

Recommendation of the Airport, Water and Waste Committee, 17 May 2016**9.3.6 ROCKHAMPTON REGIONAL WASTE AND RECYCLING OPERATIONAL REPORT FOR APRIL 2016**

File No: 7927
Attachments: 1. RRWR Operational Report April 2016
Authorising Officer: Robert Holmes - General Manager Regional Services
Author: Craig Dunglison - Manager RRWR

SUMMARY

The purpose of this report is to provide Council with an overview of Rockhampton Regional Waste and Recycling (RRWR) for the month of April 2016

COMMITTEE RECOMMENDATION

THAT the RRWR Operations Report for April 2016 be received

Recommendation of the Airport, Water and Waste Committee, 17 May 2016**9.3.7 FRW REVIEW**

File No: 1825
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Robert Holmes - General Manager Regional Services

SUMMARY

Funding was provided in the 2015/16 Budget to undertake a review of FRW and this was commenced earlier in the year. The purpose of the review was to review the practices, procedures and outcomes associated with the water and sewerage operations. The consultants will attend the meeting to provide a status of the review and seek comments from the Committee in respect of FRW operations and performance.

COMMITTEE RECOMMENDATION

THAT the update be received and the consultant take into account, for the finalisation of the report, the comments offered by the Committee.

Recommendation of the Airport, Water and Waste Committee, 17 May 2016**9.3.8 ROCKHAMPTON AIRPORT FEES AND CHARGES 2016/17****File No: 7816****Attachments:**

1. Airport Fees and Charges Updated Schedule
2. Rockhampton Airport Car Parking

Authorising Officer: Ross Cheesman - General Manager Corporate Services**Author: Trevor Heard - Manager Rockhampton Airport**

SUMMARY

This report details proposes the fees and charges for Rockhampton Airport for the 2016/17 year.

COMMITTEE RECOMMENDATION

THAT the Airport Fees and Charges included in the attachment be approved for the 2016-17 year.

9.4 COMMUNITY SERVICES COMMITTEE MEETING - 18 MAY 2016**RECOMMENDATION**

THAT the Minutes of the Community Services Committee meeting, held on 18 May 2016 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Community Services Committee, 18 May 2016**9.4.1 ARTS AND HERITAGE MONTHLY OPERATIONS REPORT FOR MARCH AND APRIL 2016**

File No: 1464

Attachments:

1. Arts and Heritage Monthly Operations Report for March and April 2016
2. Review of Mary Poppins from Rockhampton Morning Bulletin 12 March 2016

Authorising Officer: Michael Rowe - General Manager Community Services

Author: Peter Owens - Manager Arts and Heritage

SUMMARY

The report provides information on the programs and activities of the Arts and Heritage section for March and April 2016.

COMMITTEE RECOMMENDATION

THAT the Monthly Operations Report of the Arts and Heritage section for March and April 2016 be received.

COMMITTEE RECOMMENDATION

THAT Council prepare a short submission to be presented to both Federal candidates seeking support to upgrade the Music Bowl including amenities and car park.

Recommendation of the Community Services Committee, 18 May 2016
9.4.2 COMMUNITY ASSISTANCE PROGRAM

File No:	7822
Attachments:	1. Community Assistance Program Round 3 - 2016
Authorising Officer:	Michael Rowe - General Manager Community Services
Author:	Cheryl Haughton - Manager Communities and Facilities

SUMMARY

Sixteen applications for funding were received for the last round of the Community Assistance Program for the current financial year. The applications have been assessed and recommendations for funding are presented for Council consideration.

COMMITTEE RECOMMENDATION

THAT Council approves the allocation of funding from the Community Assistance Program and actions to be performed for the following:

Applicant	Purpose of Grant/Sponsorship	Amount
AM Media Consultants T/A Special Children's Parties	2016 CQ Special Children's Christmas Party	Special report to return
Bundara Kindergarten Association Inc	Protecting Our Children As They Play: Bundara Kindergarten Shade Initiative	731
Capricorn Helicopter Rescue Service	Rescue Chopper Day and Family Fun Open Day	2,500
Capricorn Silver Band Inc	Access for People with Disabilities	12,000
CQ Aquajets Swim Club Inc	Shut The Gate Learn 2 Swim Roof Refurbishment	1,000
Multiple Sclerosis Society of Queensland	2017 Rockhampton MS Swimathon	800
Queensland Justice Association (Rockhampton Branch)	2016 JP State Conference	Special report to return
Rockhampton Bowls Club	2016 Mayoral Trophy	1,650
The Rockhampton Waterski and Powerboat Club Inc	Install A New Oven into Club's Kitchen	1,000
Wildlife Rockhampton Rescue Rehabilitation and Release	Grand Echidna Charity Ball	2,732
Capricorn Animal Aid Organisation Inc.	Community Organisation Support	5,500

Fitzroy Basin Elders Committee Inc.	Community Organisation Support	4,500
Fitzroy River Fish Stocking Association Inc.	Community Organisation Support	5,000
Ridgeland and District Sporting and Agricultural Association Inc.	Ridgeland Show seating and entertainment	5,376.15
Rockhampton Senior Citizens Club Inc.	Purchase of second 12 seater commuter bus	11,000

Recommendation of the Community Services Committee, 18 May 2016**9.4.3 TRUSTEE LEASE AT THE ROCKHAMPTON HERITAGE VILLAGE WITH THE CENTRAL QUEENSLAND AMATEUR RADIO ASSOCIATION INC.****File No:** 4308**Attachments:**

1. Letter from CQ Amateur Radio Association Inc.
2. Plan of Neilsen's building at the Rockhampton Heritage Village

Authorising Officer: Michael Rowe - General Manager Community Services**Author:** Peter Owens - Manager Arts and Heritage

SUMMARY

Council's approval is sought to enter into a Trustee Lease with the Central Queensland Amateur Radio Association Inc. covering a portion of land currently contained within the site of the Rockhampton Heritage Village.

COMMITTEE RECOMMENDATION

THAT Council authorises the Chief Executive Officer to enter into a Trustee Lease with the Central Queensland Amateur Radio Association Inc. as detailed in the report.

Recommendation of the Community Services Committee, 18 May 2016**9.4.4 REGIONAL ARTS DEVELOPMENT FUND 2015/16 ROUND 3 GRANT RECOMMENDATIONS**

File No: 8944
Attachments: Nil
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Peter Owens - Manager Arts and Heritage

SUMMARY

Applications received for round three of the 2015/16 Regional Arts Development Fund have been assessed by the RADF Committee and six are recommended for funding.

COMMITTEE RECOMMENDATION

THAT Council approves the following applications for funding from the Regional Arts Development Fund:

Applicant	Purpose of Grant	Grant Recommended
Amber Countryman	Local travel and attendance fees to attend five day fibre arts workshop – Wrapt in Rocky	559
Blue Eagle Productions	Making a feature film in and around Rockhampton to showcase local artists and skills	13,000
Michelle Black, Peta Lloyd and Sean Biddulph	Costs of materials and artist fees for the design, construction and installation of approximately 70 large circular suspended dream weavings and installations.	12,071
Capricorn Arts Mob	Producing short films for NAIDOC week celebrations and Rockhampton River Festival	6,750
Capricornia Silver Band	Workshop for the Capricornia Silver brass band with Warwick Tyrell	2,022
Central Queensland Contemporary Artists	To go towards development and marketing, to new audiences in a non-arts environment and exhibition of new local product.	3,020
	total	37,422

Recommendation of the Community Services Committee, 18 May 2016**9.4.5 PROPOSAL TO RENEW CONTRACT FOR THE DELIVERY OF THE TWILIGHT MOVIES PROGRAM****File No:** 7014**Attachments:** 1. **Proposal from Mr Ben Dyer of Total PartyFx to renew his agreement to provide the Twilight Movies program****Authorising Officer:** Michael Rowe - General Manager Community Services**Author:** Peter Owens - Manager Arts and Heritage

SUMMARY

Mr Ben Dyer of Total PartyFx has written to Council proposing the renewal of his company's contract to deliver the annual Twilight Movie program on behalf of Council, on a fee for service basis.

COMMITTEE RECOMMENDATION

THAT Council advise Mr Dyer that it does wish to take up his offer to renew the current contract to deliver the Twilight Movie program in the Rockhampton region for the 2016/17 financial year under Option 1 detailed in his proposal.

Recommendation of the Community Services Committee, 18 May 2016**9.4.6 COMMUNITIES AND FACILITIES MONTHLY OPERATIONAL REPORT****File No:** 1464**Attachments:** 1. Monthly Operational Report January to April 2016**Authorising Officer:** Michael Rowe - General Manager Community Services**Author:** Cheryl Haughton - Manager Communities and Facilities

SUMMARY

This report provides information on the activities of the Communities and Facilities section for the period January to April 2016.

COMMITTEE RECOMMENDATION

THAT the Monthly Operational Report on the activities of the Communities and Facilities section for the period January to April 2016 be received.

Recommendation of the Community Services Committee, 18 May 2016**9.4.7 COMMUNITY BASED EMPLOYMENT AGREEMENTS**

File No: 707
Attachments: Nil
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Kerri Dorman - Administration Supervisor

SUMMARY

Approval is sought for the Chief Executive Officer to be granted delegated authority to enter into community-based employment agreements on behalf of Rockhampton Regional Council.

COMMITTEE RECOMMENDATION

THAT Council delegate to the Chief Executive Officer the power to enter into community based employment agreements subject to existing financial delegation.

Recommendation of the Community Services Committee, 18 May 2016**9.4.8 USE OF ROBERT SCHWARTEN PAVILION AT SHOWGROUNDS BY ROCKHAMPTON HIGH SCHOOL****File No:** 8020**Attachments:** 1. Letter from Principal of Rockhampton High School regarding the use of the Robert Schwarten Pavilion**Authorising Officer:** Michael Rowe - General Manager Community Services**Author:** Peter Owens - Manager Arts and Heritage

SUMMARY

The Principal of Rockhampton High School has written to Council seeking Council permission to make use of the Robert Schwarten Pavilion at the Rockhampton Showgrounds as an emergency evacuation site for the school.

COMMITTEE RECOMMENDATION

THAT Council agree to the request as detailed in Ms Dwyer's letter of 25 February 2016 and authorise staff to facilitate access arrangements.

Recommendation of the Community Services Committee, 18 May 2016**9.4.9 DRAFT POLICY ON THE PROVISION OF COMPLIMENTARY TICKETS****File No: 7104****Attachments: 1. DRAFT POLICY on the Provision of Complimentary Tickets****Authorising Officer: Michael Rowe - General Manager Community Services****Author: Peter Owens - Manager Arts and Heritage**

SUMMARY

The CEO has requested the Manager Arts and Heritage develop policy on the provision of Complimentary Tickets for consideration and adoption by Council

COMMITTEE RECOMMENDATION

THAT the policy Provision of Complimentary Tickets for Events and Performances be reformatted for adoption and approval.

9.5 PARKS, RECREATION AND SPORT COMMITTEE MEETING - 18 MAY 2016**RECOMMENDATION**

THAT the Minutes of the Parks, Recreation and Sport Committee meeting, held on 18 May 2016 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Parks, Recreation and Sport Committee, 18 May 2016**9.5.1 PARKS AND OPEN SPACE OPERATIONS REPORT - JANUARY, FEBRUARY AND MARCH 2016**

File No: 1464

Attachments: 1. **Parks & Open Space Operations Report for months of January, February and March 2016.**

Authorising Officer: Michael Rowe - General Manager Community Services

Author: Margaret Barrett - Manager Parks

SUMMARY

This report provides information on the activities and services of Parks and Open Space Unit for the months of January, February and March 2016.

COMMITTEE RECOMMENDATION

THAT the report on the activities and services of Parks and Open Space Unit for January, February and March 2016 be received.

COMMITTEE RECOMMENDATION

THAT a tropical gardening expo be incorporated with the Spring Garden Festival including an open day at the Botanic Gardens.

Recommendation of the Parks, Recreation and Sport Committee, 18 May 2016**9.5.2 REQUEST FOR PERMISSION TO ENTER INTO A FREEHOLD LICENCE AND TRUSTEE PERMIT WITH ROCKHAMPTON POLICE CITIZENS YOUTH WELFARE ASSOCIATION OVER PART OF STAPLETON PARK****File No:** 4229**Attachments:**

1. Overview of Stapleton Park, Bridge Street, Berserker
2. Map indicating ownership of land at Stapleton Park
3. Map indicating proposed Trustee Permit and Freehold Licence area

Authorising Officer: Margaret Barrett - Manager Parks
Michael Rowe - General Manager Community Services**Author:** Sophia Czarkowski - Sports and Education Supervisor

SUMMARY

Rockhampton Police Citizens Youth Welfare Association (PCYC) has a Freehold Lease over part of Stapleton Park. It is being requested that the Club be issued with a Freehold Licence and Trustee Permit over part of Stapleton Park for its events and activities as consistent with the purpose of the land and the constitution of the organisation.

COMMITTEE RECOMMENDATION

THAT the matter lay on the table pending further information about the frequency of recent use of this space and with options for a lesser area being presented to Council that specifically excludes the skate park and access to the cycle track.

Recommendation of the Parks, Recreation and Sport Committee, 18 May 2016**9.5.3 CENTRAL QUEENSLAND SPORT AND RECREATION GROUP - TERMS OF REFERENCE**

File No: 8052
Attachments: 1. Terms of Reference
Authorising Officer: Margaret Barrett - Manager Parks
Michael Rowe - General Manager Community Services
Author: Sophia Czarkowski - Sports and Education Supervisor

SUMMARY

The Central Queensland Sport and Recreation Group (CQSRG) was formed in January 2015 and comprises representatives from Central Queensland Local Government areas and representatives from the State Government. This report outlines the Terms of Reference of the group and requests Council endorse the document.

COMMITTEE RECOMMENDATION

THAT Council authorise the Chief Executive Officer to sign the Terms of Reference for the Central Queensland Sport and Recreation Group.

Recommendation of the Parks, Recreation and Sport Committee, 18 May 2016**9.5.4 CHANGES TO CAR PARKING ARRANGEMENTS AT 2ND WORLD WAR MEMORIAL AQUATIC CENTRE**

File No: 11178

Attachments: 1. 2nd World War Memorial Aquatic Centre Car Park Design

Authorising Officer: Margaret Barrett - Manager Parks
Michael Rowe - General Manager Community Services

Author: Sophia Czarkowski - Sports and Education Supervisor

SUMMARY

This report addresses the car parking arrangements at 2nd World War Memorial Aquatic Centre after the finalisation of the redevelopment.

COMMITTEE RECOMMENDATION

THAT Council endorse the action as outlined in Option Three of the report that four (4) car parks in the existing 2nd World War Memorial Aquatic Centre car park be widened to create four (4) designated parents with prams car parks and the action as outlined in Option One of the report that the bus parking zone be regulated to permit passenger vehicles on weekends and outside 8am-4pm Monday-Friday with both bus operators and the lessee of the 2nd World War Memorial Aquatic Centre being advised of this change.

Recommendation of the Parks, Recreation and Sport Committee, 18 May 2016**9.5.5 KERSHAW GARDENS REDEVELOPMENT - CENTRAL PRECINCT**

File No:	11716, 11717
Attachments:	1. Redevelopment Areas (Central)
Authorising Officer:	Margaret Barrett - Manager Parks Michael Rowe - General Manager Community Services
Author:	Vincent Morrice - Coordinator Parks and Visitor Services
Previous Items:	9.1.9 - Kershaw Gardens Remediation and Restoration Project - progress report - Parks & Recreation Committee - 04 Aug 2015 9:00am 9.1.2 - Kershaw Gardens Concept Master Plan - Community Engagement - Ordinary Council - 13 Oct 2015 9.00 am 11.5 - Kershaw Gardens Restoration - Implementation Plan Priorities - Ordinary Council - 08 Dec 2015 9.00 am

SUMMARY

Following the approval of the redevelopment priorities for Kershaw Gardens (December 2015) Urbis Pty Ltd were engaged to undertake the detailed design for the Central Activities and Amenities area (Central Precinct). This report seeks confirmation on the design elements and staging for construction in the Central Precinct at Kershaw Gardens and the issue of tender specifications for the relevant work packages.

COMMITTEE RECOMMENDATION

THAT this matter be referred to Ordinary Council Meeting 24 May 2016.

10 COUNCILLOR/DELEGATE REPORTS**10.1 LEAVE OF ABSENCE - COUNCILLOR ROSE SWADLING**

File No: 8294
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Lyn Brill - Administration Officer

SUMMARY

Councillor Rose Swadling is seeking leave of absence from Monday 29 August 2016 to Monday 3 October 2016 inclusive.

OFFICER'S RECOMMENDATION

THAT Councillor Rose Swadling be granted leave of absence from Monday 29 August 2016 to Monday 3 October 2016 inclusive.

BACKGROUND

Councillor Rose Swadling has advised the Chief Executive Officer that she wishes to take leave of absence from Monday 29 August 2016 to Monday 3 October 2016 inclusive.

10.2 LEAVE OF ABSENCE - COUNCILLOR TONY WILLIAMS

File No: 8294
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Cindy Green - Executive Support Officer

SUMMARY

Councillor Tony Williams is seeking leave of absence from Monday 21 June 2016 to Friday 24 June 2016 inclusive.

OFFICER'S RECOMMENDATION

THAT Councillor Tony Williams be granted leave of absence from Monday 21 June to Friday 24 June 2016 inclusive.

BACKGROUND

Councillor Tony Williams has advised the Chief Executive Officer that he wishes to take leave of absence from 21 June to 24 June inclusive.

10.3 APPOINTMENT OF ACTING MAYOR - 30 AND 31 MAY 2016

File No: 10072
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

SUMMARY

As Mayor and Deputy Mayor will both be absent on 30 and 31 May 2016 the appointment of an Acting Mayor for this period is required.

OFFICER'S RECOMMENDATION

THAT Councillor _____ be appointed as Acting Mayor for 30 and 31 May 2016.

BACKGROUND

Mayor will be absent from the office for the period Monday 30 and Tuesday 31 May 2016.

Deputy Mayor Councillor Rutherford will be on leave of absence during this period.

These absences necessitate the appointment of an Acting Mayor for 30 and 31 May 2016.

11 OFFICERS' REPORTS

11.1 LOCAL DISASTER MANAGEMENT PLAN

File No: 3086
Attachments: 1. Local Disaster Management Plan
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Robert Holmes - General Manager Regional Services

SUMMARY

A local government may review, or renew, its local disaster management plan when the local government considers it appropriate. The Rockhampton Region Local Disaster Management Plan has recently been reviewed and is submitted for endorsement by the Council.

OFFICER'S RECOMMENDATION

THAT the Rockhampton Region Local Disaster Management Plan as presented be endorsed.

COMMENTARY

As part of its disaster management responsibilities, the Council is required to develop a Local Disaster Management Plan (LDMP) and such a plan is to be reviewed when considered appropriate.

Reviewing and renewing plan

- (1) A local government may review, or renew, its local disaster management plan when the local government considers it appropriate.
- (2) However, the local government must review the effectiveness of the plan at least once a year.

The Rockhampton Region Disaster Management Plan has recently been reviewed and circulated to LDMP members for comment. The Disaster Management Act (DMA) also states what must be provided in the LDMP and that is as follows:

Subdivision 1 Disaster management plans

S 57 Plan for disaster management in local government area

- (1) A local government must prepare a plan (a *local disaster management plan*) for disaster management in the local government's area.
 - (2) The plan must include provision for the following—
 - (a) the State group's strategic policy framework for disaster management for the State, and the local government's policies for disaster management;
 - (b) the roles and responsibilities of entities involved in disaster operations and disaster management in the area;
 - (c) the coordination of disaster operations and activities relating to disaster management performed by the entities mentioned in paragraph (b);
 - (d) events that are likely to happen in the area;
 - (e) strategies and priorities for disaster management for the area;
 - (f) the matters stated in the disaster management guidelines as matters to be included in the plan;
 - (g) other matters about disaster management in the area the local government considers appropriate.
-

S58 Requirements of plan

A local disaster management plan must be consistent with the disaster management guidelines.

The LDMP was also reviewed having regard for the Inspector General Emergency Management's framework. The Plan has also been reviewed by the District Disaster Management Executive and local QFES representatives.

Any feedback from LDMG members has been incorporated where appropriate so the LDMP is now presented for endorsement by the Council. Only the main body of the LDMP is provided as an attachment to this report and should Councillors require a full copy of the Plan including sub-plans this will be made available electronically.

The DMA also provides for the LDMP to be available for inspection as follows:

S60 Plan to be available for inspection etc.

- (1) A local government must ensure a copy of its local disaster management plan is available for inspection, free of charge, by members of the public—
 - (a) at the local government's head office; and
 - (b) on the local government's website; and
 - (c) at other places the chief executive officer of the local government considers appropriate.
- (2) The local government must, on payment of the appropriate fee, give a person a copy of the plan.
- (3) In this section—

appropriate fee means the fee, decided by the chief executive officer of the local government, that is no more than the reasonable cost of providing the copy.

In respect of the foregoing it is advised that the Rockhampton Region LDMP will be made available on the Council's website and copies will be available for perusal at the Council's Libraries and Customer Services offices.

Changes from Existing Plan

The changes in this LDMP from the existing LDMP are summarised as:

- Whole document change Queensland Fire & Rescue Service to Queensland Fire (QFRS) & Emergency Services (QFES)
- Whole document change Emergency Management Queensland (EMQ) to Queensland Fire & Emergency Services Emergency Management (QFES EM)
- Populated the Amendment Register
- Section 3.3 inclusion of a Transport Sub Committee
- Section 4.2 Community Context the complete removal of references to localities in Livingstone due to de-amalgamation
- Section 4.3 Risk Assessment – inclusion of the North Rockhampton Local Creek Catchment Study
- Section 5.1 Prevention: inclusion of point 5: To ensure the progression of risk treatment options by the responsible agencies are request to incorporate these strategies into their corporate planning processes for recognition and implementation.
- Section 5.2.1: Removal of the Yeppoon Cyclone Shelter Sub Plan

- Section 5.2.1: Inclusion of the Transport Sub Committee and Airport Emergency Planning Committee
- Section 5.2.4: Training and Exercises: inclusion training the Rockhampton Regional Council and nominated agency liaison officers in the operation of the LDCC including the training of Guardian software;
- Section 5.2.6: inclusion – Exercise findings after action report will be tabled at the next LDMG meeting for treatment options to be considered.
- Section 5.3.4: Declaration of Disaster Situations: inclusion – To facilitate the declaration of a disaster the chair of the LDMG will seek to consult with the DDC to provide support and appropriate awareness of the event.
- Section 5.3.12 Sub Plan: removal Yeppoon Cyclone Shelter, inclusion Transport Sub Plan, Bushfire Sub Plan, and Marine Oil Sub Plan.
- Section 5.3.20.2 Recording of Expenses: inclusion – All logistical requirements are to be recorded and maintained within the Guardian System.
- Section 5.3.22 inclusion – Individual running logs are also to be maintained within Guardian system.
- Section 5.3.23 inclusion – For the Rockhampton LDMG, the Guardian Software is the primary record management system.
- Annexure 1: inclusion of USB as well as CD as a form of distribution
- Table 3: Version Control: With changes to the IGEM requirements this section is no longer required to be published and only maintained by the document administrator.
- Annexure 5 Table 4: Roles and Responsibilities: Agency names updated as required
- Annexure 5 Table 7: inclusion – Aviation Disaster and associated table information
- Annexure 6: Meeting Schedule – removal : Under IGEM direction on plan review this section is no longer required to be maintained within the Plan, with a record maintained by the Council.
- Annexure 7: Risk Assessment, Community Context: removal of current Livingstone Shire Council localities and updates to description and statistics, including the Community Events table.
- Annexure 7: Risk Assessment, Critical Infrastructure: removal of current Livingstone Shire Council localities and updates to description and statistics.
- Annexure 7, Table 8 Natural Hazards: inclusion of area/location “Whole of Region” from Coastal and island communities and associated rural communities, for the Hazard of Cyclone.
- Annexure 7, Table 12 Natural Hazards Risk Register: change of Storm Surge, Category = People, Consequence from Moderate to Minor, results in Level of Risk change from Medium to Low.
- Annexure 14: Potential Evacuation Centres – removal of centres within the Livingstone Shire Council, as well as removal of centres which do not meet standards.
- Annexure 15: Potential Recovery Centres – removal of centres within the Livingstone Shire Council, as well as removal of centres which do not meet standards.

Conclusion

There have not been significant changes to the LDMP other than those required by legislative changes, State Government structural changes and those resulting from circumstances such as deamalgamation.

LOCAL DISASTER MANAGEMENT PLAN

Local Disaster Management Plan

Meeting Date: 24 May 2016

Attachment No: 1



Local Disaster Management Plan

Abbreviations and Glossary

ALO	Agency Liaison Officer
BCA	Building Code of Australia
BoM	Bureau of Meteorology
CASA	Civil Aviation Safety Authority
COAG	Council of Australian Governments
DDC	District Disaster Coordinator
DDCC	District Disaster Coordination Centre
DDMG	District Disaster Management Group
DMA	Disaster Management Act (2003)
DTMR	Department of Transport and Main Roads
EMQ	Emergency Management Queensland
FRW	Fitzroy River Water
Guardian	Content Management System used by Rockhampton Regional Council
IAP	Incident Accident Plan
IDAS	Integrated Development Assessment System
LDC	Local Disaster Coordinator
LDCC	Local Disaster Coordination Centre
LDMG	Rockhampton Regional Council Local Disaster Management Group
LDMP	Local Disaster Management Plan
QAS	Queensland Ambulance Service
QFES	Queensland Fire & Emergency Service
QPS	Queensland Police Service
Region	the area under the management of Rockhampton Regional Council
RFA	Request for Assistance
RRC	Rockhampton Regional Council
RSPCA	Royal Society for the Prevention of Cruelty to Animals
SDCC	State Disaster Control Centre
SES	State Emergency Service
SEWS	Standard Emergency Warning System
Sitrep	Situation Report
SOP	Standard Operating Procedure
SPA	Sustainable Planning Act (2009)
SPF	Strategic Policy Framework
TTN	Task Tracking Number

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Foreward by the Chair, Local Disaster Management Group

The Rockhampton Region can be subjected to incidents and events that cause damage and disruption to our communities. As such it is prudent that individuals, businesses, organisations, Councils and Government agencies examine these incidents and develop strategies to deal with these events.

Local Governments have a clear role in identifying and understanding the hazards and risks that could impact on the safety of our communities. Our role is to put in place, mitigation, preparation, response and recovery strategies and arrangements within the ambit of our resources and responsibility.

The Rockhampton Regional Council is committed to all aspects of disaster management.

On behalf of the Rockhampton Regional Council Local Disaster Management Group I commend you for taking the time to read this Disaster Management Plan and trust that you will assist us in making our communities safe places to live, work and play.

A handwritten signature in black ink, appearing to read 'A. Williams', with a long horizontal flourish extending to the right.

Cr Tony Williams Deputy Mayor
Chairperson, Local Disaster Management Group

DOCUMENT CONTROL

1.1 AMENDMENT CONTROL

The LDMP is a controlled document. The controller of the document is the Rockhampton Regional Council Local Disaster Coordinator (LDC). Any proposed amendments to this LDMP should be forwarded in writing to:

Disaster Management Officer
Rockhampton Regional Council
PO Box 1860
Rockhampton QLD 4700

This document is not to be altered, amended or changed in any way other than those amendments authorised by the Rockhampton Regional Council Local Disaster Management Group (LDMG). However, the LDMP is intended to be a “live” document to be regularly reviewed, assessed and amended where necessary. As such, Rockhampton Regional Council (RRC) welcomes feedback from the region’s residents, visitors and others regarding this Disaster Management Plan.

A copy of each amendment is to be forwarded to those identified in the distribution list. On receipt, the amendment is to be inserted into the document and the Amendment Register updated and signed.

1.2 AMENDMENT REGISTER

Amendment		Plan Updated	
No / Ref	Issue Date	Inserted by	Date
LDMP2015.1	16/09/2015	Sam Williams	16/09/15

1.3 DISTRIBUTION

This LDMP has been distributed in accordance with the distribution list (*Annexure 1*). A copy with contact details and other sensitive information removed is to be sent to the Rockhampton Regional Council’s Marketing and Engagement Unit for inclusion on the public website.

2 ADMINISTRATION AND GOVERNANCE

2.1 AUTHORITY TO PLAN

The *Disaster Management Act 2003* (DMA) requires that a local government must prepare a plan for disaster management in the local government's area. Sub-section (2) of section 57 of the DMA states:

The plan must include provision for:

- a) the State group's strategic policy framework for disaster management for the State and the local government's policies for disaster management; the roles and responsibilities of entities involved in disaster operations and disaster management in the area;
- b) the coordination of disaster operations and activities relating to disaster management performed by the entities mentioned above;
- c) events that are likely to happen in the area;
- d) strategies and priorities for disaster management for the area;
- e) the matters stated in the disaster management guidelines as matters to be included in the plan; and
- f) other matters about disaster management in the area the local government considers appropriate.

2.2 PURPOSE

The purpose of the Rockhampton Regional Council LDMP is to ensure community safety through the development of effective disaster management strategies in order to ensure effective co-ordination of available resources to assist communities to:

- mitigate wherever possible, the potential adverse effects of an event;
- prepare for managing the effects of an event; and
- effectively respond to, and recover from, a disaster or an emergency situation.

The LDMP has not been developed for the management of:

- commonly occurring incidents which are within the capacity of the individual combat agencies of the Department of Community Safety and Queensland Police Service (QPS); or
- major incidents which are within the capacity of the nominated lead agency with a threat specific role.

However, elements of the LDMP may be activated in support of a lead agency responding to a major incident.

2.3 OBJECTIVES

The objective of the LDMP is to facilitate the implementation of effective and efficient disaster management strategies and arrangements. In accordance with section 30(f) of the DMA, the Rockhampton Regional Council Local Disaster Management Group (LDMG) is responsible for managing disaster operations in the area under policies and procedures defined by the State Disaster Management Group.

In the event of a disaster, decision-making authority for disaster management in the local government area rests with the Rockhampton Regional Council Local Disaster Management Group (LDMG). Such authority involves the coordination of disaster operations and activities performed by disaster response and recovery agencies.

Whilst there are no specific powers granted to the Chair of the LDMG or its members, under the DMA, it is the responsibility of this position and Rockhampton Regional Council to prepare for and make available its resources in the event of a disaster. The overall objective of this LDMP is to improve community safety through the identification, evaluation and mitigation of risks that might otherwise be classified as disasters. Where it is not plausible or possible to mitigate the risks, the LDMP offers contingencies for disaster management response and recovery procedures for the Rockhampton Regional Council area.

The LDMP also ensures that the resources used to prevent, prepare for, respond to and recover from disasters are used efficiently to achieve the most effective outcomes for the region and its community.

2.4 STRATEGIC POLICY FRAMEWORK

The DMA forms the legislative basis for disaster management activities within all levels of government in Queensland and its disaster management arrangements including:

- a) establishing disaster management groups for the State, identified disaster districts and local government areas;
- b) detailing planning requirements at each level; and
- c) providing for the conferring of powers on selected individuals and groups.

Queensland's whole-of-government disaster management arrangements are based upon partnerships between the state and local governments. These partnerships recognise that each level of the disaster management arrangements must work collaboratively to ensure the effective coordination of planning, services, information and resources necessary for comprehensive disaster management.

Queensland's tiered disaster management arrangements — based on local, district and state levels — enable a progressive escalation of support and assistance through each tier as required. The Australian Government is also included in the arrangements as a fourth level, recognising that Queensland may need to seek federal support in times of disaster.

The arrangements comprise several key management and coordination structures through which the functions of disaster management for Queensland are achieved. The principal structures that make up the arrangements are:

- a) Disaster management groups that operate at local, district and state levels and which are responsible for the planning, organisation, coordination and implementation of all measures to mitigate/prevent, prepare for, respond to and recover from disasters;
- b) Coordination centres at local, district and state levels that support disaster management groups in coordinating information, resources and services necessary for disaster operations;
- c) State government functional agencies through which the responsibilities of the State, in relation to disaster management and specific threats are managed and coordinated; and
- d) Australian government committees and agencies that provide support to Queensland on an as required basis.

The arrangements are flexible and scalable, enabling escalation of support and assistance through the local, district, state and federal government arrangements as required. They are premised on an all-hazards approach – using the same arrangements to respond to any event, be it a natural or non-natural disaster. They are also underpinned by the comprehensive approach – prevention, preparedness, response and recovery.

Within the arrangements, it is local governments that are the focus for managing disasters within their respective communities. State and district levels are to provide additional resources, support, assistance and expertise as required. (State Disaster Management Plan 2011 and DMA)

The Rockhampton Regional Council is committed to ensuring that the regions disaster management arrangements comply with the provisions of the DMA. The development of a Disaster Management Strategic Policy Framework (SPF) for the State is a function of the State group under the DMA.

Queensland's SPF was adopted by the State group in February 2006.

The SPF:

- a) articulates the vision for disaster management in Queensland;
- b) outlines the strategic direction to guide policies and programmes;
- c) mainstreams disaster mitigation into relevant areas of activity of government, non-government and relevant industry; and
- d) outlines governance and accountability arrangements to support achievement of disaster management priorities.

In line with the Council of Australian Governments (COAG) report *Natural Disasters in Australia, Reforming Mitigation, Relief and Recovery Arrangements (2002)*, the SPF identifies elements of disaster management as follows;

- a) disaster research;
- b) policy and governance;
- c) disaster risk assessment;
- d) disaster mitigation
- e) disaster preparedness;
- f) disaster response;
- g) disaster relief and recovery; and
- h) post-disaster assessment.

The SPF can be found at www.disaster.qld.gov.au/publications.

2.5 DISASTER MANAGEMENT PRIORITIES

The priorities of this LDMP are as follows:

- Base the plan and the risk treatments on an all hazards comprehensive risk management approach across the Prevention, Preparation, Response and Recovery stages.
- Use the results from the risk assessment and evaluation to prioritise and implement (where appropriate) measures that:
 - are preventative and preparatory to mitigate the risk where possible, lessen the likelihood of an event occurring or lessen the impact on the community, resources and services of the Rockhampton region
 - ensure response capabilities, to take action in anticipation of, during and immediately after an event, to the full potential of local resources
 - assist the disaster-affected community to recover from an event in the social, emotional and physical wellbeing, economic, environmental and infrastructure areas of the region
- Communicate the risks, recommended PPRR (Prevention, Preparedness, Response & Recovery) actions and local arrangements to the whole of the community to enable the members to improve their capacity to withstand a disastrous event
- Align with the Queensland Disaster Management Arrangements, Local Disaster Management Plan Guidelines and Disaster Management Act 2003, ensuring effective disaster management and operations for the Rockhampton Regional Council's area.

Within these priorities is the accepted responsibility to ensure the risk based approach is updated and continually reviewed to address any changes to the region and/or overriding legislation and principles.

2.6 REVIEW AND RENEW LDMP

A local government may review or renew its LDMP when the local government considers it appropriate (s59 DMA). However, the local government must review the effectiveness of the plan at least once every year.

Assessment of the plan and response capability may be achieved through operational activation or by the conduct of exercises.

When reviewing the effectiveness of the LDMP annually, the LDMG should include a minimum of one practical exercise per annum, involving as many relevant organisations, authorities and stakeholders as possible.

Procedures in relation to drafting, reviewing and reporting arrangements as required under the DMA can be found in *Annexure 2* which shows the previous and the planned timelines for reviews to be completed.

Rockhampton Regional Council Local Disaster Management Plan



Reviewed July 2013

3 LOCAL DISASTER MANAGEMENT GROUP

3.1 ESTABLISHMENT

The DMA section 29 stipulates that a local government must establish a LDMG for the local government's area.

The functions of a LDMG are specified under section 30 of the DMA.

3.2 MEMBERSHIP

The DMA section 33 provides that:

- a) a local disaster management group consists of the persons appointed as members of the group by the relevant local government for the group;
- b) at least one person appointed to the LDMG must be a person nominated by the chief executive of the department;
- c) at least one person appointed to the group must be a Councillor of a local government; and
- d) the relevant local government for a local group may appoint a person as a member only if satisfied the person has the necessary expertise or experience to be a member.

RRC has nominated and ratified the appointment of members of the LDMG (*Annexure 3*).

Notice about Membership of a Local Group

Section 37 of the DMA stipulates that the relevant local government for a local group must, at least once a year, give written notice of the members of the group to the chairperson for the disaster district in which the local group is situated.

Furthermore section 40A of the DMA allows a member of a local disaster management group, with the approval of the chairperson of the group, to appoint by signed notice another person as his or her deputy. Deputies may attend a group meeting in the member's absence and exercise the member's functions and powers under the DMA at the meeting. A deputy attending a group meeting is to be counted in deciding if there is a quorum for the meeting.

Advisors and invitees

In addition to its members, the LDMG may co-opt additional members or seek the assistance of individuals or organisations as circumstances may require.

These persons sit as advisors to the group only. Whilst involved with the business of the group, these people will receive copies of the group's agenda and minutes and activation alerts issued during an event.

3.3 SUB COMMITTEES

The Rockhampton Regional Council LDMG may constitute sub committees to address specific issues and/or tasks.

Currently the Rockhampton Regional Council LDMG has formed the following sub committees:

- Cyclone & Storm Sub Committee
- Evacuation Sub Committee
- Communication Sub Committee
- Recovery Sub Committee; and
- Airport Emergency Planning Committee
- Transport Sub Committee

Sub committees are responsible for assisting the LDMG to discharge its responsibilities, especially with regard to the preparation or implementation of specific plans.

A Chairperson for each sub group has been appointed by the LDMG. Sub group Chairperson or nominated committee member are required to submit regular reports of their progress to the Local Disaster Management Group at scheduled LDMG meetings.

3.4 ROLES and RESPONSIBILITIES

The control of a disaster response will be the responsibility of the relevant lead agency. Support required by the lead agency, upon implementation of this plan, will be coordinated by the LDMG.

Agency responsibilities are detailed in *Annexure 5*, Table 4. Furthermore *Annexure 5* Table 5 details the disaster management and support functions of the LDMG.

3.5 MEETINGS

The DMA section 39 requires a disaster management group to meet at least once in every six (6) months. The LDMG has resolved to meet four (4) times per year. *Annexure 6* details previous and planned meeting dates.

Minutes of such meetings are maintained in accordance with the requirement of the DMA. Copies of the minutes are available on request for members and advisors by contacting the Rockhampton Regional Council Disaster Management Officer.

It is important to ensure that membership of the LDMG is not too large so that there is no difficulty encountered in achieving a quorum at meetings. This is particularly important during times of activation as the quorum requirement is not waived during disaster/emergency situations when the LDMG is activated.

Whilst it is important to maintain a minimum number of appointed members, there is no restriction on the inclusion of supporting advisers to the LDMG on an as needs basis. Therefore, it has been considered appropriate that the core membership of the LDMG is maintained to key Council staff and emergency service providers.

Under section 40 of the DMA, a quorum for the group is set at one half of the number of members for the time being holding office plus 1; or if one half of the number of members for the time being holding office is not a whole number, the next highest whole number.

3.6 REPORTING

The DMA stipulates that it is a function of the LDMG to identify and provide advice to the District Disaster Management Group (DDMG) about support services required by the local group to facilitate disaster management and disaster operations in the area. Reports to the DDMG will include:

- A list of Disaster Management priorities for the local government area, as contained within the Risk Management Record (*Annexure 7*);
- A list of disaster management priorities for the local government area requiring District and State Group support; and
- Information about the operational readiness and preparedness of the local government area.

Performance Reporting

A comprehensive written report outlining the performance of the local group of its functions is required to be provided to the DDMG. The functions of a LDMG are specified in section 30 of the DMA.

The comprehensive report will be required on an annual basis, shortly prior to the DDMG requirement to report to the State Group

Reporting requirements cover a detailed approach to disaster management issues and the report will therefore include:

- membership;
- operational issues;
- planning arrangements;
- meetings;
- exercises;
- risk management/mitigation;
- training and development;
- community awareness;
- integration with business planning; and
- business continuity strategies.

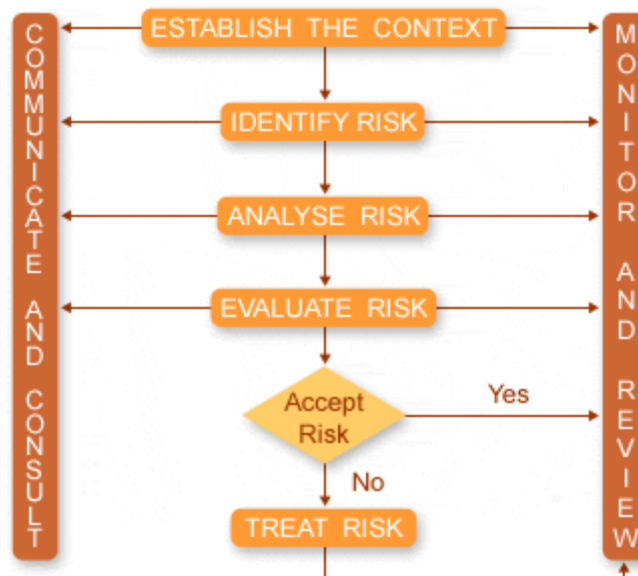


4 DISASTER RISK MANAGEMENT

4.1 DISASTER RISK MANAGEMENT PROCESS

The Australian/New Zealand Standard on Risk Management (AS/NZS ISO 31000:2009) defines risk management as “the culture, processes, and structures that are directed towards realizing potential opportunities whilst managing adverse effects”. In terms of disaster mitigation and management, risk management is a process of identifying risks and hazards to a community in the event of a disaster.

Main Elements of the Disaster Risk Management Process



This process encompasses an understanding of the community (establishing the context), identifying the “what, where, when, how, and why” (identifying the risks), identification of what is likely and probable to occur in that community and the consequences of these outcomes (analysing the risks), setting priorities for dealing with these risks (evaluate risk), and determining options and strategies for dealing with these risks (treat risk).

4.2 COMMUNITY CONTEXT

As a result of a State Government review in regards to Queensland local government, the Rockhampton Regional Council was formed in March 2008 incorporating the previous local government areas of Rockhampton City, Livingstone, Fitzroy and Mount Morgan Shires. In 2014 the Rockhampton Region Council de-amalgamated to form Rockhampton Regional Council and the former Livingstone Shire Council was recreated.

The Rockhampton Regional Council area is located in Central Queensland, on the Tropic of Capricorn and has three (3) major localities including Rockhampton, Gracemere and Mount Morgan. The Region lies on the Fitzroy River - one of the largest river systems in Queensland - and is approximately 600 kilometres north of the Queensland capital Brisbane.

The Rockhampton Regional Council area is bounded by the Isaac Regional Council area to the north, Livingstone Shire Council and the South Pacific Ocean to the east, the Gladstone Regional Council and Banana Shire areas to the south and the Central Highlands Regional Council area to the west. Further details on the Rockhampton Regional Council’s area refer to Risk Assessment (*Annexure 7*).

4.3 RISK ASSESSMENT

A Natural Disaster Risk Assessment Study of the Council area was completed in 2012. It was based on a “whole of area” study, to incorporate the former Mount Morgan Shire area and revisit previous assessments and update the data in light of recent events and, if required, changes in policy. The assessment considered the natural disasters likely to impact on the Rockhampton Regional Council area including flooding, wildfires, cyclones, tornadoes, landslides, dam breaks, earthquakes, tsunamis, heat wave, severe storms and storm surge. This study is the first since the amalgamation of the former Rockhampton City, Fitzroy, Mount Morgan and Livingstone Shires in 2008.

A number of natural disaster related studies had been completed by the former Councils which provided valuable input into the Natural Disaster Risk Assessment. These include:

- Fire Hazard Strategy 2002;
- Capricorn Coast Storm Tide Hazard Investigation 2003;
- A Natural Disaster Risk Management Study for combined former Rockhampton City Council and Fitzroy Shire Council areas 2003;
- A Natural Disaster Risk Management Study for the former Livingstone Shire Council 2005;
- Fitzroy River Flood Study 2011; and
- Gracemere Stormwater Catchments Study 2012.
- North Rockhampton Local Creek Catchment Flood Study 2014

Details on the risk assessment process and the resulting risk registers are in *Annexure 7*.

4.4 HAZARDS IN THE LOCAL DISASTER MANAGEMENT PLAN

The risk management record (*Annexure 7*) is compiled from the recently completed Natural Disaster Risk Assessment Study mitigation action plans and the previous Disaster Risk Management Studies from the former Livingstone Shire and Rockhampton City Councils. The details within the Risk Register need to be reviewed at least annually and updated as a result of the occurrence of natural hazard events or significant changes in land tenure within the Region as directed by LDMG. Future studies will be completed and the results from these will be included in the risk management record as further verification of hazards and the risks are documented.

4.4.1 Disaster Management Policy within Rockhampton Regional Council

RRC recently adopted a Disaster Management Policy which fosters the ownership of disaster management in all departments within the Council. This in turn supports the actions of the LDMG and objectives of this LDMP.

4.4.2 Risk Management and Town Planning Development

In approving development applications, RRC ensures the proposed development is not adversely impacted by natural hazards, such as flooding, bushfire and landslide via planning controls contained in the existing planning schemes and by the application of relevant parts of the building codes, legislation and regulation that ensure buildings and infrastructure are constructed to standards that minimise damage to property and people in a disaster event.

The levels of risk to people, property and critical infrastructure are minimised by a risk based land use planning approach. This is achieved by allocating existing and future land uses and infrastructure in appropriate locations that can function to an acceptable level of risk during a disaster event. This may be through a variety of mechanisms such as:

- Development applications are triggered by an overlay map (showing hazard areas such as flood, bushfire and steep land)
- Setting location, design, construction and operating standards (setting habitable floor levels in buildings and locating essential community infrastructure above a defined flood event)
- Restricting intensification and land uses in mapped hazard areas (zoning land in flood prone areas as open space and parks).

5 PREVENTION, PREPAREDNESS, RESPONSE & RECOVERY

5.1 PREVENTION

1. Prevention refers to the regulatory and physical measures taken to ensure that emergencies are prevented or their effects mitigated. (Australian Emergency Management Glossary, Manual 3).
2. Prevention measures can be both structural and non-structural and include engineering works, planning controls and land use planning, warning systems and regulations.
3. State Planning Policy 1/03, Mitigating the Adverse Impact of Flood, Bushfire and Landslide, sets out the State's interest in ensuring that the natural hazards of flood, bushfire and landslide are adequately considered when making decisions about development. These interests are also reflected in local government planning schemes.
4. Rockhampton Regional Council has undertaken risk assessment studies as outlined in Section 4.3. The implementation of the mitigation strategies outlined in those studies is considered a preventative measure and will assist in mitigating the impact of the hazard.
5. To ensure the progression of risk treatment options by the responsible agencies are requested to incorporate these strategies into their corporate planning processes for recognition and implementation.

Details of the recommended mitigation strategies are in *Annexure 7*.

5.1.1 Building Codes, Legislation and Regulations

The application of National Construction Codes Series (Building Codes of Australia) and building use regulations aim to ensure that buildings and infrastructure are designed and constructed to standards that minimise damage and injury in an event (up to the design event), and that the building or infrastructure is used for the purpose in which was intended. Standards and codes should be referred to and enforced particularly for the design and construction of major infrastructure and components of essential services.

The application of certain types of legislation, for example the Dangerous Goods Safety Management Act 2001, which outlines the safe storage and transport of hazardous materials particularly in a built up areas, aim to prevent incidents occurring that would endanger the community.

There are various laws and regulations that govern the building process. The following provides an overview of the various pieces of legislation that govern the building industry.

5.1.1.1 Sustainable Planning Act 2009

The Sustainable Planning Act 2009 commonly referred to as SPA, forms the foundation of Queensland's planning and development legislation.

The purpose of SPA is to seek to achieve ecological sustainability by: managing the process by which development takes place, including ensuring the process is accountable, effective and efficient and delivers sustainable outcomes; and managing the effects of development on the environment, including managing the use of premises; and continuing the coordination and integration of planning at the local, regional and state levels.

SPA sets standard planning scheme provisions to be incorporated into local government planning schemes. Planning schemes are utilised by local governments as a mechanism for managing and regulating development. SPA seeks to ensure that planning schemes regulate development in a way that balances impacts on the natural environment, economic benefits and the cultural and physical impacts.

SPA retains the Integrated Development Assessment System (IDAS), which establishes a common assessment system to be followed by all State agencies and local governments involved in assessing development applications. IDAS is the step by step process for lodging, assessing and deciding development applications.

5.1.1.2 Building Act 1975

The Building Act governs all building work in Queensland. The Act empowers the regulation of certain aspects of buildings and structures and includes the administrative terms necessary to give effect to the legislation.

It is a requirement of the Building Act 1975 that buildings in Queensland be constructed in accordance with the Building Code of Australia (BCA).

The Building Code of Australia is a uniform set of technical provisions for the design and construction of buildings and other structures throughout Australia. The BCA is given legal effect through the *Building Act 1975*.

The BCA is supported by a number of "reference documents". These documents provide specific detail on how to comply with the BCA and include a number of Australian Standards.

The BCA, which must be read in conjunction with the Building Act, is published as the National Construction Code Series in two volumes:

- Volume 1 related to Class 2 to 9 buildings
- Volume 2 (also known as the Housing Provisions)

5.1.1.3 Australian Standards

Numerous building and construction standards have been developed that add to the safety, efficiency and cost-effectiveness of building in Australia. A Standard is a document which provides rules, guidelines and often detailed technical specifications for activities undertaken in the industry.

A number of the building and construction standards are referenced in regulations including the Building Code of Australia, which means it is compulsory to undertake work in the way in which it is specified. A few examples include:

- Product standards and test methods related to windows, doors and roofing;
- Internal and external waterproofing of dwellings;
- Installation and product standards for smoke detectors;
- Design standards related to access for the disabled.

Specifically in response to recent disaster events Australian Standards have published standards and developed draft standards for:

- Construction of buildings in bushfire-prone area
- Construction of buildings in flood hazard areas (draft)

These are applicable as they ensure that buildings meet an established standard to minimise damage and injury in an event.

Compliance with building regulations/codes will reduce the effects from; floods, cyclones, severe storms, landslides and earthquakes in particular.

5.1.2 Community Awareness (Public Education)

Community awareness and public education is extremely important to empower the community during times of disaster or emergency.

A fundamental challenge for local government and the emergency management sector in general, when aiming to achieve "safer sustainable communities", is how to effectively engage the community. It is recognised that an "engaged community" involved in the decision making processes associated with emergency management activities is more likely to be responsive and self managing when emergencies do arise.

Public education consists of an ongoing public awareness program conducted by the Rockhampton Regional Council and partner agencies in conjunction with the LDMG.

Council makes available to the public numerous pamphlets produced by the Bureau of Meteorology (BoM), Queensland Fire and Emergency Services (QFES), and Australian Emergency Management. These are available on request to Customer Service or the Disaster Management Officer.

5.1.3 Insurance Incentives

Insurance coverage for properties affected by disaster events is regularly a concern for people affected by such events.

The provision of insurance incentives (such as reduced insurance premiums) for residents who have taken appropriate and relevant action to prepare or enhance their properties structural adequacy or capacity to withstand relevant hazards, has been identified as a method of ensuring a more prepared and resilient community.

Whilst local government has little influence over the processes of insurance companies, natural disaster risk management studies undertaken by Council have included the initiative to investigate a scheme to assist home owners to strengthen vulnerable housing elements.

5.1.4 Risk Based Land use Management Initiatives

State Planning Policy 1/03 – Mitigating the Adverse Impacts of Flood, Bushfire & Landslide

The Queensland Government considers that development should minimise the potential adverse impacts of flood, bushfire and landslide on people, property, economic activity and the environment.

Purpose of Policy 1/03

The State Planning Policy sets out the State's interest in ensuring that the natural hazards of flood, bushfire and landslide are adequately considered when making decisions about development.

Under the Sustainable Planning Act 2009 the State Planning Policy has effect when development applications are assessed, when planning schemes are made or amended and when land is designated for community infrastructure.

The application of the Sustainable Planning Act 2009, State Planning Policy 1/03 and Council's planning scheme provisions to development applications will guard against the inappropriate siting of developments in mapped hazardous areas.

Planning Scheme Overlays

Planning scheme overlays (maps and codes) identify areas of land with particular characteristics that need to be considered when development is planned in these areas. These characteristics may relate to a natural hazard such as bushfire, flooding or landslide, or a value such as biodiversity or a constraint such as proximity to an airport. The planning scheme contains specific requirements relating to each overlay and these requirements must be addressed when development is planned within the overlay area.

5.1.5 Warning Systems

Effective warning systems are an essential preventative strategy that aims to convey information to the community relating to the approaching disaster event.

Warnings to the community from the BoM, Queensland Fire and Emergency Service (QFES) and Council, are transmitted via the electronic media and radio as required.

Current warning systems in use for disaster management purposes are detailed in the Communication Sub Plan (*Annexure 4*).

5.2 PREPAREDNESS

Preparedness is having "arrangements or plans to deal with a threat situation or a disaster, that is, the mobilisation of the disaster response structure and resources" (Emergency Management Australia, 2004).

Preparedness is also about measures that seek to reduce harm caused by a hazard by reducing the community vulnerability and includes measures such as:

- establishing or refining procedures regarding early warning systems, and a public education plan to inform the community of these systems;
- training relevant response personnel on operational implementation;
- considering and planning for the finances and capital required in the event of activating the disaster management plan;
- establishing emergency communication procedures;
- community awareness programs;
- effective information management;
- an up to date local disaster management plan; and
- developing and testing plans.

The LDMG will encourage an all agency, all hazard ethos within the Group, with all members of the LDMG being encouraged to take this approach, by providing advice and guidance to the LDMG on specific hazards.

The LDMG will identify and review resources annually to maximise response capability. Additionally the LDMG may establish and maintain relationships with lead and support agencies, local community groups, local volunteer service groups, the District Disaster Management Group and the State Emergency Service, (Rockhampton Regional Council SES Unit) to build an ethos of ownership and partnership with the members of the Groups to increase its overall disaster management capability.

The LDMG will establish and maintain emergency evacuation centres and community recovery centres and develop operational guidelines for their establishment and operation.

The LDMG will establish an emergency communication capability and document procedures for its use in an operational plan.

A key element of preparedness is the availability of:

- a) members of the LDMG trained in their role and responsibilities;
- b) trained staff to operate the LDCC; and
- c) appropriate resources.

Rural communities of the region are well known for their resilience and self-sufficiency and are more likely to have in place appropriate strategies to cope with the impact of an event. Urban communities need to be encouraged to be more self-reliant during disaster events and take ownership of the situation, where possible, at least for the first 24 hours. They also need to be encouraged to have a personal disaster plan.

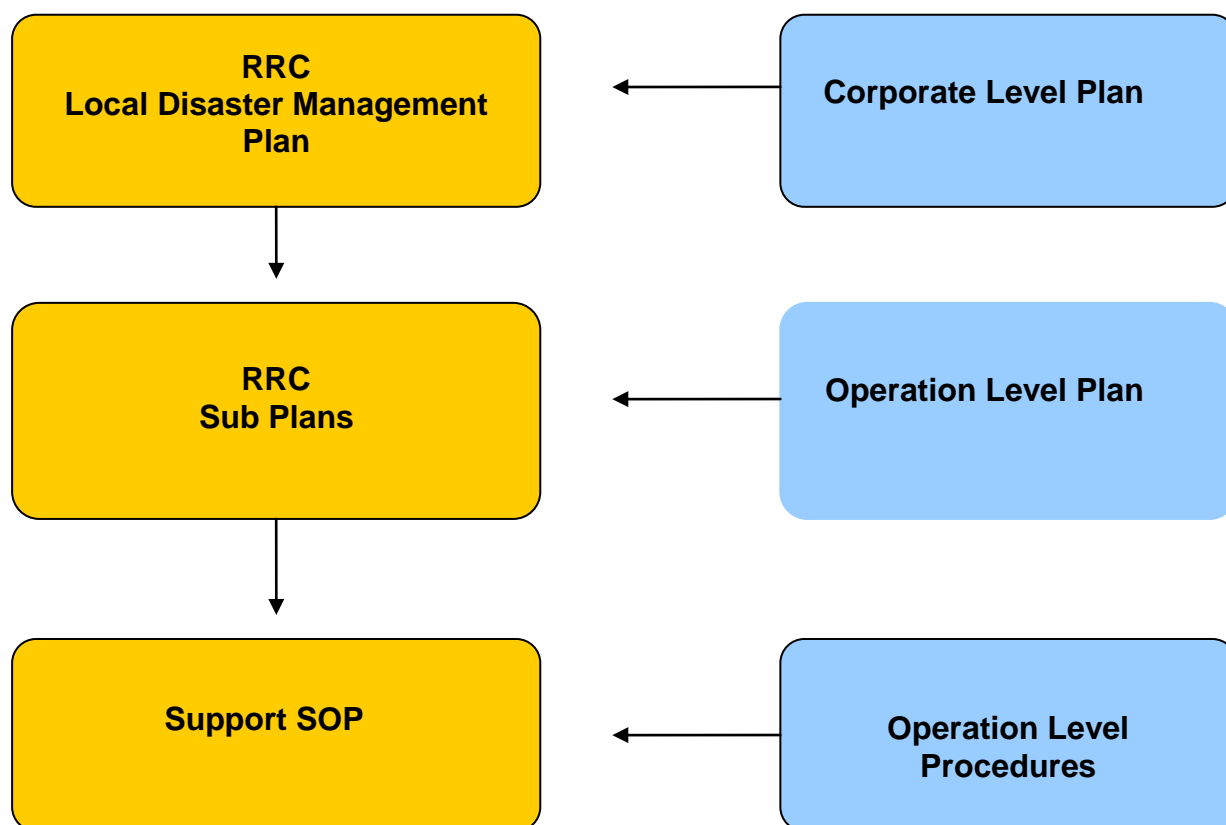
5.2.1 Sub Plan

A sub plan is a document describing roles, responsibilities and arrangements for performance of a key response or recovery function.

Sub Plans are in support of the LDMP, prepared in accordance with the requirements of the *Disaster Management Act 2003*.

They are usually supported by Standard Operating Procedures (SOP) that outline the procedures to be followed when the Sub Plan is activated.

The relationship between these plans and SOP are depicted in the following diagram



The following sub plans have been developed in support of the LDMP (*Annexure 4*):

- Communication Sub Plan
- Evacuation Sub Plan
- Cyclone, East Coast Low and Severe Storm Threat Specific Sub Plan
- Fitzroy River Flood Threat Specific Sub Plan
- Environmental and Public Health Sub Plan
- Local Disaster Coordination Centre Sub Plan
- Recovery Sub Plan
- Activation LDMG Sub Plan
- Dam Failure Sub Plan
- Financial Management Sub Plan
- Impact Assessment Sub Plan
- Public Works and Engineering Sub Plan
- Rescue Sub Plan
- Logistics Sub Plan
- Medical Services Sub Plan
- Evacuation Centre Management Sub Plan
- Tsunami Sub Plan
- Bushfire Sub Plan
- Marine Oil Spill Sub Plan
- Emergency Animal Disease Sub Plan
- Influenza Pandemic Sub Plan
- Transport Sub Plan

The Sub Plans are approved by the LDMG under the provisions of the Disaster Management Act 2003.

The LDMG may constitute sub committees to address specific issues and/or tasks. Currently the LDMG has formed the following sub committees to the LDMG:

- Cyclone & Storm Sub Committee (includes Transport & Tsunami);
- Evacuation Sub Committee;
- Communication Sub Committee;
- Recovery Sub Committee;
- Transport Sub Committee;
- Airport Emergency Planning Committee.

Sub Committees are responsible for assisting the LDMG to discharge its responsibilities, especially with regard to the preparation or implementation of specific plans.

Sub committees are required to submit regular reports of their progress to the LDMG at scheduled LDMG meetings.

5.2.2 Disaster Coordination Centre Arrangements

A basic requirement of disaster management response is a well-equipped coordination centre capable of being made operational at short notice and having the capacity to accommodate all control personnel.

Responsibility

The LDMG is responsible to the DDMG for the efficiency of local government operational coordination arrangements. As such, the LDMG is responsible for the provision of a Local Disaster Coordination Centre (LDCC). The Rockhampton Regional Council Local Disaster Coordination Centre is located at:

Reception Room (including the IT Training Room)
Ground Floor City Hall
Rockhampton Regional Council
232 Bolsover Street
Rockhampton

The telephone numbers for public contact with the LDCC will be advertised upon activation of the LDCC.

Sub Plans and Procedures have been developed for the activation and operation of the LDCC (*Annexure 4*).

Should this facility become unusable for any reason, an alternative disaster coordination centre will be established at:

Training Room
Rockhampton Regional Council
Dooley Street Depot
13 Dooley Street
Park Avenue

or as otherwise determined by the Chairperson of the LDMG.

The facilities selected for the purpose of a disaster coordination centre need to be equipped and resourced to coordinate multiple activities undertaken by the Group when an event occurs.

Designated Council staff will be regularly trained in emergency management procedures, and disaster coordination centre operations.

Members of the LDMG should undertake regular training on disaster management roles and responsibilities such as disaster coordination centre operations, Queensland Disaster Management Arrangements and emergency risk management (as made available by QFES).

The Local Disaster Coordinator (LDC) of the LDMG is responsible for the implementation of such training.

Additionally the Local State Emergency Service (Rockhampton Regional Council Unit) and groups should be involved with training for succession purposes.

Functions

LDCCs may be permanent or temporary facilities, provided within each local government area to support the LDMG during disasters. Each LDCC is responsible to provide prompt and relevant information to the District Disaster Coordination Centre (DDCC) concerning any disaster event or potential disaster event occurring within their area. These centres are also responsible for the coordination of all local resources as well as those allocated to it for disaster management purposes. In particular a LDCC is responsible for:

- collection, collation and dissemination of information to the DDCC, relevant local agencies and officers, and the public;
- implementation of operational decisions of the LDMG; and
- coordination of Local Government and community resources in support of agencies involved in response and recovery operations including those allocated from the Commonwealth, State and District Disaster Groups, in support of the disaster affecting this community.

Operational staff for the LDCC is to be provided from a list of Council staff and other volunteers.

In emergency/disaster situations, the combating and support organisations will send an Agency Liaison Officer (ALO) to the LDCC. These liaison officers should have the authority to commit their respective resources, if so required. The ALO should of necessity, be of senior rank or delegation and have communication with their own organisation.

Each control authority and support organisation, whose agency is active during a disaster event, will ensure that their agency establishes a capacity to command and coordinate their agency's resources and actions. Each agency is required to provide relevant contact numbers to the LDMG. Each control authority and support organisation will establish its own headquarters to control its own resources. The relevant Control Authority will determine the siting and location of any Forward Command Post.

5.2.3 Community Warning and Alert Systems

Warning systems and information require the establishment and refining of procedures regarding their use, and the inclusion of such systems in public education and awareness programs to inform the community of such systems. Typically these include the following:

- Standard Emergency Warning System (SEWS);
- emergency alerts;
- media releases; and
- social media and website updates.

Details of these systems and how they will be utilised when required are in the Communication Sub Plan (*Annexure 4*).

At a local level, the release of information to the community regarding the emergency and associated threats will be the responsibility of the Chairperson of the Local Disaster Management Group or their delegate. This may be done in conjunction with representatives of lead agencies and/or support agencies.

5.2.4 Training and Exercises

The Queensland Disaster Management Arrangements bring together a number of agencies to work in a coordinated manner to assist communities prepare for, respond to, and recover from disasters.

Disaster management training is important to ensure that all agencies can seamlessly integrate within the regions disaster management arrangements and contribute to an effective and coordinated response.

In conjunction with QFES, the LDMG encourages and provides appropriate training and exercises (*Annexure 8*) of relevant member agencies such as:

- training the members of the LDMG in relation to the Queensland Disaster Management Arrangements;
- training the Rockhampton Regional Council and nominated agency liaison officers in the operation of the LDCC including the training of Guardian software;
- training the regions disaster management agencies (including Rockhampton Regional Council, emergency services, community agencies and volunteer organisations) in disaster management concepts and operations; and
- exercises to test local disaster management plans and arrangements and develop local capacity to respond to and recover from disaster events

5.2.5 Public Education

The DMA section 30(1) (e) identifies one of the functions of a local disaster management group as:

- To ensure the community is aware of ways of mitigating the adverse impacts of an event and
- preparing for, responding to and recovering from a disaster.

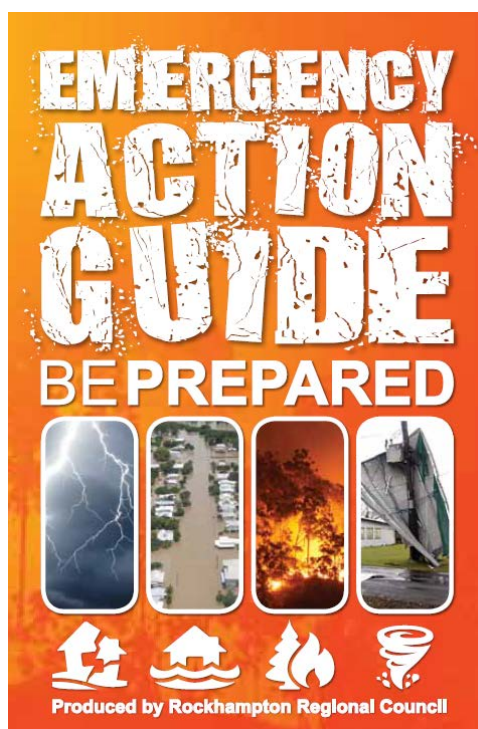
Public education includes programs designed by Council in conjunction with partner agencies and the LDMG, together with material prepared by agencies, that:

- provide a detailed explanation of particular hazards;
- provide details of practical measures residents can take prior to, during and after a disaster event or incident to help them prepare for mitigate and recover from impact of the event or incident.;
- encourage the public to “be aware” through ongoing media campaigns; and
- agencies responsible for the provision of public information are as outlined in *Annexure 5*.

Australian Emergency Management provides a wide range of free community awareness and education publications covering background information as well as advice on preparation for and coping with various events. Rockhampton Regional Council maintains a supply of such documents for distribution to the community via various council outlets such as customer service centres and libraries.

The following initiatives have also been or are to be implemented by Council to assist in creating a more aware and resilient community:

- Linking in with the RRC Community and Cultural Development section's Community Capacity Building Program by providing presentations on various topics for information sessions in relation to a comprehensive all hazards approach to preparation and tailored to the audience. This program has access to many different groups such as multicultural, disabled and youth.
- Availability for schools and community organisations to book presentations on various hazards relevant to the local community and mitigation actions that may be taken.
- Development of a disaster information pack for distribution to new residents to the region.
- Development of an educational DVD "Preparing for Natural Disasters" and an enclosed "Emergency Action Guide for Survival of Natural Disasters" for distribution to the community.
- Annual pre cyclone media campaign to encourage residents to prepare for the upcoming "cyclone season".
- Annual pre bushfire media campaign to encourage residents to prepare for the upcoming bushfire season.
- Commencing an event aimed at carers, support workers and service providers to vulnerable members of the community. 2012's event is "Community Resilience and Recovery: Identify, implement and improve. If successful this will be the beginning of an annual program to hold similar sessions for this group of people.
- Inclusion of local disaster management plans, community awareness and public education publications and "Emergency Action Guide" within Council's website.
- Development of a "fact sheet" in regards to hazardous tree types that run the risk of damaging property during storm events.



5.2.6 Current Capacity/Operational Limitations

The LDMG recognises that response agencies need appropriate levels of equipment to be able to perform their functions effectively and efficiently.

Whilst the group recognises that agencies are responsible for raising and maintaining their own equipment, the group will:

- support applications from the Rockhampton Region's disaster management agencies for funding through grant programs;
- advocate for increases in State and Federal government funding towards local disaster management equipment initiatives;
- encourage agencies to support each other with equipment needs – through strategies such as funding support and memoranda of understanding.

A measurement of the LDMG response capability may be achieved through operational activation of the LDMG or by the conduct of exercises (table top, field etc.) that test all or parts of the LDMP. Exercise findings after action report will be tabled at the next LDMG meeting for treatment options to be considered.

A record of the conduct of such exercises shall be maintained by the Local Disaster Coordinator, (*Annexure 8*).

Additionally, at LDMG meetings agencies are required to provide status reports and pre-season reports. They should advise of pre-season preparations and any needs they have coming into the relevant disaster threat season to maximise their capability to respond to an event.

The LDMG's response capability is achieved through:

- support and resourcing of the Rockhampton Regional Council State Emergency Service Unit;
- Council's workforce; and
- the capabilities of the various lead and support agencies as detailed in the various role, responsibility and capability tables within this Plan.

Council currently supports Rockhampton Regional Council State Emergency Service Unit via:

- employment of a full time paid SES Local Controller;
- funding through its Budget;
- equipment; and
- access to Council assets.

Groups which form the Rockhampton Regional Council State Emergency Service Unit are:

- Rockhampton;
- Mount Morgan; and
- Gracemere.

5.2.7 Emergency Planning

Local plans

The Rockhampton Regional Council LDMG recognises the importance of planning for disaster events, and actively promotes this amongst the regions disaster management agencies.

When preparing emergency plans, the Rockhampton Regional Council LDMG will:

- utilise recognised emergency risk management principles;
- adopt a comprehensive, all agencies approach to disaster management;
- consider community preparedness; and
- consult extensively with lead and supporting agencies, and community stakeholders as appropriate.

The Rockhampton Regional Council LDMG is responsible for maintaining this Local Disaster Management Plan. In maintaining this Plan, the group expects that all member agencies will be actively involved in the review process required under the DMA.

Lead agency sub-plans

The Rockhampton Regional Council LDMG expects that lead agencies will prepare and maintain written emergency plans that:

- control hazards for which they are responsible; and
- manage the delivery of disaster management functions for which they are responsible.

Lead agencies are responsible for reviewing and updating relevant sub-plans for which they are responsible at least annually, and presenting enhancements to the LDMG for consideration.

Community emergency plans

The Rockhampton Regional Council LDMG encourages community groups, businesses, developers and others to prepare emergency and business continuity plans.

The group especially encourages organisations that care for vulnerable sectors of the community (e.g., aged care facilities) to prepare emergency plans.

5.3 RESPONSE

The principle purpose of emergency response is the preservation of life, property and the environment. Response is defined as the “actions taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised and that people affected are given immediate relief and support” (Australian Emergency Management – National Emergency Risk Assessment Guidelines October 2010).

It includes:

- timely activation of the LDMG & LDCC;
- conducting regular training and exercises for response and recovery teams;
- utilising all available resources to ensure timely and reliable information is provided to the community; and
- coordinating resources to respond to the disaster event.

Section 4A (Guiding Principles) of the DMA stipulates that local government should primarily be responsible for managing events in its local government area. Under section 30 (1) of the DMA, functions of a LDMG include:

- managing disaster operations in the Rockhampton Regional Council area under policies and procedures decided by the State Disaster Management Group; and
- identifying and coordinating the use of resources that may be used for disaster operations in the area.

The DMA section 15 defines disaster operations as activities undertaken before, during or after an event that happen to help reduce loss of human life, illness or injury to humans, property loss or damage, or damage to the environment, including, for example, activities to mitigate the adverse effects of the event.

The LDMG recognises that the response to a disaster event:

- need to incorporate all those actions that help reduce loss of human life, illness or injury to humans, property loss or damage, or damage to the environment, to a particular and specific disaster event;
- may commence prior to the impact of an event, if advance warning is given and known; and
- concludes once the risks of loss of human life, illness or injury, property loss or damage, or damage to the environment are reduced to an acceptable level.

5.3.1 Response Capability

The Rockhampton Regional Council LDMG has a strong response capability in that it is well equipped, well-staffed and has a reliable assembly of resources including access to:

- Rockhampton Regional Council response and equipment resources;
- Queensland Ambulance Service response and equipment resources;
- Queensland Fire and Rescue Service response and equipment resources;
- Queensland Police Service response and equipment resources;
- State Emergency Service response and equipment resources;
- access to equipment (including heavy equipment) and plant within Council and through commercial providers, which is accessible through the LDCC;
- Personal Protective Equipment held by lead agencies; and
- volunteers of the many community organisations within the region.

Agencies listed have appropriate resources to deliver their agreed roles and responsibilities.



5.3.2 Organisation for control

The Rockhampton Regional Council LDMG recognises that the control of the disaster response is the responsibility of the relevant lead agency. Support required by the lead agency, upon implementation of this LDMP will be coordinated by the Local Disaster Coordinator (LDC) through the LDCC (*Annexure 5*).

5.3.3 Coordination of Disaster Operations

The responsibility of the functional coordination of disaster operation sits with the appointed Local Disaster Coordinator. The LDC has the following functions under s. 36 of the Disaster Management Act 2003:

- to coordinate disaster operations for the local group;
- to report regularly to the local group about disaster operations
- to ensure, as far as practicable, that any strategic decisions of the local group about disaster operations are implemented.

In order to achieve this, the LDCC is prepared preseason and able to be activated to aid the LDC in the coordination of disaster operations.

5.3.4 Declaration of Disaster Situation

The District Disaster Coordinator (DDC) may, with the approval of the Minister, declare a disaster situation for a district or part of it under s. 64 of the Disaster Management Act 2003. There are conditions that must be met first and provides extra powers to particular officers to perform actions, give directions and control movements within the declared area. Under s.75 describes that an ambulance officer, fire officer, health officer and police officer can be authorised to exercise declared disaster powers for the disaster situation as directed by either the chairperson of the State Group or the relevant district disaster coordinator. Additionally s.77 details the General powers that can exercised by these people. To facilitate the declaration of a disaster the chair of the LDMG will seek to consult with the DDC to provide support and appropriate awareness of the event.

5.3.5 Threat Escalation

The LDMG, and ALL lead and support agencies must be aware of the potential for the threat being addressed to escalate to a point where the resources of the lead and/or support agency are insufficient to adequately respond, in which case the lead agency shall advise the LDMG of the situation and of the resources required.

The LDMG may then request additional resources via the DDMG *Annexure 9*).

5.3.6 Timely Activation of LDMG and LDCC

The Chairperson of the Rockhampton Regional Council LDMG has responsibility for activating the LDMG and the LDCC and determining the stage of activation required.

Activation will normally occur:

- a) as a response to a worsening situation and is thus responsive to an alert warning system;
or
- b) because of other circumstances, where no warning is possible; or
- c) at the request of the responsible lead agency/control authority; or
- d) at the direction or request of the District Disaster Coordinator; or
- e) at the discretion of the LDMG Chairperson upon becoming aware of a threat or potential threat to the communities of the Rockhampton Region; or
- f) during testing of the process (*Annexure 8*).

Activation of the LDCC is to be as per the Local Disaster Coordination Centre Sub Plan (*Annexure 4*) and associated Standard Operating Procedures (SOP's) (*Annexure 10*). This will allow for mobilisation and management of resources through established communication and information networks.

5.3.7 Stages of Activation

The following activation stages apply to the activation of the LDMG. Chairpersons of Sub Committees also have the discretion to activate the relevant group as deemed necessary. However, the decision to activate a Sub Committee should be done, where possible, after consultation with the Local Disaster Coordinator and/or Chairperson of the LDMG. Details of actions to be taken and the communication methods are in the Local Disaster Coordination Centre Sub Plan and associated SOP's (*Annexure 10*).

The different stages of activation and their triggers are:

1. Alert

The Chair of the LDMG and/or Local Disaster Coordinator has been made aware of a hazard that has the potential to affect the local government area.

Immediately upon becoming aware of a potential threat, the LDMG should be activated to the “Alert Stage” regardless of the event or the identification of a lead agency.

2. Lean Forward

The triggers for this stage are:

- There is likelihood that threat may affect local government area.
- Threat is quantified but may not yet be imminent.
- There is a need for public awareness and the LDMG would now be managing the event.

3. Stand Up

Escalation to stand up occurs when the threat is imminent and the community will be or has been impacted. There will be a need for the coordination in the LDCC as there will be requests for support being received by the LDMG and/or the LDCC and the response requires coordination.

4. Stand Down

The stage where an agencies response is no longer required and services are wound back as the community has returned to normal function and recovery is taking place. This is when debriefs will be occurring with all involved.

5.3.8 Notification of Agencies

Should a response be required to an event or pending an event, notification of the relevant response agencies will be as detailed in the Local Disaster Coordination Centre Sub Plan (*Annexure 4*) and associated SOP's (*Annexure 10*).

5.3.9 Operational Assessment

Agency Liaison Officers (ALOs) from relevant agencies/organisations may be required to attend the LDCC. These officers are experienced and highly ranked in their field with the authority to commit their organisations resources in support of the LDMG/LDCC operations.

During activation of the LDCC, agency liaison officers will establish communication with their parent agency field personnel via their control centres in order to provide accurate information to the LDCC in regards to their agencies operational needs in the field.

All information, external reports and updates being provided to the LDCC should follow the required message flow as detailed in the Local Disaster Coordination Centre Sub Plan (*Annexure 4*) and associated SOP's (*Annexure 10*), so that information is recorded and logged. This information may in turn be utilised by other decision making bodies within the LDCC (e.g. Planning Officers) to further analyse the impact of the event and determine the appropriate level of response required.

This in turn will also enable accurate information to be included within relevant situation reports (SitRep) and the update of situation mapping and other documentation within the LDCC.

5.3.10 Mobilisation of Resources

Upon the decision by the Chair of the LDMG to mount an operation and/or activate the LDCC in response to a disaster or emergency event the Local Disaster Coordinator will advise key personnel of all organisations as per relevant SOP's (*Annexure 10*).

The extent of resources required will depend on the type and size of the event/disaster; therefore, it is not possible to state that the local government has sufficient resources in the event of a disaster.

Should available resources prove to be insufficient the LDMG will request assistance from the District Disaster Coordinator through the submission of "Request For Assistance" form (*Annexure 9*).

Each voluntary group, service agency or organisation is to operate and command its own resources, (material and man power) but will accept tasking of those resources by the LDMG.

5.3.11 Resupply Operations

Within the Rockhampton region, resupply operations will need to be carried out to certain areas in various types of disasters. Community awareness and public education is used to inform residents of the preparations they should be making prior to an event but sometimes the preparations are not completed in time or the event is longer than anticipated and the pre-stored items run out therefore requiring resupply to some residents.

There are three forms of resupply:

- Isolated Community Resupply
- Isolated Rural Property Resupply
- Resupply of Stranded Persons

There are guidelines for resupply operations detailing the conditions such as what is allowed to be supplied and the different criteria for eligibility to receive supplies. These are covered in the *Queensland Government's Resupply Guidelines 2012*. The relevant resupply forms are included in this plan LDMP (*Annexure 13*).

5.3.12 Sub Plans

When responding to an event consideration to the relevant sub plan must be given.

The following sub plans have been developed in support of the LDMP (*Annexure 4*) of this plan:

- Communication Sub Plan
- Evacuation Sub Plan
- Cyclone, East Coast Low and Severe Storm Threat Specific Sub Plan
- Recovery Sub Plan
- Fitzroy River Sub Plan
- Environmental and Public Health Sub Plan
- Local Disaster Coordination Centre Sub Plan
- Recovery Sub Plan
- Activation LDMG Sub Plan
- Dam Failure Sub Plan
- Financial Management Sub Plan
- Logistics Sub Plan
- Evacuation Centre Management Sub Plan
- Tsunami Sub Plan
- Transport Sub Plan
- Bushfire Sub Plan
- Marine Oil Spill Sub Plan

These plans have been prepared in advance and support operations required.

5.3.13 Support from External Agencies

In the event of activation of the LDMP and LDCC communication will be established with the District Disaster Management Group via the District Disaster Coordinator or their nominated representative.

Communication will be by telephone, email, face to face and the provision of:

- regular status reports (frequency as determined by DDMG);
- LDMG representation at DDMG meetings as required;
- participation in DDMG telephone conferences as required;
- submission of “requests for assistance” as required/determined by LDMG; and
- establishment of electronic (email) communication where possible between LDMG & DDMG.

The type and level of support to be provided by external agencies would depend on the type of event. However, due to current access problems to Rockhampton and surrounds when flooding occurs it is envisaged that there could be requests for fuel, food, medical supplies and water resupply.

The potential also exists for specialist external assistance to be required for rescue of persons (i.e. isolated due to floodwaters, swift water rescue, urban search and rescue).

Following Queensland Disaster Management Arrangements, once a group’s resources are exhausted a request is sent upwards to the next level. Should available resources at the local level prove to be insufficient, the LDMG will request assistance from the District Disaster Coordinator through the submission of “Request For Assistance” (*Annexure 9*). Requests can then be escalated from District to State and finally Commonwealth support can be requested should State resources be exhausted or not available.

5.3.14 Functional Arrangements

Lead Agency

A functional lead agency is the agency in control of the management of a disaster function when this LDMP is activated. Control relates to managing “what should be done, when and by whom”.

Control operates vertically across agencies that are contributing to the management of the particular hazard. For example, during a cyclone event, RRC is the lead agency, and will control all agencies that are contributing to evacuation centre/emergency shelter management. This includes giving directions and tasks to supporting agencies and opening and allowing access to centres.

Being in control does not mean that the lead agency supplies all the resources to deliver a function. A lead agency will be supported by other agencies that have an agreed role to support the delivery of the disaster management function. For example, in the management of evacuation shelters/emergency shelters, RRC is assisted by a number of agencies.

Control does not extend to commanding the resources (personnel and equipment) of other agencies. Each agency is responsible for commanding their own assets.

Lead agency status is usually bestowed by legislation, common law, regulations, or by agreement of the LDMG. A list of the lead agencies can be found at *Annexure 5*.

Support Agency

A support agency supports the lead agency in the delivery of a disaster management function through actions or the provision of personnel and equipment.

While under the control of a lead agency, support agencies retain responsibility for commanding their resources and ensuring that their own standard operating procedures are correctly implemented.

Coordination

When this LDMP is activated, the LDMG is responsible for the overall coordination of disaster events. The Group is to ensure that information and resources are acquired and distributed where needed and when needed.

During a disaster, a number of lead agencies may be in operation at the same time. For example, a disaster may involve the management of a number of threats, and the delivery of a number of disaster management functions (such as evacuation, shelter management and community support).

Coordination is about ensuring lead and support agencies have the resources and information needed to carry out their agreed roles. Under this plan, the LDMG is responsible for ensuring coordination of the response to an event.

Coordination operates horizontally across agencies, but does not extend to the control of threats or functions or to the command of agency resources.

5.3.15 Threat Specific Arrangements

Threat-specific Lead Agencies

A threat-specific lead agency is the agency in control of the management of a specific threat when this LDMP is activated. Control relates to managing “what should be done, when and by whom”. Control operates vertically across agencies that are contributing to the management of the particular threat.

For example, during a wildfire threat, the Queensland Fire and Rescue Service is the lead agency and will control all agencies that are contributing to wildfire management. This includes giving directions and tasks to supporting agencies, allowing access into various zones and determining the need for evacuation.

Being in control does not mean that the lead agency supplies all the resources to manage a threat. A lead agency will be supported by other agencies that have an agreed role to support the management of the threat.

Control does not extend to commanding the resources (personnel and equipment) of other agencies. Each agency is responsible for commanding their own assets.

Lead agency status is usually bestowed by legislation, common law, regulations, or by agreement of the LDMG. Details the threat-specific lead agencies for the Region can be found at *Annexure 5*.

Lead agency threat specific plans are normally activated by a threat specific regional representative. The Chief Officer, Queensland Fire and Emergency Services (QFES) and the relevant District Disaster Coordinator (DDC) are advised of the activation as soon as practical.

Support agency

A support agency supports the lead agency in the management of a threat through actions or the provision of personnel and equipment.

While under the control of a lead agency, support agencies retain responsibility for commanding their resources and ensuring that their own standard operating procedures are correctly implemented.

5.3.16 Post Impact Assessment

The purpose of post impact assessment is to provide emergency or disaster managers with a source of comprehensive, standardised information on the impact of a hazard. This information can be used to set priorities and make management decisions relating to the response to an emergency or disaster and to the initial steps leading to recovery.

Post disaster assessment is a key process in the response and recovery stages of the disaster management continuum. Immediately after a hazard has affected a community, there is a need to identify what the impact has been and what needs to be done to ensure the safety of life and property and to return the community to normality.

These processes require information. In the early stages of an emergency or disaster, information may be scarce or it may be overwhelming. It will almost certainly be confused, fragmented, conflicting, biased, inappropriate, inaccurate or wrong. The availability of information and its quality will improve with time. Early decisions, made on the basis of limited information, can then be refined or changed, if necessary.

Impact assessments examine the ways in which the hazard has affected the community or communities. Information collected and analysed during the initial assessment becomes baseline data.

The type of information that needs to be processed during impact assessments will vary with the hazard, the severity of the impact, the complexity of the community and the area to be assessed. It will also vary according to the amount and accuracy of baseline data with which it can be compared.

When compiling impact assessment information, the information can include:

- the area affected, by geographical location and size (with breakdowns into areas of severity if appropriate);
- the major causes of casualties and damage;
- human effects and casualties including the number of:
 - people affected
 - deceased (and whether deaths are continuing);
 - injuries and types (major or minor) and illnesses and people missing;
 - people who have had to evacuate or have been displaced and the places to which they have moved; and
 - people homeless or requiring shelter or evacuation;
- damage details, including to:
 - homes destroyed or damaged;
 - key community buildings destroyed or damaged;
 - other buildings destroyed or damaged, including commercial premises and suppliers of basic necessities to the community;
 - lifelines and other key infrastructure;
 - transport systems;
 - agriculture and food supply systems; and
 - key local economic resources such as industrial premises.;
- identification of secondary hazards that may pose a threat in the immediate future;
- sources, availability and purity of water for drinking and other purposes;
- environmental health and sanitation threats;
- availability of food supplies at family and community level;
- available medical staff, facilities and supplies within the affected area and their activities;
- resources that have survived the disaster and might be usable in the response;
- the capacity of local government and emergency management structures to manage the local response and recovery; and
- government, community and other organisations operating in the area and their activities.

5.3.17 Needs Assessment

Needs assessments deal with the type, amount and priorities of assistance needed by an affected community after a disaster or emergency. Their purpose is to identify the:

- needs of the affected community or communities to save and sustain life and reduce the risk of further damage and provide an indication of their urgency;
- needs that can be met from within the affected community and those that can only be met with outside assistance; and
- specialised needs of the affected community for recovery, the resources available to meet those needs from within the community and the external assistance that may be needed.

The information that should be sought during a needs assessment immediately after a disaster may include the personnel, resource and equipment requirements for:

- search and rescue;
- medical evacuation;
- evacuation of survivors;
- medical and health support;
- environmental health;
- water supply and purification;
- sewerage services;
- shelter (including clothing, furniture etc);
- human (and animal) food (including storage, cooking, delivery etc): restoration of lifelines; and
- delivery of assistance.

5.3.18 Operational Reporting

Incident Action Plan (IAP)

During the activation of the LDMG and LDCC at the beginning of each shift a brief will be provided by the LDC to all LDMG members and the LDCC staff. The direction of the actions and strategies of that shift will be guided by this LDMP and they will also provide details to the Planning Officer and the LDC for the IAP to be developed for the oncoming shift. This document is kept within the Guardian system and is highlighted for all staff in the LDCC to refer to during their shift. It is then saved for future reference and the Guardian copy is updated.

Situation Report (SitRep)

During disaster operations it is important to keep all relevant organisations informed, primarily the District Disaster Management Group. Sitreps are used to ensure the accurate capture of all information from the various areas of the operations to inform decision makers regarding response activities, forward planning and to communicate the current and forecast situation of the event. Within the Guardian system there is a function called Report Builder. This area of the program has a Sitrep section that allows an officer with the correct permissions (LDC and Operations Officer) to select the required areas of information to be included in the report, task this to the appropriate officer within the Guardian system and set a timeline for their reporting to be completed. The different sections are then compiled into a whole report for the LDC to review and forward to the DDC. This allows the new report to be exported and saved initially then once approved by the LDC it can be emailed.

Hot Briefs and Post event briefs

A hot brief is held either at the end of operations or intermittently through protracted events. It allows the review of what has happened within disaster operations, sharing lessons learnt, identify issues that have occurred and any solutions that were found. These can be implemented as soon as discussed and the current processes are reviewed. Furthermore a post event brief can be held a few days or up to a week after the completion of the operations. This allows participants to think over their involvement and the effectiveness of the operation.

Post Operations Reporting

Incorporating the details provided during the briefs, compiling the SitReps and IAPs and looking at the statistic reports that can be exported from Guardian regarding the number of jobs, tasked agencies, etc., provided the information required to complete a Post Disaster Assessment. This is additional to the Impact and Needs assessments and other reports compiled during and after an event.

The Local Disaster Management Interim Guidelines details that this assessment is conducted to:

- Assess disaster operations undertaken for a given disaster including actions, decisions or processes;
- Document those processes that worked well and identify a course of action to ensure that they are captured and updated in relevant doctrine for use in the next operation; and
- Assess capability and consider where additional training and/or exercises may enhance capability.

5.3.19 Providing Support Outside of Rockhampton Region

Upon request by the Rockhampton District Disaster Coordinator, the Chair of the LDMG, or delegate, may activate the LDMG and this plan for the purposes of providing support to disaster-affected communities outside of the Rockhampton Region.

5.3.20 Financial Planning

Context and Assumptions

The Local Disaster Coordinator is to provide guidance to the Council in relation to planning, operational finances and the capital required to activate the LDMG and LDCC to the appropriate operational level of readiness taking into account the following considerations:

- disaster-related finances are not normally included in the budgetary processes of the Council or other responding agencies;
- disaster events happen; however, and may require the allocation of substantial funds as a consequence; and
- due to the nature of many disaster situations, finance operations will often be carried out within compressed time frames and other pressures, necessitating the use of non-routine procedures; however, this in no way lessens the requirement for sound financial management and accountability.

It is important to remember that a Declaration of a Disaster Situation is not a pre-requisite for the reimbursement of expended funds.

All costs incurred by Council as a result of a disaster event will be coordinated by the Local Disaster Coordinator. Upon activation of the LDMG a disaster cost centre and project/job numbers will be created and activated to capture costs for deployment of resources and response and recovery activities.

Cost centre and project/job numbers will be provided by Council's Finance Section.

Council's financial management policy and procedures will govern all financial delegations and authorisations to expend funds, recording of expenditure etc.

Lead and Support Agencies should also record all costs associated with a disaster response in accordance with their respective organisational financial management policies and procedures.

5.3.20.1 Authorised Expenditure and Delegations

Council's financial policy details authorised expenditure limits and delegation authorities. Lead and support agencies are responsible for their own agency costs unless otherwise approved by Council, and will be governed by their own financial policy.

5.3.20.2 Recording of Expenses

When an incident occurs, each participating department or agency should immediately begin accounting for personnel, equipment and other costs relating to the disaster response by creating an appropriate cost centre and job number within their respective accounting system.

Separate recording of disaster-related expenditure shall be in accordance with the Council's or relevant agency's financial procedures and supported by logs, formal records and file copies of expenditures to provide clear and reasonable accountability; to ensure justification for reimbursement is maintained.

While innovative and expeditious means of procurement are called for during times of disaster events, it is still mandatory that sound accounting principles and practices be employed in order to safeguard the use of public funds from the potential of fraud, waste or abuse. All logistical requirements are to be recorded and maintained within the Guardian System.

5.3.21 Warnings and Public Information

At a local level, the release of information to the community regarding the emergency, and associated threats, will be the responsibility of the Chairperson of the LDMG or his delegate. Distribution of information to the public should occur prior to and during activation of the LDCC.

In accordance with the LDCC Sub Plan and associated SOPs, once the LDCC has been activated, the Local Disaster Coordinator is to appoint a media liaison officer who will be responsible for:

- notifying the media of the public telephone number for seeking assistance;
- Arranging all media briefings; and
- dealing with enquiries from media representatives.
- During operations and in accordance with SOPs, the Media Liaison Officer should arrange a daily (or otherwise as directed by the Chairperson/Deputy Chairperson of the LDMG) media briefing for the Chairperson/Deputy Chairperson and/or LDC to advise the public of the status of operations. The Chairperson and/or Local Disaster Coordinator shall authorise all media releases.

Should evacuation of an 'at risk' area be required the lead agency in conjunction with the Queensland Police Service (and other agencies deemed necessary or appropriate by the lead agency) and where possible in consultation with the Chairperson or Deputy Chairperson of the LDMG, will be responsible for advising the public of the need for evacuation (*Annexure 4*).

In events where local government is the lead agency, the Chairperson/Deputy Chairperson of the LDMG shall be involved in making public announcements and providing press releases.

Consideration must be given to special needs groups such as hearing impaired and people of non-English speaking background when releasing relevant information and warning.

5.3.22 Information Management

All information (incoming and outgoing) in regards to the management and response to an event must be communicated through the LDCC as detailed in the Local Disaster Coordination Centre Sub Plan (*Annexure 4*) and associated SOPs (*Annexure 10*). The use of the Guardian software in the LDCC makes the management of information much more efficient and is invaluable as an operational and tasking log. Recording requirements are set out as tasks and all actions taken within the Centre are captured within the program. Individual running logs are also to be maintained with Guardian.

5.3.23 Document Management

Once a disaster event begins all participating agencies are responsible for the management of all documents such as, but not limited to, records of inspections of preparedness, activities of officers and response records. Council has various retention and disposal timelines for documents. *Annexure 12* is an excerpt from the *Local Government Sector Retention and Disposal Schedule: QDAN 480v.4* regarding emergency and disaster records. These records must be retained for varying timelines such as until they're superseded up to 20 years following last action. For the Rockhampton LDMG, the Guardian Software is the primary record management system.

5.4 RECOVERY

The primary aim of recovery is to assist the affected community to regain a proper level of functioning following a disaster both initially and in the long term (Queensland Audit Office 2004).

Recovery is “the coordinated process of supporting emergency affected communities in the reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing” (Australian Emergency Management – National Emergency Risk Assessment Guidelines October 2010).

The four elements of recovery are:

- Community (including psychosocial recovery);
- Infrastructure (services & lifelines);
- Economy (including financial and political considerations and business continuity); and
- Environment.

5.4.1 Recovery – Management Structure

Local Government recovery services should, to the extent possible, be managed at the local level.

Community recovery commences as soon as possible after the disaster event and includes activities and services needed to restore the emotional, social, economic and physical well-being of an affected community. For this purpose a Recovery Sub Plan outlining more specific recovery arrangements has been developed (*Annexure 4*).

The Recovery Sub Plan identifies relevant members who form the Recovery Sub Committee which is the body responsible for planning and coordinating the recovery process for victims of emergency or disaster events within the Council area.

The Recovery Sub Committee will oversee:

- management of the recovery process at the local level ensuring that local needs are met, either through local resources or by the acquisition of appropriate resources from the district level; and
- provision by member agencies of a range of specific recovery services ranging from reconstruction and physical infrastructure issues to personal support services.

In addition the Recovery Sub Committee reports on the progress and ongoing needs of the community to the DDMG (via the LDMG).

In the event that local resources are insufficient to deal with the recovery process a request may be made to the DDMG (via LDMG) for additional resources, assistance and/or activation of the District Disaster Community Recovery Plan.

It is important that any assistance provided to the community empowers them to recover themselves and does not take away individual autonomy. It should provide them the necessary tools to assist them in their endeavours to return back to normality.

For this reason, as part of the recovery process, a Local Advisory Sub-Group should also be established to enable members of the local community including people affected by the event and representatives from local organizations to meet and provide input and guidance to the Local Advisory Sub-Group on such issues as needs assessment and service delivery.

In short, the recovery aims of the LDMG include:

- ensuring accurate and timely assessments of damage and recovery needs;
- ensuring critical infrastructure and essential services are returned to normal operations as soon as possible;
- facilitating provision of welfare and assistance to residents and visitors in a fair and equitable manner that assists them to assist themselves;
- encouraging the business community to resume trading as soon as possible by developing and implementing their own business continuity plans;
- facilitating the rehabilitation of the environment wherever possible; and
- identifying opportunities during recovery to enhance the sustainability, safety and resilience of the Rockhampton Region community.

District Recovery Committees are necessary because many of the services required in recovery management are administered or delivered on a District basis.

As such, a Rockhampton District Community Recovery Plan and Committee have been established and:

- Rockhampton Regional Council LDMG has representation on the District Community Recovery Committee; and
- The Rockhampton District Community Recovery Plan is under the Rockhampton DDMP.

The Rockhampton District Community Recovery Committee oversees:

- management of the recovery process at the district level ensuring that community needs are met, either through district resources or by the acquisition of appropriate resources from the State level;
- provision by member agencies of a range of specific recovery services ranging from reconstruction and physical infrastructure issues to personal support services; and
- the interface with local management as conducted through the local committee.

State Committees at a State level comprise representatives from Commonwealth, State and local government agencies and non-government organisations.

The State Committee oversees:

- management of the recovery process at the State level ensuring that community needs are met, either through State resources or by the acquisition of appropriate resources from the Commonwealth; and
- provision by member agencies of a range of specific recovery services ranging from reconstruction and physical infrastructure issues to personal support services.

5.4.2 Community Recovery

Community recovery involves the short-term health and well-being of the community, and the longer term returning of the community to normal functioning.

In terms of short-term recovery, the LDMG will:

- provide coordination assistance and support to community recovery agencies through the LDCC;
- implement Evacuation and Recovery Sub-plans as required;
- provide information to the public through the media to advise of local community support agencies and services, and financial assistance available through the Department of Communities and Rockhampton Regional Council;
- provide for the specific needs of culturally and linguistically diverse groups through existing networks and community groups, where these exist;
- provide for the special needs of elderly, disabled and other groups through existing networks and community groups, where these exist; and
- ensure psychological first aid (trauma counselling) is made available to the community through the resources of Queensland Health, Department of Communities and supporting community organisations;

The LDMG recognises that in terms of long-term recovery, the Department of Communities may take a lead role and the LDMG will support the efforts of this department wherever possible.

5.4.3 Infrastructure Recovery

Infrastructure recovery involves restoring critical infrastructure, non-critical government and community infrastructure and privately owned infrastructure.

Critical and essential infrastructure

During a disaster event the LDMG will give first priority to reinstating the regions critical and essential infrastructure. Strategies to be implemented will include:

- Water services will be reinstated, where possible, by Fitzroy River Water (FRW). If these services are not operating, public information/warnings will advise of alternative arrangements, which will depend on the condition of facilities and the availability of alternative sources for continuity of supply.
- Sewerage services will be reinstated, where possible, by FRW. If these services are not operating, public information/warnings will acknowledge the failure of the system and advise of alternative arrangements that should be followed to ensure public health and safety.
- Electricity/power is supplied to the Region via overhead transmission lines from the main Rockhampton feeder station to a network of substations. Advice from Ergon Energy is that the substations have been designed with 100 year ARI immunity; however there could be problems in accessing some of these facilities. Ergon Energy has an Emergency Management Plan for responding to widespread loss of power.
- Telecommunications in the region is serviced by modern networks supplied by Telstra, Optus and various other providers. Whilst copper cables still exist in areas of the region, the majority of the trunk main network is fibre optic cable. Two outages were experienced by the region during the Ex Tropical Cyclone Oswald event in January 2013. The providers have restoration responsibility for their telecommunication services and associated infrastructure and have plans in place for facilitating this. The major Telstra exchanges are not vulnerable to flood inundation, however in the event of loss of power most exchanges have a back-up diesel system with fuel storage capacity.
- Radio communications are the contingency for a telecommunications failure and are also utilised by many services in everyday activities. Major radio towers are situated on ranges above Yeppoon, behind the city centre. The Mt Archer tower at Rockhampton provides communications for a majority of the region.

- Roads and Bridges, restoration of local roads and bridges is the responsibility of RRC. Restoration of state and national roads and bridges is the responsibility of the Queensland Department of Transport and Main Roads. These agencies will be responsible for damage assessment of these assets, restoration works, implementing alternative routes and advising the LDMG and the public about conditions and alternate routes.
- Buildings, RRC will be responsible for inspection of and restoration of local government buildings. The Department of Housing and Public Works (QBuild) will be responsible for the inspection and restoration of State buildings. The restoration of privately owned critical infrastructure will be the responsibility of the asset owner, with owners being required to follow all relevant laws and regulations. Owners of privately owned critical and essential infrastructure may request the LDMG to consider providing assistance with restoring the asset to partial or full operations, provided the group considers the asset provides an essential service to the community.

In the event of activation of the Natural Disaster Relief and Recovery Arrangements, funds may be made available to assist the recovery of public infrastructure. Details of this can be found online at: <http://www.em.gov.au>.

Non-critical government and community infrastructure

Owners of non-critical government and community infrastructure will be responsible for the restoration of their own assets.

In the event of activation of the Natural Disaster Relief and Recovery Arrangements, funds may be made available to assist the recovery of such infrastructure. Details of this can be found online at: <http://www.em.gov.au>.

Private non-critical infrastructure

Owners of private assets will be responsible for the restoration of their own assets. The LDMG encourages all owners of assets to ensure that they have appropriate insurance in place.

During an event which includes large numbers of homes and businesses damaged, the LDMG will:

- coordinate the provision of safety inspection services, utilising the services of the Queensland Building Services Authority, Housing Industry Association, Master Builders Association, and private contractors, as appropriate; and
- Work with the Insurance Council of Australia to facilitate access to insurance services.

In the event of activation of the Natural Disaster Relief and Recovery Arrangements, funding assistance (loans) may be available to the owners of business infrastructure and grants and assistance through the Department of Communities may be made to individuals and families to restore essential personal infrastructure. Details of these programs can be found online at <http://www.em.gov.au>.

5.4.4 Economic Recovery

Commercial and agricultural sectors of the region may be subject to losses including business disruption. The impact to local economic activity may cause hardship in terms of provision of services, food supply, communication and social dislocation.

The LDMG expects that businesses operating within the region have:

- business continuity plans; and
- appropriate levels of insurance to cover commercial losses.

Economic recovery will depend on the severity of the event. The LDMG may include the following strategies in the recovery process:

- encourage insurance companies to assess and compensate business for losses, including business disruption considerations;
- facilitate and encourage business to re-establish for the benefit of themselves and the Community;
- involve the local business community in re-establishment processes; and
- promote and provide assistance in seeking disaster relief funds that may be available under state or national disaster relief programs to ensure long-term viability of the sector.

The LDMG recognises that the Department of State Development, Infrastructure and Planning is the lead agency for business recovery and the group will support the efforts of this Department through the process.

5.4.5 Environmental Recovery

During disaster events there is great potential for environmental damage within the Council area. Both the natural and non-natural environment is vulnerable.

With respect to the natural environment, rivers, creeks, water supplies, conservation areas, and the ecosystem in general may be in need of recovery.

Depending on the nature of the event, assessment of the damage caused to the environment may be difficult to measure. During a disaster event, the LDMG may implement the following short-term environmental recovery strategies:

- Request the assistance of the Department of Environment and Heritage Protection in conducting environmental assessments;
- Carry-out assessment of water quality including ongoing monitoring; and
- Display relevant warning signs.

With respect to recovery of the natural environment, the LDMG recognises that the Department of Environment and Heritage Protection is the lead agency, with support from RRC and other agencies as required.

The LDMG will support the efforts of the Department of Environment and Heritage Protection throughout the recovery process wherever possible.

With respect to the non-natural environment (e.g. parks and the built environment), the LDMG recognises that Council is the lead agency.

Annexure 1: Local Disaster Management Plan Distribution List

Title/Position/Organisation		Copy
1	Chair Local Disaster Management Group	CD/USB
2	Deputy Chair Local Disaster Management Group	CD/USB
3	Local Disaster Coordinator Local Disaster Management Group	CD/USB
4	Deputy Local Disaster Coordinator Local Disaster Management Group	CD/USB
5	Chief Executive Officer Rockhampton Regional Council	CD/USB
6	General Manager Corporate Services Rockhampton Regional Council	CD/USB
7	General Manager Communities Services Rockhampton Regional Council	CD/USB
8	General Manager Regional Services Rockhampton Regional Council	CD/USB
9	Strategic Manager Community & Cultural Development Rockhampton Regional Council	CD/USB
10	Operations Manager Marketing & Engagement Rockhampton Regional Council	CD/USB
11	Operations Manager Information & Technology Services Rockhampton Regional Council	CD/USB
12	Airport Operations Manager Rockhampton Regional Council	CD/USB
13	Officer in Charge Rockhampton Police	CD/USB
14	Area Director Queensland Fire & Emergency Service - Rural Operations	CD/USB
15	Local Controller State Emergency Service	CD/USB
16	Area Director Queensland Fire & Emergency Services Emergency Management	CD/USB
17	Community Resource Officer Community Recovery Department of Communities	CD/USB
18	Area Operations Manager Central Coast Ergon Energy	CD/USB
19	Regional Manager Australian Red Cross	CD/USB
20	Area Director Capricornia Central Region Queensland Ambulance Service	CD/USB
21	Area Director Queensland Fire & Emergency Service - Urban	CD/USB
22	Stanwell Corporation	CD/USB
23	District Executive Director Medical Services Queensland Health	CD/USB
24	District Disaster Coordinator Rockhampton	CD/USB
25	Disaster Management Officer Rockhampton Regional Council	Original and CD/USB
26	Rockhampton Regional Council Website	Electronic copy

Annexure 2: Procedures

Table 1: Plan Approval, Review and Reporting Arrangements

Function	Responsible Person/Agency	Contact Details	Key Accountabilities
Plan preparation and drafting	LDMG & Disaster Management Officer	Disaster Management Officer Rockhampton Regional Council Ph: 1300225577 Email: enquiries@rrc.qld.gov.au	Collation of information Consultation with agencies Drafting of LDMP
LDMG to endorse plan	LDC	Disaster Management Officer Rockhampton Regional Council Ph: 1300225577 Email: enquiries@rrc.qld.gov.au	Review by member agencies Endorsement by the LDMG
Recommending LDMP to Council	LDMG	Disaster Management Officer Rockhampton Regional Council Ph: 1300225577 Email: enquiries@rrc.qld.gov.au	Review and recommend the LDMP for adoption by Council as per requirements of DMA
Local government approval of LDMP	LDC & Rockhampton Regional Council	Disaster Management Officer Rockhampton Regional Council Ph: 1300225577 Email: enquiries@rrc.qld.gov.au	Plan endorsed by LDMG and referred to Council for adoption
Updating Amendment of LDMP	LDMG	Disaster Management Officer Rockhampton Regional Council Ph: 1300225577 Email: enquiries@rrc.qld.gov.au	Annual updating of contact details (April and September) Amendment of LDMP as required
Review of LDMP	LDMG	Disaster Management Officer Rockhampton Regional Council Ph: 1300225577 Email: enquiries@rrc.qld.gov.au	Annual review of LDMP (completion by September)
Reports Preparation	Disaster Management Officer	Disaster Management Officer Rockhampton Regional Council Ph: 1300225577 Email: enquiries@rrc.qld.gov.au	Reports include but are not limited to annual status report to District Disaster Management Group
Reports Review and sign off by Chairperson where necessary	LDC Chairperson LDMG	Disaster Management Officer Rockhampton Regional Council Ph: 1300225577 Email: enquiries@rrc.qld.gov.au	Reports presented to LDMG will be reviewed by LDMG and forwarded to Council for endorsement where necessary Reports signed off by Chairperson LDMG where necessary
Reports Approval	LDC	Disaster Management Officer Rockhampton Regional Council Ph: 1300225577 Email: enquiries@rrc.qld.gov.au	Reports presented to Council for endorsement where required
Exercise LDMP	LDC	Local Disaster Coordinator Rockhampton Regional Council Ph: 1300225577 Email: enquiries@rrc.qld.gov.au	Undertake appropriate exercise to test LDMP – annually

Table 2: Scheduled Review

Time of Review	Purpose of Review
Post Season By July 1st	Major Review Fully review all aspects of LDMP with focus on disaster management aspects and including the following: <ul style="list-style-type: none"> ▪ LDMP reflects and supports the State Group’s Strategic Policy, District Disaster Plan and all relevant policies of the local government in relation to disaster management; ▪ clearly state the roles and responsibilities of all entities involved in disaster management and operations in the area; ▪ coordination of disaster management and operations, specifically including the updating of membership and all contact details; ▪ a review of disaster events likely to affect the area; ▪ a review of the various parts of the Plan; ▪ a review of the expected request for support services that will be required by the LDMG from the District Disaster Management Group; ▪ a review of the community education and awareness programmes; ▪ provision capabilities of likely resources that will be needed in disaster management and operations likely in the area; ▪ a review of the communication link available at the LDMG level to communicate intra-group and to District and State Disaster Management Groups; and ▪ a review of disaster management priorities for the area as listed in the risk and mitigation registers.
Pre Season By November 1st	Minor Review Review aspects of the LDMP to ensure that all disaster operational aspects are ready for the upcoming season and including the following: <ul style="list-style-type: none"> ▪ the coordination of disaster management and operations; ▪ a review of community education and awareness programmes; ▪ provision capabilities of likely resources that will be needed in disaster management and operations likely in the area; and ▪ a review of the communication link available at the local group level to communicate intra-group and to District and State Disaster Management Groups.
Post Exercise	Functional Review Review all aspects of the LDMP used in the exercise and to ensure that these parts performed satisfactorily.
As directed by the LDMG	As directed – to review a part or whole of the LDMP as directed by the LDMG.

Table 3: Version Control

Register of LDMP versions is maintained by the Disaster Management Officer of Rockhampton Regional Council.

Annexure 3: Contact List of LDMG Members

Confidential list held by Rockhampton Regional Council Disaster Management Officer.

Annexure 4: Sub Plans

Sub Plan		Status	Responsibility
1	Evacuation	Reviewed 09/15	Evacuation Sub Committee
2	Communication	Reviewed 09/15	Communication Sub Committee
3	Cyclone, East Coast Low and Severe Storm Threat Specific	Reviewed 09/15	Cyclone and Storm Sub Committee
4	Fitzroy River Flood	Reviewed 09/15	Cyclone and Storm Sub Committee
5	Environmental and Public Health	Reviewed 09/15	RRC Environment and Public Health
6	Local Disaster Coordination Centre	Reviewed 09/15	RRC
7	Recovery	Reviewed 09/15	Recovery Sub Committee
8	Activation LDMG	Reviewed 09/15	RRC
9	Dam Failure	Reviewed 09/15	RRC
10	Financial Management	Reviewed 09/15	RRC - Finance
11	Impact Assessment	Reviewed 09/15	QFES & RRC
12	Public Works and Engineering	Reviewed 09/15	Department of Housing and Public Works
13	Rescue	Reviewed 09/15	QFES
14	Logistics	Reviewed 09/15	RRC – Logistics
15	Medical Services	Reviewed 09/15	Queensland Health
16	Evacuation Centre Management	Reviewed 09/15	Red Cross/RRC
17	Tsunami	Reviewed 09/15	Cyclone and Storm Sub Committee
18	Bushfire	Reviewed 09/15	QFES
19	Marine Oil Spill	Reviewed 09/15	Maritime Safety Queensland
20	Emergency Animal Disease	Reviewed 09/15	Department of Agriculture, Fisheries and Forestry
21	Influenza Pandemic	Reviewed 09/15	Queensland Health
22	Transport	Reviewed 09/15	Transport Sub Committee

Annexure 5: Roles and Responsibilities

Table 4: Agencies

Roles and Responsibilities are to be regarded as indicative only

Agency	Roles & Responsibilities
Rockhampton Regional Council Local Disaster Management Group	<ul style="list-style-type: none"> ▪ Functions as allocated to the group under section 30 of the DMA; ▪ Development of comprehensive local disaster management planning strategies; ▪ Design and maintenance of a public education/awareness program, which is delivered through member agency resources; ▪ Coordination of support to response agencies; ▪ Reconnaissance and impact assessment; ▪ Provision of public information prior to, during and following disaster events; ▪ Recommended areas/locations to be considered for authorised evacuation; ▪ Public advice re voluntary evacuation; ▪ Identification, resourcing, staffing, management and operation of evacuation centres; ▪ Provision of locally based community support services; ▪ Design, maintenance and operation of a local disaster coordination centre, including the training of sufficient personnel to operate the centre.
Rockhampton Regional Council	<ul style="list-style-type: none"> ▪ Maintenance of normal local government services to the community: <ul style="list-style-type: none"> ○ water; ○ sewerage; ○ refuse collection/disposal; ○ debris removal from roadways; ○ public health; ○ animal control; ○ environmental protection; ○ roads and road signage; ○ drainage; ○ road closures; ○ public health threats; ○ food; ○ water; ○ infectious disease; ○ sanitation; ○ vermin and vector control; ○ personal hygiene; ○ disposal of animal carcasses; ○ transport assistance for evacuation(via Chair Cyclone and Storm Sub Committee & Transport Sub Committee); ○ advice as to status of access/egress routes & extent of any flooding to same; and ○ provision of GIS data/intelligence. ▪ Establishment of Local Disaster Co-ordination Centre ▪ Local public warning and advice. ▪ Assistance in vaccination programmes. ▪ Assessment and safety of damage buildings. ▪ Co-ordination of volunteers to assist owners in clean-up of private dwellings. ▪ Provision of animal records. ▪ Provision of other man-power and equipment as necessary. ▪ Supply of water tenders. ▪ Closure of roads as required. ▪ Maintain an SES unit in accordance with the DMA. ▪ Provide information, advice & updates to LDMG as required

Agency	Roles & Responsibilities
Queensland Police Service	<ul style="list-style-type: none"> ▪ Evacuation coordination (including off shore islands). ▪ Preservation of peace and good order. ▪ Investigation of criminal activities. ▪ Prevention of crime. ▪ Crowd control/public safety. ▪ Traffic control. ▪ Maintenance of road blocks. ▪ Coordination of search and rescue. ▪ Security of evacuated areas/premises. ▪ Registration of evacuated persons. ▪ Issue of “Mandatory” Evacuation Orders. ▪ Traffic accidents. ▪ Marine search & rescue. ▪ Control of incident/impact site/s. ▪ Control of essential traffic routes. ▪ Assist QFES to co-ordinate rescue of trapped/stranded persons. ▪ Security of specific areas. ▪ Road-blocks and diversions. ▪ Control of disaster victim identification and emergency mortuary facilities where required. ▪ Tracing of persons. ▪ Augmenting emergency communication. ▪ Investigations of offences. ▪ Assistance with stock destruction. ▪ Control of crime threatened site. ▪ Criminal investigations. ▪ Mass Incident Response Unit. ▪ Special Emergency Response Team; ▪ Negotiators; ▪ Public safety Response Team; ▪ Explosive ordnance Response Team. ▪ Dog Squad. ▪ State Crime Operations Command. ▪ Security Intelligence Branch. ▪ Coordinate & control search operations. ▪ Stock control movement. ▪ Assistance, on request, with stock and infected material tracing. ▪ Provide information, advice & updates to RRC LDMG as required.
Queensland Fire & Emergency Service (Rural Operations)	<ul style="list-style-type: none"> ▪ Administration & direction of public safety and wildfire related events. ▪ Control of fire in designated fire zone. ▪ Safety of persons in relation to fire prevention, fighting and recovery. ▪ Provision of specialist manpower and equipment. ▪ Any other situation where QFES requires assistance. ▪ Lead fire mitigation strategies and activities. ▪ Provide information, advice & updates to LDMG as required.
Queensland Fire & Emergency Service (Urban)	<ul style="list-style-type: none"> ▪ Fire control and prevention. ▪ Road Accident – Rescue of trapped persons. ▪ Assist in pumping out of flooded buildings. ▪ Assist in clean-up of flood affected buildings. ▪ Management of hazardous material incidents (i.e. chemical spills). ▪ Provision of Hazardous Material Incident Management Information. ▪ Urban Search and Rescue (i.e. collapsed buildings). ▪ Swift water rescue. ▪ Safety of persons in relation to fire prevention, fighting and recovery. ▪ Advice and directions on public safety/evacuation from fire/hazardous materials danger zone. ▪ Advice on carcass burning conditions. ▪ Provision of spraying and protective equipment (decontamination). ▪ Provision of specialist manpower and equipment. ▪ Lead fire mitigation strategies and activities. ▪ Provide information, advice & updates to LDMG as required.

Agency	Roles & Responsibilities
Department of State Development, Infrastructure and Planning (formerly Department Employment, Economic Development & Innovation)	<ul style="list-style-type: none"> ▪ Co-ordination of resources in exotic animal disease outbreaks. ▪ Detection of source of infection. ▪ Slaughter and disposal of animals and infective agents. ▪ Evaluation and compensation. ▪ Control of movement of animals, animal products, vehicles. ▪ Disinfection/disinfestation. ▪ Public advice and information. ▪ Provide information, advice & updates to LDMG as required
Rockhampton Regional Council State Emergency Service Unit	<ul style="list-style-type: none"> ▪ Search operations for missing persons (police to coordinate). ▪ Provision of emergency lighting. ▪ Flood boat operations – search & rescue (police to coordinate). ▪ Tarping damaged roofs. ▪ Sandbagging. ▪ Chainsaw operations (cutting & removing fallen trees or trees at risk of falling). ▪ Provide management system for SES volunteers. ▪ Support to agencies/services as required. ▪ Assistance in community information services. ▪ Augment emergency communication. ▪ Assistance in traffic control. ▪ Provide information, advice & updates to LDMG as required.
Queensland Ambulance Service	<ul style="list-style-type: none"> ▪ Pre hospital assessment, treatment and transportation of injured persons. ▪ Assistance with evacuation (medical). ▪ Provision of advice regarding medical special needs sectors of the community. ▪ Initial treatment and transport of casualties. ▪ Initial triage of casualties. ▪ Provide information, advice & updates to LDMG as required.
Ergon Energy	<ul style="list-style-type: none"> ▪ Maintenance of electrical power supply. ▪ Advice in relation to electrical power. ▪ Restoration of power supply. ▪ Safety advice for consumers. ▪ Clearance of debris from power lines. ▪ Power isolation where necessary ▪ Provide information, advice & updates to LDMG as required.
Telstra	<ul style="list-style-type: none"> ▪ Restoration of Telstra services. ▪ Advice re Telstra infrastructure damage. ▪ Provision of emergency telecommunication equipment. ▪ Provide information, advice & updates to LDMG as required.
Queensland Department Transport and Main Roads	<ul style="list-style-type: none"> ▪ All issues relating to State Controlled Road network. ▪ Assistance in tracing of animal and livestock products being transported. ▪ Halting, off-loading and disinfecting of transportation vehicles as required. ▪ Advice on vehicle detour routes. ▪ Provision of heavy earthmoving equipment and manpower. ▪ Provide information, advice & updates to LDMG as required
St John Ambulance	<ul style="list-style-type: none"> ▪ First Aid. ▪ Assist QAS as required with treatment & transport of injured persons. ▪ Provide information, advice & updates to LDMG as required.
Queensland Health	<ul style="list-style-type: none"> ▪ Public health advice and warnings. ▪ Psychological and counselling services. ▪ Coordination of medical resources. ▪ Provide information, advice & updates to LDMG as required.
Red Cross	<ul style="list-style-type: none"> ▪ Management of Evacuation Centres. ▪ Registration of evacuees and displaced persons. ▪ Provide information, advice & updates to LDMG as required.
Department of Communities, Child Safety and Disability Services	<ul style="list-style-type: none"> ▪ Disaster relief assistance funding. ▪ Provide information, advice & updates to LDMG as required.
Department of National Parks, Recreation, Sport and Racing	<ul style="list-style-type: none"> ▪ All issues within Parks camping grounds/facilities. ▪ Provide information, advice & updates to LDMG as required.

Table 5: Functions

Disaster Management Function	Responsible Persons/Agency	Key Accountabilities
Plan Management	Local Disaster Management Group	<ul style="list-style-type: none"> ▪ Ensure that disaster management and disaster operations in the area are consistent with the State Groups Strategic Policy Framework for disaster management for the State and disaster operations in the area. ▪ Develop effective disaster management and regularly review and assess the LDMP. ▪ Assist RRC to prepare Local Disaster Management Plan. ▪ Identify, and provide advice to the DDMG about support services required to facilitate disaster management and disaster operations in the area. ▪ Ensure the community is aware of ways of mitigating the adverse effects of an event and preparing for, responding to and recovering from the disaster. ▪ Manage disaster operations in the area under policies and procedures decided by the State Group. ▪ Provide reports and make recommendations to the DDMG about matters relating to disaster operations. ▪ Identify, and coordinate the use of resources that may be used for disaster operations in the area. ▪ Establish and review communication systems in the group and with the DDDMG in an event of a disaster. ▪ Ensure information about a disaster in the area is promptly given to the DDMG. ▪ Conduct annual exercises to test/review Local Disaster Management Plan. ▪ Coordination of activities of member organisations in times of emergency.
Liaison with District Group	Chairperson – Local Disaster Management Group	<ul style="list-style-type: none"> ▪ Attend meetings of DDMG.
	Local Disaster Coordinator	<ul style="list-style-type: none"> ▪ Liaise with the Executive Officer District Disaster Management Group in relation to advice and support services available to the local group.
Support Functions		
Risk Assessment	Local Disaster Management Group	<ul style="list-style-type: none"> ▪ Identify, analyse and evaluate relevant risks of disasters/events to the community with a view to implementing mitigation measures aimed at decreasing or eliminating the impact of such events on society and the environment. ▪ Implement risk management programs where appropriate. ▪ Source funding/assistance.
Community Awareness	Local Disaster Management Group	<ul style="list-style-type: none"> ▪ Develop community awareness and education programs on an annual basis. ▪ Conduct community awareness/education programs. ▪ Provide and distribute information brochures to members of public. ▪ Publish and distribute Action Guide re natural disasters. ▪ Provide regular reports regarding community awareness and education program activities to the Executive Officer, DDMG.
Operational Planning	Local Disaster Management Group Members Local Disaster Management – Support Groups	<ul style="list-style-type: none"> ▪ Regularly review and revise LDMP and Sub Plans to ensure operational readiness. ▪ Prepare SOP's relevant to all areas of operations.

Disaster Management Function	Responsible Persons/Agency	Key Accountabilities
Coordination of Disaster Management Training	Local Disaster Coordinator/Disaster Management Officer	<ul style="list-style-type: none"> ▪ Conduct annual exercise to test/review LDMP and ensure staff is trained in disaster management. ▪ Conduct skill audit of disaster coordination centre volunteers. ▪ Identify training requirements of disaster coordination centre volunteers. ▪ Implement/resource training courses for disaster coordination centre volunteers. ▪ Identify training requirements of other disaster management staff. ▪ Implement/resource training courses for disaster management staff.

Table 6: Lead and Support Agencies Disaster Functions

Function	Lead Agency	Support Agency
<p>ANIMAL RESCUE The provision of rescue services to injured or abandoned animals due to the effects of a disaster.</p>	RSPCA	Rockhampton Regional Council. Department of National Parks, Recreation, Sport and Racing.
<p>COMMUNITY SUPPORT The provision of immediate and continuing care of disaster affected persons who may be threatened, distressed, disadvantaged, homeless or evacuated and the maintenance of health, well-being and prosperity of such persons with all available community resources until their rehabilitation is achieved.</p>	LDMG (Evacuation Sub Committee & Recovery Sub Committee)	District Community Recovery Committee Australian Red Cross St John Ambulance Salvation Army St Vincent de Paul Service Clubs Queensland Health (Social Workers) Culturally and Linguistically Diverse Community Organisations
<p>DISASTER COORDINATION To assist the LDMG to coordinate the actions, information and resources required to effectively respond to a disaster and to assist the group communicate with DDMG</p>	LDMG	DDMG
<p>EVACUATION To provide for the planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.</p>	Queensland Police Service	Rockhampton Regional Council State Emergency Service Queensland Ambulance Service Department of Transport and Main Roads Q Rail Other private transportation providers
<p>EVACUATION CENTRE /EMERGENCY SHELTER MANAGEMENT To manage facilities (evacuation centres / emergency shelters) that provide disaster affected people with their basic human needs. These include accommodation, food / water, community information, and personal support as the starting point to assisting people recovering from an event.</p>	LDMG (Evacuation Sub Committee)	Australian Red Cross Salvation Army Lifeline St Vincent de Paul RSPCA St John Ambulance
<p>IMPACT ASSESSMENT To assist the LDMG in planning, formatting, and conducting a complete initial impact assessment. This assessment gathers information on the magnitude of the event, and the extent of its impact on both the population and the community infrastructure.</p>	Rockhampton Regional Council	All member organisations of the LDMG

Function	Lead Agency	Support Agency
<p>MEDICAL SERVICES To provide coordination of the health and medical resources needed in responding to medical care needs following a disaster event.</p>	Queensland Health	Private Medical Practitioners Day surgery facilities Private In-Patient Care Providers (Hospitals, Hospices, Nursing Homes) Private Domiciliary Care Providers Queensland Ambulance Service St John Ambulance Service
<p>PUBLIC HEALTH To assist in the protection of the community, via temporary or preventative health measures to minimise the threats to public health .</p>	Queensland Health (Population Health Unit)	Rockhampton Regional Council
<p>PUBLIC INFORMATION & WARNINGS To provide for the effective collection, monitoring, management and dissemination of accurate, useful and timely information and warnings to the public during disaster events.</p>	LDMG (Communication Sub Committee)	DDMG Electronic Media Print media Bureau of Meteorology Emergency Services Community Organisations
<p>PUBLIC WORKS AND ENGINEERING To provide for the continuity of service of essential water, power, communication and sewerage services, building inspections, road, rail, bridge and marine facility damage assessment, maintenance or repair, and demolitions and debris clearing as required.</p>	Asset Owners: Rockhampton Regional Council DTMR (Road and Marine) Queensland Rail QBuild. Ergon Telstra	Powerlink NBN
<p>RESCUE Provide support to communities after a disaster event and to coordinate the use of resources in search and rescue in response to an actual or potential disaster condition.</p>	Queensland Police Service	Queensland Fire & Emergency Service State Emergency Service Queensland Ambulance Service Australian Volunteer Coast Guard
<p>RESUPPLY OPERATIONS To ensure that communities are re-supplied with food and other essentials during times of isolation.</p>	LDMG	Retailers Suppliers District Disaster Management Group QBuild

Function	Lead Agency	Support Agency
<p>TRANSPORT To coordinate the use of transportation resources to support the needs of local government, voluntary organisations and other disaster support groups requiring transportation capacity to perform their emergency response, recovery and assistance missions.</p>	<p>LDMG (relevant Sub Committee) Transport Sub Committee</p>	<p>RRC Air Carriers Marine carriers Private transport contractors Private companies with suitable heavy vehicles Voluntary agencies with transportation available Queensland Rail Queensland Transport.</p>

Table 7: Threat Specific Lead and Support

Threat	Lead Agency	Support Agency
Boating Accident	Queensland Police Service	Queensland Ambulance Service State Emergency Service Queensland Fire & Emergency Service Dept of Transport & Main Roads Rockhampton Regional Council Qld Health Australian Volunteer Coast Guard
Blue Green Algae Bloom	Rockhampton Regional Council	Qld Health
Contaminated Water Supply	Rockhampton Regional Council (Fitzroy River Water)	Qld Health Queensland Ambulance Service General Medical Practitioners Queensland Police Service State Emergency Service
Cyclone & Storm	Rockhampton Regional Council	State Emergency Service Queensland Police Service Ergon Energy Telstra Queensland Ambulance Service Queensland Fire & Emergency Service Dept of Transport & Main Roads Qld Health Australian Volunteer Coast Guard Department of National Parks, Recreation, Sport and Racing
Dam Failure	Rockhampton Regional Council	State Emergency Service Queensland Police Service Ergon Energy Telstra Queensland Ambulance Service Queensland Fire & Emergency Service Department of Transport & Main Roads Qld Health Department of Energy & Water Supply
Earthquake	Rockhampton Regional Council	State Emergency Service Queensland Police Service Ergon Energy Telstra Queensland Ambulance Service Queensland Fire & Emergency Service Department of Transport & Main Roads QBuild Qld Health
Exotic Animal/Plant Disease (including aquatic)	Department of Agriculture, Fisheries and Forestry (Biosecurity Queensland)	Queensland Police Service Rockhampton Regional Council State Emergency Service Queensland Fire & Emergency Service Department of Transport & Main Roads Ergon Energy Queensland Fire & Rescue Service Qld Health
Explosion	Queensland Police Service	Rockhampton Regional Council. Queensland Ambulance Service State Emergency Service Queensland Fire & Emergency Service
Fire ▪ Wildfire/Bushfire ▪ Urban Fire	- Queensland Fire & Emergency Service (Rural Operations) - Queensland Fire & Rescue Service (Urban Operations)	Queensland Police Service Queensland Ambulance Service State Emergency Service Ergon Energy Rockhampton Regional Council Qld Health

Threat	Lead Agency	Support Agency
Flood	Rockhampton Regional Council	State Emergency Service Queensland Police Service Ergon Energy Telstra Queensland Ambulance Service Queensland Fire & Emergency Service Department of Transport & Main Roads Qld Health
Hazardous Material Incident	Queensland Fire & Emergency Service	Queensland Police Service Rockhampton Regional Council State Emergency Service Queensland Ambulance Service Ergon Energy CHEM Unit RACE(Response Advice for Chemical Emergency) Qld Health Industry concerned
Heatwave	Qld Health	Rockhampton Regional Council Qld Ambulance Service
Influenza Pandemic	Queensland Health	Queensland Police Service Queensland Ambulance Service State Emergency Service Rockhampton Regional Council Qld Health Medical agencies
Landslip	Rockhampton Regional Council	State Emergency Service Queensland Police Service Ergon Energy Telstra Queensland Ambulance Service Queensland Fire & Emergency Service Department of Transport & Main Roads Qld Health
Loss Power	Ergon Energy	State Emergency Service Rockhampton Regional Council
Major Transport Accident (Road/Air/Rail)	Queensland Police Service	Queensland Ambulance Service State Emergency Service Queensland Fire & Emergency Service Ergon Energy Department of Transport & Main Roads Queensland Rail Rockhampton Regional Council Qld Health Civil Aviation Safety Authority (CASA) Department of Defence
Medical Epidemic	Queensland Health	Queensland Police Service Queensland Ambulance Service State Emergency Service Rockhampton Regional Council Qld Health Medical agencies
Military Training Incident	Department of Defence	Queensland Police Service Queensland Ambulance Service State Emergency Service Queensland Fire & Emergency Service Department of Transport & Main Roads Rockhampton Regional Council Qld Health

Threat	Lead Agency	Support Agency
Oil Spill from Ships	Department of Transport – Maritime Safety Qld	Gladstone Ports Corporation State Emergency Service Queensland Fire & Emergency Service Department of Transport & Main Roads Rockhampton Regional Council Qld Health Coast Guard Environmental Protection Agency
Port & Shipping Accident (Shore Side)	Central Queensland Ports Corporation (Port Alma only/other areas Maritime Safety Qld)	Queensland Ambulance Service State Emergency Service Queensland Fire & Emergency Service Department of Transport & Roads Rockhampton Regional Council Qld Health Coast Guard
Terrorism	Queensland Police Service	Rockhampton Regional Council. Queensland Ambulance Service State Emergency Service Queensland Fire & Emergency Ergon Energy Telstra
Tsunami	Rockhampton Regional Council	State Emergency Service Queensland Police Service Ergon Energy Telstra Queensland Ambulance Service Queensland Fire & Emergency Service Qld Health Australian Volunteer Coast Guard Department of National Parks, Recreation, Sport and Racing Surf Lifesaving
Urban Search & Rescue (including swift water rescue)	Queensland Fire & Emergency Service	Queensland Police Service Queensland Ambulance Service State Emergency Service Rockhampton Regional Council Qld Health
Infrastructure Failure/Loss of Utilities Water & Sewerage	Rockhampton Regional Council (Fitzroy River Water)	State Emergency Service Queensland Police Service Ergon Energy Telstra Queensland Ambulance Service Queensland Fire & Emergency Service Department of Transport & Main Roads Qld Health Australian Volunteer Coast Guard Department of National Parks, Recreation, Sport and Racing Department of Natural Resources and Mines (Water storage specific)
Aviation Disaster	Queensland Police Services	State Emergency Service Queensland Police Service QANTAS Virgin Australia Aviation Fire Services Queensland Ambulance Service Queensland Fire & Emergency Service Rockhampton Regional Council Aviation Rescue & Fire Qld Health

Annexure 6: Meeting Schedule

As outlined within the LDMP and associated sub plans the LDMG hold meetings at a minimum quarterly and Sub Committees half yearly. For a detailed register of the meeting schedule refer to the Disaster Management Officer of Rockhampton Regional Council.

Annexure 7: Risk Assessment

COMMUNITY CONTEXT

As a result of a State Government review in regards to Queensland local government, the Rockhampton Regional Council was formed in March 2008 incorporating the previous local government areas of Rockhampton City, Livingstone, Fitzroy and Mount Morgan Shires. In 2014 the Rockhampton Region Council de-amalgamated to form Rockhampton Regional Council and the former Livingstone Shire Council was recreated.

The Rockhampton Regional Council area is located in Central Queensland, on the Tropic of Capricorn and has three (3) major localities including Rockhampton, Gracemere and Mount Morgan. The Region lies on the Fitzroy River - one of the largest river systems in Queensland - and is approximately 600 kilometres north of the Queensland capital Brisbane.

The Rockhampton Regional Council area is bounded by the Isaac Regional Council area to the north, Livingstone Shire Council and the South Pacific Ocean to the east, the Gladstone Regional Council and Banana Shire areas to the south and the Central Highlands Regional Council area to the west.

The Rockhampton Regional Council area includes the townships, suburbs and localities of Allenstown, Alton Downs, Bajool, Baree, Berserker, Boulder Creek, Bushley, Dalma, Depot Hill, Fairy Bower, Fletcher Creek, Frenchville, Garnant, Glenroy, Gogango, Gracemere, Hamilton Creek, Horse Creek, Kabra, Kalapa, Kawana, Koongal, Lakes Creek, Leydens Hill, Limestone, Limestone Creek, Marmor, Midgee, Moongan, Morinish, Morinish South, Mount Archer, Mount Morgan, Nine Mile, Nine Mile Creek, Norman Gardens, Oakey Creek, Park Avenue, Parkhurst, Pink Lily, Port Alma, Port Curtis, Ridgeland, Rockhampton City, South Yaamba, Stanwell, Struck Oil, The Common, The Mine, The Range, Trotter Creek, Walmul, Walterhall, Wandal, West Rockhampton, Westwood, Wura, Wycarbah.

Rockhampton was named to describe the original settlement in the 1850s, where a series of rocks marked the furthest point upstream where ships could navigate the Fitzroy River, with "Hampton" being an English suffix, meaning "a place near water".

The Rockhampton Regional Council area is a growing residential area, with significant rural and rural residential areas, and some commercial and industrial land uses. The Council area encompasses a total land area of over 6,500 square kilometers, including national parks and state forests. The main urban centre is Rockhampton. There are numerous small towns and villages, both along the coast and in the rural hinterland. Rural land is used mainly for raising cattle, pineapple growing, fruit growing, forestry, and mining. Power generation and tourism are also important industries.

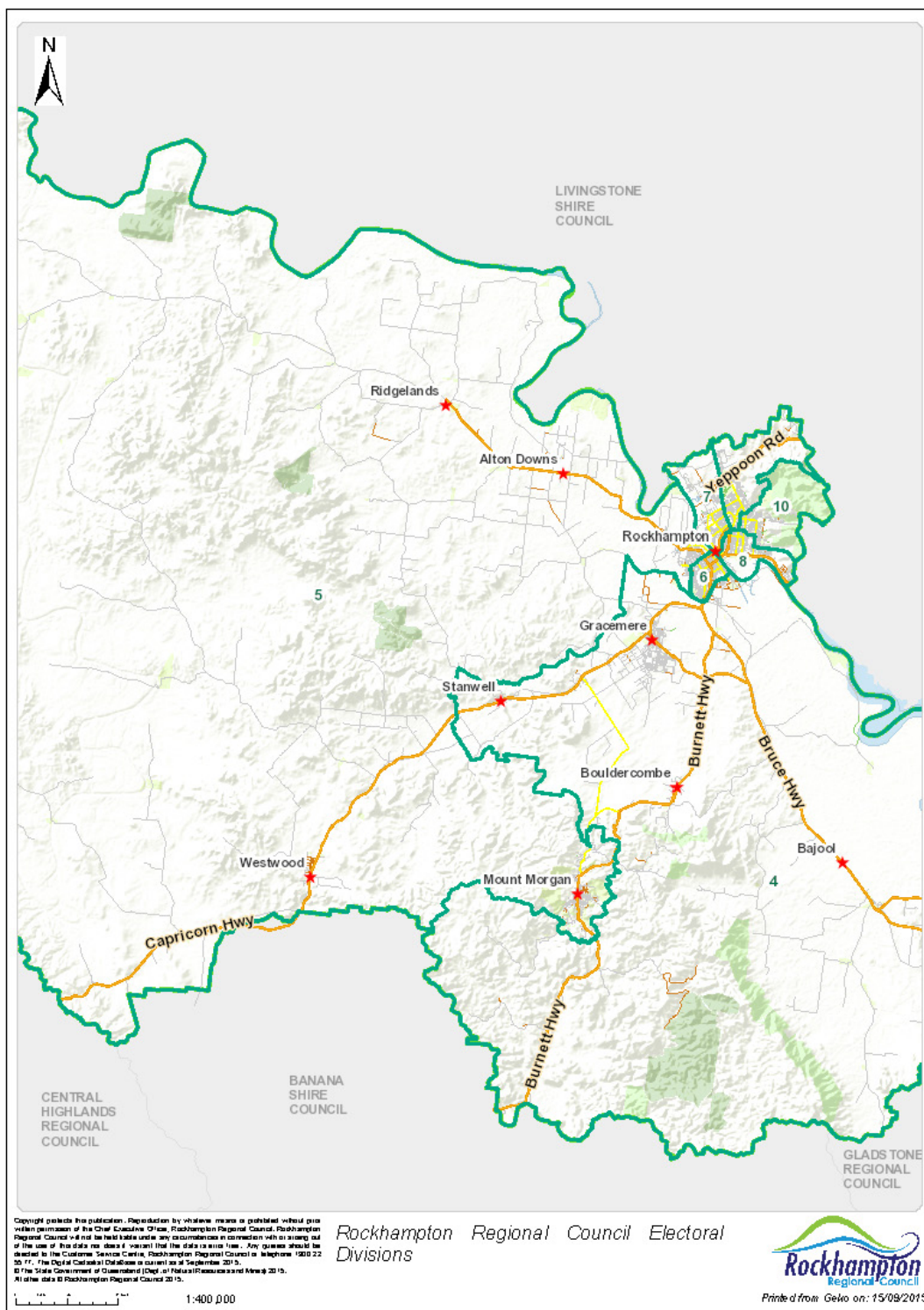
The original inhabitants of the Rockhampton area were the Darumbal Aboriginal people. European settlement dates from 1855, with land used mainly for sheep grazing. The township of Rockhampton was laid out in 1858, with growth spurred by gold mining and raising cattle.

Rockhampton developed as a service center to the surrounding grazing, mining and farming industries. Growth took place from the 1880s into the early 1900s, aided by improved access, port activities, and the mining of gold, silver and copper at Mount Morgan. Until the 1920s settlement within Rockhampton was mainly south of the Fitzroy River, then growth moved northwards. Significant development occurred from the 1960s. The population of the Council area increased from nearly 90,000 in 1991 to 102,000 in 2006.

Major features of the area include numerous National Parks (Goodedulla, Mount Archer), the Fitzroy River, Rockhampton Central Business District, Gracemere Saleyards, Stanwell Power Station, Rockhampton Airport, Dreamtime Cultural Centre, Rockhampton Heritage Village, Rockhampton Botanic Gardens, Central Queensland Institute of TAFE (Rockhampton Campuses), Central Queensland University (Rockhampton Campus) and several state forests.

The Council area is served by the Bruce Highway, the Burnett Highway, the Capricorn Highway, Kunwarara Road, Yaamba Road and the North Coast (Brisbane-Cairns) railway line.

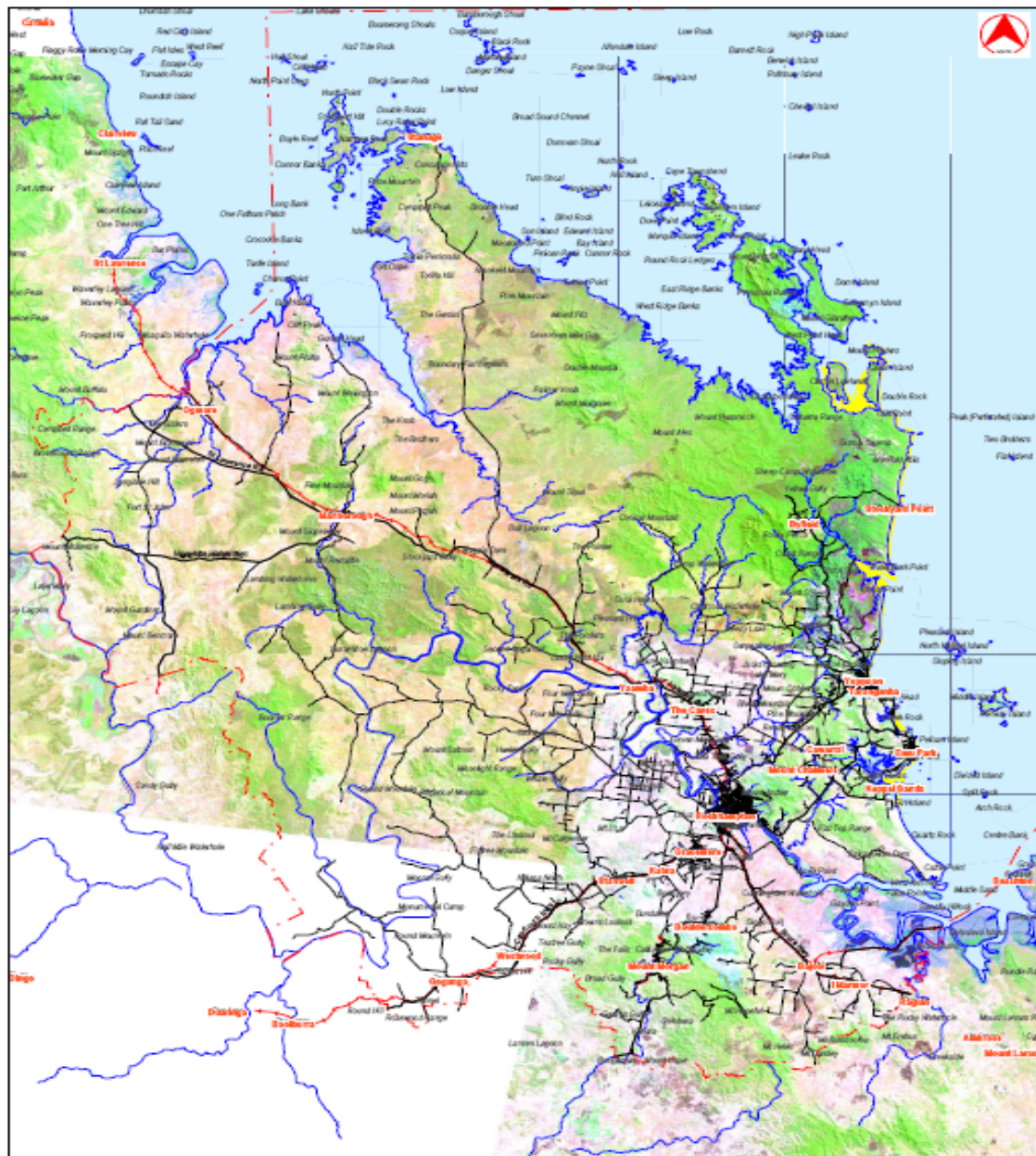
For local government electoral purposes the Region is divided into ten electoral divisions. The following map depicts the relevant electoral divisions of Rockhampton Regional Council.



GEOGRAPHY

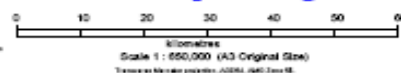
Situated in Central Queensland near the Tropic of Capricorn the Rockhampton Regional Council covers a total area of 6,582 km² (which represents 0.9 per cent of the State) ranging from Parkhurst to the North to Port Alma and Marmor to the South and from Port Alma to the East to Westwood and Gogango to the West. The region consists of varied topographical areas including significant rural, inland plains to natural and cultivated forests with the main urban centres being Rockhampton, Gracemere and Mount Morgan.

Topographical Map of Rockhampton Region



Rockhampton Region

This publication has been produced by the Rockhampton Regional Council and is based on relevant data provided by the permission of the Department of Natural Resources (Council's GIS). The data is provided as a general guide only and is not intended to be used for any purpose other than that for which it was provided. The Council makes no representation or warranty about the accuracy, reliability, completeness or quality of the data provided and does not accept any responsibility or liability for any errors or omissions. The Council is not responsible for any damage or loss, including consequential loss, arising from the use of this publication. The Council is not responsible for any damage or loss, including consequential loss, arising from the use of this publication.



The City of Rockhampton (23.22S 150.32E) – is the largest urban centre in the region and is approximately 40 km inland from the Pacific Ocean and approximately 630km north of Brisbane. The city is bounded by the Berserker Ranges and Mount Archer and is located adjacent to the Fitzroy River approximately forty (40) kilometres from its mouth. The city is a major service centre providing commercial, administrative, and cultural and community services to the Capricorn Region. The Bruce Highway traverses the city north to South as does the railway with the Capricorn Highway traversing west.

Gracemere (23.15S – 150.27E) Located just seven kilometres from Rockhampton City and 45 minutes travel to the beautiful Capricorn Coast, the township of Gracemere was named by the Archer Family, the Region's first settlers.

The community is proud to have the Gracemere Saleyards, the most modern Livestock Selling Complex in the country, on the edge of town. The area also boasts Stanwell Power Station, the country's most environmentally friendly Power Station, located at Stanwell Energy Park near the Fitzroy Industrial Corridor.

It is accessible via the Bruce Highway which extends to the north and south and the Capricorn Highway to the West.

Mt Morgan (23.39S – 150.23E) – is located approximately 38km South West of Rockhampton. It is a popular tourist destination as a small historic town with a history of gold and copper mining dating back over a century. A critical link in the transportation network is the Burnett Highway, as it provides access to Biola to the south and Gracemere and Bouldercombe to the north and other major dormitory townships of the region. Nestled in the heart of the Dee Valley it is characterised by scenic mountain ranges and rolling valleys.

Mount Morgan's biggest claim to fame is the Mount Morgan Mine. Mined for 99 years, Mount Morgan yielded a total of 225,000 kg of gold, 50,000 kg of silver and 360,000 tonnes of copper. Early wealth from Mount Morgan established the formation of British Petroleum (BP). A large part of the Mount Morgan mine site is listed in the State Heritage Register and in the Register of the National Trust. The Mount Morgan mine site is adjacent to the Dee River, which flows between the mine and the town into the Don and Dawson Rivers and then into the Fitzroy River.

CLIMATE & WEATHER

As the Rockhampton Regional Council is situated in close proximity to the Tropic of Capricorn, it experiences two seasons – wet and dry with the wet season spanning from December to February. The Region's climate may be classified as subtropical.

Average annual rainfall is approximately:

Rockhampton – 800mm

Gracemere – 857mm

Mt Morgan – 600mm

Typical daytime temperature ranges are:

Rockhampton:

Winter/dry season – max 23° C min 9° C

Summer/wet season – max 32° C min 22° C

Australia and the globe are experiencing rapid climate change. Since the middle of the 20th century, Australian temperatures have, on average, risen by about 1°C with an increase in the frequency of heat-waves and a decrease in the numbers of frosts and cold days. Rainfall patterns have also changed - the northwest has seen an increase in rainfall over the last 50 years while much of eastern Australia and the far southwest have experienced a decline.

Further information in regards to climate change is available from the Bureau of Meteorology <http://www.bom.gov.au/climate/change/>

POPULATION / DEMOGRAPHICS

The following statistics are based on the Community Profile developed for the Rockhampton Regional Council, which in turn is based on the 2011 Census of Population & Housing published by the Australian Bureau of Statistics.

Census data is available at a variety of different geographic levels, for Example State, Local, Government; and Census Collector District (a unit of around 200 households). Rarely do boundaries match actual “communities”, “suburbs” or “service catchments” needed for effective decision making.

This community profile combines data for the Rockhampton Regional Council along with customised suburbs/localities, aggregated from Census Collector Districts for the Census year 2011 and 2006.

(Note: The estimated resident population of Rockhampton Regional Council as at 30 June 2011 was 109336).

Area	2011	2006	Change
Rockhampton Regional Council	109336	101173	8163
Males	54750	50635	4115
Females	54586	50538	4048
Indigenous	5995	5282	713
Australian born	91185	89857	1328
Overseas born	12153	11316	837

Country of Birth

Country of birth data identifies where people were born and is indicative of the level of cultural diversity in an area:

Top 10 Overseas Country of Birth	Males	Females	Persons	% of Pop.
United Kingdom, Channel Islands and Isle of Man(d)	1,293	1,240	2,533	2.32
New Zealand	1,022	964	1,986	1.82
Philippines	176	396	572	0.52
South Africa	251	275	526	0.48
India	190	181	371	0.34
Vietnam	169	165	334	0.31
Germany	140	131	271	0.25
United States of America	111	113	224	0.20
Netherlands	112	88	200	0.18
China (excl. SARs and Taiwan)(b)	68	91	159	0.15
Born overseas but country not identified	939	805	1,744	1.60
Totals	4,471	4,449	8,920	8.16

Religion

Religion is an indicator of cultural identity and ethnicity:

Top 10 Religions	Number	% of Pop.
Catholic	28,021	25.6
Anglican	21,725	19.9
Uniting Church	8,675	7.9
Presbyterian and Reformed	4,899	4.5
Christian, nfd(a)	2,894	2.6
Baptist	2,508	2.3
Lutheran	1,166	1.1
Pentecostal	1,024	0.9
Buddhism	823	0.8
Salvation Army	753	0.7
No religion(b)	20,957	19.2
Religious affiliation not stated	11,888	10.9

Need for Assistance

This population is defined as people who need assistance in their day to day lives with any or one of the following activities – self-care, body movements or communication – because of a disability or long-term health condition, or old age. Persons under the age of 40 (including infants) are only included if their stated reason for need for assistance was something other than old or young age.

(Note: a person's reported need for assistance is based on a subjective assessment and should therefore be treated with caution).

Need for Assistance (persons by age)					
Males		Females		Total	% of Pop
0-4 years	45	0-4 years	28	73	0.07
5-14 years	331	5-14 years	184	515	0.47
15-19 years	112	15-19 years	77	189	0.17
20-24 years	79	20-24 years	43	122	0.11
25-34 years	137	25-34 years	116	253	0.23
35-44 years	165	35-44 years	184	349	0.32
45-54 years	255	45-54 years	260	515	0.47
55-64 years	408	55-64 years	342	750	0.69
65-74 years	403	65-74 years	353	756	0.69
75-84 years	353	75-84 years	567	920	0.84
85 years and over	211	85 years and over	475	686	0.63
Total	2,499	Total	2,629	5,128	4.69

Employment Status

The employment status of the population is an important indicator of the socio-economic status of an area. It represents the share of the population that is employed full-time, part time or unemployed, as well as changes over time in the labour force. Employment status is linked to a number of factors:

- The age structure of the population, which for example influences the number of persons in the workforce (i.e. population 15 yrs or more) or retired (i.e. population over 60yrs);
- The economic base and employment opportunities available in the area; and
- The education and skill base of the population.

Employment status (persons aged 15yrs and over)	2011	Percent (%)	2006	Change
Employed full time (works 35 hours or more)	32,674	62.2	28075	3454
Employed part time	13,778	26.2	14320	1061
Employed not stated	3,386	6.4	1156	-119
Total employed	49,838	94.9	43551	4396
Total unemployed	2,677	5.1	2473	-1445

Occupation

The occupation data identifies the occupations in which the residents of an area work (this may be within the residing area or elsewhere). The occupational structure of the workforce is an important indicator of the characteristics of the labour force. With other indicators, such as educational qualifications and income, occupation is a key component of evaluating the socio-economic and skill base of an area. The occupations held by a workforce are linked to a range of factors including:

- The economic base and employment opportunities available in the area;
- The educational qualification levels of the population; and
- The working and social aspirations of the population.

Occupation (employed persons)	Number	Percent (%)
Managers	4,859	9.7
Professionals	7,766	15.6
Technicians & Trades Workers	8,656	17.4
Community and Personal Service Workers	5,107	10.2
Clerical and Administrative Workers	6,908	13.9
Sales Workers	4,673	9.4
Machinery Operators and Drivers	4,924	9.9
Labourers	5,975	12.0
Not Stated	974	2.0

Types of Dwellings

The types of dwellings that are common to areas are important determinants in the role and function that the area plays in the housing market. A greater concentration of higher density dwellings is likely to attract more young adults and smaller households; while larger, detached or separate dwellings are more likely to have families and prospective families living in them, although this is not a mutually exclusive pattern.

Dwelling structure (private dwellings)	Number	Percent (%)
Separate house	33,824	77.2
Medium density	4,045	9.2
Caravans, cabin, houseboat	506	1.2
Other	138	0.3
Not stated	25	0.1

Number of Persons per Household

The size of households in general follows the life-cycle of families. Households are usually small at the stage of relationship formation (early marriage), and then increase in size with the advent of children. They later reduce in size again as these children reach adulthood and leave home. However, household size can also be influenced by a lack, (or abundance) of affordable housing. Further, overseas migrants and indigenous persons often have a tradition of living with extended family members and/or other families.

Household Size (number of persons usually resident)	Number	Percent (%)
1 person	9,371	24.3
2 persons	13,846	35.9
3 persons	5,929	15.4
4 persons	5,478	14.2
5 persons	2,522	6.5
6 or more persons	1,391	3.6

Internet

It is widely accepted that broadband internet access is an essential requirement to participate in the so-called "new economy" and households with only dial-up or no internet service are increasingly being left behind in the information age. Increasingly fast internet access is required for accessing essential information and undertaking domestic and non-domestic business as both government and the private sector are increasingly conducting their business, or aspects of it, on line.

Type of Internet Access (household connection)	Number	Percent (%)
Broadband connection	25,039	65.0
Dial up connection	1,282	3.3
Other connection	1,465	3.8
No internet connection	9,199	23.9
Internet connection not stated	1,552	4.0
Total Households	38,537	100.00

Vehicle Ownership

The ability of the population to source services and employment is strongly influenced by transport. The number of motor vehicles per household quantifies access to private transport. There are three major reasons for a different share of motor vehicles per household;

- The age structure of the population and household type, which influences the household and the number of adults present;
- Access to public transport, and
- Household income, which can influence the amount of money available to purchase motor vehicles.

Car ownership (vehicles per household)	Number	Percent (%)
No motor vehicles	2,854	7.4
One motor vehicle	13,307	34.5
Two motor vehicles	13,916	36.1
Three motor vehicles	4,766	12.4
Four or more motor vehicles	2,318	6.0
Number of motor vehicles not stated	1,375	3.6
Total	38,536	100.0

Volunteering

When analysed in conjunction with the communities' age structure, family/household structure and socio economic status measures of an area, the importance of voluntary work to the community and economy of that area can be better understood.

Volunteering (volunteering for an organisation or group)	Number	Percent (%)
Volunteer	15,645	18.1
Not a volunteer	61,505	71.1
Volunteer work not stated	9,344	10.8
Total	86,494	100.00

Industry

The industry data identifies the industries in which the residents of an area work (this may be within the residing area or elsewhere). The industry structure of the work force is indicative of the skill base and (to some extent) the socio-economic status and industry structure of an area.

The industries that are prominent in an area are strongly related to a range of factors including;

- The economic base and employment opportunities available in the general region
- The educational levels of the local population; and
- The working and social aspirations of the population.

Industry (employed persons)	Number	Percent (%)
Health care and social assistance	6,369	12.8
Retail trade	5,425	10.9
Education and training	4,464	9.0
Construction	4,370	8.8
Manufacturing	3,780	7.6
Accommodation and food services	3,596	7.2
Public administration and safety	3,292	6.6
Transport, postal and warehousing	3,077	6.2
Mining	2,658	5.3
Other services	2,099	4.2
Professional, scientific and technical services	1,868	3.7
Wholesale trade	1,728	3.5
Electricity, gas, water and waste services	1,296	2.6
Administrative and support services	1,183	2.4
Agriculture, forestry and fishing	1,137	2.3
Financial and insurance services	847	1.7
Rental, hiring and real estate services	735	1.5
Arts and recreation services	403	0.8
Information media and telecommunications	377	0.8
Inadequately described/Not stated	1,135	2.3
Total	49,839	100.0

COMMUNITY EVENTS

The following table identifies regular community events that occur within the Rockhampton Regional Council, where large crowds may gather:

Date	Event	Location
26 January	Australia Day	Heritage Village
May tri yearly	Beef Week	Rockhampton Showgrounds
June	Agricultural Show	Rockhampton Showgrounds
July	Emergency Services Day	Rockhampton Heritage Village
	River Festival	Riverside Park
August	Rockhampton Cultural Festival	Rockhampton Heritage Village
	Motormania CQ	Rockhampton
	Mount Morgan Show	Mount Morgan Showgrounds
	Rocky Swap	Rockhampton Showgrounds
September	Jazz on the Quay	Rockhampton
October	Rocky Barra Bounty	Fitzroy River
	Caulfield Cup	Callaghan Park
Every second month (Feb, April etc)	Rockhampton Twilight Markets and outdoor movie	Riverside Park
Sunday of every second month	Rockhampton Heritage Village Markets	Rockhampton Heritage Village
Every Sunday	Arcade Markets	Arcade carpark, Rockhampton

Rockhampton Venues and Events is a commercial unit of Rockhampton Regional Council which coordinates the entertainment program at the Pilbeam Theatre in addition to other community events such as Rockfest, Twilight Movies, Twilight Markets and Australia Day celebrations.

The Community events calendar can be viewed at Council's website;

http://www.rrc.qld.gov.au/common/Pages/Display/article_all_view_calendar.aspx?id=113 or visit www.pilbeamtheatre.com.au

CRITICAL INTRASTRUCTURE (Rockhampton Regional Council area) UNDER REVIEW

ITEM	OWNER	COMMENT
<p>HOSPITALS Rockhampton Base Hospital Canning Street Rockhampton Ph: 4920 6211</p> <p>Mater Misericordiae Hospitals Wart Street Rockhampton Ph: 4931 3313 Hillcrest Private Hospital 4 Talford St Rockhampton Ph: 4932 1321 Mt Morgan General Hospital Black Street Mt Morgan Ph: 4938 1311</p>	<p>Queensland Health</p> <p>Sisters of Mercy</p> <p>Mayne Health</p> <p>Queensland Health</p>	<p>Public hospital. Major medical facility in Central Queensland</p> <p>Private hospital</p> <p>Private hospital</p> <p>Public hospital</p>
<p>EMERGENCY SERVICES Ambulance Services Rockhampton South Station Fitzroy St Rockhampton Rockhampton North Station Yaamba Rd Rockhampton Mt Morgan Station</p> <p>Fire & Emergency Services Rockhampton South Station 113 Kent St Rockhampton</p> <p>Rockhampton North Station Yaamba Road Rockhampton</p> <p>Gracemere Station Cnr Bland & Fisher Street</p> <p>Mt Morgan Station 32 Morgan Street</p> <p>Rural Fire Brigades</p>		<p>9 vehicles and 36 staff 1 X vehicles & 12 staff</p> <p>30 personnel 1X pump 1X skylift 1 X emergency truck 1 X i-Zone 4000 litre tanker 4X4 grass fire truck 1 X hazmat vehicle 1 X station ute</p> <p>16 personnel 1X composite pump/fire truck</p> <p>Auxiliary personnel 1X composite pump/fire truck</p> <p>Auxiliary personnel 1X composite pump/fire truck</p> <p>The rural areas of the Rockhampton Region are serviced by numerous Rural Fire Brigades.</p>
<p>POLICE STATIONS Rockhampton North Station 163 Robinson Street Rockhampton South Station Bolsover Street Lakes Creek Rd Station 393 Lakes Creek Road Gracemere Station 1A Ranger Street Marmor Station Westacott Street Westwood Station Galton Street Mt Morgan Station 30 Hall Street</p>	<p>QPS</p>	

ITEM	OWNER	COMMENT
<p>GOVERNMENT AGENCIES BUILDINGS/FACILITIES</p> <p><i>Centrelink</i> 190-194 Musgrave Street Rockhampton</p> <p><i>Australian Broadcasting Corporation</i> ABC Capricornia 236 Quay St Rockhampton Ph: 4924 5111</p> <p><i>Bureau of Meteorology</i> Regional Office Rockhampton Airport – Ph: 4922 3597</p> <p><i>Family Court of Australia</i> 16 East Street Rockhampton – Ph 1300 352 000</p> <p><i>Medicare Australia</i> Shop 20A City Centre Plaza Bolsover Street – Ph: 132011</p> <p><i>Emergency Services Dept</i> Level 3 Suncorp Metway Building 34 East St Rockhampton – 4938 Justice & Attorney General Dept <i>Magistrates Court</i> East Street Rockhampton Ph: 4938 4558</p> <p>TAFE Qld Canning St Rockhampton Bolsover St Rockhampton</p> <p>Local Government Rockhampton City Hall Bolsover Street</p> <p>Works Services Depot Rockhampton Dooley St Rockhampton Administration/Customer Service Buildings: 232 Bolsover St, Rockhampton 32 Hall Street, Mt Morgan 1 Ranger Sreet, Gracemere Gracemere Community Centre Barry St Gracemere</p>	<p>Australian Govt</p> <p>Australian Govt</p> <p>Australian Govt</p> <p>Australian Govt</p> <p>Australian Govt</p> <p>Qld Govt</p> <p>Australian Govt</p> <p>Local Government</p>	

ITEM	OWNER	COMMENT
<p>MAJOR ROAD INFRASTRUCTURE Bruce Highway</p>	<p>Queensland Department Main Roads</p>	<p>Major highway to the region – The Bruce Highway, Queensland's most well known highway, carries the state's highest amount of traffic and links Brisbane with all the major regional centres along the Queensland coastline. The highway, constantly under change due to the strong growth along the coast is continually being shortened due to upgrades, bypasses and duplication.</p>
<p>Capricorn Highway</p>	<p>Queensland Department Main Roads</p>	<p>Major highway - The Capricorn Highway, one of Queensland's major east-west highways, recently changed its route number to the A4 from National Route 66 and essentially traces the Tropic of Capricorn. Starting on the southern outskirts of Rockhampton, the highway heads due west, bypassing Gracemere before heading deep into cattle and beef country. As the highway winds its way through (no escarpment) the Great Dividing Range, it passes through the small towns of Westwood and Duaringa before reaching the central highlands and coal mining regions of Blackwater and Emerald.</p>
<p>Burnett Highway</p>	<p>Queensland Department Main Roads</p>	<p>The Burnett Highway, one of Queensland's great inland highways, starts at the heart of the South Burnett region at Nanango, then heads due north through rich agricultural districts to Goomeri. From there, the highway heads north west, before winding down into the Callide Valley into the prosperous town of Biloela. Heading north from Biloela, the landscape again opens up to more cattle farming and crop growing before ascending into the eastern Great Dividing Range where you reach the old</p>

ITEM	OWNER	COMMENT
Yeppoon Road	Queensland Department Main Roads	<p>mining town of Mount Morgan. The highway then drops down the escarpment where it joins the Bruce Hwy and finally into Rockhampton.</p>
Rockhampton Emu Park Road	Queensland Department Main Roads	<p>Main arterial road from Rockhampton to the Coastal town of Yeppoon. Important transport corridor for the coastal communities of the region.</p>
Fitzroy River Bridge	Queensland Department Main Roads	<p>Main arterial road from Rockhampton to the Coastal town of Emu Park. Important transport corridor for the coastal communities of the region</p>
Neville Hewitt Bridge	Queensland Department Main Roads	<p>The Fitzroy River presented problems, with transport from the north to the south side of the City being via ferries and small punts until a bridge across the river was opened in 1881.</p> <p>The new Fitzroy River Bridge was opened in September 1952, when the original bridge was closed to traffic and finally demolished in 1956.</p>
		<p>Opened in 1980. Second of the two road bridges linking the North & South communities of the city of Rockhampton.</p>

ITEM	OWNER	COMMENT
<p>RAIL INFRASTRUCTURE Western Rail Corridor</p> <p>Southern Rail Corridor</p> <p>Alexandra Rail Bridge</p> <p>Northern Access (Townsville, Cairns)</p> <p>Regional Offices & Stations Rockhampton 320 Murray St –general enquiries 131617 (CEO's representative - Ph 4932 0412) Gracemere Pierce St – Supervisor Track Operations – Ph: 4932 2828</p>	<p>State Government Queensland Rail</p>	<p>Economically important electrified train line for the transportation of coal to Gladstone. Transports freight & livestock The Westlander also operates on this line.</p> <p>Economically important for the transportation of coal to Gladstone. Transports freight & livestock. Line is electrified from Rockhampton South Passenger trains also operate on this line</p> <p>Rail bridge over Fitzroy River on the north/south line.</p> <p>Sunlander - Freight including livestock Conduit for transportation of produce from Capricorn Coast.</p>
<p>AIRPORTS Rockhampton Airport</p>	<p>Rockhampton Regional Council</p>	<p>The Rockhampton Airport is owned and operated by the Rockhampton Regional Council. Early in 2000 the Airport runway was extended and associated pavements upgraded, resulting in the ability to accommodate unrestricted wide-bodied operations. The Airport is now used by both domestic and international airlines using a mix of wide-bodied aircraft including the B747 to B777 and A340 types. It is expected that facilities will be expanded to accommodate a new customs quarantine section for future international flights. With this comes the opportunity of increased tourism.</p>

ITEM	OWNER	COMMENT
<p>PORTS/HARBOURS Port Alma</p>	<p>Central Queensland Ports Authority</p>	<p>Port Alma is the Deep Sea Port of Rockhampton and is located at 23° 35'S latitude and 150° 52'E longitude on the Southern tip of the Fitzroy River Delta, close to the mouth of Raglan Creek. It is the ocean Port for the City of Rockhampton (approx 62km by road) and provides import and export facilities. Port Alma is a natural deep water harbour offering security and shelter. It can accommodate vessels of up to 180 metres in length. The port is served by road access via a main road which meets the Bruce Highway at Bajool approximately 26 km from Port Alma.</p>

Essential Services

ITEM	AUTHORITY	COMMENT
<p>POWER Electricity</p>	<p>Ergon Energy</p>	<p>Power is supplied to the Region via overhead transmission lines from the main Rockhampton feeder station, which is approximately 10km south of Rockhampton. 132kV feeder from this sub-station provides power to a network of substations in Rockhampton and the region.</p> <p>These substations then reticulate 11,000 and 66,000V around the Region, predominantly using overhead power lines and pole mounted transformers.</p> <p>Advice from Ergon Energy is that the substations have been designed for 100-year ARI immunity; however, there could be problems in accessing some of these facilities in the event of flood. Boat access would be used in this scenario if necessary and the substations are remotely controlled.</p> <p>The power supply within the Region has been extremely reliable over the years with only very short-term nuisance blackouts occurring. This does not discount the possibility of an extended blackout occurring, which would have some dire consequences for the population and industries within the Region.</p> <p>Ergon Energy has an Emergency Management Plan for responding to widespread loss of power.</p>
	<p>Stanwell Corporation</p>	<p>Coal fired electricity generator in CQ & Qld grid. Stanwell Power Station, is a fully automated 1400 megawatt (MW) coal-fired power station, Stanwell Power Station was progressively commissioned between 1992 and 1996 and is one of Australia's largest and most modern power producers. It's also one of the nation's most technologically advanced power producers with a life expectancy well into the 21st century.</p>
<p>WATER Rockhampton Water Supply</p>	<p>Rockhampton Regional Council</p>	<p>Water for Rockhampton City and areas immediately to the north and west of Rockhampton is sourced from the Fitzroy River Barrage, with the intake structure being some four kilometres upstream from the barrage.</p> <p>This water is then treated at the Glenmore Water Treatment Plant (GWTP) and treated water is supplied to approximately 75,000 residents in Rockhampton as well as a supplementary supply to the Capricorn Coast area. The GWTP currently has the capacity to treat 140ML/d and the current maximum demand on the system is 110 ML/d. The GWTP's capacity is not expected to be exceeded until after 2050.</p> <p>Treated water is fed into the town water reticulation network via a system incorporating 11 reservoirs. All reservoirs are sealed to prevent any contamination thus ensuring that the water quality is maintained. Re-chlorination at all reservoir sites is also performed to ensure that the residual chlorine levels in the reticulation system are maintained.</p>

ITEM	AUTHORITY	COMMENT
		<p>Water reticulation in the Gracemere area is via three reservoirs using water pumped from the GWTP.</p> <p>There are 22 pump stations within the water supply system. Two stations are used to transfer bulk water to various areas of the city and the remaining stations boost water pressure in specific reticulation areas. The operation and performance of these stations is monitored via the telemetry and SCADA systems.</p>
<p>Mount Morgan Water Treatment Plant</p>	<p>Rockhampton Regional Council</p>	<p>Mount Morgan Water supply for Mount Morgan is sourced from No. 7 Dam, Fletchers Creek and the Mandalay. This water is then treated at the Mount Morgan Water Treatment Plant (MMTP) and pumped via a reticulation system to approximately 1400 residences in Mount Morgan Shire. The WTP has been in operation for approximately fifteen (15) years and currently has the capacity to treat 2.59 ML/d with the current maximum demand on the system, approximately 2.04 ML/d.</p> <p>Treated water is fed into the town water reticulation network via a system incorporating 2 (two) concrete reservoirs. All reservoirs are sealed to prevent any external contamination thus ensuring that the water quality is maintained. Re-chlorination is also performed to ensure that disinfection levels in the reticulation system are maintained.</p> <p>There are numerous pump stations within the water supply system. One station is used to transfer bulk water to various areas of the Mount Morgan Shire and the remaining stations boost water pressure in specific reticulation areas. The operation and performance of these stations is monitored via the telemetry system.</p>
<p>SEWERAGE Nth Rockhampton Sewerage Treatment Plant & associated pump stations Goodsell Street</p>	<p>Rockhampton Regional Council</p>	<p>Rockhampton City Area Rockhampton is serviced by three Waste Water Treatment Plants as follows; North Rockhampton Waste Water Treatment Plan – This plant serves a population of 37300 persons plus a commercial and industrial component. The effluent is disinfected with Chlorine and discharged via gravity to the Fitzroy River downstream of the Barrage.</p>
<p>South Rockhampton Sewerage Treatment Plant & associated pump stations Gavial Ck (Quay St)</p>		<p>South Rockhampton Waste Water Treatment Plant – This plant serves a population of 12,000 plus a commercial and industrial component. The effluent from the plant is discharged to the Fitzroy River below the Barrage near the entrance of Gavial Creek.</p>
<p>West Rockhampton Sewerage Treatment Plant & associated pump stations Harman Street</p>		<p>West Rockhampton Waste Water Treatment Plant – This plant serves a population of 6,200 with a further small component attributable to industry and commerce in this catchment. The plant is designed for 11,000 equivalent persons. The effluent is passed through a chlorine contact tank and then flows via gravity to the Fitzroy River.</p> <p>There are 29 active sewage pump stations within the sewerage system that assist in the transport of sewage along the distribution system to the treatment plants. All stations have at least two pumps to ensure that there is sufficient redundancy available in the event of an increase in flow (i.e. during a storm event) or a mechanical breakdown.</p> <p>All sewage pump stations are monitored via telemetry to ensure early notification of imminent surcharges.</p>

ITEM	AUTHORITY	COMMENT
Gracemere Sewerage Treatment Plant Armstrong Street		The Gracemere area is serviced by one plant. The effluent from this plant discharges to Scrubby Creek.
Mount Morgan Waste Water Treatment Plant		<p>This plant serves a population of 389 properties including commercial and light industrial component.</p> <p>The raw sewage is transferred via a system of sewers, pumping stations and pressure rising mains. The Mount Morgan sewerage treatment plant is located behind the Newman Oval in Thompson Street Mount Morgan. The sewage is treated to A Class effluent standard and the effluent discharged is currently pumped to the adjacent Newman oval and high school and irrigated on both sports fields. All rural and non-reticulated facilities are serviced by onsite treatment and disposal system.</p> <p>The station has at least two pumps to ensure that there is sufficient redundancy available in the event of an increase in flow (i.e. during a storm event) or a mechanical breakdown.</p> <p>All sewage pump stations are monitored via telemetry to ensure early notification of breakdowns or imminent surcharges.</p>
<p>TELECOMMUNICATIONS</p> <p>Frenchville Telephone Exchange</p> <p>Rockhampton Telephone Exchange</p> <p>Gracemere Telephone Exchange</p>	<p>Transfield Telstra Alliance</p> <p>Transfield Telstra Alliance</p>	<p>The Rockhampton area is serviced by a modern telecommunications network with services supplied by Telstra, Optus and other providers. Whilst copper cables still exist in areas of the region, the majority of the trunk main network is fibre optic cable.</p> <p>Telstra recently completed a network modernisation program in Rockhampton that will provide a fully digitized network. Benefits include better restoration of service in the event of any equipment failure or cable cuts, more efficient network management and lower operating costs.</p> <p>There are also dedicated telecommunications networks in the area for police, emergency services, Council and private users.</p> <p>The Mt Archer tower at Rockhampton provides communications for Rockhampton, Yeppoon and surrounding areas with radio being predominantly used by single users as communities are now serviced by fibre optic cable.</p> <p>The major Telstra exchanges are not vulnerable to flood inundation, however in the event of power loss most exchanges have a back-up diesel system with fuel storage capacity ranging from two days to one week.</p> <p>Major telephone exchange supporting North Rockhampton & surrounds</p> <p>Major telephone exchange supporting Rockhampton & Surrounds</p>

HAZARDOUS SITES

Major Hazard Facilities (MHF) are defined under the Dangerous Goods Safety Management Act 2001 Section 31 as;

1. A major hazard facility is a facility that is classified by the chief executive officer under Part 4 Division 1 of the Act as a major hazard facility
2. A possible major hazard facility means either of the following facilities, other than a facility under a declaration under section 32(5) of the Act (declaration that a facility is not a MHF) –
 - a. A facility where a hazardous material is stored or handled if the quantity of the material is more than the quantity prescribed under a regulation;
 - b. A facility that the occupier of the facility intends to use for the storage or handling of a hazardous material if the quantity of the material that is likely to be stored or handled is more than the quantity prescribed under a regulation

The following are Major Hazard Facilities within the Rockhampton Regional Council area:

Name	Location	Main Materials causing classification	Date Classified
Bajool Government Explosives Reserve	Bruce Highway Bajool 4699	Ammonium Nitrate, Explosive Materials	2 May 2003
Australian Mining Explosives Pty Ltd	Located within Bajool Govt Explosives Reserve	Ammonium Nitrate	13 Jan 2006
Dyno Nobel Explosives Plant	Located within Bajool Govt Explosives Reserve	Ammonium Nitrate	2 May 2003
Sasol Roche Ammonium Nitrate Facility	Located within Bajool Govt Explosives Reserve	Ammonium Nitrate	2 May 2003
UEE Explosives Australia Pty Ltd	Located within Bajool Govt Explosives Reserve	Ammonium Nitrate	13 Jan 2006

A database of Large Dangerous Goods Locations is maintained by Workplace health and Safety Queensland in accordance with Work Health and Safety Regulation 2011.

The following tables detail the hazards, consequences and likelihoods for the Rockhampton Regional Council area. Further information can be found in the studies listed in Section 4.3.

Table 8: Natural Hazards

Hazard	Area/Location	Explanation of Risk
Wildfires and urban fires	Both urban and rural areas (Mt Archer, Frenchville, Parkhurst, Koongal Lakes and rural areas traversed by Rockhampton-Yeppoon Road)	Urban centres are susceptible to fires at any time Risk of wildfires across rural areas mainly between September and start of wet season. Presents risk to lives, homes, pastures and livestock, as well as the environment.
Cyclone	Whole of the Region.	Cyclones are an almost annual occurrence in the Region; however, they are usually of a low category. There is normally several day's notice in which to prepare for an event.
Earthquakes	The area has experience a number of seismic events.	Most events experienced have been relatively low in magnitude; however, a severe event is possible.
Landslip	Localised areas	Movement of hillside material usually associated with wet weather, localised impacts in known areas.
Flood	Flood inundation of low lying areas, cutting roads, and inundation of homes and business.	The Fitzroy River has a history of flooding with major events occurring in 1918, 1954, 1991 and 2011. The Fitzroy has a large catchment (approx. 143,000 km ²) and for floods originating in the hinterland there is up to 60 hours warning from the Bureau of Meteorology. There are also a number of small local creeks that can lead to short duration flooding or flash flooding.
Storm Surge	Coastal areas.	Port Alma area are susceptible to storm surge impacts.
Storm (Wind, Rain and Hail)	Whole of the Region.	Severe wind/rain/hail storm can affect the whole region and is usually confined to the summer and autumn months. Warning times are usually too short for significant precautionary action; however the impacts are usually localised.
Tsunami	Coastal and Riverine communities.	Risk along coastline from impact of tsunami.

Table 9: Non Natural Hazards

Hazard	Area/Location	Explanation of Risk
Major Road/Rail Accidents	Whole of the Region.	The region's traffic includes "heavy" vehicles with many tourist coaches travelling between Rockhampton and the coast as well as along the Bruce Highway. In addition many semi-trailers, cattle floats and timber jinkers use the highway. The North Coast rail line runs through the region with a potential risk of accident.
Hazardous Material Accident	Bruce Highway and main northern railway.	Many hazardous materials are transported via road and rail posing a possible incident threat.
Terrorism	Mass gatherings, hazardous storage sites, transport hubs and corridors, critical infrastructure.	Range of possible events that may lead to casualties.
Aircraft Accident	Rockhampton Airport, Emu Park airfield, Great Keppel Island airstrip, Shoalwater Bay airstrips and small private airstrips.	Possibility of a mishap is always present. Defence force exercises involving military fixed wing and rotary aircraft may increase risk.
Exotic Animal Disease	As cattle are the most common animals in the region they are the most susceptible to an outbreak of disease. Significant horse racing industry.	Exotic animal disease may result due to a breakdown of health and sanitation services in a major natural event such as a cyclone or earthquake or may result from a breakdown in the quarantine system. Birds and pests introduced from the north could also pose a threat.
Medical Epidemics and Infectious Diseases	Areas visited by overseas tourists and troops attending Shoalwater Bay Army Training Area: Whole of the Region.	There is a possibility that overseas tourists or troops could introduce an infectious disease. Increased southward range of vectors such as mosquitos, ticks and sand flies due to climate change may increase risk of outbreaks (eg dengue fever, malaria).
Influenza Pandemic	Whole of the Region.	Risk posed by mutation of virus (avian flu).
Military Training Activities	Rockhampton Airport and Travel Routes to Training Area.	Regular use of area for training exercises by Australian Defence Force and defence forces.
Boating Accidents	Boats on fishing trips and other recreational activities as well as large bulk carriers, Port Alma.	Poor weather conditions or inexperience of operators could contribute to an incident.
Blue Green Algae Bloom	Barrage.	Risk relating to climatic conditions.
Extended Power Blackout (>3 days)	All areas service by power supply.	Provision of food, water and sewerage services could be greatly impacted.
Explosion	Industrial locations or depots, major transport routes. Bajool	Possibility of casualties and/or damage to infrastructure.

Table 10: Risk Evaluation Criteria – consequence levels

Consequence Level	People	Environment	Economy	Public Administration	Social Setting	Infrastructure
Catastrophic	Widespread multiple loss of life (mortality >1 in ten thousand), health system unable to cope, displacement of people beyond ability to cope.	Widespread severe impairment or loss of ecosystem functions across species and landscapes, irrecoverable environmental damage.	Unrecoverable financial loss >3% of the government sector's revenues ¹ , asset destruction across industry sectors leading to widespread business failures and loss of employment.	Governing body unable to manage the event, disordered public administration without effective functioning, public unrest, media coverage beyond region or jurisdiction.	Community unable to support itself, widespread loss of objects of cultural significance, impacts beyond emotional and psychological capacity in all parts of the community.	Long term failure of significant infrastructure and service delivery affecting all parts of the community, ongoing external support at large scale required.
Major	Multiple loss of life (mortality >1 in one hundred thousand), health system overstressed, large numbers of displaced people (more than 24 hours).	Severe impairment or loss of ecosystem functions affecting many species or landscapes, progressive environmental damage.	Financial loss 1-3% of the government sector's revenues ¹ requiring major changes in business strategy to (partly) cover loss, significant disruptions across industry sectors leading to multiple business failures and loss of employment.	Governing body absorbed with managing the event, public administration struggles to provide merely critical services, loss of public confidence in governance, media coverage beyond region or jurisdiction.	Reduced quality of life within community, significant loss or damage to objects of cultural significance, impacts beyond emotional and psychological capacity in large parts of the community.	Mid-to long-term failure of significant infrastructure and service delivery affecting large parts of the community, initial external support required.
Moderate	Isolated cases of loss of life (mortality >than one in one million), health system operating at maximum capacity, isolated cases of displacement of people (less than 24 hours).	Isolated but significant cases of impairment or loss of ecosystem functions, intensive efforts for recovery required.	Financial loss 0.3-1% of the government sector's revenues ¹ requiring adjustments to business strategy to cover loss, disruptions to selected industry sectors leading to isolated cases of business failure and multiple loss of employment.	Governing body manages the event with considerable diversion from policy, public administration functions limited by focus on critical services, widespread public protests, media coverage within region or jurisdiction.	Ongoing reduced services within community permanent damage to objects of cultural significance, impacts beyond emotional and psychological capacity in some parts of the community.	Mid-term failure of (significant) infrastructure and service delivery affecting some parts of the community, widespread inconvenience.

Consequence Level	People	Environment	Economy	Public Administration	Social Setting	Infrastructure
Minor	Isolated cases of serious injuries, health system operating within normal parameters.	Isolated cases of environmental damage, one-off recovery effects required.	Financial loss 0.1-0.3% of the government sector's revenues ¹ , requiring activation of reserves to cover loss, disruptions at business level leading to isolated cases of loss of employment.	Governing body manages the event under emergency regime, public administration functions with some disturbances, isolated expressions of public concern, media coverage within region or jurisdiction.	Isolated and temporary cases of reduced services within community, repairable damage to objects of cultural significance, impacts within emotional and psychological capacity of the community.	Isolated cases of short-to mid-term failure of infrastructure and service delivery, localised inconveniences.
Insignificant	Near misses or minor injuries, no reliance on health system.	Near misses or incidents without environmental damage, no recovery efforts required.	Financial loss <0.1% of the government sector's revenues ¹ to be managed within standard financial provisions, inconsequential disruptions at business level.	Governing body manages the event within normal parameters, public administration functions without disturbances, public confidence in governance, no media attention.	Inconsequential short-term reduction of services, no damages to objects of cultural significance, no adverse emotional and psychological impacts.	Inconsequential short-term failure of infrastructure and service delivery, no disruption to the public services.

Table 11: Risk Rating Matrix

Likelihood Level	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Low	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium
Very Rare	Low	Low	Low	Low	Medium
Almost Incredible	Low	Low	Low	Low	Low

RISK TABLE

- E** = Extreme risk; immediate action required
- H** = High risk; senior management attention required
- M** = Medium risk; management responsibility must be specified
- L** = Low risk; manage by routine procedures

The following information has been separated into two groups, the hazards with the most current analysis and the remaining hazards from previous studies. These two groups have been labelled as “Natural Disasters” and “Non-natural Disasters”.

Table 12: Natural Hazards Risk Register

Hazard	Category	Likelihood	Consequence	Level of Risk
Bushfire- major event in urban fringe or rural areas	People	Likely	Moderate	High
	Buildings	Likely	Moderate	High
	Environment	Likely	Minor	Medium
	Business	Likely	Minor	Medium
	Lifelines	Likely	Minor	Medium
	Critical Facilities	Likely	Minor	Medium
Cyclone	People	Likely	Moderate	High
	Buildings	Likely	Moderate	High
	Environment	Likely	Moderate	High
	Business	Likely	Moderate	High
	Lifelines	Likely	Major	High
	Critical Facilities	Likely	Minor	Medium
Storm Surge	People	Possible	Minor	Low
	Buildings	Possible	Moderate	Medium
	Environment	Possible	Moderate	Medium
	Business	Possible	Minor	Low
	Lifelines	Possible	Minor	Low
	Critical Facilities	Possible	Minor	Low
Flooding-Local	People	Likely	Moderate	High
	Buildings	Likely	Moderate	High
	Environment	Likely	Minor	Medium
	Business	Possible	Minor	Low
	Lifelines	Likely	Moderate	High
	Critical Facilities	Likely	Moderate	High

Hazard	Category	Likelihood	Consequence	Level of Risk
Flooding-Fitzroy River	People	Likely	Moderate	High
	Buildings	Likely	Moderate	High
	Environment	Likely	Moderate	High
	Business	Likely	Moderate	High
	Lifelines	Likely	Moderate	High
	Critical Facilities	Likely	Moderate	High
Severe Storm	People	Possible	Minor	Low
	Buildings	Possible	Minor	Low
	Environment	Possible	Minor	Low
	Business	Possible	Minor	Low
	Lifelines	Possible	Minor	Low
	Critical Facilities	Possible	Minor	Low
Tornado	People	Possible	Minor	Low
	Buildings	Possible	Minor	Low
	Environment	Possible	Minor	Low
	Business	Possible	Minor	Low
	Lifelines	Possible	Minor	Low
	Critical Facilities	Possible	Minor	Low
Tsunami	People	Possible	Catastrophic	High
	Buildings	Possible	Catastrophic	High
	Environment	Possible	Major	High
	Business	Possible	Major	High
	Lifelines	Possible	Major	High
	Critical Facilities	Possible	Major	High
Earthquake	People	Possible	Moderate	Medium
	Buildings	Possible	Moderate	Medium
	Environment	Possible	Moderate	Medium
	Business	Possible	Moderate	Medium
	Lifelines	Possible	Moderate	Medium
	Critical Facilities	Possible	Moderate	Medium
Landslip	People	Likely	Minor	Medium
	Buildings	Likely	Minor	Medium
	Environment	Likely	Minor	Medium
	Business	Likely	Minor	Medium
	Lifelines	Likely	Minor	Medium
	Critical Facilities	Likely	Minor	Medium
Heatwave	People	Likely	Minor	Medium
	Buildings	Likely	Minor	Medium
	Environment	Likely	Minor	Medium
	Business	Likely	Minor	Medium
	Lifelines	Likely	Minor	Medium
	Critical Facilities	Likely	Minor	Medium
Climate Change	People	Possible	Moderate	Medium
	Buildings	Likely	Moderate	High
	Environment	Possible	Moderate	Medium
	Business	Possible	Moderate	Medium
	Lifelines	Possible	Moderate	Medium
	Critical Facilities	Possible	Minor	Low

Table 13: Non Natural Risk Register

Hazard	Category	Likelihood	Consequence	Level of Risk
Civil Riot / Disturbance	People	Unlikely	Moderate	Medium
	Buildings	Unlikely	Moderate	Medium
	Environment	Unlikely	Minor	Low
	Business	Unlikely	Minor	Low
	Lifelines	Unlikely	Minor	Low
	Critical Facilities	Unlikely	Minor	Low
Terrorist Attack	People	Unlikely	Major	Medium
	Buildings	Unlikely	Moderate	Medium
	Environment	Unlikely	Moderate	Medium
	Business	Unlikely	Moderate	Medium
	Lifelines	Unlikely	Major	Medium
	Critical Facilities	Unlikely	Major	Medium
Arson	People	Almost Certain	Moderate	High
	Buildings	Almost Certain	Moderate	High
	Environment	Almost Certain	Moderate	High
	Business	Possible	Minor	Low
	Lifelines	Possible	Minor	Low
	Critical Facilities	Possible	Minor	Low
Information Technology Failure	People	Almost Certain	Insignificant	Medium
	Buildings	Unlikely	Insignificant	Low
	Environment	Unlikely	Insignificant	Low
	Business	Almost Certain	Moderate	High
	Lifelines	Unlikely	Insignificant	Low
	Critical Facilities	Almost Certain	Moderate	High
Critical Infrastructure Failure	People	Unlikely	Moderate	Medium
	Buildings	Unlikely	Moderate	Medium
	Environment	Unlikely	Minor	Low
	Business	Unlikely	Minor	Low
	Lifelines	Unlikely	Moderate	Medium
	Critical Facilities	Unlikely	Major	Medium
Hazardous Material Incident	People	Likely	Moderate	High
	Buildings	Likely	Minor	Medium
	Environment	Likely	Moderate	High
	Business	Likely	Minor	Medium
	Lifelines	Likely	Minor	Medium
	Critical Facilities	Likely	Minor	Medium
Industrial Accident	People	Possible	Minor	Low
	Buildings	Possible	Minor	Low
	Environment	Possible	Minor	Low
	Business	Possible	Minor	Low
	Lifelines	Possible	Minor	Low
	Critical Facilities	Possible	Minor	Low
Aircraft Accident	People	Possible	Major	High
	Buildings	Possible	Moderate	Medium
	Environment	Possible	Moderate	Medium
	Business	Possible	Minor	Low
	Lifelines	Possible	Minor	Low
	Critical Facilities	Possible	Minor	Low

Hazard	Category	Likelihood	Consequence	Level of Risk
Critical Infrastructure Failure	People	Unlikely	Moderate	Medium
	Buildings	Unlikely	Moderate	Medium
	Environment	Unlikely	Minor	Low
	Business	Unlikely	Minor	Low
	Lifelines	Unlikely	Moderate	Medium
	Critical Facilities	Unlikely	Major	Medium
Hazardous Material Incident	People	Likely	Moderate	High
	Buildings	Likely	Minor	Medium
	Environment	Likely	Moderate	High
	Business	Likely	Minor	Medium
	Lifelines	Likely	Minor	Medium
	Critical Facilities	Likely	Minor	Medium
Industrial Accident	People	Possible	Minor	Low
	Buildings	Possible	Minor	Low
	Environment	Possible	Minor	Low
	Business	Possible	Minor	Low
	Lifelines	Possible	Minor	Low
	Critical Facilities	Possible	Minor	Low
Aircraft Accident	People	Possible	Major	High
	Buildings	Possible	Moderate	Medium
	Environment	Possible	Moderate	Medium
	Business	Possible	Minor	Low
	Lifelines	Possible	Minor	Low
	Critical Facilities	Possible	Minor	Low
Major Road / Rail / Bridge Accident	People	Possible	Moderate	Medium
	Buildings	Possible	Minor	Low
	Environment	Possible	Minor	Low
	Business	Possible	Moderate	Medium
	Lifelines	Possible	Major	High
	Critical Facilities	Possible	Minor	Low
Dam Failure	People	Unlikely	Moderate	Medium
	Buildings	Unlikely	Moderate	Medium
	Environment	Unlikely	Minor	Low
	Business	Unlikely	Minor	Low
	Lifelines	Unlikely	Minor	Low
	Critical Facilities	Unlikely	Minor	Low
Boating / Shipping Accident	People	Possible	Minor	Low
	Buildings	Possible	Insignificant	Low
	Environment	Possible	Major	High
	Business	Possible	Minor	Low
	Lifelines	Possible	Insignificant	Low
	Critical Facilities	Possible	Insignificant	Low
Military Training Accident	People	Possible	Moderate	Medium
	Buildings	Possible	Insignificant	Low
	Environment	Possible	Moderate	Medium
	Business	Possible	Minor	Low
	Lifelines	Possible	Insignificant	Low
	Critical Facilities	Possible	Insignificant	Low

Hazard	Category	Likelihood	Consequence	Level of Risk
Military Training Accident	People	Possible	Moderate	Medium
	Buildings	Possible	Insignificant	Low
	Environment	Possible	Moderate	Medium
	Business	Possible	Minor	Low
	Lifelines	Possible	Insignificant	Low
	Critical Facilities	Possible	Insignificant	Low
Marine Oil Spill	People	Possible	Insignificant	Low
	Buildings	Possible	Insignificant	Low
	Environment	Possible	Major	High
	Business	Possible	Minor	Low
	Lifelines	Possible	Insignificant	Low
	Critical Facilities	Possible	Insignificant	Low
Medical Epidemic / Infectious Disease	People	Possible	Moderate	Medium
	Buildings	Possible	Insignificant	Low
	Environment	Possible	Insignificant	Low
	Business	Possible	Moderate	Medium
	Lifelines	Possible	Insignificant	Low
	Critical Facilities	Possible	Moderate	Medium
Exotic Animal / Plant Disease	People	Likely	Moderate	High
	Buildings	Likely	Insignificant	Low
	Environment	Likely	Minor	Medium
	Business	Likely	Minor	Medium
	Lifelines	Likely	Insignificant	Low
	Critical Facilities	Likely	Insignificant	Low
Blue Green Algae Bloom	People	Likely	Moderate	High
	Buildings	Likely	Insignificant	Low
	Environment	Likely	Minor	Medium
	Business	Likely	Minor	Medium
	Lifelines	Likely	Insignificant	Low
	Critical Facilities	Likely	Insignificant	Low
Influenza Pandemic	People	Possible	Moderate	Medium
	Buildings	Possible	Insignificant	Low
	Environment	Possible	Insignificant	Low
	Business	Possible	Moderate	Medium
	Lifelines	Possible	Insignificant	Low
	Critical Facilities	Possible	Insignificant	Low

Table 14: Risk Management Record

HAZARD	RISK NO.	RISK	PREVENTION / PREPAREDNESS CONTROLS	RECOVERY / RESPONSE CONTROLS	IMPACT CATEGORY	CONSEQUENCE	LIKELIHOOD	RISK	CONFIDENCE LEVEL	TOLERABILITY	TREATMENT STRATEGIES	RESIDUAL CONSEQUENCE	RESIDUAL LIKELIHOOD	RESIDUAL RISK	FURTHER ACTION	FURTHER ACTION RESPONSIBLE AGENCY
RISK IDENTIFICATION			RISK ANALYSIS							RISK EVALUATION						
1. CYCLONE	1.1	Tropical cyclones are rare regionally occurring severe weather formations and can cause widespread damage. Cyclones will tend to impact on the coastal strip of Rockhampton Regional Council, and weaken towards the inland areas. High winds associated with tornadoes pose a risk of collapsing buildings, flying debris and projectiles - risk or injury or loss of life. The elderly, young children, carers and non-English speakers are at most risk to severe weather in all forms.	Development control (new development only) Local Disaster Management Plans including Operational sub-Plans Emergency Warning Systems (SEWS) and EAS Established LDCC Trained LDMS members Trained LDCC Staff	Local Disaster Management Plans including Operational sub-Plans Exercises Emergency Warning Systems (SEWS) and EAS Established LDCC Trained LDMS members Trained LDCC Staff	People	Moderate	Likely	High	High Confidence	Tolerable subject to ALARP	1. Plan to address dissemination of information to non-English speakers - identify leaders of cultural communities and engage their support (need to distinguish between prior to and during the event) 2. Prepare information pack for new arrivals to the area and distribute by Council 3. Media campaign before the cyclone season to 'prepare' the community as it has been some time since Rockhampton Regional has experienced a severe cyclone - authorities to work together on this. 4. Funding application for generator at Evacuation Centre 5. Public Education Business Continuity Plans Property Insurance 6. Encourage people to be aware of actions required before, during and after the event. 7. Provide information on what people can do to mitigate their risk exposure, eg rabbit removal, tree topping etc. 8. Funding application for generator at primary Evacuation Centre	Minor	Likely	Medium	1. Maintain register of CALD community key contacts. 2. Funding application has been submitted under Rd 3 NDRP to develop info pack for new arrivals. 3. Include media campaign strategies within Communications Plan. 4. Funding application has been submitted under Rd 3 NDRP 5. Evacuation - include evacuation strategies within Evacuation Plan, LDMS to assess and determine as part of response. 6 & 7. Include within ongoing Community Education/Awareness programmes. 8. Funding has been submitted under Rd 3 NDRP for generator	RRC
	1.2	Due to the age of the building stock in pockets of Rockhampton Regional Council a number of homes and shops are at risk of damage. The commercial, industrial and post 1980 homes will be less vulnerable due to design requirements of Australian Standards.	Public Education Business Continuity Plans Property Insurance	Local Disaster Management Plans including Recovery, Evacuation & Impact Assessment sub-plans	Buildings	Moderate	Likely	High	High Confidence	Tolerable subject to ALARP	9. Encourage residents in older buildings to assess the structural integrity of their dwellings in accordance with the latest codes. Evacuation of at risk areas as required 10. Encourage people to maintain their houses, especially roofs. 11. Consider encouraging property owners to strengthen vulnerable housing elements eg: - Roofing of asbestos roofs and walls with modern materials. - Tie downs for cyclonic winds. - Roofing engineering and building advice on alternative materials and methods of replacement. 12. Encourage regular property clean up 13. Identify and/or leaders in accordance with Old Evacuation Guidelines 14. Review evacuation facilities/options as required and take into account new guidelines 15. Caravans and cabins to be well-assessed for anchor points - encourage park owners to action this & carry out regular audits through the public information process	Moderate	Likely	High	9, 10, 11 and 12. Include within ongoing community education/awareness campaigns. 13. Carry out identification of vulnerable places and include within Evacuation Plans/strategies 14. Review Evacuation Sub Plan as per Old guidelines 15. Include within ongoing community education/awareness programme	RRC
	1.3	Fallen trees and damaged foliage will require extensive waste collection. Natural habitat may be temporarily/permanently damaged by severe weather.	Public education	Local Disaster Management Plans including Recovery, Evacuation & Impact Assessment sub-plans	Environment	Moderate	Likely	High	High Confidence	Tolerable subject to ALARP	16. Encourage people to maintain their property in relation to vegetation management to reduce demand for waste collection.	Moderate	Likely	High	16. Include within ongoing community awareness programmes	RRC
	1.4	Business may suffer a prolonged disruption in a severe cyclonic event. Agricultural industry may lose entire harvest, and be unable to prepare for the next season due to damage to lands. Ecotourism industry may suffer a temporary or prolonged disruption in productivity. Secondary damage, theft safety risks due to looting.	Public Education Business Continuity Plans	Local Disaster Management Plans including Recovery & Impact Assessment Sub-Plans NDRSA Established LDCC Trained LDMS members Trained LDCC Staff	Business	Moderate	Likely	High	High Confidence	Tolerable subject to ALARP	17. Encourage Business owners to assess the structural integrity of their buildings in accordance with the latest codes. Include in public information campaign 18. Encourage businesses to have contingency plans to mitigate the impact of these events. 19. Include in general information that property owners are responsible for assessing the need for tree clean-up/regular near power lines and communication lines 20. Confirm whether other bodies assess the impact of power lines on their operation and develop mitigation plans if they don't at each exit.	Moderate	Likely	High	17, 18 & 19. Include within ongoing community education/awareness program	RRC
	1.5	Overhead power lines will be damaged and associated flow on effects to other services. Risk of fuel supply from Gladstone and other areas being cut off. TDRS exchanges isolated or shut down. Roads will be cut off due to flooding and fallen trees. Under the Probable Maximum Surge event, low lying properties will inundated in Yepoon, Emsu Park, Kippah Sands, Kinea Beach, Casseway Lake Area and access roads will be cut. Water supply	Agency/organisation emergency action/response plans	Local Disaster Management Plans including Recovery & Impact Assessment Sub-Plans NDRSA Established LDCC Trained LDMS members Trained LDCC Staff	Lifelines	Major	Likely	High	High Confidence	Tolerable subject to ALARP	21. Facility owners business continuity plans. Have ODM assistance when necessary as per Old ODM arrangements.	Minor	Likely	Medium	20. Refer to LDMS for advice from relevant welfare agencies	RRC
	1.6	Critical facilities may be disrupted by the loss of lifelines. Water Treatment Works susceptible due to loss of power or structural damage. Emergency services and shelters may be overwhelmed in the event of widespread or prolonged severe weather. Number of facilities possibly isolated or isolated. Fuel and food supply from outside eg. Rockhampton. If event includes adjacent areas such as Gladstone. Police and security services may be overwhelmed.	Facility operators emergency plans and business continuity plans	Local Disaster Management Plans including Recovery & Impact Assessment Sub-Plans NDRSA Established LDCC Trained LDMS members Trained LDCC Staff	Critical Facilities	Minor	Likely	Medium	High Confidence	Tolerable subject to ALARP	21. Facility owners business continuity plans. Have ODM assistance when necessary as per Old ODM arrangements.	Minor	Likely	Medium	21. Request info from Ergon & TDRS to assist in engaging their infrastructure with Council GIS	RRC

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2. STORM SURGE	2.1	Storm surge impacts will be experienced along the lower lying coastal areas of the RRC from Port Abnra to Storage and all the offshore islands - no data for Storage Loss of life/injuries.	Natural Hazards DVD & website information	Local Disaster Management Plans including Recovery & Impact Assessment Sub Plans NDRRA Established LOCC Trained LDMC members Trained LOCC Staff	People	Minor	Possible	Low	Moderate Confidence	Broadly Acceptable	22. Storm tide maps developed Bangalee to Kippel Sands. 23. Evaluate at risk areas as required. 24. Public education/awareness	Moderate	Possible	Medium	22. Place Storm tide maps on Council website 23. 24. Include within community awareness programmes	RRC
	2.2	Buildings along coastal frontages specifically at risk of damage.	National Storm Tide Mapping - between Bangalee and Kippel Sands	Local Disaster Management Plans including Evacuation sub plan	Buildings	Moderate	Possible	Medium	Moderate Confidence	Tolerable subject to ALARP	25. Update mapping to cover entire coastline - including Storage. 26. Evacuate at risk areas as required. 27. Public awareness/education.	Moderate	Possible	Medium	26. Update Storm Tide mapping 26, 27. Include within community awareness programmes	RRC
	2.3	Damage to foreshore/coastal vegetation. Possible contamination if damage to sewerage systems.	QIC Coastal Plan (DERM)	DERM Coastal Management Plans Local Disaster Management Plans including Recovery & Public Health sub plan	Environment	Moderate	Possible	Medium	Moderate Confidence	Tolerable subject to ALARP	28. Existing foreshore protection measures to be maintained/reviewed.	Moderate	Possible	Medium	28. Refer to coastal management plans within LDMAP	RRC
	2.4	Business may suffer a prolonged disruption	Business Continuity Plans Public awareness/education	Local Disaster Management Plans including Recovery & Impact Assessment Sub Plans NDRRA Trained LDMC members	Business	Minor	Possible	Low	Moderate Confidence	Broadly Acceptable	29. Business owners develop Business Continuity Plans Public awareness and education	Minor	Possible	Low	29. Inclusion in ongoing public awareness campaigns	RRC
	2.5	Damage to coastal roads and infrastructure	Post Impact Assessment Plan & Public Works & Engineering Plan	Local Disaster Management Plans including Recovery Sub Plan NDRRA	Lifelines	Minor	Possible	Low	Moderate Confidence	Broadly Acceptable	30. GIS based assessment of infrastructure at risk.	Minor	Possible	Low	30. Use Council GIS to carry out assessment	RRC
	2.6	Damage or disruption to coastal facilities - Roselyn Bay Harbour Pump stations and electrical substations	Public education Post Impact Assessment Plan Pump Stations included within Council GIS	Local Disaster Management Plans including Recovery & Impact Assessment Sub Plans NDRRA	Critical Facilities	Minor	Possible	Low	Moderate Confidence	Broadly Acceptable	31. Harbour operators develop emergency action plans and business continuity plans 32. Engage to provide infrastructure data for inclusion within Council GIS.	Minor	Possible	Low	31. Encourage harbour operator to develop plans 32. Seek Engin cooperation through provision of relevant information	RRC
3. FLOODING - LOCAL Local flooding of creeks and waterways - includes flash flooding.	3.1	Flash flooding may occur without warning - people may be trapped in rapidly rising water and potentially lost moving - possible fatalities (eg Boalbecombe incident 2008). Other areas include: - Stone Creek/fields - levees have been lost before - Bayou, Nine Mile - Storage Bay Flood is regularly out - Areas around Mt Morgan (Dive Row) People affected may include tourists visiting for local events - lack of knowledge of local waterways and flooding Potential isolation of people due to rapidly rising waters	A number of flood studies already completed for Yeppoon area. Two completed in Rockhampton. Public education QIC Govt Re-supply Policy Public Education/Awareness Resourced & Trained SES	Local Disaster Management Plans including Recovery & Impact Assessment Sub Plans NDRRA Re-supply Established LOCC Trained LDMC members Trained LOCC Staff	People	Moderate	Likely	High	Moderate Confidence	Tolerable subject to ALARP	33. Flood studies of local creeks and flash flood prone areas. 34. Evacuation of at risk areas where possible/required 35. Public Education 36. Investigate flash flood warning systems 37. GIS Mapping of properties, businesses and infrastructure at risk 38. Consideration of plans to Mitigate impacts of flooding 39. Develop a register of people who can provide assistance to businesses before, during and after the event as part of LDMG Disaster Plan	Moderate	Possible	Medium	33. Application submitted R43 NDRP for local catchment creek flood study 34, 35. Include in ongoing public education 36. Investigate emergency warning systems 37. Use Council GIS to carry out mapping based on results of flood investigations 38. Consider as part of flood studies 39. Ensure LDMG and relevant Council staff are aware of re-supply policy	RRC
	3.2	Damage to properties from rapidly rising water in local creeks - Structural and internal damage to dwellings (eg. shifting and undermining of foundations, salt and water damage to internal fittings, carpets and walls)	Public education/awareness	Local Disaster Management Plans including evacuation, communication, rescue and recovery sub plans.	Buildings	Moderate	Likely	High	Low Confidence	Tolerable subject to ALARP	40. Consider localised public awareness campaign 41. Prepare list of properties at risk available using Council's GIS	Moderate	Likely	High	40. Include in public awareness campaigns 41. Use Council GIS to carry out mapping based on results of flood investigations	RRC
	3.3	Damage to vegetation along waterway corridors, potential silt and erosion of banks. Potential contamination from sewage overflows	State Government responsibility	Local Disaster Management Plans including Recovery & Public Health sub plan	Environment	Minor	Likely	Medium	Moderate Confidence	Tolerable subject to ALARP	42. Confirm if any state government plans exist.	Minor	Likely	Medium	42. Review situation	RRC
	3.4	Potential damage to businesses due to rapidly rising water with limited or no warning time.	Public Education Business continuity plans	Local Disaster Management Plans including Recovery & Impact Assessment Sub Plans NDRRA	Business	Minor	Possible	Low	Moderate Confidence	Broadly Acceptable	43. Encourage businesses to have contingency plans to mitigate the impact of these events.	Minor	Possible	Low	43. Inclusion in public education campaign	RRC
	3.5	Damage to roadways and closure of roadways preventing access by emergency services, local outcrops inundated (eg Racecourse Road, Mt Morgan) Damage to sewerage systems	Post Impact Assessment Plan & Public Works & Engineering Plan	Local Disaster Management Plans including Recovery & Impact Assessment Sub Plans NDRRA	Lifelines	Moderate	Likely	High	Moderate Confidence	Tolerable subject to ALARP	44. GIS based assessment of infrastructure at risk 45. Evacuation at risk areas where possible	Moderate	Possible	Medium	44. Carry out GIS based assessment. 45. Include in public education campaign	RRC
	3.6	Ambulance Station in Rockhampton (Fitzroy St) affected by flash flooding in 2008.			Critical Facilities	Moderate	Likely	High	Moderate Confidence	Tolerable subject to ALARP	46. Queensland Ambulance Service business continuity planning	Moderate	Likely	High	46. QAS to ensure business continuity plans in place	RRC

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3. FLOODING - FITZROY RIVER	3.7	Inundation of homes and buildings, possible loss of life from drowning. People unable to evacuate themselves to safe areas and high ground, cut off by loss of under and access by residents. At particular risk are the elderly, people with limited mobility, the very young, mentally disabled people, people who do not speak English and cannot understand warnings.	Mapping of flood affected areas - depth, hazard and inundation extents displayed for the public Marking of power poles prior to an event Plug sewer lines List of critical infrastructure and level at which it is inundated Sand bags issued to the public	Evacuation sub-plan Local Disaster Management Plans including Operational sub-Plans Exercises Emergency Warning Systems (SEWS and EAS) Established LDCC Trained LDMG members Trained LDCC Staff Communication sub-plan NDRRA	People	Moderate	Likely	High	High Confidence	Tolerable subject to ALARP	47. Public awareness campaign - new information to be disseminated (eg flood zones) 48. Dissemination of information needs to be event specific - further planning needs to be done to determine the best way to disseminate this information 49. Develop GIS of floor levels of all buildings in flood prone areas to ensure the community understands their risk exposure.	Minor	Likely	Medium	47. Develop public awareness initiatives/strategies 48. Develop communication strategies for inclusion within Communication sub-plan 49. Funding application submitted Re 3 NDRP for GIS building and attribute capture	RRC
	3.8	Water may enter some buildings and dwellings above floor level or lower car park/basement areas. Force of floodwater may scour foundations of buildings, bridges and roads within flood zones. Areas particularly at risk - Depot Hill, Port Curtis, Alban Downs, South Yambo, Riverlea, Benewick, Lakes Creek, Park Avenue, Parkhurst, Edna Creek, Yambo, Cracemere, Fairy Bower, Nine Mile, Midgee, Ridgeleeds, Nerimber	Public education Emergency Warning Systems (SEWS and EAS) Established LDCC Trained LDMG members Trained LDCC Staff	Local Disaster Management Plans including Operational sub-Plans Exercises Emergency Warning Systems (SEWS and EAS) Established LDCC Trained LDMG members Trained LDCC Staff	Buildings	Moderate	Likely	High	High Confidence	Tolerable subject to ALARP	50. Encourage residents in flood prone areas to relocate hot water systems and electrical boards and gas bottles above flood levels - already covered in the code - needs education 51. Consider imposing restrictions on re-development in flood prone areas - existing	Minor	Likely	Medium	50. Application submitted under NDRP to undertake consultation with residents to determine appropriate strategies i.e. flood stickers in electricity boxes 51. investigate options	RRC
	3.9	Some environmental damage may be experienced. Potential damage to infrastructure - Council riverside car parks, BBQ/recreational facilities, gardens, & community facilities i.e. sports grounds, racecourse etc. Sewage pollution due to flooding of Sewage Treatment Works, pump station failure, flooding of sewer lines. Contamination from flooded manufacturing or industrial premises. Deposition of contaminated silt and mud. Wildlife: Severe riverbank erosion	Local Disaster Management Plans including Recovery & Impact Assessment Sub-Plans Established LDCC Trained LDMG members Trained LDCC Staff	Local Disaster Management Plans including Recovery & Impact Assessment Sub-Plans NDRRA Established LDCC Trained LDMG members Trained LDCC Staff	Environment	Moderate	Likely	High	High Confidence	Tolerable subject to ALARP	52. Conditional development of industries with chemical hazards in flood prone areas already in place 53. Land fill areas adjacent to flood prone areas to be monitored for leachate - in place 54. River bank erosion issues - long term plan to be addressed 55. In a prolonged flood - plan to deal with mosquito, Sundry and Blaise Fly health issue - include Health Sub-Plan as part of the Disaster Plan - in place	Moderate	Possible	Medium	52. No action required 53. No action required 54. Assortain if state government plans exist 55. No action required	RRC
	3.10	There is a risk of water damage to business operations in low lying areas of Rockhampton Regional Council. The agricultural industry may be significantly impacted by flooding. Significant risk of damage to ecosystem due to flooding.	Local Disaster Management Plans including Recovery & Impact Assessment Sub-Plans Established LDCC Trained LDMG members Trained LDCC Staff	Local Disaster Management Plans including Recovery & Impact Assessment Sub-Plans NDRRA Established LDCC Trained LDMG members Trained LDCC Staff	Business	Moderate	Likely	High	High Confidence	Tolerable subject to ALARP	56. Develop a register of people who can provide assistance to businesses before, during and after the event as part of LDMG Disaster Plan - in place through disaster management system	Moderate	Possible	Medium	56. Develop Register	RRC
	3.11	Roads will be cut especially the Bruce and Capricorn Highways to the north, south and west of Rockhampton. Rail will be cut south of Rockhampton at Yeppen. Rockhampton Airport maybe closed due to inundation of runway. Sewerage Treatment Works may be inundated. Loss of some Telstra exchanges. Electrical sub-stations in low lying areas flooded.	Local Disaster Management Plans including Recovery & Impact Assessment Sub-Plans Established LDCC Trained LDMG members Ergon & Telstra Emergency Plans	Local Disaster Management Plans including Recovery & Impact Assessment Sub-Plans Established LDCC Trained LDMG members Trained LDCC Staff Ergon & Telstra Emergency Plans	Lifelines	Moderate	Likely	High	High Confidence	Tolerable subject to ALARP	57. Investigate with Queensland Transport a proposal to increase the flood immunity of road and rail infrastructure leading to Rockhampton - being done 58. Investigate options to improve flood immunity of the railway and access to the airport	Moderate	Possible	Medium	57. No action required 58. Examine airport/railway flood mitigation options.	RRC
	3.12	Critical facilities are at risk due to their location in flood prone areas. Isolation of communities due to flooded roads may lead to opportunistic crime and looting. Shelters may be overcrowded and unable to deal with the numbers of affected people. Requirement for hospital to get medical supplies via alternate methods. Stanwell Power Station - loss of coal supply. Food shortages	Identification/mapping of critical facilities LDMG Plans including evacuation sub-plan identification of safer places as per evacuation guidelines Resupply guidelines	Local Disaster Management Plans including Recovery & Impact Assessment Sub-Plans Established LDCC Trained LDMG members Trained LDCC Staff	Critical Facilities	Moderate	Likely	High	High Confidence	Tolerable subject to ALARP	59. Public administration - Review linkages/protocols for communications through State Disaster Management Act	Moderate	Possible	Medium	59. Undertake review	RRC

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4. SEVERE STORM	4.1	People anywhere in the Council area are exposed to the risk of a severe storm which on average will occur up to 2 times each year. Lightning strikes and hail associated with severe thunderstorms pose a risk to anyone who is out of doors (including farm workers and construction workers). People within inadequate shelters (cabin, tent, mobile home, boat) are at risk to all forms of severe weather due to potential collapse of the shelter. Potential risk of electrocution from downed power lines.	Development control (new development only) Local SES Groups Building codes Public Awareness	Local Disaster Management Plans including Recovery & Impact Assessment Sub Plans NDRRA Established LDCC Trained LDGM members Trained LDCC Staff	People	Minor	Possible	Low	Moderate Confidence	Broadly Acceptable	60. Public awareness campaign - produce Natural Hazards Guide - Preparing for Natural Disasters - note there is usually adequate warning of the storm event. 61. Encourage people to be aware of actions required before, during and after the event. 62. Provide information on what people to do to mitigate their risk exposure eg rubbish removal, tree topping etc. 63. In public awareness campaign include details of tree types (ie identify hazardous tree types) and the risk of damage due to them being in close proximity to houses and caravan parks. Suggest a fee for service basis to have an assessment carried out by a suitably qualified person.	Minor	Possible	Low	60, 61, 62 and 63. Include in community awareness programs	RRC
	4.2	Due to the age of the building stock in pockets of Rockhampton Regional Council a number of homes and flats are at risk particularly from wind damage. The commercial, industrial and post 1960 homes will be less vulnerable due to design requirements of Australian Standards.	Public Education Business Continuity Plans Property Insurance	Local Disaster Management Plans including Recovery & Impact Assessment Sub Plans NDRRA Established LDCC Trained LDGM members Trained LDCC Staff	Buildings	Minor	Possible	Low	Moderate Confidence	Broadly Acceptable	Essentially the same treatments as identified for cyclones.	Minor	Possible	Low		
	4.3	Localised damage to vegetation expected			Environment	Minor	Possible	Low	Moderate Confidence	Broadly Acceptable		Minor	Possible	Low		
	4.4	Potential damage to business properties			Business	Minor	Possible	Low	Moderate Confidence	Broadly Acceptable	Same treatment as for cyclones.	Minor	Possible	Low		
	4.5	Damage to power lines very likely			Lifelines	Minor	Possible	Low	Moderate Confidence	Broadly Acceptable	Same treatment as for cyclones.	Minor	Possible	Low		
	4.6	Loss of power to critical facilities			Critical Facilities	Minor	Possible	Low	Moderate Confidence	Broadly Acceptable	Same treatment as for cyclones.	Minor	Possible	Low		
5. TORNAADO	5.0	Tornado occurring anywhere within the Council area (eg minor Tornado in Rockhampton in 1994)	Development control (new development only) Insurance	Local Disaster Management Plans including Recovery & Impact Assessment Sub Plans NDRRA Established LDCC Trained LDGM members Trained LDCC Staff	Buildings	Minor	Possible	Low	Moderate Confidence	Broadly Acceptable	64. Public Education 65. Evacuation of at risk areas	Minor	Possible	Low	64 and 65. Include in community awareness programs	RRC
	5.1	Localised impact on affected residents, potential injuries from airborne material	Building codes		People	Minor	Possible	Low	Moderate Confidence	Broadly Acceptable		Minor	Possible	Low		
	5.2	Due to the age of the building stock in pockets of Rockhampton Regional Council a number of homes and flats are at risk. The commercial, industrial and post 1960 homes will be less vulnerable due to design requirements of Australian Standards.	Public Education Business Continuity Plans Property Insurance		Buildings	Minor	Possible	Low	Moderate Confidence	Broadly Acceptable		Minor	Possible	Low		
	5.3	Localised damage to vegetation expected			Environment	Minor	Possible	Low	Moderate Confidence	Broadly Acceptable		Minor	Possible	Low		
	5.4	Potential damage to business properties			Business	Minor	Possible	Low	Moderate Confidence	Broadly Acceptable		Minor	Possible	Low		
	5.5	Damage to power lines very likely	Ergon Emergency Action plans		Lifelines	Minor	Possible	Low	Moderate Confidence	Broadly Acceptable		Minor	Possible	Low		
	5.6	Loss of power to critical facilities			Critical Facilities	Minor	Possible	Low	Moderate Confidence	Broadly Acceptable		Minor	Possible	Low		
6. TSUNAMI	6.1	Tsunami affecting coastal areas. Multiple loss of life. Anyone within the coastal communities and on nearby islands including Great Keppel, North Keppel and Pumpkin Islands as well as smaller islands is at risk in the event of a tsunami. People at most risk: the elderly, the very young, people with limited mobility, the mentally disabled, non-English speakers.	Local Disaster Management Plans including Operational sub Plans (Tsunami) Exercises Emergency Warning Systems (SEWS and EAS) Established LDCC Trained LDGM members Trained LDCC Staff Public education Tsunami Maps	Local Disaster Management Plans including Operational sub Plans Exercises Emergency Warning Systems (SEWS and EAS) Established LDCC Trained LDGM members Trained LDCC Staff	People	Catastrophic	Possible	High	Moderate Confidence	Tolerable subject to ALARP	66. Public Education 67. Evacuation of at risk areas	Catastrophic	Possible	High	66 and 67. Include in community awareness programs	RRC
	6.2	Vulnerable buildings from Port Alma to Starage will sustain damage from tsunami impact. Damage to infrastructure is likely within the coastal zone.	Maps of Evacuation areas	A/A	Buildings	Catastrophic	Possible	High	Moderate Confidence	Tolerable subject to ALARP		Catastrophic	Possible	High		
	6.3	Environmental damage will be caused by a tsunami.	GM Coastal Plan (DERM)	A/A	Environment	Major	Possible	High	Moderate Confidence	Tolerable subject to ALARP		Major	Possible	High		
	6.4	Impact on agricultural industry within tsunami inundation area would be significant. Impact on processing, manufacturing and retailing industry for premises located in path of tsunami.		As per Cyclone	Business	Major	Possible	High	Moderate Confidence	Tolerable subject to ALARP		Major	Possible	High		
	6.5	Loss of electrical power due to inadequate overhead infrastructure (selectivity poles) and ground mounted installations. Damage to Telstra installations. Damage to and inundation of water supply infrastructure. Damage to and inundation of sewage systems. Damage to roads, rail and access routes (Bridges, walkways etc.)	Same as Cyclone	As per Cyclone	Lifelines	Major	Possible	High	Moderate Confidence	Tolerable subject to ALARP		Major	Possible	High		
	6.6	Safe water supply compromised due to loss in power. Medical services compromised due to loss in power.			Critical Facilities	Major	Possible	High	Moderate Confidence	Tolerable subject to ALARP		Major	Possible	High		

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7. EARTHQUAKE Based on the scenario of the Bopuq event being magnitude 6.0 instead of 5.8. The event has a theoretical return period of 85 years and is based on Turnbull's paper	7.1	All people in Rockhampton Regional Council areas are at risk in an earthquake which would be a very rare occurrence. People at particular risk are: elderly, the very young, people with limited mobility, mentally disabled people, non-English speakers Non-English speakers may be unable to respond to warnings and evacuation instructions. Lack of awareness and preparedness by people may lead to panic and irrational behaviour. Health effects of failure in water supply services and environmental contamination.	Local Disaster Management Plans including Operational sub-Plans Exercises Emergency Warning Systems (SEWS and EAS) Established LDDC Trained LDMG members Trained LDDC Staff Property Insurance CALD leaders	Local Disaster Management Plans including Operational sub-Plans Exercises Emergency Warning Systems (SEWS and EAS) Established LDDC Trained LDMG members Trained LDDC Staff Emergency Response Plan, Rescue Sub-Plan SECS HF program for communications	People	Moderate	Possible	Medium			68. Public Education 69. Evacuation of at risk areas as required 70. Promote awareness in the community through Natural Hazards Guide – Preparing for Natural Disasters – use for new arrivals as well. 71. Provide information to the community on the varying levels of risk exposure due to building construction form.	Moderate	Possible	Medium	68, 69 and 70. Include in Public awareness campaigns	CFES	
	7.2	All buildings in the area are at risk in an earthquake, as they have not been constructed to withstand an earthquake.	Building codes		Buildings	Moderate	Possible	Medium			72. Promote awareness of the risk amongst designers. 73. As part of building regulations ensure that the earthquake loading provisions provided by the relevant Australian & NZ Standards are enforced in new buildings.	Moderate	Possible	Medium	72 & 73. Ongoing building compliance activities	CFES	
	7.3	Damage to the environment may occur due to sewage loss from broken sewage pipes, damaged Sewage Treatment Plants, damaged septic tanks etc. Damage to industrial plants and manufacturing facilities may lead to spills of a variety of chemicals and pollutants. Landslides may be triggered. Secondary earthquakes and aftershocks may occur.		Communication, Recovery plans, impact assessment plans	Environment	Moderate	Possible	Medium					Moderate	Possible	Medium		CFES
	7.4	All businesses are at risk of being affected by an earthquake either directly or indirectly. The agricultural industry may sustain damage through collapsed buildings and property. The tourism industry will sustain short and long term damage.		Communication, Recovery plans, impact assessment plans	Business	Moderate	Possible	Medium				74. Promote awareness of possible risks within Business Community.	Moderate	Possible	Medium	74. Community awareness & education	CFES
	7.5	Loss of any or all lifelines could be anticipated in an earthquake - this includes reservoirs. The loss of service may be short or long term.	Emergency Action Plans for Dams - No. 7, Kelly's, Mundie Gully, Starwell - see same under state govt control	LDMG including sub plans	Lifelines	Moderate	Possible	Medium	Moderate Confidence	Tolerable subject to ALARP	75. Status check of dams/reservoirs - starting with Barrage. Check whether earthquake code taken into account with newer reservoirs	Moderate	Possible	Medium	75. Review EAPs for Dams	CFES	
	7.6	Any or all critical facilities could be seriously affected. Hospitals and clinics Fuel and food stores Jagged and running homes Shelters Police and fire fighting		Evacuation Plans, Resupply Quintiles, identification of water places	Critical Facilities	Moderate	Possible	Medium	Moderate Confidence	Tolerable subject to ALARP	76. Review the vulnerability of essential services under the control of RRC to assess the risk exposure (ie need to collect geological data). Services would include water service pipes supplying the Shire from Rockhampton. 77. Work with Telstra to encourage assessment of the risk exposure of the communication systems and related infrastructure.	Moderate	Possible	Medium	76. Undertake risk assessment of RRC services 77. Seek Telstra cooperation through assessment of relevant information	CFES	
	7.7																CFES
8. LANDSLIP The scenario is based around landslides occurring during a long duration and heavy rainfall event or a severe earthquake (ie 7.0 or to 8.0+ Mvev). Landslides are very localised and generally where the population density is low.	8.1	People who find themselves at the base of a slope of 15% or greater, usually when buildings constructed on cut and fill sites. People who are out of doors are at risk of being buried under moving soil, mud or debris. People living on the Bluff in Yeppoon, Mt Archer (potential isolation from slips on Mt Archer Road, Rosslyn Bay, Mt Morgan - Burnett Highway, Old Highway - Marlborough, Staton Bay Scenic Highway and in the Hilltop residences.	State Planning Policy Planning studies	Traffic management Road stabilisation works	People	Minor	Likely	Medium	Moderate Confidence	Tolerable subject to ALARP	78. Adoption of performance criteria as detailed in the State Planning Policy (revised since) 79. Bank reinforcement (in problem areas)				78. Compliance with SPP requirements 79. Investigate options 80. Included as part of DA process - no action required.	CFES	
	8.2	Buildings on cut and fill building pads are at risk from landslides. Small landslides may occur in road and rail cuttings and in cuts and fills around buildings.			Buildings	Minor	Likely	Medium	Moderate Confidence	Tolerable subject to ALARP							
	8.3	Localised environmental effects of land slips.			Environment	Minor	Likely	Medium	Moderate Confidence	Tolerable subject to ALARP							
	8.4	All business premises which are located on or down gradient of a slope of land of 15% or greater are at risk of damage from a landslide or debris flow under extreme rainfall events. Businesses with access or other roads may experience land slumps. Businesses with located on land which has been over steepened with batter, weakened with fill, and/or support removed from the base of the slope are at risk of a landslide. Extreme rain events due to landslide damage.			Business	Minor	Likely	Medium	Moderate Confidence	Tolerable subject to ALARP							
	8.5	Landslides may damage roads, infrastructure, power lines, reservoirs and water supply infrastructure. Poppenbyes Road and its associated services, would be vulnerable should a landslide occur on the Bluff - alternate access exists. Isolation potential issue if road access cut (eg Mt Archer) Burnett Highway and local roads near ranges at risk of landslip			Lifelines	Minor	Likely	Medium	Moderate Confidence	Tolerable subject to ALARP	81. Monitor slope stability in prone areas – Need a system of monitoring. Inspection of slip potential in the Bluff area plus ongoing maintenance.				81. Investigate options	CFES	
	8.6	All critical facilities which are located on or down gradient of a slope of land of 15% or greater are at risk of damage from a landslide or debris flow under extreme rainfall events.			Critical Facilities	Minor	Likely	Medium	Moderate Confidence	Tolerable subject to ALARP							

HAZARD	RISK NO.	RISK	PREVENTION / PREFERENCE CONTROLS	RECOVERY / RESPONSE CONTROLS	IMPACT CATEGORY	CONSEQUENCE	LIKELIHOOD	RISK	CONFIDENCE LEVEL	TOLERABILITY	TREATMENT STRATEGIES	RESIDUAL CONSEQUENCE	RESIDUAL LIKELIHOOD	RESIDUAL RISK	FURTHER ACTION	FURTHER ACTION RESPONSIBLE AGENCY
9. HEATWAVE		Prolonged period of excessive heat which remains within or above upper temperature values for a prolonged period of time (eg 2001 event in Mt Morgan that lasted 5 to 7 days)	Public Education	Local Disaster Management Plans including Operational sub Plans Established LOCC Trained LDMG members Trained LDCC Staff	People	Minor	Likely	Medium	Moderate Confidence	Tolerable subject to ALARP						
	9.1	People affected by heat stress - most at risk are the elderly, the sick and infants living in low socio-economic urban areas			People	Minor	Likely	Medium	Moderate Confidence	Tolerable subject to ALARP						
	9.2	Buildings not adequately cooled. Over-heating of mechanical and electrical equipment. Over-use of air conditioning and fans may lead to power failure			Buildings	Minor	Likely	Medium	Moderate Confidence	Tolerable subject to ALARP						
	9.3	Environmental damage may be experienced with prolonged heatwaves, or frequently recurring heatwaves without sufficient time for ecosystem recovery			Environment	Minor	Likely	Medium	Moderate Confidence	Tolerable subject to ALARP						
	9.4	Limitations on working environment and honor disruption to businesses such as agricultural, processing, manufacturing and retailing and education.			Business	Minor	Likely	Medium	Moderate Confidence	Tolerable subject to ALARP						
	9.5	Loss of electrical power from overloading of electrical systems by air conditioners and cooling systems.			Lifelines	Minor	Likely	Medium	Moderate Confidence	Tolerable subject to ALARP						
	9.6	Safe water supply compromised due to loss in power. Medical services compromised due to loss in power.			Critical Facilities	Minor	Likely	Medium	Moderate Confidence	Tolerable subject to ALARP						
10. WILDFIRE		Based on a scenario of a major fire in urban fringe or rural areas.														
	10.1	Loss of life People living on the fringe of urban development areas are at risk from wildfires. The elderly, people with mental disabilities, people with limited mobility and the very young are at most risk. People who cannot speak English may be at risk due to their inability to understand warnings. A large event may result in evacuation - lack of coordination in terms of where residents are to evacuate to and when. Complexity of residents leading to lack of awareness/planning for wildfire events - transient population also increases lack of awareness.	Development control (new development only) Fire Trials Public Education Fire Mitigation Pari Parks & Reserves	Local Disaster Management Plans including Operational sub Plans Exercises Emergency Warning Systems (EWS and EAD) Established LOCC Trained LDMG members Trained LDCC Staff	People	Moderate	Likely	High	High Confidence	Tolerable subject to ALARP	82. Public Awareness Campaign	Moderate	Likely	High	82, 83. Develop bushfire management strategy for region in consultation with relevant stakeholders 84. Accolite OFPS hazard reduction protocols/plan and reference in relevant sub plan	GFES
	10.2	Some buildings in areas adjacent to firing bushland maybe at risk if the vegetation zone is not adequately maintained. Buildings constructed with wooden frames eg traditional Queenslanders are at risk of ember attack due to the exposed subfloor. Older buildings constructed of more flammable materials. Bush block suburbs constructed within natural bushland and maintaining a high fuel load. Specific areas at risk include Mt Morgan, Mt Archer (Bouldercombe, Glenlee), Langstone coastline, Bapoi, Crowsall Firebreaks not maintained or recorded to assist with fire fighting Controlled burn offs not undertaken - increasing fuel load and severity of fire.	Controlled burns (RFS, not GFES) Fire lines / alert systems Fire breaks	Local Disaster Management Plans including Operational sub Plans Exercises Emergency Warning Systems (EWS and EAD) Established LOCC Trained LDMG members Trained LDCC Staff	Buildings	Moderate	Likely	High	High Confidence	Tolerable subject to ALARP	83. Education process through children. 84. Planned Regular hazard reduction GFES	Minor	Likely	Medium	85. Consider inclusion within DA process 86. In Development Approval process - no action required 87. Accolite GFES practices. Reference in relevant sub plan if applicable 88. Include in Public Awareness campaign	GFES
	10.3	Fires will destroy farms and forests in the short term and their habitat. Smoke will pollute the air impact on water quality.	Natural Hazards DVD		Environment	Minor	Likely	Medium	High Confidence	Tolerable subject to ALARP	85. Ensure buildings are constructed in accordance with the relevant Australian Standard and Building Code of Australia, eg Use of fire retardant building materials. Ensure Council Policy addresses these standards - part of the approval process	Minor	Likely	Medium	89. Confirm GFES strategies/plan	GFES
	10.4	Business and industrial areas are not located on urban fringe in Rockhampton Region - Council - except Parkland industrial estate, Emu Park and fringes of Yagooon, Babbell, The Crows, Agricultural industry at risk to loss of crops, pasture, livestock and forests Ecotourism industry at risk to loss of wilderness and nature areas and facilities.	Fire Strategy Committee		Business	Minor	Likely	Medium	High Confidence	Tolerable subject to ALARP	86. Property inspectors by Rural Fire Service before fire season to ensure hazard level is minimised - Council to encourage this to occur - local action plan? 88. Reference to Rural Fire Service and guidelines in development/building approval process eg "Protecting Your Home Against Bushfire Attack" and make this available to residents.	Minor	Likely	Medium	90. Community/business awareness/education	GFES
	10.5	Power lines, substations, telecommunication lines, pump stations (water and sewerage) and reservoirs at minor risk if separated from adjacent bush areas are not adequately maintained. Road closures may occur during major event Damage to stock fences in rural areas can be a major issue/outcome Mt Archer pump stations, Lakin Creek Road pump stations			Lifelines	Minor	Likely	Medium	High Confidence	Tolerable subject to ALARP	87. Property inspectors by Rural Fire Service before fire season to ensure hazard level is minimised - Council to encourage this to occur - local action plan?	Minor	Likely	Medium	91. No action required	GFES
10.6	Starwell Power Station - adequate fire break maintained			Critical Facilities	Minor	Likely	Medium	High Confidence	Tolerable subject to ALARP	89. Check fire developed Fire Management Plans for Council Parks/Recreation areas	Minor	Likely	Medium	92. Undertake mapping	GFES	
11. CLIMATE CHANGE	11.1	These risks are longer term items that should be considered increased public health problems: vector (mosquito, ticks), waterborne and infectious diseases due to increased temperatures Food and drinking water safety compromised due to increased temperatures Damage to skin and eyes through exposure to rising radiation levels Aero-allergens due to increased air pollution, CO2 levels Heat stress due to higher temperatures			People	Moderate	Possible	Medium	Moderate Confidence	Tolerable subject to ALARP	92. GIS mapping of fire breaks, access roads and potential water supply (dams) - land ownership issues/maintenance requirements	Minor	Likely	Medium	93. 94. Regular review of potential climate change impacts and amendment of plans and public awareness campaigns as required	LDMS
	11.2	Mosquito and insect breeding in poorly maintained household or public water tanks/straps Reduction in flood immunity due to greenhouse related climate change impacts on tidal levels and/or potential impacts on frequency/intensity of storms, east coast low and/or cyclones			Buildings	Moderate	Likely	High	Moderate Confidence	Tolerable subject to ALARP	93. Public awareness campaign	Moderate	Possible	High		
	11.3	Toxic algal blooms due to increased temperature, reduced surface runoff, extended periods of low or no flow Systemic environmental damage with advancing effects of climate change Crops types no longer suitable			Environment	Moderate	Possible	Medium	Low Confidence	Tolerable subject to ALARP	94. Review recommendations from appropriate authorities and adjust development control guidelines accordingly	Moderate	Likely	Possible	Medium	
	11.4	Impact on agriculture primary industry Impact on manufacturing, processing and retailing industry.			Business	Moderate	Possible	Medium	Low Confidence	Tolerable subject to ALARP		Moderate	Possible	Medium		
	11.5	Health and disease outbreak every food management practice to operate and maintain facilities Heat stress/heat susceptibility to tropical diseases			Lifelines	Moderate	Possible	Medium	Low Confidence	Tolerable subject to ALARP		Moderate	Possible	Medium		
	11.6	All facilities will be affected by the range of climate change impacts Pressure on health care facilities to treat climate change related illnesses			Critical Facilities	Minor	Possible	Low	Low Confidence	Broadly Acceptable		Minor	Possible	Low		

Table 15: Risk Treatment Plan

This LDMP is a dynamic document that is continually being updated and refined as highest priority risks are dealt with and objectives are achieved. It is predominantly made up from the Form A13 Detailed Risk Action Plans recommended in the “Natural Hazards Risk Assessment” report (kept by Council) and integrating the Local Disaster Management Group’s priorities in disaster risk mitigation. A copy of the current LDMP can be obtained by authorised person/s by request to the Local Disaster Coordinator and the Disaster Management Officer.

NOTE: This Risk Treatment Plan has been included in this document for feedback purposes only.

Risk Statement	Recommended response and expected outcomes	Action Plan and Risk Rating	Progress	Responsibility
1. Lack of public awareness concerning natural hazards and mitigation actions, particularly preparation before the event.	Prepare contact registers to assist with emergency management planning and response.	Maintain register of culturally and linguistically diverse (CALD) community key contacts (High).	<ul style="list-style-type: none"> ○ Register included in LDMP but not maintained. Requires further investigating 	<ul style="list-style-type: none"> ○ RRC Community Services
		Develop a register of people who can provide assistance to businesses before, during and after the event as part of LDMP (High).	<ul style="list-style-type: none"> ○ Offers of assistance from events before, during and after. ○ Further investigation required 	<ul style="list-style-type: none"> ○ Department of State Development, Infrastructure and Planning
	Enhancement of existing community awareness program and information.	Information pack for new residents (High).	Underway with NDRP funding as part of the Community Awareness and Education project	<ul style="list-style-type: none"> ○ RRC Marketing and Engagement
		Encourage people to be aware of actions required before, during and after the event (High).	Ongoing- refer to Community Awareness and Education project	<ul style="list-style-type: none"> ○ RRC DMO ○ RRC Marketing and Engagement
		Provide information on what people can do to mitigate their risk exposure, eg rubbish removal, tree lopping etc (High).	Ongoing- refer to Community Awareness and Education project	<ul style="list-style-type: none"> ○ RRC DMO ○ RRC Marketing and Engagement
		Encourage residents in older buildings to assess the structural adequacy of their dwelling in accordance with the latest codes (High).	Ongoing- refer to Community Awareness and Education project	<ul style="list-style-type: none"> ○ RRC DMO ○ RRC Marketing and Engagement
		Encourage people to maintain their houses, especially roofs (High).	Ongoing- refer to Community Awareness and Education project	<ul style="list-style-type: none"> ○ RRC DMO ○ RRC Marketing and Engagement

Risk Statement	Recommended response and expected outcomes	Action Plan and Risk Rating	Progress	Responsibility
		Consider encouraging property owners to strengthen vulnerable housing elements (High) eg: i. Recladding of asbestos roofs and walls with modern materials. ii. Tie downs for cyclonic winds. iii. Providing engineering and building advice on alternative materials and methods of replacement	<ul style="list-style-type: none"> ○ Ongoing- refer to Community Awareness and Education project ○ Engineering and building advice to be investigated 	<ul style="list-style-type: none"> ○ RRC DMO ○ RRC Marketing and Engagement ○ Engineering services/ QBuild/DPH
		Encourage regular property clean-up (High).	Ongoing- refer to Community Awareness and Education project	<ul style="list-style-type: none"> ○ RRC DMO ○ RRC Marketing and Engagement
		Caravans and cabins to be self-assessed for anchor points – encourage park owners to action this and carry out regular audits through the public information (High).	<ul style="list-style-type: none"> ○ Letter to be sent to caravan park operators ○ Information to be provided to caravan parks for distribution to clients 	<ul style="list-style-type: none"> ○ RRC DMO ○ LDMG
		Encourage people to maintain their property in relation to vegetation management to reduce demand for waste collection (High).	Ongoing- refer to Community Awareness and Education project	○ RRC M&E
		Encourage Business owners to assess the structural adequacy of their buildings in accordance with the latest codes (High).	Letter to be sent to peak body requesting businesses carry out necessary checks.	○ LDMG
		Encourage businesses to have contingency plans to mitigate the impact of events (High).	Letter to be sent to peak body requesting businesses develop and maintain their contingency plans	○ LDMG
		Include in general information that property owners are responsible for assessing the need for tree clearing/lopping near power lines and communication lines (High).	<ul style="list-style-type: none"> ○ Ongoing- refer to Community Awareness and Education project ○ Also include in Ergon and Telstra public information 	<ul style="list-style-type: none"> ○ RRC ○ Ergon ○ Telstra
		Evaluate and communicate areas at risk from storm surge inundation (Medium).	○ Ongoing- refer to Community Awareness and Education project	<ul style="list-style-type: none"> ○ Engineering Services ○ RRC DMO

Risk Statement	Recommended response and expected outcomes	Action Plan and Risk Rating	Progress	Responsibility
			<ul style="list-style-type: none"> Storm surge inundation maps on council website 	<ul style="list-style-type: none"> RRC Marketing and Engagement
		Encourage residents in flood prone areas to relocate hot water systems and electrical boards and gas bottles above flood levels (High).	Ongoing- refer to Community Awareness and Education project	<ul style="list-style-type: none"> RRC DMO RRC Marketing and Engagement
		Consider localised information plans where impact is contained to small area (eg along a creek corridor) (High).	Further investigation required	<ul style="list-style-type: none"> RRC DMO RRC Marketing and Engagement
		Update existing public awareness campaigns with new and/or more detailed information (eg new mapping) (High).	Ongoing- refer to Community Awareness and Education project	<ul style="list-style-type: none"> RRC DMO RRC Marketing and Engagement
		Reference to Rural Fire Service and guidelines in development/building approval process eg "Protecting Your Home Against Bushfire Attack" and make this available to residents (High)	<ul style="list-style-type: none"> Extension material provided by QFRS to be included in Council's Customer Service Centres Bushfire information sessions have been held Public information from QFRS/RFS 	<ul style="list-style-type: none"> QFRS/RFS
2. Reviewing currency of existing sub-plans associated with Council's Local Disaster Management Plan	Improvements to Local Disaster Management Plan Sub-Plans to improve or enhance current procedures	Media Campaign before cyclone season – include media campaign strategies within Communications Sub-plan (High)	Ongoing- refer to Community Awareness and Education project	<ul style="list-style-type: none"> RRC DMO RRC Marketing and Engagement
		Carry out identification of safer places and include within Evacuation Plan/strategies (High)	Ongoing- refer to Community Awareness and Education project	LDMG
		Review evacuation facilities/options as required and take into account new guidelines, review Evacuation Sub Plan with respect to the Queensland guidelines (High)		<ul style="list-style-type: none"> Evacuation Sub-Group
		<ul style="list-style-type: none"> Dissemination of Fitzroy River flooding information needs to be event specific – develop communication strategies for inclusion within Communication Sub-plan (High) 		<ul style="list-style-type: none"> Engineering Services RRC DMO LDC

Risk Statement	Recommended response and expected outcomes	Action Plan and Risk Rating	Progress	Responsibility
		<ul style="list-style-type: none"> o Ascertain QFRS hazard reduction practices/plans and reference in relevant Sub-plan (High) 		
		Ascertain QFRS practices with regard to property inspections by Rural Fire Service before fire season to ensure hazard level is minimised – Reference in relevant Sub-plan if applicable (High)	<ul style="list-style-type: none"> o Request to QFRS o Develop a Bushfire Sub Plan 	<ul style="list-style-type: none"> o RRC Community Services o LDC
3. Provision of adequate facilities at primary evacuation centre for use during events	Procurement, installation and maintenance of generator at primary evacuation centre	Prepare funding application (High)	NDRP funding application denied	LDMG Evacuation Sub-group
4. Provision of safe evacuation centre/s for use during events	Identify safer locations in accordance with Qld Evacuation Guidelines	Carry out identification and assessment of safer places and include within Evacuation Plan/strategies (High)	Completed previously-included in LDMP- difficulties with Cyclone centres	Evacuation Sub-group
		Consider Flood Commission of Inquiry 2011 recommendations (High)	Report to be completed	DMO LDMG
5. Impacts on critical services before, during and after major events	Assessment of impacts on lifelines and determination of existing contingency plans	Confirm whether lifelines assess the impact of power loss on their operations and support/seek development of mitigation or Business continuity plans if they do not already exist (High)	Request reports on the risk and any Business Continuity Plans and promote developing and implementing them.	RRC Telstra/Optus Ergon Stanwell
		Request information from Ergon and Telstra to assist in mapping of their infrastructure within Council GIS (Medium)	Request to be sent for data agreement and exchange of information	RRC- GIS Telstra Ergon
		Encourage harbour operator to develop emergency action plans and business continuity plans (Low)	Letter requesting the development and implementation of emergency action plans and business continuity plans.	MSQ Coast Guard
		Liaise with QAS to ensure business continuity plans in place (High)	QAS to provide report on plans in place.	QAS

Risk Statement	Recommended response and expected outcomes	Action Plan and Risk Rating	Progress	Responsibility
6. Impacts on RRC infrastructure before, during and after major events	Assessment of impacts on RRC infrastructure and review of existing contingency plans	Review the vulnerability of essential services under the control of RRC to assess the risk exposure (Medium)	<ul style="list-style-type: none"> ○ Further investigation ○ Business continuity plans to be developed and implemented 	Engineering Services
		Status check of dams/reservoirs (starting with Barrage). Check whether earthquake code taken into account with newer reservoirs (Medium)	<ul style="list-style-type: none"> ○ Emergency Action Plans in place for Kelly's Off stream Storage and No. 7 dam. ○ Request to be sent to ensure earthquake code is taken into account for recent and future reservoirs 	FRW DNRM Stanwell
		Review EAPs for Dams under RRC control and understand risk posed by other dams through review of their EAPs (Medium)	Stanwell Water Supply Dam EAP held by RRC DMO. Waiting for Mt Morgan Mine's final report	FRW DNR Stanwell
7. Impact of local flash flooding upon residents, property, business and critical infrastructure	Undertake flood studies of nominated local waterways to supplement existing Fitzroy River flooding information	Identify local waterways/areas at risk of flash flooding or flood inundation risk (High)	NDRP funding application successful, project is progressing.	RRC
		Undertake flood assessments of prioritised list of waterways to review risk to community and infrastructure (High)	NDRP funding application successful, project is progressing.	RRC
		Prepare flood inundation and hazard mapping for a range of events up to and including the PMF event (High)	Further investigation- some already done	RRC
		Map properties, businesses and infrastructure at risk. Prepare a list of properties at risk using Council's GIS system (High)	To be developed	RCC-GIS
		Review mitigation options including flood warning systems (High)	Further investigation	FRW DMO
		Use outcomes and mapping to assist with emergency management planning (High)	Further investigation	DMP

Risk Statement	Recommended response and expected outcomes	Action Plan and Risk Rating	Progress	Responsibility
		Consider imposing restrictions on re-development in flood prone areas (High)	Occurring- new plan	RRC- Planning
		Consider flood commission of inquiry 2011 recommendations (High)	Report to be completed	LDMG DMO
8. Impact of Fitzroy flooding upon residents, property, business and critical infrastructure	Use existing Fitzroy River flood study/modelling to enhance emergency management plans, development planning and to consider mitigation measures	Review mitigation options (High)	Further investigation	LDMG DMO
		Consider flood commission of inquiry 2011 recommendations (High)	Report to be completed	LDMG DMO
		Consider imposing restrictions on re-development in flood prone areas (High)	Occurring- new plan	RRC- Planning
		Consider introducing property notes regarding flooding (High)	Flood markers- consultation with agencies to be done.	DMO- further funding to be sourced
		Investigate options to improve flood immunity of the runway and access to the airport (High)	Flood study	RRC
9. Impact of local and regional flooding, cyclones, severe storms etc upon vegetation along coastline and waterways	Confirm existence of Environmental Management Plans (if any) and responsibility for coastal and local waterways	Existing foreshore protection measures to be maintained/reviewed. Refer to coastal management plans within LDMP (Medium)	Request to know details of this being completed.	RRC-Planning/ Land Use DMO
		Creek/River bank erosion issues – long term plan to be addressed. Confirm if any state government plans exist for waterways (Medium)		RRC-Planning/ Land Use
		Include environmental recovery within LDMP (High)	To be developed further	Recovery Sub-group
10. Improved risk mapping using Council's GIS system and dissemination of information for use in emergency management planning	Undertake new and updated mapping	Update storm surge mapping to cover entire coastline – including Stanage (Medium)	Liaise with GIS	RRC-GIS
		Update and review existing tsunami mapping – review egress routes and include 30m ground level contours (High)	Liaise with GIS	RRC-GIS
		Place storm surge and tsunami maps on Council website (High)	Storm surge maps already online. Consider adding tsunami maps	RRC-GIS

Risk Statement	Recommended response and expected outcomes	Action Plan and Risk Rating	Progress	Responsibility
		Develop GIS mapping of floor levels of all buildings in flood prone areas to ensure the community understands their risk exposure(High)	<ul style="list-style-type: none"> ○ NDRP funding application denied ○ Liaise with GIS for other option 	RRC-GIS LDMG
		Undertake GIS based assessment of infrastructure at risk (High)		RRC-GIS
		GIS mapping of fire breaks, access roads and potential water supply (hydrants) – land ownership issues/maintenance requirements (Medium)	Under discussion	RRC-GIS QFRS RFS DNRM QPWS
11. Review of communication protocols before, during and after events	Undertake a review of required procedures	Review linkages/protocols for communications through State Disaster Management Act (High)	Further investigation	Communication Sub-group
		Consider Flood Commission of Inquiry 2011 recommendations (High)	Report to be completed	LDMG DMO
		Include within Communications Plans as required (High)	Further investigation	Communication Sub-group
12. Consideration of techniques to reduce Landslip risk in known risk areas	Undertake tasks aimed at minimising risk associated with landslip	Investigate options for bank reinforcement (in problem areas) (Medium)	Further investigation	Engineering Services
		Investigate options to monitor slope stability in landslip prone areas – eg need a system of monitoring, inspection of slip potential in the Bluff area plus ongoing maintenance (Medium)	Further investigation	Engineering Services
13. Consideration of techniques to reduce wildfire risk in known risk areas	Undertake a tasks aimed at minimising risk associated with wildfire	Develop wildfire management strategy for region in consultation with relevant stakeholders (High)	Under discussion	RRC- Parks and Gardens QFRS
		Encourage site specific wildfire hazard assessments as part of the development approval process. Adoption of performance criteria as detailed in the State Planning Policy. Needs to be consolidation of	To be included in new plan	RRC- Planning

Risk Statement	Recommended response and expected outcomes	Action Plan and Risk Rating	Progress	Responsibility
		approaches across the region – being addressed as part of new planning scheme (High)		
		Seek confirmation from QFRS that hazard reduction strategies are in place (Medium)	Request to be sent to QFRS	LDMG QFRS
14. Intermediate and long term impacts of climate change pose a risk to the Rockhampton area	Review recommendations from appropriate authorities and adjust emergency management and development control guidelines accordingly	Regular review of potential climate change impacts and amendment of procedures, plans and public awareness campaigns as required (Medium)	National Climate Change Adaptation Research Facility (NCCARF) workshop occurring-request for further information.	LDMG

Annexure 8: Training Register

Course/Exercise/Simulation Details	Date
Queensland Disaster Management Arrangements	09/08/11, 10/08/11, 11/08/11
Local Disaster Coordinator Induction	24/10/11, 27/10/11
Warnings and Alert Systems	11/11/11
Local Disaster Management Group Member induction	28/11/11
LDCC activation	28/11/11
Evacuation – Module 1 introduction to Evacuation	27/02/12
Evacuation – Module 2 Evacuation Planning	27/02/12
Resupply	22/04/12
Disaster Management Planning	23/08/12
Disaster Relief and Recovery Funding Arrangements	24/08/12
Queensland Disaster Management Arrangements	06/09/12
Evacuation – Module 1 introduction to Evacuation	07/09/12
Evacuation – Module 2 Evacuation Planning	07/09/12
Tabletop Cyclone Shelter Discussion	30/10/12
Warnings and Alert Systems	01/11/12
Resupply	01/11/12
Queensland Disaster Management Arrangements	06/11/12
Evacuation Centre Management	22/11/12
October 2014 Simulated Event	Oct 2014
Guardian & Mapping Training	Oct 2014
LDCC Online Update Training	Feb 2015

Annexure 9: Request for Assistance to DDMG

Purpose

A request for assistance (RFA) is intended to clearly describe a desired outcome or provide specific details on the resources required to support disaster operations.

Request for assistance form

The fields contained in the RFA all provide vital information for those actioning the request and therefore it is most important that each field be correctly completed.

1. Event description, Date and Time (24hrs)
 - Official name of the event. Date and time the RFA was prepared.
2. Request forwarded to and Task tracking no.:
 - Details, where the request was forwarded to for actioning. This can also be used to track the path through the disaster management system if support is required from another level.
 - Task tracking no (TTN) allows each level within the disaster system to track the request in the event TTN's are different between levels. It also provides a unique reference for each request.
3. To, From, Ph no., Mob and E-mail
 - Denotes the intended recipient and who forwarded the RFA and their contact details. It is important to note that the forwarding officer may not be the requesting officer.
4. Requesting officer's name, organisation & 24hr contact details
 - The requesting officer is the person who has first hand knowledge of the request requirements and is therefore best placed to provide additional information.
 - It is vital this officer remain readily contactable especially if the request is time critical.
5. Delivery address
 - Detail the delivery address in such a way that it assumes the delivery operator has never been to that location before. This includes providing additional information that will assist in locating the delivery point e.g. landmarks, GPS coordinates.
6. On-site contact person and phone no.:
 - Required to identify or confirm particular issues that may not be noted on the RFA such as a requirement for a forklift to unload the resources. It also enables the final leg of the delivery to be coordinated locally between the transport provider and the on-site officer.
7. Priority
 - Terms such as "urgent" or "as soon as possible" have little meaning in the provision of resources. A specific time and date provides all parties with a definitive target to work towards. It also enables the identification of issues that will affect the timeframe.
 - Issues impacting on the ability to meet a timeframe include whether inside or outside of normal business hours, quantities required, acquisition, loading, transport including access issues and unloading.
8. Details of request:
 - The information provided needs to be as detailed as possible. If an outcome is required be specific about what is to be achieved. If resources are required, ensure unit quantities and any specifications that will assist in acquiring the resources are provided.
 - Do not use acronyms or jargon, write clearly and be specific. Information considered irrelevant to the requesting officer may be important to those who action the request.
9. RFA Checklist
 - This provides prompts for specific areas to be considered prior to submitting the request.
10. Authorising officer
 - Authorisation indicates the request is legitimate; the information is accurate and the RFA has been completed correctly. Ensure the name is clearly written and signed.

Request for Assistance

Event:	Date:	Time (24hr):
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Request forwarded to:	LDMG <input type="checkbox"/>	DDMG <input type="checkbox"/>	SDCC <input type="checkbox"/>	Council to Council <input type="checkbox"/>
Task tracking no.:				

To:			
From:		Ph no.:	Mob:

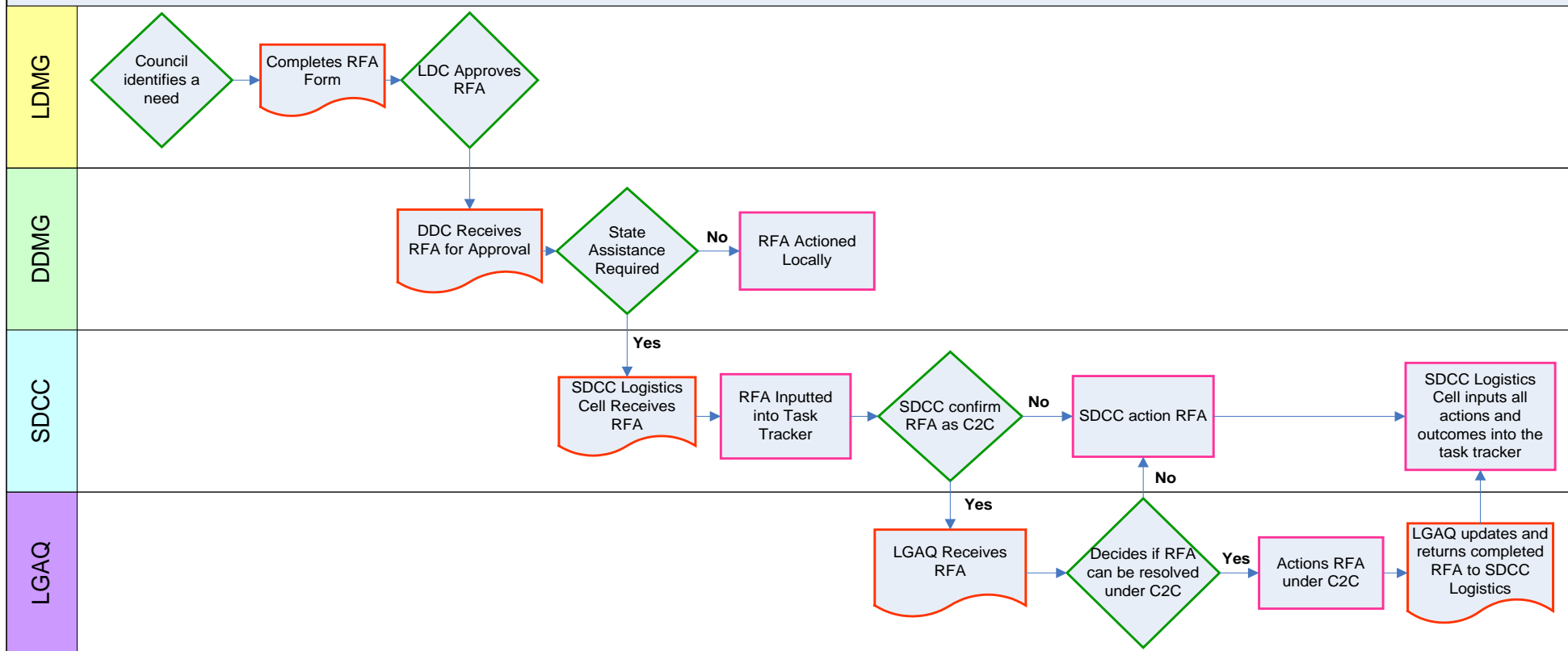
Requesting officer's name, organisation & 24hr contact details: (must be the person who has <u>detailed knowledge</u> of the request & is able to answer <u>any</u> questions)	
Name:	Ph no.:
	Mob:
Org:	E-mail:
Delivery address: physical street address (include landmarks, GPS coordinates as required)	
On-site contact person & phone no.: (must be available to accept delivery)	
Name:	Ph no.:
	Mob:
Priority: to be delivered on-site by " <u>detail time & date</u> " (Urgent or ASAP is not acceptable)	
Time:	Date:
Details of request: be specific about the required outcome OR clearly detail the resources required. Do not use acronyms, state unit quantities only and list skills sets for human resources. Refer to RFA checklist below.	

RFA Checklist: ensure the following information is included in the request if applicable:

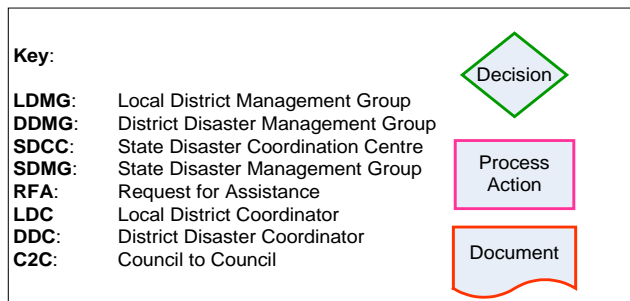
- Is transport needed
- Any hazardous situations
- Special handling requirements (forklift)
- Any access issues
- Requesting officer noted
- Priority noted
- Are skill sets clearly stated

Authorising Officer		
Name:	Position:	
Signature:	Date:	Time:
DDC Authorisation: (Name)		
Signature:	Date:	Time:

Request for Assistance Council to Council Process Map



SDCC will inform both DDMG and LDMG on all RFA progress and final outcomes.



The purpose of this process map is to outline the request for assistance process under Council to Council program when activated by LDGM or DDMG. This information has been developed to assist council in the completion and submission of these requests for assistance. This process will be reviewed every 12 months or as otherwise required as a result of identified legislative, policy and/or procedural changes.

Annexure 10: Standard Operating Procedures (SOP)

1. Evacuation
2. Communication
3. Transport
4. LDCC - hard copy message system

Annexure 11: Check Lists

1. Evacuation
2. Communication (Public Information & Warnings)
3. Cyclone & Storm
4. Tsunami
5. Public Health
6. Transport
7. Recovery
8. Activation of Local Disaster Management Group
9. Local Disaster Coordination Centre
10. Financial Management
11. Evacuation Centre Management
12. Impact Assessment
13. Public Works and Engineering
14. Logistics

Annexure 12: Document Retention

Document Retention- excerpt from the *Local Government Sector Retention and Disposal Schedule: QDAN 480v.4* regarding emergency and disaster records.



Reference	Description of records	Status	Disposal Action
9.1	Appointments <i>The activity of managing appointments of personnel.</i>		
9.1.1	Fire control officers Records of appointments of local fire control officers. <i>See General Retention and Disposal Schedule for Administrative Records for other personnel records.</i>	Temporary	Retain for 10 years after last action.
9.2	Audit <i>The activity of officially checking financial, quality assurance and operational records to ensure that they have been kept and maintained in accordance with standards.</i>		
9.2.1	Disaster preparedness Records of inspections and audits of local government disaster preparedness.	Temporary	Retain for 10 years after last action.
9.3	Authorisations <i>The activity of local government seeking permission to undertake an action.</i>		
9.3.1	Emergency response officers Authorisations for local government officers to act as emergency response officers.	Temporary	Retain for 3 years after last action.
9.4	Communications <i>The activity of operating emergency communication equipment.</i>		



Reference	Description of records	Status	Disposal Action
9.4.1	Emergency communication equipment Records relating to the operation of emergency communication equipment, including schedules and radio logs.	Temporary	Retain for 10 years after last action.
9.5	Emergency Response <i>The activity of responding to a disaster or emergency.</i>		
9.5.1	Disasters/emergencies Records relating to the local government's response to a disaster or emergency. Records may include, but are not limited to, incident files, State Emergency Service (SES) response records and other material relating to the implementation of the Local Disaster Preparedness Plan.	Temporary	Retain for 20 years after last action.
9.6	Notifications <i>The activity of notifying businesses, ratepayers and residents of a failure to comply with local government standards, regulations and local laws; inappropriate practices or an intention to take action. Also includes statutory notifications and the management of notices.</i>		
9.6.1	Fire warnings Records of notices regarding danger periods, fire hazards and fire bans.	Temporary	Retain for 5 years after last action.
9.7	Planning <i>The activity of formulating strategies to achieve an objective or outcome.</i>		



Reference	Description of records	Status	Disposal Action
9.7.1	Disaster planning Records relating to plans for measures to be taken to recover from the effects of disasters such as fire, flood, earthquake, etc., and to save or secure assets. Includes State Emergency Service (SES) Local Disaster Preparedness Plan, counter disaster and recovery planning, and emergency procedures.	Temporary	Retain until superseded.
9.8	Programs <i>The activity of managing a group of related projects under a common business strategy to achieve a desired outcome.</i>		
9.8.1	Bush fires Records of local government activities to reduce bush fire fuel, fire breaks, etc.	Temporary	Retain for 10 years after last action.
9.9	Registration <i>The activity of recording, cataloguing or listing for control or legislative purposes and the management of registers.</i>		
9.9.1	Fire zones Fire zone registers.	Temporary	Retain until superseded.
9.10	Reporting <i>The activity of providing a formal response to a situation, request or legislative requirement.</i>		
9.10.1	Funding assistance – major incidents Reports regarding major incidents and emergencies, such as floods and bushfires, prepared by local government or delegated authorities to apply for special assistance from the state government.	Temporary	Retain for 20 years after last action.

Annexure 13: Resupply Forms

Forms are available from the Disaster Management Officer and held in the LDCC, include:

- Isolated Community Resupply Operational ips
- Essential Goods Guidance
- Operational Checklist for Resupply to Isolated Communities
- Isolated Community Resupply – Initial communication with retailers
- Isolated Community Resupply – Second communication with retailers
- Isolated Community Resupply Form
- Operational Checklist for Resupply to Isolated Rural Properties
- Isolated property Resupply Information
- Property Contact Details
- Property Resupply Details Sheet
- Flight Manifest

Annexure 14: Potential Evacuation Centres

Whilst the LDMG has identified a number of facilities throughout the region, that may be utilised as evacuation centres these facilities should be utilised for accommodation purposes only as a **last resort**.

Preferred options for persons requiring accommodation are, in priority order:

1. a destination of the person's choosing (i.e. relatives, friends etc.);
2. an established accommodation venue away from the "at risk" area (i.e. hotel, motel, caravan park etc.);
3. a nominated and established evacuation centre.

The information briefs for each of these buildings are held by the Disaster Management Officer and are available for Local Disaster Management Group members upon request.

Note: Within the information briefs, some diagrams are not to scale and are estimate of area only.

Potential Evacuation Centres

Listed Facilities are categorized as follows based on their maximum estimated capacity;

- Large – can accommodate > 100
- Medium – can accommodate 50 -100
- Small – can accommodate <50

The estimated capacity is calculated using the Utilisation of space recommended formula;

- Comfortable Utilisation = 3.3 m² per person
- Maximum Utilisation = 1.655m² per person

Alton Downs

- Alton Downs Hall (Small)

Bajool

- Bajool School of Arts Building (Medium)

Bouldercombe

- Bouldercombe Recreational Facility (Medium)

Gracemere

- Gracemere Hall (Large)

Marmor

- CWA Hall (Medium)

Mount Morgan

- Mount Morgan Community Services Hall (Large)

Ridgelands

- Ridgelands Hall (Medium)
- Ridgelands State School (Medium)

Rockhampton North

- Berserker Street State School Activity Centre (Large)
- CQU Sport Centre (Large)
- DPI Conference Centre (Large)
- St Marys Community Hall (Large)
- Durumbal Convention Centre (Large)
- Baptist Tabernacle (Large)
- Frenchville State School Activities Centre (Large)
- Cathedral of Praise (Large)
- North Rockhampton High School (Large)

Rockhampton South

- Indoor Bowls Club (Large)
- James Lawrence Pavilion – Showgrounds (Large)
- Schwarten Pavilion – Showgrounds (Large)
- Walter Pearce Pavilion – Showgrounds (Large)
- TAFE Hall (Large)
- Blue Care Respite Centre (Medium)
- PCYC (Large)
- Rockhampton High School (Large)
- Rockhampton High School Performing Arts (Medium)

Stanwell

- Progress Association Hall (Medium)

Westwood

- Westwood Hall

Ozanam House Rockhampton

- Ozanam House mens hostel

Shelters/Evacuation Centres

Shelter is the fourth stage of the evacuation process and involves the provision of the basic needs for affected people away from the immediate or potential effects of the hazard.

Shelter provides for the temporary respite of evacuees. It may be limited in facilities but must provide protection from the elements as well as accommodate the basic personal needs which arise at an individual level in an emergency.

Shelter in the context of evacuation, may include:

- Assembly areas which cater for peoples basic needs;
- Evacuation centres;
- One stop shops; and
- Temporary accommodation.

Shelter types

Assembly areas – are usually a temporary stopping point prior to moving evacuees to evacuation centres or temporary accommodation. They may provide minimal service (registration, light refreshment, personal support and destination check) but the facilities available would depend upon the nature of the hazard.

Evacuation Centres – as well as providing basic human needs including accommodation, food and water, these facilities should also provide a greater range of welfare and support services. This will help facilitate the recovery process.

Services may include:

- Registration;
- Financial and immediate assistance;
- Counselling;
- Temporary accommodation;
- First aid;
- Food;
- Clothing, blankets, linen and bedding;
- Information and referral services;
- Assistance in completing applications for:
 - Commonwealth pensions and benefit;
 - Disaster relief;
 - Other related schemes;
- Point of application for insurance and advice;
- Employment advice and referral interpreter services;
- Transport;
- Legal services;
- Arrangements for rubbish removal from the shelter; and
- Arrangements for pets.

These additional services may be provided at the evacuation centre, or alternatively at a suitable venue nearby, easily accessible to both people staying at the evacuation centre and others affected by the hazard.

One Stop Shops – Evacuation centres provide a solution to short term accommodation problems while longer term alternatives are determined. However, following the closure of evacuation centres there will still be a need for the continuation of many of the support services provided. “One stop shops” are therefore established to provide a range of short and intermediate-term services.

When establishing these facilities the preferred option where possible, is to collocate services within the one location. If this is not possible a single centre should provide a referral point for all services thus enabling people to access a multiplicity of services with a minimum of inconvenience.

Temporary Accommodation – When evacuation of an area is to be for a protracted period there will be a need to provide temporary accommodation of a more substantial nature. This may involve the following:

- Liaison and negotiate with a wide range of government and non-government agencies for the provision of accommodation such as:
 - Hotel or motel accommodation;
 - Caravans, mobile homes;
 - Hostels; and
 - Specially constructed temporary accommodation;
- Provision of financial assistance measures;
- Establishment of an information service;
- Making personalised accommodation arrangements, where appropriate, taking into considerations such as:
 - Many displaced persons prefer to remain as close to their vacated home site as possible;
 - Disruption to individuals and families work, school, social and domestic arrangements should be minimized;
 - Temporary accommodation arrangements should be of a suitable standard to cope with conditions anticipated to apply before re-establishment (e.g. some types of accommodation may not be suitable during winter);
 - The length of time people may be required to live in temporary accommodation
 - Temporary accommodation arrangements should allow for a smooth transition to permanent accommodation at the earliest possible time; and
 - Local businesses should be used whenever possible to provide temporary accommodation and associated services as this will assist in the overall recovery of the community.

(Australian Emergency Management Manual – Evacuation Planning)

Annexure 15: Potential Recovery Centres

The following facilities have been identified by Rockhampton Regional Council LDMG as potential recovery centres. Details of these facilities have been provided to the District Community Recovery Committee for further assessment and endorsement.

The information briefs for each of these buildings are held by the Disaster Management Officer and are available for Local Disaster Management Group members upon request.

Potential Recovery Centres

Gracemere

- Community Hall

Mount Morgan

- to be determined

Rockhampton North

- Bauhinia House
- Heritage Village
- Salvation Army Building- details to be obtained from District Recovery Group

Rockhampton South

- James Lawrence Pavilion – Rockhampton Showgrounds
- TAFE Auditorium Canning Street
- Walter Reid Cultural Centre
- Schotia Place



**No. 7 Dam – Mount Morgan
Emergency Action Plan (EAP)**



**Document No. FRW-07-10-P01
Revision No. 6
Date: 1 September 2015
Certified Copy No.**

Fitzroy River Water

No 7 Dam Mt Morgan, Emergency Action Plan

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Approval and Revision Control

Document Owner	Coordinator Treatment and Supply	Jason Plumb
Document Sponsor	Manager Fitzroy River Water	Jason Plumb (Acting)

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1	Manager Fitzroy River Water	Jason Plumb (Acting)
2	Coordinator Treatment & Supply	Jason Plumb
3	Operations Engineer	Troy Leyden
4	Maintenance Planner	Fredrich Ramirez
5	Treatment and Supply Officer (Mount Morgan)	Keith Nunn
6	Duty Officer (Glenmore Water Treatment Plant)	Shared Role (1 of 6 staff)
7	Incident Manager (Glenmore Water Treatment Plant)	(1 of 3 Senior Managers.)
Rockhampton Regional Council Local Disaster Management Group		
8	Local Disaster Coordinator	Bob Holmes
9	Deputy Local Disaster Coordinator	Martin Crow
10	Chair Local Disaster Management Group	Councillor Tony Williams
Department Of Energy and Water Supply (DEWS)		
11	Director of Dam Safety (Brisbane)	Peter Allen

Revision

Revision No.	Revision Description	Revision Date	Authorisation	Date
0	Original Version	September 1999	R Saunders	22/09/99
1	Updated Version	September 2009		
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5	Update following minor changes to staffing	September 2014	N Chand	30/09/14
6	EAP Review and rewrite	September 2015	J Plumb	18/09/15

Approved by	Title	Signature	Date
Jason Plumb (Acting)	Manager Fitzroy River Water		

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6.4 Storage Level is at AHD 250.5 (2.2m above Spillway Crest) and rising, or further heavy rain is forecast by BOM. 25

6.5 Storage Level is at AHD 251.0 (2.7m above Spillway Crest) and rising, or further heavy rain is forecast by BOM. 26

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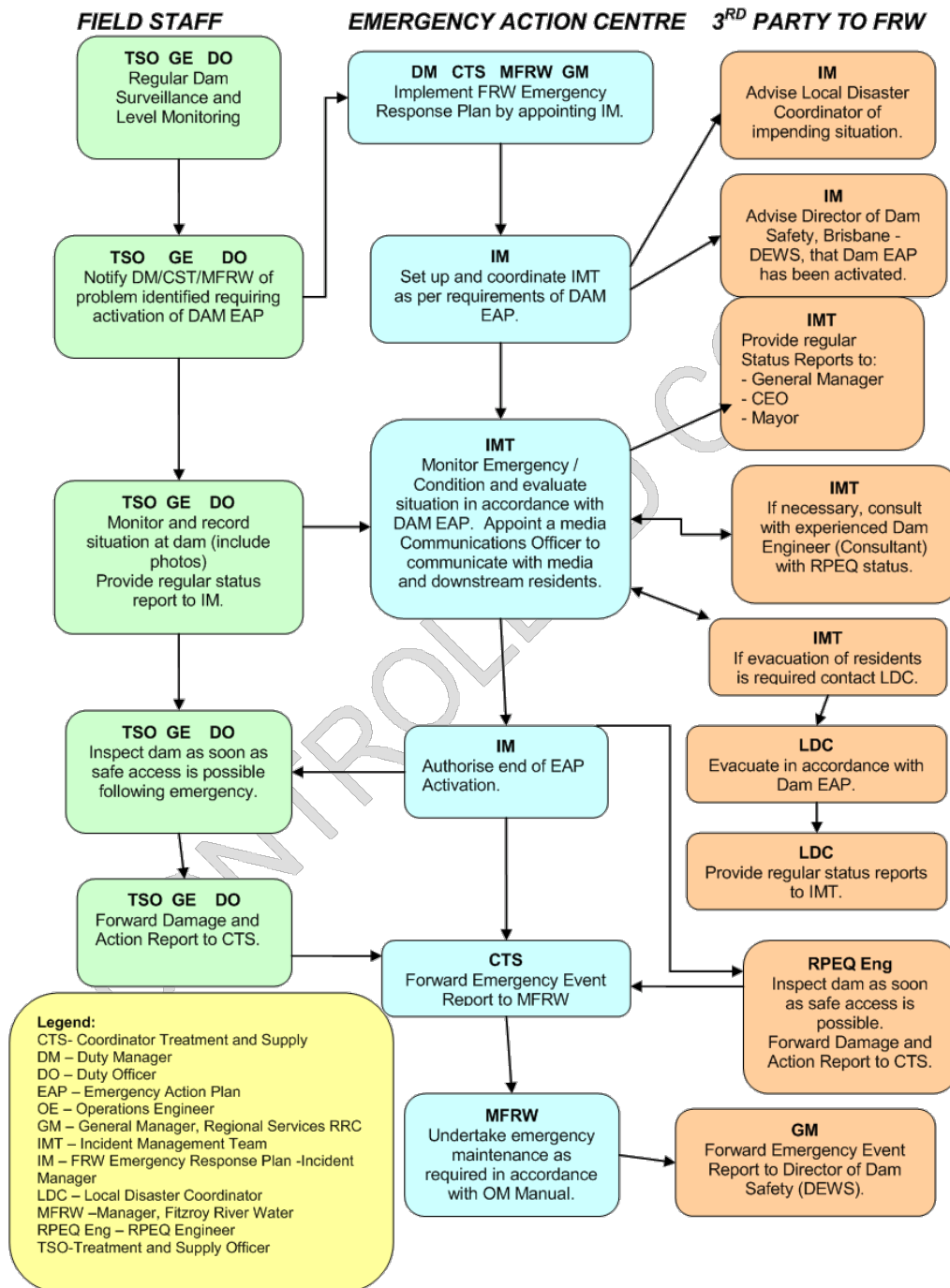
- Appendix A – Area Map
- Appendix B – Storage Catchment Area Plan
- Appendix C – Failure Inundation Maps
- Appendix D – List of Parties Affected by Dam Failure
- Appendix E – Water Level Monitoring Sheet
- Appendix F – Storage Capacity Curve
- Appendix G – Dam Technical Details
- Appendix H – Dam Plans
- Appendix I – Incident Log Forms
- Appendix J – Discharge Rating Table
- Appendix K – Dam Safety Conditions

1 Procedural Flow Chart and Notification List

The purpose of the procedural flow chart is to clearly summarise the responsibilities of all relevant parties, the prioritised order in which individuals are to be notified and the individuals that are to be notified. The contact details for all parties outlined in the procedural flow chart have been summarised in the notification list for quick reference and to facilitate efficient communications.

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1.1 Procedural Flow Chart



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1.2 Notification List

The following list outlines the order of notifications as well as the names and contact details for each of the relevant parties. It is noted that each person should be contacted via mobile phone initially, then via work phone numbers (during office hours) or else the after hours numbers, where provided.

Order of Contact	Position Title / Name	Organisation	Mobile	Phone (work)	Facsimile	Email
1	Duty Manager (DM) (1of 3 Senior Officers)	Fitzroy River Water	0407 357 794			
	Manager – Fitzroy River Water (MFRW)	Fitzroy River Water	0419 765 046	074936 8750	07 4936 4997	Jason.Plumb@rrc.qld.gov.au
	Coordinator Treatment & Supply (CTS) (Jason Plumb)	Fitzroy River Water	0419 765 046	074936 8750	07 4936 4997	Jason.Plumb@rrc.qld.gov.au
	Coordinator Network Services (CNSE) (Bill Ricks)	Fitzroy River Water	0400 312 290	07 4936 8708	07 4936 4997	Bill.Ricks@rrc.qld.gov.au
	Coordinator Operations and Planning (COP) (Evan Davison)	Fitzroy River Water	0438 368 231	07 4936 8722	07 4936 4997	Evan.Davison@rrc.qld.gov.au
1	Duty Officer (DO)	Fitzroy River Water		07 4936 8724	07 4936 4997	
2	Operations Engineer (OE) (Troy Leyden)	Fitzroy River Water	0407 053 188	07 4936 8729		Troy.Leyden@rrc.qld.gov.au
2	Treatment & Supply Officer (TSO) (Keith Nunn)	Fitzroy River Water	0427 140 524	07 4938 1980		Keith.Nunn@rrc.qld.gov.au
2	Manager – Fitzroy River Water (MFRW)	Fitzroy River Water	0419 765 046	074936 8750	07 4936 4997	Jason.Plumb@rrc.qld.gov.au
2	Coordinator Treatment & Supply (CTS) (Jason Plumb)	Fitzroy River Water	0419 765 046	074936 8750	07 4936 4997	Jason.Plumb@rrc.qld.gov.au
2	General Mgr–Regional Services - (GM) AND Local Disaster Coordinator (LDC) (Bob Holmes)	Rockhampton Regional Council Local Disaster Management Group	0419 781 362	07 4936 8458		Robert.Holmes@rrc.qld.gov.au

Order of Contact	Position Title / Name	Organisation	Mobile	Phone (work)	Facsimile	Email
3	Incident Manager (IM) (1of 3 Senior Officers)	Fitzroy River Water		07 4936 8787	07 4936 4997	
	Coordinator Treatment & Supply (CTS) (Jason Plumb)	Fitzroy River Water	0419 765 046	074936 8750	07 4936 4997	Jason.Plumb@rrc.qld.gov.au
	Coordinator Network Services (CNSE) (Bill Ricks)	Fitzroy River Water	0400 312 290	07 4936 8708	07 4936 4997	Bill.Ricks@rrc.qld.gov.au
	Coordinator Operations and Planning (COP) (Evan Davison)	Fitzroy River Water	0438 368 231	07 4936 8722	07 4936 4997	Evan.Davison@rrc.qld.gov.au
4	Deputy Local Disaster Coordinator (Martin Crow)	Rockhampton Regional Council Local Disaster Management Group	0408 368 642	07 4936 8602	1300 225 579	martin.crow@rrc.qld.gov.au
5	Department of Energy and Water Supply (DEWS) Initial Point of Contact for Dam Emergency Events	External organisation		1300 596 709		
5	Department of Energy and Water Supply (DEWS), Director of Dam Safety, Brisbane. (Peter Allen)	External organisation	0418 728 755	07 3224 7636		peter.allen@dews.qld.gov.au
5	Engineer with a proficient and experienced Dam Engineer who is a Registered Professional Engineer Queensland (RPEQ)	External organisation	See recommendations in Section 2.4.11			
As Necessary	Parties Affected by Dam Failure (Downstream Residents)	Community	Refer to Appendix D			

Order of Contact	Position Title / Name	Organisation	Mobile	Phone (work)	Facsimile	Email
	Police	Local Counter Disaster Groups, Mount Morgan		Emergency No. 000 General No. 07 4938 1222	07 4938 1785	
	State Emergency Service	Local Counter Disaster Groups, Mount Morgan	0429 381 625	Emergency No. 000 General No. 07 4938 1625	07 4938 1726	
	Qld Fire Service – Urban Division	Local Counter Disaster Groups, Mount Morgan		Emergency No. 000 General No. 07 4938 1005	07 4938 1511	
	Ambulance	Local Counter Disaster Groups, Mount Morgan		Emergency No. 000 General No. 07 4931 7111	07 4922 7343	
	Cr Margaret Strelow	Mayor Rockhampton Regional Council (RRC)	0438 272 488	074936 8275	1300 22 55 79	Margaret.Strelow@rrc.qld.gov.au
	Evan Pardon	Chief Executive Officer (RRC) (CEO)	0417 718 349	074936 8278		Evan.Pardon@rrc.qld.gov.au
	Margaret Barrett	Manager Parks (RRC)	0418 897 238	074936 8075		margaret.barrett@rrc.qld.gov.au
	Megan Hendry Jacquie Mackay	Radio ABC Capricornia (837 Hz AM)	0411 564 906 (AH)	07 4924 5111 (Bus Hrs)		Hendry.megan@abc.net.au Mackay.jacquie@abc.net.au

Order of Contact	Position Title / Name	Organisation	Mobile	Phone (work)	Facsimile	Email
	Mariel Forrester - Senior Scientist	Queensland Water Supply Regulator (DEWS)		07 3199 4871 Hotline: 1300 596 709		Mariel.Forrester@dews.qld.gov.au
	Pollution Hotline Leonie Crane, Local EHP contact	Dept. Environment and Heritage Protection		1300 130 372 07 4837 3490		PollutionHotline@ehp.qld.gov.au

2 Purpose, Scope and Responsibilities

2.1 Purpose

The purpose of this Emergency Action Plan is to pre-plan the coordination of necessary actions by Rockhampton Regional Council (RRC) and its business unit Fitzroy River Water (FRW) and to provide timely notification to the Department of Energy and Water Supply (DEWS), police and other local counter disaster groups as well as affected persons in the event that a condition at No.7 Dam could develop into an emergency.

2.2 Scope

This document applies to No.7 Dam, Mount Morgan, and:

- identifies emergency conditions which could endanger the integrity of the dam and the safety of people downstream, and which require immediate action,
- prescribes procedures which are to be followed in the event of an emergency condition developing.

2.3 Reference to the Fitzroy River Water Emergency Response Plan

Fitzroy River Water manages their emergencies through their Emergency Response Plan (FRWERP) and all emergency responses to this Dam Emergency Action Plan will be actioned through the FRWERP.

2.4 Responsibilities

2.4.1 General

The Dam is owned by Rockhampton Regional Council (RRC) and operated and maintained by its business unit, Fitzroy River Water (FRW).

The General Manager – Regional Services of RRC is ultimately responsible for the revision and distribution of this EAP.

Roles and responsibilities for particular parties are as follows:

2.4.2 Treatment & Supply Officer

- Be thoroughly aware and capable of implementing the requirements of this document.

- Advise Coordinator Treatment & Supply (CTS) before periods of absence from the dam to ensure regular dam monitoring duties are delegated to others.
 - Advise the Coordinator Treatment and Supply (CTS) / Duty Manager (DM) / Manager Fitzroy River Water (MFRW) or General Manager Regional Services (GM) if a problem has been identified requiring the Emergency Action Plan to be activated.
 - Follow the EAP and ensure the actions outlined in Section 6.0 be immediately implemented in the event of an emergency,
 - Monitor and record emergency situation (including photos) in an Incident Log,
- An Incident Log shall be maintained on site by the Treatment & Supply Officer. Activities and decisions undertaken during any incident shall be recorded in chronological order in the Incident Log.

The Incident Log shall contain the following information as a minimum:

- A description of the incident / event.
- Time and date of the incident / event.
- Time and date of all actions.
- Regular recordings of water level.
- Regular recordings of rainfall.
- Instrumentation recordings.
- Description of observed damage.
- Photographs and / or sketches of observed damage.
- Details of communication which took place during the emergency.
- Any further comments considered necessary.

Incident Logs (refer Appendix I) shall be supported by other relevant documentation and photographs.

Comments regarding the adequacy of the EAP and any recommended changes to the EAP should be included.

- Provide regular status reports to Incident Manager (IM) coordinating the FRW Emergency Response Plan.
- Inspect the dam as soon as safe access is possible following an emergency.
- Forward a Damage and Action Report to Coordinator Treatment and Supply (CTS).

2.4.3 Operations Engineer (OE)

- Be thoroughly aware and capable of implementing the requirements of this document.
- Advise Coordinator Treatment & Supply (CTS) before periods of absence from the dam to ensure regular dam monitoring duties are delegated to others.
- Support and back up Treatment & Supply Officer (TSO) to implement the requirements of this document.
- Advise the Coordinator Treatment and Supply / Duty Manager (DM) / Manager (MFRW) or General Manager (GM) if a problem has been identified requiring the Emergency Action Plan to be activated.

- Follow the EAP and ensure the actions outlined in Section 6.0 be immediately implemented in the event of an emergency,
 - Monitor and record emergency situation (including photos) in an Incident Log,
- An Incident Log shall be maintained on site by the Treatment and Supply Officer. Activities and decisions undertaken during any incident shall be recorded in chronological order in the Incident Log.

The Incident Log shall contain the following information as a minimum:

- A description of the incident / event.
- Time and date of the incident / event.
- Time and date of all actions.
- Regular recordings of water level.
- Regular recordings of rainfall.
- Instrumentation recordings.
- Description of observed damage.
- Photographs and / or sketches of observed damage.
- Details of communication which took place during the emergency.
- Any further comments considered necessary.

Incident Logs (refer Appendix I) shall be supported by other relevant documentation and photographs.

Comments regarding the adequacy of the EAP and any recommended changes to the EAP should be included.

- Provide regular status reports to Incident Manager (IM) coordinating the FRW Emergency Response Plan.
- Inspect the dam as soon as safe access is possible following an emergency.
- Forward a Damage and Action Report to Coordinator Treatment and Supply (CTS).

2.4.4 Coordinator Treatment and Supply (CTS)

- Be thoroughly aware and capable of implementing the requirements of this document.
- Monitor situation when a potential emergency event could occur.
- Activate the EAP in the case of a potential emergency condition.
- Advise the Duty Manager (DM) / Manager (MFRW) / General Manager (GM) if a problem has been identified requiring the Emergency Action Plan to be activated.
- Forward a Damage and Action Report to Manager (MFRW) upon completion of emergency.
- Prepare and forward Emergency Event Report to Manager (MFRW).
- The downstream residents are to be provided with the communication arrangements by the Coordinator Treatment and Supply annually prior to the wet season.

2.4.5 Duty Officer (DO)

- The Duty Officer is the regular 24 hour operator located at Glenmore Water Treatment Plant and has continuous access to online storage level data.
- Be thoroughly aware and capable of implementing the requirements of this document.
- Monitor situation when a potential emergency event could occur.
- Advise the Coordinator Treatment and Supply (CTS) / Duty Manager (DM) / Manager (MFRW) / General Manager (GM) if a problem has been identified requiring the Emergency Action Plan to be activated.

2.4.6 Duty Manager (DM)

- The Duty Manager is one of three senior FRW Officers rostered on as the out of hours Manager – On Call, should the FRW Emergency Response Plan (ERP) need to be implemented. [Contact details are updated and posted on a weekly basis].
- Be thoroughly aware and capable of implementing the requirements of this document.
- Activate the FRW Emergency Response Plan and appoint an FRWERP Incident Manager (IM).
- Notify the Manager that the Dam Emergency Action Plan has been activated and that the FRW Emergency Response Plan (ERP) has been implemented and an FRW Emergency Response Team has been created.

2.4.7 Incident manager (IM)

- The Incident Manager (IM) is one of four senior FRW Managers selected should the FRW Emergency Response Plan (ERP) need to be implemented and an FRW Emergency Response Team need to be created.
- Manager and coordinator of the FRW Emergency Response Plan.
- Be thoroughly aware and capable of implementing the requirements of this document.
- Advise the Local Disaster Coordinator of impending situation.
- Ensure that the downstream residents have been advised of the dam situation and the activation of the Emergency Action Plan in accordance with the Communications Plan.
- Advise the Director of Dam Safety, Brisbane, of the Department of Energy and Water Supply that the Dam Emergency Action Plan has been activated.
- Undertake actions as set out in this Emergency Action Plan.
- Seek advice from an Experienced RPEQ Dam Engineer on structural issues of concern or other issues that may require engineering advice.
- Direct action of FRW and RRC personnel during an emergency event to protect property and life to the maximum extent considered possible under the prevailing conditions and with the resources available.
- Provide regular status reports to;

- Manager FRW
 - Local Disaster Coordinator(LDC)
 - General Manager (GM)
 - RRC Mayor
 - RRC Chief Executive Officer
 -
- Appoint a Media Communications Officer to be responsible for notifying the media of the current and changing situation/emergency conditions. Regular updates to the downstream residents are to be in accordance with the Communications Plan. (In the situation of rising water levels in the storage, the downstream residents should be advised by commercial radio at least every 30 min.
 - If evacuation of residence is required, communicate by commercial radio and contact Local Disaster Coordinator (LDC) and Police.
 - Authorise the end of the Emergency Action Plan activation.

2.4.8 Manager Fitzroy River Water (MFRW)

- Be thoroughly aware and capable of implementing the requirements of this document.
- As Document Sponsor, approve this document.
- Activate the FRW Emergency Response Plan and appoint an FRWERP Incident Manager (IM) if not previously done by Duty Manager.
- Monitor actions of the FRW Emergency Response Team.
- Review and forward Emergency Event Report to General Manager – Regional Services, RRC (GM)
- Undertake post emergency maintenance where required in accordance with the Operation and Maintenance Manual.

2.4.9 General Manager Regional Services, RRC (GM)

- Maintain and operate this Emergency Action Plan,
- Represent the dam operator by attending the Local Disaster Management Group meetings.
- Ensure EAP Manual is reviewed annually or when contact details for any parties have changed and it is compliant with the Dam Safety Regulators requirements,
- Advise the Coordinator Treatment and Supply if a problem has been identified and needs to be drafted into an amended Emergency Action Plan.
- Forward Emergency Event Report within 30 days of the event to the Director of Dam Safety, Dept. Energy and Water Supply (DEWS), PO BOX 2454, BRISBANE Q 4001 and Chief Executive Officer, RRC.

2.4.10 Local Disaster Coordinator, RRC (LDC)

- Be thoroughly aware and capable of implementing the requirements of this document.
- Brief the Rockhampton Regional Council Local Disaster Management Group of impending situation.
- Assist in Initiation of the Local Counter Disaster Management Plan if required.
- Execute evacuation of residences in accordance with this Emergency Action Plan upon the direction of the Incident Manager.
- Provide Regular feedback to the Incident Management Team.

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2.4.11 RPEQ Engineer – Consultant – Experienced in dam design and operation (Dam Engineer – RPEQ)

- Provide technical advice and assistance to RRC and FRW personnel, when requested,
- Detail the requirements of post emergency maintenance, where requested.

Note: The local consultants who would be recommended are:

Cardno

Chris Hegarty

Senior Civil Engineer

Phone: 07 4924 7500 Mobile: 0428 104 030

Fax: 07 4926 4375

Chris.Hegarty@cardno.com.au

and

AECOM Pty Ltd

Ben McMaster

Rockhampton Office Manager

Phone: 07 4937 5704 Mobile: 0419 174 203

Peter.Hielscher@aecom.com

3 Communication Plan

3.1 Internal Communications

Listed below is the preferred method of communication between FRW staff at Mt Morgan and FRW staff at Rockhampton should the normal lines of communication fail and be unavailable.

Mt Morgan ←-----→ Rockhampton

1. Landline Phones / Internet* (* if available)
2. Mobile Phones / Internet*
3. Satellite Phones / Internet*
4. Drive to top of range and use Mobile Phone **and/or** drive to Mt Morgan

Mt Morgan ←-----→ Mt Morgan

1. Landline Phones / Internet*
2. Mobile Phones / Internet*
3. 2 Way UHF radios (Channels **20 &/or 21**) / Internet*
4. Satellite Phones / Internet*

3.2 External Communications

Initially letters will be sent to all residents identified as being in the maximum flood zone downstream of the dam explaining the procedures undertaken in the case of an emergency, the communication methods, and maps of the design flood levels. Further meetings or discussion will be held if required with these residents and any other interested persons to explain and discuss these procedures and what can be expected. These letters and meetings will be held annually prior to the wet season.

Each year in advance of the approaching wet season FRW will review the list of current contact phone numbers of downstream residents to make sure this contact list is as accurate as possible in the event that it is required for notification purposes.

Because of the speed that a potential emergency could occur and the number to people to be contacted it is impractical to rely solely upon contact by telephone, even if it is still operational. For these reasons the primary contact with the downstream residents will be via radio or other public media.

Upon the implementation of this plan, all public warnings will be distributed through the LDC upon the recommendation of the Incident Manager and on the authorisation of the Chairperson LDMG.

Warnings are to be issued by the most effective means as determined by the LDMG and may include phone (to effected properties), radio warnings and local electronic and print media outlets.

The issue of local warnings must take into account community warning principles.

The following strategies will be used for the distribution of local warnings and/or information:

- If power is available;
 - Broadcast warnings, alerts and information will be issued by radio (ABC Radio), TV and internet;
 - Attempts will be made to utilise other radio stations and TV channels both local and Brisbane based wherever possible;
 - Requests to DCS for implementation of the Emergency Alert System
- If local power and/or telecommunications are lost;
 - Maintain communications through operations within LDCC;
 - Manually distribute information brochures and handouts, which if required, will be made available in languages other than English where possible;
 - Broadcast warnings and alerts by radio, TV and internet (where auxiliary power is available)
- If general power is lost along with telecommunications;
 - Maintain communications through operations within the LDCC;
 - Manually distribute information brochures and handouts, which if required, will be made available in languages other than English where possible;
 - Establish radio communications within the LDCC and with the DDCC;
 - Broadcast warnings and alerts by radio, TV and internet (where auxiliary power is available).

The Morning Bulletin will also be used to provide information wherever possible.

Partner agencies that also provide public information and warnings in the event of an emergency or disaster include:

- Queensland Fire and Rescue Service (QFRS) – coordinates media and public information regarding fire, chemical or gas emergency situations.;
- BoM - provides cyclone, flood (flood alert, flood watch and flood advice), severe storm (including thunderstorm), tsunami, land gales and severe bushfire weather advices;
- State Disaster Coordination Centre - where the State-wide management of a terrorist or other emergency incident is required;
- Queensland Police Service (QPS) - has responsibility for providing information about a locally managed terrorist incident;
- DDC – advises detail of mandatory evacuations and declarations under the *Disaster Management Act 2003 (DMA)*, relating to any disaster event;
- Queensland Health - for information regarding a public health epidemic or heat wave;
- RRC – for local information on road closures, traffic routes, evacuations, evacuation centres, welfare centres, debris clean-up and all matters relating to the activation of the LDMG and LDMP.

COMMUNITY WARNING PRINCIPLES

The following is a list of 12 recognised principles that should be followed in providing warnings to the community. Warnings and warning systems should be:

- Coordinated: A warning system should avoid duplication of effort where possible and support a shared understanding of the situation among all agencies involved in managing the incident;
- Authoritative and accountable: Warnings should be disseminated on the decision of an authorised person, unless of course imminent and extreme danger exists;
- Consistent/Standards based: Information content should be consistent across all sources to ensure credibility;
- Complete: The message should include relevant details, may include a direction on the need to consult other sources, and be presented in an easily understood way.

Messages should target the entire community, including culturally and linguistically diverse communities and those who are vision or hearing impaired;

- Multi-modal: The use of a variety of delivery mechanisms and multiple formats will complement each other and reach the most people;
- All hazards-based: Any emergency warning system should be capable of providing warnings, where practicable, for any type of emergency;
- Targeted: Messages should be targeted to those at risk in order to reduce complacency from 'over warning';
- Interoperable: Coordinated delivery methods should be capable of operation across jurisdictional borders;
- Accessible and responsive: Systems should be able to respond and deliver warnings during demographic, social and technological change;
- Verifiable: The warning is able to be verified by the community, to reduce accidental activations;
- Underpinned by education and awareness raising activities: Agencies should be active in the community to raise awareness and educate people in regards to particular emergencies;
- Compatible: The warning system should avoid adverse impacts upon other communication networks.

The Incident Manager in conjunction with the chair of the LDMG will make regular media releases in accordance with the above information and the following procedure listed in this EAP.

Should an evacuation order be broadcast, the Disaster Coordinator will follow up the order with on site ground visits (subject to maintaining the safety of the officers) to ensure the message has been received and the residents have evacuated.

4 Area Map and Storage Catchment Area Plan

4.1 Area Map

An Area Map showing travel times and distances for various routes of travel from Rockhampton to the Mount Morgan No 7 Dam has been produced.
See Appendix A.

4.2 Storage Catchment Area Plan

A Storage Catchment Area Plan has been provided.
See Appendix B.

5 Emergency Events

5.1 General

Any of the above officers set out in Section 2.4 can activate this Emergency Action Plan by contacting the Duty Manager. (Generally the EAP will be activated by the Duty Officer (DO) who has constant online communications to monitor conditions OR the Treatment & Supply Officer (TSO) who will be monitoring the conditions on site).

5.2 Flood Related Events

As flow over the dam increases with rising flood levels the effect of downstream flooding in the Dee River will increase. Areas along Byrnes Parade, River Street, Bridge Street, Sheil Crescent, Thompson Avenue, Tipperary Flats and parts of Red Hill are likely to be worst affected.

Access to the dam by road is via Byrnes Parade. As downstream flood levels increase this access may be restricted. Access may have to be gained by travelling overland to the dam from William Street. (4WD Access only).

The calculated maximum water level for the level of the probable maximum precipitation (PMP) event is RL 251.43 for an unblocked spillway crest which is also the Non Overflow Abutment Crest level.

5.3 Photographic record of flood related events downstream

Photographic records of river heights throughout the town and downstream of the dam will be required for the different flood capacities relevant to dam storage heights. For consistency, the recommended locations to photograph flood heights **both sides** of the Dee River are as set out below.

It is important that the time and location of photographs are recorded in the incident log.

- Site 1: Immediately downstream of the dam at the eastern end of Perlick St.
- Site 2: Between the western end of Perlick St. and River St.
- Site 3: Between Pugh St. and Edward St.
- Site 4: Upstream of the suspension bridge at Dee Esplanade.
- Site 5: Both sides of river at James St traffic Bridge.
- Site 6: Western end of Nicholson St.
- Site 7: Western end of Dee St.
- Site 8: New Gauge board installed in the No. 7 Dam at the William St site

Downstream photographs are not necessarily restricted to these locations and additional photographs at different points of interest locations should be taken by any officers that are available at the time.

5.4 Flood Trigger Levels

The following flood trigger events have been identified from flood routing analysis and from review of the on-site situation.

Table 1 Flood Trigger Events

Trigger Description	EAP Number	Escalation Level
Storage level at less than AHD 248.6 or the dam is not spilling	Not Applicable	NOT APPLICABLE
Storage level at AHD 248.6 and rising (0.3m above Spillway Crest)	6.1	ALERT
Storage level at AHD 248.8 and rising (0.5m above Spillway Crest)	6.2	LEAN FORWARD
Storage level at AHD 249.8 and rising (1.5m above Spillway Crest)	6.3	STAND UP
Storage level at AHD 250.5 and rising (2.2m above Spillway Crest)	6.4	STAND UP
Storage level at AHD 251.0 and rising (2.7m above Spillway Crest)	6.5	STAND UP
Storage level at AHD 251.43 (3.13m above Spillway Crest and overtopping of Non Overflow Abutment & Levee)	6.6	STAND UP
Storage level at less than AHD 248.8m (less than 0.5m above Spillway Crest) and falling	Not Applicable	STAND DOWN

5.5 Non Flood related events

The following non-flood related emergency events have been identified as events that would activate this Emergency Action Plan.

Table 2 Non-Flood Related Trigger Events

Trigger Description	EAP Number	Escalation Level
Significant Increase in Seepage or New Area of Seepage is Observed giving rise to Piping Failure of Levee	6.7	ALERT
Earthquake / Tremor felt in the area OR Landslide	6.8	ALERT
Movement of Dam Embankment	6.9	LEAN FORWARD
Slope failure of Levee	6.10	LEAN FORWARD
Cracking in structural concrete	6.11	LEAN FORWARD

Fitzroy River Water

No 7 Dam Mt Morgan, Emergency Action Plan

The following events will require immediate action to be taken but will **not necessarily** trigger the Emergency Action Plan:

Table 3 Non-Flood Related Events requiring Immediate Action

Description of Event	EAP Number	Escalation Level
Wave Erosion	6.12	ALERT
Toxic Spill in Storage/Catchment	6.13	ALERT
Algae Bloom in Storage/Catchment	6.14	ALERT

6 Emergency Actions

6.1 Storage Level is at AHD 248.6 (0.3m above Spillway Crest) and rising, or further rain is forecast.

Although this is not an emergency event, it is included in the EAP to provide advance warning of a possible event. **THIS IS AN ALERT LEVEL CONDITION.**

The Treatment & Supply Officer should observe the dam from an appropriate vantage point on the right abutment.

The following actions should be undertaken by the nominated officers:

TREATMENT & SUPPLY OFFICER	COORDINATOR TREATMENT AND SUPPLY
<ul style="list-style-type: none"> ▪ Monitor rainfall and storage levels hourly. ▪ Check rainfall predictions with Bureau of Meteorology (BOM) ▪ Notify the Coordinator Treatment and Supply of storage water level and rainfall forecast. 	Notify the Manager of FRW of storage water level and rainfall forecast.
<ul style="list-style-type: none"> ▪ Monitor the situation, keeping notes and photographs for the Incident Log. Advise Coordinator Treatment and Supply. ▪ Monitor downstream flooding with photographs and relate to dam gauge height. Record times of photographs and observations. (See EAP 5.3). 	Inform the Manager FRW and General Manager Regional Services of the situation.
<p>IF ANY DAMAGE IS OBSERVED</p> <p>Advise the Coordinator Treatment and Supply and proceed with EAP 6.7 – EAP 6.12 as appropriate.</p>	On receipt of damage report, proceed with EAP 6.7 – EAP 6.12.
<p>IF WATER LEVEL RISES ABOVE AHD 248.8m (0.5 m OVER SPILLWAY CREST LEVEL)</p> <p>Advise Coordinator Treatment and Supply and proceed with EAP 6.2.</p>	Advise Manager FRW and General Manager Regional Services and proceed with EAP 6.2.
<p>IF WATER LEVEL DROPS TO AHD 248.4 (0.1M above SPILLWAY) AND NO MORE RAIN IS FORECAST</p> <p>Advise Coordinator Treatment and Supply.</p>	Advise the Manager FRW and General Manager Regional Services and close the Incident.
Complete an Event Report and submit to Coordinator Treatment and Supply.	Review and complete and file the Event Report.

6.2 Storage Level is at AHD 248.8 (0.5m above Spillway Crest) and rising and major rainfall is forecast by BOM.

ACTIVATE THIS EMERGENCY ACTION PLAN.

- {by whoever first becomes aware of the situation ie. Treatment and Supply Officer; Coordinator Treatment and Supply; Duty Officer or Duty Manager}

THIS IS A LEAN FORWARD LEVEL CONDITION.

The Treatment & Supply Officer / Operations Engineer should observe the dam from an appropriate vantage point on the right abutment.

(The right abutment cannot be accessed via Byrnes Parade with storage level above AHD 249.1. Access may have to be gained by travelling overland to the dam via William Street (4WD Access Only) and checking the gauge board level reading at this location. There is no access to the left abutment with a flow over the spillway.)

The following actions should be undertaken by the nominated officers:

TREATMENT & SUPPLY OFFICER	COORDINATOR TREATMENT AND SUPPLY
<ul style="list-style-type: none"> ▪ Continue to monitor water level and rate of change in level on an hourly basis. ▪ Check rainfall predictions with Bureau of Meteorology (BOM). ▪ Notify the Coordinator Treatment and Supply of storage water level and rainfall forecast and that Emergency Action Plan is to be Activated. 	<p>Activate Emergency Action Plan by having Duty Manager / Manager FRW appoint an Incident Manager (IM) to administer the FRW Emergency Response Plan (ERP).</p>

Fitzroy River Water

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TREATMENT & SUPPLY OFFICER / OPERATIONS ENGINEER / COORDINATOR TREATMENT AND SUPPLY	INCIDENT MANAGER
<ul style="list-style-type: none"> ▪ Monitor the situation, keeping notes and photographs for the Incident Log. Advise Incident Manager regularly of developing situation. ▪ Monitor downstream flooding with photographs and relate to dam gauge height. Record times of photographs and observations. (See EAP 5.3). 	<ul style="list-style-type: none"> ▪ Notify General Manager and the Local Disaster Coordinator that the Emergency Acton Plan has been activated. ▪ Advise downstream residents of the situation and regularly update information at least in 30m intervals by radio and television broadcasts in accordance with the communication procedures. ▪ Using the latest rates of rise, calculate the time the water level will reach AHD 249.1m (Estimated flood level for access via Byrnes Pd to be cut) and advise Queensland Police Service (QPS) and make a radio / television release. ▪ Keep General Manager Regional Services updated on situation. ▪ Have Media Communications Officer keep the media informed of developing situations. ▪ Advise the Dam Safety Regulator (within 48hrs) that the EAP has been activated and of the general situation.

TREATMENT & SUPPLY OFFICER / OPERATIONS ENGINEER / COORDINATOR TREATMENT AND SUPPLY	INCIDENT MANAGER
<p>IF ANY DAMAGE IS OBSERVED Advise the Manager Treatment and Supply and proceed with EAP 6.7 – EAP 6.12 as appropriate.</p>	<p>On receipt of damage report, proceed with EAP 6.7 – EAP 6.12 as appropriate.</p>
<p>IF WATER LEVEL RISES ABOVE AHD 249.8 m (1.5 m above Spillway Crest) Advise Manager Treatment and Supply and proceed with EAP 6.3.</p>	<p>Advise Manager FRW and General Manager Regional Services and proceed with EAP 6.3.</p>
<p>WHEN WATER LEVEL DROPS BELOW RL 248.8m (0.5 above Spillway Level) AND NO MORE RAIN IS FORECAST Advise Incident Manager and proceed with EAP 6.1.</p>	<ul style="list-style-type: none"> ▪ Proceed with EAP 6.1. ▪ End of the Emergency Action Plan activation. ▪ Review and complete the Incident Log. ▪ Stand down the Incident Management Team, review and complete Emergency Event Report and submit to Manager FRW for submission to General Manager Regional Services.
	<p>GENERAL MANAGER – REGIONAL SERVICES</p> <p>Forward Emergency Event Report within 30 days of the event to the Director of Dam Safety, Dept. Energy and Water Supply (DEWS), PO BOX 2454, BRISBANE Q 4001 and Chief Executive Officer, RRC.</p>

6.3 Storage Level is at AHD 249.8 (1.5m above Spillway Crest) and rising, or further heavy rain is forecast by BOM.

EMERGENCY ACTION PLAN STILL ACTIVATED. THIS IS A STAND UP LEVEL CONDITION.

The Treatment & Supply Officer /Operations Engineer should observe the dam from an appropriate vantage point on the right abutment.

(The left abutment cannot be accessed via Byrnes Parade with storage level above AHD 249.8. Access may have to be gained by travelling overland to the dam via William St and checking the gauge board level reading at this location. (4WD Access Only).)

The following actions should be undertaken by the nominated officers:

TREATMENT & SUPPLY OFFICER / OPERATIONS ENGINEER / COORDINATOR TREATMENT AND SUPPLY	INCIDENT MANAGER
<ul style="list-style-type: none"> ▪ Continue to monitor water level and rate of change in level on an hourly basis. ▪ Check rainfall predictions with Bureau of Meteorology (BOM). ▪ Notify the Incident Manager of storage water level and rainfall forecast. ▪ Monitor the situation, keeping notes and photographs for the Incident Log. Advise Incident Manager. ▪ Monitor downstream flooding with photographs and relate to dam gauge height. Record times of photographs and observations. (See EAP 5.3). ▪ Undertake a Visual Check of the dam if safe to do so and check Dam Storage Level at the William St Gauge Board ▪ If Dam Storage Level Monitoring is no longer possible remotely or at site proceed to EAP 6.5. 	<ul style="list-style-type: none"> ▪ Advise downstream residents by radio / television that the dam water level is still rising and they should be prepared to move to higher ground. Regularly advise downstream residents of the situation in accordance with the communication procedures. ▪ Using the latest rates of rise, calculate the time the water level will reach RL 250.5m (Water level is 0.1m above overflow Abutment Level) and advise Rockhampton Regional Council Local Disaster Management Group and Queensland Police Service (QPS). ▪ Keep General Manager Regional Services updated on situation. ▪ Have Media Communications Officer keep the media informed of developing situations. ▪ If communication with the downstream residents fails, advise Disaster Management Group to contact all residents located within the inundation zone and warn them that evacuation is possible.
<p>IF ANY DAMAGE IS OBSERVED Advise the Incident Manager and proceed with EAP 6.7 – EAP 6.12 as appropriate.</p>	<p>On receipt of damage report, proceed with EAP 6.7 – EAP 6.12 as appropriate.</p>
<p>IF WATER LEVEL RISES ABOVE AHD 250.5 m (2.2 m above Spillway Crest) Advise Manager Treatment and Supply and proceed with EAP 6.5.</p>	<p>Advise Manager FRW and General Manager Regional Services and proceed with EAP 6.5.</p>
<p>WHEN WATER LEVEL DROPS BELOW AHD 249.8 m (1.5m above Spillway Crest) AND NO MORE RAIN IS FORECAST Proceed with EAP 6.2.</p>	<p>Proceed with EAP 6.2.</p>

6.4 Storage Level is at AHD 250.5 (2.2m above Spillway Crest) and rising, or further heavy rain is forecast by BOM. Discharge is 0.1m over the overflow abutments.

EMERGENCY ACTION PLAN STILL ACTIVATED. THIS IS A STAND UP LEVEL CONDITION.

The Treatment & Supply Officer /Operations Engineer /Coordinator Treatment and Supply should observe the dam from the William St site or higher ground only.

The following actions should be undertaken by the nominated officers:

TREATMENT & SUPPLY OFFICER / OPERATIONS ENGINEER / COORDINATOR TREATMENT AND SUPPLY	INCIDENT MANAGER
<ul style="list-style-type: none"> ▪ Continue to monitor water level and rate of change in level on an hourly basis. ▪ Check rainfall predictions with Bureau of Meteorology (BOM). ▪ Notify the Incident Manager of storage water level and rainfall forecast. ▪ Monitor the situation, keeping notes and photographs for the Incident Log. Advise Incident Manager. ▪ Monitor downstream flooding with photographs and relate to dam gauge height. Record times of photographs and observations.(See EAP 5.3) 	<ul style="list-style-type: none"> ▪ Advise downstream residents by radio / television that the dam water level is still rising and they are to evacuate from within the inundation zone to higher ground. Maintain regular advise of the situations to downstream residents in accordance with the communication procedures. ▪ Advise Local Disaster Coordinator and Queensland Police Service that residents are to be evacuated and seek their assistance. ▪ Using the latest rates of rise, calculate the time the water level will reach RL 251.0m and advise Rockhampton Regional Council Local Disaster Management Group and Queensland Police Service (QPS). ▪ Keep General Manager Regional Services updated on situation. ▪ Have Media Communications Officer keep the media informed of developing situations. ▪ As water level rises above AHD 250.5, all downstream residents are to be evacuate from within the inundation zone.
<p>IF ANY DAMAGE IS OBSERVED Advise the Coordinator Treatment and Supply and proceed with EAP 6.7 – EAP 6.12 as appropriate.</p>	<p>On receipt of damage report, proceed with EAP 6.7 – EAP 6.12 as appropriate.</p>
<p>IF WATER LEVEL RISES ABOVE AHD 251.0 m (2.7 m above Spillway Crest) Advise Manager Treatment and Supply and proceed with EAP 6.6.</p>	<p>Advise Manager FRW and General Manager Regional Services and proceed with EAP 6.6.</p>
<p>WHEN WATER LEVEL DROPS BELOW AHD 250.5 m (2.2 m above Spillway Crest) AND NO MORE RAIN IS FORECAST Proceed with EAP 6.3.</p>	<p>Proceed with EAP 6.3.</p>

6.5 Storage Level is at AHD 251.0 (2.7m above Spillway Crest) and rising, or further heavy rain is forecast by BOM. Discharge over the non-overflow abutments is a possibility.

EMERGENCY ACTION PLAN STILL ACTIVATED. THIS IS A STAND UP LEVEL CONDITION.

The Treatment & Supply Officer /Operations Engineer /Coordinator Treatment and Supply should observe the dam from an appropriate vantage point on the right abutment.

The following actions should be undertaken by the nominated officers:

TREATMENT & SUPPLY OFFICER / OPERATIONS ENGINEER / COORDINATOR TREATMENT AND SUPPLY	INCIDENT MANAGER
<ul style="list-style-type: none"> ▪ Continue to monitor water level and rate of change in level on an hourly basis. ▪ Check rainfall predictions with Bureau of Meteorology (BOM). ▪ Notify the Incident Manager of storage water level and rainfall forecast. ▪ Monitor the situation, keeping notes and photographs for the Incident Log. Advise Incident Manager. ▪ Monitor downstream flooding with photographs and relate to dam gauge height. Record times of photographs and observations. (See EAP 5.3). ▪ Undertake a Routine Dam Safety Inspection. During the inspection, note rainfall, water level, signs of slumps, erosion, springs. Cracks or any deformation, which could be classified as damage to the dam and relay details back to the Incident Manager. 	<ul style="list-style-type: none"> ▪ Continue to advise downstream residents by radio / television that the dam water level is still rising and they are to evacuate from within the inundation zone to higher ground. Maintain regular advise of the situations to downstream residents in accordance with the communication procedures. ▪ Continue to advise Local Disaster Coordinator and Queensland Police Service that residents are to be evacuated and seek their assistance. ▪ Using the latest rates of rise, calculate the time the water level will reach RL 251.43 m and advise Rockhampton Regional Council Local Disaster Management Group and Queensland Police Service (QPS). ▪ Keep General Manager Regional Services updated on situation. ▪ Have Media Communications Officer keep the media informed of developing situations.
<p>IF ANY DAMAGE IS OBSERVED Advise the Coordinator Treatment and Supply and proceed with EAP 6.7 – EAP 6.12 as appropriate.</p>	<p>On receipt of damage report, proceed with EAP 6.7 – EAP 6.12 as appropriate.</p>
<p>IF WATER LEVEL APPROACHES AHD 251.43 m (3.13 m above Spillway Crest) Advise Incident Manager and proceed with EAP 6.6.</p>	<p>Advise Manager FRW and General Manager Regional Services and proceed with EAP 6.6.</p>
<p>WHEN WATER LEVEL DROPS BELOW AHD 251.0 m (2.7 m above Spillway Crest) AND NO MORE RAIN IS FORECAST Proceed with EAP 6.4.</p>	<p>Proceed with EAP 6.4.</p>

6.6 Storage Level at AHD 251.43 (3.13m above Spillway Crest) and rising, or further heavy rain is forecast by BOM. Overtopping of the levee is imminent.

EMERGENCY ACTION PLAN STILL ACTIVATED. THIS IS A STAND UP LEVEL CONDITION.

The Treatment & Supply Officer/Operations Engineer/Coordinator Treatment and Supply should observe the dam from an appropriate vantage point on the right abutment.

The following actions should be undertaken by the nominated officers:

TREATMENT & SUPPLY OFFICER / OPERATIONS ENGINEER / COORDINATOR TREATMENT AND SUPPLY	INCIDENT MANAGER
<ul style="list-style-type: none"> ▪ Continue to monitor water level and rate of change in level on an hourly basis. ▪ Check rainfall predictions with Bureau of Meteorology (BOM). ▪ Notify the Incident Manager of storage water level and rainfall forecast. ▪ Monitor the situation, keeping notes and photographs for the Incident Log. Advise Incident Manager. ▪ Monitor downstream flooding with photographs and relate to dam gauge height. Record times of photographs and observations. (See EAP 5.3). ▪ Undertake a Routine Dam Safety Inspection. During the inspection, note rainfall, water level, signs of slumps, wash outs, erosion, springs, Cracks or any deformation, which could be classified as damage to the dam and relay details back to the Incident Manager. 	<ul style="list-style-type: none"> ▪ Continue to advise downstream residents by radio / television that the dam water level is still rising and they are to evacuate from within the inundation zone to higher ground. Maintain regular advise of the situations to downstream residents in accordance with the communication procedures. ▪ Advise Rockhampton Regional Council Local Disaster Management Group and Queensland Police Service (QPS) that the water level has reached RL 251.43 m and overtopping of the complete structure is imminent. ▪ Keep General Manager Regional Services updated on situation. ▪ Have Media Communications Officer keep the media informed of developing situations. ▪ Advise downstream residents of the situation and regularly advise situation at 3hr intervals or every 0.5m rise of water in the storage. ▪ As water level rises above AHD 250.9, all downstream residents should have been evacuated from within the inundation zone.
<p>IF ANY DAMAGE IS OBSERVED Advise the Coordinator Treatment and Supply and proceed with EAP 6.7 – EAP 6.12 as appropriate.</p>	<p>On receipt of damage report, proceed with EAP 6.7 – EAP 6.12 as appropriate.</p>
<p>IF WATER LEVEL EXCEEDS AHD 251.43 m (3.13 m above Spillway Crest) Advise Incident Manager and maintain observations at the dam.</p>	<p>Advise Manager FRW and General Manager Regional Services and maintain a vigilant watch on the dam structure and downstream infrastructure.</p>
<p>WHEN WATER LEVEL DROPS BELOW AHD 251.4 m (3.1m above Spillway Crest) AND NO MORE RAIN IS FORECAST Proceed with EAP 6.5.</p>	<p>Proceed with EAP 6.5.</p>

6.7 Significant Increase in Seepage or New Area of Seepage is Observed.

(This could give rise to Piping Failure of Levee.)

ACTIVATE EMERGENCY ACTION PLAN. THIS IS AN ALERT LEVEL CONDITION.

Seepage is the loss of storage contents by movement of water through the dam, levee or foundation. Seepage may be observed at joints in concrete structures, at the downstream toe of the spillway, abutments or levee, and in downstream areas generally. Seepage may be evidenced by the presence of boggy ground, pools of water or flowing water, and by environmental changes such as evergreen areas or areas of reed growth. Seepage in the levee may lead to piping failure.

In the event of any significant increase in seepage (>20%) which is not attributable to rainfall the following actions are required.

TREATMENT & SUPPLY OFFICER / OPERATIONS ENGINEER	COORDINATOR TREATMENT AND SUPPLY
Notify the Coordinator Treatment and Supply of any noticeable increase or changes in seepage (seepage rate or colour) or surface slumping on any dam embankment.	<ul style="list-style-type: none"> ▪ Inform the Manager FRW and General Manager Regional Services of the situation. ▪ Activate Emergency Action Plan and/or have Duty Officer appoint an Incident Manager (IM) to activate the FRW Emergency Response Plan (ERP).

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TREATMENT & SUPPLY OFFICER / OPERATIONS ENGINEER	INCIDENT MANAGER
<ul style="list-style-type: none"> ▪ Monitor the situation by measuring the rate of seepage flow and observe the clarity, especially cloudy appearance of the seepage flow. Keep notes and photographs for the Incident Log. ▪ Inspect dam for damage so long as safe access is possible. ▪ Report situation regularly to the Incident Manager. ▪ Maintain an Incident Log 	<ul style="list-style-type: none"> ▪ Arrange for the Dam Safety Consultant (RPEQ) to inspect the dam immediately in accordance with Special Dam Safety Inspection. ▪ Direct action of FRW and RRC personnel during an emergency event to protect property and life to the maximum extent considered possible under the prevailing conditions and with the resources available. ▪ Arrange for immediate action to be undertaken as prescribed by Dam Safety Consultant. (RPEQ). ▪ Decide whether or not to instigate immediate repairs. ▪ If repairs are not undertaken, the damage is to remain monitored. ▪ If repairs are to be undertaken, the Dam Safety Consultant is to be consulted over the specification of the repairs. Materials and/or services may be obtained through existing FRW suppliers or as decided otherwise by the Manager. ▪ Advise the Manager FRW and General Manager Regional Services of situation. ▪ Have Media Communications Officer keep the media and downstream residents informed in accordance with the Communication Plan. ▪ Should situation be considered critical by the Dam Safety Consultant, consider evacuation of downstream residents. ▪ Advise the Manager FRW and General Manager Regional Services of situation. ▪ Advise the Dam Safety Regulator (within 48hrs) that the EAP has been activated and of the general situation.
<p>ON COMPLETION OF REPAIRS</p> <ul style="list-style-type: none"> ▪ Monitor situation and report to the Incident Manager. 	<ul style="list-style-type: none"> ▪ If repairs appear to have stabilised the damage, confirm with the Dam Safety Consultant and close the Incident. ▪ The Dam Safety Consultant is to confirm the closure of any Incident associated with damage to the dam. ▪ End of the Emergency Action Plan activation. ▪ The Dam Safety Consultant is to identify any required follow up repairs or works. Document these required works in the Incident Log and in the Dam Data Book.

Fitzroy River Water

No 7 Dam Mt Morgan, Emergency Action Plan

TREATMENT & SUPPLY OFFICER / OPERATIONS ENGINEER	INCIDENT MANAGER
<p>AFTER THE EVENT</p> <p>Prepare an Emergency Event Report and submit, along with the Incident Log, to Incident Manager.</p>	<ul style="list-style-type: none"> ▪ Review and complete the Incident Log. ▪ Stand down the Incident Management Team, review and complete Emergency Event Report and submit to Manager FRW for submission to General Manager Regional Services.
	<p>GENERAL MANAGER – REGIONAL SERVICES</p> <p>Forward Emergency Event Report within 30 days of the event to the Director of Dam Safety, Dept. Energy and Water Supply (DEWS), PO BOX 2454, BRISBANE Q 4001 and Chief Executive Officer, RRC.</p>

6.8 Earthquake is Reported in the Vicinity of the Dam

ACTIVATE EMERGENCY ACTION PLAN. THIS IS AN ALERT LEVEL CONDITION.

TREATMENT AND SUPPLY OFFICER	COORDINATOR TREATMENT AND SUPPLY
Inform the Manager Treatment and Supply that an earthquake has been felt in the area.	<ul style="list-style-type: none"> ▪ If possible, contact Geoscience Australia to ascertain epicentre and magnitude of earthquake (contact details below). ▪ Inform the Manager FRW and General Manager Regional Services of the situation. ▪ Activate Emergency Action Plan and appoint an Incident Manager (IM) to activate the FRW Emergency Response Plan (ERP).
TREATMENT AND SUPPLY OFFICER	INCIDENT MANAGER
<ul style="list-style-type: none"> ▪ Immediately perform a Routine Dam Safety Inspection. During the inspection, note signs of slumps, erosion, springs/seepage, cracks, or deformation, this could be classified as damage to the dam. ▪ Monitor the situation, keeping notes and photographs for the Incident Log and the Routine Dam Safety Inspection and report to the Incident Manager. 	<ul style="list-style-type: none"> ▪ Arrange for the Dam Safety Consultant (RPEQ) to inspect the dam immediately in accordance with Special Dam Safety Inspection. ▪ Direct action of FRW and RRC personnel during an emergency event to protect property and life to the maximum extent considered possible under the prevailing conditions and the resources available. ▪ Arrange for action to be undertaken as prescribed by Dam Safety Consultant. (RPEQ) ▪ Have Media Communications Officer keep the media and downstream residents informed in accordance with the Communication Plan. ▪ Should situation be considered critical by the Dam Safety Consultant, consider evacuation of downstream residents. ▪ Advise the Manager FRW and General Manager Regional Services of the situation. ▪ Advise the Dam Safety Regulator (within 48hrs) that the EAP has been activated and of the general situation.
<p>AFTER THE EVENT Prepare an Emergency Event Report and submit, along with the Incident Log, to Incident Manager.</p>	<p>End of the Emergency Action Plan activation.</p> <ul style="list-style-type: none"> ▪ Review and complete the Incident Log. ▪ Stand down the Incident Management Team, review and complete Emergency Event Report and submit to Manager FRW for submission to General Manager Regional Services.
	GENERAL MANAGER – REGIONAL SERVICES
	Forward Emergency Event Report within 30 days of the event to the Director of Dam Safety, Dept. Energy and Water Supply (DEWS), PO BOX 2454, BRISBANE Q 4001 and Chief Executive Officer, RRC.

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No 7 Dam Mt Morgan, Emergency Action Plan

Contact Information for Geoscience Australia

Phone: Switchboard: +61 2 6249 9111

Sales Centre/product information: 1800 800 173

Earthquake information: 1800 655 739

Media Hotline: 1800 882 035

Fax: +61 2 6249 9999

Email: General enquiries: clientservices@ga.gov.au

To email staff, use the following template: firstname.lastname@ga.gov.au

Website: www.ga.gov.au

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6.9 Excessive Movement of Dam Embankment

ACTIVATE EMERGENCY ACTION PLAN. THIS IS A **LEAN FORWARD LEVEL CONDITION.**

TREATMENT AND SUPPLY OFFICER	COORDINATOR TREATMENT AND SUPPLY
Inform the Coordinator Treatment and Supply that movement has been noticed.	<ul style="list-style-type: none"> ▪ Inform the Manager FRW and General Manager Regional Services of the situation. ▪ Activate Emergency Action Plan and appoint an Incident Manager (IM) to activate the FRW Emergency Response Plan (ERP).
TREATMENT AND SUPPLY OFFICER	INCIDENT MANAGER
<ul style="list-style-type: none"> ▪ Immediately perform a Routine Dam Safety Inspection. During the inspection, note any signs of slumps, erosion, springs, cracks or any deformation, which could be classified as damage to the dam. ▪ Monitor the situation, keeping notes and photographs for the Incident Log and the Routine Dam Safety Inspection and report to the Incident Manager. 	<ul style="list-style-type: none"> ▪ Arrange for the Dam Safety Consultant (RPEQ) to inspect the dam immediately in accordance with Special Dam Safety. ▪ Direct action of FRW and RRC personnel during an emergency event to protect property and life to the maximum extent considered possible under the prevailing conditions and the resources available. ▪ Arrange for action to be undertaken as prescribed by Dam Safety Consultant. ▪ Should situation be considered critical by the Dam Safety Consultant, consider evacuation of downstream residents. ▪ Advise the Manager FRW and General Manager Regional Services of situation. ▪ Advise the Dam Safety Regulator (within 48hrs) that the EAP has been activated and of the general situation.
AFTER THE EVENT	End of the Emergency Action Plan activation.
Prepare an Emergency Event Report and submit, along with the Incident Log, to the Incident Manager.	<ul style="list-style-type: none"> ▪ Review and complete the Incident Log. ▪ Stand down the Incident Management Team, review and complete Emergency Event Report and submit to Manager FRW for submission to General Manager Regional Services.
	GENERAL MANAGER – REGIONAL SERVICES
	Forward Emergency Event Report within 30 days of the event to the Director of Dam Safety, Dept. Energy and Water Supply (DEWS), PO BOX 2454, BRISBANE Q 4001 and Chief Executive Officer, RRC.

6.10 Slope Failure of Levee

Slope failure is the movement (sliding or rotation) of material down the face of the levee embankment. Slope failure may be evidenced by cracks or scarps near the crest of the levee or a bulge at the embankment toe.

ACTIVATE EMERGENCY ACTION PLAN. THIS IS A **LEAN FORWARD LEVEL CONDITION.**

TREATMENT AND SUPPLY OFFICER	COORDINATOR TREATMENT AND SUPPLY
<ul style="list-style-type: none"> ▪ Inform the Coordinator Treatment and Supply that a slope failure of the embankment has been identified. 	<ul style="list-style-type: none"> ▪ Inform the Manager FRW and General Manager Regional Services of the situation. ▪ Activate Emergency Action Plan and appoint an Incident Manager (IM) to activate the FRW Emergency Response Plan (ERP).
TREATMENT AND SUPPLY OFFICER	INCIDENT MANAGER
<ul style="list-style-type: none"> ▪ Immediately perform a Routine Dam Safety Inspection. During the inspection, note signs of slumps, erosion, springs/seepage, cracks, or deformation, this could be classified as damage to the dam. ▪ Monitor the situation, keeping notes and photographs for the Incident Log and the Routine Dam Safety Inspection and report to the Incident Manager. 	<ul style="list-style-type: none"> ▪ Arrange for the Dam Safety Consultant (RPEQ) to inspect the dam immediately in accordance with Special Dam Safety. ▪ Direct action of FRW and RRC personnel during an emergency event to protect property and life to the maximum extent considered possible under the prevailing conditions and the resources available. ▪ Arrange for action to be undertaken as prescribed by Dam Safety Consultant. (RPEQ) ▪ Have Media Communications Officer keep the media and downstream residents informed in accordance with the Communication Plan. ▪ Should situation be considered critical by the Dam Safety Consultant, consider evacuation of downstream residents. ▪ Advise the Manager FRW and General Manager Regional Services of situation. ▪ Advise the Dam Safety Regulator (within 48hrs) that the EAP has been activated and of the general situation.
AFTER THE EVENT	End of the Emergency Action Plan activation.
<ul style="list-style-type: none"> ▪ Prepare an Emergency Event Report and submit, along with the Incident Log, to Incident Manager. 	<ul style="list-style-type: none"> ▪ Review and complete the Incident Log. ▪ Stand down the Incident Management Team, review and complete Emergency Event Report and submit to Manager FRW for submission to General Manager Regional Services.
	<p>General Manager – Regional Services</p> <p>Forward Emergency Event Report within 30 days of the event to the Director of Dam Safety, Dept. Energy and Water Supply (DEWS), PO BOX 2454, BRISBANE Q 4001 and Chief Executive Officer, RRC.</p>

6.11 Cracking in Structural Concrete

As well as visual signs, cracking may be evidenced by mechanical problems such as a burst outlet pipe. On detection or notification of cracking in the structural concrete the following actions should be undertaken by the nominated officers:

ACTIVATE EMERGENCY ACTION PLAN. THIS IS A LEAN FORWARD LEVEL CONDITION.

TREATMENT AND SUPPLY OFFICER	COORDINATOR TREATMENT AND SUPPLY
<ul style="list-style-type: none"> ▪ Inform the Coordinator Treatment and Supply that cracking in the structural concrete has been identified. 	<ul style="list-style-type: none"> • Inform the Manager FRW and General Manager Regional Services of the situation. • Activate Emergency Action Plan and appoint an Incident Manager (IM) to activate the FRW Emergency Response Plan (ERP).
TREATMENT AND SUPPLY OFFICER	INCIDENT MANAGER
<ul style="list-style-type: none"> ▪ Immediately perform a Routine Dam Safety Inspection. During the inspection, note signs of slumps, erosion, springs/seepage, cracks, or deformation, this could be classified as damage to the dam. ▪ Monitor the situation, keeping notes and photographs for the Incident Log and the Routine Dam Safety Inspection and report to the Incident Manager. 	<ul style="list-style-type: none"> ▪ Arrange for the Dam Safety Consultant (RPEQ) to inspect the dam immediately in accordance with Special Dam Safety Inspection). ▪ Direct action of FRW and RRC personnel during an emergency event to protect property and life to the maximum extend considered possible under the prevailing conditions and the resources available. ▪ Arrange for action to be undertaken as prescribed by Dam Safety Consultant. (RPEQ) ▪ Have Media Communications Officer keep the media and downstream residents informed. ▪ Should situation be considered critical by the Dam Safety Consultant, consider evacuation of downstream residents. ▪ Advise the Manager FRW and General Manager Regional Services of situation. ▪ Advise the Dam Safety Regulator (within 48hrs) that the EAP has been activated and of the general situation.
AFTER THE EVENT	End of the Emergency Action Plan activation.
<ul style="list-style-type: none"> ▪ Complete the Emergency Event Report and submit, along with the Incident Log, to the Incident Manager. 	<ul style="list-style-type: none"> ▪ Review and complete the Incident Log. ▪ Stand down the Incident Management Team, review and complete Emergency Event Report and submit to Manager FRW for submission to General Manager Regional Services.
	GENERAL MANAGER – REGIONAL SERVICES
	Forward Emergency Event Report within 30 days of the event to the Director of Dam Safety, Dept. Energy and Water Supply (DEWS), PO BOX 2454, BRISBANE Q 4001 and Chief Executive Officer, RRC.

6.12 Wave Erosion

THIS IS AN ALERT LEVEL CONDITION.

Wave erosion is the beaching or notching of the upstream face of embankments by waves generated over long periods of strong winds. Undertake inspections of upstream face of embankment during, or after, periods of strong winds.

TREATMENT & SUPPLY OFFICER	COORDINATOR TREATMENT AND SUPPLY
<ul style="list-style-type: none"> ▪ Notify the Coordinator Treatment and Supply that wave erosion has been identified on the embankment. ▪ Monitor the situation, keeping notes and photographs for the Incident Log. Advise Manager Treatment and Supply of change. 	<p>Minor Erosion</p> <ul style="list-style-type: none"> ▪ Arrange for the Dam Safety Consultant (RPEQ) to inspect the dam immediately in accordance with Special Dam Safety Inspection) and submit a report containing a plan of restoration. ▪ Arrange for action to be undertaken as prescribed by Dam Safety Consultant. (RPEQ) ▪ When the issue has been resolved, close the Incident. <p>Major Erosion</p> <ul style="list-style-type: none"> ▪ Should situation be considered critical by the Dam Safety Consultant, consider Activation of the Emergency Action Plan. ▪ Advise the Manager FRW and General Manager Regional Services of situation. ▪ Arrange for action to be undertaken as prescribed by Dam Safety Consultant. (RPEQ) ▪ Consider evacuation of downstream residents. ▪ Advise the Dam Safety Regulator (within 48hrs) if the EAP has been activated and of the general situation.
<p>AFTER THE EVENT When the issue has been resolved, prepare an Emergency Event Report and submit to Coordinator Treatment and Supply.</p>	<p>End of the Emergency Action Plan activation.</p> <ul style="list-style-type: none"> ▪ Review and complete the Incident Log. ▪ Stand down the Incident Management Team, review and complete Emergency Event Report and submit to Manager FRW for submission to General Manager Regional Services.
	<p>GENERAL MANAGER – REGIONAL SERVICES Forward Emergency Event Report within 30 days of the event to the Director of Dam Safety, Dept. Energy and Water Supply (DEWS), PO BOX 2454, BRISBANE Q 4001 and Chief Executive Officer, RRC.</p>

6.13 Toxic Spill in Catchment / Storage

THIS IS AN ALERT LEVEL CONDITION.

On detection or notification of a toxic or hazardous substance contaminating the catchment or storage the following actions should be undertaken by the nominated officers:

TREATMENT & SUPPLY OFFICER	COORDINATOR TREATMENT AND SUPPLY
<ul style="list-style-type: none"> ▪ Notify the Coordinator Treatment and Supply of the Toxic spill in the dam storage or catchment of the dam. ▪ Seek advice so as to determine what the toxin consists of and the source of the toxin and advise Coordinator Treatment and Supply. ▪ Undertaken water sampling and testing immediately and over time take regular water samples for testing, especially near the town water supply pump. ▪ Monitor the situation, keeping notes and photographs for the Incident Log. Advise Coordinator Treatment and Supply. 	<ul style="list-style-type: none"> ▪ Notify details of the Toxic Spill, along with storage water level and rainfall forecast to: <ul style="list-style-type: none"> ○ the Manager FRW ○ General Manager Regional Services ○ Office of the Water Supply Regulator (DEWS) ○ Dept. Environment and Heritage Protection. ○ Local Disaster Coordinator. ▪ Cease pumping to Town Water Supply and test town water supply for contaminants. ▪ Impose immediate water restrictions within town area. (Check potential to pump water from Fletcher Creek Weir). ▪ Determine a clean up procedure or isolation technique so as to contain the toxin. ▪ Have Manager FRW exercise his right to close access to recreational activities on the lake in accordance with the Waterways Management Plan. ▪ Notify affected people (RRC Manager Parks and Open Spaces, nearby residents, recreation users, tourists, campers) if Police/Qld Fire Service have not already done so. ▪ Prepare press release and/or consider detailing facts on RRC website. ▪ Monitor results of water sample tests. ▪ When the issue has been resolved, advise the Manager FRW and General Manager Regional Services and close the Incident.
<p>When the issue has been resolved, prepare an event report and submit to Coordinator Treatment and Supply.</p>	<p>Review and file the event report.</p>

6.14 Algae Bloom in Storage / Catchment

THIS IS AN ALERT LEVEL CONDITION.

On detection or notification of any form of algal bloom within or upstream of the storage the following actions should be undertaken by the nominated officers:

TREATMENT & SUPPLY OFFICER	COORDINATOR TREATMENT AND SUPPLY
<ul style="list-style-type: none"> ▪ Notify the Coordinator Treatment and Supply of the Algae Bloom outbreak in the dam storage or catchment of the dam. ▪ Determine the severity of the Algae Bloom and advise Manager Treatment and Supply. ▪ Undertake Algae Bloom counts regularly and undertake testing, especially near the town water supply pump. ▪ Monitor the situation, keeping notes and photographs for the Incident Log. Advise Manager Treatment and Supply. 	<ul style="list-style-type: none"> ▪ Notify details of the Algae Bloom to: <ul style="list-style-type: none"> ○ Manager FRW, along with storage water level and rainfall forecast. ○ General Manager Regional Services ○ Office of Water Supply Regulator (DEWS) (Contact details below) ○ Local Disaster Coordinator ▪ Request raw water toxin analyses or bioassay if cell count / ml of <ul style="list-style-type: none"> ○ <i>Microcystis aeruginosa</i> is greater than 2,000, or if ○ Total cell count / ml of BGA known to produce toxins is greater than 15,000. Toxin producers include the following species... <i>Anabaena circinalis</i> <i>Anabaena spirroides</i> <i>Aphanizomenon ovalisporum</i> <i>Cylindrospermopsis raciborskii</i> <i>Nodularia spumigena</i> <i>Nostoc linkea</i> <i>Microcystis aeruginosa</i> or if <ul style="list-style-type: none"> ○ Total cell count / ml of all BGA exceed 100,000. If raw water toxin level greater than 1 µg /L or bioassay shows toxicity, implement BGA toxin treatment steps and request analysis of treated water for toxins. BGA toxin treatment steps are outlined in FRW Procedure "Glenmore BGA Toxin Treatment Procedure" (draft). If treated water toxin level greater than 1 µg /L or bioassay shows toxicity, implement use of alternative water supplies, consult health department, and issue media alerts to provide advisory notices to the public regarding the situation. Procedures to implement alternative water supplies and advisory notices are documented in FRW Procedure "Glenmore Potable Water BGA Toxin Contamination" (draft). <u>Sample frequency:</u> Weekly sample of Drinking Water sampling site

Fitzroy River Water

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TREATMENT & SUPPLY OFFICER	COORDINATOR TREATMENT AND SUPPLY
	<ul style="list-style-type: none"> ▪ Cease pumping to Town Water Supply unless the Algae bloom treatment facilities are in place. ▪ Impose immediate water restrictions within town area. (Check potential to pump water from Fletcher Ck Weir). If treatment facilities are not available. ▪ Have Manager FRW exercise his right to close access to recreational activities on the lake in accordance with the Waterways Management Plan. ▪ Notify affected people (RRC Manager Parks and Open Spaces, nearby residents, recreation users, tourists, campers). ▪ Prepare press release and/or consider detailing facts on RRC website. ▪ Monitor results of water sample tests. ▪ When the issue has been resolved, advise the Manager FRW and General Manager Regional Services, Office of Water Supply Regulator (DEWS) and close the Incident.
<p>When the issue has been resolved, complete an Event Report and submit to Manager Treatment and Supply.</p>	<p>Review and file the Event Report.</p>

6.15 Post Emergency Maintenance

Maintenance may be required under post emergency conditions and should be undertaken immediately after an emergency event.

The relevant post emergency maintenance activities are outlined in the accompanying Operation and Maintenance Manual (O&M Manual).

7 Dam Failure Inundation Map

SunWater undertook a Failure Impact Assessment for the Mt Morgan No 7 dam in August 2009, which was subsequently approved by the Regulator.

The Failure Impact Assessment data has been applied to the latest contour and aerial photography data in the Mt Morgan area to produce maps identifying the various calculated flood inundation areas in relation to dwellings and other relevant infrastructure.

Maps have been produced showing:

Maximum Probable Flood –Dam Failure - downstream inundation area.

Maximum Probable Flood –No Failure - downstream inundation area.

Sunny Day Failure - downstream inundation area.

(See Appendix C)

8 Emergency Event Reporting

Following an emergency, an Emergency Event Report should be completed in accordance with the Queensland Dam Safety Management Guidelines. Generally an Emergency Event Report should contain:

- A description of the event,
- Instrumentation readings (where appropriate),
- Description of any observed damage,
- Photographs,
- The EAP,
- Details of communication which took place during the emergency,
- Comment on the adequacy of the EAP,
- Any recommendations or suggested changes to the EAP.

Dam owners have the responsibility for implementing the recommendations contained in the Emergency Event Report. Comprehensive inspections and ultimately audits undertaken by the Regulator, will evaluate the dam owners response to Emergency Event Reports.

It is recommended that the Emergency Event report be prepared in liaison with all parties that were involved in the emergency to ensure all issues and/or successes from the event are captured in the report.

9 Testing and Reviewing the EAP

To ensure the EAP is kept up to date and effective, it must be maintained by undertaking testing and reviewing procedures.

9.1 Testing

The EAP should be tested by periodically conducting a drill simulating emergency conditions. Such tests can be either field or desk top exercises and are used to refresh and train those likely to be involved if an event occurs.

Operational staff at the dam should participate in exercises annually. Larger scale exercises involving co-ordination between the Counter Disaster Groups, External Organisations and other authorities should be conducted every five years.

9.2 Reviewing

A periodic review of the overall plan should be conducted to assess its workability and efficiency, and to plan for the improvement of weak areas.

Annual reviews should be conducted to ensure contact details, personnel and appendices are up to date and current.

A detailed review of the EAP for adequacy should be undertaken at least every five years as part of the comprehensive five yearly inspections.

Once the EAP has been revised, the updated version (or the affected pages) should be distributed to all involved parties, as per the control list on the front page of this document. The distribution of copies of the EAP and the notification flowchart (if issued separately) must be controlled and documented to ensure simultaneous updating of all copies.

Updates should be made promptly. In addition, it is recommended that the entire EAP is reprinted and distributed to all parties at least every 5 years.

9.3 Reference to Operation and Maintenance Manual

The O&M Manual should be cross-referenced when any updates are made to the EAP.

Updates made to the EAP that also apply to the O&M Manual are to be noted and applied to ensure consistency.

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Fitzroy River Water

No 7 Dam Mt Morgan, Emergency Action Plan

Appendix A Area Map

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Appendix B Storage Catchment Area Plan

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Appendix C Dam Failure and Flood Inundation Maps

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Appendix D List of Parties Affected by Dam Failure

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Fitzroy River Water

No 7 Dam Mt Morgan, Emergency Action Plan

Appendix E Water Level Monitoring Sheet

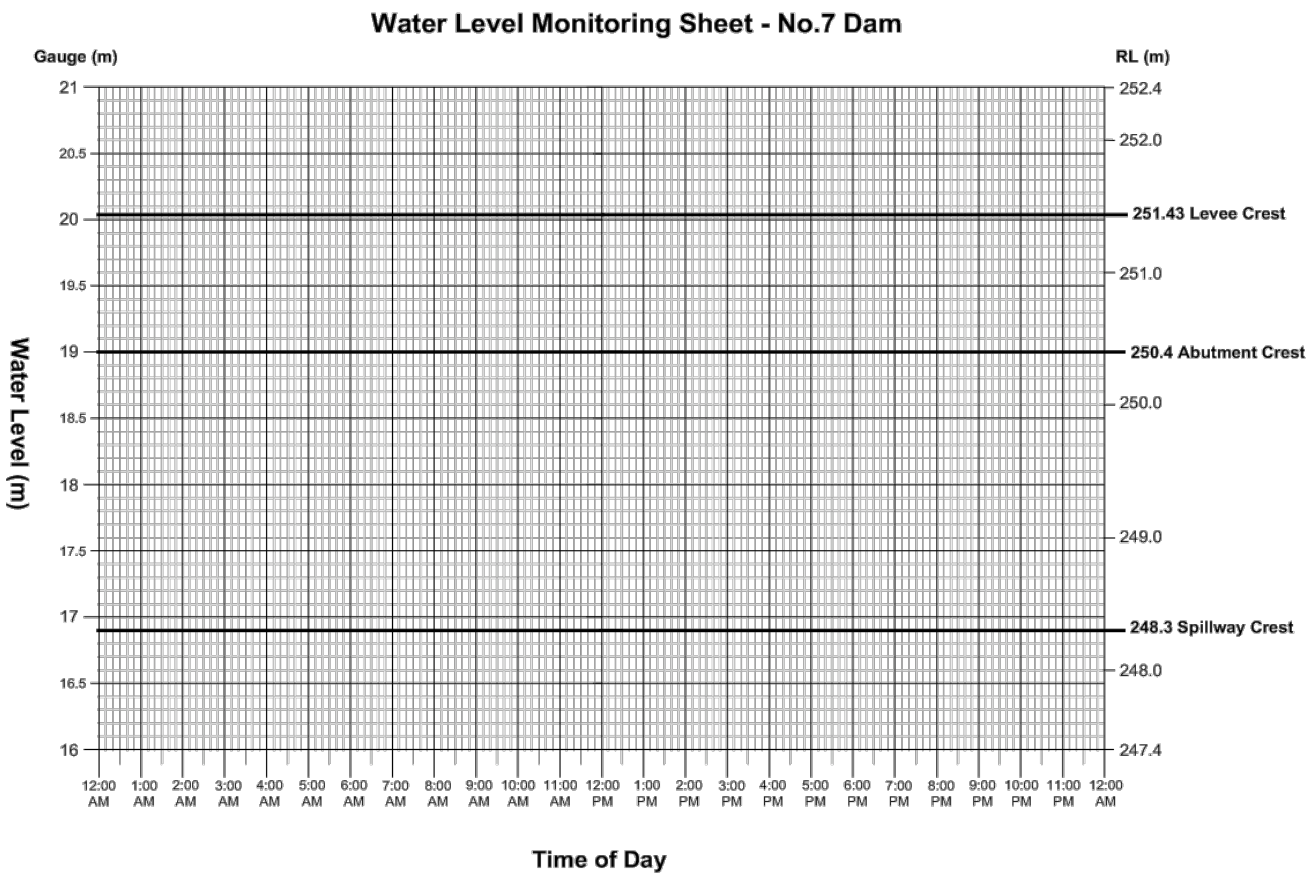
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Figure E.1 – Water Level Monitoring



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Appendix F, Storage Capacity Curve

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Appendix G Dam Technical Details

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Appendix H Dam Plans

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Fitzroy River Water

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Appendix I Incident Log Forms

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Appendix J Discharge Rating Table

No 7 DAM LEVEL	Discharge Capacity m3/s	Discharge Capacity ML/d
248.30	0	0
249.00	114	9,850
250.00	432	37,325
250.40	593	51,235
251.00	989	85,450
251.40	1360	117,504
252.40	2814	243,130

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Appendix K

Dam Safety Conditions

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11.2 2016 - 2017 DOG REGISTRATION FEE REPORT

File No:	1464
Attachments:	Nil
Authorising Officer:	Michael Rowe - General Manager Community Services
Author:	Catherine Hayes - Manager Community Standards and Compliance

SUMMARY

Manager Community Standards and Compliance seeking approval for the proposed dog registration fees for 2016-2017.

OFFICER'S RECOMMENDATION

THAT Council approves the proposed dog registration fees for 2016-2017 as detailed in the report.

COMMENTARY

Dog registration renewals are due to be issued early July 2016. To ensure the 2016-2017 dog registration renewal fees are charged, approval of fees is required prior to the printing of the renewal forms. It is proposed that the fees remain the same as the 2015 – 2016 period as follows:

Proposed Dog Registration Fees		
Item Name	2015-2016 Fee	Proposed Fee
Note: All registrations are for a year or part there-of.		
Note: Pensioner Concession Card holder defined as a holder recognised by Council's Rating Policy.		
<u>Part Year Registration</u>		
Prorata fee applies to dogs registered from 1 March to 31 August and is applicable to the first year registration within RRC only (does not apply to renewals or Regulated Dogs).	50% of the applicable fee	50% of the applicable fee
<u>Refunds</u>		
Note: Refunds are only given in the current registration period where the registration was paid up to and including 28 February. No refunds are given for payments from 1 March. Application must be made on an Application to Amend Registered Dog Details.		
Desexed Dog	\$80.00	\$80.00
Desexed Dog – Pensioner Concession Card holder.	\$46.00	\$46.00
Deceased - Owner must provide adequate proof such as a euthanasia certificate, letter issued by a vet, or surrender the registration tag. Refund will not be given where registration has been transferred	Prorata based on unused portion of registration	Prorata based on unused portion of registration
<u>Dog Registration</u>		
Assistance Dogs with NGO Certificate	Nil	Nil
Desexed	\$33.50	\$33.50

Desexed - Pensioner Concession Card holder	\$17.00	\$17.00
Desexed and Microchipped	\$17.00	\$17.00
Desexed and Microchipped - Pensioner Concession Card holder	\$8.50	\$8.50
Entire	\$113.50	\$113.50
Entire - Pensioner Concession Card holder	\$63.50	\$63.50
Entire - Member of Dogs Queensland	50% of applicable fee	50% of applicable fee
Farm Dogs - For rural areas and/or areas 20,000m2 only	\$12.00	\$12.00
Greyhounds - Must hold a current Keeping of Animal Approval and DA approval	50% of applicable fee	50% of applicable fee
Multiple Dog Registration - 3 or more dogs owned by one owner only (excludes greyhounds). Must hold a current Keeping of Animal Approval	\$454 or registration for each dog, whichever is the lesser	\$454 or registration for each dog, whichever is the lesser
Transfer of Current Registration from Another Local Government - For the current registration period only, evidence of current registration to be provided	\$7.50	\$7.50
Regulated Dogs		
Declared Dangerous		
Initial Registration - Includes Regulated Dog Management Kit (1 approved tag and 2 approved signs)	\$615.00	\$615.00
Annual Renewal	\$478.00	\$478.00
Restricted		
Initial Registration - Includes Regulated Dog Management Kit (1 approved tag and 2 approved signs)	\$615.00	\$615.00
Annual Renewal	\$478.00	\$478.00
Menacing		
Initial Registration - Includes Regulated Dog Management Kit (1 approved tag and 2 approved signs)	\$387.00	\$387.00
Annual Renewal	\$289.00	\$289.00
Reduced Annual Renewal - For approved applicant's only	\$155.00	\$155.00

LEGISLATIVE CONTEXT

The *Local Government Act 2009* and *Animal Management (Cats and Dogs) Act 2008* provide the legislative authority to set fees.

CONCLUSION

To ensure the 2016-2017 dog registration renewal fees are charged when the dog registration notices are issued in early July, fee approval is required prior to the printing of the renewal forms. This report seeks approval.

11.3 DRAFT VOLUNTEER POLICY AND PROCEDURE

File No: 11979
Attachments: 1. Draft Volunteer Policy
2. Draft Volunteer Procedure
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Cheryl Haughton - Manager Communities and Facilities

SUMMARY

A policy and procedure has been developed to establish a consistent approach to the direct engagement and management of volunteers across Council programs.

OFFICER'S RECOMMENDATION

THAT Council adopts the Volunteer Policy and Procedure as presented.

COMMENTARY

Council recognises the importance of people being able to contribute to community life by sharing their skills in a voluntary capacity, and provides opportunities for volunteering in a number of its service and program areas. These opportunities range from short-term initiatives such as events, to regular engagement, with volunteers providing significant hours of service to some areas.

In engaging volunteers Council is committed to providing an enjoyable and rewarding experience in a supportive and safe working environment. The Volunteer Policy outlines this commitment, and the Procedure details the processes necessary to implement it.

Council has not had an updated Policy and Procedure as the previous Rockhampton City Council documents lapsed with amalgamation. It is considered necessary to have this framework in place to inform volunteers and ensure consistent practices in relation to volunteer engagement and management across Council.

DRAFT VOLUNTEER POLICY AND PROCEDURE

Draft Volunteer Policy

Meeting Date: 24 May 2016

Attachment No: 1



VOLUNTEER POLICY (ADMINISTRATIVE POLICY)

1 Scope:

This policy applies to members of the community who wish to perform voluntary work directly for Council.

It does not apply to persons who may be applying for or undertaking the following forms of unpaid work:

- Student practicum placements, work experience placements and employment program placements – refer to Council's Work Experience Procedure;
- State Emergency Service duties as the functions and duties of such persons is specified under the *Disaster Management Act 2003*;
- Court Enforced Correctional Orders; or.
- Engagement with an external organisation such as Friends of the Theatre, Friends of Archer Park Rail Station and Museum, and Mount Morgan Railway Museum.

2 Purpose:

To acknowledge the importance of volunteering to the delivery of Council services and programs, and to establish a consistent approach to the engagement and management of volunteers within Council.

3 Related Documents:

Primary

Nil

Secondary

Code of Conduct
Volunteer Procedure

4 Definitions:

To assist in interpretation, the following definitions apply:

Council	Rockhampton Regional Council
Employee	Local government employee: (a) the chief executive officer; or (b) a person holding an appointment under section 196 of the <i>Local</i>

Corporate Improvement and Strategy use only

Adopted/Approved: Draft

Version:

Reviewed Date:

Department: Community Services

Section: Communities and Facilities

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	<i>Government Act 2009.</i>
Volunteer	Any person, who of their own free will, offers to undertake unpaid work for Council and is accepted as a volunteer by the Chief Executive Officer and/or his authorised delegates.

5 Policy Statement:

Council values the contribution made by community members who volunteer their skills and time to support a number of its services and programs. It recognises that such volunteer contribution may enhance, but not replace the work of paid employees.

Council also recognises that it is important for people to have opportunities to contribute to community life by sharing and developing their expertise and interests in a voluntary capacity.

Council is committed to providing a supportive and safe working environment, making the volunteer experience enjoyable and rewarding by:

- Offering volunteer opportunities in a range of relevant programs areas that will provide meaningful and satisfying work, or for specific events or other short term initiatives;
- Providing adequate training, resources and support to allow volunteers to undertake their role in a safe and effective manner;
- Providing appropriate management, supervision and communication to ensure volunteers are aware of policies, procedures and information relating to their roles;
- Treating volunteers with respect, fairness and dignity in accordance with the Code of Conduct; and
- Recognising and acknowledging the contribution of volunteers.

Volunteers are responsible for:

- Honouring commitments, undertaking their assigned duties responsibly, following all reasonable instructions;
- Working in a constructive and cooperative manner with Council employees and the delegated supervisor;
- Respecting Council's values and complying with its policies, procedures and guidelines;
- Maintaining the same standards of confidentiality, courtesy, respect and organisational discipline as employees in accordance with Council's Code of Conduct; and
- Taking reasonable care for the health and safety of themselves and others.

6 Review Timelines:

This policy will be reviewed when any of the following occur:

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

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Adopted/Approved: Draft
Version:
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7 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Policy Owner	Manager Communities and Facilities
Policy Quality Control	Corporate Improvement and Strategy

EVAN PARDON
CHIEF EXECUTIVE OFFICER

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Adopted/Approved: Draft
Version:
Reviewed Date:

Department: Community Services
Section: Communities and Facilities
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DRAFT VOLUNTEER POLICY AND PROCEDURE

Draft Volunteer Procedure

Meeting Date: 24 May 2016

Attachment No: 2



VOLUNTEER PROCEDURE

1 Scope:

This procedure applies to Rockhampton Regional Council employees involved in the engagement of volunteers and members of the community who are applying for or are undertaking voluntary work directly for Council.

It does not apply to persons who may be applying for or undertaking the following forms of unpaid work:

- Student practicum placements, work experience placements and employment program placements - refer to Council's Work Experience Procedure;
- State Emergency Service duties as the functions and duties of such persons is specified under the *Disaster Management Act 2003*;
- Court Enforced Correctional Orders; or
- Through engagement with an external organisation such as Friends of the Theatre, Friends of Archer Park Rail Museum and Mount Morgan Railway Museum.

2 Purpose:

To establish a consistent approach for the engagement and management of volunteers within Council.

3 Related Documents:

Primary

Volunteer Policy

Secondary

Anti-Discrimination Act 1991

Child Employment Act and Regulation 2006

Disaster Management Act 2003

Work Health and Safety Act 2011

Working with Children (Risk Management and Screening) Act 2000

Working with Children (Risk Management and Screening) Regulation 2011

Blue Card Policy and Procedure

Code of Conduct

Complaint Management Policy

Incident Report Form

The National Standards for Volunteer Involvement

Volunteer Cessation Form

Volunteer Duty Statement

Volunteer Induction Acknowledgement Form

Volunteer Request Application Form

Volunteer Tool and Protective Equipment Register

Voluntary Workers Insurance Policy

Corporate Improvement and Strategy use only

Adopted/Approved: Draft

Version: 1

Reviewed Date:

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Volunteer Work Register
Workplace Health and Safety Policy and related Procedures

4 Definitions:

To assist in interpretation, the following definitions apply:

Council	Rockhampton Regional Council
Employee	Local government employee: (a) the chief executive officer; or (b) a person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Program Supervisor	Delegated by the manager to supervise the project, voluntary work or activity.
Volunteer	Any person, who of their own free will, offers to undertake unpaid work for Council and is accepted as a volunteer by the Chief Executive Officer and/or his authorised delegates.

5 Procedure:

5.1 General Volunteer Positions

Council will identify the opportunities able to be made available to volunteers at its various sites and will promote these via its website. Volunteer duty statements outlining the duties to be performed will be authorised by section managers and made available to people interested in volunteering.

People may offer to volunteer at more than one Council site, and on a short-term basis for specific events or activities.

5.2 Applications

Applications must be made on the Volunteer Request Application Form and include all required detail. Where an applicant is under the age of 18 years and not living independently, the application form must be signed by the parent or legal guardian of the applicant signifying consent to volunteer.

Applications received will be tasked to the section manager for consideration in relation to opportunities existing within their section, taking into account the current workload, availability of employees for supervision and training, and the requirement for assistance within the particular program area at the time.

Where a suitable position is available the section manager or delegate will undertake an assessment of the applicant's suitability for the specified role. This assessment will include consideration of risks associated with the role and duties to be performed. Council's risk assessment process should be used as part of this assessment, particularly if the work is manual labour. An interview will be arranged with the applicant to discuss the position requirements and assess the applicant's capacity to complete them. Where the applicant is under 18 years of age and not living independently the parent or legal guardian will be requested to attend the interview with the applicant.

Council reserves the right to not accept an application where the section manager determines that a suitable position is not available, or the applicant is considered unable to meet the position requirements. Volunteers will be informed in writing by

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Adopted/Approved: Draft
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the section manager or delegate of the outcome of their application. Acceptance letters will include details of the volunteer engagement, including the name and contact details of the designated supervisor and a copy of the volunteer duty statement detailing the main role and duties to be performed.

Completed application forms for applicants offered volunteer positions will be forwarded to Communities and Facilities Administration, and details entered in the volunteer database maintained in Pathway. The original signed form will be registered in ECM in a confidential file. As the Pathway database contains personal information access will be provided to only one representative in each section, as nominated by the section manager.

5.2.1 Pre-Employment Screening and Reference Checks

Where appropriate for the duties of the volunteer position Council will undertake a police check, and may request the names of referees who can be contacted to verify the applicant's identity, skills and attributes.

In accordance with the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2011* a valid blue card for working with children and young people will be required for volunteers proposing to undertake duties in a child and/or youth related service area regulated under the Act. In accordance with the Blue Card Procedure, volunteers must be issued with a blue card before commencing duties.

5.4 Induction

Upon commencement of duties volunteers will be required to undertake an induction to ensure they understand their rights and responsibilities in relation to their role. Inductions will include information relating to:

- Workplace health and safety;
- Council's Code of Conduct and values;
- Council's organisational structure;
- The role of volunteers;
- Program specific information relating to the volunteer's work area; and
- Relevant Council policies and procedures.

The induction will be provided by the supervisor or officer nominated by the section manager.

Volunteers will be required to complete and sign the Volunteer Induction Acknowledgement Form. This is forwarded to Communities and Facilities Administration for registration.

Volunteers will also be given a site specific safety induction prior to commencing duties.

5.5 Volunteer Hours

The hours of work to be performed by adult volunteers will be by way of mutual agreement between Council and the volunteer. For volunteers under the age of 18 years, hours of work will be in accordance with the *Child Employment Act and Regulation 2006*.

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On each occasion work is performed volunteers are required to complete the volunteer work register at their work place.

5.6 Volunteer Identification

For identification purposes the program supervisor will provide each volunteer with a 'volunteer badge' and/or other alternative form of identification where required. All forms of identification will be consistent with Council's corporate image.

5.7 Supervision of Volunteers

Volunteers will be provided with an appropriate supervisor who is a Council employee. Work undertaken by a volunteer must be supervised either directly by an onsite supervisor, or indirectly where the supervisor is aware of the work being carried out.

Where a volunteer is under the age of 18 years an approved adult supervisor must be on site at all times while the work is being undertaken. Such supervisors will hold a valid blue card as prescribed by the *Working with Children (Risk Management and Screening) Act 2000*, and the *Working with Children (Risk Management and Screening) Regulation 2011*.

5.8 Tools and Personal Protective Equipment (PPE)

As part of the risk assessment process the Program Supervisor will identify any PPE and tools which may be required for the projects and/or activities being undertaken by volunteers. All Council supplied tools and PPE provided will be registered on the Volunteer Tool and Protective Equipment Register.

Volunteers are required to wear appropriate PPE as provided while undertaking duties.

In some instances it will be necessary for volunteers to supply their own PPE, such as broad brimmed hats, appropriate footwear, long sleeved shirts, sunglasses and sunscreen. Volunteers will be notified of such requirements by the Program Supervisor prior to commencing duties.

Volunteers are not to use their own tools, machinery or equipment unless it has been inspected and certified by a duly authorised and/or qualified person. All tools and equipment inspections and certifications are to be recorded on the Volunteer Tool and Protective Equipment Register.

The Program Supervisor must not allow work to commence unless the appropriate PPE is being used and any tools, machinery and equipment are safe and fit for purpose.

5.9 Training and Development

Volunteers will be provided with appropriate on the job training to enable them to undertake the required duties. Volunteers may be required and/or interested in undertaking training relevant to their roles. All training requests need to be documented by the Program Supervisor and forwarded to the relevant section manager for consideration. The section manager will notify the Program Supervisor of the outcome.

Program Supervisors are to ensure all training undertaken by volunteers is appropriately recorded and sent to Communities and Facilities Administration for registration on the volunteer file.

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Adopted/Approved: Draft
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5.10 Performance

Volunteer performance will be monitored by the supervisor and any issues promptly identified, recorded and addressed in line with principles of natural justice.

5.11 Complaints and Grievances

The raising of complaints and grievances must be in accordance with the Code of Conduct. Volunteer complaints and grievances will be managed in accordance with Council's Complaint Management Policy.

5.12 Termination/Cessation of Engagement

Council has the right to terminate a volunteer engagement should the volunteer's performance or conduct fail to comply with Council's values, policies and procedures or places another person at risk; or if suitable volunteer work is no longer available. The section manager is responsible for terminations.

A volunteer has the right to withdraw from their engagement at any time.

Volunteers who wish to terminate their voluntary engagement with Council are requested to notify their supervisors and complete the Volunteer Cessation Form which will be forwarded to Communities and Facilities Administration for removal of details from the volunteer database. All identification and other material provided to the volunteer as part of their engagement is to be returned to Council prior to leaving.

5.13 Emergency and Disaster Recovery Volunteers

It is recognised that in the event of an emergency or disaster requiring the activation of Council's Local Disaster Management Plan some aspects of this procedure may not be applicable due to the need to ensure timely responses. People who agree to undertake unpaid work for Council during such instances will be deemed as a Council volunteer for the duration of the emergency, unless the engagement is otherwise terminated by the volunteer or Council.

5.14 Volunteers for Short Term/One-off Events

It is recognised that part of this procedure may not be applicable to people who volunteer for short term/one-off events that Council may stage. With such events Council will ensure that prior to engaging in any duties volunteers are:

- Provided with information about the activity and duties to be performed;
- Advised of relevant workplace health and safety requirements; and
- Registered as a volunteer for the event.

6 Review Timelines:

This procedure will be reviewed when any of the following occur:

- 6.1** The related information is amended or replaced; or
- 6.2** Other circumstances as determined from time to time by the General Manager Community Services.

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Adopted/Approved: Draft
Version: 1
Reviewed Date:

Department: Community Services
Section: Communities and Facilities
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7 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Policy Owner	Manager Communities and Facilities
Policy Quality Control	Corporate Improvement and Strategy

**MICHAEL ROWE
GENERAL MANAGER COMMUNITIES**

Corporate Improvement and Strategy use only

Adopted/Approved: Draft
Version: 1
Reviewed Date:

Department: Community Services
Section: Communities and Facilities
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11.4 SUSPENSION OF PARKING PATROLS FOR ROCKHAMPTON RIVER FESTIVAL

File No: 8041
Attachments: 1. TMP
Authorising Officer: Russell Claus - Executive Manager Regional Development
Evan Pardon - Chief Executive Officer
Author: Sarah Reeves - Manager Regional Promotions

SUMMARY

Manager Regional Promotions is requesting that parking patrols be suspended in the week leading up to the Rockhampton River Festival to lessen disruption to CBD workers. It is also requested that CBD parking patrols be suspended during and after the festival to encourage increased visitation and reduce the negative impacts of enforcement.

OFFICER'S RECOMMENDATION

THAT Council resolves to not undertake parking patrols of regulated parking in the area bounded by Fitzroy, Denison, Derby and Quay Streets for the period 12 July 2016 to 20 July 2016 both dates inclusive.

COMMENTARY

The Rockhampton River Festival will create access restrictions to the Victoria Street car park – this is a street festival and as such we will be utilising space usually reserved for parking, thus limiting and shifting available parking. Disruption will occur before and after the festival because of set-up and pull-down times. Parking impacts are further compounded by the closure of parking along Quay St.

To encourage more activity and attendance it is recommended that patrols be suspended throughout the CBD including the Pilbeam parking lot. Ticketing offenders will not likely be taken well by people we are trying to encourage to attend the event, particularly those visiting from outside the region not familiar with where to park.

This measure is recommended as a sign of goodwill and to promote a healthy relationship between Council and CBD businesses.

Regional Promotions will undertake thorough communication with residents and businesses in the affected area if approval is provided.

CONCLUSION

Suspending parking patrols from pre to post Rockhampton River Festival will create goodwill between Council, local businesses and everyone we are seeking to attract to the festival.

**SUSPENSION OF PARKING PATROLS
FOR ROCKHAMPTON RIVER
FESTIVAL**

TMP

Meeting Date: 24 May 2016

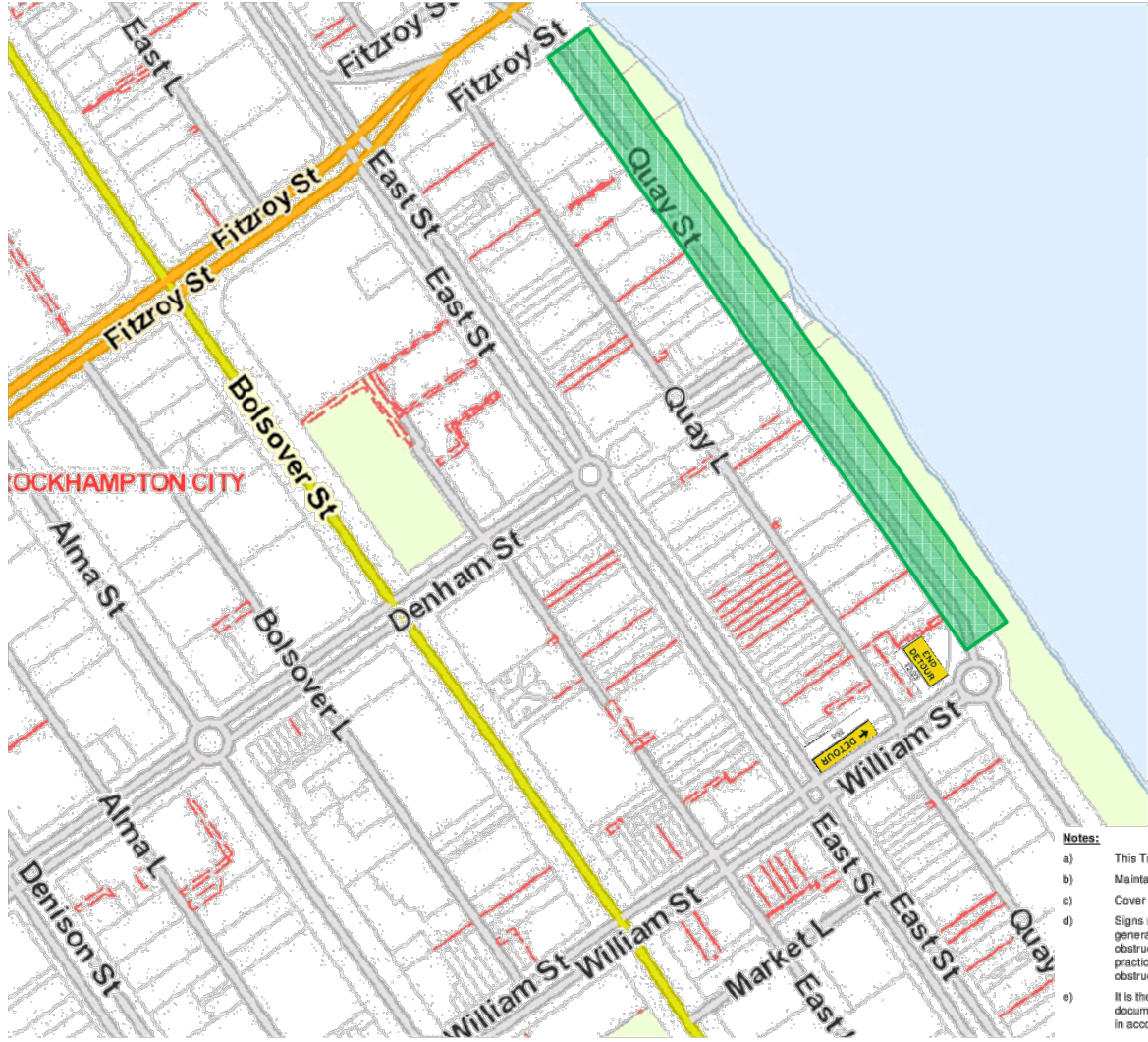
Attachment No: 1



All signage works will need to set out in conjunction with the Quay Street Road Works. The area has been highlighted in green on TCP02.

- VMS
- Slide 1: Victoria Pde Closed
- Slide 2: For River Festival
- Slide 3: 13-20 June

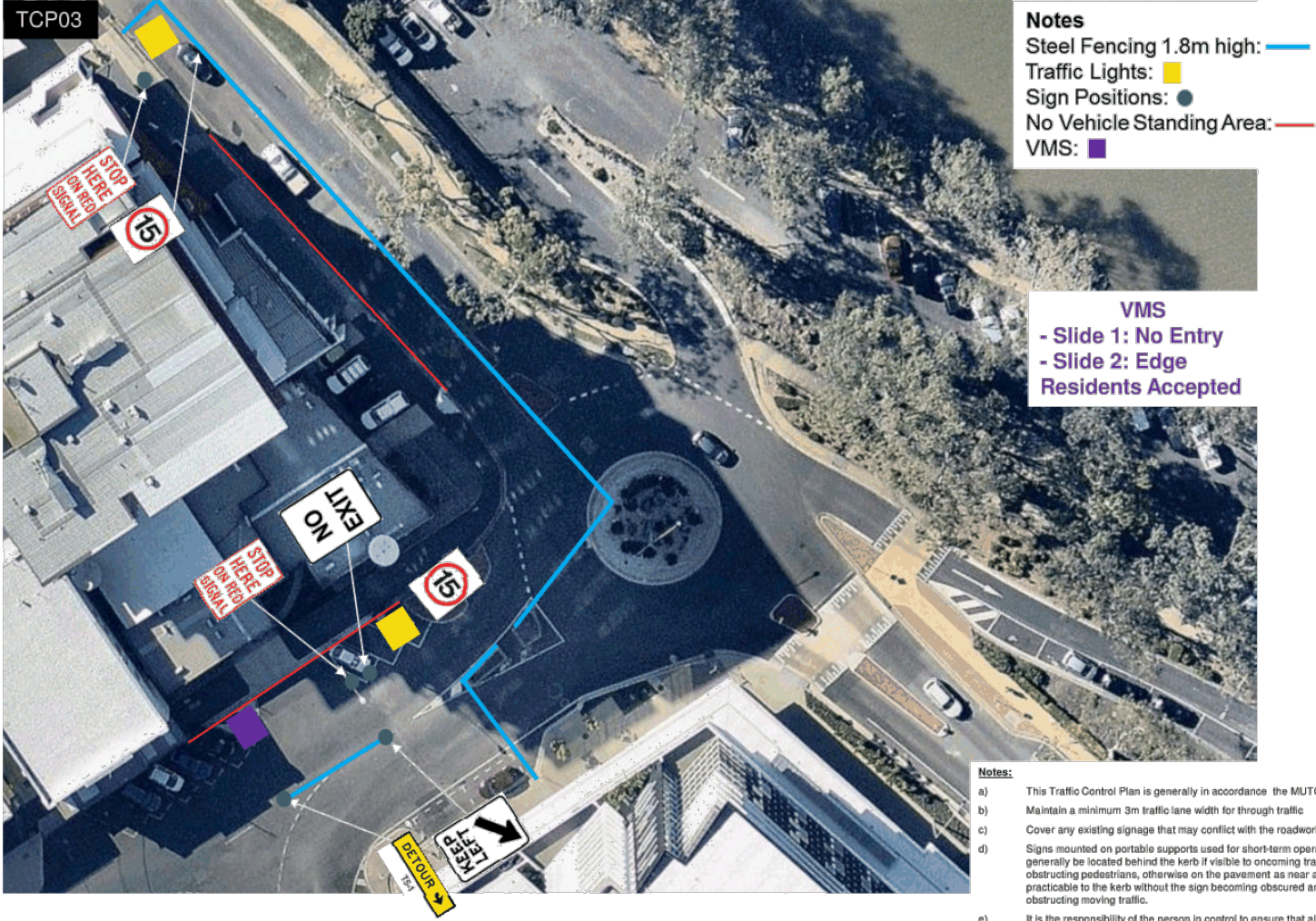
- Notes:**
- a) This Traffic Control Plan is generally in accordance the MUTCD Part 3
 - b) Maintain a minimum 3m traffic lane width for through traffic
 - c) Cover any existing signage that may conflict with the roadworks signage
 - d) Signs mounted on portable supports used for short-term operation should generally be located behind the kerb if visible to oncoming traffic and not obstructing pedestrians, otherwise on the pavement as near as practicable to the kerb without the sign becoming obscured and without obstructing moving traffic.
 - e) It is the responsibility of the person in control to ensure that all documentation and signage is checked and that all works are conducted in accordance with M.U.T.C.D Part 3 (2013)



All signage works will need to set out in conjunction with the Quay Street Road Works. The area has been highlighted in green on TCP02.

Notes:

- a) This Traffic Control Plan is generally in accordance the MUTCD Part 3
- b) Maintain a minimum 3m traffic lane width for through traffic
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- VMS
- Slide 1: Victoria Pde Closed
- Slide 2: For River Festival
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Notes:

- a) This Traffic Control Plan is generally in accordance the MUTCD Part 3
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- e) It is the responsibility of the person in control to ensure that all documentation and signage is checked and that all works are conducted in accordance with M.U.T.C.D Part 3 (2013)

11.5 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 APRIL 2016

File No: 8148
Attachments: 1. Income Statement - April 2016
2. Key Indicator Graphs - April 2016
Authorising Officer: Ross Cheesman - General Manager Corporate Services
Author: Alicia Cutler - Manager Finance

SUMMARY

The Finance Manager presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 30 April 2016.

OFFICER'S RECOMMENDATION

THAT the Rockhampton Regional Council Summary Budget Management Report for the period ended 30 April 2016 be 'received'.

COMMENTARY

The attached financial report and graphs have been compiled from information within Council's Finance One system. The reports presented are as follows:

1. Income Statement (Actuals and Budget for the period 1st July 2015 to 30 April 2016), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

Council should note in reading this report that normally after the completion of the first nine months of the financial year, operational results should be approximately 83.3% of budget. The year to date percentages quoted within this report are based on the Draft December Revised Budget which is yet to be adopted by Council. The revised budget has been workshopped by Council however the final position is still pending some further discussion in relation to the 16/17 Budget preparations.

The following commentary is provided in relation to the Income Statement:

Total Operating Revenue is reported at 94%. Key components of this result are:

- Net Rates and Utility Charges are at 97% of budget. This positive variance is due to the second levy of General Rates and Utility Charges for 2015/2016 being processed during January 2016.
- Private and Recoverable Works revenue is below budget expectations at 72% however this is offset by expenses also being below budget in this area.
- Grants, Subsidies and Contributions are ahead of budget at 95%. Grants and subsidies were reviewed during the December Revised Budget process, with the draft budget improving by \$10.2 million in comparison with Adopted Budget. The additional grant funding is in relation to NDRRA grants for Cyclone Marcia.
- Other revenue items are all in proximity to budget year to date.

Total Operating Expenditure is in line with budget at 82% with committals, or 77% of budget without committals. Key components of this result are:

- Employee costs are below budget at 77%. This is partly due to the circumstance that transactions for employee benefit accruals are only done comprehensively at financial year-end.
 - Contractors and Consultants expenditure is currently tracking above budget at 92%. This is solely due to committed expenditure, as actual expenditure is only 68% of budget.
 - Materials and Plant expenditure is ahead of budget at 90%. Again, committals are driving up the year to date percentage as the actual result is 79% of budget.
-

- Finance Costs are currently behind budget at 76% however will more closely align with budget following the fourth quarterly loan repayment due in June.
- Other Expenses are ahead of budget at 96%. This is mostly due to Council having paid annual memberships such as LGAQ
- Other expenditure items are in proximity to budget year to date.

The following commentary is provided in relation to capital income and expenditure, as well as investments and loans:

Total Capital Income is in proximity of budget at 79%.

Total Capital Expenditure is at 84% of budget with committals, or 56% of budget without committals.

Total Investments are \$116.3M as at 30 April 2016.

Total Loans are \$144.8M as at 30 April 2016.

CONCLUSION

Total operational revenue is exceeding budget expectations at 94% due to the second levy of General Rates and Utility Charges for the year as well as additional grants received in relation to Cyclone Marcia. Operational Expenditure is in line with budget at 82% when committed expenditure is included.

Capital Income is in proximity of budget at 79% partly due to the receipt of grants for the Riverbank Redevelopment, Kershaw Gardens' restoration as well as additional Cyclone Marcia projects. Capital Expenditure excluding committed expenditure is at 56% of budget however with committals this increases to 84% of budget. It is anticipated that Capital Expenditure will continue to gain momentum and committals will transfer into actuals with the ongoing implementation of the capital works program for 2015/16.

**SUMMARY BUDGET MANAGEMENT
REPORT FOR THE PERIOD ENDED
30 APRIL 2016**

Income Statement - April 2016

Meeting Date: 24 May 2016

Attachment No: 1



Income Statement
For Period 1 July 2015 to 30 April 2016
83.3% of Year Gone

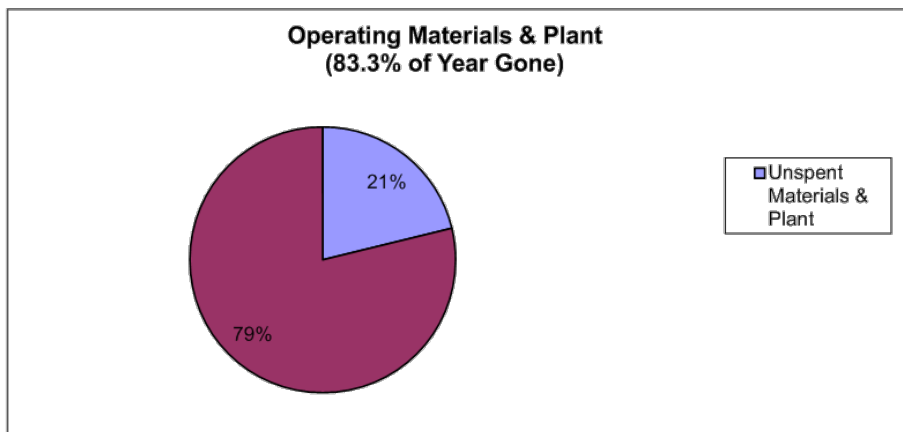
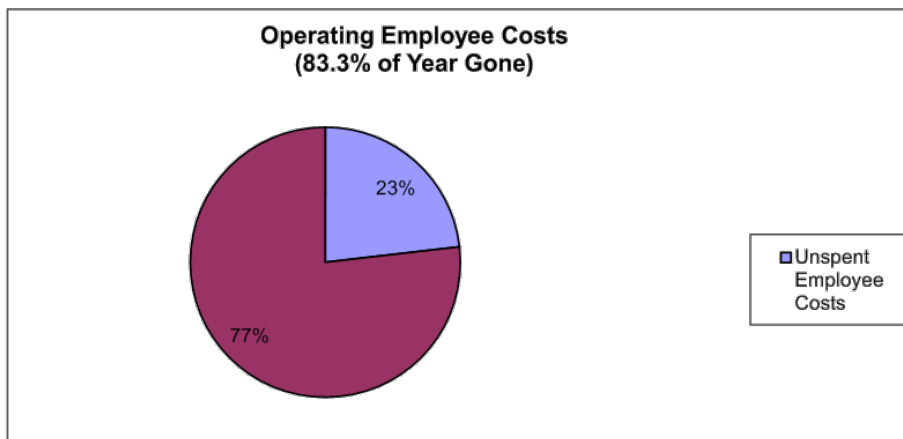
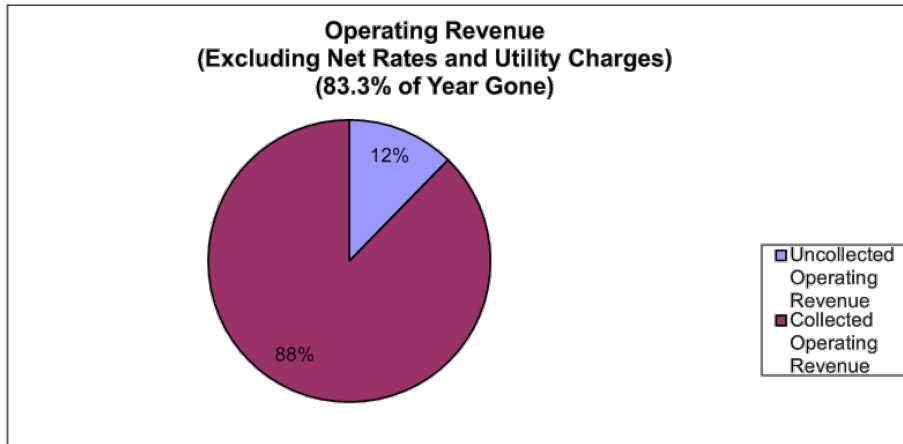
	Adopted Budget	Draft December Revised Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Draft December Revised Budget
	\$	\$	\$	\$	\$	
OPERATING						
Revenues						
Net rates and utility charges	(127,976,985)	(127,996,681)	(124,522,480)	0	(124,522,480)	97%
Fees and Charges	(26,435,224)	(24,464,259)	(20,811,141)	1,501	(20,809,640)	85%
Private and recoverable works	(7,475,280)	(6,188,610)	(4,435,175)	0	(4,435,175)	72%
Rent/Lease Revenue	(2,940,859)	(2,953,613)	(2,572,137)	0	(2,572,137)	87%
Grants Subsidies & Contributions	(12,994,007)	(23,280,867)	(22,115,674)	0	(22,115,674)	95%
Interest revenue	(2,136,031)	(2,806,679)	(2,502,018)	0	(2,502,018)	89%
Other Income	(6,263,674)	(8,001,201)	(6,812,317)	0	(6,812,317)	86%
Total Revenues	(186,221,860)	(195,691,912)	(183,870,942)	1,501	(183,869,447)	94%
Expenses						
Employee Costs	72,845,534	73,470,767	56,446,266	353,190	56,799,456	77%
Contractors & Consultants	15,894,785	19,115,252	12,991,391	4,660,221	17,651,611	92%
Materials & Plant	11,812,191	10,646,199	8,382,811	1,193,057	9,585,868	90%
Asset Operational	18,362,005	17,978,977	14,386,680	900,264	15,286,924	85%
Administrative Expenses	11,856,429	12,474,588	7,814,409	1,938,369	9,752,778	78%
Depreciation	45,569,453	45,569,453	37,894,827	0	37,894,827	83%
Finance costs	8,854,931	8,906,860	6,737,732	0	6,737,732	76%
Other Expenses	1,249,087	1,291,228	1,240,496	422	1,240,918	96%
Total Expenses	186,444,415	189,453,703	145,904,592	9,045,522	154,950,114	82%
Transfer / Overhead Allocation						
Transfer/Overhead Allocation	(7,751,277)	(8,131,445)	(6,387,878)	94,968	(6,292,910)	77%
Total Transfer / Overhead Allocation	(7,751,277)	(8,131,445)	(6,387,878)	94,968	(6,292,910)	77%
TOTAL OPERATING POSITION (SURPLUS)/DEFICIT	(7,528,723)	(14,369,654)	(44,354,228)	9,141,991	(35,212,236)	245%
CAPITAL						
Total Developers Contributions Received	(3,783,250)	(3,818,250)	(1,578,419)	0	(1,578,419)	41%
Total Capital Grants and Subsidies Received	(15,419,307)	(18,080,394)	(15,737,178)	0	(15,737,178)	87%
Total Proceeds from Sale of Assets	0	0	(6,470)	0	(6,470)	
Total Capital Income	(19,202,557)	(21,898,644)	(17,322,067)	0	(17,322,067)	79%
Total Capital Expenditure	69,974,704	89,270,094	50,279,611	24,548,094	74,827,705	84%
Net Capital Position	50,772,147	67,371,450	32,957,544	24,548,094	57,505,638	85%
TOTAL INVESTMENTS			116,337,057			
TOTAL BORROWINGS			144,850,319			

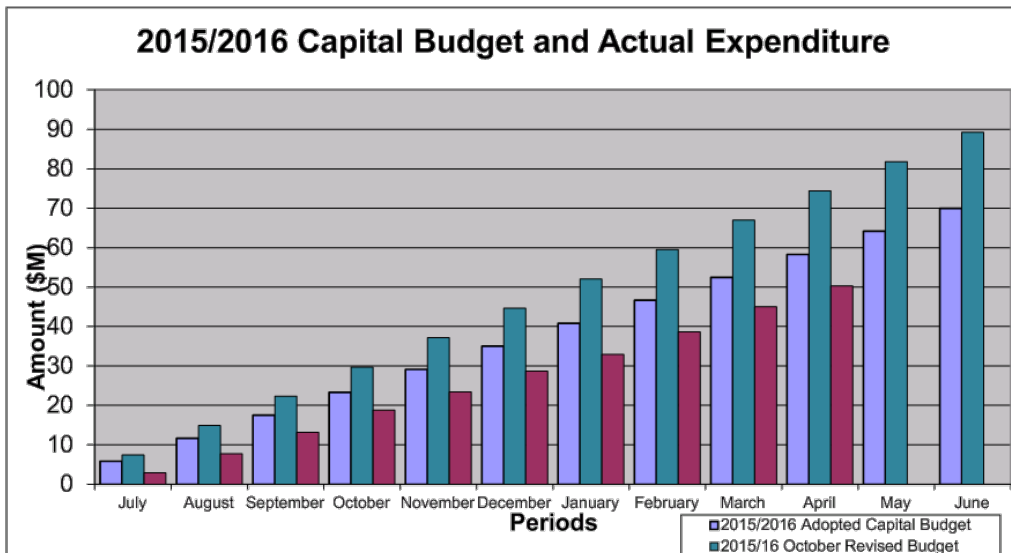
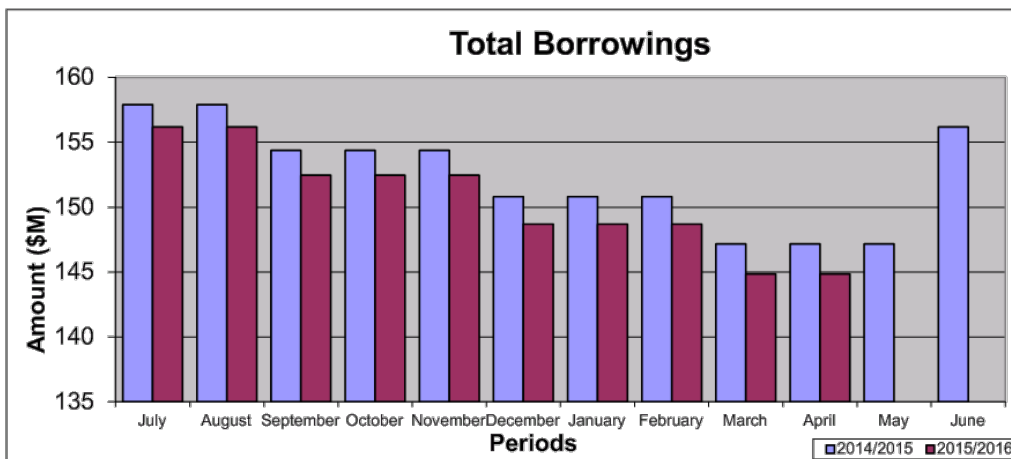
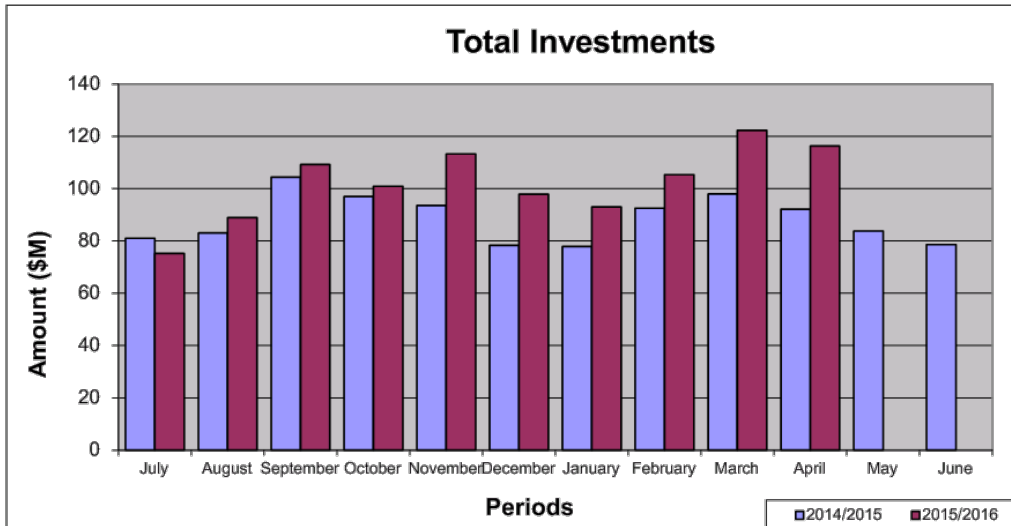
SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 APRIL 2016

Key Indicator Graphs - April 2016

Meeting Date: 24 May 2016

Attachment No: 2





**11.6 CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT
APRIL 2016****File No:** 1392**Attachments:**

1. Finance Monthly Operations Report - April 2016
2. Workforce & Strategy Monthly Operations Report - April 2016
3. Corporate & Technology Monthly Operations Report - April 2016

Authorising Officer: Evan Pardon - Chief Executive Officer**Author:** Ross Cheesman - General Manager Corporate Services

SUMMARY

The monthly operations report for the Corporate Services department as at 30 April 2016 is presented for Councillor's information.

OFFICER'S RECOMMENDATION

THAT the Corporate Services Departmental Operations Report as at 30 April 2016 be "received".

COMMENTARY

It is recommended that the monthly operations report for Corporate Services department as at 30 April 2016 be received.

**CORPORATE SERVICES
DEPARTMENT - MONTHLY
OPERATIONAL REPORT APRIL 2016**

**Finance Monthly Operations Report -
April 2016**

Meeting Date: 24 May 2016

Attachment No: 1

MONTHLY OPERATIONS REPORT
FINANCE SECTION
Period Ended April 2016

VARIATIONS, ISSUES AND INNOVATIONS

Section News

The Draft December Revised Budget has been included into Management Reports, however not yet forwarded for adoption due to finalising the required funding for the 16/17 Capital program. Workshops have commenced with Council with some further workshops still to take place prior to the documents being planned for distribution on the 8 June 2016.

The Asset Sections are particularly busy with reviewing and analysis asset revaluations for Airport infrastructure, bridges and major culverts, footpaths and some minor road furniture. The full results will be reported to Audit Committee toward the end of May.

LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

The response times for completing the predominant customer requests in the reporting period for *Finance* are as below:

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed							
Rates Enquiry	11	11	52	46	6	0	3	● 1.65	● 1.49	● 1.39	0.90

Comments & Additional Information

Nil.

2. COMPLIANCE WITH STATUTORY AND REGULATORY REQUIREMENTS INCLUDING SAFETY, RISK AND OTHER LEGISLATIVE MATTERS

Safety Statistics

The safety statistics for the reporting period are:

	FIRST/SECOND QUARTER		
	February	March	April
Number of Lost Time Injuries	0	0	0
Number of Days Lost Due to Injury	0	0	0
Total Number of Incidents Reported	0	0	0
Number of Incomplete Hazard Inspections	0	0	0

Risk Management Summary

Example from Section Risk Register (excludes risks accepted/ALARP)

Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Lack of funds for capital works resulting in degradation of existing assets causing unusable assets and public liability claims	High 5	Enhanced capital expenditure reporting for monitoring purposes. Improved Asset Management and Financial Planning	30/6/16	60%	10 year Capital list now matched off with the LTFF, AM planning underway. Templates sent for Capital Review during January & February 2016
The use of inaccurate GIS data by external and internal users will lead to litigation and a lack of integrity for internal and external users.	Moderate 5	Continued review of integrity of existing data	30/06/16	75%	Additional consultant efforts employed to tidy footpath data

Legislative Compliance & Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
Audited Statement completed by end of	31/10/15	100%	Complete

Legislative Compliance Matter	Due Date	% Completed	Comments
October			
Annual Budget adopted by 1 August	01/08/15	100%	Budget adopted in July
Asset Register must record its non-current physical assets	30/06/16	83%	Ongoing
A community financial report must be prepared for the Annual Report	30/10/15	100%	Completed
A Local Government must have a Debt Policy, Investment Policy and a Revenue Policy	01/08/15	100%	Included with the Budget adoption
Trust Fund Management in accordance with the Local Government Regulation	30/06/16	83%	Ongoing
Monthly Financial report prepared for the monthly meeting of Council	30/08/15	83%	Ongoing
A Local Government must set an Asset Recognition threshold	30/06/16	100%	Amount set – changes proposed in respect of Asset Classes only.

3.ACHIEVEMENT OF CAPITAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME

No capital projects are relevant to the Finance Section.

4.ACHIEVEMENT OF OPERATIONAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME

No Operational Projects to highlight within the Adopted Budget.

5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS

Adopted/Operational Service Level Standards & Performance

Service Level	Target	Current Performance
Levy rates within 1 week of predicted dates in revenue statement	100%	100%
Manage the recovery of unpaid rates and charges in accordance with the Revenue Management Policy, achieving an overdue balance of less than 3% at its lowest point.	<3%	3.67% achieved in February which is highlighting an increasing trend in debts outstanding

Please note the service levels depicted in the above table are operational standards only and have not been formally adopted by Council.

FINANCIAL MATTERS

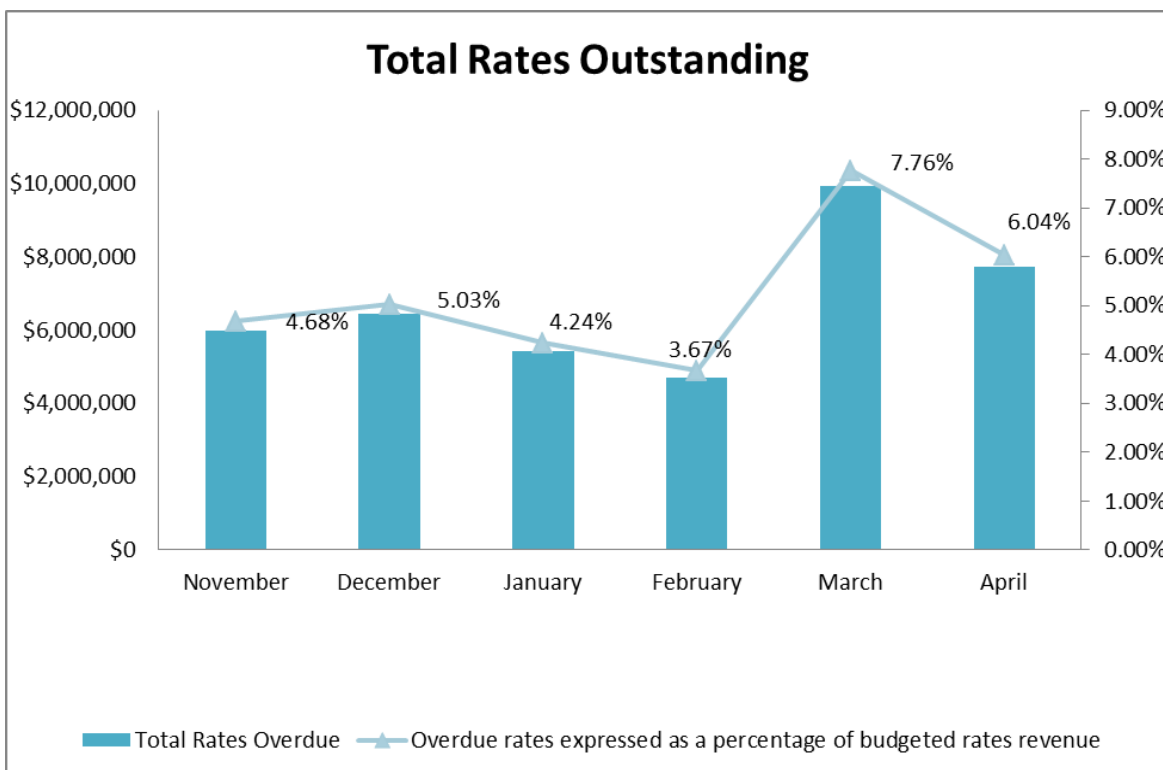
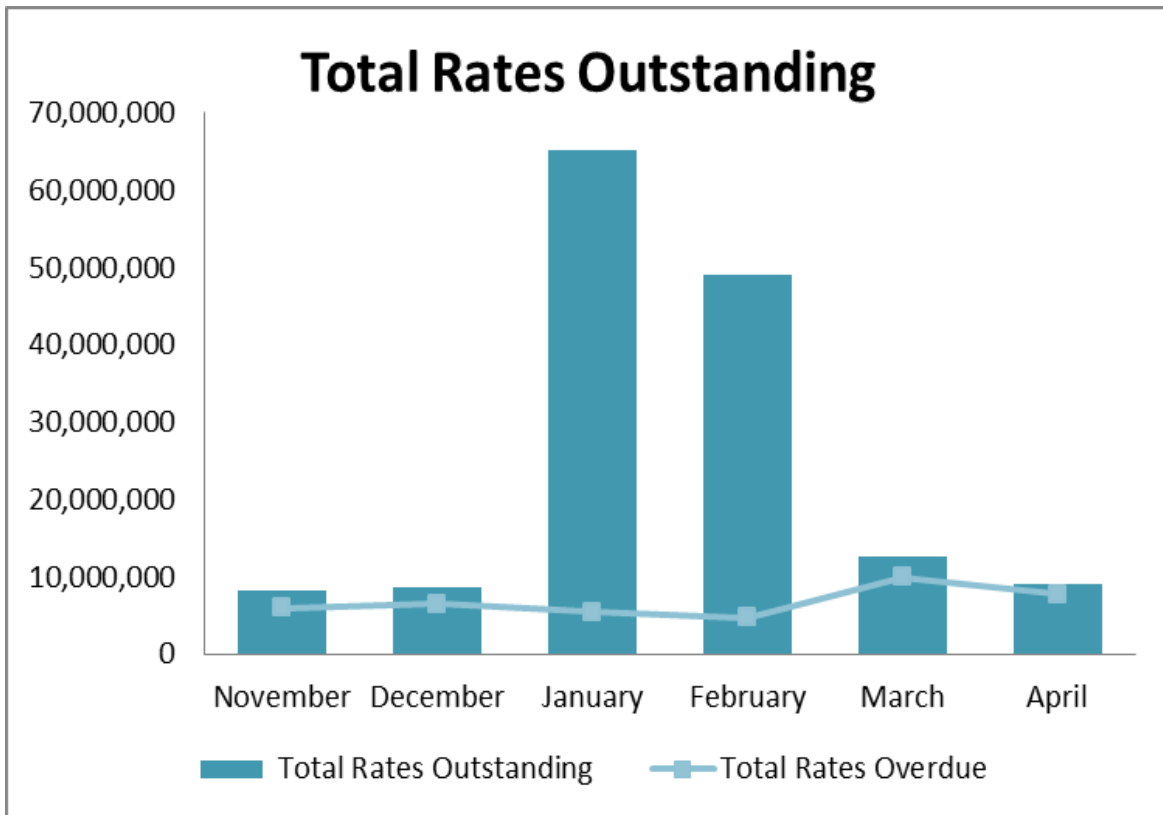
End of Month Job Costing Ledger - (Operating Only) - FINANCE AND BUSINESS



As At End Of April

Report Run: 09-May-2016 10:50:00 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Proposed Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Variance %	On target
	\$	\$	\$	\$	\$	%	83.3% of Year Gone
CORPORATE SERVICES							
FINANCE							
<u>Finance Management</u>							
Revenues	0	(9)	0	(9)	(9)	0%	✓
Expenses	700,228	739,526	150,755	461,073	611,828	87%	✗
Transfer / Overhead Allocation	0	0	0	45	45	0%	✗
Total Unit: Finance Management	700,228	739,517	150,755	461,109	611,864	87%	✗
<u>Revenue & Accounting</u>							
Revenues	(458,160)	(590,860)	0	(416,558)	(416,558)	91%	✓
Expenses	2,937,430	2,965,500	12,441	2,219,010	2,231,451	76%	✓
Transfer / Overhead Allocation	9,000	4,255	0	11,867	11,867	132%	✗
Total Unit: Revenue & Accounting	2,488,270	2,378,895	12,441	1,814,319	1,826,760	73%	✓
<u>Financial Systems</u>							
Expenses	413,831	413,002	0	314,823	314,823	76%	✓
Transfer / Overhead Allocation	0	830	0	779	779	0%	✗
Total Unit: Financial Systems	413,831	413,831	0	315,601	315,602	76%	✓
<u>Assets & GIS</u>							
Revenues	(5,100)	(4,800)	0	(8,218)	(8,218)	161%	✓
Expenses	1,872,358	1,940,477	136,875	1,361,621	1,498,496	80%	✓
Transfer / Overhead Allocation	35,770	35,770	0	27,922	27,922	78%	✓
Total Unit: Assets & GIS	1,903,028	1,971,447	136,875	1,381,326	1,518,200	80%	✓
Total Section: FINANCE	5,505,358	5,503,691	300,070	3,972,355	4,272,425	78%	✓
Total Department: CORPORATE SERVICES	5,505,358	5,503,691	300,070	3,972,355	4,272,425	78%	✓
Grand Total:	5,505,358	5,503,691	300,070	3,972,355	4,272,425	78%	✓



**CORPORATE SERVICES
DEPARTMENT - MONTHLY
OPERATIONAL REPORT APRIL 2016**

**Workforce & Strategy Monthly
Operations Report - April 2016**

Meeting Date: 24 May 2016

Attachment No: 2

MONTHLY OPERATIONS REPORT

WORKFORCE AND STRATEGY SECTION

Period Ended 30 April 2016

VARIATIONS, ISSUES AND INNOVATIONS

Innovations

Included for this month in the next section.

Improvements / Deterioration in Levels of Services or Cost Drivers

Staff Survey Update

The 2015 Pulse Survey was conducted October/November 2015. There were 490 Surveys received in 2015 compared with 539 in 2014. This meant a total response rate of 57% for 2015.

One of the constant messages in the 2015 Pulse Survey communications was that the 2015 Survey results could be compared directly to the 2014 survey results as the questions were exactly the same and the workforce numbers had remained constant without amalgamation and de-amalgamation issues that surrounded previous surveys.

The questions in which Agree rose from 2014 to 2015 are:

- I have confidence in the leadership team of the council (56.03% to 58.98%)
- Our leadership team and wider leadership team lead by example (53.62% to 54.28%)
- Our leadership team and wider leadership team demonstrate strong leadership skills (54.36% to 56.13%)
- I believe my job is secure (52.31% to 57.35%)
- Task deadlines are realistic (63.82% to 64.29%)
- Employees are held accountable for achieving goals and meeting expectations (63.64 %to 64.29%)
- I like the type of work I do (89.24% to 89.60%)
- My supervisor tells me when my work needs improvement (68.46% to 69.39%)
- I receive the relevant compliance training I need to do my job well (66.05% to 66.94%)
- I receive adequate professional development opportunities relevant to my current role (52.33% to 55.51%)
- The LT and WLT are genuinely interested in employee opinions and ideas regarding work related matters (42.30% to 43.27%)
- I am comfortable in sharing my opinion regarding work related matters (69.58 % to 73.26%)

The biggest increase in the agreed scores from 2014 to 2015 was:

I feel proud to tell people where I work (70.77% to 75.91%)

The questions that Agree that dropped more than 1% are as follows:

- Council measures job performance to ensure all staff are achieving results (54.92% to 51.84%)
- I believe Council is recruiting the right people for our organisation (43.97% to 41.22%)
- My supervisor does a good job sharing information (74.77% to 71.02%)

- Information and knowledge is shared openly across the organisation (47.87% to 45.72%)
- I feel I can trust what my supervisor tells me (78.88% to 76.53%)
- Council respects employees (55.84% to 53.47%)
- I believe there is spirit and cooperation across the organisation (48.98% to 45.71%)
- My supervisor tells me when I am doing a good job (68.84% to 66.33%)
- I feel I am valued at Rockhampton Regional Council (57.14% to 55.72%)
- My supervisor is open to hearing my opinion on work matters (80.33% to 77.35%)
- I am encouraged to develop new ways to improve our processes and service our customers (67.35% to 64.69%)
- I have clear understanding of my job/role at Council (87.38% to 85.10%)
- Poor Performance is effectively addressed at Council (39.15% to 36.12%)
- Doing my job well gives me a sense of personal satisfaction (91.10% to 89.59%)

The biggest decrease in agreed scores was the question:

I feel part of a team working towards a shared goal (74.03 to 68.98)

In the Disagree category only 6 questions were worse from 2014 and none were more than 1%.

The 'Disagree strongly' response improved in 33 out of 38 questions

Positives from the 2015 Survey:

- The leadership team is visible and being heard and listening
- Employees are prouder than ever of being part of Council (biggest increase)
- Feelings of job security rose 5%
- Type of work provided by council rated well
- We are providing training and development opportunities

Areas for Attention

- Perception of Recruitment (getting the right person) has dropped this year down to 41.22%
- Getting our message to employees was down in a number of questions including understanding of council, corporate communications, my supervisor does a good job of sharing information, Information and knowledge is shared openly, spirit and cooperation across the organisation, part of a team working towards a shared goal.
- Recognition of Employees
- Supervisors (capability, trust, fairness and equity and listening are down in relation to last year

- Addressing poor performance rated low with only 36% agree that we do this properly

Actions from results

Following subsequent discussion with Leadership Team, it was identified that programs and strategies to address issues could fall in to 4 main categories:

1. Communication (How are we performing – Sections/Units/Projects)
2. Sharing information across Council
3. Respecting and Valuing Staff
4. Recruiting the right people.

In order to communicate these strategies in an easy to understand approach for all staff has been developed and themed under “Doing Things Right” and include:

- The Right Message
- The Right Information
- The Right Workplace
- The Right People

Identified strategies have already commenced rollout across Council including

- A “new look” Rocky Round Up for May 2016 that will more relevantly focus on our staff and address:
 - Operational areas
 - Values
 - Staff and Council achievements
 - Safety and Wellness
 - Profiles on staff
- The CEO’s Message has been reviewed and will now highlight the importance of the message as well as a focus on Council’s CRITICAL Values.

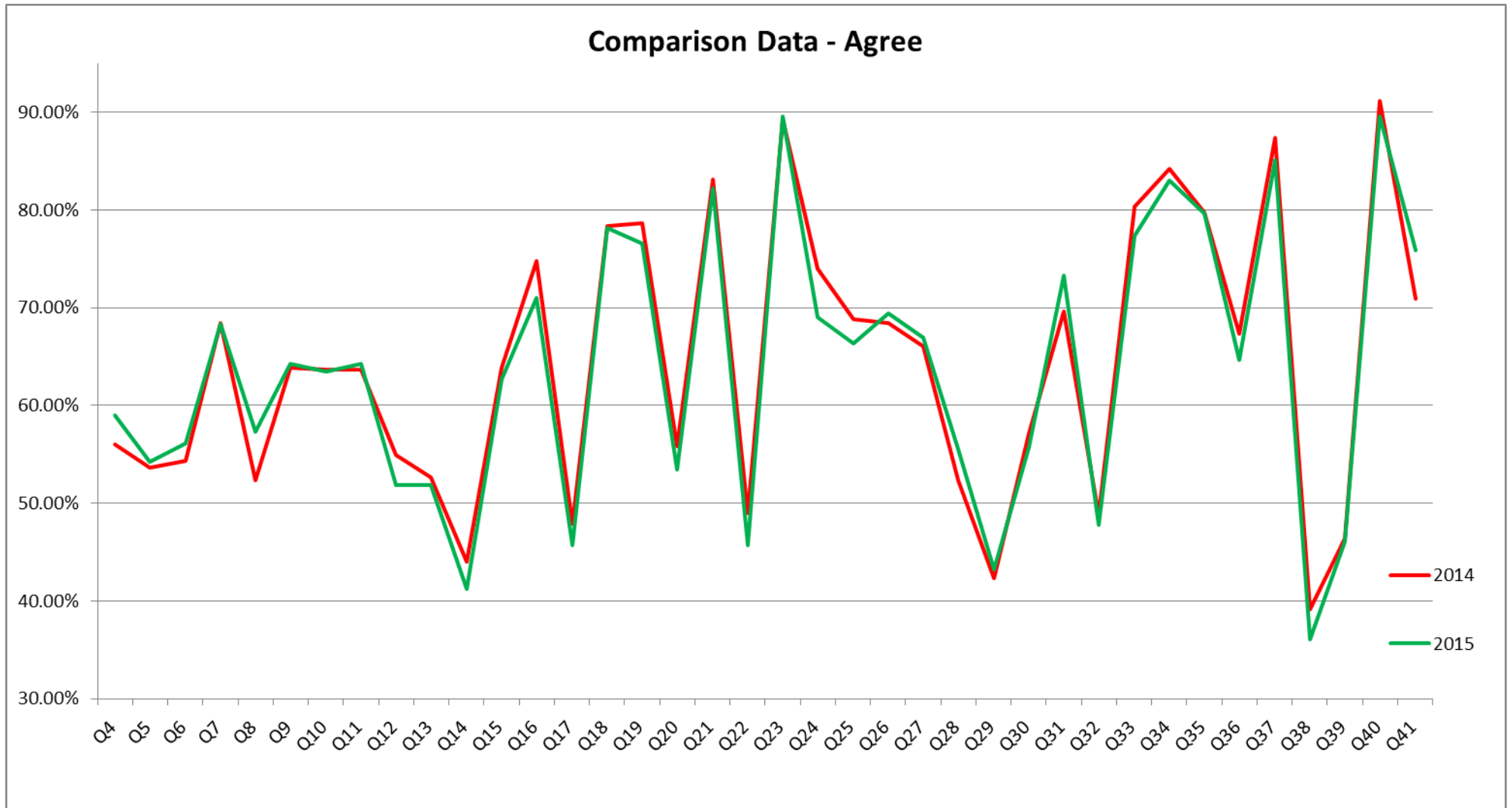
Other strategies that will be implemented in the coming months include:

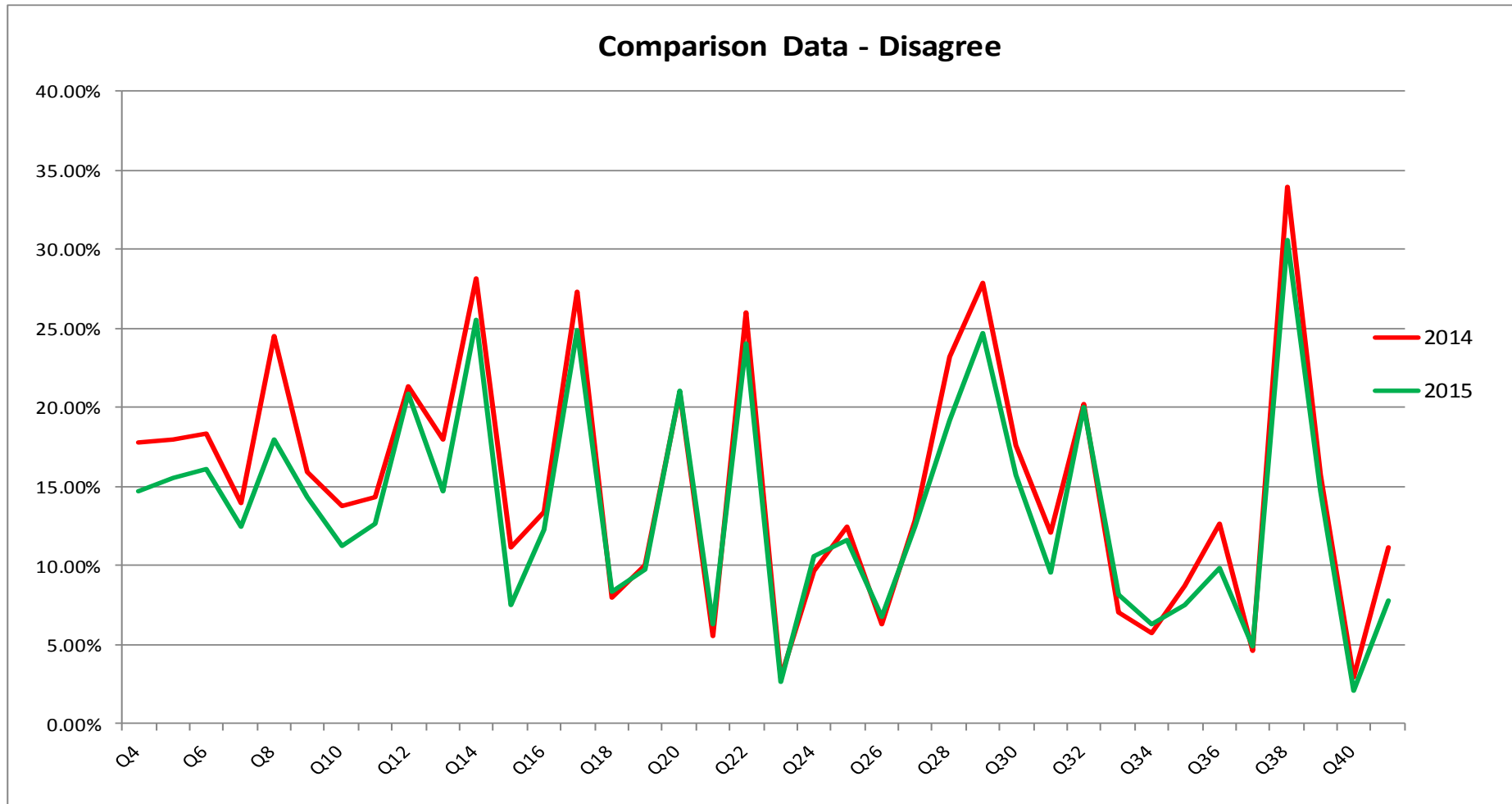
- Randomly chosen attendance at toolbox meetings by the CEO
- Organisational development and cultural change program for all supervisory staff
- Improved recruitment practices and processes

Overall the survey results are pleasing and they demonstrate a commitment from the workforce to want to improve in areas of service delivery and communication.

The following graphs show the comparison by question between the 2014 and 2015 results for agree and disagree responses. Questions below:

-
- Q4 *I have confidence in the Leadership Team of Council*
- Q5 *Our Leadership Team and Wider Leadership Team lead by example*
- Q6 *Our Leadership Team and Wider Leadership Team demonstrate strong leadership skills*
- Q7 *I am given enough authority to make decision I need to make*
- Q8 *I believe my job is secure*
- Q9 *Task Deadlines are realistic*
- Q10 *Council has high performance standards*
- Q11 *Employees are held accountable for achieving goals and meeting expectations*
- Q12 *council measures job performance to ensure all staff are achieving results*
- Q13 *I have a good understanding of how Council is performing*
- Q14 *I believe Council is recruiting the right people for our organisation*
- Q15 *Council's corporate communications are frequent and detailed enough*
- Q16 *My Supervisor does a good job sharing information*
- Q17 *Information and Knowledge is shared openly across the organisation*
- Q18 *My Supervisor handles my work related issues satisfactorily*
- Q19 *I feel I can trust what my supervisor tells me*
- Q20 *Council respects employees*
- Q21 *My Supervisor treats me fairly and with respect*
- Q22 *I believe there is spirit and cooperation across the organisation*
- Q23 *I like the type of work I do*
- Q24 *I feel part of a team working towards a shared goal*
- Q25 *My Supervisor tells me when I am doing a good job*
- Q26 *My Supervisor tells me when my work needs improvement*
- Q27 *I receive the relevant compliance training I need to do my job well*
- Q28 *I receive adequate professional development opportunities relevant to my current role*
- Q29 *The leadership team and wider leadership team are genuinely interested in employee opinions and ideas regarding work related matters*
- Q30 *I feel I am valued at Rockhampton Regional Council*
- Q31 *I am comfortable in sharing my opinion regarding work related matters*
- Q32 *People with different ideas are valued within Council*
- Q33 *My Supervisor is open to hearing my opinion on work related matters*
- Q34 *Safety is a high priority within Council*
- Q35 *My job makes good use of my skills and abilities?*
- Q36 *I'm encouraged to develop new ways to improve our processes and service our customers*
- Q37 *Accountability. I have a clear understanding of my job/role at Council*
- Q38 *Poor performance is effectively addressed throughout Council*
- Q39 *The Leadership Team is held accountable for achieving results*
- Q40 *Doing my job well gives me a sense of personal satisfaction*
- Q41 *I feel proud to tell people where I work*





LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

The response times for completing the predominant customer requests in the reporting period for Workforce and Strategy are as below:

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth		Avg Completion Time (days) 6 Months		Avg Completion Time (days) 12 Months		Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed										
Administrative Action Complaints	0	0	0	0	0	0	36	●	0.00	●	0.00	●	2.00	2.00
W&S - Complaints Management Process (NOT CSO USE)	2	2	7	4	3	0	30	●	5.00	●	8.64	●	7.01	5.93

COMMENTS

Matters are being addressed within the set timeframes.

2. COMPLIANCE WITH STATUTORY AND REGULATORY REQUIREMENTS INCLUDING SAFETY, RISK AND OTHER LEGISLATIVE MATTERS

Safety Statistics

The safety statistics for Workforce & Strategy in the reporting period are:

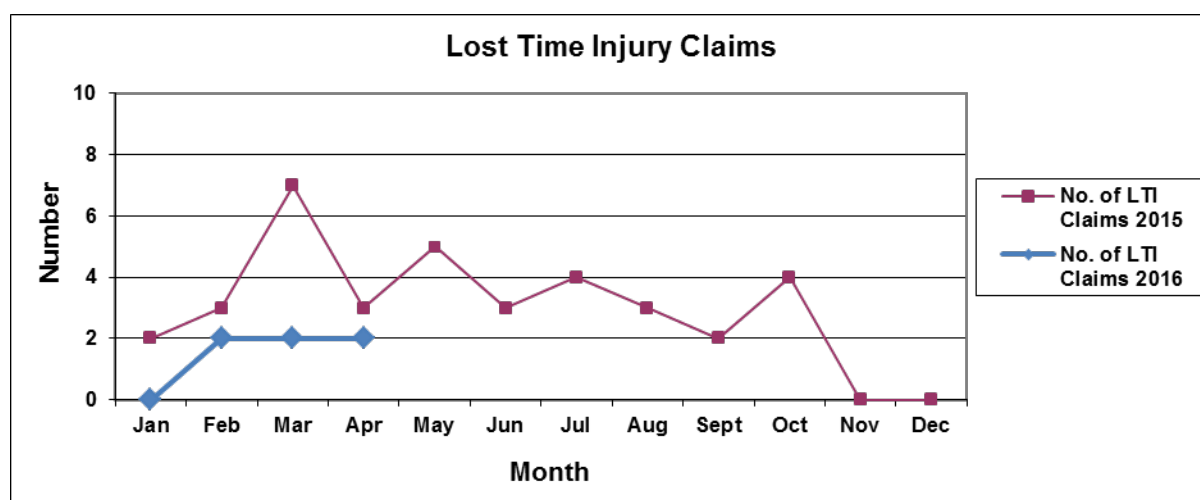
	February 16	March 16	April 16
Number of Lost Time Injuries	1	0	0
Number of Days Lost Due to Injury	1	4	0
Total Number of Incidents Reported	2	2	0
Total number of Incomplete Hazard Inspections	0		

The safety statistics for All of Council in the reporting period are:

	February 16	March 16	April 16
Number of Lost Time Injuries	5	3	2
Number of Days Lost Due to Injury	58	2	41
Total Number of Incidents Reported	5	32	19
Total number of Incomplete Hazard Inspections	31		

Incomplete hazard inspections are high and have been reported to the appropriate operational areas for action.

The graph below displays the number of lost time injuries (LTI) claims lodged across Council. There was a total of **two** lost time injury claims lodged for April 2016. It is extremely pleasing to note the downward trend when compared to the previous 12 months.



Risk Management Summary

Example from Section Risk Register (excludes risks accepted/ALARP):

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Comp	Comments
Corporate Risks					
A legislatively compliant SafePlan is not implemented, monitored and reviewed effectively, for the whole of council, its workers and contractors, to achieve the acceptable compliance level with annual WH&S audits resulting in: increased worker injuries, legislative breaches/legal action, reputational damage, reduced service levels, increased costs and non-compliance with a key council objective.	Low	<p>Ongoing annual audits will be conducted.</p> <p>Continuing to rectify the actions from the 2014 Workplace Health & Safety System Audit.</p> <p>Note: The third Party Workplace Health & Safety system audit that was to be conducted in November has been put back until 2016. Date to be confirmed.</p> <p>Rectifications resulting from the Workplace Health & Safety system audit will be addressed and assessed in the annual internal audit of the Workplace Health & Safety systems.</p>	15-17 August 2016	95%	<p>Safety Unit currently working to rectify actions identified as part of the 2014 WHA Audit which have now been included in the 2014 Audit Rectification Action Plan.</p> <p>Note: Corporate reviews complete. Currently implementing in the operational areas.</p>
Section Risks					
Council's payroll function fails to accurately record and process employee wages and entitlements resulting in an inability to pay employees on time and accurately, potential employee dissatisfaction, Industrial disputes, financial impacts and reputation damage.	Moderate	Multiskilling of Administration and HR staff	30 June 2015	100%	<p>Rotation of Payroll staff to learn all duties commenced in July 2015 (3rd rotation commenced in February 2016); 1 Admin and 1 HERO trained in data entry; Payroll Officer satisfactorily performed duties of Payroll Supervisor during recent Annual Leave and will continue to be utilised for acting duties</p>

Legislative Compliance & Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
Prepare and adopt annual 2016/17 operational plan	July 2016	0%	The 2015/16 Plan was adopted by Council at the budget adoption meeting 9 July 2015. The 2016/17 Plan will be adopted at the Special Council meeting together with the budget.
Quarterly written assessment of progress towards implanting the 2015/16 annual operational plan	24 May 2016 – Council Agenda	100%	The third quarter review of the 2015/16 Operational Plan will be presented to the Ordinary Council meeting on 24 May 2016.
Report on the results of the implementation of the annual operational plan	23 August 2016	0%	This 2015/16 report will be combined with the Quarter 4 assessment and presented to Ordinary Council meeting in August 2016. The 2014/15 report was presented to P&S Committee 25 August 2015.
Update of Workplace Health & Safety documents to meet the new legislative requirements	2016	95%	Documents continue to be updated so that Council remains compliant.
Report breaches of the Workplace Health & Safety Act and Regulation as necessary to the division within specified legislative timeframes	As soon as practicable	100%	Council has been compliant in this regard for the current reporting period.
Workplace Health and Safety Audit	15-17 August 2016	0%	Preparations commenced
Rectification Action Plan (2014 Audit)	As soon as practicable	95%	Work through the RAP from the 2014 Audit. Corporate reviews complete. Currently implementing in the operational areas
WHS Infringement Notices issued to Council are remedied within required timeframes	As per notice	100%	No current notices to report.

3. ACHIEVEMENT OF CAPITAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME

No capital projects are relevant to the Workforce and Strategy Section.

4. ACHIEVEMENT OF OPERATIONAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME

As at period ended April 2016 – 83.3% of year elapsed.

Project	Explanation
WHS Data Management System	The injury management module is in test mode and the Safety Team is working with IT to configure system forms in the claims module.
Service Level Review Project (SLR)	Parks Maintenance is the first service to be reviewed with the Street Trees activity data to be collected, assessed and was due to be presented to Council in the second quarter of 2016. This service has been delayed with the focus now on mowing schedules. A report is being prepared by the General Manager Community Services on the schedules, costs and FTE for parks mowing to be presented to Council. No further action will be taken on this project until that report has been presented.
Aurion Project	The implementation of Aurion is still progressing with some minor system errors still being investigated prior to implementation which has now been extended to 10 August 2016.
Policy Improvement Project	Stage 2 of the Project is complete encompassing 14 renewed policies. The final phase, Stage 3 has commenced and contains 26 policies for review with the project completion date set for July 2016.
Forms Improvement Project	The project plan was endorsed by CEO late September 2015 and the project has commenced with the allocation of primary tasks to members of the working group which were nominated by the CEO. Phase 3 of the project is complete with 46 forms being updated and now available on the HUB along with a newly created Customer Form Register enabling the efficient management of Form development into the future. Phase 4; the last phase; is underway which involves the review and updating of 51 forms, completion date is 24 June 2016.

5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS

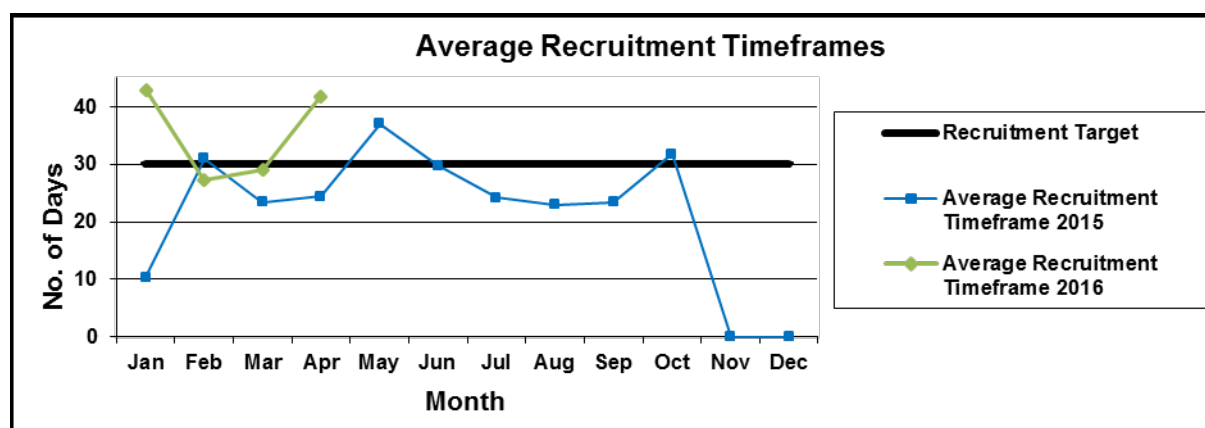
Service Delivery Standard	Target	Current Month's Performance
Recruitment positions finalised within 30 working days (refer graph below)	100%	50%
Policies reviewed within 10 working days	100%	100%
Acknowledge job applications within 2 working days of the advertising close date. (as per policy/procedure)	100%	100%
Employee pays processed and paid within 3 working days after the period end date	100%	100%
Payroll accuracy	100%	99.83%
Hazard Inspections completed as per the adopted Matrix	100%	***52.63%

****This result is not acceptable. 19 hazard inspections were scheduled across the organisation for April with only 10 being completed in the reporting period. The General Manager in the area of responsibility has been advised and asked to follow up as soon as possible.*

Recruitment Timeframes

Some delays in recruitment have occurred during the reporting period. Of the 14 positions recruited in the reporting period, 7 were not finalised within the 30 day timeframes. These delays are due to a range of issues including:

- the length of time by panel members to conduct the shortlisting process;
- a senior position required interviewees to travel to Rockhampton and the scheduling of flights and travel time extended the process;
- due to the external review of a section a senior position was placed on hold for 6 months. The position has now been filled.



Establishment

FTE Positions	Period	Workforce & Strategy	Council
Starting Point	1 January 2014	30.05	838.9
Same Time Previous Year	30 April 2015	32.44	851
Previous Month	31 March 2016	37.00	873.49
Current Month	30 April 2016	37.00	868.49

FTE Positions is the total full time equivalent positions approved and recorded in Aurion excluding casual positions and including approved vacancies.

The FTE positions also include the following apprentices and trainees across Council:

Apprentices	Trainees
8	14

Changes to Workforce & Strategy Establishment

There are no changes to the establishment for Workforce & Strategy in April 2016.

Changes to Council Establishment

The following changes have resulted in a decrease to the Establishment by 5 positions in April 2016:

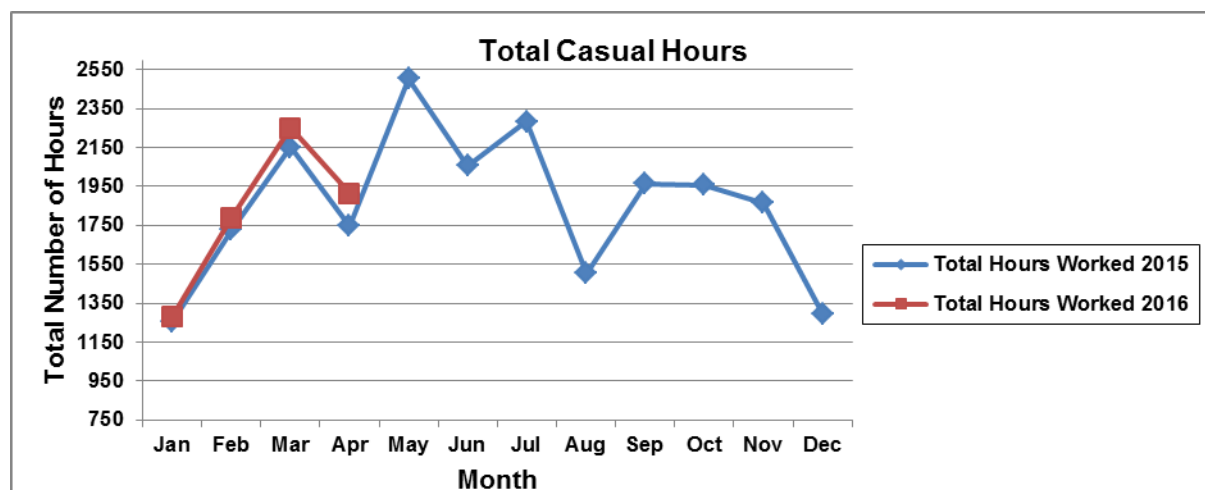
- One permanent full time Native Title Officer was abolished as it was recognised this position was no longer required.
- One permanent full time Mechanic was abolished as it was recognised this position was no longer required.
- One temporary Apprentice Mechanic was abolished as it was recognised this position was no longer required at this time.
- The Airport Commercial Coordinator was abolished as it was recognised this position was no longer required.
- One permanent full time Administration Officer has been created to provide support to the Office of the Mayor. This position will provide support to the Deputy Mayor and Executive Personal Assistant to the Mayor within the newly created Office of the Mayor.
- One temporary full time Redevelopment Projects Officer has been created to provide assistance to the Regional Development Section. This position is a result of implementation of the Economic Development Strategy and CBD Framework. The core focus of the role is to assist with revitalisation planning initiatives.
- The position of Executive Coordinator to the Mayor position has been created within the Office of the Mayor. This is a Limited Term Contract position where the primary focus is providing executive, advisory and support services which will enhance the performance of the Mayor and Office of the Mayor.
- One permanent Planning Administration Officer was abolished as it was identified the workload could be distributed amongst the remaining administrative staff within the Development and Building Section.
- One temporary Labourer was abolished as it was no longer required.
- One temporary Apprentice Electrician and one (1) Apprentice Fitter and Turner position were abolished. These positions are not required to be recruited for at this time.

FTE Positions Internal / External Split

The percentage split for approved full time equivalent positions excluding casual positions and including approved vacancies currently sits at 58% (502.75) internal and 42% (370.74) external.

Casual Hours – April 2016

There are currently a total of 50 casuals actively employed by Council of which 38 were engaged during the reporting period. The engaged casual employees collectively have worked the total number of 1916.07 hours during the month of April 2016.



Casual Hours by Section – April 2016

The following list shows the total number of hours worked by casual employees by Section and Unit in the reporting period as provided by the responsible operational area.

Section	Unit	Commentary	No. of hours	Percentage of cost recovery
Arts and Heritage	Art Gallery	Casual staff are being used to back fill collections officer position while acting for Curator acting in Directors role – casual are also used to install exhibition and deliver programs to the desired service level	183.75	0%
Arts and Heritage	Heritage Services	Casual F&B staff are used in the commercial operation of the Shearing Shed	332.37	100%
Arts and Heritage	Venue Operations	Casual Technical and Box Office staff are fully recovered on a fee for service basis. Other casual operations staff are used to manage the highs and lows of venue utilizations without employing more full-time staff	634.5	92.8%
Communities and Facilities	City Child Care Centre	Casual staff were used cover staff RDOs, leave and periods of recruitment	222.25	
Communities and Facilities	Client Services	Casual staff were used to cover staff leave, RDOs, period of recruitment and exam supervision	246.75	8.5% of hours
Communities and Facilities	Facilities	Casual staff were used to cover staff leave, RDOs, period of recruitment, induction and training of new staff	114.95	
Corporate and Technology	Customer Service Centre	Casual staff were used to cover periods of leave and to cover for initial training of a new HERO	181.5	
TOTAL			1916.07	

The above casual hours for April 2016 by employment type includes the following HERO hours.

Section	Unit	No. of hours
Corporate and Technology Services	Customer Service Centre	181.5
TOTAL		181.5

It should be noted that labour hire is also utilised in addition to casual labour in some areas of the organisation to support staff shortages and special project requirements or events and also to avoid increasing the FTE.

FINANCIAL MATTERS

Financial performance as expected for reporting period.

End of Month Job Costing Ledger - (Operating Only) - FINANCE AND BUSINESS



As At End Of April

Report Run: 09-May-2016 09:29:38 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Variance %	On target 83.3% of Year Gone
	\$	\$	\$	\$	\$	%	
CORPORATE SERVICES							
WORKFORCE & STRATEGY							
<i>Human Resources and Payroll</i>							
Revenues	0	0	0	(4,166)	(4,166)	0%	✓
Expenses	1,464,874	1,448,750	1,061	1,118,734	1,119,795	76%	✓
Transfer / Overhead Allocation	8,700	13,700	0	17,948	17,948	206%	✘
Total Unit: Human Resources and Payroll	1,473,574	1,462,450	1,061	1,132,517	1,133,578	77%	✓
<i>Safety & Training</i>							
Revenues	(32,000)	(62,000)	0	(104,699)	(104,699)	327%	✓
Expenses	1,286,545	1,263,661	58,277	952,289	1,010,566	79%	✓
Transfer / Overhead Allocation	61,500	62,900	0	40,067	40,067	65%	✓
Total Unit: Safety & Training	1,316,045	1,264,561	58,277	887,657	945,934	72%	✓
<i>Corporate Improvement & Strategy</i>							
Revenues	0	(1,885)	0	0	0	0%	✓
Expenses	457,843	503,700	3,000	355,730	358,730	78%	✓
Transfer / Overhead Allocation	0	0	0	539	539	0%	✘
Total Unit: Corporate Improvement & Strategy	457,843	501,815	3,000	356,269	359,269	78%	✓
<i>Workforce & Strategy Management</i>							
Expenses	383,545	384,000	1,993	298,797	300,789	78%	✓
Total Unit: Workforce & Strategy Management	383,545	384,000	1,993	298,797	300,789	78%	✓
<i>Investigations and Industrial Relations</i>							
Revenues	0	(4,904)	0	(4,904)	(4,904)	0%	✓
Expenses	346,841	341,000	187	277,807	277,994	80%	✓
Total Unit: Investigations and Industrial Relations	346,841	336,096	187	272,903	273,090	79%	✓
Total Section: WORKFORCE & STRATEGY	3,977,848	3,948,923	64,517	2,948,143	3,012,660	76%	✓
Total Department: CORPORATE SERVICES	3,977,848	3,948,923	64,517	2,948,143	3,012,660	76%	✓
Grand Total:	3,977,848	3,948,923	64,517	2,948,143	3,012,660	76%	✓

**CORPORATE SERVICES DEPARTMENT -
MONTHLY OPERATIONAL REPORT
APRIL 2016**

**Corporate & Technology Monthly
Operations Report - April 2016**

Meeting Date: 24 May 2016

Attachment No: 3

MONTHLY OPERATIONS REPORT
CORPORATE & TECHNOLOGY SECTION
Period Ended April 2016

VARIATIONS, ISSUES AND INNOVATIONS

Section Update

RTI / IP Application Status

One new application was received under the Right to Information Act/Information Privacy Act this month. One application was completed during the month; none were withdrawn, leaving one application outstanding.

No documents were released administratively, and no external reviews were received for the month.

All current applications are progressing in accordance with legislative timeframes.

Innovations

ePathway / smart mobile implementation currently on track for 'go-live' June 2016

The ePathway (RRC eServices) and smart mobile (RRC eServices Mobile) are key initiatives of Council's ICT Strategic Plan 2015/20, eServices Strategy, which aligns with the Smart Way Forward Strategy to provide alternative options for customer engagement with Council – anywhere and anytime.

The RRC eServices and eServices Mobile are a suite of online customer self-service solutions, which enable customers to lodge requests, make payments, and process regulatory transactions online via their home computer or smart device. The first stage of our implementation will include:

- **User registration** - A one-time registration process to verify the customer's details with Council's Pathway customer records. This process will provide the customers with a eServices username and password logon.
- **Payment Gateway:**
 - Debtors
 - Local Laws infringements
 - Animal registration renewals
 - Leases
 - Rates
 - Water
- **Customer Requests** for:
 - Animal enquiries and complaints
 - Building enquiries
 - Development enquiries
 - Water leak

- Water / sewerage enquiry
- Parks / trees / mowing Council land enquiries
- Rates enquiries
- Recycling / general waste enquiry
- Road enquiry
- General enquiry
- Event / wedding / hall booking enquiries
- Contact Mayor / Councillors

Additional customer request functionality is being reviewed for future implementation.

Other internal mobile functionality being implemented will provide staff only access to:

- Local Laws animal enquiries
- Customer requests; and
- Inspections

Improvements / Deterioration in Levels of Services or Cost Drivers

Nil to report

LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

The response times for completing the predominant customer requests in the reporting period for April 2016 are as below:

	Balance B/F	Completed in Current Mth	Current Month NEW Request		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed							
Accounts Payable Enquiry	0	0	0	0	0	0	2	● 0.00	● 0.00	● 0.88	0.50
Bookings Enquiry	0	0	3	3	0	0	5	● 1.33	● 1.00	● 1.21	0.81
Insurance: Mower / Slasher / Whipper / Snipper	5	4	4	1	3	0	90	● 0.00	● 17.69	● 25.07	15.64
Insurance: Personal Accident / Injury	35	2	1	0	33	0	120	● 0.00	● 4.00	● 2.83	124.39
Insurance: Public Liability / Property Damage Public Property	19	8	5	5	11	0	90	● 2.40	● 10.02	● 13.31	17.07
Leased Premises - General Enquiry	0	0	1	1	0	0	5	● 3.00	● 3.00	● 1.30	0.89
Rates Searches	4	4	98	96	2	0	4	● 1.09	● 1.49	● 1.74	1.56

2. COMPLIANCE WITH STATUTORY AND REGULATORY REQUIREMENTS INCLUDING SAFETY, RISK AND OTHER LEGISLATIVE MATTERS

Safety Statistics

The safety statistics for the reporting period are:

	Third Quarter		
	April	May	June
Number of Lost Time Injuries	1		
Number of Days Lost Due to Injury	4		
Total Number of Incidents Reported	1		
Number of Incomplete Hazard Inspections	0		

Risk Management Summary

Section Risk Register (excludes risks accepted/ALARP)

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Corporate Recordkeeping software (ECM) doesn't meet strategic records management requirements in relation to systematic electronic records archival and disposal resulting in failure to dispose/archive eRecords.	High	The Records Archiving, Retention and Disposal (RARRD) project commenced in 2012 to develop a corporate solution to cover eRecords (including more effective hardcopy disposal recording).	TBA	80%	Hardcopy records retention and disposal processes documented and implemented. ECM 4.03 Live, new File Plan (80% complete).
Operational degradation or failure of Council's Two-way radio communications system resulting in failed regional communications for daily operations and emergency disaster management.	High	Commence planning and implement a replacement RRC regional two-way radio communications system. Two stage plan-1. Replace the Rockhampton City Two-way system. 2. Integrated regional solution taking in the Gracemere infrastructure.	(1) Jun 16 (2) Oct 16	60%	Contract awarded to a local company – Beaney's Communications Construction work completed; installed communications antennae at repeater sites. Commissioning first batch of 40 radio units (25%) for Rockhampton City area.
Ensure Council operations are performed considering and addressing all potential risk occurrences to Council and the community.	Mod	Research and implement a risk management software application to support ERM functions.	30/06/16	5%	ISSG approved as a project to assess the suitability of either the TechnologyOne or the RiskWare software applications.

Legislative Compliance & Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
A local government must review its procurement policy annually.	30/06/16		

3. ACHIEVEMENT OF CAPITAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
CAPITAL WORKS PROGRAM					
FLEET (CP440)					
Fleet Asset Renewal Program	1/07/2015	30/06/2016	Ongoing	\$4,890,000	\$4,562,943
Comment: YTD represents 94% of budget expenditure and includes committals.					
INFORMATION TECHNOLOGY (CP230)					
IT Asset Renewal & Upgrade Program	1/07/2015	30/06/2016	Ongoing	\$1,534,400	\$676,429
Comment: YTD represents 44% of budget expenditure and includes committals.					
BUSINESS SUPPORT & DEVELOPMENT (CP630)					
Property Sales	1/07/2015	30/06/2016	Ongoing	\$250,000	-\$38,229
Comment:					

4. ACHIEVEMENT OF OPERATIONAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME

As at period ended April 83% of year elapsed.

Project	2015/16 Budget	Actual (incl. committals)	% budget expended	Explanation
Customer Service After Hours Operation	\$60,000	\$45,526	76%	Propel after hours call centre service.

Project	Project Start Date	Project Completion Date	% Completed	Comments
Planned implementation of Aurion System Improvement Project recommendations.	Aug 2015	Jun 2016	40%	Aurion v11 rescheduled for 'go-live' Aug 16
Progress the implementation of ePathway and Pathway mobile Apps throughout 2015/16.	Oct 2015	Jun 2016	75%	ePathway commenced configuration finalised in test production environment being configured.
Develop and implement a solution for managing and processing tax invoices in digital format.	Aug 2016	Oct 2016	30%	Had a demonstration and pricing has been obtain, Due to workload scheduled to go-live Sep 16

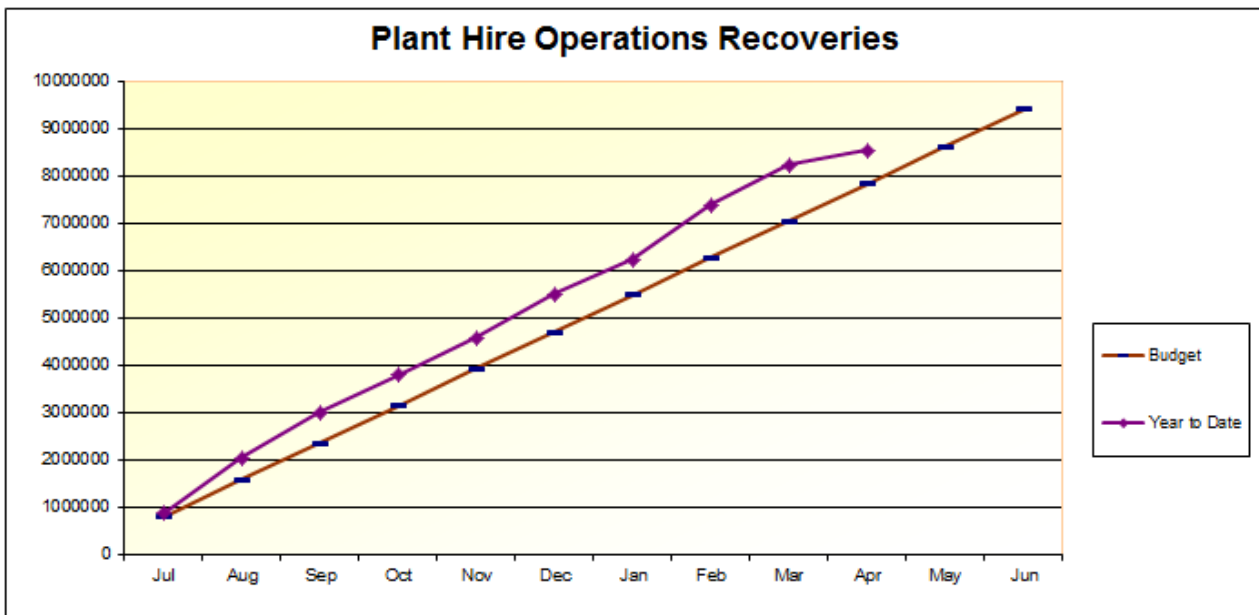
5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS

Service Delivery Standard	Target	Current Performance
IT support services provided within service levels outlined in the IT Service Catalogue.	95%	96%
Ensure availability of system up-time during core business hours (excluding planned outages).	99%	100%
Maintain the ratio of customer queries satisfied by Customer Service Officers, without referral to departments.	80%	89%
Customer Service Call Centre answering 75% of incoming calls within 45 seconds.	75%	63%
Process records on the day of receipt as per Recordkeeping Charter.	95%	100%
Process Right to Information/Information Privacy (RTI/IP) applications within legislative timeframes.	100%	100%
Manage centralised tendering and contracting functions in accordance with legislative requirements and Council policy.	100%	100%
Ensure supplier payments are made within stated trading terms.	90%	93%
Ensure staff purchasing activity is compliant with legislation and policy.	100%	100%

Service Delivery Standard	Target	Current Performance
Ensure top 100 suppliers by dollar value under formal purchasing agreements (contracts).	90%	94%
Maximise Council property occupancy rates.	98%	100%
Ensure tenanted properties in any month, have current lease agreements and public liability insurance.	80%	86%
Process insurance claims within procedural timeframes.	100%	100%
Maintenance of the risk monitoring and reporting regime by providing a quarterly risk report to the Council and Leadership Team on all current high and very high risks assessed as not ALARP (unacceptable).	100%	100%

Fleet Services

Ensure internal plant hire operations deliver budgeted net surplus.



Plant Hire Operations Budget (Surplus)	\$9,389,500
Year to Date (Surplus)	\$8,533,439

Procurement & Logistics

Contracts Awarded for April: Qty 7

11859 – Electrical Safety & Switchboard Upgrade at various sewage treatment plants – Intalect P/L - \$128,565.
11956 – Design & Construction of Wet Deck Conversion at 42nd Battalion Memorial Pool – JM Kelly Builders P/L - \$2,245,726.
12019 – ITQ Manufacture & Installation of New Gate/Fence at the Lakes Ck Rd Landfill – Adnought - \$40,059.
12027 – ITQ Conservation Management Plants for Various Sites – Australian Heritage Specialists P/L - \$39,750.
12032 – ITQ Nth Rockhampton Terrestrial LiDAR Capture and Survey Part A – Schlencker Mapping – SOR
12032 - ITQ Nth Rockhampton Terrestrial LiDAR Capture and Survey Part B – AAM Pty Ltd – SOR
11990 – Hire of New Single Smooth Drum Roller for Mt Morgan – Sherrin Rentals Pty Ltd – SOR

Customer Requests Completed Monthly & Top 5 Customer Requests												
	May	June	July	August	September	October	November	December	January	February	March	April
Requests Logged	3521	3354	3732	3883	4056	3294	3173	2791	3243	4062	3935	3171
Same month Completed	2757	2640	3212	3192	3391	2705	2550	2351	2559	3035	3052	2519
% completed same month	78%	78%	86%	82%	84%	82%	80%	84%	78%	86%	75%	79%
Completed Total for Month	3783	3644	3997	3777	4174	3331	3103	2807	2968	3502	4056	3321
Total Pending	2521	2134	1883	1957	1785	1718	1717	1700	1928	2410	2271	2045
Top 5 Requests for Month	Bin RRC D/Plan Meter Mtce W/Leak D/Plan W/Animal	Food Enq W/Ani W/Leak D/Plan C/Dec	D/Plan Inf Enq C/Dec T/Trim Food Enq	An/Dogr C/Dec Dev/Dpl W/Ani Infrin/Enq	An/Dogr D/Plan Bin RRC W/Ani M/Leak	An/Dogr D/Plan W/Leak W/Animal Rate Enq	An/Dogr D/Plan W/Leak D/Plan W/Animal	T/Trim AN/Dogr D/Plan W/Leak P/Gen	W/Leak An/Dogr D/Plan Inf Enq T/Trim	An/Dogr W/Leak P/Gen D/Plan T/Trim	O/Allot P/Gen W/Leak T/Trim D/Plan	P/Gen W/Leak D/Plan An/Dogr Wan/An
Total uncompleted customer requests up to 3 months old:				1378				Conquest Work Order & Investigation Long Term up to 3 months				1428
Total uncompleted customer requests between 3 to 6 months old:				234				Conquest Work Order & Investigation Long Term between 3 to 6 months old:				256
Total uncompleted customer requests greater than 6 months old:				433				Conquest Work Order & Investigation Long Term greater than 6 months old:				503
Request Completed: Requested task or action has been completed (not just work order raised), or complaint has been investigated, action taken and correspondence finalised.												
Conquest Work Order: A Work Order has been raised for maintenance, repair or future planned action.												
Investigation Long Term: Requested task, action or complaint assigned to internal or external investigation, may include, but not limited to: Insurance, Planning, Legal, Civil or Domestic matter												
Key:	T/Trim - Tree Trimming		Inf Enq - Infringement Enquiry - Local Laws		An/Dogr - Dog Registration Enquiry							
	D/Plan - Duty Planner		W/Animal - Wandering Animal		W/Leak - Water Leak							
	Bin RRC - Replace Bin RRC		D/Plan - Duty Planner (New Enq)		P/Gen - Parks General Enquiry							

FINANCIAL MATTERS

Operational Budget Status for month ending April 2016

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Var	On target
	\$	\$	\$	\$	\$	%	83% of Year Gone
CORPORATE AND TECHNOLOGY							
<i>Fleet</i>							
Revenues	(266,000)	(263,000)	0	(263,392)	(263,392)	99%	✓
	12,942,76						
Expenses	0	12,403,760	544,200	8,396,163	8,940,363	69%	✓
Transfer / Overhead Allocation	(17,053,00)	(16,956,000)	0	(12,453,76)	(12,453,762)	73%	✗
	0			2			
Total Unit: Fleet	(4,376,240)	(4,815,240)	544,200	(4,320,990)	(3,776,791)	86%	✓
)))))		
<i>Property & Insurance</i>							
Revenues	(591,200)	(726,166)	0	(626,896)	(626,896)	106%	✓
Expenses	2,944,667	2,935,580	41,594	2,558,564	2,600,158	88%	✗
Transfer / Overhead Allocation	9,740	9,740	0	6,628	6,628	68%	✓
Total Unit: Property & Insurance	2,363,207	2,219,155	41,594	1,938,296	1,979,890	84%	✗
<i>Corporate & Technology Management</i>							
Revenues	0	(3,950)	0	(3,950)	(3,950)	0%	✓
Expenses	667,268	1,103,268	84,922	798,672	883,594	132%	✗
Transfer / Overhead Allocation	0	509	0	1,527	1,527	0%	✗
Total Unit: Corporate & Technology Management	667,268	1,099,827	84,922	796,249	881,171	132%	✗
<i>Information Systems</i>							
Revenues	(14,000)	(26,166)	0	(26,213)	(26,213)	187%	✓
Expenses	6,473,867	6,464,786	359,846	4,563,809	4,923,654	76%	✗
Transfer / Overhead Allocation	21,525	26,888	0	22,397	22,397	104%	✗
Total Unit: Information Systems	6,481,392	6,465,507	359,846	4,559,992	4,919,838	76%	✗
<i>Procurement & Logistics</i>							
Revenues	0	(12,711)	0	(9,626)	(9,626)	0%	✓
Expenses	1,568,900	1,576,091	817	1,119,243	1,120,061	71%	✓
Transfer / Overhead Allocation	35,000	35,015	0	29,776	29,776	85%	✗
Total Unit: Procurement & Logistics	1,603,900	1,598,395	817	1,139,393	1,140,210	71%	✓
<i>Customer Service</i>							
Revenues	(210,000)	(213,212)	0	(170,029)	(170,029)	81%	✓
Expenses	1,734,409	1,715,455	4,329	1,161,483	1,165,812	67%	✓
Transfer / Overhead Allocation	0	(60)	0	15	15	0%	✗
Total Unit: Customer Service	1,524,409	1,502,183	4,329	991,469	995,798	65%	✓
Total Section: CORPORATE AND TECHNOLOGY	8,263,935	8,069,827	1,035,707	5,104,409	6,140,116	74%	✓

11.7 2015/16 OPERATIONAL PLAN QUARTER THREE PROGRESS REPORT**File No:** 8320**Attachments:**

1. Q3 Summary - Office of CEO
2. Q3 Summary - Corporate Services
3. Q3 Summary - Regional Services
4. Q3 Summary - Community Services
5. Operational Plan Quarter Three

Authorising Officer: Tracy Sweeney - Manager Workforce and Strategy
Ross Cheesman - General Manager Corporate Services**Author:** Travis Pegrem - Coordinator Industrial Relations and Investigations

SUMMARY

The 2015/16 Operational Plan progress report for quarter 3 as at 31 March 2016 is presented, pursuant to s174(3) Local Government Regulation 2012.

OFFICER'S RECOMMENDATION

THAT the 2015/16 Operational Plan progress report for quarter 3 as at 31 March 2016 be received.

COMMENTARY

The Operational Plan progress reports for the period 1 January to 31 March 2016 are presented for Council's consideration.

The performance reports display actual performance against quarterly targets. In addition, the report includes progress comments as determined appropriate by the responsible manager. Actual year to date expenditure and revenue has been included for comparison to the adopted 2015/16 operational budget.

To ensure performance of the 2015/16 Operational Plan KPI's, standardised monthly departmental reports are now presented to Committees. This ensures that the performance of each unit is consistent with Council's strategic direction.

Overall the majority of Corporate Plan activities have been achieved for the quarter. There are some individual Operational Plan KPI's that have not been met and comments have been provided in the attachment against those items.

PREVIOUS DECISIONS

The 2015/16 Operational Plan was adopted at the Special Council Meeting on 9 July 2015.

LEGISLATIVE CONTEXT

s174(3) of the Local Government Regulation 2012 states:

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.

CONCLUSION

The 2015/16 Operational Plan progress report for quarter 3 as at 31 March 2016 has been prepared in accordance with legislation.

2015/16 OPERATIONAL PLAN QUARTER THREE PROGRESS REPORT

Q3 Summary - Office of CEO

Meeting Date: 24 May 2016

Attachment No: 1

**General Manager Office of CEO Summary
Operational Plan Report
3rd Quarter**

Governance Support

The Governance Support unit tracked well throughout quarter three. The recruitment process for the Communication and Marketing Supervisor is complete with the incumbent commencing shortly. The Local Government election impacted on the unit but not overly significantly.

The Governance Support budget is still predominately on track however there will need to be minor revision to cater for some new equipment purchased for the newly elected Councillors.

Governance Support has met unit targets in accordance with the Operational Plan.

Resources continue to be committed to community engagements including:

- The Mt Archer Activation Master Plan, following Council endorsement of a number of initial projects supporting the plan.
- Engagements plans are being developed for Recreational Fishing and Tourism Surveys and Regional Open Space Strategy.

Workloads continue to be heavy with a number of planned engagements and ad-hoc or unplanned events that strain workload capacity.

The Communications team have been kept busy with a constant stream of media releases, alerts and photo opportunities.

All the Governance Support units continue to deliver services in accordance with program and customer service response timelines with statutory and regulatory requirements being met and maintained.

Internal Audit

Internal Audit (IA) facilitated the Audit & Business Improvement Advisory Committee meeting on 29 February 2016. The next meeting is scheduled for 27 May 2016.

External member's contracts have been extended to the end of October 2016, to maintain continuity, until the completion of processing of this year's financial statements.

The CAE has commenced or completed the following scheduled reviews for this period –

- Building, Plumbing & Drainage – Review of Efficiency & Effectiveness (to Stage-I) – this is a major JET review similar to a Service Level Review.
- Business Improvement Review of Effectiveness – Playground Hazard Inspections Process – this review looks at the safety management system in place for public safety.

Remaining reviews to be commenced before the end of June are-

- Fraud Prevention Process – overall effectiveness
- Follow-Up Reviews

Additional administrative reports are being completed including the Risk-Based Annual Audit plans for the next financial year period.

Regional Development

Following Council's approval of the Economic Development Strategy in late 2015 Regional Development staff have worked with Price Waterhouse Coopers (PwC) to develop an action plan for prioritised implementation of the strategy. The PwC final draft was completed in late March and introduced to the Council in early May for comment and consideration. Regional Development staff continue to work with Council, community stakeholders, and other units of Council to lead the delivery of Economic Development initiatives and strategies.

The Strategic Planning team have discussed the contents of the major amendment including Regional Character Areas at the Council Forum on 3 May. The next stage of preparation for the CBD Redevelopment Strategic Framework will be discussed with Council at the next forum in June.

The Regional Promotions team are underway in development of a number of promotional events and initiatives. Preparations for the delivery of the second annual Rockhampton River Festival in July are ramping up, Wholly Cow Month has been inaugurated and is currently underway, whilst the Secret Sundays pop-up events are continuing to be well received by the community. The new My Rockhampton website has been launched with positive feedback, and the new app unveiling is imminent. The unit continues to produce the quarterly My Rockhampton magazine which is widely distributed and has been well received by the community.

Evan Pardon
Chief Executive Officer

2015/16 OPERATIONAL PLAN QUARTER THREE PROGRESS REPORT

Q3 Summary - Corporate Services

Meeting Date: 24 May 2016

Attachment No: 2

**General Manager Corporate Services Summary
Operational Plan Report
3rd Quarter**

For the 3rd quarter of the 2015-16 year most KPI's have been achieved or are on target. The Airport, as is most regional airports, is seeing a decline in passenger numbers, however options are being worked around to maintain the return to Council. Passenger number and aircraft movement increases are both KPI's that were not achieved this period. The runway lighting project is almost complete however as the last quarter is the wet period there was a lull in this work.

Customer Service were impacted this quarter by the issue of the half yearly rate notices. Despite this, the team still managed to achieve their target of 80% of dealing with customer requests (88% for March). IT continue to work through a myriad of projects with some exciting developments in the ePathways and other digital issues planned.

Workforce & Strategy met all KPI's except for one regarding recruitment timeframes. This particular indicator is outside the immediate control of the team but one that is monitored and pursued. The team has commenced its complete review of the local laws and initial planning and concepts for the Corporate Plan. Further information will be brought back to Council in this regard. The HR team have been assisting the CEO conceptualising an organisational development program which is anticipated to provide wide benefits for the organisation.

The Finance team have progressed asset revaluations as well as having the external auditors undertake an interim visit with regards to the 2015-16 financial statements.

**Ross Cheesman
General Manager
Corporate Services**

2015/16 OPERATIONAL PLAN QUARTER THREE PROGRESS REPORT

Q3 Summary - Regional Services

Meeting Date: 24 May 2016

Attachment No: 3

**General Manager Regional Services Summary
Operational Plan Report
3rd Quarter**

Directorate

Over the reporting period, all sections within Regional Services have been busy delivering on operational requirements, undertaking capital projects where necessary and participating in and delivering on corporate objectives.

Civil Operations

Civil Operations have maintained their efforts with QRA negotiating NDRRA claims and betterment funding following TC Marcia and this has taken considerable effort in trying to achieve a fair and equitable outcome for the Council. Pilbeam Drive restoration works commenced early February with a considerable level of community consultation undertaken, and this continues. Civil Ops have also been progressing the capital projects for this year as well as the general maintenance of the Region's road and drainage infrastructure. Considerable work has also been done on the Victoria Parade works and the Riverbank Revitalisation Project with both projects underway at the end of the reporting period with a delay on the Victoria Parade works for a variety of scheduling reasons.

Development and Building

Whilst the development sector is maintaining its relatively low level of activity, Planning staff have been involved in various aspects of the riverfront and CBD revitalisation. This slower than usual development sphere is not confined to Rockhampton and appears to be the current environment, generally; however, all timelines have been met for consideration of applications. Building and Plumbing are still processing a reasonable number of applications and Compliance are being kept busy maintaining appropriate development and building related activity in the Region.

Engineering Services

Engineering Services has continued to be involved in assessments of flooding/drainage issues throughout the Region and these efforts will be enhanced with the appointment of a Floodplain Engineer during the period.

Fitzroy River Water

FRW are meeting all required milestones and performance indicators in its delivery of water and sewerage services with its capital program progressing well. The significant project of the Hi-lift at the Glenmore Water Treatment Plant was nearing completion during the reporting period, including the addition of a generator that will enable the GWTP to operate in the event of power interruptions, which will be advantageous during disaster periods. It was originally estimated that this would be at about 25-30% capacity, but early testing has suggested that this will be around double the early estimates due to the efficient operating of the new pumps and other components.

Rockhampton Regional Waste and Recycling

RRWR continue to deliver services despite resourcing issues from time to time, with no incidents of uncompleted runs on the relevant collection days. The WTS opened on 25 January following considerable effort by staff working through the defects with the contracted builder. More detailed planning for the 'piggy back' is underway and tenders will be called during the 4th quarter for the design and construction. Also, the Waste Reduction and Recycling Plan has been released for public consultation.

Robert Holmes
General Manager
Regional Services

2015/16 OPERATIONAL PLAN QUARTER THREE PROGRESS REPORT

Q3 Summary - Community Services

Meeting Date: 24 May 2016

Attachment No: 4

**General Manager Community Services Summary
Operational Plan Report
3rd Quarter**

Directorate

Specific Directorate customer service requests are being met 100% within service delivery timelines and actual costs of the Directorate are within the predicted quarterly budget.

Arts and Heritage

Holding responsibility for Council's major events venues; a key component is the delivery of entertainment and arts programming.

Following annual trends the section has been particularly active over the quarter with a diverse range of commercial and community focused events being held.

Target attendances at the Pilbeam Theatre, Art Gallery and Heritage Village sites have achieved or exceeded the 75% milestone needed at the conclusion of the 3rd quarter reinforced by the section's net budget position inclusive of committals for the quarter also being at 59% with 75% of the year expired.

Significant community events conducted during the quarter included the production *Mary Poppins*, breaking all pre-existing attendance records and an increase in the use of the Rockhampton Music Bowl with the *Rocky Rocks* event.

Communities and Facilities

Performance across most areas of the section has been in accordance with the quarterly desired operational outcomes with customer service response times continuing to be within the standard timelines for completion, with statutory and regulatory requirements generally met.

Home Assist continues to exceed its state government performance levels while Child Care has re-established its 100% utilisation rate of long day care places over the quarter and Facilities activities continue to be delivered in accordance with maintenance schedules.

The Library Service has been successful in obtaining grant funding of \$16,250 through the Tech Savvy Seniors Queensland Program, a partnership between the Queensland Government and Telstra. The program aims to encourage more seniors to embrace information technology with the objectives of increasing digital inclusion, helping to reduce social isolation, increasing access to electronic government information and services, and improving awareness and resilience to online fraud and financial abuse.

Budget outcome for the quarter is slightly worse than pro rata year to date when committals are taken into account, however this is to be expected due to the nature of the work undertaken by the section requiring pre-planning of projects.

Community Standards and Compliance

The section continues to deliver services in accordance with program and customer service response timelines with statutory and regulatory requirements being met and maintained and performance is generally in accordance with the quarterly desired operational outcomes.

The section focus of management activities for the quarter has been centred on dealing with animal management issues, which continue to heighten due to public awareness of the issues surrounding that management and public engagement in deriving possible means of resolving those issues.

These efforts continue to see the Local Laws unit delivering increased services at an increased service level whilst maintaining staffing levels. Pest, Vector and Environmental Health units have delivered more targeted activities with regular programming meeting desired service levels and increased community compliance.

The section is well under budget with 56.9% utilisation at the 75% annual budget mark.

Parks

Departmental focus of management activities in Parks for the quarter has remained on:

- Delivery of parks operational outcomes;
- Remediation and restoration activities at Kershaw Gardens, with approximately 50% of the gardens now available for public access; and
- Construction and master planning of significant parks assets. Significant activities including the commencement of the construction of the skate park at Cedric Archer Park, progression of the Mount Morgan streetscape, restoration of the aviary at Botanic Gardens and Fraser Park restoration by the Green Army.

Organisational structural changes have taken effect in January, with the formation of the Parks Planning and Projects Unit. The functions of this unit will be on forward planning for the various aspects of parks and open space businesses; definition and delivery of small to medium capital projects, asset renewal and maintenance programs; management of sport, recreation and land management issues.

The operating budget remains within parameters at the 75% of the annual budget target point with 65% of the allocated budget being utilised. It is anticipated these budget gains will be dissipated in response to unseasonal rainfall and increased maintenance.

The response time for requests types has been able to be met in all categories with statutory and regulatory compliance being maintained well within organisational tolerance limits.


Michael Rowe
General Manager
Community Services


2015/16 OPERATIONAL PLAN QUARTER THREE PROGRESS REPORT


Operational Plan Quarter Three


Meeting Date: 24 May 2016

Attachment No: 5


			2015 - 2016 OPERATIONAL PLAN CEO'S OFFICE																																							
CEO DIRECTORATE			ACTIVITIES LEGEND																																							
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<p><i>CEO Directorate - The Office of the CEO directorate is led by Council's Chief Executive Officer who is responsible for managing the Council in a way that promotes the effective, efficient and economical management of public resources, excellence in service delivery, continual improvement, responsiveness to the Council's policies and priorities and establishing and implementing goals and practices in accordance with the policies and priorities of the Council. The directorate consists of three units: Governance Support, Internal Audit and Regional Development.</i></p>																																										
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<p><i>Executive Support - provides executive administrative support to the Mayor, Councillors and CEO including co-ordinating diaries, responding to correspondence, speech writing, report writing, managing customer service request logging and follow up, arranging and scheduling meetings and appointments, obtaining information and or background material required for meetings or enquiries and facilitating travel arrangements in liaison with the Committee Support unit. Plan and co-ordinate civic events to ensure the expectations of Mayor, Councillors and CEO are met.</i></p>		<table border="1"> <thead> <tr> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> <th>ANNUAL</th> <th>COMMENTS</th> </tr> </thead> <tbody> <tr> <td>100%</td> <td>100%</td> <td>100%</td> <td></td> <td>100%</td> <td>Requests actioned appropriately.</td> </tr> <tr> <td>100%</td> <td>100%</td> <td>100%</td> <td></td> <td>100%</td> <td>Safety and risk inspections conducted in accordance with schedule.</td> </tr> <tr> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td></td> <td>0%</td> <td>No capital projects relevant to the Executive Support unit.</td> </tr> <tr> <td>100%</td> <td>100%</td> <td>100%</td> <td></td> <td>100%</td> <td>Projects are within budget and on target.</td> </tr> <tr> <td>100%</td> <td>100%</td> <td>100%</td> <td></td> <td>100%</td> <td>Service levels met with business units.</td> </tr> </tbody> </table>		Q1	Q2	Q3	Q4	ANNUAL	COMMENTS	100%	100%	100%		100%	Requests actioned appropriately.	100%	100%	100%		100%	Safety and risk inspections conducted in accordance with schedule.	N/A	N/A	N/A		0%	No capital projects relevant to the Executive Support unit.	100%	100%	100%		100%	Projects are within budget and on target.	100%	100%	100%		100%	Service levels met with business units.									
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			2015 - 2016 OPERATIONAL PLAN CEO'S OFFICE					
<p><i>Committee Support - provides administrative support to the CEO including managing Council's committee meeting processes by collation of reports, creation of agendas for the Council and Committee meetings, providing a minute taking service for Council and Committee meetings, distribution of the meeting action sheets, process Councilor's discretionary funds in accordance with policy and statutory reporting requirements, manage corporate travel arrangements and facilitate citizenship ceremonies in accordance with statutory requirements.</i></p>								
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Compliance with Customer Service Requests	100%	QTR	100%	100%	100%		100%	Requests actioned appropriately.
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Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR	N/A	N/A	N/A		0%	No capital projects relevant to the Committee Support unit.
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Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR	100%	100%	100%		100%	Service levels met with business units.
<p><i>Communications - provides Council's corporate communications through a variety of methods. The unit works closely with the Mayor, Councillors, Leadership Team, Council departments and media outlets to deliver Council's internal and external communication messages through the appropriate media options. Manages, monitors and seeks relevant content and responses for Council's corporate social media channels. Develops marketing and communications plans in partnership with Council units to enhance project deliverables through timely, effective communications. Facilitate Council's Community Engagement policy and framework by providing advice to Mayor, Councillors, CEO and management teams.</i></p>								
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Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR	100%	100%	100%		100%	Projects are within budget and on target.
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR	100%	100%	100%		100%	Service levels met with business units.

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INTERNAL AUDIT			ACTIVITIES LEGEND						
Section Budget Summary			R Risk of Incompletion / Delay OK On Target AT Ahead of Target C Complete I Incomplete (Q4 only)						
Budget	Adopted	Actual YTD							
Operating Revenue	\$0	\$0							
Operating Expenses	\$260,893	\$148,811							
Capital Revenue	\$0	\$0							
Capital Expenses	\$0	\$0							
CORPORATE PLAN ACTIVITIES			Q1 Q1-Q2 Q1-Q3 Q1-Q4						
1. Provide assurance, consulting and assigned investigation services			OK	OK	OK	OK			
2. Provide independent reporting to an audit committee			OK	OK	OK	OK			
3. Facilitate an audit advisory committee of Council			OK	OK	OK	OK			
<i>Internal Audit - undertakes risk-based review of all management operations, systems, activities and processes, independent and objective (unbiased) assessment and reviews based on professional internal audit (and other) standards, independent reporting directly to an audit committee of Council, protection of the public interest, professional consulting (non-audit activities) services, assurance (audit activities) services in-house, fraud related services and risk management related services.</i>									
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Achievement of Capital Projects within adopted budget and approved timeframes		100%	QTR	N/A	N/A	N/A	N/A	0%	No capital projects relevant to the Internal Audit unit.
Achievement of Operational Projects within adopted budget and approved timeframes		100%	QTR	N/A	N/A	N/A	N/A	0%	No operational projects relevant to the Internal Audit unit.
Delivery of services and activities in accordance with Council's adopted Service Levels		100%	QTR	100%	100%	95%	N/A	98%	Some minor risk of impact to completion of annual audit plan

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<p><i>Regional Promotions - facilitates and manages community events, develops strategic plans for the promotion of the Rockhampton Region, implements the promotion action plan for Rockhampton as an ideal location to live and work, works with other Council departments to improve the liveability of the Rockhampton region and develops event strategies.</i></p>																																																																																																									
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Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR	N/A	N/A	0%	No capital projects relevant to the Regional Promotions unit.																																																																																																			
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR	100%	100%	100%																																																																																																				
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			2015 - 2016 OPERATIONAL PLAN CEO'S OFFICE					
<p><i>Strategic Planning - provides strategic planning services to cater for future growth demands and changing demographics as well as optimising quality of life and economic development opportunities for the region's residents and businesses by planning for the provision of essential infrastructure, appropriately zoned land, services and community amenities. All planning products will manifest principally in the main statutory planning instrument; the Planning Scheme (Town Plan).</i></p>								
KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME	Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
Compliance with Customer Service Requests	100%	QTR	100%	100%	100%		100%	
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR	100%	100%	100%		100%	
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR	N/A	N/A	N/A		0%	No capital projects relevant to the Strategic Planning unit.
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR	100%	100%	75%		92%	CBD Redevelopment Framework not budgeted with Strategic Planning unit, but 50% of contract work will slip into 16/17 financial year.
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR	100%	100%	100%		100%	
<p><i>Economic Development - increase economic development within the Rockhampton Regional Council area.</i></p>								
KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME	Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
Compliance with Customer Service Requests	100%	QTR	100%	100%	100%		100%	
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR	100%	100%	100%		100%	
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR	N/A	N/A	N/A		0%	No capital projects relevant to the Economic Development unit.
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR	100%	100%	100%		100%	
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR	100%	100%	100%		100%	

			2015 - 2016 OPERATIONAL PLAN CORPORATE SERVICES																																											
CORPORATE SERVICES DIRECTORATE Section Budget Summary			ACTIVITIES LEGEND																																											
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<p><i>Corporate Services Directorate - provides the oversight of the Corporate Services department. Corporate Services department contains the financial functions of Council as well as procurement and supply, information technology, workforce and strategy, fleet management, property management and customer service. In addition to this airport operations are also included.</i></p>																																														
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		2015 - 2016 OPERATIONAL PLAN CORPORATE SERVICES						
AIRPORT SERVICES			ACTIVITIES LEGEND					
Section Budget Summary			R	Risk of Incompletion / Delay				
Budget	Adopted	Actual YTD	OK	On Target				
Operating Revenue	-\$16,117,904	-\$11,543,436	AT	Ahead of Target				
Operating Expenses	\$16,117,904	\$11,057,386	C	Complete				
Capital Revenue	\$0	-\$64,387	I	Incomplete (Q4 only)				
Capital Expenses	\$3,593,175	\$1,412,261						
CORPORATE PLAN ACTIVITIES			Q1	Q1-Q2	Q1-Q3	Q1-Q4		
1. Operate and maintain the Rockhampton Airport to meet the transport needs of the regional community and in a manner that provides a commercial return.			OK	OK	OK			
<i>Airport Unit - is a commercialised business unit with the key objective to operate a profitable and financially sustainable airport business that is resilient and progressive through ever changing times. The airport's main activities are aeronautical and landside. Aeronautical involves managing the airside of the airport including the runways, taxiways and aprons in a safe and efficient manner. The landside component of the business involves the commercial activities related to management of the terminal precinct including the terminal and car parking operations as well as property leases on airport.</i>								
KEY PERFORMANCE INDICATORS			TARGET	TIMEFRAME				
Compliance with Customer Service Requests	100%	QTR	Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR	100%	100%	100%		100%	
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR	85%	100%	100%		95%	Majority of previous non-compliance issues have been signed off. However, one standing non-compliance issue (stemming from airside visitor pass reports) is still in effect due to a system glitch. This issue is currently being investigated.
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR	65%	85%	1%		50%	Due to break in the Lighting project over the wet season little expenditure has occurred this quarter.
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR	80%	90%	90%		87%	Only one operational budget is left to be completed and that is dependent on a re-run of the flood model.
			57%	75%	63%		65%	5 of the 8 Airport-specific KPIs achieved 100% during this quarter. However, both passenger and aircraft movement growth increases failed to occur due to poor economic conditions. Also there was one public injury. These KPIs were out of management's control.

COMMERCIAL BUSINESS UNIT

Airport Annual Performance Plan updates are presented monthly to the Business Enterprise Committee Meeting. This plan is a requirement of s175 Local Government Regulation 2012.



2015 - 2016 OPERATIONAL PLAN
CORPORATE SERVICES

CORPORATE AND TECHNOLOGY SERVICES

Section Budget Summary

Budget	Adopted	Actual YTD
Operating Revenue	-\$1,081,200	-\$1,100,106
Operating Expenses	\$9,345,135	\$8,210,121
Capital Revenue	\$0	\$208,307
Capital Expenses	\$6,424,400	\$4,370,722

CORPORATE PLAN ACTIVITIES

1. Champion a customer service culture that complies with Council's statutory obligations and Customer Service Charter
2. Deliver fleet and plant asset management in an efficient operating environment
3. Efficiently manage and optimise use of Council's property portfolio
4. Manage and effectively administer Council's contract and tendering, inventory and purchasing processes in accordance with relevant legislative requirements and organisational needs
5. Strategically plan and actively manage Council's information systems to meet Council's needs
6. Ensure Council's recordkeeping practices are in accordance with legislative, policy obligations and Council's Recordkeeping Charter
7. Ensure Council operations are performed considering and addressing all potential risk occurrences to Council and the community

Customer Service Centre - the first point of contact for customers with front-counter services in Rockhampton, Gracemere and Mount Morgan, and a call centre based in Rockhampton. Customer service also provides QGAP (QLD Government Agency Program) services and facilitates, park events and hall bookings.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

Procurement and Logistics - ensures well governed and disciplined procurement activities and inventory management practices which comply with legislative and policy requirements whilst meeting organisational needs now and into the future. The unit consists of four interrelated sub-units: Purchasing Compliance, Accounts Payable, Contracts and Tenders and Logistics (3 x stores) undertaking centralised purchasing for Fitzroy River Water, Civil Operations and Rockhampton Regional Waste and Recycling.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
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Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

ACTIVITIES LEGEND

R	Risk of Incompletion / Delay
OK	On Target
AT	Ahead of Target
C	Complete
I	Incomplete (Q4 only)

Q1	Q1-Q2	Q1-Q3	Q1-Q4
OK	OK	OK	
OK	OK	OK	
OK	OK	OK	
OK	OK	OK	
OK	OK	OK	
OK	OK	OK	
OK	OK	OK	

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%	100%	100%		100%	
100%	100%	100%		100%	
N/A	N/A	N/A		0%	No planned/budgeted capital projects for the Customer Service unit.
100%	100%	100%		100%	
100%	100%	100%		100%	

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%	100%	100%		100%	
100%	100%	100%		100%	
N/A	N/A	N/A		0%	No planned/budgeted capital projects for the Procurement and Logistics unit.
100%	100%	100%		100%	
100%	100%	100%		100%	



2015 - 2016 OPERATIONAL PLAN
CORPORATE SERVICES

Information Systems - a combined unit responsible for information technology and records management services. Information Technology Services' role is to acquire, manage and support information and communication technology related equipment and services for the organisation. Records Management oversees and assists with the management of Council records and is responsible for ensuring that Council's official records are captured and managed in a way that improves business processes and fulfils legislative requirements. Records also coordinates the right to information and information privacy processes.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

Property and Insurance - manages Council owned and controlled properties by ensuring Council's and the community's interests are appropriately risk managed through the negotiation and establishment of formal lease arrangements. Also responsible for the effective and efficient management of the day-to-day insurance claims processing (including liaising with Council's insurers, assessors, repair agents and claimants), land resumptions, acquisitions and sales and enterprise risk management.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

Fleet Services - custodianship and management responsibility of all fleet vehicles, plant and equipment assets above the \$5,000 capitalisation threshold and/or all assets requiring registration with Queensland Transport. This includes capital and recurrent budgeting, renewal and maintenance planning and disposal ensuring fit for purpose, safe, reliable and cost effective fleet, plant and equipment, enabling Council to deliver an optimum level of service. Council has a fleet asset base comprising just over 800 assets with a replacement value of approximately \$52.8M.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%	100%	100%		100%	
100%	100%	100%		100%	
100%	100%	100%		100%	Budgeted capital program progressing as planned.
100%	100%	100%		100%	
100%	100%	100%		100%	

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%	100%	100%		100%	
100%	100%	100%		100%	
100%	100%	100%		100%	Budgeted capital program progressing as planned.
100%	100%	100%		100%	
100%	100%	100%		100%	

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%	100%	100%		100%	
100%	100%	100%		100%	
100%	100%	100%		100%	Budgeted capital program progressing as planned.
100%	100%	100%		100%	
100%	100%	100%		100%	



2015 - 2016 OPERATIONAL PLAN
CORPORATE SERVICES

FINANCE

Section Budget Summary

Budget	Adopted	Actual YTD
Operating Revenue	-\$463,260	-\$346,981
Resourcing Revenue	-\$70,513,449	-\$73,176,389
Operating Expenses	\$5,968,618	\$3,960,585
Resourcing Expenses	-\$26,787,772	-\$20,773,891
Capital Revenue	\$0	\$0
Capital Expenses	\$0	\$0
Resourcing Capital Revenue	\$0	\$0
Resourcing Capital Expenses	\$408,900	\$0

CORPORATE PLAN ACTIVITIES

1. Provide an Asset Services Section focusing on a clear communicative process and accurate data.
2. Provide professional accounting and financial management functions and ensure statutory compliance is met.
3. Manage the Council rating function in aspects of maintenance, levying and collection of rate revenue for Council.
4. Manage the treasury functions of Council to ensure effective and optimised cash management as well as compliance with taxation.
5. Provide accurate Geographical Information System (GIS) and spacial data information

Assets and GIS - manages, supports and develops Council's corporate GIS system ensuring records are accurately maintained and users' needs are supported. In addition, the systems are continually developed for optimisation. Provides an interface to custodians of non-current assets to ensure asset registers and asset management plans are maintained. The information is used for future investment decisions and legislative compliance.

KEY PERFORMANCE INDICATORS


	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

ACTIVITIES LEGEND

R	Risk of Incompletion / Delay
OK	On Target
AT	Ahead of Target
C	Complete
I	Incomplete (Q4 only)

Q1	Q1-Q2	Q1-Q3	Q1-Q4
OK	OK	OK	
OK	OK	OK	
OK	OK	OK	
OK	OK	OK	
OK	OK	OK	


Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%	100%	100%		100%	
100%	100%	100%		100%	
N/A	N/A	N/A		0%	No capital projects relevant for the Asset and GIS unit.
100%	100%	100%		100%	Solid progress being made in respect of Assets/GIS Reconciliation and Revaluations.
100%	100%	100%		100%	No formal adopted service levels however GIS Service Desk is monitored.


			2015 - 2016 OPERATIONAL PLAN CORPORATE SERVICES							
<i>Financial Systems - manages, supports and develops Council's corporate financial system ensuring financial records are accurately maintained and users' needs are supported. In addition, the systems are continually developed for optimisation.</i>										
KEY PERFORMANCE INDICATORS			TARGET	TIMEFRAME	Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
Compliance with Customer Service Requests			100%	QTR	100%	100%	100%		100%	
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters			100%	QTR	100%	100%	100%		100%	
Achievement of Capital Projects within adopted budget and approved timeframes			100%	QTR	N/A	N/A	N/A		0%	No capital projects relevant for the Financial Systems unit.
Achievement of Operational Projects within adopted budget and approved timeframes			100%	QTR	100%	100%	100%		100%	Conquest 3 is scheduled go live on 18 January 2016.
Delivery of services and activities in accordance with Council's adopted Service Levels			100%	QTR	100%	100%	100%		100%	No formal adopted service levels however Service Desk is monitored.
<i>Revenue and Accounting - provides the oversight of the financial governance of Council including long term financial forecasting, budget preparation and financial reporting within legislative requirements whilst meeting the organisational needs in this regard. The four interrelated sub-units related are Financial Accounting, Commercial Accounting, Treasury and Rates.</i>										
KEY PERFORMANCE INDICATORS			TARGET	TIMEFRAME	Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
Compliance with Customer Service Requests			100%	QTR	100%	100%	100%		100%	
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters			100%	QTR	100%	100%	100%		100%	Financial Statements finalised.
Achievement of Capital Projects within adopted budget and approved timeframes			100%	QTR	N/A	N/A	N/A		0%	No capital projects relevant for the Revenue and Accounting unit.
Achievement of Operational Projects within adopted budget and approved timeframes			100%	QTR	N/A	N/A	N/A		0%	No major operational projects relevant for the Revenue and Accounting unit.
Delivery of services and activities in accordance with Council's adopted Service Levels			100%	QTR	100%	100%	100%		100%	





2015 - 2016 OPERATIONAL PLAN
CORPORATE SERVICES


WORKFORCE AND STRATEGY			ACTIVITIES LEGEND					
Section Budget Summary			R	Risk of Incompletion / Delay				
Budget	Adopted	Actual YTD	OK	On Target				
Operating Revenue	-\$32,000	-\$79,891	AT	Ahead of Target				
Operating Expenses	\$4,009,848	\$2,719,827	C	Complete				
Capital Revenue	\$0	\$0	I	Incomplete (Q4 only)				
Capital Expenses	\$0	\$0						
CORPORATE PLAN ACTIVITIES			Q1	Q1-Q2	Q1-Q3	Q1-Q4		
1. Implement and oversee a compliant safety management system			OK	OK	OK			
2. Provide rehabilitation and injury management support services			OK	OK	OK			
3. Manage Council's training and development programs			OK	OK	OK			
4. Provide human resource and industrial relations advisory support services			OK	OK	OK			
5. Provide payroll services to all of Council			OK	OK	OK			
6. Manage Council's strategic business planning function			OK	OK	OK			
7. Administer an appropriate corporate governance program			OK	OK	OK			
8. Manage investigations as authorised by the CEO in accordance with legislation and Council's Complaints Management Process			OK	OK	OK			
<i>Safety and Training - provides specialist advisory services to all Council departments for the functions of Workplace Health & Safety, Training and Injury Management.</i>								
KEY PERFORMANCE INDICATORS			Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
Compliance with Customer Service Requests	TARGET	TIMEFRAME	100%	100%	100%		100%	
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR						
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR	N/A	N/A	N/A		0%	No capital projects relevant for the Safety and Training unit.
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR	100%	100%	100%		100%	
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR	100%	100%	100%		100%	
<i>Human Resources and Payroll - provides human resources and payroll services across the organisation. The Human Resources sub-unit is focused on delivering quality consultancy services to all Council departments enabling the achievement of objectives, while maintaining compliance with relevant legislation, policies and procedures and upholding the Council's values. The Payroll sub-unit is responsible for the provision of an accurate and timely payroll service.</i>								
KEY PERFORMANCE INDICATORS			Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
Compliance with Customer Service Requests	TARGET	TIMEFRAME	100%	100%	100%		100%	
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR						
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR	N/A	N/A	N/A		0%	No capital projects relevant for the Human Resources and Payroll unit.
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR	100%	100%	100%		100%	
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR	94%	88%	88%		89%	The average recruitment timeframe for quarter 3 was 32.97 days. This was due to delays with the panel undertaking shortlisting, along with delays from third party providers to complete pre-employment screening checks (Criminal History Checks, Workers Compensation History Checks, Functional Capacity Evaluations).

			2015 - 2016 OPERATIONAL PLAN CORPORATE SERVICES							
<i>Industrial Relations and Investigations - provides internal investigation services, Award/Agreement interpretation and industrial relations advice, while managing the relationship between Council, the Crime and Corruption Commission and the Queensland Ombudsman for matters of a more serious nature.</i>										
KEY PERFORMANCE INDICATORS			TARGET	TIMEFRAME	Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
Compliance with Customer Service Requests			100%	QTR	100%	100%	100%		100%	
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters			100%	QTR	100%	100%	100%		100%	
Achievement of Capital Projects within adopted budget and approved timeframes			100%	QTR	N/A	N/A	N/A		0%	No capital projects relevant for the Industrial Relations and Investigations unit.
Achievement of Operational Projects within adopted budget and approved timeframes			100%	QTR	N/A	N/A	N/A		0%	No operational projects relevant for the Industrial Relations and Investigations unit.
Delivery of services and activities in accordance with Council's adopted Service Levels			100%	QTR	100%	100%	100%		100%	
<i>Corporate Improvement and Strategy - provides corporate policy evaluation, delegation instrumentation, strategic organisational planning, local government law advice and general corporate governance.</i>										
KEY PERFORMANCE INDICATORS			TARGET	TIMEFRAME	Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
Compliance with Customer Service Requests			100%	QTR	100%	100%	100%		100%	
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters			100%	QTR	100%	100%	100%		100%	
Achievement of Capital Projects within adopted budget and approved timeframes			100%	QTR	N/A	N/A	N/A		0%	No capital projects relevant for the Corporate Improvement and Strategy unit.
Achievement of Operational Projects within adopted budget and approved timeframes			100%	QTR	100%	100%	100%		100%	
Delivery of services and activities in accordance with Council's adopted Service Levels			100%	QTR	100%	100%	96%		99%	

			2015 - 2016 OPERATIONAL PLAN REGIONAL SERVICES					
REGIONAL SERVICES DIRECTORATE			ACTIVITIES LEGEND					
Section Budget Summary			R	Risk of Incompletion / Delay				
Budget	Adopted	Actual YTD	OK	On Target				
Operating Revenue	\$0	\$0	AT	Ahead of Target				
Operating Expenses	\$783,989	\$525,812	C	Complete				
Capital Revenue	\$0	\$0	I	Incomplete (Q4 only)				
Capital Expenses	\$0	\$0						
CORPORATE PLAN ACTIVITIES			Q1	Q1-Q2	Q1-Q3	Q1-Q4		
1. Provide leadership, corporate oversight and strategic direction			OK	OK	OK			
<i>Regional Services Directorate - overall corporate management and coordination of the service delivery and strategic direction of Civil Operations, Planning, Engineering, Fitzroy River Water and Rockhampton Regional Waste & Recycling. The directorate also provides media and community awareness programs for those areas.</i>								
KEY PERFORMANCE INDICATORS			Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
Compliance with Customer Service Requests	100%	QTR	100%	100%	100%		100%	
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR	100%	100%	100%		100%	
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR	100%	100%	90%		97%	Some variations being experienced in capital projects including Riverfront Redevelopment.
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR	100%	100%	100%		100%	
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR	100%	100%	100%		100%	

			2015 - 2016 OPERATIONAL PLAN REGIONAL SERVICES																																											
CIVIL OPERATIONS			ACTIVITIES LEGEND																																											
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Q1	Q1-Q2	Q1-Q3	Q1-Q4																																											
OK	OK	OK																																												
1. Provide value for money construction, maintenance and community response services for transport and drainage assets																																														
<i>Urban Operations - manages the construction and maintenance of road pavements and surfacings, bridges, kerb and channel, footpaths and cycle ways, stormwater drainage systems, guardrail, street signs, linemarking and traffic signals that are not on State controlled roads, and road lighting for the urban areas of Rockhampton, Parkhurst, Graoemero and Mt Morgan.</i>																																														
KEY PERFORMANCE INDICATORS			<table border="1"> <thead> <tr> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> <th>ANNUAL</th> <th>COMMENTS</th> </tr> </thead> <tbody> <tr> <td>95%</td> <td>98%</td> <td>99%</td> <td></td> <td>97%</td> <td>Improvement in the quarter.</td> </tr> <tr> <td>100%</td> <td>100%</td> <td>100%</td> <td></td> <td>100%</td> <td></td> </tr> <tr> <td>100%</td> <td>96%</td> <td>90%</td> <td></td> <td>95%</td> <td>Some projects are slightly behind schedule.</td> </tr> <tr> <td>100%</td> <td>100%</td> <td>100%</td> <td></td> <td>100%</td> <td></td> </tr> <tr> <td>100%</td> <td>100%</td> <td>100%</td> <td></td> <td>100%</td> <td></td> </tr> </tbody> </table>				Q1	Q2	Q3	Q4	ANNUAL	COMMENTS	95%	98%	99%		97%	Improvement in the quarter.	100%	100%	100%		100%		100%	96%	90%		95%	Some projects are slightly behind schedule.	100%	100%	100%		100%		100%	100%	100%		100%					
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Delivery of services and activities in accordance with Council's adopted Service Levels																																														
<i>Rural Operations - manages the construction and maintenance of sealed and unsealed road pavements, bridges, stormwater drainage systems, guardrail, road signs and linemarking in the rural towns and areas of the Region.</i>																																														
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			2015 - 2016 OPERATIONAL PLAN REGIONAL SERVICES																																										
DEVELOPMENT & BUILDING			ACTIVITIES LEGEND																																										
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<p>1. Provide regulatory and compliance services in line with statutory requirements and best practice</p> <p>2. Contribute to the fair, orderly and sustainable use and development of the Region's resources</p> <p>3. Assist in the implementation of a growth management framework which facilitates economic growth whilst preserving the region's character</p> <p>4. Plan and deliver programmes, partnerships, regulation and education relevant to activities associated with town planning and operational works</p> <p>5. Plan and deliver programmes, partnerships, regulation and education relevant to activities associated with building, plumbing and drainage and general planning compliance</p>			<p><i>Building Compliance - undertakes three primary functions including inspections and certification for building and plumbing, and ensuring compliance of all land use and development activities.</i></p>																																										
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			2015 - 2016 OPERATIONAL PLAN REGIONAL SERVICES					
<p><i>Development Assessment - manages development applications for material changes of use, reconfigurations of lots, operational works and building works assessable against the planning scheme through the Integrated Development Assessment System under the Sustainable Planning Act 2009. The unit supports this primary role with ancillary services such as pre-judgement meetings, negotiating decision notices, issuing infrastructure charges notices and managing development assessment matters in the Planning and Environment Court which involve Council as a party.</i></p>								
KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME	Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
Compliance with Customer Service Requests	100%	QTR	100%	100%	98%		99%	
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR	100%	100%	100%		100%	
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR	N/A	N/A	N/A		0%	No capital projects relevant for the Development Assessment unit.
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR	100%	100%	100%		100%	
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR	100%	100%	100%		100%	
<p><i>Planning Administration - coordinates the workplace administration, allocation of customer requests, procurement and financial management for the Development and Building section.</i></p>								
KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME	Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
Compliance with Customer Service Requests	100%	QTR	100%	100%	100%		100%	
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR	100%	100%	100%		100%	
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR	N/A	N/A	N/A		0%	No capital projects relevant for the Planning Administration unit.
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR	100%	100%	100%		100%	
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR	100%	100%	100%		100%	



2015 - 2016 OPERATIONAL PLAN
REGIONAL SERVICES

ENGINEERING SERVICES

Section Budget Summary

Budget	Adopted	Actual YTD
Operating Revenue	-\$156,500	-\$338,438
Operating Expenses	\$4,094,868	\$2,225,310
Capital Revenue	-\$1,703,750	-\$24,000
Capital Expenses	\$420,000	\$91,042

CORPORATE PLAN ACTIVITIES

1. Provide engineering, infrastructure planning and project management services to meet the current and future needs of the community and organisation
2. Maintain a disaster management response capacity able to meet the community's needs when required.

Infrastructure Operations - responsible for the provision of engineering advice, assessment of development applications and compliance inspections involving reconfiguration of lots, material change of use and operational works as they relate to traffic, transport, stormwater, water supply and sewerage reticulation networks.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

Civil Design - responsible for the engineering survey and design of civil works principally undertaken by the Regional Services department, or other Council departments undertaking various projects when required.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR


ACTIVITIES LEGEND

R	Risk of Incompletion / Delay
OK	On Target
AT	Ahead of Target
C	Complete
I	Incomplete (Q4 only)

Q1	Q1-Q2	Q1-Q3	Q1-Q4
OK	OK	OK	
OK	OK	OK	

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%	100%	100%		100%	Traffic light report is satisfactory for the Infrastructure Operations unit.
100%	100%	100%		100%	
N/A	N/A	N/A		0%	No capital projects relevant for the Infrastructure Operations unit.
100%	100%	100%		100%	
95%	93%	82%		90%	Assessment timeframe KPI's slipped during Q3 as a result of staff absences.

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%	100%	100%		100%	Minimal requests received for the Civil Design unit.
100%	100%	100%		100%	
100%	100%	100%		100%	
100%	100%	100%		100%	
90%	100%	90%		93%	Design delivery timeframes impacted by program changes.

			2015 - 2016 OPERATIONAL PLAN REGIONAL SERVICES					
<p><i>Strategic Infrastructure - responsible for the investigation and planning of new and upgraded infrastructure within the roads, pathways, cyclepaths, public transport, stormwater, floodplain management, reticulated water supply and sewerage networks within the Region. The unit is also responsible for the development and implementation of traffic and road safety initiatives.</i></p>								
KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME	Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
Compliance with Customer Service Requests	100%	QTR	98%	100%	98%		99%	Traffic Light report is satisfactory for the Strategic Infrastructure unit.
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR	100%	100%	100%		100%	
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR	100%	95%	95%		97%	North Rockhampton flood mitigation (Kershaw levee) delayed due to the need to complete FRW works across Moores Creek.
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR	100%	95%	90%		95%	Stormwater consultancies are progressing. Traffic model project delayed by changes at Department of Transport and Main Roads.
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR	N/A	N/A	N/A		0%	
<p><i>Support Services - responsible for the provision of administrative support to the Engineering Services and Civil Operations sections.</i></p>								
KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME	Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
Compliance with Customer Service Requests	100%	QTR	100%	100%	100%		100%	
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR	100%	100%	100%		100%	
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR	N/A	N/A	N/A		0%	No capital projects relevant for the Support Services unit.
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR	100%	100%	100%		100%	
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR	100%	100%	100%		100%	Customer Service Charter is being met.
<p><i>Disaster Management - responsible for the planning, preparation, mitigation and operational response strategies required to ensure Council has the appropriate response capability and processes in place to assist the local community to be prepared for, respond to and recover from disaster events. The unit also provides support to the State Emergency Service through the provision of a SES Local Controller.</i></p>								
KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME	Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
Compliance with Customer Service Requests	100%	QTR	100%	100%	100%		100%	Traffic Light report is satisfactory for the Disaster Management unit.
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR	100%	100%	100%		100%	Local Disaster Management Plan review is complete and ready for adoption. Local Disaster Management Group has endorsed ready for Council to adopt.
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR	N/A	N/A	N/A		0%	No capital projects relevant for the Disaster Management unit.
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR	100%	100%	100%		100%	Creek flow monitoring stations complete.
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR	100%	100%	100%		100%	



2015 - 2016 OPERATIONAL PLAN
REGIONAL SERVICES

FITZROY RIVER WATER		
Section Budget Summary		
Budget	Adopted	Actual YTD
Operating Revenue	-\$59,757,120	-\$55,427,328
Operating Expenses	\$56,234,135	\$43,019,992
Capital Revenue	-\$2,447,750	-\$2,271,072
Capital Expenses	\$23,785,968	\$13,786,432
CORPORATE PLAN ACTIVITIES		
1. Operate water supplies and networks to ensure future regional water demand (potable water) is sustainable		
2. Operate and maintain sewerage network and treatment assets including re-use schemes		
<i>Treatment and Supply - manages the planning, construction, operations and maintenance of water and sewage treatment plants, water and sewage pump stations, water reservoirs, and water storages enabling the delivery of high quality, safe, reliable and cost effective water and sewerage services to our customers. The unit also manages trade waste licensing, drinking water and environmental compliance reporting for FRW.</i>		
KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR
<i>Network Services - manages the construction and maintenance of trunk and reticulation water and sewerage pipe network, water and sewage treatment plants, water and sewage pump stations, water reservoirs, and water storages enabling the delivery of high quality, safe, reliable and cost effective water and sewerage services to our customers. The unit also conducts water meter reads, new water and sewerage connections and administers irrigator contracts for FRW.</i>		
KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

ACTIVITIES LEGEND	
R	Risk of Incompletion / Delay
OK	On Target
AT	Ahead of Target
C	Complete
I	Incomplete (Q4 only)

Q1	Q1-Q2	Q1-Q3	Q1-Q4
OK	OK	OK	
OK	OK	OK	

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%	100%	100%		100%	
99%	99%	100%		99%	
95%	95%	98%		96%	Some large capital projects have been delayed due to ongoing technical issues.
100%	100%	100%		100%	
100%	100%	100%		100%	

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%	100%	100%		100%	
100%	100%	100%		100%	
98%	98%	98%		96%	A small number of projects have been delayed slightly.
100%	100%	100%		100%	
96%	97%	98%		97%	A small number of non-compliances with quarterly customer service standards targets.

COMMERCIAL BUSINESS UNIT
The FRW Performance Plan was adopted by Council on 2 December 2015. This plan is a requirement of s175 Local Government Regulation 2012.



2015 - 2016 OPERATIONAL PLAN
REGIONAL SERVICES

ROCKHAMPTON REGIONAL WASTE & RECYCLING

Section Budget Summary

Budget	Adopted	Actual YTD
Operating Revenue	-\$18,922,985	-\$16,888,703
Operating Expenses	\$15,919,861	\$11,291,498
Capital Revenue	\$0	\$0
Capital Expenses	\$3,000,000	\$1,874,897

CORPORATE PLAN ACTIVITIES

1. Provide waste management facilities and services which meet the community's needs through the development and implementation of a Strategic Waste Management Plan

Collections - provision of a reliable kerbside collection service for waste and recyclables from domestic and some commercial premises from within declared waste areas across the Regional Council area. Administration of kerbside recycling collections contract.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

Waste Operations - provision and management of waste and recycling transfer and disposal facilities that are accessible and provided in a sustainable manner.

KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME
Compliance with Customer Service Requests	100%	QTR
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR

COMMERCIAL BUSINESS UNIT
The Rockhampton Regional Waste and Recycling Performance Plan was adopted by Council on 8 December 2015. This plan is a requirement of s175 Local Government Regulation 2012.


ACTIVITIES LEGEND

R	Risk of Incompletion / Delay
OK	On Target
AT	Ahead of Target
C	Complete
I	Incomplete (Q4 only)

Q1	Q1-Q2	Q1-Q3	Q1-Q4
OK	OK	OK	

Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%	100%	100%		100%	
100%	100%	100%		100%	
100%	100%	100%		100%	
100%	100%	100%		100%	
100%	100%	100%		100%	


Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
100%	100%	100%		100%	
100%	100%	100%		100%	
100%	100%	100%		100%	
100%	100%	100%		100%	
100%	100%	100%		100%	


		2015 - 2016 OPERATIONAL PLAN COMMUNITY SERVICES																																													
COMMUNITY SERVICES DIRECTORATE			ACTIVITIES LEGEND																																												
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OK	OK	OK																																													
CORPORATE PLAN ACTIVITIES 1. Provide leadership, corporate oversight and strategic direction																																															
<i>Community Services Directorate - provides overall corporate management and coordination of the service delivery and strategic direction of the Arts and Heritage, Communities and Facilities, Community Standards and Compliance and Parks sections.</i>																																															
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<i>Special Projects - provides the specialised project management and contractual oversight of identified cross-functional projects and activities within Council.</i>																																															
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**2015 - 2016 OPERATIONAL PLAN
COMMUNITY SERVICES**


ARTS & HERITAGE			ACTIVITIES LEGEND					
Section Budget Summary			R	Risk of Incompletion / Delay				
Budget	Adopted	Actual YTD	OK	On Target				
Operating Revenue	-\$4,312,250	-\$3,165,300	AT	Ahead of Target				
Operating Expenses	\$7,184,156	\$4,839,415	C	Complete				
Capital Revenue	\$0	\$0	I	Incomplete (Q4 only)				
Capital Expenses	\$372,391	\$253,889						
CORPORATE PLAN ACTIVITIES			Q1	Q1-Q2	Q1-Q3	Q1-Q4		
1. Develop and deliver targeted arts and heritage programs			OK	OK	OK			
2. Deliver and facilitate community events and celebrations			OK	OK	OK			
<i>Venue Operations - manages the Council's major venues including the Filbeam Theatre, Walter Reid Cultural Centre and the Rockhampton Showgrounds while also providing auxiliary services such as food and beverage, ticketing and production services. The unit also delivers the See It Live Theatre program.</i>			Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME	100%	100%	100%		100%	
Compliance with Customer Service Requests	100%	QTR	100%	100%	100%		100%	
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR	100%	100%	100%		100%	
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR	100%	100%	100%		100%	
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR	N/A	N/A	N/A		0%	No operational projects relevant for Venue Operations unit.
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR	100%	100%	100%		100%	Delivered in accordance with section operational standards as no service levels have been adopted by Council.
<i>Heritage Services - manages the Rockhampton Heritage Village, presenting and preserving the region's historical collections.</i>			Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME	100%	100%	100%		100%	
Compliance with Customer Service Requests	100%	QTR	100%	100%	100%		100%	
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR	100%	100%	100%		100%	
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR	100%	100%	100%		100%	
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR	N/A	N/A	N/A		0%	No operational projects relevant for Heritage Services unit.
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR	100%	100%	100%		100%	Delivered in accordance with section operational standards as no service levels have been adopted by Council.
<i>Art Gallery - manages the Rockhampton Art Gallery to meet community expectations through art collection, management and development, local and visiting exhibition presentation and inclusive and developmental public programs.</i>			Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME	100%	100%	100%		100%	
Compliance with Customer Service Requests	100%	QTR	100%	100%	100%		100%	
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR	100%	100%	100%		100%	
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR	100%	100%	100%		100%	
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR	N/A	N/A	N/A		0%	No operational projects relevant for Art Gallery unit.
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR	100%	100%	100%		100%	Delivered in accordance with section operational standards as no service levels have been adopted by Council.


			2015 - 2016 OPERATIONAL PLAN COMMUNITY SERVICES																																									
COMMUNITIES & FACILITIES			ACTIVITIES LEGEND																																									
Section Budget Summary			<table border="1"> <tr> <td>Budget</td> <td>Adopted</td> <td>Actual YTD</td> </tr> <tr> <td>Operating Revenue</td> <td>-\$3,748,892</td> <td>-\$3,354,571</td> </tr> <tr> <td>Operating Expenses</td> <td>\$18,719,843</td> <td>\$13,274,800</td> </tr> <tr> <td>Capital Revenue</td> <td>-\$669,500</td> <td>\$101,528</td> </tr> <tr> <td>Capital Expenses</td> <td>\$2,153,763</td> <td>\$1,296,622</td> </tr> </table>					Budget	Adopted	Actual YTD	Operating Revenue	-\$3,748,892	-\$3,354,571	Operating Expenses	\$18,719,843	\$13,274,800	Capital Revenue	-\$669,500	\$101,528	Capital Expenses	\$2,153,763	\$1,296,622																						
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1. Deliver a range of individual and organisational development services and programmes 2. Provide and maintain regional library services 3. Deliver targeted social programs relating to child care, youth and aged services 4. Facilitate community safety 5. Deliver facilities maintenance programs and projects																																												
<i>Library Unit (Client Services, Collections and Systems) - provides the community with access to community hubs of resources, services, programs and spaces for recreation, information, literacy (including digital literacy) development, learning and social connection.</i>																																												
KEY PERFORMANCE INDICATORS			TARGET		TIMEFRAME		<table border="1"> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> <td>ANNUAL</td> <td>COMMENTS</td> </tr> <tr> <td>100%</td> <td>100%</td> <td>100%</td> <td></td> <td>100%</td> <td></td> </tr> <tr> <td>100%</td> <td>100%</td> <td>100%</td> <td></td> <td>100%</td> <td></td> </tr> <tr> <td>100%</td> <td>100%</td> <td>100%</td> <td></td> <td>100%</td> <td></td> </tr> <tr> <td>100%</td> <td>100%</td> <td>100%</td> <td></td> <td>100%</td> <td></td> </tr> <tr> <td>100%</td> <td>100%</td> <td>100%</td> <td></td> <td>100%</td> <td>Service levels met with programs and activities attracting higher participation rates during the quarter.</td> </tr> </table>		Q1	Q2	Q3	Q4	ANNUAL	COMMENTS	100%	100%	100%		100%		100%	100%	100%		100%		100%	100%	100%		100%		100%	100%	100%		100%		100%	100%	100%		100%	Service levels met with programs and activities attracting higher participation rates during the quarter.
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Achievement of Operational Projects within adopted budget and approved timeframes			100%		QTR																																							
Delivery of services and activities in accordance with Council's adopted Service Levels			100%		QTR																																							
<i>Facilities - responsible for the delivery of minor capital projects, maintenance, cleaning and security services for Council's building assets.</i>																																												
KEY PERFORMANCE INDICATORS			TARGET		TIMEFRAME		<table border="1"> <tr> <td>Q1</td> <td>Q2</td> <td>Q3</td> <td>Q4</td> <td>ANNUAL</td> <td>COMMENTS</td> </tr> <tr> <td>100%</td> <td>100%</td> <td>100%</td> <td></td> <td>100%</td> <td></td> </tr> <tr> <td>100%</td> <td>100%</td> <td>100%</td> <td></td> <td>100%</td> <td></td> </tr> <tr> <td>100%</td> <td>100%</td> <td>100%</td> <td></td> <td>100%</td> <td></td> </tr> <tr> <td>100%</td> <td>100%</td> <td>100%</td> <td></td> <td>100%</td> <td></td> </tr> <tr> <td>100%</td> <td>100%</td> <td>100%</td> <td></td> <td>100%</td> <td></td> </tr> </table>		Q1	Q2	Q3	Q4	ANNUAL	COMMENTS	100%	100%	100%		100%		100%	100%	100%		100%		100%	100%	100%		100%		100%	100%	100%		100%		100%	100%	100%		100%	
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Delivery of services and activities in accordance with Council's adopted Service Levels			100%		QTR																																							

			2015 - 2016 OPERATIONAL PLAN COMMUNITY SERVICES						
<p>Home Assist - delivers the QQ Home Assist Program to provide safety related information and referral to home owners, tenants with a disability or aged over 60 years, and subsidised assistance with home maintenance, modifications and repairs for eligible clients to assist them to remain living in their homes.</p>									
KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME	Q1	Q2	Q3	Q4	ANNUAL	COMMENTS	
Compliance with Customer Service Requests	100%	QTR	100%	100%	100%		100%	Based on funding guidelines.	
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR	100%	100%	100%		100%		
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR	N/A	N/A	N/A		0%	No capital projects for the Home Assist unit.	
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR	100%	100%	100%		100%		
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR	100%	100%	100%		100%	Based on Service Level Agreements applicable to funding received from State and Federal Governments.	
<p>City Child Care Centre - provides quality long day and occasional care for children from six weeks to school age in accordance with the Early Years Learning Framework and National Quality Standard.</p>									
KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME	Q1	Q2	Q3	Q4	ANNUAL	COMMENTS	
Compliance with Customer Service Requests	100%	QTR	N/A	N/A	N/A		0%		
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR	100%	100%	100%		100%		
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR	N/A	N/A	N/A		0%	No capital projects for the City Child Care Centre unit.	
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR	100%	100%	100%		100%		
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR	100%	67%	59%		75%	Occasional care did not reach utilisation rate of 50%.	
<p>Communities and Facilities Management - provides overall workplace administrative for the Communities and Facilities section, and has responsibility for Council's grants and sponsorship program, CCTV network and Cardax system, community halls, and community development programs.</p>									
KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME	Q1	Q2	Q3	Q4	ANNUAL	COMMENTS	
Compliance with Customer Service Requests	100%	QTR	100%	100%	100%		100%		
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR	100%	100%	100%		100%		
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR	100%	100%	100%		100%		
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR	100%	100%	100%		100%		
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR	100%	83%	100%		94%	Successful Harmony Day and capacity building program.	

			2015 - 2016 OPERATIONAL PLAN COMMUNITY SERVICES					
COMMUNITY STANDARDS AND COMPLIANCE			ACTIVITIES LEGEND					
Section Budget Summary			R	Risk of Incompletion / Delay				
Budget	Adopted	Actual YTD	OK	On Target				
Operating Revenue	-\$1,291,900	-\$1,286,790	AT	Ahead of Target				
Operating Expenses	\$5,082,486	\$3,248,628	C	Complete				
Capital Revenue	\$0	\$0	I	Incomplete (Q4 only)				
Capital Expenses	\$0	\$115,099						
CORPORATE PLAN ACTIVITIES			Q1	Q1-Q2	Q1-Q3	Q1-Q4		
1. Provide regulatory and compliance services in line with statutory requirements and best practice			OK	OK	OK			
2. Plan and deliver programmes, partnerships, regulation and education relevant to Environment and Public Health			OK	OK	OK			
3. Implement Pest Management Plan actions to control declared pests			OK	OK	OK			
4. Implement Vector Management Plan actions to establish vector control measures			OK	OK	OK			
5. Provide compliance and regulatory services in line with legislative and community standards								
6. Plan and deliver Local Laws programs, partnerships, regulation and education								
<i>Environment and Public Health - responsible for licensing and inspecting activities particularly food businesses, environmentally relevant activities and higher risk personal appearance services as well as investigating complaints relating to environmental nuisance, public health risks and licensed activities and being a conduit for State based requirements.</i>			Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
KEY PERFORMANCE INDICATORS			TARGET	TIMEFRAME				
Compliance with Customer Service Requests			100%	QTR			100%	
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters			100%	QTR			100%	
Achievement of Capital Projects within adopted budget and approved timeframes			100%	QTR			0%	No capital projects relevant to Environment and Public Health unit.
Achievement of Operational Projects within adopted budget and approved timeframes			100%	QTR			0%	No operational projects relevant to Environment and Public Health unit.
Delivery of services and activities in accordance with Council's adopted Service Levels			100%	QTR			100%	
<i>Pest Management - responsible for controlling declared pests, plants and animals on Council controlled land, inspecting and investigating declared pest activities and/or complaints and being a conduit for State based requirements.</i>			Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
KEY PERFORMANCE INDICATORS			TARGET	TIMEFRAME				
Compliance with Customer Service Requests			100%	QTR			100%	
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters			100%	QTR			100%	
Achievement of Capital Projects within adopted budget and approved timeframes			100%	QTR			0%	No capital projects relevant to Pest Management unit.
Achievement of Operational Projects within adopted budget and approved timeframes			100%	QTR			0%	No operational projects relevant to Pest Management unit.
Delivery of services and activities in accordance with Council's adopted Service Levels			100%	QTR			100%	

			2015 - 2016 OPERATIONAL PLAN COMMUNITY SERVICES					
<i>Vector Management - responsible for the management of designated pests on Council controlled land, inspecting and investigating public health risk activities and/or complaints and being a conduit for State based requirements.</i>								
KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME	Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
Compliance with Customer Service Requests	100%	QTR	100%	100%	100%		100%	
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR	100%	100%	100%		100%	
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR	N/A	N/A	N/A		0%	No capital projects relevant to Vector Management unit.
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR	N/A	N/A	N/A		0%	No operational projects relevant to Vector Management unit.
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR	100%	100%	100%		100%	
<i>Local Laws - enforces State Government Acts and Council's Local Laws in relation to environmental nuisances, animals, overgrown land, signage, parking and illegal use of Council land.</i>								
KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME	Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
Compliance with Customer Service Requests	100%	QTR	100%	100%	100%		100%	
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR	100%	100%	100%		100%	
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR	N/A	N/A	100%		33%	New capital project introduced in quarter 3.
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR	100%	100%	100%		100%	
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR	100%	100%	100%		100%	
<i>Community Standards and Compliance Management - coordinates the workplace administration, allocation of customer requests, procurement and financial management for the Community Standards and Compliance section and assessment and decision making on relevant applications</i>								
KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME	Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
Compliance with Customer Service Requests	100%	QTR	100%	100%	100%		100%	
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR	100%	100%	100%		100%	
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR	N/A	N/A	N/A		0%	No capital projects relevant to Community Standards and Compliance Management unit.
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR	N/A	N/A	N/A		0%	No operational projects relevant to Community Standards and Compliance Management unit.
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR	100%	100%	100%		100%	

			2015 - 2016 OPERATIONAL PLAN COMMUNITY SERVICES					
PARKS			ACTIVITIES LEGEND					
Section Budget Summary			R	Risk of Incompletion / Delay				
Budget	Adopted	Actual YTD	OK	On Target				
Operating Revenue	-\$1,982,500	-\$4,263,124	AT	Ahead of Target				
Operating Expenses	\$19,370,331	\$15,529,141	C	Complete				
Capital Revenue	-\$934,500	-\$1,962,362	I	Incomplete (Q4 only)				
Capital Expenses	\$7,377,834	\$1,373,730						
CORPORATE PLAN ACTIVITIES			Q1	Q1-Q2	Q1-Q3	Q1-Q4		
1. Plan for appropriate open space within the Region.			OK	OK	OK			
2. Ensure botanical collections are maintained and developed			OK	OK	OK			
3. Provide a well maintained and managed zoological collection			OK	OK	OK			
4. Provide developmental programs for sporting and recreational groups			OK	OK	OK			
5. Maintain the Region's sports fields, parks, gardens, playgrounds and open spaces			OK	OK	OK			
6. Deliver regional cemetery and associated services that meet current and future burial and remembrance needs			OK	OK	OK			
<i>Parks Recreation Services - manages the presentation, heritage conservation and maintenance of the Rockhampton Botanic Gardens and Zoo, Kershaw Gardens, and burial and memorial services at the Region's cemeteries. This unit is the liaison between Council and the various user groups of Council's parks, sport and recreation facilities to assist in building active and healthy communities.</i>								
KEY PERFORMANCE INDICATORS			Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
Compliance with Customer Service Requests	100%	QTR	99%	99%	99%		99%	
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR	100%	99%	95%		98%	
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR	50%	50%	50%		50%	Delivery not as anticipated due to delays in scope definition and/or external approvals. Expecting a negative impact on full year delivery.
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR	100%	100%	100%		100%	
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR	100%	100%	100%		100%	

			2015 - 2016 OPERATIONAL PLAN COMMUNITY SERVICES					
<i>Parks Operations - manages the construction and maintenance of local parks and playgrounds, street trees and landscape. Amenity and cleansing activities in the high use urban areas of the region are also the responsibility of this unit.</i>								
KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME	Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
Compliance with Customer Service Requests	100%	QTR	100%	95%	95%		97%	Holding a number of non-urgent tree trimming requests; delivery of new elevated work platform achieved, still working through the backlog. Mowing has fallen behind (late wet and warm weather).
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR	100%	100%	100%		100%	
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR	50%	50%	100%		67%	
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR	100%	100%	95%		98%	
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR	100%	100%	100%		100%	
<i>Parks Management - coordinates the workplace administration, allocation of customer work requests, park bookings, procurement and financial management for the Parks section.</i>								
KEY PERFORMANCE INDICATORS	TARGET	TIMEFRAME	Q1	Q2	Q3	Q4	ANNUAL	COMMENTS
Compliance with Customer Service Requests	100%	QTR	100%	100%	100%		100%	
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR	100%	100%	100%		100%	
Achievement of Capital Projects within adopted budget and approved timeframes	100%	QTR	N/A	N/A	N/A		0%	No capital projects relevant to the Parks Management unit.
Achievement of Operational Projects within adopted budget and approved timeframes	100%	QTR	100%	100%	100%		100%	
Delivery of services and activities in accordance with Council's adopted Service Levels	100%	QTR	100%	100%	100%		100%	

11.8 ENERGY EFFICIENCY MANAGEMENT AND RENEWABLE ENERGY OPTIONS

File No:	5054
Attachments:	Nil
Authorising Officer:	Cheryl Haughton - Manager Communities and Facilities Michael Rowe - General Manager Community Services
Author:	Sharon Sommerville - Coordinator Facilities

SUMMARY

This report details initiatives that have already been implemented in an effort to reduce Council's electricity costs, and outlines further options to be considered.

OFFICER'S RECOMMENDATION

THAT Council receives the report and adopts the following energy saving initiatives:

- develops and adopts an energy efficiency policy
- undertakes a staff awareness program
- implements energy reduction targets to further reduce costs and energy consumption
- considers the recommended capital projects as part of the 2016-17 budget.

COMMENTARY

Following a report presented to the Performance and Service Committee regarding the 'Repeal of the Carbon Tax' on 29 July 2014 it was requested that Council investigate opportunities for further energy savings. The Committee subsequently resolved "that a report on renewable energy solutions that may be able to be implemented across Council facilities be brought back to the table".

Since that time consultation has been ongoing with a range of industry specialists involved in traditional electricity supply and renewable energy solutions. This report details actions already implemented and possible further initiatives that may reduce Council's electricity costs.

1 Implemented energy saving initiatives

The Communities and Facilities section has specified energy efficiency KPIs when replacing plant and equipment, making building modifications, and where possible with the provision of new building assets. This has included hot water devices, air conditioning plant, cold rooms, commercial kitchen equipment, pumps, lighting, building design and fabric. These initiatives are factored into all replacement activities, all capital and renewal projects.

Some specific examples have been:

- The recent interiors upgrade of the Mount Morgan Library included replacement with energy efficient LED lighting and air conditioning. The first electricity bill for the same period as last year indicated a \$375 saving.
- The air conditioning unit installed at Bauhinia House was chosen for its energy efficiency
- Replacement of lighting at the Robert Schwarten Pavilion was based on energy efficiency and warranty period from standard 5 years to 10 years to reduce ongoing maintenance costs
- Exhibition Pavilion high bay lighting is to be replaced with LED lighting

The Airport is also working on a number of strategies such as LED runway lighting, and has implemented LED lighting in the terminal; set terminal air conditioning temperature to be based on outside temperature; installed LED walkway lighting with motion sensors in the car park; and is implementing lighting and air conditioning on schedules.

2 Initiatives proposed in previous budgets

The following initiatives have been submitted for previous budget consideration, but were not approved:

- Upgrade Building Management System at the Gracemere Administration building – while providing fault finding ability, isolating faults, and improving air quality, this would have also reduced electricity consumption
- Heat shield roof paint and blanket insulation to Dooley Street Administration building to reduce heat absorption by the building, prolong the life of the roof and reduce energy consumption from air conditioning
- Replacement of Fraser Park flood lighting in need of renewal with luminaries with new fittings, and replacement of amenities light fittings with vandal proof options – energy efficient LED or compact fluorescents
- Design, build and installation of new switchboard at the Boyd Park skateboard facility, and replacement of old light fittings with newer more energy efficient fittings
- Installation of Voltage Optimisation Units for the City Hall Precinct, Dooley Street Depot, Pilbeam Theatre and Art Gallery.

3 Installation of Solar Photovoltaic Systems

Power is currently supplied to the City Hall precinct, Dooley Street Depot and Rockhampton Airport under a contestable electricity retail agreement with ERM Power Retail Pty Ltd. The Gracemere Administration building's power is supplied under a commercial tariff schedule.

For the three ERM sites, the solar benefit is due to the ability to offset the network demand charges, which are mostly daytime loads.

The details from the local electrical and solar system provider are as follows:

Town Hall precinct

Financial Indicators	
Simple Year 1 ROI	24.44%
Average 20-year ROI	33.09%
Internal Rate of Return (IRR)	22.55%
Payback (years)	6

Dooley Street Depot

Financial Indicators	
Simple Year 1 ROI	23.11%
Average 20-year ROI	31.29%
Internal Rate of Return (IRR)	21.49%
Payback (years)	6

Rockhampton Airport

Financial Indicators	
Simple Year 1 ROI	20.74%
Average 20-year ROI	28.08%
Internal Rate of Return (IRR)	19.56%
Payback (years)	6

Gracemere Administration Building

For the Gracemere Administration Building which is currently with Ergon the proposition is even better. This site is mostly a daytime load and has “bundled” billing, meaning that most of the charges are built into the consumption charge (kWh usage). Database modeling for this site indicates that solar would be a better solution.

Combining the four sites, which totals 293kW, the indicative cost to install and commission the solar infrastructure is estimated at \$352,000.

In order to assess the viability of the installation of solar power systems on Council facilities, officers worked with a local electrical and solar system provider and looked at a number of Council sites that would benefit from this installation:

- City Hall and Library precinct - solar panels could be fixed to the Library roof, however the high costs to run the service back to City Hall deemed this option not feasible
- Gracemere Administration building – investigated and considered feasible with cost estimate of \$110,000
- North Rockhampton Library - investigated and considered feasible with cost estimate of \$100,000
- Southside Swimming Pool 2nd World War Memorial Aquatic Centre – deemed to not be feasible, with no place for panels and the heaters run at night. It was suggested that Council would not see a difference as there is no heat storage capacity. Tariffs were discussed with Ergon and changed.
- Rockhampton Showground – considered not feasible as sporadic usage on site based on large events at varying times. Minimal power is consumed during the day, and is mostly at night when off peak.
- Pilbeam Theatre and Art Gallery – deemed not feasible due to roof type.

As an alternative to solar, the local provider recommended further discussion with Ergon regarding tariffs. Ergon was consulted and some changes to tariffs for various sites were implemented to gain cost savings.

4 Installation of Power Factor Correction Equipment

PowerPerfector approached Council and following a number of stakeholder meetings a desktop audit based on existing energy consumption was undertaken. Based on the results identified it was decided to engage the company to undertake an engineering review of the City Hall Precinct, Dooley Street Depot, Airport Terminal, Glenmore Treatment Plant and Pilbeam Theatre to confirm site suitability.

During the assessment process it was noted that installing power factor correction devices at applicable sites could provide immediate savings. The predicted savings were demonstrated for Dooley Street Depot, Pilbeam Theatre and Airport Terminal. These savings were provided and accurate as at June 2015.

The outcomes of the engineering investigation were as follows:

- City Hall Precinct – option deemed cost prohibitive with no guaranteed savings. Based on load profile it is recommended that we look at alternative options for energy savings such as energy efficient lighting and air conditioning.
- Dooley Street Depot – the report estimated 10% saving in energy consumption.
- Pilbeam Theatre and Art Gallery - estimated 8.5% saving in energy consumption.
- Voltage Optimisation Unit for Airport - estimated 5% saving in energy consumption. Airport staff is reviewing options for the site, and advised that this application has been deemed to not be feasible.
- Glenmore Water Treatment Plant – not feasible at this stage due to upgrade of high voltage infrastructure, but could be revisited later once site reached stability. Regional Services staff would need to review the proposed benefits based on site requirements to provide any detailed advice on this option.

It is recommended that before progressing with any installation of power correcting units further site investigation be undertaken by an independent electrical engineer to confirm viability. This would include reviewing more cost effective ways of reducing voltages, determining the need on site for power factor correction, identifying whether there are problems with harmonics (dirty power) on site, and consideration of any better value for money technologies.

5 Awareness – Energy Efficiency Programs

In an effort to reduce energy consumption there are a number of ways staff could participate to provide cost savings to Council. Through regular communication staff could be reminded of their ability to assist through simple changes in daily routines. Examples could include:

- Remembering to turn computers off each night or to have them go into sleep mode after a certain time of day following inactivity
- Considering energy saving ratings when purchasing white goods (fridges, freezers, etc.) for operational purposes. A standard could be set that would need to be followed by all Council staff.
- Turning off lights when exiting the building
- Implementing strategies for managers to reduce energy consumption for buildings under their control
- Improving energy efficiency in new, existing and renovated facilities and their day-to-day operations
- Developing a whole of Council energy efficiency policy

6 Street, Park and Sporting Field Lighting

Recommendations for these areas would be:

- Replacement of failed Park Lighting with energy efficient LED light fittings. This process has already been implemented, with any capital projects subject to investigation of energy efficiency in supply and installation of lighting. An example is Huish Drive where vandalism has occurred and damaged light fittings have been replaced with Sylvania LED street lights.
- Street lighting efficiencies are still being investigated by local governments and Ergon. Council needs to consult with Ergon to review future options on replacement lighting programs for Rate 2 lighting. As light fittings fail on Rate 3 lighting these lights will be replaced with a Sylvania light approved by Ergon.
- As part of the CBD Revitalization project the consultant engaged by Council is investigating energy efficient products for street/park lighting.
- The existing metal halide Sport field lighting will be replaced with energy efficient LED lighting over time

7 Energy reduction targets

A number of other councils and businesses set energy reductions targets in increments over periods of 1-5 years to reach 5-10% energy reduction overall. From the Facilities unit perspective a 5% reduction on the current budgeted \$1.7M per annum for electricity would see a budget saving of \$85,000 per year. The savings could be used toward building maintenance activities or for further energy efficiency programs/projects.

8 Pilot Program

Council could adopt a pilot program to measure the energy savings achieved by various energy efficiency applications. These include upgrading lighting to energy efficient lighting within the City Hall Precinct, Solar Photovoltaic installation at North Rockhampton Library and Gracemere Administration building, and installation of Voltage Optimisation Unit at Dooley Street Depot and the Pilbeam Theatre Precinct.

Following data would be collected and measured against historic data to determine any energy reductions and cost savings over the payback period. This data can be utilised together with energy audit data to recommend further projects at nominated sites.

The suggested areas could be expected to yield the following results:

Site	Material and Labour Cost	Annual Cost Saving	Payback period on expenditure
City Hall	\$54,745	\$8,825	6.2 years
Regional Library	\$89,695	\$6,699	13.5 years
History Library	\$10,000	\$2,755	3.7 years
City Childcare	\$5,380	\$536	10 years
	\$159,820	\$18,815	Average 8.5 years

* School of Arts – majority of lighting is energy efficient and still considered economical.

9 Energy Audit

Council could conduct Audit Assessments on current energy consumption and possible energy savings for high energy consumption sites. Possible sites include administration buildings, Rockhampton Showground, Pilbeam Theatre and Art Gallery, Depots and Libraries.

Industry practice suggests that the cost of an energy audit should not exceed 10% of the annual energy bill. An example of possible costs for Dooley Street Depot was estimated at \$8,500 and Rockhampton Showground estimated at \$11,500.

An energy audit will identify how and where energy is being used, how much is it costing you, and then what energy cost and usage control measures can be implemented i.e. installing sensors, switching equipment off, new technologies etc.

There are typically three levels of audit:

- Level 1 – overview, evaluation of the overall energy usage of the site to determine whether energy usage is reasonable or excessive. It provides initial benchmarks of the site so that the effect of energy measures can be tracked and evaluated.
The Level 1 audit is expected to give just an overview, which provides rough orders of savings and costs. Accuracy of figures would generally be within +/-40%. This means the report provided will guarantee achievement of the savings within 40% of the recommended amount, which could be above or below that figure.
- Level 2 – identifies the sources of energy to the site, the amount of energy supplied, and what the energy is used for. It also identifies areas where savings may be made, recommends measures to be taken, and provides a statement of costs and potential savings.

A level 2 audit is an energy use survey, which is expected to provide a preliminary assessment of costs and savings. Accuracy of figures would generally be within +/- 20%.

- Level 3 – provides a detailed analysis of energy usage, the savings that can be made, and the cost of achieving those savings. It may cover the whole site or it may concentrate on an individual item, such as a single industrial process or one of the services. The auditor may often employ a specialist to carry out specific parts of an audit or may need to install local metering and logging. The report from a Level 3 audit often forms the justification for substantial investment by the owner or an energy performance contractor. Detailed economic analysis with an appropriate level of accuracy would be required.

The Level 3 audit is expected to provide a firm estimate of savings and costs. Accuracy of figures would be within +10% for costs and -10% for benefits.

BUDGET IMPLICATIONS

Council would need to adopt operational projects and capital projects in the 16/17 and 17/18 financial years to deliver energy efficiency projects. These would be as follows for the capital projects:

Voltage Optimisation Unit or alternative recommendation

- Pilbeam Theatre Precinct - \$83,000 – proposed minor capital 17/18
- Dooley Street Depot - \$62,000 – proposed minor capital 16/17

Solar Power

- North Rockhampton Library - \$100,000 - proposed minor capital 16/17
- Gracemere Administration - \$110,000 – proposed minor capital 16/17

CONCLUSION

Within the Communities and Facilities budget the annual cost to Council for electricity is around \$1.7 million. While some efficiencies have already been gained through the strategies implemented as part of the ongoing maintenance programs being delivered by Council, including replacement of lighting with LED energy efficient lights, energy efficient plant and equipment etc., other strategies are suggested for Council consideration. These include voltage optimization products and solar systems where the reduction in power can be determined.

Further energy audits and communication strategies on energy reduction would also be beneficial to assist with reducing overall energy consumption.

12 NOTICES OF MOTION

Nil

13 QUESTIONS ON NOTICE

Nil

14 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.

15 CLOSED SESSION

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

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.

16.1 Legal Matters as at 30 April 2016

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

16.2 Native Title - Darumbal People Native Title Claim QUD6131/1998 - Determination

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

16.3 Darumbal People QUD6131/1998 and Indigenous Land Use Agreement (ILUA)

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

16.4 Proposed Upcoming Event Opportunity

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

16.5 Kershaw Gardens Redevelopment - Central Precinct

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

16.6 Update on Staffing Matters

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

16 CONFIDENTIAL REPORTS

16.1 LEGAL MATTERS AS AT 30 APRIL 2016

File No: 1392

Attachments: 1. Legal Matters as at 30 April 2016

Authorising Officer: Tracy Sweeney - Manager Workforce and Strategy
Ross Cheesman - General Manager Corporate Services

Author: Travis Pegrem - Coordinator Industrial Relations and Investigations

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

SUMMARY

Coordinator Industrial Relations and Investigations presenting an update of current legal matters that Council is involved in as at 30 April 2016.

16.2 NATIVE TITLE - DARUMBAL PEOPLE NATIVE TITLE CLAIM QUD6131/1998 - DETERMINATION**File No:** 3033**Attachments:**

1. Schedule 1 - Map - Darumbal People Claim Area and Local Government Areas
2. Schedule 2 - Maps - Extent of Part B Darumbal Claim - overlap with BKY#2
3. Schedule 3 - Draft s87 Agreement and Consent Determination Orders

Authorising Officer: Drew Stevenson - Manager Corporate and Technology Services
Ross Cheesman - General Manager Corporate Services**Author:** Kellie Anderson - Coordinator Property and Insurance

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

SUMMARY

The purpose of this report is to seek Council's endorsement of the terms of the draft consent determination orders recognising the Darumbal People as the holders of certain native title rights and interests. The determination orders have been negotiated between all the parties to these court proceedings.

16.3 DARUMBAL PEOPLE QUD6131/1998 AND INDIGENOUS LAND USE AGREEMENT (ILUA)

File No: 3033

Attachments: 1. Draft Darumbal People and Local Government Indigenous Land Use Agreement

Authorising Officer: Drew Stevenson - Manager Corporate and Technology Services
Ross Cheesman - General Manager Corporate Services

Author: Kellie Anderson - Coordinator Property and Insurance

Previous Items: 13.5 - Darumbal People Native Title Claim QUD6131/1998 - Performance & Service Committee - 24 Nov 2015 9.00 am

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

SUMMARY

The purpose of this report is to seek Council's endorsement of the terms of the proposed Indigenous Land Use Agreement (ILUA) with the Darumbal People, Livingstone Shire Council and Rockhampton Regional Council.

16.4 PROPOSED UPCOMING EVENT OPPORTUNITY**File No:** 6097**Attachments:** 1. Agreement**Authorising Officer:** Russell Claus - Executive Manager Regional Development
Evan Pardon - Chief Executive Officer**Author:** Sarah Reeves - Manager Regional Promotions

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

SUMMARY

Manager Regional Promotions to present a briefing to Councillors regarding an upcoming event opportunity.

16.5 KERSHAW GARDENS REDEVELOPMENT - CENTRAL PRECINCT

File No: 11716, 11717

Attachments: 1. Redevelopment Areas (Central)

Authorising Officer: Margaret Barrett - Manager Parks
Michael Rowe - General Manager Community Services

Author: Vincent Morrice - Coordinator Parks and Visitor Services

Previous Items: 9.1.9 - Kershaw Gardens Remediation and Restoration Project - progress report - Parks & Recreation Committee - 04 Aug 2015 9:00am
9.1.2 - Kershaw Gardens Concept Master Plan - Community Engagement - Ordinary Council - 13 Oct 2015 9.00 am
11.5 - Kershaw Gardens Restoration - Implementation Plan Priorities - Ordinary Council - 08 Dec 2015 9.00 am
9.5.5 - Kershaw Gardens Redevelopment - Central Precinct - Parks, Recreation and Sport Committee - 18 May 2016 12.30 pm

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

SUMMARY

This report was presented at the Parks, Recreation and Sport Committee meeting on 18 May 2016 with the Committee Recommendation that this matter be referred to the Ordinary Council Meeting on 24 May 2016.

Following the approval of the redevelopment priorities for Kershaw Gardens (December 2015) Urbis Pty Ltd were engaged to undertake the detailed design for the Central Activities and Amenities area (Central Precinct). This report seeks confirmation on the design elements and staging for construction in the Central Precinct at Kershaw Gardens and the issue of tender specifications for the relevant work packages.

16.6 UPDATE ON STAFFING MATTERS**File No:** 1825**Attachments:** Nil**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Evan Pardon – Chief Executive Officer

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

SUMMARY

Chief Executive Officer presenting a report to the table on staffing matters.

17 CLOSURE OF MEETING