



# **ORDINARY MEETING**

# **MINUTES**

## **20 FEBRUARY 2018**

The resolutions contained within these minutes were confirmed at Council Meeting  
on 20 March 2018.

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**MINUTES OF THE ORDINARY MEETING HELD AT EMU PARK CULTURAL, 9 HILL STREET, YEPPOON ON TUESDAY, 20 FEBRUARY 2018 COMMENCING AT 9:40AM**

**1 OPENING**

**2 PRESENT**

Members Present:

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

In Attendance:

Ms Chris Murdoch – Chief Executive Officer  
Ms Andrea Ellis – Acting Director Corporate Services  
Mr Brett Bacon – Director Community and Planning Services  
Mr Mike Prior – Acting Director Infrastructure Services  
Ms Debra Howe – Director Strategic Growth and Development  
Ms Linda Benson – Coordinator Executive Support  
Ms Sue Schluter – Executive Assistant to the Mayor  
Ms Lucy Merry – Executive Support Officer  
Mr Scott Williams – Internal Auditor  
Mr Simon McDonagh – Senior Infrastructure Technology Officer  
Ms Narelle Housman – Events Officer  
Ms Amy Haydock – Marketing and Communications Officer

**3 LEAVE OF ABSENCE / APOLOGIES**

Nil

**4 PUBLIC FORUMS/DEPUTATIONS**

Nil

**5 MAYORAL MINUTE**

Nil

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

### **COUNCIL RESOLUTION**

THAT the minutes of the Ordinary Meeting held on 6 February 2018 be taken as read and adopted as a correct record.

**Moved by: Councillor Kelly**

**Seconded by: Councillor Wyatt**

**MOTION CARRIED**



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

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

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

**File No:** GV13.4.1

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

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

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#### **SUMMARY**

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

#### **COUNCIL RESOLUTION**

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

**Moved by:** Councillor Kelly

**Seconded by:** Deputy Mayor, Councillor Hutton

**MOTION CARRIED**

**9 PRESENTATION OF PETITIONS**

Nil

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

Nil

**11 COUNCILLOR/DELEGATE REPORTS**

Nil

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## 12 REPORTS

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

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

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#### SUMMARY

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

#### COUNCIL RESOLUTION

THAT Council resolve that:

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

**Moved by:** Mayor Ludwig  
**Seconded by:** Deputy Mayor, Councillor Hutton  
**MOTION CARRIED UNANIMOUSLY**

**12.2 REGIONAL ARTS DEVELOPMENT FUND ROUND 2 2017/2018**

**File No:** GS15.2.5  
**Attachments:** Nil  
**Responsible Officer:** David Mazzaferri - Manager Disaster Management, Recovery and Resilience  
 Brett Bacon - Director Community & Planning Services  
**Author:** Judy Coultie - Cultural Development Officer

**SUMMARY**

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

**COUNCIL RESOLUTION**

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

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

Gallery of Fine Arts	Towards costs of tutors for a series of twelve visual arts workshops at Emu Park Gallery.	\$15,705	\$8,970	\$8,970
Kym Therese Harris Individual Professional Development IPD	Towards attending the Summer School in Winter run by the Calligraphy Society of Victoria, especially 2 workshops by international artist Rachel Yallop.	\$1,681	\$1,000	\$1,000
Keppel Coast Camera Club	Towards costs of flights and accommodation for a specialist photographer to present and demonstrate the art of macro photography.	\$3,235	\$1,160	\$1,160
Lock & Hock	Towards providing the region with the highest quality standards and practices in the art form of stage combat and fight directing.	\$7,874	\$3,834	\$3,834
Erin Messenger	Towards fees to contract a local silversmith artist to collaborate and assist with the completion of artworks to exhibition readiness.	\$4,750	\$2,050	\$1,750
Rotary Club of Yeppoon	Towards costs of airfares, accommodation, composition and printing of music for a week-long festival event culminating in a gala concert with ensemble pieces and the finale composed by students from the Conservatorium of music and performed by the three combined schools.	\$26,240	\$9,740	\$7,100
Tropical Bloom	Towards indigenous culture workshops and performance.	\$12,000	\$5,500	\$5,500
Uniting Care	Towards costs of a local artist facilitating 5 free visual arts workshops, to a wide demographic of the community, collecting stories of the impact of recent disasters, using art as recovery/resilience building; towards an exhibition and the	\$2,792	\$870	\$870



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

**Moved by:** Deputy Mayor, Councillor Hutton

**Seconded by:** Councillor Kelly

**MOTION CARRIED**

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

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**SUMMARY**

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

**COUNCIL RESOLUTION**

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

**Moved by:** Councillor Kelly**Seconded by:** Councillor Mather**MOTION CARRIED**

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

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

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**SUMMARY**

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

**COUNCIL RESOLUTION**

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

**Moved by:** Deputy Mayor, Councillor Hutton  
**Seconded by:** Councillor Kelly

**MOTION CARRIED**

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

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**SUMMARY**

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

**COUNCIL RESOLUTION**

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

**Moved by:** Councillor Kelly**Seconded by:** Councillor Wyatt**MOTION CARRIED**

Mayor Ludwig sought leave of the meeting to suspend meeting procedures for morning tea.

**Leave granted.**

Meeting procedures were suspended at 10:14AM.

Meeting procedures resumed at 11:07AM.

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

Nil

## 14 CLOSED SESSION

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

### COUNCIL RESOLUTION

**11.08AM**

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

#### **15.1 GKI Waste**

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

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

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

**Moved by: Councillor Wyatt**

**Seconded by: Councillor Kelly**

**MOTION CARRIED**

### COUNCIL RESOLUTION

**11.43AM**

THAT the meeting moves out of closed session and be opened to the public.

**Moved by: Deputy Mayor, Councillor Hutton**

**Seconded by: Councillor Mather**

**MOTION CARRIED**

## 15 CONFIDENTIAL REPORTS

### 15.1 GKI WASTE

**File No:** CP5.8.1  
**Attachments:** Nil  
**Responsible Officer:** Dan Toon - Director Infrastructure Services  
**Author:** Sean Fallis - Manager Water and Waste Operations

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

#### SUMMARY

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

#### COUNCIL RESOLUTION

THAT the commercial properties on Great Keppel Island be provided with the number of bin services and corresponding charges as per the following table:

Lot	Business	No Waste	No Recycling	Annual Charge (16/17 Charges)
39	Holiday Village	7	7	\$ 4,113.30
18	Island Pizza	1	1	\$ 472.50
21	Rainbow Hut	5	5	\$ 2,362.50
27	The Shellhouse	4	4	\$ 2,292.90
	Watersports Shack	2	2	\$ 1,079.30

Further, that Council's Revenue Statement be amended to allow the charges to be applied from the commencement of the 2018/19 financial year and the business owners be advised subsequent to Council adopting this resolution.

**Moved by:** Councillor Kelly  
**Seconded by:** Councillor Mather

**MOTION CARRIED**

#### COUNCIL RESOLUTION

THAT Council provides an additional four public bins and four recycling bins on Great Keppel Island to augment public bins on the island for a trial of 6 months placed in appropriate locations to commence as soon as possible as practical.

**Moved by:** Mayor Ludwig  
**Seconded by:** Deputy Mayor, Councillor Hutton

**MOTION CARRIED UNANIMOUSLY**

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

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

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**SUMMARY**

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

**COUNCIL RESOLUTION**

THAT Council resolve to adjust the water consumption charges for 10 Maida Street, Lammermoor as detailed in the conclusion section of this report.

**Moved by:** Deputy Mayor, Councillor Hutton**Seconded by:** Councillor Mather**MOTION CARRIED**



**16 URGENT BUSINESS QUESTIONS**

**17 CLOSURE OF MEETING**

There being no further business the meeting closed at 11:56AM.

\_\_\_\_\_  
Bill Ludwig  
CHAIRPERSON

\_\_\_\_\_  
DATE