

# **Livingstone**

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## Shire Council

### **ORDINARY MEETING**

### **AGENDA**

**14 JULY 2015**

*Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, ANZAC Parade, Yeppoon on 14 July 2015 commencing at 9.00am for transaction of the enclosed business.*



**CHIEF EXECUTIVE OFFICER**  
9 July 2015

Next Meeting Date: 28.07.15

**Please note:**

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

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**1 OPENING**

**2 ATTENDANCE**

Members Present:

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

In Attendance:

Mr Justin Commons – Chief Executive Officer  
Ms Chris Murdoch – Director Corporate Services  
Mr Brett Bacon – Director Community and Planning Services  
Mr Dan Toon – Director Infrastructure Services

**3 LEAVE OF ABSENCE / APOLOGIES****3.1 LEAVE OF ABSENCE FOR COUNCILLOR BILL LUDWIG - 7 TO 16 AUGUST 2015 INCLUSIVE****File No:** GV14.4.1**Attachments:** Nil**Responsible Officer:** Justin Commons - Chief Executive Officer

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**SUMMARY**

*Councillor Bill Ludwig requested a leave of absence from 7 to 16 August 2015 inclusive.*

**RECOMMENDATION**

THAT Leave of Absence be granted to Councillor Bill Ludwig for the period 7 to 16 August 2015 inclusive.

## **4 PUBLIC FORUMS/DEPUTATIONS**

### **4.1 DEPUTATION BY LOWER FITZROY RIVER INFRASTRUCTURE PROJECT**

**File No:** WS32.4.1  
**Attachments:** Nil  
**Responsible Officer:** Justin Commons - Chief Executive Officer  
**Author:** Dan Toon - Director Infrastructure Services

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#### **SUMMARY**

A briefing will be provided on the environmental impact statement for the Lower Fitzroy River Infrastructure Project to the Livingstone Shire Council on Tuesday, 14 July 2015 at 9am. The following attendees will present the EIS to Council:

- Mr Jim Grayson, GAWB - CEO
- Mr Mark Lepper, SunWater - Manager Engineering and Projects
- Mr Ralph Woolley, GAWB Project Manager
- Ms Amanda Butler, SunWater Project Manager
- Ms Lesa Delaere, GHD Project Manager and Design manager
- Ms Geraldine Squires, GHD EIS Manager

#### **OFFICER'S RECOMMENDATION**

Not applicable

**5 MAYORAL MINUTE**

Nil



**6 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

Minutes of the Ordinary Meeting held 23 June 2015

Minutes of the Special Meeting held 30 June 2015

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

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

Nil

**9 PRESENTATION OF PETITIONS**

Nil

**10 BUSINESS IMPROVEMENT COMMITTEE REPORTS**

Nil

**11 COUNCILLOR/DELEGATE REPORTS**

Nil

## 12 REPORTS

### 12.1 INFLATABLE WATERPARK FOR SCHOOL HOLIDAY ACTIVITY

<b>File No:</b>	<b>CR2.2.15</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Responsible Officer:</b>	<b>Trish Weir - Manager Customer Service Chris Murdoch - Director Corporate Services</b>
<b>Author:</b>	<b>Meegan Armstrong - Coordinator Stakeholder Engagement and Events</b>

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#### SUMMARY

Waterworld Central specialises in inflatable waterparks that can be erected on any flat surface. They are keen to set up their attraction in our Shire for our community to enjoy over the September 2015 school holiday period.

#### OFFICER'S RECOMMENDATION

THAT Council charge the provider a \$10,000 bond that would be fully refundable upon successful site inspection post departure by Parks and CC&E representatives, along with utility costs of approximately \$5,491 rather than full Commercial Park hire fees of 20 days at \$537.50 or \$10750.

#### COMMENTARY

##### **September School Holiday Entertainment - Inflatable Waterpark**

Waterworld Central is a commercial operator who charges an entry fee for the attraction. While yet to be confirmed, the fee structure is likely to be free entry to the attraction with a charge of \$20 per person for unlimited use of the waterpark for a 3 hour session. This means that parents can enter the waterpark attraction but not pay if they aren't going to use the slides or the pools.

Session times are 10am – 1pm; 11am – 2pm; 12pm – 3pm; and 1pm – 4pm.

The operator is proposing to set up for the duration of the September school holidays commencing on Saturday 19 September and finishing on either Sunday 4 October or Monday 5 October 2015.

There are two venues that would be suitable for the attraction:

- Bell Park – Emu Park; or
- Old Hospital site – Anzac Parade.

Both areas can accommodate enough flat ground for the attractions, have power and water accessible and parking space for visitors. Both sites also have good exposure and are well known to the public.

If Bell Park is the preferred venue, it should be noted that the regular markets in this location will also occur at the same time, however it is expected that both the markets and the inflatable water park will complement each other.

Waterworld Central has in the past set this attraction up at the following venues:

- Newcastle on a vacant corner block of land;
  - Bateau Bay – on the lawns of the Bateau Bay Hotel;
  - Blacktown – Blacktown international Sports Park;
  - Hervey Bay – Seafront Oval Pialba; and
-

- Rockhampton Showground's – grassed area.

All of the above venues are public and well exposed with grassed areas. Hervey Bay's seafront oval is their premier event venue and Hervey Bay Council advised that the grass revived within 4 weeks with water and fertilizer, otherwise there was no damage.

Waterworld Central have public liability cover and provide lifeguards on every slide and pool for the full operational hours.

This attraction would be ideal in the September school holidays when our weather is not too hot but our community is ready to get out and enjoy the outdoors following the cooler months.

There would be minimal to no impact on swimming pool businesses in our region. Most families would see it as a major outing for the holidays rather than an everyday or multiple visits in the week like a swimming pool.

The commercial cost to use Bell Park would be \$10,750 made up of the following:

- Bump in days x 3 @ \$537.50/day = \$1,612;
- Event days x 14 @ \$537.50/day = \$7,525; and
- Bump out days x 3 @ \$537.50/day = \$1,613.

Utilities would be at an average price and based on the provided usage amounts would be approximately:

- Power – 5840W @ 0.43953c/kW - \$2,566 (usage is based on operators usage at other venues);
- Water – 600kl @ \$1.455722/kl- includes initial fill and top ups - \$873 (figure is based on the Queensland Urban Utilities rates and charges);
- Rubbish bins and removal – Skip bin and 10 additional wheelie bins from JJ Richards including removal – approximately - \$900; and
- Additional toilet cleaning and supplies – \$1,152 (quote from Facilities).

Total Utilities - \$5,491 (approximately).

In addition, the operator also has wages, transport costs (semi-trailers from NSW), accommodation and food.

As the amount of community interest and patronage is difficult to gauge at this stage, Council will need to work with the operator in the inaugural year to ensure that the activity is viable. With this in mind, Councillors are asked to consider whether a reduction in venue hire fees for the duration of the event is appropriate. There are several options that can be considered as follows:

### **Option 1**

Waive the bump in and bump out fees bringing the venue hire fees to \$7,525 but include utilities of \$5,491 as above providing total hire fees of \$13,016.

### **Option 2**

Charge the operator our community rate of \$216/day (based on LSC Fees and Charges) and include utilities bringing the total hire fees to \$9,811 comprising:

- Bump in and out days x 6 @ \$216/day - \$1,296;
- Event days x 14 @ \$216/day - \$3,024; and
- Utilities as above \$5,491.

### **Option 3**

Include power and water charges in with the venue charges (as is currently done for Bell Park) but still charge for rubbish removal, toilet cleaning and supplies. This would bring the



total usage fee to \$12,802, comprising \$10,750 venue hire fees, \$900 rubbish removal and \$1,152 for additional toilet cleaning and supplies.

**Option 4**

Waive all hire fees and only charge utility costs of \$5,491.

**Option 5**

Charge a \$10,000 bond that would be fully refundable on completion of the event less any damages that may be incurred and utility costs of approximately, \$5,491.

The attraction is visually appealing and below are some photographs of the inflatable waterpark:







**12.2 AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE - 2 JULY 2015**

**File No:** GV13.4.2  
**Attachments:** Nil  
**Responsible Officer:** Chris Murdoch - Director Corporate Services  
**Author:** Linda Benson - PA to Director Corporate Services

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**SUMMARY**

*The Audit, Risk and Business Improvement Committee met on 2 July 2015 and this report provides the recommendations from the Committee for consideration and adoption by Council. The reports from the meeting are available for viewing by Councillors on the Councillor Portal.*

**COMMITTEE'S RECOMMENDATION**

THAT the minutes of the Audit, Risk and Business Improvement Committee meeting held on 2 July 2015 be received and that the following recommendations contained within those minutes be adopted:

**COMMENTARY****6.1 BUSINESS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS**

THAT the Business Outstanding table for the Audit, Risk and Business Improvement Committee meeting be noted.

**7.1 BRIEFING PAPER FROM DELOITTE TO THE AUDIT RISK AND BUSINESS IMPROVEMENT COMMITTEE**

THAT Council notes the information contained in the Briefing Paper from Deloitte's as endorsed by ARaBIC.

**7.2 INTERIM AUDIT REPORT FOR LIVINGSTONE SHIRE COUNCIL**

THAT Council note the interim report provided by Deloitte's to ARaBIC.

**7.3 BUSINESS SERVICE REVIEWS**

THAT Council notes the update on the Business Service Reviews Project as provided to ARaBIC.

**7.4 OUTSTANDING AUDIT ISSUES**

THAT Council notes the information provided to ARaBIC on outstanding audit issues.

**7.5 LOCAL GOVERNMENT MUTUAL (LGM) ASSETS PROGRAM**

THAT Council notes the LGM Assets Report update as endorsed by ARaBIC. This report will be discussed in detail at the Councillor Workshop on 21 July 2015.

**7.6 2014-15 FINANCIAL STATEMENTS PROGRESS AND EXTERNAL AUDIT UPDATE**

THAT Council note that this report is endorsed by ARaBIC.

**7.8 ENTERPRISE RISK MANAGEMENT**

THAT Council notes the Enterprise Risk Management Policy, Enterprise Risk Management Framework and Enterprise Risk Management Procedure as endorsed by ARaBIC. This report will be discussed in detail at the Councillor Workshop on 21 July 2015.

**7.9 OPERATIONAL PLAN QUARTERLY PROGRESS REPORT – QUARTER 3**

THAT Council notes the Operational Plan Quarterly Progress Report – Quarter 3 as provided to ARaBIC.

**7.10 AUDIT, RISK AND BUSINESS IMPROVEMENT POLICY AND TERMS OF REFERENCE**

THAT Council adopts the attached *Audit, Risk and Business Improvement Committee Policy and Terms of Reference* as endorsed by ARaBIC.

**7.11 FRAUD MANAGEMENT IN LOCAL GOVERNMENT – REPORT 19:2014-15**

THAT Council notes the Fraud Management in Local Government – Report 19:2014-15 by the QAO as provided to ARaBIC.

**12.1 WORKPLACE HEALTH AND SAFETY REPORT - CONFIDENTIAL**

THAT Council notes the update on the organisation's performance in relation to Workplace Health and Safety as provided to ARaBIC.

**12.2 COMPLAINT MANAGEMENT - CONFIDENTIAL**

THAT Council notes the update on complaints as provided to ARaBIC.

**12.3 EMERGING ISSUES REPORT - CONFIDENTIAL**

THAT Council notes the Emerging Issues Report as provided to ARaBIC.

**12.4 LEGAL MATTERS - CONFIDENTIAL**

THAT Council notes the Legal Matters Report as provided to ARaBIC.

**12.5 INFORMATION SYSTEMS REPORT - CONFIDENTIAL**

THAT Council notes the Information System Report as provided to ARaBIC.

**12.3 REQUEST FOR ASSISTANCE FROM THE YEPPON SWANS AUSTRALIAN FOOTBALL CLUB INCORPORATED**

**File No:** CP5.9.2-169  
**Attachments:** Nil  
**Responsible Officer:** Ian Dare - Manager Community Wellbeing  
Brett Bacon - Director Community & Planning Services  
**Author:** Jared Thomsen - Sports & Recreation Officer

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**SUMMARY**

*Councillors and Council officers met with several representatives of the Yeppoon Swans Australian Football Club Incorporated in April to discuss a letter received by Council requesting assistance from the Club. Specifically, the Club has requested financial assistance from Council through waiving all charges associated with effluent water used to irrigate the Club's playing surface.*

**OFFICER'S RECOMMENDATION**

THAT in view of the negative impact extreme weather events have had on the Yeppoon Swans Australian Football Club Incorporated over the past three years, Council waives all charges levied to the Club associated with effluent water consumption for irrigation of Lot 79 on LN801323 during the 2015-2016 financial year.

**COMMENTARY**

Mayor Ludwig, Councillor Wyatt, Councillor Belot and Council officers met with several representatives of the Yeppoon Swans Australian Football Club (the Club) in April to discuss a letter received by Council requesting assistance from the Club.

During the meeting representatives of the Club expressed concerns regarding the ongoing cost of charges associated with effluent water used to irrigate the playing surface. Due to the financial impact these charges have on the operation of the Club it is requesting that Council waive all charges associated with effluent water consumption during the 2015-2016 financial year.

**BACKGROUND**

The Yeppoon Swans Australian Football Club Incorporated (the Club) currently holds a Reserve Lease with Council over Lot 79 on LN801323, commonly known as Swan Park, that is not due to expire until 30 September 2018.

The Club has outlined that its operations have been adversely affected over the past three years due to significant water inundation of the playing surface and surrounding areas as a result of tidal surges and large volumes of rainfall.

**CONCLUSION**

The Yeppoon Swans Australian Football Club has been detrimentally impacted over the past three years through a number of extreme weather events. Providing financial assistance to the Club through waiving of charges associated with effluent water used to irrigate the playing surface will allow the Club to focus on other projects to further reinstate and develop its facilities.

**12.4 MILL GALLERY**

<b>File No:</b>	<b>CP5.9.2-188</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Responsible Officer:</b>	<b>Ian Dare - Manager Community Wellbeing Brett Bacon - Director Community &amp; Planning Services</b>
<b>Author:</b>	<b>Melissa Minter - Co-ordinator Community Partnership</b>

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**SUMMARY**

*The Mill Gallery has contacted Council requesting:*

- 1) *an extension of their lease area to include the previous Red Cross blood bank donga; and*
- 2) *consideration be given to waving their annual lease fee (equating to approximately \$700 per annum) for the proposed term of the new lease arrangement.*

**OFFICER'S RECOMMENDATION**

THAT Council resolve to execute a three by three year freehold lease with The Mill Gallery for the two buildings it currently occupies, comprising the former Yeppoon Post Office and previous Red Cross blood bank, with an annual lease fee of \$1 per annum.

**COMMENTARY**

The Mill Gallery met with relevant Council officers seeking to extend its lease area. The organisation also requested that the annual fee payable for the new lease area (approximately \$700) be waived. The organisation will continue to be responsible for electricity and general rates under the terms of the new lease arrangement as per the current state of play.

A review of the last rates notice issued indicated that the organisation now pays \$3,289.00 in half year rates. Gallery members have formally thanked Council for its support, ongoing assistance and the decision to provide discounted rates since the re-establishment of Livingstone Shire Council.

**CONCLUSION**

It is recommended that Council execute a three by three year lease for the occupancy of both the existing Mill Gallery and the previous Red Cross blood bank donga. Further, it is recommended that the annual lease fee payable be waived in lieu of the community and economic benefit this organisation provides to residents, visitors and the cultural and arts industry.

**12.5 PUBLIC SERVICE MEDAL NOMINATIONS**

<b>File No:</b>	<b>CR2.7.3</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Responsible Officer:</b>	<b>Chris Murdoch - Director Corporate Services</b>
<b>Author:</b>	<b>Jon Rutledge - Manager Human Resources</b>

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**SUMMARY**

Calls for nominations have been made for the award of the Public Service Medal.

Communications were sent to all employees on 3 June 2015 requesting nominations.

To ensure that the closing date for nominations (1 August 2015) is met, the following timetable was established:

- 3 July 2015 – Nominations close within Livingstone Shire Council. Nominations must be received the relevant Director by this date.
- 14 July 2015 – Report presented to Council at the Council Meeting identifying the list of nominees and their contributions to Local Government.
- 21 July 2015 – Council identifies any nominees which they wish to nominate.
- 28 July 2015 – Council makes final determination on the list of nominees to put forward to the Public Service Medal Committee.
- 31 July 2015 – Nominations sent to Public Service Medal Committee.

No nominations for the Public Service Medal were received by the Directors as at 3 July 2015.

**OFFICER'S RECOMMENDATION**

THAT:

1. Council acknowledge that there were no nominations received from employees through Directors for the 2015 Public Service Medal; and
2. Councillors consider whether they will make any nominations for the award this year at the next Councillor Workshop on 21 July 2015.

**BACKGROUND**

The Public Service Medal was established on 18 October 1989 to recognise outstanding service by employees of the Australian Government and state, territory and local government employees. 'Outstanding service' could be shown through:

- service excellence to the public, or to external or internal clients;
- innovation in program, project or policy development;
- leadership, including as a member of a team; or
- the achievement of more efficient processes, improved productivity or better service delivery.

Nominations must be sent to the Public Service Medal Committee by 1 August 2015. The Committee will consider the nominations and will make recommendations to the responsible minister who then makes a recommendation to the Governor-General, who has the authority to approve the award.

There is an annual quota for each government public service with a total of 100 medals awarded every year. The quota for Queensland is 11, with Local Government employee being eligible for two medals per year.

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**PREVIOUS DECISIONS**

The Public Service Medal nominations were called for in December 2014, for consideration in the February 2015 round. There were no nominations made by Livingstone Shire Council.

**BUDGET IMPLICATIONS**

No budget implications identified.

**LEGISLATIVE CONTEXT**

The Public Service Medal is part of the official Australian system of honours and awards.

**LEGAL IMPLICATIONS**

No legal implications identified.

**STAFFING IMPLICATIONS**

No staffing implications identified.

**RISK ASSESSMENT**

No risks identified.

**CORPORATE/OPERATIONAL PLAN**

No Corporate/Operational Plan implications identified.

**CONCLUSION**

The Public Service Medal is a prestigious award which recognises 'Outstanding Service'. With only two medals being awarded to Local Government in Queensland each year, the award represents a true honour for any who are nominated let alone awarded the medal.

No nominations were received from employees, however Council has an opportunity to recognise 'Outstanding Service' by identifying their own nominees for this award.

**12.6 POLICY REVIEW - CONCEALED LEAK REBATE POLICY**

**File No:** CM4.7.32  
**Attachments:** 1. Draft Amended Policy  
**Responsible Officer:** Michael Prior - Acting Director Infrastructure Services  
**Author:** Carrie Burnett - Policy & Planning Officer

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**SUMMARY**

*This report seeks Councils adoption of an amended community policy titled Concealed Leak Rebate Policy.*

**OFFICER'S RECOMMENDATION**

THAT Council adopt the amended Concealed Leak Rebate Policy.

**COMMENTARY**

Version 2 of the Concealed Leak Rebate Policy was adopted by Council on 4 November 2014.

This version of the policy was based on the Rockhampton Regional Council (RRC) policies relating to commercial and residential property which transferred to Livingstone upon deamalgamation. Under the RRC policy for commercial properties the rebate was calculated as 25% of the difference between the average consumption and the water bill on which the claim was being made. This meant that the claimant had to pay for 75% of the excess water used.

When the policy was amended to suit LSC this section was inadvertently re-written as follows:

**5.2.1 Commercial Properties**

Customers will be charged for 25% of the additional consumption resulting from the concealed leak.

This has unintentionally resulted in the rebate being 75% instead of the correct 25%. This drafting error has significant financial implications.

**The attached amended policy has replaced 25% with 75% and has a few additional insignificant amendments.**

## **12.6 - POLICY REVIEW - CONCEALED LEAK REBATE POLICY**

### **Draft Amended Policy**

**Meeting Date: 14 July 2015**

**Attachment No: 1**



## CONCEALED LEAK REBATE POLICY (COMMUNITY POLICY)

### 1. Scope:

This Policy applies to ~~all~~ property owners in the Livingstone Shire Council area who receive a metered supply of water to a residential or commercial property.

### 2. Purpose:

This Policy is intended to provide financial relief for property owners of commercial and residential properties ~~in the Council area~~ who have a high water usage due to higher than normal consumption which has resulted from a concealed leak.

The Policy provides clear and concise guidelines for the administration of requests for a rebate of water accounts ~~resulting from due to~~ concealed leaks.

### 3. References (legislation/related documents):

Application for a Concealed Leak Rebate  
Plumber's Statement for Repairs to a Concealed Leak

### 4. Definitions:

To assist in interpretation, the following definitions shall apply:

Billing Period	The time between meter readings. It does not refer to the time when the bill was sent or when payment was to have been received.
Commercial Property	A property other than a residential property.
Concealed Leak	A water leak either underground, under or within concrete or paving or underneath a structure where the occupant could not reasonably be expected to know of its existence.
Council	Livingstone Shire Council.
Property Owner	Owners of residential or commercial properties <del>located in the Council area</del> .
Residential Property	A property that is being used for a residential purpose and is categorised for rates purposes as residential.

### 5. Policy Statement:

Council receives regular requests for water accounts to be waived or rebated due to concealed leaks on the property owner's side of the meter. The requests generally result from unexpected increases in the rate of consumption amount payable by the property owner.

Adopted/Approved: **DRAFT**  
Version: **32**

Department: Infrastructure Services  
Section: Water & Waste Operations

**5.1** Where the property owner seeks a rebate for a concealed leak the following applies:

- 1) All requests are to be submitted on ~~an~~the Application for a Concealed Leak Rebate within 20 days from the date the concealed leak was detected or 30 days of receipt of the water account;
- 2) The property owner must provide from a licensed plumber:
  - a) a completed Plumber's Statement for Repairs to a Concealed Leak or alternatively a signed statement certifying that a concealed leak has~~d~~ occurred including information on the nature of the concealed leak; and
  - b) a receipted invoice demonstrating that the concealed leak has been repaired;
- 3) The leak must be repaired within a reasonable timeframe ~~after~~from the date ~~that~~it was discovered;
- 4) The property owner is not eligible for another rebate within a five year period of a previously approved rebate;
- 5) Rebates can be applied over two billing periods where there is evidence that the leak may affect the consumption charges over more than one reading cycle;
- 6) The additional consumption resulting from the concealed leak will be the difference between the amount invoiced and the average consumption; and
- 7) Rebates are applied to the billing period in which the leak occurred up to a maximum of two billing periods ~~or twelve months~~.

**5.2 Calculations**

An average consumption is calculated by averaging the previous three billing periods or previous three equivalent seasonal billing periods depending upon the usage pattern that is evident. The most consistent record is used to calculate the average use.

Where a rebate is granted, the following applies:

**5.2.1 Commercial Properties**

Customers will be charged for ~~2~~75% of the additional consumption resulting from the concealed leak.

**5.2.2 Residential Properties**

Customers will be charged for the average consumption at the tiered rates plus additional consumption will be charged at the Tier 1 rate. The additional consumption resulting from the concealed leak will not be used for calculating overall water usage.

**6. Changes to this Policy:**

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

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

**7. Repeals:**

This Policy repeals the Livingstone Shire Council Policy titled 'Concealed Leak Rebate Policy V~~2~~<sup>4</sup>.

**JUSTIN COMMONS  
CHIEF EXECUTIVE OFFICER**

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Adopted/Approved: **DRAFT**  
Version: ~~3~~<sup>2</sup>

**Department:** Infrastructure Services  
**Section:** Water & Waste Operations

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

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 CLOSURE OF MEETING**