



STANDING COMMITTEE - INFRASTRUCTURE AGENDA

3 DECEMBER 2024

Terms of Reference

On 20 May 2024, Council resolved to establish Standing Committees, including an Infrastructure Committee with the following terms of reference:

Infrastructure Committee:

- Committee is primarily responsible for overseeing policy and performance in the following areas of Council operation:
 - Roads & Drainage
 - Engineering Services (infrastructure planning and design services)
 - Water & Sewerage
 - Waste Management & Resource Recovery
 - Major Project Delivery
- Standing Committees will not include Acknowledgement to Country or Opening Prayer.
- In accordance with s. 257(1)(c) of the Local Government Act 2009, Council delegate authority to the committee to make resolutions on its behalf, provided that there is an absolute majority (ie. four of seven councillors) in favour of the proposal. For clarity, a casting vote cannot be used by the presiding councillor to determine a resolution and tied votes must be referred to Ordinary Council meeting for determination.
- Committee members be all councillors in the first instance.
- By virtue of s. 12(3)(g) of the Local Government Act 2009, the Mayor is a (ex-officio) member of the committee.
- A quorum be a simple majority of members.
- In accordance with s. 267(1) of the Regulation, Cr Mather and Cr Watson be appointed as rotating co-chairs of the committee.
- The committee meet on the first Tuesday of each month at 8.30am in the Council Chambers.
- Committee Secretary/Principal Reporting Officer is the General Manager Infrastructure.

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OPENING.....	3
2	ATTENDANCE	3
3	LEAVE OF ABSENCE / APOLOGIES	4
	NIL	4
4	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	5
5	DECLARATION OF INTEREST IN MATTERS ON THE AGENDA.....	6
6	DEPUTATIONS.....	7
	NIL	7
7	BUSINESS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS ..	8
	7.1 LIFTING MATTERS LAYING ON THE TABLE	8
8	PRESENTATION OF PETITIONS.....	9
	NIL	9
9	QUESTIONS/STATEMENT/MOTIONS ON NOTICE FROM COUNCILLORS	10
	NIL	10
10	COMMITTEE REPORTS.....	11
	NIL	11
11	REPORTS.....	12
	11.1 LIFTED - CLOSURE OF COOWONGA GREEN WASTE PAD	12
	11.2 LOCAL GOVERNMENT INFRASTRUCTURE PLAN (5 YEAR REVIEW) AND PLANNING SCHEME AMENDMENT	15
	11.3 DESIGNATED WASTE COLLECTION AREA - EXPANSION SURVEY RESULTS FOR CAWARRAL AND MOUNT CHALMERS	39
	11.4 AMENDMENT TO DECLARATION OF WATER AND SEWERAGE SERVICE AREAS.....	42
	11.5 APPLICATION FOR PERMANENT ROAD CLOSURE - ADJACENT TO 23&25 BARTLEM STREET YEPPOON (LOTS 3&4 RP603548)	49
	11.6 MONTHLY PROGRESS REPORT - CAPITAL PROJECTS.....	72
	11.7 INFRASTRUCTURE PORTFOLIO - QUARTERLY MANAGEMENT REPORT FOR THE PERIOD 1 JULY 2024 TO 30 SEPTEMBER 2024	79
12	AUDIT, RISK AND IMPROVEMENT COMMITTEE REPORTS.....	89
	NIL	89

13	URGENT BUSINESS/QUESTIONS	90
14	CLOSURE OF MEETING.....	91

1 OPENING

Acknowledgement of Country

"I would like to take this opportunity to respectfully acknowledge the Darumbal People. The traditional custodians and elders past, present and emerging of the land on which this meeting is taking place today."

2 ATTENDANCE

Members Present:

Councillor Rhodes Watson (Co-Chairperson)
Councillor Glenda Mather (Co-Chairperson)
Mayor, Councillor Adam Belot
Councillor Wade Rothery
Councillor Lance Warcon
Councillor Andrea Friend
Councillor Pat Eastwood

Officers in Attendance:

Michael Kriedemann – General Manager Infrastructure – Committee Secretary
Terry Dodds - Chief Executive Officer
Katrina Paterson – General Manager Communities
Andrea Ellis – Chief Financial Officer
Matthew Willcocks - Chief Technology Officer
Kristy Mansfield - Chief Human Resources Officer

3 LEAVE OF ABSENCE / APOLOGIES

Nil

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes of the Infrastructure Standing Committee Meeting held 5 November 2024

5 DECLARATION OF INTEREST IN MATTERS ON THE AGENDA

6 DEPUTATIONS

Nil

7 BUSINESS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS

7.1 LIFTING MATTERS LAYING ON THE TABLE

File No: GV13.04.06

Attachments: Nil

Responsible Officer: Amanda Ivers - Coordinator Executive Support

SUMMARY

This report is being presented to Council in order for the stated matters to be formally lifted from the table prior to being dealt with at this meeting.

OFFICER'S RECOMMENDATION

THAT Council resolves that the following reports which are currently 'laying on the table', be lifted from the table to be dealt with later in this meeting:

- Closure of Coowonga Greenwaste Pad

BACKGROUND

These matters were presented at a previous Committee meeting at which time Council resolved to lay each matter on the table pending return to a future Committee meeting.

COMMENTARY

These matters are now requested to be formally lifted from the table and brought back for discussion and consideration.

8 PRESENTATION OF PETITIONS

Nil

9 QUESTIONS/STATEMENT/MOTIONS ON NOTICE FROM COUNCILLORS

Nil

10 COMMITTEE REPORTS

Nil

11 REPORTS

11.1 LIFTED - CLOSURE OF COOWONGA GREEN WASTE PAD

File No: qA77303
Attachments: Nil
Responsible Officer: Michael Kriedemann - General Manager Infrastructure
Author: Chris Hocking - Manager Water and Waste Operations

MATTER LIFTED FROM THE TABLE

This Report was resolved to lay on the table on 6 August 2024. The report will be lifted from the table at the point in which it was laid.

Is the author withdrawing the motion in its current form?

a. If YES – Is the Author presenting an alternate motion? - Amendment to date in recommendation.

b. If NO - Councillors having already spoken to/questioned the motion will not be afforded additional time.

SUMMARY

This report is associated with the closure of the Coowonga green waste pad.

OFFICER'S RECOMMENDATION

THAT the Committee recommends Council resolves to close the Coowonga green waste pad effective Friday 31st January 2025.

BACKGROUND AND ADDITIONAL INFORMATION

This matter was laid on the table at the Infrastructure Committee Meeting held on 6 August 2024 pending further consultation by Councillors with Keppel Sands and Joskeleigh residents. Councillor consultation with residents was arranged for Sunday 25 August 2024.

As part of the 2024-25 budget process, services provided by Council were reviewed and where services could be rationalised adjustments were made to the operational budget returning these savings back to Council.

At the June 25th budget review workshop Coowonga green waste pad was identified as a high-cost site to operate, costing rate payers \$110,000 per year. The site is unmanned and gate fees are not collected for the green waste. It has also been anecdotally reported that commercial operators, both operating within the Livingstone Council region and outside, are utilising the site to avoid paying gate fees for the processing of the green waste.

It is also suspected that the recent contamination of the mulch at Emu Park was a result of green waste at Coowonga (green waste from Coowonga is transported to Emu Park for processing) as Coowonga is an unmanned site and contamination is not checked on a daily basis as it is at the staffed sites. The contamination of asbestos at Emu Park cost rate payers approximately \$150,000 to rectify.

COMMENTARY

With the closure of the Coowonga green waste pad there will be an increase in travel times for the residents of Keppel Sands to take their green waste to Cawarral as it takes 5 minutes (5km) from Keppel Sands to the Coowonga green waste pad. It will now take 13 minutes (17km) from Keppel Sands to the Cawarral transfer station, which is an increase of 8 minutes (12km).

Following the Keppel Sands & Joskeleigh residents meeting held on Sunday 25th August alternative options to provide green waste collection were requested; including fencing off the

existing green waste pad and unlocking on specific days and the installation of cameras at the existing green waste pad.

At a Council waste workshop held on Tuesday 8 October 2024 the options above were considered and it was decided not to proceed with fencing or camera's due to the additional costs of delivering, maintaining and operating the site.

Council sought further options to provide the green waste service to this area. An alternative approach was presented at a Councillor workshop held on the 18th November 2024 where it was proposed to utilise a 15m³ skip bin located at the car parking area of the Mabel Edmund Park where the local residents could place their green waste inside the bins and Council would transport the green waste back to Yeppoon for processing.

A meeting was held onsite to consult with the Sandhills Community Sports and Social Club who are the lease holders to discuss the option of placing the green waste bins at this location. Representatives of the club were not in support of the green waste being located at the site raising valid concerns around security, illegal dumping and entry road maintenance. With these concerns it is not proposed to pursue this option further.

PREVIOUS DECISIONS

At the Infrastructure Committee meeting held on 6 August 2024, the Committee resolved to:

That pursuant to s2.18.1(d) and s2.18.11 of Livingstone Shire Council's Meeting Procedures Policy the matter lay on the table pending further consultation (covering all options) with the Keppel Sands & Joskeleigh residents to be held at the earliest opportunity to return to a future Standing Committee.

ACCESS AND INCLUSION

N/A

ENGAGEMENT AND CONSULTATION

Councillor consultation with residents was arranged for Sunday 25 August 2024.

Council communications, waste officers and Councillors undertook an information campaign and arranged a site meeting to discuss with residents of Keppel Sands the decision to close the Coowonga green waste pad.

Councillor waste workshops have been held on the 8th October 2024 and 18th of November 2024.

Meeting onsite with Cr Watson, Manager Water and Waste Operations and representatives of the Sandhills Community Sports and Social Club 19th November 2024.

HUMAN RIGHTS IMPLICATIONS

N/A

BUDGET IMPLICATIONS

Reduced operational expenditure for the Coowonga green waste from \$110,000 to \$70,000 (50% of \$110,000 for two quarters of operations plus \$15,000 provision for site closure in the 2024/25 financial year. Reduction of \$110,000 from the operational budget in future years.

LEGISLATIVE CONTEXT

Waste Reduction and Recycling Act 2011

LEGAL IMPLICATIONS

As part of the clearance to commence mulching activities at Emu Park transfer station after the asbestos contamination the Department of Environment, Science & Innovation have included in their conditions the requirement to shut down the unmanned green waste pad at Coowonga due to high risk of contamination.

STAFFING IMPLICATIONS

No change to staffing as a result of this proposal.

RISK ASSESSMENT

There is an increased risk of illegal dumping of green waste due to the closure. However, this is considered a low risk due to the vast majority of residents who will do the right thing and not be tempted to illegally dump their waste.

CORPORATE PLAN REFERENCE

Natural Livingstone

Community Plan Goal 3.1 - Enhanced reuse and recycling of resources

3.1.1 Enable and support sustainable waste management technologies, services and facilities which provide innovative and compliant solutions to reduce the environmental impacts of Council's waste collection and resource recovery operations.

CONCLUSION

The closure of the Coowonga green waste pad will generate savings to the rate payers of Livingstone Shire Council and reduce risk of contamination of green waste.

11.2 LOCAL GOVERNMENT INFRASTRUCTURE PLAN (5 YEAR REVIEW) AND PLANNING SCHEME AMENDMENT

File No:	LU18.3.5 and 21-026
Attachments:	1. Appointed Reviewer Statement - Livingstone Shire Council Local Government Infrastructure Plan (LGIP) Amendment ↓
Responsible Officer:	Greg Abbotts - Manager Development and Environment Sean Fallis - Manager Engineering Services Michael Kriedemann - General Manager Infrastructure
Author:	Melissa Warwick - Principal Strategic Planner Liam Saxby - Strategic Planning Officer

SUMMARY

Under section 25 (3) of the Planning Act 2016, Council must review its Local Government Infrastructure Plan within 5 years of its inclusion into a planning scheme. The Livingstone Planning Scheme 2018 commenced on 1 May 2018, with the Local Government Infrastructure Plan (LGIP) incorporated via an amendment on 25 June 2018.

The required 5-year review commenced in 2022 pursuant to the Minister's Guidelines and Rules (MGR). The review has been completed. In considering the accuracy, currency and relevance of the adopted Local Government Infrastructure Plan, amendments are required.

OFFICER'S RECOMMENDATION

THAT the Committee recommends that council resolves to:

1. Make a Local Government Infrastructure Plan amendment in accordance with *Part 3 of Chapter 5 of the Ministers Guidelines and Rules* following the completion of the 5 year review of the Livingstone Local Government Infrastructure Plan in accordance with *section 25 (3) of the Planning Act 2016*; and
2. Write to the Minister requesting a state review of the proposed Local Government Infrastructure Plan (LGIP) amendment.

BACKGROUND

Council's LGIP was incorporated into the Livingstone Planning Scheme on 25 June 2018.

The LGIP is an integral component of a planning scheme. It identifies the shared development infrastructure necessary to service future development. Having an LGIP allows Council to levy infrastructure charges and apply conditions for the provision of trunk infrastructure as part of development.

The purpose of a LGIP is to:

- (1) integrate infrastructure planning with the land use planning identified in the planning scheme;
- (2) provide transparency regarding a local government's intentions for the provision of trunk infrastructure;
- (3) enable a local government to estimate the cost of infrastructure provision to assist its long term financial planning;
- (4) ensure that trunk infrastructure is planned and provided in an efficient and orderly manner; and
- (5) provide a basis for the imposition of conditions about infrastructure on development approvals.

In accordance with *the Planning Act 2016*, Council is required to review its LGIP within 5 years of it being included in the planning scheme, or since its last review.

The LGIP review commenced in mid 2022. Council engaged *Pie Solutions* as an appointed reviewer to support Council in preparing a new LGIP and Adopted Infrastructure Charges Resolution (AICR). *Pie Solutions* worked with council officers to guide the review. It is a requirement of the Queensland Government that an appointed reviewer be engaged to assist councils in the review of their LGIP.

Based on work undertaken, the review has identified the need for Council to amend the LGIP. An LGIP amendment as described in the Minister's Guidelines and Rules, means an amendment to the planning scheme. The proposed amendments will be undertaken in accordance with the requirements of the *Planning Act 2016 and Chapter 5, Part 2 of the Minister's Guidelines and Rules (MGR)*.

COMMENTARY

Finalisation of the LGIP review, confirmed the need for Council to prepare a LGIP amendment to ensure continued accuracy, currency, and relevance of the LGIP into the future. The amendment process includes the following steps:

1. Council resolves to make an LGIP amendment (amendment);
2. Council prepares a proposed amendment in accordance with the MGR and in consultation with the Department of Transport and Main Roads (DTMR);
3. Council contracts an appointed reviewer to conduct a first compliance check of the proposed LGIP review (already completed);
4. After receiving written statement from the appointed reviewer confirming that the proposed amendment complies with the MGR, Council sends the proposed amendment and supporting material to the Minister requesting a review of the proposed amendment (this resolution);
5. The Minister considers the proposed LGIP amendment, and, when satisfied that the proposed amendment is appropriate, advises council to proceed to public consultation;
6. Public consultation is undertaken for at least 15 business days;
7. Council considers any submissions received, and decides whether or not to make changes to the proposed amendment in response to the submissions;
8. Council sends the proposed amendment and supporting information to the Minister for consideration;
9. The Minister considers the proposed amendment and, when satisfies that the propose amendment is appropriate, advises that council may adopt the proposed amendment; and
10. Council decides whether to adopt the proposed amendment, advises the state and includes the updated documents on its website.

PREVIOUS DECISIONS

There are no previous decisions.

ACCESS AND INCLUSION

The process required to be completed regarding reviewing and amendments to a LGIP is legislated by the Queensland Government. There are no perceived access and inclusion implications.

ENGAGEMENT AND CONSULTATION

The amendment to the Livingstone LGIP is a planning scheme amendment. Council must comply with the MGR includes public consultation for a period of at least fifteen (15) business days. Following the state review council will be notified when consultation can commence.

HUMAN RIGHTS IMPLICATIONS

The process required to be completed regarding reviewing and amendments to a LGIP is legislated by the Queensland Government. There are no perceived Human Rights implications.

BUDGET IMPLICATIONS

The LGIP 5 year review priority project has been allocated budget since 2022. In addition to funding an external appointed reviewer, the growth Management team have also allotted funds for any costs associated with the scheme amendment process.

The Schedule of Works financial model, which forms part of the work undertaken, assists with aligning councils asset management.

LEGISLATIVE CONTEXT

The requirement for the 5 year review the Livingstone LGIP is a process under *the Planning Act 2016*. In addition, the process and requirements of the review and planning scheme amendments must comply with relevant chapters of the MGR.

LEGAL IMPLICATIONS

There are no known legal implications.

STAFFING IMPLICATIONS

There are various teams across council who have contributed to this priority project. Project management of the review has been undertaken by both the Infrastructure and Communities portfolios. A review of the financial implications of the Schedule of Works model (SOW) for planned trunk infrastructure was undertaken by the Chief Financial Officer.

Review and monitoring of the delivery and need for trunk infrastructure is an ongoing process with council responsible for resourcing appropriate staffing levels to ensure council plans are accurate, current and relevant.

RISK ASSESSMENT

There is a requirement to review this plan and the review has been undertaken in accordance with known legislative requirements. Risks not undertaking the 5-year review is that the LGIP is not accurate, current, and relevant.

CORPORATE PLAN REFERENCE

Future Livingstone

Community Plan Goal 5.1 - Balanced environmental and development outcomes

5.1.1 Maintain a clear and comprehensive planning vision for the region.

The review of the Local Government Infrastructure Plan and subsequent amendments reinforce the commitment of council to trunk infrastructure networks to cater for growth in the local government area.

CONCLUSION

In accordance with the *section 25(3) of the Planning Act 2016*, council must review an LGIP in its planning scheme within 5 years of adoption. This review has been completed.

Based on the review undertaken regarding the accuracy, currency, and relevance of the current LGIP, it is recommended that council decides to commence the process for an LGIP amendment in accordance with the Ministers Guidelines and Rules.

The local government must inform the state government of the resolution regarding the 5-year review within 20 business days.

11.2 - LOCAL GOVERNMENT INFRASTRUCTURE PLAN (5 YEAR REVIEW) AND PLANNING SCHEME AMENDMENT

Appointed Reviewer Statement - Livingstone Shire Council Local Government Infrastructure Plan (LGIP) Amendment

Meeting Date: 3 December 2024

Attachment No: 1

Appointed reviewer statement template

Approved form MGR5.2 under the Planning Act 2016

Compliance check of Livingstone Shire Council local government
infrastructure plan

Prepared by: PIE Solutions Pty Ltd

Version	Date	Reviewer name and signature
Final	19/11/2024	Jason Miller
		

Introduction

PIE Solutions has been engaged by Livingstone Shire Council (Council) to undertake a compliance check of its proposed amendment of the current Local Government Infrastructure Plan (LGIP) in accordance with the statutory guidelines.

PIE Solutions is required to:

- (1) evaluate whether a proposed LGIP or amendment complies with the requirements outlined under the *Planning Act 2016* and the Minister's Guidelines and Rules, including:
 - (a) the SOW model requirements in Schedule 7 of the Guideline and Rules;
 - (b) the LGIP template;
 - (c) the approved form MGR5.1 – LGIP Review Checklist; and
- (2) comply with the fundamental ethical principles of integrity, objectivity, professional competence, due care and professional behaviour when reviewing the LGIP; and
- (3) provide a written statement and the completed checklist to the local government detailing the findings of the compliance check.

Scope exclusions

The following items are outside the scope of this review:

- A verification of the accuracy of individual inputs used in the preparation of an LGIP.
- A review of the local government's Long Term Financial Forecast (LTFF) or asset management plan (AMP) other than to determine the extent of their alignment with the LGIP.

Background

Council adopted the current LGIP 19 June 2018, forming Part 4 and Schedule 3 of the Livingstone Planning Scheme 2018 (Version 3). The LGIP outlines Council's plans for trunk infrastructure required to support future urban development, ensuring services are delivered at the desired standard in a coordinated, efficient, and financially sustainable manner.

In 2024, the current LGIP underwent an LGIP Review, conducted by Livingstone Shire Council, in accordance with section 25(3) of the *Planning Act 2016*. The key outcomes of the LGIP Review included:

- **Planning assumptions:**
The projections of residential and non-residential development are not accurate, current or relevant and require revision.
- **Network planning:**
The future trunk infrastructure items are no longer accurate, current or relevant and require revision to align with the latest network planning.
- **Priority Infrastructure Area:**
The Priority Infrastructure Area does not include areas of existing approved urban development and may not be adequate to accommodate a further 10-15 years of urban growth.

In 2022, Council engaged PIE Solutions to assist it prepare an LGIP amendment. Following completion of the network planning, drafting of the LGIP amendment was finalised in November 2024.

On 14 November 2024, Council sent the proposed LGIP amendment and LGIP Review Checklist to PIE Solutions to undertake a compliance check in accordance with the Ministers Guidelines and Rules.

This report summarises the outcomes of the compliance check and has been prepared in accordance with the requirements of the Minister's Guidelines and Rules.

Compliance check process

The process used for the compliance check is as follows:

Stage	Description
Engaged	<ul style="list-style-type: none"> PIE Solutions were engaged by Council in February 2022 to assist with the preparation of an LGIP amendment. As part of the engagement, PIE Solutions were required to undertake a compliance check of the proposed LGIP amendment.
Review	<ul style="list-style-type: none"> PIE Solutions was requested to undertake a compliance check of the proposed LGIP amendment on 14 November 2024.
Written statement	<ul style="list-style-type: none"> PIE Solutions completed the compliance check on 18 November 2024.

The following local government personnel were involved in the compliance check:

Name	Title	Date of discussion (s)	Scope of discussion
Liam Saxby	Strategic Planning Officer	Numerous meetings during preparation of the LGIP amendment and during the compliance check.	<ul style="list-style-type: none"> All aspects of the LGIP amendment were discussed. Public Parks and land for community facilities aspects of the LGIP amendment were discussed.
Melissa Warwick	Principal Strategic Planner	Numerous meetings during preparation of the LGIP amendment and during the compliance check.	<ul style="list-style-type: none"> All aspects of the LGIP amendment were discussed.
Sean Fallis	Manager Engineering Services	Numerous meetings during preparation of the LGIP amendment and during the compliance check.	<ul style="list-style-type: none"> All aspects of the LGIP amendment were discussed.
Chris Wright	Infrastructure Planning Engineer	Numerous meetings during preparation of the LGIP amendment.	<ul style="list-style-type: none"> Water supply and sewerage aspects of the LGIP amendment were discussed.
Jake Taylor	Principal Transport Engineer	Numerous meetings during preparation of the LGIP amendment.	<ul style="list-style-type: none"> Transport aspects of the LGIP amendment were discussed.
Matthew Wilson	Asset Engineer	Numerous meetings during preparation of the LGIP amendment.	<ul style="list-style-type: none"> Preparation of the existing trunk infrastructure information and asset values were discussed.

Compliance check methodology

As stated in the Ministers Guidelines and Rules, PIE Solutions must comply with the fundamental ethical principles of integrity, objectivity, professional competence, due care and professional behaviour when undertaking the compliance check, and must—

- consider whether the proposed LGIP amendment complies with and addresses the requirements of Part 6 of the Ministers Guidelines and Rules;
- consider whether the proposed LGIP amendment is consistent with the regulated requirements;
- evaluate whether each requirement in the Review checklist has been complied with; and
- complete the Review checklist.

Compliance check findings

PIE Solutions compliance check found that the format and content of the LGIP amendment complies with the LGIP template, LGIP checklist and Ministers Guidelines and Rules. A copy of the completed LGIP Review Checklist has been included as **Appendix A**.

The Council have undertaken consultation with the relevant state agency responsible for transport matters. This is confirmed by an email provided by a representative of the Department of Transport and Main Roads (TMR) dated 11 November 2024. Council has altered the proposed LGIP amendment to accommodate the TMR recommendations where practical. The response to the TMR comments is considered satisfactory.

Conclusions

The LGIP amendment complies with:

- The LGIP template and the requirements of the Ministers Guidelines and Rules. This includes the structure and content of the LGIP document including the planning and demand assumptions, priority infrastructure area, desired standards of service, plans for trunk infrastructure, and schedules of work; and
- The Ministers Guidelines and Rules – in relation to the process for preparing the LGIP.

Recommendations

PIE Solutions recommends to Council that the LGIP amendment should proceed unchanged.

Recommended conditions to be imposed

There are no conditions to be imposed.

Appendix A – Completed LGIP Review Checklist

LGIP review checklist – Livingstone Shire Council, Review of Draft Local Government Infrastructure Plan Version 2 (LGIP V2) – To Accompany an LGIP Amendment
 Approved form MGR5.1 under the Planning Act 2016

Review principles:

- A reference in the checklist to the LGIP is taken to include a relevant reference to the *Planning Act 2016* and chapter 5 of the Minister's Guidelines and Rules.
- Terms in this checklist that are defined in the *Planning Act 2016* or the Minister's Guidelines and Rules.

The checklist must not be taken to cover all requirements of the *Planning Act 2016* and the Minister's Guidelines and Rules. Local governments must still have regard to the requirements as set out in the *Planning Act 2016* and the Minister's Guidelines and Rules when preparing or amending an LGIP.

Local government infrastructure plan (LGIP) checklist				To be completed by local government		To be completed by appointed reviewer			
LGIP outcome	LGIP component	Number	Requirement	Requirement met (yes/no)	Local government comments	Compliant (yes/no)	Justification	Corrective action description	Recommendation
The LGIP is consistent with the legislation for LGIPs and the Minister's Guidelines and Rules	All	1.	The LGIP sections are ordered in accordance with the LGIP template.	Yes	The Draft LGIPV2 sections are ordered in a manner consistent with the LGIP template.	Yes	The LGIP sections are generally ordered according to the LGIP template, with the exception that the extrinsic material section has been relocated to a standalone section (Section 4.6) in the LGIP. This minor adjustment does not affect the useability or completeness of the LGIP.	N/A	The LGIP amendment may proceed.
		2.	The LGIP sections are correctly located in the planning scheme.	Yes	The Draft LGIPV2 sections are correctly located in Part 4 and Schedule 3 of the Livingstone Planning Scheme 2018.	Yes	The LGIP sections are correctly located in the Livingstone Planning Scheme 2018.	N/A	The LGIP amendment may proceed.
		3.	The content and text complies with the mandatory components of the LGIP template.	Yes	The content and text of the Draft LGIPV2 comply with mandatory components of the LGIP template.	Yes	The LGIP content and text complies with the mandatory components of the LGIP template.	N/A	The LGIP amendment may proceed.
		4.	Text references to numbered paragraphs, tables and maps are correct.	Yes	Text references to numbered paragraphs, tables and maps are correct.	Yes	Text references to numbered paragraphs, tables and maps are correct.	N/A	The LGIP amendment may proceed.
	Definitions	5.	Additional definitions do not conflict with statutory requirements.	Yes	There are no conflicts with statutory requirements.	Yes	No additional definitions are proposed that conflict with statutory requirements.	N/A	The LGIP amendment may proceed.
	Preliminary section	6.	The drafting of the Preliminary section is consistent with the LGIP template.	Yes	There are no conflicts with the LGIP template.	Yes	The preliminary section is generally consistent with the LGIP template, with one exception: instead of the template's 'Editor's note – Extrinsic material,' the LGIP references a new Section 4.6 to better reference the extrinsic materials used in its preparation. This minor adjustment does not alter the useability or completeness of the LGIP.	N/A	The LGIP amendment may proceed.
		7.	All five trunk networks are included in the LGIP. (If not, which of the networks are excluded and why have they been excluded?)	No	A review of the current LGIPV1 identified that a more robust body of work is needed to support the inclusion of plans for trunk infrastructure for the stormwater network. Many currently identified stormwater network items are natural drainage features which can be removed from the LGIP without detriment to the	No	The stormwater network has been excluded from the LGIP on the basis that Council has not undertaken sufficient work to identify whether the provision of shared (trunk) stormwater infrastructure is hydraulically feasible or financially viable.	N/A	The LGIP amendment may proceed.

Review principles:

- A reference in the checklist to the LGIP is taken to include a relevant reference to the *Planning Act 2016* and chapter 5 of the Minister's Guidelines and Rules.
- Terms in this checklist that are defined in the *Planning Act 2016* or the Minister's Guidelines and Rules.

The checklist must not be taken to cover all requirements of the *Planning Act 2016* and the Minister's Guidelines and Rules. Local governments must still have regard to the requirements as set out in the *Planning Act 2016* and the Minister's Guidelines and Rules when preparing or amending an LGIP.

Local government infrastructure plan (LGIP) checklist				To be completed by local government		To be completed by appointed reviewer			
LGIP outcome	LGIP component	Number	Requirement	Requirement met (yes/no)	Local government comments	Compliant (yes/no)	Justification	Corrective action description	Recommendation
					<p>suitable functioning of the stormwater management system.</p> <p>Trunk infrastructure networks for Transport, Sewerage, Water Supply, and Parks and Land for Community Facilities are included in the Draft LGIPV2. A review of these networks highlighted that amendments to the Plans for Trunk Infrastructure and the Schedule of Work for the LGIP should be undertaken so that the LGIP remains accurate, current, and relevant.</p>		The existing stormwater network is almost entirely comprised of natural drainage features. Not having these features identified in the LGIP and under future LSC control will have little or nil impact on development. It is accepted that LSC needs to undertake further strategic planning before it can determine whether to plan for a comprehensive trunk stormwater network. The <i>Planning Act 2016</i> and <i>Ministers Guidelines and Rules</i> does not require all networks to be included in the LGIP. Sufficient basis has been provided to exclude the network from this LGIP amendment.		
	Planning assumptions - structure	8.	The drafting of the Planning assumptions section is consistent with the LGIP template.	Yes	The planning assumptions section of the Draft LGIPV2 is consistent with the LGIP template.	Yes	The planning assumptions section is consistent with the LGIP template, with the exception of a new clause that refers to the extrinsic material (Section 4.6) as providing further clarity on the methodology used to prepare the development projections and other assumptions. This minor adjustment does not alter the useability or completeness of the LGIP.	N/A	The LGIP amendment may proceed.
		9.	All the projection areas listed in the tables of projections are shown on the relevant maps and vice versa.	Yes	<p>The Draft LGIPV2 contains new Statistical Area Level 2 projection areas. This provides better alignment with State and Federal Government agencies for collecting data and making population projections.</p> <p>The new SA2 projection areas include the following: SA2 - Emu Park, SA2 - Glenlee - Rockyview, SA2 - Rockhampton Surrounds (East), SA2 - Rockhampton Surrounds (North), SA2 - Shoalwater Bay, and SA2 - Yeppoon.</p>	Yes	All the projections areas listed in the tables of projections are shown on the relevant maps and vice versa.	N/A	The LGIP amendment may proceed.

Review principles:

- A reference in the checklist to the LGIP is taken to include a relevant reference to the *Planning Act 2016* and chapter 5 of the Minister's Guidelines and Rules.
- Terms in this checklist that are defined in the *Planning Act 2016* or the Minister's Guidelines and Rules.

The checklist must not be taken to cover all requirements of the *Planning Act 2016* and the Minister's Guidelines and Rules. Local governments must still have regard to the requirements as set out in the *Planning Act 2016* and the Minister's Guidelines and Rules when preparing or amending an LGIP.

Local government infrastructure plan (LGIP) checklist				To be completed by local government		To be completed by appointed reviewer			
LGIP outcome	LGIP component	Number	Requirement	Requirement met (yes/no)	Local government comments	Compliant (yes/no)	Justification	Corrective action description	Recommendation
					The Draft LGIPV2 contains new maps which show all projection areas along with planning scheme zones and PIA boundaries.				
		10.	All the service catchments listed in the tables of projected infrastructure demand are identified on the relevant plans for trunk infrastructure (PFTI) maps and vice versa.	Yes	<p>The Draft LGIPV2 identifies service catchments that are listed in tables of projected infrastructure demand in Schedule 3. The service catchments are also shown on plans for trunk infrastructure maps.</p> <p>Following review of the LGIP, it was identified that the current service catchments should be replaced by new service catchments. The new service catchments are more suitable due to alignment with recently undertaken infrastructure planning work.</p>	Yes	All the service catchments listed in the tables of projected infrastructure demand are identified on the relevant PFTI maps and vice versa.	N/A	The LGIP amendment may proceed.
	Planning assumptions - methodology	11.	The population and dwelling projections are based on those prepared by the Queensland Government Statistician (as available at the time of preparation) and refined to reflect development trends in the local government area.	Yes	<p>The Draft LGIPV2 uses population projections based on medium series population projections prepared by the Queensland Government Statisticians Office with a new base date of the year 2021.</p> <p>Dwelling projections have been updated with consideration given to the updated population projections and trends in the local government area. Consideration has been given to census information about dwelling mixture and household size in the local government area.</p> <p>Specific details are contained within the document titled Livingstone Shire Council Local Government Infrastructure Plan Planning Assumptions Report 2023.</p>	Yes	<p>The population projections are based on medium series population projections prepared by the Queensland Government Statisticians Office.</p> <p>Dwelling projections are based on updated population projections and trends in the local government area. Consideration has been given to census information about dwelling mixture and household size in the local government area.</p> <p>Specific details are provided in the Extrinsic Material Report <i>Livingstone Shire Council Local Government Infrastructure Plan Planning Assumptions Report 2023</i>.</p>	N/A	The LGIP amendment may proceed.
		12.	The employment and non-residential development projections align with the available economic development studies, other reports about employment or historical rates for the area.	Yes	The Draft LGIPV2 uses employment and non-residential development projections that have been updated after consideration of historical rates used for the current adopted LGIP, information from the Australian Bureau of Statistics and Queensland Government Statisticians Office, and information sourced from the Livingstone Shire	Yes	The employment and non-residential development projections have been prepared having regard to available economic development studies, other reports about employment or historical rates for the area.	N/A	The LGIP amendment may proceed.

Review principles:

- A reference in the checklist to the LGIP is taken to include a relevant reference to the *Planning Act 2016* and chapter 5 of the Minister's Guidelines and Rules.
- Terms in this checklist that are defined in the *Planning Act 2016* or the Minister's Guidelines and Rules.

The checklist must not be taken to cover all requirements of the *Planning Act 2016* and the Minister's Guidelines and Rules. Local governments must still have regard to the requirements as set out in the *Planning Act 2016* and the Minister's Guidelines and Rules when preparing or amending an LGIP.

Local government infrastructure plan (LGIP) checklist				To be completed by local government		To be completed by appointed reviewer			
LGIP outcome	LGIP component	Number	Requirement	Requirement met (yes/no)	Local government comments	Compliant (yes/no)	Justification	Corrective action description	Recommendation
					<p>Council Economic Profile as compiled by Informed Decisions.</p> <p>Specific details are contained within the document titled Livingstone Shire Council Local Government Infrastructure Plan Planning Assumptions Report 2023.</p>		<p>The projections align with these studies and reports.</p> <p>Specific details are provided in the Extrinsic Material Report <i>Livingstone Shire Council Local Government Infrastructure Plan Planning Assumptions Report 2023</i>.</p>		
		13.	The developable area excludes all areas affected by absolute constraints such as steep slopes, conservation and flooding.	Yes	<p>The Draft LGIPV2 was prepared after considering updated planning assumptions. Livingstone Shire Council prepared an updated Planning Assumptions Model (LSC PAM2021) to assist with ongoing infrastructure planning and the review of the current LGIPV1. Assumptions about 'developable area' are included in the LSC PAM2021 for each parcel in the local government area. The LSC PAM2021 takes into account constraints (including absolute constraints) identified in the Livingstone Planning Scheme 2018 and based on other information at hand.</p> <p>Details regarding the methodology used to determine 'developable area' are included in Section 4.3.2 Development Constraint Analysis and Assumptions as contained within the document titled Livingstone Shire Council Local Government Infrastructure Plan Planning Assumptions Report 2023.</p>	Yes	<p>The developable area excludes all areas affected by absolute constraints referenced in the planning scheme codes. This is confirmed by a footnote included in the LGIP.</p> <p>Specific details of the constraints are provided in the Extrinsic Material Report <i>Livingstone Shire Council Local Government Infrastructure Plan Planning Assumptions Report 2023</i>.</p>	N/A	The LGIP amendment may proceed.
		14.	The planned densities reflect realistic levels and types of development having regard to the planning scheme provisions and current development trends.	Yes	<p>The Draft LGIPV2 was prepared after considering updated planning assumptions. Livingstone Shire Council prepared an updated Planning Assumptions Model (LSC PAM2021) to assist with ongoing infrastructure planning and the review of the current LGIPV1. Planned development densities are realistic. The LSC PAM 2021 considered the content of the Livingstone Planning Scheme 2018, development approvals, and other historic and current development trends in the local government area.</p> <p>Details regarding 'planned densities' are included in Section 4.3.3 Development Density Analysis and Assumptions as</p>	Yes	<p>The planned densities stated in Table SC3.1.3 reflect realistic yields having regard to the planning scheme provisions and current development trends. These planned densities and yields have been used to prepare the planning assumptions.</p> <p>Specific details about the planned densities are provided in the Extrinsic Material Report <i>Livingstone Shire Council Local Government Infrastructure Plan Planning Assumptions Report 2023</i>.</p>	N/A	The LGIP amendment may proceed.

Review principles:

- A reference in the checklist to the LGIP is taken to include a relevant reference to the *Planning Act 2016* and chapter 5 of the Minister's Guidelines and Rules.
- Terms in this checklist that are defined in the *Planning Act 2016* or the Minister's Guidelines and Rules.

The checklist must not be taken to cover all requirements of the *Planning Act 2016* and the Minister's Guidelines and Rules. Local governments must still have regard to the requirements as set out in the *Planning Act 2016* and the Minister's Guidelines and Rules when preparing or amending an LGIP.

Local government infrastructure plan (LGIP) checklist				To be completed by local government		To be completed by appointed reviewer			
LGIP outcome	LGIP component	Number	Requirement	Requirement met (yes/no)	Local government comments	Compliant (yes/no)	Justification	Corrective action description	Recommendation
					contained within the document titled Livingstone Shire Council Local Government Infrastructure Plan Planning Assumptions Report 2023.				
		15.	The planned densities account for land required for local roads and other infrastructure.	Yes	<p>The Draft LGIPV2 was prepared after considering updated planning assumptions contained within the LSC PAM2021. The planned development densities included in the LSC PAM2021 were derived after accounting for land required for roads, stormwater management and parks.</p> <p>Details about the assumptions regarding land required for local roads and other infrastructure is contained in Section 4.3.2.2 of the document titled Livingstone Shire Council Local Government Infrastructure Plan Planning Assumptions Report 2023.</p>	Yes	<p>The planned densities stated in Table SC3.1.3 account for land required for local roads and other infrastructure and are considered suitable for calculating realistic yields.</p> <p>Specific details about the planned densities are provided in the Extrinsic Material Report <i>Livingstone Shire Council Local Government Infrastructure Plan Planning Assumptions Report 2023</i>.</p>	N/A	The LGIP amendment may proceed.
		16.	The population and employment projection tables identify "ultimate development" in accordance with the defined term.	Yes	The Draft LGIPV2 contains population and employment projections tables which identify 'ultimate development' in in accordance with the defined term.	Yes	<p>Ultimate development has been calculated having regard to the density of development that can be achieved using the relevant planning scheme provisions.</p> <p>Population and employment projections have been provided for ultimate development in accordance with the defined term stated in the Queensland Planning Provisions.</p>	N/A	The LGIP amendment may proceed.
		17.	Based on the information in the projection tables and other available material, it is possible to verify the remaining capacity to accommodate growth, for each projection area.	Yes	Information in the projection tables of the Draft LGIPV2 and other available material (including the Livingstone Shire Council Geographic Information System based PAM) enable verification of the remaining capacity to accommodate growth in each projection area over different time periods.	Yes	The remaining capacity within projection areas to accommodate growth beyond the 2036 planning horizon can be calculated using the projections of growth undertaken for ultimate development.	N/A	The LGIP amendment may proceed.
		18.	The determination of planning assumptions about the type, scale, timing and location of development, reflect an efficient, sequential pattern of development.	Yes	<p>Livingstone Shire Council prepared an updated Planning Assumptions Model (LSC PAM2021) to assist with ongoing infrastructure planning and the review of the current LGIPV1.</p> <p>Inputs into the LSC PAM2021 (particularly the assumptions about the type, scale, timing and location of development) are identified in the</p>	Yes	The planning assumptions identify future growth in areas that are in close proximity to existing urban development and infrastructure. This is more likely to result in an efficient and sequential pattern of growth. The type, scale, timing and location of	N/A	The LGIP amendment may proceed.

Review principles:

- A reference in the checklist to the LGIP is taken to include a relevant reference to the *Planning Act 2016* and chapter 5 of the Minister's Guidelines and Rules.
- Terms in this checklist that are defined in the *Planning Act 2016* or the Minister's Guidelines and Rules.

The checklist must not be taken to cover all requirements of the *Planning Act 2016* and the Minister's Guidelines and Rules. Local governments must still have regard to the requirements as set out in the *Planning Act 2016* and the Minister's Guidelines and Rules when preparing or amending an LGIP.

Local government infrastructure plan (LGIP) checklist				To be completed by local government		To be completed by appointed reviewer			
LGIP outcome	LGIP component	Number	Requirement	Requirement met (yes/no)	Local government comments	Compliant (yes/no)	Justification	Corrective action description	Recommendation
					document titled Livingstone Shire Council Local Government Infrastructure Plan Planning Assumptions Report 2023. The Planning Assumptions Report 2023 highlights that to reflect an efficient and sequential pattern of development, it was assumed that most forecast growth occurs within urban zones adopted in the current planning scheme in combination with premises that are the subject of development approvals within their currency period. It is reasonable to assume that growth occurs in accordance with the adopted planning scheme settlement pattern and at locations where infrastructure and services can predominantly be provided in a relatively efficient and cost-effective manner compared to other non-urban locations.		development is documented in the Extrinsic Material Report <i>Livingstone Shire Council Local Government Infrastructure Plan Planning Assumptions Report 2023</i> .		
		19.	The relevant state agency for transport matters and the distributor-retailer responsible for providing water and wastewater services for the area (if applicable), has been consulted in the preparation of the LGIP (What was the outcome of the consultation?)	Yes	The Department of Transport and Main Roads (DTMR) has been consulted during the preparation of the Draft LGIPV2: • 9 March 2023 and 16 May 2023 – LSC Principal Transport Engineer correspondence with DTMR (Translink) • 12 September 2024 – LSC Principal Transport Engineer and LSC Strategic Planning Officer correspondence with DTMR representatives regarding Draft PFTI for Transport Network • 11 October 2024 - Letter requesting that Department of Transport and Main Roads review and provide formal comment on LSC updated plans for trunk infrastructure • 11 November 2024 – Phone discussion between LSC Strategic Planning Officer and DTMR Fitzroy District Principal Engineer • 11 November 2024 – Email correspondence received from DTMR Fitzroy District Principal Engineer – preliminary review commentary • 11 November 2024 – Email correspondence received from DTMR Fitzroy District Director – review process acknowledgement.	Yes	The Department of Transport and Main Roads (DTMR) has been consulted throughout the preparation of the LGIP, with multiple interactions between Council's Principal Transport Engineer and DTMR representatives in March, May, September, October, and November 2024. On 11 November 2024, DTMR provided preliminary review comments on the Draft LGIP via email. These comments resulted in Council making adjustments to the Transport Network Schedule of Works, particularly regarding references to 'potential state-funded projects' associated with the State-Controlled Road Network, which have not yet been committed to. While these changes have been incorporated, other comments raised in the	N/A	The LGIP amendment may proceed.

Review principles:

- A reference in the checklist to the LGIP is taken to include a relevant reference to the *Planning Act 2016* and chapter 5 of the Minister's Guidelines and Rules.
- Terms in this checklist that are defined in the *Planning Act 2016* or the Minister's Guidelines and Rules.

The checklist must not be taken to cover all requirements of the *Planning Act 2016* and the Minister's Guidelines and Rules. Local governments must still have regard to the requirements as set out in the *Planning Act 2016* and the Minister's Guidelines and Rules when preparing or amending an LGIP.

Local government infrastructure plan (LGIP) checklist				To be completed by local government		To be completed by appointed reviewer			
LGIP outcome	LGIP component	Number	Requirement	Requirement met (yes/no)	Local government comments	Compliant (yes/no)	Justification	Corrective action description	Recommendation
					To date consultation has resulted in LSC making adjustments to the Transport Network PFTI Schedule of Works in relation to references to identified 'potential state funded projects' which are associated with the State Controlled Road Network, and which have not yet been committed to. LSC is committed to ongoing discussion and will aim to provide information to clarify some of the general LGIP and PIA boundary related queries received. LSC is committed to ongoing review and refinement of its planning assumptions and modelling.		email will not be actioned as part of this LGIP. Council has advised that some of the comments will be considered for inclusion in future LGIP updates. No distributor-retailers are relevant to this LGA.		
	Planning assumptions - demand	20.	The infrastructure demand projections are based on the projections of population and employment growth.	Yes	The Draft LGIPV2 contains updated infrastructure demand projections which are based on updated projections of population and employment growth.	Yes	The infrastructure demand projections have been calculated by converting projections of population and employment growth in the LGIP into demand using conversion rates. The conversion rates for each network are stated in the Extrinsic Material Reports.	N/A	The LGIP amendment may proceed.
		21.	The infrastructure units of demand align with those identified in the Minister's Guidelines and Rules, or where alternative demand units are used, their numerical relationship to the standard units of demand is identified and explained.	Yes	The Draft LGIPV2 contains updated infrastructure demand assumptions. The infrastructure demand assumptions are expressed in demand units that remain in alignment with the demand units identified in the Minister's Guidelines and Rules.	Yes	The infrastructure units of demand align with those outlined in the Minister's Guidelines and Rules, however an alternative unit of demand has been applied to the public parks and land for community facilities network. The chosen unit of demand unit provide a more accurate reflection of the planning methodology used to undertake planning for the public parks network. The proposed units of demand are clearly expressed, easily identifiable, and fully explained in the Trunk Infrastructure Network LGIP Extrinsic Material Reports.	N/A	The LGIP amendment may proceed.
		22.	The demand generation rates align with accepted rates and/or historical data.	Yes	The Draft LGIPV2 contains infrastructure demand generation rates which align with in-house data, and with accepted rates and/or historical data for the Livingstone Shire local government area	Yes	The demand generation rates have been prepared in consultation with Council's engineers and with reference to industry standards and historical	N/A	The LGIP amendment may proceed.

Review principles:

- A reference in the checklist to the LGIP is taken to include a relevant reference to the *Planning Act 2016* and chapter 5 of the Minister's Guidelines and Rules.
- Terms in this checklist that are defined in the *Planning Act 2016* or the Minister's Guidelines and Rules.

The checklist must not be taken to cover all requirements of the *Planning Act 2016* and the Minister's Guidelines and Rules. Local governments must still have regard to the requirements as set out in the *Planning Act 2016* and the Minister's Guidelines and Rules when preparing or amending an LGIP.

Local government infrastructure plan (LGIP) checklist				To be completed by local government		To be completed by appointed reviewer			
LGIP outcome	LGIP component	Number	Requirement	Requirement met (yes/no)	Local government comments	Compliant (yes/no)	Justification	Corrective action description	Recommendation
					and other local government areas in Central Queensland.		data. This approach is considered acceptable. The demand generation rates are listed and explained in the LGIP Extrinsic Material Report for each network.		
		23.	The service catchments used for infrastructure demand projections are identified on relevant PFTI maps and demand tables.	Yes	The Draft LGIPV2 contains updated service catchments. The service catchments are identified on updated PFTI maps and in updated demand tables.	Yes	The service catchments used for infrastructure demand projections are identified on relevant PFTI maps and demand tables.	N/A	The LGIP amendment may proceed.
		24.	The service catchments for each network cover, at a minimum, the urban areas, and enable urban development costs to be compared.	Yes	The Draft LGIPV2 contains updated service catchments for the water supply network, the sewerage network, the transport network, and the network for parks and land for community infrastructure. The service catchments identified for each of these networks cover urban areas and the identified Priority Infrastructure Area. This enables development costs to be compared.	Yes	The service catchments within the LGIP enable urban development costs to be compared between urban (inside PIA) and non-urban (outside PIA) catchments.	N/A	The LGIP amendment may proceed.
		25.	The asset management plan (AMP) and Long Term Financial Forecast (LTFF) align with the LGIP projections of growth and demand. (If not, what process is underway to achieve this?)	Yes	Updated projections have been prepared and included within an updated SOW Financial Model. Information in the updated SOW Financial Model has been provided to Council's Corporate Finance Team to consider for its LTFF. Council's recent Budget and Long Term Financial Forecast have taken into account updated LGIP projected expenditure in its prioritised 10-year forward capital investment program, and has been aligned with LGIP projected revenue estimates and developer contributed assets. LSC Asset Management Plans are not currently aligned with the updated LGIP projections of growth and demand, however, any updated LGIP projections will be considered and aligned as part of the AMP review cycle.	Yes	Council has advised that whilst the Long Term Financial Forecast (LTFF) currently does not align with the LGIP projections, the projections have been provided to the Corporate Finance Team to consider as part of the next LTFF update. This is considered to be a suitable process to achieve consistency. Council have also advised that the LSC Asset Management Plan (AMP) is not currently aligned with the updated LGIP however the AMP will be updated to align with the LGIP projections of growth and demand. This will occur as part of the AMP review cycle. This is considered to be a suitable process to achieve consistency.	N/A	The LGIP amendment may proceed.
	Priority infrastructure area (PIA)	26.	The drafting of the PIA section is consistent with the LGIP template.	Yes	The Draft LGIPV2 contains a PIA section which has been drafted in a manner which is consistent with the LGIP template.	Yes	The drafting of the PIA section is consistent with the LGIP template.	N/A	The LGIP amendment may proceed.

Review principles:

- A reference in the checklist to the LGIP is taken to include a relevant reference to the *Planning Act 2016* and chapter 5 of the Minister's Guidelines and Rules.
- Terms in this checklist that are defined in the *Planning Act 2016* or the Minister's Guidelines and Rules.

The checklist must not be taken to cover all requirements of the *Planning Act 2016* and the Minister's Guidelines and Rules. Local governments must still have regard to the requirements as set out in the *Planning Act 2016* and the Minister's Guidelines and Rules when preparing or amending an LGIP.

Local government infrastructure plan (LGIP) checklist				To be completed by local government		To be completed by appointed reviewer			
LGIP outcome	LGIP component	Number	Requirement	Requirement met (yes/no)	Local government comments	Compliant (yes/no)	Justification	Corrective action description	Recommendation
		27.	Text references to PIA map(s) are correct.	Yes	The Draft LGIPV2 correctly references the updated PIA maps.	Yes	Text references to the PIA map are correct.	N/A	The LGIP amendment may proceed.
		28.	The PIA boundary shown on the PIA map is legible at a lot level and the planning scheme zoning is also shown on the map.	Yes	<p>The Draft LGIPV2 contains updated PIA maps.</p> <p>Updated maps consist of the following:</p> <ul style="list-style-type: none"> • Map PIA-01 Priority Infrastructure Area – Shire • Map PIA-02 Priority Infrastructure Area – Yeppoon and Surrounds • Map PIA-03 Priority Infrastructure Area – Emu Park and Surrounds <p>These maps identify an updated PIA boundary that is legible at a lot level. Planning scheme zones are shown along with projection areas.</p>	Yes	The PIA boundary shown on the PIA maps is legible at a lot level and the planning scheme zoning is also shown on the PIA maps.	N/A	The LGIP amendment may proceed.
		29.	The PIA includes all areas of existing urban development serviced by all relevant trunk infrastructure networks at the time the LGIP was prepared.	Yes	The Draft LGIPV2 contains an updated PIA. All areas of existing urban development that are serviced by all trunk infrastructure networks are included within the updated PIA.	Yes	The PIA includes all areas of existing urban development serviced by all relevant trunk infrastructure networks at the time the LGIP was prepared.	N/A	The LGIP amendment may proceed.
		30.	The PIA accommodates growth for at least 10 years but no more than 15 years.	Yes	<p>The Draft LGIPV2 contains an updated PIA.</p> <p>Livingstone Shire Council prepared an updated Planning Assumptions Model (LSC PAM2021) to assist with ongoing infrastructure planning and the review of the current LGIPV1. The LSC PAM2021 identifies areas that can accommodate growth for at least 10 years but no more than 15 years within the updated PIA.</p> <p>The Planning Assumptions Report 2023 provides further details of the growth numbers that can be accommodated within the updated PIA.</p>	Yes	Council has advised that the LSC PAM2021 was used to identify areas that can accommodate growth for at least 10 years but no more than 15 years within the updated PIA.	N/A	The LGIP amendment may proceed.
		31.	The PIA achieves an efficient, sequential pattern of development.	Yes	Livingstone Shire Council prepared an updated Planning Assumptions Model (LSC PAM2021) to assist with ongoing infrastructure planning and the review of the current LGIPV1. The LSC PAM2021 assumes that growth will be located in established urban or emerging urban areas (generally as per zones and strategic framework settlement pattern strategies) adopted in the Livingstone Planning Scheme 2018.	Yes	The PIA boundary has been adjusted to exclude Rural-zoned land, except where Development Permits for urban growth have been issued. This is consistent with the PIA definition in the Act. Additionally, the PIA has been adjusted to reflect growth in specific areas (e.g., Hidden Valley, Zilzie, and Taroomball). Each of	N/A	The LGIP amendment may proceed.

Review principles:

- A reference in the checklist to the LGIP is taken to include a relevant reference to the *Planning Act 2016* and chapter 5 of the Minister's Guidelines and Rules.
- Terms in this checklist that are defined in the *Planning Act 2016* or the Minister's Guidelines and Rules.

The checklist must not be taken to cover all requirements of the *Planning Act 2016* and the Minister's Guidelines and Rules. Local governments must still have regard to the requirements as set out in the *Planning Act 2016* and the Minister's Guidelines and Rules when preparing or amending an LGIP.

Local government infrastructure plan (LGIP) checklist				To be completed by local government		To be completed by appointed reviewer			
LGIP outcome	LGIP component	Number	Requirement	Requirement met (yes/no)	Local government comments	Compliant (yes/no)	Justification	Corrective action description	Recommendation
					The updated PIA includes a large extent of the urban zones adopted in the planning scheme and achieves a relatively efficient and sequential pattern of development. The areas identified within the updated PIA provide opportunities for a mixture of housing types across a range of densities and the model suggests that 10 to 15 years of growth can be accommodated. The PIA is at locations where infrastructure and services can predominantly be provided in a relatively efficient and cost-effective manner.		these areas are extensions to the existing urban area and are likely to support an efficient, sequential development pattern. Discussion of the PIA is provided in the Extrinsic Material Report <i>Livingstone Shire Council Local Government Infrastructure Plan Planning Assumptions Report 2023</i> .		
		32.	If there is an area outside the PIA that the planning assumptions show is needed for urban growth in the next 10 to 15 years, why has the area been excluded from the PIA?	Yes	Some areas outside the updated PIA have assumptions for growth (such as Rural Residential zoned areas). These areas are Rural Residential areas and for LGIP purposes are not considered to be urban. These areas will still realistically absorb a small percentage of dwelling and population growth until such time as they develop to their full capacity. Despite the likelihood of accommodating some future growth (non-urban), the Rural Residential zoned areas do not satisfy criteria for inclusion within the updated PIA and therefore they have been excluded. There remains sufficient area identified in the updated PIA to accommodate 10 to 15 years of urban growth, and therefore there is also no need to include the Rural Residential areas within the PIA.	Yes	There are no areas outside the PIA that the planning assumptions indicate are required for urban growth within the next 10 to 15 years. Council have identified that growth will occur in Rural Residential zoned areas, however this is not considered 'urban growth' under the Act and is therefore cannot be included inside the PIA.	N/A	The LGIP amendment may proceed.
	Desired standards of service (DSS)	33.	The drafting of the DSS section is consistent with the LGIP template.	Yes	The Draft LGIPV2 contains a DSS section which is consistent with the LGIP template.	Yes	The DSS section is generally consistent with the LGIP template, with an added reference to extrinsic material (Section 4.6) to provide further details on the service standards used. This minor change does not impact the useability of this section of the LGIP template.	N/A	The LGIP amendment may proceed.
		34.	The DSS section states the key planning and design standards for each network.	Yes	The Draft LGIPV2 contains a DSS section which contains key statements about the planning and design standards for each infrastructure network that is proposed for retention (Water Supply,	Yes	The DSS section states the key planning and design standards for each network.	N/A	The LGIP amendment may proceed.

Review principles:

- A reference in the checklist to the LGIP is taken to include a relevant reference to the *Planning Act 2016* and chapter 5 of the Minister's Guidelines and Rules.
- Terms in this checklist that are defined in the *Planning Act 2016* or the Minister's Guidelines and Rules.

The checklist must not be taken to cover all requirements of the *Planning Act 2016* and the Minister's Guidelines and Rules. Local governments must still have regard to the requirements as set out in the *Planning Act 2016* and the Minister's Guidelines and Rules when preparing or amending an LGIP.

Local government infrastructure plan (LGIP) checklist				To be completed by local government		To be completed by appointed reviewer			
LGIP outcome	LGIP component	Number	Requirement	Requirement met (yes/no)	Local government comments	Compliant (yes/no)	Justification	Corrective action description	Recommendation
					Sewerage, Transport, and Parks and Land for Community Infrastructure).				
		35.	The DSS reflects the key, high level industry standards, regulations and codes, and planning scheme policies about infrastructure.	Yes	It should be noted that changes proposed because of the LGIPV1 review involve removal of the stormwater network from the LGIP until such time as more detailed work can be undertaken to support inclusion of plans for trunk infrastructure for the stormwater network. The Draft LGIPV2 contains a DSS section which reflects key high level standards, regulations and codes, and planning scheme policies about infrastructure in the local government area.	Yes	The DSS reflects the key, high level industry standards, regulations and codes, and planning scheme policies about infrastructure.	N/A	The LGIP amendment may proceed.
		36.	There is alignment between the relevant levels of service stated in the local government's AMP and the LGIP. (If not, what process is underway to achieve this?)	Yes	The Draft LGIPV2 contains updated DSS. Despite updates to the DSS, the amendments are minor and do not result in significantly different service standards stated in the current LGIPV1. Consequently, the levels of service stated in the Livingstone Shire Council AMPs remain in close alignment with DSS in the Draft LGIPV2.	Yes	Council has advised that the DSS in the LGIP differ slightly from those in the AMP. However, the changes are considered minor and do not result in significant variations to the service levels. As such, the levels of service in the AMP remain closely aligned with those in the LGIP. This is considered acceptable.	N/A	The LGIP amendment may proceed.
	Plans for trunk infrastructure (PFTI) – structure and text	37.	The drafting of the PFTI section is consistent with the LGIP template.	Yes	The Draft LGIPV2 contains a PFTI section which is consistent with the LGIP template.	Yes	The PFTI section is generally consistent with the LGIP template, with the exception that the extrinsic material section has been relocated to a standalone section (Section 4.6) in the LGIP. This minor adjustment does not affect the useability of the LGIP.	N/A	The LGIP amendment may proceed.
		38.	PFTI maps are identified for all networks listed in the Preliminary section.	Yes	The Draft LGIPV2 contains PFTI maps associated with all networks listed in the Preliminary section.	Yes	PFTI maps are identified for all networks listed in the Preliminary section.	N/A	The LGIP amendment may proceed.
		39.	PFTI schedule of works summary tables for future infrastructure are included for all networks listed in the Preliminary section.	Yes	The Draft LGIPV2 contains PFTI schedule of works summary tables for future infrastructure and they are included for all networks in the preliminary section of the LGIP.	Yes	PFTI schedule of works summary tables for future infrastructure are included for all networks listed in the Preliminary section.	N/A	The LGIP amendment may proceed.
	PFTI – Maps [Add rows to the checklist to	40.	The maps clearly differentiate between existing and future trunk infrastructure networks.	Yes	The Draft LGIPV2 contains PFTI maps which clearly differentiate between existing and future trunk networks.	Yes	The maps clearly differentiate between existing and future trunk infrastructure networks.	N/A	The LGIP amendment may proceed.

Review principles:

- A reference in the checklist to the LGIP is taken to include a relevant reference to the *Planning Act 2016* and chapter 5 of the Minister's Guidelines and Rules.
- Terms in this checklist that are defined in the *Planning Act 2016* or the Minister's Guidelines and Rules.

The checklist must not be taken to cover all requirements of the *Planning Act 2016* and the Minister's Guidelines and Rules. Local governments must still have regard to the requirements as set out in the *Planning Act 2016* and the Minister's Guidelines and Rules when preparing or amending an LGIP.

Local government infrastructure plan (LGIP) checklist				To be completed by local government		To be completed by appointed reviewer			
LGIP outcome	LGIP component	Number	Requirement	Requirement met (yes/no)	Local government comments	Compliant (yes/no)	Justification	Corrective action description	Recommendation
	address these items for each of the networks]	41.	The service catchments referenced in the schedule of works (SOW) model and infrastructure demand summary tables are shown clearly on the maps.	Yes	The Draft LGIPV2 contains maps which clearly show the service catchments which are referenced in the updated Schedule of Works Model and in the infrastructure demand summary tables.	Yes	The service catchments referenced in the infrastructure demand summary tables are clearly shown on the maps. The Schedule of Works (SOW) model has aggregated the demands from these service catchments to create a single urban catchment for each network. This continues to allow the average service cost to be calculated for urban areas, as specified in item 24 without having to undertake difficult cost apportionment of infrastructure items between catchments. This minor adjustment does not impact the functionality of the SoW model (calculation of an average service cost) and is considered acceptable.	N/A	The LGIP amendment may proceed.
		42.	Future trunk infrastructure components are identified (at summary project level) clearly on the maps including a legible map reference.	Yes	The Draft LGIPV2 contains maps which clearly show the different components of the identified Future Trunk Infrastructure. There are legible map references.	Yes	Future trunk infrastructure components are identified clearly on the maps including a legible map reference.	N/A	The LGIP amendment may proceed.
		43.	The infrastructure map reference is shown in the SOW model and summary schedule of works table in the LGIP.	Yes	The Draft LGIPV2 contains infrastructure map references which are shown in the updated SOW Model and in the summary schedule of works tables.	Yes	The infrastructure map reference is shown in the SOW model and summary schedule of works table in the LGIP.	N/A	The LGIP amendment may proceed.
	Schedules of works [Add rows to the checklist to address these items for each of the networks]	44.	The schedule of works tables in the LGIP comply with the LGIP template.	Yes	The Draft LGIPV2 contains updated schedule of works tables. The tables contain map references, trunk infrastructure, estimates of timing, and estimates of establishment cost. The updated SOW tables are compliant with the LGIP template.	Yes	The schedule of works tables in the LGIP comply with the LGIP template.	N/A	The LGIP amendment may proceed.
		45.	The identified trunk infrastructure is consistent with the <i>Planning Act 2016</i> and the Minister's Guidelines and Rules.	Yes	The Draft LGIPV2 identifies trunk infrastructure which is consistent with the <i>Planning Act 2016</i> and the Minister's Guidelines and Rules. With regard to the Minister's Guidelines and Rules, consideration was given to Schedule 6 which provides an indicative list of potential trunk infrastructure.	Yes	The identified trunk infrastructure is consistent with the <i>Planning Act 2016</i> and the Minister's Guidelines and Rules.	N/A	The LGIP amendment may proceed.
		46.	The existing and future trunk infrastructure identified in the	Yes	The Draft LGIPV2 identifies existing and future trunk infrastructure which is	Yes	Existing and future trunk infrastructure identified in	N/A	The LGIP amendment may proceed.

Review principles:

- A reference in the checklist to the LGIP is taken to include a relevant reference to the *Planning Act 2016* and chapter 5 of the Minister's Guidelines and Rules.
- Terms in this checklist that are defined in the *Planning Act 2016* or the Minister's Guidelines and Rules.

The checklist must not be taken to cover all requirements of the *Planning Act 2016* and the Minister's Guidelines and Rules. Local governments must still have regard to the requirements as set out in the *Planning Act 2016* and the Minister's Guidelines and Rules when preparing or amending an LGIP.

Local government infrastructure plan (LGIP) checklist				To be completed by local government		To be completed by appointed reviewer			
LGIP outcome	LGIP component	Number	Requirement	Requirement met (yes/no)	Local government comments	Compliant (yes/no)	Justification	Corrective action description	Recommendation
			LGIP is adequate to service at least the area of the PIA.		adequate to service, at a minimum, the area of the updated PIA.		the LGIP is adequate to service the PIA.		
		47.	Future urban areas outside the PIA and the demand that will be generated at ultimate development for the relevant network catchments have been considered when determining the trunk infrastructure included in the SOW model.	Yes	LGIP review work considered the ultimate development (and associated infrastructure demand) which could occur on parcels located in future urban areas (as identified in the Livingstone Planning Scheme 2018v3) despite being located outside the current and potential updated PIA boundary.	Yes	Future urban areas outside the PIA and the demand that will be generated at ultimate development for the relevant network catchments have been considered when determining the trunk infrastructure included in the SOW model.	N/A	The LGIP amendment may proceed.
		48.	There is alignment of the scope, estimated cost and planned timing of proposed trunk capital works contained in the SOW model and the relevant inputs of the AMP and LTFF. (If not, what process is underway to achieve this?)	Yes	An updated SOW Financial Model has been provided to Council's Corporate Finance Team to consider for its LTFF. Council's recent Budget and Long Term Financial Forecast have taken into account updated LGIP projected expenditure in its prioritised 10-year forward capital investment program, and has been aligned with LGIP projected revenue estimates and developer contributed assets. Any updated assumptions about trunk infrastructure items and estimates of costs and timing will be considered as part of the AMP review cycle and aligned as part of this process.	Yes	Council has advised that the recent Budget and Long-Term Financial Forecast (LTFF) has incorporated updated LGIP projected expenditure, aligned with the prioritised 10-year forward capital investment program, as well as projected revenue estimates and developer-contributed assets. Council has also advised that the updated assumptions regarding trunk infrastructure items, including cost estimates and timing in the LGIP will be reviewed as part of the AMP review cycle and aligned accordingly.	N/A	The LGIP amendment may proceed.
		49.	The cost of trunk infrastructure identified in the SOW model and schedule of work tables is consistent with legislative requirements.	Yes	An updated SOW Model has been prepared and the cost of trunk infrastructure identified in the updated SOW model and schedule of work tables is consistent with legislative requirements.	Yes	The infrastructure identified in the SOW has been costed consistent with methodologies stated in the <i>Minister's Guidelines and Rules</i> . On-cost and contingency allowances are generally consistent with the recommended rates in the <i>Minister's Guidelines and Rules</i> .	N/A	The LGIP amendment may proceed.
	SOW model	50.	The submitted SOW model is consistent with the SOW model included in the Minister's Guidelines and Rules.	Yes	Council engaged the services of PIE Solutions Pty Ltd to assist Council with preparing an updated SOW Financial Model. PIE Solutions Pty Ltd are listed	Yes	The SOW model used has been approved by the State Government and retains the same functionality as the	N/A	The LGIP amendment may proceed.

Review principles:

- A reference in the checklist to the LGIP is taken to include a relevant reference to the *Planning Act 2016* and chapter 5 of the Minister's Guidelines and Rules.
- Terms in this checklist that are defined in the *Planning Act 2016* or the Minister's Guidelines and Rules.

The checklist must not be taken to cover all requirements of the *Planning Act 2016* and the Minister's Guidelines and Rules. Local governments must still have regard to the requirements as set out in the *Planning Act 2016* and the Minister's Guidelines and Rules when preparing or amending an LGIP.

Local government infrastructure plan (LGIP) checklist				To be completed by local government		To be completed by appointed reviewer			
LGIP outcome	LGIP component	Number	Requirement	Requirement met (yes/no)	Local government comments	Compliant (yes/no)	Justification	Corrective action description	Recommendation
					<p>on the Queensland Department of State Development, Infrastructure, Local Government and Planning's (DSDILGP) panel of pre-approved LGIP reviewers. Although the model is an alternative to the State Government template model, Livingstone Shire Council believes it contains all the necessary components required for LGIP purposes and satisfies the requirements of the Minister's Guidelines and Rules. The PIE Solutions SOW Financial Model essentially performs the same function as the Standard SOW Model template.</p> <p>The updated SOW Model includes key information including but not limited to the following: Escalation Indices; Model Criteria; Projections and Charge Rates; Demand Forecasts; Existing Trunk Infrastructure Asset Information, Specifications and Valuations; Future Trunk Infrastructure Schedule of Work with Asset Descriptions, Delivery Methods, and Estimates of Timing and Cost; Servicing Costs; Infrastructure Charge Revenue Forecasts; and a Detailed Cashflow breakdown.</p> <p>Note: An Extrinsic Material Report for the Schedule of Works Model outlines the methodology for the SOW Model.</p>		model provided by the State Government in the <i>Minister's Guidelines and Rules</i> .		
		51.	The SOW model has been prepared and populated consistent with the Minister's Guidelines and Rules.	Yes	Refer response to checklist item number 50.	Yes	Inputs to the SOW model are detailed in the SOW Extrinsic Material Report and are consistent with the requirements outlined in the <i>Minister's Guidelines and Rules</i> .	N/A	The LGIP amendment may proceed.
		52.	Project owner's cost and contingency values in the SOW model do not exceed the ranges outlined in the Minister's Guidelines and Rules.	Yes	<p>Project owner's cost and contingency values in the updated SOW Model do not exceed ranges outlined in the Minister's Guidelines and Rules.</p> <p>The updated SOW Model applies a contingency of 30% for the sewerage network, water supply network, and transport network, and a contingency of 15% for the network of parks and land for community facilities. These contingencies do not exceed the maximum percentages stated in the</p>	Yes	<p>Project owner's cost and contingency values in the SOW model do not exceed the ranges outlined in the <i>Minister's Guidelines and Rules</i>.</p> <p>The contingency values included in the LGIP are reflective of the long-term delivery timeframes for the SOW model and align with the ranges provided in the</p>	N/A	The LGIP amendment may proceed.

Review principles:

- A reference in the checklist to the LGIP is taken to include a relevant reference to the *Planning Act 2016* and chapter 5 of the Minister's Guidelines and Rules.
- Terms in this checklist that are defined in the *Planning Act 2016* or the Minister's Guidelines and Rules.

The checklist must not be taken to cover all requirements of the *Planning Act 2016* and the Minister's Guidelines and Rules. Local governments must still have regard to the requirements as set out in the *Planning Act 2016* and the Minister's Guidelines and Rules when preparing or amending an LGIP.

Local government infrastructure plan (LGIP) checklist				To be completed by local government		To be completed by appointed reviewer			
LGIP outcome	LGIP component	Number	Requirement	Requirement met (yes/no)	Local government comments	Compliant (yes/no)	Justification	Corrective action description	Recommendation
					Minister's Guidelines and Rules (Version 1.1, page 80 regarding the options for alternative contingencies based on the project phase – 'project identification'). The updated SOW Model applies a project owners cost of 20% for the sewerage network, water supply network, and transport network, and a 10% for the network of parks and land for community facilities. These works-on cost contingencies also do not exceed the maximum percentages stated in the Minister's Guidelines and Rules (Version 1.1, page 80) regarding the options for 'project owners cost'		<i>Minister's Guidelines and Rules.</i> Background information/justification on the project owner's costs and contingency values used can be found in the Trunk Infrastructure Network LGIP Extrinsic Material Reports.		
		53.	Infrastructure items included in the SOW model, SOW tables and the PFTI maps are consistent.	Yes	Updated infrastructure items included in the SOW model, SOW tables and the PFTI maps are consistent.	Yes	Infrastructure items included in the SOW model, SOW tables and the PFTI maps are consistent.	N/A	The LGIP amendment may proceed.
	Extrinsic material	54.	All relevant material including background studies, reports and supporting information that informed the preparation of the proposed LGIP is available and identified in the list of extrinsic material.	Yes	A table of extrinsic material is included in the Draft LGIPV2 The table of extrinsic material identifies reports that have been prepared to assist in the interpretation of Draft LGIPV2. The extrinsic documents include the following: <ul style="list-style-type: none"> • Extrinsic Material Report – Planning Assumptions; • Extrinsic Material Report – Water Supply Network; • Extrinsic Material Report – Sewerage Network; • Extrinsic Material Report – Transport Network; • Extrinsic Material Report – Public Parks and Land for Community Facilities Network; and • Extrinsic Material Report – Schedule of Works Model. 	Yes	All relevant material including background studies, reports and supporting information that informed the preparation of the LGIP is available and identified in the list of extrinsic material.	N/A	The LGIP amendment may proceed.
		55.	The extrinsic material explains the methodology and inter-relationships between the components and assumptions of the LGIP.	Yes	Extrinsic material reports summarise the methodology and interrelationships between the components and assumptions of the LGIP.	Yes	Extrinsic material reports have been prepared for Planning Assumptions and all infrastructure networks. These reports detail how inputs to the LGIP were prepared.	N/A	The LGIP amendment may proceed.

11.3 DESIGNATED WASTE COLLECTION AREA - EXPANSION SURVEY RESULTS FOR CAWARRAL AND MOUNT CHALMERS

File No:	WM31.08.02
Attachments:	Nil
Responsible Officer:	Michael Kriedemann - General Manager Infrastructure Chris Hocking - Manager Water and Waste Operations
Author:	Leanne Randall - Principal Waste Officer
Previous Items:	11.6 - Kerbside Waste & Recycling Service - Expansion to Cawarral and Mount Chalmers - Standing Committee - Infrastructure - 04 Jun 2024 8:30 AM

SUMMARY

This report details the results of the survey conducted in the Cawarral and Mount Chalmers areas to expand the Designated Waste Collection Areas by commencing a Kerbside Waste and Recycling Service.

OFFICER'S RECOMMENDATION

THAT the Committee recommends Council does not expand the Designated Waste Collection Areas to the localities of Cawarral and Mount Chalmers.

BACKGROUND

Council has previously adopted the Designated Waste Collection Areas in which it will conduct general waste collections (Collection Areas) and may conduct general waste collections (Service Routes). Council's Waste and Recycling Collection Route Expansion Procedure (*'the Procedure'*) recognizes that from time to time, it may be necessary to expand the Designated Waste Collection Areas subject to the assessment of various criteria. This report addresses an expansion proposal that has been identified by numerous residents in the localities of Cawarral and Mount Chalmers.

COMMENTARY

On several occasions, residents in the localities of Cawarral and Mount Chalmers have requested Council to commence Kerbside Waste and Recycling collections. The Waste Unit has followed the steps, outlined in *the Procedure*, and undertaken an assessment in accordance with Item 5.1 of *the Procedure* and presents the following evaluation of the assessment criteria for Council consideration.

Criteria 1-3 had already been assessed and presented to Council at its Infrastructure Standing Committee Meeting on 4 June 2024.

Criteria 4 – Service Demand

To determine whether there is adequate demand for a collection service, all property owners in the affected areas were afforded the opportunity to undertake a Service Demand Survey for their area. Cawarral and Mount Chalmers areas were kept separate to understand the individual results for each area. As required by Item 5.1.5 c) of *the Procedure*, the survey:

- provided information on the expansion proposal and associated waste management utility charges;
- provided an opportunity for affected owners to support or not support the proposal;
- stated that if Council proceeds with the expansion proposal, all premises in the proposed expansion area will be provided with a collection service and charged the associated waste management utility charges regardless of whether the owner supports or does not support the proposal; and

- stated that a failure to respond will be interpreted as a vote in the negative.

Survey Results:

Cawarral:

Letters Sent	386	100%
Yes	80	21%
No	106	27%
No Reply	186	48%
Return to Sender	14	4%

Mount Chalmers:

Letters Sent	191	100%
Yes	10	5%
No	33	17%
No Reply	136	71%
Return to Sender	12	6%

The “No” response coupled with the overwhelming “No Reply” response clearly indicates that there will be no expansion to the Designated Waste Collection Areas for both Cawarral and Mount Chalmers.

PREVIOUS DECISIONS

Council endorsed the Waste and Recycling Collection – Route Expansion Procedure on 21 September 2021.

ACCESS AND INCLUSION

Current Designated Waste Collection Area Maps are publicly available on Council’s website along with updated procedures. No changes will need to be made to these maps.

ENGAGEMENT AND CONSULTATION

In accordance with Item 5.1.5 of *the Procedure*, the owners of all premises located within the proposed expansion areas were afforded an opportunity to undertake a Service Demand Survey during October 2024 with a response required by 1 November 2024.

HUMAN RIGHTS IMPLICATIONS

There are no adverse human rights implication associated with this report.

BUDGET IMPLICATIONS

There are no budget implications.

LEGISLATIVE CONTEXT

There are no issues associated with the consideration of this report.

LEGAL IMPLICATIONS

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

STAFFING IMPLICATIONS

There are no staffing implications for Council because collection services are conducted under contract.

RISK ASSESSMENT

Risks associated with non-expansion of the service area include owners who support a proposal to expand the Designated Waste Collection Area being aggrieved about being forced to accept no expansion to their locality and being without a kerbside service to their property.

CORPORATE PLAN REFERENCE

Natural Livingstone

Community Plan Goal 3.1 - Enhanced reuse and recycling of resources

3.1.1 Enable and support sustainable waste management technologies, services and facilities which provide innovative and compliant solutions to reduce the environmental impacts of Council's waste collection and resource recovery operations.

CONCLUSION

Given the significant percentage rate that the Service Demand Survey falls short, Council should resolve to withdraw from expanding the Designated Waste Collection Areas to the localities of Cawarral and Mount Chalmers.

It should be noted that *the Procedure* requires at least a three year interval to pass before another survey can be conducted.

11.4 AMENDMENT TO DECLARATION OF WATER AND SEWERAGE SERVICE AREAS

File No: fA4424

Attachments:

1. Declared Service Area - Sewer Map[↓](#)
2. Declared Service Area - Water Map[↓](#)

Responsible Officer: Chris Wright - Principal Water Engineer
Sean Fallis - Manager Engineering Services
Michael Kriedemann - General Manager Infrastructure

Author: Anthon Ngunz - Graduate Engineer

SUMMARY

This report sets out to pursue a council resolution to amend the declaration of Water Supply Service Area and Sewerage Service Area. Unlike previous years where amendments were made for individual maps, this amendment will consolidate 2 maps, one for declared service areas for Water Supply and another for Sewerage Supply, respectively. From those maps a link and QR Codes will be supplied for detailed access of service areas and amendments. In future, this method will be a more efficient way for Council to provide updates to the service area maps.

OFFICER'S RECOMMENDATION

In accordance with s 161(6) of the Water Supply (Safety & Reliability) Act 2008, the Committee recommends Council resolves to:

1. Amend its previous declaration of the Sewerage Service Area by adding the parts of Livingstone Shire which are defined on the Declared Water Service Area 2024.
2. Amend its previous declaration of the Water Service Area by adding part of Livingstone Shire which are defined on defined on the Declared Sewer Service Area 2024.

BACKGROUND

Council made its declaration of the Water Service Area and the Sewerage Service Area on 9 September 2014 and has since resolved on several occasions to amend its declaration.

The declaration and subsequent amendments made by Council identify which areas can connect to the reticulated water supply and sewer networks, and the level of service that Council can provide to those areas. It also provides Council with the power to direct properties located within the service areas to connect to the reticulated water or sewerage services.

The latest version of Water Supply (Safety and Reliability) Act 2008 ('the Act') states that if Council supplies a reticulated water service or sewerage service it must, by resolution, declare the area to be a service area and declare Council to be the service provider.

Previously, Council has amended the declared service area by adopting additional mapping. Each map identified a new area, typically by locality. This method means Council is required to republish all mapping each time the service area is amended. With continual growth of the service area further additional maps will be required. This method results in a large quantity of individual mapping produced requiring updating.

Council officers investigated other methods of updating the service area that would expedite this process. Other service providers such as Urban Utilities, Unity Water, Cairns Regional Council and Bundaberg Shire Council provide their service areas via interactive mapping. As such, future updates only require republishing both the water and sewer service areas maps once and upload the new version online. Customers can closely view any location in detail via interactive mapping. Maintaining the same identification as the past mapping, the adopted service area maps identify the following three levels of service and can be viewed on Council's website:

1. Standard service.

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

This amendment includes mapping for the Caves, Etna Creek, Rockyview, Glendale, Glenlee and Nerimbera. These areas were previously supplied water services though were not captured in Council's mapping. The current mapping review are consistent with development and capturing existing services. The interactive mapping can be found with the following link to Council's website:

<https://www.livingstone.qld.gov.au/interactive-mapping-2/interactive-mapping>

COMMENTARY

No Commentary

PREVIOUS DECISIONS

The Water and Sewer supply Service Areas was first declared in a meeting on 9 September 2014. Council has made several additions ever since.

ACCESS AND INCLUSION

Amending the declaration to expand the service area highlights the Council's responsibility to provide a certain level of service to individual properties in these additional areas.

ENGAGEMENT AND CONSULTATION

There are no requirements for engagement or consultation.

HUMAN RIGHTS IMPLICATIONS

There are no human right implications.

BUDGET IMPLICATIONS

Water Supply (Safety & Reliability) Act 2008:

Part 5 of the Act outlines specific obligations and rights for the Council and property owners within the service areas, which are summarized in the table below.

	Obligations	Entitlements
Council	Maintenance and upkeep of infrastructure and ensuring properties within service area connected directly and separately.	Recovery of costs.
Property Owner	May be required to connect	Able to connect directly and separately to water supply and sewer networks.

In accordance with section 94(1)(b) of the Local Government Act 2009, the Council is authorized to levy utility charges for sewerage and water services. Once a property is directed to connect to a water supply or sewerage service, utility charges will be imposed.

LEGISLATIVE CONTEXT

The legislative provisions have been summarised below. The following provisions of the Act are also relevant:

- s 162 requires a notice be published and be available for inspection and purchase, and a copy be given to the regulator.
- s 163 requires Council to keep a map showing the limits of the service area and the location of Council's infrastructure. The map is to be updated at least annually.
- s 164 Council must to the greatest practicable extent, ensure that all premises in the service area can be connected and Council's infrastructure can deal with the service requirements of all premises in the service area.
- s 165 Council may recover the reasonable cost of complying with s 164.

- s 168 provides Council with the power to require an owner within a service area to carry out works for connecting the premises to a registered service.

LEGAL IMPLICATIONS

By declaring service areas, council will be able to exercise its powers under the Act with certainty and authority. Updates or amendments will only be published on the council website once approved by the relevant authority.

STAFFING IMPLICATIONS

No staffing implications.

RISK ASSESSMENT

The declaration of service areas will minimise the risks to Council and residents by authorising Council to direct properties to connect to reticulated water and sewerage networks.

Another potential risk to the Council is related to the service area maps required under s 163. These maps indicate which properties are within the service areas and specify the level of service the Council is obligated to provide. Incorrectly including properties in the service areas could lead to additional costs for the Council to facilitate connections to its infrastructure. To maintain the integrity of the service area, the maps will undergo regular reviews. Any discrepancies or necessary amendments will be reported to the Council, seeking amendments under section s 161(6) of the Act.

CORPORATE PLAN REFERENCE

Liveable Livingstone

Community Plan Goal 1.2. -Supporting healthy living at any age

5.2.4 Integrate technology and innovative solutions into Council's operations and community programmes to increase efficiency, provide excellent customer service outcomes, encourage entrepreneurship and community engagement.

CONCLUSION

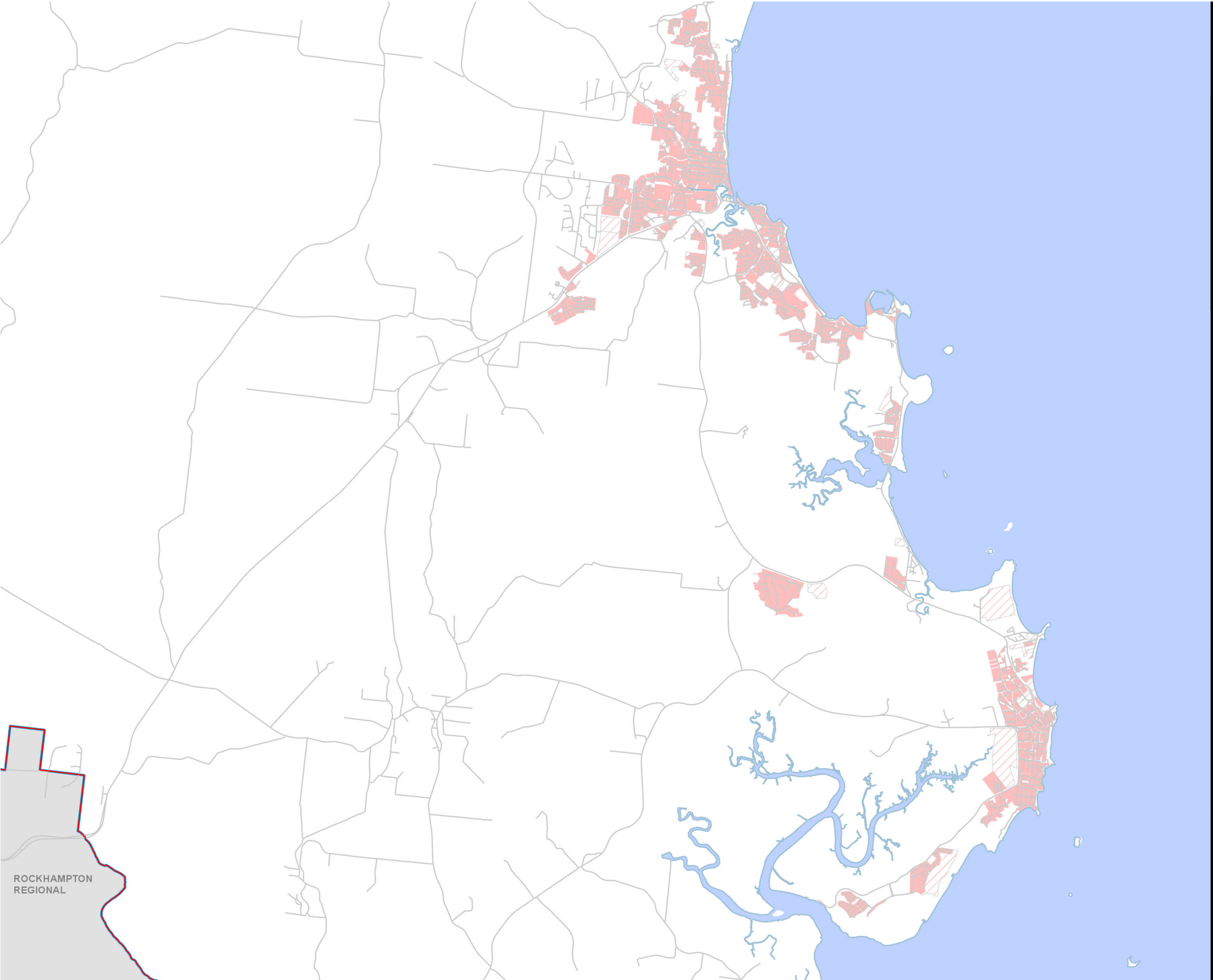
This report details an amendment to the Water Supply (Safety and Reliability) Act 2008 that impacts the Council's Reticulated Water Service Area and Sewerage Service Area. It also requests a resolution to amend the Council's declaration of the Service Areas made on 9 September 2014.

11.4 - AMENDMENT TO DECLARATION OF WATER AND SEWERAGE SERVICE AREAS

Declared Service Area - Sewer Map

Meeting Date: 3 December 2024

Attachment No: 1



Legend

- Livingstone Shire Boundary
- Declared Sewer Service Area
- Special Sewer Arrangement
- Ocean
- Roads

Notes

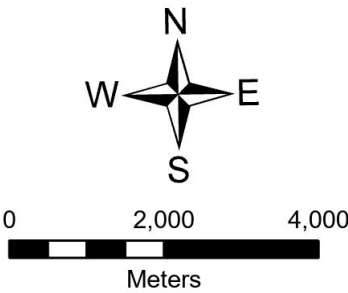
For further detail mapping, see Councils Interactive Mapping Portal available online through Councils website below or by scanning the QR code.



www.livingstone.qld.gov.au

Disclaimer

Copyright protects this publication. Reproduction by whatever means is prohibited without prior written permission of the Chief Executive Officer of Livingstone Shire Council. Livingstone Shire Council will not be held liable under any circumstances in connection with or arising out of use of this data, nor does it warrant that the data is error free. Any queries should be directed to the Customer Service Centre, Livingstone Shire Council, or telephone 1300 790 919. The Digital Cadastral Databases is current as of October 2024. © The State Government of Queensland (Dept. of Natural Resources and Mines) 2015. All other data © Livingstone Shire Council 2024.



Declared Sewer Service Area 2024

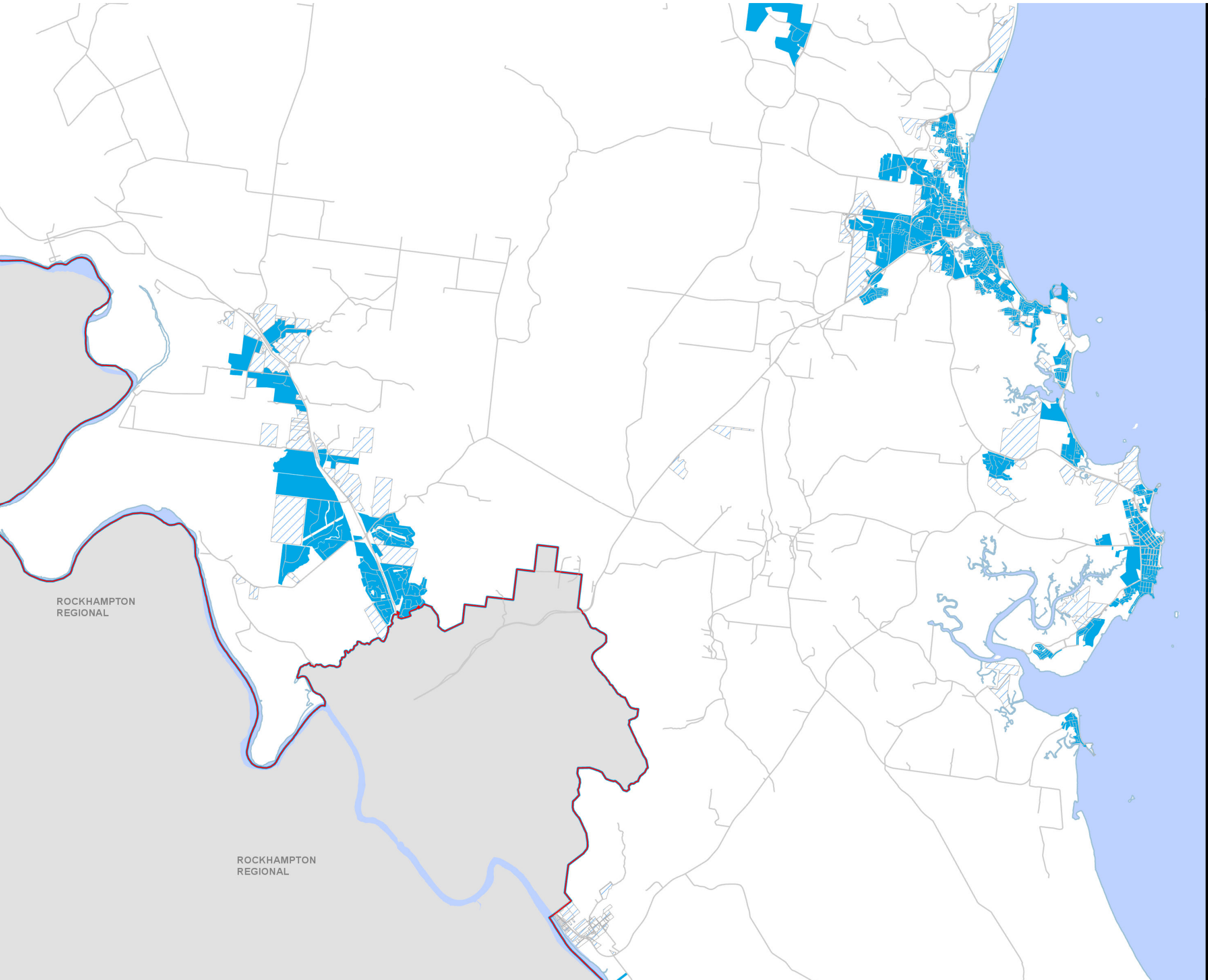
November, 2024

11.4 - AMENDMENT TO DECLARATION OF WATER AND SEWERAGE SERVICE AREAS






Declared Service Area - Water Map

Meeting Date: 3 December 2024

Attachment No: 2



Legend

-  Declared Water Service Area
-  Special Water Supply Arrangement
-  Livingstone Shire Boundary
-  Ocean
-  Roads

Notes

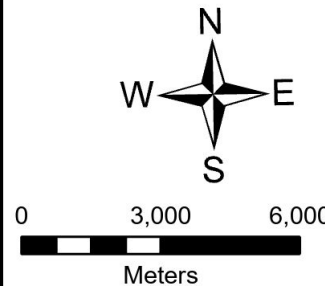
For further detail mapping, see Councils Interactive Mapping Portal available online through Councils website below or by scanning the QR code.



www.livingstone.qld.gov.au

Disclaimer

Copyright protects this publication. Reproduction by whatever means is prohibited without prior written permission of the Chief Executive Officer of Livingstone Shire Council. Livingstone Shire Council will not be held liable under any circumstances in connection with or arising out of use of this data, nor does it warrant that the data is error free. Any queries should be directed to the Customer Service Centre, Livingstone Shire Council, or telephone 1300 790 919. The Digital Cadastral Databases is current as of October 2024. © The State Government of Queensland (Dept. of Natural Resources and Mines) 2015. All other data © Livingstone Shire Council 2024.



Declared Water Service Area 2024

November, 2024

11.5 APPLICATION FOR PERMANENT ROAD CLOSURE - ADJACENT TO 23&25 BARTLEM STREET YEPPON (LOTS 3&4 RP603548)

File No: fA58219

Attachments: 1. [Plan](#)
2. [Road Closure Application](#)

Responsible Officer: Sean Fallis - Manager Engineering Services
Michael Kriedemann - General Manager Infrastructure

Author: Carrie Burnett - Policy & Planning Officer

SUMMARY

This report pertains to an application to permanently close an area of road reserve adjacent to 23&25 Bartlem Street Yeppoon.

OFFICER'S RECOMMENDATION

THAT the Committee recommends that Council resolve:

1. To authorise the Chief Executive Officer to sign a 'Statement in relation to an application under the *Land Act 1994* over State land (Part C)' stating that Council, as road manager, objects to the proposed permanent road closure adjacent to 23&25 Bartlem Street Yeppoon for the following reasons:
 - a. If Council supports this application, adjacent landowners may have an expectation that Council would support further road closure applications which could result in the removal of more native vegetation which protects the steep land in the Farnborough Road Corridor from erosion.
 - b. The area in question contains a water main which Council must retain access to.
 - c. The road proposed to be closed provides access for Council to monitor and manage erosion issues in the Farnborough Road Corridor.
2. That the applicant be advised of Council's decision and provided with the completed Part C.

BACKGROUND

In October 2024 Council received a request from the owners of 23 and 25 Bartlem Street Yeppoon to consider a proposal to permanently close an area of road reserve adjacent to their properties as shown on Attachment 1. Referring to their application forms at Attachment 2, the owners indicate that they maintain the area of road to keep vegetation clear of a retaining wall and they want to ensure the road remains permanently closed.

COMMENTARY

In accordance with Council's resolution of 20 June 2019, all applications for permanent road closure, made under the *Land Act 1994*, where Council is to provide advice as the road manager, are presented to Council for resolution. After a resolution is made, a 'Statement in relation to an application under the *Land Act 1994* over State land (Part C)' is completed by Council as road manager and sent to the applicant to lodge with the Department of Resources ('DoR'). The purpose of this report is to establish Council's stance with regards to the permanent road closure proposal so that the Part C can be completed.

Council is custodian of roads (excluding main roads) however they are owned by the State, represented by DoR, therefore Council is unable to approve their permanent closure and sale

to landowners. Under the *Land Act 1994* a property owner may apply to have an area of road permanently closed. The *DoR Guideline - Roads under the Land Act 1994* states:

'When a road is closed permanently the land becomes USL. Depending on the size and location of the parcel of land it could be disposed of as a stand-alone parcel of land, or may be included in adjoining land.'

According to their website, *DoR* will assess a road closure application against legislative requirements, seek views of other stakeholders and inspect the land if required. To assess local community opinion about a proposed closure, *DoR* will also require the applicant to undertake public notifications such as advertising and erection of signage on the land. If an application is successful, a written offer setting out various conditions will be sent to the applicant.

Advice obtained from Council stakeholders is included below:

Principal Planning Officer

'The road reserve adjoins the Medium Density Residential Zone.'

Overlays:

Coastal hazard overlay – Erosion prone area

Landslide hazard overlay

Scenic Amenity overlay – Coastal scenic transport route potential assessment area

Height limits

Duty Planner does not support the road reserve being permanently closed. Water infrastructure runs through the road reserve and powerlines closely adjoin the road reserve to the east. The existing property boundaries are consistent to the north and south ensuring the protection of the vegetation and hillside.'

Manager Construction & Maintenance

'C&M does not recommend this application as it fails to provide any significant reason to close road reserve which may be used in the future to access the rear of lots to the south of the subject lot. Council is under no obligation to sell road reserve simply to increase the size of an allotment.'

Coordinator Natural Resource Management

'The road reserve section being applied for has been cleared of vegetation for the last ten years, while other landowners (House numbers 15 – 21) have not cleared the vegetation in the road reserve. The area is covered by the Landslide Hazard Overlay and the Scenic Amenity overlay and as such the maintenance of deep rooted native vegetation is required to protect the steep land from erosion.'

NRM does not support the road closure due to the precedent it sets and expectation of adjacent landholders that they will also be supported to purchase the road reserve behind their property and undertake clearing of the vegetation. The road reserve contains critical infrastructure (water main) and provides access for Council to monitor and manage erosion issues in the Farnborough Road Corridor.'

Coordinator Water and Sewerage Operations

'There is a 100mm dia. water reticulation main that runs down the centre of the road closure property. Currently Council have access to the pipeline within the package of land for operations and maintenance purposes. Water and sewerage needs to retain access to this asset.'

Disaster Management and Volunteer Officer

'Disaster Management has no objection to permanently close an area of road reserve adjacent to Lots 3&4 RP603548 however recognise the need for Water and Sewerage Ops to retain access to the assets in the reserve.'

Manager of Economy and Places (Acting)

'Economic Development have no objections but note the importance of maintaining access to sewer and water...'

Technical Officer - Engineering

'Supportive of other departments comments...'

Principal Transport Engineer

'Supportive of the comment made by others.'

Principal Community Development & Engagement Officer

'The Community Development Sport and Recreation (CDSR) Team have no objection to the application for closure of the road reserve. Officers are not aware of any current or proposed future community use of this land which would be negatively impacted by the closure and sale.'

Co-ordinator – Development Engineering

'Development Engineering has no comment to this application.'

Technical Officer - Engineering

'No comment.'

The comment provided by the Coordinator Natural Resources Management raises important concerns for Council consideration when deciding whether to support or not support this application. Aside from highlighting the important role that native vegetation plays in protecting steep land from erosion, it is also pointed out that adjacent landowners may have an expectation that Council would support further road closure applications which could result in more vegetation removal. In addition to the above, the area in question contains a water main and also provides access for Council to monitor and manage erosion issues in the Farnborough Road Corridor.

Council should object to the road closure application for the following reasons:

1. If Council supports this application, adjacent landowners may have an expectation that Council would support further road closure applications which could result in the removal of more native vegetation which protects steep land in the Farnborough Road Corridor from erosion.
2. The area in question contains a water main which Council must retain access to.
3. The road proposed to be closed provides access for Council to monitor and manage erosion issues in the Farnborough Road Corridor.

PREVIOUS DECISIONS

At its 20 June 2019 and 18 February 2020 meeting, Council resolved that all future applications to close roads under the *Land Act 1994*, where Council is to provide advice as the road manager, are to be presented to Council for consideration. Council clarified the intent of these earlier resolutions at its 15 August 2023 Meeting.

ACCESS AND INCLUSION

There are no access and inclusion implications associated with the consideration of the Road Closure Application.

ENGAGEMENT AND CONSULTATION

On their website, the *DoR* states '*To assess local community opinion about a proposed closure, a public notice is required (e.g. advertisement in a local/digital newspaper, signs erected on the land).*' *DoR* also undertake consultation with other public utility providers such as Ergon and Telstra.

HUMAN RIGHTS IMPLICATIONS

Section 4(b) of the *Human Rights Act 2019* requires public entities such as Council '*to act and make decisions in a way compatible with human rights*'.

There are no adverse human rights implications associated with this report.

BUDGET IMPLICATIONS

There are no foreseeable budget implications associated with this matter.

LEGISLATIVE CONTEXT

Section 93 of the *Land Act 1994* provides for the meaning of road as follows:

- '(1) A road means an area of land, whether surveyed or unsurveyed-
 - a. dedicated, notified or declared to be a road for public use; or
 - b. taken under an Act, for the purpose of a road for public use.
- (2) The term includes-
 - a. a street, esplanade, reserve for esplanade, highway, pathway, thoroughfare, track or stock route; and
 - b. a bridge, causeway, culvert or other works in, on, over or under a road; and
 - c. any part of a road.'

Pursuant to s 99 of the *Land Act 1994* an owner of land that adjoins road may apply for the permanent closure of the road. Notice must be given to Council under s 68 of the *Local Government Act 2009* which also states that the Land Act Minister must have regard to any objections made by Council.

LEGAL IMPLICATIONS

There are no legal implications associated with this report.

STAFFING IMPLICATIONS

There are no staffing implications.

RISK ASSESSMENT

If the road closure is approved by *DoR*, it could lead to additional road closure applications from adjacent landowners expecting Council support and potentially resulting in further removal of native vegetation which could cause erosion in the Farnborough Road Corridor. Council could also lose access to the Farnborough Road Corridor which is needed to monitor and manage erosion issues on the steep land on Farnborough Road.

CORPORATE PLAN REFERENCE

Leading Livingstone

Community Plan Goal 4.2 - Collaboration and partnerships to advocate for the needs of the community

4.2.1 Build and maintain strong, collaborative, and co-operative relationships across all levels of government, industry, business and community.

While Council is custodian of roads under its control, the road reserves are owned by the State. Prior to disposing of road reserves, the *DoR* affords Council an opportunity to comment on the disposal, which is taken into consideration when making a decision on an application from a landowner. This collaboration between Council and the *DoR* fosters a co-operative relationship between Council and the State and ensures that Council's interests are considered.

CONCLUSION

Consultation has been undertaken with internal Council stakeholders who have raised objections to the proposed road closure. The Part C should state that Council objects to the proposed road closure for the following reasons:

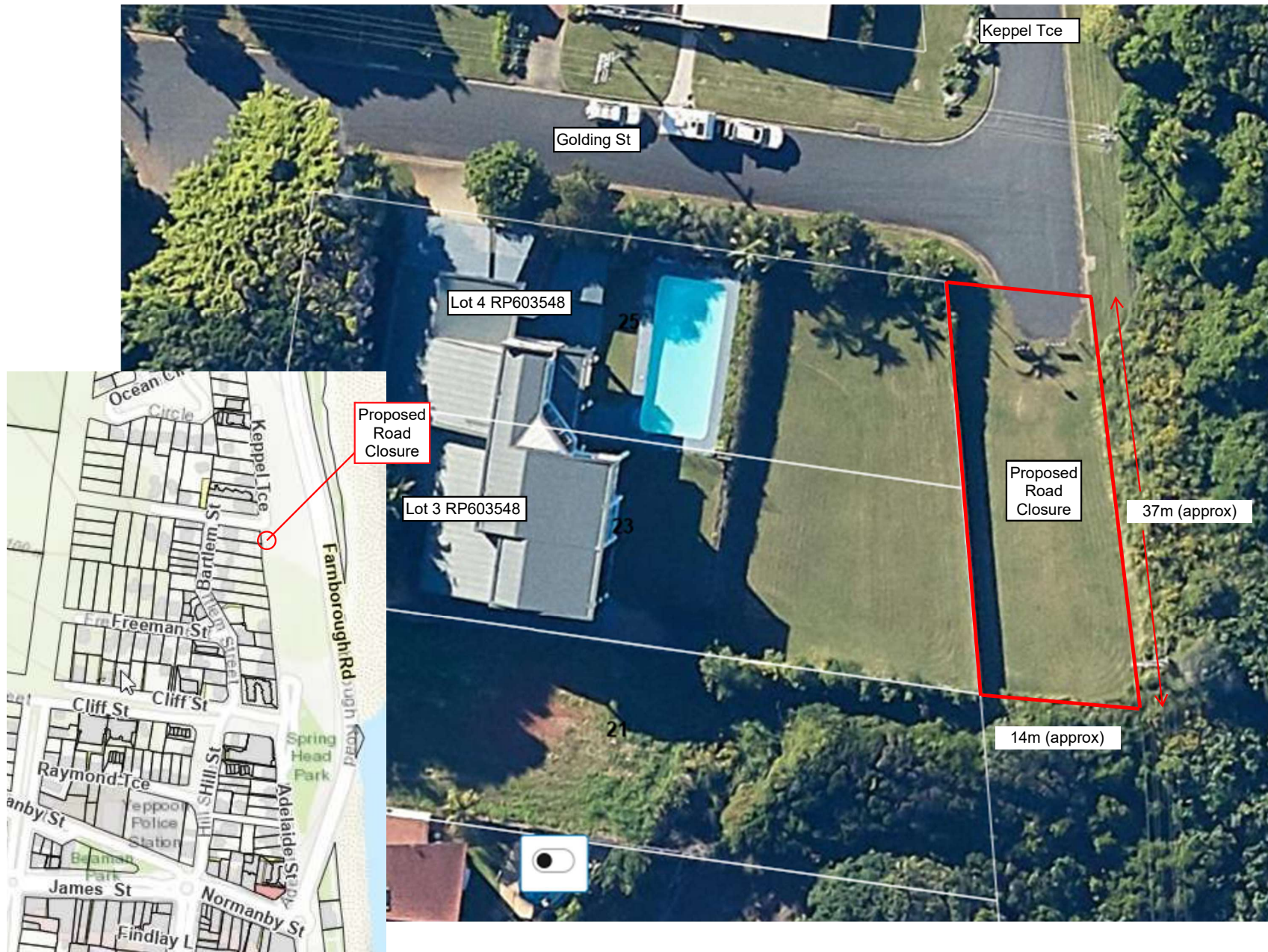
1. If Council supports this application, adjacent landowners may have an expectation that Council would support further road closure applications which could result in the removal of more native vegetation which protects steep land in the Farnborough Road Corridor from erosion.
2. The area in question contains a water main which Council must retain access to.
3. The road proposed to be closed provides access for Council to monitor and manage erosion issues in the Farnborough Road Corridor.

**11.5 - APPLICATION FOR PERMANENT
ROAD CLOSURE - ADJACENT TO
23&25 BARTLEM STREET YEPPON
(LOTS 3&4 RP603548)**

Plan

Meeting Date: 3 December 2024

Attachment No: 1



11.5 - APPLICATION FOR PERMANENT ROAD CLOSURE - ADJACENT TO 23&25 BARTLEM STREET YEPPPOON (LOTS 3&4 RP603548)

Road Closure Application

Meeting Date: 3 December 2024

Attachment No: 2



**Queensland
Government**

Department of Resources

You can now lodge your application online via Part A Contact and Land Details.

By July 2023 you will be able to apply for all *Land Act 1994* applications online.

Part A – Form LA00

Contact and Land Details

Land Act 1994

Requirements

1. **Part A:** Contact and land details is required when the applicant is wanting to submit a PDF [Part B form](#) (application specific form). You can apply [online](#) or via Part A – [Contact and land details \(PDF\)](#) and the relevant Part B form (PDF).
2. Payment of the prescribed Application fee for relevant Part B forms is per title reference. A refund of application fees will not be given. Details of fees are available on the [Department of Resources](#) website at <<https://www.resources.qld.gov.au>> or by contacting your nearest [business centre](#) or call 13 QGOV 13 74 68.
3. The appropriate application form Part B must be signed by the applicant or a legal practitioner on behalf of the applicant.
4. For your application to be processed, all parts of this application form must be completed and accurately, otherwise your application may be returned to you to complete or refused.

Important information

5. You are **strongly encouraged** to arrange a pre-lodgement meeting with us before you apply to ensure you have the information you need to apply correctly. You can do this by contacting your nearest business centre.
6. All applications will be processed having regard to the requirements of the [Land Act 1994](#) <<https://www.legislation.qld.gov.au/>> and related legislation, approved policies and procedures and the requirements of all other agencies with an interest in the land.
7. You can lodge your state land application online by completing the Part A online guide, or through the Part A – Contact and land details PDF and relevant Part B application form PDF. If you complete the PDF forms, you can submit the application via:
 8. **Email:** SLAMlodgement@resources.qld.gov.au
 9. **Post:**
Department of Resources
PO Box 5318
Townsville QLD 4810
10. In terms of the [Right to Information Act 2009](#) interested parties may seek access to the department's records and view relevant documents.
11. Information on this form, and any attachments, is being collected to process and assess your application under the [Land Act 1994](#). If required, we may need to consult with third parties such as relevant local or state agencies and adjoining property owners. Details provided to third parties will generally be limited to type of application, area applied for and intended use. Your personal information will not otherwise be disclosed unless authorised or required by law.
12. Please note that we may wish to contact you to seek your views on our service, to advise you of any legislative changes that might affect you or to seek your participation in surveys or programs relevant to your application type. Any participation will be voluntary and you may email stateland@resources.qld.gov.au if you do not wish for the department to contact you.
13. The department may also compile or analyse statistics and conduct research. Any publication of findings will not involve the publication of identifying personal information.
14. For further privacy information click [Privacy](#) or go to <www.resources.qld.gov.au/home/legal/privacy>.

Contact Details

Lodger Details and Mailing Address

A lodger is only required when a legal practitioner, or consultant lodges the application on behalf of the applicant.

Full Names

Title

First Name

Surname

Company Name(s)

If a corporation then record:-

☐

ACN

☐

ARBN

☐

ABN

Contact Details

Postal Address:

Phone Number:

Mobile Number:

Email:

Applicant(s) Details and Mailing Address

If the Applicant is a Corporation, either the Australian Company number, Australian Registered Body number or the Australian Business number must be shown.

Full Names

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Company Name(s)

If a corporation then record:-

☐

ACN

☐

ARBN

☐

ABN

Note: if the applicant is a Corporation, a requirement of the application is providing evidence (as at the date of application), that the Corporation is registered with the [Australian Securities and Investments Commission \(ASIC\)](https://asic.gov.au/online-services/search-asic-s-registers/) at <https://asic.gov.au/online-services/search-asic-s-registers/> ([company summary printout](#)) and if applicable, also registered with the [Australian Business Register \(ABR\)](https://www.abr.business.gov.au) at <https://www.abr.business.gov.au> (ABN lookup record extract).

Contact Details

Postal Address:

Phone Number:

Mobile Number:

Email:

Future correspondence should be sent to:

☐

Lodger

☐

Applicant

1. Are the applicants a foreign acquirer as defined by the Additional Foreign Acquirer Duty (AFAD)?

☐

go to 2

go to 4

Note: For further information refer to the Queensland Government website to determine if the applicant/s are [a foreign person](#) (acquirer) for AFAD.

Government website to Types of foreign persons for additional foreign acquirer duty:-

<<https://www.business.qld.gov.au/industries/service-industries-professionals/professional-financial-services/transfer-duty/investors/afad/foreign-persons>>.

2. Is the application related to the purchase of land, for example a permanent road closure, or conversion of a lease where the land is or will be used solely or primarily for residential purposes as defined for the Additional Foreign Acquirer Duty (AFAD) under the Duties Act 2001?
☐

go to 3

go to 4

Note: Under the Duties Act 2001 an additional amount of duty applies where the land is residential land and the applicant is [a foreign person](#) (acquirer) for AFAD.

Government website for Additional Foreign Acquirer Duty:-

<<https://www.business.qld.gov.au/industries/service-industries-professionals/professional-financial-services/transfer-duty/investors/afad/foreign-persons>>.

3. Enter full name/s of the foreign acquirer/s
(If there is insufficient space, please lodge as an attachment)

Full Names
(If a Company, also provide a contact name)

Share Held

go to 4

4. Are the Applicant/s registered for GST and acquiring the land for a creditable purpose?

☐

go to 5

Note: Under the Tax Administrator Act (Cth) 1953 certain purchasers of new residential premises or potential residential land are required to withhold the Goods and Services Tax (GST) amount from the price of the supply (purchase price) for payment directly to the Australian Taxation Office (ATO) as outlined on the ATO's website. The department is unable to provide further advice on the ATO's requirements. For further information contact the ATO on 13 28 65 or visit the ATO website <<https://www.ato.gov.au/business/gst/in-detail/your-industry/property/gst-property-settlement-online-forms-and-instructions/>> or seek advice from a financial or legal expert.

Details of land for which the application is being lodged

5. Select the type of land for which the application is being lodged:

- ☐ Permit
☐ Licence
☐ Lease
☐ Unallocated State Land (USL)
☒ Road
☐ Trust Land Reserve/ Deed of Grant in Trust (DOGIT)
☐ Dealing Number (refer to Item 6)
☐ Other

go to 6

6. Enter the description of the land for which the application is being lodged. If this application concerns a road, enter the description of the land adjoining the road.

Schedule 1

You must enter either the Lot on Plan or Title Reference of the land for which the application is being lodged

Lot	Plan	Title Reference
3	RP603548	
4	RP603548	

go to 7

The details of the land can be found on a current title. To check this you can purchase a title search by calling (07) 3497 3479, visiting the Titles Queensland website <https://www.titlesqld.com.au/> (and select 'Searches') Lot on Plan details are located on your rates notice or downloading the Queensland Globe <https://www.business.qld.gov.au/business/support-tools-grants/services/mapping-data-imagery/> to help access current Lot on Plan details. If insufficient space, please add additional description as an attachment.

7. Enter additional details of the land

Dealing number: Tenure Type: Tenure Number: Local Government:

Other details of land location

CLOSED ROAD AT KEPPEL TERRACE &
GOLDING STREET YEPPOON.

go to 8

8. Have you participated in a pre-lodgement meeting with the department (strongly encouraged)?

☐ Yes

go to 9

☒ No

Please provide name of officer you spoke with and this department's associated reference.

Department Contact
Officer

Pre-lodgement ID

(LVAAS ID Ref)

9. Provide details of pre-lodgement meeting.

(If there is insufficient space, please lodge as an attachment)

Note: Departmental Officers contact details and any reference number should be included if known.

10. Provide details of any timeframes the department should be aware of when assessing your application (for example, a settlement date)

(If there is insufficient space, please lodge as an attachment)

11. If this application relates to a project, provide an overview and how your application relates to this project.
(If there is insufficient space, please lodge as an attachment)

THIS FORM MUST BE ACCOMPANIED BY THE RELEVANT PART B APPLICATION FORM

CLEAR FORM



**Queensland
Government**

Department of Resources

You can now lodge your application online via Part A Contact and Land Details.

By July 2023 you will be able to apply for all *Land Act 1994* applications online.

Part B – Form LA18

Road Closure Application

Land Act 1994

Requirements

1. This application is for a road closure.
2. Please read the respective [Applying for a road closure guide](#), which includes application restrictions.
3. Payment of the prescribed Application fee (per title reference), if relevant. A refund of application fees will not be given. (Details of fees are available on the [Department of Resources website](#) at <<https://www.resources.qld.gov.au>> or contact your nearest [business centre](#) or call 13 QGOV 13 74 68.
4. Part A online form: [Contact and land details](#) or Part A – [Contact and land details \(PDF\)](#) must be completed and submitted with your application.
5. **Part C – Form 30: [Statement in relation to an application under the Land Act](#)** must be completed and submitted with your application.
6. You must **attach a drawing** showing the required information which is detailed in the [guide](#) under the heading “How to apply”.
7. Any additional information to support the application.
8. For your application to be processed, all parts of this application form must be completed and accurately, otherwise your application may be returned to you to complete or refused.

Important information

9. You are **strongly encouraged** to arrange a pre-lodgement meeting with us before you apply to ensure you have the information you need to apply correctly. You can do this by contacting your nearest business centre.
10. A road is any area of land that has been set aside by legislation for the use of the travelling public. Not all roads are currently formed or being used by vehicles or pedestrians, and some may never be developed or used for that purpose.
11. An adjoining owner may apply for a permanent or temporary road closure. An adjoining owner is the registered owner, lessee or trustee of the property that shares a common boundary with the road i.e. contiguous, directly connected; or without interruption.

An adjoining owner can apply for the area of road that immediately adjoins the property boundary and not any part of the road that continues in either direction beyond the property boundary.

If a road is a “dead end” and the property boundary only adjoins on the end and does not extend along the road, the owner is not considered an adjoining owner for a road closure application. To be clear, a person who has limited frontage to the road cannot apply for closure of the entire length of the road.

12. A public utility provider as defined under the [Land Act 1994](#) <<https://www.legislation.qld.gov.au/>> may also apply for a permanent road closure.
13. An application for temporary road closure can be considered for another person (not an adjoining owner) for:
 - pipes for irrigation purposes that cross the road beneath its surface.

- water channels for irrigation purposes that cross the road.
14. A road maybe closed "in strata" to provide for works such as:
 - connecting overhead viaduct, or underground tunnel for commercial purposes between two buildings.
 - structure which will overhang a road.
 - car park or building under or over a road.
 15. You may be required to pay a purchase price for the permanent closure of a road.
 16. When a road is closed permanently, its status changes from 'road' to 'unallocated state land'. Depending on how the land is to be allocated, the area of road to be permanently closed may be:
 - incorporated into the applicant's adjoining freehold or leasehold land.
 - included in an existing reserve or set apart as a new reserve.
 - retained as a separate parcel of freehold land, although this option is rarely used in view of the planning requirements of local governments.
 17. A road may be permanently closed under the Land Act 1994 if the Minister is satisfied the road is not:
 - the only dedicated access to a person's land;
 - used regularly by the public as a road or stock route; or
 - providing continuity to a road network.
 18. Although the state owns the land in a dedicated road, a local government (section 60 of the Local Government Act 2009) is responsible for the day to day management of dedicated roads in its area including their construction and maintenance. The Department of Transport and Main Roads <<https://www.tmr.qld.gov.au/>> is responsible for management of state controlled roads such as a freeway, highway or 'major road connecting cities'.
 19. If the local government can authorise the proposed use on a local road under a specific local law for administering the use of local roads, an application for road closure is not required by this department. Contact the relevant local government for authorisation of the proposed use.
 20. If the State government department administering state-controlled roads can authorise the proposed use on a state controlled road under the Transport Infrastructure Act 1994, an application for road closure is not required by this department. Contact Department of Transport and Main Roads for authorisation of the proposed use.
 21. Information on this form, and any attachments, is being collected to process and assess your application under section 99 of the Land Act 1994. If required, we may need to consult with third parties such as relevant local or state agencies and adjoining property owners. Details provided to third parties will generally be limited to type of application, area applied for and intended use. Your personal information will not otherwise be disclosed unless authorised or required by law.
 22. Please note that we may wish to contact you to seek your views on our service, to advise you of any legislative changes that might affect you or to seek your participation in surveys or programs relevant to your application type. Any participation will be voluntary and you may email stateland@resources.qld.gov.au if you do not wish for the department to contact you.
 23. The department may also compile or analyse statistics and conduct research. Any publication of findings will not involve the publication of identifying personal information.
 24. For further privacy information click Privacy or go to <www.resources.qld.gov.au/home/legal/privacy>.



Road Closure



Temporary Road Closure



1. The application is for:

☒ Permanent road closure go to 2

☐ Temporary road closure go to 2

2. If you are not the manager of the road as defined below, have you consulted with the road manager to determine if the road is still required?

☐ Yes go to 3

☒ No go to 3

Before submitting your application to the department, you should discuss your proposal for closure of a local road with the local government responsible for its management, or the [Department of Transport and Main Roads](#) for a state-controlled road managed under the [Transport Infrastructure Act 1994](#).

This will assist you to plan your project and will help reduce the time required to assess your application. It will also provide you with an opportunity to address in your application any issues identified through discussion with the road manager.

The road manager is:

- For a road that is under the control of a local government—the local government;
- For a state-controlled road, the chief executive of the Queensland Government agency administering the *Transport Infrastructure Act 1994* (Department of Transport and Main Roads).

If the proposed use can be authorised by the road manager an application for road closure is not required.

Note: A road manager has the powers to authorise various uses on roads, however they cannot permanently close the dedicated road and allocate the land for another use.

A signed 'Part C Form LA30 – Statement in relation to an application under the *Land Act 1994* over State land' from the road manager must accompany this application.

A road may be permanently closed under the *Land Act 1994* if the Minister is satisfied the road is not:

- the only dedicated access to a person's land;
- used regularly by the public as a road or stock route; or
- providing continuity to a road network.

An application must be refused if the road is still needed in accordance with section 101(3) of the *Land Act 1994*.

3. Are you a public utility provider or the registered owner, lessee or trustee of the land adjoining the area of road subject to this road closure application?

☒ Yes go to 4

☐ No Application cannot be considered unless temporary closure is for reasons listed in Question 4

Section 99(1) of the *Land Act 1994* states that only a public utility provider or the registered owner, lessee or trustee of the land adjoining a road may apply for a permanent closure of the road.

4. Is the temporary closure to make structural improvements for:

☐ Pipes for irrigation purposes that cross the road beneath its surface go to 5

☐ Water channels for irrigation purposes that cross the road go to 5

☒ Not Applicable go to 5

Section 99(3) of the *Land Act 1994* limits who can apply for temporary closure of a road to only the registered owner, lessee or trustee of the land adjoining a road or another person for:

- Pipes for irrigation purposes that cross the road beneath its surface; or
- Water channels for irrigation purposes that cross the road.

5. Provide details in Schedule 1 below, of any land you lease from the State or are the registered owner that adjoins or is in the vicinity of the land applied for:

Schedule 1		
You must enter either the Lot on Plan or Title Reference of the land for which the application is being lodged (If insufficient space, please add additional description as an attachment)		
Lot	Plan	Title Reference
3	RP603548	
4	RP603548	

go to 6

The description of the land can be found on a current title search or on your rates notice. To check this you can purchase a title search by calling (07) 3497 3479, visiting the Titles Queensland website <https://www.titlesqld.com.au/> (and select 'Searches').

6. Have you made a previous application for closure of this area of road?

<input type="checkbox"/> Yes	go to 7
<input checked="" type="checkbox"/> No	go to 10

7. Was this application refused?

<input type="checkbox"/> Yes	go to 8
<input type="checkbox"/> No	go to 10

8. Have there been any change in circumstances from the previous application, which may lead to this application being accepted for further consideration?

<input type="checkbox"/> Yes	go to 9
<input type="checkbox"/> No	go to 10

If no, the application maybe rejected without further consideration.

9. Provide details of the change in circumstances from the previous application.

go to 10

(If there is insufficient space, please lodge as an attachment)

10. Is any use currently being made of the road area?

☐ Yes

go to 11

☒ No

go to 12

11. Provide details of the current use of road e.g. grazing, encroachment of building or structure.

go to 12

(If there is insufficient space, please lodge as an attachment)

12. Provide details of the proposed use of the road area and any additional information to support the application. go to 13

(If there is insufficient space, please lodge as an attachment)

ROAD IS CURRENTLY CLOSED. THIS APPLICATION IS TO
ENSURE ROAD REMAINS PERMANENTLY CLOSED. WE ARE
CURRENTLY MAINTAINING THIS AREA - MOWING, WEEDING ETC
AND WILL CONTINUE TO DO SO TO KEEP VEGETATION CLEAR
RETAINING WA

13. If you have lodged an application to dedicate state land as road, please provide the case reference number or the lot on plan description of the land in which you have applied to open the road.

go to 14

Attachments

The following will need to be lodged with your application for it to be processed. If all this information is not submitted, your application will be returned or refused.

14. Tick the box to confirm the attachments form part of the application:

- ☐ Application Fee
- ☐ Part A online form – Contact and Land details or Part A – Contact and land details PDF
- ☐ Part C – Form LA30 – Statement in relation to an application under the Land Act 1994
- ☐ A copy of a [Dial before you dig](#) enquiry detail page for the road area applied for
- ☒ A drawing showing the information listed in the 'How to Apply' in the [guide](#)
- ☐ Evidence of pre-lodgement discussions with the department, if applicable.
- ☐ Additional information in support of your application such as correspondence from the road manager or current users of the road, if applicable.

It is recommended that any attached drawings be A4 or A3 size. Your application will not be considered as having been properly made, unless all parts of this application form are completed accurately. In this instance your application may be returned to you for completion.

Declaration

I certify that I have read the information, which forms part of this application and the information I have provided is true and accurate.

Signature of applicant (or their legal practitioner)

Date: 23/10/2024

If applicant, section 142 of the [Land Act 1994](#) states a person is eligible to apply for, buy or hold land under the [Land Act 1994](#) if the person is an adult, that is, 18 years of age or over. If the legal practitioner of the applicant is signing as the applicant then the legal practitioner's full name must be printed immediately below the signature.

CLEAR FORM



- * SECTION OF ROAD IS CURRENTLY A CLOSED ROAD.
- * PROPOSAL IS TO FOLLOW THE EXISTING FENCE BOUNDARY ; ROAD BOUNDARY.

11.6 MONTHLY PROGRESS REPORT - CAPITAL PROJECTS

File No: FM12.14.01

Attachments: 1. Capital Projects Progress Report to 31 October 2024 [↓](#)

Responsible Officer: Andrea Ellis - Chief Financial Officer
Michael Kriedemann - General Manager Infrastructure

Author: Richard Mills - Principal Project Management Officer
Erin Heath - Project Accountant

SUMMARY

Presentation of the capital works progress report for projects delivered by the Infrastructure Portfolio to the end of October 2024.

OFFICER'S RECOMMENDATION

THAT the Committee recommends Council receive and note the progress of the capital works program delivered by the Infrastructure Portfolio to 31 October 2024.

BACKGROUND

Delivery of a capital works program within budget, time and quality metrics is essential to ensure that Council is financially sustainable, and that Council's assets are maintained and enhanced to meet the needs of communities within Livingstone Shire. Additionally, Council has a statutory obligation as a service provider to ensure it can provide water and wastewater services to customers. Council's reputation and the community livability would suffer if it were unable to maintain assets and service levels at necessary standards. The consequence of inadequate maintenance and upgrade of capital assets will be increased costs in the future.

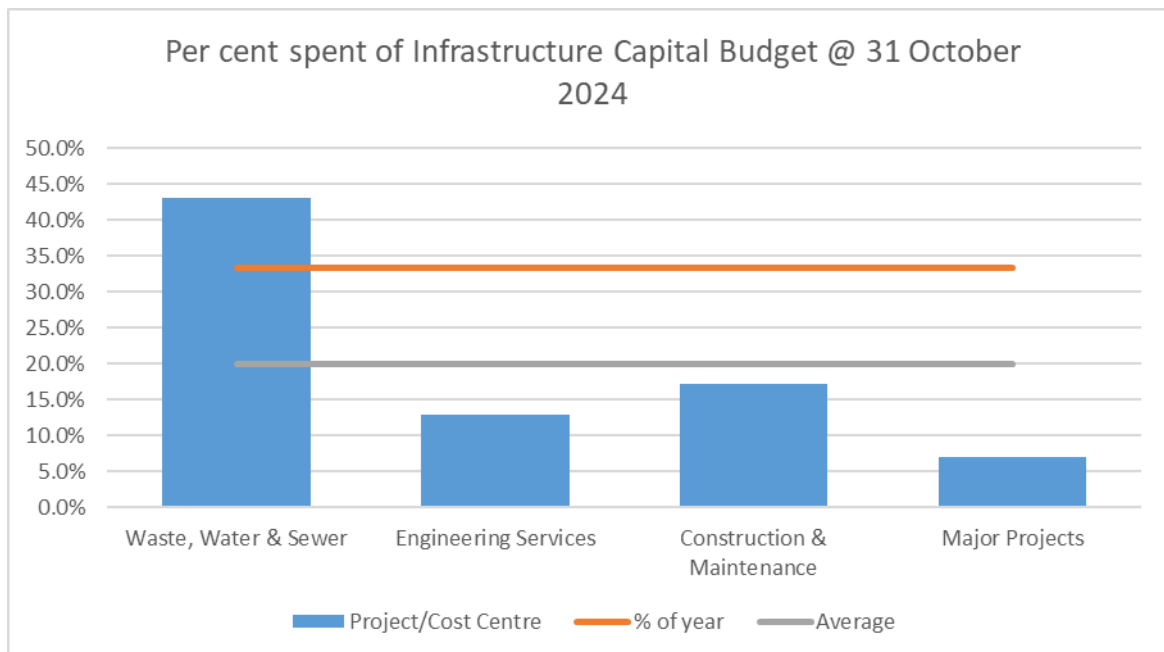
Previously detailed capital expenditure reports were included in the monthly financial report and will now be reported to the appropriate standing committee. This new approach aims to align the responsibility of each committee for overseeing policy and performance with specific capital projects that are delivered by the respective areas. The monthly financial report will only provide a high level overview of budget performance.

COMMENTARY

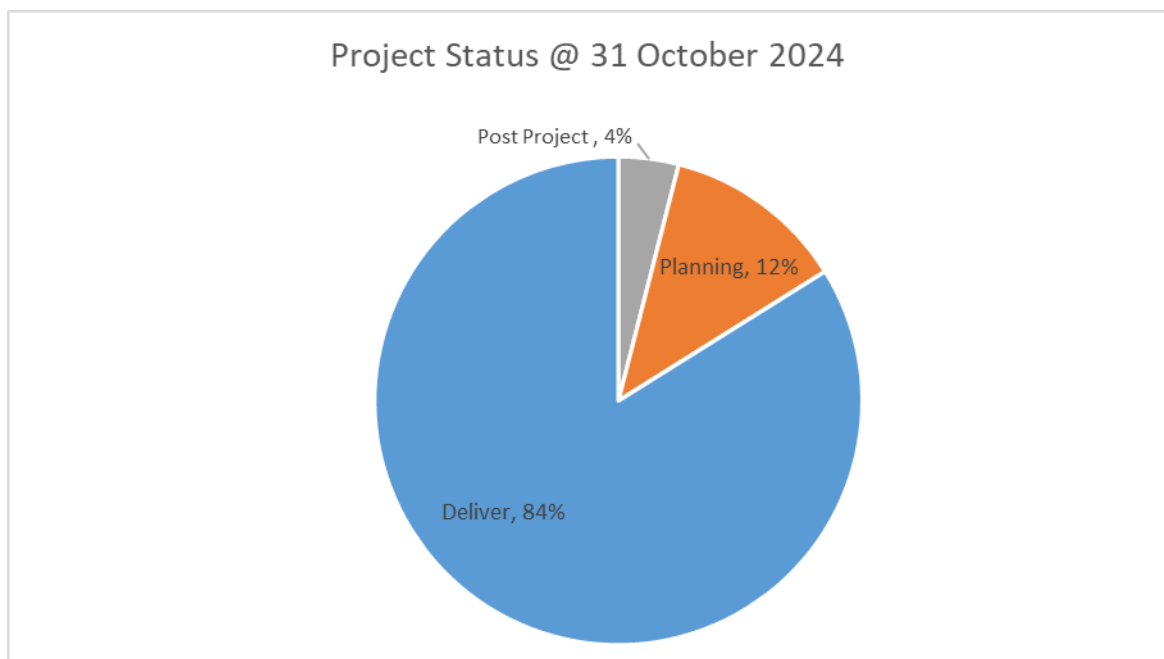
The attached capital projects progress report to 31 October 2024, details the 107 programs and projects to be delivered by the Infrastructure Portfolio. The projects have been reported against the following three categories:

1. 16 Programs to be delivered in 2024/2025
 - \$6.199M with actual expenditure to 31 October of 19.99%
2. 53 Projects to be delivered in 2024/2025
 - \$15.968M with actual expenditure to 31 October of 16.90%
3. 38 Projects to be delivered over multiple financial years
 - \$18.294M with actual expenditure to 31 October of 6.65%

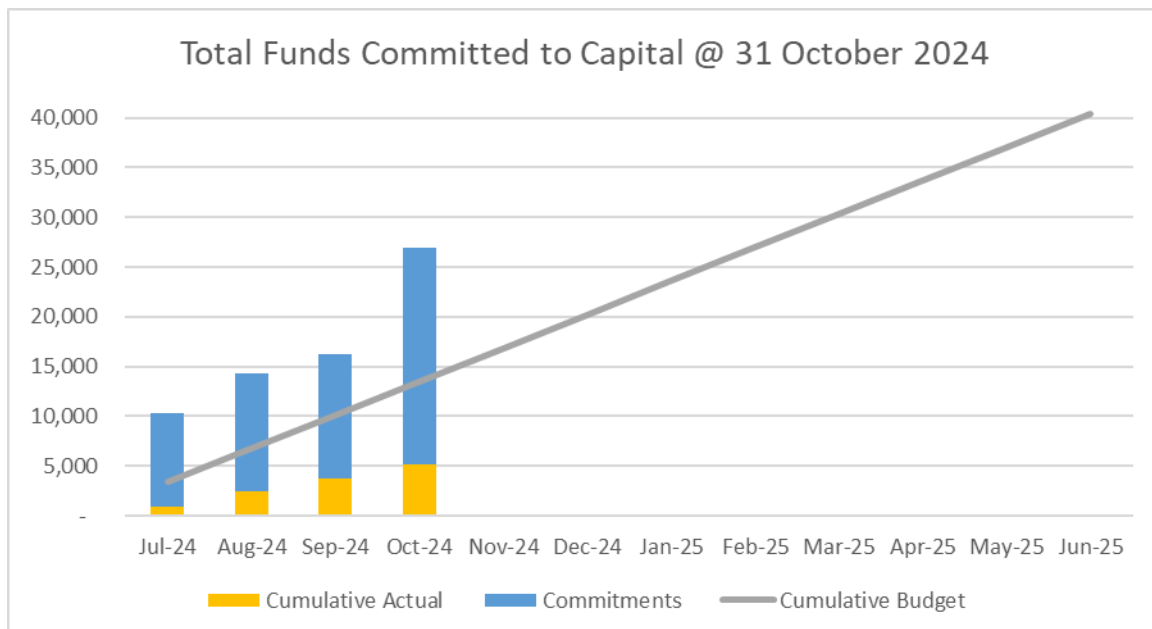
The total for projects under management by Infrastructure Officers is \$40.461M with actual expenditure of 13%.



Average Percentage expenditure of 20.0% across all functional teams



A large majority of projects are in Deliver phase as shown in the above pie graph.



\$21.8M commitments and \$5.1M actual expenditure YTD.

PREVIOUS DECISIONS

Council adopted the capital budget at the Standing Committee Meeting held 05 November 2024.

ACCESS AND INCLUSION

This report is made publicly available on Council's website under the Standing Committee Agenda.

ENGAGEMENT AND CONSULTATION

This report and the attached project progress report has been drafted with input from Project Managers, Coordinators, Managers and Finance Business Partners.

HUMAN RIGHTS IMPLICATIONS

Section 4(b) of the Human Rights Act 2019 requires public entities such as Council 'to act and make decisions in a way compatible with human rights'.

There are no foreseen human rights implications associated with the adoption of this monthly report.

BUDGET IMPLICATIONS

The delivery of the capital program is a fundamental component of Council's annual budget. Monitoring of project delivery will ensure financial arrangements (i.e. draw-down from reserves, external grants or loans) is predicted in advance and actioned as required.

LEGISLATIVE CONTEXT

Whilst not prescribed, monthly reporting on the capital program will supplement the legislative requirement to present a financial report to Council on a monthly basis.

LEGAL IMPLICATIONS

There are no anticipated legal implications because of this report. Any legal matters are managed on an individual project basis.

STAFFING IMPLICATIONS

Managers have reviewed their resourcing needs required to deliver the projects they are responsible for.

The Infrastructure Projects Team have recruited two additional Project Managers to join the team in January 2025. Additionally, an external Project Manager has been appointed to manage the community infrastructure projects (boardwalk, arrivals plaza and way-finding signage) on Great Keppel Island.

Significant deficiencies in day labour resources is an ongoing issue that requires close monitoring to ensure projects are being delivered.

As priorities change, management will review and change resourcing needs to ensure project delivery.

RISK ASSESSMENT

Regular robust reporting of Council's capital works program assists in creating a framework of financial responsibility within the Council and provides sound long-term financial management of Council's operations.

In recent times, the main constraints on the delivery of the capital program has been the availability of project managers, supply chain delays for materials and scarcity of external contractors.

CORPORATE PLAN REFERENCE

Leading Livingstone

Community Plan Goal 4.1 - Innovative and accountable leadership to achieve a shared future

4.1.2 Council produces and delivers against sustainable financial forecasts as a result of best practice Capital and Asset Management Plans which guide project planning and service delivery across the Shire.

CONCLUSION

Officers continuously review the progress of capital projects to ensure scope, cost and time metrics are understood for each of the projects in the capital program. At the beginning of the new financial year many of the projects are in the planning and pre-delivery phase. Over the coming months, more projects will be in the execution phase and this will be reflected in the actual spend and percent complete.

11.6 - MONTHLY PROGRESS REPORT - CAPITAL PROJECTS

Capital Projects Progress Report to 31 October 2024

Meeting Date: 3 December 2024

Attachment No: 1

	ACT vs BUD			ACT vs BUD			ACTUAL EXP Life To Date	BUDGET Project Life
	ACTUAL EXP YTD	BUDGET EXP FY	EXP Variance	ACTUAL REV YTD	BUDGET REV FY	REV Variance		
Infrastructure Portfolio for the period ending 31/10/2024	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Construction & Maintenance	2,080	12,651	(10,570)	491	3,614	(3,123)	4,704	17,065
Programs	979	5,415	(4,436)	227	885	(659)	560	1,200
(R)-RC-PR-Etna Creek Road	306	800	(494)	227	553	(327)	560	1,200
(R)-UC-IN-Inlet Renewal Program 2425 25-	9	50	(41)	0	0	0	0	0
(R)-UC-SW-Renewal Program-\$305K	0	150	(150)	0	0	0	0	0
(U) UC-SW-8-10 Industrial Ave drainage upgrade	0	50	(50)	0	0	0	0	0
(U)-UC-SL-Street Lighting Program (24-25	(0)	75	(75)	0	0	0	0	0
CP422 Capital Control Rural Gravel Resheets	633	2,250	(1,617)	0	332	(332)	0	0
CP423 Capital Control Beach Access Renewal Program	2	100	(98)	0	0	0	0	0
CP423 Capital Control Floodway Renewal Program	10	250	(240)	0	0	0	0	0
CP428 Capital Control Urban Reseal Program	9	1,630	(1,621)	0	0	0	0	0
(N)-UC-NC -Guardrail Program 2324 -\$60K	11	60	(49)	0	0	0	0	0
Projects complete 2425	992	4,878	(3,886)	234	2,195	(1,962)	3,728	5,728
(N) UC-SW-Whitman St Stormwater Sump	0	40	(40)	0	0	0	0	0
(N)-BS- Clayton Rd and Keppel Dve bus stop	13	285	(272)	15	285	(270)	0	0
(N)-RC-NC-Farnborough Rd 19-013 Blackspo	3	242	(239)	0	242	(242)	0	0
(N)-UC PW Farnborough State footpath 22-	5	74	(69)	0	72	(72)	0	0
(N)-UC PW Yeppoon State PS footpath 23-1	3	205	(202)	9	205	(196)	26	205
(N)-UC-NC Arthur St carpark and stormwat	324	236	88	0	0	0	1,492	1,287
(N)-UC-NC Found St Cul de sac 22-049 \$85	4	85	(81)	0	0	0	0	0
(N)-UC-NC Percy Ford 23-122 Blackspot 2324	1	0	1	0	0	0	0	0
(N)-UC-NC Scenic Hwy 22-166 Blackspot 23	13	516	(503)	36	516	(480)	31	516
(N)-UC-NC-Jabiru Drive Extension T-130	580	400	180	167	0	167	2,079	2,108
(N)-UC-NC-VinElJones Drv Car Parking 17-0	5	330	(325)	0	0	0	0	0
(N)-UC-PW Clayton Rd-Lyndall Dr Lammermore	0	425	(425)	0	0	0	0	0
(N)-UC-SL Reef Guardian Solar Retrofit	0	54	(54)	0	0	0	66	162
(N)-UC-SW-Statue Bay table Drain 21-155	(0)	50	(50)	0	0	0	0	0
(N)-UC-Yeppoon State HS carpark	31	680	(649)	7	475	(468)	0	0
(R)- PR Pavement rehab Daniel Park to Sc	3	775	(772)	0	0	0	34	1,450
(R)-UC-SL-Scenic Hwy-Cedar Av LED upgrade	3	0	3	0	0	0	0	0
(R)-UC-SL-Scenic Hwy-Tarangamba Rd LED upgrade	5	0	5	0	0	0	0	0
(U)-MC-Wadallah Creek Crossing 24-030	0	400	(400)	0	400	(400)	0	0
[R] Cordingley St Works Depot reseal acc	0	80	(80)	0	0	0	0	0
Projects Ongoing	109	2,358	(2,249)	31	534	(503)	415	10,137
(N)-UC-RF - Bicycle racks \$56.5K	(0)	38	(38)	0	19	(19)	(0)	0
(R) WC-WMR Rosslyn Bay Trunk 17-114	19	210	(191)	0	0	0	47	1,233
(U) RC-Normanby St 22-020 est \$7.339m Up	90	2,110	(2,020)	31	515	(484)	368	8,904
Engineering Services	199	1,587	(1,388)	271	333	(62)	176	1,474
Projects complete 2425	115	998	(883)	249	333	(84)	150	472
(N)-DESIGN-PW-Minor Access Works Program	0	50	(50)	0	0	0	0	0
(N)-DESIGN-PW-Rail Trail to Pines Design	0	322	(322)	0	161	(161)	0	0
(N)-DESIGN-Tarangamba State PS Bus Shelt	42	163	(121)	249	163	86	150	277
(N)-SW-George St Zilzie	0	50	(50)	0	0	0	0	0
(R) P&E-RTK Survey equipment 23-084 est	40	30	10	0	0	0	0	0
(R)-DESIGN-HZ-Inverness Reticulation 24-	0	195	(195)	0	0	0	0	195
(R)-WN-WAT-33 Pacific Heights HZ Booster	5	150	(145)	0	0	0	0	0
(U)-DESIGN-Homemaker Stage 2 est\$20k	(0)	20	(20)	0	0	0	0	0
(U)-DESIGN-PW-Mulambin Shared Path 22-09	26	18	8	0	9	(9)	0	0
(R)-DESIGN-PW-Heaslip Stairs-Replace Ti	0	0	0	0	0	0	0	0
Projects Ongoing	84	589	(505)	22	0	22	26	1,002
(N)-Design-Jeffries St Culdesac 24-065	2	0	2	0	0	0	0	0
(N)-DESIGN-NC-Bottlebrush Drive Ext 21-1	0	100	(100)	0	0	0	0	0
(N)-DESIGN-NC-Phillips Clements Fountain	1	100	(99)	0	0	0	0	0
(N)-DESIGN-RES-Lammermoor Water Booster	0	30	(30)	0	0	0	0	0
(N)-Design-UC PW Adelaide Pk and Braithw	2	0	2	0	0	0	0	0
(N)-Design-UC PW Kinka Bch shared path	11	0	11	0	0	0	0	0
(N)-Design-UC PW Matthew F Drv shared Path	8	0	8	3	0	3	0	0
(N)-RC-PW-Byfield Footpath	0	10	(10)	0	0	0	0	330
(N)-RC-PW-Cawarral School Footpath 23-12	0	14	(14)	0	0	0	0	0
(N)-UC-PW-Yeppoon Precinct East 22-050	26	0	26	9	0	9	0	0
(R) Barmaryee Road upgrade to sealed ro	0	50	(50)	0	0	0	0	0
(R) Hinz Ave Upgrade to Seal – 24-053 -	3	100	(97)	0	0	0	0	0
(R) (FW) Racecourse Rd floodway upgrade	0	20	(20)	0	0	0	0	0
(R)-Design-RC-Dawson Rd upgrade to seale	0	0	0	0	0	0	0	0
(R)-Design-RC-Mt Chalmers Road upgrade t	14	0	14	10	0	10	0	0
(R)-DESIGN-SP-SEW-53 Hill St Bell Park P	1	0	1	0	0	0	26	672
(R)-DESIGN-SP-SEW-Farnborough Stage 1 SE	8	15	(7)	0	0	0	0	0
(R)-DESIGN-SP-SEW-Farnborough Stage 2 SE	0	60	(60)	0	0	0	0	0
(R)-DESIGN-SP-SEW-Farnborough Stage 3 SE	0	60	(60)	0	0	0	0	0
(R)-DESIGN-UC-SW-Drain St design	7	0	7	0	0	0	0	0
(U)-DESIGN-SW-Wood St Emu Park 22-102	0	20	(20)	0	0	0	0	0
(U)-RC-Caves School Carpark 23-129 STIP	1	10	(9)	0	0	0	0	0
(U)-SP-SEW-133 Sewer Pump Station Arthur	1	0	1	0	0	0	0	0
Major Projects	1,737	23,584	(21,848)	3,567	11,403	(7,836)	13,260	68,144
Projects complete 2425	885	9,458	(8,573)	640	1,431	(791)	8,477	12,755
(N)-E&P-Gateway Stage 4 est.\$2.2M	30	2,200	(2,170)	0	0	0	0	0
(N)-MP-Station Quarter Community Recover	30	0	30	0	0	0	2,544	2,522
(N)-W&R-Emu Park Transfer Station Upgrad	14	490	(476)	0	0	0	0	0

(N)-WC-Kellys Dam Seepage Measurement Works	0	0	0	0	0	0	0	0
(R) RC-BDG-Doonside Rd Canal Ck Ch6325 T	3	625	(621)	0	249	(249)	529	1,105
(R) SEW-Chrisney Connection (23-114)- 23	0	27	(27)	0	0	0	0	0
(R) SN-2425 Sewer Relining Program Passi	28	500	(472)	0	0	0	0	0
(R)-Design-UC BDG Adelaide Pk bridge replacement	8	347	(339)	0	0	0	0	0
(R)-RC-BDG-Werribee Rd Replace Timber Br	17	500	(483)	0	163	(163)	490	909
(R)-WP-Meikleville Reservoir Roof Replac	74	0	74	0	0	0	869	873
(R)-WP-WWTP clarifier scraper replacement	7	0	7	0	0	0	434	0
(U)-DESIGN-EPSLC Revetment wall 24-036 \$	(0)	140	(140)	0	0	0	(0)	0
(U)-SP-Emu Pk STP Process Upgrade 19-128	673	4,600	(3,927)	640	1,020	(380)	3,611	7,346
(U)-WN-Cathne St to Cathne Lane Road crossing	(0)	30	(30)	0	0	0	0	0
(R)-WN-Water Main Replacements	1	0	1	0	0	0	0	0
Projects Ongoing	852	14,127	(13,275)	2,927	9,972	(7,045)	4,783	55,389
(N)-GKI Gateway Arrival Precinct Plannin	53	400	(347)	660	400	260	54	4,000
(N)-SP-GKI WWTP - Design and Project Mgm	317	1,190	(873)	707	1,190	(483)	544	1,390
(N)-SP-GKI WWTP - Public Amenities	(0)	0	(0)	0	0	0	0	2,240
(N)-SP-GKI WWTP- Plant and network const	0	3,000	(3,000)	0	3,000	(3,000)	0	11,370
(N)-W&R-Yeppoon Landfill Cell extension	72	921	(849)	0	500	(500)	765	8,000
(U)-FC-Yeppoon Aquatic Centre Upgrade es	231	3,800	(3,569)	1,560	3,800	(2,240)	684	13,000
Artillery Road ROSI works	96	2,705	(2,609)	0	1,082	(1,082)	2,125	7,800
(N) SEW-Taroombal South Sewerage PFTI Passive	82	2,110	(2,028)	0	0	0	612	7,589
Waste Water and Sewer	1,137	2,639	(1,503)	0	0	0	3,223	4,306
Programs	259	784	(525)	0	0	0	0	0
(R) SEW-Passive Sewer Renewals \$200K	79	200	(121)	0	0	0	0	0
(R) WN-Water Property Service Annual Program	69	86	(17)	0	0	0	0	0
(R)-SN-Sewer Jump up priority annual pro	5	65	(60)	0	0	0	0	0
(R)-SP-Active Sewer Renewals \$200K	74	200	(126)	0	0	0	0	0
(R)-WN-WMR- Water Meter Replacement Annual	18	61	(43)	0	0	0	0	0
(R)-WN-WV&H Valves & Hydrants Annual Program	15	172	(157)	0	0	0	0	0
Projects complete 2425	706	635	71	0	0	0	2,877	2,700
(R) SEW-EP 375mm Sewer Gravity Main ID41	141	0	141	0	0	0	0	0
(R)-SN-Clayton Road SPS switchboard upgr	0	70	(70)	0	0	0	0	0
(R)-WC-WMR-Water Main Replace Annual Program	0	0	0	0	0	0	0	0
(R)-WP-2122-Caves WPS upgrade Active Water	17	40	(23)	0	0	0	0	0
(R)-WP-Active Water renewals	50	0	50	0	0	0	0	0
(U) SC-SEW-55 SRM-Hartley Street sewer r	7	270	(263)	0	0	0	0	0
(U)-SEW-71-SGM-Scenic Hwy 375 dia gravit	424	255	169	0	0	0	2,877	2,700
(R) SEW-Cedar Av STM 300mm ID 418798 418	65	0	65	0	0	0	0	0
Projects Ongoing	171	1,220	(1,049)	0	0	0	346	1,606
(R)-WP-Brae St Flinders Nth and Elma St	140	320	(180)	0	0	0	195	360
(R)-WP-Normanby St (Hill-Ben) AC Mains r	0	150	(150)	0	0	0	0	0
(R)-WP-WMR-Farnborough Rd 200mm Water Main	0	650	(650)	0	0	0	50	700
(U)-SP-SEW-60 450 SRM new SPS to Shaw Av	31	100	(69)	0	0	0	101	546
Grand Total	5,153	40,461	(35,308)	4,329	15,350	(11,021)	21,363	90,989

Project Category	ACTUAL EXP	BUDGET EXP	ACT vs BUD EXP	ACTUAL REV	BUDGET REV	ACT vs BUD REV	YTD % BUD
	YTD \$'000	FY \$'000	Variance \$'000	YTD \$'000	FY \$'000	Variance \$'000	
Programs	1,239	6,199	(4,961)	227	885	(659)	19.99%
Projects complete 2425	2,698	15,968	(13,271)	1,122	3,959	(2,837)	16.90%
Projects Ongoing	1,217	18,294	(17,077)	2,980	10,506	(7,526)	6.65%

11.7 INFRASTRUCTURE PORTFOLIO - QUARTERLY MANAGEMENT REPORT FOR THE PERIOD 1 JULY 2024 TO 30 SEPTEMBER 2024

File No: qA25480
Attachments: Nil
Responsible Officer: Michael Kriedemann - General Manager Infrastructure
Author: Chris Hocking - Manager Water and Waste Operations
 Jeff Carter - Manager Construction & Maintenance
 Sean Fallis - Manager Engineering Services
 Ashleigh Stokes - Supervisor Systems & QA
 Arvind Singh - Manager Infrastructure Projects

SUMMARY

This report provides a summary of a range of operational activities within the Infrastructure portfolio of Council for the period 1 July 2024 to 30 September 2024.

OFFICER'S RECOMMENDATION

THAT the Committee recommends that Council receive the Infrastructure Portfolio management report for the period 1 July 2024 to 30 September 2024.

COMMENTARY

The Infrastructure portfolio has a diverse range of functions and is responsible for a large portion of the capital and operational budget of Council. The portfolio's functions include Water & Waste Operations; Infrastructure Project Management; Construction & Maintenance; Engineering Services and Systems and Administration.

Infrastructure and delivery of sustainable services is critical to the livability of the shire and underpins community wellbeing.

CUSTOMER SERVICE REQUESTS CLOSE OUT PERFORMANCE

Contribute to improving customer experiences through closing customer service requests on time (KPI: 90% P3 close out rate).

Below is a summary of customer requests processed by the Infrastructure portfolio between 1 July 2024 and 30 September 2024. The completion rate is 97.55% and the completion rate within agreed timeframes is 89%.

2023-2024	Open at the beginning of the year (carry over)	YTD Opened	Includes WO Issue		% of INF CR's (YTD Reported)	Includes WO Issue			CR's @ work order
			YTD Completed	Completion rate (includes WO issues)		Completed Priority 3 %	Completed Priority 2 %	Completed Priority 1 %	
Projects	0	25	26	104.00%	0%	73%	15%	12%	0
Construction and Maintenance	130	2579	2586	95.46%	28%	77%	9%	14%	64
Drainage	34	296	312	95%	3%	74%	11%	15%	7
Road Issues	94	2174	2169	95.63%	24%	77%	9%	14%	56
Foreshores	2	109	105	94.59%	1%	84%	11%	5%	1
Engineering Services	26	545	548	95.97%	6%	93%	4%	3%	0
Road Issues	21	454	456	96.00%	5%	94%	4%	2%	0
Traffic Management	5	77	78	95.12%	1%	91%	4%	5%	0
Water and Sewer	0	14	14	100.00%	0%	86%	7%	7%	0
Water and Waste Operations	87	6019	6020	98.59%	66%	94%	2%	4%	48
Waste operations	25	2517	2511	98.78%	27%	97%	2%	1%	0
Water operations	62	3502	3509	98.46%	38%	92%	2%	6%	48
Total:	243	9168	9180	97.55%	100%	89%	4%	7%	112

CONSTRUCTION AND MAINTENANCE

Roads and drainage capital and maintenance activities are managed through the Construction and Maintenance business unit. The business unit had been tasked with 66 capital projects in the 2024/2025 financial year. Of these, 10 have been fully completed in the first quarter of the 2024/25, and 5 have commenced construction during that quarter.

Rural capital expenditure for the first quarter of 2024/25FY was \$717,360 which is 17% of adopted. Urban capital expenditure was \$1,026,134 which is 16% of original budget. Water and Sewer capital expenditure was \$240,895 which is 13% of original budget.

Overall Construction & Maintenance has spent 17% of its original capital budget in the first quarter of the 2024/25FY. The absence of over 1 dozen employees on long term sick leave, or workers compensation, and the requirement to divert crews to unexpected urgent sewer repairs has contributed to this large underspend.

It is currently forecast that due to the lack of human resources created by the long term sick and injured workers, along with unbudgeted (sewer repairs) C&M's final capital spend for 2024/25 FY could be up to 15% below adopted budget.

Project Name	Adopted Budget	Actuals	% Actual / Adopted Budget
Rural Operations (various)	\$4,316,250	\$717,360	17%
Urban Operations (various)	\$6,560,800	\$1,026,134	16%
Water & Sewer (various)	\$1,855,086	\$240,895	13%
WOU	\$0	\$141,488	N/A
Overall Capital	\$12,732,136	\$2,125,877	17%

Operational expenditure in the first quarter of the 2024/25 FY saw Rural Operations 2% below pro-rata adopted budget mainly due to significant resources being directed to private works projects, whilst operational expenditure in Urban Operations is 5% under pro-rata budget due to long term absences of staff and direction of resources to urgent projects..

Road Maintenance Performance Contract (RMPC) expenditure was below pro-rata budget, whilst income was above pro-rata budget. Private works expenditure is high and currently running well above projected income for the projects. It is expected between \$200,000 and \$300,000 could be lost on private works projects this year.

Overall net operational expenditure was \$1,840,362 (35%) of pro-rata budget for the first quarter, mainly due to losses on private works projects.

Section	Adopted Budget	Actuals	% Actuals / Adopted Budget
Rural maintenance	\$3,922,389	\$914,429	23%
Rural maintenance revenue	\$100,000	\$0	0%
TMR – Maintenance Contract	\$1,055,000	\$218,140	21%
TMR – Maintenance Contract Revenue	\$1,205,000	\$418,753	35%
Rural private works	\$2,685,280	\$790,238	29%
Rural private works revenue	\$3,200,000	\$87,120	3%
Urban maintenance	\$2,072,866	\$423,428	20%

Section	Adopted Budget	Actuals	% Actuals / Adopted Budget
Overall Operational	\$5,230,535	\$1,840,362	35%

Maintenance Work Orders:

RURAL	Outstanding at start of quarter	Issued during quarter	Completed during quarter	Outstanding at end of quarter
Q1: July – September 2024	211	384	354	241
Q2: October – December 2024				
Q3: January – March 2025				
Q4: April – June 2025				
Totals				
URBAN	Outstanding at start of quarter	Issued during quarter	Completed during quarter	Outstanding at end of quarter
Q1: July – September 2024	202	95	123	174
Q2: October – December 2024				
Q3: January – March 2025				
Q4: April – June 2025				
Totals				

The first quarter of 2024/25 has seen a significant increase in the number of work orders issued in rural operations compared to the fourth quarter of the previous year, whilst work orders issued in urban Operations have remained relatively static. It is noted that many of the outstanding Work Orders for construction and maintenance are for “routine” road inspections, reoccurring roadside slashing work orders and annual Gross Pollutant Trap clean outs.

SYSTEMS AND ADMINISTRATION

Systems & Administration provide quality assurance to Infrastructure’s business units through management of administrative and quality systems, driving continual improvement in consultation with Infrastructure teams and stakeholders across the organisation.

Infrastructure’s Traffic Management Registration Scheme (‘TMRS’) certificate was extended by the Department of Transport and Main Roads, with renewal due in January 2025.

CONTINUAL IMPROVEMENT:

The Internal Quality Audit Program reviews the effectiveness of Infrastructure’s Quality Management System in accordance with International Standard ISO 9001 and identifies opportunities for improvement.

	Q1	Q2	Q3	Q4	Total 24/25
Audits Planned	2	1	1	1	5
Audits Completed	2				
Improvement Notices raised	11				
Improvement Notices closed	3				

*The Infrastructure Projects audit scope was revised to focus on progressing identified issues as core business practices were undergoing change from implementation of Project Focus HQ and other system impacts.

Of the 19 improvement notices raised, 4 were non-conformances (1 major, 3 minor) and 15 opportunities for improvement. Five (5) notices also persist from the 2022/23 audit program,

with management changes, resourcing and process challenges contributing to the non-closure.

ENGINEERING SERVICES

Infrastructure Planning:

- The Infrastructure Planning Team has continued to provide technical input to the 24/25 Capital programme through the preparation of design briefs and review of designs by the internal design team and design consultants.
- Works have also continued on funding grant submissions, development advice and processing of Customer Requests.
- Council was successful in its applications for funding grants for the following planning projects:
 - Transport Modelling
 - Shaw Ave SPS
 - Water Supply Master Plan
 - Neil's Rd Intersection
- Recruitment: The Transport Planning Engineer vacancy has been filled. Recruiting is underway to fill two vacancies – Stormwater Planning Engineer and Technical Officer.
- Planning and Design staff are providing ongoing input and support to strategic planning and proposed TLPI areas.
- The Yeppoon East-West Trunk Road feasibility study was undertaken by AECOM Consulting Engineers. The study is to be reviewed to include the implications of the proposed TLPI areas.
- Works are continuing on the Capricorn Coast water Supply Master Planning project. The project will provide a master plan for Water Supply Infrastructure for a 30 year planning horizon and will include the proposed TLPI areas.
- A review of Council's LGIP (Local Government Infrastructure Plan) has been completed in conjunction with PIE solutions. The draft is to be submitted for formal adoption.

Infrastructure Design:

- The design team is currently focused on completing designs for the 2024/25 and 2025/26 construction programs. These are expected to be completed by 30 June 2025.
- Design of the Normanby Street Upgrade is continuing. Works are progressing on the design of electrical, water and stormwater services.
- The following designs have been completed this quarter:
 - Kinka Beach Shared Path
 - Yeppoon Precinct East Shared Path
 - Farnborough Road - Speed reduction Signage & Guardrail
 - Clayton Road and Keppel Cove Bus Stops
 - Tanby Road - Speed Reduction Signage
 - Yeppoon State High School Parking and Setdown Upgrades
 - Farnborough State School footpath

Road reserve management:

- Requests and applications for permits to carry out works in road reserves continue to be received.

Applications to Undertake Alterations or Improvements to Council Controlled Areas and Roads	New Requests	Approved	Withdrawn or Cancelled	Pending
Q2: October to December 2023	2	1	1	0
Q3: January to March 2024	5	4	1	0
Q4: April to June 2024	10	8	1	1
Q1: July – September 2024	3	2	1	0

WATER AND WASTE OPERATIONS

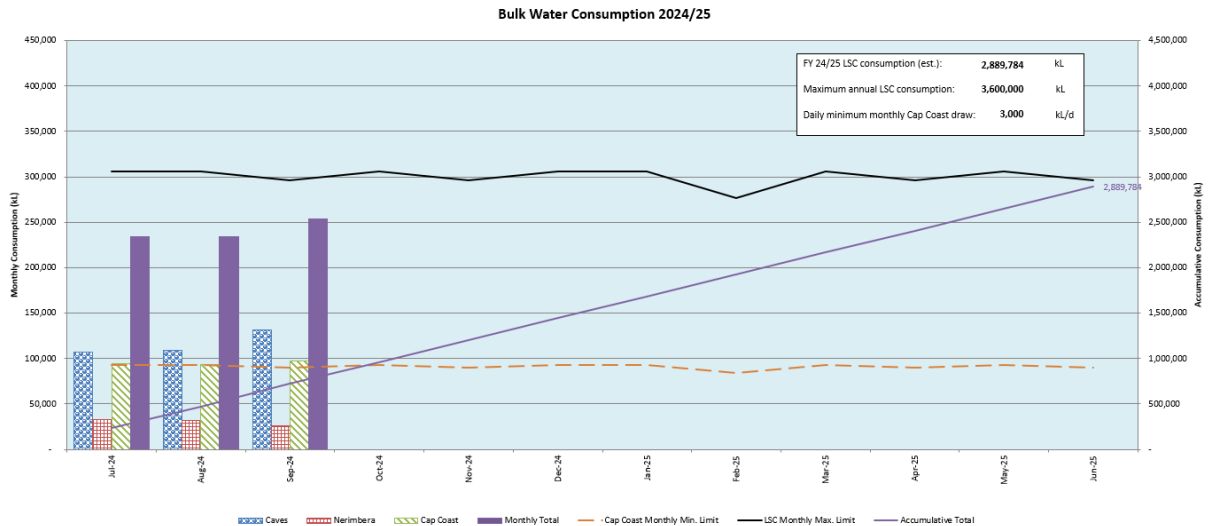
Water Operations

Critical infrastructure updates to ensure the safety of drinking water and improve the asset sustainability of the business are progressing well. These projects include:

- Investigation into the raising of the full-scale level of Kelly's Offstream Storage has commenced.
- Notification has been sent to Rockhampton Region Council to commence negotiations for the Bulk Water Supply agreement.

Number of Water Connections	Capricorn Coast	Caves and Nerimbera	Marlborough	Ogmore
Q1: July – Sep 2024	12,365	1,589	57	50
Q2: October – Dec 2024				
Q3: Jan – March 2025				
Q4: April – June 2025				

Treatment and Supply – Water Consumption (ML)	Yeppoon Woodbury	Yeppoon Boundary Pipeline	The Caves	Marlborough	Nerimbera
Q1: July – Sep 2024	779	347	398	2.6	90
Q2: October – Dec 2024					
Q3: Jan – March 2025					
Q4: April – June 2025					



For the first two months of the financial year water consumption across the network has been relatively low. During September as the weather has warmed up and with no significant rain the water usage in the Northern Suburbs has increased (blue hashed graph above). Water storages levels have been in the healthy range within the quarter.

Weir/Storage Levels	Waterpark Creek	Kelly's Offstream Storage % of Operating Full Supply
Q1: July – Sep 2024	89.0%	92.2%
Q2: October – Dec 2024		
Q3: Jan – March 2025		
Q4: April – June 2025		

Water and Sewer Network Maintenance	Water Service Repairs	Water Mains Repairs	Sewer Blockages/repairs
Q1: July – September 2024	148	9	14
Q2: October – December 2024			
Q3: January – March 2025			
Q4: April – June 2025			

Sewer Operations

Sewage Treatment (ML)	Yeppoon STP	Emu Park STP
Q1: July – September 2024	498.5	113.628
Q2: October – December 2024		
Q3: January – March 2025		
Q4: April – June 2025		
Daily average: (ML)	5.4	1.23
Effluent Produced (ML)	Yeppoon STP	Emu Park STP
Q1: July – September 2024	487.3	122.2
Q2: October – December 2024		
Q3: January – March 2025		

Q4: April – June 2025		
Daily average: (ML)	5.29	1.32

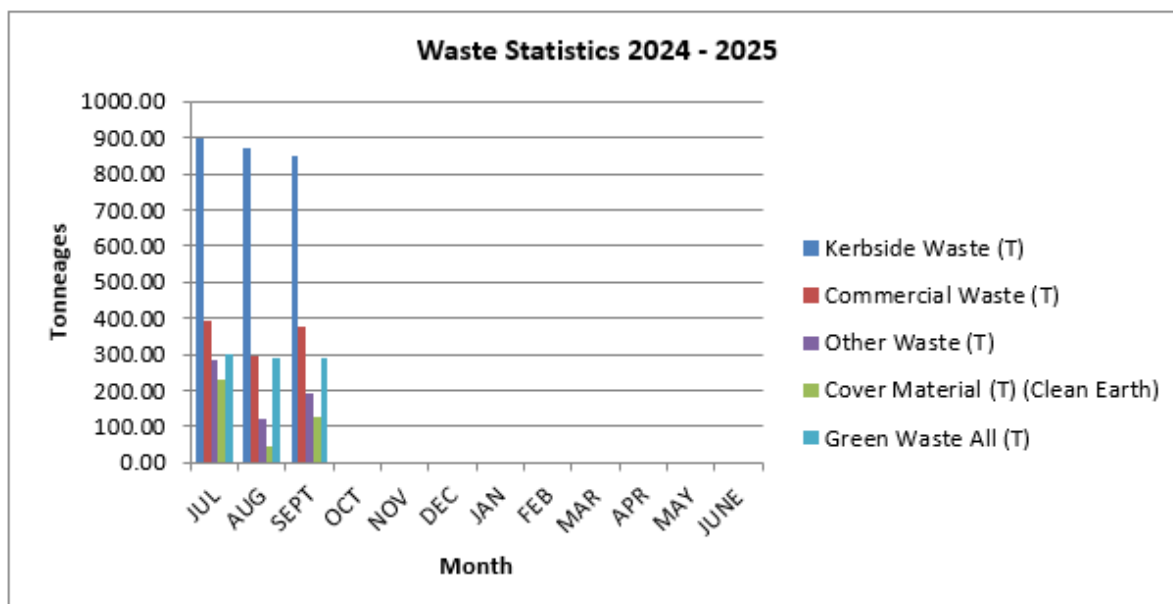
Capital works were completed to replace the gravity main that collapsed. The works included the replacement of the pipe and manhole. Follow up relining of the pipes upstream of the manhole are schedules to be undertaken in the next quarter.



Waste Operations

The new landfill contractor Outlook Australia took over operation of the Yeppoon landfill. A number of remedial works were identified at the hand over to bring the landfill into a good operation state. This included asbestos disposal, waste compaction and covering and realignment of filling plans. Works have progressed over the quarter to address these issues. During the quarter Outlook were able to reduced the use of cover material required at the land from the previous 12 months.

Waste (Tonnes)	Kerbside	Commercial	Other	Total to Landfill	Cover Material	Green Waste	Outgoing Metals	# of vouchers used
Q1: July – Sep 2024	2,619	1,065	380	5,516	402	885	342	10,205
Q2: Oct – Dec 2024								
Q3: Jan – Mar 2025								
Q4: Apr – June 2025								



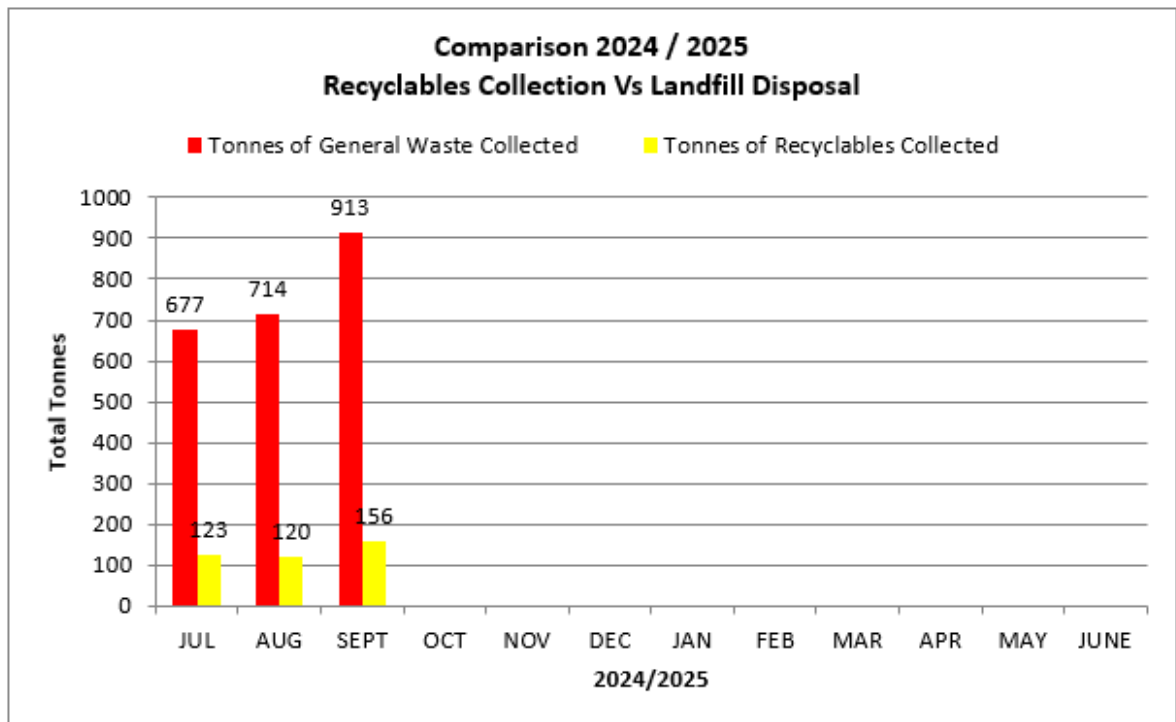
Recycle - Materials Collected (Tonnes)	Number of bin lifts	Tonnes of Recyclables Collected	Average Weight of Recycle Bin (kgs)
Q1: July – September 2024	67,315	399	5.94
Q2: October – December 2024			
Q3: January – March 2025			
Q4: April – June 2025			

An audit of the recycled bin contamination rate has been completed and results will be presented to Council at a future Council meeting.

General Waste - Materials Collected (Tonnes)	Number of bin lifts	Tonnes of General Waste Collected	Average Weight of General Waste Bin (kgs)
Q1: July – September 2024	165,571	2,304	13.89
Q2: October – December 2024			
Q3: January – March 2025			
Q4: April – June 2025			

Incoming Biosolids (Tonnes)	Emu Park STP	Yeppoon STP	Water Treatment Plant
Q1: July – September 2024	136	517	0
Q2: October – December 2024			
Q3: January – March 2025			
Q4: April – June 2025			

Biosolids from the water treatment plant currently being stored onsite due to truck breakdown and availability of replacement plant.



INFRASTRUCTURE PROJECT MANAGEMENT

The 2024/25 budget for Infrastructure Projects is approximately \$21.3M. Works have commenced on the following projects in the 24/25 financial year:

- Werribee and Doonside Bridges – 60%
- Emu Park STP Process Upgrade – 70%
- Yeppoon Aquatic Centre – 5%
- Yeppoon Landfill Cell construction – 2%
- Emu Park Waste Transfer Station Upgrade – 5%
- Great Keppel Island STP and associated works- 5%
- Adelaide Park Pedestrian Bridge- 30%



Meikleville Reservoir Roof Replacement



Woodbury WTP Clarifier Scraper Replacement

12 AUDIT, RISK AND IMPROVEMENT COMMITTEE REPORTS

Nil

13 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

14 CLOSURE OF MEETING