



ORDINARY MEETING

AGENDA

4 JUNE 2019

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 4 Lagoon Place, Yeppoon on 4 June 2019 commencing at 8.30am for transaction of the enclosed business.

CHIEF EXECUTIVE OFFICER
30 May 2019

Next Meeting Date: 20.06.19

Please note:

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

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1 OPENING

2 ATTENDANCE

Members Present:

Acting Mayor, Councillor Nigel Hutton(Chairperson)
Councillor Adam Belot
Councillor Pat Eastwood
Councillor Jan Kelly
Councillor Glenda Mather
Councillor Tom Wyatt

Officers in Attendance:

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

3 LEAVE OF ABSENCE / APOLOGIES

Councillor Bill Ludwig - Leave of Absence from 8 May 2019 to 29 June 2019

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes of the Ordinary Meeting held 21 May 2019

5 DECLARATION OF INTEREST IN MATTERS ON THE AGENDA

6 PUBLIC FORUMS/DEPUTATIONS

Nil

7 BUSINESS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 MAYORAL MINUTE

Nil

10 COUNCILLOR/DELEGATE REPORTS

Nil

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

Nil

12 REPORTS

12.1 COUNCILLOR AGENDA ITEM REQUESTS

File No: GV13.4.1
Attachments: Nil
Responsible Officer: Chris Murdoch - Chief Executive Officer
Author: Sue Schluter - Executive Assistant to Mayor

SUMMARY

This report is to provide information in relation to Councillor requests for agenda items.

OFFICER'S RECOMMENDATION

THAT Council receive the report in relation to the following items requested by Councillors for inclusion in an agenda:

- Reticulated Water to Mabel Edmund Park
- Audit of Shire Intersections
- Breakwater Drive
- Letter to State Govt re Support for Gallilee Basin coal mining

BACKGROUND

The information contained in the commentary of this report is being provided in accordance with *Council Meeting's Procedures Policy*, s2.9.2 Request by a Councillor to Place an Item on the Agenda.

COMMENTARY

Councillor	Subject	Action	Outcome / Update
Kelly	Reticulated Water to Mabel Edmund Park	Referred to a Briefing Session in the first instance.	Briefing was provided to Councillors on 18/3/19. Further investigation of options and an onsite meeting has occurred. Information will be brought back to Council once feasibility has been assessed.
Mather	Audit of Shire Intersections	Referred to Executive Director for investigation with DTMR due to the intersections being on State controlled roads	Consultation has commenced. Awaiting response from DTMR. Councillors will be provided a briefing upon receipt of the information.
Belot	Breakwater Drive parking	Referred to a Briefing session	Referred to Briefing Session 27 May with a report to come back to a Council meeting for resolution Works are on hold pending resolution.
Belot	LSC support of Gallilee basing mining	Referred to a briefing session prior to Council meeting on 4	Councillors were briefed about the matter on 27 May 2019 prior to the meeting of

		June	4 June 2019.
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CORPORATE/OPERATIONAL PLAN

Corporate Plan Reference: Strategy GO4: Provide transparent and accountable decision making reflecting positive leadership to the community.

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

CONCLUSION

This report, presented in accordance with the *Meeting Procedures Policy* is provided for the information of Councillors.

12.2 AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE MEETING - 13 MAY 2019

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

SUMMARY

The Audit, Risk and Business Improvement Committee met on 13 May 2019 and this report provides the recommendations from the Committee for consideration and adoption by Council. The reports from the meeting are available for viewing by Councillors on the Councillor Portal.

OFFICER'S RECOMMENDATION

THAT the unconfirmed minutes of the Audit, Risk and Business Improvement Committee held on 13 May be received and the following recommendations contained within those minutes be adopted.

3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

THAT the minutes of the Audit, Risk and Business Improvement Committee held on 28 February 2019 be taken as read and adopted as a correct record.

7.1 COMMITTEE WORK PROGRAM STATUS

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

7.2 AUDIT COMMITTEE SELF ASSESSMENT

THAT the planned Audit Committee self-assessment be deferred to a later date due to the recent inclusion of two (2) new members to the committee.

7.3 EXECUTIVE LEADERSHIP TEAM UPDATE TO THE COMMITTEE

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

7.4 2018-19 POSITION PAPERS

THAT Council note that the 2018-19 Position Papers as endorsed by ARABIC.

7.5 2018-19 NON CURRENT ASSET REVALUATIONS

THAT the Audit, Risk and Business Improvement Committee receive this report on the outcome of the Site Improvements revaluation.

7.6 CFO UPDATE

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

7.7 SHELL GENERAL PURPOSE FINANCIAL STATEMENTS FOR YEAR ENDING 30 JUNE 2019

THAT the Audit, Risk and Business Improvement Committee;

1. Receive the shell general purpose financial statements for 2018-19; and
2. Note that any recommended changes to the shell financial statements for 2018-2019 be reflected in the draft general purpose financial statements that will be submitted to the Audit, Risk and Business Improvement Committee meeting scheduled for the 26 August 2019.

7.8 EXTERNAL AUDIT UPDATE

THAT the Committee receive the update from the External Auditors.

7.9 RESPONSE TO QAO PAYROLL FRAUD ALERT

THAT the Committee note the information in the report and the actions taken by the payroll team to mitigate the risk of fraudulent payroll activities.

7.10 DRAFT INTERNAL AUDIT PLAN - 2019-20 TO 2022-23

THAT the Committee receive the Draft Internal Audit Plan.

7.11 INTERNAL AUDIT REPORT - ICT SECURITY MANAGEMENT

THAT the Committee endorse this Internal Audit Report on ICT Security Management. This report is to be brought back to Council as a separate agenda item for their consideration.

7.12 INTERNAL AUDIT REPORT - PURCHASE CARD MANAGEMENT

THAT the Committee receive the Internal Audit Report on Purchase Card Management.

7.13 INTERNAL AUDIT REPORT - EXTERNAL GRANT-SEEKING PROCESSES

THAT the Committee receive the Internal Audit Report – External Grant Seeking.

7.14 INTERNAL AUDIT UPDATE

THAT the Committee receive the report on Internal Audit and endorse the proposed changes to the 2018-19 Internal Audit Plan.

7.15 FRAUD RISK MANAGEMENT OVERVIEW

THAT the Committee receive this report on Fraud Risk Management Overview.

7.16 REVIEW OF OPERATIONAL RISK REGISTER - PEOPLE AND CULTURE

THAT the update of the overview of Operational Risks provided by the Chief Human Resources Officer be received.

7.17 BUSINESS TRANSFORMATION TEAM WORKS PROGRAMME HIGHLIGHTS AND UPDATES

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

11.1 RISK MANAGEMENT UPDATE

THAT the Committee receive the Risk Management Report for information.

11.2 CEO UPDATE ON EMERGING ISSUES

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

11.3 CONFIRM WHETHER MEMBERS' BRIEFING SESSION IS REQUIRED

THAT the recommendation was dismissed as the Committee agreed that no briefing session was required.

BACKGROUND

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

COMMENTARY

Not Applicable

PREVIOUS DECISIONS

Not applicable, each report on a Committee meeting is considered separately from previous reports.

BUDGET IMPLICATIONS

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

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

LEGISLATIVE CONTEXT

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

LEGAL IMPLICATIONS

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

STAFFING IMPLICATIONS

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

RISK ASSESSMENT

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

CORPORATE/OPERATIONAL PLAN

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

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

CONCLUSION

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

12.3 QUARTERLY BUDGET REVIEW (19Q3)

File No: FM12.5.2

Attachments:

1. 2018-19 Revised Budget Statements (19Q3) [↓](#)
2. 2018-19 Revised Budget (19Q3) Measures of Financial Sustainability [↓](#)
3. 2018-19 Revised Budget (19Q3) Percentage of change in rates and charges [↓](#)
4. 2018-19 Revised Budget (19Q3) Estimated Activity Statements [↓](#)

Responsible Officer: Chris Murdoch - Chief Executive Officer

Author: Andrea Ellis - Chief Financial Officer

SUMMARY

The Quarterly Budget Review (19Q3) is presented to Council for adoption recognising changes to the financial position since the Revised Budget (19Q2) was adopted on 19 February 2019. The third quarter budget review for 2018-19 has been input into the Long Term Financial Forecast. Impacts on this and future financial years have been reviewed and some of the forecast assumptions have been amended.

RECOMMENDATION

THAT Council resolve to adopt, pursuant to Section 107A of the *Local Government Act 2009* and Sections 169 and 170 of the *Local Government Regulation 2012*, the Quarter 3 Revised Budget (19Q3) for the financial year 2018-19 and the Long Term Financial Forecast for the financial years 2018-19 to 2027-28 as contained in the document entitled 2018-19 Revised Budget and Long Term Financial Forecast (Attachment 1) and set out in the pages contained therein:

- i. Statement of Financial Position (Attachment 1);
 - ii. Statement of Cash Flows (Attachment 1);
 - iii. Statement of Income and Expenditure (Attachment 1);
 - iv. Statement of Changes in Equity (Attachment 1);
 - v. Long-Term Financial Forecast (Attachment 1);
 - vi. Relevant Measures of Financial Sustainability (Attachment 2);
 - vii. Total Value of change in the rates and charges expressed as a percentage (Attachment 3);
 - viii. Revised estimated business activity costs for the period ending 30 June 2019 (Attachment 4).
- .

BACKGROUND

Council from time to time reviews its adopted budget and makes appropriate adjustments to promote transparent financial management. Council has committed to maintaining rigour in its financial management and reporting processes by undertaking quarterly budget reviews.

Quarterly budget reviews should act as a barometer of Council's financial health during the year. The scope of each quarterly budget review will differ, depending on where the organisation is at in the overarching planning and budget cycle.

The third Quarterly Budget Review (19Q3):

- flexes for changes in underlying assumptions such as the Consumer Price Index or population statistics;
- updates for the anticipated results of the 2018-19 financial year; and
- reviews the 2018-19 capital works program for any capital budget carryovers required for the 2019-20 budget, project costs, timing and amount of external funding and timing of projects.

The intent of the third quarter budget review is to undertake a detailed review of all budget line items in order to anticipate the year end position for both operating and capital budgets.

A 19Q4 budget review will only be required if there is an event or decision which will have a significant impact on the anticipated year end position.

It is a legislated requirement for an amended budget to include all items listed in section 169 of the *Local Government Regulation 2012*. However, whilst section 169 of the *Local Government Regulation 2012* also requires a budget to include a revenue statement and a revenue policy, section 170 of the *Local Government Regulation 2012* stipulates that a local government may only decide the rates and charges to be levied for a financial year at the budget meeting for the financial year. The Revenue Policy and Revenue Statement adopted by Council on the 24 July 2018, can therefore not be amended during a year and are not required to be adopted as part of any revised budget resolution.

COMMENTARY

The overall outcome is that there is no change to the operating result and the overall fiscal position has been maintained. Cash flows remain adequate to meet the planned operational and capital expenditure for the balance of this year.

The Dashboard Summary (Attachments 6) and The Dashboard (Attachment 7) provides supplementary financial analysis of key financial information on operating performance, liquidity, fiscal flexibility and asset sustainability as it pertains to the long term financial forecast.

Underlying Assumptions

CPI at the March 2019 Quarter fell to 1.3% from the December 2018 Quarter CPI of 1.8%. Currently the nominal CPI increases used across a number of line items has been maintained to increase from 2.1% to 2.4% over the long term. This will be reassessed in the lead up to the 2019-20 Budget adoption based on the Queensland State Treasury and the Queensland Treasury Corporation forecast data.

Over the forecast period, CPI increases are factored for all operating income streams, staff wages and salaries, councillor remuneration and materials and services and will only impact the forecast 2019-20 to 2027-28 forecast period.

The LGAQ Council cost index rose from 1.89% in March 2018 to 2.0% in March 2019.

Financial Position

The net impact of the proposed third quarter revisions is that the forecast Net Community Assets (also referred to as Total Community Equity) has reduced from a \$917.3 million, in the 19Q2 Revised Budget to \$ 915.6 million in the proposed revised budget primarily as a result of capital carryovers (see Statement of Financial Position in Attachment 1 for more details).

Cash Flows

The net impact of the proposed third quarter budget revision is that the estimated cash balance at 30 June 2019 has increased from \$12.8 million in the 19Q2 revised budget to \$14.9million in the 19Q3 revised budget. The increase in cash holdings is predominately related to the movement in capital expenditure for carryovers into the next financial year (See Statement of Cash Flows in Attachment 1 for more details)

Income and Expenditure

Overall, the forecast Operating Deficit has not changed from the 19Q2 Revised Budget of (\$0.2 million) in the 19Q3 revised budget. With the changes in the underlying CPI assumption, factoring in Council's most recent EBA wage offer there has been a slight decline of the forecasted operating surplus for the remainder of the long term financial forecast above what was in the 19Q2 Revised Budget. Over the long term, Council continues to maintain the ability to achieve the operating surplus efficiency target range of between 0% & 10%.

Total Comprehensive Income

Total Comprehensive Income, which includes capital income and expenditure, is forecast to decrease from the 19Q2 revised budget of \$14.3 million to \$12.7 million. The decrease of \$1.7 million predominately relates to capital grants and subsidies that were expected to be received in the current financial year, but will be received in the 2019-20 financial year.

Capital Projects

The original adopted capital project budget was \$48.3 million, with \$10.3 million in capital grants and subsidies to be received. The 19Q3 revised capital project budget is proposed to be \$48.4 million with \$12.1 million expected to be received in capital grants and subsidies.

Financial Sustainability

Under the *Local Government Regulation 2012*, Council must prepare an accrual based budget for each financial year which is consistent with the 5-year Corporate Plan and Annual Operational Plan. To comply with the *Local Government Regulation 2012*, Council must also publish results against a series of measures of financial sustainability for the budget year and the next nine (9) years. Amended (revised) budgets must also comply with these requirements.

The 2018-19 Revised Budget results against each measure of financial sustainability are compared to the current adopted budget and given in the following table:

Relevant Measure of Financial Sustainability	Revised Budget (19Q2)	Revised Budget (19Q3)	Recommended Target
Asset Sustainability Ratio	55.9%	47.5%	Greater than 90%
Net Financial Liabilities Ratio	79.5%	76.6%	Less than 60%
Operating Surplus Ratio	-0.3%	-0.3%	Between 0% and 10%

The Asset Sustainability Ratio is less than the recommended target, this is mainly due to the value of new infrastructure required to be constructed as existing assets have reached capacity (Yeppoon Sewerage Treatment Plant and Yeppoon Cemetery). This ratio has reduced from 19Q2 revised budget as a direct result of the carryover of budgets required to complete approved renewal capital projects to the 2019-20 financial year.

Whilst the Net Financial Liabilities Ratio is greater than the recommended target, this is forecast to drop below the upper level target by 2020-21. This ratio has improved with the proposed revised budget largely due to the higher cash balances anticipated at 30 June 2019.

Whilst the Operating Surplus Ratio is less than the recommended range for 2018-19, it is forecast to remain within the target parameters for the next nine (9) years. The operating surplus ratio has not changed with the revised budget.

The results of the full ten years are shown in the Measures of Financial Sustainability (Attachment 2) and show that on average the Net Financial Liabilities Ratio and the Operating Surplus Ratio are within the indicators over the long term. The Asset Sustainability

Ratio improves over the long term and is forecast to improve over the medium to long term which reflects Council's commitment to investing in existing assets.

Estimated Activity Statements

Pursuant to Section 34 of the *Local Government Regulation 2012*, the estimated activity statements for the business activities of Waste & Sewerage Operations, Building Certification activities, Waste and Caravan Parks Operations are presented in Attachment 4 to this report.

PREVIOUS DECISIONS

Council adopted the 2018-19 Budget on 24 July 2018.

Council adopted the 19Q1 Revised Budget on 6 November 2018.

Council adopted the 19Q2 Revised Budget on 19 February 2019.

BUDGET IMPLICATIONS

The budgeted operating deficit is largely contingent upon containing estimated costs within the budgeted amount. There is limited scope for new projects and additional funding for services in the short term whilst working towards achieving a balanced budget in 2019-20. Should the need arise for additional funds during the year, offset savings and re-prioritisation of resources will be required and these will be addressed through regular budget reviews.

The use of Council's day labour on capital projects will need to be maintained and any diversion from capital projects to operational projects will impact on the operating result.

If Council can contain its costs and maintain revenue at the level outlined in the 2018-19 Revised Budget and forward estimates, Council is forecasted to maintain operating surpluses for the life of the long term financial forecast.

Changes in accounting standards which come into effect over the next three financial years will impact on the timing of revenues being brought to account. The largest impact will be in relation to rates paid in advance which are currently brought to account at the time of receipt. Under the new standards the revenue will need to be treated as received in advance and therefore a timing issue will arise in the first year.

LEGISLATIVE CONTEXT

Local Government Act Section 104 (2), 110

Local Government Regulation 2012 Sections 169 and 170.

In accordance with Section 34 of the *Local Government Regulation 2012* Council's Budget is required to contain an estimated activity statement of each business activity.

LEGAL IMPLICATIONS

The revised budget complies with *Local Government Regulation 2012* Sections 169 and 170 and is therefore valid.

STAFFING IMPLICATIONS

Matters arising from this report will be dealt with in accordance with existing delegations.

RISK ASSESSMENT

Expenditure can only be incurred if Council has provided for it in an adopted or amended budget. From a governance perspective it would be prudent for Council to amend the budget and through that process give direction to all staff responsible for the budget.

Council manages financial risk by:

- the use of planning, project and program management and risk management methodologies;

- developing and maintaining operational plans for the delivery of projects and services;
- regular reporting on all key projects funded by the Annual Operational Plan and Budget;
- monitoring the efficiency and effectiveness of services delivered within the Annual Operational Plan and Budget both quarterly and annual reporting by the CEO to Council;
- monthly reporting on financial position and performance on operating activities and capital projects to Councillors, executives and staff.
- ensuring executives and staff within Council are both appropriately skilled and accountable for identifying and effectively managing costs within their area of responsibility; and
- providing tools, training and advice to the organisation to ensure effective management of costs and financial obligations.

CORPORATE/OPERATIONAL PLAN

Corporate Plan Reference: Strategy GO3: Pursue financial sustainability through effective use of the Council's resources and assets and prudent management of risk.

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

CONCLUSION

Section 107A of the *Local Government Act 2009* and Sections 169 and 170 of the *Local Government Regulation 2012* prescribe the requirements for the adoption of Council's amended (revised) budget. This report complies with the requirements of the regulation.

Council regularly reviews its adopted budget and makes appropriate adjustments to promote transparent financial management. Council is committed to maintaining rigour in its financial management and reporting processes by undertaking quarterly budget reviews. Quarterly budget reviews act as a barometer of Council's financial health during the year. Quarterly Budget Reviews, in conjunction with regular reporting on financial position and performance on both operating activities and capital projects to Councillors, executives and staff, promotes a culture of prudent financial management.

12.3 - QUARTERLY BUDGET REVIEW (19Q3)

2018-19 Revised Budget Statements (19Q3)

Meeting Date: 4 June 2019

Attachment No: 1

STATEMENT OF FINANCIAL POSITION 2018-19 REVISED BUDGET (19Q3) AND LONG TERM FINANCIAL FORECAST 2019 TO 2028																		
	Original Budget 2018-19	Approved Changes 19Q1	Revised Budget 19Q2	Recommended Changes 2018-19	Proposed Budget 2018-19	Variance from Original Budget	%	Note	Forecast (19Q3) 2019-20	Forecast (19Q3) 2020-21	Forecast (19Q3) 2021-22	Forecast (19Q3) 2022-23	Forecast (19Q3) 2023-24	Forecast (19Q3) 2024-25	Forecast (19Q3) 2025-26	Forecast (19Q3) 2026-27	Forecast (19Q3) 2027-28	
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000			\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	
Asset																		
Current Assets																		
Cash and Cash equivalents	14,945	8,093	(10,139)	12,845	2,253	15,098	154	1.0%	(a)	17,488	21,075	22,903	14,783	13,927	8,456	9,911	12,808	16,651
Trade and other receivables	8,069	-	219	8,287	8	8,295	227	2.8%		8,535	8,808	9,149	9,412	9,435	9,787	10,313	10,678	10,829
Inventories	8,222	(615)	-	7,607	500	8,107	(115)	-1.4%	(b)	7,431	6,480	5,138	5,138	5,138	5,138	5,138	5,138	5,138
Other current assets	1,374	(444)	-	930	-	930	(444)	-32.3%	(c)	930	930	930	930	930	930	930	930	930
Total Current Assets	32,609	6,980	(9,920)	29,670	2,761	32,431	(179)	-0.5%		34,984	37,293	38,120	30,263	29,430	34,911	36,292	39,554	43,550
Non-current assets																		
Land held for development or sale	256	1,506	7,552	9,314	-	9,314	9,058	3538.3%	(d)	1,777	1,777	1,777	1,777	1,777	1,777	1,777	1,777	1,777
Property, plant & equipment	1,026,380	(52,317)	3,746	977,809	(4,325)	973,484	(52,895)	-5.2%	(d)	985,300	985,250	1,002,466	1,036,879	1,036,714	1,044,542	1,049,827	1,073,482	1,103,578
Other non-current assets	458	(458)	-	-	-	-	(458)	-100.0%	(c)	-	-	-	-	-	-	-	-	-
Total non-current assets	1,027,094	(51,269)	11,298	987,123	(4,325)	982,798	(44,295)	-4.3%		987,077	987,027	1,004,243	1,038,656	1,038,491	1,046,319	1,051,604	1,075,259	1,105,355
TOTAL ASSETS	1,059,703	(44,289)	1,278	1,016,792	(1,563)	1,015,229	(44,474)	-4.2%		1,021,461	1,024,320	1,042,363	1,068,920	1,067,922	1,070,630	1,077,896	1,104,813	1,138,906
Liabilities																		
Current liabilities																		
Trade and other payables	4,070	-	110	4,180	4	4,184	114	2.8%	(c)	4,271	4,392	4,520	4,596	4,702	4,853	4,996	5,147	5,288
Borrowings	4,989	-	(1)	4,988	-	4,989	(1)	0.0%		5,260	5,336	5,827	6,123	6,455	6,863	7,224	7,600	8,005
Provisions	3,020	-	(0)	3,020	-	3,020	(0)	0.0%		4,789	5,614	5,982	3,160	3,163	3,166	3,169	3,172	3,170
Other current liabilities	46	65	1	111	-	111	65	141.3%	(c)	111	111	111	111	111	111	111	111	111
Total current liabilities	12,126	65	109	12,300	4	12,304	178	1.5%		14,431	15,853	16,440	15,992	14,431	14,993	15,500	16,030	16,574
Non-current liabilities																		
Trade and other payables	351	(219)	-	132	-	132	(219)	-62.4%	(c)	132	132	132	132	132	132	132	132	132
Borrowings	75,527	14	-	75,541	-	75,541	14	0.0%		70,281	64,745	58,918	52,793	46,188	41,436	34,212	26,412	18,607
Provisions	12,044	(522)	-	11,522	-	11,522	(522)	-4.3%	(c)	10,049	7,744	5,084	5,259	5,444	5,639	5,844	6,059	6,276
Total non-current liabilities	87,922	(727)	-	87,195	-	87,195	(727)	-0.8%		80,462	72,621	64,134	58,184	51,914	47,207	40,188	32,863	25,013
TOTAL LIABILITIES	100,048	(662)	109	99,495	4	99,499	(549)	-0.5%		94,894	88,473	80,574	72,176	66,345	62,200	55,688	48,893	41,589
NET COMMUNITY ASSETS	959,655	(43,626)	1,268	917,297	(1,567)	915,730	(43,925)	-4.6%		926,567	936,047	961,789	996,744	1,001,577	1,008,430	1,022,208	1,055,980	1,097,317
Community Equity																		
Retained surplus	918,695	(21,706)	1,269	898,257	(1,567)	896,690	(22,005)	-2.4%		19,040	21,999	41,932	70,874	70,874	70,874	74,315	97,512	129,282
Asset revaluation surplus	40,960	(21,920)	0	19,040	-	19,040	(21,920)	-53.5%	(c)	907,527	914,047	919,857	925,870	930,703	937,556	947,892	958,468	968,035
TOTAL COMMUNITY EQUITY	959,655	(43,626)	1,269	917,297	(1,567)	915,730	(43,925)	-4.6%		926,567	936,047	961,789	996,744	1,001,577	1,008,430	1,022,208	1,055,980	1,097,317

Notes

- (a) Adjustment for opening balances based on audited financial statements for period ending 30 June 2018 (2017-18) (+ \$6.7m) offset by timing adjustment for proceeds from land sales (- \$7.1m) and net movement in capital grants and expenditure (- \$1.4m).
- (b) Adjustment for opening balances based on audited financial statements for period ending 30 June 2018 (2017-18), timing adjustment for disposal of land held for sale and completion of Homemaker development for sale.
- (c) Adjustment for opening balances based on audited financial statements for period ending 30 June 2018 (2017-18).
- (d) Adjustment for opening balances based on audited financial statements for period ending 30 June 2018 (2017-18) and changes to gross capital expenditure (excluding land held for sale). 19Q3 includes a gross capital carryover into the 2019-20 budget of \$4.8m.

STATEMENT OF CASH FLOWS
2018-19 REVISED BUDGET (19Q3) AND LONG TERM FINANCIAL FORECAST 2019 TO 2028

	Original Budget 2018-19	Approved Changes 19Q1 19Q2	Revised Budget (19Q2) 2018-19	Recommended Changes 2018-19	Proposed Budget (19Q3) 2018-19	Variance from Original Budget			Forecast (19Q3) 2019-20	Forecast (19Q3) 2020-21	Forecast (19Q3) 2021-22	Forecast (19Q3) 2022-23	Forecast (19Q3) 2023-24	Forecast (19Q3) 2024-25	Forecast (19Q3) 2025-26	Forecast (19Q3) 2026-27	Forecast (19Q3) 2027-28
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	%	Note	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Cash flows from Operating Activities																	
Receipts from customers	78,053	(305)	1,033	78,781	33	78,814	761	1.0%	81,810	84,288	87,634	90,328	91,769	94,750	99,960	103,791	105,723
Payments to suppliers and employees	(50,951)	(9,832)	(1,148)	(70,931)	46	(70,885)	(10,934)	18.2%	(a)	(62,202)	(63,741)	(65,589)	(66,604)	(68,270)	(70,182)	(72,208)	(74,344)
Payments for land held as inventory	(1,860)	(180)	-	(2,040)	(500)	(2,540)	(680)	36.6%	(b)	-	-	-	-	-	-	-	-
Proceeds from sale of land held as inventory	7,824	-	(7,573)	251	-	251	(7,573)	-96.8%	(c)	8,395	1,012	2,034	-	-	-	-	-
Interest received	1,347	-	(210)	1,137	(139)	997	(350)	-26.0%	(d)	725	861	935	867	778	710	722	800
Borrowing costs	(4,209)	-	(0)	(4,109)	-	(4,109)	(0)	0.0%	(e)	(3,871)	(3,900)	(3,324)	(3,010)	(2,730)	(2,452)	(2,140)	(1,782)
Payment of landfill provision	-	-	-	-	-	-	-	0.0%	(f)	-	(1,788)	(2,634)	(2,062)	(1,60)	(1,63)	(1,86)	(1,69)
Non-capital grants and contributions	6,006	(23)	1,027	7,010	43	7,053	1,047	17.4%	(g)	7,100	7,248	7,392	7,516	6,825	6,889	7,009	7,157
Cash inflow/(outflow) from Operating Activities	27,311	(10,341)	(6,871)	10,099	(518)	9,581	(17,790)	-64.9%		32,016	24,278	26,468	26,091	26,307	29,572	33,174	35,442
Cash flows from Investing Activities																	
Payments for property, plant and equipment	(66,410)	(262)	(3,430)	(50,106)	4,342	(45,764)	646	-1.4%	(h)	(15,004)	(20,940)	(21,912)	(11,179)	(26,812)	(31,614)	(28,127)	(27,377)
Grants and contributions received	12,158	2,041	165	14,364	(1,570)	12,793	635	5.2%	(i)	10,394	5,310	2,808	2,794	3,874	2,664	3,370	2,255
Proceeds from the sale of assets	233	-	-	233	-	233	-	0.0%		-	-	-	-	-	-	-	-
Other investing activities	(191)	-	-	(191)	-	(191)	-	0.0%		-	-	-	-	-	-	-	-
Cash inflow/(outflow) from Investing Activities	(54,210)	1,779	(3,265)	(35,700)	2,771	(32,929)	1,281	-3.7%		(24,610)	(15,630)	(19,104)	(8,385)	(22,938)	(30,549)	(24,856)	(25,321)
Cash flows from Financing Activities																	
Proceeds from borrowings	-	-	-	-	-	-	-	0.0%		-	-	-	-	2,000	-	-	-
Repayment of borrowings	(4,751)	-	-	(4,751)	-	(4,751)	-	0.0%		(4,888)	(5,260)	(5,516)	(5,827)	(6,125)	(6,494)	(6,863)	(7,224)
Cash inflow/(outflow) from Financing Activities	(4,751)	-	-	(4,751)	-	(4,751)	-	0.0%		(4,888)	(5,260)	(5,516)	(5,827)	(6,125)	(4,494)	(8,863)	(7,224)
Net increase/(decrease) in Cash Held	(31,650)	(8,563)	(10,139)	(30,352)	2,253	(28,099)	(16,448)	141.2%		2,389	3,588	1,828	(8,120)	(856)	(3,471)	1,455	2,897
Cash at the beginning of the financial year	26,595	16,602	0	43,197	-	43,197	16,602	62.4%	(h)	13,098	17,488	21,075	22,903	14,783	13,927	8,456	9,911
Cash at the end of the financial year	(4,945)	8,039	(10,139)	12,845	2,253	15,098	354	1.0%		17,488	21,075	22,903	14,783	13,927	8,456	9,911	12,808

Notes

(a) Accrued creditors (invoices relating to 2017-18) higher than previously forecast.

(b) Increase in budget allowance required to complete the Horsemaker development.

(c) Proceeds from sales of land development to be received in 2019-20.

(d) Lower than anticipated returns on cash on call and in short term investments.

(e) Recognition of the receipt of the Waste Levy paid to Council by the Queensland State Government in advance of the commencement of the levy payable on residential waste from 1 July 2019.

(f) Adjustment for updating capital expenditure.

(g) Reduction in anticipated developer contributions (\$1.2m), offset by increase in expected capital grants & subsidies (\$3.4m), adjusted for grants to be received in 2019-20 (\$2.3m)

(h) Adjustment for opening balances based on audited financial statements for period ending 30 June 2018 (2017-18)

Notes

- (a) Accrued credits from invoices relating to 2017-18 higher than previously forecast.
 (b) Increase in budget allowance required to complete the Horsemaker development.
 (c) Proceeds from sales of land development to be received in 2019-20.
 (d) Lower than anticipated returns on cash on call and in short term investments.
 (e) Recognition of the receipt of the Waste Levy paid to Council by the Queensland State Government in advance of the commencement of the levy payable on residential waste from 1 July 2019.
 (f) Adjustment for updating capital expenditure.
 (g) Reduction in anticipated developer contributions (-\$1.2m), offset by increase in expected capital grants & subsidies (\$3.4m), adjusted for grants to be received in 2019-20 (\$2.3m)
 (h) Adjustment for opening balances based on audited financial statements for period ending 30 June 2018 (2017-18)

STATEMENT OF INCOME AND EXPENDITURE 2018-19 REVISED BUDGET (19Q3) AND LONG TERM FINANCIAL FORECAST 2019 TO 2028																		
	Original Budget 2018-19 \$'000	Approved Changes 19Q3 19Q2 \$'000 \$'000		Revised Budget (19Q2) 2018-19 \$'000	Recommended Changes 2018-19 \$'000	Proposed Budget (19Q3) 2018-19 \$'000	Variance from Original Budget \$'000	%	Note	Forecast (19Q3) 2019-20 \$'000	Forecast (19Q3) 2020-21 \$'000	Forecast (19Q2) 2021-22 \$'000	Forecast (19Q2) 2022-23 \$'000	Forecast (19Q2) 2023-24 \$'000	Forecast (19Q2) 2024-25 \$'000	Forecast (19Q3) 2025-26 \$'000	Forecast (19Q2) 2026-27 \$'000	Forecast (19Q2) 2027-28 \$'000
Operating income																		
Gross rates and utility charges	77,763		162	77,925	356	78,281	519	0.7%		81,861	84,461	86,024	88,757	92,240	95,732	99,358	103,222	107,297
Less: discounts & remissions	(6,264)		0	(6,264)	71	(6,193)	71	-1.1%		(6,565)	(6,936)	(7,299)	(7,708)	(8,143)	(8,650)	(9,193)	(9,771)	(10,386)
Net rates and utility charges	71,498	-	162	71,660	427	72,088	590	0.8%		75,296	77,525	78,725	81,050	84,097	87,082	90,165	93,451	96,911
Fees and charges	3,714		14	3,728	(76)	3,653	(62)	-1.6%		5,055	5,224	5,428	5,639	5,857	6,087	6,325	6,574	6,813
Rental income	339		-	339	-	339	-	0.0%		398	452	472	482	493	504	516	528	541
Interest revenue	1,347		(210)	1,137	(139)	997	(350)	-30.7%	(a)	725	861	935	867	778	710	722	800	915
Sales revenue	2,468		917	3,384	(360)	3,005	557	16.6%	(b)	938	830	3,461	2,824	824	841	2,841	2,897	897
Operational grants and subsidies	6,009		1,049	7,059	44	7,102	1,093	15.5%	(c)	7,164	7,282	7,404	7,518	6,748	6,684	7,023	7,171	7,322
Other income	408		117	526	48	573	165	31.4%	(d)	588	602	617	633	649	665	681	696	716
Total Operating Income	85,764	-	2,049	87,813	(56)	87,757	1,993	2.3%		90,161	92,775	97,042	99,022	98,445	102,772	106,272	112,160	114,156
Capital income																		
Contributions from developers	1,823		(1,241)	582	83	665	(1,158)	-199.0%	(e)	1,500	1,590	1,685	1,787	1,894	2,007	2,128	2,255	2,391
Capital grants and subsidies	10,335	2,041	1,406	13,782	(1,654)	12,128	1,793	13.0%	(f)	8,866	3,920	1,123	1,008	1,980	857	1,142	-	-
Donated assets	-		-	-	-	-	-	0.0%		-	-	-	-	-	-	-	-	-
Other capital income	(37)		-	(37)	-	(37)	-	0.0%		-	-	-	-	-	-	-	-	-
Total Capital Income	12,121	2,041	165	14,327	(1,570)	12,756	635	4.4%		10,366	5,510	2,808	2,794	3,874	2,864	3,270	2,255	2,391
Total Income	97,885	2,041	2,214	102,140	(1,627)	100,513	2,628	2.6%		100,527	98,285	99,850	101,817	103,319	105,637	111,542	114,415	116,547
Operating expenses																		
Employee benefits	31,729	(15)	(216)	31,498	(266)	31,233	(497)	-1.6%		30,686	31,452	32,328	32,462	33,223	34,055	34,907	35,843	36,795
Materials and services	27,075	15	1,438	28,528	296	28,824	1,749	6.1%	(g)	30,475	31,290	32,221	33,026	33,940	35,041	36,180	37,360	38,581
Depreciation and amortisation	22,777		(313)	22,464	(17)	22,447	(330)	-1.5%		23,189	23,950	24,629	25,707	26,977	25,586	26,284	27,116	28,423
Finance Costs	165		0	165	(24)	141	(24)	-14.5%	(h)	146	150	155	160	165	170	176	181	187
External loan interest expense	4,109		-	4,109	-	4,109	-	0.0%		3,871	3,600	3,324	3,033	2,735	2,452	2,143	1,782	1,405
Other operating expenses	1,266		37	1,303	(49)	1,254	(12)	-0.9%		1,178	1,204	1,232	1,261	1,289	1,320	1,353	1,387	1,421
Total Operating Expenses	87,121	-	946	88,067	(59)	88,007	866	1.0%		89,544	91,618	93,889	95,648	98,328	98,623	101,042	103,672	106,813
Capital Expenses																		
Restoration and rehabilitation provision	143		-	143	-	143	-	0.0%		146	149	152	155	158	161	164	167	167
Total Capital Expenses	143	-	-	143	-	143	-	0.0%		146	149	152	155	158	161	164	167	167
Net Result	10,621	2,041	1,268	13,930	(1,567)	12,363	1,742	12.5%		10,837	6,520	5,810	6,013	4,833	6,853	10,336	10,576	9,567
Operating Result	(1,357)	-	1,104	(253)	3	(250)	1,107	-436.6%		617	1,159	3,153	3,374	1,117	4,149	7,230	8,488	7,343

Notes

(a) Adjustment to reflect lower anticipated position due to lower cash balances held during the financial year.

(b) Recognition of revenue from general private works, will be offset by increase in expenditure. Offset by a reduction in revenue as towards maintenance of Stansgate Bay Road \$300k from ADF is not expected to be received for 2018-19.

(c) Council will receive in total \$956k from the State to offset the waste levy for residential waste prior to commencement of the waste levy scheme on 1 July 2019.

(d) Recognition of movement in recoverable costs (legal fees +\$60k)

(e) Reduction of infrastructure charges to reflect current conditions. Reduction of anticipated infrastructure charges forecast over the long term.

(f) Adjustment to reflect expected capital grants & subsidies to be received in 2018-19 based on current funding approvals and submissions.

(g) Increase in private works expenditure (refer to Note 8), offset by reduction in internal overhead allocation to operational activities.

STATEMENT OF CHANGES IN EQUITY 2018-19 REVISED BUDGET (19Q3) AND LONG TERM FINANCIAL FORECAST 2019 TO 2028																		
	Original Budget 2018-19 \$'000	Approved Changes 19Q1 19Q2 \$'000 \$'000		Revised Budget (19Q1) 2018-19 \$'000	Recommended Changes \$'000	Proposed Budget (19Q3) 2018-19 \$'000	Variance from Original Budget \$'000 %		Note	Forecast (19Q3) 2019-20 \$'000	Forecast (19Q3) 2020-21 \$'000	Forecast (19Q3) 2021-22 \$'000	Forecast (19Q3) 2022-23 \$'000	Forecast (19Q3) 2023-24 \$'000	Forecast (19Q3) 2024-25 \$'000	Forecast (19Q3) 2025-26 \$'000	Forecast (19Q3) 2026-27 \$'000	Forecast (19Q3) 2027-28 \$'000
Retained Surplus																		
Opening balance	908,073	(23,746)	-	884,327	-	884,327	(23,746)	-2.6%	(a)	896,690	907,527	914,047	919,857	925,870	930,703	937,556	947,892	958,468
Net Result	10,622	2,040	1,269	13,930	(1,567)	12,363	1,741	16.4%	(b)	10,837	6,525	5,810	6,011	4,833	6,853	10,336	20,576	9,567
Closing Balance	918,695	(21,706)	1,269	898,257	(1,567)	896,690	(22,005)	-2.4%		907,527	914,047	919,857	925,870	930,703	937,556	947,892	958,468	968,035
Asset Revaluation Surplus																		
Opening balance	40,960	(21,920)	-	19,040	-	19,040	(21,920)	-53.5%	(a)	19,040	19,040	21,999	41,912	70,874	70,874	70,874	74,315	97,512
Change in asset revaluation surplus	-	-	-	-	-	-	-	0.0%		-	2,959	29,933	28,942	-	-	3,442	23,296	21,770
Closing Balance	40,960	(21,920)	-	19,040	-	19,040	(21,920)	-53.5%		19,040	21,999	41,932	70,874	70,874	70,874	74,315	97,512	129,282
Total Community Equity	959,655	(43,626)	1,269	917,297	(1,567)	915,730	(43,925)	-4.6%		926,567	936,047	961,789	996,744	1,001,577	1,008,430	1,022,208	1,055,980	1,087,317
Notes																		
(a) Adjustment for opening balances based on audited financial statements for period ending 30 June 2018 (2017-18)																		
(b) Improved net result due to adjustments made in to the Statement of Income and Expenditure.																		

12.3 - QUARTERLY BUDGET REVIEW (19Q3)

2018-19 Revised Budget (19Q3) Measures of Financial Sustainability

Meeting Date: 4 June 2019

Attachment No: 2

MEASURES OF FINANCIAL SUSTAINABILITY

2018-19 REVISED BUDGET (19Q3) AND LONG TERM FINANCIAL FORECAST 2019 TO 2028

In accordance with section 169 of the Local Government Regulation 2012, the Council is required to disclose in the budget certain measures of financial sustainability.

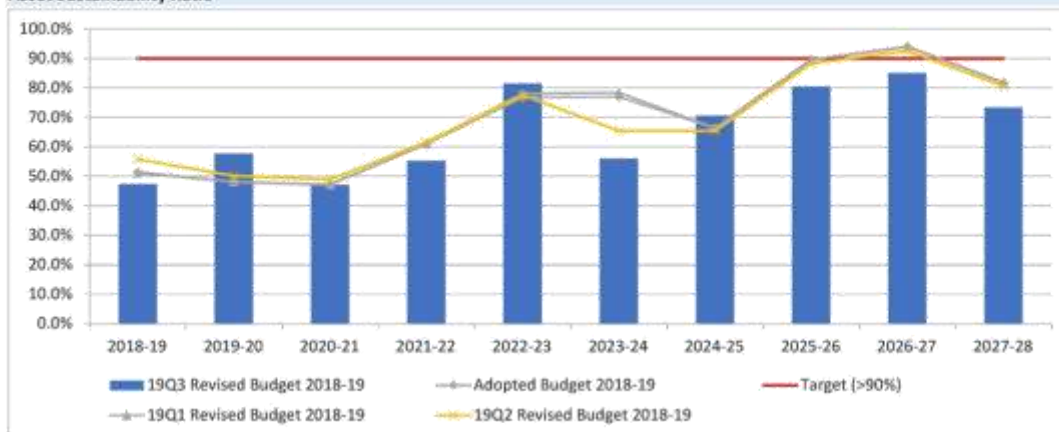
The Queensland Government defines a sustainable local government as being 'able to maintain its financial capital and infrastructure capital over the long term' (Local Government Act 2009, section 104(2)).

To ensure the Council continues along the path of financial sustainability into the future, key long term strategic plans are developed and integrated, demonstrating a strategy is in place to manage the financial implications of its long term planning.

The three financial sustainability measures cover the period of the annual budget plus the next nine financial years (10 years in total).

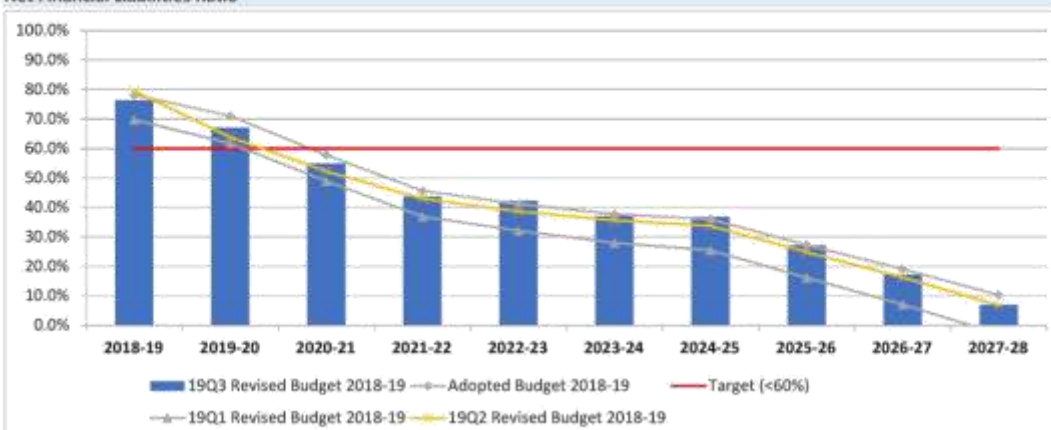
The target indicated in each graph are sourced from the 'Financial management (sustainability) guideline 2013' which is available from the website of The Department of Local Government, Racing and Multicultural Affairs.

Asset Sustainability Ratio



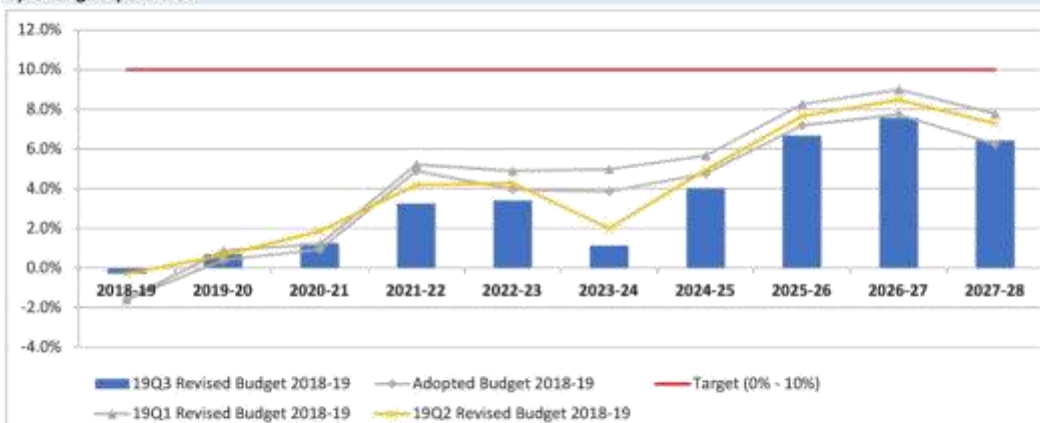
Description	Measure	Target
Demonstrates the extent to which the infrastructure assets managed by Council are being replaced as they reach the end of their useful lives.	Capital expenditure on replacement assets	Greater than 90% (on average over the long term)
	Depreciation expense	
Commentary		
Capital expenditure can broadly be classified as New (building something entirely new) or renewal (replacing an old asset with a new one). This ratio measures how much capital expenditure goes toward replacing existing assets each year when divided by depreciation expense. As the ten year forecast indicates Council's ratio is below the target of 90%, however improves significantly over the medium to long term which reflects Council's commitment to investing in existing assets over new assets.		

Net Financial Liabilities Ratio



Description	Measure	Target
Demonstrates the extent to which the net financial liabilities of Council can be serviced by its operating revenues.	<u>Total Liabilities less Current Asset</u> Operating Revenue	Not greater than 60% (on average over the long term)
Commentary Council is forecasting high (greater than 60%) for the first two (2) years in the ten year forecast period. This is indicative of the significant reduction in planned borrowings that Council had previously forecast and using its own cash to fund capital projects. The timing variance from the proceeds of land development sales, in conjunction with downgraded forecasts from infrastructure developer contributions has increased this ratio for the 19Q3 Revised Budget. Council remains on track to achieve the target of less than 60% in 2020-21.		

Operating Surplus Ratio



Description	Measure	Target
Demonstrates the extent to which revenues raised cover operational expenses only or are available for capital funding purposes or other purposes	<u>Net operating surplus/(deficit)</u> Operating Revenue	Between 0 & 10% (on average over the long term)
Commentary		

Council is forecasting a positive (greater than 0%) operating surplus ratio in nine (9) out of the ten years taking and has maintained the operating performance result adopted with the second quarter budget review for 2018-19. A positive ratio indicates that recurring operating revenue exceeds recurring operating expenses and this assists in funding capital expenditure. This can result in less reliance on borrowing money to fund capital expenditure and thus reduces Council debt. The positive operating surplus ratio of Council for the majority of the ten year period is a very strong indicator of long term sustainability. The operating surplus ratio is lower than the 19Q2 Revised Budget with a reduction in forecast revenue and an increase in operating costs.

12.3 - QUARTERLY BUDGET REVIEW (19Q3)

2018-19 Revised Budget (19Q3) Percentage of change in rates and charges

Meeting Date: 4 June 2019

Attachment No: 3

**TOTAL VALUE OF CHANGE IN RATES AND CHARGES LEVIED FROM 2017-18
2018-19 REVISED BUDGET (19Q3) AND LONG TERM FINANCIAL FORECAST 2019 TO 2028**

In accordance with section 169 of the *Local Government Regulation 2012*, the Council is required to report the total value of the change, expressed as a percentage in the rates and utility charges levied for the financial year (2018-19) compared with the rates and utility charges levied in the previous budget (2017-18). Council has also included the total value of change based on the actual results for 2017-18. The calculation of this percentage for a financial year excludes rebates and discounts applicable on rates and utility charges.

	2017-18 Original Budget	2017-18 Actual	2018-19 Proposed Budget (19Q3)	2017-18 Original vs 2018-19 Proposed Budget (19Q3)		2017-18 Actual Results vs 2018-19 Proposed Budget (19Q3)	
	\$000	\$000	\$000	Variance \$000	Variance %	Variance \$	Variance %
General Rates	32,176	32,561	32,056	(119)	(0.4%)	(505)	(1.6%)
Separate Charges	10,430	10,242	11,090	660	6.3%	848	8.3%
Special Charges	162	404	386	224	137.8%	(18)	(4.5%)
Water Utility and consumption charges	15,518	16,299	17,302	1,784	11.5%	1,003	6.2%
Waste charges	6,288	6,316	6,644	357	5.7%	328	5.2%
Sewerage Charges	10,291	10,175	10,802	511	5.0%	627	6.2%
Total Rates and Charges Levied	74,864	75,997	78,281	3,417	4.6%	2,284	3.0%

12.3 - QUARTERLY BUDGET REVIEW (19Q3)

2018-19 Revised Budget (19Q3) Estimated Activity Statements

Meeting Date: 4 June 2019

Attachment No: 4

2018-19 QUARTER 3 REVISED ESTIMATED ACTIVITY STATEMENTS

Council has decided by resolution that the Code of Competitive Conduct is to be applied to the following Business Activities for the 2018-19 Financial Year:

	SIGNIFICANT BUSINESS ACTIVITY	OTHER BUSINESS ACTIVITIES		
Budget Report	Water & Sewerage Operations \$	Waste Operations \$	Building Certification \$	Caravan Parks \$
Operational Revenues for services provided to Council	\$24,500	\$255,000	\$0	\$0
Operational Revenues for services provided to External Clients	\$26,594,694	\$8,043,361	\$220,000	\$322,010
Community Service Obligations	\$0	\$294,500	\$0	\$0
Total Operational Revenue	\$26,619,194	\$8,592,861	\$220,000	\$322,010
Less: Operational Expenditure	\$22,457,250	\$7,242,800	\$160,189	\$341,009
Estimated Operational Surplus/(Deficit)	\$4,161,944	\$1,350,061	\$59,811	-\$18,999
List of Community Service Obligations (CSO)				
Charity Waste and Green Waste Disposal Vouchers	\$0	\$294,500	\$0	\$0
Total	\$0	\$294,500	\$0	\$0

The CSO value is determined by Council and represents an activity's costs which would not be incurred if the activity's primary objective was to make a profit. The Council provides funding from general revenue to the business activity to cover the cost of providing non-commercial community services or costs deemed to be CSO's by the Council. The 2018-19 Quarter 3 Revised Budget provides \$294,500 of CSO's by Council to the Waste Operations Business Activity comprised as follows:

Disposal of unwanted materials by approved charities at Council's waste facilities	\$20,000
Green waste disposal vouchers provided to residential ratepayers for disposal of eligible green waste materials at Council's waste facilities	\$274,500
	\$294,500

12.4 REVENUE POLICY 2019-20**File No:** CM4.7.12**Attachments:** 1. Revenue Policy [↓](#)**Responsible Officer:** Andrea Ellis - Chief Financial Officer**Author:** Priscilla Graham - Coordinator Revenue

SUMMARY

Councils 2019-20 Revenue Policy has been reviewed and is now present to Council for adoption.

OFFICER'S RECOMMENDATION

THAT pursuant to Section 193(3) of the *Local Government Regulation 2012*, Council adopt the 2019-20 Revenue Policy as contained in Attachment 1.

BACKGROUND

The purpose of the Revenue Policy is to identify Councils strategic vision and attitude in regard to raising revenue for the 2019-20 Financial Year. The Revenue Policy has been reviewed by Council Officers and King and Company Solicitors to ensure the Policy and all amendments correctly reference legislation and the document meets regulatory requirements.

The reviewed Policy is now presented to Council for adoption.

COMMENTARY

The Revenue Policy is used in developing Councils Budget for the financial period from 1 July 2019 to 30 June 2020. The Policy sets out the principles used by Council in the making and levying of rates and charges, exercising its power to grant rebates and concessions for rates and charges, recovery of unpaid amounts of rates and charges and cost recovery principles.

The Policy is prepared in accordance with section 104(5)(c) of the *Local Government Act 2009* and section 193 of the *Local Government Regulation 2012*.

Council in preparing the Revenue Policy for 2019-20, has considered the Guideline on Equity and Fairness in Rating for Queensland Local Governments, issued by the Department of Local Government, Racing and Multicultural Affairs. The purpose of this guideline is to set out principles to assist Council in implementing fair and equitable rating systems while ensuring flexibility for raising sufficient own source revenue. The guideline is intended to promote best practice, and identifies the following principles (the 'Principles'):

- Equity for like properties
- User pays
- Meaningful contribution
- Predictability
- Fairness

PREVIOUS DECISIONS

The previous Revenue Policy was adopted on 3 July 2018 and included in the adoption of the 2018-19 Budget on 24 June 2018.

BUDGET IMPLICATIONS

The Revenue Policy forms the strategic vision and attitude in relation to raising revenue.

LEGISLATIVE CONTEXT

This Policy is presented in accordance with section 104(5)(c) of the *Local Government Act 2009* and section 193 of the *Local Government Regulation 2012*.

LEGAL IMPLICATIONS

No legal implications are foreseen.

STAFFING IMPLICATIONS

There are no staffing implications related to this report.

RISK ASSESSMENT

The policy has been reviewed by King and Company Solicitors in order to mitigate any unforeseen risks.

CORPORATE/OPERATIONAL PLAN

Corporate Plan Reference: **Strategy GO3: Pursue financial sustainability through effective use of the Council's resources and assets and prudent management of risk.**

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

CONCLUSION

This Policy sets out Council's strategic vision and attitude in relation to raising revenue. In addition to this Policy, there are a range of administrative policies and arrangements that make up the total Council response to revenue management.

12.4 - REVENUE POLICY 2019-20

Revenue Policy

Meeting Date: 4 June 2019

Attachment No: 1



REVENUE POLICY (STATUTORY POLICY)

1. Scope

A Revenue Policy forms part of Council's budget each year. The *Local Government Regulation 2012* identifies the matters that a local government must include in its Revenue Policy (this 'Policy'). This Policy sets out Council's strategic vision and attitude in relation to raising revenue. In addition to this Policy, there are a range of administrative policies and arrangements that make up the total Council response to revenue management.

2. Purpose

The purpose of this Policy is to:

- a) identify the principles that Council intends to apply during the 2019-20 financial year in determining:
 - i) the making and levy of rates and charges;
 - ii) exercising its powers to grant rebates and concessions for rates and charges;
 - iii) recovery of unpaid amounts of rates and charges; and
 - iv) cost recovery.
- b) state the purpose for concessions that Council intends to grant; and
- c) state the extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development.

3. References (legislation/related documents)

Legislative reference

Local Government Act 2009

Local Government Regulation 2012

Related documents

Debt Recovery Policy

"Guideline on equity and fairness in rating for Queensland local governments", Department of Local Government, Racing and Multicultural Affairs, June 2017

Revenue Statement

4. Definitions

To assist in interpretation, the following definitions shall apply:

CEO	Chief Executive Officer A person appointed under section 194 of the <i>Local Government Act 2009</i> , including a person acting in that position.
Council	Livingstone Shire Council.

Revenue Policy

Adopted/Approved: DRAFT
Version: 8.0

Portfolio: Office of the CEO
Business Unit: Finance and Business Excellence

5. Policy Statement

In accordance with the *Local Government Act 2009*, this Revenue Policy will be used in developing Council's budget for the financial period from 1 July 2019 to 30 June 2020.

Council levies rates and charges to fund the provision of specific services to our community. When adopting its annual budget, Council will set the rates and charges at a level that will provide for both current and future community requirements. Council will apply the local government principle of transparency in making rates and charges.

Council in preparing the Revenue Policy for 2019-20, has considered the Guideline on Equity and Fairness in Rating for Queensland Local Governments, issued by the Department of Local Government, Racing and Multicultural Affairs. The purpose of this guideline is to set out principles to assist Council in implementing fair and equitable rating systems while ensuring flexibility for raising sufficient own source revenue. The guideline is intended to promote best practice, and identify the following principles (the 'Principles'):

- Equity for like properties
- User pays
- Meaningful contribution
- Predictability
- Fairness

5.1 Making and Levying Rates and Charges

In making rates and charges, Council is required to comply with the requirements of Commonwealth and State legislation.

Council will have regard to the Principles by:

- a) operating a rating system whereby land is categorised into rates categories developed by Council for differential rating purposes by having regard to such factors but not limited to, actual and potential demands placed on Council, location and use of land, the unimproved and site value of land and the land's capacity to generate revenue (Equity);
- b) using special and separate rates and charges and utility charges as appropriate to compensate for cost of service delivery (User pays);
- c) National Competition Policy legislation where applicable (User pays);
- d) establishing an appropriate number of differential rates categories and setting an appropriate level of rates for each category (Meaningful contribution);
- e) requiring a minimum contribution from each ratepayer towards the overall running of the Council, except where legislation prevents a minimum being set by the application of minimum general rates (Meaningful contribution);
- f) taking into account, timing of the levy of rates with the financial cycle of local economic activity, in order to assist the smooth running of the local economy (Predictability);
- g) benchmarking any variations in rates and charges from year to year against the general price movements that occur in other sectors of the community as measured by indexes such as the Road Input Cost Index, the Consumer Price Index, Council Cost Index (as calculated by the Local Government Association of Queensland) and their components. While taking these movements into consideration, Council needs to ensure that the rates and charges made are sufficient to cover the cost of its operations and that Council is able to continue to provide services to the community at a level consistent with the growth and development of the area (Predictability);
- h) having in place a rating regime that is simple and efficient to administer (fairness); and
- i) making it clear what are the responsibilities (Council and ratepayers) in relation to the rating process (Fairness).

Revenue Policy

Adopted/Approved: DRAFT
Version: 8.0

Portfolio: Office of the CEO
Business Unit: Finance and Business Excellence

5.2 Granting Rebates and Concession for Rates and Charges

5.2.1 In considering the application of concessions, Council will have regard to the Principles by:

- a) applying the same treatment for ratepayers with similar circumstances (Equity);
- b) maintaining a connection to the different levels of capacity to pay within the local community (Equity);
- c) being aware and responsive to community expectations of what activities should attract assistance (Meaningful Contribution);
- d) making clear the requirements necessary to receive and/or retain concessions (Predictability); and
- e) being flexible by responding, where necessary, to local economic issues (Fairness).

5.2.2 Consideration may be given by Council to granting a class concession in the event all or part of the local government area is declared a natural disaster area by the Queensland Government.

5.3 Recovery of Unpaid Rates and Charges

Council will exercise its rates recovery powers pursuant to the provisions of Chapter 4, Part 12 of the *Local Government Regulation 2012*, in order to reduce the overall rate burden for ratepayers. It will have regard to the Principles by:

- a) respecting the financial circumstances of different sectors of the community and providing the same treatment for ratepayers with similar circumstances (Equity);
- b) applying clarity and cost effectiveness in the processes used to recover outstanding rates and charges (User Pays);
- c) making clear the obligations of ratepayers, and the processes used by Council in assisting them to meet their financial obligations (Fairness); and
- d) demonstrating flexibility when responding where necessary to changes in the local economy (Fairness).

Council will charge interest on all overdue rates and charges. Council's Debt Recovery Policy sets out the detail of the processes used to recover outstanding rates and charges.

5.4 Payments in Advance

Council accepts payments in advance via lump sum or instalments. Interest is not payable on any credit balances held.

5.5 Cost-Recovery Fees

5.5.1 Section 97 of the *Local Government Act 2009* allows Council to set cost-recovery fees.

5.5.2 Council recognises the validity of fully imposing the user pays principle for its cost recovery fees, unless the imposition of the fee is contrary to its express social, economic, environmental and other corporate goals. This is considered to be the most equitable and effective revenue approach, and is founded on the basis that the shire's rating base cannot subsidise the specific users or clients of Council's regulatory products and services.

5.5.3 However in setting its cost-recovery fees, Council will be cognisant of the requirement that such a fee must not be more than the cost to Council of providing the service or taking the action to which the fee applies.

Revenue Policy

Adopted/Approved: DRAFT
Version: 8.0

Portfolio: Office of the CEO
Business Unit: Finance and Business Excellence

5.6 Commercial Charges

Section 262(3)(c) of the *Local Government Act 2009* empowers Council to charge for a service or facility it supplies, other than a service for which a cost-recovery fee may be fixed.

Council imposes such a charge, where it is prepared to provide a (commercial) service to a party that can choose to avail itself of the service. The nature, level and standard of the service is considered by the Council when setting the charges. Council may set the charge with the aim of generating revenue.

The user pays principle is considered where Council provides the service in competition with private enterprise.

5.7 Other Matters

5.7.1 Purpose of Concessions

Statutory capability exists for Council to rebate or defer rates in certain circumstances. In considering the application of concessions, Council will be guided by the principles set out in paragraph 5.2 of this Policy.

The predominant purposes of granting concessions are to relieve economic hardship and provide rebates to eligible pensioners and not-for-profit community, recreation and sporting groups. In addition, Council may grant concessions on a case-by-case basis if it is satisfied that any one or more of the other criteria in section 120(1) of the *Local Government Regulation 2012* have been met.

5.7.2 Funding Physical and Social Infrastructure Costs for New Developments

Council requires developers to pay reasonable and relevant contributions towards the cost of physical and social infrastructure required to support their development. Specific charges are detailed in the policies supporting Council's Planning Scheme and in Council's Adopted Infrastructure Charges Resolution (AICR).

These charges are intended to be based on normal anticipated growth rates. Where a new development is of sufficient magnitude to accelerate the growth rate of a specific community within the Shire, it may be necessary to bring forward physical and social infrastructure projects to accommodate the development. Where this occurs, Council expects developers to meet sufficient costs so that the availability of facilities is not adversely affected, and so that existing ratepayers are not burdened with the cost of providing the additional infrastructure.

5.8 Delegation of Authority

5.8.1 Authority for the implementation of the Revenue Policy is delegated by Council to the CEO in accordance with section 257 of the *Local Government Act 2009*.

5.8.2 Authority for the day-to-day management of the Revenue Policy is to be delegated by the CEO to the Chief Financial Officer.

6. Changes to this Policy

This Policy is to remain in force until otherwise amended/replaced by resolution of the Council or as required by legislation each year at the commencement of the annual budget process.

Revenue Policy

Adopted/Approved: DRAFT
Version: 8.0

Portfolio: Office of the CEO
Business Unit: Finance and Business Excellence

7. Repeals/Amendments

This Policy repeals the former Livingstone Shire Council Policy titled 'Revenue Policy (v7.1)'.

Version	Date	Action
1	14/01/2014	Adopted
2	22/07/2015	Amended Policy Adopted
3	24/07/2015	Amended Policy Adopted
4	12/07/2016	Amended Policy Adopted
5	27/06/2017	Amended Policy Adopted
6	03/07/2018	Amended Policy Adopted
7	24/07/2018	Amended Policy Adopted
7.1	02/10/2018	Administrative Amendments – reflect organisational restructure
8		Draft

CHRIS MURDOCH
CHIEF EXECUTIVE OFFICER

Revenue Policy

Adopted/Approved: DRAFT
Version: 8.0

Portfolio: Office of the CEO
Business Unit: Finance and Business Excellence

**12.5 REQUEST FOR APPLICATION OF RATES, FEES, AND CHARGES
CONCESSION FROM NOT-FOR-PROFIT COMMUNITY ORGANISATIONS**

File No: CP5.9.2

Attachments:

1. Correspondence from Yeppoon Gymnastics and Movement Centre Incorporated [↓](#)
2. Correspondence from Emu Park Sport and Recreation Association Incorporated [↓](#)

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

Author: Jared Thomsen - Senior Sport & Education Officer

SUMMARY

This report discusses the application of concessions by Council to not-for-profit community organisations in line with requests received outlining financial hardships and change of circumstances for the respective groups.

OFFICER'S RECOMMENDATION

THAT Council resolve to provide a concession under Section 122 of the *Local Government Regulation 2012*, with consideration for Sections 119-121, to the following not-for-profit community organisations:

1. Yeppoon Gymnastics and Movement Centre Incorporated for rates, fees, and charges accrued throughout the 2018/19 financial year associated with Lot 1 on SP201927; and
2. Emu Park Sport and Recreation Association Incorporated for rates, fees, and charges accrued throughout the 2017/18 and 2018/19 financial years associated with Lot 1 on LN813152.

BACKGROUND

Council received requests from the Yeppoon Gymnastics and Movement Centre Incorporated (refer Attachment One), as well as the Emu Park Sport and Recreation Association Incorporated (refer Attachment Two) for consideration to be made in applying a concession for rates, fees, and charges accrued recently.

COMMENTARY

As outlined in the attached correspondence, both of these not-for-profit community organisations have provided sufficient evidence detailing changes in its circumstances and subsequent financial hardship, and are considered to be suitable recipients of the available concession for accrued rates, fees, and charges associated with recently determined tenure agreements.

PREVIOUS DECISIONS

At the Ordinary Meeting held 20 November 2018, Council resolved to:

- 1) *conclude Emu Park Sport and Recreation Association's current tenure agreement Lot 1 on LN813152, Bicentennial Oval, Emu Park;*
- 2) *apply the exception mentioned in Section 236(1)(b)(ii) of the Local Government Regulation 2012 to its dealings with the Emu Park Sport and*

Recreation Association for issue of a Trustee Permit over land currently described as Lot 1 on LN813152, Bicentennial Oval, Emu Park; and

- 3) *provide a three (3) year Trustee Permit over Lot 1 on LN813152, Bicentennial Oval, Emu Park on mutually agreeable terms.*

BUDGET IMPLICATIONS

The application of this concession will result in a loss of income to Council of \$15,899.35.

LEGISLATIVE CONTEXT

This concession can be applied by Council in line with Section 120(1) of the *Local Government Regulations (2012)* which states:

the local government may grant the concession only if it is satisfied –

(a) *... ..*

(b) *the land is owned by—*

- i. *an entity whose objects do not include making a profit*

Further to this, Section 122(1) of the *Local Government Regulations (2012)* states that:

the local government may grant the concession only by—

- (a) *a resolution granting the concession to a stated ratepayer*

LEGAL IMPLICATIONS

There are no legal implications associated with this matter.

STAFFING IMPLICATIONS

Activities associated with this matter will be completed within existing staffing capacities.

RISK ASSESSMENT

No risks of significance have been identified in applying this concession. It could be suggested that a precedence has been set for application of this concession to other not-for-profit community organisations across the Shire, however this is sufficiently managed through the detailed evidence provided by the not-for-profit community organisations.

The following risks associated with not applying this concession has been identified:

- 1) Reputation – Council's reputation could be negatively impacted should it not pursue application of the available concession.

CORPORATE/OPERATIONAL PLAN

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

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

CONCLUSION

In resolving to apply this concession, Council is enabling these not-for-profit community organisations to progress with their individual pursuits, providing numerous benefits to the local community, without further financial burden.

12.5 - REQUEST FOR APPLICATION OF RATES, FEES, AND CHARGES CONCESSION FROM NOT-FOR-PROFIT COMMUNITY ORGANISATIONS

**Correspondence from Yeppoon
Gymnastics and Movement Centre
Incorporated**

Meeting Date: 4 June 2019

Attachment No: 1

**Yeppoon Gymnastics & Movement Centre Inc.**34 Jabiru Drive
Yeppoon Qld 4703**ABN: 82 721 579 556**

Ph. 0749394048

yeppoongymnastics@outlook.com

23 April 2019

Livingstone Shire Council
PO Box 2292
YEPPOON QLD 4703

Attention: Jared Thomsen

Yeppoon Gymnastics and Movement Centre Incorporated [YGMC] would like to request mutual agreement from Livingstone Shire Council [Council] to terminate the lease agreement held over the Capricorn Coast Recreation Centre [CCRC], Lot 6 on SP122620. YGMC understands and is willing to comply with the requirements outlined in clause 10.1 of this lease agreement relating to early termination.

YGMC would like to thank Council for the opportunity to lease the CCRC. Considering our previous circumstances, YGMC was excited to take up this lease as it provided a promising option to significantly reduce our overheads. As outlined in our application to lease CCRC, our largest burden was our commercial lease, which threatened YGMC's financial viability.

Leasing the CCRC, also enabled YGMC to apply for grant funding to enhance and expand our operations. We had previously been ineligible for these large infrastructure grants due to our rental arrangements with the Jabiru Drive premise.

However, since tendering to lease CCRC, YGMC's circumstances have changed.

In late March 2019, YGMC received notice that we have been unsuccessful in our application for funding under the Sports Australia, Move it AUS – Community Sports Infrastructure grant. This funding was required to refit the CCRC to meet the operational and safety needs of our gymnastics club. Without this funding, we do not have the financial resources to complete this works.

With the CCRC not fit for our use, it is not financially viable for YGMC to continue to lease the CCRC. Continuing with our current lease of the CCRC would actually threaten our sustainability.

Given YGMC signed the lease for the CCRC in late 2018 and we have not been able to take up residence, we would also like to request that the current rates charges be reversed.

YGMC is very appreciative of the Council opening this facility to our Club. While it is unfortunate that we are not able to take up residence in the CCRC, in taking on this lease it has given the Club the leverage to renegotiate better terms for our Jabiru Drive lease. This is an extremely positive outcome for YGMC.

Thank you again for this opportunity and we look forward to confirmation of your response. If you would like to discuss this request further, please contact me on 0419 722 137 or via email yeppoongymnastics@outlook.com

Kind regards

Julie Thomson
Committee of Management
Yeppoon Gymnastics and Movement Centre Incorporated

12.5 - REQUEST FOR APPLICATION OF RATES, FEES, AND CHARGES CONCESSION FROM NOT-FOR-PROFIT COMMUNITY ORGANISATIONS

Correspondence from Emu Park Sport and Recreation Association Incorporated

Meeting Date: 4 June 2019

Attachment No: 2

20 Comley Street
ZILZIE QLD 4710
5 July, 2018

Chris Murdoch CEO
Livingstone Shire Council
PO Box 2292
YEPPOON QLD 4703

Dear Chris

At the meeting on 3 July 2018 at Bi-Centennial Oval, Emu Park, representatives of The Emu Park Sports & Recreation Association (EPS&RA) along with The Livingstone Shire Council Mayor, Deputy Mayor and the relevant Senior Officer, resolved to request Council to approve the following: -

1. Terminate the current lease agreement
2. Waive all outstanding rates, fees and charges
3. Assist the EPS&RA with ongoing maintenance issues including investigating water supply leaks and resuming a mowing program in conjunction with EPS&RA
4. Approve the EPS&RA to continue to manage the usage of Bi-Centennial Park

During Council's deliberation on the matter, please consider the following:

1. The EPS&RA was established in 1992 at Council's request to manage Bi-Centennial Park
2. EPS&RA was incorporated on 13/5/92
3. A Deed of Agreement was signed with LSC on 5/2/93
4. EPS&RA has operated very successfully since then, managing the use and maintenance of the oval
5. The Association has provided building and grounds improvements and services worth hundreds of thousands of dollars, almost entirely because of successful Grant Applications. The current building program has seen around \$80,000 expended on essential sports accommodation
6. In March 2015 the Association was pressured to enter into a Lease Agreement
7. By the end of 2017 the Association had been charged nearly \$17,000 for rates and fees by LSC
8. Income from grounds use during this time totalled around \$16,000
9. By 30 June 2018, \$4,388 was still owed to LSC
10. EPS&RA has had no income from grounds usage in 2018
11. EPS&RA's current bank balance stands at \$1,584.16

It is obvious that the Lease Agreement is totally unsustainable. Please consider the future of the EPS&RA in terms of its pre-2015 operation. A representative of the Association's Management Committee is available to attend Council if required.

Yours sincerely

Valmay Burns
Secretary

12.6 LIVINGSTONE SHIRE COUNCIL ACCESS AND INCLUSION CONSULTATION.

File No: CR2.14.1

Attachments:

1. Livingstone Access and Inclusion Consultation.[↓](#)
2. Inclusive Community Policy[↓](#)

Responsible Officer: Jared Thomsen - Senior Sport & Education Officer
David Mazzaferri - Manager Disaster Management, Recovery and Resilience
Brett Bacon - Executive Director Liveability and Wellbeing

Author: Molly Saunders - Community Development Officer

SUMMARY

The Livingstone Shire Council Access and Inclusion Consultation details the diversity of Livingstone Shire and collates the feedback of participants in relation to access and inclusion matters and concerns.

OFFICER'S RECOMMENDATION

THAT Council endorses the Access and Inclusion Consultation Report, as contained within Attachment One.

BACKGROUND

Spinal Life Australia and the Capricorn Coast Community Access and Equity group have made a number of requests to Livingstone Shire Council requesting that Council provide and facilitate access to water and beaches for people with disability (either by providing beach wheelchairs, beach matting or both). Both groups have also provided consistent feedback to the Community Development and Sport and Recreation team outlining their frustration and disappointment with the perceived lack of Council consultation in the design and delivery phases of projects (for example; the Yeppoon Lagoon, Emu Park foreshore redesign, Keppel Dental ramp entrance, Wreck Point) despite their expertise in the area of accessibility and inclusion.

After internal discussions with relevant Council departments it was determined that the Community Development and Sport and Recreation team would conduct an *Access and Inclusion Consultation* (see Attachment One) across the Livingstone community so that Council can understand the community's concerns and priorities when it comes to access and inclusion.

COMMENTARY

The subsequent consultation commenced in July 2018 utilising the Get Involved software, face to face sessions with community members, and discussions with relevant service providers. Initially the response rate was very low and it was determined that the consultation period should be extended to the end of March 2019 to ensure as much opportunity to participate as possible had been given to potential participants.

At the close of the consultation period engagement with the following stakeholders had been undertaken:

- 1) four (4) service providers;
 - 2) twenty-six (26) community members face to face; and
 - 3) 174 online survey responses.
-

Although beach access was highlighted in the consultation as a desire for the community, it was not the top suggestion for improving access and inclusion in Livingstone. Overwhelmingly, the consultation showed that residents are enthusiastic to be involved and / or to have community access and / or inclusion experts involved in the early stages of planning for projects, activities and programmes. These contributors then want to see that their information and expertise have been properly considered.

In terms of physical accessibility, suitable footpaths were the priority for respondents, particularly in high density suburbs close to the Yeppoon town centre. It was also clear that respondents would like to see businesses (particularly along James Street) improve their accessibility.

PREVIOUS DECISIONS

The Livingstone Shire Inclusive Community Policy was adopted in May 2017 (Attachment Two is a copy of the policy).

The policy's purpose is to confirm Council's commitment and provide strategic direction to the ongoing development of Council and its community. The policy and accompanying procedure fulfils statutory requirements and ensures universal commitment to strengthening and valuing diversity through inclusive, equitable and accessible services.

BUDGET IMPLICATIONS

There are no budget implications in accepting this report. There are a range of actions recommended in the report, some of which can be accommodated within existing budget allocations and operational capacities, and others which may require additional funding to be sourced externally, where possible.

LEGISLATIVE CONTEXT

The overarching legislation regarding access and inclusion in Queensland is the *Anti-Discrimination Act 1991*. Section 6 of the *Anti-Discrimination Act 1991* states:

- (1) *One of the purposes of the Act is to promote equality of opportunity for everyone by protecting them from unfair discrimination in certain areas of activity, including work, education and accommodation.*
- (2) *This purpose is to be achieved by—*
 - (a) *prohibiting discrimination that is—*
 - (i) *on a ground set out in part 2; and*
 - (ii) *of a type set out in part 3; and*
 - (iii) *in an area of activity set out in part 4; unless an exemption set out in part 4 or 5 applies; and*
 - (b) *allowing a complaint to be made under chapter 7 against the person who has unlawfully discriminated; and*
 - (c) *using the agencies and procedures established under chapter 7 to deal with the complaint.*

It is important to note that from 1 January 2020, Queensland's Human Rights legislation will come into effect. The aim of that legislation is to promote equality of opportunity for everyone by protecting them from unfair discrimination in certain areas of activity and from sexual harassment and certain associated objectionable conduct. The *Human Rights Act 2019* will protect twenty-three (23) rights, including the right to privacy, access to education and health services, cultural rights, and more, and is expected to commence on first January 2020. It will require public entities — government departments, local councils, or other organisations providing functions of a public nature — to make decisions and act compatibly with human rights, and parliament to consider human rights when passing new legislation or amending current laws. The Queensland Human Rights Commission (formally the Anti-Discrimination Commission Queensland) will provide a dispute resolution process for handling human rights complaints.

LEGAL IMPLICATIONS

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

STAFFING IMPLICATIONS

There are no staffing implications associated with the consideration of this report. The majority of actions recommended in the report can be accommodated within existing staffing capabilities.

RISK ASSESSMENT

There is no risk associated with accepting the report. If the report is not accepted, the following risk is identified;

- 1) Reputational – It may be perceived that Council is not concerned with access and inclusion matters.

CORPORATE/OPERATIONAL PLAN

Strategy CO4 of Council's corporate Plan states: '*Promote and encourage community health and wellbeing through programs addressing environmental health, community safety issues, social cohesion and inclusiveness.*'

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

CONCLUSION

The Livingstone Shire Council Access and Inclusion Consultation details the current diversity of Livingstone Shire with the understanding that this is likely to change over the next fifty (50) years. The report contains recommendations for improving access and inclusion across the Livingstone Shire and details actions Council can take to support an equitable community now and into the future. The report will also inform the whole of community plan, *Livingstone 2050: Shaping Our Tomorrow*.

12.6 - LIVINGSTONE SHIRE COUNCIL ACCESS AND INCLUSION CONSULTATION.

Livingstone Access and Inclusion Consultation.

Meeting Date: 4 June 2019

Attachment No: 1





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Foreword

Livingstone Shire Council aims to embrace diversity and promote an inclusive, liveable community where everyone feels they belong regardless of ethnicity, religion, gender, sexual orientation, age, physical and/or cognitive abilities, or socio economic status.

Council is committed to act in ways that ensures present and future generations have equality of opportunity to contribute to the social, political, economic and cultural life of the region. Livingstone Shire Council recognises that our diversity is one of our greatest assets – it sparks innovation, creativity and vitality. We welcome a broad range of backgrounds, interests, abilities and beliefs and recognise that our differences are our strengths.

Council supports the principle of valuing all people in order to progress an integrated, accessible and equitable community. This consultation has been designed to provide Council with a deeper understanding of the needs and priorities of the Livingstone community in relation to access and inclusion.

I would like to thank all participants for contributing to this important document and I encourage the community to continue to engage with Council on matters such as these.

Councillor Jan Kelly

Committee Chair: Community Development & Support and Senior Citizens



Terms and Definitions

Definitions guided by the Welcoming Cities Network (2019).

Access

The ability, right, liberty or permission to approach, enter, speak with or use.

Inclusion

The action or state of including or of being included within a group or structure.

Social Inclusion

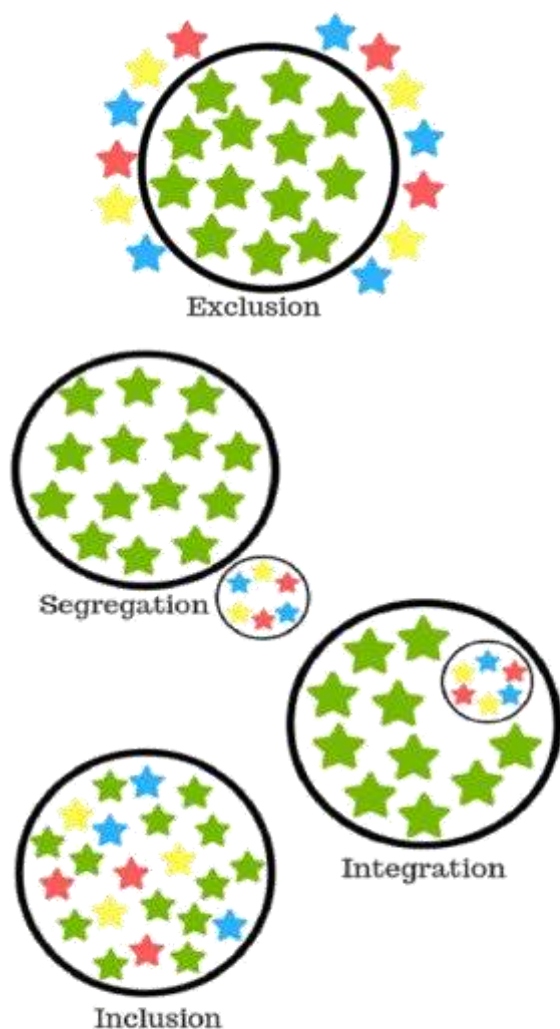
The act of enabling all groups of people within a society to have a sense of belonging and to be able to participate in community life. This is based on fundamental values of equity, equality, social justice and human rights, as well as the principles of acceptance and embracing diversity.

Diversity

Each individual is unique and has differences. Differences can be in race, ethnicity, gender, sexual orientation, socio economic status, age, physical and/or cognitive abilities, religious beliefs, political beliefs or other ideologies.

Social Cohesion

The willingness of members of a society to cooperate with each other in order to survive and prosper. Social cohesion broadly incorporates five domains; belonging; social justice and equity; participation; acceptance and rejection; legitimacy; and worth.



Aims

To understand the needs and priorities of the community in relation to access and inclusion.

To identify how Livingstone Shire can be accessible and inclusive for everyone and how Council can support and/or facilitate this.

To begin the process of gaining Welcoming Cities accreditation. *

* The Welcoming Cities Standard.

In early 2019, Livingstone Shire Council became a member of the Welcoming Cities Network. The mission of Welcoming Cities is; 'supporting local councils and community leaders to leverage the ideas and innovation that come from being welcoming and inclusive'. As a member, Livingstone Shire Council can now access resources and support to further understand the complexity of diversity in the community and facilitate a whole of community approach to inclusion.

The Welcoming Cities Network exists to support local councils and their communities in the advancement of Australia as a welcoming, prosperous and cohesive nation.

The Welcoming Cities Standard is a central element of the Welcoming Cities network. The Standard establishes the framework for Council to:

- 1 – Benchmark their cultural diversity and inclusion policies and practices across the organisation;
- 2 – Identify where and how further efforts can be directed; and;
- 3 – Assess progress over time.

The vision of Welcoming Cities is:

"A network of welcoming and cohesive cities and regions where everyone can belong and participate in social, cultural, economic and civic life".

More information on the Welcoming Cities Network can be found here – www.welcomingcities.org.au

Population Profile in Livingstone Shire – How diverse is Livingstone Shire?

Data sourced from the Queensland Statisticians Office (2019), and the Australian Bureau of Statistics Census (2016).

Total Estimated Population (June 2017)

37,290 persons in Livingstone.

This is an increase since 2011 of 1,798 people.

Livingstone is predicted to increase to 55,740 people by 2041.

Religious Affiliation

Religious affiliation	Livingstone %	Queensland %	Australia %
No religion, so described	24.6	29.2	29.9
Catholic	24.4	21.7	22.6
Anglican	18.2	15.3	13.3
Not stated	11.9	10.0	9.6
Uniting Church	7.0	5.1	3.7

In Livingstone, Christianity was the largest religious group reported overall (70.3%, this figure excludes not stated responses).

Gender*

Male – 51.3%

Female – 48.7%

This is a very similar to Central Queensland, Queensland, and Australia.

Indigenous Population

People	Livingstone %	Central QLD %	QLD %	Australia %
Aboriginal	3.82	5.07	3.16	2.52
Torres Strait Islander	0.25	0.27	0.44	0.13
Aboriginal and Torres Strait Islander	0.34	0.39	0.35	0.11
Total	4.41	5.73	3.95	2.76

*The gender data set available did not include response options other than male or female, therefore does not accurately capture those who don't identify as male or female. Further options for gender response options are being considered by the Australian Government for inclusion in the next census period (2020). Sexuality is not considered in the census, therefore there is no data available regarding this identifier.

Age

Age	Livingstone	%	Queensland	%	Australia	%
Median Age	42	-	37	-	38	-
0-4 years	2,035	5.6	296,466	6.3	1,464,779	6.3
5-9 years	2,341	6.5	317,138	6.7	1,502,646	6.4
10-14 years	2,478	6.8	299,097	6.4	1,397,183	6.0
15-19 years	2,345	6.5	296,287	6.3	1,421,595	6.1
20-24 years	1,833	5.1	316,860	6.7	1,566,793	6.7
25-29 years	1,744	4.8	320,753	6.8	1,664,602	7.1
30-34 years	1,973	5.4	325,943	6.9	1,703,847	7.3
35-39 years	2,095	5.8	305,218	6.5	1,561,679	6.7
40-44 years	2,384	6.6	322,901	6.9	1,583,257	6.8
45-49 years	2,532	7.0	322,982	6.9	1,581,455	6.8
50-54 years	2,820	7.8	308,727	6.6	1,523,551	6.5
55-59 years	2,750	7.6	292,198	6.2	1,454,332	6.2
60-64 years	2,547	7.0	260,685	5.5	1,299,397	5.6
65-69 years	2,234	6.2	242,192	5.1	1,188,999	5.1
70-74 years	1,597	4.4	180,406	3.8	887,716	3.8
75-79 years	1,140	3.1	126,084	2.7	652,657	2.8
80-84 years	727	2.0	83,731	1.8	460,549	2.0
85 years and over	694	1.9	85,528	1.8	486,842	2.1

Orange – Livingstone has a higher percentage than Queensland and Australia.

Blue – Livingstone has a lower percentage than Queensland and Australia.

Persons with a profound or severe disability

Persons with a profound or severe disability are defined as needing help or assistance in one or more of the three core activity areas of self-care, mobility, or communication because of a long term health condition (six months or more), a disability (lasting six months or more), or old age.

Area	%
Livingstone	5.0
Central Queensland	4.8
Queensland	5.2

Growth Rate

Livingstone has an average annual growth rate of 1.6% over five years and is expected to increase to 2.0% over ten years. This is higher than all of Queensland (1.5% and 1.8%, respectively).

Children aged 0 - 14 years make up 18.9% of the population and people aged 65 years and over make up 17.6% of the population.

Livingstone has a higher median age (42) than Central Queensland (36), Queensland (37) and all of Australia (38).

Ancestries

The most common ancestries in Livingstone were Australian 31.3%, English 29.5%, Irish 9.0%, Scottish 7.7% and German 4.7%. *

In Livingstone, 69.2% of people had both parents born in Australia and 11.5% of people had both parents born overseas.

The percentage of persons in Livingstone with a different address five years ago is 39.6%, compared to Central Queensland (41.8%), Queensland (44.1%) and Australia (40.2%).

* Respondents had the option of reporting up to two ancestries on their Census form, and this is captured by the Ancestry Multi Response (ANCP) variable. Therefore, the total responses count will not equal the persons count for this area. Calculated percentages represent a proportion of all responses from people in Livingstone (including those who did not state an ancestry).

To see the diversity of Livingstone Shire's top five most populated suburbs, see Attachment A.

Country of Birth

Country of Birth	Livingstone %	Central QLD %	Queensland %	Australia %
Australia	81.2	80.2	71.1	66.7
England	2.8	1.8	3.8	3.9
New Zealand	2.5	2.5	4.3	2.2
South Africa	0.6	0.7	0.9	0.7
Philippines	0.4	0.7	0.8	1.0
Germany	0.4	-	0.4	0.4
Born in English Speaking Countries	6.9	5.9	10.5	-
Born in Non English Speaking Countries	3.1	5.1	11.1	-

Languages (other than English)

Language	Livingstone %	Central QLD %	Queensland %	Australia %
German	0.3	0.1	0.4	0.3
Afrikaans	0.2	0.4	0.3	0.2
Japanese	0.1	0.06	0.4	0.2
Spanish	0.1	0.1	0.4	0.6
Tagalog	0.1	0.5	0.4	0.5
English only spoken at home	88.1	86.6	81.2	72.7
Households where a non-English language is spoken	3.9	6.2	13.5	22.2

Migration (5 years ago)

Current Area of Residence	Different Address 5 years ago		
	Within Queensland %	Rest of Australia %	Overseas %
Livingstone	33.78	3.6	1.6
Central Queensland	34.37	3.8	2.7
Queensland	33.05	4.9	5.1
Australia	-	-	6.2

Median family income

Area	Less than \$33,800 per year (low income) %	\$33,800 to \$77,999 per year %	\$78,000 to \$155,999 per year %	\$156,000 or more per year %
Livingstone	10.1	29.9	30.4	14.0
Central Queensland	10.4	27.7	33.1	15.8
Biloela	8.8	24.8	35.2	18.0
Central Highlands	7.2	21.2	36.2	21.2
Gladstone	10.4	24.4	33.0	19.4
Rockhampton	10.6	31.3	32.3	12.3
Queensland	9.4	30.9	33.4	15.3

Total family income is the sum of the total personal incomes of each family member present in the household on 2016 Census Night. Family income only applies to classifiable families in occupied private dwellings. Low-income families have been defined as families in occupied private dwellings whose family income was less than \$650 per week or less than \$33,800 per year. Median total family income estimates have been calculated by the ABS.

No parent employed

Area	Total families with no parent employed %
Livingstone	12.5
Central Queensland	14.5
Queensland	13.8

Families with children with no parent employed have been derived from the 2016 Census of Population and Housing data and defined as either one parent families where the parent was either unemployed or not in the labour force or couple families where both parents were either unemployed or not in the labour force. This is based on families with children under 15 years of age.

Personal Income

The median total personal income in Livingstone is \$32,136 per year, approximately \$2,000 less per year than Central Queensland (\$34,582), Queensland (\$34,320) and Australia (\$34,424).

Low Earning Suburbs

According to the 2018 Australian Tax Office's tax statistics report, the 8th lowest earning suburb in Australia is 47 which includes the Livingstone Shire localities of Marlborough and Mount Gardiner (average taxable income \$29,223).

Median Rent

The median rent for a three-bedroom house in Livingstone is \$320 per week, compared to \$260 per week in Central Queensland and \$355 per week in all Queensland.

Unemployment Rate

The Livingstone unemployment rate is 5.2%, which is lower than Central Queensland (6.7%) and Queensland (6.1%).

Top Fields of Study

Livingstone top three fields of study:

- 1 – Engineering and Related Technologies (20.2%)
- 2 – Management and Commerce (11.8%)
- 3 – Health (9.1%).

Central Queensland top three fields of study:

- 1 – Engineering and Related Technologies (23%)
- 2 – Management and Commerce (13.1%)
- 3 – Health (8.3%)

Queensland top three fields of study:

- 1 – Management and Commerce (17.5%)
- 2 – Engineering and Related Technologies (15.7%)
- 3 – Society and Culture (10.7%)

Highest level of schooling completed

Area	Did not go to school, or Year 8 or below %	Year 9 or 10 equivalent %	Year 11 or 12 equivalent %	Non-school qualification %
Livingstone	6.4	33.5	47.5	57.5
Central Queensland	6.7	32.3	49.9	55.0
Queensland	5.4	26.5	58.9	59.1

Non-school qualification information describes the highest non-school qualification (e.g. bachelor degree, diploma). This information is based on persons aged 15 years and over by place of usual residence.

The Index of Relative Socio-Economic Disadvantage

Socio-Economic Indexes for Areas (SEIFA) is a summary measure of the social and economic conditions of geographic areas across Australia. SEIFA, which comprises a number of indexes, is generated by ABS from the Census of Population and Housing. In 2016 an Index of Relative Socio-Economic Disadvantage was produced, ranking geographical areas in terms of their relative socio-economic disadvantage. The index focuses on low-income earners, relatively lower education attainment, high unemployment and dwellings without motor vehicles.

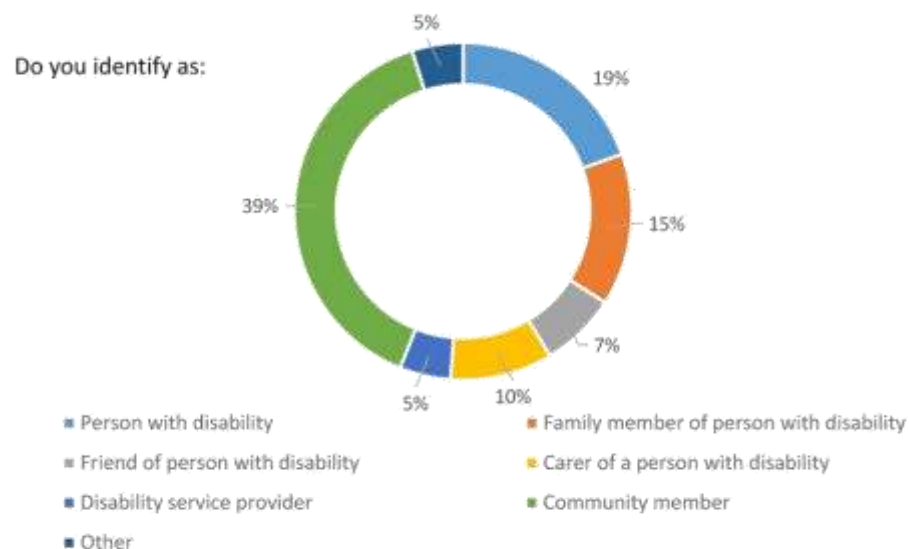
- Livingstone – 8% in the *least* disadvantaged quintile – 16.5% in the *most* disadvantaged quintile.
- Central Queensland – 9.8% in the *least* disadvantaged quintile – 26.2% in the *most* disadvantaged quintile.
- Queensland – 20% in the *least* disadvantaged quintile – 20% in the *most* disadvantaged quintile.

Direct engagement – What do Livingstone residents think about access and inclusion?

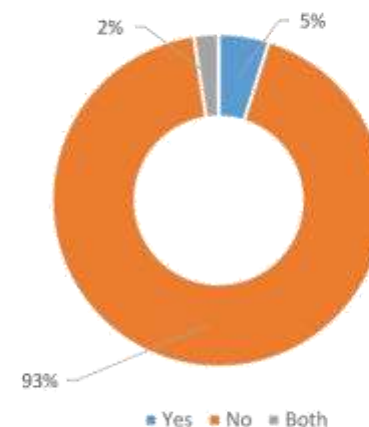
The methods used to engage with the community in this consultation were:

- **Get Involved.** This is Livingstone Shire Council's online engagement platform. A survey was published on this site and promoted as available to complete over a four-month period. For current feedback opportunities, go to <https://getinvolved.livingstone.qld.gov.au/>.
- **One on One Sessions.** Livingstone Community Development and Engagement Officers facilitated six sessions (in business hours and outside of business hours) where participants could complete the survey and discuss their ideas one on one with officers.
- **Social Media.** Comments on Livingstone Shire Council's online platforms in response to the consultation promotion have been included.
- **Organisation consultation.** Local organisations were invited to complete the survey and encouraged to suggest their clients complete the survey. Organisations were also given the opportunity to have a Community Development and Engagement Officer lead a discussion with their staff.

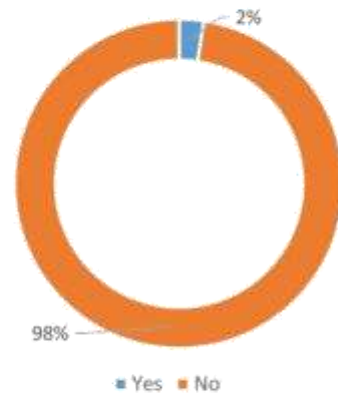
Get Involved Online Survey Responses



Do you identify as Aboriginal or Torres Strait Islander?



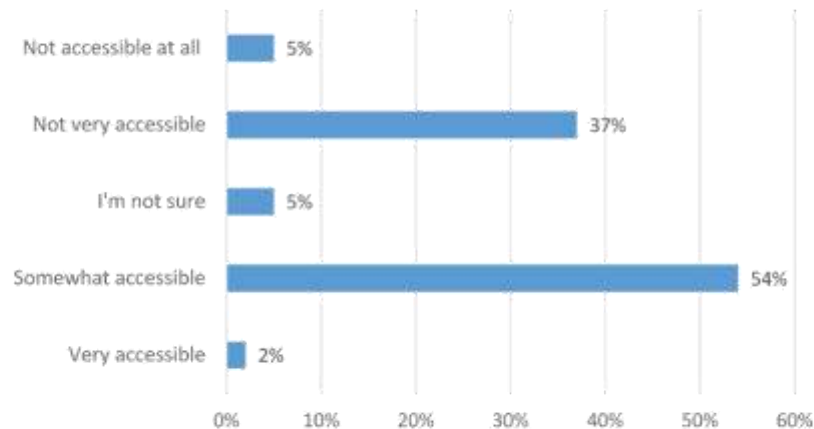
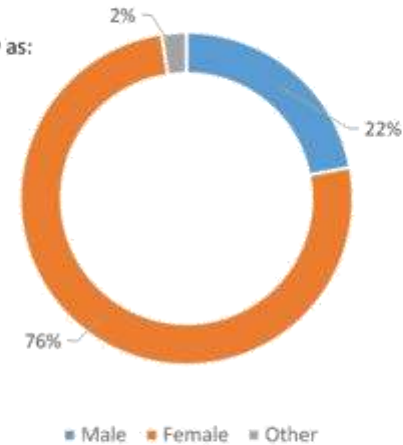
Do you identify as a person from a non-English speaking background?



An accessible community is where everyone can use the public facilities including: getting into buildings; using the footpaths safely; enjoying parks and playgrounds; and accessing toilets and change rooms. An accessible community is also one where everybody can find information in a format that is useful to them.

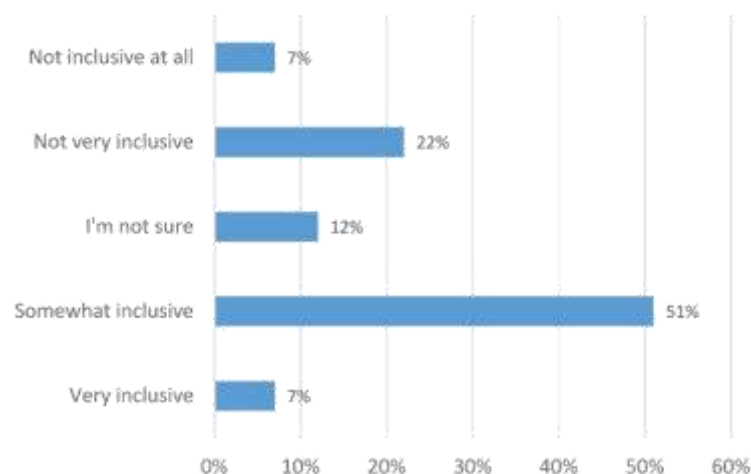
How accessible is your local community?

Do you identify as:



An inclusive community is one where people feel valued and included; everyone can take part in social events, sporting and cultural activities; and people have the opportunity to work or volunteer.

How inclusive is your local community?



What kinds of access does your community do well?

Top five responses:

- Footpaths (especially the Yeppoon foreshore and Statue Bay)
- Public, Government spaces and buildings (especially new buildings/refurbished buildings)
- Not much
- The lagoon precinct
- Some public toilets

Other: the town hall and town centre car park lifts; Beach Day Out, the community attitude; and variety of social options.

How does your community include you?

Top five responses:

- The variety of facilities, events, activities and volunteer opportunities available (e.g. Beach Day Out, Chair Yoga, The Community Centre, Libraries, Community Groups).
- I don't feel that the community does include me (e.g. 'tokenism at best'; 'surface level compliance only', 'compliant but not functional').
- The community attitude (e.g. 'everyone's heart is in the right place', 'I always feel welcome').
- I include myself.
- Having opportunities to access information and provide feedback.

Other: being employed; Coles having a quiet shopping time; and the lagoon.

Tell us your top three suggestions to improve access and inclusion in your community.

Appropriate Information, Engagement and Consultation - Identified by 56% of respondents.

- Use the experts (people with disability / access limitations, service providers, community group) to increase understanding of access needs and priorities. Consider functionality and practicality, not just compliance. "Involve people with lived experience in decision making. Use the groups with the knowledge (e.g. Capricorn Coast Community Access and Equity Group, Beach Day Out, Senior Citizens Ass., Cap Coast Indigenous Mob etc.) to help design and improve areas/projects BEFORE they begin".
- Listen and implement what feedback/suggestions are provided.
- All events/projects/planning should consider and include people of all abilities and cultures in the process from the beginning.
- Include a diverse array of people in media/promotion.
- Celebrate, share and respect local Aboriginal and Torres Strait Islander culture and history.
- Improve the variety of access to information (e.g. add to the Council website an accessibility function which can change the size of text, colour, and language as well as read aloud the page; ensure customer service can provide required support when needed; pop up info sessions in various locations).

Safe Connected Footpaths - Identified by 24% of respondents.

- Continuous paths of travel with regular seating.
- Appropriate lighting.
- Connections to CBD and services (e.g. Hospital, public toilets, shopping).
- Regular maintenance and upgrades.
- Traffic lights for pedestrian crossings.

- Specific areas mentioned: Hughes Street, Meiland Street, The Pines Estate across the Highway, Burnett Street, Morris Street, Whitman Street, William Street, John Street, Jeffries Street, Power Street, Ben Street, Spring Street, Drain Street, Normanby Street, Lammermoor, Keppel Bay Estate, and Inverness to Rail Trail.

Accessible Changing Places - Identified by 17% of respondents.

- Installation of a public Changing Place (a public toilet facility with full size change tables and hoists).
- Improvements to existing accessible toilets (e.g. include automatic doors).

Improvements to Business and Services - Identified by 17% of respondents.

- Improving access into shops and services and improving access throughout interiors of shops and services.
- Education and incentives for business and services to increase accessibility and employment opportunities for all people.
- Specific areas mentioned: James Street businesses and Shopping Centres.

Improved Beach Access - Identified by 14% of respondents.

- Improve beach accessibility for people with disability and/or access limitations.

Specific access points mentioned; Main Beach (current ramp not sufficient), The Causeway Lake, Farnborough Beach, Cooe Bay Beach, Sandy Lane (Zilzie).

For further information regarding the results of the Get Involved Survey, please contact the Livingstone Shire Community Development, Sport and Recreation Team.

Livingstone Community Groups

Capricorn Coast Community Access and Equity Group

Capricorn Coast Indigenous Mob

Capricorn Coast Multicultural Group

Woppaburra Land Trust

Australian South Sea Islander Movement QLD Inc.

Livingstone Community Centre User Group

Lions

Rotary

Probus

Beach Day Out Organising Committee

QCWA

Sailability

Capricorn Community Literacy

Lives Lived Well

Capricorn Coast Healthy Ageing

MS Queensland

Narcotics Anonymous

Ice Affecting Families Capricorn Coast

Grow

There are also a number of social and support groups that welcome all community members for various activities at the Leppoon Community Centre. Please visit the Community Centre or the Livingstone Shire Council website to find out more.

Livingstone Shire Council Practices

Livingstone Shire Council has a number of policy, procedure and strategy documents that support an accessible and inclusive shire. There are also a variety of projects, activities and programmes that encourage and celebrate Livingstone's diversity. As a local government body, Livingstone Shire Council is furthermore bound by the *Queensland Anti-Discrimination Act Queensland 1991* and the recently adopted *Human Rights Act Queensland 2019*.

Current	In Development/Ongoing	Events Supported
Inclusive Community Policy	Reconciliation Action Plan	Beach Day Out (annual)
Community Assistance Programmes Policy	Community Plan – Livingstone 2050	NAIDOC Week (annual)
Community Engagement Framework	Corporate Plan 2020-2026	Harmony Day (annual)
Corporate Plan 2014-2019		Anti-Poverty Week (annual)
Native Title and Cultural Heritage Policy		
Placemaking Guidelines		
Equal Employment Opportunity Policy		
Code of Conduct		
Media Policy		
The Community Centre		

Additionally:

- Welcome/Acknowledgement of Country is delivered at the beginning of all meetings and events.
- Cultural protocol documents received from local groups are respected and followed.

Queensland Government Initiatives

All Abilities Queensland – Opportunities for All. State Disability Plan 2017-2020.

Inclusive Tourism – Making your business more accessible and inclusive.

Moving Ahead – A strategic approach to increasing the participation of Aboriginal people and Torres Strait Islander people in Queensland's economy.

Queensland Multicultural Action Plan 2018-19.

Queensland: An age-friendly community.

Queensland Women's Strategy: 2016-21.

Conclusions

Overwhelmingly, the consultation showed that residents are enthusiastic to be involved and / or to have community experts involved in the early stages of planning for projects, activities and programmes especially in regards to access and inclusion concerns. These contributors then want to see that their information/expertise was considered.

In terms of physical accessibility, suitable footpaths were the priority for respondents particularly in high density suburbs close to the CBD. It was also clear that respondents would like to see businesses (particularly on James Street) improve their physical accessibility.

The service providers and agencies engaged prioritised businesses and industry improving their practices especially in diversifying their workforce. Service providers also highlighted their concerns that businesses and industry do not understand the potential positive impacts that the NDIS can have on their operations.

Livingstone Disability Service Providers

Home Support Association

LiveBetter

Community Solutions

APM

Blue Care

Centacare CQ

NDIS – The National Disability Insurance Scheme is now active in Livingstone. The scheme is designed to provide people with disability access to the supports they choose. The scheme takes a lifetime approach, investing in people with disability early to improve their outcomes later in life.

The NDIS local area coordinator is Carers QLD, to find out more, please call 4994 1600 or email rockhamptonLAC@carersqld.com.au

The Capricorn Coast Hospital and Health Service provides a range of hospital and community health services. They also host a variety of support groups (including; The Stroke Support Group). For more information, please contact – 4913 300

Recommendations

As well as continuing and improving current practices, it is recommended that Livingstone Shire Council consider the following recommendations.

Consultation Results	Recommendation	Suggested Actions
Appropriate Information, Engagement and Consultation	<p>Develop a method in which community experts (i.e. those with lived experience and / or key community groups) are consulted at the planning/development phase of all projects, activities, programmes and strategies.</p> <p>Ensure all of Livingstone Shire Council's information is accessible. That is, information that is representative of the community, culturally sensitive and user friendly.</p>	<ul style="list-style-type: none"> - Include access and inclusion consultation/community expert stakeholder engagement as a requirement of the Livingstone Shire Council Project Management Framework. - Use the Community Development and Sport and Recreation Team and the Engagement and Events team to facilitate community education and involvement in consultation and engagement processes. - Include this consultation as a contribution to the <i>Livingstone 2050: Shaping our Tomorrow</i> whole of community plan. - Diversify promotional / marketing materials to reflect the diversity of Livingstone Shire. - Implement accessible features on the Livingstone Shire Council website. - Fly the Aboriginal and Torres Strait Islander flags all year round. - Explore how customer service points (including libraries and the Community Centre) can improve their cultural safety and accessibility.
Safe Connected Footpaths, Accessible Changing Places, and Improved Beach Access (public amenities).	Commit to the principles of 'access and inclusion', that is every project, activity, programme and strategy is designed to be accessible and inclusive for the whole of community.	<ul style="list-style-type: none"> - Ensure access and inclusion matters are considered in all future strategy, operational and procedural documents. - Include in Council reports, the subject heading of 'access and inclusion' to ensure consideration of these areas when decisions are made. - Include access and inclusion consultation/community expert stakeholder engagement as a requirement of the Livingstone Shire Council Project Management Framework. - Benchmark current Livingstone Shire Council practices against the Welcoming Cities standard.

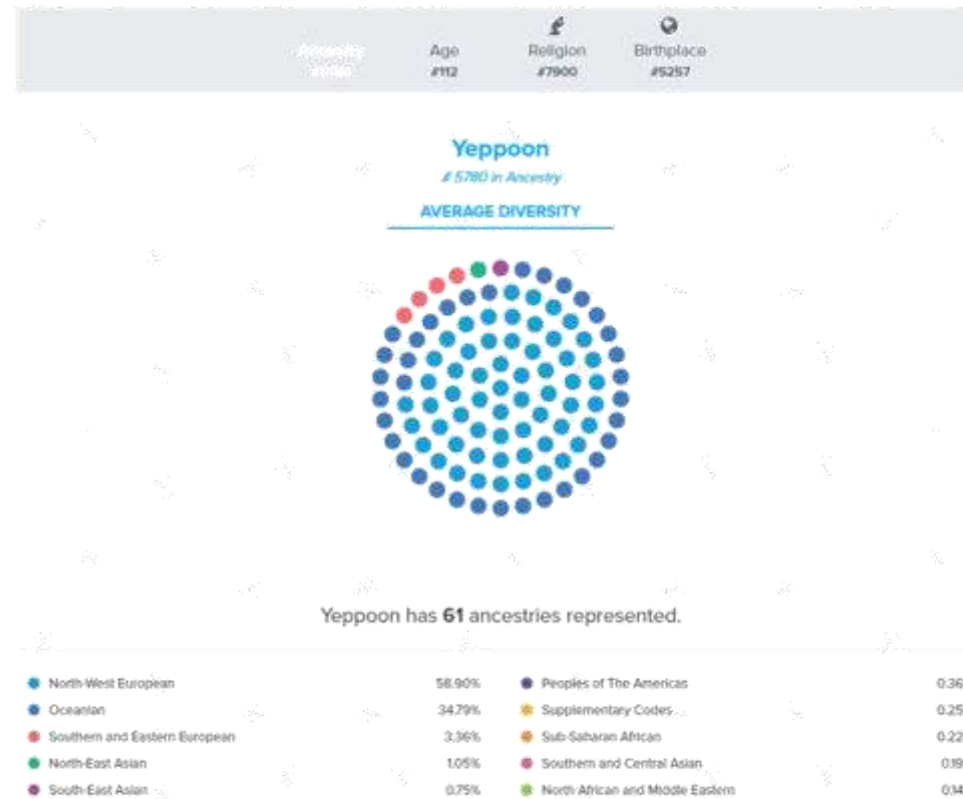
Consultation Results	Recommendation	Suggested Actions
Improvements to Business and Services.	Provide education and awareness regarding the benefits of being accessible, inclusive and welcoming. Support the Livingstone community (residents, businesses, industry and Council) to improve practices in this area.	- Investigate the development of a public resource similar to Mackay and Townsville's Access guides.

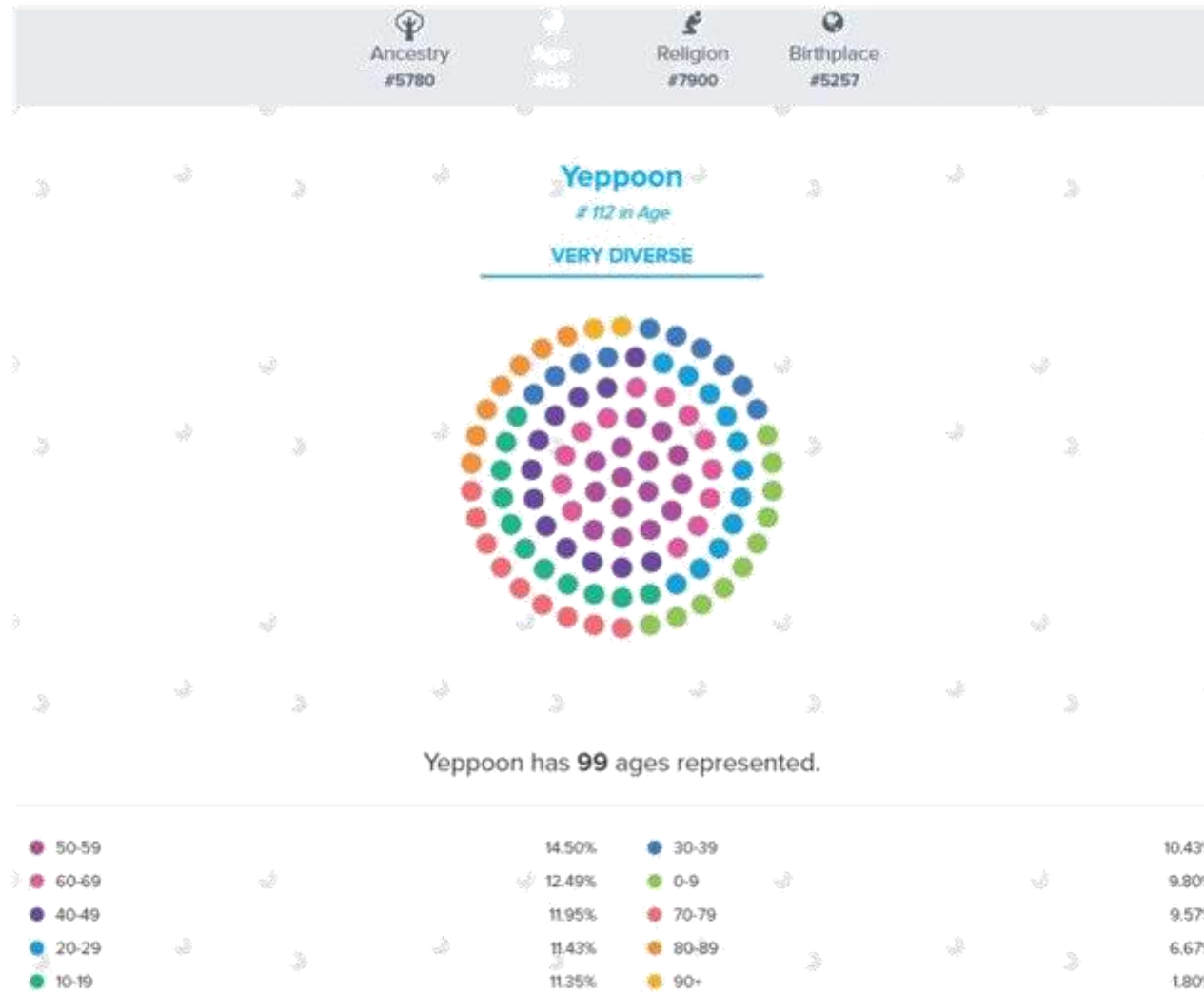
Attachment A.

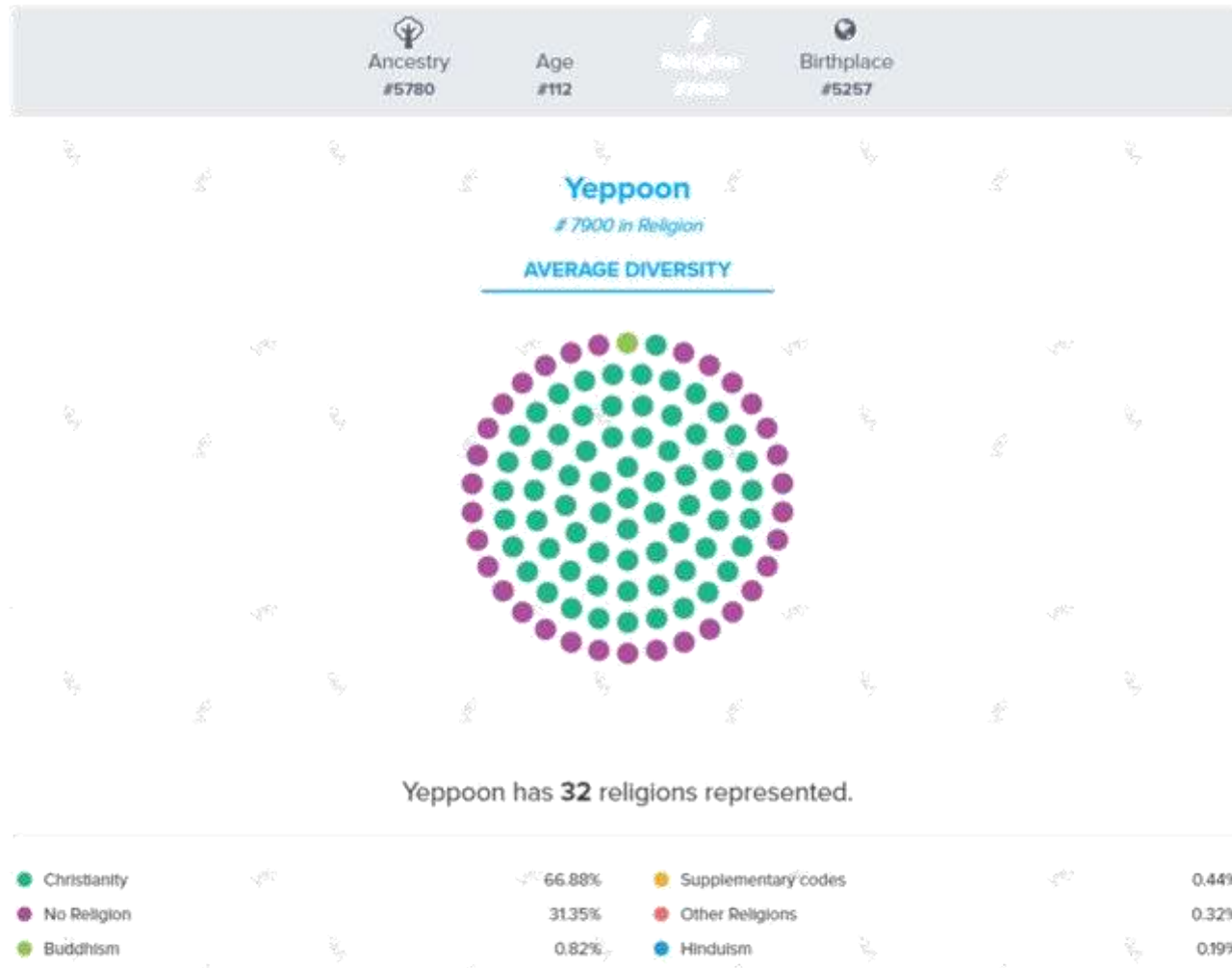
Livingstone's Top Five Most Populated Suburbs and Their Diversity

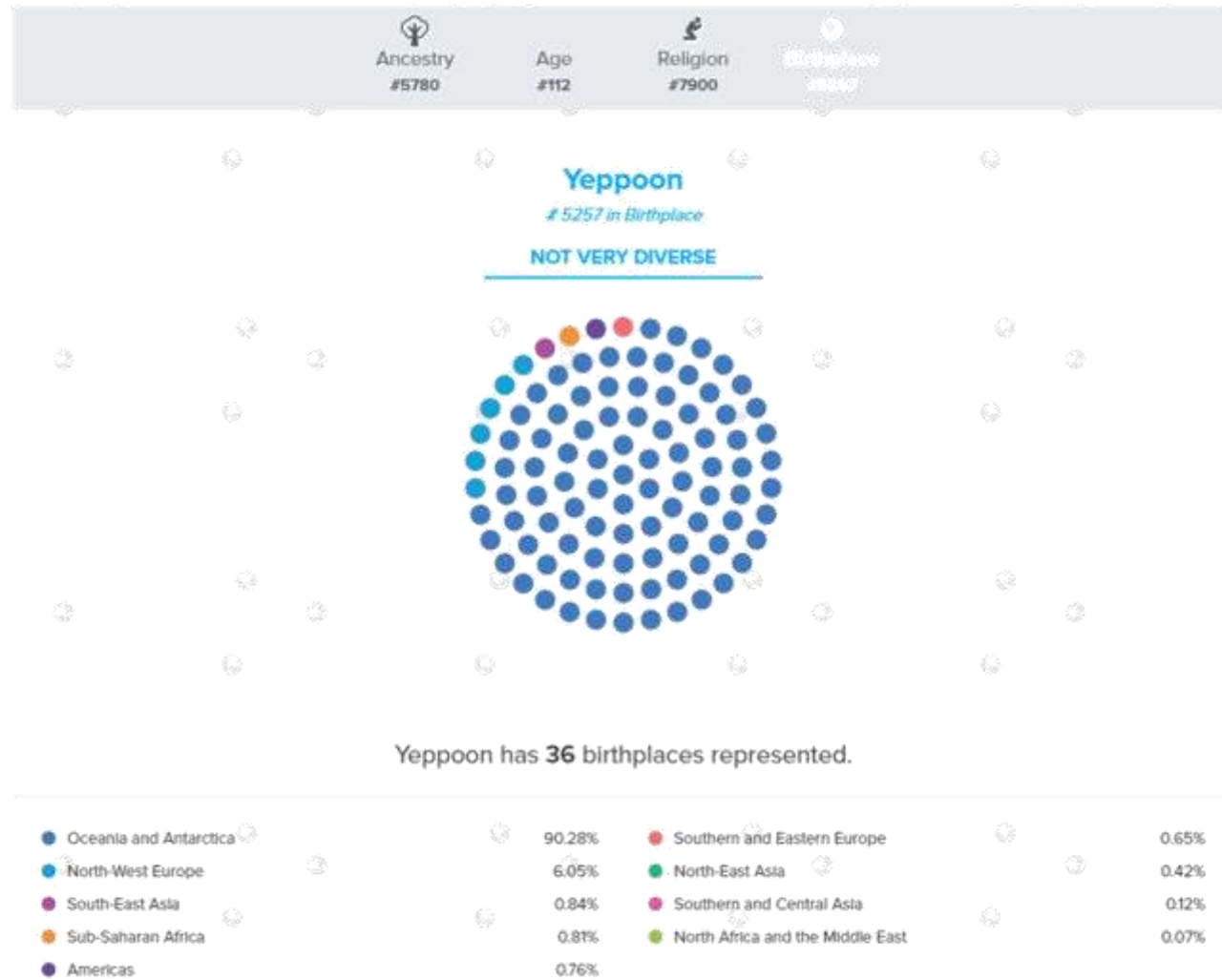
How diverse is my suburb?

1 - Yeppoon – 6,334 residents.

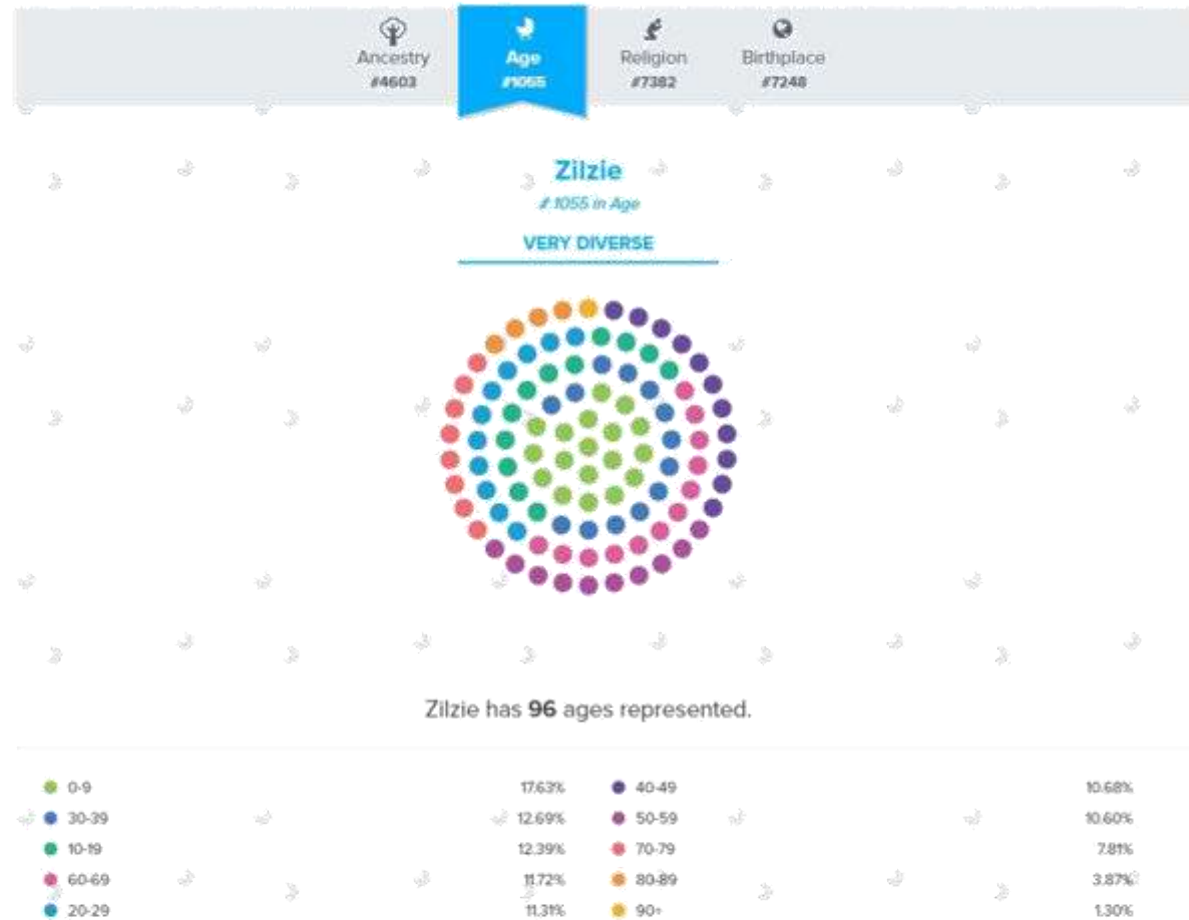


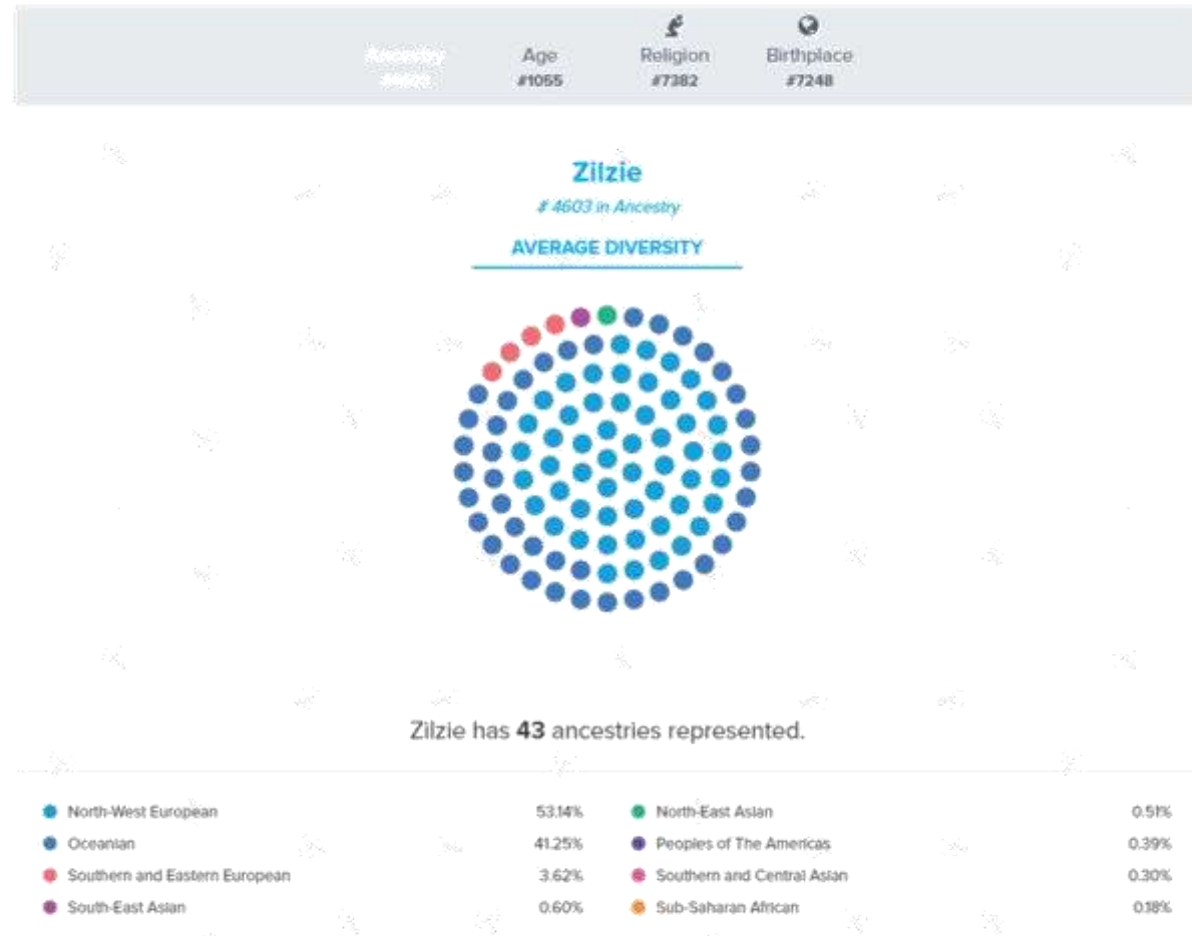


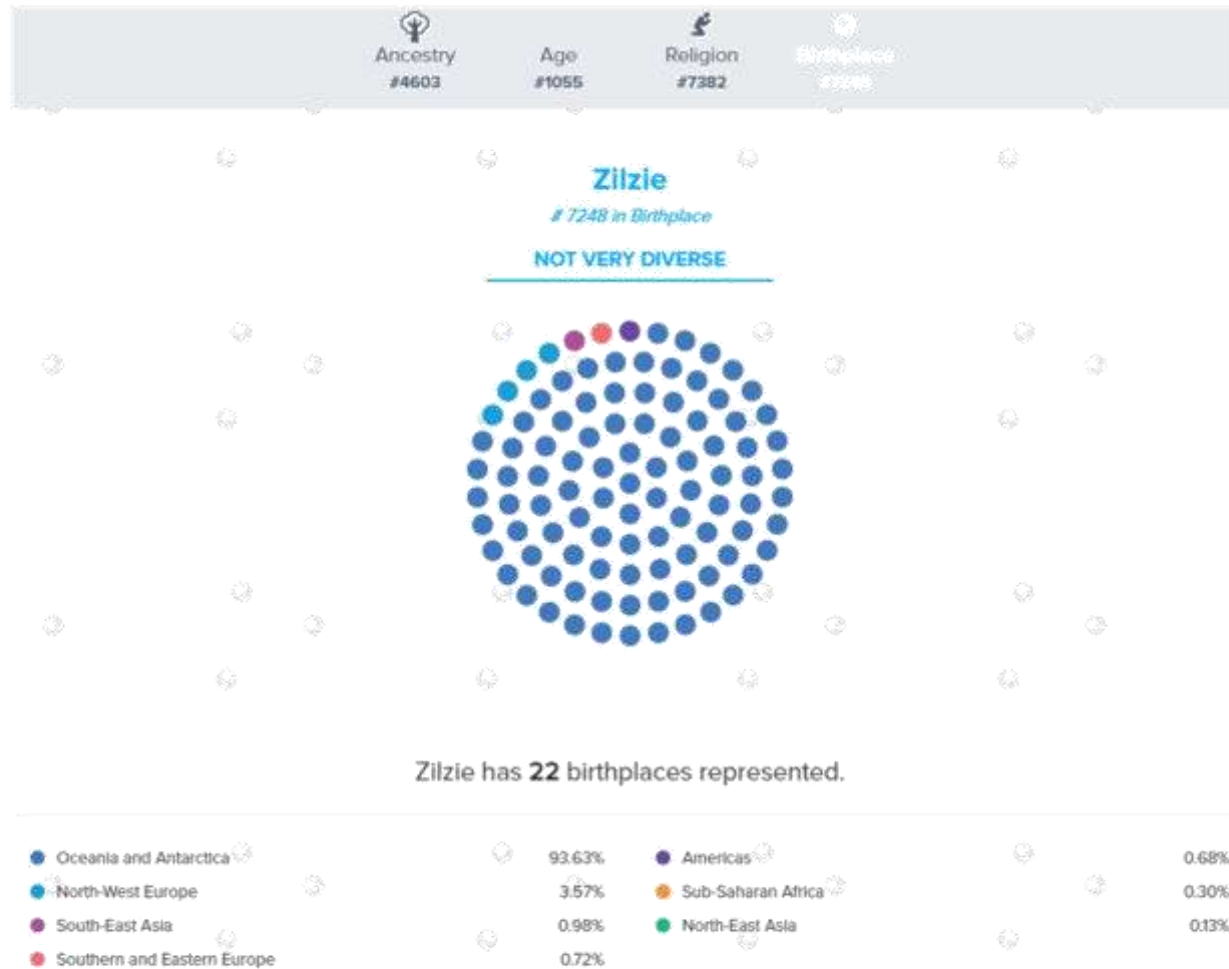


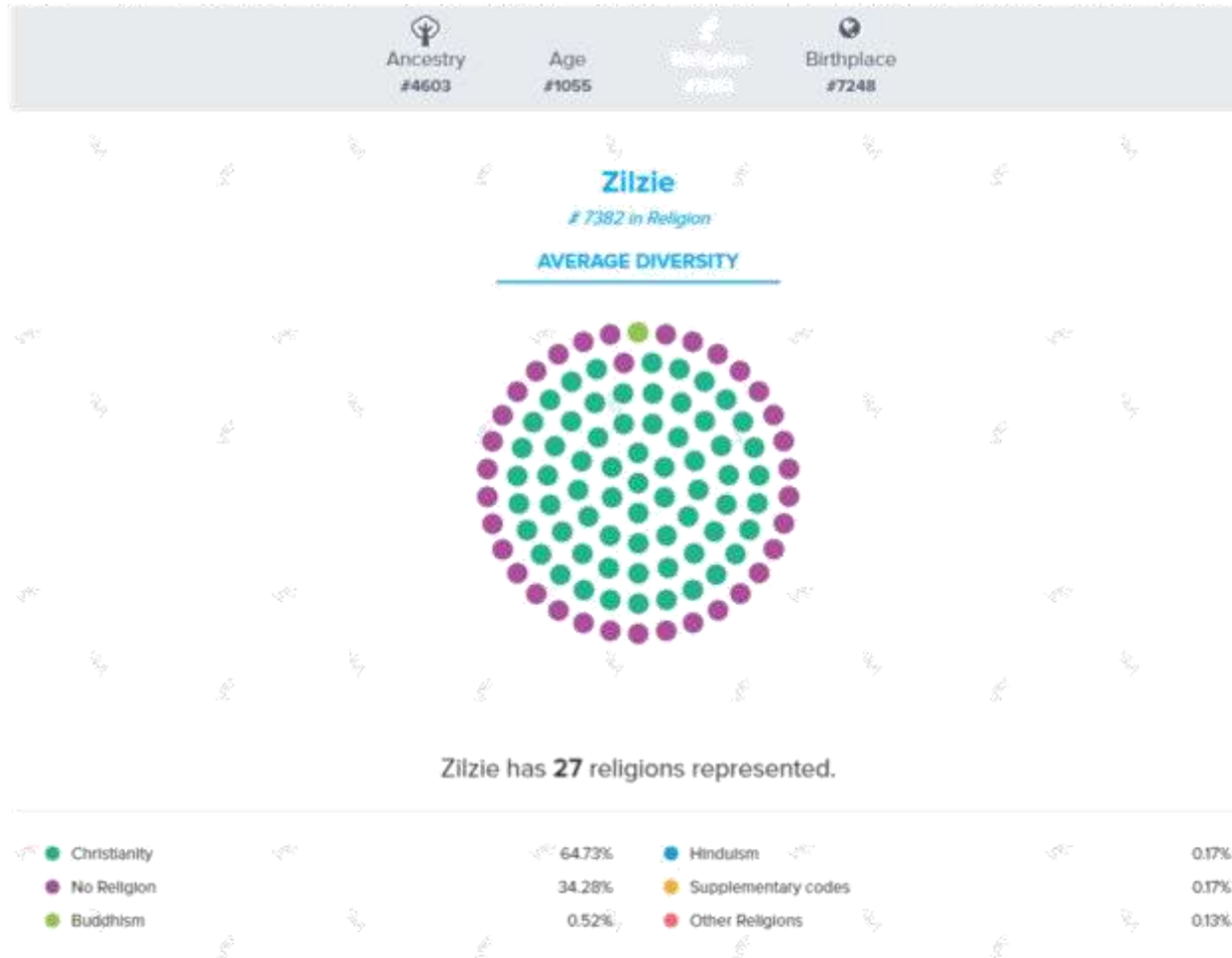


2 – Zilzie – 2,713 residents.

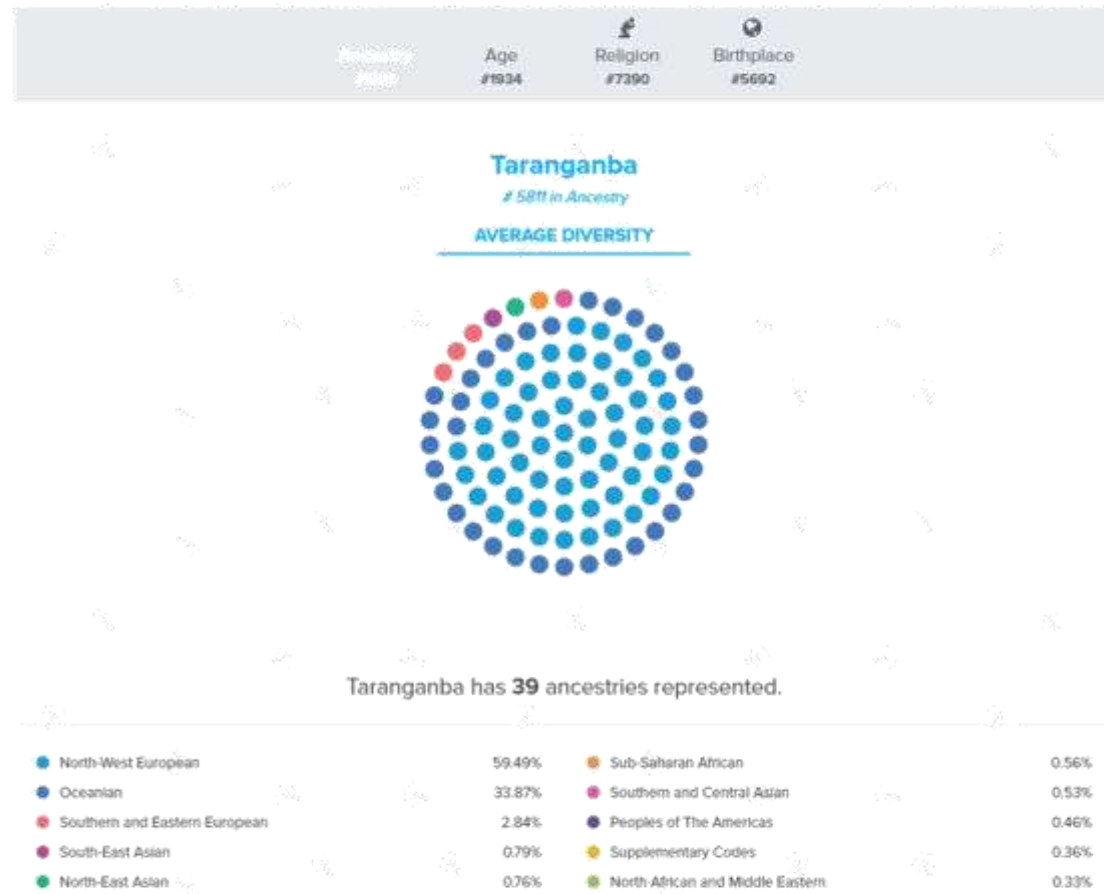


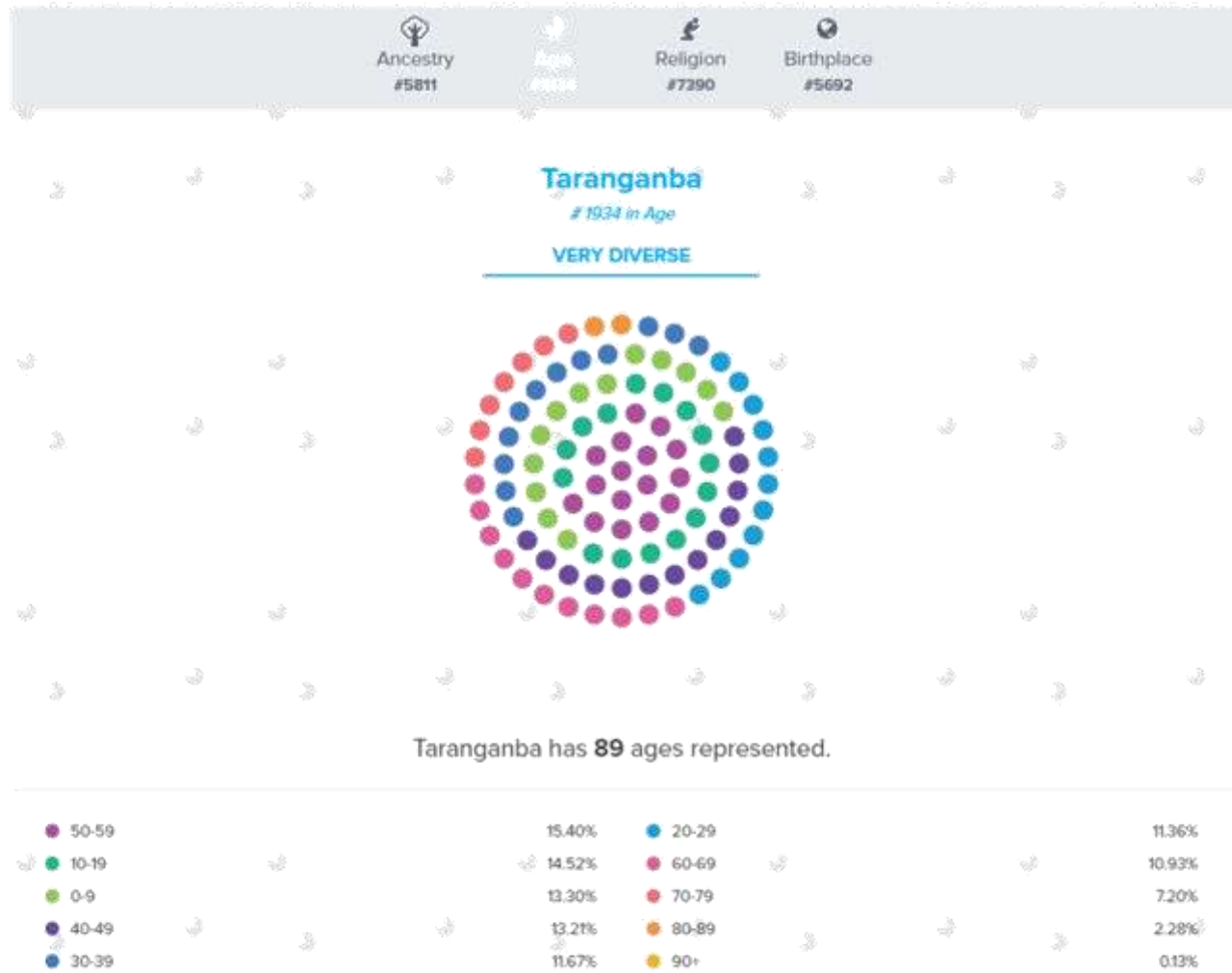


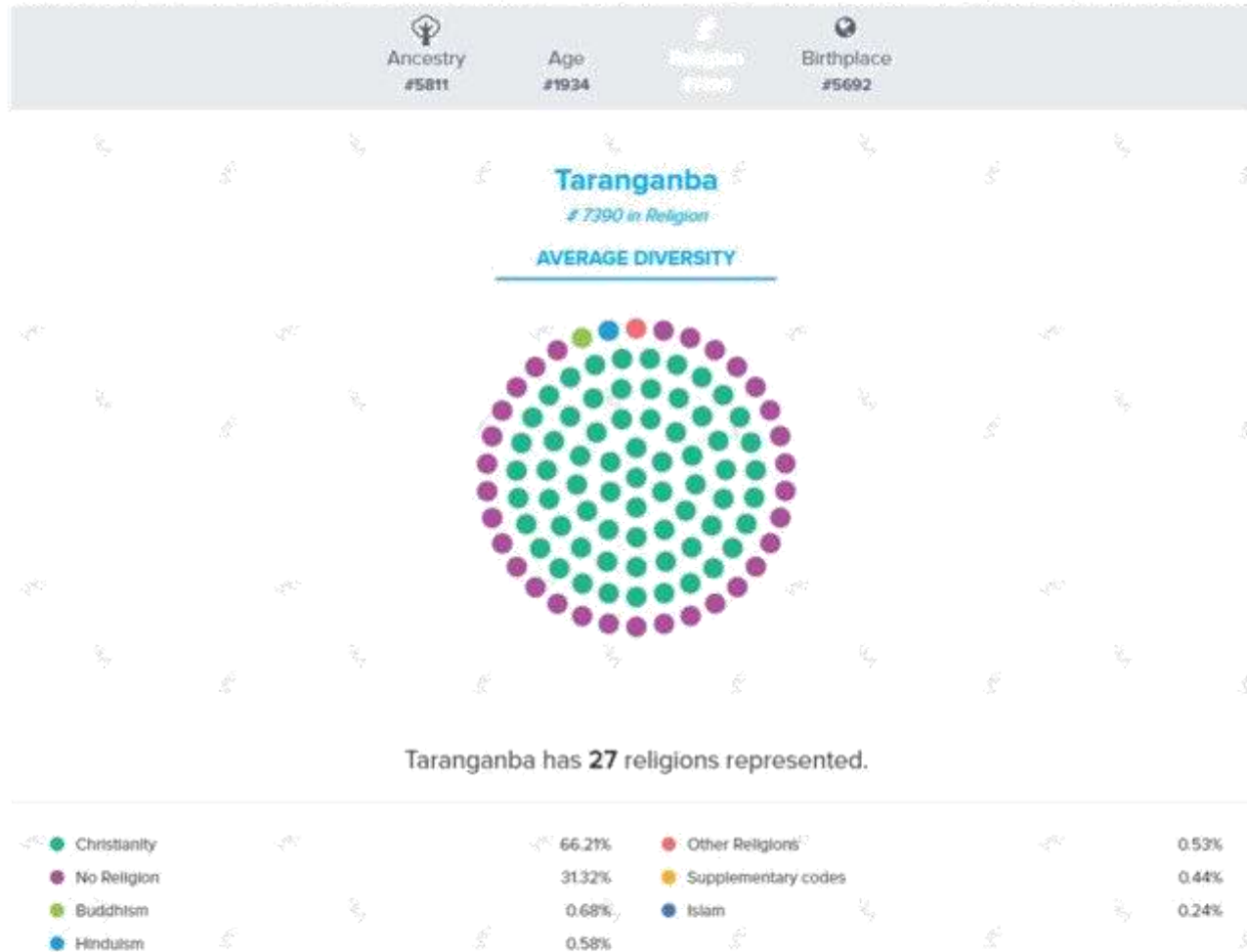


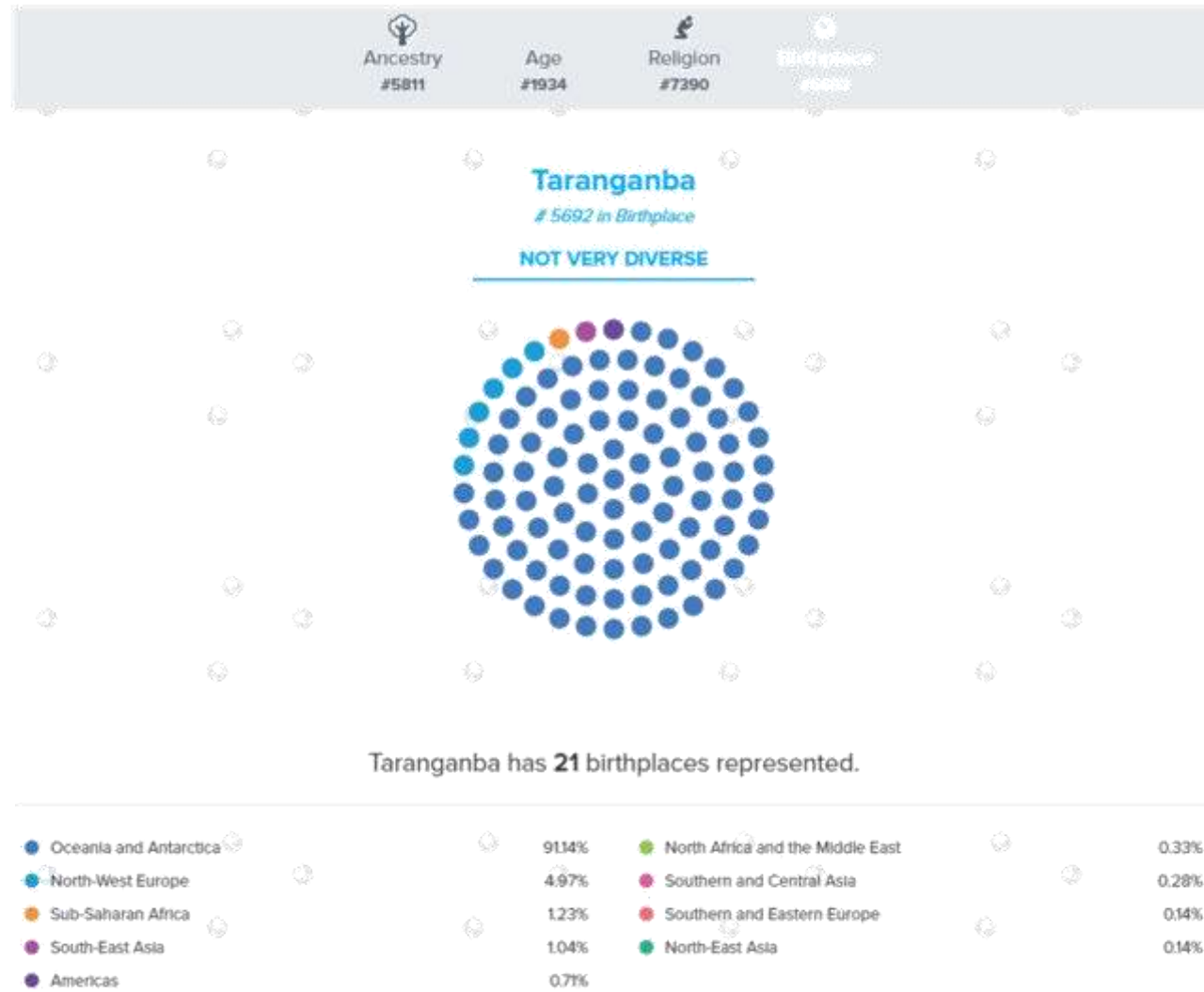


3 – Taranganba – 2,276 residents.

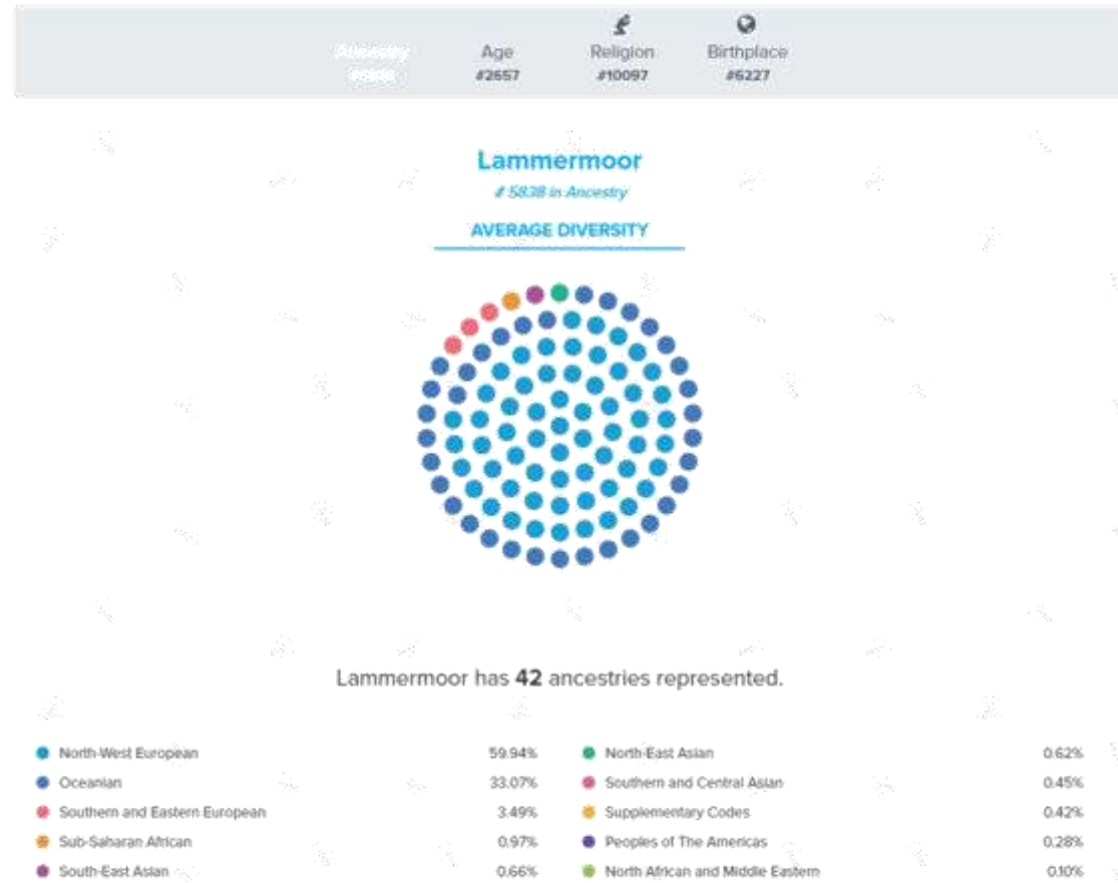


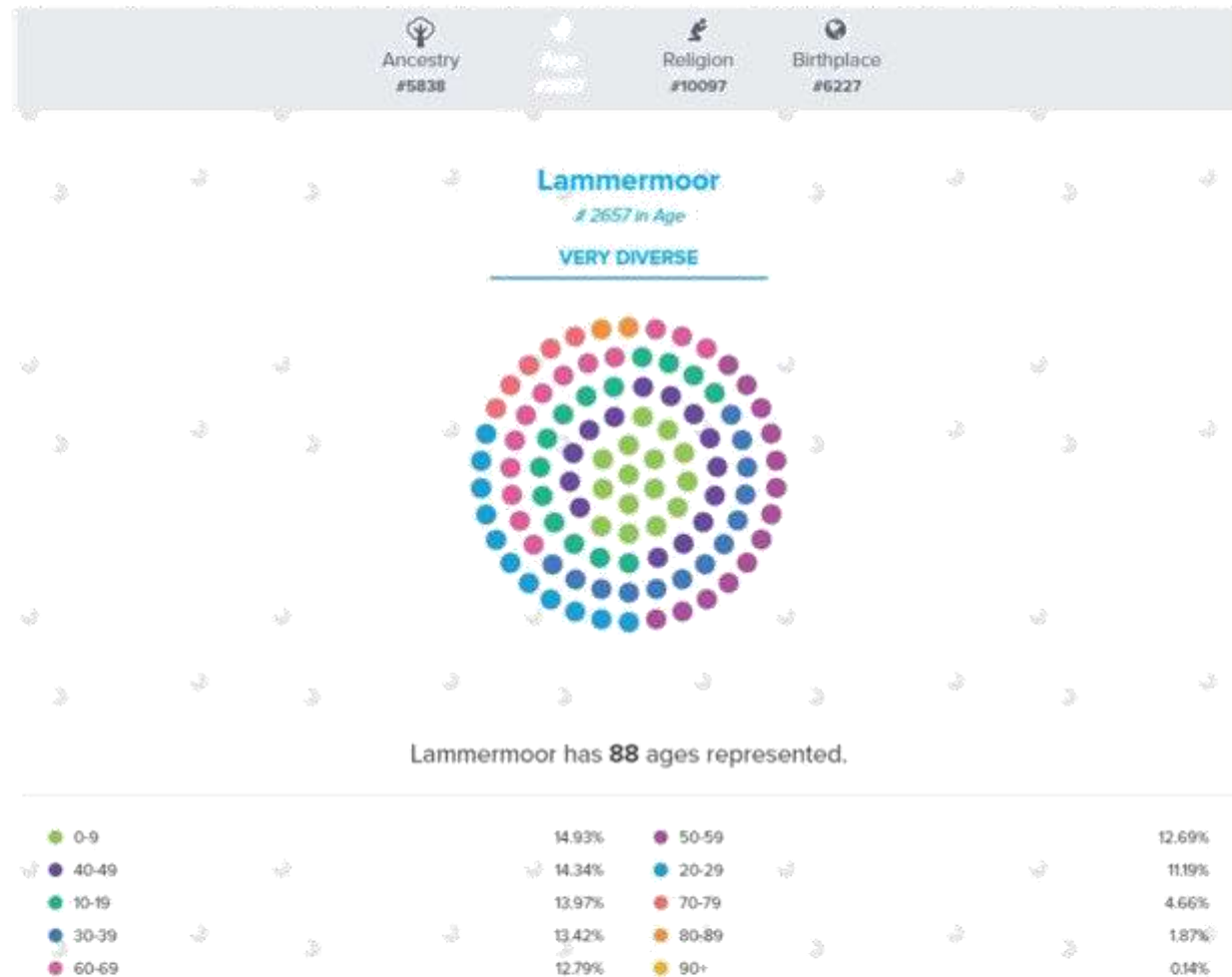


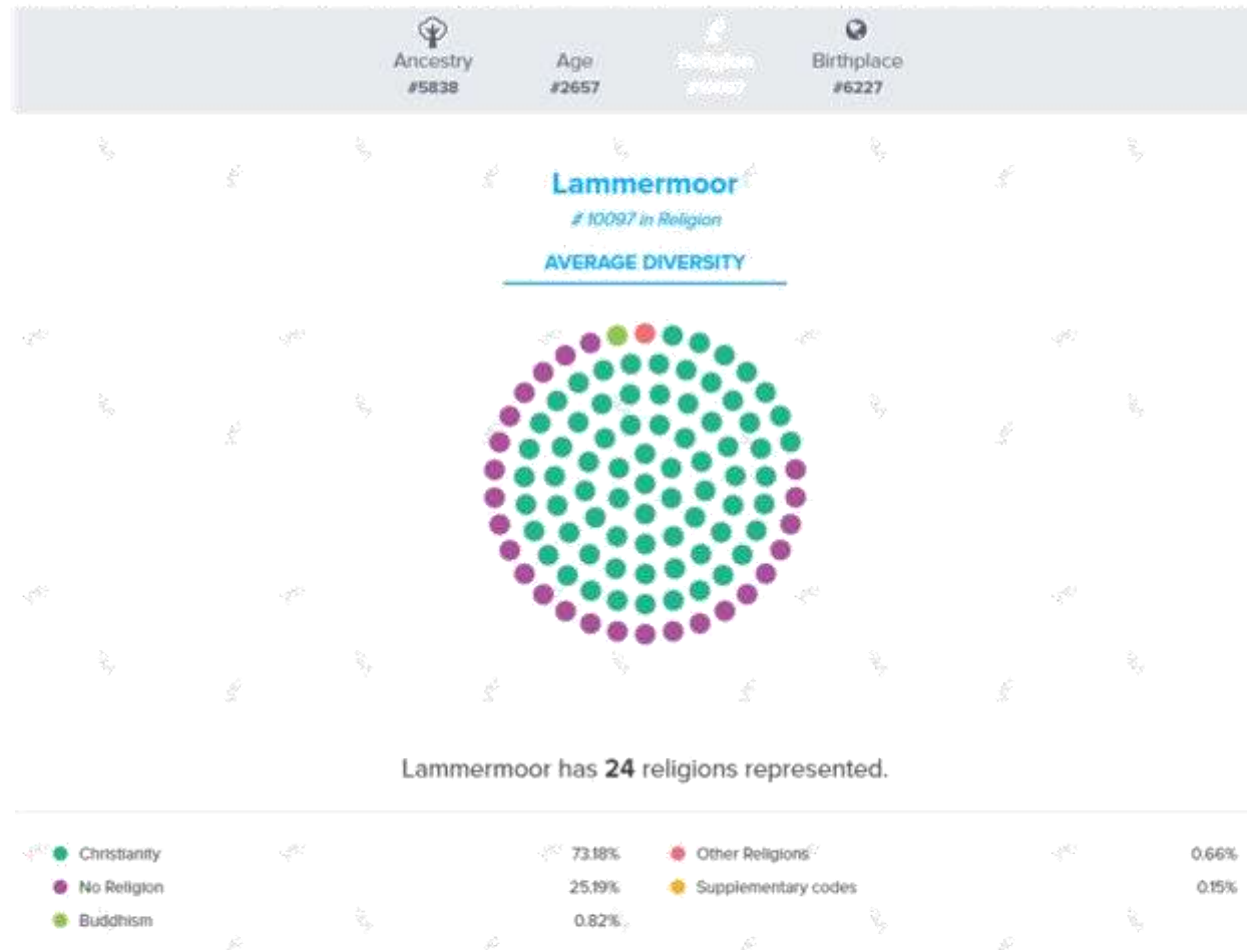


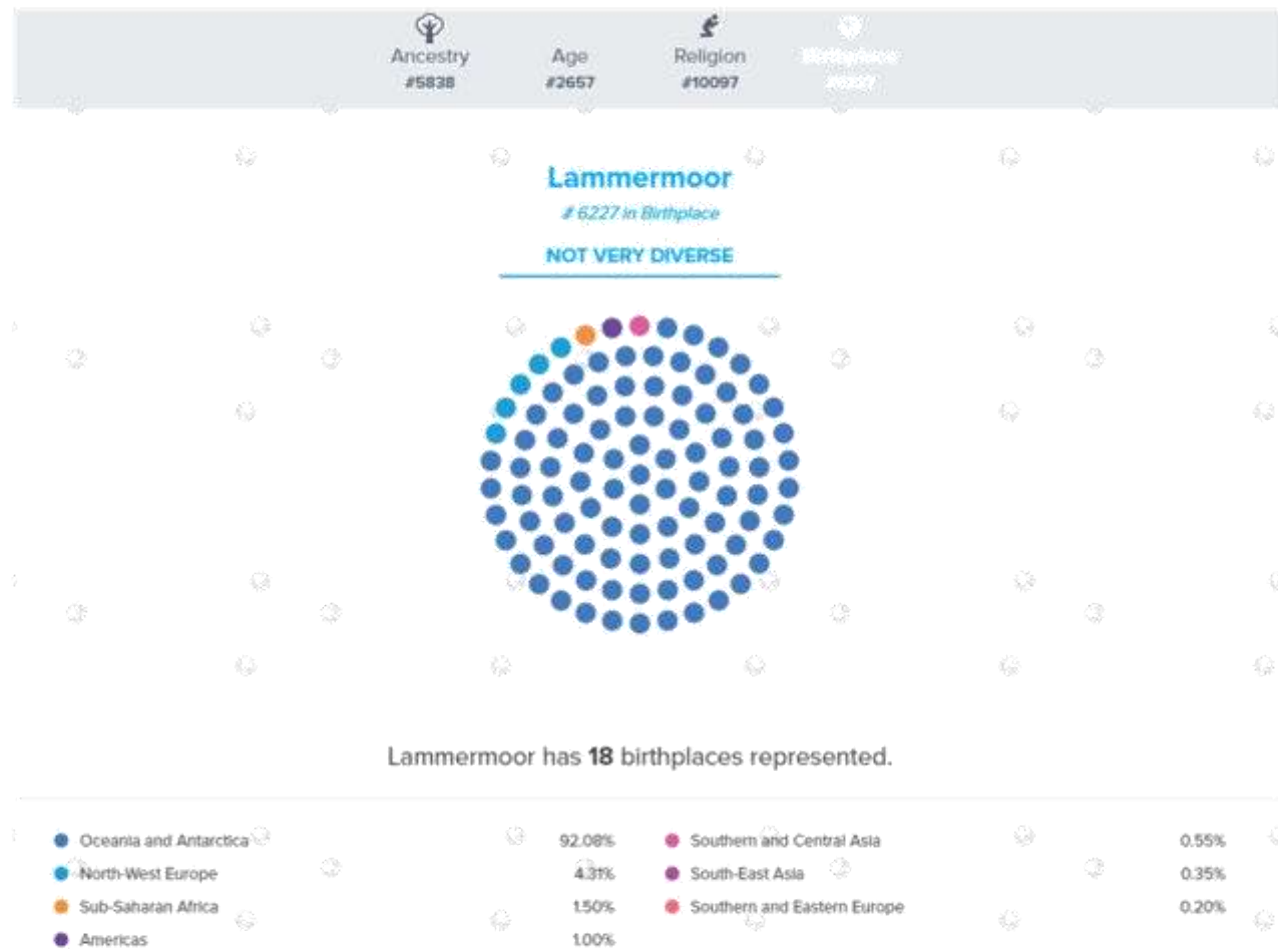


4 – Lammermoor – 2,167 residents.

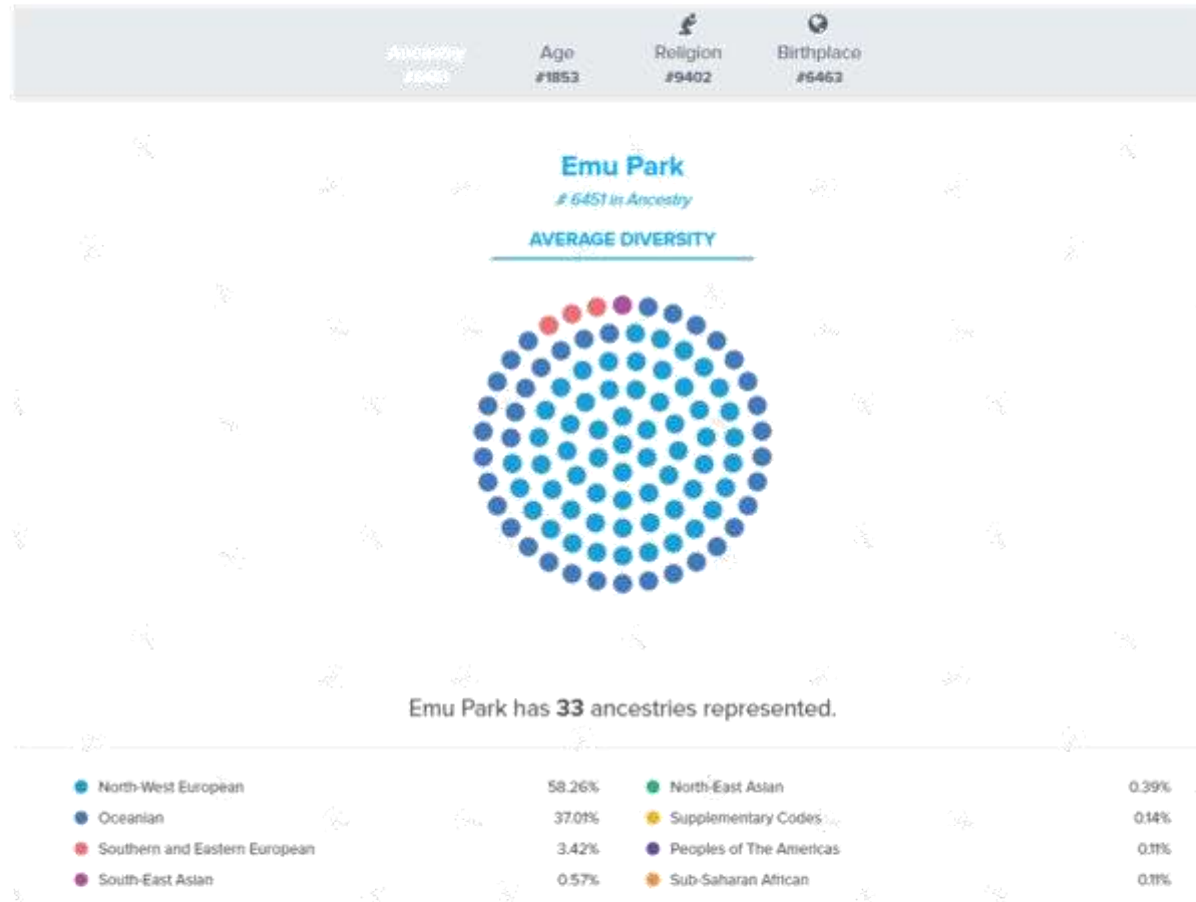


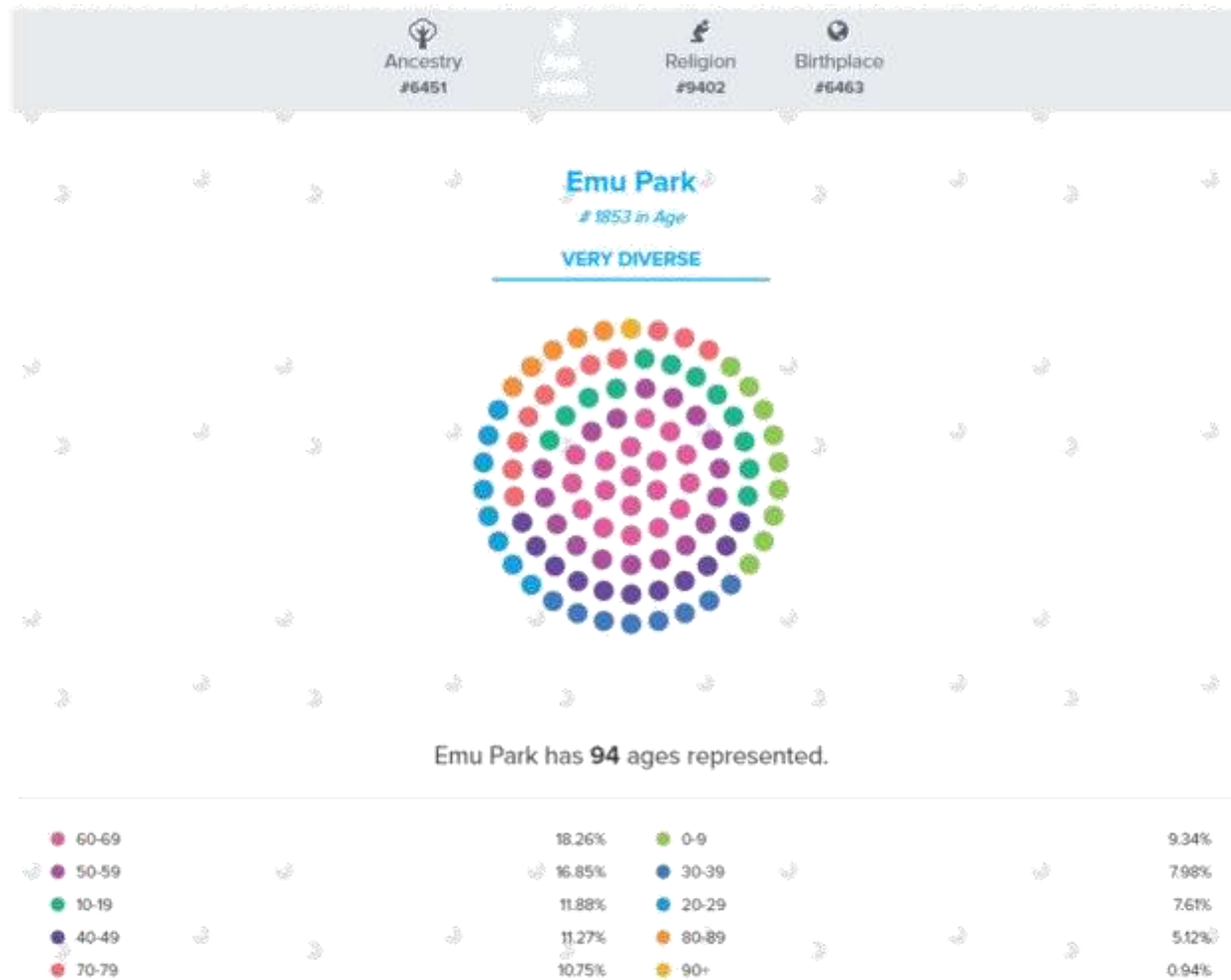


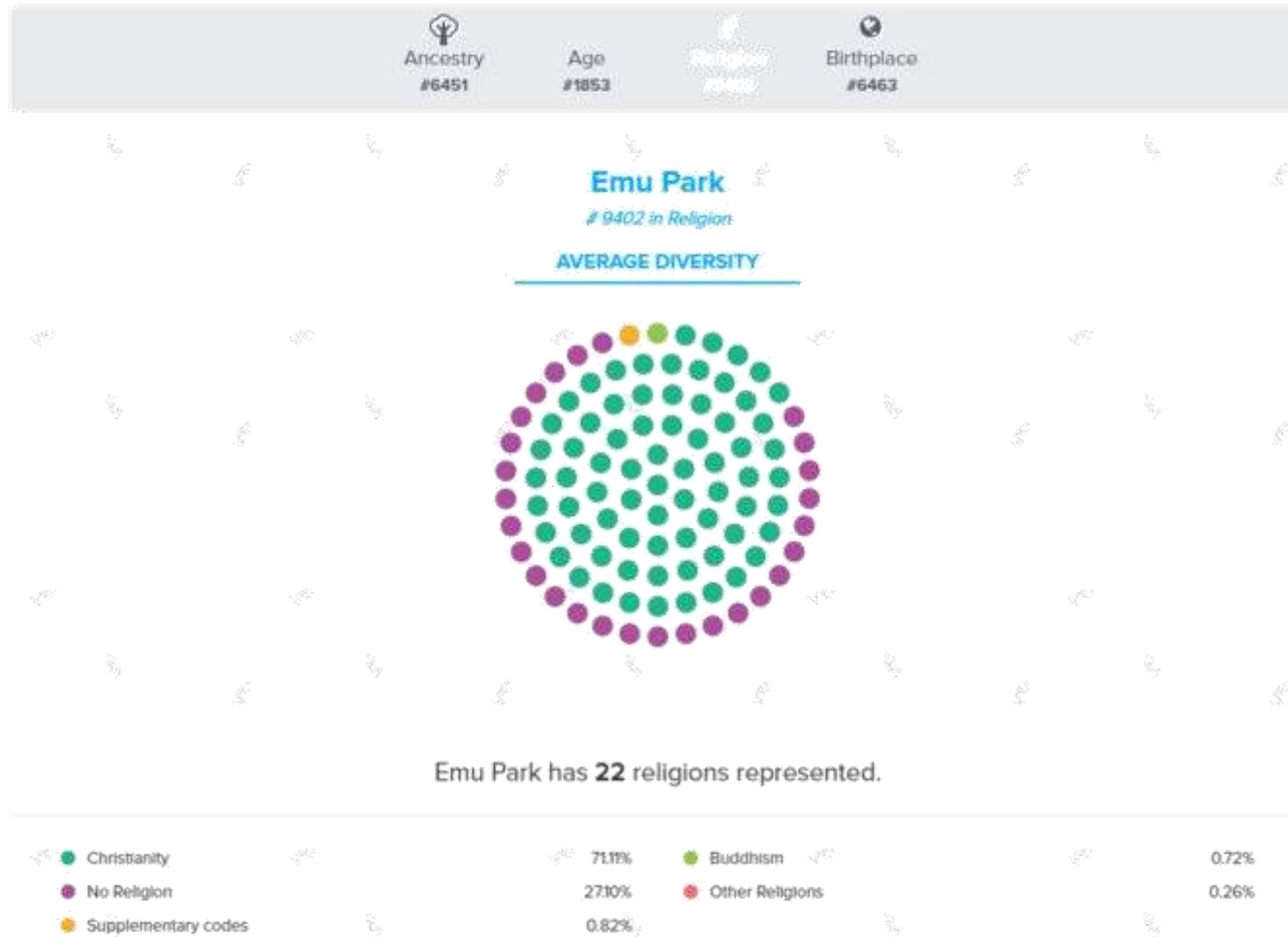


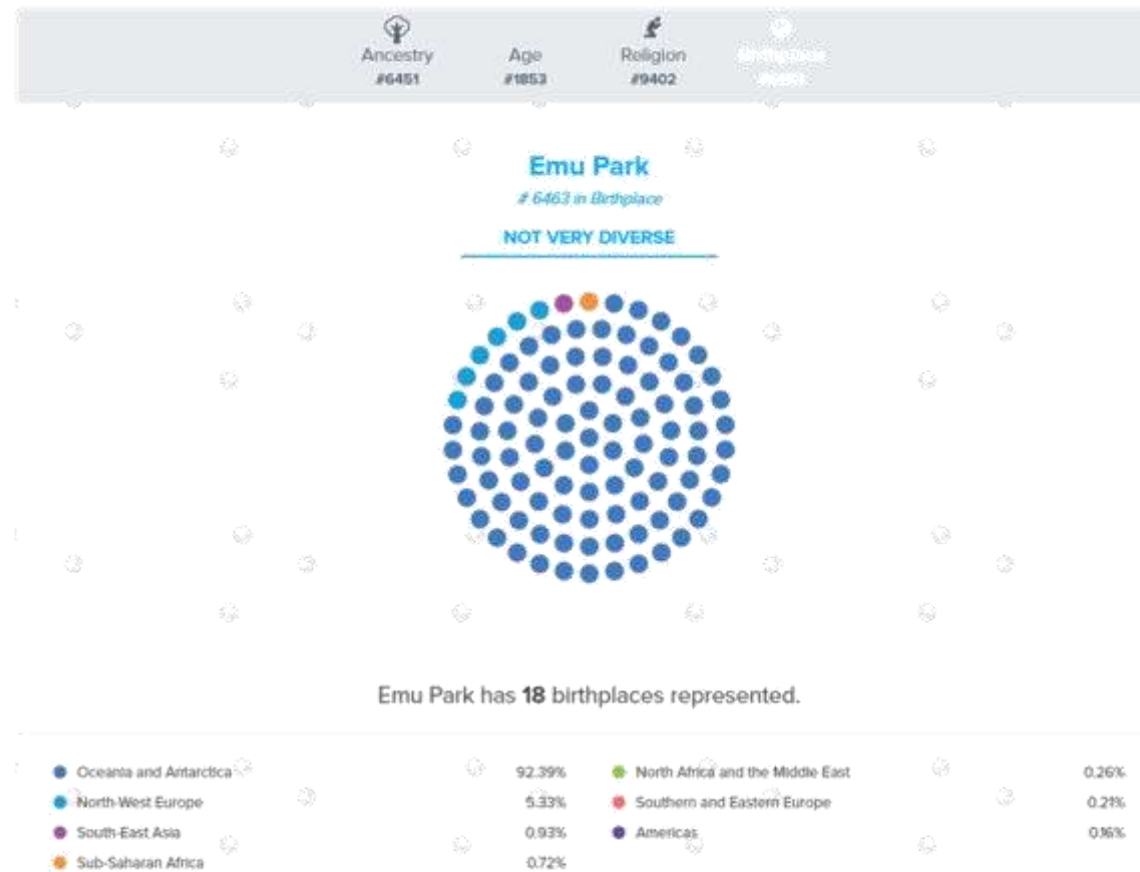


5 – Emu Park – 2,130 residents.









To look up your suburb, or find out more you can go to <https://www.sbs.com.au/news/interactive/how-diverse-is-my-suburb>.

12.6 - LIVINGSTONE SHIRE COUNCIL ACCESS AND INCLUSION CONSULTATION.

Inclusive Community Policy

Meeting Date: 4 June 2019

Attachment No: 2



INCLUSIVE COMMUNITY POLICY

(COMMUNITY POLICY)

1. Scope

The Inclusive Community Policy (this 'Policy') applies to all Council employees and elected members.

2. Purpose

To confirm Council's commitment and provide strategic direction to the ongoing development of Council and its community.

The policy and accompanying procedure will fulfill statutory requirements and ensure universal commitment to strengthening and valuing diversity through inclusive, equitable and accessible services.

3. References (legislation/related documents)

Legislative references

Anti-Discrimination Act 1991(Qld)
Disability (Access to Premises - Buildings) Standards 2010
Disability Discrimination Act 1992 (Cth)
Equal Opportunity in Public Employment Act 1992 (Qld)
Human Services Quality Framework
Local Government Act 2009
Local Government Regulations 2012
Multicultural Recognition Act 2016 (Qld)
National Construction Code 2016
QLD Industrial Relations Act 2016
Work Health and Safety Act 2011(Qld)

Related documents

Livingstone Shire Council Risk Management Policy

4. Definitions

To assist in interpretation, the following definitions shall apply:

Access	The ability, right or permission to approach, enter, speak with or use something/someone/somewhere.
Community	Residents, ratepayers, businesses, organisations and groups who have a stake or interest in the area served by Council.
Council / Council's	Livingstone Shire Council.
Inclusion	Inclusion means being valued, respected, and is about accepting the differences in people, and harnessing this in a beneficial way.

Inclusive Community Policy

Adopted/Approved: Adopted, 2 May 2017
 Version: 1.1

Portfolio: Liveability and Wellbeing
 Business Unit: Community Wellbeing

Page 1 of 3

Inclusive community	A community that supports the principal of 'valuing' all people in order to develop an integrated, accessible and equitable community. An inclusive community welcomes a broad range of backgrounds and interests, values diversity and recognises our differences are our strength and uniqueness.
Inclusive community action plan	A working procedural document that supports each area of council identify how to improve their performance by delivering equitable services, opportunities and building outcomes in the future. The action plan informs Council's business plans and budgets.

5. Policy Statement

Livingstone Shire Council supports the principle of valuing all people in the community in order to develop an integrated, equitable community.

Livingstone Shire Council shall ensure that all activities it or its employees undertake are compatible with and respectful of human rights so that all people and businesses are treated fairly and with respect, equity and dignity at all times.

Livingstone Shire Council acknowledges that creating an Inclusive Community is essential in order to maximise the social and economic performance of our region.

Livingstone Shire Council will take a leadership role within the region and work in partnerships with business, industry and the community to ensure equitable access to goods, services, information, buildings, infrastructure and precincts.

Livingstone Shire Council will:

- 1) ensure that Council services are responsive and equally accessible to all;
- 2) ensure that Council's workplaces are free from all discriminatory barriers;
- 3) ensure that Council's functions as a planner, legislator and regulator demonstrates commitment to equitable outcomes;
- 4) ensure that Council designs and builds all new infrastructure and facilities with equitable outcomes; and
- 5) ensure that all Council owned infrastructure and facilities provide non-discriminatory services.

The benefits sought from enacting this policy include; a user friendly region; enhanced safety; legislative compliance; decreased public liability and maintenance costs; and increased social and economic performance.

6. Changes to this Policy

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

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

7. Repeals/Amendments

This is a new policy for Livingstone Shire Council.

Version	Date	Action
1	02/05/2017	Adopted

Inclusive Community Policy

Adopted/Approved: Adopted, 2 May 2017
Version: 1.1

Portfolio: Liveability and Wellbeing
Business Unit: Community Wellbeing

Page 2 of 3

1.1	31/08/2018	Administrative Amendments – reflect organisational restructure
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CHRIS MURDOCH
CHIEF EXECUTIVE OFFICER

Inclusive Community Policy

Adopted/Approved: Adopted, 2 May 2017
Version: 1.1

Portfolio: Liveability and Wellbeing
Business Unit: Community Wellbeing

Page 3 of 3

12.7 USE OF STANAGE BAY TOWNSHIP FOR EXERCISE TALISMAN SABRE 2019

File No: TT30.11.2
Attachments: 1. request from the Australian Defence Simulation and Training Centre [↓](#)
Responsible Officer: Chris Murdoch - Chief Executive Officer
Author: Brett Bacon - Executive Director Liveability and Wellbeing

SUMMARY

This report considers a request from the Australian Defence Simulation and Training Centre for Council's approval for troops participating in Exercise Talisman Sabre 2019 to undertake activities within the township of Stanage Bay.

OFFICER'S RECOMMENDATION

THAT Council resolves to approve the request from the Australian Defence Simulation and Training Centre for troops participating in Exercise Talisman Sabre 2019 to undertake activities within the township of Stanage Bay.

BACKGROUND

Council has received a request from the Australian Defence Simulation and Training Centre for its approval for troops participating in Exercise Talisman Sabre 2019 to undertake activities within the township of Stanage Bay. A copy of the full request and the associated details is contained with Attachment One.

COMMENTARY

The request from the Australian Defence Simulation and Training Centre, as contained in Attachment One, is self-explanatory. The intention is to undertake manoeuvres within the township in association with Exercise Talisman Sabre. The Department of Defence has undertaken consultation with the residents and affected landowners of Stanage Bay and the proposal has general support. As stated by the Department of Defence, the activities will not entail live ammunition.

Given the consultation which has been undertaken and the general support offered by the impacted communities, there is no reason for Council to oppose the request. Consequently, it is recommended that Council accede to the request and approve the use of the township as part of Exercise Talisman Sabre 2019.

PREVIOUS DECISIONS

This subject matter has not been the subject of any Council resolution nor direction.

BUDGET IMPLICATIONS

There are no budget implications associated with this particular issue.

LEGISLATIVE CONTEXT

The consideration of this matter is not impacted by any specific legislation.

LEGAL IMPLICATIONS

There are no legal implications for Council associated with this matter.

STAFFING IMPLICATIONS

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

RISK ASSESSMENT

There are no risks associated with the consideration of this matter. The township has been consulted and the residents have indicated general support for the proposal.

CORPORATE/OPERATIONAL PLAN

Strategy GO4 of Council's Corporate Plan states: '*Provide transparent and accountable decision making reflecting positive leadership to the community.*'

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

CONCLUSION

The Australian Defence Simulation and Training Centre has requested Council's approval for troops participating in Exercise Talisman Sabre 2019 to undertake activities within the township of Stanage Bay. The matter has been discussed with the residents of Stanage who are generally supportive. Consequently, it is appropriate to acquiesce to the request.

12.7 - USE OF STANAGE BAY TOWNSHIP FOR EXERCISE TALISMAN SABRE 2019

**request from the Australian Defence
Simulation and Training Centre**

Meeting Date: 4 June 2019

Attachment No: 1



AUSTRALIAN DEFENCE SIMULATION AND TRAINING CENTRE

Headquarters Joint Operations Command

BI5596223

Livingstone Shire Council

Attention Mayor Mr Bill Ludwig and CEO Ms Chris Murdoch
PO Box 2292
Yeppoon
QLD 4703

Dear Mayor and CEO,

USE OF STANAGE BAY TOWNSHIP FOR EXERCISE TALISMAN SABRE 2019

I am writing to seek approval from Council for troops participating in Exercise Talisman Sabre 2019 (EX TS19) to undertake activities within the township of Stanage Bay.

EX TS19 is a combined Australian and United States military exercise that is conducted every two years at locations throughout Australia. It is the largest and most comprehensive exercise conducted by the Australian Defence Force and is designed to practise our interoperability with the United States Military and our responses to potential real life scenarios.

We have identified that Stanage Bay will be an ideal location to practise certain Defence capabilities that are not offered elsewhere within the exercise areas we are utilising. We are planning to use the same three beach landing sites as we did during Talisman Saber 2017 (TS17) and to conduct manoeuvre operations across seven landholder properties over a three to four day period, before re-embarking the forces onto the various landing craft and amphibious vessels.

These landholders have provided written approval for us to utilise their properties for the exercise, and are the same landholders whose properties were used during TS17.

The proposed activities for which we are seeking council approval will be to secure the township through infantry and vehicle movements and tactical actions to defeat an enemy force in the locality. It will involve the use of blank ammunition and pyrotechnics to simulate battle conditions undertaken in accordance with our safety protocols, which will occur after the amphibious landings that will be undertaken on private properties on the east coast.

We have briefed the community on our proposed activities, conducting an information session at Stanage Bay on the 24th of May 2019, attended by 40 locals, QPS, AgForce, Community Engagement staff from the council and councillor Glenda Mather. A number of queries were put to us regarding the activity plan and these were addressed by our staff, including air space management and use of Stanage Bay road. The community attendees described that they were happy with our proposals and supported our planned activities.

BI5596223

2

Defence has a full suite of insurances that cover public liability, professional indemnity, and accidental damage in the event of any unforeseen incidents occurring. Any damage caused during the activity will be remediated at Defence's costs with the exercise having a specific budget for the repair of such incidental damage.

An Exercise Control node will be established at the Volunteer Coast Guard facility adjacent to the boat ramp, and there will be 24 staff to control the exercise activities, manage safety and environmental issues and to support policing arrangements. QPS are heavily involved in our planning and will have ten officers at Stanage Bay to ensure the safe conduct of the activities, and to respond to any incidents that may occur.

I look forward to your response, and am available at any time should you have any queries regarding our proposed usage of the site.

Yours sincerely,



S A Drew

Major
Exercise Planner
J73 HQ JOC

Department of Defence
10 Whyalla Street
FYSHWICK ACT 2609
AUSTRALIA
0417 943 956
shane.drew@defence.gov.au

28 May 2019

**12.8 CENTRAL QUEENSLAND REGIONAL ORGANISATION OF COUNCILS'
RECOGNITION OF THE ECONOMIC CONTRIBUTION OF THE RESOURCE
INDUSTRY TO THE CENTRAL QUEENSLAND REGION.**

File No: ED8.5.12
Attachments: Nil
Responsible Officer: Brett Bacon - Executive Director Liveability and Wellbeing
Author: Sonia Barber - Principal Economic Development and Innovation Officer

SUMMARY

This report discusses the Galilee Basin and potential for the Council's within central Queensland to maximise the benefit of local content commitments for their respective communities.

OFFICER'S RECOMMENDATION

THAT Livingstone Shire Council lead a recommendation to the Central Queensland Regional Organisation of Councils to reinforce local government's commitment to work with the Galilee Basins first, and future movers to maximise the local content commitments of the projects.

BACKGROUND

Economic modelling, such as that used by the Queensland Resources Council in its annual resources industry economic impact report, showed that each direct job in the industry in Queensland supports another 4.5 jobs in related industries and businesses.

Galilee Basin State Development Areas

Declared in June 2014, the 105,996-hectare Galilee Basin State Development Area the Galilee Basin is a 247,000 square kilometre thermal coal basin in the central region of the Australian state of Queensland. Livingstone Shire Council has consistently engaged with the Galilee Basin first movers and has made earlier commitments to the Carmichael Mine Project to provide a skilled workforce, promote local supply chain opportunities to regional businesses, as well as offering an idyllic place to live within easy access to the Rockhampton airport.

Livingstone Shire Council has strongly supported the application by Rockhampton Regional Council to be appointed as a Fly-in Fly-out base for the Carmichael Mine project. Livingstone Shire Council is a member of the Queensland Local Content Leaders Network and is recognised for its contributions as local content practitioners.

COMMENTARY

It is timely for Livingstone Shire Council and council members of the Central Queensland Regional Organisation Councils to recommit to assist the extraction industry to deliver on local content commitments. For example, the Carmichael Mine Project commitment to local content covers the ten local government areas of Townsville, Charters Towers, the Burdekin, the Whitsundays, Mackay, Rockhampton, Isaac Region, Gladstone, Livingstone and Central Highlands

PREVIOUS DECISIONS

No previous decisions have been associated with the consideration of this matter.

BUDGET IMPLICATIONS

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

LEGISLATIVE CONTEXT

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

LEGAL IMPLICATIONS

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

STAFFING IMPLICATIONS

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

RISK ASSESSMENT

Livingstone Regional Council has made a commitment to assist the first movers in the Galilee Basin to deliver on local content, skilled workforce and liveability options for the workforce. This may be achieved by Livingstone Regional Council leading collaboration through the Central Queensland Regional Organisation of Councils to recommit to work with the first, and future movers in the Galilee Basin.

CORPORATE/OPERATIONAL PLAN

Strategy EC4 of Council's Corporate Plan states: *'Establish initiatives including partnerships with both government and the private sector to create enterprises and undertake projects that generate jobs, wealth creation opportunities and sustainable economic growth.'*

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

CONCLUSION

Livingstone Shire Council recognises the interdependencies of the Central Queensland and Central West Queensland councils between all industry sectors, small and medium business, large business and community. Maximising the benefits of catalytic projects is in the best interest of all central Queensland Local Governments and their respective communities.

12.9 CR BELOT - REQUEST FOR MOTION REGARDING GALILEE BASIN

File No: GV13.4.4
Attachments: Nil
Responsible Officer: Chris Murdoch - Chief Executive Officer
Author: Sue Schluter - Executive Assistant to Mayor

SUMMARY

Cr Belot presented the following motion at the Ordinary meeting of 21 May 2019.

RECOMMENDATION

THAT in supporting our local businesses and the broader CQ economy, Council notify the Qld State Government, that it supports in principal, the further development of coal mining in the Galilee Basin, including the Carmichael Adani Project. Effective immediately

BACKGROUND

n/a

COMMENTARY

n/a

PREVIOUS DECISIONS

n/a

BUDGET IMPLICATIONS

n/a

LEGISLATIVE CONTEXT

n/a

LEGAL IMPLICATIONS

n/a

STAFFING IMPLICATIONS

n/a

RISK ASSESSMENT

n/a

CORPORATE/OPERATIONAL PLAN

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

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

CONCLUSION

The motion is submitted to the table for consideration.

13 CLOSED SESSION

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

RECOMMENDATION

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

14.1 Kerr Park Installation of Playground Equipment and Shade Structures - Amendment to Resolution made for Purchasing Policy Compliance

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

14 CONFIDENTIAL REPORTS

14.1 KERR PARK INSTALLATION OF PLAYGROUND EQUIPMENT AND SHADE STRUCTURES - AMENDMENT TO RESOLUTION MADE FOR PURCHASING POLICY COMPLIANCE

File No: P-17-100

Attachments:

1. Confidential Ordinary Meeting Report dated 7 May 2019 - Kerr Park - Purchasing Policy Compliance for Installation of Playground Equipment and Shade Structures
2. Council resolution dated 7 May 2019

Responsible Officer: Dan Toon - Executive Director Infrastructure

Author: Kat Groves - Executive Assistant to Director Infrastructure Services

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

SUMMARY

The purpose of this report is to seek a resolution to supersede the one adopted by Council on 7 May 2019 in relation to purchasing policy compliance for the installation of previously purchased playground equipment and shade structures for Kerr Park, Emu Park.

15 URGENT BUSINESS/QUESTIONS

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

16 CLOSURE OF MEETING