



# **ORDINARY MEETING**

## **AGENDA**

**15 JULY 2019**

*Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 4 Lagoon Place, Yeppoon on 15 July 2019 commencing at 9am for transaction of the enclosed business.*

**CHIEF EXECUTIVE OFFICER**  
11 July 2019

Next Meeting Date: 06.08.19

**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.

## TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OPENING.....	3
2	ATTENDANCE.....	3
3	LEAVE OF ABSENCE / APOLOGIES .....	4
	NIL .....	4
4	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	5
5	DECLARATION OF INTEREST IN MATTERS ON THE AGENDA.....	6
6	PUBLIC FORUMS/DEPUTATIONS .....	7
	NIL .....	7
7	BUSINESS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS .....	8
7.1	BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING .....	8
8	PRESENTATION OF PETITIONS.....	21
	NIL .....	21
9	MAYORAL MINUTE .....	22
	NIL .....	22
10	COUNCILLOR/DELEGATE REPORTS .....	23
	NIL .....	23
11	AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE REPORTS.....	24
11.1	AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE MEETING - 24 JUNE 2019 .....	24
12	REPORTS.....	27
12.1	COUNCILLOR AGENDA ITEM REQUESTS .....	27
12.2	COMMENCEMENT TIME OF ORDINARY COUNCIL MEETINGS .....	30
12.3	ACKNOWLEDGEMENT OF COUNTRY .....	32
12.4	EMU PARK HISTORICAL TRAIL.....	34
12.5	PROPOSED ROAD OPENING - PART OF LOT 1 ON AP6816.....	44
12.6	PROPOSED FREEHOLD LEASE TO THE AUSTRALIAN VOLUNTEER COAST GUARD ASSOCIATION INCORPORATED OVER PART OF LOT 3 ON REGISTERED PLAN 618778 - MT BARMOYA.....	56
12.7	QUEENSLAND BLACK SPOT PROGRAM 2020-21 FUNDING APPLICATION.....	61
12.8	MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2019 .....	65

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<b>13</b>	<b>CLOSED SESSION .....</b>	<b>84</b>
	14.1 REMOVAL OF BOAT FROM VICINITY OF FIG TREE CREEK	
<b>14</b>	<b>CONFIDENTIAL REPORTS.....</b>	<b>85</b>
	14.1 REMOVAL OF BOAT FROM VICINITY OF FIG TREE CREEK .....	85
<b>15</b>	<b>URGENT BUSINESS/QUESTIONS .....</b>	<b>86</b>
<b>16</b>	<b>CLOSURE OF MEETING.....</b>	<b>87</b>

**1 OPENING**

**2 ATTENDANCE**

Members Present:

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

Officers in Attendance:

Mr Brett Bacon – Acting Chief Executive Officer  
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**

Nil

#### **4      CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

Minutes of the Ordinary Meeting held 20 June 2019

Minutes of the Special Meeting held 11 July 2019

## **5      DECLARATION OF INTEREST IN MATTERS ON THE AGENDA**



## **6 PUBLIC FORUMS/DEPUTATIONS**

Nil

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

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

**File No:** GV13.4.1

**Attachments:** 1. **Business Outstanding Table - July 2019**[↓](#)

**Responsible Officer:** **Brett Bacon - Executive Director Liveability and Wellbeing**

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#### **SUMMARY**

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

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

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

## **7.1 - BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING**

### **Business Outstanding Table - July 2019**

**Meeting Date: 15 July 2019**

**Attachment No: 1**

Item number	Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
1.	07 February 2017	Outstanding Policy Documents	<p>THAT the following policies be adopted:</p> <ol style="list-style-type: none"> <li>1. Encroachment on Public Land Policy;</li> <li>2. Equal Employment Opportunity Policy;</li> <li>3. Failure to Renew Licence Response Policy;</li> <li>4. Telecommunications Facilities on Council Land Policy; and</li> <li>5. Unlicensed Premises Response Policy.</li> </ol> <p>With policies 4, 5 and 6 to be further reviewed.</p>	Governance Officer	30/06/2019	<p>12 Jun 2019 - 12:16 PM - Governance Officer</p> <p>1 Policy presented to Council Meeting for adoption in May 2019. 2 policies still remain outstanding.</p>
2.	5 December 2017	Regulated Car Parking Yeppoon Foreshore and Town Centre	<p>THAT Council resolve to:</p> <p>Declare a Traffic Area having a default parking limit of one hour, with the inclusion of two and three hour designations being established in specific precincts as supported by Attachment Four Community Engagement WrAPup Car Parking Strategy Yeppoon CBD and as shown in Attachment One (Schedule One - Declaration of Traffic Area);</p> <ol style="list-style-type: none"> <li>1. Endorse and enact the regulated parking strategy once the changes to the Subordinate Local Law No. 5 (Parking) 2011 Schedule One and Schedule Two take effect and regulated parking signage is in place;</li> <li>2. Once enacted adequately inform the community of the regulated parking areas (via engagement, media and signage). An initial warning period of one month will be afforded to motorists found overstaying the timed period. After one month the monetary value of an infringement will resume;</li> <li>3. Consider a budget allocation at the 17/18 Quarter Two Budget review for updated parking signage in the amount of \$30,000;</li> <li>4. Endorse the installation of smart parking beacons and technology to the designated one hour regulated traffic area to be funded from the Yeppoon Town Centre Smart Lighting Project;</li> <li>5. Amend Subordinate Local Law No. 5 (Parking) 2011 Schedule One Declaration of traffic area to define a Traffic Area for</li> </ol>	Manager Engineering Services	30/04/2019	<p>01 May 2019 - 2:34 PM Administration Engineering Services</p> <p>Plans for regulated parking signs in Yeppoon CBD have been finalised and signed off for passing to Construction &amp; Maintenance for installation. Plans for Lagoon precinct regulated and paid parking have also been finalised.</p> <p>Installation of signs anticipated for completion by August 2019.</p>

			<p>Yeppoon as shown in Attachment One (Schedule One - Declaration of Traffic Area);</p> <p>6. Amend Subordinate Local Law No. 5 (Parking) 2011 Schedule Two Declaration of off-street regulated parking areas to include off-street regulated parking for Queen Street (Lot 10 on Y17136), the Yeppoon Town Centre Car Park (Lot 10 on SP289416) and the Yeppoon Foreshore (part of Lot 65 on SP234671); and</p> <p>7. Amend Subordinate Local Law No. 5 (Parking) 2011 Schedule Two Declaration of off-street regulated parking areas to rescind all reference and plans associated with the region of Rockhampton Regional Council.</p>			
3.	17 July 2018	Draft Fig Tree Creek Masterplan	THAT Council endorse the Fig Tree Creek Master Plan for further public consultation and integration into the Council's Strategic Planning Framework.	Coordinator Natural Resource Management	30/04/2019	<p>11 June 2019 - 11:12 AM - -- Support Services Officer – Community Wellbeing</p> <p>Public consultation on the draft Fig Tree Creek Masterplan is scheduled to commence mid-August 2019.</p>
4.	18 September 2018	Opening of Road – Gunder Road, The Caves	THAT Council authorise the Chief Executive Officer to commence negotiations with the owners of Lot 69 RP891987 to open new road as shown on Drawing No. 17-112-04.	Policy and Planning Officer	30/04/2019	<p>11 Jun 2019 - 10:47 AM - Policy and Planning Officer</p> <p>Instructed by Manager Construction and Maintenance to take no action until further advised.</p>
5.	16 October 2018	Proposed Trustee Leases – Capricorn Tourism and Economic Development Limited and Keppel Coast Arts Council Inc.	<p>THAT Council resolve to:</p> <p>1. apply the exception mentioned in Section 236(1)(b)(ii) of the <i>Local Government Regulation 2012</i> to its dealings with Capricorn Tourism and Economic Development Limited and Keppel Coast Arts Council Incorporated for issue of Trustee Leases over land currently described as Lot 2 on Survey Plan 104438, Merv Anderson Park Yeppoon; and</p> <p>2. provide Trustee Leases over land currently described Reserve for Recreation, Public</p>	Property Officer	30/04/2019	<p>11 Dec 2018 – 7:57 AM – Property Officer</p> <p>Draft documents have been prepared, however the execution of lease documents cannot occur until the new title is registered over the land. Council is awaiting notification of registration from the Department of Natural Resources, Mines and</p>

			<p>Boat Ramp, Jetties and Landing Place over Lot 2 on Survey Plan 104438 to:</p> <p>a) Capricorn Tourism and Economic Development Limited for a term of 20 years for operation of the Capricorn Coast Visitor Information Centre and Shell World; and</p> <p>b) Keppel Coast Arts Council Incorporated for a term of 5 years for operation of the Artship.</p>			<p>Energy. At this juncture the timeframe for registration is unknown (but will be dependent upon whether the State requires the matter to be considered as part of the Fig Tree Creek Jetty Site project).</p>
6.	16 October 2018	Potential Sale of Lots 2 and 3 - The Gateway Business and Industry Park	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>reconfirms its previous decision on 1 May 2018, to sell Lots 2 and 3, known as 3 and 5 Pineapple Drive, Hidden Valley, within Stage One of The Gateway Business and Industry Park, at the nominated offer and acknowledges the new entity (purchaser) listed in this report;</li> <li>confirms its preparedness to accept the option two payment terms and conditions for Lots 2 and 3, outlined in this report, and if deemed acceptable to the purchaser through further negotiation;</li> <li>confirms in lieu of discounting infrastructure charges, it would favourably consider entering into an infrastructure agreement for the deferred payment of infrastructure charges, in accordance with the general terms prescribed by Council's <i>Development Incentive Policy for Reconfiguring a Lot</i>, based on the terms outlined in this report; and if deemed acceptable to the purchaser through further negotiations;</li> <li>authorises the Chief Executive Officer to finalise negotiations with the purchaser, taking into consideration the terms and conditions outlined in this report, and execute a contract of sale for Lots 2 and 3, having due regard to the provisions for the disposal of non-current assets contained in the <i>Queensland Local Government Regulation 2012</i> and Livingstone Shire Council's Procurement Policy;</li> </ol>	Executive Director Liveability and Wellbeing	30/04/2019	<p>14 May 2019 - 11:30 AM Executive Director Liveability and Wellbeing</p> <p>Draft contract has been agreed and is expected to be executed by all parties by the 31 July 2019.</p>

7.	06 November 2018	Notice of Motion - Councillor Adam Belot - Wreck Point Pathway	THAT LSC review the current design of the proposed walking path from Cooe Bay to Lammermoor Beach including: Consideration of redesigning path alignment/direction b) Design that will best accommodate users of all abilities	Executive Director Infrastructure Services	30/04/2019	2 April 2019 - 8:11 AM – Executive Director Infrastructure  Design will be considered following the alignment of Mathew Flinders Drive.
8.	20 November 2018	Yeppoon Surf Life Saving Club – Renewal of Tenure Agreement	THAT Council resolve to: 1. apply the exception mentioned in Section 236(1)(b)(ii) of the <i>Local Government Regulation 2012</i> to its dealings with the Yeppoon Surf Life Saving Club Incorporated for issue of a Reserve Lease over Lot 74 on SP234671; and 2. provide a ten (10) year Reserve Lease to the Yeppoon Surf Life Saving Club Incorporated over Lot 74 on SP234671.	Senior Sport and Education Officer	30/04/2019	11 Jun 2019 - 3:36 PM Co-ordinator Liveability and Wellbeing  Renewal of tenure agreement with the Yeppoon Surf Life Saving Club has been completed, with the agreement being executed by both parties
9.	20 November 2018	Ogmore Community and Recreation Committee Incorporated Request for Tenure over a Portion of Lot 8 07508 (Bicentennial Park)	THAT Council resolves to 1) apply the exception mentioned in Section 236(1)(b)(ii) of the <i>Local Government Regulation 2012</i> to its dealings with the Ogmore Community and Recreation Committee Incorporated for issue of a Reserve Lease over a portion of land currently described as Lot 8 on O7508, Bicentennial Park Ogmore; and 2) provide a one (1) year Reserve Lease over a portion of Bicentennial Park, Lot 8 on O7508 to the Ogmore Community and Recreation Committee Incorporated to enable it to seek opportunities to further develop the site as a public space for the Ogmore community and its visitors.	Community Development Officer	30/04/2019	11 Jun 2019 - 1:50 PM – Community Development Officer  A consultant has been engaged to conduct the surveying. Officers have a draft lease and will be travelling to Ogmore in the coming four weeks to discuss the contents of the draft lease with the committee.
10.	18 December 2018	Councillor Portfolios	That the matter lay on the table pending further discussion and return to a Council Meeting in 2019.	Senior Investigations Officer	30/04/2019	
11.	05 February 2019	Mayoral Minute - Capricorn Coast International Women's Day event committee	THAT Council resolves to: 1) recognise the generous offer from the Capricorn Coast International Women's	Executive Director, Liveability & Wellbeing	30 June 2019	14 May 2019 - 11:31 AM – Coordinator, Liveability & Wellbeing.

		contribution to a shade structure for the Yeppoon Lagoon	<p>day event committee to raise funds for the erection of shade structures within the Yeppoon Lagoon precinct and offer its support to the committee in its endeavours;</p> <p>2) recognise that the Capricorn Coast International Women's day event committee may undertake fund raising over a two-year period; and</p> <p>3) give consideration to the inclusion of additional shade structures in the capital works programme for the relevant financial year as well as seeking matching funding from all appropriate State and Federal funding streams.</p>			Meeting has occurred with a representative from the Capricorn Coast International Women's Day 17 April 2019. Council is currently finalising a business case for a suite of projects around the lagoon. Once complete, the Capricorn Coast International Women's Day group will be requested to identify a specific item and to assist with sourcing further funds towards the construction of that item.
12.	19 February 2019	Sale of 18 School Street, Mount Chalmers	<p>THAT Council resolves to:</p> <p>1. adopts a two stage Expression of Interest and Invitation to Tender process, in accordance with section 228(2)(b) of the <i>Local Government Regulation 2012</i>, for the sale of proposed Lot 10, known as 18 School Street, Mount Chalmers, acknowledging the reason for adopting the two-stage process is to gauge market interest and achieve the best possible outcome for Council and the Community;</p> <p>2. delegate authority to the Chief Executive Officer to enter into negotiations with the potential purchasers subject to the CEO providing a briefing to the Council on completion of the first stage; and</p> <p>3. write to the residents of Mt Chalmers and provide an update of the current status and planned actions.</p>	Project Support Officer	30/04/2019	<p>24 Jun 2019 - 9:09 AM – Project Support Officer</p> <p>Council has engaged a real estate agent to undertake the Expression of Interest process and gauge the current market. It is anticipated that this process will commence mid-July to early August 2019.</p>



13.	19 February 2019	Acquisition of Easement for Water Supply Purposes - Ironpot	THAT Council resolve to authorise the Chief Executive Officer to commence negotiations with the owner of Lot 156 SP213739 to dedicate a water supply easement as shown on Drawing Nos 19-091-01 and 19-091-02.	Policy and Planning Officer	30/04/2019	11 Jun 2019 - 10:46 AM - Property Officer  Waiting for survey.
14.	19 March 2019	Request for renewal of lease - the caves rural fire brigade	THAT Council resolve: 1. that the exception mentioned in Section 236(1)(b)(i) of the <i>Local Government Regulation 2012</i> may apply in its dealing with the State of Queensland (represented by Public Safety Business Agency) on behalf of The Caves Rural Fire Brigade over Lot 8 on Registered Plan 605788; and 2. to provide a twenty (20) year lease with one five-year option to the State of Queensland (represented by Public Safety Business Agency) on behalf of The Caves Rural Fire Brigade, at a nominal rent amount of \$1 per annum, over Lot 8 on Registered Plan 605788.	Property Officer	30/04/2019	11 Jun 2019 - 10:58 AM - Principal Property Officer  Council is currently negotiating with the solicitor for the Public Safety Business Agency on the terms and conditions of a new lease for The Caves Rural Fire Brigade.
15.	01 April 2019	Recyclables Processing Service Contract	That Council authorise the Chief Executive Officer to proceed in the manner as outlined within the report.	Manager, Water and Waste Operations	30/04/2019	11 Jun 2019 - 1:44 PM – Team Leader Infrastructure  Contract document is currently being drafted by Rockhampton Regional Council Acting Manager Waste and Recycling, based on the current Orora contract document omitting references to education. This contract document will be based on open book transparency in relation to sale of commodities. Once the document is drafted, all Councils involved (RRC, LSC,

						GRC and CHRC) will review and comment. This process will be ongoing for the next few months
16.	01 April 2019	PALM CREEK PARK, CAWARRAL	THAT Council resolves to accept trusteeship of Reserve for Park and Environmental Purposes – Lot 7 on Survey Plan 167135.	Principal Property Officer	30/04/2019	<p>11 Jun 2019 - 11:00 AM - Principal Property Officer</p> <p>Council has advised the Department of Natural Resources, Mines and Energy that it will accept trusteeship. Council is currently awaiting advice from the Department of Natural Resources, Mines and Energy on the progression of this matter.</p>
17.	18 April 2019	OPTIONS FOR TENANCIES - CENTRE OF EXCELLENCE FOR DISASTER MANAGEMENT, INNOVATION AND COMMUNITY RESILIENCE (THE HUB)	<p>THAT Council resolve:</p> <ol style="list-style-type: none"> <li>1. As the exception mentioned in Section 236(1)(b)(i) of the <i>Local Government Regulation 2012</i> may apply in its dealing with the parties mentioned in the report on the lease of a tenancy on the first floor of the Centre of Excellence for Disaster Management, Innovation and Community Resilience (The Hub), Council authorises officers to proceed with those discussions and report back to Council prior to the execution of any lease;</li> <li>2. Further, officers are authorised to proceed to tender on the provision of tenancies over all available space on the ground floor of the Centre of Excellence for Disaster Management, Innovation and Community Resilience (The Hub), and to engage an external probity officer to oversee the</li> </ol>	Principal Property Officer	31/05/19	<p>11 Jun 2019 - 11:03 AM Principal Property Officer</p> <p>Council has submitted a proposal to a prospective tenant for the first floor of The Hub. The prospective tenant is currently considering that offer with its board. It is anticipated that a Council will receive a response in four to six weeks.</p> <p>The tender process for the ground floor of The Hub has been commenced, with the four-week tender period commencing 29 June 2019. The closing date for tenders is 26 July 2019.</p>

			<p>tender process and report back to Council prior to the execution of any lease;</p> <p>3. Council commits to fund the installation within the Centre of Excellence for Disaster Management, Innovation and Community Resilience (The Hub) the following:</p> <p>(a) air conditioning, ceilings and lighting on the ground and first floors;</p> <p>(b) dividing walls between tenancies, if required, on the ground and first floors; and</p> <p>(c) external doors to any areas on the ground floor over which a lease is negotiated and which direct access does not currently exist.</p>			
18.	07/05/19	Loading Zone on Anzac Parade	<p>THAT Council authorise the installation of a loading zone on Anzac Parade, taking up the necessary number of existing car-parking bays in front of the Echelon building.</p>	Manager – Infrastructure Services	31/05/19	<p>19 Jun 2019 - 3:12 PM – Administration Support - Infrastructure</p> <p>Plans have been completed and line marking and sign installation have a projected completion target date of the end of July 2019</p>
19.	07/05/19	Proposed permanent road closure adjoining Lot 17 on Crown Plan LI58	<p>THAT Council resolve to:</p> <p>1) advise the owner of Lot 17 on LI58 that it does not support the proposal to permanently close the areas of road reserve adjoining Lot 17 known as Princhester Road and Atkinson Road; and</p>	Property Officer	31/05/19	<p>11 Jun 2019 - 11:03 AM - Property Officer</p> <p>The Applicant was advised of Council's resolution on 10 May 2019. Investigations into temporary road closure are</p>

			2) authorise officers to investigate the temporary closure of the areas of road reserve adjoining Lot 17 known as Princhester Road and Atkinson Road.			currently being undertaken by Infrastructure Services.
20.	07/05/19	PAINT POT GALLERY ACCOMMODATION	<p>THAT Council resolve to:</p> <p>1) meet the cost of a further eight (8) month lease arrangement to accommodate the Paint Pot Gallery at Shop 3, 18 James Street Yeppoon from 1 July 2019 to 29 February 2020; and</p> <p>2) provide an eight (8) month lease to the Capricorn Society of Arts Incorporated over Shop 3, 18 James Street Yeppoon from 1 July 2019 to 29 February 2020 at a rental of \$1,000 inclusive of Goods and Services Tax.</p>	Principal Property Officer	31/05/19	<p>11 Jun 2019 - 2:04 PM - Principal Property Officer</p> <p>Lease documentation has been prepared and forwarded to the relevant parties (namely the owner of the premises and the Capricorn Society of Arts) for execution.</p>
21.	07/05/19	ROMAN CATHOLIC CHURCH LAND - MARLBOROUGH	<p>THAT Council resolve to:</p> <p>1) authorise Council officers to enter into negotiations with The Roman Catholic Trust Corporation for the Diocese of Rockhampton for the purchase of Lots 12, 13, 14 and 15 on Registered Plan 602167;</p> <p>2) authorise Council officers to negotiate with The Roman Catholic Trust Corporation for the Diocese of Rockhampton on the purchase of Lots 12, 13, 14 and 15 on Registered Plan 602167 in accordance with Option Two, as detailed within this report.</p>	Principal Property Officer	31/05/19	<p>11 Jun 2019 - 2:06 PM - Principal Property Officer</p> <p>A Contract of Sale has been prepared and executed by all parties. Settlement is scheduled for 2 August 2019</p>
22.	07/05/19	Opening of Todds Road Through Greenlake Station	THAT Council resolve to reopen the section of road described as the last four kilometres of the constructed section of Ingrey Road, which was	Manager – Infrastructure Services	31/05/19	25 Jun 2019 - 2:41 PM Administration Support - Infrastructure

			<p>previously closed to traffic pursuant to s69 of the <i>Local Government Act 2009</i> and;</p> <p>In relation to the matter of the proposed road opening that Council resolve to pursue Option 1 as detailed in the report below.</p>			Letter sent on 19 June 2019 to the property owner of Greenlake Station regarding the re-opening of the last four kilometres of the constructed section of Ingrey Road and advising that the gate and temporary livestock grid are required to be removed within three (3) months.
23.	20/06/19	Proposed permanent road closure adjoining Lot 8 on LN2195, Lot 7 on SP143273 and Lot 18 on LN1850	THAT Council resolve to advise the Department of Natural Resources, Mines and Energy that it offers no objection to the proposal to close the areas of road reserve adjoining Lot 7 on SP143273, Lot 8 on LN2195 and Lot 18 on LN1850.	Property Officer	30/07/19	Correspondence advising of resolution will be provided to the Department of Natural Resources, Mines and Energy by the week commencing 15 July 2019.
24.	20/06/19	Proposed road opening adjoining Keppel Street, Emu Park - Lot 97 on USL37106	THAT Council resolve to advise the Department of Natural Resources, Mines and Energy that it objects to Lot 97 on USL37106 being dedicated as road reserve and amalgamated with the adjoining road reserve (namely Keppel Street) at Emu Park as this would provide adjoining lots legal access to the sand dune area.	Property Officer	30/07/19	Correspondence advising of resolution will be provided to the Department of Natural Resources, Mines and Energy by the week commencing 15 July 2019.
25.	20/06/19	Proposed road opening adjoining Banksia Road, Stanage - Lots 155 and 156 on USL36809	THAT Council resolve to advise the Department of Natural Resources, Mines and Energy that it does not object to Lots 155 and 156 on USL36809 being dedicated as road reserve and amalgamated with the adjoining road reserve (namely Banksia Road) at Stanage on the condition that the Department of Natural Resources, Mines and Energy considers potential impacts to vegetation adjacent to Lot 155.	Property Officer	30/07/19	Correspondence advising of resolution will be provided to the Department of Natural Resources, Mines and Energy by the week commencing 15 July 2019.

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## **8 PRESENTATION OF PETITIONS**

Nil

**9 MAYORAL MINUTE**

Nil



## **10 COUNCILLOR/DELEGATE REPORTS**

Nil

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

### **11.1 AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE MEETING - 24 JUNE 2019**

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

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#### **SUMMARY**

*The Audit, Risk and Business Improvement Committee met on 24 June 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 24 June 2019 be received and the following recommendations contained within those minutes to be adopted.

#### **3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

THAT the minutes of the Audit, Risk and Business Improvement Committee held on 13 May 2019 be taken as read and adopted as a correct record.

#### **7 REPORTS**

##### **7.1 COMMITTEE WORK PROGRAM STATUS**

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

##### **7.2 2018-19 POSITION PAPERS – ACCOUNTING FOR EASEMENTS**

THAT Council note that the attached Accounting for Easements Position Paper as endorsed by ARABIC.

##### **7.3 2018-19 POSITION PAPER NON-CURRENT ASSET REVALUATIONS**

THAT the Committee note the results of the assessed movement in Non Current Asset Classes and endorse the report for consideration by Council.

##### **7.4 2019/20 ASSET REVALUATIONS – SCOPE OF WORKS**

THAT the Committee receive this report on the proposed 2019/20 Asset Revaluations for Buildings and Water and Sewerage asset classes.

##### **7.5 CFO UPDATE**

THAT the Committee receive the Chief Financial Officer's update.

##### **7.6 SUMMARY OF QUEENSLAND AUDIT OFFICE REPORT ON AUDITS OF LOCAL GOVERNMENT ENTITIES 2017-18**

THAT the Committee note this summary of the Queensland Audit Office Report "Local Government Entities: 2017-18 Results of Financial Audits".

##### **7.7 EXTERNAL AUDIT UPDATE**

THAT the Committee receive the update from the External Auditors.

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**7.8 FINAL INTERNAL AUDIT PLAN 2019-20 TO 2022-23**

THAT the Committee endorse this final draft to be presented to Council for approval.

**7.9 INTERNAL AUDIT UPDATE**

THAT the Committee receive the report on Internal Audit.

**7.10 STATUS OF OPEN AGREED AUDIT ACTIONS**

THAT the Committee receive this update on the status of open agreed audit actions.

**7.11 INTERNAL CONTROL FRAMEWORK**

THAT the Committee receive this report on the status of the Internal Control Framework.

**7.12 RISK MANAGEMENT UPDATE**

THAT the Committee receive the Risk Management Report for information.

**7.13 OPERATIONAL RISK REGISTER – ICT SERVICES**

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

**7.14 FINANCIAL SUSTAINABILITY MONITORING**

THAT the Committee note the Financial Sustainability Monitoring report.

**7.15 BUSINESS TRANSFORMATION TEAM WORKS PROGRAMME HIGHLIGHTS AND UPDATES**

THAT the Committee receive this report.

**7.16 CEO UPDATE ON EMERGING ISSUES**

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

**7.17 EXECUTIVE LEADERSHIP TEAM UPDATE TO THE COMMITTEE**

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

**7.18 CONFIRM WHETHER MEMBERS' BRIEFING SESSION IS REQUIRED**

THAT it is confirmed that a Members' Briefing will be held following the meeting.

**BACKGROUND**

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

**COMMENTARY**

For clarity, the CEO did provide a verbal update on topics consistent with the content of the report.

**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 REPORTS

### 12.1 COUNCILLOR AGENDA ITEM REQUESTS

**File No:** GV13.4.1  
**Attachments:** Nil  
**Responsible Officer:** Brett Bacon - Executive Director Liveability and Wellbeing  
**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
- Project expenditure details
- Road maintenance resources
- Memorial Gardens - Tanby Road
- Multi-story carpark carwash
- Keppel Kraken repairs
- Ross Creek Boat
- Executive Contracts
- Road Work Options Scenic Highway
- Proposal for Recycle Bins
- Changes to meeting procedures
- LGAQ Motion

#### BACKGROUND

The information contained in the commentary of this report is being provided in accordance with section 2.9.2 of *Council Meeting's Procedures Policy*, 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	Councillors have been briefed on 3 specific intersections identified by Cr Mather. Further consultation taking place in regards to an audit of other major intersections.
Belot	Breakwater Drive parking	Referred to a Briefing session	The project is on hold pending Council Resolution. Matter being presented at the Council meeting 06/08/19
Mather	Project Expenditure Details	This matter was previously raised with the CEO by Cr Wyatt and the CEO had given an undertaking that the matter would be followed up and information provided to all Councillors.	A response was provided to all Councillors by Executive Director, Infrastructure 18/06/19 addressing Cr Wyatt's and Cr Mather's questions.
Mather	Road maintenance resources	This request was not received within the required timeframe to be included on the next agenda. The matter is operational with a response to be provided directly to the Councillor.	A response to Councillor Mather's questions was provided to all Councillors on 11/06/19.  05/07/19 Cr Mather resubmitted her information request with additional questions.  A response addressing Cr Mather's questions was provided to all Councillors on 05/07/19
Mather	Memorial Gardens Tanby Road	This request was not received within the required timeframe to be included on the next agenda. The matter is operational with a response to be provided directly to the Councillor.	A response addressing Cr Mather's questions was provided to all Councillors on 18/06/19
Mather	Multi-story carpark carwash	This request was not received within the required timeframe to be included on the next agenda. The matter is operational with a response to be provided directly to the Councillor.	A response addressing Cr Mather's questions was provided to all Councillors on 20/06/19
Mather	Keppel Kraken repairs	This request was not received within the required timeframe to be included on the next agenda. The	A response addressing Cr Mather's questions was provided to all Councillors

		matter is operational with a response to be provided directly to the Councillor.	on 19/06/19
Mather	Ross Creek Boat	Referred to officers to provide a briefing to Councillors.	Councillors were provided a briefing on 24 June 2019. The matter will be presented to a future Council meeting.
Mather	Executive Contracts	CEO to prepare a response	
Mather	Road Work Options Scenic Highway	Referred to a briefing session	Officers investigating. A briefing will be provided to Councillors – due 29 July
Belot	Proposal for recycle bins	Referred to a briefing session	Officers investigating. A briefing will be provided to Councillors
Belot	Changes to meeting procedures	Referred to officers to provide a briefing to Councillors	Briefing to be provided to Councillors due 29 July
Mather	LGAQ Motion Pensioner Rebates	This matter was already raised by Cr Hutton and Cr Kelly at budget workshops	The matter was discussed at a briefing session 8 July regarding potential motions for the LGAQ Annual Conference meeting. Matter will be presented at the Council meeting 6 August.

## 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

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

**12.2 COMMENCEMENT TIME OF ORDINARY COUNCIL MEETINGS**

**File No:** GV13.4.1  
**Attachments:** Nil  
**Responsible Officer:** Brett Bacon - Executive Director Liveability and Wellbeing  
**Author:** Sue Schluter - Executive Assistant to Mayor

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**SUMMARY**

*After a trial period of Ordinary Council Meetings commencing at 8.30am, discussion has been held with regard to reverting to 9am start time.*

**OFFICER'S RECOMMENDATION**

THAT Council resolve to commence the remaining Ordinary Council Meetings for 2019 at 9am

**BACKGROUND**

Discussion has been held with regard to the commencement time of the meetings being reverted to 9am

**COMMENTARY**

Public notice, media alert and changes to the web site will be made to advise the public of this change.

**PREVIOUS DECISIONS**

Council previously resolved to commence 2019 meetings at 8.30am

**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 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**

That the meeting times be reverted to 9am start.

**12.3 ACKNOWLEDGEMENT OF COUNTRY**

**File No:** GV13.4.1  
**Attachments:** Nil  
**Responsible Officer:** Andrea Ellis - Chief Financial Officer  
**Author:** Suzanne Pambid - Governance Officer

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**SUMMARY**

*Consideration be given to a submission from a member of the public in relation to the inclusion of and Acknowledgement of Country at Council Meetings and other Council events of importance.*

**OFFICER'S RECOMMENDATION**

THAT Council resolve to include an Acknowledgement of Country to Council Meetings and other Council events of importance.

**BACKGROUND**

Council received a submission from a member of the public requesting the inclusion of an acknowledgment of Traditional Owners at the commencement of Council meetings and other events of importance, as a mark of respect to Traditional Owners and ongoing custodians of the land.

On the Capricorn Coast, the traditional owners are the Darumbal people and the Woppaburra people who inhabited Great Keppel and North Keppel islands.

**COMMENTARY**

Through consultation via the Reconciliation Action Group officers sought feedback and clarification from the Darumbal people in relation to what they would like to see included as part of the Acknowledgement of Country. Officers also sought clarification from the Darumbal people in relation to the inclusion of the Woppaburra people who are the traditional owners of the land at Great Keppel Island which forms part of Livingstone Shire.

The Darumbal people requested the following wording be used if Council were to adopt the introduction of and Acknowledgement of Country or a Welcome to Country:

*"I'd like to begin by acknowledging the Traditional Owners and Native Title Holders of the lands and seas on which we work and live, the Darumbal and Woppaburra peoples and pay my respects to Elders past and present"*

*"I'd like to begin by acknowledging the Traditional Owners and Native Title Holders of the land on which we meet today, the Darumbal people and pay my respects to Elders past and present"*

**PREVIOUS DECISIONS**

No previous decisions have been made.

**BUDGET IMPLICATIONS**

Introduction of an Acknowledgment of Country will have no budget implications.

**LEGISLATIVE CONTEXT**

There is no legislative requirement to include an Acknowledgment of Country.

**LEGAL IMPLICATIONS**

There are no legal implications by including an Acknowledgment of Country.

**STAFFING IMPLICATIONS**

There are no staffing implications relating to this report.

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**RISK ASSESSMENT**

Acknowledgment protocols in official meetings and events promotes an ongoing connection to place of Aboriginal and Torres Strait Islander Australians and shows respect for Traditional Owners.

**CORPORATE/OPERATIONAL PLAN**

**Corporate Plan Reference:** Strategy CO2: Facilitate programs and support local social, cultural, artistic and community building initiatives.

**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**

Incorporating welcoming and acknowledgment protocols into official meetings and events recognises Aboriginal and Torres Strait Islander peoples as the First Australians and Traditional Custodians of land. It promotes an ongoing connection to place of Aboriginal and Torres Strait Islander Australians and shows respect for Traditional Owners.

**12.4 EMU PARK HISTORICAL TRAIL**

<b>File No:</b>	<b>CR2.13.35</b>
<b>Attachments:</b>	1. <b>Emu Park Historical Trail Map and Legend</b> <a href="#">↓</a> 2. <b>Emu Park Sculpture</b> <a href="#">↓</a>
<b>Responsible Officer:</b>	<b>Jared Thomsen - Principal Community Development and Engagement Officer</b> <b>David Mazzaferri - Manager Community Wellbeing</b> <b>Brett Bacon - Executive Director Liveability and Wellbeing</b>
<b>Author:</b>	<b>Molly Saunders - Community Development and Engagement Officer</b>

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**SUMMARY**

*This report discusses a grant obtained by the Emu Park Lions Club to construct a historical trail throughout the Emu Park town centre.*

**OFFICER'S RECOMMENDATION**

THAT Council resolves to provide co-funding, including in-kind and oncost support, for the Emu Park Historical Trail and in doing so acknowledges the operational responsibilities which it will be accepting as the eventual owner of the assets.

**BACKGROUND**

The Emu Park Lions Club (the Club) has secured a federal government grant of \$20,000 to deliver a historical trail throughout the Emu Park town centre. The Club is supplementing the grant with matching funds of \$20,000. The trail is approximately 2.5 kilometres long and is intended to highlight twenty (20) locations within the town centre to build awareness of the town's history (the trail and proposed locations are depicted in Attachment One). The Club has selected the photos and drafted the text required to explain the historical significance of each site (in partnership with the Emu Park Historical Society).

The interpretative information will be portrayed in A3-sized signs attached to the backs of emu sculptures utilising corten steel (the completed emu sculpture is depicted in Attachment Two). The signage will be installed within the public right of way adjacent to each site. The Club is also developing a brochure to supplement the signs as well as including QR codes on the signs which link to a website explaining the trail and each locations significance.

**COMMENTARY**

The Club is requesting that Council approve the trail project, understanding that installation will be undertaken on property under Council's control. The Club is also requesting that;

- 1) Council assume complete responsibility for installation (including required materials labour, Dial Before You Dig and determining the precise location);
  - 2) Council assume complete responsibility for future maintenance of the signage, including attendant costs and resource requirements;
  - 3) Council proof, edit as required and design the signage and accompanying brochure (including testing of QR codes);
  - 4) Council seek approval from Indigenous representatives for locations and signage text; and
  - 5) Council accept the final trail as a permanent Council asset.
-

Installation will involve excavation of a hole at each site, pouring a foundation and attaching the signage to the foundation.

In working with relevant Council departments regarding this matter the following actions have been taken:

- 1) relevant teams from infrastructure have mapped and determined exact locations of the 'sculptures' to ensure there is no impact on the public right of way, traffic line of sight, infrastructure, private land and heritage listed areas (this has meant that some of the locations have changed slightly from the original proposal). Site eleven (11) is still under consideration as its proposed location does not complement the plans for the revitalisation of Kerr Park;
- 2) relevant teams from infrastructure have planned the installation to be of a standard which ensures there is no impact on the safety of pedestrians and that the structures can resist weather conditions; and
- 3) the Community Development and Sport and Recreation Team has provided the signage to traditional owners for feedback and the Club has been requested to ensure a statement recognising the Darumbal people as traditional owners of the land is included.

### PREVIOUS DECISIONS

There are no previous decisions regarding this matter.

### BUDGET IMPLICATIONS

In regards to installation, Facilities and Natural Resource Management have confirmed that the next round of Skilling Queenslanders for Work participants will be available to complete the installation. This will provide a significant saving in labour costs for Council.

The Club has secured the bulk of the funds for the project, however Council will have to contribute the following costs;

- 1) approximately \$465.00 of in kind support from the Communications Team;
- 2) approximately \$6,454.00 for required materials; and
- 3) \$5,000.00 for labour costs.

The total approximate cost to Council is \$11,919.00. This will increase if the Skilling Queenslanders for Work participants become unavailable. Council will also need to consider future budget allocations for the ongoing maintenance of the historical trail.

It must also be noted that these are unplanned costs will be found from within existing budget allocations and thus it will be necessary to divert resources from other activities.

### LEGISLATIVE CONTEXT

Section 60(1) of the *Local Government Act 2009* states: 'a local government has control of all roads in its local government areas.' Section 60 (2) of the *Local Government Act 2009* states:

*this control includes being able to –*

- (a) *survey and resurvey roads; and*
- (b) *construct, maintain and improve roads; and*
- (c) *approve the naming and numbering of private roads; and*
- (d) *name and number other roads; and*
- (e) *make a local law to regulate the use of roads, including –*
  - (i) *the movement of traffic on roads, subject to the Transport Operations (Road Use Management) Act 1995; and*

- (ii) *the parking of vehicles on roads, subject to the Transport Operations (Road Use Management) Act 1995 (including the maximum time a vehicle may be parked in a designated rest area that adjoins a road, for example); and*
  - (iii) *by imposing obligations on the owner of land that adjoins a road (including an obligation to fence the land to prevent animals going on the road, for example); and*
- (f) *make a local law to regulate the construction, maintenance and use of -*
  - (i) *public utilities along, in, over or under roads; and*
  - (ii) *ancillary works and encroachments along, in over or under roads; and*
- (g) *realign a road in order to widen the road; and*
- (h) *acquire land for use as a road.'*

Subordinate Local Law 1.1 (Alteration or Improvement to Local Government Controlled Areas and Roads) 2011, Schedule 1, Section 3 outlines that 'documents and materials that must accompany an application for an approval.' Further to this, Subordinate Local Law 1.1 (Alteration or improvement to Local Government Controlled Areas and Roads) 2011, Schedule 1, Section 4 specifies that:

*Alteration or improvement must not –*

- (a) *result in*
  - (i) *harm to human health or safety; or*
  - (ii) *property damage or loss of amenity; or*
  - (iii) *nuisance; or*
  - (iv) *obstruction of vehicular or pedestrian traffic; or*
  - (v) *environmental harm; or*
  - (vi) *environmental nuisance or*
- (b) *adversely affect the amenity of the area in which the prescribed activity is to be undertaken.'*

## **LEGAL IMPLICATIONS**

Council officers will oversee the trail installation to mitigate potential safety issues. The trail has been designed to minimise road crossings.

## **STAFFING IMPLICATIONS**

The project can occur within the existing capabilities Council staff from the Communications team, the Facilities team and the Community Development, Sport and Recreation team. The ongoing maintenance of the emus will need to be accommodated within the Open Spaces and Facilities teams' current capacities.

## **RISK ASSESSMENT**

The following risks have been associated with approving the project;

- 1) Reputation – Council may be associated with approving and promoting incorrect and possibly provocative historical information. Council may be seen to be encouraging a form of 'place making' that may not be attractive or meaningful to all residents.
- 2) Assets – Council will incur an unplanned cost in regard to ongoing maintenance requirements.
- 3) Safety – Council may be liable for any damage and/or injury caused by the structures.

4) Governance – It may be perceived that Council will approve a ‘community’ initiative which has secured a component of its own funding, whether or not appropriate consultation with Council has occurred and whether or not the initiative fits within Council’s plan and/or budget.

The following risks have been identified if the project is not approved;

1) Reputation – Council may risk reputation damage if it does not support this project, especially as the emus have already been designed and constructed.

### **CORPORATE/OPERATIONAL PLAN**

Strategy CO2 of Council’s Corporate Plan states: ‘*Facilitate programs and support local social, cultural, artistic and community building initiatives.*’

### **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 Emu Park Lions Club is seeking approval and support for the installation of the Emu Park Historical Trail, for which they have received a federal government grant to complete. The grant requires the trail to be complete before the end of August 2019.

## **12.4 - EMU PARK HISTORICAL TRAIL**

### **Emu Park Historical Trail Map and Legend**

**Meeting Date: 15 July 2019**

**Attachment No: 1**





## Historical Sites Legend

- 1 School of Arts
- 2 Streetscape-Movie theatre, Imperial Hotel, shops
- 3 Streetscape - Old Butchers Shop & Uniting Church
- 4 Ryan's General Merchants
- 5 Catholic precinct
- 6 Police Station
- 7 Anglican Church
- 8 Railway Precinct:
  - Station
  - Turntable
  - Line
  - House
  - Sheds
  - Engine Sheds
- 9 Grand Central Hotel
- 10 Open Air Theatre
- 11 Pine Beach Hotel
- 12 Riviera Hotel & Hall
- 13 Ladies Beach
- 14 Fisherman's Beach

- 15 Jetty
- 16 Oyster Shed
- 17 Goods Shed now Lions Shack
- 18 Bell Park
- 19 Landscape of Jolt down to Post Office
- 20 Station Masters House & QCWA Hall

## **HISTORICAL SITES LEGEND**

## **12.4 - EMU PARK HISTORICAL TRAIL**

### **Emu Park Sculpture**

**Meeting Date: 15 July 2019**

**Attachment No: 2**





**12.5 PROPOSED ROAD OPENING - PART OF LOT 1 ON AP6816****File No:** GR14.4.2**Attachments:**

1. Aerial Photograph of encroachments onto Lot 1 on AP6816 [↓](#)
2. Aerial photograph of road encroachment onto Lot 1 on AP6816 [↓](#)
3. Amended proposed road opening area [↓](#)

**Responsible Officer:** Mark McLean - Principal Property Officer  
Leise Childs - Coordinator Natural Resource Management  
Brett Bacon - Executive Director Liveability and Wellbeing**Author:** Maddie Crigan - Property Officer

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**SUMMARY**

*This report pertains to a request from the Department of Natural Resources, Mines and Energy for Council's views on a proposal to dedicate part of Lot 1 on AP6816 as road reserve and amalgamate same into the adjoining Causeway Esplanade road reserve.*

**OFFICER'S RECOMMENDATION**

THAT Council resolve to advise the Department of Natural Resources, Mines and Energy that it does not object to the proposal to dedicate part of Lot 1 on AP6816 (shown in Attachment Three of this report) as road reserve on the following basis:

1. that the area will be treated as unmaintained road verge and will not be mapped as part of Council's Open Spaces or any other maintenance schedule;
2. that there is no expectation from the Department of Natural Resources, Mines and Energy or any other party that any form of constructed access will be provided by Council to the realigned lease area; and
3. that there is no expectation from the Department of Natural Resources, Mines and Energy or any other party that Council will take ownership of or maintain the boat ramp which will adjoin the area of newly dedicated road reserve.

**BACKGROUND**

On 10 January 2019, the Department of Natural Resources, Mines and Energy advised Council that it had received an application from the lessee of Lot 79 on LN2249 to have the boundaries of his lease area realigned. The purpose of the proposed realignment is to rectify an encroachment that exists from Lot 79 on LN2249 onto adjoining unallocated state land described as Lot 1 on AP6816 (refer Attachment One for an aerial photograph of the lease area and encroachment).

During its investigation into the application the Department of Natural Resources, Mines and Energy identified that the constructed road known as Causeway Esplanade also encroaches on Lot 1 on AP6816, and that at present there is no legal or practical access for the lessee of Lot 79 to access the lease area. The Department of Natural Resources, Mines and Energy sought Council's views on whether it would support the area of constructed road that encroaches into Lot 1 on AP6816 being dedicated as road. The Department also suggested that an additional area be included to provide the lessee with legal and practical access to



Lot 79 (refer Attachment Two for an aerial photograph of the initial proposed road opening area).

Consultation was undertaken with internal Council stakeholders, and on 23 January 2019 Council advised the Department of Natural Resources, Mines and Energy that it would not object to the proposal subject to conditions.

### **COMMENTARY**

On 4 June 2019, the Department of Natural Resources, Mines and Energy contacted Council to advise that it had further considered this matter, and sought Council's views on a proposal to increase the area of the proposed road. It advised that this would capture Council assets located within Lot 1 on AP6816 (for example picnic tables) and align the road reserve with the tidal boundary (refer Attachment Three for an aerial photograph of the amended proposed road opening area).

Comment was sought from Council's Infrastructure Services Portfolio, Development Assessment Unit, Natural Resource Management Unit, Community Development and Sport and Recreation Unit and Open Spaces Unit and the following information provided.

#### Infrastructure Services

##### Infrastructure Planning and Design

*Half the land is a tidal/salt pan environ with an expected yearly Highest Astronomical Tide inflow level of up to 2.25m AHD (this level considers the Causeway entrance restricted inflows – normal HAT level about 2.78m)*

*If the area is opened as road, the public may expect access to this area as well as the private/leasehold ramp (as shown in bottom corner of below aerial image). This ramp is not managed or maintained by Council.*

##### Engineering Services

*Engineering Services has no issues with the proposal.*

##### Construction and Maintenance

*No issue with proposal.*

##### Water and Waste

*There is a water service located on this area which is presumably to service the boat ramp / tables. No other comments from Water and Waste.*

#### Development Assessment

*From a planning scheme perspective the land is located within the Environmental Management and Conservation Zone, the purpose of which is:*

- 1. to protect land identified as supporting significant biological diversity and ecological integrity;*
- 2. to protect the desired character, amenity and form for the environmental management and conservation zone;*
- 3. to provide for low-impact development opportunities; and*
- 4. to facilitate the achievement of the overall outcomes sought for zone.*

*The land is also considered to be highly constrained by both the Erosion Prone land Overlay and the Storm tide hazard Overlay which significantly limits potential for development.*

#### Natural Resource Management

*Natural Resource Management has no issues regarding the opening of this area as road reserve.*

#### Community Development and Sport and Recreation

*There are no concerns from the Community Development and Sport and Recreation team.*

#### Open Spaces

*There are no concerns from an Open Spaces perspective other than we will not be mapping the area for maintenance. The requestor will be required to maintain the area at their own cost as there is no work being conducted in the mentioned area.*

The above responses demonstrate that operational, there is no objection to the proposal, subject to the State understanding very clearly that Council will not be responsible for the general maintenance nor the construction of additional infrastructure (for example accesses) nor the ownership or maintenance of the existing ramp (which is not a Council asset).

#### **PREVIOUS DECISIONS**

This particular matter has not been the subject of any previous Council resolution or direction.

#### **BUDGET IMPLICATIONS**

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

#### **LEGISLATIVE CONTEXT**

Road openings are administered under the *Land Act 1994*.

#### **LEGAL IMPLICATIONS**

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

#### **STAFFING IMPLICATIONS**

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

#### **RISK ASSESSMENT**

The principal risks associated with this matter are:

- 1) Council being the casualty of yet another devolution of responsibilities and inadvertently incurring assets which it does not own nor maintain. The conditions stated in the recommendation afford Council with some protection.
- 2) Not acceding to the request will result in an existing business being landlocked with no lawful point of access from the land.

#### **CORPORATE/OPERATIONAL PLAN**

Strategy AM4 of Council's corporate Plan states: '*Operate, maintain and use Council assets to deliver efficient and cost effective services 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 Department of Natural Resources, Mines and Energy is seeking Council's views on a proposal to dedicate part of unallocated state land described as Lot 1 on AP6816 as road reserve and amalgamate same with Causeway Esplanade. It is recommended that Council does not object to the proposal, with the following caveats:

- 1) that the area will be treated as unmaintained road verge and will not be mapped as part of Council's Open Spaces or any other maintenance schedule;
- 2) that there is no expectation from the Department of Natural Resources, Mines and Energy or any other party that any form of constructed access will be provided by Council to the realigned lease area; and
- 3) that there is no expectation from the Department of Natural Resources, Mines and Energy or any other party that Council will take ownership of or maintain the boat ramp which will adjoin the area of newly dedicated road reserve.

## **12.5 - PROPOSED ROAD OPENING - PART OF LOT 1 ON AP6816**

**Aerial Photograph of encroachments  
onto Lot 1 on AP6816**

**Meeting Date: 15 July 2019**

**Attachment No: 1**

[illegible]

**Lot 79 on LN2249**

Map Created by: Web AppBuilder for ArcGIS



## **12.5 - PROPOSED ROAD OPENING - PART OF LOT 1 ON AP6816**

**Aerial photograph of road  
encroachment onto Lot 1 on AP6816**

**Meeting Date: 15 July 2019**

**Attachment No: 2**





### Road encroachment onto Lot 1 on AP6816

Map Created by: Web AppBuilder for ArcGIS





## **12.5 - PROPOSED ROAD OPENING - PART OF LOT 1 ON AP6816**

**Amended proposed road opening area**

**Meeting Date: 15 July 2019**

**Attachment No: 3**









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**12.6 PROPOSED FREEHOLD LEASE TO THE AUSTRALIAN VOLUNTEER COAST GUARD ASSOCIATION INCORPORATED OVER PART OF LOT 3 ON REGISTERED PLAN 618778 - MT BARMOYA**

**File No:** LEA284  
**Attachments:** 1. Mt Barmoya Compound Area [↓](#)  
**Responsible Officer:** David Mazzaferri - Manager Community Wellbeing  
Brett Bacon - Executive Director Liveability and Wellbeing  
**Author:** Mark McLean - Principal Property Officer

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**SUMMARY**

*This report pertains to the provision of a freehold lease to The Australian Volunteer Coast Guard Association Incorporated over part of Lot 3 on Registered Plan 618778 at Mt Barmoya.*

**OFFICER'S RECOMMENDATION**

THAT Council resolve:

1. that the exception mentioned in section 236(1)(b)(ii) of the *Local Government Regulation 2012* may apply in its dealing with The Australian Volunteer Coast Guard Association Incorporated over part of Lot 3 on Registered Plan 618778;
2. pursuant to section 236(2) of the *Local Government Regulation 2012* to apply section 236(1)(b)(ii) of the *Local Government Regulation 2012* in its dealing with The Australian Volunteer Coast Guard Association Incorporated over part of Lot 3 on Registered Plan 618778; and
3. to provide a ten (10) year lease to The Australian Volunteer Coast Guard Association Incorporated, at a nominal rent amount of \$1 per annum, over part of Lot 3 on Registered Plan 618778.

**BACKGROUND**

The Australian Volunteer Coast Guard Association Incorporated has a lattice tower located on Lot 3 on Registered Plan 618778 at Mt Barmoya. Attachment provides an aerial photograph of the Mt Barmoya compound area, which is also the location of Council infrastructure (a monopole), an Ergon tower and an NBN Co Limited tower.

The Coast Guard tower, which has been in place for a number of years under an informal arrangement, is currently used for:

- 1) a twenty-one (21) channel Marine ultra-high frequency (UHF) Repeater as back up to a repeater at Byfield; and
- 2) an Automatic Identification System for marine vessels.

In addition, Queensland Fire and Emergency Services is collocated on this tower.

**COMMENTARY**

While the Coast Guard tower has been in place for a number of years, it has been under an informal arrangement. Council is now seeking to formalise this arrangement by way of a freehold lease. The Coast Guard is aware that it will be required to obtain a survey of the lease area at its expense.

The Coast Guard is a community organisation which operates for the benefit and safety of the public.

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**PREVIOUS DECISIONS**

This particular matter has not been the subject of any previous Council resolution or direction.

**BUDGET IMPLICATIONS**

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

**LEGISLATIVE CONTEXT**

Under section 236(1)(b)(ii) of the *Local Government Regulation 2012* (Exceptions for valuable non-current asset contracts), a local government may dispose of a valuable non-current asset to a community organisation other than by tender or auction only if, before the disposal, the local government has decided by resolution that the exception may apply on the disposal.

Pursuant to section 236(2) of the *Local Government Regulation 2012*, an exception mentioned in subsection 236(1)(b)(ii) applies to a local government disposing of a valuable non-current asset only if, before the disposal, the local government has decided, by resolution, that the exception may apply to the local government on the disposal of a valuable non-current asset other than by tender or auction.

**LEGAL IMPLICATIONS**

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

**STAFFING IMPLICATIONS**

There are no significant staffing implications associated with this matter. Negotiation and preparation of the lease agreement will be accommodated in the existing capacities of the Property team.

**RISK ASSESSMENT**

The coast guard tower has been located on Lot 3 for some time. During this time, the tower and its use has not had an adverse impact on the operation of Council's infrastructure or other third party infrastructure on the site. The proposed lease will be conditioned to deal with the issue of interference should it arise in the future.

If the proposed lease is not supported, the Coast Guard will be required to find an alternative location for its infrastructure.

**CORPORATE/OPERATIONAL PLAN**

Strategy AM4 of Council's Corporate Plan states: '*Operate, maintain and use Council assets to deliver efficient and cost effective services 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**

A resolution is sought from Council to apply the exception provided by Section 236(1)(b)(ii) of the *Local Government Regulation 2012* in its dealing with The Australian Volunteer Coast

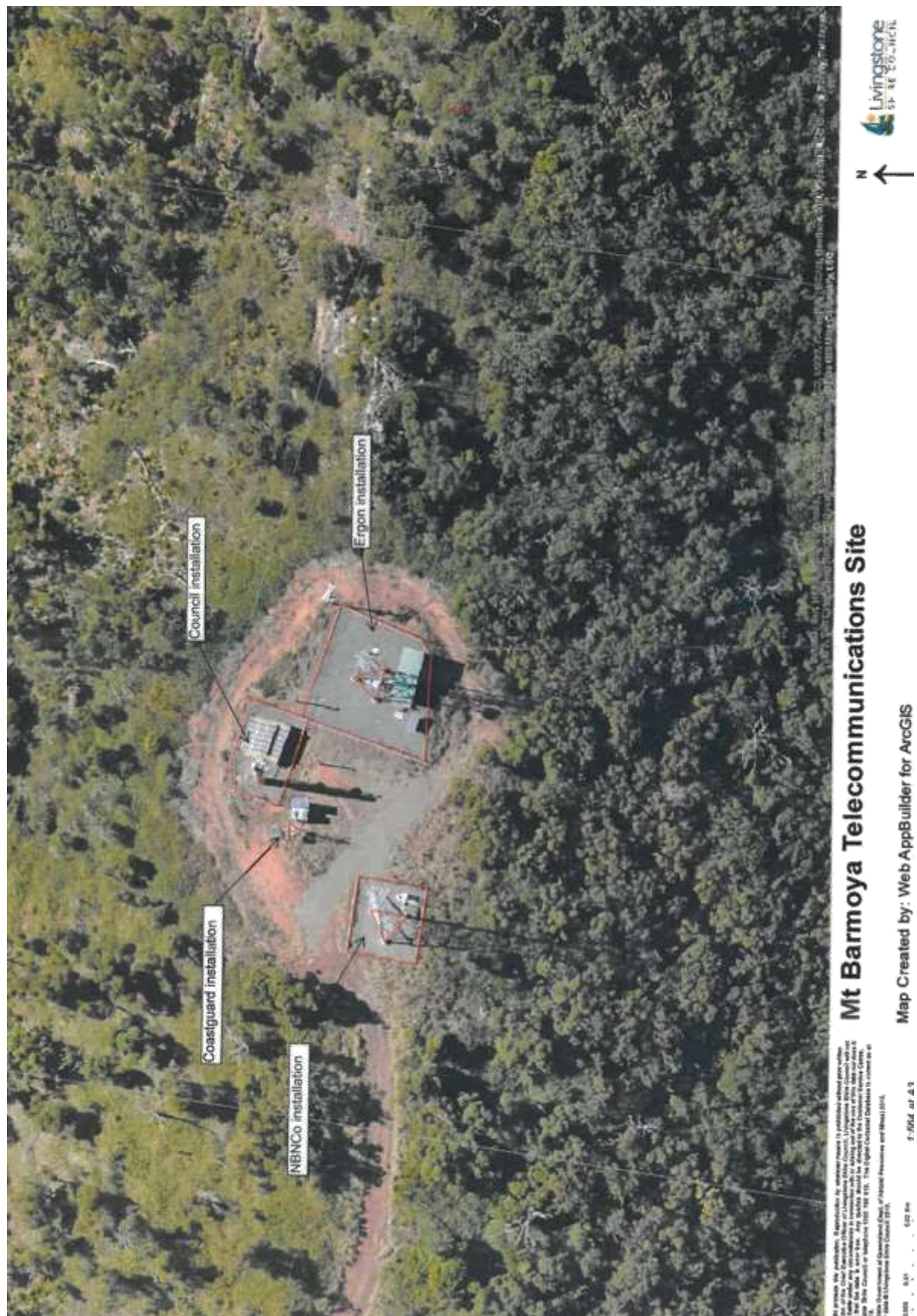
Guard Association Incorporated over part of Lot 3 on Registered Plan 618778 at Mt Barmoya, and resolving to provide a ten (10) year lease to The Australian Volunteer Coast Association Incorporated.

**12.6 - PROPOSED FREEHOLD LEASE  
TO THE AUSTRALIAN VOLUNTEER  
COAST GUARD ASSOCIATION  
INCORPORATED OVER PART OF LOT  
3 ON REGISTERED PLAN 618778 - MT  
BARMOYA**

**Mt Barmoya Compound Area**

**Meeting Date: 15 July 2019**

**Attachment No: 1**



**12.7 QUEENSLAND BLACK SPOT PROGRAM 2020-21 FUNDING APPLICATION**

**File No:** TBC

**Attachments:** Nil

**Responsible Officer:** Amal Meegahawattage - Co-ordinator Infrastructure Planning  
Dan Toon - Executive Director Infrastructure

**Author:** Reece Sainsbury - Infrastructure Planning Engineer

**SUMMARY**

*Council officers have identified the following locations as suitable nominations to submit for the 2020-21 Queensland Black Spot funding program:*

- *Greenlake Road Upgrade (Ch2400 – Ch2700)*
- *Cawarral Road – Botos Road Intersection Upgrade*

**OFFICER'S RECOMMENDATION**

THAT Council resolves to endorse applications for the 2020-21 Queensland Black Spot funding program, to provide upgrades to:

- *Greenlake Road (Ch2400 – Ch2700)*
- *Cawarral Road – Botos Road Intersection*

**BACKGROUND**

The Queensland Black Spot Program is a federally funded initiative aimed at addressing road trauma by upgrading sites that are known traffic hazards. Black Spot funding is primarily prioritised on the basis of the Benefit Cost Ratio calculation (BCR), with projects with a higher BCR receiving funding first. The crash history at the location determines whether Council will submit a 'Reactive' or 'Proactive' proposal.

Projects are eligible for up to \$2.0 M in federal funding (100% Federal, 0% Council) through the Black Spot Program while other sources of funding can be utilised if the total cost exceeds \$2.0 M; however the total project cost is to be used for the BCR calculation.

Council has received an invitation to apply for funding under the Black Spot Program for the 2020-21 financial year with applications closing 19 July 2019.

**COMMENTARY**

A number of recorded crashes at Greenlake Road Ch2400 – Ch2700 allows Council to submit a reactive proposal. Council has also identified, through community requests and an independent road safety audit, safety concerns at the intersection of Cawarral Road and Botos Road, Cawarral which allows Council to submit a proactive proposal due to the location having no significant recorded crash history. A summary of the sites that have been identified as suitable nominations is as follows:

Site	Priority	Remarks
Greenlake Road Ch2400 – Ch2700	1	Reactive Proposal – 3 Recorded Crashes at this bend in last 5 years. Sub-standard curve for 100km/h high speed environment.
Cawarral Road – Botos Road Intersection, Cawarral	2	Proactive Proposal – No recorded crashes at this intersection in the last 5 years. Community concerns and subsequent investigations by Council Officers have



		identified a safety risk with current intersection. Ongoing Road Safety Audit by AECOM.
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Further information regarding the proposed submissions can be found in the following paragraphs.

#### Submission Overview Site 1 – Greenlake Road

State and local resources show that there is a history of recorded crashes on this road, and as such a reactive proposal will be submitted. The crash locations are located between Ch2400 and Ch2700. Greenlake Road is a sealed rural collector road which forms part of a road connection between the state networks of Yeppoon Road and the Bruce Highway while also providing direct access for local residents in the Ironpot, Sandringham and Rockyview localities.

The crash profile on Greenlake Road shows a trend of accidents occurring on this particular curve between Ch2400 and Ch2700. In the past five years (1 July 2013 to 30 June 2018) there have been a total of 3 recorded crashes, the details of which can be seen below:

Location	Crash Severity	Crash Type
Greenlake Road	Hospitalisation	Out of Control, On Curve
Greenlake Road	Hospitalisation	Other, Fall from Moving Vehicle
Greenlake Road	Medical Treatment	Head On, Sideswipe

The existing curve radius of the horizontal curve at this location is 120m and is sub-standard for a 100km/h operating speed. Advisory 60km/h signs exist, however the crash history for the location suggests that drivers are underestimating the severity of the curve and navigating at speeds above 60km/h.

The preferred treatment option is to upgrade Greenlake Road between Ch 2400 and Ch2700 by:

- Increasing curve radius to 229 metres, suitable for 80km/h operating speed supplemented with 80km/h advisory speed limit signage.

Following a preliminary analysis of the above option, Council Officers have determined a conceptual estimate of \$690,530 with a 40% contingency.

#### Submission Overview Site 2 – Cawarral Road – Botos Road Intersection

State and local resources show that there is no history of recorded crashes at this location, and as such a proactive proposal will be submitted due to council identifying the traffic management and associated road safety issues which present at this location. The intersection is a significant safety problem for vehicles entering the intersection from the minor road due to the sub-standard sight distance on the northern Cawarral Road approach. This is mainly as a result of the crest located in close proximity to the intersection and the posted speed on Cawarral Road approaches.

The posted speed limit on this section on Cawarral Road is 100km/h, however preliminary sight distance checks have indicated that the sight distance at the intersection is only suitable for 40km/h speed limit. Cawarral Road is a rural collector road with a traffic volume of approximately 600 vehicles per day. Community requests have highlighted this safety issue and describe how vehicles turning right from Botos Road onto Cawarral Road commonly turn into the opposite lane to avoid rear-end collisions with through vehicles on Cawarral Road.

A property access into a Council operated waste transfer facility is also located in close proximity to the intersection, which exacerbates the issue by having further turning vehicles near to the intersection. Vehicles turning into this facility may be misinterpreted as turning into Botos Road creating more risk of collision also.

The preferred treatment option for the intersection would consist of:



- Widening existing pavement and construct channelized right-turn treatment and lane separation on Cawarral Road;
- Constructing merging facilities for vehicles turning right from Botos Road onto Cawarral Road; and
- Extending channelized left-turn treatment on Cawarral Road for vehicles turning left into Botos Road.

This proposal will be submitted as a Proactive Proposal, following completion of the Road Safety Audit undertaken by AECOM.

The concept estimate for the treatment options outlined above is approximately \$290,399 including 30% contingency.

### **PREVIOUS DECISIONS**

Not applicable.

### **BUDGET IMPLICATIONS**

Provided the total estimated cost of each project remains under \$2.0M and the application is successful, the project(s) will be 100% federally funded.

### **LEGISLATIVE CONTEXT**

Type text

### **LEGAL IMPLICATIONS**

Council is empowered under the Local Government Act to manage road reserves.

### **STAFFING IMPLICATIONS**

If the funding application is successful, the design and construction of the project can be delivered by existing Council staff.

### **RISK ASSESSMENT**

Risks Identified:

1. Upon approval of projects, conceptual estimate is less than construction estimate following detailed design of the project. This will require liaison with federal authorities to negotiate a variation (100% federally funded), or alternatively extra funding from Council or significant changes to the design.

### **CORPORATE/OPERATIONAL PLAN**

**Corporate Plan Reference:** Strategy AM2: Identify infrastructure and asset requirements through community consultation and technical expertise.

### **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**

Submission of a 2020-21 Black Spot funding application for projects at Cawarral Road-Botos Road Intersection and Greenlake Road is considered worthwhile.



**12.8 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2019****File No:** FM12.14.1**Attachments:** 1. **Monthly Financial Report - June 2019** [↓](#)**Responsible Officer:** Andrea Ellis - Chief Financial Officer**Author:** Damien Cross - Coordinator Accounting Services

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**SUMMARY**

*Presentation of the Livingstone Shire Council Monthly Financial Report for the period ending 30 June 2019 by the Coordinator Accounting Services.*

**RECOMMENDATION**

THAT the Livingstone Shire Council Monthly Financial Report for the period ending 30 June 2019 be received.

**BACKGROUND**

The attached Financial Report has been compiled from information within Council's Finance One and Pathway systems. The report presented includes:

1. Key Strategic Financial Indicators
2. Summary of Financial Results
3. Detailed Statements

The attached financial results present a provisional indication of Council's financial performance for the 2018-19 financial year. Council should note that various year-end accounting entries are to be completed which will affect these financial results. These entries are to be finalised throughout July and August 2019. Commitments are excluded from the reported operating & capital expenditures.

All variances are reported against the 19Q3 Revised Budget as adopted by Council on 4 June 2019. All budgets have been developed on a monthly basis. The attached reports show the business units segregated revenue and expenditure statements and balance sheets.

**COMMENTARY**

The Financial Report compares actual performance to date with Council's 19Q3 revised budget and identifies significant variances or areas of concern. It also provides information about additional areas of financial interest to Council and reinforces sound financial management practices throughout the organisation. This information is provided through the attached monthly financial report.

**Financial Performance**

The operating performance for the financial year to 30 June 2019 shows an operating surplus of approximately \$5.6 million compared to a budgeted operating deficit of approximately \$0.2 million. It is important to acknowledge that the financial results are subject to adjustment with the various year end accounting entries still to be completed over the next six (6) weeks.

<b>Financial Performance Summary to 30 June 2019</b>					
	<b>19Q3 Revised Budget (\$m)</b>	<b>Actuals (\$m)</b>	<b>Variance (\$m)</b>	<b>Variance %</b>	<b>Status</b>
Operating Revenue	\$88.7	\$87.1	(\$1.6)	(2%)	■
Operating Expense	(\$88.9)	(\$81.5)	\$7.4	(8%)	✓
<i>Net Operating Result</i>	(\$0.2)	\$5.6	\$5.8	2332%	✓
Capital Revenue	\$12.9	\$17.3	\$4.4	33%	✓
Capital Expenditure	(\$48.3)	(\$38.6)	(\$9.7)	(20%)	✓

Note: Actual results exclude purchase order commitments.

Status Legend:

- Above budgeted revenue or under budgeted expenditure ✓
- Below budgeted revenue or over budgeted expenditure <10% ■
- Below budgeted revenue or over budgeted expenditure >10% ✗

## Operating Revenue

The year to date operating revenue is behind budget at the time of preparing this report.

Operating grants are reported as below 19Q3 budget as the \$956k prepayment of the 2019-20 waste levy, whilst received in cash in June, has been recognised as unearned revenue at 30 June 2019 in accordance with advice only issued by the Queensland Audit Office on 21 June. This revenue was budgeted to be recognised as operational revenue in 2018-19.

Rates and utility charges are reported as marginally below the 19Q3 budget. However, it should be noted that fourth quarter water consumption notices are to be levied during July 2019 and this revenue will be accrued back to the 2018-19 financial year. It is anticipated that total rates and utility charges will finish the year above the 19Q3 revised budget position.

Sales revenue is reported as approximately \$0.5M below the 19Q3 budget. A brief analysis of accrued sundry debtors has been undertaken by Council officers with debtors invoices totaling approximately \$400k to be accrued back to the 2018-19 financial. It is therefore anticipated that sales revenue will finish the financial year in close proximity to the 19Q3 revised budget.

Table A.1 in the Monthly Financial Report (Attachment 1) shows operating revenue by major category of actuals to budget variances by line item.

## Operating Expenses

Year to date operating expenditure is below 19Q3 budget by \$7.4 million which excludes \$5.1 million in committals. Table A.1 in the Monthly Financial Report (Attachment 1) reports operating expenditure by major category of actuals to budget variances by line item.

Employee benefits are reported as below budget mostly due to the need to complete wages accruals for the fortnight ending Sunday 30 June and part fortnight ending Sunday 7 July. It is anticipated total wages accruals will be approximately \$1.3M. The \$4.8M variance in Materials & Services expenditure is partly due to expenditure accruals not being processed on a monthly basis and underspends in relation to some contractors & consultancies and administrative expenses.

A snapshot of the expenditure on the rural and urban roads maintenance programs in comparison to the 19Q3 revised budget is outlined below:

	<b>Actuals (\$000's)</b>	<b>19Q3 Revised Budget (\$000's)</b>	<b>%19Q3 Revised Budget Spent</b>
Rural Maintenance	\$4,002	\$4,051	98.8%
Urban Maintenance	\$2,032	\$2,206	92.1%

Note: Actual results exclude purchase order commitments.

### Capital Revenue

Total capital revenue is ahead of the 19Q3 YTD budget by approximately \$4.4 million. This is mostly due the prepayment of the 50% of the approved funding for the third round of Works for Queensland projects.

The 19Q3 capital revenue budget for developer contributions is \$665k. Total developer's contributions for 2018-19 are \$1.3M. A significant cash developer contribution of \$567k was unexpectedly received in late May which is main contributing factor why developer contributions are ahead of the 19Q3 budget.

### Capital Expenditure

Capital expenditure incurred as at 30 June 2019 is summarized in Table D.1 and D.2 in Attachment 1. The 19Q3 budgeted capital expenditure is approximately \$48.3 million with actuals of \$38.6 million. It should be noted that there are approximately \$10 million of capital expenditure commitments as at the 30 June 2019. It is expected that total capital expenditure will move closer towards the \$48.3 million budget as a portion of these capital commitments are paid and accrued back into the 2018-19 financial year during July.

Table D.3 highlights the significant capital works projects with a revised expenditure budget greater than \$1 million and includes the YTD actuals and project life-to-date costs in comparison to budget.

### Statement of Financial Position as at 30 June 2019

A detailed balance sheet is provided in Table B in Attachment 1 as at 30 June 2019.

The balance sheet shows a low level of total liabilities in comparison to total assets and consists predominantly of loan borrowings and to a lesser extent trade & other payables and other provisions.

Council's total loan balances are approximately \$80.5 million with all four quarterly repayments having been made to the Queensland Treasury Corporation (QTC) for 2018-19. Council has not accessed the approved working capital facility.

Interest on long term borrowings range from 3.123% to 5.554%, with the average cost of capital being 4.35%.

### Statement of Cash Flows

The statement of cash flows provided in Table C in Attachment 1 shows Council's expected cash flows for the financial year and the actual cash flows. The cash position remains sound with cash totaling approximately \$39.8 million at 30 June 2019.

Available cash is currently invested with the Queensland Treasury Corporation (QTC) Capital Guaranteed Cash Fund or held in fixed term deposits with financial institutions. The annual effective interest rate for the QTC Capital Guaranteed Cash Fund at 30 June 2019 was 2.23% p.a.

Interest earned on cash and investments for the month of June was \$74k.

### Outstanding Sundry Debtors

At 30 June 2019 outstanding sundry debtors total \$773,902 and of this balance \$523,172 is current. There are 17 accounts which are over 60 days totaling \$112,364 which represent approximately 15% of total outstanding sundry debtors.

### Outstanding and Overdue Rates and Charges

The total rates debtor balance at 30 June 2019 stands at \$3,887,564. There is \$3,307,668 in prepaid rates as at the 30 June, with net rates outstanding being \$579,896 as at 30 June.

The KPI target for outstanding rates is to reduce rates receivables to less than 5% of total rates outstanding prior to the next six monthly billing cycle. Whilst the collection process of overdue rates receivables is proceeding, total rates receivables as at 30 June 2019 eligible for collection (excluding the current levy) is \$3,887,564 which is 5.4% of rates levied.

The following table analyses this overdue amount by age of debt.

Aging Period	Arrears balance (before deducting prepaid rates)	% of eligible total for collection
<b>Current</b>	\$2,538,331	65.29%
<b>1 years</b>	\$630,372	16.22%
<b>2 years</b>	\$363,688	9.36%
<b>3 years</b>	\$158,178	4.07%
<b>4 years</b>	\$110,038	2.83%
<b>5 years</b>	\$86,956	2.23%
<b>TOTAL</b>	<b>\$3,887,564</b>	<b>100%</b>

Council offers a direct debit facility with 1,518 direct debits totaling \$110,029 processed in June.

### Debt Management

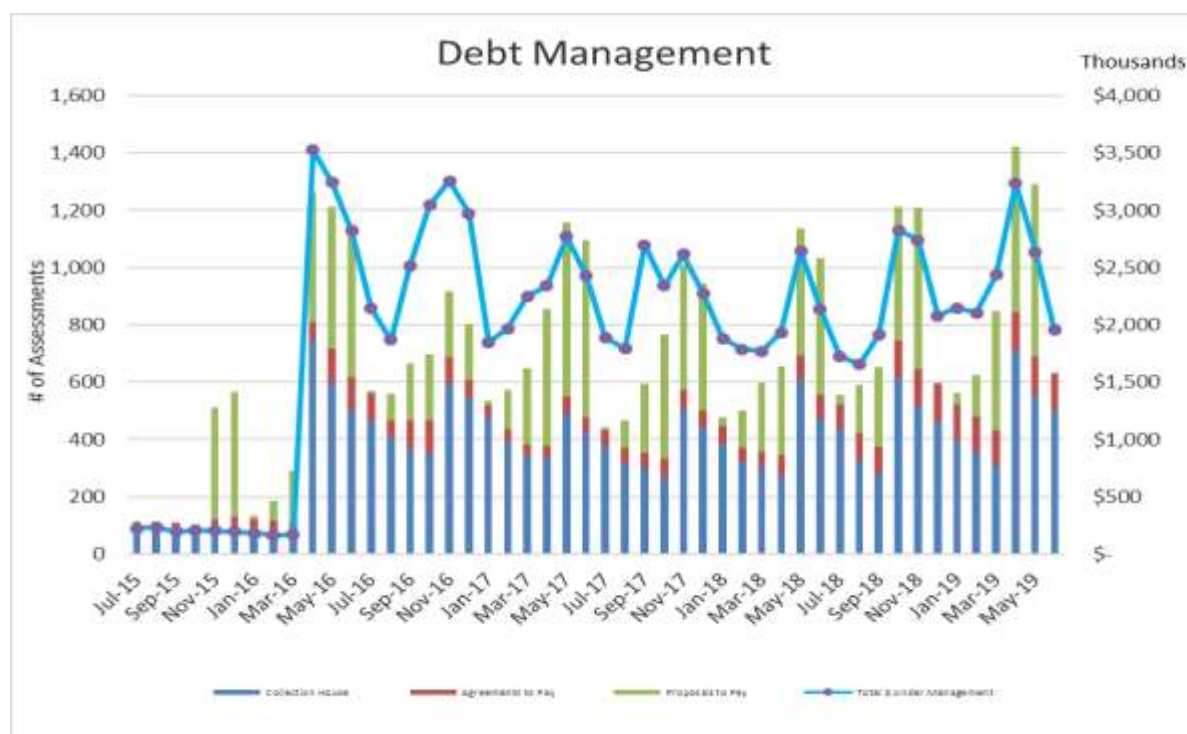
Ratepayers always have the option to enter into formal payment arrangements, which prevents legal action being progressed by Council's debt collection agency. Council resolved to reduce the overdue interest from 10% to 7% per annum in 2018-19, applied monthly, on all overdue balances, including those under a formal payment agreement.

In total, 40% of the overdue balances are under management, this reflects 1,238 assessments out of all (17,532) rateable assessments (7.1%).

Proposals to pay require all current arrears to be paid in full prior to the next rating period. 605 proposals to pay were in place as of 30 June 2019 representing a total of \$297,112. These proposals expired 1 July 2019 if the debt was outstanding at 30 June 2019. All proposals to pay are reviewed in line with Council's debt collection process.

There are 132 (May: 134) assessments under long term arrangements (agreements to pay) with a total of \$416,219 with varying settlement periods.

A total of 501 (May: 556) assessments, representing \$1,544,132 (May: \$1,698,121) are currently being managed by Council's debt collection agency. Compared to June 2019, there are 31 more assessments under a debt management arrangement with an increase in the total value under management by \$33,825.



### Procurement Activities

Council strongly supports locally-owned and operated businesses, including those with an office or branch in our region. Council is able to report on direct local spend for both operational and capital expenditure in addition to employee salaries & wages. The data provided is only reflective of the payments made through Accounts Payable and via purchase cards and does not make any consideration for other economic impacts.

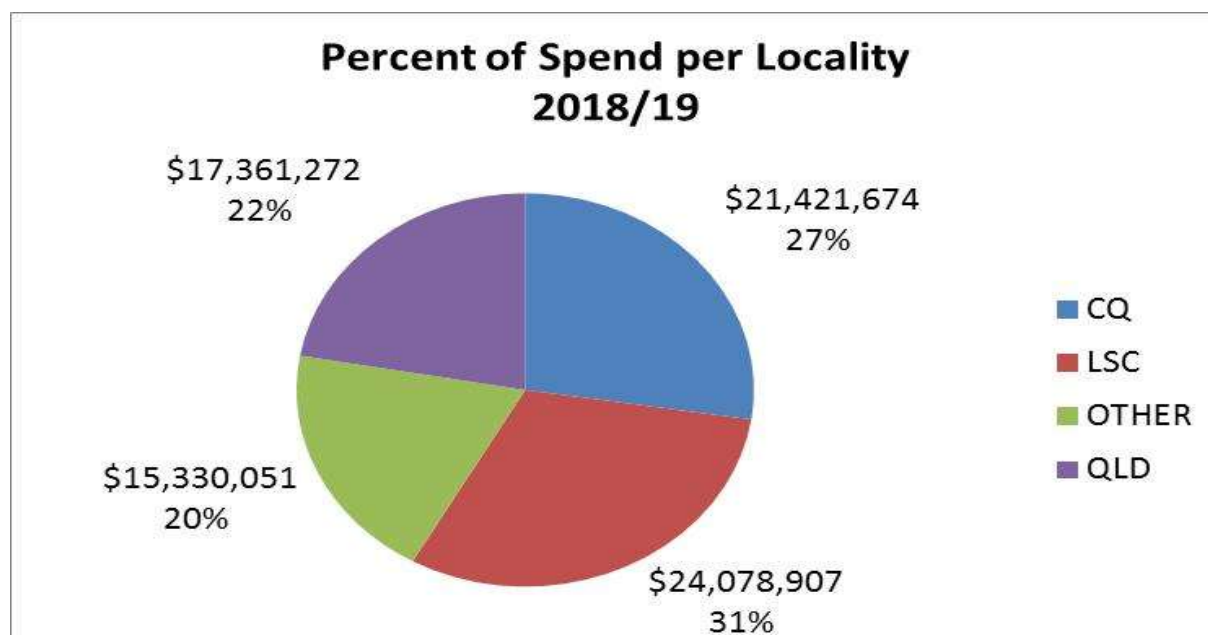
LSC = Businesses located within the shire boundaries.

CQ = Business completely set up and run outside of LSC boundaries but within the Central Queensland.

QLD = Business based outside of Central Queensland but within Queensland

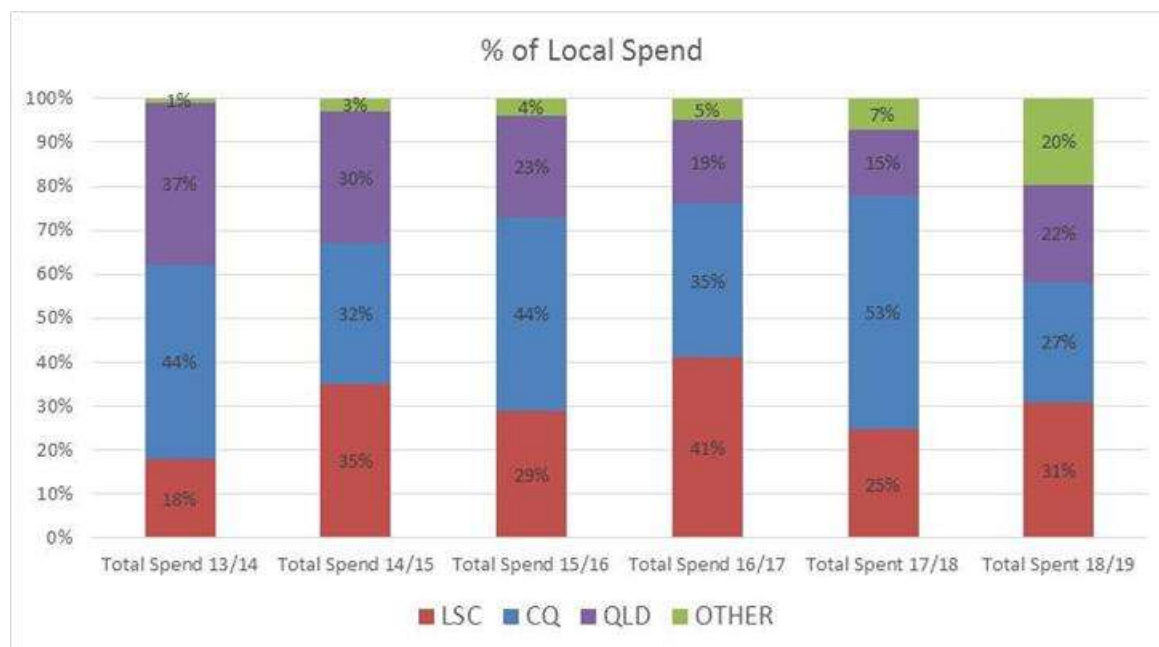
OTHER = Business based outside of Queensland.

The following pie chart illustrates the total dollars spent during 2018-19 by geographical categories.



The total spend on businesses located within the Shire boundaries was 31% or \$24.1 million. For the 2018-19 financial year, Council has purchased more of its materials and services from businesses and industries that are located within the Shire boundaries.

The bar graph below summarises the allocation by local spend categories per financial year since 2013-14. Council procures, on average, 58% of materials & services from within the greater Central Queensland area, which includes Livingstone Shire Council.



## PREVIOUS DECISIONS

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

19Q1 Revised Budget was adopted by Council on 6 November 2018.

19Q2 Revised Budget was adopted on 19 February 2019.

19Q3 Revised Budget was adopted on 4 June 2019.

## BUDGET IMPLICATIONS

The Monthly Financial Report shows Council's financial position in relation to the 19Q3 revised budget.

## LEGISLATIVE CONTEXT

In accordance with Section 204 of the *Local Government Regulation 2012*, a Financial Report is to be presented to Council on at least a monthly basis.

## LEGAL IMPLICATIONS

There are no legal implications as a result of this report.

## STAFFING IMPLICATIONS

There are no staffing implications as a result of this report.

## RISK ASSESSMENT

Regular robust reporting of Council's financial results assists in creating a framework of financial responsibility within the Council and providing sound long term financial management of Council's operations.



**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**

The Financial Report provides information about Council's financial performance and position for the month ending 30 June 2019. The attached financial results present a provisional indication of Council's financial performance for the 2018-19 financial year. Council should note that various year-end accounting entries still remain to be completed which will affect these financial results.

## **12.8 - MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2019**

### **Monthly Financial Report - June 2019**

**Meeting Date: 15 July 2019**

**Attachment No: 1**



**Monthly Financial Report  
for period ending  
30/06/2019**

**Contents**

**Financial Health Indicators**

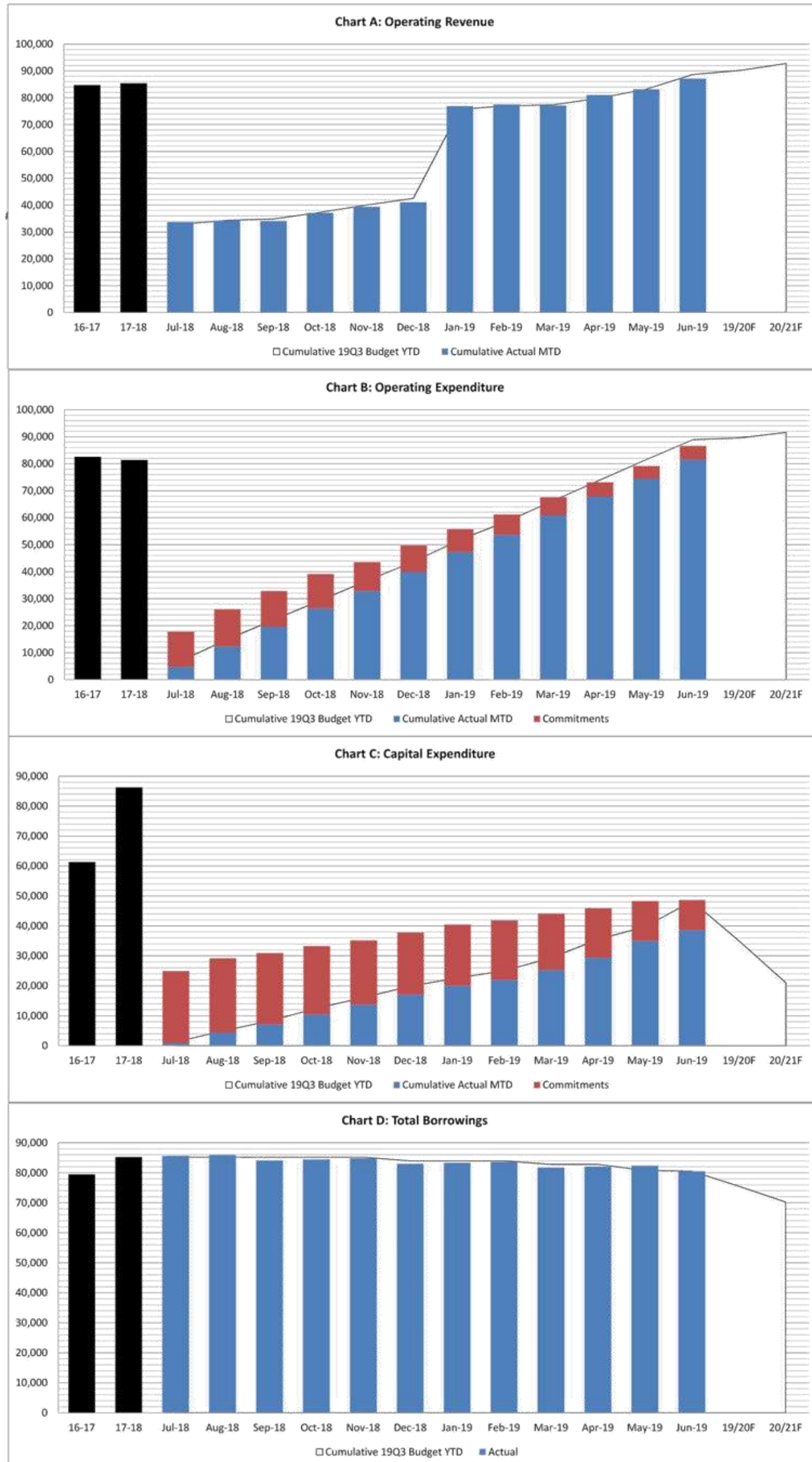
- Key strategic financial indicators
- Summary financial statements

**Attachments: Detailed financial statements**



## Financial Health Indicators

## Key strategic financial indicators: trend analysis



Key strategic financial indicators as at: 30/06/2019					
Operating performance					
	Target Benchmark	19Q3 Revised Budget	YTD Actual	Status	Commentary
<b>Operating surplus ratio</b>					The operating surplus ratio is within the target range of 0% - 10%. As end of financial year creditor accruals are finalised it is anticipated both of these ratios will move closer towards Council's 19Q3 budgeted ratio. These ratios indicate that operating revenue is greater than operating expenses and this assists with funding capital expenditure.
Operating surplus/operating revenue	0-10%	-0.3%	6.4%	✓	
<b>Operating efficiency ratio</b>					
Operating revenue/operating expense	110%	99.7%	106.8%	✗	
Fiscal flexibility					
	Target Benchmark	19Q3 Revised Budget	YTD Actual		Commentary
<b>Net financial liabilities ratio</b>					The Net Financial Liabilities and Own-Source Operating Revenue ratios are both within the target benchmark range. The own source operating revenue ratio is well ahead of the target benchmark as general rates and utility charges are a large portion of Council's operational revenue. This ratio is expected to finish the year in close proximity to Council's 19Q3 budgeted ratio.
Total liabilities - current assets / operating revenue	<60%	65.1%	57.4%	✓	
<b>Own-source operating revenue ratio</b>					
Own source/operating revenue	>60%	87.6%	89.1%	✓	
<b>Interest cover ratio</b>					The interest cover ratio is within the target range of 0% - 5%.
Net Interest Expense / Total Operating Revenue	0% - 5%	4.8%	4.8%	✓	
Liquidity					
	Target Benchmark	19Q3 Revised Budget	YTD Actual		Commentary
<b>Cash balances - Cash capacity in months</b>					The YTD cash expense cover indicates that Council has sufficient cash to meet current cash operating expenses for approximately 9 months. This is high due to an underspend in YTD cash flows from investing activities.
Cash at bank/cash operating expense	3.0	2.9	8.7	✓	
<b>Ability to pay our bills - Current Ratio (times)</b>					The current ratio is well above the target benchmark of 2.0 due to total cash being well ahead of the budgeted position as at the end of June.
Current assets/current liabilities	2.0	3.4	5.7	✓	
Asset sustainability					
	Target Benchmark	19Q3 Revised Budget	YTD Actual		Commentary
<b>Asset Sustainability Ratio</b>					Asset sustainability ratio is lower than the 90% target benchmark due to the large proportion of new assets not requiring renewal at this stage. Approximately 42% of the capital renewal budget has been undertaken. It should be noted that the finalisation of creditor accruals may move this ratio slightly closer towards the 19Q3 revised budget position.
Renewal expenditure/depreciation	90%	40.0%	21%	✗	
Status Legend					
KPI target (budget) achieved or exceeded		✓	KPI target (budget) not achieved		✗



Summary financial statements for the year to date ending  
30/06/2019

A. Summary of financial results

A. Income Statements

	Year-to-date 19Q3		Variance		Status	Comments
	Revised Budget	Actual				
	(\$m)	(\$m)	\$	%		
Own-source Revenues	77.73	77.59	(0.14)	-0.2%	■	Own source revenues are slightly behind the 19Q3 revised budget position. The issue and accrual of 2018-19 fourth quarter water consumption notices in July is expected to result in own-source revenue finishing the financial year ahead of the 19Q3 budgeted position. Total operational revenue is reported as slightly behind budget with water consumption and sales revenue accruals to be processed in July expected to improve this result. Total employee expenses are below budget with wages accruals of approximately \$1.3M to be processed during July, expected to move employee expenses closer to budget. The \$7.3M variance in total operational expenses is also a factor of a number of the larger expenditure accruals not being processed on a monthly basis for materials and services expenditure.
Total Revenues	88.69	87.10	(1.60)	-1.8%	■	
Employee Expenses	(31.23)	(28.60)	2.63	-8%	✓	
Total Expenses	(88.94)	(81.52)	7.43	-8%	✓	
<b>Operating Result</b>	<b>(0.25)</b>	<b>5.58</b>	<b>5.83</b>	<b>-2332%</b>		

B. Balance Sheet

	Year-to-date 19Q3		Variance		Status	Comments
	Revised Budget	Actual				
	(\$m)	(\$m)	\$	%		
Cash and Cash Equivalents	15.10	39.76	24.66	163%	✓	Cash balances and total current assets are well ahead of the budgeted position at the end of the financial year due to unspent loan funds and also due to underspends in both total operational expenditure (as outlined above) and total capital expenditure. A number of end of financial year reconciliations are to be performed for both current and non-current liability accounts during July.
Current Assets	41.74	50.02	8.28	20%	✓	
Current Liabilities	12.33	8.84	(3.48)	-28%	✓	
Non-Current assets	973.48	976.93	3.44	0.4%	✓	
Borrowings	80.53	80.53	0.00	0%	✓	
Non-Current Liabilities	87.17	91.15	3.98	5%	■	
<b>Net Assets</b>	<b>915.73</b>	<b>926.95</b>	<b>11.22</b>	<b>1%</b>		

C. Cash flows

	Year-to-date 19Q3		Variance		Status	Comments
	Revised Budget	Actual				
	(\$m)	(\$m)	\$	%		
Net Operating	9.46	23.77	14.32	151%	✓	Net Operating Cash Flows are well ahead of the 19Q3 budget. Net Investing Cash Flows are well under budget YTD due mainly to underspends in capital expenditure.
Net Investing	(32.80)	(22.55)	10.25	-31%	✓	
Net Financing	(4.75)	(4.66)	0.09	-2%	✓	
<b>Closing Cash Balance</b>	<b>15.10</b>	<b>39.76</b>	<b>24.66</b>	<b>163%</b>		

D. Capital program

	Year-to-date 19Q3		Variance		Status	Comments
	Revised Budget	Actual				
	(\$m)	(\$m)	\$	%		
Renewal	8.98	4.62	(4.36)	-49%	×	Whilst the capital program costs are lower than the 19Q3 budget it needs to be recognised that a further \$10M in capital expenditure commitments exist at 30 June 2019. A portion of these commitments will become accrued expenditure and costed into the 2018-19 financial year.
New/Upgrade	39.33	33.96	(5.37)	-14%	×	
<b>Total Capital Program</b>	<b>48.30</b>	<b>38.58</b>	<b>(9.73)</b>	<b>-20%</b>		

Status Legend:

Above budgeted revenue or under budgeted expenditure  
Below budgeted revenue or over budgeted expenditure <10%  
Below budgeted revenue or over budgeted expenditure >10%



## Attachments

## A.1: Monthly Summary revenue and expenditure report (by line item) YTD 100%

	This period				Year-to-date				Full year		
	19Q3 Revised Budget	Actual	Variance	Variance	19Q3 Revised Budget	Actual	Variance	Variance	Adopted Budget	19Q3 Revised Budget	Variance
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
<b>Revenues</b>											
Rates & Utility Charges	1,634	915	(718)	-44%	73,166	72,850	(316)	0%	72,749	72,088	(661)
User Fees & Charges	291	313	22	8%	3,653	3,589	(64)	-2%	3,714	3,653	(62)
Operating Grants	3,356	2,196	(1,160)	-35%	7,102	5,945	(1,157)	-16%	6,009	7,102	1,093
Interest	72	74	2	3%	856	1,063	206	24%	1,207	997	(209)
Sales Revenue	95	256	161	169%	3,005	2,493	(512)	-17%	2,448	3,005	557
Other	52	218	166	317%	912	1,155	243	27%	747	912	165
<b>Total operating revenues</b>	<b>5,500</b>	<b>3,972</b>	<b>(1,528)</b>	<b>-28%</b>	<b>88,694</b>	<b>87,095</b>	<b>(1,599)</b>	<b>-2%</b>	<b>86,875</b>	<b>87,757</b>	<b>883</b>
<b>Expenses</b>											
Employee Benefits	(2,238)	(2,423)	(185)	8%	(31,234)	(28,602)	2,632	-8%	(31,729)	(31,234)	496
Materials & Services	(2,818)	(2,441)	377	-13%	(30,035)	(25,194)	4,841	-16%	(28,348)	(29,098)	(750)
Depreciation	(1,879)	(1,845)	34	-2%	(22,446)	(22,446)	(0)	0%	(22,777)	(22,446)	331
Interest	(356)	(332)	24	-7%	(4,251)	(4,214)	36	-1%	(4,275)	(4,251)	24
Other	(61)	(30)	31	-50%	(979)	(1,058)	(80)	8%	(1,101)	(979)	123
<b>Less: Total operating expenses</b>	<b>(7,352)</b>	<b>(7,071)</b>	<b>280</b>	<b>-4%</b>	<b>(88,944)</b>	<b>(81,515)</b>	<b>7,429</b>	<b>-8%</b>	<b>(88,230)</b>	<b>(88,007)</b>	<b>223</b>
<b>Net operating result</b>	<b>(1,852)</b>	<b>(3,099)</b>	<b>(1,247)</b>		<b>(250)</b>	<b>5,580</b>	<b>5,830</b>	<b>-2332%</b>	<b>(1,356)</b>	<b>(250)</b>	<b>1,106</b>
<b>Capital Income</b>											
Capital Grants	2,095	3,064	969	46%	12,994	14,514	1,521	12%	10,335	12,994	2,659
Developer Contributions	18	44	26	140%	665	1,302	637	96%	1,823	665	1,158
Contributed Assets	0	266	266	0%	0	2,743	2,743	0%	0	0	0
Other Capital Income	127	0	(127)	-100%	973	1,421	448	46%	846	973	127
<b>Less: capital expenses</b>	<b>(12)</b>	<b>0</b>	<b>12</b>	<b>-100%</b>	<b>(143)</b>	<b>0</b>	<b>143</b>	<b>-100%</b>	<b>(143)</b>	<b>(143)</b>	<b>-</b>
<b>Net Capital Income</b>	<b>2,228</b>	<b>3,375</b>	<b>1,146</b>	<b>51%</b>	<b>14,489</b>	<b>19,980</b>	<b>5,492</b>	<b>38%</b>	<b>12,861</b>	<b>14,489</b>	<b>1,627</b>
<b>Total comprehensive income</b>	<b>376</b>	<b>275</b>	<b>(101)</b>		<b>14,239</b>	<b>25,561</b>	<b>11,322</b>	<b>80%</b>	<b>11,506</b>	<b>14,239</b>	<b>2,733</b>

## A.2: Monthly Summary revenue and expenditure report (by program) YTD 100%

	This period				Year-to-date				Full year		
	19Q3 Revised Budget	Actual	Variance	Variance	19Q3 Revised Budget	Actual	Variance	Variance	Adopted Budget	19Q3 Revised Budget	Variance
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
<b>Office of the CEO</b>											
Revenue	5	25	20	384%	294	307	13	4%	188	294	106
Expenses	(1,343)	(1,112)	231	-17%	(12,607)	(11,028)	1,579	-13%	(12,275)	(12,607)	(332)
<b>Liveability and Wellbeing</b>											
Revenue	331	506	175	53%	3,981	4,251	270	7%	4,121	3,490	(631)
Expenses	(1,376)	(1,428)	(52)	4%	(18,797)	(16,974)	1,823	-10%	(17,827)	(18,306)	(479)
<b>Infrastructure</b>											
Revenue	3,329	357	(2,973)	-89%	38,347	35,849	(2,498)	-7%	37,450	37,901	451
Expenses	(4,676)	(4,577)	99	-2%	(57,737)	(53,426)	4,311	-7%	(57,182)	(57,291)	(109)
<b>Central Funds</b>											
Revenue	1,834	3,084	1,250	68%	46,072	46,688	616	1%	45,116	46,072	956
Expenses	42	45	3	7%	197	(87)	(284)	-144%	(946)	197	1,144



**B: Monthly summary of assets and liabilities report****YTD 100%**

		Year-to-date				Full year		
		19Q3 Revised Budget	Actual	Variance	Variance	Adopted Budget	19Q3 Revised Budget	Variance
		(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
<b>Assets</b>								
Cash and cash equivalents		15,098	37,958	22,860	151%	13,945	15,098	1,153
Investments		-	1,800	1,800	0%	1,000	-	(1,000)
Inventory		1,107	419	(688)	-62%	1,511	1,107	(404)
Receivables:								
Trade & Other Receivables		8,295	4,937	(3,358)	-40%	8,069	8,295	226
Land - for resale		16,314	15,935	(379)	-2%	6,967	16,314	9,347
Infrastructure:								
PPE		973,484	929,673	(43,811)	-5%	1,026,838	973,484	(53,354)
Capital WIP		-	35,666	35,666	0%	-	-	0
Other assets		930	593	(337)	-36%	1,374	930	(444)
<b>Total Assets</b>		<b>1,015,228</b>	<b>1,026,982</b>	<b>11,754</b>	<b>1%</b>	<b>1,059,704</b>	<b>1,015,228</b>	<b>(44,476)</b>
<b>Liabilities</b>								
Employee benefits		3,020	8,598	5,578	185%	4,810	3,020	(1,790)
Trade creditors and accruals		4,316	960	(3,356)	-78%	4,116	4,316	200
Borrowings:								
Short-term		4,989	4,961	(28)	-1%	4,989	4,989	0
Long-term		75,541	75,570	29	0%	75,527	75,541	14
Other liabilities		11,633	9,905	(1,728)	-15%	10,606	11,633	1,027
<b>Total Liabilities</b>		<b>99,499</b>	<b>99,994</b>	<b>495</b>	<b>0%</b>	<b>100,048</b>	<b>99,499</b>	<b>(549)</b>
<b>Current assets</b>		<b>41,744</b>	<b>50,022</b>	<b>8,278</b>	<b>20%</b>	<b>32,610</b>	<b>41,744</b>	<b>9,134</b>
<b>Current liabilities</b>		<b>12,325</b>	<b>8,845</b>	<b>(3,480)</b>	<b>-28%</b>	<b>12,125</b>	<b>12,325</b>	<b>200</b>
<b>Non-current assets</b>		<b>973,484</b>	<b>976,925</b>	<b>3,441</b>	<b>0%</b>	<b>1,027,094</b>	<b>973,484</b>	<b>53,610</b>
<b>Non-current liabilities</b>		<b>87,174</b>	<b>91,149</b>	<b>3,975</b>	<b>5%</b>	<b>87,923</b>	<b>87,174</b>	<b>749</b>
<b>Net community assets</b>		<b>915,729</b>	<b>926,988</b>	<b>11,258</b>	<b>1%</b>	<b>959,656</b>	<b>915,729</b>	<b>43,927</b>

**C: Monthly summary cash flow report****YTD 100%**

	This period				Year-to-date				Full year		
	19Q3 Revised Budget	Actual	Variance	Variance	19Q3 Revised Budget	Actual	Variance	Variance	Adopted Budget	19Q3 Revised Budget	Variance
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
<b>Cash inflows from operations -</b>											
Rates & utility charges	1,417	1,466	48	3%	74,818	76,258	1,440	2%	73,749	74,818	1,069
User fees and charges	491	600	109	22%	3,996	4,492	496	12%	3,996	3,996	0
Operating grants	1,721	2,196	475	28%	7,053	5,812	(1,241)	-18%	6,009	7,053	1,044
Interest	22	74	52	239%	997	1,063	66	7%	1,207	997	(210)
Other	285	1,012	727	255%	0	1,026	1,026	0%	1,445	0	(1,445)
Proceeds from sale of land inventory	0	0	0	0%	251	230	(21)	-8%	7,824	251	(7,573)
<b>Total operating cash inflows</b>	<b>3,936</b>	<b>5,347</b>	<b>1,411</b>	<b>36%</b>	<b>87,115</b>	<b>88,881</b>	<b>1,766</b>	<b>2%</b>	<b>94,230</b>	<b>87,115</b>	<b>(7,115)</b>
<b>Cash outflows from operations -</b>											
Employee entitlements	(2,425)	(2,423)	2	0%	(32,721)	(28,539)	4,182	-13%	(31,729)	(32,721)	(992)
Payments to suppliers	(2,443)	(2,415)	28	-1%	(28,583)	(27,962)	621	-2%	(27,386)	(28,583)	(1,197)
Borrowing costs & bank charges	(191)	(332)	(142)	74%	(4,109)	(4,214)	(106)	3%	(4,275)	(4,109)	166
Other	(328)	(337)	(9)	3%	(9,706)	(2,090)	7,616	-78%	(1,669)	(9,706)	(8,037)
Payments for land inventory	0	(404)	(404)	0%	(2,540)	(2,303)	237	-9%	(1,860)	(2,540)	(680)
<b>Total operating cash outflows</b>	<b>(5,387)</b>	<b>(5,911)</b>	<b>(524)</b>	<b>10%</b>	<b>(77,659)</b>	<b>(65,109)</b>	<b>12,550</b>	<b>-16%</b>	<b>(66,919)</b>	<b>(77,659)</b>	<b>(10,740)</b>
<b>Net cash flows from operations</b>	<b>(1,451)</b>	<b>(564)</b>	<b>887</b>	<b>-61%</b>	<b>9,456</b>	<b>23,772</b>	<b>14,316</b>	<b>151%</b>	<b>27,311</b>	<b>9,456</b>	<b>(17,855)</b>
<b>Investing cash flows -</b>											
Proceeds on disposal of assets	0	0	0	0%	233	475	242	104%	233	233	0
Capital grants & infrastructure charges	2,842	632	(2,210)	-78%	12,918	16,655	3,737	29%	12,158	12,918	760
Acquisition of assets	(2,282)	(2,441)	(159)	7%	(45,764)	(39,682)	6,082	-13%	(46,410)	(45,764)	646
Other investing activities	(191)	0	191	-100%	(191)	0	191	-100%	(191)	(191)	0
<b>Net investing cash flows</b>	<b>369</b>	<b>(1,809)</b>	<b>(2,178)</b>	<b>-590%</b>	<b>(32,804)</b>	<b>(22,553)</b>	<b>10,251</b>	<b>-31%</b>	<b>(34,210)</b>	<b>(32,804)</b>	<b>1,406</b>
<b>Financing cash flows</b>											
Repayments on borrowings	(1,187)	(1,183)	4	0%	(4,751)	(4,659)	92	-2%	(4,751)	(4,751)	0
<b>Net financing cash flows</b>	<b>(1,187)</b>	<b>(1,183)</b>	<b>4</b>	<b>0%</b>	<b>(4,751)</b>	<b>(4,659)</b>	<b>92</b>	<b>-2%</b>	<b>(4,751)</b>	<b>(4,751)</b>	<b>0</b>
<b>Net combined cash flows</b>	<b>(2,269)</b>	<b>(3,557)</b>	<b>(1,287)</b>	<b>57%</b>	<b>(28,099)</b>	<b>(3,440)</b>	<b>24,659</b>	<b>-88%</b>	<b>(11,650)</b>	<b>(28,099)</b>	<b>(16,449)</b>
<b>Add: Opening cash balance</b>	<b>17,367</b>	<b>43,315</b>	<b>25,947</b>	<b>149%</b>	<b>43,197</b>	<b>43,198</b>	<b>1</b>	<b>0%</b>	<b>26,595</b>	<b>43,197</b>	<b>16,602</b>
<b>Closing cash balance</b>	<b>15,098</b>	<b>39,758</b>	<b>24,660</b>	<b>163%</b>	<b>15,098</b>	<b>39,758</b>	<b>24,660</b>	<b>163%</b>	<b>14,945</b>	<b>15,098</b>	<b>153</b>

D.1: Monthly summary capital revenue and expenditure report by category (all projects)									YTD	100%	
	This period				Year-to-date				Full year		
	19Q3 Revised Budget	Actual	Variance	Variance	19Q3 Revised Budget	Actual	Variance	Variance	Adopted Budget	19Q3 Revised Budget	Variance
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
Renewal of existing assets -											
Capital grants and contributions	(128)	(128)	0	0%	(603)	(1,693)	(1,089)	181%	(535)	(603)	(68)
Renewal expenditure	771	704	(66)	-9%	8,976	4,618	(4,359)	-49%	10,881	8,976	(1,905)
New assets/upgrade of existing assets											
Capital grants and contributions	(1,967)	(2,936)	(969)	49%	(12,391)	(15,614)	(3,223)	26%	(9,340)	(12,391)	(3,051)
New/upgrade expenditure	7,767	2,849	(4,919)	-63%	39,327	33,957	(5,369)	-14%	37,389	39,327	1,938
Total											
Capital grants and contributions	(2,095)	(3,064)	(969)	46%	(12,994)	(17,306)	(4,313)	33%	(9,875)	(12,994)	(3,119)
Renewal, upgrade and acquisition	8,538	3,553	(4,985)	-58%	48,303	38,575	(9,728)	-20%	48,270	48,303	33

D.2: Monthly summary capital revenue and expenditure report by asset class (all projects)									YTD	100%	
	This period				Year-to-date				Full year		
	19Q3 Revised Budget	Actual	Variance	Variance	19Q3 Revised Budget	Actual	Variance	Variance	Adopted Budget	19Q3 Revised Budget	Variance
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
Land											
Capital grants and contributions	-	-	-	0%	-	(251)	(251)	0%	-	-	-
Renewal, new/upgrade	5	-	(5)	-100%	390	396	7	2%	100	390	290
Buildings											
Capital grants and contributions	(3)	(125)	(123)	4900%	23	(545)	(523)	2322%	-	(23)	(23)
Renewal, new/upgrade	1	(0)	(1)	-112%	627	485	(142)	-23%	877	627	-250
Plant & Equipment											
Capital grants and contributions	-	(43)	(43)	0%	(65)	(397)	(332)	509%	-	(65)	(65)
Renewal, new/upgrade	169	106	(63)	-37%	2,221	1,181	(1,040)	-47%	2,137	2,221	84
Roads & Drainage											
Capital grants and contributions	(2,093)	(1,396)	697	-33%	(8,306)	(10,019)	(1,713)	21%	(5,517)	(8,306)	(2,789)
Renewal, new/upgrade	1,086	1,184	98	9%	23,168	21,038	(2,129)	-9%	22,319	23,169	850
Bridges											
Capital grants and contributions	-	-	-	0%	-	-	-	0%	-	-	-
Renewal, new/upgrade	3	1	(1)	-44%	13	6	(7)	-54%	78	13	(65)
Water											
Capital grants and contributions	-	-	-	0%	-	(388)	(388)	0%	-	-	-
Renewal, upgrade and acquisition	392	319	(74)	-19%	1,268	1,039	(229)	-18%	2,100	1,268	-832
Sewerage											
Capital grants and contributions	-	(1,500)	(1,500)	0%	(3,000)	(3,210)	(210)	7%	(3,000)	(3,000)	-
Renewal, upgrade and acquisition	5,918	1,145	(4,773)	-81%	14,493	9,649	(4,843)	-33%	14,380	14,493	113
Site Improvements											
Capital grants and contributions	-	-	-	0%	(1,600)	(2,265)	(665)	42%	(1,358)	(1,600)	(242)
Renewal, upgrade and acquisition	367	394	27	7%	3,583	2,493	(1,089)	-30%	4,420	3,583	(837)
Land Development											
Capital grants and contributions	-	-	-	0%	-	(230)	(230)	0%	-	-	-
Renewal, upgrade and acquisition	598	404	(194)	-32%	2,540	2,287	(253)	-10%	1,860	2,540	680



## D.3: Summary capital expenditure report by project (&gt;\$1 million)

	% Project Complete	Project Dates		WIP B/F FY 17/18	Project Costs YTD FY18/19			Budget FY18/19	Project Life Costs	
		Planned Start Date*	Planned Completion Date*		Actual	Commitments	Total Project Costs	19Q3 Revised Budget	Project LTD Costs	Project Life Budget
<b>Major projects (&gt;\$1m)</b>				(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)
<b>Capricorn Coast New Cemetery</b>										
988058 (N) Capricorn Coast Cemetery Roadworks	100%	08/05/2017	09/11/2018	1,933	764	9	773	650	2,697	2,500
988173 (N) Capricorn Coast New Cemetery Internal	25%	16/04/2018	29/11/2019	130	324	181	505	320	454	320
1110324 (N) Cap Coast New Cemetery Internal R&D work	100%	06/08/2018	30/05/2019	0	2,133	9	2,142	2,200	2,133	3,180
Subtotal of Capricorn Coast New Cemetery				2,063	3,221	199	3,420	3,170	5,284	6,000
<b>Emu Park Village &amp; Forshore Revitalisation</b>										
1097725 (N) EPV&FR-Emu Park Foreshore Pre-project Plan	10%		30/06/2019	75	0	0	0	0	75	0
1100767 (N) EPV&FR Emu Park Village & Foreshore detailed	70%	03/07/2017	29/11/2019	406	1,656	769	2,426	2,200	2,062	4,379
1105254 (U) EPV&FR Kerr Park Carpark (SLSC)	100%	06/11/2017	06/11/2017	0	0	0	0	0	0	0
1105255 (U) EPV&FR Tennent Memorial Dr	100%	04/12/2017	28/09/2018	17	0	0	0	0	18	0
1105256 (U) EPV&FR Emu St Stg1 Plans B to E	100%	04/12/2017	15/03/2019	63	163	13	176	0	226	0
1108479 (R) EPV&FR water main replacement Emu St	100%	15/03/2018	16/05/2018	0	0	0	0	0	141	141
Subtotal of Emu Park Village & Forshore Revitalisation				561	1,820	782	2,602	2,200	2,522	4,520
<b>Homemaker Centre</b>										
1067267 (N) Homemaker Centre Demolition & Site F	100%	01/11/2017	01/03/2019	442	2	0	2	0	444	0
1067268 (N) Homemaker Centre General	100%	01/03/2015	30/06/2016	88	186	15	201	0	273	0
1067269 (N) Homemaker Centre Land Development	100%	01/03/2015	30/06/2016	1,298	476	51	527	2,500	1,774	8,000
1108266 (N) Homemaker Centre Service Relocation	100%	01/10/2017	30/11/2018	1,122	34	1	35	0	1,156	0
1108267 (R) Homemaker Centre SPS replacement	100%	01/11/2017	01/03/2018	220	1	0	1	0	221	0
1108268 (N) Homemaker Centre Earthworks	100%	01/10/2017	30/06/2016	2,279	74	1	76	0	2,354	0
1108269 (N) Homemaker Centre SRM 300mm trunk sew	100%	01/01/2018	01/03/2019	53	1	0	1	0	54	0
1113203 (N) Homemaker Centre Civil Works	100%	01/07/2018	30/06/2016	0	1,533	81	1,614	0	1,533	0
Subtotal of Homemaker Centre				5,502	2,307	150	2,457	2,500	7,809	8,000
1066964 (N) UEC-NC-Intersection Taranganba Rd at	100%	30/10/2018	17/04/219	39	1,057	5	1,062	991	1,096	1,300
1108790 (N)-RC-NC-Nerimbera Boat Ramp Car-traile	100%	23/10/2018	28/02/2019	0	791	16	807	1,200	792	1,200
1108221 (N)-RC-RC-Svendsen Road-Sealed Road Constru	100%	04/06/2018	28/09/2018	200	720	0	720	715	920	715
966564 (N)-UC-NC-R'ton Rd (Barmaryee & Condon Driv	97%	27/04/2018	01/07/2019	668	2,198	68	2,266	1,823	2,866	2,430
(N)-UC-PW-Scenic Hwy Statue Bay to Kemp		08/10/2018	02/09/2019	35	1,664	298	1,963	2,113	1,699	2,113
1104375 Beach Rosslyn St to Wildin Way	78%									
959072 (U)-SP-SEW-33 STP YPN Augmentation Design i	75%	12/06/2017	30/09/2019	2,050	9,044	4,097	13,141	13,739	11,094	16,601
1105687 (U)-RC-RC-St Christopher Chapel Rd	100%	20/11/2017	07/02/2019	11	918	0	918	941	930	941
CP762 (R)-Water Main Replacement Annual Program	79%	01/07/2018	30/06/2019	553	386	166	552	486	361	486
CP428 (R)-UEC-RS-AS/SS/SLS-Road Resurfacing Annual	70%	01/07/2018	30/06/2019	0	9	701	710	1,000	9	1,000
CP422 (R)-REC-GR-Gravel Resheet Program A	100%	01/07/2018	30/06/2019	0	753	99	852	1,100	753	1,100
(R)-UC-PR-Sealed Pavement Renewals AMP		01/07/2018	30/06/2019	0	530	234	764	703,650	530	703,650
CP427 annual program	100%									
CP440 (R)-Fleet Renewal Program	74%	01/07/2018	30/06/2019	0	977	529	1,506	2,025	977	2,025



E.1: Business Unit summary revenue and expenditure report (by line item)																	YTD					100%
	Water				Sewer				Waste				Council				Consolidated					
	19Q3 Revised Budget	YTD Actual	Variance	Variance	19Q3 Revised Budget	YTD Actual	Variance	Variance	19Q3 Revised Budget	YTD Actual	Variance	Variance	19Q3 Revised Budget	YTD Actual	Variance	Variance	Adopted Budget	19Q3 Revised Budget	Actual	Variance	Variance	
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	(\$'000)	%	
Rates & Utility Charges	16,275	15,495	(780)	-5%	9,436	9,785	349	4%	5,966	6,028	62	1%	40,411	41,542	1,131	3%	72,749	72,088	72,850	762	1%	
User fees & charges	347	197	(150)	-43%	138	152	14	10%	1,021	893	(127)	-12%	2,147	2,346	200	9%	3,714	3,653	3,589	(64)	-2%	
Operating grants	0	0	0	0%	0	0	0	0%	0	10	10	0%	7,102	5,935	(1,167)	-16%	6,009	7,102	5,945	(1,157)	-16%	
Interest	0	0	0	0%	0	0	0	0%	0	0	0	0%	997	1,063	66	7%	1,206	997	1,063	66	7%	
Sales revenue	200	121	(79)	-40%	70	72	2	3%	0	0	0	0%	2,735	2,301	(434)	-16%	2,448	3,005	2,494	(511)	-17%	
Other	19	3	(16)	-86%	7	1	(6)	-90%	40	132	92	231%	846	1,019	173	20%	747	911	1,155	243	27%	
Total operating revenues	16,841	15,816	(1,025)	-6%	9,651	10,010	359	4%	7,026	7,063	37	1%	54,238	54,207	(31)	0%	86,875	87,757	87,096	(660)	-1%	
Expenses																						
Employee benefits	(2,385)	(2,119)	267	-11%	(1,472)	(1,206)	266	-18%	(367)	(301)	67	-18%	(27,009)	(24,977)	2,032	-8%	(31,729)	(31,234)	(28,602)	2,632	-8%	
Materials & Services	(7,481)	(7,067)	414	-6%	(2,697)	(2,830)	(133)	5%	(4,385)	(4,291)	93	-2%	(14,535)	(11,011)	3,524	-24%	(28,348)	(29,097)	(25,198)	3,899	-13%	
Depreciation	(4,884)	(4,180)	705	-14%	(2,959)	(2,304)	655	-22%	(780)	(577)	203	-26%	(13,823)	(15,386)	(1,563)	11%	(22,777)	(22,446)	(22,446)	(0)	0%	
Interest	(587)	(586)	2	0%	(376)	(718)	(342)	91%	(620)	(619)	2	0%	(2,667)	(2,292)	376	-14%	(4,275)	(4,251)	(4,214)	36	-1%	
Other	0	(0)	(0)	0%	(0)	0	0	0%	(10)	(8)	2	-21%	(969)	(1,051)	(82)	8%	(1,101)	(979)	(1,058)	(80)	8%	
Less: Total operating expenses	(15,338)	(13,951)	1,387	-9%	(7,504)	(7,058)	446	-6%	(6,162)	(5,795)	367	-6%	(59,003)	(54,716)	4,288	-7%	(88,230)	(88,007)	(81,520)	6,487	-7%	
Net operating result	1,503	1,865	362	24%	2,147	2,952	805	38%	864	1,268	404	47%	(4,765)	(509)	4,256	-89%	(1,356)	(250)	5,577	5,827	-2327%	

E.2: Business Unit summary of assets and liabilities report									YTD		100%
	Water	Sewerage	Waste	Council	Year-to-date				Full year		
					19Q3 Revised Budget	Actual	Variance	Variance	Adopted Budget	19Q3 Revised Budget	
	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	
<b>Assets</b>											
Cash and cash equivalents	14,108	5,783	12,294	7,574	16,098	39,758	23,660	147%	14,945	15,098	
Inventory	0	0	0	419	1,107	419	(688)	-62%	1,511	1,107	
Trade & Other Receivables	891	409	462	3,175	8,295	4,937	(3,358)	0%	8,069	8,295	
Land - for resale	0	0	0	15,935	16,314	15,935	(379)	-2%	6,967	16,314	
Infrastructure:	0	0	0	0	0	0	0	0%	0	0	
PPE	193,989	115,992	8,557	611,135	973,484	929,673	(43,811)	-5%	1,026,838	973,484	
Capital WIP	911	12,029	258	22,469	0	35,666	35,666	0%	0	0	
Other assets	8	(0)	0	585	930	593	(337)	0%	1,374	930	
<b>Total Assets</b>	<b>209,906</b>	<b>134,213</b>	<b>21,570</b>	<b>661,293</b>	<b>1,016,228</b>	<b>1,026,982</b>	<b>10,754</b>	<b>1%</b>	<b>1,059,704</b>	<b>1,015,228</b>	
<b>Liabilities</b>											
Employee benefits	684	684	1,012	6,197	3,020	8,598	5,578	185%	4,810	3,020	
Trade creditors and accruals	55	4	62	841	4,316	960	(3,356)	-78%	4,116	4,316	
Borrowings:											
Short-term	(2)	10	(2)	154	4,989	4,961	(28)	-1%	4,989	4,989	
Long-term	9,988	16,138	10,505	43,739	75,541	75,570	29	0%	75,527	75,541	
Other liabilities	0	0	9,416	490	11,633	9,905	(1,728)	-15%	10,606	11,633	
<b>Total Liabilities</b>	<b>10,725</b>	<b>16,835</b>	<b>20,993</b>	<b>51,421</b>	<b>99,499</b>	<b>99,994</b>	<b>495</b>	<b>0%</b>	<b>100,048</b>	<b>99,499</b>	
<b>Current assets</b>	<b>15,006</b>	<b>6,193</b>	<b>12,755</b>	<b>23,877</b>	<b>41,744</b>	<b>50,022</b>	<b>8,278</b>	<b>20%</b>	<b>32,610</b>	<b>41,744</b>	
<b>Current liabilities</b>	<b>695</b>	<b>656</b>	<b>1,072</b>	<b>6,402</b>	<b>12,325</b>	<b>8,845</b>	<b>(3,480)</b>	<b>-28%</b>	<b>12,125</b>	<b>12,325</b>	
<b>Non-current assets</b>	<b>194,900</b>	<b>128,020</b>	<b>8,815</b>	<b>637,416</b>	<b>973,484</b>	<b>976,925</b>	<b>3,441</b>	<b>0%</b>	<b>1,027,094</b>	<b>973,484</b>	
<b>Non-current liabilities</b>	<b>10,030</b>	<b>16,180</b>	<b>19,921</b>	<b>45,019</b>	<b>87,174</b>	<b>91,149</b>	<b>3,975</b>	<b>5%</b>	<b>87,923</b>	<b>87,174</b>	
<b>Net community assets</b>	<b>199,181</b>	<b>117,377</b>	<b>577</b>	<b>609,872</b>	<b>915,729</b>	<b>926,988</b>	<b>11,258</b>	<b>1%</b>	<b>959,656</b>	<b>915,729</b>	

## **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 Removal of Boat from Vicinity of Fig Tree Creek**

This report is considered confidential in accordance with section 275(1)(f), of the *Local Government Regulation 2012*, as it contains information relating to starting or defending legal proceedings involving the Council.

## 14 CONFIDENTIAL REPORTS

### 14.1 REMOVAL OF BOAT FROM VICINITY OF FIG TREE CREEK

**File No:** CP5.4.4

**Attachments:**

1. Report to Planning, Finance, Innovation and Business Excellence Advisory Committee meeting of 19 November 2018 (including report to meeting of 5 November 2018)
2. Fig Tree Creek general locality and examples of unlawful occupation of non-freehold and trust land
3. Photographs of unlawful occupation of non-freehold and trust land

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

**Author:** Brett Bacon - Executive Director Liveability and Wellbeing

This report is considered confidential in accordance with section 275(1)(f), of the *Local Government Regulation 2012*, as it contains information relating to starting or defending legal proceedings involving the Council.

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#### SUMMARY

*This report discusses a proposed motion tendered by Cr Mather to require a direction to be given to the owner of a vessel currently situated next to Fig Tree Creek (in the general vicinity of the Tourism Visitor Information Centre) to remove the vessel by 31 July 2019.*

**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**