



## **ORDINARY MEETING**

### **AGENDA**

**16 APRIL 2019**

*Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 4 Lagoon Place, Yeppoon on 16 April 2019 commencing at 8.30am for transaction of the enclosed business.*

A handwritten signature in dark ink, appearing to read "Alan Lee", is positioned above the title of the Chief Executive Officer.

**CHIEF EXECUTIVE OFFICER**  
11 April 2019

Next Meeting Date: 07.05.19

**Please note:**

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

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**1 OPENING**

**2 ATTENDANCE**

Members Present:

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:

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

### **3 LEAVE OF ABSENCE / APOLOGIES**

Nil

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

Minutes of the Ordinary Meeting held 1 April 2019.

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

## **6 PUBLIC FORUMS/DEPUTATIONS**

### **6.1 8.30AM DEPUTATION - SMR ADVERTISING AND RESEARCH - DIGITAL ADVERTISING DISPLAYS**

**File No:** GV13.4.3  
**Attachments:** Nil  
**Responsible Officer:** Chris Murdoch - Chief Executive Officer  
**Author:** Lucy Walker - Executive Support Officer

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#### **SUMMARY**

*Paul Sweeney, Principal SMR Advertising and Research and Andrew Butcher, CEO Sign Site will attend Council Meeting to address Councillors and officers on the possibility of installing dynamic high definition digital billboards in prominent locations around the shire.*

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

THAT the deputation be received.

#### **BACKGROUND**

To give Councillors the opportunity to form a policy regarding digital displays within the shire.

#### **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.

## **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 16 April 2019 [↓](#)

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

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#### **SUMMARY**

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

#### **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 16 April 2019**

**Meeting Date: 16 April 2019**

**Attachment No: 1**

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
07 February 2017	Outstanding Policy Documents	THAT the following policies be adopted: 1. Encroachment on Public Land Policy; 2. Equal Employment Opportunity Policy; 3. Failure to Renew Licence Response Policy; 4. Telecommunications Facilities on Council Land Policy; and 5. Unlicensed Premises Response Policy. With policies 4, 5 and 6 to be further reviewed.	Governance Officer	30/06/2019	02 Aug 2018 - 8:49 AM – Governance Officer  Three policies still under review and will be re-submitted back to Council once finalised.
15 August 2017	Acquisition of Land for Road Purposes - Wildin Way, Mulambin	THAT Council: 1. Discontinue discussions with the owners of Lot 43 SP202178 regarding the acquisition of land for road purposes; 2. Commence negotiations with the owner of Lot 4 RP620054 to acquire a portion of their property as a 10m wide road reserve along the southern boundary; and 3. Endorse the submission of an Application to Dedicate State Land as Road to the Department of Natural Resources & Mines as shown on Drawing No 17-006-51.	Policy and Planning Officer	30/04/2019	08 Apr 2019 - 9:31 AM – Policy and Planning Officer  Waiting on consent from owners mortgagee.
07 November 2017	Petition from Graham Miller, Milman – The Caves Square and Public Amenities	THAT the petition requesting maintenance of The Caves Square and public amenities be received.	Executive Director Infrastructure	30/04/2019	09 Apr 2019 - 9:56 AM - Executive Director Infrastructure  Continued delay due to Officer's absence. Anticipating a report to be presented to briefing on 2 May 2019.
5 December 2017	Regulated Car Parking Yeppoon Foreshore and Town Centre	THAT Council resolve to: 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); 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;	Manager Engineering Services	30/04/2019	26 Mar 2019 - 9:18 AM – Manager Engineering Services  Plans for proposed regulated parking signs installations undergoing minor amendments to enable Construction and Maintenance to progress installation.



Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		<p>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 overstay the timed period. After one month the monetary value of an infringement will resume;</p> <p>3. Consider a budget allocation at the 17/18 Quarter Two Budget review for updated parking signage in the amount of \$30,000;</p> <p>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;</p> <p>5. Amend Subordinate Local Law No. 5 (Parking) 2011 Schedule One Declaration of traffic area to define a Traffic Area for 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>			

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
18 December 2017	Request to Consider Balance of Outstanding Water Consumption	a) In view of the information provided in the request letter, and taking into account the endeavours of the rate payer to address the debt, Council resolves to adopt option 2 as presented in the report. b) Council also refers this matter to a future workshop as a case study for the development of a future policy in relation to hardship matters.	Coordinator Revenue	31/07/2019	22 Mar 2019 - 5:46 PM – Coordinator Revenue  Part (b) discussed in Budget Workshop will be further reviewed and presented to Council for adoption of Policy in order to be effective 1 July 2019.
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	08 Apr 2019 - 9:42 AM – Support Services Officer – Community Wellbeing  Senior Land Protection Officer liaising with Communications & Marketing to explore public consultation via 'Get Involved' on Council website.
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	08 Apr 2019 - 9:31 AM – Policy and Planning Officer  Instructed by Manager Construction and Maintenance to take no action until further advised.
18 September 2018	Properties Eligible for Land Sale	THAT (a) pursuant to section 140(2) of the Local Government Regulation 2012 Council proceed with action to sell the land listed below, and also detailed in attachment 1 to the report for overdue rates and charges; and (b) that Council delegate to the Chief Executive Officer the power to take all further steps under Chapter 4, Part 12, Division 3 of the <i>Local Government Regulation 2012</i> to effect sale of the land (including, for avoidance of doubt, the power to end sale procedures).	Coordinator Revenue	30/04/2019	22 Mar 2019 - 5:45 PM – Coordinator Revenue  Auction Date 25.03.19 at 12pm. 2 properties remain as of 5.30pm 22.03.19.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		127881 - L31 E 15616 140365 - L3 RP 614619 129980 - L15 RP 618406 40394 - L15 RP 613481 130164 - L4 BUP 60007141203 - L4 SP 223821 130381 - L80 SP 140933 141607 - L53 SP 167021 133658 - L15 RP 608960 142478 - L110 SP187967 134346 - L42 RP 602148 143907 - L179 SP 217255 136948 - L1 RP 612575 303528 - L51 SP 239036 137355 - L4 RP 618814 131688 - L1 RP 609496 137839 - L34 RP 860164 138232 - L124 RP 842258			
16 October 2018	Proposed Trustee Leases – Capricorn Tourism and Economic Development Limited and Keppel Coast Arts Council Inc.	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 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 2. provide Trustee Leases over land currently described Reserve for Recreation, Public Boat Ramp, Jetties and Landing Place over Lot 2 on Survey Plan 104438 to: 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 b) Keppel Coast Arts Council Incorporated for a term of 5 years for operation of the Artship.	Property Officer	30/04/2019	11 Dec 2018 – 7:57 AM – Property Officer  Draft documents being prepared however execution of some cannot occur until the new title is registered over the land. Council is unable to proceed with this matter until notification of registration is received from DNRME.
16 October 2018	Potential Sale of Lots 2 and 3 - The Gateway Business and Industry Park	THAT Council: 1. 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;	Executive Director Liveability and Wellbeing	30/04/2019	08 Apr 2019 - 11:03 AM – Director Liveability and Wellbeing  Still awaiting the return of the executed Contract of Sale.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		<ol style="list-style-type: none"> <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>			
16 October 2018	Negotiation of Tenancy – Centre of Excellence for Disaster Management, Innovation and Community Resilience (The Hub)	THAT Council resolve 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 the Department of Housing and Public Works) on the lease of a tenancy at the Centre of Excellence for Disaster Management, Innovation and Community Resilience (The Hub).	Director Strategic Growth and Development	30/04/2019	<p>13 March 2019 – <i>Principal Property Offer</i></p> <p>Response is yet to be received from the Department.</p>
06 November 2018	Mayoral Minute - Taylor Street Keppel Sands	<p>THAT Council resolves to:</p> <ol style="list-style-type: none"> <li>Address as a priority, the hazards and safety issues in relation to pedestrian traffic along Taylor Street between the Keppel Sands Caravan Park and Roden Street with the possibility of forming a dedicated pedestrian track / footpath. This will require consideration in the Q2 budget review.</li> <li>Address the identified lack of lighting along Taylor Street between the Keppel Sands</li> </ol>	Executive Director Infrastructure	30/04/2018	<p>13 Feb 2019 – 9.12 AM – <i>Executive Director Infrastructure</i></p> <p>Fencing erected in December 2018 to prevent egress from the culvert headwall. Path and lighting project to be considered by Council in early 2019 as part of the Works for QLD Program.</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		Caravan Park and Roden Street and facilitate safer pedestrian access at night. This will require consideration in the Q2 budget review. 3. Send a direction to the appropriate department to look at interim measures in relation to items 1 and 2.			
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	12 Mar 2019 - 8:11 AM – Executive Director Infrastructure  Investigations continuing.
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	08 Apr 2019 - 12:20 PM – Senior Sport and Education Officer  Awaiting response from DNRME to finalise.
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	08 Apr 2019 - 12:02 PM – Executive Director Liveability and Wellbeing  Properties team are still working on finalising the lease paperwork and land management plan.



Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
04 December 2018	Acquisition of Easements for Drainage Purposes - Zilzie	THAT Council resolve to authorise the Chief Executive Officer to commence negotiations with the owners of Lot 70 RP604071 and Lot 71 RP604071 to dedicate drainage easements as shown on Drawing No 18-093-01.	Policy and Planning Services	30/04/2019	08 Apr 2019 - 9:30 AM – Policy and Planning Services  Lot 70 RP604071 Survey plan and easement documents sent to owner for signing on 25 March 19.  Lot 71 RP604071 Agreement with owner reached. Waiting on survey plan.
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	
18 December 2018	Tookers Road - Request from Cr Mather for Upgrading	THAT Council resolve to consider upgrading of Tookers Road in accordance with the adopted Upgrading of Unsealed Rural Roads to Sealed Standard Policy and Procedure	Executive Director Infrastructure	30/06/2019	13 March 2019 - Executive Director Infrastructure  A report to be provided to the next briefing advising prioritisation of Tookers Road in FWP.
05 February 2019	Mayoral Minute – Capricorn Coast International Women's Day event committee contribution to a shade structure for the Yeppoon Lagoon	THAT Council resolves to: 1. recognise the generous offer from the Capricorn Coast International Women's 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; 2. recognise that the Capricorn Coast International Women's day event committee may undertake fund raising over a two-year period; and 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.	Executive Director Liveability and Wellbeing	30/04/2019	08 Apr 2019 - 11:38 AM – Executive Director Liveability and Wellbeing  Follow up meeting being arranged - tentatively 10 April 2019.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
05 February 2019	Establishment of Tenure Agreement - Capricorn Coast Landcare Incorporated and NAG Broadcasting Association	THAT Council resolves to enter individual tenure agreements with Capricorn Coast Landcare Incorporated and NAG Broadcasting Association Incorporated over the shared space known as Room D within the Education Centre (78 John Street, Yeppoon) for a period of one (1) year with an option to renew for a further three (3) year period.	Administration Supervisor	30/04/2019	08 Apr 2019 - 1:17 PM – Administration Supervisor Community Centre  Licence documentation has been prepared for provision to the tenants.
19 February 2019	Sale of 18 School Street, Mount Chalmers	THAT Council resolves to: 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; 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 3. write to the residents of Mt Chalmers and provide an update of the current status and planned actions.	Project Support Officer	30/04/2019	09 Apr 2019 - 10:25 AM – Project Support Officer  Council have requested proposals from three Real Estate Agencies to commence the Expression of Interest process and gauge the current market.
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	08 Apr 2019 - 9:29 AM – Property Officer  Waiting on valuation.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
19 March 2019	Request for comment - Lot 109 on SP178490 to become transferable land under Aboriginal Land Act 1991	THAT Council advise the Department of Natural Resources, Mines and Energy that it has no objection to the expression of interest for the recreation and environmental reserve described as Lot 109 on Survey Plan 178490 to become transferable land under the Aboriginal Land Act 1991.	Property Officer	30/04/2019	09 Apr 2019 - 2:29 PM – Property Officer  The Department of Natural Resources, Mines and Energy were notified on 25 March 2019, that Council has no objection to the expression of interest for Lot 109 on Survey Plan 178490 to become transferable land under the Aboriginal Land Act 1991
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	09 Apr 2019 - 8:01 AM – Principal Property Officer  Council will proceed with negotiations with the Public Safety Business Agency on the new lease.
19 March 2019	Refund of disabled parking fine - Yeppoon Lagoon	THAT Council resolves to: 1. refund the amount of \$52 on compassionate grounds for infringement notice 11579 2. amend the Chief Executive Officer Financial Delegations to include the provision for the Chief Executive Officer to reimburse, in appropriate circumstances, Council issued infringement notices that have been satisfied in full to the value of not more than \$500	1.Coordinator Public Environments  2. Coordinator Governance	30/04/2019	



Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
01 April 2019	Regulated car parking times in proximity to the Yeppoon Lagoon	THAT Council resolve to designate the following car parking areas, as depicted in Attachment Three, two (2) hour regulated parking areas: 1) Appleton Park playground parking area; 2) skate park parking area; 3) Keppel Bay Sailing Club northern foreshore parking area; and 4) southern lagoon parking on-street parking areas (out the front and side of Council Chambers).	Senior Digital Economy and Innovation Strategist, Economic Dev & Innovation	30/04/2019	09 Apr 2019 - 2:32 PM - Senior Digital Economy and Innovation Strategist, Economic Dev & Innovation  A community engagement plan is being developed to inform the implementation of regulated parking in proximity to the Yeppoon Lagoon.
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	09 Apr 2019 - 9:29 AM - Executive Assistant to Executive Director Infrastructure  Manager Water and Waste Operations notified Director Infrastructure who notified CEO. A meeting has been arranged for CEOs from applicable Councils where this matter will be discussed.
01 April 2019	Proposed permanent road closure adjoining Lot 41 on SP153929	THAT Council resolve to advise the Department of Natural Resources, Mines and Energy that it offers no objection to the proposed permanent closure of approximately 14.9 square metres of road reserve adjoining Lot 41 on Survey Plan 153929.	Property Officer	30/04/2019	09 Apr 2019 - 11:59 AM - Property Officer  The Department of Natural Resources, Mines and Energy notified on 3 April 2019 that Council does not object to the proposal to permanently close this area of road.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments									
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	09 Apr 2019 - 7:57 AM - Principal Property Officer  Jason Riethmuller Regional Director, Land Services at the Department of Natural Resources, Mines and Energy has been advised of Council's decision to accept trusteeship of this reserve.									
01 April 2019	Regulated car parking times in proximity to the Yeppoon Lagoon	THAT Council resolve to designate the following car parking areas, as depicted in Attachment Three, two (2) hour regulated parking areas: 1) Appleton Park playground parking area; 2) skate park parking area; 3) Keppel Bay Sailing Club northern foreshore parking area; and 4) southern lagoon parking on-street parking areas (out the front and side of Council Chambers).	Senior Digital Economy and Innovation Strategist,	30/04/2019	09 Apr 2019 - 2:32 PM - Senior Digital Economy and Innovation Strategist, Economic Dev & Innovation  A community engagement plan is being developed to inform the implementation of regulated parking in proximity to the Yeppoon Lagoon.									
01 April 2019	Livingstone Community Grants Assessment Outcome - Round 2 2018/19.	THAT in accordance with the recommendation of the Livingstone Community Grants Assessment Panel, Council resolve to fund the following applicants to the Livingstone Community Grants. <table><tr><th>Applicant</th><th>Detail</th><th>Amount</th></tr><tr><td>Capricorn Coast Football Club</td><td>Purchase of a canteen refrigerator.</td><td>\$1,969.00</td></tr><tr><td>Yeppoon Gymnastics and Movement Centre</td><td>Replace chairs in gym with multipurpose aluminium bench seats.</td><td>\$2,000.00</td></tr></table>	Applicant	Detail	Amount	Capricorn Coast Football Club	Purchase of a canteen refrigerator.	\$1,969.00	Yeppoon Gymnastics and Movement Centre	Replace chairs in gym with multipurpose aluminium bench seats.	\$2,000.00	Principal Community Development and Engagement Officer	30/04/2019	08 Apr 2019 - 12:18 PM - Principal Community Development and Engagement Officer, Liveability and Wellbeing  Presentation / Network Evening held 5 April 2019, funding agreements to be finalised as successful applicants return requisite documentation.
Applicant	Detail	Amount												
Capricorn Coast Football Club	Purchase of a canteen refrigerator.	\$1,969.00												
Yeppoon Gymnastics and Movement Centre	Replace chairs in gym with multipurpose aluminium bench seats.	\$2,000.00												

Date	Report Title	Resolution			Responsible Officer	Due Date	Comments
		Yeppoon Rugby League Football Club	Purchase of a Lifepak CR Plus Defibrillator for Webb Park.	\$2,000.00			
		Yeppoon Golf Club	Purchase driving/hitting nets.	\$2,000.00			
		Marlborough Public Hall Committee	Purchase new tables for the community hall.	\$2,000.00			
		Keppel Coast Country Music Club	Purchase patio blinds for the barbecue area.	\$978.50			
		Wildlife Rehabilitation HQ.	Purchase of washing basins for care of rescued animals.	\$1,450.00			
		Marlborough Agricultural Show Association	Purchase of electronic timers for horse events.	\$1,750.00			
		Marlborough Public Swimming Pool Club	Training of community members in Swim Instruction (accredited).	\$2,000.00			
		RSL of Australia (QLD Branch) Yeppoon Sub-Branch	Purchase of shade sails for the deck.	\$1,500.00			
		NAG Radio Broadcasting Association	Purchase of generator and associated equipment.	\$1,599.40			
		Emu Park & District Men's Activity Shed.	Purchase of tools and equipment for metal working.	\$2,000.00			

Date	Report Title	Resolution			Responsible Officer	Due Date	Comments
		Yeppoon Little Theatre Group	Purchase of communication system.	\$2,000.00			
		Yeppoon Probosc Club	Purchase of a projector.	\$1,299.00			
		Keppel Coast Girl Guides	Lifesaving training, purchase of security screens, purchase of printer.	\$1,967.00			
		The Caves State School P&C Association	Purchase of flexible seating for outdoor classroom.	\$2,000.00			
		Keppel Sands Community Advancement League	Purchase of a new bowls mat for indoor bowls.	\$2,000.00			
		CQ Rural Health - Livingstone	Suicide prevention information and resources.	\$850.00			

## **8 PRESENTATION OF PETITIONS**

Nil

## 9 MAYORAL MINUTE

### 9.1 MAYORAL MINUTE - MEMORIAL JASON MARKS

**File No:** CR2.11.1  
**Attachments:** Nil  
**Responsible Officer:** David Mazzaferri - Manager Disaster Management,  
Recovery and Resilience  
Bill Ludwig - Mayor

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#### SUMMARY

*Council has received a request from The Vietnam Legion requesting a memorial of some nature to be installed locally in memory of Jason Marks, who was killed in action in Afghanistan 2008.*

#### RECOMMENDATION

THAT Council engage

1. with relevant Government agencies and the Vietnam Legion in relation to the provision of the plaque and,
2. with the family to ensure their wishes are respected, if they wish a plaque and where they would like to see the memorial located.

#### BACKGROUND

Lance Corporal Jason Marks was killed in action in Afghanistan on the 27th April 2008. He is buried at the Yeppoon Cemetery

He is survived by his wife Cassandra and two children (Ella and Conner)

His mother Sharon Marks also reside in Yeppoon. His father is buried at Yeppoon cemetery.

Below is excerpt from <http://www.defence.gov.au/vale/CplMarks/>

Lance Corporal Jason Marks enlisted in the Australian Regular Army on the 2 March 1999.

After initial training, he was posted to the 4th Field Regiment as a Gunner until 2003, whereupon he transferred to the Royal Australian Army Medical Corps as a Medical Assistant. In 2005, he undertook Special Forces Entry and Commando Selection, after which he transferred to the Royal Australian Infantry Corps and posted to the 4th Battalion (Commando), The Royal Australian Regiment.

Jason saw operational service in East Timor and Afghanistan, where he was deployed to both theatres on more than one occasion.

Jason was awarded the Unit Citation for Gallantry for the outstanding achievements of his unit during their deployment to Afghanistan as part of the Special Operations Task Group (SOTG) in 2006.

Whilst deployed in Afghanistan as part of the SOTG in 2008, Jason was killed in action during a gun-battle with Taliban extremists.

## **10 COUNCILLOR/DELEGATE REPORTS**

Nil

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

Nil



## 12 REPORTS

### 12.1 COUNCILLOR AGENDA ITEM REQUESTS

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

#### SUMMARY

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

#### OFFICER'S RECOMMENDATION

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

- Parking for Service Providers – Anzac Parade
- Reticulated Water to Mabel Edmund Park
- Tookers Road Upgrade
- Audit of Shire Intersections

#### BACKGROUND

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

#### COMMENTARY

Councillor	Subject	Action	Outcome / Update
Mather	Parking for Service Providers – Anzac Parade.	The matter is currently being dealt with operationally due to another Councillor raising the same matter, via Council's customer request system, prior to Cr Mather raising this matter with Council.	Briefing was provided to Councillors on 1 April 2019. The matter will be presented at a future Council meeting.
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	Tookers Road Upgrade	Referred to a Briefing Session in the first instance.	Briefing being provided to Councillors on 15/04/19.
Mather	Audit of Shire Intersections	Referred to Executive Director for investigation with DTMR due to the intersections being on State controlled roads	Consultation has commenced.

**CORPORATE/OPERATIONAL PLAN**

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

**LOCAL GOVERNMENT PRINCIPLES**

The local government principles are –

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

**CONCLUSION**

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

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**12.2 ASSESSMENT OF FURTHER DEALING OF TERM LEASE OVER LOT 102 ON CROWN PLAN LN1939**

**File No:** GR14.4.2

**Attachments:**

1. Letter from the Department of Natural Resources, Mines and Energy [↓](#)
2. Plan of subject site [↓](#)

**Responsible Officer:** Brett Bacon - Executive Director Liveability and Wellbeing  
Mark McLean - Principal Property Officer

**Author:** Maddie Crigan - Property Officer

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**SUMMARY**

*This report discusses a request from the Department of Natural Resources, Mines and Energy for Council's views and/or requirements regarding further dealing with Term Lease 0/214673 over Lot 102 on Crown Plan LN1939 located at Bondoola Road, Bondoola.*

**OFFICER'S RECOMMENDATION**

THAT Council resolve to provide the Department of Natural Resources, Mines and Energy with the following response in relation to its request for views and/or requirements regarding further dealing with Term Lease 0/214673 over Lot 102 on Crown Plan LN1939:

- 1) Council has not identified any reason which would indicate that the public interest could be adversely affected if the term lease over Lot 102 on Crown Plan LN1939 is renewed;
- 2) Lot 102 on Crown Plan LN1939 has a high environmental value being in the Serpentine geology which gives rise to unique plant communities. Limestone Creek, a significant waterway, runs through the lease land and is mapped Matter of Local Environment Significance – Wetland. The land is totally covered by the Protected Plant trigger mapping and Remnant Vegetation including a large area of Endangered Vegetation. The Vegetation of the lease land is also mapped under the Planning Scheme as Matters of State and Local Significance;
- 3) there is a road reserve which runs through the lease land although it appears the road reserve may not have been surveyed. It also appears that the existing constructed road may be partly outside the road reserve and constructed on part of the lease land;
- 4) grazing or agricultural use, properly managed, is an appropriate use for the lease land;
- 5) part of the lease land may be required for road purposes in the future. A survey would be required to confirm this and to identify the extent. It is Council's position that the cost to survey the road area should be at the expense of the leaseholder if conversion to freehold tenure is approved by the Department of Natural Resources, Mines and Energy; and
- 6) Council does not object to the renewal of the term lease over Lot 102 on Crown Plan LN1939. However, given the extensive environmental constraints and limited development opportunities, freeholding of Lot 102 on Crown Plan LN1939 is not supported. In addition to protected vegetation, the land is also subject to poor drainage and periodic flooding limiting the available area for any dwelling or infrastructure.

**BACKGROUND**

In February 2019, Council received notice that the Department of Natural Resources, Mines and Energy is undertaking an assessment of further dealing of Term Lease 0/214673 over Lot 102 on Crown Plan LN1939, which is located at Bondoola Road, Bondoola, and comprises approximately 5.6 hectares (refer to Attachment One for a copy of the letter).

The twenty (20) year term lease, which is for grazing purposes, is due to expire in August 2020. The Department of Natural Resources, Mines and Energy is undertaking the assessment to determine if renewal of the term lease or allowing conversion to freehold would be the most appropriate use of the land.

**COMMENTARY**

The *Land Act 1994* contains provisions which the Department of Natural Resources, Mines and Energy must consider when making a decision to renew a term lease or convert a term lease to freehold tenure. As part of its assessment process, the Department of Natural Resources, Mines and Energy is seeking Council's comments on this matter and has requested particular attention be given to the following items:

- 1) whether the public interest could be adversely affected if the lease was renewed;
- 2) the condition of the lease land;
- 3) whether part of the lease land has a more appropriate use from a land planning perspective;
- 4) whether part of the lease land is needed for a public purpose;
- 5) whether a new lease is the most appropriate form of tenure for the lease land.

It has also been asked that consideration be given as to whether freehold is considered a more appropriate tenure.

Comment was sought from Council's Infrastructure Portfolio, Development Assessment section, Natural Resource Management section, Disaster Management and Resilience section and Community Partnerships section. No objections were raised, however, the following comments have been provided in relation to the matter.

Engineering Services

1. *There does not appear to be any public interest that could be adversely affected if the lease was renewed.*
2. *A great percentage of the lease land appears to be well vegetated and not suitable for grazing. There is a road reserve that runs through the lease land although it appears the road reserve may not have been surveyed. It also appears that the existing constructed road may be partly outside the road reserve and constructed on part of the lease land.*
3. *Grazing or agricultural use is probably an appropriate use for the lease land.*
4. *Part of the lease land may be required for road purposes – a survey would be required to confirm this and to identify the extent.*
5. *Engineering Services offers no objection to the freeholding of the lease land subject to the road reserve issue being resolved.*

Construction and Maintenance

*Construction and Maintenance agree with the comments provided by Engineering Services and would require the road area to be appropriately surveyed if freeholding of the site is considered as the preferred tenure option.*

Development Assessment

*Development Assessment offers no objection, however the provisions of the Planning Act 2016 require a development application for reconfiguring a lot where it is for a lease term, including renewal options, exceeding 10 years. Council's*

*Development Assessment unit can provide advice on application requirements as required.*

#### Natural Resource Management

*This reserve has a high environmental value being in the Serpentine geology that gives rise to unique plant communities and having Limestone Creek running through it, a significant waterway and mapped Matter of Local Environment Significance – Wetland.*

*Totally covered by the Protected Plant trigger mapping and Remnant Vegetation including a large area of Endangered Vegetation (2.68 ha). The Vegetation of the reserve is also mapped under the Planning Scheme as Matters of State and Local Significance.*

*Given the extensive environmental constraints the freeholding of the land is not supported due to the limited development opportunities for the land. In addition to protected vegetation the land is also subject to poor drainage and periodic flooding also limiting available area for any dwelling or infrastructure.*

*The reserve is an important environmental asset for the community and freeholding the land would result in loss of public access and environmental values.*

#### **PREVIOUS DECISIONS**

The subject matter of this report 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**

The disposal of public land is undertaken in accordance with the provisions of 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 associated with the consideration of this matter.

#### **RISK ASSESSMENT**

The risk associated with Lot 102 on Crown Plan being converted to freehold tenure is that there will be no opportunity for the land to become available for use by the community in the future.

#### **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 and/or requirements regarding further dealing with Term Lease 0/214673 over Lot 102 on Crown Plan LN1939 located at Bondoola Road, Bondoola. The renewal of a lease is not opposed but the land in question should not be converted to freehold and subsequently sold.

## **12.2 - ASSESSMENT OF FURTHER DEALING OF TERM LEASE OVER LOT 102 ON CROWN PLAN LN1939**

**Letter from the Department of Natural  
Resources, Mines and Energy**

**Meeting Date: 16 April 2019**

**Attachment No: 1**

Author Susan Ashley  
File / Ref number 2018/006497  
Directorate / Unit State Land Asset Management  
Phone 40285626



Department of  
Natural Resources,  
Mines and Energy

22 February 2019

Chief Executive Officer  
Livingstone Shire Council  
PO Box 2292  
Yeppoon Q 4703

Email: [enquiries@livingstone.qld.gov.au](mailto:enquiries@livingstone.qld.gov.au)

Dear Sir/Madam

**Assessment of further dealing of Term Lease 0/214673 described as Lot 102 on Plan LN1939**

The abovementioned lease expires on 22 August 2020, and the department is considering further dealing with this land. The following information may help you in providing your views and/or requirements regarding further dealing with this land.

Term Lease 0/214673 commenced on 23 August 2000 for a term of twenty (20) years and issued for grazing purposes.

Please advise if Council has any issues that the department should consider when assessing the most appropriate use and tenure of the land in terms of Sections 159(1), 159A and 167(1) of the *Land Act 1994*. Particular attention in your reply should be given to the following:-

- (c) whether the public interest could be adversely affected if the lease was renewed;
  - (e) the condition of the lease land;
  - (h) whether part of the lease land has a more appropriate use from a land planning perspective;
  - (j) whether part of the lease land is needed for a public purpose;
  - (k) whether a new lease is the most appropriate form of tenure for the lease land.
- Consideration should be given to whether freehold is considered a more appropriate tenure.

Postal :  
DNRME  
PO Box 5318  
Townsville QLD 4810

Telephone : (07) 40285626



Your Council's views or requirements that may affect the future use of the land should be received by close of business on **6 May 2019**. If you offer an objection to renewal or freeholding of this lease, a full explanation stating the reason for such an objection should be forwarded to this Office. Similarly, if you have any particular requirements you would like the department to consider, please also provide a full explanation for such requirements.

If you wish to provide a response but are unable to do so before the due date, please contact the author before the due date to arrange a more suitable timeframe. If a response is not received by the due date and no alternative arrangements have been made, it will be assumed you have no objections or requirements in relation to this matter.

This information has been provided in confidence for the purpose of seeking your views on this matter. It is not to be used for any other purpose, or distributed further to any person, company, or organisation, without the express written permission of the department unless required.

If you wish to discuss this matter please contact Susan Ashley on telephone no. 40285626.

All future correspondence relative to this matter is to be referred to the contact Officer at the address below or by email to [Townsville.SLAMS@dnrme.qld.gov.au](mailto:Townsville.SLAMS@dnrme.qld.gov.au). Any hard copy correspondence received will be electronically scanned and filed. For this reason, it is recommended that any attached plans, sketches or maps be no larger than A3-sized.

Please quote reference number 2018/006497 in any future correspondence.

Yours sincerely

  
Susan Ashley  
Land Officer

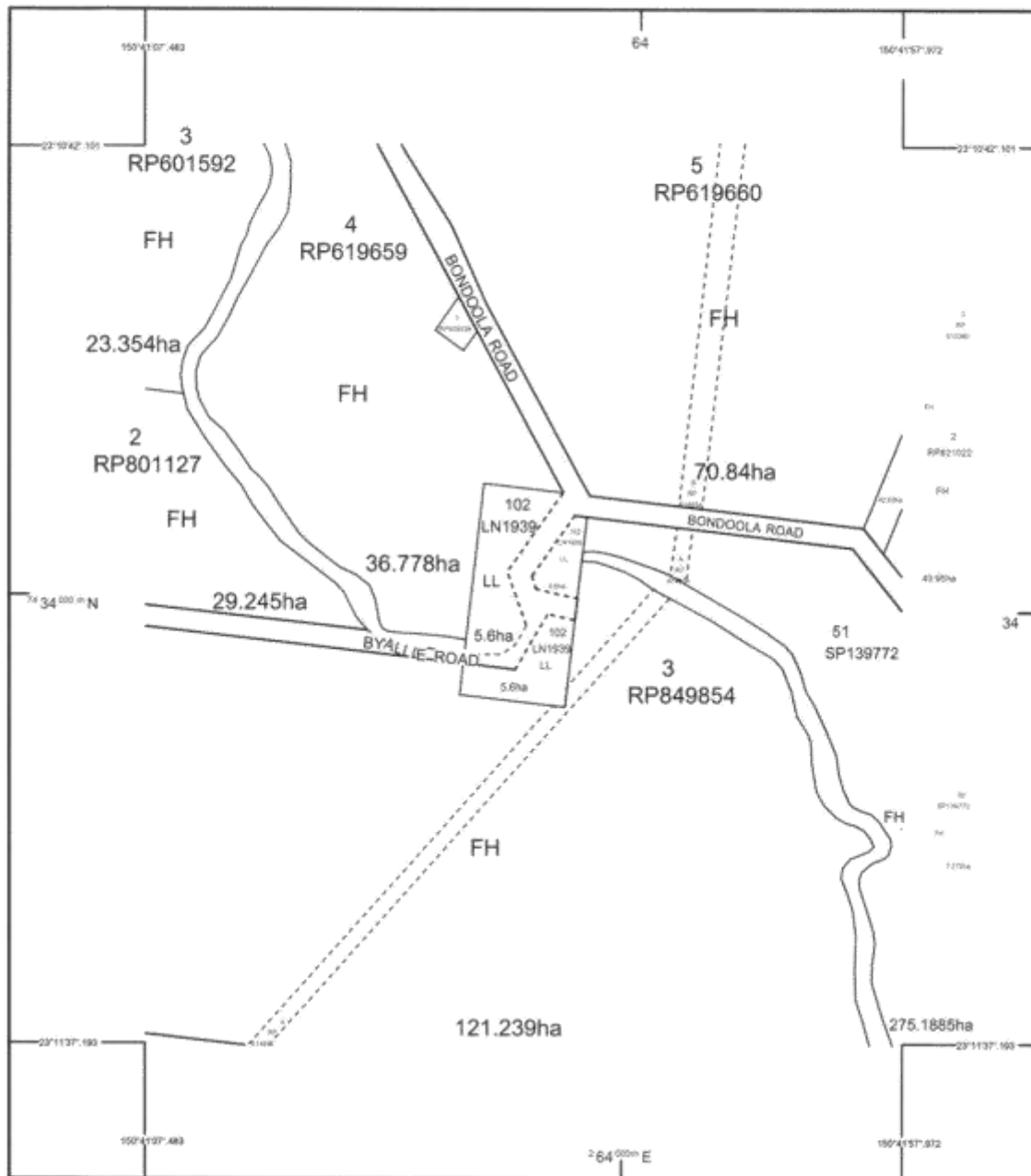
Attached: Smartmap

## **12.2 - ASSESSMENT OF FURTHER DEALING OF TERM LEASE OVER LOT 102 ON CROWN PLAN LN1939**

### **Plan of subject site**

**Meeting Date: 16 April 2019**

**Attachment No: 2**



STANDARD MAP NUMBER  
9051-42133

MAP WINDOW POSITION &  
NEAREST LOCATION



**GDA**

#### SUBJECT PARCEL DESCRIPTION

OCDB  
Lot/Plan  
Area/Volume  
Tenure  
Local Government  
Locality  
Segment/Parcel

102/LN1939  
5.6ha  
LANDS LEASE  
LIVINGSTONE SHIRE  
BONDoola  
3541706

#### CLIENT SERVICE STANDARDS

PRINTED (dd/mm/yyyy) 16/11/2018

OCDB 15/11/2018 (Lots with an area less than 1500m<sup>2</sup> are not shown)

Users of the information recorded in this document (the information) accept all responsibility and risk associated with the use of the information and should seek independent professional advice in relation to dealings with property.

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Based upon an extraction from the  
Digital Cadastral Data Base



**Queensland  
Government**  
(c) The State of Queensland,  
(Department of  
Natural Resources,  
Mines and Energy) 2018.





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**12.3 CONSIDERATION OF RENEWAL OF TERM LEASE OVER LOT 18 ON CROWN PLAN PALM40143****File No:** GR14.4.2**Attachments:**

1. Letter from the Department of Natural Resources, Mines and Energy [↓](#)
2. Plan and aerial [↓](#)

**Responsible Officer:** Mark McLean - Principal Property Officer  
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 or requirements on the renewal of Term Lease 216213 over Lot 18 on Crown Plan PALM40143 located at Stanage Bay Road, Stanage.*

**OFFICER'S RECOMMENDATION**

THAT Council resolve to advise the Department of Natural Resources, Mines and Energy that:

- 1) the camping and water reserve described as Lot 18 on Crown Plan PALM40143 is still required for its gazetted purpose and Council would not support freeholding of the term lease over same;
- 2) on the expiry of the existing term lease Council would not be prepared to issue a Trustee Lease or Trustee Permit for grazing purposes over Lot 18 on Crown Plan PALM40143; and
- 3) Lot 18 on Crown Plan PALM40143 is significant in terms of the environmental values, with Remnant Vegetation mapped for the entire area and also wetlands of local and state significance. The current grazing on the land is quite heavy but does provide some fire hazard reduction for the land. Council offers no objection to the granting of a new term lease over Lot 18 on Crown Plan PALM40143 on the condition that the current land condition is maintained or improved. Given the wetland and waterways, future grazing should be required to present a Best Management Practice plan to ensure adequate groundcover and riparian vegetation is retained throughout the year. Ongoing pest management by the lessee is also recommended.

**BACKGROUND**

In February 2019, Council received notice that the Department of Natural Resources, Mines and Energy is considering renewal of the term lease over Lot 18 on Crown Plan PALM40143 which is located at Stanage Bay Road, Stanage, and comprises approximately 259 hectares (refer to Attachment One for a copy of the letter).

The twenty (20) year term lease, which is for grazing purposes, is due to expire in August 2021. The Department of Natural Resources, Mines and Energy has asked whether Council has any views or requirements which the Minister should consider in respect of the renewal of the lease.

**COMMENTARY**

Under the *Land Act 1994*, a lessee may apply for an offer of a new lease only after eight (80) per cent of the term of the existing lease has expired. The Department of Natural Resources, Mines and Energy has advised that it has not yet contacted the lessee about the expiry of

the current lease, however if an application for renewal is made, Council's response to this request will be considered before a decision is made.

Comment was sought from Council's Development Assessment section, Infrastructure Portfolio, Natural Resource Management section, Disaster Management and Resilience section and Community Partnerships section. No objections were raised to the proposed renewal of the term lease, however, the following comments were provided.

#### Infrastructure

##### Engineering Services

*The land appears to be a Camping and Water Reserve and should be retained as a reserve for its gazetted purpose.*

*There does not appear to be a clear benefit for either Council or the community in Council taking over administration of the reserve as contemplated in the second dot-point in the DNRME letter of 26 February 2019. Our answer to this question should be a respectful 'no'.*

*In response to the third dot-point, Engineering Services offers no objection to the granting of a new term lease over the reserve and has no requirements.*

##### Construction and Maintenance

*Construction and Maintenance would object to Lot 18 on Crown Plan PALM40143 becoming freehold, but would not object to renewal of the term lease. The reserve should remain for its gazetted purpose.*

#### Natural Resource Management

*This reserve is significant in terms of the environmental values, with Remnant Vegetation mapped for the entire area and also wetlands of local and state significance. The Planning Scheme identifies these values as well as the State Vegetation Management Act 1999.*

*Freeholding is not preferred; however, renewal of grazing lease over the land is supported on condition that land condition is maintained or improved. The current grazing on the land is quite heavy but does provide some fire hazard reduction for the land. Given the wetland and waterways future grazing should be required to present a Best Management Practice plan to ensure adequate groundcover and riparian vegetation is retained throughout the year. Ongoing pest management by the lessee is also recommended.*

#### Disaster Management and Resilience

*The only concern would be that the Stanage Bay Road is not on easement through Lot 18 on Crown Plan PALM40143. Should Lot 18 become freehold an easement would need to be created for this lot for access.*

As evidenced from the above comments, it is considered that Lot 18 on Crown Plan PALM40143 should retain its reserve status. Officers would not object to renewal of the term lease, however, the conversion of tenure to freehold would not be supported.

#### **PREVIOUS DECISIONS**

The subject matter of this report has not been the subject of a previous Council decision or direction.

#### **BUDGET IMPLICATIONS**

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

#### **LEGISLATIVE CONTEXT**

The disposal of public land is undertaken in accordance with the provisions of 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 associated with the consideration of this matter.

**RISK ASSESSMENT**

The risk associated with Lot 18 on Crown Plan PALM40143 having its reserve status revoked (id est, being converted to freehold tenure) is that the reserve would not be available for use by the community for its gazetted purpose in the future.

**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 or requirements on the renewal of Term Lease 216213 over Lot 18 on Crown Plan PALM40143 located at Stanage Bay Road, Stanage. Whilst there is no objection to the renewal of a lease, subject to land management obligations, the conversion of the land to free hold and its subsequent sale is opposed, as the underlying reserve status and its environmental values are important.



## **12.3 - CONSIDERATION OF RENEWAL OF TERM LEASE OVER LOT 18 ON CROWN PLAN PALM40143**

**Letter from the Department of Natural  
Resouces, Mines and Energy**

**Meeting Date: 16 April 2019**

**Attachment No: 1**



Author: Annette Caple  
File / Ref number 2018/006501  
Directorate / Unit: State Land Asset Management  
Phone (07) 48373300



Department of  
Natural Resources,  
Mines and Energy

26 February 2019

The Chief Executive Officer  
Livingstone Shire Council  
PO Box 2292  
Yeppoon QLD 4703

Dear Sir

**RENEWAL OF TERM LEASE 216213 OVER LOT 18 ON CROWN PLAN PALM40143.**

The term of the above lease expires on **13 August 2021** and the department is considering the renewal of this lease. The enclosed Smartmap shows the subject land and the surrounding locality. The proposed use of the land is Grazing.

Please advise if your agency has any issues that the Minister should consider in respect of the renewal of this lease, any views or requirements that may affect the future use of the land or if a different form of tenure may be considered a more appropriate tenure and your comments with regard to the following –

- Confirmation that the reserve is still required for its gazetted purpose
- On expiry of the existing lease, would you as Trustee be prepared to offer the current lessee a Trustee Lease or Trustee Permit over the subject area in accordance with Section 57 of the *Land Act 1994* and Policy PUX/901/210 – Leases over reserves.
- If entering into a Trustee Lease or Trustee Permit is not an option, your views or requirements to the granting of a new Term Lease over the subject area.

Objections to the application, and any views or requirements that may affect the future use of the land should be received by close of business on **26 March 2019**. If you offer an objection to the application, a full explanation stating the reason for the objection should be forwarded to this Office.

If you wish to provide a response but are unable to do so before the due date, please contact the author before the due date to arrange a more suitable timeframe. An extension to this due date will only be granted in exceptional circumstances.

---

Postal :  
DNRME Rockhampton  
PO Box 1762  
Rockhampton  
4700 QLD

Telephone : (07) 48373300  
Fax: (07) 48373421

If a response is not received by the due date and no alternative arrangements have been made, it will be assumed you have no objections or requirements in relation to this matter.

This information has been provided to you in confidence for the purpose of seeking your views on this matter. It is not to be used for any other purpose, or distributed further to any person, company, or organisation, without the express written permission of the department unless required.

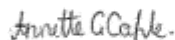
It is mentioned that at this stage the department has not contacted the lessee about the expiry of the current lease, however if an application for renewal of the lease under the *Land Act 1994* is made, then the department will assess the application in terms of section 159 of the Act before making a decision on the application.

If you wish to discuss this matter please contact Annette Caple on (07) 48373397.

All future correspondence relative to this matter is to be referred to the contact Officer at the address below or by email to [SLAM-Rockhampton@dnrme.qld.gov.au](mailto:SLAM-Rockhampton@dnrme.qld.gov.au). Any hard copy correspondence received will be electronically scanned and filed. For this reason, it is recommended that any attached plans, sketches or maps be no larger than A3-sized.

Please quote reference number **2018/006501** in any future correspondence.

Yours sincerely



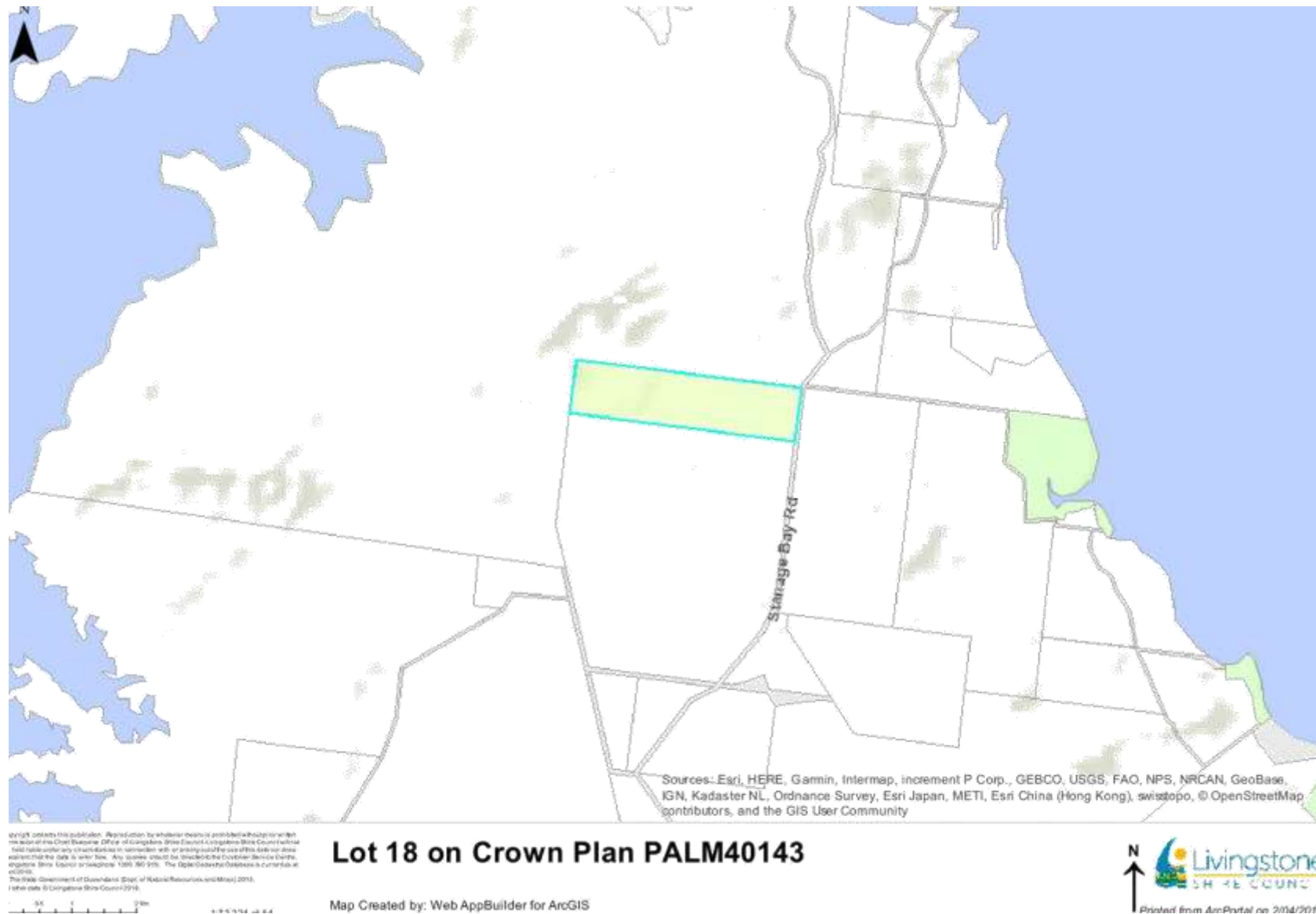
Annette Caple  
Land Administration Officer  
State Land Asset Management  
Central Region (Rockhampton Office)

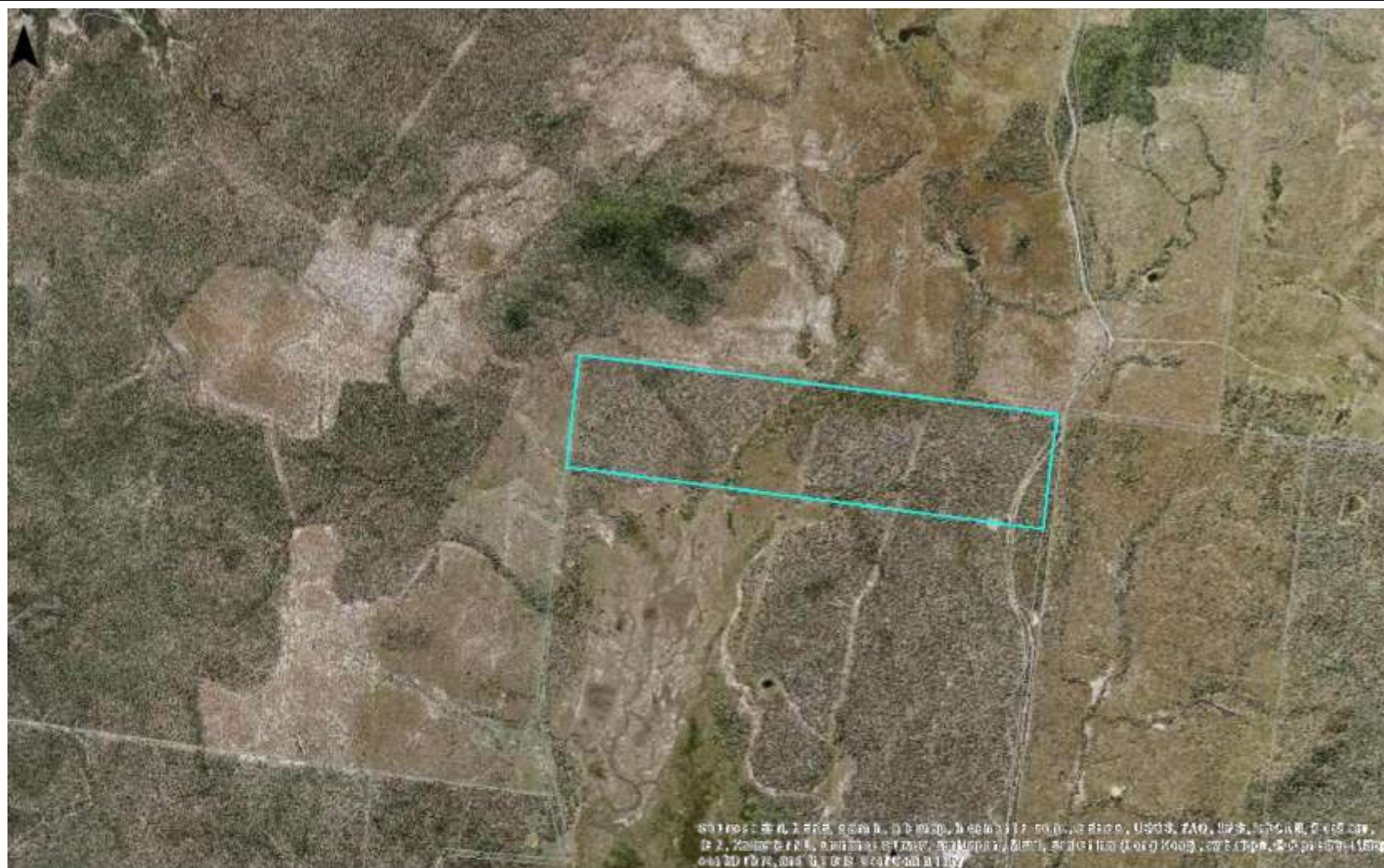
## **12.3 - CONSIDERATION OF RENEWAL OF TERM LEASE OVER LOT 18 ON CROWN PLAN PALM40143**

**Plan and aerial**

**Meeting Date: 16 April 2019**

**Attachment No: 2**





**Lot 18 on Crown Plan PALM40143**

Map Created by: Web AppBuilder for ArcGIS



**12.4 VERSION 5 CONCEALED LEAK REFUND POLICY****File No:** 4.7.32**Attachments:**

1. Draft Policy (v5)[↓](#)
2. Ordinary Meeting Agenda 13 September 2016[↓](#)

**Responsible Officer:** Dan Toon - Executive Director Infrastructure**Author:** Carrie Burnett - Policy & Planning Officer

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**SUMMARY**

This report seeks Council's adoption of Version 5 of the Concealed Leak Refund Policy.

**OFFICER'S RECOMMENDATION**

THAT Council adopt the Concealed Leak Refund Policy (v5).

**BACKGROUND**

Version 4 of the policy was adopted by Council at its 13 September 2016 meeting. Councillors have previously been provided a briefing on version 5 on 1 April 2019 and the policy is now presented to Council for adoption.

**COMMENTARY**

Staff undertake reviews of policy documents to ensure currency and relevance to Council practices.

**PREVIOUS DECISIONS**

At its 13 September 2016 meeting, Council resolved:

*'THAT Council adopt the Concealed Leak Rebate Policy Version 4.'*

**BUDGET IMPLICATIONS**

This is a review of an existing policy. There are no budget implications.

**LEGISLATIVE CONTEXT**

Not applicable

**LEGAL IMPLICATIONS**

Not applicable

**STAFFING IMPLICATIONS**

Existing staff and resources are utilised to implement the policy.

**RISK ASSESSMENT**

There is no risk associated with amending the Concealed Leak Refund Policy as the proposed changes are reflective of current practices.

**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**

It is important that Council policy documents remain current and are reflective of relevant work practices. Council should adopt the Concealed Leak Refund Policy (v5) to ensure that the community is aware of Council's requirements and staff have clear guidelines for the administration of requests to which this policy applies.

## **12.4 - VERSION 5 CONCEALED LEAK REFUND POLICY**

### **Draft Policy (v5)**

**Meeting Date: 16 April 2019**

**Attachment No: 1**





## CONCEALED LEAK REFUND POLICY

### (COMMUNITY POLICY)

#### 1. Scope

The Concealed Leak Refund Policy (this 'Policy') applies to property owners in the Council's local government area which have had a concealed leak.

#### 2. Purpose

The aim of this Policy is to provide:

1. Financial relief for property owners who have high water usage resulting from a concealed leak; and
2. Clear guidelines for the administration of requests for a waiver of payments or refund of payments made on water usage notices due to concealed leaks.

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

Application for a Concealed Leak Refund/Waiver  
Council's Revenue Statement  
Plumber's Statement for Repairs to a Concealed Leak

#### 4. Definitions

To assist in interpretation, the following definitions shall apply:

Application	Application for a Concealed Leak Refund/Waiver.
Billing Period	The time between meter readings which occur four times per financial year.
Body Corporate	Has the same meaning as body corporate in the <i>Body Corporate and Community Management Act 1997</i> .
Commercial Property	A property other than a residential rated property.
Concealed Leak	A water leak on the owner's side of the water meter, either underground, under or within concrete or paving or underneath a structure where the occupant could not reasonably be expected to know of its existence.
Council	Livingstone Shire Council.
Licensed Plumber	A plumber who holds a Queensland Building and Construction Commission (QBCC) Plumbing and Drainage Trade Contractor License.
Local Government Area	Has the same meaning as local government area in the <i>Local Government Act 2009</i>

Concealed Leak Refund Policy

Adopted/Approved: DRAFT  
Version: 5

Portfolio: Infrastructure  
Business Unit: Water & Waste Operations

Owner	The registered owners of a residential or commercial property or a body corporate.
Residential Property	A property that is being used for a residential purpose and is categorised for rates purposes as residential.

## 5. Policy Statement

Council receives regular requests for water accounts to be waived or refunded due to concealed leaks on the owner's side of the water meter. The requests generally occur when an owner receives a higher than normal water usage notice which has resulted from an increased rate of consumption.

### 5.1 Application

- 1) An application must:
  - a) be fully completed;
  - b) be lodged within 30 days from the date that a licensed plumber detects the concealed leak; and
  - c) include information on the nature of the concealed leak and evidence demonstrating that it has occurred and been repaired. Evidence in the following form is acceptable:
    - a completed Plumber's Statement for Repairs to a Concealed Leak (available on Council's website);
    - an invoice from a licensed plumber demonstrating that the concealed leak has been repaired; or
    - a signed statement on the letterhead of a licensed plumber.
- 2) Where there has been a change of ownership, an application may only be approved for the party who can provide evidence that they incurred the cost to repair the leak and paid the water usage notice for that period.
- 3) The Manager Water and Waste Operations may approve applications where there are minor inconsistencies with the provisions of this Policy.

### 5.2 Refund/Waiver

- 1) The refund/waiver is calculated as the difference between the amount payable on the water usage notice and the adjusted charge.
- 2) An owner is eligible for a maximum of one refund/waiver per property in a five year period.
- 3) Refunds/waivers will be applied to the billing period in which the leak occurred up to a maximum of two billing periods.

### 5.3 Calculations

- 1) Average Consumption - is the average consumption based on the same billing period for the previous three financial years.
  - a) If there are inadequate records to make a calculation, the three latest consecutive billing periods will be used; and
  - b) If there are insufficient records to calculate average consumption, processing of the application will be deferred until three consecutive water consumption readings are available.

Concealed Leak Refund Policy

Adopted/Approved: DRAFT  
Version: 5

Portfolio: Infrastructure  
Business Unit: Water & Waste Operations

- 2) Additional Consumption - is the difference between the actual consumption recorded by the water meter and the average consumption.
- 3) Adjusted Charge for a residential property - is the sum of average consumption at the tiered rates plus the additional consumption at the Tier 1 rate.
- 4) Adjusted Charge for a commercial property - is the sum of average consumption plus 75% of the additional consumption.

Note: tiers and associated rates can be obtained from Council's Revenue Statement.

#### 6. Changes to this Policy

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

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

#### 7. Repeals/Amendments

This Policy repeals Livingstone Shire Council Policy titled 'Concealed Leak Rebate Policy (v4.1)'.

Version	Date	Action
1	24/06/2014	Adopted
2	04/11/2014	Amended Policy Adopted
3	14/07/2015	Amended Policy Adopted
4	13/09/2016	Amended Policy Adopted
4.1	23/08/2018	Administrative Amendments – reflect organisational restructure
5		DRAFT

**CHRIS MURDOCH**  
CHIEF EXECUTIVE OFFICER

Concealed Leak Refund Policy

Adopted/Approved: DRAFT

Version: 5

Portfolio: Infrastructure  
Business Unit: Water & Waste Operations

## **12.4 - VERSION 5 CONCEALED LEAK REFUND POLICY**

### **Ordinary Meeting Agenda 13 September 2016**

**Meeting Date: 16 April 2019**

**Attachment No: 2**

## ORDINARY MEETING AGENDA

13 SEPTEMBER 2016

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12.6 POLICY REVIEW - CONCEALED LEAK REBATE POLICY

**File No:** CM4.7.32  
**Attachments:** 1. Marked-Up Policy (Version 4)  
2. Policy (Version 4)  
**Responsible Officer:** Dan Toon - Director Infrastructure Services  
**Author:** Carrie Burnett - Policy & Planning Officer

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**SUMMARY**

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

**OFFICER'S RECOMMENDATION**

THAT Council adopt the Concealed Leak Rebate Policy Version 4.

**COMMENTARY**

Version 3 of the policy was adopted by Council on 14 July 2015. The Manager Water and Waste Operations and support staff have been processing applications in accordance with Version 3 of the policy for over 12 months and a significant re-write has been undertaken to ensure clarity for staff and the public. The important amendments are highlighted below for information.

Applications – Amendments include changes to provide more flexibility to applicants.

Version 3 of the policy required applicants to submit a Council form called a Plumber's Statement for Repairs to a Concealed Leak ('PSRCL') and a receipted invoice. This was to ensure that Council was provided with adequate information on the nature of the leak and to confirm it had been repaired. In the last 12 months of processing applications subject to the provisions of Version 3, it has become clear that in most cases there is ample information on an invoice which negates the requirement for a PSRCL.

Furthermore, applicants frequently present Council with a statement from a plumber on the plumber's letterhead. This form of statement also provides ample information to process an application and also negates the requirements for a PSRCL.

Version 4 has been recorded to ensure an application includes information on the nature of the concealed leak and evidence that it has been repaired; however the applicant now has a choice to submit any one or more of three specified forms of documentation.

Change of Ownership – new inclusion

A new clause has been included at Item 5.1 subsection 2) to address issues that have arisen when an Application for a Concealed Leak Rebate is lodged with Council and ownership of the affected property has changed. The new clause is straightforward and provides a consistent method for staff to assess applications in these circumstances.

Manager Discretion – new inclusion

A new clause has been included at 5.1 subsection 3) authorising the Manager of Water and Waste Operations to approve Applications for a Concealed Leak Rebate where there is insignificant non-conformance with the provisions of the policy, for example the timeframe for lodgement of an application is exceeded by a couple of days.

Item 5.2 Rebate and Item 5.3 Calculations – Amendments have been made to clearly identify what factors are taken into consideration in determining a rebate and how calculations are made.

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**ORDINARY MEETING AGENDA****13 SEPTEMBER 2016**

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Items 5.2 and 5.3 contain the same provisions from Version 3 however they have been re-written. Easy to follow formatting along with additional information is aimed at providing clarity for staff and reducing confusion by applicants.

**BACKGROUND**

Not applicable

**PREVIOUS DECISIONS**

At its 14 July 2015 Meeting, Council resolved 'THAT Council adopt the amended Concealed Leak Rebate Policy.

**BUDGET IMPLICATIONS**

Not applicable

**LEGISLATIVE CONTEXT**

Not applicable

**LEGAL IMPLICATIONS**

Not applicable

**STAFFING IMPLICATIONS**

Not applicable

**RISK ASSESSMENT**

Not applicable

**CORPORATE/OPERATIONAL PLAN**

Corporate Plan Reference: **Strategy GO5: Deliver customer focused and responsive services efficiently and effectively.**

**CONCLUSION**

Adoption of Version 4 of the Concealed Leak Rebate Policy will ensure that staff are fully aware of Councils expectations in relation to the implementation of the policy and that the community have a clearer understanding of the policy provisions.

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

### **Marked-Up Policy (Version 4)**

**Meeting Date: 13 September 2016**

**Attachment No: 1**



## CONCEALED LEAK REBATE POLICY (COMMUNITY POLICY)

### 1. Scope:

The Concealed Leak Rebate Policy (This "Policy") applies to property owners in the Livingstone Shire Council area which have had who receive a concealed leak and to the owners metered supply of those properties who seek water to a rebate for the associated water usage residential or commercial property.

### 2. Purpose:

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

This Policy provides clear and concise guidelines for the administration of requests for a rebates of water accounts resulting from concealed leaks.

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

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

### 4. Definitions:

To assist in interpretation, the following definitions shall apply:

<u>Actual Charge</u>	<u>The amount payable on a water usage notice.</u>
<u>Application</u>	<u>Application for a Concealed Leak Rebate.</u>
Billing Period	The time between meter readings <u>which occur four times per financial year</u> . It does not refer to the time when the bill was sent or when payment was to have been received.
<u>Body Corporate</u>	<u>Has the same meaning as body corporate in the Body Corporate and Community Management Act 1997.</u>
Commercial Property	A property other than a residential <u>rated</u> property.
Concealed Leak	A water leak either underground, under or within concrete or paving or underneath a structure where the occupant could not reasonably be expected to know of its existence.
Council	Livingstone Shire Council.
<u>Licensed Plumber</u>	<u>A plumber who holds a Queensland Building Construction Commission (QBCC) Contractors License.</u>
<u>Manager</u>	<u>Manager of Water and Waste Operations.</u>

Concealed Leak Rebate Policy

Adopted/Approved: Adopted - 14 July 2015

Version: 4.2

Department: Infrastructure Services  
Section: Water & Waste Operations



## ORDINARY MEETING AGENDA

13 SEPTEMBER 2016

Property Owner	The registered Owners of a residential property or a commercial property or a body corporate.
Residential Property	A property that is being used for a residential purpose and is categorised for rates purposes as residential.

## 5. Policy Statement:

Council receives regular requests for water accounts to be waived or rebated due to concealed leaks on the property-owner's side of the meter. The requests generally result when an owner receives a higher than normal water account which has resulted from an unexpected increase in the rate of consumption amount payable by the property owner.

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

- 1) An — All requests are to be submitted on an Application must:
  - a) Be fully completed;
  - b) Lodged for a Concealed Leak Rebate within 30 days from the date that a licensed plumber the concealed leak was detected or 30 days of receipt of the concealed leak water account; and
  - c) Include information on the nature of the concealed leak and evidence demonstrating that it has occurred and been repaired. Evidence in the following form is acceptable:
    - The property owner must provide from a licensed plumber:
    - A completed Plumber's Statement for Repairs to a Concealed Leak; or alternatively a signed statement certifying that a concealed leak has occurred including information on the nature of the concealed leak; and
    - A receipted invoice demonstrating that the concealed leak has been repaired; or
    - A signed statement on the letterhead of a licensed plumber.
- 2) Where there has been a change of ownership, an application may only be approved for the party who can provide evidence that they incurred the cost to repair the leak and paid the water account for that period. The leak must be repaired within a reasonable timeframe after the date it was discovered;
- 3) The Manager may approve applications where there are minor inconsistencies with the provisions of this Policy.

5.2 Rebate

- 1) The rebate is calculated as the difference between the actual charge and the adjusted charge.
- 2) An The property owner is not eligible for a maximum of one another rebate per property within a five year period.
- 1) of a previously approved rebate;
- 3) Rebates will can be applied to the over two billing periods in which where there is evidence that the leak occurred up to a maximum of two billing periods may affect the consumption charges over more than one reading cycle;

Concealed Leak Rebate Policy

Adopted/Approved: Adopted 14 July 2015  
Version: 4.3

Department: Infrastructure Services  
Section: Water & Waste Operations

## ORDINARY MEETING AGENDA

13 SEPTEMBER 2016

5.25.3 Calculations

1) Average Consumption – is the average consumption based on the same billing period for the previous three financial years.

a) If there are inadequate records to make a calculation, the three latest consecutive billing periods will be used; and

b) If there are insufficient records to calculate average consumption, processing of the application will be deferred until three consecutive water consumption readings are available.

2) The ~~a~~Additional ~~e~~Consumption - is resulting from the concealed leak will be the difference between the actual consumption recorded by the water meter amount invoiced and the average consumption; and

6. Rebates are applied to the billing period in which the leak occurred up to a maximum of two billing periods.

5.2 Calculations

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

Where a rebate is granted, the following applies:

3) 5.2.1 Commercial Properties

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

4) Adjusted Charge for a Residential Property – is the sum of

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

4) Adjusted Charge for a commercial property – is the sum of the average consumption plus 75% of the additional consumption.

Note: tiers and associated rates can be obtained from Council's Revenue Statement.

6. **Changes to this Policy:**

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

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

Concealed Leak Rebate Policy

Adopted/Approved: ~~Adopted~~ 14 July 2015

Version: ~~4.3~~

Department: Infrastructure Services  
Section: Water & Waste Operations

7. **Repeals:**

This Policy repeals the Livingstone Shire Council Policy titled 'Concealed Leak Rebate Policy v~~32~~ adopted 14 July 2015.

~~CHRIS MURDOCH~~~~JUSTIN COMMONS~~  
CHIEF EXECUTIVE OFFICER

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Concealed Leak Rebate Policy

Adopted/Approved: ~~Adopted 14 July 2015~~  
Version: ~~32~~

Department: Infrastructure Services  
Section: Water & Waste Operations

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

### **Policy (Version 4)**

**Meeting Date: 13 September 2016**

**Attachment No: 2**



## CONCEALED LEAK REBATE POLICY (COMMUNITY POLICY)

### 1. Scope

The Concealed Leak Rebate Policy (this "Policy") applies to properties in the Livingstone Shire Council area which have had a concealed leak and to the owners of those properties who seek a rebate for the associated water usage.

### 2. Purpose

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

This Policy provides clear guidelines for the administration of requests for rebates of water accounts resulting from concealed leaks.

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

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

### 4. Definitions

To assist in interpretation, the following definitions shall apply:

Actual Charge	The amount payable on a water usage notice.
Application	Application for a Concealed Leak Rebate.
Billing Period	The time between meter readings which occur four times per financial year.
Body Corporate	Has the same meaning as body corporate in the <i>Body Corporate and Community Management Act 1997</i> .
Commercial Property	A property other than a residential rated property.
Concealed Leak	A water leak either underground, under or within concrete or paving or underneath a structure where the occupant could not reasonably be expected to know of its existence.
Council	Livingstone Shire Council.
Licensed Plumber	A plumber who holds a Queensland Building Construction Commission (QBCC) Contractors License.
Manager	Manager of Water and Waste Operations.
Owner	The registered owners of a residential property or a commercial property or a body corporate.

Concealed Leak Rebate Policy

Adopted/Approved: Draft  
Version: 4

Department: Infrastructure Services  
Section: Water & Waste Operations

Residential Property	A property that is being used for a residential purpose and is categorised for rates purposes as residential.
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## 5. Policy Statement

Council receives regular requests for water accounts to be waived or rebated due to concealed leaks on the owner's side of the meter. The requests generally result when an owner receives a higher than normal water account which has resulted from an increased rate of consumption.

### 5.1 Application

- 1) An application must:
  - a) Be fully completed;
  - b) Be lodged within 30 days from the date that a licensed plumber detects the concealed leak; and
  - c) Include information on the nature of the concealed leak and evidence demonstrating that it has occurred and been repaired. Evidence in the following form is acceptable:
    - A completed Plumber's Statement for Repairs to a Concealed Leak;
    - An invoice demonstrating that the concealed leak has been repaired; or
    - A signed statement on the letterhead of a licensed plumber.
- 2) Where there has been a change of ownership, an application may only be approved for the party who can provide evidence that they incurred the cost to repair the leak and paid the water account for that period.
- 3) The Manager may approve applications where there are minor inconsistencies with the provisions of this Policy.

### 5.2 Rebate

- 1) The rebate is calculated as the difference between the actual charge and the adjusted charge.
- 2) An owner is eligible for a maximum of one rebate per property in a five year period.
- 3) Rebates will be applied to the billing period in which the leak occurred up to a maximum of two billing periods.

### 5.3 Calculations

- 1) Average Consumption - is the average consumption based on the same billing period for the previous three financial years.
  - a) If there are inadequate records to make a calculation, the three latest consecutive billing periods will be used; and
  - b) If there are insufficient records to calculate average consumption, processing of the application will be deferred until three consecutive water consumption readings are available.
- 2) Additional Consumption - is the difference between the actual consumption recorded by the water meter and the average consumption.

Concealed Leak Rebate Policy

Adopted/Approved: Draft  
Version: 4

Department: Infrastructure Services  
Section: Water & Waste Operations

- 3) Adjusted Charge for a residential property - is the sum of the average consumption at the tiered rates plus the additional consumption at the Tier 1 rate.
- 4) Adjusted Charge for a commercial property - is the sum of the average consumption plus 75% of the additional consumption.

Note: tiers and associated rates can be obtained from Council's Revenue Statement.

**6. Changes to this Policy**

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

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

**7. Repeals**

This Policy repeals the Livingstone Shire Council Policy titled 'Concealed Leak Rebate Policy v3', adopted 14 July 2015.

**CHRIS MURDOCH**  
**CHIEF EXECUTIVE OFFICER**

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Concealed Leak Rebate Policy

Adopted/Approved: Draft  
Version: 4

Department: Infrastructure Services  
Section: Water & Waste Operations

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**12.5 VERSION 3 WATER CONSUMPTION CHARGE REFUND - HEALTH RELATED USES POLICY****File No:** 4.7.32**Attachments:**  
1. Draft Policy (v3)[↓](#)  
2. Ordinary Meeting Agenda 24 January 2017[↓](#)**Responsible Officer:** Dan Toon - Executive Director Infrastructure**Author:** Carrie Burnett - Policy & Planning Officer

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**SUMMARY**

This report seeks Council's adoption of Version 3 of the Water Consumption Charge Refund – Health Related Uses Policy.

**OFFICER'S RECOMMENDATION**

THAT Council adopt the Water Consumption Charge Refund – Health Related Uses Policy (v3).

**BACKGROUND**

Version 2 of the policy was adopted by Council at its 24 January 2017 meeting. Councillors have previously been provided a briefing on version 3 on 1 April 2019 and the policy is now presented to Council for adoption.

**COMMENTARY**

Staff undertake reviews of policy documents to ensure currency and relevance to Council practices.

**PREVIOUS DECISIONS**

At its 24 January 2017 Meeting, Council resolved:

*'THAT Council adopt the Rebate of Residential Water Consumption for Health Related Uses Policy (v2).'*

**BUDGET IMPLICATIONS**

This is a review of an existing policy. There are no budget implications.

**LEGISLATIVE CONTEXT**

Relevant legislation is quoted in Item 3 References of the policy.

**LEGAL IMPLICATIONS**

Not applicable

**STAFFING IMPLICATIONS**

Existing staff and resources are utilised to implement the policy.

**RISK ASSESSMENT**

There is no risk associated with amending the Rebate of Residential Water Consumption for Health Related Uses Policy as the proposed changes are reflective of current practices.

**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**

It is important that Council policy documents remain current and are reflective of relevant work practices. Council should adopt the Water Consumption Charge Refund – Health Related Uses Policy to ensure that requests for a refund or waiver due to the use of additional water because of necessary medical treatments are addressed in a consistent manner.

# **12.5 - VERSION 3 WATER CONSUMPTION CHARGE REFUND - HEALTH RELATED USES POLICY**

## **Draft Policy (v3)**

**Meeting Date: 16 April 2019**

**Attachment No: 1**



## WATER CONSUMPTION CHARGE REFUND - HEALTH RELATED USES POLICY (COMMUNITY POLICY)

### 1. Scope

The Water Consumption Charge Refund - Health Related Uses Policy (this 'Policy') is to provide assistance to eligible residents who are required to use larger amounts of water than would generally be used in a residential situation because they are required to undertake kidney dialysis or other health related treatments in the home.

### 2. Purpose

To outline criteria to be applied when eligible residents apply for a refund or waiver due to the use of additional water in the home because it is needed to undertake necessary medical treatments.

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

*Water Supply (Safety and Reliability) Act 2008* ch 2 pt 5 div 2

### 4. Definitions

To assist in interpretation, the following definitions shall apply:

Council	Livingstone Shire Council.
Declared Water Service Area	The area declared by Council at its 9 September 2014 Meeting and subsequently amended by resolution for a retail water service pursuant to s 161(1) and s 161(3) of the <i>Water Supply (Safety and Reliability) Act 2008</i> .
Eligible residents	Occupants of residential properties within Council's declared water service area who: <ul style="list-style-type: none"> <li>i) are registered for home dialysis treatment with a renal unit at a hospital; or</li> <li>ii) can demonstrate that they are required to undertake health related treatment in their home that requires substantial water use.</li> </ul>

### 5. Policy Statement

#### 5.1 Assessment

The refund/waiver will be applied in the following circumstances:

##### 1) Kidney Dialysis Patients Undertaking Treatment at Home

Eligible residents that are registered for home dialysis treatment with a renal unit at a hospital will be granted a refund/waiver on water consumption charges

Water Consumption Charge Refund - Health Related Uses Policy

Adopted/Approved: DRAFT  
Version: 3

Portfolio: Infrastructure  
Business Unit: Water and Waste Operations

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for their principal residence.

## 2) Other Health Related Home Treatment

Applications from eligible residents that can demonstrate they are required to undertake health related treatment in their home which requires substantial water use will be considered on a case-by-case basis.

## 5.2 Applications are to be made as follows

Applications must be made each financial year and be submitted to Council in writing and include:

### 1) For Kidney Dialysis Patients

Written evidence from a registered medical practitioner or hospital demonstrating the eligible resident is required to undertake home dialysis treatment.

### 2) For other Health Related Treatments

Written evidence from a registered medical practitioner or hospital which demonstrates that the eligible resident is required to undertake some form of home treatment (specifying the details of the treatment, including length of treatment if known), which requires substantial water use.

## 5.3 Approvals

All applications will be assessed by the Manager Water & Waste Operations who may approve a refund/waiver equivalent to the value of 100 kilolitres per year based on the first tier water charge.

## 5.4 Cancellation of Treatment

- 1) If home dialysis or other health related treatment in the home ceases, Council must be notified immediately;
- 2) Full water consumption charges will apply from the date that the treatment ceases.

## 6. Changes to this Policy

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

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

## 7. Repeals

This Policy repeals Livingstone Shire Council Policy titled 'Water - Rebate of Residential Water Consumption for Health Related Uses Policy (v2.1)'.

Version	Date	Action
1	10/06/2014	Adopted
2	24/01/2017	Amended Policy Adopted
2.1	02/10/2018	Administrative Amendments – reflect organisational restructure

Water Consumption Charge Refund - Health Related Uses Policy

Adopted/Approved: DRAFT  
Version: 3

Portfolio: Infrastructure  
Business Unit: Water and Waste Operations

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3		Draft
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CHRIS MURDOCH  
CHIEF EXECUTIVE OFFICER

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Water Consumption Charge Refund - Health Related Uses Policy

Adopted/Approved: DRAFT  
Version: 3

Portfolio: Infrastructure  
Business Unit: Water and Waste Operations

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# **12.5 - VERSION 3 WATER CONSUMPTION CHARGE REFUND - HEALTH RELATED USES POLICY**

## **Ordinary Meeting Agenda 24 January 2017**

**Meeting Date: 16 April 2019**

**Attachment No: 2**

## ORDINARY MEETING AGENDA

24 JANUARY 2017

**12.5 VERSION 2 REBATE OF RESIDENTIAL WATER CONSUMPTION FOR HEALTH RELATED USES POLICY**

**File No:** 4.7.32  
**Attachments:** 1. Draft Policy (v2)[1](#)  
**Responsible Officer:** Dan Toon - Director Infrastructure Services  
**Author:** Carrie Burnett - Policy & Planning Officer

**SUMMARY**

*This report seeks Councils adoption of version 2 of the Rebate of Residential Water Consumption for Health Related Uses Policy.*

**OFFICER'S RECOMMENDATION**

THAT Council adopt the Rebate of Residential Water Consumption for Health Related Uses Policy (v2).

**COMMENTARY**

Version 1 of the policy was adopted by Council at its 10 June 2014 Meeting. Staff undertake reviews of policy documents to ensure currency and relevance to Council practices. Version 2 of the policy was discussed at Councils 6 December 2016 Workshop and is now presented to Council for adoption.

**BACKGROUND**

Not applicable.

**PREVIOUS DECISIONS**

At its 10 June 2014 Meeting, Council resolved as follows:

*'That Council adopt the Rebate of Residential Water Consumption for Health Related Uses Policy'.*

**BUDGET IMPLICATIONS**

Not applicable.

**LEGISLATIVE CONTEXT**

Not applicable.

**LEGAL IMPLICATIONS**

Not applicable.

**STAFFING IMPLICATIONS**

Not applicable.

**RISK ASSESSMENT**

Not applicable.

**CORPORATE/OPERATIONAL PLAN**

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

**CONCLUSION**

It is important that Council policy documents remain current and are reflective of relevant work practices. Council should adopt the Rebate of Residential Water Consumption for Health Related Uses to ensure staff and the community is aware of Council's requirements.

## **12.5 - VERSION 2 REBATE OF RESIDENTIAL WATER CONSUMPTION FOR HEALTH RELATED USES POLICY**

### **Draft Policy (v2)**

**Meeting Date: 24 January 2017**

**Attachment No: 1**





## WATER – REBATE OF RESIDENTIAL WATER CONSUMPTION FOR HEALTH RELATED USES POLICY (COMMUNITY POLICY)

### 1. Scope

The Rebate of Residential Water Consumption for Health Related Uses Policy (this 'Policy') is to provide assistance to eligible residents who are required to use larger amounts of water than would generally be used in a residential situation because they are required to undertake kidney dialysis or other health related treatments in the home.

### 2. Purpose

To outline criteria to be applied when eligible residents apply for a rebate due to the use of additional water in the home because it is needed to undertake necessary medical treatments.

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

*Water Supply (Safety and Reliability) Act 2008 (Qld) ch 2 pt 5 div 1*

### 4. Definitions

To assist in interpretation, the following definitions shall apply:

Council	Livingstone Shire Council.
Eligible residents	Residents who reside at a property within Council's water service areas; and <ul style="list-style-type: none"> <li>i) are registered for home dialysis treatment with a renal unit at a hospital; or</li> <li>ii) can demonstrate that they are required to undertake health related treatment in their home that requires substantial water use.</li> </ul>

### 5. Policy Statement

#### 5.1 Assessment

The rebate will be applied in the following circumstances:

#### 1) Kidney Dialysis Patients Undertaking Treatment at Home

Eligible residents that are registered for home dialysis treatment with a renal unit at a hospital will be granted a rebate on water consumption for their principal residence.

Rebate of Residential Water Consumption for Health Related Uses Policy

Adopted/Approved: Draft  
Version: 2

Department: Infrastructure Services  
Section: Water and Waste Operations

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**2) Other Health Related Home Treatment**

Applications from eligible residents that can demonstrate they are required to undertake health related treatment in their home which requires substantial water use will be considered on a case-by-case basis.

**5.2 Applications are to be made as follows**

Applications must be made each financial year and be submitted to Council in writing and include:

**1) For Kidney Dialysis Patients**

Written evidence from a registered medical practitioner or hospital demonstrating the eligible resident is required to undertake home dialysis treatment.

**2) For other Health Related Treatments**

Written evidence from a registered medical practitioner or hospital which demonstrates that the eligible resident is required to undertake some form of home treatment (specifying the details of the treatment, including length of treatment if known), which requires substantial water use.

**5.3 Rebate Approvals**

All applications will be assessed by the Manager Water & Waste Operations who may approve a rebate equivalent to the value of 100 kilolitres per year based on the first tier water charge.

**5.4 Cancellation of Treatment**

- 1) If home dialysis or other health related treatment in the home ceases, Council must be notified immediately;
- 2) Failure to do so will result in the rebate being cancelled from the date of the billing reading for which the current or latest account had been issued; and
- 3) The rebate will be calculated on a pro-rata basis.

**6. Changes to this Policy**

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

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

**7. Repeals**

This Policy repeals the former Livingstone Shire Council Policy titled 'Rebate of Residential Water Consumption for Health Related Uses Policy v1', adopted 10 June 2014.

**CHRIS MURDOCH**  
CHIEF EXECUTIVE OFFICER

Rebate of Residential Water Consumption for Health Related Uses Policy  
Adopted/Approved: Draft  
Version: 2

Department: Infrastructure Services  
Section: Water and Waste Operations

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**12.6 VERSION 3 RESIDENTIAL REBATE FOR WATER SAVING PRODUCTS POLICY****File No:** 4.7.32**Attachments:**

1. Draft Policy (v3)[↓](#)
2. Ordinary Meeting Agenda 13 December 2016[↓](#)

**Responsible Officer:** Dan Toon - Executive Director Infrastructure**Author:** Carrie Burnett - Policy & Planning Officer

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**SUMMARY**

This report seeks Council's adoption of Version 3 of the Residential Rebate for Water Saving Products Policy.

**OFFICER'S RECOMMENDATION**

THAT Council adopt the Residential Rebate for Water Saving Products Policy (v3).

**BACKGROUND**

Version 2 of the policy was adopted by Council at its 13 December 2016 meeting. Councillors have previously been provided a briefing on version 3 on 1 April 2019 and the policy is now presented to Council for adoption.

**COMMENTARY**

Staff undertake reviews of policy documents to ensure currency and relevance to Council practices.

**PREVIOUS DECISIONS**

At its 13 December 2016 Meeting, Council resolved:

*'THAT Council adopt the Residential Rebate for Water Efficient Products Policy (v2).'*

**BUDGET IMPLICATIONS**

The review of the Residential Rebate for Water Efficient Products Policy has no impact on the budget.

**LEGISLATIVE CONTEXT**

The relevant legislation is identified in Item 3 References in the policy.

**LEGAL IMPLICATIONS**

Not applicable

**STAFFING IMPLICATIONS**

Existing staff and resources are utilised to implement the policy and procedure.

**RISK ASSESSMENT**

There is no risk associated with the proposed amendments to the Residential Rebate for Water Saving Products Policy as they are only administrative in nature and do not change current practices.

**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**

It is important that Council policy documents remain current and are reflective of relevant work practices. Council should adopt the Residential Rebate for Water Saving Products Policy (v3) to ensure that Council has clear guidelines for the administration and payment of rebates associated with this policy.

## **12.6 - VERSION 3 RESIDENTIAL REBATE FOR WATER SAVING PRODUCTS POLICY**

### **Draft Policy (v3)**

**Meeting Date: 16 April 2019**

**Attachment No: 1**



## RESIDENTIAL REBATE FOR WATER SAVING PRODUCTS POLICY (COMMUNITY POLICY)

### 1. Scope

The Residential Rebate for Water Saving Products Policy (this 'Policy') applies to property owners and tenants who have purchased and installed eligible water saving products in a residential property within Council's declared water service area.

### 2. Purpose

The purpose of this Policy is to encourage the use of water saving products and to provide clear guidelines for the administration and payment of a rebate.

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

#### Legislative reference

*Public Health Regulation 2018* pt 2 div 2

*Water Supply (Safety and Reliability) Act 2008* ch 2 pt 5 div 2

#### Related documents

Application for Residential Rebate for Water Saving Products

### 4. Definitions

To assist in interpretation, the following definitions shall apply:

Council	Livingstone Shire Council.
Declared Water Service Area	The area declared by Council at its 9 September 2014 Meeting and subsequently amended by resolution for a retail water service pursuant to s 161(1) and s 161(3) of the <i>Water Supply (Safety and Reliability) Act 2008</i> .
Licensed Plumber	A plumber who holds a Queensland Building and Construction Commission (QBCC) Plumbing and Drainage Trade Contractor License.
Water Saving Products	The following are eligible Water Savings Products: <ul style="list-style-type: none"> <li>• Showerheads;</li> <li>• Rainwater Tanks;</li> <li>• Washing Machines; and</li> <li>• Toilets.</li> </ul>
Rebate	Reimbursement for a portion of the money outlaid for Water Saving Products.

Residential Rebate for Water Saving Products Policy

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Residential Property	A property that is being used for a residential purpose and is categorised for rates purposes as residential.
WELS Scheme	The Water Efficiency Labelling and Standards Scheme is an Australian Government initiative in partnership with state and territory governments.

## 5. Policy Statement

### 5.1 General Information

- 1) A claim for rebate:
  - a) must be made within three months of purchase as indicated from the date on the receipt;
  - b) must be made on the Application for Residential Rebate for Water Saving Products and be accompanied by:
    - i) product specifications;
    - ii) evidence demonstrating that the water saving product was installed in a residential property in the declared water service area; and
    - iii) photocopy of receipt (name on the receipt must be the applicants).
- 2) Delivery and installation charges can be included as part of the total purchase price.
- 3) To be considered for a rebate the applicant must:
  - a) be a property owner or tenant who has purchased and installed an eligible water saving product at a residential property in the declared water service area;
  - b) agree that as far as the law permits, Council has no liability in respect of any claim, cause of action or loss or damage arising out of or in relation to, any rain water tank system, the consumption of any water from such rainwater system or other conservation products subject to this rebate scheme; and
  - c) indemnify and keep Council indemnified from any claim or liability arising out of or in relation to any rainwater tank system, the consumption of any water from such rainwater tank system or other conservation products subject to this rebate scheme and application to the extent that any claim or liability is not caused by Council negligence or breach of this application or any other term implied by law.

### 5.2 Water Saving Products

#### 5.2.1 Rainwater Tank Rebate

- 1) Installations will have two categories:
  - a) Stand-alone
    - i) tank for outside use only;
  - b) Integrated systems
    - i) must incorporate mains supply top-up with connection to any two items. For example:
      - toilet;
      - hot water system; or
      - washing machine.

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Residential Rebate for Water Saving Products Policy

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- ii) has mandatory garden use;
  - iii) potable use such as kitchen sink, bathroom basin or bath/shower may also be connected but are not mandatory.
- 2) The available rebates for the two categories are:
  - a) \$250.00 for stand-alone tanks; or
  - b) \$500.00 for integrated systems.
- 3) An inspection of the installed tank may be conducted by Council prior to payment of the rebate.
- 4) The Rainwater Tank Rebate is conditional upon tanks meeting the following requirements:
  - a) Minimum tank size 5,000L;
  - b) Installation must include screening to exclude leaves, insects and other debris;
  - c) A minimum of 20 litres of the first flush of roof catchment rainwater must be diverted/discarded before entering the rainwater tank;
  - d) The provisions of this Policy and the *Public Health Regulation 2018* must be complied with;
  - e) The installation must meet any relevant building codes or plumbing and drainage code requirements and have the necessary Council permit where required;
  - f) Rainwater tanks subject to a rebate must be used for the collection and storage of rainwater; and
  - g) The tank must be of a colour, shape, size and position that is congruous with the neighbourhood amenity.

#### 5.2.2 Showerhead Rebate

To receive the \$25 rebate for a showerhead, the product must be a retrofit of a non-water efficient showerhead. It must be rated 3 Stars or higher under the WELS Scheme.

#### 5.2.3 Washing Machine Rebate

To receive the \$100 rebate, the washing machine must have a WELS Scheme rating of at least 5 Stars.

#### 5.2.4 Toilet Rebate

To receive the \$50 rebate on a dual-flush toilet (cistern and pan) the new toilet must be a 6/3 litre or 4.5/3 litre system and replace an existing single flush toilet system. The replacement toilet must be installed by a licensed plumber, meet any relevant plumbing and drainage codes and have the necessary Council permit where required.

### 6. Changes to this Policy

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

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



**7. Repeals/Amendments**

This Policy repeals Livingstone Shire Council Policy titled 'Water - Residential Rebate for Water Efficient Products Policy v2.1'.

Version	Date	Action
1	27/09/2016	Adopted
2	13/12/2016	Amended Policy Adopted
2.1	03/09/2018	Administrative Amendments – reflect organisational restructure
3		Draft

**CHRIS MURDOCH**  
CHIEF EXECUTIVE OFFICER

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Residential Rebate for Water Saving Products Policy

Adopted/Approved: DRAFT

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# **12.6 - VERSION 3 RESIDENTIAL REBATE FOR WATER SAVING PRODUCTS POLICY**

## **Ordinary Meeting Agenda 13 December 2016**

**Meeting Date: 16 April 2019**

**Attachment No: 2**

## ORDINARY MEETING AGENDA

13 DECEMBER 2016

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**12 REPORTS****12.1 VERSION 2 RESIDENTIAL REBATE FOR WATER EFFICIENT PRODUCTS POLICY**

**File No:** 4.7.32  
**Attachments:** 1. Draft Policy (v2)  
**Responsible Officer:** Dan Toon - Director Infrastructure Services  
**Author:** Carrie Burnett - Policy & Planning Officer

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**SUMMARY**

This report seeks Council's adoption of version 2 of the Residential Rebate for Water Efficient Products Policy.

**OFFICER'S RECOMMENDATION**

THAT Council adopt the Residential Rebate for Water Efficient Products Policy (v2).

**COMMENTARY**

Version 1 of the policy was adopted by Council at its 8 April 2014 Meeting. Version 2 was discussed at Council's Workshop on 15 November 2016 and is now presented to Council for adoption.

**BACKGROUND**

Not applicable.

**PREVIOUS DECISIONS**

At its 8 April 2014 Meeting, Council resolved as follows:  
'THAT Council adopt the policy title Residential Rebate for Water Efficient Products'.

**BUDGET IMPLICATIONS**

Not applicable.

**LEGISLATIVE CONTEXT**

Not applicable.

**LEGAL IMPLICATIONS**

Not applicable.

**STAFFING IMPLICATIONS**

Not applicable.

**RISK ASSESSMENT**

Not applicable.

**ORDINARY MEETING AGENDA**

**13 DECEMBER 2016**

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**CORPORATE/OPERATIONAL PLAN**

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

**CONCLUSION**

It is important that Council policy documents remain current and are reflective of relevant work practices. Council should adopt version 2 of the Residential Rebate for Water Efficient Products Policy to ensure staff and the community are aware of Council's requirements.

## **12.1 - VERSION 2 RESIDENTIAL REBATE FOR WATER EFFICIENT PRODUCTS POLICY**

### **Draft Policy (v2)**

**Meeting Date: 13 December 2016**

**Attachment No: 1**



## WATER – RESIDENTIAL REBATE FOR WATER EFFICIENT PRODUCTS POLICY (COMMUNITY POLICY)

### 1. Scope

The Residential Rebate for Water Efficient Products Policy (this 'Policy') applies to eligible residents who install eligible Water Saving Products in residential properties within Council's water service areas.

### 2. Purpose

The purpose of this Policy is to provide clear and concise guidelines for the administration and payment of a rebate.

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

Application for Residential Rebate for Water Efficient Products  
Public Health Regulation 2005 pt 1A div 2

Water Supply (Safety and Reliability) Act 2008 ch 2 pt 5 div 1

### 4. Definitions

To assist in interpretation, the following definitions shall apply:

Council	Livingstone Shire Council.
Eligible resident	Property owners and tenants that reside in the Council area who have purchased and installed Water Saving Products at a residential property in the Council's water service areas.
Licensed Plumber	A plumber who holds a Queensland Building Construction Commission (QBCC) Contractors License.
Water Saving Products	The following are eligible Water Savings Products: <ul style="list-style-type: none"> <li>• Showerheads;</li> <li>• Rainwater Tanks;</li> <li>• Washing Machines; and</li> <li>• Toilets.</li> </ul>
Rebate	Reimbursement for a portion of the money outlaid for Water Saving Products.
WELS Scheme	Water Efficiency Labelling and Standards.

Residential Rebate for Water Efficient Products Policy

Adopted/Approved: Draft  
Version: 2

Department: Infrastructure Services  
Section: Water and Waste Operations

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**5. Policy Statement****5.1 General Information**

- 1) A claim for rebate:
  - a) can only be made by an eligible resident;
  - b) must be made within three months of purchase as indicated from the date on the receipt;
  - c) must be made on the Application for Residential Rebate for Water Efficient Products and be accompanied by:
    - i) product specifications;
    - ii) evidence demonstrating that the applicant is an eligible resident;
    - iii) evidence demonstrating that the Water Saving Product was installed in a residential property in a water service area; and
    - iv) photocopy of receipts (*name on the receipt must be that of the eligible resident*).
- 2) Delivery and installation charges can be included as part of the total purchase price.
- 3) To be considered for a rebate the eligible resident must:
  - a) consent to Council contacting them to conduct research about the Water Saving Products;
  - b) agree that as far as the law permits, Council has no liability in respect of any claim, cause of action or loss or damage arising out of or in relation to, any rain water tank system, the consumption of any water from such rainwater system or other conservation products subject to this rebate scheme;
  - c) indemnify and keep Council indemnified from any claim or liability arising out of or in relation to any rainwater tank system, the consumption of any water from such rainwater tank system or other conservation products subject to this rebate scheme and application to the extent that any claim or liability is not caused by Council negligence or breach of this application or any other term implied by law; and
  - d) consent to the information provided on the application form being used to measure and monitor the success of this scheme.

**5.2 Water Saving Products****5.2.1 Rainwater Tank Rebate**

- 1) Installations will have two categories:
  - a) Stand-alone
    - i) tank for outside use only;
  - b) integrated systems
    - i) must incorporate mains supply top-up with connection to any two items. For example:
      - toilet;
      - hot water system; or
      - washing machine.
    - ii) has mandatory garden use;

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- iii) potable use such as kitchen sink, bathroom basin or bath/shower may also be connected but are not mandatory.
- 2) The available rebates for the two categories are:
  - a) \$250.00 for stand-alone tanks; or
  - b) \$500.00 for integrated systems.
- 3) An inspection of the installed tank may be conducted by Council prior to payment of the rebate;
- 4) The Rainwater Tank Rebate is conditional upon tanks meeting the following requirements:
  - a) Minimum tank size 5,000L;
  - b) Installation must include screening to exclude leaves, insects and other debris;
  - c) A minimum of 20 litres of the first flush of roof catchment rainwater must be diverted/discharged before entering the rainwater tank. The tank must be installed in accordance with this Policy and by a licensed plumber if required by the Public Health Regulations 2005. The installation must also meet any relevant building code or plumbing and drainage code requirements and have the necessary Council permit where required. Rainwater tanks subject to a rebate must be used for the collection and storage of rainwater; and
  - d) The tank must be of a colour, shape, size and position that is congruous with the neighbourhood amenity.

**5.2.2 Showerhead Rebate**

To receive the \$25 rebate for a showerhead, the product must be a retrofit of a non-water efficient showerhead. It must be rated 3 Stars or higher under the WELS Scheme.

**5.2.3 Washing Machine Rebate**

To receive the \$100 rebate, the washing machine must have a WELS Scheme rating of at least 5 Stars.

**5.2.4 Toilet Rebate**

To receive the \$50 rebate on a dual-flush toilet (cistern and pan) the new toilet must be a 6/3 litre or 4.5/3 litre system and replace an existing single flush toilet system. The replacement toilet must be installed by a licensed plumber, meet any relevant plumbing and drainage codes and have the necessary Council permit where required.

**6. Changes to this Policy**

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

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

Residential Rebate for Water Efficient Products Policy

Adopted/Approved: Draft  
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**7. Repeals**

This Policy repeals the former Livingstone Shire Council Policy titled 'Residential Rebate for Water Efficient Products Policy v1', adopted 8 April 2014.

**CHRIS MURDOCH**  
**CHIEF EXECUTIVE OFFICER**

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Residential Rebate for Water Efficient Products Policy  
Adopted/Approved: Draft  
Version: 2

Department: Infrastructure Services  
Section: Water and Waste Operations

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**12.7 VERSION 4 SUB-METERING POLICY AND VERSION 3 SUB-METERING PROCEDURE****File No:** 4.7.32**Attachments:**

1. Draft Policy (v4)[↓](#)
2. Draft Procedure (v3)[↓](#)
3. Ordinary Meeting Agenda 18 April 2017[↓](#)

**Responsible Officer:** Dan Toon - Executive Director Infrastructure**Author:** Carrie Burnett - Policy & Planning Officer

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**SUMMARY**

This report seeks Council's adoption of Version 4 of the Sub-Metering Policy.

**OFFICER'S RECOMMENDATION**

THAT Council:

1. Adopt the Sub-metering Policy (v4); and
2. Endorse the approval of the Sub-metering Procedure (v3) by the Executive Director Infrastructure.

**BACKGROUND**

Version 3 of the policy and version 2 of the procedure were adopted/approved by Council at its 18 April 2017 meeting. Councillors have previously been provided a briefing on the latest versions on 1 April 2019 and the Policy is now presented to Council for adoption. The Executive Director Infrastructure seeks Council endorsement of the procedure before he authorises it.

**COMMENTARY**

Staff undertake reviews of policy documents to ensure currency and relevance to Council practices.

**PREVIOUS DECISIONS**

At its 18 April 2017 meeting, Council resolved:

*'THAT Council:*

1. *Adopt the Sub-metering Policy (v3); and*
2. *Endorse the approval of the Sub-metering Procedure (v2) by the Director Infrastructure Services.'*

**BUDGET IMPLICATIONS**

This is a review of an existing policy and procedure. There are no budget implications.

**LEGISLATIVE CONTEXT**

The relevant legislation is identified in Item 3 of the policy and procedure.

**LEGAL IMPLICATIONS**

Not applicable

**STAFFING IMPLICATIONS**

Existing staff and resources are utilised to implement the policy and procedure.

**RISK ASSESSMENT**

There is no risk associated with the proposed amendments to the Sub-metering Policy and Procedure as they are only administrative in nature and do not change current practices.

**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**

It is important that Council policy documents remain current and are reflective of relevant work practices. Council should adopt the Sub-metering Policy (v4) and endorse version 3 of the associated procedure to ensure that meterable premises constructed in the declared water service area after 1 January 2008 comply with pt 4 of the Queensland Plumbing and Wastewater Code.

## **12.7 - VERSION 4 SUB-METERING POLICY AND VERSION 3 SUB- METERING PROCEDURE**

### **Draft Policy (v4)**

**Meeting Date: 16 April 2019**

**Attachment No: 1**



## SUB-METERING POLICY (COMMUNITY POLICY)

### 1. Scope

The Sub-metering Policy (this 'Policy') applies to meterable premises constructed in the declared water service area from 1 January 2008.

### 2. Purpose

The purpose of this Policy is to:

- Enhance the effectiveness of Council's water charging system by facilitating a 'user pays' system for all consumers;
- Increase awareness of water consumption and the contribution that individual consumers can make to the conservation of this natural resource; and
- Ensure the Queensland Plumbing and Wastewater Code Part 4 is complied with.

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

#### Legislative reference

*Body Corporate and Community Management Act 1997* ss 10, 20, 195

*Water Supply (Safety and Reliability) Act 2008* ch 2 pt 3 div 2, s 140 and s 161

#### Related documents

Queensland Plumbing and Wastewater Code Part 4

Sub-meter guidelines – For councils, plumbers, builders, developers, water service providers and community title managers (Department of Housing and Public Works / Building Codes Queensland) November 2013

Sub-metering Procedure

Water Meter Policy

### 4. Definitions

To assist in interpretation, the following definitions shall apply:

AMR	Automatic Meter Reader.
Body corporate	Has the same meaning as body corporate in the <i>Body Corporate and Community Management Act 1997</i> .
Common area	An area of common property.
Common property	Has the meaning provided in s 10 of the <i>Body Corporate and Community Management Act 1997</i> .
Council	Livingstone Shire Council.

Sub-metering Policy

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Declared Water Service Area	The area declared by Council at its 9 September 2014 Meeting and subsequently amended by resolution for a retail water service pursuant to s 161(1) and s 161(3) of the <i>Water Supply (Safety and Reliability) Act 2008</i> .
Duplex	Has the same meaning as dual occupancy in Livingstone Planning Scheme 2018.
Master meter	The primary meter installed on the line between the properties water connection to the reticulation system and the sub-meters and used to register the total water consumption of a complex of meterable premises.
Meterable premises	Has the same meaning as meterable premises in the Queensland Plumbing and Wastewater Code but excludes secondary dwellings.
Owner	May be a body corporate, a developer acting on behalf of a landowner or a registered landowner.
QPWC	Queensland Plumbing and Wastewater Code.
Secondary dwelling	Has the same meaning as secondary dwelling in Livingstone Planning Scheme 2018.
Sole-occupancy unit	Has the same meaning as sole-occupancy unit in the Queensland Plumbing and Wastewater Code.
Storey	Has the same meaning as storey in the Queensland Plumbing and Wastewater Code.
Sub-meter	A water meter and related equipment (including AMR) within a complex of meterable premises that measures the supply of water to a meterable premises.
Water Meter	A device and related equipment that measures the volume of water supplied.

## 5. Policy Statement

On 1 January 2008, the QPWC was amended to introduce requirements for installing water meters for new premises. Part 4 – *Water meters for new premises* was created to provide acceptable solutions for the installation and maintenance of water meters including the installation of sub-meters.

### 5.1 Queensland Plumbing and Wastewater Code

Part 4 of the QPWC requires:

- 1) The water supply to a meterable premises be fitted with a device (water meter) to measure the amount of water supplied to the premises; and
- 2) The water meter is to measure only the water supplied to that meterable premises.

### 5.2 Sub-metering Procedure

The provisions of the Sub-metering Procedure apply to sub-metering of meterable premises which are constructed in the declared water service area from 1 January 2008.

Sub-metering Policy

Adopted/Approved: DRAFT  
Version: 4

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Portfolio: Infrastructure  
Business Unit: Water & Waste Operations

**5.3 Meterable Premises Constructed Pre 1 January 2008**

The owner of a complex of meterable premises constructed prior to 1 January 2008 may elect to install sub-meters. If they choose to do so, all associated costs are the responsibility of the owner and this Policy and its associated Procedure apply.

**5.4 Ownership and Maintenance**

- 1) Council:
  - a) Assumes ownership of the sub-meters once the installation has been certified by Council;
  - b) Is responsible for reading and testing sub-meters during the defects liability period; and
  - c) May replace, upgrade or reconfigure sub-meters (including AMR), at its expense once it has assumed ownership.
- 2) The owner is responsible for defects in materials and equipment and ongoing maintenance for a defects liability period of 12 months after the date of certification.
- 3) In relation to AMR technology, Council will conduct a system audit prior to expiry of the 12 month defects liability period. If the system:
  - a) Passes the audit, Council will assume ownership; or
  - b) Fails the audit, the developer must rectify issues identified by Council prior to Council assuming ownership.

**5.5 Meter Reading**

Council will read sub-meters and master meters in accordance with its water meter reading schedule.

**5.6 Billing**

In accordance with its current billing practices, Council will charge:

- 1) The owner of separate lots for their water consumption supplied through the sub-meter;
- 2) The body corporate of a complex of meterable premises, for the water consumption:
  - a) Supplied through the sub-meter to any common property; and/or
  - b) Determined by subtracting the sum of the usage registered on the sub-meters from the master meter.
- 3) The owner of multi-unit buildings under a single title.

**5.7 Duplexes**

- 1) Council requires each unit of a duplex to have an independent connection and water meter.
- 2) The water meters must be located in a box on the footpath adjacent to each unit.
- 3) Installation of the water meters is to be carried out by Council under a Private Works Agreement.

**6. Changes to this Policy**

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

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

**7. Repeals/Amendments**

This Policy repeals Livingstone Shire Council Policy titled 'Sub-Metering Policy (v3.1)'.

Version	Date	Action
1	10/06/2014	Adopted
2	04/11/2014	Amended Policy Adopted
3	18/04/2017	Amended Policy Adopted
3.1	23/10/2018	Administrative Amendments – reflect organisational restructure
4		DRAFT

**CHRIS MURDOCH**  
**CHIEF EXECUTIVE OFFICER**

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Sub-metering Policy

Adopted/Approved: DRAFT  
 Version: 4

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Portfolio: Infrastructure  
 Business Unit: Water & Waste Operations



# **12.7 - VERSION 4 SUB-METERING POLICY AND VERSION 3 SUB- METERING PROCEDURE**

## **Draft Procedure (v3)**

**Meeting Date: 16 April 2019**

**Attachment No: 2**



## SUB-METERING PROCEDURE

### 1. Scope

The Sub-metering Procedure (this 'Procedure') applies to meterable premises constructed in the declared water service area from 1 January 2008.

### 2. Purpose

This Procedure has been developed to ensure that Council, plumbers, builders and developers comply with the sub-metering requirements of Part 4 of the Queensland Plumbing and Wastewater Code.

### 3. Related Documents

#### Primary

Sub-metering Policy

#### Legislative reference

*Body Corporate and Community Management Act 1997* ss 10, 20, 195

*Plumbing and Drainage Act 2002* pt 4

*Standard Plumbing and Drainage Regulation 2003*

*Water Supply (Safety and Reliability) Act 2008* ch 2 pt 3 div 2 and s 44

#### Related documents

Application for Sub-meter Certification

AS/NZS 3500.1:2018 : Plumbing and drainage Part 1: Water services

AS 2700S-2011 (X43) : Colour standards for general purposes - Beige

AS 3688:2016 : Water supply and gas systems – Metallic fittings and end connectors

AS/NZS 4020:2018 : Testing of products for use in contact with drinking water

CMDG Drawing No CMDG-W-091

National Construction Code – Volume 3 'Plumbing Code of Australia'

### 4. Definitions

To assist in interpretation, the following definitions shall apply:

AMR	Automatic Meter Reader.
As Constructed Plans	Plans which show the dimensions and location of the constructed asset.
Body corporate	Has the same meaning as body corporate in the <i>Body Corporate and Community Management Act 1997</i> .
CMDG	Capricorn Municipal Development Guidelines.
Common area	An area of common property.
Common property	Has the meaning provided in s 10 of the <i>Body Corporate and Community Management Act 1997</i> .

Sub-Metering Procedure

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Communal hot water system	A common system used to supply hot water to meterable premises.
Council	Livingstone Shire Council.
Declared Water Service Area	The area declared by Council at its 9 September 2014 Meeting and subsequently amended by resolution for a retail water service pursuant to s 161(1) and s 161(3) of the <i>Water Supply (Safety and Reliability) Act 2008</i> .
Licensed plumber	A plumber who holds a Queensland Building and Construction Commission (QBCC) Plumbing and Drainage Trade Contractor License.
Master meter	The primary meter installed on the line between the properties water connection to the reticulation system and the sub-meters and used to register the total water consumption of a complex of meterable premises.
Meterable premises	Has the same meaning as meterable premises in the Queensland Plumbing and Wastewater Code but excludes secondary dwellings.
MPE	Maximum permissible error which a meter is allowed to operate within.
Pattern Approval Certificate	A certificate issued by the Australian Government's National Measurement Institute which states that certain makes and models of water meters have passed a pattern approval examination making them suitable for trade and other legal purposes.
Owner	May be a body corporate, a developer acting on behalf of a landowner or a registered landowner.
QPWC	Queensland Plumbing and Wastewater Code.
Secondary dwelling	Has the same meaning as secondary dwelling in Livingstone Planning Scheme 2018.
Sole-occupancy unit	Has the same meaning as sole-occupancy unit in the Queensland Plumbing and Wastewater Code.
Storey	Has the same meaning as storey in the Queensland Plumbing and Wastewater Code.
Sub-meter	A water meter and related equipment (including AMR) within a complex of meterable premises that measures the supply of water to a meterable premises.
Water Meter	A device and related equipment that measures the volume of water supplied.

## 5. Procedure

### 5.1 Sub-meter Certification Inspection

- 1) Plumbing approval must be obtained for the installation of sub-meters.
- 2) An Application for Sub-meter Certification and appropriate fee must be lodged.

Sub-Metering Procedure

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- 3) Council will conduct a sub-meter certification inspection following approval of the final plumbing inspection. During the inspection Council will record the meter reading on each sub-meter and verify that:
  - a) The sub-meters are accessible for reading, maintenance and replacement between 8am – 5pm;
  - b) The serial number on each sub-meter matches the serial number shown on the 'As Constructed Plans';
  - c) Each sub-meter is correctly installed and only measuring flow to the meterable premises being tested. Verification will be done by physical testing; and
  - d) Tagging details such as meter numbers and the identification of the meterable premises is accurate.
- 4) If the inspection reveals any sub-meter has not been correctly installed the owner is required to:
  - a) Carry out the necessary modifications to rectify the situation;
  - b) Prepare new 'As Constructed Plans'; and
  - c) Apply and pay for another inspection.

## 5.2 Water Meters

Master meters and sub-meters are to be installed generally in accordance with Appendix 1.

- 1) Master Meter
  - a) At the cost of the owner, Council will install a master meter on the property boundary as a component of the water connection to measure the water supply entering a complex of meterable premises.
  - b) The master meter remains the property of Council who will be responsible for its maintenance, verification, calibration and replacement.
  - c) Pipes between the master meter and the sub-meters remain the property of the owner who is responsible for their maintenance and replacement costs.
- 2) Supply and Installation of Sub-meters
  - a) The owner is responsible for the installation of sub-meters and the supply of all equipment and materials.
  - b) Only licensed plumbers are permitted to install sub-meters and installation must be approved by Council.
  - c) All sub-meters are to:
    - i. Be fitted with an anti-tampering device (e.g. seal);
    - ii. Have an identification tag or suitable alternative which identifies the meterable premises it is associated with; and
    - iii. Be of the same make and model within a complex of meterable premises (alternatives may be proposed where different size connections are required).
  - d) Sub-meters are to be housed in approved meter boxes or enclosures located at an accessible side of the building or in a common area (stairwell landing, beside the elevator shaft, etc) on the ground floor in a location that does not pose a safety risk.
  - e) Alternatively, if the area is paved, Council may approve installation of the sub-meters in a meter box below ground subject to it being sufficiently sized and easily accessible.

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Sub-Metering Procedure

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- f) If the sub-meters are to be located in a fire cabinet enclosure, the fire and safety rating must not be compromised and the enclosure is to be adequately drained to prevent seepage.
  - g) Enclosures are to be marked clearly with a minimum letter height of 25mm in the centre on the outside of the enclosure door as follows:  
Water Sub-meters for a sub-meter enclosure.
- 3) Sub-meters In-Ground
- a) The meter assembly must be installed in a suitably sized prefabricated meter box with a non-slip lid in accordance with CMDG Drawing No. CMDG-W-091.
  - b) The lockable control valve handle must point in the direction of flow when the valve is in the open position and must have the ability to be locked in the closed position by the alignment of two 6mm diameter holes.
  - c) All pipe work is to be flushed and free of debris before final installation of the sub-meter.
  - d) All fittings are to comply with AS/NZS 4020:2018.
  - e) Male and female threaded end connectors are to comply with AS 3688:2016.

### 5.3 Communal Hot Water Systems

Where hot water is supplied from a communal hot water system, a sub-meter must be installed on the supply to all meterable premises.

### 5.4 Automatic Meter Reader Installations

- 1) An AMR system that utilises a data reading panel to obtain sub-meter data must be installed in an approved enclosure in a common area approved by Council if the complex of meterable premises is three-storeys or greater.
- 2) The master meter and all sub-meters must be linked to the AMR system to enable all meter reading data to be collected from the data reading panel.
- 3) The AMR must be for the exclusive measurement of water and must not be utilised to provide readings for other utilities.
- 4) AMR enclosures must comply with the following:
  - a) Must have:
    - i. Hinged enclosures with a latch that can be opened by hand;
    - ii. A minimum of 2m<sup>2</sup> of free working space available in front of the enclosure;
    - iii. Adequate lighting;
    - iv. Doors which open completely and are able to be held in the open position; and
    - v. A 240 volt general power outlet for Council use (to be installed by the owner);
  - b) Must not:
    - i. Be classifiable as a confined space for entry purposes;
  - c) Must be:
    - i. Positioned to enable access without any additional aids;
    - ii. Weather resistant;
    - iii. Drained to stormwater to prevent seepage;
    - iv. Suitably vented to allow for purging of any heat created by internal equipment or external weather factors;

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- v. Marked clearly with a minimum letter height of 25mm in the centre on the outside of the enclosure door as follows:  
Water Meter Data for an AMR enclosure;
- d) Must allow the data reading panel to be no lower than 1200mm from the floor and no higher than 1800mm and require no aids to assist in reading;
- e) The data reading panel and data equipment must be installed in a totally enclosed self-supporting structure;
- f) External enclosures:
  - i. Must be corrosion resistant and have a structural design similar to that of electrical enclosures;
  - ii. Be made from material which is either a minimum 2mm thick 316 grade stainless steel or 3mm 5251 or 5083 alloy aluminium powder coated colour beige in accordance with AS 2700S-2011 (X43) or matched to suit building architecture; and
  - iii. Must have door(s) that have a 3-point locking system (locking bars to be fitted with rollers) and profile locking swing handles capable of exerting sufficient pressure to ensure proper contact of the sealing medium all around the door with lift off type hinges and a chrome plated solid brass body (80mm minimum length) with stainless steel hinge pins.

### 5.5 Testing

- 1) At its expense, Council may undertake testing of sub-meters to ensure they are working within the MPE over different flow rates.
- 2) The testing may be undertaken on-site or a selection of sub-meters taken for laboratory testing.
- 3) Based on the testing results, Council may:
  - a) Conduct further testing on other sub-meters;
  - b) Test all the sub-meters;
  - c) Replace some or all of the sub-meters; or
  - d) Leave the existing sub-meters if found to be operating within the MPE over different flow rates.

## 6. Changes to this Procedure

This Procedure is to remain in force until otherwise amended/replaced or by the Executive Director Infrastructure.

## 7. Repeals/Amendments

This Procedure repeals Livingstone Shire Council Procedure titled 'Sub-Metering Procedure (v2.1)'.

Version	Date	Action
1	13/05/2014	Approved
2	27/09/2016	Amended Procedure Approved
2.1	04/12/2018	Administrative Amendments – reflect organisational restructure

Sub-Metering Procedure

Adopted/Approved: DRAFT  
Version: 3

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DAN TOON  
EXECUTIVE DIRECTOR INFRASTRUCTURE

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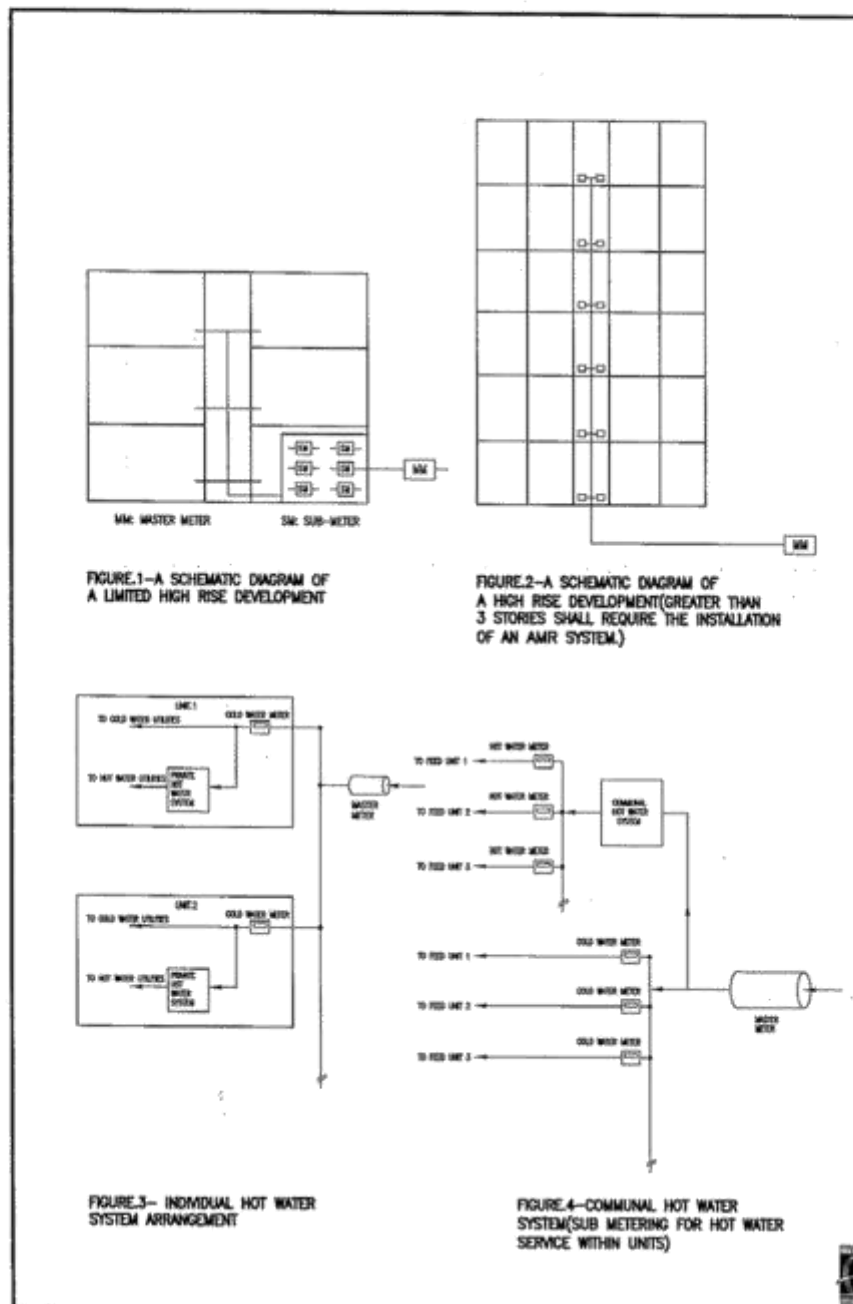
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## APPENDIX 1: Sub-metering Schematic Diagrams



Sub-Metering Procedure

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## **12.7 - VERSION 4 SUB-METERING POLICY AND VERSION 3 SUB- METERING PROCEDURE**

### **Ordinary Meeting Agenda 18 April 2017**

**Meeting Date: 16 April 2019**

**Attachment No: 3**

## ORDINARY MEETING AGENDA

18 APRIL 2017

**12.4 VERSION 3 SUB-METERING POLICY AND VERSION 2 SUB-METERING PROCEDURE****File No:** 4.7.32**Attachments:**  
1. Draft Policy (v3)[↗](#)  
2. Draft Procedure (v2)[↗](#)**Responsible Officer:** Dan Toon - Director Infrastructure Services**Author:** Carrie Burnett - Policy & Planning Officer**SUMMARY***This report seeks Council's adoption of version 3 of the Sub-metering Policy.***OFFICER'S RECOMMENDATION**

THAT Council:

1. Adopt the Sub-metering Policy (v3); and
2. Endorse the approval of the Sub-metering Procedure (v2) by the Director Infrastructure Services.

**COMMENTARY**

Staff undertake reviews of policy documents to ensure currency and relevance to Council practices.

The Sub-metering Policy and Procedure were presented for discussion to Council's 21 March 2017 Workshop and the Policy is now presented to Council for adoption. The Director Infrastructure Services seeks Council endorsement of the procedure before he authorises it.

**BACKGROUND**

Version 1 of the Sub-Metering Policy, Procedure and Guideline were adopted/approved by Council at its 10 June 2014 Meeting. The Policy and Guideline were amended by Council at its 4 November 2014 Meeting.

**PREVIOUS DECISIONS**

At its 10 June 2014 Meeting, Council resolved:

THAT Council:

1. Adopt the Sub-Metering Policy; and
2. Endorse the approval of the Sub-Metering Procedure and Guidelines by the Director Infrastructure Services.

At its 4 November 2014 Meeting, Council resolved:

THAT Council:

1. Adopt the amended Sub-Metering Policy;
2. Endorse the approval of the amended Sub-Metering Guideline by the Director Infrastructure Services.

**BUDGET IMPLICATIONS**

Not applicable.

**LEGISLATIVE CONTEXT**

The relevant legislation is identified as related documents in the Policy and Procedure.

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**ORDINARY MEETING AGENDA**

**18 APRIL 2017**

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**LEGAL IMPLICATIONS**

Not applicable.

**STAFFING IMPLICATIONS**

Existing staff and resources are utilised to implement the policy and procedure.

**RISK ASSESSMENT**

Not applicable.

**CORPORATE/OPERATIONAL PLAN**

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

**CONCLUSION**

It is important that Council policy documents remain current and are reflective of relevant work practices. Council should adopt the Sub-metering Policy and endorse the associated procedure to facilitate compliance with Part 4 of the Queensland Plumbing and Wastewater Code.

## **12.4 - VERSION 3 SUB-METERING POLICY AND VERSION 2 SUB- METERING PROCEDURE**

### **Draft Policy (v3)**

**Meeting Date: 18 April 2017**

**Attachment No: 1**



## SUB-METERING POLICY

### (COMMUNITY POLICY)

#### 1. Scope

The Sub-metering Policy (this 'Policy') applies to meterable premises constructed in a water service area from 1 January 2008, where the water use of individual tenancies or owners must be metered.

#### 2. Purpose

The purpose of this Policy is to:

- Enhance the effectiveness of Council's water charging system by facilitating a 'user pays' system for all consumers;
- Increase awareness of water consumption and the contribution that individual consumers can make to the conservation of this natural resource; and
- Ensure the Queensland Plumbing and Wastewater Code Part 4 is complied with.

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

*Body Corporate and Community Management Act 1997* (Qld) ss 10, 20, 195

Queensland Plumbing and Wastewater Code Part 4

Sub-meter guidelines – For councils, plumbers, builders, developers, water service providers and community title managers (Department of Housing and Public Works / Building Codes Queensland) November 2013

Sub-Metering Procedure

Water Meter Policy

*Water Supply (Safety and Reliability) Act 2008* (Qld) ch 2 pt 3 div 2 and s 140

#### 4. Definitions

To assist in interpretation, the following definitions shall apply:

AMR	Automatic Meter Reader.
Body corporate	Has the same meaning as body corporate in the <i>Body Corporate and Community Management Act 1997</i> (Qld).
Common area	An area of common property.
Common property	Has the meaning provided in s 10 of the <i>Body Corporate and Community Management Act 1997</i> (Qld).
Council	Livingstone Shire Council.
Duplex	A building containing two residential sole occupancy units but does not include secondary dwellings.

Sub-metering Policy

Adopted/Approved: Draft

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## ORDINARY MEETING AGENDA

18 APRIL 2017

Meterable premises	For the purposes of this Policy, meterable premises are those where individual tenancies or owner's water use must be metered and include: <ul style="list-style-type: none"> <li>a) Each lot within a community title scheme, including the common property, in a water service provider's area;</li> <li>b) The sole-occupancy unit of a class 2, 4, 5, 6, 7 or 8 building in a water service providers area; and</li> <li>c) Each storey of a class 5 building in a water service provider's area where the building consists of more than one storey and sole-occupancy units are not identified at the time of the building's compliance assessment.</li> </ul>
Owner	May be a body corporate, a developer acting on behalf of a landowner or a registered landowner.
QPWC	Queensland Plumbing and Wastewater Code.
Secondary dwelling	Has the same meaning as secondary dwelling in the Queensland Planning Provisions sch 1-111.
Sole-occupancy unit	Sole-occupancy unit, in relation to a building, means- <ul style="list-style-type: none"> <li>a) A room or other part of the building for occupation by one or a joint owner, lessee, tenant, or other occupier to the exclusion of any other owner, lessee, tenant, or other occupier, including, for example- <ul style="list-style-type: none"> <li>i. A dwelling; or</li> <li>ii. A room or suite of associated rooms in a building classified under the Building Code of Australia as a class 2, 4, 5, 6, 7 or 8 building; or</li> </ul> </li> <li>b) Any part of the building that is a common area or common property.</li> </ul>
Storey	A space within a building which is situated between one floor level and the floor level next above, or if there is no floor next above, the ceiling or roof above, but not - <ul style="list-style-type: none"> <li>a) A space that contains only- <ul style="list-style-type: none"> <li>i. A lift shaft, stairway or meter room; or</li> <li>ii. A bathroom, shower room, laundry, water closet, or sanitary compartment; or</li> <li>iii. Accommodation intended for not more than 3 vehicles; or</li> <li>iv. A combination of the above; or</li> </ul> </li> <li>b) A mezzanine.</li> </ul>
Sub-meter	A water meter and related equipment (including AMR) within a complex of meterable premises that measures the supply of water to a meterable premises.
Water Meter	A device and related equipment that measures the volume of water supplied.

Sub-metering Policy

Adopted/Approved: Draft  
Version: 3Department: Infrastructure Services  
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**5. Policy Statement**

On 1 January 2008, the QPWC was amended to introduce requirements for installing water meters for new premises. Part 4 – 'Water meters in new premises' was created to provide acceptable solutions for the installation and maintenance of water meters. This includes the installation of sub-meters, the common term used to describe individual water meters within multi-unit complexes.

**5.1 Queensland Plumbing and Wastewater Code**

Part 4 of the QPWC requires:

- 1) The water supply to a meterable premises is to be fitted with a device (water meter) to measure the amount of water supplied to the premises; and
- 2) The water meter is to measure only the water supplied to that meterable premises.

**5.2 Sub-metering Procedure**

The provisions of the Sub-metering Procedure apply to sub-metering of meterable premises which are constructed in a water service area from 1 January 2008 where the water use of individual tenancies or owners must be metered.

**5.3 Meterable Premises Constructed Pre 1 January 2008**

The owner of a complex of meterable premises constructed prior to 1 January 2008 may elect to install sub-meters. If they choose to do so, all associated costs are the responsibility of the owner and this Policy and its associated Procedure apply.

**5.4 Ownership and Maintenance**

- 1) Council:
  - a) Assumes ownership of the sub-meters once the installation has been certified by Council;
  - b) Is responsible for reading and testing sub-meters during the defects liability period; and
  - c) May replace, upgrade or reconfigure sub-meters (including AMR), at its expense once it has assumed ownership.
- 2) The owner is responsible for defects in materials and equipment and ongoing maintenance for a defects liability period of 12 months after the date of certification.
- 3) In relation to AMR technology, Council will conduct a system audit prior to expiry of the 12 month defects liability period. If the system:
  - a) Passes the audit, Council will assume ownership; or
  - b) Fails the audit, the developer must rectify issues identified by Council prior to Council assuming ownership.

**5.5 Meter Reading**

Council will read sub-meters and master meters in accordance with its water meter reading schedule.

**5.6 Billing**

In accordance with its current billing practices, Council will charge:

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Sub-metering Policy

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- 1) The owner of separate lots for their water consumption supplied through the sub-meter;
- 2) The body corporate of a complex of meterable premises, for the water consumption:
  - a) Supplied through the sub-meter/s to any common property; and/or
  - b) Determined by subtracting the sum of the usage registered on the sub-meters from the master meter.
- 3) The owner of multi-unit buildings under a single title.

**5.7 Duplexes**

- 1) The Building Code of Australia classifies duplexes as Class 1a buildings which are not required to be sub-metered.
- 2) Council requires each unit of a duplex to have an independent connection and water meter.
- 3) The water meters must be located in a box on the footpath adjacent to each unit.
- 4) Installation of the water meters is to be carried out by Council under a Private Works Agreement.

**5.8 Secondary Dwellings**

- 1) Secondary dwellings are not meterable premises.

**6. Changes to this Policy**

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

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

**7. Repeals**

This Policy repeals the former Livingstone Shire Council Policy titled 'Sub-Metering Policy v2' adopted 4 November 2014.

**CHRIS MURDOCH**  
**CHIEF EXECUTIVE OFFICER**

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Sub-metering Policy

Adopted/Approved: Draft  
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## **12.4 - VERSION 3 SUB-METERING POLICY AND VERSION 2 SUB- METERING PROCEDURE**

### **Draft Procedure (v2)**

**Meeting Date: 18 April 2017**

**Attachment No: 2**



## SUB-METERING PROCEDURE

### 1. Scope

The Sub-metering Procedure (this 'Procedure') applies to meterable premises constructed in a water service area from 1 January 2008 where the water use of individual tenancies or owners must be metered.

### 2. Purpose

This Procedure has been developed to ensure that Council, plumbers, builders and developers comply with the sub-metering requirements of Part 4 of the QPWC.

### 3. Related Documents

#### Primary

Sub-metering Policy

#### Secondary

Application for Sub-meter Certification

AS/NZS 3500.1:2015 : Plumbing and drainage Part 1: Water services

AS 2700S-2011 (X43) : Colour standards for general purposes - Beige

AS 3688:2016 : Water supply and gas systems – Metallic fittings and end connectors

AS/NZS 4020:2005 : Testing of products for use in contact with drinking water

Body Corporate and Community Management Act 1997 (Qld) ss 10, 20, 195

CMDG Drawing No CMDG-W-091

National Construction Code – Volume 3 'Plumbing Code of Australia'

Plumbing and Drainage Act 2002 (Qld) pt 4

Standard Plumbing and Drainage Regulation 2003 (Qld)

Water Supply (Safety and Reliability) Act 2008 (Qld) ch 2 pt 3 div 2 and s 44

### 4. Definitions

To assist in interpretation, the following definitions shall apply:

Accessible	For water meter reading, maintenance and replacement purposes, means accessible within reasonable hours (between 8am - 5pm).
AMR	Automatic Meter Reader.
As Constructed Plans	Plans which show the dimensions and location of the constructed asset.
Body corporate	Has the same meaning as body corporate in the <i>Body Corporate and Community Management Act 1997</i> (Qld).
CMDG	Capricorn Municipal Development Guidelines
Common area	An area of common property.
Common property	Has the meaning provided in s 10 of the <i>Body Corporate and Community Management Act 1997</i> (Qld).

Sub-metering Procedure

Adopted/Approved: Draft

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## ORDINARY MEETING AGENDA

18 APRIL 2017

Communal hot water system	A common system used to supply hot water to meterable premises.
Council	Livingstone Shire Council.
Licensed plumber	A plumber who holds a Queensland Building Construction Commission (QBCC) Contractors License.
Master meter	The primary meter installed on the line between the properties water connection to the reticulation system and the sub-meters and used to register the total water consumption of a complex of meterable premises.
Meterable premises	For the purposes of this Policy, meterable premises are those where individual tenancies or owner's water use must be metered and include: <ul style="list-style-type: none"> <li>a) Each lot within a community title scheme, including the common property, in a water service provider's area;</li> <li>b) The sole-occupancy unit of a class 2, 4, 5, 6, 7 or 8 building in a water service providers area; and</li> <li>c) Each storey of a class 5 building in a water service provider's area where the building consists of more than one storey and sole-occupancy units are not identified at the time of the building's compliance assessment.</li> </ul>
MPE	Maximum permissible error which a meter is allowed to operate within.
Pattern Approval Certificate	A certificate issued by the Australian Government's National Measurement Institute which states that certain makes and models of water meters have passed a pattern approval examination making them suitable for trade and other legal purposes. It should be noted that a pattern approval certificate can be issued for various meters which can only operate in the horizontal position.
Owner	May be a body corporate, a developer acting on behalf of a landowner or a registered landowner.
QPWC	Queensland Plumbing and Wastewater Code.
Sole-occupancy unit	Sole-occupancy unit, in relation to a building, means- <ul style="list-style-type: none"> <li>1) A room or other part of the building for occupation by one or a joint owner, lessee, tenant, or other occupier to the exclusion of any other owner, lessee, tenant, or other occupier, including for example- <ul style="list-style-type: none"> <li>i. A dwelling; or</li> <li>ii. A room or suite of associated rooms in a building classified under the Building Code of Australia as a class 2, 4, 5, 6, 7 or 8 building; or</li> </ul> </li> <li>2) Any part of the building that is a common area of common property.</li> </ul>
Storey	A space within a building which is situated between one floor level and the floor level next above, or if there is no floor next above, the ceiling or roof above, but not - <ul style="list-style-type: none"> <li>a) A space that contains only-</li> </ul>

Sub-metering Procedure

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	<ul style="list-style-type: none"> <li>i. A lift shaft, stairway or meter room; or</li> <li>ii. A bathroom, shower room, laundry, water closet, or sanitary compartment; or</li> <li>iii. Accommodation intended for not more than 3 vehicles; or</li> <li>iv. A combination of the above; or</li> </ul> <p>b) A mezzanine.</p>
Sub-meter	A water meter and related equipment (including AMR) within a complex of meterable premises that measures the supply of water to a meterable premises.
Water Meter	A device and related equipment that measures the volume of water supplied.

## 5. Procedure

## 5.1 Sub-meter Certification Inspection

- 1) Plumbing approval must be obtained for the installation of sub-meters.
- 2) An Application for Sub-meter Certification and appropriate fee must be lodged.
- 3) Council will conduct a sub-meter certification inspection following approval of the final plumbing inspection. During the inspection Council will record the meter reading on each sub-meter and verify that:
  - a) The sub-meters are accessible for reading and maintenance;
  - b) The serial number on each sub-meter matches the serial number shown on the As Constructed Plans;
  - c) Each sub-meter is correctly installed and only measuring flow to the meterable premises being tested. Verification will be done by physical testing; and
  - d) Tagging details such as meter numbers and the identification of the meterable premises is accurate.
- 4) If the inspection reveals any sub-meter has not been correctly installed the owner is required to:
  - a) Carry out the necessary modifications to rectify the situation;
  - b) Prepare new As Constructed Plans; and
  - c) Apply and pay for another inspection.

## 5.2 Water Meters

Master meters and sub-meters are to be installed generally in accordance with Appendix 1.

- 1) Master Meter
  - a) At the cost of the owner, Council will install a master meter on the property boundary as a component of the water connection to measure the water supply entering a complex of meterable premises.
  - b) The master meter remains the property of Council who will be responsible for its maintenance, verification, calibration and replacement.

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- c) Pipes between the master meter and the sub-meters remain the property of the owner who is responsible for their maintenance and replacement costs.
- 2) Supply and Installation of sub-meters
  - a) The owner is responsible for the installation of sub-meters and the supply of all equipment and materials.
  - b) Only licensed plumbers are permitted to install sub-meters and installation must be approved by Council.
  - c) All sub-meters are to:
    - i. Be fitted with an anti-tampering device (e.g. seal);
    - ii. Have an identification tag or suitable alternative which identifies the meterable premises it is associated with; and
    - iii. Be of the same make and model within a complex of meterable premises (alternatives may be proposed where different size connections are required).
  - d) Sub-meters are to be housed in approved meter boxes or enclosures located at an accessible side of the building or in a common area (stairwell landing, beside the elevator shaft, etc) on the ground floor in a location that does not pose a safety risk.
  - e) Alternatively, if the area is paved, Council may approve installation of the sub-meters in a meter box below ground subject to it being sufficiently sized and easily accessible.
  - f) If the sub-meters are to be located in a fire cabinet enclosure, the fire and safety rating must not be compromised and the enclosure is to be adequately drained to prevent seepage.
  - g) Enclosures are to be marked clearly with a minimum letter height of 25mm in the centre on the outside of the enclosure door as follows:  
'Water Sub-meters' for a sub-meter enclosure.
- 3) Sub-meters In-Ground
  - a) The meter assembly must be installed in a suitably sized prefabricated meter box with a non-slip lid in accordance with CMDG Drawing No. CMDG-W-091.
  - b) The lockable control valve handle must point in the direction of flow when the valve is in the open position and must have the ability to be locked in the closed position by the alignment of two 6mm diameter holes.
  - c) All pipe work is to be flushed and free of debris before final installation of the sub-meter.
  - d) All fittings are to comply with AS/NZS 4020:2005.
  - e) Male and female threaded end connectors are to comply with AS 3688:2016.

**5.3 Communal Hot Water Systems**

Where hot water is supplied from a communal hot water system, a sub-meter must be installed on the supply to all meterable premises.

**5.4 AMR Installations**

- 1) An AMR system that utilises a data reading panel to obtain sub-meter data must be installed in an approved enclosure in a common area approved by Council if the complex of meterable premises is three-storeys or greater.

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- 2) The master meter and all sub-meters must be linked to the AMR system to enable all meter reading data to be collected from the data reading panel.
- 3) The AMR must be for the exclusive measurement of water and must not be utilised to provide readings for other utilities.
- 4) AMR enclosures must comply with the following:
  - a) Must have:
    - i Hinged enclosures with a latch that can be opened by hand;
    - ii A minimum of 2m<sup>2</sup> of free working space available in front of the enclosure;
    - iii Adequate lighting;
    - iv Doors which open completely and are able to be held in the open position; and
    - v A 240 volt general power outlet for Council use (to be installed by the owner);
  - b) Must not:
    - i Be classifiable as a confined space for entry purposes;
  - c) Must be:
    - i Positioned to enable access without any additional aids;
    - ii Weather resistant;
    - iii Drained to stormwater to prevent seepage;
    - iv Suitably vented to allow for purging of any heat created by internal equipment or external weather factors;
    - v Marked clearly with a minimum letter height of 25mm in the centre on the outside of the enclosure door as follows:  
 'Water Meter Data' for an AMR enclosure;
  - d) Must allow the data reading panel to be no lower than 1200mm from the floor and no higher than 1800mm and require no aids to assist in reading;
  - e) The data reading panel and data equipment must be installed in a totally enclosed self-supporting structure;
  - f) External enclosures:
    - i Must be corrosion resistant and have a structural design similar to that of electrical enclosures;
    - ii Be made from material which is either a minimum 2mm thick 316 grade stainless steel or 3mm 5251 or 5083 alloy aluminium powder coated colour beige in accordance with AS 2700S-2011 (X43) or matched to suit building architecture; and
    - iii Must have door(s) that have a 3-point locking system (locking bars to be fitted with rollers) and profile locking swing handles capable of exerting sufficient pressure to ensure proper contact of the sealing medium all around the door with lift off type hinges and a chrome plated solid brass body (80mm minimum length) with stainless steel hinge pins.

**5.5 Testing**

- 1) At its expense, Council may undertake testing of sub-meters to ensure they are working within the MPE over different flow rates.
- 2) The testing may be undertaken on-site or a selection of sub-meters taken for laboratory testing.
- 3) Based on the testing results, Council may:

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- a) Conduct further testing on other sub-meters;
- b) Test all the sub-meters;
- c) Replace some or all of the sub-meters; or
- d) Leave the existing sub-meters if found to be operating within the MPE over different flow rates.

**6. Changes to this Procedure**

This Procedure is to remain in force until otherwise amended/replaced or by the Director Infrastructure Services.

**7. Repeals**

This Procedure repeals the former Livingstone Shire Council:

- a) Procedure titled 'Sub-Metering Procedure v1' approved 10 June 2014; and
- b) Guideline titled 'Sub-Metering Guideline v2' approved 4 November 2014.

**DAN TOON**  
**DIRECTOR INFRASTRUCTURE SERVICES**

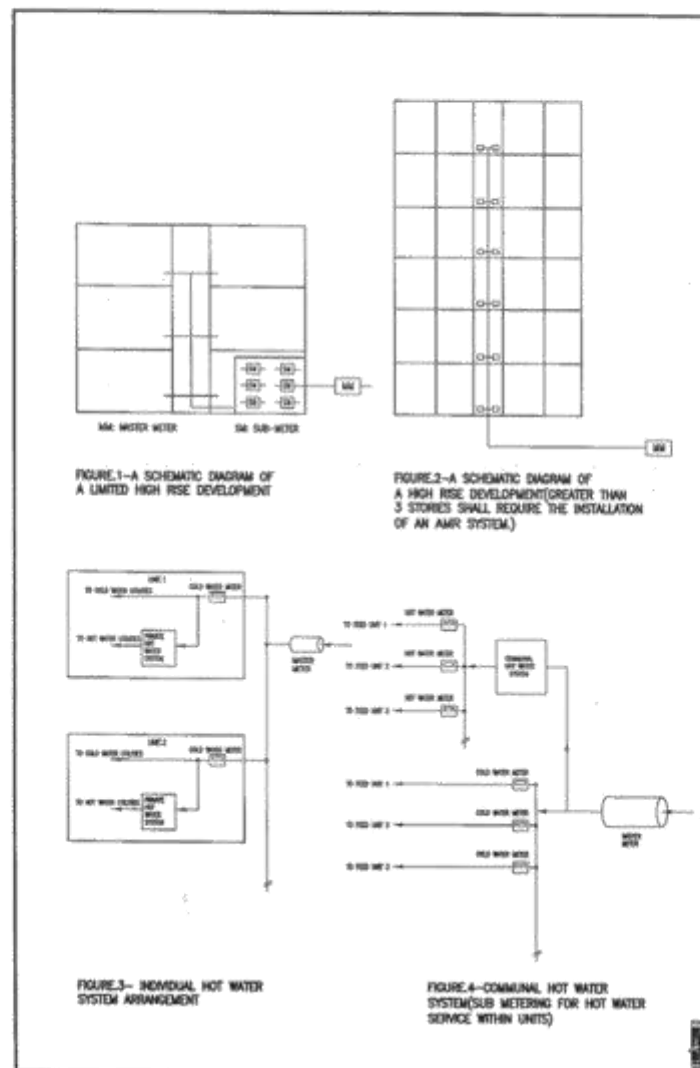
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## APPENDIX 1: Sub-metering Schematic Diagrams



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**12.8 VERSION 5 WASTE AND RECYCLING COLLECTION PROCEDURE****File No:** 4.7.31**Attachments:**

1. Draft Procedure (v5)[↓](#)
2. Ordinary Meeting Agenda 18 September 2018[↓](#)

**Responsible Officer:** Dan Toon - Executive Director Infrastructure**Author:** Carrie Burnett - Policy & Planning Officer

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**SUMMARY**

This report seeks Council's endorsement of Version 5 of the Waste and Recycling Collection Procedure.

**OFFICER'S RECOMMENDATION**

THAT Council endorse the approval of the Waste and Recycling Collection Procedure (v5) by the Executive Director Infrastructure.

**BACKGROUND**

Version 4 of the procedure was endorsed by Council at its 18 September 2018 meeting. Councillors have previously been provided a briefing on Version 5 on 1 April 2019 and it is now presented to Council for endorsement before the Executive Director Infrastructure authorises it.

**COMMENTARY**

Staff undertake reviews of policy documents to ensure currency and relevance to Council practices.

**PREVIOUS DECISIONS**

The Waste and Recycling Collection Procedure (v4) was endorsed at Council's 18 September 2018 meeting.

**BUDGET IMPLICATIONS**

The review of the Waste and Recycling Collection Procedure has no impact on the budget.

**LEGISLATIVE CONTEXT**

The relevant legislation is identified in Item 3 of the procedure.

**LEGAL IMPLICATIONS**

Not applicable

**STAFFING IMPLICATIONS**

Existing staff and resources are utilised to implement the procedure.

**RISK ASSESSMENT**

There is no risk associated with amending the Waste and Recycling Collection Procedure as the proposed changes properly reflect current practices.

**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**

It is important that Council policy documents remain current and are reflective of relevant work practices. Council should endorse the Waste and Recycling Collection Procedure (v5) to ensure that the community is aware of Council's requirements and staff are able to apply consistent guidelines when addressing matters covered by the procedure.

## **12.8 - VERSION 5 WASTE AND RECYCLING COLLECTION PROCEDURE**

### **Draft Procedure (v5)**

**Meeting Date: 16 April 2019**

**Attachment No: 1**



## WASTE AND RECYCLING COLLECTION PROCEDURE

### 1. Scope

The Waste and Recycling Collection Procedure (this 'Procedure') applies to premises in the Designated Waste Collection Areas which receive general waste collection from Council.

### 2. Purpose

This Procedure details the responsibilities of Council, property owners and occupiers and supports Local Law No. 8 (Waste Management) 2018.

### 3. Related Documents

#### Primary

Waste and Recycling Collection Policy

#### Legislative reference

*Body Corporate and Community Management Act 1997*

#### Related documents

Assisted Service Request – Waste and Recycling Collection application form

Cancellation of General Waste Collections for Multi-Unit Developments

Designated Waste Collection Areas – Map Nos 1-8 (ver 1)

Council's Fees and Charges Schedule

Local Law No. 8 (Waste Management) 2018

Private Property MGB Collection Terms and Conditions

### 4. Definitions

To assist in interpretation, the following definitions shall apply:

Collection Location	Has the same meaning as Collection Location in Local Law No. 8 (Waste Management) 2018.
Commercial Premises	Has the same meaning as Commercial Premises in Local Law No. 8 (Waste Management) 2018.
Council	Livingstone Shire Council.
Designated Waste Collection Areas	Areas within Council's local government area in which it may conduct general waste collection. Refer to the Waste Management Schedule.
Domestic Premises	Has the same meaning as Domestic Premises in Local Law No. 8 (Waste Management) 2018.
General Waste	Has the same meaning as General Waste in Local Law No. 8 (Waste Management) 2018.
Local Government Area	Has the same meaning as local government area in the <i>Local Government Act 2009</i> .

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MGB	A mobile garbage bin is the standard general waste container identified in the Waste Management Schedule.
Multi-Unit Developments	A building or complex consisting of six or more individual attached or semi attached premises or units for which a community title scheme exists under the <i>Body Corporate and Community Management Act 1997</i> or any other similar development that the Manager Water and Waste Operations determines eligible.
Occupier	Has the same meaning as Occupier in Local Law No. 8 (Waste Management) 2018.
Owner	Has the same meaning as Owner in Local Law No. 8 (Waste Management) 2018.
Premises	Has the same meaning as Premises in Local Law No. 8 (Waste Management) 2018.
Recyclable Waste	Has the same meaning as recyclable waste in Local Law No. 8 (Waste Management) 2018 and as declared by Council at its 18 September 2018 Meeting.
Revenue Statement	Councils annual Revenue Statement.
the Waste Management Schedule	The Waste Management Schedule was adopted by Council at its 18 September 2018 Meeting and is appended to the Waste and Recycling Collection Policy.

## 5. Procedure

### 5.1 Entry onto Private Property

- a) Under most circumstances Council does not operate waste collection vehicles on private property due to, but not limited to the following factors:
  - i) Private roads are not specifically designed for large waste trucks, resulting in a higher potential for damage to vehicles, roads or private property. The safety of waste collection staff and the public may be compromised by travelling on private roads; and
  - ii) Resorts, holiday villages, caravan parks and private estates may be regarded as unsuitable because of narrow roads, poor visibility and lack of turn around space, parked vehicles and the number of pedestrians in the vicinity.
- b) If there is no other option but to drive on private property the following applies:
  - i) The owner must lodge a completed Private Property MGB Collection Terms and Conditions; and
  - ii) Council will undertake an inspection of the access to assess its suitability for a waste collection truck and advise the owner in writing of any decision relating to the application.

### 5.2 Missed Waste Collections

- a) If Council is notified that an MGB has not been emptied on the scheduled collection day, Council will make every effort to arrange a missed collection as soon as possible.

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- b) If a missed collection is required because an occupier has not complied with Item 5.10 or 5.11, the occupier must pay a Missed Collection Fee before the missed collection will be provided.

### 5.3 Additional Waste Collections

- a) The Waste Management Schedule identifies the Minimum MGBs per Premises to be provided by Council to premises in the Designated Waste Collection Areas.
- b) If the quantity of general waste generated at a commercial premises exceeds the capacity of the Minimum MGBs per Premises:
  - i) Pursuant to s 6 of Local Law No. 8 (Waste Management) 2018, the Director Infrastructure Services will determine the appropriate number of additional MGBs he reasonably considers is required to cater for the quantity of general waste generated;
  - ii) Subject to Item 5.6(c), Council will supply the commercial premises with the additional MGBs; and
  - iii) An Additional Collection charge as identified in the Schedule of Waste Collection and Recycling Charges in the Revenue Statement will be levied for each additional MGB supplied.
- c) Upon request from an owner, additional annual collections can be provided to properties already receiving a general waste collection. An Additional Collection charge as identified in the Schedule of Waste Collection and Recycling Charges in the Revenue Statement will be levied for each additional annual collection.

### 5.4 Assisted Service

- a) Council provides an assisted service for occupiers who are unable to place their MGBs at the collection location because of a medical condition or disability and they have no able bodied person residing at the premises.
- b) The service includes retrieval and return of MGBs from a location within the property boundaries not exceeding a distance of 50 metres from the collection location.
- c) If an occupier requires an assisted service, they are required to:
  - i) Lodge a completed Assisted Service Request – Waste and Recycling Collection application form or submit electronically through Online Services on Council's website; and
  - ii) A current medical certificate/letter from a medical professional stating that the occupier is unable to place their MGBs at the collection location for emptying.
- d) If approved, the assisted service will commence within 10 working days of approval.
- e) An updated medical certificate/letter must be provided every two years for occupiers requiring an ongoing service.

### 5.5 Repairs, Replacement and Maintenance of MGB

- a) If a MGB is stolen, removed, damaged or vandalised, Council will repair or replace it.
- b) The owner or occupier must pay a Replacement MGB fee if their MGB needs to be replaced because of deliberate misuse.



- c) The occupier is to keep the MGB clean and in good repair and securely covered.

## 5.6 Cancellation of Waste Collections

### a) Domestic Premises

- i) A minimum of 10 working days notice must be provided to cancel collections. Collections will only be cancelled if:
- The premises are determined to be uninhabitable by the Manager Water & Waste Operations;
  - The structure that had the potential to generate general waste has been demolished;
  - The land is unoccupied; or
  - The owner demonstrates to the satisfaction of the Manager Water & Waste Operations that collections are no longer required.
- ii) If a structure is demolished the owner will be refunded charges paid to Council from the date the collection ceased or back to the effective date of the current rates notice (whichever is more recent).

### b) Multi-Unit Developments

- i) Upon request from a body corporate, the Manager Water and Waste Operations may approve cancellation of collections subject to lodgement of:
- Completed Cancellation of General Waste Collections for Multi-Unit Developments application form or submit electronically through Online Services on Council's website; and
  - Copy of contract for collection services, between the body corporate and a licensed waste removal entity.
- ii) Safety, adequate space and accessibility for rubbish trucks can affect Council's ability to provide a collection service to some multi-unit developments. The Manager Water and Waste Operations is authorised to determine if it is impractical to provide a collection service to a multi-unit development.
- iii) If the Manager Water and Waste Operations determines that it is impractical to provide a collection service to a multi-unit development, the body corporate will be notified in writing:
- That a collection service will not be provided from a specified date and the reasons why;
  - That they are required to engage a licenced waste removal entity for collection services and a copy of the contract is to be provided to Council; and
  - Of the service requirements including details of the waste container and frequency of collections.

### c) Commercial Premises

If requested in writing by the owner, the Manager Water and Waste Operations may approve cancellation of collections subject to the provision of a copy of a contract for collection services between the owner and a licensed waste removal entity.

d) Collection Charges

- i) If collections are recommenced, the Waste Collection charge and/or the Recycling Collection charge as identified in the Schedule of Waste and Recycling Charges in the Revenue Statement will be levied.
- ii) Charges will not be levied if a collection service is not provided.

**5.7 Collection of General Waste Utility Charges and Fees**

If it is identified that relevant charges are not being levied on a property receiving general waste collection, appropriate charges from the Schedule of Waste Collection and Recycling Charges in the Revenue Statement will be levied forthwith.

**5.8 Recyclable Waste**

- a) For the purposes of the definition of recyclable waste in Local Law No. 8 (Waste Management) 2018, Council declared at its 18 September 2018 Meeting, the following items as recyclable waste and will accept these materials in the recycling MGB:
  - i) Glass food and beverage containers;
  - ii) Clean paper and cardboard;
  - iii) Steel and aluminum cans including aerosols;
  - iv) Liquid paperboard; and
  - v) Plastics – all plastics defined in the plastic coding system as Groups @ 1, 2, 3, 4, 5 and 6, HDPE plastic containers, PET plastic containers.
- b) Items placed in the recycling MGB must not be bundled.

**5.9 Circumstances when MGB will not be collected**

- a) An MGB will not be collected if it:
  - i) Is overfull and the lid does not fully close;
  - ii) Is not supplied by Council;
  - iii) Is not correctly oriented in a position to facilitate collection;
  - iv) Exceeds a total weight of 85 kilograms which is too heavy to be lifted;
  - v) Is a recycling MGB and is contaminated with non-recyclable waste; or
  - vi) Has not been presented at the collection location by 6am on the scheduled collection day.
- b) If a MGB has not been collected, the occupier will be informed of the reason why and that it will be emptied in the following weeks collection, providing the problem has been rectified.

**5.10 MGB Placement Guidelines**

- a) Unless alternative arrangements have been made, the MGB must be presented at the collection location before 6am on the day of the scheduled collection and returned inside the property boundary within 24 hours after the scheduled collection day;
- b) MGBs must be placed 1m apart and be positioned clear of any obstructions such as cars, power poles and trees; and
- c) If a missed collection has been authorised under Item 5.2(a), the MGB is to remain at the collection location until emptied.



**5.11 MGB Filling Guidelines**

- a) The occupier is responsible for the placement of material in the MGB in such a manner that does not prevent its complete emptying without manual intervention;
- b) The MGB weight must not exceed 85kg;
- c) The MGB lid must be completely closed and all material contained within the closed MGB;
- d) No material is to be left adjacent to the MGB;
- e) Grass clippings and dusty materials must be contained within bags; and
- f) No hazardous or building materials are to be placed in the MGB.

**6. Changes to this Procedure**

This Procedure is to remain in force until otherwise amended/replaced by the Director Infrastructure Services.

**7. Repeals/Amendments**

This Procedure repeals Livingstone Shire Council Procedure titled 'Waste and Recycling Collection Procedure (v4)' and 'Livingstone Shire Council Policy title 'Waste Charge Remission Policy (v3)'.

Version	Date	Action
1	10/06/2014	Procedure Endorsed by Council
2	25/11/2014	Amended Procedure Endorsed by Council
3	06/02/2018	Amended Procedure Endorsed by Council
4	18/09/2018	Amended Procedure Endorsed by Council
5		DRAFT

**DAN TOON**  
EXECUTIVE DIRECTOR INFRASTRUCTURE

Waste and Recycling Collection Procedure

Adopted/Approved: DRAFT  
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# **12.8 - VERSION 5 WASTE AND RECYCLING COLLECTION PROCEDURE**

## **Ordinary Meeting Agenda 18 September 2018**

**Meeting Date: 16 April 2019**

**Attachment No: 2**

## ORDINARY MEETING AGENDA

18 SEPTEMBER 2018

**12.3 WASTE MANAGEMENT LOCAL LAW****File No:** 19.5.1 and 4.7.31

- Attachments:**
1. Waste Management Schedule [1](#)
  2. Designated Waste Collection Area - Capricorn Coast - Map 1 (ver 1) [1](#)
  3. Designated Waste Collection Area - Capricorn Coast - Map 2 (ver 1) [1](#)
  4. Designated Waste Collection Area - Glenlee, Glendale, Rockyview, The Caves - Map 3 (ver 1) [1](#)
  5. Designated Waste Collection Area - Rockyview, Rockhampton - Yeppoon Road Areas - Map 4 (ver 1) [1](#)
  6. Designated Waste Collection Area - Yaamba Area - Map 5 (ver 1) [1](#)
  7. Designated Waste Collection Area - Marlborough Area - Map 6 (ver 1) [1](#)
  8. Designated Waste Collection Area - Ogmoo Area - Map 7 (ver 1) [1](#)
  9. Designated Waste Collection Area - Great Keppel Island - Map 8 (ver 1) [1](#)
  10. Waste and Recycling Collection Policy (v4) marked up [1](#)
  11. Waste and Recycling Collection Policy (v4) [1](#)
  12. Waste and Recycling Collection Procedure (v4) marked up [1](#)
  13. Waste and Recycling Collection Procedure (v4) [1](#)

**Responsible Officer:** Dan Toon - Executive Director Infrastructure Services**Author:** Carrie Burnett - Policy & Planning Officer**SUMMARY**

*The purpose of this report is to address outstanding administrative matters resulting from the making of Local Law No 8 (Waste Management) 2018.*

**OFFICER'S RECOMMENDATION**

THAT Council resolves as follows:

1. Pursuant to s 5 of Local Law No. 8 (Waste Management) 2018, Council approves:
  - a. the Designated Waste Collection Areas Map Nos 1-8 (ver 1) which designate:
    - i. Collection Areas in which Council will conduct general waste collection; and
    - ii. Service Routes in which Council may conduct general waste collection.
  - b. the frequency of waste collection in the designated areas as identified in the Waste Management Schedule.
2. To adopt the Waste Management Schedule.
3. For the purposes of the definition of recyclable waste in Local Law No. 8 (Waste Management) 2018, Council declares the following as recyclable waste:
  - a. Glass food and beverage containers;
  - b. Clean paper and cardboard;

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- c. Steel and aluminum cans including aerosols;
  - d. Liquid paperboard; and
  - e. Plastics – all plastics defined in the plastic coding system as Groups ® 1, 2, 3, 4, 5 and 6, HDPE plastic containers, PET plastic containers.
4. For the purposes of the definition of standard general waste container in Local Law No. 8 (Waste Management) 2018, Council approves the standard general waste containers identified in the Waste Management Schedule for storing domestic waste, commercial waste and recyclable waste at premises.
  5. To adopt the Waste and Recycling Collection Policy (v4); and
  6. To endorse the Waste and Recycling Collection Procedure (v4).

**BACKGROUND**

At its 6 February 2018 Meeting, Council resolved to propose to make Local Law No. 8 (Waste Management) 2018 due to the impending expiry of pt 2A of the *Waste Reduction and Recycling Regulation 2011* and ch 5A of the *Environmental Protection Regulation 2008* on 1 July 2018.

At the same meeting, Council also resolved to:

- 'a) adopt the Waste and Recycling Collection Policy (v3);
- b) endorse the Waste and Recycling Collection Procedure (v3);
- c) adopt the Waste Management Schedule;
- d) Approve the standard general waste container identified in the Waste Management Schedule for storing of domestic waste, commercial waste and recyclable waste at premises; and
- e) Approve the Designated Waste Collection Areas Map Nos 1-8 (ver 1) which identify:
  - i. Collection Areas in which Council will conduct general waste collection; and
  - ii. Service Routes in which Council may conduct general waste collection.'

The steps identified in the Local Law Making Process which was adopted by Council at its 26 August 2014 Meeting were followed and by resolution on 3 July 2018, Local Law No 8 (Waste Management) 2018 (*'the local law'*) was made.

Now that *the local law* has been made, it is necessary to address some administrative matters as outlined below.

**COMMENTARY****1. Designation of areas and frequency of collection**

At its 6 February 2018 Meeting, Council resolved to approve the Designated Waste Collection Areas Map Nos 1-8 (ver 1) which identify:

- a. Collection Areas in which Council will conduct general waste collection; and
- b. Service Routes in which Council may conduct general waste collection.

Now that *the local law* has been made it is necessary for a fresh resolution of Council to designate areas in which it may conduct general waste or green waste collection and decide the frequency of the collection within the designated areas pursuant to s 5 of *the local law*. The Collection Areas Map Nos 1-8 (ver 1) and the Waste Management Schedule which includes the frequency of collection are the same as those approved by Council in February 2018.

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2. Declaring what is Recyclable Waste

Prior to making *the local law*, at s 5.8 of the Waste and Recycling Collection Procedure Council had declared the following items as recyclable waste:

- i Glass food and beverage containers;
- ii Clean paper and cardboard;
- iii Steel and aluminum cans including aerosols;
- iv Liquid paperboard; and
- v Plastics – all plastics defined in the plastic coding system as Groups ® 1, 2, 3, 4, 5 and 6, HDPE plastic containers, PET plastic containers.

For the definition of recyclable waste in *the local law*, Council now needs to make a new declaration as to what is recyclable waste.

3. Approving Standard General Waste Container

Prior to making *the local law*, at its 6 February 2018 Meeting Council approved the standard general waste containers identified in the Waste Management Schedule. For the definition of standard general waste container in *the local law*, Council now needs to re-approve the standard general waste containers.

4. Update the Waste and Recycling Collection Policy and Procedure to reflect the adoption of *the local law*

Minor amendments have been made to the Waste and Recycling Collection Policy and Procedure to ensure that they complement *the local law*. Refer to Attachments 10-13.

**PREVIOUS DECISIONS**

This is addressed in the background.

**BUDGET IMPLICATIONS**

*The local law* merely replicates provisions contained in State Government legislation and reflect Council's current operational activities. There will not be an impact on Council's financial operations or require any additional resources.

**LEGISLATIVE CONTEXT**

Council made Local Law No. 8 (Waste Management) 2018 due to the impending expiry of pt 2A of the *Waste Reduction and Recycling Regulation 2011* and ch 5A of the *Environmental Protection Regulation 2008* on 1 July 2018. On 2 July 2018 (four days before *the local law* was gazetted), Council received a letter from the Department of Environment and Science advising that the expiry date had been removed from the provision, therefore the provisions would continue after 1 July 2018.

Regardless of the fact that the provisions in the legislation continue, Council has already made *the local law*.

**LEGAL IMPLICATIONS**

Not applicable.

**STAFFING IMPLICATIONS**

Introduction of *the proposed local law* may impact on enforcement resources, however to what degree is unknown.

**RISK ASSESSMENT**

There are no risks associated with the proposed resolution. Council is simply reiterating resolutions made by it before *the local law* was made. This will ensure that the matters addressed in the resolution will be relevant to *the local law*.

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**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 has already made the local law. To ensure that administrative matters such as Policy, Procedure, Waste Management Schedule, and Designated Waste Collection Areas maps compliment *the local law*, Council needs to reconfirm previous resolutions made prior to the making of *the local law*.

**12.9 VERSION 2 WATER AND SEWERAGE DECLARED SERVICE AREAS  
EXTENSION POLICY**

**File No:** 4.7.29 and 4.7.32  
**Attachments:** 1. Draft Policy (v2)[↓](#)  
2. Ordinary Meeting Agenda 9 December 2014[↓](#)  
**Responsible Officer:** Dan Toon - Executive Director Infrastructure  
**Author:** Carrie Burnett - Policy & Planning Officer

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**SUMMARY**

This report seeks Council's adoption of Version 2 of the Water and Sewerage Declared Service Areas Extension Policy.

**OFFICER'S RECOMMENDATION**

THAT Council adopt the Water and Sewerage Declared Service Areas Extension Policy (v2).

**BACKGROUND**

Version 1 of the policy was adopted by Council at its 9 December 2014 meeting. Councillors have previously been provided a briefing on version 2 on 1 April 2019 and the policy is now presented to Council for adoption.

**COMMENTARY**

Staff undertake reviews of policy documents to ensure currency and relevance to Council practices.

**PREVIOUS DECISIONS**

At its 9 December 2014 Meeting, Council resolved:

*'THAT Council adopt the Water and Sewerage Service Extension Policy.'*

**BUDGET IMPLICATIONS**

There would be no negative impact on the budget because the full cost of construction works are recovered from the customers. The implementation of this policy will result in future revenue in the form of infrastructure contributions, water access charges, water usage and utility charges for the provision of sewerage.

**LEGISLATIVE CONTEXT**

The relevant legislation is identified in Item 3 References in the policy.

**LEGAL IMPLICATIONS**

Not applicable

**STAFFING IMPLICATIONS**

Existing staff and resources are utilised to implement the policy.

**RISK ASSESSMENT**

1. If Council does not implement this policy, it would not be fulfilling its obligations under ss 8-9 of the *Local Government Act 2009*, which provides that Council is responsible for the good rule and local government of its local government area. Good rule would include the exercising of Council's authority to ensure the health and wellbeing of the community.
2. If premises are included in the declared service areas, Council is obligated to ensure that they are able to connect directly and separately to Council's infrastructure.

**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**

It is important that Council policy documents remain current and are reflective of relevant work practices. Council should adopt the Water and Sewerage Declared Service Areas Extension Policy (v2) to ensure that the community is aware of Council's requirements and staff have guidelines to address matters which are covered by the policy.



## **12.9 - VERSION 2 WATER AND SEWERAGE DECLARED SERVICE AREAS EXTENSION POLICY**

### **Draft Policy (v2)**

**Meeting Date: 16 April 2019**

**Attachment No: 1**



## WATER AND SEWERAGE DECLARED SERVICE AREAS EXTENSION POLICY (COMMUNITY POLICY)

### 1. Scope

The Water and Sewerage Declared Service Areas Extension Policy (this 'Policy') applies to premises outside the Declared Service Areas that are able to connect to the registered service.

### 2. Purpose

The purpose of this Policy is to:

- 1) Provide direction on how to identify:
  - a) When premises outside the Declared Service Areas are able to connect to the registered service; and
  - b) When the Declared Service Areas will be amended by adding or removing areas.
- 2) Document repayment principles.

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

#### Legislative reference

*Local Government Act 2009* ch 4 pt 1

*Local Government Regulation 2012* s 94

*Water Supply (Safety and Reliability) Act 2008* ch 2 pt 5 divs 2-3

#### Related documents

Adopted Infrastructure Charges Resolution (No. 3) 2018

Local Government Infrastructure Plan

### 4. Definitions

To assist in interpretation, the following definitions shall apply:

Council	Livingstone Shire Council.
Customer	Has the same meaning as customer in the Act.
Premises	Has the same meaning as premises in the Act.
Registered Service	Has the same meaning as registered service in the Act and specifically includes water and sewerage services.
Declared Service Areas	The area declared by Council at its 9 September 2014 Meeting and subsequently amended by resolution for either a retail water service or sewerage service pursuant to s 161(1) and s 161(3) of the Act.
Special Rates and Charges	As defined in s 92(3) of the <i>Local Government Act 2009</i> .

Water and Sewerage Service Area Extension Policy

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the Act	<i>Water Supply (Safety &amp; Reliability) Act 2008.</i>
Trunk Infrastructure	Refer to cl 7.4 of the Adopted Infrastructure Charges Resolution (No. 3) 2018.

## 5. Policy Statement

By way of publication in the Queensland Government Gazette on 17 January 2014, Council is a registered service provider (SPID 556) of water services and sewerage services under the Act and has an obligation to ensure that community health and the environment are not compromised.

Where a premises located outside the Declared Service Areas is able to connect to the registered service, it is often in the best interests of Council, the community and the environment for that premises to do so.

### 5.1 Declaration of Service Areas

Council made its declaration of the Water Supply Service Area and the Sewerage Service Area at its 9 September 2014 Meeting pursuant to s 161(1) of the Act.

### 5.2 Amending the Declared Service Areas

Subject to Council's Desired Standards of Service as detailed in cl 4.4 of the Local Government Infrastructure Plan being achieved, pursuant to s 161(3) of the Act, Council may by resolution amend its 9 September 2014 declaration by:

- 1) Adding an area to the Declared Service Areas in the following circumstances:
  - a) Where there is an unacceptable risk to the health and wellbeing of the community;
  - b) Upon the request of a customer; or
  - c) When there is an extension to the registered service and it comes into proximity to a premises.
- 2) By removing an area from the Declared Service Areas when there are physical limitations that prevent Council from providing its standard level of service such as elevation or distance restrictions.

### 5.3 Connection to Registered Service and Cost Recovery

Section 164 of the Act requires Council, to the greatest practicable extent, to ensure that all premises in the Declared Service Areas are able to be connected directly and separately to its infrastructure for the area and that the infrastructure can deal with the service requirements of all premises in the service area.

After Council has resolved to amend its Declared Service Areas, the Executive Director Infrastructure may, by notice given to the customer of premises in the Declared Service Areas, require the customer to carry out works for connecting the premises to the registered service within a reasonable period.

Section 165 of the Act authorises Council to recover from a customer the reasonable cost of providing access to a registered service for that customer's premises. The reasonable cost of Council complying with s 164 of the Act will be apportioned in an equitable and fair manner between the premises that have special access to the registered service.

The reasonable cost of providing access to a registered service includes:

- a) The actual construction costs; and

- b) A contribution toward trunk infrastructure, the calculation of which is to be based on cl 3.0 of the Adopted Infrastructure Charges Resolution (No. 3) 2018.

A report is to be presented to Council seeking a resolution pursuant to ch 4 pt 1 of the *Local Government Act 2009* regarding the levying of special rates and charges on premises that have special access to the registered service. The report is to address the provisions of s 94 of the *Local Government Regulation 2012*.

#### 6. Changes to this Policy

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

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

#### 7. Repeals/Amendments

This Policy repeals Livingstone Shire Council Policy titled 'Water and Sewerage Area Extension Policy (v1.1)'.

Version	Date	Action
1	09/12/2014	Adopted
1.1	23/10/2018	Administrative Amendments – reflect organisational restructure and update of Chief Executive Officer
2		Draft

**CHRIS MURDOCH**  
CHIEF EXECUTIVE OFFICER

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Water and Sewerage Service Area Extension Policy

Adopted/Approved: DRAFT  
Version: 2

Portfolio: Infrastructure  
Business Unit: Infrastructure Planning & Design

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# **12.9 - VERSION 2 WATER AND SEWERAGE DECLARED SERVICE AREAS EXTENSION POLICY**

## **Ordinary Meeting Agenda 9 December 2014**

**Meeting Date: 16 April 2019**

**Attachment No: 2**

## ORDINARY MEETING AGENDA

9 DECEMBER 2014

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**12 REPORTS****12.1 POLICY REVIEW - WATER AND SEWERAGE SERVICE AREA EXTENSION POLICY**

**File No:** CM4.7.29, CM4.7.32  
**Attachments:** 1. Draft Policy - Water and Sewerage Service Area Extension Policy  
**Responsible Officer:** Dan Toon - Director Infrastructure Services  
**Author:** Carrie Burnett - Policy & Planning Officer

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**SUMMARY**

*This report seeks Councils adoption of a new community policy titled Water and Sewerage Service Area Extension Policy.*

**OFFICER'S RECOMMENDATION**

THAT Council adopt the Water and Sewerage Service Extension Policy.

**COMMENTARY**

The attached document is submitted for adoption as a new Livingstone Shire Council policy which repeals the Rockhampton Regional Council policy called 'Requirement to Connect to Infrastructure Policy'.

**The policy applies to properties outside the water supply and/or sewerage service areas that can connect to the reticulated networks and provides direction to staff on how to identify when a public water supply and/or sewerage scheme is required and the repayment principles that apply.**

ORDINARY MEETING AGENDA

9 DECEMBER 2014

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## **12.1 - POLICY REVIEW - WATER AND SEWERAGE SERVICE AREA EXTENSION POLICY**

### **Draft Policy - Water and Sewerage Service Area Extension Policy**

**Meeting Date: 9 December 2014**

**Attachment No: 1**

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## WATER AND SEWERAGE SERVICE AREA EXTENSION POLICY (COMMUNITY POLICY)

**1. Scope:**

This Policy applies to properties outside the water supply and/or sewerage service areas that can connect to the reticulated networks.

**2. Purpose:**

To provide direction on how to identify when a public water supply and/or sewerage scheme is required and the repayment principles that apply.

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

Adopted Infrastructure Charges Resolution  
Local Government Act 2009  
Local Government Regulation 2012  
Sustainable Planning Act 2009  
Water Supply (Safety and Reliability) Act 2008

**4. Definitions:**

To assist in interpretation, the following definitions shall apply:

AICR	Adopted Infrastructure Charges Resolution (available on Councils website).
Council	Livingstone Shire Council.
Property	A lot or premises as fully defined by the Land Act 1994 and Water Supply (Safety & Reliability) Act 2008; being a separate, distinct parcel of land created on the registration of a plan of subdivision.
Reasonable Period	A period nominated by Council (after giving consideration to the location and availability of commercially available licensed tradesmen) in which a property owner is to undertake compliance.
Registered Service	The water or sewerage service as fully defined in the Water Supply (Safety and Reliability) Act 2008, for which Livingstone Shire Council is the registered provider.
Service Area	The area declared by Council resolution, for either a retail water or sewerage service to customers, as fully defined in the Water Supply (Safety & Reliability) Act 2008.

Water and Sewerage Service Area Extension Policy  
Adopted/Approved: Draft  
Version: 1

Department: Infrastructure Services  
Section: Infrastructure Planning & Design



## ORDINARY MEETING AGENDA

9 DECEMBER 2014

Special Charge	A charge for water or sewerage services, as fully defined in s 92(3) of the <i>Local Government Act 2009</i> , that have a special association with the property on which the charge is applied because it specially benefits from and contributes to the need for the service.
Trunk Infrastructure	The water and sewerage infrastructure, as fully defined in s 2.3 of the Statutory Guideline 03/14 <i>Local Government Infrastructure Plans</i> under the <i>Sustainable Planning Act 2009</i> and being infrastructure that provides a distribution function to a wider catchment comprising multiple development sites.
WSSRA	<i>Water Supply (Safety &amp; Reliability) Act 2008</i> .

## 5. Policy Statement:

Where a property located outside the service area is able to connect to the reticulated water supply and/or the sewer network, it is often in the best interests of Council and the community for that property to do so.

In cases where there is an unacceptable risk to the health and wellbeing of the community or there are physical limitations, Council may, pursuant to s 161(3) of the WSSRA resolve to amend the declaration of a service area by adding to, or removing an area from the service area.

## 5.1 Connection to Infrastructure

Section 164 of the WSSRA stipulates that the 'service provider must, to the greatest practicable extent, ensure that' - all properties 'in the service area are able to be connected directly and separately to the service provider's infrastructure for the area'. For any property to be included in the service area, it must have the necessary infrastructure to enable direct and separate connection.

Council may amend the declaration of a service area if the following are satisfied:

1. Able to Connect Directly  
A property is able to connect directly when existing water supply and/or sewerage infrastructure is located within or adjacent to the property.
2. Augmentation Works Required  
Augmentation of the water supply and/or sewer networks is required when the necessary infrastructure is not located within or adjacent to the property. In the case of significant augmentation works Council may consider amending the declaration of a service area if requested to do so by property owners.
3. Desired Standards of Service  
Council's Desired Standards of Service (Part 9, AICR) must be achieved, or be able to be achieved.

## 5.2 Timing of Connection Works

After Council resolves to amend the declaration of a service area, the relevant Council officer may, by notice given to the owner of a property in the service area, require the owner to carry out works for connecting the property to a registered service within a reasonable period.

Water and Sewerage Service Area Extension Policy  
Adopted/Approved: Draft  
Version: 1

Department: Infrastructure Services  
Section: Infrastructure Planning & Design

## ORDINARY MEETING AGENDA

9 DECEMBER 2014

**5.3 Cost Recovery**

The actual cost of infrastructure augmentation and connection works will be apportioned in an equitable and fair manner between the properties benefiting from the works. Section 165 of the WSSRA authorises Council to recover from a customer the reasonable cost of providing access to a registered service for that customer's premises.

By way of special charge, Council will:

1. Recover costs associated with infrastructure upgrades and/or augmentation works that are required to enable properties to connect to the registered service; and
2. Require properties connecting to the registered service to pay a contribution (calculated on the AICR) towards trunk infrastructure.

Under s 94(2) of the *Local Government Act 2009*, Council may resolve to impose a special charge to be levied on properties benefiting from the works/connection to the service area and what period of time (payment scheme) the special charge is to be levied over. Section 94 of the *Local Government Regulation 2012* covers further aspects of levying special charges.

**5.4 Charge Methodology**

Costs shall be apportioned in an equitable and fair manner between all properties that gain a benefit from any infrastructure augmentation and connection works.

**5.5 Payment Method**

The special charges identified in this Policy:

1. Must be paid in full; or
2. May be paid in installments, if Council has made a resolution to implement a payment scheme.

**6. Changes to this Policy:**

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

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

**7. Repeals:**

This policy repeals former Rockhampton Regional Council Policy No. POL.W2.8 titled 'Requirement to Connect to Infrastructure Policy'.

**JUSTIN COMMONS**  
CHIEF EXECUTIVE OFFICER

Water and Sewerage Service Area Extension Policy  
Adopted/Approved: Draft  
Version: 1

Department: Infrastructure Services  
Section: Infrastructure Planning & Design

**12.10 VERSION 3 NAMING OF INFRASTRUCTURE ASSETS POLICY AND PROCEDURE**

<b>File No:</b>	<b>4.7.28 and 4.7.21</b>
<b>Attachments:</b>	<b>1. Draft Policy (v3)<a href="#">↓</a></b> <b>2. Draft Procedure (v3)<a href="#">↓</a></b> <b>3. Ordinary Meeting Agenda 7 March 2017<a href="#">↓</a></b>
<b>Responsible Officer:</b>	<b>Dan Toon - Executive Director Infrastructure</b>
<b>Author:</b>	<b>Carrie Burnett - Policy &amp; Planning Officer</b>

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**SUMMARY**

This report seeks Council's adoption of Version 3 of the Naming of Infrastructure Assets Policy.

**OFFICER'S RECOMMENDATION**

THAT Council:

1. Adopt the Naming of Infrastructure Assets Policy (v3); and
2. Endorse the approval of the Naming of Infrastructure Assets Procedure (v3) by the Executive Director Infrastructure.

**BACKGROUND**

Version 2 of the policy and procedure were adopted/endorsed by Council at its 7 March 2017 meeting. Councillors have previously been provided a briefing on Version 3 on 1 April 2019 and the policy is now presented to Council for adoption. The Executive Director Infrastructure seeks Council endorsement of the procedure before he authorises it.

**COMMENTARY**

Staff undertake reviews of policy documents to ensure currency and relevance to Council practices.

**PREVIOUS DECISIONS**

At its 7 March 2017 meeting, Council resolved:

*'THAT Council:*

1. *Adopt the Naming of Infrastructure Assets Policy (v2); and*
2. *Endorse the approval of the Naming of Infrastructure Assets Procedure (v2) by the Director Infrastructure Services.'*

**BUDGET IMPLICATIONS**

This is a review of an existing policy and procedure. There are no budget implications.

**LEGISLATIVE CONTEXT**

The relevant legislation is identified in item 3 of the policy and procedure.

**LEGAL IMPLICATIONS**

Not applicable

**STAFFING IMPLICATIONS**

Existing staff and resources are utilised to implement the policy and procedure.

**RISK ASSESSMENT**

There are no risks associated with the proposed amendments to the Naming of Infrastructure Assets Policy and Procedure as they are only administrative in nature and do not change current practices.

**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**

It is important that Council policy documents remain current and are reflective of relevant work practices. Council should adopt the Naming of Infrastructure Assets Policy (v3) and endorse the associated procedure to ensure that the community is aware of Council's requirements and staff have guidelines which will facilitate a consistent approach to naming of infrastructure assets.

## **12.10 - VERSION 3 NAMING OF INFRASTRUCTURE ASSETS POLICY AND PROCEDURE**

### **Draft Policy (v3)**

**Meeting Date: 16 April 2019**

**Attachment No: 1**



## NAMING OF INFRASTRUCTURE ASSETS POLICY (COMMUNITY POLICY)

### 1. Scope

The Naming of Infrastructure Assets Policy (this 'Policy') addresses the naming of Infrastructure Assets which may arise either in the case of existing unnamed assets at the instigation of Council or the community or as a result of new assets coming under the control of Council from new development.

### 2. Purpose

The naming of Infrastructure Assets provides an opportunity to honour individuals and groups for contributions and achievements that deserve recognition. Furthermore, this Policy and its associated procedure enable Council to develop the commemorative nature of park names and maintain a consistent approach that enables those names to reflect community values.

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

#### Legislative reference

*Local Government Act 2009 s 60*

#### Related documents

Naming of Infrastructure Assets Procedure

### 4. Definitions

To assist in interpretation, the following definitions shall apply:

Council	Livingstone Shire Council.
Infrastructure Asset	An item or facility under the control of Council including not limited to roads and other road related infrastructure, parks, reserves, playgrounds, sporting fields and monuments.
New Development	A development which has been approved by Council pursuant to the <i>Planning Act 2016</i> .
Road	Has the same meaning as road in the <i>Local Government Act 2009</i> .

### 5. Policy Statement

#### 5.1 Purpose

This Policy and its associated procedure provide a consistent approach to the naming of Infrastructure Assets to ensure that:

Naming of Infrastructure Assets Policy

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- 1) Public consultation is undertaken where necessary and nominations received from the public are assessed against pre-determined criteria to ensure transparency;
- 2) Any new names do not conflict with names presently in use;
- 3) Any new names are not racist, derogatory, demeaning or likely to give offence;
- 4) Council's road network has an easily recognisable system of road names that assist both pedestrians and motorists and provides a safe traffic environment; and
- 5) Council's parks and reserves can be easily identified.

## 5.2 Procedure

The process identified in the Naming of Infrastructure Assets Procedure to name an infrastructure asset (new or existing) may be instigated in the following circumstances:

- 1) A request from a member of the community is authorised by the Executive Director Infrastructure;
- 2) By resolution of Council;
- 3) Council staff determine it is in the public interest and authorisation is obtained from the Executive Director Infrastructure; or
- 4) The Manager Engineering Services is required to assign a name to a new road under Item 5.4.2 of the Naming of Infrastructure Assets Procedure.

## 5.3 Exemptions

This Policy and its associated procedure do not apply to a place under the *Place Names Act 1994*.

## 6. Changes to this Policy

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

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

## 7. Repeals/Amendments

This Policy repeals Livingstone Shire Council Policy titled 'Naming of Infrastructure Assets Policy (v2.1).

Version	Date	Action
1	08/03/2016	Adopted
2	07/03/2017	Amended Policy Adopted
2.1	03/09/2018	Administrative Amendments – reflect organisational restructure
3		Draft

**CHRIS MURDOCH**  
CHIEF EXECUTIVE OFFICER

Naming of Infrastructure Assets Policy

Adopted/Approved: DRAFT

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Portfolio: Infrastructure  
Business Unit: Engineering Services

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# **12.10 - VERSION 3 NAMING OF INFRASTRUCTURE ASSETS POLICY AND PROCEDURE**

## **Draft Procedure (v3)**

**Meeting Date: 16 April 2019**

**Attachment No: 2**





## NAMING OF INFRASTRUCTURE ASSETS PROCEDURE

### 1. Scope

The Naming of Infrastructure Assets Procedure (this 'Procedure') is to be applied when the naming or renaming of Infrastructure Assets is instigated by either Council or the community or as a result of new assets coming under the control of Council.

### 2. Purpose

The purpose of this Procedure is to provide a consistent approach and establish a framework for the naming of Council's Infrastructure Assets.

### 3. Related Documents

#### Primary

Naming of Infrastructure Assets Policy

#### Legislative reference

*Local Government Act 2009* s 60

#### Related documents

AS/NZS 4819:2011 : Rural and urban addressing

Principles for the Consistent Use of Place Names – ANZLIC Committee on Surveying & Mapping / Permanent Committee on Place Names

### 4. Definitions

To assist in interpretation, the following definitions shall apply:

Council	Livingstone Shire Council.
Infrastructure Asset	An item or facility under the control of Council including but not limited to roads, and other road related infrastructure, parks, reserves, playgrounds, sporting fields and monuments.
New Development	A development which has been approved by Council pursuant to the <i>Planning Act 2016</i> .
Private Road	A road on private property that is not under the control of Council.
Road	Has the same meaning as road in the <i>Local Government Act 2009</i> .

### 5. Procedure

#### 5.1 Process

When it is necessary to name or re-name an Infrastructure Asset the following steps should be followed.

Naming of Infrastructure Assets Procedure

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Business Unit: Engineering Services

Steps 1-3 are **NOT** a requirement for the naming of Infrastructure Assets created by new development.

- 1) A notice must be placed on Council's website and a public notice placed in a Saturday edition of a local newspaper calling for nominations from the public and community groups.
  - a) The Manager Engineering Services may also seek specific input from certain community groups, property owners/residents or other representative bodies as deemed necessary to ensure that a representative community consultation takes place.
  - b) Nominations will close three weeks after the public notice.
- 2) All nominations are to be assessed using Appendix 1 by the Manager Engineering Services plus two other employees of Council. The results of the assessment are to be reported to Council with a recommendation.
- 3) Council, at its discretion, may adopt, alter or reject any recommendation presented.

## **5.2 Assessment against Criteria**

All nominations must be assessed using Appendix 1. In addition consideration should be given to the following matters:

- 1) Regardless of the type of Infrastructure Asset being named, the relevant heads of consideration identified in s 4 of AS/NZS 4819:2011: Rural and urban addressing;
- 2) To assist both service providers and the travelling public to read, understand and recognise names quickly and efficiently, names should be reasonably easy to read, spell and pronounce;
- 3) Where it is intended that a road be given the same name as a place or feature with an approved or accepted geographical name, particular care should be taken to ensure that the correct spelling is adopted unless there are exceptional circumstances requiring a different spelling to be used;
- 4) Where names have been changed or corrupted by long established local usage, it is not usually advisable to attempt to restore the original form. The spelling which is sanctioned by general usage should be adopted, eg Berry/Barry, Schwarz/Schwartz; and
- 5) Whenever practicable, it is highly desirable that names are confined to word lengths which can be accommodated on road name signboards without exceeding the following lengths:
  - a) No more than 1200mm for single post end mounted;
  - b) No more than 1800mm for single post centre mounted; and
  - c) Signs at intersections on roads of 80km/h and greater shall be 200mm deep with 150mm lettering on the sign facing the high speed traffic.

## **5.3 Road Type Selection Principles**

To determine a road type, Council will comply with cl 4.3 of AS/NZS 4819:2011 : Rural and urban addressing.

## **5.4 New Development**

### **5.4.1 Theme Name Areas**

- 1) Theme name areas are to be submitted to the Manager Engineering Services for approval, along with a list of names which demonstrate the theme proposal.

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Naming of Infrastructure Assets Procedure

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Business Unit: Engineering Services

- 2) However, through roads leading from one theme area to another should have a generic name.
- 3) The continuation of theme names in areas where theme names have been established will be continued where possible.

#### **5.4.2 New Infrastructure Assets**

- 1) For each new infrastructure asset created by new development, the developer is to submit one name plus two alternatives for consideration by the Manager Engineering Services.
- 2) Provided the name complies with the criteria in Appendix 1, the Manager Engineering Services may select any one of the three names. In these circumstances, it is not necessary to follow the scoring matrix at Appendix 1.
- 3) Usually the name nominated by the developer will be approved, provided there is no conflict with names presently in use and the name generally complies with 5.3 and 5.4 of this Procedure.

#### **5.4.3 Approval of Names by Delegation**

Road names proposed for a new development are to be approved by the Manager Engineering Services.

### **5.5 Private Roads**

Pursuant to s 60(2)(c) of the *Local Government Act 2009*, Council has authority to approve naming of private roads. Therefore, this Procedure may be applied to the naming of private roads when necessary.

### **5.6 Service Provider Notification**

When an Infrastructure Asset is named, the Manager Engineering Services is to notify the following where relevant:

- a) Australia Post;
- b) Australian Electoral Commission;
- c) Department of Natural Resources, Mines & Energy (Land & Spatial Information);
- d) Queensland Ambulance Service;
- e) Queensland Fire and Emergency Service;
- f) Queensland Police Service;
- g) Ergon Energy;
- h) Telstra; and
- i) Livingstone Shire Council
  - i) Revenue; and
  - ii) Assets and GIS.

## **6. Changes to this Procedure**

This Procedure is to remain in force until otherwise amended/replaced by the Director Infrastructure Services.

## **7. Repeals/Amendments**

This Procedure repeals Livingstone Shire Council Procedure titled 'Naming of Infrastructure Assets Procedure (v2.1)'.

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Naming of Infrastructure Assets Procedure

Adopted/Approved: DRAFT  
Version: 3

Portfolio: Infrastructure  
Business Unit: Engineering Services

Version	Date	Action
1	22/04/2014	Approved
2	07/03/2017	Amended Procedure Approved
2.1	04/12/2018	Administrative Amendments – reflect organisational restructure
3		Draft

**DAN TOON**  
**EXECUTIVE DIRECTOR INFRASTRUCTURE**

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Naming of Infrastructure Assets Procedure

Adopted/Approved: DRAFT  
Version: 3

Portfolio: Infrastructure  
Business Unit: Engineering Services

APPENDIX 1		
PROPOSED NAME:		
<p>Submissions that have any of the following characteristics are to be detailed in the report to Council and allocated a zero score:</p> <ul style="list-style-type: none"> <li>- Are offensive, racist, derogatory, demeaning, likely to give offence or is out of place with surrounding names;</li> <li>- Could be construed as advertising commercial or industrial enterprise</li> <li>- Where an individual has nominated themselves.</li> </ul>		
Criteria	Scoring Matrix	Comments
Name is suggestive of the peculiarity of a geographical feature (e.g. shape, vegetation, etc).	<ul style="list-style-type: none"> <li>• does not fit criteria = 0</li> <li>• partially fits criteria = 5</li> <li>• completely fits criteria =10</li> </ul>	
Name has historical, cultural or local significance.	<ul style="list-style-type: none"> <li>• does not fit criteria = 0</li> <li>• partially fits criteria = 5</li> <li>• completely fits criteria =10</li> </ul>	
Nominee has made a significant contribution to the community over a substantial period of time.	<ul style="list-style-type: none"> <li>• does not fit criteria = 0</li> <li>• partially fits criteria = 5</li> <li>• completely fits criteria =10</li> </ul>	
Nominee has been recognised in their field of expertise at a national level or higher.	<ul style="list-style-type: none"> <li>• does not fit criteria = 0</li> <li>• completely fits criteria =10</li> </ul>	
Nominee is a sporting personality who has excelled in their sport.	<ul style="list-style-type: none"> <li>• does not fit criteria = 0</li> <li>• completely fits criteria =10</li> </ul>	
The name has received more than 50% of the nominations.	<ul style="list-style-type: none"> <li>• does not fit criteria = 0</li> <li>• completely fits criteria =10</li> </ul>	
The name is of a service club or community group that has contributed to the development of a park or facility.	<ul style="list-style-type: none"> <li>• does not fit criteria = 0</li> <li>• completely fits criteria =10</li> </ul>	
The name satisfies three or more criteria.	<ul style="list-style-type: none"> <li>• does not satisfy 3 or more criteria = 0</li> <li>• satisfies 3 or more criteria =10</li> </ul>	

Naming of Infrastructure Assets Procedure

Adopted/Approved: DRAFT

Version: 3

Portfolio: Infrastructure  
Business Unit: Engineering Services

<p>The name has any of the following characteristics:</p> <ul style="list-style-type: none"> <li>(i) Aboriginal/Torres Strait Islander names;</li> <li>(ii) Locality history;</li> <li>(iii) Early explorers, pioneers, settlers;</li> <li>(iv) War/casualty lists; or</li> <li>(v) Thematic names such as flora, fauna or ships.</li> </ul>	<p>Number of characteristics the name fulfills:</p> <ul style="list-style-type: none"> <li>• Nil = 0</li> <li>• One = 5</li> <li>• Two or more = 10</li> </ul>	<ul style="list-style-type: none"> <li>- Names should be appropriate to the physical, historical or cultural character of the area concerned.</li> <li>- The origin of each name should be clearly stated.</li> <li>- If an Aboriginal or Torres Strait Islander name is nominated, the aboriginal authority should be consulted.</li> </ul>
<p>The name has already been used.</p>	<ul style="list-style-type: none"> <li>• name already used = 0</li> <li>• name not already used = 5</li> </ul>	<ul style="list-style-type: none"> <li>- Family names that have already been used will not be considered even though they may refer to a different family. Instead consideration will be given to using the person's full name (e.g. Jo Bloggs Bridge).</li> <li>- If possible, duplication of names in the Council area and in proximity to adjoining local government areas should be avoided. However, roads crossing local government boundaries should have the same name.</li> </ul>
<p>Name is unduly long or composed of two or more words.</p>	<ul style="list-style-type: none"> <li>• name is unduly long = 0</li> <li>• name has two or more words = 0</li> <li>• name is not unduly long = 5</li> <li>• name consists of one word = 5</li> </ul>	<ul style="list-style-type: none"> <li>- Given names should generally be avoided and should only be included with a family name where it is essential to identify an individual or avoid ambiguity.</li> <li>- Whilst street and cul de sac names should have only one word, it is recognised that some roads require a two-word name because of their geographical relationship (e.g. Hidden Valley Road).</li> </ul>
<p>Consistent with an existing theme name area.</p>	<ul style="list-style-type: none"> <li>• is not consistent = 0</li> <li>• is consistent = 10</li> </ul>	
<b>TOTAL SCORE</b>		

Naming of Infrastructure Assets Procedure

Adopted/Approved: DRAFT

Version: 3

Portfolio: Infrastructure  
Business Unit: Engineering Services



# **12.10 - VERSION 3 NAMING OF INFRASTRUCTURE ASSETS POLICY AND PROCEDURE**

## **Ordinary Meeting Agenda 7 March 2017**

**Meeting Date: 16 April 2019**

**Attachment No: 3**

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ORDINARY MEETING AGENDA

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## 12 REPORTS

### 12.1 VERSION 2 NAMING OF INFRASTRUCTURE ASSETS POLICY AND PROCEDURE

**File No:** 4.7.28 & 4.7.21  
**Attachments:** 1. Draft Policy (v2)<sup>1</sup>  
2. Draft Procedure (v2)<sup>1</sup>  
**Responsible Officer:** Dan Toon - Director Infrastructure Services  
**Author:** Carrie Burnett - Policy & Planning Officer

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#### SUMMARY

*This report seeks Councils adoption of version 2 of the Naming of Infrastructure Assets Policy.*

#### OFFICER'S RECOMMENDATION

THAT Council:

1. Adopt the Naming of Infrastructure Assets Policy (v2); and
2. Endorse the approval of the Naming of Infrastructure Assets Procedure (v2) by the Director Infrastructure Services.

#### COMMENTARY

Version 1 of the policy and procedure were adopted/approved by Council at its 22 April 2014 Meeting. Staff undertake reviews of policy documents to ensure currency and relevance to Council practices.

These documents were presented for discussion to Council's 7 February 2017 Workshop and are now presented to Council for adoption. The Director Infrastructure Services seeks Council endorsement of the procedure before he authorises it.

#### BACKGROUND

Not applicable.

#### PREVIOUS DECISIONS

At its 22 April 2014 Meeting, Council resolved as follows:

*'That Council:*

1. *Adopt the Naming of Infrastructure Assets Policy; and*
2. *Endorse the approval of the Naming of Infrastructure Assets Procedure by the Director Infrastructure Services'.*

#### BUDGET IMPLICATIONS

Not applicable.

#### LEGISLATIVE CONTEXT

Not applicable.

#### LEGAL IMPLICATIONS

Not applicable.

#### STAFFING IMPLICATIONS

Not applicable.

#### RISK ASSESSMENT

Not applicable.

#### CORPORATE/OPERATIONAL PLAN

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

#### CONCLUSION

It is important that Council policy documents remain current and are reflective of relevant work practices. Council should adopt the Naming of Infrastructure Assets Policy and endorse the associated procedure to ensure that the community is aware of Council's requirements

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**ORDINARY MEETING AGENDA**

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and staff have guidelines which will facilitate a consistent approach to naming of infrastructure assets.

## **12.1 - VERSION 2 NAMING OF INFRASTRUCTURE ASSETS POLICY AND PROCEDURE**

### **Draft Policy (v2)**

**Meeting Date: 7 March 2017**

**Attachment No: 1**



## NAMING OF INFRASTRUCTURE ASSETS POLICY (COMMUNITY POLICY)

### 1. Scope

The Naming of Infrastructure Assets Policy (this 'Policy') addresses the naming of Infrastructure Assets which may arise either in the case of existing unnamed assets at the instigation of Council or the community or as a result of new assets coming under the control of Council. This Policy applies to Infrastructure Assets under Council's control.

### 2. Purpose

The naming of Infrastructure Assets provides an opportunity to honour individuals and groups for contributions and achievements that deserve recognition. Furthermore, this Policy and its associated Procedure enable Council to develop the commemorative nature of park names and maintain a consistent approach that enables those names to reflect community values.

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

*Local Government Act 2009* (Qld) s 60  
Naming of Infrastructure Assets Procedure

### 4. Definitions

To assist in interpretation, the following definitions shall apply:

Council	Livingstone Shire Council.
Infrastructure Asset	An item or facility under the control of Council. There are two types of assets: 1. Infrastructure – includes but is not limited to roads and other road related infrastructure. 2. Community – includes but is not limited to parks, reserves, playgrounds, sporting fields and monuments.
New Development	A development which has been approved by Council pursuant to the <i>Sustainable Planning Act 2009</i> .
Procedure	Naming of Infrastructure Assets Procedure.
Road	Has the same meaning as road in the <i>Local Government Act 2009</i> .

Naming of Infrastructure Assets Policy

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5. Policy Statement

5.1 Purpose

This Policy and the Procedure provide a consistent approach to the naming of Infrastructure Assets to ensure that:

- 1) Public consultation is undertaken where necessary and nominations received from the public are assessed against pre-determined criteria to ensure transparency;
- 2) Any new names do not conflict with names presently in use;
- 3) Council's road network has an easily recognisable system of road names that assist both pedestrians and motorists and provides a safe traffic environment; and
- 4) Council's parks and reserves can be easily identified.

5.2 Procedure

The process identified in the Procedure may be initiated if:

- 1) A request is received from a land owner or the community and the Director Infrastructure Services authorises the process to commence;
- 2) Council resolves that a name change be investigated;
- 3) Council staff determine it is in the public interest to investigate a change in name; or
- 4) The Manager Infrastructure Operations is required to assign a name to infrastructure assets created through new development under Item 5.4.2 of the Procedure.

5.3 Exemptions

This Policy and the Procedure do not apply to a place under the *Place Names Act 1994*.

6. Changes to this Policy

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

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

7. Repeals

This Policy repeals former Livingstone Shire Council Policy titled 'Naming of Infrastructure Assets Policy v1' adopted 22 April 2014.

CHRIS MURDOCH  
CHIEF EXECUTIVE OFFICER

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Naming of Infrastructure Assets Policy

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## **12.1 - VERSION 2 NAMING OF INFRASTRUCTURE ASSETS POLICY AND PROCEDURE**

### **Draft Procedure (v2)**

**Meeting Date: 7 March 2017**

**Attachment No: 2**



## NAMING OF INFRASTRUCTURE ASSETS PROCEDURE

### 1. Scope

The Naming of Infrastructure Assets Procedure (this 'Procedure') is to be applied when the naming or renaming of Infrastructure Assets is instigated by either Council or the community or as a result of new assets coming under the control of Council.

### 2. Purpose

The purpose of this Procedure is to provide a consistent approach and establish standard procedures for the naming of Council's Infrastructure Assets.

### 3. Related Documents

#### Primary

Naming of Infrastructure Assets Policy

#### Secondary

Local Government Act 2009 (Qld) s 60

AS/NZS 4819:2011 : Rural and urban addressing

Principles for the Consistent Use of Place Names – Intergovernmental Committee on Surveying & Mapping / Permanent Committee on Place Names

### 4. Definitions

To assist in interpretation, the following definitions shall apply:

Council	Livingstone Shire Council.
Infrastructure Asset	An item or facility under the control of Council. There are two types of assets: 1. Infrastructure – includes but is not limited to roads, and other road related infrastructure 2. Community – includes but is not limited to parks, reserves, playgrounds, sporting fields and monuments.
New Development	A development which has been approved by Council pursuant to the <i>Sustainable Planning Act 2009</i> .
Private Road	A road on private property that is not under the control of Council.
Road	Has the same meaning as road in the <i>Local Government Act 2009</i> .

Naming of Infrastructure Assets Procedure

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5. Procedure

5.1 Process

When it is necessary to name or re-name an Infrastructure Asset the following steps should be followed.

Steps 1-3 are NOT a requirement for the naming of Infrastructure Assets created by new development.

- 1) A notice must be placed on Council's website and a public notice placed in a Saturday edition of a local newspaper calling for nominations from the public and community groups.
  - a) The Manager Infrastructure Operations may also seek specific input from certain community groups, property owners/residents or other representative bodies as deemed necessary to ensure that a representative community consultation takes place.
  - b) Nominations will close three weeks after the public notice.
- 2) All nominations are to be assessed by the Manager Infrastructure Operations plus two other employees of Council, against the criteria outlined in this Procedure. This assessment is to be reported to Council with a recommendation for Council's consideration.
- 3) Council, at its discretion, may adopt, alter or reject any recommendation presented.

5.2 Assessment Against Criteria

All nominations must be assessed against the criteria outlined in Appendix 1. In addition consideration should be given to the following matters:

- 1) Regardless of the type of Infrastructure Asset being named, the relevant heads of consideration identified in s 4 of AS/NZS 4819:2011 : Rural and urban addressing.
- 2) To assist both service providers and the travelling public to read, understand and recognise names quickly and efficiently, names should be reasonably easy to read, spell and pronounce.
- 3) Where it is intended that a road be given the same name as a place or feature with an approved or accepted geographical name, particular care should be taken to ensure that the correct spelling is adopted unless there are exceptional circumstances requiring a different spelling to be used.
- 4) Where names have been changed or corrupted by long established local usage, it is not usually advisable to attempt to restore the original form. The spelling which is sanctioned by general usage should be adopted, eg Berry/Barry, Schwarz/Schwartz.
- 5) Whenever practicable, it is highly desirable that names are confined to word lengths which can be accommodated on road name signboards without exceeding the following lengths:
  - a) No more than 1200mm for single post end mounted.
  - b) No more than 1800mm for single post centre mounted.
  - c) Signs at intersections on roads of 80km/h and greater shall be 200mm deep with 150mm lettering on the sign facing the high speed traffic.

5.3 Road Type Selection Principles

To determine a road type, Council will comply with Cl 4.3 of AS/NZS 4819:2011 : Rural and urban addressing.

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**5.4 New Development**

**5.4.1 Theme Name Areas**

- 1) Theme name areas are to be submitted to the Manager Infrastructure Operations for approval, along with a list of names which demonstrate the theme proposal.
- 2) However, through roads leading from one theme area to another should have a generic name.
- 3) The continuation of theme names in areas where theme names have been established will be continued where possible.

**5.4.2 New Roads**

- 1) For each new road created by new development, the developer is to submit three alternative names for consideration by the Manager Infrastructure Operations.
- 2) The names are to be listed in order of preference.
- 3) Provided the name complies with the criteria in Appendix 1, the Manager Infrastructure Operations may select any one of the three names. In these circumstances, it is not necessary to follow the scoring matrix at Appendix 1.
- 4) Generally the developer's suggestions will be approved, provided there is no conflict with names presently in use.
- 5) The Manager Infrastructure Operations is responsible for maintaining a list of alternative names that can be utilised in the circumstances outlined in this section. Alternative names may be sourced from, but are not limited to unsolicited submissions made by the public. Before a name is selected for use, it must be assessed against the criteria outlined in Appendix 1.

**5.4.3 Approval of Names by Delegation**

Road names proposed for a new development are to be approved by the Manager Infrastructure Operations.

**5.5 Private Roads**

Pursuant to s 60(2)(c) of the *Local Government Act 2009*, Council has authority to approve naming of private roads. Therefore, this Procedure may be applied to the naming of private roads when necessary.

**6. Changes to this Procedure**

This Procedure is to remain in force until otherwise amended/replaced by the Director Infrastructure Services.

**7. Repeals**

This Procedure repeals the former Livingstone Shire Council Procedure titled 'Naming of Infrastructure Assets Procedure v1' adopted 22 April 2014.

**DAN TOON**  
**DIRECTOR INFRASTRUCTURE SERVICES**

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Naming of Infrastructure Assets Procedure

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PLANNING 15-04-17



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APPENDIX 1		
<p>Submissions that have any of the following characteristics will be excluded from the scoring process.</p> <p>These submissions are to be detailed in the report to Council and allocated a zero score.</p>	<p>Any submission:</p> <p>1. That includes names which:</p> <ul style="list-style-type: none"> <li>- Are offensive, racist, derogatory, demeaning or likely to give offence;</li> <li>- Are incongruous or out of place; or</li> <li>- Could be construed as advertising commercial or industrial enterprise</li> </ul> <p>2. Where an individual has nominated themselves.</p>	
Criteria	Scoring Matrix	Comments
Name is suggestive of the peculiarity of a geographical feature (e.g. shape, vegetation, etc).	<ul style="list-style-type: none"> <li>• does not fit criteria = 0</li> <li>• partially fits criteria = 5</li> <li>• completely fits criteria =10</li> </ul>	
Name has historical, cultural or local significance.	<ul style="list-style-type: none"> <li>• does not fit criteria = 0</li> <li>• partially fits criteria = 5</li> <li>• completely fits criteria =10</li> </ul>	
Nominee has made a significant contribution to the community over a substantial period of time.	<ul style="list-style-type: none"> <li>• does not fit criteria = 0</li> <li>• partially fits criteria = 5</li> <li>• completely fits criteria =10</li> </ul>	
Nominee has been recognised in their field of expertise at a national level or higher.	<ul style="list-style-type: none"> <li>• does not fit criteria = 0</li> <li>• completely fits criteria =10</li> </ul>	
Nominee is a sporting personality who has excelled in their sport.	<ul style="list-style-type: none"> <li>• does not fit criteria = 0</li> <li>• completely fits criteria =10</li> </ul>	
The name has received more than 50% of the nominations.	<ul style="list-style-type: none"> <li>• does not fit criteria = 0</li> <li>• completely fits criteria =10</li> </ul>	
The name is of a service club or community group that has contributed to the development of a park or facility.	<ul style="list-style-type: none"> <li>• does not fit criteria = 0</li> <li>• completely fits criteria =10</li> </ul>	
The name satisfies three or more criteria.	<ul style="list-style-type: none"> <li>• does not satisfy 3 or more criteria = 0</li> <li>• satisfies 3 or more criteria =10</li> </ul>	

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The name has any of the following characteristics: (i) Aboriginal/Torres Strait Islander names; (ii) Locality history; (iii) Early explorers, pioneers, settlers; (iv) War/casualty lists; or (v) Thematic names such as flora, fauna or ships.	Number of characteristics the name fulfills:		Names should be appropriate to the physical, historical or cultural character of the area concerned.  The origin of each name should be clearly stated.  If an Aboriginal or Torres Strait Islander name is nominated, the aboriginal authority should be consulted.  Family names that have already been used will not be considered even though they may refer to a different family. Instead consideration will be given to using the person's full name (e.g. Jo Bloggs Bridge).  If possible, duplication of names in the Council area and in proximity to adjoining local government areas should be avoided. However, roads crossing local government boundaries should have the same name.  Given names should generally be avoided and should only be included with a family name where it is essential to identify an individual or avoid ambiguity.  Whilst street and cul de sac names should have only one word, it is recognised that some roads require a two-word name because of their geographical relationship (e.g. Hidden Valley Road).
	• Nil • One • Two or more	= 0 = 5 = 10	
The name has already been used.	<ul style="list-style-type: none"> <li>name already used</li> <li>name not already used</li> </ul>	<ul style="list-style-type: none"> <li>= 0</li> <li>= 5</li> </ul>	<ul style="list-style-type: none"> <li>Given names should generally be avoided and should only be included with a family name where it is essential to identify an individual or avoid ambiguity.</li> <li>Whilst street and cul de sac names should have only one word, it is recognised that some roads require a two-word name because of their geographical relationship (e.g. Hidden Valley Road).</li> </ul>
Name is unduly long or composed of two or more words.	<ul style="list-style-type: none"> <li>name is unduly long</li> <li>name has two or more words</li> <li>name is not unduly long</li> <li>name consists of one word</li> </ul>	<ul style="list-style-type: none"> <li>= 0</li> <li>= 0</li> <li>= 5</li> <li>= 5</li> </ul>	
Consistent with an existing theme name area.	<ul style="list-style-type: none"> <li>is not consistent</li> <li>is consistent</li> </ul>	<ul style="list-style-type: none"> <li>= 0</li> <li>= 10</li> </ul>	

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Adopted/Approved: Draft  
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Department: Infrastructure Services  
Section: Construction and Maintenance

**12.11 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 MARCH 2019****File No:** FM12.14.1**Attachments:** 1. **Monthly Financial Report - March 2019** [↓](#)**Responsible Officer:** **Andrea Ellis - Chief Financial Officer**  
**Chris Murdoch - Chief Executive Officer****Author:** **Damien Cross - Coordinator Accounting Services****SUMMARY**

*Presentation of the Livingstone Shire Council Monthly Financial Report for the period ending 31 March 2019 by the Chief Financial Officer.*

**OFFICER'S RECOMMENDATION**

THAT the Livingstone Shire Council Monthly Financial Report for the period ending 31 March 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 information presents a snapshot of the month (March) and year-to-date position of Council's financial performance for the 2018-19 financial year.

Commitments are excluded from the reported operating & capital expenditures.

All variances are reported against the 19Q2 Revised Budget as adopted by Council on 19 February 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 19Q2 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 31 March 2019 shows an operating surplus of approximately \$16.2 million compared to an YTD budgeted operating surplus of approximately \$11.1 million. It must be noted that this result does not include current committals.

Financial Performance Summary to 31 March 2019					
	YTD 19Q2 Revised Budget (\$m)	YTD Actual (\$m)	Variance (\$m)	Variance YTD %	Status
Operating Revenue	\$79.0	\$77.1	(\$1.9)	(2%)	■
Operating Expense	(\$67.9)	(\$60.9)	\$7.0	(10%)	✓
<i>Operating Surplus</i>	\$11.1	\$16.2	\$5.1	47%	✓
Capital Revenue	\$9.9	\$14.1	\$4.1	6%	✓
Capital Expenditure	(\$41.1)	(\$25.3)	(\$15.8)	(38%)	✓

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 below the year-to-date budget. The main contributing factors to this variance a \$1.3 million unfavorable variance in relation to sales revenue. This is mostly a timing variance with a number of debtors invoices issued in early April 2019 for a number of NDRRA Restoration works.

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 budget by \$7.0 million which excludes \$6.5 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.

Total operating expenses are under budget mostly due to an underspend of \$4.5M in materials & services and \$2.3 million in employee benefits largely due to vacancies. It should be noted that expenditure accruals for materials and services expenses are not processed on a monthly basis and these results do not include all wages accruals depending on the pay cycles.

A snapshot of the expenditure on the rural and urban roads maintenance programs in comparison to both the 19Q2 year to date revised budget and the full year 19Q2 revised budget is outlined below:

	YTD Actual (\$000's)	YTD 19Q2 Revised Budget (\$000's)	Full Year 19Q2 Revised Budget (\$000's)	% Full Year 19Q2 Revised Budget Spent
Rural Maintenance	\$2,807	\$3,133	\$4,245	66.1%
Urban Maintenance	\$1,194	\$1,659	\$2,206	54.1%

Note: Actual results exclude purchase order commitments and will need to be addressed as part of the Q3 budget review including the monthly budget phasing.

### Capital Revenue

Total capital revenue is ahead of budget by approximately \$4.1 million due to grants being received in advance of anticipated cashflow.

The 19Q2 capital revenue budget for developer contributions is \$891k. Year to date developer's contributions are \$625k.

### **Capital Expenditure**

Capital expenditure incurred as at 31 March 2019 is summarized in Table D.1 and D.2 in Attachment 1. The 19Q2 year to date total budgeted capital expenditure is approximately \$41.1 million with YTD actuals of \$25.3 million with a further \$18.9 million in committed expenditure noting that some of those related purchase order will be expended I the next financial year.

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 31 March 2019**

A detailed balance sheet is provided in Table B in Attachment 1 as at 31 March 2019.

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

Council's total loan balances are approximately \$81.8 million with the September, December and March quarterly repayments having been made to the Queensland Treasury Corporation (QTC). 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 \$50.3 million at 31 March 2019.

Available cash is either 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 31 March 2019 was 2.56% p.a. Interest rates for Council's current term deposit is 2.70% and reflects the fixed interest rate for the term of the investment.

Interest earned on cash and investments for the month of March was \$113K.

### **Outstanding Sundry Debtors**

At 31 March 2019, outstanding sundry debtors stand at \$1,812,108 and of this balance \$405,003 is current. \$1,220,548 is greater than 90 days overdue. The vast majority of this 90 day balance relates to state and federal government department grants and subsidies which at the time of writing this report remain unpaid and Council officers are currently following up.

There are 34 accounts which are greater than 60 days (including those noted above that are over 90 days) totaling \$1,280,346 which represents approximately 71% of total outstanding sundry debtors.

### **Outstanding and Overdue Rates and Charges**

The total rates debtor balance at 31 March 2019 stands at \$6,471,965. There is \$1,505,131 in prepaid rates as at the 31 March, with net rates outstanding being \$4,966,833 as at 31 March. The total rates debtors balance has reduced substantially from the end of February 2019 with the last day for rates payments to be eligible for discount being 6 March 2019.

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 31 March 2019 eligible for collection (excluding the current levy) is \$6,467,792 which is 9% of rates levied.

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

<b>Aging Period</b>	<b>Arrears balance (before deducting prepaid rates)</b>	<b>% of eligible total for collection</b>
<b>Current</b>	\$4,935,102	76.30%
<b>1 years</b>	\$724,577	11.20%
<b>2 years</b>	\$411,361	6.36%
<b>3 years</b>	\$175,076	2.71%
<b>4 years</b>	\$122,630	1.90%
<b>5 years</b>	\$99,046	1.53%
<b>TOTAL</b>	\$6,467,792	100%

Council offers a direct debit facility with 2,877 direct debits totaling \$962,631.04 processed in March.

### **Debt Management**

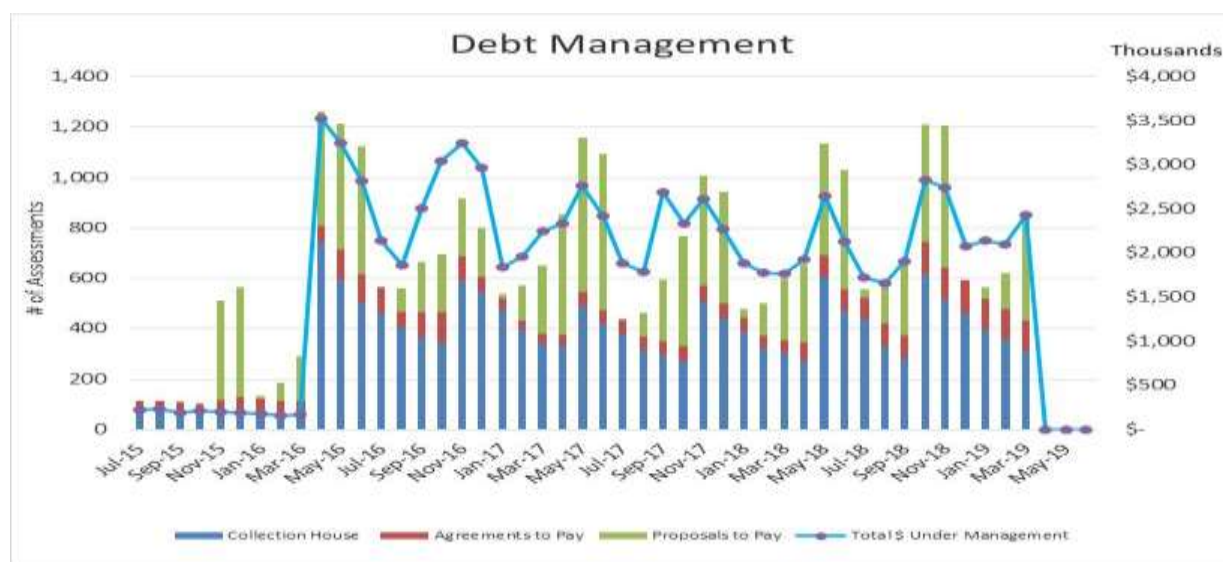
Ratepayers always have the option to enter into formal payment arrangements, which prevents legal action being progressed by Council's debt collection agency. Council resolved to reduce the overdue interest from 10% to 7% per annum in 2018-19, applied monthly, on all overdue balances, including those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

In total, 21% of the overdue balances are under management, this reflects 848 assessments out of all (17,520) rateable assessments (4.84%).

Proposals to pay require all current arrears to be paid in full prior to the next rating period. Therefore, proposals to pay made prior to December 2018 have been cancelled and 414 proposals are now in place as of 31 March 2019 representing a total of \$578,432.

There are 125 (February: 123) assessments under long term arrangements (agreements to pay) with a total of \$476,506 with varying settlement periods.

A total of 309 (February: 357) assessments, representing \$1,381,571 (February: \$1,316,789) are currently being managed by Council's debt collection agency. Compared to March 2018, there are 5 more assessments under a debt management arrangement but an increase in the total value under management by \$137,388.



### 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 corporate 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.

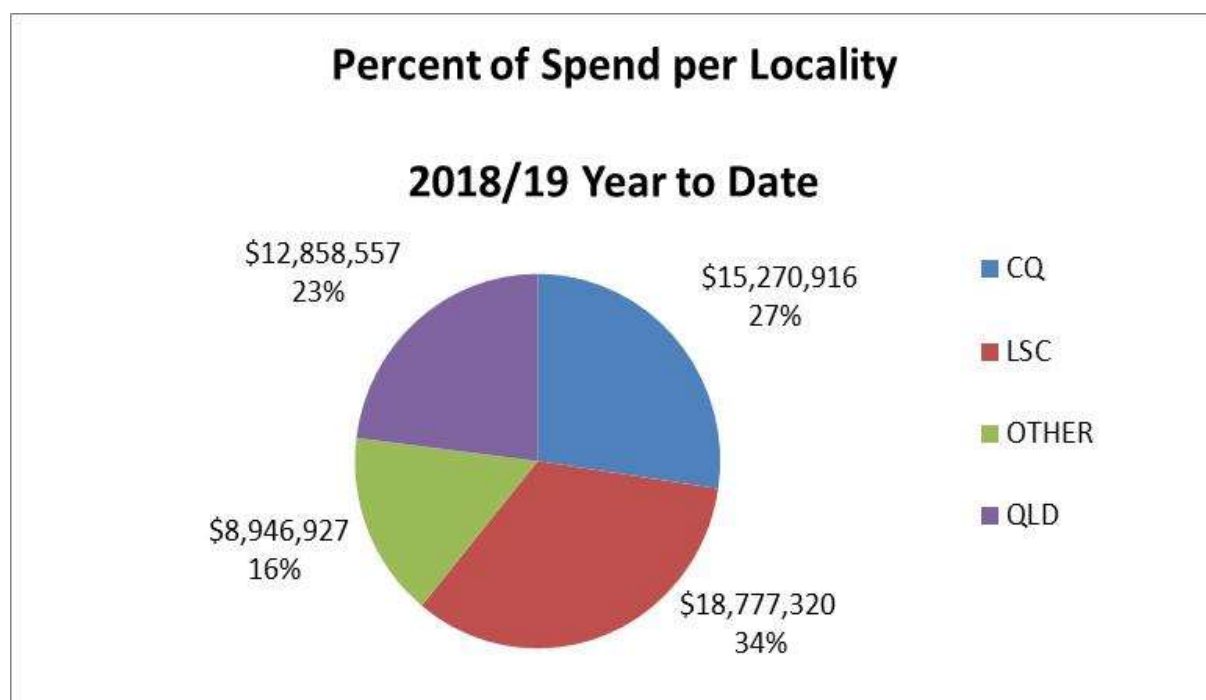
QLD = Business based outside of Central Queensland but within Queensland

OTHER = Business based outside of Queensland.

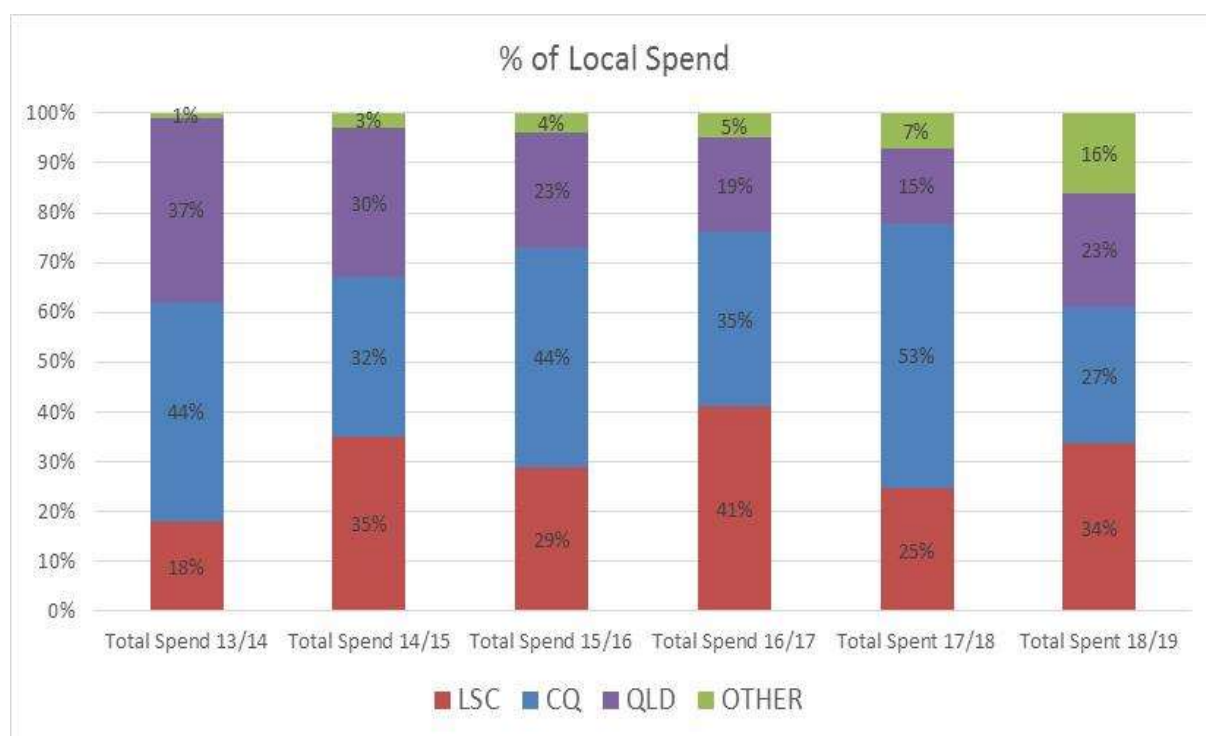
The following pie chart illustrates the total dollars spent this financial year by geographical categories.

The total spend on businesses located within the Shire boundaries was 34% or \$18.8 million. For the financial year to 31 March 2019, 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, 69% 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. The 19Q1 Revised Budget was adopted by Council on 6 November 2018 and the 19Q2 Revised Budget adopted by Council on 19 February 2019.

## BUDGET IMPLICATIONS

The Monthly Financial Report shows Council's financial position in relation to the 19Q2 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.

**CONCLUSION**

The Financial Report provides information about Council's financial performance and position for the month ending 31 March 2019. The attached financial results are indication of Council's financial results in 2018-19 in comparison to the 19Q2 Revised Budget.

## **12.11 - MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 MARCH 2019**

### **Monthly Financial Report - March 2019**

**Meeting Date: 16 April 2019**

**Attachment No: 1**



**Livingstone**  
SHIRE COUNCIL

**Monthly Financial Report  
for period ending  
31/03/2019**

**Contents**

**Financial Health Indicators**

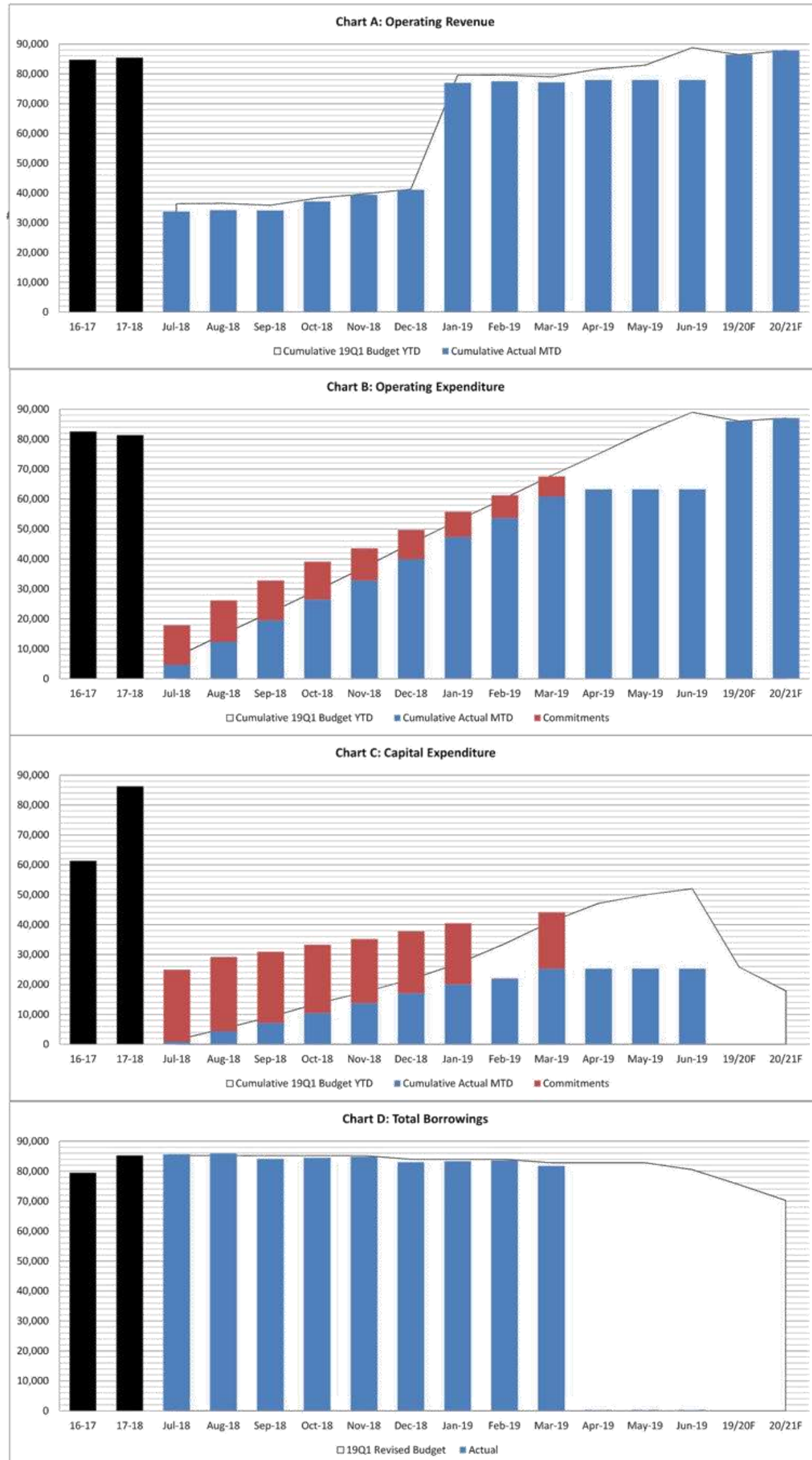
- Key strategic financial indicators
- Summary financial statements

**Attachments: Detailed financial statements**



## Financial Health Indicators

## Key strategic financial indicators: trend analysis



Key strategic financial indicators as at: 31/03/2019					
Operating performance					
	Target Benchmark	19Q2 Revised Budget	YTD Actual	Status	Commentary
<b>Operating surplus ratio</b>					
Operating surplus/operating revenue	10%	-0.3%	21.1%	✓	The operating surplus and operating efficiency ratios are well ahead of the target benchmark due to the levy half-yearly General Rates during January. These ratios indicate that operating revenue is greater than operating expenses and this assists with funding capital expenditure.
<b>Operating efficiency ratio</b>					
Operating revenue/operating expense	110%	99.7%	126.7%	✓	
Fiscal flexibility					
	Target Benchmark	19Q2 Revised Budget	YTD Actual		Commentary
<b>Net financial liabilities ratio</b>					
Total liabilities - current assets / operating revenue	<60%	70.9%	48.8%	✓	The Net Financial Liabilities and Own-Source Operating Revenue ratios are within the target benchmark range. The own source operating revenue ratio is well ahead of the target benchmark as general rates and utility charges have only recently been levied in January.
<b>Own-source operating revenue ratio</b>					
Own source/operating revenue	>60%	86.8%	93.9%	✓	
<b>Interest cover ratio</b>					
Net Interest Expense / Total Operating Revenue	0% - 5%	4.9%	4.1%	✓	The interest cover ratio is within the target range of 0% - 5%.
Liquidity					
	Target Benchmark	19Q2 Revised Budget	YTD Actual		Commentary
<b>Cash balances - Cash capacity in months</b>					
Cash at bank/cash operating expense	3.0	1.9	11.1	✓	The YTD cash expense cover indicates that Council has sufficient cash to meet current cash operating expenses for 11 months.
<b>Ability to pay our bills - Current Ratio (times)</b>					
Current assets/current liabilities	2.0	3.0	6.0	✓	The current ratio is well above the target benchmark of 2.0 due to total cash held being well ahead of the budgeted position at the end of March.
Asset sustainability					
	Target Benchmark	19Q2 Revised Budget	YTD Actual		Commentary
<b>Asset Sustainability Ratio</b>					
Renewal expenditure/depreciation	90%	49.0%	18%	✗	Asset sustainability ratio will remain lower than the 90% target benchmark due to the large proportion of new assets not requiring renewal at this stage. Approximately only 26% of the capital renewal budget undertaken as at the end of March.
Status Legend					
KPI target (budget) achieved or exceeded		✓	KPI target (budget) not achieved		
			✗		

Summary financial statements for the year to date ending  
31/03/2019

A. Summary of financial results

A. Income Statements

	Year-to-date 19Q2 Revised Budget		Variance		Status	Comments
	(\$m)	Actual	\$	%		
Own-source Revenues	72.84	72.40	(0.44)	-1%	■	Own source revenues are slightly behind the YTD 19Q2 revised budget with the half yearly general rates and the second quarter water consumption notices having been issued in January. Employee expenses are below YTD budget due to a number of vacant positions currently being recruited. A YTD underspend in operational materials & services expenditure of approximately \$7m is contributing to the favourable variance in total expenses.
Total Revenues	78.97	77.10	(1.86)	-2%	■	
Employee Expenses	(24.01)	(21.66)	2.36	-10%	✓	
Total Expenses	(67.90)	(60.86)	7.03	-10%	✓	
<b>Operating Result</b>	<b>11.07</b>	<b>16.24</b>	<b>5.17</b>	<b>47%</b>		

B. Balance Sheet

	Year-to-date 19Q2 Revised Budget		Variance		Status	Comments
	(\$m)	Actual	\$	%		
Cash and Cash Equivalents	32.40	50.27	17.87	55%	✓	Cash balances and total current assets are well ahead of the budgeted position at the end of March due to the drawdown of loans funds in June 2018 for the Yeppoon Sewerage Treatment Plant Augmentation Project and also due to YTD underspends in both total operational expenditure & and total capital expenditure.
Current Assets	35.87	64.14	28.27	79%	✓	
Current Liabilities	9.87	10.63	0.76	8%	■	
Non-Current assets	974.21	970.70	(3.50)	-0.4%	■	
Borrowings	82.80	81.75	(1.04)	-1%	✓	
Non-Current Liabilities	88.11	91.15	3.04	3%	■	
<b>Net Assets</b>	<b>912.10</b>	<b>933.06</b>	<b>20.96</b>	<b>2%</b>		

C. Cash flows

	Year-to-date 19Q2 Revised Budget		Variance		Status	Comments
	(\$m)	Actual	\$	%		
Net Operating	25.48	26.67	1.19	5%	✓	Net Operating Cash Flows are slightly ahead of the 19Q2 budget. Net Investing Cash Flows are under budget YTD due to total capital expenditure being approximately \$16m behind the YTD budget.
Net Investing	(32.71)	(15.42)	17.29	-53%	✓	
Net Financing	(3.56)	(4.18)	(0.62)	17%	✓	
<b>Closing Cash Balance</b>	<b>32.40</b>	<b>50.27</b>	<b>17.87</b>	<b>55%</b>		

D. Capital program

	Year-to-date 19Q2 Revised Budget		Variance		Status	Comments
	(\$m)	Actual	\$	%		
Renewal	7.18	2.95	(4.23)	-59%	×	Whilst the capital program costs are significantly lower than the YTD budget it needs to be recognised that a further \$18.9m in capital expenditure commitments have been raised relating to the 2018-19 capital program. The capital budget has been aligned to the delivery program and has been reviewed in detail as part of the 19Q2 revised budget.
New/Upgrade	33.93	22.33	(11.60)	-34%	×	
<b>Total Capital Program</b>	<b>41.11</b>	<b>25.29</b>	<b>(15.83)</b>	<b>-38%</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 75%

	This period				Year-to-date				Full year		
	19Q2 Revised Budget	Actual	Variance	Variance	19Q2 Revised Budget	Actual	Variance	Variance	Adopted Budget	19Q2 Revised Budget	Variance
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
<b>Revenues</b>											
Rates & Utility Charges	(1,465)	(872)	593	-40%	69,375	68,973	(402)	-1%	72,749	71,661	(1,089)
User Fees & Charges	307	212	(96)	-31%	2,826	2,657	(168)	-6%	3,714	3,728	14
Operating Grants	81	22	(59)	-73%	2,962	2,794	(168)	-6%	6,009	7,059	1,049
Interest	83	113	30	36%	747	804	57	8%	1,207	1,137	(69)
Sales Revenue	328	79	(249)	-76%	2,420	1,108	(1,311)	-54%	2,448	3,364	917
Other	64	79	15	24%	636	765	129	20%	747	865	117
<b>Total operating revenues</b>	<b>(602)</b>	<b>(369)</b>	<b>233</b>	<b>-39%</b>	<b>78,965</b>	<b>77,101</b>	<b>(1,864)</b>	<b>-2%</b>	<b>86,875</b>	<b>87,814</b>	<b>939</b>
<b>Expenses</b>											
Employee Benefits	(2,612)	(2,494)	118	-5%	(24,013)	(21,658)	2,355	-10%	(31,729)	(31,640)	89
Materials & Services	(2,723)	(2,483)	240	-9%	(23,004)	(18,481)	4,524	-20%	(28,348)	(28,499)	(151)
Depreciation	(1,872)	(1,663)	209	-11%	(16,849)	(16,853)	(4)	0%	(22,777)	(22,463)	314
Interest	(356)	(360)	(4)	1%	(3,207)	(3,189)	18	-1%	(4,275)	(4,275)	(0)
Other	(36)	(219)	(184)	513%	(822)	(684)	138	-17%	(1,101)	(1,189)	(88)
<b>Less: Total operating expenses</b>	<b>(7,598)</b>	<b>(7,219)</b>	<b>379</b>	<b>-5%</b>	<b>(67,895)</b>	<b>(60,865)</b>	<b>7,031</b>	<b>-10%</b>	<b>(88,230)</b>	<b>(88,067)</b>	<b>164</b>
<b>Net operating result</b>	<b>(8,199)</b>	<b>(7,588)</b>	<b>612</b>		<b>11,070</b>	<b>16,236</b>	<b>5,166</b>	<b>47%</b>	<b>(1,356)</b>	<b>(253)</b>	<b>1,103</b>
<b>Capital Income</b>											
Capital Grants	596	1,716	1,120	188%	8,692	9,562	870	10%	10,335	13,473	3,138
Developer Contributions	46	137	91	201%	454	625	171	38%	1,823	891	932
Other Capital Income	78	33	(45)	-58%	387	1,307	920	238%	543	543	-
<b>Less: capital expenses</b>	<b>12</b>	<b>0</b>	<b>(12)</b>	<b>-100%</b>	<b>107</b>	<b>0</b>	<b>(107)</b>	<b>-100%</b>	<b>(143)</b>	<b>(143)</b>	<b>-</b>
<b>Net Capital Income</b>	<b>732</b>	<b>1,886</b>	<b>1,154</b>	<b>158%</b>	<b>9,641</b>	<b>11,495</b>	<b>1,854</b>	<b>19%</b>	<b>12,558</b>	<b>14,764</b>	<b>2,206</b>
<b>Total comprehensive income</b>	<b>(7,467)</b>	<b>(5,701)</b>	<b>1,766</b>		<b>20,710</b>	<b>27,731</b>	<b>7,021</b>	<b>34%</b>	<b>11,203</b>	<b>14,511</b>	<b>3,308</b>

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

YTD 75%

	This period				Year-to-date				Full year		
	19Q2 Revised Budget	Actual	Variance	Variance	19Q2 Revised Budget	Actual	Variance	Variance	Adopted Budget	19Q2 Revised Budget	Variance
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
<b>Office of the CEO</b>											
Revenue	15	9	(6)	-38%	177	231	54	31%	188	254	66
Expenses	(978)	(1,049)	(70)	7%	(9,946)	(8,412)	1,534	-15%	(12,275)	(12,737)	(462)
<b>Liveability and Wellbeing</b>											
Revenue	292	178	(113)	-39%	2,941	2,878	(63)	-2%	3,627	3,916	289
Expenses	(1,719)	(2,045)	(326)	19%	(14,283)	(12,766)	1,517	-11%	(17,332)	(18,747)	(1,415)
<b>Infrastructure</b>											
Revenue	(206)	(487)	(281)	137%	32,369	32,147	(222)	-1%	36,834	38,597	1,763
Expenses	(4,931)	(4,427)	504	-10%	(43,695)	(39,711)	3,984	-9%	(56,566)	(57,651)	(1,085)
<b>Central Funds</b>											
Revenue	(703)	(69)	633	-90%	43,478	41,844	(1,633)	-4%	45,116	45,995	879
Expenses	30	302	271	899%	29	24	(5)	-16%	(946)	121	1,067



**B: Monthly summary of assets and liabilities report**

YTD 75%

		Year-to-date				Full year		
		19Q2 Revised Budget	Actual	Variance	Variance	Adopted Budget	19Q2 Revised Budget	Variance
		(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
<b>Assets</b>								
Cash and cash equivalents		31,399	49,271	17,872	57%	13,945	11,845	(2,100)
Investments		1,000	1,000	0	0%	1,000	1,000	0
Inventory		1,089	446	(643)	-59%	1,511	10,407	8,896
Receivables:								
Trade & Other Receivables		2,383	8,514	6,131	257%	8,069	8,287	218
Land - for resale		6,514	13,788	7,274	112%	6,967	6,514	(453)
Infrastructure:								
PPE		967,691	904,958	(62,733)	-6%	1,026,838	977,809	(49,029)
Capital WIP		-	56,432	56,432	0%	-	-	0
Other assets		-	431	431	0%	1,374	930	(444)
<b>Total Assets</b>		<b>1,010,076</b>	<b>1,034,840</b>	<b>24,764</b>	<b>2%</b>	<b>1,059,704</b>	<b>1,016,792</b>	<b>(42,911)</b>
<b>Liabilities</b>								
Employee benefits		4,777	8,937	4,160	87%	4,810	4,776	(34)
Trade creditors and accruals		504	1,182	678	135%	4,116	4,291	175
Borrowings:								
Short-term		4,587	1,385	(3,202)	-70%	4,989	4,989	0
Long-term		78,210	80,370	2,160	3%	75,527	75,541	14
Other liabilities		9,898	9,906	8	0%	10,606	9,898	(708)
<b>Total Liabilities</b>		<b>97,976</b>	<b>101,780</b>	<b>3,804</b>	<b>4%</b>	<b>100,048</b>	<b>99,495</b>	<b>(553)</b>
<b>Current assets</b>		<b>35,871</b>	<b>64,136</b>	<b>28,265</b>	<b>79%</b>	<b>32,610</b>	<b>37,221</b>	<b>4,611</b>
<b>Current liabilities</b>		<b>9,868</b>	<b>10,630</b>	<b>762</b>	<b>8%</b>	<b>12,125</b>	<b>12,300</b>	<b>175</b>
<b>Non-current assets</b>		<b>974,205</b>	<b>970,704</b>	<b>(3,501)</b>	<b>0%</b>	<b>1,027,094</b>	<b>979,571</b>	<b>47,523</b>
<b>Non-current liabilities</b>		<b>88,108</b>	<b>91,150</b>	<b>3,042</b>	<b>3%</b>	<b>87,923</b>	<b>87,195</b>	<b>728</b>
<b>Net community assets</b>		<b>912,100</b>	<b>933,060</b>	<b>20,960</b>	<b>2%</b>	<b>959,656</b>	<b>917,297</b>	<b>42,358</b>

**C: Monthly summary cash flow report**

YTD 75%

	This period				Year-to-date				Full year		
	19Q2 Revised Budget	Actual	Variance	Variance	19Q2 Revised Budget	Actual	Variance	Variance	Adopted Budget	19Q2 Revised Budget	Variance
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
<b>Cash inflows from operations -</b>											
Rates & utility charges	16,923	19,083	2,160	0%	69,033	67,783	(1,250)	0%	73,749	74,448	699
User fees and charges	303	321	18	6%	3,099	4,203	1,104	36%	3,996	3,996	0
Operating grants	327	22	(306)	-93%	4,532	2,700	(1,832)	-40%	6,009	7,010	1,001
Interest	97	113	16	17%	842	804	(39)	-5%	1,207	1,137	(70)
Other	(176)	(158)	17	-10%	695	(448)	(1,143)	-164%	1,445	337	(1,108)
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>17,474</b>	<b>19,379</b>	<b>1,905</b>	<b>11%</b>	<b>78,452</b>	<b>75,272</b>	<b>(3,181)</b>	<b>-4%</b>	<b>94,230</b>	<b>87,179</b>	<b>(7,051)</b>
<b>Cash outflows from operations -</b>											
Employee entitlements	(2,531)	(2,494)	37	-1%	(25,029)	(21,616)	3,413	-14%	(31,729)	(32,721)	(992)
Payments to suppliers	(2,441)	(3,132)	(692)	28%	(21,822)	(21,360)	462	-2%	(27,386)	(28,504)	(1,118)
Borrowing costs & bank charges	(356)	(360)	(4)	1%	(3,206)	(3,189)	17	-1%	(4,275)	(4,109)	166
Other	(54)	(219)	(165)	306%	(878)	(904)	(26)	3%	(1,669)	(9,706)	(8,037)
Payments for land inventory	0	(60)	(60)	0%	(2,040)	(1,533)	507	-25%	(1,860)	(2,040)	(180)
<b>Total operating cash outflows</b>	<b>(5,381)</b>	<b>(6,265)</b>	<b>(884)</b>	<b>16%</b>	<b>(52,975)</b>	<b>(48,601)</b>	<b>4,374</b>	<b>-8%</b>	<b>(66,919)</b>	<b>(77,080)</b>	<b>(10,161)</b>
<b>Net cash flows from operations</b>	<b>12,093</b>	<b>13,114</b>	<b>1,021</b>	<b>8%</b>	<b>25,478</b>	<b>26,671</b>	<b>1,193</b>	<b>5%</b>	<b>27,311</b>	<b>10,099</b>	<b>(17,212)</b>
<b>Investing cash flows -</b>											
Proceeds on disposal of assets	0	33	33	0%	233	413	180	77%	233	233	0
Capital grants & infrastructure charges	822	4,330	3,508	427%	8,747	13,504	4,757	54%	12,158	14,364	2,206
Acquisition of assets	(3,906)	(3,350)	556	-14%	(41,692)	(29,335)	12,357	-30%	(46,410)	(50,106)	(3,696)
Other investing activities	0	0	0	0%	0	0	0	0%	(191)	(191)	0
<b>Net investing cash flows</b>	<b>(3,084)</b>	<b>1,014</b>	<b>4,098</b>	<b>-133%</b>	<b>(32,712)</b>	<b>(15,418)</b>	<b>17,294</b>	<b>-53%</b>	<b>(34,210)</b>	<b>(35,700)</b>	<b>(1,490)</b>
<b>Financing cash flows</b>											
Repayments on borrowings	(1,188)	(1,868)	(680)	57%	(3,564)	(4,180)	(616)	17%	(4,751)	(4,751)	0
<b>Net financing cash flows</b>	<b>(1,188)</b>	<b>(1,868)</b>	<b>(680)</b>	<b>57%</b>	<b>(3,564)</b>	<b>(4,180)</b>	<b>(616)</b>	<b>17%</b>	<b>(4,751)</b>	<b>(4,751)</b>	<b>0</b>
<b>Net combined cash flows</b>	<b>7,821</b>	<b>12,260</b>	<b>4,439</b>	<b>57%</b>	<b>(10,798)</b>	<b>7,073</b>	<b>17,871</b>	<b>-166%</b>	<b>(11,650)</b>	<b>(30,352)</b>	<b>(18,702)</b>
<b>Add: Opening cash balance</b>	<b>24,578</b>	<b>38,011</b>	<b>13,433</b>	<b>55%</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>32,399</b>	<b>50,271</b>	<b>17,872</b>	<b>55%</b>	<b>32,399</b>	<b>50,271</b>	<b>17,872</b>	<b>55%</b>	<b>14,945</b>	<b>12,845</b>	<b>(2,100)</b>

D.1: Monthly summary capital revenue and expenditure report by category (all projects)										YTD	75%
	This period				Year-to-date				Full year		
	19Q2 Revised Budget	Actual	Variance	Variance	19Q2 Revised Budget	Actual	Variance	Variance	Adopted Budget	19Q2 Revised Budget	Variance
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
<b>Renewal of existing assets -</b>											
Capital grants and contributions	(78)	(58)	20	-26%	(820)	(358)	463	-56%	(958)	(1,155)	(197)
Renewal expenditure	2,004	395	(1,608)	-80%	7,182	2,952	(4,230)	-59%	11,528	11,015	(513)
<b>New assets/upgrade of existing assets</b>											
Capital grants and contributions	(642)	(4,305)	(3,663)	571%	(9,092)	(13,728)	(4,635)	51%	(11,834)	(14,210)	(2,376)
New/upgrade expenditure	5,480	2,901	(2,579)	-47%	33,932	22,335	(11,597)	-34%	36,742	41,041	4,299
<b>Total</b>											
<b>Capital grants and contributions</b>	<b>(720)</b>	<b>(4,363)</b>	<b>(3,643)</b>	<b>506%</b>	<b>(9,913)</b>	<b>(14,085)</b>	<b>(4,173)</b>	<b>42%</b>	<b>(12,792)</b>	<b>(15,365)</b>	<b>(2,573)</b>
<b>Renewal, upgrade and acquisition</b>	<b>7,484</b>	<b>3,297</b>	<b>(4,187)</b>	<b>-56%</b>	<b>41,113</b>	<b>25,286</b>	<b>(15,827)</b>	<b>-38%</b>	<b>48,270</b>	<b>52,057</b>	<b>3,787</b>

D.2: Monthly summary capital revenue and expenditure report by asset class (all projects)										YTD	75%
	This period				Year-to-date				Full year		
	19Q2 Revised Budget	Actual	Variance	Variance	19Q2 Revised Budget	Actual	Variance	Variance	Adopted Budget	19Q2 Revised Budget	Variance
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
<b>Land</b>											
Capital grants and contributions	-	-	-	0%	(251)	(251)	0	0%	37	(251)	(288)
Renewal, new/upgrade	229	228	(1)	-1%	306	313	6	2%	100	330	230
<b>Buildings</b>											
Capital grants and contributions	-	0	0	0%	-	(20)	(20)	0%	-	(3)	(3)
Renewal, new/upgrade	158	99	(59)	-37%	785	484	(301)	-38%	777	1,007	230
<b>Plant &amp; Equipment</b>											
Capital grants and contributions	(78)	33	45	-58%	(285)	(227)	58	-20%	(441)	(520)	(79)
Renewal, new/upgrade	190	0	(189)	-100%	1,906	855	(1,051)	-55%	2,138	2,477	339
<b>Roads &amp; Drainage</b>											
Capital grants and contributions	(619)	(1,799)	(1,180)	190%	(6,333)	(8,650)	(2,317)	37%	(6,892)	(8,873)	(1,981)
Renewal, new/upgrade	2,489	1,619	(870)	-35%	18,729	15,409	(3,321)	-18%	17,967	25,688	7,722
<b>Bridges</b>											
Capital grants and contributions	-	-	-	0%	-	-	-	0%	0	0	-
Renewal, new/upgrade	35	-	(35)	-100%	78	3	(75)	-96%	1,048	78	(970)
<b>Water</b>											
Capital grants and contributions	(13)	(420)	(407)	3258%	(146)	(587)	(440)	301%	(611)	(184)	427
Renewal, upgrade and acquisition	225	57	(168)	-75%	1,463	557	(906)	-62%	2,100	1,985	-115
<b>Sewerage</b>											
Capital grants and contributions	(8)	(2,105)	(2,097)	27963%	(1,570)	(2,187)	-617	39%	(3,213)	(3,092)	121
Renewal, upgrade and acquisition	3,425	1,052	(2,373)	-69%	11,875	4,325	(7,549)	-64%	14,380	13,729	(651)
<b>Site Improvements</b>											
Capital grants and contributions	(3)	(7)	(4)	165%	(1,097)	(1,933)	(836)	76%	(1,442)	(2,212)	(770)
Renewal, upgrade and acquisition	733	181	(552)	-75%	3,931	1,821	(2,110)	-54%	7,900	4,724	(3,176)
<b>Land Development</b>											
Capital grants and contributions	-	-	-	0%	(230)	(230)	0	0%	(230)	(230)	-
Renewal, upgrade and acquisition	-	60	60	0%	2,040	1,518	(522)	-26%	1,860	2,040	180



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			Project EOFY Forecast Cost	Budget FY18/19	Project Life Costs	
		Planned Start Date*	Planned Completion Date*		Actual	Commitments	Total Project Costs		19Q2 Revised Budget	Project LTD Costs	Project Life Budget
				(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)
<b>Major projects (&gt;\$1m)</b>											
<u>Capricorn Coast New Cemetery</u>											
988058 (N) Capricorn Coast Cemetery Roadworks	100%	08/05/2017	09/11/2018	(258)	758	36	794	627	627	500	2,500
988173 (N) Capricorn Coast New Cemetery Internal	95%	16/04/2018	28/06/2019	1,051	249	123	372	1,770	1,770	1,300	1,770
1110324 (N) Cap Coast New Cemetery Internal R&D works PCL-530	90%	06/08/2018	01/05/2019	(365)	1,965	318	2,283	1,600	1,600	1,600	1,730
Subtotal of Capricorn Coast New Cemetery				428	2,972	477	3,449	3,997	3,997	3,400	6,000
<u>Emu Park Village &amp; Forshore Revitalisation</u>											
1097725 (N) EPV&FR-Emu Park Foreshore Pre-project Plan	10%		30/06/2019	0	0	0	0	0	0	0	0
1100767 (N) EPV&FR Emu Park Village & Foreshore detailed design	70%	03/07/2017	30/06/2019	1,543	1,407	519	1,925	3,259	3,259	2,950	4,500
1105254 (U) EPV&FR Kerr Park Carpark (SLSC)	100%	06/11/2017	06/11/2017	805	0	0	0	0	0	805	0
1105255 (U) EPV&FR Tennent Memorial Dr	100%	04/12/2017	28/09/2018	0	0	0	0	0	0	0	0
1105256 (U) EPV&FR Emu St Stg1 Plans B to E	100%	04/12/2017	15/03/2019	(163)	163	14	177	0	0	0	0
1108479 (R) EPV&FR water main replacement Emu St	100%	15/03/2018	16/05/2018	(0)	0	0	0	0	0	0	0
Subtotal of Emu Park Village & Forshore Revitalisation				2,185	1,570	532	2,102	3,259	3,259	3,755	4,500
<u>Homemaker Centre</u>											
1067267 (N) Homemaker Centre Demolition & Site F	100%	01/11/2017	01/03/2019	442	0	0	0	0	0	442	0
1067268 (N) Homemaker Centre General	94%	01/03/2015	31/05/2019	88	143	29	172	0	0	231	0
1067269 (N) Homemaker Centre Land Development	94%	01/03/2015	31/05/2019	1,298	110	176	286	2,000	2,000	1,408	6,930
1108266 (N) Homemaker Centre Service Relocation	100%	01/10/2017	30/11/2018	1,122	33	1	34	0	0	1,154	0
1108267 (R) Homemaker Centre SPS replacement	98%	01/11/2017	01/03/2018	220	0	0	0	0	0	220	0
1108268 (N) Homemaker Centre Earthworks	98%	01/10/2017	01/03/2019	2,279	60	42	102	0	0	2,340	0
1108269 (N) Homemaker Centre SRM 300mm trunk sew	98%	01/01/2018	01/03/2019	53	1	0	1	0	0	54	0
1113203 (N) Homemaker Centre Civil Works	70%	01/07/2018	31/05/2019	0	1,156	299	1,456	0	0		
Subtotal of Homemaker Centre				5,502	1,503	547	2,051	2,000	2,000	5,849	6,930
1066964 (N) UEC-NC-Intersection Taranganba Rd at	95%	30/10/2018	29/04/2019	324	876	159	1,034	1,300	1,300	1,200	1,300
1108790 (N)-RC-NC-Nerimbera Boat Ramp Car-traile	100%	23/10/2018	28/02/2019	410	790	66	856	1,200	1,200	1,200	1,200
1108221 (N)-RC-RC-Svendsen Road-Sealed Road Construction	100%	04/06/2018	28/09/2018	881	719	0	719	700	700	1,600	700
966564 (N)-UC-NC-R'ton Rd (Barmaryee & Condon Drive Intersection)	95%	27/04/2018	14/05/2019	(319)	1,949	196	2,145	1,630	1,630	1,630	1,630
(N)-UC-PW-Scenic Hwy Statue Bay to Kemp Beach Rosslyn St to											
1104375 Wildin Way	50%	08/10/2018	30/06/2019	1,810	812	455	1,267	2,607	2,607	2,622	2,607
959072 (U)-SP-SEW-33 STP YPN Augmentation Design & Construction	65%	12/06/2017	31/09/2019	10,288	3,848	9,184	13,032	12,950	12,950	14,136	15,000
1105687 (U)-RC-RC-St Christopher Chapel Rd	100%	20/11/2017	07/02/2019	82	918	0	919	1,000	1,000	1,000	1,000
1070087 (R)-WC-W-Main Replacement Reticulation V	40%	01/07/2018	30/06/2019	0	12	1	12	1,230	1,230	12	1,230
CP428 (R)-UEC-RS-AS/SS/SLS-Road Resurfacing Annual Program	2%	01/07/2018	30/06/2019	0	1	0	1	1,000	1,000	1	1,000
CP422 (R)-REC-GR-Gravel Resheet Program A	34%	01/07/2018	30/06/2019	0	372	10	381	1,100	1,100	372	1,100
CP427 (R)-UC-PR-Sealed Pavement Renewals AMP annual program	8%	01/07/2018	30/06/2019	0	84	1,005	1,089	1,000	1,000	84	1,000
CP440 (R)-Fleet Renewal Program	62%	01/07/2018	30/06/2019	0	673	407	1,080	1,900	2,280	673	2,280



E.1: Business Unit summary revenue and expenditure report (by line item)																YTD					75%
	Water				Sewer				Waste				Council				Consolidated				
	19Q2Revised Budget	YTD Actual	Variance	Variance %	19Q2Revised Budget	YTD Actual	Variance	Variance %	19Q2Revised Budget	YTD Actual	Variance	Variance %	19Q2Revised Budget	YTD Actual	Variance	Variance %	Adopted Budget	19Q2Revised Budget	Actual	Variance	Variance %
Rates & Utility Charges	(\$'000) 16,075	(\$'000) 13,597	(\$'000) (2,478)	-15%	(\$'000) 9,436	(\$'000) 9,806	(\$'000) 370	4%	(\$'000) 5,966	(\$'000) 6,032	(\$'000) 66	1%	(\$'000) 40,184	(\$'000) 39,538	(\$'000) (646)	-2%	(\$'000) 72,749	(\$'000) 71,661	(\$'000) 68,973	(\$'000) (2,688)	-4%
User fees & charges	347	160	(187)	-54%	138	138	(0)	0%	1,021	660	(360)	-35%	2,222	1,699	(523)	-24%	3,714	3,728	2,657	(1,071)	-29%
Operating grants	0	0	0	0%	0	0	0	0%	0	10	10	0%	7,059	2,784	(4,274)	-61%	6,009	7,059	2,794	(4,265)	-60%
Interest	0	0	0	0%	0	0	0	0%	0	0	0	0%	1,137	804	(333)	-29%	1,206	1,137	804	(333)	-29%
Sales revenue	200	114	(86)	-43%	70	64	(6)	-8%	0	0	0	0%	3,094	930	(2,164)	-70%	2,448	3,364	1,108	(2,256)	-67%
Other	19	2	(16)	-87%	7	1	(6)	-90%	40	62	22	55%	799	700	(99)	-12%	747	864	765	(100)	-12%
<b>Total operating revenues</b>	<b>16,641</b>	<b>13,874</b>	<b>(2,767)</b>	<b>-17%</b>	<b>9,651</b>	<b>10,009</b>	<b>358</b>	<b>4%</b>	<b>7,026</b>	<b>6,763</b>	<b>(263)</b>	<b>-4%</b>	<b>54,495</b>	<b>46,455</b>	<b>(8,040)</b>	<b>-15%</b>	<b>86,875</b>	<b>87,814</b>	<b>77,101</b>	<b>(10,713)</b>	<b>-12%</b>
<b>Expenses</b>																					
Employee benefits	(2,385)	(1,658)	728	-31%	(1,472)	(904)	568	-39%	(367)	(234)	134	-36%	(27,415)	(18,863)	8,552	-31%	(31,729)	(31,640)	(21,658)	9,982	-32%
Materials & Services	(7,481)	(5,602)	1,878	-25%	(2,697)	(2,256)	441	-16%	(4,385)	(2,967)	1,417	-32%	(13,937)	(7,655)	6,282	-45%	(28,348)	(28,499)	(18,481)	10,019	-35%
Depreciation	(4,884)	(3,135)	1,749	-36%	(2,959)	(1,726)	1,233	-42%	(780)	(433)	347	-44%	(13,840)	(11,560)	2,281	-16%	(22,777)	(22,463)	(16,853)	5,610	-25%
Interest	(587)	(445)	143	-24%	(376)	(544)	(168)	45%	(620)	(469)	151	-24%	(2,691)	(1,731)	961	-36%	(4,275)	(4,275)	(3,189)	1,086	-25%
Other	0	0	0	0%	(0)	0	0	0%	(10)	(8)	2	-21%	(1,179)	(676)	502	-43%	(1,101)	(1,189)	(684)	504	-42%
<b>Less: Total operating expenses</b>	<b>(15,338)</b>	<b>(10,840)</b>	<b>4,498</b>	<b>-29%</b>	<b>(7,504)</b>	<b>(5,430)</b>	<b>2,074</b>	<b>-28%</b>	<b>(6,162)</b>	<b>(4,111)</b>	<b>2,051</b>	<b>-33%</b>	<b>(59,063)</b>	<b>(40,484)</b>	<b>18,578</b>	<b>-31%</b>	<b>(88,230)</b>	<b>(88,067)</b>	<b>(60,865)</b>	<b>27,202</b>	<b>-31%</b>
<b>Net operating result</b>	<b>1,303</b>	<b>3,034</b>	<b>1,731</b>	<b>133%</b>	<b>2,147</b>	<b>4,579</b>	<b>2,432</b>	<b>113%</b>	<b>864</b>	<b>2,652</b>	<b>1,787</b>	<b>207%</b>	<b>(4,567)</b>	<b>5,971</b>	<b>10,538</b>	<b>-231%</b>	<b>(1,356)</b>	<b>(253)</b>	<b>16,236</b>	<b>16,489</b>	<b>-6517%</b>

E.2: Business Unit summary of assets and liabilities report										YTD		75%
	Water	Sewerage	Waste	Council	Year-to-date				Full year			
	19Q2 Revised Budget	Actual	Variance	Variance %	19Q2 Revised Budget	Actual	Variance	Variance %	Adopted Budget	19Q2 Revised Budget		
	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)		
<b>Assets</b>												
Cash and cash equivalents	15,277	7,410	11,224	16,360	32,399	50,271	17,872	55%	14,945	12,845		
Inventory	0	0	0	448	1,089	446	(643)	-59%	1,511	10,407		
Trade & Other Receivables	1,274	817	801	5,622	2,383	8,514	6,131	0%	8,069	8,287		
Land - for resale	0	0	0	13,786	6,514	13,788	7,274	112%	6,967	6,514		
Infrastructure:	0	0	0	0	0	0	0	0%	0	0		
PPE	194,684	116,115	8,701	585,457	967,691	904,958	(62,733)	-6%	1,026,838	977,809		
Capital WIP	1,099	7,109	164	48,059	0	56,432	56,432	0%	0	0		
Other assets	0	(0)	(0)	431	0	431	431	0%	1,374	930		
<b>Total Assets</b>	<b>212,334</b>	<b>131,452</b>	<b>20,891</b>	<b>670,163</b>	<b>1,010,076</b>	<b>1,034,840</b>	<b>24,764</b>	<b>2%</b>	<b>1,059,704</b>	<b>1,016,792</b>		
<b>Liabilities</b>												
Employee benefits	684	684	55	7,514	4,777	8,937	4,160	87%	4,810	4,776		
Trade creditors and accruals	27	55	149	950	504	1,182	678	135%	4,116	4,291		
Borrowings:												
Short-term	177	214	188	805	4,587	1,385	(3,202)	-70%	4,989	4,989		
Long-term	9,988	16,138	10,505	43,739	78,210	80,370	2,160	3%	75,527	75,541		
Other liabilities	0	0	9,416	491	9,898	9,906	8	0%	10,606	9,898		
<b>Total Liabilities</b>	<b>10,876</b>	<b>17,091</b>	<b>20,313</b>	<b>53,499</b>	<b>97,976</b>	<b>101,780</b>	<b>3,804</b>	<b>4%</b>	<b>100,048</b>	<b>99,495</b>		
<b>Current assets</b>	<b>16,551</b>	<b>8,228</b>	<b>12,025</b>	<b>27,332</b>	<b>35,871</b>	<b>64,136</b>	<b>28,265</b>	<b>79%</b>	<b>32,610</b>	<b>37,221</b>		
<b>Current liabilities</b>	<b>846</b>	<b>912</b>	<b>393</b>	<b>8,480</b>	<b>9,868</b>	<b>10,630</b>	<b>762</b>	<b>8%</b>	<b>12,125</b>	<b>12,300</b>		
<b>Non-current assets</b>	<b>195,783</b>	<b>123,224</b>	<b>8,866</b>	<b>642,831</b>	<b>974,205</b>	<b>970,704</b>	<b>(3,501)</b>	<b>0%</b>	<b>1,027,094</b>	<b>979,571</b>		
<b>Non-current liabilities</b>	<b>10,030</b>	<b>16,180</b>	<b>19,921</b>	<b>45,020</b>	<b>88,108</b>	<b>91,150</b>	<b>3,042</b>	<b>3%</b>	<b>87,923</b>	<b>87,195</b>		
<b>Net community assets</b>	<b>201,459</b>	<b>114,360</b>	<b>577</b>	<b>616,664</b>	<b>912,100</b>	<b>933,060</b>	<b>20,960</b>	<b>2%</b>	<b>959,656</b>	<b>917,297</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.

#### 14.1 182 and 200 Tanby Road, Taroomball

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

## 14 CONFIDENTIAL REPORTS

### 14.1 182 AND 200 TANBY ROAD, TAROOMBALL

**File No:** ED8.5.5

**Attachments:** 1. **Map of 182 and 200 Tanby Road, Taroomball highlighting the Biodiversity Habitat and Vegetation overlay**

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

**Author:** **Elle Wallin - Project Support Officer**

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

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#### **SUMMARY**

*A tender process was undertaken for the sale of 182 and 200 Tanby Road, Taroomball. The content of this report provides a summary of the tenders received and options to progress with the disposal of the land.*

**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**