



ORDINARY MEETING

AGENDA

18 SEPTEMBER 2018

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 4 Lagoon Place, Yeppoon on 18 September 2018 commencing at 9:00am for transaction of the enclosed business.

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

CHIEF EXECUTIVE OFFICER
13 September 2018

Next Meeting Date: 02.10.18

Please note:

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

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OPENING.....	3
2	ATTENDANCE.....	3
3	LEAVE OF ABSENCE / APOLOGIES	4
3.1	LEAVE OF ABSENCE FOR COUNCILLOR GLENDA MATHER - 18 SEPTEMBER 2018.....	4
4	PUBLIC FORUMS/DEPUTATIONS	5
	NIL	5
5	MAYORAL MINUTE	6
	NIL	6
6	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	7
7	DECLARATION OF INTEREST IN MATTERS ON THE AGENDA.....	8
8	BUSINESS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS	9
8.1	BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING	9
9	PRESENTATION OF PETITIONS.....	34
	NIL	34
10	AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE REPORTS.....	35
	NIL	35
11	COUNCILLOR/DELEGATE REPORTS	36
	NIL	36
12	REPORTS.....	37
12.1	AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE MEETING 31 AUGUST 2018.....	37
12.2	MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 AUGUST 2018.....	57
12.3	WASTE MANAGEMENT LOCAL LAW	76
12.4	LIFTING MATTERS LYING ON THE TABLE.....	119
13	QUESTIONS/STATEMENT/MOTIONS ON NOTICE FROM COUNCILLORS	120
13.1	NOTICE OF MOTION - COUNCILLOR ADAM BELOT - CHANGE TO MEDIA POLICY	120
13.2	NOTICE OF MOTION - COUNCILLOR ADAM BELOT - NATION BUILDING -WATER HARVESTING STRATEGIES	123

13.3	NOTICE OF MOTION - COUNCILLOR ADAM BELOT - ICESUP-CQ - BUDGET REQUEST	126
14	CLOSED SESSION	131
15.1	CONTAINER REFUND SCHEME - REFUND POINT	
15.2	ACQUISITION OF EASEMENTS - SCENIC HIGHWAY STATUE BAY	
15.3	OPENING OF ROAD - GUNDER ROAD, THE CAVES	
15.4	CAPRICORN ENTERPRISE ANNUAL GENERAL MEETING PROXY VOTE	
15.5	SALE OF LAND - 16 RED EMPEROR WAY, LAMMERMOOR	
15.6	POTENTIAL SALE OF LOTS 2 AND 3 - THE GATEWAY BUSINESS AND INDUSTRY PARK	
15.7	PROPERTIES ELIGIBLE FOR LAND SALE	
15	CONFIDENTIAL REPORTS.....	132
15.1	CONTAINER REFUND SCHEME - REFUND POINT	132
15.2	ACQUISITION OF EASEMENTS - SCENIC HIGHWAY STATUE BAY	133
15.3	OPENING OF ROAD - GUNDER ROAD, THE CAVES	134
15.4	CAPRICORN ENTERPRISE ANNUAL GENERAL MEETING PROXY VOTE.....	135
15.5	SALE OF LAND - 16 RED EMPEROR WAY, LAMMERMOOR.....	136
15.6	POTENTIAL SALE OF LOTS 2 AND 3 - THE GATEWAY BUSINESS AND INDUSTRY PARK	137
15.7	PROPERTIES ELIGIBLE FOR LAND SALE	138
16	URGENT BUSINESS/QUESTIONS	139
17	CLOSURE OF MEETING.....	140

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

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 Shane Weir - Acting Chief Human Resources Officer

3 LEAVE OF ABSENCE / APOLOGIES

3.1 LEAVE OF ABSENCE FOR COUNCILLOR GLENDA MATHER - 18 SEPTEMBER 2018

File No: GV13.4.1

Attachments: Nil

Responsible Officer: Chris Murdoch - Chief Executive Officer

SUMMARY

Councillor Glenda Mather has requested leave of absence for 18 September 2018 inclusive.

RECOMMENDATION

THAT leave of absence be granted to Councillor Glenda Mather for 18 September 2018 inclusive.

4 PUBLIC FORUMS/DEPUTATIONS

Nil

5 MAYORAL MINUTE

Nil

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes of the Ordinary Meeting held 13 and 28 August 2018.

Minutes of the Ordinary Meeting held 4 September 2018.

Minutes of the Special Meeting held 7 September 2018.

7 DECLARATION OF INTEREST IN MATTERS ON THE AGENDA

8 BUSINESS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS

8.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

File No: GV13.4.1

Attachments: 1. **Business Outstanding Table - 18 September 2018**[↓](#)

Responsible Officer: Chris Murdoch - Chief Executive Officer

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.

8.1 - BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

Business Outstanding Table - 18 September 2018

Meeting Date: 18 September 2018

Attachment No: 1

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
25 February 2014	City Status Classification	THAT Council resolves to: 1. Proceed with a formal city status classification application for the Livingstone Shire Council area; and 2. Enter into consultation with the community to determine an appropriate name, suggesting the Capricorn Coast City Council as a possible option.	Director Strategic Growth and Development	31/12/2018	12 Sep 2018 – 8:31 AM – Project Support Officer Mayor Ludwig requested the community engagement not be progressed in the short term due to the large number of projects and activities in progress.
09 February 2016	Notice of Motion – Councillor Glenda Mather – Relocatable Dwellings Draft Policy	THAT the Planning Department be asked to report back to Council on the possibility of formulating a Draft Policy or alternatively, an enforceable procedure which would ensure Council had decision rights to determine the suitability of urban form within the Shire.	Coordinator Development Assessment	31/10/2018	31 Jul 2018 – 4:36 PM – Executive Officer Liveability and Wellbeing Report is on the agenda for advisory committee, however deferred to a later date at this stage.
10 October 2016	Acquisition of Easements – Scenic Highway, Statue Bay – Report 1	THAT Council resolves to: 1) Serve a Notice of Intention to Resume including a background information document in accordance with section 7 of the Acquisition of Land Act 1967 and thereafter proceed in accordance with the requirements of the said Act with the intention of procuring the publication in the Queensland Government Gazette of a proclamation vesting the easement in Council subject to due consideration of all objections made in accordance with the provisions of the said Act; and 2) Authorise the Director Infrastructure Services to: (a) Negotiate and enter into on behalf of Council a Resumption Agreement pursuant to section 15 of the Acquisition of Land Act 1967 with the owner and any mortgagee of the land described as Lot 9	Policy and Planning Officer	31/10/2018	11 Sep 2018 - 9:10 AM - Policy and Planning Officer Lot 4 LN1023 - easement registered. No further action. Lot 9 LN1023 - report being presented to Council 18 September 2018. Lot 2 LN1023 - report being presented to Council 18 September 2018.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		LN1023, Lot 4 LN1023 and Lot 2 LN1023, in relation to the acquisition of an easement over part of the land, being for works for any public works, or other work or purpose of a similar nature (being works to stabilise a cliff face being part of the road reserve for Scenic Highway); and (b)Negotiate and agree upon the amount of compensation to be paid to the landowner and any mortgagee of the land, pursuant to the Acquisition of Land Act, 1967, up to the limit identified in the body of this report; and (c)To either: (i)make application to the Minister for Natural Resources and Mines in accordance with section 15C of the Acquisition of Land Act 1967 for the easement to be taken; or declare by gazette notice, pursuant to section 15D of the Acquisition of Land Act 1967, that the easement is taken.			
10 October 2016	Acquisition of Easements – Scenic Highway Statue Bay – Report 2	THAT Council resolves to: 1) Serve a Notice of Intention to Resume including a background information document in accordance with section 7 of the Acquisition of Land Act 1967 and thereafter proceed in accordance with the requirements of the said Act with the intention of procuring the publication in the Queensland Government Gazette of a proclamation vesting the easement in Council subject to due consideration of all objections made in accordance with the provisions of the said Act; and 2) Authorise the Director Infrastructure Services to:	Policy and Planning Officer	31/10/2018	11 Sep 2018 – 9:10 AM – Policy and Planning Officer Lot 5 LN1023 - easement registered. No further action. Lot 1 LN1023 - report being presented to Council on 18 September 2018.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		<p>(a) Negotiate and enter into on behalf of Council a Resumption Agreement pursuant to section 15 of the Acquisition of Land Act 1967 with the owner and any mortgagee of the land described as Lot 1 LN1023 and Lot 5 LN1023, in relation to the acquisition of an easement over part of the land, being for works for any public works, or other work or purpose of a similar nature (being works to stabilise a cliff face being part of the road reserve for Scenic Highway); and</p> <p>(b) Negotiate and agree upon the amount of compensation to be paid to the landowner and any mortgagee of the land, pursuant to the Acquisition of Land Act 1967, up to the limit identified in the body of this report; and</p> <p>(c) To either:</p> <p>(i) make application to the Minister for Natural Resources and Mines in accordance with section 15C of the Acquisition of Land Act 1967 for the easement to be taken; or</p> <p>declare by gazette notice, pursuant to section 15D of the Acquisition of Land Act 1967, that the easement is taken.</p>			
22 November 2016	Notice of Motion – Councillor Adam Belot – Livingstone Shire Council's Meeting Procedures Policy	THAT pursuant to s34(1)(d) and s37 Council Meeting Procedures the debate on the motion and/or amendment now before the meeting be adjourned until February 2017 for policy review.	Governance Officer	31/10/2018	<p>14 Feb 2018 - 2:40 PM – Coordinator Executive Support</p> <p>Policy currently on hold awaiting implementation of outcomes from review of Councillor Complaint Processes by the State Government.</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
13 December 2016	Yeppoon Homemaker Centre Stage 1 Business Case and Tender Report	THAT Council delegates the Chief Executive Officer to negotiate and enter into a contract for the sale of all three lots within Stage One of the Yeppoon Homemaker Centre as per the offer contained in the report.	Director Strategic Growth and Development	30/09/2018	12 Sep 2018 – 8:20 AM – Project Support Officer Tender process completed. No further action.
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; 7. Telecommunications Facilities on Council Land Policy; and 8. Unlicensed Premises Response Policy. With policies 4, 5 and 6 to be further reviewed.	Governance Officer	31/10/2018	02 Aug 2018 - 4:54 PM – Governance Officer Three policies currently under review and will be resubmitted back to Council once finalised.
07 March 2017	Councillor Interaction with the Organisation Policy	THAT Council adopts the Councillor Interaction with the Organisation Policy. THAT the matter lay on the table pending further discussions in Workshop Meeting and to return to a future Council Meeting.	Governance Officer	31/10/2018	02 Aug 2018 – 8:50 AM – Governance Officer Policy currently on hold awaiting implementation of outcomes from review of Councillor Complaint Processes by the State Government.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
21 March 2017	Petition From Residents of Mt Chalmers – Sale of Mt Chalmers State School and Adjoining Land	THAT the petition against the sale of the old Mt Chalmers State School and adjoining land be received.	Director Strategic Growth and Development	31/10/2018	12 Sep 2018 – 8:21 AM – Project Support Officer Further investigations are occurring to confirm if the sale can proceed subject to the required works being completed. Council officers met with the Town Planning Consultant on Tuesday, 11 September 2018 to progress the request for information and determine a way forward to undertake the sale.
18 April 2017	Standing Orders for Council Meetings Policy	THAT Council adopts the Standing Orders for Council Meetings Policy. THAT the matter lay on the table pending further discussion and to return to a future Council Meeting.	Governance Officer	31/10/2018	2 Aug 2018 - 10:57 AM – Governance Officer Policy currently on hold awaiting implementation of outcomes from review of Councillor Complaint Processes by the State Government.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
20 June 2017	Smart Cities and Suburbs Program – Yeppoon Town Centre Smart Precinct – Solar Lighting and Interactive Kiosk	THAT Council resolve to submit an application to the Australian Government Smart Cities and Suburbs Program, seeking a grant amount of \$200,000, with the co-funding requirement of the additional \$200,000 being met from current projects towards the cost of smart energy efficient infrastructure necessary to complete the Yeppoon Town Centre Smart Precinct. The total project costs are estimated at approximately \$400,000.	Senior Economic Development Officer	31/10/2018	12 Sep 2018 – 8:26 AM – Project Support Officer Tender 2018.010 was terminated and a new process is being undertaken where the project deliverables are a combination of Invitation to Tenders. Request for Quotes are being released from 15 September 2018 with refined project specifications to ensure a more streamlined approach and potentially more project deliverables, thus creating an overall better product and outcome for Council and the Community.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
18 July 2017	Volunteer Policy, Procedure and Handbook	THAT Council: 1. Adopt the Livingstone Shire Council Volunteer Handbook. 2. Adopt the Livingstone Shire Council Volunteer Policy. 3. Adopt the Livingstone Shire Council Volunteer Procedure.	Resilience and Volunteer Coordination Officer	31/10/2018	31 Jul 2018 – 4:49 PM – Resilience and Volunteer Coordination Officer The following tasks are to be actioned prior to the documents being published on the intranet and website. DM section is working with other sections to achieve this. 1. IT believe there are alternate programmes to Aurion and they are looking into this for purchase and testing. 2. Website to be updated 3. Information session with Supervisors/Coordinators
15 August 2017	Resident Maintenance and Enhancement of Council Land	THAT Council implement a permit process for residents to undertake unsupervised work within Council controlled reserves, foreshore and park areas. Individuals will sign an Indemnity Agreement with conditions and Council will cover public liability insurance for the individual.	Senior Land Protection Officer	31/10/2018	11 Sep 2018 – 12:19 PM – Support Services Officer Moving towards electronic sign-ons through survey 1-2-3. Currently preparing that process.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
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	31/10/2018	11 Sep 2018 - 9:09 AM – Policy and Planning Officer Waiting on issue of decision notice (D-102-2018).
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	31/10/2018	11 Sep 2018 - 12:12 PM - Executive Assistant to Executive Director Infrastructure A report will be presented to the Advisory Committee providing an update on amenities cleaning and the lawn/garden maintenance.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
5 December 2017	Regulated Car Parking Yeppoon Foreshore and Town Centre	<p>THAT Council resolve to:</p> <p>1) Declare a Traffic Area having a default parking limit of one hour, with the inclusion of two and three hour designations being established in specific precincts as supported by Attachment Four Community Engagement WrapUp Car Parking Strategy Yeppoon CBD and as shown in Attachment One (Schedule One - Declaration of Traffic Area);</p> <p>(2) 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;</p> <p>(3) Once enacted adequately inform the community of the regulated parking areas (via engagement, media and signage). An initial warning period of one month will be afforded to motorists found overstaying the timed period. After one month the monetary value of an infringement will resume;</p> <p>(4) Consider a budget allocation at the 17/18 Quarter Two Budget review for updated parking signage in the amount of \$30,000;</p> <p>(5) 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>(6) 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</p>	Manager Engineering Services	31/10/2018	<p>30 Jul 2018 – 3:32 PM – Manager Engineering Services</p> <p>Plans are finalised. Budget allocation of \$50K needed at Q1.</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		(Schedule One - Declaration of Traffic Area); (7) 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 (8) 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.			
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	31/10/2018	11 Jul 2018 - 5:01 PM – Coordinator Revenue Part (a) actioned and completed. Part (b) Hardship Policy - progressing to be presented for discussion after budget and rates issue.
20 March 2018	Get Planning Spaces Funding Programme	THAT Council, pending 2018/2019 budget deliberations, resolve to confirm its support and financial commitment (up to \$25,000) to the indoor sporting facility planning project, and submit a funding application requesting \$75,000 from the Get Planning Spaces programme offered by the Queensland Government.	Senior Sport and Education Officer	30/06/2019	12 Sep 2018 - 3:31 PM – Executive Officer Liveability and Wellbeing Application submitted, awaiting notification of outcome (expected June 2019).

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
20 March 2018	Expression of Interest and Invitation to Tender for the Centre of Excellence for Disaster Management, Innovation and Community Resilience Tenancies	THAT Council adopts a two-stage tender process consisting of an Expression of Interest followed by an Invitation to Tender for the lease of tenancies within the Centre of Excellence for Disaster Management, Innovation and Community Resilience, (The Hub) at 7-9 James Street, Yeppoon and acknowledge the reason for adopting a two-stage process is to gauge the market interest and to select the best tenancy mix for the Yeppoon Town Centre.	Director Strategic Growth and Development	31/10/2018	12 Sep 2018 - 8:31 AM – Project Support Officer Negotiations are ongoing with State Government in relation to leasing space within The Hub. The Tender will be released once the State Government requirements have been determined.
01 May 2018	Potential Sale of Lots 2 and 3 - The Gateway Business and Industry Park	THAT Council confirms its desire to sell Lots 2 and 3, known as 3 and 5 Pineapple Drive, Hidden Valley, within Stage 1 of The Gateway Business and Industry Park and acknowledges the Chief Executive Officer's delegated authority to finalise negotiations and execute a contract of sale for the two lots.	Project Support Officer	31/10/2018	12 Sep 2018 - 8:32 AM – Project Support Officer Recent discussions with the potential purchaser have confirmed interest remains in the two lots and a new entity is being established prior to proceeding to executing the contract of sale.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
15 May 2018	Petition From Stanage Township Organisation Inc - Sealing of Car Park at the Stanage Boat Ramp	THAT the petition requesting the sealing of the car park at the Stanage Boat Ramp be received.	Executive Director Infrastructure	31/10/2018	<p>11 Sep 2018 - 1:02 PM – Executive Assistant to Executive Director Infrastructure</p> <p>A report was presented to the Municipal Infrastructure Advisory Committee on 20 August 2018 with the resulting action that consideration of a project to bitumen seal the Stanage Bay boat ramp access road and car-park area be deferred, pending completion of the new boat ramp project by Queensland Transport, and that the petitioners be advised accordingly.</p>
05 June 2018	Notice of Motion - Councillor Glenda Mather - Proposed Plaque for War Animals	<p>THAT Council recognise the vital roles the war animals played in world conflicts, and Mr Allsopp be advised Council would be honoured to receive the RSL approved plaque from The Australian War Animal Memorial Organisation Inc. and the plaque will be placed in a prominent position identifying their service.</p> <p>Further, Council negotiate with Emu Park RSL and identify an appropriate location for the plaque on the Emu Park Foreshore.</p>	Executive Director Liveability and Wellbeing	31/10/2018	<p>11 Sep 2018 – 12:33 AM Executive Officer Liveability and Wellbeing.</p> <p>Meeting held with RSL 10 August 2018 and 28 August 2018 regarding possible location of plaque. Discussions ongoing.</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
05 June 2018	Notice of Motion - Councillor Adam Belot - Procedural Motions	<p>THAT The Livingstone Shire Council Meeting Procedure Policy be amended as follows:-</p> <p>2.17 Procedural Motions</p> <p>2.17.1 A Councillor at a meeting of Council, who has not spoken during the debate on a matter at the meeting, may move as a procedural motion one of the following, only after the Mover of the original motion having obtained a seconder has spoken to the motion.</p> <p>THAT the matter lay on the table until the State Government Meeting Guidelines are released.</p>	Senior Investigations Officer	31/10/2018	<p>27 June 2018 – Executive Support Officer</p> <p>Policy currently on hold awaiting implementation of outcomes from review of Councillor Complaint Processes by the State Government.</p>
19 June 2018	Petition Requesting Installation of Traffic Calming in the Pedestrian Precinct of Queen Street, Yeppoon (from the carpark of IGA to the Yeppoon Kindergarten)	THAT the petition requesting installation of traffic calming in the pedestrian precinct of Queen Street (from the carpark of IGA to the Yeppoon Kindergarten) be received.	Executive Director Infrastructure	31/10/2018	<p>11 Sep 2018 - 12:58 PM – Executive Assistant to Executive Director Infrastructure</p> <p>A report was provided to the Municipal Infrastructure Advisory Committee on 20 August 2018 for discussion with a resulting action that a further report be presented to a future Municipal Infrastructure Advisory Committee meeting following collection of relevant traffic data and development of a strategy addressing pedestrian movements in Queen Street.</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
03 July 2018	Mayoral Minute – Cooe Bay pool refurbishment and upgrade - The ranking of Cooe Bay pool a high priority community infrastructure project for State and/or Federal funding applications	THAT upgrade works to the Cooe Bay Pool be recognised as a priority community infrastructure project and as such be prioritised during consideration of available external funding opportunities provided by State and / or Federal Government.	Senior Sport and Education Officer	31/01/2018	12 Sep 2018 - 3:34 PM – Executive Officer Liveability and Wellbeing Cooe Bay pool will be considered a priority throughout assessment of projects in relation to all relevant and available funding programmes.
03 July 2018	Mayoral Minute - Submission of an application to the Maturing our Infrastructure Pipeline Programme to evaluate and advance plans for establishment of new Yeppoon Showgrounds and Equestrian Centre	THAT an application be submitted for the next round of the Maturing our Infrastructure Pipeline Programme to evaluate relocation of the Yeppoon showgrounds from the current location to Council-owned property at Lot 11 RP848831 in Barmaryee, and facilitate the establishment of a dedicated regional Equestrian Sports Precinct.	Executive Director Infrastructure	31/01/2019	03 Aug 2018 - 8:55 AM – Executive Officer Liveability and Wellbeing Reassignment to Infrastructure to follow up next financial year.
03 July 2018	Mayoral Minute - Microfactory opportunities for the establishment of innovative resource recovery and waste management projects	1. That Council prepare a report to identify and develop a preliminary business case for microfactory opportunities that could be established at the Gateway Business & Industry Park and/or at the landfill that would be eligible for state and/or federal funding programs. 2. That Council apply for funding under the announced State Govt programs to advance feasibility studies for innovative resource recovery and waste management projects.	Director Strategic Growth and Development	31/10/2018	12 Sep 2018 - 3:48 PM – Project Support Officer Report going to Advisory Committee on 17 September.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
03 July 2018	Notice of Motion – Councillor Glenda Mather – Yeppoon Showgrounds	THAT Council identify the needs of community groups, and the best use of the various lands which comprise the Yeppoon Showgrounds, otherwise known as Stevenson Park, Council initiate a meeting of all stakeholders at the earliest, prior to any new lease/s for the grounds are re-negotiated and determined.	Manager Disaster Management, Recovery and Resilience	31/10/2018	12 Sep 2018 - 3:28 PM – Executive Officer Liveability and Wellbeing Meetings to be organised with tenants prior to the report coming back to the advisory committee.
03 July 2018	Notice of Motion – Councillor Adam Belot – Leasing LSC Infrastructure/Buildings	THAT LSC review and refine the process, which assesses what entity (individual, business, not for profit etc.) is successful in leasing LSC infrastructure/buildings, to reflect that all Councillors will be responsible for making the final decision based on relevant information.	Executive Assistant to Mayor	31/10/2018	12 Sep 2018 – 2.42 PM – Executive Assistant to Mayor Special Workshop was adjourned on 13 August 2018 for a resolution to come back on 28 August 2018. The following resolution was resolved. THAT a response be provided to the Minister for Local Government on the draft terms of reference in accordance with the details provided in the Chief Executive Officers report.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
03 July 2018	Consideration of the future of the Yeppoon Town Clock	THAT Council requests a report to the Council Advisory Committee in relation to all options including possible replacement, relocation or removal of the Yeppoon town clock as well as appropriate community consultation process.	Urban Strategist	31/10/2018	12 Sep 2018 - 8:33 AM – Project Support Officer A community survey was undertaken to solicit community input on the preferred future of the town clock. Further consideration is pending the collation of community feedback, outcomes of a meeting between Council and Rotary, and then final evaluation by Council.
10 July 2018	Capricorn Coast Homemaker Centre Yeppoon Stage 1 – Contract for Civil Works Construction – Tender Number 2018.006	1. Approve the Procurement Process Report appended as Attachment 1 – Capricorn Coast Homemaker Stage 1 – Civil Works Tender Procurement Process Report; and 2. Award the contract for Tender 2018.006, Civil Works – Capricorn Homemaker Centre Yeppoon Stage 1, to JRT Civil Pty Ltd for the amount of \$1,125,377.94 (ex GST) having due regard to the contracting provisions contained in the Queensland Local Government Regulation 2012, Livingstone Shire Council's Procurement Policy and Livingstone Shire Council's Purchasing Directive.	Project Manager	31/10/2018	12 Sep 2018 – 8:35 AM – Project Support Officer The civil works are progressing well and are due for completion the first week of November 2018. The draft Environmental Report has been received and is currently being reviewed to provide comment to the Consultants prior to finalisation and submission to the Independent Auditor by 28 September 2018.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
12 July 2018	Leasing of Council Property – 10 Burnett Street, Yeppoon	<p>1. THAT Council accepts the offer presented to lease the Council owned property at 10 Burnett Street, Yeppoon and enter into a 12-month lease, and</p> <p>2. THAT Council provide first option of purchase to the tenant at the end of the 12 month lease period, noting the sale would be subject to operational works approval and satisfactory offer being negotiated and accepted by Council.</p>	Project Support Officer	30/09/2018	<p>31 Jul 2018 - 4:42 PM – Project Support Officer</p> <p>The offer presented to lease 10 Burnett Street, Yeppoon has been accepted. Lease documentation has been executed and the tenant is currently occupying 10 Burnett Street, Yeppoon for a period of 12 months.</p> <p>No further action required.</p>
12 July 2018	Sale of Land – 18 Red Emperor Way, Lammermoor	<p>1. Approve the Procurement Process Report appended as Attachment 3 – Sale of Vacant Land Procurement Process, and</p> <p>2. Award the tender 2018.06 – Sale of Land – 16-18 Red Emperor Way, Lammermoor by accepting the offer for 18 Red Emperor Way, Lammermoor only, having due regard to the provisions for the disposal of non-current assets contained in the Queensland Local Government Regulation 2012 and Livingstone Shire Council's Procurement Policy.</p>	Project Support Officer	30/09/2018	<p>31 Jul 2018 - 4:44 PM – Project Support Officer</p> <p>Settlement for 18 Red Emperor Way, Lammermoor occurred on 13 August 2018.</p> <p>No further action required.</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
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	31/10/2018	11 Sep 2018 - 12:26 PM – Support Services Officer Actions for Masterplan (advice for community input on web page and schedule of stakeholder meetings) was raised at Environment & Regulatory Task Force meeting of 8 Aug 2018. Meeting of Fig Tree Creek Working Group will be arranged in near future to further these actions.
07 August 2018	Distribution of Records	THAT Council resolves to send this matter to relevant advisory committee for further information.	Chief Executive Officer	31/10/2018	12 Sep 2018 – Executive Support Officer – 3:05 PM CEO has asked for Chief Technology Officer to follow up on quotes for high quality recording options for live recordings in chambers.
07 August 2018	Capricorn Enterprise – appointment to Board and Committees	THAT Council resolve to support the appointment of Deputy Mayor Nigel Hutton to the Board of Capricorn Enterprise and the appointment of the Director Strategic Growth and Development to Capricorn Enterprise's Economic Development Committee and Tourism Management Committee and submit the required Nomination Forms to Capricorn Enterprise by Wednesday, 8 August 2018.	Director Strategic Growth and Development	31/10/2018	12 Sep 2018 – 4:13 PM – Project Support Officer Required nomination forms were completed for both Council representatives and was submitted by the due date of 8 August 2018. No further action required.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
07 August 2018	Invest Capricorn Coast Region Economic Development Plan Update	THAT Council note the strategic initiatives and activities delivered under the Invest Capricorn Coast Region Economic Development Plan for the financial year 2017/18 and acknowledge the initiatives and activities planned for 2018/19.	Director Strategic Growth and Development	31/10/2018	12 Sep 2018 – 4:13 PM – Project Support Officer Post Council meeting Mayor released a media release that highlighted the outcomes delivered and progress of implementation of the Invest Capricorn Coast Region Economic Development Plan. No further action required.
07 August 2018	Yeppoon Town Centre Smart City Projects Update	THAT a) Council resolves to implement paid parking on Lagoon Place and Anzac Parade around the Yeppoon Lagoon (excluding disabled bays), to be funded from the Yeppoon Town Centre Smart Lighting Project. b) Community consultation with key stakeholders occur around the parameters of the proposed paid parking, once the details have been fully documented.	Senior Economic Development Officer	31/10/2018	12 Sep 2018 - 8:40 AM – Project Support Officer Council approved the inclusion of smart paid parking on Lagoon Place and Anzac Parade. Key stakeholder and community consultation has commenced regarding the timing of the paid parking and will be reported back to Council once completed.
13 August and 28 August 2018	Proposed Boundary Change Proposal, Terms of Reference and Proposed Boundary Change Map	THAT a response be provided to the Minister for Local Government on the draft terms of reference in accordance with the details provided in the Chief Executive Officers report.	Chief Executive Officer	31/10/2018	12 Sep 2018 – 2:45 PM – Executive Support Officer CEO drafting response to Minister.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
21 August 2018	Updated Invest Capricorn Coast Region Leadership Alliance Terms of Reference	That Council adopt the updated version of the Invest Capricorn Coast Region Leadership Alliance Terms of Reference (with the adjusted Attachment One) and support the process for the formation of the Leadership Alliance, as detailed in this report.	Senior Economic Development Officer	31/10/2018	<p>12 Sep 2018 - 8:43 AM – Project Support Officer</p> <p>Expression of Interest for the formation of the Invest Capricorn Coast Region Leadership Alliance is currently being undertaken and closes on Friday, 21 September 2018. Expressions of Interest will be reviewed and an outcome advised by early October 2018.</p>
21 August 2018	Active Livingstone Strategy	THAT Council formally endorse the <i>Active Livingstone Strategy</i> (as contained in Attachment One) and its associated recommendations.	Senior Sport and Education Officer	31/10/2018	<p>12 Sep 2018 - 3:38 PM – Executive Officer Liveability and Wellbeing</p> <p>Implementation plan submitted for approval to Queensland Government, all relevant internal departments advised of the document, its purpose, and expected use, and Strategy communicated to the public and key stakeholders.</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
4 September 2018	Confirmation of support for expansion of gallery space adjacent to the Mill Gallery	THAT Council resolves to confirm its support and commitment for the Mill Gallery expansion project and submit a funding application to the <i>Building Our Regions</i> programme, stating its commitment to delivering the approved project and acceptance of responsibility for any funding shortfall if project costs change.	Urban Strategist	31/12/2018	<p>12 Sep 2018 - 8:44 AM – Project Support Officer</p> <p>The second stage application through the Building Our Regions Program was submitted on 7 September 2018. It is anticipated that the Department of State Development, Manufacturing, Infrastructure and Planning will advise the outcomes of the Program in December 2018.</p>
4 September 2018	Amendment - Subordinate Local Law (Parking) 2018	THAT Council: 1) review draft amendments to <i>Subordinate Local Law No 5 (Parking) 2018</i> ; and 2) resolve to propose to make Parking (Amendment No.2) <i>Subordinate Local Law (No. 5) 2018</i> .	Coordinator Public Environments	31/10/2018	<p>11 Sep 2018 - 12:45 PM - Jo McLennan</p> <p>Officers have commenced preparation for the advertising of the proposed amendments as per resolution.</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
4 September 2018	Access to Land for Trunk Infrastructure Investigations T-100 Tanby Road – Chandler Road Intersection and T-37 Chandler Road (new)	THAT Council resolve: 1. To commence detailed investigations to determine the best location of the following future trunk infrastructure which is identified in the Adopted Infrastructure Charges Resolution (No. 3) 2018: a. T-100 Tanby Road – Chandler Road Intersection, new, highway, non-signalised; and b. T-37(part) Chandler Road, new, Ch 3100-970, Urban Major Collector. 2. Utilise its powers under s 36 of the <i>Acquisition of Land Act 1967</i> to enter Lot 8 RP613832, Lot 9 RP613833 and Lot 11 RP613833 for the purposes of the detailed investigation including inspection, survey and taking levels.	Policy and Planning Officer	31/10/2018	11 Sep 2018 - 9:08 AM - Carrie Burnett Meeting scheduled with Director Infrastructure Services to discuss how to proceed on 12 September 2018.
4 September 2018	Yeppoon Smart Parking Projects	THAT Council: 1. approves a process of community engagement regarding the proposed operating hours for paid parking on Lagoon Place and Anzac Parade around Yeppoon Lagoon (excluding disabled bays), between the hours of 8.30am to 5pm Monday to Sunday. 2. engages with key stakeholders operating around the perimeters of the Yeppoon Lagoon in relation to impacts to them specifically. 3. approves paid parking charges of \$2 per hour (inclusive of GST) during operating hours and amend the 2018-19	Senior Economic Development Officer	31/10/2018	12 Sep 2018 - 8:46 AM – Project Support Officer Council approved the inclusion of smart paid parking on Lagoon Place and Anzac Parade within the Yeppoon Smart Parking Projects. Key stakeholder and community consultation has commenced regarding the timing of the paid parking and will be reported back to Council once completed.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		fees and charges to include this new charge. 4. acknowledges that the commencement of paid parking will be dependent on the timeframe of the required amendment to the local law and the procurement process for the Yeppoon Town Centre Smart Lighting Project.			

9 PRESENTATION OF PETITIONS

Nil

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

Nil

11 COUNCILLOR/DELEGATE REPORTS

Nil

12 REPORTS

12.1 AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE MEETING 31 AUGUST 2018

File No: CM4.2.1

Attachments: 1. ARaBIC Minutes 31 August 2018 - Unconfirmed [↓](#)

Responsible Officer: Andrea Ellis - Chief Financial Officer

Author: Scott Williams - Internal Auditor

SUMMARY

The Audit, Risk and Business Improvement Committee conducted its last meeting as a 'flying minute' or 'vote outside committee'. This was done with consideration of the planned agenda items and the travel commitments of a number of the members. The meeting was deemed to have been held on 31st August, 2018. This report provides the recommendations from the Committee for consideration and adoption by Council. The reports from the meeting are available for viewing by Councillors on the Councillor Portal.

OFFICER'S RECOMMENDATION

THAT the unconfirmed minutes of the Audit, Risk and Business Improvement Committee held on 31st August, 2018, be received and the following recommendations contained within those minutes be adopted.

Resolutions from the meeting held on 31 August 2018 listed below:

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

THAT the minutes of the Audit, Risk and Business Improvement Committee held on 25 June 2018 be taken as read and adopted as a correct record.

7.1 DRAFT CONTENT FOR THE ANNUAL REPORT REGARDING ARABIC AND INTERNAL AUDIT

THAT ARaBIC receives this report containing the draft content for the Annual Report on ARaBIC and Internal Audit.

7.2 2017-18 UNAUDITED GENERAL PURPOSE FINANCIAL STATEMENTS

THAT the Audit, Risk and Business Improvement Committee receives the unaudited 2017 - 18 Financial Statements as presented and endorses that the statements are to be given to the Auditor-General under section 212 of the Local Government Regulation 2012.

7.3 REPORTABLE LOSSES

THAT the Audit, Risk and Business Improvement Committee receive the report on reportable losses.

11.1 REVIEW DEBT WRITE-OFF REPORT

THAT Council notes that the Review of Debt Write-Off report is endorsed by the Audit, Risk and Business Improvement Committee.

BACKGROUND

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

COMMENTARY

The procedure for conduct of the meeting was as follows:

1. All members were sent the meeting papers in the standard format. Members were also sent an endorsement sheet to complete and return providing their response to each recommendation. This was done on August 24.
2. The endorsement sheets were to be returned by midday on Friday, August 31. It is at this time that the meeting is deemed to have occurred.
3. The minute's record the members who did, and did not, provide a response. The responses received were unanimous in their support of each of the recommendations.
4. To advise of the outcomes, draft minutes were prepared and distributed to the members and other involved parties on Monday, September 3.

PREVIOUS DECISIONS

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

BUDGET IMPLICATIONS

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

LEGISLATIVE CONTEXT

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

LEGAL IMPLICATIONS

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

STAFFING IMPLICATIONS

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

RISK ASSESSMENT

The Audit, Risk and Business Improvement Committee is a key part of the governance structures established by Council that help ensure there is effective ongoing risk management. No specific risks have been identified in relation to the operation of the Committee or these minutes

CORPORATE/OPERATIONAL PLAN

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

LOCAL GOVERNMENT PRINCIPLES

The Local Government principles are –

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

CONCLUSION

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

**12.1 - AUDIT, RISK AND BUSINESS
IMPROVEMENT COMMITTEE MEETING
31 AUGUST 2018**

**ARaBIC Minutes 31 August 2018 -
Unconfirmed**

Meeting Date: 18 September 2018

Attachment No: 1



AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE MEETING

MINUTES

31 AUGUST 2018

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OPENING.....	1
2	PARTICIPANTS.....	1
3	PUBLIC FORUMS/DEPUTATIONS	2
	NIL	2
4	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	3
5	DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA	4
6	BUSINESS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS	5
	THE BUSINESS OUTSTANDING TABLE WAS INCLUDED IN THE AGENDA WITH NO RECOMMENDATION REQUIRED.....	5
7	REPORTS.....	6
7.1	DRAFT CONTENT FOR THE ANNUAL REPORT RE ARABIC AND INTERNAL AUDIT	6
7.2	2017-18 UNAUDITED GENERAL PURPOSE FINANCIAL STATEMENTS	7
7.3	REPORTABLE LOSSES	8
8	STRATEGIC REPORTS	9
	NIL	9
9	QUESTIONS/STATEMENT/MOTIONS ON NOTICE FROM COUNCILLORS	10
	NIL	10
10	CLOSED SESSION	11
11.1	REVIEW DEBT WRITE-OFF REPORT	
11	CONFIDENTIAL REPORTS.....	12
11.1	REVIEW DEBT WRITE-OFF REPORT	12
12	URGENT BUSINESS\QUESTIONS	13
13	CLOSURE OF MEETING.....	14

**MINUTES OF THE AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE
MEETING HELD ON FRIDAY, 31 AUGUST 2018 COMMENCING AT 12.00PM****1 OPENING**

By agreement of all members in the preceding meeting, this meeting has been conducted as a 'flying minute' or 'vote outside committee'.

All members were provided meeting papers on August 24 2018. They were asked to provide a written response to each report recommendation in a standard format. These responses were to be provided by 12:00PM on August 31 2018. The meeting is taken to have been 'opened' at that time.

2 PARTICIPANTS

Members who provided a response:

Councillor Nigel Hutton (Chairperson)
Councillor Jan Kelly
Mr Pat Connor
Mr Tony Edwards

Members that did not provide a response:

Mr Tony Trace
Mr Russell Bickford

3 PUBLIC FORUMS/DEPUTATIONS

Nil

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

COMMITTEE RECOMMENDATION

THAT the minutes of the Audit, Risk and Business Improvement Committee held on 25 June 2018 be taken as read and adopted as a correct record.

MOTION CARRIED UNANIMOUSLY

**5 DECLARATIONS OF INTEREST IN MATTERS ON THE
 AGENDA**

Nil

6 BUSINESS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS

The Business Outstanding table was included in the agenda with no recommendation required.

7 REPORTS**7.1 DRAFT CONTENT FOR THE ANNUAL REPORT RE ARABIC AND INTERNAL AUDIT****File No:** CM4.2.1**Attachments:**

1. Draft ARaBIC Section for 2017-18 Annual Report
2. Draft Internal Audit Section for the 2017-18 Annual Report

Responsible Officer: Andrea Ellis - Chief Financial Officer**Author:** Scott Williams - Internal Auditor

SUMMARY

To meet the requirements of the *Local Government Regulations* and general good governance practice sections that will be included in the Annual Report for Internal Audit and the Audit, Risk and Business Improvement Committee. The attachments to this report contain initial draft contents for these sections.

COMMITTEE RECOMMENDATION

THAT ARaBIC receives this report containing the draft content for the Annual Report on ARaBIC and Internal Audit.

MOTION CARRIED UNANIMOUSLY

7.2 2017-18 UNAUDITED GENERAL PURPOSE FINANCIAL STATEMENTS**File No:** CM4.2.1**Attachments:** 1. 2017-18 Unaudited General Purpose
Financial Statements**Responsible Officer:** Andrea Ellis - Chief Financial Officer**Author:** Damien Cross - Coordinator Accounting Services

SUMMARY

It is a requirement of the external audit process that a draft set of the financial statements for Livingstone Shire Council be submitted to the Audit, Risk and Business Improvement Committee prior to being presented to the external auditors.

COMMITTEE RECOMMENDATION

THAT the Audit, Risk and Business Improvement Committee receives the unaudited 2017-18 Financial Statements as presented and endorses that the statements are to be given to the Auditor-General under section 212 of the *Local Government Regulation 2012*.

MOTION CARRIED UNANIMOUSLY

7.3 REPORTABLE LOSSES

File No: FM12.3.1

Attachments:

Responsible Officer: Andrea Ellis - Chief Financial Officer

Author: Rodney Chapman - Coordinator Governance

SUMMARY

It has been the process within Council and a measure of good governance to report all losses to the Committee on a semi-annual basis.

COMMITTEE RECOMMENDATION

THAT the Audit, Risk and Business Improvement Committee receive the report on reportable losses.

MOTION CARRIED UNANIMOUSLY

8 STRATEGIC REPORTS

Nil

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

Nil

10 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 following reports to the meeting be kept closed to the public as they are considered confidential in accordance with section 275 of the *Local Government Regulation 2012*, for the reasons indicated.

11.1 Review Debt Write-Off Report

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

CONFIDENTIAL AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE MINUTES
31 AUGUST 2018

11 CONFIDENTIAL REPORTS

11.1 REVIEW DEBT WRITE-OFF REPORT

File No: FM12.1.9

Attachments:

1. Write off Bad Debt - Sundry Debtors
2. Write off Bad Debt - Rates
3. Provision for Doubtful Debts - Sundry Debtors
4. Provision for Doubtful Debts - Rates

Responsible Officer: Andrea Ellis - Chief Financial Officer

Author: Priscilla Graham - Coordinator Revenue

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

SUMMARY

The purpose of this report is to provide the Audit, Risk and Business Improvement Committee an opportunity to review the level of losses to confirm they are within expectations and recovery processes and controls remain adequate.

COMMITTEE RECOMMENDATION

THAT Council note that the Review of Debt Write-Off report is endorsed by the Audit, Risk and Business Improvement Committee.

MOTION CARRIED UNANIMOUSLY

CONFIDENTIAL AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE MINUTES
31 AUGUST 2018

12 URGENT BUSINESS\QUESTIONS

13 CLOSURE OF MEETING

In accordance with the approach to the meeting, the meeting was closed at 12:01 pm.

Councillor Nigel Hutton
CHAIRPERSON

DATE

12.2 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 AUGUST 2018

File No: FM12.14.1

Attachments: 1. Monthly Financial Report - August 2018 [↓](#)

Responsible Officer: Andrea Ellis - Chief Financial Officer

Author: Damien Cross - Coordinator Accounting Services

SUMMARY

Presentation of the Livingstone Shire Council Monthly Financial Report for the period ending 31 August 2018 by the Chief Financial Officer.

OFFICER'S RECOMMENDATION

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

Commitments are excluded from the reported operating & capital costs.

All variances are reported against the 2018-19 adopted budget. 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 2018-19 adopted 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. At this early stage of the financial year few trends have emerged.

Financial Performance

The operating performance for the financial year to 31 August 2018 shows an operating surplus of \$22.7 million compared to a budgeted operating surplus of \$19.9 million.

Financial Performance Summary to 31 August 2018					
	YTD Adopted Budget (\$m)	YTD Actual (\$m)	Variance (\$m)	Variance YTD %	Status
Operating Revenue	\$35.1	\$34.2	(\$0.9)	(2%)	■
Operating Expense	(\$15.2)	(\$11.5)	\$3.7	(24%)	✓
<i>Operating Deficit/Surplus</i>	<i>\$19.9</i>	<i>\$22.7</i>	<i>\$2.8</i>	<i>14%</i>	✓
Capital Income	\$1.0	\$2.1	\$1.1	(115%)	✓
Capital Expenditure	(\$10.9)	(\$4.4)	\$6.5	(60%)	✓

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 slightly behind the year-to-date budget. The half-yearly rates & utility charges were generated in the revenue system in July, with an issue date of 1 August 2018 and a due date of 5 September.

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

The year to date operating expenditure is below budget by \$3.7 million which excludes \$13.8 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 \$2.4M in materials & services. It should be noted that a substantial amount of materials and services expenditure paid to suppliers during the month of July was accrued back into the 2017-18 financial year.

A snapshot of the expenditure on the rural and urban roads maintenance programs in comparison to both the 2018-19 year to date budget and the adopted annual budget is outlined below:

	YTD Actual (\$000's)	YTD Budget (\$000's)	Full Year Adopted Budget (\$000's)	% Full Year Budget Spent
Rural Maintenance	\$702	\$648	\$4,351	16.1%
Urban Maintenance	\$204	\$355	\$2,206	9.3%

Note: Actual results exclude purchase order commitments.

Capital Income

Total capital income is ahead of budget by approximately \$1.1M. This is mostly due to the receipt of a \$1M payment from the Queensland Reconstruction Authority for the Statue Bay Reconstruction Project during July.

The 2018-19 capital revenue budget for developer contributions is \$1.82M and this will be closely monitored as the 2018-19 financial year progresses to assess the impact on capital project funding. Year to date developer's contributions total \$75K.

Capital Expenditure

Capital expenditure incurred as at 31 August 2018 is summarized in Table D.1 and D.2 in Attachment 1. The 2018-19 adopted budget total capital expenditure is approximately \$48.3 million with YTD actuals of \$4.4 million with a further \$24.8 million in committed expenditure.

Table D.3 highlights the significant capital works projects with an adopted 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 August 2018

A detailed balance sheet is provided in Table B.1 in Attachment 1 as at 31 August 2018.

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 \$85.9 million with the first quarterly 2018-19 financial year repayment scheduled to be made to the Queensland Treasury Corporation (QTC) in September. 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 at this early stage of the financial year. The cash position remains sound with cash totaling approximately \$40.7 million at 31 August 2018. Council's half-year general rates and fourth quarter 2017-18 water consumption notices were issued on 1 August 2018 with a payment due date of 5 September 2018. As this due date approaches, the payment of these notices has had a favorable effect on Council's cash position to the end of August.

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 August 2018 was 2.50% p.a. Interest rates for Council's current term deposit is 2.83% and reflect the fixed interest rate for the term of the investment.

Interest earned on cash and investments for the month of August was \$75K.

Outstanding Sundry Debtors

At 31 August 2018, outstanding sundry debtors stand at \$1,569,481 and of this balance \$989,682 is current.

There are 22 accounts which are over 60 days totaling \$513,601 which represents approximately 38% of total outstanding sundry debtors.

Outstanding and Overdue Rates and Charges

The total rates debtor balance at 31 August 2018 stands at \$24,425,806. There is \$849,312 in prepaid rates as at the 31 August, with net rates outstanding being \$23,576,494 as at 31 August. This includes the current levies not yet due \$21,314,729 which represents 87% of the balance outstanding.

It should be noted that the current levy unpaid is high due to the 2018-19 half-year general rates notices and final quarter 2017-18 water consumption notices being generated in the month of July and issued on 1 August 2018 which are due on 5 September 2018.

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 August 2018 eligible for collection (excluding the current levy) is \$3,111,077 which is 9.08% of rates levied. This is above this KPI target due to the timing of the generation and issue of rates notices as outlined above.

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

Aging Period	Arrears balance (before deducting prepaid rates)	% of eligible total for collection
Current	\$21,594,855	88.41%
1 years	\$1,585,235	6.49%
2 years	\$683,923	2.80%
3 years	\$297,995	1.22%
4 years	\$180,751	0.74%
5 years	\$83,047	0.34%
TOTAL	\$24,425,806	100%

Council offers a direct debit facility with 2,103 direct debits totaling \$166,458 processed in August.

Debt Management

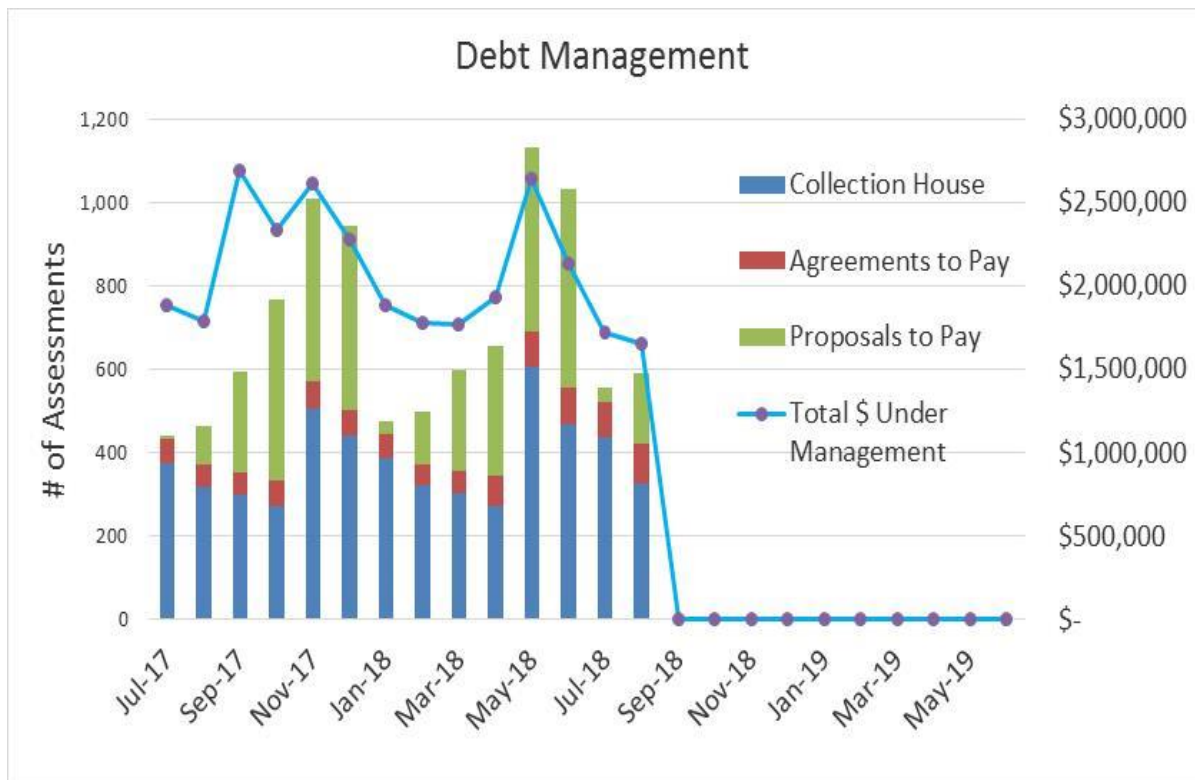
Ratepayers always have the option to enter into formal payment arrangements, which prevents legal action being progressed by Council's debt collection agency. Council resolved to reduce the overdue interest from 10% to 7% per annum in 2018-19, applied monthly, on all overdue balances, including those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

In total, 59% of the overdue balances are under management, this reflects 591 assessments out of all (17,499) rateable assessments (3.4%).

August saw an increase of proposals to pay to 169 in total, representing a total of \$262,623. Proposals to pay require all current arrears to be paid in full prior to the next rating period; all arrangements to pay up to July are now revisited at the end of the September discount period.

There are 94 (July: 86) assessments under long term arrangements (agreements to pay) with a total of \$388,498 with varying settlement periods.

A total of 328 (July: 437) assessments, representing \$1,009,086 (July: \$1,260,991) are currently being managed by Council's debt collection agency. Compared to August 2017, there are 11 more assessments under a debt management arrangement and a reduction in the total value under management by \$361,921.



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.

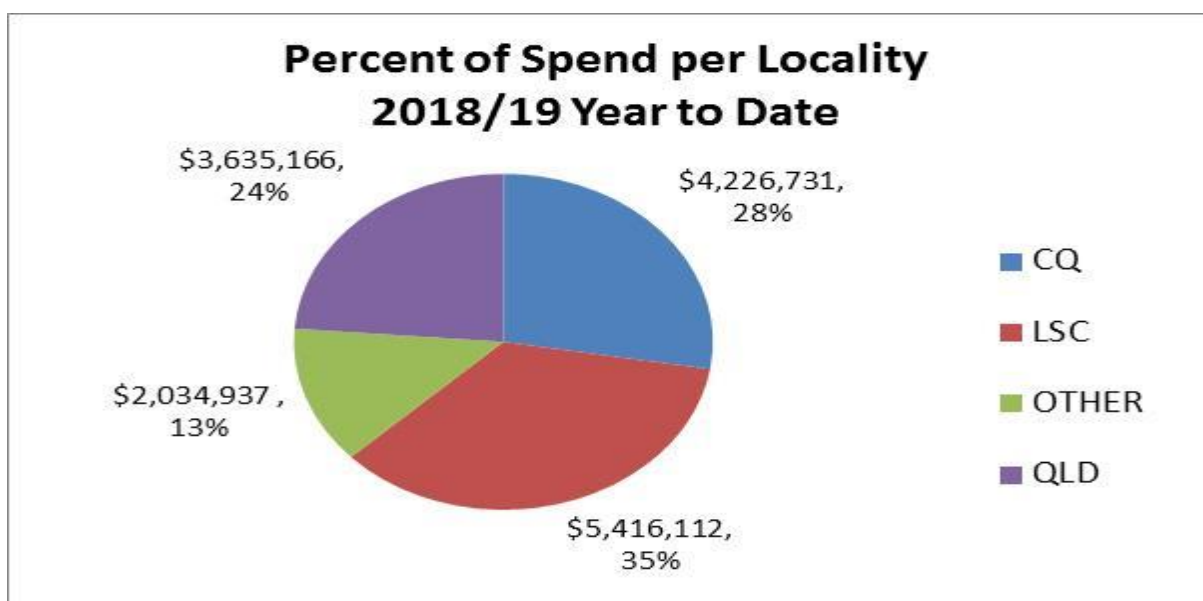
LSC = Businesses located within the shire boundaries.

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

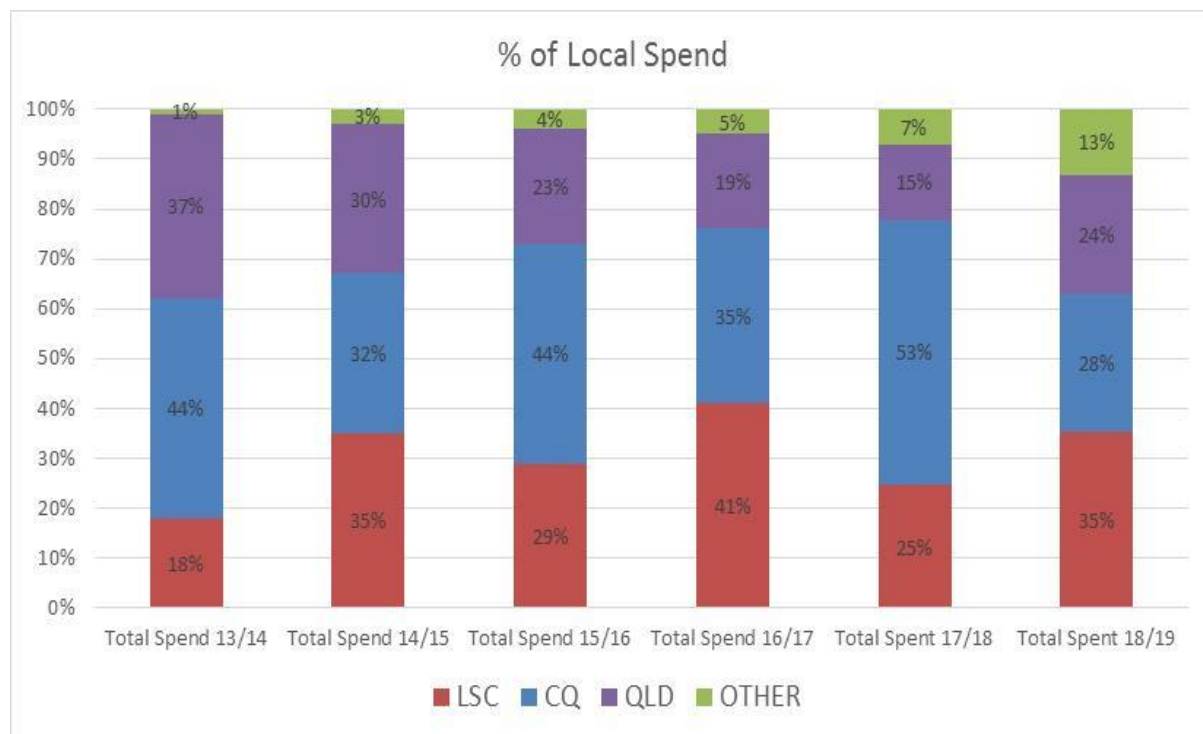
OTHER = Business based outside of Queensland.

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 35% or \$5.42 million. For the financial year to 31 August 2018, 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, 70% of the materials & services from within the greater the Central Queensland area, which includes Livingstone Shire Council.



PREVIOUS DECISIONS

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

BUDGET IMPLICATIONS

The Monthly Financial Report shows Council's financial position in relation to the 2018-19 adopted 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

Not applicable.

STAFFING IMPLICATIONS

Not applicable

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 August 2018. The attached financial results are early indication of Council's financial results in 2018-19. Actual and adopted budget amounts reported are subject to finalisation of the 2017-18 financial statements.

12.2 - MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 AUGUST 2018

Monthly Financial Report - August 2018

Meeting Date: 18 September 2018

Attachment No: 1



Monthly Financial Report for period ending 31/08/2018

Contents

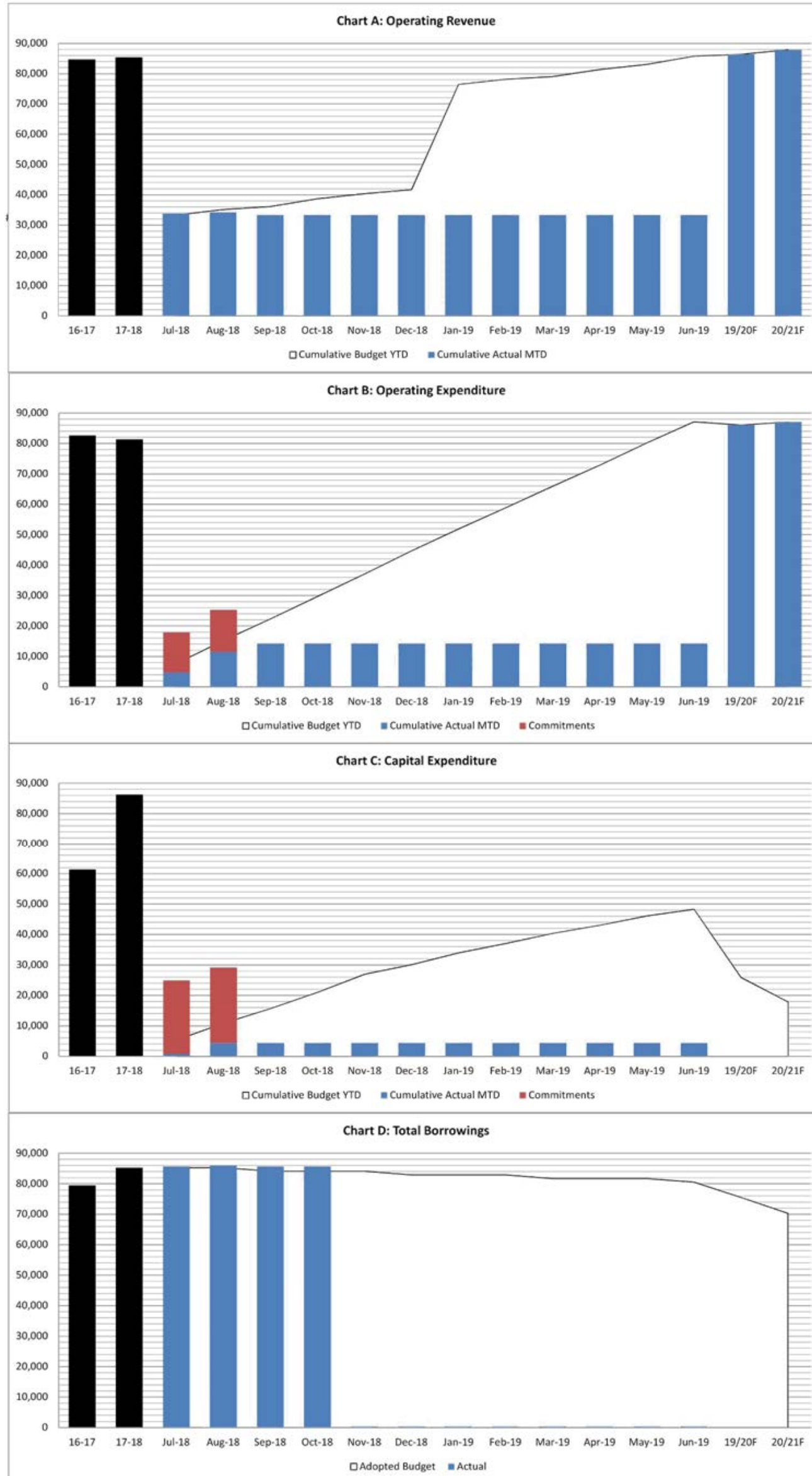
Financial Health Indicators

- 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: 31/08/2018

Operating performance					
	Target Benchmark	Adopted Budget	YTD Actual	Status	Commentary
Operating surplus ratio					Operating surplus % and operating efficiency % are very high due to the levy of the first half-yearly rates charges during July. These ratios incidate that operating revenue is greater than operating expenses and this assists with funding capital expenditure.
Operating surplus/operating revenue	10%	-1.6%	66.4%	✓	
Operating efficiency ratio					
Operating revenue/operating expense	110%	98%	297%	✓	
Fiscal flexibility					
	Target Benchmark	Adopted Budget	YTD Actual		Commentary
Net financial liabilities ratio					The Net Financial Liabilities ratio is above the target benchmark of 60%. The own-source operating revenue ratio is favourable when compared to the target benchmark as General Rates and Utility Charges for the half year ending 31 December 2018 were levied in July (issue date 1 August, due 5 September). The interest cover ratio is low at 2.1% as the first half-yearly general rates notices were issued during July.
Total liabilities - current assets /operating revenue	<60%	79%	96%	✗	
Own-source operating revenue ratio					
Own source/operating revenue	>60%	87.7%	97%	✓	
Interest cover ratio					
Net Interest Expense / Total Operating Revenue	0% - 5%	6.2%	2.1%	✓	
Liquidity					
	Target Benchmark	Adopted Budget	YTD Actual		Commentary
Cash balances - Cash capacity in months					The YTD cash expense cover indicates that Council has sufficient cash to meet current cash operating expenses for 11.6 months. The current ratio is well above the target benchmark of 2.0 due to the issue of General Rates for the half year ending 31 December 2018 being in July.
Cash at bank/cash operating expense	3.0	3.0	11.6	✓	
Ability to pay our bills - Current Ratio (times)					
Current assets/current liabilities	2.0	2.7	5.3	✓	
Asset sustainability					
	Target Benchmark	Adopted Budget	YTD Actual		Commentary
Asset Sustainability Ratio					Asset sustainability ratio will remain lower than target due to the large proportion of new assets not requiring renewal at this stage. Following the adoption of the 2018-19 budget on 24 July 2018 the capital works program will gain momentum with only 4% of the capital renewal budget committed at this early stage of the financial year.
Renewal expenditure/depreciation	90%	51.5%	12%	✗	
Stauts Legend					
KPI target (budget) achieved or exceeded		✓	KPI target (budget) not achieved		✗
Commentary					
The adopted budget ratios for 2017/18 have not incorporated any changes from the unaudited 2017/18 financial statements.					

Summary financial statements for the year to date ending
31/08/2018

A. Summary of financial results

A. Income Statements					
	Year-to-date		Variance		Comments
	Budget	Actual			
	(\$m)	(\$m)	\$	%	
Own-source Revenues	33.18	33.09	(0.09)	0%	Own source revenue is in close proximity to YTD budget with half-year rates & utility notices and annual animal registrations being generated & issued in July. Employee expenses are below YTD budget with employees on leave in July, and a number of vacant positions currently being recruited for. A YTD underspend in Materials & Services expenditure of \$2.3m is contributing to the favourable variance in Total Expenses. This is due largely to the accrual of costs associated to the previous financial year. The spend is expected to align with the YTD budget in the current quarter.
Total Revenues	35.07	34.23	(0.84)	-2%	
Employee Expenses	(5.64)	(4.62)	1.01	-18%	
Total Expenses	(15.22)	(11.51)	3.70	-24%	
Operating Result	19.86	22.72	2.86	14%	

B. Balance Sheet					
	Year-to-date		Variance		Comments
	Budget	Actual			
	(\$m)	(\$m)	\$	%	
Cash and Cash Equiv	22.04	40.66	18.62	85%	Cash balances are well ahead of the budgeted position at 31 August 2018 due to the drawdown of loans funds in June 2018 for the Yeppoon Sewerage Treatment Plant Augmentation Project. Total current assets are ahead of budget due mostly to rates receivables for the half-year levy of General Rates and Utility Charges for the half year ended 31 December 2018 being due in early September. Borrowings are in close proximity to budget with the first quarterly repayment of Council's loan portfolio with the Queensland Treasury Corporation is scheduled to take place during September.
Current Assets	39.94	71.96	32.02	80%	
Current Liabilities	10.22	13.51	3.29	32%	
Non-Current assets	999.21	960.32	(38.89)	-4%	
Borrowings	85.28	85.99	0.70	1%	
Non-Current Liabilities	91.02	91.15	0.13	0%	
Net Assets	937.90	927.62	(10.28)	-1%	

C. Cash flows					
	Year-to-date		Variance		Comments
	Budget	Actual			
	(\$m)	(\$m)	\$	%	
Net Operating	4.67	6.27	1.59	34%	The overall net cash flows for the month ended 31 July is in advance of the YTD adopted budget. Total cash on hand at 31 July is reported as well ahead of budget due to a higher than anticipated closing cash position at 30 June 2018.
Net Investing	(9.23)	(8.80)	0.43	-5%	
Net Financing	0.00	(0.00)	(0.00)	0%	
Closing Cash Balance	22.04	40.66	18.62	85%	

D. Capital program					
	Year-to-date		Variance		Comments
	Budget	Actual			
	(\$m)	(\$m)	\$	%	
Renewal	1.40	0.45	(0.95)	-68%	Whilst the capital program costs appear significantly lower than the YTD budget it needs to be recognised that a further \$24m in committals has been raised for capital expenditure relating to the 18-19 capital program. The capital budget has been aligned to the delivery program prepared as part of budget, however this is subject to change during the year and will be revised at each quarterly budget review.
New/Upgrade	9.47	3.92	(5.55)	-59%	
Total Capital Program	10.87	4.37	(6.50)	-60%	

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 17%

	This period				Year-to-date				Full year		
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Adopted Budget	Revised Budget	Variance
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
Revenues											
Rates & Utility Charges	0	(825)	(825)	0%	32,409	32,169	(240)	-1%	71,498	71,498	-
User fees & charges	328	379	50	15%	647	690	43	7%	3,714	3,714	-
Operating grants	1,108	600	(509)	-46%	1,169	766	(403)	-34%	6,009	6,009	-
Interest	124	75	(49)	-40%	243	170	(72)	-30%	1,347	1,347	-
Sales revenue	247	175	(71)	-29%	488	208	(280)	-57%	2,448	2,448	-
Other	64	67	3	5%	119	227	108	91%	747	747	-
Total operating revenues	1,871	470	(1,401)	-75%	35,074	34,230	(844)	-2%	85,765	85,765	-
Expenses											
Employee benefits	(2,887)	(2,406)	482	-17%	(5,638)	(4,625)	1,013	-18%	(31,729)	(31,729)	-
Materials & Services	(2,253)	(2,060)	193	-9%	(4,613)	(2,246)	2,367	-51%	(27,075)	(27,075)	-
Depreciation	(1,977)	(1,898)	79	-4%	(3,918)	(3,796)	122	-3%	(22,777)	(22,777)	-
Interest	(358)	(358)	(0)	0%	(714)	(710)	4	-1%	(4,275)	(4,275)	-
Other	(57)	(108)	(51)	90%	(333)	(137)	195	-59%	(1,264)	(1,264)	-
Less: Total operating expenses	(7,532)	(6,829)	702	-9%	(15,216)	(11,514)	3,702	-24%	(87,120)	(87,120)	-
Net operating result	(5,661)	(6,359)	(698)		19,858	22,716	2,858	14%	(1,355)	(1,355)	
Capital Income											
Capital Grants	628	728	100	16%	629	1,794	1,165	185%	10,335	10,335	-
Developer Contributions	152	65	(87)	-57%	304	75	(228)	-75%	1,823	1,823	-
Other capital income	0	147	147	0%	0	186	186	0%	(37)	(37)	-
Less: capital expenses	12	0	(12)	-100%	24	0	(24)	-100%	(143)	(143)	-
Net Capital Income	792	940	148	19%	957	2,055	1,099	115%	11,978	11,978	
Total comprehensive income	(4,869)	(5,419)	(550)		20,815	24,771	3,956	19%	10,623	10,623	

A.2: Monthly Summary revenue and expenditure report (by program) YTD 17%

	This period				Year-to-date				Full year		
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Adopted Budget	Revised Budget	Variance
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
Office of the CEO											
Revenue	10	0	(10)	-98%	20	76	56	280%	188	188	-
Expenses	(1,012)	(1,371)	(359)	36%	(2,212)	(1,718)	493	-22%	(12,275)	(12,275)	-
Liveability and Wellbeing											
Revenue	376	434	58	15%	629	856	227	36%	3,627	3,627	-
Expenses	(1,497)	(1,304)	193	-13%	(3,054)	(2,356)	698	-23%	(17,332)	(17,332)	-
Infrastructure											
Revenue	424	(262)	(705)	-166%	14,547	13,657	(890)	-6%	36,834	36,834	-
Expenses	(4,960)	(4,189)	771	-16%	(9,825)	(7,479)	2,347	-24%	(56,566)	(56,566)	-
Central Funds											
Revenue	1,061	318	(743)	-70%	19,878	19,641	(237)	-1%	45,116	45,116	-
Expenses	(63)	34	97	-154%	(125)	39	164	-131%	(946)	(946)	-

B: Monthly summary of assets and liabilities report
YTD 17%

	Year-to-date				Full year		
	Budget	Actual	Variance	Variance	Adopted Budget	Revised Budget	Variance
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
Assets							
Cash and cash equivalents	21,037	39,662	18,625	89%	13,945	13,945	-
Investments	1,000	1,000	0	0%	1,000	1,000	-
Inventory	492	437	(55)	-11%	1,511	1,511	-
Trade & Other Receivables	17,409	23,471	6,062	35%	8,069	8,069	-
Land - for resale	13,786	13,788	2	0%	6,967	6,967	-
Infrastructure:							
PPE	985,424	914,611	(70,813)	-7%	1,026,838	1,026,838	-
Capital WIP	-	36,399	36,399	0%	-	-	-
Other assets	-	2,917	2,917	0%	1,374	1,374	-
Total Assets	1,039,148	1,032,284	(6,864)	-1%	1,059,704	1,059,704	-
Liabilities							
Employee benefits	4,809	8,596	3,787	79%	4,810	4,810	-
Trade creditors and accruals	504	177	(327)	-65%	4,116	4,116	-
Borrowings:							
Short-term	4,911	5,616	705	14%	4,989	4,989	-
Long-term	80,370	80,370	(0)	0%	75,527	75,527	-
Other liabilities	10,652	9,905	(747)	-7%	10,606	10,606	-
Total Liabilities	101,246	104,663	3,417	3%	100,048	100,048	-
Current assets	39,938	71,960	32,022	80%	32,610	32,610	-
Current liabilities	10,224	13,514	3,290	32%	12,125	12,125	-
Non-current assets	999,210	960,323	(38,886)	-4%	1,027,094	1,027,094	-
Non-current liabilities	91,022	91,149	127	0%	87,923	87,923	-
Net community assets	937,902	927,621	(10,281)	-1%	959,656	959,656	-

C: Monthly summary cash flow report
YTD 17%

	This period				Year-to-date				Full year		
	Budget	Actual	Variance	Variance	Budget	Actual	Variance	Variance	Adopted Budget	Revised Budget	Variance
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
Cash inflows from operations -											
Rates & utility charges	13,445	12,740	(705)	0%	14,446	13,801	(644)	0%	73,749	73,749	0
User fees and charges	328	580	252	77%	663	993	329	50%	3,996	3,996	0
Operating grants	1,108	590	(519)	-47%	1,169	743	(426)	-36%	6,009	6,009	0
Interest	111	75	(36)	-33%	217	170	(47)	-22%	1,207	1,207	0
Other	186	(4)	(190)	-102%	367	(456)	(823)	-224%	1,445	1,445	0
Proceeds from sale of land inventory	0	0	0	0%	253	230	(23)	-9%	7,824	7,824	0
Total operating cash inflows	15,179	13,981	(1,198)	-8%	17,115	15,482	(1,633)	-10%	94,230	94,230	0
Cash outflows from operations -											
Employee entitlements	(2,887)	(2,409)	479	-17%	(5,638)	(4,632)	1,007	-18%	(31,729)	(31,729)	0
Payments to suppliers	(1,505)	(1,267)	238	-18%	(4,214)	(3,634)	581	-14%	(27,386)	(27,386)	0
Borrowing costs & bank charges	(358)	(358)	(0)	0%	(714)	(710)	4	-1%	(4,275)	(4,275)	0
Other	(95)	(136)	(43)	-45%	(348)	(234)	114	-33%	(1,669)	(1,669)	0
Payments for land inventory	(781)	0	781	-100%	(1,525)	(6)	1,519	-100%	(1,860)	(1,860)	0
Total operating cash outflows	(5,626)	(4,171)	1,455	-26%	(12,440)	(9,215)	3,225	-26%	(66,919)	(66,919)	0
Net cash flows from operations	9,553	9,810	257	3%	4,675	6,266	1,592	34%	27,311	27,311	0
Investing cash flows -											
Proceeds on disposal of assets	0	147	147	0%	0	186	186	0%	233	233	0
Capital grants & infrastructure charges	780	794	13	2%	933	1,870	937	100%	12,158	12,158	0
Acquisition of assets	(5,170)	(3,269)	1,901	-37%	(10,166)	(10,858)	(692)	7%	(46,410)	(46,410)	0
Other investing activities	0	0	0	0%	0	0	0	0%	(191)	(191)	0
Net investing cash flows	(4,389)	(2,328)	2,061	-47%	(9,233)	(8,802)	430	-5%	(34,210)	(34,210)	0
Financing cash flows											
Repayments on borrowings	0	(0)	(0)	0%	0	(0)	(0)	0%	(4,751)	(4,751)	0
Net financing cash flows	0	(0)	(0)	0%	0	(0)	(0)	0%	(4,751)	(4,751)	0
Net combined cash flows	5,163	7,481	2,318	45%	(4,558)	(2,536)	2,022	-44%	(11,650)	(11,650)	0
Add: Opening cash balance	16,874	33,181	16,307	97%	26,595	43,198	16,603	62%	26,595	26,595	0
Closing cash balance	22,037	40,662	18,625	85%	22,037	40,662	18,625	85%	14,945	14,945	0

D.1: Monthly summary capital revenue and expenditure report by category (all projects) YTD 17%

	This period				Year-to-date				Full year		
	Budget	Actual	Variance	Variance %	Budget	Actual	Variance	Variance %	Adopted Budget	Revised Budget	Variance
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
Renewal of existing assets -											
Capital grants and contributions	(170)	(17)	153	-90%	(170)	(56)	114	-67%	(958)	(958)	-
Renewal expenditure	715	228	(487)	-68%	1,401	452	(949)	-68%	11,528	11,528	-
New assets/Upgrade of existing assets											
Capital grants and contributions	(610)	(931)	(321)	-53%	(763)	(2,237)	(1,474)	-193%	(11,163)	(11,163)	-
New/upgrade expenditure	4,835	3,286	(1,549)	-32%	9,466	3,917	(5,549)	-59%	36,741	36,741	-
Total											
Capital grants and contributions	(780)	(948)	(168)	22%	(933)	(2,293)	(1,360)	146%	(12,121)	(12,121)	-
Renewal, upgrade and acquisition	5,550	3,514	(2,036)	-37%	10,867	4,369	(6,498)	-60%	48,269	48,269	-

D.2: Monthly summary capital revenue and expenditure report by asset class (all projects) YTD 17%

	This period				Year-to-date				Full year		
	Budget	Actual	Variance	Variance %	Budget	Actual	Variance	Variance %	Adopted Budget	Revised Budget	Variance
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
Land											
Capital grants and contributions	-	(130)	(130)	0%	-	(130)	(130)	0%	37	37	-
Renewal, new/upgrade	11	6	(5)	-43%	21	15	(6)	-27%	100	100	-
Buildings											
Capital grants and contributions	-	-	-	0%	-	-	-	0%	-	-	-
Renewal, new/upgrade	85	12	(73)	-86%	177	13	(164)	-93%	777	777	-
Plant & Equipment											
Capital grants and contributions	0	(17)	(17)	0%	-	(121)	(121)	0%	-	-	-
Renewal, new/upgrade	242	79	(163)	-67%	471	79	(392)	-83%	2,138	2,138	-
Roads & Drainage											
Capital grants and contributions	(655)	(105)	550	-84%	(732)	(1,108)	(376)	-51%	(6,892)	(6,892)	-
Renewal, new/upgrade	1,357	1,672	315	23%	2,530	2,215	(315)	-12%	17,968	17,968	-
Bridges											
Capital grants and contributions	-	-	-	0%	-	-	-	0%	-	-	-
Renewal, new/upgrade	273	-	(273)	-100%	524	-	(524)	-100%	1,048	1,048	-
Water											
Capital grants and contributions	(51)	(16)	35	-69%	(102)	(18)	84	-82%	(611)	(611)	-
Renewal, upgrade and acquisition	206	48	(158)	-77%	297	146	(151)	-51%	2,100	2,100	-
Sewerage											
Capital grants and contributions	(18)	(4)	14	-77%	(35)	(10)	25	-72%	(3,213)	(3,213)	-
Renewal, upgrade and acquisition	1,555	851	(704)	-45%	3,087	1,009	(2,078)	-67%	14,380	14,380	-
Site Improvements											
Capital grants and contributions	(57)	(668)	(611)	1071%	(64)	(668)	(604)	943%	(1,442)	(1,442)	-
Renewal, upgrade and acquisition	1,042	675	(367)	-35%	2,236	714	(1,522)	-68%	7,900	7,900	-
Land Development											
Capital grants and contributions	-	(8)	(8)	0%	0	(238)	(238)	0%	0	0	-
Renewal, upgrade and acquisition	781	171	(610)	-78%	1,525	178	(1,347)	-88%	1,860	1,860	-

D.3: Summary capital expenditure report by project (>\$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		Adopted Budget	Revised Budget	Variance	Project LTD Costs	Project Life Budget
Major projects (>\$1m)				(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)
Capricorn Coast New Cemetery													
988058 (N) Capricorn Coast Cemetery Roadworks	90%	8/05/17	14/09/18	1,933	175	577	752	500	500	500	0	2,108	2,500
988173 (N) Capricorn Coast New Cemetery Internal	15%	16/04/18	12/12/18	130	35	186	221	1,300	1,300	1,300	0	165	1,300
1110324 (N) Cap Coast New Cemetery Internal R&D works PCL-530	25%	6/08/18	26/11/18	0	49	539	589	1,600	1,600	1,600	0	49	2,200
Subtotal of Capricorn Coast New Cemetery				2,063	259	1,302	1,561	3,400	3,400	3,400	0	2,322	6,000
Emu Park Village & Forshore Revitalisation													
1105254 (U) EPV&FR Kerr Park Carpark (SLSC)	100%	6/11/17	6/11/17	805	0	0	0	0	0	0	0	805	0
1105255 (U) EPV&FR Tennent Memorial Dr	30%	4/12/17	15/03/19	17	0	0	0	0	0	0	0	17	0
1105256 (U) EPV&FR Emu St Stg1 Plans B to E	10%	4/12/17	15/03/19	63	5	16	21	0	0	0	0	68	0
1097725 (N) EPV&FR-Emu Park Foreshore Pre-project Plan	10%		15/03/19	75	0	0	0	0	0	0	0	75	0
1100767 (N) EPV&FR Emu Park Village & Foreshore detailed design	30%	3/07/17	15/03/19	406	526	641	1,167	2,950	2,950	2,950	0	932	4,500
1108479 (R) EPV&FR water main replacement Emu St	100%	15/03/18	16/05/18	0	(0)	6	6	0	0	0	0	(0)	0
Subtotal of Emu Park Village & Forshore Revitalisation				1,366	532	663	1,195	2,950	2,950	2,950	0	1,898	4,500
Homemaker Centre													
1067267 (N) Homemaker Centre Demolition & Site F	95%	1/11/17	14/09/18	442	0	9	9	0	0	0	0	442	0
1067268 (N) Homemaker Centre General	75%	1/03/15	14/09/18	88	3	119	122	0	0	0	0	91	0
1067269 (N) Homemaker Centre Land Development	80%	1/03/15	14/09/18	1,298	0	56	56	1,860	1,860	1,860	0	1,298	6,790
1108266 (N) Homemaker Centre Service Relocation	98%	1/10/17	14/09/18	1,122	9	32	40	0	0	0	0	1,130	0
1108267 (R) Homemaker Centre SPS replacement	98%	1/11/17	14/09/18	220	0	1	1	0	0	0	0	220	0
1108268 (N) Homemaker Centre Earthworks	95%	1/10/17	14/09/18	2,279	19	73	92	0	0	0	0	2,298	0
1108269 (N) Homemaker Centre SRM 300mm trunk sew	98%	1/01/18	14/09/18	53	0	3	3	0	0	0	0	53	0
1113203 (N) Homemaker Centre Civil Works	25%	1/07/18	14/09/18	0	122	1,004	1,126	0	0	0	0	0	0
Subtotal of Homemaker Centre				5,502	153	1,297	1,450	1,860	1,860	1,860	0	5,533	6,790
1066964 (N) UEC-NC-Intersection Taranganba Rd at	9%	31/08/18	6/03/19	39	9	1	10	1,200	1,200	1,200	0	47	1,200
1108790 (N)-RC-NC-Nerimbera Boat Ramp Car-traile	0%	17/09/18	10/01/19	0	2	1	3	1,200	1,200	1,200	0	2	1,200
1108221 (N)-RC-RC-Svendsen Road-Sealed Road Construction	85%	6/05/18	6/09/18	200	245	367	612	965	1,600	1,600	0	445	1,600
966564 (N)-UC-NC-R'ton Rd (Barmaryee & Condon Drive Intersection)	55%	11/04/18	21/09/19	668	225	811	1,036	157	1,630	1,630	0	893	1,630
(N)-UC-PW-Scenic Hwy Statue Bay to Kemp Beach Rosslyn St to													
1104375 Wildin Way	9%	26/06/17	30/06/20	35	31	2	33	2,617	2,622	2,622	0	66	2,622
959072 (U)-SP-SEW-33 STP YPN Augmentation Design & Construction	20%	12/06/17	7/02/2019	2,050	683	12,036	12,719	14,136	14,136	14,136	0	2,733	15,000
1105687 (U)-RC-RC-St Christopher Chapel Rd	10%	20/11/17	31/10/18	11	6	237	244	1,000	1,000	1,000	0	18	1,000
1070087 (R)-WC-W-Main Replacement Reticulation V	0%	1/07/18	30/06/19	0	0	0	0	1,230	1,230	1,230	0	0	1,230
971816 (R)-UEC-RS-AS/SS/SLS-Road Resurfacing Annual Program	2%	1/07/18	30/06/19	0	0	278	279	1,000	1,000	1,000	0	0	1,000
971753 (R)-REC-GR-Gravel Resheet Program A	2%	1/07/18	30/06/19	0	0	133	133	1,100	1,100	1,100	0	0	1,100
1070059 (R)-UC-PR-Sealed Pavement Renewals AMP annual program	2%	1/07/18	30/06/19	0	0	1,155	1,155	1,000	1,000	1,000	0	0	1,000
983816 (R)-Fleet Renewal Program	11%	1/07/18	30/06/19	0	33	175	208	1,900	1,900	1,900	0	33	1,900

E.1: Business Unit summary revenue and expenditure report (by line item)																YTD				17%
	Water				Sewer				Waste				Council				Consolidated			
	Adopted Budget	YTD Actual	Variance	Variance %	Adopted Budget	YTD Actual	Variance	Variance %	Adopted Budget	YTD Actual	Variance	Variance %	Adopted Budget	YTD Actual	Variance	Variance %	Adopted Budget	Actual	Variance	Variance %
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%
Rates & Utility Charges	16,075	4,950	(11,125)	-69%	9,436	5,100	(4,336)	-46%	5,966	3,150	(2,816)	-47%	40,021	18,970	(21,051)	-53%	71,498	32,169	(39,329)	-55%
User fees & charges	347	18	(329)	-95%	138	55	(83)	-61%	1,021	107	(914)	-90%	2,208	511	(1,698)	-77%	3,714	690	(3,024)	-81%
Operating grants	0	0	0	0%	0	0	0	0%	0	0	0	0%	6,009	766	(5,244)	-87%	6,009	766	(5,244)	-87%
Interest	0	0	0	0%	0	0	0	0%	0	0	0	0%	1,348	170	(1,177)	-87%	1,348	170	(1,177)	-87%
Sales revenue	200	37	(163)	-82%	70	12	(58)	-83%	0	0	0	0%	2,178	160	(2,018)	-93%	2,448	208	(2,240)	-92%
Other	19	0	(19)	-100%	7	(0)	(7)	-100%	40	14	(26)	-66%	682	213	(469)	-69%	748	227	(522)	-70%
Total operating revenues	16,641	5,005	(11,636)	-70%	9,651	5,166	(4,485)	-46%	7,026	3,270	(3,757)	-53%	52,446	20,789	(31,657)	-60%	85,765	34,230	(51,535)	-60%
Expenses																				
Employee benefits	(2,063)	(306)	1,757	-85%	(1,795)	(246)	1,548	-86%	(367)	(51)	317	-86%	(27,504)	(4,022)	23,482	-85%	(31,729)	(4,625)	27,104	-85%
Materials & Services	(6,099)	(980)	5,119	-84%	(4,078)	(298)	3,780	-93%	(4,385)	(287)	4,098	-93%	(12,512)	(691)	11,831	-95%	(27,075)	(2,246)	24,829	-92%
Depreciation	(3,248)	(541)	2,707	-83%	(4,595)	(766)	3,829	-83%	(780)	(130)	650	-83%	(14,154)	(2,359)	11,795	-83%	(22,777)	(3,796)	18,981	-83%
Interest	(391)	(67)	323	-83%	(572)	(157)	415	-72%	(620)	(107)	513	-83%	(2,691)	(378)	2,313	-86%	(4,275)	(710)	3,565	-83%
Other	0	0	(0)	-100%	(0)	0	0	-100%	(10)	(8)	2	-21%	(1,254)	(129)	1,125	-90%	(1,264)	(137)	1,127	-89%
Less: Total operating expenses	(11,801)	(1,895)	9,906	-84%	(11,040)	(1,468)	9,573	-87%	(6,162)	(582)	5,580	-91%	(58,116)	(7,579)	50,547	-87%	(87,120)	(11,514)	75,606	-87%
Net operating result	4,840	3,111	(1,729)	-36%	(1,390)	3,698	5,088	-366%	864	2,688	1,823	211%	(5,670)	13,210	18,890	-333%	(1,355)	22,716	24,070	-1777%

E.2: Business Unit summary of assets and liabilities report									YTD		17%
	Water	Sewerage	Waste	Council	Year-to-date				Full year		
					Budget	Actual	Variance	Variance	Adopted Budget	Revised Budget	
	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	
Assets											
Cash and cash equivalents	16,346	12,993	10,271	1,052	22,037	40,662	18,625	85%	14,945	14,945	
Inventory	0	0	0	437	492	437	(55)	-11%	1,511	1,511	
Trade & Other Receivables	4,518	3,180	2,113	13,659	17,409	23,471	6,062	0%	8,069	8,069	
Land - for resale	0	0	0	13,788	13,786	13,788	2	0%	6,967	6,967	
Infrastructure:	0	0	0	0	0	0	0	0%	0	0	
PPE	196,631	116,767	9,198	592,014	985,424	914,611	(70,813)	-7%	1,026,838	1,026,838	
Capital WIP	750	3,836	25	31,787	0	36,399	36,399	0%	0	0	
Other assets	36	19	2	2,860	0	2,917	2,917	0%	1,374	1,374	
Total Assets	218,281	136,796	21,609	655,598	1,039,148	1,032,284	(6,864)	-1%	1,059,704	1,059,704	
Liabilities											
Employee benefits	687	684	55	7,169	4,809	8,596	3,787	79%	4,810	4,810	
Trade creditors and accruals	0	0	0	177	504	177	(327)	-65%	4,116	4,116	
Borrowings:											
Short-term	793	918	842	3,062	4,911	5,616	705	14%	4,989	4,989	
Long-term	9,988	16,138	10,505	43,739	80,370	80,370	(0)	0%	75,527	75,527	
Other liabilities	0	0	9,416	489	10,652	9,905	(747)	-7%	10,606	10,606	
Total Liabilities	11,468	17,740	20,818	54,637	101,246	104,663	3,417	3%	100,048	100,048	
Current assets	20,900	16,192	12,386	22,482	39,938	71,960	32,022	80%	32,610	32,610	
Current liabilities	1,438	1,560	897	9,618	10,224	13,514	3,290	32%	12,125	12,125	
Non-current assets	197,381	120,603	9,223	633,116	999,210	960,323	(38,886)	-4%	1,027,094	1,027,094	
Non-current liabilities	10,030	16,180	19,921	45,019	91,022	91,149	127	0%	87,923	87,923	
Net community assets	206,813	119,056	791	600,961	937,902	927,621	(10,281)	-1%	959,656	959,656	

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

Attachments:

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

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;
-

- 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.

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*.

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*.

12.3 - WASTE MANAGEMENT LOCAL LAW

Waste Management Schedule

Meeting Date: 18 September 2018

Attachment No: 1

**Livingstone Shire Council
Waste Management Schedule**

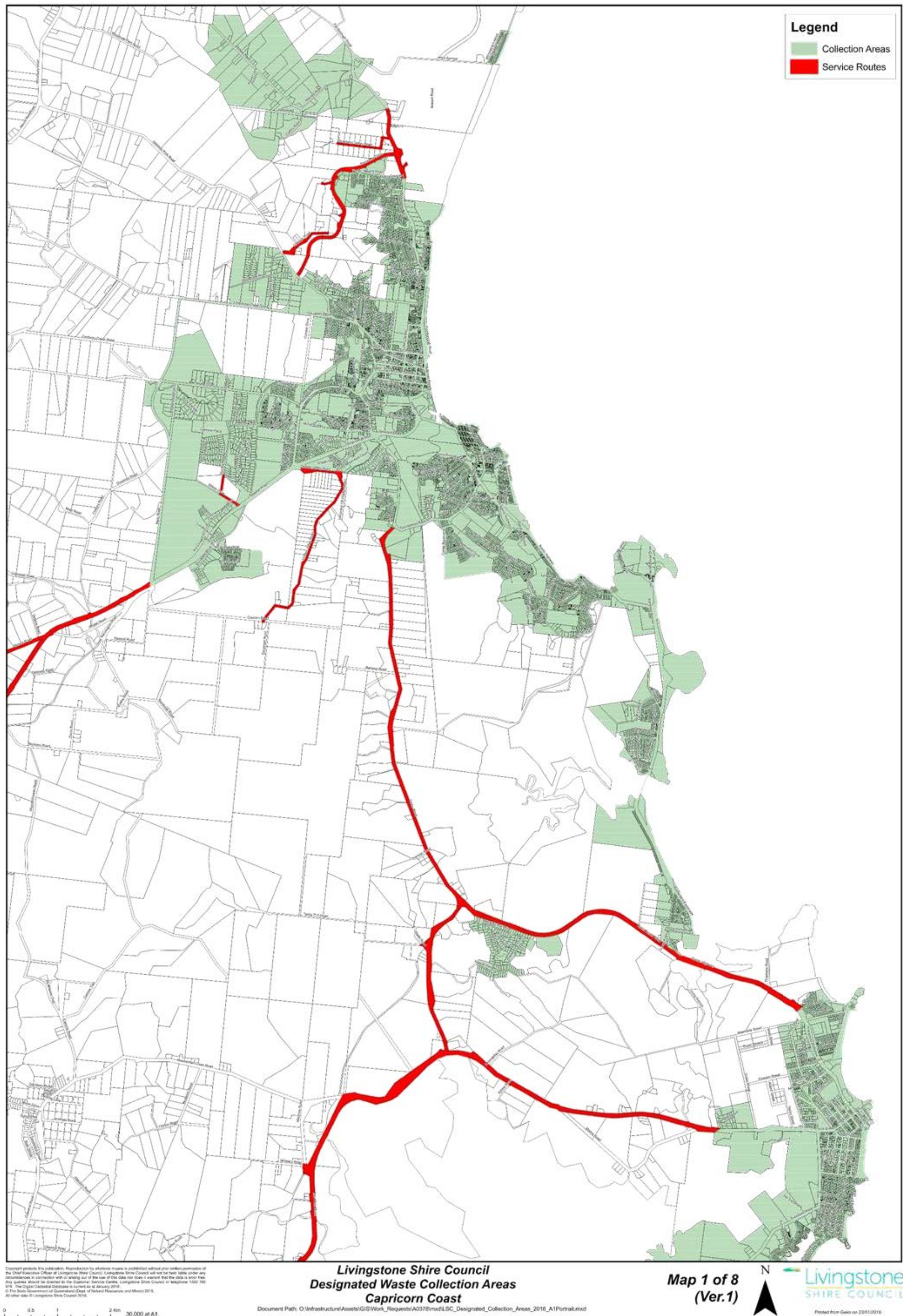
			COLLECTION SERVICE		
Designated Waste Collection Areas	Map Nos	Type of General Waste Collection	Minimum MGB per Premises	Standard General Waste Container	Frequency of Collection
Capricorn Coast	1 (ver 1) 2 (ver 1)	Domestic Waste	1	240 litre MGB	Weekly
		Commercial Waste	1		Weekly*
		Recyclable Waste (Domestic)	1		Fortnightly
		Recyclable Waste (Commercial)	1		Fortnightly
Glenlee, Glendale and Rockyview	3 (ver 1) 4 (ver 1)	Domestic Waste	1	240 litre MGB	Weekly
		Commercial Waste	1		Fortnightly
		Recyclable Waste (Domestic)	1		
		Recyclable Waste (Commercial)	1		
The Caves, Yaamba and Marlborough	3 (ver 1) 5 (ver 1) 6 (ver 1)	Domestic Waste	1	240 litre MGB	Weekly
		Commercial Waste	1		Fortnightly
		Recyclable Waste (Domestic)	1		
		Recyclable Waste (Commercial)	1		
Ogmore	7 (ver 1)	Domestic Waste	1	240 litre MGB	Fortnightly
		Commercial Waste	1		
Great Keppel Island	8 (ver 1)	Domestic Waste	1	140 litre MGB	Weekly
		Commercial Waste	1		Fortnightly
		Recyclable Waste (Domestic)	1		
		Recyclable Waste (Commercial)	1		
* Subject to the approval of the Manager Water & Waste Operations, collections can be provided more frequently if requested by the owner of commercial premises.					
MGB means mobile garbage bin.					

12.3 - WASTE MANAGEMENT LOCAL LAW

Designated Waste Collection Area - Capricorn Coast - Map 1 (ver 1)

Meeting Date: 18 September 2018

Attachment No: 2

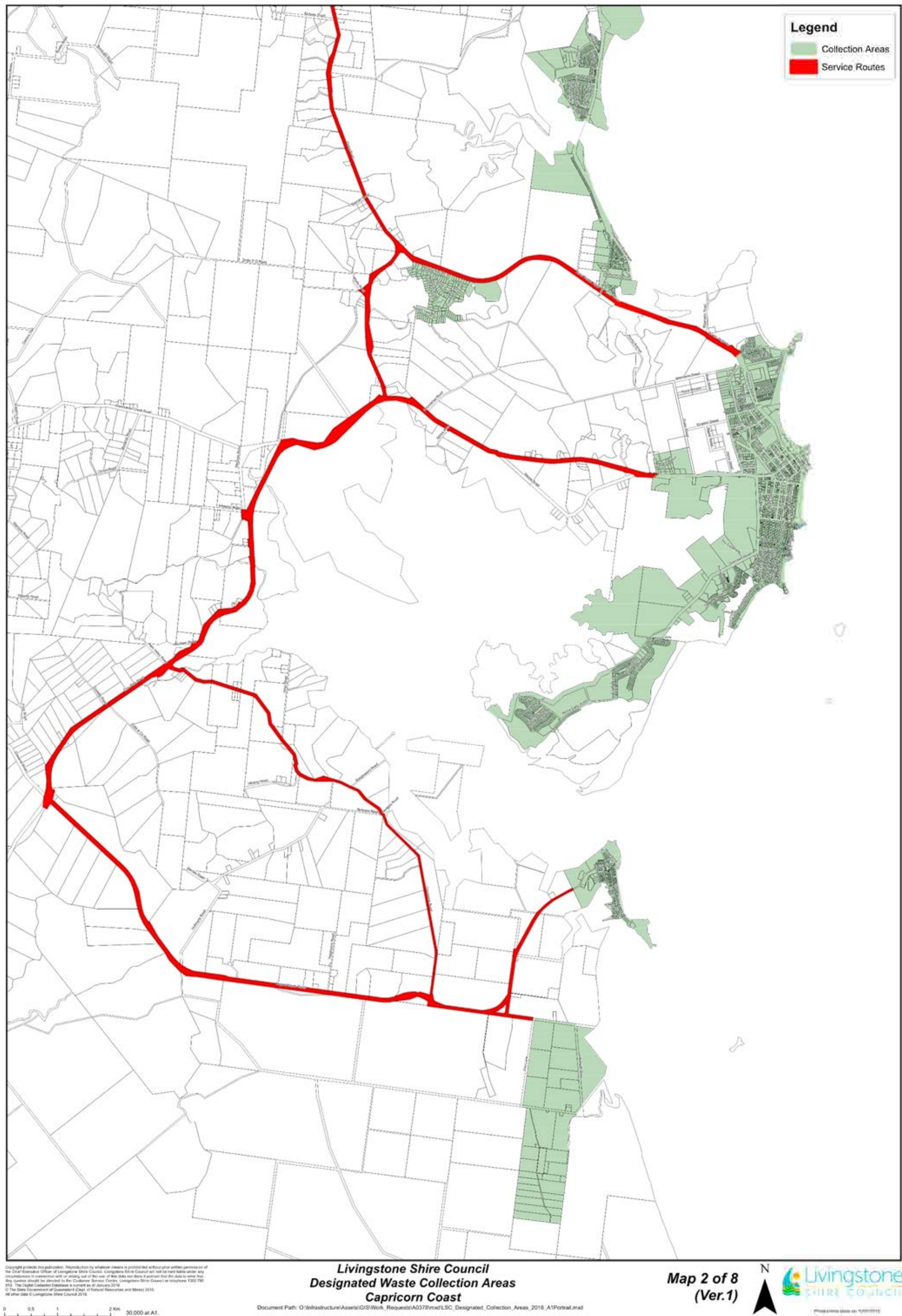


12.3 - WASTE MANAGEMENT LOCAL LAW

Designated Waste Collection Area - Capricorn Coast - Map 2 (ver 1)

Meeting Date: 18 September 2018

Attachment No: 3



12.3 - WASTE MANAGEMENT LOCAL LAW

Designated Waste Collection Area - Glenlee, Glendale, Rockyview, The Caves - Map 3 (ver 1)

Meeting Date: 18 September 2018

Attachment No: 4

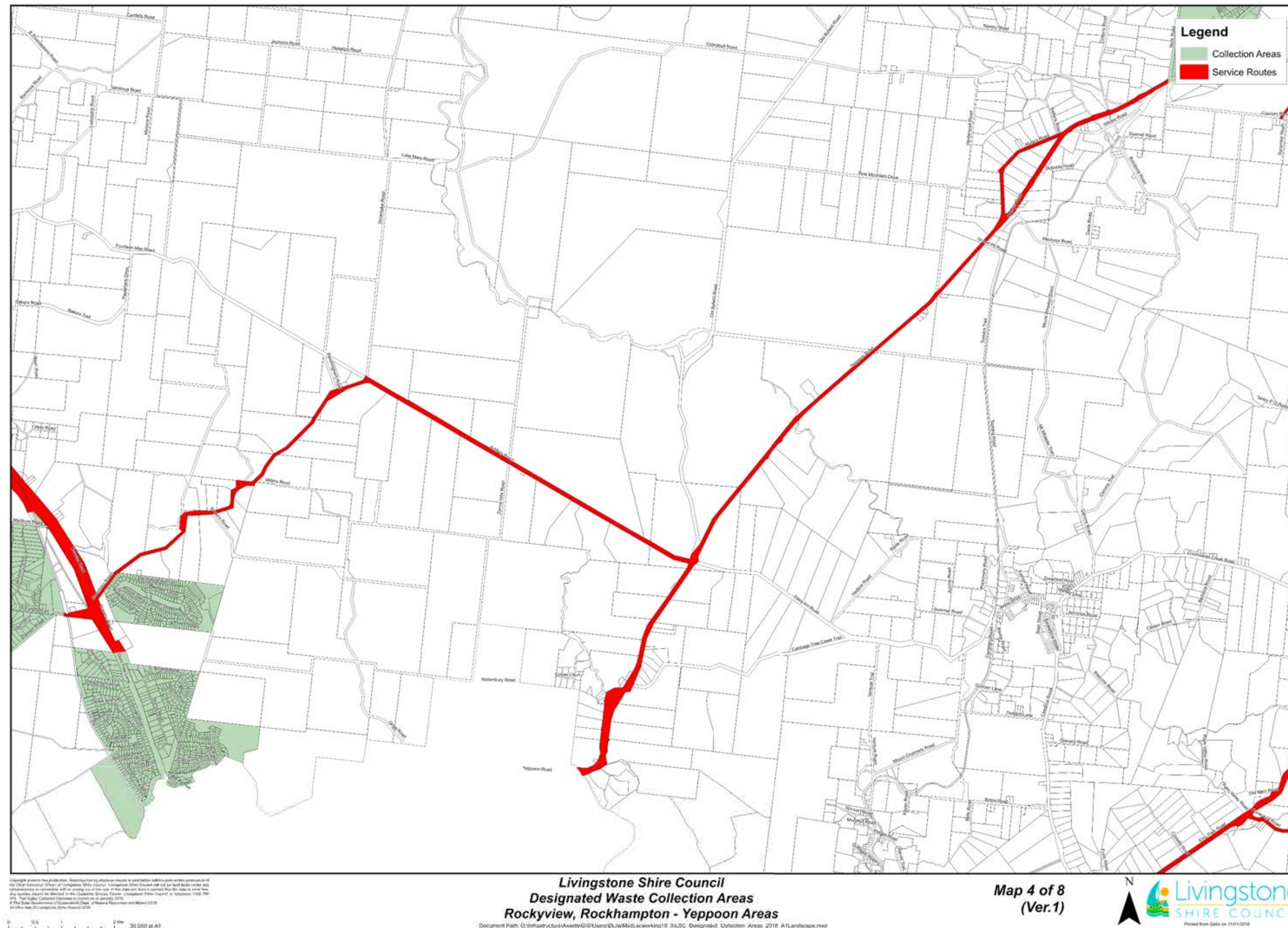


12.3 - WASTE MANAGEMENT LOCAL LAW

Designated Waste Collection Area - Rockyview, Rockhampton - Yeppoon Road Areas - Map 4 (ver 1)

Meeting Date: 18 September 2018

Attachment No: 5

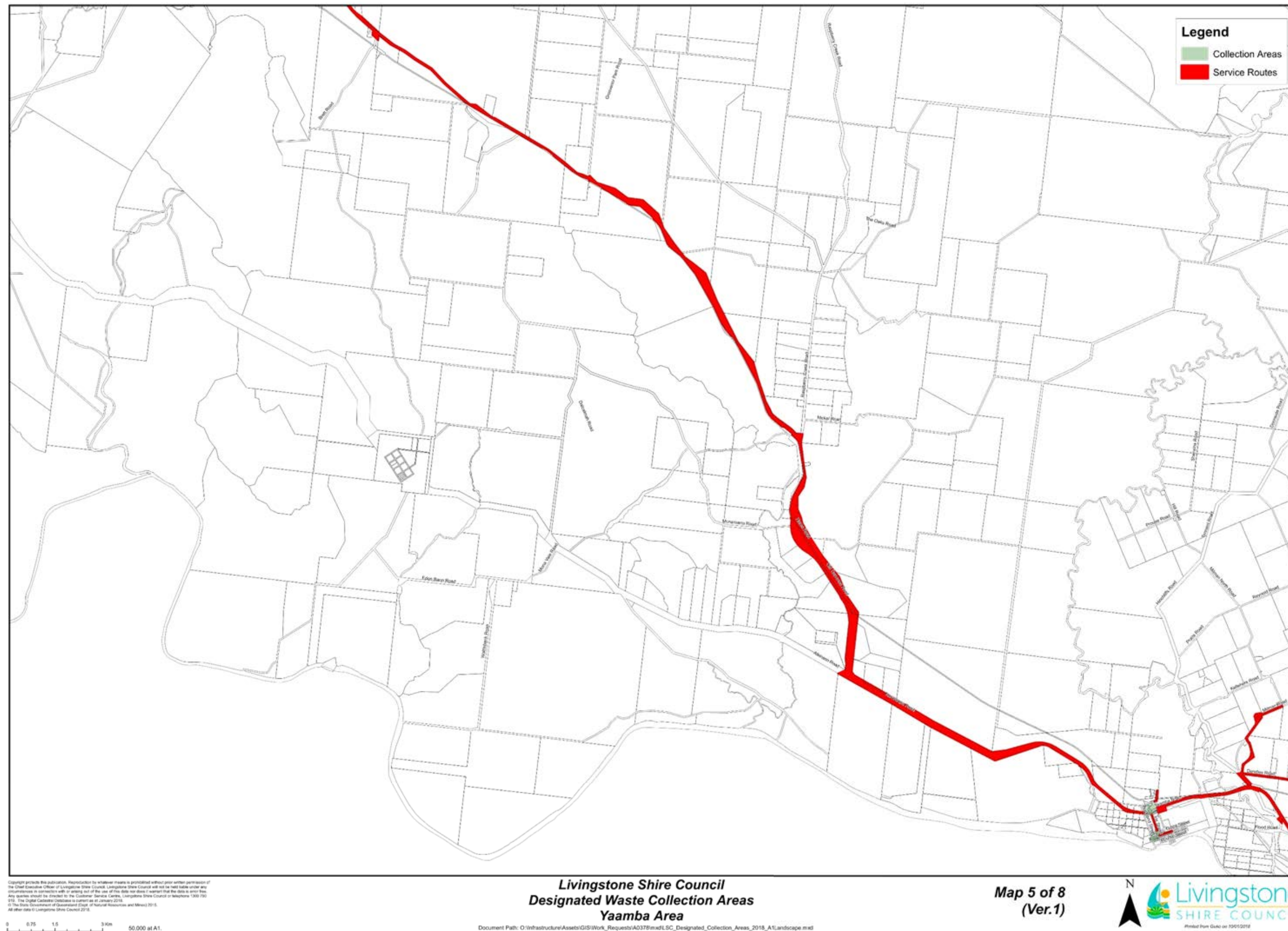


12.3 - WASTE MANAGEMENT LOCAL LAW

Designated Waste Collection Area - Yaamba Area - Map 5 (ver 1)

Meeting Date: 18 September 2018

Attachment No: 6



12.3 - WASTE MANAGEMENT LOCAL LAW

Designated Waste Collection Area - Marlborough Area - Map 6 (ver 1)

Meeting Date: 18 September 2018

Attachment No: 7

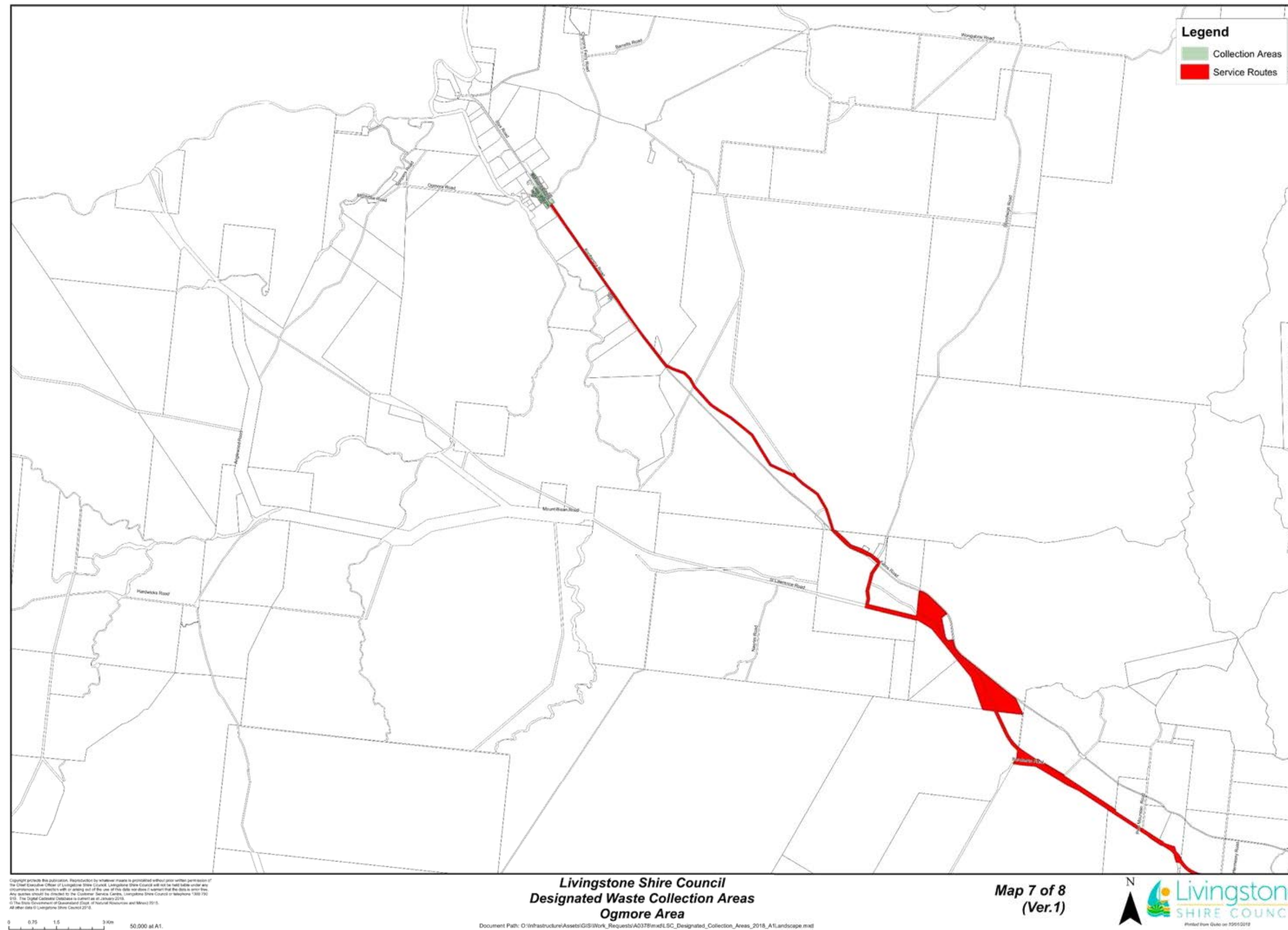


12.3 - WASTE MANAGEMENT LOCAL LAW

Designated Waste Collection Area - Ogmore Area - Map 7 (ver 1)

Meeting Date: 18 September 2018

Attachment No: 8



12.3 - WASTE MANAGEMENT LOCAL LAW

Designated Waste Collection Area - Great Keppel Island - Map 8 (ver 1)

Meeting Date: 18 September 2018

Attachment No: 9



12.3 - WASTE MANAGEMENT LOCAL LAW

Waste and Recycling Collection Policy (v4) marked up

Meeting Date: 18 September 2018

Attachment No: 10



WASTE AND RECYCLING COLLECTION POLICY (COMMUNITY POLICY)

1. Scope

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

2. Purpose

Council is committed to providing general waste collection within the Designated Waste Collection Areas that are cost effective, meet the needs of the community and incorporate strategic and environmentally responsible waste management practices. This Policy and its associated procedure:

a) facilitate Council achieving this goal;

b) and provide the principles for the operation of Council's waste and recycling collection;

and

a)c) support Local Law No. 8 (Waste Management) 2018.

3. References (legislation/related documents)

Legislative reference

Waste Reduction and Recycling Regulation 2011 Pt 2A

Related documents

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

Livingstone Shire Council Revenue Statement

Local Law No. 8 (Waste Management) 2018

Waste and Recycling Collection Procedure

4. Definitions

To assist in interpretation, the following definitions shall apply:

Council	Livingstone Shire Council.
MGB	Mobile Garbage Bin.
Revenue Statement	Council's annual Revenue Statement.

5. Policy Statement

This Policy and its associated procedure facilitate the provision of an economical and efficient general waste collection that includes the collection, disposal, recycling and minimisation of waste from the Designated Waste Collection Areas within the Livingstone region.

5.1 Waste Management Schedule

Waste and Recycling Collection Policy

Adopted/Approved: Adopted, 6 February 2018 DRAFT

Version: 4.3

Department: Infrastructure Services
Section: Water and Waste

Page 1 of 4

General waste collection will be provided in accordance with the Waste Management Schedule at Appendix 1 which was adopted by Council at its [insert date]6 February 2018 Meeting.

5.2 Waste Charges

Waste Collection and Recycling Charges:

- a) are determined through the annual budget and published in Council's annual Revenue Statement; and
- b) will only be applied to properties within the Designated Waste Collection Areas which have a structure that has the potential to generate general waste.

5.3 Designated Waste Collection Areas

- a) For the purposes of s 5 of Local Law No. 8 (Waste Management) 2018, at its [insert date]6 February 2018 Meeting, Council adopted the Designated Waste Collection Areas in which it may conduct general waste collection. The Areas are identified on the Designated Waste Collection Areas Maps and are divided into two categories being:
 - i Collection Areas (green); and
 - ii Service Routes (red).
- b) Collections Areas
 - i Properties in the Collection Areas will be supplied with the Minimum MGB per Premises identified in the Waste Management Schedule.
- c) Service Routes
 - i Upon request from the owner of a property with road frontage to a Service Route, the Manager Water & Waste Operations may approve the Collection Service as identified in the Waste Management Schedule.
 - ii If a Collection Service is approved for a property on a Service Route, the service cannot be cancelled unless the property changes ownership, at which time the new owner may continue with the service or cancel it.
- d) Supply of an MGB will result in the levying of the appropriate charge identified in the Schedule of Waste Collection and Recycling Charges in the 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 former~~ Livingstone Shire Council Policy titled 'Waste and Recycling Collection Services Policy (v32)', adopted ~~25 November 2014~~ 6 February 2018.

CHRIS MURDOCH
CHIEF EXECUTIVE OFFICER

Waste and Recycling Collection Policy

Adopted/Approved: ~~Adopted, 6 February 2018~~DRAFT
Version: ~~4-3~~

Department: Infrastructure Services
Section: Water and Waste

Page 2 of 4

APPENDIX 1 – Waste Management Schedule

**Livingstone Shire Council
Waste Management Schedule**

			COLLECTION SERVICE		
Designated Waste Collection Areas	Map Nos	Type of General Waste Collection	Minimum MGB per Premises	Standard General Waste Container	Frequency of Collection
Capricorn Coast	1 (ver 1) 2 (ver 1)	Domestic Waste	1	240 litre MGB	Weekly
		Commercial Waste	1		Weekly*
		Recyclable Waste (Domestic)	1		Fortnightly
		Recyclable Waste (Commercial)	1		Fortnightly
Glenlee, Glendale and Rockyview	3 (ver 1) 4 (ver 1)	Domestic Waste	1	240 litre MGB	Weekly
		Commercial Waste	1		Fortnightly
		Recyclable Waste (Domestic)	1		
		Recyclable Waste (Commercial)	1		
The Caves, Yaamba and Marlborough	3 (ver 1) 5 (ver 1) 6 (ver 1)	Domestic Waste	1	240 litre MGB	Weekly
		Commercial Waste	1		Fortnightly
		Recyclable Waste (Domestic)	1		
		Recyclable Waste (Commercial)	1		
Ogmore	7 (ver 1)	Domestic Waste	1	240 litre MGB	Fortnightly
		Commercial Waste	1		
Great Keppel Island	8 (ver 1)	Domestic Waste	1	140 litre MGB	Weekly
		Commercial Waste	1		Fortnightly
		Recyclable Waste (Domestic)	1		
		Recyclable Waste (Commercial)	1		
* Subject to the approval of the Manager Water & Waste Operations, collections can be provided more frequently if requested by the owner of commercial premises. MGB means mobile garbage bin.					

Waste and Recycling Collection Policy

Adopted/Approved: ~~Adopted, 6 February 2018~~ DRAFT

Version: 34

 Department: Infrastructure Services
 Section: Water and Waste

Page 4 of 4

12.3 - WASTE MANAGEMENT LOCAL LAW

Waste and Recycling Collection Policy (v4)

Meeting Date: 18 September 2018

Attachment No: 11



WASTE AND RECYCLING COLLECTION POLICY (COMMUNITY POLICY)

1. Scope

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

2. Purpose

Council is committed to providing general waste collection within the Designated Waste Collection Areas that are cost effective, meet the needs of the community and incorporate strategic and environmentally responsible waste management practices. This Policy and its associated procedure:

- a) facilitate Council achieving this goal;
- b) provide the principles for the operation of Council's waste and recycling collection; and
- c) support Local Law No. 8 (Waste Management) 2018.

3. References (legislation/related documents)

Related documents

Designated Waste Collection Areas – Map Nos 1-8 (ver 1)
Livingstone Shire Council Revenue Statement
Local Law No. 8 (Waste Management) 2018
Waste and Recycling Collection Procedure

4. Definitions

To assist in interpretation, the following definitions shall apply:

Council	Livingstone Shire Council.
MGB	Mobile Garbage Bin.
Revenue Statement	Council's annual Revenue Statement.

5. Policy Statement

This Policy and its associated procedure facilitate the provision of an economical and efficient general waste collection that includes the collection, disposal, recycling and minimisation of waste from the Designated Waste Collection Areas within the Livingstone region.

5.1 Waste Management Schedule

Waste and Recycling Collection Policy

Adopted/Approved: DRAFT
Version: 4

Department: Infrastructure Services

Section: Water and Waste

Page 1 of 3

General waste collection will be provided in accordance with the Waste Management Schedule at Appendix 1 which was adopted by Council at its [insert date] Meeting.

5.2 Waste Charges

Waste Collection and Recycling Charges:

- a) are determined through the annual budget and published in Council's annual Revenue Statement; and
- b) will only be applied to properties within the Designated Waste Collection Areas which have a structure that has the potential to generate general waste.

5.3 Designated Waste Collection Areas

- a) For the purposes of s 5 of Local Law No. 8 (Waste Management) 2018, at its [insert date] Meeting, Council adopted the Designated Waste Collection Areas in which it may conduct general waste collection. The Areas are identified on the Designated Waste Collection Areas Maps and are divided into two categories being:
 - i Collection Areas (green); and
 - ii Service Routes (red).
- b) Collections Areas
 - i Properties in the Collection Areas will be supplied with the Minimum MGB per Premises identified in the Waste Management Schedule.
- c) Service Routes
 - i Upon request from the owner of a property with road frontage to a Service Route, the Manager Water & Waste Operations may approve the Collection Service as identified in the Waste Management Schedule.
 - ii If a Collection Service is approved for a property on a Service Route, the service cannot be cancelled unless the property changes ownership, at which time the new owner may continue with the service or cancel it.
- d) Supply of an MGB will result in the levying of the appropriate charge identified in the Schedule of Waste Collection and Recycling Charges in the 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 Livingstone Shire Council Policy titled 'Waste and Recycling Collection Services Policy (v3), adopted 6 February 2018'.

CHRIS MURDOCH
CHIEF EXECUTIVE OFFICER

Waste and Recycling Collection Policy

Adopted/Approved: DRAFT
Version: 4

Department: Infrastructure Services

Section: Water and Waste

Page 2 of 3

APPENDIX 1 – Waste Management Schedule

**Livingstone Shire Council
Waste Management Schedule**

			COLLECTION SERVICE		
Designated Waste Collection Areas	Map Nos	Type of General Waste Collection	Minimum MGB per Premises	Standard General Waste Container	Frequency of Collection
Capricorn Coast	1 (ver 1) 2 (ver 1)	Domestic Waste	1	240 litre MGB	Weekly
		Commercial Waste	1		Weekly*
		Recyclable Waste (Domestic)	1		Fortnightly
		Recyclable Waste (Commercial)	1		Fortnightly
Glenlee, Glendale and Rockyview	3 (ver 1) 4 (ver 1)	Domestic Waste	1	240 litre MGB	Weekly
		Commercial Waste	1		Fortnightly
		Recyclable Waste (Domestic)	1		
		Recyclable Waste (Commercial)	1		
The Caves, Yaamba and Marlborough	3 (ver 1) 5 (ver 1) 6 (ver 1)	Domestic Waste	1	240 litre MGB	Weekly
		Commercial Waste	1		Fortnightly
		Recyclable Waste (Domestic)	1		
		Recyclable Waste (Commercial)	1		
Ogmore	7 (ver 1)	Domestic Waste	1	240 litre MGB	Fortnightly
		Commercial Waste	1		
Great Keppel Island	8 (ver 1)	Domestic Waste	1	140 litre MGB	Weekly
		Commercial Waste	1		Fortnightly
		Recyclable Waste (Domestic)	1		
		Recyclable Waste (Commercial)	1		
* Subject to the approval of the Manager Water & Waste Operations, collections can be provided more frequently if requested by the owner of commercial premises. MGB means mobile garbage bin.					

Waste and Recycling Collection Policy

Adopted/Approved: DRAFT

Version: 4

Department: Infrastructure Services

Section: Water and Waste

12.3 - WASTE MANAGEMENT LOCAL LAW

Waste and Recycling Collection Procedure (v4) marked up

Meeting Date: 18 September 2018

Attachment No: 12



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 Livingstone Shire 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

Environmental Protection Regulation 2008 ch 5A

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)

Livingstone Shire Council 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	A place at, or adjacent to, premises at which a standard general waste container associated with the premises can be easily accessed by a general waste collection vehicle without causing obstruction. <u>Has the same meaning as Collection Location in Local Law No. 8 (Waste Management) 2018.</u>
Commercial Premises	Means any of the following types of premises- a hotel, motel, caravan park, café, food store or canteen; an assembly building, institutional building, kindergarten, child minding centre, school other building used for education; premises where a sport or game is ordinarily played in public; an exhibition ground, show ground or racecourse; an office, shop or other premises where business or work, other than a manufacturing process, is carried out. <u>Has the same meaning as Commercial Premises in Local Law No. 8 (Waste Management) 2018.</u>

Waste and Recycling Collection Procedure

Adopted/Approved: ~~Approved, 6 February 2018~~DRAFT

Version: ~~34~~

Department: Infrastructure Services

Section: Water and Waste

Page 1 of 6

	<u>Management) 2018.</u>
Designated Waste Collection Areas	Areas within Livingstone Shire in which Council may conduct general waste collection. Refer to the Waste Management Schedule.
Domestic Premises	Means any of the following types of premises- a single unit private dwelling; premises containing 2 or more separate flats, apartments or other dwelling units; a boarding house, hostel, lodging house or guest house. <u>Has the same meaning as Domestic Premises in Local Law No. 8 (Waste Management) 2018.</u>
General Waste	Means- (a) waste other than regulated waste; and (b) any of the following- (i) commercial waste; (ii) domestic waste; recyclable waste. <u>Has the same meaning as General Waste in Local Law No. 8 (Waste Management) 2018.</u>
MGB	A mobile garbage bin is the standard general waste container identified in the Waste Management Schedule.
Multi-Unit Development	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	Occupier of premises means the person who has the control or management of the premises. <u>Has the same meaning as Occupier in Local Law No. 8 (Waste Management) 2018.</u>
Owner	Owner of premises means the person for the time being entitled to receive the rent for the premises or would be entitled to receive the rent for it if it were let to a tenant at a rent. <u>Has the same meaning as Owner in Local Law No. 8 (Waste Management) 2018.</u>
Premises	Includes domestic premises, government premises, industrial premises and commercial premises. <u>Has the same meaning as Premises in Local Law No. 8 (Waste Management) 2018.</u>
Recyclable Waste	Clean and inoffensive waste that is declared in Item 5.8 of this Procedure. <u>Has the same meaning as recyclable waste in Local Law No. 8 (Waste Management) 2018 and as declared by Council at its [insert date] Meeting.</u>
Revenue Statement	Councils annual Revenue Statement.
the Waste Management Schedule	The Waste Management Schedule was adopted by Council at its [insert date] <u>6 February 2018</u> Meeting and is appended to the Waste and Recycling Collection Policy.

5. Procedure

Waste and Recycling Collection Procedure

Adopted/Approved: ~~Approved, 6 February 2018~~DRAFT

Version: ~~34~~

Department: Infrastructure Services
Section: Water and Waste

Page 2 of 6

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 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.
- 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 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 ~~ch 5A pt 2 of the Environmental Protection Regulation 2008s 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

Waste and Recycling Collection Procedure

Adopted/Approved: ~~Approved, 6 February 2018~~DRAFT
Version: ~~34~~

Department: Infrastructure Services
Section: Water and Waste

Page 3 of 6

- 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 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 Collection charges will cease from the date the MGB is removed.
 - iii 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 Development

The Manager Water and Waste Operations may approve the cancellation of collections subject to lodgement of:

 - i Completed Cancellation of General Waste Collections for Multi-Unit Developments application form or submit electronically through Online Services on Council's website; and

Waste and Recycling Collection Procedure

Adopted/Approved: ~~Approved, 6 February 2018~~DRAFT
Version: ~~34~~

Department: Infrastructure Services
Section: Water and Waste

Page 4 of 6

- ii Copy of contract for collection services, between the body corporate and a licensed waste removal entity.
- 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) If collections are recommenced the Waste Collection charge and/or the Recycling Collection charge as identified in the Schedule of Waste Collection and Recycling Charges in the Revenue Statement will be levied.

5.7 Collection of General Waste Utility Charges and Fees

If it is identified that relevant charges are not being levied to 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 declareds at its [insert date] 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) 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;~~

Waste and Recycling Collection Procedure

Adopted/Approved: ~~Approved, 6 February 2018~~DRAFT
Version: ~~34~~

Department: Infrastructure Services
Section: Water and Waste

Page 5 of 6

b)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;

e)b) MGBs must be placed 1m apart and be positioned clear of any obstructions such as cars, power poles and trees; and

d)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;

a)b) The MGB weight must not exceed 85kg;

b)c) The MGB lid must be completely closed and all material contained within the closed MGB;

e)d) No material is to be left adjacent to the MGB;

d)e) Grass clippings and dusty materials must be contained within bags; and

e)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

This Procedure repeals ~~the former~~ Livingstone Shire Council Procedure titled 'Waste and Recycling Collection Services Procedure (v32), endorsed 6 February 2018~~adopted 25 November 2014~~'.

DAN TOON
DIRECTOR INFRASTRUCTURE SERVICES

Waste and Recycling Collection Procedure

Adopted/Approved: Approved, 6 February 2018~~DRAFT~~

Version: 34

Department: Infrastructure Services

Section: Water and Waste

Page 6 of 6

12.3 - WASTE MANAGEMENT LOCAL LAW

Waste and Recycling Collection Procedure (v4)

Meeting Date: 18 September 2018

Attachment No: 13



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 Livingstone Shire 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)

Livingstone Shire Council 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.
Designated Waste Collection Areas	Areas within Livingstone Shire in which Council 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.
MGB	A mobile garbage bin is the standard general waste container identified in the Waste Management Schedule.

Waste and Recycling Collection Procedure

Adopted/Approved: DRAFT
Version: 4

Department: Infrastructure Services

Section: Water and Waste

Page 1 of 5

Multi-Unit Development	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</i> 1997 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 [insert date] Meeting.
Revenue Statement	Councils annual Revenue Statement.
the Waste Management Schedule	The Waste Management Schedule was adopted by Council at its [insert date] 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 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.
- 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 Collections

Waste and Recycling Collection Procedure

Adopted/Approved: DRAFT
Version: 4

Department: Infrastructure Services

Section: Water and Waste

Page 2 of 5

- 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 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 Collection charges will cease from the date the MGB is removed.
 - iii 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 Development
- The Manager Water and Waste Operations may approve the cancellation of collections subject to lodgement of:
- i Completed Cancellation of General Waste Collections for Multi-Unit Developments application form or submit electronically through Online Services on Council's website; and
 - ii Copy of contract for collection services, between the body corporate and a licensed waste removal entity.
- 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) If collections are recommenced the Waste Collection charge and/or the Recycling Collection charge as identified in the Schedule of Waste Collection and Recycling Charges in the Revenue Statement will be levied.

5.7 Collection of General Waste Utility Charges and Fees

If it is identified that relevant charges are not being levied to 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 [insert date] 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

This Procedure repeals Livingstone Shire Council Procedure titled 'Waste and Recycling Collection Services Procedure (v3)', endorsed 6 February 2018'.

DAN TOON
DIRECTOR INFRASTRUCTURE SERVICES

Waste and Recycling Collection Procedure

Adopted/Approved: DRAFT
Version: 4

Department: Infrastructure Services

Page 5 of 5

Section: Water and Waste

12.4 LIFTING MATTERS LYING ON THE TABLE

File No: GV13.4.1
Attachments: Nil
Responsible Officer: Chris Murdoch - Chief Executive Officer
Author: Lucy Walker - Executive Support Officer

SUMMARY

The Business Outstanding Table is used as a tool to identify when reports are due back to the table. Items lying on the table require a report to be lifted from the table before being dealt with. This report is designed to lift all necessary reports from the table to be dealt with at the current meeting 18 September 2018.

OFFICER'S RECOMMENDATION

THAT the following matter, 'lying on the table' in the Business Outstanding Table due to return to Council Meeting, be lifted from the table and be dealt with accordingly.

- Notice of Motion – Councillor Adam Belot – Change to Media Policy

13 QUESTIONS/STATEMENT/MOTIONS ON NOTICE FROM COUNCILLORS

13.1 NOTICE OF MOTION - COUNCILLOR ADAM BELOT - CHANGE TO MEDIA POLICY

File No: GV13.4.4

Attachments: 1. Notice of Motion [↓](#)

Responsible Officer: Chris Murdoch - Chief Executive Officer

SUMMARY

Councillor Adam Belot has indicated his intention to move the following Notice of Motion at the next Council Meeting 4 September 2018, as follows:

RECOMMENDATION

THAT a review be undertaken of the Media Policy Guidelines and roles/responsibilities, in order to encourage greater Councillors participation and freedom when commenting in the media.

BACKGROUND

Refer to attached notice of motion.

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.

13.1 - NOTICE OF MOTION - COUNCILLOR ADAM BELOT - CHANGE TO MEDIA POLICY

Notice of Motion

Meeting Date: 18 September 2018

Attachment No: 1

To the Office of the CEO

Livingstone Shire Council

Anzac Parade Yeppoon.

27/08/2018

I request that the attached Notice of Motion be included at the next available LSC meeting if at all possible.

That a review be undertaken of the Media Policy Guidelines and Roles / Responsibilities, in order to encourage greater Councillor participation and freedom when commenting in the Media.

Supporting Information:

Under current Media Policy Guidelines 5.1.4 Portfolio Councillors are the primary spokespersons in media releases relating to their portfolio where applicable. Furthermore under Roles and Responsibilities 5.2.2 Councillors are expected to comment on their Council portfolios if requested to do so by the Mayor.

Ultimately, commenting in the media *where applicable* and at the *expectation of the Mayor*, could be somewhat restricting and not necessarily conducive to Councillors being able to interact with the media and community in a meaningful, transparent and constructive manner .

Current Guidelines 5.1.4

Portfolio Councillors will be the primary spokesperson in media releases relating to their portfolio, where applicable.

Current Roles and Responsibilities

5.2.2 Councillors are expected to comment on their Council Portfolio if requested to do so by the mayor.

Sincerely,

Cr Adam Belot

13.2 NOTICE OF MOTION - COUNCILLOR ADAM BELOT - NATION BUILDING - WATER HARVESTING STRATEGIES**File No:** GV13.4.4**Attachments:** 1. NOM - Nation Building - Water Harvesting Strategies [↓](#)**Responsible Officer:** Chris Murdoch - Chief Executive Officer

SUMMARY

Councillor Adam Belot has indicated his intention to move the following Notice of Motion at the next Council Meeting 18 September 2018, as follows:

RECOMMENDATION

THAT Livingstone Shire Council write to both Federal and State Governments advocating for greater investment and action on 'Nation Building -Water Harvesting strategies' that will lead to more prosperous and sustainable conditions for Queensland and Australian Farmers.

BACKGROUND

Refer to attached notice of motion.

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.

**13.2 - NOTICE OF MOTION -
COUNCILLOR ADAM BELOT -
NATION BUILDING -WATER
HARVESTING STRATEGIES**

**NOM - Nation Building - Water
Harvesting Strategies**

Meeting Date: 18 September 2018

Attachment No: 1

To the Office of the CEO

Livingstone Shire Council

Anzac Parade Yeppoon.

27/08/2018

I request that the attached Notice of Motion be included at the next available LSC meeting if at all possible.

That LSC write to both Federal and State Governments advocating for greater investment and action on 'Nation Building -Water Harvesting strategies' that will lead to more prosperous and sustainable conditions for Queensland and Australian Farmers.

Supporting Information: Recently LSC passed a resolution to contribute toward the Queensland Drought Appeal (4 September). This initiative was a proactive step to try and provide some much needed financial assistance to our drought stricken farmers. Furthermore, I believe this motion is also a proactive step, to challenge our State and Federal leaders, to prioritise 'Nation Building – Water Harvesting Strategies'.

Strategies that plan and build water harvesting infrastructure which will deliver greater water capacity for our farmers to utilize. The voice of Local Government needs to be more vocal in expressing what every day Australians want to see from there State and Federal Governments. With the leadership spill over, the time has come to collect the spill of fresh water that flows out to sea and start planning for 'Nation Building- Water Harvesting Strategies' that will deliver more prosperous and sustainable conditions for Queensland Farmers.

Sincerely,

Cr Adam Belot

13.3 NOTICE OF MOTION - COUNCILLOR ADAM BELOT - ICESUP-CQ - BUDGET REQUEST**File No:** GV13.4.4**Attachments:** 1. [NOM](#)[↓](#)**Responsible Officer:** Chris Murdoch - Chief Executive Officer

SUMMARY

Councillor Adam Belot has indicated his intention to move the following Notice of Motion at the next Council Meeting 18 September 2018, as follows:

RECOMMENDATION

THAT Livingstone Shire Council consider what financial/in kind support, can be provided in the current budget to assist ICESUP-CQ in their aims which includes building on the developed community capacity, increasing awareness of the negative impacts of drug use and implementing strategies to support families effected by ICE and other drugs .

BACKGROUND

Refer to attached notice of motion.

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.

**13.3 - NOTICE OF MOTION -
COUNCILLOR ADAM BELOT -
ICESUP-CQ - BUDGET REQUEST**

NOM

Meeting Date: 18 September 2018

Attachment No: 1

To the Office of the CEO

Livingstone Shire Council

Anzac Parade Yeppoon.

10/09/2018

I request that the attached Notice of Motion be included at the next available LSC meeting if at all possible.

That LSC consider what financial/ in kind support, can be provided in current budget to assist ICESUP-CQ in their aims which includes -building on the developed community capacity, increasing awareness of the negative impacts of drug use and implementing strategies to support families effected by ICE and other drugs .

Sincerely,

Cr Adam Belot

ICESUP - CQ
ICE Affecting Families Capricorn Coast

2nd September 2018

Livingstone Shire Council
PO Box 2292
Yeppoon Qld 4703

Re: Drug Awareness Day – Capricorn Coast

ICESUP support group was formed April 2016 and in October 2016 we hosted (with the help of Livingstone Shire Council) a forum on Alcohol & Other Drugs and recorded 150 attendees.

The AAIC (Australian Anti Ice Campaign) from the Gold Coast pushed the initiative, as they are all about education, and ICESUP agreed to approach council for assistance and hold the forum.

That was 2 years ago come October and I feel it necessary to hold an Awareness Day to again bring everyone's attention to the issues faced by the Community because of the drug Ice.

Having one before the schoolies celebrations would be ideal but understanding that I have probably left it a bit late to organise this event when I am relying on Service Providers to reply if they can or cannot attend.

Family Drug Support holds an annual International Family Drug Support Day on the 24th of Feb each year and we could have something to coincide with that. 24th Feb 2019 will be on a Sunday. This would give me ample time for invitations and RSVP. Because I work fulltime the event would have to be held on a weekend, perhaps a Saturday morning 9 – 1pm.

I would need to know what council permissions are required before I did anything else.

This issue of Crystal Methamphetamine (ICE) is not subsiding; it does now involve the whole community. Community members who have not been affected also need to be aware that:

-
- ICE does not discriminate
- It is not just a young person's drug
- It is not just another drug or a party drug
- It does put a heavy load on our emergency services and mental health system
- Substance users are not junkies but someone's son, daughter, mother, father etc.

Raising awareness is all I can do on my own by holding our meetings and supporting the families, going to the markets and having an information table, turning up in other towns and attending their Mental Health & Awareness Days, my Facebook page and website.

ICESUP is all about supporting families in a group setting in a safe and confidential environment.

I would also like to have an information table on the odd Saturday morning in the main street perhaps near the old Findlays (as it is closed)

I look forward to your reply and if you have any questions, I would be happy to answer them.

Kind Regards and thank you for your support,

Debbie Ware & ICE Affecting Families Capricorn Coast
ICESUP CQ

14 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.

15.1 Container Refund Scheme - Refund Point

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

15.2 Acquisition of Easements - Scenic Highway Statue Bay

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

15.3 Opening of Road - Gunder Road, The Caves

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

15.4 Capricorn Enterprise Annual General Meeting Proxy Vote

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

15.5 Sale of Land - 16 Red Emperor Way, Lammermoor

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

15.6 Potential Sale of Lots 2 and 3 - The Gateway Business and Industry Park

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

15.7 Properties Eligible for Land Sale

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

15 CONFIDENTIAL REPORTS

15.1 CONTAINER REFUND SCHEME - REFUND POINT

File No: WM31.8.6

Attachments: Nil

Responsible Officer: Dan Toon - Executive Director Infrastructure Services

Author: Sean Fallis - Manager Water and Waste Operations

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

SUMMARY

This report provides information on the container refund scheme and a request from the Container Refund Point Operator to operate out of Council facilities.

15.2 ACQUISITION OF EASEMENTS - SCENIC HIGHWAY STATUE BAY**File No:** 14-134

- Attachments:**
1. SP305213 - (*Confidential*)
 2. Resumption Agreement - Lot 1 LN1023 - (*Confidential*)
 3. SP308234 - (*Confidential*)
 4. Resumption Agreement - Lot 2 LN1023 - (*Confidential*)
 5. SP308235 - (*Confidential*)
 6. Resumption Agreement - Lot 9 LN1023 - (*Confidential*)
 7. Confidential Ordinary Agenda and Resolution 10 October 2016 – Report 1 (Lot 9 LN1023 and Lot 2 LN1023) - (*Confidential*)
 8. Confidential Ordinary Agenda and Resolution 10 October 2016 – Report 2 (Lot 1 LN1023) - (*Confidential*)

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

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

SUMMARY

This report addresses the taking of easements required for the Statue Bay Remediation Project.

15.3 OPENING OF ROAD - GUNDER ROAD, THE CAVES**File No:** 5.2.5-005**Attachments:** 1. Drawing No 17-112-04 - (*Confidential*)**Responsible Officer:** Dan Toon - Executive Director Infrastructure Services**Author:** Carrie Burnett - Policy & Planning Officer

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

SUMMARY

This report relates to a road encroachment over private property and puts forward a proposed resolution to the encroachment.

15.4 CAPRICORN ENTERPRISE ANNUAL GENERAL MEETING PROXY VOTE**File No:** ED8.5.12**Attachments:** 1. 2018 Notice of Capricorn Enterprise AGM**Responsible Officer:** Brett Bacon - Executive Director Liveability and Wellbeing**Author:** Debra Howe - Director Strategic Growth & Development

SUMMARY

The purpose of this report is to seek authorisation to assign Council's Proxy Vote for the 2018 Capricorn Enterprise Annual General Meeting.

15.5 SALE OF LAND - 16 RED EMPEROR WAY, LAMMERMOOR**File No:** ED8.5.5**Attachments:** 1. Valuation for 16 Red Emperor Way**Responsible Officer:** Brett Bacon - Executive Director Liveability and Wellbeing
Debra Howe - Director Strategic Growth & Development**Author:** Elle Wallin - Executive Support Officer

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

SUMMARY

This report provides Council with the required information to confidently accept the offer presented for the sale of land at 16 Red Emperor Way, Lammermoor.

15.6 POTENTIAL SALE OF LOTS 2 AND 3 - THE GATEWAY BUSINESS AND INDUSTRY PARK**File No:** ED.8.5.5**Attachments:** 1. The Gateway Business and Industry Park
Stage 1 and 2 Layout**Responsible Officer:** Brett Bacon - Executive Director Liveability and Wellbeing**Author:** Debra Howe - Director Strategic Growth & Development
Elle Wallin - Executive Support Officer**Previous Items:** 15.1 - Potential Sale of Lots 2 and 3 - The Gateway Business and Industry Park - Ordinary Council - 01 May 2018 9:00am

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

SUMMARY

A local business has expressed interest in two lots within Stage One of The Gateway Business and Industry Park.

15.7 PROPERTIES ELIGIBLE FOR LAND SALE**File No:** FM12.1.9**Attachments:**

1. Table of Properties
2. Sale of Land Flow Chart

Responsible Officer: Andrea Ellis - Chief Financial Officer**Author:** Priscilla Graham - Coordinator Revenue

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

SUMMARY

Under the provisions of the *Local Government Regulation 2012*, Council has the authority to recover outstanding rates and charges through a land sale process where the amounts have been overdue for three or more years. Eighteen (18) properties have received the pre land sale correspondence and meet the criteria being eligible for land sale.

16 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.

17 CLOSURE OF MEETING